

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, DECEMBER 7, 2022 AT 7:00pm**

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

Or

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

To participate in person, please come to Azalea Hall.

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, December 6, 2022.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, December 7, 2022 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 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 Administer Oath of Office to Appointed Directors and Adopt Resolution 2022-29 Accepting the Appointments of Directors Couch and Mayo in Lieu of Election and the Appointment of Director Biteman

Pg. 5

A.2 Roll Call

A.3 Pledge of Allegiance

A.4 Additions or Changes to the Agenda

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

A.5 Approval of the Agenda

A.6 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.

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|-----|--|---------------|
| D.1 | Consider Approval of the Minutes of the Board of Directors Special, Joint McKinleyville Municipal Advisory Committee on October 26, 2022 and Regular Meeting on November 2, 2022 | Pg. 7 |
| | Attachment 1 – Draft Minutes from Special October 26, 2022 | Pg. 8 |
| | Attachment 2 – Draft Minutes from November 2, 2022 | Pg. 10 |
| D.2 | Consider Approval of October 2022 Treasurer’s Report | Pg. 15 |
| D.3 | Compliance with State Double Check Valve (DCV) Law | Pg. 37 |

- | | | |
|-----|---|--|
| D.4 | Reaffirm Resolution 2021-27 Making Findings Pursuant to Government Code Section 5493, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings
Attachment 1 – Adopted Resolution 2021-27 | Pg. 39
Pg. 41 |
| D.5 | Consider Approval of the Memorandums of Agreement between County of Humboldt and McKinleyville Community Services District for the Provision of Physical Facilities to Serve as Temporary Emergency Public Shelter in the Event of a Disaster
Attachment 1 – MOA for use of Activity Center
Attachment 2 – MOA for use of Azalea Hall | Pg. 43
Pg. 45
Pg. 124 |

E. CONTINUED AND NEW BUSINESS

- | | | |
|-----|---|--|
| E.1 | Presentation of the Community Builder Award to the McKinleyville Family Resource Center (Information)
Attachment 1 – McKFRC Interview Responses | Pg. 205
Pg. 207 |
| E.2 | Presentation of Design Concepts for BMX Track and Park by Melton Design Group (Information)
Attachment 1 – MDG BMX Park Draft Master Plan | Pg. 209
Pg. 210 |
| E.3 | Consider Approval of Resolution 2022-30 Authorizing the General Manager to Sign and File on behalf of MCSD a Financial Assistance Application for a Financing Agreement from the State Water Resources Control Board for the Planning, Design, and Construction of Fischer and B Street Lift Station Upgrades (Action)
Attachment 1 – Resolution 2022-30
Attachment 2 – Plan of Study | Pg. 211
Pg. 213
Pg. 214 |
| E.4 | Discuss and Update Board Officer Rotation Schedule (Action) | Pg. 219 |
| E.5 | Discussion of Active Committee Assignments to be made by the President in January 2023 (Information)
Attachment 1 – Appendix A Board Policy Manual – Committee Assignments | Pg. 221
Pg. 223 |

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)
 - b. Area Fund (John Kulstad)
 - c. Redwood Region Economic Development Commission (Binder)
 - d. McKinleyville Senior Center Board Liaison (Binder)
 - e. Audit and Finance Committee (Orsini/Couch)
 - f. Employee Negotiations (Couch/Mayo)

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

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. Support Services Department (Nicole Alvarado) **Pg. 229**
- b. Operations Department (James Henry) **Pg. 231**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 237**
- d. General Manager (Pat Kaspari) **Pg. 243**
 Attachment 1 – WWMF Monthly Self-Monitoring Report **Pg. 248**

F.4 PRESIDENT’S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on December 2, 2022

Pursuant to California Government Code Section 54957.5, this agenda and complete Board packet are available for public inspection on the web at <https://www.mckinleyvillecsd.com/board-meetings> 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

December 7, 2022

TYPE OF ITEM: **ACTION**

ITEM: A.1 **Administer Oath of Office to Appointed Directors and Adopt Resolution 2022-29, Accepting the Appointments of Directors Couch and Mayo in Lieu of Election and the Appointment of Director Biteman**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board of Directors review the attached information, Adopt Resolution 2022-29, accepting the appointments of Directors Couch and Mayo in lieu of Election and the Appointment of Director Biteman all to 4-year terms, and ask the Board Secretary to administer the Oath of Office to all appointed Board Directors.

Discussion:

On November 8, 2022, the General Election took place. At that time, the MCSD Board of Director positions did not go to an election as there was insufficient number of candidates for such an election to take place. Directors Couch and Mayo had returned the appropriate election material by the deadline, which left one open seat.

On October 5, 2022, the Humboldt County Board of Directors solicited applications from interested parties to be appointed to the Board of Directors for the open seat. At this meeting, the Board of Directors approved of recommending James Biteman to the open seat.

On December 6, 2022, the Humboldt County Board of Supervisors are expected to officially appoint Directors Couch and Mayo in lieu of an election and approve the recommendation of the MCSD Board of Directors and appoint Director Biteman.

Board members officially assume office on December 3, 2022. Each of the three Directors will hold their Board position until December 4, 2026, the first Friday in December.

Resolution 2022-29 will be provided to the Board of Directors at the meeting on December 7 after the official canvas of the election has been presented to the Humboldt County Board of Directors and all appointments have been made.

Staff would like to congratulate David R. Couch and Dennis Mayo as they continue their service to the MCSD Board of Directors as well as James Biteman as he embarks on his service to the MCSD Board and representing the McKinleyville Community.

Alternatives:

Staff analysis consists of the following potential alternative:

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- None

McKinleyville Community Services District

BOARD OF DIRECTORS

December 7, 2022

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

Staff recommends the approval of the Minutes of the Board of Directors for the October 26, 2022 Special Board Meeting and November 2, 2022 Regular Board Meeting.

Discussion:

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from October 26, 2022 Special Meeting
- Attachment 2 – Draft Minutes from November 2, 2022 Regular Meeting

MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AND THE MCKINLEYVILLE MUNICIPAL ADVISORY COMMITTEE HELD ON WEDNESDAY, OCTOBER 26, 2022 AT 6:00 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA and TELECONFERENCE Via ZOOM & TELEPHONE: ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) and TOLL FREE: 1-888-788-0099

AGENDA ITEM A. CALL TO ORDER:

A.1 The special session of the Board of Directors of McKinleyville Community Services District convened at 6:02 p.m.

Roll Call: the following Directors and staff of the McKinleyville Community Services District were in attendance in person at Azalea Hall:

David Couch, President	Pat Kaspari, General Manager
Joellen Clark-Peterson, Vice President	April Sousa, Board Secretary
Scott Binder, Director	Joseph Blaine, IT Specialist
Dennis Mayo, Director	James Henry, Operations Director
Greg Orsini, Director	Lesley Frisbee, Parks & Recreation Director (via zoom)
	Nicole Alvarado, Finance Director

Roll Call: the following members of the McKinleyville Municipal Advisory Committee were in attendance in person at Azalea Hall:

Bonnie Oliver, Chair	Lisa Dugan
Kevin Jenkins, Vice-chair	Pat Kaspari
Maya Conrad	Greg Orsini
Kevin Dreyer	Twila Sanchez

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by MCSD Board President, David Couch.

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

A.4 Approval of the Agenda:

Motion: It was moved to approve the agenda as delivered

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

There were no comments from the MCSD Board, MMAC, or public.

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

Roll Call MMAC: Ayes: Conrad, Dreyer, Dugan, Jenkins, Kaspari, Orsini, Sanchez, and Oliver Nays: None

Absent: None

Motion Summary: Motion Passed

AGENDA ITEM B. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

MCSD Board Director Dennis Mayo announced a Harbor District event at the marina on October 27, 2022 at 1 p.m.

James Biteman was introduced as the new MCSD Board director whose term will begin in December 2022.

MMAC Chair Bonnie Oliver asked MCSD Board Director Scott Binder about the upcoming Trash Bash in McKinleyville.

Humboldt County Supervisor Steve Madrone commended the MMAC and MCSD for having this joint meeting.

AGENDA ITEM C. CONTINUED AND NEW BUSINESS:

C.1 Discussion of Differing Roles, Nature, and Structure of the McKinleyville Community Services District (MCSD) and the McKinleyville Municipal Advisory Committee (MMAC)

MMAC Chair Oliver gave a review of the MMAC, including history, roles, rules and responsibilities. Their website was discussed and what MMAC does and does not do. MCSD Director Mayo asked if there could be a link to the MMAC website on the MCSD website.

C.2 Presentation on MCSD Project Updates

MCSD General Manager Pat Kaspari gave a brief overview of what MCSD does and does not do, and then gave a presentation on various MCSD projects, including the Community Forest, the BMX Park, the 4.5 MG Tank, Mad River Estuary Project, Microgrid project at the Wastewater Management Facility, and the Central Avenue Water/Sewer Rehab Plan.

C.3 Discussion of Utility Capacity Issues Related to the Town Center and Future Housing Development in McKinleyville

MCSD General Manager Kaspari gave a general overview of capacity within the jurisdiction of MCSD. The County General Plan update and how new construction relates to capacity was discussed. Infrastructure repairs was also discussed.

C.4 Discussion Related to Bringing a united McKinleyville Voice to County Issues

MMAC Chair Oliver began this discussion explaining the reason it was on the agenda, which was clarified that the discussion was more about how McKinleyville can, as a whole, MCSD and MMAC, be better informed by the County and how can both governing bodies give input to the County. It was suggested that a member of the MMAC attend MCSD meetings. Staying informed and the ways to find information were mentioned. It was determined that in order for both governing bodies to have a seat at the table, they each had to continue to remind the County of their presence and to stay involved.

AGENDA ITEM D. NEXT MEETING ANNOUNCEMENT

The next MMAC meeting was announced as being on November 30, 2022.
The next MCSD meeting was announced as being on November 2, 2022.

G. ADJOURNMENT:

Meeting Adjourned at 8:37 p.m.

April Sousa, MMC, MCSD Board Secretary

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, NOVEMBER 2, 2022 AT 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 p.m. with the following Directors and staff in attendance in person at Azalea Hall:

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

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by Director Clark-Peterson.

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

A.4 Approval of the Agenda:

Motion: It was moved to approve the agenda.

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

There were no comments from the Board or public.

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

Motion Summary: Motion Passed

AGENDA ITEM B. PUBLIC HEARINGS:

B.1 Water and Sewer Rate Evaluation and Proposition 218 Public Hearing

Board President Couch opened the public hearing at 7:01 p.m. General Manager Kaspari introduced Chris Fisher from Willdan Financial to make a presentation about the MCSD Rate Study. The Board was given an opportunity to make comments. Director Binder asked when the last time the District was required to move into stage 3 drought levels. The answer was never. Director Orsini commented on the rate adjustments and their impact to cash on hand. The Board has a policy for 365 days of cash on hand, and the rate study shows a dip in this in 3-5 years before recovering 365 days of cash on hand after 10 years. The inflator used for the rates was discussed. It was noted that it depended upon the category of cost. Public comment was given. Charlie Caldwell, McKinleyville resident, noted that recent projects that were meant to give cost savings to the District were not represented in the report and commented that they should be. Director Mayo asked for language to be presented in future reports to represent this. A last call for protest votes was made. The Board Secretary noted there was a total of 20 protest votes received. The Public Hearing was closed at 7:40 p.m.

Motion: It was moved to approve the adoption of the proposed new water and sewer charges.

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

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

Motion Summary: Motion Passed

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

Operations Director James Henry introduced two new employees, Ryan DeSmet and Dylan Weir.

Charlie Caldwell gave thanks to Director Clark-Peterson for her service and general appreciation to the entire Board of Directors.

AGENDA ITEM D. CONSENT CALENDAR:

- D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on October 5, 2022**
- D.2 Consider Approval of September 2022 Treasurer’s Report**
- D.3 Compliance with State Double Check Valve (DCV) Law**
- D.4 Reaffirm Resolution 2021-27 Making Findings Pursuant to Government Code Section 5493, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings**
- D.5 Affirm Change of Board Meeting Time from 7 p.m. to 6 p.m.**
- D.6 Review 2021 Annual Water Loss Audit Report**
- D.7 Consider Approval of Filing a Notice of Exemption for Construction of Central Avenue Water and Sewer Mainline Rehabilitation Project**
- D.8 Biosolids Disposal Reserve Draw Request**
- D.9 Humboldt Skatepark Collective Quarterly Report**

Motion: It was moved to approve the Consent Calendar.

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

There were no comments from the Board or public.

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

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

- E.1 Recognize Joellen Clark-Peterson for Her Service to the McKinleyville Community Services District Board of Directors**

Board Secretary April Sousa gave an overview of the item. President Couch opened up the floor for comments and appreciation of Director Clark-Peterson’s service. Board and Staff commended Director Clark-Peterson. Pictures were taken of the Board with Director Clark-Peterson. Director Clark-Peterson expressed her gratitude for her time on the Board of Directors.

This was an informational item. No action taken.

- E.2 Consider Approval of the Memorandum of Understanding between McKinleyville Community Services District and Pacific Union Parent Teacher Organization of the Collaborative Provision of Dances for Middle School Youth**

Parks and Recreation Director Lesley Frisbee opened this item. Director Orsini asked clarifying questions regarding net revenue and Director Mayo asked clarifying questions on costs.

Motion: To approve the MOU between MCSD and the Pacific Union PTO for collaborative provision of dances for middle school youth in grades 6-8 and authorize the General Manager to execute the MOU.

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

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

Motion Summary: Motion Passed

E.3 Acknowledge the Special District Leadership Foundation (SDLF) District of Distinction Award

Board Secretary Sousa reviewed the item. Director Mayo commented that this Award was meaningful and represented the efforts of the entire Board. He also mentioned the extra efforts of the Board of Directors on other Boards, such as Director Orsini on the CSDA Board and Director Couch on the LAFCo Board. Director Orsini commended Staff for their efforts with this Award as well.

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

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Clark-Peterson):** Nothing to report.
- b. **Area Fund (John Kulstad/Clark-Peterson):** Did not meet.
- c. **Redwood Region Economic Development Commission (Clark-Peterson/Binder):** Director Binder gave a brief report.
- d. **McKinleyville Senior Center Advisory Council (Binder/Clark-Peterson):** Director Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Couch):** Did not meet. It was noted a meeting is in the works for end of November/first part of December, and that the Auditor Controller office did send the required statements to the Finance Director so that the Audit could be finalized soon.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** It was noted that the last MMAC meeting was the joint meeting with MCSD, so no further report was necessary.
- h. **Local Agency Formation Commission (Couch):** Did not meet
- i. **Environmental Matters Committee (Couch/Clark-Peterson):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** A brief report was given.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo gave a brief report on the local PG&E issue that was presented in local media as well as the Northcoast Resources Partnership and the Headwaters Forestry Bill he has been a part of with ACWA.

Director Orsini noted the CSDA Legislative Committee meeting and the review of policy issues to focus on.

F.3 STAFF REPORTS

- a. **Support Services Department (Nicole Alvarado):** Finance Director Alvarado added a brief report on the information received from the Auditor Controller office.
- 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 reported on a recent meeting with GodBe research for the Measure B survey. She noted that they would not be able to

allow the survey questions to come to a public Board meeting, but if the Board would like a subcommittee to review the questions, that was a possibility.

- d. **General Manager (Patrick Kaspari):** General Manager Kaspari highlighted the cost savings section of his report.

F.4 PRESIDENT’S REPORT:

President Couch gave a moment for Supervisor Madrone to speak, who commended the Board on the recent joint meeting with the MMAC as well as noted an upcoming telecommunications ordinance that may affect McKinleyville.

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

Director Orsini asked for a presentation of fixed costs prior to or with the Budget process.

G. ADJOURNMENT:

Meeting Adjourned at 8:38 p.m.

April Sousa, MMC, Board Secretary

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**McKinleyville Community Services District
Treasurer’s Report
October 2022**

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Ratios

as of October 31, 2022

- Utility Accounts Receivable Turnover Days	11
- YTD Breakeven Revenue, Water Fund:	\$ 1,069,866
- YTD Actual Water Sales:	\$ 1,454,136
- Days of Cash on Hand-Operations Checking/MM	250

**McKinleyville Community Services District
Investments & Cash Flow Report
as of October 31, 2022**

Petty Cash & Change Funds		9,197.46
<u>Cash</u>		
Operating & Money Market - Beginning Balance		4,692,608.29
Cash Receipts:		
Utility Billings & Other Receipts	1,620,817.76	
Money Market Account Interest	31.20	
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	-	
Other Cash Receipts (Grants/Other Receivables)	-	
Total Cash Receipts	<u>1,620,848.96</u>	
Cash Disbursements:		
Transfers to County Funds #2560, #4240, CalTRUST	-	
Payroll Related Expenditures (incl. CalPERS UAL pmt)	(256,457.01)	
Debt Service	(63,132.82)	
Capital & Other Expenditures	(789,744.09)	
Total Cash Disbursements	<u>(1,109,333.92)</u>	
Operating & Money Market - Ending Balance		<u>5,204,123.33</u>
Total Cash		<u>5,213,320.79</u>
<u>Investments</u>	<i>(Interest and Market Valuation will be re-calculated as part of the year-end close, if material)</i>	
LAIF - Beginning Balance	139,450.78	
Interest Income	474.50	
LAIF - Ending Balance		<u>139,925.28</u>
Humboldt Co. #2560 - Beginning Balance	2,969,407.99	
Property Taxes and Assessments		
Transfer to/from Operating Cash	-	
Interest Income (net of adjustments)	(24,643.87)	
Humboldt Co. #2560 - Ending Balance		<u>2,944,764.12</u>
Humboldt Co. #4240 - Beginning Balance	3,420,931.83	
Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	-	
Interest Income	(43,167.24)	
Humboldt Co. #4240 - Ending Balance		<u>3,377,764.59</u>
Humboldt Co. #9390 - Beginning Balance	663,032.08	
Reserves Recovery Deposits/Other Bal Withdrawals	-	
Humboldt Co. #9390 - Ending Balance		<u>663,032.08</u>
USDA Bond Reserve Fund - Beginning Balance	84,006.50	
Bond Reserve Payment/Transfer to Service Fund	-	
Debt Service Payment, Principal/Interest (Net)	-	
Interest Adjustment	0.35	
USDA Bond Reserve Fund - Ending Balance		<u>84,006.85</u>
Market Valuation Account		(20,836.39)
BNY COPS Series A & B - Beginning Balance	8,665,906.72	
Bond Principal Total (Series A & B)	-	
Bond Draws for Capital Projects	-	
Bond Reserve Payment/Transfer to Service Fund	-	
Debt Service Payment, Principal/Interest (Net)	-	
Bond Earned Interest	-	
BNY COPS Series A & B - Ending Balance		<u>8,665,906.72</u>
CalTRUST - Beginning Balance	10,118,513.30	
Net Transfer to/from Designated Reserves: PERS/OPEB	-	
Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves	-	
Net: Interest Income/Unrealized Gain/Loss	(13,684.93)	
CalTRUST - Ending Balance		<u>10,104,828.37</u>
Total Investments		<u>25,959,391.62</u>
Total Cash & Investments - Current Month		31,172,712.41
Total Cash & Investments - Prior Month		<u>30,783,488.29</u>
Net Change to Cash & Investments This Month		<u>389,224.12</u>
<u>Cash & Investment Summary</u>		
Cash & Cash Equivalents		30,477,293.28
Davis-Grunsky Loan Reserve		611,412.28
USDA Bond Reserve		<u>84,006.85</u>
Total Cash & Investments		<u>31,172,712.41</u>

McKinleyville Community Services District
Consolidated Balance Sheet by Fund
as of October 31, 2022

	Governmental Funds			Proprietary Funds		Total (Memorandum Only)
	Parks & General	Measure B	Streetlights	Water	Wastewater	
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 754,189.80	\$ (590,822.38)	\$ 119,912.13	\$ 8,813,725.88	\$ 12,980,803.25	\$ 22,077,808.68
Accounts receivable	5,634.82	-	3,514.69	500,101.96	476,007.25	985,258.72
Prepaid expenses & other current assets	14,206.45	6,251.46	(694.33)	124,563.03	74,458.12	218,784.73
Total Current Assets	774,031.07	(584,570.92)	122,732.49	9,438,390.87	13,531,268.62	23,281,852.13
Noncurrent Assets						
Restricted cash & cash equivalents	216,277.48	-	-	5,382,354.35	3,978,971.50	9,577,603.33
Other noncurrent assets	-	-	-	934,412.53	957,510.60	1,891,923.13
Capital assets (net)	2,723.58	-	680.90	9,076,032.77	31,596,372.36	40,675,809.61
Total Noncurrent Assets	219,001.06	-	680.90	15,392,799.65	36,532,854.46	52,145,336.07
TOTAL ASSETS	\$ 993,032.13	\$ (584,570.92)	\$ 123,413.39	\$ 24,831,190.52	\$ 50,064,123.08	\$ 75,427,188.20
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 56,834.50	\$ 4,336.19	\$ 314.46	\$ 338,675.12	\$ 98,210.50	\$ 498,370.77
Accrued payroll & related liabilities	114,329.66	-	-	62,381.56	63,011.54	239,722.76
Total Current Liabilities	171,164.16	4,336.19	314.46	401,056.68	161,222.04	738,093.53
Noncurrent Liabilities						
Long-term debt	-	-	-	6,170,646.33	20,415,310.20	26,585,956.53
Other noncurrent liabilities	-	-	-	4,851,928.43	4,958,374.45	9,810,302.88
Total Noncurrent Liabilities	-	-	-	11,022,574.76	25,373,684.65	36,396,259.41
TOTAL LIABILITIES	171,164.16	4,336.19	314.46	11,423,631.44	25,534,906.69	37,134,352.94
Fund Balance/Net Assets						
Fund balance	(3,273,936.01)	(588,907.11)	123,098.93	-	-	(3,739,744.19)
Net assets	4,095,803.98	-	-	10,502,172.64	13,348,154.23	27,946,130.85
Investment in capital assets, net of related debt	-	-	-	2,905,386.44	11,181,062.16	14,086,448.60
Total Fund Balance/Net Assets	821,867.97	(588,907.11)	123,098.93	13,407,559.08	24,529,216.39	38,292,835.26
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 993,032.13	\$ (584,570.92)	\$ 123,413.39	\$ 24,831,190.52	\$ 50,064,123.08	\$ 75,427,188.20
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,648,927.70					
General Long-term Liabilities						
PG&E Streetlights Loan	-					
Meas. B Loan: Teen/Community Center	775,024.00					
OPEB Liability	3,291,932.47			OPEB Liability	3,352,060.07	3,366,092.45
CalPERS Pension Liability/Deferred Inflows-Outflows	719,001.05			CalPERS Pension Liability	754,383.21	825,924.74
Accrued Compensated Absences	66,454.84					2,299,309.00
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 4,852,412.36					

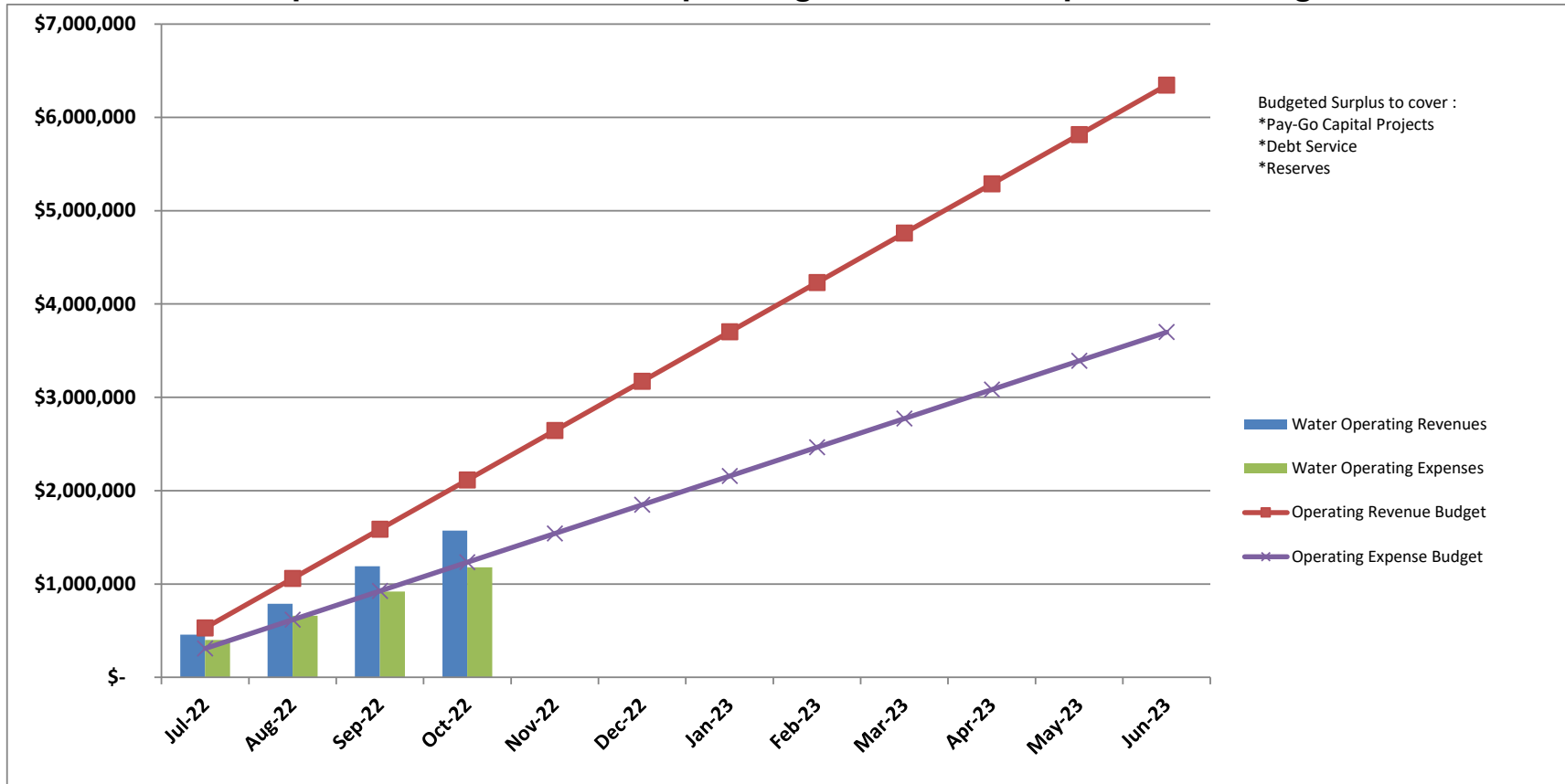
McKinleyville Community Services District
 Activity Summary by Fund, Approved Budget
 October 2022

Department Summaries	July	August	September	October	% of Year 33.33% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	% Year Remaining: 66.67%		Notes	
									Total Budget	Remaining Budget		Budget %
Water												
Water Sales	345,057	345,106	428,370	335,602	1,454,136	1,478,075	(23,939)	-1.62%	4,434,226	2,980,090	67.21%	
Other Revenues	112,578	(14,449)	(25,766)	44,927	117,290	636,933	(519,643)	-81.59%	1,910,800	1,793,510	93.86%	Includes YTD Capacity Fees \$9,104, Contrib. Construction \$73,570, Grants \$39,986.22
Total Operating Revenues	457,636	330,657	402,604	380,529	1,571,426	2,115,008	(543,582)	-25.70%	6,345,026	4,773,600	75.23%	
Salaries & Benefits	135,006	66,231	67,416	73,432	342,085	407,833	(65,748)	-16.12%	1,223,498	881,413	72.04%	Budget spread evenly across 12 months, but actuals vary by schedule
Water Purchased	97,156	106,234	105,362	105,525	414,277	403,333	10,944	2.71%	1,210,000	795,723	65.76%	
Other Expenses	133,879	54,352	53,953	47,465	289,649	288,233	1,416	0.49%	864,698	575,049	66.50%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	33,333	33,333	33,333	33,333	133,332	133,333	(1)	0.00%	400,000	266,668	66.67%	
Total Operating Expenses	399,374	260,150	260,065	259,755	1,179,343	1,232,732	(53,389)	-4.33%	3,698,195	2,518,853	68.11%	
Net Operating Income	58,262	70,507	142,539	120,775	392,083	882,276	(596,971)		2,646,831	7,292,453		
Interest Income	4,736	5,835	6,263	6,893	23,727	16,667	7,060	42.36%	50,000	26,273	52.55%	
Interest Expense	(25,112)	-	-	-	(25,112)	(71,934)	(46,822)	-65.09%	(215,801)	(190,689)	88.36%	
Net Income (Loss)	37,886	76,342	148,802	127,668	390,698	827,009	(436,311)		2,481,030	7,128,037		
Wastewater												
Wastewater Service Charges	339,835	335,751	361,387	337,501	1,374,475	1,457,070	(82,595)	-5.67%	4,371,210	2,996,735	68.56%	
Other Revenues	496,932	(18,201)	(36,786)	16,701	458,646	768,897	(310,251)	-40.35%	2,306,692	1,848,046	80.12%	Includes YTD Capacity Fees \$13,489 Contrib. Construction \$72,510, Grants \$381,338
Total Operating Revenues	836,767	317,551	324,602	354,202	1,833,121	2,225,967	(392,846)	-17.65%	6,677,902	4,844,781	72.55%	
Salaries & Benefits	169,342	101,540	97,235	91,774	459,891	428,673	31,218	7.28%	1,286,020	826,129	64.24%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Other Expenses	62,522	65,366	66,433	68,652	262,974	374,502	(111,528)	-29.78%	1,123,506	860,532	76.59%	
Depreciation	102,083	102,083	102,083	102,083	408,332	408,333	(1)	0.00%	1,225,000	816,668	66.67%	
Total Operating Expenses	333,947	268,990	265,752	262,509	1,131,197	1,211,508	(80,311)	-6.63%	3,634,526	2,503,329	68.88%	
Net Operating Income	502,820	48,561	58,850	91,693	701,924	1,014,459	(312,535)		3,043,376	7,348,109		
Interest Income	7,854	9,160	9,763	11,147	37,925	16,667	21,258	127.54%	50,000	50,000	100.00%	
Interest Expense	(34,362)	-	-	-	(34,362)	(135,439)	(101,077)	-74.63%	(406,318)	(371,956)	91.54%	
Net Income (Loss)	476,311	57,722	68,613	102,841	705,487	895,687	(190,200)		2,687,058	7,026,154		
Enterprise Funds Net Income (Loss)	514,197	134,064	217,415	230,508	1,096,185	1,722,696	(626,511)		5,168,088			

8 = # of months remaining

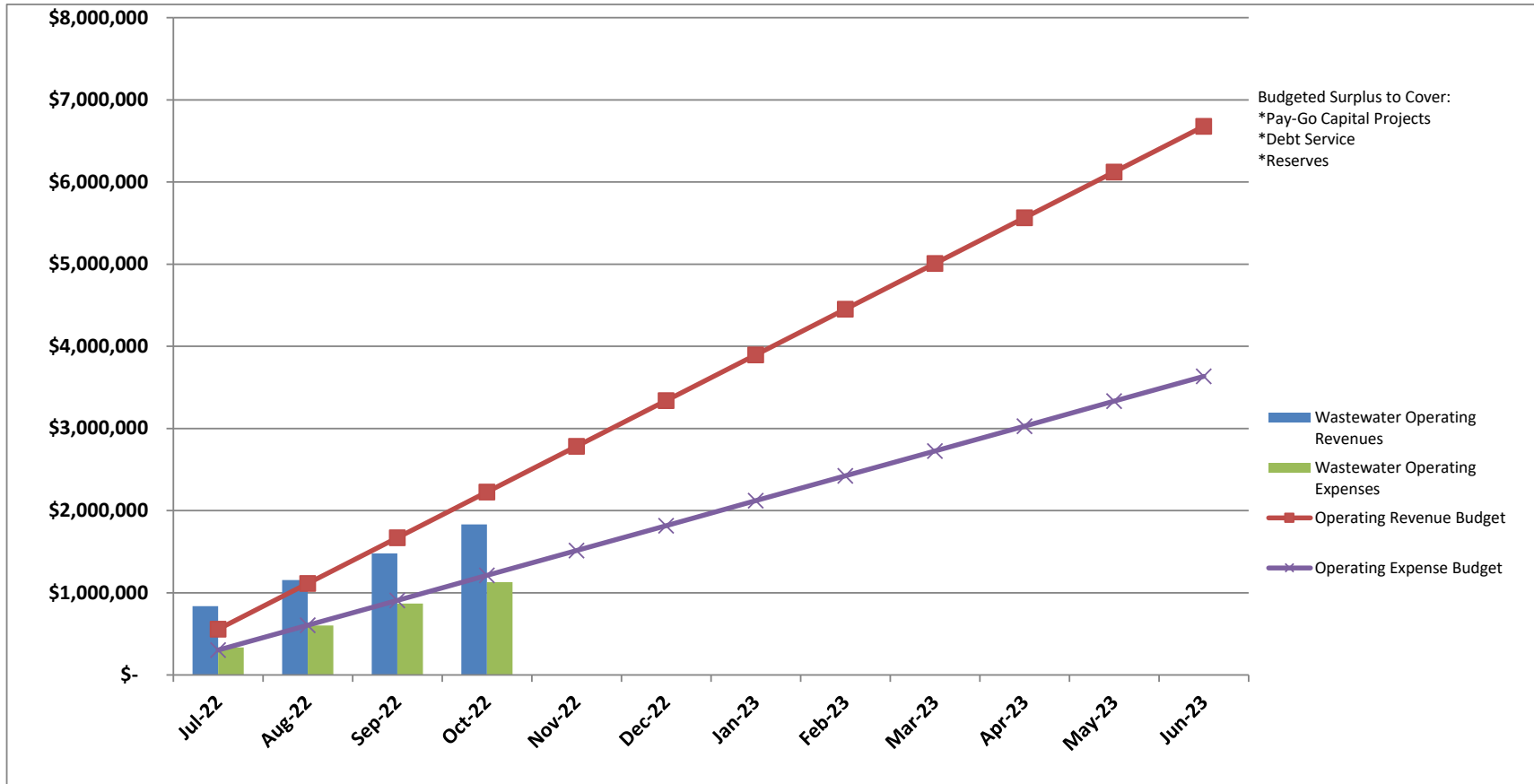
McKinleyville Community Services District October 2022

Comparison of Water Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District October 2022

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget

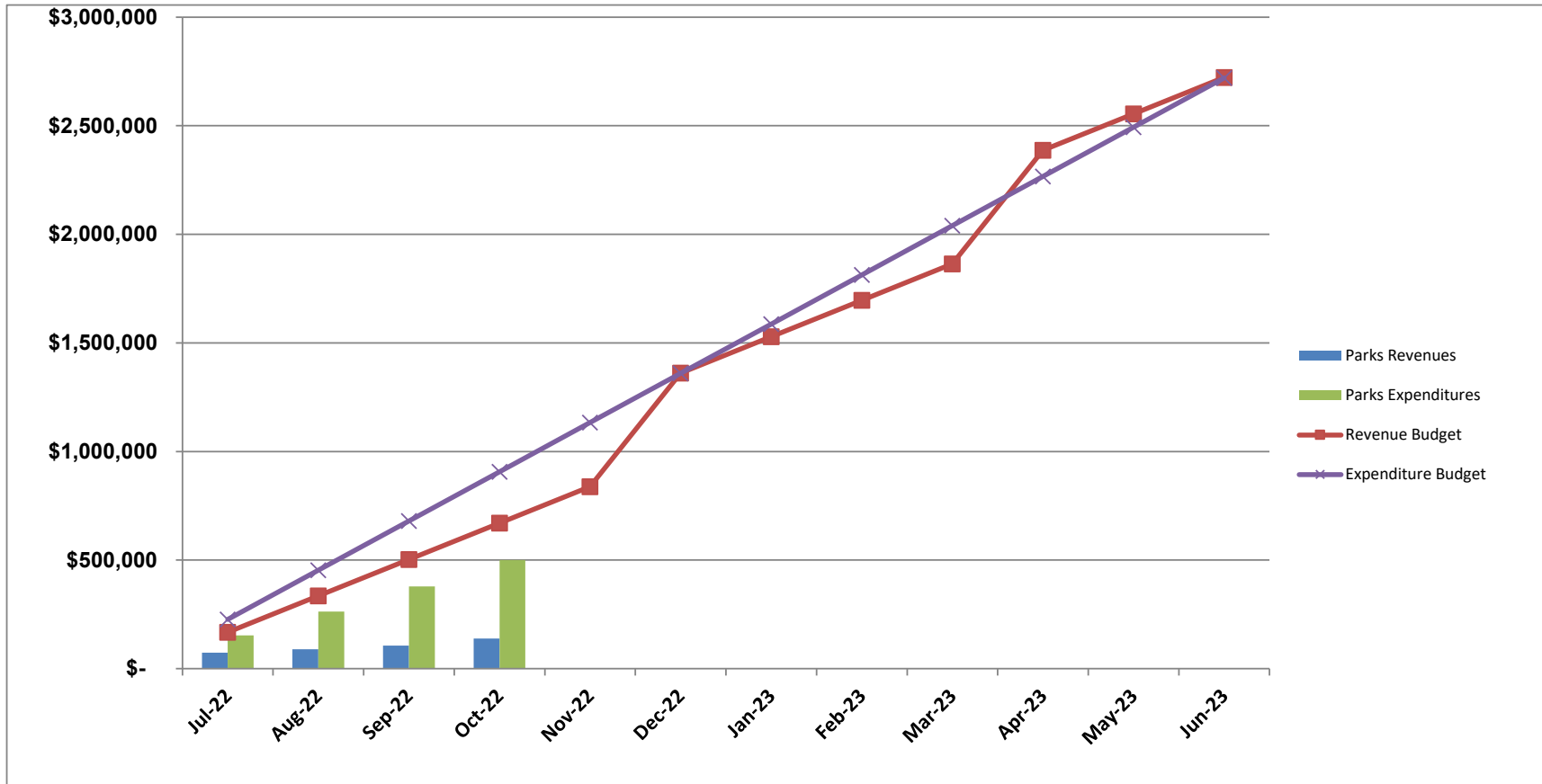


*Parks & Recreation												
Program Fees	44,277	13,125	13,191	14,368	84,961	79,293	5,668	7.15%	237,880	152,919	64.28%	Budget spread evenly across 12 months, but actuals vary by schedule
Rents & Facility Related Fees	5,831	5,567	5,968	6,658	24,024	22,883	1,141	4.99%	68,650	44,626	65.01%	
Property Taxes	-	-	-	-	-	237,525	(237,525)	-100.00%	712,575	712,575	100.00%	
Other Revenues	18,231	(5,506)	(8,150)	4,709	9,284	556,215	(546,931)	-98.33%	1,668,644	1,659,360	99.44%	Budget spread evenly across 12 months, but actuals vary by schedule
Interest Income	5,039	3,114	5,933	6,296	20,382	11,667	8,715	74.70%	35,002	14,620	41.77%	
Total Revenues	73,379	16,299	16,943	32,030	138,651	907,583	(768,932)	-84.72%	2,010,176	2,584,100	94.91%	
Salaries & Benefits	133,778	85,096	87,940	85,620	392,433	194,753	197,680	101.50%	584,258	191,824	32.83%	
Other Expenditures	18,780	24,718	20,697	21,416	85,610	203,724	(118,114)	-57.98%	611,171	525,561	85.99%	
Capital Expenditures	-	-	7,650	14,652	22,302	508,333	(486,031)	-95.61%	1,525,000	1,502,698	98.54%	Budget spread evenly across 12 months, but actuals vary by project schedule
Total Expenditures	152,557	109,814	116,287	121,688	500,346	906,810	(406,464)	-44.82%	2,720,429	2,220,083	81.61%	
Excess (Deficit)	(79,178)	(93,515)	(99,344)	(89,657)	(361,695)	773	(362,468)		2,323			
*Measure B Assessment												
Total Revenues	882	882	884	868	3,515	75,768	(72,253)	-95.36%	227,304	223,789	98.45%	
Salaries & Benefits	9,378	11,043	6,914	8,508	35,842	22,429	13,413	59.80%	67,288	31,446	46.73%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	2,949	1,284	-	4,336	126,907	22,023	104,884	476.25%	66,069	(60,839)	-92.08%	Budget spread evenly across 12 months, but actuals vary seasonally
Capital Expenditures/Loan Repayment	-	-	-	48,515	48,515	31,225	17,290	55.37%	93,674	45,159	48.21%	Budget is spread evenly across 12 months. Loan pmts are October & April
Total Expenditures	12,327	12,327	6,914	61,359	211,264	75,677	135,587	179.17%	227,030	15,766	6.94%	
Excess (Deficit)	(11,445)	(11,445)	(6,030)	(60,491)	(207,749)	91	(207,840)		274			
*Street Lights												
Total Revenues	10,592	10,763	10,680	10,605	42,638	41,493	1,145	2.76%	124,480	81,841	65.75%	
Salaries & Benefits	7,871	1,719	2,145	2,829	14,564	17,915	(3,351)	-18.71%	53,744	39,180	72.90%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	4,535	5,995	5,177	2,817	18,524	12,258	6,266	51.12%	36,775	18,251	49.63%	
Capital Expenditures/Loan Repayment	-	-	-	-	-	15,667	(15,667)	-100.00%	47,000	47,000	100.00%	Budget spread evenly across 12 months, but actuals vary by project
Total Expenditures	12,406	7,714	7,322	5,645	33,088	45,840	(12,752)	-27.82%	137,519	104,431	75.94%	
Excess (Deficit)	(1,814)	3,048	3,357	4,959	9,551	(4,347)	(13,898)		(13,039)			
Governmental Funds Excess (Deficit)	(92,438)	(101,912)	(102,016)	(145,189)	(559,893)	(3,483)	(556,410)		(10,443)			

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

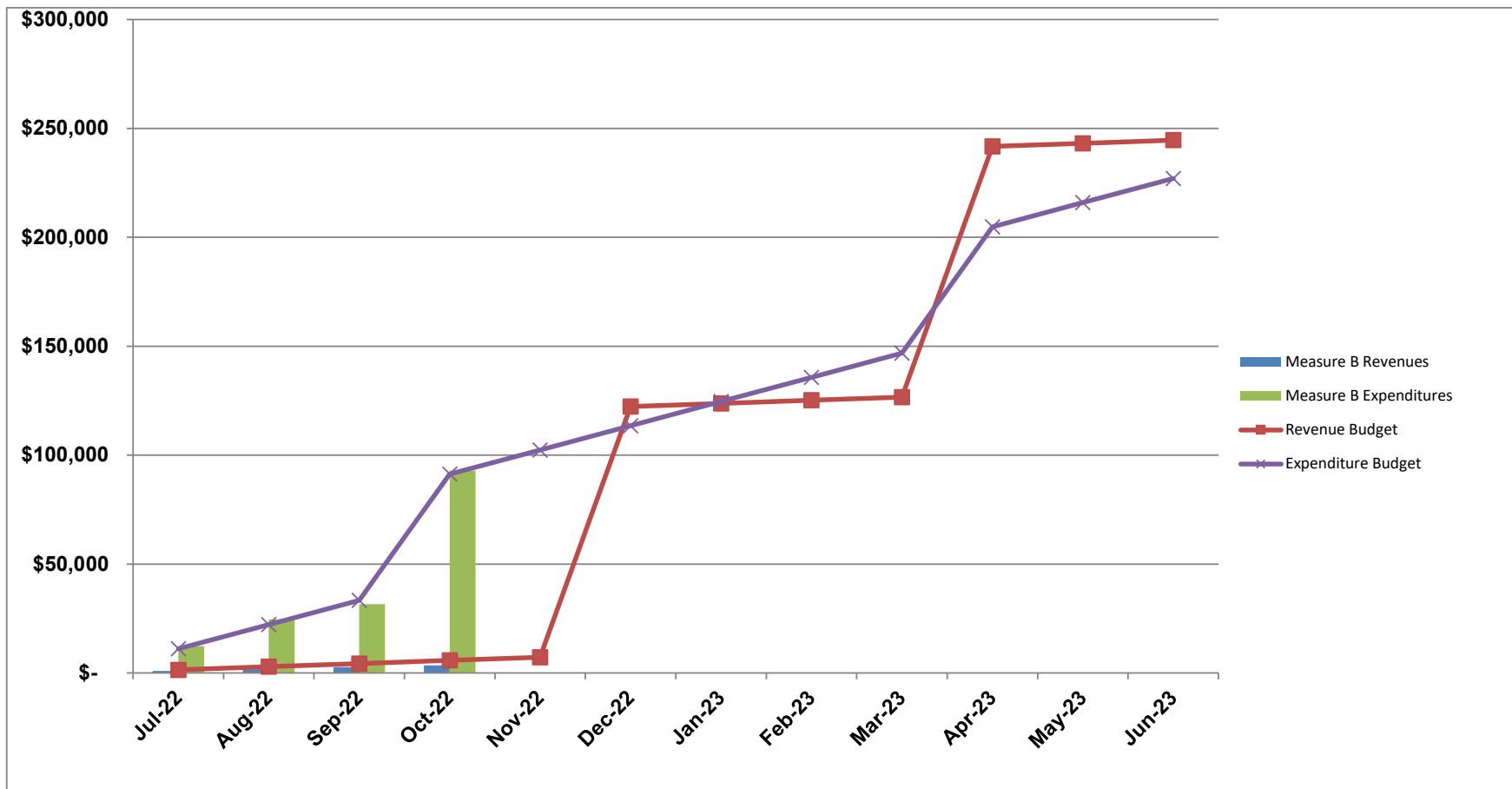
**McKinleyville Community Services District
October 2022**

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



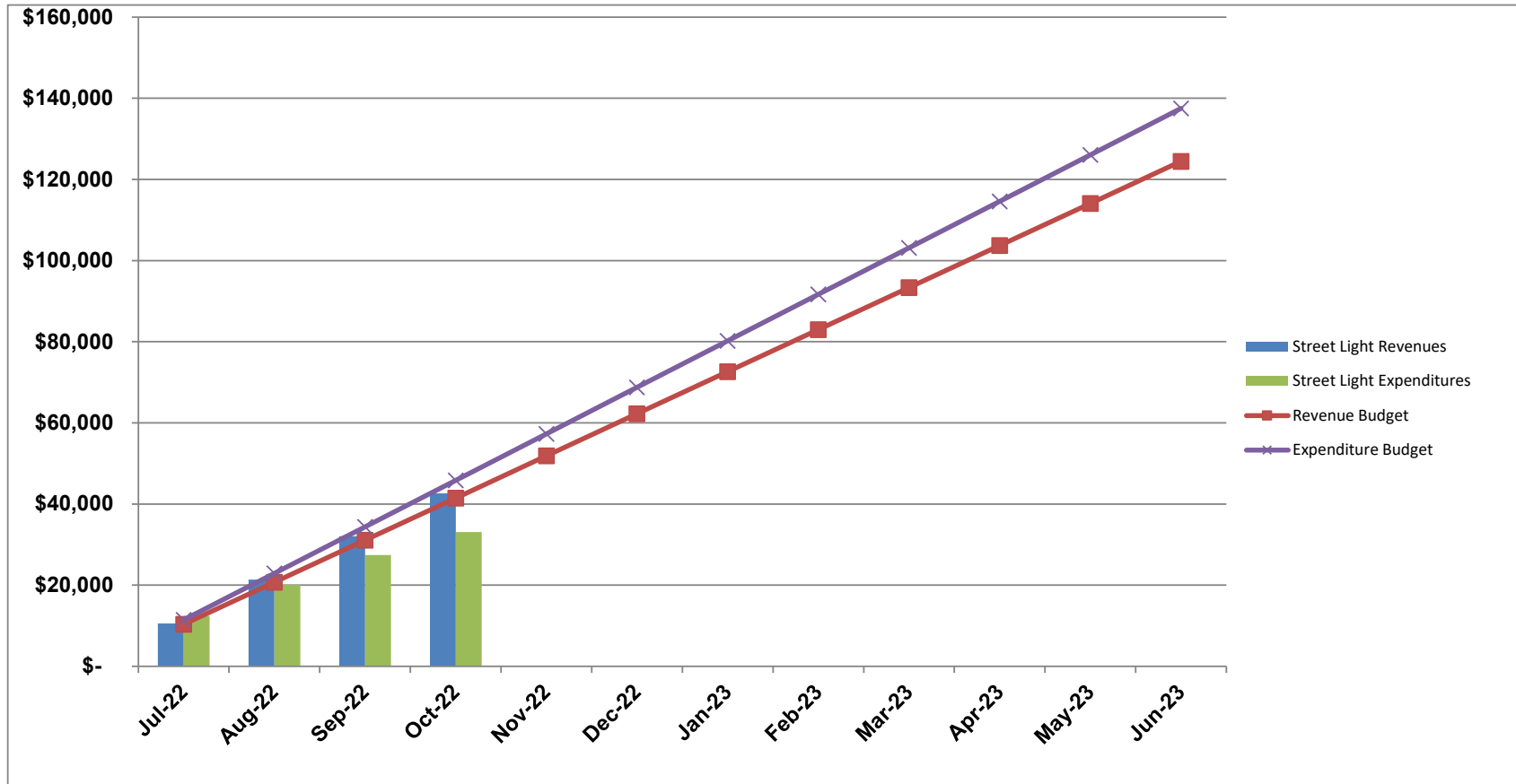
**McKinleyville Community Services District
October 2022**

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District October 2022

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
Capital Expenditure Report
as of October 31, 2022**

	October	YTD Total	FY 22-23 Budget	Remaining		Notes
				Budget \$	Budget %	
Water Department						
Norton Tank Tree Service	-	-	10,000	10,000	100%	
Water Tank Painting	195,609	372,547	500,000	127,453	25%	Water Tank Painting & Cathodic
4.5m New Water Tank	352	157,478	2,132,000	1,974,522	93%	Drilling, LACO Assoc.
Production Meter Replacements	-	-	8,000	8,000	100%	Production Meter Replacement
McCluski Tank3 Replace Roof Vents	-	-	-	-	#DIV/0!	McCluski Tank3 Replace Roof Vents
Emergency Generator-Cochran	-	-	50,000	50,000	100%	CochranEmergency Generator
Fire Hydrant System Upgrade	-	-	7,000	7,000	100%	Fire Hydrant System Upgrade
Blake Station Upgrades	-	-	-	-	#DIV/0!	Blake Station Upgrades
Digital Control & Radio Telemetry Upgrade	-	-	10,000	10,000	100%	Radio Telemetry upgrade
Water Main Rehab & Replacement	4,149	30,151	2,500,000	2,469,849	99%	Water Main Rehab
Property Purchase- Tank Site	-	-	-	-	#DIV/0!	Property Purch/Imprv.Tank Site
Subtotal	200,110	560,176	5,217,000	4,656,824	89%	
Wastewater Department						
Sewer Main Rehab & Replacement	4,018	46,224	1,500,000	1,453,776	97%	Sewer Main Rehab
WWMF Sludge Disposal - next	-	-	200,000	200,000	100%	Sludge handling/disposal
WWMF Engineering Study	-	-	70,000	70,000	100%	
WWMF Pond Armoring	-	-	75,000	75,000	100%	WWMF Pond Armoring
WWMF Secondary Effluent Motor	-	-	6,000	6,000	100%	WWMF Secondary Effluent Motor
Collection Upgrades-UndercrossingsProj	-	-	1,149,000	1,149,000	100%	Collection System upgrades
Fischer Lift Station Generator	-	-	40,000	40,000	100%	Fischer Lift Stn Generator
Solar Project - CWSRF Grant/Loan	34,264	75,282	1,060,000	984,718	93%	WWMF Solar Project
WWMF - CEQA/ NPDES Permit	-	-	25,000	25,000	100%	NPDES Permit Project
Underground pipe locator & camera	-	-	5,000	5,000	100%	Underground pipe locator & camera
SCBA Apparatus and Bottles	-	-	6,000	6,000	100%	WWMF Lab Cabinets
Sewer Main Camera Replacement	-	-	30,000	30,000	100%	SwrLiftStnUpgrade-Letz
Subtotal	38,283	121,505	4,166,000	4,044,495	97%	
Water & Wastewater Operations						
Heavy Equipment	-	-	130,000	130,000	100%	backhoe, aircompressor
Utility Vehicles	-	-	40,000	40,000	100%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	-	170,000	170,000	100%	Facilities upgrade/sealcoat
Computers & Software	-	-	18,000	18,000	100%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tree far	-	11,332	100,000	88,668	89%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Irrig	9,169	9,169	50,000	40,831	82%	Barn/ house/ fence, Irrig. pipe, Unc
Property behind main office - purchase	-	-	600,000	600,000	100%	Purch property behind main offc
Small Equipment & Other	-	-	20,000	20,000	100%	Misc.response, & GPS surveying
Subtotal	9,169	20,501	1,128,000	1,107,499	98%	
Enterprise Funds Total	247,561	702,181	10,511,000	9,808,819	93%	
Parks & Recreation Department						
BMX Park	14,902	14,902	800,000	785,098	98%	BMX Park
Hiller Park & Sports Complex	-	-	-	-	#DIV/0!	Hiller Sports Sealcoat-CountyGrant
Pierson Park - Landscaping & signage	-	-	98,000	98,000	100%	Pierson Pk-Landscape & signage
Azalea Hall Projects	-	-	187,000	187,000	100%	Major appliance replacemt
McKinleyville Activity Center Upgrades	-	-	-	-	#DIV/0!	Flooring replacement
Law Enforcement Facility Improvements	-	-	16,000	16,000	100%	LEF flooring/Library Carpet
Projects Funded by Quimby/Grants/ Other	-	-	400,000	400,000	100%	CommForest,SkatePk,LandAcq
Other Parks Projects & Equipment	-	-	24,000	24,000	100%	Utility truck from Ops?
Subtotal	14,902	14,902	1,525,000	725,000	48%	
Streetlights						
LED Repairs	-	-	5,000	5,000	100%	
Pole Inspection	-	-	42,000	42,000	100%	Pole Inspection/Replacement
Subtotal	-	-	47,000	47,000	100%	
Governmental Funds Total	14,902	14,902	1,572,000	772,000	49%	
All Funds Total	262,463	717,083	12,083,000	10,580,819	88%	

**McKinleyville Community Services District
 Summary of Grants
 as of October 31, 2022**

District Grants	Total Grant Amount	Required District Match	Estimated District Asset Value
CalOES Hazard Mitigation Grant - 4.5 mg Tank	\$ 7,576,448	\$ 1,894,112	\$ 9,553,440
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
State of CA Prop 68 - BMX Track	\$ 2,331,375	\$ -	\$ 2,331,375
State of CA Prop 68 Per Capita - Azalea Hall Upgrades	\$ 177,952	\$ -	\$ 177,952

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
Trust for Public Lands	\$ 3,858,378	\$ -	\$ 3,858,378

**McKinleyville Community Services District
Summary of Long-Term Debt Report
as of October 31, 2022**

**Principal Maturities and
Scheduled Interest**

	Maturity		Balance- Sept.	Balance- Oct.	Principal Maturities and Scheduled Interest	
	%	Date	30, 2022	31, 2022	FY-23	Thereafter
Water Fund:						
I-Bank Interest	3.37%	8/1/30	476,538.79	476,538.79	-	476,538.81
					-	67,028.60
State of CA Energy Commission (ARRA) Interest	1.0%	12/22/26	54,651.86	54,651.86	11,933.99	42,717.67
					516.85	859.98
State of CA (Davis Grunsky)		1/1/33	1,182,074.72	1,182,074.72	94,691.23	1,087,383.49
State of CA (Davis Grunsky) Deferred Interest	2.5%	1/1/33	187,380.97	187,380.97	17,035.12	170,345.85
					29,551.87	155,047.44
COPS - Series 2021A, Water Fund Interest	2.93%	8/1/51	4,270,000.00	4,270,000.00	-	4,270,000.00
					84,405.56	2,555,737.50
Total Water Fund-Principal			6,170,646.34	6,170,646.34	123,660.34	6,046,985.82
Total Water Fund-Interest					114,474.28	2,778,673.52
Total Water Fund			6,170,646.34	6,170,646.34	238,134.62	8,825,659.34
Wastewater Fund:						
WWMF SRF Loan Interest	1.6%	7/31/47	13,573,682.87	13,573,682.87	-	14,034,677.46
					-	3,002,119.13
Chase Bank (Pialorsi Property) Interest	2.9%	3/8/35	1,289,500.00	1,289,500.00	-	1,243,600.00
					-	153,015.55
COPS - Series 2021B, Wastewater Fund Interest	2.93%	9/15/51	3,485,000.00	3,485,000.00	-	3,485,000.00
					58,512.50	2,056,175.00
Total Wastewater Fund-Principal			18,348,182.87	18,348,182.87	-	18,763,277.46
Total Wastewater Fund-Interest					-	5,211,309.68
Total Sewer Fund			18,348,182.87	18,348,182.87	-	23,974,587.14
Meas. B Fund: Teen/Comm Center Loan		11/1/29	823,539.00	775,024.00	50,252.00	733,552.00
	3.55%				13,912.52	94,344.18
Total Principal			25,342,368.21	25,293,853.21	173,912.34	25,543,815.28
Total Interest					128,386.80	8,084,327.38
Total			25,342,368.21	25,293,853.21	302,299.14	33,628,142.66

Non-debt Long Term Liabilities, District-wide

OPEB Liability	10,010,084.99
CalPERS Pension Liability	2,299,309.00

**McKinleyville Community Services District
Cash Disbursement Report
For the Period October 1 through October 31, 2022**

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
40287	10/3/2022	MAY02	DENNIS MAYO	125	C21003	DIRECTORS FEES
40288	10/5/2022	*0023	SECURITY DEPOSIT REFUND	58	116947	SECURITY DEPOSIT REFUND
40289	10/5/2022	*0024	SECURITY DEPOSIT REFUND K	62	116946	SECURITY DEPOSIT REFUND K
40290	10/5/2022	*0025	SECURITY DEPOSIT REFUND H	100	116948	SECURITY DEPOSIT REFUND H
40291	10/5/2022	*0026	DEPOSIT REFUND HEWITT ROO	100	116949	DEPOSIT REFUND HEWITT ROO
40292	10/5/2022	ADV01	ADVANCED SECURITY SYSTEM	1,058	620987	SECURITY SYSTEM
40293	10/5/2022	ALV04	FLEX SPENDING - MED	66	C21004	FLEX SPENDING - MED
40294	10/5/2022	BAD01	BADGER METER, Inc.	361	80109034	MONTHLY HOSTING FEES
40295	10/5/2022	COR01	CORBIN WILLITS SYSTEMS, I	963	C209151	SUBSCRIPTIONS
40296	10/5/2022	GHD01	GHD	15,032	20010	
				1,466	19961	PROFESSIONAL SERVICES
			Check Total:	<u>16,498</u>		
40297	10/5/2022	HOF01	SOFTBALL UMPIRE PAYMENT	240	C21005	SOFTBALL UMPIRE PAYMENT
40298	10/5/2022	HUM01	HUMBOLDT BAY MUNICIPAL WA	105,362	C21004	WTR PURCHASED
40299	10/5/2022	INF02	INFOSEND	3,168	221661	OFFICE SUPPLIES/POSTAGE
40300	10/5/2022	INF03	INFINITE CONSULTING SERVI	3,830	10174	MONTHLY HOSTING FEES

40301	10/5/2022	LIV01	SOFTBALL UMPIRE PAYMENT	240	C21005	SOFTBALL UMPIRE PAYMENT
				(240)	C21005u	Ck# 040301 Reversed
			Check Total:	<u>0</u>		
40302	10/5/2022	MIL01	Miller Farms Nursery	76	C21004	REPAIRS/SUPPLY
40303	10/5/2022	MIT01	MITCHELL LAW FIRM	1,348	50974	PROFESSIONAL SERVICES
				777	50975	PROFESSIONAL SERVICES
				37	50976	PROFESSIONAL SERVICES
			Check Total:	<u>2,162</u>		
40304	10/5/2022	NOR13	NORTHERN CALIFORNIA SAFET	120	28542	SAFETYTRAININGSUP
40305	10/5/2022	PGE05	PGE	438	C21004	GAS & ELECTRIC S.L.- ZONE
40306	10/5/2022	PGE11	PGE STREETLIGHTS	20	C21004	GAS & ELECTRIC SEWER PUMP
40307	10/5/2022	PGE12	PGE	114	C21004	GAS & ELECTRIC HILLER SPO
40308	10/5/2022	PGE13	PGE	12	C21004	GAS & ELECTRIC OPEN SPACE
40309	10/5/2022	STR01	STREAMLINE	300	DF9E70023	SUBSCRIPTIONS
40310	10/5/2022	UNI09	UNIFIED FIELD SERVIES COP	186,275	922903	WATER TANK UPGRADE
40311	10/5/2022	URT01	SOFTBALL UMPIRE PAYMENT	360	C21005	SOFTBALL UMPIRE PAYMENT
40312	10/5/2022	USP02	USPS: ARCATA BMEU	1,665	PO11130	NEWSLETTER POSTAGE
40313	10/5/2022	VAL01	VALLEY PACIFIC PETROLEUM	1,133	22-550741	GAS/OIL/LUBE
40314	10/5/2022	VAL02	VALLEY PACIFIC	4,070	22-550013	GAS/OIL/LUBE
40315	10/5/2022	VER01	VERIZON WIRELESS	63	916369150	CELLPHONE/TABLET
40316	10/5/2022	\B010	MQ CUSTOMER REFUND FOR BA	106	000C21001	MQ CUSTOMER REFUND FOR BA
40317	10/5/2022	\C003	MQ CUSTOMER REFUND FOR CH	23	000C21001	MQ CUSTOMER REFUND FOR CH

40318	10/5/2022 \G016	MQ CUSTOMER REFUND FOR GA	69	000C21001	MQ CUSTOMER REFUND FOR GA
40319	10/5/2022 \I002	MQ CUSTOMER REFUND FOR IS	43	000C21001	MQ CUSTOMER REFUND FOR IS
40320	10/5/2022 \M001	MQ CUSTOMER REFUND FOR MO	27	000C21001	MQ CUSTOMER REFUND FOR MO
40321	10/5/2022 \W007	MQ CUSTOMER REFUND FOR WO	35	000C21001	MQ CUSTOMER REFUND FOR WO
40322	10/13/2022 *0027	DEPOSIT REFUND - HEWITT R	100	C21012	DEPOSIT REFUND - HEWITT R
40323	10/13/2022 *0028	DEPOSIT REFUND GYMNASIUM	100	C21012	DEPOSIT REFUND GYMNASIUM
40324	10/13/2022 ACC04	ACCURATE DRUG TESTING SER	100	6402	DOT PHYSICAL
			100	6505	DOT PHYSICAL
		Check Total:	<u>200</u>		
40325	10/13/2022 ADS01	ADVANCED DISPLAY & SIGNS	428	518976	DECALS
40326	10/13/2022 ALV01	ALVES INC.	2,454	C21012	
			<u>(2,454)</u>	C21012u	Ck# 040326 Reversed
		Check Total:	<u>0</u>		
40327	10/13/2022 ASD01	ACTION SPORTS DESIGN, LLC	250	ASD220120	BMX DESIGN RFP ASSISTANCE
40328	10/13/2022 DEV02	DEVELOPED EMPLOYMENT SERV	312	7656	PROFESSIONAL SERVICES
40329	10/13/2022 FED01	FedEx Office	68	790723258	LAB TESTS TREATMENT
40330	10/13/2022 FED02	FEDAK & BROWN LLP	252	C21012	ACCT. / AUDIT
40331	10/13/2022 FID01	FIDELITY NATIONAL TITLE	246,469	C21012	PARCEL 509-021-045
40332	10/13/2022 GHD01	GHD	17,022	800020035	CENTRAL MAINLINE REPLACEM
			736	800020053	WATER RECYCLING WWMF
		Check Total:	<u>17,758</u>		
40333	10/13/2022 GRA02	GRAINGER	261	452141014	REPAIRS AND SUPPLIES
			334	464100446	REPAIRS AND SUPPLIES
			114	468262440	REPAIRS AND SUPPLIES
		Check Total:	<u>709</u>		

40334	10/13/2022	HAR03	HARPER MOTORS CO.	89	838517/2	PARTS AND REPAIRS
40335	10/13/2022	HAR13	The Hartford - Priority A	446	186105135	GRP. HEALTH INS
40336	10/13/2022	HUM04	HUMBOLDT COUNTY PLANNING	1,305	C21012	APP FEE FOR ENCROACHMENT
40337	10/13/2022	HUM08	HUMBOLDT SANITATION	642	29X0217	TRASH SERVICE
				672	29X02716	TRASH SERVICE
				320	29X02718	TRASH SERVICE
				642	29X02825	TRASH SERVICE
			Check Total:	<u>2,277</u>		
40338	10/13/2022	IND02	INDUSTRIAL ELECTRIC SERVI	123	IN44964	REPAIRS/SUPPLY
40339	10/13/2022	KEN02	KENNEDY/JENKS CONSULTANTS	46,354	158157	4.5 MG WATER RESERVOIR
40340	10/13/2022	KEN03	KEN'S AUTO PARTS	490	93240585	REPAIRS AND SUPPLIES
40341	10/13/2022	MCK04	MCK ACE HARDWARE	297	C21012	REPAIRS/SUPPLY
40342	10/13/2022	MEN01	MENDES SUPPLY CO.	1,901	C21012	REPAIRS/SUPPLY
40343	10/13/2022	MIT02	MITEL	783	41369426	PROFESSIONAL SERVICES
40344	10/13/2022	NOR01	NORTH COAST LABORATORIES	4,945	C21012	LAB TESTS
40345	10/13/2022	ORE01	O'REILLY AUTOMOTIVE, INC.	5	537107125	REPAIRS/SUPPLY
40346	10/13/2022	PAP01	PAPE MACHINERY	19	13926954	REPAIRS AND SUPPLIES
40347	10/13/2022	PGE01	PG & E (Office & Field)	23,919	C21012	GAS & ELECTRIC
40348	10/13/2022	STA01	STATEWIDE TRAFFIC	809	9008128	REPAIRS AND SUPPLIES
40349	10/13/2022	THO02	Thomas Home Center	342	C21013	REPAIRS/SUPPLY
40350	10/13/2022	UMP04	UMPQUA BANK	63,133	C21013	LOAN REPAYMENT
40351	10/14/2022	ALV04	FLEX SPENDING REIMBURSEME	2,454	C21014	FLEX SPENDING REIMBURSEME

40352	10/14/2022	LIV01	SOFTBALL UMPIRE PAYMENT	120	C21014	SOFTBALL UMPIRE PAYMENT
40353	10/18/2022	ACW02	ASSOC. OF CALIFORNIA	16,860	C21018	MEMBERSHIP DUES
40354	10/18/2022	COL06	COLANTUONO, HIGHSMITH &	175	53489	AHMC EMINENT DOMAIN
40355	10/18/2022	DEP05	DEPARTMENT OF JUSTICE	128	608718	FINGERPRINTING
40356	10/18/2022	MER03	MERCER, FRASER COMPANY	25,492	C21018	RETENTION
40357	10/18/2022	MEY01	PER DIEM	90	C21018	PER DIEM
40358	10/18/2022	NOR35	NORTHERN HUMBOLDT	1,192	ES23-021	OPEN SPACE MAINT
				818	ES23-022	OPEN SPACE MAINT
			Check Total:	<u>2,010</u>		
40359	10/18/2022	PGE10	PGE STREETLIGHTS	4	C21018	GAS & ELECTRIC S.L.- ZONE
40360	10/18/2022	STA11	STAPLES CREDIT PLAN	138	C21018	OFFICE SUPPLIES
40361	10/18/2022	THR01	THRIFTY SUPPLY COMPANY	329	101232101	REPAIRS AND SUPPLIES
40362	10/18/2022	UMP01	UMPQUA COMMERCIAL CARD OP	46	1022BD	TRAVEL/TRAINING/SUPPLIES
				7	1022DS	TRAVEL/TRAINING/SUPPLIES
				1,020	1022JH	TRAVEL/TRAINING/SUPPLIES
				114	1022LF	TRAVEL/TRAINING/SUPPLIES
				411	1022NA	TRAVEL/TRAINING/SUPPLIES
				1,383	1022PD	TRAVEL/TRAINING/SUPPLIES
				4,055	1022PK	TRAVEL/TRAINING/SUPPLIES
			Check Total:	<u>7,036</u>		
40363	10/18/2022	USA01	USA BLUEBOOK	2,859	135637	LAB TESTS TREATMENT
40364	10/26/2022	*0029	DEPOSIT REFUND HEWITT ROO	100	C21024	DEPOSIT REFUND HEWITT ROO
40365	10/26/2022	*0030	DEPOSIT REFUND HEWITT RD	90	C21024	DEPOSIT REFUND HEWITT RD
40366	10/26/2022	ANE01	AN ELECTRICIAN INC.	107	15061	REPAIRS - PIALORSI HOUSE

40367	10/26/2022	ATT04	ATT	926	702083708	ETHERNET SERVICES
40368	10/26/2022	BAL01	FLEX SPENDING REIMBURSEME	340	C21025	FLEX SPENDING REIMBURSEME
40369	10/26/2022	COA01	COASTAL BUSINESS SYSTEMS	1,016	32642195	OFFC EQUIP LEAS
				1,011	AR120965	DOCSTAR LICENSE RENEWAL
			Check Total:	<u>2,027</u>		
40370	10/26/2022	COR01	CORBIN WILLITS SYSTEMS, I	963	C210151	SUBSCRIPTIONS
40371	10/26/2022	CSD01	CSDA	8,810	C21024	CSDA MEMBERSHIP RENEWAL
40372	10/26/2022	MDG01	MELTON DESIGN GROUP INC	14,652	6199	BMX TRACK
40373	10/26/2022	NOR35	NORTHERN HUMBOLDT	954	ES23-039	OPEN SPACE MAINTENANCE
				572	ES23-040	OPEN SPACE MAINTENANCE
			Check Total:	<u>1,526</u>		
40374	10/26/2022	PAR06	PARCEL QUEST	1,799	C21024	SUBS RENEWAL
40375	10/26/2022	PGE06	PG&E-STREETLIGHTS	21	C21024	GAS & ELECTRIC S.L.- ZONE
40376	10/26/2022	PGE07	PG&E STREETLIGHTS	1,327	C21024	STREETLIGHTS ACCT #0908-6
40377	10/26/2022	PGE08	PGE STREETLIGHTS	20	C21024	GAS & ELECTRIC S.L.- ZONE
40378	10/26/2022	PGE09	PGE-STREETLIGHTS	102	C21024	GAS & ELECTRIC S.L.- ZONE
40379	10/26/2022	WEI02	DMV REIMBURSEMENT FEE	89	C21026	DMV REIMBURSEMENT FEE
40380	10/26/2022	WES13	WESTERN WEB	1,132	C21024	NEWS LETTER PRINT
40381	10/28/2022	ACC04	ACCURATE DRUG TESTING SER	330	6699	DOT PHYSICAL/DRUG TESTING
40382	10/28/2022	BAS01	PACE ANALYTICAL SERVICES	216	221068828	LAB TEST TREATMENT
40383	10/28/2022	BLA01	FLEX SPENDING REIMBURSEME	60	C21028	FLEX SPENDING REIMBURSEME
40384	10/28/2022	CAM01	CAMPTON ELECTRIC SUPPLY	579	228010292	REPAIRS/SUPPLY

40385	10/28/2022	EUR05	Eureka Oxygen Co	1,019	472368	SUPPLIES
40386	10/28/2022	GRA02	GRAINGER	185	948005766	REPAIRS AND SUPPLIES
				221	948814238	REPAIRS AND SUPPLIES
				2,014	948845975	REPAIRS AND SUPPLIES
			Check Total:	<u>2,420</u>		
40387	10/28/2022	HAR03	HARPER MOTORS CO.	79	838551/	REPAIRS AND SUPPLIES
				92	838424/2	PARTS AND REPAIRS
				89	838465/3	PARTS AND REPAIRS
			Check Total:	<u>260</u>		
40388	10/28/2022	IND02	INDUSTRIAL ELECTRIC SERVI	1,032	IN45139	REPAIRS/SUPPLY
				368	IN45235	REPAIRS/SUPPLY
			Check Total:	<u>1,400</u>		
40389	10/28/2022	STA13	S.W.R.C.B.	60	C21028	CERT RENEWAL - C REED
40390	10/28/2022	TPX01	TPx COMMUNICATIONS	2,806	162912396	INTERNET SERVICES
40391	10/28/2022	WIL09	WILLDAN FINANCIAL SERVICE	3,345	010-52663	WASTEWATER/SEWER RATE STU
D00077	10/3/2022	MULTI	BINDER, SCOTT	125	C21003	DIRECTORS FEES
			COUCH, DAVID	125	C21003	DIRECTORS FEES
			CLARK-PETERSON, JOELLEN	125	C21003	DIRECTORS FEES
			ORSINI, GREG	125	C21003	DIRECTORS FEES
			Check Total:	<u>500</u>		
Total Disbursements, Accounts Payable				<u>851,759</u>		

Payroll Related Disbursements

18419	10/4/2022	CAL12	CalPERS 457 Plan	9,731	C21004	RETIREMENT
				920	1C21004	PERS 457 LOAN PMT
			Check Total:	<u>10,651</u>		
18420	10/4/2022	DIR01	DIRECT DEPOSIT VENDOR- US	40,226	C21004	Direct Deposit
18421	10/4/2022	EMP01	Employment Development	1,892	C21004	STATE INCOME TAX
				916	1C21004	SDI

		Check Total:	<u>43,033</u>		
18422	10/4/2022 EMP02	Employment Dev Department	2,381	C20930	SUI
18423	10/4/2022 HEA01	HEALTHEQUITY, ATTN: CLINT	50	C21004	HSA
18424	10/4/2022 HUM29	UMPQUA BANK--PAYROLL DEP.	6,484	C21004	FEDERAL INCOME TAX
			10,321	1C21004	FICA
			2,414	2C21004	MEDICARE
		Check Total:	<u>19,218</u>		
18425	10/4/2022 ACW01	CB&T/ACWA-JPIA	58,567	C20930	MED-DENTAL-EAP INSUR
18426	10/4/2022 PUB01	Public Employees PERS	22,744	C20930	PERS PAYROLL REMITTANCE
	10/7/2022	Payroll	16,358		
18453	10/24/2022 CAL12	CalPERS 457 Plan	9,168	C21024	RETIREMENT
			920	1C21024	PERS 457 LOAN PMT
		Check Total:	<u>10,088</u>		
18454	10/24/2022 DIR01	DIRECT DEPOSIT VENDOR- US	37,415	C21024	Direct Deposit
18455	10/24/2022 EMP01	Employment Development	1,656	C21024	STATE INCOME TAX
			869	1C21024	SDI
		Check Total:	<u>2,525</u>		
18456	10/24/2022 HEA01	HEALTHEQUITY, ATTN: CLINT	50	C21024	HSA
	10/24/2022	Payroll	15,449		
18457	10/24/2022 HUM29	UMPQUA BANK--PAYROLL DEP.	5,851	C21024	FEDERAL INCOME TAX
			9,788	1C21024	FICA
			2,289	2C21024	MEDICARE
		Check Total:	<u>17,928</u>		
		Total Disbursements, Payroll	<u>256,457</u>		

Total Check Disbursements:	1,108,216
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McKinleyville Community Services District

BOARD OF DIRECTORS

December 7, 2022

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

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

Discussion:

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

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

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

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

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

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

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

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

Alternatives:

Staff analysis consists of the following potential alternative:

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2021-27

RESOLUTION NO 2021-27

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

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

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

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

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

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

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

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

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



 Dennis Mayo, Board President

Attest: 

 April Sousa, MMC, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

December 7, 2022

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Consider Approval of the Memorandums of Agreement between County of Humboldt and McKinleyville Community Services District for the Provision of Physical Facilities to Serve as Temporary Emergency Public Shelter in the Event of a Disaster**

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

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

Recommendation:

Staff recommends the Board review the information provide, take public comment, and authorize the Board President to execute the agreement.

Discussion:

The Humboldt County Department of Health and Human Services contacted MCSD staff in August to inquire about the possibility of using one of our facilities as an emergency shelter for Willow Creek area residents displaced by wildfire. It turned out that our facilities were not needed at that time, but once the threat of the Willow Creek fire had subsided, DHHS staff took the opportunity to seek a formal agreement for temporary emergency shelter provision in the event of future disasters.

DHHS has drafted Memorandums of Agreement for both the Activity Center and Azalea Hall which can be reviewed in **Attachments 1 & 2**. DHHS works closely with the Red Cross during disaster events. MCSD has an existing shelter agreement with the Red Cross and the MOA's with DHHS will not supersede the agreement with the Red Cross, but will enable all agencies to work collaboratively to provide emergency sheltering when 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 – Memorandum of Agreement for McKinleyville Activity Center
- Attachment 2—Memorandum of Agreement for Azalea Hall

**MEMORANDUM OF AGREEMENT
BETWEEN
COUNTY OF HUMBOLDT
AND
McKINLEYVILLE ACTIVITY CENTER / McKINLEYVILLE
COMMUNITY SERVICES DISTRICT**

This Memorandum of Agreement ("MOA") is made and entered into this first day of November, 2022, by and between County of Humboldt ("COUNTY") and McKinleyville Community Services District ("SHELTER") for the provision of physical facilities to serve as a temporary emergency public shelter in the event of a disaster.

1. PURPOSE

1.1. The purpose of this MOA between COUNTY and SHELTER is to identify each party's responsibilities and obligations to each other during natural or human-caused disasters and emergencies. This MOA explains how COUNTY and SHELTER shall coordinate the opening of the facility provided, conduct administrative activities, and information exchange activities required for the effective and seamless delivery of a temporary emergency public shelter.

2. TERM

2.1. This MOA is effective from Nov. 1, 2022 to Nov. 1, 2027.

3. TEMPORARY EMERGENCY SHELTER

3.1. The temporary emergency shelter is located at The McKinleyville Activity Center ("FACILITY"). The FACILITY has a capacity to temporarily accommodate 225 members of the public.

3.2. Parties will jointly conduct a pre-occupancy survey of the FACILITY before it is released to COUNTY for temporary use. Parties will use Red Cross' Facility/Shelter Opening & Closing Inspection Form, Attachment A, to record any existing damage or conditions. SHELTER will identify and secure all equipment that COUNTY should not use while sheltering in the FACILITY. COUNTY will exercise reasonable care while using the FACILITY as a temporary emergency shelter and will make no modifications to the FACILITY without the express written approval of the SHELTER.

3.3. COUNTY will notify SHELTER of the closing date for the shelter. Before COUNTY vacates the FACILITY, parties will jointly conduct the post-occupancy survey, Attachment A, to record any damage or conditions.

3.4. SHELTER will provide written notice at least 72 hours in advance if permission to utilize an active SHELTER is revoked or rescinded while it is under the care and control of COUNTY.

4. INITIATION

4.1. SHELTER agrees, upon request and if feasible, to be available to COUNTY to exercise this Agreement at any time, 24 hours per day, seven (7) days/week to use FACILITY on a temporary basis as an emergency public shelter.

4.2. SHELTER will designate a contact person who ensure that the SHELTER is available for use by COUNTY in case of an emergency at any time, 24 hours/day, seven (7) days/week. Additional emergency contact information is incorporated as Attachment B, including three (3) 24 hour contact points for SHELTER and COUNTY. Attachment B shall be modified if any designated 24-hour-contacts change, upon written notice within 30 days of the designee change. Such modifications shall be incorporated as amendments to this Agreement.

SHELTER's 24-Hour Point of Contact:

Facility and authorization contact: James Henry, Operations Director
707-839-1351 Office
707-496-2295 Home

COUNTY's 24-Hour Point of Contact:

TITLE: Emergency Services Manager, Humboldt County Sheriff's Office of
Emergency Services
TELEPHONE NUMBER: 707-268-2500 or 707-445-7251

5. SHELTER OBLIGATIONS

5.1 SHELTER agrees to the following provisions:

5.1.1 SHELTER will promptly respond to requests by COUNTY to utilize the FACILITY, and permit the use of the named facility or facilities as an evacuation center or overnight emergency shelter whenever reasonably possible.

5.1.2. SHELTER will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the SHELTER by COUNTY.

5.1.3. SHELTER will ensure that reasonable measures are taken to ensure accessibility and compliance with the Americans With Disabilities Act (ADA) and permit temporary installation of non-damaging equipment to remove barriers to accessibility. Parties with use ADA Checklist for Emergency Shelter, Attachment C, to evaluate the SHELTER for compliance. Parties also agree to comply with the Barrier Mitigation Plan, Attachment D, when the FACILITY is used as a SHELTER.

6. COUNTY OBLIGATIONS

6.1. COUNTY agrees to the following provisions:

6.1.1 COUNTY will have primary responsibility for the operation of the shelter and will designate an authorized Shelter Manager to manage and act as the primary point of contact for daily sheltering activities.

6.1.2 COUNTY will ensure that all reasonable measures are taken to prevent damages to FACILITY, and that the facility is not altered while in use as an emergency shelter.

7. INSURANCE

7.1. SHELTER'S INSURANCE.

7.1.1. General Insurance Requirements. Without limiting the parties' indemnification obligations provided for herein, each party will maintain in full force and effect, at its own expense, any and all appropriate comprehensive general liability insurance, comprehensive automobile insurance, workers' compensation and professional liability policies. Minimum limits of \$2,000,000 will be maintained for general and auto liability. Workers' compensation coverage will be maintained as required by the laws of the State of California.

7.1.2. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive General Liability and Professional Liability Policies shall provide that COUNTY, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by, or on behalf of, FACILITY. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
 - a. Includes contractual liability.
 - b. Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as "XCU Hazards."
 - c. Is the primary insurance with regard to COUNTY.
 - d. Does not contain a pro-rata, excess only and/or escape clause.
 - e. Contains a cross liability, severability of interest or separation of insureds clause.

7.2. COUNTY'S INSURANCE.

7.2.1. General Insurance Requirements. Without limiting the parties' indemnification obligations provided for herein, each party will maintain in full force and effect, at its own expense, any and all appropriate comprehensive general liability insurance, comprehensive automobile insurance, workers' compensation and professional liability policies. Minimum limits of \$2,000,000 will be maintained for general and auto liability. Workers' compensation coverage will be maintained as required by the laws of the State of California.

7.2.2. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive General Liability and Professional Liability Policies shall provide that FACILITY, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by, or on behalf of, COUNTY. The coverage shall contain no special limitations on the scope of protection afforded to FACILITY or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
 - a. Includes contractual liability.
 - b. Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as “XCU Hazards.”
 - c. Is the primary insurance with regard to FACILITY.
 - d. Does not contain a pro-rata, excess only and/or escape clause.
 - e. Contains a cross liability, severability of interest or separation of insureds clause.

7.3. Any and all insurance notices required to be given pursuant to the terms of this Agreement shall be sent to the addresses set forth below in accordance with the notice provisions described herein.

COUNTY: County of Humboldt
Attn: Risk Management
825 Fifth Street, Room 131
Eureka, California 95501

SHELTER: McKinleyville Activity Center / McKinleyville Community
Services District
Attention: James Henry
PO Box 2037 / 1656 Sutter Rd.
McKinleyville, CA 95519

8. INDEMNIFICATION

8.1. Mutual Indemnity. Each party hereto shall hold harmless, defend and indemnify the other party and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney’s fees and other costs of litigation, arising out of, or in

connection with, the negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of the other party or its agents, officers, officials, employees or volunteers.

8.1.1 Comparative Liability. Notwithstanding anything to the contrary, in the event that both parties are held to be negligently or willfully responsible, each party will bear their proportionate share of liability as determined in any such proceeding. In such cases, each party will bear their own costs and attorney's fees.

8.1.2. Effect of Insurance. Acceptance of the insurance required by this MOA shall not relieve either party from liability under this provision. This provision shall apply to all claims for damages related to either party's performance hereunder, regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided hereunder.

8.2. Acceptance of insurance, if required by this MOA, does not relieve SHELTER from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by SHELTER's operations regardless if any insurance is applicable or not.

9. REIMBURSEMENT

9.1. COUNTY will reimburse SHELTER for the following:

9.1.2. Damage to the FACILITY or other property of SHELTER, reasonable wear and tear excepted, resulting from the operations of COUNTY. Reimbursement for FACILITY damage will be based on replacement at actual cash value. COUNTY will select from among bids from at least three reputable contractors. COUNTY is not responsible for storm damage or other damage caused by the disaster.

9.1.3. Reasonable, actual, out-of-pocket operational costs, including the costs of the utilities to the extent that such costs would not have been incurred but for COUNTY's use of FACILITY.

9.2. SHELTER will submit any request for reimburse to COUNTY within 60 days after the FACILITY closes. Any request for reimbursement for supplies or operational costs must be accompanied by supporting invoices.

9.3 In the event that the FACILITY is utilized by the COUNTY for extended sheltering operations, this MOA may be amended with the approval of all parties to include provisions for reimbursement of other costs not expressly named under this section.

10. TERMINATION

10.1. This MOA may be terminated by either party for any reason upon 30 days' advance written notice of such intent to terminate.

11. NOTICES

11.1. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective

addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Humboldt County Sheriff's Office of Emergency Services
Attention: Emergency Services Manager
826 4th Street
Eureka, CA 95501

SHELTER: McKinleyville Activity Center / McKinleyville Community
Services District
Attention: James Henry
PO Box 2037 / 1656 Sutter Rd.
McKinleyville, CA 95519

Each party may at any time change its address for notice by giving written notice of such change to the other party in the manner provided in this section.

12. NUCLEAR FREE ORDINANCE

12.1. SHELTER certifies by signing below that it is not a Nuclear Weapons Contractor, in that SHELTER is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. SHELTER agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor, as defined above. COUNTY may immediately terminate this Agreement if it determines that the foregoing certification is false or if SHELTER becomes a Nuclear Weapons Contractor.

13. SMOKING

13.1. Pursuant to Humboldt County Code sections 971-1 *et seq.*, smoking shall be prohibited in all COUNTY owned, leased, rented or controlled premises. SHELTER shall comply with said provision.

14. RELATIONSHIP OF PARTIES:

14.1. It is understood that this is an Agreement by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or any other similar association. All parties further agree that SHELTER shall not be entitled to any benefits to which COUNTY employees are entitled, including, but not limited to, overtime, retirement benefits, leave benefits or workers' compensation. SHELTER shall be solely responsible for the acts or omissions of its agents, officers, employees, assignees and subcontractors.

15. NON-LIABILITY OF COUNTY OFFICIALS AND EMPLOYEES

15.1. No official or employee of COUNTY shall be personally liable for any default or liability under this Agreement.

16. AMENDMENT

16.1. This Agreement may be amended at any time during the term of this Agreement upon the mutual consent of all parties. No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

17. COUNTERPARTS

17.1. This Agreement, and any amendments hereto, may be executed in one (1) or more counterparts, each which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. A signed copy of this Agreement, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement, and any amendments hereto, for all purposes.

18. AUTHORITY TO EXECUTE

18.1. Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such party's obligations hereunder have been duly authorized.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date first written above.

TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:

- (1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND
- (2) SECRETARY, ASSISTANT SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

McKinleyville Activity Center McKinleyville Community Services District:

By: _____ Date: _____

Name: _____

Title: _____

By: _____ Date: _____

Name: _____

Title: _____

County of Humboldt:

By: _____ Date: _____

William F. Honsal III

Humboldt County Sheriff and Director of Emergency Services

LIST OF ATTACHMENTS:

Attachment A: Red Cross' Facility/Shelter Opening & Closing Inspection

Attachment B: Emergency Contacts Form

Attachment C: ADA Checklist for Emergency Shelter

Attachment D: Barrier Mitigation Plan

MOA - Temporary Emergency Public Shelter
McKinleyville Activity Center



American Red Cross



Facility/Shelter Opening & Closing Inspection

Name of Facility _____ Address _____

Name of Facility Rep and/or Operator _____ Phone # _____

Opening Inspection

Areas to Inspect When Opening the Facility/Shelter (Check yes, no, not applicable (NA) or unknown (U). Specific areas needing correction and those responsible for making them should be noted under "Comments". Take pictures of pre-existing damages)

Yes	No	NA	U	Comments	Areas to Inspect
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are indoor and outdoor walking surfaces free of trip and fall hazards (e.g. uneven sidewalks, unprotected walkways, loose/missing tiles, wires, etc...)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are the routes to exits relatively straight and clear of obstructions (e.g. blocked, chained, obstructed)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are all emergency exits properly identified and secured, and there are at least two exits per floor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are illuminated exit and exit directional signs visible from all aisles?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are all kitchen equipment and bathroom fixtures in working order?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is there an emergency evacuation plan posted and an identified meeting place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are there guidelines for directing occupants to an identified assembly area away from the building once they reach the ground floor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are there any site specific hazards (e.g. hazardous chemicals and machinery)? If so, describe them.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is the facility neat, clean and orderly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are the following utility systems in good working order: electricity, water, sewage system, HVAC?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are fire extinguishers and smoke detectors present, inspected and properly serviced with current inspection tags?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		If power fails, is automatic emergency lighting available for exit routes, stairs and restrooms?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is there a back-up power source?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are first aid kits readily available and fully stocked? Where?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Will occupants of the building be notified that an emergency evacuation is necessary by a public address system or alarm?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are floors and walls free of damage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is the parking area free of damage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SHELTER ONLY: Are there accessible parking spaces?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SHELTER ONLY: Is there at least one entrance to the building accessible for people with mobility issues with signage identifying the location of the accessible entrance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SHELTER ONLY: Is there at least one accessible restroom?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SHELTER ONLY: Are there routes without steps available to access service delivery areas, restrooms and showers? Can service be provided in an area that can be accessed by routes without steps?

Any Damage or Additional Comments

American Red Cross
 Printed Name & Title _____ Signature _____ Date _____

Facility Rep/Operator
 Printed Name & Title _____ Signature _____ Date _____

ATTACHMENT B
Emergency Contacts Form

James Henry
Operations Director
PO Box 2037 / 1656 Sutter Rd.
McKinleyville, CA 95519
707-839-1351 Office
707-496-2295 24-hour
jhenry@mckinleyvillecsd.com

Brad Hayman
Maintenance Supervisor
PO Box 2037 / 1656 Sutter Rd.
McKinleyville, CA 95519
707-839-1351 Office
707-599-9355 24-hour
parkmaintenance@mckinleyvillecsd.com

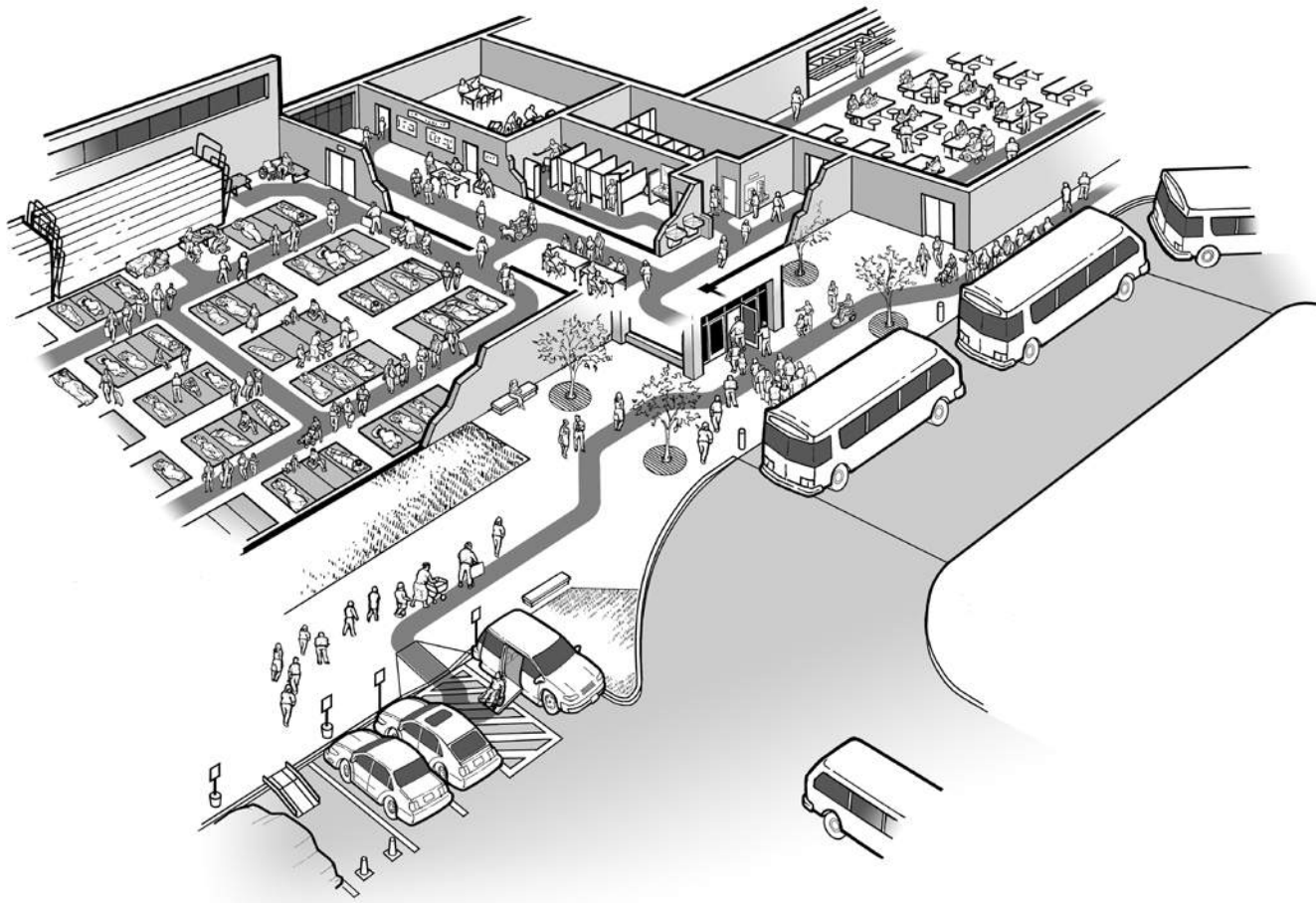
NOTICE

Portions of this addendum may not fully reflect the current ADA regulations. The [regulation implementing title II](#) of the ADA was revised as recently as 2016. Revised [ADA Standards for Accessible Design \(2010 Standards\)](#) were issued on September 15, 2010 and went into effect on March 15, 2012.



Americans with Disabilities Act

ADA Checklist for Emergency Shelters



Reproduction

Reproduction of this document is encouraged. Additional copies of this publication may be obtained, viewed or downloaded from the Publications section of the ADA Website (www.ada.gov) or by calling the ADA Information Line at 800-514-0301 (voice), 800-514-0383 (TTY).

Disclaimer

The ADA authorizes the Department of Justice to provide technical assistance to individuals and entities that have rights or responsibilities under the Act. This document provides informal guidance to assist you in understanding the ADA and the Department's regulation. However, this technical assistance does not constitute a legal interpretation of the statute.

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ACCESSIBLE EMERGENCY SHELTERS

One of the most important roles of State and local government is to protect people from harm, including helping people obtain food and shelter in major emergencies. When disasters occur, people are often provided safe refuge in temporary shelters located in schools, office buildings, tents, or other facilities. Advance planning for an emergency shelter typically involves ensuring that the shelter will be well stocked with basic necessities, such as food, water, and blankets. Planning should also involve ensuring that these shelters are accessible to people with disabilities. Making emergency sheltering programs accessible is generally required by the Americans with Disabilities Act of 1990 (ADA).



A. Evaluating the Physical Accessibility of Emergency Shelters

In order to be prepared for an emergency that requires sheltering, accessible features should be part of an emergency shelter. A first step to providing an accessible shelter is to identify any physical barriers that exist that will prevent access to people with disabilities. One good way to do this is to inspect each shelter facility that your community plans to use in an emergency and identify barriers to people with disabilities, including people who use wheelchairs or scooters or who have difficulty walking, people who are deaf or hard-of-hearing, and people who are blind or who have low vision. Facilities built or extensively altered since the ADA went into effect in 1992 may have few barriers to accessibility and could be good

choices for emergency shelters. Facilities built before 1992 and not altered to provide accessibility may have barriers that prevent access to people with disabilities.

When evaluating physical accessibility in older facilities, it may be a good idea to do the analysis in two parts. If you suspect that an older facility is not accessible, you can do a preliminary analysis before completing a detailed accessibility survey. This preliminary analysis, or quick-check, can eliminate facilities with extensive barriers so that the focus can be on those facilities that are most appropriate to become accessible shelters. To help identify older

buildings that may be good candidates to become accessible shelters, a copy of the Accessible Shelter Quick-Check Survey is provided **on page 7**. After completing the Quick-Check Survey, if you have checked “Yes” for most of the questions on the forms, you should conduct a full accessibility survey using the ADA Checklist for Emergency Shelters.

If you find barriers to accessibility after completing the checklist, the next step is to either remove the barriers or identify other nearby accessible facilities that can serve as a shelter. In communities with more than one emergency shelter, until all shelters are accessible, the locations of accessible shelters should be widely publicized, particularly to people with disabilities and organizations that serve the disability community.

B. Conducting Accessibility Surveys

The following Quick-Check Survey (beginning on page 7) and the ADA Checklist for Emergency Shelters (beginning on page 11) are designed to assist State and local officials and operators of emergency shelters to determine whether a facility being considered for use as an emergency shelter is accessible and if not, whether modifications are needed to remove barriers or whether relocation to another accessible facility is necessary. Filling out the Quick-Check Survey will provide guidance on whether a facility has certain basic accessible features, and filling out the detailed ADA Checklist for Emergency Shelters will provide specific information on any barriers to accessibility.

C. Getting Started

Individuals conducting the surveys need not be experienced in evaluating facilities for accessibility. The checklist provides guidance on how to complete the survey and will prompt the user to check key elements. The checklist pages also provide space for notes and other key information. The checklist is designed to prompt the user to check key features by asking questions about sizes, sloped surfaces, and availability of accessible features; and in some areas, it suggests alternatives if a physical barrier is identified. By following the directions provided for filling out the checklist, staff can identify accessible shelters and develop information needed to implement temporary and permanent accessibility modifications.

An evaluation of shelter accessibility should focus on those areas of the facility that may be used for providing shelter in an emergency. These include areas where people are dropped off by a bus, van, or car; the parking area; the entrance to the shelter; pedestrian routes (both exterior and interior); sleeping, eating, information, and recreational areas; and toilet rooms.

Before shelter accessibility is evaluated, it is useful for staff to review the instructions for filling out the checklist and become familiar with the questions. It is also helpful to practice taking measurements, photographs, and recording information.

On the day of the survey, it is helpful to first become familiar with certain areas before starting to record information. Upon arrival at the proposed shelter, first find the areas where people will disembark from vehicles, both passenger drop-off and loading zones as well

as parking areas. Next find the entrances to the shelter areas that will be used during an evacuation. If possible, take an identifying “location” photograph that shows the name of the facility and the address so that other photographs can be identified correctly. When inside the building, locate the areas where people are likely to register, sleep, and eat. Locate the toilet rooms that serve the shelter area. It is also a good idea to locate any areas used for telephones, food distribution, and medical services.

D. Tools Needed

The following items are needed for the survey:

- A metal tape measure that is at least 20 feet long;
- A digital level or bubble level that is 24 inches long;
- A door pressure gauge;
- A digital (preferred) or film camera with a flash;
- One copy of the checklist for each shelter (and Quick-Check Survey if used); and
- A clipboard and pens.

If you are not familiar with taking the types of measurements needed to complete the checklist, review the following section and practice using the tools before going to conduct a survey.

E. Taking Measurements

1. Sloped Surfaces

Measuring the slope of a ramp, parking space, walkway, or other ground or floor surface is important to identify whether the surface is accessible. The amount of slope or grade is described as the proportion of a vertical rise to a horizontal length. It is usually described as:

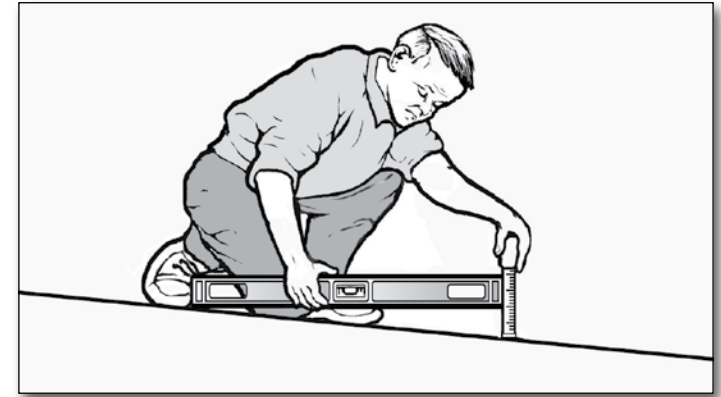
- a ratio (e.g., 1:20, which means one unit of vertical rise for each 20 units of horizontal length); or
- a percentage (e.g., 8.33% which equates to a ratio of 1:12 or 4.76 degrees).

The easiest way to measure slope is to use a digital level. The digital display gives a reading that may be shown as a percent, degrees, or as a digital bubble. Before using a digital level, make sure to understand the directions for its use. It will need to be calibrated before each use. The maximum running slope generally allowed for ramps is 1:12 (8.33% or 4.76 degrees). Cross slope is the slope or grade of a surface perpendicular to the running slope. The most cross slope allowed on an accessible route is 1:50 (2% or 1.15 degrees).

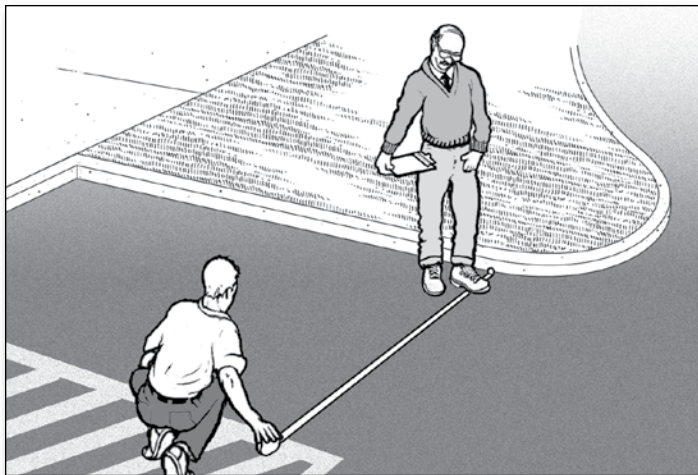
Another way to measure slope that requires more effort is to use a 24-inch level with leveling bubble and a metal tape measure. Place the level on the sloped surface in the direction you wish to measure. Rest one end of the level at the highest point of the sloped surface and lift the other end (see below) until the bubble is in the middle of the tube. This is the “level” position. While the level is in this position, measure the distance between the end of the level and the sloped surface below. If the distance is two inches or less, then the slope is 1:12 or less. When the distance is more than two inches, record the distance on the checklist so the exact slope can be calculated later. For measuring cross slope, if the distance, measured from the level position, is $\frac{1}{2}$ inch or less then the slope is 1:48 or less.

2. Using the Tape Measure

A metal tape measure is needed to measure the length, width, height, and depth of various elements. When measuring long distances, pull the tape tight to get an accurate measurement. The checklist will offer guidance for the specific measurement that is required.



Measuring slope using a 24-inch bubble level and tape measure



Using a tape measure to measure the width of a parking space

3. Measuring Door Openings

Special care is needed when measuring the clear opening of a doorway. To measure the clear opening of a standard hinged door, open the door to 90 degrees. Place the end of the tape measure on the side of the door frame next to the clear opening (see below). Stretch the tape across the door opening to the face of the door. This measures the clear width of the door opening through which people pass, which is less than the width of the door itself.



Measuring the clear opening from the face of the doorstop on the frame to the face of the open door

F. Taking Photographs

A comprehensive set of photographs makes it easier to understand existing conditions after the survey is completed. It is a good idea to take many photos of the exterior and interior of the potential shelter. It is likely that many other people in your decision-making process will need to review information about the facility you are surveying, so try to record each element that you survey with several photos. It is always useful to first take a photo that will clearly

identify the location of the element so that others will easily be able to find the element. Then, take several close-up shots of that element to document the conditions you found during your survey. If you are not familiar with the camera that you plan to use, practice using it both indoors and outdoors before starting to survey the various facilities being considered for use as shelters. If you are using a digital camera, it is a good idea to review the images as you take them to ensure that you have good quality photographs.

G. Completing the Survey and Checklist

The survey and checklist forms will prompt you for what to look at and where to measure. You should write down all answers and notes for use later in the planning process. If a photo is taken of a particular element or condition, then you should note this on the checklist. It is usually more efficient for two or three people to work together doing these surveys. One person can measure while the other records the information and takes photos.

For each item, check either “Yes” or “No.” If the measurement or number falls short of that required for accessibility, write the measurement or number to the right of the question. Add notes or comments as needed. For some questions when “No” is the answer, the checklist will include a prompt to check for an alternate solution. Information on possible alternative solutions can be used later to decide how to better provide accessibility. Taking several photos is also helpful when the answer is “No” and an alternative way to provide accessibility is not readily apparent.

When completing the survey or checklist, try to answer every question in each section unless the element is not present at that facility. For example, if no parking lot is provided at the facility, (such as where only on-street parking is provided), do not measure the size of the on-street parking spaces.

Some sections of the checklist are divided into two parts, one for individuals with a mobility disability and the other for individuals who are blind or who have low vision. While evaluating a facility you will be checking to ensure that an accessible route is provided. The accessible route is a continuous unobstructed pedestrian path without steps or steep slopes that connects all accessible site and building features and spaces together. A continuous accessible route must be available at the shelter for people who use a wheelchair, scooter, or other mobility device. Other sections of the checklist ask questions related to individuals who are blind or have low vision. These questions cover all circulation paths, not just pedestrian paths that are also an accessible route.

The survey and the checklist are based on some of the requirements from the ADA Standards for Accessible Design (the Standards). Questions have been selected to reflect features that may be most important for the short-term stays common for emergency shelters. To learn more about the Standards, see the Department of Justice regulations, 28 C.F.R. Part 36, Appendix A. The regulations and the Standards are available at www.ada.gov. Copies are also available by calling the ADA Information Line at 800-514-0301 (voice) or 800-514-0383 (TTY).

H. After Completing the Survey and Checklist

Once you have completed the survey and filled out the checklist, you can determine which elements or spaces in a potential shelter facility are accessible and which may need modifications. If most answers are “yes,” the facility may need little or no modification. If some answers are “no,” modifications may be needed to remove barriers found in that space or element. Emergency shelters in older buildings with inaccessible features might be made accessible with temporary modifications, (such as portable ramps at the entrance and accessible parking spaces marked off by traffic cones) until permanent modifications can be made. However, where facilities are not capable of being made accessible, another facility will need to be selected for use as a shelter.

Step One: Accessible Shelter Quick-Check Survey

Selecting Sites to Survey for Accessibility

Providing an emergency shelter that is accessible to people with disabilities involves making sure that a number of accessible features and spaces are available. To verify accessibility before deciding on a site for an emergency shelter can involve asking many questions such as those in the ADA Checklist for Emergency Shelters. For some older buildings, especially those on hilly sites and those that have not been renovated, remodeled, or altered since 1992, before completing the detailed checklist, it may be better to do a pre-test that can rule out a facility with major accessibility problems so available resources can be focused on other locations. The following questions will help evaluate whether a facility has such major accessibility barriers. After this first step, buildings that do not have major accessibility problems should be surveyed more thoroughly, using the ADA Checklist for Emergency Shelters, to find out which, if any, barriers need to be removed to provide an accessible shelter.

A. Accessible Entrance

Having a way to get into the emergency shelter on a surface that is firm, stable, slip-resistant, without steps or steep slopes, and wide enough for a person using a wheelchair or other mobility aid is essential.

A1. Is there a sidewalk connecting the parking area and any drop off area to the walkway leading to the building? [ADA Standards § 4.1.3(1)] Yes ____ No ____

A2. Is there a route without steps from this sidewalk to the main entrance? Yes ____ No ____

If No, are there two or fewer steps? Yes ____ No ____ Number of Steps: ____

If No, is there another entrance without steps that is connected by a sidewalk to the parking or drop off area? Yes ____ No ____ Location: _____

Notes/Comments

B. Accessible Routes To All Service/Activity Areas

Everyone must be able to get to each of the various areas where activities and services take place. This includes people who use mobility devices, such as wheelchairs and scooters, being able to get to locations where supplies are distributed, to eating areas, to sleeping areas, to toilet rooms, and to other activity areas without encountering stairs or steep slopes.

Check all of the various ways to get to each of the areas where sheltering activities are likely to take place (sleeping, eating, supply distribution, bathrooms, etc.):

B1. Sleeping Area (Location: _____)

B1-a. Is there a route without steps from the accessible entrance to this location? Yes _____ No _____

If No, are there two or fewer steps? Yes ___ No ___ Number of Steps: _____

If No, is there a ramp, lift, or elevator? Yes ___ No ___ Type of device: _____

B1-b. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period? Yes _____ No _____

B2. Eating Area (Location: _____)

B2-a. Is there a route without steps from the accessible entrance to this location? Yes _____ No _____

If No, are there two or less steps? Yes ___ No ___ Number of Steps: _____

If No, is there a ramp, lift, or elevator? Yes ___ No ___ Type of device: _____

Notes/Comments

- B2-b. If an elevator or lift provides the only accessible route, is there a source of back up power to operate the device for an extended period? Yes ____ No ____
- B3. Supply Distribution Area (Location: _____)
- B3-a. Is there a route without steps from the accessible entrance to this location? Yes ____ No ____
 If No, are there two or fewer steps? Yes ___ No ___ Number of Steps: _____
 If No, is there a ramp, lift, or elevator? Yes ___ No ___ Type of device: _____
- B3-b. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period? Yes ____ No ____
- B4. Toilet Rooms (Location: _____)
- B4-a. Is there a route without steps from the accessible entrance to this location? Yes ____ No ____
 If No, are there two or fewer steps? Yes ___ No ___ Number of Steps: _____
 If No, is there a ramp, lift, or elevator? Yes ___ No ___ Type of device: _____
- B4-b. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period? Yes ____ No ____

Notes/Comments

C. Accessibility Within Toilet Rooms

C1-a. Is there an area within the toilet room where a person who uses a wheelchair or mobility device can turn around - either a minimum 60-inch diameter circle or a "T"-shaped turn area?
 [ADA Standards §§ 4.22.3; 4.2.3, Fig. 3]

Yes ____ No ____

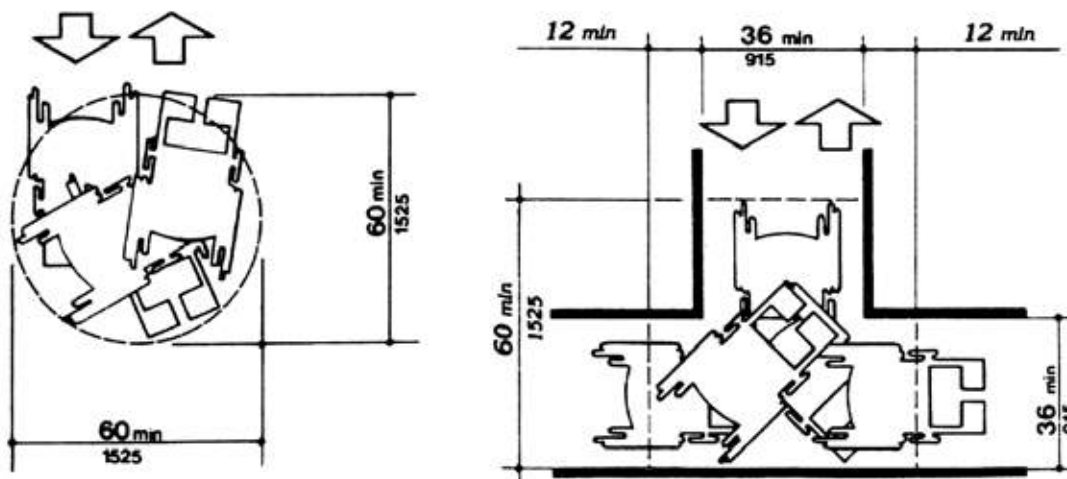


Fig 3
Minimum spaces for turning

C1-b. Is at least one stall at least 60 inches wide and 56 inches deep (wall mounted toilet) or 59 inches deep (floor mounted toilet)?
 [ADA Standards § 4.17.3]

Yes ____ No ____

Notes/Comments

Using The Information:

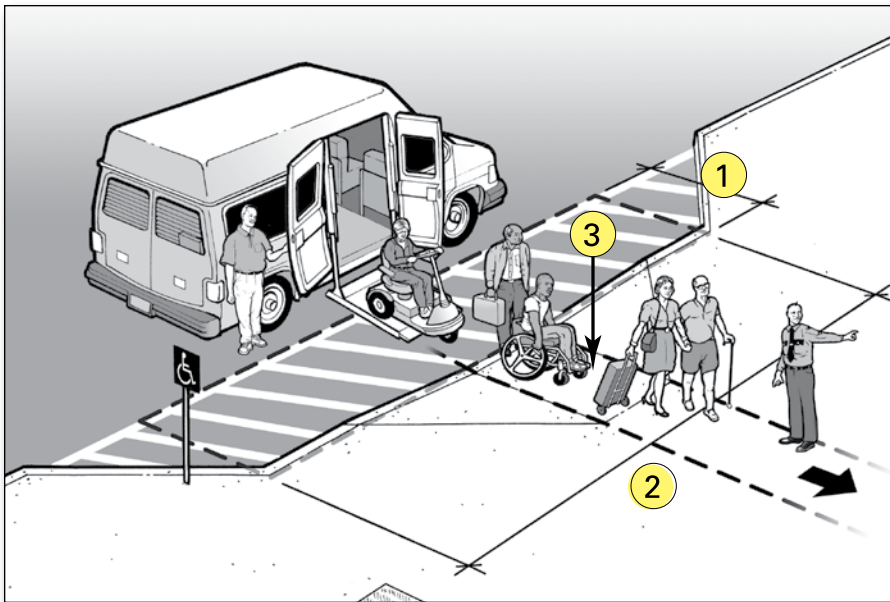
If most of your answers to the previous questions are Yes, then the facility has some basic accessibility features and should be surveyed using the ADA Checklist for Emergency Shelters. Whenever most of your answers are No, then these problems should be evaluated before conducting a more detailed survey, or perhaps you should consider another location to serve as an emergency shelter.

STEP TWO – ADA CHECKLIST FOR EMERGENCY SHELTERS

Getting to the Emergency Shelter

A. Passenger Drop-Off Areas

During an evacuation the most efficient method of transporting people to shelters likely will include using vans and buses. Accessible buses and vans with wheelchair lifts will be needed to transport people who use wheelchairs, scooters, or other mobility aids. When they arrive at the shelter, an accessible drop-off area (also known as a passenger loading zone) is needed for people using mobility aids to get off of the bus or van and proceed to the shelter’s accessible entrance.



Accessible drop-off area with an access aisle provided at the same level as the vehicle.

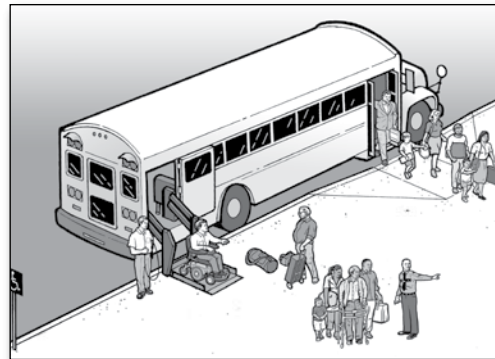
An accessible drop-off area must have a level access aisle that is adjacent and parallel to the vehicle space. Where a curb separates the vehicle space from the access aisle or the access aisle from an accessible route, a curb ramp must be provided so people with mobility disabilities can get to the accessible route leading to the accessible entrance of the shelter.

Notes:

- ① Access aisle depth is at least 5 feet.
- ② Access aisle length is at least 20 feet.
- ③ Curb ramp connects the access aisle for the accessible drop-off area (which is at the level of the parking lot) to the accessible route to the accessible entrance of the shelter.

The access aisle may be at the parking-lot level or at sidewalk level. If the access aisle is at the parking-lot level, the curb ramp is provided between the access aisle and the sidewalk. If it is at the sidewalk level, an adjacent curb ramp is provided between the street and the sidewalk.

- A1. Is a relatively level (1:50 or 2% maximum slope in all directions) access aisle provided adjacent and parallel to the side of the vehicle pull-up area?
[ADA Standards § 4.6.6]
If No, look for another relatively level location that is on an accessible route to the accessible shelter entrance that could be used.



Accessible drop-off area with an access aisle provided as part of the sidewalk.

Yes ____ No ____

- A2. Is the vehicle pull-up area relatively level (1:50 or 2% maximum slope in all directions)?
- A3. Is the area for the access aisle at least 5-feet wide and 20-feet long?
[ADA Standards § 4.6.6].
Note: Unlike at an accessible parking space, the surface for the access aisle of an accessible passenger drop-off area does not have to be marked or striped.
- A4. Is there vertical clearance of at least 114 inches (9 feet 6 inches) from the site entrance to the vehicle pull-up area, the access aisle, and along the vehicle route to the exit? [ADA Standards § 4.6.5]

Yes ____ No ____

Yes ____ No ____

Yes ____ No ____

Notes/Comments

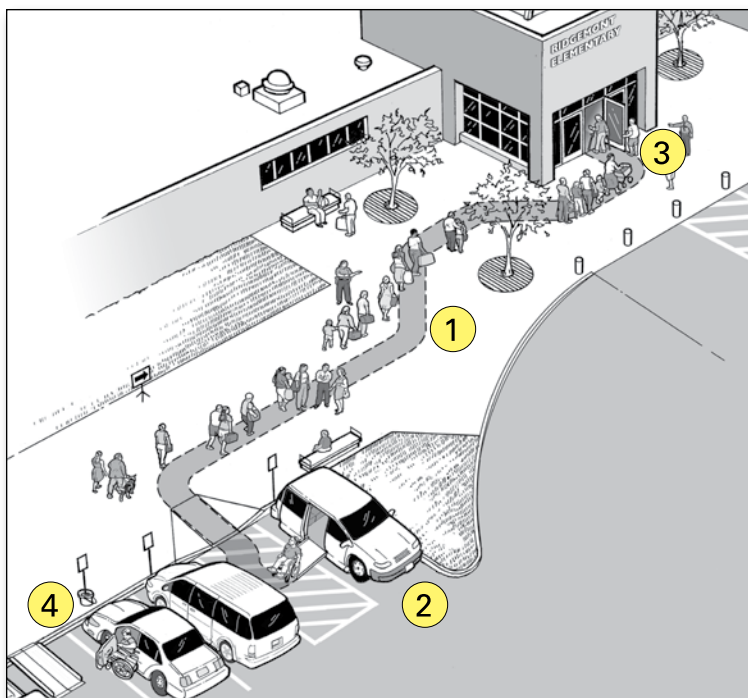
- A5. Is a curb ramp provided between the vehicle pull up area and the access aisle (see above) or the access aisle and the accessible route to the accessible entrance? [ADA Standards § 4.6.6]
 Yes ____ No ____
 If No, is there another area with a curb ramp and on an accessible route that could serve as the drop-off area? If there is no curb ramp near the drop-off area, can a temporary ramp be used to connect the drop-off area access aisle to the accessible route to the accessible shelter entrance?
- A6. If a curb ramp is provided, is the running slope of the ramp surface (not counting the side flares) no more than 1:12 or 8.33%? [ADA Standards § 4.7.2]
 Yes ____ No ____
- A7. Is the width of the curb ramp surface at least 36 inches (not counting the side flares)? [ADA Standards § 4.7.3]
 Yes ____ No ____
- A8. Does an accessible route connect the curb ramp to the shelter's accessible entrance? [ADA Standards § 4.1.2(1)]
 Yes ____ No ____

Notes/Comments

B. Parking

1. Typical Issues

During an evacuation, some individuals with a mobility disability may arrive at the shelter in a car or van. When parking areas are provided at the shelter site, accessible parking spaces must be provided. Individuals with disabilities who arrive at the shelter in their own car or van need to be able to park in an accessible parking space close to an accessible entrance. Accessible parking spaces need an adjacent access aisle that provides space for a person with a mobility disability to exit their vehicle. The access aisle connects directly to an accessible route that leads to an accessible building entrance. In order to be usable, the access aisle must be relatively level, clear of gravel or mud, and the surface must be in good condition without wide cracks or broken pavement.



An accessible entrance to an emergency shelter with accessible parking and additional temporary accessible parking spaces

An accessible route connects the permanent access aisle of each accessible parking space with the accessible entrance to the shelter. When an accessible route crosses a curb, a curb ramp must be provided. During an emergency, as a temporary measure, if additional accessible parking spaces are needed, a portable ramp can be provided in a parking space marked off by traffic cones to provide two additional accessible parking spaces (see page 18).

Notes:

- 1 Accessible route.
- 2 Accessible parking with van accessible parking space.
- 3 Accessible entrance to shelter.
- 4 Temporary accessible parking spaces.

2. Parking Spaces Checklist

- B1. When parking areas are provided at the shelter site, count the total number of parking spaces provided in each area. Is the minimum number of accessible parking spaces provided, based on the total number of available parking spaces (see table below)? [ADA Standards § 4.1.2(5)(a)]
- Yes ____ No ____

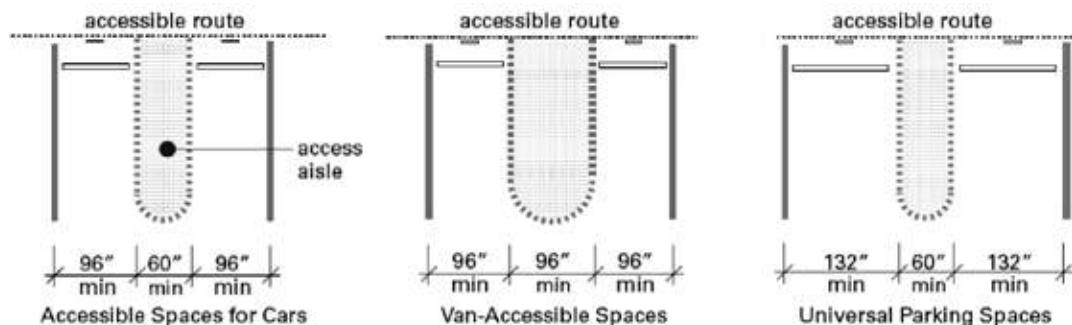
Total Number of Parking Spaces in Each Parking Area

Required Minimum Number of Accessible Spaces

1 - 25	1 van-accessible space w/min. 96-inch-wide access aisle (van space)
26 - 50	1 space w/min. 60-inch-wide access aisle + 1 van space
51 - 75	2 spaces w/min. 60-inch-wide access aisle + 1 van space
76 - 100	3 spaces w/min. 60-inch-wide access aisle + 1 van space
101 - 150.....	4 spaces w/min. 60-inch-wide access aisle + 1 van space

If more than 150 parking spaces are provided in a particular lot, see section 4.1.2 of the ADA Standards for the number of accessible parking spaces required.

- B2. Does each accessible parking space have its own, or share, an adjacent access aisle that is least 60 inches (5 feet) wide? [ADA Standards § 4.6.3]
- Yes ____ No ____



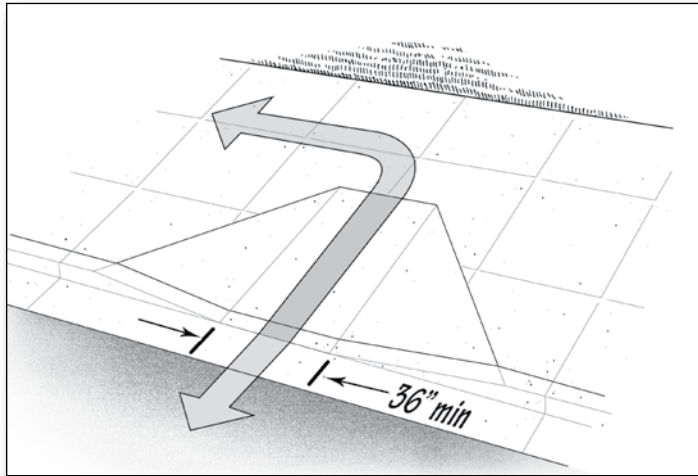
Accessible Parking Spaces Showing Minimum Width of Vehicle Space and Access Aisle

Notes/Comments

- B3. Is there at least one van-accessible parking space provided with an access aisle that is at least 96 inches (8 feet) wide or are universal parking spaces provided that are 132 inches (11 feet) wide for vehicle space with a 60-inch (5-feet) wide access aisle?
[ADA Standards § 4.1.2(5), A4.6] Yes ____ No ____
- B4. For van-accessible spaces (particularly in a garage or parking structure), is there **vertical** clearance of at least 98 inches (8 feet - 2 inches) for the vehicle route to the parking space, the parking space, the access aisle, and along the vehicle route to the exit? [ADA Standards § 4.6.5]
If No: Can the route be cleared by removing or raising low objects, or can each van-accessible parking space be relocated? Yes ____ No ____
- B5. Are all accessible parking spaces, including the access aisle, relatively level (1:50 or 2%) in all directions? [ADA Standards § 4.6.3]
If No: Look for a nearby area that is relatively level in all directions that could serve as an accessible parking space with an accessible route to the accessible entrance to the shelter. Yes ____ No ____
- B6. Does each accessible parking space have a sign with the symbol of accessibility that is visible when a vehicle is parked in the space?
[ADA Standards § 4.6.4] Yes ____ No ____

Notes/Comments

- B7. If there is a curb between the access aisle and the accessible route to the building, is there a curb ramp that meets the following requirements: [ADA Standards § 4.7] Yes ____ No ____



Curb ramp showing minimum 36-inch width for ramp section and 1:12 slope on ramp section.

- B7-a. Is the curb ramp surface at least 36 inches wide, excluding flared sides? [ADA Standards § 4.7.3] Yes ____ No ____
- B7-b. Is the slope (up or down the ramp) no more than 1:12? [ADA Standards § 4.7.2] Yes ____ No ____
Note: 1:12 is one inch of vertical height for each 12 inches of length.
- B8. Are the accessible parking spaces serving the shelter on the shortest accessible route to the accessible entrance? [ADA Standards § 4.6.2] Yes ____ No ____
- B9. Does each access aisle connect to an accessible route from the parking area to the shelter's accessible entrance? [ADA Standards § 4.6.2] Yes ____ No ____

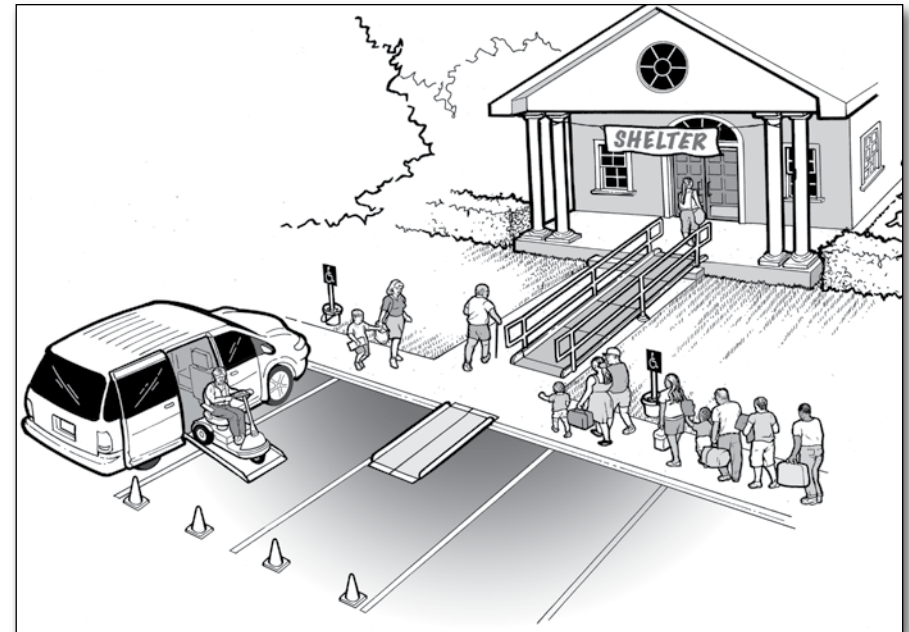
Notes/Comments

3. Temporary Solutions for Emergency Sheltering - Parking

Problem: Parking at the shelter facility either has no accessible parking, not enough accessible parking, or accessible parking spaces are not on level ground.

Suggestion: Find a fairly level parking area near the accessible entrance and mark the area for accessible parking spaces. Three regular parking spaces will make two accessible parking spaces with a shared access aisle. Provide a sign designating each accessible parking space. Ensure there is an accessible route from each access aisle to the accessible entrance.

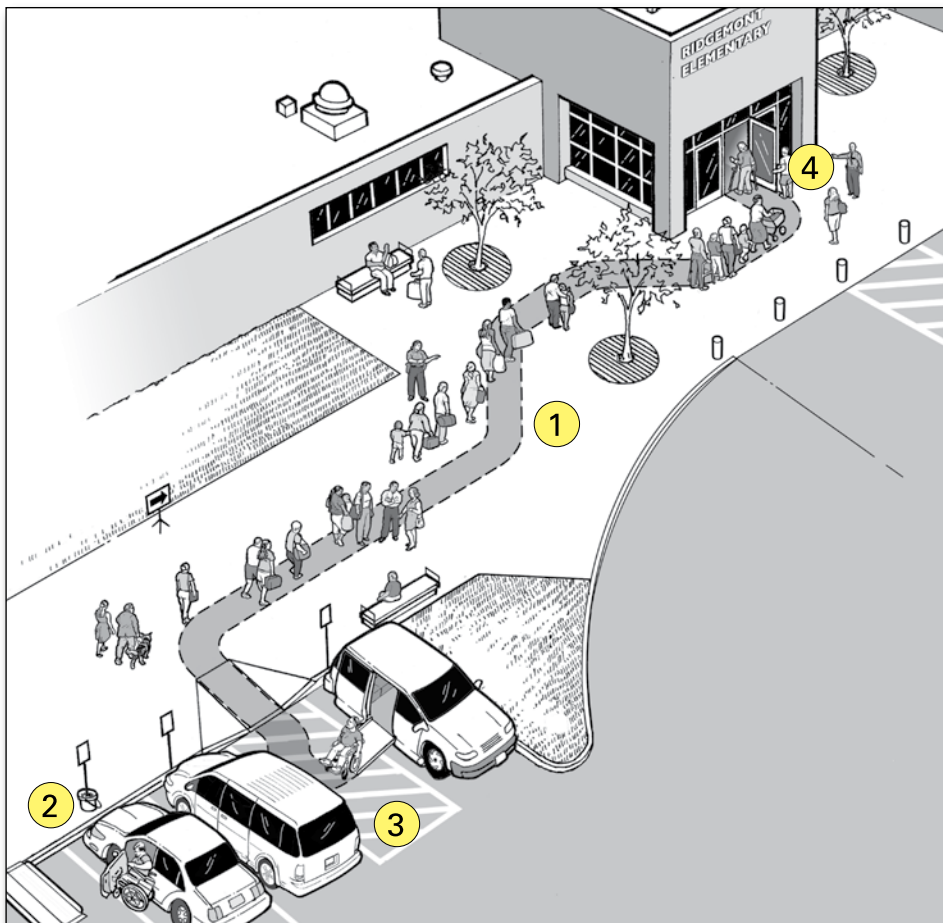
If temporary accessible spaces are used, mark the temporary accessible parking spaces with traffic cones or other temporary elements. Traffic cones can also be used to mark off an access aisle if designated accessible parking spaces lack an access aisle or if the access aisle is too narrow. At least one accessible parking space should be a van-accessible parking space with an access aisle that is at least 96 inches wide.



Three standard parking spaces are converted into an accessible parking space with an access aisle. Cones mark the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the shelter.

C. Sidewalks and Walkways

1. Typical Issues for Individuals Who Use Wheelchairs, Scooters, or other Mobility Devices



An accessible entrance to a shelter with accessible parking and an accessible drop-off area

An accessible route connects accessible passenger drop-off areas, accessible parking spaces, and other accessible elements, like a route from a bus stop, to an accessible building entrance. The accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to the accessible entrance of the shelter. The accessible route must be at least 36 inches wide (it may narrow briefly to 32 inches wide where utility poles, signs, etc. are located along the accessible route). Abrupt level changes, steps, or steep running or cross slopes cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where the ramp changes direction.

Notes:

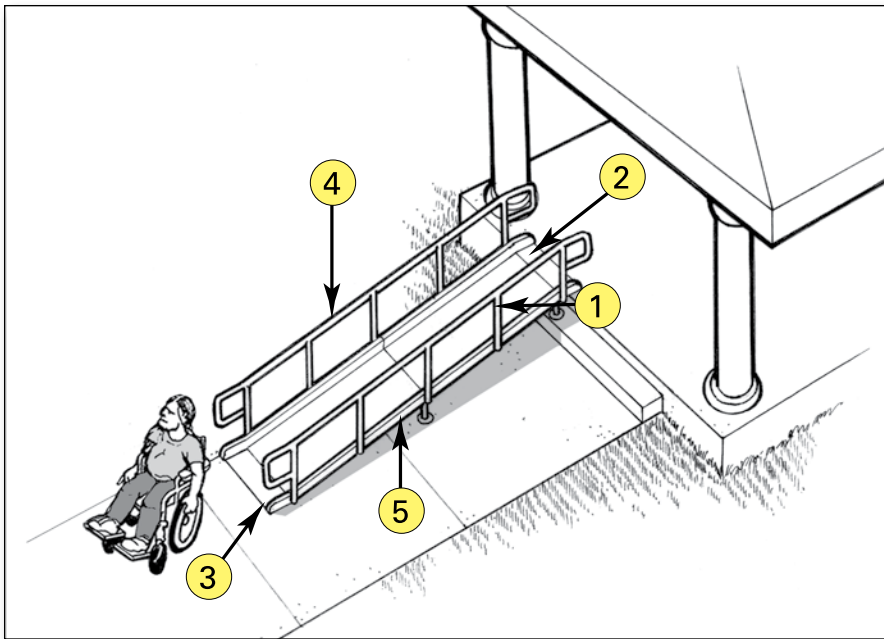
- 1 Accessible route
- 2 Accessible drop-off area
- 3 Accessible parking with van-accessible parking space
- 4 Accessible entrance to shelter

- C1-a. Is an accessible route provided from accessible parking spaces to the accessible entrance of the shelter? [ADA Standards § 4.1.2(1), 4.3] Yes ____ No ____
- C1-b. Is an accessible route provided from public sidewalks and public transportation stops on the shelter site (if provided) to the accessible entrance for the shelter? [ADA Standards § 4.1.2(1)] Yes ____ No ____
Note: The accessible route is at least 36 inches wide and may be a portion of a sidewalk.
- C1-c. Is the accessible route at least 36 inches wide? [ADA Standards § 4.3.3] Yes ____ No ____
 If No, does the accessible route narrow to 32 inches for no more than 2 feet?
- C1-d. Is the accessible route free of steps and abrupt level changes higher than 1/2 inch? [ADA Standards § 4.3.8] Yes ____ No ____
Note: Level changes between 1/4 inch and 1/2 inch should be beveled (sloped) at 1:2 maximum.
- C1-e. Where an accessible route crosses a curb, is a curb ramp provided? [ADA Standards § 4.3.8] Yes ____ No ____
- e-i. Is the curb ramp surface at least 36 inches wide, excluding flared sides? [ADA Standards § 4.7.3] Yes ____ No ____
- e-ii. Is the running slope (up or down the ramp) no more than 1:12? [ADA Standards § 4.7.2] Yes ____ No ____
Note: 1:12 is one inch of vertical height for 12 inches of horizontal distance.
- C1-f. If the slope of part of the accessible route is more than 1:20, does it meet the following requirements for an accessible ramp? Yes ____ No ____

Notes/Comments

- f-i. Is the running slope no greater than 1:12? [ADA Standards § 4.8.2] Yes ____ No ____
Note: For existing ramps, the slope may be 1:10 for a 6-inch rise and 1:8 for a 3-inch rise in special circumstances (see ADA Standards § 4.1.6(3)).
- f-ii. Are handrails installed on both sides of each ramp segment? [ADA Standards § 4.8.5] Yes ____ No ____
- f-iii. Is the ramp width, measured between the handrails, at least 36 inches? [ADA Standards § 4.8.3] Yes ____ No ____
- f-iv. Does the ramp have a level landing at the top and bottom of each ramp section that is at least 60 inches long? [ADA Standards § 4.8.4] Yes ____ No ____
Note: The level landing may be part of the sidewalk or walking surface.

Notes/Comments



Notes:

- ① At least 36 inches between handrails
- ② Top landing part of walk
- ③ Bottom landing part of walk
- ④ Handrail height 34 to 38 inches
- ⑤ Edge protection.

- f-v. If a ramp is more than 30 feet long, is a level landing at least 60 inches long provided at every 30 feet of horizontal length? [ADA Standards § 4.8.4]
Note: if the running slope is less than 1:16 but more than 1:20, each ramp segment may be up to 40 feet long followed by a level landing]. Yes ____ No ____
- f-vi. Is there a level landing, at least 60 inches x 60 inches, when a ramp changes direction? [ADA Standards § 4.8.4] Yes ____ No ____
- f-vii. Are the handrails mounted 34 to 38 inches above the ramp surface? [ADA Standards § 4.8.5] Yes ____ No ____
- f-viii. If the ramp or landing has a vertical drop-off on either side, is edge protection provided? [ADA Standards § 4.8.7] Yes ____ No ____

Notes/Comments

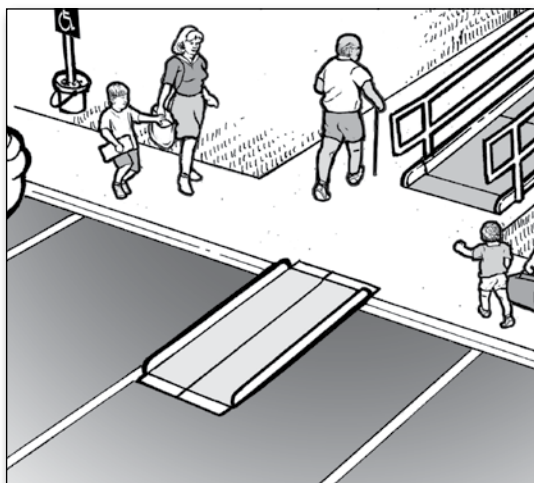
Temporary Solutions For Emergency Sheltering - Ramps

Problem: The sidewalk connecting parking to the shelter entrance is too steep to be accessible.

Suggestion: Check to see if there is another accessible route to the accessible entrance. Sometimes there is a less direct route that is accessible. During an evacuation it will be helpful to put up signs or to have volunteers stationed at the accessible parking spaces to direct people along this less direct, but nonetheless accessible, route.

Problem: The accessible route crosses a curb but no curb ramp is provided.

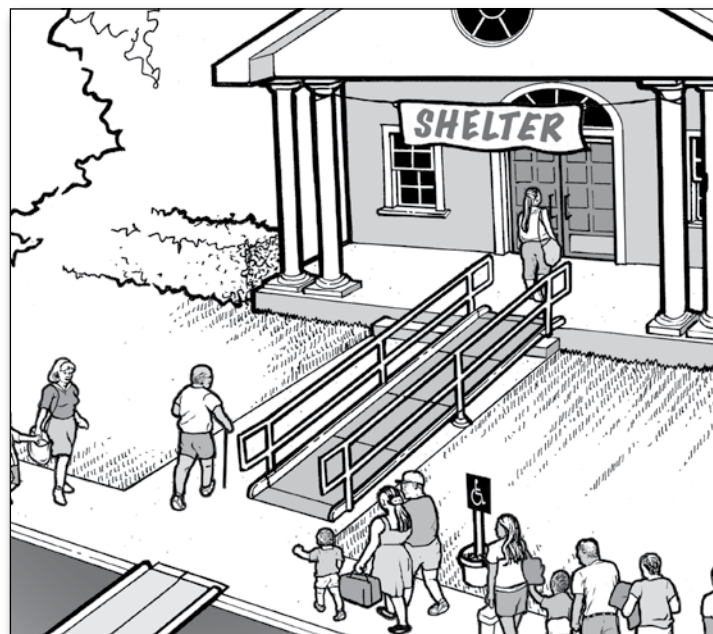
Suggestion: Install a portable ramp with a slope no steeper than 1:12 with edge protection. Store the portable ramp on site so it can be easily accessed in an emergency.



A portable ramp with edge protection is installed over a curb to provide an accessible route.

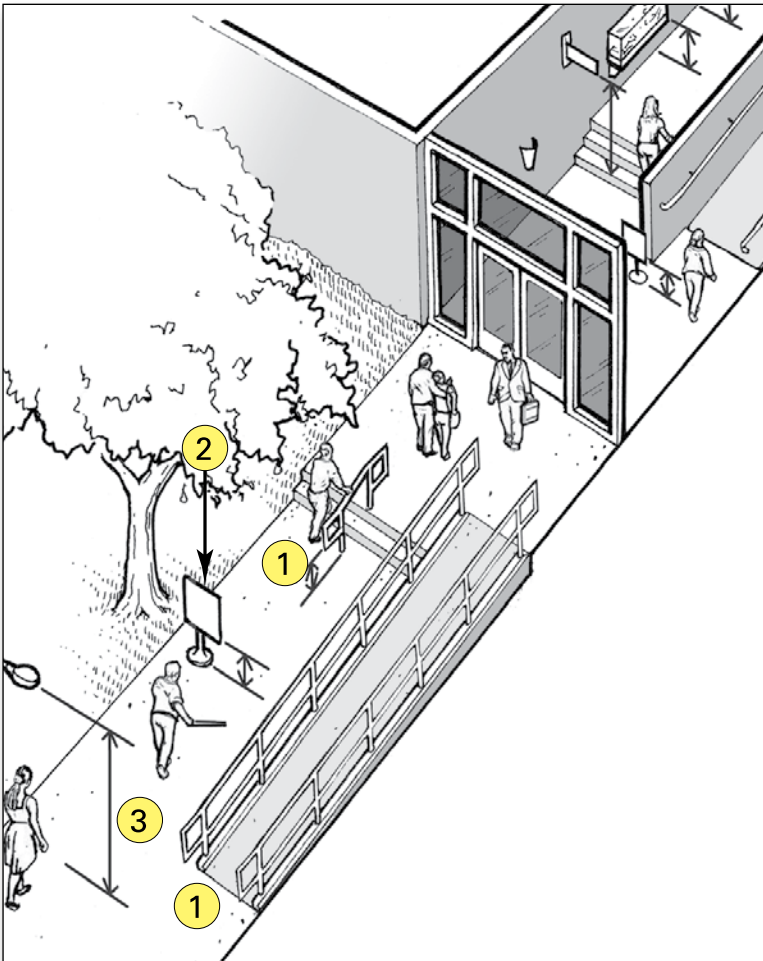
Problem: There are two steps where the sidewalk connects to the accessible entrance.

Suggestion: Install a portable ramp with a slope no steeper than 1:12 with edge protection and handrails on both sides of the ramp. Store the portable ramp and components on site so everything can be easily accessed in an emergency.



A portable ramp with edge protection and handrails is installed over two steps to provide an accessible route.

2. Typical Issues for Individuals Who Are Blind or Have Low Vision



Common objects along pedestrian routes to a shelter that can be hazards to people who are blind or have low vision.

Objects that are wall mounted, that project into a pedestrian route from the side, or that are overhead can be hazards to people who are blind or who have low vision. These objects must be positioned so people will either detect the objects before they run into them or safely pass under them. Examples may include handrail extensions on stairs and ramps, post- or wall-mounted signs, drinking fountains, and low hanging tree limbs. Pedestrian routes open to people during the time that the facility is being used as an emergency shelter, such as sidewalks, courtyards, and plazas, must be free of overhanging objects that are less than 80 inches above the route. Objects more than 27 inches and less than 80 inches above the route and that protrude from the side more than 4 inches are also a hazard. Since people can walk on any sidewalk, not just the accessible routes, all exterior pedestrian routes serving or leading to the shelter areas must be checked. The following questions apply to sidewalks and walkways leading to the emergency shelter.

Notes:

- ① The bottom of the handrail extensions turn down to 27 inches or less above the route so a person who is blind or has low vision can detect the hazard before running into it.
- ② Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route.
- ③ Objects that overhang the pedestrian route must be at least 80 inches above the route.

C2-1. Are all sidewalks and walkways to the shelter free of any objects (e.g., wall-mounted boxes, signs, handrail extensions) with bottom edges that are between 27 inches and 80 inches above the walkway and that extend more than 4 inches into the sidewalk or walkway? [ADA Standards §§ 4.4, 4.2.1(3), 4.1.3(2)]

Yes ____ No ____

If No, can the object be lowered, removed, or modified or can the route be moved so that the object can be avoided?

C2-2. Are the undersides of exterior stairs enclosed or protected with a cane-detectable barrier so that people who are blind or have low vision will not hit their heads on the underside? [ADA Standards § 4.4.2]

Yes ____ No ____

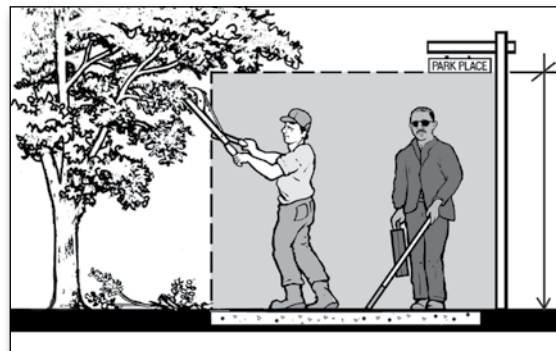
If No, can a barrier or enclosure be added below the stair or can the route be relocated away from the stair?



When the underside of a stair is open, it is a hazard to people who are blind or have low vision. Enclosing the area below the stair or installing a cane-detectable barrier helps this woman to stop before hitting her head.

Notes/Comments

C2-3. Are all objects that hang over the pedestrian routes at least 80 inches above the route? Yes ____ No ____
 [ADA Standards § 4.4.2]
 If No, can the objects be removed or relocated, or can a cane detectable object be added below that is at no higher than 27 inches?



Overhead sign and tree branches are least 80 inches above the walk.

Notes/Comments

Temporary Solutions For Emergency Sheltering - Protruding Object Hazards

Problem: Objects protrude too far from the side into the route causing a hazard for people who are blind or who have low vision.

Suggestion: When people who are blind or who have low vision use a cane to detect hazards, objects located at 27 inches or lower are detectable. When an object is located higher than 27 inches above the ground it is a hazard if the object protrudes more than 4 inches into the circulation path. To make a protruding object cane detectable:

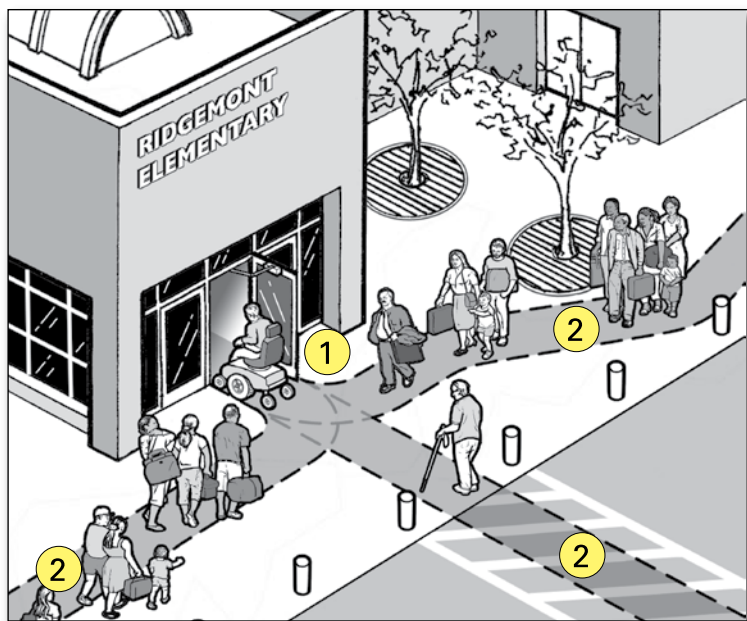
- Place an object below, or on either side of, the protruding object that is not higher than 27 inches above the ground.
- If the protruding object can be moved, lower the object so that its bottom is not more than 27 inches above the ground.
- Prune or alter the protruding object so it does not protrude above the route.

D. Entering the Emergency Shelter

Building Entrance

A shelter must have at least one accessible entrance that is on an accessible route. An accessible entrance must provide at least one accessible door with maneuvering space, accessible hardware, and enough clear width to allow people who use crutches, a cane, walker, scooter, or wheelchair to use it.

If the accessible entrance is not the main entrance to the facility that is being used as a shelter, signs must be located at inaccessible entrances to direct evacuees and volunteers to the accessible entrance. The accessible entrance must be unlocked when other shelter entrances are unlocked.



Notes:

- ① Accessible entrance to the shelter.
- ② Accessible route connecting accessible parking and drop-off area (if provided) to the accessible entrance.



Examples of signs for inaccessible shelter entrances directing people to the accessible entrance.

D1. Is there at least one accessible entrance connected to an accessible route? [ADA Standards § 4.1.3(1)]

Notes: If this entrance is not the main entrance, it needs to be kept unlocked when other shelter entrances are unlocked.

If there are inaccessible entrances serving the shelter, signs will be needed at inaccessible entrance(s) to direct evacuees to the nearest accessible entrance.

Yes ____ No ____

D2. Does at least one door or one side of a double leaf-door provide at least 32 inches clear passage width when the door is open 90 degrees? [ADA Standards § 4.13.5]

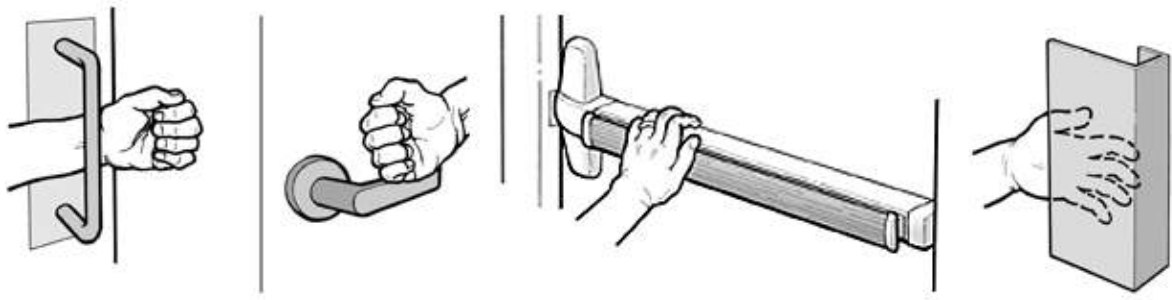
If No, does another entrance have an accessible door or can both doors be propped open during the evacuation? Other possible solutions are to enlarge the door opening, use a swing clear hinge, or, if a double-leaf door, replace with uneven width doors.

Yes ____ No ____

D3. Is the hardware (e.g., lever, pull, and panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.13.9]

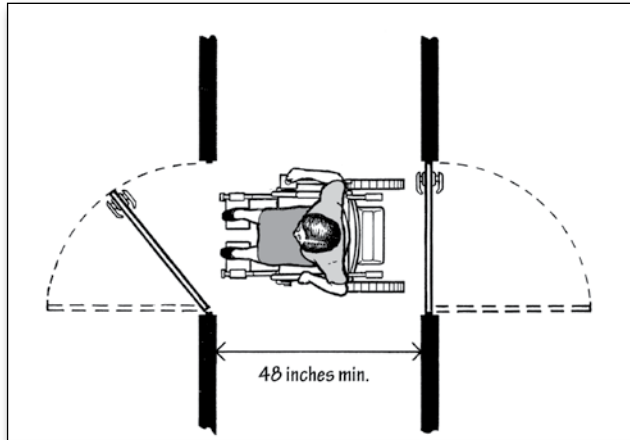
If No, leave door propped open, add new accessible hardware, or adapt/replace hardware.

Yes ____ No ____

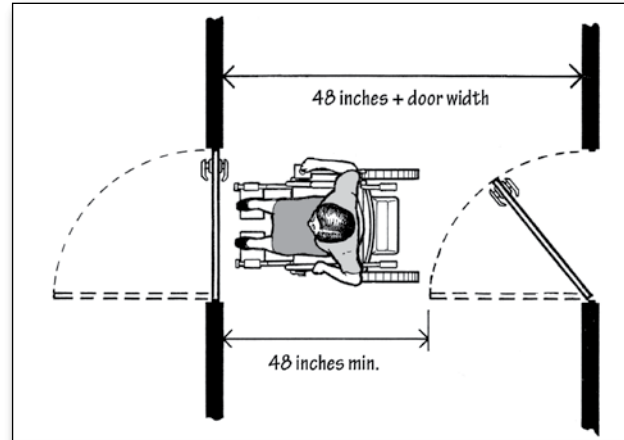


Examples of handles and door hardware that can be used without tight grasping, pinching, or twisting.

Notes/Comments



Minimum vestibule depth of 48 inches if both doors open out



Minimum vestibule depth of 48 inches + door width when door swings into vestibule.

Notes/Comments

- D4. On the latch, pull side of the door, is there at least 18 inches clearance provided if the door is not automatic or power-operated? Yes ___ No ___
 [ADA Standards § 4.13.6, Fig. 25]
 If No, leave the door propped open or find another accessible entrance.
- D5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Standards §§ 4.1.6(3)(d)(ii), 4.13.8] Yes ___ No ___
 If No, replace threshold with one with beveled sides or add a sloped insert.
- D6. If an entry has a vestibule, is there a 30-inch by 48-inch clear floor space inside the vestibule where a wheelchair or scooter user can be outside the swing of a hinged door? [ADA Standards § 4.13.7] Yes ___ No ___
 If No, leave the inner door permanently open, remove inner door, or modify the vestibule.

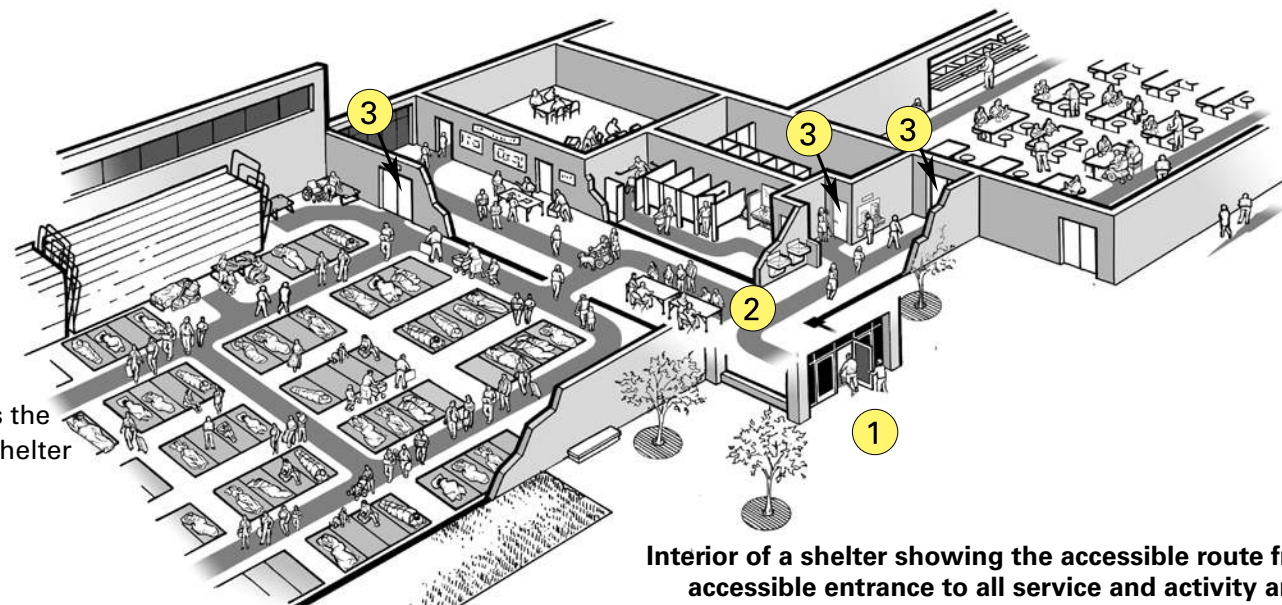
E. Hallways and Corridors

1. Typical Issues for Individuals Who Use Wheelchairs, Scooters, or Other Mobility Devices

The interior accessible route connects the accessible entrance with the various service and activity areas within the shelter. Typically made up of hallways, corridors, and interior rooms and spaces, the accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to all of the service and activity areas of the shelter.

An accessible route is at least 36 inches wide and may narrow briefly to 32 inches wide where the route passes through doors or next to furniture and building elements. High thresholds, abrupt level changes, steps, or steep running or cross slopes cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where a ramp changes direction.

Where an accessible route is different from the route used by most evacuees, signs will be needed at key decision points to direct individuals with disabilities to the various activity areas.



Notes:

- ① Accessible Entrance
- ② Accessible Route connects the accessible entrance with shelter service and activity area
- ③ Accessible door to service and activity areas

Interior of a shelter showing the accessible route from the accessible entrance to all service and activity areas.

E1-a. Is there an accessible route, at least 36 inches wide, that connects the accessible entrance to all shelter areas (it may narrow to 32 inches wide for up to 2 feet in length)? [ADA Standards § 4.3.2(3)]

Yes ____ No ____

E1-b. Is the accessible route free of steps and abrupt level changes over 1/2 inch?

Yes ____ No ____

Note: level changes between 1/4 inch and 1/2 inch should be beveled.
[ADA Standards §§ 4.1.3(1), 4.3.8]

E1-c. Does the accessible route from the accessible entrance to all activity areas change levels using a ramp, lift or elevator?
[ADA Standards §§ 4.1.3(1), 4.3.8]
If No, go to question E1-g.

Yes ____ No ____

c-i. If Yes, is a ramp or sloped hallway provided?
If Yes, go to question E1-d.

Yes ____ No ____

c-ii. Is an elevator or lift provided?
If Yes, and the elevator or lift is part of the accessible route to a shelter area, is back-up electrical power available to operate the elevator or lift for the duration of shelter operation should the normal electrical service be disrupted?
If Yes and an elevator is provided, see question E1-e.
If Yes and a lift is provided, see question E1-f.
If No, then either provide back-up electrical power to operate the lift or elevator during the power outage or locate shelter services exclusively on accessible levels that may be reached by people with a mobility disability without using an elevator or lift.

Yes ____ No ____

Notes/Comments

- E1-d. Where the slope of the accessible route is greater than 1:20, does this area meet the following requirements for an accessible ramp? Yes ____ No ____
- d-i. Is the slope no greater than 1:12? [ADA Standards § 4.8.2] Yes ____ No ____
Note: For existing ramps, the slope may be 1:10 for a 6-inch rise and 1:8 for a 3-inch rise in special circumstances. [ADA Standards § 4.1.6(3)]
- d-ii. Are handrails installed on both sides of each ramp segment? [ADA Standards § 4.8.5] Yes ____ No ____
- d-iii. Is the ramp width, measured between handrails, at least 36 inches? [ADA Standards § 4.8.3] Yes ____ No ____
- d-iv. Are the handrails mounted 34 to 38 inches above the ramp surface? [ADA Standards § 4.8.5] Yes ____ No ____
- d-v. If a ramp is longer than 30 feet, is a level landing at least 60 inches long provided every 30 feet? [ADA Standards § 4.8.4] Yes ____ No ____
- d-vi. Does the ramp have a level landing that is at least 60 inches long at the top and bottom of each ramp section or where the ramp changes direction? [ADA Standards § 4.8.4] Yes ____ No ____
- d-vii. If the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? [ADA Standards § 4.8.7] Yes ____ No ____

Notes/Comments

- E1-e. Is an elevator provided to each of the levels on which each sheltering service or activity area is located? Yes ____ No ____
- e-i. Are the centerlines of the call buttons mounted 42 inches above the floor? [ADA Standards § 4.10.3] Yes ____ No ____
- e-ii. Does the floor area of the elevator car have space to enter, reach the controls, and exit? [ADA Standards § 4.10.9, Fig. 22] Yes ____ No ____

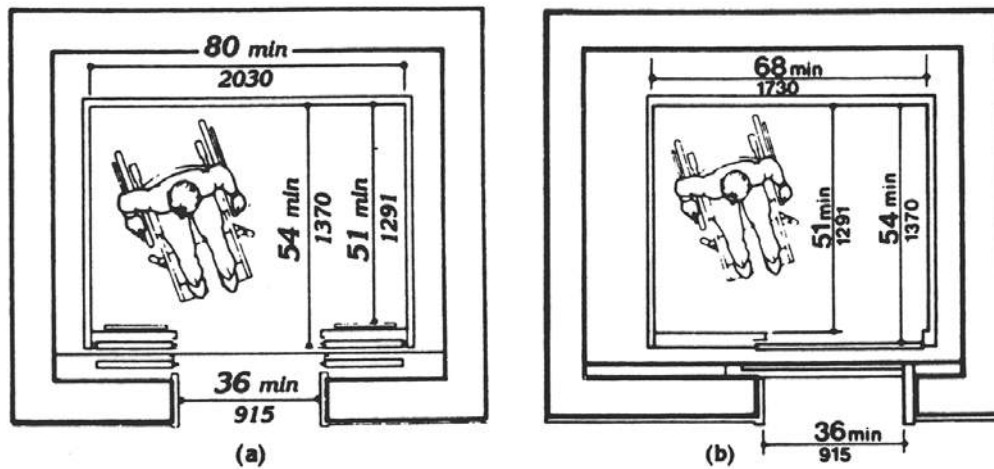


Fig. 22
Minimum Dimensions of Elevator Cars

Note: See Figure 22 for acceptable floor and opening dimensions. Floor dimensions of at least 48 inches by 48 inches may be allowed in existing facilities built before the ADA went into effect.

- e-iii. Can the elevator be called and operated automatically without using a special key or having to turn on the elevator from a remote location? [ADA Standards § 4.10.2] Yes ____ No ____

Notes/Comments

- e-iv. Are the highest floor control buttons mounted no more than 54 inches above the floor for a side reach or 48 inches for forward reach? [ADA Standards § 4.10.12 (3)] Yes ____ No ____
- e-v. Are raised letters and Braille characters used to identify each floor button and each control? [ADA Standards § 4.10.12] Yes ____ No ____
- e-vi. Are signs mounted on both sides of the elevator hoistway door opening (for each elevator and at each floor) that designate the floor with 2-inch minimum-height raised letters and Braille characters centered at 60 inches above the floor? [ADA Standards § 4.10.5] Yes ____ No ____
- e-vii. Is the elevator equipped with audible tones or bells or verbal annunciators that announce each floor as it is passed? [ADA Standards § 4.10.13] Yes ____ No ____
- E1-f. If a wheelchair lift is provided, does it meet the following? Yes ____ No ____
 - f-i. Is the lift operational at the time of the survey? [ADA Standards § 4.11.3] Yes ____ No ____
 - f-ii. Is the change in level from the floor to the lift surface ramped or beveled? [ADA Standards §§ 4.11.2, 4.5.2] Yes ____ No ____
 - f-iii. Is there at least a 30-inch by 48-inch clear floor space on the wheelchair lift? [ADA Standards §§ 4.11.2, 4.2.4] Yes ____ No ____
 - f-iv. Does the lift allow a person using a mobility device unassisted entry, operation (is key available, if required), and exit? Yes ____ No ____

Notes/Comments

- f-v. Are the controls and operating mechanisms mounted no more than 54 inches above the floor for a side reach or 48 inches for a forward reach? [ADA Standards §§ 4.11.2, 4.27.3] Yes _____ No _____

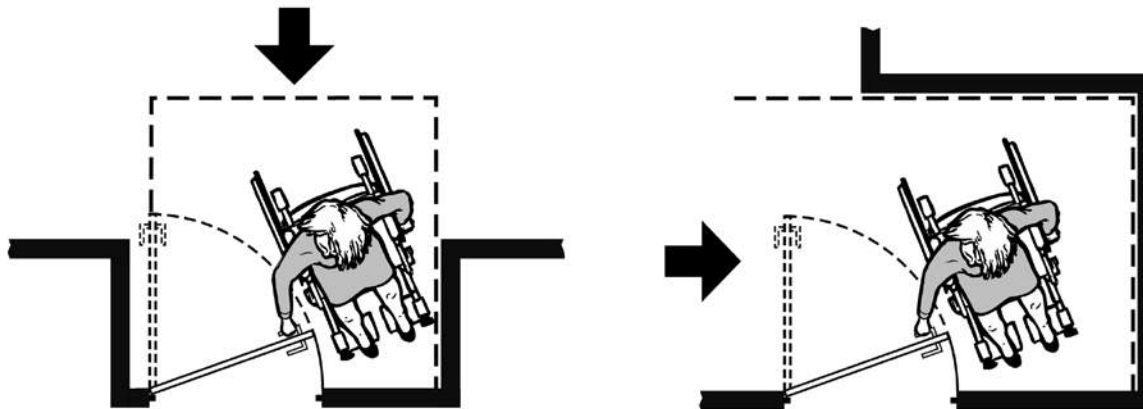
- f-vi. Are the controls and operating mechanisms usable with one hand without tight grasping, pinching, or twisting? [ADA Standards §§ 4.11.2, 4.27.4] Yes _____ No _____

- E1-g. At each location on the way to each shelter activity area where the accessible route passes through a door, does at least one door meet the following requirements? Yes _____ No _____
 - g-i. Is the clear width for the door opening at least 32 inches measured when the door is open 90 degrees? [ADA Standards §§ 4.1.3(7), 4.13.5] Yes _____ No _____

 - g-ii. Is the door hardware (e.g., lever, pull, push, panic bar) usable with one hand, without tight grasping, pinching, or twisting of the wrist, to allow people who may not be able to easily use one or both hands to fully operate the hardware? [ADA Standards § 4.13.9] Yes _____ No _____

Notes/Comments

- g-iii. Is there clear maneuvering floor space in front of each accessible door (see ADA Standards § Fig. 25) and, on the pull side, is there at least 18 inches clear floor space beyond the latch side of the door (see space configurations in Figure 25)? [ADA Standards § 4.13.6] Yes ____ No ____



A clear floor space on the latch side of the door (pull side) allows a person using a wheelchair or scooter to pull the door open and then enter. The size of the clear floor space varies depending on the direction of approach (shown by the arrows) and the door swing.

- g-iv. Is no more than 5 pounds force needed to push or pull open the door? [ADA Standards § 4.13.11 (2)(b)] Yes ____ No ____
Note: Fire doors are still considered to be accessible if they have the minimum opening force allowable by the appropriate administrative authority.
- g-v. If the answers to questions g-ii thru g-iv are No, can the door be propped open? Yes ____ No ____

If an activity area is not on an accessible route and cannot be made accessible, find another area that is on an accessible route where that activity may be provided.

Notes/Comments

2. Typical Issues for People Who are Blind or Have Low Vision



Overhead and wall-mounted objects that may be hazards along a pedestrian route

Individuals who are blind or have low vision may walk along any route or through any shelter activity area, not just the accessible routes. That means any area where people using the shelter can walk, including hallways, corridors, eating areas, and sleeping areas, must be free of objects that cannot be detected by a person who is blind or has low vision. Objects that are wall mounted, that project into a pedestrian route from the side, or that are overhead must be located so that individuals who are blind or have low vision will either detect the objects before they run into them or safely pass under them. These routes must be free of overhanging objects that are less than 80 inches above the floor and side objects that protrude into the route more than 4 inches when the bottom of the object is more than 27 inches above the floor. Items to watch for include wall-mounted fire extinguishers and wall-mounted display cases when the bottom is more than 27 inches above the floor, wall sconces and light fixtures that protrude more than 4 inches off the wall, and open staircases, exit signs, overhead signs, banners, and arched doorways that are lower than 80 inches above the floor.

Notes:

- ① Wall-mounted drinking fountains are a hazard when the front projects more than 4 inches beyond the wall and the bottom is more than 27 inches above the floor.
- ② Wall-mounted objects cannot project more than 4 inches beyond the wall if the bottom is not in the cane-detectable area below 27 inches off the floor.
- ③ Overhead objects must be at least 80 inches off the floor.

The following questions apply to pedestrian routes serving or leading to the shelter activity and common use areas.

E2-a. Are pedestrian routes leading to or serving each service or activity area of the shelter free of objects that protrude from the side more than 4 inches into the route with the bottom of the object more than 27 inches above the floor? [ADA Standards § 4.4.1] Yes ____ No ____

Note: These objects may be wall mounted or free standing. Items to check include wall-mounted fire extinguishers, light fixtures, coat hooks, shelves, drinking fountains, and display cases.

E2-b. Are pedestrian routes leading to or serving each of the service or activity areas free of overhead objects with the bottom edge lower than 80 inches above the floor? [ADA Standards § 4.4.2] Yes ____ No ____



When the underside of a stair is open, it is a hazard to people who are blind or have low vision. Enclosing the area below the stair or installing a cane-detectable barrier helps the person to avoid the area.

E2-c. Are any interior stairs along these routes configured with a cane-detectable warning or a barrier that prevents travel into the area with less than an 80-inch high head clearance so that people who are blind or who have low vision cannot hit their heads on the underside or stair frame? [ADA Standards § 4.4.2] Yes ____ No ____

If No, list the objects that are a hazard and their location. Remove or relocate the object or place a detectable object on the floor below each object to remove the hazard.

Notes/Comments

F. Check-In Areas

A shelter usually has one or more check-in areas located near the entrance to the shelter. When check-in areas are provided, then at least one accessible check-in location should be provided. The accessible check-in area should be at the accessible entrance or signs should give directions to the accessible check-in area.

If a permanent reception counter is used for check-in, make sure to provide a writing surface at an accessible height for people who use a wheelchair, scooter, or other mobility device. This may be a part of the reception counter that is no higher than 36 inches above the floor, a folding shelf or an adjacent table, or a clip board.



An accessible check-in location using a folding table with a height that people who use wheelchairs can easily reach.

Notes/Comments

- F1. Is there an accessible route that connects the accessible entrance to areas that are likely to be used to register people as they arrive at the shelter? [ADA Standards § 4.3]
- F2. If there is a built-in reception or other type of counter, does it have a section that is at least three feet long that is no higher than 36 inches above the floor or is there a nearby surface that is not higher than 36 inches above the floor? [ADA Standards § 7.2]

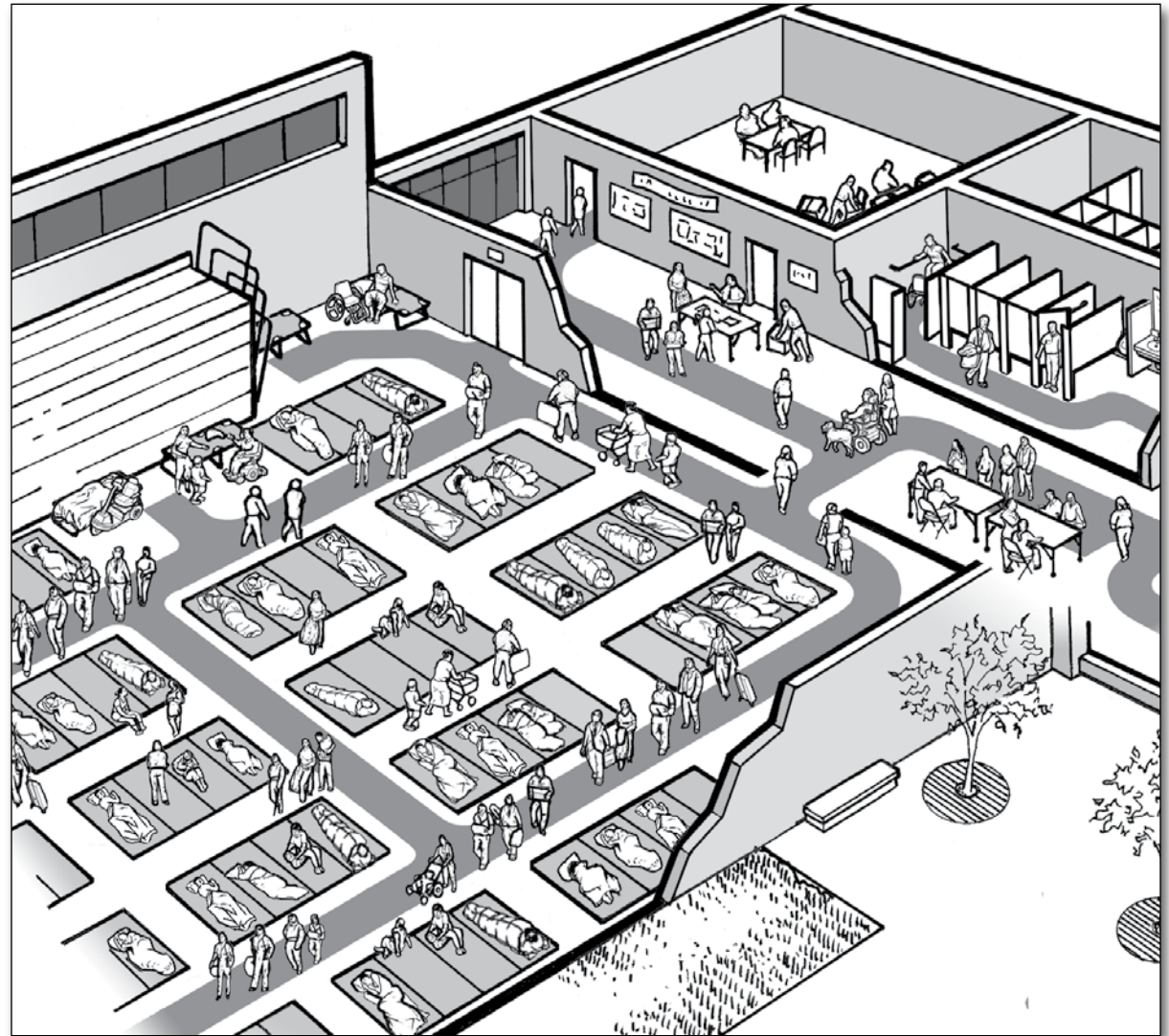
Yes ____ No ____

Yes ____ No ____

Living at the Emergency Shelter

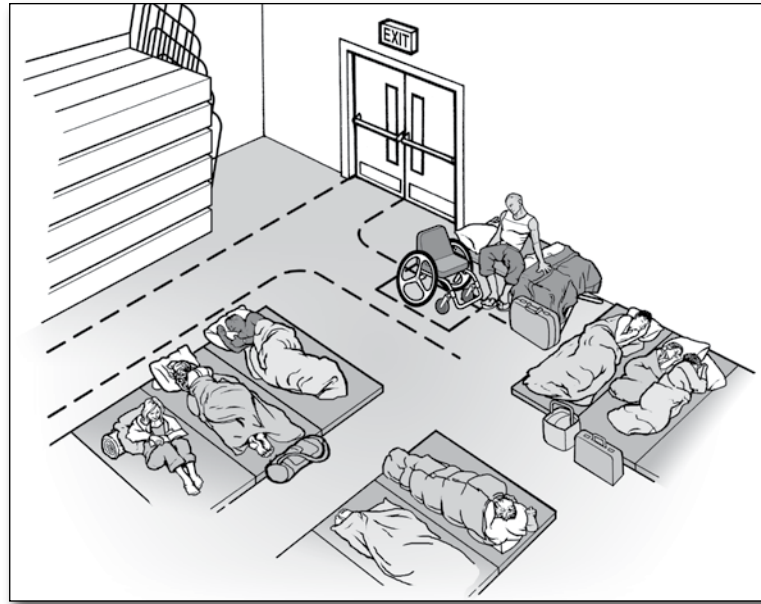
G. Sleeping Areas

Each accessible sleeping area needs to be on an accessible route connecting it to other activity areas in the shelter, including toilet rooms and bathing areas. An accessible route with adequate circulation and maneuvering space provides access in the sleeping areas for people who use wheelchairs or scooters and this route serves each accessible bed or cot.



Interior of one section of a shelter's sleeping area. The shaded pathway indicates the accessible route, which provides access to accessible beds, cots, and other activity areas in the space plus the toilet rooms and other activity areas in the shelter.

Accessible cots have a sleeping surface at approximately the same height above the floor as the seat of a wheelchair (17 to 19 inches above the floor). When placed in several sections of the sleeping area, individuals who use a wheelchair, scooter, or other mobility device will be able to sleep near their family or other companions. An accessible route is needed to provide access to each accessible cot and a clear space at least 36 inches wide is needed along the side of the cot to make it possible to transfer between the mobility device and the cot. A preferred location for accessible cots is to have one side against a wall. This helps to stabilize the cot and the wall can act as a backrest when the person sits up on the cot.



An accessible cot positioned against a wall. Dashed lines indicate the accessible route and clear floor space next to the cot.

Notes/Comments

G1. Is there an accessible route, at least 36 inches wide, that connects each sleeping area with other shelter activity areas? Yes ____ No ____

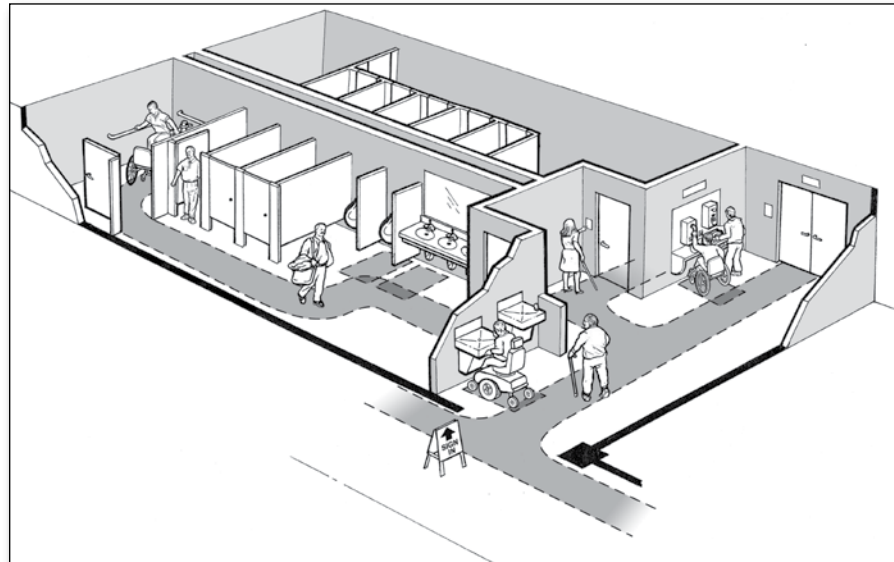
*Note: it may narrow to 32 inches wide for up to 2 feet in length.
[ADA Standards § 4.3.2(3)]*

G2. Is the accessible route free of steps and abrupt level changes over 1/2 inch? Yes ____ No ____

*Note: level changes between 1/4 inch and 1/2 inch should be beveled.
[ADA Standards §§ 4.1.3(1), 4.3.8]*
Note: Although the facility survey cannot check the accessibility of the cots because they will not be installed until the shelter is in use, planning for setting up the sleeping area and for arranging the cots and mats should include providing space for an accessible route and clear floor space at each accessible cot. Cots used by people who are blind or who have low vision should be in an easily locatable area.

H. Restrooms and Showers

At least one set of toilet rooms serving the shelter must be accessible to individuals who use a wheelchair, scooter, or other mobility device. In large shelters where more than one set of toilet rooms is needed to serve the occupants, it may be necessary to provide additional accessible toilet facilities or to establish policies to assure that individuals with disabilities have access to the accessible facilities.



Interior of an accessible toilet room showing accessible route, clear floor space at accessible fixtures, and the wide accessible toilet stall.

Notes/Comments

- H1. If a sign is provided at the toilet room entrance (e.g. Men, Women, Boys, Girls, etc.), is a sign with raised characters and Braille mounted on the wall adjacent to the latch? [ADA Standards § 4.30.6] Yes ____ No ____

If No, install a sign with raised characters and Braille on the wall adjacent to the latch side of the door and centered 60 inches above the floor and leave the existing sign in place on the door if removing it will damage the door.

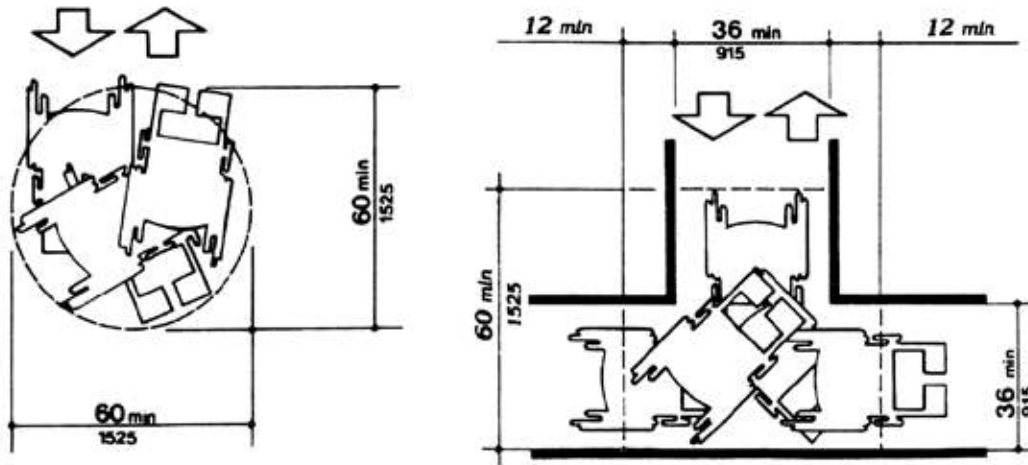
Note: an additional sign may be mounted on the toilet room door but this cannot be considered to be the accessible sign which must be mounted on the wall adjacent to the latch side of the door.

- H2. Does the door to the toilet room provide at least 32 inches clear passage width when the door is open 90 degrees? [ADA Standards § 4.13.5] Yes ____ No ____
- H3. Is the hardware (e.g., lever, pull, panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.13.9] Yes ____ No ____
 If No, can the door be propped open without compromising privacy, or can the hardware be modified by adding new accessible hardware, or adapting or replacing hardware?
- H4. On the pull side of the door, is there at least 18 inches clearance provided on the latch side if the door is not automatic or power-operated? [ADA Standards § 4.13.6, Fig. 25] Yes ____ No ____
- H5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Standards §§ 4.1.6(3)(d)(ii), 4.13.8] Yes __ No__ NA__
 If No, replace threshold with one with beveled sides or add a sloped insert.
- H6. If the entry has a vestibule, is there a 30-inch by 48-inch clear floor space inside the vestibule where a wheelchair or scooter user can be outside the door swing? [ADA Standards § 4.13.7] Yes ____ No ____
 If No, possible solutions include leaving the inner door open or removing the outer door.

Notes/Comments

H7. Inside the toilet room, is there an area where a person who uses a wheelchair or other mobility device can turn around - either at least a 60-inch diameter circle or a "T"-shaped turn area as shown in the figures below? [ADA Standards §§ 4.22.3; 4.2.3]

Yes ____ No ____



Minimum spaces for turning

H8. If lavatories are provided, does at least one have at least a 29 inch high clearance under the front apron with the top of the rim no more than 34 inches above the floor? [ADA Standards § 4.19.2]

Yes ____ No ____

H9. Are the drain and hot water pipes for this lavatory insulated or otherwise configured to protect against contact? [ADA Standards § 4.19.4]

Yes ____ No ____

Notes/Comments

- H10. Does this lavatory have controls that operate easily with one hand, without tight grasping, pinching, or twisting of the wrist?
[ADA Standards § 4.19.5] Yes ____ No ____

- H11. If mirrors are provided, is the bottom of the reflecting surface for the mirror at this lavatory no higher than 40 inches above the floor or is a full length mirror provided? [ADA Standards § 4.19.6] Yes ____ No ____

- H12. For at least one of each type of dispenser, receptacle, or equipment, is there clear floor space at least 30 inches wide x 48 inches long adjacent to the control or dispenser (positioned either parallel to the control or dispenser or in front of it)?
[ADA Standards §§ 4.23.7; 4.27.2; 4.2.5 and Fig 5; 4.2.6 and Fig 6] Yes ____ No ____

- H13. Is the operating control (switch, lever, button, or pull) of at least one of each type of dispenser or built-in equipment no higher than 54 inches above the floor (if there is clear floor space for a parallel approach) or 48 inches (if there is clear floor space for a front approach)?
[ADA Standards §§ 4.23.7; 4.27.3; 4.2.5 and Fig 5; 4.2.6 and Fig 6] Yes ____ No ____

- H14. Are all built-in dispensers, receptacles, or equipment mounted so the front does not extend more than 4 inches from the wall if the bottom edge is between 27 inches and 80 inches above the floor?
[ADA Standards §§ 4.23.7; 4.27; 4.4.1; Fig. 8] Yes ____ No ____

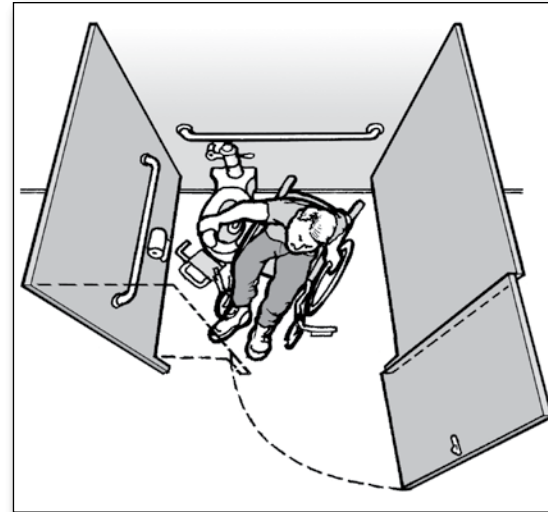
Notes/Comments

Toilet Stalls

H15. Is at least one wide toilet stall provided with an outswinging door, side and rear grab bars, and clear space next to the toilet? Yes _____ No _____

[ADA Standards § 4.17]

If No, check to see if another toilet room provides a wide accessible toilet stall, note its location for shelter planners, and answer all toilet room questions with respect to that toilet room.



Overhead view of an individual using a wheelchair positioned beside a toilet in a wide accessible stall.

H16. Is the toilet stall at least 60 inches wide and 56 inches deep (wall mounted toilet) or 59 inches deep (floor mounted toilet)? Yes _____ No _____

[ADA Standards § 4.17.3]

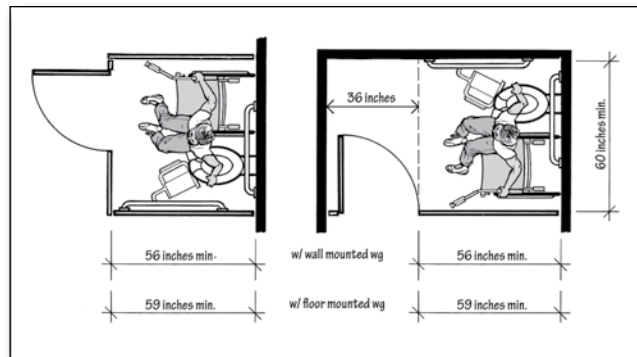
If No, note the width and depth of the stall. _____

H17. Is at least 9 inches of toe clearance provided under the front wall and at least one side wall of the toilet stall? [ADA Standards § 4.17.4] Yes _____ No _____

H18. Is the centerline of the toilet 18 inches from the adjacent side wall? [ADA Standards § 4.16.2; 4.17.3] Yes _____ No _____

Notes/Comments

- H19. Is the top of the toilet seat 17 inches to 19 inches above the floor? [ADA Standards § 4.16.3] Yes ____ No ____
- H20. Is the flush valve located on the wide side adjacent to the lavatory or is an automatic flush valve provided? [ADA Standards § 4.16.5] Yes ____ No ____
- H21. Is a horizontal grab bar at least 40 inches long securely mounted on the adjacent side wall 33 to 36 inches above the floor with one end no more than 12 inches from the back wall 33 to 36 inches above the floor? [ADA Standards § 4.16.4; 4.17.6] Yes ____ No ____
- H22. Is a second horizontal grab bar at least 36 inches long securely mounted on the back wall with one end no more than 6 inches from the side wall 33 to 36 inches above the floor? [ADA Standards § 4.16.4; 4.17.6] Yes ____ No ____
- H23. Is the door to the toilet stall located diagonally opposite, not directly in front of, the toilet or on the opposite side wall from the wall with the long grab bar? [ADA Standards § 4.17.3] Yes ____ No ____



Plan views showing minimum sizes of wide accessible toilet stall

- H24. Unless the wide stall is located at the end of a row of toilet stalls, does the door to this wider stall open out? [ADA Standards § 4.17.3] Yes ____ No ____

Notes/Comments

- H25. Is the clear width of the door at least 32 inches (measured between the face of the door and the edge of the opening) when the door is open 90 degrees? [ADA Standards § 4.13.5] Yes _____ No _____

- H26. If there are 6 or more stalls in the restroom, is one of those stalls (in addition to the wider stall noted above) exactly 36 inches wide with an outswinging stall door that provides at least 32 inches of clear width? [ADA Standards § 4.22.4] Yes _____ No _____

- H27. Does this 36-inch wide stall have horizontal grab bars on both of the side partitions that are at least 36 inches long and 33 to 36 inches above the floor? [ADA Standards § 4.22.4] Yes _____ No _____

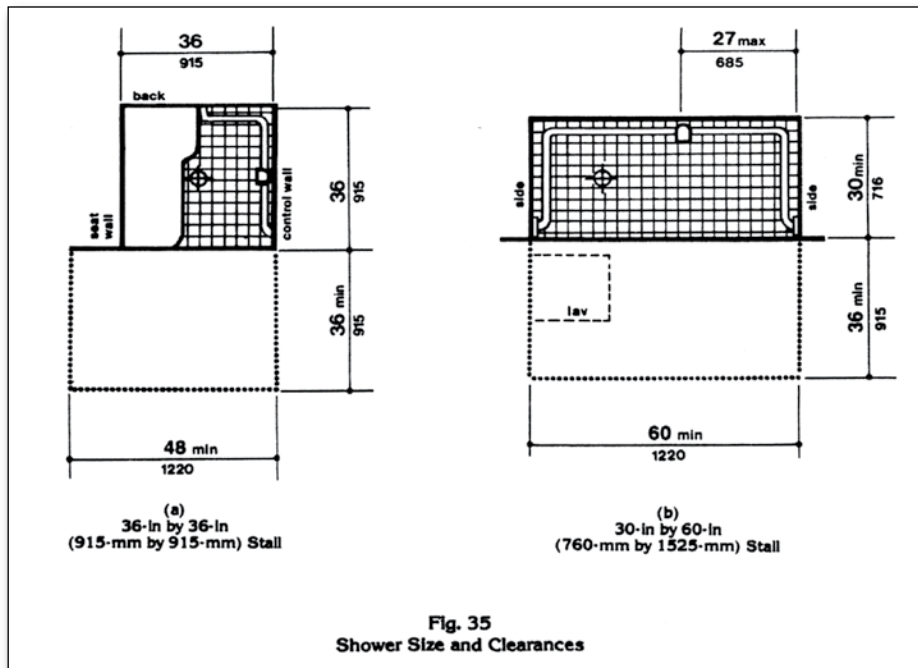
- H28. Is the surface of the toilet seat in this 36-inch-wide stall 17 to 19 inches above the floor? [ADA Standards §§ 4.16.3; 4.22.4] Yes _____ No _____

- H29. If a coat hook is provided is it mounted no higher than 54 inches above the floor for a side approach or 48 inches above the floor for a front approach? [ADA Standards § 4.25.3] Yes _____ No _____

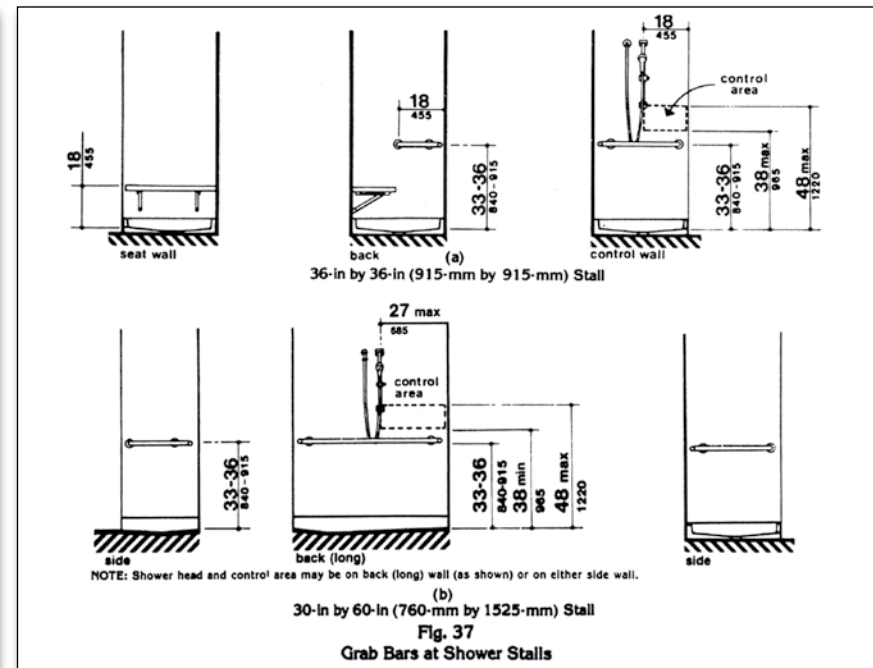
Notes/Comments

Note:
 For many emergency shelters, evacuees are not expected to use shower or bathing facilities due to the short period they may stay at the shelter. If planning for the shelter operation includes offering shower or bathing facilities, then those facilities should be on an accessible route and checked for accessibility. For information on the requirements for accessible showers or bathtubs see the ADA Standards for Accessible Design which is available online at www.ada.gov.

The following are figures illustrating some accessible shower features from the ADA Standards.



Accessible Shower Stall
 Minimum Size and Clearances



Accessible Shower Stall Grab Bars
 and Seat, Shower, and Control Area

I. Public Telephones

When public telephones are provided, then one or more accessible public telephones should be provided in areas serving shelter activity and service areas. Whenever accessible telephones are provided, each should be on an accessible route. In shelters it is common to provide additional telephones on tables or desks and some of these telephones should be accessible.

A text telephone (also commonly known as a TTY) is a device that allows individuals who are deaf or hard of hearing or who have a speech disability to communicate over a telephone. Having at least one TTY in any building that has at least four pay phones, provides access for people who are deaf or hard of hearing.

- I1. If at least one public telephone or one bank of telephones is provided, does at least one of each type of telephone (e.g., pay telephone, intercom telephone, other telephone) have the following? Yes _____ No _____

 - I1a. For a side approach (clear floor space at least 30 inches long x 48 inches wide), is the coin slot no higher than 54 inches above the floor? [ADA Standards § 4.31.2, Fig. 44 (a)] Yes _____ No _____
 - I1b. For a front approach (where clear floor space at least 30 inches wide x 48 inches long), is the coin slot no higher than 48 inches above the floor? [ADA Standards § 4.31.2, Fig. 44 (b)] Yes _____ No _____
- I2. Does the phone have volume controls? [ADA Standards § 4.31.5] Yes _____ No _____

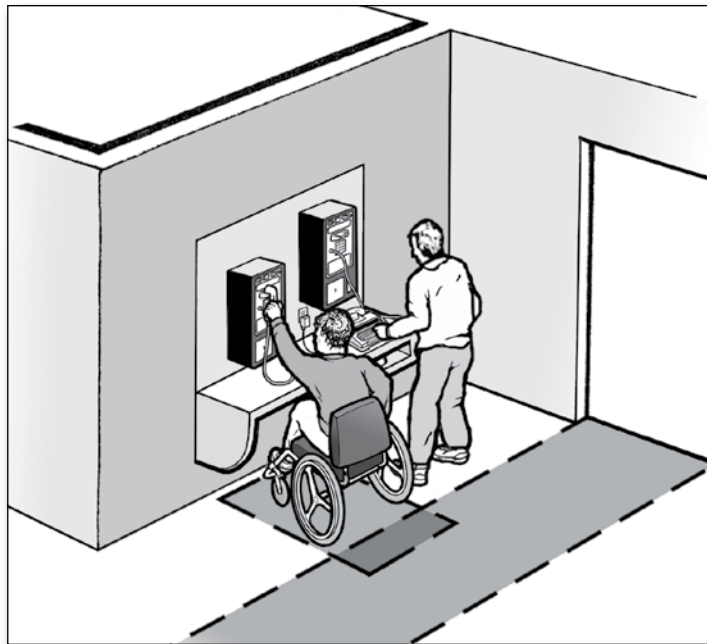
Notes/Comments

- 13. If three or more telephones are located in one bank serving the shelter, are a shelf and an electrical outlet provided at one telephone for use of a portable TTY? [ADA Standards § 4.31.9 (2)] Yes ____ No ____

- 14. If four or more pay telephones are provided on the site, is there a TTY (text telephone) provided at the shelter? Yes ____ No ____
If yes, location: _____

- 15. Is there a sign at each pay phone or pay phone bank for the shelter directing people to the nearest TTY? [ADA Standards § 4.30.7 (3); 4.31.9(3)] Yes ____ No ____

Notes/Comments



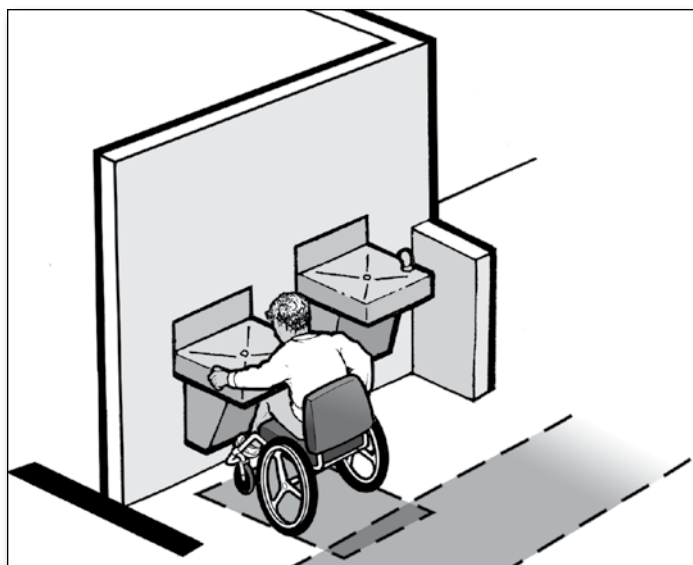
A bank of two public telephones. The accessible telephone is on the left and the telephone on the right is equipped with a TTY.

J. Drinking Fountains

Approximately 50% of the drinking fountains serving the shelter must be accessible and located on an accessible route. Accessible drinking fountains must have enough space for a person using a wheelchair, scooter, or other mobility device to use the drinking fountain. The spout and controls of the drinking fountain must be near the front edge. The controls must be usable with one hand without tight grasping, pinching, or twisting of the wrist. The other 50% of drinking fountains serving the shelter must be configured for use by people who have difficulty bending or stooping while standing.

When an object, such as a drinking fountain, protrudes more than four inches into the circulation path, the bottom edge must be at 27 inches above the floor or lower so the drinking fountain is not a hazard to people who are blind or have low vision.

Notes/Comments



A person who uses a wheelchair is drinking from an accessible drinking fountain. Beside the accessible drinking fountain is a standard height fountain that is usable by people who have difficulty bending or stooping. The short wall beside the standard height drinking fountain is cane detectable to guide people who are blind or have low vision away from the standard height fountain which, otherwise, would be a protruding object hazard.

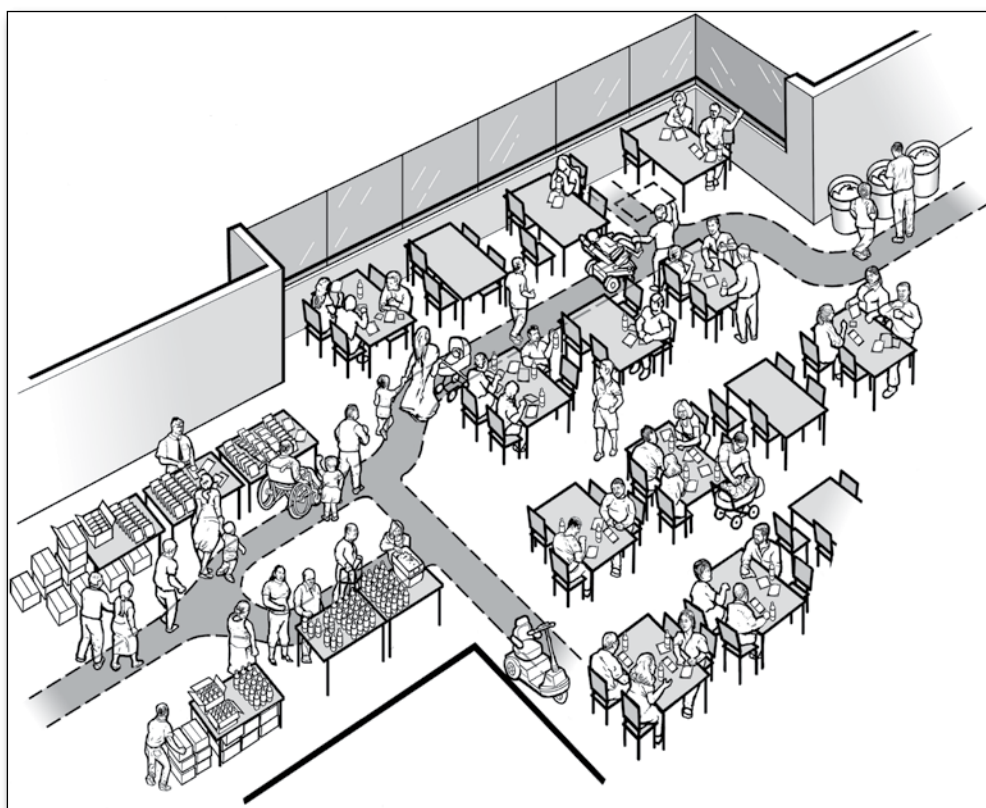
The following questions apply to 50% of the drinking fountains that are provided.

- J1. If the drinking fountain is a wall-mounted unit, is there clear floor space at least 30 inches wide (36 inches if it is in an alcove) x 48 inches long in front of the drinking fountain and at least 27 inches high under the fountain so that a person using a wheelchair can get close to the spout and controls? [ADA Standards § 4.15.5 (1), Figs. 4 (e) and 27 (b)] Yes ____ No ____
- J2. If the drinking fountain is a floor-mounted unit, is there clear floor space at least 30 inches long x 48 inches wide (60 inches if it is in an alcove) for a side approach to the drinking fountain so that a person using a wheelchair can get close to the spout and controls even though the fountain has no clear space under it? [ADA Standards § 4.15.5 (2), Figs. 4 (e), 27 (c) and (d)] Yes ____ No ____
- J3. Is the top of the spout no higher than 36 inches above the floor and at the front of the fountain or water cooler? [ADA Standards § 4.15.2] Yes ____ No ____
- J4. Does the water rise at least 4 inches high when no more than 5 pounds of force is applied to the controls of the fountain? [ADA Standards §§ 4.15.3 and 4.15.4] Yes ____ No ____
- J5. Are the controls on or near the front of the unit and do they operate with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.15.4] Yes ____ No ____
- J6. Is the bottom of the apron of the fountain 27 inches above the floor so that it provides the space needed for a person who uses a wheelchair to pull up under it but is not a hazard to people who are blind or have low vision and use a cane to detect hazards? [ADA Standards §§ 4.15.5 (1) and 4.4.1] Yes ____ No ____

Notes/Comments

K. Eating Areas

An accessible route, at least 36 inches wide and without steps or steep slopes, must be provided to and throughout the food service and eating areas of the shelter. The accessible route allows people who use wheelchairs, scooters, and other mobility devices to get to all of the food and drink items in the shelter and to accessible tables and seating.



A serving and eating area in a shelter are shown above. The shaded pathway illustrates the accessible route connecting the entrance, serving areas, accessible seats and tables, and the exit.

Notes/Comments

- K1. Is there an accessible route, at least 36 inches wide, that connects each of the shelter activity areas with the food service and eating areas (it may narrow to 32 inches wide for up to 2 feet in length)? [ADA Standards § 4.3.2(3)] Yes ____ No ____
- K2. Is there an accessible route that is at least 36 inches wide that connects accessible tables with serving, condiment, and dispenser areas? [ADA Standards § 5.3; 4.3.8] Yes ____ No ____
- K3. In each eating area, if tables with fixed seats are provided, do at least 5% of each type of table with fixed seats have accessible locations with knee space at least 27 inches high, at least 19 inches deep, and at least 30 inches wide with a table top 28 to 34 inches above the floor? [ADA Standards § 5.1] Yes ____ No ____
Note: If movable tables and chairs are used as shown, then locate at least 5% of the tables adjacent to an accessible route. Tables can be relocated as needed during operation of the shelter.
- K4. If built-in food, drink, condiment, and tableware dispensers are provided, are dispensers and operating controls mounted no higher than 54 inches above the floor if clear floor space is provided for a side approach? [ADA Standards § 5.5] Yes ____ No ____
- K5. If the operating controls are set back 10 to 24 inches from the front edge of the counter or table are they no higher than 46 inches above the floor? [ADA Standards § 5.5] Yes ____ No ____
- K6. If food service lines are provided, is an accessible route provided (at least 36 inches wide) and are the tray slides no higher than 34 inches above the floor? [ADA Standards § 5.5] Yes ____ No ____

Notes/Comments

OTHER ISSUES

L. Availability of Electrical Power

Emergency shelters should have a way to provide a back-up power supply when the electrical service is interrupted. The back-up power is needed to provide refrigeration of medicines, operation of supplemental oxygen and breathing devices, and for charging the batteries of power wheelchairs and scooters. Individuals whose medications (certain types of insulin, for example) require constant refrigeration need to know if a shelter provides supplemental power for refrigerators or ice-packed coolers. Individuals who use medical support systems, such as supplemental oxygen, or who require periodic breathing treatments using powered devices rely on a stable source of electricity. These individuals must have access to electric power from a generator or other source of electricity while at a shelter.

In general, in each community or area where a shelter is provided, a facility must have one or more back-up generators or other sources of electricity so that evacuees with a disability who rely on powered devices can have access to electrical power while at the shelter.



Notes/Comments

- L1. Is there a backup source of electrical power for the facility? Yes ____ No ____
- L2. Is there a refrigerator or other equipment, such as coolers with a good supply of ice, at the shelter? Yes ____ No ____

M. Single-User or “Family” Toilet Room

In many schools and large facilities where emergency shelters are often located, single-user toilet rooms may be provided for staff. In those facilities built or altered since the ADA went into effect, single-user toilet rooms should have accessible features that could be useful during shelter operation. These features include an accessible entrance and turning and maneuvering spaces. These rooms should also have been built to allow grab bars, accessible controls, and accessible hardware to be easily installed.

As part of the planning for operating an emergency shelter, facilities operators should consider using an available staff toilet room, if provided, as a single-user or “family” toilet room. When provided in addition to large accessible toilet rooms, this type of facility permits a person with a disability to receive assistance from a person of the opposite sex.

- M1. If a sign is provided at the toilet room entrance (e.g. Men, Women, Boys, Girls, etc.), is a sign with raised characters and Braille mounted on the wall adjacent to the latch side of the door and centered 60 inches above the floor? [ADA Standards § 4.1.3(16)(a)]
- Yes _____ No _____

If No, install a sign with raised characters and Braille on the wall adjacent to the latch side of the door and centered 60 inches above the floor and leave the existing sign in place on the door if removing it will damage the door.

Note: an additional sign may be mounted on the toilet room door but this cannot be considered to be the accessible sign which must be mounted on the wall adjacent to the latch side of the door.

- M2. Does the door to the toilet room provide at least 32 inches clear passage width when the door is open 90 degrees? [ADA Standards § 4.13.5]
- Yes _____ No _____

- M3. Is the hardware (e.g., lever, pull, etc.) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.13.9]
- Yes _____ No _____

If No, add new accessible hardware or adapt/replace hardware.

Notes/Comments

M4. On the latch, pull side of the door, is there at least 18 inches clearance provided if the door is not automatic or power operated? Yes ___ No ___
 [ADA Standards § 4.13.6; Fig. 25]

M5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Standards §§ 4.1.6(3)(d)(ii); 4.13.8] Yes ___ No ___
 If No, replace threshold with one with beveled sides or add a sloped insert.

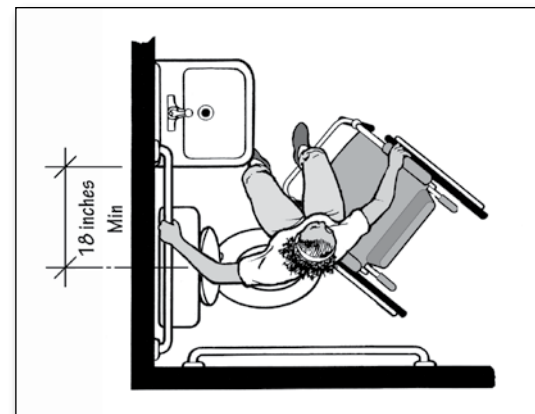
M6. Inside the room is there an area for a person who uses a wheelchair to turn around - either a 60-inch diameter circle or a "T"-shaped turn area? Yes ___ No ___
 [ADA Standards §§ 4.22.3; 4.2.3]

M7. If the door swings into the room, does the door swing not overlap the required clear floor space for the toilet or lavatory? Yes ___ No ___
 [ADA Standards §§ 4.22.2; 4.2.4.1]

Note: In the figure below the clear floor space for the toilet extends at least 66 inches from the back wall.

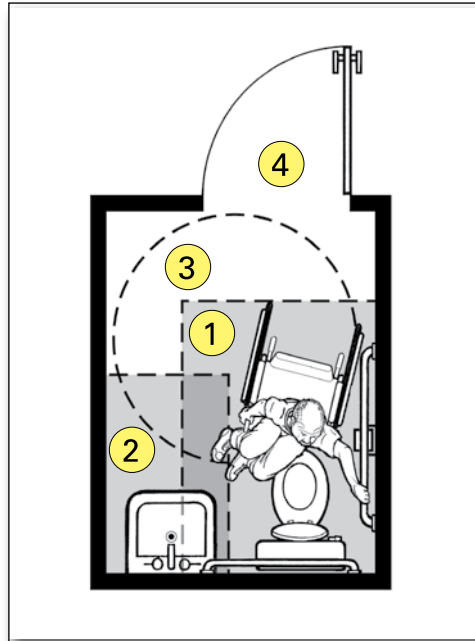
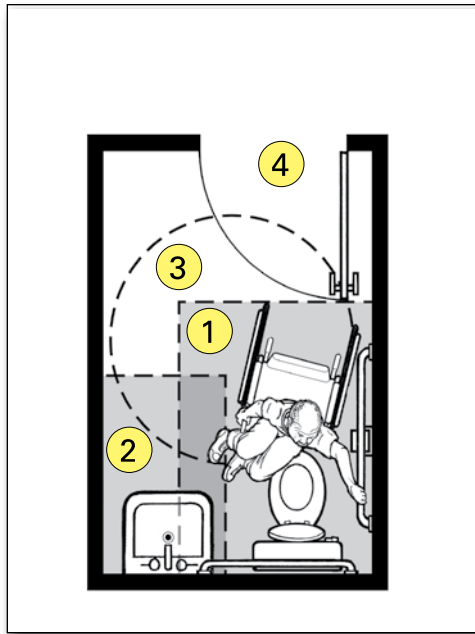
M8. Is there at least 18 inches between the center of the toilet and the side of the adjacent lavatory? Yes ___ No ___
 [ADA Standards § 4.16.2; Fig. 28]

M9. Does the lavatory have at least a 29-inch-high clearance under the front edge and the top of the rim no more than 34 inches above the floor? Yes ___ No ___
 [ADA Standards § 4.19.2]



Plan view showing the minimum amount of space required between the toilet and the adjacent lavatory.

Notes/Comments



- Notes:
- 1 48-inch minimum by 66-inch minimum clear floor space for toilet
 - 2 48-inch minimum by 30-inch minimum clear floor space for lavatory
 - 3 60-inch minimum turning space
 - 4 door swing

Notes/Comments

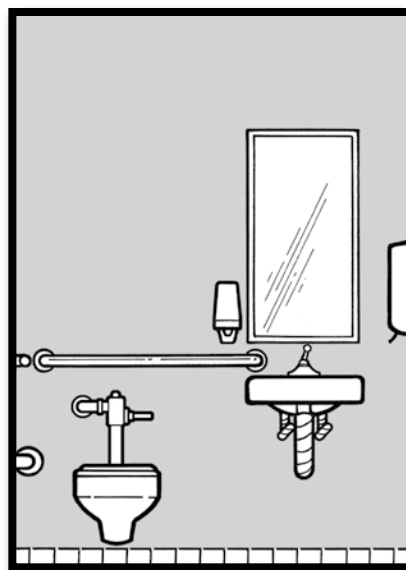
Plan view of a single-user toilet room showing the door swing not overlapping the dark toned area indicating the clear floor space for the toilet and lavatory. The door swing may overlap the turning space indicated by the circular area.

M10. Are the drain and hot water pipes for the lavatory insulated or otherwise configured to protect against contact? Yes _____ No _____
 [ADA Standards § 4.19.4]

M11. Does that lavatory have controls that operate easily with one hand, without tight grasping, pinching, or twisting of the wrist? Yes _____ No _____
 [ADA Standards § 4.19.5]

M12. If a mirror is provided, is the bottom of the reflecting surface no higher than 40 inches above the floor or is a full length mirror provided?
[ADA Standards § 4.19.6]

M13. For each type of dispenser, receptacle, or equipment, is there clear floor space at least 30 inches wide x 48 inches long adjacent to the control or dispenser (positioned either parallel to the control or dispenser or in front of it)?
[ADA Standards §§ 4.23.7; 4.27.2; 4.2.5 and Fig 5; 4.2.6 and Fig 6]



Front view of toilet, lavatory, mirror and soap dispenser

M14. Is the operating control (switch, lever, button, or pull) for each type of dispenser or built-in equipment no higher than 54 inches above the floor (if there is clear floor space for a parallel approach) or 48 inches (if there is clear floor space for a front approach)?
[ADA Standards § 4.23.7; 4.27.3; 4.27.2; 4.2.5 and Fig 5; 4.2.6 and Fig 6]

M15. Are all built-in dispensers, receptacles, or equipment mounted so the front does not extend more than 4 inches from the wall if the bottom edge is between 27 inches and 80 inches above the floor?
[ADA Standards §§ 4.23.7; 4.27; 4.4.1; Fig. 8]

M16. Is the centerline of the toilet 18 inches from the adjacent side wall?
[ADA Standards § 4.16.2; 4.17.3]

Yes ____ No ____

Yes ____ No ____

Yes ____ No ____

Yes ____ No ____

Yes ____ No ____

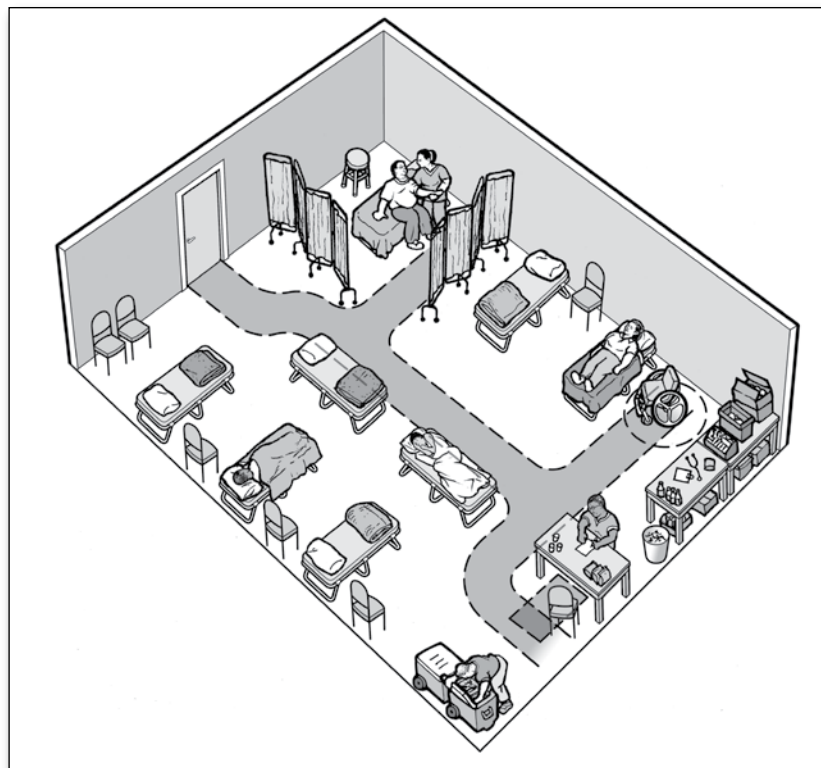
Notes/Comments

- M17. Is the top of the toilet seat 17 to 19 inches above the floor?
 [ADA Standards § 4.16.3] Yes _____ No _____
- M18. Is the flush valve located on the side adjacent to the lavatory?
 [ADA Standards § 4.16.5] Yes _____ No _____
- M19. Is a horizontal grab bar at least 40 inches long securely mounted on
 the adjacent side wall 33 to 36 inches above the floor with one end no
 more than 12 inches from the back wall?
 [ADA Standards §§ 4.16.4; 4.17.6] Yes _____ No _____
- M20. Is there a horizontal grab bar at least 36 inches long securely mounted
 behind the toilet 33 to 36 inches above the floor with one end no more
 than 6 inches from the side wall? [ADA Standards §§ 4.16.4; 4.17.6] Yes _____ No _____
- M21. If a coat hook is provided, is it mounted no higher than 54 inches
 above the floor for a side approach or 48 inches above the floor for a
 front approach? [ADA Standards § 4.25.3] Yes _____ No _____

Notes/Comments

N. Health Units/Medical Care Areas

In many schools, where emergency shelters are often located, nurses' rooms or other types of health care facilities may be provided. These health care facilities should be on an accessible route and have accessible features, including an accessible entrance, an accessible route to the different types of services offered within the medical care unit, turning and maneuvering spaces, and cots or beds that are at a height to which people who use mobility devices can easily transfer.



An overhead view of a medical care area with a shaded pathway showing the accessible route shown and clear floor spaces.

Notes/Comments

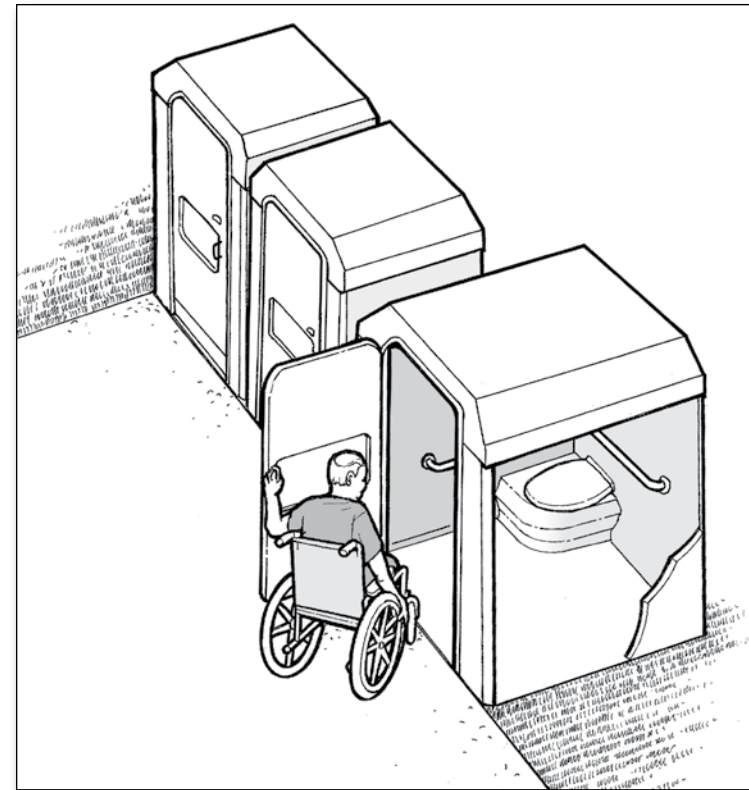
- N1. Is there an accessible route, at least 36 inches wide, that connects each of the shelter activity areas with the health units and medical care areas (it may narrow to 32 inches wide for up to 2 feet in length)? [ADA Standards § 4.3.2(3)]

Yes ____ No ____

O. Accessible Portable Toilets

Portable toilets are often used at emergency shelters to supplement permanent toilet facilities. When portable toilets are provided, at least one must be a unit with accessible features that is located on an accessible route connecting it with the shelter. For the entrance to an accessible portable toilet to be usable, there must either be no step or a ramp must be installed that extends extends from the hinge side of the door to at least 18 inches beyond the latch side of the door.

Accessible portable toilets should similar features to a standard accessible toilet stall including an accessible door, side and rear grab bar, clear space next to the toilet, and maneuvering space.



A person using a wheelchair enters an accessible portable toilet. The unit is positioned to provide a flush entry from the accessible route.

ATTACHMENT D
Barrier Mitigation Plan

Prior to opening a shelter at this location, the County would assist with barrier mitigation as outlined below. If the facility undergoes a significant rebuild or remodel prior to its use as an emergency shelter, the following barrier mitigations should be considered by the facility's owners and managers:

Door pressure to building entrances exceeds 5 lbs. of pressure.

Mitigations: The County can choose from a number of just-in-time fixes, including adjusting door pressure, removing the closer mechanism, and propping open the door and using a privacy curtain instead. If those efforts are unsuccessful, greeters can be assigned to open and close doors as needed.

Barrier: The men's ADA-designated toilet stall does not meet standards for an accessible restroom. The toilet seat is 16 inches above the floor instead of the required 17-to-19 inches above the floor. MCSD may provide access to the neighboring Teen Center where a compliant men's toilet is available.

Mitigation: If access to neighboring Teen Center is not available, the County can provide an accessible portable toilet.

Barrier: The women's restroom requires a minor accommodation. One sink drainpipe is lacking an insulation wrap.

Mitigations: The County can provide an insulation wrap.

Barrier: The men's restroom in gym facility single mirror is higher than 40-inch requirement.

Mitigations: The County can provide a temporary mirror.

**MEMORANDUM OF AGREEMENT
BETWEEN
COUNTY OF HUMBOLDT
AND
AZALEA / McKINLEYVILLE COMMUNITY SERVICES DISTRICT**

This Memorandum of Agreement ("MOA") is made and entered into this first day of November, 2022, by and between County of Humboldt ("COUNTY") and [McKinleyville Community Services District] ("SHELTER") for the provision of physical facilities to serve as a temporary emergency public shelter in the event of a disaster.

1. PURPOSE

1.1. The purpose of this MOA between COUNTY and SHELTER is to identify each party's responsibilities and obligations to each other during natural or human-caused disasters and emergencies. This MOA explains how COUNTY and SHELTER shall coordinate the opening of the facility provided, conduct administrative activities, and information exchange activities required for the effective and seamless delivery of a temporary emergency public shelter.

2. TERM

2.1. This MOA is effective from Nov. 1, 2022 to Nov. 1, 2027.

3. TEMPORARY EMERGENCY SHELTER

3.1. The temporary emergency shelter is located at Azalea Hall ("FACILITY"). The FACILITY has a capacity to temporarily accommodate 88 members of the public.

3.2. Parties will jointly conduct a pre-occupancy survey of the FACILITY before it is released to COUNTY for temporary use. Parties will use Red Cross' Facility/Shelter Opening & Closing Inspection Form, Attachment A, to record any existing damage or conditions. SHELTER will identify and secure all equipment that COUNTY should not use while sheltering in the FACILITY. COUNTY will exercise reasonable care while using the FACILITY as a temporary emergency shelter and will make no modifications to the FACILITY without the express written approval of the SHELTER.

3.3. COUNTY will notify SHELTER of the closing date for the shelter. Before COUNTY vacates the FACILITY, parties will jointly conduct the post-occupancy survey, Attachment A, to record any damage or conditions.

3.4. SHELTER will provide written notice at least 72 hours in advance if permission to utilize an active SHELTER is revoked or rescinded while it is under the care and control of COUNTY.

4. INITIATION

4.1. SHELTER agrees, upon request and if feasible, to be available to COUNTY to exercise this Agreement at any time, 24 hours per day, seven (7) days/week to use FACILITY on a temporary basis as an emergency public shelter.

MOA - Temporary Emergency Public Shelter
Azalea Hall

4.2. SHELTER will designate a contact person who ensure that the SHELTER is available for use by COUNTY in case of an emergency at any time, 24 hours/day, seven (7) days/week. Additional emergency contact information is incorporated as Attachment B, including three (3) 24 hour contact points for SHELTER and COUNTY. Attachment B shall be modified if any designated 24-hour-contacts change, upon written notice within 30 days of the designee change. Such modifications shall be incorporated as amendments to this Agreement.

SHELTER's 24-Hour Point of Contact:

Facility and authorization contact: James Henry, Operations Director
707-839-1351 Office
707-496-2295 Home

COUNTY's 24-Hour Point of Contact:

TITLE: Emergency Services Manager, Humboldt County Sheriff's Office of
Emergency Services
TELEPHONE NUMBER: 707-268-2500 or 707-445-7251

5. SHELTER OBLIGATIONS

5.1 SHELTER agrees to the following provisions:

5.1.1 SHELTER will promptly respond to requests by COUNTY to utilize the FACILITY, and permit the use of the named facility or facilities as an evacuation center or overnight emergency shelter whenever reasonably possible.

5.1.2. SHELTER will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the SHELTER by COUNTY.

5.1.3. SHELTER will ensure that reasonable measures are taken to ensure accessibility and compliance with the Americans With Disabilities Act (ADA) and permit temporary installation of non-damaging equipment to remove barriers to accessibility. Parties with use ADA Checklist for Emergency Shelter, Attachment C, to evaluate the SHELTER for compliance. Parties also agree to comply with the Barrier Mitigation Plan, Attachment D, when the FACILITY is used as a SHELTER.

6. COUNTY OBLIGATIONS

6.1. COUNTY agrees to the following provisions:

6.1.1 COUNTY will have primary responsibility for the operation of the shelter and will designate an authorized Shelter Manager to manage and act as the primary point of contact for daily sheltering activities.

6.1.2 COUNTY will ensure that all reasonable measures are taken to prevent damages to FACILITY, and that the facility is not altered while in use as an emergency shelter.

7. INSURANCE

7.1. SHELTER'S INSURANCE.

7.1.1. General Insurance Requirements. Without limiting the parties' indemnification obligations provided for herein, each party will maintain in full force and effect, at its own expense, any and all appropriate comprehensive general liability insurance, comprehensive automobile insurance, workers' compensation and professional liability policies. Minimum limits of \$2,000,000 will be maintained for general and auto liability. Workers' compensation coverage will be maintained as required by the laws of the State of California.

7.1.2. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive General Liability and Professional Liability Policies shall provide that COUNTY, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by, or on behalf of, FACILITY. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
 - a. Includes contractual liability.
 - b. Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as "XCU Hazards."
 - c. Is the primary insurance with regard to COUNTY.
 - d. Does not contain a pro-rata, excess only and/or escape clause.
 - e. Contains a cross liability, severability of interest or separation of insureds clause.

7.2. COUNTY'S INSURANCE.

7.2.1. General Insurance Requirements. Without limiting the parties' indemnification obligations provided for herein, each party will maintain in full force and effect, at its own expense, any and all appropriate comprehensive general liability insurance, comprehensive automobile insurance, workers' compensation and professional liability policies. Minimum limits of \$2,000,000 will be maintained for general and auto liability. Workers' compensation coverage will be maintained as required by the laws of the State of California.

7.2.2. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive General Liability and Professional Liability

Policies shall provide that FACILITY, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by, or on behalf of, COUNTY. The coverage shall contain no special limitations on the scope of protection afforded to FACILITY or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:

- a. Includes contractual liability.
- b. Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as "XCU Hazards."
- c. Is the primary insurance with regard to FACILITY.
- d. Does not contain a pro-rata, excess only and/or escape clause.
- e. Contains a cross liability, severability of interest or separation of insureds clause.

7.3. Any and all insurance notices required to be given pursuant to the terms of this Agreement shall be sent to the addresses set forth below in accordance with the notice provisions described herein.

COUNTY: County of Humboldt
Attn: Risk Management
825 Fifth Street, Room 131
Eureka, California 95501

SHELTER: McKinleyville Azalea Hall / McKinleyville Community Services
District
Attention: James Henry
PO Box 2037 / 1656 Sutter Rd.
McKinleyville, CA 95519

8. INDEMNIFICATION

8.1. Mutual Indemnity. Each party hereto shall hold harmless, defend and indemnify the other party and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, the negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of the other party or its agents, officers, officials, employees or volunteers.

8.1.1 Comparative Liability. Notwithstanding anything to the contrary, in the event that both parties are held to be negligently or willfully responsible, each party will bear their proportionate share of liability as determined in any such proceeding. In such cases, each party will bear their own costs and attorney's fees.

8.1.2. Effect of Insurance. Acceptance of the insurance required by this MOA shall not relieve either party from liability under this provision. This provision shall apply to all claims for damages related to either party's performance hereunder, regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided hereunder.

8.2. Acceptance of insurance, if required by this MOA, does not relieve SHELTER from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by SHELTER's operations regardless if any insurance is applicable or not.

9. REIMBURSEMENT

9.1. COUNTY will reimburse SHELTER for the following:

9.1.2. Damage to the FACILITY or other property of SHELTER, reasonable wear and tear excepted, resulting from the operations of COUNTY. Reimbursement for FACILITY damage will be based on replacement at actual cash value. COUNTY will select from among bids from at least three reputable contractors. COUNTY is not responsible for storm damage or other damage caused by the disaster.

9.1.3. Reasonable, actual, out-of-pocket operational costs, including the costs of the utilities to the extent that such costs would not have been incurred but for COUNTY's use of FACILITY.

9.2. SHELTER will submit any request for reimburse to COUNTY within 60 days after the FACILITY closes. Any request for reimbursement for supplies or operational costs must be accompanied by supporting invoices.

9.3 In the event that the FACILITY is utilized by the COUNTY for extended sheltering operations, this MOA may be amended with the approval of all parties to include provisions for reimbursement of other costs not expressly named under this section.\

10. TERMINATION

10.1. This MOA may be terminated by either party for any reason upon 30 days' advance written notice of such intent to terminate.

11. NOTICES

11.1. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Humboldt County Sheriff's Office of Emergency Services
Attention: Emergency Services Manager
826 4th Street
Eureka, CA 95501

SHELTER: McKinleyville Azalea Hall/ McKinleyville Community Services
District
Attention: James Henry
PO Box 2037 / 1656 Sutter Rd.
McKinleyville, CA 95519

Each party may at any time change its address for notice by giving written notice of such change to the other party in the manner provided in this section.

12. NUCLEAR FREE ORDINANCE

12.1. SHELTER certifies by signing below that it is not a Nuclear Weapons Contractor, in that SHELTER is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. SHELTER agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor, as defined above. COUNTY may immediately terminate this Agreement if it determines that the foregoing certification is false or if SHELTER becomes a Nuclear Weapons Contractor.

13. SMOKING

13.1. Pursuant to Humboldt County Code sections 971-1 *et seq.*, smoking shall be prohibited in all COUNTY owned, leased, rented or controlled premises. SHELTER shall comply with said provision.

14. RELATIONSHIP OF PARTIES:

14.1. It is understood that this is an Agreement by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or any other similar association. All parties further agree that SHELTER shall not be entitled to any benefits to which COUNTY employees are entitled, including, but not limited to, overtime, retirement benefits, leave benefits or workers' compensation. SHELTER shall be solely responsible for the acts or omissions of its agents, officers, employees, assignees and subcontractors.

15. NON-LIABILITY OF COUNTY OFFICIALS AND EMPLOYEES

15.1. No official or employee of COUNTY shall be personally liable for any default or liability under this Agreement.

16. AMENDMENT

16.1. This Agreement may be amended at any time during the term of this Agreement upon the mutual consent of all parties. No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

17. COUNTERPARTS

17.1. This Agreement, and any amendments hereto, may be executed in one (1) or more counterparts, each which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. A signed copy of this Agreement, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement, and any amendments hereto, for all purposes.

18. AUTHORITY TO EXECUTE

18.1. Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such party's obligations hereunder have been duly authorized.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date first written above.

TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:

- (1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND
- (2) SECRETARY, ASSISTANT SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

Azalea Hall - McKinleyville Community Services District:

By: _____ Date: _____

Name: _____

Title: _____

By: _____ Date: _____

Name: _____

Title: _____

County of Humboldt:

By: _____ Date: _____

William F. Honsal III

Humboldt County Sheriff and Director of Emergency Services

LIST OF ATTACHMENTS:

Attachment A: Red Cross' Facility/Shelter Opening & Closing Inspection

Attachment B: Emergency Contacts Form

Attachment C: ADA Checklist for Emergency Shelter

Attachment D: Barrier Mitigation Plan

MOA - Temporary Emergency Public Shelter
Azalea Hall



American Red Cross



Facility/Shelter Opening & Closing Inspection

Name of Facility _____ Address _____

Name of Facility Rep and/or Operator _____ Phone # _____

Opening Inspection

Areas to Inspect When Opening the Facility/Shelter (Check yes, no, not applicable (NA) or unknown (U). Specific areas needing correction and those responsible for making them should be noted under "Comments". Take pictures of pre-existing damages)

Yes	No	NA	U	Comments	Areas to Inspect
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are indoor and outdoor walking surfaces free of trip and fall hazards (e.g. uneven sidewalks, unprotected walkways, loose/missing tiles, wires, etc...)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are the routes to exits relatively straight and clear of obstructions (e.g. blocked, chained, obstructed)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are all emergency exits properly identified and secured, and there are at least two exits per floor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are illuminated exit and exit directional signs visible from all aisles?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are all kitchen equipment and bathroom fixtures in working order?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is there an emergency evacuation plan posted and an identified meeting place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are there guidelines for directing occupants to an identified assembly area away from the building once they reach the ground floor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are there any site specific hazards (e.g. hazardous chemicals and machinery)? If so, describe them.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is the facility neat, clean and orderly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are the following utility systems in good working order: electricity, water, sewage system, HVAC?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are fire extinguishers and smoke detectors present, inspected and properly serviced with current inspection tags?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		If power fails, is automatic emergency lighting available for exit routes, stairs and restrooms?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is there a back-up power source?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are first aid kits readily available and fully stocked? Where?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Will occupants of the building be notified that an emergency evacuation is necessary by a public address system or alarm?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Are floors and walls free of damage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Is the parking area free of damage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SHELTER ONLY: Are there accessible parking spaces?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SHELTER ONLY: Is there at least one entrance to the building accessible for people with mobility issues with signage identifying the location of the accessible entrance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SHELTER ONLY: Is there at least one accessible restroom?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		SHELTER ONLY: Are there routes without steps available to access service delivery areas, restrooms and showers? Can service be provided in an area that can be accessed by routes without steps?

Any Damage or Additional Comments

American Red Cross
 Printed Name & Title _____ Signature _____ Date _____

Facility Rep/Operator
 Printed Name & Title _____ Signature _____ Date _____

ATTACHMENT B
Emergency Contacts Form

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MOA - Temporary Emergency Public Shelter
Azalea Hall

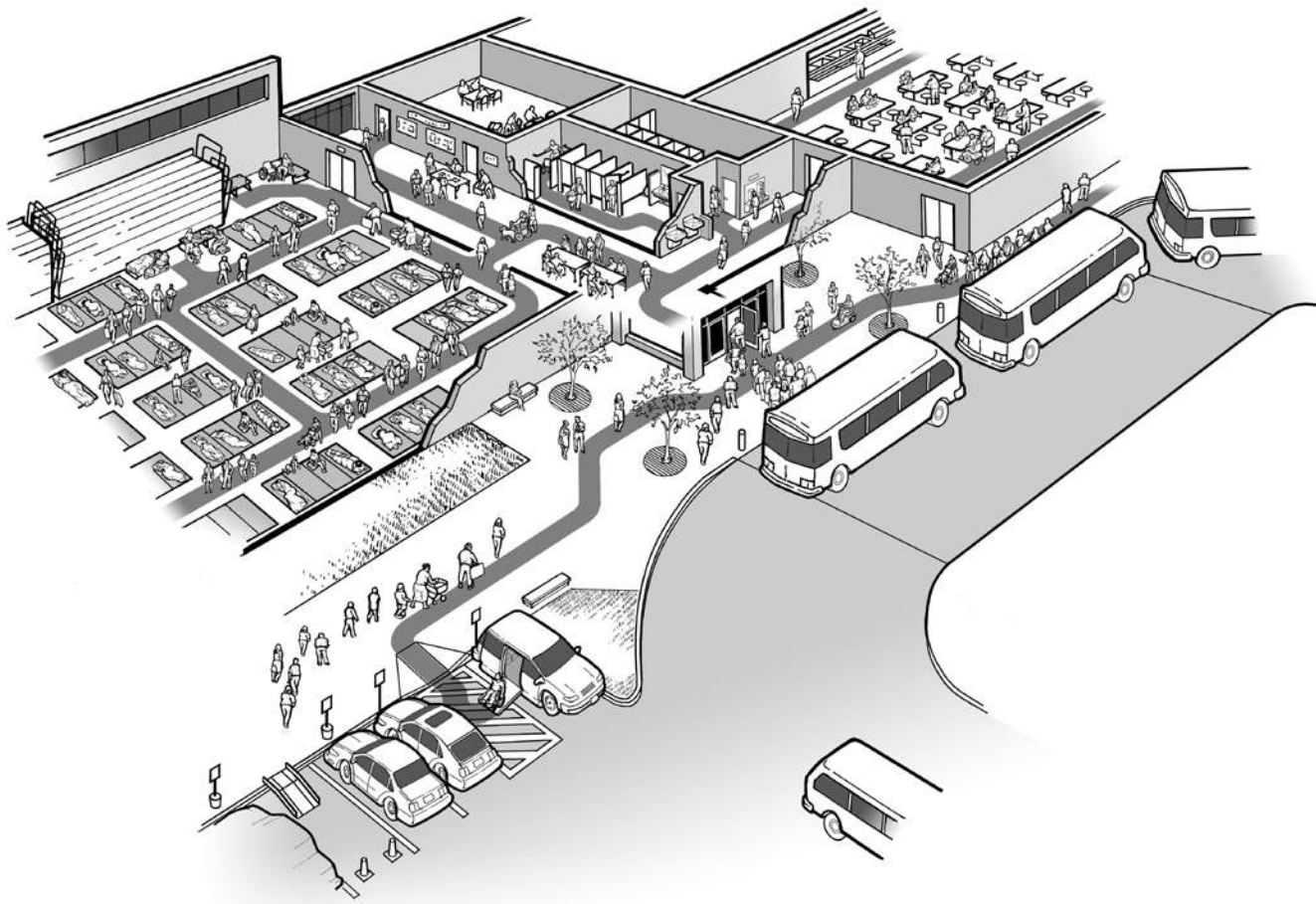
NOTICE

Portions of this addendum may not fully reflect the current ADA regulations. The [regulation implementing title II](#) of the ADA was revised as recently as 2016. Revised [ADA Standards for Accessible Design \(2010 Standards\)](#) were issued on September 15, 2010 and went into effect on March 15, 2012.



Americans with Disabilities Act

ADA Checklist for Emergency Shelters



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Disclaimer

The ADA authorizes the Department of Justice to provide technical assistance to individuals and entities that have rights or responsibilities under the Act. This document provides informal guidance to assist you in understanding the ADA and the Department's regulation. However, this technical assistance does not constitute a legal interpretation of the statute.

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ACCESSIBLE EMERGENCY SHELTERS

One of the most important roles of State and local government is to protect people from harm, including helping people obtain food and shelter in major emergencies. When disasters occur, people are often provided safe refuge in temporary shelters located in schools, office buildings, tents, or other facilities. Advance planning for an emergency shelter typically involves ensuring that the shelter will be well stocked with basic necessities, such as food, water, and blankets. Planning should also involve ensuring that these shelters are accessible to people with disabilities. Making emergency sheltering programs accessible is generally required by the Americans with Disabilities Act of 1990 (ADA).



A. Evaluating the Physical Accessibility of Emergency Shelters

In order to be prepared for an emergency that requires sheltering, accessible features should be part of an emergency shelter. A first step to providing an accessible shelter is to identify any physical barriers that exist that will prevent access to people with disabilities. One good way to do this is to inspect each shelter facility that your community plans to use in an emergency and identify barriers to people with disabilities, including people who use wheelchairs or scooters or who have difficulty walking, people who are deaf or hard-of-hearing, and people who are blind or who have low vision. Facilities built or extensively altered since the ADA went into effect in 1992 may have few barriers to accessibility and could be good

choices for emergency shelters. Facilities built before 1992 and not altered to provide accessibility may have barriers that prevent access to people with disabilities.

When evaluating physical accessibility in older facilities, it may be a good idea to do the analysis in two parts. If you suspect that an older facility is not accessible, you can do a preliminary analysis before completing a detailed accessibility survey. This preliminary analysis, or quick-check, can eliminate facilities with extensive barriers so that the focus can be on those facilities that are most appropriate to become accessible shelters. To help identify older

buildings that may be good candidates to become accessible shelters, a copy of the Accessible Shelter Quick-Check Survey is provided **on page 7**. After completing the Quick-Check Survey, if you have checked “Yes” for most of the questions on the forms, you should conduct a full accessibility survey using the ADA Checklist for Emergency Shelters.

If you find barriers to accessibility after completing the checklist, the next step is to either remove the barriers or identify other nearby accessible facilities that can serve as a shelter. In communities with more than one emergency shelter, until all shelters are accessible, the locations of accessible shelters should be widely publicized, particularly to people with disabilities and organizations that serve the disability community.

B. Conducting Accessibility Surveys

The following Quick-Check Survey (beginning on page 7) and the ADA Checklist for Emergency Shelters (beginning on page 11) are designed to assist State and local officials and operators of emergency shelters to determine whether a facility being considered for use as an emergency shelter is accessible and if not, whether modifications are needed to remove barriers or whether relocation to another accessible facility is necessary. Filling out the Quick-Check Survey will provide guidance on whether a facility has certain basic accessible features, and filling out the detailed ADA Checklist for Emergency Shelters will provide specific information on any barriers to accessibility.

C. Getting Started

Individuals conducting the surveys need not be experienced in evaluating facilities for accessibility. The checklist provides guidance on how to complete the survey and will prompt the user to check key elements. The checklist pages also provide space for notes and other key information. The checklist is designed to prompt the user to check key features by asking questions about sizes, sloped surfaces, and availability of accessible features; and in some areas, it suggests alternatives if a physical barrier is identified. By following the directions provided for filling out the checklist, staff can identify accessible shelters and develop information needed to implement temporary and permanent accessibility modifications.

An evaluation of shelter accessibility should focus on those areas of the facility that may be used for providing shelter in an emergency. These include areas where people are dropped off by a bus, van, or car; the parking area; the entrance to the shelter; pedestrian routes (both exterior and interior); sleeping, eating, information, and recreational areas; and toilet rooms.

Before shelter accessibility is evaluated, it is useful for staff to review the instructions for filling out the checklist and become familiar with the questions. It is also helpful to practice taking measurements, photographs, and recording information.

On the day of the survey, it is helpful to first become familiar with certain areas before starting to record information. Upon arrival at the proposed shelter, first find the areas where people will disembark from vehicles, both passenger drop-off and loading zones as well

as parking areas. Next find the entrances to the shelter areas that will be used during an evacuation. If possible, take an identifying “location” photograph that shows the name of the facility and the address so that other photographs can be identified correctly. When inside the building, locate the areas where people are likely to register, sleep, and eat. Locate the toilet rooms that serve the shelter area. It is also a good idea to locate any areas used for telephones, food distribution, and medical services.

D. Tools Needed

The following items are needed for the survey:

- A metal tape measure that is at least 20 feet long;
- A digital level or bubble level that is 24 inches long;
- A door pressure gauge;
- A digital (preferred) or film camera with a flash;
- One copy of the checklist for each shelter (and Quick-Check Survey if used); and
- A clipboard and pens.

If you are not familiar with taking the types of measurements needed to complete the checklist, review the following section and practice using the tools before going to conduct a survey.

E. Taking Measurements

1. Sloped Surfaces

Measuring the slope of a ramp, parking space, walkway, or other ground or floor surface is important to identify whether the surface is accessible. The amount of slope or grade is described as the proportion of a vertical rise to a horizontal length. It is usually described as:

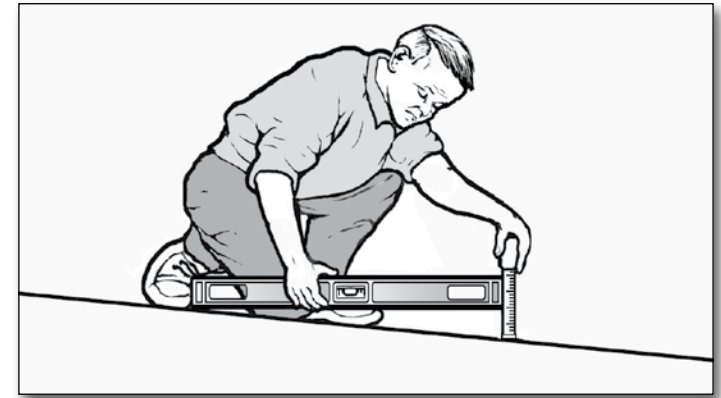
- a ratio (e.g., 1:20, which means one unit of vertical rise for each 20 units of horizontal length); or
- a percentage (e.g., 8.33% which equates to a ratio of 1:12 or 4.76 degrees).

The easiest way to measure slope is to use a digital level. The digital display gives a reading that may be shown as a percent, degrees, or as a digital bubble. Before using a digital level, make sure to understand the directions for its use. It will need to be calibrated before each use. The maximum running slope generally allowed for ramps is 1:12 (8.33% or 4.76 degrees). Cross slope is the slope or grade of a surface perpendicular to the running slope. The most cross slope allowed on an accessible route is 1:50 (2% or 1.15 degrees).

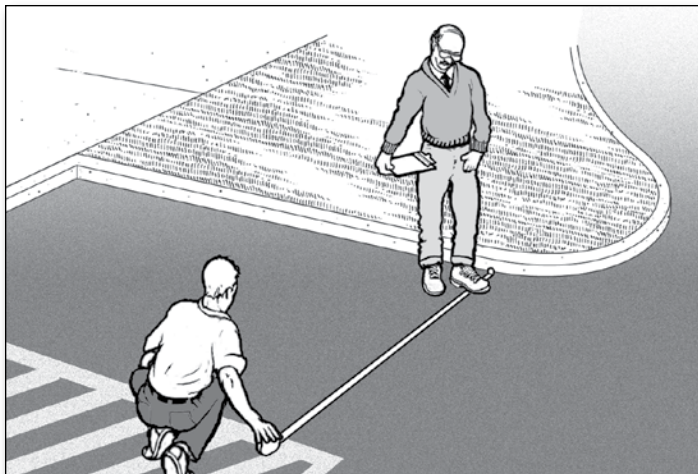
Another way to measure slope that requires more effort is to use a 24-inch level with leveling bubble and a metal tape measure. Place the level on the sloped surface in the direction you wish to measure. Rest one end of the level at the highest point of the sloped surface and lift the other end (see below) until the bubble is in the middle of the tube. This is the “level” position. While the level is in this position, measure the distance between the end of the level and the sloped surface below. If the distance is two inches or less, then the slope is 1:12 or less. When the distance is more than two inches, record the distance on the checklist so the exact slope can be calculated later. For measuring cross slope, if the distance, measured from the level position, is $\frac{1}{2}$ inch or less then the slope is 1:48 or less.

2. Using the Tape Measure

A metal tape measure is needed to measure the length, width, height, and depth of various elements. When measuring long distances, pull the tape tight to get an accurate measurement. The checklist will offer guidance for the specific measurement that is required.



Measuring slope using a 24-inch bubble level and tape measure



Using a tape measure to measure the width of a parking space

3. Measuring Door Openings

Special care is needed when measuring the clear opening of a doorway. To measure the clear opening of a standard hinged door, open the door to 90 degrees. Place the end of the tape measure on the side of the door frame next to the clear opening (see below). Stretch the tape across the door opening to the face of the door. This measures the clear width of the door opening through which people pass, which is less than the width of the door itself.



Measuring the clear opening from the face of the doorstop on the frame to the face of the open door

F. Taking Photographs

A comprehensive set of photographs makes it easier to understand existing conditions after the survey is completed. It is a good idea to take many photos of the exterior and interior of the potential shelter. It is likely that many other people in your decision-making process will need to review information about the facility you are surveying, so try to record each element that you survey with several photos. It is always useful to first take a photo that will clearly

identify the location of the element so that others will easily be able to find the element. Then, take several close-up shots of that element to document the conditions you found during your survey. If you are not familiar with the camera that you plan to use, practice using it both indoors and outdoors before starting to survey the various facilities being considered for use as shelters. If you are using a digital camera, it is a good idea to review the images as you take them to ensure that you have good quality photographs.

G. Completing the Survey and Checklist

The survey and checklist forms will prompt you for what to look at and where to measure. You should write down all answers and notes for use later in the planning process. If a photo is taken of a particular element or condition, then you should note this on the checklist. It is usually more efficient for two or three people to work together doing these surveys. One person can measure while the other records the information and takes photos.

For each item, check either “Yes” or “No.” If the measurement or number falls short of that required for accessibility, write the measurement or number to the right of the question. Add notes or comments as needed. For some questions when “No” is the answer, the checklist will include a prompt to check for an alternate solution. Information on possible alternative solutions can be used later to decide how to better provide accessibility. Taking several photos is also helpful when the answer is “No” and an alternative way to provide accessibility is not readily apparent.

When completing the survey or checklist, try to answer every question in each section unless the element is not present at that facility. For example, if no parking lot is provided at the facility, (such as where only on-street parking is provided), do not measure the size of the on-street parking spaces.

Some sections of the checklist are divided into two parts, one for individuals with a mobility disability and the other for individuals who are blind or who have low vision. While evaluating a facility you will be checking to ensure that an accessible route is provided. The accessible route is a continuous unobstructed pedestrian path without steps or steep slopes that connects all accessible site and building features and spaces together. A continuous accessible route must be available at the shelter for people who use a wheelchair, scooter, or other mobility device. Other sections of the checklist ask questions related to individuals who are blind or have low vision. These questions cover all circulation paths, not just pedestrian paths that are also an accessible route.

The survey and the checklist are based on some of the requirements from the ADA Standards for Accessible Design (the Standards). Questions have been selected to reflect features that may be most important for the short-term stays common for emergency shelters. To learn more about the Standards, see the Department of Justice regulations, 28 C.F.R. Part 36, Appendix A. The regulations and the Standards are available at www.ada.gov. Copies are also available by calling the ADA Information Line at 800-514-0301 (voice) or 800-514-0383 (TTY).

H. After Completing the Survey and Checklist

Once you have completed the survey and filled out the checklist, you can determine which elements or spaces in a potential shelter facility are accessible and which may need modifications. If most answers are “yes,” the facility may need little or no modification. If some answers are “no,” modifications may be needed to remove barriers found in that space or element. Emergency shelters in older buildings with inaccessible features might be made accessible with temporary modifications, (such as portable ramps at the entrance and accessible parking spaces marked off by traffic cones) until permanent modifications can be made. However, where facilities are not capable of being made accessible, another facility will need to be selected for use as a shelter.

Step One: Accessible Shelter Quick-Check Survey

Selecting Sites to Survey for Accessibility

Providing an emergency shelter that is accessible to people with disabilities involves making sure that a number of accessible features and spaces are available. To verify accessibility before deciding on a site for an emergency shelter can involve asking many questions such as those in the ADA Checklist for Emergency Shelters. For some older buildings, especially those on hilly sites and those that have not been renovated, remodeled, or altered since 1992, before completing the detailed checklist, it may be better to do a pre-test that can rule out a facility with major accessibility problems so available resources can be focused on other locations. The following questions will help evaluate whether a facility has such major accessibility barriers. After this first step, buildings that do not have major accessibility problems should be surveyed more thoroughly, using the ADA Checklist for Emergency Shelters, to find out which, if any, barriers need to be removed to provide an accessible shelter.

A. Accessible Entrance

Having a way to get into the emergency shelter on a surface that is firm, stable, slip-resistant, without steps or steep slopes, and wide enough for a person using a wheelchair or other mobility aid is essential.

A1. Is there a sidewalk connecting the parking area and any drop off area to the walkway leading to the building? [ADA Standards § 4.1.3(1)] Yes ____ No ____

A2. Is there a route without steps from this sidewalk to the main entrance? Yes ____ No ____

If No, are there two or fewer steps? Yes ____ No ____ Number of Steps: ____

If No, is there another entrance without steps that is connected by a sidewalk to the parking or drop off area? Yes ____ No ____ Location: _____

Notes/Comments

B. Accessible Routes To All Service/Activity Areas

Everyone must be able to get to each of the various areas where activities and services take place. This includes people who use mobility devices, such as wheelchairs and scooters, being able to get to locations where supplies are distributed, to eating areas, to sleeping areas, to toilet rooms, and to other activity areas without encountering stairs or steep slopes.

Check all of the various ways to get to each of the areas where sheltering activities are likely to take place (sleeping, eating, supply distribution, bathrooms, etc.):

B1. Sleeping Area (Location: _____)

B1-a. Is there a route without steps from the accessible entrance to this location? Yes ____ No ____

If No, are there two or fewer steps? Yes ___ No ___ Number of Steps: _____

If No, is there a ramp, lift, or elevator? Yes ___ No ___ Type of device: _____

B1-b. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period? Yes ____ No ____

B2. Eating Area (Location: _____)

B2-a. Is there a route without steps from the accessible entrance to this location? Yes ____ No ____

If No, are there two or less steps? Yes ___ No ___ Number of Steps: _____

If No, is there a ramp, lift, or elevator? Yes ___ No ___ Type of device: _____

Notes/Comments

- B2-b. If an elevator or lift provides the only accessible route, is there a source of back up power to operate the device for an extended period? Yes _____ No _____
- B3. Supply Distribution Area (Location: _____)
- B3-a. Is there a route without steps from the accessible entrance to this location? Yes _____ No _____
 If No, are there two or fewer steps? Yes ___ No ___ Number of Steps: _____
 If No, is there a ramp, lift, or elevator? Yes ___ No ___ Type of device: _____
- B3-b. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period? Yes _____ No _____
- B4. Toilet Rooms (Location: _____)
- B4-a. Is there a route without steps from the accessible entrance to this location? Yes _____ No _____
 If No, are there two or fewer steps? Yes ___ No ___ Number of Steps: _____
 If No, is there a ramp, lift, or elevator? Yes ___ No ___ Type of device: _____
- B4-b. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period? Yes _____ No _____

Notes/Comments

C. Accessibility Within Toilet Rooms

C1-a. Is there an area within the toilet room where a person who uses a wheelchair or mobility device can turn around - either a minimum 60-inch diameter circle or a "T"-shaped turn area?
 [ADA Standards §§ 4.22.3; 4.2.3, Fig. 3]

Yes ____ No ____

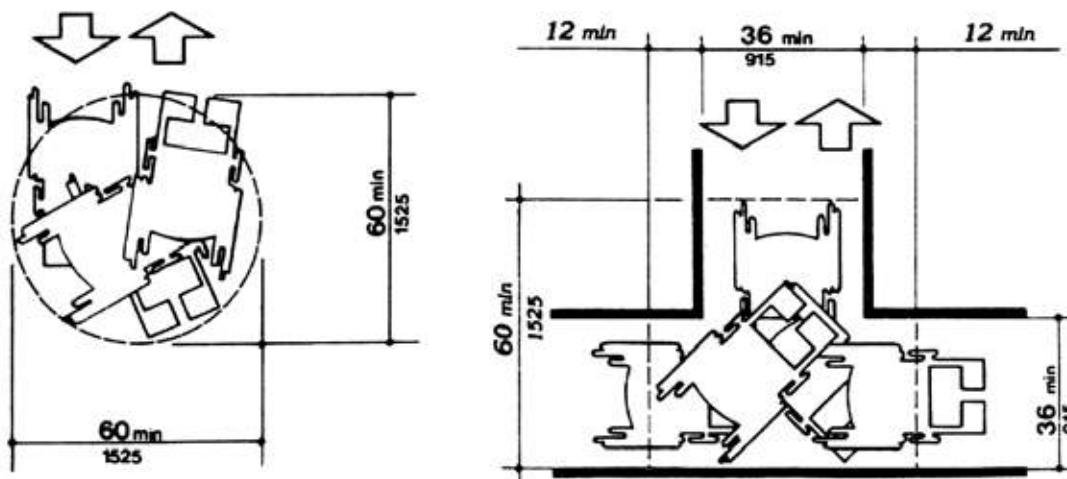


Fig 3
 Minimum spaces for turning

C1-b. Is at least one stall at least 60 inches wide and 56 inches deep (wall mounted toilet) or 59 inches deep (floor mounted toilet)?
 [ADA Standards § 4.17.3]

Yes ____ No ____

Notes/Comments

Using The Information:

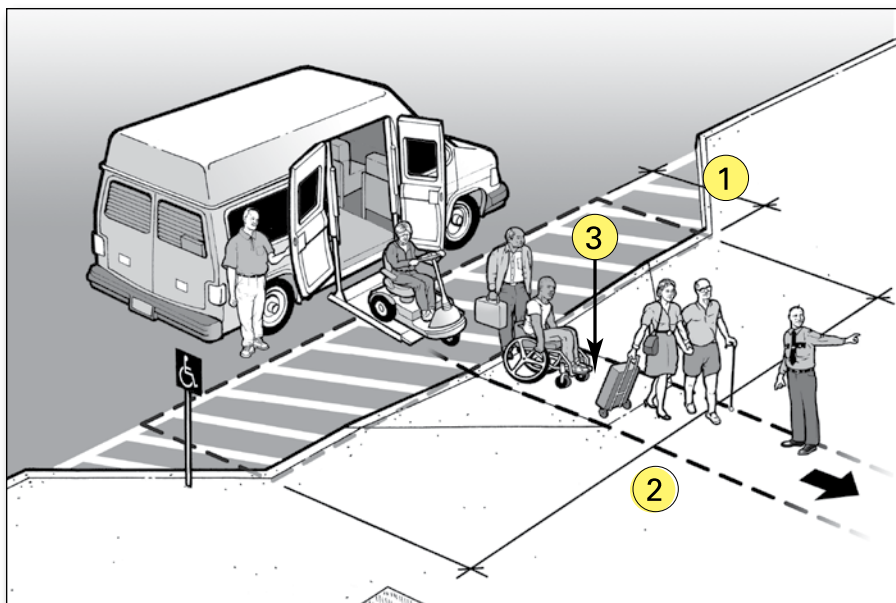
If most of your answers to the previous questions are Yes, then the facility has some basic accessibility features and should be surveyed using the ADA Checklist for Emergency Shelters. Whenever most of your answers are No, then these problems should be evaluated before conducting a more detailed survey, or perhaps you should consider another location to serve as an emergency shelter.

STEP TWO – ADA CHECKLIST FOR EMERGENCY SHELTERS

Getting to the Emergency Shelter

A. Passenger Drop-Off Areas

During an evacuation the most efficient method of transporting people to shelters likely will include using vans and buses. Accessible buses and vans with wheelchair lifts will be needed to transport people who use wheelchairs, scooters, or other mobility aids. When they arrive at the shelter, an accessible drop-off area (also known as a passenger loading zone) is needed for people using mobility aids to get off of the bus or van and proceed to the shelter’s accessible entrance.



Accessible drop-off area with an access aisle provided at the same level as the vehicle.

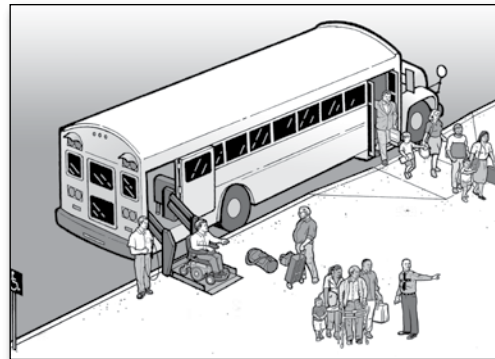
An accessible drop-off area must have a level access aisle that is adjacent and parallel to the vehicle space. Where a curb separates the vehicle space from the access aisle or the access aisle from an accessible route, a curb ramp must be provided so people with mobility disabilities can get to the accessible route leading to the accessible entrance of the shelter.

Notes:

- 1 Access aisle depth is at least 5 feet.
- 2 Access aisle length is at least 20 feet.
- 3 Curb ramp connects the access aisle for the accessible drop-off area (which is at the level of the parking lot) to the accessible route to the accessible entrance of the shelter.

The access aisle may be at the parking-lot level or at sidewalk level. If the access aisle is at the parking-lot level, the curb ramp is provided between the access aisle and the sidewalk. If it is at the sidewalk level, an adjacent curb ramp is provided between the street and the sidewalk.

- A1. Is a relatively level (1:50 or 2% maximum slope in all directions) access aisle provided adjacent and parallel to the side of the vehicle pull-up area?
 [ADA Standards § 4.6.6]
 If No, look for another relatively level location that is on an accessible route to the accessible shelter entrance that could be used.



Accessible drop-off area with an access aisle provided as part of the sidewalk.

Yes ____ No ____

- A2. Is the vehicle pull-up area relatively level (1:50 or 2% maximum slope in all directions)?

Yes ____ No ____

- A3. Is the area for the access aisle at least 5-feet wide and 20-feet long?
 [ADA Standards § 4.6.6].

Yes ____ No ____

Note: Unlike at an accessible parking space, the surface for the access aisle of an accessible passenger drop-off area does not have to be marked or striped.

- A4. Is there vertical clearance of at least 114 inches (9 feet 6 inches) from the site entrance to the vehicle pull-up area, the access aisle, and along the vehicle route to the exit? [ADA Standards § 4.6.5]

Yes ____ No ____

Notes/Comments

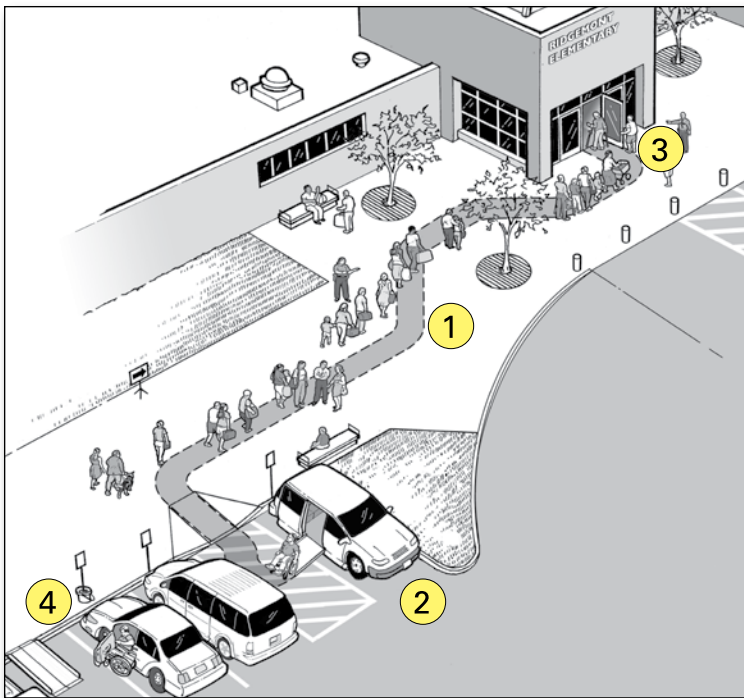
- A5. Is a curb ramp provided between the vehicle pull up area and the access aisle (see above) or the access aisle and the accessible route to the accessible entrance? [ADA Standards § 4.6.6]
 Yes ____ No ____
 If No, is there another area with a curb ramp and on an accessible route that could serve as the drop-off area? If there is no curb ramp near the drop-off area, can a temporary ramp be used to connect the drop-off area access aisle to the accessible route to the accessible shelter entrance?
- A6. If a curb ramp is provided, is the running slope of the ramp surface (not counting the side flares) no more than 1:12 or 8.33%? [ADA Standards § 4.7.2]
 Yes ____ No ____
- A7. Is the width of the curb ramp surface at least 36 inches (not counting the side flares)? [ADA Standards § 4.7.3]
 Yes ____ No ____
- A8. Does an accessible route connect the curb ramp to the shelter's accessible entrance? [ADA Standards § 4.1.2(1)]
 Yes ____ No ____

Notes/Comments

B. Parking

1. Typical Issues

During an evacuation, some individuals with a mobility disability may arrive at the shelter in a car or van. When parking areas are provided at the shelter site, accessible parking spaces must be provided. Individuals with disabilities who arrive at the shelter in their own car or van need to be able to park in an accessible parking space close to an accessible entrance. Accessible parking spaces need an adjacent access aisle that provides space for a person with a mobility disability to exit their vehicle. The access aisle connects directly to an accessible route that leads to an accessible building entrance. In order to be usable, the access aisle must be relatively level, clear of gravel or mud, and the surface must be in good condition without wide cracks or broken pavement.



An accessible entrance to an emergency shelter with accessible parking and additional temporary accessible parking spaces

An accessible route connects the permanent access aisle of each accessible parking space with the accessible entrance to the shelter. When an accessible route crosses a curb, a curb ramp must be provided. During an emergency, as a temporary measure, if additional accessible parking spaces are needed, a portable ramp can be provided in a parking space marked off by traffic cones to provide two additional accessible parking spaces (see page 18).

Notes:

- 1 Accessible route.
- 2 Accessible parking with van accessible parking space.
- 3 Accessible entrance to shelter.
- 4 Temporary accessible parking spaces.

2. Parking Spaces Checklist

- B1. When parking areas are provided at the shelter site, count the total number of parking spaces provided in each area. Is the minimum number of accessible parking spaces provided, based on the total number of available parking spaces (see table below)? [ADA Standards § 4.1.2(5)(a)]
- Yes ____ No ____

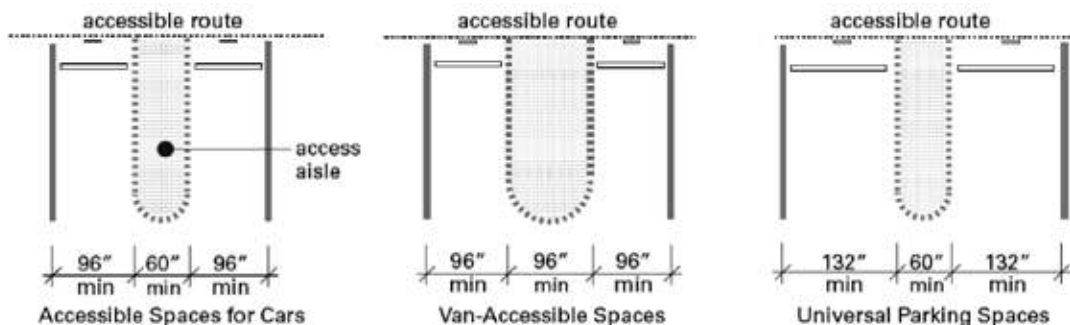
Total Number of Parking Spaces in Each Parking Area

Required Minimum Number of Accessible Spaces

1 - 25	1 van-accessible space w/min. 96-inch-wide access aisle (van space)
26 - 50	1 space w/min. 60-inch-wide access aisle + 1 van space
51 - 75	2 spaces w/min. 60-inch-wide access aisle + 1 van space
76 - 100	3 spaces w/min. 60-inch-wide access aisle + 1 van space
101 - 150.....	4 spaces w/min. 60-inch-wide access aisle + 1 van space

If more than 150 parking spaces are provided in a particular lot, see section 4.1.2 of the ADA Standards for the number of accessible parking spaces required.

- B2. Does each accessible parking space have its own, or share, an adjacent access aisle that is least 60 inches (5 feet) wide? [ADA Standards § 4.6.3]
- Yes ____ No ____



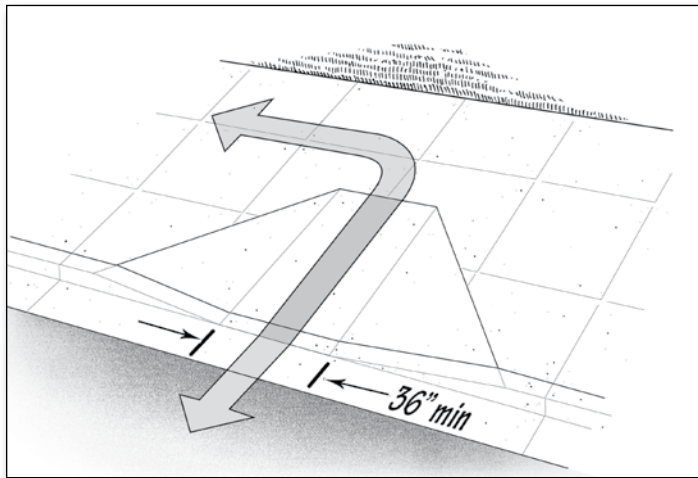
Accessible Parking Spaces Showing Minimum Width of Vehicle Space and Access Aisle

Notes/Comments

- B3. Is there at least one van-accessible parking space provided with an access aisle that is at least 96 inches (8 feet) wide or are universal parking spaces provided that are 132 inches (11 feet) wide for vehicle space with a 60-inch (5-feet) wide access aisle?
[ADA Standards § 4.1.2(5), A4.6] Yes _____ No _____
- B4. For van-accessible spaces (particularly in a garage or parking structure), is there **vertical** clearance of at least 98 inches (8 feet - 2 inches) for the vehicle route to the parking space, the parking space, the access aisle, and along the vehicle route to the exit? [ADA Standards § 4.6.5]
If No: Can the route be cleared by removing or raising low objects, or can each van-accessible parking space be relocated? Yes _____ No _____
- B5. Are all accessible parking spaces, including the access aisle, relatively level (1:50 or 2%) in all directions? [ADA Standards § 4.6.3]
If No: Look for a nearby area that is relatively level in all directions that could serve as an accessible parking space with an accessible route to the accessible entrance to the shelter. Yes _____ No _____
- B6. Does each accessible parking space have a sign with the symbol of accessibility that is visible when a vehicle is parked in the space?
[ADA Standards § 4.6.4] Yes _____ No _____

Notes/Comments

- B7. If there is a curb between the access aisle and the accessible route to the building, is there a curb ramp that meets the following requirements: [ADA Standards § 4.7] Yes ____ No ____



Curb ramp showing minimum 36-inch width for ramp section and 1:12 slope on ramp section.

- B7-a. Is the curb ramp surface at least 36 inches wide, excluding flared sides? [ADA Standards § 4.7.3] Yes ____ No ____
- B7-b. Is the slope (up or down the ramp) no more than 1:12? [ADA Standards § 4.7.2] Yes ____ No ____
Note: 1:12 is one inch of vertical height for each 12 inches of length.
- B8. Are the accessible parking spaces serving the shelter on the shortest accessible route to the accessible entrance? [ADA Standards § 4.6.2] Yes ____ No ____
- B9. Does each access aisle connect to an accessible route from the parking area to the shelter's accessible entrance? [ADA Standards § 4.6.2] Yes ____ No ____

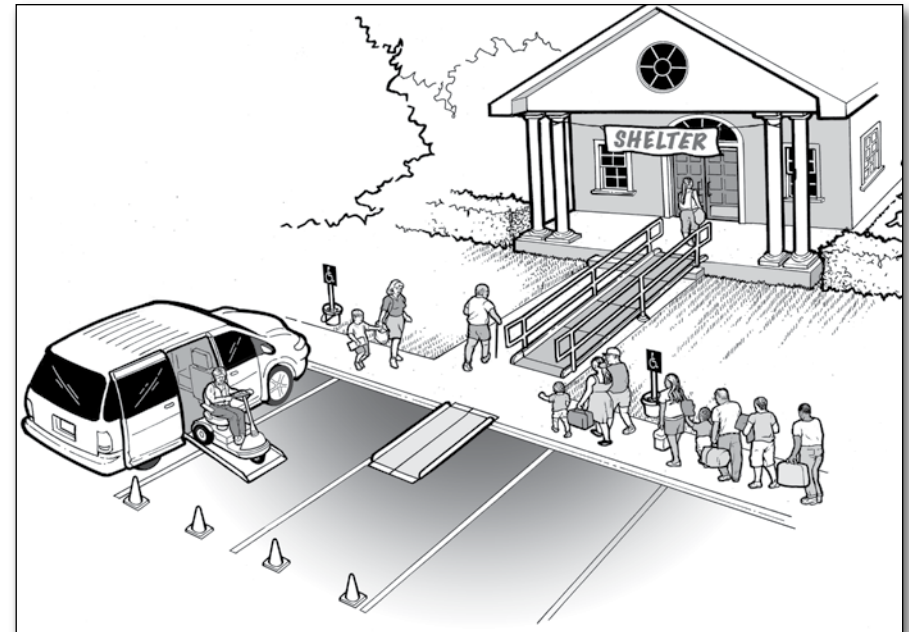
Notes/Comments

3. Temporary Solutions for Emergency Sheltering - Parking

Problem: Parking at the shelter facility either has no accessible parking, not enough accessible parking, or accessible parking spaces are not on level ground.

Suggestion: Find a fairly level parking area near the accessible entrance and mark the area for accessible parking spaces. Three regular parking spaces will make two accessible parking spaces with a shared access aisle. Provide a sign designating each accessible parking space. Ensure there is an accessible route from each access aisle to the accessible entrance.

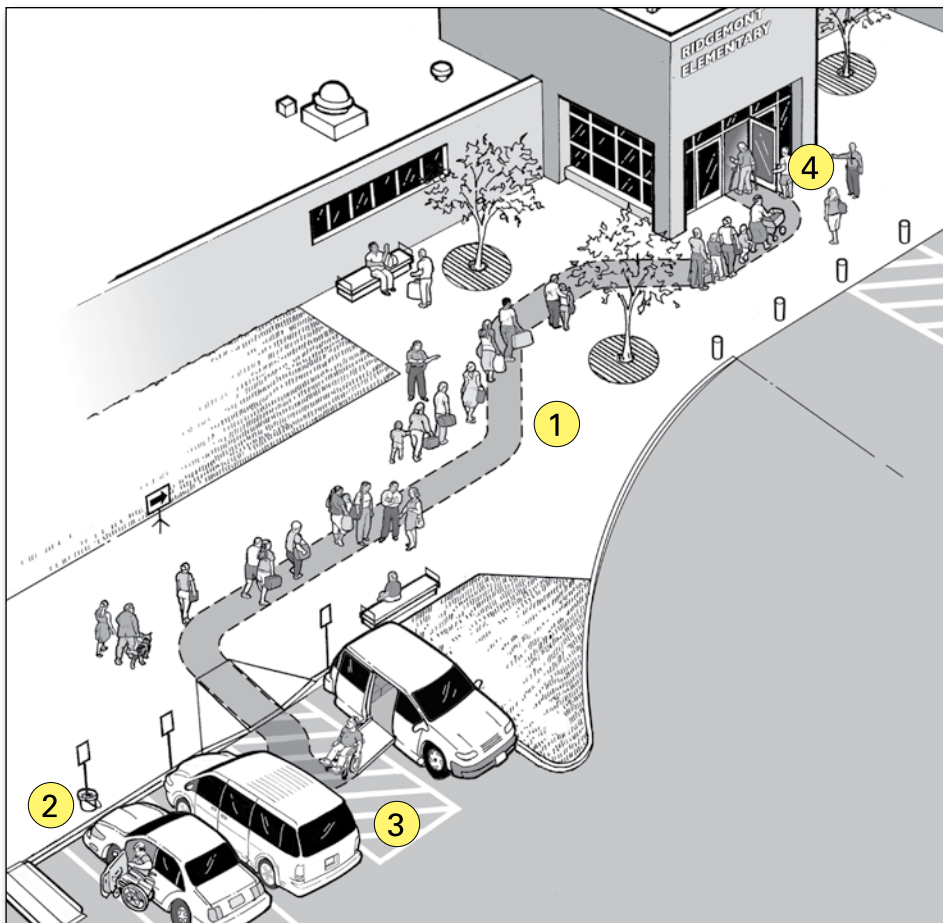
If temporary accessible spaces are used, mark the temporary accessible parking spaces with traffic cones or other temporary elements. Traffic cones can also be used to mark off an access aisle if designated accessible parking spaces lack an access aisle or if the access aisle is too narrow. At least one accessible parking space should be a van-accessible parking space with an access aisle that is at least 96 inches wide.



Three standard parking spaces are converted into an accessible parking space with an access aisle. Cones mark the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the shelter.

C. Sidewalks and Walkways

1. Typical Issues for Individuals Who Use Wheelchairs, Scooters, or other Mobility Devices



An accessible entrance to a shelter with accessible parking and an accessible drop-off area

An accessible route connects accessible passenger drop-off areas, accessible parking spaces, and other accessible elements, like a route from a bus stop, to an accessible building entrance. The accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to the accessible entrance of the shelter. The accessible route must be at least 36 inches wide (it may narrow briefly to 32 inches wide where utility poles, signs, etc. are located along the accessible route). Abrupt level changes, steps, or steep running or cross slopes cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where the ramp changes direction.

Notes:

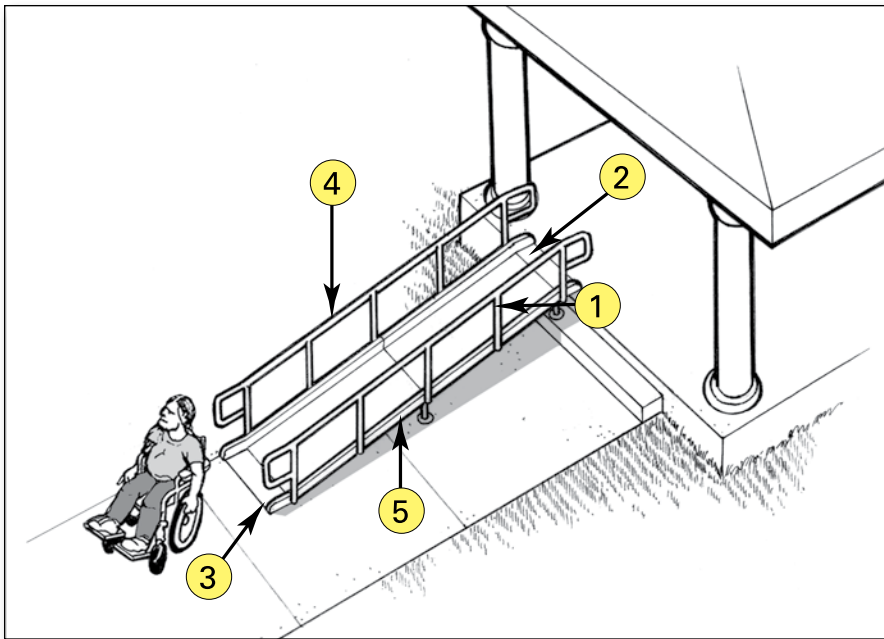
- 1 Accessible route
- 2 Accessible drop-off area
- 3 Accessible parking with van-accessible parking space
- 4 Accessible entrance to shelter

- C1-a. Is an accessible route provided from accessible parking spaces to the accessible entrance of the shelter? [ADA Standards § 4.1.2(1), 4.3] Yes ____ No ____
- C1-b. Is an accessible route provided from public sidewalks and public transportation stops on the shelter site (if provided) to the accessible entrance for the shelter? [ADA Standards § 4.1.2(1)] Yes ____ No ____
Note: The accessible route is at least 36 inches wide and may be a portion of a sidewalk.
- C1-c. Is the accessible route at least 36 inches wide? [ADA Standards § 4.3.3] Yes ____ No ____
 If No, does the accessible route narrow to 32 inches for no more than 2 feet?
- C1-d. Is the accessible route free of steps and abrupt level changes higher than 1/2 inch? [ADA Standards § 4.3.8] Yes ____ No ____
Note: Level changes between 1/4 inch and 1/2 inch should be beveled (sloped) at 1:2 maximum.
- C1-e. Where an accessible route crosses a curb, is a curb ramp provided? [ADA Standards § 4.3.8] Yes ____ No ____
- e-i. Is the curb ramp surface at least 36 inches wide, excluding flared sides? [ADA Standards § 4.7.3] Yes ____ No ____
- e-ii. Is the running slope (up or down the ramp) no more than 1:12? [ADA Standards § 4.7.2] Yes ____ No ____
Note: 1:12 is one inch of vertical height for 12 inches of horizontal distance.
- C1-f. If the slope of part of the accessible route is more than 1:20, does it meet the following requirements for an accessible ramp? Yes ____ No ____

Notes/Comments

- f-i. Is the running slope no greater than 1:12? [ADA Standards § 4.8.2] Yes ____ No ____
Note: For existing ramps, the slope may be 1:10 for a 6-inch rise and 1:8 for a 3-inch rise in special circumstances (see ADA Standards § 4.1.6(3)).
- f-ii. Are handrails installed on both sides of each ramp segment? [ADA Standards § 4.8.5] Yes ____ No ____
- f-iii. Is the ramp width, measured between the handrails, at least 36 inches? [ADA Standards § 4.8.3] Yes ____ No ____
- f-iv. Does the ramp have a level landing at the top and bottom of each ramp section that is at least 60 inches long? [ADA Standards § 4.8.4] Yes ____ No ____
Note: The level landing may be part of the sidewalk or walking surface.

Notes/Comments



Notes:

- 1 At least 36 inches between handrails
- 2 Top landing part of walk
- 3 Bottom landing part of walk
- 4 Handrail height 34 to 38 inches
- 5 Edge protection.

- f-v. If a ramp is more than 30 feet long, is a level landing at least 60 inches long provided at every 30 feet of horizontal length? [ADA Standards § 4.8.4]
Note: if the running slope is less than 1:16 but more than 1:20, each ramp segment may be up to 40 feet long followed by a level landing]. Yes ____ No ____
- f-vi. Is there a level landing, at least 60 inches x 60 inches, when a ramp changes direction? [ADA Standards § 4.8.4] Yes ____ No ____
- f-vii. Are the handrails mounted 34 to 38 inches above the ramp surface? [ADA Standards § 4.8.5] Yes ____ No ____
- f-viii. If the ramp or landing has a vertical drop-off on either side, is edge protection provided? [ADA Standards § 4.8.7] Yes ____ No ____

Notes/Comments

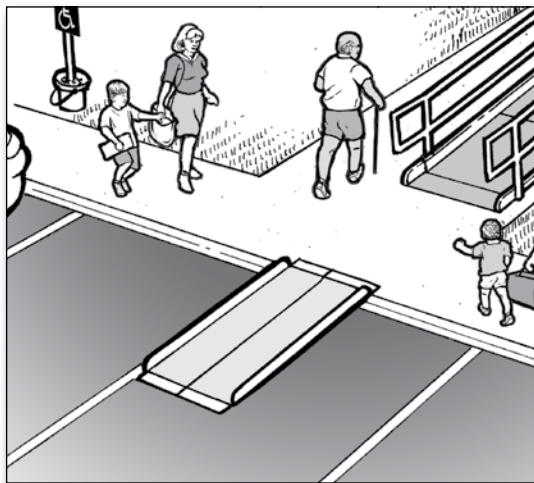
Temporary Solutions For Emergency Sheltering - Ramps

Problem: The sidewalk connecting parking to the shelter entrance is too steep to be accessible.

Suggestion: Check to see if there is another accessible route to the accessible entrance. Sometimes there is a less direct route that is accessible. During an evacuation it will be helpful to put up signs or to have volunteers stationed at the accessible parking spaces to direct people along this less direct, but nonetheless accessible, route.

Problem: The accessible route crosses a curb but no curb ramp is provided.

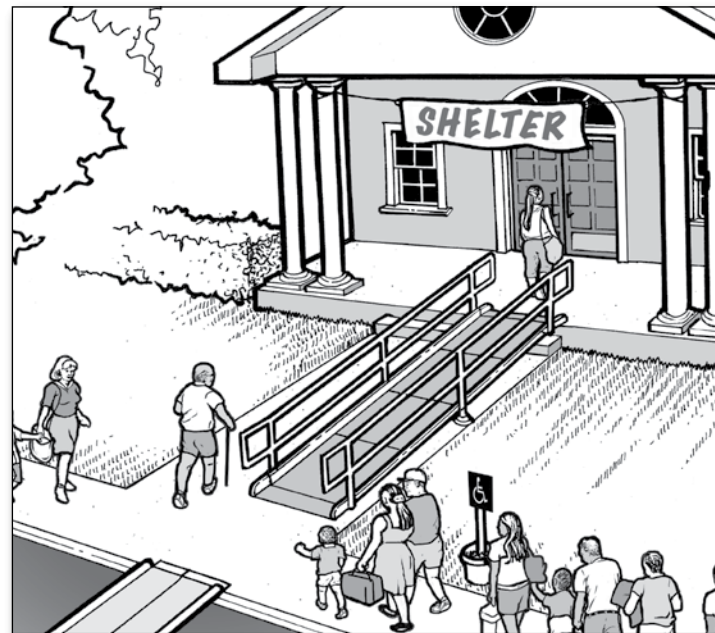
Suggestion: Install a portable ramp with a slope no steeper than 1:12 with edge protection. Store the portable ramp on site so it can be easily accessed in an emergency.



A portable ramp with edge protection is installed over a curb to provide an accessible route.

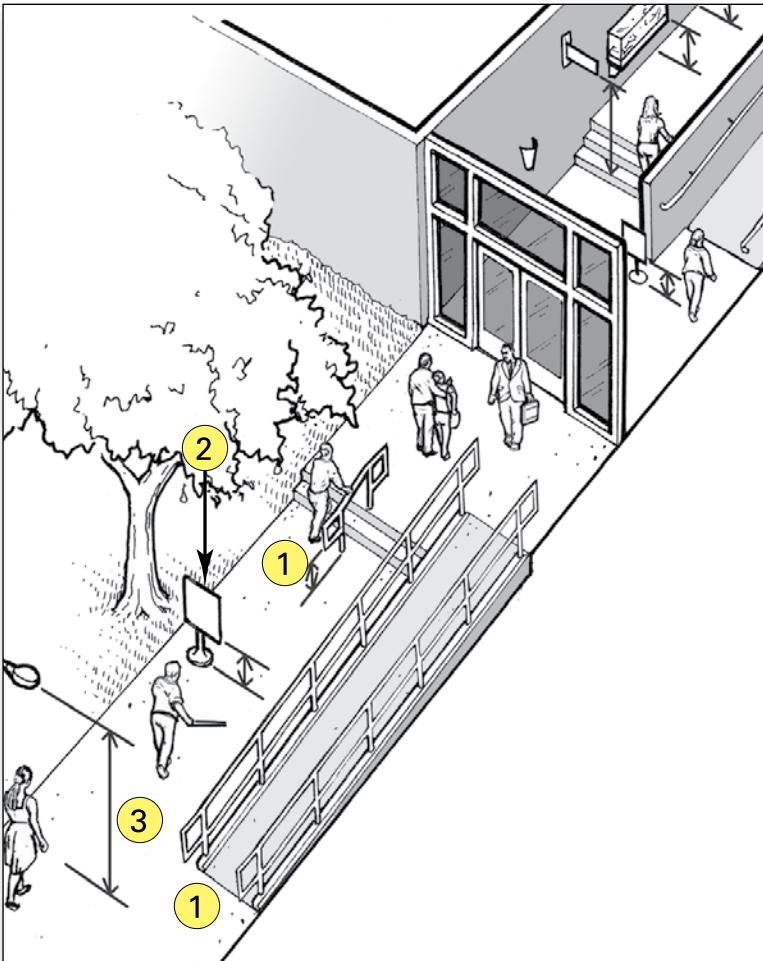
Problem: There are two steps where the sidewalk connects to the accessible entrance.

Suggestion: Install a portable ramp with a slope no steeper than 1:12 with edge protection and handrails on both sides of the ramp. Store the portable ramp and components on site so everything can be easily accessed in an emergency.



A portable ramp with edge protection and handrails is installed over two steps to provide an accessible route.

2. Typical Issues for Individuals Who Are Blind or Have Low Vision



Common objects along pedestrian routes to a shelter that can be hazards to people who are blind or have low vision.

Objects that are wall mounted, that project into a pedestrian route from the side, or that are overhead can be hazards to people who are blind or who have low vision. These objects must be positioned so people will either detect the objects before they run into them or safely pass under them. Examples may include handrail extensions on stairs and ramps, post- or wall-mounted signs, drinking fountains, and low hanging tree limbs. Pedestrian routes open to people during the time that the facility is being used as an emergency shelter, such as sidewalks, courtyards, and plazas, must be free of overhanging objects that are less than 80 inches above the route. Objects more than 27 inches and less than 80 inches above the route and that protrude from the side more than 4 inches are also a hazard. Since people can walk on any sidewalk, not just the accessible routes, all exterior pedestrian routes serving or leading to the shelter areas must be checked. The following questions apply to sidewalks and walkways leading to the emergency shelter.

Notes:

- ① The bottom of the handrail extensions turn down to 27 inches or less above the route so a person who is blind or has low vision can detect the hazard before running into it.
- ② Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route.
- ③ Objects that overhang the pedestrian route must be at least 80 inches above the route.

C2-1. Are all sidewalks and walkways to the shelter free of any objects (e.g., wall-mounted boxes, signs, handrail extensions) with bottom edges that are between 27 inches and 80 inches above the walkway and that extend more than 4 inches into the sidewalk or walkway? [ADA Standards §§ 4.4, 4.2.1(3), 4.1.3(2)]

Yes ____ No ____

If No, can the object be lowered, removed, or modified or can the route be moved so that the object can be avoided?

C2-2. Are the undersides of exterior stairs enclosed or protected with a cane-detectable barrier so that people who are blind or have low vision will not hit their heads on the underside? [ADA Standards § 4.4.2]

Yes ____ No ____

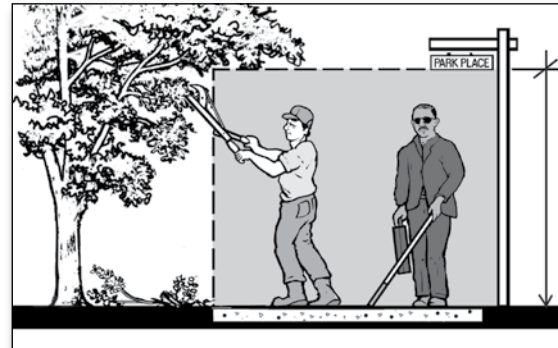
If No, can a barrier or enclosure be added below the stair or can the route be relocated away from the stair?



When the underside of a stair is open, it is a hazard to people who are blind or have low vision. Enclosing the area below the stair or installing a cane-detectable barrier helps this woman to stop before hitting her head.

Notes/Comments

C2-3. Are all objects that hang over the pedestrian routes at least 80 inches above the route? Yes ____ No ____
 [ADA Standards § 4.4.2]
 If No, can the objects be removed or relocated, or can a cane detectable object be added below that is at no higher than 27 inches?



Overhead sign and tree branches are least 80 inches above the walk.

Notes/Comments

Temporary Solutions For Emergency Sheltering - Protruding Object Hazards

Problem: Objects protrude too far from the side into the route causing a hazard for people who are blind or who have low vision.

Suggestion: When people who are blind or who have low vision use a cane to detect hazards, objects located at 27 inches or lower are detectable. When an object is located higher than 27 inches above the ground it is a hazard if the object protrudes more than 4 inches into the circulation path. To make a protruding object cane detectable:

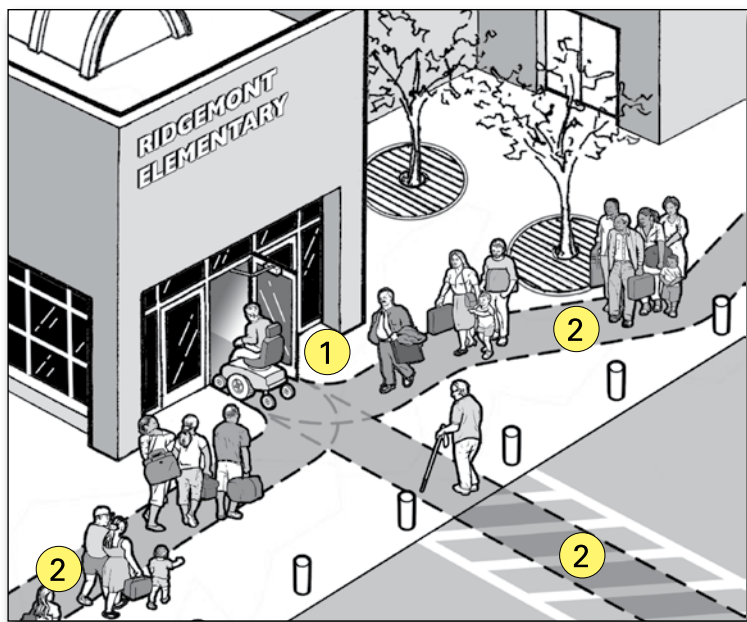
- Place an object below, or on either side of, the protruding object that is not higher than 27 inches above the ground.
- If the protruding object can be moved, lower the object so that its bottom is not more than 27 inches above the ground.
- Prune or alter the protruding object so it does not protrude above the route.

D. Entering the Emergency Shelter

Building Entrance

A shelter must have at least one accessible entrance that is on an accessible route. An accessible entrance must provide at least one accessible door with maneuvering space, accessible hardware, and enough clear width to allow people who use crutches, a cane, walker, scooter, or wheelchair to use it.

If the accessible entrance is not the main entrance to the facility that is being used as a shelter, signs must be located at inaccessible entrances to direct evacuees and volunteers to the accessible entrance. The accessible entrance must be unlocked when other shelter entrances are unlocked.



Notes:

- ① Accessible entrance to the shelter.
- ② Accessible route connecting accessible parking and drop-off area (if provided) to the accessible entrance.



Examples of signs for inaccessible shelter entrances directing people to the accessible entrance.

D1. Is there at least one accessible entrance connected to an accessible route? [ADA Standards § 4.1.3(1)]

Notes: If this entrance is not the main entrance, it needs to be kept unlocked when other shelter entrances are unlocked.

If there are inaccessible entrances serving the shelter, signs will be needed at inaccessible entrance(s) to direct evacuees to the nearest accessible entrance.

Yes ____ No ____

D2. Does at least one door or one side of a double leaf-door provide at least 32 inches clear passage width when the door is open 90 degrees? [ADA Standards § 4.13.5]

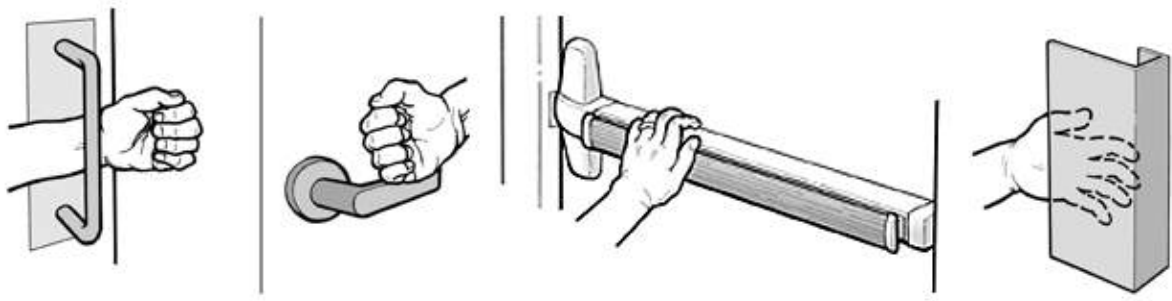
If No, does another entrance have an accessible door or can both doors be propped open during the evacuation? Other possible solutions are to enlarge the door opening, use a swing clear hinge, or, if a double-leaf door, replace with uneven width doors.

Yes ____ No ____

D3. Is the hardware (e.g., lever, pull, and panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.13.9]

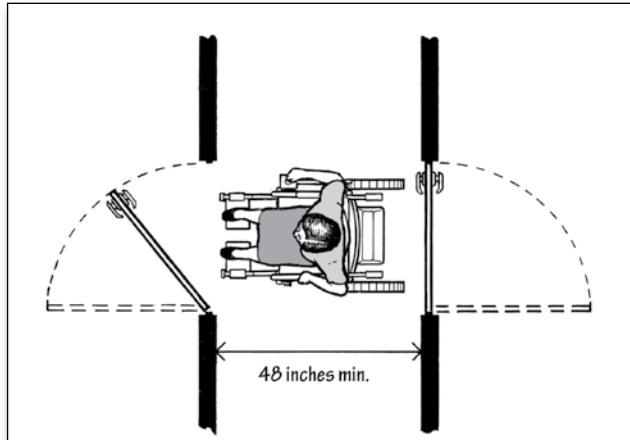
If No, leave door propped open, add new accessible hardware, or adapt/replace hardware.

Yes ____ No ____

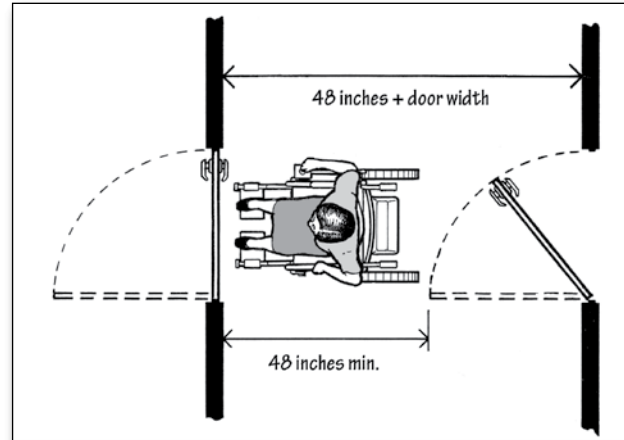


Examples of handles and door hardware that can be used without tight grasping, pinching, or twisting.

Notes/Comments



Minimum vestibule depth of 48 inches if both doors open out



Minimum vestibule depth of 48 inches + door width when door swings into vestibule.

Notes/Comments

- D4. On the latch, pull side of the door, is there at least 18 inches clearance provided if the door is not automatic or power-operated? Yes ___ No ___
 [ADA Standards § 4.13.6, Fig. 25]
 If No, leave the door propped open or find another accessible entrance.
- D5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Standards §§ 4.1.6(3)(d)(ii), 4.13.8] Yes ___ No ___
 If No, replace threshold with one with beveled sides or add a sloped insert.
- D6. If an entry has a vestibule, is there a 30-inch by 48-inch clear floor space inside the vestibule where a wheelchair or scooter user can be outside the swing of a hinged door? [ADA Standards § 4.13.7] Yes ___ No ___
 If No, leave the inner door permanently open, remove inner door, or modify the vestibule.

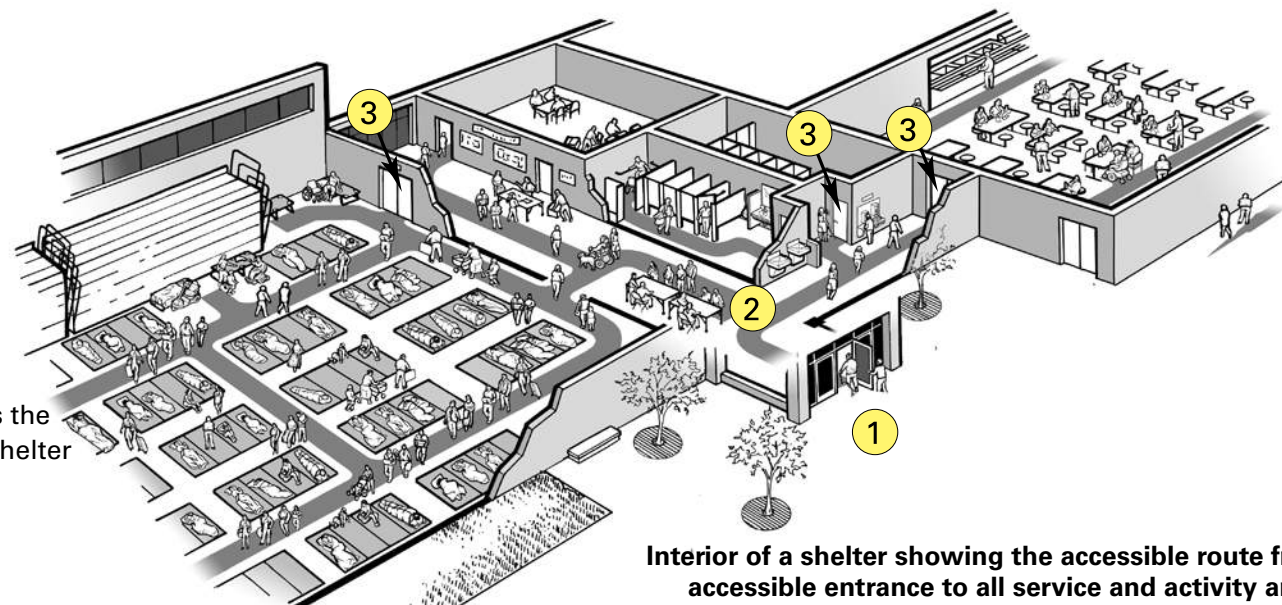
E. Hallways and Corridors

1. Typical Issues for Individuals Who Use Wheelchairs, Scooters, or Other Mobility Devices

The interior accessible route connects the accessible entrance with the various service and activity areas within the shelter. Typically made up of hallways, corridors, and interior rooms and spaces, the accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to all of the service and activity areas of the shelter.

An accessible route is at least 36 inches wide and may narrow briefly to 32 inches wide where the route passes through doors or next to furniture and building elements. High thresholds, abrupt level changes, steps, or steep running or cross slopes cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where a ramp changes direction.

Where an accessible route is different from the route used by most evacuees, signs will be needed at key decision points to direct individuals with disabilities to the various activity areas.



Notes:

- ① Accessible Entrance
- ② Accessible Route connects the accessible entrance with shelter service and activity area
- ③ Accessible door to service and activity areas

Interior of a shelter showing the accessible route from the accessible entrance to all service and activity areas.

E1-a. Is there an accessible route, at least 36 inches wide, that connects the accessible entrance to all shelter areas (it may narrow to 32 inches wide for up to 2 feet in length)? [ADA Standards § 4.3.2(3)]

Yes ____ No ____

E1-b. Is the accessible route free of steps and abrupt level changes over 1/2 inch?

Yes ____ No ____

Note: level changes between 1/4 inch and 1/2 inch should be beveled.
[ADA Standards §§ 4.1.3(1), 4.3.8]

E1-c. Does the accessible route from the accessible entrance to all activity areas change levels using a ramp, lift or elevator? [ADA Standards §§ 4.1.3(1), 4.3.8]
If No, go to question E1-g.

Yes ____ No ____

c-i. If Yes, is a ramp or sloped hallway provided?
If Yes, go to question E1-d.

Yes ____ No ____

c-ii. Is an elevator or lift provided?
If Yes, and the elevator or lift is part of the accessible route to a shelter area, is back-up electrical power available to operate the elevator or lift for the duration of shelter operation should the normal electrical service be disrupted?
If Yes and an elevator is provided, see question E1-e.
If Yes and a lift is provided, see question E1-f.
If No, then either provide back-up electrical power to operate the lift or elevator during the power outage or locate shelter services exclusively on accessible levels that may be reached by people with a mobility disability without using an elevator or lift.

Yes ____ No ____

Notes/Comments

- E1-d. Where the slope of the accessible route is greater than 1:20, does this area meet the following requirements for an accessible ramp? Yes ____ No ____
- d-i. Is the slope no greater than 1:12? [ADA Standards § 4.8.2]
Note: For existing ramps, the slope may be 1:10 for a 6-inch rise and 1:8 for a 3-inch rise in special circumstances. [ADA Standards § 4.1.6(3)] Yes ____ No ____
 - d-ii. Are handrails installed on both sides of each ramp segment? [ADA Standards § 4.8.5] Yes ____ No ____
 - d-iii. Is the ramp width, measured between handrails, at least 36 inches? [ADA Standards § 4.8.3] Yes ____ No ____
 - d-iv. Are the handrails mounted 34 to 38 inches above the ramp surface? [ADA Standards § 4.8.5] Yes ____ No ____
 - d-v. If a ramp is longer than 30 feet, is a level landing at least 60 inches long provided every 30 feet? [ADA Standards § 4.8.4] Yes ____ No ____
 - d-vi. Does the ramp have a level landing that is at least 60 inches long at the top and bottom of each ramp section or where the ramp changes direction? [ADA Standards § 4.8.4] Yes ____ No ____
 - d-vii. If the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? [ADA Standards § 4.8.7] Yes ____ No ____

Notes/Comments

- E1-e. Is an elevator provided to each of the levels on which each sheltering service or activity area is located? Yes ____ No ____
- e-i. Are the centerlines of the call buttons mounted 42 inches above the floor? [ADA Standards § 4.10.3] Yes ____ No ____
- e-ii. Does the floor area of the elevator car have space to enter, reach the controls, and exit? [ADA Standards § 4.10.9, Fig. 22] Yes ____ No ____

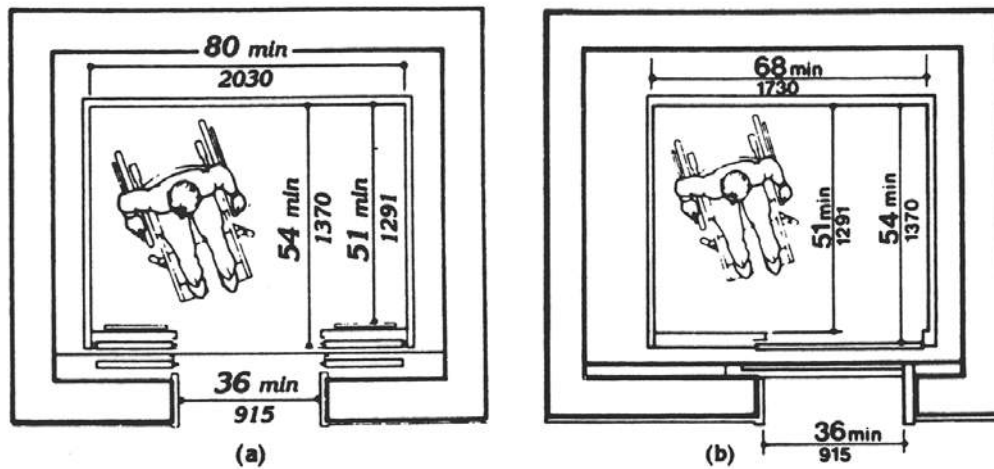


Fig. 22
Minimum Dimensions of Elevator Cars

Note: See Figure 22 for acceptable floor and opening dimensions. Floor dimensions of at least 48 inches by 48 inches may be allowed in existing facilities built before the ADA went into effect.

- e-iii. Can the elevator be called and operated automatically without using a special key or having to turn on the elevator from a remote location? [ADA Standards § 4.10.2] Yes ____ No ____

Notes/Comments

- e-iv. Are the highest floor control buttons mounted no more than 54 inches above the floor for a side reach or 48 inches for forward reach? [ADA Standards § 4.10.12 (3)] Yes ____ No ____
- e-v. Are raised letters and Braille characters used to identify each floor button and each control? [ADA Standards § 4.10.12] Yes ____ No ____
- e-vi. Are signs mounted on both sides of the elevator hoistway door opening (for each elevator and at each floor) that designate the floor with 2-inch minimum-height raised letters and Braille characters centered at 60 inches above the floor? [ADA Standards § 4.10.5] Yes ____ No ____
- e-vii. Is the elevator equipped with audible tones or bells or verbal annunciators that announce each floor as it is passed? [ADA Standards § 4.10.13] Yes ____ No ____
- E1-f. If a wheelchair lift is provided, does it meet the following? Yes ____ No ____
 - f-i. Is the lift operational at the time of the survey? [ADA Standards § 4.11.3] Yes ____ No ____
 - f-ii. Is the change in level from the floor to the lift surface ramped or beveled? [ADA Standards §§ 4.11.2, 4.5.2] Yes ____ No ____
 - f-iii. Is there at least a 30-inch by 48-inch clear floor space on the wheelchair lift? [ADA Standards §§ 4.11.2, 4.2.4] Yes ____ No ____
 - f-iv. Does the lift allow a person using a mobility device unassisted entry, operation (is key available, if required), and exit? Yes ____ No ____

Notes/Comments

- f-v. Are the controls and operating mechanisms mounted no more than 54 inches above the floor for a side reach or 48 inches for a forward reach? [ADA Standards §§ 4.11.2, 4.27.3] Yes ____ No ____

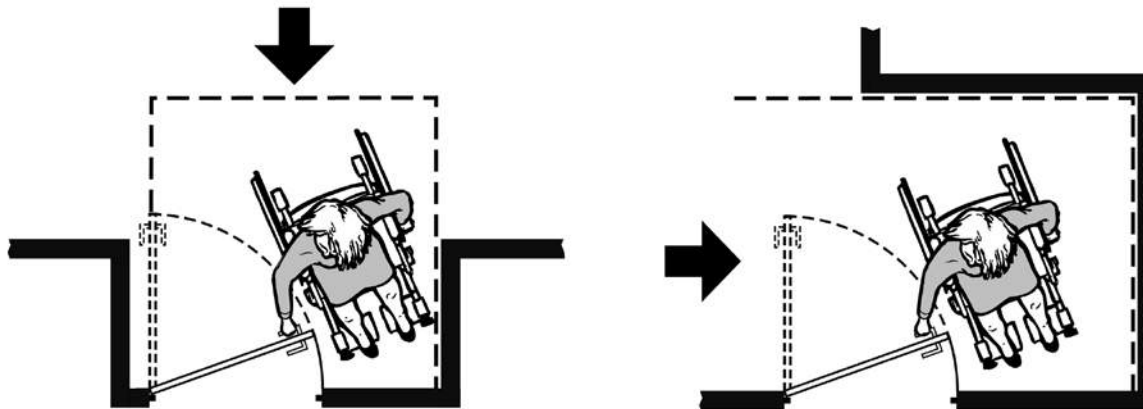
- f-vi. Are the controls and operating mechanisms usable with one hand without tight grasping, pinching, or twisting? [ADA Standards §§ 4.11.2, 4.27.4] Yes ____ No ____

- E1-g. At each location on the way to each shelter activity area where the accessible route passes through a door, does at least one door meet the following requirements? Yes ____ No ____
 - g-i. Is the clear width for the door opening at least 32 inches measured when the door is open 90 degrees? [ADA Standards §§ 4.1.3(7), 4.13.5] Yes ____ No ____

 - g-ii. Is the door hardware (e.g., lever, pull, push, panic bar) usable with one hand, without tight grasping, pinching, or twisting of the wrist, to allow people who may not be able to easily use one or both hands to fully operate the hardware? [ADA Standards § 4.13.9] Yes ____ No ____

Notes/Comments

- g-iii. Is there clear maneuvering floor space in front of each accessible door (see ADA Standards § Fig. 25) and, on the pull side, is there at least 18 inches clear floor space beyond the latch side of the door (see space configurations in Figure 25)? [ADA Standards § 4.13.6] Yes ____ No ____



A clear floor space on the latch side of the door (pull side) allows a person using a wheelchair or scooter to pull the door open and then enter. The size of the clear floor space varies depending on the direction of approach (shown by the arrows) and the door swing.

- g-iv. Is no more than 5 pounds force needed to push or pull open the door? [ADA Standards § 4.13.11 (2)(b)] Yes ____ No ____
Note: Fire doors are still considered to be accessible if they have the minimum opening force allowable by the appropriate administrative authority.
- g-v. If the answers to questions g-ii thru g-iv are No, can the door be propped open? Yes ____ No ____

If an activity area is not on an accessible route and cannot be made accessible, find another area that is on an accessible route where that activity may be provided.

Notes/Comments

2. Typical Issues for People Who are Blind or Have Low Vision



Overhead and wall-mounted objects that may be hazards along a pedestrian route

Individuals who are blind or have low vision may walk along any route or through any shelter activity area, not just the accessible routes. That means any area where people using the shelter can walk, including hallways, corridors, eating areas, and sleeping areas, must be free of objects that cannot be detected by a person who is blind or has low vision. Objects that are wall mounted, that project into a pedestrian route from the side, or that are overhead must be located so that individuals who are blind or have low vision will either detect the objects before they run into them or safely pass under them. These routes must be free of overhanging objects that are less than 80 inches above the floor and side objects that protrude into the route more than 4 inches when the bottom of the object is more than 27 inches above the floor. Items to watch for include wall-mounted fire extinguishers and wall-mounted display cases when the bottom is more than 27 inches above the floor, wall sconces and light fixtures that protrude more than 4 inches off the wall, and open staircases, exit signs, overhead signs, banners, and arched doorways that are lower than 80 inches above the floor.

Notes:

- ① Wall-mounted drinking fountains are a hazard when the front projects more than 4 inches beyond the wall and the bottom is more than 27 inches above the floor.
- ② Wall-mounted objects cannot project more than 4 inches beyond the wall if the bottom is not in the cane-detectable area below 27 inches off the floor.
- ③ Overhead objects must be at least 80 inches off the floor.

The following questions apply to pedestrian routes serving or leading to the shelter activity and common use areas.

E2-a. Are pedestrian routes leading to or serving each service or activity area of the shelter free of objects that protrude from the side more than 4 inches into the route with the bottom of the object more than 27 inches above the floor? [ADA Standards § 4.4.1] Yes _____ No _____

Note: These objects may be wall mounted or free standing. Items to check include wall-mounted fire extinguishers, light fixtures, coat hooks, shelves, drinking fountains, and display cases.

E2-b. Are pedestrian routes leading to or serving each of the service or activity areas free of overhead objects with the bottom edge lower than 80 inches above the floor? [ADA Standards § 4.4.2] Yes _____ No _____



When the underside of a stair is open, it is a hazard to people who are blind or have low vision. Enclosing the area below the stair or installing a cane-detectable barrier helps the person to avoid the area.

E2-c. Are any interior stairs along these routes configured with a cane-detectable warning or a barrier that prevents travel into the area with less than an 80-inch high head clearance so that people who are blind or who have low vision cannot hit their heads on the underside or stair frame? [ADA Standards § 4.4.2] Yes _____ No _____

If No, list the objects that are a hazard and their location. Remove or relocate the object or place a detectable object on the floor below each object to remove the hazard.

Notes/Comments

F. Check-In Areas

A shelter usually has one or more check-in areas located near the entrance to the shelter. When check-in areas are provided, then at least one accessible check-in location should be provided. The accessible check-in area should be at the accessible entrance or signs should give directions to the accessible check-in area.

If a permanent reception counter is used for check-in, make sure to provide a writing surface at an accessible height for people who use a wheelchair, scooter, or other mobility device. This may be a part of the reception counter that is no higher than 36 inches above the floor, a folding shelf or an adjacent table, or a clip board.



An accessible check-in location using a folding table with a height that people who use wheelchairs can easily reach.

Notes/Comments

- F1. Is there an accessible route that connects the accessible entrance to areas that are likely to be used to register people as they arrive at the shelter? [ADA Standards § 4.3]
- F2. If there is a built-in reception or other type of counter, does it have a section that is at least three feet long that is no higher than 36 inches above the floor or is there a nearby surface that is not higher than 36 inches above the floor? [ADA Standards § 7.2]

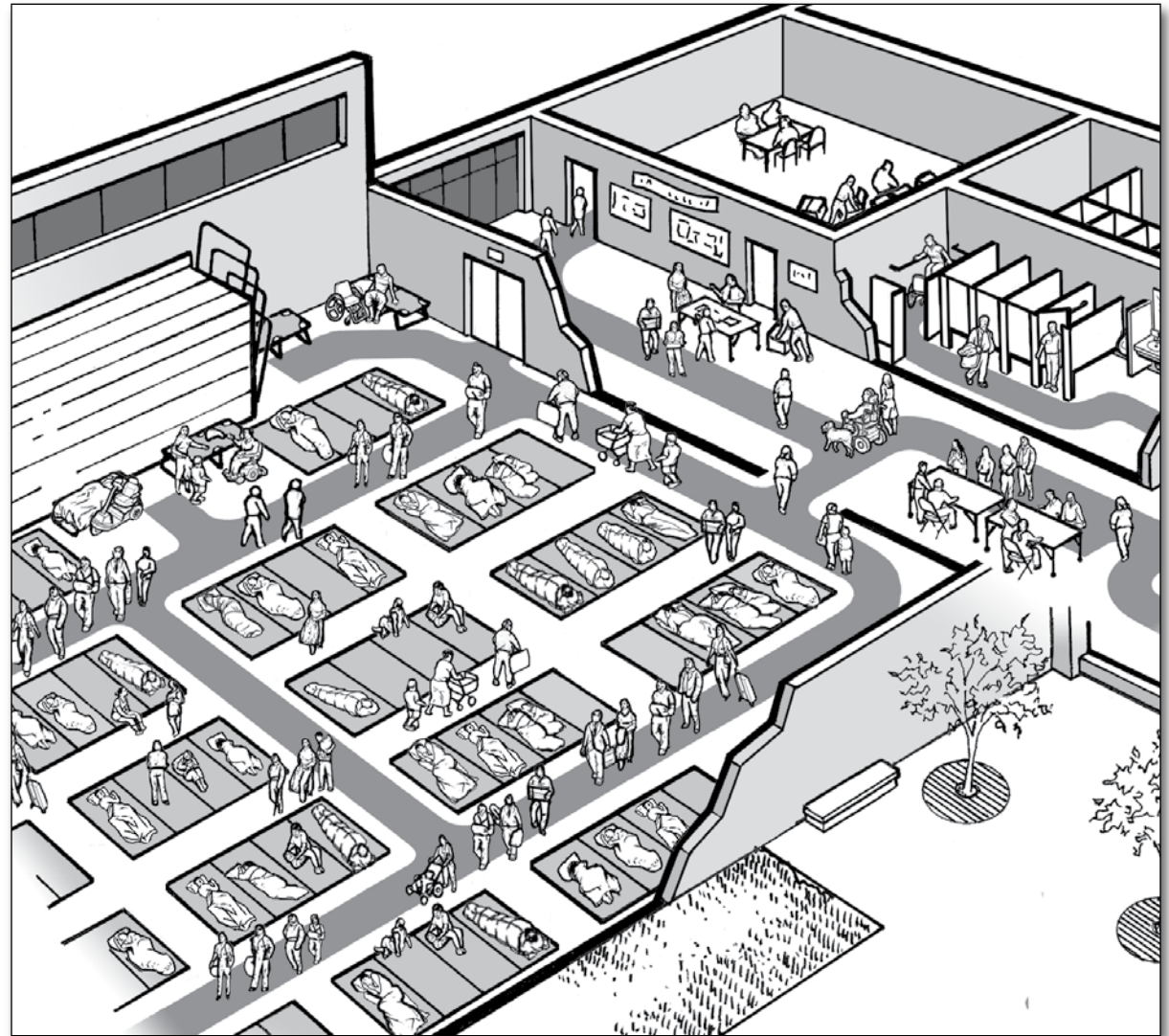
Yes ____ No ____

Yes ____ No ____

Living at the Emergency Shelter

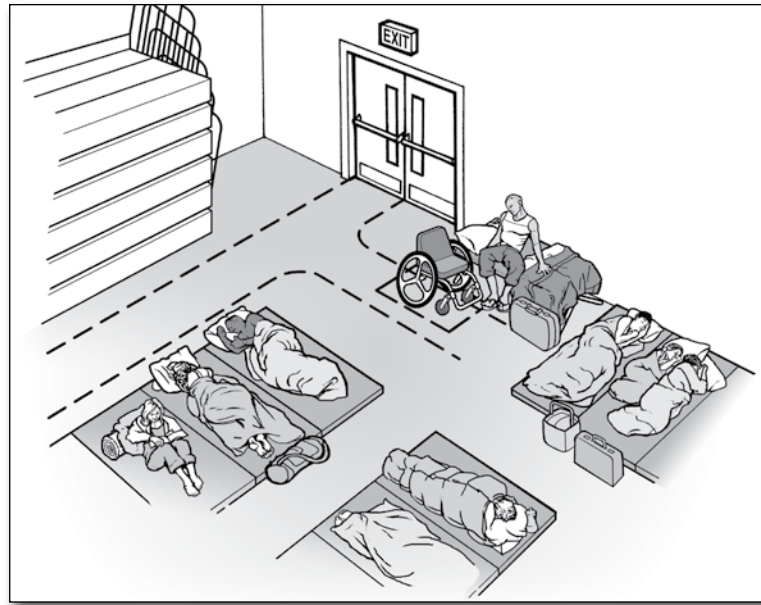
G. Sleeping Areas

Each accessible sleeping area needs to be on an accessible route connecting it to other activity areas in the shelter, including toilet rooms and bathing areas. An accessible route with adequate circulation and maneuvering space provides access in the sleeping areas for people who use wheelchairs or scooters and this route serves each accessible bed or cot.



Interior of one section of a shelter's sleeping area. The shaded pathway indicates the accessible route, which provides access to accessible beds, cots, and other activity areas in the space plus the toilet rooms and other activity areas in the shelter.

Accessible cots have a sleeping surface at approximately the same height above the floor as the seat of a wheelchair (17 to 19 inches above the floor). When placed in several sections of the sleeping area, individuals who use a wheelchair, scooter, or other mobility device will be able to sleep near their family or other companions. An accessible route is needed to provide access to each accessible cot and a clear space at least 36 inches wide is needed along the side of the cot to make it possible to transfer between the mobility device and the cot. A preferred location for accessible cots is to have one side against a wall. This helps to stabilize the cot and the wall can act as a backrest when the person sits up on the cot.



An accessible cot positioned against a wall. Dashed lines indicate the accessible route and clear floor space next to the cot.

Notes/Comments

G1. Is there an accessible route, at least 36 inches wide, that connects each sleeping area with other shelter activity areas? Yes ____ No ____

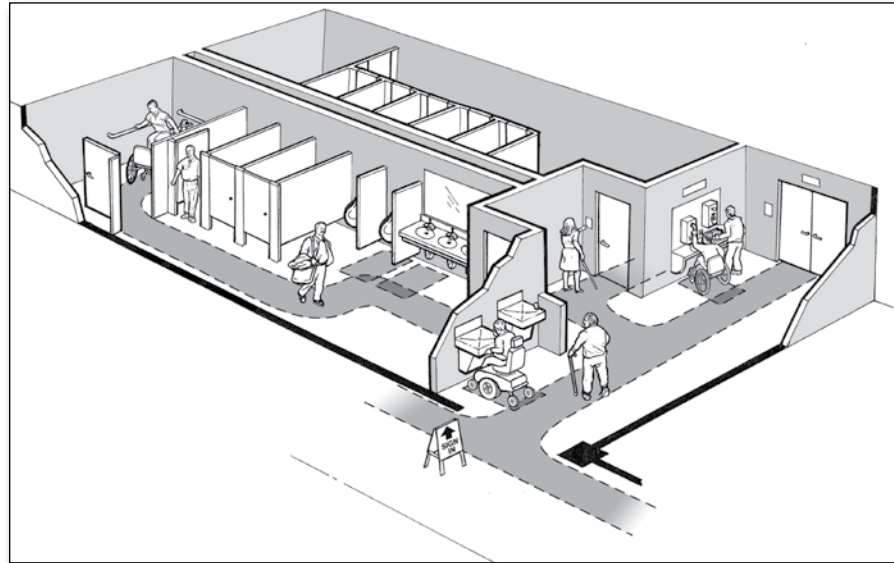
*Note: it may narrow to 32 inches wide for up to 2 feet in length.
[ADA Standards § 4.3.2(3)]*

G2. Is the accessible route free of steps and abrupt level changes over 1/2 inch? Yes ____ No ____

*Note: level changes between 1/4 inch and 1/2 inch should be beveled.
[ADA Standards §§ 4.1.3(1), 4.3.8]*
Note: Although the facility survey cannot check the accessibility of the cots because they will not be installed until the shelter is in use, planning for setting up the sleeping area and for arranging the cots and mats should include providing space for an accessible route and clear floor space at each accessible cot. Cots used by people who are blind or who have low vision should be in an easily locatable area.

H. Restrooms and Showers

At least one set of toilet rooms serving the shelter must be accessible to individuals who use a wheelchair, scooter, or other mobility device. In large shelters where more than one set of toilet rooms is needed to serve the occupants, it may be necessary to provide additional accessible toilet facilities or to establish policies to assure that individuals with disabilities have access to the accessible facilities.



Interior of an accessible toilet room showing accessible route, clear floor space at accessible fixtures, and the wide accessible toilet stall.

Notes/Comments

- H1. If a sign is provided at the toilet room entrance (e.g. Men, Women, Boys, Girls, etc.), is a sign with raised characters and Braille mounted on the wall adjacent to the latch? [ADA Standards § 4.30.6] Yes ____ No ____

If No, install a sign with raised characters and Braille on the wall adjacent to the latch side of the door and centered 60 inches above the floor and leave the existing sign in place on the door if removing it will damage the door.

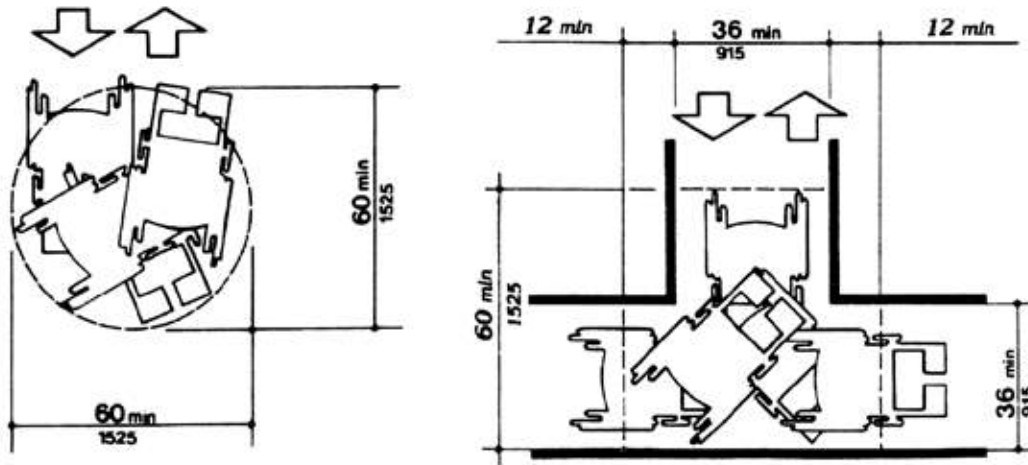
Note: an additional sign may be mounted on the toilet room door but this cannot be considered to be the accessible sign which must be mounted on the wall adjacent to the latch side of the door.

- H2. Does the door to the toilet room provide at least 32 inches clear passage width when the door is open 90 degrees? [ADA Standards § 4.13.5] Yes ____ No ____
- H3. Is the hardware (e.g., lever, pull, panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.13.9] Yes ____ No ____
 If No, can the door be propped open without compromising privacy, or can the hardware be modified by adding new accessible hardware, or adapting or replacing hardware?
- H4. On the pull side of the door, is there at least 18 inches clearance provided on the latch side if the door is not automatic or power-operated? [ADA Standards § 4.13.6, Fig. 25] Yes ____ No ____
- H5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Standards §§ 4.1.6(3)(d)(ii), 4.13.8] Yes __ No__ NA__
 If No, replace threshold with one with beveled sides or add a sloped insert.
- H6. If the entry has a vestibule, is there a 30-inch by 48-inch clear floor space inside the vestibule where a wheelchair or scooter user can be outside the door swing? [ADA Standards § 4.13.7] Yes ____ No ____
 If No, possible solutions include leaving the inner door open or removing the outer door.

Notes/Comments

H7. Inside the toilet room, is there an area where a person who uses a wheelchair or other mobility device can turn around - either at least a 60-inch diameter circle or a "T"-shaped turn area as shown in the figures below? [ADA Standards §§ 4.22.3; 4.2.3]

Yes ____ No ____



Minimum spaces for turning

H8. If lavatories are provided, does at least one have at least a 29 inch high clearance under the front apron with the top of the rim no more than 34 inches above the floor? [ADA Standards § 4.19.2]

Yes ____ No ____

H9. Are the drain and hot water pipes for this lavatory insulated or otherwise configured to protect against contact? [ADA Standards § 4.19.4]

Yes ____ No ____

Notes/Comments

- H10. Does this lavatory have controls that operate easily with one hand, without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.19.5] Yes ____ No ____
- H11. If mirrors are provided, is the bottom of the reflecting surface for the mirror at this lavatory no higher than 40 inches above the floor or is a full length mirror provided? [ADA Standards § 4.19.6] Yes ____ No ____
- H12. For at least one of each type of dispenser, receptacle, or equipment, is there clear floor space at least 30 inches wide x 48 inches long adjacent to the control or dispenser (positioned either parallel to the control or dispenser or in front of it)? [ADA Standards §§ 4.23.7; 4.27.2; 4.2.5 and Fig 5; 4.2.6 and Fig 6] Yes ____ No ____
- H13. Is the operating control (switch, lever, button, or pull) of at least one of each type of dispenser or built-in equipment no higher than 54 inches above the floor (if there is clear floor space for a parallel approach) or 48 inches (if there is clear floor space for a front approach)? [ADA Standards §§ 4.23.7; 4.27.3; 4.2.5 and Fig 5; 4.2.6 and Fig 6] Yes ____ No ____
- H14. Are all built-in dispensers, receptacles, or equipment mounted so the front does not extend more than 4 inches from the wall if the bottom edge is between 27 inches and 80 inches above the floor? [ADA Standards §§ 4.23.7; 4.27; 4.4.1; Fig. 8] Yes ____ No ____

Notes/Comments

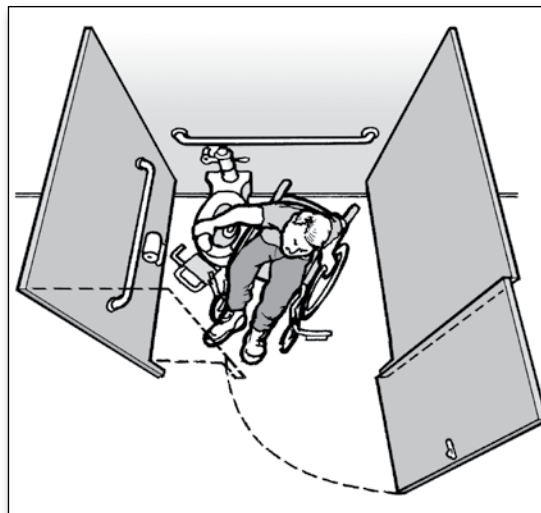
Toilet Stalls

H15. Is at least one wide toilet stall provided with an outswinging door, side and rear grab bars, and clear space next to the toilet? Yes _____ No _____

Is at least one wide toilet stall provided with an outswinging door, side and rear grab bars, and clear space next to the toilet?

[ADA Standards § 4.17]

If No, check to see if another toilet room provides a wide accessible toilet stall, note its location for shelter planners, and answer all toilet room questions with respect to that toilet room.



Overhead view of an individual using a wheelchair positioned beside a toilet in a wide accessible stall.

H16. Is the toilet stall at least 60 inches wide and 56 inches deep (wall mounted toilet) or 59 inches deep (floor mounted toilet)? Yes _____ No _____

[ADA Standards § 4.17.3]

If No, note the width and depth of the stall. _____

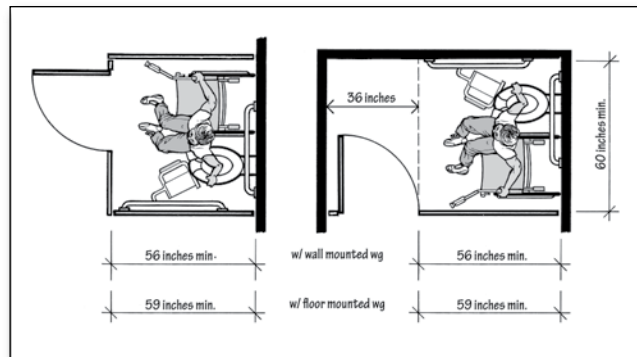
H17. Is at least 9 inches of toe clearance provided under the front wall and at least one side wall of the toilet stall? [ADA Standards § 4.17.4] Yes _____ No _____

H18. Is the centerline of the toilet 18 inches from the adjacent side wall? Yes _____ No _____

[ADA Standards § 4.16.2; 4.17.3]

Notes/Comments

- H19. Is the top of the toilet seat 17 inches to 19 inches above the floor? [ADA Standards § 4.16.3] Yes ____ No ____
- H20. Is the flush valve located on the wide side adjacent to the lavatory or is an automatic flush valve provided? [ADA Standards § 4.16.5] Yes ____ No ____
- H21. Is a horizontal grab bar at least 40 inches long securely mounted on the adjacent side wall 33 to 36 inches above the floor with one end no more than 12 inches from the back wall 33 to 36 inches above the floor? [ADA Standards § 4.16.4; 4.17.6] Yes ____ No ____
- H22. Is a second horizontal grab bar at least 36 inches long securely mounted on the back wall with one end no more than 6 inches from the side wall 33 to 36 inches above the floor? [ADA Standards § 4.16.4; 4.17.6] Yes ____ No ____
- H23. Is the door to the toilet stall located diagonally opposite, not directly in front of, the toilet or on the opposite side wall from the wall with the long grab bar? [ADA Standards § 4.17.3] Yes ____ No ____



Plan views showing minimum sizes of wide accessible toilet stall

- H24. Unless the wide stall is located at the end of a row of toilet stalls, does the door to this wider stall open out? [ADA Standards § 4.17.3] Yes ____ No ____

Notes/Comments

- H25. Is the clear width of the door at least 32 inches (measured between the face of the door and the edge of the opening) when the door is open 90 degrees? [ADA Standards § 4.13.5] Yes ____ No ____

- H26. If there are 6 or more stalls in the restroom, is one of those stalls (in addition to the wider stall noted above) exactly 36 inches wide with an outswinging stall door that provides at least 32 inches of clear width? [ADA Standards § 4.22.4] Yes ____ No ____

- H27. Does this 36-inch wide stall have horizontal grab bars on both of the side partitions that are at least 36 inches long and 33 to 36 inches above the floor? [ADA Standards § 4.22.4] Yes ____ No ____

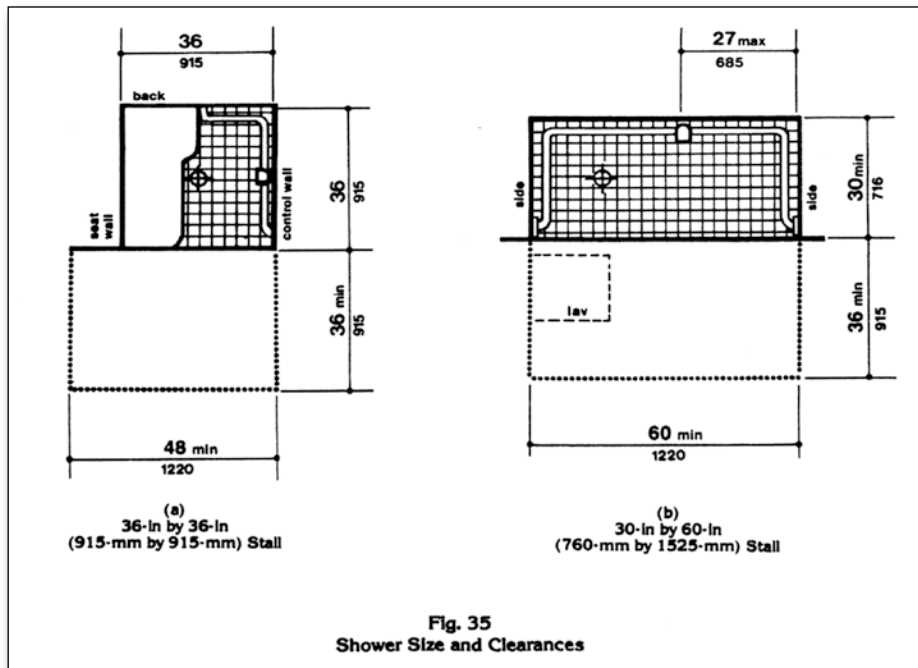
- H28. Is the surface of the toilet seat in this 36-inch-wide stall 17 to 19 inches above the floor? [ADA Standards §§ 4.16.3; 4.22.4] Yes ____ No ____

- H29. If a coat hook is provided is it mounted no higher than 54 inches above the floor for a side approach or 48 inches above the floor for a front approach? [ADA Standards § 4.25.3] Yes ____ No ____

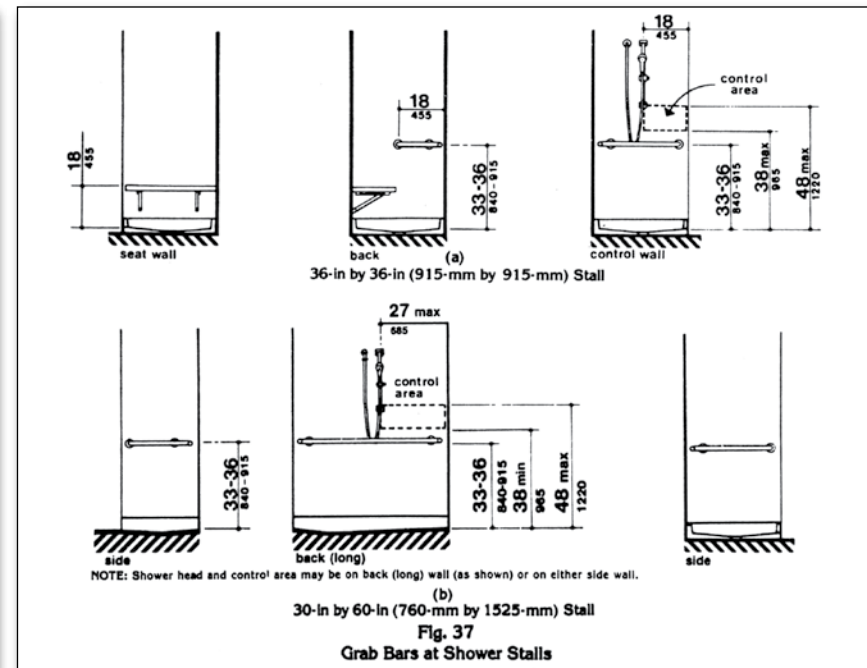
Notes/Comments

Note:
 For many emergency shelters, evacuees are not expected to use shower or bathing facilities due to the short period they may stay at the shelter. If planning for the shelter operation includes offering shower or bathing facilities, then those facilities should be on an accessible route and checked for accessibility. For information on the requirements for accessible showers or bathtubs see the ADA Standards for Accessible Design which is available online at www.ada.gov.

The following are figures illustrating some accessible shower features from the ADA Standards.



Accessible Shower Stall
 Minimum Size and Clearances



Accessible Shower Stall Grab Bars
 and Seat, Shower, and Control Area

I. Public Telephones

When public telephones are provided, then one or more accessible public telephones should be provided in areas serving shelter activity and service areas. Whenever accessible telephones are provided, each should be on an accessible route. In shelters it is common to provide additional telephones on tables or desks and some of these telephones should be accessible.

A text telephone (also commonly known as a TTY) is a device that allows individuals who are deaf or hard of hearing or who have a speech disability to communicate over a telephone. Having at least one TTY in any building that has at least four pay phones, provides access for people who are deaf or hard of hearing.

- I1. If at least one public telephone or one bank of telephones is provided, does at least one of each type of telephone (e.g., pay telephone, intercom telephone, other telephone) have the following? Yes ____ No ____

 - I1a. For a side approach (clear floor space at least 30 inches long x 48 inches wide), is the coin slot no higher than 54 inches above the floor? [ADA Standards § 4.31.2, Fig. 44 (a)] Yes ____ No ____
 - I1b. For a front approach (where clear floor space at least 30 inches wide x 48 inches long), is the coin slot no higher than 48 inches above the floor? [ADA Standards § 4.31.2, Fig. 44 (b)] Yes ____ No ____
- I2. Does the phone have volume controls? [ADA Standards § 4.31.5] Yes ____ No ____

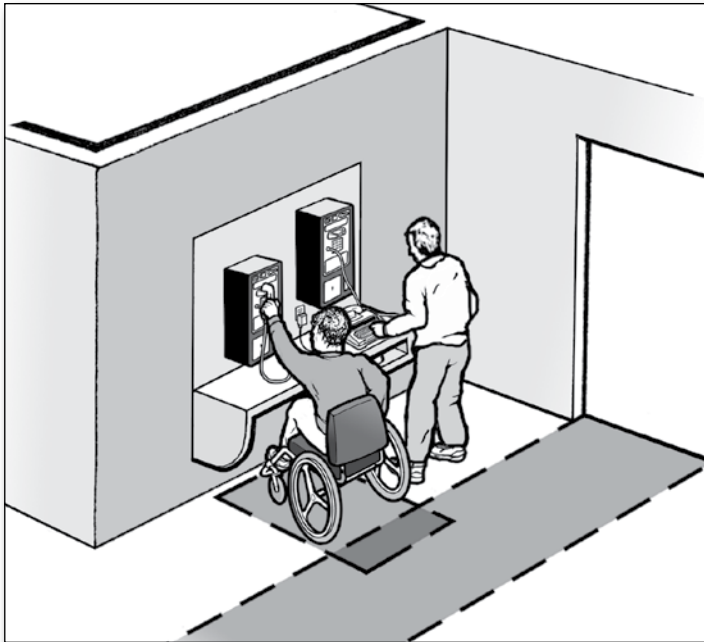
Notes/Comments

- 13. If three or more telephones are located in one bank serving the shelter, are a shelf and an electrical outlet provided at one telephone for use of a portable TTY? [ADA Standards § 4.31.9 (2)] Yes ____ No ____

- 14. If four or more pay telephones are provided on the site, is there a TTY (text telephone) provided at the shelter? Yes ____ No ____
If yes, location: _____

- 15. Is there a sign at each pay phone or pay phone bank for the shelter directing people to the nearest TTY? [ADA Standards § 4.30.7 (3); 4.31.9(3)] Yes ____ No ____

Notes/Comments



A bank of two public telephones. The accessible telephone is on the left and the telephone on the right is equipped with a TTY.

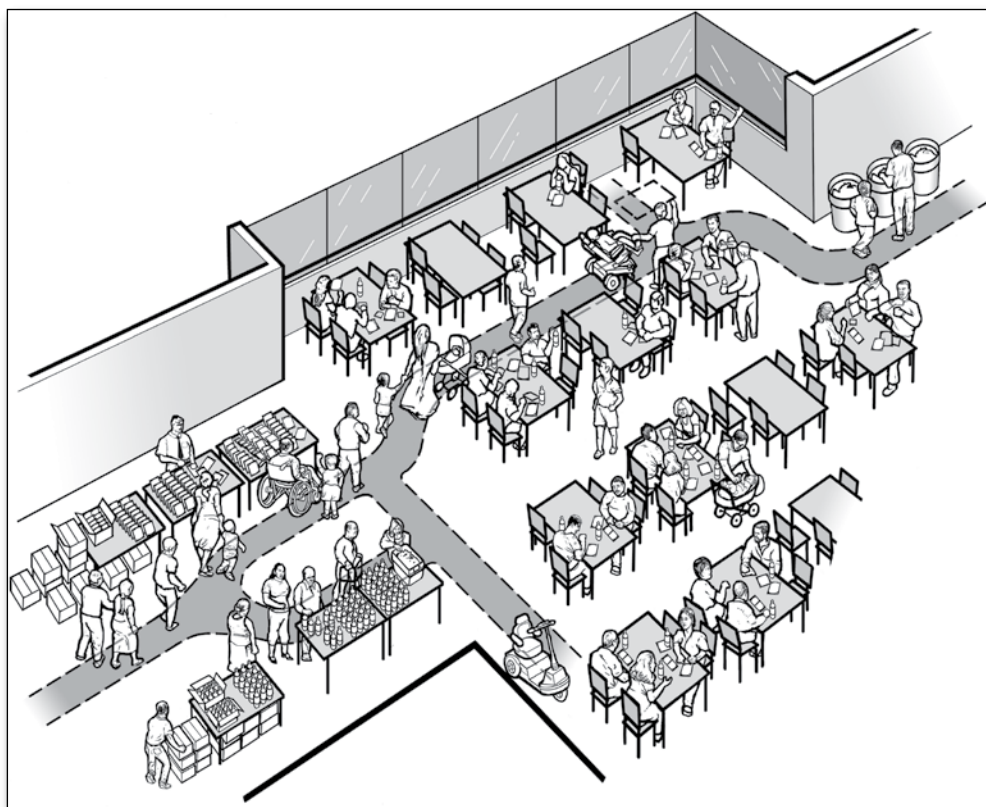
The following questions apply to 50% of the drinking fountains that are provided.

- J1. If the drinking fountain is a wall-mounted unit, is there clear floor space at least 30 inches wide (36 inches if it is in an alcove) x 48 inches long in front of the drinking fountain and at least 27 inches high under the fountain so that a person using a wheelchair can get close to the spout and controls? [ADA Standards § 4.15.5 (1), Figs. 4 (e) and 27 (b)] Yes ____ No ____
- J2. If the drinking fountain is a floor-mounted unit, is there clear floor space at least 30 inches long x 48 inches wide (60 inches if it is in an alcove) for a side approach to the drinking fountain so that a person using a wheelchair can get close to the spout and controls even though the fountain has no clear space under it? [ADA Standards § 4.15.5 (2), Figs. 4 (e), 27 (c) and (d)] Yes ____ No ____
- J3. Is the top of the spout no higher than 36 inches above the floor and at the front of the fountain or water cooler? [ADA Standards § 4.15.2] Yes ____ No ____
- J4. Does the water rise at least 4 inches high when no more than 5 pounds of force is applied to the controls of the fountain? [ADA Standards §§ 4.15.3 and 4.15.4] Yes ____ No ____
- J5. Are the controls on or near the front of the unit and do they operate with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.15.4] Yes ____ No ____
- J6. Is the bottom of the apron of the fountain 27 inches above the floor so that it provides the space needed for a person who uses a wheelchair to pull up under it but is not a hazard to people who are blind or have low vision and use a cane to detect hazards? [ADA Standards §§ 4.15.5 (1) and 4.4.1] Yes ____ No ____

Notes/Comments

K. Eating Areas

An accessible route, at least 36 inches wide and without steps or steep slopes, must be provided to and throughout the food service and eating areas of the shelter. The accessible route allows people who use wheelchairs, scooters, and other mobility devices to get to all of the food and drink items in the shelter and to accessible tables and seating.



A serving and eating area in a shelter are shown above. The shaded pathway illustrates the accessible route connecting the entrance, serving areas, accessible seats and tables, and the exit.

Notes/Comments

- K1. Is there an accessible route, at least 36 inches wide, that connects each of the shelter activity areas with the food service and eating areas (it may narrow to 32 inches wide for up to 2 feet in length)? [ADA Standards § 4.3.2(3)] Yes ____ No ____
- K2. Is there an accessible route that is at least 36 inches wide that connects accessible tables with serving, condiment, and dispenser areas? [ADA Standards § 5.3; 4.3.8] Yes ____ No ____
- K3. In each eating area, if tables with fixed seats are provided, do at least 5% of each type of table with fixed seats have accessible locations with knee space at least 27 inches high, at least 19 inches deep, and at least 30 inches wide with a table top 28 to 34 inches above the floor? [ADA Standards § 5.1] Yes ____ No ____
- Note: If movable tables and chairs are used as shown, then locate at least 5% of the tables adjacent to an accessible route. Tables can be relocated as needed during operation of the shelter.*
- K4. If built-in food, drink, condiment, and tableware dispensers are provided, are dispensers and operating controls mounted no higher than 54 inches above the floor if clear floor space is provided for a side approach? [ADA Standards § 5.5] Yes ____ No ____
- K5. If the operating controls are set back 10 to 24 inches from the front edge of the counter or table are they no higher than 46 inches above the floor? [ADA Standards § 5.5] Yes ____ No ____
- K6. If food service lines are provided, is an accessible route provided (at least 36 inches wide) and are the tray slides no higher than 34 inches above the floor? [ADA Standards § 5.5] Yes ____ No ____

Notes/Comments

OTHER ISSUES

L. Availability of Electrical Power

Emergency shelters should have a way to provide a back-up power supply when the electrical service is interrupted. The back-up power is needed to provide refrigeration of medicines, operation of supplemental oxygen and breathing devices, and for charging the batteries of power wheelchairs and scooters. Individuals whose medications (certain types of insulin, for example) require constant refrigeration need to know if a shelter provides supplemental power for refrigerators or ice-packed coolers. Individuals who use medical support systems, such as supplemental oxygen, or who require periodic breathing treatments using powered devices rely on a stable source of electricity. These individuals must have access to electric power from a generator or other source of electricity while at a shelter.

In general, in each community or area where a shelter is provided, a facility must have one or more back-up generators or other sources of electricity so that evacuees with a disability who rely on powered devices can have access to electrical power while at the shelter.



Notes/Comments

- L1. Is there a backup source of electrical power for the facility? Yes ____ No ____
- L2. Is there a refrigerator or other equipment, such as coolers with a good supply of ice, at the shelter? Yes ____ No ____

M. Single-User or “Family” Toilet Room

In many schools and large facilities where emergency shelters are often located, single-user toilet rooms may be provided for staff. In those facilities built or altered since the ADA went into effect, single-user toilet rooms should have accessible features that could be useful during shelter operation. These features include an accessible entrance and turning and maneuvering spaces. These rooms should also have been built to allow grab bars, accessible controls, and accessible hardware to be easily installed.

As part of the planning for operating an emergency shelter, facilities operators should consider using an available staff toilet room, if provided, as a single-user or “family” toilet room. When provided in addition to large accessible toilet rooms, this type of facility permits a person with a disability to receive assistance from a person of the opposite sex.

- M1. If a sign is provided at the toilet room entrance (e.g. Men, Women, Boys, Girls, etc.), is a sign with raised characters and Braille mounted on the wall adjacent to the latch side of the door and centered 60 inches above the floor? [ADA Standards § 4.1.3(16)(a)] Yes ____ No ____

If No, install a sign with raised characters and Braille on the wall adjacent to the latch side of the door and centered 60 inches above the floor and leave the existing sign in place on the door if removing it will damage the door.

Note: an additional sign may be mounted on the toilet room door but this cannot be considered to be the accessible sign which must be mounted on the wall adjacent to the latch side of the door.

- M2. Does the door to the toilet room provide at least 32 inches clear passage width when the door is open 90 degrees? [ADA Standards § 4.13.5] Yes ____ No ____

- M3. Is the hardware (e.g., lever, pull, etc.) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.13.9] Yes ____ No ____

If No, add new accessible hardware or adapt/replace hardware.

Notes/Comments

M4. On the latch, pull side of the door, is there at least 18 inches clearance provided if the door is not automatic or power operated? Yes ___ No ___
 [ADA Standards § 4.13.6; Fig. 25]

M5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Standards §§ 4.1.6(3)(d)(ii); 4.13.8] Yes ___ No ___
 If No, replace threshold with one with beveled sides or add a sloped insert.

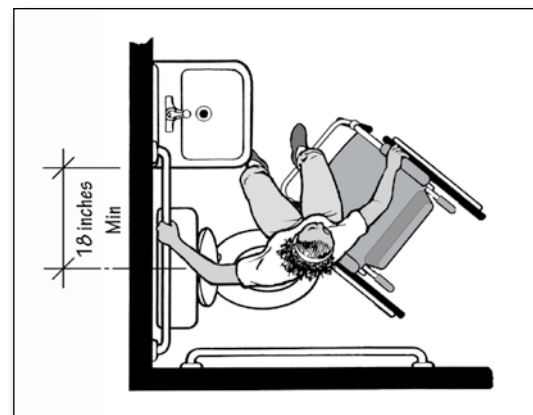
M6. Inside the room is there an area for a person who uses a wheelchair to turn around - either a 60-inch diameter circle or a "T"-shaped turn area? Yes ___ No ___
 [ADA Standards §§ 4.22.3; 4.2.3]

M7. If the door swings into the room, does the door swing not overlap the required clear floor space for the toilet or lavatory? Yes ___ No ___
 [ADA Standards §§ 4.22.2; 4.2.4.1]

Note: In the figure below the clear floor space for the toilet extends at least 66 inches from the back wall.

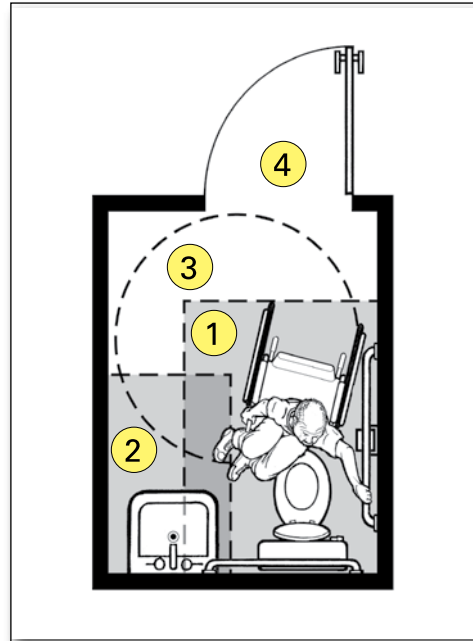
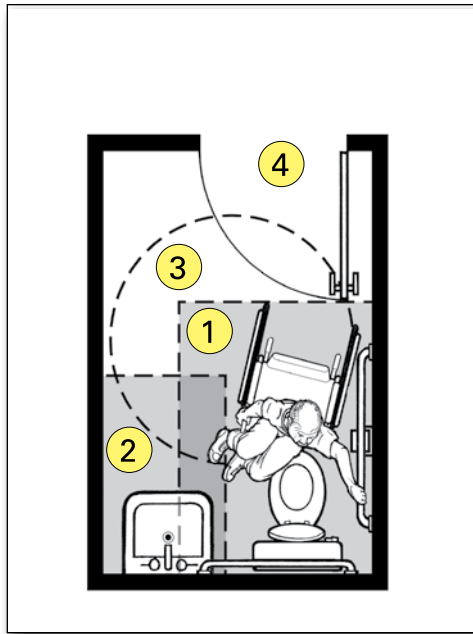
M8. Is there at least 18 inches between the center of the toilet and the side of the adjacent lavatory? Yes ___ No ___
 [ADA Standards § 4.16.2; Fig. 28]

M9. Does the lavatory have at least a 29-inch-high clearance under the front edge and the top of the rim no more than 34 inches above the floor? Yes ___ No ___
 [ADA Standards § 4.19.2]



Plan view showing the minimum amount of space required between the toilet and the adjacent lavatory.

Notes/Comments



Notes/Comments

Notes:

- 1 48-inch minimum by 66-inch minimum clear floor space for toilet
- 2 48-inch minimum by 30-inch minimum clear floor space for lavatory
- 3 60-inch minimum turning space
- 4 door swing

Plan view of a single-user toilet room showing the door swing not overlapping the dark toned area indicating the clear floor space for the toilet and lavatory. The door swing may overlap the turning space indicated by the circular area.

M10. Are the drain and hot water pipes for the lavatory insulated or otherwise configured to protect against contact?
[ADA Standards § 4.19.4]

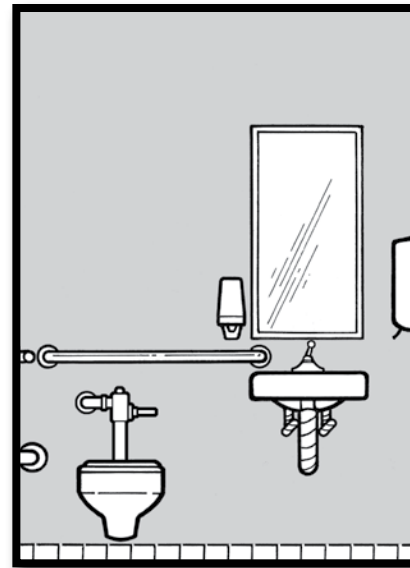
Yes ____ No ____

M11. Does that lavatory have controls that operate easily with one hand, without tight grasping, pinching, or twisting of the wrist?
[ADA Standards § 4.19.5]

Yes ____ No ____

M12. If a mirror is provided, is the bottom of the reflecting surface no higher than 40 inches above the floor or is a full length mirror provided?
[ADA Standards § 4.19.6]

M13. For each type of dispenser, receptacle, or equipment, is there clear floor space at least 30 inches wide x 48 inches long adjacent to the control or dispenser (positioned either parallel to the control or dispenser or in front of it)?
[ADA Standards §§ 4.23.7; 4.27.2; 4.2.5 and Fig 5; 4.2.6 and Fig 6]



Front view of toilet, lavatory, mirror and soap dispenser

M14. Is the operating control (switch, lever, button, or pull) for each type of dispenser or built-in equipment no higher than 54 inches above the floor (if there is clear floor space for a parallel approach) or 48 inches (if there is clear floor space for a front approach)?
[ADA Standards § 4.23.7; 4.27.3; 4.27.2; 4.2.5 and Fig 5; 4.2.6 and Fig 6]

M15. Are all built-in dispensers, receptacles, or equipment mounted so the front does not extend more than 4 inches from the wall if the bottom edge is between 27 inches and 80 inches above the floor?
[ADA Standards §§ 4.23.7; 4.27; 4.4.1; Fig. 8]

M16. Is the centerline of the toilet 18 inches from the adjacent side wall?
[ADA Standards § 4.16.2; 4.17.3]

Yes ____ No ____

Yes ____ No ____

Yes ____ No ____

Yes ____ No ____

Yes ____ No ____

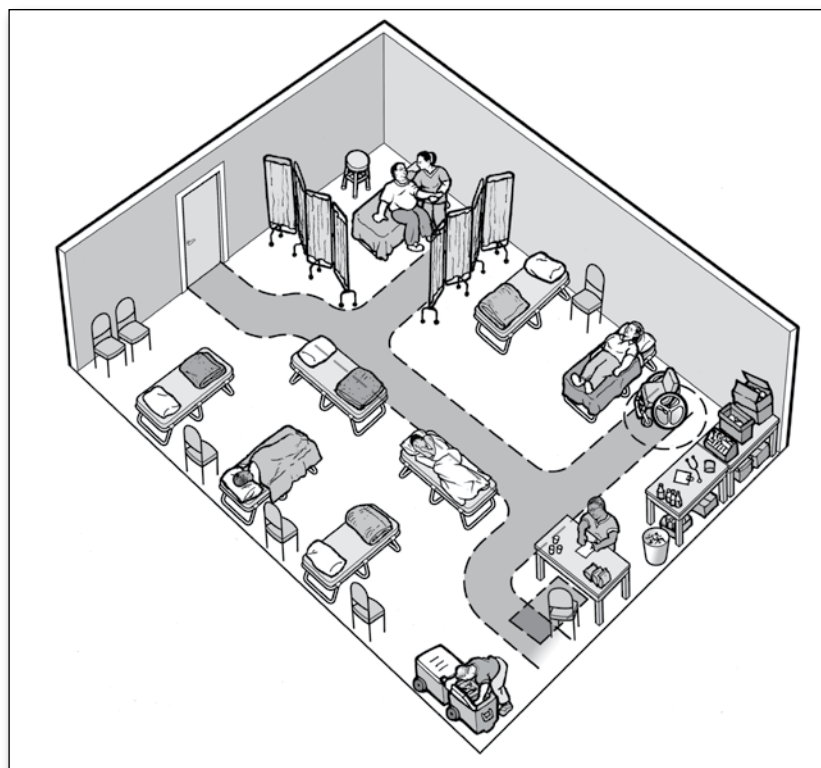
Notes/Comments

- M17. Is the top of the toilet seat 17 to 19 inches above the floor?
 [ADA Standards § 4.16.3] Yes ____ No ____
- M18. Is the flush valve located on the side adjacent to the lavatory?
 [ADA Standards § 4.16.5] Yes ____ No ____
- M19. Is a horizontal grab bar at least 40 inches long securely mounted on
 the adjacent side wall 33 to 36 inches above the floor with one end no
 more than 12 inches from the back wall?
 [ADA Standards §§ 4.16.4; 4.17.6] Yes ____ No ____
- M20. Is there a horizontal grab bar at least 36 inches long securely mounted
 behind the toilet 33 to 36 inches above the floor with one end no more
 than 6 inches from the side wall? [ADA Standards §§ 4.16.4; 4.17.6] Yes ____ No ____
- M21. If a coat hook is provided, is it mounted no higher than 54 inches
 above the floor for a side approach or 48 inches above the floor for a
 front approach? [ADA Standards § 4.25.3] Yes ____ No ____

Notes/Comments

N. Health Units/Medical Care Areas

In many schools, where emergency shelters are often located, nurses' rooms or other types of health care facilities may be provided. These health care facilities should be on an accessible route and have accessible features, including an accessible entrance, an accessible route to the different types of services offered within the medical care unit, turning and maneuvering spaces, and cots or beds that are at a height to which people who use mobility devices can easily transfer.



An overhead view of a medical care area with a shaded pathway showing the accessible route shown and clear floor spaces.

Notes/Comments

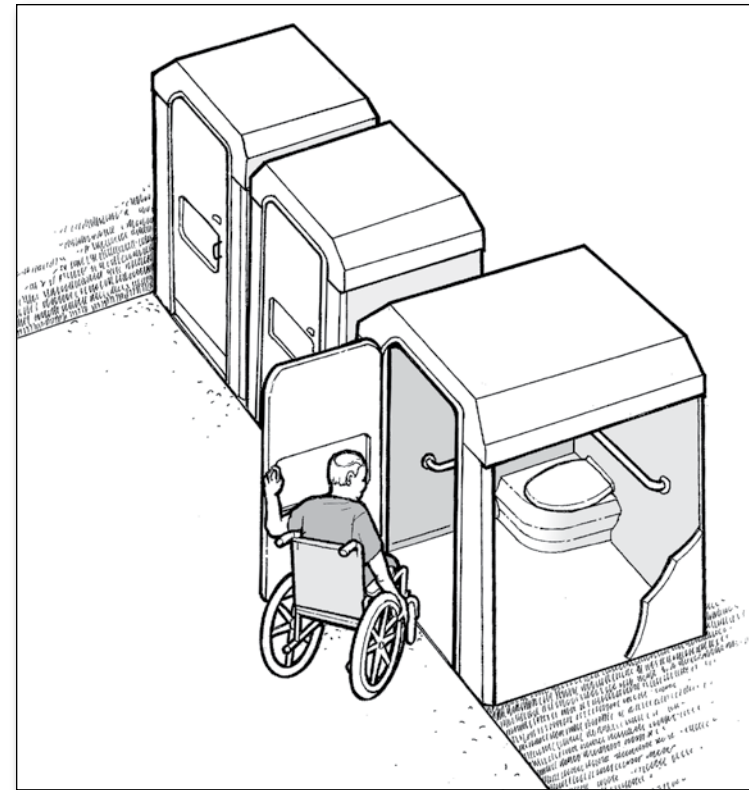
- N1. Is there an accessible route, at least 36 inches wide, that connects each of the shelter activity areas with the health units and medical care areas (it may narrow to 32 inches wide for up to 2 feet in length)? [ADA Standards § 4.3.2(3)]

Yes ____ No ____

O. Accessible Portable Toilets

Portable toilets are often used at emergency shelters to supplement permanent toilet facilities. When portable toilets are provided, at least one must be a unit with accessible features that is located on an accessible route connecting it with the shelter. For the entrance to an accessible portable toilet to be usable, there must either be no step or a ramp must be installed that extends extends from the hinge side of the door to at least 18 inches beyond the latch side of the door.

Accessible portable toilets should similar features to a standard accessible toilet stall including an accessible door, side and rear grab bar, clear space next to the toilet, and maneuvering space.



A person using a wheelchair enters an accessible portable toilet. The unit is positioned to provide a flush entry from the accessible route.

ATTACHMENT D
Barrier Mitigation Plan

Prior to opening a shelter at this location, the County would assist with barrier mitigation as outlined below. If the facility undergoes a significant rebuild or remodel prior to its use as an emergency shelter, the following barrier mitigations should be considered by the facility's owners and managers:

Barrier: The men's ADA-designated toilet stall does not meet standards for an accessible restroom. The toilet centerline is 17.5" as opposed to required 18". MCSD can provide access to the neighboring Teen Center where a compliant men's toilet is available.

Mitigation: If access to neighboring Teen Center is not available, the County can provide an accessible portable toilet.

Barrier: The women's and men's restrooms require minor accommodations. Sink drainpipes are lacking an insulation wrap.

Mitigations: The County can provide an insulation wrap.

Barrier: The restroom paper towel dispensers protrudes more than 4 inches from wall.

Mitigations: The County can provide alternate paper towel dispensers.

Barrier: No showers on site, ADA or otherwise.

Mitigations: The County can provide its shower trailer.

Barrier: Front entrance requires more than 5 pounds of force to pull or push open.

Mitigations: Doors can be propped open.

Barrier: Check-in/reception counter is higher than 36" (42").

Mitigations: County can provide alternate compliant table.

Barrier: Wall-mounted drinking fountains protrude more than 4 inches from wall.

Mitigations: Drinking fountains can be coned off.

Azalea Hall, McKinleyville Community Services District

Facility address:
1620 Pickett Road
McKinleyville, CA 95519

Capacity: 88

Mailing address:
PO Box 2037
McKinleyville, CA 95519

Point of Contact for Authorization
James Henry
707-839-1351 Office
707-496-2295 Emergency
jhenry@mckinleyvillecsd.com

Point of Contact to Open Facility
- Above -

Alternate Point of Contact to Open Facility
Brad Hayman
707-839-1351 Office
707-599-9355 Emergency
parkmaintenance@mckinleyvillecsd.com

Barrier Mitigation Plan

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Mitigations: County can provide alternate compliant table.

Barrier: Wall-mounted drinking fountains protrude more than 4 inches from wall.

Mitigations: Drinking fountains can be coned off.

Hillarie is most proud of the McKFRC's role and leadership in getting The Center at McKinleyville (an integrated social service hub) developed and open (a process that began in 2013 and finally came to fruition in 2021). "The Center at McKinleyville is a project that is changing the social service delivery system in our community and creating opportunities for engagement with additional institutional partners. It was a lot of work to put together and it is beautiful."

It is a great privilege to be able to present the Community Builder Award to the McKinleyville Family Resource Center. This organization works tirelessly to improve safety, sense of place and community connection for McKinleyville and the northern Humboldt region.

Alternatives:

Not Applicable

Fiscal Analysis:

Not Applicable

Environmental Requirements:

Not Applicable

Exhibits/Attachments:

- Attachment 1 – McKFRC Interview Responses

“Community Building Award” Interview Questions

1. How long have you (or your business or organization) been involved with the McKinleyville community?
McKinleyville Community Collaborative (McKinleyville Family Resource Center) was established in 2002, and has been in continuous operation ever since.
2. What drives you to serve in your community?
The Family Resource Center is driven by a belief that all people deserve to be treated with respect and the knowledge that social service systems have the capacity to cause harm. As such, we work to provide access to support, services, and benefits to individuals and families of all backgrounds. In addition to providing quality services, the Family Resource Center works with other agencies to improve the systems of service delivery in response to the interests and needs of community members seeking those supports.
3. What do you appreciate most about McKinleyville?
McKinleyville is a place filled with people who care about each other and our community. In part as a result of being a small community, people in McKinleyville with different worldviews work together in relationship over time toward improved community life.
4. In your opinion, what are the key ingredients for creating a vibrant, connected and engaged community?
The Family Resource Center is committed to building a vibrant, connected, and engaged community, which we believe starts with ensuring all of our community members truly belong. When community members belong, they feel safe to be creative, exercise agency, and build long-lasting relationships with one another.
5. What do you see as the biggest challenge facing communities, or McKinleyville in particular, today?
There are many challenges facing communities and individuals in McKinleyville today. Systemic poverty, the housing shortage, and the ongoing impacts of settler colonialism are just a few of the extensive issues that make it harder for McKinleyville to be vibrant, connected, and engaged. We believe a first step in addressing these challenges is to collaborate with agencies and organizations in building shared values and interest in solving these issues.
6. What are the hopes you hold for the community of McKinleyville? Where do you see the most opportunity for community improvement?
I hope McKinleyville continues its creative approach to problem solving that includes working together across institutions and differences for a common good. I think there is an opportunity for richer and more accessible participation by community members in public process.
7. What are you most proud of in terms of your service to and within the community of McKinleyville?
The Center at McKinleyville is a project that is changing the social service delivery system in our community and creating opportunities for engagement with additional institutional partners. It was a lot of work to put together and it is beautiful.

8. Do you have any additional comments you would like to add?

McKinleyville Community Services District

BOARD OF DIRECTORS

December 7, 2022

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.2 **Presentation by Melton Design Group for the Design Concept and Process for the BMX Track & Park Features and Elements**

PRESENTED BY: **Lesley Frisbee, Parks & Recreation Director
Melton Design Group, Inc. Team**

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review the presentation provided by Melton Design Group, discuss, and take public comment.

Discussion:

The Melton Design Group (MDG) has developed a preliminary design concept for the BMX Track & Park. The presented concept will be used to solicit specific feedback from the public and stakeholders to determine final design features.

District staff will use the information provided by MDG to create a public survey that will be released to the public to collect input and opinions on the direction of the design process and concept. MDG will use the information collected to finalize the design for the park and track.

Alternatives:

Staff analysis consists of the following potential alternative:

- Take Action

Fiscal Analysis:

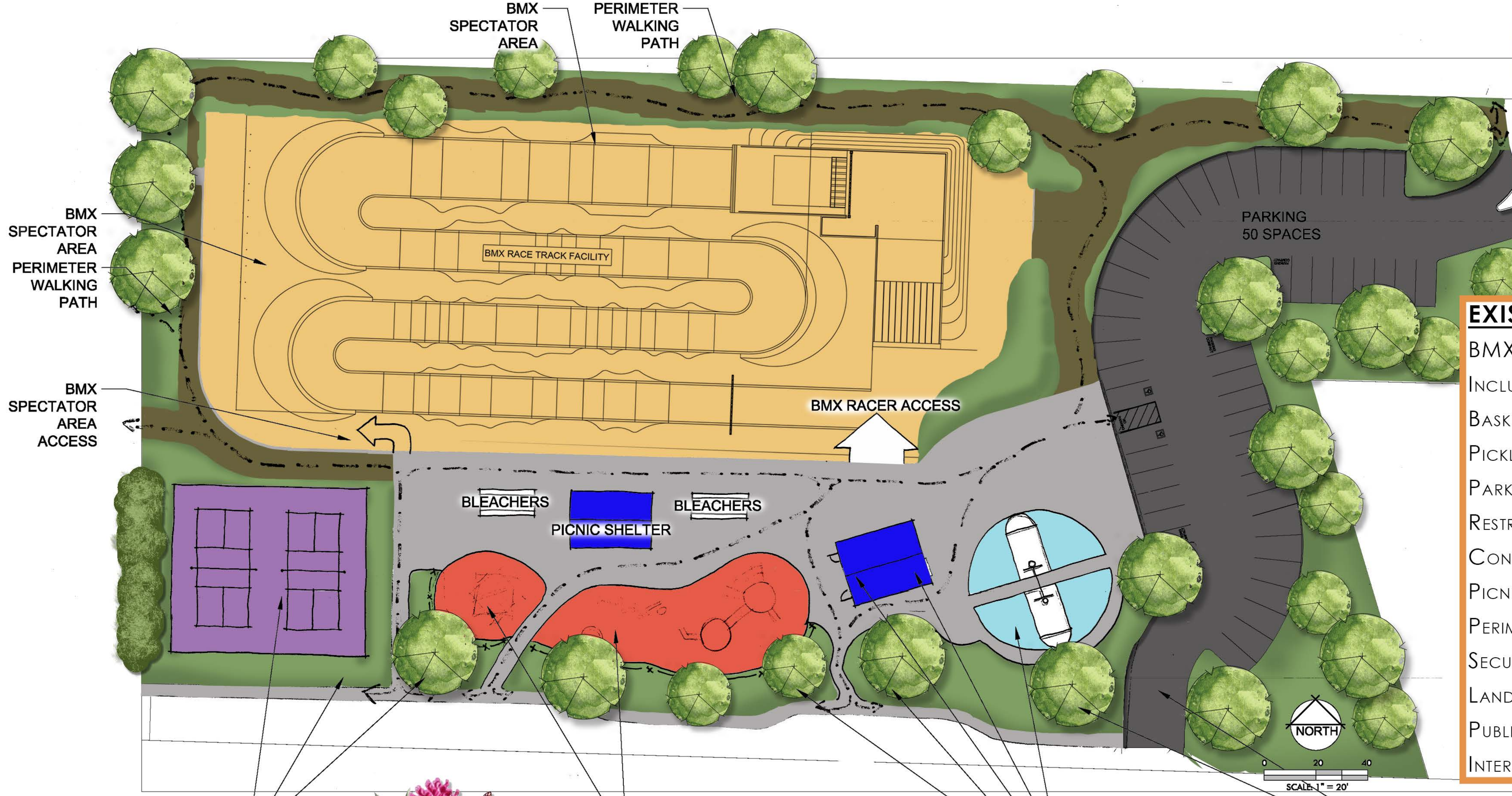
Not applicable. This project is grant funded by the California Statewide Park Development Program

Environmental Requirements:

Not applicable. All necessary permits, including CEQA have been obtained for the project.

Exhibits/Attachments:

Attachment 1 - MDG BMX Park DRAFT Master Plan



- EXISTING PROGRAM**
- BMX TRACK WITH BLEACHER SEATING
 - INCLUSIVE PLAYGROUNDS (2-5 & 5-12)
 - BASKETBALL COURT
 - PICKLEBALL COURT
 - PARKING LOT WITH SWING GATE
 - RESTROOMS
 - CONCESSION / REGISTRATION BUILDING
 - PICNIC TABLES
 - PERIMETER WALKING PATH
 - SECURITY LIGHTING
 - LANDSCAPING (EDIBLE / NATIVE)
 - PUBLIC ART
 - INTERPRETIVE SIGNS

PICKLEBALL PLANTING AREA (TYP.)

PLAY AREA (5-12 YR)
PLAY AREA (2-5 YR)

BASKETBALL
CONCESSION / STORAGE
RESTROOMS
PLANTING AREA (TYP.)

SWING GATE
PUBLIC ART / SIGN



MCKINLEYVILLE BMX AND PARK

DRAFT MASTER PLAN 11.28.2022

McKinleyville Community Services District

BOARD OF DIRECTORS

December 7, 2022

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Consider Approval of Resolution 2022-30 Authorizing the General Manager to Sign and File on behalf of MCSD a Financial Assistance Application for a Financing Agreement from the State Water Resources Control Board for the Planning, Design, and Construction of Fischer and B Street Lift Station Upgrades**

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

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Board review the information, air questions, take public comment, and approve Resolution 2022-30 authorizing the General Manager to sign and file the \$500,000 SRF planning grant application for the upgrades to the Fischer and B Street sewer lift stations.

Discussion:

The District is seeking planning and design funding through the Clean Water State Revolving Fund (CWSRF) for an upgrade project to improve the efficiency and reliability of two of the main lift stations in the wastewater collection system. The proposed project will include pump, motor, piping, and electrical and control upgrades to the Fischer and B Street lift stations to improve the operating efficiency and reliability of the stations, and extend their useful life out for another 50-years. The project will also assess the need for upgrading the lift station structures to meet current seismic building code.

The Fischer Lift Station is the main station that collects the entire flow from the southern half of McKinleyville and pumps it up to the Wastewater Management Facility (WWMF). It also takes overflows from the Hiller Lift Station, so can end up pumping almost the entire wastewater flow generated in McKinleyville. Needless to say, if this station were to be off-line for any reason, it could quickly end up being a major sewage spill that would likely reach the Mad River. The B Street lift station is located in the eastern portion of McKinleyville, and pumps flows from the B and 2nd area eventually to the Fischer lift station. The B Street station is located near the headwaters of Widow White Creek and a failure of this station could end up in Widow White Creek.

A detailed Plan of Study, which will be included in the grant application, is included as Attachment 2. As detailed in the scope of work in the Plan of Study, the intent of the \$500,000 planning grant will be to complete the engineering, design, permitting and preparation of bid documents for the upgrades to both lift

stations. Upon completion of the Planning Grant, the District would then pursue a CWSRF grant for the construction of proposed improvements. Resolution 2022-30, included as Attachment 1, would authorize the General Manager to submit the Planning Grant Application, and subsequent construction grant application, and act as the Authorized Agent for the execution of the grant agreement.

Alternatives:

Not Applicable

Fiscal Analysis:

The planning grant application is for \$500,000. McKinleyville meets the Disadvantaged Community requirements of the CWSRF grants and should fund the entire amount in grant funds. As part of the design, the selected engineer will also prepare a cost estimate for the construction of the upgrades. It is the District's intent to pursue grant funding for the construction as well.

Environmental Requirements:

The project will require CEQA permitting, likely a Negative Declaration, prior to construction.

Exhibits/Attachments:

- Attachment 1 – Resolution 2022-30
- Attachment 2 – Plan of Study

RESOLUTION 2022 – 30

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
AUTHORIZING THE GENERAL MANAGER TO SIGN AND FILE A FINANCIAL ASSISTANCE
APPLICATION FROM THE STATE WATER RESOURCES CONTROL BOARD**

WHEREAS, the District is seeking planning and design funding through the Clean Water State Revolving Fund (CWSRF) for an upgrade project to improve the efficiency and reliability of two of the main lift stations in the wastewater collection system; and

WHEREAS, the proposed project will include pump, motor, piping, and electrical and control upgrades to the Fischer and B Street lift stations to improve the operating efficiency and reliability of the stations and extend their useful life out for another 50-years; and

WHEREAS, the project will also assess the need for upgrading the lift station structures to meet current seismic building code.

WHEREAS, the intent of the planning grant will be to complete the engineering, design, permitting, and preparation of bid documents for the upgrades to both lift stations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby authorize and directs the General Manager (“Authorized Representative”) to sign and file, for and on behalf of the McKinleyville Community Services District (“Entity”), a financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of Fischer and B Street Lift Station Upgrades (“Project”).

The Authorized Representative, or their designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or their designee, is designated to represent the Entity in carrying out the Entity’s responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on December 7, 2022, by the following polled vote:

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

David R. Couch, Board President

Attest:

April Sousa, MMC, Board Secretary

Plan of Study – McKinleyville CSD Fischer and B Street Lift Station Upgrades

Clean Water State Revolving Fund Planning Application

1. Introduction

The McKinleyville Community Services District (MCSD or District) is seeking planning and design funding through the Clean Water State Revolving Fund (CWSRF) for an upgrade project to improve the efficiency and reliability of two lift stations in the MCSD wastewater collection system and protect nearby water quality.

MCSD manages a wastewater collection system that services approximately 16,500 residences. The Fischer lift station currently receives all wastewater from the southern half of the District's service area including a population of approximately 8,000 people. The Fischer station also collects the overflow from the Hiller station, which collects flows from an additional approximately 8,500 people, when the wastewater flows are too high for Hiller to handle or if the Hiller station were to become disabled in the event of a natural disaster, station repairs or maintenance. The B Street lift station services the eastern side of the MCSD service area. The B Street lift station is located within the portion of the sewer network that flows to the Fischer lift station. Both lift stations operate with pumps and other components installed in the 1970s which are near the end of their useful lives. These pumps are inefficient to operate and have the potential to fail during high flow events. If the pumps were to fail, both stations would overflow into the Mad River watershed. The Mad River is the drinking water source for approximately 88,000 residents in Humboldt County. It is listed as an impaired waterbody under the Clean Water Act section 303(d) for sediment and temperature impacts to anadromous salmonid resources. Failure of either of these lift stations could cause additional impairments to the Mad River. In addition to increasing the impairments to the Mad River and threatening the local drinking water supply, overflows would violate the MCSD NPDES permit. The construction of this project would significantly reduce the potential for failure of these lift stations, thereby minimizing the risk of the negative impacts of lift station failure. Given the importance and potential impacts of the failure of these stations, the District has ranked these upgrades as the highest priority in their Comprehensive Water & Sewer Master Plan. The District has budgeted for the sewer replacement and is actively seeking additional funding from State and Federal agencies. MCSD has a long history of successfully implementing State and Federal grant funded projects.

According to the US Census Bureau, the median household income (MHI) in the state of California was \$84,907 as of the most recent estimate. The most recent estimate for the MHI in the community of McKinleyville was \$54,697, meaning that McKinleyville's MHI is approximately 64% of the statewide MHI. The population of McKinleyville is approximately 16,645. The combination of McKinleyville's MHI and population qualify the proposed project for automatic fundability as defined in the CWSRF Priority Score Estimation Worksheet (rev. 11/2019). An income survey verifying the MHI was completed by the SWRCB in 2015 for CWSRF Project # C-06-8034-110, the District's Wastewater Management Facility Upgrade project.

2. System Information

MSCD provides potable water, sewer, Parks & Recreation, and street light services to approximately 17,000 residents. The District has approximately 6,644 active sewer service accounts. The project will not add any new population served by the system or service connections. The sewer network is comprised of 6" to 24" gravity flow and force main piping with five lift stations throughout the service area (Figure 1). The original sewer collection system was constructed in 1976, making it 46 years old. Most of the system is constructed of asbestos cement pipe (ACP).

3. Project Information

The purpose of the project is to upgrade the Fischer and B Street lift stations to improve the operating efficiency and reliability of the stations, thereby reducing electrical consumption and protecting water quality in the local vicinity of the lift stations. The project will also assess the need for upgrading the lift station structures to meet current seismic building code. The lift stations were designed and constructed in the 1970s as a concrete wet well/dry well design. Both sites also have a unit masonry structure which house back-up generators and electrical control panels.

The main concern with extending the use of the current pumps, motors, and motor control centers (MCCs), which are at the end of their useful lives, is overflows from either lift station in the event of pump failure. The Fischer lift station is located just outside of the Mad River Floodplain, approximately 1,800 feet from the active river channel. Any overflows from the Fischer lift station would quickly enter drainage courses that lead to the active river channel. As discussed in the introduction, the Mad River is the primary local drinking water supply and is listed as impaired for sediment and temperature. The Mad River watershed also has significant agricultural and recreational uses, as well as providing habitat to many endangered fish, bird, and animal species. The B street lift station is in the Mill Creek drainage, a tributary of the Mad River. Any overflows from the B Street station would drain into Mill Creek and impact the Mad River. Additionally, there are wetlands in the vicinity of the B Street lift station that would be impacted by an overflow.

Secondary benefits of the project will be to increase the seismic resiliency of the lift stations. The North Coast of California is the confluence of several fault zones and experiences frequent earthquakes. The upgrades to the lift stations' infrastructure will be designed to current seismic building codes, allowing the stations to withstand higher magnitude earthquake events without failing, which ultimately decreases the likelihood of overflow events. The more efficient pumps and motors will also reduce electrical consumption, helping to decrease annual operational costs and address climate change impacts.

3.1 Fischer Lift Station

The Fischer lift station structure has a 1,500-square-foot footprint, with a wet well and dry well located below the floor of the masonry structure. Water from the sewer system flows into the wet well, and it is pumped from there by the pumps that sit in the dry well. The station is operated by four pumps which discharge to a 16-inch force main. The work at this site will include installing new pumps and motors; a new motor control center (MCC); new electrical controls, panels, and wiring; new discharge piping and valves from the new pumps; and potentially modifications to the building and foundation to bring them up to current seismic code if required. All staging and construction activities will occur on previously disturbed area within the perimeter fencing of the site.

3.2 B Street Lift Station

The B Street lift station structure has a 190-square-foot footprint, with a wet well and dry well located outside the structure. Water from the sewer system flows into the wet well, and it is pumped from there by the pumps that sit in the dry well. The dry well and associated existing pumps will be demolished and abandoned. New, more energy-efficient submersible pumps will be installed in the wet well. New electrical wiring will be installed from the building to the pumps, and new pump controls and electrical panels will be installed within the unit masonry structure. New discharge piping and valving will be installed from the new pumps to connect them to the existing system. All construction and staging activities will occur within the property boundary of the MCSD lift station site helping to ensure there are no impacts to the environment or permitting challenges.

4. Scope of Work

The District will prepare a Request for Qualifications (RFQ) and circulate it to obtain Statements of Qualifications (SOQs) from consulting firms to perform the preliminary engineering, final engineering, and permitting/CEQA compliance services. The District will evaluate and select the most qualified firm to perform the tasks as outlined below.

4.1 Task 1 - Preliminary Engineering Design

The preliminary engineering design will consist of a preliminary seismic and structural engineering analysis of the lift stations as well as the initial engineering design for the retrofit of the pumps, motors, piping, electrical equipment, motor control center (MCC), and other ancillary improvements required to integrate the new pumps with the District's existing lift stations at each site.

The project involves the installation of new pipes, electrical equipment, pumps and motors at each lift station, and potential retrofit of the existing buildings and foundations. The buildings will be evaluated by a structural engineer and preliminary designs will be prepared to retrofit the stations to meet current seismic code if necessary. An initial design will be prepared by an electrical engineer to retrofit/replace these components to bring them up to current code. Preliminary design plans will be prepared for the pumps, motors, piping, and electrical equipment retrofit/replacement.

The preliminary engineering task will include development of the design basis and drawings to approximately the 30% design level. The preliminary engineering will also be used to determine the footprint of the project to use as a basis for determining the potential for environmental impacts as detailed in the next task, as well as to develop a preliminary opinion of probable construction cost.

Deliverables:

30% Design Plans, Basis of Design Report, Preliminary Opinion of Probable Construction Cost

4.2 Task 2 - CEQA Special Studies

The construction of the project will be limited to the footprint of the existing lift station sites. The new equipment will take up approximately the same area as the existing equipment, so it should fit in the existing buildings and wet wells. Connections will be made to the existing plumbing and pressure mains. The laydown areas will also be confined to the existing disturbed area within the fencing of the lift station sites. Given that the work will occur within the existing disturbed areas, it is anticipated that this project will have minimal to no environmental impacts. To help confirm that, and to allow for the completion of the California Environmental Quality Act (CEQA) process, the necessary special studies will be completed.

The special studies shall include biological (wetlands and other natural resources) and cultural resources studies. The cultural resources investigation will include pre-field research, a field survey, consultation with the Native American Heritage Commission, and outreach to local Native American tribes (separate from AB 52 consultation). A letter will also be sent out to all the local Tribal Historic Preservation Officers (THPOs) detailing the project in conformance with the AB 52 consultation process.

Deliverables:

Biological Resources Report, Cultural Resources Report, Environmental Studies Memoranda

4.3 Task 4 - Permitting/CEQA

The level of CEQA environmental document that will be required for this project is not certain at this time; however, the replacement of existing infrastructure is typically categorically exempt from CEQA and can be addressed with a Notice of Exemption (NOE). The scope and cost estimate for this task assume that an Initial Study (IS) and a Mitigated Negative Declaration (MND) with an associated Mitigation Monitoring & Reporting Plan (MMRP) will not be required for this project, and that an NOE will be sufficient to satisfy CEQA. A NOE will be prepared using Humboldt County's current form. The District will file the NOE with the County and pay all associated filing fees. The District Board will then adopt the NOE at a regularly scheduled Board meeting.

The District is not required to obtain Building Permits for water & wastewater facilities, so will not need to for this project. The size of the project, and the fact that it is contained within the footprint of the existing lift station will also preclude the need for a grading or NPDES permit. However, the District will confirm this prior to issuing the project for construction.

Deliverables:

CEQA Notice of Exemption

4.4 Task 5 - Final Engineering (Plans and Specifications)

Under this task, the selected engineer will perform the final design analysis and will prepare final design documents and associated technical specifications for the proposed project. The final general design will consist of completing drawings showing project locations and vicinity, general project notes, design criteria, legends, and abbreviations. An opinion of probable construction cost will also be prepared under this task.

The final civil and electrical design will consist of drawings for civil details, site demolition, pipe installation, piping layout, pump and motor installation details, valve details, manhole details, thrust block details, paving details, electrical single line drawings, MCC details, etc. Structural drawings for seismic retrofitting will be developed if required. Technical specifications consisting of those for demolition, earthwork, paving, piping, pumps, motors, valves, manholes, electrical conduit, electrical wires, MCC, etc. will be prepared.

Document preparation and review for final design will consist of preparing submittal documents for review and comment by the District, conducting 4-hour design review meetings after each design submittal and incorporating review comments received from the District. Design documents and review meetings will be provided at the 60% and 90% completion levels. Final bid documents will be prepared after incorporating District comments on the 90% design submittal package.

Deliverables will consist of hard copies and electronic copies of the detailed design drawings, specifications, and other necessary bid documents as well as an opinion of probable construction cost provided at the 60% and 90% completion levels.

Deliverables:

60% and 90% Plans and Specifications and other Bid Documents, Opinion of Probable Cost

4.5 Cost Estimate

The above scope will be completed for a cost of \$500,000 based on the task allocations presented in the table below. The project team reserves the right to move funds between tasks without exceeding the total budget. Invoices will be prepared monthly based on the percentage of services performed. Invoices are due and payable by the District within 30 days of receiving compensation from SWRCB.

Task	Description	Fee
Task 1	Preliminary Engineering Design	\$180,000
Task 2	CEQA Special Studies	\$60,000
Task 3	Permitting/CEQA	\$30,000
Task 4	Final Plans and Specifications	\$230,000
TOTAL FEE ALL TASKS		\$500,000

4.6 Schedule

If funded, the scope of services presented above can be completed within ten months of receiving the notice to proceed from the District after the grant funding is secured. The below table shows the weeks each task will take until completion of the project.

Task Description		Weeks to Complete
Task 1	Preliminary Engineering Design	20 after Contract
Task 2	NEPA/CEQA Special Studies	16 after Task 1
Task 3	Permitting/CEQA	4 after Task 2
Task 4	Final Plans and Specifications	20 after Task 1

Due to Director Clark-Peterson not seeking another term, the rotation schedule needs to be updated. Staff proposes the following Board Officer Rotation Schedule:

	2023	2024	2025	2026	2027	2028	2029	2030
Term Expiration								
Orsini	C				VC	C		
Binder	VC	C				VC	C	
Biteman		VC	C				VC	C
Mayo			VC	C				VC
Couch				VC	C			

Alternatives:

Staff analysis consists of the following potential alternative

- Set an alternative Board Rotation Schedule

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

McKinleyville Community Services District

BOARD OF DIRECTORS

December 7, 2022

TYPE OF ITEM: **Information**

ITEM: E.5 **Review and Discuss Board Committee Appointments for 2023 Calendar Year**

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

TYPE OF ACTION: **Discussion/Information**

Recommendation:

Staff recommends that the Board review, take public comment and discuss potential committee assignments for the 2023 Calendar Year.

Discussion:

At the beginning of each Calendar Year, the Board President shall appoint committee assignments as stated in the Board Policy Manual.

RULE 3-2: PRESIDENT -- The President shall perform the duties of presiding officer at all meetings of the Board of Directors and shall carry out the resolutions and orders of the Board of Directors and perform such other duties as the Board of Directors prescribes including appointment of members to serve on committees of the Board and designation of committee chairs, except for the Parks and Recreation Committee. The Board President is responsible for leadership at public meetings and for exerting every effort to unite the Board into a working, cohesive group by preserving order and decorum. The Board President shall decide questions of order subject to appeal to the Board. This requires the assistance and cooperation of all of the Board Members.

Appendix A from the Board Policy Manual (Attachment 1) gives greater understanding and descriptions of the standing committees of the board. There is currently one ad-hoc committees not listed in Appendix A (Community Forest Committee). Additionally, the Local Agency Formation Commission (LAFCo) is not listed in Appendix A as this is not a Board President appointed committee but is an elected position by LAFCO members. The full list of committees (with 2022's appointments) are as follows:

- 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 and Finance Committee (Orsini/Couch)
- f. Employee Negotiations (Couch/Mayo)
- g. McKinleyville Municipal Advisory Committee (Orsini/Binder)
- h. Humboldt Local Agency Formation Commission (Couch)
- i. Environmental Matters Committee (Couch/Clark-Peterson)

j. AdHoc Committee – Community Forest (Mayo/Orsini)

With the update of the Board President Rotation, this is an opportunity to discuss these appointments and to bring to the attention of the incoming 2023 Board President any interest individual Board Directors may have regarding specific committees.

Alternatives:

- Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Appendix A Board Policy Manual – Committee Assignments

Appendix A

Board Direction for Committee Assignments

The Board of Directors of the McKinleyville Community Services District (MCSD; District) currently (2020) has eleven (11) committees, nine of which are standing committees and two ad-hoc committees. A standing committee is a permanent committee established for the purpose of specializing in the consideration of a particular subject area. MCSD's standing committees include Parks and Recreation Committee, Area Fund, Redwood Region Economic Development Committee, Audit Committee, Employee Negotiations Committee, McKinleyville Municipal Advisory Committee, and Environmental Matters committee. An Ad-Hoc Committee is a committee formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective. The McKinleyville Senior Center Advisory Committee dissolved in March 2019, however the continued collaboration and agreement with the McKinleyville Senior Center still requires an MCSD Board Liaison.

Parks and Recreation Committee: The primary purpose of the Parks and Recreation Committee (PARC) is to make recommendations to the McKinleyville Community Services District (MCSD) Board of Directors regarding plans, policies, programs, and projects relating to McKinleyville's parks, facilities, open space maintenance zones, and recreation activities.

The PARC is appointed by the Board and should include one Director who will be appointed by the Board President. An alternate Director will be selected in the event the primary Director is unable to attend a PARC meeting. Members should represent, to the extent possible, various recreational interests of the community including but not limited to business, environmental, equestrian, sports, seniors, trails and youth. The Parks and Recreation Committee meet once a month on the 3rd Thursday at 6:30pm at District's Conference Room, 1656 Sutter Road, McKinleyville. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings.

Area Fund: The primary purpose of the McKinleyville Area Fund is to help in the decision-making process to grant funds to deserving organizations and projects in the McKinleyville area.

The MCSD Board President will appoint a Director to serve as a member for the McKinleyville Area Fund annually. The committee meets on an "as needed" basis. The designated Board Member should report to the Board during the regular monthly Board of Directors meetings as applicable.

Redwood Region Economic Development Commission: The Redwood Region Economic Development Commission (RREDC) is a collaboration of Humboldt County communities dedicated to expanding economic opportunity in Humboldt County. The primary purpose of RREDC is to create opportunity and to support the growth of local businesses by leading

projects of regional significance, making loans, and offering technical assistance through partnership with the North Coast Small Business Development Center.

RREDC has nineteen members and is governed by a Board of Directors of elected officials appointed by member agencies. The MCSD Board President will appoint a Director to serve as a member for RREDC annually. An alternate Director will be selected in the event the primary Director is unable to attend a RREDC meeting. The RREDC Board of Directors meet once a month on the 4th Monday at 6:30pm at the Prosperity Center, 520 E Street, Eureka. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings.

McKinleyville Senior Center Board Liaison: The primary purpose of the McKinleyville Senior Center Board Liaison is to provide a line of communication to the McKinleyville Senior Center (MSC) regarding Azalea Hall and any other topics pertinent to active agreements.

The MCSD Board President will appoint a Director to serve as the Board Liaison for the McKinleyville Senior Center annually. The appointed member should attend all MSC executive and regular board meetings. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings to facilitate communications between MCSD and MSC. The MSC Board of Directors meet once a month on the third Wednesday from 11:00am – 12:30pm at the Senior Center.

Audit & Finance Committee: The primary purpose of the Audit & Finance Committee is to provide oversight of the financial reporting process, the audit process, the system of internal controls, review of loans or bonds or other financing mechanisms and their terms, compliance with financial and audit related laws and regulations, and other financial matters as assigned by the Board or the Board President. The Audit & Finance Committee will consider internal controls and review their effectiveness. The Committee assists the Board of Directors to fulfill public governance and oversight.

The Audit & Finance Committee will be appointed by the Board President and include two Directors. The Committee should have one “financial expert” member who is knowledgeable and experienced in government accounting and auditing; Generally Accepted Accounting Principles for estimates, accruals, and reserves; and internal controls. If no member is qualified, the committee is permitted to engage an outside party for this purpose. To maintain the Committee’s independence and effectiveness, those with managerial responsibilities that fall within the scope of the audit should NOT serve as a member of the Audit & Finance Committee.

Specific Responsibilities of the Audit & Finance Committee include, but are not limited to:

- Submit Request for Proposals (RFP) to qualified audit firms every three years – soliciting bids, interviewing firms and making the recommendation to the Board of Directors when selecting the firm to be awarded the audit contract
- Review all significant GAAP or FASB rule changes and have a clear understanding of the effect of such changes on the financial condition of the District and needed changes in financial procedures

- Review annual audit in detail – presented to the Board by the auditors and accepted by the Board of Directors based upon the recommendation of the Committee. Such review shall encompass the overall condition of the MCSD finances, all audit recommendations for changes. and management letters
- Discuss financial statements directly with management, with independent auditors in private and privately among Committee members while maintaining an appropriate degree of professional skepticism
- Identify future financial challenges with auditors and management
- Monitor controls designed to prevent and detect senior management override of other controls
- Review annual true cost set asides to ensure that all cost centers of the District have a completed plan to amortize future costs, to recommend set asides for the Board of Directors, compliance with set asides and ensure management has developed a schedule of repayment for borrowings of these funds that is consistent with District financial integrity
- Establish procedures for complaints regarding accounting, internal controls or auditing matters – such procedures should specifically provide for the confidential, anonymous reporting by employees of concerns regarding questionable accounting or auditing matters
- Review financing decision to fund Capital Improvement Projects undertaken by the District
- Review the terms and conditions of substantive finance mechanisms, including loans and bonds/certificates of participation, to be undertaken by the District
- Other financial matters as assigned by the Board President and/or the Board
- Report annually to the full Board and the public on how it satisfied its duties and met its responsibilities

The Audit & Finance Committee should meet on a regular basis and report to the Board during the regular monthly Board of Directors meetings. The report should address or include at a minimum, the activities of the Committee, significant findings brought to the attention of the Committee, any indications of suspected fraud, waste or abuse, significant internal control findings and activities of the internal audit function.

Employee Negotiations Committee: The primary purpose of the Employee Negotiations Committee is to allow open communication between staff and the Board of Directors regarding staff's benefit package.

The committee is comprised of two Directors and a staff nominated representative from each department. The MCSD Board President will appoint the Directors to serve for the Employee Negotiations Committee annually. The designated Board Members should report back to the Board during the regular monthly Board of Directors meetings as necessary. The committee meets on an "as needed" basis when the term of the previous negotiation is close to expiration. The committee members will be called upon to meet with the General Manager to review wage studies and other proposed policy changes to MCSD benefit and compensation package. Committee members should as background be familiar with wage

comparisons of other similar entities, retirement benefit amortizations and medical benefit programs.

McKinleyville Municipal Advisory Committee: The primary purpose of the McKinleyville Municipal Advisory Committee (MMAC) is to provide a consistent forum for the public to hear about and advise the Humboldt County Board of Supervisors on local community issues.

The MMAC is tasked with gathering input from the community and providing advice on matters which relate to county services which are or may be provided to the greater McKinleyville area by the County or other local government agencies. The advice to be provided by the MMAC includes but is not limited to advice on matters of public health, safety, welfare, public works, public financing, and proposed annexations that may affect the local area covered by the MMAC.

An additional responsibility of the MMAC is to review, comment and provide advisory recommendations to the Planning Commission and the Board of Supervisors on proposed zoning amendments, and General Plan petitions and amendments located within the McKinleyville planning area related to conformance with the McKinleyville community plan. The MMAC will also discuss and provide input on long-range planning issues.

As outlined above, these community issues impact the District. The MMAC conducts business without any budget and with a limited staff support from the County of Humboldt. In an effort to increase support and collaboration, MCSD may provide a small stipend of \$3,000 of in-kind services to MMAC for community meetings and other MMAC meeting related expenses. This stipend may be budgeted for during each fiscal year budget process and provides for in-kind contributions of supplies and District staff/office support. Additionally, MCSD provides meeting space support at the McKinleyville Middle School and letters of support for grants as appropriate and approved by the Board. This support is conditional upon MCSD reserving any and all existing and future legal rights conferred upon the District by local, state, and federal law, and in no way defers or apports those rights to the MMAC.

The MMAC is comprised of eight voting members who reside, own property, or conduct a business in the greater McKinleyville area. Six of the MMAC committee members are appointed by the County Board of Supervisors and one is a representative of MCSD appointed by the MCSD Board President annually to a term of one year. General Manager also serves as a voting member of the MMAC. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings matters of relevance to the District. The MMAC meet once a month on the last Wednesday at 6:00pm at the McKinleyville Middle School, located at 2275 Central Ave, McKinleyville.

Additionally, the Board President, District General Manager, MMAC Chair, and the Humboldt County Fifth District Supervisor meets monthly. A joint meeting between the MMAC and MCSD Boards will take place annually.

Environmental Matters Committee: The primary purpose of the Environmental Matters Committee is to meet the needs of all environmental matters, from water to wastewater to land use. This committee will review local limits, groundwater sustainability and participate in the HBMWD Water Task Force as needed as well as any other task force, Ad Hoc committee, or review regarding any environmental matters. This committee meets on an “as needed” basis.

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McKinleyville Community Services District

BOARD OF DIRECTORS

December 7, 2022

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.A **Support Services – October - November 2022 Report**

PRESENTED BY: **Nicole Alvarado, Finance Director**

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has \$1,354,379 to date in the Trust Account for the Biosolids Disposal project. Staff has submitted a draw down request to Humboldt County for expenses incurred in FY21-22.

Customer adjustments at July month-end total \$0, the annual budget for this sub-item is \$45,000. (GL# 501/551-62120)

Total Board Travel as of October 31, 2022 is \$8,577 which is 55% of the approved \$15,500 budget for this item. (GL# 001/005/501/551 62090/62155-888)

Audit/Budget Update:

Staff has received trust account statements as of June 30, 2022 from Humboldt County because property tax revenue was estimated at year-end journal entries were required to true up accounts. In addition, per request of Fedak & Brown, interest recorded as cash was reclassified to an interest receivable account. The final trial balance was submitted to Fedak and Brown in early November, the Audit & Finance Committee will review a draft of the District's financial statements in December. A final report is anticipated to be delivered at the January board meeting.

Treasurer's Report Highlights:

The Water Fund has recorded \$39,986 in grant revenue and the Wastewater Fund has recorded \$381,338 in grant revenue as of October 31st. Grant revenue recorded has been to reimburse expenses for the 4.5 MG Tank and the Microgrid. The Water Fund recorded \$73,570 on capital contributions and the Wastewater Fund recorded \$72,510 in capital contributions. Capital Contributions 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.

All funds experienced an unrealized loss in October due to the performance of the District's investment portfolio. Unrealized losses only become true losses when the

investments are sold. Unrealized losses and gains are a normal aspect of business, the District's portfolio performance matches current market conditions.

Disbursement Report

The final several pages of the Treasurer's Report are a listing of all the District's check payments for a given month. This Cash Disbursement Report provides transparency and public disclosure for the expenditure of District funds. While all checks and vendor payments are listed, some information is redacted out of the report. Both law and ethics require that the District keep certain information confidential.

Customer names and other customer identifying information are removed from refund checks which are run through the AP system. Likewise, payroll amounts paid to specific employees are summarized, rather than listed individually. Total salary information is disclosed to the public as required by law on the State Controller's Office website each year for each District employment position.

Checks written may not total exactly to expenses posted. For the Water and Wastewater Funds, expenses are posted when incurred rather than when the invoices are paid. This means that some checks are paid in the month following the month the invoice was received. For the Parks/ General Fund, expenditures are posted on or very near the payment date, so the total payments are closer to the total of posted expenditures.

OTHER UPDATES

Customer Service Representative Eava Young and Office Assistant Norman Schwenn recently completed Cashier Training with the Public Treasury Institute. The training covered topics such as practices and techniques to reduce loss and theft, counting back cash, balancing drawers, and customer service.

Staff has researched investment options for monies reserved for other post-employment benefits (OPEB). In December, the Audit & Finance Committee will review the documents required to establish a Section 115 Trust as well as possible funding levels.

McKinleyville Community Services District

BOARD OF DIRECTORS

December 7, 2022

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B **Operations Department – October / Nov. 2022 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 41.8 million gallons of water in October.

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 and retests were conducted in October. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

Average and Maximum Water Usage:

The maximum water usage day was 1.5 million gallons and the average usage per day was 1.4 million gallons.

Water Distribution Maintenance:

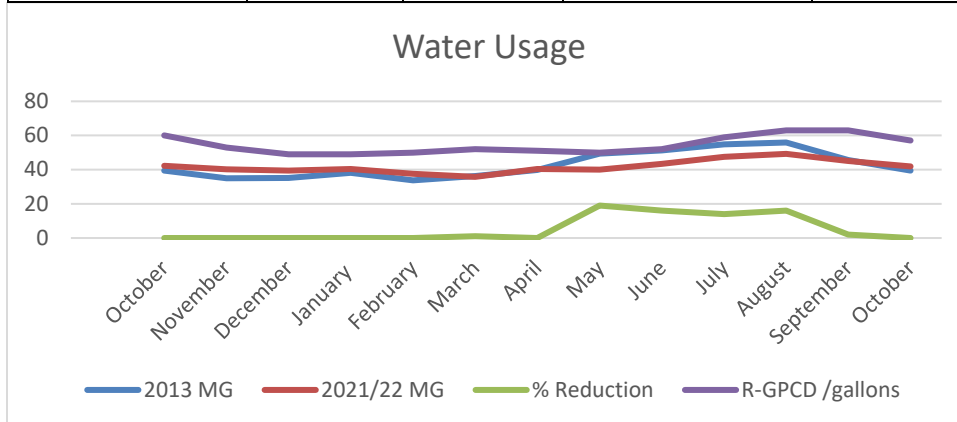
Weekly Bacteria Samples were collected on Schedules 1,2,4,5, and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. A water service line leak was repaired on Johnson due to an old crimp in the line. Staff ran a new service line to the main. Several hydrant repairs have been completed. These issues were noted during the annual hydrant exercise and inspections. A water service was removed on Murray near the approach upgrade project due to the service not being used in the last 25 years nor seeing a future need for it.

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 cathodic cabinet at Tank 1B was repaired and painted due to rust holes allowing water in.

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

	2013 (MG)	2021/22 (MG)	% Reduction	R-GPCD
October	39.439	42.216	(-7)	60
November	34.879	40.116	(-15)	53
December	35.203	39.371	(-11)	49
January	38.241	40.314	(-6)	49
February	33.751	37.674	(-11)	50
March	36.244	35.798	1	52
April	39.755	36.072	10	49
May	49.407	40.019	19	50
June	51.337	43.312	16	52
July	54.757	47.464	14	59
August	55.908	49.252	16	63
September	45.702	45.118	2	63
October	39.439	41.856	(-6)	57



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

Midtown Court Tract: Plans were reviewed, and plan check fees have been paid. This project has not started yet. Washington Estates: Contractor has installed Sewer mains and manholes per MCSD Specifications. Water mains and services have been installed and testing is pending on other utilities being installed.

Sewer Department:**WasteWater Statistics:**

23.1 million gallons of wastewater were collected and pumped to the WWMF. 23.3 million gallons of wastewater were treated and discharged to land disposal or reclamation in October.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted on all sewer stations. Wet well washing was completed at B Street and Fischer stations. This is done quarterly to remove grease from the well and preventing rags from being sucked into the pumps and causing pump failure. The washing also helps eliminate hydrogen sulfide build-up on the walls which can eat away at the concrete casing. The Fischer wet well blower was faulting. After staff troubleshooting it was found to be seized up. A new motor and housing was replaced and blower was put back into service. The soft starter for pump 3 was reset due to the initial demand being set high which caused the generator to ramp up higher than needed. B street station air relief was plugged with solids. Staff removed air relief, pulled out solids and placed back into service.

Sewer Collection System:

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. Staff conducted the semi-annual hydro-cleaning of the sewer mains to remove grease and grit from selected areas of concern. This is done using the vac-con and 3000 psi through a spinning nozzle. 9,000 feet of sewer main was cleaned and customers were notified in advance of the cleaning. This schedule is made up of mains that have caused a sewer spill in the past.

Wastewater Management Facility:

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Fence repairs were conducted due to vandalism. The contact basin was cleaned with high pressure water from fire hoses to clean debris and algae from the concrete walls. This helps with treatment efficiency and helps prevent damage to the concrete walls.

Daily Irrigation and Observation of Reclamation Sites:

Discharge has been going to land since May 13th. Fischer and Pialorsi ranch fields were mowed.

Street Light Department:

There were three streetlight complaints in October due to fluctuating power. PG&E has been called to troubleshoot why bad power is coming from their transformer.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on Setting Up Traffic Zones, Texting Safety, Trenching and Shoring and Reducing the Risk of Workplace Violence.

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 and follow up inspections.
Attended Mad River Project meetings
Meetings and inspections of Cochran Tank painting project
Attended design meeting for 4.5 MG tank project.
Interviewed GIS candidates and made an offer that was accepted. Starts Dec. 7th.
Commented on 90% design for Central pipeline replacement
Reviewed Fisher and B Street grant documents
Responding to Cal Poly students for information needed on projects
EOP exercises with all staff was conducted

GIS:

Plans and Programs

Continued updating the GIS SOP

- Added ArcGIS Online info
- Added GPS instructions
- Sewer & water Model Info
- Other Duties as Assigned: Monthly reports, SDS's, Paperwork filing,

Reviewed the Fire Prevention Plan

- No changes were made

Reviewed the Hand and Power Potable Tools Safety Plan

- No changes were made.

Updated Plans and Programs calendar

Maps Completed/General GIS

Sewer model update Continue

- Continued processing county data for inclusion into sewer model
- Added new flow data to the Sewer Model
 - Completed initial run
 - Need scenarios run and some fine tuning.

Created new Facilities Map for New GIS Analyst
Updated Hydrant Inspection Map
Update Hiller Trails Map

Misc. Work Completed

Cleaned up the GIS Server and GIS computer Desktop
Service Orders & USA's
Operations document filing
Doc Star search

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McKinleyville Community Services District

BOARD OF DIRECTORS

December 7, 2022

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:

Staff continues to meet with BGCR staff weekly. The Teen Club switched from summer hours to school year hours this month and is now open Monday- Friday 2:00pm-7:00pm. The Teen Club is running a wide variety of programs including a weekly cooking program, a cycling program, an art program, a community service program and several BGCA national programs such as Power Hour, SMART Girls, SMART Moves and Youth for Unity. The Club's average daily attendance reached 25-35 teens per day.



The First annual Arts of McKinleyville Art show and auction on November 18th was a success. The event met the \$5,000 fundraising goal and was attended by 45 community members.

The funds raised will go to supporting the programming provided to McKinleyville teens by the Boys & Girls Club of the Redwoods at the McKinleyville Community

PARK AND RECREATION COMMITTEE:

The Park and Recreation Committee (PARC) met on November 17th. The notes from the meeting can be reviewed in **Attachment 1**. Starting in December, the PARC will begin conducting hybrid meetings, with the option to come in person at the MCSD office conference room or join via zoom.

BMX TRACK & PARK PROJECT:

Melton Design Group provided an updated timeline. A concept presentation will be made at the December 7th MCSD Board meeting. And a second presentation will be made to the PARC in January. A final design plan is expected to be complete by March of 2023.

COMMUNITY FOREST UPDATES:

The monthly meeting with Green Diamond Resource Co. and Trust for Public Lands was held on November 7th during which we continued to discuss the access request, expansion/property line adjustment request at Murray Rd. and the status of the appraisal. We are currently awaiting a formal response to the access and expansion request submitted in August. The appraisal came in at less than the grant amount. GDRC is considering adding an additional 30-40 acres to the community forest property to maximize the use of

the grant amount.

RECREATION PROGRAM UPDATES

- Breakout Vacation Camp will run November 21-23 during the Thanksgiving break week; January 3-6 during the school winter break; February 21-24 during the President's week break and April 10-14 during Spring break week. Registration is currently being accepted for all weeks.
- Drop-in Pickleball is running on Monday & Wednesday mornings 9:30am to 1:00pm and on Friday evenings 6:30pm-8:30pm. \$4 per person. Pickleball is run by volunteers.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 6:00pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class
 - The Martial Arts classes are averaging 8-12 people per class.
- Tot-letics Basketball begins Oct. 22nd and runs through Nov. 19th. Both sessions of this program are full with 20 participants in each.
- Beginning Pickleball class October 26th through December 7th is currently taking registration. Class will be on Wednesday evenings 6:00pm-8:00pm.
- Sunday Night drop-in Basketball is averaging 13 participants per week.
- Youth Basketball Registration is now open. The basketball league runs January through March for youth in 3rd-12th grades.
- Playgroup for children 0-5 runs weekly on Thursdays from 10:30am-12:30pm. This program is funded by a grant through First 5 of Humboldt.

PARK & FACILITY MAINTENANCE UPDATES:

Hiller Sports Site fields have been closed for the winter. Volunteers have spruced up the Botanical Garden at Hiller Park and are hoping to complete some planting of new plants before the winter sets in. Staff is preparing to do interior painting and maintenance of the concession stands and storage bays at the site. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. and Open Space Zone landscaping. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Staff is still working to get quotes for interior renovations at Azalea Hall as funded by the Prop 68 Per Capita Grant program. The renovations will include new flooring in the Hewitt room and Lobby, renovated walls and new window coverings, a new front door and HVAC replacement. It is anticipated that all renovations will be complete by the end of the 2023 calendar year.

FACILITY RENTALS & USE

13 Azalea Hall Rentals plus a weekly kitchen rental in October through December. 11 Pierson Park rentals October through December. Hiller Sports Site field use is closed for the winter. Youth Sport season concluded at the end of October.

OTHER UPDATES:

- Staff participated in an annual Emergency Operations training this month.

- Staff attended flail mower training for the shared flail mower recently purchased by the Humboldt Trails Council for use on trails throughout Humboldt County. MCSD will have access to the flail mower for two weeks roughly twice per year.
- Staff is co-coordinating the McKinleyville Teen Boys & Girls Club fundraiser which will be held on Nov. 18th at the Teen & Community Center.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, the McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, and payroll.

ATTACHMENTS:

Attachment 1 – PARC Meeting Notes 11-17-22

Thursday, November 17, 2022

6:30pm

Parks & Recreation Committee Meeting

NOTES

Members Present: Johnny Calkins, Ben Winker, Scott Binder, Laura Bridy, Jennifer Ortega, Jane Fusek, Heidi Conzelmann

Members Absent: Jeff Dunk, Charlie Caldwell, Phil Heidrick, John Kulstad

Meeting Notes:

Communications:

- Staff communicated results of the poll regarding resuming in person meetings and announced that the December meeting will be hybrid with in person meeting at the District office for those who wish to attend in person and a zoom link for those who wish to attend virtually.
 - Committee members suggested doing a potluck at the December meeting.
- Heidi Conzelmann request to add the upcoming Middle School Dance as an additional agenda item for discussion.

Public Comment:

- None

Dept. Director Report:

- Ben Winker asked about the popularity of pickleball. Staff reported that drop-in program is well attended each of the three days of the week it is offered.
- No other comments or questions were given.

Community Forest Updates

- Staff reported on recent discussions with Green Diamond Resource Co. and the current status of the project.
- Ben Winker inquired about access in the area of Park Ave. Staff reported that the end of 1st Rd. is a public access point that was requested and that GDRC has indicated that they are agreeable to allowing public access at that point, however we are still awaiting a formal response to the access point request.

BMX Track and Park Project:

- Staff corrected a typo in the agenda notes, the presentation by the design team will be made at the December 7th meeting of the MCSD Board of Directors, not Dec. 5th as written in the notes.
- Staff reported that following the presentation to the Board in December a survey soliciting feedback on various options for the park design and elements will be released to the public.

Dog Park Improvement

- Jane Fusek spoke about the lack of clarity in the dog park rules sign given the absence of the split rail fence that is referenced for the “off-leash” area.
 - Committee members offered suggestions for clarified language on signs as well as placing signs on the west side of the dog park area.
- Jane also suggested that the description of the park be updated on the website and asked if it would be possible to have the “off-leash” area of the park to be identified on the District’s trail maps that are accessible on the website.
 - Staff said they would look into editing the map, updating the information on the website and creating signs that are more clear.
- It was agreed that enforcement is an issue that the District can’t solve, but that providing clear and concise information is something that can be done.

Intermodal Transportation Committee (Hum. County) Report:

- Information regarding the draft “Intermodal Transportation” report by the county was shared.
- Ben Winker spoke about the report

Report on Actions of the MCSD Board of Directors:

- Staff reported on recent actions of the MCSD Board of Directors at the November 5th meeting regarding the MOU between MCSD and the Pacific Union PTO.

Middle School Dance:

- Heidi Conzelmann asked for information related to the process by which the MOU between MCSD and the Pacific Union PTO was created. Staff provided the history of events that led to the MOU.
 - Heidi asked if other school’s could also be eligible to partner with the District for hosting dances or in other ways as a fundraising opportunity for PTO’s? Staff reported that the Parks & Recreation dept is open to receiving requests from school PTO’s for event partnership opportunities, including future dances and/or other ideas that organizations might come up with that would be mutually beneficial to both the District and the non-profit.

AdHoc Committee Reports:

- Skate Park— no report
- Fisher Ranch Estuary project— the upper trail is paved. Mary Burke is offering a tour of the project in coming weeks. Johnny Calkins will let Mary know that PARC members are interested and ask her to send information to Parks & Rec director.
- BMX— See notes on above
- Community Garden—Ben Winker inquired about the possibility of hosting a PARC meeting at Azalea Hall so that the committee could walk the park and visit the garden.

Agenda Items for next meeting:

- Potluck
- Future meeting at Azalea Hall.

Adjournment:

- Adjourned: approximately 7:22pm

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McKinleyville Community Services District

BOARD OF DIRECTORS

December 7, 2022

TYPE OF ITEM: **INFORMATIONAL**

ITEM: F.3.D **General Manager’s Report for December 7, 2022 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of November 2022

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

• Use of NHE Services =	\$3,275
• CSW =	\$240
• WEX Labor Reimbursement =	\$0
• SWAP =	\$6,000
• Volunteer Pickleball Labor =	\$329
• Staples Cost Savings =	\$66
• Switching of phones to CalNET	\$1,250
• Repair Field Office electrical short =	\$325
• Replace Fischer wet well blower =	\$390
• Repair Tank 1B cathodic protection case =	\$655
• <u>Sewer Model update =</u>	<u>\$2,760</u>
TOTAL COST SAVINGS FOR NOV =	\$15,290

For the District’s 2022/23 Fiscal Year, Staff was responsible for \$74,812 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 has not had people testing positive for Covid this month. I think all staff have had it. We continue to purchase at home test kits to allow Staff to monitor their health if they are exposed or begin to feel symptoms. The State’s mandated Covid leave was extended out until December 31, 2022, and the District’s additional Covid leave will also expire at the same time.

The Governor's Covid State of Emergency also expires on February 28, 2023. At this Board Meeting we are once again reconfirming the resolution to conform to the requirements of AB361 for remote meetings. This will have to change in February, and we will bring options back to the Board at the January 2023 Board meeting for a decision on how the Board would like to move forward.

4.5 Gallon Water Tank Project – The District continues work on this project with Kennedy Jenks (KJ) and their subconsultants. KJ submitted the 90% design submittal and District Staff reviewed the documents and discussed with KJ. They are finalizing their 100% submittal, and it is expected December 21st. We are anticipating going out to bid in February 2023.

As the Board is aware, the estimated project construction costs have gone from \$9.4M to an estimate of \$11.87M (with an estimated range from \$11.3M to \$13.65M). The District's match for this project is currently at \$2.6M and if the construction increases by another \$2.4M, our match will increase to \$5M. We have reached out to CalOES to see if there is additional funding in this disaster declaration and have been informed that there is an additional \$2M. We have submitted a formal request for the additional \$2M available. We also submitted a grant application to the North Coast Resource Partnership as part of the Prop. 1, Round 2 funding. We will request \$2.4M from the NCRP but will also let them know that we will be willing to accept whatever grant funding they could provide. We will hopefully hear on the NCRP grant application this December.

Escrow for the purchase of the land from American Hospital Management Corp. (AHMC) was anticipated to close on October 4, 2022 but did not due to additional paperwork requirements. The District submitted all signed paperwork on October 19th to the Title Company. We were informed by Doug Shaw, that he can't sign the escrow documents until after he receives formal AHMC Board approval at their December Board Meeting.

Central Avenue Water and Sewer Mainline Replacement Project – We have gone out to bid on the construction of the 16-inch waterline and sewer lining for Central Avenue from Sutter to Hiller. There is a pre-bid meeting on December 14th, and bids are due on January 18, 2023. We will likely bring the award recommendations to the Board for review and possible approval at the February 1, 2023 Board Meeting. \$2M in the water bond sales and \$2M in the wastewater bond sales will fund this project.

SRF Energy Efficiency WWMF Micro-grid Project – The installation of the microgrid at the Wastewater Management Facility (WWMF) is proceeding behind schedule. The

solar portion of the facility was brought on-line and signed off by PG&E on July 1, 2022. The District has been exporting energy since then. The monthly cost saving is still a bit unclear since we are billed a month behind, but we will report back to the Board when we have details of the cost savings.

The battery portion of the system still being permitted through PG&E since we could not submit that portion of the application until PG&E signed off on the solar portion. Now that PG&E signed off on the solar portion, the application for the battery portion has been submitted to them. We are now waiting for their review of the battery design. PG&E need to approve the design application, which they stated should be by the end of September, but we are now at the end of November with no approval. We have been constantly calling PG&E, but it doesn't seem to do much good. Upon PG&E approval, the entire microgrid will then be operational.

Mad River Restoration Project –Construction is almost complete for this project. The final contract completion date is December 2. RCAA and the California Conservation Corps members have been working on planting in the pond area, and the recent rains have helped that. We will likely have a ribbon cutting when all the signage is installed. CalTrout, RCAA and the District Staff have been working with the Wiyot Tribe on suggested names and signage for the trail area and attended the October 24th Tribal Council meeting to present the signage for Tribal approval. We are still waiting for formal Tribal approval on the language on some of the signs. Once we have their approval, we will bring the signs to the Board for approval.

Sewer Undercrossing Project – FEMA has still not completed their National Environmental Policy Act (NEPA) review and issued a Finding of No Significant Impact (FONSI) to release the Phase 2 funding of the grant to fund the final design and construction of the project. We had been informed that FEMA contractors were to complete additional Cultural Resource surveys in early November at the southern crossing site. We were then informed that the FEMA on-call contract for the performance of this work would expire before the work could be completed. We were contracted by FEMA to see if the District could contract directly for this work. We have requested three proposals for the performance of this work and have received one, in the amount of \$119,796.90. We are waiting for the other proposals. We have also requested clarification from CalOES on whether they would cover these costs and have not heard back yet. We will wait to hear from CalOES and get the final proposals and will bring the final resolution and contract to the Board for review and possible approval, likely at the January 2023 Board meeting.

Office Remodel – As detailed at the August 3, 2022, Board Meeting, District Staff selected LDA Partners as the most responsive and responsible respondent to the Office Remodel RFQ. We had a Kick-off meeting with LDA staff early November and are waiting on their initial conceptual layout and a schedule for the completion of the work. We hope to get a final construction cost estimates developed in 2023 to potentially include costs for construction in the 2023/24 and 2024/25 Fiscal Years budgets.

Reporting by Sheriff's office, County Public Work – A regular meeting has been scheduled with President Couch, GM Kaspari, Supervisor Madrone, and the MMAC Chair, Bonnie Oliver, to occur on the fourth Monday of every month to discuss various topics of concern to all three organizations and the community. At this month's meeting we discussed the status of the Town Center Planning process as well as the Multimodal Report and possible REAP grant funding and the new cell tower/5G ordinance scheduled for approval at the Nov. 29th BOS meeting.

Grant Applications – The McCluski Tanks Replacement and the Mad River Watermain Crossing Hazard Mitigation grant applications were submitted to CalOES in March 2021. We heard in December 2021 that both projects have been forwarded on by CalOES to FEMA for funding. We have not received the grant agreements yet, but we have received Requests for Information from FEMA on the scopes of both projects so it looks like both of those projects will be 75% grant funded. We still don't know the schedule for the grant approval or performance of this work.

A new Hazard Mitigation Grant was submitted for the upgrade of the Fischer Sewer Lift station on April 6, 2022. This grant, if funded, will cover the complete retrofit of the Fischer Lift Station, which pumps wastewater from the entire southern half of McKinleyville to the wastewater management facility. This would include the replacement of the pumps and upgrading the electrical system, valves, and further seismically strengthen the building. We have been going back and forth with CalOES with Requests for Information on that grant application and feel like this application will likely be approved and submitted to FEMA, but we don't know that for a fact yet.

As mentioned above, the North Coast Resource Partnership also released the grant application for Phase 2 of the Prop. 1 funding. We applied for additional funding for the 4.5-MG Tank Project. Grants were due November 4, 2022, and there is \$26.5M available in funding for the Northcoast Region.

The Federal Bipartisan Infrastructure Law funding that we will have access to will be run through the EPA funded Clean Water and Drinking Water State Revolving Fund Programs. The SRF funding in California is run through the State Water Resources

Control Board. As discussed with the Board at the December 7, 2022 Board Meeting, we have begun a Clean Water SRF application for funding the retrofit of the Fischer and B Street Lift Stations, which are two of our highest priority Capital Improvement Projects. We will of course keep the Board updated on the success of that application.

Meetings –The General Manager attended numerous meetings as usual. The meetings in November included meetings with LDA on the office remodel, Green Diamond to discuss the Community Forest access sites, several Microgrid construction meetings, design review meetings for the Central Avenue Water & Sewer replacement project, several Mad River Restoration project Construction meetings as well as site tours with RWQCB staff and the PARC committee members, meetings on the BMX Park development, several meetings with Kennedy Jenks Engineers on the design of the 4.5MG Reservoir, Rotary meetings, MMAC and Incorporation Subcommittee meetings, construction meetings on the Cochran Tank painting work, meetings on the North Coast Resource Partnership grant, our EOP exercise with Staff, Measure B survey meetings, and a meeting with FEMA staff on the Highway Sewer Crossing project. Things are a busy as usual at the District.

Attachments:

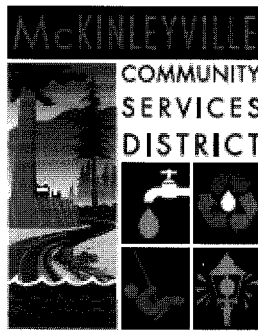
- Attachment 1 – WWMF Monthly Self-Monitoring Report

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

November 28, 2022

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for October 2022 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number R1-2018-0032.

The normal discharge of effluent was 30 days going to 003, and 004. The required monitoring and water quality constituents that were tested and reported was in compliance in October.

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 October.

Quarterly testing was conducted in October.

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

OCTOBER 2022

Discharge Monitoring	002	002	004	003	006	005	001				
	INF-001	EFF-001	LND-001	LND-001	REC-001	REC-001	REC-001	REC-001	IRRGATE	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	TOTAL MGD	RIVER MGD
1	0.780	0.779	803			0.779				0.779	0.000
2	0.833	0.770	777			0.770				0.770	0.000
3	0.795	0.780	775			0.780				0.780	0.000
4	0.756	0.785	811			0.785				0.785	0.000
5	0.756	0.797	796			0.797				0.797	0.000
6	0.753	0.866	931			0.781	0.085			0.866	0.000
7	0.739	0.845	909			0.770	0.075			0.845	0.000
8	0.772	0.779	778			0.779				0.779	0.000
9	0.831	0.779	757			0.779				0.779	0.000
10	0.784	0.768	780			0.768				0.768	0.000
11	0.780	0.830	906			0.760	0.070			0.830	0.000
12	0.770	0.673	893			0.605	0.068			0.673	0.000
13	0.759	0.856	914			0.764	0.092			0.856	0.000
14	0.750	0.819	885			0.762	0.057			0.819	0.000
15	0.758	0.769	805			0.769				0.769	0.000
16	0.812	0.760	785			0.760				0.760	0.000
17	0.766	0.806	881			0.751	0.055			0.806	0.000
18	0.745	0.835	908			0.764	0.071			0.835	0.000
19	0.752	0.841	896			0.763	0.078			0.841	0.000
20	0.741	0.820	885			0.764	0.056			0.820	0.000
21	0.738	0.834	899			0.762	0.072			0.834	0.000
22	0.775	0.760	804			0.760				0.760	0.000
23	0.822	0.763	852			0.763				0.763	0.000
24	0.761	0.848	1073			0.777	0.071			0.848	0.000
25	0.758	0.482	910			0.398	0.084			0.482	0.000
26	0.776	0.000	0		Washed CCB					0.000	0.000
27	0.736	0.537	1180			0.481	0.056			0.537	0.000
28	0.728	0.857	935			0.788	0.069			0.857	0.000
29	0.765	0.785	788			0.785				0.785	0.000
30	0.815	0.778	774			0.778				0.778	0.000
31	0.727	0.872	947			0.786	0.086			0.872	0.000
TOTAL	23.053	23.473		0.000	0.000	22.328	1.145	0.000	0.000	23.473	0.000
AVERAGE	0.768	0.757	840	0.000	0.000	0.744	0.000	0.000	0.000	0.757	0.000
MAXIMUM	0.833	0.872	1180	0.000	0.000	0.797	0.092	0.000	0.000	0.872	0.000
MINIMUM	0.727	0.000	0	0.000	0.000	0.398	0.055	0.000	0.000	0.000	0.000
DAYS	31	30		0	0	30	16	0	0	30	0
DAYS WITH NO DISCHARGE = 1											