

Mission statement of McKinleyville Community Services District:
"Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner."

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD
WEDNESDAY, JUNE 2, 2021 AT 7:00pm**

TELECONFERENCE Via ZOOM & TELEPHONE:
Use ZOOM MEETING ID: 810 7719 0032 (<https://us02web.zoom.us/j/81077190032>) or DIAL
IN TOLL FREE: 1-888-788-0099 (No Password Required!)

To participate, please teleconference using the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: comments@mckinleyvillecsd.com up until 4:30 p.m. on Tuesday, June 1, 2021.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, June 2, 2021 in a supplemental packet information that will also be posted on the website for public viewing.

AGENDA
7:00 p.m.

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions to the Agenda

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

NO CLOSED SESSION SCHEDULED

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

- **Zoom Public Comment:** When the MCSD Board President announces the agenda item that you wish to comment on, you must use the “raise your hand” feature that is present at the bottom of your screen. If you are on the phone, you will need to press star (*) 9 on your phone, which will raise your hand. When it is time for public comment on the item you wish to speak on, you will be recognized by the Board President and you will be allowed to unmute (please note, your unmute and video are disabled throughout the meeting, and your audio only will be enabled when called upon, and you will be able to unmute at that time). You will have 3 minutes to comment.

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 May 5, 2021
Attachment 1 – Draft Minutes from May 5, 2021 | Pg. 5 |
| D.2 | Consider Approval of April 2021 Treasurer’s Report | Pg. 11 |
| D.3 | Compliance with State Double Check Valve (DCV) Law | Pg. 33 |
| D.4 | Consider Approval of Hiller Sports Complex Facility Use Agreement Contracts between MCSD and the Mad River Youth Soccer League (MRYSL)
Attachment 1 – HSC Agreement between MCSD and Mad River Youth Soccer League | Pg. 35 |
| D.5 | Consider Approval of 2020 Consumer Confidence Report (CCR)
Attachment 1 – 2020 Consumer Confidence Report | Pg. 63 |

E. CONTINUED AND NEW BUSINESS

- | | | |
|-----|---|--------------|
| E.1 | Consider Adoption of Resolution 2021-16 Recognizing, Honoring, and Commending Seth Meynell for Ten (10) Years of Service (Action) | Pg.73 |
|-----|---|--------------|

Attachment 1 – Resolution 2021-16

- E.2 Consider Approval of Change Order Number 3 to Ameresco Design/Build Contract for Wastewater Management Facility Microgrid Project (Action) **Pg.75**
Attachment 1 – Change Order Summary by Bid Item
Attachment 2 – Back up to Change Order
- E.3 Consider Adoption of Resolution 2021-17 to Nominate Dennis Mayo for ACWA Region 1 Board Member (Action) **Pg. 83**
Attachment 1 – Resolution 2021-17
Attachment 2 – ACWA Memo to Announce Open Nominations
Attachment 3 – Completed ACWA Nomination Form
- E.4 Consider Approval of FY2021-22 Proposed Budget and Adopting Resolution 2021-18 Establishing Appropriations Limit (Action) **Pg. 93**
Attachment 1 – Budget for FY2021-22
Attachment 2 – Resolution 2021-18
- E.5 Consider First Reading of Ordinance 2021-05 Adding Section 68.04 to Regulation 68, Latent Powers, of Article VI: Miscellaneous, Addressing Library Powers of the MCSD Rules and Regulations (Action) **Pg. 147**
Attachment 1 – Ordinance 2021-05
- E.6 Distribution of the Annual Board Self-Evaluation (Information) **Pg. 153**
Attachment 1 – Self-Evaluation Questions
- E.7 Consider Approval of Future Hybrid Board Meetings Online as well as In-Person at Azalea Hall (Action) **Pg.157**

F. REPORTS

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

F.1 ACTIVE COMMITTEE REPORTS

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

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

a. Support Services Department (Colleen M.R. Trask)	Pg. 159
b. Operations Department (James Henry)	Pg. 161
c. Parks & Recreation Department (Lesley Frisbee)	Pg. 165
d. General Manager (Pat Kaspari)	Pg. 211
Attachment 1 – WWMF Monthly Self-Monitoring Report	Pg. 218

F.4 PRESIDENT’S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on May 28, 2021

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

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

McKinleyville Community Services District

BOARD OF DIRECTORS

June 2, 2021

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

Staff recommends the approval of the Minutes of the Board of Directors for the May 5, 2021 meeting.

Discussion:

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from May 5, 2021

MINUTES OF THE CLOSED/REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, MAY 5, 2021 6:15/7:00 P.M.

TELECONFERENCE Via ZOOM & TELEPHONE:

ZOOM MEETING ID: 837 8195 5401 (<https://zoom.us/j/83781955401>) and TOLL FREE: 1-888-788-0099

CLOSED SESSION

AGENDA ITEM A. CALL TO ORDER:

A.1 Roll Call: The closed session of the Board of Directors of McKinleyville Community Services District convened at 6:15 pm with the following Directors and staff in attendance:

Dennis Mayo, President	Pat Kaspari, General Manager
David Couch, Vice President	April Sousa, Board Secretary
Scott Binder, Director	Joseph Blaine, IT Specialist
Greg Orsini, Director	Russ Gans, Legal Counsel

A.2 Public Comment and Written Communications: There was no public comment.

A.3 Closed Session

The Board entered into closed session to discuss the following items:

a. CONFERENCE WITH LEGAL COUNSEL— Liability Claim (Gov. Code Section 54956.9(d)(2)): Claimant: L. Altman (Refund Claim)

b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: General Manager—Patrick Kaspari

REGULAR SESSION

AGENDA ITEM A. CALL TO ORDER:

A.1 Report out from Closed Session

General Manager Kaspari reported out of closed session the following: Closed Session Item A.3.a, by motion made by Director Couch and seconded by Director Orsini, Directors Binder, Couch, Orsini, and President Mayo, voted in favor to approve a proposed Release Agreement executed by the claimant, Lori Altman, authorizing a partial fee refund to claimant, a copy of which will be available upon inquiry following execution on behalf of the Board.

A.2 Roll Call: The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:01 pm with the following Directors and staff in attendance:

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

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

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

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

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

There were no comments from the Board or public.

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

Motion Summary: Motion Passed

AGENDA ITEM B. PUBLIC HEARINGS:

- B.1 Conduct Public Hearing for the Annual Levy of Assessments (Fiscal Year 2021/2022) for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities

Consider Adopting Resolution 2021-12; Approving the Annual Engineer's Report; Fiscal Year 2021/2022; McKinleyville Community Services District; Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities), Including the Assessment Diagram Connected Therewith

Consider Adopting Resolution 2021-13; Ordering the Levy and Collection of Assessments within the Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities) for FY 2021/2022

General Manager Kaspari introduces the item and Michael Medve from Willdan elaborated on the item giving history on Measure B and the required tasks within this item.

The public hearing was opened at 7:10 p.m. There was no comment from the public or the Board. The public hearing was closed.

Motion: It was moved to approve Resolution 2021-12 Approving the Annual Engineer's Report; Fiscal Year 2021/2022; McKinleyville Community Services District; Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities), Including the Assessment Diagram Connected Therewith.

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

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

Motion Summary: Motion Passed

Motion: It was moved to approve Resolution 2021-13 Ordering the Levy and Collection of Assessments within the Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities) for FY 2021/2022

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

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

Motion Summary: Motion Passed

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There were no public comments or written communications.

AGENDA ITEM D. CONSENT CALENDAR:

- D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on April 7, 2021
- D.2 Consider Approval of March 2021 Treasurer's Report
- D.3 Compliance with State Double Check Valve (DCV) Law
- D.4 Consider Approval of Recreation Program Fees for 2021-22 Recreation Programs

D.5 Consider Authorization to Send Letter of Support of AB1311 – Recycling: Beverage Containers

D.6 Review the McKinleyville Skatepark Quarterly Project Status Update Presented by the Humboldt Skatepark Collective (HSC)

Motion: It was moved to approve the Consent Calendar items.

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

There were no comments from the Board or public.

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

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Approval of Resolution 2021-14 Supporting Assembly Concurrent Resolution No. 17 and Proclaiming May 16-22 to be Special Districts Week

Board Secretary Sousa introduced this item. President Mayo would like to use this as an opportunity to promote Special Districts and MCSD to the community. Director Orsini talked about the history of this legislation and 5th District Supervisor Madrone stated he would take to the Board of Supervisors at the next meeting.

Motion: It was moved to approve Resolution 2021-14 Supporting Assembly Concurrent Resolution No. 17 and Proclaiming May 16-22 to be Special Districts Week.

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

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

Motion Summary: Motion Passed

E.2 Review and Begin Discussion of Post-COVID Board Meeting Venue and Alternatives

General Manager Kaspari introduced the item and gave a summary of the staff report.

President Mayo expressed his view on in person verses virtual meeting. He asked the other Directors to express their viewpoints.

Directors Couch, and Binder expressed a desire to go back to in person meetings. Director Orsini noted the logistics that would take place to do a hybrid meeting. He also stated he is open to meeting in person again when it is practical.

General Manager Kaspari noted that senior staff are willing to do what the Board would like to do in this area and will be fully vaccinated soon. He also mentioned that to set up a hybrid meeting will cost around \$5,000-\$10,000.

President Mayo noted that we have learned that virtual meeting options have been a benefit and will be a benefit in the future.

President Mayo asked Supervisor Madrone to comment on what the Board of Supervisors were going to be doing in the near future. Supervisor Madrone stated that they have a target for starting in person/hybrid meetings in June.

This was an informational only item; no action taken.

E.3 Review Operations Draft Budget for Water, Wastewater, and Streetlights Funds FY2021-22

Finance Director Trask gave an overview of the Operation Draft Budget for Water, Wastewater, and Streetlights funds for Fiscal Year 2021-22.

Director Orsini asked clarifying questions and gave concerns regarding the availability of surplus money to fund capital projects.

Director Couch agreed with Director Orsini. Director Binder had no comments. There was no public comment.

This was an informational only item; no action taken.

E.4 FY2020-21 Parks/General Fund Budget Review and Potential Amendment

Finance Director Trask gave a summary of this item. It was noted that when the original budget was created, no one expected the COVID-19 pandemic to continue for as long as it has. President Mayo asked some clarifying questions regarding percentage lost from not being able to do private contractor classes and if there were other issues not COVID-19 related. Finance Director Trask noted that once the Recreation Department programs are able to run again, then impact of non-COVID items will be able to be seen.

Director Orsini commended staff for the work that was done with shifting and cutting back so that the damage financially was mitigated as best as possible.

There was no public comment.

Motion: Approve the proposed revised Parks/General Fund Budget for Fiscal Year 2020-21

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

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

Motion Summary: Motion Passed

E.5 Consideration of Resolution 2021-15 Designating the General Manager as the Authorized Agent to Execute a Lease with the State Lands Commission and Sign other Documents as Necessary to Successfully Implement the Mad River Floodplain and Public Access Enhancement Project

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

Motion: Approve Resolution 2021-15 Designating the General Manager as the Authorized Agent to Execute a Lease with the State Lands Commission and Sign other Documents as Necessary to Successfully Implement the Mad River Floodplain and Public Access Enhancement Project

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

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

Motion Summary: Motion Passed

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Clark-Peterson):** Reported that the committee meeting met and asked to have Recreation Director Frisbee give any comments. There were none besides the notes that were a part of her director's report.
- b. **Area Fund (John Kulstad/Clark-Peterson):** Did not meet.
- c. **Redwood Region Economic Development Commission (Clark-Peterson/Binder):** Director Clark-Peterson was not present to give a report. Director Binder was not at the meeting.
- d. **McKinleyville Senior Center Advisory Council (Clark-Peterson/Binder):** Nothing to report
- e. **Audit (Orsini/Couch):** Nothing to report

- f. **Employee Negotiations (Couch/Mayo):** Nothing to report.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Binder attended and gave a report.
- h. **Local Agency Formation Commission (Couch):** Director Couch reported that he did not have a Humboldt LAFCo meeting, but did have a CalLAFCo meeting.
- i. **Environmental Matters Committee (Couch/Clark-Peterson):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** President Mayo asked Director Orsini to report on the Community Forest Committee who gave a brief report and then deferred to General Manager Kaspari who completed the report.
- k. **Ad Hoc Latent Powers Committee (Orsini/Couch):** Nothing to report; it was noted that next month would have something on Library Powers.

F.2 LEGISLATIVE AND REGULATORY REPORTS

None

F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, had nothing further to add to her report, but did give an update on the total customers on the lock list. Director Orsini noted a conversation with Assemblyman Wood regarding the issue of unpaid water bills.
- b. **Operations Department (James Henry):** Operations Director, James Henry, had nothing further to add to his written report.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director, Lesley Frisbee, had nothing further to add to her written report.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari had nothing further to add to the report.

F.3.2 PRESIDENT'S REPORT: Had nothing to report.

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

None.

G. ADJOURNMENT:

Meeting Adjourned at 8:05 p.m.

April Sousa, CMC, Board Secretary

**McKinleyville Community Services District
Treasurer's Report
April 2021**

Table of Contents

Page 2	Investments & Cash Flow Report
Page 3	Consolidated Balance Sheet by Fund
Page 4	Activity Summary by Fund with Selected Graphic Comparisons
Page 11	Capital Expenditure Report
Page 12	Summary of Long-Term Debt Report
Page 13	Cash Disbursement Report

Ratios

as of April 30, 2021

- Utility Accounts Receivable Turnover Days	10
- YTD Breakeven Revenue, Water Fund:	\$ 2,070,819
- YTD Actual Water Sales:	\$ 3,343,748
- Days of Cash on Hand-Operations Checking/MM	223

**McKinleyville Community Services District
Investments & Cash Flow Report
as of April 30, 2021**

Petty Cash & Change Funds 9,197.46

Cash

Operating & Money Market - Beginning Balance 3,535,453.12

Cash Receipts:

Utility Billings & Other Receipts 795,744.08
 Money Market Account Interest 92.38
 Transfers from County Funds #2560, #4240, CalTRUST, Meas. B -
 Other Cash Receipts (Pmt of SRF Solar Proj Grant Receivable) -

Total Cash Receipts 795,836.46

Cash Disbursements:

Transfers to County Funds #2560, #4240, CalTRUST -
 Payroll Related Expenditures (240,260.84)
 Debt Service (71,249.49)
 Capital & Other Expenditures (287,942.95)

Total Cash Disbursements (599,453.28)

Operating & Money Market - Ending Balance 3,731,836.30

Total Cash 3,741,033.76

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

LAIF - Beginning Balance 138,651.18
 Interest Income 151.47

LAIF - Ending Balance 138,802.65

Humboldt Co. #2560 - Beginning Balance 1,605,711.62

Property Taxes and Assessments 382,112.47
 Transfer to/from Operating Cash -
 Interest Income (net of adjustments) 2,127.57

Humboldt Co. #2560 - Ending Balance 1,989,951.66

Humboldt Co. #4240 - Beginning Balance 3,399,825.77

Transfer to/from Operating Cash -
 Transfer to/from Biosolids Reserve -
 Interest Income 3,676.25

Humboldt Co. #4240 - Ending Balance 3,403,502.02

Humboldt Co. #9390 - Beginning Balance 663,032.08

Reserves Recovery Deposits/Other Bal Withdrawals -

Humboldt Co. #9390 - Ending Balance 663,032.08

USDA Bond Reserve Fund - Beginning Balance 147,130.73

Bond Reserve Payment/Transfer to Service Fund 7,270.83
 Debt Service Payment, Principal/Interest (Net) -
 Interest Adjustment 0.62

USDA Bond Reserve Fund - Ending Balance 154,402.18

CalTRUST - Beginning Balance 10,609,903.38

Net Transfer to/from Designated Reserves: PERS/OPEB -
 Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves -
 Net: Interest Income/Unrealized Gain/Loss 3,492.92

CalTRUST - Ending Balance 10,613,396.30

Total Investments 16,969,104.37

Total Cash & Investments - Current Month 20,710,138.13

Total Cash & Investments - Prior Month 20,114,922.82

Net Change to Cash & Investments This Month 595,215.31

Cash & Investment Summary

Cash & Cash Equivalents 19,933,373.33
 Davis-Grunsky Loan Reserve 622,362.62
 USDA Bond Reserve 154,402.18

Total Cash & Investments 20,710,138.13

McKinleyville Community Services District
 Consolidated Balance Sheet by Fund
 as of April 30, 2021

	Governmental Funds			Proprietary Funds		Total (Memorandum Only)
	Parks & General	Measure B	Streetlights	Water	Wastewater	
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 1,285,910.05	\$ (458,533.98)	\$ 69,237.71	\$ 7,797,917.72	\$ 11,396,174.20	\$ 20,090,705.70
Accounts receivable	3,940.83	-	3,866.63	532,730.27	587,725.01	1,128,262.74
Prepaid expenses & other current assets	12,645.68	2,353.17	867.84	84,156.93	40,619.00	140,642.62
Total Current Assets	1,302,496.56	(456,180.81)	73,972.18	8,414,804.92	12,024,518.21	21,359,611.06
Noncurrent Assets						
Restricted cash & cash equivalents	189,572.72	-	-	625,299.14	154,402.18	969,274.04
Other noncurrent assets	-	-	-	770,950.75	791,621.69	1,562,572.44
Capital assets (net)	-	-	-	8,315,116.28	28,340,166.75	36,655,283.03
Total Noncurrent Assets	189,572.72	-	-	9,711,366.17	29,286,190.62	39,187,129.51
TOTAL ASSETS	\$ 1,492,069.28	\$ (456,180.81)	\$ 73,972.18	\$ 18,126,171.09	\$ 41,310,708.83	\$ 60,546,740.57
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 71,413.18	\$ 210.52	\$ 2,548.88	\$ 256,248.58	\$ 231,177.28	\$ 561,598.44
Accrued payroll & related liabilities	94,926.83	-	-	37,280.41	35,821.39	168,028.63
Total Current Liabilities	166,340.01	210.52	2,548.88	293,528.99	266,998.67	729,627.07
Noncurrent Liabilities						
Long-term debt	-	-	-	2,128,407.34	16,014,235.82	18,142,643.16
Other noncurrent liabilities	-	-	-	4,371,938.52	4,472,341.47	8,844,279.99
Total Noncurrent Liabilities	-	-	-	6,500,345.86	20,486,577.29	26,986,923.15
TOTAL LIABILITIES	166,340.01	210.52	2,548.88	6,793,874.85	20,753,575.96	27,716,550.22
Fund Balance/Net Assets						
Fund balance	(2,280,549.91)	(456,391.33)	71,423.30	-	-	(2,665,517.94)
Net assets	3,606,279.18	-	-	5,145,587.30	8,231,201.94	16,983,068.42
Investment in capital assets, net of related debt	-	-	-	6,186,708.94	12,325,930.93	18,512,639.87
Total Fund Balance/Net Assets	1,325,729.27	(456,391.33)	71,423.30	11,332,296.24	20,557,132.87	32,830,190.35
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,492,069.28	\$ (456,180.81)	\$ 73,972.18	\$ 18,126,171.09	\$ 41,310,708.83	\$ 60,546,740.57
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,189,395.82					
General Long-term Liabilities						
PG&E Streetlights Loan	-			Non-debt Long-term Liabilities (included in Other Non-current Liabilities above)		
Meas. B Loan: Teen/Community Center	918,890.00					
OPEB Liability	2,830,881.35	OPEB Liability		2,882,587.78	2,894,654.86	8,608,123.99
CalPERS Pension Liability/Deferred Inflows-Outflows	628,788.66	CalPERS Pension Liability		632,676.35	698,072.98	1,959,537.99
Accrued Compensated Absences	115,011.87					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 4,493,571.88					

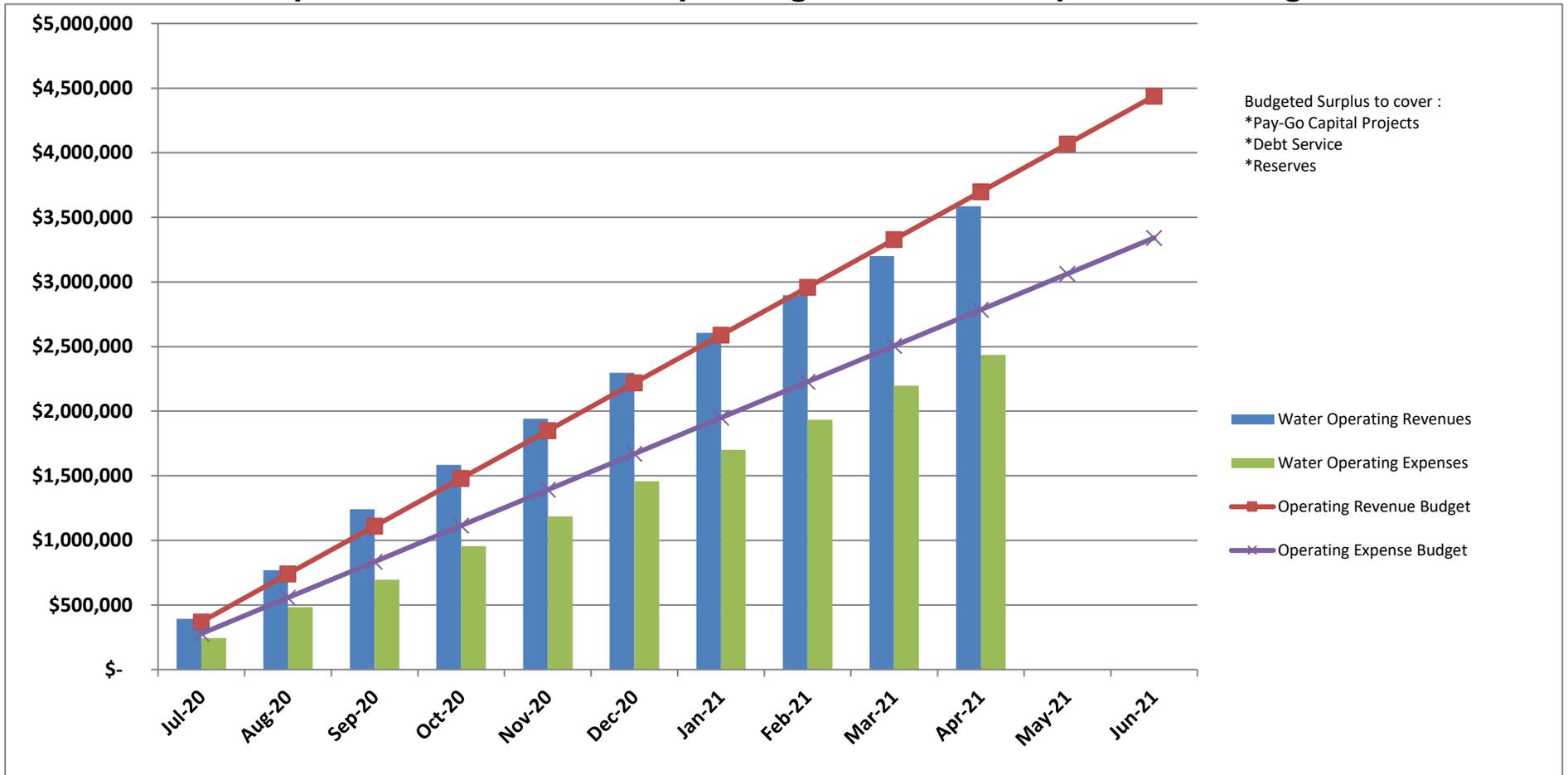
McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
April 2021

Department Summaries	April	% of Year 83.33% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
Water						
Water Sales	328,049	3,343,748	3,264,787	78,961	2.42%	Budget is spread evenly across 12 months, but actuals vary by with seasonal usage
Other Revenues	56,976	241,858	433,583	(191,725)	-44.22%	Includes YTD Capacity Fees \$141,241 Contrib.Construction \$0, Grants \$0
Total Operating Revenues	385,024	3,585,606	3,698,370	(112,764)	-3.05%	
Salaries & Benefits	72,849	757,259	873,317	(116,058)	-13.29%	Budget is spread evenly across 12 months, but actuals vary by hiring & job assignment.
Water Purchased	93,070	957,636	937,945	19,691	2.10%	
Other Expenses	42,981	417,985	670,801	(252,816)	-37.69%	Budget is spread evenly across 12 months, but actuals vary by purchasing sched.
Depreciation	30,250	302,500	302,500	-	0.00%	
Total Operating Expenses	239,151	2,435,381	2,784,563	(349,182)	-12.54%	
Net Operating Income	145,874	1,150,225	913,807	(461,946)		
Interest Income	2,361	36,221	41,667	(5,446)	-13.07%	Interest rates lower than anticipated.
Interest Expense	(4,325)	(43,667)	(45,938)	(2,271)	-4.94%	
Net Income (Loss)	143,910	1,146,684	909,536	237,148		
Wastewater						
Wastewater Service Charges	339,531	3,291,748	3,337,050	(45,302)	-1.36%	
Other Revenues	88,379	320,615	1,801,091	(1,480,476)	-82.20%	Includes YTD Capacity Fees \$251,846. Contrib.Constr. \$0, Grants \$6,629.
Total Operating Revenues	427,910	3,612,363	5,138,141	(1,525,778)	-29.70%	
Salaries & Benefits	91,043	977,605	923,417	54,188	5.87%	
Other Expenses	59,300	591,863	850,768	(258,905)	-30.43%	Budget is spread evenly across 12 months, but actuals vary by purchasing sched.
Depreciation	96,667	965,836	966,667	(831)	-0.09%	
Total Operating Expenses	247,010	2,535,303	2,740,852	(205,549)	-7.50%	
Net Operating Income	180,900	1,077,060	2,397,289	(1,320,229)		
Interest Income	4,475	76,988	62,500	14,488	23.18%	Interest rates higher than anticipated.
Interest Expense	(22,119)	(230,587)	(205,969)	24,618	11.95%	Budget is spread evenly across 12 months, but actuals vary by loan pmt schedule
Net Income (Loss)	163,256	935,429	2,253,820	(1,318,391)		
Enterprise Funds Net Income (Loss)	307,166	2,082,113	3,163,356	(1,081,243)		

McKinleyville Community Services District

April 2021

Comparison of Water Fund Operating Revenues & Expenses to Budget

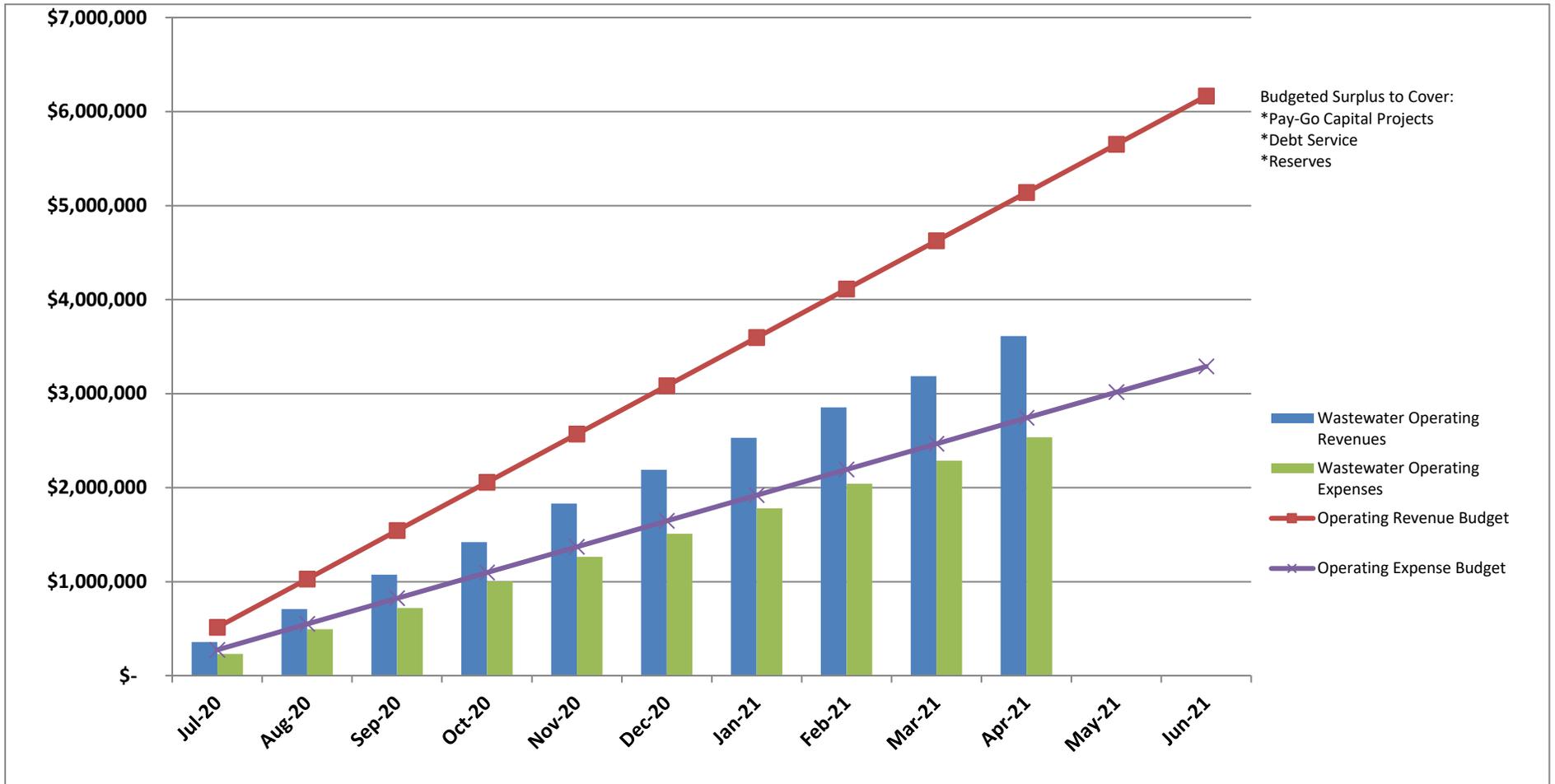


Treasurer's Report Page 5, Selected Graphic Comparisons

McKinleyville Community Services District

April 2021

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



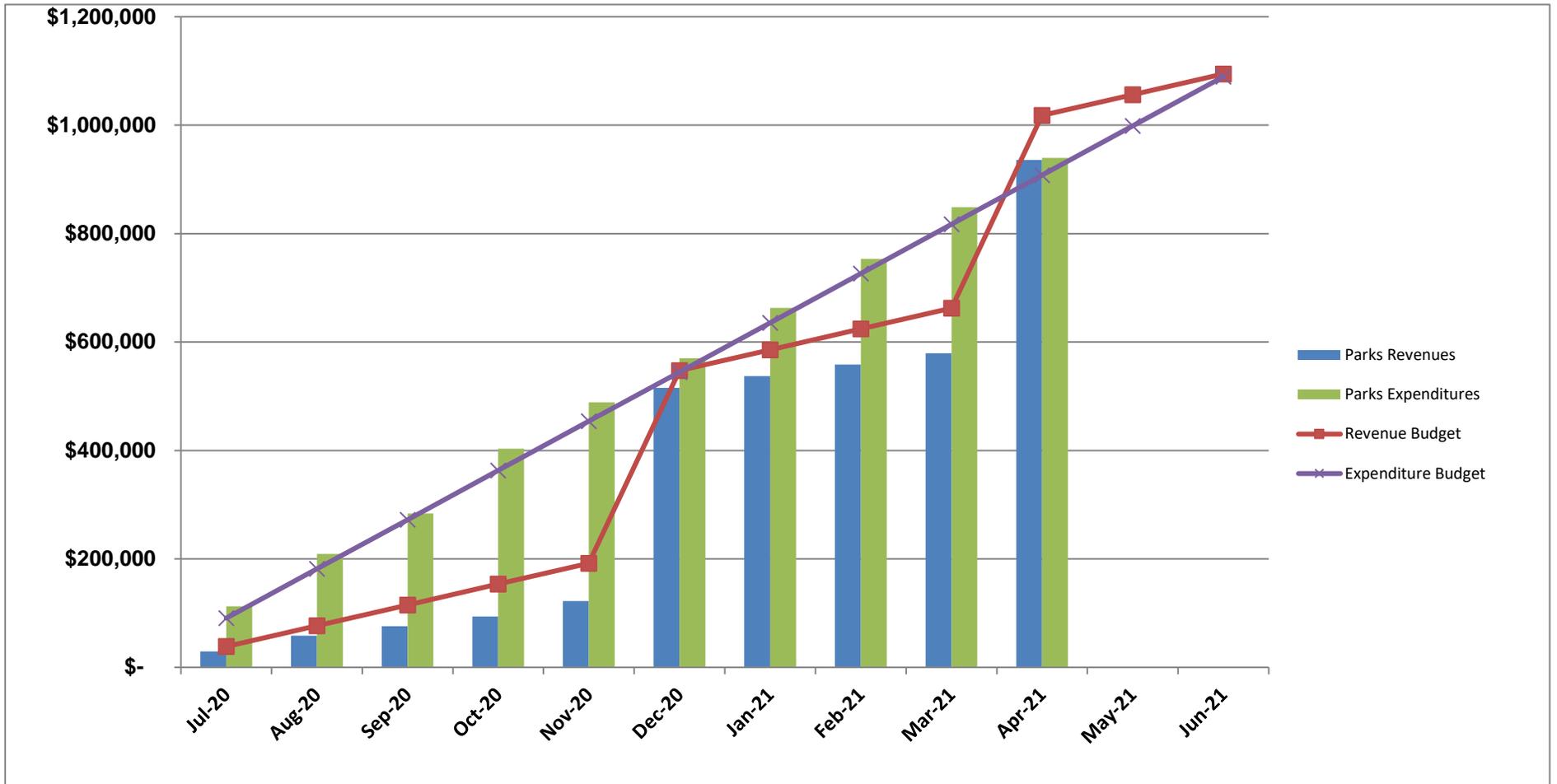
Treasurer's Report Page 6, Selected Graphic Comparisons

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

	April	% of Year 83.33% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
Department Summaries						
*Parks & Recreation						
Program Fees	26,814	106,255	171,871	(65,616)	-38.18%	Continuation of Covid19 restrictions beyond original state estimate May-revise budget will be posted with the May actuals next month County Tax remittance: December, April, and June; per Auditor-Controller's office Budget is spread evenly across 12 months, but actuals vary by payment schedule Interest rates lower than anticipated.
Rents & Related Fees	2,010	19,676	32,406	(12,730)	-39.28%	
Property Taxes	308,392	670,452	528,201	142,251	26.93%	
Other Revenues	14,348	108,295	142,213	(33,918)	-23.85%	
Interest Income	4,857	30,924	37,500	(6,576)	-17.54%	
Total Revenues	356,420	935,602	912,191	23,411	2.57%	
Salaries & Benefits	72,063	723,417	673,711	49,706	7.38%	
Other Expenditures	18,626	174,070	188,373	(14,303)	-7.59%	
Capital Expenditures	-	42,039	45,833	(3,794)	-8.28%	
Total Expenditures	90,689	939,525	907,917	31,608	3.48%	
Excess (Deficit)	265,731	(3,924)	4,274	(8,198)		
*Measure B Assessment						
Total Revenues	80,264	220,296	186,943	33,353	17.84%	Interest & unrealized gains/losses; County Tax remittance December/April/June
Salaries & Benefits	5,759	53,135	58,675	(5,540)	-9.44%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	211	13,684	21,250	(7,566)	-35.60%	Budget spread evenly across 12 months, but actuals vary seasonally
Capital Expenditures/Loan Repayment	63,979	127,140	106,210	20,930	19.71%	Budget is spread evenly across 12 months, but loan pmts are October & April
Total Expenditures	69,948	193,959	186,135	7,824	4.20%	
Excess (Deficit)	10,315	26,336	808	25,528		
*Street Lights						
Total Revenues	10,529	99,291	97,348	1,943	2.00%	
Salaries & Benefits	3,706	45,012	39,958	5,054	12.65%	Overage related to lump sum final payroll, not spread evenly over 12 months
Other Expenditures	3,599	31,953	34,062	(2,109)	-6.19%	
Capital Expenditures/Loan Repayment	-	-	1,667	(1,667)	-100.00%	Budget is spread evenly across 12 months, but actuals vary by project schedule
Total Expenditures	7,305	76,965	75,687	1,278	1.69%	
Excess (Deficit)	3,224	22,326	21,661	(665)		
Governmental Funds Excess (Deficit)	279,270	44,739	26,743	17,996		

McKinleyville Community Services District April 2021

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget

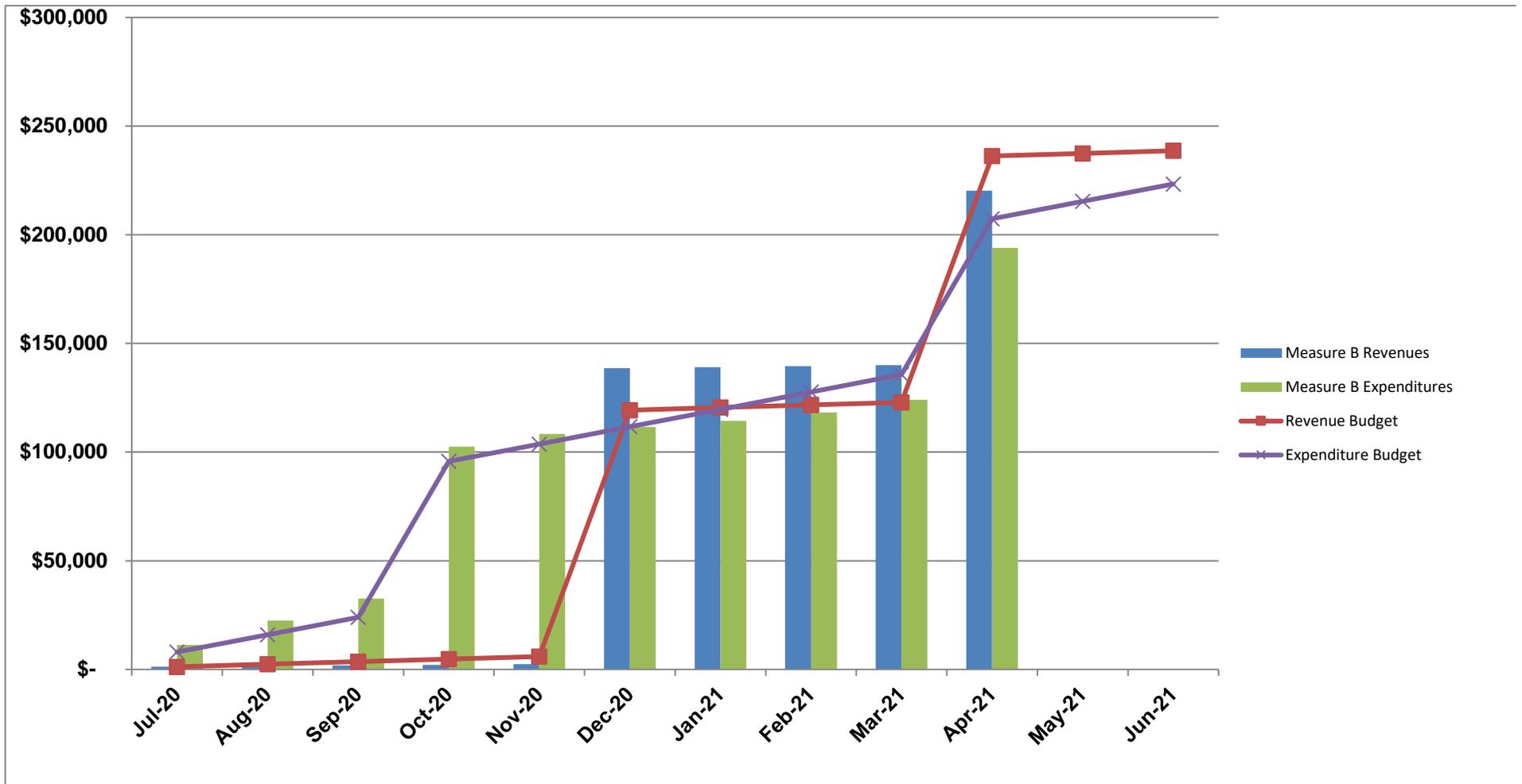


Treasurer's Report Page 8, Selected Graphic Comparisons

McKinleyville Community Services District

April 2021

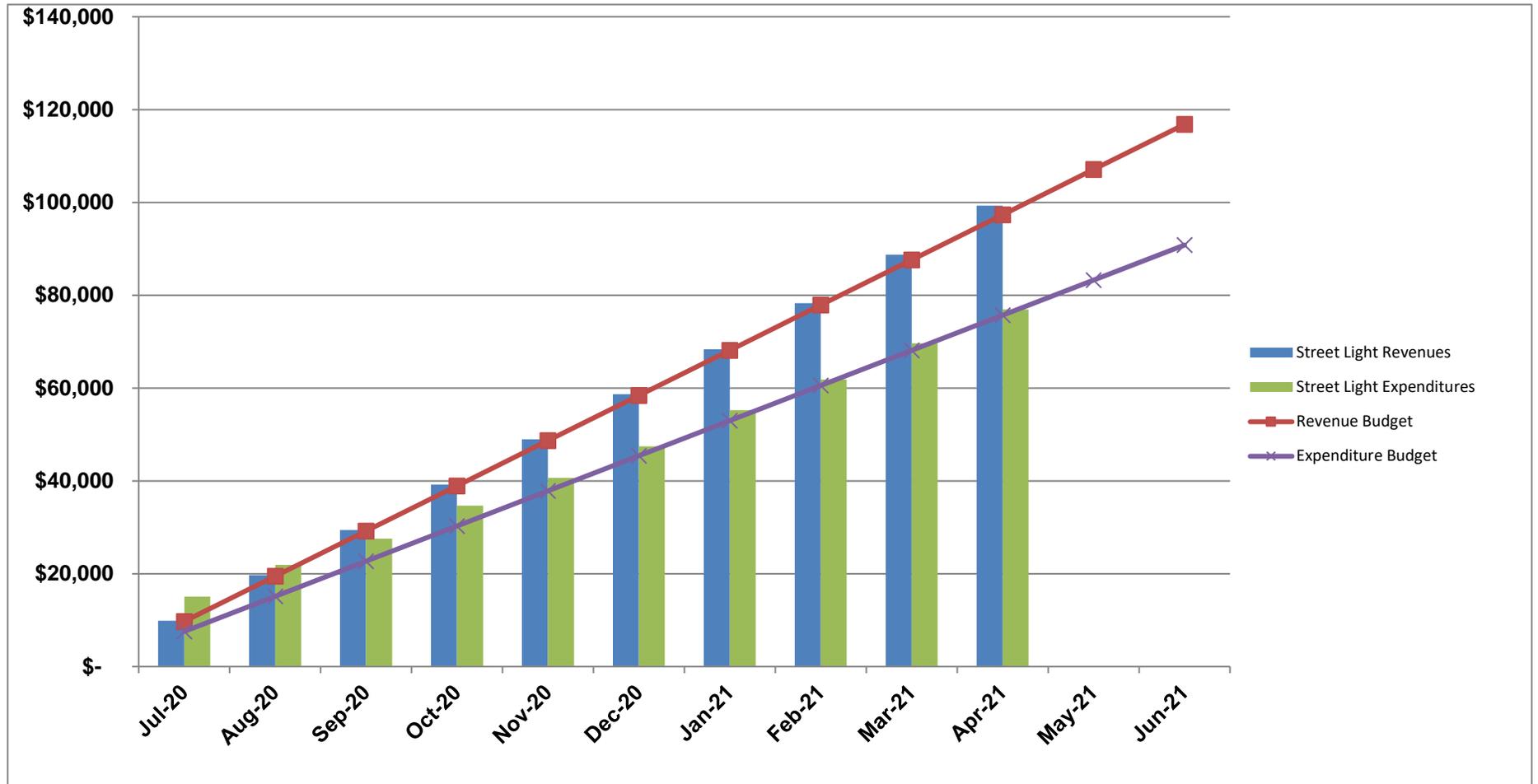
Comparison of Measure B Fund Total Revenues & Expenditures to Budget



Treasurer's Report Page 9, Selected Graphic Comparisons

McKinleyville Community Services District April 2021

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



Treasurer's Report Page 10, Selected Graphic Comparisons

**McKinleyville Community Services District
Capital Expenditure Report
as of April 30, 2021**

	April	YTD Total	FY 20-21 Budget	Remaining		Notes
				Budget \$	Budget %	
Water Department						
Ramey Pump Upgrades	-	-	-	-	#DIV/0!	
Water Tank Painting	-	-	500,000	500,000	100%	Water Tank Painting & Cathodic
Alternative Energy Master Plan	-	-	50,000	50,000	100%	Alternative energy master plan
4.5m New Water Tank	19,731	222,192	178,000	(44,192)	-25%	Drilling, LACO Assoc.
N.BankBoosterStation VFD#2 replacement	-	17,619	25,000	7,381	30%	Emergency Water Supply
Emergency Generator-Cochran	-	-	25,000	25,000	100%	CochranEmergency Generator
Fire Hydrant System Upgrade	-	-	7,000	7,000	100%	Fire Hydrant System Upgrade
Tank Seismic Actuators	2,869	22,756	20,000	(2,756)	-14%	Tank Seismic Actuators
Customer Radio Meter Testing	-	4,530	10,000	5,470	55%	Customer Radio meter testing
Water Tank Upgrade-Norton#2 Tree Svc	-	6,088	7,000	913	13%	Water Tank Upgrade-Norton Tree
Water Main Rehab & Replacement	2,112	23,425	900,000	876,575	97%	Water Main Rehab
Property Purchase- Tank Site	-	-	-	-	#DIV/0!	Property Purch/Imprv.Tank Site
Subtotal	24,712	296,610	1,722,000	1,425,390	83%	
Wastewater Department						
Sewer Main Rehab & Replacement	2,046	22,720	900,000	877,280	97%	Sewer Main Rehab
WWMF Sludge Disposal - next	-	-	240,000	240,000	100%	Sludge handling/disposal
WWMF Recirculation Valve Replacement	-	-	12,000	12,000	100%	Recirculation Valve replacemnt
Alternative Energy Master Plan	-	-	50,000	50,000	100%	Alternative energy master plan
WWMF Chlorine Injector/Controllers	-	29,352	10,000	(19,352)	-194%	Chlorine Injector/Controllers
Collection Upgrades-UndercrossingsProj	2,637	247,811	1,335,000	1,087,189	81%	Collection System upgrades
Fischer Lift Station Generator	-	-	-	-	#DIV/0!	Fischer Lift Stn Generator
Sewer Lift Stn Upgrade-Hiller	-	182,661	538,000	355,339	66%	Sewer lift stn Upgrade-Hiller
Solar Project - CWSRF Grant/Loan	5,130	113,877	1,250,000	1,136,123	91%	WWMF Solar Project
WWMF Alt. Disinfection/ Feasibility Study	-	-	70,000	70,000	100%	Alt. Disinfection Feasibility Study
Radio Telemetry Upgrade	-	-	-	-	#DIV/0!	Radio Telemetry upgrade
Production Meter Replacements	-	-	-	-	#DIV/0!	Production Meter Replacement
WWMF - next NPDES Permit	-	32,197	50,000	17,803	36%	NPDES Permit Project
Customer Radio Meter Testing	-	4,388	10,000	5,612	56%	Radio meters testing
Underground pipe locator & camera	-	-	5,000	5,000	100%	Underground pipe locator & came
Flow Totalizers	-	39,698	45,000	5,302	12%	Flow Totalizers
Sewer Lift Station Other Upgrades	-	346,700	-	(346,700)	#DIV/0!	SwrLiftStnUpgrade-Letz
Subtotal	9,813	1,019,404	4,515,000	3,495,596	77%	
Water & Wastewater Operations						
Heavy Equipment	-	-	150,000	150,000	100%	backhoe, emerg.generators, aircoi
Utility Vehicles	431	41,946	38,000	(3,946)	-10%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	55,777	25,000	(30,777)	-123%	Facilities upgrade/sealcoat
Computers & Software	1,598	15,980	18,000	2,020	11%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tr	10,679	40,780	200,000	159,220	80%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Unc	-	10,267	55,000	44,733	81%	Underground valving/piping
Pialorsi Ranch Survey/ Improvements	-	71,557	30,000	(41,557)	-139%	Pialorsi Ranch Survey
Small Equipment & Other	-	-	40,000	40,000	100%	Misc.response, & GPS surveying
Subtotal	2,029	236,305	556,000	319,695	57%	
Enterprise Funds Total	47,233	1,552,320	6,793,000	5,240,680	77%	
Parks & Recreation Department						
Hiller Park & Sports Complex	-	27,040	-	(27,040)	#DIV/0!	Hiller Sports Sealcoat-CountyGrant
Azalea Hall Projects	-	-	32,000	32,000	100%	Flooring, Pkg Lot resurface
McKinleyville Activity Center Upgrades	-	14,999	6,000	(8,999)	-150%	Major Appliance replacement
Law Enforcement Facility Improvements	-	-	24,000	24,000	100%	LEF flooring/Library Carpet
Projects Funded by Quimby/Other Funds	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	-	-	-	-	#DIV/0!	Teen Center Constr&Loan svc
Other Parks Projects & Equipment	-	-	14,000	14,000	100%	Brush&LawnMowers/Trailer
Subtotal	-	42,039	76,000	33,961	45%	
Streetlights						
Pole Replacement	-	-	2,000	2,000	100%	Pole Replacement
Subtotal	-	-	2,000	2,000	100%	
Governmental Funds Total	-	42,039	78,000	35,961	46%	
All Funds Total	47,233	1,594,358	6,871,000	5,276,642	77%	

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

**Principal Maturities and
Scheduled Interest**

	%	Maturity Date		Balance- March 31, 2021	Balance- April 30, 2021	FY-21	Thereafter
Water Fund:							
I-Bank		8/1/30	P	577,202.62	577,202.62	-	577,202.69
Interest	3.37%		I			-	102,567.81
State of CA Energy Commission (ARRA)		12/22/26	P	72,332.16	72,332.16	5,864.75	66,467.20
Interest	1.0%		I			360.67	2,012.13
State of CA (Davis Grunsky)		1/1/33	P	1,274,456.41	1,274,456.41	-	1,274,456.41
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	204,416.09	204,416.09	-	204,416.09
Interest	2.5%		I			16,964.10	216,460.72
Total Water Fund-Principal				2,128,407.28	2,128,407.28	5,864.75	2,122,542.39
Total Water Fund-Interest						17,324.77	321,040.66
Total Water Fund				2,128,407.28	2,128,407.28	23,189.52	2,443,583.05
Wastewater Fund:							
WWMF SRF Loan		7/31/47	P	14,444,435.82	14,444,435.82	-	14,905,430.41
Interest	1.6%		I			-	3,457,430.34
Chase Bank (Pialorsi Property)		3/8/35	P	1,424,800.00	1,424,800.00	-	1,424,800.00
Interest	2.9%		I	-	-	-	204,594.85
USDA (Sewer Bond)		8/1/22	P	145,000.00	145,000.00	-	145,000.00
Interest	5.0%		I			-	6,875.00
Total Wastewater Fund-Principal				16,014,235.82	16,014,235.82	-	16,475,230.41
Total Wastewater Fund-Interest						-	3,668,900.19
Total Sewer Fund				16,014,235.82	16,014,235.82	-	20,144,130.60
Meas. B Fund: Teen/Comm Center Loan		11/1/29	P	965,727.00	918,890.00	-	927,670.00
	3.55%		I			-	155,131.29
Total Principal				19,108,370.10	19,061,533.10	5,864.75	19,525,442.80
Total Interest						17,324.77	4,145,072.14
Total				19,108,370.10	19,061,533.10	23,189.52	23,670,514.94

Non-debt Long Term Liabilities, District-wide

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

**McKinleyville Community Services District
 Summary of Grants
 as of April 30, 2021**

District Grants	Total Grant Amount	Required District Match	Estimated District Asset Value
CalOES Hazard Mitigation Grant - 4.5 mg Tank	\$ 5,418,735	\$ 1,806,245	\$ 4,675,000
CalOES Hazard Mitigation Grant - Sewer Undercrossings	\$ 2,538,300	\$ 846,100	\$ 2,137,000
SWRCB Energy Efficiency Grant/Loan	\$ 2,500,000	\$2,500,000 Loan	\$ 4,100,000
CA State Dept of Parks & Rec - Habitat Conservation Fund	\$ 56,600	\$ -	\$ 56,600

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

**McKinleyville Community Services District
Cash Disbursement Report
For the Period April 1 through April 30, 2021**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
38306	4/6/2021	BAD01	BADGER METER, Inc.	1,290.71	1403925	REPAIRS/SUPPLIES
				3,059.64	1425156	REPAIRS/SUPPLIES
				356.82	80071043	BEACON MBL HOSTING
			Check Total:	<u>4,707.17</u>		
38307	4/6/2021	BEA03	BEAR RIVER BAND THPO DEPARTMENT	30.00	C10406	WATER RECYCLING FOR WWMF
38308	4/6/2021	BLA02	BLACK DOG OUTFITTERS	708.79	492	UNIFORMS
38309	4/6/2021	BLU05	BLUE LAKE RANCHERIA THPO	30.00	C10406	WATER RECYCLING FOR WWMF
38310	4/6/2021	COA01	COASTAL BUSINESS SYSTEMS	1,170.20	28943284	COPIER MONTHLY PAMENT
38311	4/6/2021	COR01	CORBIN WILLITS SYSTEMS, INC	924.31	103151	MOMS MONTHLY MAINT.
38312	4/6/2021	HAR13	The Hartford - Priority A	420.75	C10402	GRP. HEALTH INS
38313	4/6/2021	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	94,073.68	C10402	WTR PURCHASED
38314	4/6/2021	HUM46	HUMBOLDT COUNTY PLANNING	5,759.00	C10405	WATER RECYCLING FOR WWMF
38315	4/6/2021	IND02	INDUSTRIAL ELECTRIC SERVICE	520.58	39249	REPAIRS/SUPPLY
38316	4/6/2021	MAY02	DENNIS MAYO	125.00	C10402	BOARD MEETING MARCH 3RD
38317	4/6/2021	NOR04	NORTHCOAST ENVIRONMENTAL	7,416.00	21-104.01	PIALORSI BARN PCB REMEDIATION
38318	4/6/2021	STR01	STREAMLINE	300.00	2B0DF9E7-	WEBSITE MONTHLY FEE
38319	4/6/2021	SUD01	SUDDENLINK	196.37	C10402	TEEN CERTER INTERNET

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38320	4/6/2021	UMP01	UMPQUA BANK	150.00	0321CT	NOTARY CERT. FOR DB
				11.38	0321DS	OFFICE SUPPLIES
				398.32	0321JH	SUPPLIES PURCHASED/TRAINI
				834.90	0321BOARD	SUBSCRIPTIONS/BOARD TRAIN
				15.07	0321PARKS	OFFICE SUPPLIES
				1.33	0321ROUND	ROUND UP ON ACCT.
			Check Total:	<u>1,411.00</u>		
38321	4/6/2021	USB01	U.S. BANK TRUST N.A.	7,270.83	C10402	SEWER BOND PAYMENT
38322	4/6/2021	VER01	VERIZON WIRELESS	80.86	987600495	CELLPHONES/TABLET
38323	4/6/2021	WIY01	WIYOT TRIBE CULTURAL DEPARTMENT	30.00	C10406	WATER RECYCLING FOR WWMF
38324	4/6/2021	\B004	MQ CUSTOMER REFUND FOR BO	218.97	000C10401	MQ CUSTOMER REFUND FOR BO
38325	4/6/2021	\C016	MQ CUSTOMER REFUND FOR CO	50.92	000C10401	MQ CUSTOMER REFUND FOR CO
38326	4/6/2021	\F015	MQ CUSTOMER REFUND FOR FL	46.82	000C10401	MQ CUSTOMER REFUND FOR FL
38327	4/6/2021	\H013	MQ CUSTOMER REFUND FOR HE	37.42	000C10401	MQ CUSTOMER REFUND FOR HE
38328	4/6/2021	\K001	MQ CUSTOMER REFUND FOR KI	52.26	000C10401	MQ CUSTOMER REFUND FOR KI
38329	4/6/2021	\M031	MQ CUSTOMER REFUND FOR MA	81.52	000C10401	MQ CUSTOMER REFUND FOR MA
38330	4/6/2021	\M034	MQ CUSTOMER REFUND FOR MI	22.46	000C10401	MQ CUSTOMER REFUND FOR MI
38331	4/6/2021	\N003	MQ CUSTOMER REFUND FOR NC	58.18	000C10401	MQ CUSTOMER REFUND FOR NC
38332	4/6/2021	\P006	MQ CUSTOMER REFUND FOR PA	45.41	000C10401	MQ CUSTOMER REFUND FOR PA
38333	4/6/2021	\R007	MQ CUSTOMER REFUND FOR RA	39.09	000C10401	MQ CUSTOMER REFUND FOR RA
38334	4/6/2021	\R008	MQ CUSTOMER REFUND FOR RA	33.55	000C10401	MQ CUSTOMER REFUND FOR RA
38335	4/6/2021	\S006	MQ CUSTOMER REFUND FOR SU	8.17	000C10401	MQ CUSTOMER REFUND FOR SU
38336	4/8/2021	HUM32	HUMBOLDT COUNTY RECORDER	50.00	CEQA1P	MCSO COMMUNITY FOREST PRO
38337	4/8/2021	HUM32	HUMBOLDT COUNTY RECORDER	50.00	CEQA2P	WATER RECYCLING FOR WWMF

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
38338	4/8/2021	HUM32	HUMBOLDT COUNTY RECORDER	50.00	CEQA3P	MICROGRID
38339	4/12/2021	ACW01	CB&T/ACWA-JPIA	23,984.08	C10406	GRP. HEALTH INS
38340	4/12/2021	GAN01	GAN CONFERENCING	4.88	47739	PROFESSIONAL SERVICES
38341	4/12/2021	GHD01	GHD	11,880.00	159504	WATER RECYCLING FOR WWMF
				7,314.50	159507	MICROGRID
				6,569.26	159577	MCCLUSKI TANK SEISMIC RETROFIT
				5,282.15	159687	WATER & SEWER MAINLINE REPL
				1,397.50	159945	HILLER SEWER LIFT STATION
			Check Total:	<u>32,443.41</u>		
38342	4/12/2021	GRA02	GRAINGER	334.58	984339237	REPAIRS/SUPPLIES
38343	4/12/2021	HAR03	HARPER MOTORS CO.	1,218.47	C10407	VEHICLE REPAIRS
38344	4/12/2021	HUM08	HUMBOLDT SANITATION	2,661.05	C10407	TRASH SERVICE
38345	4/12/2021	INF02	INFOSEND	2,938.95	188915	PRINTING/MAILING OF BILLS
38346	4/12/2021	MCK04	MCK ACE HARDWARE	266.32	C10407	REPAIRS/SUPPLY
38347	4/12/2021	MEN01	MENDES SUPPLY CO.	1,853.54	C10406	REPAIRS/SUPPLY
38348	4/12/2021	MIL01	Miller Farms Nursery	5,045.05	C10406	REPAIRS/SUPPLY
38349	4/12/2021	NOR01	NORTH COAST LABORATORIES	5,790.00	C10407	LAB TESTS
38350	4/12/2021	NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	120.00	27278	SAFETY TRAINING SUBS.
38351	4/12/2021	ORE01	O'REILLY AUTOMOTIVE, INC.	95.30	C10407	REPAIRS/SUPPLY
38352	4/12/2021	PAC05	PACIFIC ECORISK	847.97	17323	LAB TESTING
38353	4/12/2021	PGE11	PG&E STREETLIGHTS	24.26	C10406	GAS & ELECTRIC ACCT 6945
38354	4/12/2021	PGE12	PG&E	32.07	C10406	GAS & ELECTRIC HILLER SPO

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38355	4/12/2021	SEQ01	Sequoia Gas Co.	267.42	31108	FUEL FOR HILLER SPORTS SITE
38356	4/12/2021	THO02	Thomas Home Center	336.12	C10407	REPAIRS/SUPPLY
38357	4/12/2021	UMP04	UMPQUA BANK	63,978.66	C10408	LOAN PAYMENT
38358	4/12/2021	VAL01	VALLEY PACIFIC PETROLEUM	780.59	21-357906	GAS/OIL/LUBE
38359	4/12/2021	VAL02	VALLEY PACIFIC PETROLEUM	2,533.06	21-357118	GAS/OIL/LUBE
38360	4/14/2021	ATT01	AT&T	3,309.00	C10414	TELEPHONE/INTERNET
38361	4/14/2021	ATT05	AT&T	194.47	C10414	TELEPHONE TEEN/FAM CTR
38362	4/14/2021	ATT06	AT&T	255.98	C10414	TELEPHONE AZALEA HALL
38363	4/14/2021	BAB02	BABCOCK LABS INC.	1,100.00	104010059	LAB TESTS TREATMENT
38364	4/14/2021	FED01	FedEx Office	399.71	733395258	LAB TEST SHIPPING
38365	4/14/2021	INF03	INFINITE CONSULTING SERVICES	2,903.23	9003	PROFESSIONAL SERVICES
38366	4/14/2021	PGE16	PG&E	357.69	C10414	GAS & ELECTRIC
38367	4/14/2021	STA11	STAPLES CREDIT PLAN	393.99	C10414	OFFICE SUPPLIES
38368	4/19/2021	ACW02	ASSOC. OF CALIFORNIA	475.00	9412	ADS/MTKG FINANCE DIRECTOR
38369	4/19/2021	AGB01	AGB	2,868.55	M21-2106	TANK SEISMIC ACTUATORS
38370	4/19/2021	ALT02	SEWER CAP. FEES REFUND LA	3,308.00	C10415	SEWER CAP. FEES REFUND LA
38371	4/19/2021	DEP05	DEPARTMENT OF JUSTICE	32.00	502387	FINGERPRINTING
38372	4/19/2021	DEX01	DEX YP	8.50	C10415	ADS/MTKG
38373	4/19/2021	ESR01	E.S.R.I. INC.	700.00	94024610	GIS MAINT. CONTRACT
38374	4/19/2021	FED02	FEDAK & BROWN LLP	1,030.00	C10415	ACCT. / AUDIT

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38375	4/19/2021	GHD01	GHD	2,637.27	160580	HIGHWAY 101 SEWER CROSSING
38376	4/19/2021	IND04	INDUSTRIAL CONTROL AND DESIGN	4,490.20	15784	SERVICES/STIPND
38377	4/19/2021	KEN02	KENNEDY/JENKS CONSULTANTS	10,816.25	144811	4.5 MG WATER RESERVOIR
38378	4/19/2021	MAC02	MAC'S REFRIGERATION SVC.	107.00	43742	OTH. PROF. FEES
38379	4/19/2021	MCK11	MCKINLEYVILLE SENIOR CENTER	21.40	C10415	INTERNET SHARE
38380	4/19/2021	MIT01	MITCHELL LAW FIRM	1,820.00	47508	LEGAL/4.5M NEW TANK
38381	4/19/2021	MUD01	MUDDY WATERS COFFEE CO.,INC	80.00	66781595	OFFICE SUPPLIES
38382	4/19/2021	MUN02	MUNICIPAL MAINTENANCE	1,036.94	158232	REPAIRS/SUPPLIES
38383	4/19/2021	PAC05	PACIFIC ECORISK	1,587.58	17309	LAB TESTING
38384	4/19/2021	PAR06	PARCEL QUEST	1,199.00	4/21/4269	SUBS. RENEWAL
38385	4/19/2021	PGE01	PG & E (Office & Field)	21,095.07	C10415	GAS & ELECTRIC
38386	4/19/2021	PGE10	PG&E STREETLIGHTS	3.57	C10419	GAS & ELECTRIC S.L.- ZONE
38387	4/19/2021	PIT01	PITNEY BOWES	393.00	C10407	OFFC EQUIP LEASE
38388	4/19/2021	SDR01	SDRMA	964.89	69680	PROPERTY/LIABILITY INSURANCE
38389	4/19/2021	SUD01	SUDDENLINK	136.37	C10415	INTERNET SERVICES
38390	4/19/2021	SUP02	SUPERIOR INSTALLS	430.91	348	RADIO INSTALLATION
38391	4/19/2021	VAL01	VALLEY PACIFIC PETROLEUM	732.97	397700	GAS/OIL/LUBE
38392	4/19/2021	WIL09	WILLDAN FINANCIAL SERVICE	2,755.00	10-47491	CAPACITY FEE STUDY
38393	4/26/2021	ACC04	ACCURATE DRUG TESTING SERVICE	120.00	2004	NON-DOT PHYSICAL & DRUG T
38394	4/26/2021	ATT02	AT&T	1,118.79	C10420	TELEPHONE/ADMIN

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38395	4/26/2021	ATT04	AT&T	920.34	C10420	SWITCHED ETHERNET SERVICE
38396	4/26/2021	BAS01	BASIC LABORATORY INC.	536.00	2103844	LAB TESTING
38397	4/26/2021	COA01	COASTAL BUSINESS SYSTEMS	1,296.29	29138512	COPIER MONTHLY PAYMENT
38398	4/26/2021	COR01	CORBIN WILLITS SYSTEMS, INC	1,012.50	10415	MOMS PX PLUS UPGRADE
				944.56	104151	MOM MONTHLY MAINT.
			Check Total:	<u>1,957.06</u>		
38399	4/26/2021	EUR05	Eureka Oxygen Co	495.90	456066	PROFESSIONAL SERVICES - A
38400	4/26/2021	FED01	FedEx Office	332.48	128341796	LAB TESTS TREATMENT
				517.86	734146787	LAB TEST SHIPPING
			Check Total:	<u>850.34</u>		
38401	4/26/2021	IND02	INDUSTRIAL ELECTRIC SERVICE	180.00	39578	PROFESSIONAL SERVICES
38402	4/26/2021	ISE01	I-SECURE INC.	41.00	100646	OFFICE SUPPLIES/SHREDDING
38403	4/26/2021	NOR35	NORTHERN HUMBOLDT EMPLOYMENT SVCS	1,479.81	C10421	CENTRAL AVE/PIERSON PARK
38404	4/26/2021	PRO01	PROFESSIONAL CREDIT SERVICE	184.40	17941	REC. BAD DEBTS
38405	4/26/2021	SAF04	SAFEWAY INC. FILE # 72905	11.57	C10423	LAB TESTING SUPPLIES
38406	4/26/2021	SEC03	SECURITY LOCK & ALARM	137.50	7787	PROFESSIONAL SERVICES - L
38407	4/26/2021	STA01	STATEWIDE TRAFFIC	511.65	9006626	SAFETY SUPPLIES
38408	4/26/2021	USB01	U.S. BANK TRUST N.A.	7,270.83	C10415	SEWER BOND PAYMENT
38409	4/28/2021	HUM04	HUMBOLDT COUNTY PLANNING	307.50	PLI211310P	MCSO SOLAR - MICROGRID
D00058	4/6/2021	BIN01	BINDER, SCOTT	125.00	C10405	BOARD MEETING MARCH 3RD
D00058	4/6/2021	COU09	COUCH, DAVID	125.00	C10405	BOARD MEETING MARCH 3RD
D00058	4/6/2021	ORS01	ORSINI, GREGORY	125.00	C10405	BOARD MEETING MARCH 3RD
D00058	4/6/2021	PET01	CLARK-PETERSON, JOELLEN	125.00	C10405	BOARD MEETING MARCH 3RD
			Check Total:	<u>500.00</u>		
				<u>357,137.61</u>		

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
Total Disbursements, Accounts Payable:				<u>357,137.61</u>		

Payroll Related Disbursements

17319-17331	4/2/2021		Various Employees	10,320.61		Payroll Checks
17332	4/2/2021	CAL12	CalPERS 457 Plan	8,820.24	C10402	RETIREMENT
				662.81	1C10402	PERS 457 LOAN PMT
			Check Total:	<u>9,483.05</u>		
17333	4/2/2021	DIR01	DIRECT DEPOSIT VENDOR- US	39,195.69	C10402	Direct Deposit
17334	4/2/2021	EMP01	Employment Development	1,708.74	C10402	STATE INCOME TAX
				871.08	1C10402	SDI
			Check Total:	<u>2,579.82</u>		
17335	4/2/2021	EMP02	Employment Dev Department	10,125.10	C10331	SUI
17336	4/2/2021	FRA05	FRANCHISE TAX BOARD	200.00	C10402	FRANCHISE TAX BOARD
17337	4/2/2021	HEA01	HEALTHEQUITY, ATTN: CLINT	175.00	C10402	HSA
17338	4/2/2021	HUM29	UMPQUA BANK--PAYROLL DEP.	5,670.41	C10402	FEDERAL INCOME TAX
				8,984.08	1C10402	FICA
				2,101.12	2C10402	MEDICARE
			Check Total:	<u>16,755.61</u>		
17339	4/2/2021	ACW01	CB&T/ACWA-JPIA	58,792.34	C10331	MED-DENTAL-EAP INSURANCE
17340	4/2/2021	PUB01	Public Employees PERS	20,526.74	C10331	PERS PAYROLL REMITTANCE
17341-17353	4/22/2021		Various Employees	8,258.23		Payroll Checks
17354	4/22/2021	CAL12	CalPERS 457 Plan	8,591.28	C10422	RETIREMENT
				662.81	1C10422	PERS 457 LOAN PMT
			Check Total:	<u>9,254.09</u>		
17355	4/22/2021	DIR01	DIRECT DEPOSIT VENDOR- US	36,244.38	C10422	Direct Deposit

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
17356	4/22/2021	EMP01	Employment Development	1,485.71	C10422	STATE INCOME TAX
				796.48	1C10422	SDI
			Check Total:	<u>2,282.19</u>		
17357	4/22/2021	FRA05	FRANCHISE TAX BOARD	200.00	C10422	FRANCHISE TAX BOARD
17358	4/22/2021	HEA01	HEALTHEQUITY, ATTN: CLINT	175.00	C10422	HSA
17359	4/22/2021	HUM29	UMPQUA BANK--PAYROLL DEP.	5,213.77	C10422	FEDERAL INCOME TAX
				8,258.90	1C10422	FICA
				1,931.50	2C10422	MEDICARE
			Check Total:	<u>15,404.17</u>		
17360	4/24/2021		Various Employees	288.82		Payroll addition
			Total Disbursements, Payroll:	<u><u>240,260.84</u></u>		
			Total Check Disbursements:	<u><u>597,398.45</u></u>		

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Not applicable

Exhibits/Attachments:

- Attachment 1 – HSC Agreements between MCSD and Mad River Youth Soccer League

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

HILLER SPORTS COMPLEX FACILITY USE AGREEMENT

This HILLER SPORTS COMPLEX FACILITY USE AGREEMENT (this “AGREEMENT”), is made and entered into this 2nd Day of June, 2021, by and between the McKinleyville Community Services District (DISTRICT), a Community Services District formed under the laws of the State of California, and the Mad River Youth Soccer League (ORGANIZATION), a non-profit youth sports organization, reference to the following facts, which are acknowledged as true and correct by each of the parties:

Recitals

- (a) DISTRICT is the owner of Hiller Sports Complex located at 880 Columbus Road in McKinleyville; and
- (b) DISTRICT desires to maximize financial self-sufficiency of the maintenance of Hiller Sports Complex; and
- (c) DISTRICT desires to maximize community access to recreation programs at Hiller Sports Complex; and
- (d) ORGANIZATION desires to offer recreation programs to the community at Hiller Sports Complex; and
- (e) ORGANIZATION proposes to operate recreation programs, in accordance with the terms and conditions of this AGREEMENT, which supersedes all other previous documents; and
- (f) ORGANIZATION and DISTRICT each desire to secure and enter into an AGREEMENT in accordance with the foregoing; and
- (g) The documents which are part of the AGREEMENT, and each of which are incorporated herein by this reference as though full, are the following:
 - 1. Cover Page: Facility Use AGREEMENT
 - 2. Exhibit A: Hiller Sports Complex Map
 - 3. Exhibit B: Article IV, Regulation 41 – Rules and Regulations
 - 4. Exhibit C: Hiller Sports Complex Master Facility Fee Schedule
 - 5. Exhibit D: Operation & Maintenance Responsibilities
 - 6. Exhibit E: Guidelines for Field Cancellations
 - 7. Exhibit F: “In Kind Work” & Field Modification Request Form

Definitions

As used in this AGREEMENT, the following terms shall have the following definitions:

1. "AGREEMENT" shall mean Hiller Sports Complex Facility Use AGREEMENT.
2. "DISTRICT" shall mean the McKinleyville Community Services District.
3. "ORGANIZATION" shall mean Mad River Youth Soccer League.
4. "Hiller Sports Complex" shall mean the nineteen-acre parcel of property located at 880 Columbus Road on the east side of the entry way into Hiller Park. Such property contains two (2) little league fields, a regulation softball field, a practice softball field, a Babe Ruth field, two collegiate size soccer fields, batting cages, concession stand, restrooms, bleachers, drinking fountains, walkways, and a parking lot.
5. "Recreation Advisory Committee" shall be the said committee operating under the jurisdiction of the McKinleyville Community Services District Board of Directors.
6. "Facility Use Request" shall mean all periods of time, including practices, games, assessment days, tournaments, etc., for which a party desires to utilize Hiller Sports Complex and requested via the DISTRICT Hiller Sports Complex Facility Use Reservation Form.
7. "Facility Use Schedule" shall mean the most current schedule for use of Hiller Sports Complex.
8. "Board of Directors" shall mean the five members of the McKinleyville Community Service District Board of Directors.
9. "Recreation Director" shall mean the individual employed in said position with the McKinleyville Community Services District.
10. "Article IV- Rules and Regulations" shall mean the portion of the document containing the Rules and Regulations of the McKinleyville Community Services District as adopted by the Board of Directors.

NOW, THEREFORE, in consideration of their mutual covenants and promises set forth herein and incorporating the foregoing recitals of fact, the parties hereto agree as follows:

AGREEMENT

Section 1. Facility Development

The DISTRICT and ORGANIZATION agree to collaborate, assist, and support one another and individual efforts in maintaining Hiller Sports Complex.

Section 2. Grant of Field Use

- 2.1 Grant of Use. The DISTRICT grants the ORGANIZATION field use for recreational and sports activities at Hiller Sports Complex. ORGANIZATION shall be responsible for: (a)

setup of Hiller Sports Complex for ORGANIZATION's use, unless otherwise specified; (b) storing any equipment following ORGANIZATION's use; and (c) restoring Hiller Sports Complex to the appropriate condition as found prior to ORGANIZATION's use. ORGANIZATION shall not utilize Hiller Sports Complex prior to the start of the contracted time set forth in the most current Facility Use Schedule and shall vacate the playing area by the end of the contracted time set forth in said schedule.

- 2.2 Facility Use Schedule. ORGANIZATION shall provide DISTRICT with ORGANIZATION's most current field use schedule including team names, coaches/managers & names of individuals to contact in the case of game cancellations; list of official representatives of the organization; game, practice, tournament dates and times; and other scheduled use.
- 2.3 Cancellation. Provided cancellation of use by inclement weather or other unforeseen conditions, DISTRICT shall endeavor to make the decision of said cancellation by 3:00 p.m. of the day for which cancellation shall take place.
- 2.4 Additional Field Use Request. Provided cancellation of use by inclement weather or other unforeseen conditions, ORGANIZATION must notify the DISTRICT of said cancellation and request of additional field use (if needed) within twenty-four (24) hours. DISTRICT shall be responsible to administer and coordinate all additional facility use requests provided such requests do not conflict with the most current Facility Use Schedule of other approved users.
- 2.5. Access
DISTRICT shall provide the ORGANIZATION with one (1) set of keys to Hiller Sports Complex. It is the responsibility of the ORGANIZATION to produce copies and issue keys.

Section 3. Scheduling of Facility

- 3.1 Site Development, Management and Scheduling:
All development, scheduling, maintenance, and use of Hiller Sports Complex shall be coordinated with the Recreation Director.
- 3.2 Facility Use Requests
ORGANIZATION is responsible to submit a District Facility Use Reservation Form to the Recreation Director. The Recreation Director shall compile a draft Facility Use Schedule resulting from such requests. Parties currently having and maintaining an AGREEMENT with DISTRICT shall be designated for priority use when said schedule is drafted. The draft Facility Use Schedule shall delineate any dates and times with facility scheduling conflicts. The Recreation Director shall be charged with resolving any scheduling conflicts, in his or her discretion.

ORGANIZATION shall have first priority of Soccer Fields 5, 6 and the outer turf portions of fields 3, 4 based on schedules submitted in advance to MCSD, from August 1 through November 1.

3.3 Facility Use Scheduling Protests

ORGANIZATION and those parties granted facility use by the DISTRICT shall retain the right to protest the facility use. For all protests, refer to Section 16: Resolution of Disputes.

Section 4. Operational Standards

4.1 Conduct and Disorderly Persons

ORGANIZATION agrees to uphold and remain in compliance, at all times, with the current rules and regulations of the recreation and park system as established by the DISTRICT and outlined in Article IV of the DISTRICT's Rules and Regulations.

4.2 Staffing

ORGANIZATION agrees to ensure that an official representative(s) of ORGANIZATION shall be present at all times and shall be responsible for overseeing all use at all times on those dates and times for which use of Hiller Sports Complex is being conducted by ORGANIZATION.

4.3 Equipment and Supplies Storage

Storage of ORGANIZATION's equipment at Hiller Sports Complex shall be at the DISTRICT'S approval and at the ORGANIZATION's sole risk, DISTRICT will not warrant security of stored materials. ORGANIZATION shall unilaterally bear all risks of loss, theft, damage and other casualty incidental to using and/or storing equipment at the Hiller Sports Complex, and will indemnify and defend the DISTRICT from and against all losses arising out of using and/or storing equipment at the Hiller Sports Complex.

4.4 Safety

ORGANIZATION agrees to comply with the DISTRICT's established facility use guidelines, as defined in Article IV, Regulation 41 of the DISTRICT's Rules and Regulations and attached as Exhibit B, and incorporated by reference herein.

4.5 Use of Equipment

ORGANIZATION agrees not to use equipment owned by others and stored at Hiller Sports Complex without first obtaining written approval from the owner of said equipment. A copy of written approval must be provided to the DISTRICT.

ORGANIZATION agrees not to remove or replace equipment provided at Hiller Sports Complex by DISTRICT without the prior written consent of the Recreation Director.

4.6 Entry by DISTRICT

ORGANIZATION shall permit DISTRICT, and DISTRICT's agents and assigns, at all reasonable times, to enter the premises, for the purposes of inspection, compliance with the terms of this AGREEMENT, exercise of all rights under this AGREEMENT, posting notices, and all other lawful purposes.

4.7 Environmental Sensitivity

ORGANIZATION agrees that all use by ORGANIZATION shall be conducted in a manner within the intended use of Hiller Sports Complex and with respect to the surrounding neighborhood and community. ORGANIZATION shall abide by all rules and regulations established by the DISTRICT stating that the use of pesticides, herbicides and related products at the Hiller Sports Complex and surrounding areas are strictly prohibited.

4.8 Equal Opportunity and Non-Discrimination Clause

ORGANIZATION shall not discriminate in its offering of programs at Hiller Sports Complex and all duties related to such offering on the basis of race, color, national origin, religious creed, ancestry, sex, age, or physical handicap and shall comply with all applicable state and federal statutes and regulations prohibiting discriminatory practices and/or conduct.

DISTRICT has zero tolerance for harassment or any other form of discriminatory behavior, as set forth in this Policy Against Discrimination. The DISTRICT will not tolerate discrimination or harassment based on gender, pregnancy, childbirth (or related medical conditions), race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, military or veteran status, or any other status protected by federal, state, or local law. MCSD requires that all patrons of facilities adhere to MCSD policy. MCSD will respond to any discriminatory behavior in an appropriate manner, including, but not limited to, termination of facility agreement and/or future facility use, reporting to appropriate legal authorities or other appropriate responses. All incidences of discriminatory behavior are to be reported to the MCSD General Manager immediately.

For all communications, both written and electronic, DISTRICT does not tolerate any correspondence that degenerates into improper use. DISTRICT's technology resources are governed by District policies. Under no circumstances may anyone use DISTRICT's technology resources to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way, such as sexually explicit or racially disparaging messages, jokes, or cartoons.

4.9 Americans with Disabilities Act Compliance

DISTRICT shall indemnify, defend, and hold harmless ORGANIZATION from any fines or penalties which may be imposed upon it pursuant to the Americans with Disabilities Act as a result of DISTRICT's failure to make any required improvements to the premises as required by the Americans with Disabilities Act.

ORGANIZATION shall be responsible for compliance with any and all requirements of the Americans with Disabilities Act with respect to the operation of recreation programs for which ORGANIZATION is responsible. ORGANIZATION shall indemnify, defend, and hold harmless DISTRICT from and against any and all claims, causes of action, damages, fines and/or penalties pursuant to the Americans with Disabilities Act arising, in whole or in part, as a result of the ORGANIZATION's failure or alleged failure to

comply with any requirements of the Americans with Disabilities Act with respect to operation of recreation programs which ORGANIZATION is responsible.

4.10. Compliance with Law

ORGANIZATION and DISTRICT shall comply with and conform to all laws and regulations, state and federal, and any and all requirements and orders of any state or federal board or authority, present or future, in any way relating to the condition or use of Hiller Sports Complex throughout the entire term of this AGREEMENT.

4.11. District Coordination

DISTRICT shall employ a Recreation Director who shall be the primary contact person with the ORGANIZATION.

Section 5. Prohibited Actions

ORGANIZATION shall not:

- a) Use of Hiller Sports Complex for any purpose other than as authorized in this AGREEMENT and as authorized in the most current Facility Use Schedule; or
- b) Do or permit to be done anything which may interfere with the effectiveness or accessibility of Hiller Sports Complex, nor do or permit to be done anything which may interfere with free access and passage in Hiller Sports Complex or the public areas adjacent thereto, or in the streets or trails adjoining Hiller Sports Complex, or hinder police, fire fighting, or other emergency personnel in the discharge of their duties; or
- c) Interfere with the public's enjoyment and use of Hiller Sports Complex for any purpose which is not essential to public safety; or
- d) Rent, sell, lease, or offer any space for any articles whatsoever within or on Hiller Sports Complex without the written consent of the DISTRICT; or
- e) Place any additional lock of any kind upon any door, cabinet, or storage bin, unless a key therefore is provided to the DISTRICT, and upon expiration or termination of this AGREEMENT; or
- f) Erect, construct, or place any permanent structure upon any portion of the premises without written authorization from DISTRICT; or
- g) Use or allow Hiller Sports Complex to be used for any improper or unlawful purposes or for purposes in violation of Article IV of the McKinleyville Community Services District's Rules and Regulations; or
- h) Allow vehicles access to the concession area via the 10-foot sidewalk driveway access point except for loading and unloading only. The sidewalk driveway area must be kept clear for access to emergency vehicles. All vehicles must park in the parking area.

Section 6. Insurance

6.1. Minimum Scope

ORGANIZATION shall obtain and maintain throughout the term of this AGREEMENT, at ORGANIZATION's cost, comprehensive general public liability insurance issued by insurance carriers acceptable to DISTRICT naming the ORGANIZATION as insured and the DISTRICT as an additional insured against any injuries or damages to persons or property caused by or arising out of ORGANIZATION's occupation and use of Hiller Sports Complex under this AGREEMENT in amounts of not less \$1,000,000.00 for any individual claimant and \$2,000,000.00 per occurrence.

6.2. Proof of Insurance

ORGANIZATION shall cause DISTRICT to be given written notification, prior to the commencement of this AGREEMENT, from the insurance carrier of the existence of such policies and shall provide a certificate of insurance and separate endorsement in the amounts listed in 6.1 prior to the inception of the term which shall provide that coverage provided by the policy shall not be canceled or amended until the DISTRICT is first provided with at least thirty (30) days written notice concerning such cancellation or notice.

Section 7. Hold Harmless, Indemnity and Release Forms

7.1. Hold Harmless and Indemnity

Except for the active negligence or willful misconduct of DISTRICT, ORGANIZATION undertakes and agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless DISTRICT and all its officers, agents, assigns, and employees from and against any and all suits, actions and causes of action, claims, liens, demands, obligations, proceedings, loss or liability of every kind and nature in connection with or arising directly or indirectly out of this AGREEMENT whatsoever and/or ORGANIZATION's use of the Hiller Park Complex (and surrounding areas), for death or injury to any person including DISTRICT's officers, agents, assigns, and employees, or damage or destruction of any property of either party hereto or of third parties arising out of or in any manner by reason of, or incident to, the performance of this AGREEMENT on part of ORGANIZATION and/or ORGANIZATION's use of the Hiller Park Complex (and surrounding areas), by its officers, agents, assigns, program participants and employees of any tier.

7.2. Participant Liability Release Forms

ORGANIZATION shall provide to DISTRICT a master copy of the liability release form used for ORGANIZATION's program defending, indemnifying, and holding harmless, DISTRICT, its officers, agents, assigns, and employees from and against any and all suits, actions and causes of action, claims, liens, demands, obligations, proceedings, loss or liability of every kind and nature whatsoever, for death or injury to any person including DISTRICT's officers, agents, assigns, and employees, or damage or destruction of any property of either party hereto or of third parties arising out of or in any manner by reason of, or incident to, the program or programs sponsored by ORGANIZATION and conducted at the Hiller Sports Complex.

Section 8. Utilities

8.1. Water

The DISTRICT shall be responsible for all water and sewer related expenses at the site.

8.2. Gas and Electric

ORGANIZATION shall be required to pay a fee based on gas and electrical use for the concession stand, low site lighting, and/or any other type of sporting equipment, which utilizes electricity. This cost will be remitted at the end of the season, based on a percentage of field use.

Section 9. Maintenance

9.1 Ongoing Facility Maintenance

DISTRICT shall provide for all ongoing maintenance of Hiller Sports Complex. ORGANIZATION shall be required to pay a fee based on expenses related to ongoing maintenance as approved by the MCSD Board of Directors. ORGANIZATION may be allowed to decrease their portion of the maintenance fee through the use of in-kind labor or materials that assists with maintenance of the site within the scope of the DISTRICT's maintenance plan or Capital Improvement Plan for the site. Financial credit for approved in kind donation of labor or materials shall be granted only for labor or donations completed for facility maintenance as per the required steps outlined in Exhibit F. Credit shall not be granted for volunteer labor or materials pertaining to field preparation for games. DISTRICT shall assign specific financial value to one volunteer labor hour and or donated materials based on the value of cost saved in DISTRICT paid labor and/or materials. DISTRICT shall base ORGANIZATION's field use fees on the total financial value of approved in-kind labor and/or materials subtracted from the total financial value of site use. The financial value of in-kind labor or material donations, if in excess of the total field use fee, is not allowed to be placed as a credit toward future facility use.

Should ORGANIZATION perform in-kind labor, all said volunteers must attend a facility maintenance orientation seminar. Designated ORGANIZATION representative must attend a facility maintenance orientation seminar organized and presented by DISTRICT staff. In addition, ORGANIZATION's designated representative must attend facility maintenance meetings as arranged by the DISTRICT.

Furthermore, said volunteers of ORGANIZATION are not to be considered volunteers or employees of DISTRICT.

ORGANIZATION agrees to perform general maintenance of the field site, including but not limited to, field preparation before games, grounds cleanup, restroom cleanup, restocking janitorial supplies, general cleanup of the concession stand & parking lot, and trash disposal. These operation and maintenance responsibilities are further explained in Exhibit D, and will not be considered as in-kind labor for the purposes of reducing fees for field and concession use during the period of March 6 through November 9, 2019

9.2. Facility Damages and Repairs

The ORGANIZATION shall be held responsible for all damage or vandalism to District facilities occurring during the ORGANIZATION'S use of the facilities. Upon notification by the DISTRICT, the ORGANIZATION is responsible to repair all damages immediately, or within a schedule approved by the DISTRICT. If ORGANIZATION is unable or unwilling to repair damage immediately, the DISTRICT reserves the right to

make the necessary repairs and bill ORGANIZATION for all costs. The ORGANIZATION is responsible to reimburse the DISTRICT within thirty days (30) of presentation of the bill. Exception: The concession and snack bar area is the sole responsibility of the ORGANIZATION during the entire period of this AGREEMENT. Repair of any and all damage occurring to the concession stand during the AGREEMENT period is the sole responsibility of the ORGANIZATION.

Damaged and unsafe fields shall be unavailable for use until repairs are completed. The assignment of other fields during such time is at the discretion of the DISTRICT.

9.3. Site Improvements

Any ORGANIZATION desiring to perform site improvements must first obtain written approval from the DISTRICT for such improvements and pay for all costs related to approved improvements.

It is understood and agreed between the parties that all installations, additions, and improvements erected or installed at any time at Hiller Sports Complex during the term of this AGREEMENT shall immediately become the property of and belong to the DISTRICT upon such erection or installation; provided, however, this provision does not apply to participant playing equipment and concession equipment installed and belonging to ORGANIZATION. ORGANIZATION must remove all participant playing equipment and concession equipment prior to the expiration or other termination of this AGREEMENT. Any portion of the premises affected by removal shall be immediately restored and repaired.

Section 10. Purchasing

- 10.1 DISTRICT shall have the responsibility to purchase all grounds maintenance and field preparation supplies needed to maintain Hiller Sports Complex.
- 10.2 ORGANIZATION shall be fully responsible for all expenses related to purchase of all supplies needed to operate the programs including supplies needed for field preparation, should ORGANIZATION choose to prepare fields for their use, and of any supplies needed for operations conducted in the concession stand.

Section 11. Sales

11.1. Participant Registration

ORGANIZATION shall be allowed to retain all revenue related to participant registration fees.

DISTRICT shall provide space for applications and flyers provided by ORGANIZATION at DISTRICT's office and at the McKinleyville Activity Center. DISTRICT shall not otherwise register applicants or provide directions regarding ORGANIZATION's program.

ORGANIZATION shall be responsible for promotion and sale of ORGANIZATION's program to customers. Upon provision by ORGANIZATION, DISTRICT shall provide copies of flyers and promotional materials to customers.

11.2. Advertising

DISTRICT recognizes the importance of advertising revenue to ORGANIZATION and desires to afford ORGANIZATION opportunities to obtain revenue for support of ORGANIZATION's program. However, ORGANIZATION shall first obtain written permission from DISTRICT and allow DISTRICT to review any such advertising prior to installation, placement, distribution, or maintenance of any type of advertising or AGREEMENT with any other vendor involving promotion or advertising of their products or services on and at Hiller Sports Complex. All such advertising placed in accordance with the aforementioned must be removed upon the conclusion of ORGANIZATION's program at a time agreed to by both parties.

11.3. Concessions

ORGANIZATION shall be allowed to retain all proceeds related to operation of a concession stand during granted facility use hours provided concession use fees are paid in full.

Approval for requests for use of the concession stand by ORGANIZATION will be granted only when said request is concurrent with the most current facility use schedule as approved. ORGANIZATION shall not utilize the concession stand prior to the start of the contracted time set forth in the most current facility use schedule and shall vacate the concession stand by the end of the contracted time set forth in said schedule.

Upon issuance of the most current Facility Use Schedule and concession stand use request approvals, should additional concession stand use be available during scheduled events, those ORGANIZATION's having and maintaining a current AGREEMENT with DISTRICT shall be given priority for additional concession stand use requests. Such requests will be awarded on a first come, first serve basis.

Section 12. Licenses and Permits

- 12.1 ORGANIZATION shall apply for, obtain, and maintain all licenses, permits, and other accreditations required in connection with the management and operation of programs, site improvements as approved per 9.3., and as needed for development of the facility. ORGANIZATION shall be responsible to pay the cost of all such licenses and permits.

Section 13. Unavoidable Delays

- 13.1 The provisions of this Section shall be applicable if there shall occur, during the term of this AGREEMENT, any (a) inability to obtain labor or materials, or reasonable substitutes (other than lack of funds); or (b) acts of God, governmental restrictions, regulations or controls, enemy or hostile government, civil commotion, fire, or other casualty; or (c) other conditions similar to those enumerated in this Section beyond the reasonable control of the party obligated to perform (other than lack of funds). If DISTRICT or ORGANIZATION shall, as the result of any of the above-described events, fail to provide or to perform any obligation on its part under this AGREEMENT, then upon written notification to the other within ten (10) days of such event, such failure shall be excused and not be a breach of this AGREEMENT by the party claiming unavoidable delay, but only to the extent occasioned by such event. Notwithstanding anything contained herein to the contrary, this Section shall not be applicable to the obligation of the DISTRICT or ORGANIZATION to pay any sums, monies, costs,

charges, or expenses required paid pursuant to the terms of this AGREEMENT, or to fulfill any hold harmless and/or indemnity obligations created by Section 7.1 or elsewhere in this AGREEMENT.

Section 14. Amendments and Assignments

- 14.1 This AGREEMENT contains the complete and final AGREEMENT between the DISTRICT and the ORGANIZATION. No AGREEMENT or other understanding in any way purporting to modify, add to, or supersede the terms and conditions hereof shall be binding upon either party unless made in writing and duly executed by authorized representatives.
- 14.2 This AGREEMENT may not be assigned or transferred, in whole or in part, by ORGANIZATION without first obtaining the written consent of DISTRICT which may be withheld, for any reason, in the DISTRICT's sole discretion.

Section 15. Taxes

- 15.1 ORGANIZATION shall be solely responsible for the payment when due of any possessory interest or other unsecured tax levied by any governmental authority with respect to the use and occupancy of Hiller Sports Complex by ORGANIZATION.

Section 16. Resolution of Disputes

16.1. Process for Resolution

Any dispute arising under the terms of this AGREEMENT, which is not resolved within a reasonable period of time by authorized representatives of the DISTRICT and the ORGANIZATION shall be brought to the attention of the General Manager (or designated representative) of the DISTRICT and the Board President (or designated representative) of the ORGANIZATION for joint resolution.

If joint resolution of the dispute through these means is pursued without success, ORGANIZATION shall seek to resolve the dispute by filing a written grievance with the General Manager (or designated representative). Upon receipt of a written grievance, the General Manager (or designated representative) shall research and investigate the grievance and set an agenda item for the next DISTRICT Board of Director's meeting. At the meeting, the ORGANIZATION or a representative thereof can appear and be heard. The DISTRICT Board of Directors shall consider the item and act thereon, and may adopt, reject, or amend the recommendation.

If resolution of the dispute as adopted by the DISTRICT Board of Directors is not satisfactory, ORGANIZATION may seek resolution employing whatever remedies exist in law or equity beyond this AGREEMENT. Despite an unresolved dispute, the DISTRICT and ORGANIZATION hereto shall continue without delay to perform its obligations under this AGREEMENT.

In the event of any breach or violation of this AGREEMENT by ORGANIZATION, the DISTRICT may employ whatever remedies that exist in law or equity to enforce this AGREEMENT, without resorting to the dispute resolution protocol described above.

16.2. Attorney's Fees

In the event of any litigation arising between the parties regarding the terms of this AGREEMENT, the prevailing party shall be entitled to recover reasonable attorney's fees in addition to other relief provided by law.

Section 17. Notices

- 17.1 Any notice, demand, or communication under, or in connection with, this AGREEMENT, may be served upon DISTRICT by personal service, or by mailing the same by certified mail in the United States Post Office, postage prepaid, and directed to the DISTRICT as follows:

General Manager
McKinleyville Community Services District
P.O. Box 2037
McKinleyville, CA 95519

and may likewise be served on ORGANIZATION by personal service or by so mailing the same addressed to ORGANIZATION as follows:

Mad River Youth Soccer League
P.O. Box 103
Arcata, CA 95518

Either DISTRICT or ORGANIZATION may change such address by notifying the other party in writing as to such new address as DISTRICT or ORGANIZATION may desire to be used and which address shall continue as the address until further written notice.

Section 18. Compensation

18.1. Funding for Facility Development

Should ORGANIZATION grant DISTRICT monies for development in an amount of more than \$5,000, said monies shall be dedicated to the development of facilities illustrated in Parks & Recreation Master Plan, which would fulfill the needs of ORGANIZATION. Monies granted by ORGANIZATION for development in amount less than \$5,000 shall be dedicated to the general overall development of facilities illustrated in Parks & Recreation Master Plan.

18.2. Facility Use and Additional Fees

ORGANIZATION shall pay DISTRICT fees in accordance to Hiller Sports Complex Master Facility Fee Schedule as adopted by the Board of Directors and outlined in Exhibit C.

ORGANIZATION agrees to pay a Cleaning/Damage deposit in the amount of \$1,500.00 to MCSD for the use of Hiller Sports Complex. MCSD may use the Cleaning/Damage deposit for reimbursement of any costs related to additional cleaning requirements, additional turf maintenance, and/or field & turf damages during the use of ORGANIZATION (see Exhibit D). This deposit must be paid in full prior to the start of the season.

ORGANIZATION is responsible for the cost for propane use, PG&E and the cost to change the locks at the end of each season. This cost will be remitted at the end of the season, based on a percentage of field use.

In the event DISTRICT shall provide maintenance at the expense of ORGANIZATION, or the DISTRICT is required to respond to a call-out at a time outside the DISTRICT'S regular business hours, the ORGANIZATION agrees to reimburse the DISTRICT according to the following rates:

Labor:	\$35.00/hour
Mower:	\$25.00/hour
Utility Vehicle:	\$35.00/hour
Tractor:	\$40.00/hour
Backhoe:	\$70.00/hour
Dump Truck:	\$50.00/hour
Boom Truck:	\$81.00/hour
Call out Fee	\$150 per occurrence + labor cost if time spent exceeds 2 hours

18.3. Delinquent Payment

In the event ORGANIZATION shall be delinquent by more than fifteen (15) days in the payment of any sums due under the terms of section 18.2, DISTRICT shall cancel all future scheduled and yet to be scheduled use of DISTRICT-owned facilities until past due payments are paid in full.

Section 19. Law Governing

This AGREEMENT shall be governed exclusively by the provisions hereof and by the laws of the State of California.

Section 20. Term

20.1. Term and Extensions

Subject to the provisions of this AGREEMENT, the term of this AGREEMENT shall commence on the date herein and shall continue through and including the 6th day of November, 2021.

Opportunities shall be granted for ORGANIZATION and DISTRICT to review this AGREEMENT on a yearly basis to enact amendments and assignments to AGREEMENT as provided in Section 14 of this AGREEMENT. Any proposed amendments and assignments may be refused by ORGANIZATION or DISTRICT at said parties own discretion.

20.2. Termination by DISTRICT

Notwithstanding the foregoing, DISTRICT, in the case of ORGANIZATION breaches, may terminate this AGREEMENT, with thirty (30) days notification, by giving the ORGANIZATION written notice of any material breach under this AGREEMENT, if:

- a) said breach is curable by the payment of money and remains uncured thirty (30) days after said notice; or
- b) said breach is not curable by the payment of money but is otherwise curable within thirty (30) days after said notice and remains uncured after said thirty (30) days; or

- c) said breach is neither curable by the payment of money nor otherwise reasonably curable within thirty (30) days after said notice and ORGANIZATION fails both to commence said cure within said thirty (30) days and to prosecute diligently said cure to completion thereafter; or
- d) ORGANIZATION files a voluntary petition in bankruptcy or insolvency or otherwise seeks relief as a debtor, or, if an involuntary petition therefore is filed against ORGANIZATION and such petition is not dismissed within ninety (90) days; or
- e) ORGANIZATION fails to remain in compliance with any and all terms of this AGREEMENT; or
- f) ORGANIZATION shall disband.

In the event this AGREEMENT is so terminated, it shall be lawful for DISTRICT immediately hereafter to remove all persons and property from the premises.

20.3. Termination by ORGANIZATION

Notwithstanding the foregoing, ORGANIZATION, in the case of DISTRICT breaches, may terminate this AGREEMENT by giving the DISTRICT written notice of any material breach under this AGREEMENT, if:

- a) said breach is curable by the payment of money and remains uncured thirty (30) days after said notice; or
- b) said breach is not curable by the payment of money but is otherwise curable within thirty (30) days after said notice and remains uncured after said thirty (30) days; or
- c) said breach is neither curable by the payment of money nor otherwise reasonably curable within thirty (30) days after said notice and DISTRICT fails both to commence said cure within said thirty (30) days and to prosecute diligently said cure to completion thereafter; or
- d) DISTRICT fails to remain in compliance with any and all terms of this AGREEMENT.

20.4. Disposition of Certain Property

ORGANIZATION hereby acknowledges and agrees that any and all equipment and all DISTRICT purchased equipment and materials used in connection with Hiller Sports Complex shall remain the property of the DISTRICT, and ORGANIZATION acknowledges that it shall not be entitled to remove such property from Hiller Sports Complex upon the expiration or termination of this AGREEMENT, regardless of reason.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT as of the day and year as written herein.

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

Dennis Mayo, President of the Board of Directors

ATTEST: _____
April Sousa, Secretary to the Board of Directors

Mad River Youth Soccer League

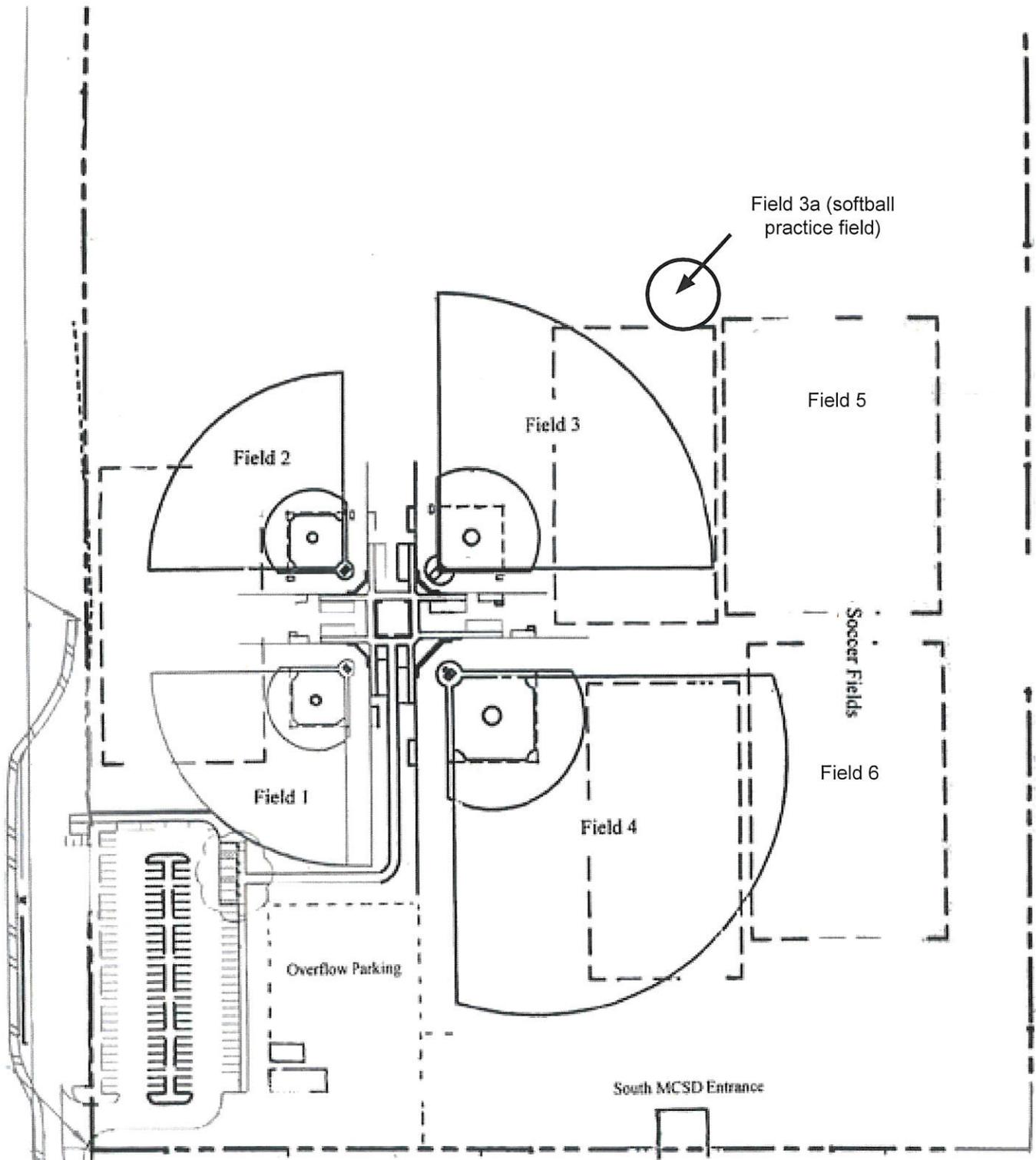
President of Mad River Youth Soccer League

The Facility Use AGREEMENT Checklist

Please note: This contract is not considered complete until the user ORGANIZATION submits the following information to MCSD.

<u>Item:</u>	<u>Completed:</u>	<u>Date:</u>
Completed District Facility Use Form	x	4-26-21
League Schedule		
Tournament Schedule (if applicable)		
Practice Schedule		
Proof of Insurance		
Phone List of Managers and Board Members		
Facility (emergency) Cell Phone #		
All Other Field Usage Requests		
Coach/Manager Contact Information		
Organization Liability Release Form		

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Hiller Sports Complex - Site Map



ARTICLE IV - PARKS AND RECREATION

REGULATION 41 - RECREATION AND PARK SYSTEM

Rule 41.01. INJURY TO OR MISUSE OF RECREATION AND PARKS SYSTEM PROPERTY - NO PERSON SHALL:

- (a) Willfully mark, deface, injure, tamper with, or displace or remove any buildings, bridges, tables, benches, fireplaces, railings, bleachers, ball fields, water lines, paving or paving materials or other public utilities or parts thereof, signs, notices or placards, whether temporary or permanent, monuments, stakes, posts or other boundary markers, or other structures or equipment, or recreation and parks system property or appurtenances whatsoever, either real or personal.
- (b) Litter, soil or defile buildings, structures, grounds, equipment or other recreation and parks system property or appurtenances whatsoever. Trash, litter and other debris must be deposited into the proper receptacles.
- (c) Remove any soil, rock, stones, turf, trees, shrubs, or plants, down timber or other wood or materials or make any excavations by tool, equipment or any other means or agency.
- (d) Construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or run or string any public utility into, upon or across such land except by District permit.
- (e) Trespass upon any area where prohibited.
- (f) Hunt, molest, or otherwise harm wildlife and plant life within the recreation and parks system.
- (g) Announce, advertise or call the public attention in any way to any article or service for sale or hire, except by District permit.
- (h) Paste, glue, tack or otherwise post any sign, placard, advertisement, or inscription whatever, nor shall any person erect or cause to be erected any sign whatever within the recreation and parks system without permission from the District.
- (i) Use any system for amplifying sounds, whether for speech or music or otherwise within the recreation and parks system unless a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit is first secured from the District.
- (j) Discharge any weapon of any type within the recreation and park system boundaries for any reason.
- (k) Make fires of any type for any reason in any area that is not properly equipped and designated to contain a fire.
- (l) Use model rockets and remote control model airplanes in McKinleyville Parks and Open Space without prior written approval from the District's General Manager.

Rule 41.02. POLLUTING WATERS OR DUMPING REFUSE PROHIBITED - NO PERSON SHALL:

- (a) Throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, pond, stream or any other body of water in or adjacent to any component of the recreation and park system or any tributary, stream, storm sewer or drain flowing

into such waters any substance, matter or things, liquid or solid, which will or may result in the pollution of said waters.

- (b) Dump, deposit, or leave any trash not created within the boundaries of the recreation and park system.

Rule 41.03. OPERATION OF MOTORIZED VEHICLES--PROHIBITED ACTS - NO PERSON SHALL:

- (a) Fail to comply with all applicable provisions of the Vehicle Code of the State of California in regard to equipment and operation of motorized vehicles together with such regulations as are contained in this ordinance.
- (b) Fail to obey all law enforcement officers and District employees who are hereafter authorized and instructed to require persons within the boundaries of the recreation and park system to adhere to the provisions of these regulations.
- (c) Fail to observe carefully all traffic signs, parking signs, and all other signs posted for the proper control of traffic and to safe guard life and property.
- (d) Operate a motorized vehicle, other than MCSD-authorized vehicles, within the boundaries of the facility except in those areas designated as driveways.

Rule 41.04. OPERATION OF NON-MOTORIZED VEHICLES--PROHIBITED ACTS - NO PERSON SHALL:

- (a) Non-motorized vehicles shall be defined as any form of transportation in which human or gravitational energy powers the source of transportation. Examples of such transportation are defined as bicycles, skateboards, roller blades, roller skates, etc.
- (b) Fail to comply with all applicable provisions of the Vehicle Code of the State of California in regard to equipment and operation of non-motorized vehicles together with such regulations as are contained in this ordinance.
- (c) Fail to obey all law enforcement officers and District employees who are hereafter authorized and instructed to require persons within the boundaries of the recreation and park system to adhere to the provisions of these regulations.
- (d) Fail to observe carefully all traffic signs, parking signs, and all other signs posted for the proper control of traffic and to safe guard life and property.
- (e) Operate non-motorized vehicles on any sidewalks, on pathways designated for pedestrian traffic only, and within turf and landscaped areas.

Rule 41.05. CONDUCT - ALCOHOLIC BEVERAGES

- (a) Patrons may use alcoholic beverages with meals in designated areas at recreation and parks system facilities, provided a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit have been secured and provided they conduct themselves in an orderly manner;
- (b) Alcoholic beverages may be served or may be sold by permit only at designated recreation and parks system facilities where sales are not prohibited and provided a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit have been secured;
- (c) No person shall be under the influence of intoxicating substances as provided in Section 647 (f) of the California Penal Code;

- (d) The District may withdraw the privilege to use alcoholic beverages at anytime if the rules and regulations as are contained in this ordinance are not abided by;
- (e) Use of intoxicating substances other than alcohol is prohibited.

Rule 41.06. PETS - pets may be off leash at outdoor facilities in designated areas and facilities only and must be under voice control at all times. Animal owners are responsible for removal of animal excrement from the facility.

Rule 41.07. OVERNIGHT USE PROHIBITED - there is to be no camping or loitering on the grounds or in public buildings or structures between sunset and sunrise unless a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit are first obtained from the District.

Rule 41.08. FIRES - fires will be allowed on grounds only in those areas equipped with District provided equipment designated for the containment of fires.

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
Hiller Sports Site Master Facility Fee Schedule**

Facility Use Fees

<u>Turf Field Use</u>	\$30/hour per field
<u>Baseball Field Use</u>	\$30/hour per field
<u>Baseball Field Use (Youth groups)</u>	\$15/hour per field
<u>Softball Field Use</u>	\$30/hour per field
<u>Softball Field Use (Youth groups)</u>	\$15/hour per field

Baseball/Softball Tournament Use

50% reduction from regular hourly rates. Tournaments must have a minimum of 4 teams and 8 hours of continuous play per day.

Additional Fees

<u>Field Preparation- Ballfields</u>	\$35/hour per field
<u>Field Preparation- Turf Areas</u>	\$35/hour per field
<u>Concession Stand Use- Regular weekdays</u>	\$10/day
<u>Concession Stand Use- Regular weekends</u>	\$25/day
<u>Concession Stand Use- Tournaments</u>	\$25/day
<u>Insurance (if provided by District)</u>	Variable
<u>Facility Usage Deposit</u>	Variable

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

Department of Parks & Recreation Department

OPERATION & MAINTENANCE RESPONSIBILITIES HILLER SPORTS COMPLEX

The following information specifies Operation & Maintenance responsibilities performed by Mad River Youth Soccer League (ORGANIZATION) for the season as defined by the McKinleyville Community Services District's (MCSD) Facility Use Agreement Contract:

1. **Ball Diamond Preparation, Maintenance & Safety Seminar:**
 - a. Prior to the start of the season, designated ORGANIZATION representative(s) involved with field maintenance must attend a 1-hour Ball Diamond Preparation Maintenance & Safety Seminar with MCSD staff.

2. **In-Kind Field Maintenance:**
 - a. Any field maintenance performed by ORGANIZATION representatives must be pre-approved in writing by the DISTRICT in order to be considered as "in-kind labor" for credit towards facility use fees.
 - i. Any maintenance done without pre-approval from the DISTRICT will not be eligible for credit.

3. **Field Preparation:**
 - a. All field preparation will be the responsibility of ORGANIZATION.
 - b. If necessary ORGANIZATION may request MCSD to prep ball fields for a fee.

4. **Field Repairs:** (See section 9.2. of the Facility Use Agreement.)
 - a. ORGANIZATION shall be held responsible for all damage or vandalism to District facilities occurring during ORGANIZATION's use of the facilities.
 - b. Upon notification by MCSD, ORGANIZATION is responsible to repair all damages immediately, or within a schedule approved by MCSD.
 - c. If ORGANIZATION is unable or unwilling to repair the damages, MCSD reserves the right to make the necessary repairs and bill ORGANIZATION for all costs.
 - d. Damaged or unsafe fields shall be unavailable for use until repairs are completed.

5. **Grounds, Daily Restroom & Parking Lot Cleanup:**
 - a. ORGANIZATION agrees to clean grounds and to monitor, patrol, and keep the bathrooms and parking lot clean during their usage.
 - b. Grounds are to include the sports fields, sidewalks surrounding the concession area, under the bleachers, and the sidewalk pathway leading to the parking lot.
 - i. Cleaning of grounds is to include:
 1. Trash pick-up and disposal (**NOTE: the dumpster on site at HSS is owned by McKinleyville Little League and may not be available for use by other Organizations utilizing Hiller Sports Site*)
 2. Sweeping of bark and mulch back into landscape areas
 - c. Restroom cleaning shall include sweeping garbage and debris from floors, stocking supplies as necessary, and removing garbage.
 - d. If multiple organizations are using Hiller Sports Site simultaneously all organizations shall share the burden of clean-up. DISTRICT will develop a schedule for grounds clean-up responsibility, based upon percentage of field use each week.
 - i. Each Organization will be required to ensure clean-up is completed on the dates assigned to the Organization for clean-up by the DISTRICT. If ORGANIZATION wishes to purchase clean-up services from the DISTRICT

they may do so by requesting those services in advance of their scheduled dates of responsibility.

1. The labor rate for clean-up services is \$35 per hour. ORGANIZATIONS will be charged a minimum of 1 hour for services provided on any given day, but will be billed for the total time required to complete clean-up of grounds and restrooms as documented by Maintenance staff.

6. General Cleanup of the Concession Stand:

- a. ORGANIZATION agrees to keep the Concession Stands clean, sanitary, and up to the County Health Department standards at all times.
- b. MCSD reserves the right to inspect the Concession Stands without notice.

7. Overflow Parking:

- a. ORGANIZATION agrees to notify MCSD of any events requiring usage of the overflow parking area.

8. Trash Disposal:

- a. ORGANIZATION agrees to remove all trash bags from inside the sports complex at the end of each day of use.
 - i. Should MCSD staff be required to haul garbage from the Hiller Sports Complex following ORGANIZATION'S use, ORGANIZATION will be billed for the cost of labor and cost of dumping.
- b. No trash bags shall be left in any portion of the Concessions/Storage/Restrooms building.

9. Supervision of Children:

- a. ORGANIZATION agrees to notify all coaches and parents and require proper supervision at all times of all children (players and spectators) inside Hiller Sports Complex.
- b. ORGANIZATION agrees to pay for all damages and vandalism caused from unsupervised children during ORGANIZATION field usage.

10. Rain Cancellations:

- a. ORGANIZATION agrees to comply with MCSD guidelines regarding cancellation of fields due to unsafe conditions and/or inclement weather. (See exhibit E in the Facility Use Agreement Contract.)

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT Parks & Recreation Department

Guidelines for Cancellation of Activity on MCSD Athletic Fields

Due to inclement weather and poor field conditions, the McKinleyville Parks & Recreation Department reserves the right to deny an athletic activity or event from playing on an MCSD field. The two (2) main purposes of these guidelines are to ensure the safety of the participants and to prevent MCSD fields from getting abused and destroyed when the turf is vulnerable. Any MCSD employee or designated person may deny use of a field and/or require an activity to stop.

Examples of conditions that require cancellation of an athletic activity:

- Standing puddles of water on the field
- Footing is unsure and slippery
- Ground is water logged and “squishy”
- Grass can be pulled out of ground easily
- Lightning
- Severe weather storms

When games are played on fields with poor and/or unsafe conditions, it often causes irreversible damages to the field. If this occurs, it can take months and in some cases years to get the field back into quality playing condition.

Teams and/or leagues that refuse to follow these MCSD guidelines on Field Cancellations will be subject to the following disciplinary action:

1. **First Offense:**
Written warning to team and President of the Organization.
2. **Second Offense:**
One week suspension of the team or organization from practicing on fields.
3. **Third Offense:**
Forfeiture of a team’s privilege to either practice or play games on MCSD fields for the remainder of the season.

HILLER SPORTS SITE
In-Kind Labor and/or Materials Criteria
for Receiving Credit towards Facility Use Fees

Requests to provide in-kind labor or materials in exchange for credit towards facility use fees, **MUST** be made in writing and **MUST** be pre-approved in writing by DISTRICT staff. In-kind labor exchange will only be considered for necessary (as deemed by DISTRICT staff) field and facility maintenance currently performed by DISTRICT staff. Any work performed by ORGANIZATION representatives or volunteers prior to or without written approval from designated DISTRICT staff will not be considered for credit of any kind.

In-kind material donation exchange will only be considered for necessary (as deemed by DISTRICT staff) materials that would otherwise be purchased by the DISTRICT for use at the Hiller Sports Complex.

- 1) In Kind Labor request proposals must include:
 - a. Description of the labor to be performed
 - b. Estimated number of labor hours required to perform the work
 - i. District reserves the right to determine the amount of credit granted for labor hours based on the equivalent time that DISTRICT staff would have spent on the same task.

- 2) In Kind Material Donation request proposals must include:
 - a. Description of the dollar value of the material being donated
 - i. DISTRICT reserves the right to determine the amount of credit granted for material donations based on the amount the DISTRICT would have spent on the necessary material.
 - b. Name of the business from which the material is being purchased or donated.
 - c. Name and contact information of the individual making the donation on behalf of the ORGANIZATION.

HILLER SPORTS SITE

"In Kind Work" & Field Modification Request Form

This form must be submitted and approved by an authorized MCSD representative prior to any projects being completed by any user group at Hiller Sports Complex.

ORGANIZATION: _____

NAME OF REPRESENTATIVE: _____

PHONE: _____ DATE OF REQUEST: _____

PROJECT: _____

PROJECT TIMELINE: _____

SIGNATURE OF ORG. REPRESENTATIVE: _____

FOR DISTRICT USE ONLY

PROJECT APPROVED: _____ PROJECT DENIED: _____

MCSD REPRESENTATIVE: _____ DATE: _____

NOTES FROM MCSD: _____

SIGNATURE OF MCSD REPRESENTATIVE: _____

McKinleyville Community Services District

BOARD OF DIRECTORS

June 2, 2021

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Consider Approval of the 2020 Consumer Confidence Report (CCR)**

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

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

Recommendation:

Staff recommends that the Board approve the Consumer Confidence Report for distribution in the Summer/Fall Newsletter.

Discussion:

In 1996, Congress amended the Safe Drinking Water Act, adding a requirement that water systems deliver to their customers a brief annual water quality report, similar to the Annual Water Quality Report (AWQR) that California water systems began distributing in 1990. However, the CCR regulatory requirements are more specific and detailed in terms of content and format than those for the AWQR. These CCRs summarize information that our water system already collects to comply with regulations.

The CCR includes information on source water, levels of any detected contaminants, and compliance with drinking water regulations (including monitoring requirements), plus some educational information.

MCSD is required to deliver the annual CCR to consumers by July 1 of each year. This CCR is based on data collected between January and December 2020. The CCR will be distributed as part of the MCSD Summer Newsletter.

MCSD's 2020 CCR is compliant with Title 22, Chapter 15, Article 20 and the California Health and Safety Code, section 116470 and was drafted using the 2020 CCR Guidance Template.

As part of the federal drinking water program, United States Environmental Protection Agency (USEPA) issues a list of currently unregulated contaminants to be tested by Public Water Systems throughout the nation. This process occurs every five years pursuant the Unregulated Contaminant Monitoring Rule (UCMR). The purpose of the UCMR program is to determine the prevalence of unregulated contaminants in drinking water. Results of this testing help USEPA determine whether or not to regulate new contaminants for protection of public health.

The District participated in the current UCMR 4 testing in 2019 and tested 20 constituents on USEPA's List 1 (Assessment Monitoring). **Attachment 1** is the complete 2020 CCR for MCSD and Humboldt Bay Municipal Water District.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – 2020 Consumer Confidence Report

2020 Consumer Confidence Report

Water System Name:	McKinleyville Community Services District (MCSD)	Report Date:	5/5/2021
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The District tests drinking water quality for many constituents as required by state and federal regulations. This report shows the results of our monitoring for the period of January 1 to December 31, 2020 and may include earlier monitoring data. Last year, as in years past, your tap water met all United State Environmental Protection Agency (USEPA) and State drinking water health standards. MCSD vigilantly safeguards its water infrastructure and once again, we are proud to report that our system did not violate a maximum contaminant level or any other water quality standard in 2020.

Este informe contiene información muy importante sobre su agua para beber. Favor de comunicarse McKinleyville Community Services District a 1656 Sutter Road McKinleyville, Ca. 95519 (707) 839-3251 para asistirlo en español.

Type of water source(s) in use:	Drinking water delivered by the McKinleyville Community Services District (MCSD) is supplied by the Humboldt Bay Municipal Water District (HBMWD). The District's source water has been classified by the State Water Resources Control Board (SWRCB) as groundwater <u>not</u> under the direct influence of surface water. The classification is important with respect to the regulations that a water system must follow to ensure water quality.
Name & general location of source(s):	<p>The Humboldt Bay Municipal Water District is a regional water wholesaler that supplies the drinking water to MCSD. Drinking water delivered to the District is drawn from wells below the bed of the Mad River northeast of Arcata. This water-bearing ground below the river is called an aquifer. These wells, called Ranney Wells, draw water from the sands and gravel of the aquifer at depths of 60 to 90 feet, thereby providing a natural filtration process. During the summer, this naturally filtered water is disinfected via chlorination and delivered to the District.</p> <p>During the winter, it is further treated at a regional Turbidity Reduction Facility which reduces the occasional turbidity (cloudiness) in the District's source water. While turbidity itself is not a health concern, SWRCB is concerned that at elevated levels, turbidity could potentially interfere with the disinfection process.</p>
Drinking Water Source Assessment information:	<p>HBMWD performed a Drinking Water Source Assessment that was conducted by the Department of Health Services in August 2002. A copy of this assessment can be obtained at their District office at 828 7th Street Eureka, CA. This assessment found that the source water of the Ranney Wells may be vulnerable to activities that contribute to the release of aluminum and barium. Aluminum is associated with some surface water treatment processes and erosion of natural deposits. Barium is associated with the discharges of oil drilling waste or metal refineries and erosion of natural deposits.</p> <p>HBMWD treats its water and performs annual monitoring and testing, in accordance with SWRCB regulations and requirements, to ensure its water is safe to drink.</p> <p>MCSD performs separate monitoring and testing, in accordance with the USEPA and the State Board regulations and requirements, to ensure that the water quality remains high within the MCSD storage and distribution systems. The results from both the HBMWD's and the MCSD's 2020 monitoring and testing programs indicate that our water quality is very high, as has consistently been the case in past years.</p> <p>The tables below list the drinking water contaminants detected during 2020. A detected contaminant is any contaminant detected at or above its Detection Limit for Purposes of Reporting (DLR) (limit is established by SWRCB) or for unregulated contaminants, the Minimum Reporting Level (MRL). The tables show the level of detected contaminants. Contaminants that are not detected, or are detected below the DLR or MRL, are not required to be reported. The tables also show the maximum contaminant levels (MCL) and public health goals (PHG). Definitions for terms used in this report are listed on the next page.</p>
Time and place of regularly scheduled board meetings for public participation:	First Wednesday of each month at 7:00 p.m. at Azalea Hall, 1620 Pickett Road, McKinleyville, Ca. 95519. Due to COVID and social distancing requirements, Board meeting will be held via Zoom meetings during the regular scheduled meeting time until this requirement is lifted.

For more information, contact:	Patrick Kaspari, General Manager	Phone:	(707) 839-3251
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Definitions of Terms Used in This Report:

You will find many terms and abbreviations in the table below. To help you understand these terms, the following definitions are provided:

- **Public Health Goal (PHG):** The level of a contaminant in drinking water, below 9 which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.
- **Maximum Contaminant Level Goal (MCLG):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency.
- **Maximum Contaminant Level (MCL):** The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs cover the aesthetic quality of the water such as odor, taste and appearance.
- **Primary Drinking Water Standard (PDWS):** MCLs for contaminants that affect health along with monitoring, reporting requirements and water treatment requirements.
- **Maximum Residual Disinfectant Level (MRDL):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **Maximum Residual Disinfectant Level Goal (MRDLG):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **Regulatory Action Level (RAL):** The concentration of a contaminant which, when exceeded, triggers treatment or other requirements that a water system must follow.
- **Treatment Technique (TT):** A Required process intended to reduce the level of a contaminant in drinking water.
- **Variations and Exemptions:** State Board permission to exceed an MCL or not comply with a treatment technique under certain conditions.
- **n/a:** not applicable
- **ND:** not detectable at testing limit
- **ppb:** parts per billion or micrograms per liter ($\mu\text{g/L}$)
- **ppm:** parts per million or milligrams per liter (mg/L)
- **ppt:** parts per trillion or nanograms per liter (ng/L)
- **pCi/l:** picocuries per liter (**a measure of radiation**)
- **mgCaCO₃/L:** milligrams of calcium carbonate per liter (**a measure of hardness**)
- **microseimens/ cm :** a measure of specific conductance ($\mu\text{S/cm}$)
- **NTU:** Nephelometric Turbidity Units
- **Detection Limit for Purposes of Reporting (DLR):** The DLR is a parameter that is set by state regulation for each reportable contaminant. The presence of these contaminants in the drinking water at its DLR does not necessarily indicate that the water poses a health risk and can be below its MCL.
- **Minimum Reporting Level (MRL):** The MRL is defined by the USGS National Water Quality Laboratory as the smallest measured concentration of a substance that can be reliably measured by using a given analytical method.
- **Secondary Drinking Water Standards (SDWS):** MCLs for contaminants that affect taste, odor or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or human activity. Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.
- Inorganic contaminants such as salts and metals, that can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- Radioactive contaminants that can be naturally-occurring or be the result of oil and gas production and mining activities.
- Organic chemical contaminants including synthetic and volatile organic chemicals, that are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, agriculture application, and septic systems.

Water Quality Testing Results

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency and the State Water Resources Control Board (State Board) prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. State Board regulations also established limits for contaminants in bottled water that provide the same protection for public health. The MCSD testing for Fecal Coliform produced zero results. Test results for disinfection byproducts have been below the Maximum Contaminant Level (MCL).

The tables enclosed in the newsletter list all the drinking water contaminants that were monitored during 2020. Additionally, the State requires that both Districts monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Therefore, results from prior years are included if such a contaminant was detected. There are very few entries in the tables because very few contaminants were detected in prior years. It is once again important to note that the presence of these contaminants does not necessarily indicate that the water poses a health risk.

Additional General Information on Drinking Water

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking WATER hotline (1-800-426-4791)

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, persons with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA and the Center for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbial contaminants are available from the USEPA's Safe Drinking Water Hotline (1-800-426-4791)

HBMWD consistently and frequently monitors for the presence of giardia and cryptosporidium in its drinking water. Since the mid-1990s, when the EPA approved the testing technique for these contaminants, HBMWD has never had a confirmed detection of either contaminant.

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. MCSD is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at (<http://www.epa.gov/lead>).

McKinleyville Community Services District 2020 Consumer Confidence Report

Humboldt Bay Municipal Water District Testing: RAW SOURCE WATER

TABLE 1 – SAMPLING RESULTS SHOWING THE DETECTION OF COLIFORM BACTERIA

Microbiological Contaminants	Highest No. of Detections	No. of Months in Violation	MCL	MCLG	Typical Source of Bacteria
Total Coliform Bacteria (state Total Coliform Rule)	(In a month) 0	0	1 positive monthly sample	0	Naturally present in the environment
Fecal Coliform or <i>E. coli</i> (state Total Coliform Rule)	(In the year) 0	0	A routine sample and a repeat sample are total coliform positive, and one of these is also fecal coliform or <i>E. coli</i> positive	0	Human and animal fecal waste
<i>E. coli</i> (federal Revised Total Coliform Rule)	(In the year) 0	0	(a)	0	Human and animal fecal waste

(a) Routine and repeat samples are total coliform-positive and either is *E. coli*-positive or system fails to take repeat samples following *E. coli*-positive routine sample or system fails to analyze total coliform-positive repeat sample for *E. coli*.

TABLE 2 – SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER

Lead and Copper	Sample Date	No. of Samples Collected	90 th Percentile Level Detected	No. Sites Exceeding AL	AL	PHG	No. of Schools Requesting Lead Sampling	Typical Source of Contaminant
Lead (ppb)	2020	10	.12	0	15	0.2	0	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits
Copper (ppm)	2020	10	.96	0	1.3	0.3	Not applicable	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

TABLE 3 – SAMPLING RESULTS FOR SODIUM AND HARDNESS

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Sodium (ppm)	2016	3.7	N/A	None	None	Salt present in the water and is generally naturally occurring
Hardness (ppm)	2016	87	N/A	None	None	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

TABLE 4 – DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
TTHM (µg/L) (Total Trihalomethanes)	2020	6.9	N/A	80	N/A	Byproduct of drinking water disinfection
HAA5 (µg/L) (Haloacetic Acids)	2020	1.2	0-1.2	60	N/A	Byproduct of drinking water disinfection
Chlorine (mg/L)	2020	Average=0.44	.04-1.73	[MRDL = 4.0 (as Cl ₂)]	[MRDLG = 4.0 (as Cl ₂)]	Drinking water disinfectant added for treatment
Turbidity (NTU)	2020	.57	.02-.57	TT = 5.0 NTU	N/A	Soil runoff. High Turbidity can hinder the effectiveness of disinfectants. During the winter season, it is a good indicator of the effectiveness of the filtration system

TABLE 5 – DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	SMCL	PHG (MCLG)	Typical Source of Contaminant
Chloride (mg/L)	2016	3.9	N/A	500	N/A	Runoff/leaching from natural deposits; seawater influence
Color (units)	2016	5.0	N/A	15	N/A	Naturally-occurring organic materials
Specific Conductance (µS/cm)	2018	130	N/A	1,600	N/A	Substances that form ions when in water
Sulfate (mg/L)	2016	10.0	N/A	500	N/A	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids (mg/L)	2016	90	N/A	1,000	N/A	Runoff/leaching from natural deposits
Turbidity (NTU)	2020	.57	.02-.57	5	N/A	Soil runoff. High Turbidity can hinder the effectiveness of disinfectants. During the winter season, it is a good indicator of the effectiveness of the filtration system

TABLE 6 – DETECTION OF UNREGULATED CONTAMINANTS

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	Notification Level	Health Effects Language
Total Alkalinity (mg/L)	2016	65	N/A	N/A	There are no health concerns related to alkalinity

Unregulated Contaminant Monitoring Rule (UCMR) – 2020 Testing Results

As part of the federal drinking water program, USEPA issues a list of currently unregulated contaminants to be tested by Public Water Systems throughout the nation. This process occurs every five years pursuant to the Unregulated Contaminant Monitoring Rule (UCMR). The purpose of the UCMR program is to determine the prevalence of unregulated contaminants in drinking water. Results of this testing help USEPA determine whether or not to regulate new contaminants for protection of public health.

There have been four cycles of monitoring: UCMR 1 (2001-2003), UCMR 2 (2008-2010), UCMR 3 (2013-2015), and UCMR 4 (2018-2020). UCMR 1 through UCMR 3 tested for a total of 65 constituents. The UCMR 4 consists of testing for 10 cyanotoxins, 20 additional contaminants, and 2 indicators. Below are the constituents within the previous five years that were detected above the minimum reporting level in the most recent tests. Information on the potential health effects are also included.

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	Notification Level	Health Effects Language
HAA5 (µg/L) [Sum of 5 Haloacetic Acids]	2020	1.2	0-1.2	60 µg/L	Some people who drink water containing haloacetic acids in excess of the MCL over many years may have an increased risk of getting cancer.
HAA6 (µg/L) [Sum of 6 Haloacetic Acids]	2020	1.2	0-1.2	N/A	Some people who drink water containing haloacetic acids in excess over many years may have an increased risk of getting cancer.
HAA9 (µg/L) [Sum of 9 Haloacetic Acids]	2020	1.2	0-1.2	N/A	Some people who drink water containing haloacetic acids in excess over many years may have an increased risk of getting cancer.
Total Organic Carbon (µg/L)	2019	1100	1100-1100	N/A	Indicator of the potential to form haloacetic acids during water treatment. Total Organic Carbon has no known health effect.

McKinleyville Community Services District

TABLE 1 – SAMPLING RESULTS SHOWING THE DETECTION OF COLIFORM BACTERIA					
Microbiological Contaminants (complete if bacteria detected)	Highest No. of Detections	No. of Months in Violation	MCL	MCLG	Typical Source of Bacteria
Total Coliform Bacteria (state Total Coliform Rule)	(In a month) 0	0	1 positive monthly sample	0	Naturally present in the environment.
Fecal Coliform or <i>E. coli</i> (state Total Coliform Rule)	(In the year) 0	0	A routine sample and a repeat sample are total coliform positive, and one of these is also fecal coliform or <i>E. coli</i> positive	0	Human and animal fecal waste
<i>E. coli</i> (federal Revised Total Coliform Rule)	(In the year) 0	0	(a)	0	Human and animal fecal waste

(a) Routine and repeat samples are total coliform-positive and either is *E. coli*-positive or system fails to take repeat samples following *E. coli*-positive routine sample or system fails to analyze total coliform-positive repeat sample for *E. coli*.

TABLE 2 – SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER								
Lead and Copper (complete if lead or copper detected in the last sample set)	Sample Date	No. of Samples Collected	90th Percentile Level Detected	No. Sites Exceeding AL	AL	PHG	No. of Schools Requesting Lead Sampling	Typical Source of Contaminant
Lead (µg/L)	2019	30	1.2	0	15	0.2	A total of 4 Schools were tested for lead. Up to 3 samples collected per school	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits
Copper (µg/L)	2019	30	.650	0	1.3	0.3	Not applicable	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

TABLE 3 – SAMPLING RESULTS FOR SODIUM AND HARDNESS						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Sodium (ppm)	2007	3.7	N/A	None	None	Salt present in the water and is generally naturally occurring
Hardness (ppm)	2005	67	57-80	None	None	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

TABLE 4 – DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected (Average)	Range of Detections	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
TTHMs (µg/L) – (Total Trihalomethanes)	2020	21	0-21	80	N/A	Byproduct of drinking water disinfection
HAA5 (µg/L) (Haloacetic Acids)	2020	6.2	0-6.2	60	N/A	Byproduct of drinking water disinfection
Chlorine (mg/L)	2020	Average=0.56	0.30-.80	[MRDL = 4.0 (as Cl ₂)]	[MRDLG = 4.0 (as Cl ₂)]	Drinking water disinfectant added for treatment
Asbestos	2019	ND	ND	7	7	Some people who drink water containing asbestos in excess of the MCL over many years may have an increased risk of developing benign intestinal polyps.

Unregulated Contaminant Monitoring Rule (UCMR) 4 – 2019 Testing Results

As part of the federal drinking water program, USEPA issues a list of currently unregulated contaminants to be tested by Public Water Systems throughout the nation. This process occurs every five years pursuant the Unregulated Contaminant Monitoring Rule (UCMR). The purpose of the UCMR program is to determine the prevalence of unregulated contaminants in drinking water. Results of this testing help USEPA determine whether or not to regulate new contaminants for protection of public health.

The District participated in the current UCMR 4 testing in 2019. The UCMR 4 consists of testing for 20 additional contaminants, and 2 indicators. Below are the constituents within the previous five years that were detected above the minimum reporting level in the most recent tests. Information on the potential health effects are also included.

DETECTION OF UNREGULATED CONTAMINANTS

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	Notification Level	Health Effects Language
HAA6 (µg/L) [Sum of 6 Haloacetic Acids]	2019	4.84	0-2.7	N/A	Some people who drink water containing haloacetic acids in excess over many years may have an increased risk of getting cancer.
HAA9 (µg/L) [Sum of 9 Haloacetic Acids]	2019	8.92	0-3.7	N/A	Some people who drink water containing haloacetic acids in excess over many years may have an increased risk of getting cancer.
Manganese, Total (µg/L)	2019	.44	.44	500	Manganese exposures resulted in neurological effects. High levels of manganese in people have been shown to result in adverse effects to the nervous system.

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McKinleyville Community Services District

BOARD OF DIRECTORS

June 2, 2021

TYPE OF ITEM: **ACTION**

ITEM: E.1 **Consider and Adopt Resolution 2021-16 Recognizing, Honoring and Commending Seth Meynell for Ten (10) Years of Service**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board of Directors participate in the presentation, air questions, take public comment and adopt of Resolution 2021-16 honoring Seth Meynell for ten (10) years of service at the McKinleyville Community Services District.

Discussion:

Attached for the Board of Directors' review is Resolution 2021-16 recognizing, honoring, and commending Seth Meynell for ten (10) years of service. Please join us in presenting Seth with a Resolution and longevity award acknowledging his continuing outstanding contributions to the McKinleyville Community Services District.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2021-16

RESOLUTION 2021-16

A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING SETH MEYNELL FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR TEN (10) CONTINUOUS YEARS

WHEREAS, Seth Meynell, having faithfully served ten (10) years as an employee of the McKinleyville Community Services District (MCSD) from 2011 to 2021; and

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

WHEREAS, Seth lends his talents, experience, and leadership to the development and service of the District having served in a variety of positions, such as Meter Reader, well sampling and Treatment Plant Maintenance; and

WHEREAS, Seth has assisted in new service installations, leak repairs, paving, station maintenance and construction projects; and

WHEREAS, Seth has assisted in several programs such as the annual Fire Hydrant Inspection and Exercise, Valve Inspection and Exercise and Manhole Inspections and is currently working to complete his training required to achieve his Wastewater Treatment Certification; and

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

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 2nd day of June 2021 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dennis Mayo, Board President

Attest:

April Sousa, CMC, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

June 2, 2021

TYPE OF ITEM: **ACTION**

ITEM: E.2 **Consider Approval of Change Order Number 3 to Ameresco Design/Build Contract for Wastewater Management Facility Microgrid Project**

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

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Board discuss, take public comment, and approve Change Order #3 to the Ameresco Design/Build Contract for the Wastewater Management Facility Microgrid Project in the amount of \$1,805,954, for a total contract amount of \$3,909,474.

Discussion:

As the Board is aware, on October 3rd, 2019, the District issued a Notice of Award to Ameresco for the design and construction of the Wastewater Management Facility (WWMF) Microgrid Project. This Project consists of the installation of a solar array and battery energy supply system (BESS) or a microgrid at the District's WWMF. At the February 5, 2020 Board Meeting, the Board approved the contract for the award of the project to Ameresco in the amount of \$2,065,520. The Board also approved a 10% contingency of \$206,552 at the same Board Meeting. Since that time, there has been Change Order #1 in the amount of \$21,000 for an additional High Level Siting study and Change Order #2 in the amount of \$17,000 for an OSHA/NFPA required ArcFlash Study. The Siting Study looked at alternative locations to the Dog Park for the installation of the solar array. The recommendation from the Study was that the solar array be installed at the Pond 5 location to reduce impacts to sensitive species identified by the Coastal Commission, and to reduce potential impacts to the public's use of the Dog Park. The Study estimated that the cost to move the solar array to Pond 5 would increase the construction cost to approximately \$2.8M. The Board approved the Study and Staff's recommendation to move the solar array to the Pond 5 location at the September 2, 2020 Board Meeting.

Since the location was changed, Ameresco and District Staff agreed that a change order was required, as it was understood that the locating of the solar array in Pond 5 would require the pond to be re-graded, the vegetation to be removed and disposed of, construction of an access road to the pond bottom, and the footings for the array be changed to concrete footings instead of driven sheet piles. District Staff assumed that this change order would be approximately

\$600,000 based on the cost estimate contained in the Study. Both sides agreed that the final change order would be issued once the final design was finished, so all impacts to the construction could be considered once, when the design was finalized. Since approving the relocation and the 90% design drawings, we have been waiting for Ameresco to provide the District with the costs required to cover the move to Pond 5. There has been extensive back-and-forth on the additional scope and associated costs. The detailed negotiated costs are provided in the Table included as **Attachment 1**, which shows the original bid item costs, the revised costs, the change in cost, and notes with an explanation for the change to the Bid Item. **Attachment 2** contains additional backup justification for the change order.

A large portion of the costs are associated with the additional design and earthwork related to relocating the solar array to the Pond 5 location, but an equal part of the additional costs is COVID related and are due to supply chain issues and the increase in costs for the solar panels, electrical components and batteries. Attachment 2 contains backup for these related COVID cost increases including Community Price Indexes for Copper, Aluminum, etc. in 2019, which the bids were based on, and current costs for these components. Staff has extensively reviewed these proposed changes, along with the GHD engineers in charge of Construction Management for this project. Although it is difficult to completely detail the \$1,869,854 cost increase, particularly the impact COVID has had on the project costs, it is felt that these claimed costs are justifiable and are within the funding established for this project with the granting agency as outlined under the Fiscal Analysis.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

This project is funded by a \$2.5M grant/\$2.5M loan from the State Water Resources Control Board. The grant/loan covered the cost of the microgrid installation, but also the upgrades to the Hiller Lift Station and the purchase of portable flow monitoring equipment for the wastewater system. The Hiller Lift Station upgrades and flow monitoring equipment purchases have been completed, leaving \$4,217,737.64 for the Microgrid project. This amount also includes the Construction Management and related costs, which are expected to be \$404,259. This leaves \$3,813,478.64 for the construction of the Microgrid. The total contract amount of \$3,909,474 for the Ameresco contract also includes ten years of Operation and Maintenance at a cost of \$108,000, which the grant will not pay for. If the O&M costs are subtracted from the overall contract amount, the balance is \$3,801,474, which is within the \$3,813,478.64 grant/loan amount.

Environmental Requirements:

Not applicable for this part of the Project

Exhibits/Attachments:

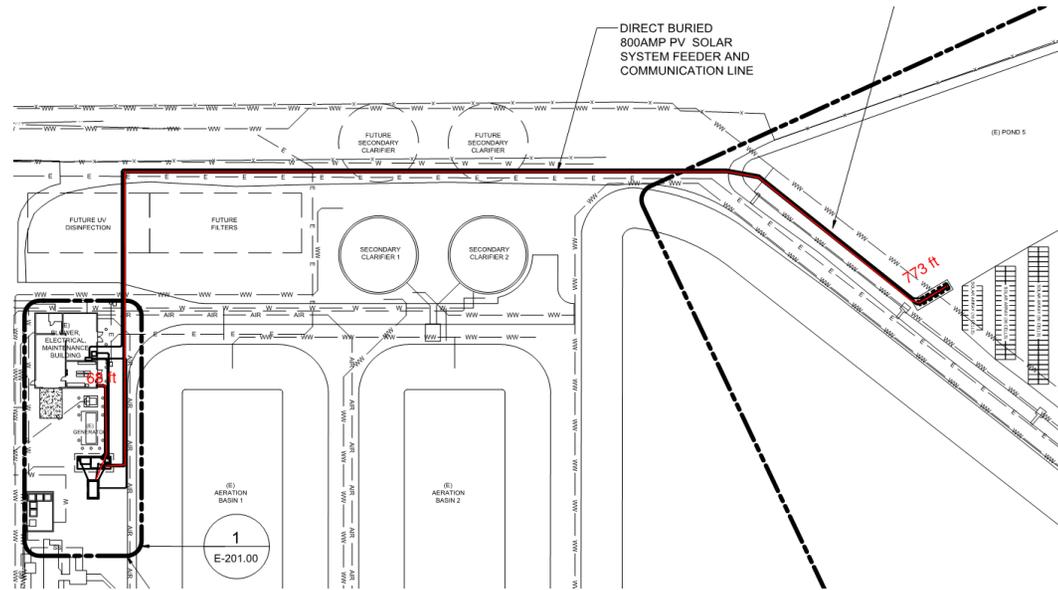
- Attachment 1 – Change Order Summary by Bid Item
- Attachment 2 – Backup for Change Order

AMERESCO PROJECT NO: 6684						
PROJECT NAME: McKinleyville Microgrid Project						
Side by Side Comparison						
5/14/21	(R1)					
		Subtotal =	\$ 2,065,520.00	\$ 2,832,590.00	\$ 3,909,474.00	\$ 1,805,954.00
Item #	Description	Original Bid	8/19/20 High Level Report Factors	4/28/2021 Proposed Costs	Delta (Current - Original Bid)	Notes
Base Bid Items						
1	Microgrid Systems Planning, Design, Engineering, Permitting, and General Submittal Requirements from Specifications	\$ 84,500.00	\$211,250	\$ 249,462.00	\$ 164,962.00	
	Site Investigations (Site visits, Geotech, etc)	\$ 12,320.00		\$ 38,932.00		Track mounted rig vs hand augering. Additional oversight for more earthwork proposed vs Dog Park
	Preliminary Layouts	\$ 14,500.00		\$ 14,500.00		
	LCOE (Pre-design)	\$ 17,997.75		\$ 17,997.75		
	LCOE (100% Design)	\$ 1,000.00		\$ 2,150.00		Additional iterations of LCOE for ongoing final costs discussion
	Pre-design Report	\$ 1,690.00		\$ 1,690.00		
	Permit packages	\$ 4,225.00		\$ 14,787.50		Large amount of CDP Permitting involvement required with County. Meeting them onsite, pushing back on their CEQA designation assertions biological impacts justification, etc.
	60% Design	\$ 12,675.00		\$ 63,761.90		Additional design associated with earthwork, rock, value engineering, and ballasted system. Overall effort for implementing in the pond system vs original location.
	90% Design	\$ 12,675.00		\$ 63,761.90		
	100% Design & Yield Assessment	\$ 7,417.25		\$ 31,880.95		
2	Mobilization/ Demobilization	\$ 21,520.00	\$32,280	\$ 36,452.00	\$ 14,932.00	
	Bonds & insurance	\$ 2,152.00		\$ 4,304.00		Higher total project costs, factor of insurance
	Public meetings	\$ 9,684.00		\$ -		No public meetings required due to choice of Pond 5 location
	Administrative costs	\$ 6,456.00		\$ 17,860.00		Additional meetings and projections for future mobilization coordination
	Temporary facilities and utilities, punch list items	\$ 3,228.00		\$ 14,288.00		Temporary facilities required for two contractors (civil + electrical) instead of a single contractor (Entersolar). Local contractor costs received for work in 2021 higher than original bid value to reflect current cost conditions.
3	Solar PV System Equipment Procurement and Construction	\$ 937,000.00	\$1,405,500	\$ 2,256,190.00	\$ 1,319,190.00	
	Surveying	\$ 9,370.00		\$ 10,065.56		
	Earthwork & Site Preparation	\$ 32,795.00		\$ 165,944.00		Limited site work assumed to be needed for Dog Park. More extensive grading and rock work needed for Pond 5 location
	Trenching and utility line placement	\$ 140,550.00		\$ 256,734.00		Longer trench length and wire for Pond 5 location. See Conduit takeoff tab for details on conduit size, quantity, and lengths for reference
	Concrete	\$ 28,110.00		\$ 23,241.22		
	Procure array structures, PV modules, inverters, and supporting electrical	\$ 468,070.00		\$ 976,131.24		Ballasted racking system to be supplied versus ground mount for previous Dog Park location. Array more spread out than in bid location. Supply cost issues due primarily to COVID. 2021 pricing higher than when the project was envisioned to be procured in 2020. Racking increase from 8.29.2019 to date is 47% Solar panel increase from 8.29.2019 to date is 45%. Inverter increase from 8.29.2019 to date is 100% Commodity costs are significantly higher currently versus when the bid was accepted. For example, copper costs have doubled within the last year. See the attached sheet for charts for reference. These commodity cost increases affect all of the equipment needed for the project
	Install array structures, PV modules, inverters, and supporting electrical	\$ 197,200.00		\$ 763,168.98		Decisions while attempting to implement potential SGIP savings and use of the Tesla battery solution led to contractor previously lined up for the project (Entersolar) leaving the project. Multiple bids from contractors secured but costs were higher for responding contractors. For example, the electrical contractor (CalSolar) install bid received was \$725,154.
	Operator interface and ancillary items	\$ 60,905.00		\$ 60,905.00		
4	Battery Energy Storage System Equipment Procurement and Construction	\$ 656,000.00	\$796,060	\$ 879,858.00	\$ 223,858.00	
	Surveying	\$ 6,560.00		\$ -		Included in solar surveying costs above
	Earthwork & Site Preparation	\$ 3,280.00		\$ 4,449.79		
	Trenching and utility line placement	\$ 65,600.00		\$ 17,799.16		BESS located closer to the building, reduced costs versus previous location
	Concrete	\$ 9,840.00		\$ 13,349.37		

AMERESCO PROJECT NO: 6684						
PROJECT NAME: McKinleyville Microgrid Project						
Side by Side Comparison						
5/14/21	(R1)					
		Subtotal =	\$ 2,065,520.00	\$ 2,832,590.00	\$ 3,909,474.00	\$ 1,805,954.00
Item #	Description	Original Bid	8/19/20 High Level Report Factors	4/28/2021 Proposed Costs	Delta (Current - Original Bid)	Notes
	Procure Battery management system & switchgear	\$ 494,480.00		\$ 746,364.30		Large increase in switchgear costs due to COVID. Costs include the credit already discussed with MCS D for the smaller battery system. ABB battery cost = \$411,250 ABB commissioning, training, engineering support = \$49,350 Switchgear cost = \$200,000 (to meet PG&E requirements) Transformer = \$57,143
	Install Battery management system	\$ 50,000.00		\$ 80,096.22		Decisions while attempting to implement potential SGIP savings and use of the Tesla battery solution led to contractor previously lined up for the project (Entersolar) leaving the project. Multiple bids from contractors secured but costs were higher for responding contractors. Conduit and wire costs higher in 2021
	Ancillary components	\$ 26,240.00		\$ 17,799.16		
5	Microgrid Management System Equipment/Software Procurement, Construction, and Installation	\$ 90,000.00	\$90,000	\$ 120,332.00	\$ 30,332.00	
	Procure control center housing, software, hardware, operator interface	\$ 36,000.00		\$ 48,132.80		COVID supply driving up costs
	Install conduit, wiring, and integrate system	\$ 54,000.00		\$ 72,199.20		COVID supply driving up costs
6	Microgrid Systems Integration, Programming, and Configuring	\$ 120,000.00	\$120,000	\$ 118,460.00	\$ (1,540.00)	
	System integration	\$ 96,000.00		\$ 85,388.00		COVID supply driving up costs. Cost provided assumes that the Newtility panel is sufficient to provide controller needs. If updated panel and Wonderware interface required, this cost could increase by \$46,900.
	Program, calibrate, and configure the microgrid systems	\$ 24,000.00		\$ 33,072.00		
7	Start-Up Microgrid System, Interconnection, Testing, and Commissioning	\$ 14,300.00	\$14,300	\$ 68,520.00	\$ 54,220.00	
	Testing and commissioning	\$ 13,585.00		\$ 65,094.00		The original bid amount did not account for the experienced large amount of time necessary to address plan review, approval, and plan iterations prior to implementation at the site. Budget updated to reflect expected back and forth with MCS D consistent with the level of effort experienced during the design process.
	Provide Test Prerequisites Manuals, Plans, and Record Drawings	\$ 715.00		\$ 3,426.00		Budget updated to reflect expected back and forth with MCS D consistent with the level of effort experienced during the design process
9	Microgrid Functional Mode Demonstrations and District Staff	\$ 10,100.00	\$10,100	\$ 10,100.00	\$ -	
	Training and demonstrations to the operations staff	\$ 10,100.00		\$ 10,100.00		
10	One Year Operation & Maintenance	\$ 24,100.00	\$24,100	\$ 24,100.00	\$ -	
	Operation of the system, system monitoring and data collection, software and equipment maintenance, perform operational adjustments with monthly reports	\$ 21,690.00		\$ 21,690.00		
11	Ten Year Measurement and Verification	\$ 2,410.00		\$ 2,410.00		
Additive Bid Items						
12	Additional Incremental Cost (Above Base Bid Item 10) for Extension of Operation & Maintenance Services	\$ 108,000.00	\$108,000	\$ 108,000.00	\$ -	
	Operation of the system, system monitoring and data collection, software and equipment maintenance, perform operational adjustments, 9 years after completion of initial year of O&M (Item 10)	\$ 108,000.00		\$ 108,000.00		
Approved Change Orders						
13	High Level Report	\$ -	\$21,000	\$ 21,000.00	\$ 21,000.00	Covered in CO#1
14	Electrical Coordination Studies	\$ -	\$ -	\$ 17,000.00	\$ 17,000.00	Verbally approved by MCS D already

MCSD Microgrid
Conduit Run Takeoff

	Dog Park	Pond 5	
Array to BESS:			
(3) 4" power feeder	384	773	LF
(1) 2" communication			
(2) 4" Spares			
(1) 2" spare			
1.5" inverter to Array	892	2074	LF
BESS to Building:			
(3) 4"	228	68	LF

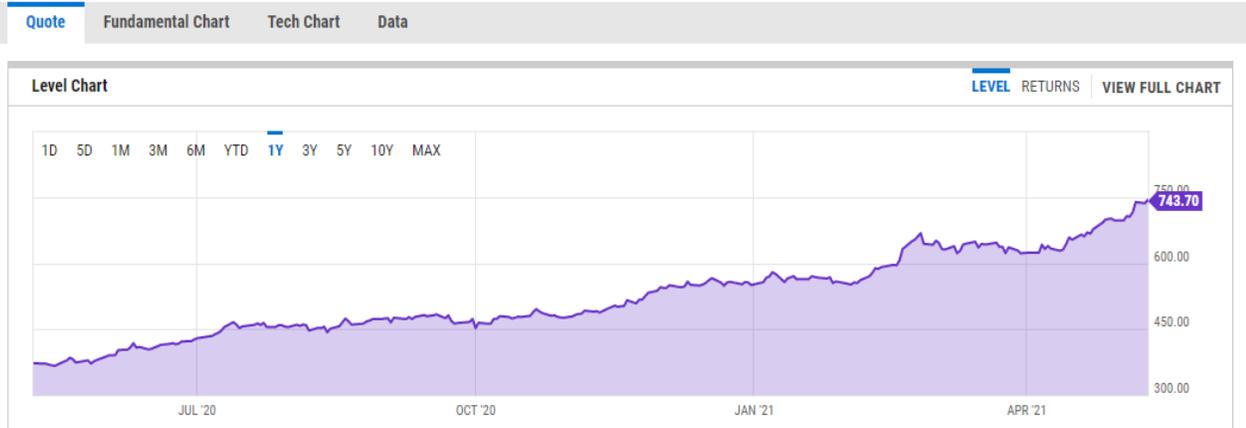


Const Difference of commodity items over the past 12 months:

Copper cost increase = 99% Source: <https://ycharts.com/>

S&P GSCI Copper (^SG3J)

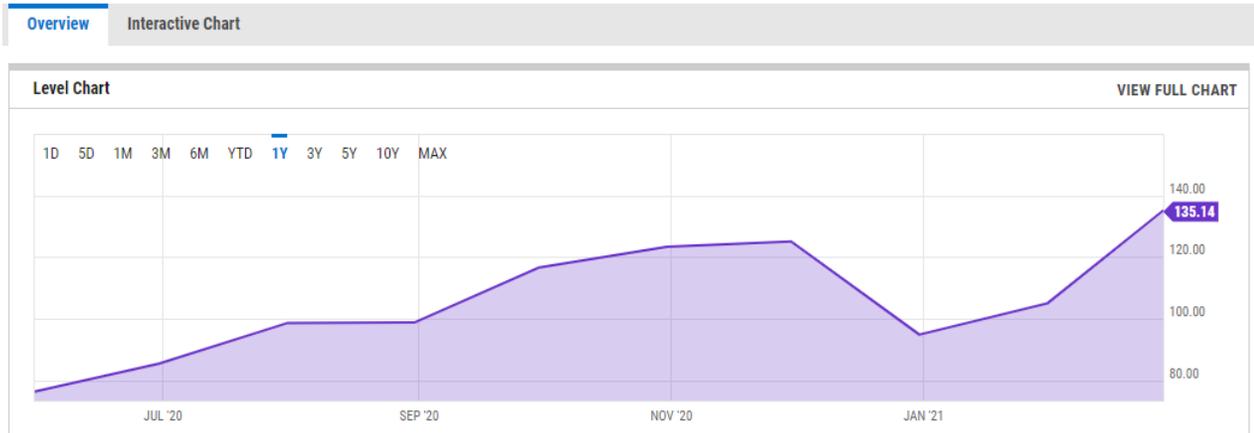
743.70 ↑+7.77 (+1.06%) USD | May 11, 13:15



Aluminum cost increase 77% Source: <https://ycharts.com/>

US Industrial Production: Aluminum Extruded Product

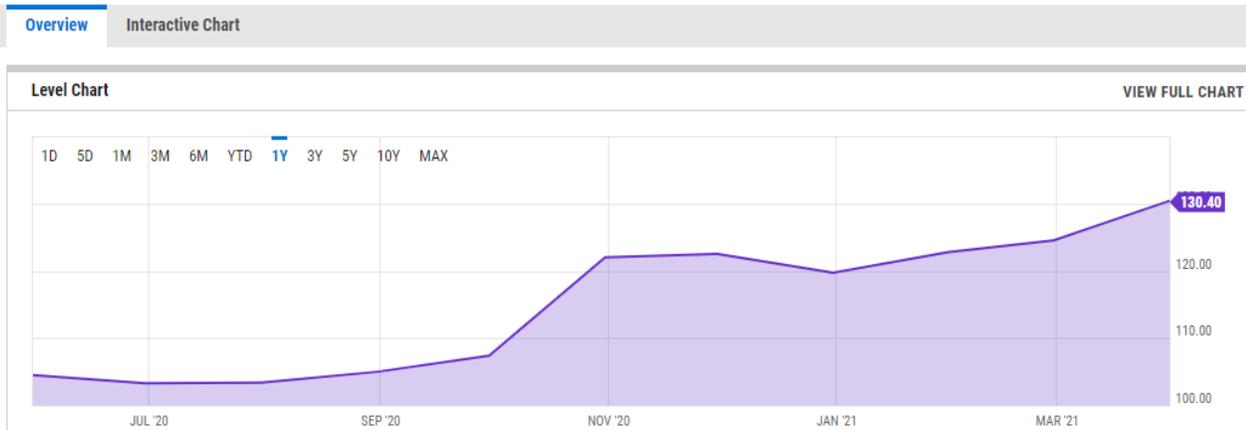
135.14 for Feb 2021



PVC pipe cost increase : 25% Source: <https://ycharts.com/>

US Producer Price Index: Rubber and Plastic Products: Plastics Water Pipe

130.40 for Mar 2021

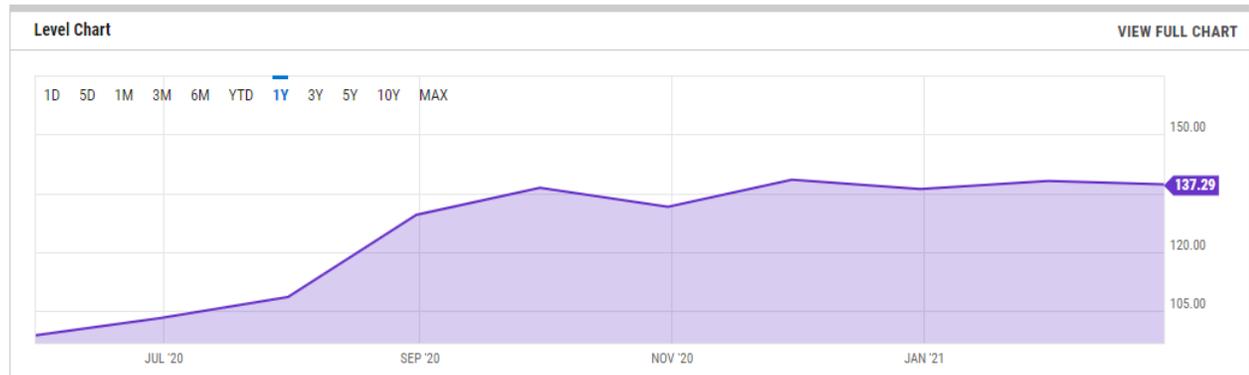


Steel cost increase = 39% Source: <https://ycharts.com/>

US Industrial Production: Construction Steel

137.29 for Feb 2021

[Overview](#) [Interactive Chart](#)



McKinleyville Community Services District

BOARD OF DIRECTORS

June 2, 2021

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Adopt Resolution 2020-17 to Nominate Dennis Mayo for ACWA Region 1 Board Member**

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

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Board discuss, take public comment, and adopt Resolution 2021-17 nominating Director Mayo to be considered by the Associated California Water Agencies (ACWA) Region 1 Nominating Committee for an ACWA Region 1 Board position.

Discussion:

The ACWA Region 1 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 1 for the 2022-2023 term. The Nominating Committee is currently seeking candidates for the Region 1 Board which is comprised of Chair, Vice Chair and up to five Board Member positions.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 1 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 1. The members of the Region 1 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members.

Since 2009, Director Mayo has served on the ACWA Board. He has served as a Region 1 Vice Chair, Chair and had several committee assignments. Director Mayo finds Federal Affairs and Agriculture to be the most enjoyable committee assignments and finds it rewarding to represent Humboldt County on the Region 1 Board.

The Region 1 Nominating Committee will announce their recommended slate on July 31, 2021. The election will begin on August 2, 2021 with ballots being sent to General Managers and Board Presidents. The election will be completed by September 30, 2021. On October 4, 2021, election results will be announced. The newly elected Region 1 Board Members will begin their two-year term of service on January 1, 2022.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

MCSD will be responsible for Director Mayo's travel and lodging for all Region 1 meetings. Actual costs are uncertain given that meetings may transition from on-line to in person over the course of this year, but as a point of reference, travel costs were approximately \$4,800 for Director's Mayo's ACWA representation from July 2019 to March 2020.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2021-17
- Attachment 2 – ACWA Memo to Announce Open Nominations
- Attachment 3 – Completed ACWA Nomination Form

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
RESOLUTION 2021-17**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT PLACING IN NOMINATION DENNIS MAYO AS A MEMBER OF ACWA REGION 1

WHEREAS, the Association of California Water Agencies (ACWA) has announced that a Nominating Committee has been formed to develop a slate; and

WHEREAS, The Board of Directors (Board) of the McKinleyville Community Services District (District) does encourage and support the participation of its members in the affairs of the ACWA; and

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

WHEREAS, Dennis Mayo has served in a leadership role as a member of the McKinleyville Community Services District Board of Directors since 2008; and

WHEREAS, Dennis Mayo has served as a member of the ACWA Board since 2009 in a variety of capacities, including Board Member, Vice-Chair, and Chairman, and served on the Aquatic, Federal Affairs, and Agriculture Committees of ACWA Region 1; and

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

(i) Does place its full and unreserved support in the nomination of Dennis Mayo for a seat on the ACWA Region 1 Board as Alternate Chair

(ii) Does hereby determine that the expenses attendant with the service of Dennis Mayo in ACWA Region 1 shall be borne by McKinleyville Community Services District

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on June 2, 2021 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dennis Mayo, Board President

Attest:

April Sousa, CMC, Board Secretary

MEMORANDUM

Date: May 3, 2021

To: ACWA REGION 1 MEMBER AGENCY PRESIDENTS AND GENERAL MANAGERS
(sent via e-mail)

From: ACWA REGION 1 NOMINATING COMMITTEE

- **Penny Cuadras**, Hidden Valley Lake Community Services District
- **Drew McIntyre**, North Marin Water District
- **Terrence Williams**, Humboldt Community Services District

The Region 1 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 1 for the 2022-2023 term. The Nominating Committee is currently seeking candidates for the Region 1 Board, which is comprised of Chair, Vice Chair and up to five Board Member positions.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 1 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 1. The members of the Region 1 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members and serve as a key role in ACWA's grassroots outreach efforts.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 1 Board Member, please familiarize yourself with the [Role of the Regions](#) and Responsibilities; the [Election Timeline](#); and the [Region 1 Rules and Regulations](#) and complete the following steps:

- **Complete the attached Region Board Candidate Nomination Form [HERE](#)**
- **Obtain a Resolution of Support from your agency's Board of Directors** (Sample Resolution [HERE](#))
- **Submit the requested information to ACWA as indicated by Wednesday, June 30, 2021**

The Region 1 Nominating Committee will announce their recommended slate by July 31, 2021. On August 2, 2021, the election will begin with ballots sent to General Managers and Board Presidents. One ballot per agency will be counted. The election will be completed on September 30, 2021. On October 4, 2021, election results will be announced. The newly elected Region 1 Board Members will begin their two-year term of service on January 1, 2022.

If you have any questions, please contact Regional Affairs Representative Jennifer Rotz at JenniferR@acwa.com or (916) 441-4545.

ACWA Regions provide the grassroots support to advance ACWA's legislative and regulatory agenda.

Background

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

Primary Charge of Regions

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

Note: Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.

GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

Region Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement. Appoints Outreach Captain to help lead outreach effort within the region.
- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.
- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

Region Vice Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Performs duties of the Region Chair in the absence of the chair.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

Region Board Member

- Participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.
- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.

ACWA Region 1 Rules & Regulations

Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).

Officers

The chair shall appoint a secretary to the Board if one is deemed necessary.

Meetings

Region 1 will meet quarterly, subject to call of the chair, with two of those meetings to be held at ACWA spring and fall conferences.

Attendance

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guideline Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guideline Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guideline Q, 3.)

Vacancy

If the chair's position becomes vacant, the vice chair will fill the chair's position.

If the vice chair's position becomes vacant, the alternate chair will fill the vice chair's position

Elections

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents.



The nominating committee shall consist of three to five members.

The nominating committee should pursue qualified members within the region to run for the region board, and should consider geographic diversity, agency size and focus in selecting a slate.

See the current region election timeline for specific dates.

Endorsements

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA’s regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guideline P, 3.)

Committee Recommendations & Representation

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guideline P, 4. A.)

At the first region board / membership meeting of the term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (ACWA Policy & Guideline P, 4. B.)

Tours

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a “release and waiver” to attend any and all region tours. Attendees agree to follow environmental guidelines and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

Finances

See “Financial Guidelines for ACWA Region Events” document.

Amending the Region Rules & Regulations

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors.

The Region 1 Rules & Regulations can be amended by a majority vote of those present at any Region 1 meeting as long as a quorum is present.

2021 ACWA Region Election Timeline 2022-2023 Term

February 26:

NOMINATING COMMITTEES APPOINTED

- With concurrence of the region board, the region chairs appoint at least three region members to serve as the respective region's Nominating Committee
- Those serving on nominating committees are ineligible to seek region offices
- Nominating Committee members are posted online at www.acwa.com

March 1-31:

NOMINATING COMMITTEE TRAINING

- Nominating Committee packets will be e-mailed to each committee member
- ACWA staff will hold a Zoom training session with the nominating committees to educate them on their specific roles and duties
 - Regions 1-10 Nominating Committees: via Zoom

May 3:

CALL FOR CANDIDATES

- The Call for Candidate Nominations packet will be e-mailed to ACWA member agency Board Presidents and General Managers

June 30:

DEADLINE FOR COMPLETED NOMINATION FORMS

- Deadline to submit all Nomination Forms and Board Resolutions of Support for Candidacy for region positions
- Nominating Committee members may need to solicit additional candidates in person to achieve a full complement of nominees for the slate

July 1:

CANDIDATE INFORMATION TO NOMINATING COMMITTEES

- All information submitted by candidates will be forwarded by ACWA staff to the respective region Nominating Committee members with a cover memo explaining their task

July 11 - 31:

RECOMMENDED SLATES SELECTED

- Nominating Committees will meet to determine the recommended individuals for their region. The slate will be placed on the election ballot.
- Nominating Committee Chairs will inform their respective ACWA Regional Affairs Representative of their recommended slate by July 23
- Candidates will be notified of the recommended slate by July 30
- The Nominating Committee Chair will approve the official region ballot

August 2:

ELECTIONS BEGIN

- All 10 official electronic ballots identifying the recommended slate and any additional candidates for consideration for each region will be produced and e-mailed to ACWA member agencies only
- Only one ballot per agency will be counted

September 30:

ELECTION BALLOTS DUE

- ***Deadline for all region elections. All region ballots must be received by ACWA by **September 30, 2021*****

October 4:

ANNOUNCEMENT OF ELECTION RESULTS

- Newly-elected members of the region boards will be contacted accordingly
- An ACWA Advisory will be distributed electronically to all members reporting the statewide region election results
- Results will be posted at acwa.com and will be published in the October issue of ACWA News

REGION BOARD CANDIDATE NOMINATION FORM



Submit completed form by **June 30, 2021** to regionelections@acwa.com

Name of Candidate:	Title:
Agency:	Agency Phone:
Direct Phone:	E-mail:
Address:	ACWA Region: County:

Region Board Position Preference
<i>If you are interested in more than one position, please indicate priority - 1st, 2nd and 3rd choice.</i>
Chair:
Vice Chair:
Board Member:

If you are not chosen for the recommended slate, would you like to be listed in the ballot's individual candidate section?
<i>If neither is selected, your name will NOT appear on the ballot.</i>
Yes
No

Agency Function(s)
<i>Check all that apply</i>
Wholesale
Urban Water Supply
Ag Water Supply
Sewage Treatment
Retailer
Wastewater Reclamation
Flood Control
Groundwater Management / Replenishment
Other:

Describe your ACWA-related activities that help qualify you for this office:

Write below or attach a half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community.

I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating in region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.

I hereby submit my name for consideration by the Nominating Committee.

Signature	Title	Date
-----------	-------	------

McKinleyville Community Services District

BOARD OF DIRECTORS

June 2, 2021

TYPE OF ITEM: **ACTION**

ITEM: E.4 **Consider Approval of the FY2021-22 Budget and Approve Resolution 2021-18 establishing Appropriations Limits for FY2021-22.**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

1. Staff recommends that the Board review, take public comment, and approve the FY2021-22 Budget; and
2. Approve Resolution 2021-18 establishing Appropriations Limits for FY2021-22.

Discussion:

The proposed FY2021-22 Budget differs, in some important respects, from the draft budget elements presented to and discussed by the Board in previous months. It reflects updated assumptions regarding revenue streams, grants, and capital projects.

The Parks Budget has been adjusted to reflect our current best estimates of the impact of various State and County Orders relating to the COVID19 pandemic for Fiscal Year 21-22. As in the current fiscal year, we projected significant impacts on facilities rental revenue and recreation program revenue. These are increased from the current fiscal year, but not yet returned to the levels seen before the pandemic.

The other significant budget adjustment is in the expected grant revenue for the Water and Wastewater Funds. The related capital projects appear in the Capital Improvement Budgets for FY21-22 and FY22-23. Given the various project and funding revisions we've experienced to date, there is a probability that the major projects will extend slightly into the following fiscal year. Therefore, the grant revenue showing for the proposed fiscal year reflects that possibility. Given how speculative all these estimates are, staff may bring back a May Revise for Parks, Water, and Wastewater funds in FY21-22.

The Budgets, graphs, historical trend analysis, capital projects budgets, and narratives are included in the final budget document, as is the Appropriations Limits calculation, which is an annual item required by State law. The Appropriations Limit calculates the amount of property tax revenue that may be spent by local governments, including Special Districts. It is calculated based on population growth and other factors.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Budgetary fiscal analysis: see Exhibits 1-5 of the proposed FY2021-22 Budget.

Appropriations Limit fiscal analysis: As the proposed expenditures subject to the Limit are \$472,745 under the Appropriations Limit threshold, no additional analysis is required.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Proposed Budget for FY2021-22
- Attachment 2 – Resolution 2021-18



BUDGET

For the Fiscal Year Ending June 30, 2022

Adoption Date: June 2, 2021

MCS D BOARD OF DIRECTORS

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

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
1656 Sutter Road
McKinleyville, CA 95519
Capital and Operating Budget

For the Fiscal Year Ending June 30, 2022

INTRODUCTION AND BUDGET GUIDE

This budget is intended to serve as a management tool for operation of the McKinleyville Community Services District (MCSD) during fiscal year July 1, 2021 through June 30, 2022. The Budget sets forth goals and priorities for staff to accomplish during the year in the four district operating departments. This budget is dynamic in that it can be amended as the Board adds goals and changes priorities.

- Page 3 includes information about McKinleyville and the McKinleyville Community Services District.
- The Mission Statement, the estimated Full-Time Employee Equivalents for the fiscal year, and the Organization Chart are included beginning at Page 5.
- Budgets and accompanying graphs for the Governmental Funds & the Enterprise Funds are shown beginning at Page 8. Detailed line-item budgets are available for review by the Board and the public, but are not included in this policy-level document.
- Historical Data is presented beginning at Page 15.
- MCSD's Capital Improvement Program Budgets, Exhibit 11, start on Page 19. Narratives are shown in Appendix A, beginning at Page 24.
- A summary of the MCSD's Board current Strategic Plan 2019-2024 is shown in Appendix B, beginning at Page 29
- The Appropriations Limit calculations required by law for the Fiscal Year 2021-22 are included in Appendix C, starting on Page 41.

DESCRIPTION OF THE COMMUNITY

McKinleyville is an unincorporated community of Humboldt County in the north coastal region of California 300 miles north of San Francisco. McKinleyville has an approximate population of 15,177 according to 2019 data from the U. S. Census Bureau. It is the third largest community population area in Humboldt County behind Eureka (26,710) and Arcata (18,431). McKinleyville borders the Pacific Ocean and has a mild climate year-round with frequent fog and moderate to heavy precipitation mainly between October and April. Because of the combination of coastal, mountain and valley areas, residents have the opportunity for a wide range of recreational activities. Just minutes from McKinleyville, you can surf, fish for salmon and steelhead, hike underneath the world's tallest trees and bike the Pacific Coast Trail.

The original settlers of McKinleyville were the Wiyot Indians who occupied the area for hundreds of years before the first white settlers arrived. Historian Edie Neilson estimates that there were three thousand Wiyots in the vicinity when the first white settlers arrived in the 1850s; by 1900, there were only 150 Wiyots left. Joseph Dow built his cabin in 1862 on the high prairie area near the future site of the Humboldt County Airport. For many years the area from the Mad River to the Little River was known as Dow's Prairie.

Dow's Prairie was isolated from the rest of the north coast communities by the bridgeless rivers to the north and south and the dense forest to the east. When passable, fording the Mad River to get supplies in Arcata was a two-day trip. In 1897, Arcata businessman Isaac Minor built a general store with a post office, a hotel and a creamery here. The general store quickly became the social center for the community and the people decided to call their town Minor in his honor. When President William McKinley was assassinated in 1901, Isaac Minor and the townspeople agreed to change the name of the community to McKinleyville.

The McKinleyville Union School District was founded in 1948 and includes Dow's Prairie School, McKinleyville Middle School and Morris School. MUSD is McKinleyville's largest employer with a payroll of over \$4 million. Graduates of MUSD attend McKinleyville High School, which was opened for the fall 1961 school year. Mack High is one of two high schools in the Northern Humboldt Union High School District.

Opportunities for higher education are nearby. Arcata's Humboldt State University, a four-year college with a full spectrum of curriculum and graduate programs, is a 10-minute drive from McKinleyville. Eureka, located 20 minutes south of McKinleyville, is the largest city and county seat of Humboldt County. The main branch of College of the Redwoods, a community college system offering comprehensive programs in many academic and technical fields, is located in Eureka.

DESCRIPTION OF THE DISTRICT

McKinleyville Community Services District (MCSD) was created on April 14, 1970 when McKinleyville's residents voted 592 "yes" against 154 "no" to form the District. Initially, the District had authority to serve water and treat sewer wastes. In 1972 the voters added street lighting powers. In 1985 the voters added recreational powers and in 1995 the voters authorized construction of the McKinleyville Library. The District boundaries encompass 12,140 acres ranging from North Bank Road on the south to Patrick Creek on the north. MCSD is an independent governmental unit organized under the Community Services District Law, pursuant to Title 6 Division 3 of the Government Code Section 61000, et seq. A five-member Board of Directors elected to four-year rotating terms in even-numbered years governs the District. The Directors meet on the first Wednesday of each month at Azalea Hall, 1620 Pickett Road, to set policy, consider projects and settle disputes. The District office is located at 1656 Sutter Road just east of Central Avenue.

MCSD's principal activities include water, sewer, parks, recreation, street lighting and open space maintenance services. In recent years, the District has dramatically expanded its recreational services by developing approximately 44 acres of community parks: Hiller Park Playground and Picnic Area, Hiller Park Loop Trails, Hiller Sports Complex, Pierson Park and Larissa Park. In addition, the District has constructed state-of-the-art buildings to provide indoor sports and recreation (McKinleyville Activity Center), a community activities center (Azalea Hall), a Teen and Community Center, and a library (a branch of the Humboldt County Library). In 1999, the Mad River Rotary Club completed the fund-raising and construction of a Law Enforcement Facility on District land adjacent to the Library and Azalea Hall. The facility was then donated to the District and is leased to the Humboldt County Sheriff's Department.

MCSD purchases its wholesale water supply from the Humboldt Bay Municipal Water District, which diverts water from its million-gallon tank on Essex Hill under the Mad River to MCSD's Grant A. Ramey Pump Station at North Bank and Azalea Roads. Water is then pumped to storage tanks at McCluski Hill, Cochran Road and Norton Road; MCSD's six storage tanks have a combined capacity of 5.25 million gallons, approximately a 36-hour supply for our 6,600 water customers.

All sewage for MCSD's 5,100 customers is treated at the Wastewater Management Facility at Hiller Park. MCSD maintains approximately 65 miles of sewer mains. MCSD recycles treated wastewater for agricultural irrigation at the Fischer Irrigation Site, Pialorsi Irrigation Site, and at Hiller Park. With a major upgrade of the Wastewater Management Facility completed in 2019, MCSD is committed to maintaining its sewage collection, treatment and disposal systems as a model for other communities.

Additional information and photographs of MCSD facilities are available on MCSD's website (www.mckinleyvillecsd.com). District staff and Directors can be reached by e-mail at mcsd@mckinleyvillecsd.com.

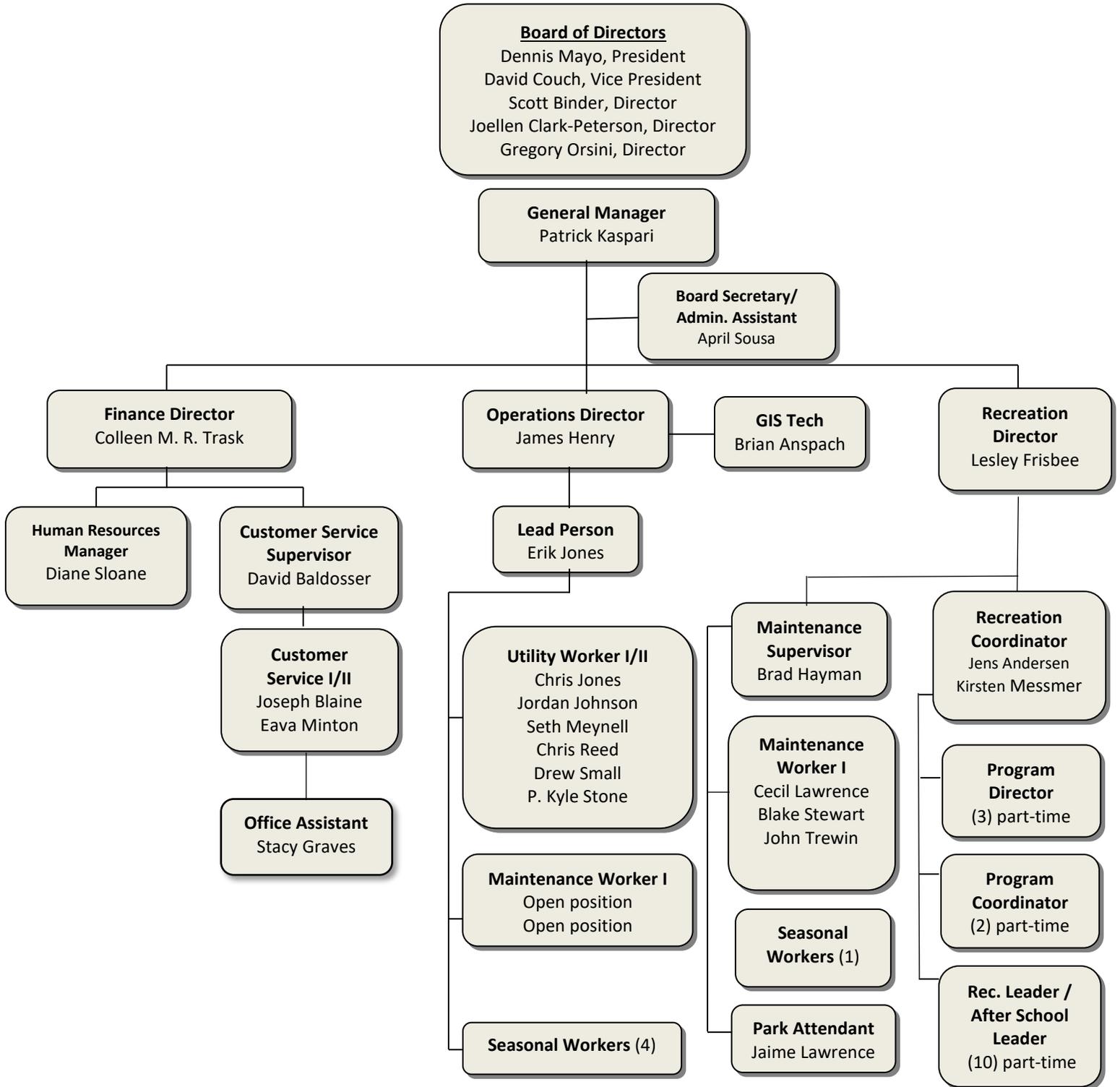
**McKINLEYVILLE COMMUNITY SERVICES DISTRICT
MISSION STATEMENT**

Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner.

**Estimated Employee Full Time Equivalent
For the Fiscal Year ending June 30, 2022**

	Full-Time Benefitted	Part-Time & Seasonal	Total FTEs
General Manager	1	0	1
Support Services	6	1	6.5
Operations	11	4	13
Parks & Recreation	7	15	9
Total	25	20	29.5

McKinleyville Community Services District
Organization Chart: Fiscal Year 2021-22
 Revised May, 2021



McKinleyville Community Services District
Exhibits of Financial Information
Budget for the year ending June 30, 2022

Table of Contents

<i>Page 08</i>	<i>Exhibit 1 – Fund Budget Summary and Projected Fund Balance</i>
<i>Page 10</i>	<i>Exhibit 2 – Budget & Graphs, Water Fund</i>
<i>Page 11</i>	<i>Exhibit 3 – Budget & Graphs, Wastewater Fund</i>
<i>Page 12</i>	<i>Exhibit 4 – Budget & Graphs, Streetlights Fund</i>
<i>Page 13</i>	<i>Exhibit 5 – Budget & Graphs, General/Parks Fund</i>
<i>Page 14</i>	<i>Exhibit 6 – Budget & Graphs, Measure B Fund</i>
<i>Page 15</i>	<i>Exhibit 7-10 – Historical Data</i>
<i>Page 19</i>	<i>Exhibit 11 – 10 Year Capital Improvement Plans</i>
<i>Page 24</i>	<i>Appendix A – Capital Expenditures Overview and Narratives</i>
<i>Page 29</i>	<i>Appendix B – Strategic Plan Summary 2019-2024</i>
<i>Page 40</i>	<i>Appendix C – Appropriations Limit Calculations</i>

McKinleyville Community Services District
DRAFT Budget Summary: Net Position - All Funds
FY2021-22

Exhibit 11

Net Position may serve over time as a useful indicator of a government's financial position. In the case of the District, total assets and deferred outflows of resources are projected in the budget to exceed liabilities and deferred inflows of resources by \$33,014,072 as of June 30, 2022.

The District's total net position is made up of three components: (1) net investment in capital assets, (2) restricted net position, and (3) unrestricted net position.

At the end of the Fiscal Year, June 30, 2022, the net position of the District is projected to increase slightly from the FY19-20 total of 30,611,285. A small increase of approximately 3% or \$765,852 is projected for the current fiscal year FY20-21. An additional small increase of approximately 5% for the proposed budgeted year will result in a total net position of \$33,014,072.

A small increase in total revenues are projected for the end of the current year of 2.5%, or \$268,606 for a total of \$11,069,543 from all revenue sources. This compares to a larger increase projected for the upcoming budget year of 27% or \$3,012,249 for a total of \$14,081,792 in projected revenues for FY21-22.

Total expenditures are projected to decrease at the end of the current year by -3.4% or (\$289,234) for a total of \$8,185,446 for all expenditure types. This compares to an overall increase projected for the coming budget year of 10% or \$824,109 for a total of \$9,009,555 projected budgeted expenditures for FY21-22.

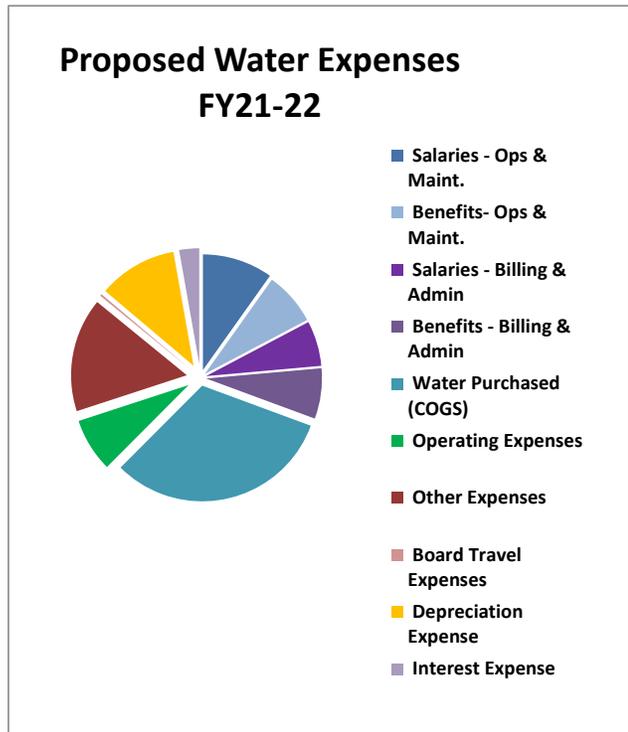
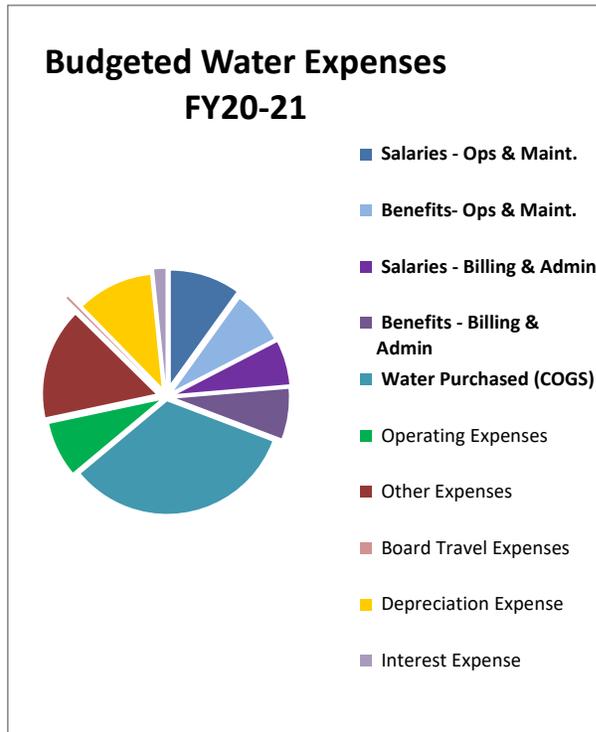
Even though the overall net position is projected to change positively by a moderate amount in the current fiscal year, the impact of the various State and local government orders related to the COVID19 pandemic are apparent in the decreases approved by the Board in the revised Parks budget. Aside from that, the total projected net position for the current fiscal year is positive, though less than the current year budgeted surplus. The Enterprise Funds had greater capital-projects-grant revenue than budgeted on the water side, which mostly offset the capital-projects-grant revenue on the wastewater side which came in less than budgeted. As discussed with the revised Parks budget, the net projected decrease in expenditures for the current fiscal year is due to the reduction in part-time Parks staff due to the continuation of the State's COVID19 lockdown orders. The net budgeted increase in expenditures for FY20-21 is smaller than the expected increase in revenues from all sources. The net budgeted increase in revenues for FY21-22 is greater than the net budgeted increase in expenditures for FY21-22, even allowing for the capital projects grant income.

McKinleyville Community Services District
Summary DRAFT Budgets - All Funds
FY 2021-22

Description	Water Fund	Wastewater Fund	Streetlights Fund	Gen'l/Parks Fund	Measure B Fund	Total (Memorandum Only)
Revenues						
Water Sales	4,190,549					4,190,549
Sewer Service Charges		4,181,750				4,181,750
Capacity Fees	100,000	125,000				225,000
Streetlight Charges			100,885			100,885
Program Fees	-			242,280		242,280
Facility Fees	-			49,150		49,150
Property Taxes	-			664,824		664,824
Measure B Assessment	-				221,304	221,304
Open Space Fees	-			126,600		126,600
Contributions & Other Program	-			1,650		1,650
Other Revenue & Capital Project Grants	1,734,719	2,030,119	18,500	25,712		3,809,050
Contributed Construction	100,000	75,000		-		175,000
Proceeds from Long Term Debt (Gov't only)	-		-	-		-
Quimby Fees/Capital Proj. Grants	-			105,000		105,000
Interest Revenue	50,000	75,000	50	35,000	3,700	163,750
Total Revenues	6,175,268	6,486,869	119,435	1,250,216	225,004	14,256,792
Expenditures						
Salaries & Benefits - Operations & Maint.	625,940	679,077	2,955			1,307,972
Salaries & Benefits - Billing & Admin	484,712	458,732	47,446			990,890
Salaries & Benefits - Rec Programs	-			270,708		270,708
Salaries & Benefits- Parks Maintenance	-			224,907	58,756	283,663
Salaries & Benefits- Parks&Rec Admin	-			380,740		380,740
Water Purchased (COGS)	1,154,476					1,154,476
Water & Electrical Expense	-	206,500	18,300			224,800
Operating Expenses	271,900	320,000	-			591,900
Other Expenses	577,796	619,650	20,575			1,218,021
Other Expenditures - Rec Programs	-	-		16,550		16,550
Other Expenditures - Parks Maintenance	-			105,245	38,325	143,570
Other Expenditures - Parks&Rec Admin	-			123,225		123,225
Depreciation Expense	400,000	1,225,000				1,625,000
Board Travel Expense	10,000	6,000	400	1,100		17,500
CalPERS UAL - Gov't Funds only	-			-		-
Debt Service - Gov't Funds only	-		-	-	93,674	93,674
Interest Expense	101,114	263,008		-	33,744	397,866
Parks/Meas.B Capital Expenditures	-		47,000	122,000		169,000
Total Expenditures	3,625,938	3,777,967	136,676	1,244,475	224,499	9,009,555
Excess (Deficit)	2,549,330	2,708,902	(17,241)	5,741	505	5,247,237
Fund Balance - July 1, 2020						
	10,185,613	19,621,704	49,097	1,329,653	(574,782)	30,611,285
Projected Surplus (Deficit) FY2020-21	1,487,361	1,593,580	24,678	(65,058)	18,536	3,059,097
Debt Principal FY2020-21 (Enterprise only)	(166,746)	(588,819)				(755,565)
New Borrowing FY2020-21(Enterprise only)	-	-				-
Capital Expenditure FY2020-21(Enterprise)	(311,130)	(1,226,550)				(1,537,680)
Projected Fund Balance June 30, 2021	11,195,098	19,399,915	73,775	1,264,595	(556,246)	31,377,137
Budgeted Excess (Deficit) FY2021-22	2,549,330	2,708,902	(17,241)	5,741	505	5,247,237
Anticipated Borrowing FY2021-22(Enterprise)	-	-				-
Capital Project grant funding (contingent)	1,599,500	1,911,750				3,511,250
Debt Principal FY2021-22 (Enterprise only)	(170,730)	(601,721)				(772,451)
Capital Expenditure FY2021-22(Enterprise)	(3,042,000)	(3,307,100)				(6,349,100)
Projected Fund Balance June 30, 2022	12,131,197	20,111,746	56,534	1,270,336	(555,741)	33,014,072

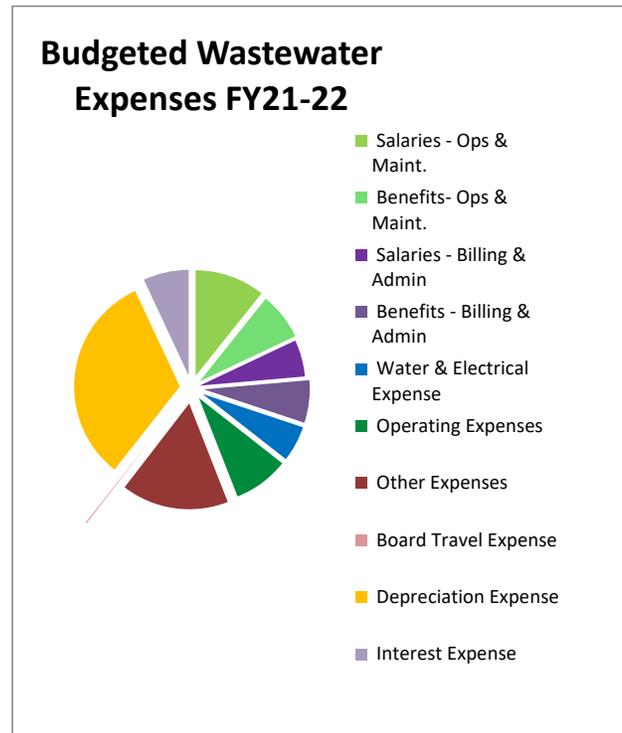
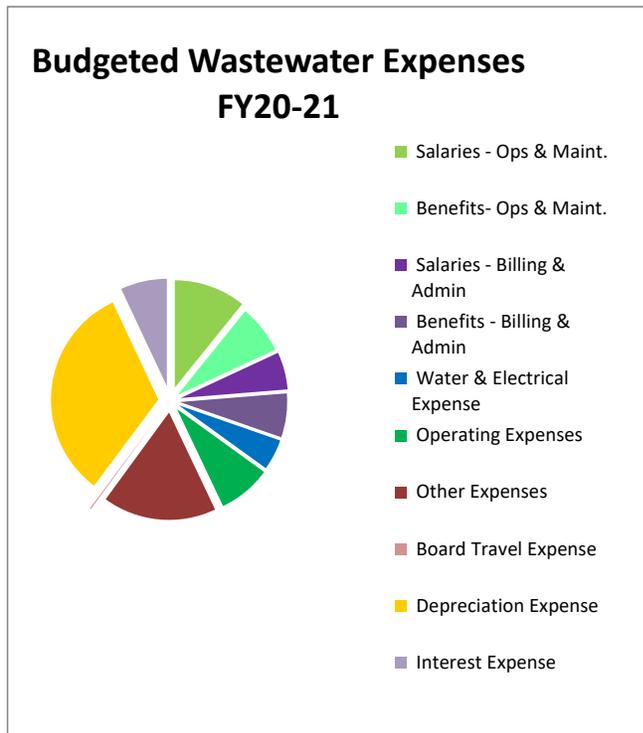
McKinleyville Community Services District
Enterprise Funds: Water DRAFT Operating Budget
FY 2021-22

Description	Water Fund Approved Budget FY20-21		Water Fund Proposed Budget FY21-22		Difference (Memorandum Only)	
Water Revenues						
Water Sales	3,917,744	87%	4,190,549	68%	272,805	7%
Capacity Fees	100,000	2%	100,000	2%	-	0%
Other Revenue	320,299	7%	1,734,719	28%	1,414,420	44.2%
Contributed Construction	100,000	2%	100,000	2%	-	0%
Interest Revenue	50,000	1.1%	50,000	1%	-	0%
Total Revenues	4,488,043	100%	6,175,268	100%	1,687,225	38%
Water Expenses						
Salaries - Ops & Maint.	336,772	10%	356,558	10%	19,786	5.9%
Benefits- Ops & Maint.	253,904	7%	269,382	7%	15,478	6.1%
Salaries - Billing & Admin	212,484	6%	228,947	6%	16,463	7.7%
Benefits - Billing & Admin	242,320	7%	255,765	7%	13,445	5.5%
Water Purchased (COGS)	1,125,534	33%	1,154,476	32%	28,942	2.6%
Operating Expenses	262,900	8%	271,900	7%	9,000	3.4%
Other Expenses	534,561	16%	577,796	16%	43,235	8.1%
Board Travel Expenses	10,000	0.3%	10,000	0%	-	0.0%
Depreciation Expense	363,000	11%	400,000	11%	37,000	10.2%
Interest Expense	55,126	2%	101,114	3%	45,989	83.4%
Total Expenses	3,396,601	100%	3,625,939	100%	229,338	7%
Excess (Deficit)	1,091,442		2,549,329			



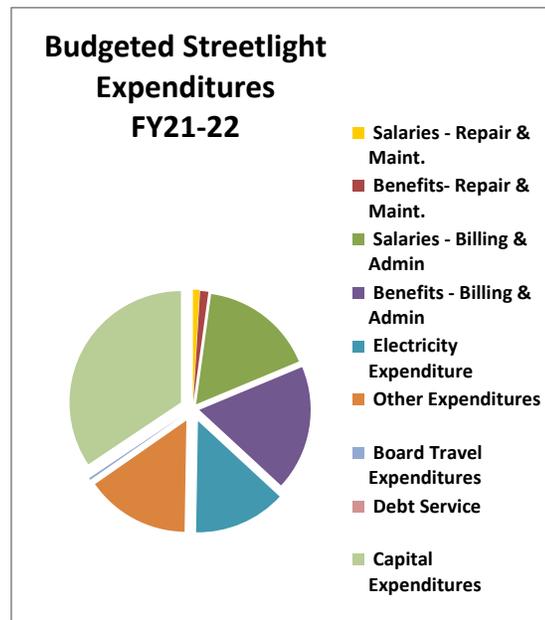
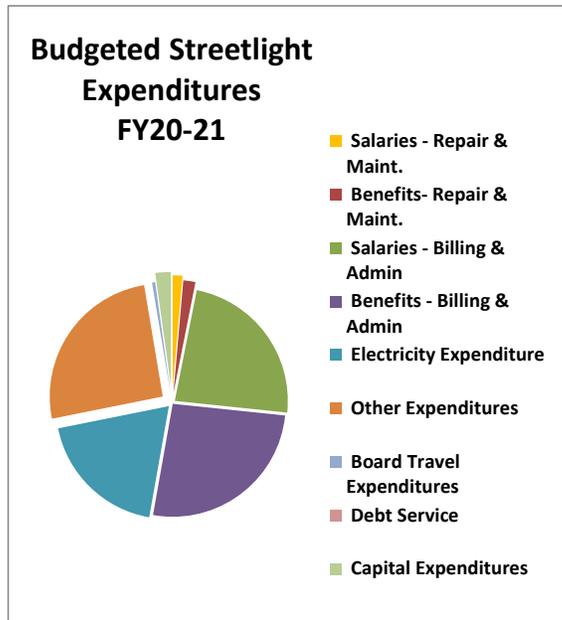
McKinleyville Community Services District
Enterprise Funds: Wastewater DRAFT Operating Budget
FY 2021-22

Description	Wastewater Fund Approved Budget FY20-21		Wastewater Fund Proposed Budget FY21-22		Difference (Memorandum Only)	
Wastewater Revenues						
Sewer Service Charges	4,004,460	64%	4,181,750	64%	177,290	4%
Capacity Fees	100,000	2%	125,000	2%	25,000	25%
Other Revenue	1,986,309	32%	2,030,119	31%	43,810	2%
Contributed Construction	75,000	1%	75,000	1%	-	0%
Interest Revenue	75,000	1%	75,000	1%	-	0%
Total Revenues	6,240,769	100%	6,486,869	100%	246,100	3.9%
Wastewater Expenses						
Salaries - Ops & Maint.	381,622	11%	405,042	11%	23,419	6%
Benefits- Ops & Maint.	257,576	7%	274,035	7%	16,460	6%
Salaries - Billing & Admin	199,340	6%	212,836	6%	13,496	7%
Benefits - Billing & Admin	233,898	7%	245,896	7%	11,998	5%
Water & Electrical Expense	164,000	5%	206,500	5%	42,500	26%
Operating Expenses	282,250	8%	320,000	8%	37,750	13%
Other Expenses	604,335	17%	619,650	16%	15,315	3%
Board Travel Expense	6,000	0%	6,000	0%	-	0%
Depreciation Expense	1,160,000	33%	1,225,000	32%	65,000	6%
Interest Expense	247,163	7%	263,008	7%	15,845	6%
Total Expenditures	3,536,184	100%	3,777,966	100%	241,782	6.8%
Excess (Deficit)	2,704,585		2,708,903			



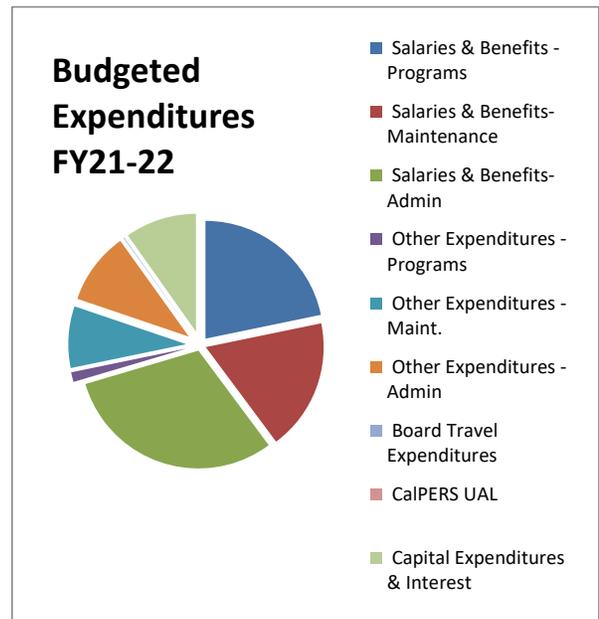
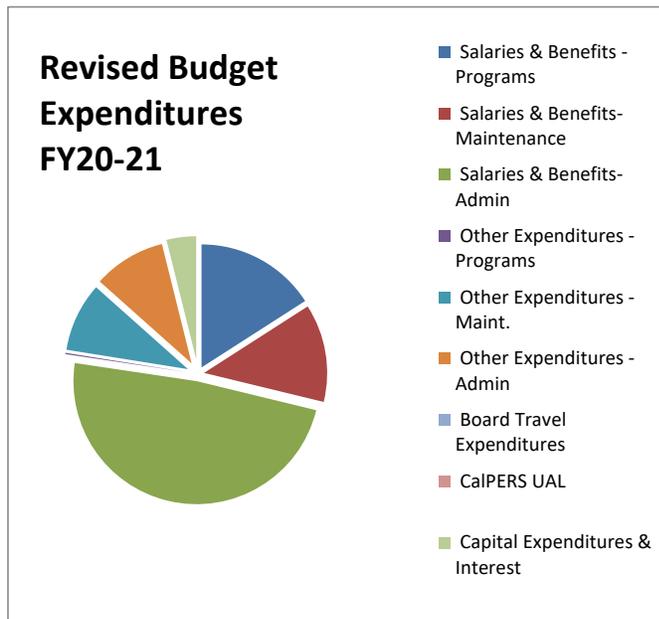
McKinleyville Community Services District
Streetlights Fund DRAFT Operating Budget
FY 2021-22

Description	Streetlights Fund Approved Budget FY20-21		Streetlights Fund Proposed Budget FY21-22		Difference (Memorandum Only)	
Streetlight Revenues						
Streetlight Charges	98,268	84%	100,885	84%	2,618	2.7%
Other Charges	18,500	16%	18,500	15%	-	0.0%
Proceeds from Debt	-	0%	-	0%	-	0.0%
Interest Revenue	50	0%	50	0%	-	0.0%
Total Revenues	116,818	100%	119,435	100%	2,618	2%
Streetlight Expenditures						
Salaries - Repair & Maint.	1,262	1%	1,314	1%	52	4.1%
Benefits- Repair & Maint.	1,570	2%	1,641	1%	72	4.6%
Salaries - Billing & Admin	21,373	24%	22,617	17%	1,245	5.8%
Benefits - Billing & Admin	23,747	26%	24,829	18%	1,082	4.6%
Electricity Expenditure	17,300	19%	18,300	13%	1,000	5.8%
Other Expenditures	23,174	26%	20,575	15%	(2,599)	-11.2%
Board Travel Expenditures	400	0%	400	0%	-	0.0%
Debt Service	-	0%	-	0%	-	0.0%
Capital Expenditures	2,000	2%	47,000	34%	45,000	2250.0%
Total Expenditures	90,825	100%	136,676	100%	45,851	50%
Excess (Deficit)	25,992		(17,241)			



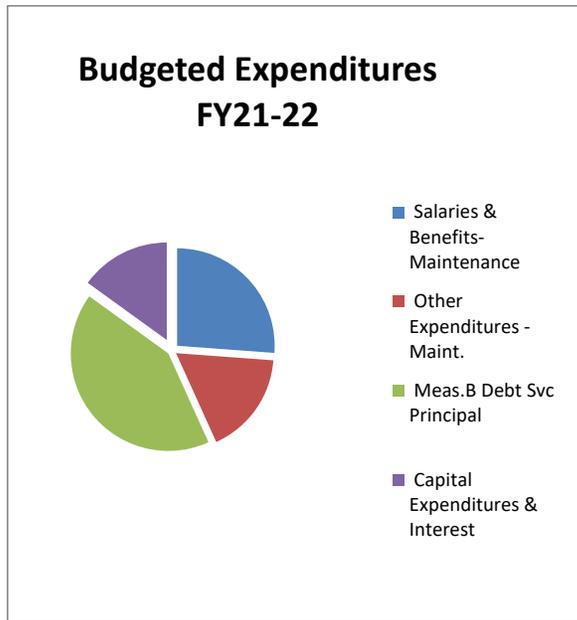
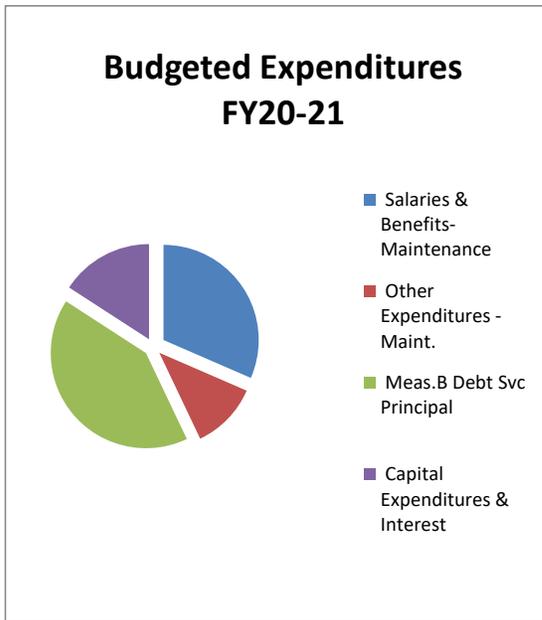
McKinleyville Community Services District
Parks/General Fund DRAFT Operating Budget
FY 2021-22

Description	Parks/General Fund Revised Budget FY2020-21		Parks/General Fund Proposed Budget FY2021-22		Difference (Memorandum Only)	
Revenues						
Program Fees	80,415	8%	242,280	19%	161,865	10.9%
Facility Fees	8,350	1%	49,150	4%	40,800	3.1%
Property Taxes	642,500	68%	664,824	53%	22,324	-14.6%
Open Space Fees	122,825	13%	126,600	10%	3,775	-2.8%
Contributions & Other Program	1,300	0%	1,650	0.1%	350	0.0%
Other Revenue	18,612	2%	25,712	2%	7,100	0.1%
Quimby Fees/ Grants/Loans	39,000	4%	105,000	8%	66,000	4.3%
Interest Revenue	35,000	3.7%	35,000	2.8%	-	-0.9%
Total Revenues	948,002	100%	1,250,216	100%	302,214	24.2%
Expenditures						
Salaries & Benefits - Programs	172,356	16%	270,708	22%	98,352	5.8%
Salaries & Benefits- Maintenance	139,464	13%	224,907	18%	85,443	5.2%
Salaries & Benefits- Admin	525,832	49%	380,740	31%	(145,092)	-18.0%
Other Expenditures - Programs	1,809	0%	16,550	1%	14,741	1.2%
Other Expenditures - Maint.	98,174	9%	105,245	8.5%	7,071	-0.6%
Other Expenditures - Admin	103,175	10%	123,225	9.9%	20,050	0.4%
Board Travel Expenditures	-	0.0%	1,100	0.1%	1,100	0.1%
CalPERS UAL	-	0%	-	0.0%	-	0.0%
Capital Expenditures & Interest	42,040	4%	122,000	10%	79,960	5.9%
Total Expenditures	1,082,850	100%	1,244,476	100%	161,626	13.0%
Excess (Deficit)	(134,848)		5,740			



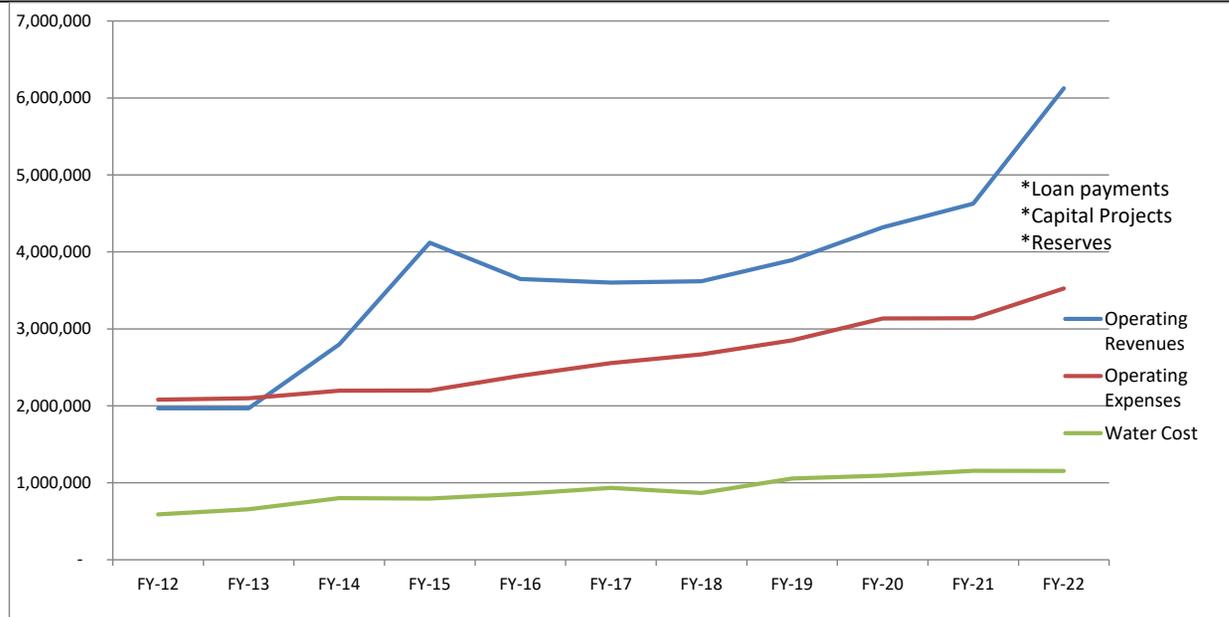
McKinleyville Community Services District
Measure B Fund DRAFT Operating Budget
FY 2021-22

Description	Measure B Fund Approved Budget FY20-21		Measure B Fund Proposed Budget FY21-22		Difference (Memorandum Only)	
Revenues						
Measure B Assessment	221,132	99%	221,304	98%	172	0%
Grants/Contributions	-	0%	-	-	-	0%
Other Revenue	-	0%	-	0%	-	0%
Proceeds from Debt	-	-	-	0%	-	0%
Quimby Fees/ ReservesDraw	-	0%	-	0%	-	0%
Interest Revenue	3,200	1.4%	3,700	0.02	500	0%
Total Revenues	224,332	100%	225,004	100%	672	0%
Expenditures						
Salaries & Benefits- Maintenance	70,409	32%	58,756	26%	(11,653)	-5%
Other Expenditures - Maint.	25,500	11%	38,325	17.1%	12,825	6%
Meas.B Debt Svc Principal	92,054	41%	93,674	41.7%	1,620	1%
Capital Expenditures & Interest	35,398	16%	33,744	15%	(1,654)	-1%
Total Expenditures	223,361	100%	224,499	100%	1,138	1%
Excess (Deficit)	971		505		(466)	



McKinleyville Community Services District
Water Enterprise Fund
Historical Analysis
Fiscal Years Ended (Ending) June 30, 2012-2022

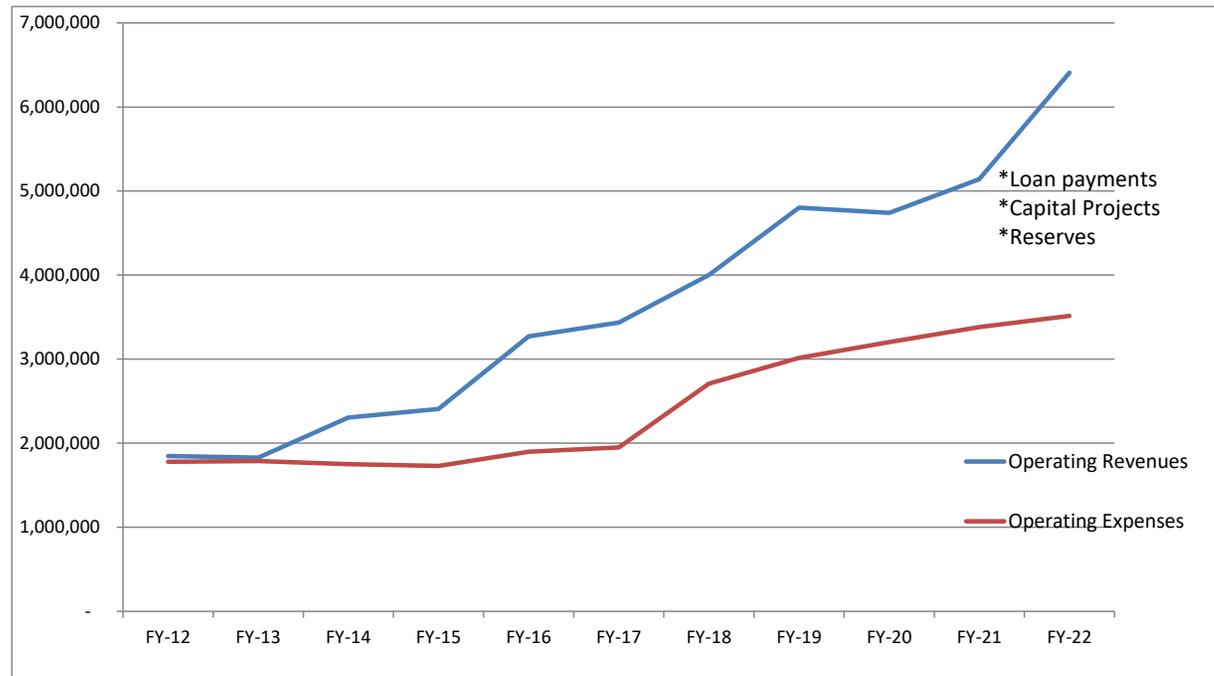
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
	Actual	Actual Est.	Budget								
Operating Revenues											
Water Sales	1,545,469	1,665,273	2,237,058	2,855,251	2,971,172	3,307,872	3,201,667	3,333,250	3,689,722	4,101,709	4,190,549
Other Water Revenues	422,166	302,600	561,962	1,263,244	677,733	293,149	416,418	560,739	628,746	524,745	1,934,719
Total Operating Revenues	1,967,635	1,967,873	2,799,019	4,118,496	3,648,905	3,601,020	3,618,085	3,893,989	4,318,467	4,626,454	6,125,268
Operating Expenses											
Salaries & Benefits	724,139	776,264	766,832	820,713	901,568	961,086	873,905	793,755	884,086	892,037	1,105,152
Water Cost	589,650	657,440	801,270	795,098	855,642	933,907	867,122	1,056,472	1,094,722	1,155,738	1,154,476
Other Expenses	477,803	363,133	325,537	258,732	290,102	314,758	562,998	610,340	700,340	728,367	865,196
Depreciation	288,634	302,545	303,585	325,895	344,400	346,630	363,985	389,295	455,902	363,000	400,000
Total Operating Expenses	2,080,227	2,099,382	2,197,224	2,200,438	2,391,712	2,556,381	2,668,010	2,849,862	3,135,050	3,139,142	3,524,824
Net Operating Income (Loss)	(112,592)	(131,509)	601,796	1,918,057	1,257,193	1,044,639	950,075	1,044,127	1,183,417	1,487,312	2,600,444
Interest Income	17,492	10,565	11,079	15,510	19,797	31,579	41,491	79,233	85,414	52,576	50,000
Interest Expense	(82,524)	(86,060)	(81,588)	(75,483)	(72,104)	(68,446)	(64,890)	(61,108)	(57,336)	(52,527)	(101,114)
Net Income (Loss)	(177,624)	(207,005)	531,286	1,858,084	1,204,887	1,007,773	926,676	1,062,252	1,211,494	1,487,361	2,549,330



FY 2021-22 Budget

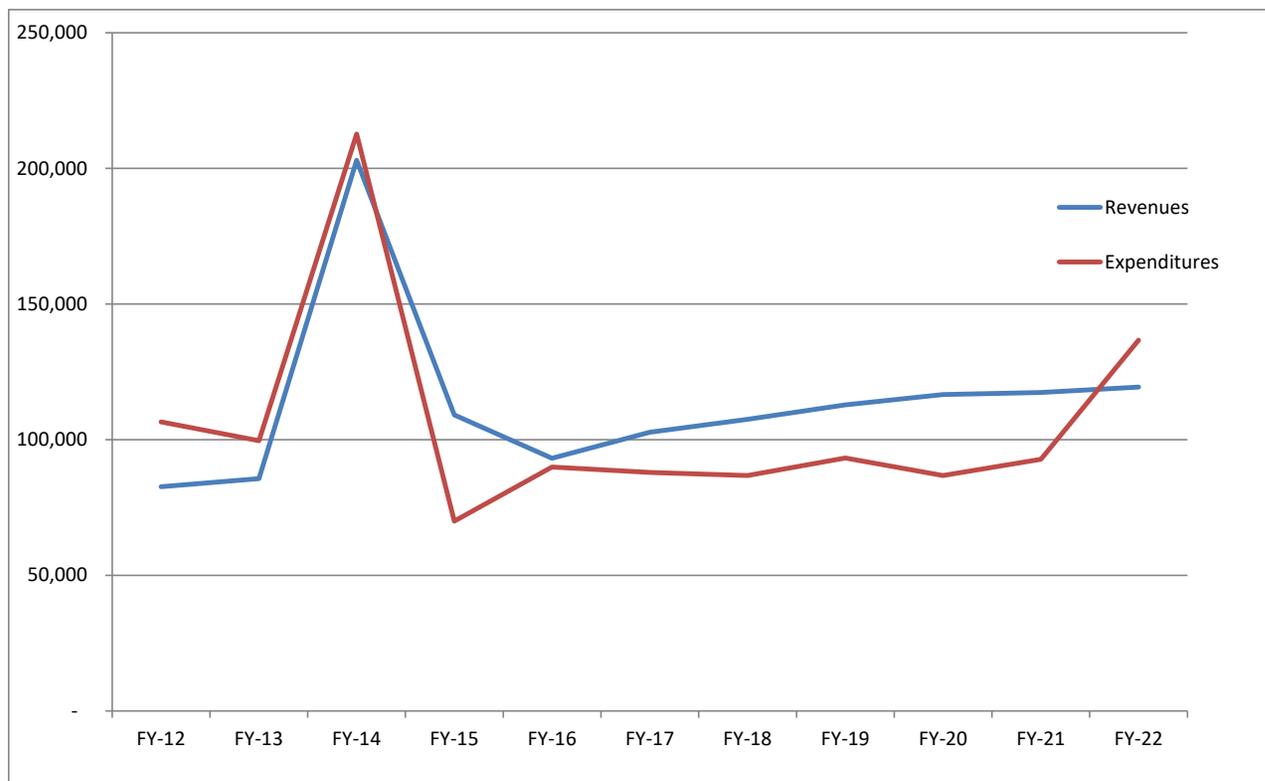
McKinleyville Community Services District
Wastewater Enterprise Fund
Historical Analysis
Fiscal Years Ended (Ending) June 30, 2012-2022

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
	Actual	Actual Est.	Budget								
Operating Revenues											
Wastewater Service Charges	1,401,100	1,502,097	1,768,170	2,062,271	2,519,832	3,062,739	3,333,752	3,705,348	3,716,614	3,954,854	4,181,750
Other Wastewater Revenues	445,849	326,569	536,218	345,588	750,463	373,867	667,985	1,095,942	1,024,698	1,185,726	2,226,119
Total Operating Revenues	1,846,949	1,828,665	2,304,387	2,407,859	3,270,295	3,436,606	4,001,736	4,801,290	4,741,313	5,140,580	6,407,869
Operating Expenses											
Salaries & Benefits	764,920	798,884	843,382	865,751	966,967	990,442	1,040,516	991,199	1,040,090	1,168,414	1,165,152
Other Expenses	555,245	527,474	446,363	394,667	467,984	505,812	838,285	822,444	949,667	1,014,748	1,124,806
Depreciation	460,549	462,065	462,621	469,397	464,200	453,677	829,508	1,201,128	1,211,865	1,200,000	1,225,000
Total Operating Expenses	1,780,714	1,788,423	1,752,365	1,729,815	1,899,151	1,949,931	2,708,309	3,014,771	3,201,622	3,383,162	3,514,959
Net Operating Income (Loss)	66,235	40,243	552,022	678,044	1,371,144	1,486,676	1,293,428	1,786,519	1,539,691	1,757,418	2,892,910
Interest Income	28,519	20,701	18,989	20,496	21,382	30,154	48,208	120,116	135,107	83,325	75,000
Interest Expense	(50,190)	(37,857)	(37,521)	(31,558)	(27,900)	(23,803)	(198,112)	(225,072)	(313,825)	(247,163)	(263,008)
Net Income (Loss)	44,564	23,087	533,489	666,982	1,364,626	1,493,026	1,143,524	1,681,562	1,360,973	1,593,580	2,704,903



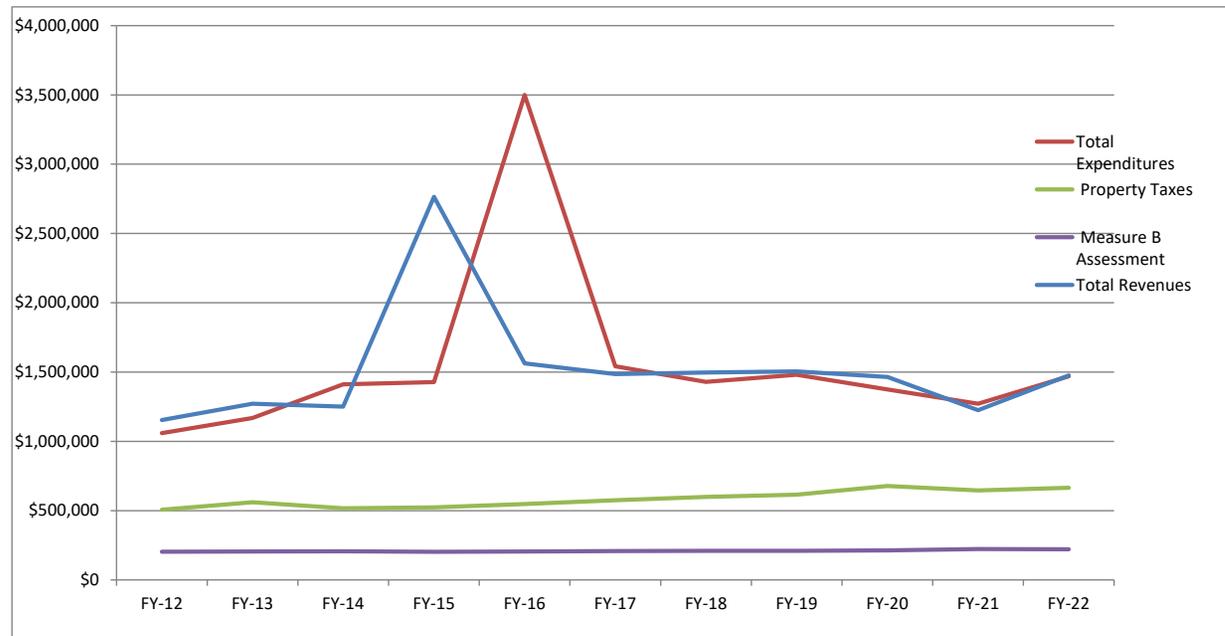
McKinleyville Community Services District
Streetlight Fund
Historical Analysis
Fiscal Years Ended (Ending) June 30, 2012-2022

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual Est	2022 Budget
Revenues	82,665	85,658	203,009	109,123	93,109	102,744	107,557	112,870	116,620	117,434	119,435
Expenditures											
Salaries & Benefits	32,501	35,260	45,591	35,942	40,767	37,296	36,852	38,155	39,693	54,686	45,401
Other Expenditures	53,501	47,119	43,141	31,804	29,261	30,719	30,022	35,272	37,198	38,070	44,275
Debt Service	-	-	-	-	19,865	19,865	19,865	19,865	9,863	-	-
Capital Expenditures	20,520	17,250	123,950	2,229	-	-	-	-	-	-	47,000
Total Expenditures	106,523	99,629	212,681	69,975	89,893	87,880	86,739	93,293	86,753	92,757	136,676
Excess (Deficit)	(23,858)	(13,971)	(9,672)	39,148	3,216	14,864	20,817	19,578	29,868	24,678	(17,241)



McKinleyville Community Services District
Parks & Recreation, Measure B Assessment, & General Fund
Historical Analysis
Fiscal Years Ended (Ending) June 30, 2012-2022

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual Est.	Budget
Combined Revenues											
Programs	262,680	309,625	324,140	320,470	360,399	384,959	374,327	285,629	198,879	136,313	223,280
Rentals	57,321	58,779	66,980	67,407	85,536	89,029	96,868	87,948	69,903	9,723	49,150
Property Taxes	506,315	560,445	516,221	523,970	547,214	574,220	598,430	615,380	677,798	645,460	664,824
Measure B Assessment	203,432	205,420	206,270	202,749	204,177	208,775	209,573	210,254	212,622	222,711	221,304
State Bonds & Grants	-	-	10,000	25,000	48,876	-	-	7,215	10,128	-	95,000
Other Revenue	120,948	134,120	120,119	1,612,221	296,868	212,637	198,827	244,785	243,124	177,438	186,662
Interest Revenue	3,047	3,216	6,755	12,773	19,661	16,287	18,799	53,839	51,911	32,529	35,000
Total Revenues	1,153,743	1,271,604	1,250,484	2,764,590	1,562,731	1,485,907	1,496,824	1,505,049	1,464,365	1,224,173	1,475,220
Combined Expenditures											
Salaries & Benefits	764,022	786,004	846,593	909,802	859,611	920,016	975,993	1,017,783	961,057	872,184	917,879
Other Expenditures	273,307	309,326	386,777	348,872	2,401,700	458,267	323,053	308,048	288,697	266,038	337,677
Debt Service	-	-	-	36,228	79,968	82,831	84,288	85,798	88,872	90,434	91,000
Capital Expenditures	21,902	73,024	177,463	132,323	158,519	80,568	45,473	69,128	36,025	42,039	122,000
Total Expenditures	1,059,231	1,168,355	1,410,834	1,427,225	3,499,798	1,541,682	1,428,807	1,480,757	1,374,652	1,270,695	1,468,557
Combined Excess (Deficit)	94,513	103,249	(160,349)	1,337,365	(1,937,067)	(55,775)	68,017	24,292	89,714	(46,522)	6,663



FY 2021-22 Budget

Exhibit 11-1

McKinleyville Community Services District
 Enterprise Funds **DRAFT** Capital Improvement Project Budget
 For the Fiscal Years Ending June 30, 2022 - 2031

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10
	June 30, 2022	June 30, 2023	June 30, 2024	June 30, 2025	June 30, 2026	June 30, 2027	June 30, 2028	June 30, 2029	June 30, 2030	June 30, 2031
1. Heavy Equipment										
Totals:	150	380	30	0	127	0	190	500	0	0
2. Utility Vehicles										
Totals:	42	42	72	42	65	44	66	67	69	46
3. Water System										
Totals:	5,721	7,715	2,217	1,427	1,417	1,419	1,442	1,462	1,690	1,420
4. Sewer System										
Totals:	6,071	7,109	2,302	1,327	1,297	1,393	1,292	7,347	1,492	1,342
5. Office, Corporation Yard & Shops										
Totals:	475	0	3,010	0	10	0	14	0	10	0
6. Computers, Software & Equipment										
Totals:	19	33	46	161	34	12	12	34	12	12
7. Reclamation (Fischer & Pialorsi Ranches)										
Totals:	180	127	5	5	5	5	15	5	5	5

Exhibit 11-1

McKinleyville Community Services District
 Enterprise Funds **DRAFT** Capital Improvement Project Budget
 For the Fiscal Years Ending June 30, 2022 - 2031

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10
	June 30, 2022	June 30, 2023	June 30, 2024	June 30, 2025	June 30, 2026	June 30, 2027	June 30, 2028	June 30, 2029	June 30, 2030	June 30, 2031

8. Small Equipment & Other										
Totals:	40	20	20	20	35	42	20	15	20	20

Total Planned Expenditures	12,698	15,426	7,702	2,982	2,990	2,915	3,051	9,430	3,298	2,845
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Departmental Allocations:

Water Fund	6,084	7,953	3,806	1,539	1,553	1,468	1,593	1,520	1,746	1,459
Wastewater Fund	6,614	7,473	3,896	1,444	1,438	1,447	1,458	7,910	1,553	1,386
Total	12,698	15,426	7,702	2,982	2,990	2,915	3,051	9,430	3,298	2,845

	0	0	0	0	0	0	0	0	0	0
Internal Funds/Reserves/Loans - District Share	5,187	6,569	7,152	2,982	2,990	2,915	3,051	9,430	3,298	2,845
Potential Grant Funding Expected	7,511	8,857	550							

Exhibit 11-2

McKinleyville Community Services District

Streetlights Fund **DRAFT** Capital Improvement Project Budget

For the Fiscal Years Ending June 30, 2022 - 2031

	1	2	3	4	5	6	7	8	9	10
	June 30, 2022	June 30, 2023	June 30, 2024	June 30, 2025	June 30, 2026	June 30, 2027	June 30, 2028	June 30, 2029	June 30, 2030	June 30, 2031
1. Heavy Equipment										
Totals:	0	0	0	83	0	0	0	0	0	0
2. Poles and Lights										
Totals:	47	7	0	0	0	0	0	0	0	0
Total Planned Expenditures	47	7	0	83	0	0	0	0	0	0

Exhibit 11-3

McKinleyville Community Services District
 General Fund (Parks & Recreation) **DRAFT** Capital Improvement Project Budget
 For the Fiscal Years Ending June 30, 2022 - 2031

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10
	June 30, 2022	June 30, 2023	June 30, 2024	June 30, 2025	June 30, 2026	June 30, 2027	June 30, 2028	June 30, 2029	June 30, 2030	June 30, 2031
1. Hiller Park & Sports Complex Projects										
Totals:	0	50	0	25	0	0	13	5	0	0
2. Pierson Park Projects										
Totals:	8	125	0	12	0	0	0	0	0	0
3. Azalea Hall Projects										
Totals:	6	118	36	66	6	11	6	21	31	0
4. McKinleyville Activity Center Projects										
Totals:	85	47	10	70	26	0	0	0	0	0
5. Other Park Projects & Equipment										
Totals:	8	24	11	0	11	0	12	0	12	18
6. Law Enforcement Facility Projects										
Totals:	0	6	0	5	10	0	21	0	0	0

Exhibit 11-3

McKinleyville Community Services District
 General Fund (Parks & Recreation) **DRAFT** Capital Improvement Project Budget
 For the Fiscal Years Ending June 30, 2022 - 2031

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10
	June 30, 2022	June 30, 2023	June 30, 2024	June 30, 2025	June 30, 2026	June 30, 2027	June 30, 2028	June 30, 2029	June 30, 2030	June 30, 2031
7. McKinleyville Library Projects										
Totals:	10	6	0	6	20	21	0	0	0	0
8. Teen & Community Center										
Totals:	0	5	5	0	20	0	5	0	0	0
9. Projects Contingent Upon Grant Funding										
Totals:	5	0	0	0	0	10	0	0	0	0
10. Projects Funded by Quimby & Other Funds										
Skate Park/ Washington property proj Totals:	500	400	225	0	0	0	0	0	0	0
Total Planned Capital Expenditures	622	781	287	184	93	42	57	26	43	18

Exhibit 11, Appendix A

DRAFT Capital Improvement Plan Water, Sewer and Streetlights Funds Fiscal Year 2021-22

Water and Sewer Fund capital asset purchases and projects depend largely on grants, loans, and the strategic use of District Reserves. The Board has made a commitment to not defer scheduled maintenance, repair, or replacement of current service delivery systems. This must be balanced against the Board's equal commitment to fiscal responsibility. Under the leadership of the General Manager, the Operations Director, and Finance Director, staff has taken steps to honor both of these commitments in the budget process by ensuring that the potential financing sources of each project are discussed at the time of project proposal and included with each project's detail notes.

CAPITAL IMPROVEMENT PROGRAM PROJECT DISCUSSION

Heavy Equipment and Utility Vehicles

In 1998, the Board adopted a Fleet Replacement Plan to ensure that MCSD's fleet of heavy equipment and utility vehicles would be replaced in an approximately ten-year cycle. At present, the Water and Wastewater Funds plan to replace one light $\frac{3}{4}$ ton utility truck and an air compressor with various attachments. Funds have also been set aside for the replacement of the oldest of the District's backhoes, which has been serving the District since 1979.

Water System

The largest Water project for FY2021-22 is the start of the construction phase of the proposed 4.5 million gallon new storage tank. \$450,000 of that amount is for the purchase of the property where the tank will be located. The project is expected to be between 20% to 40% complete in FY21-22, with a maximum of \$4.13 million expended. Of that, 75% (\$3.1 million) will be grant funded. Other funding is being sought for the balance.

\$500,000 is budgeted for a recoating project scheduled this year. Each tank recoating cycle is approximately 20 to 30 years for preventative maintenance to avoid corrosion and maintain structural integrity. Other projects currently proposed for the Water Fund include grant funding for upgrading the Cochran generator (\$50,000); \$8,000 to upgrade the computer used for reading meters; and \$8,000 to replace the pump and motor at Blake station. The fire hydrant system is still scheduled to be upgraded. The District will use this \$7,000 budget item to upgrade dry barrel hydrants in commercial areas to wet barrel hydrants. \$6,000 has been designated to replace the roof vents with rotary vents at the McCluski Tank. Grant and loan funding will be sought for the eventual replacement of the McCluski tank.

\$1,000,000 will be set aside for the Water Main Rehabilitation/ Replacement Project, per the last Board approved Rate Study. Other projects that may need to accumulate

Exhibit 11, Appendix A

Repair & Replacement reserves for future execution include the Mad River crossing and the upgrade of the Digital control and radio telemetry system.

Wastewater System

\$240,000 is still being set aside annually to pay for the next bio-solids project. These should occur on a five-to-seven year cycle, the next of which is expected to take place this year. \$55,000 has been set aside to fund the new National Pollutant Discharge Elimination System (NPDES) permit studies that will be part of the new permit requirements. The \$1,000,000 showing as budgeted for the Wastewater Mainline Rehabilitation/ Replacement Project will not be directly spent. Rather, it is a set-aside of rates to build up reserves for the replacement project, as approved by the Board in the 2018 rate study.

The undercrossings project budget portion for the current fiscal year is \$1,149,000, with the balance being budgeted for the next fiscal year. Of that, the District is responsible for 25% with the rest being grant funded. Phase II of the Micro-grid Solar Project being constructed at the Wastewater Management Facility will be started. This project is also funded by the State Revolving Fund: half grant and half low-interest loan. Ideally, the entire Phase II should be completed in this budget year, but the grant revenue estimated in the budget reflects a likelihood that the project may extend beyond that. A Repair & Replacement reserve has been designated for continuing as-needed replacement for pumps and generators.

The remaining projects are for smaller dollar amounts. Replacement of recirculation valves (\$15,000), another \$10,000 for lab cabinets, \$51,000 for pond armoring, \$5,000 for an underground pipe locator and camera, and \$6,000 for a secondary effluent motor. Funding for these smaller projects will come from pay-go funding according to the approved Reserves policy for the maintenance and replacement of capital infrastructure.

Office, Corporation Yard, Computers and Software

\$75,000 has been budgeted to finish the architectural design of the District's operations and administrative office, with renovations to be completed in the following years. \$400,000 has been budgeted for purchase of the property behind the District offices if it ever comes up for sale. \$11,000 has been set aside for the regular upgrade and replacement of office equipment and printers. An additional \$8,000 has been added for AutoCAD software.

Reclamation (Fischer & Pialorsi Ranch)

\$100,000 has been budgeted for two projects. One is to populate a portion of the ranch with trees for the Biofiltration (Tree Farm) project. The other is to restore the perc ponds into suitable off-stream habitat for salmon and other aquatic species. This is a grant-funded project, with the grant administered by CalTrout. A total of \$80,000 is available for replacement and maintenance of underground valves and piping, irrigation pipes and fittings, improvements on the Pialorsi house, and a furnace at the Fischer house.

Exhibit 11, Appendix A

Small Equipment and Other

Evaluation and possible replacement of the GPS surveying equipment is scheduled in 2021-22 for \$20,000 if needed. Various types of emergency equipment comprise the rest of this line item.

Streetlights

\$40,000 is set for a pole inspection scheduled for fiscal year 2021-22. Replacement of some failing photocells is also scheduled, with a \$7,000 budget.

Note on Appendix A – Water & Sewer Funds Capital Improvement Program

The Water and Sewer Funds Capital Improvement Program's planned capital expenditures are shown in thousands: 10 = \$10,000. The planning horizon for the Program is 10 years. It should be noted that all estimated replacement costs are in current year dollars, as future inflation is unknown. Since the CIP is a dynamic plan that is updated annually, future costs will be regularly evaluated.

Exhibit 11 Appendix B

DRAFT Capital Improvement Plan Parks and General Fund Fiscal Year 2021-22

General Fund capital asset purchases and projects are significantly dependent upon property tax revenues and assessments. The Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities was renewed in FY2012-13 for 20 years.

CAPITAL IMPROVEMENT PROGRAM PROJECT DISCUSSION

Utility Vehicles and Equipment

In 1998, the Board adopted a Fleet Replacement Plan to ensure that MCSD's aging fleet of service vehicles would be replaced in an approximately ten-year cycle. Where possible, the District has started to exchange some of the heavier utility vehicles with light compact trucks for savings in capital and operating costs. The light duty truck scheduled to be replaced in fiscal year 2020-21 will be replaced in fiscal year 2021-22.

Facility Projects

\$6,000 has been budgeted for replacement of the furnace in Azalea Hall. While the floor in the Activity Center is technically at the end of its official useful life, it is still functional and serviceable. \$85,000 is showing in the budget for replacement of this floor, but that project is entirely grant dependent. \$10,000 is budgeted for the replacement of the carpet at the McKinleyville Library. This replacement is more urgent than the Activity Center floor. Grants are being sought for the library carpeting. Quimby funds might also be considered to support the completion of this project.

Parks and Trails Projects

\$8,000 has been budgeted for the removal of a Monterey pine and the repair of that section of the retaining wall forming the roundabout in Pierson Park. \$5,000 has been allocated to start the grant-funding and forest management process for the proposed Community Forest. As more information becomes available for that project, more accurate projections for future required funding will be possible. The Skate Park and the Washington Avenue property are budgeted for \$200,000 and \$300,000 respectively, but these projects are completely grant-dependent and will not be undertaken unless the grant funding is received.

The District will continue to pursue additional grant funding for new projects, which may be included in the budget in future years but are contingent upon successfully receiving grants.

Exhibit 11 Appendix B

Small Equipment, Contingency and Other

Nothing has been set aside in the upcoming fiscal year for unanticipated capital emergency equipment repair or replacement of greater than \$5,000. Smaller and less expensive (more than \$500 but less than \$5,000) new equipment and emergency replacement of existing equipment cannot generally be anticipated. These are considered expenditures, rather than capital assets, and are included in the repairs/maintenance/supplies line of the Parks & General Fund Operating Budget.

Note on Appendix B – Parks & General Fund DRAFT Capital Improvement Plan

The Parks and General Fund Capital Improvement Program's planned capital expenditures are shown in thousands: 10 = \$10,000. The planning horizon for the Program is 10 years. It should be noted that all estimated replacement costs are in current year dollars since future inflation is unknown. Since the CIP is a dynamic plan that is updated annually, future costs will be regularly evaluated.

Strategic Plan

2019-2024

McKinleyville Community
Services District

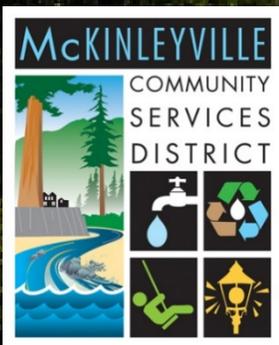


Table of Contents

Introduction 1

 Purpose 1

 History 1

 Services 1

Mission, Vision & Values 2

 Mission 2

 Vision 2

 Values 3

Goals & Objectives 5

Plan Review, Revisions & Reporting 6

APPENDIX A: Progress Reports A-1

Plan Revisions

Date	Description of Change

Introduction

Purpose

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

The Plan was updated in July 2019 by the District's Board of Directors and staff with the understanding that it is a living document that will be reviewed regularly and revised as needed to better serve the District and the McKinleyville community. The Plan was purposefully fashioned as a succinct, workable document so that it can be easily used to:

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

History

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

Services

The District boundary encompasses 12,140 acres ranging from North Bank Road on the south to Patrick's Creek on the north and has over 5,300 active water services and 4,470 active sewer connections. The District is an independent, special district governed by a five member Board of Directors. The District provides the following services:

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

Mission, Vision & Values

Mission

Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, library services, and other appropriate services for an urban community in an environmentally and fiscally responsible manner.

Vision

The District is an engaged, collaborative and responsible public agency that is committed to enhancing and preserving McKinleyville's quality of life through the implementation of clear and forward thinking policies and plans for service provision within its scope of power.

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

- 1 The Parks & Recreation Department has developed and implemented an effective strategy that will close the gap between revenues and expenses, allowing for the long term sustainability of the department.
- 2 The District is prepared for a major natural disaster and the public is educated and aware of MCSD's role in response to a major natural disaster.
- 3 The District will know the number of building permits allocated by the county within the District AND will know the impact accommodating allocated permits will have on District capacity.
- 4 The District will have an effective strategic partnership plan in place.
- 5 The District will have acquired the property for a community forest and will have a plan for sustainable management of said property.

Mission, Vision & Values

Values

The Board of Directors has collectively established the following core values, along with the defining traits, culture and actions.

INTEGRITY

- Definition - Truthfulness; Saying what you mean and doing what you say.
- Culture - Trustworthy performance; Incorruptible.
- Actions - Communicate using non-discriminatory language; Provide clear and factually accurate information to public, staff and fellow board members; Make decisions transparently; Form opinions/make judgments based on facts, not assumptions.

RESPONSIBILITY

- Definition - Dependable and accountable; Doing what is necessary in the best possible way and with the best possible intentions.
- Culture - Accepting all consequences, both good and bad; Adaptive Management.
- Actions - Follow through with commitments and follow up to evaluate results and outcomes; Give full attention to listening to public, staff and/or fellow board members during discussion and comment periods; Accept ownership of decisions and all results/outcomes/consequences of decisions; do not engage in blaming or making excuses; Focus decision making to that which serves the best interest of McKinleyville residents within the powers of the MCSD (water, sewer, streetlights, parks & rec and library powers).

FAMILY

- Definition - Group/Unit that is not always chosen, connected by commonalities and shared experience with defined roles.
- Culture - Efficiency, lightheartedness, respect, listening (open eared), care for members, forgiveness, and understanding with respected leadership.
- Actions - Listen to HEAR, not to REPLY; focus listening until person stops talking and THEN formulate your reply; Do not engage in gossip; Remain mindful and considerate of commonalities between self and others when engaging in challenging dialogue; Volunteer in the community; Express gratitude, regularly and often; Develop a shared vision and goal that we work to achieve together.

Mission, Vision & Values

Values Cont.

FAIRNESS

- Definition - Decisions based on rules, facts and circumstances.
- Culture - Consideration given to all facets in a consistent manner.
- Actions - Clearly communicate criteria for fairness in decisions; Judge according to facts; leave out emotion, 'shoulds', judgements and assumptions; Listen and give due consideration to all sides of an issue with an open mind before forming opinions or making judgements and decisions; Give equitable and consistent consideration to issues and options when making decisions.

Goals & Objectives

GOAL 1

The Parks & Recreation Department has developed and implemented an effective strategy that will close the gap between revenues and expenses, allowing for the long term sustainability of the department.

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	HAZARD FORECAST	DESIRED OUTCOME
Plan and Implement an annual "Spirits & Appetizers" Event as a fundraiser in Coordination with a local non-profit	Rec. Director	7/1/2019	2/28/2020	Willing & interested non-profit; Volunteers; Vendors; Activity & Teen Ctrs	No interested and willing non-profit; competing events;	Raise minimum of \$10,000 in first year
Add 2-3 revenue generating classes/programs to annual offerings	Rec. Coordinators	7/1/2019	6/30/2023	Facility space; available staff/instructors; supplies and/or technology depending on program	No interest in classes; will not generate revenue exceeding the cost of offering;	Increase dept. revenue by \$5k-\$10k
Implement a comprehensive marketing plan	Rec. Director	6/15/2019	6/30/2020	Staff time; money to invest in marketing strategies	Lack of resources to invest in marketing; possibility of not getting return on investment of marketing.	Increase facility revenue by \$8k-\$15k
Survey community to determine feasibility of increasing Measure B Assessment amount	GM & Rec. Director	7/1/2021	12/31/2021	Consultant/contractor to implement survey and write report	Lack of resources to hire consultants; community does not support increase.	Increase is feasible; know amount of feasible increase based on community support
Implement process for re-assessment of Measure B at higher rate	GM & Rec. Director	1/1/2022	11/10/2022	Consultant/contractor to implement process for reassessing measure B	Community does not support increase	Community supports reassessment and votes to increase in measure tax

Goals & Objectives

GOAL 2

The District is prepared for a major natural disaster and the public is educated and aware of MCSD's role in response to a major natural disaster.

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	HAZARD FORECAST	DESIRED OUTCOME
Plan and implement Public Education materials related to Disaster Preparedness and the District	EOP Team	8/1/2019	12/31/2019	Staff time; materials	Public does not participate; method of distributing materials does not reach whole community;	Disaster preparedness Education materials related the District's role and the roles of community members are available and distributed widely
Host 2-3 public workshops or trainings related to disaster preparedness specific to McKinleyville	EOP Team	1/2/2020	6/30/2022	Staff time; facility space; materials/resources	Public does not participate; Outreach/invitation methods not effective; lack of staff time	Workshops hosted and community feedback regarding increased knowledge evaluated
Create process for updating public. Outline all methods of putting information out to public.	EOP Team & Admin Staff	5/1/2020	12/31/2020	Staff Time	Lack of staff time; methods are not effective	Information campaign is ready to launch and surveys of public indicate an increase in awareness and knowledge

Goals & Objectives

GOAL 3

The District will know the number of building permits allocated by the county within the District AND will know the impact accommodating allocated permits will have on District capacity.

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	HAZARD FORECAST	DESIRED OUTCOME
Create process by which county permit allocation information is shared with the District	GM	7/29/2019	12/31/2019	Staff time; County Staff time/participation	County does not cooperate	Process is effective and efficient for collecting the necessary data
Integrate County information into District's Hydraulic Flow Analysis	GIS Tech	1/1/2020	6/30/2020	Staff time; County zoning and building permit data; hydraulic analysis software; GIS software;	Inadequate data or format of data;	Integrated data allows analysis of zoning, planning and hydraulic capacity.
Determine or set annual date for providing this information to the MCSD Board of Directors	GM, GIS Tech and BOD	7/1/2020	8/31/2020	Staff time; Modeling analysis; coordination w/county	Lack of agreement between county and MCSD related to the outcome of the analysis.	An annual date is set and agreed upon by both county and MCSD

Goals & Objectives

GOAL 4

The District will have an effective strategic partnership plan in place.

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	HAZARD FORECAST	DESIRED OUTCOME
Create a comprehensive list of existing partnerships including projects in progress or completed through the partnership	GM & Dept. Heads	6/1/2021	6/30/2021	Staff time	Lack of staff time; lack of participating/willing partners	List serves as a resource for current and future work of the District
Create a comprehensive list of potential partnerships that have not yet been developed	GM & Dept. Heads, BOD	2/1/2022	3/32/2022	Staff time	Lack of staff time; lack of participating/willing partners	List serves as a resource for current and future work of the District
Create a rubric for determining when to partner, with whom and for what	GM & Dept. Heads, BOD	7/1/2021	12/31/2021	Staff time	Lack of staff time	Rubric exists to guide partnership decisions
Outline the required steps and considerations for developing and implementing partnership agreements	GM & Dept. Heads	1/1/2022	6/30/2022	Staff time	Lack of staff time	Clear guidelines and expectations for staff to follow when developing partnerships and engaging in work with existing partners.
Create a rubric of criteria for measuring the effectiveness of a partnership	GM & Dept. Heads, BOD	7/1/2022	12/31/2022	Staff time	Lack of staff time	Rubric exists to measure effectiveness of partnership

Goals & Objectives

GOAL 5

The District will have acquired the property for a community forest and will have a plan for sustainable management of said property.

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	HAZARD FORECAST	DESIRED OUTCOME
Define amenities of Community Forest as desired by the community residents	GM, Rec. Dir & BOD	1/1/2019	12/31/2021	Staff time; public input; resources/materials	Lack of public participation	Parameters are defined for a Community Forest
Identify potential properties	GM & BOD	1/1/2022	12/31/2023	Staff time	Lack of available property	Potential properties are identified and available
Identify funding for acquisition of property	GM, Rec. Dir & BOD	7/1/2022	6/30/2024	Staff time	Lack of funding options; lack of public support for new taxes	Funding for acquisition obtained.
Identify Forest management strategies for identified properties	Forest Consultant	1/1/2023	12/31/2024	Resources to fund consultant; staff time	Lack of resources for consultant; lack of resources to support management strategies	Management strategies identified are feasible and funded.

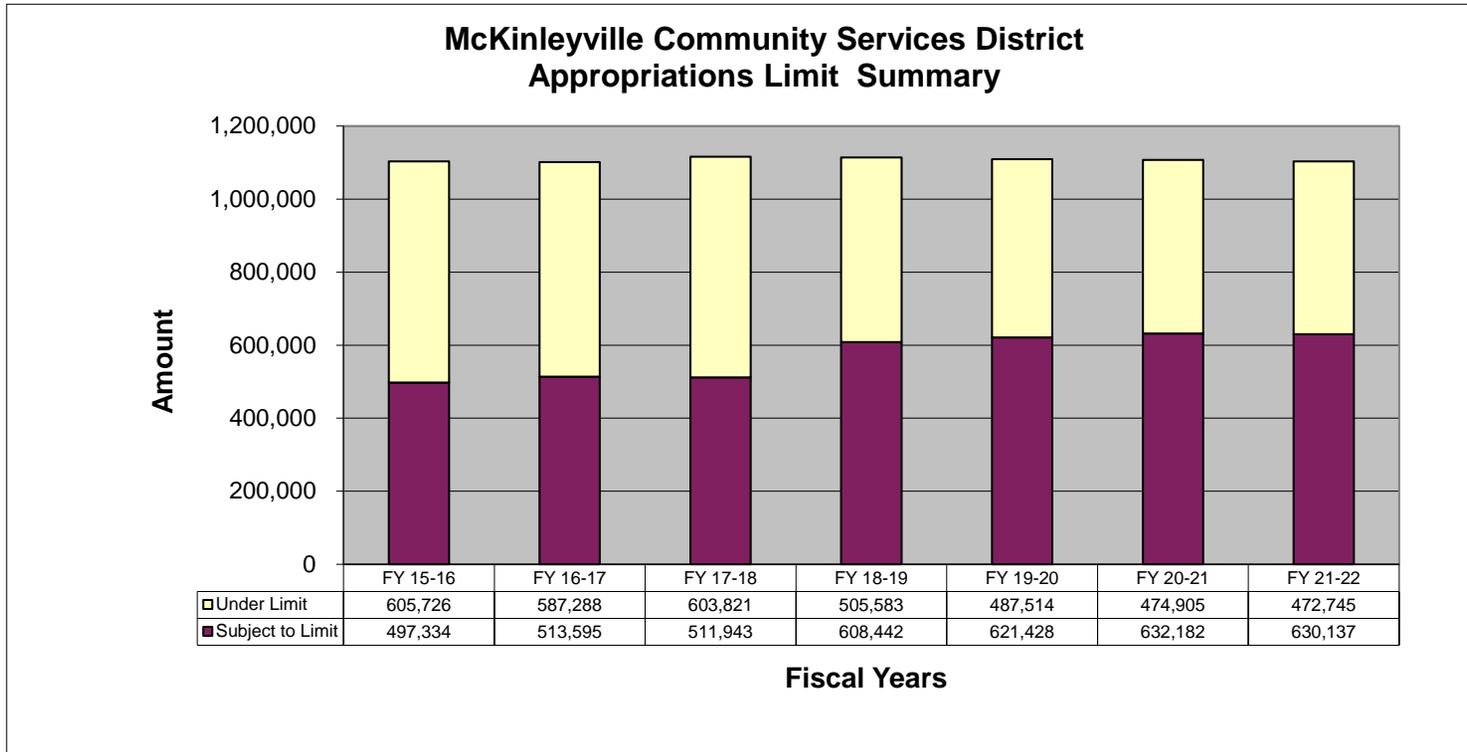
Plan Review, Revisions & Reporting

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

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

McKinleyville Community Services District Appropriations Limit Calculation Summary FY 21-22 Budget

Prior Year Final Appropriation Limit		\$ 1,107,086
Allowed Compounded Percentage Increase from Prior Year ⁽¹⁾		
Non-Residential Assessed Valuation Percent Change	0.222%	
MCSD Unincorporated County Population Percent Change	-0.600%	
Compounded Percentage as an Adjustment Factor	-0.380%	
Annual Adjustment Amount to Appropriation Limit		(4,205)
Current Year Appropriation Limit		1,102,882
Current Year Adopted Budget Appropriations From Proceeds of Taxes ⁽²⁾		
Proceeds of Taxes From Adopted Budget ⁽³⁾	649,575	
Less Allowable Exclusion of Certain Appropriations ⁽³⁾	(19,438)	
Current Year Appropriations Subject to Appropriation Limit		630,137
Current Year Appropriations Under the Appropriation Limit ⁽³⁾		\$ (472,745)
Percentage Under the Limit		-43%



(1) From State Department of Finance, as required by State Law

(2) Proceeds of Taxes are certain revenues as defined by State Law and League of California Cities Article XIII B Appropriations Limit Uniform Guidelines - March 1991. See Worksheets for details.

(3) Summary of worksheets for above calculations of Appropriations Limit and Appropriations Subject to Limit.

Summary of Appropriations From Proceeds of Taxes	From Non Proceeds of Taxes	From Proceeds of Taxes	Total Appropriations
General Fund	795,645	649,575	1,445,220
Street Lighting Fund	119,436	-	119,436
Water Fund	6,175,268	-	6,175,268
Wastewater Fund	6,486,869	-	6,486,869
Total Proceeds and Non Proceeds of Taxes	13,577,218	649,575	14,226,793
Summary of Exclusions			
Court Order Costs	-		
Federal Mandates	19,438		
Qualified Capital Equipment	-		
Qualified Debt Service	-		
Total Exclusions to Appropriations Subject to Limit	19,438		

McKinleyville Community Services District
APPROPRIATIONS LIMIT CALCULATION
FY 21-22 Budget

User Fees in Excess of Costs Analysis
(Worksheet #1 of Guidelines)

	Estimated User Fees Revenues & Expenditures	Allocation By Activity			
		Parks	Street Lighting	Water Operations	Wastewater Operations
GENERAL FUND - Parks					
Charges for Services	273,530	273,530			
Miscellaneous Fees & Reimbursements	25,562	25,562			
Total General Fund	299,092	299,092	-	-	-
Street Lighting Fund	119,436		119,436		
Water Operations Fund	6,175,268			6,175,268	
Wastewater Operations Fund	6,486,869				6,486,869
Total Estimate of User Fees	13,080,665	299,092	119,436	6,175,268	6,486,869
Current Year Adopted Budget					
Operations & Equipment	8,887,556	1,346,975	136,676	3,625,939	3,777,966
Allocations for Improvements	-				
User Fees (Under) or in Excess of Costs	4,193,109	(1,047,883)	(17,240)	2,549,329	2,708,903

McKinleyville Community Services District
APPROPRIATIONS LIMIT CALCULATION
FY 21-22 Budget

Calculation of Proceeds of Taxes and Interest Allocation (Worksheets #2 & #3 of Guidelines)

PROCEEDS AND NON-PROCEEDS OF TAXES REVENUE ANALYSIS	Revenue Estimates (1)	Use of Reserves or Fund Balances (2)	Net of Other Uses or Transfers To Other Funds	Net of Other Sources or Transfers From Other Funds	Total Appropriation of Funds (3)	Appropriations From	
						Non-Proceeds of Taxes	Proceeds of Taxes
General Fund							
Property Tax	634,824				634,824	-	634,824
Special Assessment	221,304				221,304	221,304	-
Charges for Services	273,530				273,530	273,530	-
Grants	114,700				114,700	114,700	-
Development Fees	136,600				136,600	136,600	-
Interest (4)	38,700				38,700	23,949	-
Miscellaneous Fees & Reimbursements	25,562				25,562	25,562	14,751
Other Financing Sources	-				-	-	-
Other Sources	-				-	-	-
TOTAL GENERAL FUND REVENUES	1,445,220	0	0	0	1,445,220	795,645	649,575
Street Lighting Fund	119,436	17,241				119,436	
Water Fund	6,175,268	(2,549,329)				6,175,268	
Wastewater Fund	6,486,869	(2,708,903)				6,486,869	
Debt Service Fund	-					-	
Total All Funds	14,226,793	(5,240,991)	-	-	1,445,220	13,577,218	649,575

(1) See Worksheet 2.1 for Detail to all Funds

(2) Use of reserves or fund balances are considered non-proceeds of taxes due to prior year appropriation of all fund balances to reserves. A (negative) amount reflects a budgetary increase to reserves or ending fund balance which will be reflected in the final budget appropriations.

(3) Includes all appropriations from all funds to reconcile to adopted budget resolutions.

(4) Interest is allocated between Proceeds and Non-Proceeds on a proportional basis.

**McKinleyville Community Services District
Revenue Estimates Detail
FY 21-22 Budget**

**Proceeds Detail (Worksheet 2.1
of Guidelines)**

Fnd	Acct	Estimated Revenue (2)	Less Non- Proceeds of Taxes	Net Proceeds of Taxes	Comments
General Fund - Parks					
41050	ADMIN FEE	5,200	5,200		Reimbursement for Services
42020	PROC. FEES	1,800	1,800		User Fees for Services
42030	BAD CHECK FEES	40	40		Miscellaneous Fees and Reimbursements
43002	REFUNDS/REBATES	100	100		Miscellaneous Fees and Reimbursements
43195	OTHER OP. REV.	2,000	2,000		Miscellaneous Fees and Reimbursements
43197	LEASE REVENUE	16,572	16,572		Use of Property fees
44000	OPEN SPACE FEES	111,600	111,600		Development Fees
45000	OPEN SPACE FEES	15,000	15,000		Development Fees
47050	MSC PAYROLL REM	-	-		Miscellaneous Fees and Reimbursements
47999	EVENT RENTALS	9,600	9,600		User Fees for Services
48000	COMM. EVENTS	-	-		User Fees for Services
48001	VENDOR CONTRACT	23,300	23,300		User Fees for Services
48002	EVENT SERVICES	1,100	1,100		User Fees for Services
48010	INSURANCE FEES	150	150		User Fees for Services
48020	AD INCOME	15,000	15,000		User Fees for Services
48040	COMMISSIONS VND	-	-		User Fees for Services
48050	REC. PROGRAMS	223,280	223,280		User Fees for Services
48051	FRF DISCOUNT	(700)	(700)		User Fees for Services
48055	PROGRAM GRANTS	19,700	19,700		Related to Restricted Grants
48070	SALE OF SCRAP	-	-		Use of Property fees
50001	INT. REVENUE	38,700	23,949	14,751	Allocated
51001	SECURED TAXES	634,824		634,824	
51060	MEASURE B ASSMT	221,304	221,304		Special Assessment Restricted Specific Use
52000	OTHER INCOME	-	-		Miscellaneous Fees and Reimbursements
53001	CONTRIBUTIONS	1,650	1,650		Donations
53002	QUIMBY FEES	10,000	10,000		Development fees
54001	STATE GRANTS	95,000	95,000		Related to Restricted Grants
56000	GAIN ON DISPOSAL	-	-		Miscellaneous Fees and Reimbursements
Total General Fund		1,445,220	795,645	649,575	
Street Lighting					
41050	ADMIN FEE	15,000	15,000		
42020	PROC. FEES	3,500	3,500		
43195	OTHER OP. REV.	-	-		
47001	ST. LIGHT CHGS	94,113	94,113		
47001	ST. LIGHT CHGS	6,773	6,773		
50001	INT. REVENUE	50	50		
Total Street Lighting		119,436	119,436	-	User Fees for Services
Water Fund					
40000	WATER BASE CHG	1,769,334	1,769,334		
40001	MTR. WATER SALE	2,421,215	2,421,215		
41001	NEW SVC. FEES	25,000	25,000		
41002	INSTALLATION FEES	-	-		
41020	PL. CK. FEE DEP	1,000	1,000		
42001	PERMIT FEES	1,000	1,000		
42010	CONN. FEES	100,000	100,000		
42020	PROC. FEES	17,500	17,500		
42030	BAD CHECK FEES	500	500		
42040	RECONN. FEES	5,000	5,000		
42050	DCV INSPECTION	22,000	22,000		
43010	REC. BAD DEBTS	900	900		
43190	CELL TOWER REV.	16,919	16,919		
43195	OTHER OP. REV.	10,000	10,000		
43197	LEASE REVENUE	3,600	3,600		
43198	PAVING FEES	3,000	3,000		
43199	SERVICE UPGRADE	-	-		
46000	AFTER HRS CHGS	500	500		

**McKinleyville Community Services District
Revenue Estimates Detail
FY 21-22 Budget**

**Proceeds Detail (Worksheet 2.1
of Guidelines)**

Fnd	Acct	Estimated Revenue (2)	Less Non- Proceeds of Taxes	Net Proceeds of Taxes	Comments
48060	EQUIP USAGE FEE	450	450		
48070	SALE OF SCRAP	350	350		
50001	INT. REVENUE	50,000	50,000		
50005	LATE CHARGES	12,500	12,500		
51011	CONTRIB CONST	100,000	100,000		
52000	OTHER INCOME	1,000	1,000		
54001-2	GRANTS	1,599,500	1,599,500		
56000	GAIN ON DISPOSAL	4,000	4,000		
57000	UNREALIZED GAIN/LOSS	10,000	10,000		
Total Water		6,175,268	6,175,268	0	User Fees for Services
Wastewater Fund					
40002	SWR SVC CHGS.	4,181,750	4,181,750		
40010	STORM WATER FEE	350	350		
41001	NEW SVC. FEES	22,000	22,000		
41002	INSTALLATION FEES	-	-		
41020	PL. CK. FEE DEP	1,000	1,000		
41040	SWR CONST PRMT	2,500	2,500		
42001	INSPECTION FEES	-	-		
42010	CONN. FEES	125,000	125,000		
42020	PROC. FEES	-	-		
42030	BAD CHECK FEES	300	300		
42040	RECONN. FEES	-	-		
42050	DCV INSPECTION	-	-		
43010	REC. BAD DEBTS	900	900		
43190	CELL TOWER REV.	16,919	16,919		
43195	OTHER OP. REV.	6,500	6,500		
43197	LEASE REVENUE	38,400	38,400		
43198	PAVING FEES	1,000	1,000		
46000	AFTER HRS CHGS	-	-		
48060	EQUIP USAGE FEE	-	-		
48070	SALE OF SCRAP	-	-		
50001	INT. REVENUE	75,000	75,000		
50005	LATE CHARGES	12,500	12,500		
51011	CONTRIB CONST	75,000	75,000		
52000	OTHER INCOME	2,000			
54001-2	GRANTS	1,911,750			
56000	GAIN ON DISPOSAL	4,000	4,000		
57000	UNREALIZED GAIN/LOSS	10,000	10,000		
Total Wastewater		6,486,869	4,573,119	0	User Fees for Services
Debt Service					
Total Debt Service		-	-	-	Debt Related
Total All Funds		14,226,793	11,663,468	649,575	

McKinleyville Community Services District
APPROPRIATIONS LIMIT CALCULATION
FY 21-22 Budget

Calculation of Appropriations Subject to Limit (Worksheet #4 of Guidelines)
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	<u>Adopted Budget</u>
Total Appropriations From Proceeds of Taxes (From Worksheet # 2)	\$ 649,575
Less Allowed Exclusions (From Worksheet #7)	(19,438)
Current Year Appropriations Subject to Limit	<u>\$ 630,137</u>
Current Year Appropriations Limit (From Worksheet #6)	1,102,882
Current Year Appropriations Over or (Under) Limit	<u>\$ (472,745)</u>
Percentage Over or (Under) Limit	<u><u>-43%</u></u>

McKinleyville Community Services District

APPROPRIATIONS LIMIT CALCULATION

Population and Growth Factors (Worksheet #5 of Guidelines)

FY 21-22 Budget

	Percent Change Indices		Percent Change in Population [1]		Allowed Annual Percent Growth in Appropriations Limit	Revised Appropriations Limit [2]
	Percent Change in Per Capita Personal Income [3]	Percent Change in Annual Non-Residential Assessed Valuation growth to Total Growth [4]	MCS D (Unincorporated County)	Humboldt County Total		
FY 08-09	4.29	22.13	0.83	0.64	123.14368%	540,411
FY 09-10	0.62	12.02	0.57	0.45	112.65851%	608,820
FY 10-11	-2.54	37.77	0.69	0.53	138.72061%	844,558
FY 11-12	2.51	10.50	0.72	0.66	111.29560%	939,956
FY 12-13	3.77	16.80	0.10	0.00	116.91680%	1,098,967
FY 13-14	3.10	0.02	0.50	0.40	100.51970%	1,104,678
FY 14-15	-0.23	0.50	-0.1	-0.03	100.43433%	1,109,476
FY 15-16	3.82	-0.08	-0.5	-0.30	99.42169%	1,103,060
FY 16-17	5.37	-0.30	0.1	0.00	99.80269%	1,100,883
FY 17-18	3.69	0.25	1.1	1.00	101.35177%	1,115,765
FY 18-19	3.67	0.25	-0.4	-0.30	99.84407%	1,114,025
FY 19-20	3.85	0.14	-0.6	-0.54	99.54377%	1,108,942
FY 20-21	3.73	0.23	-0.4	-0.50	99.83264%	1,107,086
FY 21-22	5.73	0.22	-0.6	-1.50	99.62020%	1,102,882

[1] From State Department of Finance per Article XIII B of the California Constitution every May 1st for following Fiscal Year Appropriations Calculation. A 1991 amendment to Article XIII-B dropped use of the CPI and allowed for revising limit with PCI or Growth in non-residential assessed valuation and City or County population growth factors back to FY 87-88. The MCS D may selection by resolution the growth factors to be used to calculate the annual Appropriations Limit. The **Bold type** indicate Factor used in calculation for the individual Fiscal Year.

[2] Appropriations Limit calculation have been revised to correct factors and mathematical calculations. Previous Appropriations limits and combined percentage growth from June 20, 2007 Board Agenda report.

[3] PCI = Per Capita Personal Income - California 4th Quarter - Calculated by State Department of Finance. See Price-Population Letter, Annual

[4] Percent of annual growth in non-residential assessed valuation is from information provided by the Humboldt County Assessor's office on values and property classifications and is calculated as the percent of change in non-residential property valuation to the change in total valuation. Application of the percent change in non-residential valuation is from the prior fiscal year change. For example, the percent change in FY 03-04 of 8.14% was the change in non-residential assessed valuation in FY 02-03 from FY 01-02.

McKinleyville Community Services District
APPROPRIATIONS LIMIT CALCULATION
FY 21-22 Budget

Appropriations Limit Calculation (Worksheet #6 of Guidelines)
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Prior Year Appropriations Limit (From Worksheet #5)	\$ 1,107,086
Current Year Growth Factors (From Worksheet #5)	
Non-Residential Assessed Valuation Percent Change	0.22%
MCSD Unicorporated County Population Percent Change	-0.60%
	<hr/>
Compounded Total Percentage Adjustment Factor	-0.380%
Current Year Annual Adjustment Amount	\$ (4,205)
Other Adjustments to Limit (see detail worksheets)	
Reduction In Limit	
Loss of Responsibility	0
Transfer of Services to Private Sector	0
Transfer of Services to Fees	0
Increase in Limit	
Assumed Responsibility of Services	0
	<hr/>
Total Adjustments to Limit	\$ -
	<hr/>
Current Year Appropriations Limit	\$ 1,102,882
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McKinleyville Community Services District
APPROPRIATIONS LIMIT CALCULATION
FY 21-22 Budget

Exclusions to Appropriations Limit (Worksheet #7 of Guidelines)
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	Exclusions
Court Orders	-
Federal Mandates	
Fair Labor Standards Act Payments	-
FICA and Medicare Payments	15,838
Unemployment Payments	3,600
Total Federal Mandates	19,438
Qualified Capital Outlays (Assets of over \$100,000)	-
Total Qualified Capital Outlays Paid From Proceeds of Taxes	-
Qualified Debt Service	
Total Qualified Debt Service Paid From Proceeds of Taxes	-
Total Exclusions	19,438

RESOLUTION 2021 – 18

**A RESOLUTION ESTABLISHING APPROPRIATIONS LIMITS FOR MCKINLEYVILLE
COMMUNITY SERVICES DISTRICT IN FISCAL YEAR 2021-22 PURSUANT TO ARTICLE
XIIIB OF THE CALIFORNIA CONSTITUTION**

WHEREAS, PURSUANT TO Article XIIIB of the California Constitution, the McKinleyville Community Services District is required to establish, by resolution, the limit to which funds derived from ad valorem taxes may be appropriated during Fiscal Year 2021-22; and

WHEREAS, the District staff has obtained from the California Department of Finance a Population Change Estimate for the area within the McKinleyville Community Services District; and

WHEREAS, the results of the Population Change Estimate have been included within the determination of the McKinleyville Community Services District appropriations limit for Fiscal Year 2021-22; and

WHEREAS, the McKinleyville Community Services District has determined that such limit should be established at \$1,102,882.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby establish the limit to which funds derived from ad valorem taxes may be appropriated during the Fiscal Year 2021-22 pursuant to the provisions of Article XIIIB of the California Constitution as \$1,102,882.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on June 2, 2021 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dennis Mayo, Board President

Attest:

April Sousa, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

June 2, 2021

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Consider First Reading of Ordinance 2021-05 Adding Section 68.04 to Regulation 68, Latent Powers, of Article VI: Miscellaneous, Addressing Library Powers of the MCSD Rules and Regulations**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the provided material, discuss, take public comment, and approve the first reading of Ordinance No. 2021-05 (**Attachment 1**) Adding Section 68.04.

Discussion:

As the Board may recall, the Latent Powers Committee brought forth a list of recommendations in February of 2021, which the Board directed staff to complete. To date, the Board has completed the recommendations regarding policies on homeless services and clarification regarding the relationship between MCSD and the McKinleyville Municipal Advisory Committee (MMAC). Staff is now prepared to bring the next item forward for consideration. This item is in regard to the latent power of Library Services.

In 1995, MCSD held a special election to ascertain the public's desire for the acquisition of Library Powers. The vote was held and achieved a 78.65% approval. In researching the process since this vote, it was discovered that certain finalizations procedures may not have been followed through to completion by the Local Agency Formation Commission (LAFCo).

MCSD has exercised its authorities of Library Powers since the 1995 vote, which include authorization to acquire sites for, construct, and maintain library buildings, and to cooperate with other governmental agencies for library services. Ordinance No. 2021-05 (**Attachment 1**) further clarifies this acquisition of powers, as confirmed by LAFCo, in accordance with California Government Code section 61106(a).

Ordinance No. 2021-04 added regulation 68: Latent Powers to the Rules and Regulations and became effective May 7, 2021. Ordinance No. 2021-05 amends Rule 68.01 and adds 68.04. These modifications can be seen through the **Attachment 2** – Regulation 68 (Tracked Changes).

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable. The District currently maintains the McKinleyville Library building at Pierson Park and will continue to do so. No additional expenses or revenues are anticipated to result from this formalization of Library latent powers.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Ordinance No. 2021-05
- Attachment 2 – Regulation 68 (Tracked Changes)

ORDINANCE NO. 2021-05

**AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
ADDING SECTION 68.04 TO REGULATION 68, LATENT POWERS OF ARTICLE VI:
MISCELLANEOUS, ADDRESSING LIBRARY POWERS OF THE MCSD RULES AND
REGULATIONS**

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

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

WHEREAS, the District wishes to clarify their powers and authorities relating to Library services and operations; and

WHEREAS, in 1995, MCSD held a special election to determine the public's desire for the authorization of Library Powers to acquire sites for, construct and maintain library buildings, and to cooperate with other governmental agencies for library services; and

WHEREAS, the November 7, 1995 election achieved a 78.65% approval; and

WHEREAS, the Local Agency Formation Commission (LAFCo) approved the activation of the latent library authorities enabled in the Government Code subject to a vote of the electorate within MCSD; and

WHEREAS, based upon the successful results of the 1995 election, LAFCo determined in 1995 through their Resolution No. 92-02, approval of the activation of MCSD's Library Powers; and

WHEREAS, while a certificate of completion was not executed after the election, LAFCo has determined that MCSD has complied with subsection (a) of Government Code 61106; and

WHEREAS, MCSD's library powers were in effect prior to Government Code 61002(h) which defines "Latent Power" as services and facilities authorized by Part 3 9commencing with Section 61100) that the Local Agency Formation Commission has determined, pursuant to subdivision (i) of Section 56425, that a district did not provide prior to January 1, 2006; and

WHEREAS, with such compliance may move forward with subsection (b) of Government Code 61106, ordering the exercising of latent library powers.

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

Rule 68:01: Introduction – is revised to include Library powers in the current list of services provided.

Rule 68:04: Library Powers and Authorization, is added to Regulation 68, Latent Powers, of Article VI of the District's adopted Rules and Regulations to read as follows:

Rule 68.04: LIBRARY POWERS AND AUTHORIZATION

In accordance with California Government Code section 61106(a), McKinleyville CSD has fulfilled the requirements for the approval to exercise the latent power of Library services to the community of McKinleyville. These powers, voted on by 78.65% approval at the November 7, 1995 General Election, includes the authorization to acquire sites for, construct and maintain library buildings, and to cooperate with other governmental agencies for library services.

MCSD has assumed these latent library powers since this election. The McKinleyville Library, as constructed in 1997, is maintained by McKinleyville CSD staff. McKinleyville CSD works in partnership with Humboldt County to provide library services to the community of McKinleyville.

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 _____ and passed and adopted by the Board of Directors on _____, upon the motion of Director _____ and seconded by Director _____ and by the following roll call vote:

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

Attest:

Dennis Mayo, Board President

April Sousa, CMC, Board Secretary

Where the service is expected to cost more than \$5,000 staff shall secure informal proposals from firms known to have the required expertise. Where the service is expected to cost less than \$5,000 staff shall negotiate an agreement with the apparent best qualified consultant.

REGULATION 68 – LATENT POWERS

Rule 68.01: INTRODUCTION – This regulation will detail and clarify the Latent Powers of the District. The State of California Government Code, Title 6, Division 3, Part 3, Chapter 1, Section 61100, states “within its boundaries, a district may do any of the following:” and then lists in its subsections various latent powers. As detailed in the 2009 adopted Municipal Service Review (MSR) prepared by the Humboldt County Local Agency Formation Commission (LAFCo), the District currently provides the following services:

- Water,
- Wastewater,
- Parks and Recreation,
- Street Lighting,
- Open Space, and
- Stormwater Detention Basins
- Library

Rule 68.02: EXERCISING LATENT POWERS – The process for activation of latent powers per the Cortese-Knox-Hertzber Act consists of the following steps:

1. Government Code Section 61106(a) If a Board of Directors desires to exercise a latent power, the district shall first receive the approval of the local agency formation commission, pursuant to Article 1.5 (commencing with Section 56824.10) of Chapter 5 of Part 3 of Division 3.
2. Government code Section 61106(b) After receiving approval of the Local Agency Formation Commission, the Board of Directors may, by ordinance, order the exercise of that power.
3. Latent powers activation does not require an election unless sufficient written protest during the protest hearing process was received.
4. A certificate of completion should be recorded to certify the exercise of new and/or different functions.

Rule 68.03: SERVICES FOR THOSE EXPERIENCING HOMELESSNESS –

The Board and Staff of McKinleyville CSD are sensitive to the impact homelessness has on our community. As a California Special District, McKinleyville community Services District has specific authorities. With that in mind, MCSD has no authority or funding to serve those experiencing homelessness in our community. To address unmet needs in McKinleyville, MCSD can offer facilities to third parties to serve those experiencing homelessness in the community. This includes, but is not limited to, Parks, buildings, and undeveloped property owned by MCSD. The process for accessing an agreement with MCSD can be found in Article IV, Regulation 45: Permits, Fees and Deposits, of

the MCSD Rules and Regulations. Any third party interested in utilizing MCSD facilities for the care, support, or locating the homeless population will be required to apply for a permit consistent with these rules and regulations. Any request for these services will be reviewed on a case-by-case basis and will require action by the MCSD Board of Directors. A facility use agreement that lays out specifics, including cost and term, will be required, and must be approved by the Board in an open, public meeting.

Rule 68.04: LIBRARY POWERS AND AUTHORIZATION

In accordance with California Government Code section 61106(a), McKinleyville CSD has fulfilled the requirements for the approval to exercise the latent power of Library services to the community of McKinleyville. These powers, voted on by 78.65% approval at the November 7, 1995 General Election, includes the authorization to acquire sites for, construct and maintain library buildings, and to cooperate with other governmental agencies for library services.

MCSD has assumed these latent library powers since this election. The McKinleyville Library, as constructed in 1997, is maintained by McKinleyville CSD staff. McKinleyville CSD works in partnership with Humboldt County to provide library services to the community of McKinleyville.

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McKinleyville Community Services District

BOARD OF DIRECTORS

June 2,2021

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.6 **Distribution of the Annual Board Self-Evaluation**

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

TYPE OF ACTION: **Information Only**

Recommendation:

Staff recommends that the Board review, discuss and take public comment regarding the Annual Board Self-Evaluation.

Discussion:

At the March 2016 Board meeting, a modification to the Board of Director's Policy Manual adding Part 11, Annual Board Self Evaluation, was approved. The policy provides the Directors with a tool to assess its own performance as a Board in order to help identify strengths and areas in which it may improve function.

At the November 2020 Board meeting, modifications to the Board Self-Evaluation worksheet were approved. Modifications to the worksheet included changes to the evaluation questions in order to ensure the desired expectations of this evaluation, which are to clarify roles, enhance harmony and understanding among Board members, and to improve the efficiency and effectiveness of the Board meetings. Additionally, it was approved to move the evaluation to a digital platform, which will automatically compile the results.

At tonight's meeting, the evaluation questions are provided in hard copy form (**Attachment 1**). A digital link will be sent to each Board Member for completion. This evaluation must be completed on or before July 15, 2021. If any Board Director needs assistance completing the digital questionnaire, they can contact the Board Secretary.

The compiled evaluation will be reviewed at the August 4, 2021 meeting.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 - Self-Evaluation Questions

McKinleyville Community Services District
Board of Directors Self-Evaluation Worksheet

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

1. Please briefly describe your understanding the vision and mission of the McKinleyville Community Services District?
2. Over the last year, in what ways have you supported the vision and mission of MCSD?
3. In what ways do you think the Board or Staff could better supported the vision and mission of MCSD?
4. Do you feel you have a good working relationship with the other Board members? Explain.
5. Do you have any suggestions for improving the working relationship with the other Board members?
6. Do feel you have a good working relationship with the General Manager? Explain.
7. Do have any suggestions for improving the working relationship between the General Manager and the Board?
8. What are MCSD's major programs and services that you would like to know more about?
9. Do you follow trends and important developments in industries and services that MCSD provides? If yes, please give examples. If no, what would help you to do more in this area?
10. Do you understand MCSD's financial statements? What would help you with this?
11. Do you feel that the District and Board act knowledgeably and prudently when making recommendations about MCSD finances and financial policies in consideration of the District as a whole?
12. In what ways do you prepare for and participate at Board/Committee meetings as well as other MCSD events?

13. What skills do you possess that you would be willing to volunteer to further the MCSD vision and mission?
14. Do you complete assignments and responsibilities assigned to you in a responsible and timely manner? If no, what can assist you in this?
15. How often do you take advantage of opportunities to enhance the MCSD public image by periodically speaking to others about the work of the District?
16. Do you have additional ideas for programs or outreach to enhance MCSD's public image?
17. What are the potential challenges you see impacting the Board and/or District in the next 1-3 years? What can be done to limit or overcome these challenges?

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previously believed due to the ingenuity of Staff. It is anticipated that the previous Board setup at Azalea Hall would be replicated, but with plexiglass partitions between Board Members. The existing microphones would then be patched into the Azalea Hall speakers, but also into a laptop that is logged into the Zoom meeting. Two additional cameras would also be utilized to show the Board and Staff as well as anyone from the Public who wishes to speak at the podium to the on-line audience. The Zoom meeting would also be projected onto the large screen at Azalea Hall to allow the Board and Staff to see who is logged into the Zoom meeting.

Upon Board direction, Staff feels they would likely be able to start these hybrid meetings at the upcoming July or August Board meeting. The July meeting has, on occasion, been historically cancelled if a majority of the Board plans to be out of town. This meeting would of course be canceled if a quorum cannot be established, but if the Board is available, it could also provide a good opportunity to test out the hybrid style of meeting.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Fiscal Impacts are estimated to be a onetime expenditure of less than \$500.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

McKinleyville Community Services District

BOARD OF DIRECTORS

June 2, 2021

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.A **Support Services – Apr – May 2021 Report**

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

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has \$1,120,499.03 to date in the Trust Account for the next Biosolids Disposal project.

Customer adjustments at April month-end total \$40,614.28, which represents 96.7% of the annual \$42,000 budget for this sub-item. (GL# 501/551-62120)

Total Board Travel as of April 30, 2021 remains at \$845.00 which is 5.0% of the approved \$17,500 budget for this item. (GL# 001/005/501/551 62090/62155-888)

Audit/Budget Update:

The final completed Budget is presented for approval in June, before the start of the new fiscal year in July.

The May budget revision for the Parks/ General Fund, which was approved by the Board last month, will appear in the Budget to Actuals reports for May 2021.

The engagement letter for the FY2020-21 audit has been reviewed, signed, and returned to Fedak & Brown for the beginning of the new audit cycle in June.

Treasurer's Report Highlights:

Water Fund capacity fees collected through April totaled \$141,421.36. Wastewater Fund capacity fees of \$251,846.00 were collected through the end of April. No capital contributions have been received yet in FY2020-21. Capital Contributions and Capacity fees are included in the income vs. expenses graphs of the Treasurer's Report, but they are called out separately on the Budget to Actuals report.

Debts & Grants

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

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

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

OTHER UPDATES

The governor's order to suspend non-payment lock policies remains in effect, and we are seeing slightly more impact, even with staff's continued, concerted attempts to keep people at least reasonably current on their water bills. The current lock list remains longer than normal, but most customers are attempting to pay what is owed. Potential additional bad debt is still being reported as part of the Accounts Receivable total, and has not yet been written off, simply due to the uncertainty of the current situation. It is unknown when the governor will rescind the non-lock order or what provision he might enact to ease the impact on customers. We may see a spike in the Bad Debt budget detail line by the end of FY 20-21, but it will not be of sufficient magnitude to warrant a formal budget modification.

As of 27 May 2021, there are 82 total customers on the Lock eligible list, with a total past due of \$48,745. This is an increase of \$579 over last month. Of these, 17 have not made a payment since December 2020. Their outstanding balance is \$14,055, down \$1,106 from last month's report. There are 5 customers who have not made a payment since November 2020 or earlier. Their total outstanding balance is \$11,530.

McKinleyville Community Services District

BOARD OF DIRECTORS

June 2, 2021

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B **Operations Department – April/May 2021 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 40.4 million gallons of water in April. Fourteen water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Annual routine testing was conducted on Routes 7 and 8 along with a minimal number of retests. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

Average and Maximum Water Usage:

The maximum water usage day was 1.6 million gallons and the average usage per day was 1.3 million gallons.

Water Distribution Maintenance:

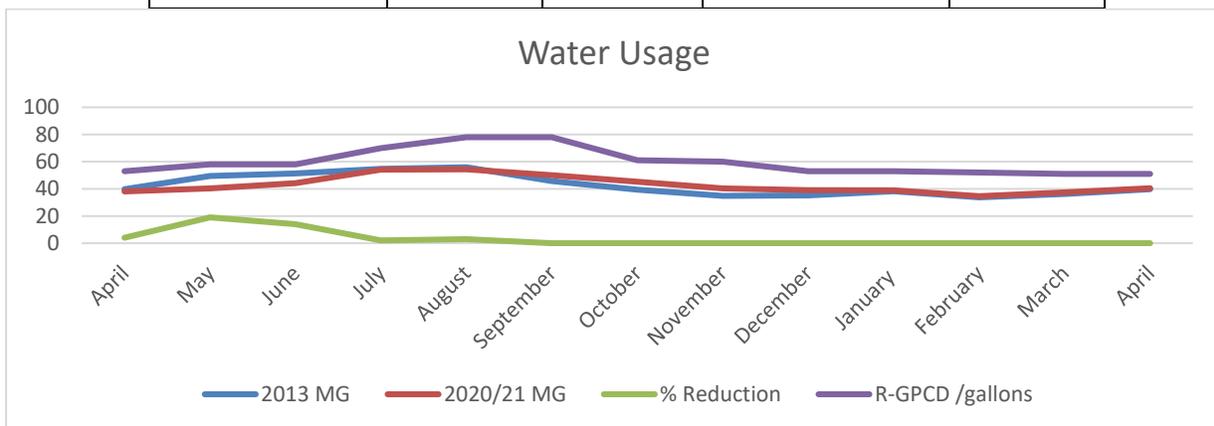
Weekly Bacteria Samples were collected on Schedules 1, 4, 5 and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. Two new water services were installed on Forson to accommodate a parcel split. A new section of sidewalk and gutter was poured on McKinleyville Avenue due to being removed during the Labrador water service install. Several meters were repaired from gopher damage. A service line leak was repaired on Myers due to an old crimp. A service line leak was also repaired on Central Avenue. The leak was due to there not being enough bedding between the gas main and service which put pressure on the water pipe. Staff replaced the section of pipe allowing for proper separation from the gas main.

Water Station Maintenance:

Monthly inspections and daily routines were conducted at the water stations. Any minor issues found are repaired during inspections, but if they require parts or extensive labor, the issue is documented on the monthly sheet, which will then generate a work order for repairs. Tesla has been working at the Northbank station installing the new battery system. This project will go into mid-June. Staff pressure washed the McCluski tanks and cleaned the site, along with string trimming. Staff also cleaned the tank and site at the Blake station.

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

	2013 (MG)	2020/21 (MG)	% Reduction	R-GPCD
April	39.755	38.065	4	53
May	49.407	40.355	19	58
June	51.337	44.200	14	58
July	54.757	54.111	2	70
August	55.908	54.366	3	78
September	45.702	50.074	(-8)	78
October	39.439	45.279	(-13)	61
November	34.879	40.336	(-13)	60
December	35.203	39.076	(-11)	53
January	38.241	38.974	(-2)	53
February	33.751	34.603	(-2)	52
March	36.244	37.375	(-3)	51
April	39.755	40.465	(-2)	51



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

Imeson Court: Avaral plans have been reviewed and commented. Engineer sent corrected plans back to staff for review and approval. A pre-construction meeting was held and work on water and sewer infrastructure is expected to start in early June.

Sewer Department:**WasteWater Statistics:**

27.1 million gallons of wastewater were collected and pumped to the WWMF. 28.6 million gallons of wastewater were treated and discharged to land disposal or reclamation in April.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted on all sewer stations. Tesla has been working at the Fischer lift station installing the new battery system. This will continue into mid-June. Repairs were made to the drywell blower at the Letz station along with staff clearing and mowing the site and facility. Staff made repairs to the Letz pole gate and finished it off with a fresh coat of paint. Staff had to respond to Pump 3 at Letz due to not pumping efficiently and found that the pump was full of rags. The pump was cleared and placed back into service. The B street station was tagged with spray paint. Pictures were sent to Sheriff Department and the station was cleaned with graffiti removal. The wet well was cleaned at the B Street station. This is done quarterly to prevent grease and rags from possibly plugging up pumps and also help eliminate hydrogen sulfide buildup on the concrete walls.

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. A lateral on McKinleyville Avenue was relocated to accommodate a parcel split on Labrador Lane. This included paving and sidewalk repairs. String trimming took place at several facilities, including the east Fischer Ranch fence line.

Wastewater Management Facility:

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Oil was changed in the aeration header actuators as part of the required maintenance.

Daily Irrigation and Observation of Reclamation Sites:

Discharge has been going to land since May 1st. Irrigation sites have been mowed and pipe has been laid out and is being utilized for discharge. The farmer has been working the lower Fischer and Pialorsi fields in order to get them ready planting.

Street Light Department:

A photo control was replaced on one of the Kirsten Way streetlights.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on Avoiding Back Injuries, CPR, and the EOP Section Chief responsibilities.

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.

Staff is still separated into teams to avoid possible COVID spread within the staff.

Attended Micro-grid progress update meetings.

Attended meetings to discuss the Community Forest.

Staff attended an EOP meeting to work on the upcoming exercise.

Completed annual Consumer Confidence report

Working on the annual CWEA golf tournament

New hire has been going through the preemployment steps.

Attended Operations budget meeting

Attended two State Water webinars regarding small utilities and compliance

Attended preconstruction for Imeson Subdivision

Attended CWEA meeting and discussed upcoming training schedule and budget

GIS:

Plans and Programs

- 5-Year review of Urban Water Management Plan
 - Finalized Draft Water Shortage Contingency Plan
 - Finalized Draft MCSD Ordinance 10
 - Finalized Draft UWMP Submittal tables
 - Finalized Draft Appendices, tables, and figures
 - Finished first complete UWMP DRAFT

Maps Completed/General GIS

- DWR landscape area project
 - Completed data review (Disputed parcels & new construction)
 - Submitted reviewed parcels and data to LAM/DWR
- Water & Sewer Main Rehab project data review and map production
 - Meeting with GHD to discuss and review data
 - Map production and data review

Misc. Work Completed

- Posted documents onto website
- Doc Star search
- USA's

McKinleyville Community Services District

BOARD OF DIRECTORS

June 2, 2021

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:

Staff continues to meet with BGCR staff weekly. The Teen Club is open Monday- Friday 12:00pm-6:00pm. The Teen Club is running a wide variety of programs including a weekly cooking program, a cycling program, an art program, a community service program and several BGCA national programs such as Power Hour, SMART Girls, SMART Moves and Youth for Unity. Last month the most popular program was the "Out of the Box Art" program, which averaged 10 participants each week. The Club's average daily attendance increased slightly in the last month from 13.5 teens on average per day to 16.5 teens per day.

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

PARK AND RECREATION COMMITTEE:

The Park and Recreation Committee (PARC) met on May 20, 2021. The notes from the meeting can be reviewed in **Attachment 1**.

COMMUNITY FOREST UPDATES:

Staff continues planning and preparing for the acquisition of a Community Forest.

Staff met with staff of Green Diamond Resource Co. and Trust for Public Lands on May 3rd. Access points were discussed again as well as the grant agreement between Trust for Public Lands and the State Natural Resource Agency. MCSD staff requested an MOU between TPL and MCSD be drafted to clearly delineate the responsibilities of each agency in terms of meeting the grant agreement requirements before and after the transfer of the property.

Staff met with Hank Seeman from the County of Humboldt and Mark Andre to learn from their experience in the acquisition and development of a community forest. Staff gained valuable insight into necessary and immediate actions such as, applying for the required General Plan Conformance Review. Given that the General Plan Conformance review can take 6 months to a year to complete, staff is postponing the process to develop the formal Community Forest Committee until the fall.

The adhoc Community Forest Committee met on May 17th. The notes from the meeting can be reviewed in **Attachment 2**.

RECREATION PROGRAM UPDATES:

The Recreational Afternoon Program is running smoothly currently serving 18 elementary school children per day. Totletics, tee-ball will begin June 5th and has a full roster of toddlers.

We are currently hiring Leaders for our Summer Day Camp Program as well as the MUSD Expanded Learning Program that will offer support and assistance during the school day to students participating in distance learning classes.

Staff hosted a fourth virtual Paint Night class on May 27th. The class had 6 participants. Staff facilitated a private paint party on May 22nd. There were 13 participants. The next schedule of paint classes is TBD.

PARKS & FACILITY MAINTENANCE:

Several open space zones received mowing, hedging and weeding maintenance and detention basins received clearing as part of the Open Space Maintenance Zone agreements. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. landscaping. Tree trimming was done at Hiller Sport Site. Staff continues to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces. The Parks Dept. purchased a used truck from the Operations Dept. to replace one in the parks fleet. The one being replaced is currently for sale via a closed bid process. The bid opening is scheduled for May 27th at 2:00pm.

HUMBOLDT STATE CAPSTONE PROJECT

The HSU Ecology students completed their capstone project providing recommendations and invasive plant species monitoring strategies for both the Hewitt Ranch Property and the North Bank River Property. The report can be reviewed in **Attachment 3**. Staff will follow up in the late summer/early fall with the HSU Natural Resources Club to see about having the club remove invasive species on the property.

OTHER UPDATES:

- Staff has been participating in the planning for an all-staff emergency operations tabletop training.
- The Pierson Park Picnic areas are being reserved and rented at an increasing rate in the last month. There is at least one park reservation for every weekend in the month of June.
- Staff attended Board meetings for board service on both the McKinleyville Chamber of Commerce Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide administrative support to the Support Services Dept.

ATTACHMENTS:

Attachment 1 – PARC Meeting Notes from 5-20-21

Attachment 2 – Adhoc Community Forest Committee Meeting Notes from 5-17-21

Attachment 3 – HSU Ecology Student Capstone Project Report

Thursday, May 20, 2021

6:30pm

Recreation Advisory Committee Meeting

NOTES

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

Members Absent: Ben Winker, Jeff Dunk

Guests: Jennifer Ortega, Pat Kaspari

Meeting Notes:

Communications:

- None.

Public Comment:

- None

Recreation Director Report

- The Recreational Afternoon Program is running smoothly currently serving 18 elementary school children per day. Totletics, tee-ball will begin June 5th and has a full roster of toddlers.
- We are currently hiring Leaders for our Summer Day Camp Program as well as the MUSD Expanded Learning Program that will offer support and assistance during the school day to students participating in distance learning classes.
- Staff hosted a third virtual Paint Night class on April 24th. The class had 7 participants, The next class will be on Thursday, May 27, 2021. Classes will be held virtually until it is deemed safe to host classes in person again.
- Several open space zones received mowing, hedging and weeding maintenance and detention basins received clearing as part of the Open Space Maintenance Zone agreements. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. landscaping. Staff continues to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces. The Parks Dept. purchased a used truck from the Operations Dept. to replace one in the parks fleet. The one being replaced is currently for sale via a closed bid process. The bid opening is scheduled for May 27th at 2:00pm.
- The HSU Ecology students completed their capstone project providing recommendations and invasive plant species monitoring strategies for both the Hewitt Ranch Property and the North Bank River Property.
- Staff attended Board meetings for board service on both the McKinleyville Chamber of Commerce Board of Directors, McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide administrative support to the Support Services Dept.

Committee members had no comments and no questions

BMX Track & Park Project:

- The BMX community has been meeting monthly, working on fundraising and planning. T-shirts are available for purchase.
- The BMX community has been meeting monthly, working on fundraising and planning. McKinleyville BMX has a tentative fundraiser date of July 10th.

Community Forest

- Staff continues planning and preparing for the acquisition of a Community Forest.
- Staff met with staff of Green Diamond Resource Co. and Trust for Public Lands on May 3rd. Access points were discussed again as well as the grant agreement between Trust for Public Lands and the State Natural Resource Agency. MCSD staff requested an MOU between TPL and MCSD be drafted to clearly delineate the responsibilities of each agency in terms of meeting the grant agreement requirements before and after the transfer of the property.
- Staff met with Hank Seeman from the County of Humboldt and Mark Andre to learn from their experience in the acquisition and development of a community forest. Staff gained valuable insight into necessary and immediate actions such as, applying for the required General Plan Conformance Review. Given that the General Plan Conformance review can take 6 months to a year to complete, staff is postponing the process to develop the formal Community Forest Committee until the fall.
- No comments or questions from the committee

Considerations and Process for Parks & Recreation Development

- Committee member John Kulstad proposed that checklist or matrix of criteria to be researched and considered for new park and recreation development ideas be created so that committee members and member of the public can propose ideas that are researched and well informed toward the needs of the Parks & Recreation Dept.
- Staff supports this idea and will draft a checklist of criteria for the committee to review at a future meeting.

Disc Golf Course Discussion of Possible Locations

- Committee Member John Kulstad requested the PARC members re-visit the idea of developing a disc golf course within the District. It is an activity that does not require substantial investment of equipment to play; it is accessible for all ages; Development of a course can be easily supported by business donations and sponsorships.
 - J. Kulstad, wondered if it would be possible to install a small course along the trails at Hiller Park
- Staff agreed that Disc Golf is a great activity. Given the nature of the game, the weight of discs and the velocity with which they can be thrown, staff does not feel it is an appropriate activity for a multi-use area as small as the Hiller park trails system.
- Member Charlie Caldwell informed the committee that the Disc Golf community that he has been working with recently, is interested in the possibility of developing a course within the McKinleyville Community Forest at some point in the future.
- Committee member were also informed of the existing 9-hole course located within the Beau Pre golf course.

Report on Actions of MCSD Board

- Staff reported on actions taken by the Board of Directors on May 5, 2021

AdHoc Committee Reports:

- Hewitt Ranch—entry trail at Bryant could use mowing. J. Kulstad asked if MCSD would acting on the recommendations from the ecology students to partner with HSU's Natural Resources Club for the removal of invasive plants. Staff affirmed that MCSD would reach out to the HSU club.
 - General Manager, Pat Kaspari, gave an update on the land acquisition on Cochran that will likely enable the development of access to the property via the water tank site.
- Skate Park—HSC did not receive the Coast Central Credit Union grant, but did receive a \$1500 donation from CCCU
- School and Washington Property—looks mowed

- River Property—no report
- Fischer Ranch Estuary project—staff reported that the final permit from the Coastal Commission has been granted and the trail design is moving forward.
- BMX— See notes on above

- Requested that the Community Garden be added as an AdHoc Committee with Ben Winker as the Lead

Agenda Items for next meeting:

- Community Forest
- MCSD water bill “Message from MCSD” use

Adjournment:

- Adjourned: 7:23pm

5-17-21

Community Forest Adhoc Committee Meeting Notes

Present: Pat Kaspari, Dennis Mayo, Greg Orsini, James Henry, Jens Andersen, Lesley Frisbee

I. Review of Actions and Discussion since April 14th:

- Pat reviewed discussions had in the regular monthly meetings with GDR and TPL
 - Access points are still under discussion. GDR staff had not yet gotten confirmation from GDR executives regarding willingness to provide easements for access at 1st Ave. and/or Gwin Rd. nor a southern access point.
 - A question about existing CalFire access points came up. Those access point agreements will likely need to remain in place. Staff will ask GDR about these at the June 7th meeting.
 - MCSD staff have requested a draft MOU from TPL outlining the responsibilities and expectations for each organization in terms of meeting the Natural Resource Agency's requirements for funding.
 - Discussed GDR's request for a letter or support for funding request supporting the creation of a conservation easement east of the community forest property.
- A summary of information gleaned from staff meeting with Hank Seeman and Mark Andre regarding their experience in the acquisition of the McKay tract was shared with the committee.
 - Need for General Plan Conformance Review
 - CEQA requirements
 - Possible funding sources
 - Public outreach strategies

II. Committee Formation & Timeline:

- Given that the required General Plan Conformance review can take 6 months or more to complete, the committee decided to postpone working on the development of the formal committee.

III. Next Steps:

- Ask GDR about CalFire Access points.
- Submit Application for General Plan Conformance Review
- Continue meeting with TPL and GDR staff to ensure good communication and necessary actions move forward

IV. Next Meeting:

- Monday, June 14, 2021, 2:00pm

Management Recommendations and Invasive Monitoring for Hewitt Ranch and North Bank River Property



**Authors: Faith Rehagen, Rachel Ostrander, Atenas Becerra, Nina Yee
May 10th, 2021**

We acknowledge that the land on which Humboldt State University is located on the unceded territory of the Wiyot people who continue to live and thrive today. It is surrounded by the traditional, ancestral, and present homelands of several indigenous nations including the Hupa, Karuk, Mattole, Tolowa, Wailaki, and Yurok that make up Humboldt County.

TABLE OF CONTENTS

Abstract

1 Introduction

2 Methods

2.1 Research Analysis

2.1.1 Project Sites

2.1.2 Hewitt Ranch

2.1.3 North Bank Property

2.2 Field collection

2.3 Data analysis

3 Results

3.1 Invasive & Sensitive Species

3.1.1 Hewitt Ranch

3.1.2 North Bank Property

4 Recommendations

4.1 Invasive Removal & Site Management

4.1.1 Hewitt Ranch

4.1.2 North Bank Property

5 References

6 APPENDIX

Appendix A Hewitt Ranch Species List

Appendix B Hewitt Ranch Invasive Descriptions

Appendix C North Bank Species List

Appendix D North Bank Invasive Descriptions

Appendix E Hewitt Ranch Sensitive Communities

Appendix F North Bank Sensitive Communities

Appendix G North Bank Potential Sensitive Communities

ABSTRACT

We collected baseline data, identified plant species present, mapped the location of invasive plants, and created management recommendations on two properties owned by the McKinleyville Community Service District, Hewitt Ranch, and the North Bank River property. We did field sampling and used remote sensing techniques to evaluate the current conditions of the properties. At the properties, plants that have been rated by the California Invasive Plant Council as moderate or high invasiveness were discovered. Hewitt Ranch had a low amount of Himalayan blackberry (*Rubus armeniacus*) present and North Bank property had pampas grass (*Cortaderia selloana*), Wild teasel (*Dipsacus fullonum*), poison hemlock (*Conium maculatum*), and English ivy (*Hedera helix*). Therefore, our primary recommendation is to focus management efforts on removing those that are present and to periodically monitor and remove any individuals that colonize the areas.

1 INTRODUCTION

Invasive plants can degrade lands and outcompete native vegetation (Dukes and Mooney, 2004). They disrupt ecosystems by eliminating or reducing the extent of native plants that require the pre-invaded ecosystem conditions and can degrade an ecosystem's resistance to future invasions (Dukes and Mooney 2004). Before ecosystem structure or function has changed by invasive species, management intervention is important to protect biodiversity and ecological function (Walter, 2010). Invasive plants can cause soil erosion, especially on slopes since they often have more narrow roots which are less effective in stabilizing the soil (Westbrooks, 1998). They can also alter soil chemistry and nutrient cycling, and even permanently exclude native plants from being able to grow in the area (Westbrooks, 1998). Isolated ecosystems are often susceptible to encroachment by invasive plants (Dukes and Mooney 2004). When encroachment occurs from invasives, native plants are not able to migrate or expand their populations

Beyond ecosystem function, invasive species can reduce the value of protected areas for human use. For example, invasive species can affect the recreational value of areas by restricting accessibility through thorns, stinging spines, or through herbicides used to control invasive plants (Pfeiffer & Ortiz, 2007). For example, herbicides used to control invasive plants in the Klamath Forest region have been linked to health problems for Native Americans who collect plant material for basket weaving and chew those materials as part of the process of making them pliable (Pfeiffer & Vokes, 2008). Similar issues have occurred in other regions as well (O'Malley, 2013).

Humboldt County has many invasive plants that have large impacts on local ecosystems (Walter, 2010). Some of the most pernicious of the local invasive plants include Himalayan

blackberry and English ivy. Specifically, Himalayan blackberry is known to outcompete native species by building up leaf litter, shading out lower plants, creating dense thorned areas that are hard for wildlife to pass through, and increasing flooding and erosion due to shallow roots compared to native deep-rooted shrubs (Healey et al., 2013). English ivy often kills plants by shading them out and can make trees more susceptible to wind damage from the extra weight (DiTomaso et. al, 2013.).

Stopping the spread of invasive plants takes a significant amount of time, and it is also quite costly (Chance et. al, 2016). Since invasive plants outcompete the native plants they reduce the number of ecosystem services they provide including food, recreation, and tourism, sea-level rise prevention, cultural resources, and water purification which results in a US\$34 billion loss annually in the United States (Chance et. al, 2016).

Our project sites are located in McKinleyville, CA an unincorporated town in northern Humboldt County (Figure 1). The McKinleyville Community Services District (MCSD) is an important provider of recreational activities to the public (Mckinleyville). Our project focused on two undeveloped properties owned by the MCSD. One property, the North Bank River property, is a riparian floodplain habitat that used to be a farm, and the other property, Hewitt Ranch is a secondary growth Sitka spruce forest. The purpose of this project was to provide MCSD with baseline data about the distribution and abundance of invasive plants on the two properties, as well as management recommendations for restoration needs of both sites. The goals include providing a thorough species identification list for both properties, identifying and mapping areas of invasive-exotic species, and providing management recommendations for areas of priority

Successful ecological restoration requires past, present, and future monitoring in order to best understand ecological changes over time. Therefore, remote sensing can help in restoration

planning along with management and monitoring (Cordell et. al. 2016). By combining field collection, geospatial analysis, and remote sensing techniques, we were able to create vegetation maps to present recommendations for the MCSD.

2 METHODS

2.1 Research Analysis

This section contains information that was gathered about both of the sites' physical and historical environment, to help assist us with the field and data collection.

2.1.1 Project Sites

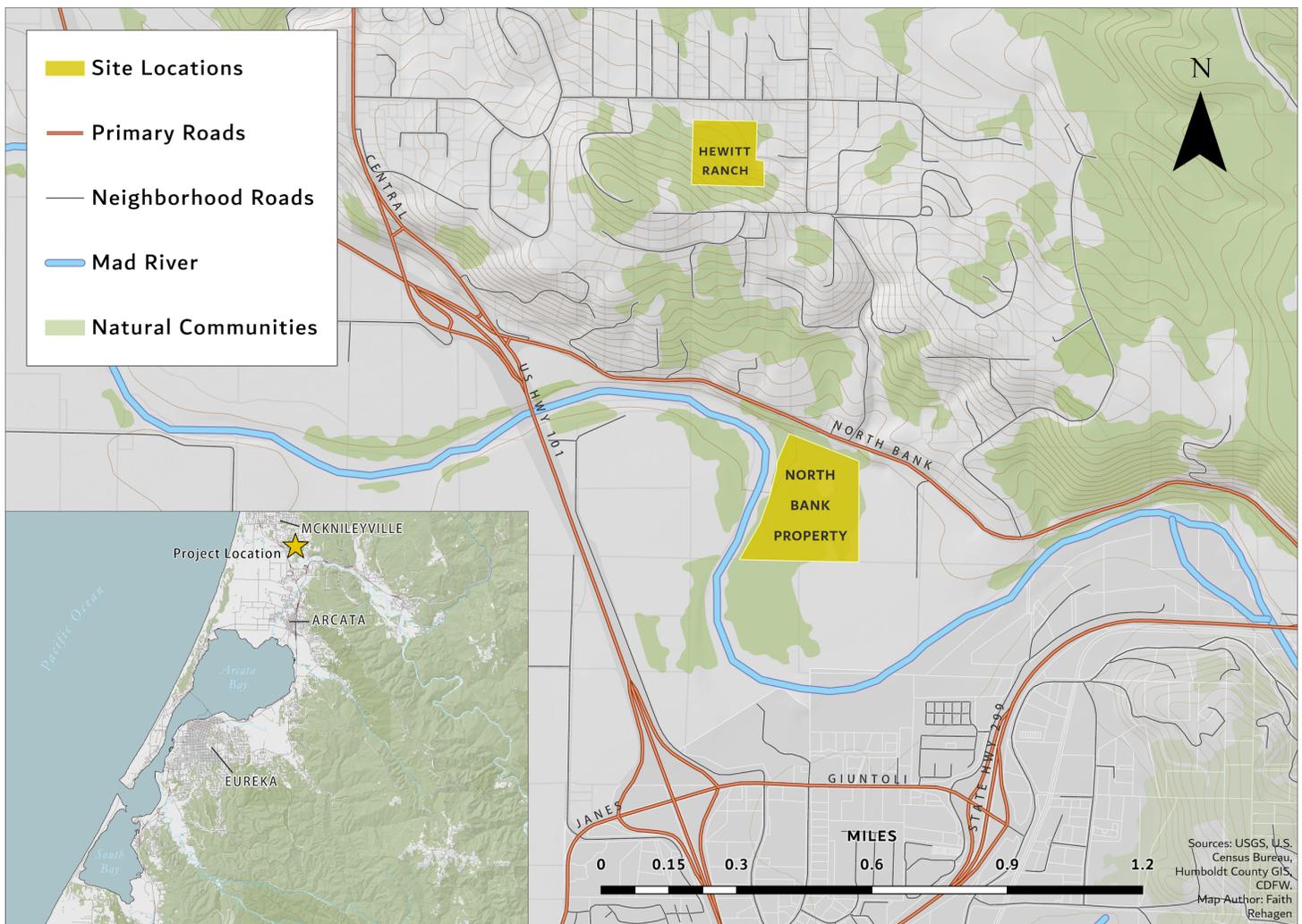


Figure 1. Displays the locations of the study sites. Both symbolized in yellow, Hewitt Ranch is located in a residential neighborhood, while North Bank Property is located just south, along the Mad river.

2.1.2 Hewitt Ranch

History

Hewitt Ranch is an undeveloped 14.5-acre site located in McKinleyville, California (Figure 1). It is bordered by low-density residential housing and a narrow entrance on the eastern residential border. Before Euro-American settlers arrived, McKinleyville was inhabited by the Wiyot; the land is unceded territory and was stolen by settlers (Simpson, 2019). Hewitt Ranch was originally 90 acres, and settled in the 1890s by the Dunlap family, of European descent (McKinleyville,2000). The land was then purchased by John Hewitt in 1920 and used as a dairy and poultry farm until 1982 when the area was divided and sold to property developers Rynearson, Seffner, & Rynearson General Partnership (2000, HRPR). In 1989 the Partnership began constructing single-family residential housing surrounding the site, and the 14.5 acre Hewitt Ranch was donated to the MCSD on April 15, 1999, as a memorial for John Hewitt (McKinleyville, 2000). By accepting the donation the land became public property, and the MCSD assumed responsibility for its management. Hewitt Ranch is primarily used by neighbors of the property and has limited parking available.

Topography & Soils

The Hewitt Ranch site ranges from 180-310 feet in elevation, with an increasing incline on the west side of the property. The soil is primarily composed of the Lepoil-Espa-Candy Mountain Complex, which is derived from a parent material of mixed marine deposits (USDA, 2020). This complex is commonly found on marine terraces with a 15-50% slope and often ranges 10-500 feet in elevation (USDA, 2020). The typical soil profile has a fine sandy loam texture that is well-drained, low in salinity, and has high available water capacity.

Hydrology

The site has three creeks that run throughout it, that receive runoff from the surrounding residential areas. They are intermittent creeks that primarily fill during high periods of rain and flow northeast of the property.

Vegetation

The Hewitt Ranch property is a Sitka spruce secondary growth forest. The forest mainly consists of an overstory dominated by coniferous trees, with an understory of dense vegetation composed of ferns, shrubs, and herbaceous plants. However, one clearing on that property has a high abundance of California blackberry (*Rubus ursinus*) (Figure 2).. The copious amount of California blackberry makes movement in the area difficult but can be utilized in different ways that will benefit the park as a whole. For Hewitt ranch, a full species list can be found in the appendix (Appendix A).



Figure 2. Displays the high abundance of native California blackberry.

The California Invasive Plant Council (Cal-IPC) defines invasive plants as plants that are not native to a given area and, once introduced, easily replicate and spread, posing a threat to the

environment, economy, or human health. Cal-IPC has also designed a rating system of invasive species based on an assessment of ecological impacts. Within Hewitt Ranch, there are currently two identified invasive species, Himalayan blackberry rated high, and English holly rated limited (Table 1). A description of the species can be found in the appendix (Appendix B).

Table 1: Invasive species that occur on Hewitt Ranch, McKinleyville, CA, and associated invasive rating by the California Invasive Plant Council (Cal-IPC). High ratings are species that have severe ecological impacts on physical processes, plant and animal communities, and vegetation structure. Limited ratings are for species that are invasive but their ecological impacts are minor on a statewide level or there was not enough information to justify a higher score. Website: <https://www.cal-ipc.org/plants/inventory/>.

Invasive Species	Rating
Himalayan Blackberry (<i>Rubus armeniacus</i>)	High
English Holly (<i>Ilex aquifolium</i>)	Limited

Cultural Resources

Many of the species found at the Hewitt Ranch Property are also cultural resources and food sources for Native Americans. Sword fern (*Polystichum munitum*) was eaten by several different tribes by roasting or peeling the rhizomes to eat during Spring and the spores were used to relieve the sting from stinging nettle (Bonady, n.d). Salal (*Gaultheria shallon*) berries are used as a food source and a stomach tonic (Bonady, n.d). Young shoots of Douglas-fir (*Pseudotsuga menziesii*) were used for food flavoring and making tea. The wood is a good source for making spear handles, dip-net poles and the resin from the bark can be used to treat wounds or as cough medicine (Bonady, n.d). The boughs of Douglas-fir were used as fuel in ceremonial Karok sweat houses and the men would gather the boughs from his own selected “memory tree” which represented good luck (Baker, 1981). Chanterelle mushrooms (*Cantharellus spp.*) are used as a food source, an inhibitor for tumor growth, and as a dye (Bonady, n.d). Deer ferns (*Blechnum spicant*) are used by Yurok people for bedding and basket weaving (Baker, 1981). Members in

the genus *Trillium* are used for the treatment of burns, to draw boils, and for its astringent properties by doctors (Baker, 1981). California huckleberry (*Vaccinium ovatum*), red huckleberry (*Vaccinium parvifolium*) California blackberry (*Rubus ursinus*), and Thimbleberry (*Rubus parviflorus*) berries are eaten by the Yurok, Karok, and Tolowa (Baker, 1981).

2.1.3 North Bank Property

History

The North Bank property is also located in McKinleyville, California (Figure 1). The site encompasses 33-acres of riparian forest adjacent to the Mad River, with active agricultural lands to the east, and North Bank Road bordering the north. The lower Mad River watershed is the ancestral territory of the Wiyot who lived there for thousands of years, but the land was colonized and they were pushed off their land (Simpson, 2019).

The property came into the ownership of MCSD in 2012, though it was previously owned by Granite Construction who purchased the land with an existing environmental impairment. The site was historically used for small timber production, minor gravel extractions, and borrow pit operations (2012, LACO). Through further study of historical site use, the primary source of environmental site impairment came from the dumping of refuse. Potential discharge of surface soil pollutants from stormwater runoff flowing onsite from offsite sources could also have been involved in the site's impairment (2012, LACO).

In terms of recreation, the property receives few visitors. It has a relatively large parking area, few accessible trails, and entry to the Mad River. Though currently, there is no signage notifying the public of its location or existence, as well as no developed recreational amenities (e.g., signs, formal trails, restroom facilities, picnic tables).

Topography & Soils

The North Bank River property is largely flat, with its highest point (near North Bank Road) approximately 40 feet in elevation, and slopes westerly at less than 5% (Phase 1 ESA Report, 2012). The lowest point of the property is 16 feet above sea level, and ponding occurs there. The soil is primarily made up of Water-Fluvents (USDA, 2020). It is found on the point bars and rivers in channels and is derived from alluvium. This soil type is found on 0-2% slopes and ranges 10-50 feet in elevation. The typical profile texture is a gravelly fine sandy loam, that is somewhat excessively drained and has low available water capacity.

Hydrology

The site is a floodplain to the Mad River and is subject to periodic flooding during the highest periods of rain, most years. On days with heavy rain, accessible trails can flood to nearly 10.6 inches in depth (Figure 3). There are multiple areas of ponding, with the two largest ponds located on the northern side of the property. The area is subject to runoff/discharge from two culverts, one on the northeast corner, and the other directly under North Bank River Rd.



Figure 3. Displays flooding on trail after a heavy rain.

Vegetation

The North Bank property is a riparian woodland ecosystem with an abundant tree cover of red alder (*Alnus rubra*) and black cottonwood (*Populus trichocarpa*). The understory is abundant in sedges, horsetails, and California blackberry. A full species list of the vegetation on the property can be found in the appendix (Appendix C). North bank property also contained five invasive species identified on the site. The species with high ratings were English ivy (*Hedera helix*), pampas grass (*Cortaderia selloana*), and Himalayan blackberry (*Rubus armeniacus*). Species with moderate ratings were Wild Teasel (*Dipsacus fullonum*), and Poison Hemlock (*Conium maculatum*) (Table 2.) A full description of invasive species can be found in the appendix (Appendix D).

Table 2: Invasive species and associated invasive rating (Cal-IPC). High - These species have severe ecological impacts on physical processes, plant and animal communities, and vegetation structure. Moderate - These species have substantial and apparent but generally not severe ecological impacts on physical processes, plant and animal communities, and vegetation structure. Limited - These species are invasive but their ecological impacts are minor on a statewide level or there was not enough information to justify a higher score. Website: <https://www.cal-ipc.org/plants/inventory/>.

Invasive Species	Rating
Wild Teasel (<i>Dipsacus fullonum</i>)	Moderate
Poison Hemlock (<i>Conium maculatum</i>)	Moderate
English Ivy (<i>Hedera helix</i>)	High
Pampas Grass (<i>Cortaderia selloana</i>)	High
Himalayan Blackberry (<i>Rubus armeniacus</i>)	High

Cultural Resources

Many of the species found at the North Bank Property are also cultural resources and food sources for Native Americans. California blackberry berries are used as a food source. Red alder bark is used as medicine for sores, wounds, and respiratory illnesses (Bonady, n.d). Some tribes ate the inner bark in Spring and also used it for dyeing baskets and canoes (Bonady, n.d). Sitka spruce sharp needles were used for protection from evil thoughts and the inner bark of the tree can be eaten fresh or dried into cakes or powder. The roots are used to make woven baskets that hold water and have antiseptic qualities (USDA, nd). Great horsetail's (*Equisetum telmateia*) small fresh sprouts are eaten by Yurok peoples. Tolowa people rubbed the stem of the plant on their child's teeth to keep them from grinding their teeth (Baker,1981). Rough horsetail (*Equisetum hyemale*) is used during the First Salmon Ceremony by the Yurok tribe (Baker, 1981). Sitka willows (*Salix sitchensis*) roots are used to make baskets (Baker, 1981).

The Mad River is adjacent to the North Bank Property and the Eulachon (*Thaleichthys pacificus*) and Pacific lamprey (*Entosphenus tridentatus*) are important food sources for Wiyot and other Indigenous peoples in the area (Simpson, 2019). The oils from both species were also used during sweat baths and as a hair conditioner (Simpson,2019).

Cultural connections to these species remain important. Local tribes have been persistent in efforts to preserve these species since Eulachon runs on the Mad River were observed in the past, but haven't been seen since the 1960s (Simpson, 2019). Pacific lamprey numbers have decreased and are recognized as a species of concern but were denied threatened status in 2004 (Simpson, 2019).

2.2 Field collection

All fieldwork was conducted from February through April 2021. Qualitative data were collected over two days, by performing a site immersion walk to evaluate each property's unique features, trails, vegetation, etc. We recorded field notes and took photos of the current ecological conditions, as well as identifying all plant species observed. All information gathered was then organized into a shared folder to use as a reference for geographic data collection.

To map the trails and creeks on Hewitt Ranch, a Garmin GPS was used to capture waypoints, over the course of 5 days. For trails, we walked the most accessible trail and recorded a point at every 3 meters. For creeks, we walked within the creek bank and recorded a point for every 1 meter. We also used a Garmin GPS for mapping locations of invasive plants. At each location of an invasive plant species, we recorded the species name and counted the number of individuals, if it was accessible and safe to do so. All waypoints were then uploaded into ArcGIS for data analysis and visualization.

2.3 Data Analysis

The waypoints were converted into shapefiles and opened in ArcGIS Pro. We digitized trail and stream shapefiles using a polyline feature and exported it as a new layer on the map. We included both of these shapefiles as newly generated layers on our map, including both qualitative and quantitative data.

To analyze and visualize the presence of invasive species, we input the species and count them into the attribute table for each point-feature shapefile. We utilized graduated symbols to interpret the areas on Hewitt Ranch along a gradient of invasive species abundance. For the

North Bank Property, we choose to symbolize the collected data by only unique values, displaying the species type based on color.

To assess sensitive species, we used specified rankings on sensitive plant communities that are determined by The California Native Plant Society (CNPS) (Table 3). CNPS has developed alliances, a type of vegetation classification that describes the patterns of plants that appear over time in a landscape. Plant species composition determines each alliance, which represents the effects of local climate, soil, water, disturbance, and other environmental factors. CNPS then ranks these communities with a global rank and a state rank. These scores represent a combination of rarity, threat, and trend factors with rarity being weighed heavier.

Table 3: Global Ranking and State Rankings according to the California Native Plant Society (CNPS). Website: <http://www.rareplants.cnps.org/glossary.html>

Global Rankings	State Rankings
G1 = Critically impaired	S1 = Critically Impaired
G2 = Imperiled	S2 = Imperiled
G3 = Vulnerable	S3 = Vulnerable
G4 = Apparently Secure	S4 = Apparently Secure
G5 = Demonstrably Secure	S5 = Secure

To classify the forest type on each site, National Agriculture imagery was downloaded due to its 1 m pixel resolution. We then clipped the boundary extent of the site to the imagery, generating new rasters that focused the imagery on the primary locations being studied. Using the imagery analysis program Envi (64-bit), we then performed a supervised classification for each site raster, by creating training data from independent regions of interest. The classification was then exported as a new raster, and imported into ArcGIS Pro. Lastly, each classification raster was transformed into a vector shapefile and visualized based on color.

3 RESULTS

3.1 Invasive & Sensitive Species

3.1.1 Hewitt Ranch

The two most common invasive species that were found on Hewitt Ranch were English holly and Himalayan blackberry (Figure 4). Patches of holly had 3 to 15 individuals. Himalayan blackberry was also present in lower abundance overall on the property. The highest amount of Himalayan blackberry was found at the entrance of the property (Figure 4) and was a combined

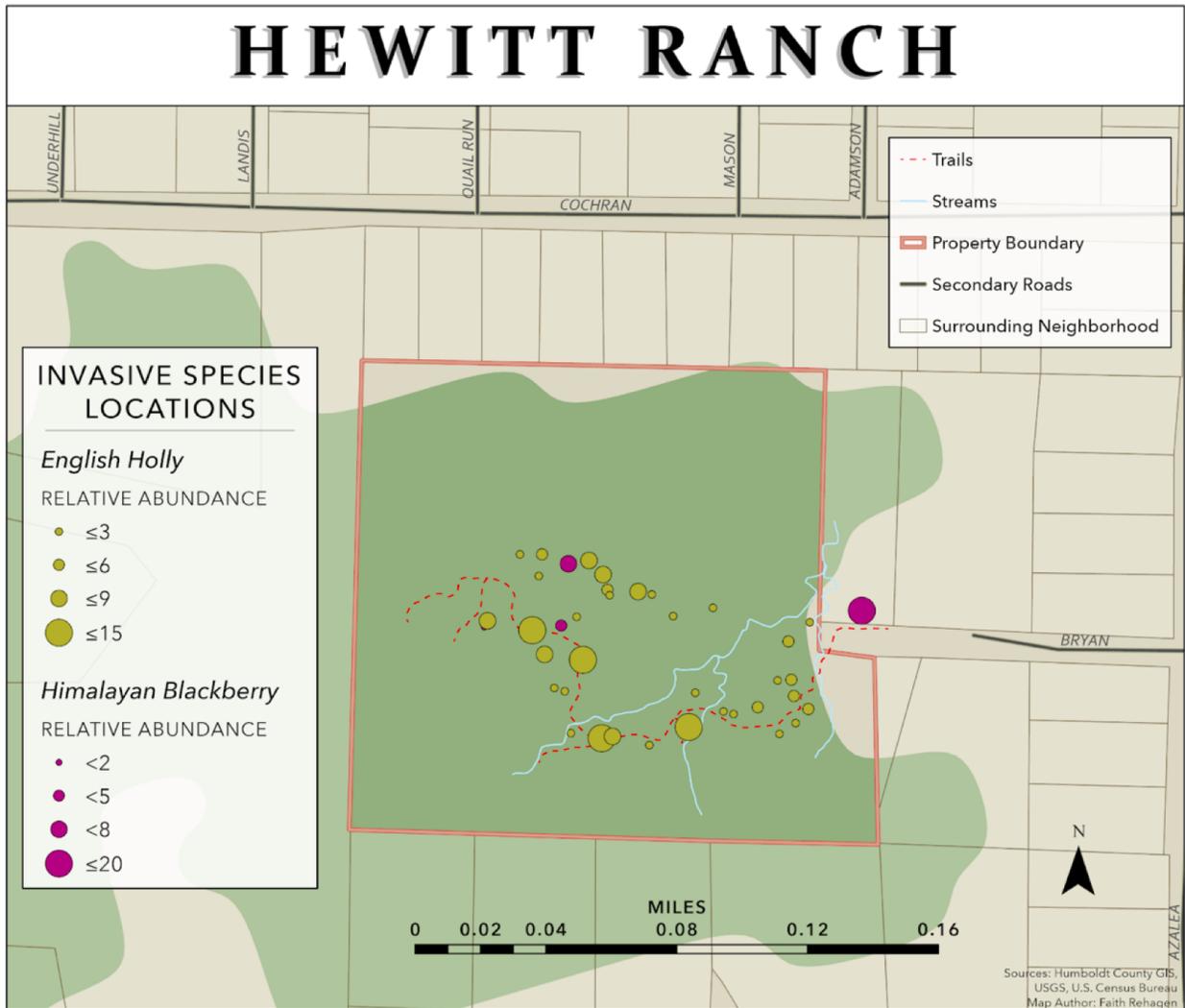


Figure 4. Displays the invasive species on Hewitt Ranch, in McKinleyville. English ivy is symbolized in yellow, and Himalayan blackberry is shown in magenta.

thicket with California blackberry. Smaller patches with 2-8 stems were also found within the property (Figure 4).

Hewitt Ranch classifies as a Sitka spruce (*Picea sitchensis*) Forest and Woodland Alliance with a global rating of G-5 and a state rating of an S-2 (Figure 5). In this alliance, Sitka spruce is the dominant species in the tree canopy along with red alder and Western hemlock (*Tsuga heterophylla*). Sitka spruce is a conifer that reaches a height of 230 feet (Sawyer, 2009). The canopy of this tree varies from intermittent to continuous. The shrub layer varies in thickness from sparse to continuous. The herbaceous layer is usually abundant, particularly with ferns. Sitka spruce grows in a small band along with the northern Pacific Coast's coastal forests. This alliance can be early colonizers in disturbed soils, therefore, most stands along the northern

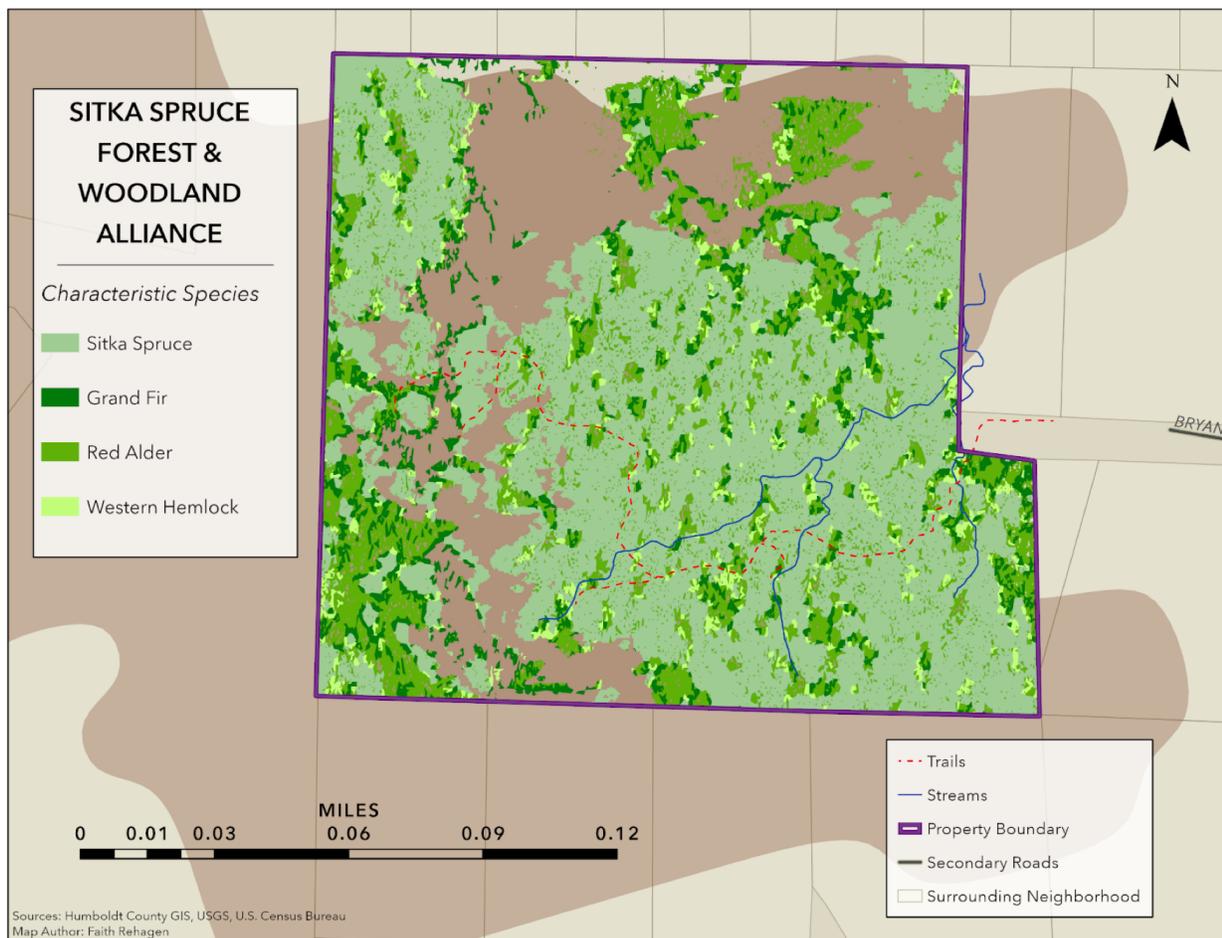


Figure 5. Displays the relative forest stands on Hewitt Ranch in McKinleyville, and type of alliance classified as a sensitive natural community. The species identified were Sitka spruce (6.5 ac), Red alder (2.4 ac), Grand fir (*Abies grandis*) and Western hemlock (0.5 ac).

coast of California are in the shrub or young tree stage. However, some forests in this alliance can also be late-seral in ecological succession, but these mature stands are uncommon. Sitka spruce was the most dominant species on the property, covering 6.5 acres. The second most dominant species was Red alder, composing 2.4 acres, while Grand fir (*Abies grandis*) composed ~ 1 acre, and Western hemlock composed ~0.5 acres of the property. Together, this forested community makes up a total of 10.4 acres on Hewitt Ranch.

3.1.2 North Bank Property

We found six invasive species on Hewitt Ranch. Wild teasel was the most commonly found species (12 locations; Figure 5), and was most abundant at the entrance of the trail.



Figure 6. Symbolizes invasive species type, and relative locations on North Bank Property, located in McKinleyville. Species found were Pampas grass (green), Wild teasel (purple), Poison hemlock (dark blue), English ivy (light blue), and Himalayan blackberry (yellow).

Himalayan blackberry was found in 6 areas, growing in the northern portions of the property, especially in areas where ponding is more persistent. English ivy was found in 5 locations, vining on trees as well as on the ground cover. Poison hemlock was found in 4 locations, vining on trees as well as on the ground cover. Poison hemlock was found in 4 locations, with its abundance growing on the sandbank that provides access to the Mad River. Lastly, pampas grass was found in two locations, both near the entrance of the trail.

North Bank Property classifies as a Red alder Forest Alliance. In this alliance, Red alder is dominant or codominant with greater than 50% relative cover along with Black cottonwood (*Populus trichocarpa*) and Sitka willow (Figures 6). Alders can reach a height of 130 feet, have a continuous canopy, and are open to forbs and ferns in the herbaceous layers. This alliance is most

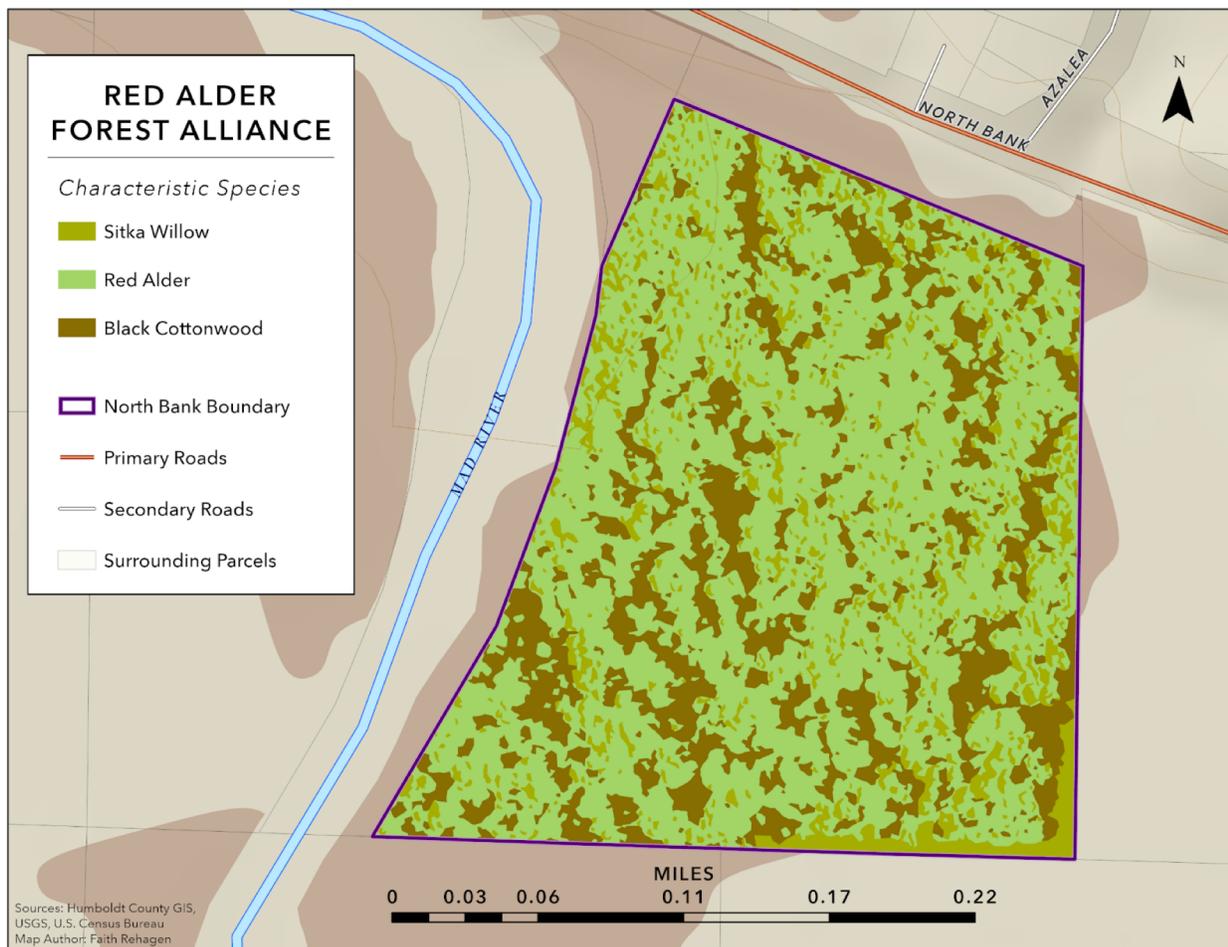


Figure 7. Displays forest alliance within North Bank Property. Species identified were Red alder (21ac), Black cottonwood (9ac), and Sitka willow (3ac).

common along the coast in California, where it can be found in both riparian and upland habitats. A well-developed shrub understory of salmonberry, California Blackberry, and Red elderberry is common (Sawyer et. al., 2009). On the North Bank site, we found that the most common species are Red alder, covering ~ 21 acres of the property, followed by black cottonwood, which covers ~9 acres, and Sitka willow which covers ~ 3 acres. Together, this forest community covers all 33 acres of the property.

4 RECOMMENDATIONS

4.1 Invasive Removal & Site Management

4.1.1 Hewitt Ranch

As English Holly is rated as a limited species, the management recommendations will primarily focus on Himalayan blackberry due to its high rating.

Himalayan Blackberry: Manual Removal

We suggest focusing on all areas with Himalayan Blackberry, as the plant can produce up to 13,000 seeds per square meter and birds constantly move and deposit seeds (Bennett, 2006). All Himalayan blackberry on the property can be removed manually, due to their relatively low abundance on the property. Pulling the plants by hand can be done in locations that have up to 8 stems, where the base of the stem is easily accessible (DiTomaso et. al, 2013). In a location with a high amount of blackberry, manual removal will need to be done using a Pulaski, mattock, or other similar units, due to its density. Our best estimate is that full removal could be done in one

full workday, once a week over 3 weeks, with 4-6 people each visit. Activities could be performed at no cost, by partnering with the Natural Resources Club at Humboldt State University. We also suggest monitoring the area once a year through data collection, vegetation sampling, and mapping. Along with this, we suggest retrieving a forest inventory on tree height, size, and volume collected by tree surveys and mapping. Both activities can be done through a capstone collaboration at Humboldt State University.

Recreation Recommendations

Since Hewitt Ranch is public land there has been public pressure to make the area more accessible. The MCSD has stated that they have been attempting to add a disc golf course to the site but received backlash from neighbors who worried about drug use, homeless encampments, and lack of parking in the area (McKinleyville, 2007). Until parking issues can be solved, we recommend keeping this area as is but providing mapped trails on the MCSD website and the addition of a small bridge for designated crossing over the streams to reduce erosion. Removal of some downed logs and Himalayan blackberry bushes will help with trail accessibility. The logs could be used to designate the trail borders. Better signage at the beginning of the property will help people recognize the property boundaries and where the trails begin.

Sensitive Species

Many species on the Hewitt Ranch site are connected to sensitive communities, regardless if the species themselves are not considered sensitive. The communities identified are listed in the California Native Plant Society Alliance Website. Inventories of the plant species were obtained in early spring and do not account for late in the season blooming plants that may have gone unaccounted for. A course of action to take would be to have a certified botanist take

inventory of the site's vegetation twice a year during the flowering season to have a more complete and accurate account of the species on the property.

4.1.2 North Bank

Wild Teasel: Manuel Removal

Wild teasel has a moderate level of invasiveness, and can produce more than 2,000 seeds per individual (DiTomaso et al., 2013). All 12 locations can be removed manually by hand pulling, removing the root, and should be completed before the flowering period in late spring. (HWMA, 2010).

English Ivy: Manual Removal

English ivy is a fast growing species with a high rating of invasiveness. Removal should take place prior to flowering, which occurs in late spring (HWMA, 2010). In the locations where English ivy grows at the ground level, the removal should be done by hand pulling the plants, making sure to dig out the roots as well. At the location with tree infestations, stems should be cut at the base of the tree, cutting out a one-foot portion of the ivy. Once the rest of the remaining ivy dies, the vines can be pulled off by hand.

Pampas Grass: Manuel Removal

Pampas grass is rated as a highly invasive species, as each grass plume can produce 100,000 seeds that are able to disperse up to 20 miles. Removal can be done manually but requires hand tools. The stems should be chopped down using a pulaski or ax, and the root ball

should then be dug out using a shovel, or chopping if needed. If plumes are present, they should be removed and sealed in a plastic bag for disposal (HWMA, 2010).

Poison Hemlock: Manual Removal

Most seeds of poison hemlock germinate immediately, however, they are rated as moderate. Caution should be taken when working with these plants, as direct contact can cause dermatitis, and oral contact by small amounts of seeds, leaves, or roots can result in poisoning. Removal should take place prior to their bloom time, which happens in spring to mid-summer. Wearing gloves, manual removal should be performed by hand pulling, ensuring to remove the entire taproot (DiTomaso et al., 2013).

We estimate that the removal of all species on North Bank property can be accomplished between a group of 4 people, during one full workday, once a week for 2-3 weeks. Activities could be completed at no cost, by partnering with the Natural Resources Club at Humboldt State University. The activities should be scheduled to take place between November and February, to ensure all invasives are removed prior to their flowering period. All plants should be put in piles, loaded, and taken to disposal if necessary. After removal, we suggest monitoring the area once a year through data collection, sampling, and mapping in collaboration with students at Humboldt State University.

Recreation Recommendations

Due to the nature of North Bank Property being a flood-prone area we recommend signage stating that users should be seasonal. Interpretative signs along the trail explaining the

wildlife, vegetation, and cultural resources that are present would increase public awareness and education of the site. Removal of some logs that directly cross the trail would help with accessibility and could be used for designating the trail borders. Additional trails could be added to this area with the removal of vegetation. This area is a fishing spot so inserting an iron ranger for anglers to report what they caught could help to inform the community about what species are present.

Sensitive Species

Many species on the North Bank site are connected to sensitive communities, regardless if the species themselves are not considered sensitive. The communities identified are listed in the CNPS Alliance Website. Inventories of the plant species were obtained in early spring and do not account for late in the season blooming plants that may have gone unaccounted for. A course of action to take would be to have a certified botanist take inventory of the site's vegetation twice a year during the flowering season to have a more complete and accurate account of the species on the property.

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6 APPENDICES

This section contains tables listing identified species found on both properties. Including sensitive communities according to the California Department of Fish and Wildlife (CDFW). The CDFW Alliance lists natural communities and their sensitivity as a whole. Listed are communities on the Hewitt Ranch and North Bank properties that are considered sensitive. The plants themselves may not be sensitive but the communities themselves are considered sensitive.

Website: <https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=153609&inline>

Global Rankings

G1 = Critically Imperiled — At very high risk of extinction due to extreme rarity (often 5 or fewer populations), very steep declines, or other factors.

G2 = Imperiled — At high risk of extinction due to very restricted range, very few populations (often 20 or fewer), steep declines, or other factors.

G3 = Vulnerable — At moderate risk of extinction due to a restricted range, relatively few populations (often 80 or fewer), recent and widespread declines, or other factors.

G4 = Apparently Secure — Uncommon but not rare; some cause for long-term concern due to declines or other factors.

G5 = Demonstrably Secure — Common; widespread and abundant.

State Rankings

S1 = Critically Imperiled — Critically imperiled in the state because of extreme rarity (often 5 or fewer occurrences) or because of some factor(s) such as very steep declines making it especially vulnerable to extirpation from the state/province.

S2 = Imperiled — Imperiled in the state because of rarity due to very restricted range, very few populations (often 20 or fewer), steep declines, or other factors making it very vulnerable to extirpation from the nation or state/province.

S3 = Vulnerable — Vulnerable in the state due to a restricted range, relatively few populations (often 80 or fewer), recent and widespread declines, or other factors making it vulnerable to extirpation.

S4 = Apparently Secure — Uncommon but not rare; some cause for long-term concern due to declines or other factors.

S5 = Secure — Common, widespread, and abundant in the state.

? indicates the best estimate of the rank, Alliance currently does not have sufficient samples of the expected range.

Appendix A: Hewitt Ranch Species List

Hewitt Ranch Species List		
Common Name	Scientific	Sensitive Community
Trees		
Douglas-fir	<i>Pseudotsuga menziesii var. menziesii</i>	Yes
Grand Fir	<i>Abies grandis</i>	Yes
Red Alder* ¹	<i>Alnus rubra*</i>	Yes
Sitka Spruce	<i>Picea sitchensis</i>	Yes
Western Hemlock	<i>Tsuga heterophylla</i>	Yes
Shrub		
California Blackberry*	<i>Rubus ursinus*</i>	Yes
Canyon Gooseberry	<i>Ribes menziesii</i>	No
Cascara	<i>Frangula purshiana</i>	No
Cotoneaster	<i>Cotoneaster pannosus</i>	No
Evergreen Huckleberry	<i>Vaccinium ovatum</i>	No
Himalayan Blackberry	<i>Rubus armeniacus</i>	No
Himalayan cotoneaster	<i>Cotoneaster simonsii</i>	
Red Elderberry	<i>Sambucus racemosa</i>	Yes
Red Huckleberry	<i>Vaccinium parvifolium</i>	No
Salal	<i>Gaultheria shallon</i>	Yes
Salmonberry	<i>Rubus spectabilis</i>	Yes
Thimbleberry	<i>Rubus parviflorus</i>	Yes
Twinberry	<i>Lonicera involucrata</i>	No
Willow	<i>Salix sp.</i>	No
Herbaceous		
Common Rush	<i>Juncus effusus</i>	No
Deer Fern	<i>Blechnum spicant</i>	No
English Daisy	<i>Bellis perennis</i>	No
Evergreen Violet	<i>Viola sempervirens</i>	No
False Lily-of-the-Valley	<i>Maianthemum dilatatum</i>	Yes
Giant Horsetail	<i>Equisetum telmateia ssp. braunii</i>	No
Hairy Cat's-Ear	<i>Hypochaeris radicata</i>	No
Hairy Honeysuckle	<i>Lonicera hispidula var. vacillans</i>	No

¹ * Asterisk indicates the species is dominant.

Hedge-Nettle	<i>Stachys sp.</i>	No
Lady Fern	<i>Athyrium filix-femina</i>	No
Mountain Sweet-cicely	<i>Osmorhiza berteroi</i>	No
Northern Inside-Out Flower	<i>Vancouveria hexandra</i>	No
Sedge	<i>Carex sp.</i>	No
Siberian Sandyflower	<i>Claytonia sibirica</i>	No
Skunk Cabbage	<i>Lysichiton americanus</i>	No
Slough Sedge	<i>Carex obnupta</i>	Yes
Smith's Fairy Bells	<i>Prosartes smithii</i>	No
Sword Fern	<i>Polystichum munitum</i>	No
Western Trillium	<i>Trillium ovatum</i>	No
Wood Rush	<i>Luzula sp.</i>	No
Youth-on-Age	<i>Tolmiea diplomenziesii</i>	No
Mosses		
Fan Moss	<i>Rhizomnium glabrescens</i>	
Menzies' Tree Moss	<i>Leucolepis acanthoneura</i>	
Oregon Beaked Moss	<i>Kindbergia oregana</i>	
Liverworts*		
Invasive		Invasive Rating
Himalayan Blackberry	<i>Rubus americanus</i>	High
English Holly	<i>Ilex aquifolium</i>	Limited

Appendix B: Invasive Species Descriptions

Description of Hewitt Ranch Invasives

Himalayan Blackberry (*Rubus armeniacus*)

The Himalayan blackberry is a spreading, essentially evergreen, glandless, robust shrub. This plant is a strong competitor. It quickly displaces native plant species and forms thickets, resulting in a dense canopy that severely limits the growth of understory plants due to a lack of light (DiTomaso et. al, 2013).

English Holly (*Ilex aquifolium*)

English Holly is a small evergreen shrub or tree found in California's North Coast Ranges, San Francisco Bay area, and central coast (DiTomaso et. al, 2013). English Holly is a common ornamental plant that can be used in landscaping and as a Christmas decoration. The plant has escaped cultivation and spread across the west coast's moist forested areas. Because of the invasion's recent onset, the impact of English Holly on native species is uncertain (DiTomaso et. al, 2013). It is causing concern because it is increasingly emerging in the region's now rare ancient forests (DiTomaso et. al, 2013). It alters the character and function of these forests by introducing an unusually tall shrub layer (DiTomaso et. al, 2013).

Appendix C: North Bank Species List

North Bank Species List		
Common Name	Scientific	Sensitive Community
Tree		
Black Cottonwood	<i>Populus trichocarpa</i>	Yes
Big Leaf Maple	<i>Acer macrophyllum</i>	No
Red Alder*	<i>Alnus Rubra*</i>	No
Red Willow	<i>Salix laevigata</i>	Yes
Sitka Willows	<i>Salix sitchensis</i>	Provisional
Shrub		
American Dogwood	<i>Cornus sericea</i>	Yes
California blackberry* ²	<i>Rubus ursinus*</i>	Yes
Canyon Gooseberry	<i>Ribes menziesii</i>	No
Osoberry	<i>Oemleria cerasiformis</i>	No
Red Elderberry	<i>Sambucus racemosa</i>	No
Red-flowering currant	<i>Ribes sanguineum</i>	No
Swamp Gooseberry	<i>Ribes lacustre</i>	No
Thimbleberry	<i>Rubus parviflorus</i>	No
Twinberry Honeysuckle	<i>Lonicera involucrata</i>	No
Wood Club Rush	<i>Lamium purpureum</i>	No
Willow*	<i>Salix spp.*</i>	No
Herbaceous		
Burclover	<i>Medicago sp.</i>	No
Coast Figwort	<i>Scrophularia californica</i>	No
Coast Man-root	<i>Marah oreganus</i>	No
Common California Aster	<i>Symphyotrichum chilense</i>	No
Common Horsetail	<i>Equisetum arvense</i>	No
Common Plantain	<i>Plantago major</i>	No
Common Scouring Rush	<i>Equisetum hyemale ssp. affine</i>	No
Common Velvet grass	<i>Holcus lanatus</i>	No
Common Vetch	<i>Vicia sativa</i>	No
Creeping Buttercup	<i>Ranunculus repens</i>	No
Cut-leaved Geranium	<i>Geranium dissectum</i>	No
Dandelion	<i>Taraxacum officinale</i>	No
Dock	<i>Rumex sp.</i>	No

² Asterisk indicates the species is dominant.

Dovefoot Geranium	<i>Geranium molle</i>	No
English Daisy	<i>Bellis perennis</i>	No
English Plantain	<i>Plantago lanceolata</i>	No
Forget me nots	<i>Myosotis sylvatica</i>	No
Fringe Cups	<i>Tellima grandiflora</i>	No
Giant Horsetail	<i>Equisetum telmateia ssp. braunii</i>	No
Goosegrass	<i>Galium aparine</i>	No
Hairy Cat's-ear	<i>Hypochaeris radicata</i>	No
Lady Fern	<i>Athyrium filix-femina</i>	No
Mock Strawberry	<i>Duchesnea indica var. indica</i>	No
Mountain Sweet-cicely	<i>Osmorhiza berteroi</i>	No
Mugwort	<i>Artemisia douglasiana</i>	No
Northern Willowherb	<i>Epilobium ciliatum</i>	No
Ox-eye Daisy	<i>Leucanthemum vulgare</i>	No
Pacific Silverweed	<i>Potentilla anserina ssp. pacifica</i>	No
Pampas Grass	<i>Cortaderia jubata</i>	No
Poison Hemlock	<i>Conium maculatum</i>	No
Prickly Gooseberry	<i>Ribes cynosbati</i>	No
Red Henbit	<i>Lamium purpureum</i>	No
Sedge*	<i>Carex sp.*</i>	No
Slough Sedge	<i>Carex obnupta</i>	Yes
Small-flowered Bulrush	<i>Scirpus microcarpus</i>	Yes
Spotted Medick	<i>Medicago arabica</i>	No
Spreading Rush	<i>Juncus patens</i>	Yes
Spurge	<i>Euphorbia sp.</i>	No
Sweet Vernal Grass	<i>Anthoxanthum odoratum</i>	No
Sweetclover	<i>Melilotus sp.</i>	No
Sword Fern	<i>Polystichum munitum</i>	No
Tall Fescue	<i>Festuca arundinacea</i>	No
Torrent Sedge	<i>Carex nudata</i>	No
Veronica	<i>Veronica sp.</i>	No
Wild Radish	<i>Raphanus sativus</i>	No
Invasive		Invasive Rating
Common/ English Ivy	<i>Hedera helix</i>	High
Creeping Buttercup	<i>Ranunculus repens</i>	Limited
Himalayan Blackberry	<i>Rubus americanus</i>	High
Pampas Grass	<i>Cortaderia selloana</i>	High
Poison Hemlock	<i>Conium maculatum</i>	Moderate
Teasel	<i>Dipsacus fullonum</i>	Moderate

Appendix D: North Bank Invasive Species Descriptions

Description of North Bank Species

Wild Teasel (*Dipsacus fullonum*)

Wild teasel is a taproot biennial that can grow to be 6 feet tall (Whitson, & Burrill, 2000). Teasel thrives in open, sunny environments that range from wet to dry, with wet conditions being optimal for it (Whitson, & Burrill, 2000). Wild teasel is native to Europe but has since become widespread in North America and is spreading rapidly in the Pacific Northwest, especially in moist sites along irrigation ditches, canals, and disturbed sites (Whitson, & Burrill, 2000).

Poison Hemlock (*Conium maculatum*)

Poison hemlock is a biennial, native to Europe that grows 6 to 8 feet tall (Whitson, & Burrill, 2000). It is often found in degraded areas, but can also infiltrate native plant populations in riparian woodlands and open floodplains along rivers and streams (Whitson, & Burrill, 2000). In shady places, it is very common. Poison hemlock can grow in dense stands, crowding out other plants. Poison hemlock is a pioneer species that in early successional stages colonizes disturbed sites, thus displacing natives. All parts of this plant are poisonous including the root (Whitson, & Burrill, 2000), so caution must be taken when removing this plant.

English Ivy (*Hedera helix*)

English ivy is a perennial evergreen woody vine and is found throughout California. English ivy grows vigorously in forests where nothing else seems able to compete and inhibits the regeneration of understory plants (Cal-IPC). Ivy will replace native vegetation by outcompeting seedlings for light, effectively inhibiting the ability of other plants to replicate.

Furthermore, this plant essentially “suffocates” existing shrubs and trees by ascending and eventually engulfing them (Cal-IPC).

Pampas Grass

Pampas grass is a large perennial grass found along the coast of California that favors dunes, bluffs, coastal shrublands, riparian areas, and disturbed areas (Cal-IPC). It is an ornamental plant that was introduced to California for erosion control and is widely sold in nurseries. (Cal-IPC). Pampas grass quickly colonizes bare ground, yet struggles to establish itself when seedlings must compete with other vegetation, since its germination requires sunlight (Cal-IPC). This plant is detrimental to native species since it changes plant community composition by creating monoculture stands with >75% cover (Cal-IPC).

Appendix E: Hewitt Ranch Sensitive Communities

Hewitt Ranch Sensitive Communities					
Community	Trees	Shrubs	Herbaceous	Ca-code ³	Ranking
Abies Grandis					
1	<i>Abies grandis (forest)</i>			88.100.00	G4, S2
2	<i>Abies grandis, Picea sitchensis</i>	<i>Gaultheria Shallon</i>	<i>Polystichum munitum</i>	88.100.01	G1, S1
3	<i>Abies grandis, Tsuga heterophylla</i>		<i>Polystichum munitum</i>	88.100.02	G2, S1
4	<i>Alnus Rubra</i>	<i>Gaultheria Shallon</i>		61.410.02	
5	<i>Alnus Rubra</i>	<i>Rubus spectabilis, Sambucus racemosa</i>		61.410.06	G3, G4
6		<i>Gaultheria Shallon, Rubus spectabilis, Rubus parviflorus</i>		63.901.01	
7		<i>Rubus spectabilis, Rubus parviflorus, Rubus ursinus</i>		63.901.02	
8		<i>Rubus parviflorus</i>		63.901.03	
9		<i>Rubus spectabilis</i>		63.901.04	G4, S2.2?
10		<i>Rubus ursinus</i>		63.901.05	
11	<i>Picea sitchensis (forest)</i>			83.200.00	G5, S2
12	<i>Picea sitchensis</i>		<i>Maianthemum dilatatum</i>	83.200.01	
13	<i>Picea sitchensis</i>		<i>Polystichum munitum</i>	83.200.03	G4?
14	<i>Picea sitchensis</i>	<i>Rubus spectabilis</i>		83.200.02	G3
15	<i>Picea sitchensis, Tsuga heterophylla</i>			83.200.04	
16	<i>Pseudotsuga menziesii var. menziesii</i>	<i>Gaultheria Shallon</i>		82.200.59	G3, G4
17			<i>Carex obnupta</i>	45.183.00	G4, S3

³ Ca-code is the identification code for Alliance given to the community Alliance has a sensitivity ranking

Appendix F: North Bank Sensitive Communities

North Bank Sensitive Communities					
Community	Trees	Shrubs	Herbaceous	Cacode	Global/State Rankings
1	<i>Populus trichocarpa</i> (species)			61.120.01	
2	<i>Populus trichocarpa</i> , <i>Salix spp.</i>			61.120.06	
3	<i>Populus trichocarpa</i> , <i>Salix laevigata</i>			61.120.09	
4	<i>Salix sitchensis</i>			61.206.01	
5	<i>Salix laevigata</i>	<i>Cornus sericea</i>	<i>Scirpus microcarpus</i>	61.216.05	G3, S3?
6		<i>Rubus ursinus</i>		63.901.05	
7			<i>Carex obnupta</i> , <i>Juncus patens</i>	45.183.03	G3, S3?
8			<i>Carex nudata</i>	45.182.01	G3, S3

Appendix G: North Bank Potential Alliances

Slough sedge (Carex obnupta) swards Herbaceous Alliance (S3, G4):

Within this alliance slough sedge is the dominant or co-dominant species with 50% relative cover in the herbaceous layer along with Pacific woodrush (*Luzula comosa*). At low cover, emergent trees and shrubs such as Red alder, coyote bush (*Baccharis*), Pacific Wax myrtle (*Morella californica*), brambles (*Rubus spp.*), coastal willow (*Salix hookeriana*), and Arroyo willow (*Salix lasiolepis*) may be present (Sawyer et. al., 2009). In California, stands can be found in damp to saturated swales, coastal lagoon margins, tidally affected wetlands, and other areas where fresh and brackish water meet. Plants grow in thick, continuous stands in the absence of or in the presence of shrub or tree canopies.

Rough Horsetail (Equisetum hyemale) and Field horsetail (Equisetum arvense) Herbaceous Alliance (S3):

Rough horsetail and great horsetail are the dominant or co-dominant species with greater than 50% relative cover in the herbaceous layer often occurring along with slender wild oat (*Avena barbata*), great brome (*Bromus diandrus*), Bermudagrass (*Cynodon dactylon*) or annual fescue (*Vulpia myuros*) (Sawyer et. al., 2009).

Acknowledgments

We thank the following for their support and contributions; Lesley Frisbee and Patrick Kaspari from the Mckinleyville Community Service District for allowing us the opportunity to

study these properties and create this paper for them, Jeffrey Dunk for advising and editing the paper, Alison O'Dowd for teaching the ESM 425 lecture, Jim Graham, and James Lamping for helping us to get drone data from the site, and Jennifer Kalt for helping us to identify different plant species at the properties.

McKinleyville Community Services District

BOARD OF DIRECTORS

June 2, 2021

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of May 2021

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

- Use of NHE Services = \$3,718
 - SWAP = \$4,800
 - CSW = \$600
 - Repair 580-C Charging System = \$60
 - Repair Rodder Fuel Pump = \$120
 - Repair Kristen Way Light Control = \$120
 - Brian’s Work on Water Sup Con Plan = \$2000
- TOTAL COST SAVINGS FOR May \$11,418

The cumulative cost savings for the District to date from July 1, 2020 is \$169,972

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

COVID- 19 – As has been reported, the District continues to track COVID related costs. As of the end of April, the detailed breakdown of the Covid related costs was:

Total Parks Refunds:	\$13,797.50
Total Computer Equip costs:	\$17,301.99
Total Labor:	\$30,628.63
<u>Total Supplies/PPE/Other:</u>	<u>\$13,904.32</u>
Total COVID related costs:	\$87,632.44

As reported over the last few months, the District submitted a total of \$41,078.46 in claims to the Governor’s Office of Emergency Services (CalOES) for Public Assistance for the State and Federally declared disaster FEMA-4482-DR-CA-COVID-19 Pandemic. Costs were associated with the purchase of personnel protective equipment, disinfectant, and employees’ time. It looks like we are not going to get reimbursed for any of the computers or employees time, reducing

our claim to approximately \$9,000. We have not yet received any reimbursement from CalOES, although we have heard that they are processing the claim. We have, however, receive \$12,000 for the claim submitted to the County under the CARES Act to respond to COVID. Of the \$87,632.44 in costs, it looks like we will get reimbursed for approximately \$21,000, leaving a balance of \$66,632.44. We are also closely watching additional funding from the American Rescue Plan COVID Relief Bill. Again, CSD's were not directly obligated any funds, so we will likely have to run any claims through the County or CalOES. It looks like we have an addition \$2,000 in equipment costs we probably can get reimbursed for.

This all does not include costs for people not paying their water bills. When the Governor lifts the ban on locking water services for customers that do not pay their bills, we will discover how much of the current unpaid fees we will get paid for, and how much we have to write off as bad debt. As of April 1, 2021, the total lock list stood at \$43,098.28. Out of that, \$15,664.63 have not paid since November 2020 or earlier. The oldest non-payment date is July 2020. The lock list a year ago, in April 2020, was \$34,723. Lock lists from 2019 ran between \$10k - \$15k per month. It of course should be noted that the lock list does not automatically translate to bad debt write-offs. This month we saw a reduction in lock list as reported in the Finance Director's report. Total bad debt for Fiscal Year 2019/20 was \$24,797.40. The average annual bad debt for the prior three years was \$10,282.16 per year. We will continue to track COVID related expenses and opportunities to claim associated costs, and, once the Governor lifts his No Lock order, we will update the Board on where things stand and who pays the back bills once we can lock them again.

The Governor recently proposed \$1 billion to help Californians pay their overdue water bills. A similar bill in the Assembly died in committee. It is very unclear how the Governor's proposed program would be enacted and there are more questions than answers at this point. It is unclear if payments would be made directly to water agencies or to individuals; it is unclear how claims would be made; it is unclear if this will cause people to stop paying their bills in the hope of having the government pay them; it is unclear how this will get around 218 issues, etc., etc. We will inform the Board when we know more about what is proposed for this program.

Most District Staff that are going to get vaccinations (which is the majority of Staff) have received two shots and are over two weeks out, so are considered fully vaccinated. Senior Staff continues to discuss when we will bring the segregated groups back together, but at this point it will likely be after the June 15th date established by the Governor and California Health & Human Services.

4.5 Gallon Water Tank Project – The District continues work on this Project with Kennedy Jenks (KJ) and their subconsultants. KJ submitted the "Preliminary Design Report" and 30% Design Drawings. All of their other Phase 1 documents are complete and submitted to CalOES/FEMA except the Biological and Wetlands Reports. The District received drafts of the Biological & Wetlands reports and provided comments, and we are waiting for the final reports.

District Legal Counsel had sent an email to Doug Shaw of American Hospital Group informing him we need to move forward on the project. The email included a Draft offer agreement attached for his review. We also reached out to Michael Colantuno, who agreed to assist if additional legal counsel is required. The District also submitted the Visual Impact analysis and Draft Wetlands Report to Mr. Shaw as promised. On May 14, Mitchell Law firm had a meeting with Doug Shaw on a separate matter unrelated to the District's tank, but asked Mr. Shaw if he had any comments on the offer. Mr. Shaw said that we should move forward. Given that, we are finalizing the legal description of the new parcel with Points West Surveying and finalizing a formal award letter for submittal to Mr. Shaw.

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

The total District match for the \$10,331,280 project would be \$2,582,820, assuming CalOES/FEMA funds the additional request. \$178,000 was budget for the engineering costs in this Fiscal Year, along with \$900,000 budgeted for Water Rehabilitation projects. The remaining are being budgeted for in the 2021/22 and 2022/23 Fiscal Years. We will wait until we get a formal response from CalOES and then bring back costs to the Board. We have also begun discussions with Brandis Tallman/Oppenheimer & Co. on potentially financing the \$2.5M from this project and the \$1.7M match from the Highway 101 Sewer Crossing Project and will update the Board on the results of those discussions once we reviewed Brandis Tallman's report.

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

SRF Energy Efficiency WWMF Micro-grid Project – Ameresco has submitted the Pre-design Report, the 90% design of the solar array, and the 90% design for the Battery Bank. District Staff and GHD provided comments on the design plans and report, and the comments will be incorporated into the 100% design submittals. The County Coastal Development Permit (CDP)

was approved at the May 6th Humboldt County Zoning Administrator meeting, and all necessary permits have been obtained.

The original Design/Build Contract amount with Ameresco is for \$2,065,520 with a \$206,552 contingency. The High Level Report prepared by Ameresco in August 2020 had the cost to move the solar array to the Pond 5 area at \$2.8M. Since approving the relocation, we have been waiting for Ameresco to provide us formal costs to prepare the contract change order required to cover the move to Pond 5. A proposed \$1,805,954 change order is being considered at this June 2, 2021 Board Meeting. This project is funded by a \$2.5M grant/\$2.5M loan from the State Water Resources Control Board.

TESLA Batteries – Tesla has started the battery installations at our Ramey/North Bank Water Pump Station and Fischer Sewer Lift Station sites. The pads have been poured and the batteries set and construction should be completed by May 28. The final permitting and Permission to Operate from PG&E is estimated to be granted in early August.

Mad River Restoration/Public Access Project – The grant funding for the final design and construction of the Mad River Restoration project has been secured. Funding has been secured by CalTrout from NOAA, Wildlife Conservation Board, USFWS and the State Coastal Conservancy in the amount of approximately \$1.53M. Permits have been finalized, including the Coastal Development Permit from the Coastal Commission, which was approved at the Coastal Commissions May 12-14 meeting. Meanwhile, CalTrout is moving forward on the final design and preliminary construction. Ideally, the trees that need to be removed for the channel construction would be removed this year after the nesting season, so we wouldn't have to worry about getting held up by nesting birds during construction in 2022.

Sewer Undercrossing Project – GHD has completed and submitted the Phase 1 reports to CalOES and FEMA for this project. The 30% Basis of Design Report as well as the biological and cultural resource environmental reports were formally submitted the first part of February. This completes the District's tasks agreed to under Phase 1 of the Hazard Mitigation Grant. FEMA now needs to complete their National Environmental Policy Act (NEPA) review and issue a Finding of No Significant Impact (FONSI) to release the Phase 2 funding of the grant. The finding of cultural resources adjacent to one of the sites will likely delay the NEPA review, and FEMA will likely reach out to the Tribes to do a government-to-government consultation. There are other wetland areas adjacent to some of the sites and there will have to be mitigation measures put in place for the work, but nothing that we think cannot be mitigated for. We are waiting for FEMA to respond to the submittal and begin their environmental review.

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

grant funding available in this Hazard Mitigation Grant Disaster Request. We have had some back and forth with CalOES on the request and have clarified some information, but we have not heard back yet if there are enough additional funding to cover the increased cost estimate. If there is available grant funding to cover a portion of this cost, at a minimum, the District's share would still approximately double from \$801,100 to \$1,724,350. Once we hear back from CalOES on available funding, we will bring this and the 4.5MG Tank funding back to the Board to approve funding options.

Pialorsi Ranch Property – The District is proceeding on the installation of the irrigation piping infrastructure on the ranch, as well as the restoration of the house. GHD has begun working on the new recycled water grant to facilitate the irrigation design. They performed infiltration studies and soil assessment at the end of March. However, the County has required a Coastal Development Permit for the installation of the monitoring wells to monitor groundwater elevations. After the MCSD Board approved the Notice of Exemption Document at the April Board Meeting, the completed Coastal Development Permit application was submitted to the County.

The remediation work for the PCB impacts to the Milk Barn by North Coast Environmental Construction has been completed. They were able to clean the concrete and break it up. The soil underneath the floor did not appear to have any impacts, and the concrete and minor amounts of impacted soil filled only two 55-gallon drums and they were able to stay within their \$61,805 estimate.

The former mobile home at the site has also been demolished and removed. The Sousa's and District Staff continue to clean up and improve the house and surrounding area.

Andy Titus has also taken over the hay lease for the Fischer and Pialorsi properties and finished his first cutting of grass the end of April. He has now begun tilling the soil to work additional organics into it. Operations Director Henry continues to coordinate with Mr. Titus on working on both properties and it appears it is going to be a good working relationship.

Local Limits – Operations Director Henry has finalized the Local Limits Study Report with Freshwater Environmental Services and submitted it to the North Coast Regional Water Quality Control Board for their review and approval. The Study compares the levels of various constituents (BOD, TSS, etc.) as it travels through the collection system, through the treatment process and effluent disposal to calculate the load and removal of constituents. This information was then used to establish how much of various constituents can be discharged by individual, generally commercial, users. After the Regional Boards reviews and approves the report, we will bring recommendations to the Board for changes to our local discharge limits for further review and discussion.

Reporting by Sheriff's office, County Public Work, County DHHS – A regular meeting has been scheduled with President Mayo, GM Kaspari, Supervisor Madrone, and Maya Conrad, the

current President of the McKinleyville Municipal Advisory Committee (MMAC), to occur on the last Monday of every month to discuss various topics of concern to all three organizations and the community. At this month's meeting we discussed: 1) the multi-modal transportation planning project being conducted by the County with a CalTrans grant (see next Meetings section for further discussion), 2) the Town Center project and Los Bagles interest in the site, as well as eventual management of the open spaces at the site, 3) the Sheriff's Office Remodel, 4) the District's existing sewer pipe on the Hammond Trail Railroad Trestle and maintaining it if the County received a grant for upgrading the trestle, 5) the General Plan Conformance review by the County for the Community Forest, 6) the potential abandonment and gating of Turner Road by the County.

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

The McCluski Tanks and the Mad River Crossing Hazard Mitigation grant applications were submitted to CalOES in March. We received a request for additional information on both grant applications and responded to those requests. I do not expect to hear anything on the grant approvals until August/September 2021.

Parks & Rec. Director Frisbee also submitted the Prop. 68 Parks grant for the Skate Park, upgrades to Azalea Hall and Pierson Park, and the BMX site development as reported in Parks & Recreation Directors Frisbee's report.

Meetings –The General Manager attended various meetings in March including a regularly schedule MMAC meeting, a Muni Meeting with HBMWD, and the first Operational Area meeting of the year to discuss the upcoming fire season. The fire season looks like it is going to be a bad one, and I forwarded a copy of the slides from that meeting as well as a handbook for elected officials to District Board Members.

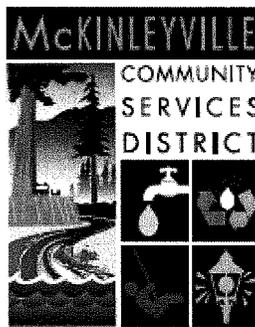
This month was also the first Task Force meeting on the McKinleyville Multimodal Connection Project. This is a Caltrans grant that the County received with help from a local Ad Hoc group of concerned McKinleyville residents. The grant will pay for RCAA to do community outreach and Michael Thomas Group to put together concept designs to improve multimodal transportation within McKinleyville, south of Railroad Ave to the northern end of Arcata. The first Public Outreach meetings and surveys are due in June. The final plan is expected in December 2022. The Project webpage is located at: <https://humboldt.gov/2912/McKinleyville-Multimodal-Connections-Pro>

The GM also had several meetings with the consultant and contractor for the Microgrid project, several meetings on the Community Forest, including meetings with Trust for Public Lands and

Green Diamond. GM Kaspari and Parks & Rec Director Frisbee also attended a very helpful meeting with Hank Seeman and Mark Andre to question them and benefit from their expertise in setting up and running Community Forests. The GM also attended an Emergency Operations Committee meeting and a Parks and Recreation Committee meeting.

Attachments:

- Attachment 1 – WWMF Monthly Self-Monitoring Report

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

May 26, 2021

RE: MONTHLY MONITORING REPORT

Dear Justin:

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

The normal discharge of effluent was 30 days going to 001. The required monitoring and water quality constituents that were tested and reported was in compliance in April.

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						N/A
PH		6.0- 9.0	6.0 – 9.0					N/A

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

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.

Monthly River Monitoring was conducted in April.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA

MONTH: April 2021

DATE	INFLUENT FLOW		EFFLUENT FLOW		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING								
	M.G.D.	M.G.D.	M.G.D.	M.G.D.	RIVER GFS	RIVER Dilution	B.O.D. mg/L	TSS mg/L	PH	(C°) TEMP	B.O.D. mg/L	TSS mg/L	CL ₂ RES.	CL ₂ RES.	RIVER CL ₂ RES.	SETTLABLE SOLIDS	TOTAL SOLIDS	TIME	PH	TEMP	D.O.	TIME	PH	TEMP	D.O.		
1	0.933	1.241	1470	857	262				7.3	14.6			0.7	0.00													
2	0.940	1.309	1264	808	287		330		7.3	15.4	3.3	3.0	0.6	0.00		<0.1											
3	0.942	1.342	1331	637	215				7.2	14.9			1.0	0.00													
4	0.972	1.252	1289	564	196				7.1	14.7			1.2	0.00													
5	0.945	1.264	1635	527	145				7.0	14.7			1.1	0.00			<1.8		13:20	7.4	15.2	11.2	13:30	7.5	14.8	10.9	
6	0.916	1.191	1390	507	164				7.2	14.8			0.9	0.00													
7	0.926	1.217	1315	445	152				7.2	15.0			1.0	0.00													
8	0.921	1.154	1429	405	127				7.3	15.1			1.0	0.00													
9	0.903	1.037	1164	376	145		320		7.4	15.1	3.8	2.2	1.3	0.00													
10	0.916	0.970	996	368	166				7.2	14.7			1.4	0.00													
11	0.941	0.970	1031	352	153				7.0	16.4			1.9	0.00													
12	0.907	0.970	1009	333	148				7.3	14.7			1.8	0.00													
13	0.882	0.971	1041	325	140				7.2	15.5			1.3	0.00													
14	0.892	0.977	1024	318	139				7.4	15.2			1.6	0.00													
15	0.887	0.975	1076	304	127				7.4	15.9			1.6	0.00													
16	0.862	0.891	1280	289	103		300		7.4	16.0	4.3	3.2	1.7	0.00													
17	0.999	0.808	874	285	146				7.3	15.9			2.0	0.00													
18	0.919	0.811	875	271	139				7.3	15.6			2.2	0.00													
19	0.895	0.813	809	260	144				7.4	14.8			2.1	0.00													
20	0.880	0.809	777	253	146				7.4	15.7			2.2	0.00													
21	0.876	0.804	842	247	132				7.3	16.0			2.0	0.00													
22	0.857	0.803	824	240	131				7.5	16.1			2.4	0.00													
23	0.868	0.802	824	227	124		320		7.3	15.7	6.3	3.8	2.2	0.00													
24	0.889	0.798	915	221	108				7.3	16.3			2.4	0.00													
25	0.962	0.793	1295	233	81				7.4	16.3			2.5	0.00													
26	0.907	0.795	764	282	166				7.2	16.4			2.6	0.00													
27	0.865	0.794	844	274	146				7.5	16.2			2.3	0.00													
28	0.866	0.795	807	253	141				7.2	16.1			2.2	0.00													
29	0.853	0.795	777	247	143				7.4	16.3			2.2	0.00													
30	0.863	0.543	801	230	129		370		7.5	16.2	5.0	3.4	2.2	0.00													

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER

Ammonia Impact	Ammonia	Nitrite	Nitrate	Hardness	Phosphorus	Bis-phosphate	Carbon Tetrachloride	Chloroform	Chloroform	Chloroform	Turbidity % Inches	
0.16	1.2	0.9	58	58	5.8	ND	ND	ND	ND	22 DNG	N/A	
MONTHLY TESTS LND-001, REC-001 DISCHARGE TO PERC PONDS and LAND												
Organic Phosphorus	TDS	AMMONIA	NITRATE	NITRITE	SODIUM	CHLORIDE	BORON					
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A					
AGUATE TOXICITY												
Date	Species	TST Pass/Fail										
4/6/2021	Rainbow Trout	Pass										
MONTHLY TESTS EFF-001 DISCHARGE TO RIVER												
MONTHLY RIVER RSW-001												
TSS	BOD	Ammonia	Conductivity	Turbidity	TSS	Hardness	Ammonia	Conductivity	Turbidity			
110	69	ND	120	1.8	140	73	ND	160	2.1			
MONTHLY RIVER RSW-002												
BOD	BOD	BOD	TSS	TSS	TSS	% Removal	LBS/DAY	% Removal	LBS/DAY			
mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	36	3	25	99			
30 DAY AVERAGE												
4	36	99	3	25	99							
EFF-001 REC-001 Quarterly Permit Exceedance												
Remarks:												

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

April 2021

Discharge Monitoring	002 LND-001	002 LND-001	004 REC-001	003 REC-001	006 REC-001	005 REC-001	001 EFF-001				
DATE	INF-001 MGD	EFF-001 MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	0.933	1.241	1470							0.000	1.241
2	0.940	1.309	1264							0.000	1.309
3	0.942	1.342	1331							0.000	1.342
4	0.972	1.252	1289							0.000	1.252
5	0.945	1.264	1635							0.000	1.264
6	0.916	1.191	1390							0.000	1.191
7	0.926	1.217	1315							0.000	1.217
8	0.921	1.154	1429							0.000	1.154
9	0.903	1.037	1164							0.000	1.037
10	0.916	0.970	996							0.000	0.970
11	0.941	0.970	1031							0.000	0.970
12	0.907	0.970	1009							0.000	0.970
13	0.882	0.971	1041							0.000	0.971
14	0.892	0.977	1024							0.000	0.977
15	0.887	0.975	1076							0.000	0.975
16	0.862	0.891	1260							0.000	0.891
17	0.999	0.808	874							0.000	0.808
18	0.919	0.811	875							0.000	0.811
19	0.895	0.813	809							0.000	0.813
20	0.880	0.809	777							0.000	0.809
21	0.876	0.804	842							0.000	0.804
22	0.857	0.803	824							0.000	0.803
23	0.858	0.802	824							0.000	0.802
24	0.889	0.798	915							0.000	0.798
25	0.962	0.793	1295							0.000	0.793
26	0.907	0.795	764							0.000	0.795
27	0.865	0.794	844							0.000	0.794
28	0.866	0.795	807							0.000	0.795
29	0.853	0.795	777							0.000	0.795
30	0.863	0.543	801							0.000	0.543
TOTAL	27.174	28.694		0.000	0.000	0.000	0.000	0.000	0.000	0.000	28.694
AVERAGE	0.906	0.956	1058	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.956
MAXIMUM	0.999	1.342	1635	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.342
MINIMUM	0.853	0.543	764	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.543
DAYS	30	30		0	0	0	0	0	0	0	30
DAYS WITH NO DISCHARGE =											

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

WASTEWATER MANAGEMENT FACILITY

RIVER CFS - EFFLUENT FLOWS -

M-003

RIVER DILUTION

M-004

M-005

April 2021

DATE	INF-001 INFLUENT MGD	EFF-001 EFFLUENT MGD	EFFLUENT MAXIMUM GPM	M-002 PERK PONDS MGD	M-006 IRRIGATE MGD	EFF-001 RIVER MGD	RIVER DILUTION 100:1	MAXIMUM G.P.M. DISCHARGE FOR 100:1	RIVER FLOW IN CFS	RIVER FLOW IN GPS
1	0.933	1.241	1470			1.241	262	3847	857	6411
2	0.940	1.309	1264			1.309	287	3627	808	6045
3	0.942	1.342	1331			1.342	215	2859	637	4765
4	0.972	1.252	1289			1.252	196	2532	564	4219
5	0.945	1.264	1635			1.264	145	2365	527	3942
6	0.916	1.191	1390			1.191	164	2276	507	3793
7	0.926	1.217	1315			1.217	152	1997	445	3329
8	0.921	1.154	1429			1.154	127	1818	405	3030
9	0.903	1.037	1164			1.037	145	1688	376	2813
10	0.916	0.970	996			0.970	166	1652	368	2753
11	0.941	0.970	1031			0.970	153	1580	352	2633
12	0.907	0.970	1009			0.970	148	1495	333	2491
13	0.882	0.971	1041			0.971	140	1459	325	2431
14	0.892	0.977	1024			0.977	139	1427	318	2379
15	0.887	0.975	1076			0.975	127	1365	304	2274
16	0.862	0.891	1260			0.891	103	1297	289	2162
17	0.999	0.808	874			0.808	146	1279	285	2132
18	0.919	0.811	875			0.811	139	1216	271	2027
19	0.895	0.813	809			0.813	144	1167	260	1945
20	0.880	0.809	777			0.809	146	1136	253	1893
21	0.876	0.804	842			0.804	132	1109	247	1848
22	0.857	0.803	824			0.803	131	1077	240	1795
23	0.858	0.802	824			0.802	124	1019	227	1698
24	0.889	0.798	915			0.798	108	992	221	1653
25	0.962	0.793	1295			0.793	81	1046	233	1743
26	0.907	0.795	764			0.795	166	1266	282	2110
27	0.865	0.794	844			0.794	146	1230	274	2050
28	0.866	0.795	807			0.795	141	1136	253	1893
29	0.853	0.795	777			0.795	143	1109	247	1848
30	0.863	0.543	801			0.543	129	1032	230	1721
TOTAL	27.174	28.694		0.000	0.000	28.694				
AVERAGE	0.906	0.956	1058	0.000	0.000	0.956	151	1637	365	2728
MAXIMUM	0.999	1.342	1635	0.000	0.000	1.342	287	3847	857	6411
MINIMUM	0.853	0.543	764	0.000	0.000	0.543	81	992	221	1653
DAYS	30	30		0	0	30				
DAYS WITH NO DISCHARGE TO THE MAD RIVER = 0										