

April 2, 2025 Regular Meeting of the McKinleyville Community Services District Board of Directors

Time: 6:00 p.m.

Location: Azalea Hall, 1620 Picket Road, McKinleyville, California

Or

Teleconference via ZOOM or Telephone

Use ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>)

or DIAL IN TOLL FREE: 1-888-788-0099 (No Password Required!)

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: comments@mckinleyvillecsd.com up until 4:30 p.m. on Tuesday, April 1, 2025.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, April 2, 2025 in a supplemental packet information that will also be posted on the website for public viewing.

Agenda

A. Call to order

- 1 Roll Call
- 2 Pledge of Allegiance
- 3 Additions or Changes to the Agenda

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

4 Approval of the Agenda

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.

B. Public Hearings

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

NO PUBLIC HEARING SCHEDULED

C. Public Comment and Written Communications

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

D. Consent Calendar

1 Consider Approval of Minutes of the Board of Directors Regular Meeting on March 5, 2025 and Special Meeting on March 18, 2025 (Pg. 7)

Attachment 1 – Draft Minutes from March 5, 2025 (Pg. 9)

Attachment 2 – Draft Minutes from March 18, 2025 (Pg. 15)

2 Consider Approval of February Treasurer’s Report (Pg. 17)

3 Compliance With State Double Check Valve (DCV) Law (Pg. 31)

4 Consider Designation of Director Dennis Mayo Authorized Voting Representative for the 2025 Association of California Water Agencies (ACWA) Election for President, Vice-President, and Region Board Members (Pg. 33)

Attachment 1 – March 12, 2025 ACWA Correspondence (Pg. 35)

Attachment 2 – Authorized Voting Representative Form (Pg. 37)

5 Consider Approval of Professional Services Agreement with GHD Inc. to Perform the Feasibility Analysis for the Letz Avenue Sewer Force Main Rehabilitation Project (Pg. 39)

Attachment 1 – Professional Services Agreement (Pg. 41)

6 Consider Adoption of Resolution 2025-09 Granting Continuous Authorization to the Finance Director and General Manager to Transfer Funds from the Humboldt County Treasury to Other Accounts Held by the District (Pg. 55)

Attachment 1 – Resolution 2025-09 (Pg. 57)

E. Continued and New Business

1 Consider Adoption of Resolution 2025-08 Recognizing, Honoring and Commending Jens Andersen for Twenty (20) Years of Service (Pg. 59)

Attachment 1 – Resolution 2025-08 (Pg. 61)

2 Consider Appointments of Alternate Seat Applicants, Patti Stuart & Evan Swartz to Voting Seats on the Park and Recreation Committee (PARC) (Pg. 63)

3 Initiate Process for General Manager’s Annual Performance Evaluation (Pg. 65)

Attachment 1 – General Manager Employment Agreement, Page 6-7, Paragraph 8: Performance Evaluation (Pg. 67)

Attachment 2 – Board of Director’s Evaluation Form GM (Blank) (Pg. 69)

Attachment 3 – Department Head 360 Performance Evaluation of GM (Blank) (Pg. 73)

- 4 Consider Adopting Resolutions 2025-06 & 2025-07 Initiating Proceedings for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities Annual Levy and Collection of Assessments for Fiscal Year 2025/2026; Declaring Intention to Levy and Collect the Fiscal Year 2025/2026 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, Accepting and Approving the Engineer's Report and Setting the Public Hearing (Pg. 75)**

Attachment 1 – Resolution 2025-06 (Pg. 79)

Attachment 2 – Resolution 2025-07 (Pg. 83)

Attachment 3 – Draft Annual Engineer's Report for Fiscal Year 2025/2026 (Pg. 87)

- 5 Review Parks & General Fund DRAFT Operating Budget, FY2025-26 (Pg. 121)**

Attachment 1 – FY2025-26 DRAFT Parks/General Fund and Measure B Operating Budgets (Pg. 123)

- 6 Consider First Reading of Ordinance 2025-02 Revising Article IV, Regulation 46 of the MCSD Rules and Regulations to add Description of McKinleyville Community Forest Subcommittees (Pg. 125)**

Attachment 1 – Ordinance 2025-02 (Pg. 127)

- 7 Consider Purchase Offer for 899 Murray Road (Assessor's Parcel Number 511-401-039-000) (Pg. 133)**

Attachment 1 – Letter from Laurel Tree Charter School (Pg. 135)

Attachment 2 – Map of the Subject Parcel (Pg. 137)

F. Reports

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

- 1 Active Committee Reports**

- a. **Parks and Recreation Committee (Binder/Biteman)**
- b. **Area Fund (John Kulstad/Binder)**
- c. **Redwood Region Economic Development Commission (Mayo/Biteman)**
- d. **McKinleyville Senior Center Board Liaison (Binder/Couch)**
- e. **Audit and Finance Committee (Orsini/Biteman)**
- f. **Employee Negotiations (Couch/Mayo)**
- g. **McKinleyville Municipal Advisory Committee (Binder/Orsini)**
- h. **McKinleyville Community Forest Committee (Orsini/Biteman)**
- i. **HBMWD Muni Water Task Force (Couch/Mayo)**

2 Legislative and Regulatory Reports

3 Staff Reports

- a. **Finance & Administration Department (Samantha Howard) (Pg. 139)**
- b. **Operations Department (James Henry) (Pg. 141)**
- c. **Parks & Recreation Department (Kirsten Messmer) (Pg. 147)**

Attachment 1 – Parks and Recreation Committee Approved Meeting Minutes from February 19, 2025 **(Pg. 151)**

Attachment 2 – McKinleyville Community Forest Committee Approved Meeting Minutes from February 18, 2025 **(Pg. 155)**

- d. **General Manager (Pat Kaspari) (Pg. 159)**

Attachment 1 – WWMF Monthly Self-Monitoring Report **(Pg. 165)**

4. President's Report

5. Board Member Comments, Announcements, Reports and Agenda Item Requests

G. Adjournment

Posted 5:00 p.m. on March 28, 2025

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

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

McKinleyville Community Services District

BOARD OF DIRECTORS

April 2, 2025

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of the Draft Minutes of March 5, 2025 Board of Directors Regular Meeting**

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

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

Recommendation:

Staff recommends the approval of the Draft Minutes of the Board of Directors for the March 5, 2025 regular meeting.

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from March 5, 2025 Regular Meeting

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MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, MARCH 5, 2025 at 6:00 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA
and
TELECONFERENCE Via ZOOM & TELEPHONE:
ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) and TOLL FREE: 1-888-788-0099

NOTE: Items are listed in the order in which they were considered.

AGENDA ITEM A. CALL TO ORDER:

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

James Biteman, President	Pat Kaspari, General Manager
Scott Binder, Director	Joey Blaine, Board Secretary
David Couch, Director	James Henry, Operations Director
Dennis Mayo, Vice President	Samantha Howard, Finance Director
Greg Orsini, Director	Kirsten Messmer, Parks and Recreation Director

A.2 Pledge of Allegiance

The Pledge of Allegiance was led by Director Binder.

A.3 Additions to the Agenda

General Manager Kaspari confirmed there were no additions to the agenda.

A.4 Approval of the Agenda

Motion: It was moved to approve the agenda.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM B. PUBLIC HEARINGS

There was no public hearing scheduled.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

Mary Burke, McKinleyville Municipal Advisory Committee (MMAC) Chair, and Lisa Dugan, MMAC Vice Chair thanked the Board for the annual monetary and Staff support.

Humboldt County 5th District Supervisor Steve Madrone commended the Board and Staff on high ratings on the survey distributed by the McKinleyville Family Resource Center.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on February 5, 2025

- D.2 Consider Approval of December Draft Treasurer’s Report**
- D.3 Compliance with State Double Check Valve (DCV) Law**
- D.4 Review and Approve the Amendments to the County Lease for the Law Enforcement Facilities**
- D.5 Review and Approve the Amendments to the County Lease for Library**
- D.6 Consider Adoption of Resolution 2025-05 Nominating Melody McDonald for Re-Election to the Association of California Water Agencies Joint Powers Insurance Authority Executive Committee**
- D.7 2024 Wastewater Management Facility Annual Report for the North Coast Regional Water Quality Control Board (NCRWQCB)**
- D.8 Consider Approval of Hiller Sports Complex Facility Use Agreement Contracts with Fee Increases, between MCSD and the Following Youth Sport Organizations: McKinleyville Little League; and Humboldt Fastpitch Softball**

Motion: It was moved to approve the Consent Calendar.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Discuss and Consider Approval of Organizational Chart Revision to add Environmental Programs Coordinator

Finance Director Howard presented the item.

Directors discussed and asked clarifying questions.

Mary Burke, community member, gave public comment in support of the addition of the new position.

Motion: It was moved to approve the revision of the Organizational Chart to add Environmental Programs Coordinator.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed

E.2 Discuss and Consider Approval of Notice of Exemption for Lead Service Line Inventory

Operations Director Henry overviewed the item.

Motion: It was moved to direct Staff to submit the Notice of Exemption (NOE) for the Lead Service Line Inventory for posting at the Humboldt County Recorder's Office.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed

E.3 Discuss and Consider Approval of Resolution 2025-03 Designating the General Manager as the Authorized Representative for CalOES Cyber Security Grant

General Manager Kaspari overviewed the item.

Directors discussed and asked clarifying questions.

Directors Binder and Orsini expressed interest in serving on the future cybersecurity committee.

Motion: It was moved to approve and adopt Resolution 2025-03.

Motion by: Director Couch **Second:** Director Mayo

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.4 Discuss and Consider Approval of Resolution 2025-04 Designating the General Manager as the Authorized Representative for the Recycled Water Grant Application

General Manager Kaspari reviewed the item.

Directors discussed and supported the necessity of the project.

Motion: It was moved to approve and adopt Resolution 2025-04.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.5 Review Information for the Draft Capital Improvement Plan for the Operational Funds: Water, Wastewater, and Streetlights, FY2025-26

Finance Director Howard presented the item.

There was no public comment.

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

E.6 Consider Second Reading of Ordinance 2025-01 Codifying Article IX of the MCSD Rules and Regulations: Administrative Remedies Procedure

Board Secretary Blaine presented the item.

Directors commented and reiterated the importance of the creation of the procedure.

Motion: It was moved to approve the second reading of and adopt Ordinance 2025-01.

Motion by: Director Couch **Second:** Director Mayo

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.7 Consider Purchase Offer for Assessor's Parcel Number 507-141-016

General Manager Kaspari reviewed the item.

Motion: It was moved to direct Staff to not pursue the purchase offer.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder had nothing further to add to Parks and Recreation Director Messmer's report.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Biteman):** Director Biteman gave a brief report of the February meeting of the commission.
- d. **McKinleyville Senior Center Board Liason (Binder/Couch):** President Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Biteman):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini gave report out of the February MMAC meeting.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** Director Orsini gave a brief report out of the February committee meeting.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo gave a report on his time at the ACWA DC Conference.

Director Orsini gave a report on proposed legislation that would inhibit local governmental agencies from obtaining tax exempt bonds.

Humboldt County 5th District Supervisor Madrone gave an update from the County.

F.3 STAFF REPORTS

- a. **Finance and Administration Department:** Finance Director Howard had nothing further to add to her written report.
- b. **Operations Department (James Henry):** Operations Director Henry had nothing further to add to his written report.
- c. **Parks & Recreation Department (Kirsten Messmer):** Parks and Recreation Director Messmer had nothing further to add to her written report.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari had nothing further to add to his written report.

F.4 PRESIDENT'S REPORT

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

G. ADJOURNMENT:

Meeting Adjourned at 8:04 p.m.

Joseph Blaine, Board Secretary

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MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON TUESDAY, MARCH 18, 2025 at 2:00 P.M. IN PERSON AT DISTRICT OFFICE CONFERENCE ROOM – 1656 SUTTER ROAD, MCKINLEYVILLE, CALIFORNIA
and
TELECONFERENCE Via ZOOM & TELEPHONE:
ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) and TOLL FREE: 1-888-788-0099

NOTE: Items are listed in the order in which they were considered.

1 Call to Order and Roll Call: The meeting was called to order at 2:00 p.m. with following Directors and Staff in attendance in person at District Conference Room:

James Biteman, President
Scott Binder, Director
David Couch, Director
Dennis Mayo, Vice President
Greg Orsini, Director

Pat Kaspari, General Manager
Joey Blaine, Board Secretary
Samantha Howard, Finance Director
Kirsten Messmer, Parks and Recreation Director

2 Pledge of Allegiance

The Pledge of Allegiance was led by Director Mayo.

3 Additions to the Agenda

General Manager Kaspari confirmed there were no additions to the agenda.

4 Approval of the Agenda

Motion: It was moved to approve the agenda.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

5 Public Comment and Written Communications

There was no public comment.

6 Consider Approval of FY23-24 Audited Financial Statements

Finance Director Howard introduced the item.

Chris Brown and Jeff Palmer of C.J. Brown & Company CPAs gave a presentation to the Board of the FY23-34 Audited Financial Statements.

Board members asked clarifying questions.

The was no public comment.

Motion: It was moved to approve the FY23-24 Audited Financial Statements per the recommendation of the Audit and Finance Committee.

Motion by: Director Orsini **Second:** Director Mayo
There were no comments from the Board or public.

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

Motion Summary: Motion passed.

7 Consider Approval of FY23-24 Single Audit

Finance Director Howard presented the item.

Chris Brown and Jeff Palmer of C.J. Brown & Company CPAs gave a presentation to the Board of the FY23-34 Single Audit.

Board members asked clarifying questions.

There was no public comment.

Motion: It was moved to approve the FY23-24 Audited Single Audit per the recommendation of the Audit and Finance Committee.

Motion by: Director Orsini **Second:** Director Mayo
There were no comments from the Board or public.

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

Motion Summary: Motion passed.

8 Consider Approval of FY21-22 Single Audit Revision

Finance Director Howard reviewed the item.

Chris Brown and Jeff Palmer of C.J. Brown & Company CPAs gave a presentation to the Board of the FY21-22 Single Audit Revision.

There was no public comment.

Motion: It was moved to approve the FY21-22 Single Audit Revision per the recommendation of the Audit and Finance Committee.

Motion by: Director Orsini **Second:** Director Mayo
There were no comments from the Board or public.

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

Motion Summary: Motion passed.

9 ADJOURNMENT:

Meeting Adjourned at 3:08 p.m.

Joseph Blaine, Board Secretary

**McKinleyville Community Services District
Treasurer's Report
February 2025**

Table of Contents

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

Ratios

as of February 28, 2025

- Utility Accounts Receivable Turnover Days	15
- YTD Breakeven Revenue, Enterprise Funds:	\$ 5,044,540
- YTD Actual Enterprise Operating Revenue:	\$ 5,958,778
- Days of Cash on Hand-Operations Checking/MM	222

McKinleyville Community Services District
 Activity Summary by Fund, Approved Budget
 February 28, 2025

Department Summaries	July	August	September	October	November	December	January	February	% of Year 66.67% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	% Year Remaining: 33.33%		Notes	
													Total Budget	Remaining Budget		Budget %
Water																
Water Sales	377,798	466,657	387,565	404,473	336,145	311,606	378,513	335,582	2,998,339	2,900,000	98,339	3.39%	4,350,000	1,351,661	31.07%	
Other Revenues	18,199	19,951	9,039	11,274	12,980	28,642	15,661	11,904	127,650	204,633	(76,983)	-37.62%	306,950	179,300	58.41%	
Total Operating Revenues	395,997	486,608	396,604	415,747	349,126	340,248	394,174	347,486	3,125,989	3,104,633	21,356	0.69%	4,656,950	1,530,961	32.87%	
Salaries & Benefits	136,738	111,520	104,841	118,522	113,067	107,996	113,467	121,223	927,374	973,811	(46,437)	-4.77%	1,460,717	533,343	36.51%	Budget spread evenly across 12 months, but actuals vary by schedule
Water Purchased	107,688	108,330	111,217	110,780	109,448	108,258	108,229	105,509	869,460	863,333	6,127	0.71%	1,295,000	425,540	32.86%	
Other Expenses	49,482	47,132	39,224	71,527	39,434	148,132	52,124	40,077	487,133	618,657	(131,524)	-21.26%	927,985	440,852	47.51%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	266,664	266,667	(3)	0.00%	400,000	133,336	33.33%	
Total Operating Expenses	327,242	300,315	288,616	334,162	295,282	397,719	307,154	300,143	2,550,631	2,722,468	(171,837)	-6.31%	4,083,702	1,533,071	37.54%	
Net Operating Income	68,756	186,292	107,988	81,585	53,844	(57,471)	87,020	47,343	575,358	382,165	(150,480)		573,248	(2,110)		
Grants	560	-	-	722,437	-	-	1,970,604	-	2,693,601	4,666,667	(1,973,066)		7,000,000	4,306,399	61.52%	Jan grant revenue from 4.5 mgt -CalOES and NCRP
Interest Income	22,552	42,302	28,947	29,098	27,289	27,359	23,754	22,839	224,140	100,000	124,140	124.14%	150,000	(74,140)	-49.43%	
Interest Expense	14,259	-	-	-	-	-	-	-	14,259	133,816	119,557	-89.34%	200,724	186,465	92.90%	
Total Non-Operating Income	8,853	42,302	28,947	751,535	27,289	27,359	1,994,358	22,839	2,903,482	4,632,851	(1,968,482)		6,949,276	4,045,794		
Net Income (Loss)	77,609	228,595	136,935	833,120	81,133	(30,112)	2,081,378	70,183	3,478,840	5,015,016	(2,118,963)		7,522,524	4,043,684		
Wastewater																
Wastewater Service Charges	365,828	395,146	369,717	378,264	351,430	346,764	389,439	363,852	2,960,439	2,800,000	160,439	5.73%	4,200,000	1,239,561	29.51%	
Other Revenues	26,213	26,294	10,630	16,515	18,554	37,199	23,241	17,425	176,072	190,961	(14,889)	-7.80%	286,442	110,370	38.53%	
Total Operating Revenues	392,041	421,440	380,347	394,779	369,983	383,962	412,680	381,277	3,136,511	2,990,961	145,550	4.87%	4,486,442	1,349,931	30.09%	
Salaries & Benefits	150,184	131,183	136,410	132,561	126,646	136,139	148,293	113,455	1,074,869	1,015,257	59,612	5.87%	1,522,885	448,016	29.42%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Other Expenses	62,036	63,980	52,065	77,260	58,369	98,016	77,839	62,873	552,438	774,390	(221,952)	-28.66%	1,161,585	609,147	52.44%	
Depreciation	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	1,000,000	1,000,000	-	0.00%	1,500,000	500,000	33.33%	
Total Operating Expenses	337,220	320,162	313,474	334,821	310,015	359,155	351,132	301,328	2,627,308	2,789,647	(162,340)	-5.82%	4,184,470	1,557,163	37.21%	
Net Operating Income	54,821	101,278	66,873	59,958	59,968	24,808	61,548	79,949	509,203	201,314	307,889		301,972	(207,231)		
Grants	560	-	-	41,666	-	-	48,171	-	90,397	483,333	(392,936)	-81.30%	725,000	634,603	87.53%	Jan grant revenue is Fischer Lift Station reimbursement.
Interest Income	28,754	60,872	44,303	45,670	40,637	40,093	51,647	47,246	359,223	80,000	279,223	349.03%	120,000	(239,223)	-199.35%	
Interest Expense	(209,752)	278,317	-	-	34,266	-	-	65,464	168,295	170,567	2,272	-1.33%	255,851	87,556	34.22%	February interest expense-Sewer Bond & Pialorsi Payment
Total Non-Operating Income	239,066	(217,445)	44,303	87,336	6,370	40,093	99,818	(18,218)	281,324	392,766	(115,985)		589,149	307,825	52.25%	
Net Income (Loss)	293,887	(116,167)	111,176	147,295	66,339	64,901	161,366	61,732	790,528	594,080	196,448		891,121	100,593		
Enterprise Funds Net Income (Loss)	371,495	112,428	248,111	980,414	147,472	34,789	2,242,744	131,914	4,269,367	5,609,096	(1,339,729)		8,413,645	4,144,278		

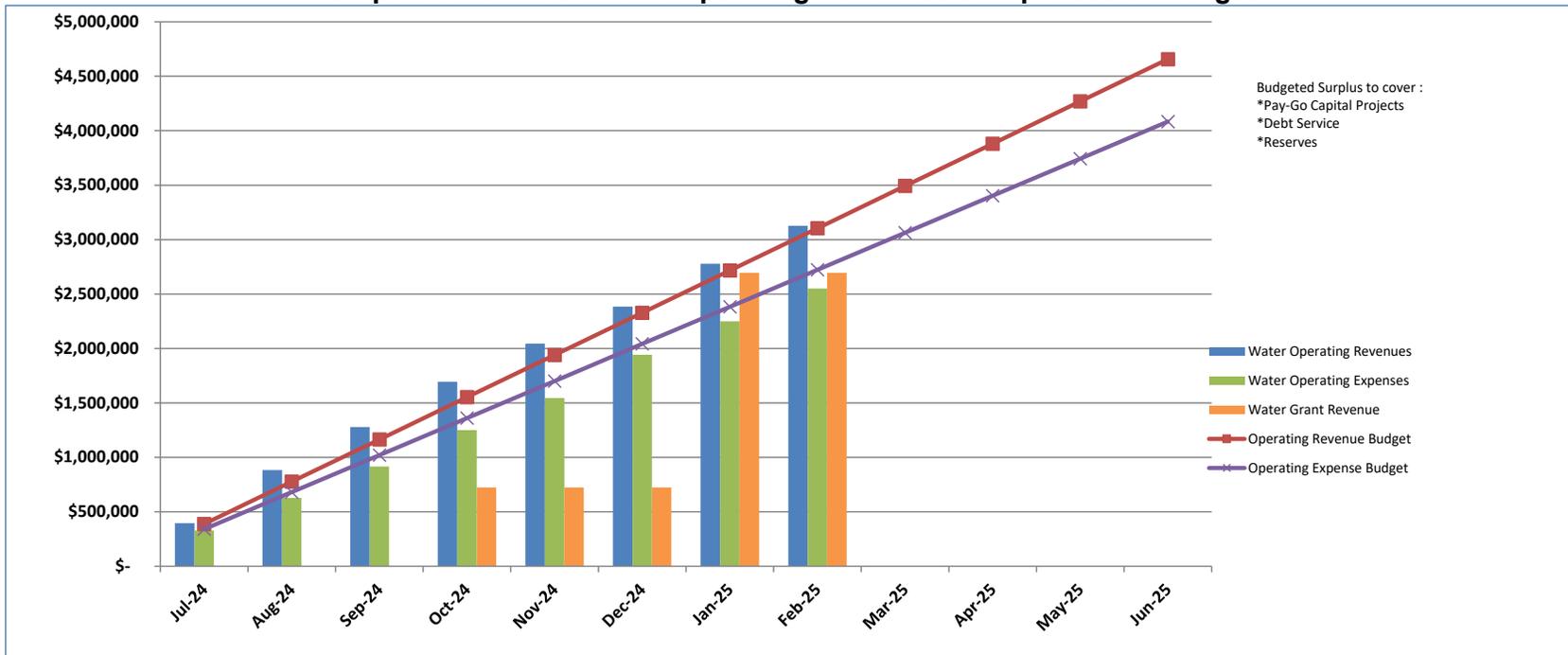
McKinleyville Community Services District
 Activity Summary by Fund, Approved Budget
 February 28, 2025

Department Summaries	July	August	September	October	November	December	January	February	% of Year 66.67% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	% Year Remaining: 33.33%		Notes	
													Total Budget	Remaining Budget Budget %		
*Parks & Recreation																
Program Fees	65,991	9,156	2,066	15,325	52,354	54,139	34,953	9,513	243,496	284,100	(40,604)	-14.29%	426,150	182,654	42.86%	Budget spread evenly across 12 months, but actuals vary by schedule
Rents & Facility Related Fees	8,508	16,190	3,795	7,139	4,010	2,155	4,878	19,552	66,227	67,550	(1,323)	-1.96%	101,325	35,098	34.64%	Hiller Sports Vendor Revenue for February 2025
Property Taxes	-	-	-	-	-	436,262	-	-	436,262	489,196	(52,934)	-10.82%	733,794	297,532	40.55%	Approx 59% of Property Tax Revenue Received
Other Revenues	12,292	12,284	14,610	12,371	12,362	12,354	12,747	24,075	113,095	133,033	(19,938)	-14.99%	199,550	86,455	43.33%	Budget spread evenly across 12 months, but actuals vary by schedule
Interest Income	21,059	23,175	17,359	17,424	16,273	21,811	14,352	13,501	144,953	50,000	94,953	189.91%	75,000	(69,953)	-93.27%	
Total Revenues	107,850	60,806	37,829	52,259	84,998	526,720	66,930	66,640	1,004,033	1,023,879	(19,846)	-1.94%	1,535,819	531,786	34.63%	
Salaries & Benefits	95,370	87,799	94,991	112,570	96,894	104,312	113,566	107,238	812,740	733,294	79,446	10.83%	1,099,941	287,201	26.11%	
Other Expenditures	28,081	21,154	15,122	27,739	16,120	33,245	20,568	2,584	164,614	195,983	(31,369)	-16.01%	293,975	129,361	44.00%	
Total Expenditures	123,451	108,953	110,114	140,310	113,014	137,557	134,134	109,822	977,354	929,277	48,077	5.17%	1,393,916	416,562	29.88%	
Other Financing Sources: Grant Revenues	-	-	-	-	-	-	-	-	-	866,667	(866,667)	-100.00%	1,300,000	1,300,000	100.00%	
Capital Expenditures	-	500	15,867	5,651	-	11,302	17,812	1,660	52,793	1,016,667	(963,874)	-84.06%	1,300,000	1,247,207	95.94%	Budget spread evenly across 12 months, but actuals vary by project schedule
Excess (Deficit)	(15,601)	(48,648)	(88,152)	(93,702)	(28,016)	377,861	(85,016)	(44,842)	(26,114)	(55,398)	29,284		141,903	1,415,224		
*Measure B Assessment																
Total Revenues	100	138	3,848	3,801	4,018	440,104	3,248	3,126	458,383	469,773	(11,390)	-2.42%	704,659	246,276	34.95%	Approx 61% of 24/25 Assessment Revenue Received
Salaries & Benefits	8,874	13,812	14,428	13,760	5,965	5,877	9,240	11,691	83,647	113,009	(29,362)	-25.98%	169,514	85,867	50.65%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	5,283	8,075	7,277	9,651	8,461	11,669	9,834	26,133	86,383	114,823	(28,440)	-24.77%	172,235	85,852	49.85%	Budget spread evenly across 12 months, but actuals vary seasonally
Capital Expenditures/Loan Repayment	-	-	-	63,101	15,823	-	-	-	78,923	182,645	(103,722)	-56.79%	273,968	195,045	71.19%	Budget is spread evenly across 12 months. Loan pmts are October & April
Total Expenditures	14,157	21,887	21,706	86,512	30,249	17,546	19,073	37,825	248,953	410,477	(161,524)	-39.35%	615,717	366,764	59.57%	
Excess (Deficit)	(14,057)	(21,749)	(17,857)	(82,711)	(26,230)	422,559	(15,825)	(34,699)	209,430	59,296	150,134		88,942	(120,488)		
*Street Lights																
Total Revenues	11,855	12,389	12,154	12,291	12,233	12,162	12,050	12,359	97,494	92,400	5,094	5.51%	138,600	41,106	29.66%	
Salaries & Benefits	6,933	4,664	4,732	4,907	4,426	4,588	5,581	4,512	40,342	43,921	(3,579)	-8.15%	65,882	25,540	38.77%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	5,078	6,629	3,863	4,768	4,050	5,168	4,970	4,720	39,246	41,130	(1,884)	-4.58%	61,695	22,449	36.39%	
Capital Expenditures/Loan Repayment	-	-	-	-	-	-	-	-	-	3,333	(3,333)	-100.00%	5,000	5,000	100.00%	Budget spread evenly across 12 months, but actuals vary by project
Total Expenditures	12,011	11,293	8,595	9,675	8,476	9,756	10,551	9,232	79,589	88,384	(8,795)	-9.95%	132,577	52,988	39.97%	
Excess (Deficit)	(156)	1,095	3,560	2,617	3,757	2,406	1,499	3,127	17,905	4,016	(13,889)		6,023	(11,882)		
Governmental Funds Excess (Deficit)	(29,814)	(69,301)	(102,450)	(173,797)	(50,489)	802,826	(99,342)	(76,414)	201,220	7,914	193,306		236,868	1,282,855		

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

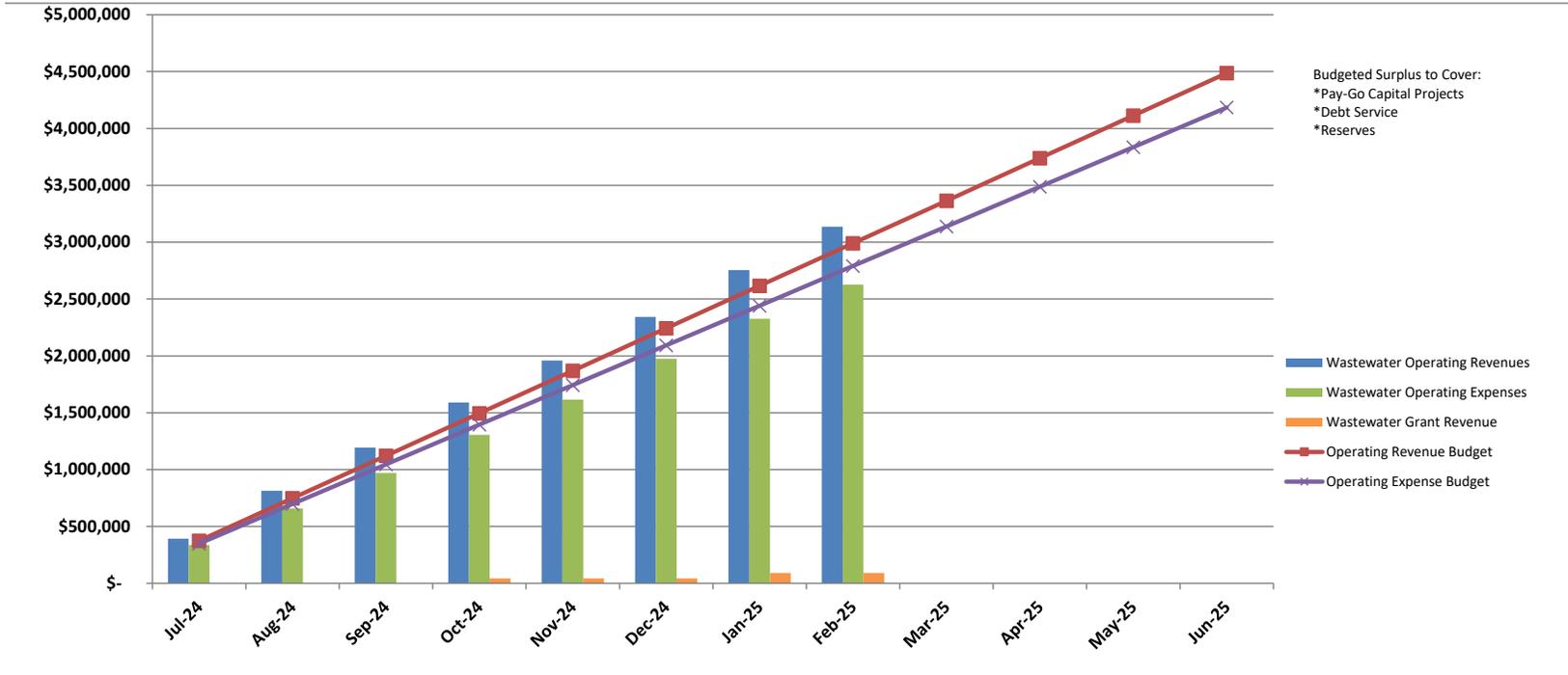
**McKinleyville Community Services District
As of February 28, 2025**

Comparison of Water Fund Operating Revenues & Expenses to Budget



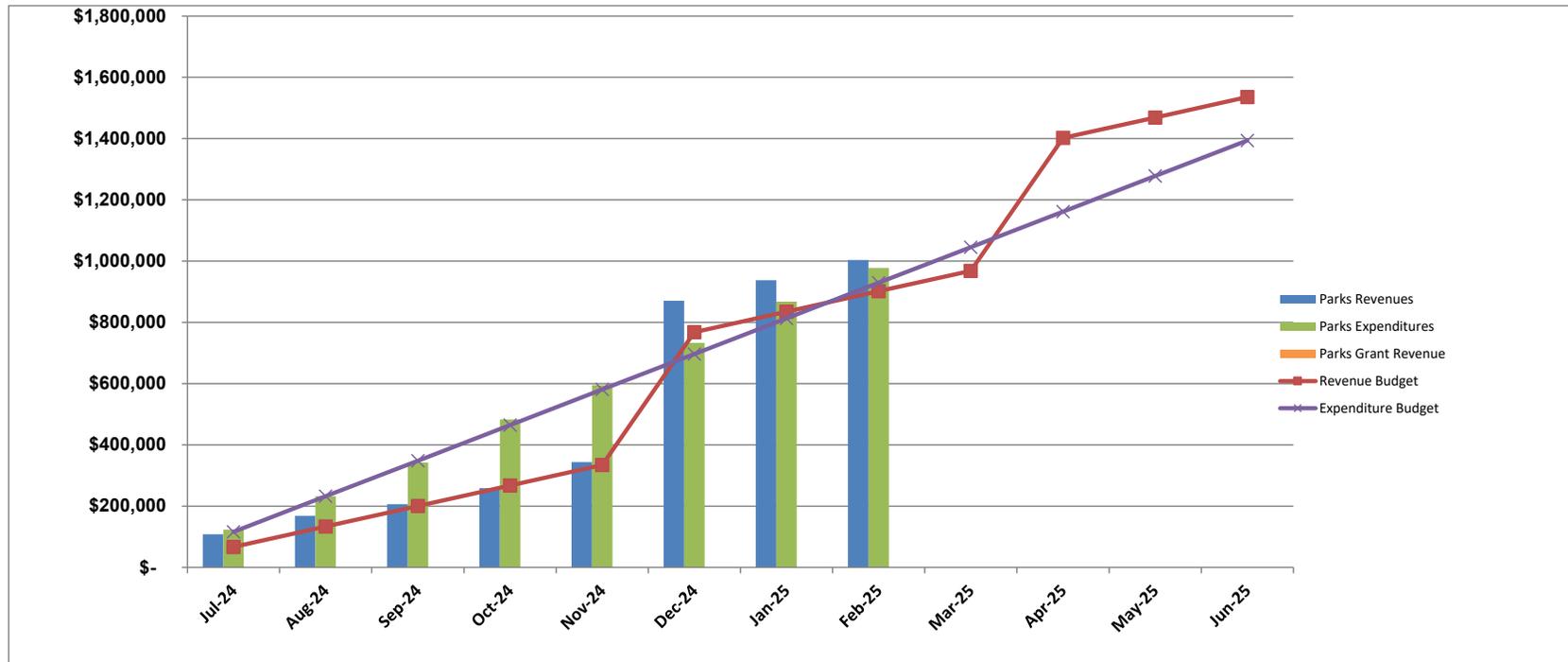
**McKinleyville Community Services District
As of February 28, 2025**

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



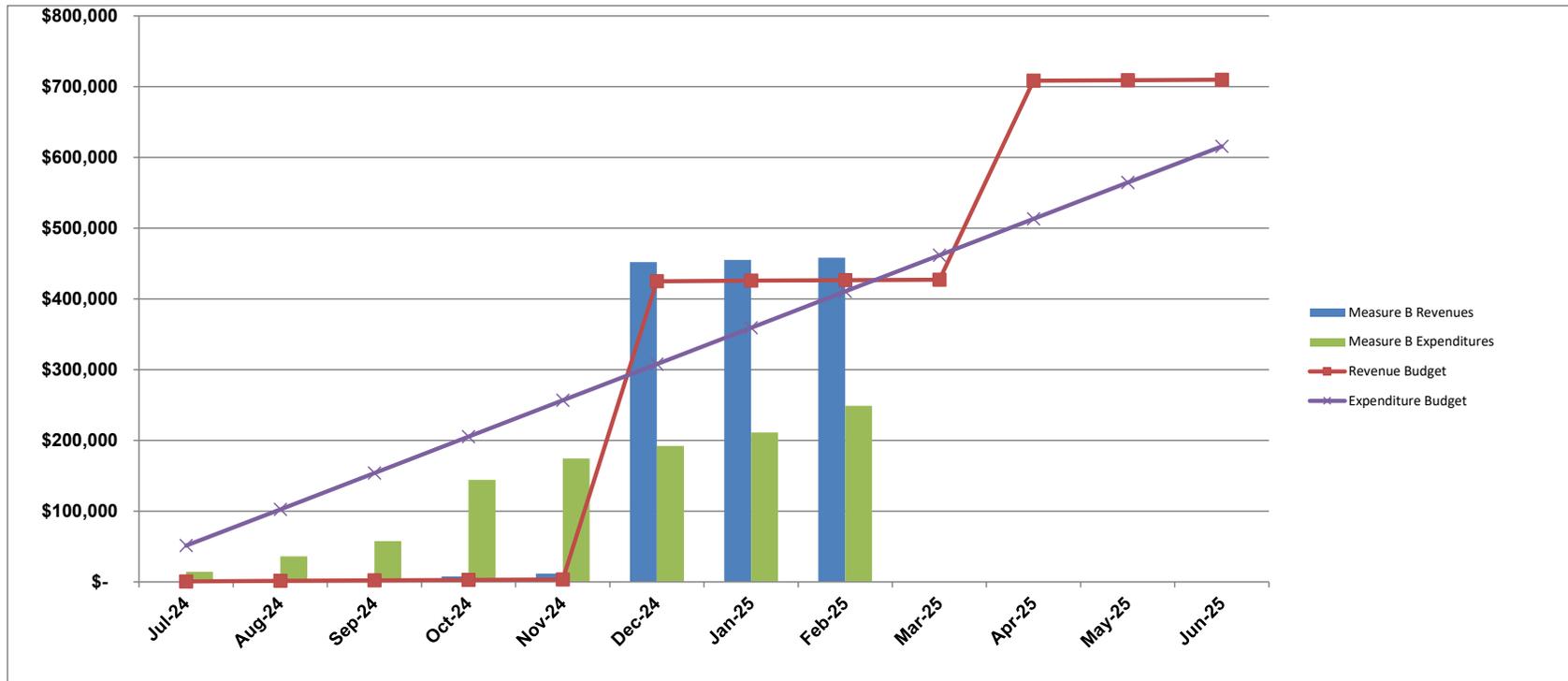
**McKinleyville Community Services District
As of February 28, 2025**

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



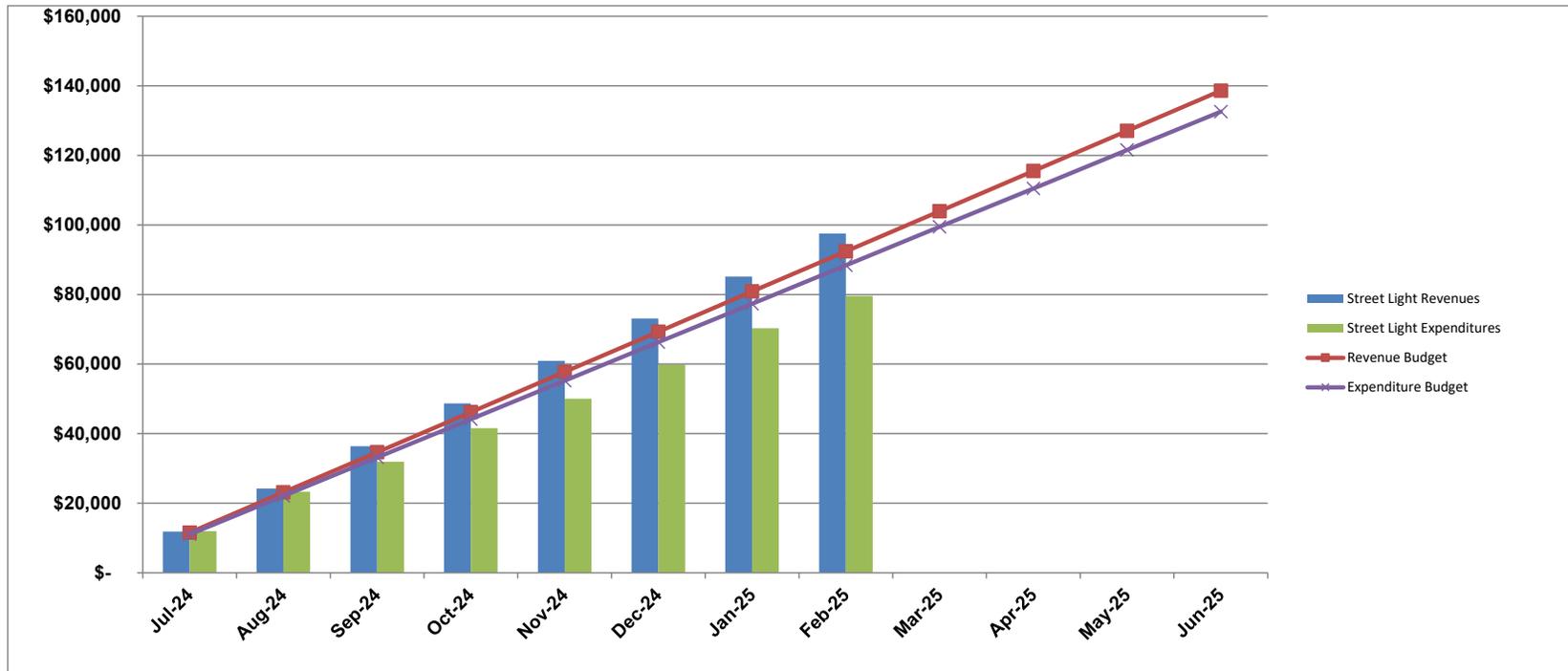
**McKinleyville Community Services District
As of February 28, 2025**

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
As of February 28, 2025**

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
Cash Disbursement Detail Report
For the Period February 1 through February 28, 2025**

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
020135	2/25/2025	YAM01	MICHELLE L. YAMAGATA	(44.32)	20135H	REVERSAL OF PR CHK 20135
043502	2/6/2025	HUM15	HUMBOLDT COUNTY CLERK	3,018.75	C50206	CEQA NOD FILING
043503	2/6/2025	\B026	M.C.S.D Customer	53.91	000C50201	MQ CUSTOMER REFUND
043504	2/6/2025	\B027	M.C.S.D Customer	53.30	000C50201	MQ CUSTOMER REFUND
043505	2/6/2025	\F024	M.C.S.D Customer	36.25	000C50201	MQ CUSTOMER REFUND
043506	2/6/2025	\L019	M.C.S.D Customer	76.62	000C50201	MQ CUSTOMER REFUND
043507	2/6/2025	\L020	M.C.S.D Customer	52.14	000C50201	MQ CUSTOMER REFUND
043508	2/6/2025	\L021	M.C.S.D Customer	24.93	000C50201	MQ CUSTOMER REFUND
043509	2/6/2025	\P012	M.C.S.D Customer	23.23	000C50201	MQ CUSTOMER REFUND
043510	2/6/2025	\S038	M.C.S.D Customer	86.70	000C50201	MQ CUSTOMER REFUND
043511	2/6/2025	\T018	M.C.S.D Customer	4.71	000C50201	MQ CUSTOMER REFUND
043512	2/7/2025	*0045	M.C.S.D Customer	100.00	C50206	DEPOSIT REFUND FACILITY RENTAL
043513	2/7/2025	*0046	M.C.S.D Customer	100.00	C50206	DEPOSIT REFUND FACILITY RENTAL
043514	2/7/2025	*0047	M.C.S.D Customer	100.00	C50206	DEPOSIT REFUND FACILITY RENTAL
043515	2/7/2025	*0048	M.C.S.D Customer	100.00	C50206	DEPOSIT REFUND FACILITY RENTAL
043516	2/7/2025	*0049	M.C.S.D Customer	100.00	C50206	DEPOSIT REFUND FACILITY RENTAL
043517	2/7/2025	10102	101 NETLINK	80.00	0250201-1	BACKUP INTERNET SERVICES
043518	2/7/2025	70701	707 PEST SOLUTIONS	85.00	80554	795 HILLER RD
				120.00	81449	1656 SUTTER
				175.00	81661	1705 GWIN RD
				150.00	81662	1620 PICKETT RD
			<u>Check Total:</u>	<u>530.00</u>		
043519	2/7/2025	ACW01	CB&T/ACWA-JPIA	20,534.19	0705138	GRP. HEALTH INSURANCE
043520	2/7/2025	AER01	AERZEN USA CORPORATION	2,113.03	25-000492	TAX + FREIGHT FOR NEW WWM
043521	2/7/2025	ATT07	AT&T ACCT 9391081626	186.48	022979802	PHONE LINES
043522	2/7/2025	BAD01	BADGER METER, Inc.	425.67	80185055	MONTHLY FEE
043523	2/7/2025	COA01	COASTAL BUSINESS SYSTEMS	176.86	38469828	LEXMARK XM3250 COPIERS
043524	2/7/2025	GHD01	GHD	20,364.54	0-0064657	FISCHER LIFT STATION
				9,001.21	0-0064842	SWSRF GRANT APP RECYCLED
				4,322.86	0-0064931	SEWER REHAB STANDARD SPECS
				1,955.28	0-0064934	CWSRF GRANT ASSISTANCE
				759.65	0-0064937	ON-CALL GRANT ADMINISTRATOR
				1,441.79	0-0065007	FISCHER LIFT STATION UPGRADE
				257.26	0-0065008	FISCHER LIFT STATION UPGRADE
			<u>Check Total:</u>	<u>38,102.59</u>		
043525	2/7/2025	HAR13	The Hartford - Priority A	515.10	182953645	GRP. HEALTH INSURANCE

043526	2/7/2025	HUM01	HUMBOLDT BAY MUNICIPAL WATER	108,229.41	C50206	WTR PURCHASED
043527	2/7/2025	INF02	INFOSEND	3,902.72	280329	MAILING AND POSTAGE
043528	2/7/2025	INF03	INFINITE CONSULTING SERVICE	5,220.32	12542	MONTHLY HOSTING FEE
043529	2/7/2025	LUB01	LUBE CENTRAL	102.15	19125	PARTS AND LABOR (UNIT #22)
				102.15	19131	PARTS AND LABOR (UNIT #3)
				631.73	19134	PARTS AND LABOR (UNIT #15)
				102.15	19141	PARTS AND LABOR (UNIT #2)
				102.15	19143	PARTS AND LABOR (UNIT #21)
			<u>Check Total:</u>	<u>1,040.33</u>		
043530	2/7/2025	MEN01	MENDES SUPPLY CO.	267.98	C50206	REPAIRS/SUPPLY
043531	2/7/2025	MUD01	MUDDY WATERS COFFEE CO.	90.00	302528626	COFFEE
043532	2/7/2025	NOR13	NORTHERN CALIFORNIA SAFET	120.00	30365	MONTHLY FEE
043533	2/7/2025	PGE01	PG & E (Office & Field)	31,720.19	C50206	GAS & ELECTRIC
043534	2/7/2025	STR01	STREAMLINE	530.00	F9E7-0052	SUBSCRIPTIONS
043535	2/7/2025	THO02	Thomas Home Center	270.80	C50206	REPAIRS/SUPPLY
043536	2/7/2025	UMP01	UMPQUA COMMERCIAL CARD OP	341.07	0225JH	TRAVEL/TRAINING/SUPPLIES
				38.38	0225KM	TRAVEL/TRAINING/SUPPLIES
				422.90	0225LF	TRAVEL/TRAINING/SUPPLIES
				1,671.02	0225PK	TRAVEL/TRAINING/SUPPLIES
				712.62	0225SH	TRAVEL/TRAINING/SUPPLIES
				59.45	0225PARKS	TRAVEL/TRAINING/SUPPLIES
			<u>Check Total:</u>	<u>3,245.44</u>		
043537	2/7/2025	VAL01	VALLEY PACIFIC PETROLEUM	962.99	25-846768	GAS/OIL/LUBE
043538	2/7/2025	VAL02	VALLEY PACIFIC	3,533.84	25-846236	GAS/OIL/LUBE
043539	2/7/2025	VER01	VERIZON WIRELESS	77.42	104157704	PAGING/ALARMS
043540	2/14/2025	AMA01	AMAZON CAPITAL SERVICES	1,813.38	T4JW1MPMH	AMAZON PURCHASES
043541	2/14/2025	ANE01	AN ELECTRICIAN INC.	487.50	18474	PROFESSIONAL SERVICES
043542	2/14/2025	BNY01	BNY MELLON TRUST COMPANY,	54,984.14	C50213	LOAN CT2124633
043543	2/14/2025	BOR01	BORGES & MAHONEY CO.	799.20	145718	PARTS/SUPPLIES
				538.10	145752	PARTS/SUPPLIES
			<u>Check Total:</u>	<u>1,337.30</u>		
043544	2/14/2025	COA01	COASTAL BUSINESS SYSTEMS	1,184.87	38557958	EQUIPMENT LEAS (SHARP)
043545	2/14/2025	COA02	COASTAL BUSINESS SYSTEMS	2,582.00	AR181981	DOCSTAR CONTRACT CN1262-0
043546	2/14/2025	CRA01	CRAWFORD & ASSOCIATES, IN	16,477.52	42378	4.5MG TANK
043547	2/14/2025	CWE01	CWEA	239.00	C50213	MEMBERSHIP RENEWAL
043548	2/14/2025	FED02	C.J. BROWN & COMPANY CPAS	690.00	C50213	ACCT. / AUDIT
043549	2/14/2025	FRI05	M.C.S.D. Employee	102.94	C50213	REIMBURSEMENT 02/2025
043550	2/14/2025	GRA02	GRAINGER	210.63	395812945	6X PIPE PLUGS, WING NUTS
043551	2/14/2025	HEA01	HEALTHQUITY	177.00	C50213	HSA MONTHLY ADMIN FEES
043552	2/14/2025	HUM08	HUMBOLDT SANITATION	771.00	51X02624	1620 PICKETT RD TRASH SERVICE
				993.40	51X02625	1656 SUTTER TRASH SERVICE
				771.00	51X02626	1705 GWIN RD TRASH SERVICE
				384.35	51X02627	675 HILLER RD TRASH SERVICE
			<u>Check Total:</u>	<u>2,919.75</u>		

043553	2/14/2025	HUM17	HUMBOLDT COUNTY DEPT.	509.68	274502207	MCKLUSKI HILL
043554	2/14/2025	IBS01	IBS OF THE REDWOODS	153.35	180032434	BATTERY (UNIT #8)
043555	2/14/2025	IND02	INDUSTRIAL ELECTRIC SERVICES	6,119.57	IN52633	VERT SHAFT MOTOR + MOUNTING
				241.07	IN52790	ALLEN BRADLEY MODULE
			Check Total:	6,360.64		
043556	2/14/2025	LDA01	LDA PARTNERS	5,074.25	18/635022	ARCHITECTURAL SERVICES
043557	2/14/2025	MAY03	DENNIS MAYO	230.00	C50213	TRAVEL ADV (ACWA DC)
043558	2/14/2025	MCB02	M.C.S.D. Employee	115.33	C50213	REIMBURSEMENT 02/2025
043559	2/14/2025	MCK04	MCK ACE HARDWARE	1,005.09	C50214	REPAIRS/SUPPLY
043560	2/14/2025	MER03	MERCER, FRASER COMPANY	772.36	114993	REPAIRS/SUPPLY
043561	2/14/2025	MIL01	Miller Farms Nursery	757.41	C50214	REPAIRS/SUPPLY
043562	2/14/2025	MIL03	THE MILL YARD	123.29	C50214	PARTS AND SUPPLIES
043563	2/14/2025	MIT01	MITCHELL LAW FIRM	1,530.00	6626	LEGAL SERVICES
043564	2/14/2025	NOR01	MICROBAC LABORATORIES, INC	6,065.00	C50214	LAB TESTS
043565	2/14/2025	NOR35	NORTHERN HUMBOLDT	861.49	ES25-106	WEEDING AND MULCHING CENTRAL
				1,148.65	ES25-107	GROUNDS WORK PIERSON PARK
			Check Total:	2,010.14		
043566	2/14/2025	PAC05	PACIFIC ECORISK	2,458.90	20342	TOXICITY TESTING
043567	2/14/2025	PGE10	PGE STREETLIGHTS	6.43	C50214	GAS & ELECTRIC S.L.- ZONE
043568	2/14/2025	WEC02	WECK LABORATORIES, INC.	545.00	W5A1605	LAB TESTS TREATMENT
043569	2/20/2025	#0002	M.C.S.D Customer	273.98	C50220	PAVING DEPOSIT REFUND
043570	2/20/2025	*0050	M.C.S.D Employee	35.00	C50220	LIVE SCAN FEE REIMBURSEME
043571	2/20/2025	*0051	M.C.S.D Employee	35.00	C50220	LIVE SCAN FEE REIMBURSEME
043572	2/20/2025	*0052	M.C.S.D Employee	35.00	C50220	LIVE SCAN FEE REIMBURSEME
043573	2/20/2025	*0053	M.C.S.D Employee	35.00	C50220	LIVE SCAN FEE REIMBURSEME
043574	2/20/2025	*0054	M.C.S.D Employee	35.00	C50220	LIVE SCAN FEE REIMBURSEME
043575	2/20/2025	*0055	M.C.S.D Employee	35.00	C50220	LIVE SCAN FEE REIMBURSEME
043576	2/20/2025	*0056	M.C.S.D Employee	35.00	C50220	LIVE SCAN FEE REIMBURSEME
043577	2/20/2025	*0057	M.C.S.D Employee	35.00	C50220	LIVE SCAN FEE REIMBURSEME
043578	2/20/2025	*0058	M.C.S.D Employee	35.00	C50220	LIVE SCAN FEE REIMBURSEME
043579	2/20/2025	CAL04	CALPERS-FINANCIAL REPORTING	130.00	017807781	SOCIAL SECURITY ADMINISTR
043580	2/20/2025	CHA03	CHASE INC.	58,179.45	000000368	PIALORSI LOAN REPAYMENT
043581	2/20/2025	JOH01	M.C.S.D. Employee	163.86	C50220	SAFETY ALLOTMENT WORK BOOTS
043582	2/20/2025	KEN02	KENNEDY/JENKS CONSULTANTS	40,858.04	177985	4.5MG TANK
043583	2/20/2025	MER03	MERCER, FRASER COMPANY	100,194.38	C50220	4.5MG TANK MONTHLY PAYMEN
043584	2/20/2025	MER04	MERCER FRASER ESCRO	5,273.39	C50220	CIP: 4.5M TANK DESIGN.CON
043585	2/20/2025	ROJ01	ROJAS COMMUNICATIONS GROUP	2,500.00	202495	GOVERNMENT RELATIONS
043586	2/20/2025	SCH03	M.C.S.D. Employee	242.44	C50220	SAFETY ALLOTMENT (WORK BO

043587	2/20/2025	WEI01	WEIRUP LANE ASSOCIATION	127.00	C50220	FEES-WEIRUP LANE MAINTENANCE
043588	2/20/2025	WES13	WESTERN WEB	1,117.37	32236	FEB 2025 NEWSLETTER PRINT
043589	2/25/2025	YAM01	M.C.S.D Customer	44.32	C50225	REISSUE OF PR CHK 20135
043590	2/28/2025	*0059	M.C.S.D Customer	100.00	C50227	DEPOSIT REFUND FACILITY RENTAL
043591	2/28/2025	*0060	M.C.S.D Customer	100.00	C50227	DEPOSIT REFUND FACILITY RENTAL
043592	2/28/2025	*0061	M.C.S.D Customer	100.00	C50227	DEPOSIT REFUND FACILITY RENTAL
043593	2/28/2025	*0062	M.C.S.D Customer	100.00	C50227	DEPOSIT REFUND FACILITY RENTAL
043594	2/28/2025	ACC04	ACCURATE DRUG TESTING SERVICE	80.00	0012881	DRUG TEST
043595	2/28/2025	ATT04	ATT	859.96	252468901	TELEMETRY
043596	2/28/2025	COR01	CORBIN WILLITS SYSTEMS	1,182.27	00C502151	SUBSCRIPTIONS
043597	2/28/2025	DEP05	DEPARTMENT OF JUSTICE	32.00	793393	FINGERPRINTING
043598	2/28/2025	FED01	FedEx Office	484.60	878480747	LAB SHIPPING
043599	2/28/2025	GRA02	GRAINGER	30.51	401943478	SAFETY GLASSES
				2.53	412262751	SCREWS
			<u>Check Total:</u>	<u>33.04</u>		
043600	2/28/2025	LUB01	LUBE CENTRAL	123.68	18879	PARTS AND LABOR (UNIT #12)
				123.68	18880	PARTS AND LABOR (UNIT #14)
				123.68	18892	PARTS AND LABOR (UNIT #1)
				102.15	18894	PARTS AND LABOR (UNIT #16)
				102.15	18968	PARTS AND LABOR (KIA)
				102.15	18969	PARTS AND LABOR (UNIT #23)
			<u>Check Total:</u>	<u>677.49</u>		
043601	2/28/2025	MUD01	MUDDY WATERS COFFEE CO.	90.00	305666541	COFFEE
043602	2/28/2025	ORE01	O'REILLY AUTOMOTIVE, INC.	96.56	37-246022	BATTERY FOR DUMP TRAILER
043603	2/28/2025	PGE05	PGE	683.14	C50227	GAS & ELECTRIC S.L.- ZONE
043604	2/28/2025	PGE06	PG&E-STREETLIGHTS	31.04	C50227	GAS & ELECTRIC S.L.- ZONE
043605	2/28/2025	PGE07	PG&E STREETLIGHTS	1,963.22	C50227	GAS & ELECTRIC S.L.- ZONE
043606	2/28/2025	PGE08	PGE STREETLIGHTS	30.07	C50227	GAS & ELECTRIC S.L.- ZONE
043607	2/28/2025	PGE09	PGE-STREETLIGHTS	150.49	C50227	GAS & ELECTRIC S.L.- ZONE
043608	2/28/2025	PGE11	PGE STREETLIGHTS	22.92	C50227	GAS & ELECTRIC SEWER PUMP
043609	2/28/2025	PGE12	PGE	77.34	C50227	GAS & ELECTRIC HILLER
043610	2/28/2025	PGE13	PGE	5.85	C50227	GAS & ELECTRIC OPEN SPACE
043611	2/28/2025	STA09	S.W.R.C.B.	90.00	C50227	CERTIFICATION RENEWAL
043612	2/28/2025	THA01	THATCHER COMPANY, INC.	5,652.93	100119041	SO2 CYLINDER
				(1,000.00)	100900121C	CYLINDER CREDIT
			<u>Check Total:</u>	<u>4,652.93</u>		
043613	2/28/2025	TPX01	TPx COMMUNICATIONS	2,179.04	4406430-0	INTERNET SERVICES
043614	2/28/2025	VAL02	VALLEY PACIFIC	146.49	25-880866	GAS/OIL/LUBE
			<u>Total Disbursements, Accounts payable:</u>	<u>\$ 560,072.16</u>		

Payroll Related Disbursements

20788-20835	2/10/2025		M.C.S.D. Employees	29,126.00		M.C.S.D. Payroll
20836	2/6/2025	CAL12	CalPERS 457 Plan	8,517.55	C50206	RETIREMENT
				783.05	1C50206	PERS 457 LOAN PMT
				398.08	2C50206	ROTH 457
			<u>Check Total:</u>	<u>9,698.68</u>		
20837	2/6/2025	DIR01	DIRECT DEPOSIT VENDOR- US	47,943.45	C50206	Direct Deposit
20838	2/6/2025	EMP01	Employment Development	2,548.76	C50206	STATE INCOME TAX
				1,313.11	1C50206	SDI
			<u>Check Total:</u>	<u>3,861.87</u>		
20839	2/6/2025	HEA01	HEALTHEQUITY	183.85	C50206	HSA
20840	2/6/2025	HUM29	UMPQUA BANK--PAYROLL DEP.	10,390.66	C50206	FEDERAL INCOME TAX
				13,661.72	1C50206	FICA
				3,195.14	2C50206	MEDICARE
			<u>Check Total:</u>	<u>27,247.52</u>		
20841	2/6/2025	ACW01	CB&T/ACWA-JPIA	63,441.73	C50131	MED-DENTAL-EAP INSURANCE
20842	2/6/2025	PUB01	Public Employees PERS	30,364.81	C50131	PERS PAYROLL REMITTANCE
20843-20891	2/25/2025		M.C.S.D. Employees	37,962.39		M.C.S.D. Payroll
20892	2/21/2025	CAL12	CalPERS 457 Plan	7,387.18	C50221	RETIREMENT
				783.05	1C50221	PERS 457 LOAN PMT
				136.68	2C50221	ROTH 457
			<u>Check Total:</u>	<u>8,306.91</u>		
20893	2/21/2025	DIR01	DIRECT DEPOSIT VENDOR- US	43,541.32	C50221	Direct Deposit
20894	2/21/2025	EMP01	Employment Development	2,149.94	C50221	STATE INCOME TAX
				1,199.87	1C50221	SDI
			<u>Check Total:</u>	<u>3,349.81</u>		
20895	2/21/2025	HEA01	HEALTHEQUITY, ATTN: CLIEN	175.00	C50221	HSA
20896	2/21/2025	HUM29	UMPQUA BANK--PAYROLL DEP.	8,776.27	C50221	FEDERAL INCOME TAX
				12,443.18	1C50221	FICA
				2,910.08	2C50221	MEDICARE
			<u>Check Total:</u>	<u>24,129.53</u>		
20897	2/27/2025		M.C.S.D Employees	579.76		Special Payroll
Total Disbursements, Payroll:				\$ 329,912.63		
TOTAL CHECK DISBURSEMENTS				\$ 889,984.79		

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 2, 2025

TYPE OF ITEM: **ACTION**

ITEM: D.4 **Consider Designation of Director Dennis Mayo
Authorized Voting Representative for the 2025
Association of California Water Agencies (ACWA)
Election for President, Vice-President, and Region
Board Members**

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

TYPE OF ACTION: **Roll Call - Consent**

Recommendation:

Staff recommends that the Board review the information provided and designate Director Dennis Mayo as the authorized voting representative of MCSD for the 2025 Association of California Water Agencies (ACWA) Election for President, Vice-President, and Region Board Members.

Discussion:

On March 12, 2025, the District received notice from Marwan Khalifa, ACWA Interim Executive Director, that an election will be held to conduct a vote by the membership for President, Vice President, and Region Board Members. Each member agency is entitled to one vote that will be cast by its authorized voting representative. Member agencies must designate their voting representative and alternate by submitting the attached Voting Representative Form by Friday, June 20, 2025

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – March 12, 2025 ACWA Correspondence
- Attachment 2 – Authorized Voting Representative Form

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From: [MarwanKhalifa](#)
To: [Donna Pangborn](#)
Subject: [EXTERNAL] ACWA ELECTION PROCESS FOR 2026-27 -- Designate Voting Representative Now
Date: Wednesday, March 12, 2025 9:51:01 AM
Attachments: [image001.png](#)
Importance: High

MEMORANDUM

TO: ACWA Member Agency Leadership
(sent via email)

CC: ACWA Board of Directors

FROM: Marwan Khalifa, ACWA Interim Executive Director

DATE: March 12, 2025

SUBJECT: ACWA ELECTION PROCESS FOR 2026-27 -- Designate Voting Representative Now

ACWA has launched the election process for the 2026-'27 term for President, Vice President, and region board members. This year, the election process for officers and region boards is combined. Voting for both sets of candidates will be done electronically by each member agency's designated voter on a single ballot. Each member agency in good standing may vote in the election for President, Vice President, and their respective region board. **Member agencies must designate the agency's one voting representative by submitting an Authorized Voting Representative Form to donnap@acwa.com by June 20. The form is available [online](#).** If you do not designate a representative to vote by the deadline, your agency's General Manager will be the authorized voter by default. Authorized voters will receive an electronic ballot on July 21. For more information about ACWA's elections, visit www.acwa.com/elections.

ACWA will be using a web-based online voting system called Simply Voting, which will independently tabulate the votes and provide verified results in a timely manner while keeping individual votes confidential. Designating your agency's voting representative is an important step to ensure the ballot is sent to the correct person.

Important Election Dates

- Call for candidates begins: **Monday, April 21**
- Deadline to submit Authorized Voting Representative Forms: **Friday, June 20**
- Deadline to submit candidate nominations: **Friday, June 20**
- Election begins: **Monday, July 21**
 - Authorized voting representatives will receive an email from Simply Voting with a link to the ballot for President, Vice President, and respective region board.
- Deadline to submit ballots: **Friday, Sept. 19**
- Announcement of election results: **Sept. 26**
- Introduction of ACWA President, Vice President, and region boards at fall conference: **Dec. 3**

To learn more about both election processes and key dates, visit www.acwa.com/elections.

For questions about the Board Officers' election, contact Senior Clerk of the Board at donnap@acwa.com or 916-669-2425.

For questions about the region elections, please contact your ACWA regional affairs representative.

- Regions 1, 3, & 5: Jennifer Rotz at jenniferr@acwa.com or 916-669-2373
- Regions 2, 6 & 7: Matt Overton at matto@acwa.com or 916-669-2380
- Regions 8, 9 & 10: Michael Cervantes at michaelc@acwa.com or 916-669-2384
- Region 4: Ana Javid at anaj@acwa.com or 916-669-2442

Marwan Khalifa

Interim Executive Director

Association of California Water Agencies

916.441.4545 | marwank@acwa.com | www.acwa.com





**2025 ACWA ELECTIONS
AUTHORIZED VOTING
REPRESENTATIVE FORM**

ACWA has launched the election process for the 2026-'27 term for President, Vice President, and region board members. This year, the election for both officers and region boards is combined.

Key Details:

- **Electronic Voting:** Voting for both sets of candidates will be done electronically by each member agency's designated voter on a single ballot.
- **Designate Your Voter:** Each agency must **designate one voting representative by June 20**. To designate your agency's voter, please submit the Authorized Voting Representative Form by the June deadline.
- **Default Voter:** If no representative is designated by the deadline, your agency's General Manager will be the authorized voter by default.
- **Ballot Distribution:** Authorized voters will receive an electronic ballot on July 21.

For more information about ACWA's elections, visit: www.acwa.com/elections.

The person designated below will cast our agency's vote for the election of ACWA's President and Vice President and Region Board for the 2026-'27 term in the upcoming election.

Member Agency's Name		Agency's Phone No.
Authorized Voting Representative's Name	Authorized Voting Representative's Email	Authorized Voting Representative's Phone No.

[Yellow box for signature line]

Print Name of Member Agency's Authorized Signatory

X

Authorized Signatory Signature

[Yellow box for date line]

Date

SUBMIT YOUR FORM

To: Donna Pangborn, Senior Clerk of the Board
Email: donnap@acwa.com
Mail: 980 9th Street, Suite 1000, Sacramento, CA 95814

**SUBMISSION
DEADLINE**

JUNE 20, 2025

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 2, 2025

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Consider Approval of Professional Services Agreement with GHD Inc. to Perform the Feasibility Analysis for the Letz Avenue Sewer Force Main Rehabilitation Project**

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

TYPE OF ACTION: **Roll Call - Consent**

Recommendation:

Staff recommends that Board review the information provided, discuss, take public comment and authorize the General Manager to execute a Professional Services Agreement with GHD Inc. to provide services to perform the Feasibility Analysis for the Letz Avenue Sewer Force Main Rehabilitation Project, **Attachment 1**, not to exceed \$99,200 with a 10% (\$9,920) contingency totaling \$109,120.

Discussion:

As the Board is aware, the District has been working on a Sewer and Water Main Rehabilitation Master Planning for the systematic replacement/rehabilitation of the existing water and sewer mains over the next 50 to 75 years. This should help to ensure continued reliability of these systems for the District's customers. As aging pipelines deteriorate, they become more susceptible to corrosion, leaks, and structural failures, as observed by District staff. The Letz sewer force main, which conveys flow from the Letz Avenue Lift Station to a manhole on Murray Road, has been identified as a high-priority replacement in the District's overall infrastructure plan.

The work required to allow for construction will be completed in multiple phases. The work completed under this scope will constitute the Feasibility Analysis phase of the project and will be limited to the tasks detailed in the GHD scope included with Attachment 1. In general, it will include a detailed topographic survey of the forcemain alignment and an assessment and selection of the most cost-effective method for the replacement of the forcemain. The alternatives to be analyzed include pipe bursting, open cut trench replacement, cured-in-place lining, and horizontal directional drilling in a new pipeline. GHD will then develop 30% plans of the selected/recommended option. The next phase of work will be completed under a separate scope(s) and will include environmental special studies, CEQA compliance, final engineering design, bid assistance, construction management, and other tasks that may be identified during the first phase of work.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

The Sewer Force Mains replacement/rehabilitation is on the Districts list of concerns and is part of the highest ranked project that the District has been collecting replacement fees for. Neglecting the condition of the sewer force mains until they fail will result in much greater costs for their replacement and will cause significant impacts to the customers along this section of the system as well as environmental impacts to nearby streams.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Professional Services Agreement

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

Professional Services Agreement

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

TO: GHD Inc. DATE: April 3, 2025
718 Third Street Agreement No. 2025-02
Eureka, CA 95501

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

As described in the proposal submitted by Consultant dated March 18, 2025, which is attached hereto as **Exhibit A** and incorporated herein by reference. The Services shall be provided on a time and materials basis not to exceed the amounts described in **Exhibit A**. The scope of work for this project includes the following:

- Project Management
- Topographical Surveying
- Feasibility Technical Memorandum and Preliminary Engineering Design

Contract Price: Not To Exceed \$99,200
Payment Intervals Monthly
Completion Date August 26,2025

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

Accepted: McKinleyville CSD

Consultant:

GHD Inc.

(Business Name)

By Patrick Kaspari, PE

By _____

Title General Manager

Title _____

Other authorized representative(s):

Other authorized representative(s):

James Henry, Samantha Howard

Consultant agrees with McKinleyville Community Services District that:

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

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

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

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

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

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

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



718 Third Street,
Eureka, California 95501
United States
ghd.com

Our ref: 12660570

March 18, 2025

Pat Kaspari
McKinleyville CSD
1656 Sutter Road
McKinleyville, CA 95519

RE: Scope of Work for Letz Ave Sewer Force Main Rehabilitation Project

Dear Pat,

Thank you for the opportunity to assist you with this important infrastructure project. GHD looks forward to continuing our partnership with the McKinleyville Community Services District (District or MCSD) to support the long-term reliability of your sewer system.

GHD understands that the District plans to replace and rehabilitate sewer mains over the next 50 to 75 years to provide continued reliability of these systems. As aging pipelines deteriorate, they become more susceptible to corrosion, leaks, and structural failures, as observed by District staff. The Letz sewer force main, which conveys flow from the Letz Avenue Lift Station (LS) to the exit manhole on Murray Road, has been identified as a high-priority replacement in the District's overall infrastructure plan.

The work required to allow for construction will be completed in multiple phases. The work completed under this scope will constitute the Feasibility Analysis phase of the project and will be limited to the tasks provided herein. The next phase of work will be completed under a separate scope(s) and will include environmental special studies, CEQA compliance, final engineering design, bid assistance, construction management, and other tasks that may be identified during this first phase of work.

The following sections outlines GHD's scope of services and associated budget for this project.

Task 1 Project Management

Project management tasks will be limited to the following:

- Setting up the project in GHD's accounting system.
- Preparing, reviewing, and distributing monthly invoices.
- Budget and schedule management.
- Team management and coordination.
- Kick-off meeting with the District to review project scope and schedule, discuss District preferences for planned improvements, collect information, and confirm lines of communication.
- Virtual meetings with pertinent District staff to discuss work progress, schedule, and budget. GHD has budgeted for two coordination meetings in addition to the kick-off meeting.

- Additional communication and coordination with District staff and GHD internal staff that is otherwise unrelated to specific tasks as outlined in the following sections of this document.
 - This will include regular communication with the District’s project manager to update the District on work performed and coordinate project activities.

Task 1 Deliverables

- Monthly invoices in PDF format.
- Request for information issued to the District prior to the kick-off meeting in PDF format.
- Meeting agendas and minutes in PDF format.

Task 1 Assumptions

- GHD attendees at project coordination calls will be limited to the project manager, senior engineer, and staff engineer.
- Additional regular communication to update the District on work performed and coordinate project activities will be limited to an average of one hour per month for the GHD project manager.

Task 2 Topographic Surveying

Points West Surveying (PWS) will perform a topographic survey as outlined below. PWS will research public records to obtain easement and boundary information and coordinate with utility providers and MCSD to gather utility installation records. The survey will be completed using conventional survey techniques and will locate visible surface features and spot elevations sufficient to determine one-foot contours.

Field survey will be limited to the following:

- Limits: a strip of varying width following existing sewer line/easement from PWS survey of the Letz Avenue Lift Station to Murray Road on the south (1500' +/-).
- Locate topography including visible utilities, structures, fences, drainage structures, edges of pavement, sidewalks, concrete, and signs.
- Trees 12” diameter and larger, including species and diameter at breast height. Larger shrubs to be located within landscaped areas.
- Existing utility installations, including water meters, valves, electric boxes and poles, sewer cleanouts, manholes (with invert elevations).
- Sufficient grades to determine 1’ contours throughout project site.
- Locate property corners within the project area.
- Locate monuments of record from the Pacific Sunset Subdivision (Book 18 of Maps, Pages 76-77) to map existing 20’ wide sewer easement and Caltrans right of way.

Preparation of a Site Map including the following:

- Topographic and boundary survey noted above including plottable easements and property boundary information in same drawing file as the previous Letz Avenue Lift Station Survey.
- Horizontal data to be California Coordinate System (CCS83) Zone 1 and vertical data will be NAVD88 based on Points West Surveying Control from previous topographic survey performed for GHD. Reference to MCSD vertical datum provided if necessary.

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

Task 2 Deliverables

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

Task 2 Assumptions

- Access onto private property will be required for the topographic survey. The District will coordinate access with landowners, and coordination effort for access will not be required by GHD or its subconsultants. The District will concurrently obtain property access for the environmental studies described in Task 3.
- The easterly limits of the strip topography within the backyards of houses on Springer Drive will be the fence between the properties and the Hammond Trail.

Task 3 Feasibility Technical Memorandum & Preliminary Engineering Design

Task 3 will include a feasibility study and preliminary engineering design to evaluate rehabilitation and replacement options for the Letz sewer force main. The feasibility study will assess constructability, cost, and operational and regulatory considerations to determine the preferred construction method. The 30% design will establish project limits, permitting requirements, and preliminary construction details needed to advance the project into subsequent phases. The following sub-tasks will provide the necessary analysis and preliminary design to support the selection of a construction method and determine permitting requirements.

3.1 Feasibility Technical Memorandum – Design Criteria and Alternatives Evaluation

GHD will confirm the criteria that will be used to guide the design of the project. This will include confirming operational capacity, operational pressures, conforming to typical standards and guidance documents, and other codes and standards governing design. It is not expected that the pipe size will need to be increased, but GHD will confirm this using peak flow data provided by the District and a head loss calculation over the length of the force main using the Hazen-Williams equation.

GHD's analysis will be limited to the following pipe replacement / rehabilitation methods:

- Pipe Bursting
- Open Cut Trenching
- Cured-in-Place Pipe (CIPP) Lining
- Horizontal Directional Drill (HDD)

Alternatives will be evaluated to the extent required to determine feasibility and cost. Each alternative will be analyzed based on constructability, including site access, bypass pumping requirements, CEQA and permitting requirements, and feasibility given existing conditions. Geotechnical considerations will be reviewed based on available data, including *MCSD Three SR 101 Trenchless Crossings Geotechnical Memorandum* prepared by Crawford & Associates, Inc., with recommendations for additional investigations if required for the selected method. A high-level opinion of probable construction costs will be developed for feasible alternatives. Costs will not be developed for alternatives that are deemed infeasible or otherwise deemed as not prudent to pursue further.

Regulatory and environmental constraints will be evaluated to identify the anticipated CEQA pathway and permitting requirements for each viable alternative. The CEQA pathway will either be a Categorical Exemption or an Initial Study/Mitigated Negative Declaration and the chosen pathway will depend upon the level of

disturbance to protected biological resources. A preliminary list of anticipated studies, CEQA pathway and permits will be developed for each viable alternative; however, no studies or work on CEQA or permitting would occur until the next phase of the project. This current phase will rely on one site visit, and desktop analysis using available spatial imagery and data to determine the footprint of each viable alternative, and the associated CEQA pathway and permits that will be triggered from the project activities of each alternative. This phase of the project will not include field surveys, impact analysis, CEQA or permit applications.

A draft feasibility TM will be prepared summarizing the evaluation, including constructability and feasibility assessments, cost estimates, and environmental compliance considerations for District review and comment. GHD will lead a one-hour review meeting to discuss the evaluation and resolve questions/comments on the draft TM. GHD will prepare a final TM that addresses the District's review comments following the review meeting.

3.2 Preliminary Engineering Design

Following the selection of the preferred alternative, GHD will prepare 30% design plans and an ACE Class 4 opinion of probable construction cost. The 30% design will be sufficient to develop a Project Description and will include the information required to begin the permitting and CEQA processes. The 30% design will also finalize project design concepts and provide a basis for development of a more detailed opinion of probable construction cost.

3.2.1 General Design

The 30% general design will consist of drawings showing the project location and vicinity, general project notes, design criteria, legends, and abbreviations.

3.2.2 Civil Design

The 30% civil design will consist of preliminary drawings for site topography, demolition, sewer piping plans, and standard details for paving and trenching. Pipe profiles and project specific details will be developed as part of the 60% design in the next phase of this project.

Task 3 Deliverables

- Draft and final TM in electronic format (draft TM in Microsoft Word and final TM in PDF format).
- Agenda and minutes from the review meeting in PDF format.
- An 11 x 17 electronic copy of the 30% drawings in PDF format. District will provide review comments to be incorporated in the 60% design drawings (60% drawings will be completed in the next phase of project).
- Class 4 opinion of probable construction cost in electronic (Microsoft Excel) format.

Task 3 Assumptions

- A pipe condition assessment is not included in this scope. If CIPP lining is selected as the preferred alternative, a pipe condition assessment will be recommended in a future phase to confirm suitability for lining.
- Costs will not be developed for alternatives that are deemed by GHD to be infeasible or otherwise deemed by GHD as not prudent to pursue further.
- Environmental studies, permitting, and CEQA documentation will be addressed in a subsequent project phase.
- One site visit for environmental compliance assessment will occur.
- The opinion of probable construction cost that is developed will reflect GHD's opinion (based on Class 4 standards) of what the construction cost potentially could be based on the design approach presented in

the TM. Actual bid results may vary significantly from GHD’s opinion of potential cost depending on conditions at the time of bidding.

- GHD will not perform detailed hydraulic modeling under this scope. GHD will use peak flow data provided by the District to confirm pipe sizing.
- If a change in pipe size is required, GHD can evaluate potential impacts to lift station operation under a separate scope of work.

Schedule

GHD is ready to begin work on this project upon receiving a signed contract from the District. It is our understanding that this contract will be taken to the Board for approval at the April 2, 2025 meeting. The proposed schedule for key project milestones is as follows:

Table 1: Project Schedule

Event	Completion Date
District Board approval of Contract	April 2, 2025
Execute Contract	April 3, 2025
GHD Completes review of available documentation	April 10, 2025
Kick-off meeting	April 15, 2025
Draft Feasibility Technical Memorandum (TM)	June 10, 2025
District Comments on Draft Feasibility TM	June 24, 2025
Final Feasibility TM	July 8, 2025
30% Plans and OPCC	August 12, 2025
District Comments on 30% Submittal	August 26, 2025

Professional Service Fee

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

Table 2: Professional Service Fee

Task	Fee
Task 1 – Project Management	\$9,100
Task 2 – Topographic Surveying	\$32,300
Task 3 – Feasibility Technical Memorandum & Preliminary Engineering Design	\$57,800
Total Fee	\$99,200

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

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

Regards,

A handwritten signature in black ink that reads "Malia Duin". The signature is written in a cursive, flowing style.

Malia Duin
Project Manager
+1 707 267-2269
malia.duin@ghd.com

Copy to: James Henry, MCSD
Casey Raines, GHD

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 2, 2025

TYPE OF ITEM: **ACTION**

ITEM: D.6 **Consider Adoption of Resolution 2025-09 Granting Continuous Authorization to the Finance Director and General Manager to Transfer Funds from the Humboldt County Treasury to Other Accounts Held by the District**

PRESENTED BY: **Samantha Howard, Finance Director**

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

Recommendation:

Staff recommends the Board review the information provided, discuss, and adopt Resolution 2025-09 granting continuous authorization to the Finance Director and General Manager to initiate fund transfers from the Humboldt County Treasury to other accounts held in the name of McKinleyville Community Services District.

Discussion:

It is the goal of district staff to manage the District's funds in a way that provides the most financial benefit. To accomplish this, day-to-day operating funds are held at Umpqua Bank while reserve funds are held in the account with the highest yield, currently California CLASS. The District also holds accounts with the Humboldt County Treasury and LAIF.

Property tax revenue and Measure B assessment revenues accrue in the Humboldt County Treasury, and it is in the best interest of the District to transfer these funds to California CLASS, or the account with the highest yield, as they are accrued-approximately three times each fiscal year. Occasionally fund transfers may be required to supplement operating funds at Umpqua Bank.

Currently a Board Approval is required each time a transfer is initiated from the Humboldt County Treasury; therefore, staff recommend the Board adopt a blanket resolution that grants continuing authorization to the Finance Director and General Manager so that they may together initiate transfers to higher yielding accounts, or to operating accounts when necessary, as funds are accrued. The authorization for fund transfer will continue until the Board revokes Resolution 2025-09 or passes another overriding resolution.

Alternatives:

Authorize a one-time transfer from the Humboldt County Treasury to California CLASS in the amount of \$866,948.07.

Fiscal Analysis:

Humboldt County Treasury closed December 31, 2024 with an effective rate of return of 3.09%

California CLASS has a 30-day yield of 4.3982%.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2025-09

RESOLUTION 2025-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT GRANTING CONTINUING AUTHORIZATION TO THE FINANCE DIRECTOR AND GENERAL MANAGER TO TRANSFER FUNDS FROM THE HUMBOLDT COUNTY TREASURY TO OTHER ACCOUNTS HELD BY THE DISTRICT

WHEREAS, the District holds accounts with the Humboldt County Treasury; and

WHEREAS, it is the goal of District staff to manage the District’s funds in a way that provides the most financial benefit; and

WHEREAS, District staff has recommended to the Board to grant continuing authorization to the Finance Director and General Manager so that they may together initiate transfers to higher yielding accounts, or to operating accounts when necessary, as funds are accrued in Humboldt County Treasury.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of McKinleyville Community Services District hereby grants continuous authorization to the Finance Director and General Manager to initiate fund transfers from the Humboldt County Treasury to other accounts held in the name of McKinleyville Community Services District

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 2nd day of April 2025 by the following polled vote:

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

James Biteman, Board President

Attest:

Joseph Blaine, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 2, 2025

TYPE OF ITEM: **ACTION**

ITEM: E.1 **Consider Adoption of Resolution 2025-08 Recognizing, Honoring and Commending Jens Andersen for Twenty (20) Years of Service**

PRESENTED BY: **Kirsten Messmer, Parks & Recreation 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 Resolution 2025-08 honoring Jens Andersen for twenty (20) years of service at the McKinleyville Community Services District.

Discussion:

Tonight, we have the privilege of recognizing and honoring Jens Andersen for 20 years of dedicated service to the McKinleyville Community Services District in the Parks & Recreation Department. Over the past two decades, Jens has been an integral part of our community, making a lasting impact through his commitment to providing quality recreational opportunities for residents of all ages.

As our Recreation Coordinator, Jens has played a pivotal role in organizing and managing our youth and adult sports programs. Whether it's coordinating leagues, ensuring smooth operations, or fostering a positive environment for participants, his efforts have enriched the lives of countless community members. In addition to sports programming, Jens oversees our pickleball drop-in sessions and classes, as well as the birthday party program—bringing joy and a sense of community to families and individuals alike. Most recently, Jens has taken on the additional responsibility of helping facilitate public meetings for the McKinleyville Community Forest.

On a personal note, it has been an absolute pleasure working alongside Jens for 11 of his 20 years with the District. His dedication, collaborative spirit, and positive attitude make him not only an exceptional colleague but also a valued member of our community.

Attached for the Board of Directors' review is Resolution 2025-08 recognizing, honoring, and commending Jens Andersen for twenty (20) years of service. Please join us in presenting Jens Andersen 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 2025-08

RESOLUTION 2025-08

A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING JENS ANDERSEN FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR TWENTY (20) CONTINUOUS YEARS

WHEREAS, JENS ANDERSEN, having faithfully served twenty (20) years as an employee of the McKinleyville Community Services District (MCSD) from 2005 to 2025; and

WHEREAS, throughout his years of service, Jens continually demonstrates a commitment and dedication to the recreational needs of our community; and

WHEREAS, Jens lends his knowledge of recreation and programs to enhance and progress the MCSD Parks and Recreation Department; and

WHEREAS, Jens exhibits attributes that make him a valuable member of the MCSD team; and

WHEREAS, Jens has made significant contributions to recreation programs he is responsible for; and

WHEREAS, Jens is genuinely dedicated to providing quality, positive experiences for youth and families and building a sense of community for McKinleyville;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of McKinleyville Community Services District hereby confers upon Jens Andersen 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 twenty (20) 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 April 2025 by the following polled vote:

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

James Biteman, Board President

Attest:

Joseph Blaine, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 2, 2025

TYPE OF ITEM: **ACTION**

ITEM: E.2 **Consider Appointments of Alternate Seat Applicants, Patti Stuart & Evan Swartz to Voting Seats on the Park And Recreation Committee (PARC)**

PRESENTED BY: **Kirsten Messmer, Parks & Recreation Director**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board consider the information provided, air questions, take public comment and vote on the appointments of Patti Stuart & Evan Schwartz to the Parks and Recreation Committee as voting members for a term of four (4) years.

Discussion:

It is the duty of the Board of Directors to vet and select the most qualified candidates to become members of the PARC. The Board of Directors is obligated to interview all candidates, discuss the candidates' qualifications, and select the most qualified candidates to serve on the committee by majority vote.

There are currently two (2) voting member seat openings on the PARC. We currently have both Alternate Seats filled by Patti Stuart & Evan Swartz.

The PARC made a motion at their February 19, 2025 meeting to Recommend that the MCSD Board of Directors fill the two (2) vacant voting seats, with the two (2) alternate members, Patti Stuart and Evan Schwartz, already appointed to the PARC by the Board.

Alternatives:

Staff analysis consists of the following potential alternative: Do not appoint the alternate applicants to become voting members on the PARC.

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

Not applicable

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 2, 2025

TYPE OF ITEM: **ACTION**

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

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

TYPE OF ACTION: **Board President Appointment**

Recommendation:

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

Discussion:

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

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

- Date to complete and return sealed evaluations to the Board Secretary (**April 11**);
- Date the appointed consolidator will retrieve the evaluations (**April 14**);
- Date for review information to be returned to Board Secretary for confidential distribution (**April 28**); and
- A date for the closed session for the General Manager’s performance evaluation (**May 7**).

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

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

and combining any written comments so there will be one evaluation from the Board and one evaluation from the Department Heads. The Board Secretary shall distribute the 360 Performance evaluation (**Attachment 3**) to the Department Heads, collect, consolidate, and distribute the evaluations to the Board as part of the May 1 Board Packet.

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

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

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

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

6. Time at Work.

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

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

7. Outside Activities.

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

8. Performance Evaluation.

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

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

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

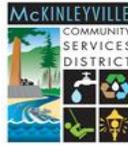
9. Termination and Severance Pay, and Voluntary Resignation.

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

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

- ai. A material breach of the terms of this Agreement, following notice and a reasonable opportunity to correct any noted deficiency or breach, if correction is feasible or reasonably possible;

- aii. Misfeasance or malfeasance in office, established pursuant to notice and an opportunity for Employee to respond in



MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
 Board of Directors' Evaluation Form - General Manager
 Performance Review Period (_____ through _____),

Board Member: _____

Date _____

A. BOARD/MANAGER RELATIONSHIP

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

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

B. COMMUNITY RELATIONS

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

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

C. LEADERSHIP

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

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

D. COMMUNICATION

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

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

E. MANAGING FINANCIAL AND MATERIAL RESOURCES

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

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

F. ORGANIZATION

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

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

H. OVERALL EVALUATION

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

	5	4	3	2	1

Remarks/Comments:

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

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

1=100% False / Absolutely Disagree

2=Somewhat False / Somewhat Disagree

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

4= Somewhat True / Somewhat Agree

5=100% True / Absolutely Agree

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

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

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

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

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

Name of Supervisor _____ Supervisor's Title _____

Date of Evaluation _____ Total Score _____

McKinleyville Community Services District

BOARD OF DIRECTORS

April 2, 2025

TYPE OF ITEM: **ACTION**

ITEM: E.4 **Consider Adopting Resolutions 2025-06 & 2025-07 Initiating Proceedings for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities Annual Levy and Collection of Assessments for Fiscal Year 2025/2026; Declaring Intention to Levy and Collect the Fiscal Year 2025/2026 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, Accepting and Approving the Engineer's Report and Setting the Public Hearing**

PRESENTED BY: **Samantha Howard, Finance Director**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends the Board review the information provided, take public comment and adopt Resolutions 2025-06 & 2025-07

- A resolution initiating proceeding for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities annual levy and collection of assessments for Fiscal Year 2025/2026, **Attachment 1**;
- A resolution of intention that declares the Board's intention to levy and collect the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities annual assessments for Fiscal Year 2025/2026, accepts and approves the Engineer's Report regarding the assessments and sets the Public Hearing for May 7, 2025, **Attachment 2**.

Discussion:

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

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

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

In 2023 the District held another property owner protest ballot proceeding pursuant to the provisions of the California Constitution Article XIID for the levy of annual assessments for the Measure B Maintenance Assessment District-- Renewal for Parks, Open Space, and Recreational Facilities seeking an increase in the Measure B Assessment. The property owners voted in favor of increasing the Measure B Assessment amount from \$30 per single family dwelling unit to \$94 per single family dwelling unit, 63% in favor and 37% opposing.

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

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

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

The Fiscal Year 2025/2026 Draft Engineer's Report anticipates that Measure B collections from the existing 5,906 taxable parcels in the assessment district that benefit from the improvements and based on a proposed assessment rate of \$96.12 per equivalent benefit unit (a 2.26% increase compared to 2024/25), the assessment revenue to be levied and collected on the tax rolls will be approximately \$730,516. This assessment revenue represents approximately 22.4% of the total estimated \$3,254,338 budgeted for Fiscal Year 2025/2026 to fund the operation, development, and maintenance of MCSD's parks and recreation facilities.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2025-06
- Attachment 2 – Resolution 2022-07
- Attachment 3 – Draft Annual Engineer's Report for Fiscal Year 2025/2026

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RESOLUTION 2025 – 06**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS FOR THE MEASURE B MAINTENANCE ASSESSMENT DISTRICT ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2025/2026**

WHEREAS, the Board of Directors of the McKinleyville Community Services District (hereafter referred to as the “CSD”), has by previous Resolutions formed and levied annual assessments for the Measure B Maintenance Assessment District (hereafter referred to as the “District”), pursuant to provisions of the Landscaping and Lighting Act of 1972 (Sts. & Hy. Code, sec. 22500 et seq.), and additionally The Improvement Act of 1911 (Sts. & Hy. Code sec. 5000, et. Seq.) and The Improvement Act of 1913 (Sts. & Hy. Code sec. 10000, et. seq.) (See Gov. Code, secs. 61122 & 61129.) (collectively known as “The Acts”), in accordance with the provisions of the California Constitution Article XIID; and,

WHEREAS, the Board of Directors of the McKinleyville Community Services District desires to initiate proceedings to levy and collect annual assessments on parcels of land within the District for Fiscal Year 2025/2026 to pay for the operation, maintenance and servicing of parks, recreation facilities and other public buildings and appurtenant facilities related thereto; and,

WHEREAS, the CSD has retained Willdan Financial Services as the Engineer of Work, for the purpose of assisting with the annual levy of assessments, and to prepare and file an Engineer’s Report with the CSD Secretary for Fiscal Year 2025/2026.

THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1 RECITALS: The above recitals are true and correct.

SECTION 2 IMPROVEMENTS: The proposed District improvements generally include, but are not limited to the materials, equipment, utilities, labor, contract services, and incidental expenses associated with the ongoing maintenance, servicing and operation of parks, open space, recreational facilities, library facilities and public safety facilities (the “Improvements”). Detailed maps and descriptions of the location and extent of the proposed improvements to be serviced and maintained by the District are on file in the Office of the General Manager of the McKinleyville Community Services District and by reference these plans and specifications are made part of this Resolution.

SECTION 3 TERRITORY: The territory within the District consists of the lots, parcels, and subdivisions of land within the boundaries of the CSD.

SECTION 4 ASSESSMENTS: The proposed annual Assessments for the District shall provide a funding source for the ongoing annual expenses to construct, maintain and service the Improvements and appurtenant facilities that provide special benefits to properties in the District. The net annual cost of providing such improvements shall be collected on the County tax rolls as annual assessments.

SECTION 5 ENGINEER'S REPORT: Pursuant to Section 22622 of the 1972 Act, the Board of Directors of the CSD hereby orders Willdan Financial Services to prepare and file with the CSD Secretary an Engineer's Report for the annual levy of assessments for the District for the Fiscal Year commencing July 1, 2025 and ending June 30, 2026.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on April 2, 2025, by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

James Biteman, Board President

Attest:

Joey Blaine, Board Secretary

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF HUMBOLDT) ss.
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT)

I, Joey Blaine, Board Secretary of the McKinleyville Community Services District, hereby certify that Resolution No. 2025-06 is a full, true and correct copy, and was duly adopted at a regular meeting of the Board of Directors of the McKinleyville Community Services District on April 2, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Board Secretary
McKinleyville Community Services District,
California

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RESOLUTION 2025 – 07**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, DECLARING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS FOR THE MEASURE B MAINTENANCE ASSESSMENT DISTRICT FOR FISCAL YEAR 2025/2026; AND SETTING A TIME AND PLACE FOR THE PUBLIC HEARING ON THESE MATTERS**

WHEREAS, the Board of Directors of the McKinleyville Community Services District (the “CSD”) pursuant to the Landscaping and Lighting Act of 1972 (Sts. & Hy. Code, sec. 22500 et seq.) (the “1972 Act”), and additionally The Improvement Act of 1911 (Sts. & Hy. Code sec. 5000, et. Seq.) and The Improvement Act of 1913 (Sts. & Hy. Code sec. 10000, et. seq.) (See Gov. Code, secs. 61122 & 61129) (collectively, “The Acts”) did by previous Resolution, initiate proceedings for the annual levy and collection of assessments for the Measure B Maintenance Assessment District (hereafter referred to as the “District”), and order the preparation of an Engineer’s Report related thereto; and,

WHEREAS, the Board of Directors desires to levy and collect annual assessments against lots and parcels of land within the District to pay the cost and expenses related to the construction, maintenance, servicing and operation of District improvements as authorized by the Acts and CSD Law and in accordance with the provisions of the California Constitution Article XIID; and,

WHEREAS, pursuant to Section 22623 of the 1972 Act and as ordered by previous Resolution, the Engineer of Work has prepared and filed with the CSD Secretary an Engineer’s Report (hereafter referred to as the “Report”) for the District in connection with the proposed levy of assessments for Fiscal Year 2025/2026 (Beginning July 1, 2025 and ending June 30, 2026); in accordance with The Acts; and said Report has been presented to the Board of Directors.

THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1 RECITALS: The above recitals are true and correct.

SECTION 2. REPORT APPROVAL: The Report presented is hereby approved on a preliminary basis as submitted or amended by direction of this Board of Directors and is hereby ordered to be filed in the Office of the CSD Secretary as a permanent record and to remain open to public inspection.

SECTION 3. ASSESSMENTS: The Board of Directors hereby declares its intention to levy and collect assessments against the lots and parcels of land within the District that are necessary to fund the ongoing cost and expenses to construct, maintain and service the improvements outlined in the Report prepared for Fiscal Year 2025/2026.

SECTION 4. TERRITORY: The territory subject to the Assessment consists of all property within the boundaries of the CSD.

SECTION 5. PUBLIC HEARING: The Board of Directors hereby declares its intention to conduct a public hearing concerning the Fiscal Year 2025/2026 levy of assessments for the District in accordance with the Acts.

Notice is hereby given that a public hearing on these matters will be held by the Board of Directors on May 7, 2025, at 6:00 p.m., or as soon thereafter as feasible at Azalea Hall, located at 1620 Picket Road, McKinleyville, CA 95519.

SECTION 6. NOTICE: Pursuant to Section 22626(a) of the 1972 Act, the Board of Directors directs that the Board Secretary shall give notice of the time and place of the Public Hearing by causing the publication of this resolution once in the local newspaper not less than ten (10) days before the date of the public hearing, and by posting a copy of this resolution on the official bulletin board customarily used by the Board of Directors for the posting of notices.

SECTION 7. The Board Secretary shall certify to the passage and adoption of this resolution.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on April 2, 2025, by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

James Biteman, Board President

Attest:

Joey Blaine, Board Secretary

CERTIFICATION

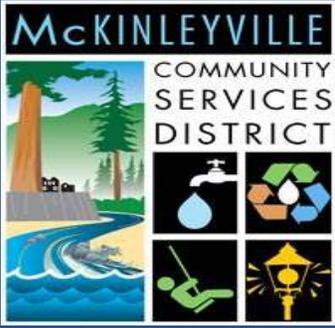
STATE OF CALIFORNIA)
COUNTY OF HUMBOLDT) ss.
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT)

I, Joey Blaine, Board Secretary of the McKinleyville Community Services District, hereby certify that Resolution No. 2025-07 is a full, true and correct copy, and was duly adopted at a regular meeting of the Board of Directors of the McKinleyville Community Services District on April 2, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Board Secretary
McKinleyville Community Service District,
California

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MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

MEASURE B

MAINTENANCE ASSESSMENT DISTRICT

RENEWAL

Fiscal Year 2025/2026 ENGINEER'S REPORT

Intent Meeting: April 2, 2025

Public Hearing: May 7, 2025

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



**McKinleyville Community Services District
Measure B Maintenance Assessment District Renewal**

Fiscal Year 2025/2026

County of Humboldt, State of California

This Report and the enclosed descriptions, budgets, and diagram outline the assessments associated with the McKinleyville Community Services District Measure B Maintenance Assessment District Renewal for Fiscal Year 2025/2026. Said District includes each lot, parcel, and subdivision of land within the boundaries of the McKinleyville Community Services District, as they existed at the time this Report was prepared and the passage of the Resolution of Intention. Reference is hereby made to the Humboldt County Assessor's maps for a detailed description of the lines and dimensions of parcels within the McKinleyville Community Services District Measure B Maintenance Assessment District Renewal. The undersigned respectfully submits the enclosed Report as directed by the McKinleyville Community Services District Board of Directors.

Dated this _____ day of _____, 2025.

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

By: _____

Michelle Laase
Project Manager

By: _____

Tyrone Peter
PE # C 81888

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Introduction

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

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

Therefore, in 2010, the McKinleyville CSD Board of Directors (“Board” or “Board of Directors”) initiated proceedings to reestablish a special benefit assessment district within the CSD designated as the McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities for the purpose of providing and continuing a stable revenue source, coupled with available grants and donations from other sources, to fund the ongoing operation, maintenance, expansion, enhancement, construction, renovation and rehabilitation of the CSD parks and recreational improvements including parks, wilderness parklands, open space, trails, sports facilities, recreation and activity centers and facilities, including incidental expenses and debt services for any bond(s), loans or other repayment plans incurred to finance capital improvements (collectively referred to as “Improvements”) that provide special benefits to properties within the CSD. The Board of Directors proposed to form (reestablish) the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities for another twenty (20) year period, and to levy and collect annual assessments on the County tax rolls to fund in whole or in part the improvements including related debt service on bonds that may be issued or loan agreements to finance the authorized improvements.

In 2023, the Board of Directors initiated proceedings to i) Reestablish the **Measure B Assessment Renewal** (the “District”) until ended by voters; ii) Increase the Maximum Assessment Rate; iii) Add an annual cost-of-living adjustment to the Maximum Assessment Rate. Pursuant to the requirements of the California Constitution Article XIID and the provisions of the 1972 Act, the Improvement Act of 1911 (Streets and Highways Code, section 5000, et seq.), and the Improvement Act of 1913 (Streets and Highways Code, section 10000, et seq.) (collectively the “Acts”) the Board of Directors called for an Engineer’s Report to be prepared regarding the proposed renewal of the District and for the proposed levy of increased assessments. Pursuant to the provisions of Article XIID, Section 4 of the California Constitution, the CSD held a property owner protest ballot proceeding (“Ballot Proceeding”) prior to the levy of assessments for Fiscal Year 2024/2025. In conjunction with this Ballot Proceeding, a noticed public hearing was held on November 1, 2023 to consider public testimonies, comments, and written protests regarding

renewal of the District and the levy of increased assessments. Upon conclusion of the public hearing the ballots were opened and tabulated to determine whether majority protest existed. The Board of Directors confirmed the results of that ballot tabulation, with approximately 63.3% of the weighted ballots being in favor of the increased assessments and 36.7% being opposed. Finding that majority protest did not exist, the Board approved and adopted renewal of the District and the levy of increased assessments for Fiscal Year 2024/2025, with cost-of-living increases applied annually pursuant to the Fiscal Year 2024/2025 Engineer's Report.

This Engineer's Report ("Report") describes the District and identifies the improvements including any proposed changes to such improvements to be provided, the estimated expenditures, and the resulting special benefit assessments to be levied and collected on the County tax rolls for Fiscal Year 2025/2026. The total annual assessments herein are based on an estimated budget (estimated expenses) and the assessment revenues required to fund in whole or in part the park and recreational improvements, facilities and related activities deemed to be of special benefit to properties in the District and which property owners and residents of the CSD have supported.

The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number ("APN") by the Humboldt County Assessor's Office. The Humboldt County Auditor/Controller uses Assessor's Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the District assessments.

If any section, subsection, sentence, clause, phrase, portion, zone, or subzone of this Engineer's Report is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of the Engineer's Report and each section, subsection, subdivision, sentence, clause, phrase, portion, zone, or subzone thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, portions, Zone, or Subzone might subsequently be declared invalid or unconstitutional.

This Report consists of five (5) parts:

Part I

Plans and Specifications: This section provides an overall description of the District and the improvements for which parcels are assessed. The proposed assessments as outlined in this Report are based on the improvements and appurtenant facilities that provide a special benefit to the properties within the District and operational expenses authorized pursuant to the Acts. Generally, the District improvements consist of each of the park and recreational improvements and facilities in McKinleyville CSD.

Part II

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

Part III

Estimate of Improvement Costs: An estimate of the annual cost to fund the improvements for Fiscal Year 2025/2026. The District assessments will fund only a portion of the costs needed to provide the various improvements and are not intended to fully fund any specific improvement. This estimate of the improvement costs (budget) includes an estimate of the total annual maintenance and operation costs for the existing park and recreational improvements within the CSD; an estimate of annual funding collected for planned capital improvement expenditures to fund expansion, enhancement, renovation or rehabilitation of the parks, trails and related recreational facilities within the CSD (including acquisitions and new construction); and authorized incidental expenses including, but not limited to County fees, professional services related to administration of the District and/or bonds. The estimated expenditures and assessment rate identified in this Report budget and the resulting parcel assessments in the District for Fiscal Year 2025/2026 are based on the estimated net annual cost to fund the improvements and activities for the year (Balance to be Levied), and the method of apportionment established for the District.

Part IV

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

for a detailed description of the lines and dimensions of each lot and parcel of land within the District.

Part V

Assessment Roll: The Assessment Roll contains a listing of all Assessor Parcel Numbers of the properties within the District and each parcel's corresponding "Maximum Assessment" and "Proposed Assessment FY 2025/2026". The proposed assessment amounts to be levied and collected for Fiscal Year 2025/2026 for each parcel is based on the parcel's calculated proportional special benefit as outlined in the Method of Apportionment and the annual assessment rate established by the estimated Budget.

Part I – Plans and Specifications

The boundaries of the District are coterminous with the McKinleyville CSD boundaries and currently include over 6,300 assessor's parcels identified by the County Assessor's Office, and which consists of both developed and undeveloped parcels. The purpose of this District is to provide a stable revenue source, coupled with available grants and donations from other sources, to fund the ongoing operation, maintenance, expansion, enhancement, construction, renovation and rehabilitation of the McKinleyville CSD park and recreational improvements including parks, wilderness parklands, open space, trails, sports facilities, recreation and activity centers and facilities (collectively referred to as "Improvements") that provide special benefits to properties within the CSD, including incidental expenses and debt services for any bond(s), loans or other repayment plans incurred to finance capital improvements.

Applicable Legislation

On November 5, 1996, California voters approved Proposition 218. This Constitutional amendment was the latest in a series of initiatives reducing the revenue-raising discretion of California local governments. The provisions of the Proposition, now California Constitutional Articles XIIC and XIID, can be summarized in four general areas:

- Strengthens the general and special tax provisions of Proposition 13 and Proposition 62.
- Extends the initiative process to all local taxes, assessments, fees, and charges.
- Adds substantive and procedural requirements to assessments.
- Adds substantive and procedural requirements to property-related fees and charges.

Proposition 218 requires that beginning July 1, 1997, all new and existing assessments (with some exceptions) conform to new substantive and procedural requirements. The special benefit assessment was confirmed in 2023 following the required procedures in compliance with the California Constitution. The increased assessment, authorized under the 1972 Act, the Improvement Act of 1911 and the Improvement Act of 1913, required compliance with the substantive and procedural provisions of the California Constitution.

Improvements Authorized by the 1972 Act

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

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of public lighting facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.

- The installation of park or recreational improvements, including, but not limited to, all of the following:
 - Land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks, and drainage.
 - Lights, playground equipment, play courts, and public restrooms.
- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of land for park, recreational, or open-space purposes.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.
- The acquisition or construction of any community center, municipal auditorium or hall, or similar public facility for the indoor presentation of performances, shows, stage productions, fairs, conventions, exhibitions, pageants, meetings, parties, or other group events, activities, or functions, whether those events, activities, or functions are public or private.
- Incidental expenses associated with the improvements including, but not limited to:
 - The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
 - The costs of printing, advertising, and the publishing, posting and mailing of notices;
 - Compensation payable to the County for collection of assessments;
 - Compensation of any engineer or attorney employed to render services;
 - Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
 - Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5; and
 - Costs associated with any elections held for the approval of a new or increased assessment.
- Where the cost of improvements (other than maintenance and operations) is greater than can be conveniently raised from a single annual assessment, the 1972 Act permits an assessment to be levied and collected in annual installments. In that event, the governing body may choose to do any of the following:
 - Provide for the accumulation of the moneys in an improvement fund until there are sufficient moneys to pay all or part of the cost of the improvements;
 - Provide for a temporary advance to the improvement fund from any available and unencumbered funds of the local agency to pay all or part of the cost of the improvements and collect those advanced moneys from the annual installments collected through the assessments; and/or
 - Borrow an amount necessary to finance the estimated cost of the proposed improvements. The amount borrowed, including amounts for bonds issued to finance the estimated cost of the proposed improvements.

District Improvements

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

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

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

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

- Maintenance, servicing and operation of existing parks and park facilities, including:
 - Landscape Maintenance of approximately 91,571 square feet of irrigated turf in Pierson Park, 75,000 square feet within Hiller Park West, and 498,112 square feet within the Hiller Sports Complex.
 - Landscape Maintenance of approximately thirty-five (35) acres of non-irrigated/natural vegetation within Hiller Park West.
 - Maintenance of eight (8) sports fields within the Hiller Sports Complex.

- Maintenance of approximately 17,157 square feet of parking lot area within Pierson Park, 9,770 square feet within Hiller Park West, and 35,000 square feet within the Hiller Sports Complex.
 - Maintenance and operation of approximately 2 restroom facilities each, within Pierson Park, Hiller Park West, and the Hiller Sports Complex, and 2,500 square foot skate park within Pierson Park.
 - Maintenance of 5 playground structures within Pierson Park, and 3 playground structures within Hiller Park West.
- Operation, servicing, and maintenance of existing facilities, halls/activity centers including:
- Azalea Hall: including maintenance of approximately 200 square feet of landscaping area; 13,800 square feet of parking lot area maintenance; and operation and maintenance of an approximately 9,500 square foot hall, including men and women restroom facilities, commercial sized-kitchen, 3,000 square foot hall available as reception area, stage, storage for social events. Azalea Hall is located along Pickett Road, within Pierson Park.
 - McKinleyville Activity Center (“MAC”): including maintenance of approximately 19,174 square feet of landscaping and parking lot areas; operation and maintenance of an approximately 7,000 square foot gymnasium, operation, and maintenance of a 3,000-square foot lobby area, including men and women restrooms and storage facilities. MAC is located along Gwin Road within Pierson Park.
 - McKinleyville Teen Center: an approximate 6,600 square foot addition to an existing community center. The 6,600 square-foot center is used for teen and community activities that include a quiet study room, covered outdoor performance area and a community commercial kitchen where cooking classes are held. The center is designed so that up to seven distinct and separate activities can take place at the same time without overlap.
 - Law Enforcement Facility: A 3,038 square foot building that houses the McKinleyville Branch of the Humboldt County Sheriff, which includes the maintenance of an approximate 20-feet by 8-feet Reception and Lobby area with secure access, maintenance of a 32-feet by 16-feet Office, Kitchen and bathroom area, as well as a 24-feet by 31-feet Conference Room and Interview Rooms. The Law Enforcement Facility is located along Pickett Road within Pierson Park.
 - Library: An approximately 2,700 square foot building that houses the McKinleyville Branch of the Humboldt County Library. This includes the maintenance of an approximate 40-feet by 20-feet Library Stacks and Reading Room and Children’s Story Area, maintenance of an approximate 18-feet by 20-feet Office and Storage Area, as well as an approximate 24-feet by 30-feet Computer Lab, and two restrooms. The Library is along Pickett Road within Pierson Park.
- Maintenance of existing trails:
- Landscaping and trail maintenance of approximately 7,000 feet of trails, including maintenance/repairs to trails, benches, and asphalt.

- Maintenance of Community Forest:
 - Consisting of approximately 559 acres of land and approximately 44,000 feet of trails in the forest along the eastern edge of the CSD, offering recreational spaces and trails for biking, hiking and equestrian riders.
- Maintenance of existing open space, including:
 - Hewitt Ranch – Landscaping and maintenance of open space area.
 - School Road – Landscaping and maintenance of open space area.
 - North Bank Road – River Front, Landscaping, and open space area.
- Capital Improvement projects completed in the prior Fiscal Year are briefly summarized below.
 - New tables and chairs in Azaela Hall
 - New mower
 - New utility truck
 - ADA compliance updates for Library and Law Enforcement facility
 - Replacement of furnace for law enforcement facility.
- Capital expenditures for new improvements, and replacement and rehabilitation of existing improvements, and equipment for the Fiscal Year are outlined in the CSD's Capital Improvement Plan and briefly summarized below.
 - Construction of the BMX Track and Park project.
 - Community Forest Project

Part II – METHOD OF APPORTIONMENT

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, including the acquisition, construction, installation and servicing of park and recreational facilities. The 1972 Act requires that the cost of the improvements be levied according to benefit rather than assessed value. The cost to provide services within the District is fairly distributed among each eligible parcel based on the services and improvements provided to that parcel. The formula used to determine rates and charges is based on the land use, size, development limitations, and development status of each parcel as compared to other parcels that benefit from a specific improvement or service.

Section 4 of the Constitution requires that a parcel's charge may not exceed the reasonable cost of the proportional special benefit conferred on that parcel and further requires that the District must separate the general benefits from the special benefits, only levying charges for special benefits.

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

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

Proposition 218 Benefit Analysis

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

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

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

Article XIII D Section 2(d) defines district as follows:

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

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

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

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

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

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

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

General Benefits

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

When the District was formed in Fiscal Year 2011/2012 a detailed review and analysis of the improvements and surrounding properties revealed that all properties within the District boundaries were located within two and a half miles (2½ miles) of an existing park, wilderness parkland, open space, trail, sports facility, recreation and activity center and other facilities provided by the CSD, which is well within the broader 3-4 mile sphere of influence commonly associated with such improvements. This analysis revealed that properties within the broader 3 to 4-mile area, but outside the 2½ mile service area associated with District parcels was predominately undeveloped land consisting of agricultural, timber, mining, and open space properties. Based on this information, it was reasonable to conclude that the improvements and facilities serve primarily the 2½ mile service area. This information was confirmed in 2023 as part of the Fiscal Year 2024/2025 Ballot Proceeding.

Within the 2½ mile service area, there were approximately 6,715 parcels of which, 5,638 parcels or eighty-four percent (84%) were identified in Fiscal Year 2011/2012 as being within the boundaries of the District, comprising roughly 12,140 acres of land. The remaining parcels (those parcels outside the District) represented approximately forty-two percent (42%) of the total acreage within the identified 2½ mile service area (approximately 8,800 acres of land). However, this area outside the District boundaries, but within the 2½ mile service area, is largely comprised of agricultural, timber production and gravel mining properties (approximately 6,835 acres or 78% of that total area), and these properties clearly have very limited direct utilization or need for the District improvements. In addition, approximately 575 acres, (6.5% of the total acreage outside the District, but within the 2½ mile service area), is identified as open space/public areas which offer similar recreational opportunities to the properties outside the District. The remaining developed properties (residential and non-residential) located outside of the District boundaries (approximately 1,390 acres) represent the equivalent of approximately six percent (6%) of the total developed residential and non-residential properties within the overall 2½ mile service area. While many of these parcels are likely served more directly by park and recreational facilities outside of the CSD, these properties have proximity to the improvements associated with the District and it can be assumed that the owners, residents and employees of these parcels may occasionally utilize or reasonably have access to the improvements within the CSD. In 2023 as part of the Fiscal Year 2024/2025 Ballot Proceeding, it was confirmed that the preceding overall statistics have not changed significantly since Fiscal Year 2011/2012, therefore it was and still is reasonable to assume that six percent (6%) of the total cost to provide the improvements is non-assessable and of general benefit.

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

benefit to properties outside the District and to the public at large represents no more than ten percent (10%) of the total cost to provide the improvements.

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

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

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

Based on the preceding discussion, collectively, it has been determined that approximately forty-three percent (43%) of the costs to provide the District improvements are attributable to general benefit. For purposes of establishing proportional special benefit costs, it was established in Fiscal Year 2011/2012 and confirmed in Fiscal Year 2024/2025, and this Report assumes a more conservative approximation of general benefit to be fifty percent (50%) or half of the total annual cost to provide the improvements. This additional seven percent (7%) is added to ensure that only the costs of maintaining improvements that provide a special benefit are assessed.

Special Benefit

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

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

These facilities expand the use of each property within the CSD by providing these properties with access to desirable recreational facilities beyond those that can conveniently be included on a home or businesses lot. The common-use development of these facilities by the CSD, frees property-owners from the burden of having to provide extensive privately-owned recreation facilities or having a property that lacks access to such facilities. The availability and proximity of the facilities is a distinct special benefit to the assessed parcels because the assessed parcels, unlike most parcels outside the District are within the immediate service area of the facilities and can easily use the facilities as a substitute for (and enhancement of) recreational facilities that would otherwise need to be provided on the parcel (or simply foregone). Because each assessed parcel is within the service area of the improvements and facilities offered by the McKinleyville CSD, these park and recreation improvements are like an extension of the front and back lawns of the parcels. They are not remote, but available for frequent and everyday use with minimal travel. We estimate this special benefit to represent at least half (1/2) of the total benefits created by the facilities.

Assessment Methodology

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

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

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

For the purposes of this Engineer's Report, an EBU is the quantum of benefit derived from the funded programs and facilities by a single-family residential parcel or unit. Thus, the "benchmark" property (the single-family residential parcel/unit) derives one (1.0) EBU of benefit. All other land uses are proportionately weighted (assigned an EBU) based on an assessment formula that

equates the property's specific development to that of the benchmark property (single-family residential parcel/unit). This proportional weighting may be based on several factors that may include but are not limited to: the type and status of development (land use), size of the property, development plans or restrictions, typical development densities, population densities or other property related factors. Generally, for most districts the calculation of each parcel's proportional special benefit can be reasonably determined by applying one or more of these factors.

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

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

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

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

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

It is also recognized that larger non-residential properties typically have portions of the property that have less intense use/development (such as parking areas, private landscaped areas, outdoor storage, areas with development restrictions etc.) and it is

reasonable to assume that the benefit derived from the Improvements does not necessarily increase by the same proportion as the size of property.

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

Vacant Property – This land use is defined as undeveloped property. Such parcels benefit from the existence of the funded facilities because park and recreational improvements improve the potential development of such parcels. Recognizing this benefit to property, but also its immediate need for such improvements, each Vacant Property is assigned 1/3 of an EBU per parcel.

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

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

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

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

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

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

The following table provides a summary of each land use described above and related EBU's. The determination of each parcel's land use and property characteristics shall be based on the data available from the most recent Humboldt County Assessor's Secured

Roll, or as identified by the McKinleyville CSD, if the information is different than that provided by the Humboldt County Assessor's Office.

Land Use Description	Assessment Formula	No. of Parcels	EBU
Residential	1.000 EBU per Unit	5,301	7,233.00
	0.500 EBU per Bed ⁽¹⁾	1	36.00
	Residential Total	5,302	7,269.00
Non-Residential/Commercial	1.000 EBU per Acre for first 2 Acres (minimum 1 EBU per parcel); 0.500 EBU per Acre for next 2 acres (between 2 and 4 acres); 0.250 EBU per Acre for next 2 acres (acreage between 4 and 6 Acres); 0.125 EBU per Acre for next 2 acres (acreage between 6 and 8 Acres); 0.000 EBU per Acre for Remaining Acres (acreage exceeding 8 acres)	156	217.04
Vacant	(1/3) EBU per Parcel	342	114.00
Subtotal (to be applied to County Tax Roll)		5,800	7,600.04
Publicly Owned Parcels (paid by CSD)		106	154.39
Total ⁽²⁾		5,906	7,754.44

(1) There is one parcel classified as a convalescent / long term-care facility, and this residential property although classified as a Residential Property, is assigned 0.5 EBU per bed for a total of 36.00 EBU (refer to method of apportionment).

(2) Of the total benefiting parcels in the District 106 parcels representing approximately 154.39 EBU are identified as Public Property and thus considered non-taxable by the County. The CSD pays the assessment for these parcels from sources other than the assessment.

Note: Totals may not add due to rounding.

Part III – ESTIMATE OF IMPROVEMENT COSTS

Description of Budget Items

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

Expenditures:

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

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

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

Revenues:

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

Non-Taxable Property Adjustment: Funds to be contributed by the McKinleyville CSD from other revenue sources to pay the calculated assessment obligation for benefiting non-taxable parcels. Therefore, in addition to other contributions, the CSD will annually pay the assessment obligation for the identified non-taxable parcels that receive special benefits.

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

Measure B Fund Balance (Capital/Rehabilitation Improvements):

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

District Budget

The following Budget shows the full estimated annual cost of the improvements and facilities that will be partially funded with the proposed assessment. The total special benefit assessment amount to be collected for the improvements is based on the following budget information.

McKinleyville CSD Fiscal Year 2025/2026 Proposed Measure B District Budget			
	Total	General Benefit (50% of O&M)	Special Benefit (50% of O&M)
Expenses:			
Operation and Maintenance (O&M):			
Park Enhancements	\$207,328	\$103,664	\$103,664
Indoor Facilities	99,815	49,908	49,908
Trails	0	0	0
Undeveloped Property	0	0	0
Future Parks & Facilities (BMX Track & Park / Community Forest)	48,583	24,292	24,292
O&M Sub-total:	\$355,726	\$177,863	\$177,863
Capital Improvements / Future Rehabilitation Projects ⁽¹⁾	\$413,000	\$0	\$413,000
Reserve Collection (Contribution)	145,600	0	145,600
Total Program Budget	\$914,326	\$177,863	\$736,463
Other Expenses			
Measure B Incidental Expenses	\$17,786	\$8,893	\$8,893
Other Expenses (Sub-total)	\$17,786	\$8,893	\$8,893
Total Annual Expenses	\$932,113	\$186,756	\$745,357
Revenue:			
General Benefit Funding	\$186,756	\$186,756	\$0
Non-Taxable Parcel Special Benefit Coverage (from CSD) ⁽²⁾	14,840	0	14,840
Measure B Special Benefit Assessment	730,516	0	730,516
	\$932,113	\$186,756	\$745,357
Measure B Special Benefit Assessment			
Assessable Parcels			5,906
Equivalent Benefit Units			7,754.44
Applied Rate per EBU (Special Benefit Total / EBUs)			\$96.12
Maximum Rate Per EBU ⁽³⁾			\$96.23
Measure B Fund Balance			
Estimated Beginning Balance as of July 1, 2025	(\$575,953)		
Estimated Fund Collection ⁽⁴⁾	145,600		
Estimated Ending Fund Balance as of June 30, 2026	(\$430,352)		

⁽¹⁾ The amount budgeted for Capital Improvements is collected for future Improvement / Rehabilitation Projects as well as funding for the design, acquisition, construction of future facilities, including, but not limited to the repayment of any future debt service issued and/or loan(s); and includes projects dependent on grant funding, which may not be awarded or received as planned.

⁽²⁾ Contribution from the CSD general fund to cover the amount that would otherwise be assessed against non-taxable parcels.

⁽³⁾ The Maximum Assessment Rate per EBU is subject to an annual inflationary adjustment.

⁽⁴⁾ The CSD will use the fund collection for operational and rehabilitation reserves and to bring the fund balance positive.

Annual Inflationary Adjustment

It is recognized that the cost of providing for the improvements described in Plans and Specifications of this Report will inevitably increase over time as a result of inflation and that any “new or increased assessments” require certain noticing and balloting requirements pursuant to Article XIII D of the California Constitution (Proposition 218). However, Government Code Section 54954.6(a) provides that a “new or increased assessment” does not include “an assessment which does not exceed an assessment formula or range of assessments...previously adopted by the agency or approved by the voters in the area where the assessment is imposed.” This definition of a new or increased assessment is reaffirmed in the Proposition 218 Omnibus Implementation Act, Government Code Section 53753.5.

In order to assure that the improvement funding is sufficient in the future to address the ongoing maintenance and replacement cost increases that naturally occur over time due to inflation and in an effort to minimize this impact on the District and ensure the long life of the improvements, an Assessment Range Formula for inflation was included as part of the Maximum Assessment Rate approved by property owners in 2023. The formula, as described herein, provides for an annual inflationary adjustment to the Maximum Assessment Rate. The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment to the assessment amounts without requiring costly noticing, mailing, and ballot procedures, which would further increase the assessments.

The Consumer Price Index (CPI), as developed by U.S. Bureau of Labor Statistics (BLS), is used to calculate the annual inflationary adjustment to the Maximum Assessment Rate for the District. Each fiscal year the CSD shall identify the annual percentage change in the CPI, using the difference over a 12-month period between the current year and the previous year. This annual percentage change in CPI is generally established based on the percentage change from December to December as determined by the BLS for urban consumers for the San Francisco-Oakland-Hayward Area. This percentage difference is then used to establish the increase to the Maximum Assessment Rate. Should the BLS revise such index or discontinue the preparation of such index, the CSD shall use the revised index or comparable system. For Fiscal Year 2025/2026, the percentage difference from December 2023 to December 2024 is 2.38%. Although the Maximum Assessment Rate that may be levied shall be increased each fiscal year, the actual amount to be assessed will be based on the District budget.

Assessment Calculations

Applying the method of apportionment outlined in Part II of this Report and the budget estimates for Fiscal Year 2025/2026 results in the following calculation of assessments:

Assessment Summary

Total Measure B Special Benefit Assessments		\$	745,357
Total Equivalent Benefit Units	÷		7,754.44
Assessment Rate per EBU		\$	96.12

Assessment Breakdown of Non-Taxable Properties

EBU of Non-Taxable Properties			154.39
Assessment Rate per EBU	x	\$	96.12
Non-Taxable (Paid by CSD)		\$	14,840

Assessment Breakdown of Taxable Properties

Total Equivalent Benefit Units			7,754.44
EBU of Non-Taxable Properties	-		154.39
Equivalent Benefit Units Levied on Tax Rolls			7,600.04
Balance to be collected on Tax Rolls		\$	730,516
Equivalent Benefit Units Levied on Tax Rolls	÷		7,600.04
Assessment Rate per EBU		\$	96.12

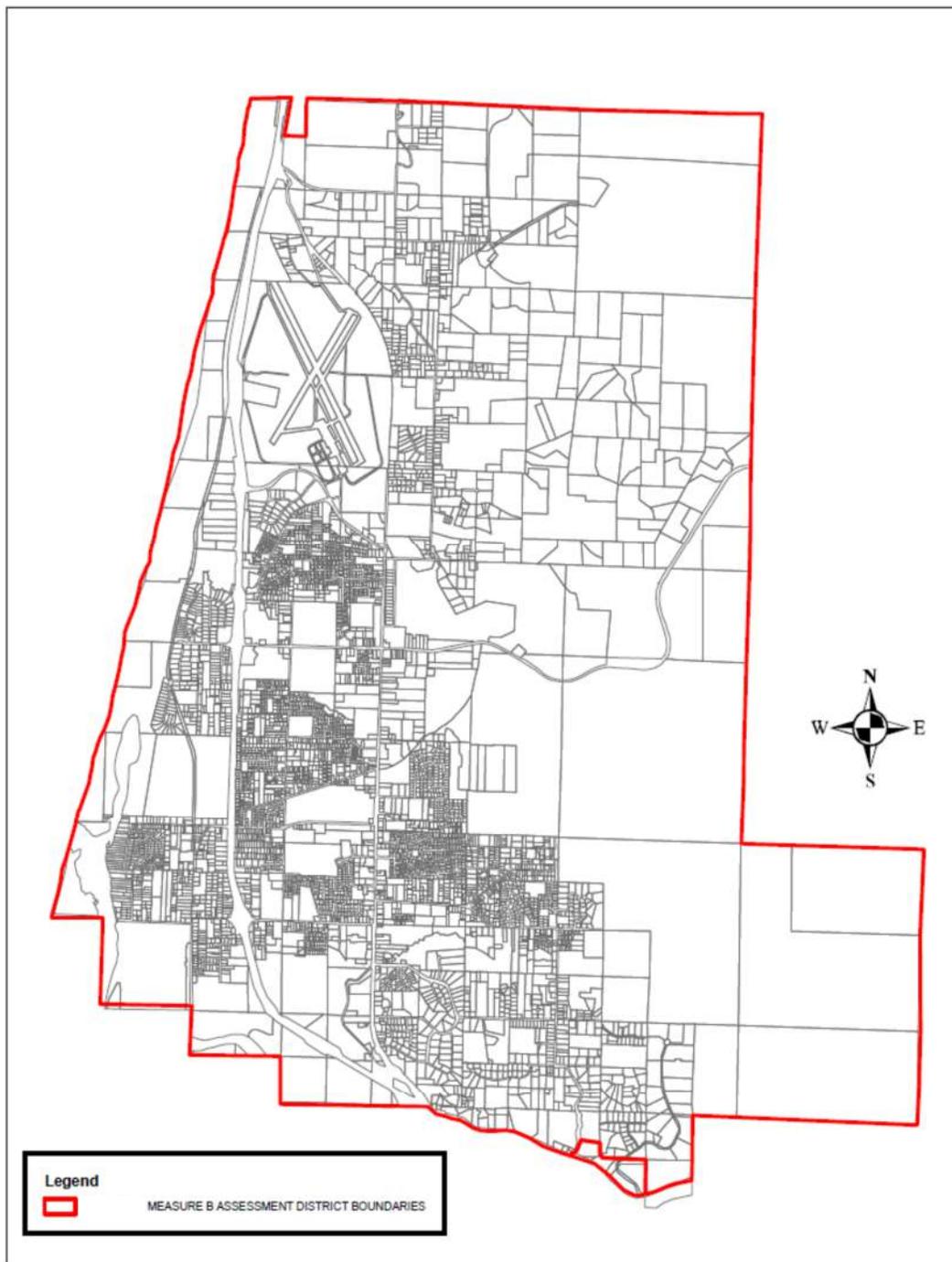
Note: Slight variances in calculations due to rounding.

Part IV – DISTRICT DIAGRAM

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

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

McKinleyville CSD Boundaries of Measure B Assessment District



Part V – ASSESSMENT ROLL

Parcel identification for each lot or parcel within the District, shall be the parcel as shown on the Humboldt County Secured Roll for the year in which the Report is prepared and reflective of the Assessor's Parcel Maps. A complete listing of the parcels along with each parcel's assessment amount to be levied for Fiscal Year 2024/2025 is provided under Appendix D ("Proposed Annual Assessments").

These assessments will be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2025/2026. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the Fiscal Year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be recalculated based on the method of apportionment and assessment rates as approved herein by the McKinleyville CSD Board of Directors.

APPENDIX A: TOTAL PROGRAM BUDGET DETAIL

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

	Maintenance Wages	Maintenance Supplies	Planned Capital Improvement Funding	Totals
PARK ENHANCEMENTS				
Pierson Park	\$ 19,893	\$ 22,000	\$ 15,000	\$ 56,893
Hiller Park West	8,646	2,250	5,000	15,896
Hiller Sports Complex	119,489	35,050	30,000	184,539
subtotal:	\$ 148,028	\$ 59,300	\$ 50,000	\$ 257,328
INDOOR FACILITIES				
Azalea Hall	\$ -	\$ 29,750	\$ 91,000	\$ 120,750
McKinleyville Activity Center	14,138	15,800	37,000	66,938
Teen/Community Center (2)	-	26,750	36,000	62,750
Library	3,995	2,500	105,000	111,495
Law Enforcement Facility	4,882	2,000	14,000	20,882
subtotal:	\$ 23,015	\$ 76,800	\$ 283,000	\$ 382,815
TRAILS				
School Road Bluff Trail	\$ -	\$ -	\$ -	\$ -
Hiller Loop Trail	-	-	-	-
Other Trails	-	-	-	-
subtotal:	\$ -	\$ -	\$ -	\$ -
UNDEVELOPED PROPERTY				
River Property	\$ -	\$ -	\$ -	\$ -
Hewitt Ranch	-	-	-	-
subtotal:	\$ -	\$ -	\$ -	\$ -
FUTURE PARKS & FACILITIES ⁽¹⁾				
BMX Track & Park	\$ 8,840	\$ 8,400	\$ -	\$ 17,240
subtotal:	\$ 8,840	\$ 8,400	\$ -	\$ 17,240
NEW PROJECTS / IMPROVEMENTS				
Skate Park	\$ -	\$ -	\$ -	\$ -
Community Forest	20,343	11,000	80,000	111,343
subtotal:	\$ 20,343	\$ 11,000	\$ 80,000	\$ 111,343
Grand Totals:	\$ 200,226	\$ 155,500	\$ 413,000	\$ 768,726

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

APPENDIX B: Teen Center Lease Financing

Bond Debt Service
McKinleyville Community Services District
2014 Lease Financing

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

APPENDIX C: Non-Taxable Special Benefit Assessments

Assessor's Parcel Number	EBU	County Land Use	Special Benefit Assessment ⁽¹⁾
507-061-007-000	0.33	8000	\$32.04
507-141-001-000	0.33	8000	32.04
507-141-033-000	0.33	8000	32.04
507-141-034-000	0.33	8000	32.04
508-021-006-000	0.33	8000	32.04
508-021-007-000	0.33	8000	32.04
508-031-001-000	0.33	8000	32.04
508-041-006-000	0.33	8000	32.04
508-051-010-000	0.33	8000	32.04
508-081-034-000	0.33	8000	32.04
508-091-038-000	0.33	8000	32.04
508-211-051-000	0.33	8000	32.04
508-211-055-000	0.33	8000	32.04
508-211-057-000	0.33	8000	32.04
508-224-036-000	0.33	8000	32.04
508-224-038-000	0.33	8000	32.04
508-224-039-000	0.33	8000	32.04
508-224-048-000	0.33	8000	32.04
508-242-043-000	0.33	8000	32.04
508-371-027-000	0.33	8000	32.04
509-021-046-000	0.33	8000	32.04
509-021-047-000	0.33	8000	32.04
509-021-054-000	0.33	8000	32.04
509-171-061-000	0.33	8000	32.04
509-191-031-000	2.31	8000	222.04
509-191-047-000	0.33	8000	32.04
510-091-030-000	50.00	2515	4,806.00
510-091-048-000	0.33	8000	32.04
510-101-079-000	0.33	8000	32.04
510-101-080-000	0.33	8000	32.04
510-151-023-000	24.00	6001	2,306.88
510-161-002-000	3.75	8000	360.45
510-161-003-000	3.75	8000	360.45
510-211-079-000	0.33	8000	32.04
510-211-081-000	0.33	8000	32.04
510-221-002-000	0.33	8000	32.04
510-271-015-000	0.33	8000	32.04
510-271-077-000	0.33	8000	32.04
510-271-079-000	0.33	8000	32.04
510-281-023-000	0.33	8000	32.04
510-341-031-000	0.33	8000	32.04
510-341-032-000	3.75	8000	360.45
510-341-034-000	0.33	8000	32.04
510-372-005-000	0.33	8000	32.04
510-451-043-000	0.33	8000	32.04
510-461-052-000	0.33	8000	32.04

510-461-053-000	0.33	8000	32.04
510-461-054-000	0.33	8000	32.04
511-011-001-000	0.33	8000	32.04
511-011-003-000	0.33	8000	32.04
511-011-005-000	0.33	8000	32.04
511-011-008-000	0.33	8000	32.04
511-011-015-000	0.33	8000	32.04
511-011-016-000	0.33	8000	32.04
511-061-001-000	0.33	8000	32.04
511-061-005-000	0.33	8000	32.04
511-071-005-000	3.75	8000	360.45
511-082-003-000	0.33	8000	32.04
511-082-004-000	1.00	8000	96.12
511-082-007-000	0.33	8000	32.04
511-082-008-000	0.33	8000	32.04
511-082-009-000	0.33	8000	32.04
511-082-010-000	0.33	8000	32.04
511-084-002-000	0.33	8000	32.04
511-084-003-000	0.33	8000	32.04
511-111-023-000	0.33	8000	32.04
511-111-025-000	0.33	8000	32.04
511-111-060-000	0.33	8000	32.04
511-121-001-000	0.33	8000	32.04
511-121-002-000	3.75	8000	360.45
511-202-001-000	3.75	8000	360.45
511-241-008-000	7.00	8000	672.84
511-241-022-000	6.00	8000	576.72
511-261-003-000	0.33	8000	32.04
511-291-015-000	0.33	8000	32.04
511-291-016-000	0.33	8000	32.04
511-291-017-000	0.33	8000	32.04
511-291-024-000	0.33	8000	32.04
511-291-025-000	0.33	8000	32.04
511-291-026-000	0.33	8000	32.04
511-291-036-000	0.33	8000	32.04
511-291-038-000	3.75	8000	360.45
511-301-001-000	0.33	8000	32.04
511-301-018-000	0.33	8000	32.04
511-301-019-000	0.33	8000	32.04
511-301-020-000	0.33	8000	32.04
511-331-001-000	0.33	8000	32.04
511-331-002-000	0.33	8000	32.04
511-331-004-000	0.33	8000	32.04
511-331-005-000	0.33	8000	32.04
511-341-001-000	0.33	8000	32.04
511-341-002-000	0.33	8000	32.04
511-341-004-000	0.33	8000	32.04
511-341-007-000	0.33	8000	32.04
511-341-040-000	0.33	8000	32.04
511-341-041-000	0.33	8000	32.04
511-351-001-000	0.33	8000	32.04

511-351-002-000	0.33	8000	32.04
511-351-005-000	0.33	8000	32.04
511-351-007-000	0.33	8000	32.04
511-351-009-000	3.75	8000	360.45
511-351-010-000	3.75	8000	360.45
511-381-025-000	0.33	8000	32.04
511-441-041-000	0.33	8000	32.04
511-443-008-000	0.33	8000	32.04
511-450-030-000	0.33	8000	32.04
Total	154.39		\$14,840.29
Parcel Count			106

APPENDIX D: Proposed Annual Assessments

The following proposed assessments for each parcel within the District will be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2025/2026. If any parcel listed herein for collection is identified by the County Auditor/Controller to be an invalid parcel number for the Fiscal Year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be recalculated based on the method of apportionment and assessment rates as approved herein by the McKinleyville CSD Board of Directors.

The Preliminary Assessment Roll has been provided under separate cover.

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 2, 2025

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.5 **Review Parks & General Fund DRAFT Operating Budget, FY2025-26**

PRESENTED BY: **Samantha Howard, Finance Director**

TYPE OF ACTION: **None**

Recommendation:

Staff recommend that the Board review, take public comment, and discuss the DRAFT Operating Budget for the Parks/General Fund and Measure B Fund for Fiscal Year 2025-26.

Discussion:

The budget was developed based on current costs, trends, and best estimates based on historical data and experience.

For the Parks & General Fund operating budget, the expected revenue for programs is projected to be less than the projected revenue for 2024-25 based on current actual program revenues to date. Facility rental revenue for 2025-26 is anticipated to be in line with the current fiscal year. Property Tax revenue for fiscal year 25-26 is budgeted 4.4% higher than the 2024-25 fiscal year based on a three-year average of actual revenues. There is also \$1.4 million budgeted in grant revenue for the construction of the BMX Park.

For the purposes of this draft, the salary and benefits costs are based on the methodologies agreed upon during the 2024/25 employee negotiations. Other operating costs have fluctuated due to activity levels and inflation. Additionally, in 2025-26, the District intends to make Section 115 Trust contributions to offset its Other Post Employment Benefit (OPEB) Liabilities.

In 2023, the property owners of McKinleyville voted to increase the Measure B assessment amount. The 2025-26 Draft Measure B budget is based upon the revenues projected in the 2025-26 Engineers Report for the Measure B Assessment District Renewal and Establishment of Increased Assessment. Staff is fully aware that the Measure B fund is currently showing a deficit of approximate \$665,419 as reported in the 2023-24 Audit. Over the next several years, through conscientious budgeting and regular cash flow tracking, staff will be working towards correcting this deficit.

The table below summarizes the estimates of District's fixed costs, as well as anticipated cost changes compared to the current year estimated actuals. These costs are incorporated into the Parks & Recreation Operating Budget and will similarly be incorporated into the Operations budget to be presented to the Board in May.

Fixed Cost	FY24-25	FY24-25	% Change
Worker's Compensation Insurance	\$71,394	\$78,369	0.10%
Health Insurance	\$1,123,796	\$1,075,165	-0.04%
General Liability Insurance	\$174,420	\$172,971	-0.01%
CalPERS PEPRA Employer Portion	\$75,882	\$105,490	39%
CalPERS Classic Employer Portion	\$159,116	\$122,551	-23%

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

Alternatives:

Take Action

Fiscal Analysis:

See attached FY2025-26 Parks/General Fund and Measure B Fund DRAFT Operating Budgets.

Environmental Requirements:

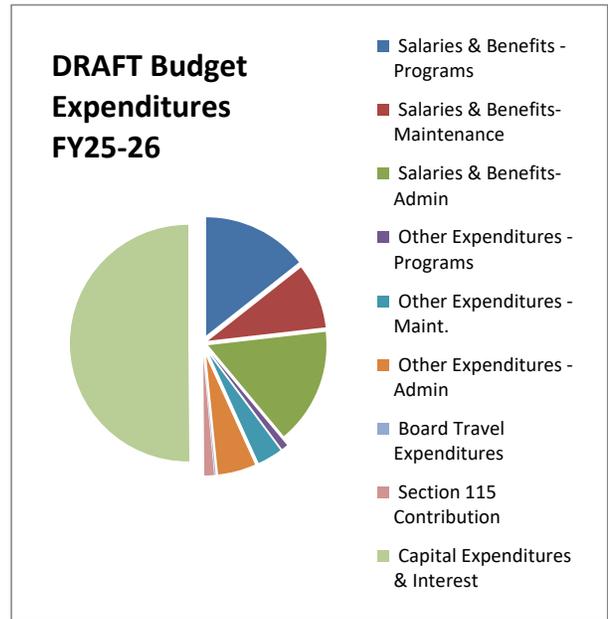
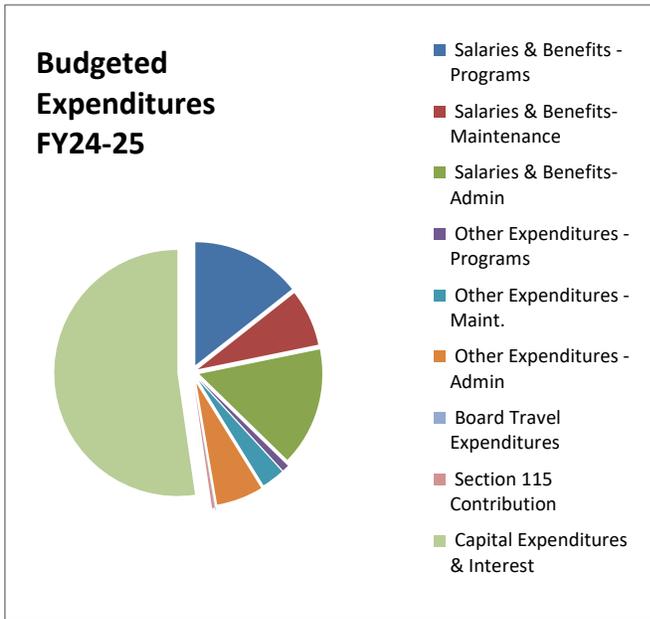
Not applicable

Exhibits/Attachments:

- Attachment 1 – FY2025-26 DRAFT Parks/General Fund and Measure B Operating Budgets

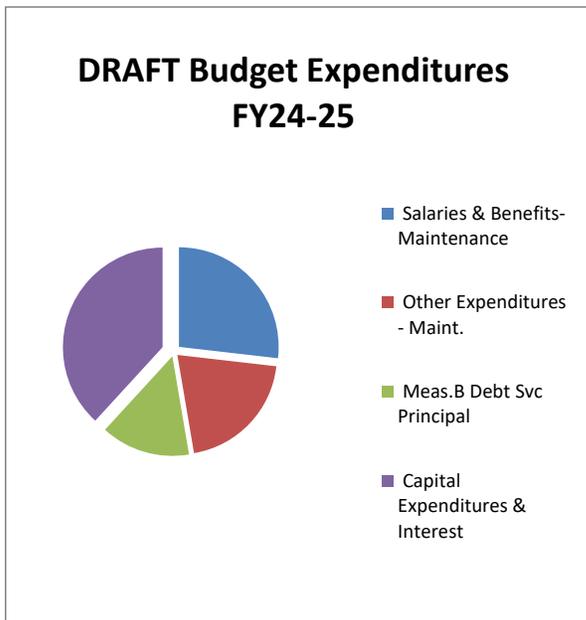
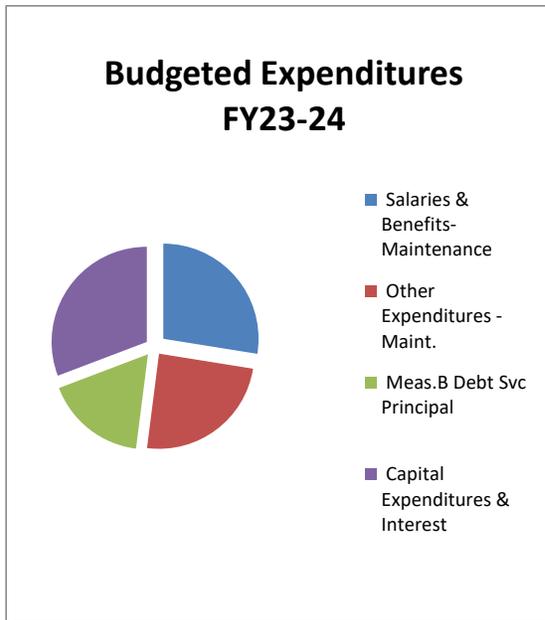
McKinleyville Community Services District
Parks/General Fund DRAFT Operating Budget
FY 2025-26

Description	Parks/General Fund Approved Budget FY2024- 25		Parks/General Fund DRAFT Budget FY2025- 26		Difference	
		% of Budget		% of Budget		% Change
Revenues						
Program Fees	426,150	15%	369,850	12%	(56,300)	-13.2%
Facility Fees	84,750	3%	89,900	3%	5,150	6.1%
Property Taxes	733,794	26%	765,761	26%	31,967	4.4%
Open Space Fees	160,350	6%	169,584	6%	9,234	5.8%
Contributions & Other Program	1,500	0%	1,500	0.0%	-	0.0%
Other Revenue	44,275	2%	19,875	1%	(24,400)	-55.1%
Quimby Fees/ Grants/Loans	1,310,000	46%	1,410,000	47%	100,000	7.6%
Interest Revenue	75,000	2.6%	175,000	5.8%	100,000	133.3%
Total Revenues	2,835,819	100%	3,001,470	100%	165,651	5.8%
Expenditures						
Salaries & Benefits - Programs	419,803	14%	430,205	14%	10,402	2.5%
Salaries & Benefits- Maintenance	216,846	7%	264,344	9%	47,498	21.9%
Salaries & Benefits- Admin	453,290	16%	472,352	16%	19,062	4.2%
Other Expenditures - Programs	25,825	1%	25,950	1%	125	0.5%
Other Expenditures - Maint.	87,600	3%	102,200	3.4%	14,600	16.7%
Other Expenditures - Admin	179,000	6%	155,160	5.2%	(23,840)	-13.3%
Board Travel Expenditures	1,500	0.1%	3,560	0.1%	2,060	137.3%
Section 115 Contribution	10,000	0%	40,000	1.3%	30,000	300.0%
Capital Expenditures & Interest	1,528,000	52%	1,502,000	50%	(26,000)	-1.7%
Total Expenditures	2,921,864	100%	2,995,772	100%	73,907	2.5%
Excess (Deficit)	(86,045)		5,698			



McKinleyville Community Services District
Measure B Fund DRAFT Operating Budget
FY 2025-26

Description	Measure B Fund Approved Budget FY24-25		Measure B Fund DRAFT Budget FY24-25		Difference (Memorandum Only)	
		% of Budget		% of Budget		% Change
Revenues						
Measure B Assessment	701,659	100%	730,516	95%	28,857	4%
Grants/Contributions	-	0%	-	-	-	0%
Other Revenue	-	0%	-	0%	-	0%
Proceeds from Debt	-	-	-	0%	-	0%
Quimby Fees/ ReservesDraw	-	0%	-	0%	-	0%
Interest Revenue	3,000	0.4%	40,000	5.2%	37,000	1233%
Total Revenues	704,659	100%	770,516	100%	65,857	9%
Expenditures						
Salaries & Benefits- Maintenance	169,515	28%	203,377	27%	33,862	20%
Other Expenditures - Maint.	150,750	24%	155,450	21%	4,700	3%
Meas.B Debt Svc Principal	105,968	17%	109,764	14%	3,796	4%
Capital Expenditures & Interest	189,485	31%	289,690	38%	100,205	53%
Total Expenditures	615,718	100%	758,282	100%	142,563	23%
Excess (Deficit)	88,941		12,234		(76,707)	



McKinleyville Community Services District

BOARD OF DIRECTORS

April 2, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.6 **Consider First Reading of Ordinance 2025-02 Revising Article IV, Regulation 46 of the MCSD Rules and Regulations to Add Descriptions of McKinleyville Community Forest Subcommittees**

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

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Board review, discuss, and approve the first reading of Ordinance 2025-02 revising Article IV, Regulation 46 of the MCSD Rules and Regulations to add descriptions of McKinleyville Community Forest Subcommittees.

Discussion:

During the August 20, 2024 meeting, the McKinleyville Community Forest Committee established two new subcommittees: the TICS Subcommittee and the Forest Management Plan and Funding/Budget Subcommittee. To formalize their roles, it is essential to incorporate their descriptions into the McKinleyville Community Services District Rules and Regulations. Staff has drafted Ordinance 2025-02 that codifies the description of the Subcommittees. The McKinleyville Community Forest Committee has reviewed the proposed language and recommended adoption by the District Board of Directors.

If the first reading of the ordinance is approved, it will return for second reading at the May 7, 2025 Regular Board of Directors 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 – Ordinance 2025-02

ORDINANCE NO. 2025-02**AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT REVISING ARTICLE IV, REGULATION 46 OF THE MCSD RULES AND REGULATIONS TO ADD DESCRIPTIONS OF MCKINLEYVILLE COMMUNITY FOREST SUBCOMMITTEES**

WHEREAS, the McKinleyville Community Services District provides water, wastewater, parks and recreation, street lighting, open spaces, and library services to the residents of the District; and

WHEREAS, pursuant to section 61060 of the Government Code, the Board of Directors of the District has the authority to adopt by ordinance, rules and regulations for the administration and operation of the aforementioned services provided by the District; and

WHEREAS, on August 20, 2024, the McKinleyville Community Forest Committee established two subcommittees: the Trails, Infrastructure, Cleanups, and Security (TICS) Subcommittee and the Forest Management Plan and Funding/Budget Subcommittee; and

WHEREAS, it is necessary for the descriptions of these new subcommittees to be included in the McKinleyville Community Services District Rules and Regulations; and

WHEREAS, staff has drafted the subcommittee descriptions.

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

Article IV, Regulation 46 McKinleyville Community Forest Committee, of the District's adopted Rules and Regulations is revised to read as follows:

Rule 46.16 Trails, Infrastructure, Cleanups, and Security (TICS) Subcommittee

Rule 46.16.01. MEMBERSHIP - the Trails, Infrastructure, Cleanups, and Security Subcommittee may have up to eleven (11) members and up to two (2) alternate members. The members will not be compensated for their service.

- (a) Of the eleven (11) regular (voting) members, six (6) will be members of the McKinleyville Community Forest Committee and five (5) will be members of the public. The two (2) alternate members will be members of the public.
- (b) The two (2) alternate members will only become voting members if a regular member is absent or upon the resignation of a voting member. If both alternates are present but only one regular member is absent or resigns, they will decide who will fill in or be appointed by a mutually agreed upon method. If the alternates cannot determine a method of decision, the committee chair will choose a method for them.
- (c) All members of the Trails, Infrastructure, Cleanups, and Security Subcommittee will represent, to the extent possible, various recreational and outdoor interests of the community. Recommendations for appointment may be made by the McKinleyville Community Forest Committee.

- (d) Any citizen, residing in the service area of the McKinleyville Community Services District may apply for appointment to fill vacant seats on the Trails, Infrastructure, Cleanups, and Security Subcommittee, Budget, and Funding Subcommittee.

Rule 46.16.02 APPOINTMENT - the committee members will be appointed as follows:

- (a) The McKinleyville Community Forest Committee will announce each vacancy and will state they are seeking applicants, setting forth the qualifications, if any.
- (b) The McKinleyville Community Forest Committee will review each application and will recommend the most qualified applicants to the Board of Directors. The Board of Directors will subsequently make the final appointments to the subcommittee.

Rule 46.16.03 MEMBER QUALIFICATIONS - all public members will be resident electors of the McKinleyville Community Services District; No members of the Trails, Infrastructure, Cleanups, and Security Subcommittee will be a family member or related to a full-time MCSD employee or member of the Board of Directors

Rule 46.16.04. TERMS OF OFFICE -the Subcommittee members will serve terms as follows:

- (a) Appointment of members from the McKinleyville Community Forest Committee will be for a term of two (2) years.
- (b) Appointment of public members (including alternates) will be for a term of one (1) year.

Rule 46.16.05. REMOVAL - members of the Subcommittee may be removed by a majority vote of the District Board of Directors.

Rule 46.16.06. ABSENCES - if any member of the Subcommittee is absent without prior notification to the Parks & Recreation Director for three (3) regular consecutive meetings, the Parks & Recreation Director will certify that fact to the Board of Directors and the Board of Directors will thereafter declare the position on the Committee to be vacant and proceed to fill the position by appointment.

Rule 46.16.07. ELECTION OF OFFICERS - the Subcommittee will, as soon as is practical, after the time of the annual appointment of a member or members to such Committee, elect its' officers.

Rule 46.16.08. OFFICERS - the Subcommittee will elect a Chairperson, Vice-Chairperson, and Secretary from among its members. The office of Chairperson and Vice-Chairperson will not be held by the same member for more than two (2) consecutive years.

Rule 46.16.09. MEETINGS - the Subcommittee will hold regularly scheduled meetings in a place within the District as designated by the Subcommittee and may hold additional meetings as necessary. All meetings must be noticed in compliance with state and federal laws.

Rule 46.16.10. TIME/LOCATION OF MEETINGS - the time and location of the regular meetings will be established from time to time by the Subcommittee members.

Rule 46.16.11. QUORUM - a majority of the Subcommittee will constitute a quorum for the purpose of transacting business of the Subcommittee.

Rule 46.16.12. RECORDS - written records of all the proceedings, findings, determinations and transactions of the Subcommittee will be kept, and will be a public record. A copy will be filed with the District Secretary.

Rule 46.16.13. POWERS AND DUTIES - the Trails, Infrastructure, Cleanups, and Security Subcommittee will have the following powers and duties:

- (a) To serve in an advisory capacity to the McKinleyville Community Forest Committee and District Staff in all matters pertaining to the development of a trails plan and system within the McKinleyville Community Forest;
- (b) To make recommendations to the McKinleyville Community Forest Committee and District Staff on the development of various infrastructure improvements in the McKinleyville Community Forest;
- (c) Organize clean-up crews and events with a purpose of eliminating littering.
- (d) To make recommendations to the McKinleyville Forest Committee on projects that would improve the safety and security of the property and users of the McKinleyville Community Forest;
- (e) To recommend to the McKinleyville Community Forest Committee rules and regulations for the use, development, and improvement of the McKinleyville Community Forest;
- (f) To perform such other duties relating to Trails, Infrastructure, Cleanups, and Security matters as may be prescribed by the McKinleyville Community Forest Committee.
- (g) To review requests for Memorandums of Understanding for recommendation by the McKinleyville Community Forest Committee to the McKinleyville Community Services District Board of Directors for approval.

Rule 46.17 Forest Management Plan and Funding/Budget Subcommittee

Rule 46.17.01. MEMBERSHIP - the Forest Management Plan, Budget, and Funding Subcommittee may have up to eleven (11) members and up to two (2) alternate members. The members will not be compensated for their service.

- (a) Of the eleven (11) regular (voting) members, six (6) will be members of the McKinleyville Community Forest Committee and five (5) will be members of the public. The two (2) alternate members will be members of the public.

- (b) The two (2) alternate members will only become voting members if a regular member is absent or upon the resignation of a voting member. If both alternates are present but only one regular member is absent or resigns, they will decide who will fill in or be appointed by a mutually agreed upon method. If the alternates cannot determine a method of decision, the committee chair will choose a method for them.
- (c) All members of the Forest Management Plan, Budget, and Funding Subcommittee will represent, to the extent possible, various recreational and outdoor interests of the community. Recommendations for appointment may be made by the McKinleyville Community Forest Committee.
- (d) Any citizen, residing in the service area of the McKinleyville Community Services District may apply for appointment to fill vacant seats on the Forest Management Plan, Budget, and Funding Subcommittee.

Rule 46.17.02. APPOINTMENT - the committee members will be appointed as follows:

- (a) The McKinleyville Community Forest Committee will announce each vacancy and will state they are seeking applicants, setting forth the qualifications, if any.
- (b) The McKinleyville Community Forest Committee will review each application and will recommend the most qualified applicants to the Board of Directors. The Board of Directors will subsequently make the final appointments to the subcommittee.

Rule 46.17.03. MEMBER QUALIFICATIONS – all public members will be resident electors of the McKinleyville Community Services District; No members of the Forest Management Plan, Funding, and Budget Subcommittee will be a family member or related to a full-time MCSD employee or member of the Board of Directors.

Rule 46.17.04. TERMS OF OFFICE -the Subcommittee members will serve terms as follows:

- (a) Appointment of members from the McKinleyville Community Forest Committee will be for a term of two (2) years.
- (b) Appointment of public members (including alternates) will be for a term of one (1) year.

Rule 46.17.05. REMOVAL - members of the Subcommittee may be removed by a majority vote of the District Board of Directors.

Rule 46.17.06. ABSENCES - if any member of the Subcommittee is absent without prior notification to the Parks & Recreation Director for three (3) regular consecutive meetings, the Parks & Recreation Director will certify that fact to the Board of Directors and the Board of Directors will thereafter declare the position on the Committee to be vacant and proceed to fill the position by appointment.

Rule 46.17.07. ELECTION OF OFFICERS - the Subcommittee will, as soon as is practical, after the time of the annual appointment of a member or members to such Committee, elect its' officers.

Rule 46.17.08. OFFICERS - the Subcommittee will elect a Chairperson, Vice-Chairperson, and Secretary from among its members. The office of Chairperson and Vice-Chairperson will not be held by the same member for more than two (2) consecutive years.

Rule 46.17.09. MEETINGS - the Subcommittee will hold regularly scheduled meetings in a place within the District as designated by the Subcommittee and may hold additional meetings as necessary. All meetings must be noticed in compliance with state and federal laws.

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Rule 46.17.11. QUORUM - a majority of the Subcommittee will constitute a quorum for the purpose of transacting business of the Subcommittee.

Rule 46.17.12. RECORDS - written records of all the proceedings, findings, determinations and transactions of the Subcommittee will be kept and will be a public record. A copy will be filed with the District Secretary.

Rule 46.17.13. POWERS AND DUTIES - the Forest Management Plan, Funding and Budget Subcommittee will have the following powers and duties:

- (a) To serve in an advisory capacity to the McKinleyville Community Forest Committee and District Staff in all matters pertaining to the development of the McKinleyville Community Forest Management Plan;
- (b) To make recommendations to the McKinleyville Community Forest Committee and District Staff on the identification and pursuit of grants and other funding for the McKinleyville Community Forest;
- (c) To recommend to the McKinleyville Community Forest Committee rules and regulations for the use, development, and improvement of the McKinleyville Community Forest;
- (d) To perform such other duties relating to Forest Management Plan, Funding, and Budget matters as may be prescribed by the McKinleyville Community Forest Committee.
- (e) To review requests for Memorandums of Understanding for recommendation by the McKinleyville Community Forest Committee to the McKinleyville Community Services District Board of Directors for approval.

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

Introduced at a regular meeting of the Board of Directors held on April 2, 2025 and passed and adopted by the Board of Directors on May 7, 2025 upon the motion of Director _____ and seconded by Director _____ and by the following polled vote:

AYES:
NOES: None
ABSTAIN: None
ABSENT: None

James Biteman, Board President

Attest:

Joseph Blaine, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

April 2, 2025

TYPE OF ITEM: **INFORMATION**

ITEM: E.7 **Purchase Offer for Assessor's Parcel Number 511-401-039, Laurel Tree Charter School**

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

TYPE OF ACTION: **Informational**

Recommendation:

Staff recommends that the Board review the information provided, discuss, and take Public comment on the Laurel Tree Charter School letter.

Discussion:

Laurel Tree Charter School, the owner of APN 511-401-039, or 899 Murray Road, McKinleyville sent the letter included as **Attachment 1** to this Staff Note. As stated in the letter, Laurel Tree is interested in selling the parcel described in the letter and shown on **Attachment 2**, for a listed price of \$860,000.

The letter asks if the District is interested in purchasing the property, but also asks if we know of any other entries that may be interested. Staff is not presenting this item as an Action Item but merely as an informational item. The District of course does not have \$860,000 budgeted for this type of purchase. District Staff time and resources are fully utilized currently with the Community Forest and other Parks & Recreation, Water, Sewer, and Streetlight tasks. Staff would encourage the Board or other Community Members to reach out to Laurel Tree staff directly if they know of any other interested parties.

Alternatives:

Staff analysis consists of the following potential alternatives:

- Consider Property Purchase, which should be done in Closed Session

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Letter from Laurel Tree Charter School
- Attachment 2 – Map of the Subject Parcel

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Laurel Tree Charter School

Creating the Education We Want For Our Children

*Rigor*Relevance*Relationships*Responsibility*Regeneration*

2730 Foster Avenue, Arcata, California 95521* (707) 683-5708

www.laureltreecs.org

Laureltree_lc@yahoo.com

Dear Pat Kaspari,

Laurel Tree Charter School is selling a unique property on Murray Road, adjacent to the Hammond Trail. The 4.5 acres of land at 899 Murray Road in McKinleyville is undeveloped, zoned Public Facility (Urban), and uniquely suited for use as a public park, recreational center, or educational center. It is within walking distance of the river, the ocean, and the riparian zone for Norton Creek. It has excellent access to Highway 101 and would be a great addition to the Hammond Trail network.

Our school is working with Samara Nursery and the Point Blue Roots Grant to plant native species and create a Food Forest as part of the restoration of this site. We are seeking an organization to purchase this property that is interested in preserving this site for public use, shares our interests and values in place-based learning, and is interested in a partnership that continues to provide engagement with the environment for our local youth. The property is listed at \$860,000, well below the 2022 appraisal of \$960,000.

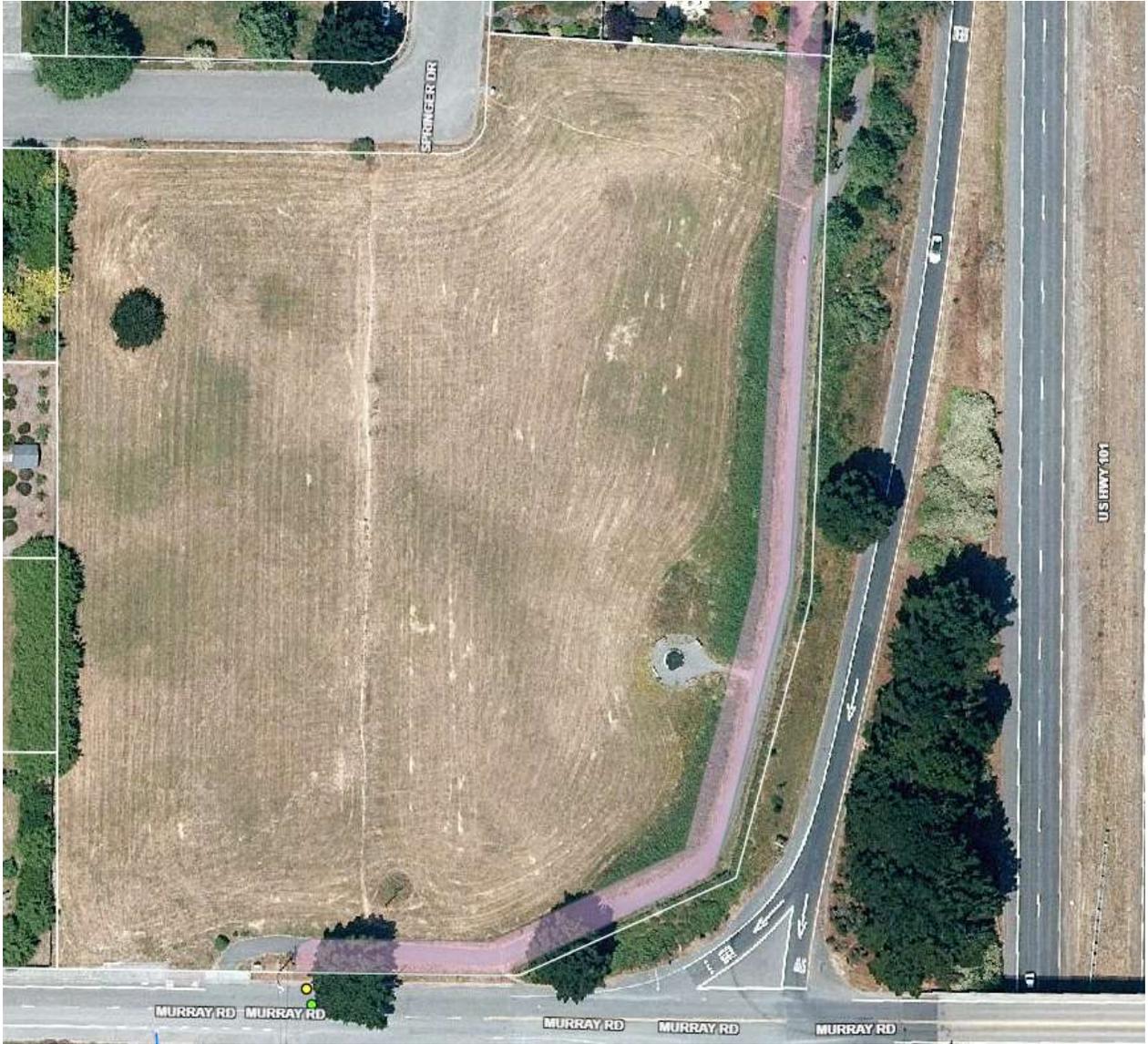
We recently received a \$200,000 Farm to School Grant that will expand our TK-12 edible education program by focusing on the processing and preservation of local, in-season, and culturally relevant foods. This could allow us to put an outdoor classroom/garden processing center at the site and continue to develop a place-based curriculum to support it.

We're reaching out to see if your organization is interested, or if you know of an organization or municipality that might be interested in purchasing the 4.5 acres on Murray Road to develop as a community park or educational center.

Warmly,

Brenda Sutter
Lead Teacher
Laurel Tree Charter School

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 2, 2025

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.A **Finance & Administration – December Report**

PRESENTED BY: **Samantha Howard, Finance Director**

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

Total Board Travel as of February 28, 2025, is \$12,955.73 which is 58.62% of the approved \$22,100 budget for this item. (GL# 001/005/501/551 62090/62155-888)

Audit/Budget Update:

The District's external auditors have delivered the 2024 Annual Audit, 2024 Management Report, 2024 Single Audit, and 2022 Single Audit Revision to district staff and presented to the Board. Staff are working to distribute electronic copies of the Annual Audited Financial Statements to the required stakeholders and to post them to the District's website. Hard copies will be in the mail within the next week to distribute to board members.

For fiscal years ending June 30, 2025 through June 30, 2027, the District is required to send out a Request for Proposal to obtain a new external auditor. The RFP was sent out on March 24, 2025 to 10 qualified CPAs and also posted to the California Society of Municipal Finance Officers website. Proposals are due back to the District by 3:00 p.m. on April 18, 2025.

District staff have drafted, and presented, the CIP budget for the Parks and Recreation Department, Operations, and Streetlight as well as the Parks and Recreation Draft Operating Budget. Staff will meet in April to draft the operating budget for the Operation department to be presented to the board at the May meeting. The final complete budget will be presented to the Board for approval in June.

Treasurer's Report Highlights:

The Activity Summary by Fund provides information on revenues and expenses or expenditures for each fund by month for the full fiscal year. The Water and Wastewater funds are listed first, followed by graphs showing revenue versus expenses versus budgets. Parks, Measure B, and Streetlights information is given next, with accompanying graphs for each. Grant Revenue has also been added to the graphs for Water, Sewer, and Parks.

Grant revenue for the 4.5 Million Gallon Tank and the Fischer Lift Station were received in January 2025 and are reflected in Grant Revenue for Water and Wastewater respectively.

Other Update

Umpqua Bank's Money Market interest rate must be renegotiated every 90 days. As of January 1, 2025, the District's Money Market is earning a rate of 2.25%. This is a drop of 0.24% from the previous two quarters but is still above the 0.01% baseline rate. District staff are currently in active negotiations for the Q2 2025 interest rate.

California CLASS has a current yield of 4.4106%; the District has \$19,734,559.16 invested in California CLASS operating reserves.

Humboldt County Treasurer closed December 31, 2024, with an Effective Rate of Return of 3.09%; the District currently has \$866,948.07 held at the County Treasurer after receiving December 2024 property tax and assessment revenues.

McKinleyville Community Services District

BOARD OF DIRECTORS

April 2, 2025

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B **Operations Department – February/March 2025 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 29.6 million gallons of water in February. Nine water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Testing of DCV's in Routes 2, 3 and 4 were conducted in February. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

Average and Maximum Water Usage:

The maximum water usage day was 1.28 million gallons and the average usage per day was 1.05 million gallons.

Water Distribution Maintenance:

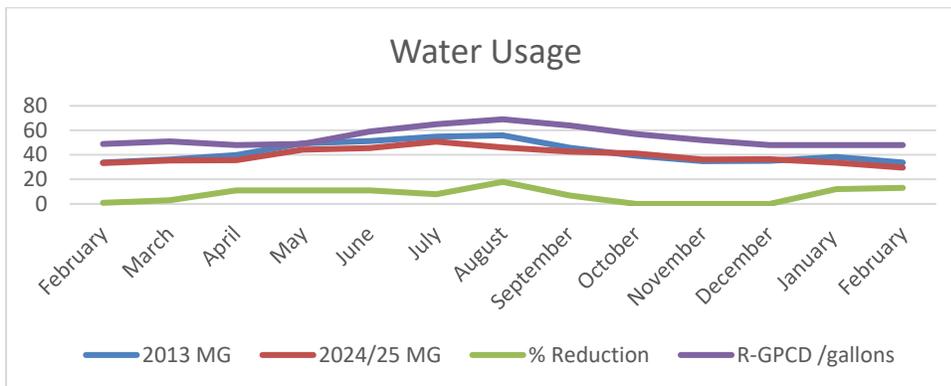
Weekly Bacteria Samples were collected on Schedules 2, 3, 4, and 5 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. There have been 17 service line leaks repaired as a result of the earthquake. The crew has also been paving trenches. Several blow-off repairs have been made due to findings during the annual valve exercising. The annual PRV Station inspections were conducted in March. During this process, each valve is exercised, the outgoing pressures are calibrated, along with inspecting the plumbing for wear and tear. Relocation of a service on Bird due to access issues.

Water Station Maintenance:

Monthly inspections and daily routines were conducted at the water stations. Any minor issues found are repaired during inspections, but if they require parts or extensive labor, the issue is documented on the monthly sheet, which will then generate a work order for repairs. The generator exhaust was removed at the Cochran station which included repairing the roof, as part of the tank project. Plywood was also installed on the interior wall as a safety precaution to protect the MCC units being installed. Norton tanks were pressure washed as part of the annual routine.

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)	2024/25 (MG)	% Reduction	R-GPCD
February	33.751	33.388	1	49
March	36.244	35.425	3	51
April	39.755	35.754	11	48
May	49.407	44.278	11	49
June	51.337	45.509	11	59
July	54.757	50.797	8	65
August	55.908	46.175	18	69
September	45.702	42.568	7	64
October	39.439	41.252	(-4)	57
November	34.879	37.030	(-6)	52
December	35.203	37.638	(-6)	48
January	38.241	33.765	12	48
February	33.751	29.608	13	48



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

Midtown Court Tract: The manhole was installed on Railroad along with 60 feet of sewer main and 2" pressure main. The water main is currently being installed and inspected.

Sewer Department:**Wastewater Statistics:**

36.1 million gallons of wastewater were collected and pumped to the WWMF. 40.6 million gallons of wastewater were treated and discharged to NPDES Permit EFF-001 River Discharge.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted at all sewer stations. The Letz, Hiller and Kelly stations were serviced as part of the quarterly maintenance plan. During this time, pumps were inspected, and the wet well washed. This is done to prevent hydrogen sulfide build up which can deteriorate the concrete walls along with removing rags and debris to prevent plugging up the pumps. Two pump check valves were replaced due to air weeping around the seal and water leaking around the shaft. During this time the Letz Air relief was repaired due to a faulty plunger. The PG&E transformer at the Fischer Station went to ground and caused a power outage. The generator ran overnight while PG&E replaced the transformer. Mowing took place on the B Street R.O.W. in preparation for hydro-cleaning access.

Sewer Collection System:

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. Staff has been monitoring the sewer flow in manholes using the Smartcover flow totalizers. This data will be compared to the dry weather flow to try locating areas where inflow and infiltration is entering the sewer mains. These devices will be moved around to selected manholes during the winter. The Quarterly hydro-cleaning schedule was completed using the vac-con and high pressured water through a spinning nozzle to clean 14,700' of sewer mains. This is done to remove grease and grit from the mains which could accumulate and possibly cause a sewer spill. Customers were notified in advance. Staff has been out repairing manholes that have been found to be leaking from infiltration. These leaks were documented during the annual manhole inspections. Manhole leak repairs results in a huge cost savings to the District, as they eliminate unnecessary pumping and treatment costs of ground water.

Wastewater Management Facility:

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Site mowing was conducted along with scheduled maintenance on equipment. Staff has been building an awning over the Micro-grid inverters and the MCC.

Daily Irrigation and Observation of Reclamation Sites:

River discharge started back up in November.

Street Light Department:

There was 2 streetlight complaints in February due to bad photo cells.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on Chemical Deliveries, PPE, Texting and Working and Climbing Elevated Tanks.

Special Notes:

Monthly river samples were completed.

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

Public Water Monthly Monitoring report was submitted.

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

Monthly Drought and Conservation report was completed

Attended Micro-Grid meetings

Attended meetings and inspections for 4.5 MG Tank project

Attended Community Forest meetings and Sub-committee meetings

Attended CWEA meeting and worked on calendar of events and trainings

Submitted Annual Water EAR Reprot

Submitted Wastewater Annual Volumetric Report

Reviewed Fischer Lift Station Project drawings and submitted comments

Set up CWEA training on Clay Val pumps

GIS:

Plans & Programs

- Annual Review of the Basic Office Safety Plan
 - No Revisions needed at this time
- Annual Review of the Respiratory Protection Plan
 - No Revisions needed at this time

General GIS/ Maps Created

- Water As-Built Project
 - Continued Digitizing sheets and proof for errors or changes to reflect current system.
 - Approximately 40 sheets completed/ about 20 remaining
- Facilities Web Map Updates
 - Parcels layer updated with new Community Forest Parcels and other edits
 - Water & Sewer Facilities updated with recent edits
 - OSMZ Layer updated to reflect recent edits
- Field Map Updates
 - Figured out method to edit list of names available as inspector.
 - Updated inspector names on all the inspection workflows.
 - Created brief SOP for process to reference in the future

Misc. Work Completed

- USA's & Document Filing
- Submitted Environmental Package to existing Lead Service Line Inventory Funding application. (now in review by CA Water Boards)
- Forest Resilience GIS Class with Shasta College
 - Introduced to several good resources to utilize in the future for the community Forest.

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 2, 2025

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.C **Parks & Recreation Director's Report for March 2025**

PRESENTED BY: **Kirsten Messmer, Parks & Recreation Director**

TYPE OF ACTION: **None**

STAFFING UPDATES:

Kristin McDonald's first full time day with the District as a Recreation Coordinator was February 17, 2025. Her first week was spent running our President's Week Breakout Camp. She has been picking up the office administration tasks quickly and is already providing excellent Customer Service.

At the March 5 MCSD Board Meeting, a new position was created and added to the District's Organization Chart: Environmental Programs Coordinator. This position reports to the Parks and Recreation Director and will take on a variety of tasks, such as the Community Forest and other District owned open spaces, Grant Writing and Administration, CEQA, Public Meeting Administration, etc. We have received over 10 viable Application Packets and have 5 interviews scheduled for March 28 and 31.

John Trewin's last day with the District is March 28, 2025. We wish him well in his retirement and hope his days are filled with relaxation and happiness. We will begin posting this open position on March 31, 2025.

TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:

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

PARK AND RECREATION COMMITTEE:

The Park and Recreation Committee (PARC) met on March 19, 2025. The Approved Minutes from the February 19 PARC Meeting can be reviewed in **Attachment 1**.

BMX TRACK & PARK PROJECT:

Melton Design Group completed the final construction bid documents, which were released on March 22, 2024. At the June 5th Board Meeting, the contract was awarded to the lowest responsive bidder, F. Loduca Co. The month's long permitting saga has concluded, and construction is tentatively scheduled to begin on April 2, 2025, after the rainy season concludes.

MCKINLEYVILLE COMMUNITY FOREST COMMITTEE & SUBCOMMITTEES:

MCF Committee Update

The McKinleyville Community Forest Committee (MCFC) did meet on March 18, 2025. The Approved Minutes of the February 18 MCFC Meeting can be reviewed in **Attachment 2**. Key topics included making recommendations to the MCSD Board of Directors to establish a “McKinleyville Community Forest” fund with the Humboldt Area Foundation and adopt the proposed language change to the MCSD Rules & Regulations allowing for Class 1 and Class 2 e-bikes in the MCF. The Committee also heard reports from the Chairs for the TICS and FMPFB Subcommittees.

TICS Subcommittee Update

The TICS Subcommittee met on March 25, 2025. The subcommittee voted to recommend to the MCSD Board of Directors to adopt a Memorandum of Understanding (MOU) with the Humboldt Trails Council. The committee also discussed Gates & Keys, and the approach to Develop the Trails Plan.

FMPFB Subcommittee Update

The FMPFB Subcommittee met on March 4, 2025, focusing on real-time edits to the Community Forest Management Plan. The group reviewed and revised Sections 4 and part of 5 of the 10-section document.

RECREATION PROGRAM UPDATES

Recreation Program Updates

- Drop-in Pickleball is back on its normal school year schedule: Monday, Wednesday and Friday mornings 9:00am to 12:00pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball just finished up it March session which was on Thursday evenings from 6-8pm March 6-27, the class fee is \$50 for residents and \$55 for non-residents. Next session dates to be determined.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:45pm-7:15pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday’s is a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- The 2025 Youth Basketball season has wrapped up. Registration for the 2026 season will open in fall of 2025.
- Registration is now open for the Pee Wee Basketball League, the league will run April 5 – May 17 and is for TK – 2nd graders. Currently 57 out of 108 spots are full.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old runs every Thursday from 10:30am-12:30pm through the school year minus Holiday Break Weeks.
- The next Tot-letics session will be Soccer and will run March 8-April 5, 2025. T-ball will likely be May 24 – June 21.
- Registration is open for Breakout for Spring Break week; these weeks will include skating at the Skatepark (weather dependent).
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTOs reached out with an interest to partner on a dance. Four PTOs were selected lotto style via zoom. The line up for next year will be:
 - Friday, October 25, 2024 –Coastal Grove PTO

- 267 Middle Schoolers attended the first dance!
- Friday, December 6, 2024 – McKinleyville Schools PTO
 - 207 Middle Schoolers attended this dance
- Friday, February 7, 2025 – Jacoby Creek PTO
 - 177 Middle Schoolers attended this dance
- Friday, April 18, 2025 – Pacific Union PTO

PARK & FACILITY MAINTENANCE UPDATES:

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Avenue and Open Space Zone landscaping. The Saturday SWAP crews have been doing a great job working on the Central Avenue OSMZs. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

FACILITY RENTALS & USE

March Rentals:

- 6 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 3 Pierson Park Rentals.
- 3 Teen Center Rentals.
- 9 Activity Center Rentals.
- 3 Activity Center and 1 Teen Center Birthday Party Program Rentals.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation.
- The Azalea Hall Kitchen has one regular Vendors renting it for food preparation.

OTHER UPDATES:

- Staff continues to work with MUSD to provide staff for the school districts after school programs.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, as well as serving on Fundraising Committees for the Boys & Girls Club of the Redwoods.
- Staff continues to provide support to other departments of the District; assisting with accounts payable.

ATTACHMENTS:

- Attachment 1 – 2024-2-19 Approved PARC Meeting Minutes
- Attachment 2 – 2025-2-18 Approved MCFC Meeting Minutes

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**MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE (PARC)
HELD ON WEDNESDAY, FEBRUARY 19, 2025 at 6:00 P.M.
IN PERSON AT THE MCSD OFFICE – 1656 SUTTER ROAD, MCKINLEYVILLE, CALIFORNIA**

Agenda Item 1 – Call To Order & Roll Call

The meeting was called to order at 6:00 p.m. with following committee members in attendance in person at the MCSD Office:

- Charlie Caldwell – Chair
- Jennifer Ortega - Vice Chair
- Heidi Conzelmann
- Jane Fusek
- Phil Heidrick
- Dana Merrill
- Ciara Torres
- **Patti Stuart (alternate)
- *Scott Binder - MCSD Board Director (non-voting member)

Via Zoom:

- Absent:
- John Kulstad
- **Evan Schwartz (alternate)

Staff in Attendance:
Kirsten Messmer

Members of the Public:
Karen Brooks - Zoom

Agenda Item 2 – Pledge of Allegiance

The Pledge of Allegiance was led by Charlie Caldwell.

Agenda Item 3 – Additions or Changes to the Agenda

There were no additions or changes to the agenda.

Agenda Item 4 – Approval of Agenda

Motion: It was moved to approve the agenda.

Motion by: Committee Member Heidrick; **Second:** Committee Member Torres.

There were no comments from the Committee or public.

Roll Call: Ayes: Caldwell, Conzelmann, Fusek, Heidrick, Merrill, Ortega, Stuart, Torres Nays: None Absent: Kulstad, Schwartz

Motion Summary: Motion passed.

Agenda Item 5 – Public Comment

Karen Brooks made a Public Comment in opposition of allowing e-bikes in the MCF.

Agenda Item 6 - Approval of the December 18, 2024 Meeting Minutes

Motion: It was moved to approve the Meeting Minutes.

Motion by: Committee Member Stuart; **Second:** Committee Member Heidrick.

There were no comments from the Committee or public.

Roll Call: Ayes: Caldwell, Conzelmann, Heidrick, Ortega, Stuart Nays: None Abstained: Fusek, Merrill, Torres Absent: Kulstad, Schwartz

Motion Summary: Motion passed.

Agenda Item 7 – Possible Addition of Tribal Land Acknowledgement to PARC Procedures

Parks & Recreation Director Mesmer presented the item, giving an update on it's current status; which is that we are waiting to hear back from Michelle Vassel, the Tribal Administrator for the Wiyot Tribe. Committee discussion about next possible steps ensued resulting in the following motion.

Motion: It was moved to approve to have PARC Chair Caldwell reach out to Twilia Sanchez for guidance on how the MckMAC's Land Acknowledgement was adopted with Tribal approval, as well as to reach out to Michelle Vassel to check in on where the request stands with the tribe.

Motion by: Committee Member Torres; **Second:** Committee Member Merrill.

There were no comments from the Committee or public.

Roll Call: Ayes: Caldwell, Conzelmann, Fusek, Heidrick, Merrill, Ortega, Stuart, Torres Nays: None Absent: Kulstad, Schwartz

Motion Summary: Motion passed.

Agenda Item 8 – Consider Recommending that the 2 Alternate Members fill the 2 Vacant Voting Member Seats to the MCSD Board of Directors

Motion: It was moved to fill the 2 vacant Voting Member Seats with Alternate Members Stuart & Schwartz.

Motion by: Committee Member Ortega; **Second:** Committee Member Conzelmann.

There were no comments from the Committee or public.

Roll Call: Ayes: Caldwell, Conzelmann, Fusek, Heidrick, Merrill, Ortega, Stuart, Torres Nays: None Absent: Kulstad, Schwartz

Motion Summary: Motion passed.

Agenda Item 9 – Nominate & Elect Secretary

Motion: It was moved to approve to appoint Member Torres as Secretary for 2025.

Motion by: Committee Member Conzelmann; **Second:** Committee Member Merrill.

There were no comments from the Committee or public.

Roll Call: Ayes: Caldwell, Conzelmann, Fusek, Heidrick, Merrill, Ortega, Stuart, Torres Nays: None Absent: Kulstad, Schwartz

Motion Summary: Motion passed.

Agenda Item 10 – McKinleyville Community Forest Report

Update on McKinleyville Community Forest Subcommittees from MCF Committee Member Jennifer Ortega.

Agenda Item 11 – Parks & Recreation Director Report

STAFFING UPDATES:

Mason Hooven's last day with the District as a Recreation Coordinator was January 8, 2024. The Recreation Coordinator Job Announcement and Description was posted on our website and shared on a few job recruitment sites. We received five viable applications and conducted four interviews. We offered the position to Kristin McDonald. We are happy to announce she has accepted the position. She has been working part-time for the District since June 16, 2000, and we are thrilled to bring her on in this role full time.

RECREATION PROGRAM UPDATES:

- Drop-in Pickleball is back on its normal school year schedule: Monday, Wednesday and Friday mornings 9:00am to 12:00pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball will return after the Youth Basketball Season concludes.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:45pm-7:15pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's is a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week. This will return after the Youth Basketball Season concludes.
- Staff are running the Youth Basketball Season now. As usual the Season runs January – March for 3rd-8th Graders. Registration is done. 266 players have signed up.
- Registration is now open for the Pee Wee Basketball League; the league will run April 5 – May 17 and is for TK – 2nd graders.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old runs every Thursday from 10:30am-12:30pm through the school year minus Holiday Break Weeks.
- The next Tot-letics session will be Soccer and will run March 8-April 5, 2025. T-ball will likely be May 24 – June 21.
- Registration is open for Breakout for President's Week and Spring Break week, these weeks will include skating at the Skatepark (weather dependent).
- The last Cooking Basics Class for Kids focused on Bread and Soup, and it had 7/8 spots filled. The next class will likely be scheduled after the holidays. These classes take place in the Teen Center Kitchen on Saturdays.
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTOs reached out with an interest to partner on a dance. Four PTOs were selected lotto style via zoom. The line up for next year will be:
 - Friday, October 25, 2024 – Coastal Grove PTO
 - 267 Middle Schoolers attended the first dance!
 - Friday, December 6, 2024 – McKinleyville Schools PTO
 - 207 Middle Schoolers attended this dance
 - Friday, February 7, 2025 – Jacoby Creek PTO
 - 175 Middle Schoolers attended this dance
 - Friday, April 18, 2025 – Pacific Union PTO

PARK & FACILITY MAINTENANCE UPDATES:

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Avenue and Open Space Zone landscaping. The Saturday SWAP crews have been doing a great job working on the Central Avenue OSMZs. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

FACILITY RENTALS & USE

December Rentals:

- 7 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 1 Pierson Park Rentals.
- 0 Teen Center Rentals.
- 2 Activity Center Rentals.
- 5 Activity Center and 2 Teen Center Birthday Party Program Rentals.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation.
- The Azalea Hall Kitchen has two regular Vendors renting it for food preparation.

January Rentals:

- 8 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 0 Pierson Park Rentals.
- 1 Teen Center Rentals.
- 20 Activity Center Rentals.
- 1 Activity Center and 1 Teen Center Birthday Party Program Rentals.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation.
- The Azalea Hall Kitchen has two regular Vendors renting it for food preparation.

OTHER UPDATES:

Staff will attend the LWCF Grant Application Workshop Webinar on February 20, 2025. This is a 50% match grant. Staff will bring this back to the PARC Committee for discussion after this Webinar and more information is obtained.

Agenda Item 12 – Ad Hoc Committee Reports

Skate Park (Charlie Caldwell) – The Skatepark is being used for Skate Camp this week, which is going great. The McKinleyville Skatepark Collective have been meeting monthly to continue to plan for fundraising for Phase 2 of the Skatepark.

Fischer Ranch Estuary Project (Heidi Conzelmann) – No new information.

BMX Bike Track & Park at School/Washington (Charlie Caldwell) – Staff are still waiting on the county permitting corrections. Staff anticipate construction to begin April 2, 2025.

Community Garden (Ciara Torres) – No new information.

Agenda Item 13 – Committee Member Announcements and Future Agenda Items

- Next Committee Meeting: March 19, 2025
- Next MCSD Board Meeting: March 5, 2025
- Agenda Item 7 – Possible Addition of Tribal Land Acknowledgement to PARC Procedures
- Update from staff on the LWCF 50% Matching Grant possibility.

Agenda Item 14 - Adjournment Meeting Adjourned at 7:06 pm



Kirsten Messmer, Parks & Recreation Director

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY FOREST COMMITTEE (MCFC) HELD ON TUESDAY, FEBRUARY 18, 2025 at 5:30 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA

**and
TELECONFERENCE Via ZOOM & TELEPHONE:**

ZOOM MEETING ID: 848 9634 6527 (<https://us02web.zoom.us/j/84896346527>) or DIAL IN TOLL FREE: 1-888-788-0099

NOTE: Items are listed in the chronological order in which they were considered.

1 Call To Order

The meeting was called to order at 5:30 p.m.

Roll Call

The following committee members and staff were in attendance in person at Azalea Hall.

- Gregory Orsini, Chair, MCSD Board Director (Non-Voting Member)
- James Biteman, MCSD Board Director (Non-Voting Member)
- Patrick Kaspari, MCSD General Manager
- James Henry, MCSD Operations Director
- Kirsten Messmer, MCSD Parks and Recreation Director
- Maya Conrad, MMAC Appointee Member
- Jennifer Ortega, PARC Appointee Member
- Tyler Brown, Natural Resources Services Agency Member
- Desiree Early Dorvall, Natural Resources/Biologist Member
- Michele Stephens, McKinleyville Resident Member
- Todd Truesdell, At-Large Member
- Kevin Creed, At-Large Member
- Christopher Collier, Alternate Natural Resources Agency Member
- Nicole West, Alternate Natural Resources/Biologist Member

The following committee member(s) and/or staff were in attendance via Zoom under AB 2449:

- Joel Rink, Forester/RPF Member

Absent: Jens Andersen, MCSD Recreation Coordinator
Mersadies Campbell, Alternate Forester Member

Christopher Collier served as voting member in the absence of Jens Andersen

2 Pledge of Allegiance

The Pledge of Allegiance was led by Kevin Creed.

3 Additions or Changes to the Agenda

There we no additions or changes to the agenda.

4 Approval of Agenda

Motion: It was moved to approve the agenda.

Motion by: Creed **Second:** Early-Dorvall

Roll Call: Ayes: Kaspari, Henry, Messmer, Conrad, Ortega, Rink, Brown, Early-Dorvall, Stephens, Truesdell, Creed, Collier

Nays: None

Absent: Andersen

Motion Summary: Motion passed.

5 Public Comment and Written Communications

There was no public comment.

6 Consider Approval of Minutes of the Regular Meeting of the McKinleyville Community Forest Committee on January 21, 2025

Todd Truesdell noted that he was not included in the list of members present

Motion: It was moved to approve the January 21, 2025 meeting minutes with the amendment of adding Todd Truesdell to the list of members present.

Motion by: Conrad **Second:** Stephens

Roll Call: Ayes: Kaspari, Henry, Messmer, Conrad, Ortega, Rink, Brown, Stephens, Truesdell, Creed Collier Nays: None

Absent: Andersen

Abstain: Early-Dorvall

Motion Summary: Motion passed.

7 Trails, Infrastructure, Clean-Ups & Security (TICS) Subcommittee Report

Charlie Caldwell, TICS Subcommittee Chair, reviewed the item.

The Committee commented, discussed, and asked clarifying questions.

There was no public comment.

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

8 Forest Management Plan and Funding/Budget Subcommittee Report

Kevin Creed, Chair of the Forest Management Plan and Funding/Budget Subcommittee, reviewed the item.

The Committee commented, discussed and asked clarifying questions.

There was no public comment.

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

9 Discuss Draft Infrastructure Projects and Project Ranking

Operations Director James Henry presented the item.

The Committee commented, discussed and asked clarifying questions.

General Manager Kaspari reiterated the importance of this ranking for the District's budget process.

Public Comment was given by Charlie Caldwell, TICS Subcommittee chair.

Motion: It was moved to submit the infrastructure ranking to the District to be used as part of the Parks and Recreation Capital Improvement Plan budgeting process.

Motion by: Early-Dorvall **Second:** Henry

Roll Call: Ayes: Kaspari, Henry, Messmer, Conrad, Ortega, Rink, Brown, Early-Dorvall, Stephens, Truesdell, Creed, Collier Nays: None

Absent: Andersen

Motion Summary: Motion passed.

10 Update on Exploration of Establishment of a 501(c)3 Non-Profit

Parks and Recreation Director Kirsten Messmer presented the item.

The Committee commented, discussed and asked clarifying questions.

There was no public comment.

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

11 Review and Consider Recommendation of the Draft Trails, Infrastructure, Clean-ups, and Security (TICS) Subcommittee and Forest Management Plan and Funding/Budget Subcommittee Descriptions for Adoption by Ordinance by the McKinleyville Community Services District (MCSD) Board of Directors

Parks and Recreation Director Kirsten Messmer presented the item.

The Committee commented, discussed and asked clarifying questions.

There was no public comment.

Motion: It was moved to recommend the Subcommittee descriptions for adoption by ordinance to the MCSD Board of Directors.

Motion by: Stephens **Second:** Messmer

Roll Call: Ayes: Kaspari, Henry, Messmer, Conrad, Ortega, Rink, Brown, Early-Dorvall, Stephens, Truesdell, Creed, Collier Nays: None

Absent: Andersen

Motion Summary: Motion passed.

12 Committee Member Announcements and Future Agenda Items

There were no further announcements or request for agenda items from the Committee.

13 Adjournment

Meeting Adjourned at 7:01 p.m.

Joseph Blaine
Joseph Blaine, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

Apr. 2, 2025

TYPE OF ITEM: **INFORMATIONAL**

ITEM: F.3.D **General Manager’s Report for Apr. 2, 2025 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of March 2025

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 =	\$3,926
• WEX Labor Reimbursement =	\$0
• SWAP =	\$4,560
• Volunteer Pickleball Labor =	\$906
• CSW =	\$600
• Amazon Savings =	\$46
• MOMs Reporting Discount =	\$500
• Umpqua fee waivers & new interest rate =	\$6,029
• Repair Cochran Pumphouse Roof =	\$260
• Install WWMF Storage Room Doors =	\$1,400
• Repair Letz Dry Well Blower =	\$225
• Repair Fischer Bubbler System =	\$255
• Fischer Ranch House Repair =	\$2,600
• <u>Repair Fischer Comminutor Grating =</u>	<u>\$422</u>
TOTAL COST SAVINGS FOR MAR. =	\$21,729

TOTAL CURRENT COST SAVINGS FOR FY 24/25 = \$240,238

This represents real saving that the District Staff should be recognized and commended for. This represents savings that are passed onto the District’s ratepayers and the community.

4.5 Gallon Water Tank Project – Mercer Fraser continues to work on the installation of the waterline to the tank and the drain lines from the tank. We still need to leak test the tank and those items need to be completed before we can fill it with water. We hope

to start filling the tank soon. They also need to complete the rest of the underground piping, backfill around the tank, construct the road, and add the ladders and hatches. Colburn Electric's work is proceeding well with the construction of the upgrade to the electrical system and generator. The current contract completion date of February 28, 2025 has passed. The District has informed Mercer Fraser that we will begin deducting Liquidated Damages from their pay requests, starting with the March 2025 pay request. The Contractual Liquidated Damages for this project is \$2,100 per calendar day.

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

Sewer Undercrossing Project – We had the kick-off with CalOES in March for this project. As the Board is aware, this project will replace the three highway crossings, where the sewer mains from the east side of McKinleyville cross under Highway 101 to the west side and the District's wastewater treatment facility. GHD did the initial design for this project, but since they also helped with the grant application, CalOES has said they can no longer work on the project. Therefore, the District has gone back out for a Request for Qualifications (RFQ) for Engineering Design and Permitting to finalize the construction bid documents and permitting for this project. The RFQ is on the District's website.

It is due back on April 11, 2025 at 3:00 pm, and we hope to take the contract to the Board at the May 7, 2025 regular Board Meeting for Board approval.

This project is to be 75% funded by the Hazard Mitigation Grant from FEMA/CalOES. The grant request was for a total project cost of \$6,840,400, which would fund \$5,130,300 in grant and the District would match \$1,710,100. This fiscal years budget included \$100,000 for this project, with \$1M budgeted for the 2025/26 and \$6M budgeted for the 2026/27 Fiscal Years. The District's match is intended to be funded from the Certificates of Participation, Series 2021B-Sewer bonds. We still need to receive and execute the grant agreement, and we will need to go through the Request for Qualification (RFQ) process prior to awarding the final engineering design. It is likely that the \$100,000 budgeted this year will not be spent. A further analysis will have to be completed to determine if the remaining Sewer Bond funds are sufficient to fund this project, or whether additional loan funding must be procured in conformance with the District's Procurement Policy. This assessment will be brought to the Audit & Finance Committee and the full Board, likely as part of this year's budget process.

Office Remodel – LDA Partners continues to work on the Office Remodel design. LDA submitted Draft Plans in September 2024 and District Staff completed a final review. LDA has moved into the final design plans and specifications. In February 2025, they submitted a construction cost estimate for \$3.5M. As discussed as part of the Operations CIP budgeting at the March 5, 2025 Board Meeting, we have included a \$275,000 budget line item to replace the Ops trailer, which is in dire need of replacement. We have also included \$2M each for FY26/27 and FY27/28. The funding for this project has not yet been secured, but Staff is pursuing funding through the State Water Resources Control Board, Clean Water State Revolving Fund grant/loan program. If we secure grant funding or low interest loan funding, we will bring this item back to the Board for consideration.

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

This first phase of the work cost \$155,750 overall which included a \$38,938 District match. This work was included in the 2024/25 Fiscal Year budget, with \$200k budget for this FY to complete the design, and \$2M budget for the 2025/26 FY and \$2M budget for the 2026/27 FY. The overall grant cost estimate for this project was estimated to be \$1.44 Million, with 75% Federal Funding (\$1,079,038.50) and a 25% District match (\$359,679.50). However, the initial Preliminary Design Report estimated construction cost at \$4.64M. As mentioned, we will submit a request to see if there is additional grant funding available from FEMA/CalOES for this increased construction costs.

Fischer Lift Station Upgrade Project – The District received a Phase 1 Hazard Mitigation Grant for the upgrade of the Fischer Sewer Lift station in November 2023. The grant will cover the complete retrofit of the Fischer Lift Station, which pumps wastewater from the entire southern half of McKinleyville to the wastewater management facility. This would include the replacement of the pumps and upgrading the electrical system, valves, and further seismically strengthening the building. GHD is

finalizing the environmental and geotechnical work required for the CEQA/NEPA permitting and design. The draft Plans and Specifications were submitted to the District in March 2025 and will be completed and submitted to CalOES likely in April or May 2025.

The seismic retrofit of the Fischer Sewer Lift Station is funded in part by a Hazard Mitigation Grant. The original grant application was for a total project cost of \$1,582,000 which would be funded by a 75% grant of \$1,186,500 with a 25% District match of \$395,500. Phase 1 of the project funding was approved on October 16, 2023 in the total amount of \$269,220, consisting of \$201,915 in Federal funding and a \$67,305 District match. The construction of the project is now estimated to be \$2.5M, and the contract amount for the design, permitting and construction oversight is \$410,000 for a total project cost of approximately \$2.9M. This is \$1,381,000 over the original grant project estimate. The District will request an increase in grant funding to cover the full 75% of the new overall project cost of \$2,175,000. If the full grant funding is obtained, the District's match will be \$725,000. If the additional grant funding is not obtained, the District's match will be \$1,713,500. Regardless, the District's match will be funded by the Certificates of Participation, Series 2021B-Sewer bonds. The Series 2021-B Sewer COPs currently has a fund balance of \$3,130,941.

Microgrid Project – The microgrid project is completed. As reported at the February 2025 Board Meeting, we are still working through some bugs, mainly associated with the battery system and controls and switching from the batteries after a power outage. However, the system continues to power the plant and is resulting in substantial savings for the District. As part of the project bid, the winning contractors, Ameresco Inc., agreed to perform 10-years of operation and maintenance as well as reporting.

We have also been pursuing the Inflation Reduction Act tax credit for this project. We submitted the request to the IRS in June 2024 and got the go ahead to submit the tax credit for this project. Jackson & Eklund assisted the District in the completion of the tax forms, and they were submitted to the IRS at the end of November 2024. If we are found to qualify, we would receive a \$1,776,720 tax credit. Ameresco also exceeded their contract amount, and we had discussions with them during construction, that if we receive this tax credit, we will likely issue them a change order to fund some of their overages.

2x2 Meetings with County & MMAC – A regular meeting has been scheduled with the MCSD Board President, GM Kaspari, Board Secretary Blaine, Supervisor Madrone, and the MMAC Chair. Jesse Miles, the Executive Director of the McKinleyville Chamber of Commerce, and Chris Emmons, Arcata Fire District Chief, have also begun to join us for these meetings. These meetings occur on the fourth Monday of every month to discuss

various topics of concern to all organizations and the community. The meeting in March was with Julie Gianinni-Previde, the Superintendent of McK Union School District. Also present were the MMAC Chair-Mary Burke, the outgoing MMAC Chair-Lisa Dugan, as well as Board Secretary Blaine and GM Kaspari. Supervisor Madrone also joined via Zoom near the end of the meeting. Ms. Gianinni-Previde discussed the consolidation of the MUSD schools and the plans for Dows Prairie, the Middle School, and Morris Elementary. The classes will likely be focused at Dows Prairie and the Middle School. Morris will be used for admin and other educational opportunities. They are also seeking ways to fence Morris and open up the playing fields and basketball courts to Public use. We also discussed ways to cooperate and attempt to address impacts of Middle School youth on Pierson Park.

Grant Applications – As discussed at the March 2025 Board Meeting, we obtained funding from the CAL Fire for the California Forest Improvement Program (CFIP) for the completion of the Community Forest Management Plan. This grant will also likely cover some initial projects and we are working with BBW & Associates to identify some fundable projects we can complete this calendar year.

As discussed, and approved at the November Board Meeting, we are also pursuing funding from the CAL FIRE Forest Health Program to fund the shaded fuel break and thinning of the Community Forest to prevent wildfires. This grant was submitted on January 15th, 2025.

The Mad River Watermain Crossing Hazard Mitigation Grant application was submitted to CalOES in March 2021. We heard in December 2021 that the project had been forwarded by CalOES to FEMA for funding. We still have not received a grant agreement for this project.

As discussed with the Board at the December 7, 2022 Board Meeting, we have submitted a Clean Water SRF application for funding the retrofit of the Fischer and B Street Lift Stations, which are two of our highest priority Capital Improvement Projects. As discussed at the August 7, 2024 Board Meeting, we are also submitting SRF grant applications for the replacement of all of the sewer forcemains in the system, as well as retrofits of the Letz and Kelly Lift Stations. We are also submitting SRF applications for the remodel of the office. All the grant applications will be submitted by early 2025. They will be considered for funding in the 2024/25 Fiscal Year but will also remain in the queue if not funded this year for consideration in the next Fiscal Year as well.

As discussed at the February 2025, Board Meeting, we are also finishing up the design and assessment as part of the Recycled Water Grant for the Pialorsi property. As discussed at the February and March 2025 Board Meetings, we are in the process of

finalizing a Construction grant application for the construction of the recycled water irrigation infrastructure for the Pialorsi property as well as upgrading the existing irrigation system for the Fischer property.

Other Work – March was extremely busy. We had an Audit & Finance Committee and Special Board meetings to finalize and approve the Audit for last Fiscal Year as well as the last two Single Audits. We also continue to be busy with the ongoing construction of the 4.5MG tank and our regular construction meetings and work associated with that. We have also finalized the District's portion of the County permit for the BMX Park, and have had meetings with the Architect and Construction Contractor to move the project forward in April. We continue to work on the Microgrid project as well, meeting with Ameresco and GHD on the transition phase between construction and operations. The Community Forest continues to take up time with meetings and chasing grants as well as responding to community comments and working with Green Diamond and our other neighbors. We also reviewed the design plans, specifications and contract documents from GHD for the Fischer Lift Station upgrade project and are working with them to scope out the replacement of the Letz Lift Station forcemain. The County is also in the middle of the update to the Countywide Hazard Mitigation Plan, and I am on the Steering Committee for that update and Staff is working on updating the MCSD Annex to the Plan. Staff is also updating the Succession Plan for key positions and responsibilities at the District and busy with budgeting for the upcoming Fiscal Year. The GM also attended a Community Forest Committee meeting, and the MCF Forest Management Plan Subcommittee meeting, HBMWD Muni Meetings, MMAC Incorporation and Regular meetings. Things continue to be very busy at the District.

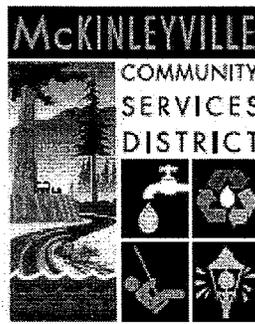
Attachments: Attachment 1 – WWMF Monthly Self-Monitoring Report

PHYSICAL ADDRESS:

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McKINLEYVILLE, CA 95519

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

March 26, 2025

RE: MONTHLY MONITORING REPORT

Dear Sabrina:

Enclosed is the Monthly Monitoring Report for February 2025 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number R1-2024-0023.

The normal discharge of effluent was 28 days going to 001. The required monitoring and water quality constituents that were tested and reported was in compliance in February.

Effluent Limitations Parameters	Units	Average Monthly	Average Weekly	Avg. % Removal	Max Daily	Instant Min	Instant Max	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	0.01			0.02			Compliance
Bis(ethyly-hexy) Phthalate	ug/L	1.8			3.0			Compliance
Total Chromium	ug/L	50			100			Compliance
Ammonia Impact Ratio	ratio	1.0			1.0			Compliance
Monitoring Location REC-001								
BOD	mg/L	30	45	>85				Compliance
TSS	mg/L	30	45	>85				Compliance
Nitrate		10						Compliance
PH						6.0	9.0	Compliance

Total Coliform Organisms MPN/100 ml. The Monthly Median not to exceed MPN of 23 and the daily maximum not to exceed MPN of 240. The reported results for the current month are as follows. Median was 2.0 and a Maximum of 4. Four samples were collected in the month of February and was in compliance.

Monthly River Monitoring was conducted in February.

Quarter 1 sampling was conducted in January.

Semi Annual Chronic Testing was conducted in January

McKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA

MONTH: February 2025

DATE	INFLUENT FLOW		EFFLUENT FLOW		EFFLUENT MAXIMUM		RIVER CFS		RIVER DILUTION		INFLUENT MONITORING		EFFLUENT MONITORING		RIVER MONITORING		EFFLUENT MONITORING		RIVER MONITORING		EFFLUENT MONITORING		RIVER MONITORING		EFFLUENT MONITORING		RIVER MONITORING				
	M.G.D.	M.G.D.	M.G.D.	M.G.D.	MG/L	TSS	B.O.D.	mg/L	(C°)	TEMP	pH	B.O.D.	mg/L	TSS	mg/L	CL ₂ RES.	CL ₂ RES.	SOLIDS	SETTLABLE	TOTAL COLIFORM	Enterococci	TIME	PH	TEMP	D.O.	Enterococci	TIME	PH	TEMP	D.O.	Enterococci
1	1.131	0.979	933	2310	0.979					6.9	12.6	1.4	0.00	0.00	1.4	0.00	0.00	0.00	1.8		N/A				N/A						N/A
2	1.281	1.041	980	5280	1.041					6.9	12.1	1.7	0.00	0.00	1.7	0.00	0.00	0.00	1.8		N/A				N/A						N/A
3	1.466	1.088	1014	11400	1.088					6.9	12.3	2.0	0.00	0.00	2.0	0.00	0.00	0.00			N/A				N/A						N/A
4	1.377	1.170	1069	22400	1.170					6.9	11.2	1.9	0.00	0.00	1.9	0.00	0.00	0.00			N/A				N/A						N/A
5	1.295	1.276	1194	11500	1.276					6.9	11.0	2.0	0.00	0.00	2.0	0.00	0.00	0.00			N/A				N/A						N/A
6	1.270	1.392	1157	7280	1.392					6.9	12.3	2.0	0.00	0.00	2.0	0.00	0.00	0.00			N/A				N/A						N/A
7	1.231	1.497	1306	6110	1.497	260				6.8	11.4	4.4	4.0	4.0	1.8	0.00	0.00	<0.1			N/A				N/A						N/A
8	1.224	1.537	1439	4990	1.537					6.9	10.8	2.0	0.00	0.00	2.0	0.00	0.00	0.00			N/A				N/A						N/A
9	1.253	1.480	1356	4260	1.480					7.0	10.5	2.0	0.00	0.00	2.0	0.00	0.00	0.00			N/A				N/A						N/A
10	1.164	1.493	1412	3660	1.493					6.9	11.0	2.1	0.00	0.00	2.1	0.00	0.00	0.00	<1.8		N/A				N/A						N/A
11	1.130	1.430	1376	3210	1.430					6.9	10.9	2.0	0.00	0.00	2.0	0.00	0.00	0.00			N/A				N/A						N/A
12	1.116	1.440	1379	2850	1.440					6.8	10.6	2.0	0.00	0.00	2.0	0.00	0.00	0.00			N/A				N/A						N/A
13	1.326	1.471	1273	2740	1.471					6.8	11.7	1.8	0.00	0.00	1.8	0.00	0.00	0.00			N/A				N/A						N/A
14	1.457	1.499	1218	14400	1.499	270				6.8	11.8	5.5	4.2	4.2	1.9	0.00	0.00	<0.1			N/A				N/A						N/A
15	1.333	1.561	1403	8170	1.561					6.9	11.5	1.9	0.00	0.00	1.9	0.00	0.00	0.00			N/A				N/A						N/A
16	1.403	1.577	1372	6200	1.577					7.0	12.0	1.9	0.00	0.00	1.9	0.00	0.00	0.00			N/A				N/A						N/A
17	1.371	1.571	1400	6120	1.571					6.9	12.4	1.8	0.00	0.00	1.8	0.00	0.00	0.00			N/A				N/A						N/A
18	1.281	1.574	1393	5810	1.574					6.8	12.7	1.9	0.00	0.00	1.9	0.00	0.00	0.00	2		N/A				N/A						N/A
19	1.412	1.582	1424	4410	1.582					6.8	13.1	2.0	0.00	0.00	2.0	0.00	0.00	0.00			N/A				N/A						N/A
20	1.343	1.606	1390	5720	1.606					6.8	12.6	1.9	0.00	0.00	1.9	0.00	0.00	0.00			N/A				N/A						N/A
21	1.265	1.605	1426	4060	1.605	290				6.8	12.7	6.2	5.2	5.2	1.9	0.00	0.00	<0.1			N/A				N/A						N/A
22	1.256	1.561	1448	3130	1.561					6.9	12.5	1.9	0.00	0.00	1.9	0.00	0.00	0.00			N/A				N/A						N/A
23	1.435	1.565	1331	4820	1.565					6.9	14.2	1.7	0.00	0.00	1.7	0.00	0.00	0.00			N/A				N/A						N/A
24	1.363	1.586	1401	5390	1.586					6.8	14.0	2.0	0.00	0.00	2.0	0.00	0.00	0.00	4		N/A				N/A						N/A
25	1.291	1.598	1456	4110	1.598					6.8	13.7	1.9	0.00	0.00	1.9	0.00	0.00	0.00			N/A				N/A						N/A
26	1.237	1.518	1485	3250	1.518					6.7	13.7	1.8	0.00	0.00	1.8	0.00	0.00	0.00			N/A				N/A						N/A
27	1.213	1.531	1513	2640	1.531					6.8	13.7	1.9	0.00	0.00	1.9	0.00	0.00	0.00			N/A				N/A						N/A
28	1.181	1.434	1357	2240	1.434	120				6.7	13.9	2.9	2.6	2.6	1.7	0.00	0.00	<0.1			N/A				N/A						N/A

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER				MONTHLY RIVER RSW-001				MONTHLY RIVER RSW-002									
Ammonia Impact	Ammonia	Nitrate	Total Phosphorus	Hardness	TDS	Conductivity	Turbidity	Ammonia	Hardness	TDS	Conductivity	Turbidity	Ammonia	Hardness	TDS	Conductivity	Turbidity
0.2	3.7	11.0	5.6	82	91	81	400	ND	83	120	76	ND	ND	76	120	79	393.7
MONTHLY TESTS REC-001 DISCHARGE TO LAND				MONTHLY TESTS REC-002 DISCHARGE TO LAND				MONTHLY TESTS REC-003 DISCHARGE TO LAND									
Ammonia	Nitrate	Nitrite	Sodium Chloride	Ammonia	Nitrate	Nitrite	Sodium Chloride	Ammonia	Nitrate	Nitrite	Sodium Chloride	Ammonia	Nitrate	Nitrite	Sodium Chloride		
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
QUARTERLY GROUNDWATER MONITORING				QUARTERLY TESTING				SEMI-ANNUAL CHRONIC TOXICITY									
GW-001	GW-002	GW-006	GW-007	GW-009	GW-019	Bis(ethylhexyl) Phthalate	Total Chromium	Dichlorobromomethane	Date	Species	1st Pass/Fail						
TDS: 96	Nitrate: 6.1	TDS: 120	Nitrate: 1.7	TDS: 130	Nitrate: 4.2	ND	ND	ND	1/10/2025	Rainbow Trout	PASS						
											Permit Exceedance						
Signature: _____																	
Remarks: _____																	

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

February 2025

Discharge Monitoring DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	MAXIMUM GPM	004 REC-001 FISCHER MGD UPPER	003 REC-001 FISCHER MGD LOWER	006 REC-001 PIALORSI MGD	005 REC-001 HILLER MGD	IRRGATE TOTAL MGD	001 EFF-001 RIVER MGD
1	1.131	0.979	933					0.000	0.979
2	1.281	1.041	980					0.000	1.041
3	1.466	1.088	1014					0.000	1.088
4	1.377	1.170	1069					0.000	1.170
5	1.295	1.276	1194					0.000	1.276
6	1.270	1.392	1157					0.000	1.392
7	1.231	1.497	1306					0.000	1.497
8	1.224	1.537	1439					0.000	1.537
9	1.253	1.480	1356					0.000	1.480
10	1.164	1.493	1412					0.000	1.493
11	1.130	1.430	1376					0.000	1.430
12	1.116	1.440	1379					0.000	1.440
13	1.326	1.471	1273					0.000	1.471
14	1.457	1.499	1218					0.000	1.499
15	1.333	1.561	1403					0.000	1.561
16	1.403	1.577	1372					0.000	1.577
17	1.371	1.571	1400					0.000	1.571
18	1.281	1.574	1393					0.000	1.574
19	1.412	1.582	1424					0.000	1.582
20	1.343	1.606	1390					0.000	1.606
21	1.265	1.605	1426					0.000	1.605
22	1.256	1.561	1448					0.000	1.561
23	1.435	1.565	1331					0.000	1.565
24	1.363	1.586	1401					0.000	1.586
25	1.291	1.598	1456					0.000	1.598
26	1.237	1.518	1485					0.000	1.518
27	1.213	1.531	1513					0.000	1.531
28	1.181	1.434	1357					0.000	1.434
TOTAL	36.105	40.662		0.000	0.000	0.000	0.000	0.000	40.662
AVERAGE	1.289	1.452	1318	0.000	0.000	0.000	0.000	0.000	1.452
MAXIMUM	1.466	1.606	1513	0.000	0.000	0.000	0.000	0.000	1.606
MINIMUM	1.116	0.979	933	0.000	0.000	0.000	0.000	0.000	0.979
DAYS	28	28		0	0	0	0	0	28
DAYS WITH NO DISCHARGE = 0									