



Mission statement of McKinleyville Community Services District:
“Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, library services, and other appropriate services for an urban community in an environmentally and fiscally responsible manner.”

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD
WEDNESDAY, NOVEMBER 3, 2021 AT 7:00pm**

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

Or

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

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

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: comments@mckinleyvillecsd.com up until 4:30 p.m. on Tuesday, November 2, 2021.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, November 3, 2021 in a supplemental packet information that will also be posted on the website for public viewing.

Please note that, due to potential technical difficulties, the connectivity and/or quality of the Zoom meeting cannot be guaranteed. **If you have public input to provide on an agenda item, it is recommended you attend in person at Azalea Hall or submit written comments as outlined above.**

AGENDA
7:00 p.m.

A. CALL TO ORDER

- A.1 Roll Call
- A.2 Pledge of Allegiance
- A.3 Additions to the Agenda

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

NO CLOSED SESSION SCHEDULED

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

- | | | |
|-----|---|---------------|
| D.1 | Consider Approval of the Minutes of the Board of Directors Regular Meeting on October 6, 2021 | Pg. 5 |
| | Attachment 1 – Draft Minutes from October 6, 2021 | Pg. 6 |
| D.2 | Consider Approval of September 2021 Treasurer’s Report | Pg. 11 |
| D.3 | Consider Approval of Resolution 2021-30 amending the Board Policy Manual adding Part 13: Directors’ Expense Reimbursement | Pg. 31 |
| | Attachment 1 – Resolution 2021-30 | Pg. 33 |
| | Attachment 2 – Exhibit 1 to Resolution 2021-30 – Draft Rule 13 | Pg. 35 |
| | Attachment 3 – Rule 8 of Board Policy Manual | Pg. 38 |
| | Attachment 4 – Travel Reimbursement Policy from the District Expenditure Control Guidelines | Pg. 39 |
| | Attachment 5 – Appendix B for Board Policy Manual – Travel Forms | Pg. 41 |

D.4	Review 2020 Annual Water Loss Audit Report Attachment 1 – 2020 Annual Water Loss Audit Reporting Worksheet	Pg. 43 Pg. 45
D.5	Reaffirm Resolution 2021-27 Making Findings Pursuant to Government Code Section 5493, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings Attachment 1 – Adopted Resolution 2021-27	Pg. 47 Pg. 49

E. CONTINUED AND NEW BUSINESS

E.1	Consider Adoption of Resolution 2021-29 Recognizing, Honoring and Commending Kyle Stone for Fifteen (15) Years of Service (Action) Attachment 1 – Resolution 2021-29	Pg. 51 Pg. 52
E.2	Consideration of Fulton Water Loss Appeal (Action) Attachment 1 – MCSD Water Leak Adjustment Policy Attachment 2 – Water Leak Adjustment Calculations Attachment 3 – Original Leak Adjustment Request and Appeal	Pg. 53 Pg. 55 Pg. 57 Pg. 58
E.3	Consider Acceptance of BBW & Associates’ McKinleyville Community Forest Framework Plan (Action) Attachment 1 – McKinleyville Community Forest Framework Plan, October 14, 2021, BBW & Associates Attachment 2 – Community Forest Framework Plan Presentation Slides	Pg. 61 Pg. 63 Pg. 179
E.4	Consider Second Reading and Adoption of Ordinance 2021-08 Adding Regulation 48: Community Forest, to Article IV: Parks and Recreation, Addressing Community Forest Powers and Authority of the MCSD Rules and Regulations (Action) Attachment 1 – Ordinance 2021-08	Pg. 201 Pg. 203
E.5	Consider Adoption of Resolution 2021-31 Naming the Microgrid Project at the Wastewater Management Facility as Da Ledik Microgrid (Action) Attachment 1 – Resolution 2021-31 Attachment 2 – QR Code for Pronunciation	Pg. 205 Pg. 207 Pg. 208
E.6	Consider Award of Contract to Willdan Financial Services for Water & Sewer and Connection Fee Rate Study (Action) Attachment 1 – Professional Services Agreement	Pg. 209 Pg. 211
E.7	Consider Approval of LAFCo 2021 Municipal Service Review (Action) Attachment 1 – October 2021, LAFCo Administrative Draft, MCSD, Municipal Services Review and Sphere of Influence Update, as updated from the August 2021 Draft	Pg. 239 Pg. 241
E.8	Consider Acceptance of Mutual Aid Agreement developed by Humboldt Chapter of California Special District Association (CSDA) and Authorize	Pg. 279

F. REPORTS

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

F.1 ACTIVE COMMITTEE REPORTS

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

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. Support Services Department (Colleen M.R. Trask) **Pg. 285**
- b. Operations Department (James Henry) **Pg. 287**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 293**
- d. General Manager (Pat Kaspari) **Pg. 297**
Attachment 1 – WWMF Monthly Self-Monitoring Report **Pg. 303**

F.4 PRESIDENT'S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on October 29, 2021

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

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

McKinleyville Community Services District

BOARD OF DIRECTORS

November 3, 2021

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

Staff recommends the approval of the Minutes of the Board of Directors for the October 6, 2021 Regular Board Meeting

Discussion:

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from October 6, 2021 Regular Board Meeting

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, OCTOBER 6, 2021 - 7:00 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA and

TELECONFERENCE Via ZOOM & TELEPHONE:

ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) and TOLL FREE: 1-888-788-0099

AGENDA ITEM A. CALL TO ORDER:

A.1 Roll Call: The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:00 pm with the following Directors and staff in attendance in person at Azalea Hall:

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

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

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

A.4 Approval of the Agenda:

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

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

There were no comments from the Board or public.

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

Motion Summary: Motion Passed

AGENDA ITEM B. PUBLIC HEARINGS:

B.1 Public Hearing on Proposed Assessment and Formation of Open Space Maintenance Zone (OSMZ) #28 and Consider Adoption of Resolution 2021-22, for Avelar/Imeson OSMZ

President Mayo opened the public hearing at 7:03 p.m. General Manager Kaspari gave a brief overview of this item. There was no public comment. The public hearing closed at 7:06 p.m.

Motion: It was moved to adopt Resolution 2021-22 for the Formation of the Avelar/Imeson Open Space Maintenance Zone #28.

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

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

Motion Summary: Motion Passed

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There was no public comment.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors

D.2 Consider Approval of August DRAFT 2021 Treasurer's Report

D.3 Approve Regular Meeting Dates, Time, and Location for the 2022 Calendar Year

D.4 Approve Attendance to the Association of California Water Agencies (ACWA) 2021 Fall Conference and Exhibition November 30-December 2, 2021 in Pasadena, CA

D.6 Approve Resolutions 2021-25 & 2021-26 Authorizing the Applications for the Rural Recreation & Tourism Grant Applications for BMX Project and Skate Park Project

D.7 Review the McKinleyville Skate Park Quarterly Project Status Updated Presented by the Humboldt Skatepark Collective (HSC)

Director Orsini pulled item D.5 from the Consent Calendar.

Motion: It was moved to approve the Consent Calendar excluding item D.5

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

There were no comments from the Board or public.

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

Motion Summary: Motion Passed

D.5 Approve Resolution 2021-24 Authorizing the Application for California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for all Act of 2018 Per Capita Grant Program

Director Orsini would like to ask staff to have a strong consideration of replacing infrastructure instead of purchasing new items.

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

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

There were no comments from the public.

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

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Adoption of Resolution 2021-27 Making Findings Pursuant to Government Code Section 5493, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings

Board Secretary Sousa reviewed the staff note for this item. Director Orsini asked if there was any way to make the length longer. He also asked clarification on use in a state of emergency. There was no public comment.

Motion: It was moved to adopt Resolution 2021-27 making findings pursuant to Government Code section 5493, as amended by Assembly Bill 361, and authorizing the continued use of virtual meetings.

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

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

Motion Summary: Motion Passed

E.2 Consider Adoption of Resolution 2021-28 Directing Staff to Proceed with Planning for the Issuance of Obligations to Finance Funding of the 4.5MG Water Tank, Highway 101 Sewer Crossings, and Central Avenue Sewer and Water Main Replacement Projects

General Manager Kaspari gave a brief overview of this item. Rick Brandis gave a brief statement and was available to answer questions. There were no comments from the public. President Mayo and Director Binder mentioned a couple typographical errors in the Statement of Qualifications.

Motion: It was moved to approve Resolution 2021-28 directing staff to proceed with the planning for the issuance of bonds to finance the 4.5 MG Water Tank, Highway 101 Sewer Crossings, and Central Avenue Sewer and Water Main Replacement Projects.

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

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

Motion Summary: Motion Passed

E.3 Consider Second Reading and Adoption of Ordinance 2021-07 Adding Section 68.05 to Regulation 68, Latent Powers of Article Vi: Miscellaneous, Addressing Reclamation Authorities in the MCSD Rules and Regulations

Board Secretary Sousa reviewed this item. It was noted that this was the second reading, and that the first reading was completed at the last Board meeting on September 8, 2021. There were no comments by the Board or the public.

Motion: It was moved to conduct a second reading and adopt Ordinance no. 2021-76 adding section 68.05, by title only.

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

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

Motion Summary: Motion Passed

E.4 Consider First Reading of Ordinance 2021-08 Adding Regulation 48: Community Forest, to Article IV: Parks and Recreation, Addressing Community Forest Powers and Authority of the MCSD Rules and Regulations

Board Secretary Sousa gave a brief review of the staff note. There were no comments from the Board or the public.

Motion: Approve the first reading of Ordinance 2021-08 adding Regulation 48: Community Forest, to Article IV: Parks and Recreation, addressing community forest powers and authority of the MCSD Rules and Regulations, by title only.

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

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

Motion Summary: Motion Passed

E.5 Consider Approval of Memorandum of Understanding with Trust for Public Lands on Acquisition of Community Forest Property

General Manager Kaspari reviewed this item. Director Orsini asked clarifying questions regarding if Trust for Public Lands had reviewed the MOU, to which the answer was yes. It was also clarified who was the legal signatory from Trust for Public Lands. There were no comments from the public.

Motion: Approve the Board President to execute the MOU with Trust for Public Lands as related to the acquisition of the Community Forest property.

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

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

Motion Summary: Motion Passed

E.6 Consider Approval of Filing a Notice of Exemption for Construction of BMX Track and Park on APN 508-242-043

General Manager Kaspari gave an overview of this item. Director Couch clarified the location of the Midtown Trail within the design plans. There was no public comment.

Motion: Approve the filing of a Notice of Exemption (NOE) for the construction of a BMX track and park on APN 508-242-043 and direct the General Manager to sign and file the NOE with the Humboldt County Clerk and State Office of Planning and Research within five working days.

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

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

Motion Summary: Motion Passed

E.7 Consider Approval of Resolution 2021-23 Initiation of Central Ave OSMZ and Notice of Public Hearing for Central Avenue Open Space Management Zone

General Manager Kaspari began the presentation for this item and passed it off to MCSD staff member, Brian Anspach, who gave the full presentation to the Board. President Mayo commented about the relationship between the County and MCSD. Director Clark-Peterson asked about the reason for changing from contracting services to staff maintaining the zones. Director Orsini was able to answer her question. President Mayo spoke of some comments that were given to him from a business owner regarding the bridle trail. Director Orsini noted that preserving the bridle trail might be something to preserve in the Town Center Ordinance with the County.

Motion: Adopt Resolution 2021-23 initiating the reformation of the Central Avenue Open Space Management Zone #6.

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

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

Motion Summary: Motion Passed

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Clark-Peterson):** Director Binder had nothing further to add to Director Frisbee's report.
- b. **Area Fund (John Kulstad/Clark-Peterson):** Did not meet.
- c. **Redwood Region Economic Development Commission (Clark-Peterson/Binder):** Director Clark-Peterson had nothing to report.
- d. **McKinleyville Senior Center Advisory Council (Clark-Peterson/Binder):** Director Binder gave a short report regarding a brief meeting in September, and noted that the members present had an informal discussion and no action was taken.
- e. **Audit (Orsini/Couch):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini gave a brief report.
- h. **Local Agency Formation Commission (Couch):** Director Couch reported on the recent Humboldt LAFCo meeting.
- i. **Environmental Matters Committee (Couch/Clark-Peterson):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Nothing to report.
- k. **Ad Hoc Latent Powers Committee (Orsini/Couch):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

None

F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director Colleen Trask highlighted information on the Governor's extended moratorium on locking of unpaid water and an update on the unpaid funds assistance from the State. Director Orsini asked clarification on the process with those who have been amortized.

- b. Operations Department (James Henry):** Operations Director James Henry had nothing further to add to his written report.
- c. Parks & Recreation Department (Lesley Frisbee):** Recreation Director Lesley Frisbee had nothing further to report.
- d. General Manager (Patrick Kaspari):** General Manager Kaspari added a reminder of the Microgrid Groundbreaking ceremony.

F.3.2 PRESIDENT'S REPORT: Nothing to report.

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

None.

G. ADJOURNMENT:

Meeting Adjourned at 8:26 P.M.

April Sousa, MMC, Board Secretary

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

Table of Contents

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Page 3	Consolidated Balance Sheet by Fund
Page 4	Activity Summary by Fund with Selected Graphic Comparisons
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Page 12	Summary of Long-Term Debt Report
Page 13	Cash Disbursement Report

Ratios

as of September 30, 2021 - **DRAFT**

- Utility Accounts Receivable Turnover Days	11
- YTD Breakeven Revenue, Water Fund:	\$ 694,108
- YTD Actual Water Sales:	\$ 1,135,884
- Days of Cash on Hand-Operations Checking/MM	224

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

Petty Cash & Change Funds 9,197.46

Cash

Operating & Money Market - Beginning Balance		3,781,458.28
Cash Receipts:		
Utility Billings & Other Receipts	852,297.55	
Money Market Account Interest	18.48	
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	-	
Other Cash Receipts (Grants/Other Receivables)	25,415.00	
Total Cash Receipts		877,731.03
Cash Disbursements:		
Transfers to County Funds #2560, #4240, CalTRUST	-	
Payroll Related Expenditures (incl. CalPERS UAL pmt)	(241,006.46)	
Debt Service	(5,687.50)	
Capital & Other Expenditures	(243,151.62)	
Total Cash Disbursements		(489,845.58)
Operating & Money Market - Ending Balance		4,169,343.73
Total Cash		4,178,541.19

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

LAIF - Beginning Balance	138,915.98	
Interest Income	-	
LAIF - Ending Balance		138,915.98
Humboldt Co. #2560 - Beginning Balance	2,000,665.14	
Property Taxes and Assessments	-	
Transfer to/from Operating Cash	-	
Interest Income (net of adjustments)	2,567.52	
Humboldt Co. #2560 - Ending Balance		2,003,232.66
Humboldt Co. #4240 - Beginning Balance	3,416,183.65	
Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	-	
Interest Income	3,581.20	
Humboldt Co. #4240 - Ending Balance		3,419,764.85
Humboldt Co. #9390 - Beginning Balance	663,032.08	
Reserves Recovery Deposits/Other Bal Withdrawals	-	
Humboldt Co. #9390 - Ending Balance		663,032.08
USDA Bond Reserve Fund - Beginning Balance	111,238.25	
Bond Reserve Payment/Transfer to Service Fund	-	
Debt Service Payment, Principal/Interest (Net)	5,687.50	
Interest Adjustment	0.43	
USDA Bond Reserve Fund - Ending Balance		116,926.18
CalTRUST - Beginning Balance	10,635,320.29	
Net Transfer to/from Designated Reserves: PERS/OPEB	-	
Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves	-	
Net: Interest Income/Unrealized Gain/Loss	(7,448.73)	
CalTRUST - Ending Balance		10,627,871.56
Total Investments		16,975,760.79
Total Cash & Investments - Current Month		21,154,301.98
Total Cash & Investments - Prior Month		20,754,757.78
Net Change to Cash & Investments This Month		399,544.20

Cash & Investment Summary

Cash & Cash Equivalents		20,411,736.86
Davis-Grunsky Loan Reserve		625,638.94
USDA Bond Reserve		116,926.18
Total Cash & Investments		21,154,301.98

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

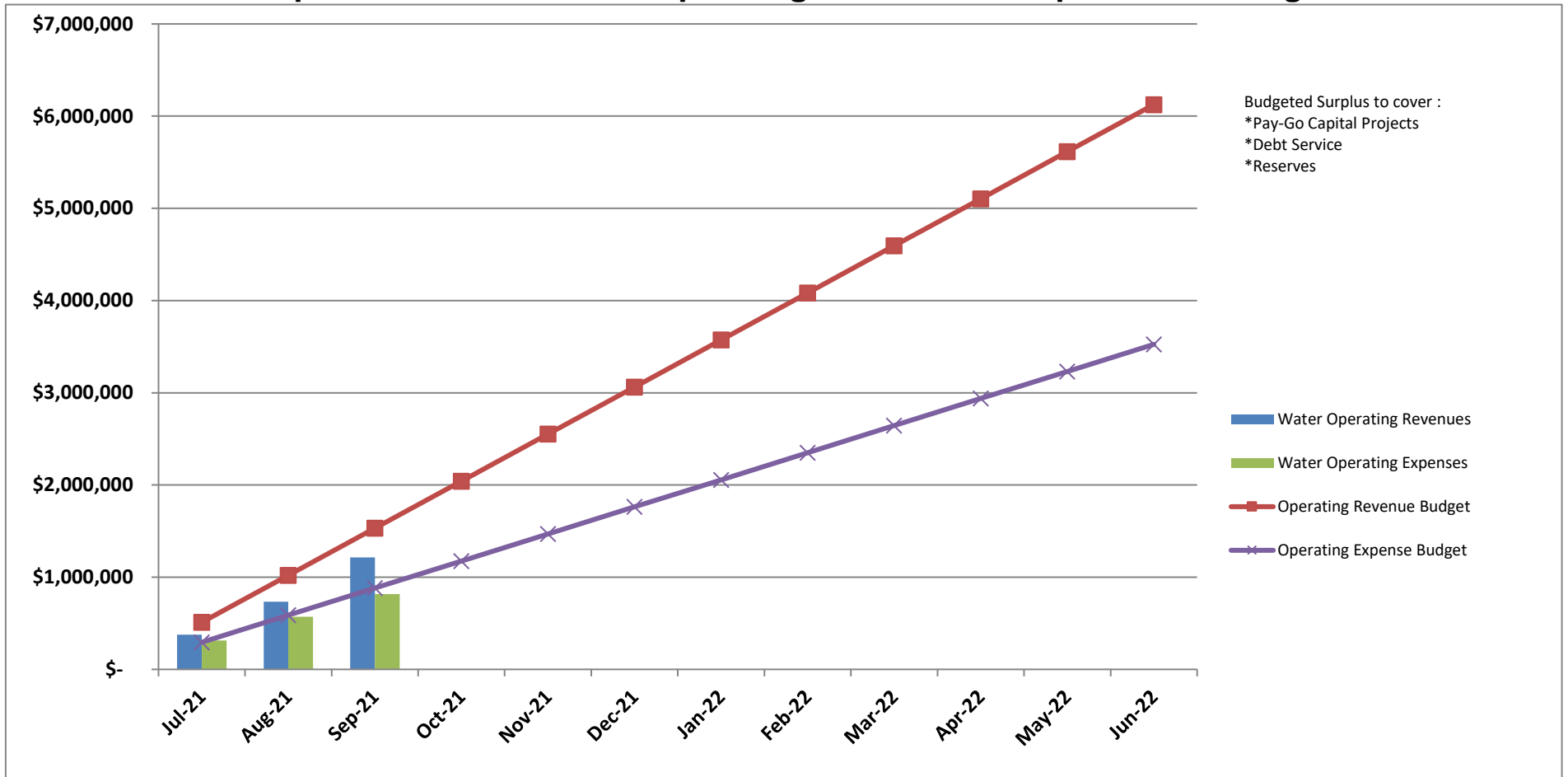
	Governmental Funds			Proprietary Funds		Total (Memorandum Only)	
	Parks & General	Measure B	Streetlights	Water	Wastewater		
ASSETS							
Current Assets							
Unrestricted cash & cash equivalents	\$ 969,733.74	\$ (490,698.28)	\$ 82,148.33	\$ 8,430,361.11	\$ 11,588,073.50	\$ 20,579,618.40	
Accounts receivable	4,745.02	-	4,354.46	583,080.68	597,258.06	1,189,438.22	
Prepaid expenses & other current assets	38,787.99	1,763.89	3,790.57	129,757.28	70,775.48	244,875.21	
Total Current Assets	1,013,266.75	(488,934.39)	90,293.36	9,143,199.07	12,256,107.04	22,013,931.83	
Noncurrent Assets							
Restricted cash & cash equivalents	210,368.26	-	-	625,638.94	116,926.18	952,933.38	
Other noncurrent assets	-	-	-	785,843.52	808,319.65	1,594,163.17	
Capital assets (net)	-	-	-	8,262,426.20	28,257,463.84	36,519,890.04	
Total Noncurrent Assets	210,368.26	-	-	9,673,908.66	29,182,709.67	39,066,986.59	
TOTAL ASSETS	\$ 1,223,635.01	\$ (488,934.39)	\$ 90,293.36	\$ 18,817,107.73	\$ 41,438,816.71	\$ 61,080,918.42	
LIABILITIES & FUND BALANCE/NET ASSETS							
Current Liabilities							
Accounts payable & other current liabilities	\$ 92,141.23	\$ 2,086.45	\$ 2,352.11	\$ 254,877.93	\$ 250,765.37	\$ 602,223.09	
Accrued payroll & related liabilities	97,789.21	-	-	68,799.38	69,242.87	235,831.46	
Total Current Liabilities	189,930.44	2,086.45	2,352.11	323,677.31	320,008.24	838,054.55	
Noncurrent Liabilities							
Long-term debt	-	-	-	2,073,075.91	15,457,614.71	17,530,690.62	
Other noncurrent liabilities	-	-	-	4,492,036.05	4,599,403.59	9,091,439.64	
Total Noncurrent Liabilities	-	-	-	6,565,111.96	20,057,018.30	26,622,130.26	
TOTAL LIABILITIES	189,930.44	2,086.45	2,352.11	6,888,789.27	20,377,026.54	27,460,184.81	
Fund Balance/Net Assets							
Fund balance	(2,588,793.65)	(491,020.84)	87,941.25	-	-	(2,991,873.24)	
Net assets	3,622,498.22	-	-	5,738,968.17	8,261,941.04	17,623,407.43	
Investment in capital assets, net of related debt	-	-	-	6,189,350.29	12,799,849.13	18,989,199.42	
Total Fund Balance/Net Assets	1,033,704.57	(491,020.84)	87,941.25	11,928,318.46	21,061,790.17	33,620,733.61	
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,223,635.01	\$ (488,934.39)	\$ 90,293.36	\$ 18,817,107.73	\$ 41,438,816.71	\$ 61,080,918.42	
Difference in Reclass from Cap Assets to Net Assets:							
Investment in General Capital Assets	\$ 3,147,357.23						
General Long-term Liabilities							
Meas. B Loan: Teen/Community Center	872,053.00			Non-debt Long-term Liabilities (included in Other Non-current Liabilities above)			
OPEB Liability	2,830,881.35			OPEB Liability	2,882,587.78	2,894,654.86	8,608,123.99
CalPERS Pension Liability/Deferred Inflows-Outflows	771,376.32			CalPERS Pension Liability	754,383.21	825,924.74	2,351,684.27
Accrued Compensated Absences	103,758.31						
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 4,578,068.98						

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

Department Summaries	September	% of Year 25.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>						
Water Sales	432,892	1,135,884	1,047,637	88,247	8.42%	
Other Revenues	46,481	77,668	483,680	(406,012)	-83.94%	Includes YTD Capacity Fees \$47,440 Contrib.Construction \$0, Grants \$0
Total Operating Revenues	479,373	1,213,552	1,531,317	(317,765)	-20.75%	
Salaries & Benefits	73,327	289,546	281,788	7,758	2.75%	CalPERS UAL pmt in July, not spread over 12 months
Water Purchased	104,595	314,565	288,619	25,946	8.99%	
Other Expenses	35,149	115,424	210,799	(95,375)	-45.24%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	33,333	96,916	100,000	(3,084)	-3.08%	
Total Operating Expenses	246,403	816,451	881,206	(64,755)	-7.35%	
Net Operating Income	232,970	397,101	650,111	(382,521)		
Interest Income	1,978	6,082	12,500	(6,418)	-51.34%	Interest rates lower than anticipated.
Interest Expense	(4,215)	(12,917)	(25,279)	(12,362)	-48.90%	Budget is spread evenly across 12 months, but actuals vary by loan pmt schedule
Net Income (Loss)	230,734	390,266	637,332	(247,066)		
<u>Wastewater</u>						
Wastewater Service Charges	365,561	1,039,576	1,045,438	(5,862)	-0.56%	
Other Revenues	79,302	121,107	557,530	(436,423)	-78.28%	Includes YTD Capacity Fees \$83,573. Contrib.Constr. \$0, Grants \$0
Total Operating Revenues	444,863	1,160,683	1,602,968	(442,285)	-27.59%	
Salaries & Benefits	94,388	340,300	296,288	44,012	14.85%	CalPERS UAL pmt in July, not spread over 12 months
Other Expenses	52,399	153,801	276,201	(122,400)	-44.32%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	102,083	300,833	306,250	(5,417)	-1.77%	
Total Operating Expenses	248,869	794,933	878,739	(83,806)	-9.54%	
Net Operating Income	195,994	365,750	724,229	(358,479)		
Interest Income	3,693	11,396	18,750	(7,354)	-39.22%	Interest rates lower than anticipated.
Interest Expense	(21,210)	(65,449)	(65,752)	(303)	-0.46%	
Net Income (Loss)	178,477	311,697	677,227	(365,530)		
Enterprise Funds Net Income (Loss)	409,210	701,963	1,314,559	(612,596)		

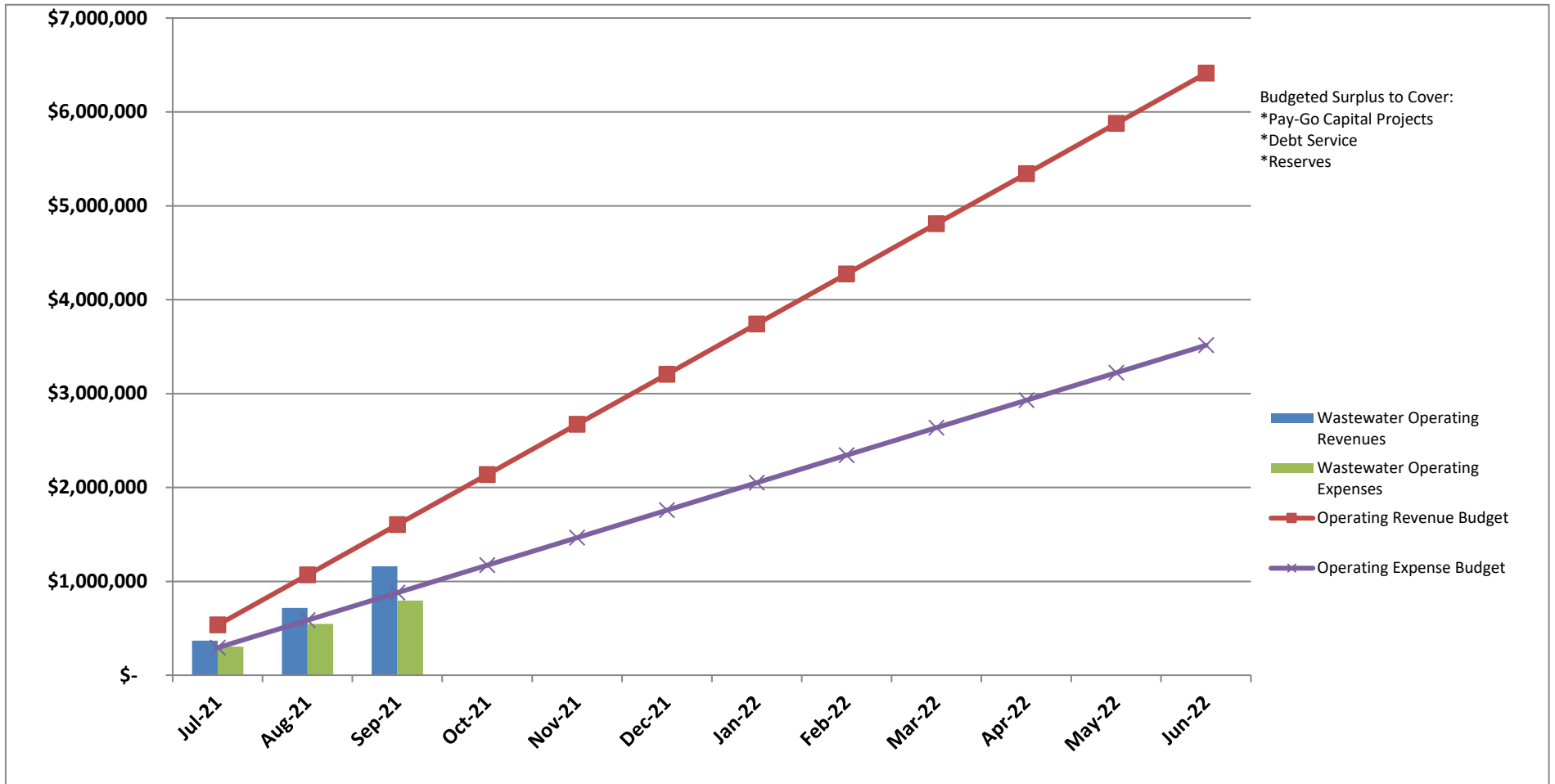
McKinleyville Community Services District Sept 2021 DRAFT

Comparison of Water Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District Sept 2021 DRAFT

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget

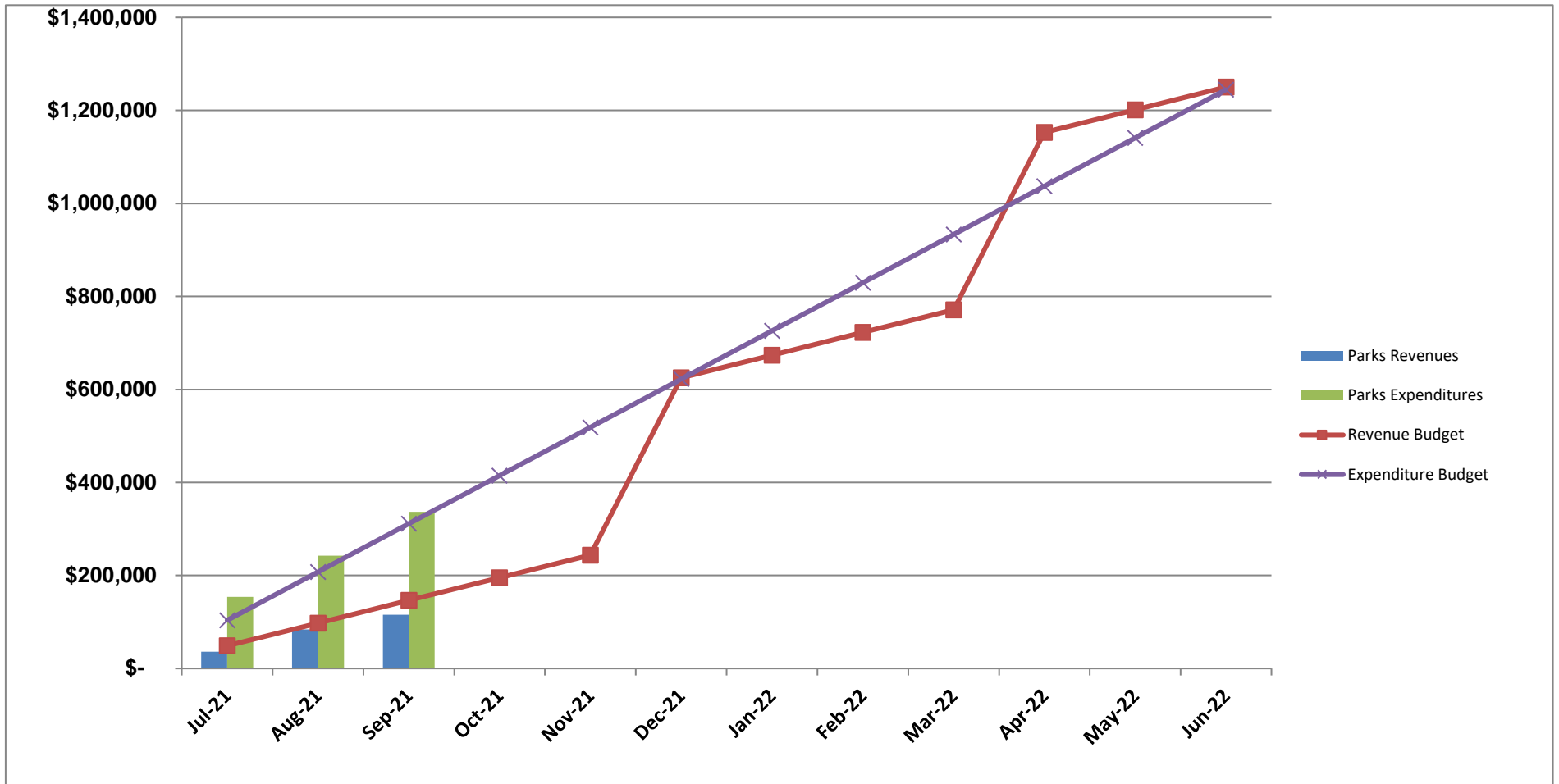


McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
Sept 2021 DRAFT

	September	% of Year 25.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
Department Summaries						
*Parks & Recreation						
Program Fees	7,091	47,427	60,570	(13,143)	-21.70%	Budget spread evenly across 12 months, but actuals vary by schedule
Rents & Facility Related Fees	3,786	13,040	12,681	359	2.83%	
Property Taxes	-	-	166,206	(166,206)	-100.00%	County Tax remittance: December, April, and June; per Auditor-Controller's office
Other Revenues	18,289	47,832	64,348	(16,516)	-25.67%	Budget spread evenly across 12 months, but actuals vary by schedule
Interest Income	2,488	7,546	8,750	(1,204)	-13.76%	Interest rates lower than anticipated.
Total Revenues	31,653	115,845	312,555	(196,710)	-62.94%	
Salaries & Benefits	69,268	269,916	219,089	50,827	23.20%	CalPERS UAL pmt in July, not spread over 12 months
Other Expenditures	24,848	66,622	61,530	5,092	8.28%	Budget spread evenly across 12 months, but actuals vary by payment schedule
Capital Expenditures	-	-	30,500	(30,500)	-100.00%	
Total Expenditures	94,116	336,538	311,119	25,419	8.17%	
Excess (Deficit)	(62,463)	(220,693)	1,436	(222,129)		
*Measure B Assessment						
Total Revenues	585	1,753	56,251	(54,498)	-96.88%	Interest & unrealized gains/losses; County Tax remittance December/April/June
Salaries & Benefits	4,872	23,180	14,689	8,491	57.81%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	1,636	5,990	18,017	(12,027)	-66.75%	Budget spread evenly across 12 months, but actuals vary seasonally
Capital Expenditures/Loan Repayment	-	-	23,419	(23,419)	-100.00%	Budget is spread evenly across 12 months. Loan pmts are October & April
Total Expenditures	6,508	29,170	56,125	(26,955)	-48.03%	
Excess (Deficit)	(5,923)	(27,418)	126	(27,544)		
*Street Lights						
Total Revenues	10,129	30,170	29,859	311	1.04%	
Salaries & Benefits	3,081	11,532	12,600	(1,068)	-8.48%	
Other Expenditures	3,181	9,382	9,819	(437)	-4.45%	
Capital Expenditures/Loan Repayment	-	-	11,750	(11,750)	-100.00%	Budget spread evenly across 12 months, but actuals vary by project
Total Expenditures	6,262	20,914	34,169	(13,255)	-38.79%	
Excess (Deficit)	3,867	9,256	(4,310)	(13,566)		
Governmental Funds Excess (Deficit)	(64,518)	(238,855)	(2,748)	(236,107)		

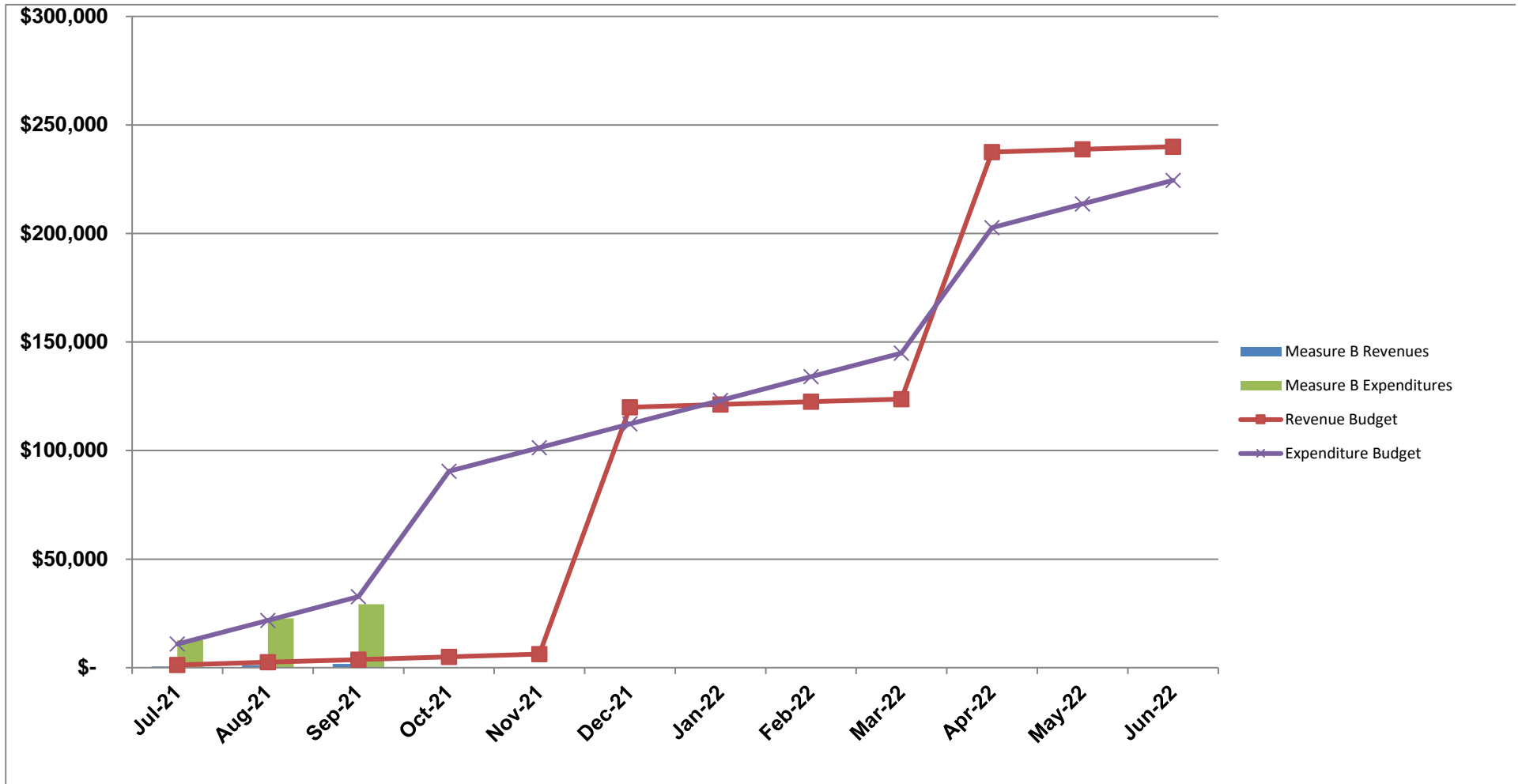
McKinleyville Community Services District Sept 2021 DRAFT

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



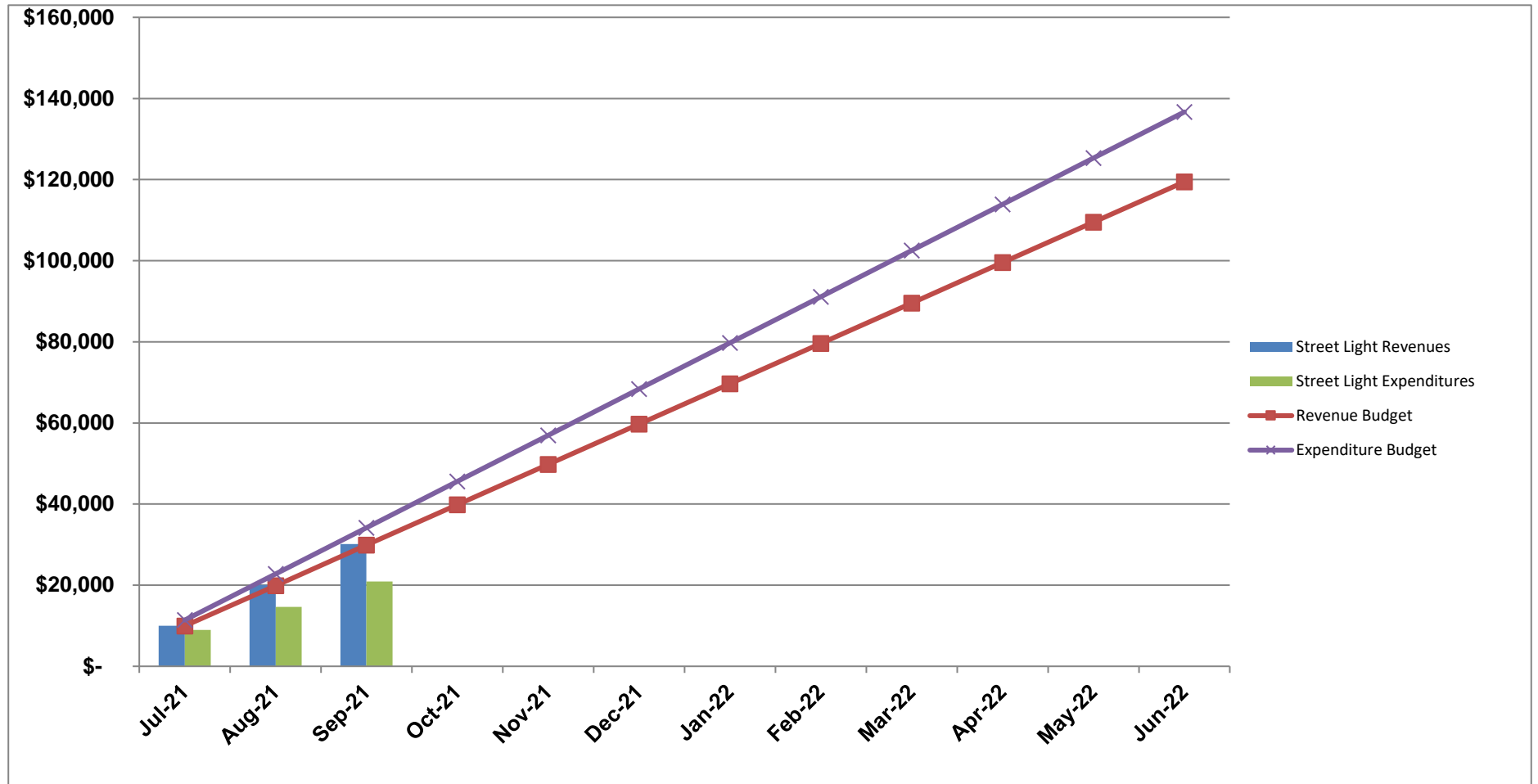
McKinleyville Community Services District Sept 2021 DRAFT

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District Sept 2021 DRAFT

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



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

September	YTD Total	FY 21-22 Budget	Remaining		Notes
			Budget \$	Budget %	
Water Department					
Ramey Pump Upgrades	-	-	-	-	#DIV/0!
Water Tank Painting	-	-	500,000	500,000	100%
4.5m New Water Tank	3,199	6,403	4,132,000	4,125,598	100%
Production Meter Replacements	-	-	8,000	8,000	100%
McCluski Tank3 Replace Roof Vents	-	-	6,000	6,000	100%
Emergency Generator-Cochran	-	-	50,000	50,000	100%
Fire Hydrant System Upgrade	-	-	7,000	7,000	100%
Blake Station Upgrades	-	6,619	8,000	1,381	17%
Digital Control & Radio Telemetry Upgrade	-	-	10,000	10,000	100%
Water Main Rehab & Replacement	-	3,814	1,000,000	996,186	100%
Property Purchase- Tank Site	-	-	-	-	#DIV/0!
Subtotal	3,199	16,836	5,721,000	5,704,165	100%
Wastewater Department					
Sewer Main Rehab & Replacement	-	3,694	1,000,000	996,306	100%
WWMF Sludge Disposal - next	434	434	240,000	239,566	100%
WWMF Recirculation Valve Replacement	-	-	15,000	15,000	100%
WWMF Pond Armoring	-	-	51,000	51,000	100%
WWMF Secondary Effluent Motor	-	-	6,000	6,000	100%
Collection Upgrades-UndercrossingsProj	1,816	10,807	1,149,000	1,138,193	99%
Fischer Lift Station Generator	-	-	40,000	40,000	100%
Solar Project - CWSRF Grant/Loan	152,549	182,151	3,500,000	3,317,849	95%
WWMF - CEQA/ NPDES Permit	-	-	55,000	55,000	100%
Underground pipe locator & camera	-	-	5,000	5,000	100%
WWMF Lab Cabinets	-	-	10,000	10,000	100%
Subtotal	154,799	197,086	6,071,000	5,873,914	97%
Water & Wastewater Operations					
Heavy Equipment	-	38,734	150,000	111,266	74%
Utility Vehicles	-	43,184	42,000	(1,184)	-3%
Office, Corporate Yard & Shops	-	-	75,000	75,000	100%
Computers & Software	1,618	5,019	19,000	13,981	74%
Fischer Ranch - Reclamation Site Upgrade (tree far	-	92	100,000	99,908	100%
Fischer Ranch - Barn & Fence upgrades, Irrig	-	187	80,000	79,813	100%
Property behind main office - purchase	-	-	400,000	400,000	100%
Small Equipment & Other	-	-	40,000	40,000	100%
Subtotal	1,618	87,217	906,000	818,783	90%
Enterprise Funds Total	159,616	301,138	12,698,000	12,396,862	98%
Parks & Recreation Department					
Pierson Park - Landscaping & signage	-	-	8,000	8,000	100%
Azalea Hall Projects	-	-	6,000	6,000	100%
McKinleyville Activity Center Upgrades	-	-	85,000	85,000	100%
Law Enforcement Facility Improvements	-	-	10,000	10,000	100%
Projects Funded by Quimby/Grants/ Other	-	-	505,000	505,000	100%
Other Parks Projects & Equipment	-	-	8,000	8,000	100%
Subtotal	-	-	622,000	622,000	100%
Streetlights					
LED Repairs	-	-	7,000	7,000	100%
Pole Inspection	-	-	40,000	40,000	100%
Subtotal	-	-	47,000	47,000	100%
Governmental Funds Total	-	-	669,000	669,000	100%
All Funds Total	159,616	301,138	13,367,000	13,065,862	98%

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

**Principal Maturities and
Scheduled Interest**

	%	Maturity Date		Balance- Aug 31, 2021	Balance- Sep 30, 2021	FY-22	Thereafter
Water Fund:							
I-Bank		8/1/30	P	527,704.77	527,704.77	-	527,704.79
Interest	3.37%		I			8,891.83	83,950.11
State of CA Energy Commission (ARRA)		12/22/26	P	66,498.64	66,498.64	11,815.54	54,651.66
Interest	1.0%		I			635.30	1,376.83
State of CA (Davis Grunsky)		1/1/33	P	1,274,456.41	1,274,456.41	92,381.69	1,182,074.72
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	204,416.09	204,416.09	17,035.12	187,380.97
Interest	2.5%		I			31,861.41	184,599.31
Total Water Fund-Principal				2,073,075.91	2,073,075.91	121,232.35	1,951,812.14
Total Water Fund-Interest						41,388.54	269,926.25
Total Water Fund				2,073,075.91	2,073,075.91	162,620.89	2,221,738.39
Wastewater Fund:							
WWMF SRF Loan		7/31/47	P	14,012,514.71	14,012,514.71	-	14,473,509.30
Interest	1.6%		I			-	3,226,319.37
Chase Bank (Pialorsi Property)		3/8/35	P	1,380,100.00	1,380,100.00	45,100.00	1,335,000.00
Interest	2.9%		I	-	-	13,106.28	177,948.30
USDA (Sewer Bond)		8/1/22	P	65,000.00	65,000.00	-	65,000.00
Interest	5.0%		I			1,625.00	1,625.00
Total Wastewater Fund-Principal				15,457,614.71	15,457,614.71	45,100.00	15,873,509.30
Total Wastewater Fund-Interest						14,731.28	3,405,892.67
Total Sewer Fund				15,457,614.71	15,457,614.71	59,831.28	19,279,401.97
Meas. B Fund: Teen/Comm Center Loan		11/1/29	P	918,890.00	872,053.00	48,514.00	832,319.00
	3.55%		I			15,634.79	123,030.36
Total Principal				18,449,580.62	18,402,743.62	214,846.35	18,657,640.44
Total Interest						71,754.61	3,798,849.28
Total				18,449,580.62	18,402,743.62	286,600.96	22,456,489.72

Non-debt Long Term Liabilities, District-wide

OPEB Liability	8,608,123.99
CalPERS Pension Liability	2,351,684.27

**McKinleyville Community Services District
 Summary of Grants
 as of September 30, 2021 - DRAFT**

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

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

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
38849	9/6/2021	*0018	LEISURE CLASS REFUND JL	75.00	C10907	LEISURE CLASS REFUND JL
38850	9/6/2021	10102	101 NETLINK	960.00	20210901	BACKUP INTERNET SERVICES
38851	9/6/2021	BTM01	BT METAL SALES & FABRICATION	260.46	38798	REPAIRS/SUPPLY
38852	9/6/2021	COA01	COASTAL BUSINESS SYSTEMS	1,170.20	29903665	COPIER MONTHLY PAYMENT
38853	9/6/2021	COR01	CORBIN WILLITS SYSTEMS, INC	963.05	C108151	SOFTWARE MONTHLY MAINT.
38854	9/6/2021	COU06	COUNTY OF HUMBOLDT	50.00	PLI21-323	PERMIT FEES
38855	9/6/2021	CWE02	CALIFORNIA WATER	96.00	353478	CERT RENEWAL - DS
38856	9/6/2021	HAR13	The Hartford - Priority A	443.70	C10908	GRP. HEALTH INS
38857	9/6/2021	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	105,456.20	C10907	WTR PURCHASED
38858	9/6/2021	MAY02	DENNIS MAYO	125.00	C10908	BOARD MEETING 8/4/2021
38859	9/6/2021	PGE11	PG&E STREETLIGHTS	24.29	C10908	GAS & ELECTRIC ACCT 6945
38860	9/6/2021	PGE12	PG&E	24.29	C10908	GAS & ELECTRIC
38861	9/6/2021	PGE13	PG&E	9.93	C10908	GAS & ELECTRIC
38862	9/6/2021	SMA02	SMARTHIRE	73.00	51258	PROFESSIONAL SERVICES
38863	9/6/2021	STR01	STREAMLINE	300.00	10	WEBSITE MONTHLY FEE
38864	9/6/2021	UMP01	UMPQUA BANK	54.54	0921JH	ADS/SUPPLIES
				3,141.34	0921PK	WWMF MICROGRID (TESLA BATTERY)

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
				1,462.35	0921BOARD	PIALORSI RANCH/BOARD TRAVEL
				351.43	0921PARKS	ACTIVITY SUPPLIES/SUPPLIE
			Check Total:	<u>5,009.66</u>		
38865	9/6/2021	USB01	U.S. BANK TRUST N.A.	5,687.50	C10908	SEWER BOND PAYMENT
38866	9/6/2021	\B005	MQ CUSTOMER REFUND FOR BE	53.36	000C10901	MQ CUSTOMER REFUND FOR BE
38867	9/6/2021	\M021	MQ CUSTOMER REFUND FOR MA	161.33	000C10901	MQ CUSTOMER REFUND FOR MA
38868	9/6/2021	\T006	MQ CUSTOMER REFUND FOR TY	61.42	000C10901	MQ CUSTOMER REFUND FOR TY
38869	9/9/2021	PGE12	PG&E	78.79	C10909	GAS & ELECTRIC
38870	9/9/2021	USB02	US BANK	1,210.00	6234996	ANNUAL FEES
38871	9/9/2021	VER01	VERIZON WIRELESS	57.97	C10908	CELL PHONES/TABLET
38872	9/13/2021	*0019	LEISURE CLASS REFUND DB	40.00	C10914	LEISURE CLASS REFUND DB
38873	9/13/2021	*0020	LEISURE CLASS REFUND MB	80.00	C10914	LEISURE CLASS REFUND MB
38874	9/13/2021	*0021	PIERSON PARK DEPOSIT REFUND HA	216.00	C10914	PIERSON PARK DEPOSIT REFUND HA
38875	9/13/2021	ACW01	CB&T/ACWA-JPIA	11,578.08	673502	GRP. HEALTH INS
38876	9/13/2021	BAD01	BADGER METER, Inc.	357.66	80080687	SUBSCRIPTIONS
38877	9/13/2021	CRO03	CROWN TROPHY PETALUMA	118.79	34524	ACTIVITY SUPPLIES
38878	9/13/2021	GHD01	GHD	8,991.01	1242	HIGHWAY 101 SEWER CROSSING
				18,776.26	1249	MICROGRID PROJECT
			Check Total:	<u>27,767.27</u>		
38879	9/13/2021	HAR03	HARPER MOTORS CO.	345.26	C10915	VEHICLE REPAIRS
38880	9/13/2021	INF02	INFOSEND	2,890.80	197454	OFFICE SUPPLIES/POSTAGE
38881	9/13/2021	INF03	INFINITE CONSULTING SERVICES	3,235.81	9272	SUBSCRIPTIONS

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38882	9/13/2021	JOH05	CHAYSLIN JOHNSON	76.95	C10914	REC PROGRAM SUPPLIES REIMB
38883	9/13/2021	KEN02	KENNEDY/JENKS CONSULTANTS	545.00	149159	4.5 MG WATER RESERVOIR
38884	9/13/2021	LES01	LES SCHWAB TIRE CENTER	18.60	C10915	VEHICLE REPAIRS
38885	9/13/2021	MCK04	MCK ACE HARDWARE	368.85	C10915	REPAIRS/SUPPLY
38886	9/13/2021	MEN01	MENDES SUPPLY CO.	365.70	C10915	REPAIRS/SUPPLY
38887	9/13/2021	MIL01	Miller Farms Nursery	1,053.64	C10915	REPAIRS/SUPPLY
38888	9/13/2021	MIL02	MILLER, CHEYLAH	11.98	C10915	ACTIVITY PROG SUPPLIES REIMB
38889	9/13/2021	NAP02	NAPA AUTO PARTS	13.25	600	REPAIRS/SUPPLY
38890	9/13/2021	NOR01	NORTH COAST LABORATORIES	4,390.00	C10916	LAB TESTS
38891	9/13/2021	NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	120.00	27655	SAFETY TRAINING SUBSCRIPTION
38892	9/13/2021	SAF04	SAFEWAY INC. FILE # 72905	9.98	C10915	ACTIVITY SUPPLIES
38893	9/13/2021	SLO01	FLEX SPENDING ACCT REIMB DS	65.36	C10915	FLEX SPENDING ACCT REIMB DS
38894	9/13/2021	STA11	STAPLES CREDIT PLAN	251.44	C10915	OFFICE SUPPLIES
38895	9/13/2021	TEL01	TELE-WORKS, INC	1,465.00	40-100382	IVR SUBSCRIPTION
38896	9/13/2021	THO02	Thomas Home Center	894.83	C10916	REPAIRS/SUPPLY
38897	9/13/2021	THR02	THREE G'S HAY & GRAIN	237.26	10165	REPAIRS/SUPPLY PIALORSI
38898	9/13/2021	TUR02	MCKENNA TURNER	53.22	C10915	ACTIVITY PROG SUPPLIES REIMB
38899	9/13/2021	VAL01	VALLEY PACIFIC PETROLEUM	920.58	408185	GAS/OIL/LUBE
38900	9/13/2021	VAL02	VALLEY PACIFIC PETROLEUM	3,106.83	407386	GAS/OIL/LUBE
38901	9/20/2021	KEN02	KENNEDY/JENKS CONSULTANTS	19,166.48	148132	4.5 MG WATER RESERVOIR PROJ

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38902	9/22/2021	ATT04	AT&T	920.95	C10921	SWITCHED ETHERNET SERVICE
38903	9/22/2021	ATT06	AT&T.	275.74	C10921	TELEPHONE AZALEA HALL
38904	9/22/2021	BIN02	SCOTT BINDER	-	C10920/u	Ck# 038904 Reversed
38905	9/22/2021	BLA02	BLACK DOG OUTFITTERS	747.73	463	UNIFORMS
38906	9/22/2021	BOR01	BORGES & MAHONEY CO.	470.79	143062	REPAIRS/SUPPLY TREATMENT
38907	9/22/2021	DAV03	DAVE BANG ASSOCIATES INC.	369.85	CA50002	REPAIRS/SUPPLY
38908	9/22/2021	EUR06	EUREKA READY MIX	1,571.00	C10921	REPAIRS/SUPPLY
38909	9/22/2021	FAS01	FASTENAL COMPANY	14.13	EUR117414	REPAIRS/SUPPLY
38910	9/22/2021	GHD01	GHD	1,816.13	1098	HWY 101 SEWER CROSSING PROJ
38911	9/22/2021	HUM08	HUMBOLDT SANITATION	654.30	18X01802	TRASH SERVICE
				568.70	18X01803	TRASH SERVICE
				283.75	18X01804	TRASH SERVICE
				568.70	18X01902	TRASH SERVICE
			Check Total:	<u>2,075.45</u>		
38912	9/22/2021	HUM47	HUMBOLDT BAY OFFICIAL'S ASSOC	400.00	C10922	SERVICES/STIPEND SOFTBALL
38913	9/22/2021	KEN03	KEN'S AUTO PARTS	1,574.85	C10917	REPAIRS/SUPPLY
38914	9/22/2021	MCK11	MCKINLEYVILLE SENIOR CENTER	21.40	C10922	PARKS DEPT SHARE OF INTERNET
38915	9/22/2021	MEN01	MENDES SUPPLY CO.	456.86	C10922	REPAIRS/SUPPLY
38916	9/22/2021	MES01	KIRSTEN MESSMER	18.82	C10917	ACTIVITY SUPPLIES REIMB
38917	9/22/2021	MIT02	MITEL	2,166.55	37503358	TELEPHONE
38918	9/22/2021	PGE01	PG & E (Office & Field)	27,352.99	C10922	GAS & ELECTRIC
38919	9/22/2021	PGE10	PG&E STREETLIGHTS	3.58	C10922	STREETLIGHTS

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38920	9/22/2021	PRO01	PROFESSIONAL CREDIT SERVICE	32.69	20096	RECOVERED BAD DEBTS
38921	9/22/2021	SUD01	SUDDENLINK	136.37	C10922	INTERNET SERVICE
38922	9/22/2021	THR01	THRIFTY SUPPLY COMPANY	155.03	1496604	REPAIRS/SUPPLY
				439.97	1497705	REPAIRS/SUPPLY
			Check Total:	<u>595.00</u>		
38923	9/22/2021	ZEP01	ZEP MANUFACTURING CO.	733.64	674409	REPAIRS/SUPPLY
38924	9/22/2021	BIN02	SCOTT BINDER	197.00	C10922	TRAVEL ADVANCE SDFL ACADEMY
39007	10/15/2021	UMP01	UMPQUA BANK	(435.22)	1021CTu	Ck# 039007 Reversed
				(642.50)	1021JHu	Ck# 039007 Reversed
39007	10/15/2021	UMP01	UMPQUA BANK	(1,087.61)	1021LFu	Ck# 039007 Reversed
				(1,441.10)	1021BOARDu	Ck# 039007 Reversed
				(430.53)	1021PARKSu	Ck# 039007 Reversed
				(3.03)	1021ROUNDu	Ck# 039007 Reversed
			Check Total:	<u>(4,039.99)</u>		
D00063	9/6/2021	BIN01	BINDER, SCOTT	125.00	C10908	BOARD MEETING 8/4/2021
		COU09	COUCH, DAVID	125.00	C10908	BOARD MEETING 8/4/2021
		ORS01	ORSINI, GREGORY	125.00	C10908	BOARD MEETING 8/4/2021
			Check Total:	<u>375.00</u>		
D00064	9/30/2021	BIN01	BINDER, SCOTT	125.00	C10930	BOARD MEETING 9/1/2021
		COU09	COUCH, DAVID	125.00	C10930	BOARD MEETING 9/1/2021
		ORS01	ORSINI, GREGORY	125.00	C10930	BOARD MEETING 9/1/2021
		PET01	PETERSON, JOELLEN CLARK	125.00	C10930	BOARD MEETING 9/01/2021
			Check Total:	<u>500.00</u>		
				240,902.30		
Total Disbursements, Accounts Payable:				<u>240,902.30</u>		

Payroll Related Disbursements

17773	9/7/2021		Various Employees	5,094.95		Vacation Buyout
17774-17785	9/9/2021		Various Employees	10,631.75		Payroll Checks

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
17786	9/9/2021	CAL12	CalPERS 457 Plan	8,523.54	C10909	RETIREMENT
				405.15	1C10909	PERS 457 LOAN PMT
			Check Total:	<u>8,928.69</u>		
17787	9/9/2021	DIR01	DIRECT DEPOSIT VENDOR- US	40,702.48	C10909	Direct Deposit
17788	9/9/2021	EMP01	Employment Development	-	C10907	STATE INCOME TAX
				1,868.46	C10909	STATE INCOME TAX
				66.20	1C10907	SDI
				897.20	1C10909	SDI
			Check Total:	<u>2,831.86</u>		
17789	9/9/2021	HEA01	HEALTHEQUITY, ATTN: CLINT	175.00	C10909	HSA
17790	9/9/2021	HUM29	UMPQUA BANK--PAYROLL DEP.	-	C10907	FEDERAL INCOME TAX
				6,432.75	C10909	FEDERAL INCOME TAX
				684.10	1C10907	FICA
				9,274.54	1C10909	FICA
				160.00	2C10907	MEDICARE
				2,169.04	2C10909	MEDICARE
			Check Total:	<u>18,720.43</u>		
17791	9/9/2021	ACW01	CB&T/ACWA-JPIA	58,979.12	C10831	MED-DENTAL-EAP INSUR
17792	9/9/2021	PUB01	Public Employees PERS	20,675.78	C10831	PERS PAYROLL REMITTANCE
17793	9/17/2021		Seasonal Employees	1,191.04		Final Payroll Checks
17794-17802	9/22/2021		Various Employees	7,430.57		Payroll Checks
17803	9/22/2021	CAL12	CalPERS 457 Plan	8,249.61	C10922	RETIREMENT
				700.62	1C10922	PERS 457 LOAN PMT
			Check Total:	<u>8,950.23</u>		
17804	9/22/2021	DIR01	DIRECT DEPOSIT VENDOR- US	37,570.11	C10922	Direct Deposit
17805	9/22/2021	EMP01	Employment Development	35.64	C10916	STATE INCOME TAX
				1,654.86	C10922	STATE INCOME TAX
				18.43	1C10916	SDI
				809.14	1C10922	SDI

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
Check Total:				<u>2,518.07</u>		
17806	9/22/2021	HEA01	HEALTHEQUITY, ATTN: CLINT	175.00	C10922	HSA
17807	9/22/2021	HUM29	UMPQUA BANK--PAYROLL DEP.	191.82	C10916	FEDERAL INCOME TAX
				5,679.50	C10922	FEDERAL INCOME TAX
				190.46	1C10916	FICA
				8,368.02	1C10922	FICA
				44.54	2C10916	MEDICARE
				1,957.04	2C10922	MEDICARE
Check Total:				<u>16,431.38</u>		
Total Disbursements, Payroll:				<u>241,006.46</u>		
Total Check Disbursements:				<u>481,908.76</u>		

McKinleyville Community Services District

BOARD OF DIRECTORS

November 3, 2021

TYPE OF ITEM: **ACTION**

ITEM: D.3 **Approve Resolution 2021-30 Approving the Addition of Part 13: Directors' Expense Reimbursement Policy to the Board Policy Manual**

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

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

Recommendation:

Staff recommends that the Board review the Draft Part 13: Directors' Expense Reimbursement Policy and adopt Resolution 2021-30 (**Attachment 1**) to approve the Addition of Part 13 to the Board Policy manual (**Attachment 2**).

Discussion:

The Board Policy Manual contains policies, procedures, and guidelines for dealing with ethical issues, decision making, and value-based management. One of the many policies contained within the Board Policy Manual is the Remuneration Policy, which relates to Board compensation as well as other expense reimbursements, such as travel that various Board members must undertake within their services as Board members and representatives to other agencies.

Rule 8 (**Attachment 3**) of the Board Policy Manual discusses this remuneration and refers to the reimbursement of expended funds by a Board member as they are incurred during the services rendered at the request of the Board. This policy is established under the Districts overall Expenditure Control Guidelines.

The Expenditure Control Guidelines give policy and procedure for staff travel and expense reimbursement (**Attachment 4**) but does not go into the full detail of the current practice of MCSD regarding Board travel and expense reimbursements. Staff believes that providing this procedure within the Board Policy Manual, will best serve the members of the Board as well as staff.

Staff was able to review sample Board Expense Reimbursement policies from California Special District Association and Humboldt Bay Municipal Water District prior to drafting the policy to be included as Part 13 in the Board Policy Manual.

Alternatives:

Staff analysis consists of the following potential alternative:

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2021-30
- Attachment 2 – Exhibit 1 to Resolution 2021-30 – Draft Rule 13
- Attachment 3 – Rule 8 of Board Policy Manual
- Attachment 4 – Travel Reimbursement Policy from the District Expenditure Control Guidelines
- Attachment 5 – Appendix B for Board Policy Manual – Travel Forms

RESOLUTION 2021-30

A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS APPROVING THE REVISION OF THE BOARD POLICY MANUAL WITH THE ADDITION OF PART 13: DIRECTORS’ EXPENSE REIMBURSEMENT POLICY

WHEREAS, the Board Policy Manual defines various policies, procedures, and guidelines for dealing with ethical issues, decision making, and value-based management, and;

WHEREAS, one such policy required in this manual pertains to remuneration, and;

WHEREAS, the remuneration of members of the Board includes compensation as well as other expense reimbursements, and;

WHEREAS, the current Board manual refers to another MCSD policy regarding the reimbursement of Board members, and;

WHEREAS, that policy does not specifically spell out the procedure for Board member expenses, including travel expense, and;

WHEREAS, it is desirable to have this policy and procedure fully encompassed in the Board Policy Manual for current and future Boards.

NOW, THEREFORE, BE IT RESOLVED that the McKinleyville Community Services District Board of Directors has reviewed and approved the following changes to the Board Policy Manual:

1. Rule 8.2 is revised to state the following:

Rule 8-2: Board Member Expenses – Board Members that incur expenses for service rendered at the request of the Board shall be reimbursed on the basis established under Rule 13: Directors’ Expense Reimbursement Policy.

2. Rule 13: Directors’ Expense Reimbursement Policy, as stated in Exhibit 1, is inserted into the Board Policy Manual.

3. Appendix B is added to the Board Policy Manual to reference Travel Approval forms.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on November 3, 2021 by the following roll call vote:

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

Dennis Mayo, Board President

Attest:

April Sousa, MMC, Board Secretary

PART 13 – DIRECTORS’ EXPENSE REIMBURSEMENT

Rule 13-1: General Principles – Each member of the Board of Directors is encouraged to participate in those outside activities and organizations that in the judgement of the Board, further the interests of the District. Expenses incurred by Board Directors in connections with such activities are reimbursable, in accordance with the limits set forth herein. The following rules apply:

- a. All expenses must be actually incurred and necessary for the performance of the Director’s duties.
- b. Directors shall exercise prudence in all expenditures.
- c. This policy is intended to result in no personal gain or loss to a Director.
- d. Guidelines for reimbursements are as follows, unless the Board, at a public meeting in advance of the expense being incurred, authorizes a different approach.

Rule 13-2: Travel/Transportation Expenses – The most economical and efficient mode and class of transportation reasonably consistent with scheduling must be used.

13-2A: Air Travel – Air Travel is authorized whenever, due to distance or time constraints, it is more economical than use of the District vehicle for transportation to and from the authorized meeting, conference, or event. Reimbursement for airfare shall not exceed the most economical coach fare available for the required travel dates to the airport nearest the destination, consistent with the Director’s specific scheduling needs.

Directors shall use the most economical means of transportation to and from the airport and the location of the meeting, conference, or event, whether by rental car, airport shuttle, or taxi. Provided the most economical transportation is used, Directors may be reimbursed the full cost actually incurred for car rental and fuel, cab fare with tips, or airport shuttle with tips. Reimbursement for tips shall not exceed 20%.

13-2B: Use of Director’s Own Vehicle – In the event that the District car is unavailable, Directors may use their personally owned vehicles for travel. Mileage reimbursement for use of the Director’s own vehicle for travel to meetings, conferences, or authorized events outside the boundaries of the District shall be reimbursed at the current Federal standard mileage reimbursement rate specified by the IRS for business travel.

13-3C: Lodging Expenses – Expenses for Lodging actually and reasonably incurred by Directors in connection with attending meetings, conferences, or other authorized events at least 50 miles outside the District’s service area will be reimbursed.

Lodging for the night prior to or after the meeting, conference, or authorized event will be reimbursable only when the starting or ending time for the meeting or event makes it impractical to travel to or from the Director’s residence on the same day as the meeting or activity.

It is the District's policy to seek and reimburse the cost of moderately priced accommodations (based on prevailing rates in the community where the lodging is located) that are within reasonable walking or public transportation distance of the location of the meeting, conference, or other event that is the reason for the travel.

Directors are required to use government or group rates offered by lodging providers whenever available.

If lodging expense is in connection with an organized conference (e.g. ACWA or CSDA), the reimbursement may not exceed the maximum group rate published by the conference sponsor, provided that such lodging is still available at the time of booking. If a Director elects to arrange alternative lodging while attending this organized conference, the maximum reimbursement rate shall be the group rate offered by the conference organizer/sponsor. If the group rate for lodging is not available at the time of booking, the Director is limited to reimbursement for comparable lodging consistent with the reimbursement policy of the District.

13-3D: Meal Expenses – Reimbursement for all meals will be done at the Federal per diem rate approved by the IRS (<http://www.gsa.gov/portal/category/100120>). Per diem advances may be made no less than five (5) business days prior to the intended activity.

Meals that are offered as part of a meeting, conference, or event that are not a part of the event registration will be reimbursed at the actual cost charged by the sponsor/host of such meeting, conference, or event and not subject to the per diem schedule.

No reimbursement will be allowed for alcoholic beverages.

13-3E: Incidental Expenses – Directors will be given a daily Incidental Expense per diem at the Federal per diem rate approved by the IRS. This advance will accompany the meal per diem advance.

Incidental Expense refers to those items related to District business during any meeting, conference, or event, such as parking, telephone, or fax charges.

Long term parking, if necessary, must be used for parking in excess of 24 hours.

13-3F: Other Requirements or Limitations – No reimbursement shall be allowed for transportation, lodging, meals, or incidental expenses of family members or guests of a Director traveling with the Director to an authorized meeting or event.

No reimbursement shall be allowed for the following items: parking or traffic violations, any extra in-room expense (e.g. movies, laundry service), recreational expenses, or loss of personal belongings.

Board Directors must complete a MCSD Travel Approval form within four (4) business days before the approved travel and a MCSD Travel Expense Report within five (5) business days following approved travel (see **Appendix B**). The MCSD Travel Approval form will

specify the date, location, purpose of meeting, and the estimate of travel expenses. This form is also used to request per diem. The MCSD Travel Expense report will specify the date, location, purpose of the meeting/conference and include all receipts for travel, minus meals and incidentals for which per diem is requested, in order to receive full reimbursement as related to this policy. These forms must be signed by the Board Director and counter signed by the General Manager prior to being received for reimbursement.

At the regular Board meeting following any meeting, conference, educational activity, or other authorized event, for which per diem compensation or reimbursement is requested, the Director attending such meeting or event shall give a brief report of the meeting or event. If more than one Director attends the same meeting or event, a joint report may be made. Reports may be written or oral.

Changes in the maximum rates for reimbursement of expenses shall be made at a public meeting of the Board of Directors.

To implement the reporting requirements of Government Code section 53065.5, the District will prepare a list of the amount and purpose of each expense reimbursement made to each Director for the preceding fiscal year, which will be made available to the public.

13-3G: Penalties for Violation of Reimbursement Policies – A Director who falsifies an expense report or claims reimbursement in violation of this expense reimbursement policy, will be subject to a loss of reimbursement privileges, restitution to the District, civil penalties for misuse of public resources pursuant to Government Code section 8314, and/or prosecution for missuses of public resources pursuant to Penal Code section 424.

action in compliance with California Government Code section 61047 and applicable law. For the purposes of this section, a “day of service” means any of the following:

- (1) A meeting conducted pursuant to the Ralph M. Brown Act, Chapter 9 (commencing with [Section 54950](#)) of Part 1 of Division 2 of Title 5 of the Government Code.
- (2) Representation of the District at a public event, provided that the Board of Directors has previously approved the member's representation at a Board of Directors' meeting and that the member delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the public event.
- (3) Representation of the District at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the member's representation at a Board of Directors' meeting and that the member delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the public meeting or public hearing.
- (4) Representation of the District at a meeting of a public benefit nonprofit corporation on whose board the District has membership, provided that the Board of Directors has previously approved the member's representation at a Board of Directors' meeting and the member delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the corporation's meeting.
- (5) Participation in a training program on a topic that is directly related to the District, provided that the Board of Directors has previously approved the member's participation at a Board of Directors' meeting, and that the member delivers a written report to the Board of Directors regarding the member's participation at the next Board of Directors' meeting following the training program.

Rule 8-2: BOARD MEMBER EXPENSES - Board Members that incur expenses for service rendered at the request of the Board shall be reimbursed on the basis established under the District's Expenditure Control Guidelines.

Rule 8-3: INSURANCE - Board Members serving continuously prior to December 31, 1995 shall be eligible for the same insurance benefits as afforded regular employees while serving on the Board. These Board Members shall not be eligible for insurance benefits after they stop serving on the Board unless they participate on a self-pay basis. Board Members starting terms on or after January 1, 1996 shall not be eligible for insurance benefits unless the recipient participates on a self-pay basis.

III. Control System

Expenditures will be controlled in the classifications indicated in section II by the following procedures:

1. **Recurring:** These expenditures will be controlled by the budget. The Board will adopt a budget that will include line items such as electricity and natural gas, telephone, telemetry, payroll, payroll taxes and employee benefits, debt payments, insurances, and other budgeted line items. Such expenditures will not normally require a Purchase Order.

Management will monitor the relationship of year-to-date expenditures in these line items with the adopted budget. If it becomes apparent that there is not sufficient budget to cover the next anticipated expenditure in one of these line items, a budget transfer will be prepared by the Department Head and approved by the General Manger for the increases which are 10% or less cumulatively of the original budgeted amount. If a budgeted line item is projected to require cumulative increases beyond 10% in any year, the Board will approve such increases.

2. **Contract:** Contracts fall into three categories.
 - a. Construction work for projects expected to cost less than \$1,000 will be classified as Purchase Order Expenditures. Construction work expected to cost \$20,000 or more will require informal bidding procedures as defined in the UPCCAA (see MCSD Rule 66.01 et seq.). Construction work expected to cost \$75,000 or more will require formal bidding procedures as defined in the UPCCAA.
 - b. Professional Services (architectural, engineering, environmental, land surveying and construction project management) expected to cost less than \$1,000 will be classified as Purchase Order Expenditures. A Purchase Work Order Contract approved by a Department Director or the General Manager will be required for budgeted projects expected to cost \$1,000, but less than \$20,000. The Board will approve the formal contract required for individual projects expected to cost \$20,000 or more.
 - c. Other Services expected to cost less than \$1,000 will be classified as Purchase Order Expenditures. Other Services expected to cost \$1,000 or more will require a Purchase Work Order Contract. The Board will approve the formal contracts for Other Services expected to cost \$20,000 or more.
3. **Travel:** All employees will have a travel request form approved by Department Directors within four days before travel (see attachment 2). The General Manager's out of town travel, including travel to association conferences, needs to be approved in advance by the Board President or delegate where such travel exceeds the budget limits originally approved by the Board.

Use of private vehicles by staff for local travel (i.e. within Humboldt County) will be approved in advance by a Department Director (Finance Director, Operations Director or Parks and Recreation Director), and reviewed by the General Manager. Such use by a Department Head will be approved in advance by the General Manager. If emergency use of private vehicles is required, the circumstances will be

documented in a memorandum and approved as above as soon as possible after the emergency has passed. All reimbursement for personal automobile use will be made at the currently applicable Federal business mileage rate approved by the Internal Revenue Service. Payment for local private automobile use will be made as reimbursement only – there will be no advances for this type of expense.

Local meals for, or entertainment, by staff will be approved by Department Directors or the General Manager. Local meals for, or entertainment by, the Department Directors will be approved by the General Manager. The Board may include in the budget a line item for meals and entertainment to be used by the General Manager and Board without prior approval. Any such expenditures beyond the budgeted line item for or by the Board President will be approved in advance by another Board Member.

Travel, meal or entertainment advances may be made no less than three days before the intended activity. Reimbursements for all meals will be done at the Federal per diem rate approved by the Internal Revenue Service (<http://www.gsa.gov/portal/category/100120>). Reimbursement requests for any meal charges over the allotted per diem amount must have a written explanation approved by Department Director or General Manager, and receipts for these must be turned in three days after the travel or event.

All receipts for travel expenses (airfare or similar) and lodging must be turned in five (5) days after the travel or event along with a MCSD Travel Expense Report (see attachment 3). An accounting must be made for these expenditures and any excess advance returned within three days of the completion of event or activity.

All expenditures described in this section III will require the completion of a MCSD Travel Approval Form and /or MCSD Travel Expense Report (see attachments 2 and 3). These expenditures will be limited by the budget as described for Recurring Expenditures (section III-I). Travel expenditures do not normally require a Purchase Order.

4. **Petty Cash:** Reimbursement expenditures require only an accounting of petty cash expenditures. Such reimbursements will be approved by the Human Resources Manager or Finance Director. Petty cash will be kept at a balance of \$400; increases in the amount of petty cash or change fund will be approved by the Board. Petty cash will be reconciled and replenished as needed when funds fall below \$100 total. Individual reimbursement requests are to not exceed a total of \$30; amounts in excess of \$30 should be processed through Accounts Payable.
5. **Customer Refunds:** These expenditures are processed as part of the utility billing system. Normally, a closing bill will be printed which shows a balance due to the customer. Such refunds will be approved by the Finance Director during the regular Accounts Payable process. Refunds of Recreation Department are approved by the Recreation Department Director before the regular Accounts Payable process. Occasionally, other types of funds owed will be refunded. These will be approved by the Department Director of the department with which the refunds are associated

MCS D TRAVEL APPROVAL FORM

Employee: _____ Date Submitted: _____

Description of Activity: _____

Destination: _____ Date(s) of Attendance: _____

Departure date _____, departure time _____ on 1st day of travel/left MCS D

Arrival date _____, arrival time _____ on last day of travel/arrived MCS D

Estimated Costs	
Registration/ Tuition	
Personal Car _____ gas receipts	
Plane Fare	
Cabs/ Rental Car/ Parking	
Lodging _____ nights x \$ _____	
Meals: \$ _____ /Day x _____ days	
Extra meals/incidentals _____	
Per Diem Rates - http://www.gsa.gov/portal/category/100120	
Total Estimated Costs	

REQUEST FOR TRAVEL ADVANCE

I request \$ _____ as a travel advance. I understand that I must complete a "MCS D Travel Expense Report" at the conclusion of my trip whether or not I request a travel advance.

Employee Signature_____
Department Head Approval_____
District Manager Approval

Vendor ID: _____ Acct#: _____ Check #: _____ Check Date: _____

MCSD TRAVEL EXPENSE REPORT

Employee: _____ Date Submitted: _____

Description of Activity: _____

Destination: _____ Date(s) of Attendance: _____

Departure date _____, departure time _____ on 1st day of travel/left MCSD

Arrival date _____, arrival time _____ on last day of travel/arrived MCSD

Actual Costs	Employee Paid	MCSD paid	Total Cost
Registration/Tuition			0.00
Personal Car _____ gas receipts MCSD vehicle _____			0.00
Cabs/Rental Car/Parking			0.00
Lodging ____ nights x \$ _____ \$ 0.00 \$ _____			0.00
Lodging Notes _____ Additional fees _____			
Meals: \$ _____/Day x _____ days + \$ _____ x _____ meal + \$ _____ x _____ meal Breakfast/lunch/dinner			0.00
Other: _____ 1.00			0.00
Total Cost	0.00	0.00	0.00
Less Travel Advance Paid to Employee	(0.00)		
Total Due to (from) Employee	0.00		

All receipts and MCSD Travel Approval Form must be attached

Employee Signature _____

Department Head Approval _____

District Manager Approval _____

Vendor ID _____ Acct. # _____ Check # _____ Check Date _____

McKinleyville Community Services District

BOARD OF DIRECTORS

November 3, 2021

TYPE OF ITEM: **INFORMATIONAL**

ITEM: D.4 **Review 2020 Annual Water Loss Audit Report**

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

TYPE OF ACTION: **Informational**

Recommendation:

Staff recommends the Board review the 2020 Annual Water Loss Audit Report.

Discussion:

Starting in 2017 the Department of Water Resources (DWR) has made it a requirement to submit a water loss audit by October of each year. The audit consists of entering a combination of Imported water versus exported water data into their Reporting Worksheet (**Attachment 1**). DWR then has you rate each section which gives you a Validity Score. Each section is scored between 0 and 10. A 10 score would be if everything in that section was perfect, and the system was new. Staff then assigns scores according to criteria given. Several of the sections can't get a higher score unless the District starts replacing or upgrading assets that don't need replacing. A validity score of 64 is seen as a good score.

For better understanding of the report, I have defined the losses below that they refer to in the report.

Apparent Loss includes all types of inaccuracies such as worn meters, reading and billing errors and unauthorized consumption.

Real Loss accounts for all service line leaks and main breaks.

Unavoidable Annual Real Loss is a theoretical reference value representing the technical low limit of leakage that could be achieved if all of today's best technology could be achieved.

After the audit is completed by staff, it is then sent to Chris Harris at Humboldt Bay Municipal Water District to review. Chris then sets up an interview to go over the audit report, ask questions and request additional information if needed. After she has been satisfied with the report, she validates the report, and it is then sent to DWR for their review and acceptance. She has validated and submitted the attached Report.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

Attachment 1 – 2020 Annual Water Loss Audit Reporting Worksheet

AWWA Free Water Audit Software: System Attributes and Performance Indicators

WAS v5.0

American Water Works Association.
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Water Audit Report for: **McKinleyville Community Services District (1210016)**
 Reporting Year: **2020** | **1/2020 - 12/2020**

***** YOUR WATER AUDIT DATA VALIDITY SCORE IS: 64 out of 100 *****

System Attributes:

Apparent Losses:	3.406	MG/Yr
+	Real Losses:	39.963
=	Water Losses:	43.369
		MG/Yr

? Unavoidable Annual Real Losses (UARL): 34.95 MG/Yr

Annual cost of Apparent Losses: \$19,896

Annual cost of Real Losses: \$109,777 Valued at **Variable Production Cost**

Return to Reporting Worksheet to change this assumption

Performance Indicators:

Financial:	{	Non-revenue water as percent by volume of Water Supplied:	14.2%	
		Non-revenue water as percent by cost of operating system:	5.4%	Real Losses valued at Variable Production Cost

Operational Efficiency:	{	Apparent Losses per service connection per day:	1.41	gallons/connection/day
		Real Losses per service connection per day:	16.56	gallons/connection/day
		Real Losses per length of main per day*:	N/A	
		Real Losses per service connection per day per psi pressure:	0.25	gallons/connection/day/psi

From Above, Real Losses = Current Annual Real Losses (CARL): 39.96 million gallons/year

? Infrastructure Leakage Index (ILI) [CARL/UARL]: 1.14

* This performance indicator applies for systems with a low service connection density of less than 32 service connections/mile of pipeline

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 3, 2021

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Reaffirm Resolution 2021-27 Making Findings Pursuant to Government Code Section 5493, as Amended by Assembly Bill 361, and Authorizing the continued Use of Virtual Meetings**

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

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

Recommendation:

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

Discussion:

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

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

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

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

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

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

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

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

Alternatives:

Staff analysis consists of the following potential alternative:

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2021-27

RESOLUTION NO 2021-27

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

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

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

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

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

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

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

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

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



 Dennis Mayo, Board President

Attest: 

 April Sousa, MMC, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 3, 2021

TYPE OF ITEM: **ACTION**

ITEM: E.1 **Consider Adoption of Resolution 2021-29 Recognizing, Honoring and Commending Kyle Stone for Fifteen (15) Years of Service**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board of Directors participate in the presentation, air questions, take public comment and adopt Resolution 2021-29 honoring Kyle Stone for fifteen (15) years of service at the McKinleyville Community Services District.

Discussion:

Attached for the Board of Directors' review is Resolution 2021-29 recognizing, honoring, and commending Kyle Stone for fifteen (15) years of service. Please join us in presenting Kyle Stone with a Resolution and longevity award acknowledging his continuing outstanding contributions to the McKinleyville Community Services District.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2021-29

RESOLUTION 2021-29

A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING KYLE STONE FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR FIFTEEN (15) CONTINUOUS YEARS

WHEREAS, Kyle Stone, having faithfully served fifteen (15) years as an employee of the McKinleyville Community Services District (MCSD) from 2006 to 2021; and

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

WHEREAS, Kyle lends his talents, experience, and leadership to the development and service to the District having served in a variety of positions, such as Meter Reader, Backflow Prevention Assembly Tester, Treatment Plant Operator; and

WHEREAS, Kyle has assisted in new service installations, leak repairs, station troubleshooting and repairs, paving, training new employees; and

WHEREAS, Kyle has assisted in several programs such as the annual Fire Hydrant Inspection and Exercise, Valve Inspection and Exercise and Manhole Inspections; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of McKinleyville Community Services District hereby confers upon Kyle Stone 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 fifteen (15) years.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 3rd day of November 2021 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dennis Mayo, Board President

Attest:

April Sousa, CMC, Board Secretary

Staff cannot recommend the approval of this appeal as it goes against established District policy.

Alternatives:

Approve the appeal

Fiscal Analysis:

Not subject to the water leak adjustment limit, the total adjustment would have been \$1,855.88, as seen in the calculations in **Attachment 2**. This amount is \$1,105.88 over the maximum \$750 adjustment allowed by policy.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – MCSD Water Leak Adjustment Policy
- Attachment 2 – Water Leak Adjustment Calculations
- Attachment 3 – Original Leak Adjustment Request and Appeal

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519

**MAIN OFFICE:**

PHONE: (707) 839-3251
FAX: (707) 839-8456

PARKS & RECREATION OFFICE:

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

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

WATER LEAK ADJUSTMENT POLICY

In order to promote water conservation, The General Manager or designee is authorized to consider a potential adjustment to a customer's water and sewer bill for up to two months out of any 24-month period. The customer must prove that the excess usage occurred as a result of a water leak and that the leak has been repaired. Listed below are the conditions required to be eligible for an adjustment:

1. Customers may apply for a water leak adjustment by completing a Water Leak Adjustment Request Form available at the MCSD office, 1656 Sutter Road, McKinleyville.
2. Customers will provide receipts for parts or a copy of the plumber's bill if available. If no receipts are provided, the District may wait until the next scheduled meter read date to verify that the leak has been repaired.
3. The adjustment may be calculated as up to 50% of the difference between the actual water charge for the month of the leak and the average monthly charge based on a three month average from the prior year or the longest period of the customer's use, if less than 3 months.
4. The maximum amount of any single adjustment by the General Manager shall not exceed \$750.00.
5. The decision of the General Manager shall be final unless the Board Chairman finds there would be good cause for a Board hearing or appeal.

Page 2: Water Leak Adjustment Form

Revised May 2, 2018 by Board action

McKinleyville Community Services District
1656 Sutter Road
McKinleyville, Ca 95519
(707) 839-3251

Water Leak Adjustment Request

Date: _____

Name: _____ Phone Number: _____

Service Address: _____

Explanation of leak repair: _____

Date repaired: _____

If available, please provide receipts for parts or a copy of the plumber's bill. IF NO RECEIPTS ARE PROVIDED, THE DISTRICT MAY WAIT UNTIL THE NEXT SCHEDULED METER READ DATE TO VERIFY THAT THE LEAK HAS BEEN REPAIRED.

IF THIS ADJUSTMENT IS ACCEPTED, YOU WOULD NOT BE ELIGIBLE FOR ANOTHER ADJUSTMENT FOR 2 YEARS.

Signature: _____

FOR OFFICE USE ONLY

Customer # _____

Rte/Svc _____

Customer Notified _____

Water Credit \$ _____

Listed In File _____

Sewer Credit \$ _____

Line 11 Noted _____

Total Credit \$ _____

Adjustment Done _____

Supervisor Approval _____

District Manager Approval _____

Leak Months: 06/2021
 Date WLA Received: 6/29/2021
 # of Units: 1

MONTH 1				
Water Use in leak month	608	ccf		
Average Water Use Prior 3 months/last year	0	ccf		
Leak month sandwich!				
		Month 0	608.0	
Total Water Charge	\$3,711.76	Month -1	0.00	
Total Water Charge Prior 3 months/last year	\$0.00	Month -2	1.00	
		- Month -3	0.00	
Excess Water Use Charges	\$3,711.76			
	x 50%		1.0	Total
	-			
Water Leak Adjustment (not to exceed \$750.00)	\$1,855.88		0	Average
Sewer Charge	\$33.72			
Average Sewer Charge Prior 3 months/last year	\$0.00			
	-			
Sewer Leak Credit	\$33.72			
	-			
Available Credit NOT TO EXCEED \$750	\$750.00			

McKinleyville Community Services District
1656 Sutter Road
McKinleyville, Ca 95519
(707) 839-3251

Water Leak Adjustment Request

Date: 6-26-21
Name: Shannon or Jeremy Fulton Phone Number: _____
Service Address: Hiller Rd, McKinleyville
Explanation of leak repair: Broken pipe at water trough.

Date repaired: turned water off!

If available, please provide receipts for parts or a copy of the plumber's bill. IF NO RECEIPTS ARE PROVIDED, THE DISTRICT MAY WAIT UNTIL THE NEXT SCHEDULED METER READ DATE TO VERIFY THAT THE LEAK HAS BEEN REPAIRED.

IF THIS ADJUSTMENT IS ACCEPTED, YOU WOULD NOT BE ELIGIBLE FOR ANOTHER ADJUSTMENT FOR 2 YEARS.

Signature: Shannon Fulton

FOR OFFICE USE ONLY

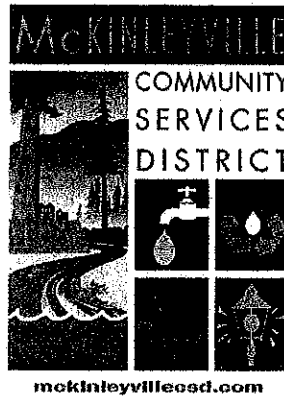
Customer # _____ Rte/Svc 005-0210
Customer Notified _____ Water Credit \$ 750⁰⁰
Listed In File _____ Sewer Credit \$ 0
Line 11 Noted _____ Total Credit \$ 750⁰²
Adjustment Done _____
Supervisor Approval [Signature] District Manager Approval [Signature]

once pipe is repaired

7/6 11:35 spoke to Jeremy. July Bill will be impacted as well. Will call back after he talks to MRS

PHYSICAL ADDRESS:
1856 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:
P.O. BOX 2037
McKINLEYVILLE, CA 95519



MAIN OFFICE:
PHONE: (707) 839-3251
FAX: (707) 839-8466

PARKS & RECREATION OFFICE:
PHONE: (707) 839-9003
FAX: (707) 839-5964

Appeal Application

McKinleyville Community Services District Rules and Regulations

Rule 65.01. APPEALS - the Board may, in specific cases, grant an appeal from any decision made by staff applying the standards incorporated into these Rules and Regulations whenever it finds:

- (a) that special circumstances exist in a particular case, and
- (b) that practical difficulties or unnecessary hardship would result from strict interpretation and enforcement of any standard, and
- (c) that the granting of such an appeal would not tend to defeat the purposes of these Rules & Regulations. The Board may place conditions upon the approval of an appeal.

Rule 65.02. APPEAL APPLICATION - any individual seeking an appeal shall complete an appeal application on the form provided by the District. A non-refundable fee of \$25.00 shall be paid by the applicant to the District for such application to be considered by the Board.

Name: Jeremy or Shannon Fulton

Date: _____

Mailing Address: _____

Phone Number: _____

Account: _____

Describe the decision being appealed: adjustment on our water bill
due to a leak.

Explain the unique nature of the situation: This leak is located in a
pasture that is used strictly for livestock (cattle.) There are
no structures on the property!

Explain hardship that exists if staff decision is enforced: \$4,000+ water bill is
a major hardship! If you look up our history, our water bill
is around \$30.00⁺⁺ per month, for years.

Explain how the approval of this appeal would not defeat the purpose of MCSD Standards:

This is not our place of residence. We are not on
this property daily, sometimes not even weekly as this
is just a pasture for livestock.

Applicant Signature: Shannon Fulton

Filing Fee: \$25*

Received: 9/21/2021
(Date)

By: Sk
(initials)

Receipt#: 32884

*Note: \$25 Filing Fee is non-refundable

No fiscal impacts at this time for the acceptance of the plan.

Environmental Requirements:

Not applicable at this time

Exhibits/Attachments:

- Attachment 1 – McKinleyville Community Forest Framework Plan, October 14, 2021, BBW & Associates
- Attachment 2 – Community Forest Framework Plan Presentation slides

McKinleyville Community Forest Framework Plan October 27, 2021

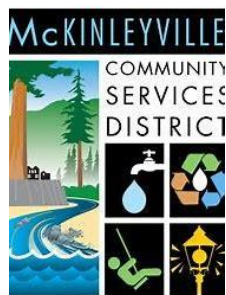
Prepared by:



BBW and Associates, Inc.

PO Box 702
Arcata, CA
95518
707-825-0475
www.bbwassociates.com

Prepared for:



McKinleyville Community Services District
1656 Sutter Road
McKinleyville, CA 95519



Funded by the Northcoast Resources Partnership
PO Box 262, Healdsburg, CA 95448.

Executive Summary

This Forest Management Framework Plan (FMP) is intended to be a concise, revisable, technical document describing the McKinleyville Community Services District's (MCSD) long-term goals and objectives for managing the McKinleyville Community Forest (MCF). We distinguish this Framework Plan from a Forest Management Plan for the reason there currently is no property specific inventory on which to quantify with certainty the Community Forest's condition. However, this Plan does describe the baseline conditions, provides management recommendations, and addresses how silviculture, fire risk reduction, recreational use, wildlife habitat restoration, carbon sequestration and monitoring will be implemented. The FMP also addresses how forest management goals and objectives will be integrated with the existing and likely future conditions of the property and how the MCSD intends to strive for compatibility with the neighborhoods bordering the McKinleyville Community Forest.

BBW and the McKinleyville Community Services District both express gratitude to the North Coast Resource Partnership, which provided technical assistance funding support for this project. North Coast Resource Partnership projects include integrated local and regional solutions to water and wastewater infrastructure, stream and watershed enhancement, greenhouse gas emissions reduction, energy independence, forest health and local economic development.

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Abbreviations and Acronyms

BMP	Best Management Practices
CCR	California Code of Regulations
CAL FIRE	California Department of Forestry and Fire Protection
CDFW	California Department of Fish and Wildlife
CE	Conservation Easement
CMAI	Culmination of Mean Annual Increment
CNDD	California Natural Diversity Database
CSDS	Controllable Sediment Discharge Sites
CWPP	Community Wildfire Protection Plan
CEQA	California Environmental Quality Act
DBH	Diameter at Breast Height
FMP	Forest Management Plan
FSC	Forest Stewardship Council
GIS	Geographic Information Systems
HSU	Humboldt State University
MCSO	McKinleyville Community Services District
MCF	McKinleyville Community Forest
MBF	Thousand Board Feet
MMBF	Million Board Feet
NCUAQMD	North Coast Unified Air Quality Management District
NTMP	Non-Industrial Timber Management Plan
PG&E	Pacific Gas and Electric Company
PRC	Public Resources Code
RWQCB	Regional Water Quality Control Board
RPF	Registered Professional Forester
SMP	Smoke Management Plan
TEK	Traditional Ecological Knowledge
TPZ	Timber Production Zone
CWHR	CA Wildlife Habitat Relationships
WLPZ	Watercourse and Lake Protection Zone

1. Introduction -

This Forest Management Plan (FMP) was developed for the McKinleyville Community Services District (MCSD). Community Services District Law (Government Code §61000-61850) was created to provide an alternate method of providing services in unincorporated areas. The law allows residents of an unincorporated area to initiate the formation of a community services district (also referred to as “CSD”). A CSD is authorized to provide a wide variety of services, including water, garbage collection, wastewater management, security, fire protection, public recreation, street lighting, mosquito abatement, conversion of overhead utilities to underground, storm water management, library services, ambulance services, and graffiti abatement.

McKinleyville Community Services District Board

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

1.1. Location and Legal Description

The 553-acre tract of the Community Forest is located along the eastern boundary of McKinleyville and lies south of Murray Road, extending to near Hunts Drive. The forest is within the watersheds of Widow White Creek and Mill Creek.

The property is within the McKinleyville Community Services District (MCSD) boundary.

The terms “McKinleyville Community Forest” and “Community Forest” refer to the proposed MCSD community forest property (MCF). The MCF includes portions of Sections 3, 4, 9 & 10 T6N, R 1E and Sections 29, 32 & 33 T 7N, R 1E H HB & M Arcata North USGS 7.5” Quadrangle. See Maps 1-3 for topographic, aerial and shaded relief views of the property.

1.2. Purpose and Need for Document

Forest Stewardship is defined as active management of forests and related resources to keep these lands in a productive and healthy condition for present and future generations, and to increase the economic, environmental and social benefits of these lands. Forest Stewards are those landowners who manage their forestlands on a long-term basis by following management objectives that are multiple resource based, economically viable, conservative of natural resources and socially, environmentally and ecologically responsible.

The purpose of this FMP is to provide an initial technical report that describes the baseline conditions of the McKinleyville Community Forest and provides the basis and direction for forest management recommendations. Input received from this initial FMP - from the public, stakeholders and the MCS D Board and staff - will be used to produce a more comprehensive and visionary plan at some point in the future.

The McKinleyville Community Forest will be managed for multiple purposes including public access, non-motorized recreation, timber production, fish and wildlife habitat, carbon sequestration, education and research and soil and watershed conservation. The intent of the FMP (or Plan) is to support a comprehensive, integrated management approach that considers how potential actions affect the multiple environmental aspects and management goals of the Community Forest.

The FMP contains a description of the current conditions within the McKinleyville Community Forest and describes how the MCS D intends to manage the MCF, including specific goals and objectives. The Plan is intended to be read and understood by the general public. The Plan is not a regulatory permit and is a non-legally binding instrument, but the proposed management activities described in the Plan serve as the basis for the development of regulatory permits for forest management implementation.

The primary regulatory permit that would best govern and implement forest management activities on the MCF is called a Non-Industrial Timber Management Plan, or NTMP. This is a legal document that satisfies the requirement to adhere to the California Environmental Quality Act (CEQA) for projects conducted in the state of California. The NTMP is the functional equivalent of an Environmental Impact Report or EIR and CAL FIRE is the lead agency with the responsibility for approving the NTMP. The NTMP is a permit administered by CAL FIRE that defines the minimum standards that must be met in order to legally conduct timber operations.

All projects conducted under the guidance of the MCF FMP or other projects conducted on the MCF are subject to additional CEQA analysis and documentation. The following is a list of permits that may be utilized by the MCS D. Not all agencies listed below offer permitting options, but may provide guidance and consultation in the development of permits in the future. This list includes permits which are most anticipated and may serve the greatest function on MCF.

- Harvest Plan (NTMP)
- CAL FIRE
- California Department of Fish and Wildlife
- U.S. Fish and Wildlife Service
- California and North Coast Regional Water Quality Control Board
- NOAA Fisheries
- California Geological Survey
- Humboldt County Grading Permit
- 1600 Lake or Streambed Alteration Agreement
- California Department of Fish and Wildlife

- U.S. Fish and Wildlife Service
- NOAA Fisheries
- U.S. Army Corps of Engineers
- Waiver of Waste Discharge
- North Coast Regional Water Quality Control Board Smoke Management Permit
- North Coast Unified Air Quality Management District

The District is able to adopt practices that are more environmentally protective than those described in the NTMP, but cannot propose practices that are less protective.

The final FMP ordinarily will be revised or amended every ten to fifteen years unless the demands of the public, changes in the forest land base, monitoring results or other forest conditions warrant revision at an earlier date. Updates and revisions will incorporate public involvement in an open and deliberative process. The District will take final action on Plan revisions or amendments.

If forest conditions or the goals of the public change significantly it may be necessary to also amend or update the NTMP to reflect these changes. Minor amendments to the NTMP are generally permitted through a process with CAL FIRE and other state agencies without a public input process; however, major amendments and substantial deviations such as adding a new road or changing the proposed silviculture could require public notice and input. NTMPs are required to use uneven age management and may not be amended to include even age management such as clear cutting.

All management activities conducted on the MCF under the guidance of the FMP are subject to further CEQA analysis at the project level. Much of this will occur under the guidance of the Non-Industrial Timber Management Plan (NTMP), which will be reviewed under CAL FIRE's functional equivalent process (PRC § 21080.5). Amendments to add acres to the NTMP, or other amendments, will also fall under the CAL FIRE Forest Practice Rules. Other projects will be evaluated on a case-by-case basis as to the proper CEQA analysis. In any case, site-specific CEQA analysis, including imposition of mitigation measures to ensure a less than significant effect, will occur prior to on-the-ground implementation of specific management actions outlined in the FMP.

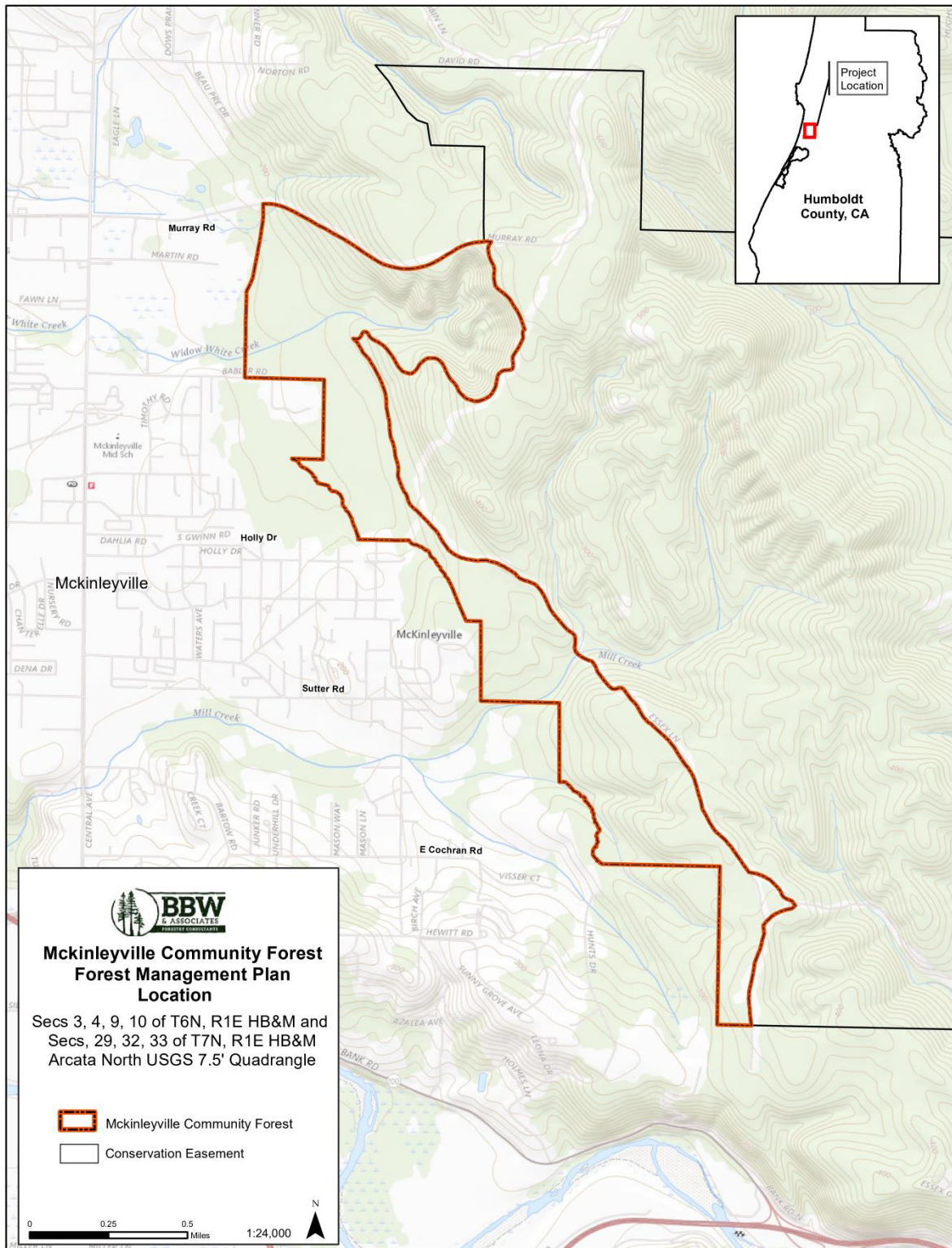
1.3. Community Forest Concept

A community forest is most commonly owned by a local entity, often a local government such as a city, tribe or non-profit organization, and managed in a manner that balances social, economic, and environmental values. Management decisions are informed by active public participation and made at the local level, giving residents both the opportunity and the responsibility to manage their natural resources effectively and sustainably (Aspen Institute, 2005). A fundamental premise of community forestry is that public recreational use, wood production, and forest conservation are not mutually exclusive.

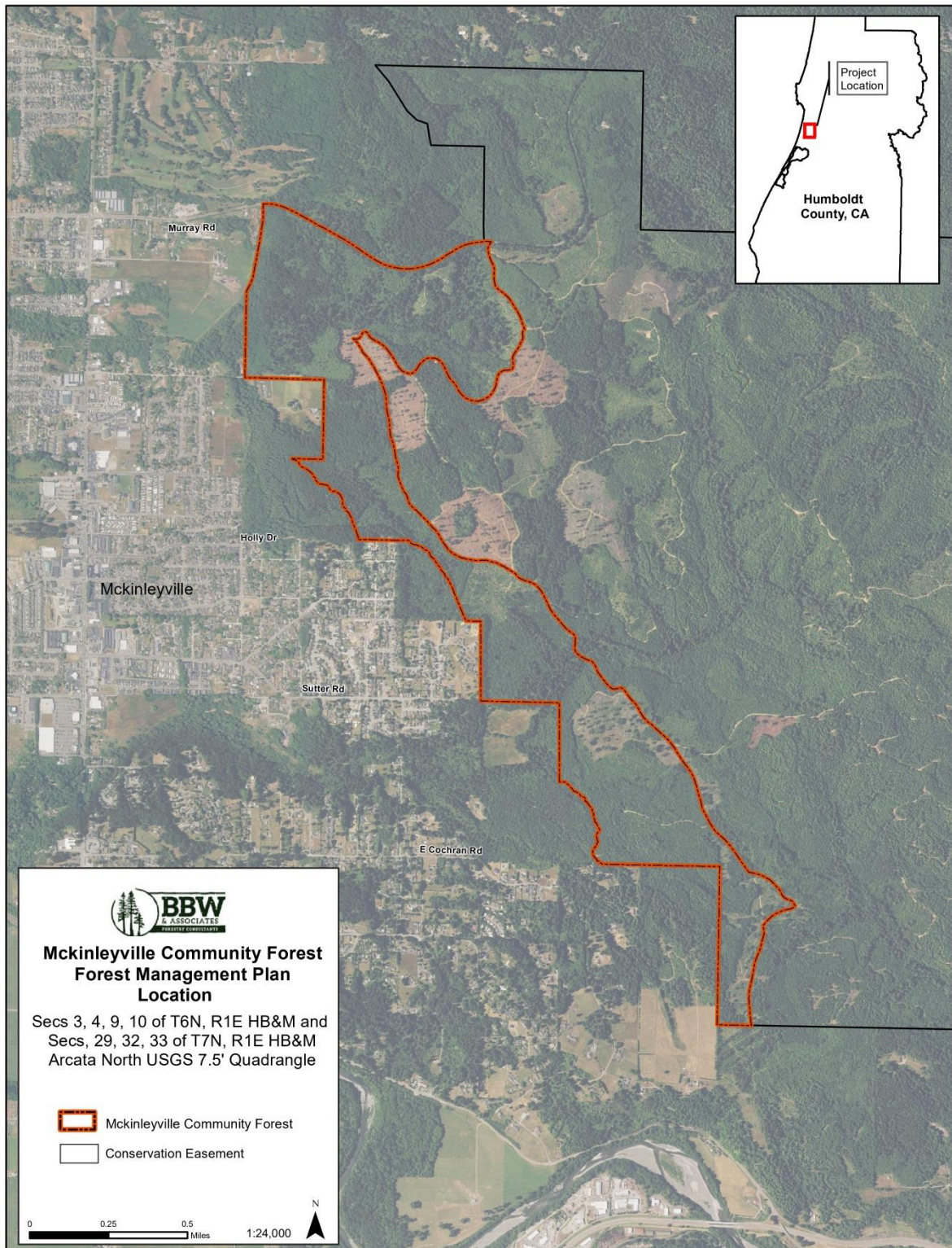


Figure 1View of the MCF to the west on Road 1200 just south of Murray Road

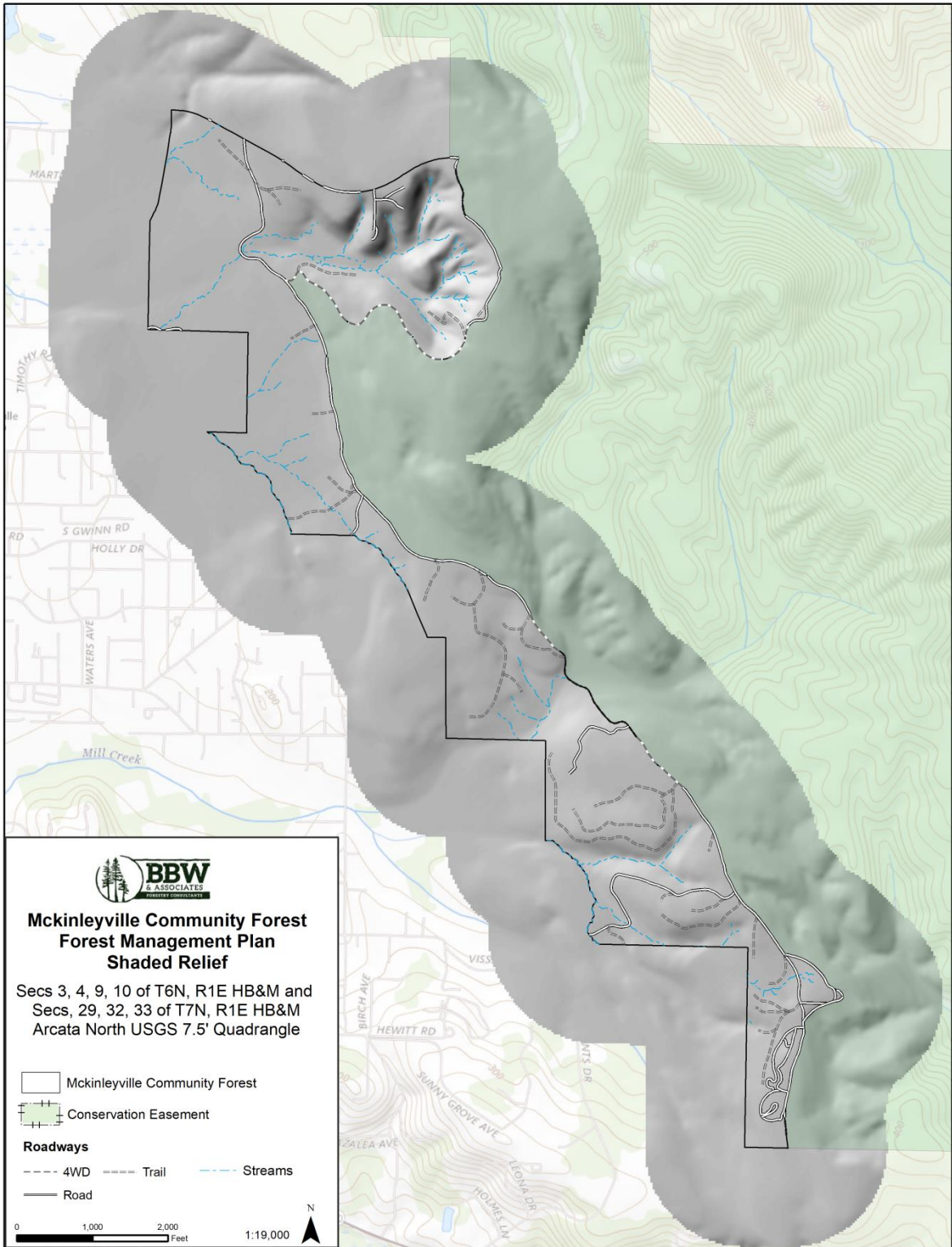
Map 1. Topographic Map of MCF Boundary



Map 2 Aerial view of MCF.



MAP 3 Shaded Relief of MCF



Community forests are different from parks in that the management goals include utilization of forest resources to produce economically valuable forest products, and therefore a level of periodic forest disturbance from harvest activities is expected. Community forests provide the opportunity to emphasize restoration and enhancement goals in management decisions. In addition, forest biodiversity and the presence of rare species can be viewed as a valued community asset.

Community forests have been established in Canada, Europe and across the United States with a variety of ownership types and organizational structures. Town forests are common in the New England region and there are several county-owned forests in the upper Midwestern states. Most of the Midwestern County forests were established in the early 20th century from tax defaulted properties. Existing examples provide useful models and reference points to learn from, while recognizing that each one is fundamentally unique to the community that benefits from the forest. The Arcata Community Forest was established in 1955 as the first community forest in California. The McKay Community Forest was recently acquired by the County of Humboldt, near the community of Cutten, and is soon to open a public trail system. The Weaverville Community Forest in Trinity County contains only federal land managed as a partnership between the Trinity County Resource Conservation District, Bureau of Land Management, and U.S. Forest Service, with an emphasis on deriving local benefits. The Usal Redwood Forest in Mendocino County is owned and managed by Redwood Forest Foundation, Inc., a non-profit organization. In addition, some tribes, water districts, open-space districts, and land trusts within the state own and manage land with similar community-based sustainable forestry goals and objectives. The McKinleyville Community Forest is one of only a small number of community forests in the west and is the first CSD -owned community forest in California. No matter the ownership type, within this evolving branch of forestry, the local community plays a significant role in forest management, land use decision making and provides community members a stake in how their local forests are managed.

2. Environmental Setting and Forest Description

2.1. Overview

The McKinleyville Community Forest consists of 553 acres of second-and third growth Sitka spruce (*Picea sitchensis*), redwood (*Sequoia sempervirens*) and Douglas fir (*Pseudotsuga menziesii*) forest located near Humboldt Bay in north-coastal California. The forest also includes riparian areas along Widow White Creek and Mill Creek. Other conifer species found on the forest include grand fir (*Abies grandis*), western hemlock (*Tsuga heterophylla*) and non-native Monterey pine (*Pinus radiata*). The Natural Resource Conservation Service's ecological site classification for the forest is: Foo4BX121CA - Redwood-Sitka spruce/salal California huckleberry/swordfern. The forest also includes areas as that can be classified as Foo4BX118CA, where Sitka spruce is the dominant overstory species and is located on a younger marine terrace. The climax stage of the spruce/ redwood habitat is distinguished by a bi-layered canopy, usually with spruce, redwood or Douglas-fir as the dominant species. Redwood is a self-perpetuating habitat, with or without fire as a disturbance. After disturbance (usually by logging, fire, or flooding) succession proceeds rapidly. Initially, disturbed sites are barren, with a sparse herb layer. This stage usually gives way to shrubs and redwood sprouts within 10 years. Plant communities move naturally through a series of successional (or seral) stages. This process can be interrupted from time to time by natural forces such as diseases, insects or fire, or by human manipulation.

The California Natural Diversity Database (CNDDDB) classifies vegetation for the primary purpose of assisting in determining significance and rarity of various vegetation types. Sitka spruce forest associations are recognized by the CNDDDB as a natural community that is considered rare and of high priority for inventory. The DFG List of California Vegetation Alliances assigns Sitka spruce forests a rarity rank of G5S2. This designation means that Sitka spruce forests are considered globally common but rare in California. Large, contiguous stands of mature Sitka spruce are uncommon in the region due to this species' limited range and because agricultural and residential development in the coastal zone have resulted in removal of these forests, and because of timberland silvicultural practices that have converted them to more economically valuable species such as redwood and Douglas-fir.

The MCF is located in a very productive forest type. It borders residential areas on the west and provides an open space/working lands buffer for industrial and non-industrial timberland ownerships to the east. The acquisition of the MCF by the MCSD was designed, among other goals, to keep the area in forested open space in perpetuity, and eliminate any potential future threats for conversion or subdivision of this highly productive and ecologically important forest area.

2.2. History of Project and Property

According to the Belcher Abstract maps, in 1922 the California Barrel Company owned the vast majority of the MCF lands. The community of Calville in fact was the company town for Cal Barrel's workers, hence the name. Sometime between 1948 and 1956 Simpson Timber Company acquired the MCF Cal Barrel lands. Simpson Timber Company went through various name changes to become Simpson Lumber Company, then Simpson Resource Company in 1994 and finally in 2004 the last (and current) ownership name for the MCF lands; Green Diamond Resource Company (GRDCO).

GDRCO is a privately-owned timber company based in Washington that owns and manages nearly 400,000 acres of timberland in northern California, primarily in Humboldt and Del Norte Counties (Green Diamond, 2012). The company has been and is heavily harvesting the tract. Map 4 shows the harvest history since approximately the year 2000.

In 1994 and again in 1996 Simpson Timber Company, the predecessor to GDRCO announced plans to rezone multiple parcels on the east side of McKinleyville from Timber Production Zone to Agricultural. The process to change TPZ to an Agricultural zoning classification typically is a 10-year process. Concerned that the change in zoning would make the land available for development, a community group sprang up called MARC (McKinleyville Action for a Rural Community) which protested Simpson's action, and the timber company subsequently withdrew its request. Subsequently a small group of people met with the Simpson Community Relations staff and Simpson's security staff, after which Simpson made a tentative agreement to continue managing the property for timber production. According to a McKinleyville Press March 25, 2008 article, GDRCO made a subsequent request in March 2008 to down-zone the zoning on 320 acres within the current boundaries of the MCF.

In 1995 the McKinleyville Community Advisory Committee was formed and included members of the community interested in a community forest. By 2002 the MCAC and other community members had developed, and had adopted, the McKinleyville Community Plan, which included a community forest on the east side of McKinleyville. In 2008 the Forest Project Work Group was formed and helped to advocate for a community forest in McKinleyville. This effort evolved into the Humboldt Bay Regional Community Forest Working Group

A Humboldt Bay Community Forest Workshop was held October 18, 2010, during which participants strategized over forming new community forests in Humboldt County. The Humboldt Bay Regional Community Forest Working Group, a citizens' group, began meeting in 2011 to consider various candidates properties for community forests in the County, and recommended creation of a community forest in the McKinleyville area.

At its December 4, 2013 meeting, the MCSD board adopted a five-year strategic plan that included for the first time an objective to create a community forest.

The McKinleyville Municipal Advisory Committee, (McKMAC) a citizen group, voted unanimously at its Nov 18, 2015 meeting to create a community forest based on one of three potential land base options.

In 2015, responding to community interest, the McKinleyville Community Services District and The Trust for Public Land (TPL) created a partnership to aid in creation of the MCF. A presentation was later made about the proposal to the Humboldt County Board of Supervisors, and the Board unanimously voted to support the concept. At a later meeting of the McKinleyville Community Services District, the MCSD Board voted approval and to consider sources of funding for the project. Beginning in 2016 and continuing through 2020, MCSD and TPL jointly applied for numerous grants to acquire what the McKMAC described as Option 2 for a community forest.

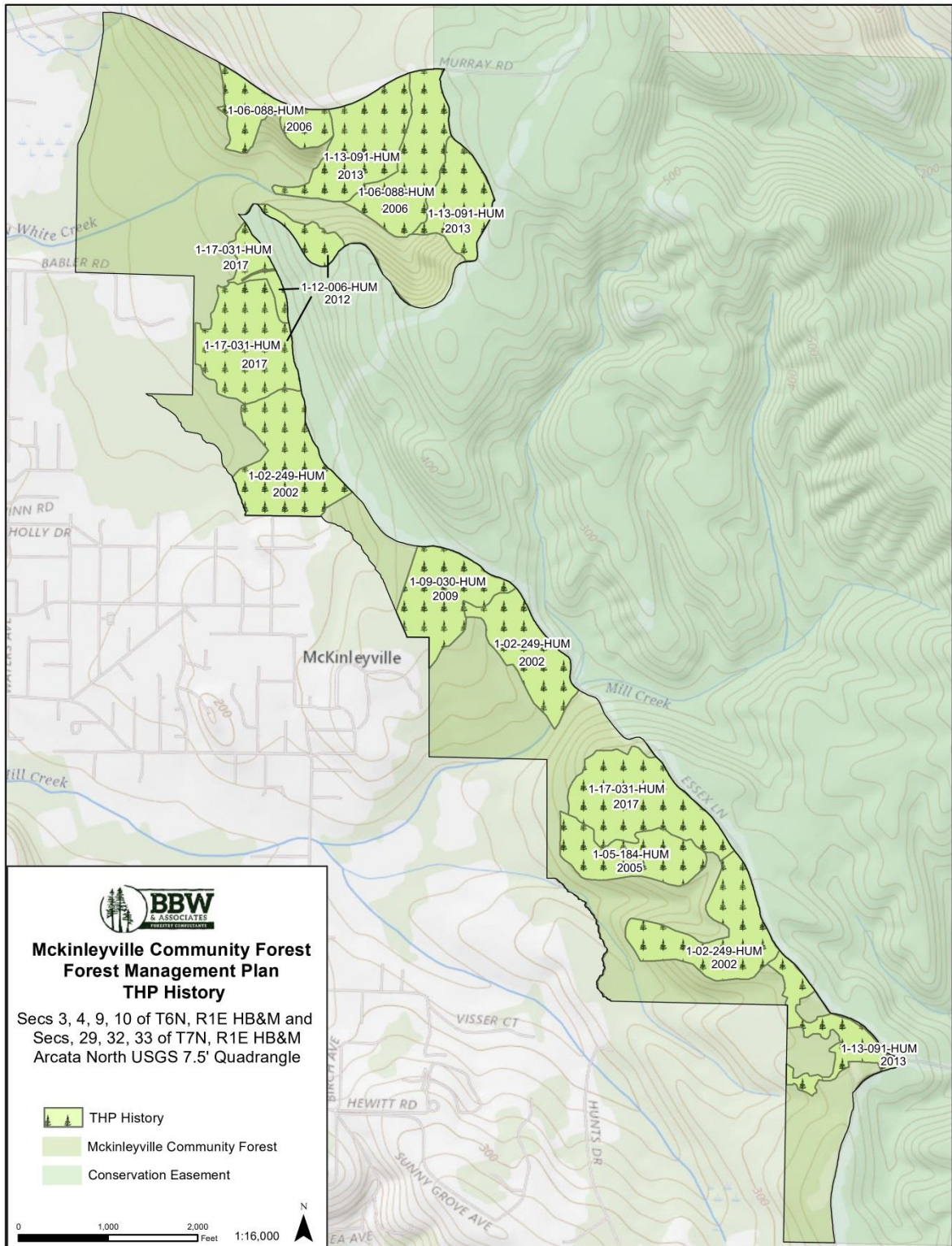
TPL is a national, non-profit, land conservation organization with the goal of protecting land in and around cities for public use and enjoyment. TPL's expertise includes facilitating conservation projects and negotiating land transactions and public participation toward creating parks and conservation areas to benefit people, conservation, and habitat protection.

On Dec 9, 2020, the California Natural Resources Agency awarded a \$3.8 million grant to TPL for the purpose of acquiring 553 acres of GDRCO land and then conveying that land to the MCSD.

In addition, over the past two decades, the voters of McKinleyville have passed four ballot measures supporting the acquisition of parkland tracts.

RECOMMENDATION 2.2.1: The MCSD should conduct a preliminary title search of the MCF lands sooner - rather than waiting for the transfer of ownership - in order to anticipate any potential title issues or constraints and to gain a clearer understanding of the history of the lands.

Map 4 MCF Harvest History, 1990-2020



3. Current Property Conditions

3.1. Geology and Soils

Geology

The MCF occupies steep to gentle slopes composed of Pleistocene-age dune sand deposits and the Falor formation. The dune sand deposits are described as ‘unconsolidated, variably grained sand’ and the Falor formation described as ‘pebbly conglomerate, sandstone and silt’.

The existing condition of the MCF has been shaped by a long history of forest management. Despite the impacts associated with early logging and the legacy of those high-impact methods, the area is highly productive timber ground and appears capable of sustaining lower-impact forest management (and recreational use) well into the future. Low-gradient terrace uplands are associated with negligible geologic hazards and are well suited for timber management. Map 5 shows the California Geological Survey (CGS) landslide inventory for the MCSD.

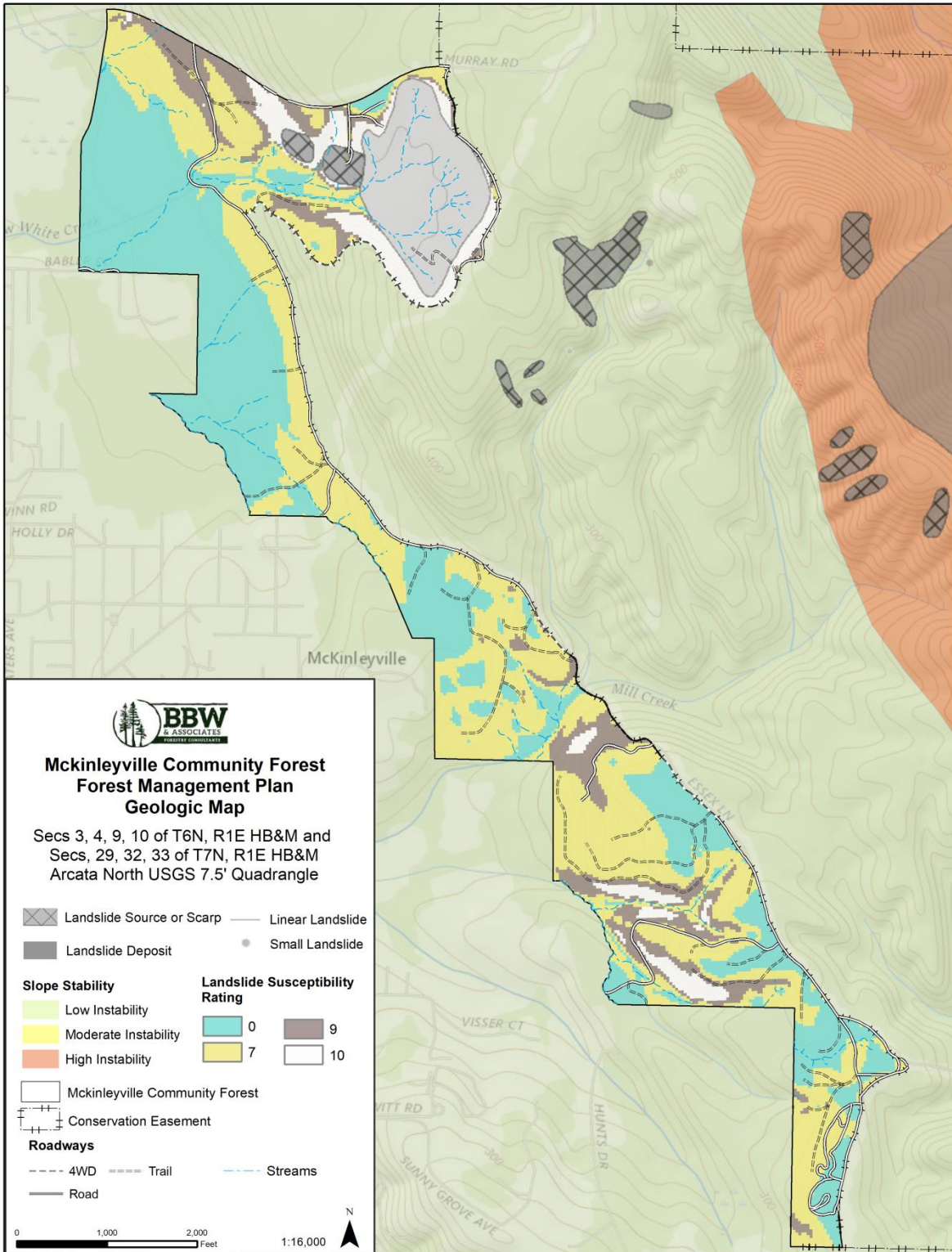
GRDCO excluded landslide features mapped by CGS in the NE portion of the MCF in the headwall area of Widow White Creek when they initiated harvest on THP 1-13-091. According to GDRCO, Kelly (1984) mapped these features, but GDRCO foresters found no indicators of instability

Soils

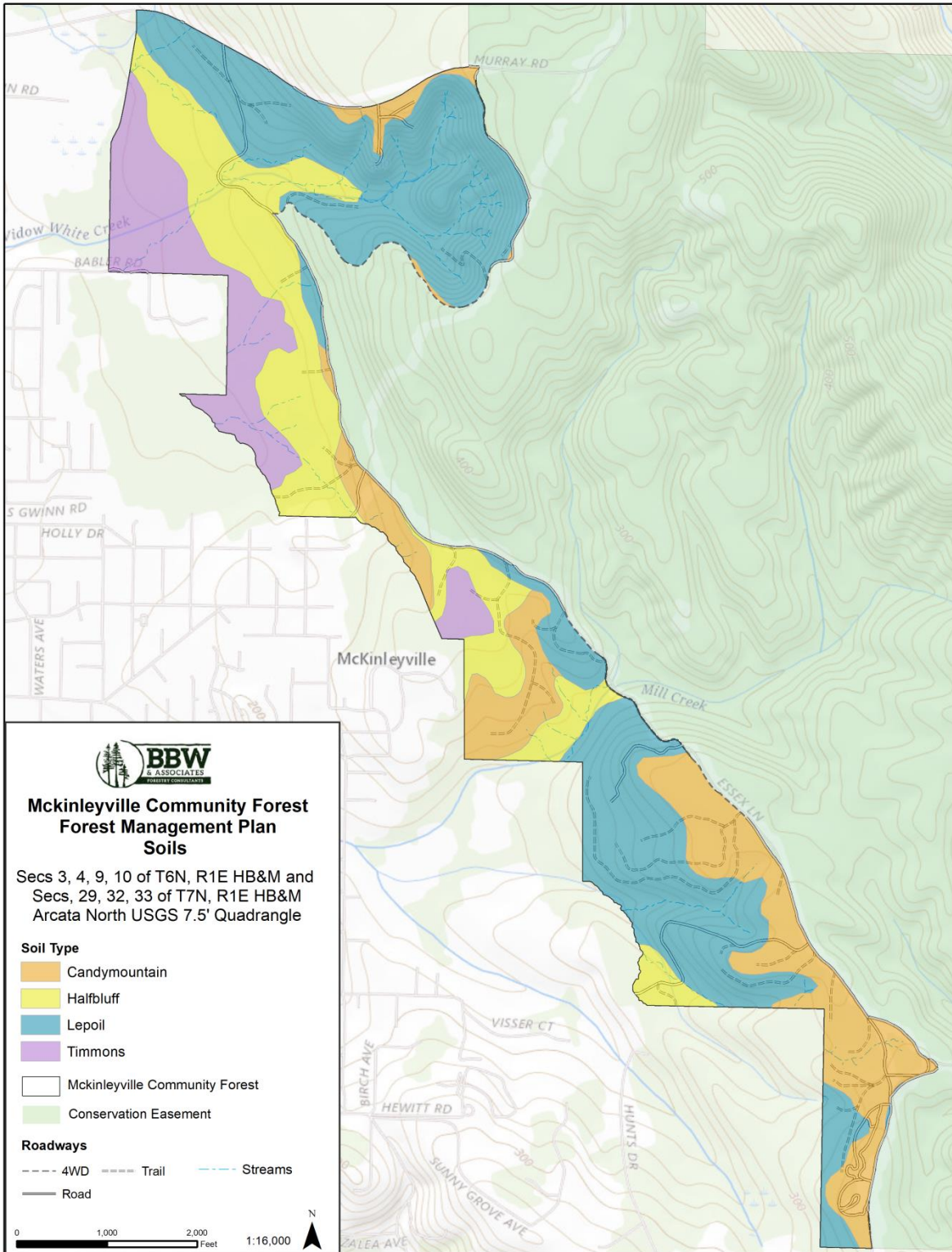
In the 1950s, the California Soil Vegetation Survey mapped soils in Humboldt County and on the MCF found Tonini, Empire, Hely and Mendocino soils. Most of these soils had loamy or fine sandy loam textures and on flatter slopes had a low erosion hazard rating.

Soils in the MCF were recently classified by the US Soil Conservation Service as Timmons (soil mapping unit number 225), Lepoli (258), Halfbluff (226) and Candymountain (257) – see Map 6. Timmons soils are marine terrace-derived soils located in the northern and flatter quarter of the property. They are fine loamy mixed mesic typic Palehumults in the Ultisol family. Because these areas are flat (0-2%) they have a slight erosion hazard rating under most uses. Halfbluff soils are classified as coarse loamy mixed isomesic Humudepts. Like Timmons soils, they have a slight erosion hazard rating. Lepoli soils are also marine terrace-derived soils but occur on much steeper ground located in the northern and eastern part of the property, but also located on the flatter parts near where Mill Creek crosses through the property. They are classified as having severe erosion potential if subjected to off-road or off-trail use. Lepoli soils are classified as fine loamy mixed isomesic-typic Palehumults in the Ultisol family. The majority of the soils on the MCF are the relatively flatter Candymountain soils located in the middle and southern parts of the property. They are derived from dissected marine terraces and are classified as coarse loamy mixed isomesic Humudepts with a moderate erosion hazard rating. All of the above soils are derived from sedimentary rock.

Map 5 Landslide Features on MCF



Map 6 Soils of MCF



3.2. Forest Resources and Timber Inventory

GDRCO provided inventory data along with GIS data specific to the MCF. In forested landscapes, aggregations of similar vegetation are delineated into stands and then similar stands are aggregated into similar strata. The GDRCO GIS data contains approximately 150 polygons, each with a COVERID (polygon number) that corresponds to a GDRCO-provided EXCEL spreadsheet of stand data. When the 150 or so polygons were aggregated back together by COVERID they assembled into 57 stands matching the EXCEL data exactly. Map 7 shows the distribution of stands by the primary species and by size class. Size classes are based on the quadratic mean diameter of the stand and are divided into 4 classes (1-5.9" diameter = size class 1, 6-10.9" = size class 2, 11-20.9" = size class 3 and 21" and above is size class 4). About 17% of the MCF is size class 1, 37% is size class 2, 41% is size class 3 and only 1 acre is classified as size class 4. Figure 2 shows an example of a young to mature Douglas-fir/Sitka spruce forest in the background with either an RW₁ or SS₁ stand in the foreground.

In the tables below, note that net acres are used, which are the gross acres minus roads. Also, basal area, which is the cross-sectional area of trees at 4.5' above the ground, is used by foresters as a measure of stand/strata stocking. A basal area of 300 Sq. Ft./acre is well stocked, although it does not say anything about the size of the trees.

The GDRCO data appears to have been updated to December 2020 which helps to account for recent harvest. However, some of the inventory data is not specific to the property but instead comes from stands off the property in order to assign inventory data to on-property stands which have not been recently inventoried. At least 36 of the 57 MCF stands are duplicates of other GDRCO stands and it is not possible to know exactly how much of the inventory associated with the MCF is actually based on MCF-specific plots. Nonetheless, having used GDRCO inventory data on other projects we can say that the provided data is likely to be close or even very close to the actual volume on the property. When a property appraisal is completed to the CA Department of General Services standards for the property in 2021 there will likely be additional detail available regarding the timber volumes on the property.

Table 3.2.1. below shows the conifer and hardwood inventory values on the MCF as of January 1, 2021. Conifer volume is estimated at 8,170 MBF (thousand board feet), Scribner log scale of trees 11.6" diameter and above. However, over half of that volume is in low value species such as Monterey pine, red cedar, grand fir and Sitka spruce. There is currently only one local market for spruce, which comprises almost ½ of the volume on the property. Also, as noted below, a lot of this volume is in stream zones and is not available for harvest. Because of the dubbing of the data, not much analysis can or should be expended using the GRDCO data; instead emphasis should be given to designing, installing and analyzing a new inventory per the recommendation below.

Map 7 Timber Stands of MCF

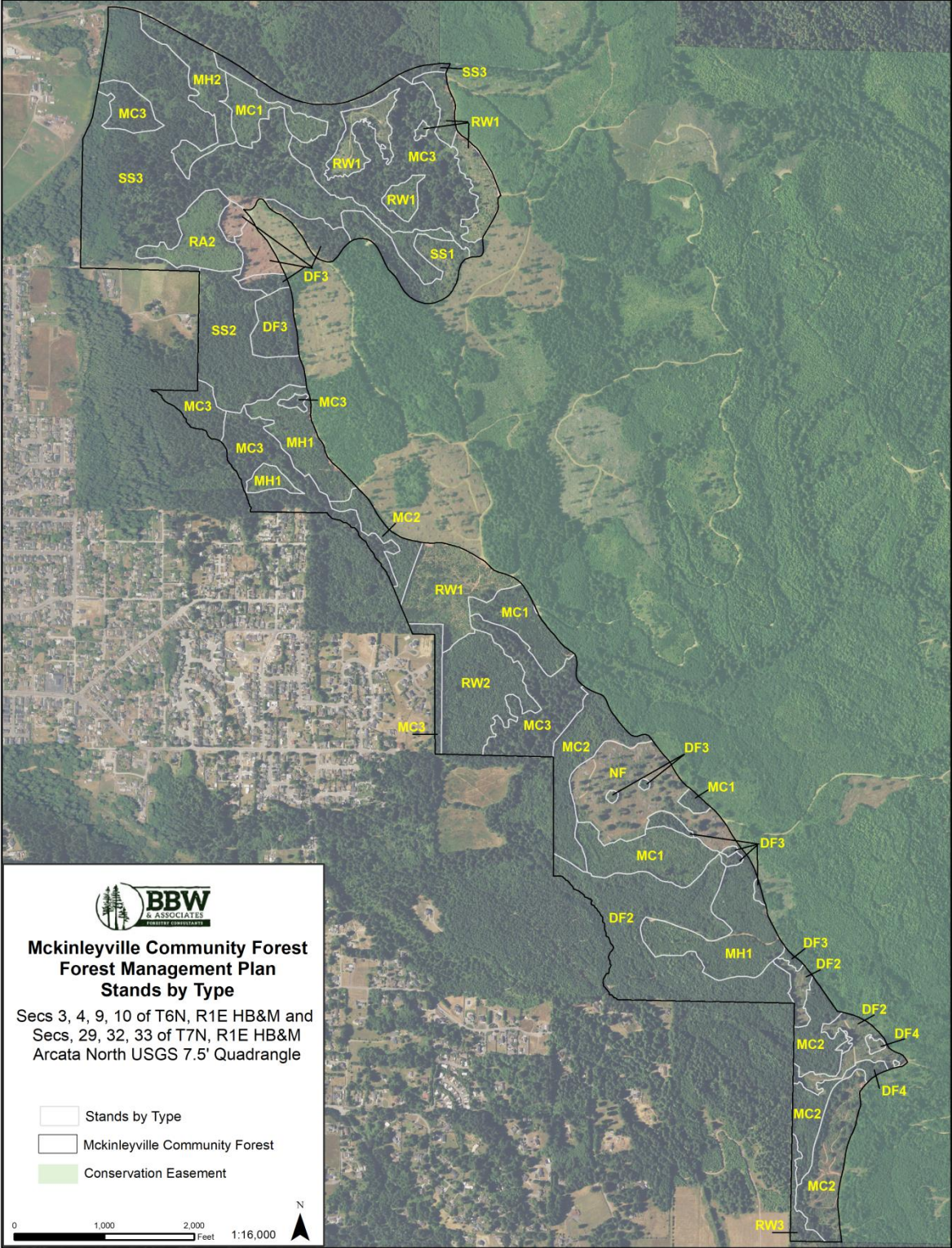


Table 3.2.1.
Basal Area, Volume per Acre and Total Volume by Species on the 553 Acre MCF

	Trees/ Acre	Mean Diameter Inches	Basal Area SqFt/Acre	Net Vol/Ac Scrib > 11"	Total Vol Scrib > 11"
Doug fir	89.0	17.5	53.8	5.2	2,445
Grand fir	17.8	9.3	5.1	0.4	18
Monterey pine	16.2	16.8	13.5	0.5	8
Western red cedar	18.0	21.2	22.1	2.2	441
Redwood	97.7	14.6	31.5	2.1	769
Sitka spruce	125.4	18.3	80.9	10.5	4,353
Western hemlock	8.8	25.1	9.5	1.0	134
Subtotal Conifers	372.9		216.4	22.0	8,170
Red alder	74.6	10.9	34.0	2.2	844
Tanoak	97.4	9.5	12.2	0.2	15
Other hardwoods	53.9	4.7	12.1	N/A	N/A
Subtotal Hardwoods	225.9	25.1	58.3		860
Total	598.8		274.7	2.4	9,030

Table 3.2.2.
Acres and Average Basal Area in sq. ft./acre by Timber Strata

Timber Strata <u>1</u> /	net acres	basal area avg
DF ₂	52	107.29
DF ₃	26	226.01
DF ₄	1	68.62
MC ₁	34	16.32
MC ₂	53	179.76
MC ₃	97	301.39
MH ₁	36	27.05
MH ₂	12	156.83
RA ₂	12	252.37
SHLTWD/RW ₁	25	0.00
RW ₁	41	11.76
RW ₂	22	224.63
RW ₃	3	541.36
SS ₁	12	29.26
SS ₂	36	271.73
SS ₃	78	229.15
NF	2	0.00
Total	541	

1/ MC and MH are mixed conifer and hardwood, respectfully; RA is red alder; SHLTWD/RW₁ is a DF, SS overstory on top of assumed RW seedlings



Figure 2 Mature Douglas-fir Sitka spruce forest on MCF (DF₃ or SS₃)

Given the caveat about the data above, the breakout of the MCF timberland by site class is as follows. Site class is a standardized method of assigning growth capability to timberland with high sites (site class 1) having the highest growth potential and site class 5 being the lowest. The MCF is comprised of 353 acres of site class 1, while 141.5 acres are site class 2, 45.7 acres are site class 3, 11.5 acres are in site class 5 (no site class 4 apparently), and 1.6 acres were not classified. GDRCO estimates there are 14 road acres which could be deducted from the above breakout. The proportion of very high site (64% in site class 1) is extraordinary and rarely encountered in Humboldt County. A new inventory is likely to show a lower proportion of high site but probably not dramatically lower. Whatever the new inventory shows, MCF timberland quality is very high.

The GDRCO data also include acres and volume by age class as shown in the table below. Over half the forest is in stands less than 30 years old and over 1/3 of the MCF is in stands 20 years old or less. Conversely, about 1/4 of the property is in stands 60 years old, or more, with most if not all being located in stream zones.

Table 3.2.3 Acres of MCF by Age class

Age class	Net acres	Cumulative acres	Tot Conifer Vol.
-1.00	1.39	1.39	0.00
0.00	26.68	28.07	0.00
5.00	24.15	52.23	27.35
10.00	49.57	101.79	0.00
15.00	46.12	147.91	0.00
20.00	28.75	176.66	231.76
25.00	30.45	207.12	189.68
30.00	94.79	301.91	1,562.47
35.00	39.10	341.01	685.94
40.00	40.70	381.71	998.85
45.00	21.68	403.39	650.37
50.00	2.37	405.76	93.50
60.00	80.28	486.04	2,161.20
65.00	41.77	527.81	1,860.20
70.00	0.98	528.79	54.66
75.00	11.46	540.25	455.37
80.00	1.07	541.33	18.77

Because the data do not support a detailed analysis of the impact of stream buffers on timber volume, a more rudimentary analysis was conducted to determine how much volume is likely in stream zones. A total of nine of the 57 stands were selected whose boundaries more or less conform to the likely buffers the forest practice rules require around class 1 and 2 watercourses. Only half of stand 713227, which is a “large” 36 acre

stand on the extreme NW corner of the MCF, was used for this analysis. These nine stands comprise about 160 acres of the 541 net acres (164 of 553 gross acres) of the MCF, however they contain 6,560 MBF, or 80%, of the 8,170 MBF of conifer volume on the property. Although some small part of this volume on the outer edges of these stands might be available for harvest, generally this volume should be considered as unavailable due to terrain and stream buffers.

Initial analysis indicates that there might be as many as 381 acres of manageable stands within the MCF; however, a substantial proportion of this acreage is in very young stands. Figure 6B shows the location of these stands. Table 3.2.4 below shows the acreage and volume per acre of all of the manageable stands by age class. As expected, stands in age classes 0-22.5 have no timber volume, but comprise 216 of the 381 acres.

Table 3.2.4 Acres of “Manageable” Stands by Age class

Age class	Net Acres	MBF Scrib/Ac
2.5	63.1	1.1
7.5	22.3	0.0
12.5	38.3	0.0
17.5	56.9	0.0
22.5	35.9	10.6
27.5	37.1	8.3
32.5	42.1	20.3
37.5	48.2	14.9
42.5	27.2	43.7
47.5	0.4	48.5
52.5	1.0	55.4
57.5	8.4	56.7
62.5	0.5	18.6
Total Ac	381.0	

In addition, while stands in age classes equal to or greater than 47.5 supposedly have relatively high volume per acre they are mostly small slivers of stands and likely an artifact of the stand delineation and GIS processing procedures and so should not be considered as candidates for management. Ultimately, the 142 acres of stands in Table 3.2.5 below are, for the time being, likely the only stands that might warrant further consideration for on-the-ground review and possible management action over the long term. See Map 9 below for the location of these stands (note that stand 713227 is not shown on the map below).

Map 8 Manageable stands on MCF

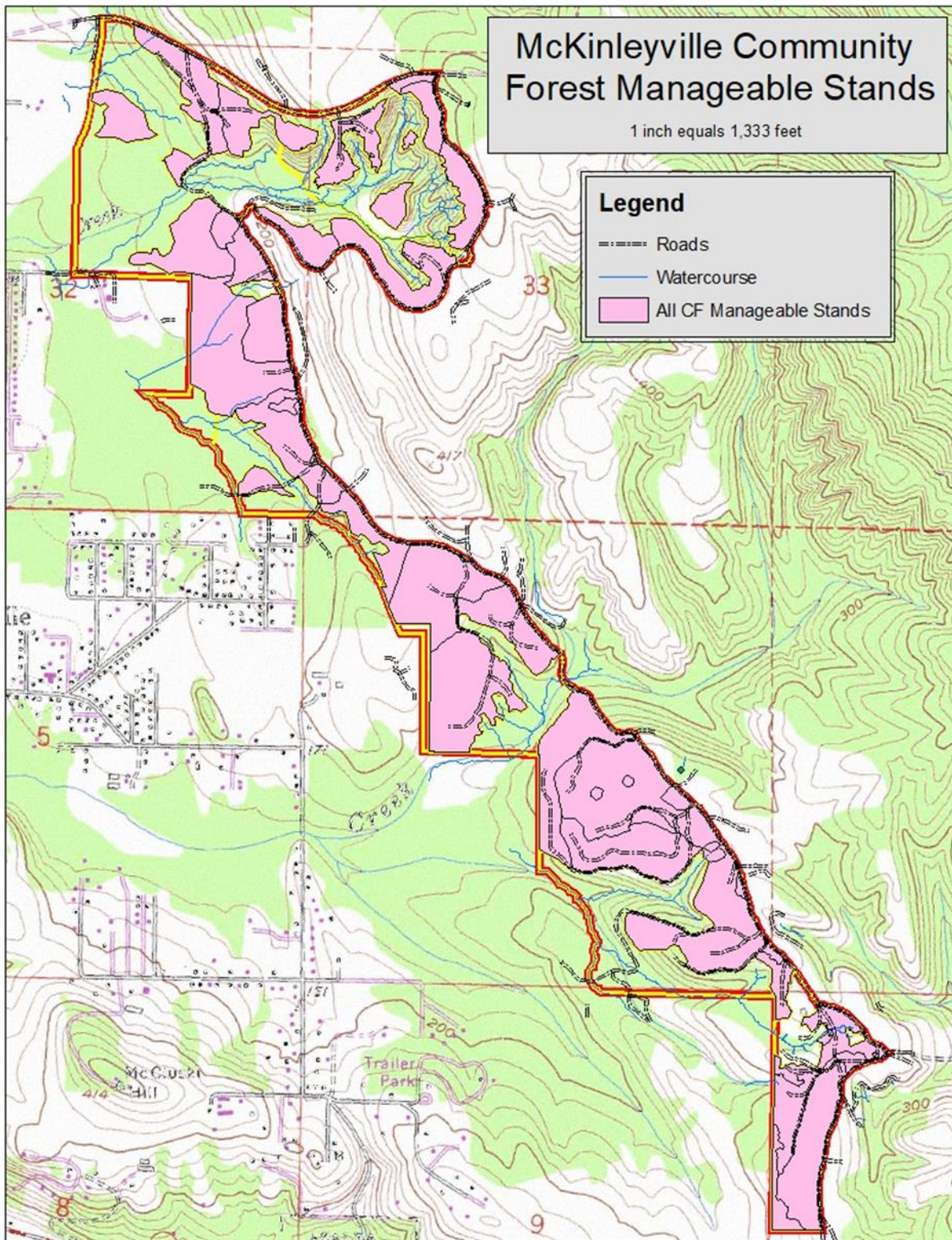


Table 3.2.5 Possible Candidate Stands for Management

Stand	TTY	Strata	Acres	Vol/ac
1/2 of 713227	SS3	SS3	18.0	43.7
610440	CXSS	MC2	18.8	12.0
610443	CXRW	MC2	8.2	11.6
610446	RWDF	RW2	27.4	9.6
611032	CXSS	MC2	9.2	12.8
713226	CXRA	MH2	14.5	13.8
713228	RASS	RA2	14.6	10.6
713229	SSCX	SS2	31.1	29.1
			141.7	

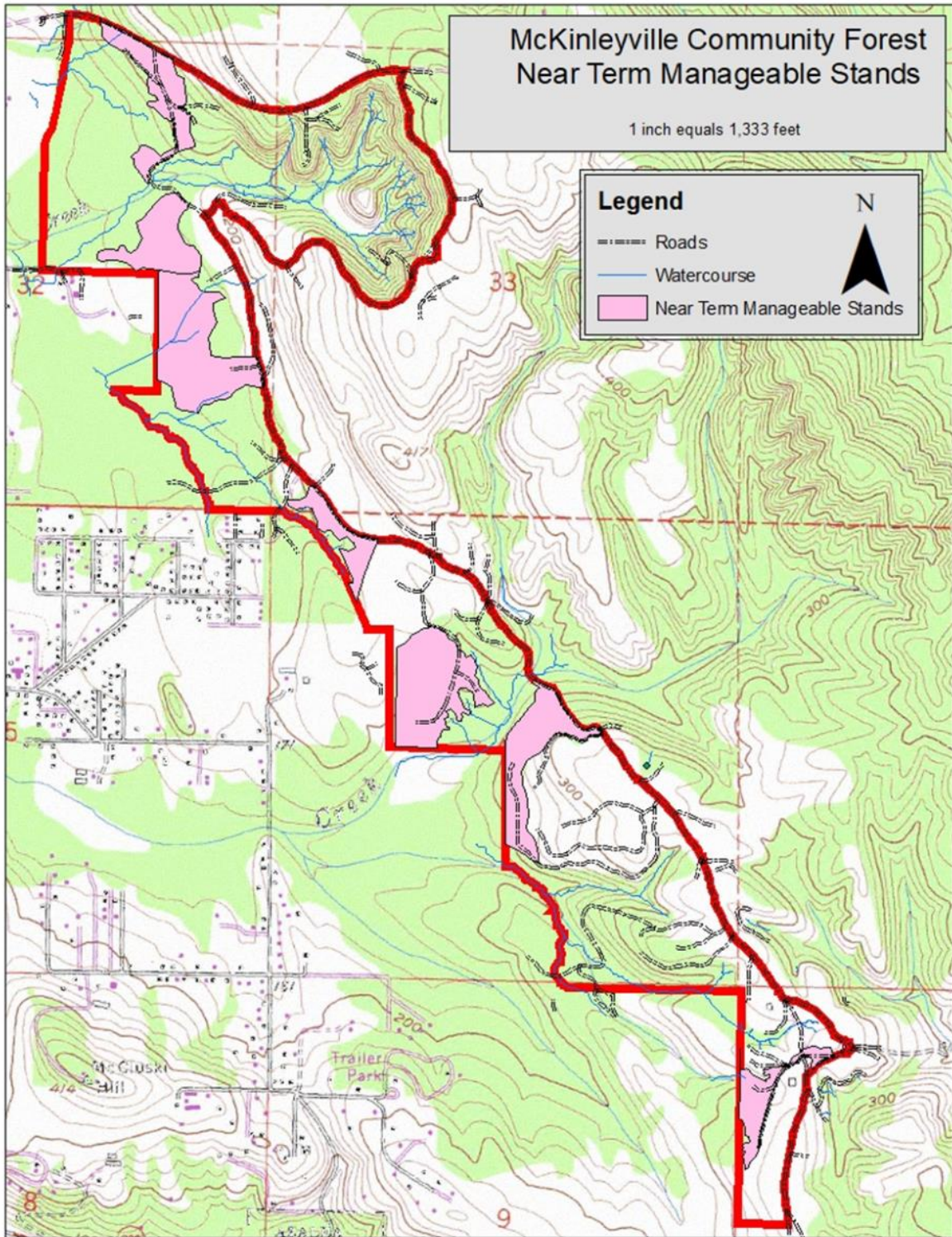
3.3. Property Infrastructure

The MCF is generally unimproved vacant timberland. Existing improvements on the forest include the road system and associated gates, culverts and drainage structures. There are no known power lines or any water system intakes on the property. Per several GDRCO THPs, there are domestic water intakes west of the western boundary of the MCF.

There are multiple points where existing MCSD water and sewer mains terminate in close proximity to the western edge of the MCF boundary including at Babler Road, D Avenue, 1st Road, 2nd Road, Dragon Fly Drive, Sutter Road, Visser Court and Hunts Drive.

RECOMMENDATION 3.3.1: There is an opportunity to hydrologically disconnect the road system from watercourses and eliminate some active sediment sources associated with the road network. Additionally, much of the road system will require rock surfacing for recreational use and light duty year-round vehicular access for public safety, field trips and maintenance staff access. These should be moved to section 5 as recommendations and in the roads section. An additional recommendation for property infrastructure is many new gates will need to be installed, and the ownership of the road figured out.

Map 9 Near-Term Manageable Stands on the MCF



3.4. Road System

The MCF currently has approximately 10.8 miles of mapped “roads” within its boundaries. These roads were originally constructed to haul logs out of the forest over the last 25 years. Not all of these roads are recognizable as roads today: some have been used for access and recent logging, but many have just been left to be reclaimed by native vegetation. The 10.8 miles of mapped “roads” includes only roads that were used to haul logs with trucks; there are probably another 10-20 miles of ‘skid trails’ within the forest that were built to skid logs to landings on truck roads using crawler tractors.

The majority of roads within the MCF are “seasonal truck roads” meaning that they can only be used during the dry season for timber harvest activities. Seasonal truck roads may have some segments with surface rock, but the roads are not suitable for wintertime log hauling. GDRCO classifies the 10 miles of road as follows:

Table 3.4.1

Road type	Miles
Mainline	1.6
Seasonal to be abandoned	0.1
Secondary	4.3
Temporarily decommissioned	0.4
Temporary to be abandoned	3.8
Total	10.2

Relying on a network of seasonal truck roads means that all future timber harvest activity (or other ground disturbing activity) that occurs on the MCF will need to occur during the dry, summer season. Many of the unsurfaced seasonal truck roads are not suitable for even light duty administrative use during the wet season due to the muddy surfaces.

The MCSD and Green Diamond Resource Company are in the process of developing a reciprocal road easement for specified roads leading into and on the community forest to ensure adequate future road access by both entities.

In addition to the network of roads designed for timber operations, there is a network of existing and planned recreational trails for the MCF. Recreational users will have access to the entire timber road and dedicated trail network as segments are constructed and made available for use.

Map 10 Road System on the MCF

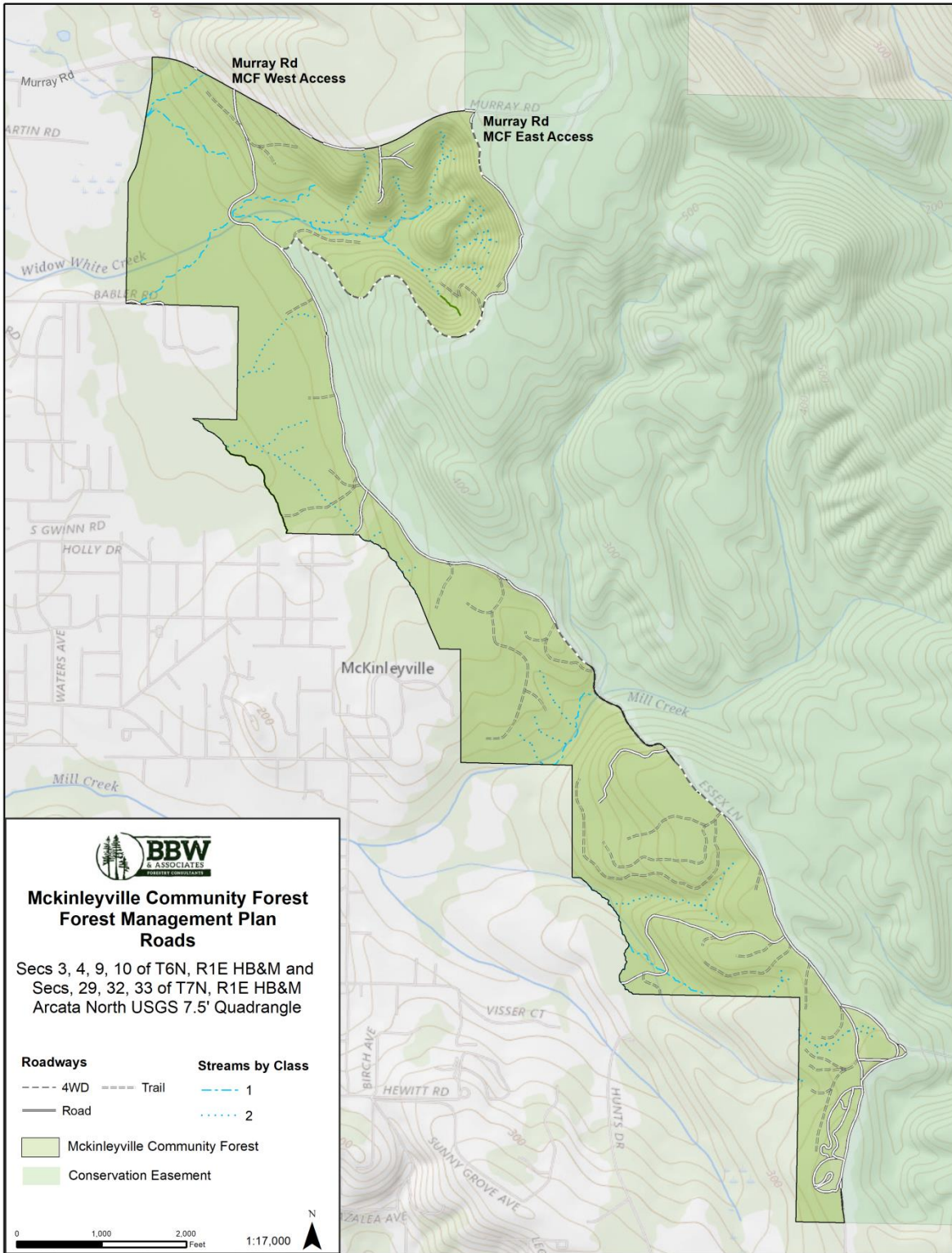




Figure 3 Unrocked Seasonal Haul Road on MCF

3.5. Access and Security

The McKinleyville Tract is posted for no trespassing except for authorized use. The main haul roads (M1000 and the M2000/2100) that lead south from Murray Road and along the east side of the CF are commonly used by walkers, runners, bicyclists, motorcyclists and even occasionally by ATV users, despite the no-trespass posting. Dumping of household garbage, furniture, and other waste materials is relatively common near adjoining public roads such as Murray Road.

Unauthorized camping occurs periodically along the western portion of the tract as well as on the MCF. Signs of unauthorized motorcycle use are common along much of the road system.

The main road system is comprised of the M1000 Road, which runs from the lower gate on Murray Road all the way to the southern tip of the property, and then out to Essex Lane and the M2000/M2100 Roads, which connect from the upper Murray Road gate to the M1000 in the northwest portion of the property. The M1000 currently forms the majority of the eastern boundary of the property. There are multiple unsanctioned and informal access points on the west side of the property that are used by the public to access the property, including from Babler Lane, Gwin Road, Sutter Road and Cochrane Road. None of these access points are officially designated and since they involve trespass use there is no existing dedicated parking.

3.6. Recreation

Current recreational use of the property is trespass use for hiking, mountain biking, motorcycles, jogging and horseback riding. Historically GDRCO has posted the property with no trespassing signs. The growing demand for recreation use in the area is reflected by the proliferation of illegal trails. Illegal dumping and litter is not currently a problem within the interior of the forest but it is a significant problem along Murry Road as the two existing gates.

The existing trespass recreational use of the property has degraded sections of the forest road system and caused significant erosion throughout the property where existing logging skid trails have been used for recreation. Trespass road and trail use on the MCF as also induced additional trespass onto some adjacent residentially zoned parcels as people look for ingress/egress routes to and from the MCF.

One of the primary reasons the MCSD pursued the acquisition of the MCF is to meet the growing demands for trails and dispersed recreational use in the McKinleyville areas.

The McKinleyville Community Plan and Humboldt County Trails Plan both describe the long -term goals of providing additional trails in the forested hills east of McKinleyville. The new MCF acquisition allows for a trails plan to now be developed and implemented that will provide for managed recreational use, and eliminate the problems associated with trespass use on roads and trailed not designed for recreational use such as resource damage, illegal dumping, illegal camping etc.

Recreational use at the MCF has a great potential to increase the quality of life in the area and contribute to the local economy. The forest provides outstanding opportunities for dispersed recreation including: hiking, mountain bike riding, horseback riding, running, photography, nature study and picnicking.

The MCSD recreational trail use plan and management can be guided and informed by local examples such as the Arcata Community Forest, Redwood National and State Parks and the emerging recreational use plan on the McKay Community Forest.

Recreational use and trail development is described in Chapter 5, Section 5.10.

Recreational use goals pertaining to trails on the MCF include:

- Provide an integrated trail system for a diversity of trail users.
- Promote a safe and secure environment for visitors of all ages and abilities.
- Protect the Community Forest's natural and cultural resources.
- Provide a trail information system.
- The recreational infrastructure on the MCF will emphasize dispersed, day-use opportunities.
- Foster community partnerships to assist with trail development and maintenance.
- Promote trail-oriented tourism and special events.
- Pursue linkages with other trails and recreational facilities.

3.7. Cultural Resources

Native History

At the time of Euro-American contact, the Native people living in the general area of the McKinleyville Community Forest were speakers of the Wiyot language, part of the Algonquin-Ritwan language family (Elasser 1978: 155). Wiyot ancestral lands extend from Little River to the north, Bear River Ridge to the south, and inland to Chalk Mountain and Berry Summit.

The Wiyot Tribe is a federally recognized tribal government. Wiyot Tribal lands today consist of the Table Bluff Rancheria and adjacent fee lands (the Old Reservation) near the Eel River. Other local reservations where persons of Wiyot descent make up a significant portion of the tribal membership include the Bear River Band of the Rohnerville Rancheria, Blue Lake Rancheria and the Cher-Ae-Heights Indian Community in Trinidad.

The Wiyot people lived in villages adjacent to forests and waterways, which they frequented for hunting, fishing and other uses. Village sites were located at the water's edge, ocean, bay, or creek, with trails leading to grassy openings and from one village to another.

The Wiyot population prior to 1850 is estimated to have been between 1,000 and 3,300 individuals (Roscoe, et. al., 2010). Soon after the Euroamerican settlers began to occupy the ancestral homeland of the Wiyot, around 1850, the Wiyot population was decimated by violence and disease. Today, the Wiyot Tribe today is 600 members strong and growing. The Wiyot Tribe has attracted national attention related to the return of Tulawat Island (where tribal members were massacred by white settlers in 1860) by the City of Eureka to the Tribe, and most recently by the formation of the first Native owned land trust of its kind, Dishgamu Humboldt.

RECOMMENDATION 3.7.1: The MCF be made available to the Wiyot and other local tribes for their access and use for cultural purposes, including for collection of culturally important plant material. A permit system should be developed for plant collection and other cultural purposes. In addition, the MCSD should facilitate the respectful inclusion of Traditional Ecological Knowledge (TEK) for on-the-ground ecosystem stewardship. TEK refers to the evolving knowledge acquired by indigenous and local peoples over hundreds or thousands of years through direct contact with the environment. This knowledge is specific to a location and includes the relationships between plants, animals, natural phenomena, landscapes and timing of events that are used for lifeways, including but not limited to hunting, fishing, trapping, agriculture, and forestry.

Archaeological Resources

As of July 2015, Assembly Bill (AB) 52 requires that lead agencies consider the effects of projects (on state and private land) to tribal cultural resources, and that consultation with federally and non-federally recognized Native American Tribes take place early in the environmental review process. As defined in PRC §21074, tribal cultural resources include archaeological sites, cultural landscapes, sacred places, and objects with cultural value to a California Native American Tribe that are listed, or determined to be eligible for listing, on the national, state, or local Register of Historical Resources.

An archaeological records check for the MCF area was provided by the California Historical Resources Information Center in June, 2021. Four historical sites related to ranching and logging activities, dating from the late 19th and early 20th centuries, were recorded within or adjacent to the MCF. No prehistoric (Native American) sites have been recorded within the MCF to date. The report from the Historical Resources Information center noted that two homesteads dating from the late 1800s are located within or adjacent to the forest. The report notes that, given the environmental setting and ethnographic sensitivity of the area, there is a high potential for unrecorded Native American resources in the MCF, as well as a high potential for unrecorded historical-period archaeological resources. Buildings, structures, and objects over 45 years or older may be of historical value.

Recorded sites are documented in Confidential Archaeological Addendums to Timber Harvest Plans and are archived in Northwest Information Center confidential files. The significance of each site is determined by its archaeological and historical value, as

outlined in state and federal guidelines. Significance, as defined by these guidelines, is based on uniqueness and degree of preservation, with both considered in the determination of a site's value. Uniqueness refers to how many other similar features exist (on other sites), while preservation refers to the condition of the features remaining on the site. A site is not considered significant if it (although unique) has been completely destroyed, as there is nothing left to protect or study.

A confidentiality policy approved by the State Historical Resources Commission under authority of PRC § 5020.4(c), limits public disclosure of sensitive archaeological and historical resources. Consequently, site locations in the McKinleyville Community Forest having moderate to high levels of significance will not be revealed to the general public. The confidentiality policy is designed to protect the resources from artifact collection, site excavation, and vandalism. MCF cultural resources management procedures are based on CAL FIRE's statewide archaeology program. Individual projects conducted under the guidance of the NTMP will contain assessments of impacts to cultural resources.

Any Timber Harvest Plan (or a Non-Industrial Timber Management Plan [NTMP]) that is prepared for the McKinleyville Community Forest will include a Confidential Archaeological Addendum (CAA), prepared per 14 CCR § 929.1. The CAA would include, among other things: (1) an archaeological records check; (2) evidence of written notification to Native Americans of the preparation of a plan; (3) results of a field survey for archaeological and historical sites within the site survey area; (4) documentation of pre-field research; (5) a description of all archaeological or historical sites identified within the site survey area; and (6) a description of any specific enforceable protection measures to be implemented both within the site boundaries and within 100 feet of the site boundaries.

3.8. Vegetation

3.8.1 Botanical Resources

The MCF lies only a few miles from the coast and the vegetation within it is adapted to the humid, temperate coastal climate with its dense marine fogs (particularly in the summer) and stratus cloud cover, which are drawn inland when inland temperatures rise. The most prevalent natural plant communities found on these former marine terraces are Sitka Spruce Series and Redwood Series. Both of these plant communities contain significant amounts of Douglas-fir. Red alder occupies most mesic sites and can dominate the wetter areas.

The MCF is made up mostly of working forest land that has been managed intensively for timber production by GDRC. Over half of the entire community forest area is included in timber harvest units logged between 2002 and 2019; most of these areas were clearcut and replanted, though there are noteworthy areas that were set aside for stream protection, aesthetics, or to protect steep slopes. Most of the clearcuts dating from this period are well regenerated with conifers, and the overstory that exists there now is mostly comprised of pole size (5-9 inches dbh) timber that is currently submerchantable.

The ground cover that recolonizes clearcut areas is generally made up of the same native plants that comprise the shrub and ground layer plants inside mature timber stands. These plants are adapted to disturbance and are quick to reoccupy bare ground when it is cleared by logging or other disturbances.

Green Diamond has been assiduous in restocking cutover areas by planting conifer seedlings in anticipation of future harvests; however, the native plants that reoccupy the cutover areas can present significant competition to conifer seedlings, such that the survival and growth of the conifers can often be compromised. Green Diamond typically applies silvical herbicides in the first few years of stand establishment to alleviate this competition until the conifer seedlings are able to establish their crowns above the native competitors. Pole sized stands, once established with intersecting crowns, are dark and shady in their interior, and their understory may contain little herbaceous cover and a shrub layer with little diversity, though shade-tolerant plants such as huckleberry and salal can survive well, especially in sunnier patches.

Seedlings planted after timber harvest are typically redwood or Douglas-fir, though redwood regenerates quickly by stump sprouting. Sitka spruce is quick to seed-in and to aggressively reoccupy sites where spruce seed trees are present (most of the community forest), and to compete with more valuable fir and redwood. Hardwoods such as madrone and tanoak sprout from the stump, while red alder is a prolific seeder.

Native understory plants found both within timber stands and in clearcut areas include evergreen huckleberry, salal, ceanothus (various species), native blackberry, raspberry, goose grass (*Galium aparine*), sword fern, redwood violet, deer fern, wood fern and various grasses. Wet areas contain skunk cabbage, thimbleberry, salmon berry, and pig-a-back plants, as well as other riparian species.

Small areas of the MCF are occupied by invasive exotic plants such as French and Scotch broom, and pampas grass. These plants form a dense ground cover that can inhibit any occupancy by native species, including conifers. However, these exotics are shade-intolerant and tend to be shaded out as the conifer overstory develops, which is fortunate for native plants, as the exotics are extremely difficult to control. The exotic Himalaya blackberry is ubiquitous in openings and, while providing valuable food for wildlife, is extremely hard to eliminate due to its abundance of seed.

Trees too can be invasive in natural forest stands. The hybrid Monterey-knobcone pine is found in many timber stands within the MCF and is quick to reoccupy openings where seed trees are available. This species was once considered the 'tree of the future' due to its vigor, and was planted extensively in the redwood region; but its logs have yet to capture a dependable market, and it competes for resources with more commercial conifers. (See Section 3.1.4, Invasive Species and Pests, below)

3.8.2 Special Status Plants

Sensitive plant species include those plants listed as endangered, threatened, or rare at the state and federal level, as well as those that meet the criteria for listing in the California Environmental Quality Act 15380. The California Native Plant Society (CNPS) maintains an Inventory of Rare and Endangered Plants of California. Plants ranked 1A, 1B, and 2 of the Inventory represent plants that qualify for listing.

In its management of the MCF area, Green Diamond adhered to a Botanical Management Plan agreed to with the California Department of Fish and Game (now Dept. of Fish and Wildlife) in 2008. Green Diamond conducted numerous plant surveys within areas proposed for harvest within the Community Forest area, as documented in various Timber Harvest Plans (THPs). GDRCO developed and implemented an ownership-wide Sensitive Plant Conservation Plan with the goal of enabling sensitive plant species to persist in their preferred habitats while allowing flexibility in management of lands for timber production.

Green Diamond established Botanical Management Areas that had similar or unique floristic characteristics and that could be managed under overarching Best Management Practices (BMPs) that included focused surveys, retention of populations, management of reserves, impact avoidance, and compatible management practices (e.g., road use restrictions, timing of impacts, invasive plant removal and habitat enhancement for disturbance associated species) to reduce the risk of negative impacts to species or habitats.

One of the Botanical Management Areas is known as Big Mack Combo. It covers much of the Community Forest area, and GDRCO has done a thorough analysis and created a useful list of Rare, Threatened and Endangered Plant Species for this area. The list of possible plants to survey for in the Big Mack Combo includes 27 species. Of these, 12 were rated as having no habitat within the survey area, while 15 were considered as 'maybe' having habitat.

Records of field botanical surveys in the Big Mack Combo for THP 1-19-00076HUM located no CNPS 1 or 2 Rare Plants. Two CNPS 3 or 4 Uncommon Plants found were recorded:

Lycopodium clavatum, whose common names include common club moss, stag's-horn clubmoss, running clubmoss, or ground pine, and

Ribes laxiflorum, known as trailing black currant.

Green Diamond notes that both these species were found growing near Class III (seasonal) streams, which are minimally protected under the California Forest Practice Rules, and that under the planned harvest prescription these plant populations would likely be directly and adversely impacted.

RECOMMENDATION 3.8.2.1: The MCSD will engage in a project-specific scoping process to identify those special status species likely to occur in the affected environment of a

project area such as a trail project or area proposed for timber harvest, and the potential habitat impact from the activity either individually or cumulatively. A variety of sources of information will typically be consulted, including the California Natural Diversity Database, the MCF GIS database, as well as a variety of completed survey and focused species inventories (e.g., those conducted by GDRC), and research efforts. The scoping process will evaluate likelihood of species presence, habitat availability, survey methodology and timing, and possible mitigation or opportunities for habitat enhancement. Population density and detectability of the special status species, habitats occupied, and the level of habitat disturbance expected from the land management action will guide survey intensity.

Surveys will coincide with the known flowering periods of listed species and be floristic in nature. If an NTMP is prepared for the MCF a Botanical Survey Report will be amended to Section V of the NTMP prior to harvest operations. Any observed population of a California listed or CRPR rank 1 or 2 species (prior to or during operations) will receive a 50-foot no-operations buffer or have specific mitigations developed in consultation with and/or CDFW to be amended to the plan. If any occurrence is observed during harvest operations the Registered Professional Forester (RPF), CAL FIRE, and CDFW shall be notified immediately. The silvicultural techniques implemented on the MCF are designed to be relatively low-impact (i.e., single tree and group selection, retention of the larger conifers, WLPZ buffers, etc.) and are designed to result in a reduction, if not elimination, of potential impacts to species of concern.

3.9. Terrestrial Wildlife

The McKinleyville Community Services District is responsible for managing wildlife habitat, but not the animals themselves. Wildlife populations are the responsibility of the California Department of Fish and Wildlife and the U.S. Fish and Wildlife Service (for Threatened and Endangered species).

RECOMMENDATION 3.9.1: Hunting is not permitted in the community forest.

Amphibians including frogs, toads and salamanders; reptiles including snakes and lizards; mammals including bats, squirrels, chipmunks, mice, weasels, bear, deer and elk; and birds such as marbled murrelets, sparrows, blackbirds and wood warblers, can be found in coastal conifer forests.

One of the most interesting creatures in the coast redwood ecosystem is the banana slug. These mollusks can be yellow, brown, or a combination of yellow and brown splotches. Banana slugs operate as a virtual vacuum for the forest floor, eating everything from vegetation to fungi. They are prey for salamanders, newts, snakes, foxes, and raccoons (https://humboldtredwoods.org/wildlife_2021).

Common bird species found in the canopy are primarily insect eaters and include orange-crowned warblers, Swainson's thrush, winter wrens, olive-sided flycatcher, red-breasted nuthatch, and chestnut-backed chickadee. Other common bird species include the acorn woodpecker and western scrub jay. Species that prey on insect eaters include a variety of

raptors such as the Coopers hawk and red-tailed hawk, and owls, such as the native Northern spotted owl and the invasive barred owl, both of which have been located just to the east of the MCF.

Save the Redwoods League (website 2021) notes that in the nearby Redwood National and State Parks there are 66 known species of terrestrial mammals, including 13 species of bats and one non-native species—the Virginia opossum. These mammals either reside in the parks year-round or, as in the case of bears and larger forest carnivores, occupy home ranges that overlap park boundaries.

A short distance to the east from the MCF, and separated from it by GRDC forestlands, lies the 571-acre Lindsay Creek Tract of the van Eck California Forest. This ownership includes two other tracts near McKinleyville, all managed by Pacific Forest Trust. On the van Eck Forest the primary silvicultural method is the selection harvest system, which maintains a continuous canopy of mature trees. Under this silvicultural system periodic timber harvest is conducted for revenue generation and to maintain the health and vigor of the residual standing trees, while working toward restoration of mature forest conditions and elevated carbon sequestration rates.

Aiden Alvarez, a 7th grade student from Jacoby Creek School, conducted track plate and game camera surveys of wildlife on the Lindsay Creek track in 2019 and 2020. Using animal parts for bait, Aiden documented several omnivorous and predatory species, including gray fox, mountain lion, Pacific fisher, raccoon, bobcat and long-tailed weasel. As the very young forest stands in the MCF develop more mature characteristics, more habitat will be provided for this cohort of animals.

GDRC's past management strategies on the now-MCF were based around removal of the forest canopy at approximately every 45 years. As noted in their THPs, although [clearcutting] *'would markedly change the habitat of the THP area,'* some wildlife species would benefit from removal of the overstory canopy and from the rapid resprouting of redwood and other species, providing browse for herbivores such as elk and deer and omnivores including bear, as well as dense cover for rodents and other small mammals, which in turn attract carnivores and raptors. On a field trip to the MCF in June 2021, wildlife species observed included a small hawk (possibly sharp-shinned) and snake tracks in dust on the main road. Black bears are known to damage small conifers by stripping their bark to get to nutrients in the tree cambium, and some evidence of this was noted.

GRDCO's even-aged management strategy on the MCF included mitigation measures for wildlife. Selected defective trees with high wildlife value were retained, particularly trees with deformities and structures likely to be used by wildlife. Their general goal was to conduct harvest *'in a manner consistent with maximum sustained production of high-quality timber products while giving consideration to forest structure development and suitability for wildlife species.'* (GDRC 2017). In addition, GDRC significantly limited

harvest in WLPZs and RMZs, and these buffers represent the majority of mature stands of trees on the MCF. Such variety of habitats encourages the presence of a wide variety of wildlife species.

RECOMMENDATION 3.9.2: As the MCSD begins to manage the MCF, it should work to maintain the conservation elements conserved by GDRC, while elevating development of a variety of wildlife habitats to a primary rather than secondary goal of forest management; and, where appropriate, work to conserve the existing (and to develop additional) overstory canopy structure. Initiation of selection silviculture, as opposed to a program of clearcutting, will provide habitat for wildlife species that may not now be present, or as abundant, on adjacent GDRC forests and urbanized areas.

3.10. Threatened or Endangered Animal Species

The MCF includes portions of the Arcata North USGS 7.5-minute Quadrangle. Any special status species located on the forest should be submitted to the California Natural Diversity Database.

The McKinleyville Community Forest provides a long, narrow, contiguous forested corridor that connects the watershed of Widow White Creek on the north to that of the Mad River on the south. It encompasses a significant portion of the watershed of Mill Creek and several tributaries. The MCF lies just east of an urbanized landscape, and borders Green Diamond on the east and dispersed housing on the north and south. The location of the forest provides a de facto urban limit line to the dense urban development that comprises most of central McKinleyville.

The urban influence on the western, northern and southern borders of the MCF undoubtedly impacts the presence and abundance of some wildlife species.

RECOMMENDATION for Special Wildlife Species Management 3.10.1: The MCSD will engage in a project-specific scoping process to identify those special status wildlife status species likely to occur in the affected environment of a project area, including proposed timber harvest, and the potential impact to wildlife habitat from the activity, either individually or cumulatively. A variety of sources of information will typically be consulted. These include the California Natural Diversity Database and the McKinleyville Community Forest GIS database, as well as a variety of general surveys and focused species inventories and research efforts. The scoping process will evaluate likelihood of species presence, habitat availability, survey methodology and timing, and possible mitigation or opportunities for habitat enhancement. Wildlife survey intensity will be driven by population density and detectability of special status species, habitats occupied by them, and the level of habitat disturbance expected from the land management action.

The presence of deadwood structures (fallen logs, snags) is a key factor in survival of many animal species such as the Pileated woodpecker and clouded salamander. Thus, species diversity depends on the presence or absence of these deadwood structures in the managed landscape, as well as vertical and horizontal spatial complexity. Snag densities in the forest are low due to past cutting practices and the slow rate of natural

recruitment. However, accumulations of large down woody debris such as fallen logs are abundant due to the debris accumulated from industrial harvest over the last 20 years.

During the next ten to twenty years, the overall acreages of most habitat types on the MCF are not expected to change very much. However, there may be a shift in the mosaic of habitat areas due to the transition of early successional stages into more mature stands, and the application of silvicultural management activities, such as selection timber harvesting, which foregoes clearcutting in favor of retention of a persistent overstory canopy.

According to direct observations and the California Department of Fish and Wildlife Natural Diversity Database (NDDDB), these rare, threatened, or species of special concern have been documented as occurring on or adjacent to the McKinleyville Community Forest:

- Pacific fisher
- coho salmon
- coastal cutthroat trout
- Northern red-legged frog
- northern spotted owl
- great blue heron
- southern torrent salamander

In addition, several rare, endangered or species of special concern whose ranges may overlap the McKinleyville Community Forest include:

- bald eagle
- northern goshawk
- Cooper's hawk
- tailed frog
- marbled murrelet
- golden eagle
- osprey
- Sonoma tree vole
- sharp shinned hawk
- great egret
- steelhead trout
- white-footed vole
- Vaux's swift
- western pond turtle
- foothill yellow-legged frog

Records kept by GRDCO contain a wealth of information on the species noted above as well as other potential species of concern. GDRCO has conducted surveys for several listed species over the last 20 years, including Del Norte salamanders, Southern torrent salamanders, tailed frogs, Western pond turtles, Coho salmon, steelhead, Pacific fisher, and the Endangered or Threatened species Northern spotted owl, marbled murrelet, bald eagle, bank swallow, and the Pacific Marten and Humboldt Marten.

GDRC has a Habitat Conservation Plan for the Northern spotted owl in place for its ~400,000 acre ownership in Humboldt and Del Norte Counties; as well as management strategies for conserving and improving habitat for many of the other species noted above, including a Protocol for Protection of Nesting Forest Raptors and Selected Colonial Wading Birds. In addition Green Diamond has numerous other agreements in place on its property such as its Aquatic HCP, Master Agreement for Timber Operations, Sustained Yield Plan, property wide 1600 permit for waste discharge and others. Most of these agreements allow for streamlined operations in return for significant reporting and other requirements. In some cases these agreements might be amended to “follow the property” but would need the agreement of GDRCO and the issuing agencies. The commitment made by Green Diamond represents a starting point for future management of the Community Forest, and GDRC documents such as past THPs contain a wealth of information on management of these species.

3.11. Tree Diseases

Although pests are not a serious concern in the redwood forest type due to the pest resistance of redwood, certain pests can cause tree mortality, reduce growth or affect seed production. Pest problems are often the result of complex forest ecosystem interactions. Young trees under stress from logging damage or prolonged drought are more susceptible to problems.

Douglas-fir trees closest to the coast tend to become affected by *Fomes pini* (conk) when they reach a larger size and age of 80 years or so. Also, Humboldt County is an area that has been declared by the Board of Forestry and Fire Protection to be a Zone of Infection for Sudden Oak Death (*Phytophthora ramorum*) (SOD). No SOD has been observed in the MCF to date. The plan area currently contains the following SOD host species:

- Coast redwood (*Sequoia sempervirens*)
- Douglas-fir (*Pseudotsuga menziesii*)
- bay laurel (*Umbellularia californica*)
- huckleberry (*Vaccinium ovatum*, *V. parvifolium*)
- bigleaf maple (*Acer macrophyllum*)
- rhododendron (*Rhododendron* spp.)
- cascara (*Frangula purshiana*)
- western starflower (*Lysimachia latifolia*)

Sudden Oak Death (SOD) is a forest disease caused by a water mold fungus (*Phytophthora ramorum*). This fungus will cause SOD in hosts including tanoak, coast live oak and California black oak, and a foliar/twig disease in other hosts including California bay laurel.

The most useful diagnostic symptom for *Phytophthora ramorum* in mature oaks and tanoak is cankers on the trunk from which dark black to red or amber sap exudes. Diagnosis of the disease is not always easy; for example, a tanoak tree may be infected but the symptoms do not show. The sudden browning of the tree crown, for which the "sudden" part of "sudden oak death" was derived, may occur several years after the onset of infection and not all trees end in a sudden browning, some have gradual leaf loss. Black charcoal bubbles, caused by a fungus known as Hypoxylon, decay sapwood and may move into a tree weakened by *Phytophthora ramorum*, but presence of Hypoxylon does not mean the tree has *Phytophthora ramorum*.

A common diagnostic symptom of *Phytophthora ramorum* in California bay laurel is dead areas on the leaves, where water collects. No bay laurel trees have reportedly died from this fungus. However, bay laurels are thought to be very important in spreading the disease as the fungus readily produces spores on moist bay leaves. The vectors of *Phytophthora ramorum* are wind and water.
(www.aphis.usda.gov/plant_health/plant_pest_info/pram/index.shtml)

Best Management Practices have been developed to protect against spread of sudden oak death on personnel or equipment. A list of current BMPs may be found at SuddenOakDeath.org or by linking directly to the following website:
<http://nature.berkeley.edu/comtf/pdf/forestry4-o8.pdf>.

Silvicultural practices can provide protection against forest pests and diseases. Prevention techniques include proper tree, variety and site selection for planted seedlings, harvest practices that favor natural regeneration, such as group selection, and thinning practices that reduce pest populations and favor sustainable control by natural enemies

3.12. Invasive Species and Native Pests

Invasive species on the MCF include pampas grass, Scotch broom, English ivy, Canadian thistle and other species that have been introduced and grow vigorously outside their natural habitat. These species have little or no food value for wildlife and can compete with planted conifer seedlings. Other plants of concern include:

- French broom (*Genista monspessulana*)
- Fennel (*Foeniculum vulgare*)
- Himalayan Black berry (*Rubus armeniacus*)
- Periwinkle (*Vinca major*)
- Spanish broom (*Spartium junceum*)

These unwanted plants may be controlled to a limited extent by hand cutting and removal, especially if found and removed early before they can spread. For erosion control work on the MCF weed-free rice straw is recommended.

RECOMMENDATION 3.11.1: Pesticides are not expected to be needed for invasive plant control on this public forest.

Monterey pine (*Pinus radiata*) is a non-native conifer found on the MCF and should be controlled as it is can seed in rapidly to open areas.

RECOMMENDATION 3.11.2: When markets are available for Monterey and Monterey-knobcone pines, these trees should be removed as much as it feasibly can be done, to reduce its presence in the forest.

The spread of invasive weeds is a shared concern by many individuals and organizations within Humboldt County.

RECOMMENDATION 3.11.3: landowners, private organizations (e.g., Pacific Gas and Electric Company) and public organizations [California Native Plants Society, California Invasive Plant Council and the Humboldt County Weed Management (Humboldt County is a signatory member of the latter group)] agree to work towards control of invasive exotic weeds.

Animals which could be considered pests include:

- black-tailed deer that browse on unprotected leaders of conifer seedlings
- wood rats that can girdle small trees
- Black bears that can strip the bark from young pole sized trees to access the phloem layer where sugars are stored and transported.

Girdling or stripping of bark on young conifers (mainly redwood) by black bear is the only significant animal pest issue on the forest. Bear damage is noticeable in many areas of the forest, and although it can lead to mortality and increased tree defect, it is not currently at a level that will impact merchantable timber values.

RECOMMENDATION 3.11.4: Bear damage should be monitored as thinning of stands in the future and increased growth rates and sugar production can amplify bear damage (Perry et al.).

Other efforts to reduce pest damage or predisposition will include:

- Minimization of injuries to residual trees during forest management activities
- Reuse of old skid trails where available to reduce soil compaction
- Retention of a diverse species composition in or adjacent to stands following forest management activities and within or nearby to future regeneration units
- Removal of non-native tree species that may be predisposed to pests
- Use of CAL FIRE or other forest pest management specialists to train employees in forest pest recognition and management.



Figure 4 Invasive Pampas Grass on the MCF (BBW 2021)

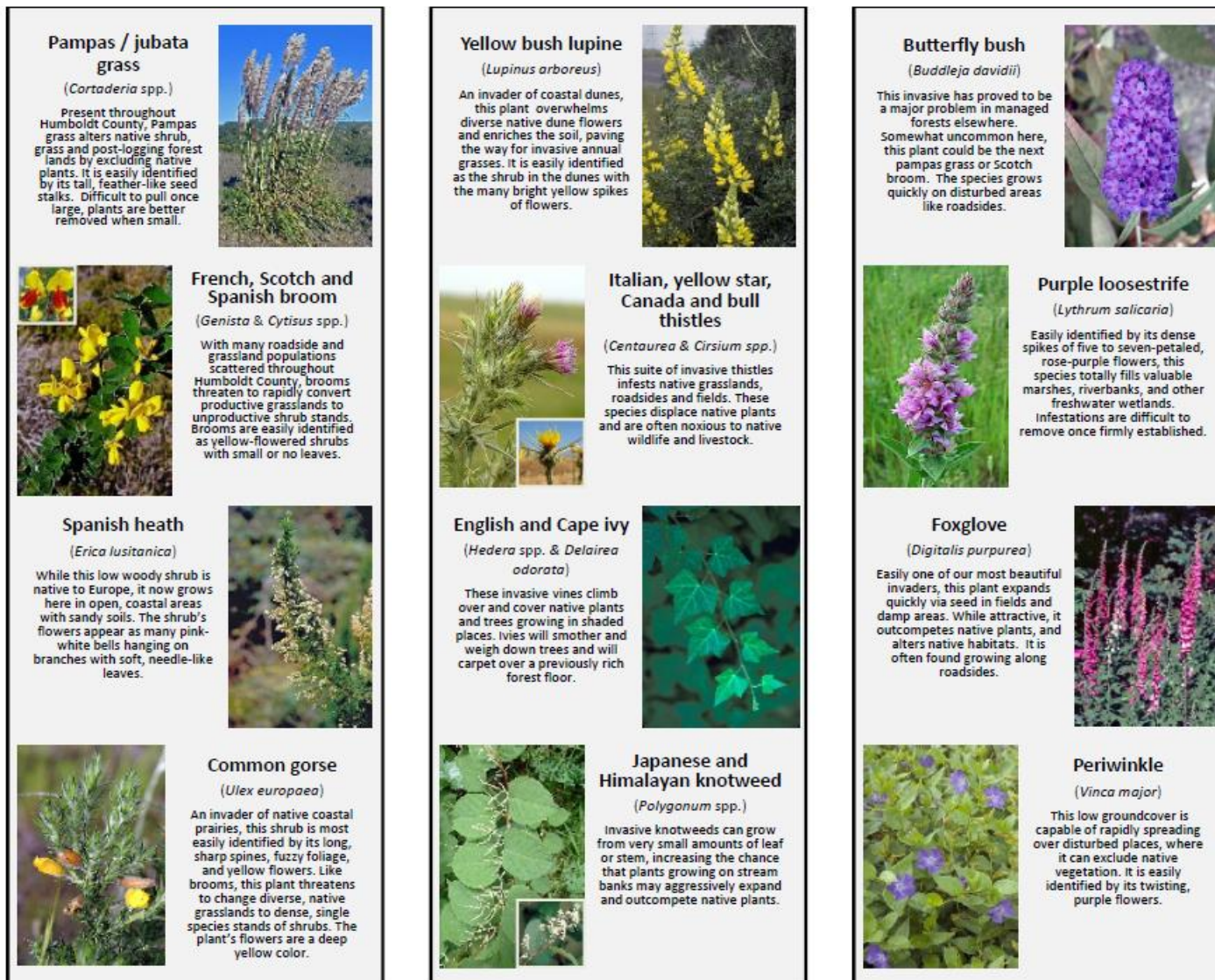


Figure 5: Invasive Plants from the Humboldt County Weed Management Area (Invasive Plants of California)

3.13. Water Resources

Mill Creek is in the Mill Creek CALWAT V2.2 hydrologic unit (1109.100102) while Widow White Creek is in the Norton Creek hydrologic unit (1109.100200). Both creeks drain to the lower Mad River.

The maintenance of quality riparian habitat is an important issue on the forest. Since most species are dependent on riparian areas at some time in their life cycles, management activities which affect these habitats have more potential for affecting the overall wildlife resource on the MCF than any other type of activity.

The retention of riparian buffer strips along watercourses results in old growth stand characteristics over time. Stream buffers designated along class I, II and III watercourses serve to protect species which live in the streams and along the riparian zones (see Table 3.13.1 below).

The Widow White Creek watershed area is 4.9 mi sq. Elevation ranges from 620 feet at the creek's headwaters south of Murray Road, to sea level at the Mad River estuary. The class I and II stream corridors will provide functional connectivity between species habitat types.



Figure 6 Upper Mill Creek low gradient section with Skunk Cabbage (BBW 2021)

The riparian community is populated with a different array of vegetation than the upland forest. Certain wildlife species are found only along stream courses or require water for breeding. Substantial riparian vegetation exists now in the MCF, primarily along the approximately 9.8 miles of class I and class II watercourses. Class III watercourses are typically so small and intermittent that they do not support a unique riparian habitat type. Calculating CAL FIRE watercourse zone widths indicates that there are around 63 acres of class 1 watercourse zones and 55 acres of class 2 watercourse zones on the MCF.

Table 3.13.1
McKinleyville Community Forest Watercourses by THP Class and Length.
Source: CAL FIRE: Forest Practice GIS

Stream Classes on MCF	Miles
Class I: Perennial, fish bearing, or located above domestic intakes	5.6
Class II: Supports aquatic life, non-fish-bearing	4.2
Class III: Intermittent streams, can transport sediment to higher class waters	5.5
Total	15.3

Natural springs and seeps that may provide habitat for non-fish aquatic species are afforded the same protections as class II watercourses. Known locations of springs and seeps found during the management plan development will be mapped in the NTMP.

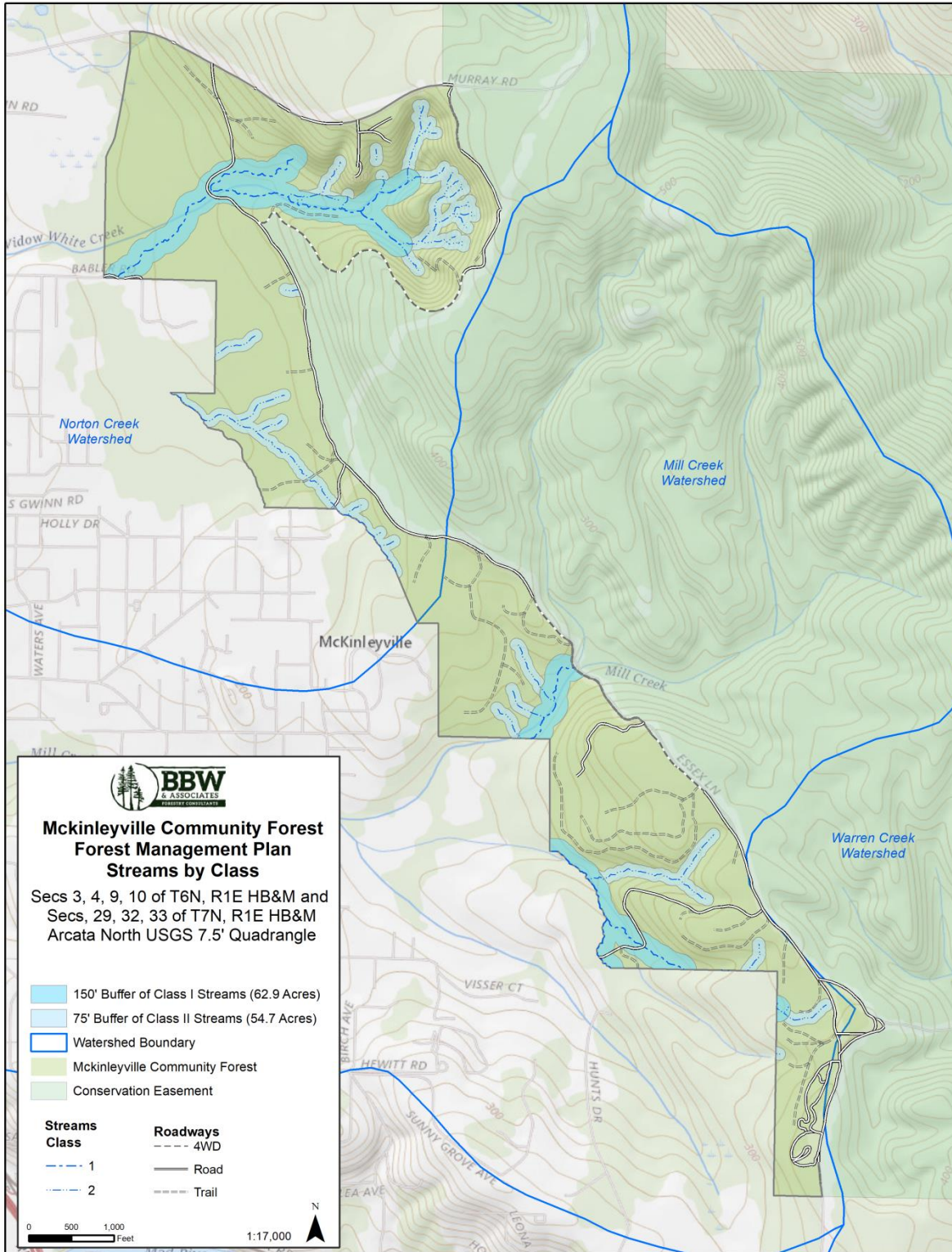
RECOMMENDATION 3.13.1: Water quality is managed by implementing watershed improvement projects and by applying management practices which minimize erosion, sedimentation and flooding. In general, roads should be outsloped and rocked, with ditches and road widths kept to a minimum. Restrictions to limit landing size, skid trail density and soil compaction are written into all operational plans including timber harvest plans.

3.14. Fish & Aquatic Species

The watersheds of Widow White Creek and Mill Creek are relatively small coastal watersheds draining to the lower Mad River. These watersheds are primarily forested in the upper reaches, with residential and commercial development in the middle and lower reaches.

Climate conditions are heavily influenced by coastal weather patterns due to the close proximity to the Pacific Ocean. Annual rainfall averages 50 inches with the majority falling between November and March. Summer temperatures are mild and the presence of a marine fog layer is common. Soils in the watersheds are predominantly silty in nature, derived from parent material of mixed marine deposits derived from sedimentary rock. The soils are well drained sandy loams.

Map 11 Watercourses



Coastal freshwater streams can provide entry points from the ocean for anadromous fish species, including coho salmon and steelhead, and coastal cutthroat trout. Non-anadromous rainbow trout also inhabit coastal streams.

Anadromous habitat for coho salmon and steelhead in Mill Creek ends at Turner Falls, near Central Avenue, but there is good resident trout habitat upstream. There are no adult fish barriers on Widow White Creek, although the HWY 101 and Murray Road culverts are probably upstream barriers to juveniles (Allen, pers. comm. 2021).

On Widow White Creek, adult and juvenile coho and steelhead were observed in the creek behind the high school; even before ‘jump pools’, to aid fish passage, were installed at McKinleyville Ave (Allen, 2021).

Numerous agencies and non-profits are engaged in fish conservation activities, including CDFW, USFWS, Redwood Community Action Agency,

3.15. Wildland Fire Potential and Fuels Condition

Sources of ignition on the MCF include prescribed fires that may escape from forest management activities such as pile burning; infrequent natural lightning strikes, fires caused by humans who are recreating, illegal campfires, and fires that move into the forest from residential areas. Residential area fires could escape from burn piles, poor disposal management of barbeque coals, fireworks or other means. The MCF is located in areas mapped as “high” for fire severity according to the statewide Fire Hazard Severity Zone map adopted by CAL FIRE – see Map 12. The areas mapped as “High Fire Severity” in Humboldt County include most of the forested coastal hills around Humboldt Bay.

As of 2020 CAL FIRE had not mapped any fires on the MCF as far back as the 1908 Luffenholtz fire. However subsequent to CAL FIRE’s publishing of the fire perimeter maps for 2020 early this year, a several acre fire occurred on the flat area of the MCF east of Gwin Rd. The MCF is located in a State Responsibility Area for wildland fire protection and wholly within the Arcata Fire Protection District boundary for structure protection.

Although fire is an integral part of the redwood forest ecology, wildfires cannot be allowed to burn due to the proximity to urban areas. Limited use of prescribed fire as a management tool includes eliminating large concentrations of slash at landings and roadsides, and low intensity understory burns to reduce fire hazards and mimic natural disturbance. Although natural fires are infrequent, old growth stumps and snags that ignite can be difficult to extinguish. Recent fires in other redwood forest areas such as the Canoe Fire in Humboldt Redwoods State and the CZU complex in the Santa Cruz Mountains shows that extensive wildfire in redwood forests can occur. Even though the MCF is not located in a mapped “very high” severity fire risk area, with a changing climate future condition in the MCF could lead to damaging fires in the future.

The Humboldt County Community Wildfire Protection Plan (CWPP) identified the area “*between the forested area east of McKinleyville and the interface zones*” as a priority for fuel reduction, defensible space and landscape treatments.

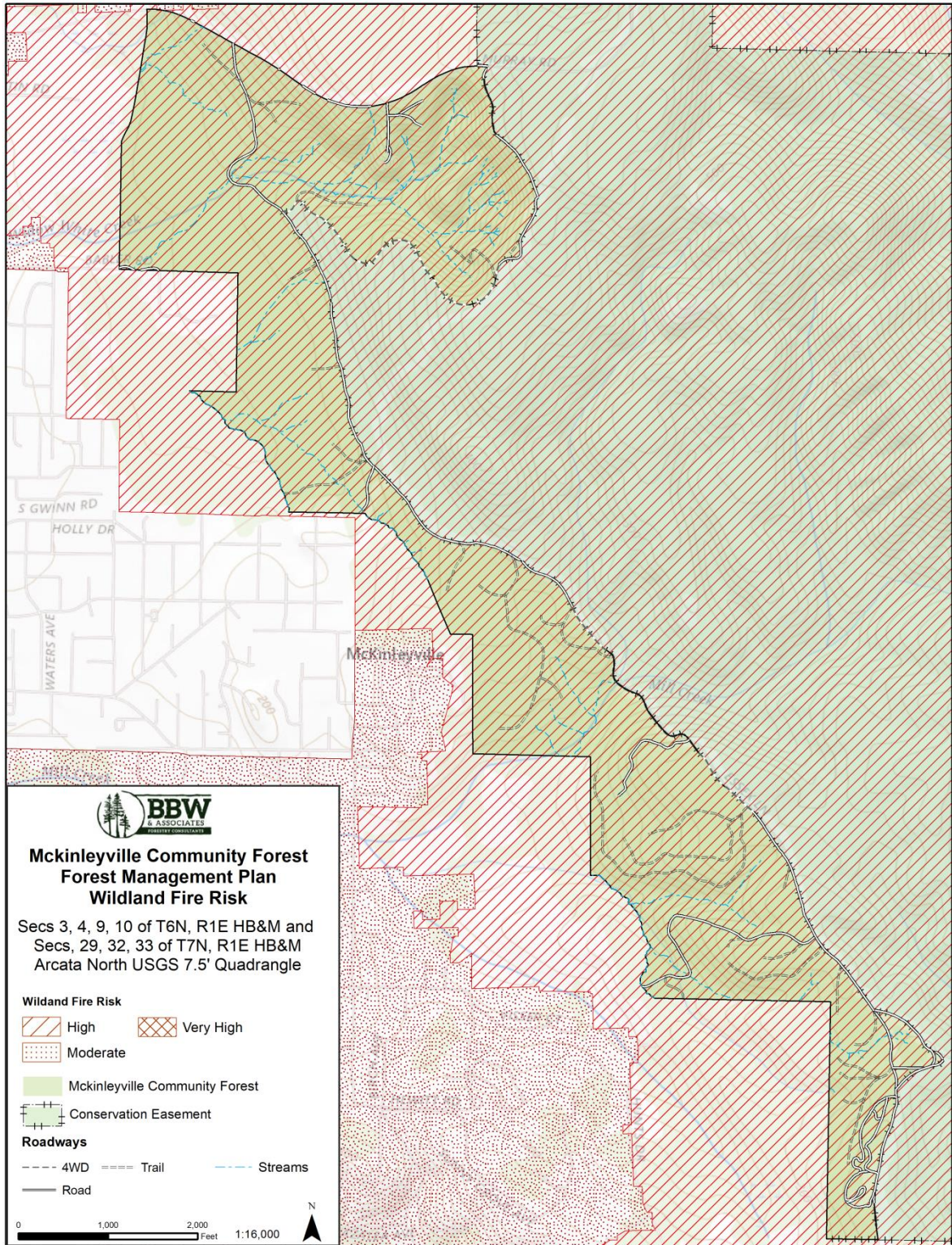
The CWPP also highlights a priority to “*work with commercial timberland owners such as Green Diamond Resource Company to identify priority areas for strategic vegetation treatments to increase forest resiliency to wildfire*”. This includes designing projects to buffer residences from wildfires that originate from the timberlands and to protect timber resources and ecological values from fires that start in adjacent developed areas and along roads. Priority areas for such project development include timberlands adjacent to the east side of McKinleyville and the west side of Fieldbrook. Seek opportunities to collaborate on roadside vegetation management projects where public roads or private roads, leading to residences, transect timberlands.

Post-timber harvest slash material consists of unmerchantable treetops, limbs and bark. This material for most part can be lopped and scattered within logging areas, allowing it to then mulch into the soil. Concentrations of slash tend to be greatest at log landings to which logs are skidded for loading onto trucks. At those locations machine piles may occasionally be created for later burning during the wet season, chipped on site, or hauled off as biomass. Moderate amounts of slash may be placed back into the forest stands with log loaders and spread to decompose. Logging slash can be used as a BMP in some cases, e.g., to cover logging skid trails with a woody debris mulch layer to prevent erosion and to prevent the establishment of unauthorized trails. For stands closer to residential areas within the Fire Protection Zone, slash material should be chipped or removed when possible. Along high-use roads and trails logging slash can be chipped to improve the forest appearance. Most areas harvested under selection silviculture will “green up” within a couple of years post-harvest and slash material will be less visible.

Management of fuels along the wildland urban interface will include education and outreach to adjacent residential property owners regarding forest fuels management practices on the private lands.

In general, the existing road system is in good enough condition for fire suppression apparatus to access a large portion of the property.

MAP 12 Wildland Fire Risk in and Near MCF



3.16. Air Quality and Noise Resources

The assessment area for noise and air quality includes the residential and public facility zones on the forest perimeter. Management of the forest would involve use of chainsaws and large and small construction equipment that would create minor and temporary increases in ambient noise levels in the project vicinity during timber harvesting, and the installation and maintenance of projects including roads, trails, shaded fuel breaks, stream restoration and invasive plant removals. No area would be subject to excessive noise levels for an extended period of time. A special zone can be established along the urban interface within the MCF where group selection openings will not occur. The single tree selection zone along the urban interface will help filter noise and dust. To maintain air quality, dust abatement will be used on haul roads and landings as needed. Cable yarding requires the use of frequent whistle signals for logger communication per OSHA standards and this type of noise is difficult to mitigate. The sounds associated with cable logging have occurred for years in and adjacent to the MCF so there is an established baseline. Cable yarder noise travels a great distance and will be noticeable to forest users and adjacent property owners. The noise related from timber harvest activities will cause a short-term change in noise levels. Noise impacts are generally limited to a time period of 7:00 A.M. to 6:00 P.M. Mondays through Fridays.

Burning of post logging slash piles at landings and or burning of material for forest fuel treatment or invasive plant control requires a burn permit and Smoke Management Plan from the North Coast Unified Air Quality Management District. Chipping is more expensive than burning but releases less CO₂ and causes less air resource impacts.

RECOMMENDATION 3.15.1: The MCSD should consider using only single tree selection silviculture along the urban interface to help filter noise and dust. Also, the MCSD should use dust abatement such as watering on haul roads and landings to maintain air quality.

3.17. Summary of Current Property Conditions

Generally, the property is in good condition, the forest is healthy and growing, there are no significant liabilities such as large-scale landslides or contaminated sites and the adjacent neighbors do not appear to present any significant objections or conflicts to forest management at this point. The main resource issues that need to be addressed are road surface drainage upgrades, erosion sites that need to be repaired, invasive plant control and fuel hazard reduction near the residential neighborhoods.

4. Management Goals and Objectives

4.1. General Principles

The McKinleyville Community Forest will be managed for multiple purposes including public access and recreation, timber harvest, and watershed and resource conservation. The Community Forest is envisioned as a place for local residents and visitors of all ages to engage in recreational and educational activities such as walking, hiking, mountain-biking, wheeling (with mobility devices), horseback riding, studying nature, and enjoying the outdoors.

The MCSD and MCF will depend on active volunteer public involvement in a variety of forms, including donations and fund-raising, trail building and maintenance, trail clean-up, volunteer patrols, restoration activities, advisory support, and educational programs. Timber harvest revenues will likely need to be re-invested into the property for 20 to 30 years to provide for development of trails and access points and road upgrades. Grants and donations can provide additional financial assistance. Many grant opportunities require match funding so timber revenue derived from forest management could expand the range of grant opportunities.

The MCSD, MCF and McKinleyville will benefit from a strong partnership with the Wiyot Tribe, Blue Lake Rancheria and the Bear River Band of Rohnerville Rancheria.

4.2. Issues, Concerns and Opportunities

Management of the MCF should be guided by developing goals and objectives that respond to some or all of the following issues, concerns and opportunities (ICOs). Issues are those activities tied to people behavior. Concerns are the adverse condition of a particular natural resource that may or may not be connected directly to a people-oriented behavior. Opportunities are the favorable juncture of circumstances often with a favorable outcome.

Issues

- Trespass by motorcycles and ATVs, particularly during the wet season
- Trash dumping, particularly at the lower Murray Road gate and at the several access points on the west side of the property.
- Establishment of homeless encampments and associated trash and fire risk issues
- Trespassing across neighboring properties to access MCF
- Lack of parking at access points in neighborhoods
- Target shooting
- Hunting
- Overnight camping (except by permit)

Concerns

- Impacts to water quality, particularly at the un-culverted Mill Creek crossing
- Excessive soil erosion to the skid trail approaches to the un-culverted Mill Creek crossing due to motorcycle and mountain bike use
- The property is likely not large enough to enact an ARB-compliant cost efficient carbon project
- The property is heavy to spruce which is a low value species
- Logs cannot be exported from publicly held lands which limits what can be done with the spruce
- There are large expanses of pampas grass which is a designated invasive species
- Budget for management
- Possible constraints to ingress/egress on title reports
- Neighbors may object to increased use of streets and cul-de-sacs at the access points located in neighborhoods.

Opportunities

- Provide recreational opportunities to McKinleyville and other local residents, especially since McKinleyville is a disadvantaged and park poor location.
- Potentially generate revenue from timber harvest for long term maintenance and sustainability of the property
- Work with the Wiyot Tribe and other local tribes to enhance cultural awareness about the Wiyot ancestral lands and Wiyot way of life.
- Quantify carbon stocks to track emissions and sequestration from existing and future McKinleyville land uses
- Reduce invasive species
- Provide a green belt on the east side of McKinleyville

4.3. Management Goals and Objectives

RECOMMENDATION 4.3.1: Given the non-exhaustive list of issues, concerns and opportunities above, we recommend the MCSD adopt some or all of the following goals and objectives for the community forest:

Goal 1: Forest Stewardship

- 4.3.1.1 Utilize a sustainable forestry model and conservation-based forest structure
- 4.3.1.2 Increase standing timber volume and terrestrial carbon over time
- 4.3.1.3 Favor the growth of larger trees, especially redwood and Douglas-fir
- 4.3.1.4 Create a climate resilient forest and reduce the risk of high intensity, damaging wildfires

- 4.3.1.5 Balance ecological, social and economic values and acknowledge that these values are connected
- 4.3.1.6 Utilize the Forest as an outdoor laboratory for local schools and for the university to foster research and other academic studies

Goal 2: Environmental Values

- 4.3.2.1 Recognize the value of and maintain the diversity of species (including hardwoods)
- 4.3.2.2 Protect and enhance aquatic and wetland habitat values on the forest as well as within the downstream watersheds.
- 4.3.2.3 Help to mitigate storm-event flows in Mill Creek and Widow White Creek which will limit flooding in the 100-year floodplain
- 4.3.2.4 Manage to develop un-even aged stands, maintain snags, coarse woody debris and landscape-level biological legacies.
- 4.3.2.5 Seek grants and other opportunities to implement projects that improve the quality of fish and wildlife habitat
- 4.3.2.6 Cooperatively work with federal, state and county agencies and non-government organizations for control of non-native invasive species

Goal 3: Working Forest

Add value to the property through application of single tree selection silviculture which allows for development of mature forest conditions over time and into perpetuity

- 4.3.3.2 Provide regular future income from sale of forest products
- 4.3.3.3 Provide for a well-designed and maintained system of roads that are co-used as recreational trails
- 4.3.3.4 Deliver conservation co-benefits including fish and wildlife habitat and water quality
- 4.3.3.5 Provide educational, research and recreational opportunities. Timber harvest operations provide a unique opportunity to provide education in the field regarding the ecological intention of the operations.
- 4.3.3.6 Generate sufficient revenue from timber harvest and grant funding to cover forest, management and maintenance costs and upgrades.
- 4.3.3.7 Seek a partnership between the MCSD and the Wiyot and other tribes to increase opportunities for Wiyot tribal members to gather traditional materials.

Goal 4: Public Access and Recreation

Provide a large public open space area with a well-developed and maintained trail network

- 4.3.4.2 Provide amenities to support public access such as trailhead parking, restrooms, interpretive signs, picnic tables, benches and horse watering troughs.
- 4.3.4.3 Provide maps, signboards, kiosks, Avenza smartphone map application, trail names/numbers.
- 4.3.4.4 Implement a network of trails and access points.
- 4.3.4.5 Encourage public events that promote public access and recreation, e.g., equestrian, bike or running, including races.
- 4.3.4.6 Leverage forest management activities to improve public access and recreation, for example include trail or road improvements in forest harvest operations.
- 4.3.4.7 Support and work to expand volunteer programs to enhance recreation, interpretation and patrol while building a cadre of volunteer stewards.
- 4.3.4.8 Conduct periodic user surveys and needs assessments of forest users for future planning efforts and to understand the demographics of the users.
- 4.3.4.9 Public access points and trails will be developed incrementally in a logical sequence over the course of several years. The timeframe will depend on fundraising and grant opportunities, volunteer interest, and working through the appropriate planning and permitting processes. The best short-term opportunities for access points are both located at the two Murray Road gates.
- 4.3.4.10 Connect the two Murray Road gates via a trail so that there can be an easy round trip opportunity for hikers and recreationists

Goal 5: Community and Tribal Involvement

- 4.3.5.1 Encourage Volunteerism: Volunteer groups associated with the MCF can be instrumental in maintaining recreational trails, removing litter, removing invasive plants, and planting trees and providing specialized interpretive programs.
- 4.3.5.2 Increase awareness and understanding of community-based forestry
- 4.3.5.3 Engage with local Native tribes and groups (such as the Native American Club at Arcata High School) to assist in management of the forest
- 4.3.5.4 Seek partnerships with local schools/community groups for vocational training opportunities.
- 4.3.5.5 Cooperate with individuals and organizations, and local, state, tribal, and federal governments to promote ecosystem health and sustainability
- 4.3.5.6 Develop a volunteer program including a trail maintenance program to build community in the forest
- 4.3.5.7 Through management efforts, attempt to resolve any trail user conflicts through education, re-designation of trails, maintenance and construction of rolling dips for use as speed control, and periodic trail patrol. The emphasis will be on education so that trail users adopt appropriate trail etiquette and self-police the trail system.

Goal 6: Public Safety

Post directional maps and maps that display “you are here” locations.

Cooperatively work with federal, state and county agencies and non-governmental organizations to integrate fire prevention and suppression resources and develop and implement hazardous fuel reduction projects to reduce risk of wildfire

4.3.6.2 The District and County will enforce applicable county rules and regulations such as illegal dumping, camping, no hunting, leash law and litter.

4.3.6.3 Develop evacuation routes/plans, emergency access for fire trucks, helicopters, ambulances, litters, etc.

4.3.6.4 Provide education and plan for wildfire safety and evacuation

4.3.6.5 Provide specific safety plans for trail closures or detours around active timber harvests or other operations where heavy equipment is in use

4.3.6.6 Create yield signs for recreational users to minimize trail conflicts

Goal 7: Education

Provide opportunities for involvement with local schools, colleges, universities and the McKinleyville Land Trust.

4.3.7.2 Utilize docents and naturalist guided walks to provide opportunities for people to enjoy the forest

4.3.7.3 Increase awareness and appreciation of cultural heritage by working with the local tribes to increase cultural awareness of the forest.

5. Management Plan Implementation Guidance

5.1. Timber Harvest

In general, it can be expected that approximately 100-150 acres of the forest could be harvested every five years or so on the MCF. This frequency of harvest means that it will take approximately 10-15 years to conduct thinning's on the entire manageable portion of the forest and be ready to start over again. To meet objectives stated in Goals 3, the general prescription will be single tree selection. Given the young age of most of the MCF, for several decades selection will consist of repeated light thinning of the forest, focusing on removing poor quality or slow growing trees and growing bigger, older trees over time. The actual number of acres harvested and frequency of harvest will be determined by ecological, logistical and economic conditions encountered in future years. The age, size and total volume of timber in the MCF will generally increase over time. More details are described below.

Harvest units will be delineated at each harvest entry based on logistical and economic conditions encountered at the time. The harvest units will consist of one or more "stands" as depicted in the Stands maps.

RECOMMENDATION 5.1.1: Assuming the MCSD expects to manage the timber resources on the MCF, the MCSD should hire a consulting forestry firm/RPF to complete an NTMP consistent with the recommendations found throughout this document. An NTMP is a long-term permit that requires periodic updating of forest inventories; botanical surveys; erosion sites; wildlife habitat and use and cumulative effects to watersheds including Widow White/Norton Creek and Mill Creek watersheds.

5.2. Growth and Yield

Based on the number of acres of manageable stands by age class described in section 3.2 above, an estimate of the growth and yield of the Community Forest can be made, though not with the precision that will come once an updated inventory is made.

In general, site 1 and 2 timberland can grow around 1,000 board feet per acre per year. Given existing inventory (with the caveats noted in section 3.2 above) an estimate of yield over the next 20 years can be made. Growth on the manageable portion of the Community Forest is projected at 380 MBF/year. Based on this growth rate (and no harvest), there might be around 5,700 MBF of volume on the forest in 2025, 7,600 MBF in 2030, 9,500 MBF in 2035 and at the end of 20 years, the manageable part of the community forest might have as much as 11,400 MBF of conifer stocking or about 30 MBF/acre. Assuming harvest is about 50% of growth for the next 20 years (in order to increase stocking), harvest in 2025 might produce close to 1,000 MBF (one million board feet), then another 1,000 MBF in 2030 and so on until 2040. At that point, stocking would amount to about 9,500 MBF or about 25 MBF/acre. Of course, stocking on the entire forest would likely be substantially higher as the 160 acres of stream zones would be expected to also be growing around 1,000 board feet/acre/year. Given the existing

inventory in the stream zones of 6,560 MBF at present and with a growth rate of 1,000 board feet/acre/year, the stream zones might contain around 9,750 MBF of conifers in 2040. Thus in 2040 the community forest might contain as much as 39 MBF/acre and around 20,000 MBF. Unfortunately, the data does not warrant a much more detailed analysis, so no estimate of future stocking by species is projected, though for gross planning purposes the safest assumption is that the species composition in 2040 is likely to be similar to today's species composition with half of the volume in spruce and other low value species. However, given the stocking observed in the recently harvested areas, it does look like the proportion of redwood could be substantially higher in 2040 than today.

RECOMMENATION 5.2.1: Hire a consulting forestry firm/RPF to conduct an inventory at the property and stand level that provides estimates of volume and growth by species accurate to within $\pm 15\%$ at the 66% confidence level which will aid in growth and yield modeling at the stand level. Ensure that all modeling and reporting of growth and yield includes estimates of carbon stocking in metric tons per acre in order to provide the MCSD with estimates of the amount of carbon being sequestered on the MCF.

RECOMMENDATION 5.2.2: Establish a conifer board foot stocking goal somewhere above baseline (e.g. ~ 30 MBF/ac) as a floor not to go below, and restrict harvest to less than 25% of growth until the goal is reached. Once reached, restrict harvest of growth to approximately 50% of growth until the upper goal is reached.

RECOMMENDATION 5.2.3: Establish a conifer board foot stocking goal "soft ceiling" at approximately 100 MBF/ac at which point all or most of growth can be harvested

5.3. Silviculture

Silviculture is the art and science of controlling the establishment, growth, composition, health and quality of the forest to meet the landowner's goals for sustainability, habitat, restoration and recreational values. The MCF will be managed using only uneven-aged silvicultural systems, which mimic a natural forest by perpetuating stands with various age classes. Thinning and/or selection prescriptions will need to balance tree growth targets, regeneration recruitment, structural complexity, concerns of bear damage, and economic viability. Typically, these criteria can be achieved by removing 20 to 40% of stand volume at each entry. A re-entry cycle may be spaced 10 to 25+ years apart depending on many factors. The longer the return interval between harvests, the more time for the stand to recover and present a more appealing visual appearance.

The maximum age that a tree is generally allowed to reach within a managed forest is known as the "rotation age." Trees that reach this age (or sometimes size) would be harvested, or "rotated" out of the forest. The commercial tree species found on the MCF are long lived, from hundreds to thousands of years. There is no need to establish a rotation age for trees on the MCF at this point, as it is early in their life cycle. In general, many trees on the MCF will be allowed to grow until they attain characteristics common found in a mature forest (fissured bark, complex crowns, large diameters, heights of 200' or more, etc.).

Longer rotation ages result in larger and fewer trees harvested per acre. There is less un-merchantable slash debris created by logging operations in older stands as compared to younger harvested stands with more un-merchantable sized tops. The need for site preparation is lessened by the lower volumes of slash material. Also, larger and fewer logs are handled (skidded, loaded and scaled) during harvest, resulting in lower overall operating costs.

Silvicultural methods as proposed will tend to increase characteristics related to stand complexity and aesthetics which include some or most of the following factors:

- Multi-layered canopies - Modified single-tree selection timber harvests, release of advanced regeneration, establishment of new redwood tree cohorts, planting of shade-tolerant species (western hemlock, grand fir, etc.) in areas where they are underrepresented, and retention of some trees with complicated re-sprouted or reiterated tops.
- Elevated large snag densities - Girdling of selected intermediate to co-dominant trees, usually Sitka spruce, grand fir, and Douglas-fir.
- Elevated downed woody debris densities and volumes - Felling of trees and retention of large broken pieces to create large downed log material, and augmentation of debris by hauling in cull logs from nearby land clearing operations.
- Variable retention density harvests - Thinning from below and harvest of stump sprout clusters with retention of dominant sprout trees, variable density harvests.
- Activities to re-allocate basal area to larger diameter classes

Benefits of extended rotations/older trees:

- Reduced mortality
- Abundant understory vegetation
- Understory cohort recruitment
- Larger more stable & vigorous trees
- Deeper, fuller, wider, persistent crowns
- Proportionally greater redwood composition
- Greater carbon storage

Summary of Regulatory Constraints for NTMPs under the CA Forest Practice Rules

Silviculture

- *Under the Selection silviculture method, trees are removed individually or in small groups sized from one-quarter (0.25) acres to two and one-half (2.5) acres maximum.*
- *On site II and III lands at least seventy-five (75) square feet per acre of conifer basal area shall be retained as a minimum stocking standard.*
- *Not more than 20% of the total area harvested with the selection method under any harvest operation shall be covered by small group clearings.*
- *Within the logging area all snags shall be retained to provide wildlife habitat with the exception of snags for safety reasons.*

Yarding

- *Heavy equipment equipped with a blade, shall not operate on skid roads or slopes that are so steep as to require the blade to be used for breaking (Generally <50% slope).*
- *Tractor roads shall be limited in number and width to the minimum necessary for removal of logs.*
- *Heavy equipment shall not operate on Unstable Areas. If such areas are unavoidable, the RPF shall develop specific measures to minimize the effect of operations on slope instability.*
- *Slash and debris from timber operations shall not be bunched adjacent to residual trees required for silvicultural or wildlife purposes or placed in a location where they could discharge into a Class I or II watercourse, or Lake.*
- *Where tractor roads are constructed only those roads shall be used for the skidding of logs to landings*
- *Desirable residual trees and seedlings will not be damaged or destroyed by tractor operations.*
- *Where water breaks cannot effectively disperse surface runoff, other erosion controls shall be installed as needed.*

Roads

- *Logging Roads and Landings shall be planned and located within the context of a systematic layout pattern that considers 14 CCR § 923(b), uses existing Logging Roads and Landings where feasible and appropriate, and provides access for fire and resource protection activities.*
- *Logging Roads and Landings shall be planned and located within the context of the following:*
 - (1) *Duplicative roads and total road mileage.*
 - (2) *The number of Logging Road Watercourse crossings.*
 - (3) *Construction and reconstruction near Watercourses, lakes, marshes, wet*

meadows, and other wet areas.

(4) Construction and reconstruction across steep areas that lead without flattening to Class I, II, III, or IV Watercourses and lakes.

(5) Construction and reconstruction on unstable areas or in connected headwall swales.

(6) Construction and reconstruction near nesting sites of rare, threatened, or endangered bird species.

(7) Construction and reconstruction near populations of rare, threatened, or endangered plants.

(8) Ground disturbance and the size of cuts and fills.

(9) The potential for affecting surface hydrology, including, but not limited to, concentrating or diverting runoff or draining the Logging Road or Landing surface directly into a Watercourse or lake.

(10) Maintenance needs while being compatible with the Logging Road classification and long-term road usage.

- *No Logging Roads or Landings shall be planned for construction (i) within 150 feet of the Class I Watercourse transition line, (ii) within 100 feet of the Class II Watercourse Transition Line on slopes greater than 30%, (iii) within Class I, II, III, or IV Watercourses or lakes, (iv) within a WLPZ, or (v) in marshes, wet meadows, and other wet areas, except at approved watercourse crossings.*
- *No Logging Roads or Landings shall be planned for reconstruction (i) within Class I, II, III, or IV Watercourses or lakes, (ii) within a WLPZ, or (iii) in marshes, wet meadows, and other wet areas, except at approved watercourse crossings.*
- *Logging Roads and Landings shall be planned and located to avoid unstable areas and connected headwall swales.*
- *As part of the planning and use of Logging Roads, Landings, and Watercourse crossings in the logging area, the RPF or supervised designee shall: (i) locate and map significant existing and potential erosion sites and (ii) specify feasible treatments to mitigate significant adverse Impacts from the road or Landing.*
- *All logging road and landing surfaces shall be adequately drained through the use of logging road and landing surface shaping in combination with the installation of drainage structures or facilities and shall be hydrologically disconnected from watercourses and lakes to the extent feasible.*

Watercourses

- *The quality and beneficial uses of water shall not be unreasonably degraded by timber operations. During timber operations, the timber operator shall not place, discharge, or dispose of or deposit in such a manner as to permit to pass into the water of this state, any substances or materials, including, but not limited to, soil, silt, bark, slash, sawdust, or petroleum, in quantities deleterious to fish, wildlife, or the quality and beneficial uses of water.*

- *Accidental depositions of soil or other debris in lakes or below the watercourse or lake transition line in waters classed I, II, and IV shall be removed immediately after the deposition or as approved by the Director.*
- *The timber operator shall not construct or use tractor roads in Class I, II, III or IV watercourses, in the WLPZ, marshes, wet meadows, and other wet areas unless when explained and justified in the plan by the RPF, and approved by the Director, except at approved crossings.*

5.4. Sale of Timber Products

Sawlogs are expected to be the principal commodity produced on the forest, although there may be an opportunity for incidental firewood sales and biomass for energy markets. Delivered-log timber sales can be conducted on a competitive sealed bid basis. Timber sale agreements would be based upon delivery of a certain quantity of logs to the mill. This is commonly referred to as delivered log price. Yield tax of 2.9% is calculated based on a formula that accounts for species, total volume, volume per log, logging method, and state-average stumpage values. The MCSD would be paid for net log scale and the MCSD, or the log purchasers, are required to pay the Board of Equalization Timber Yield Tax. The MCSD falls into Timber Value Area 1 on the Board of Equalization's Harvest Values Schedule, which is published semiannually.

As an alternative to a delivered log type of timber sale, is to sell logs as a "stumpage sale". A stumpage sale is when a log bidder purchases the logs "at the stump" and implements and pays for the logging and log transport. Within this type of sale, the purchaser hires the logging and trucking firms. The California State Demonstration Forests, Bureau of Land Management, and the US Forest Service typically use the stumpage sale method. Most industrial and non-industrial landowners, including the City of Arcata, use the delivered log timber sale method which allows for more control of the logger and logging operation and timing of the timber harvest activity.

Logging and log delivery would normally be accomplished via a logging contract between the MCSD and a Licensed Timber Operator (LTO or logger) and whose contract is administered by a RPF working under contract with the MCSD. After the MCSD gains sufficient experience, it could easily administer such logging contracts on its own.

The MCSD is prevented from exporting logs per federal Department of Commerce restrictions (15 CFR 792) for raw log exports that affect states and subdivisions of the state that includes counties, cities and special districts.

5.5. Aesthetic Considerations

The "look" of the Community Forest is an important consideration of forest management activities. In general, there will be continuous forest canopy across the forest even immediately following timber harvest. Harvests will generally consist of light thinning's across the stands, where mostly smaller and defective trees will be removed. Occasionally, small groups of trees may be removed but all openings created from timber harvest will be less than 2.5 acres and will not exceed 20% of the area of any harvest unit. Essentially,

the McKinleyville Community Forest will always maintain a continuous forested appearance from a near and far view perspective.



Figure 7- Abandoned car in the McKinleyville Community Forest- 2021.

Recommendation: The use of uneven-aged silviculture, which is the silvicultural method recommended for use on the MCF, would reduce potential visual impacts associated with timber harvesting. Trees retained for late-successional wildlife habitat, future crop trees, and growing stock will provide continuous forest cover after harvest operations. Harvested stands are, by their very nature, more open than natural stands, but should be well-stocked and composed of various age classes displaying distinct layers of tree crowns. Some management-created group selection gaps will mimic natural forest openings created by natural disturbances such as windthrow. Slash can be packed on skid

trails after use, “camouflaging” the bare, disturbed ground appearance and providing cover for erosion control.

Recommendation: To minimize aesthetic impacts of timber harvest, slash can be chipped along high use roads and trails or burned or trucked to a biomass facility or to other less visible areas. Lopping and scattering slash from recent timber harvests to a depth of less than 24” can hasten and cycle nutrients back into the soil. In coastal redwoods forests, slash and bare ground from timber harvesting is typically obscured by vegetation regrowth in a couple of years. Treating slash by burning, removing or lopping and scattering to a depth of 24” or less should be standard operating procedure for each timber harvest operation.



Figure 8 second growth selection harvesting on the Arcata Community Forest

Within the harvest units, additional measures will be taken beyond “business as usual” to clean up debris after harvest. Trees damaged during logging (broken tops, missing bark, etc.) will be minimized in single tree harvest, but when they do occur will generally be removed, especially near roads and trails. Logging slash will be removed from roads and trails. Slash can be chipped adjacent to high use trails and multi-use forest roads to improve aesthetics. Log landings, which will be kept to as small of size as possible and “naturalized”- meaning that leaf litter and native plants (huckleberry, ferns) will be planted on landing surfaces after harvest. Over the long-term as the dense young stands are pre-commercially or commercially thinned, the volume of unmerchantable tops and slash material will decline as the tree stem density decreases and the stand ages increase.

Log yarding (whether cable or tractor based) will periodically impact existing recreational trails. Following timber operations, recreational trails should be re-constructed and, in many cases, upgraded. Timber harvest operations provide an opportunity to upgrade

trails because roads will be opened up for access, and dump truck loads of rock may be brought to the site for trail surfacing. Also, having heavy equipment on site may lead to an opportunity to reshape or add to an existing trail.

To improve visual aesthetics, most trees damaged by logging will be removed. In areas of high recreational use minor logging damage to retained trees can be mitigated using black or brown tree paint. Additionally, trees that were marked with blue paint for harvest but for some reason not cut should have the paint marks “blacked out” to improve the visual appearance of the forests. All operational related flagging should be removed from logging areas, post-harvest.

Recommendation: The overall management effort will strive to maintain a visually pleasing forest setting that serves to enhance the recreational experience, local tourism and provide an attractive visual backdrop to the surrounding community.

5.6. Easements, Agreements, Covenants and Plans

Funding agencies grant agreements and conservation easements will likely be recorded on the property title. The MCSD may be required to periodically provide property information and monitoring reports to granting agencies as necessary. The main restrictions on title will prevent subdivision, transfer of the property without agency approval, development inconsistent with working forests, parks and wildlife habitat values. Other easements may include utility easements and road use easements/agreements by adjacent ownerships.

Another option is to develop a Spotted Owl Resource Plan or SORP to be approved by CAL FIRE to satisfy the requirements of California Forest Practice Rule 919.9(a) for submission of Notices of Timber Operations for a MCF NTMP. This would allow for a more programmatic approach for requirements to maintain habitat for this species

Proposed management of the forest is consistent with the county General Plan and the current TPZ zoning. The current land use of the MCF is Timber and the zoning is TPZ. TPZ Compatible uses include, but are not limited to: watershed management, fish and wildlife habitat, outdoor education and recreation activities.

Additional easements on adjacent lands forest management or recreational access purposes could enhance the long-term forest management. Working with willing property owners including additional recreational and management access points identified by MCSD staff near Hunts Drive, Cochrane Rd, Gwin Rd and Sutter Rd would be desirable. There may be future opportunities for conservation easements on adjacent lands including smaller forested parcels on the west and south sides that would enhance habitat for species such as northern spotted owl and for visual aesthetics for recreational users within the MCF.

5.7. Road System

There is an existing network of un-rocked roads and skid trails throughout the McKinleyville Community Forest. Many of these roads have not been upgraded or maintained since their original construction. Sediment sources are common along this network of roads. Road upgrades to allow seasonal and year-round public safety access and new trail construction will be one of the most significant and expensive aspects of managing the McKinleyville Community Forest over the next 20 years. In general, the highest priority will be controlling sediment sources near streams, providing safe public access via a network of recreational trails and reconstruction of the existing road network suitable for timber harvest.

RECOMMENDATION 5.7.1: Even though there is and will be an extensive road system on the MCF, much of which is intended to be rocked, motorized public access (e.g., ATVs, motorcycles, etc.) to any road or trail will not be allowed outside of entry points and parking lots. Roads will be utilized for management and administrative purposes only.

RECOMMENDATION 5.7.2: Proper road, landing, and crossing design is the key to minimizing both the costs of construction and maintenance and environmental impacts. In general, the principles and practices described in Weaver and Hagans (2015) and Board of Forestry Technical Addendum #5, (which is a requirement of the Forest Practice Rules), which contain guidance on hydrologic disconnection, road drainage, minimization of diversion potential and high-risk crossings) will be followed in the MCF. The following represents a summary of design principles for roads, landings and watercourse crossings that will be followed for work in the MCF:

- New and reconstructed roads and landings will generally be outloped for surface drainage and inboard ditches will be avoided except where unavoidable. Where such ditches exist and are determined to be significant sediment sources, they will be eliminated over time if possible.
- Compared to waterbars, rolling dips are more resistant to traffic induced failures and will be used where possible for surface drainage. Rolling dips also allow for traffic to flow without stopping to cross an abrupt edge. Other road drainage structures will be used in some situations, such as existing crowned main-line roads with acceptable numbers of cross drains. On temporary roads that are “put to bed” and will not be driven on for several decades, except in very rare cases, all culverts will be removed when they are abandoned and all drainage facilities will be substantial enough to not require maintenance.
- On slopes over 50 percent, road design for hillslope stability will depend on site specific conditions.
- Roads intended for year-round log hauling use will be surfaced to reduce erosion potential. Surfacing agents include, but are not limited to: rock, chip seal, and asphalt paving.

- Watercourse crossings will be designed to accommodate a 100-year runoff event, as well as for wood and sediment passage.
- Watercourse crossings will be designed to minimize diversion potential. Fill volume will be minimized over crossings, while providing sufficient depth of fill to protect a culvert from crushing under truck traffic.

RECOMMENDATION 5.7.3: Watercourse crossings using culverts with diameters of 60 inches or more will have armored entrances and outflows if they are necessary to avoid substantial loss of fill material.

RECOMMENDATION 5.7.4: Crossings of class I streams will be designed to provide for fish passage (all life stages). Where it is possible, bridges or pipe arches will be used to facilitate fish passage on both forks of Mill Creek.

RECOMMENDATION 5.7.5: Rock-lined ford crossings will be used for class II and III watercourse crossings where appropriate, since their failure rate is much lower than for culverts (Spittler 1992). Approaches to fords will be rocked to prevent sediment delivery to watercourse channels. It is only possible to use rock-reinforced fords in locations where channel gradients and slopes are moderate to low. This type of structure is most applicable to channels that flow only in direct response to rainfall. For each proposed rock-lined dry ford, the NTMP and Notice of Timber Operation (NTO) will identify the construction design needed to minimize the potential for contributing sediment to watercourse.

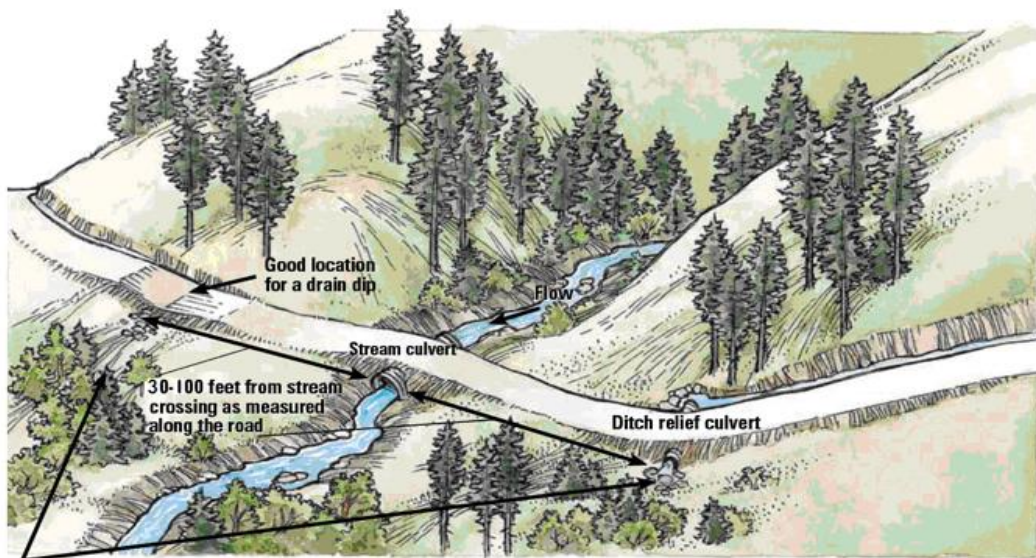


Figure 9 Ditch drainage should be directed into vegetation and undisturbed soil filter, and not allowed to continue flowing down the ditch and into the stream. (from Technical Addendum # 5, CA Board of Forestry and Fire Protection).

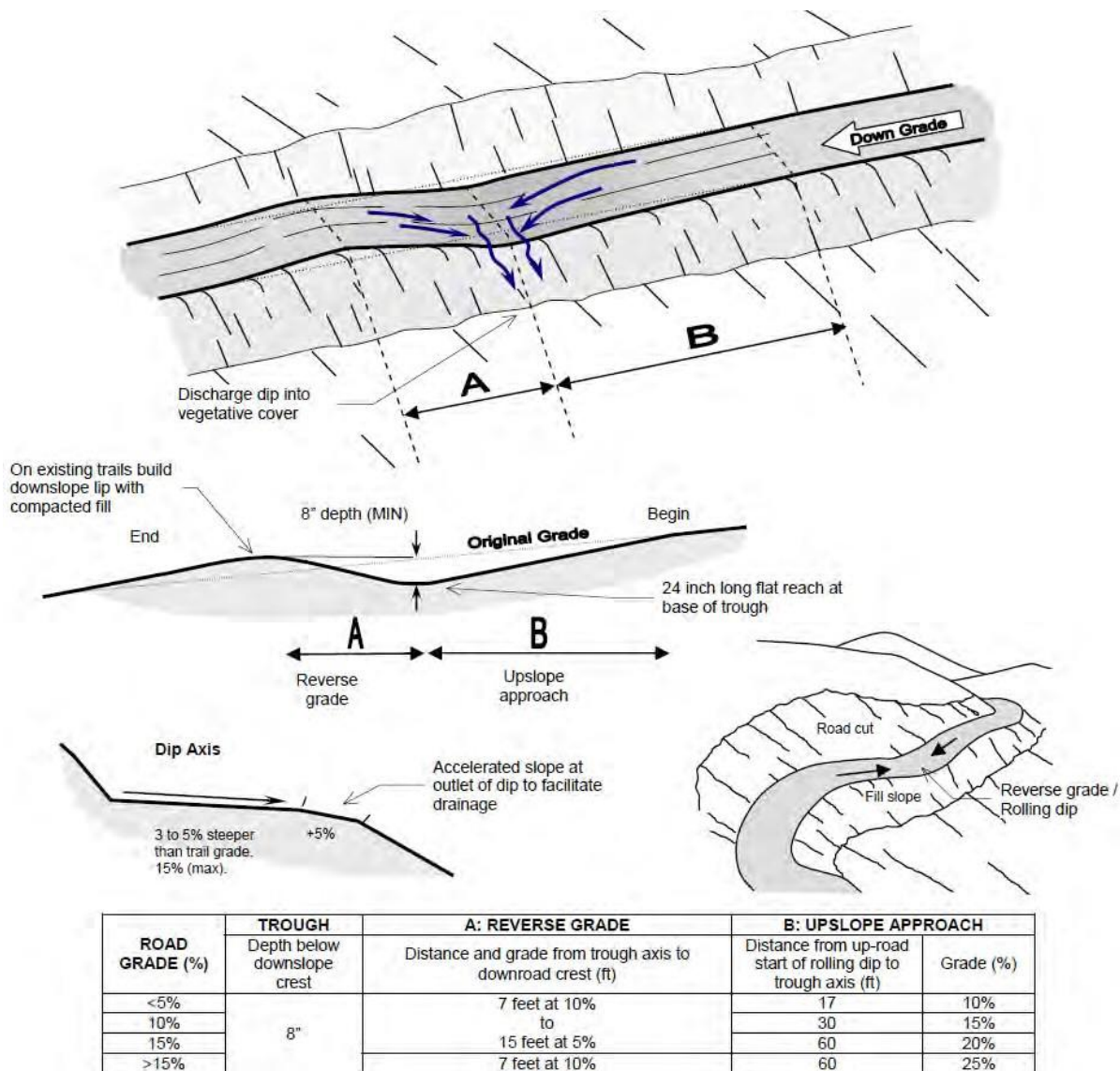


Figure 10 Graphic illustrating hydrologic disconnection and rolling dips to be employed on road system.

Another aspect of road design that is specific to community forests is integration with recreational use. In general, recreational use is anticipated to occur year-round, thus roads and trails that are part of the designated trail network need to be designed to accommodate wet weather use. Due to the fine-grained nature of soils in MCF and high rainfall rates, it will generally be necessary to apply rock surfacing to most recreational use roads and trails. For trails that occupy former or current logging skid trails it will be necessary to construct robust drainage features on steep segments, beyond typical waterbars on skid trails, which are not designed to handle year-round traffic by mountain bikes and/or horses. In contrast to “normal” skid trails it may be necessary to construct rolling dips rather than water bars on skid trails that are part of the trail network.

RECOMMENDATION 5.7.6: Roads that are used for recreational use trails should be surfaced with durable rock for logging road use and also topped with less coarse finer grain sized rock to allow for a more optimal surface for equestrians, hikers, runners and mountain bikes. Typical logging road rocking (loose, coarse sized) is not compatible with recreational use of the multi-purpose road system. Rocking the surface of roads and trails is key for allowing year-round use of the road and trail system.

RECOMMENDATION 5.7.7: At all stream crossings, recreational trails will be required to use structures that pass the 100-year flood flow.

RECOMMENDATION 5.7.8: Traffic control will be required whenever recreational users could interact with ongoing forest operations such as logging or road construction.

RECOMMENDATION 5.7.9: Trail or road segments affected by logging operations will be returned to pre-logging condition after operations are complete.

Since the entire MCF will likely be within the boundaries of an NTMP, all treatment of Controllable Sediment Discharge Sites (CSDS) will need to meet the requirements of the Forest Practice Rules. While CAL FIRE does not have legal jurisdiction over trail construction techniques, CAL FIRE and the RCRWQB does have jurisdiction over sediment sources - this means that trails may not contribute sediment to watercourses, and stream crossings need to meet CAL FIRE requirements on culvert/crossing sizing. For example, trails that occupy roads used by skidding equipment (skid roads) will be designed to maintain erosion control structures such as water bars and outsloped drainage.

Proper maintenance is a key to reducing long-term contribution of road related sediment.

RECOMMENDATION 5.7.10: Permanent and seasonal roads will be inspected at least once annually to ensure that drainage facilities and structures are functioning properly. Three types of inspections will be used: (1) formal inspections, (2) rapid ad hoc inspections, and (3) storm patrol inspections. During formal inspections, all crossings and roads will be carefully observed every two years, and problem sites will be recorded on road/crossing inventory forms. To cover the period between detailed inspections, a rapid ad hoc inspection will be made by MCSD staff and foresters during normal activities. "Storm patrol inspections" of known or anticipated problem facilities will be triggered by large winter storm events. Abandoned roads will be inspected at least twice following the completion of the decommissioning process, including at least one inspection following a large hydrologic event. Erosion Control Plans (ECP) will be submitted with every Notice of Timber Operations. The ECP details erosion control actions, sediment source treatments and monitoring requirements that take place following each timber operation.

5.8. Fire Protection and Hazard Reduction

The CAL FIRE Trinidad Fire Station and the Arcata Fire District are responsible for fire protection in the MCF. CAL FIRE and the Humboldt Bay Fire District would work together under mutual aid to ensure an adequate fire protection program would be in place for the MCF. In addition, MCSD staff would work with other agencies as needed to provide fire protection.

Pre-suppression is defined as fire protection activities performed before fire occurrence, to ensure reduced fire intensity and effective fire suppression. Pre-suppression plans discuss site-specific ways to minimize loss and to reduce hazard and risk. Many pre-suppression prescriptions involve reduction of forest vegetation, including thinning, pruning, and various slash treatments.

Public Information

Fire hazard and prevention information, as well as any forest regulations developed and implemented by the MCSD, would be posted on all informational kiosks. The trailhead parking areas, information boards, and picnic areas would be treated to reduce fire hazards for safety. The major roads and trails in the forest would be maintained to provide access for fire protection purposes.

Shaded Fuel Breaks

Shaded fuel breaks protect high value areas such as forestland, historical sites, and neighboring property. Typically, they are areas 100 feet wide where vegetation and other forest fuels have been decreased in order to reduce the rate of spread of an advancing fire. Less wide shaded fuel breaks are also beneficial. Within the MCF, the areas bordering public roads can be treated as shaded fuel breaks. Within these shaded fuel breaks, dead trees and ladder fuels (shrubs and lower tree limbs) are removed and the overstory canopy thinned to a level where shade would still reduce the growth of new ground cover/fuels. The understory would be modified so that a low-growing ground cover would be retained within the fuel break to provide fuels to start a backfire. Whenever possible, fuel breaks should visually merge with the surrounding landscape, conforming to the natural features of the area. Periodic maintenance would be needed to maintain fuel break specifications. Shaded fuel breaks in the MCF would provide safe locations for fire control lines and backfiring; ridgelines are commonly used as control points. Shaded fuel breaks and roads also aid in the compartmentalization of the property in order to contain a wildfire to its smallest size possible given existing infrastructure. This would minimize the need to install fire lines with bulldozers in the event of a wildfire. A 100-ft shaded fuelbreak along the northern boundary of the forest that borders Murray Road would help to reduce potential sources of ignition from this busy route. Clearing a fuel break around public entrances on the western border will also help contain accidental fires. Over time it might be possible to extend these treatments to the entire western boundary with the urban area.

RECOMMENDATION 5.8.1: Create shaded fuel breaks along and adjacent to public roads:

RECOMMENDATION 5.8.2 Regulations for the MCF should prohibit hunting, shooting, smoking and fires.

Thinning

Thinning involves removing individually selected live trees to reduce density, thus providing room to grow and maintain forest health, and to reduce the continuity of fuel.

Forest stands of almost all ages can be maintained in a healthy and vigorous state by periodic thinning. Precommercial thinning produces no commercial projects and creates significant slash. Commercial thinning produces many small merchantable logs (and in more mature stands, larger logs) and logging revenue can fund stand treatments including slash reduction.

Thinning from below removes smaller and weaker trees, while leaving larger and more fire-resistant trees. The trees that are left (residual trees) will occupy a healthier, more open and more vigorous stand with less competition for sunlight, water, and nutrients. This decreases their susceptibility to mortality from insects and disease and increases their growth and likelihood of surviving low intensity fires.

If the thinning prescription also includes removal of the smaller trees and shrubs, thinning can be effective in reducing the vertical fuel continuity and ladder fuel that fosters crown fires (Figure 11).

By itself thinning increases rather than decreases the surface fuel layer. For this reason slash is usually reduced by burning, crushing or masticating. Slash can be minimized by 'whole tree logging' in which the crowns as well as the boles are taken to the landing and the crowns chipped there. Piling slash with tractors separates fuels, opens up planting areas, and provides wildlife habitat.

Piling slash but not burning it leaves heavy concentrations of fuels on site that provide significant habitat for small mammals. Transportation of slash off-site is effective in reducing the in-unit fuels, but is expensive and the slash still has to be processed elsewhere. Burning is the most popular measures for reducing slash piles.

Pile burning would be conducted during the non-fire season on permissive burn days. Any burn piles would have to be completely extinguished at the end of the work day, prior to personnel leaving the area. Burning for forest management or for hazard reduction would be conducted in compliance with an approved burn plan under prescribed conditions and would be consistent with CAL FIRE's Vegetation Management Program. The MCF is in a wildland area and visitors and passers-by may be exposed to prescribed fire. The District is recommended to close public access to the forest if there is an active fire in the area. If fuel treatment projects are described in detail in the NTMP, it can serve as the environmental compliance document for grant-funded fuel treatment and forest health projects.

Pruning

Pruning removes the lower (live and dead) limbs of a tree to reduce ladder fuel. It may be done alone or in combination with a thinning. It is very labor intensive and so is most frequently done in small areas alongside roads to increase the effectiveness of the road as a fuel break. It is most commonly done using loppers or power limbing saws. Hand shears, saws or clippers may be used when more care is required. Lower limbs should be pruned to a height of 15 to 20 feet. Care should be taken to not remove more than 50 percent of the live crown length. Conifer limbs should be cut flush against the bole so healing will occur quickly.

The greater the distance between surface fuel and the base of tree crowns, the more difficult it is for surface fires to climb up the bark and become crown fires. Pruned trees are more likely to survive low intensity fires. The pruned trunk begins to produce knot-free lumber, which brings a higher price. (Graham et al 2004. 8).

Forest Patrol

Forest patrol is an important part of fire protection and prevention. District staff would coordinate with the County Sheriff Department and local user groups for patrol purposes. Patrols would include public contact, fire detection, and patrol of roads and trails during the fire season.



Figure 11 Example of a shaded fuel break on the Soquel Demonstration Forest Santa Cruz County.

5.9. Conservation Measures

The list of conservation measures below includes activities that are specific to various resources including trees, large woody debris, plant species, and soils; but any improvement to forest health and integrity can have radiating effects to the entire ecosystem.

Timber Harvesting Mitigations

- Mark legacy or wildlife trees for snag recruitment and to eventually become downed woody debris; on average 2–4 dominant trees per acre.
- Existing downed land cull logs produced during timber operations should be left in the woods for coarse woody debris recruitment wherever possible, except when utilized for firewood or developing building materials (e.g., milling wood on-site for trail bridges). Some fuel modification will be necessary to reduce fire hazard.
- All logs in stream zones should be retained. Management will provide for a continuous supply of coniferous coarse woody material to improve, maintain and restore vital stream functions, including salmonid habitat structure and bank stability.
- Retain all nest trees.
- Retain residual old growth trees.
- Conduct pre-harvest and post-project surveys to identify active nest sites of all raptors and special-status bird species that may occur. Those species include but are limited to: Cooper's hawk, sharp shinned hawk, long-eared owl, and yellow warbler. In addition, pre-harvest surveys will be conducted for northern spotted owl.

Botanical Resources

- Examine the California Natural Diversity Database (CNDDDB) reports during project planning and incorporate measures into all project development and monitoring processes for all known species as well as special status species that may be present. Submit CNDDDB Field Survey forms to CDFW for any sightings of listed, rare or special status species
- Maintain the indigenous plant composition in the redwood biome through active management, planting of species mix and use of local seed sources
- Maintain and enhance, when appropriate, the riparian plant community.
- Identify and protect habitat of designated sensitive plant species in accordance with State and Federal policy.
- Educate forest users of the value of the botanical forest resources during interpretive programs.
- Maintain control of invasive non-native species.

- Revegetate denuded areas resulting from recreational misuse or overuse. (For ordering nursery stock, the seed zone for the MCF is 092.)

Prohibit the general collection of floral greenery, flowers, fungi and other plant material for individual use and commercial purposes excepting cultural uses by local tribes

Soil Productivity

Soil productivity will be enhanced by:

1. Preventing organic matter loss

Organic matter loss occurs primarily due to site preparation activities such as high temperature-controlled burns and by the scraping and compacting action associated with heavy equipment operation on skid trails and landings. Leaving some vegetative material in the forest post-harvest helps to provide nutrient cycling and provides organic mulch. Conduct prescribed fire treatments when conditions do not allow fires to burn hot enough to consume the duff layer.

2. Preventing surface soil loss

Surface soil loss occurs when extensive areas of ground are exposed to rainfall resulting in sheet/rill erosion and gully erosion of the topsoil layer. This is especially a concern on steep slopes, or slopes and roads adjacent to watercourses. Soil loss can be prevented by revegetating bare areas with native trees and plants and using weed free straw mulch for covering bare mineral soil where there is a potential for surface soils erosion. Generally, using selection silviculture on the MCF will not expose extensive areas to surface erosion as the existing forest canopy and natural leaf drop will likely "self-mulch" most areas under the tree canopy.

3. Preventing soil compaction

Soil compaction occurs primarily during timber yarding operations. Areas where soil compaction losses can occur include skid trails, landings and roads where heavy crawler tractors and rubber tire equipment are used. Soil compaction results in increased surface runoff by decreasing the infiltration rate. Heavily compacted soil may also be difficult to revegetate. Soil compaction potential increases with the size of the logging machinery and when skidding on wet or saturated soil. Soil compaction can be limited by reusing existing skid trails; limiting the ground pressure of the logging equipment and avoiding the used of heavy equipment when soils are saturated, and limiting the ground pressure of logging equipment

4. Preventing growing space loss

Loss of growing space occurs when forest areas are converted to other uses or rendered incapable of growing trees through site degradation. Areas converted to non-timber growing acres on the MCF are limited to road rights-of-way, trailhead parking and logging landings.

RECOMMENDATION 5.9.1: Minimize growing space loss by reusing exiting landings sand skid trails, limiting landing size, and decommissioning exiting roads that are not

needed for future management. Due to the desire for keeping landings as small as possible to prevent growing space loss, front end log loaders are not practical in MCF timber harvest operations. Boom type hydrologic shovel loaders can operate on smaller landing footprints so are the desirable log loader type.

RECOMMENDATION 5.9.2: Resource values of native habitat communities should be restored, maintained, or enhanced to promote natural diversity and stability. Measures to achieve this goal include snag recruitment and retention, preservation of appropriate logs and other wood, debris maintenance of natural ponds and springs, and protection of riparian zones for use as movement corridors for wildlife.

Northern Spotted Owl Conservation Strategy

Northern spotted owls (NSO) have been federally listed as a Threatened species since 1990. Northern spotted owls are long-lived, medium sized forest owls, which often spend their entire adult life in one territory. Nesting sites are monitored and protected according to California Board of Forestry Rules and the federal Endangered Species Act (ESA). The NSO is also a state listed species.

Forest management objectives for northern spotted owls on the MCF are designed to maintain or increase the habitat for this species through forest management practices that enhance nesting/roosting opportunities and availability of a suitable prey base.

Proposed timber harvests containing suitable NSO nesting or roosting habitat must be surveyed for at least two years before operations, to determine the presence or absence of NSOs. Surveys must follow established protocols endorsed by the responsible state or federal agency.

5.10. Recreation and Trails

The MCSD currently maintains an excellent system of parks, trails, and other recreational facilities for the use of local recreationists (see Map 13, Existing and Proposed Trails from the McKinleyville Area Plan, LCP. Map courtesy of GDRCo). Complementary areas include Azalea State Park and open space lands held by the McKinleyville Land Trust. The MCF will substantially increase the amount of open space lands and trails available to the public, and will enhance neighborhood connectivity in the eastern part of the District, which was identified as an unmet need in the 2012 McKinleyville Parks and Recreation Master Plan. The MCF will improve the quality of life for area residents and visitors by providing outstanding recreational opportunities. Recreational facilities will be designed to be compatible with adjacent land uses, forest stewardship, resource conservation, and timber operations within a working forest.

Public access points and trails will be developed incrementally in a logical sequence over the course of several years. The time frame for trail development will depend on available funding, volunteer interest, and working through the applicable permitting processes. Local organizations expressing interest in actively supporting the development of trails and recreational opportunities include the Volunteer Trail Stewards Program of the Humboldt Trails Council, Retired Seniors Volunteer Program, Redwood Coast Mountain Bike Association and the Redwood Region Endurance Riders.

Specific Goals for Recreation on the McKinleyville Community Forest include:

- Provide opportunities for people to maintain and improve health and fitness through outdoor physical activity.
- Provide recreational trails that enable people to seek challenges and engage in play.
- Provide a refuge where people can connect with nature, experience solitude and wildness, make discoveries, and observe natural beauty.
- Provide an outdoor classroom for students and community members.
- Support public appreciation of watershed services, forest management, and modern timber harvest practices.
- Nurture a sense of place in the greater McKinleyville area and boost civic pride.
- Promote tourism and support the local economy.
- Allow local non-profit restoration groups to collect native plant material, such as transplanting stock and shrub greenery that is removed along power line right-of-ways and along alignments of proposed logging skid trails or new road segments where native plants would be impacted.
- Provide opportunities for local Native groups to apply Traditional Ecological Knowledge to stewardship of the forest and to gather plants for traditional purposes.



Recreation Trail Guidelines

1. New trail routes will be planned to meet the growing dispersed recreation demands and to reduce user conflict.

2. Disabled access will be provided by upgrading as many low gradient trail sections as possible to meet the Americans with Disabilities Act (ADA) standards.
3. Steps will be taken to ensure that recreational use is consistent with maintaining resource values. Illegal camping activity will not be permitted.

Mountain Bike Specific Trails

Mountain bikers often prefer features that are technically challenging and provide an experience of play and discovery. However, the MCF currently contains a number of sites where uncontrolled mountain bike (and motorcycle) use has degraded the road/trail surface and is causing erosion. In developing new and improved mountain bike trails erosion control will be a major consideration, as will safety concerns (to pedestrians, equestrians, etc.), and the exclusion of motor vehicles.

Mountain bike facilities may include a pump track, skills area, and trailhead parking. Pump tracks provide a continuous loop with rollers, berms, and other features that allow riders to gain momentum without pedaling by “pumping” the bike with up and down movements. A skills area would provide features constructed with dirt or wood to help riders’ practice bike handling, balancing, and jumping. The kids’ zone would provide small-scale features with a focus on safety and skill development. These facilities would provide opportunities for riders, especially youth, to learn and practice skills and then apply those skills on designated trails within the MCF. (These facilities, if completed, may limit future timber management within the facility footprint.)

Multi-Use Trails

Horseback riding is popular in the McKinleyville area and there are many horse owners within close proximity to the MCF. While some riders may be able to access the MCF without driving to a trailhead parking facility, it is likely that a parking area that can accommodate all users including horse trailers will be needed at some point.

Most trails are anticipated to be multi-use trails meaning that they provide use by hikers, runner’s, mountain bike riders and equestrians. Soliciting input from all of these users groups is important when designing and designating recreational trails.

Community support is vital for trail projects, including pre-construction phases and support for management once constructed. Solicit community leadership support for trail development. Promote community involvement with trail planning, construction and maintenance. Create alliances between various trail user groups early in an effort to maximize resources and efforts. Assess needs within the community and solicit leadership support for trail development.

Conflicts can occur on multi-use trails but can be avoided by constructing trails with good sight lines. Education is the key for fostering trail user cooperation and the MCSD can work with trail organizations to help the community to develop better trail sharing practices.

Other Recommendations for Recreation and Trails Include:

- Work with adjacent landowners to discourage and resolve trespass issues.
- Identify the locations of rare plant occurrences and minimize impacts during trail construction.
- Prohibit the use of motorized vehicles, shooting, hunting, camping, fires, and night time use, unless specifically authorized.
- Provide interpretive services that explain the Community Forest history, management programs and forest ecology. Services provided may be in the form of self-guided trails, brochures and maps or docent-led tours and are designed to encourage public use of the Community Forest and to solicit opinions from the public to improve the management of forest resources and visitor use.
- Design trails to comply with applicable local, State, and Federal master plans, design guidelines, environmental mitigation, laws, permits, or accepted standards.
- Remove unauthorized/rogue trails as soon as possible.
- Resolve trail user conflicts through education so that trail users adopt appropriate trail etiquette and self-police.
- Equestrian Trailer Parking – In addition to providing equestrian trailer parking at spaces where horseback riding trails are present, horse-friendly materials should be used. Spaces should be designed as a row of pull-through spaces each with sufficient depth and width for unloading horses and to allow horses to be tied to trailer sides. To accommodate overflow parking, additional space is recommended. Accessibility to shade and potable water should be considered when designing equestrian parking.
- Maps and Signs – Provide signs, maps and brochures at all trailheads and appropriately placed information kiosks to indicate permitted types of trail use, distances of trail sections, trail difficulty rating and to show the location of the kiosk or trailhead where the user is viewing the information. Signs and maps may also make note of landmarks, commonly seen wildlife, unusual features and sites of historical or ecological significance. All signs should be easily identifiable, vandal resistant, weather resistant and durable.
- Utilize mobile friendly website or application – MCF trails should have information already available online. A mobile device friendly website or application “app” such as Avenza can empower users to get information without the need for signs or other physical changes in the trail.
- Published resources include the California State Parks Trail Manual, the US Forest Service Trail Manual (FSM 2355), the USDA Forest Service Trails Management Handbook (FSH 23.09.18), USDA Standard Specifications for Construction and Maintenance of Trails (EM-7720-103, USDA/FHWA, Equestrian Design Guidebook for Trails, Trailheads, and Campgrounds, and the 2004 International Mountain Biking- Trail Solutions Guide.

Map 13, Existing and Proposed Trails

Pedestrian and Bicycle Circulation

Trail Legend

- Existing Class II or III Bike Routes
- Proposed Class II or III Bike Routes
- Existing Class I (Off Road) Trails
- Proposed Class I (Off Road) Trails
- Proposed Parks
- New Secondary Road Connectors
- New Collectors (w/ bike lanes)

Park Legend

- Existing Parks
- Proposed Parks (Conceptual Location and Size)
- Sewer Ponds
- Coastal Zone Boundary

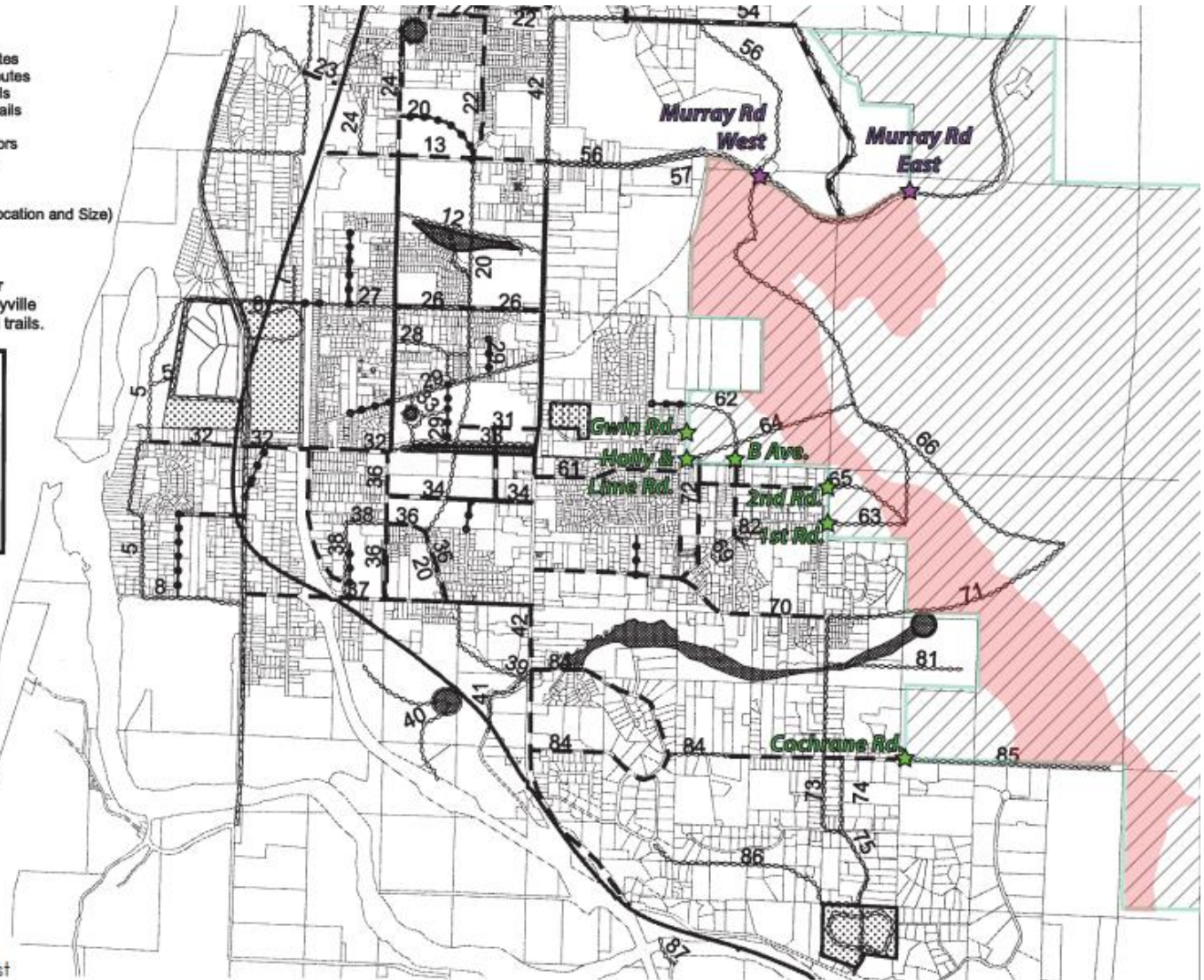
Note: Areas within coastal zone shown for informational purposes only. See McKinleyville Area Plan LCP for applicable policies and trails.

**NOTICE: THIS MAP IS A PLANNING TOOL ONLY
THIS IS NOT A RECREATIONAL ACCESS MAP**

The reason trails shown where development is not now planned is that if these properties are developed in the future, trails opportunities will be lost. Many of these parks and trails are not available for public use at this time and will not be if these properties are not developed in the future. To enter these areas without permission would constitute trespassing on private property. Refer to trails descriptions within Appendix C.



- Existing Access Pts.
- Potential Access Pts.
- Proposed Community Forest
- McKinleyville Tract



Sustainable Trails Typically Involve:

- Sustainable grades
- Outsloped tread
- Frequent grade reversals
- Erosion resistance
- Path that traverses along the sideslope
- Provision for sheet flow of runoff
- Positive user experiences
- Low maintenance

These trail design elements are typically referred to as a *rolling contour trail*.



Figure 12 Example of a bike pump track, Whistler BC.

Trail Projects and CEQA

Trail development as a “project” requires environmental analysis and any identified significant impacts to be mitigated. A MCF trails master plan can be developed and environmental analysis performed on the entire network so that the implementation of segments of the trail network can occur over a period of time. There are several Categorical Exemptions that could

apply to trail projects on the MCF. For example, minor modifications of the land using existing structures (such as the existing road system) could enable public access on many areas of the forest.

Categorical Exemptions and Trail Projects

For simple projects that do not cause significant effects

Common CEQA exemption categories:

- Class 1 – repair and maintenance of existing facilities
- Class 3 – new small equipment or facilities
- Class 4, Minor Alterations to Land (CEQA Guidelines § 15304) *consists of minor public or private alterations in the condition of land, water and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry or agricultural purposes. (a) Grading on land with a slope of less than 10 percent, except that grading shall not be exempt in a waterway, in any wetland, in an officially designated (by federal, state, or local government action) scenic area, or in officially mapped areas of severe geologic hazard such as an Alquist-Priolo Earthquake Fault Zone or within an Official Seismic Hazard Zone, as delineated by the State Geologist.*
- Class 11 – minor structures accessory to existing facilities

Negative Declarations and Mitigated Negative Declarations

For projects with environmental impacts, but not significant effects, or for which potential significant effects can be clearly mitigated, a 6 to 9 month timeframe is common

Example types of projects:

- Trail extensions, trail connections
- New bridges or boardwalks over streams and wetlands (with mitigation)
- Deferred maintenance projects for campgrounds, day use areas

Project Environmental Impact Report

EIR's provide enough detail to evaluate and mitigate, to the extent feasible, all impacts at a project-implementation level

- Includes alternatives analysis, possibly unavoidable, significant impacts
- 12 to 24 months (or can be longer if controversial).

Example types of projects:

- - Projects encountering endangered species or significant cultural resources.
- - Major new trails or larger-scale facilities (visitor centers, new campgrounds).

Self-mitigating Trail Design

Using accepted design manuals such as the State Park Trail Manual trail design standards provide opportunities for environmentally protective design elements if incorporated as part of project design, or performance standards for a future design, project can be “self-mitigating” under CEQA review

Motorized vehicles are to be prohibited in the forest except for: forest management, use of school and other buses to allow access for groups, parking at the main trailheads, and for public safety or research purposes as approved and permitted by the MCSD. Further review will be needed to determine which trails in the Community Forest are appropriate for e-bikes and to determine whether e-bikes are considered Other Power-Drive Mobility Devices under the Americans with Disabilities Act. In addition, the following activities may not be permitted :

- Camping
- Hunting
- Use of firearms and bow-and-arrow
- Paintball
- Construction of tree houses
- Cutting or removal of trees and plants (except for permitted Tribal cultural resource uses)
- Creating unauthorized trails

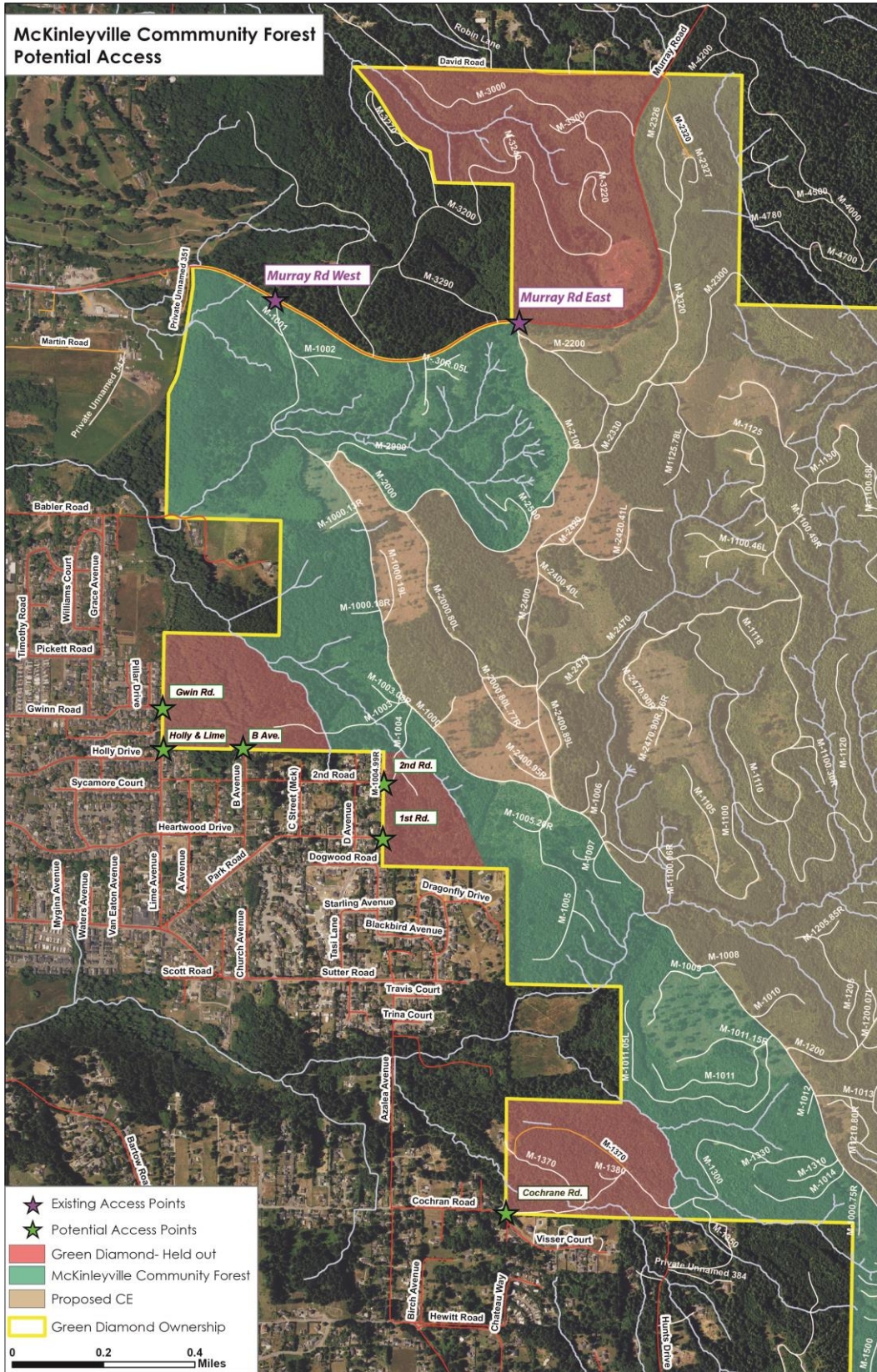
The MCSD and County may consider adopt of an ordinance to provide specific guidelines for avoiding user conflicts and impacts to forest resources. Issues to address include rules for dog walking (e.g., provisions for leashes and waste clean-up) and whether activities such as disc golf and ropes courses are compatible with the overall management goals.

To report non-emergency illegal activities forest users can call Parks and Recreation. (707) 839-9003 and or the Humboldt County Sheriff's Office at (707) 445-7251. For emergencies call 911.

5.11. Access Points for Public Access

Map 14 below (courtesy of GDRCo) shows existing or potential access points that are currently being used by the public to gain access to the MCF. The potential access points would all require negotiating an easement with GDRCo as they cross GDRCo “hold-out” lands which are not part of the community forest. It's likely that GDRCo intends to sell these “hold out” lands for residential development thus requiring that the MCF and GDRCo agree to any access routes before the sale of such parcels. Parcel boundaries for each of the potential access points are shown below. Additional engineering and surveying will be required to confirm property details at each potential access point.

Map 14 Existing or Potential Access Points to the MCF



For the two Murray Road access points, a logical place for designing trailhead parking would be off the south side of Murray Road adjacent to the existing western forest gate. Additionally, a road shoulder trail on the south side of Murray Road that linked the two existing gates where recreational access is likely to occur would eliminate the need to walk on the roadway. Murray Road in this location experiences relatively high vehicular speeds and installation of a roadside trail would greatly benefit the safety of pedestrians and bicyclists.

Trailhead kiosks should be installed and maintained at primary access points. Kiosks may include the following:

- a. rules and regulations governing the use of the forest including right-of-way;
- b. emergency information;
- c. special warnings about hazardous conditions;
- d. visitor awareness information;
- e. Native American cultural history;
- f. location map showing where cell phones can call out;
- g. trail system maps and links to online maps and apps such as Avenza;
- h. information pertaining to upcoming volunteer work days;
- i. information pertaining to ways to donate to the MCF fund;

RECOMMENDATION 5.12.1: Design all public access and parking facilities far into the property so as to reduce disturbance to neighbors.

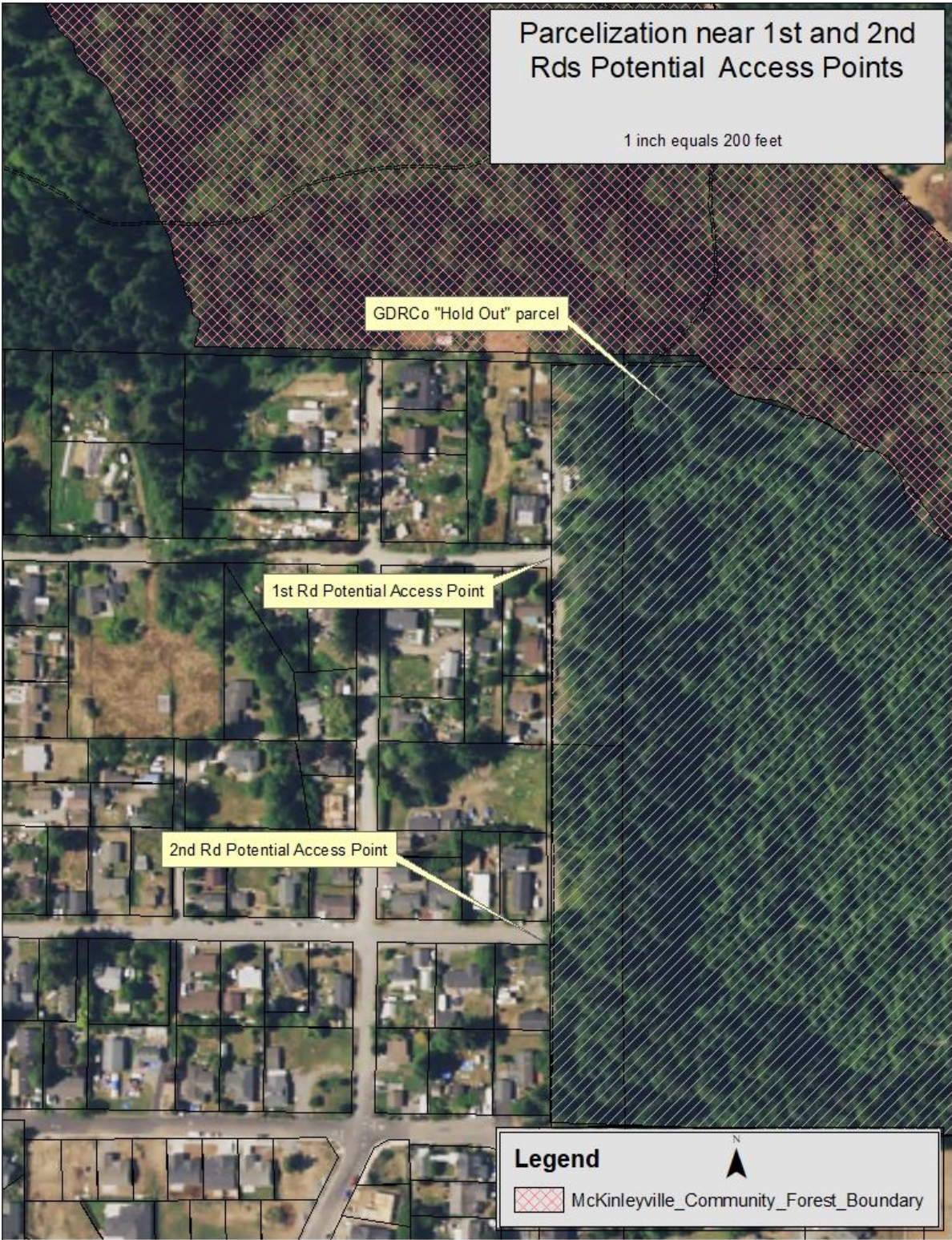
RECOMMENDATION 5.12.2: Develop a plan for how to control access into parking and other areas at night.

5.12. Community and Tribal Involvement

Input from the local community should be solicited throughout the MCF planning process starting with the development of the FMP and continuing as operational plans are developed. The following list of involvement efforts should be considered.

1. Public notices of forest management activities are circulated in local print, visual and social media with details for participation. Opportunities for outreach include postings at trailhead kiosks, webpage notices, press releases and public service announcements.
2. Timber harvest operations at start-up, large events such as a mountain bike race or foot races, and equestrian events will likely require temporary trail closures, which should be broadly noticed.
3. Input regarding allocation of forest derived revenues should be sought from the affected public, as described below:







The MCSD annual budget process typically involves workshops and numerous public meetings. The budget corresponds to a fiscal year that begins on July 1 and ends the following June 30. The annual budget allocates resources among the various divisions and directs funding to achieve the strategic priorities of the District. The MCF program budget will reflect the priorities for management, maintenance and capital improvements within the forest and will be open for public input during the annual budget process. Revenue from donations, event permit fees, timber harvests and grants will be used to fund ongoing forest management activities, including recreation.

RECOMMENDATION 5.12.1: For transparency, the MCSD should provide budget details for all departmental programs. Details on the MCF forestry program can be provided on the MCF webpage. An annual report should be developed for the MCF program, which details activities, costs and revenues generated annually.

4. Volunteer Workdays:

The MCSD is continually fostering relationships with various organized user groups to involve them in trail construction, trail maintenance, invasive plant removal and litter control. Involving citizen groups helps build a community forest constituency and leverage MCSD resources to accomplish more on the ground work. More importantly, participation in community workdays, such as trail workdays, provides the opportunity for people to be involved in their community forest and take pride in their community. The District can draw upon a strong and diverse volunteer pool that includes individuals, civic service groups, businesses, university clubs, non-profit groups, land trusts and elementary and high school students. Citizen stewards who work on MCF projects are likely to be motivated to work on other restoration opportunities within the region's coastal watersheds. Businesses can be encouraged to sponsor a volunteer group effort by providing beverages and snacks.

Other opportunities for citizen involvement include:

- Tree planting and native plant restoration.
- Invasive plant removal - Invasive plant removal by hand can be a tedious enterprise but can be made more enjoyable in a group setting that involves social interaction and snacks.
- School field trips -The MCF can provide a superior outdoor classroom for local schools. Ideally, students at the nearby McKinleyville Middle School and McKinleyville Union Elementary Schools would be able to walk to the MCF. Other schools can use buses to access the main trailheads, or obtain a forest permit to drive into the forest interior. The forest can provide individual students an ideal location for science fair projects, citizen science projects as well as classroom activities.

- Docent-led walks -Docent walks are a great way to get people into the woods. Organizations like the Redwood Region Audubon, Humboldt Mycological Society, California Native Plant Society and others can be invited to utilize the MCF for regular or special event walks,
- Periodic group events may include mountain bike races, equestrian events and distance runs. Depending upon the size and scale of the event, a special permit would need to be issued, and insurance, security and signage provided, especially if trail closures are part of the event's scope.
- Special Tribal Events - Invite the Wiyot Tribe, the Blue Lake Rancheria, and the Bear River Band to provide talks on Native history and Wiyot culture that can be shared by the tribe in a forest setting.
- Facilitate access to the forest by Native people practicing traditional tribal practices, such as gathering native plants.
- Work with local tribes in developing burn plans to reduce fire hazard and risk, and to maintain a health forest cover by light understory burning.
- Before and after timber harvest activities, conduct 'walks in the woods' where professionals and the public share their perceptions of management operations.
- The Parks and Recreation Committee can periodically discuss forest management matters in an open public forum and receive public input.
- The District should work with the local Fire Safe Council, Native groups, and concerned citizens to develop a Community Wildfire Protection Plan (CWPP) for the WCF. A WCPP is a plan developed in the collaborative framework established by the Wildland Fire Leadership Council and agreed to by state, tribal, and local governments, local fire departments, other stakeholders, and federal land management agencies managing land in the vicinity of the planning area. A CWPP identifies and prioritizes areas for hazardous fuel reduction treatments and recommends the types and methods of treatment that will protect one or more at-risk communities and essential infrastructure, and includes measures to reduce structural ignitability throughout the at-risk community. A CWPP may address issues such as wildfire response, hazard mitigation, community preparedness, structure protection -or all of the above (<https://www.nwccg.gov/term/glossary/community-wildfire-protection-plan-cwpp>).
- Utilize the California Conservation Corps - CCC crews can gain experience with natural resource management and receive environmental education on the MCF while providing a motivated project workforce.
- Train volunteer trail stewards to conduct trail patrols, in trail construction techniques, and to do non-native plant removals.

5.13. Public Safety

During active timber harvest, prescribed fire, forest fuel treatments or road reconstruction activities, some public use trails may need to be closed for periods of time unless detours can be set up to maintain trail use. When timber operations affect main

roads and trails, security staff can set up traffic control points to stop recreational users and let them through when conditions are safe. Active timber harvest operations can provide an opportunity to explain the purpose of the timber operations and educate the public on forest management practices. Log hauling should not conflict with recreational use as long as roads are watered for dust control and heavy equipment limited to speeds of 10-15 MPH. Drafting from surface waters is not typically necessary for dust control on the MCF as fire hydrants are available on the forest perimeter to fill water trucks. Hours of operating for logging can be limited from 6 am to 5:30 PM to avoid conflicts with the heaviest recreational use which is likely after 5 PM on weekdays during the summer season. There should be some flexibility to limit start up times adjacent to residential neighborhoods to 7AM. Logging should not occur on Saturdays and federal, state - designated holidays.

Periodic law enforcement or ranger patrols of the forest road system could be used to enhance public safety for recreational users.

Once management activities such as fuel treatments and other on the ground practices begin, the following should be provided to the Agencies and Organizations listed above each year before April 1st:

- A copy of the property map with access routes delineated.
- The name, address, and emergency 24-hour phone number(s) of an individual and an alternate who has authority to respond to CAL FIRE requests for resources to suppress fires.
- The number of individuals available for firefighting duty and their skills.
- A list of available firefighting equipment.
- Keys or combinations to any locked gates along emergency access routes.

The District should conduct regular assessments of hazard tree potential in areas of high use and along the urban interfaces. Hazard trees will be removed based upon these assessments. In order for a tree to be considered as posing a risk it must meet two criteria: (1) The tree, or a tree part, must be at an increased likelihood of failure, usually due to the presence of some structural defect (e.g., the presence of a significant amount of decay in a portion of the tree) and (2) there must be one or more targets present. A target may be any person or property that could potentially be damaged or injured should a failure occur. If there are no targets present there is no risk and the tree will not be considered a hazard, even if it is structurally unsound and likely to fail at any time. Ideally, hazard tree removal will occur during a scheduled timber harvest operation in the vicinity.

5.14. Acquisition Process

There may be future opportunities for expanding the forest land base and for additional management or recreational access fee land acquisitions or easements. The process for real property acquisition involves:

1. The MCSDC authorizes real property negotiations with a willing seller or donor.
2. Conduct a fair market value appraisal and enter into a purchase and sale agreement.
3. If necessary, conduct an environmental site assessment or Phase I assessment to assess if current or historical property uses have impacted the soil or groundwater beneath the property and could pose a threat to the environment and/or human health.
4. Determine consistency with the county General Plan and make CEQA findings.
5. Identify funding source such as grants, donor funds etc.
6. The MCSD Board authorizes a property certificate of acceptance and closes escrow.
7. The Board may consider a rezone of the TPZ-zoned lands to Public (P). A public or parks zoning designation may establish a Special Treatment Area (STA) around the perimeter of the MCF.

5.15. Siting of Public Infrastructure

Other than forest road upgrades and recreational trails, trailhead parking, picnic tables, benches signage and kiosks, there are no plans for siting significant new public infrastructure such as fire stations, new utility lines, campgrounds, water storage reservoirs, cell towers or other capital improvements in the forest. If future public infrastructure projects are proposed they should be planned to be compatible with and complimentary to the overall forest management plan and grant funding conditions.

Monitoring provides information to help determine if the MCSD's forest management activities are meeting the Forest Management Plan's objectives and are adhering to the permitting requirements as well as responding to concerns from the public, adjacent landowners and other agencies. Monitoring is a process used to evaluate progress toward goals listed in the Forest Stewardship Plan for the MCF. Adaptive management is a process to implement management strategies when and if analysis of monitoring results indicates that resource conditions begin to deviate from the desired trajectory and condition.

Adaptive management is one approach for dealing with uncertainty. It requires clear goals, an understanding of alternatives, observation and monitoring, and the ability to adapt management decisions to new information. It is a critically important tool when decisions have to be made in uncertain circumstances. Much of forest management is experimental. This requires revisiting actions and changing course—to adapt—when circumstances warrant. There are many definitions in the literature on adaptive management, but a common theme shared by them all is that adaptive management is a learning-based process. Through the monitoring process, determinations may be made as to whether the FMP, the Parks and Recreation Master Plan and or the NTMP need to be amended, or management activities need to be redesigned.

A monitoring plan will be designed to generate information that is useful to forest managers to help them understand the outcomes of their management activities as implemented. For example, did the prescribed forestry treatment have the intended short-term results? If not, what are the possible reasons?

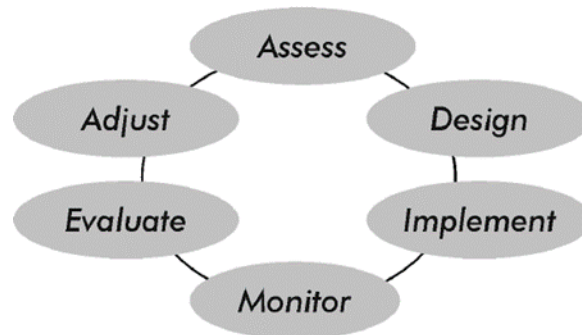


Figure 13. The Adaptive Management Cycle (Murray and Marmorek)

The NTMP is a long-term permit that requires periodic updating of forest inventories; botanical surveys; erosion sites; wildlife habitat and use and cumulative effects on the lower Mad River watershed.

To avoid adverse impacts on water quality and fisheries resulting from the discharge of sediment to watercourses attributable to timber operations, staff will monitor all timber operations (including all harvesting areas and new roads, skid trails, and landings) annually for five to seven years following completion of the operations. Occurrences of substantial surface erosion (i.e., gullies) or mass wasting (i.e., landslides or slumps) resulting from the operations will be identified and described by an RPF.

Game cameras can be periodically deployed on the forest to monitor wildlife use at particular locations. Mill Creek can be added to regional spawning surveys that are conducted by the CDFW.

A secondary focus for the MCF monitoring effort will be on broader purposes, such as creating linkages with other governmental planning or assessment activities; for example, the State Wildlife Action Plan, the County General Plan, Forest and Rangeland Resource Assessment, California Biodiversity Council Indicators Project, State Water Plan, Healthy Watersheds Partnership, Freshwater Conservation Blueprint, the Board of Forestry and Fire Protection's Effectiveness Monitoring Committee, and the Forest Management Task Force.

To further the goals of the MCF, fostering education and research and monitoring on the forest will provide information that will inform management. The MCF offers an excellent location for short and long-term projects that will be of benefit to the region. Humboldt State University, College of the Redwoods and other schools can be issued MCF use permits for studies pertaining to forestry, wildlife, water quality, visitor use, forest ecology, etc. that can provide monitoring feedback.

5.16. Forest Certification (FSC/SFI)

One way to demonstrate the sustainability of forest resource management is third party certification. Under this arrangement, a standards-setting organization develops a set of standards, which a forest owner agrees to adhere to in order to be awarded a certificate. Inspections are carried out periodically by a third-party certification body (CB). For instance, GRDCO and the van Eck California Forest are both certified under Forest Stewardship Council (FSC) standards, verified through yearly audits by the CBs Scientific Certification Systems and Preferred by Nature, respectively. (Another standards-setting body is the Sustainable Forest Initiative, an industry funded group.)

Certification is designed to assure that a forest is managed to sustainable and ecological principles. This type of certification serves as another type of monitoring that may facilitate monitoring efforts: independent third party may be less costly than in-house monitoring by the District. FSC audits require that public performance reports be published for transparency. FSC certification involves adherence to ecological performance; compliance with laws and regulations; facilitation of community relations and worker rights; Indigenous peoples' rights and monitoring of social and environmental impacts. FSC audits include third party outreach by CBs to all local stakeholders, including tribes, labor groups, environmental organizations, contractors and media outlets.

A large forest operation may carry its own certificate, as GRDCO has done. Smaller operations may be certified as group members under a group management certificate; for instance, the van Eck Forest is certified under the group management certificate of BBW Associates.

RECOMMENDATION 5.16.1: The MCSD should consider the advantages (public transparency, periodic verification, association with similarly inclined landowners), and the disadvantages (cost, staff time commitment) of third party certification and decide if obtaining a certificate is worth pursuing for the MCF.

5.17. Carbon Sequestration

There are a number of reasons that the MCF is not likely to qualify any time soon as an Improved Forest Management project under the California Air Resources Board's Compliance Offset Protocol for US Forest Projects.

First and foremost, under the current Improved Forest Management project requirements, the MCF is not considered large enough to be a viable project for the carbon market. This is due to the economies of scale required for carbon projects, which require long term expenses such as verification, re-inventories, and modeling and filing of annual monitoring reports. If the carbon registration protocols change in the future, a property the size of the MCF could possibly be a viable project under "aggregation" meaning it could be aggregated with other smaller projects to create a large enough project to be financially viable for either a compliance market or voluntary carbon market.

Second, and equally important, the MCF carbon stocks are significantly under baseline, which means any carbon being sequestered today is not additional, and instead is going into building stocks on the forest. Given the location of the Community forest in the ARB-designated Northern California Coast Super section and Redwood, Douglas fir Mixed Conifer Assessment Area, the MCF would need an average stocking, outside of stream zones, of around 27.5 MBF/acres just to meet baseline. Working against the MCF is the fact that the Redwood, Douglas-fir, Mixed Conifer assessment area has the highest baseline carbon stocking of any area in the US.

None of this is to say that the MCF is not sequestering carbon, it is; likely in the range of 4-7 tonnes (metric ton) of CO₂/acre – a value that will be quantified during future forest inventory (see RECOMMENDATION 5.2.1 for the recommendation to ensure that carbon stocks are accounted for in estimates of growth and yield). In addition, there are other registries or carbon markets where the cost to document and maintain a project of this size could work, however these markets generally value the carbon sequestered at a lower value per tonne. Currently the value of a tonne of carbon sequestered in a project compliant with the ARB's US Protocol was around \$19/ tonne as of May 2021.

6. Helpful Links:

Forest Health

The California Forest Pest Council in partnership with the USDA publishes the annual “California Forest Pest report” that has information about the forest insect and disease problems in all regions of California. For a pdf of the most recent edition, visit: <https://calforestpestcouncil.org>.

Wildlife Habitat

CDFW has an excellent resource pertaining to conservation and management of wildlife at: <https://wildlife.ca.gov/Conservation>

CAL FIRE Forest Stewardship Resources:

<https://www.fire.ca.gov/programs/resource-management/resource-protection-improvement/landowner-assistance/forest-stewardship/>

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8. Glossary

Adaptive management	A dynamic approach to forest management in which the effects of treatments and decisions are continually monitored and used, along with research results, to modify management on a continuing basis to ensure that objectives are being met.
Age class	One of the intervals into which the age range of trees is divided for classification or use.
Anadromous fish	Fish that are born and reared in fresh water which move to the ocean and later return to fresh water to reproduce.
Appurtenant Road	A Logging Road under the ownership or control of the Timber Owner, Timberland Owner, Timber Operator, or plan submitter that will be used for log hauling.
Aspect	Direction or exposure of terrain towards which a slope faces.
Association	A kind of plant community with a definite species composition and structure, and relatively uniform environment (Plant Ecology).
Basal area	The cross-sectional area, in square feet, of a tree measured at breast height (4.5 feet).

Best management practice (BMP)	The method, measure or practice selected by an agency to meet its nonpoint source pollution control needs. BMP's include, but are not limited to structural controls, operations, and maintenance procedures. BMP's can be applied before, during and after pollution-producing activities to reduce or eliminate the introduction of pollutants into receiving waters.
Biological diversity	The distribution and abundance of different plant and animal communities and species over time and space.
Blowdown	Trees felled by high winds.
Board foot (BF)	A unit of measurement equal to an unfinished board one foot square by one inch thick.
Broadcast burn	Allowing prescribed fire to bum over a designated area for reduction of fuel hazard, or as a silvicultural treatment.
California Environmental Quality Act (CEQA)	Following the passage of NEPA, the California State Legislature passed an Act in 1970 to declare state policy which will ensure the long-term protection of the environment. The Act will encourage the development and maintenance of a high-quality environment now and in the future; provide the people of California · with clean air and water, enjoyment of aesthetic, natural, scenic, and historic environmental qualities, and freedom from pollution; and prevent the elimination of fish or wildlife species due to man's activities.
Canopy	The uppermost spreading, branchy layer of a forest.
Canopy closure	The progressive reduction in space between tree crowns as they spread laterally; a measure of the percent of potential open space occupied by the collective tree crowns in a stand.
Cavity nester	Wildlife species that excavate and/or occupy cavities in trees and snags.
Clearcutting	Harvesting of all trees in one area for the purpose of creating a new, even-aged stand. The area harvested may be a patch, stand or strip.
Codominant	One main crown class of trees with their tops in the upper canopy but lower than the dominant trees.
Commercial thinning	Timber sales which call for selective harvest in immature stands designed to improve the quality and growth of the remaining trees.

Cover	Vegetation used by wildlife for protection from predators; to ameliorate conditions of weather; or in which to reproduce.
Cultural resources	Buildings, sites, areas, architecture, memorials, and objects having scientific, prehistoric, historic, or social values.
Cumulative effect	The impact on the environment which results from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency or person undertakes such other actions. Cumulative impacts can result from individually minor but collectively significant actions taking place over a period of time.
Defect	Any irregularity or imperfection in a tree, log, or wood product that reduces its soundness, durability, strength or utility.
Diameter at breast height (DBH)	The diameter of a standing tree measured at a point four feet-six inches from ground level on the uphill side.
Dispersed recreation	Outdoor recreation in which visitors are diffused over relatively large areas. Where facilities or developments are provided, they are more for access and protection of the environment than for the comfort or convenience of the people.
Down log	Portion of a tree that has fallen or been cut and left in the woods.
Ecosystem function	The manner in which organisms interact with each other and their environment.
Edge	Where plant communities meet or where successional stages of vegetative conditions within plant communities come together, e.g., field and woodland, forest and meadow.
Effects (impacts)	Environmental consequences (the scientific and analytical basis for comparison of alternatives) as a result of a proposed action. Effects may be either direct, which are caused by action and occur at the same time and place; indirect, which are caused by the action and are later in time or farther removed in distance, but are still reasonably foreseeable; or cumulative (see definition above).

Endangered species	Any plant or animal species which is in danger of extinction throughout all or a significant portion of its range (Endangered Species Act of 1973).
Endemic species	A species whose natural occurrence is confined to a certain region and whose distribution is relatively limited.
Erosion	Detachment or movement of soil or rock fragments by water, wind, ice, or gravity. Accelerated erosion is much more rapid than normal, natural or geologic erosion, primarily as a result of the influence of activities of man, animals or natural catastrophes.
Fire Protection Zone	That portion of the logging area within 100 ft. (30.48 m), as measured along the surface of the ground, from the edge of the traveled surface of all public roads and railroads, and 50 ft. (15.24 m) as measured along the surface of the ground from the traveled surface of all private roads, and within 100 ft. (30.48 m), as measured along the surface of the ground, from permanently located structures currently maintained for human habitation (Ref. Sec. [4562], PRC).
Forb	Any herbaceous plant other than grasses or grass-like plants.
Forester	A professionally trained individual who supervises the development, care and management of forest resources to include timber, wildlife and recreation. In California foresters are licensed by the State. A Registered Professional Forester (RPF) is a person who holds a valid license as a professional forester.
Fragmentation	The process of reducing size and connectivity of stands that compose a forest.
Full log suspension	The system of transporting logs from the cutting site to the landing without touching the ground.
Geographic Information System (GIS)	An information processing technology to input, store, manipulate, analyze and display spatial resource data to support the decision-making processes of an organization. Generally, an electronic medium for processing map information, typically used with manual processes, to effect specific decisions about the land base and its resources.

Group selection	The cutting method in which trees are removed periodically in small groups resulting in openings that do not exceed an acre or two in size. The result is an uneven-aged stand.
Hazard reduction	Any treatment of forest fuels that reduces the threat, ignition or spread of wildfire.
Hydrologic disconnection	Removal of direct routes of drainage or overland flow of road runoff to a watercourse or lake.
High-lead (cable) logging	Method of powered cable logging in which the main block is fastened high on a spar tree (or equivalent) to enable the front end of the logs being skidded to be lifted clear of the ground.
Indicator species	Species of fish, wildlife or plants which reflect ecological changes caused by land management.
Individual tree selection	The selection of trees for harvest based on individual tree characteristics.
Infiltration	The movement of water through the soil surface.
Inner gorge	A stream reach bounded by steep valley walls that terminate upslope into a gentler topography.
Intermediate (crown class)	One main crown class of trees with their tops in the middle canopy.
Intermediate harvest	Most commonly used intermediate cuttings are release, thinning, improvement and salvage.
Intermittent streams	Streams that do not contain water year-round.
Intolerant Trees	Trees which reproduce successfully only in the open, or where the canopy is greatly broken.
Landing	Any place where round timber is assembled for further transport, usually in the woods.
Layout	Preparation of a soft bed in order to cushion the fall of a large tree and thus prevent excessive breakage. Usually involves tractors pushing soil into a pile.
Litter layer	The loose, relatively decomposed organic debris on the surface of the forest floor typically made up of leaves, bark and small branches.

Management indicator species	<p>Management indicator species are animals or plants selected for special attention in the Forest Plan for one or more of three reasons. These include</p> <ol style="list-style-type: none"> 1. emphasis species - species to be managed as key resources on the basis of identified issues (e.g., threatened, endangered, rare, sensitive, harvest or special interest species); 2. special habitat indicators - species that require special habitat such as snags, riparian, old-growth forest stands, etc.; 3. cumulative ecosystem change indicators - species generally having large home ranges, requiring diverse habitat.
Mass movement	The downslope movement of earth by gravity. Includes but not limited to landslides, rock falls, debris avalanches and soil creep.
Mean Annual Increment (MAI)	The average annual growth of a stand, calculated by dividing the total growth accrued over its life by its age in years at the time of measurement.
Monitoring	A process of collecting information to evaluate whether objectives and anticipated, or assumed results of the management plan are being realized.
Mortality	The loss of a population of trees, other plants and animals due to all lethal causes.
Multistoried	Forest stands that contain trees of various heights and diameter classes which therefore support foliage at various heights in the stand.
Nesting, roosting and foraging habitat	The forest vegetation with the age class, species of trees, structure, sufficient area and adequate food source to meet some or all of the life needs of the northern spotted owl.
Net scale	The scale of a log after deduction for defect.
Nonpoint source pollution	Water pollution that does not result from a discharge at a specific, single location (such as a pipe) but results from land runoff and is normally associated with agricultural, silvicultural or urban runoff.

Overstory	The portion of trees in a forest which forms the uppermost layer of foliage.
Perennial streams	Streams which normally flow throughout the year.
Plant associations	A plant community type based on land management potential, successional patterns and species composition.
Plant community	An association of plants of various species found growing together in different areas with similar site characteristics.
Pre-commercial thinning	The selective felling or removal of trees in a young stand, conducted to accelerate diameter growth on remaining trees, maintain a specific stocking density and improve vigor and quality of remaining trees. Conducted at an age before the trees are commercially merchantable.
Prescribed fire	Intentional use of fire under predetermined weather and fuel conditions to achieve specific objectives such as rejuvenating or type-converting vegetation.
Quadratic mean Diameter	Quadratic Mean Diameter, or QMD, is a measure of central tendency , which is considered more appropriate than an arithmetic mean for characterizing a group of trees which have been measured. Compared to the arithmetic mean, QMD assigns greater weight to larger trees. QMD is always greater than or equal to the arithmetic mean for a given set of measurements.
Reach	A continuous unbroken stretch of a stream with homogeneous characteristics; an extremity of a stream; a specified portion of a stream.
Recruitment	Replenishment. In terms of wildlife biology, to achieve successful reproduction or to replenish a supply of habitat elements, such as snags or down logs.
Reforestation	The natural or artificial restocking of an area with forest trees; includes measures to obtain natural regeneration, as well as tree planting and seeding.
Regeneration	The renewal of a tree crop, whether by natural or artificial means. Also, the young tree crop (seedlings and saplings) itself.
Release	All work done to free desirable trees from competition with other, less desirable vegetation.

Resilience	The ability of a social or ecological system to absorb disturbances, while retaining the same basic structure and ways of functioning, the capacity for self-organization, and the capacity to adapt to stress and change.
Right-of-way	An accurately located land area within which a user may conduct operations approved by, or granted by the landowner.
Riparian areas	Terrestrial areas where the vegetation and microclimate are influenced by perennial and/or intermittent water, associated high water tables and soils which exhibit some wetness characteristics; this habitat is transitional between true bottom land wetlands and upland terrestrial habitats and, while associated with water courses, may extend inland for considerable distance.
Rotation	The planned number of years required to establish and grow timber to a specified condition or maturity for regeneration harvest (including the regeneration period).
Salmonid	Member of the fish family Salmonidae, includes salmon and trout.
Salvage	Removal of recently dead or dying trees to minimize the loss of wood products.
Logging Road	A Logging Road that is part of the permanent road network that is not designed for year-round use.
Seasonal Road	
Second growth (young growth)	Timber stands established after natural or human-caused removal of the original stand or previous forest growth.
Sediment	Solid material, both mineral and organic, that is suspended in, or being transported by water.
Sediment yield	The quantity of soil, rock particles, organic matter or other dissolved or suspended debris that is transported through a cross-section of stream in a given period.
Seeps	Places where water oozes from the ground.
Selection cutting	The annual or periodic removal of trees, individually or in small groups, from an uneven-aged forest in order to realize yield and establish a new stand of irregular constitution.

Sensitive species	Those species that are under consideration for official listing as endangered or threatened species; or are on an official state list as needing special management attention.
Seral stage	A transitory or developmental stage of a biotic community in an ecological succession (does not include climax successional stage).
Shaded Fuel break	A shaded fuel break is a forest management strategy used for mitigating the threat of wildfire in areas where natural fire regimes have been suppressed, leading to a dangerous buildup of combustible vegetation. Constructing a shaded fuel break is the process of selectively thinning and removing more flammable understory vegetation while leaving the majority of larger, more fire tolerant tree species in place.
Silvicultural system	A management process whereby forests are tended, harvested and replaced resulting in a forest of distinctive form. Systems are classified according to the method of carrying out the methods that remove the mature trees and provide for regeneration; and to the type of forest thereby produced.
Silviculture	The art and science of growing and tending forest vegetation, i.e., controlling the establishment, composition and growth of forests for specific management goals.
Site	Productive capacity of an area to produce forests or other vegetation. Related to climatic, biotic and soil factors for forest crops. It is expressed by a site index based on height of dominant trees in a stand at a certain age. Site indices are sometimes grouped into site classes.
Site preparation	Removal of unwanted vegetation, slash, roots and stones from a site before reforestation.
Skid	To remove a severed tree from its stump to a collection point where it is loaded onto another vehicle.
Slash	The residue of trees left on the ground after timber cutting or after other disruptions such storms or fires. Slash includes unutilized logs, uprooted stumps, broken stems, branches, twigs, leaves, bark and chips.
Slope stability	The resistance of a natural or artificial slope surface to failure by land sliding (mass movement).
Snag	A standing dead tree.

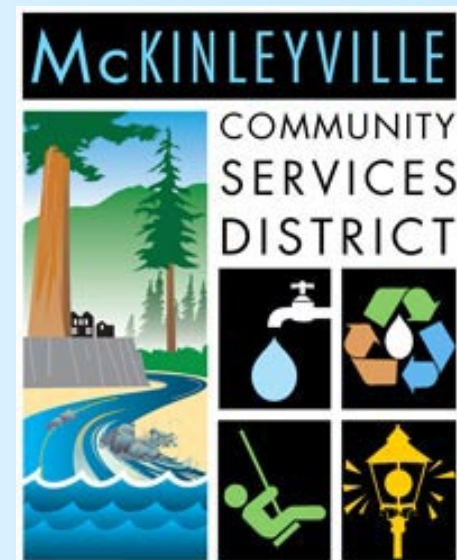
Soil compaction	An increase in bulk density (weight per unit volume) and a decrease in soil porosity resulting from applied loads or pressure.
Soil productivity	Capacity or suitability of a soil for establishment and growth of a specified crop or plant species, primarily through nutrient availability.
Soil series	A group of soils developed from a particular type of parent material having naturally developed horizons that are similar in characteristics and arrangement in the soil profile.
Spatial	Referring to the distance, interval, or area between or within things.
Species diversity	The distribution and abundance of different plant and animal communities and species.
Stand	A community of trees or other vegetation sufficiently uniform in composition, constitution, age, spatial arrangement or condition to be distinguishable from adjacent communities and so form a silvicultural or management entity.
Steelhead	A large-sized, silvery anadromous rainbow trout.
Stocking	The degree to which trees occupy the land, measured by basal area and/or number of trees by size and spacing; compared with a stocking standard, that is, the basal area and/or number of trees required to fully utilize the land's growth potential.

Stream class	<p>The classification of streams according to their beneficial uses. Whole streams or parts of streams can be classified. One stream may be divided into several classes.</p> <p>Class I. Perennial or intermittent streams have one or more the following characteristics: (1) is the direct source of water for domestic use (cities, recreation sites, etc.); (2) are used by large numbers of fish for spawning, rearing or migration; (3) have sufficient flow to have a major influence on the water quality of a Class I stream.</p> <p>Class II. Perennial or intermittent streams have one or both of the following characteristics: (1) are used by non-fish aquatic species (e.g., salamanders, benthic insects, etc.); (2) have sufficient flow to have a moderate influence on downstream quality of a Class I or II stream.</p> <p>Class III. Intermittent streams not meeting Class I or Class II definitions</p> <p>Class IV. All man-made watercourses such as inboard ditches or those not meeting Class I, II or III definitions.</p>
Structure	The various horizontal and vertical physical elements of the forest.
Stumpage	Selling of timber based upon the log buyer paying for the timber “at the stump” whereby logging and hauling costs are borne by the purchaser as opposed to a delivered log type of timber sale where timber is paid for delivered to the sawmill.
Successional Stage	A phase in the gradual changing of a biological community (same as seral stage).
Surface Erosion	The detachment and transport of soil particles by wind, water or gravity. Surface erosion can occur as the loss of soil in a uniform layer (sheet erosion), in rills, or by dry ravel.
Suspended Sediment	Sediment suspended in a fluid by the upward components of turbulent currents or by colloidal suspension.
Sustained Yield	The yield that a forest can produce continuously at a given intensity of management.
Terrestrial	Living on land; distinguished from aquatic (living in water).

Tethered Operations	Tractor Operations which utilize synchronized cable winch systems which have been specifically designed or modified by the manufacturer or a Professional Engineer, as described within the Professional Engineers Act (Chapter 7 of Division 3 of the Business and Professions Code), to assist equipment in felling or Yarding during Timber Operations.
Threatened Species	Any species of plant or animal which is likely to become endangered in the foreseeable future throughout all, or a significant portion of its range.
Timber Site Index	A measure of site productivity based on the maximum rate of tree height growth. It is normally expressed as the height in feet reached by a tree at a given, or base age (the site index).
Timber Stand Improvement (TSI)	Measures such as thinning, pruning, release cutting, prescribed fire, girdling, weeding, etc., of unwanted trees with the objective of improving growing conditions of the remaining trees.
Tolerance	The forestry term for expressing the relative capacity of a tree to compete under low light and high root competition.
Tolerant Trees	Trees which reproduce and form understories beneath canopies of less tolerant trees or even beneath shade of their own species.
Tractor Operations	Any activity which is associated with Timber Operations and is performed by wheel or track mounted ground-based equipment, including, but not limited to, tractors or skidders.
Turbidity	The optical property of water as affected by suspension of material such as sediment, i.e., the muddy or cloudy state of water.
U.S Fish and Wildlife Service	A division within the U.S. Department of the Interior.
Underburning	Prescribed burning of the forest floor for botanical, wildlife habitat, fire hazard reduction or silvicultural objectives.
Understory	Vegetation growing under the canopy formed by taller trees (trees or shrubs).

Uneven-Age Management	The application of a combination of actions needed to simultaneously maintain continuous high-forest cover, recurring regeneration of desirable species, and orderly growth and development of trees through a range of diameter or age classes to provide a sustained yield of forest products. Cutting is usually regulated by specifying the proportion of trees of particular sizes to be retained in each area, thereby maintaining a planned distribution of size classes. Cutting methods that develop and maintain uneven-aged stands include single-tree and group selection.
Vertical Diversity	The diversity in a stand that results from the complexity of the aboveground structure of the vegetation.
Viewshed	A total landscape seen or potentially seen from specific points on a logical part of a travel route or water body.
Watershed	The land area drained by a river system.
Wetlands	Areas that are inundated by surface or ground water with a frequency sufficient to support, and that, under normal circumstances do or would support a prevalence of vegetative or aquatic life that requires saturated or seasonally saturated soil conditions for growth and reproduction. Wetlands generally include swamps, marshes, bogs, wet meadows, river overflows, mud flats and natural ponds.
Wildland-Urban Interface	Any area where man-made improvements are built close to, or within, natural terrain and flammable vegetation, and where high potential for wildland fire exists.
Wildlife Tree	A snag or a live tree designated for wildlife habitat.
Windfall	Trees or parts of trees felled by high winds (see blowdown).
Yarding	The movement of forest products from the point of felling to a landing.
Yield table	A table showing the progressive change in a stand's development at periodic intervals covering the range of age of a species on given sites. It may include information on average diameter and height, basal area, number of trees, volumes of thinning and final cuts, and other essential data.
Yield tax	A tax levied on timber at the time it is harvested. It is based on stumpage (log value minus logging costs) value from Board of Equalization published quarterly reports.

A Framework Forest Plan for the McKinleyville Community Forest



Prepared By
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Baldwin, Blomstrom, Wilkinson and Associates
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Purpose of Presentation

- **Summarize the Framework Plan**
- **Initiate Discussion Regarding Recommendations**
- **Discuss Goals and Objectives**
- **Discuss a Limited Number of Key Issues and Opportunities**



What is a Framework Forest Plan ?

- **Helps to set the sideboards for the direction and vision of how the community forest will be managed.**
- **Provides MCSD with sufficient information needed to complete the property acquisition.**
- **Provides the stewardship direction and basis for a future detailed forest management plan once site specific timber inventory and biological surveys are completed.**



McKinleyville Community Forest
Framework Plan Draft
October 12, 2021

Prepared by:



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Prepared for:



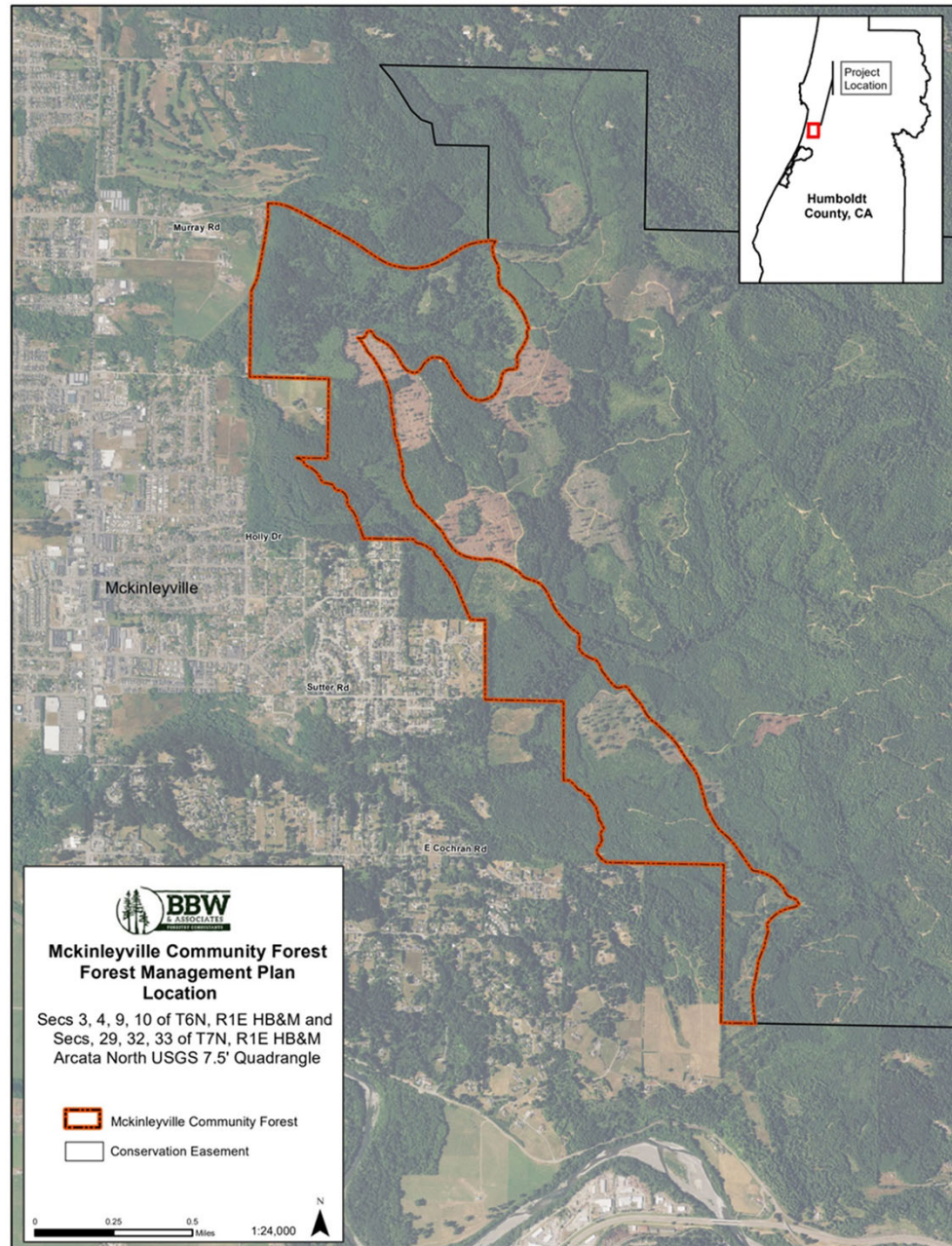
McKinleyville Community Services District
1656 Sutter Road
McKinleyville, CA 95519



NORTH COAST RESOURCE PARTNERSHIP

Funded by the Northcoast Resources Partnership
PO Box 262, Healdsburg, CA 95448

The McKinleyville Community Forest



Timber Volume

(from Table 3.2.1, Pg. 18)

Basal Area, Volume per Acre and Total Volume by Species on the 553 Acre MCF

	Trees/ Acre	Mean Diameter Inches	Basal Area SqFt/Acre	Net Vol/Ac Scrib > 11"	Total Vol Scrib > 11"
Doug fir	89.0	17.5	53.8	5.2	2,445
Grand fir	17.8	9.3	5.1	0.4	18
Monterey pine	16.2	16.8	13.5	0.5	8
Western red cedar	18.0	21.2	22.1	2.2	441
Redwood	97.7	14.6	31.5	2.1	769
Sitka spruce	125.4	18.3	80.9	10.5	4,353
Western hemlock	8.8	25.1	9.5	1.0	134
Subtotal Conifers	372.9		216.4	22.0	8,170
Red alder	74.6	10.9	34.0	2.2	844
Tanoak	97.4	9.5	12.2	0.2	15
Other hardwoods	53.9	4.7	12.1	N/A	N/A
Subtotal Hardwoods	225.9	25.1	58.3		860
Total	598.8		274.7	2.4	9,030

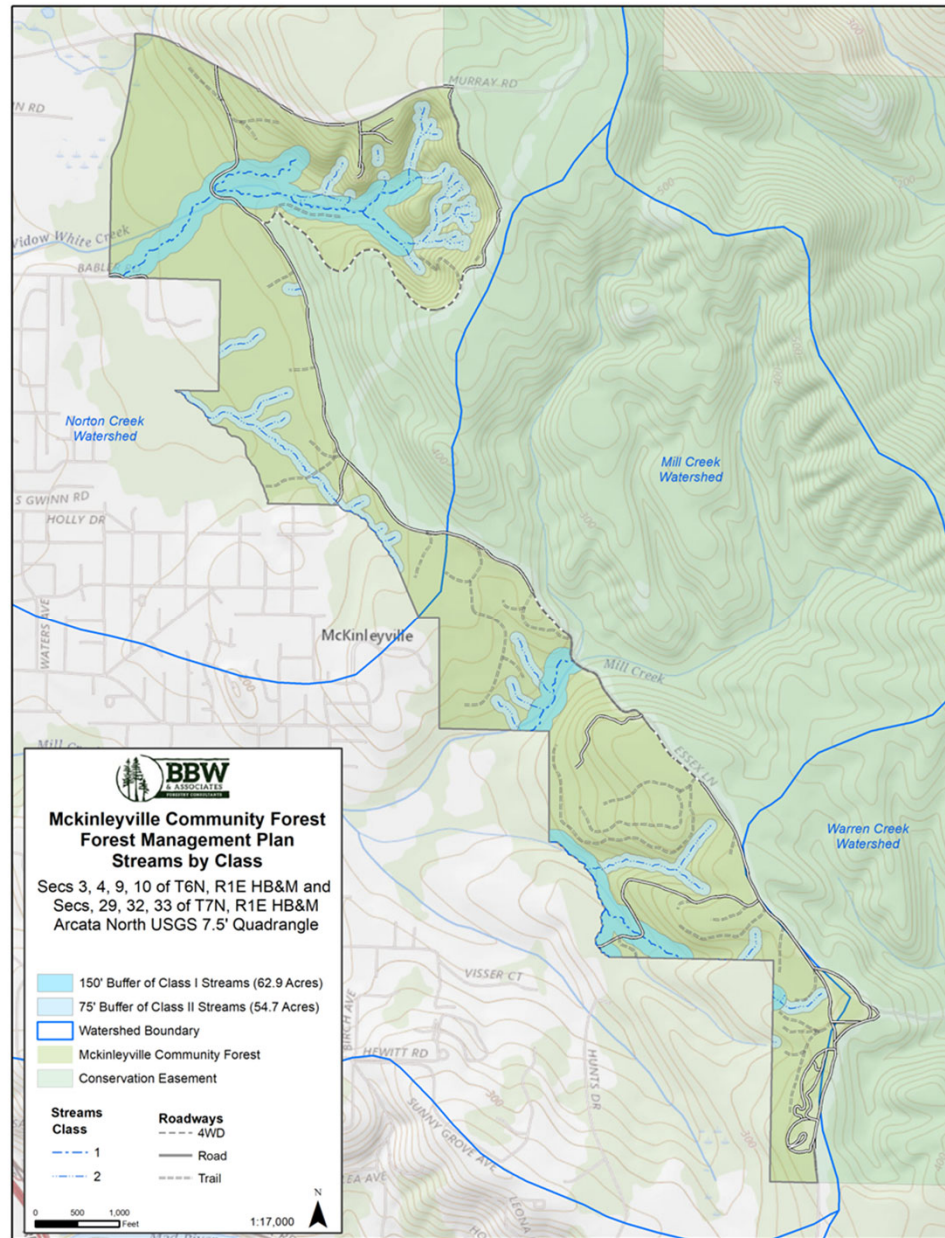


Timber Volume

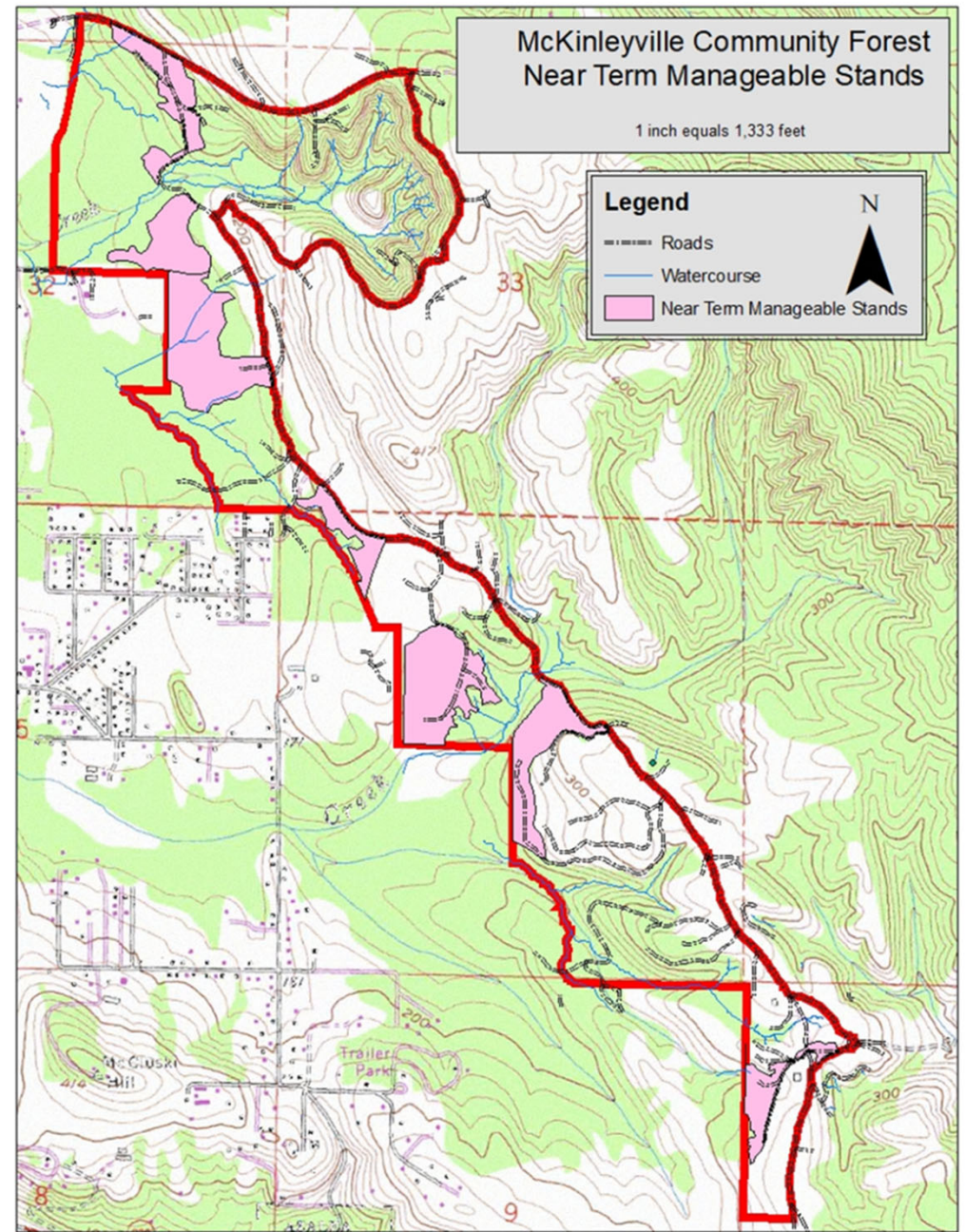
- **36 of the 57 stands are duplicates of other stands thereby making the inventory hard to interpret**
- **Most of the property is very high site quality**
- **80% of the current conifer inventory is in stream protection zones.**
- **Sustained yield timber operations are likely 25 or more years out**



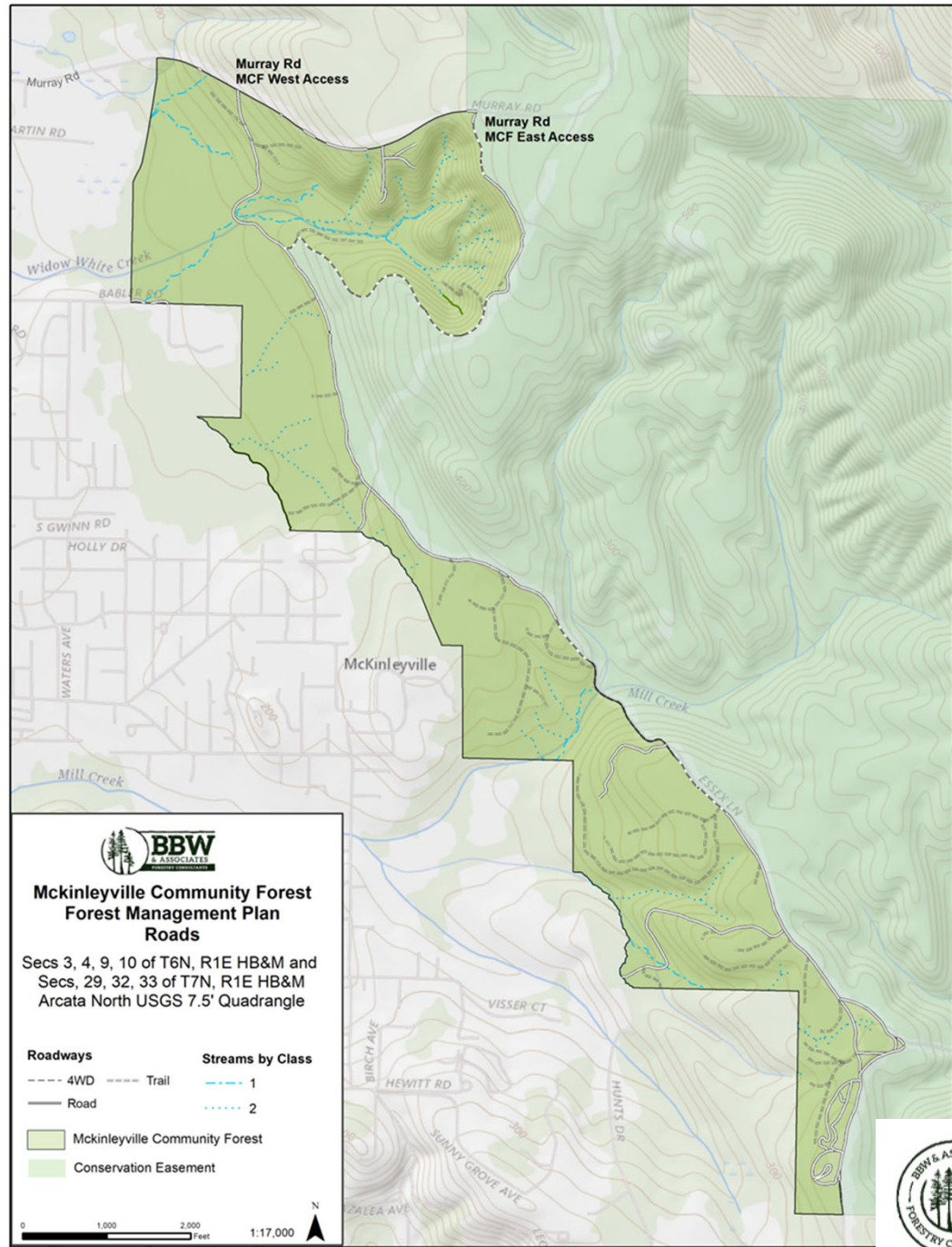
Watercourses on the McKinleyville Community Forest (from pg. 45)



Potential Near-Term Manageable Stands on the McKinleyville Community Forest



Existing Existing Road Network on the McKinleyville Community Forest



Typical Road Condition of Mainline Road on McKinleyville Community Forest



Summary of Issues, Concerns, Opportunities (ICO's)

- **Trespass, illegal dumping**
- **Access, including parking**
- **Roads are unsurfaced and will require rock and erosion control before general public use**
- **Timber inventory is heavy to spruce, a low value species**
- **Huge recreational potential**
- **Long-term timber income potential**



Pedestrian and Bicycle Circulation

- Trail Legend**
- Existing Class II or III Bike Routes
 - Proposed Class II or III Bike Routes
 - Existing Class I (Off Road) Trails
 - Proposed Class I (Off Road) Trails
 - Proposed Parks
 - New Secondary Road Connectors
 - New Collectors (w/ bike lanes)
- Park Legend**
- Existing Parks
 - Proposed Parks (Conceptual Location and Size)
 - Sewer Ponds
 - Coastal Zone Boundary

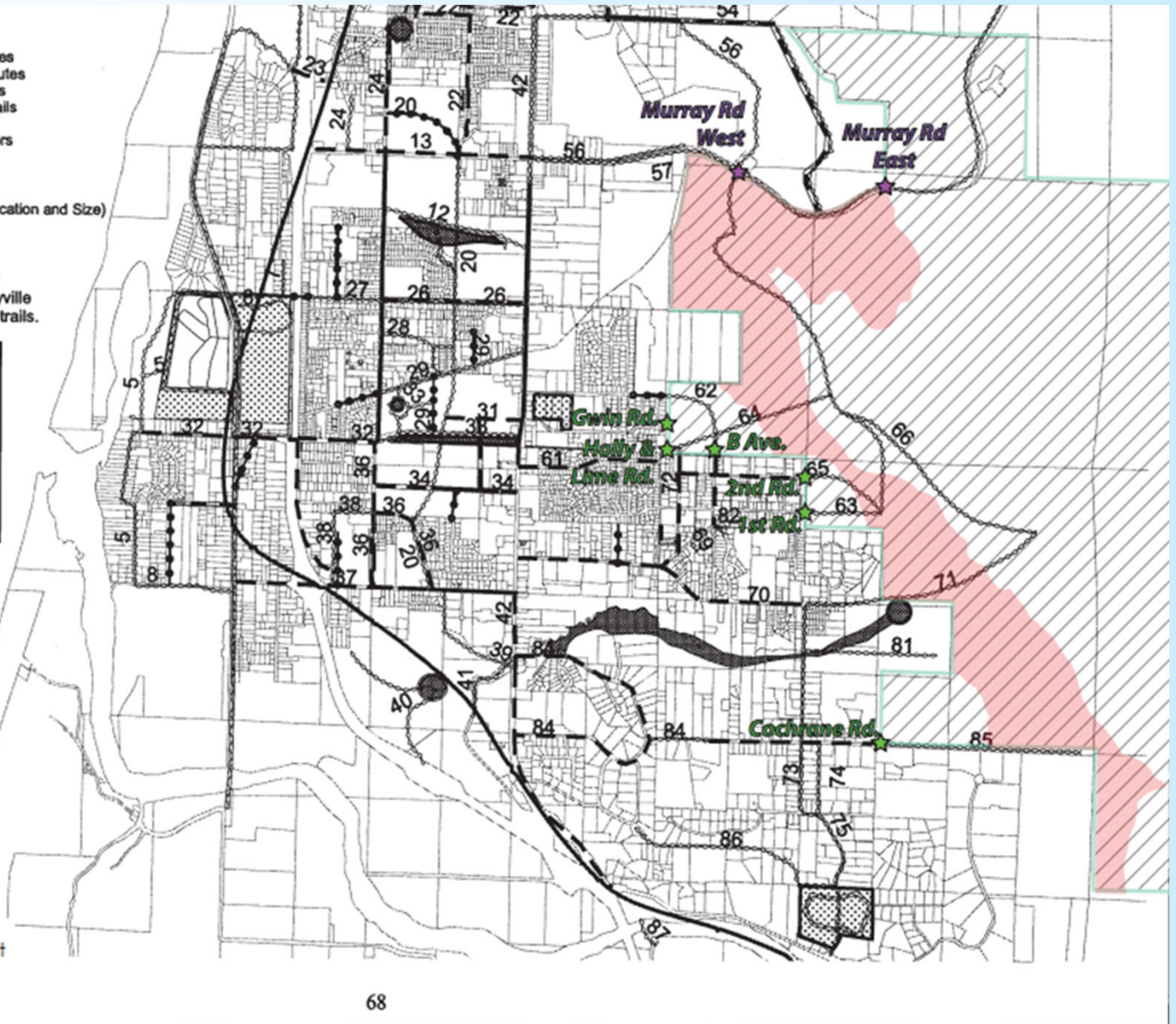
Note: Areas within coastal zone shown for informational purposes only. See McKinleyville Area Plan LCP for applicable policies and trails.

**NOTICE: THIS MAP IS A PLANNING TOOL ONLY
THIS IS NOT A RECREATIONAL ACCESS MAP**

The reason trails shown where development is not now planned is that if these properties are developed in the future, trails opportunities will be lost. Many of these parks and trails are not available for public use at this time and will not be if these properties are not developed in the future. To enter these areas without permission would constitute trespassing on private property. Refer to trails descriptions within Appendix C.



- Existing Access Pts.
- Potential Access Pts.
- Proposed Community Forest
- McKinleyville Tract



**Abandoned car to
remove from in the
center of the MCF**



Access as an Issue

(from pg. 80)

- Only two existing “authorized” access points (Murray Road West and East
- Green Diamond “hold outs” at Gwin, Holly and Lime, B St, 1st and 2^{ns} Rds and East Cochrane require consultation and negotiation
- Access needed from south end of the property.
- Additional unofficial access occurring at Babler and at Sutter
- Complex existing development in and around potential and existing access points.



Goal Categories (from pg. 51)

- Forest Stewardship
- Environmental Values
- Working Forest
- Public Access and Recreation
- Community and Tribal Involvement
- Public Safety
- Education



Involvement of Tribes as a Goal (from pg. 30)

- RECOMMENDATION 3.7.1: The MCF be made available to the Wiyot and other local tribes for their access and use for cultural purposes, including for collection of culturally important plant material. A permit system should be developed for plant collection and other cultural purposes. In addition, the MCSD should facilitate the respectful inclusion of Traditional Ecological Knowledge (TEK) for on-the-ground ecosystem stewardship. TEK refers to the evolving knowledge acquired by indigenous and local peoples over hundreds or thousands of years through direct contact with the environment. This knowledge is specific to a location and includes the relationships between plants, animals, natural phenomena, landscapes and timing of events that are used for lifeways, including but not limited to hunting, fishing, trapping, agriculture, and forestry.



Road Recommendations

(from pg. 64)

- There is an existing network of un-rocked roads and skid trails throughout the McKinleyville Community Forest. Many of these roads have not been upgraded or maintained since their original construction. Sediment sources are common along this road network. Road upgrades to allow seasonal and year-round public safety access and new trail construction will be one of the most significant and expensive aspects of managing the McKinleyville Community Forest over the next 20 years. In general, the highest priority will be controlling sediment sources near streams, providing safe public access via a network of recreational trails and reconstruction of the existing road network suitable for timber harvest.



Summary of Property Condition from Plan pg. 49

- Generally, the property is in good condition, the forest is healthy and growing, there are no significant liabilities such as large-scale landslides or contaminated sites and the Community Forest concept appears to enjoy community support
- The main resource issues that need to be addressed are road surfacing, drainage upgrades, erosion sites that need to be repaired, invasive plant control and fuel hazard reduction near the residential neighborhoods



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McKinleyville Community Services District

BOARD OF DIRECTORS

November 3, 2021

TYPE OF ITEM: **ACTION**

ITEM: E.4 **Consider Second Reading and Adoption of Ordinance 2021-08 Adding Regulation 48: Community Forest, to Article IV: Parks and Recreation, Addressing Community Forest Powers and Authority of the MCSD Rules and Regulations**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the provided material, discuss, take public comment, and conduct the second reading and adopt Ordinance No. 2021-08 (**Attachment 1**) adding Regulation 48, by title only.

Discussion:

As the Board may recall, the Latent Powers Committee brought forth a list of recommendations in February of 2021, which the Board directed staff to complete. To date, the Board has completed the recommendations regarding policies on homeless services, clarification regarding the relationship between MCSD and the McKinleyville Municipal Advisory Committee (MMAC), clarification of Library Powers, and most recently, clarification of reclamation authorities. Staff is now prepared to bring the next item forward for consideration. This item addresses the Community Forest powers and authority as it pertains to current MCSD parks and recreation powers.

The District is in the process of acquiring land to provide a community forest space, something that has been a part of the MCSD Strategic Plan. MCSD would like to include the provisions for a community forest within its Rules and Regulations.

Ordinance No. 2021-08 adds Regulation 48 to Article IV, which includes rules and regulations for the acquisition of land, formation of a Community Forest Committee, and other Community Forest guidelines and use.

The first reading was conducted on October 6, 2021.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Ordinance No. 2021-08

ORDINANCE NO. 2021-08**AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
ADDING REGULATION 48: COMMUNITY FOREST, TO ARTICLE IV: PARKS AND
RECREATION, ADDRESSING COMMUNITY FOREST POWERS AND AUTHORITY
OF THE MCSD RULES AND REGULATIONS**

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

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

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

WHEREAS, in 1985, MCSD exercised a latent power in accordance with Government Code 61100(e) authorizing the District to “acquire, construct, improve, maintain, and operate recreation facilities, included but not limited to, parks and open space, in the same manner as a recreation and park district formed pursuant to the Recreation and Park District Law, Chapter 4 (commencing with section 5780) of Division 5 of the Public Resources Code”; and

WHEREAS, the definition of a community forest falls within the definition of a Recreation Facility in Government Code 5780.1(h) as “an area, place, structure, or other facility under the jurisdiction of a public agency that is used either permanently or temporarily for community recreation, even though it may be used for other purposes ... including, but not limited to, ... open space, park, [or] parkway ...”; and

WHEREAS, MCSD is in the process of acquiring land to provide a community forest space to the residents of the McKinleyville Community for purposes of open space and recreation; and

WHEREAS, MCSD would like to include provisions for a community forest within its Rules and Regulations.

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

RULE 1.88. PARK SYSTEM is amended to reflect the addition of a community forest within its definition of a Park System.

REGULATION 48: COMMUNITY FOREST is added to Article IV: Parks and Recreation as follows:

REGULATION 48 – COMMUNITY FOREST

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

RULE 48.02. FORMATION OF COMMUNITY FOREST COMMITTEE – The Board of Directors authorizes the formation of a Community Forest Committee to provide the Board of Directors and staff with recommendations regarding the use, management and operation of community forest(s) owned and/or operated by the District.

RULE 48.03. COMMUNITY FOREST USE AND GUIDELINES – the guidelines and regulations for the use, operation, management, budgeting, watershed and environmental protection, forest management planning and practices, trail management and planning, and other uses of the community forest will be established by either existing or new Ordinance and will be consistent with other MCSD Recreation and Park System operations and regulations.

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

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

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

Attest:

Dennis Mayo, Board President

April Sousa, MMC, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

November 3, 2021

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Consider Adoption of Resolution 2021-31 Naming the Microgrid at the Wastewater Management Facility**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board of Directors review the provided information, ask questions, take public comment and adopt Resolution 2021-31 naming the microgrid at the Wastewater Management Facility.

Discussion:

On October 14, 2021, the MCSD Board, Staff and Public held a groundbreaking ceremony for the microgrid project, which has been funded by the State Water Resource Control Board and will be placed in pond 5 at the Wastewater Management Facility.

The land on which the project sits, is unceded ancestral land of the Wiyot Tribe. In consideration and consultation with the Wiyot Tribe, a name has been chosen that will honor both the project and the land it sits on. This name is “Da Ledik” or “the sun is shining”.

The Wiyot Tribe has provided Staff with a QR code, Attachment 2, which links native speaker, Della Prince, audio of this phrase. These audio records are held at the California Language Archive at UC Berkley.

To honor and memorialize this naming, staff has drafted the attached resolution for consideration.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2021-31
- Attachment 2 – QR code with pronunciation

RESOLUTION 2021 – 31

A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT NAMING THE MICROGRID AT THE WASTEWATER MANAGEMENT FACILITY

WHEREAS, McKinleyville Community Services District (MCSD) received funding from the State Water Resource Control Board for this microgrid project, and;

WHEREAS, the microgrid project will be placed at the MCSD Wastewater Management Facility, and;

WHEREAS, the project began in 2021 with a groundbreaking ceremony on October 14, 2021, and;

WHEREAS, the Wastewater Treatment facility sits on unceded ancestral land from the Wiyot tribe, and;

WHEREAS, in consideration and consultation with the Wiyot tribe, the name “Da Ledik” meaning “it is sunny/the sun is shining”, has been chosen as an appropriate name for the microgrid at the Wastewater Management Facility.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby confer the name “Da Ledik” to its Microgrid.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on November 3, 2021 by the following polled vote:

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

Dennis Mayo, Board President

Attest:

April Sousa, MMC, Board Secretary



McKinleyville Community Services District

BOARD OF DIRECTORS

November. 3, 2021

TYPE OF ITEM: **ACTION**

ITEM: E.6 **Consider Approval of Professional Services Agreement with Willdan Financial to Perform a Water and Sewer Rate Study**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that Board review the information provided, discuss, take public comment and authorize the General Manager to execute the Professional Services Agreement with Willdan Financial to provide services to perform a Water and Sewer Rate Study, **Attachment 1**, not to exceed \$49,930 with a 10% (\$4,993) contingency totaling \$54,923.

Discussion:

McKinleyville Community Services District (MCSD) has a longstanding working relationship with Willdan Financial. Due to past work on similar rate studies for MCSD, a proposal was requested from Willdan, **Exhibit A to Attachment 1**, to conduct a water and sewer rate study in compliance with Proposition 218 requirements. The proposal outlines in detail the below tasks:

- Task 1: Project Initiation
- Task 2: Water & Sewer Rate Study
- Task 3: Connection Fee Study
- Task 4: Reports & Deliverables
- Task 5: Prop 218 Notice and Public Outreach Material
- Task 6: Meetings and Presentations

This scope is to conform to Proposition 218 requirements to make adjustment to the water and sewer rates in January 2023. This Study also includes a review of the establishment of Connection Fees for Industrial Dischargers based on the strength of their BOD. If it is determined that the District can do that, the Industrial Permit fees will also be adjusted in early 2023.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

The analysis will take into account the revenues necessary to maintain solvency and increase reserves to maintain and rehabilitate current infrastructure.

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: Willdan Financial Services DATE: November 4, 2021
27368 Via Industria, Suite 200 Agreement No. 2021-15
Temecula, CA 92590

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

As described in the proposal submitted by Consultant dated September 29, 2021, 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**, which is attached hereto and incorporated herein by reference. The scope of work for this project includes the following:

Conduct a Waster & Sewer Rate and Connection Fee Study as detailed in Exhibit A

Contract Price:	Not To Exceed	\$49,930
Payment Intervals	Monthly	
Completion Date	Dec. 31, 2022	

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:

Willdan Financial Services

(Business Name)

By Patrick Kaspari

By _____

Title General Manager

Title _____

Other authorized representative(s):

Other authorized representative(s):

Colleen Trask

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 that arise 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 that arise out of, pertain to, or relate 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 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 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.
- 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. 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, 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, and are in addition to any warranties provided by law. 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). Consultant shall be liable to McKinleyville Community Services District for all expenses incurred by McKinleyville Community Services District in finishing the Services and any 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: Gregory Orsini**, 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.

EXHIBIT A

McKinleyville Community Services District, California

Proposal

Water & Sewer and Connection Fee Study



September 29, 2021

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

Re: Proposal to Conduct a Water & Sewer Rate and Connection Fee Study for the McKinleyville Community Services District

Dear Patrick:

Per your request and our conversations, the following outlines Willdan Financial Services' ("Willdan") proposed scope of services and fee to conduct a Water & Sewer Rate Study, a Connection Fee Study Feasibility Study Analysis, and optional Connection Fee Study for McKinleyville Community Services District ("District").

Willdan's interactive approach will result in a customized Excel financial model, that the District will retain, as well as a focused and tailored analysis of the District's current rates, revenues, capital project and operational expenditures, debt commitments, reserve funding, and other financial data. The culmination of our analyses will be a comprehensive financial management plan that develops projected system operating results for the next ten (10) fiscal years, and suggested rates for up to five (5) years. We will employ our proven interactive approach, supported with advanced financial modeling techniques, to develop a sophisticated and flexible financial model to help us guide the District through operating and financial scenarios, while evaluating the impact of policy assumptions, and performing sensitivity analysis on utility rates and financial strategies.

Our ability to focus on the financial aspects of operating publicly owned utility systems is coupled with recognized leadership in strategic planning and operations and enables us to bring unmatched value to our clients. Our team brings a set of nationally recognized qualifications and experts that sets us apart.

Due to restrictions in place for COVID, in person meetings have been replaced by online, virtual meetings. We have utilized virtual meetings for years to facilitate quick, on-demand meetings with clients. During the pandemic our capability to continue projects with clients never slowed down, and we have had great success shifting meetings that we would typically have in person to virtual meeting spaces. Should these restrictions loosen sufficiently to allow for in-person meetings, and at the District's request, we can change them to in-person meetings.

I, Chris Fisher, will serve as the primary contact person for this proposal; as an officer of the firm, I am authorized to negotiate and bind Willdan Financial Services. Provided in the table below is my contact information.

Willdan Financial Services

Proposal Contact

Chris Fisher

Director / Vice President

27368 Via Industria, Suite 200 | Temecula, CA 92590

Tel#: (951) 587-3500 | Email: CFisher@Willdan.com

Willdan maintains exceptional experience in utility cost of service and rate analysis and is excited about this opportunity to use our skills and expertise to serve the McKinleyville Community Services District once again.

Sincerely,

WILLDAN FINANCIAL SERVICES



Chris Fisher
Director / Vice President
Financial Consulting Services

Approach to the Project

Project Understanding

The following project approach and scope of services is based on our understanding of the District's current financial situation with respect to the utilities and the services requested. We are confident that our proposed work plan will effectively address the District's objectives and if necessary, a final scope and schedule will be determined following further discussions with District staff.

The project will entail three primary phases. The first is the development of a comprehensive financial plan for the utilities, with projections for the next five years for the purposes of recommending rate adjustments and extended out to ten years to provide a longer view of potential utility needs, particularly capital projects. The purpose of the financial plan is to arrive at the required revenue for the utilities, which serves as the basis for recommendations going forward, and the development of updated rates if necessary. Then, once the results of the financial plan are reviewed with District Staff, we will proceed with the cost-of-service analysis and development of rates, and preparation of a report.

When developing the financial plan it will be important to take into consideration updated costs of operating and maintaining the systems, as well as planned capital projects over the next five to ten years. We will produce financial analyses and recommendations to account for these critical needs, while balancing them with the potential impact on customers. Willdan will develop a comprehensive financial plan that considers updated forecasts for water sales, sewer operating expenses, as well as capital expenses, and provides for:

- Sufficient and stable revenue for operations and routine maintenance;
- Coverage for direct and indirect costs;
- Adequate debt service coverage for existing and/or proposed debt;
- Sufficient funds to support new debt issuance, if necessary;
- Accumulation and maintenance of appropriate reserves;
- Anticipated and routine repair and replacement of existing aging pipelines and infrastructure; and
- Major and minor capital projects.

This financial plan will serve as the basis for a full cost of service analyses and ultimately the development of recommendations for updated rates. We will also discuss with the District alternatives for the establishment of a customer assistance program. Due to the restrictions of Prop 218, such programs have to be funded from sources other than the utilities, so we will discuss those options. The cost of service analysis will be conducted to ensure any new recommended rates will comply with the requirements of Proposition 218 and recent legal decisions.

The financial plan will be created ***using a highly flexible and interactive model and dashboard that will allow us to work collaboratively with the District to present and evaluate different financial scenarios, and quickly make changes in underlying assumptions based on feedback and discussions.*** Our goal will be to arrive at a financial plan that meets the District's objectives, and that provides understanding and education to District staff and ultimately the Board, as they make decisions regarding proposed rates.

Finally, we will also work with the District to explore ideas for adjusting the recently completed connection fees. The District just completed a study that demonstrates that industrial customers discharging effluent with more significant levels of BOD have a higher impact on the design and operation of the wastewater treatment system. As such, the District would like to explore a fee structure that charges connection/capacity fees differently to these users when they connect to the system, i.e., an Industrial Discharge Capacity Fee.

Our approach will begin with a brief study to determine the feasibility of this approach, then would be followed by an analysis and update of the existing fees if a determination is made that the approach is legal and defensible, and if the District wishes to proceed.

Project Approach

The following project approach and scope of services is based on Willdan’s current understanding of the McKinleyville Community Services District’s needs and objectives for a water and sewer rate and connection fee study. **We will begin this project by working with the District to complete this research and understanding of the District’s current financial situation and conducting meaningful discussions to more fully understand your objectives and priorities for this study.**

Our objective is to provide Staff and the District Board with the information it needs to fully understand the utilities current and projected financial condition, evaluate options for moving forward, and make informed decisions based on this process.

The intent of the study is to independently evaluate the District’s current utility rates and fees and develop an updated schedule of rates that are simple, equitable, and most importantly, structured to meet the future financial needs of the utilities. The proposed rate structures must adequately fund the ongoing operating, maintenance and capital improvement needs of the utilities. As part of this study, we will also analyze the potential for a drought surcharge or contingency fee. We have implemented these in previous studies where it was anticipated that a drought declaration and/or conservation mandate would require an additional fee to account for lost water sales and the associated reduction in revenue.

We will create a comprehensive financial plan and model that allows us to work with the District to evaluate and test alternatives and demonstrate the impact of capital and reserve funding scenarios and their associated impacts on overall financial performance.




The District wishes to undertake this study to review water and sewer rates from both a policy and analytical standpoint. Willdan will prepare a comprehensive ten (10) year financial plan and analyses of rate alternatives; evaluate the current rate structure; and determine whether adjustments in the rates are necessary going forward. This analyses will include development of the financial plan and cost of service analysis necessary to arrive at informed recommendations and defensible Prop 218 compliant rates. We will also identify potential challenges and issues associated with implementing new rates, and work with the District to develop strategies to address these.

Div	Description
GENERAL MANAGER DIVISION	
2010	GENERAL MANAGER □
2020	COMMUNICATIONS AND PUBLIC
2030	HUMAN RESOURCES □
ADMINISTRATIVE SERVICES DIVISION	
3010	ADMINISTRATIVE SERVICES □
3020	FINANCE & ACCOUNTING □
3030	CUSTOMER SERVICE □
3040	OFFICE SUPPORT □
3050	PURCHASING □
3060	METER OPERATIONS □
3070	INFORMATION TECHNOLOGY □
ENGINEERING & ENVIRONMENTAL SERVICES DIVISION	
5010	ENVIRONMENTAL & ENGINEERING SERVICES ADMINISTRATION □
5020	SAFETY
5110	ENGINEERING DESIGN & CONSTRUCTION SUPERVISION □
5120	CIVIL & STRUCTURAL DESIGN □
5140	CONSTRUCTION MANAGEMENT □
5210	OPS SUPERVISION
5220	ENGINEERING PLANNING
5250	WATER SYSTEM OPERATIONS □
5310	ENGINEERING SUPPORT SUPERVISION □

Incorporates District's data and account structure creating transparency

Project Methodology

As described herein, and detailed in our work plan, our approach to this sewer rate study is **built around three primary objectives:**

Primary Objectives		
		
Working collaboratively with the McKinleyville Community Services District to develop the comprehensive financial plan and model for the utilities	Using the model to develop and evaluate various rate, financial and capital funding scenarios	Arriving at a final plan and set of recommended rates that have a clear and transparent rationale and basis

We propose to conduct this process in a way in which staff and stakeholders gain understanding throughout the process of how the plan is developed, and how policy and financial decisions affect it, so that we can clearly communicate the process and results to the District Board and the community. The communication part of the process is critical in gaining acceptance and understanding of the broader community.

Our rate study analyses will include comprehensive financial management plan alternatives for the next ten fiscal years to support the proposed five-year rate plan.

As part of this analyses, Willdan will develop a comprehensive financial analysis — which incorporates the following:

- Revenue requirements such as operating expenses, transfers, reserve requirements;
- Major and minor capital expenses;
- Cash and debt-funded major capital expenditures, with annual debt service expenses;
- Adequate funding of designated reserves including operating and debt service, and other reserves as outlined in the District’s financial policies; and
- Functional cost breakdown consistent with Proposition 218 requirements and American Water Works Association (AWWA) rate-making standards.

The Financial Planning component of the model provides transparency such that users can develop a viable financial plan and understand the reasons for needed revenue adjustments.

The culmination of the revenue requirements analysis, which will include a capital project financing plan, and cost of service allocations, will be alternative rate plans which will provide sufficient revenue to meet the ongoing funding needs of the system, while recovering costs from customers in a manner which is fair, equitable and within reasonable customer impact parameters.

We will develop a robust 10-year pro forma financial model to demonstrate the results of various analyses and aid detailed policy and education discussions with District staff and District Board. It will serve as the basis for developing rate structures that provide for long-term financial stability, reflect levels of service demand for different customer classes, and comply with the requirements of Proposition 218.

During this project, we will utilize our Microsoft Excel-based model, with its interactive dashboard, as a comprehensive financial tool to allow planning and evaluation of variable inputs and assumptions, thereby creating a thorough analyses of revenue requirements to address the District’s goal of ensuring predictable and stable revenue. These analyses are then seamlessly integrated with the rate development component of the model to demonstrate and project various rate design alternatives, and the effects they would have on the District’s financial outlook.

The model is used in meetings, in order to efficiently cycle through rate scenarios and establish the most viable rate plans for the District. During these interactive meetings, we invite District staff to participate in scenario planning / “what-if” sessions, where we use the dashboard to demonstrate and evaluate the financial/rate impact of alternative data (CIP, operating costs, etc.) and assumptions (interest rates, customer growth, cost escalation, etc.) in real-time to focus on the most critical drivers of the analysis. This ensures the resulting rate plan alternatives are viable from a financial, operational, managerial and political perspective.

To the extent revenues are not projected to be sufficient to meet requirements including operating expenses, debt service payments and coverage requirements, planned capital expenditures and targeted operating reserves, the model can be used to evaluate variable outcomes and alternatives, providing basis for meaningful discussions with elected officials and stakeholders well in advance of the actual rate increase process.

Real-Time Financial Modeling

The goal of financial forecasting is to provide clear vision regarding the potential financial outcomes of current management decisions, or just as importantly, potential decisions. Willdan’s approach helps the District staff mold the existing knowledge base into a viable financial management and capital financing plan.

Any model is only as effective as the expertise of those who develop it; our state-of-the-art financial modeling techniques allow us to incorporate our considerable experience by asking the correct questions, evaluating and incorporating appropriate data, providing interactive consulting services and evaluating multiple scenarios with the District in a real-time setting.

Because our interactive model will be populated with specific data from the District (i.e. division and account structure), each alternative reviewed in real-time during interactive meetings with the District can be done with a complete understanding of specific customer impacts. Further, our experience ensures that the data loaded into the model is vetted and validated, and that the baseline results from which forecasts are developed are fully understood from the beginning, so that more time is spent on evaluation of potential solutions, rather than questioning whether the underlying data and assumptions are correct.

Model Development as Part of the Consulting Process

The financial planning model will be designed with the following elements:

- Graphical dashboard to clearly show the results of various scenarios to the user;
- Easily reviewed and modified assumptions;
- Validated data tables generated from the District's financial and operational information; and
- A powerful calculation engine.

The model will be “baselined” after an initial meeting with staff to ensure that we have the correct data and a basic understanding of the financial dynamics of your system. We will then conduct interactive financial planning sessions with the District staff.

After validating our data, calculation approach, and baseline assumptions, we will explore alternative scenarios, varying a number of assumptions and financial planning techniques including:

- Rate increase magnitude and timing;
- Alternative timing of capital projects;
- Alternative financing options (alternative combinations of pay-as-you-go, revenue bond debt and other debt, for example);
- Alternative growth/demand forecasts and other “what if” analyses such as the impact of a loss of one or more service areas or significant customers; and
- Effect of increases in other sources of funds.

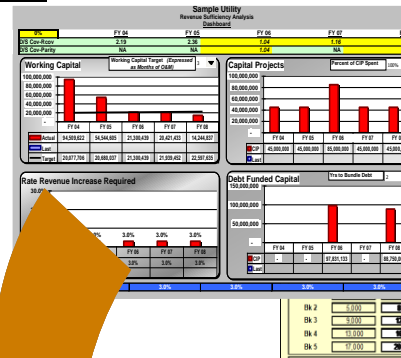
Given any combination of cost requirements (both operating and capital), non-rate sources of funds, and forecast assumptions, the Willdan team will work with the District to develop a financial plan that:

- Meets specified reserve targets;
- Addresses identified benchmarks or key performance indicators;
- Fully funds capital expenditures using specified financing techniques; and
- Meets legal, policy and contractual requirements that are financially measurable, such as debt service coverage on revenue bonds.

Subsequent to careful development and validation of the baseline forecast, a series of alternative forecasts will be prepared illustrating various results in the following general categories:

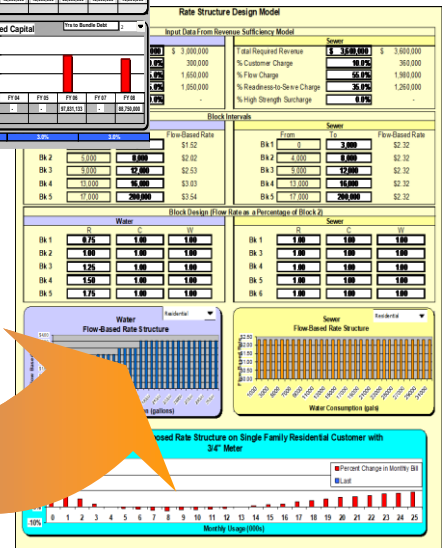
- **What if things turn out differently?** These alternatives will demonstrate the sensitivity of the forecast to the significant assumptions used. This results in a sound understanding of areas where a conservative forecast approach is warranted;
- **What happens when we try this?** This series of alternatives focuses on different financial management approaches. For example, the use of different financing techniques such as capitalized interest, interim short-term financing, and capital appreciation bonds may be explored;
- **What can we do to make it better?** This approach to forecasting identifies the factors that may be causing significant rate increases in a given year and explores alternatives. For example, if a large capital project in a single year is the culprit, we would work with staff and the consulting engineers to determine whether this project could be phased or delayed; and
- **How will any adjustments affect our customers?** In examining rate structure alternatives, we will demonstrate and discuss how users in various categories or classifications will be impacted. Our consultants will use our rate design model to explore the impact of various rate structures on bills for each customer class over the relevant consumption range.

Financial Planning Model



Rate Design Model

Rate Revenue Requirements



Rate Study Objectives

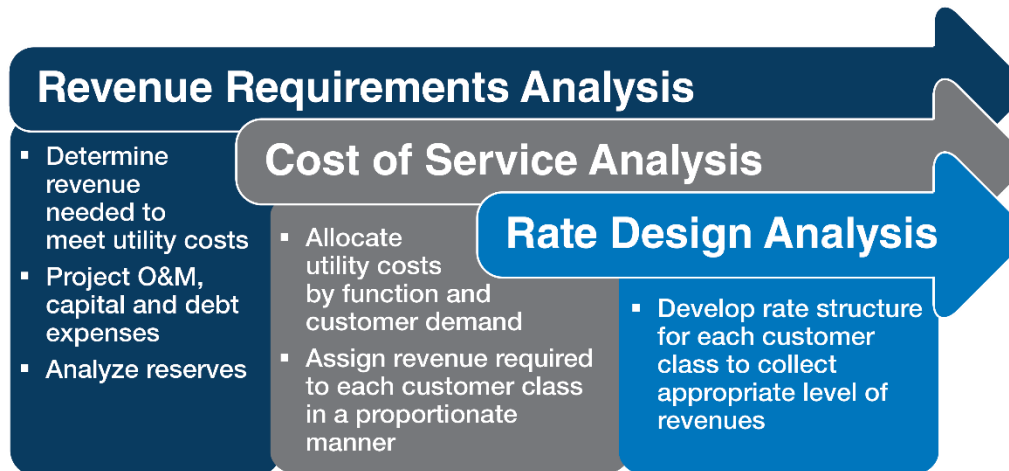
The overarching rate study objectives are outlined below.

Key Objectives



Rate Setting Process

The graphic below summarizes the standard approach commonly employed to develop utility rates. Willdan’s rate-setting process and model has been developed through the completion of many successful studies over the course of time and continues to be the basis for developing proven, well-balanced financial plans that are supported by equitable rate structures. Willdan’s combination of consulting experience and technical expertise helps distill the complex decisions into a clear and easy-to-understand process. As there are often competing objectives, for a successful rate study it is necessary to understand not only the technical details and corresponding rates, but also the social and political corollaries that can often jeopardize the implementation of a technically sound rate structure. Our rate experience goes beyond simply “running the numbers” by creating numerous scenarios and considering stakeholder considerations, such as customer impact (ability to pay) to ensure a complete and unimpeded rate analysis.



Each step of the three-step approach is typically performed in tandem. Although presented sequentially, the overall analysis is circular – as variables in one analysis may influence another. Thus, it is imperative to constantly review assumptions to determine if variables are fixed (i.e. debt service) or flexible (i.e. consumption or treatment) and monitor how changes in certain variables affect the overall analysis.

Scope of Work

The following proposed work plan is intended to capture the goals and objectives of the District. Willdan is confident our proposed work plan will effectively meet project objectives. A final scope and schedule will be determined following the selection of a consultant and based on further discussions with staff.

Willdan’s work plan will culminate in the successful development of utility rates for five years, a ten-year financial plan, and the education of Staff and key stakeholders.

Project Initiation

Task 1.1 – Data Collection and Review

Task 1.1.1 – Data Collection. The District will be provided with an initial list of basic data needed to conduct the study. The data request may include, but will not be limited to:

- Financial and operating data (budgets, audits, financial statements, cash balances, etc.)
- Customer account and billing data;
- Related reports prepared by others (i.e. Master Plans);
- Capital improvement programs, fixed asset records;
- System operating data for the utilities;
- Bond statements, debt service schedules;
- Ordinances, previous rate studies, District codes; and
- District financial, debt and reserve policies.

Task 1.1.2 – Data Review. We propose to conduct initial data collection and review prior to the kickoff meeting to allow for a more meaningful discussion during the meeting. This will allow for our review of data in advance of the meeting so that we can request clarifications or follow-up information as necessary. However, if the District’s preference is to conduct the kickoff prior to collecting data, we will accommodate that request. The data will be reviewed for completeness and to ensure a sufficient understanding of historical utility operations. The data collection and review process will be ongoing throughout the process as the need for additional information arises.

Task 1.2 – Kickoff Meeting and Planning Discussion

Task 1.2.1 – Project Kickoff. Following initial data collection and review, Willdan will conduct a kick-off meeting with District Staff. During this meeting we will discuss goals and objectives of the study, the schedule, constraints or challenges that may be encountered, stakeholder considerations and objectives, and political concerns. Discussions may center around the following:

- Review of previous rate study and existing rate structure and areas where existing rates have been successful and/or specific areas of focus;
- Review of recent financial performance for the utilities;
- Discussion of anticipated significant events (i.e., loss or gain of any major customers, drought declaration);
- Components to incorporate into the updated revenue requirements; such as, capital improvements, debt repayment, reserves, annual repair and replacement, ongoing maintenance, cost of imported water, etc.;
- Strategy and level of effort for outreach and education;
- Conduct a detailed review of the data used in the baseline financial forecast; and
- Review and resolve (or develop a plan for resolving) data issues and questions.

For further efficiency and collaboration, the kick-off meeting will include a financial policy discussion. This will serve to address and document the District’s financial policies for the utilities to be studied.

Topics of discussion may include:

- Rate design approaches and alternatives;
- Rate policy objectives;
- District financial policies;
- Reserve options and target levels (operating, debt services, rate stabilization, repair and replacement);
- Conservation objectives and rate options;
- Capital Improvement Plan (CIP) financing options – i.e. PAYGO vs. Debt;
- Customer characteristics and classifications; and
- Cost of service factors; and Proposition 218.

Water and Sewer Rate Study

Task 2.1 – Revenue Requirements and Rate Determinants

Task 2.1 encompasses the development of the comprehensive financial plan and model, with specific factors and areas of focus identified below.

We will utilize the model from the study that Willdan completed previously to maximize efficiency and cost effectiveness as much as possible.

Task 2.1.1 – Historical Billing Data Analysis. The data request document will provide instructions for the development of historical customer billing information. It is anticipated that the billing information will be provided in a format necessary to summarize the water and sewer system accounts and billable flows by customer class for a recent historical period for which audited revenues exist. The customers and flows provide the basis on which operating revenues are derived and are therefore the primary factors utilized in reviewing the user rates and charges. As such, the historical billing data provides an important basis for analyses that will be used to develop assumptions for projecting revenues under existing and/or proposed rates.

Given the critical nature of this task, the Willdan Project Team will work closely with assigned staff members to ensure that the customer and flow data is as accurate as possible.

Task 2.1.2 – Customer and Flow Projections. The water and sewer system account and billable flows will be forecasted for a five-year (5) planning period. Such projections will be developed by considering historical growth trends, peak demands, climatological patterns, local economic conditions, potential for adding/losing major utility customers, changes in customer class usage patterns over time, and experienced judgment. The billable flow projections will be based on the projected number of utility accounts and a usage per account analysis to differentiate the historical effects of account growth and increased (decreased) average usage by customer class.

Task 2.1.3 – Projected Revenues Under Existing Rates. Projections of utility system revenues under existing rates for the five-year (5) planning period will be developed for water and sewer, recognizing projected accounts, flow volumes, and usage patterns by customer class (as determined in the billing analysis under the previous tasks). Such revenue projections will assume that the existing user rates and rate structures remain constant at the existing levels.

We will also develop revenue projections under anticipated drought conditions to support the study and possible implementation of a drought surcharge or contingency fee.

Task 2.1.4 – Projected Revenue Requirements. Revenue requirements (i.e. system expenditures) will be developed for the utility systems based on an analysis of historical, currently budgeted, and anticipated operating and capital expenditures. The revenue requirements will be projected on a fiscal year cash flow basis, considering expected operational changes, changes in staffing or operating expenditures for new facilities, system growth occurring from new development, anticipated extraordinary expenses, and allowances for inflation. The projections will include, but not be limited to, the following:

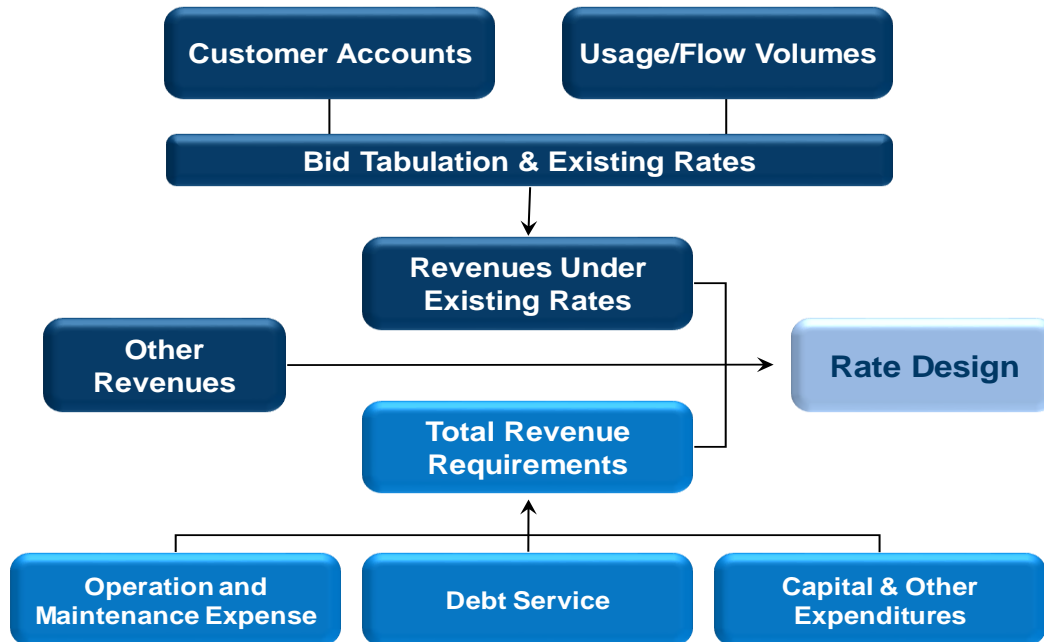
- Operation and maintenance expenses;
- Direct and Indirect Costs;
- Debt service and reserve requirements on existing and anticipated debt instruments
- Outlay for annual capital additions and replacements;
- Projected overhead incorporated into the ongoing Cost Allocation Plan development; and
- Other expenditures and transfers.

Task 2.1.5 – Projected Operating Results Based on Existing Rates. The projected revenues and revenue requirements will be summarized into a five and ten-year cash flow statement providing the projected operating results of the water and sewer system under the existing rates.

The cash flow statement will be used to estimate annual adjustments in utilities revenues necessary to fund operating and capital expenditure requirements, meet bond covenant requirements, and maintain prudent utility management practices. The estimated timing and magnitude of future debt issues required, if any, to finance proposed capital improvements will also be shown.

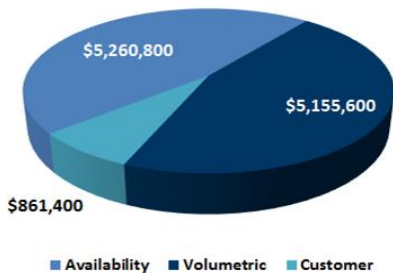
Concurrent with the development of the projected operating results, the study will review the general financial health of the utility operations and, as necessary, make recommendations for changes in fund balances, reserves, and debt service coverage ratios to maintain financial integrity and a stable bond rating.

The graphic below demonstrates the general rate study methodology and major components of the rate process.



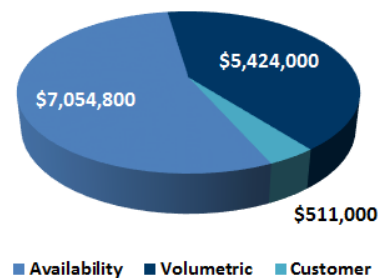
Task 2.2 – Cost-of-Service Allocations

Allocation of Revenue Requirements Water System



Task 2.2.1 – Functional Cost Allocations. The analysis will allocate the Test Year revenue requirement (i.e. costs of providing service) to the various cost/rate components that constitute functional classifications of the types of service provided. The functional cost allocations will evaluate such aspects as fixed costs, customer related costs and volumetric/usage related costs. The evaluation of allocation factors associated with applicable costs will be based on existing rate structures applied by the District, meter size, rate structures applied by other comparable utility systems in the region, common industry practice and standard rate-making principals.

Allocation of Revenue Requirements Wastewater System



Task 2.2.2 – Determination of Revenue Adequacy. Comparisons of revenues under the existing water and sewer rates with the allocated costs of service will be evaluated in order to determine the degree of cost recovery by the various cost components, and to identify areas that may possibly require adjustments to align the revenues from each rate component with the allocated costs.

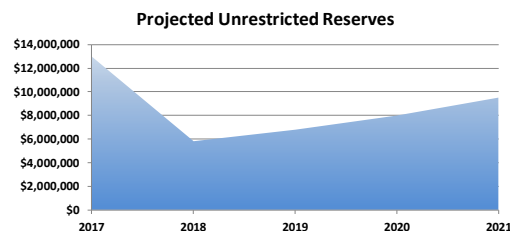
Task 2.3 – Capital Plan Analysis

Task 2.3.1 – Review Capital Improvement Program (CIP). The District’s existing utility system five-year (5) CIP will be reviewed in conjunction with conversations with District staff. The objective of such a review is to gain an understanding of the types of projects scheduled; the timing associated with such projects, associated expenditure requirements and the sources of funding each project. The results of the financial plan will also help the District to prioritize projects identified within the CIP.

Task 2.3.2 – Develop Capital Needs Plan. Based on the findings made in the previous task and the Projected Operating Results described in Task 2.1.5, a plan will be developed to provide for the anticipated capital expenditure activities, including debt issuances, relative to the CIP. Such a plan will include consideration for the use of restricted and unrestricted funds, surplus operating reserves, capital recovery fees, and future rate adjustments. The analysis will also develop a projection of reserve fund balances and level of liquidity.

Task 2.3.3 – Capital Projects Model. The CIP will drive the future funding options and will directly impact rates. Therefore, the rate analysis will incorporate the District’s current five-year CIP. The rate model will have the ability to run various CIP funding scenarios and quickly show the estimated impact on utility rates.

Since we are not acting as the financial/municipal advisor to the District for this project, we will rely on information relative to proposed debt or financing structures provided by the District or its designated financial/municipal advisor.



Task 2.4 – Rate Analysis and Design

Task 2.4.1 – Evaluation of Existing Rate Structure. The existing rate structure will be further evaluated for its effectiveness in equitably recovering costs of utility service from each customer class. The District’s current rate structure will be evaluated, and recommendations will be made for potential modifications to the current rates.

As part of the rate design process, Willdan will discuss with departmental staff the current trends and philosophies in utility ratemaking.

Based on these discussions, the analysis will develop and recommend a rate design and philosophy that best meets the objectives of the District. The analysis model will be developed in a dynamic manner allowing the District to compare alternative “annual incremental/phasing adjustments to achieve funding goals. Basic standards for rate design accepted by the industry are:

Full Cost Recovery – rate revenue should provide sufficient income so that, when combined with other sources of funds, covers all the funding requirements for the system including, all current long-term liabilities, debt obligations and future expansion-related and R&R-related capital needed to replace aging and infrastructure.

Fairness and Equity – based on cost responsibility as reflected in cost-of-service allocations, in accordance with industry standards.

Technically Defensible – apply industry proven standards and methodologies to help shield the District from potential legal challenges associated with the proposed utility rates.

Resource Conservation – under conditions of scarcity the pricing of water as a commodity should promote voluntary conservation, discourage unnecessary service use and extend the availability of supply.

Administrative Efficiency – rates should be understandable to customers and efficiently administered by staff.

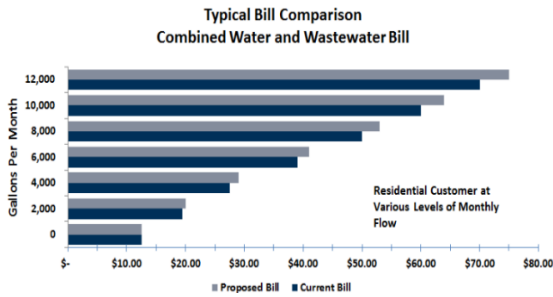
Customer Acceptance – customers understand the rates, view them as fair, and consider them to be reasonable compared to other costs and other utilities.

Public Health and Welfare – rates are structured so that essential service usage is encouraged through affordability.

Task 2.4.2 – Rate Structure Alternatives. The rate model will be developed in a dynamic manner such that Willdan and District staff will be able to analyze “what if” scenarios detailing the financial impacts under each scenario utilizing an iterative dashboard view. Baseline rate structures will be recommended as required to fund the utility systems, and consider annual inflationary, indexed adjustments to rates as needed to maintain each utility.

As necessary, alternative rate structure scenarios, including the implementation of a drought surcharge or contingency fee. Scenarios will also be evaluated to assess the financial impacts associated with fluctuations in customer growth, planned capital expenditures and/or implementation of mandated regulatory requirements. The rate structure alternatives will include both “base and volumetric charges” and will be developed to recover the projected revenues needed to fund utility operations, recognizing equitable cost recovery by customer class, establishing reasonable recovery of costs from existing and new utility customers, and complying with applicable regulations and policies. Any alternative rate structures will be based on common industry standards and will be consistent with the District’s goals and objectives.

Task 2.4.3 – Projected Operating Results Based on Proposed Rates. The proposed user rates and/or rate structures will be applied to the projected customers and flows in order to estimate the revenues to be generated from the proposed rates for the Test Year and the subsequent years of the projection period. The projected revenues will consider possible elasticity effects associated with changes in usage characteristics that may occur from revising the rate structure.

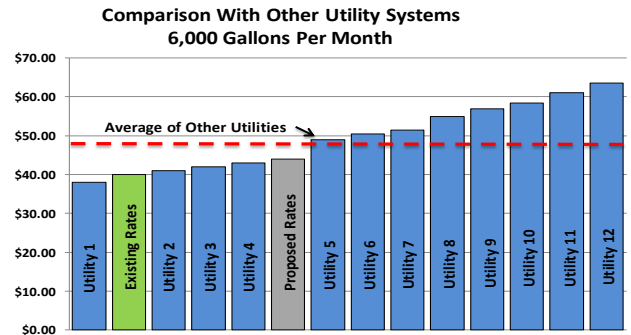


In addition, similar to the process described in Task 2.1, the 5-year forecast will identify annual adjustments in utility system revenues necessary to meet bond covenant requirements, prudent management practices, and/or sound capital financing considerations.

Task 2.4.4 – Typical Bill Comparison. Comparisons of typical utility bills under the existing and proposed rates will be developed for each customer class under various levels of usage.

The selected customer class usage levels will reflect the results of the billing analysis so as to better demonstrate rate impacts on typical customer accounts in each class.

Task 2.4.5 – Neighboring Utility Comparison. A comparison will be prepared, with no more than ten utilities, to assess the difference between the existing and proposed rates of the District with those of other comparable Humboldt County municipal utility systems.



Connection Fee Study

Task 3.1 – Feasibility Analysis of Commercial and Industrial Customer Rates and Fees

Willdan will evaluate the feasibility of altering connection/capacity fees for commercial/industrial users who discharge effluent to the system that has higher levels of BOD, requiring enhanced treatment facilities. Once the feasibility has been explored and established, the District may elect to move forward in the calculation of new and updated connection fees for commercial/industrial users. This new approach, if workable, would allocate BOD to customer groups in a fashion that would allow the costs of these facilities to be allocated to those customers, so that industrial customers pay a share of costs that represents the costs that are incurred to serve them. Assuming that the District wishes to move forward after the initial analysis/exploration, the remaining steps would be completed to update the fees:

Task 3.2.1 – Data Request Willdan shall provide a data request for financial, operating, and statistical information needed to complete the feasibility analysis. Willdan will facilitate a discussion with District representatives to assure mutual understanding of objectives, gather available data, finalize study schedule and discuss relevant District policies.

Willdan recognizes that some of the requested information will be “off-the-shelf” and some of it may not be readily available to the District or that the information may not be in the format requested. Willdan will work with District personnel to minimize the burden of data collection and develop acceptable/reasonable proxies for certain data when necessary. However, there may be certain data points that are critical, which require specific additional data collection efforts by the District.

Task 3.2 – Data Collection and Review

The following tasks will only take place once the feasibility of the study has been established, and much of this data may be available from the previous study. We will try to use as much existing data as possible to reduce the level of effort and cost. In addition, much of this work will be updating or confirming the analysis completed in the recent connection fee study.

Task 3.2.1 – Data Collection The District will be provided with an initial list of basic data needed to conduct the study. The data request may include, but not be limited to, items such as financial data, customer account and billing data, reports prepared by others, capital improvement programs, fixed asset records, official bond statements, debt service schedules and master plans.

Task 3.2.2 – Data Review. The data will be reviewed for completeness and to ensure a sufficient understanding of historical utility operations. The data collection and review process will be ongoing throughout the process as the need for additional information arises.

Development/Update of Land Use Assumptions

Task 3.2.3 Land Use Assumptions. Land use assumptions (LUA) and District growth projections will need to either be developed by the District using information provided by the 2010 census, county association, or a combination of historical information through the District’s building records. This information should include a ten-year projection of residential, multi-family and non-residential land use types included in the District’s General Plan. The projections will include:

1. Single family by year with specific consideration to:
 - a. Land use forecast will be provided by special planning area (SPA) or any sub regions that has been designated by the District.
 - b. Compare and identify any differences between land use assumptions and the General Plan for the projection period.

Development/Update of Capital Improvement Plan and Review Land Use Assumptions

Task 3.2.4 – Develop Capital Improvement Plan (CIP). Below are the activities associated with the development of the CIP incorporating the results of the above related task.

1. Upon completion of the population projections and the land use analysis, we will:
 - a. Discuss potential service area designations determined by District staff to be served by current and new facilities based on land use assumptions.
 - b. Review capital projects for a ten-year period based on population projections and land use assumptions
2. Land use assumptions and District growth projections will be provided by the District and will be for the next ten years for residential, multi-family, and non-residential land use types included in the District’s most recent General Plan. If available, the projections will include:
 - a. Single family housing units.
3. Once requested data is provided and evaluated in previous tasks, we will meet with District staff to discuss future projects that are proposed to be funded by connection fees; we will discuss the following:
 - a. Guidance within California State Statutes affecting facilities eligible for connection fee recovery.
 - b. Existing service level information provided in previous tasks.
 - c. Existing capacity for water and sewer projects developed by the District.

Based on the review of key data, discussion with District staff and subsequent evaluations the Willdan Team will recommend the development impact fee methodology and approach as the basis for calculations.

Task 3.3 Calculation of Updated Connection Fees

Task 3.3.1 – Calculate Connection Fees. To calculate the connection fees for the District, we will:

1. Review the current capacity of the systems (for example gallons per capita per or BOD per EDU per).
2. Identify offsets for growth-related revenue to be used toward available capacity will be taken into consideration for the calculations for the study period.
3. Develop fees by services area based on level of service standards per housing as determined in the above task.

Once preliminary fee calculations are complete, we will review the results with District staff to apply modifications to the underlying analysis and prepare recommended fee schedules.

Reports and Deliverables

Task 4.1 – Reports and Deliverables

Task 4 is the development of the rate report. We will begin with the report structure and layout from the previous study for consistency and efficiency.

Task 4.1.1 – Preliminary Draft Report. A draft report will be developed to address the study findings and the proposed recommendations. Contents will also include assumptions relied upon for the projection of customers and usage characteristics, revenue requirements, revenues, operating results, the cost recovery profile for each class, the results of the fully allocated cost of service analyses and any proposed adjustments to the utility rates.

Upon completion, an electronic PDF copy and ten copies of the draft report will be provided to staff for review. The report and presentations will also include a comparison of the District's current and proposed rates with five (5) other public agencies.

Task 4.1.2 – Final Report. Based on comments received from staff and other participants during the presentation of the Preliminary Draft Report, the Final Report will be revised to incorporate the agreed upon changes. Upon completion, an electronic PDF copy and ten (10) copies of the Final Rate Study Report, as well as the Dashboard Model spreadsheet will be provided to the District.

Proposition 218 Notice and Public Outreach Materials

Task 5.1 – Proposition 218 Notice and Public Outreach Materials

Task 5.1.1 – Proposition 218 Notices. Based on our 20-year history with Proposition 218 compliance, we will assist with the drafting of the notices that will explain:

- The purpose of the rates;
- The date, time, and place of the public hearing; and
- The reason for the increases;
- Details on what constitutes the existence of a majority protest, as it relates to the implementation of a new/increased utility rate structure.
- How the rates are structured;

Task 5.1.2 – Proposition 218 Notice Processing. We will develop the materials, create a parcel database of properties subject to the new proposed rates, and coordinate the printing and mailing of the materials in conjunction with a mailing house that we typically work with on these types of projects. The additional cost for these services is estimated at \$.75 per parcel and includes direct costs associated with the mailing. ***Our cost proposal does not include these direct costs. They will be billed directly to the District at the time of the mailing once the actual costs are known.***

Meetings and Presentations

Task 6.1 – Meetings and Presentations

Task 6.1.1 – Project Kick-Off. As detailed in phase one, a kick-off conference call will be scheduled with District staff at the start of the project to discuss project requirements, finalize project scheduling/milestones and reporting requirements, and receive overall project direction. This discussion will provide the opportunity to review current water and sewer rates, fees, charges, issues and deficiencies with staff.

Task 6.1.2 – Project Progress Web Conferences. During the project, and prior to meetings with the District Board, team web conferences will be scheduled to present the progression of the analysis to staff in order to obtain input and feedback associated with any rate adjustments that may be presented. These web-meetings will assist in the completion of rate design for the utility system and guide the development of the draft report.

Task 6.1.3 – Draft Financial Plan Meeting. The results of the Preliminary Financial Plan and Revenue Requirements will be presented to Staff for comments, feedback and direction.

Task 6.1.5 – Draft Study/Final Report Meetings. The draft report will be reviewed with District Staff to discuss findings and recommendations, gather feedback and address questions, then presented to the Board during one (1) District Board meeting; the results of the Final Report will be presented to Board during one (1) District Board meeting.

Task 6.1.6 – Public Hearing Willdan will attend the Public Hearing on the proposed rates, and as required by Proposition 218. Willdan's Project Manager will be present to address any questions or concerns raised during the public hearings.

Please note, meetings may need to be conducted remotely using web meetings and/or conference calls depending on the public health mandates then in effect due to COVID-19.

District Staff Support / Responsibilities

Willdan recommends that the McKinleyville Community Services District assign a key individual as a project manager. As our analysis is developed, the District's appointed project manager will:

1. Coordinate responses to informational requests;
2. Coordinate review of work products; and
3. Identify appropriate staff members for participation in meetings and facilitate in scheduling.

We will ask for responses to initial information, follow-up requests and comments on reports within five business days or otherwise agreed upon timetable. If there are delays, the project manager will follow up with the parties involved to establish an estimated date for the delivery of information and/or feedback. To ensure continued progression, the project manager will reconvene with the rest of the team to identify tasks that can be started while waiting for requested data.

Project Disclaimer

The McKinleyville Community Services District further represents, acknowledges, and agrees that:






- (i) The District uses the services of one or more municipal advisors registered with the U.S. Securities and Exchange Commission ("SEC") to advise it in connection with municipal financial products and the issuance of municipal securities;
- (ii) The District is not looking to Willdan to provide, and District shall not otherwise request or require Willdan to provide, any advice or recommendations with respect to municipal financial products or the issuance of municipal securities (including any advice or recommendations with respect to the structure, timing, terms, and other similar matters concerning such financial products or issues);
- (iii) The provisions of this proposal and the services to be provided hereunder as outlined in the scope of services are not intended (and shall not be construed) to constitute or include any municipal advisory services within the meaning of Section 15B of the U.S. Securities Exchange Act of 1934, as amended (the "Exchange Act"), and the rules and regulations adopted thereunder;
- (iv) For the avoidance of doubt and without limiting the foregoing, in connection with any revenue projections, cash-flow analyses, feasibility studies and/or other analyses Willdan may provide the District with respect to financial, economic or other matters relating to a prospective, new or existing issuance of municipal securities of the District, (A) any such projections, studies and analyses shall be based upon assumptions, opinions or views (including, without limitation, any assumptions related to revenue growth) established by the District, in conjunction with such of its municipal, financial, legal and other advisers as it deems appropriate; and (B) under no circumstances shall Willdan be asked to provide, nor shall it provide, any advice or recommendations or subjective assumptions, opinions or views with respect to the actual or proposed structure, terms, timing, pricing or other similar matters with respect to any municipal financial products or municipal securities issuances, including any revisions or amendments thereto; and
- (v) Notwithstanding all of the foregoing, the District recognizes that interpretive guidance regarding municipal advisory activities is currently quite limited and is likely to evolve and develop during the term of the potential engagement and, to that end, the District will work with Willdan throughout the term of the potential Agreement to ensure that the Agreement and the services to be provided by Willdan hereunder, is interpreted by the parties, and if necessary amended, in a manner intended to ensure that the District is not asking Willdan to provide, and Willdan is not in fact providing or required to provide, any municipal advisory services.

Project Management and Quality Assurance/Control Approach

Project Management

At Willdan, we utilize a Project Management Process/Approach that ensures projects are completed on time, within budget and most importantly yield results that match our clients' expectations. We will document discussions leading to important policy decisions and/or the choice of critical assumptions used in constructing the analysis and model. Following key stakeholder discussions, we will schedule a call to summarize findings and direction with District staff, to make certain that we are in agreement with stated objectives, and that feedback is incorporated as appropriate.

Through the process of providing regular updates and conducting status conference calls, potential issues will be highlighted, discussed and resolved. Any deviances from the project timeline will be identified and plans will be developed for course corrections. If necessary, changes in approach or strategy will be discussed with District staff, to meet the needs of the McKinleyville Community Services District. In doing this, we will ensure the project stays on track and evolves, based upon current thinking and outside dynamics.

Project Management				
 Define the Project	 Plan the Project	 Manage the Project	 Review the Project	 Communicate the Project
<ul style="list-style-type: none"> Identify the project scope, set objectives, list potential constraints, document assumptions. Define a course of action and develop an effective communication plan. Provide a forum for applying the team's collective expertise to solving difficult analytical issues that arise in complex projects. 	<ul style="list-style-type: none"> Collaborate with the project team and client staff, and agree upon timeline to meet the estimated project timeline. Assign workload functions to appropriately qualified staff to ensure milestones are met, on time. Pre-schedule quality control meetings with project team to maintain the progressive motion of the project. 	<ul style="list-style-type: none"> Manage the execution of the project. Direct existing and upcoming project tasks. Control and monitor work in progress. Provide feedback to client and project team. Identify and resolve deviances from project timeline. 	<ul style="list-style-type: none"> Review all work product and deliverables. Utilize structured quality assurance process involving up to three levels of review at the peer level, project manager level. Procure executive officer level review. 	<ul style="list-style-type: none"> Communicate with the client regarding work status and progress. Ensure client is in receipt of regular status updates. Schedule regular conference calls to touch base. Inform client of roadblocks, work outside of projected scope.

Quality Assurance / Quality Control Process

Our quality control program is incorporated as a required element of Willdan’s day-to-day activities. There are three levels of reviews incorporated for our deliverables:

- 1) Peer review;
- 2) Project Manager review; and
- 3) Final quality assurance manager review.

Peer reviews involve one analyst reviewing the work of another, while project manager reviews are conducted prior to delivery to the quality assurance manager. The quality assurance manager then performs a final review. This assures that our final product has been thoroughly evaluated for potential errors; thus, providing quality client deliverables, and high levels of integrity and outcomes.

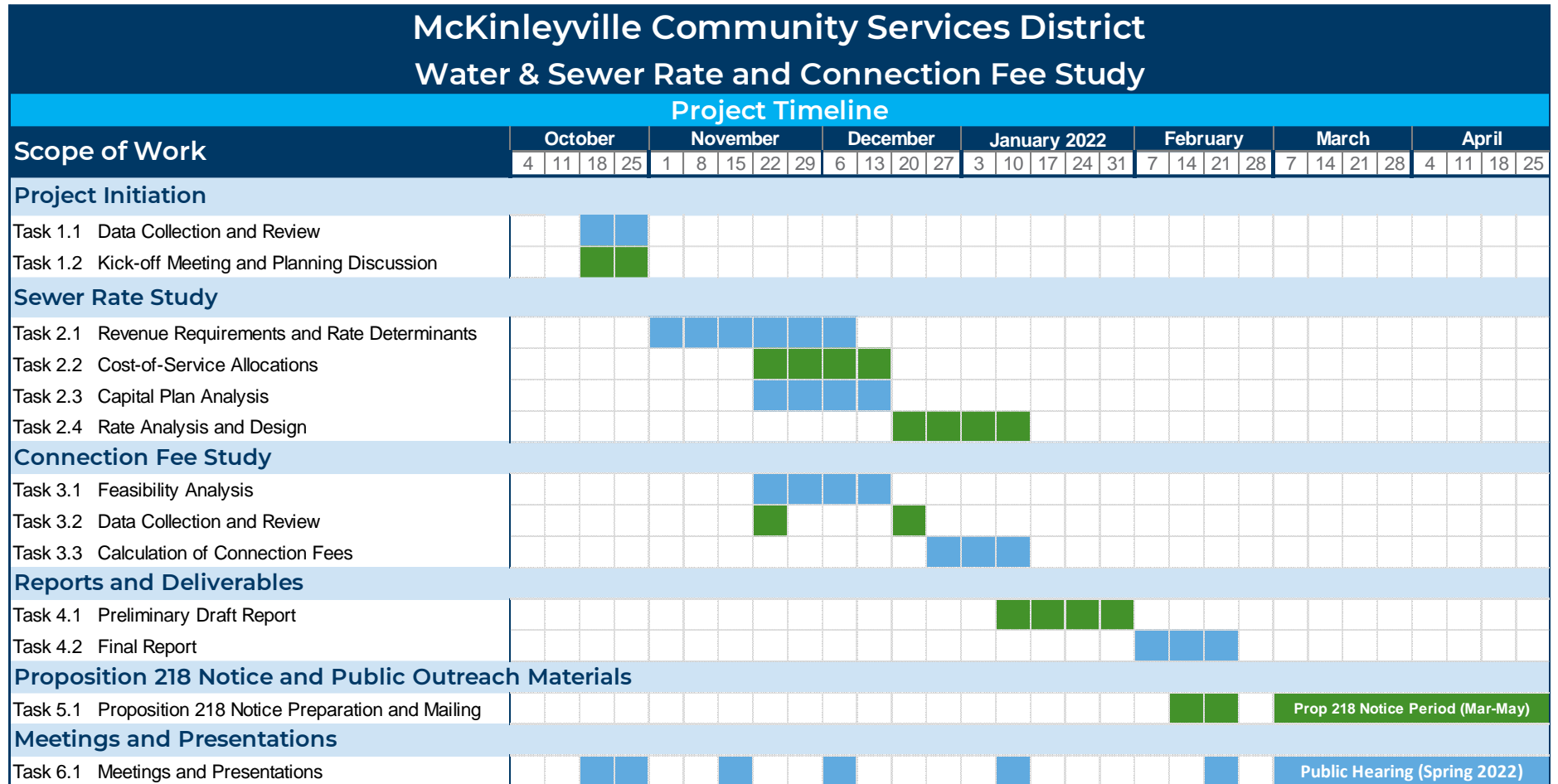


The primary mission of our quality control plan is to provide staff with the technical and managerial expertise to plan, organize, implement, and control the overall quality effort, thereby ensuring the completion of a quality project within the time and budget established.

Quality Assurance Goals		
Goal	Lead	Task
Quality Assurance / Control Process	Chris Fisher	<ul style="list-style-type: none"> ▪ Establish a set of planned and systematic actions for maintaining a high level of quality in the professional services performed; Emphasize quality in every phase of work; ▪ Ensure efficient use of resources; ▪ Establish a consistent and uniform approach to the services performed; and ▪ Implement appropriate quality control measures for each work task of the project.
Quality Control Plan	Chris Fisher & Daryll Parker	<ul style="list-style-type: none"> ▪ Contract deliverables; ▪ Specific quality control procedures; ▪ Special quality control emphasis; ▪ Budget and manpower requirements; ▪ Overall project schedule and budget; and ▪ Project documentation requirements.

Project Schedule

The following outlines the estimated number of weeks to complete each task outlined in our scope of services. Since the actual start date has not been determined yet, a specific project schedule will be developed following consultation with, and in concert with, District staff.



Fee Schedule/Cost Proposal

Water and Sewer Rate and Connection Fee Study

Based on our work plan provided in the scope of services, we propose a **not-to-exceed fixed fee of \$49,930**, which includes the Connection Fee Feasibility Analysis and full Connection Fee Study. We propose a not-to-exceed fixed fee of \$45,790 for the Water and Sewer Rate Study and Connection Fee Feasibility Analysis. The table below provides a breakdown of fee by task and project team member.

McKinleyville Community Services District							
Water & Sewer Rate and Connection Fee Study							
Project Budget							
	C. Fisher Principal- in-Charge	D. Parker Project Manager & QA/QC	K. Burnett Lead Project Consultant	M. Cronan Analytical Support	Total		
	\$250	\$185	\$185	\$110	Hours	Cost	
Scope of Work							
Project Initiation							
Task 1.1	Data Collection and Review	1.0	1.0	4.0	8.0	14.0	\$ 2,055
Task 1.2	Kick-off Meeting and Planning Discussion	2.0	-	2.0	2.0	6.0	1,090
Water and Sewer Rate Study							
Task 2.1	Revenue Requirements and Rate Determinants	8.0	2.0	20.0	56.0	86.0	12,230
Task 2.2	Cost of Service Allocations	2.0	1.0	8.0	12.0	23.0	3,485
Task 2.3	Capital Plan Analysis	1.0	1.0	4.0	8.0	14.0	2,055
Task 2.4	Rate Analysis and Design	6.0	1.0	12.0	20.0	39.0	6,105
Connection Fee Study							
Task 3.1	Feasibility Analysis	4.0	2.0	10.0	8.0	24.0	4,100
Task 3.2	Data Collection and Review	1.0	-	4.0	6.0	11.0	1,650
Task 3.3	Calculation of Connection Fees	2.0	-	6.0	8.0	16.0	2,490
Reports and Deliverables							
Task 4.1	Preliminary Draft Report	3.0	2.0	12.0	20.0	37.0	5,540
Task 4.2	Final Report	3.0	-	6.0	8.0	17.0	2,740
Proposition 218 Notice and Public Outreach Materials							
Task 5.1	Proposition 218 Notice Preparation and Mailing	4.0	-	2.0	6.0	12.0	2,030
Meetings and Presentations							
Task 6.1	Meetings and Presentations	8.0	-	8.0	8.0	24.0	4,360
Total Cost Proposal		45.0	10.0	98.0	170.0	323.0	\$ 49,930

Proposition 218 Fees

The not-to-exceed fixed fee does not include direct costs associated with the printing, processing and mailing of Proposition 218 notices. We will bill the District for these at our cost plus 10 percent (10%), based on actual quotes provided by our mailing house. These costs are estimated at \$.75 per mailed piece.

Notes

- The District will be invoiced on a monthly percentage-completion basis.
- Invoices will include a description of services, as well as a summary of costs to date by task.
- We will perform additional tasks, outside our scope of services, as requested and authorized by the District for an additional fee.
- Willdan will rely on the validity and accuracy of the District's data and documentation to complete our analysis. Willdan will rely on the data as being accurate without performing an independent verification of accuracy, and that we will not be responsible for any errors that result from inaccurate data provided by the client or a third party.
- The District shall reimburse Willdan for any costs Willdan incurs, including without limitation, copying costs, digitizing costs, travel expenses, employee time and attorneys' fees, to respond to the legal process of any governmental agency relating to the District or relating to this project. Reimbursement shall be at Willdan's rates in effect at the time of such response.

Hourly Rates

Additional services may be authorized by the District and will be billed at our then-current hourly rates. Our current hourly rates are listed below.

Willdan Hourly Rate Schedule		
Position	Team Member	Hourly Rate
Vice President - Director	Chris Fisher	\$250
Managing Principal		\$240
Principal Consultant	Daryll Parker	\$185
Senior Project Manager	Kevin Burnett	\$185
Project Manager		\$165
Senior Project Analyst		\$135
Senior Analyst		\$125
Analyst II	Michael Cronan	\$110
Analyst		\$100



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McKinleyville Community Services District

BOARD OF DIRECTORS

November 3, 2021

TYPE OF ITEM: **ACTION**

ITEM: E.7 **Consider Approval of LAFCo 2021 Municipal Service Review**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

The Staff recommends the Board review the information provided, take public comment, and consider approval of the updated October 2021, LAFCo Administrative Draft, McKinleyville Community Services District, Municipal Services Review and Sphere of Influence Update as presented and request staff notify LAFCo that if any changes are made after this approval, the Board wishes to review them prior to LAFCo's final approval.

Discussion:

Local Agency Formation Commissions (LAFCOs) are independent regulatory commissions that were established by the State legislature in 1963 to encourage the orderly growth and development of local governmental agencies including special districts. Humboldt LAFCo is a seven-member commission comprised of two members of the Humboldt County Board of Supervisors, two City Council members, two Special District representatives, and one Public Member-At-Large. Some of LAFCo's duties include regulating jurisdictional boundary changes, the extension of municipal services, and preparing Municipal Service Reviews (MSRs) for periodic Sphere of Influence (SOI) updates. MSRs are designed to equip LAFCo with relevant information and data necessary for the Commission to make informed decisions on SOIs.

The purpose of a MSR in general is to provide a comprehensive inventory and analysis of the services provided by local municipalities, service areas, and special districts. While LAFCOs have no direct regulatory authority over cities and special districts, MSR's provide information concerning the governance structures and efficiencies of service providers – and may also serve as the basis for subsequent LAFCo decisions.

In September, the Board provided feedback on the initial Draft MSR update, which was relayed by Staff to LAFCo. LAFCo Staff then brought the initial draft MSR to the LAFCO regular meeting in September for their Board to

review. The LAFCO Board provided additional comments, and the public hearing regarding this MSR was continued to the November 17, 2021 LAFCo regular meeting.

LAFCo has provided MCSD with an updated Administrative Draft that includes the feedback from MCSD and LAFCo Board members.

MCSD Board is asked to review and approve, this revised draft, barring no other requested changes by the LAFCO Board at their November 17, 2021 Board meeting, LAFCo plans to adopt the MSR at that meeting.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

No impact.

Environmental Requirements:

None

Exhibits/Attachments

- Attachment 1 – October 2021, LAFCo Administrative Draft, MCSD, Municipal Services Review and Sphere of Influence Update, as updated from the August 2021 Draft

McKinleyville Community Services District Municipal Services Review and Sphere of Influence Update



-REVISED DRAFT-

October 2021



www.humboldtlaaco.org

HUMBOLDT LOCAL AGENCY FORMATION COMMISSION

Commissioners:

Virginia Bass, District 4 Supervisor

Mike Wilson, District 3 Supervisor

Stephen Avis, City of Ferndale

Mike Losey, City of Fortuna

Troy Nicolini, Peninsula Community Services District

Debra Lake, Fruitland Ridge Fire Protection District

Ali Lee, Public Member

Alternate Members:

Michelle Bushnell, District 2 Supervisor

Gordon Johnson, City of Rio Dell

David Couch, McKinleyville Community Services District

Skip Jorgensen, Public Member

Staff:

Colette Metz, AICP, Executive Officer

Krystle Heaney, AICP, LAFCo Analyst/Clerk

Jason Barnes, GIS Analyst

Ryan Plotz, Legal Council

Acknowledgements:

LAFCo would like to thank McKinleyville CSD General Manager Patrick Kaspari and Board Secretary April Sousa for their assistance during the preparation of this MSR and SOI update.

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1.0 MSR/SOI BACKGROUND

1.1 Role and Responsibility of LAFCo

Local Agency Formation Commissions (LAFCos) are independent regulatory commissions that were established by the State legislature in 1963 to encourage the orderly growth and development of local governmental agencies including cities and special districts. Today, there is a LAFCo in each of California's 58 counties. Humboldt LAFCo is a seven-member commission comprised of two members of the Humboldt County Board of Supervisors, two City Council members, two Special District representatives, and one Public Member-At-Large. The Commission also includes one alternate member for each represented category.

LAFCo is responsible for implementing the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH Act") (California Government Code Section 56000 et seq.) for purposes of facilitating changes in local governmental structure and boundaries that fosters orderly growth and development, promotes the efficient delivery of services, and encourages the preservation of open space and agricultural lands. Some of LAFCo's duties include regulating jurisdictional boundary changes and the extension of municipal services. This includes city and special district annexations, incorporations/formations, consolidations, and other changes of organization. LAFCo seeks to be proactive in raising awareness and building partnerships to accomplish this through its special studies, programs, and actions.

The CKH Act outlines requirements for preparing Municipal Service Reviews (MSRs) for periodic Sphere of Influence (SOI) updates. MSRs and SOIs are tools created to empower LAFCo to satisfy its legislative charge of "discouraging urban sprawl, preserving open space and prime agricultural lands, efficiently providing government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances" (§56301). CKH Act Section 56301 further establishes that "one of the objects of the commission is to make studies and to obtain and furnish information which will contribute to the logical and reasonable development of local agencies in each county and to shape the development of local agencies so as to advantageously provide for the present and future needs of each county and its communities." SOIs therefore guide both the near-term and long-term physical and economic growth and development of local agencies, and MSRs provide the relevant data to inform LAFCo's SOI determinations.

1.2 Purpose of Municipal Service Reviews

As described above, MSRs are designed to equip LAFCo with relevant information and data necessary for the Commission to make informed decisions on SOIs. The CKH Act, however, gives LAFCo broad discretion in deciding how to conduct MSRs, including geographic focus, scope of study, and the identification of alternatives for improving the efficiency, cost-effectiveness, accountability, and reliability of public services. The

purpose of a MSR in general is to provide a comprehensive inventory and analysis of the services provided by local municipalities, service areas, and special districts. A MSR evaluates the structure and operation of the local municipalities, service areas, and special districts and discusses possible areas for improvement and coordination. While LAFCo has no direct regulatory authority over cities and special districts, MSR's provide information concerning the governance structures and efficiencies of service providers – and may also serve as the basis for subsequent LAFCo decisions. The MSR is intended to provide information and analysis to support a sphere of influence update. A written statement of the study's determinations must be made in the following areas:

- (1) Growth and population projections for the affected area
- (2) Location and characteristics of any disadvantaged unincorporated communities within or continuous to the sphere of influence
- (3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies.
- (4) Financial ability of the agency to provide services.
- (5) Status of and opportunities for shared facilities
- (6) Accountability for community service needs, including governmental structure and operational efficiencies.
- (7) Any other matter related to effective or efficient service delivery, as required by Commission policy.

This MSR is organized according to these determinations listed above. Information regarding each of the above issue areas is provided in this document.

1.3 Purpose of Spheres of Influence

In 1972, LAFCos were given the power to establish SOIs for all local agencies under their jurisdiction. As defined by the CKH Act, "'sphere of influence' means a plan for the probable physical boundaries and service area of a local agency, as determined by the commission" (§56076). All boundary changes, such as annexations, must be consistent with an agency's sphere of influence with limited exceptions.

Pursuant to Humboldt LAFCo policy, a MSR is conducted prior to or in conjunction with its mandate to review and update each local agency's sphere of influence every five years or as necessary. The municipal service review process is intended to inform the Commission as to the availability, capacity, and efficiency of local governmental services prior to making sphere of influence determinations.

LAFCo is required to make five written determinations when establishing, amending, or updating an SOI for any local agency that address the following (§56425(c)):

- (1) The present and planned land uses in the area, including agricultural and open space lands.

- (2) The present and probable need for public facilities and services in the area.
- (3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
- (4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
- (5) For an update of an SOI of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

Service reviews may also contain recommendations for sphere of influence or government structure changes needed to implement positive service changes. Where more detailed analysis of service options is necessary, service reviews may contain recommendations for special studies where there is the potential to reduce service gaps and improve service levels.

1.4 Disadvantaged Unincorporated Communities

SB 244 (Chapter 513, Statutes of 2011) made changes to the CKH Act related to “disadvantaged unincorporated communities,” including the addition of SOI determination number 5 listed above. Disadvantaged unincorporated communities, or “DUCs,” are inhabited territories (containing 12 or more registered voters) where the annual median household income is less than 80 percent of the statewide annual median household income.

Humboldt LAFCo has adopted DUC policy, which identifies 31 inhabited unincorporated “legacy” communities for purposes of implementing SB 244. These legacy communities were defined as part of the Humboldt County 2014 Housing Element for areas not located within the sphere of influence of a city. Therefore, additional review is needed to determine “disadvantaged unincorporated communities” within and adjacent to city spheres of influence.

CKH Act Section 56375(a)(8)(A) prohibits LAFCo from approving a city annexation of more than 10 acres if a DUC is contiguous to the annexation territory but not included in the proposal, unless an application to annex the DUC has been filed with LAFCo. The legislative intent is to prohibit selective annexations by cities of tax-generating land uses while leaving out under-served, inhabited areas with infrastructure deficiencies and lack of access to reliable potable water and wastewater services. DUCs are recognized as social and economic communities of interest for purposes of recommending SOI determinations pursuant to Section 56425(c).

2.0 MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

2.1 Agency Overview

The McKinleyville Community Services District (MCSD) extends north from the Mad River to Patrick Creek and east from the Pacific Ocean to the foothills bordering the community of Fieldbrook. The District is located along Highway 101 approximately 12 miles north of the City of Eureka and 5 miles south of the City of Trinidad. The District primarily provides water, wastewater, and parks and recreation services. Additional services include street lighting and ~~libraries~~ library facilities.

McKinleyville is located in an area that was historically inhabited by the Wiyot whose territory extended from Little River near Trinidad in the north, to Bear River Ridge in the south. The Wiyot people called this area Goudi'ni, meaning "over in the woods". They worked with the natural bounty of the bay, ocean, forests, and rivers to provide sustenance for themselves. However, an influx of white settlers eventually led to an end of the Wiyots native way of life.

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Website	https://www.mckinleyvillecsd.com/

2.2 Principal Act for Community Services Districts

The CSD principal act is the Community Services District Law (Government Code §61000, et seq.) which authorizes CSDs to provide up to 31 types of governmental services within their boundaries. Services, facilities, functions or powers enumerated in the District's principal act but not identified in the formation resolution or later activated, are considered "latent," meaning that they are authorized by the principal act under which the District is formed but are not being exercised. Latent powers and services activation require LAFCo authorization in accordance with Government Code §56824.10 et seq.

2.3 Formation and Development

McKinleyville CSD was formed on April 21, 1970, after a special election was held within the area proposed for district formation¹. The district was formed as an independent special district organized pursuant to section 61000 et seq. of the California Government Code. Although the district now provides several services, it was originally formed to provide a community water supply system only. Within three months of the District's formation, residents voted to add wastewater disposal authority to the list of activated

¹ Humboldt County Board of Supervisors Resolution No. 70-36.

powers. Later residents voted to add street lighting powers in 1972, park and recreation powers were added in 1984, and most recently, library powers were activated in 1995.

Latent Powers

In an effort to better identify the current and potential future services provided by MCSD, the District conducted a Latent Powers Study in 2020-21. The District sought input from LAFCo on several service items including library, police, reclamation, parks, and social services which was included as part of the report.

Based on the report, which primarily discussed the services listed above, several recommendations were made to the District's Board including:

- 1) Authorize General Manager to request copy of or new certification for activation of library powers vote from 1995. Subsequently move forward with "Library Powers" Ordinance to strengthen and clarify the District's powers.
- 2) Move forward with a resolution detailing the District's powers related to law enforcement with input from the County Sheriff, County Board of Supervisors, and Firth District Supervisor.
- 3) Move forward with a resolution reiterating the Parks and Recreation Powers including development and management of Community Forests.
- 4) Move forward with an ordinance delineating the District's ability to provide reclamation services under current water, wastewater, and park services.
- 5) Create a policy statement detailing the limitations of the District in the area of homelessness and how the District may provide support to other entities for this cause.
- 6) Formalize support for McKinleyville Municipal Advisory Committee (MMAC) in the form of regular meetings, an annual stipend of in kind services, providing a meeting space, providing letters of support for grant applications, and establishing an annual joint meeting between MMAC and MCSD Boards.

LAFCo currently recognizes the following active powers for MCSD: water, wastewater, parks and recreation (including open space management), street lighting, and library facilities (based on previous LAFCo approval and Humboldt County election records^{2,3}). All other powers are considered latent at this time and would require activation by LAFCo before provision of such services began. All active services will be discussed further under Section 2.8 – Municipal Services.

Homelessness

Discussion of disadvantaged unincorporated communities typically focuses on the provision of vital services to the community including water, wastewater, and fire/emergency response. However, low to mid income communities, especially those in

² Humboldt LAFCo, Resolution 95-02: Approving the Activation of Library Powers for the McKinleyville Community Services District. Adopted April 26, 1995.

³ Humboldt County Office of Elections, Elections Summary: District Elections on November 7, 1995. McKinleyville CSD Measure J passed with 78.65% Yes and 21.35% No.

more populated areas along transit corridors, also often experience a high level of homelessness.

The Humboldt Housing and Homeless Coalition takes part in the biennial Point-in-Time count which seeks to identify the number of homeless persons in the County on a single night in January. The last count identified a total of 1,470 unsheltered people within the county of which, 121 were located in McKinleyville⁴. Based on the transient nature of homeless persons and the limitations of the count based on volunteer availability and safety, the actual number of unsheltered homeless persons could be much higher. However, this does indicate that at on any given night there are over 100 persons seeking shelter, typically on public and open space lands such as parks, forested areas, shopping centers, and the like.

MCSD is aware of the need for additional support services to address homelessness in the community. While the District is unable to directly provide social services and aid to homeless persons, it can offer the use of facilities to third parties that are authorized and experienced in providing these services. MCSD has established Rule 68.03 – Services for Those Experiencing Homelessness, which outlines the limitations and abilities of the District on this issue.

2.4 Boundary and Sphere of Influence

McKinleyville CSD is the largest district of its type in Humboldt County, covering roughly 12,600 acres, or approximately 19.7 square miles. When formed, the District had a land area of 19 square miles or 12,160 acres. The Azalea Park Annexation in 1973 added approximately a half square mile or 320 acres (MCSD Resolution No. 89), and the Hunt Annexation in 1986 added approximately 30 acres along Hunts Drive in southern McKinleyville (LAFCo Resolution No. 86-5).

Currently, the District's SOI is coterminous with its boundary. However, MCSD provides water directly to Patrick Creek CSD through a water services agreement established in 1973. As such, it is recommended that MCSD's SOI be expanded to include the Patrick Creek CSD area in northern McKinleyville. While consolidation of the two districts is not likely at this time since it would require activation of road maintenance powers by MCSD and the Patrick Creek CSD Board has indicated they do want to consolidate, it could be a feasible option in the future if both districts agree.

MCSD's SOI also includes large areas of timber and natural resource land that is not provided municipal services by the District. These include forested areas east of Central Avenue and beach areas along the Pacific Ocean. An exception to this includes the timber resource areas adjacent to residential areas between Murray Road and Hunts Drive, ~~that have recently been acquired by MCSD~~ has entered into negotiations to acquire this property for management as a community forest as part of their parks and recreation program. ~~Figure 1 shows the existing and recommended SOI for the District.~~

⁴ Humboldt Housing and Homeless Coalition, Press Release - Unsheltered Point-in-Time Count Numbers Finalized. February 20, 2019.

Figure 1: McKinleyville CSD Boundary and SOI

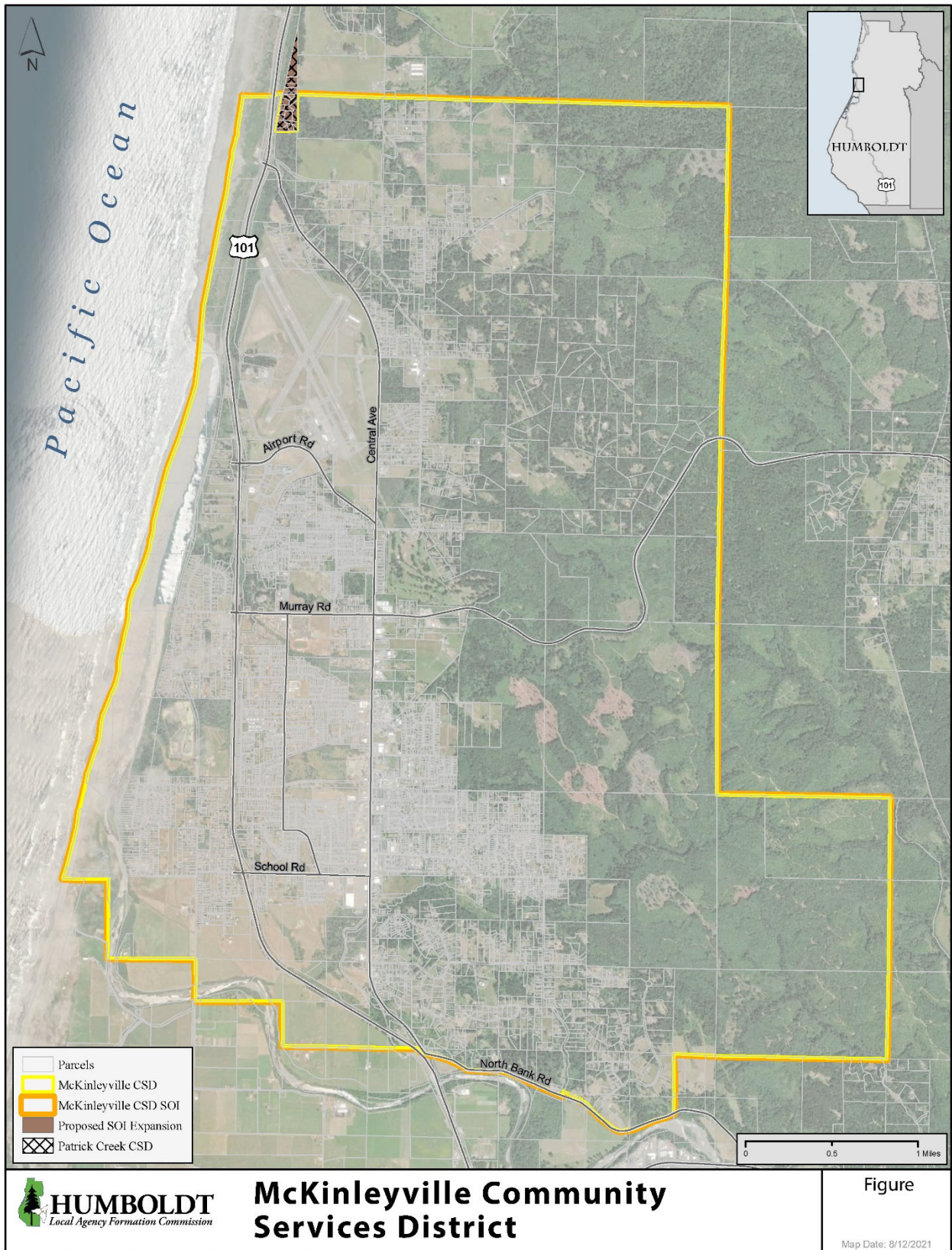
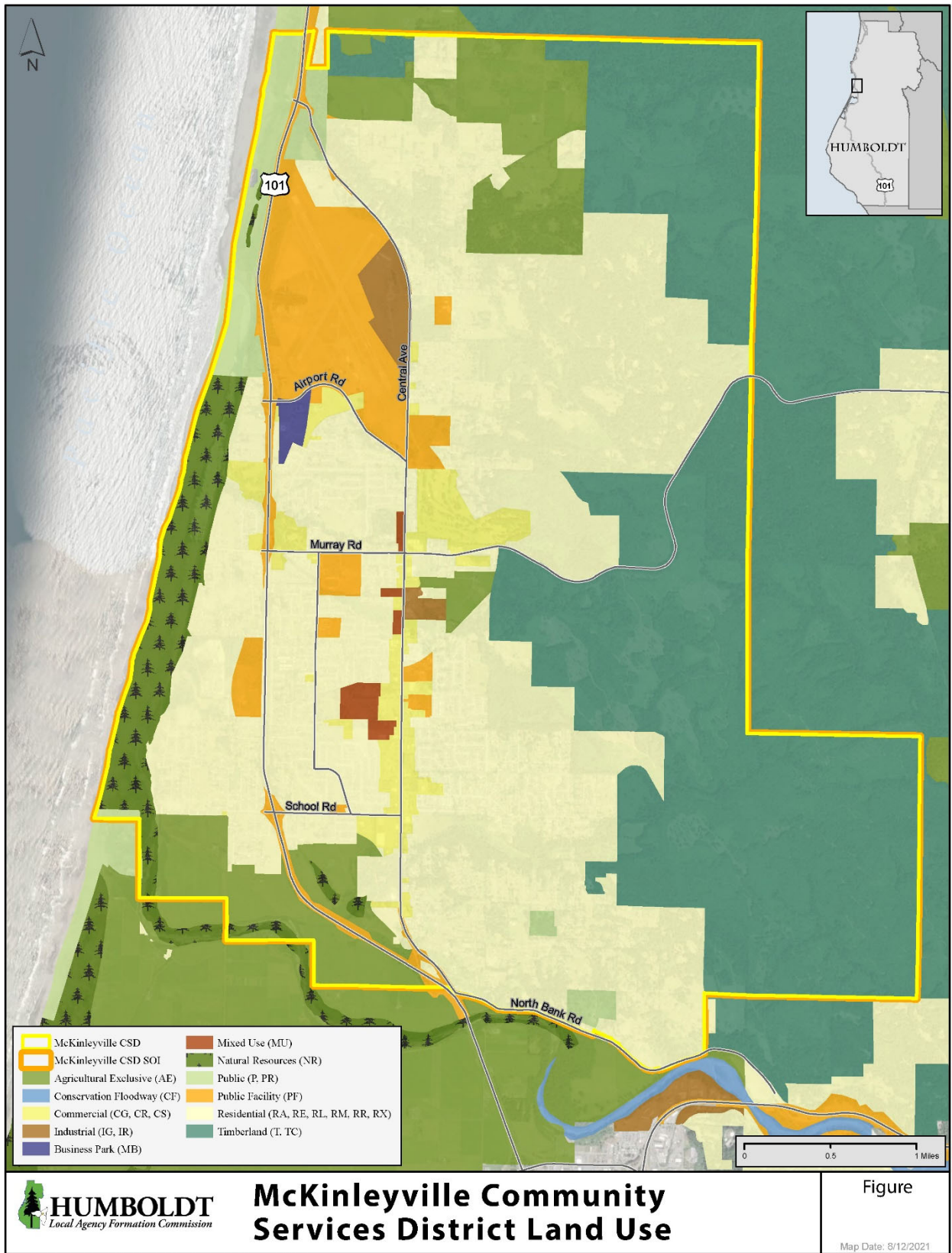


Figure 2: McKinleyville CSD Land Use Designations



The District also owns several properties outside of its boundary along the Mad River. This includes property south of North Bank Road and on the west side of Fisher Avenue. Figure 1 shows the existing and recommended SOI for the District.

2.5 Land Use and Zoning

Land uses within the District are currently subject to the Humboldt County General Plan, McKinleyville Community Plan, McKinleyville Area Local Coastal Plan (for coastal portions), and Zoning Regulations (Humboldt County Code Title III, Division 1). The McKinleyville Community Plan (adopted in 2002 and amended in 2017) includes the developed McKinleyville area and the surrounding watersheds as well as the Dows Prairie area. Most of the developed area of McKinleyville is mapped as an Urban Development Area and the Dows Prairie, Beau Pre Heights, and areas off Azalea Avenue are mapped as Urban Expansion Area.

McKinleyville's economic base is primarily that of a residential "bedroom community" with local and some regional commercial services along a centralized strip. Limited agricultural production, including timber production, and light manufacturing is also pursued in the area. McKinleyville is the site of the County's only regional airport facility, the California Redwood Coast – Humboldt County Airport (ACV). The adjacent Airport Business Park encompasses an approximate 53 acre site. The Business Park provides land for light manufacturing, regional visitor serving facilities, and commercial-industrial opportunities for the community⁵.

Under the Humboldt County General Plan, land uses within the District are primarily Residential Agriculture (RA), Residential Low Density (RL), and Timberland (T) (see Table 1). Other land uses include Agricultural Exclusive (AE), Commercial Services (CS), Commercial Recreation (CR), Public Facility (PF), Residential Estates (RE), Residential Medium Density (RM), Mixed Use (MU), Natural Resources (NR), Timberland Commercial (TC), and Industrial General (IG)⁶. The surrounding area is predominantly AE and T which are both low density, growth limiting designations.

Under Humboldt County Zoning Regulations, zoning within the District is a mix of Agriculture General (AG), Agriculture Exclusive (AE), Natural Resources (NR), Business Park (MB), Public Facilities (PF), Timberland Production (TPZ), Residential Suburban (RS), Residential One-Family (R-1), Community Commercial (C-2), Airport (AV), and Unclassified (U)⁷. Zoning outside of the District's boundary is primarily TPZ and AE. These zoning designations indicate low density development and limited growth.

⁵ Humboldt County General Plan – Community Area Plans: McKinleyville Community Plan. Adopted December 10, 2002 and amended October 23, 2017 by Resolution 17-96.

⁶ Humboldt County Web GIS, Jurisdiction Boundaries & Land Use, Planning Layers, Current General Plan Land Use. Accessed January 14, 2021.

⁷ Humboldt County Web GIS, Jurisdiction Boundaries & Land Use, Planning Layers, Zoning. Accessed October 19, 2020.

Table 1: MCSD Land Use Summary

General Plan Land Use	MCSD Boundary	
	Acres	% of Total
Residential Agricultural	1590	13 %
Residential Estates	1282	10 %
Residential Low Density	2414	19 %
Residential Medium Density	192	2 %
Mixed Use	56	<1 %
Commercial Services	285	2 %
Commercial Recreation	152	1 %
Industrial General	120	1 %
Public Facility	885	7 %
Agricultural Exclusive	1081	9 %
Natural Resources	747	6 %
Timberland	3584	28 %
Timberland Commercial	34	<1 %
Other	178	1 %
Total	12,600	100.0%

2.6 Growth and Population

McKinleyville is the most populated unincorporated area in Humboldt County and is one of the fastest growing communities in the county. MCSD is located within the McKinleyville Census Designated Place (CDP), which has a population of approximately 17,208 according to the 2019 American Community Survey 5-year Estimates. This is an increase of 760 persons from the 2014 estimate⁸. However, the District Boundary is smaller than that of the census boundary, therefore the District population is likely smaller.

The District estimates that it currently serves a population of 17,190⁹. McKinleyville can be expected to grow at a similar rate as the County if not more¹⁰. The growth rate could further be impacted by people seeking to move out of densely populated areas [in the Bay Area and Central Valley regions](#) to more rural areas due to the Covid-19 pandemic, [wildfires, and climate change](#). The District estimates an annual growth rate of 0.74% based on the previous rate of service connections. With this growth rate, there could be approximately 18,400 residents by 2030¹¹.

⁸ US Census, American Community Survey 5-year Estimates, McKinleyville Census Designated Place, Table S0101 for 2014 and 2019.

⁹ MCSD, Draft Urban Water Management Plan 2020. Section 3.4: Service Area Population and Demographics.

¹⁰ Estimated growth rate for the County is approximately 0.62% according to the 2017 Humboldt County General Plan Update.

¹¹ MCSD, Draft UWMP 2020.

2.7 Disadvantaged Unincorporated Communities

Disadvantaged unincorporated communities, or “DUCs,” are inhabited territories (containing 12 or more registered voters) where the annual median household income (MHI) is less than 80 percent of the statewide annual median household income.

The estimated 2019 MHI for McKinleyville CDP is \$54,614.¹² This is 77 percent of the estimated California MHI of \$71,228¹³ which means the District qualifies as a DUC. McKinleyville and the nearby communities of Westhaven, Fieldbrook, and Glendale are also considered legacy communities which are disadvantaged communities not within the SOI of an incorporated City^{14,15}. As such, special consideration will be given to the provision of water, wastewater, and fire services in the area.

2.8 Climate Change

The effects of climate change can vary greatly from region to region. Most notably in California there has been a shift to longer dryer summer months resulting in less precipitation and higher wildfire danger. Along the California coastline, climate change may result in lower water availability and groundwater recharge and sea level rise.

Drought

Long term droughts occur from prolonged periods of limited water availability. This is typically caused but limited precipitation and runoff in a region. Located on the Pacific Ocean coastline, McKinleyville has historically experienced cooler temperatures, and frequent fog and precipitation. While previous drought conditions throughout the state have had a limited impact on MCSD¹⁶, it is unknown how future drought conditions may ultimately impact the region. In an effort to promote water conservation practices and help prevent a future water emergency, MCSD has developed a Water Shortage Contingency Plan that is meant to prepare for and respond to any water shortages¹⁷.

Sea Level Rise

Sea level rise refers to an increase in the average sea level over time. Sea level rise is anticipated to affect the Northern California coastline in some way over the next 50 to 100 years with the most recent projections estimating three to seven feet in rise¹⁸. The most notable effects will likely occur in and around Humboldt Bay. More information on this can be found in the Sea Level Rise Adaptation Plan for Humboldt Bay/Eureka Slough Area.

¹² US Census, ACS 2019 5-year Estimates, Table S1903 for McKinleyville Census Designated Place. Accessed January 14, 2021.

¹³ US Census, ACS 2018 5-year Estimates, State of California, Table S1903. Accessed April 7, 2020.

¹⁴ Humboldt LAFCo, Boundary Change Policies and Procedures. Adopted May 16, 2018. Chapter 7 – Disadvantaged Unincorporated Communities: Section 7.2(2).

¹⁵ Humboldt County General Plan 2017. Appendix F – Map Book. Unincorporated Legacy Communities.

¹⁶ The severe drought that ended in 1977 only resulted in a water emergency for the region. MCSD UWMP Appendix D – Humboldt Bay Municipal Water District Water Shortage Contingency Plan Draft 2020.

¹⁷ MCSD, Urban Water Management Plan – Section 8: Water Shortage Contingency Planning. August 2021.

¹⁸ Section 1.7: Sea Level Rise Projections.

McKinleyville sits atop a coastal bluff and is unlikely to experience a large amount of be significantly impacted by sea level rise. The most vulnerable locations are low lying areas along the Mad River. In particular, six feet of sea level rise could inundate District properties along Fischer Avenue¹⁹. However, this area is currently uninhabited and used primarily for grazing. The only potentially significant impact would be potential inundation of Fischer Avenue which is utilized as part of the Hammond Trail between Arcata and McKinleyville.

2.82.9 Municipal Services

Water Services

MCSD purchases water wholesale from the Humboldt Bay Municipal Water District (HBMWD) which it then provides to the communities of McKinleyville and Patrick's Creek. HBMWD is a water wholesaler that serves a large part of the County including McKinleyville, Arcata, the Samoa Peninsula, and Eureka. The source of HBMWD's water is several wells located along the Mad River which flows out of Ruth Reservoir located approximately 79 miles to the east. The wells are approximately 60 to 90 feet deep which provides for natural filtration. MCSD currently has a peak demand allocation of 2.6 million gallons per day (MGD)²⁰.

The District receives water from HBMWD by way a single 18" transmission line that is buried under the Mad River²¹. Due to the proximity of several fault lines in the area, the line is at risk from severe ground shaking and could rupture in the event of a large earthquake. The District is aware of this risk and is working on developing additional emergency storage.

The District currently maintains approximately 88 miles of distribution mains over four pressure zones²² (Figure 3). The distribution system is in generally good condition. However, approximately half of the system was installed in the 1970's and is nearing the end of its useful life. In order the address this, the District has been working on a Water Main Line Replacement and Rehabilitation Master Plan. The plan takes a comprehensive look at the existing water system and identifies necessary steps and timelines for replacement of aging infrastructure. According to the plan, the District will need to spend approximately \$1 million every year on water main replacements in order to achieve 80% system replacement over the next 100 years²³. By taking steps to plan for infrastructure updates early on, the District is able to better identify necessary rate increases and other funding mechanisms to ensure continued fiscal stability.

MCSD reports overall very good water quality for the District based on regular water quality testing and the most recent consumer confidence reports²⁴. Average daily

¹⁹ National Oceanic and Atmospheric Administration, Sea Level Rise Viewer: 6 feet. Accessed October 14, 2021, from <https://coast.noaa.gov/digitalcoast/tools/slr.html>.

²⁰ MCSD, 2020 Urban Water Management Plan – Section 6.3 Surface Water. August 2021.

²¹ Kennedy Jenks, 4.5MG Water Reservoir Preliminary Design Report – Section 1.1. January 2021.

²² MCSD, 2020 UWMP – Section 3.1 General Description.

²³ GHD, MCSD Water Main Replacement and Rehabilitation Master Plan Phase 2. January 2019.

²⁴ MCSD, Consumer Confidence Report 2020.

demand for the District was approximately 1.1 MGD in 2019 based on a total consumption of 405.3 MG (see Table 2). Reported water demand for 2020 was slightly higher at 450MG or 1.23 MG average daily demand²⁵. This is approximately 47% of the Districts allocation from HBMWD and indicates there is enough water to meet current and future demands.

MCSD currently has six storage tanks at three sites totaling 5.25MG. This equals approximately two days of emergency water supply for the community²⁶. However, due to the seismic vulnerability of the main transmission line from HBMWD, the District seeks to have five days of emergency water supply and is therefore in the process of preliminary design and permitting for a new 4.5MG water reservoir off of Cochran Road. The addition of this tank would provide another two days of emergency water supply.

Table 2: 2019 Water Demand

Million Gallons Per Month			
Month	Residential	Commercial	Total
January	25.528	3.953	29.481
February	23.769	3.217	26.986
March	25.814	3.996	29.81
April	25.106	3.384	28.49
May	26.687	3.735	30.422
June	28.274	3.647	31.921
July	36.757	7.16	43.917
August	39.067	4.52	43.587
September	37.981	4.661	42.642
October	32.104	4.068	36.172
November	26.997	3.761	30.758
December	27.396	3.724	31.12
Total	355.48	49.826	405.306

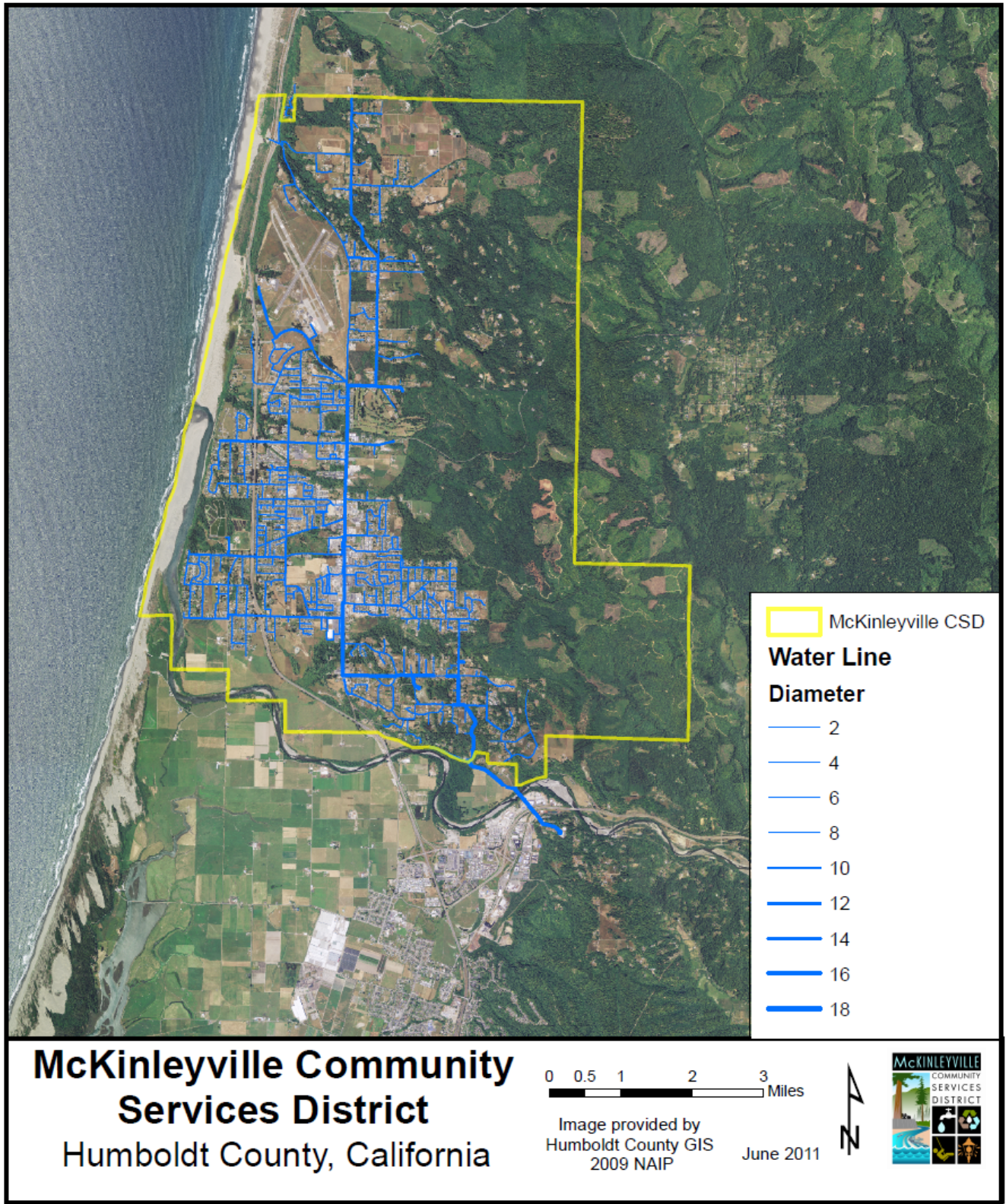
The District also maintains an emergency intertie with the City of Arcata that was installed in 2013. In the event of an emergency, the intertie can be activated to provide water between the two systems. Typically, the water in the intertie remains stagnant. However, in order to maintain a chlorine residual, a bypass was installed to regularly flush the system²⁷.

²⁵ MCSD, 2020 UWMP – Section 4.2.

²⁶ Kennedy Jenks, 4.5MG Water Reservoir Preliminary Design Report. January 2021.

²⁷ MCSD, 2020 UWMP – Section [4.2: Past, Current, and Project Water Use by Sector \(Transfers to Other Agency\)](#).

Figure 3: Water Lines



Water Rates

Water rates in the District are calculated based on meter size and water use. Customers are charged a base rate every month based on the size of the meter at the property and then charged a use fee based for every 100 cubic feet of water²⁸. The District currently uses a tiered system so that the more water is used, the more it will cost per 100 cubic feet. The District has set annual rate increases that will take place until FY 2023 at which point the rates will be reassessed.

Table 3: MCSD Water Base Rates

Meter Size*	FY 2021	FY 2022	FY 2023
5/8 Inch	\$ 18.68	\$ 19.80	\$ 20.39
¾ Inch	\$ 26.71	\$ 29.11	\$ 30.59
1 Inch	\$ 42.59	\$ 47.52	\$ 50.98

* MCSD has meters ranging from 5/8 inch up to 8 inches.

Table 4: MCSD Water Use Rates

Use Level (per 100 cu.ft.)	FY 2021	FY 2022	FY 2023
Block 1: 0 to 8 CCF	\$ 1.78	\$ 1.89	\$ 1.95
Block 2: Over 8 CCF	\$ 4.45	\$ 4.73	\$ 4.88

Out of Agency Service Connections

MCSD has several legacy connections within the City of Arcata's SOI on the south bank of the Mad River. The District provides water services to several industrial customers, including Eureka Ready Mix in the Boyd Road area. However, according to a Memorandum of Understanding between the District and the City, the City will take on water service for this area in the event that Eureka Ready Mix wishes to further subdivide its property. MCSD is also not allowed to ~~extend service to any other parcels within the City's SOI or Urban Services Boundary~~ install any additional water service connections or meters to the Eureka Ready Mix property, or otherwise expand or enlarge that water service²⁹.

MCSD also has an existing agreement to supply water to the Patrick Creek CSD located at the northern edge of McKinleyville off of Little River Drive. When the Patrick Creek CSD was originally formed, they relied on wells within their District to serve the small community there. However, the system proved difficult to maintain and was transferred to MCSD in 1973. Customers in Patrick Creek CSD purchase water directly from MCSD as established by a Joint Powers Agreement between the two districts which sunsets in June 2033³⁰.

Due to potential development at the Trinidad Rancheria located just south of the city of Trinidad, HBMWD has begun discussion with MCSD regarding “wheeling” of water

²⁸ 100 cubic feet of water equals approximately 748 US liquid gallons.

²⁹ McKinleyville CSD and City of Arcata, Memorandum of Understanding Pertaining to the Annexation of the Eureka Ready Mix Parcel, March 7, 2016. Mutually agreed terms Item #2.

³⁰ Joint Powers Agreement for Provision Water Services to Patrick Creek Community Services District. Signed February 27th, 1973.

through the MCSD system for a mainline extension up to the Trinidad area³¹. While the project is still within early stages of planning and development, should it move forward, it would require additional agreements between MCSD and HBMWD.

Services Included Under Water Powers

In accordance with GC §61100(a), a CSD may “supply water for any beneficial uses, in the same manner as a municipal water district, formed pursuant to the Municipal Water District Law of 1911, Division 20 (commencing with Section 71000) of the Water Code”. This allows the District to conduct a wide range of activities related to the development and sale of water. According to Water Code §71610:

“. . . a district may acquire, control, distribute, store, spread, sink, treat, purify, recycle, recapture, and salvage any water, including sewage and storm waters, for the beneficial use or uses of the district, its inhabitants, or the owners of rights to water in the district”.

Based on the above language, the District is lawfully able to recycle wastewater for irrigation as it does at the Fischer property and capture stormwater for groundwater recharge.

Wastewater Services

The District provides wastewater services to approximately 6,280 ‘service units’ which includes residences (including individual apartments), as well as business and commercial units. Wastewater is transported through 73 miles of sewer mains to a wastewater treatment plant located in between Hiller Park and the Mad River off of Fischer Avenue³² (Figure 4). The facility was last upgraded in 2017 and has a current dry weather capacity of 1.37 MGD, wet weather capacity of 1.69 MGD, and peak capacity of 3.08 MGD.

Demand can vary throughout the year based on weather conditions with the highest demand typically in the wet weather months of February, March, and April. In 2019 the plant treated a total of 356.7 MG of influent (Table 5). The highest reported month was March with a total of 41.023 MG or approximately 1.3 MGD which is below the wet weather design capacity and less than half of its peak capacity. This indicates that there is sufficient capacity to manage current and future demand.

Like the water system, approximately half of the sewer force mains are from the 1970's and nearing the end of their useful life. While much of the system is still in good condition there are a couple areas of concern. There are existing capacity issues with the middle and southern Highway 101 crossings in the District and a portion of the main along Central Avenue has been severely corroded by sewer gas and will need to be replaced in the next five to ten years³³.

³¹ Wheeling water refers to conveying water through the unused capacity in a pipeline by another water provider. In this instance, water intended for the Trinidad Rancheria would be passed through the MCSD system in order to reach the proposed main line extension from Clam Beach.

³² GHD, MCSD Sanitary Sewer Main Line Replacement and Rehabilitation Master Plan – Section 1.2. January 2019.

³³ GHD, Sanitary Sewer Line Master Plan – Section 1.2.

Figure 4: Wastewater System



Table 5: Influent Treated in 2019

Month	Influent (MG)
January	29.994
February	37.085
March	41.023
April	35.358
May	30.449
June	26.802
July	26.073
August	26.201
September	25.459
October	24.917
November	24.495
December	28.827
Total	356.683

In an effort to better identify and plan for necessary repairs, the District has developed a Sanitary Sewer Main Line Replacement and Rehabilitation Master Plan. Phase I of the plan took a comprehensive look at the existing infrastructure including sizing, useful life of materials, and other factors to determine the timeline of repairs for the system. Phase II discusses the different types of replacement methods and costs. Based on the plan, the District will need to begin investing approximately \$1 million per year for sewer line replacements in order to maintain an adequate level of service and prevent major system issues³⁴.

Due to the systems overall good condition groundwater and stormwater typically does not impact influent volume. Based on wet weather flow monitoring performed by the District, infiltration and inflow (I/I) into the District's sanitary sewer system is below what would typically be expected for a system of this age³⁵.

Sewer Rates

Sewer rates are calculated on a monthly basis and are based on the total amount of water delivered to the property. Each customer pays a base charge of \$33.58 and then a volumetric charge of \$1.01 to \$16.86 per 100 cubic feet depending on the use of the property. The MCSD Board has set rate increases that will take effect until FY2023 at which point rates will be reassessed. A small list of common use types and charges are listed below.

³⁴ GHD, Sanitary Sewer Line Master Plan – Section 3.1.

³⁵ MCSD General Manager Pat Kaspari, PE. Personal Communication (Email). October 14, 2021.

Table 6: MCSD Sewer Rates

Use	FY 2021	FY 2022	FY 2023
Base Charge	\$ 33.58	\$ 34.59	\$ 35.63
Apartment/ Multi-Unit	\$ 2.81	\$ 2.89	\$ 2.98
Market	\$ 11.18	\$ 11.56	\$ 11.92
Motel/ Hotel	\$ 7.33	\$ 7.37	\$ 7.45
Restaurant/ Tavern	\$ 12.79	\$ 13.81	\$ 14.90
Single Family Residential	\$ 2.81	\$ 2.89	\$ 2.98

Services Included Under Wastewater Powers

In accordance with GC §61100(b), a CSD may “Collect, treat, or dispose of sewage, wastewater, recycled water, and storm water, in the same manner as a sanitary district, formed pursuant to the Sanitary District Act of 1923, Division 6 (commencing with Section 6400) of the Health and Safety Code”. This allows the District to provide a wide range of services related to wastewater. The following Health and Safety Code (HSC) sections are applicable to current district operations:

HSC §6512: *[The District] A district may acquire, plan, construct, reconstruct, alter, enlarge, lay, renew, replace, maintain, and operate garbage dumpsites and garbage collection and disposal systems, sewers, drains, septic tanks, and sewerage collection, outfall, treatment works and other sanitary disposal systems, and storm water drains and storm water collection, outfall and disposal systems, and water recycling and distribution systems, as the board deems necessary and proper. . .*

HSC §6520.7: *[The District] may sell, or otherwise dispose of, any water, sewage effluent, fertilizer, or other byproduct resulting from the operation of a sewerage system, sewage disposal plant, refuse disposal plant or process, or treatment plant, and construct, maintain, and operate such pipelines and other works as may be necessary for that purpose.*

HSC §6520.9: *[The District] may construct, maintain, and operate such pipelines or other works as may be necessary to conserve and put to beneficial use any water or recycled effluent recovered from the operation of the wastewater system, plant, or works, by sale or disposition for agricultural or industrial purposes, or by discharging or spreading the water or recycled effluent in such a manner as to percolate into the underground gravels and replenish the natural water resources.*

Based on the above language, the District is lawfully able to construct and utilize recycled water systems and produce biosolids from wastewater treatment systems. Additionally, the application of treated wastewater to agricultural fields is a common practice and has been utilized by the District since the 1980's.

Street Lighting Services

The District currently owns and maintains 400+ streetlights in over 95 different lighting zones. District residents pay a monthly surcharge based on what zone they are in to fund electricity charges, annual maintenance of the system, and any necessary replacements. In FY21/22, the District budgeted \$40,000 to continue with pole inspection and reporting that will identify and prioritize replacement needs. An additional \$7,000 has been set aside for photocell (light) replacement³⁶.

Recreation Services

MCSD is able to provide a range of recreation and open space opportunities to area residents (Figure 5). These include recreation facilities and programs, parks, and trails. Many of the District's facilities and parks can be rented for both private and public events which helps cover the costs of operations and maintenance.

Table 7: MCSD Recreation Services

Parks	Facilities
<ul style="list-style-type: none"> • Hiller Park • Hiller Sports Complex • Pierson Park • Larissa Park 	<ul style="list-style-type: none"> • Azalea Hall • McKinleyville Activity Center • McKinleyville Teen & Community Center • McKinleyville Library • Law Enforcement Facility
Trails	Programs
<ul style="list-style-type: none"> • Hiller Park Loop Trails • Mid Town Trail • School Road Trail 	<ul style="list-style-type: none"> • Summer Kids Camp • Paint Classes • Birthday Parties • Chalk the Town • School Break Camps • Youth Sports • Virtual Recreation and Wellness

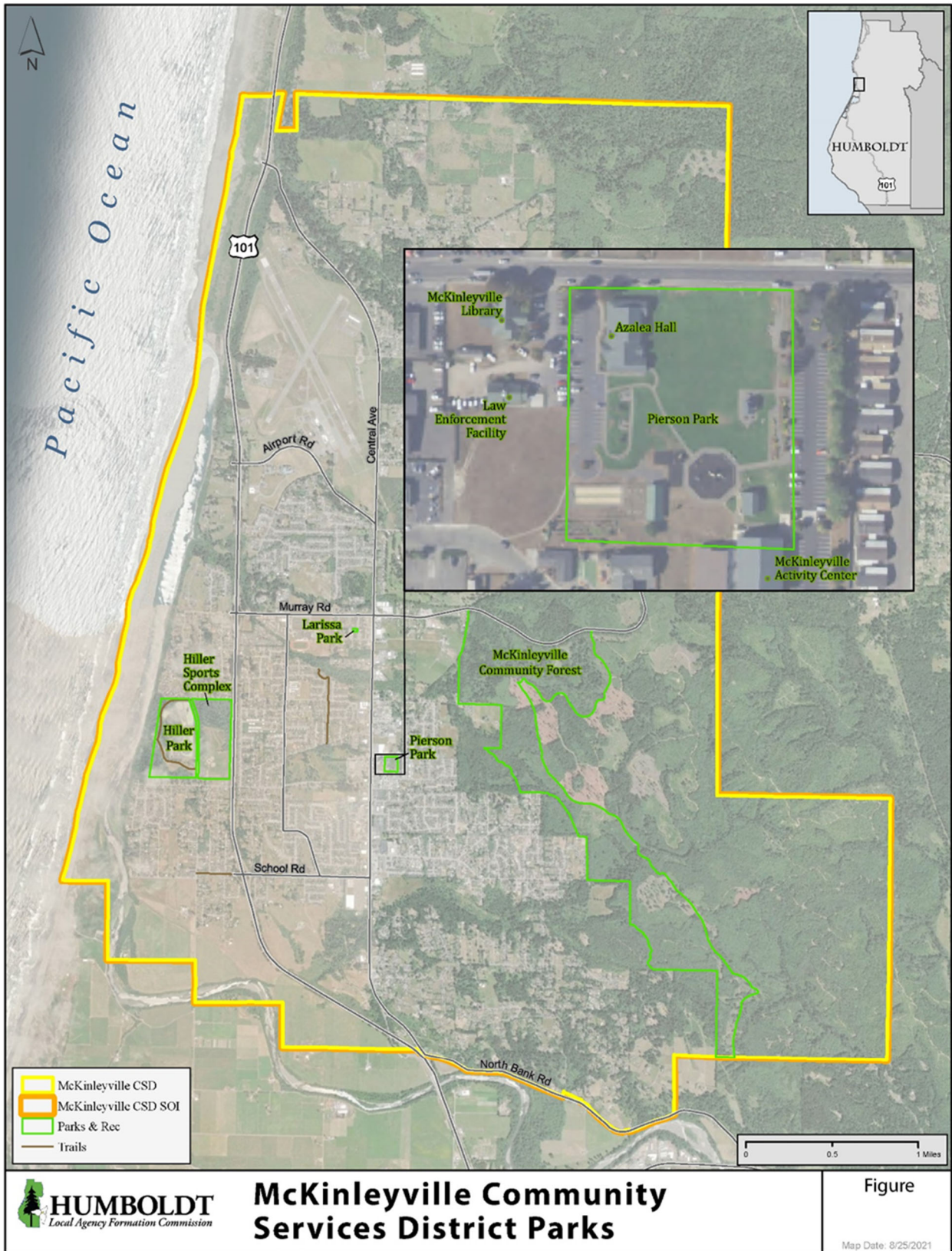
MCSD maintains a Parks and Recreation Advisory Committee which is discussed further in Section 2.9: Organizational Structure. This community driven committee provides feedback to the District on parks and recreation needs. Currently the Committee is overseeing planning for a BMX and skate park and a community forest³⁷.

In addition to general parks and recreation facilities, the District owns the McKinleyville Library and Law Enforcement Facility. The library is home to the McKinleyville branch of the Humboldt County Public Library system. The county operates the library while the District maintains the building and grounds. The Law Enforcement Facility is located adjacent to the library and is operated by the Humboldt County Sheriff's Department.

³⁶ MCSD, Approved Budget for FY2021-22: Exhibit 11. Adopted June 2, 2021.

³⁷ MCSD, Parks and Recreation Committee (PARC) Meeting Minutes for June 17, 2021.

Figure 5: MCSD Recreation Facilities



In 1995, the District conducted proceedings for activation of library powers. This included working through the LAFCo process and holding an election which received 78.65% voter approval. As such, LAFCo considers library powers to be active for the district. While the District does not directly provide these services, they do work with the County to ensure that adequate library services are provided to the community. The District also recently passed Ordinance 2021-05 which further establishes and clarifies their library powers³⁸.

Due to the COVID-19 Pandemic, Parks & Recreation is only running one program-an afternoon recreation program for elementary school children. When state and county guidelines allow, we will return to offering youth and adult sports programs as well as leisure classes, playgroups and day camps.

Community Forest

As mentioned above, the District is in the process of establishing a community forest. In 2020 the Trust for Public Lands (TPL) was awarded \$3.8 million by the California Natural Resources Agency for the acquisition of land to create the McKinleyville Community Forest. TPL will be purchasing 550+ acres of forest property from Green Diamond Resource Company that is located on the eastern edge of town³⁹, and transfer it to the District. The District will be responsible for the management of the forest and the development of trails and other recreation opportunities. There is also an opportunity for the District to actively manage timber for sales which could help offset costs of managing recreational access.

Services Included Under Park Powers

In accordance with GC §61100(e), the District may "Acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space, in the same manner as a recreation and park district formed pursuant to the Recreation and Park District Law. . .". Applicable Public Resources Code (PRC) includes:

PRC §5786: (a) Organize, promote, conduct, and advertise programs of community recreation, including, but not limited to, parks and open space, parking, transportation, and other related services that improve the community's quality of life.

(b) Establish systems of recreation and recreation facilities, including, but not limited to, parks and open space.

(c) Acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space, both inside and beyond the district's boundaries.

Based on the above language the District is lawfully able to improve parcels and take on construction activities for maintenance and operation of recreation and open space

³⁸ MCSD, Ordinance 2021-05: Adding Section 68.04 to Regulation 68, Latent Powers of Article VI: Miscellaneous, Addressing Library Powers of the MCSD Rules and Regulations. Adopted July 7, 2021.

³⁹ MCSD, Community Forest Press Release. December 17, 2020.

facilities. This includes all property owned by the District and any that is jointly managed with other entities such as the future Community Forest, Mad River access, and beach access.

Other Service Providers

In addition to MCSD, a number of other entities provide vital services to the McKinleyville community. Other local government agencies that provide services within the boundaries of the MCSD include:

- Humboldt Bay Municipal Water District (wholesale drinking water provider)
- Humboldt Bay Harbor Conservation and Recreation District (countywide service provider of harbor management and Humboldt Bay resource conservation)
- Humboldt County Resource Conservation District (countywide service provider of soil conservation, agricultural services support, habitat conservation)
- North Coast Emergency Medical Services Authority (regional emergency medical services system manager including first responder and ambulance service-ambulance services provided by Arcata-Mad River Ambulance Service)
- Humboldt County (countywide provider of general government, roads, drainage, law enforcement)

These are briefly discussed below. A more detailed description of fire and law enforcement services is described below.

Fire Protection and Emergency Response

Fire protection and emergency response services are provided by the Arcata Fire Protection District (AFPD). The AFPD is an independent special district that serves the communities of Arcata, McKinleyville, Manila, Bayside, and Jacoby Creek. Within their 62 square mile boundary they operate three fire stations that are staffed with a minimum of two on-duty firefighters. In 2020 they responded to over 3,000 service calls including 57 structure fires, 79 vehicle accidents, and over 1,500 medical incidents⁴⁰. More information can be found on the District in the 2017 Humboldt Bay Regional Fire Services MSR.

Law Enforcement

As mentioned previously, the Humboldt County Sheriff's Office is responsible for providing law enforcement services in and around McKinleyville. In 2020, the McKinleyville substation responded to over 13,000 calls for service, conducted 217 arrests, and filed 295 felony and 572 misdemeanor reports. This accounts for approximately 21% of total service calls in 2020⁴¹.

The Sheriff's Office also operates the Humboldt County Animal Shelter located at 980 Lycoming Avenue in McKinleyville. The shelter provides medical care for rehoming for stray and abandoned animals throughout the county. In 2020 the shelter also assisted

⁴⁰ Humboldt County Fire Chiefs' Association. Draft 2020 Annual Report.

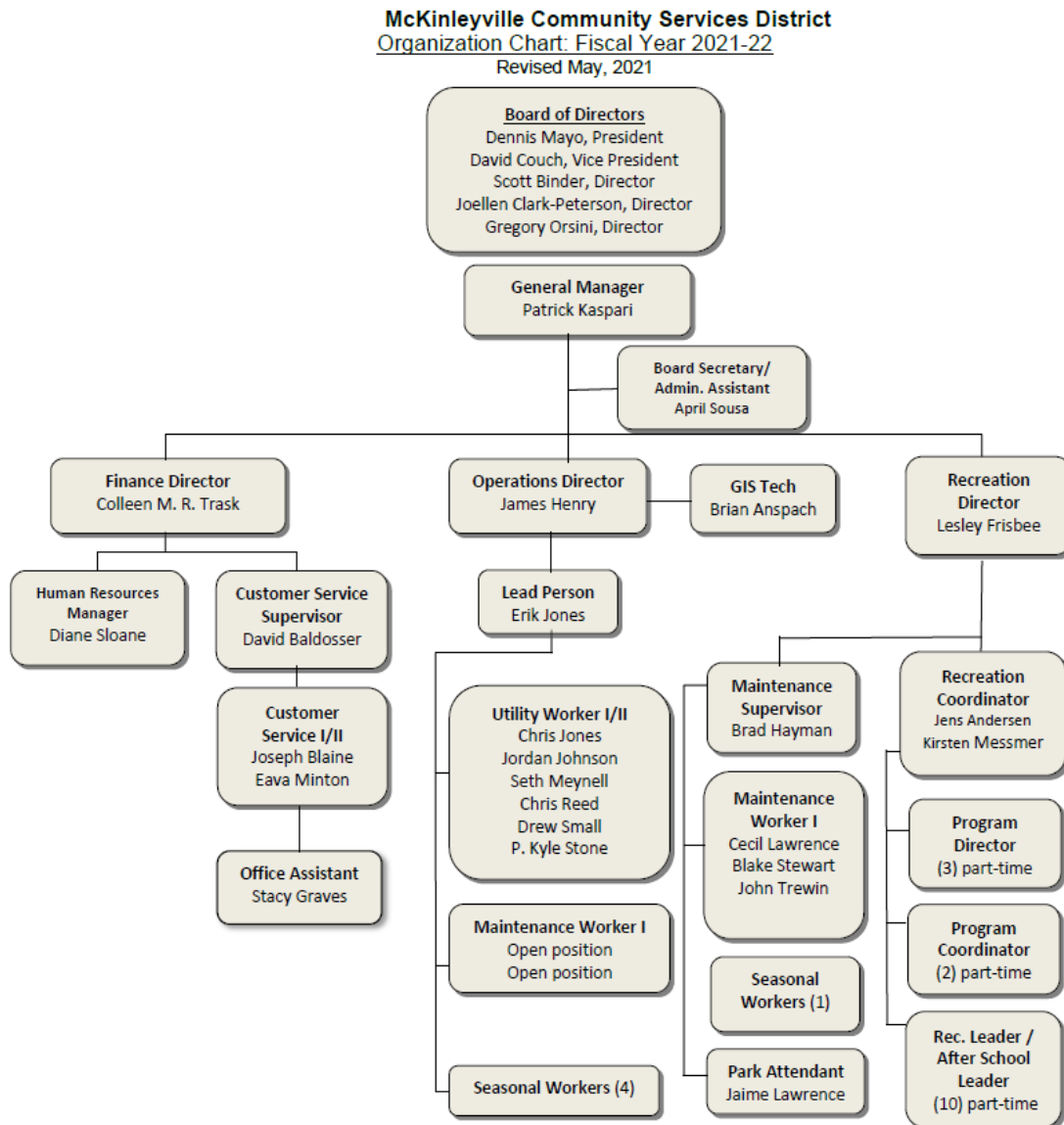
⁴¹ Humboldt County Sheriff's Office. 2020 Annual Report. Accessed from <https://humboldt.gov.org/2637/Annual-Report-on-October-14,-2021>.

with wildfire evacuation efforts by providing a regional wildfire evacuation shelter for small to large animals and the Humboldt County Fairgrounds⁴².

2.92.10 Organizational Structure

MCSD is governed by a five-member Board of Directors that are elected to staggered four year terms. Board meetings are typically held on the first Wednesday of the month at 7:00pm at Azalea Hall unless otherwise noticed. Board members receive \$125 per meeting up to a maximum of \$750 per month (six meetings)⁴³.

Figure 6: Organizational Chart



⁴² HCSO, 2020 Annual Report.

⁴³ MCSD Ordinance 2012-01. An Ordinance of the McKinleyville community Services District Amending the Board Policy Manual to Revise the Board of Directors Compensation Rate. Adopted April 4, 2012.

Table 8: MCSD Board of Directors

Board Member	Title	Term Expiration
Dennis Mayo	President	December 2022
David Couch	Vice President	December 2022
Scott Binder	Member	December 2024
Joellen Clark-Peterson	Member	December 2022
Greg Orsini	Member	December 2024

MCSD also maintains a Parks and Recreation Advisory Committee that provides input on District owned and operated recreation facilities as well as the needs and desires of the community for updated or expanded facilities. This unique committee is made up of nine members, of which two may be high school students. Committee composition includes one McKinleyville Area Fund representative, one MCSD Board representative, and seven public members with two alternates. The committee typically meets every third Thursday at 6:30pm at the MCSD conference room unless otherwise noticed.

This District currently maintains 29.5 full time equivalent employees in both full-time and part-time positions. These include the District Manager, department directors, and support staff.

McKinleyville Municipal Advisory Committee

The McKinleyville Municipal Advisory Committee (MMAC), formed by the Humboldt County Board of Supervisors in 2012, is comprised of eight voting members including three members appointed by the 5th District Supervisor, three members appointed by the full Board of Supervisors, and two members representing MCSD (i.e., a Board Member and the General Manager). The committee provides recommendations to the County on the need for and adequacy of services provided by the County and also has the ability to provide input on land use and zoning updates in the McKinleyville area⁴⁴. Most recently, MMAC has been reviewing and providing input on the McKinleyville Town Center Master Plan.

MCSD and MMAC have recently started working more closely together on services planning for the area. The MCSD General Manager, Board President, MMAC Chair, and 5th District Humboldt County Supervisor are to meet monthly and a joint meeting of the MCSD Board and MMAC is scheduled to occur annually. MCSD is also providing support though in kind services for MMAC including providing a regular meeting space for the committee and letters of support for grant funding⁴⁵.

McKinleyville Incorporation

As one of the largest and most populated areas of Humboldt County, McKinleyville is considered a candidate for potential incorporation. Incorporation is defined as the

⁴⁴ Humboldt County, Boards and Commissions, McKinleyville Municipal Advisory Committee. Accessed July 29, 2021 from <https://humboldt.gov/org/238/McKinleyville-Municipal-Advisory-Committ>.

⁴⁵ MCSD, Resolution 2021-07: Revising the Board Policy Manual, Appendix A, to Formalize Support for the MMAC and Clarify the Board's Role and Responsibilities. Adopted April 7, 2021.

creation or establishment of a new city with corporate powers. At least 500 registered voters must reside within the proposed territory. Most cities incorporate to gain local control of land use decisions and to access new revenues to support local services. Incorporation shifts local government responsibility for an unincorporated area under the jurisdiction of a county board of supervisors to a newly established city council. City incorporation requires LAFCo approval and majority voter approval as part of an election. The long-term financial viability of a city is key to LAFCo approval of an incorporation proposal, including requiring revenue neutrality⁴⁶, a comprehensive fiscal analysis, and a plan for services. While the idea has been discussed several times in the past, there has been no major community support that has led to a preliminary feasibility study for McKinleyville incorporation and MCSD remains neutral on the topic.

2.102.11 Accountability and Transparency

The District maintains a website in compliance with SB929. Board agendas and notices are posted at least 72 hours in advance of scheduled Board meetings in accordance with the Ralph M. Brown Act and meeting minutes are posted on the District’s website when available. The District office located at 1656 Sutter Road is also open to the public Monday through Friday. District staff are available to take account payments, assist with recreation program registrations, and answer general questions.

Financial documents including budgets and audits are prepared on an annual basis in accordance with CSD law. Annual budgets are submitted to the County Auditor/ Controller once approved and financial information is regularly submitted to the State Controller’s office⁴⁷.

2.10 Financial Overview

Fees for Services

The District budgeted for gains in the past five financial years. Water and wastewater revenues and expenses account for a majority of the budget. The most recent rate study was completed in 2018. The District did anticipate a loss of revenue from the Covid-19 pandemic, most notably in Parks and Recreation. The reduction was primarily due to the cancellation of programs and the closing of facilities for public meetings, gatherings etc. The District was able to adjust expenditures in personnel costs by redistributing workloads to other departments and using fewer part-time and seasonal employees. Revenues are expected to rebound throughout FY21/22 but will likely remain lower than pre-covid amounts.

Table 9: MCSD Annual Budget Summary

Category	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Water	4,044,493	4,142,409	4,041,697	4,488,043	6,175,268

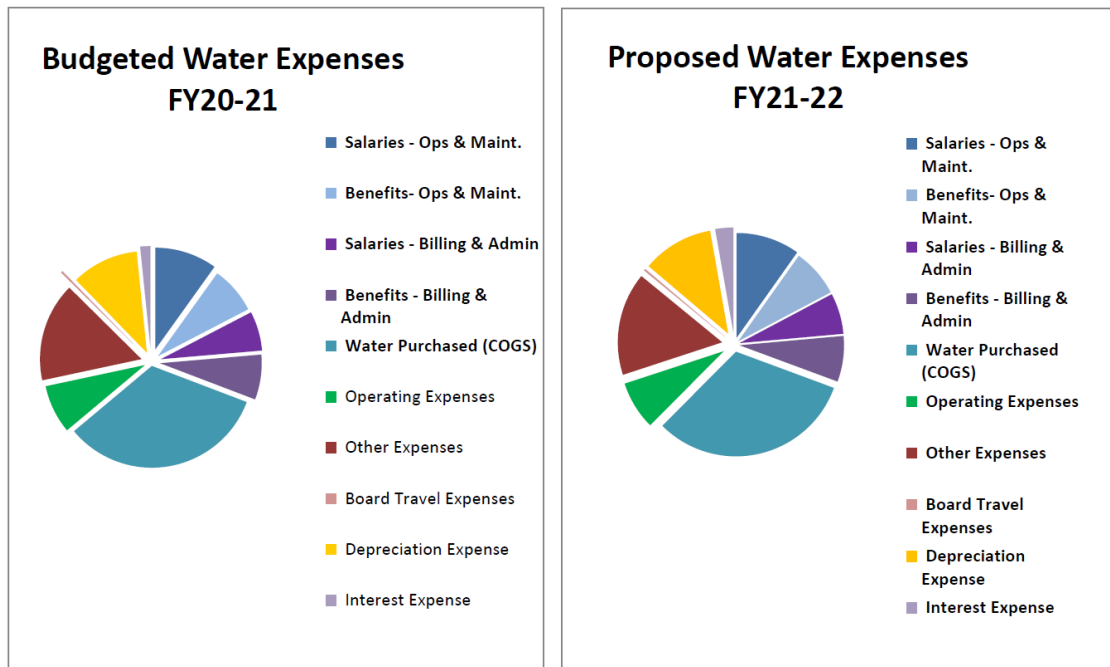
⁴⁶ Revenue Neutrality (GC 56815) - Any proposal that includes an incorporation should result in a similar exchange of both revenue and responsibility for service delivery among the county, the proposed city, and any other subject agencies.

⁴⁷ California State Controller’s Officer, By the Numbers: Special Districts Financial Data. Accessed July 29, 2021 from https://districts.bythenumbers.sco.ca.gov/#!/year/2019/revenue/0/district_type/Independent/0/activity/Community+Services/0/county/Humboldt/0/entity_name/McKinleyville+Community+Services+District/0/category.

Recreation	1,433,910	1,295,612	1,322,896	1,094,628	1,250,216
Lighting	101,250	107,416	112,270	116,818	119,435
Wastewater	3,822,457	4,099,852	4,255,674	6,240,769	6,486,869
Measure B	-	210,000	212,512	224,332	225,004
Revenues	9,402,110	9,855,289	9,945,049	12,164,590	14,256,792
Water	2,828,439	2,829,489	3,234,714	3,390,101	3,625,938
Recreation	1,469,393	1,294,964	1,300,634	1,089,509	1,244,475
Lighting	101,076	104,136	101,844	90,826	136,676
Wastewater	3,205,046	2,709,535	3,404,813	3,536,184	3,777,967
Measure B	-	209,799	212,124	223,361	224,499
Expenditures	7,571,848	7,147,923	8,254,129	8,329,981	9,009,555
Gain/ (Loss)	\$1,830,262	\$2,707,366	\$1,690,920	\$3,834,609	\$5,247,237

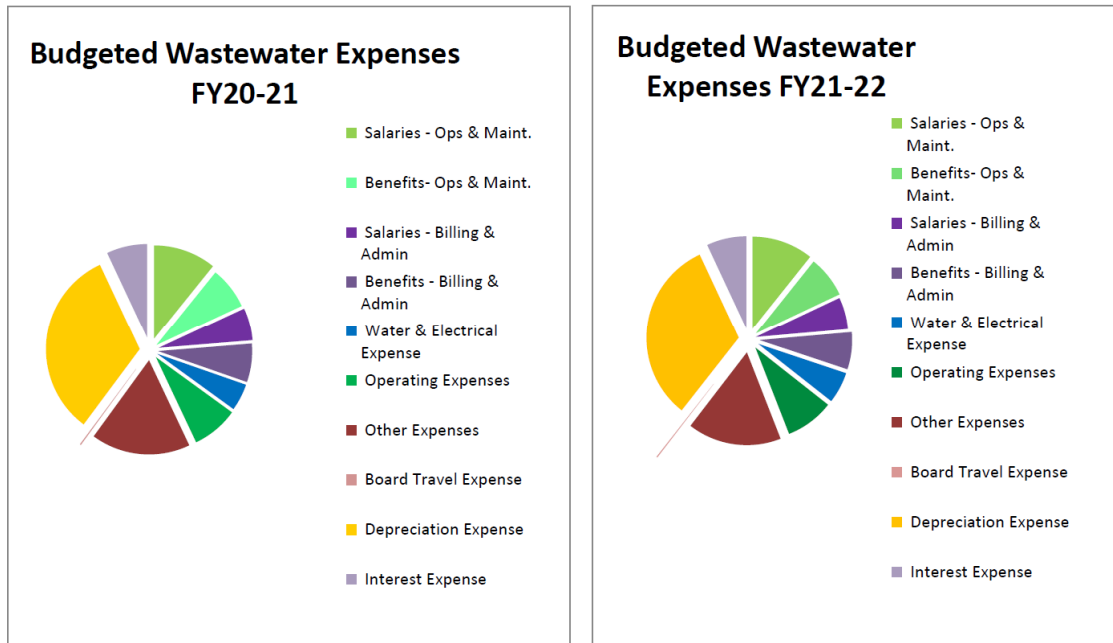
The charts below show the major expense categories for water and wastewater services. The largest expense is salaries and benefits for District personnel that keep things running smoothly and ensure the water stays on. The next largest expense is generally depreciation of assets such as pipelines and equipment.

Figure 7: Water Expenses



Source: MCSD FY2021-22 Approved Budget

Figure 8: Wastewater Expenses



Source: MCSD FY2021-22 Approved Budget

District Audits

MCSD contracts for annual audits with an impartial third party accounting firm. The last audit available is for FY19/20 and was conducted by Fedak & Brown LLP. Over the last five fiscal years the District has shown an increase in overall net position of more than \$3 million. This indicates the District has sound financial planning and is able to grow its net position over time. This will allow the District to plan for increasing expenses and large capital outlays.

Table 10: MCSD Audit Summary

Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
District Revenues	8,609,252	8,631,360	9,285,671	10,689,551	10,800,937
District Expenses	5,890,969	6,259,333	7,455,068	7,984,112	8,474,980
Total Gain/ (Loss)	2,718,283	2,372,027	1,830,603	2,705,439	2,326,257
Net Position Year End	\$27,586,386	\$29,958,413	\$26,021,854	\$28,727,293	\$31,053,550

District revenues are primarily from fees for services including water and wastewater service charges and recreation program fees. In FY19/20, the District reported over \$8 million in fees for services accounting of approximately 75% of total revenues. Additional revenue comes from grants, property taxes, and voter approved special assessments including Measure B for parks, open space, and recreational facilities, which was renewed for 20 years in FY2012/13.

3.0 MCKINLEYVILLE MSR DETERMINATIONS

As set forth in Section 56430(a) of the CKH Act- In order to prepare and to update the SOI in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for a service review the county, the region, the sub-region, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following:

(1) Growth and population projections for the affected area

- a) The District estimates a total population of 17,190. With an estimated growth rate of 0.74%, there could be 18,400 residents in the District by 2030.
- b) As the largest unincorporated community in Humboldt County, McKinleyville is expected to grow at the same rate if not faster than other unincorporated areas.

(2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence

- a) McKinleyville Census Designated Place had a 2019 estimated MHI that is 77% of the State MHI which qualifies it as a DUC. The MCSD adequately provides water and wastewater services to the community and fire protection services are provided by the Arcata Fire Protection District.
- b) The communities of Westhaven to the north and Fieldbrook and Glendale to the east are also considered DUCs. Both of these communities are served by separate CSDs (i.e., Westhaven CSD and Fieldbrook-Glendale CSD).

(3) Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies.

- a) The District currently uses approximately 47% of its allocation from HBMWD which indicates there is enough water supply to meet current and future demands.
- b) The current transmission line from HBMWD is susceptible to failure from seismic activity. In the event of a break in this line, the District currently has 5.25MG of water storage which is the equivalent of two days of emergency supply. The District is currently working on development of an addition 4.5MG water reservoir in order to increase emergency backup supply.
- c) The District's wastewater treatment facility was upgraded in 2017 and has a peak demand capacity of 3.08MGD. Based on peak usage in 2019 (1.3MGD) there is adequate capacity to meet current and future demand.
- d) The District has completed an assessment of both their water and wastewater distribution systems which will need to be continuously upgraded to prevent pipeline failures. A plan has been put in place to ensure there are enough reserve funds to take on yearly replacement projects and ensure continued service to the community.

- e) The District provides a wide range of park and recreation activities for the community and is continuing coordination with outside entities on development of a community forest.
- f) The District currently maintains over 400 streetlights and has been working on inspections to prioritize pole replacement needs. Additional funding has also been set aside for light replacement when needed.

(4) Financing ability of agencies to provide services.

- a) The District adopts an annual budget in accordance with CSD law and conducts regular audits which are made available to the public on their website.
- b) Over the last five fiscal years, the District has budgeted for a net gain in revenues. This will allow the District to build up funds to support major capital outlay projects.
- c) The District's overall position has increase by approximately 12% over the last five fiscal years from \$27.6 million in FY2015/16 to \$31.1 million in FY2019/20. This indicates the District is in good standing and is able to adequately cover annual expenses.

(5) Status of and, opportunities for, shared facilities

- a) MCSD currently leases out buildings to both the Humboldt County Library and Sheriffs Department for provision of services to the community.
- b) MCSD maintains an emergency intertie with the City of Arcata and has worked on upgrading the intertie to ensure high quality water can be delivered when needed.
- c) MCSD provides water directly to the Patrick Creek CSD though an existing services agreement. Residents in Patrick Creek are directly billed by the District and the District is responsible for maintaining pipelines in the area.

(6) Accountability for community service needs, including governmental structure and operational efficiencies.

- a) The District is governed by a five-member Board of Directors elected to staggered four-year terms. It also facilitates a Parks and Recreation Advisory Committee that is made up of local community members that provide guidance on recreation needs and opportunities.
- b) MCSD provides in kind support for the McKinleyville Municipal Advisory Committee and regularly attends meetings in order to provide updates on the District and provide input on community needs.

(7) Any other matter related to effective or efficient service delivery.

- a) Due to potential development at the Trinidad Rancheria located just south of the city of Trinidad, HBMWD has begun discussion with MCSD regarding "wheeling" of water through the MCSD system for a mainline extension up to the Trinidad area. While the project is still within early stages of planning and development, should it

move forward, it would require additional agreements between MCSD and HBMWD.

- b) Currently, MCSD's SOI is coterminous with its boundary. However, MCSD provides water directly to Patrick Creek CSD through a water services agreement established in 1973. As such, it is recommended that MCSD's SOI be expanded to include the Patrick Creek CSD area in northern McKinleyville. While consolidation of the two districts is not likely at this time since it would require activation of road maintenance powers by MCSD and the Patrick Creek CSD Board has indicated they do want to consolidate, it could be a feasible option in the future if both districts agree.

4.0 MCKINLEYVILLE SOI DETERMINATIONS

In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development of local governmental agencies to advantageously provide for the present and future needs of the county and its communities, the commission shall develop and determine the sphere of influence of each city, as defined by G.C. Section 56036, and enact policies designed to promote the logical and orderly development of areas within the sphere. In determining the sphere of influence of each local agency, the commission shall consider and prepare a written statement of its determinations with respect to the following:

(1) Present and planned land uses in the area, including agricultural and open-space lands.

- a) Under the Humboldt County General Plan, land uses within the District are primarily Timberland (28%), Residential Low Density (19%), Residential Agricultural (13%), and Residential Estates (10%).

(2) Present and probable need for public facilities and services in the area.

- a) McKinleyville is the largest unincorporated community in Humboldt County and continues to experience growth and development. As such, there is expected to be a continued need for water, wastewater, and other services for the foreseeable future.
- b) MCSD also has an existing agreement to supply water to the Patrick Creek CSD located at the northern edge of McKinleyville off of Little River Drive. Customers in Patrick Creek CSD purchase water directly from MCSD as established by a Joint Powers Agreement between the two districts.

(3) Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

- a) The District currently has ample water supply to meet current and future demand and is working on additional storage to the District to ensure continued service in emergency situations.
- b) The District has additional capacity at their wastewater treatment plant to support future growth in the area.
- c) Additional park and recreation services are being explored to meet the growing demands of the Community. This includes development of a Community Forest and construction of a skate/ BMX park.

(4) Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

- a) The City of Arcata located south of the District provides additional employment, recreation, retail, and other services for area residents. It is also the location of

Humboldt State University which is attend by students from all over the county, state, and country.

b) The surrounding communities of Fieldbrook, Glendale, and Westhaven have limited options for retail and employment services. It is likely that residents from these areas frequent McKinleyville for everyday needs.

(5) For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.

a) Unincorporated territory surrounding the District qualifies as disadvantaged. Should future annexations or service extensions be proposed, special consideration will be given to any DUCs affected by the annexation consistent with GC §56375(8)(A) and LAFCo policy.

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If approved by the Board, the General Manager would execute this agreement with the other members of the CSDA Chapter that are interested. The District currently provides non-emergency assistance to most every Agency that asks if we are able. This Mutual Aid Agreement would simply clarify roles and responsibilities and further protect the District and its workers during these events.

Alternatives:

Do nothing

Fiscal Analysis:

Minimal to no fiscal impacts

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Mutual Aid and Assistance Agreement template

MUTUAL AID AND ASSISTANCE AGREEMENT

Between the _____ District and _____
For Support and Assistance during Non-Emergency Events

This Mutual Aid and Assistance Agreement ("Agreement") is made and entered effective as of _____, 2021 (the "Effective Date"), by the _____ District ("_____") and the other parties signatory to this Agreement from time to time (_____ and the other parties signatory to this Agreement from time to time being hereinafter referred to, individually, as a "Party" and, collectively, as the "Parties"). With respect to each Party other than _____, the date set forth next to such Party's signature shall constitute the effective date for such signatory to this Agreement (each such, a "Party Effective Date").

RECITALS

WHEREAS, _____ provides _____ to certain municipal customers, with _____ and such municipal customers serving a population of approximately _____, constituting approximately ____% of Humboldt County's population;

WHEREAS, as of the Effective Date, such customers consist of the _____;

WHEREAS, terms and conditions for interagency mutual aid and support during times of emergency are provided for in a variety of mutual aid agreements which have been developed and executed by various parties over the years;

WHEREAS, the mutual aid agreement for assistance during emergencies that is most applicable and widely used for water and wastewater agencies in California is the WARN 2007 Omnibus Mutual Assistance Agreement approved and adopted by the California Water/Wastewater Agency Response Network on September 30, 2007;

WHEREAS, the Parties agree to use the WARN 2007 Omnibus Mutual Assistance Agreement for any mutual aid and assistance requested and provided during emergency events; and

WHEREAS, the Parties desire to establish terms and conditions under which a Party may provide interagency mutual aid and support under non-emergency circumstances, including reimbursement for equipment, supplies and personnel made available to another Party, with the intent of facilitating the advancement of the Parties' collective service mission to the community.

AGREEMENT

Now, therefore, in consideration of the mutual covenants and agreements hereinafter set forth, the Parties agree as follows:

1. Agreement to Provide Assistance Voluntary. Subject to the discretion of each Party to decline to do so, the Parties agree to consider providing mutual aid and assistance to each other in times of need not constituting an emergency, on a voluntary basis. In general, assistance will be in the form of resources, such as equipment, supplies and personnel. The execution of this Agreement shall not create any duty to respond on the part of any Party to an assistance request from another Party and assistance shall be given only when a Party determines, in its unilateral discretion, that its own needs can be met while rendering assistance to a requesting Party. The execution of this Agreement by any Party shall not create a duty to provide assistance to any other Party to this Agreement and no Party shall be liable for any damages incurred by any other Party as a result of such Party's unwillingness or inability to provide the requested assistance.

2. Procedures.

(a) **Request for Assistance.** An authorized representative of any Party may request aid and assistance (in such capacity, a "Requesting Party") from an authorized representative of any other Party (in such capacity, a "Responding Party"). Requests for assistance may be made orally or in writing. The authorized representative(s) of the Responding Party shall evaluate the request and, as soon as reasonably practicable, notify the Requesting Party whether the Responding Party is able and/or willing to provide the requested assistance; all such determinations shall be made in the sole and unilateral discretion of the Responding Party. In the event a Responding Party agrees to provide the requested assistance, the Requesting Party and the Responding Party shall complete a memorandum of assistance in substantially the form attached hereto as Exhibit A (each, a "Memorandum") to document the specific terms and conditions of the applicable provision of aid or assistance. At the sole discretion of the Responding Party, the requirement to complete this Memorandum may be waived, and the reimbursement provisions shall be agreed to orally. For purposes of this Agreement, an "authorized representative" of a Party shall mean an employee or officer of a Party who is authorized, on behalf of such Party, to request or offer assistance or to withdraw or refuse to offer assistance.

(b) **Direction and Control of Responding Party Employees.** Employees of a Responding Party provided under this Agreement will be under the direction and control of the Requesting Party. The Requesting Party's designated supervisor(s) must keep accurate records of time expended and work performed by such employees during the period of assistance.

(c) **Withdrawal of Assistance.** The Responding Party's authorized representative shall have the right, in such authorized representative's sole and absolute discretion, to withdraw some or all of its resources and/or employees at any time for any reason, without further obligation or liability to the Requesting Party.

(d) **Insurance.** Each Party to this Agreement shall maintain insurance or a self-insurance program that covers activities that it may undertake pursuant to this Agreement. Upon request of the Responding Party, the Requesting Party shall provide to the Responding Party such proof of insurance as is reasonably acceptable to the Responding Party.

3. Cost Reimbursement.

(a) **Labor.** The Requesting Party shall reimburse the Responding Party for all direct and indirect labor costs of any employees provided by the Responding Party, such labor costs to include, but not be limited to, any such employee's applicable salary or hourly wage plus all indirect benefit compensation factors. Each Party shall be responsible for providing and administering worker's compensation benefits for its employees.

(b) **Equipment.** Use of equipment, such as construction equipment, vehicles, tools, pumps and generators, shall be at the rate set forth on the applicable Memorandum. Unless otherwise expressly provided on the applicable Memorandum, the equipment rate shall not include fuel, lubrication, transportation or loading/unloading of provided equipment, each of which shall either be provided by the Requesting Party or reimbursed by the Requesting Party to the Responding Party at the Responding Party's actual cost as specifically detailed in the Responding Party's invoice to the Requesting Party. At the option of the Responding Party, equipment may be provided with an operator.

(c) **Return of Equipment.** All equipment shall be returned to the Responding Party as soon as practicable and reasonable under the circumstances or, at the latest, within twenty-four (24) hours after receipt by the Requesting Party of the Responding Party's oral or written request for return of equipment.

(d) **Damage to Equipment.** In the event equipment is damaged while being dispatched to the Requesting Party, or while in the custody and use of the Requesting Party, the Requesting Party shall reimburse the Responding Party for the reasonable cost of repairing said damaged equipment. If the equipment cannot be repaired, the Requesting Party shall reimburse the Responding Party for the cost of replacing such equipment that

is of at least equal value and functionality as determined by the Responding Party. If the Responding Party must lease a piece of equipment while the Requesting Party equipment is being repaired or replaced, the Requesting Party shall reimburse the Responding Party for such lease cost.

(e) Supplies. The Requesting Party shall reimburse the Responding Party in kind or at actual replacement cost for use of expendable or non-returnable supplies. Other supplies and reusable items that are returned to the Responding Party in a clean, damage-free condition shall not be charged to the Requesting Party and no rental fee shall be charged. Supplies that are returned to the Responding Party with damage shall be treated as expendable supplies for purposes of cost reimbursement.

(f) Invoicing. The Responding Party shall provide an itemized invoice to the Requesting Party for the expenses incurred in providing assistance under this Agreement not later than thirty (30) days after the end of the month in which assistance is provided. The Responding Party may request additional time within which to submit any invoice and the Requesting Party shall not unreasonably withhold its written consent to such request.

(g) Payment. The Requesting Party shall reimburse the Responding Party within thirty (30) days from the receipt of each invoice. The Requesting Party may request additional time within which to pay any invoice and the Responding Party shall not unreasonably withhold its written consent to such request; provided, however, that no invoice shall be paid later than ninety (90) days after the date such invoice is submitted to the Requesting Party.

4. Indemnification: Notice: Tort Claims.

(a) Indemnification. The Requesting Party shall defend, fully indemnify and hold harmless, the Responding Party, its officers, agents and employees, from any and all claims, losses, damages, injuries and liabilities of every kind, nature and description, directly or indirectly arising out of Responding Party's work while Responding Party's agents and/or employees are performing work or otherwise rendering services to a Requesting Party. The period commences when personnel, equipment, or supplies depart from Responding Party's facility/facilities and ends when the personnel, equipment, or supplies return to the Responding Party's facility/facilities (portal to portal). The scope of the Requesting Member's duty to indemnify and defend Responding Party includes, but is not limited to, suits arising from, or related to, negligent or wrongful use of equipment or supplies on loan to the Requesting Party, or faulty workmanship or other negligent acts, errors or omissions by Requesting Party or the Responding Party's agents and/or employees while any such agents or employees are performing work or otherwise rendering services to a Requesting Party during a period of assistance, as described above.

(b) Notice. Each Party shall provide written notice of any claim or potential claim of which such Party becomes aware to each other Party who has or may have an indemnity obligation under this Agreement with respect to such claim or potential claim.

(c) Tort Claims. Each Party intends that this Agreement shall in no way abrogate or constitute a waiver of any immunity or defense available to it under California law, including, without limitation, any and all claim presentation requirements created by the California Tort Claims Act (California Government Code § 810, et seq.).

5. Miscellaneous.

(a) Records: Confidentiality. Authorized representatives of each Party shall have access to the other's books, documents, notes, reports, papers and records to the extent reasonably necessary for the purpose of reviewing the accuracy of any invoice(s) rendered for assistance provided under this Agreement. Each Party hereto agrees to keep confidential any such records or other information obtained by such Party as a result of its participation in this Agreement, including, but not limited to, any map, report, notes, papers, opinions or e-mail which relates to the system vulnerabilities of any other Party to this Agreement.

(b) Effective Date. This Agreement shall take effect on the Effective Date with respect to _____ and on each other Party's applicable Party Effective Date with respect to each such other Party.

(c) Termination. Any Party may withdraw from this Agreement by providing written notice to the other Parties. Any withdrawing Party's duty to reimburse any other Party for assistance rendered and any indemnity obligation of such withdrawing Party for any claims for damages accruing prior to such Party's withdrawal from this Agreement shall survive such withdrawal.

(d) Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California without reference to the choice of law principles thereof.

(e) Entire Agreement; Modification; Waiver. This Agreement and, with respect to each applicable Responding Party and Requesting Party, each Memorandum of Assistance entered into hereunder, contain the entire agreement between the Parties with respect to the subject matter hereof, and there are no agreements, understandings, representations and warranties regarding the subject matter hereof between any Parties other than those set forth or referred to herein. This Agreement may not be modified or amended except by an instrument or instruments in writing signed by the Parties hereto. Any Party hereto may, only by an instrument in writing, waive compliance by any other Party hereto with any term or provision of this Agreement. The waiver by any Party hereto of a breach of any term or provision of this Agreement shall not be construed as a waiver of any subsequent breach.

(f) Counterparts. This Agreement may be executed in two or more counterparts, all of which shall be considered one and the same agreement, and shall become effective when one or more counterparts have been signed by each of the Parties and delivered to the other Parties. Photocopies, facsimiles and PDF files of any signed counterpart of this Agreement are effective and valid for any and all purposes as if they were the original signed copy.

(g) No Third Party Beneficiaries. Nothing in this Agreement or any ancillary documents, whether expressed or implied, is intended or shall be construed to confer upon or give to any person, firm, corporation or legal entity other than the Parties any rights, remedies or other benefits under or by reason of this Agreement.

(h) Severability. If any provision of this Agreement is declared by a court of competent jurisdiction to be invalid, the validity of the remaining terms and provisions shall not be affected.

(i) Worker's Compensation Claims. The Responding Party is responsible for providing worker's compensation benefits and administering worker's compensation for its employees. The Requesting Party is responsible for providing worker's compensation benefits and administering worker's compensation for its employees.

[THE NEXT PAGE IS THE SIGNATURE PAGE]

McKinleyville Community Services District

BOARD OF DIRECTORS

November 3, 2021

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.A **Support Services – Sept-Oct 2021 Report**

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

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has \$1,367,977.03 to date in the Trust Account for the next Biosolids Disposal project.

Customer adjustments at Aug month-end total \$1,037.23, which represents 2.5% of the annual \$42,000 budget for this sub-item. (GL# 501/551-62120)

Total Board Travel as of Sept 30, 2021 stands at \$6,411.09 which is 36.6% of the approved \$17,500 budget for this item. (GL# 001/005/501/551 62090/62155-888)

Audit/Budget Update:

Final field-work has been completed, and data samples have been taken. The final trial balance is scheduled to be completed by early November. Once that is done, the draft financials will be reviewed by the Audit Committee and will be presented at the January Board meeting.

Treasurer's Report Highlights:

Water Fund capacity fees collected through September totaled \$47,439.80. Wastewater Fund capacity fees of \$83,573.00 were collected through the end of September. No capital contributions have been received so far for FY2021-22. Capital Contributions and Capacity fees are included in the income vs. expenses graphs of the Treasurer's Report, but they are called out separately on the Budget to Actuals report.

Capital Projects

The Capital Projects page provides a list of all capital projects approved by the Board through the strategic plan and budget process. As funds are spent on these projects each month, they are listed, along with the total spent for the fiscal year to date. This is compared to the annual budget for each project, with additional columns for dollars remaining and percent unspent.

Projects solely for the Water Fund are listed first, followed by the Wastewater Fund. Capital projects that are shared are listed next, with Parks and Streetlights after that. This information is reported so the Board may track the progress of major projects in each Fund and provides an opportunity for questions and clarification.

OTHER UPDATES

The governor's moratorium on non-payment lock was set to expire at the end of September but has been extended by Senate Bill No. 155 through the end of December 2021. The State survey to collect information on the total water bills unpaid due to the lock moratorium totaled less than the funds budgeted for payment, so there will be funding to cover wastewater arrearages as well. The District has filled out the application to formally request funds, which might be distributed as early as November 1, 2021. These funds cover arrearages from March 2020 through June 2021. There is no indication on whether non-payment lock arrearages from July through December 2021 will be covered by these funds or by funds allocated later. Once we have the reimbursement from the State Water Board, we will notify the customers affected and arrange for credits to their accounts.

At this time, we are assuming we will be able to resume regular non-payment locks in January 2022. Until that time, we will continue to lock only for abandonment of service. When we have information about how the State wishes to deal with the additional non-payment lock arrearages from July through December 2021, we will treat the customer balances covered by the State's reimbursement procedures as disputed balances under our normal procedures until the reimbursement funds have been received. We will bring any policy changes needed to assist customers with past-due balances the State does not cover to the Board for review and approval.

McKinleyville Community Services District

BOARD OF DIRECTORS

November 3, 2021

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B **Operations Department – Sept./October 2021 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 45.8 million gallons of water in September. Four water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Annual routine testing was conducted on Routes 16 along with a minimal number of retests. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

Average and Maximum Water Usage:

The maximum water usage day was 2.0 million gallons and the average usage per day was 1.5 million gallons.

Water Distribution Maintenance:

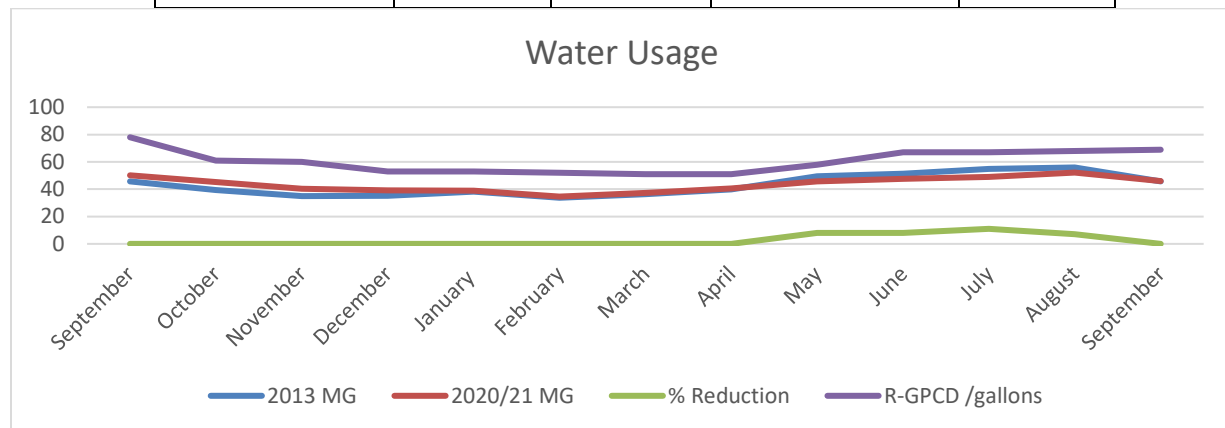
Weekly Bacteria Samples were collected on Schedules 2, 3, 4, and 5 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. A few meters were repaired due to not communicating with the tablet during the read cycle. The annual valve exercising continues along with hydrant inspections to ensure that they work properly when needed in an emergency. Any issues found are tagged to have a work order generated for repairs. Staff started inspection and maintenance on Air Relief Valves and will continue as weather and supplies allow.

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 annual maintenance of the Redwood Tanks was completed, and included lubing and tightening the bands, along with pressure washing.

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

	2013 (MG)	2020/21 (MG)	% Reduction	R-GPCD
September	45.702	50.074	(-8)	78
October	39.439	45.279	(-13)	61
November	34.879	40.336	(-13)	60
December	35.203	39.076	(-11)	53
January	38.241	38.974	(-2)	53
February	33.751	34.603	(-2)	52
March	36.244	37.375	(-3)	51
April	39.755	40.465	(-2)	51
May	49.407	45.752	8	58
June	51.337	47.654	8	67
July	54.757	49.099	11	67
August	55.908	52.171	7	68
September	45.702	45.874	(-1)	69



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

Imeson Court: Avaral plans have been reviewed and commented. This project has started. The sewer mains and laterals were installed. Water will be installed in October and November. Midtown Court Tract: Plans were reviewed, and plan check fees have been paid.

Sewer Department:**WasteWater Statistics:**

24.5 million gallons of wastewater were collected and pumped to the WWMF. 24.2 million gallons of wastewater were treated and discharged to land disposal or reclamation in September.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted on all sewer stations. The annual hoist inspection and certification was completed by an outside certified technician. The exterior doors at the Fischer station were prepped and painted. During that time, staff repaired the toilet, the faucet and fan, which were pending service orders created from the monthly inspection. A bracket was fabricated and installed on the air relief at Letz station to prevent the pump vibrations from breaking the fitting and spraying sewer in the drywell.

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. Hydro-cleaning and camera work was completed on a main on Halfway due to a sewer spill that occurred. Staff removed rock and debris from the main but didn't see any evidence of a break. Due to the color and condition of the rock, it was apparent that it had been in the main for a long. The sewer blockage was cleared with the Vac-con and the spill was cleaned up by staff. Due to the spill size and location, it was determined to be a class 3 spill. A report was submitted to the state as part of the class 3 requirements.

Wastewater Management Facility:

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Repairs were made to the Chlorine analyzer due to pump failure in the unit. The annual rebuild was performed on one CL2 and SO2 vacuum regulator. Weeds were removed from around the basin aprons, along with addition of gravel to fill in the low spots.

Daily Irrigation and Observation of Reclamation Sites:

Discharge has been going to land since May 1st. The farmer worked the lower fields and planted corn which was harvested on the week of October 18th. A concrete pad was poured at the Fischer Ranch, along with plumbing to hook up a propane tank for the heater being installed.

Street Light Department:

There were no streetlights complaints.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on Portable Fire Extinguishers followed by hands on training with all staff, Safe Fuel Handling Practices and Powerful Protection from PPE. Staff also conducted their 6-month respirator Qualitative fit test.

Special Notes:

Monthly river samples were completed.

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

Public Water Monthly Monitoring report was submitted.

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

Attended Micro-grid progress meetings

Working with Synagro on laydown area and process to dredge Biosolids Basin

Attended Emergency Operations meetings with all staff

RFQ for Central Avenue Water and Sewer Design came in and was reviewed.

Annual Crane inspection at Fischer and WWMF was conducted by an outside agency.

Quarterly well samples were collected and delivered to the lab.

Jordan passed his Wastewater 2 exam.

Completed and submitted the Arrearage Payment Application.

I attended as a Co-presenter at the AWWA annual on-line conference.

GIS:

Plans and Programs

- Reviewed the Hand and Portable Tool Safety Plan; No revisions made.
- Reviewed the Power Lawn Mower & Tractor Safety Plan: No revisions made.
- Reviewed the Hoist and Crane Safety Plan: No revisions made.
- Reviewed the Injury and Illness Prevention Program:
 - Made some updates to plan availability and placed a copy of the IIPP on the website
- Reviewed the Respiratory Protection Plan. Updated the following:
 - Developed cartridge replacement schedule as per OSHA: Cartridges will be replaced every 5-years or when contaminate detected.
 - Update medical evaluations for new employees
 - Updated employees using respirators when not required but requested.
- Conducted CalARP in house 5-year review
 - Updated management of change, org chart.
 - Using a checklist, I went through all requirements to ensure our compliance.

Maps Completed/General GIS

- Created map-based inspection forms for Valves and Blow Off Inspections.
- Created map for Open Space Clean up Fernwood.
- GPS'd new water and sewer services and updated GIS accordingly.
- Investigated 1300 Underwood Vacant Service (Located).
- Investigated Bugenig Vacant water service (Located).

- Continued developing procedures for adding Easements to the GIS
 - Using docstar, old files.

Misc. Work Completed

- Prepared for and attended MCSD Board Meeting to present Central Ave Open Space Zone Reformation Information.
- Attended County EOS COAD Meeting
 - Discussed how the county can use collaboration and agreements during times of emergencies.
- Attended TAC meeting

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 3, 2021

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:

Staff continues to meet with BGCR staff weekly. The Teen Club is open Monday- Friday 12:00pm-6:00pm. The Teen Club is running a wide variety of programs including a weekly cooking program, a cycling program, an art program, a community service program and several BGCA national programs such as Power Hour, SMART Girls, SMART Moves and Youth for Unity. The Club's average daily attendance decreased slightly in the last month from 20.5 teens on average per day to 15 teens per day.

The Cycling Club is looking for donations of bike helmets. They have been enjoying bike rides to the beach, Hiller Park and Baldie Point.

PARK AND RECREATION COMMITTEE:

The Park and Recreation Committee (PARC) met on October 21, 2021. The notes from the meeting can be reviewed in **Attachment 1**.

COMMUNITY FOREST UPDATES:

Staff continues planning and preparing for the acquisition of a Community Forest, and has been meeting regularly with Green Diamond Resource Co. staff and Trust for Public Lands staff. TPL is still finalizing the grant agreement with the California Natural Resource Agency. GDR is interested in collaboratively pursuing fire fuel management funding that would benefit both the community forest property and the adjacent Green Diamond property.

RECREATION PROGRAM UPDATES

Drop-in Pickleball is running on Friday evenings 6:30pm-8:30pm. Masks are required to play. Pickleball is operated entirely by volunteers. Tot-letics Basketball began on October 16th. The program is full with 30 participants and has a waiting list.

Staff have been working to develop new programs that can be delivered within the safety recommendations for limiting the spread of COVID-19. To that end staff have developed an afternoon 3 on 3 basketball program for youth in 2nd through 5th grades. This is a new program that is providing youth an opportunity to learn and develop basketball skills in the after-school hours on Tuesdays or Thursdays October 5 through November 12, 2021. The 2nd-3rd grade division is full at 30 participants and the 4th-5th grade division has 28 participants. It is a successful program that we look forward to repeating. Staff is currently recruiting additional part-time staff for programs and facility rental hosts. As we gain additional staff we will be able to offer more programming to the community.

PARK & FACILITY MAINTENANCE UPDATES:

Several open space zones received mowing, hedging and weeding maintenance and detention basins received clearing as part of the Open Space Maintenance Zone agreements. The SWAP program continues providing labor on Saturdays. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. landscaping. Staff conducted some tree maintenance on Central Ave. Staff continues to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces. At Hiller Sports Site staff continue to spend many hours on gopher trapping and hole filling as well as routine mowing and string trimming.

Staff met with the CCC at the Parkside OSMZ along Widow White Creek and have set a January 2022 date for some restoration work to be done.

OTHER UPDATES:

- Staff began work on Rural Recreation and Tourism Grant applications. One for the skatepark project and one for the BMX track project.
- Staff participated in volunteer service for the McKinleyville Chamber of Commerce, the McKinleyville Family Resource Center, and the Boys and Girls Club of the Redwoods
- Central Ave. OSMZ renewal ballots were mailed and the Public Hearing on December 1st was noticed. The Central Ave. OSMZ sunsets every 5 years and must go through the renewal process.
- Mad River Youth Soccer League and McKinleyville Little League have been holding practices and games at Hiller Sports Site all month.
- Staff met with coaches from Mad River Soccer League to discuss collaborative efforts to improve the field conditions that have deteriorated as a result of gophers.
- Park and facility rentals continue to increase.
- Staff is facilitated and participated in Emergency Operations training on October 20th.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, payroll, and facilitating professional development workshops.

ATTACHMENTS:

Attachment 1 – PARC Meeting Notes from 10-21-21

Thursday, October 21, 2021

6:30pm

Parks & Recreation Committee Meeting

NOTES

Members Present: Johnny Calkins, Scott Binder, Charlie Caldwell, Laura Bridy, Jeff Dunk, Phil Heidrick

Members Absent:, John Kulstad, Ben Winker

Meeting Notes:

Communications:

- None.

Public Comment:

- None.

PARC Applicants:

- Committee reviewed the applications submitted. Neither applicant was in attendance.
- Committee members voiced some concern about applicants having a singular focus for participating on the committee and want to ensure the applicants have a clear understanding of the entire scope of the PARC.
 - Committee requested that the applicants be invited again, to the November meeting with the understanding that a recommendation to the board regarding appointment to the committee would be contingent upon attending a PARC meeting first and meeting the existing committee members.

Recreation Director Report:

- Recreation Program Updates
 - Drop-in Pickleball is running on Friday evenings 6:30pm-8:30pm. Masks are required to play.
 - Tot-letics Basketball began on October 17th. The Program is full and has a waiting list.
 - Youth 3 on 3 Basketball After School began on October 5th. The 2nd-3rd grade division is full at 30 participants and the 4th-5th grade division is almost full at 28 participants. This is a new program created to fill the gap in youth sport programming left by the COVID-19 virus and subsequent safety requirements. Youth meet one afternoon a week at the Activity Center where staff lead them through skill drills and a facilitated scrimmage.
 - The future of a modified Youth Basketball League is still under discussion by staff. Staffing is an obstacle as we are having a difficult time finding applicants for part-time positions.
- Park & Facility Maintenance Updates
 - Several open space zones received mowing, hedging and weeding maintenance and detention basins received clearing as part of the Open Space Maintenance Zone agreements. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. landscaping. Redwood mulch continues to be placed along Central. Gopher trapping, mowing, and hole filling continues at Hiller Sport Site. Staff continues to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.
- Community Forest Updates
 - BBW & Associates will be presenting the DRAFT Community Forest Framework report to the MCSD Board on November 3rd. This is a framework plan that will be used to guide

MCSD in the development of a comprehensive Community Forest Management Plan. It is not a management plan as it is.

- The MOU between Trust for Public Lands and MCSD was approved by the MCSD Board of Directors on October 6th.
- Hewitt Ranch Property Updates
No updates at this time.
- North Bank River Property Updates
No updates at this time.

- Other updates:
 - Staff is working on grant applications for both the BMX track and the Skatepark through the Rural Recreation and Tourism grant program from the California Dept. of Parks and Recreation
 - Ballots to renew the Central Ave. OSMZ through the 218 process were mailed to all Central Ave. property owners. The Central Ave. OSMZ sunsets every 5 years and must go through the renewal process. The public hearing will take place at the December 1st MCSD Board meeting.
 - ALL-District Employee Emergency Operations Training will be held on October 20th.
 - Staff continues to provide support to other departments of the District; assisting with accounts payable, payroll, and facilitating professional development workshops.

BMX Track & Park Project:

- Staff filed the “Class-32 Categorical Exemption” for CEQA compliance for the BMX track and park project. The filing was sent to the Statewide Park Development grant program officer. Grant awards have not yet been announced.

Intermodal Transportation Committee (Hum. County) Report:

- No report

Report on Actions of MCSD Board

- Staff informed the committee of actions taken at the October 6th Board meeting.

AdHoc Committee Reports:

- Skate Park—Charlie Caldwell reported the Headwaters Fund approved a \$25k grant contingent upon a \$25k match from a private donor, however the funding is still pending County approval.
- Fischer Ranch Estuary project—Nothing new to report
- BMX— See notes on above
- Community Garden—no report

Agenda Items for next meeting:

- PARC applicants

Adjournment:

- Adjourned: 6:56pm

McKinleyville Community Services District

BOARD OF DIRECTORS

November 3, 2021

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of October 2021

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

• Use of NHE Services =	\$3,276
• SWAP =	\$8,160
• Volunteer Pickleball Labor =	\$282
• Repair Chlorine Analyzer =	\$120
• Repair Hoists – Fischer WWMF =	\$600
• Install LP Tank Pad at Fischer Ranch =	\$720
• WWMF Sign Addition =	\$560
• Install Air Relief Brace at Letz =	\$480
• <u>Switch to Mitel Phone vs AT&T =</u>	<u>\$5,000</u>
TOTAL COST SAVINGS FOR Oct =	\$19,198

Since the start of the District’s 2021/22 Fiscal Year, Staff was responsible for over \$37,720 in savings to the District and its Rate Payers.

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

COVID-19 – The District continues to track COVID related costs including costs related to people not paying their water bills. The California Water and Wastewater Arrearage Payment Program from the State Water Resources Control Board (SWRCB) is moving forward and they are processing claims. The District has completed our claim and reported 168 accounts that are past due for a total of \$47,746.22 in water arrearages between the March 4, 2020 and June 15, 2021 dates. The \$47k number doesn’t include the unpaid wastewater fees, which we hope to claim at a later date. The State Water Board’s Program will be a direct one-time payment to the District. The District will apply the received funds to delinquent customer’s accounts as credits.

As part of the Arrearages program, we also had to certify that we were not pursuing the \$100 million in relief funding specifically for CSDs across the State. Unfortunately, if you apply for the

Arrearages funding, you CANNOT apply for a portion of the \$100M. For the CSD funding program, each District's allocation is also based on its proportionate share of the total revenue losses incurred by ALL DISTRICTS. It is likely that we will receive more from the Arrearages program than the CSD direct funding, so we opted not to applying for the CSD program.

As previously reported, the Governor's ban on locking water services for customers that do not pay their bills has been extended to December 31, 2021. At the December Board Meeting, we will come to the Board with Staff's plan on moving forward with customers who are delinquent on their accounts.

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

4.5 Gallon Water Tank Project – The District continues work on this Project with Kennedy Jenks (KJ) and their subconsultants. All Phase 1 documents, with the exception of the land purchase agreement, have been completed and have been submitted to CalOES/FEMA. We have received questions from FEMA on the potential environmental impacts of the project so we know that the project as begun FEMA environmental review. Once FEMA adopts a Finding of No Significant Impact (FONSI) for their National Environmental Protection Act (NEPA) review, they will release Phase 2 funding for the project.

As previously reported, on July 29th, a meeting was held with Doug Shaw and Janne Page of American Hospital Management Corp. (AHMC) along with Russ Gans, District Legal Counsel, Ryan Plotz of Mitchell Law firm, Michael Pulley of Points West Surveying, Operations Director Henry and GM Kaspari to discuss the land purchase for the tank. It was generally a good meeting. Mr. Shaw did sign the General Plan Conformance review application and that has been submitted to County Planning, and will go to the Zoning Administrator Meeting on November 2nd. Mr. Shaw requested that we look at moving the tanks to be south of the existing tanks to leave some additional room for his development. He also requested a right-of-way across the District's future property to allow access to the Hewitt Ranch property. An assessment of moving the tank indicated that it would be a very expensive proposition and likely impossible. The District did grant pedestrian access across the acquired land to allow for future access to the park in our offer. We also granted a drainage easement across District property in the Purchase Agreement. The revised Purchase Agreement was forwarded to Mr. Shaw on August 18th and is for the purchase of approximately 6.5 acres for \$253,511. We continue to wait for a response from Mr. Shaw. Meanwhile, we are moving forward with eminent domain discussions with Michael Colantuono.

As reported over the last several months, the estimated construction cost for this project is significantly higher than the value estimated in the grant application. KJ's construction cost estimate came in at \$9.3M (\$10.3M including engineering and CM) or \$3.1M over the cost estimate submitted with the grant application. The grant was for a total of \$7.2M (\$5.4 Federal share and \$1.8M match). We have reached out to CalOES to see if there are additional grant

funds available to cover the shortfall. We have been told there is additional funding, and the District has submitted a letter with the revised cost estimate and a revised Benefit Cost Analysis asking for an additional \$3.1M. If available, FEMA/CalOES would cover \$2.33M or 75% of the additional cost, and the District would have to match that with \$777,000 above our original match commitment of \$1.8M. There has been some additional back and forth with CalOES on the additional funding request, so the request is working its way through their system, but we have not received a definitive response yet.

The total District match for the \$10,331,280 project would be \$2,582,820, assuming CalOES/FEMA funds the additional request. \$4,132,000 was budget for the permitting, engineering, property purchase and initial construction costs in this Fiscal Year. The remaining construction cost will be budgeted for in the 2022/23 Fiscal Year. As detailed in recent Board packets, we have been discussing funding options with Brandis Tallman/Oppenheimer & Co. on financing for the \$2.6M from this project and the \$1.7M match from the Highway 101 Sewer Crossing Project that will come to the Board at a Special Board Meeting on November 18th for approval of the bond issuance.

Water and Sewer Mainline Master Plan Phase 3c – GHD has submitted the *Draft Sanitary Sewer Main Line Replacement and Rehabilitation Master Plan*, July 2021 detailing which sewer mainline pipes should be replaced first, second, etc. District Staff reviewed the Report and provided comments. We are waiting on their final report, and the Draft Water Mainline Report.

Meanwhile, the District has released the Request for Qualifications for the first mainline replacement design for the replacement of the water and sewer mains on Central Avenue between Sutter and Hiller. Both the water and sewer lines in this section are asbestos cement (AC) dating from the early 1970's. The sewer lines in particular are degrading and in urgent need of replacement. Since we are replacing the sewer lines in this section, it would likely be most efficient and economical to replace the AC waterlines as well. The RFQ was released on August 23rd and was due back on October 8. We have selected a consultant and have asked them to put together a scope and fee, which we will review with the Board at the December Board Meeting.

SRF Energy Efficiency WWMF Micro-grid Project – As the Board is aware, work has started on the installation of the microgrid at the Wastewater Management Facility (WWMF). The current schedule has the construction completed in March 2022, and the facility brought on-line in April 2022. The groundbreaking ceremony on October 14th went well and a Press Release was sent around to the local Press. Ameresco, the Prime Contractor will also send it around to national press. The preparation of Pond 5 is largely completed and the racking for the solar panels and the panels themselves are scheduled to be installed in November.

TESLA Batteries – Tesla has generally completed the battery installations at our Ramey/North Bank Water Pump Station and Fischer Sewer Lift Station sites and the final commissioning

completed. The Permission to Operate from PG&E is estimated to be granted in November for both stations.

Mad River Restoration Project – The grant funding for the final design and construction of the Mad River Restoration has been secured by CalTrout from NOAA, the Wildlife Conservation Board, USFWS and the State Coastal Conservancy in the amount of approximately \$1.53M. Permits have been finalized, including the Coastal Development Permit from the Coastal Commission. Meanwhile, CalTrout is moving forward on the final design and construction bid documents. The District has had several meetings with CalTrout and their engineers to determine where excess soils suitable soils can be spread on the Pialorsi site to amend the existing soils. It is expected that the rehabilitation work will be performed from August 15 through October 15, 2022.

Sewer Undercrossing Project – GHD has completed and submitted the Phase 1 reports to CalOES and FEMA for this project. The 30% Basis of Design Report as well as the biological and cultural resource environmental reports were formally submitted the first part of February. This completes the District's tasks agreed to under Phase 1 of the Hazard Mitigation Grant. FEMA now needs to complete their National Environmental Policy Act (NEPA) review and issue a Finding of No Significant Impact (FONSI) to release the Phase 2 funding of the grant. We had updated the Benefit Cost Analysis (BCA) when we submitted the request for additional funding. We have had some back and forth with CalOES on the updated BCA and expect the final funding request to go to FEMA this month. We have also heard from CalOES that the NEPA process review has been started by FEMA, but we have yet to hear any schedule for completion.

The 30% Basis of Design Report also had an Opinion of Probably Construction Cost for the three crossing of \$5,650,000. This is \$3,513,000 more than the Hazard Mitigation Grant construction cost estimate. The overall estimated construction, engineering, and permitting costs is \$6,760,130 or \$3,512,800 more than the original grant cost estimate. District Staff completed a formal letter request and submitted it to CalOES staff to see if there is additional grant funding available in this Hazard Mitigation Grant disaster request. We have had some back and forth with CalOES on the request and have clarified some information, but we have not heard back yet if there are enough additional funding to cover the increased cost estimate. If there is available grant funding to cover a portion of this cost, at a minimum, the District's share would still approximately double from \$801,100 to \$1,690,033. We will discuss funding options with the Board at the September Board Meeting.

Pialorsi Ranch Property – GHD has begun working on the new recycled water grant to facilitate the irrigation design. They performed infiltration studies and soil assessment at the end of March. The driller is schedule to install the monitoring wells the end of October.

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

Reporting by Sheriff's office, County Public Work, County DHHS – A regular meeting has been scheduled with President Mayo, GM Kaspari, Supervisor Madrone, and Maya Conrad, the current President of the McKinleyville Municipal Advisory Committee (MMAC), to occur on the last Monday of every month to discuss various topics of concern to all three organizations and the community. This month we discussed the Town Center Ordinance, in preparation for the October MMAC Meeting, and the MMAC Town Center Public Meeting to be held Saturday Nov. 13th at the Activity Center. Maya gave a summary of the Redwood Regional Economic Development Conference and the Housing and Aviation sessions she attended. The GM informed them of the True North Housing Empowerment and Advocacy Team Meeting on Friday Nov. 5th as well as the meeting with Lt. Miller and Ed Wilkinson planning for the Law Enforcement building expansion. I also informed them of BBW's presentation of the Draft Forest Management Plan at this month Board Meeting. We also discussed the Multimodal Trail Study and the availability of money coming from the North Coast Resource Partnership. This continues to be a very worthwhile productive meeting.

Grant Applications – The McCluski Tanks and the Mad River Crossing Hazard Mitigation grant applications were submitted to CalOES in March. We received a request for additional information on both grant applications and responded to those requests. We have not heard anything on the grant approvals.

Parks & Rec. Director Frisbee also submitted the Prop. 68 Parks grant for the Skate Park, upgrades to Azalea Hall and Pierson Park, and the BMX site development as reported in Parks & Recreation Directors Frisbee's report. She is also working on the Recreational and Tourism grants from the State.

We have also been discussing the CalTrans Clean California Local Grant Program, which is part of a two-year program through which approximately \$296 million in funds will go to local communities to beautify and improve local streets and roads, tribal lands, parks, pathways, and transit centers to clean and enhance public spaces through the combination of adding beautification measures and art in public spaces along with the removal of litter and debris.

Meetings –The General Manager attended numerous meetings as usual. The meetings in October included a MMAC Meeting, a CSDA webinar on Covid funding, several Microgrid construction meetings, several Mad River Restoration project design meetings, A CSDA Humboldt Chapter Meeting, a Humboldt County Housing in Humboldt Meeting, several Rotary meetings, meetings with CalOES on the Sewer Crossing project, weekly meetings with the Bond Finance team, a meeting with the Humboldt County Sheriff's office on the McKinleyville Station expansion, the Microgrid Groundbreaking, the quarterly North Coast Resource Partnership meeting, the monthly meeting with Green Diamond and TPL on the Community Forest, the Staff

wide Emergency Operations Training, a meeting with the new Finance Director, and Senator McGuire's Community Meeting on Homelessness.

Attachments:

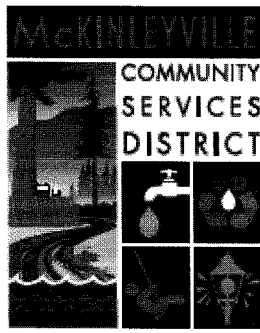
- Attachment 1 – WWMF Monthly Self-Monitoring Report

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



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

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

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

October 18, 2021

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for September 2021 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number R1-2018-0032.

The normal discharge of effluent was 30 days going to 002, 004 and 006. The required monitoring and water quality constituents that were tested and reported was in compliance in September.

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

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

Monthly River Monitoring was conducted in September.

Started Land Discharge on May 3rd.

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

September 2021

Discharge Monitoring	002 LND-001	002 LND-001	004 REC-001	003 REC-001	006 REC-001	005 REC-001	001 EFF-001				
DATE	INFLUENT MGD	EFFLUENT MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	0.817	0.964	1101			0.796		0.168		0.964	0.000
2	0.819	0.954	1100			0.797		0.157		0.954	0.000
3	0.811	0.813	1079		0.395	0.353		0.065		0.418	0.000
4	0.822	0.758	721		0.758					0.000	0.000
5	0.838	0.757	829		0.757					0.000	0.000
6	0.899	0.754	734		0.754					0.000	0.000
7	0.805	0.900	1224		0.284	0.444		0.172		0.616	0.000
8	0.806	0.826	1059			0.651		0.175		0.826	0.000
9	0.806	0.795	906			0.625		0.170		0.795	0.000
10	0.794	0.716	1037		0.373	0.278		0.065		0.343	0.000
11	0.815	0.719	798		0.719					0.000	0.000
12	0.877	0.719	733		0.719					0.000	0.000
13	0.827	0.873	1130		0.268	0.462		0.143		0.605	0.000
14	0.813	0.850	1271			0.687		0.163		0.850	0.000
15	0.809	0.839	1195			0.674		0.165		0.839	0.000
16	0.793	0.723	797			0.641		0.082		0.723	0.000
17	0.790	0.709	1067		0.370	0.276		0.063		0.339	0.000
18	0.840	0.708	776		0.708					0.000	0.000
19	0.883	0.711	748		0.711					0.000	0.000
20	0.831	0.884	1192		0.266	0.463		0.155		0.618	0.000
21	0.789	0.795	1034			0.662		0.133		0.795	0.000
22	0.794	0.834	1052			0.703		0.131		0.834	0.000
23	0.796	0.837	1054			0.693		0.144		0.837	0.000
24	0.795	0.760	1080		0.390	0.315		0.055		0.370	0.000
25	0.810	0.751	754		0.751					0.000	0.000
26	0.863	0.745	724		0.745					0.000	0.000
27	0.830	0.889	1106		0.281	0.450		0.158		0.608	0.000
28	0.814	0.886	1122			0.749		0.137		0.886	0.000
29	0.807	0.858	1073			0.732		0.126		0.858	0.000
30	0.784	0.852	1070			0.720		0.132		0.852	0.000
TOTAL	24.577	24.179		0.000	9.249	12.171	0.000	2.759	0.000	14.930	0.000
AVERAGE	0.819	0.806	986	0	0.544	0.580	0.000	0.131	0.000	0.498	0.000
MAXIMUM	0.899	0.964	1271	0.000	0.758	0.797	0.000	0.175	0.000	0.964	0.000
MINIMUM	0.784	0.708	721	0.000	0.266	0.276	0.000	0.055	0.000	0.000	0.000
DAYS	30	30		0	17	21	0	21	0	21	0

DAYS WITH NO DISCHARGE = 0

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