



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, APRIL 5, 2023 AT 6:00pm**

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

Or

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

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: comments@mckinleyvillecsd.com up until 4:30 p.m. on Tuesday, April 4, 2023

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, April 5, 2023 in a supplemental packet information that will also be posted on the website for public viewing.

AGENDA

6:00 p.m.

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions or Changes to the Agenda

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

None

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

- | | | |
|-----|---|---------------|
| D.1 | Consider Approval of the Minutes of the Board of Directors Regular Meeting on March 1, 2023 | Pg. 5 |
| | Attachment 1 – Draft Minutes from March 2023 | Pg. 6 |
| D.2 | Consider Approval of February 2023 Treasurer’s Report | Pg. 11 |
| D.3 | Compliance with State Double Check Valve (DCV) Law | Pg. 25 |
| D.4 | Consider Authorizing the General Manager to Sign on to a Coalition in Opposition, Sponsored by the Association of California Water Agencies (ACWA), Opposing AB 460, AB 1337 and SB 389 | Pg. 27 |
| D.5 | Consider Support and Vote for J. Bruce Rupp to Serve on the ACWA/JPIA Executive Committee | Pg. 29 |
| | Attachment 1 – Statement of Qualifications and Resume J. Bruce Rupp | Pg. 30 |

E. CONTINUED AND NEW BUSINESS

- | | | |
|-----|---|---------------|
| E.1 | Consideration of Hunt Water Leak Adjustment Appeal (Action) | Pg. 33 |
| | Attachment 1 – MCSD Water Leak Adjustment Policy | Pg. 35 |

	Attachment 2 – Original Water Leak Appeal and Calculations	Pg. 37
E.2	Consider Approval of the First Addendum to the Right of Entry, Design, and Construction Agreement between the Humboldt Skate Park Collective and McKinleyville Community Services District (Action)	Pg. 41
	Attachment 1 – Right of Entry, Design, and Construction Agreement between HSPC and MCSD	Pg. 43
E.3	Review Parks and General Fund DRAFT Operating Budget, FY 2023-24 (Information)	Pg. 45
	Attachment 1 – FY 2023-24 DRAFT Parks/General Fund and Measure B Operating Budgets	Pg. 47
E.4	Review 2019-2024 MCSD Strategic Plan (Information)	Pg. 49
	Attachment 1 – Strategic Plan Document	Pg. 50
E.5	Initiate Process for General Manager’s Performance Evaluation (Direction)	Pg. 63
	Attachment 1 – Exhibit A of Board Policy Manual	Pg. 65
	Attachment 2 – Board of Director’s Evaluation Form GM	Pg. 67
	Attachment 3 – Department Head 360 Performance Evaluation of GM	Pg. 70
E.6	Consider Adopting Resolutions 2023-04 & 2023-05 Initiating Proceedings for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities Annual Levy and Collection of Assessments for Fiscal Year 2023/2024; Declaring Intention to Levy and Collect the Fiscal Year 2023/2024 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, Accepting and Approving the Engineer’s Report and Setting the Public Hearing (Action)	Pg. 73
	Attachment 1 – Resolution 2023-04	Pg. 75
	Attachment 2 – Resolution 2023-05	Pg. 77
	Attachment 3 – Draft Annual Engineer’s Report for Fiscal Year 2023-2024	Pg. 80
E.7	Implementation of Eureka Payments Cash Discount Program for Credit Card Customers (Action)	Pg. 113
	Attachment 1 – Cash Discount Program Receipt Sample	Pg. 115
E.8	Consider Attendance at the 2023 Association of California Water Authorities (ACWA) Spring Conference and Exhibition in Monterey, CA (Action)	Pg. 117
	Attachment 1 – Preliminary Conference Schedule	Pg. 119
	Attachment 2 – Pricing Sheet	Pg. 120
E.9	Status Update for Construction of the Central Avenue Water & Sewer Main Rehabilitation Project (Information)	Pg. 121
	Attachment 1 – Site Index Plan Sheet from Construction Plans	Pg. 123
	Attachment 2 – Draft Schedule of Construction	Pg. 124

F. REPORTS

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

F.1 ACTIVE COMMITTEE REPORTS

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

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. Finance & Administration Department (Nicole Alvarado) **Pg. 125**
- b. Operations Department (James Henry) **Pg. 129**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 135**
- d. General Manager (Pat Kaspari) **Pg. 163**
 - Attachment 1 – WWMF Monthly Self-Monitoring Report **Pg. 169**

F.4 PRESIDENT’S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on March 31, 2023

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

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

McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2023

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 March 1, 2023 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 March 1, 2023 Regular Meeting

MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, MARCH 1, 2023 AT 6:00 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA and TELECONFERENCE Via ZOOM & TELEPHONE: ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) and TOLL FREE: 1-888-788-0099

AGENDA ITEM A. CALL TO ORDER:

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

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

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

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

A.4 Approval of the Agenda:

Motion: It was moved to approve the agenda.

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

There were no comments from the Board or public.

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

Motion Summary: Motion Passed

A.5 Closed Session

None

AGENDA ITEM B. PUBLIC HEARINGS:

None

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

AGENDA ITEM D. CONSENT CALENDAR:

- D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on February 1, 2023**
- D.2 Consider Approval of January 2023 Treasurer’s Report**
- D.3 Compliance with State Double Check Valve (DCV) Law**
- D.4 Consider Approval Resolution 2023-03 Revising the Board Policy Manual Amending Virtual Meeting requirements as stated in Rule 5-1A and Rule 12, and Amending Appendix A: Board Direction for Committee Assignments**

- D.5 Consider Approval of Hiller Sports Complex Facility Use Agreement Contracts, with Fee Increases, between MCSD and the Following Youth Sport Organizations: Mad River Girls Fastpitch Softball (Humboldt ASA); and McKinleyville Little League**
- D.6 2022 Wastewater Management Facility Annual Report to the North Coast Regional Water Quality Control Board (NCRWQCM)**
- D.7 Approval of MOU Between MCSD and McKinleyville Union School District PTO for the Provision of Middle School Dances**

Motion: It was moved to approve the Consent Calendar.

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

There were no comments from the Board or public.

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

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

- E.1 Consider and Possible Approval of Contract with Pacific Legacy for Extended Phase 1 Cultural Resource Survey of Southern Sewer Crossing Site**

General Manager Kaspari reviewed the agenda item. Clarifying questions were asked about why CalPoly Humboldt was disqualified and why Pacific Legacy, while more expensive, was more qualified than the other applicants.

Motion: To determine Pacific Legacy as the most qualified consultant and to authorize the General Manager to execute a contract and associated documents with Pacific Legacy to perform the required extended Phase 1 Cultural Resource Survey in the amount of \$111,505.85 with a 10% contingency of \$11,150.

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

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

Motion Summary: Motion Passed

- E.2 Review Information for the Draft Capital Improvement Plan for the Operational Funds: Water, Wastewater, and Streetlights, FY 2023-24**

Finance Director Alvarado gave the overview for this item. Director Binder asked for more information regarding the sludge disposal costs. President Orsini asked questions related to the District's biosolid engineering costs.

This is information only item; no action taken.

- E.3 Consider Attendance at the 2023 Special District Legislative Days in Sacramento, May 16 and 17, 2023**

Board Secretary Sousa gave the staff report for this item. Director Binder asked Finance Director Alvarado the status of the current Board travel spending level. It was stated that currently 74% had been used.

Directors Binder, Couch, Mayo and Orsini expressed interest in attending.

Motion: To authorize interested Board Directors to attend the 2023 Special District Legislative Days in Sacramento on May 16 and 17, 2023.

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

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

Motion Summary: Motion Passed

E.4 Consider Authorizing the General Manager to Sign on to a Coalition in Support of Association of California Water Agencies (ACWA) Sponsored State Bill (SB) 23 (Caballero)

General Manager Kaspari gave an overview of this item. Director Biteman asked for examples of how SB23 would impact MCSD projects. General Manager Kaspari stated it would help with streamlining the permitting process. Director Mayo gave further information of support on the legislative bill.

Motion: To authorize the General Manager to sign on to a coalition in support of ACWA Sponsored SB 23 (Caballero).

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

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

Motion Summary: Motion Passed

E.5 Consider Authorizing the General Manager to Send a Letter of Support for Assembly Bill (AB) 334

General Manager Kaspari gave an overview of the item. The Board asked for real life scenarios of how this has impacted the District. General Manager Kaspari noted that there have already been impacts to District projects.

Motion: To authorize the General Manager to send a letter of support for Assembly Bill (AB) 334.

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

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

Motion Summary: Motion Passed

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Nothing further to report from Director Frisbee's report.
- b. **Area Fund (John Kulstad/Binder):** No Report.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Director Biteman noted that he attended the meeting remotely and that he lost connection part way through. Before losing connection there was a report about the audit and a report from Cal Poly about their capital development plan.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Biteman):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini gave a brief report that included a discussion of the "Q" overlay for the Town Center Ordinance and General Manager Kaspari noted there was also discussion regarding AB 2449.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Director Orsini noted that a policy is in the works to bring an item to the Board at a later date to make this a standing committee.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo stated he would make a full report of his current ACWA trip at the next Board meeting

President Orsini recognized Board Supervisor Madrone, who offered to send support letters for SB23 and AB334.

F.3 STAFF REPORTS

- a. Finance and Administration Department (Nicole Alvarado):** Finance Director Alvarado noted a small correction in the Treasurer's report that affected the remaining months noted in the report.
- b. Operations Department (James Henry):** Operations Director James Henry had nothing further to add to his written report.
- c. Parks & Recreation Department (Lesley Frisbee):** Recreation Director Lesley Frisbee had nothing further to add to her written report.
- d. General Manager (Patrick Kaspari):** General Manager Kaspari noted that he just received word that the Hewitt Tank Project grant had been approved. He also reminded the Board of the Special meetings on April 10 and April 12.

F.4 PRESIDENT'S REPORT:

President Orsini stated that Humboldt Bay Municipal Water District has asked for a member to be placed on the Water Task Force. He appointed Director Mayo to this.

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

Director Couch announced that he was retiring on Friday from the City of Arcata.

President Orsini asked staff for information at the next meeting regarding fixed costs.

G. ADJOURNMENT:

Meeting Adjourned at 6:59 p.m.

April Sousa, MMC, Board Secretary

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**McKinleyville Community Services District
Treasurer's Report
February 2023**

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Page 2	Activity Summary by Fund with Selected Graphic Comparisons
Page 4	Cash Disbursement Report

Ratios

as of February 28, 2023

- Utility Accounts Receivable Turnover Days	16
- YTD Breakeven Revenue, Water Fund:	\$ 1,995,638
- YTD Actual Water Sales:	\$ 2,762,842
- Days of Cash on Hand-Operations Checking/MM	327

**McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
February 2023**

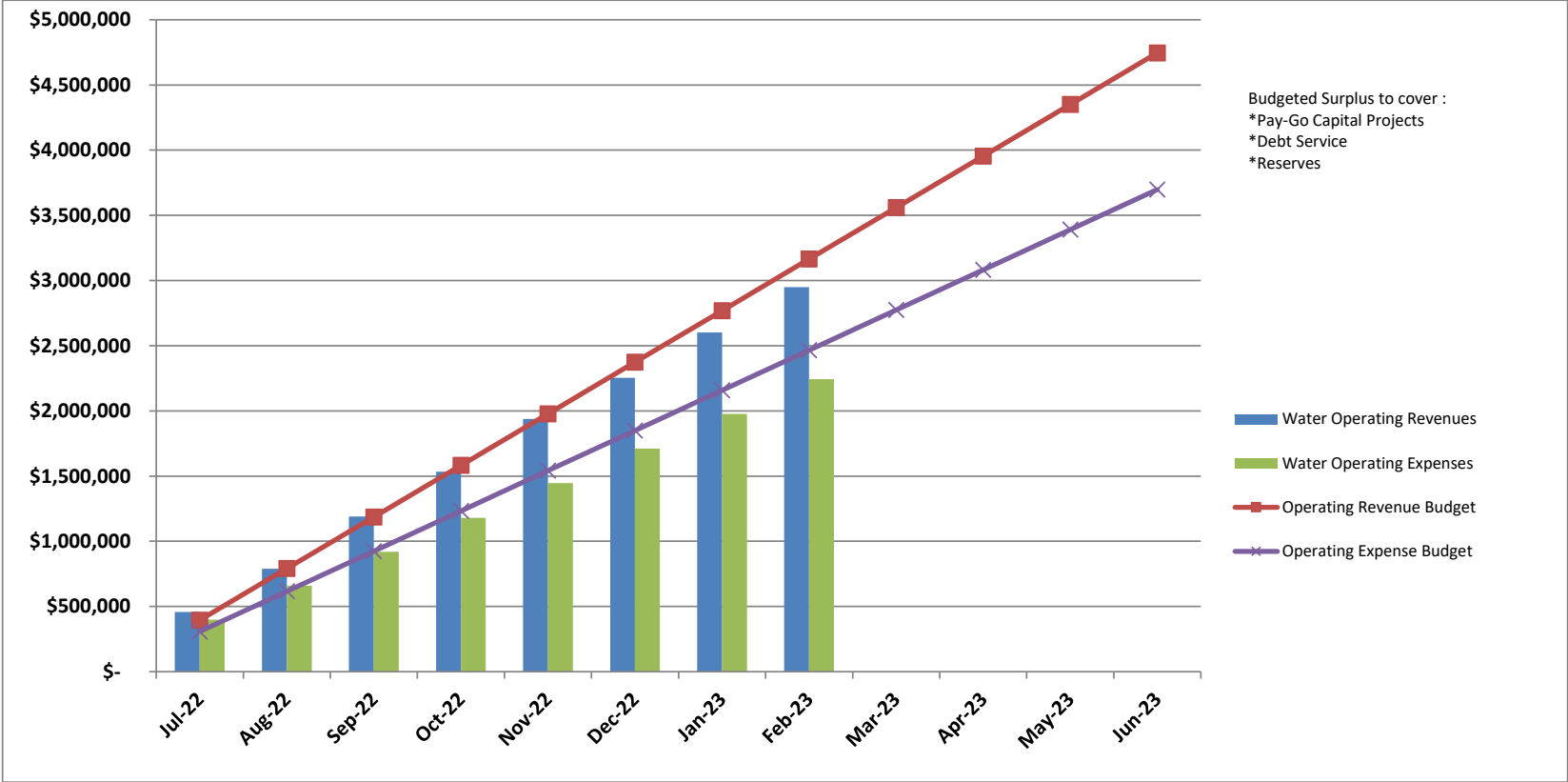
Department Summaries	February	% of Year 66.67% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	% Year Remaining: 33.33%			Notes
						Total Budget	Remaining Budget	Budget %	
Water									
Water Sales	340,727	2,762,842	2,956,151	(193,309)	-6.54%	4,434,226	1,671,384	37.69%	
Other Revenues	18,526	197,928	207,867	(9,939)	-4.78%	311,800	113,872	36.52%	Includes YTD Capacity Fees \$98,385, Contrib. Construction \$73,570
Total Operating Revenues	359,253	2,960,770	3,164,018	(203,248)	-6.42%	4,746,026	1,785,256	37.62%	
Salaries & Benefits	80,764	613,210	815,665	(202,455)	-24.82%	1,223,498	610,287	49.88%	Budget spread evenly across 12 months, but actuals vary by schedule
Water Purchased	102,817	826,803	806,667	20,136	2.50%	1,210,000	383,197	31.67%	
Other Expenses	30,853	518,553	576,465	(57,912)	-10.05%	864,698	346,145	40.03%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	33,333	266,664	266,667	(3)	0.00%	400,000	133,336	33.33%	
Total Operating Expenses	247,767	2,225,230	2,465,464	(240,234)	-9.74%	3,698,195	1,472,966	39.83%	
Net Operating Income	111,486	735,540	698,554	(443,483)		1,047,831	312,291		
Grants	-	36,986	1,066,000	(1,029,014)		1,599,000	1,562,014	97.69%	
Interest Income	9,203	57,218	33,333	23,885	71.66%	50,000	(7,218)	-14.44%	
Interest Expense	-	(25,112)	(143,867)	(118,755)	-82.54%	(215,801)	(190,689)	88.36%	
Total Non-Operating Income	9,203	69,092	955,466	(1,123,884)		1,433,199	1,364,107		
Net Income (Loss)	120,688	804,632	1,654,020	(1,567,367)		2,481,030	1,676,398		
Wastewater									
Wastewater Service Charges	349,929	2,729,111	2,914,140	(185,029)	-6.35%	4,371,210	1,642,099	37.57%	
Other Revenues	41,484	252,594	252,628	(34)	-0.01%	378,942	126,348	33.34%	Includes YTD Capacity Fees \$163,274 Contrib.Construction \$72,510
Total Operating Revenues	391,413	2,981,705	3,166,768	(185,063)	-5.84%	4,750,152	1,768,447	37.23%	
Salaries & Benefits	92,675	863,286	857,347	5,939	0.69%	1,286,020	422,734	32.87%	
Other Expenses	59,852	527,124	749,004	(221,880)	-29.62%	1,123,506	596,382	53.08%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	102,083	816,664	816,667	(3)	0.00%	1,225,000	408,336	33.33%	
Total Operating Expenses	254,610	2,207,074	2,423,018	(215,944)	-8.91%	3,634,526	1,427,452	39.27%	
Net Operating Income	136,803	774,632	743,750	30,882		1,115,626	340,994		
Grants	-	381,338	1,285,167	(903,829)	-70.33%	1,927,750	1,546,412	80.22%	
Interest Income	14,016	89,804	33,333	56,471	169.41%	50,000	(39,804)	-79.61%	
Interest Expense	-	(34,362)	(270,879)	(236,517)	-87.31%	(406,318)	(371,956)	91.54%	
Total Non-Operating Income	14,016	436,780	1,047,621	610,841		1,571,432	1,134,652	72.20%	
Net Income (Loss)	150,819	1,211,411	1,791,371	(579,960)		2,687,058	1,475,647		
Enterprise Funds Net Income (Loss)	271,507	2,016,043	3,445,391	(1,429,348)		5,168,088	3,152,044		

*Parks & Recreation									
Program Fees	6,907	196,336	158,587	37,749	23.80%	237,880	41,544	17.46%	Budget spread evenly across 12 months, but actuals vary by schedule
Rents & Facility Related Fees	9,638	66,840	45,767	21,073	46.04%	68,650	1,810	2.64%	
Property Taxes	-	352,167	475,050	(122,883)	-25.87%	712,575	360,409	50.58%	
Other Revenues	(5,651)	76,764	127,128	(50,364)	-39.62%	190,692	113,928	59.74%	Budget spread evenly across 12 months, but actuals vary by schedule
Interest Income	8,220	50,069	23,335	26,734	114.57%	35,002	(15,067)	-43.05%	
Total Revenues	19,113	742,176	829,867	(87,691)	-10.57%	1,244,799	502,623	40.38%	
Salaries & Benefits	85,495	732,614	389,505	343,109	88.09%	584,258	(148,357)	-25.39%	
Other Expenditures	56,382	160,589	407,447	(246,858)	-60.59%	611,171	450,582	73.72%	
Total Expenditures	141,877	893,203	796,952	96,251	12.08%	1,195,429	302,225	25.28%	
Other Financing Sources:									
Grant Revenues	-	33,633	985,301	(951,668)	-96.59%	1,477,952	1,444,319	97.72%	
Capital Expenditures	30,774	162,091	1,016,667	(854,576)	-84.06%	1,525,000	1,362,909	89.37%	Budget spread evenly across 12 months, but actuals vary by project schedule
Excess (Deficit)	(153,538)	(279,485)	1,549	(281,034)		2,323	1,644,717		
*Measure B Assessment									
Total Revenues	894	145,283	151,536	(6,253)	-4.13%	227,304	82,021	36.08%	
Salaries & Benefits	7,212	64,964	44,859	20,105	44.82%	67,288	2,324	3.45%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	1,284	16,173	44,046	(27,873)	-63.28%	66,069	49,895	75.52%	Budget spread evenly across 12 months, but actuals vary seasonally
Capital Expenditures/Loan Repayment	-	48,515	62,449	(13,934)	-22.31%	93,674	45,159	48.21%	Budget is spread evenly across 12 months. Loan pmts are October & April
Total Expenditures	8,496	129,652	151,354	(21,702)	-14.34%	227,030	97,378	42.89%	
Excess (Deficit)	(7,602)	15,631	182	15,449		274	(15,357)		
*Street Lights									
Total Revenues	11,356	85,774	82,986	2,788	3.36%	124,480	38,705	31.09%	
Salaries & Benefits	2,684	26,477	35,829	(9,352)	-26.10%	53,744	27,267	50.73%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	3,540	34,694	24,517	10,177	41.51%	36,775	2,081	5.66%	
Capital Expenditures/Loan Repayment	-	-	31,333	(31,333)	-100.00%	47,000	47,000	100.00%	Budget spread evenly across 12 months, but actuals vary by project
Total Expenditures	6,224	61,171	91,679	(30,508)	-33.28%	137,519	76,348	55.52%	
Excess (Deficit)	5,132	24,603	(8,693)	(33,296)		(13,039)	(37,642)		
Governmental Funds Excess (Deficit)	(156,008)	(239,251)	(6,962)	(232,289)		(10,443)	1,591,717		

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

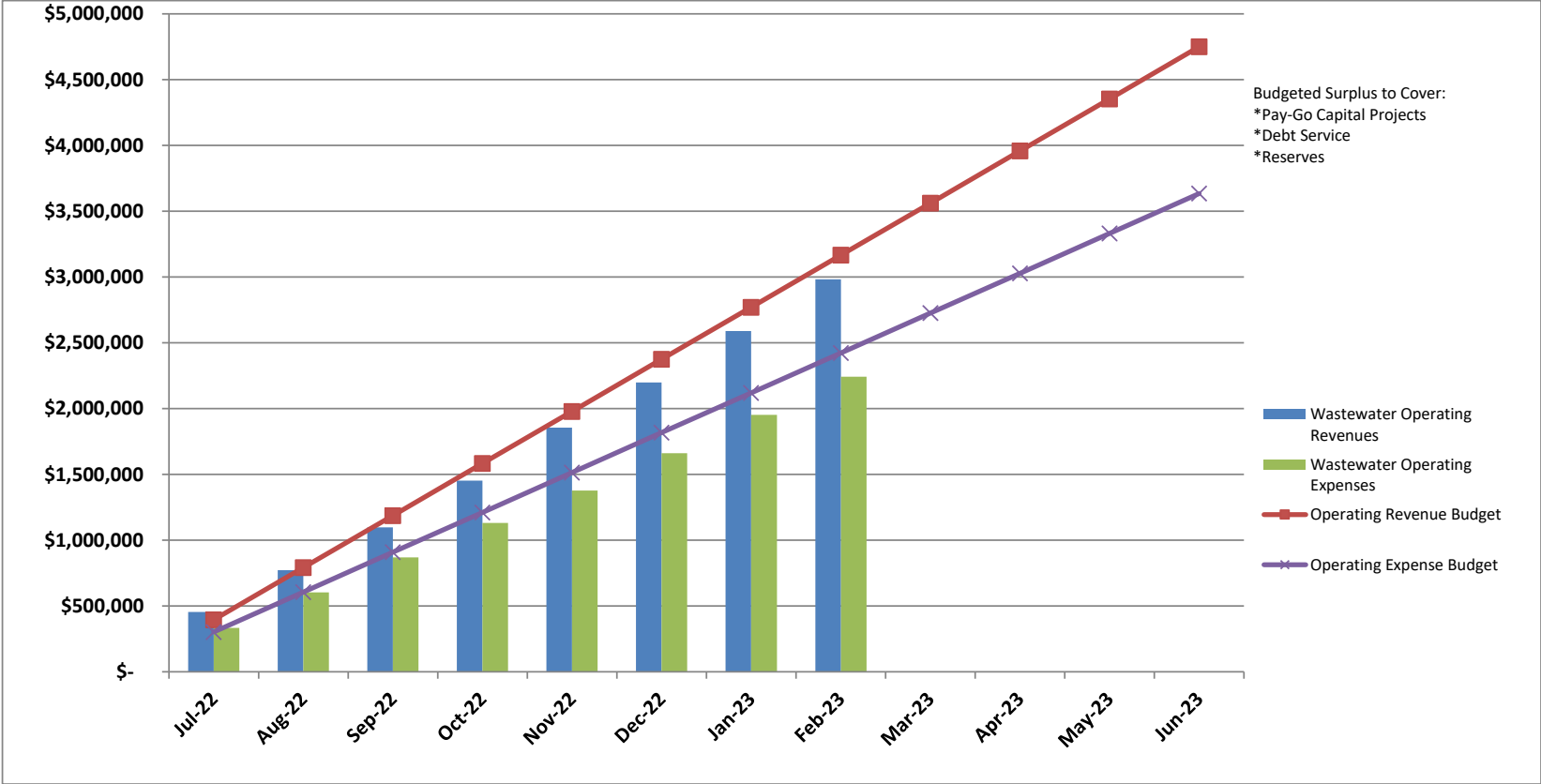
**McKinleyville Community Services District
February 2023**

Comparison of Water Fund Operating Revenues & Expenses to Budget



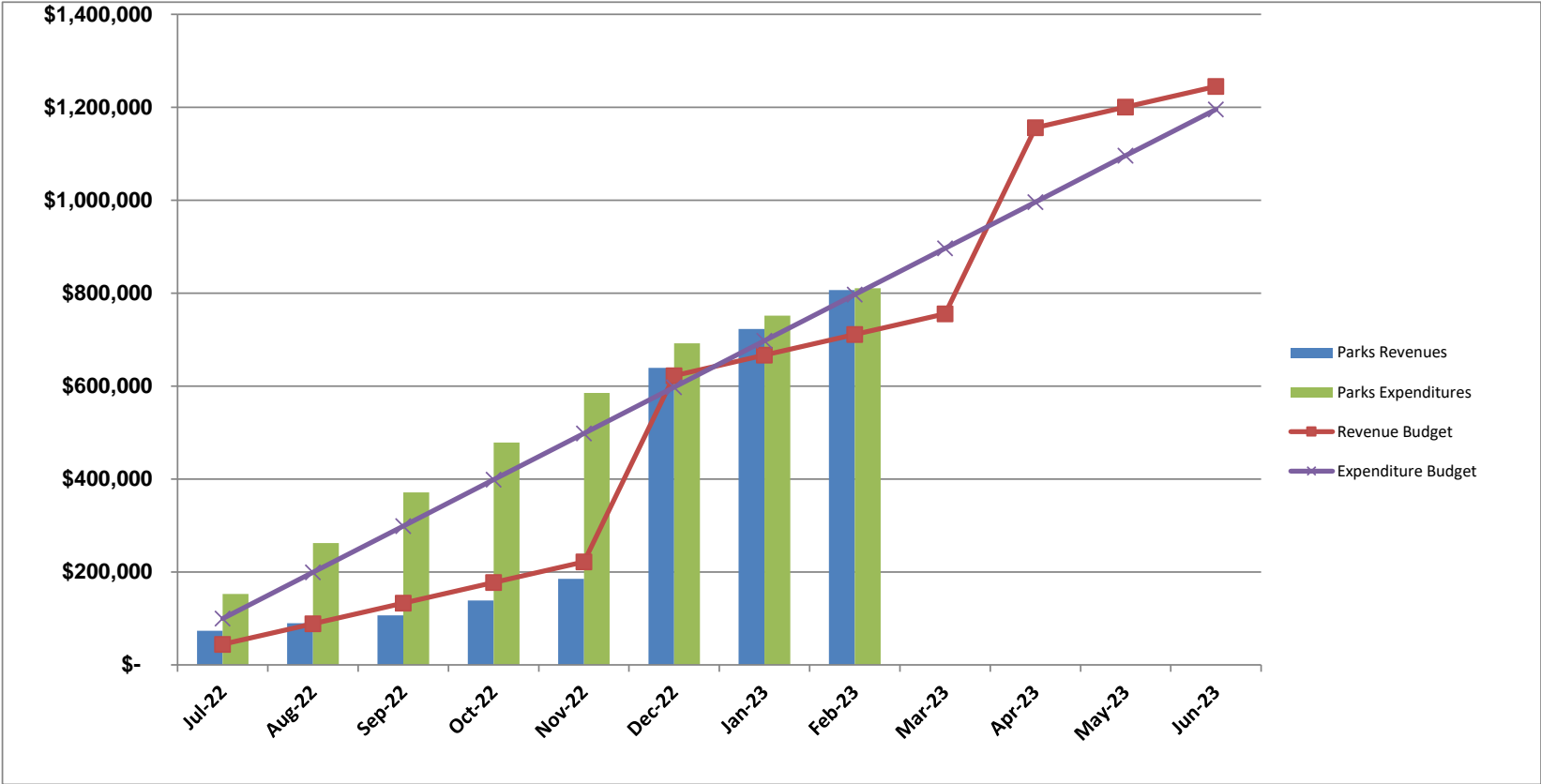
**McKinleyville Community Services District
February 2023**

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



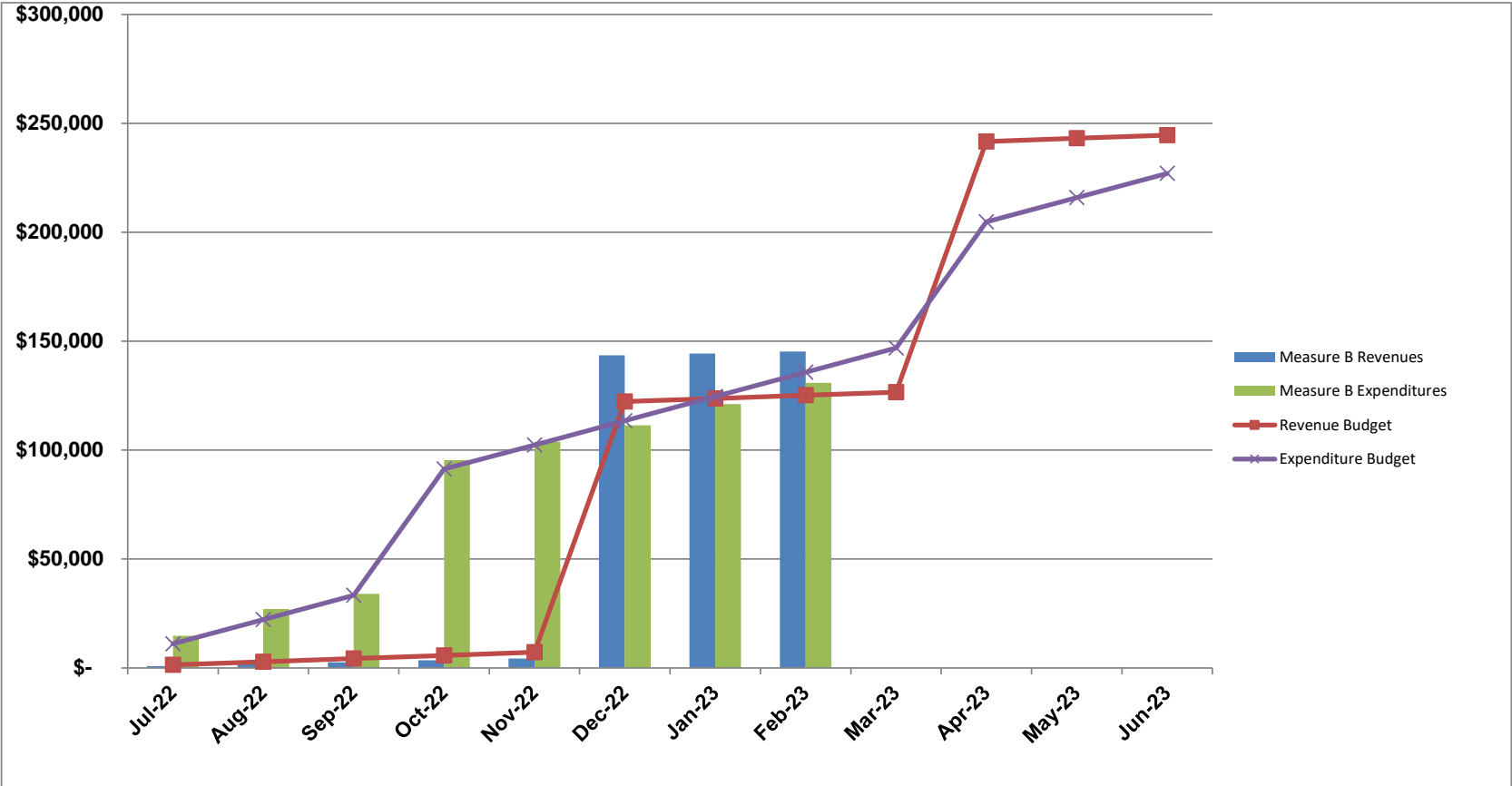
**McKinleyville Community Services District
February 2023**

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



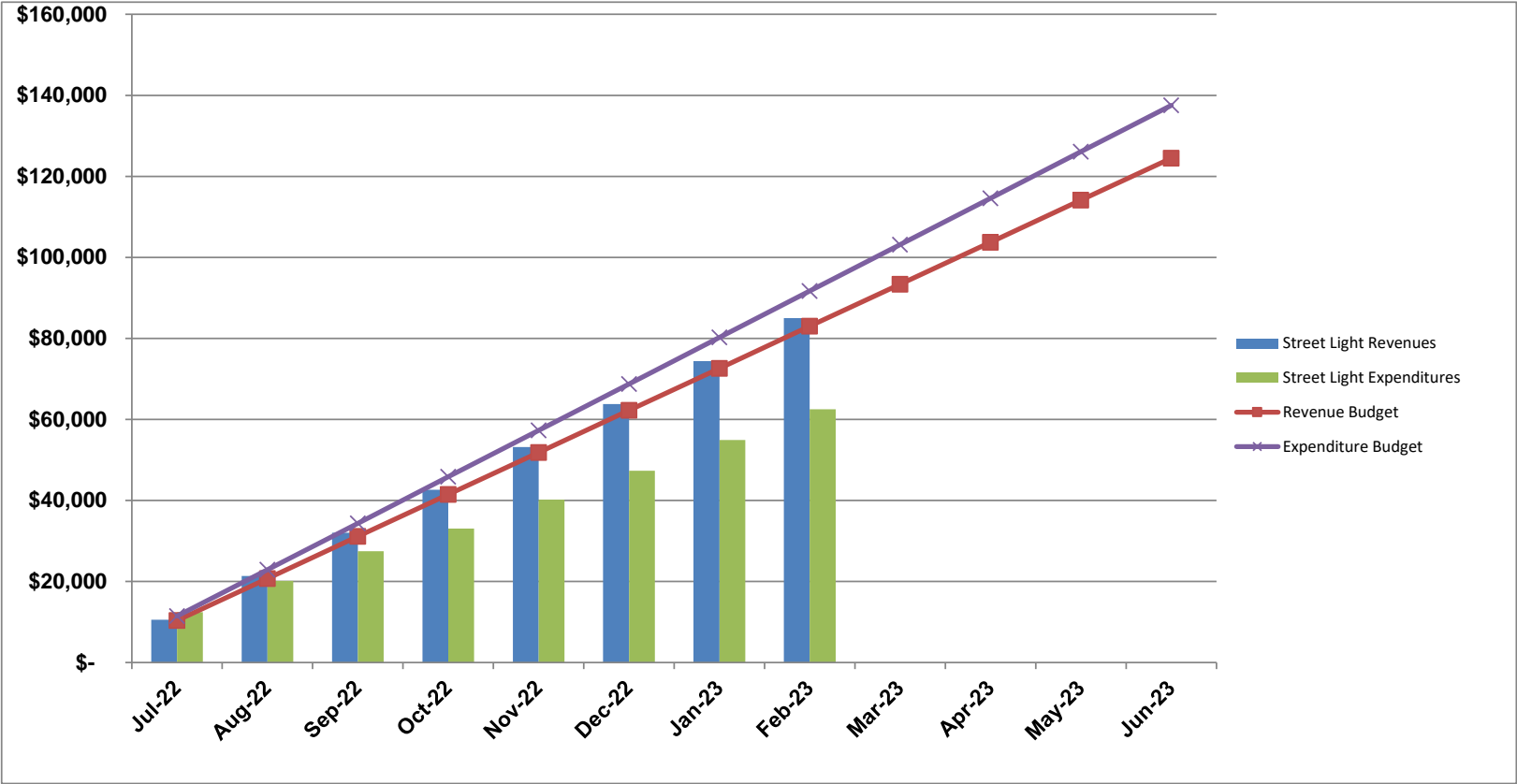
**McKinleyville Community Services District
February 2023**

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
February 2023**

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District
Cash Disbursement Report
For the Period February 1 through February 28, 2023

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
40733	2/14/2023	THR01	THRIFTY SUPPLY COMPANY	(789)	101373601u	Ck# 040733 Reversed
40761	2/2/2023	*0054	SECURITY DEPOSIT REFUND A	100	C30131	SECURITY DEPOSIT REFUND A
40762	2/2/2023	ACW01	CB&T/ACWA-JPIA	8,148	698374	GRP. HEALTH INS
40763	2/2/2023	AHR01	VOLUNTEER LIVE SCAN REIMB	35	C30131	VOLUNTEER LIVE SCAN REIMB
40764	2/2/2023	AMA01	AMAZON CAPITAL SERVICES	185	C30201	PARTS AND SUPPLIES
40765	2/2/2023	BAD01	BADGER METER, Inc.	361	80118670	HOSTING FEES
40766	2/2/2023	BLA01	FLEX SPENDING REIMBURSEME	220	C30131	FLEX SPENDING REIMBURSEME
40767	2/2/2023	EUR07	Eureka Rubber Stamp Co.	25	A35792	NAME PLATES
40768	2/2/2023	EUR10	EUREKA GLASS COMPANY, INC	54	49544	AZALEA HALL
				(54)	49544u	Ck# 040768 Reversed
			Check Total:	<u>0</u>		
40769	2/2/2023	FAZ01	RICHARD FAZZONE	35	C30131	VOLUNTEER LIVE SCAN REIMB
40770	2/2/2023	FED01	FedEx Office	764	802120368	LAB TESTS TREATMENT
40771	2/2/2023	GHD01	GHD	2,247	800026053	MICROGRID
				4,490	800026095	CENTRAL MAIN REPLACEMENT
				754	800026281	PROFESSIONAL SERVICES
				515	800026283	WWMF PROGRAM
			Check Total:	<u>8,006</u>		
40772	2/2/2023	HAR13	The Hartford - Priority A	446	189130693	GRP. HEALTH INS
40773	2/2/2023	HOU01	SEAN HOUSTON	35	C30131	VOLUNTEER LIVE SCAN REIMB
40774	2/2/2023	HUM01	HUMBOLDT BAY MUNICIPAL WA	99,120	C30201	WTR PURCHASED
40775	2/2/2023	INF02	INFOSEND	3,324	228725	POSTAGE AND MAILING
40776	2/2/2023	MCK05	QUIN MCKAY	35	C30131	VOLUNTEER LIVE SCAN REIMB
40777	2/2/2023	MIL03	THE MILL YARD	556	380322	PART AND SUPPLIES
				184	380841	PARTS AND SUPPLIES
				250	381571	PARTS AND SUPPLIES
			Check Total:	<u>989</u>		
40778	2/2/2023	MRC01	MRC GLOBAL	15,817	62735001	LIMITORQUE
40779	2/2/2023	ORE01	O'REILLY AUTOMOTIVE, INC.	8	37-121908	REPAIRS/SUPPLY
				33	537123909	REPAIRS/SUPPLY
			Check Total:	<u>41</u>		
40780	2/2/2023	PGE11	PGE STREETLIGHTS	20	C30131	GAS & ELECTRIC SEWER PUMP
40781	2/2/2023	PGE12	PGE	34	C30131	GAS & ELECTRIC HILLER SPO
40782	2/2/2023	PGE13	PGE	3	C30131	GAS & ELECTRIC OPEN SPACE
40783	2/2/2023	SIX03	SIX RIVERS MECHANICAL	650	I5102	MAINTENACE

40784	2/2/2023	SMI02	VOLUNTEER LIVE SCAN REIMB	35	C30131	VOLUNTEER LIVE SCAN REIMB
40785	2/2/2023	SNI01	VOLUNTEER LIVE SCAN REIMB	30	C30131	VOLUNTEER LIVE SCAN REIMB
40786	2/2/2023	STR01	STREAMLINE	300	DF9E70027	SUBSCRIPTIONS
40787	2/2/2023	USP02	USPS: ARCATA BMEU	2,001	C30131	NEWSLETTER POSTAGE
40788	2/2/2023	VAL01	VALLEY PACIFIC PETROLEUM	823	L23592643	GAS/OIL/LUBE
40789	2/2/2023	VAL02	VALLEY PACIFIC	3,623	L23592643	GAS/OIL/LUBE
40790	2/2/2023	VER01	VERIZON WIRELESS	77	925885155	PAGING/ALARMS
40791	2/2/2023	WAL02	VOLUNTEER LIVE SCAN REIMB	35	C30131	VOLUNTEER LIVE SCAN REIMB
40792	2/2/2023	\B018	MQ CUSTOMER REFUND FOR BU	19	000C30201	MQ CUSTOMER REFUND FOR BU
40793	2/2/2023	\D012	MQ CUSTOMER REFUND FOR DA	20	000C30201	MQ CUSTOMER REFUND FOR DA
40794	2/2/2023	\G012	MQ CUSTOMER REFUND FOR GR	45	000C30201	MQ CUSTOMER REFUND FOR GR
40795	2/2/2023	\H011	MQ CUSTOMER REFUND FOR HA	64	000C30201	MQ CUSTOMER REFUND FOR HA
40796	2/2/2023	\J014	MQ CUSTOMER REFUND FOR JO	62	000C30201	MQ CUSTOMER REFUND FOR JO
40797	2/2/2023	\M019	MQ CUSTOMER REFUND FOR MA	42	000C30201	MQ CUSTOMER REFUND FOR MA
40798	2/2/2023	\R003	MQ CUSTOMER REFUND FOR RA	47	000C30201	MQ CUSTOMER REFUND FOR RA
40799	2/2/2023	\R012	MQ CUSTOMER REFUND FOR RI	63	000C30201	MQ CUSTOMER REFUND FOR RI
40800	2/2/2023	\S010	MQ CUSTOMER REFUND FOR ST	58	000C30201	MQ CUSTOMER REFUND FOR ST
40801	2/2/2023	\W009	MQ CUSTOMER REFUND FOR WA	55	000C30201	MQ CUSTOMER REFUND FOR WA
40802	2/2/2023	\W010	MQ CUSTOMER REFUND FOR WI	43	000C30201	MQ CUSTOMER REFUND FOR WI
40803	2/2/2023	\Y002	MQ CUSTOMER REFUND FOR YU	8	000C30201	MQ CUSTOMER REFUND FOR YU
40804	2/2/2023	\Z001	MQ CUSTOMER REFUND FOR ZY	17	000C30201	MQ CUSTOMER REFUND FOR ZY
40805	2/2/2023	BRO01	REISSUE OF PR CHK #18602	295	C30202	REISSUE OF PR CHK #18602
40806	2/10/2023	*0055	PARKS REFUND - BREAKOUT D	130	116981	PARKS REFUND - BREAKOUT D
40807	2/10/2023	*0056	PARKS REFUND - YOUTH BASK	48	116980	PARKS REFUND - YOUTH BASK
40808	2/10/2023	ADV01	ADVANCED SECURITY SYSTEM	339	637653	SECURITY
40809	2/10/2023	BAS01	PACE ANALYTICAL SERVICES	589	230108528	PROFESSIONAL SERVICES
40810	2/10/2023	BNY01	BNY MELLON TRUST COMPANY,	58,364	C30206	LOAN INTEREST
40811	2/10/2023	BOR01	BORGES & MAHONEY CO.	512	C30208	PARTS AND SUPPLIES
40812	2/10/2023	CAL29	CALIFORNIA SOCIETY OF MUN	125	C30208	MEMBERSHIP RENEWAL
40813	2/10/2023	CHA03	CHASE INC.	58,081	2161	POLORSI PROPERTY LOAN
40814	2/10/2023	CWE01	CWEA	202	C30208	MEMBERSHIP RENEWAL
40815	2/10/2023	FED01	FedEx Office	668	802843621	LAB TESTS TREATMENT
40816	2/10/2023	FED02	C.J. BROWN & COMPANY CPAS	2,767	C30206	ACCT. / AUDIT
40817	2/10/2023	GRA02	GRAINGER	86	592892013	PARTS AND SUPPLIES
				53	594254626	PARTS AND SUPPLIES
			Check Total:	<u>140</u>		

40818	2/10/2023	HUM08	HUMBOLDT SANITATION	672	31X02665	TRASH SERVICE
				642	31X02666	TRASH SERVICE
				320	31X02667	TRASH SERVICE
				642	31X02795	TRASH SERVICE
			Check Total:	<u>2,277</u>		
40819	2/10/2023	HUM17	HUMBOLDT COUNTY DEPT.	415	274314906	HAZARDOUS WASTE AND MATER
40820	2/10/2023	HUM22	HUMBOLDT COUNTY SHERIFF	50	C30209	ALARM APPLICATION
40821	2/10/2023	IBS01	IBS OF THE REDWOODS	141	180027604	PARTS AND SUPPLIES
40822	2/10/2023	INF03	INFINITE CONSULTING SERVI	4,030	10509	MONTHLY HOSTING FEES
40823	2/10/2023	KEN02	KENNEDY/JENKS CONSULTANTS	113,552	161196	MCSO 4.5 MG RESERVOIR PRO
40824	2/10/2023	LES01	LES SCHWAB TIRE CENTER	130	600521695	PARTS AND SERVICES
40825	2/10/2023	3-May	DENNIS MAYO	198	C30206	TRAVEL ADVANCE
40826	2/10/2023	MEN01	MENDES SUPPLY CO.	1,807	C30206	REPAIRS/SUPPLY
40827	2/10/2023	MIL01	Miller Farms Nursery	121	C30206	REPAIRS/SUPPLY
40828	2/10/2023	MIT01	MITCHELL LAW FIRM	967	51711	LEGAL
40829	2/10/2023	NOR01	NORTH COAST LABORATORIES	4,950	C30208	LAB TESTS
40830	2/10/2023	NOR13	NORTHERN CALIFORNIA SAFET	120	28821	SAFETYTRAININGSUP
40831	2/10/2023	PGE01	PG & E (Office & Field)	23,640	C30206	GAS & ELECTRIC
40832	2/10/2023	PIT01	PITNEY BOWES GLOBAL FINAN	481	105938740	OFFC EQUIP LEAS
40833	2/10/2023	STA11	STAPLES CREDIT PLAN	300	C30207	OFFICE SUPPLIES
40834	2/10/2023	THO02	Thomas Home Center	766	C30209	REPAIRS/SUPPLY
40835	2/10/2023	THR02	DAZEY'S SUPPLY	5,092	27547	REPAIRS/SUPPLY TREATMENT
40836	2/10/2023	UMP01	UMPQUA COMMERCIAL CARD OP	848	0223BD	TRAVEL/TRAINING/SUPPLIES
				11	0223DS	TRAVEL/TRAINING/SUPPLIES
				62	0223LF	TRAVEL/TRAINING/SUPPLIES
				736	0223NA	TRAVEL/TRAINING/SUPPLIES
				461	0223PK	TRAVEL/TRAINING/SUPPLIES
				380	C30206	TRAVEL/TRAINING/SUPPLIES
				195	0223PARKS	TRAVEL/TRAINING/SUPPLIES
			Check Total:	<u>2,693</u>		
40837	2/15/2023	*0057	CUSTOMER REFUND ACTIVITY	100	116984	CUSTOMER REFUND ACTIVITY
40838	2/15/2023	*0058	CUSTOMER REFUND AZALEA HA	100	116983	CUSTOMER REFUND AZALEA HA
40839	2/15/2023	*0059	CUSTOMER REFUND AZALEA HA	100	116985	CUSTOMER REFUND AZALEA HA
40840	2/15/2023	*0060	CUSTOMER REFUND AZALEA HA	346	116982	CUSTOMER REFUND AZALEA HA
40841	2/15/2023	*0061	CUSTOMER REFUND AZALEA H	100	116986	CUSTOMER REFUND AZALEA H
40842	2/15/2023	ARC12	ARCATA USED TIRE AND WHEE	1,954	C30214	PARTS AND SUPPLIES
40843	2/15/2023	COA01	COASTAL BUSINESS SYSTEMS	1,016	33445216	OFFICE EQUIP LEAS
40844	2/15/2023	COA02	COASTAL BUSINESS SYSTEMS	2,265	AR128478	DOCSTAR ANNUAL FEE
40845	2/15/2023	DEP05	DEPARTMENT OF JUSTICE	64	633704	FINGERPRINTING
40846	2/15/2023	FED01	FedEx Office	544	803462388	LAB TESTS TREATMENT

40847	2/15/2023	GRA02	GRAINGER	386	603136889	PARTS AND SUPPLIES
40848	2/15/2023	HUM18	HUMBOLDT AREA CHAPTER CSD	50	C30214	SUBSCRIPTIONS
40849	2/15/2023	HUM22	HUMBOLDT COUNTY SHERIFF	150	C30214	PAGING/ALARMS
40850	2/15/2023	IND01	INDEPENDENT BUS. FORMS	43	42018	OFFICE SUPPLIES
				316	42019	OFFICE SUPPLIES
			Check Total:	<u>359</u>		
40851	2/15/2023	MCK02	MCKINLEYVILLE GLASS CO.	54	49544	AZALEA HALL
40852	2/15/2023	MCK04	MCK ACE HARDWARE	601	C30214	REPAIRS/SUPPLY
40853	2/15/2023	MDG01	MELTON DESIGN GROUP INC	13,202	6261	BMX TRACK
40854	2/15/2023	MIT02	MITEL	783	42631079	PHONE LINES
40855	2/15/2023	NOR35	NORTHERN HUMBOLDT	566	ES23-090	PROFESSIONAL SERVICES
				487	ES23-091	PROFESSIONAL SERVICES
			Check Total:	<u>1,053</u>		
40856	2/15/2023	SIE03	CUSTOMER REFUND NWSRV/PWT	1,800	C30214	CUSTOMER REFUND NWSRV/PWT
40857	2/15/2023	THR01	THRIFTY SUPPLY COMPANY	789	01373601R	CK REISSUE FOR LOST CHECK
40858	2/15/2023	TIM01	TIMES-STANDARD	443	C30214	ADS/MARKETING
40859	2/15/2023	TRI02	TRINITY DIESEL INC.	217	C30215	PARTS AND SUPPLIES
40860	2/23/2023	*0062	BREAKOUT DAY CAMP REFUND	130	116987	BREAKOUT DAY CAMP REFUND
40861	2/23/2023	BAL01	FLEX SPENDING EMPLOYEE RE	860	C30222	FLEX SPENDING EMPLOYEE RE
40862	2/23/2023	EUR06	EUREKA READY MIX	1,362	84523	REPAIRS/SUPPLY
40863	2/23/2023	FED01	FedEx Office	452	804199787	LAB TESTS TREATMENT
40864	2/23/2023	GOD01	GODBE CORPORATION	13,675	12778	PROPERTY OWNER SURVEY
				18,450	12782	PROPERTY OWNER SURVEY
			Check Total:	<u>32,125</u>		
40865	2/23/2023	ISE01	I-SECURE INC.	55	128200	SHREDDING
40866	2/23/2023	LDA01	LDA PARTNERS	9,254	635-02-22	CSD ADMIN BUILDING
40867	2/23/2023	PAC05	PACIFIC ECORISK	917	18738	LAB TESTING
40868	2/23/2023	PGE05	PGE	470	C30223	GAS & ELECTRIC S.L.- ZONE
40869	2/23/2023	PGE06	PG&E-STREETLIGHTS	22	C30223	GAS & ELECTRIC S.L.- ZONE
40870	2/23/2023	PGE07	PG&E STREETLIGHTS	1,357	C30223	GAS & ELECTRIC
40871	2/23/2023	PGE08	PGE STREETLIGHTS	21	C30223	GAS & ELECTRIC S.L.- ZONE
40872	2/23/2023	PGE09	PGE-STREETLIGHTS	105	C30223	GAS & ELECTRIC S.L.- ZONE
40873	2/23/2023	SMA01	EMPLOYEE REFUND ON SAFTEL	300	ALLOTMENT	EMPLOYEE REFUND ON SAFTEL
40874	2/23/2023	SOU03	FLEX SPENDING REIMBURSEME	396	C30222	FLEX SPENDING REIMBURSEME
40875	2/23/2023	USA01	USA BLUEBOOK	205	261908	PARTS AND SUPPLIES
40876	2/27/2023	COR01	CORBIN WILLITS SYSTEMS, I	963	C302151	MONTHLY FEE
40877	2/27/2023	GHD01	GHD	5,624	800027816	WATER RECYCLING PROGRAM
				5,252	800027821	MCSD CENTRAL WATER MAIN
			Check Total:	<u>11,839</u>		
40878	2/27/2023	HAR13	The Hartford - Priority A	459	186157992	GRP. HEALTH INS

40879	2/27/2023	MAD02	MAD RIVER UNION	155	50128	
40880	2/27/2023	ORE01	O'REILLY AUTOMOTIVE, INC.	11	37-127915	REPAIRS/SUPPLY
40880	2/27/2023	ORE01	O'REILLY AUTOMOTIVE, INC.	78	537128066	REPAIRS/SUPPLY
			Check Total:	<u>89</u>		
40881	2/27/2023	PGE13	PGE	10	C30227	GAS & ELECTRIC OPEN SPACE
40882	2/27/2023	STA01	STATEWIDE TRAFFIC	218	9008413	PARTS AND SUPPLIES
40883	2/27/2023	STA09	S.W.R.C.B.	55	C30224	CERTIFICATION RENEWAL C J
				55	PO#40787	CERTIFICATION RENEWAL S M
			Check Total:	<u>110</u>		
40884	2/27/2023	TPX01	TPx COMMUNICATIONS	2,796	7407494-0	INTERNET SERVICE

Total Disbursements, Accounts Payable 519,244

Payroll Related Disbursements

18708	2/9/2023	CAL12	CalPERS 457 Plan	37	C30124A	RETIREMENT
				9,149	C30209	RETIREMENT
				920	1C30209	PERS 457 LOAN PMT
			Check Total:	<u>10,106</u>		
18709	2/9/2023	DIR01	DIRECT DEPOSIT VENDOR- US	42,426	C30209	Direct Deposit
18710	2/9/2023	EMP01	Employment Development	75	C30124A	STATE INCOME TAX
18710	2/9/2023	EMP01	Employment Development	152	C30203	STATE INCOME TAX
				2,101	C30209	STATE INCOME TAX
				28	1C30124A	SDI
				21	1C30203	SDI
				819	1C30209	SDI
				21	2C30124	STATE INCOME TAX
				3	3C30124	SDI
			Check Total:	<u>3,219</u>		
18711	2/9/2023	HEA01	HEALTH EQUITY, ATTN: CLIEN	75	C30209	HSA
18712	2/9/2023	HUM29	UMPQUA BANK--PAYROLL DEP.	0	C30124A	FEDERAL INCOME TAX
				507	C30203	FEDERAL INCOME TAX
				7,538	C30209	FEDERAL INCOME TAX
				378	1C30124A	FICA
				286	1C30203	FICA
				11,282	1C30209	FICA
				88	2C30124A	MEDICARE
				67	2C30203	MEDICARE
				2,638	2C30209	MEDICARE
				69	3C30124	FEDERAL INCOME TAX
				39	4C30124	FICA
				9	5C30124	MEDICARE
			Check Total:	<u>22,900</u>		
18713	2/9/2023	ACW01	CB&T/ACWA-JPIA	58,108	C30131	MED-DENTAL-EAP INSUR
18714	2/9/2023	PUB01	Public Employees PERS	22,904	C30131	PERS PAYROLL REMITTANCE
			Payroll	21,221		
18750	2/23/2023	CAL12	CalPERS 457 Plan	8,829	C30223	RETIREMENT
				920	1C30223	PERS 457 LOAN PMT
			Check Total:	<u>9,749</u>		
18751	2/23/2023	DIR01	DIRECT DEPOSIT VENDOR- US	40,132	C30223	Direct Deposit
18752	2/23/2023	EMP01	Employment Development	1,848	C30223	STATE INCOME TAX
				787	1C30223	SDI

	Check Total:	<u>2,634</u>		
18753	2/23/2023 HEA01	HEALTHEQUITY, ATTN: CLIEN	75	C30223 HSA
18754	2/23/2023 HUM29	UMPQUA BANK--PAYROLL DEP.	6,976	C30223 FEDERAL INCOME TAX
			10,833	1C30223 FICA
			<u>2,534</u>	2C30223 MEDICARE
	Check Total:		<u>20,343</u>	
	Payroll		21,236	
	Total Disbursements, Payroll		<u>275,129</u>	
Total Disbursements:			794,373	

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2023

TYPE OF ITEM: **ACTION - Consent**

ITEM: D.4 **Consider Authorizing the General Manager to Sign on to a Coalition in Opposition, Sponsored by ACWA, Opposing AB 460, AB 1337, and SB 389**

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

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

Recommendation:

Staff recommends that the Board review the information provided and authorize the General Manager to sign on to the Coalition in Opposition of AB 460, AB 1337, and SB 389.

Discussion:

The Association of California Water Agencies sent out a legislative alert regarding three bills that threaten California's Water Rights System. These three bills will change the way that California's water rights system is implemented and enforced.

AB 460 (Bauer-Kahan) would grant the State Water Resources Control Board new and sweeping authority to issue interim relief orders against water diverters and users. Additionally, these orders could be issued without holding a hearing in which water right holders could defend their actions.

The bill would also authorize the State Water Board to enforce the orders by imposing onerous and costly requirements on water users. This could include curtailing diversions, imposing new minimum streamflow requirements, directing reservoir operations, requiring the diverter to conduct technical studies, and more.

AB 1337 (Wicks) would authorize the State Water Board to adopt wide-ranging regulations and enforce them through curtailing diversions or use of water under any claim of right. The bill would not require the State Water Board to hold a hearing before issuing curtailments.

This bill would strip water right holders of their constitutional due process guarantee and create significant uncertainty for communities and industries that depend on a reliable supply of water that California's existing water rights system ensures.

SB 389 (Allen) would authorize the State Water Board to investigate and determine the scope and validity of any water right claim. In any proceeding to

evaluate the basis of a water right, the water right holder would have the burden of proving the basis of the right. ACWA has serious concerns with authorizing the State Water Board to drag water right holders before the Board to prove their claims.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- None



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

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BOARD OF DIRECTORS

NEAL LATT, PRESIDENT
MICHELLE FULLER, VICE-PRESIDENT
J. BRUCE RUPP, SECRETARY-TREASURER
DAVID LINDBERG, ASSISTANT SECRETARY-TREASURER
SHERI WOO, DIRECTOR

GENERAL MANAGER

JOHN FRIEDENBACH

March 18, 2023

Re: ACWA/JPIA Executive Committee

Dear Fellow Board Members,

We will be meeting in May at the ACWA/JPIA Conference. You will be asked to participate in the selection of the Executive Committee members to serve you in the next term. I am a candidate for re-election and respectfully request your vote again in the election.

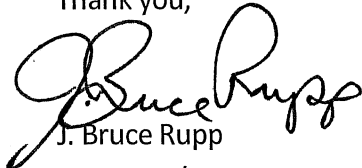
I am completing my second four-year term on the Executive Committee. In addition to my general role in shaping the Liability, Property, and Workers Compensation programs, I chair the Employee Benefits Committee and am Vice Chair of the Finance Committee. In this capacity I continue to work with fellow Executive Committee members to preserve the financial integrity of the pooled insurance programs while providing the best possible services to our members. We have held rates steady in the property and liability programs over the years and recently we have reduced potential increases in this hard market by retaining reasonable pooled risk. Our captive, the California Insurance Fund Corp., has been a major initiative in holding down these costs. It has been my honor to Chair that Board recently. As Chair of the Employment Benefits Committee, I have overseen several changes to improve services to members while reducing premiums over the last program years.

I have served on the Humboldt Bay Municipal Water District Board for 27 years. The District, located on the North Coast, provides wholesale water to seven municipalities serving 94,000 rate payers. I have served as President and Vice President of our Board and been the Secretary/Treasurer for four terms. In addition to this service, I have been a Personnel Director, City Manager and County Administrator. In the last thirteen years, prior to retirement, I was a real estate broker and owned Rupp and Associates Realty Company. In each of these experiences, I was involved in the selection and review of insurance and health benefits. The organizations ranged from a county staff of three thousand to a small business of seven employees.

During my time on our District Board I have been actively engaged in ACWA. I am the Region 1 Chair, serve on the ACWA Executive Committee, and the Vice Chair of the Finance Committee.

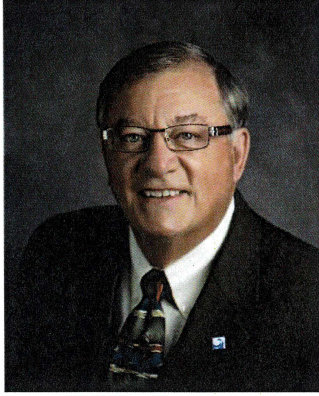
I respectfully request your support and vote for me to serve on the Executive Committee.

Thank you,



J. Bruce Rupp
Secretary/Treasurer

Encl: District Nomination Resolution
Statement of Qualifications



**JOHN BRUCE RUPP
(BRUCE)**

DIRECTOR OF HUMBOLDT BAY
MUNICIPAL WATER DISTRICT FOR
27 YEARS; TWO TERM
PRESIDENT OF THE BOARD.

RETIRED REAL ESTATE BROKER &
SMALL BUSINESS OWNER

MARRIED 51 YEARS: WIFE
MARILYN, FORMER REAL ESTATE
AGENT AND PARALEGAL

FAMILY: ONE SON, TWO
DAUGHTERS AND ELEVEN
GRANDCHILDREN

CONTACT INFO

828 7th Street
Eureka, CA 95501

T: 707-443-5018

E: rupp@hbmwd.com

CAREER HISTORY

Five years as United States Army officer, combat veteran Vietnam;
Bronze Star, Jump Wings, Vietnamese Cross of Gallantry

Seven years of progressively more responsible positions in Alameda
County Government, San Francisco Bay Area

Ten years as City Manager, City of Alameda, CA

Four years as County Administrative Officer, Humboldt County, CA

Twelve years as Real Estate Broker and owner of Rupp & Associates
Realty

EDUCATION

San Rafael High School, San Rafael, CA

San Jose State University, BA, Public Administration

Graduate Officers Candidate School, Defense Language Institute

PROFESSIONAL & COMMUNITY SERVICE

Member ACWA/JPIA Executive Committee

Chair ACWA-JPIA Employee Benefits Committee

Vice-Chair of ACWA/PIA Finance Committee

Member ACWA Board & Board Executive Committee

Chair of ACWA Region 1

Rotary Member for 44 years; twice Club President; Paul Harris Fellow

Member Eureka Elks Lodge

Member City of Eureka Finance Advisory Committee

Past Chair Redwood Region Economic Development Commission

Past President, Humboldt Association of Realtors

Former State Governor appointment to North Coast Regional Water
Control Board

Past Board Member League of California Cities

Manager shall not exceed \$750.00. It should also be noted that the District had to pay \$1,056.69 to Humboldt Bay Municipal Water District for the 59,700 cf of water used.

They are appealing the leak adjustment amount limit because of a financial hardship.

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

Alternatives:

Approve the appeal.

Fiscal Analysis:

Not subject to the water leak adjustment limit, the total adjustment would have been \$1,958.39, as seen in the calculations in **Attachment 2**. This amount is \$1,208.39 over the maximum \$750 adjustment allowed by policy.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

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

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519

**MAIN OFFICE:**

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

PARKS & RECREATION OFFICE:

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

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

WATER LEAK ADJUSTMENT POLICY

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

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

Page 2: Water Leak Adjustment Form

Revised May 2, 2018 by Board action

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

Water Leak Adjustment Request

Date: _____

Name: _____ Phone Number: _____

Service Address: _____

Explanation of leak repair: _____

Date repaired: _____

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

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

Signature: _____

FOR OFFICE USE ONLY

Customer # _____

Rte/Svc _____

Customer Notified _____

Water Credit \$ _____

Listed In File _____

Sewer Credit \$ _____

Line 11 Noted _____

Total Credit \$ _____

Adjustment Done _____

Supervisor Approval _____

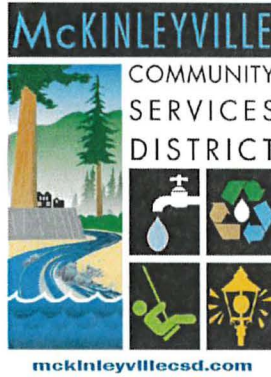
District Manager Approval _____

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



MAIN OFFICE:

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

PARKS & RECREATION OFFICE:

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

RECEIVED

FEB 17 2023

McK. C.S.D.

Appeal Application

McKinleyville Community Services District Rules and Regulations

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

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

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

Name: Carolyn Hunt / Dean Hunt Date: 2/17/23

Mailing Address: [REDACTED]

Phone Num: 787 11 [REDACTED] Account: [REDACTED]

Describe the decision being appealed: Water leak

Explain the unique nature of the situation: Water System for
watering Cattle Valve on water
Trough malfunction

Explain hardship that exists if staff decision is enforced: money

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

Applicant Signature: Dean A. Hunt

Filing Fee: \$25*

Received: 2/17/2023
(Date)

By: PH
(initials)

Receipt#: 34357

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

OUT OF DISTRICT	HUN0008		
Leak Months:	01/2023		
Date WLA Received:	1/30/2023		
# of Units:	1		
Water only? Enter 1 else leave blank	1		
Water Use in leak month	597	ccf	
Average Water Use Prior 3 months/last year	16	ccf	
Leak month sandwich!			
Total Water Charge	\$4,019.59	Month 0	597.0
Total Water Charge Prior 3 months/last year	\$102.82	Month -1	8.80
	-	Month -2	36.00
Excess Water Use Charges	\$3,916.77	Month -3	4.00
	x 50%		
Water Leak Adjustment (not to exceed \$750.00)	\$1,958.39		48.8 Total
			16 Average
Sewer Charge	\$378.73		
Average Sewer Charge Prior 3 months/last year	\$37.56		
	-		
Sewer Leak Credit	\$0.00		
	-		
Available Credit NOT TO EXCEED \$750	\$750.00		

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2023

TYPE OF ITEM: **ACTION**

ITEM: E.2 **Consider Approval of the First Addendum to the Right of Entry, Design and Construction Agreement between the Humboldt Skate Park Collective and McKinleyville Community Services District**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided, air questions, take public comment, discuss and approve the First Addendum to the Right of Entry, Design and Construction Agreement between the Humboldt Skate Park Collective (HSPC) and the McKinleyville Community Services District.

Discussion:

On June 1, 2022, the Board of Directors approved a Right of Entry, Design and Construction Agreement between MCSD and the Humboldt Skate Park Collective (HSPC) for access to the undeveloped lot east of Umpqua Bank and south of the Law Enforcement Facility for the purpose of designing and fundraising for the construction of an approximate 20,000 square foot skatepark. The Board approved a Draft design in May of 2019.

HSC is seeking approval for the construction of 2,500 square feet (Phase 1) of total design. The footprint for this section can be viewed in the Planning Approved Site plan (**Attachment 2.**) HSC currently has the funds to complete this phase of construction. It is estimated that groundbreaking would take place at the beginning of June and construction would be complete by end of the calendar year. The First Addendum to the Right of Entry, Design and Construction Agreement between the Humboldt Skate Park Collective (HSPC) and the McKinleyville Community Services District can be reviewed in **Attachment 1.**

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

CEQA was completed for this project in 2019

Exhibits/Attachments:

- Attachment 1 – First Addendum to the Right of Entry, Design and Construction Agreement between the Humboldt Skate Park Collective (HSPC) and the McKinleyville Community Services District.
- Attachment 2—Planning Approved Site Plan

First Addendum to the
2022 Right of Entry, Design and Construction Agreement between Humboldt Skatepark
Collective and McKinleyville Community Services District

This First Addendum to the RIGHT OF ENTRY, DESIGN and CONSTRUCTION AGREEMENT (“Agreement”) as entered into on June 1, 2022, by and between the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT (“DISTRICT”) and the HUMBOLDT SKATEPARK COLLECTIVE for the MCKINLEYVILLE SKATE PARK (hereinafter referred to as “COMMITTEE”), is entered into this 5th day of April, 2023.

WHEREAS, the parties entered into an Agreement for the purpose of engineering a design for the construction of a skatepark on District owned property; and

WHEREAS, the COMMITTEE desires to obtain written approval of the design plan and specifications as required by the Agreement; and

WHEREAS, the COMMITTEE has obtained the necessary permits from the Humboldt County Building and Planning Department to build approximately 2,500-square feet (Phase 1) of the total design; and

WHEREAS, the COMMITTEE and the DISTRICT desire to move forward with construction of Phase 1 of a skatepark;

NOW, THEREFORE, it is mutually agreed as follows:

The Board of Directors of the DISTRICT authorizes the COMMITTEE to construct approximately 2,500-square feet of skate park and approximately 185-ft of ADA accessible sidewalk as detailed on the Humboldt County approved Site Plan with a Plan check date of May 5, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to Agreement dated October 4,2017, on the date indicated above.

McKinleyville Community Services District

Humboldt Skatepark Collective

By: _____
Gregory P. Orsini, President
MCSD Board of Directors

By: _____
President, HSC Board of Directors

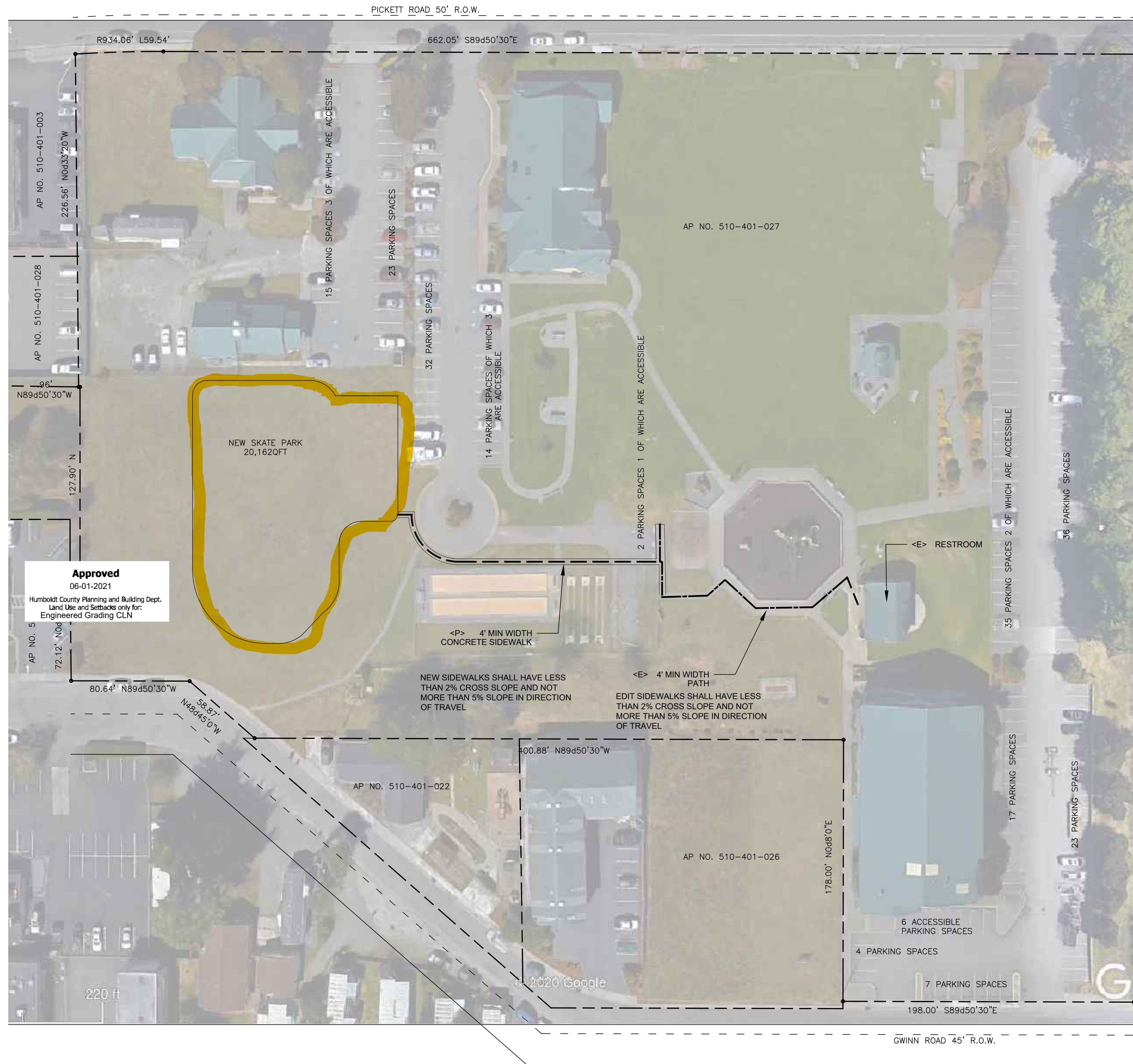
Date: _____

Date: _____

Attest:

By: _____

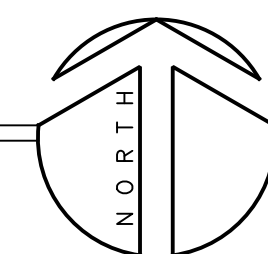
April Sousa, Secretary to the Board of Directors



Approved
06-01-2021
Humboldt County Planning and Building Dept.
Land Use and Setbacks only for:
Engineered Grading CLN

SITE PLAN

SCALE: 1"=40'



PROJECT DESCRIPTION: NEW SKATE PARK WITHIN PIERSON PARK MCKINLEYVILLE. PROJECT INVOLVES APPROXIMATELY 2,200 CUYDS OF GRADING AND 20,162 SQFT CONCRETE FLATWORK.

20,162 SQFT INCREASE IN IMPERMEABLE AREA (.46 ACRES).

TOTAL SITE AREA 367,978 SQFT.

SITE CURRENT IMPERVIOUS AREA 134,576 SQFT

IMPERVIOUS AREA WITH PROPOSED SKATE PARK 154,738 SQFT

NO TREES TO BE REMOVED
NO WATER COURSES
PROPERTY LINE LOCATIONS ARE APPROXIMATE
NO UTILITIES EXPECTED IN PROJECT AREA

THE PARK HAS 212 EXISTING PARKING SPACES OF WHICH 14 ARE ACCESSIBLE.

AN ACCESSIBLE PATH OF TRAVEL SHALL BE PROVIDED TO THE SKATE AREA.

- INDEX TO DRAWINGS:
- 0.1 TITLE PAGE/SITE PLAN
 - 0.2 NOTES
 - 0.3 LID DESIGN
 - 0.4 EROSION CONTROL PLAN
 - 1.0 SKATE PARK COVER SHEET WITH NOTES
 - 2.0 SKATE PARK PARTIAL SITE PLAN
 - 3.0 SKATE PARK GRADES
 - 4.0 KEY TO SECTIONS
 - 5.0 PLAN VIEW WITH DIMENSIONS
 - 6.0 DETAILS
 - 7.0 DETAILS
 - 8.0 DETAILS
 - 9.0 DETAILS

GENERAL SITE NOTES:

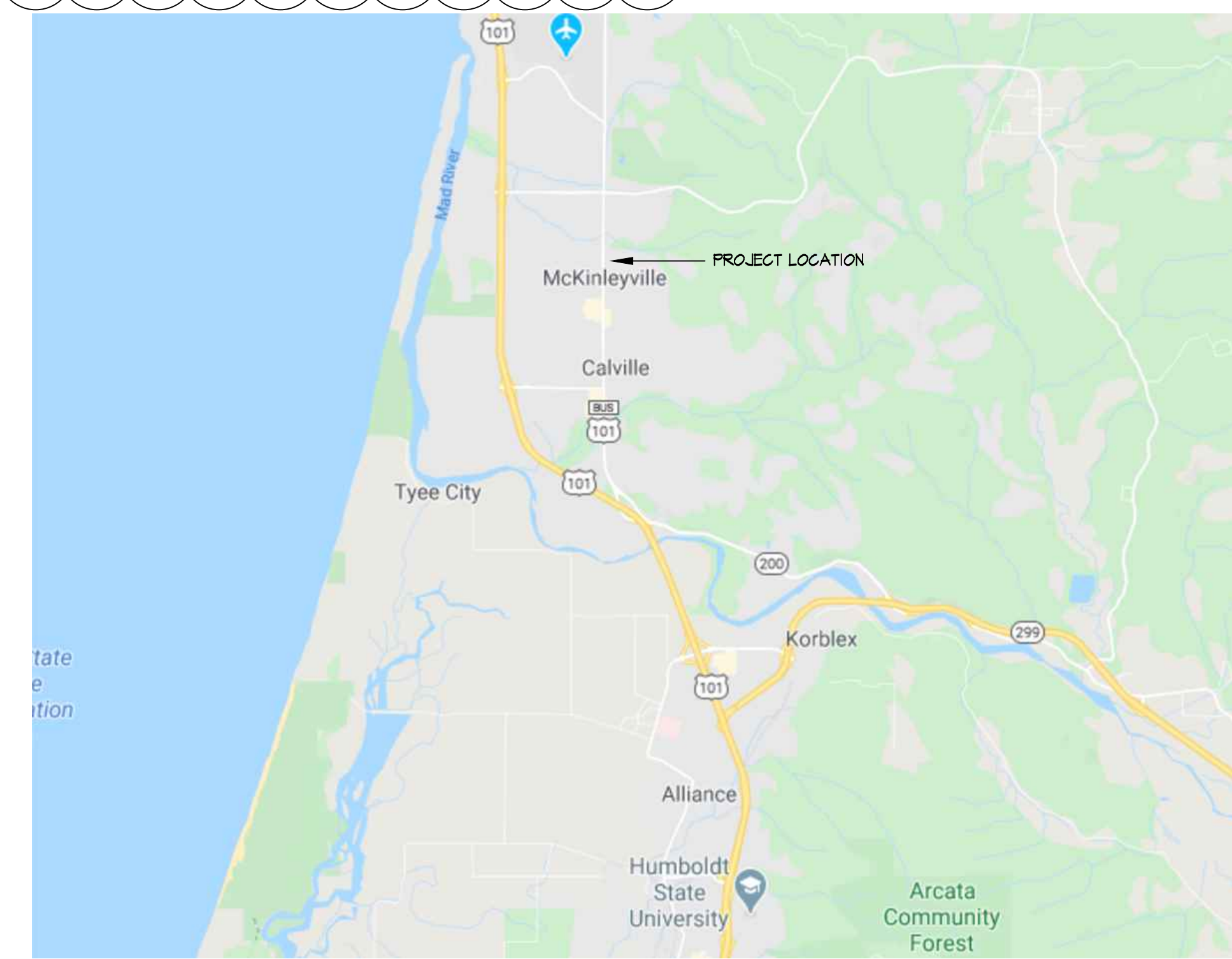
1. ALL WORK, MATERIALS AND METHODS SHALL BE IN CONFORMANCE WITH THE CODES, ORDINANCES AND REGULATIONS OF ALL GOVERNMENTAL AGENCIES HAVING JURISDICTION AT THE PROJECT LOCATION.
2. UNLESS OTHERWISE INDICATED IN THE CONSTRUCTION DOCUMENTS AS BEING NOT IN CONTRACT (N.I.C.) OR EXISTING, ALL OTHER ITEMS, MATERIALS AND INSTALLATION ARE PART OF THE CONTRACT, AS DEFINED IN THE CONSTRUCTION DOCUMENTS. THE CONTRACTOR SHALL PROVIDE AND INSTALL ALL ACCESSORIES, COMPONENTS AND ASSEMBLIES REQUIRED FOR THE WORK DEPICTED OR SPECIFIED.
3. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND EXISTING CONDITIONS THEREON BEFORE COMMENCING WORK. REPORT ANY DISCREPANCIES AND/OR POTENTIAL PROBLEMS TO THE PROPERTY REPRESENTATIVE PRIOR TO PROCEEDING WITH AFFECTED WORK.
4. CONTRACTORS ARE RESPONSIBLE FOR ALL WORK REGARDLESS OF THE LOCATION OF THE INFORMATION ON THE DOCUMENTS.

COORDINATION

1. THE GENERAL CONTRACTOR IS SOLELY RESPONSIBLE FOR COORDINATION AMONG ALL THE VARIOUS SUBCONTRACTORS.
2. IN THE EVENT OF DISCREPANCIES BETWEEN ANY DRAWINGS AND/OR SPECIFICATIONS, THE COSTLIER OR MORE RESTRICTIVE CONDITIONS SHALL BE DEEMED THE CONTRACT REQUIREMENT, UNLESS OTHERWISE STATED IN WRITING, FROM THE DEVELOPER.
3. GENERAL CONTRACTOR SHALL NOTIFY ALL APPLICABLE LOCAL GOVERNING AUTHORITIES AND UTILITIES PRIOR TO COVERING UP ANY WORK REQUIRING INSPECTION.

ACCESSIBILITY NOTES:

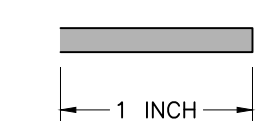
1. 'ACCESSIBLE' PATH OF TRAVEL (P.O.T.): HAS A 1:20 MAXIMUM SLOPE (UNLESS NOTED OTHERWISE, AS INDICATED ON THE PLANS) AND IS A BARRIER FREE ROUTE WITHOUT ANY ABRUPT LEVEL CHANGES EXCEEDING 1/2 INCH (AT A 1:2 MAXIMUM BEVELED SLOPE) AND WITHOUT ANY VERTICAL CHANGES EXCEEDING 1/4 INCHES.
 - 1.1. P.O.T. IS AT LEAST 48 INCHES WIDE AND SURFACES ARE SLIP RESISTANT, STABLE, FIRM, AND WITHOUT SHARP OR ROUGH EDGES.
 - 1.2. P.O.T. CROSS SLOPE SHALL NOT EXCEED 2% AND SHALL BE LESS THAN A 5% SLOPE IN THE DIRECTION OF TRAVEL (UNLESS OTHERWISE INDICATED).
 - 1.3. P.O.T. SHALL BE MAINTAINED FREE OF OVERHEAD OBSTRUCTIONS NO LESS THAN 80 INCHES ABOVE PATH AND FREE OF ANY OBJECTS GREATER THAN 4 INCHES IN DEPTH PROTRUDING FROM A WALL ABOVE 27 INCHES AND BELOW 80 INCHES.
 - 1.4. P.O.T. SHALL NOT HAVE MORE THAN A 4 INCH DROP-OFF AT EDGES OF ACCESSIBLE WALKWAYS OR LANDINGS TO ADJACENT GRADES.
2. CONTRACTOR TO CONFIRM ALL INDICATED PATH OF TRAVEL SLOPES AND INSTALL DETECTABLE WARNING SURFACE AT TRANSITION BETWEEN RAMP AND VEHICULAR PATH OF TRAVEL AS REQUIRED BY DETAIL.
3. GENERAL CONTRACTOR IS TO CONFIRM ALL EXISTING CURB RAMPS CONFORM TO APPLICABLE BUILDING CODES AND REQUIREMENTS IN THESE DRAWINGS. IF ANY RAMP ALONG THE INDICATED PATHS OF TRAVEL DOES NOT CONFORM TO APPLICABLE BUILDING CODES AND THE REQUIREMENTS INDICATED, THE GENERAL CONTRACTOR IS TO CONTACT THE ARCHITECT AND THE SKATE PARK PROJECT MANAGER IMMEDIATELY.
4. A HYDRATION STATION SHALL BE INSTALLED ALONG THE ACCESSIBLE ROUTE.
5. HYDRATION STATION SHALL BE ACTIVATED BY A MANUALLY OPERATED SYSTEM THAT IS FRONT MOUNTED OR SIDE MOUNTED AND LOCATED WITHIN 6" OF THE FRONT EDGE OF THE FOUNTAIN OR AN AUTOMATIC ELECTRONICALLY CONTROLLED DEVICE.
6. ACCESSIBLE IMPROVEMENTS FOR THE RESTROOM AND HYDRATION STATION (4 & 5) ABOVE TO BE INSTALLED AT A LATER DATE AND UNDER A DIFFERENT APPLICATION. THE DEPARTMENT OF PARKS AND RECREATION SHALL REMODEL EXISTING RESTROOMS TO BE COMPLIANT BY MARCH 2025.



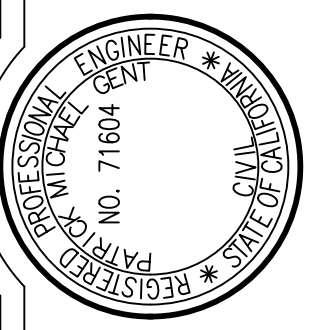
VICINITY MAP

NO SCALE

THESE PLANS ARE ORIGINALLY PRINTED ON 22"x34" PAPER.



REVISIONS	BY
5/5/21 Plan Check	MJB



WHITCHURCH ENGINEERING, INC.
610 9th Street Fortuna, California 95540
Phone (707) 725-8926

MCKINLEYVILLE SKATE PARK
AP# 510-401-027
SITE PLAN/PROJECT DESCRIPTION
project address: 1608 PICKETT ROAD, MCKINLEYVILLE, CA
For: MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, 1656 SUTTER RD. MCKINLEYVILLE CA 95519

Date	JUNE 4 '20
Scale	AS NOTED
Design	PMG
Drawn	PMG
Job	MSP1101
Sheet	0.1

REV 0

This drawing or drawing set shall not be used for construction unless a jurisdictional stamp (County, City, State, Federal) has been issued on the drawing, stating "FOR PERMIT" or similar verbiage, a wet signed professional engineer's stamp, and permit documents have been issued for the project.

McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2023

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.3 **Review Parks & General Fund DRAFT Operating Budget, FY2023-24**

PRESENTED BY: **Nicole Alvarado, Finance Director**

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review, take public comment, and discuss the DRAFT Operating Budget for the Parks/General Fund and Measure B Fund.

Discussion:

The budget was developed based on current costs, trends, and best estimates. Estimates for property tax and Measure B revenue are based on the current year's remittance to date and prior year trends. Costs incurred by the District typically fall into one of two categories: fixed costs and volumetric costs.

The table summarizes the District's fixed costs, as well as anticipated cost increases compared to the prior year. These costs have been incorporated into the Parks & Recreation Operating Budget and will similarly be incorporated into the Operations budget to be presented to the Board in May.

Fixed Cost	FY22-23	FY23-24	% Change
Worker's Compensation Insurance	\$40,788	\$45,683	12%
Health Insurance	Anthem PPO – decrease of 10% Anthem HMO – increase of 5.5%		
General Liability Insurance	\$145,328	\$161,463	11%
CalPERS PEPR A Employer Portion	\$66,171	\$78,676	19%
CalPERS Classic Employer Portion	\$152,352	\$159,474	5%

For the Parks & General Fund operating budget, the expected revenue for programs and facility rentals for the coming fiscal year is estimated higher than the current FY2022-23 budget due to the resumption of activities post-pandemic. There is also \$1.1 million budgeted in grant revenue for the construction of the BMX Park.

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

In 2022, an assessment of the ability of Measure B to cover the operation and maintenance of parks and facilities was completed. The assessment revealed the \$30 per EBU only covers 9% of the Parks & Recreation Department's annual budget. The District is also in the process of acquiring the Community Forest property, which will bring increased maintenance and operating costs in future years.

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

Alternatives:

Take Action

Fiscal Analysis:

See attached FY2023-24 Parks/General Fund and Measure B Fund DRAFT Operating Budgets.

Environmental Requirements:

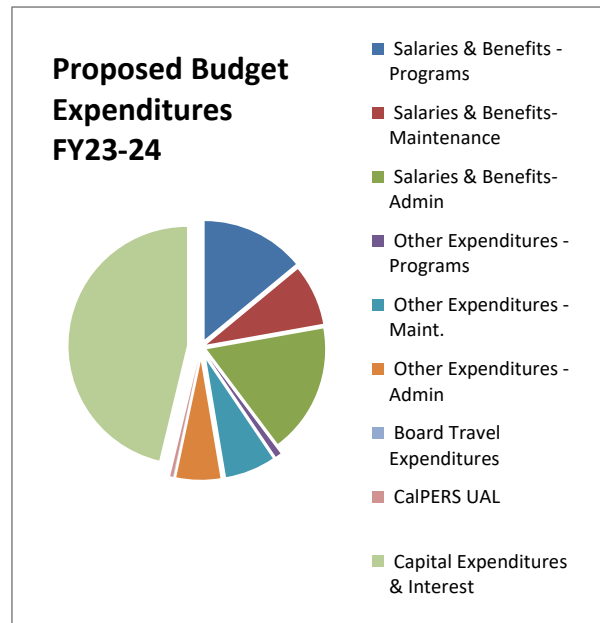
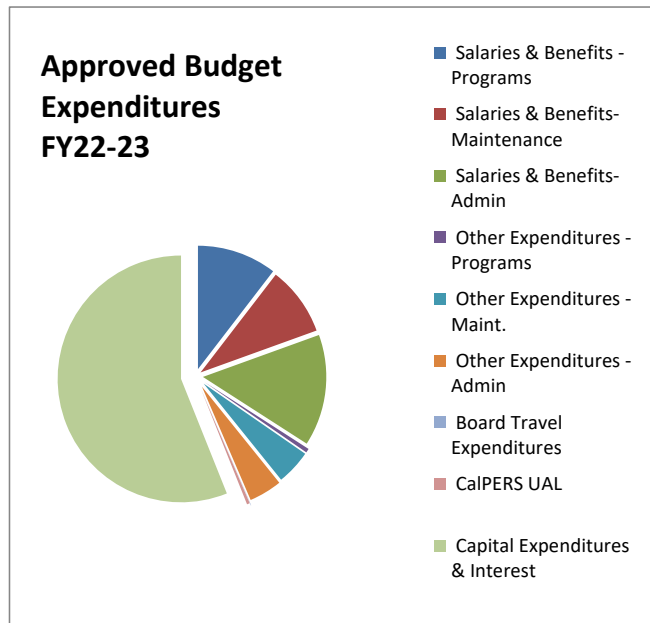
Not applicable

Exhibits/Attachments:

- Attachment 1 – FY2023-24 DRAFT Parks/General Fund and Measure B Operating Budgets

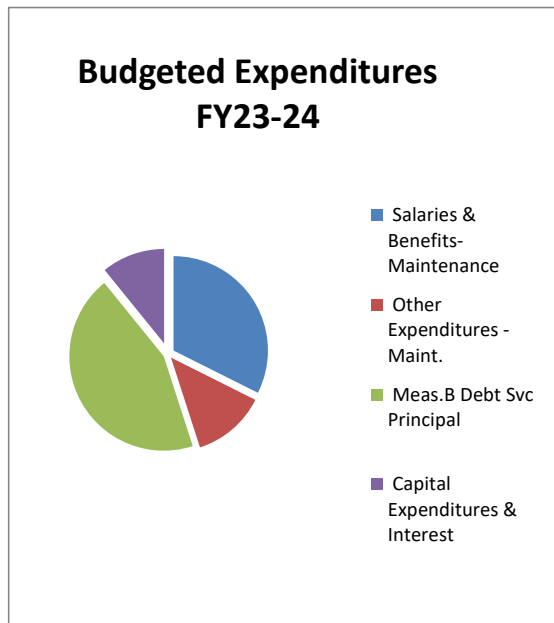
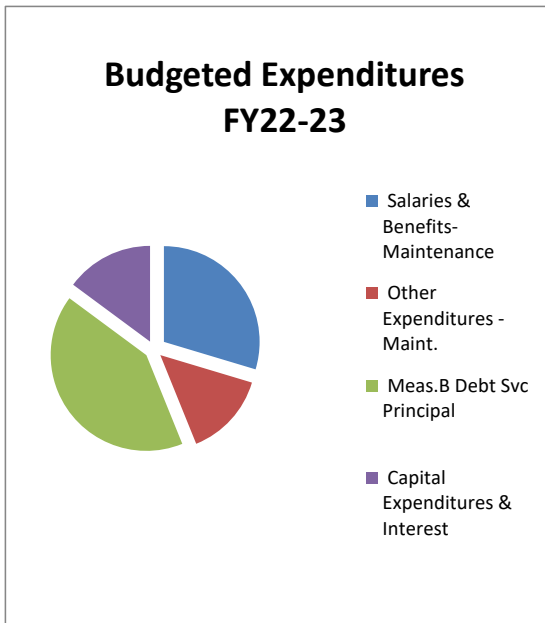
**McKinleyville Community Services District
Parks/General Fund Operating Budget
FY 2023-24**

Description	Parks/General Fund Approved Budget FY2022-23		Parks/General Fund Approved Budget FY2022-23		Difference (Memorandum Only)	
						Incr(decr)
Revenues						
Program Fees	257,380	9%	324,980	13%	67,600	26.3%
Facility Fees	59,850	2%	69,350	3%	9,500	15.9%
Property Taxes	712,575	26%	773,676	31%	61,101	8.6%
Open Space Fees	132,400	5%	141,000	6%	8,600	6.5%
Contributions & Other Program	1,652	0%	1,500	0.1%	(152)	-9.2%
Other Revenue	35,940	1%	33,569	1%	(2,371)	-6.6%
Quimby Fees/ Grants/Loans	1,487,952	55%	1,134,000	45%	(353,952)	-23.8%
Interest Revenue	35,002	1.3%	40,000	1.6%	4,998	14.3%
Total Revenues	2,722,751	100%	2,518,075	100%	(204,676)	-7.5%
Expenditures						
Salaries & Benefits - Programs	283,781	10%	352,140	14%	68,359	24.1%
Salaries & Benefits- Maintenance	246,162	9%	206,070	8%	(40,092)	-16.3%
Salaries & Benefits- Admin	397,565	15%	441,671	18%	44,106	11.1%
Other Expenditures - Programs	14,325	1%	19,625	1%	5,300	37.0%
Other Expenditures - Maint.	124,770	5%	171,500	6.8%	46,730	37.5%
Other Expenditures - Admin	117,725	4%	150,300	6.0%	32,575	27.7%
Board Travel Expenditures	1,100	0.0%	1,200	0.0%	100	9.1%
CalPERS UAL	10,000	0%	10,000	0.4%	-	0.0%
Capital Expenditures & Interest	1,525,000	56%	1,163,000	46%	(362,000)	-23.7%
Total Expenditures	2,720,428	100%	2,515,506	100%	(204,922)	-7.5%
Excess (Deficit)	2,323		2,568			



McKinleyville Community Services District
Measure B Fund Operating Budget
FY 2023-24

Description	Measure B Fund Approved Budget FY22-23		Measure B Fund Approved Budget FY23-24		Difference (Memorandum Only)	
						Incr(decr)
Revenues						
Measure B Assessment	221,304	97%	224,000	97%	2,696	-1%
Grants/Contributions	-	0%	-	-	-	-
Other Revenue	-	0%	-	0%	-	0%
Proceeds from Debt	-	-	-	0%	-	0%
Quimby Fees/ ReservesDraw	-	0%	-	0%	-	0%
Interest Revenue	6,000	2.6%	8,000	3.4%	2,000	1%
Total Revenues	227,304	100%	232,000	100%	4,696	2%
Expenditures						
Salaries & Benefits- Maintenance	67,288	30%	75,086	32%	7,798	12%
Other Expenditures - Maint.	32,325	14%	29,300	13%	(3,025)	-9%
Meas.B Debt Svc Principal	93,674	41%	102,304	44%	8,630	9%
Capital Expenditures & Interest	33,744	15%	25,149	11%	(8,595)	-25%
Total Expenditures	227,030	100%	231,839	100%	4,808	2%
Excess (Deficit)	274		161		(112)	



McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2023

TYPE OF ITEM: **INFORMATION**

ITEM: E.4 **Review 2019-2024 MCSD Strategic Plan**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that Board review the information provided, discuss and take public comment regarding the Strategic Plan review.

Discussion:

District Staff and Board adopted the District's Five-Year Strategic Plan in September 2019. The plan was reviewed by the Board and updates to the Values definitions and Strategic Goal action plans were made during the Board of Directors Special meeting on May 7, 2022. Those changes were approved at the July 6, 2022 Board Meeting. Staff has reviewed the current plan (**Attachment 1**) in preparation for the upcoming Strategic Plan Process. The Actions highlighted in green have been completed. The due dates for others have been updated as well.

As the Board is aware, the next Strategic Plan update is scheduled to start at a Special Board Meeting on April 10, 2023. It is anticipated that some of the Goals in the existing plan may be rolled over into the new Strategic Plan and others may be deleted and replaced by different Goals, Objections and Actions.

Alternatives:

Staff analysis consists of the following potential alternative

- Take action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 –2019-2024 Strategic Plan with notes

Strategic Plan

2019-2024

McKinleyville Community
Services District



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Plan Revisions

Date	Description of Change
July 2022	Values Definitions revised to incorporate input by new board members. Actions completed highlighted green. Added action to Goal 3. Goal 4 actions are not complete due to lack of urgency and necessity as determined by staff and current Board Members during May 7, 2022 review.
<u>April 2023</u>	<u>Action completed highlighted green.</u>

Introduction

Purpose

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

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

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

History

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

Services

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

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

Mission, Vision & Values

Mission

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

Vision

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

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

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

Mission, Vision & Values

Values

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

INTEGRITY

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

RESPONSIBILITY

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

FAMILY

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

Mission, Vision & Values

Values Cont.

FAIRNESS

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

Goals & Objectives

GOAL 1

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

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	HAZARD FORECAST	DESIRED OUTCOME
Plan and implement an annual Event as a fundraiser in Coordination with a local non-profit	Rec. Director	7/1/2023	2/28/2024	Willing & interested non-profit; Volunteers; Vendors; Activity & Teen Ctrs	No interested and willing non-profit; competing events;	Raise minimum of \$10,000 in first year
Add 2-3 revenue generating classes/programs to annual offerings	Rec. Coordinators	7/1/2019	6/30/2023	Facility space; available staff/instructors; supplies and/or technology depending on program	No interest in classes; will not generate revenue exceeding the cost of offering;	Increase dept. revenue by \$5k-\$10k
Implement a comprehensive marketing plan	Rec. Director	6/15/2019	6/30/2024	Staff time; money to invest in marketing strategies	Lack of resources to invest in marketing; possibility of not getting return on investment of marketing.	Increase facility revenue by \$8k-\$15k
Survey community to determine feasibility of increasing Measure B Assessment amount	GM & Rec. Director	03/01/2022	12/31/2022	Consultant/contractor to implement survey and write report	Lack of resources to hire consultants; community does not support increase.	Increase is feasible; know amount of feasible increase based on community support
Implement process for re-assessment of Measure B at higher rate	GM & Rec. Director	1/1/2023	11/10/2023	Consultant/contractor to implement process for reassessing measure B	Community does not support increase	Community supports reassessment and votes to increase in measure tax

Goals & Objectives

GOAL 2

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

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	HAZARD FORECAST	DESIRED OUTCOME
Plan and implement Public Education materials related to the District's role in Disaster response	EOP Team	8/1/2019	12/31/2022	Staff time; materials	Public does not participate; method of distributing materials does not reach whole community;	Disaster preparedness Education materials related the District's role and the roles of community members are available and distributed widely
Establish relationship with existing agencies to Host public workshops or trainings related to disaster preparedness specific to McKinleyville	EOP Team	1/2/2020	6/30/2024	Staff time; facility space; materials/resources	Public does not participate; Outreach/invitation methods not effective; lack of staff time	Workshops hosted and community feedback regarding increased knowledge evaluated

Goals & Objectives

GOAL 3

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

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	HAZARD FORECAST	DESIRED OUTCOME
Create process by which county permit allocation information is shared with the District	GM	7/29/2019	12/31/2019	Staff time; County Staff time/participation	County does not cooperate	Process is effective and efficient for collecting the necessary data
Integrate County information into District's Hydraulic Flow Analysis	GIS Tech	1/1/2020	12/31/2022 12/31/2023	Staff time; County zoning and building permit data; hydraulic analysis software; GIS software;	Inadequate data or format of data;	Integrated data allows analysis of zoning, planning and hydraulic capacity.
Determine or set annual date for providing development information to the MCSD Board of Directors	GM, GIS Tech and BOD	7/1/2020	8/31/2020 12/31/2023	Staff time; Modeling analysis; coordination w/county	Lack of agreement between county and MCSD related to the outcome of the analysis.	An annual date is set and agreed upon by both county and MCSD
Develop policy addressing impacts of proposed and existing development related to ADU's and Multifamily Housing	GM & BOD	1/1/2023	12/31/2023	Staff time; Modeling analysis; coordination w/county	Lack of information from county.	Growth estimates and related impacts to District facilities

Goals & Objectives

GOAL 4

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

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	HAZARD FORECAST	DESIRED OUTCOME
Create a comprehensive list of existing partnerships including projects in progress or completed through the partnership	GM & Dept. Heads	6/1/2021	6/30/2021	Staff time	Lack of staff time; lack of participating/willing partners	List serves as a resource for current and future work of the District
Create a comprehensive list of potential partnerships that have not yet been developed	GM & Dept. Heads, BOD	2/1/2022	3/31/2024	Staff time	Lack of staff time; lack of participating/willing partners	List serves as a resource for current and future work of the District
Create a rubric for determining when to partner, with whom and for what	GM & Dept. Heads, BOD	7/1/2021	12/31/2021	Staff time	Lack of staff time	Rubric exists to guide partnership decisions
Outline the required steps and considerations for developing and implementing partnership agreements	GM & Dept. Heads	1/1/2022	6/30/2022	Staff time	Lack of staff time	Clear guidelines and expectations for staff to follow when developing partnerships and engaging in work with existing partners.
Create a rubric of criteria for measuring the effectiveness of a partnership	GM & Dept. Heads, BOD	7/1/2022	12/31/2022	Staff time	Lack of staff time	Rubric exists to measure effectiveness of partnership

Goals & Objectives

GOAL 5

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

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

Plan Review, Revisions & Reporting

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

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

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2023

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Initiate Process for General Manager’s Annual Performance Evaluation**

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

TYPE OF ACTION: **Board President Appointment**

Recommendation:

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

Discussion:

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

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

- Date to complete and return sealed evaluations to the Board Secretary (**April 14**);
- Date the appointed consolidator will retrieve the evaluations (**April 17**);
- Date for review information to be returned to Board Secretary for confidential distribution (**April 25**); and
- A date for the closed session for the General Manager’s performance evaluation (**May 7**).

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

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

and combining any written comments so there will be one evaluation from the Board and one evaluation from the Department Heads. The Board Secretary shall distribute the 360 Performance evaluation (**Attachment 3**) to the Department Heads, collect, consolidate, and distribute the evaluations to the Board as part of the May 7th Board Packet.

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

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

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

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

6. Time at Work.

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

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

7. Outside Activities.

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

8. Performance Evaluation.

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

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

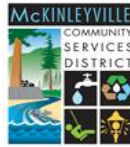
- b. On or before each anniversary date of the effective date of this Agreement, the Board and Employee shall define in writing such goals and performance objectives as they deem necessary for the proper operation of the District, the attainment of the Board's policy objectives and the development of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

9. Termination and Severance Pay, and Voluntary Resignation.

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

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

- ai. A material breach of the terms of this Agreement, following notice and a reasonable opportunity to correct any noted deficiency or breach, if correction is feasible or reasonably possible;
- aii. Misfeasance or malfeasance in office, established pursuant to notice and an opportunity for Employee to respond in



MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
 Board of Directors' Evaluation Form - General Manager
 Performance Review Period (Insert Date June 1, 2022 through May 3, 2023,

Board Member: _____

Date _____

A. BOARD/MANAGER RELATIONSHIP

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

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

B. COMMUNITY RELATIONS

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

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

C. LEADERSHIP

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

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

D. COMMUNICATION

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

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

E. MANAGING FINANCIAL AND MATERIAL RESOURCES

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

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

F. ORGANIZATION

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

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

H. OVERALL EVALUATION

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

	5	4	3	2	1

Remarks/Comments:

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

**GENERAL MANAGER
360 PERFORMANCE EVALUATION**

Rating categories:

- I** - *Improvement needed for performance to meet expected standards*
- M** - *Performance fully meets expected standards*
- E** - *Performance consistently exceeds standards*

PERFORMANCE FACTORS	I	M	E	COMMENTS
1. QUALITY OF WORK: Consider the extent to which completed work is accurate, neat, well-organized, thorough, and effective				
2. RELATIONSHIPS WITH PEOPLE: Consider the extent to which the GM recognizes the needs and desires of other people, treats other with respect and courtesy, and inspires their respect and confidence, etc.				
3. WORK HABITS: Consider the GM's effectiveness in organizing and using work tools and time, in caring for equipment and materials, in following good practices of vehicle and personal safety, etc.				
4. TAKING ACTION INDEPENDENTLY: Consider the extent to which the GM shows initiative in making work improvements, identifying and correcting errors, initiating work activities, etc.				
5. ANALYZING SITUATIONS AND MATERIALS: Consider the extent to which the GM applies consistently good judgment in analyzing work situations and materials, and in drawing sound conclusions.				
6. MEETING WORK COMMITMENTS: Consider the extent to which the GM completes work assignments, meets deadlines, follows established policies and procedures, etc.				
7. TECHNICAL AND PRACTICAL KNOWLEDGE OF THE JOB: Extensive knowledge of technical elements in own program and related areas; willing to share technical knowledge; viewed as a knowledgeable resource; ability to effectively utilize a variety of resources to resolve administrative and/or program problems.				

**GENERAL MANAGER
360 PERFORMANCE EVALUATION**

Rating categories:

- I*** - *Improvement needed for performance to meet expected standards*
- M*** - *Performance fully meets expected standards*
- E*** - *Performance consistently exceeds standards*

PERFORMANCE FACTORS	<i>I</i>	<i>M</i>	<i>E</i>	COMMENTS
<p>8. SUPERVISING THE WORK OF OTHERS: Creates an environment in which employees are treated with respect. Employees possess a sense of ownership; satisfaction in the District's accomplishments; influence over how things are done, and an understanding of their personal importance to the MCSD. Provides appropriate control over staff activities. Provides timely performance appraisal of subordinate staff. Inspires continuous learning and development of staff. Recognizes and values the contributions of all members of a diverse work force.</p>				
<p>9. LEADERSHIP: Cooperates, inspires, motivates, persuades and guides others toward goal accomplishment; adapts leadership style to a variety of situations; models high standards of honesty, integrity, trust, openness and flexibility; makes sound decisions consistent with District objectives.</p>				
<p>10. FISCAL MANAGEMENT: Understands District costs, debt, cash flow, fixed assets and rate structures and is able to utilize these strategically; Analyzes budget forecasts for accuracy; maintains responsible District costs within Board approved budgets. Timely review and approval of bank reconciliations, journal entries, financial statements, invoices (AP) and payroll.</p>				
<p>11. COMMUNICATION: Proactively informing Board of Departmental and District issues and concerns; Timely collection of information and reports from Departments. Maintains confidentiality of communications.</p>				
<p>12. COMPLIANCE: Demonstrates the ability to maintain the District and all departments in compliance with laws, regulations and reporting requirements</p>				
<p>13. CUSTOMER SERVICE: Shows interest in and understanding of the needs, expectations and circumstance of internal and external customers. Explores options and pursues solutions until customers are satisfied. Is responsive, pleasant, professional and easy to do business with. Looks at the organization and its services from the customer's point of view. Seeks and uses customer feedback to improve services. Meets or exceeds internal and external customer expectations.</p>				

**GENERAL MANAGER
360 PERFORMANCE EVALUATION**

Rating categories:

- I** - *Improvement needed for performance to meet expected standards*
- M** - *Performance fully meets expected standards*
- E** - *Performance consistently exceeds standards*

<p>14. EMPLOYEE SAFETY: Consider whether the employee maintains and ensures training, safety requirements and compliance for supervised employees (i.e. full time, part-time, seasonal, Cal-works, sub-contractors or visitors)</p>				
<p>15. POLICIES AND PROCEDURES: Consider the extent to which the employee maintains compliance with All District Policies and Procedures. Ensures staff is aware of Human Resource and EEO Policies.</p>				
<p>16: IDP: Develops IDP with supervised employees and ensures employee completes all training requirements.</p>				

OTHER EVALUATOR COMMENTS:

SIGNATURE: _____ N/A _____

DATE: _____

GENERAL MANAGERS COMMENTS:

SIGNATURE: _____

DATE: _____

McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2023

TYPE OF ITEM: **ACTION**

ITEM: E.6 **Consider Adopting Resolutions 2023-04 & 2023-05 Initiating Proceedings for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities Annual Levy and Collection of Assessments for Fiscal Year 2023/2024; Declaring Intention to Levy and Collect the Fiscal Year 2023/2024 Annual Assessments for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities, Accepting and Approving the Engineer's Report and Setting the Public Hearing**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends the Board review the information provided, take public comment and adopt Resolutions 2023-04 & 2023-05

- 2023-04: A resolution initiating proceeding for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities annual levy and collection of assessments for Fiscal Year 2023/2024, **Attachment 1**;
- 2023-05: A resolution of intention that declares the Board's intention to levy and collect the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities annual assessments for Fiscal Year 2023/2024, accepts and approves the Engineer's Report regarding the assessments and sets the Public Hearing for May 3, 2023, **Attachment 2**.

Discussion:

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

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

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

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

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

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

The Fiscal Year 2023-2024 Draft Engineer's Report anticipates that Measure B collections from the existing 5,735 taxable parcels in the assessment district that benefit from the improvements and based on a proposed assessment rate of \$30.00 per equivalent benefit unit (unchanged from last year), the assessment revenue to be levied and collected on the tax rolls will be approximately \$223,219. This assessment revenue represents approximately 8% of the total estimated \$2,745,010 budgeted for Fiscal Year 2023/2024 to fund the operation and maintenance of MCSD's parks and recreation facilities.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2023-04
- Attachment 2 – Resolution 2023-05
- Attachment 3 – Draft Annual Engineer's Report for Fiscal Year 2023/2024

RESOLUTION 2023 – 04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS FOR THE MEASURE B MAINTENANCE ASSESSMENT DISTRICT – RENEWAL FOR PARKS, OPEN SPACE, AND RECREATIONAL FACILITIES ANNUAL LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2023/2024.

THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

Section 1: The Board of Directors through previous resolutions has formed and levied annual assessments for the “**Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities**” (the “Assessment District”), pursuant to the provisions of the Landscaping and Lighting Act of 1972 (Streets & Highways Code Section 22500 *et. seq.*) (the “Act”), that provides for the collection of assessments by the County of Humboldt on behalf of the McKinleyville Community Services District (“MCS D”) to pay for the operation, maintenance, servicing, acquisition and construction of local parks, trails, open space, and recreational facilities related thereto that provide special benefits to properties located in the Assessment District.

Section 2: The Board of Directors desires to initiate proceedings for the levy and collection of annual assessments for Fiscal Year 2023/2024 to fund in whole or in part the improvements and services that provide special benefit to the properties within the Assessment District pursuant to the provisions of the Act.

Section 3: MCS D has retained Willdan Financial Services (the “Engineer”) as Engineer of Work for the purpose of assisting with the Levy of the Assessment District for Fiscal Year 2023/2024.

Section 4: Pursuant to Section 22622 of the Act, the Board of Directors of MCS D hereby orders the Engineer to prepare and file with the Board Secretary the Report in accordance with Article 4 (commencing with Section 22565) of Chapter 1 of the Act, concerning the levy of assessments for the Assessment District for the Fiscal Year commencing July 1, 2023 and ending June 30, 2024.

Section 5: The proposed improvements may include all improvements, services and activities authorized by the Act for ongoing operation, maintenance, servicing, acquisition, construction, and installation and incidental expenses related to the parks, trails, open space, and recreational facilities associated with the Assessment District.

Section 6: The territory within the proposed District shall consist of the lots, parcels, and subdivisions of land within the boundaries of MCS D that will receive special benefits from the improvements.

Now, therefore, be it resolved that the McKinleyville Community Services District

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 5th day of April 2023 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Gregory P. Orsini, Board President

Attest:

April Sousa, MMC, Board Secretary

RESOLUTION 2023-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DECLARING ITS INTENTION TO LEVY AND COLLECT THE ANNUAL ASSESSMENTS FOR THE MEASURE B MAINTENANCE ASSESSMENT DISTRICT – RENEWAL FOR PARKS, OPEN SPACE, AND RECREATIONAL FACILITIES FOR FISCAL YEAR 2023/2024; ACCEPTING AND APPROVING THE ENGINEER’S REPORT PREPARED IN CONNECTION THERETO; AND SETTING A TIME AND PLACE FOR THE PUBLIC HEARING ON THESE MATTERS.

THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

Section 1: By prior resolution, the Board of Directors (the “Board”) of the McKinleyville Community Services District (“MCSD”), pursuant to the provisions of the Landscaping and Lighting Act of 1972 (Streets & Highways Code Section 22500 *et. seq.*) (the “Act”) did by previous resolution, order the preparation of an Engineer’s Report (the “Report”) for the annual levy and collection of assessments for the district known and designated as the “**Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities**” (the “Assessment District”) for fiscal year 2023/2024.

Section 2: Whereas, the Board proposes to levy and collect assessments against lots and parcels of land within the Assessment District to pay the annual costs and expenses of the improvements and services described in Section 6 of this resolution that provide special benefits to such lots and parcels of land, and hereby declares its intention to levy such assessments on the County tax rolls for fiscal year 2023/2024 pursuant to the Act.

Section 3: The Assessment Engineer of Work (the “Engineer”) has prepared and filed with the Board Secretary an Engineer’s Report (the “Report”) in connection with the Assessment District and the levy of assessments for Fiscal Year 2023/2024 pursuant to Section 22623 of the Act and in accordance with Chapter 1, Article 4 of the Act and the provisions of the California State Constitution, Article XIID.

Section 4: The Board has carefully examined and reviewed the Report as presented, and is preliminarily satisfied with the Assessment District, each and all of the budget items and documents as set forth therein, and is satisfied that the proposed annual assessments have been spread in accordance with the special benefits received from the improvements, operation, maintenance and services to be performed within the Assessment District, and that the Assessment District consists of all parcels that receive such special benefits, as set forth in said Report.

Section 5: The Report is hereby accepted and approved as submitted and ordered to be filed in the offices of the MCSD as a permanent record and to remain open to public inspection.

Section 6: The proposed improvements may include all improvements, services and activities authorized by the Act for the ongoing operation, maintenance, servicing, acquisition, construction, and

installation and incidental expenses, including any debt service issued to finance capital improvements, related to the parks, trails, open space and recreational facilities associated with the Assessment District. The Board of Directors states that it intends that, in future proceedings, it may issue bonds to fund work ordered in those proceedings. Such bonds will be issued pursuant to the Improvement Bond Act of 1915 (Streets & Highways Code Section 8500 *et seq.*) and shall bear a rate of interest not in excess of that permitted by law. MCSD will not obligate itself to advance available funds from MCSD's general fund to cure any deficiency which may occur in the bond redemption fund. The Report prepared in connection with these proceedings provides a more detailed description of the improvements and by reference is made part of this Resolution.

Section 7: The boundaries of the Assessment District shall be coextensive with those of MCSD.

Section 8: The Board of Directors hereby declares its intention to levy and collect an assessment against the lots and parcels of land within the Assessment District for Fiscal Year 2023/2024 at the same assessment rate applied in the previous fiscal year as more fully described in the Report.

Section 9: Notice is hereby given that a public hearing on these matters will be held by the Board on **Wednesday, May 3, 2023**, beginning at **7:00 P.M.**, or as soon thereafter as feasible, in a hybrid manner – meeting in person at Azalea Hall and online via zoom. At the Public Hearing, all interested persons shall be afforded the opportunity to hear and be heard.

Section 10: Pursuant to Section 22626(a) of the Act, the Board directs that the Board Secretary shall give notice of the time and place of the Public Hearing by causing the publishing of this resolution once in the local newspaper not less than ten (10) days before the date of the public hearing, and by posting a copy of this resolution on the official bulletin board customarily used by the Board for the posting of notices. For fiscal year 2023/2024, no new or increased assessments are proposed and a mailing of a notice and ballot to property owners is not required.

Section 11: The Board Secretary shall certify to the passage and adoption of this Resolution.

Now, therefore, be it resolved that the McKinleyville Community Services District

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 5th day of April 2023 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Gregory P. Orsini, Board President

Attest:

April Sousa, MMC, Board Secretary



MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

MEASURE B MAINTENANCE ASSESSMENT DISTRICT (RENEWAL FOR PARKS, OPEN SPACE, AND RECREATIONAL FACILITIES)

2023/2024 PRELIMINARY ENGINEER'S ANNUAL LEVY REPORT

Intent Meeting: April 5, 2023

Public Hearing: May 3, 2023

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



**McKinleyville Community Services District
Measure B Maintenance Assessment District – Renewal for
Parks, Open Space, and Recreational Facilities**

Fiscal Year 2023/2024

County of Humboldt, State of California

This Report and the enclosed descriptions, budgets, and diagram outline the proposed improvements and assessments associated with the McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities for Fiscal Year 2023/2024. Said District includes each lot, parcel, and subdivision of land within the boundaries of the McKinleyville Community Services District, as they existed at the time this Report was prepared and the passage of the Resolution of Intention. Reference is hereby made to the Humboldt County Assessor’s maps for a detailed description of the lines and dimensions of parcels within the McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities. The undersigned respectfully submits the enclosed Report as directed by the McKinleyville Community Services District Board of Directors.

Dated this _____ day of _____, 2023.

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

By: _____

Michelle Laase
Project Manager

By: _____

Tyrone Peter
PE # C 81888

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I. Introduction

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

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

Therefore, in 2010, the McKinleyville CSD Board of Directors (“Board” or “Board of Directors”) initiated proceedings to reestablish a special benefit assessment district within the CSD designated as the

McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities

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

Pursuant to the requirements of the California Constitution, Article XIID Section 4 and the provisions of the 1972 Act, the Board of Directors called for an Engineer’s Report to be prepared regarding the proposed formation of the District and conducted a property owner protest ballot proceeding for the proposed levy of the new assessments. In conjunction with this ballot proceeding, a noticed public hearing was held on March 16, 2011 to consider public testimonies, comments and written protests regarding the formation of the District and the levy of assessments. Upon conclusion of the public hearing, protest ballots received were opened and tabulated to determine whether majority protest existed (with ballots weighted based on

proportional assessment amounts), and the Board of Directors confirmed the results of that ballot tabulation, with approximately 54.9% of the weighted ballots being in favor of the assessments and 45.1% being opposed. Finding that majority protest did not exist, the Board approved and adopted the formation of the District and order the levy and collection of assessments for Fiscal Year 2011/2012 (first year's annual assessments).

The assessment rate and method of apportionment established in the Engineer's Report at the time of formation of the District and as described herein, became effective commencing in Fiscal Year 2011/2012 and may be levied annually pursuant to the provisions of the 1972 Act for up to twenty (20) years (through Fiscal Year 2031/2032). The annual assessments each fiscal year are based on the estimated revenues needed to support the ongoing operational and maintenance costs of the Improvements (collectively referred to as "maintenance"); the long term repairs, renovations and rehabilitation costs associated with the improvements as well as possible acquisitions, expansion or construction of new improvements or facilities (collectively referred to as "capital improvements"); and estimated incidental expenses associated with the administration of the assessments and of bonds or loans issued to finance improvements and facilities.

The authorized improvements may include, but are not limited to, operation, maintenance, acquisitions, upgrades and construction of existing and/or new facilities to enhance or expand the McKinleyville CSD parks and recreational system, facilities and activities that will provide special benefits to properties within the District that would otherwise be reduced, postponed or abandoned due to limited funding sources. The improvements and annual District assessments for Fiscal Year 2023/2024 as outlined herein, have been established in accordance with the 1972 Act which may include the issuance of bonds pursuant to the Improvement Bond Act of 1915 (California Streets and Highways Code §8500 et seq.) ("1915 Act") and in compliance with the substantive and procedural requirements of the California State Constitution Article XIID ("California Constitution" or "Article XIID"). This Engineer's Report ("Report") has been prepared in connection with the proposed levy and collection of District assessments for Fiscal Year 2023/2024, pursuant to Chapter 2 Article 1 Sections §22585 and §22586 in accordance with Chapter 1, Article 4 beginning with §22565 of the 1972 Act.

The District includes all lots and parcels of land within the McKinleyville CSD as identified by the Humboldt County Assessor's Office at the time this Report was prepared. The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number (APN) by the Humboldt County Assessor's Office. The Humboldt County Auditor/Controller uses Assessor's Parcel Numbers and a specified Fund Number to identify properties to be assessed on the tax roll for the special benefit assessments described herein.

This Report describes the District and identifies the improvements including any proposed changes to such improvements to be provided, the estimated expenditures, and the resulting special benefit assessments to be levied and collected on the County tax rolls for Fiscal Year 2023/2024. The total annual assessments presented herein are based on an estimated budget (estimated expenses) and the assessment revenues required to fund in whole or in part the park and recreational improvements, facilities and related activities deemed to be of special benefit to properties in the District and have been identified as essentially recreational and conservation objectives which property owners and residents of the CSD have supported.

Revenues generated by the annual assessments are currently being used to fund the annual operation and maintenance of the existing park and recreational improvements within the CSD, a majority of the annual assessments (both now and in the future) is being utilized and pledged to pay debt service and related costs associated with the issuance of bonds or other loans to finance

capital improvement projects for the upgrade or renovation of existing improvements and facilities, or the acquisition and/or construction of new park and recreational improvements or facilities for the special benefit of properties within the District. The allocation of assessment revenue funds amongst the various improvements, services and activities to be provided will be prioritized by the McKinleyville CSD staff based on available assessment revenues generated by the District, the total funding needed for each authorized improvement and projects, the impact each improvement will have on the overall park and recreational system that benefit properties in the District, and the timing of any outside revenues that may become available to offset the cost of such improvements or projects.

This Report pursuant to Chapter 1, Article 4 of the 1972 Act, consists of five (5) parts:

Part I

Plans and Specifications: A description of the District boundaries and the proposed improvements associated with the District. Generally, the District improvements consist of each of the park and recreational improvements and facilities in McKinleyville CSD.

Part II

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

Part III

Estimate of Improvement Costs: An estimate of the annual cost to fund the improvements for Fiscal Year 2023/2024. The District assessments will fund only a portion of the costs needed to provide the various improvements and are not intended to fully fund any specific improvement. This estimate of the improvement costs (budget) includes an estimate of the total annual maintenance and operation costs for the existing park and recreational improvements within the CSD; an estimate of annual funding collected for planned capital improvement expenditures to fund expansion, enhancement, renovation or rehabilitation of the parks, trails and related recreational facilities within the CSD (including acquisitions and new construction); and authorized incidental expenses including, but not limited to County fees, professional services related to administration of the District and/or bonds. The estimated expenditures and assessment rate identified in this Report budget and the resulting parcel assessments for Fiscal Year 2023/2024 are based on the estimated net annual cost to fund the improvements and activities for the year (Balance to be Levied), and the method of apportionment established for the District, and such assessments shall not exceed the maximum assessment (Rate per Equivalent Benefit Unit) established when the District was formed.

Part IV

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

Part V

Assessment Roll: A listing of the proposed assessment amount to be levied and collected for each parcel within the District for Fiscal Year 2023/2024. The assessment amount for each parcel is based on the parcel's calculated proportional special benefit as outlined in the method of apportionment and the assessment rate established in the budget for Fiscal Year 2023/2024.

Part I – Plans and Specifications

The boundaries of the District are coterminous with the McKinleyville CSD boundaries. The purpose of this District is to provide a stable revenue source, coupled with available grants and donations from other sources, to fund the ongoing operation, maintenance, expansion, enhancement, construction, renovation and rehabilitation of the McKinleyville CSD park and recreational improvements including parks, wilderness parklands, open space, trails, sports facilities, recreation and activity centers and facilities (collectively referred to as “Improvements”) that provide special benefits to properties within the CSD, including incidental expenses and debt services for any bond(s), loans or other repayment plans incurred to finance capital improvements.

Improvements Authorized by the 1972 Act

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

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of public lighting facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- The installation of park or recreational improvements, including, but not limited to, all of the following:
 - Land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks, and drainage.
 - Lights, playground equipment, play courts, and public restrooms.
- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of land for park, recreational, or open-space purposes.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.
- The acquisition or construction of any community center, municipal auditorium or hall, or similar public facility for the indoor presentation of performances, shows, stage productions, fairs, conventions, exhibitions, pageants, meetings, parties, or other group events, activities, or functions, whether those events, activities, or functions are public or private.
- Incidental expenses associated with the improvements including, but not limited to:
 - The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
 - The costs of printing, advertising, and the publishing, posting and mailing of notices;
 - Compensation payable to the County for collection of assessments;
 - Compensation of any engineer or attorney employed to render services;

- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
 - Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5; and
 - Costs associated with any elections held for the approval of a new or increased assessment.
- Where the cost of improvements (other than maintenance and operations) is greater than can be conveniently raised from a single annual assessment, the 1972 Act permits an assessment to be levied and collected in annual installments. In that event, the governing body may choose to do any of the following:
- Provide for the accumulation of the moneys in an improvement fund until there are sufficient moneys to pay all or part of the cost of the improvements;
 - Provide for a temporary advance to the improvement fund from any available and unencumbered funds of the local agency to pay all or part of the cost of the improvements and collect those advanced moneys from the annual installments collected through the assessments; and/or
 - Borrow an amount necessary to finance the estimated cost of the proposed improvements. The amount borrowed, including amounts for bonds issued to finance the estimated cost of the proposed improvements.

District Improvements

The District assessments will fully or partially fund various improvements and activities that specially benefit properties within the District. It is the goal and intent for this District to provide a stable revenue source that will allow the McKinleyville CSD to partially fund the on-going maintenance of the various park and recreational facilities for the community and endeavors to improve the overall park and recreational system that directly affect the properties and quality of life for residents, tenants, employees and owners of properties within the CSD. To the full extent permitted by the 1972 Act, the improvements, projects, and expenditures to be funded by the assessments may include:

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

replacement of permanent fixtures, structural repairs, internal building remodels, as well as the construction and installation of new facilities.

Based on current facility needs and planned capital improvement projects (park and recreational enhancements), an estimated annual budget for Fiscal Year 2023/2024 has been developed for the overall McKinleyville CSD park and recreation improvement program, which has been prioritized based on the overall impact each improvement or facility will have on the overall park and recreational system within the CSD, and the timing and availability of any outside revenues that may be utilized to offset certain costs. Based on this budget, revenues collected through the annual assessments will be apportioned approximately thirty-five percent (35%) for park and sports complex maintenance, eighteen percent (18%) for hall/activity center operation and maintenance, nine percent (9%) for trail and open space maintenance, thirty-five percent (35%) for capital improvement projects, and two percent (2%) for incidental expenses including administration and fees. However, it is likely this apportionment of assessment revenues may be altered over the proposed twenty-year duration of the District and may even be adjusted during the course of Fiscal Year 2023/2024 based on changing needs.

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

Improvements to be maintained in whole or in part by District assessments for Fiscal Year 2023/2024 may include, but are not limited to:

- Maintenance, servicing and operation of existing parks and park facilities, including:
 - Landscape Maintenance of approximately 91,571 square feet of irrigated turf in Pierson Park, 75,000 square feet within Hiller Park West, and 498,112 square feet within the Hiller Sports Complex.
 - Landscape Maintenance of approximately thirty-five (35) acres of non-irrigated/natural vegetation within Hiller Park West.
 - Maintenance of eight (8) sports fields within the Hiller Sports Complex.
 - Maintenance of approximately 17,157 square feet of parking lot area within Pierson Park, 9,770 square feet within Hiller Park West, and 35,000 square feet within the Hiller Sports Complex.
 - Maintenance and operation of approximately 2 restroom facilities each, within Pierson Park, Hiller Park West, and the Hiller Sports Complex.
 - Maintenance of 5 playground structures within Pierson Park, and 3 playground structures within Hiller Park West.
 - Maintenance of Skate Park located at Pierson Park.
- Operation, servicing, and maintenance of existing halls/activity centers including:
 - Azalea Hall: including maintenance of approximately 200 square feet of landscaping area; 13,800 square feet of parking lot area maintenance; and operation and maintenance of an approximately 9,500 square foot hall, including men and women restroom facilities, commercial sized-kitchen, 3,000 square foot hall available as reception area, stage, storage for social events. Azalea Hall is located along Pickett Road, within Pierson Park.

- McKinleyville Activity Center (“MAC”): including maintenance of approximately 19,174 square feet of landscaping and parking lot areas; operation and maintenance of an approximately 7,000 square foot gymnasium, operation, and maintenance of a 3,000-square foot lobby area, including men and women restrooms and storage facilities. MAC is located along Gwin Road within Pierson Park.
 - McKinleyville Teen Center: an approximate 6,600 square foot addition to an existing community center. The 6,600 square-foot center is used for teen and community activities that include a quiet study room, covered outdoor performance area and a community commercial kitchen where cooking classes are held. The center is designed so that up to seven distinct and separate activities can take place at the same time without overlap.
 - Library: a 3,038 square foot facility owned and maintained by MCSD, operated by the Humboldt County Library system.
 - Law Enforcement Facility: is a 1,712 square foot facility maintained by MCSD, and operated by the Humboldt County Sheriff Dept.
 - Maintenance of existing trails:
 - Landscaping and trail maintenance of approximately 7,000 feet of trails, including maintenance/repairs to trails, benches, and asphalt.
 - Maintenance of Community Forest: Consisting of approximately 550 acres of land along the eastern edge of the CSD, offering recreational spaces and trails for biking, hiking and equestrian riders.
 - Maintenance of existing open space, including:
 - Hewitt Ranch – Landscaping and maintenance of open space area.
 - School Road – Landscaping and maintenance of open space area.
 - North Bank Road – River Front, Landscaping, and open space area.
 - Capital expenditures for new improvements, and replacement and rehabilitation of existing improvements, and equipment for Fiscal Year 2023/2024 are outlined in the CSD’s Capital Improvement Plan and briefly summarized below.
 - McKinleyville Activity Center major appliance replacement;
 - Azalea Hall Kitchen equipment and major appliance replacement*;
 - Mower & landscaping equipment replacement;
 - Replacement of McKinleyville Library flooring and furnace;
 - Replacement of Teen Center table and chairs;
 - Community Forest*;
 - Construction of the BMX Track and Park project*.
- *Capital improvement projects depend on the CSD receiving grant funds.
- Operation and maintenance of future park and recreational facilities that may be acquired or developed over the duration of the District assessments.
 - For Fiscal Year 2023/2024 new improvements include Mad River Bluff Park.

The improvements listed above are inclusive of the improvements and facilities identified in the Engineer's Report prepared in connection with the formation of the District.

Part II – METHOD OF APPORTIONMENT

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, including the acquisition, construction, installation and servicing of park and recreational facilities. The 1972 Act requires that the cost of these improvements be levied according to benefit rather than assessed value:

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

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

Proposition 218 Benefit Analysis

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

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

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

Article XIID Section 2(d) defines district as follows:

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

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

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

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

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

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

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

General Benefits

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

When the District was formed in Fiscal Year 2011/2012 a detailed review and analysis of the improvements and surrounding properties revealed that all properties within the District boundaries were located within two and a half miles (2½ miles) of an existing park, wilderness parkland, open space, trail, sports facility, recreation and activity center and other facilities provided by the CSD, which is well within the broader 3-4 mile sphere of influence commonly associated with such improvements. This analysis revealed that properties within the broader

3 to 4-mile area, but outside the 2½ mile service area associated with District parcels was predominately undeveloped land consisting of agricultural, timber, mining, and open space properties. So, based on this information, it was reasonable to conclude that the improvements and facilities serve primarily the 2½ mile service area.

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

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

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

Report), the park and recreational facilities themselves provide general benefits to properties and people within the District such as:

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

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

Based on the preceding discussion, collectively, it has been determined that approximately forty-three percent (43%) of the costs to provide the District improvements is attributable to general benefit, but for purposes of establishing proportional special benefit costs, it was established at the time of the District formation in Fiscal Year 2011/2012 and this Report assumes a more conservative approximation of general benefit to be fifty percent (50%) or half of the total annual cost to provide the improvements.

Special Benefit

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

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

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

Assessment Methodology

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

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

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

For the purposes of this Engineer's Report, an EBU is the quantum of benefit derived from the funded programs and facilities by a single-family residential parcel or unit. Thus, the "benchmark" property (the single-family residential parcel/unit) derives one (1.0) EBU of benefit. All other land uses are proportionately weighted (assigned an EBU) based on an assessment formula that equates the property's specific development to that of the benchmark property (single-family residential parcel/unit). This proportional weighting may be based on several factors that may include but are not limited to: the type and status of development (land use), size of the property, development plans or restrictions, typical development densities, population densities or other property related factors. Generally, for most districts the calculation of each parcel's proportional special benefit can be reasonably determined by applying one or more of these factors.

Based on an overall evaluation of the properties within the District and the proposed annual cost of providing the improvements, it has been determined that several key property-related factors

should be considered in the determination of the proportional special benefit of each parcel. These factors include the various land uses within the District and the relative size (units or acreage) of each parcel. The following discussion provides a summary of these factors and basis upon which each property's proportional special benefit and EBU has been determined.

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

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

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

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

It is also recognized that larger non-residential properties typically have portions of the property that have less intense use/development (such as parking areas, private landscaped areas, outdoor storage, areas with development restrictions etc.) and it is reasonable to assume that the benefit derived from the Improvements does not necessarily increase by the same proportion as the size of property.

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

properties, the acreage of outdoor recreation space (such as the golf course itself) will be excluded from the calculation of assessable acreage.

Vacant Property – This land use is defined as undeveloped property. Such parcels benefit from the existence of the funded facilities because park and recreational improvements improve the potential development of such parcels. Recognizing this benefit to property, but also its immediate need for such improvements, each Vacant Property is assigned 1/3 of an EBU per parcel (\$10.00 per parcel).

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

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

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

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

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

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

The following table provides a summary of each land use described above and related EBU’s. The determination of each parcel’s land use and property characteristics shall be based on the data available from the most recent Humboldt County Assessor’s Secured Roll, or as identified by the McKinleyville CSD, if the information is different than that provided by the Humboldt County Assessor’s Office.

Land Use Description	Assessment Formula	No. of Parcels	EBU Units
Residential	1.000 EBU per Unit	5,239	7,083.00
	0.500 EBU per Bed ⁽¹⁾	1	36.00
	Residential Total	5,240	7,119.00
Non-Residential/Commercial	1.000 EBU per Acre for first 2 Acres (minimum 1 EBU per parcel); 0.500 EBU per Acre for next 2 acres (between 2 and 4 acres); 0.250 EBU per Acre for next 2 acres (acreage between 4 and 6 Acres); 0.125 EBU per Acre for next 2 acres (acreage between 6 and 8 Acres); 0.000 EBU per Acre for Remaining Acres (acreage exceeding 8 acres)	143	204.30
Vacant	(1/3) EBU per Parcel (0.33 EBU)	352	116.16
Exempt	0.000 EBU per Parcel	102	48.68
Totals ⁽²⁾		5,837	7,488.14

⁽¹⁾ For Fiscal Year 2023/2024 there is one parcel in the District identified as a Convalescent/long term-care facility, and this residential property although classified as a Residential Property, is assigned 0.5 EBU per bed for a total of 36.00 EBU (refer to method of apportionment).

⁽²⁾ Of the total 5,837 parcels in the District representing a total of 7,488.14 EBUs, 102 parcels identified above as exempt, representing 48.68 EBUs are non-taxable parcels, generally owned by government agencies. Therefore, there are currently a total of 5,735 parcels representing 7,439.45 EBUs that are proposed to be applied to the tax rolls for Fiscal Year 2023/2024.

The total assessment amount for each parcel in the District will be collected on the County tax rolls pursuant to the 1972 Act. The amount that may be collected annually cannot exceed the amount that may be levied at the Maximum Assessment Rate, which was presented to property owners of record in a balloting process.

Part III – BUDGET

Description of Budget Items

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

Expenditures:

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

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

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

Revenues:

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

Additional Funding Needed to Balance Budget: Additional funds contributed by the McKinleyville CSD from other revenue sources that are necessary to meet the difference between the annual expenditures and revenues supported by the General Benefit Obligation and the Measure B assessments, including grant funds.

Measure B Special Benefit Assessments: The proportional special benefit obligation and proposed annual assessment revenue calculated for the Measure B Maintenance Assessment District. This amount divided by the Total Equivalent Benefit Units calculated for all benefiting parcels (7,488.13 EBU) establishes the proposed maximum annual assessment rate (“Assessment Rate per EBU”) of \$30.00.

Non-Taxable Property Adjustment: Funds to be contributed by the McKinleyville CSD from other revenue sources to pay the calculated assessment obligation for benefiting non-taxable parcels. As noted previously, 102 parcels representing 48.68 EBU are currently identified as non-taxable parcels and the assessments for these parcels (\$1,470.00) cannot be collected on the tax rolls. Therefore, in addition to other contributions, the CSD will annually pay the assessment obligation for the identified non-taxable parcels that receive special benefits.

Fund Balance (Capital/Rehabilitation Improvements):

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

District Budget

The following Budget shows the full estimated annual cost of the improvements and facilities for Fiscal Year 2023/2024 that will be partially funded with the assessment. The total special benefit assessment amount to be collected for the improvements is based on the following budget information and results in a total annual assessment obligation of approximately \$224,688.78 at an assessment rate of \$30.00 per Equivalent Benefit Unit based on 7,488.13 EBUs, of which approximately \$223,218.78 (7,439.45 EBUs) is proposed to be collected on the County tax rolls based on current property information:

McKinleyville CSD Fiscal Year 2023/2024 Measure B Budget	
Expenditures:	
Operation and Maintenance:	
Pierson Park	\$ 37,500
Hiller Park West	80,000
Hiller Sports Complex	135,000
Azalea Hall	69,000
McKinleyville Activity Center	28,500
Trails	14,700
Teen Center	32,500
Library	9,500
Law Enforcement Facility	10,700
BMX Track	39,000
Skate Park	-
Community Forest	54,500
Undeveloped Property	4,400
Future Parks & Facilities	-
Operation and Maintenance Sub-total ⁽¹⁾:	\$ 515,300
Capital Improvements ⁽²⁾	292,500
Total Program Budget	\$ 807,800
Incidental Expenses	16,850
Total Annual Expenditures:	\$ 824,650
Revenues:	
General Benefit Funding	\$ 266,075
Additional Funding Needed to Balance Budget ⁽³⁾	333,886
Non-Assessment Revenue Sub-total:	\$ 599,961
Non-Taxable Special Benefit Assessment Revenue ⁽⁴⁾	\$ 1,470
Taxable Special Benefit Assessment Revenue (Collected on Tax Rolls)	223,219
Total Measure B Special Benefit Assessments	\$ 224,689
Total Annual Revenues:	\$ 824,650
Fund Balance (Capital/Rehabilitation Improvements):	
Estimated Beginning Fund Balance as of July 1, 2023 ⁽⁵⁾	\$ (609,094)
Estimated Fund Collection ⁽⁶⁾	-
Estimated Expenditures ⁽⁷⁾	(134,000)
Estimated Ending Fund Balance as of June 30, 2024	\$ (743,094)

(1) The amount necessary to fund the Operations and Maintenance costs for the District less those expenses absorbed by the CSD's Parks budget due to capped Measure B assessments.

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

(3) Includes \$15,000 in anticipated grant revenue for future Capital Improvements.

(4) Contribution from the CSD general fund to cover the amount that would otherwise be assessed against 102 non-taxable parcels representing approximately 48.68 EBU's.

(5) The Estimated Beginning Fund Balance as of July 1, 2023 is calculated by adding the Measure B ending fund balance as of June 30, 2022, as reported in the audited financial statements of the CSD, and the Fiscal Year 2022/2023 estimated actual fund total.

(6) At the current rate of \$30 per EBU, the CSD is under-funded and unable to collect for capital improvements through assessments.

(7) Necessary capital expenditures that cannot be funded by grants.

Assessment Calculations

Applying the method of apportionment outlined in Part II of this Report and the budget estimates for Fiscal Year 2023/2024 results in the following calculation of assessments:

$$\mathbf{\$224,688.78 \div 7,488.13 \text{ EBUs} = \$30.00 \text{ per EBU}}$$

Therefore, a single benefit unit or the Annual Assessment Rate for Fiscal Year 2023/2024 (Applicable to a typical Residential Dwelling Unit) will be \$30.00.

Assessment Summary

Total Measure B Special Benefit Assessments	\$ 224,688.78
Total Equivalent Benefit Units	÷ 7,488.13
Assessment Rate per EBU	\$ 30.00

Assessment Breakdown of Non-Taxable Properties

EBU of Non-Taxable Properties	48.68
Assessment Rate per EBU	x \$ 30.00
Non-Taxable Property Adjustment ⁽¹⁾	\$ 1,470.00

⁽¹⁾ This amount represents the calculated special benefit assessment for the parcels identified as non-taxable. This amount shall be paid by a contribution from MCSD general fund.

Assessment Breakdown of Taxable Properties

Total Equivalent Benefit Units	7,488.13
EBU of Non-Taxable Properties ⁽¹⁾	- 48.68
Equivalent Benefit Units Levied on Tax Rolls	7,439.45
Balance to be collected on Tax Rolls	\$ 223,218.78
Equivalent Benefit Units Levied on Tax Rolls	÷ 7,439.45
Assessment Rate per EBU	\$ 30.00

⁽¹⁾ This number represents the combined total EBU that will not be assessed on the County tax rolls for 102 non-taxable parcels, representing 48.68 EBU's. These non-taxable parcels are generally owned by government agencies and are currently identified by the County Assessor as non-taxable. Because the proportional special benefit obligation for these parcels will not be collected on the tax rolls, the CSD will annually pay from its general fund an amount equal to the assessment obligation that would otherwise accrue to these parcels.

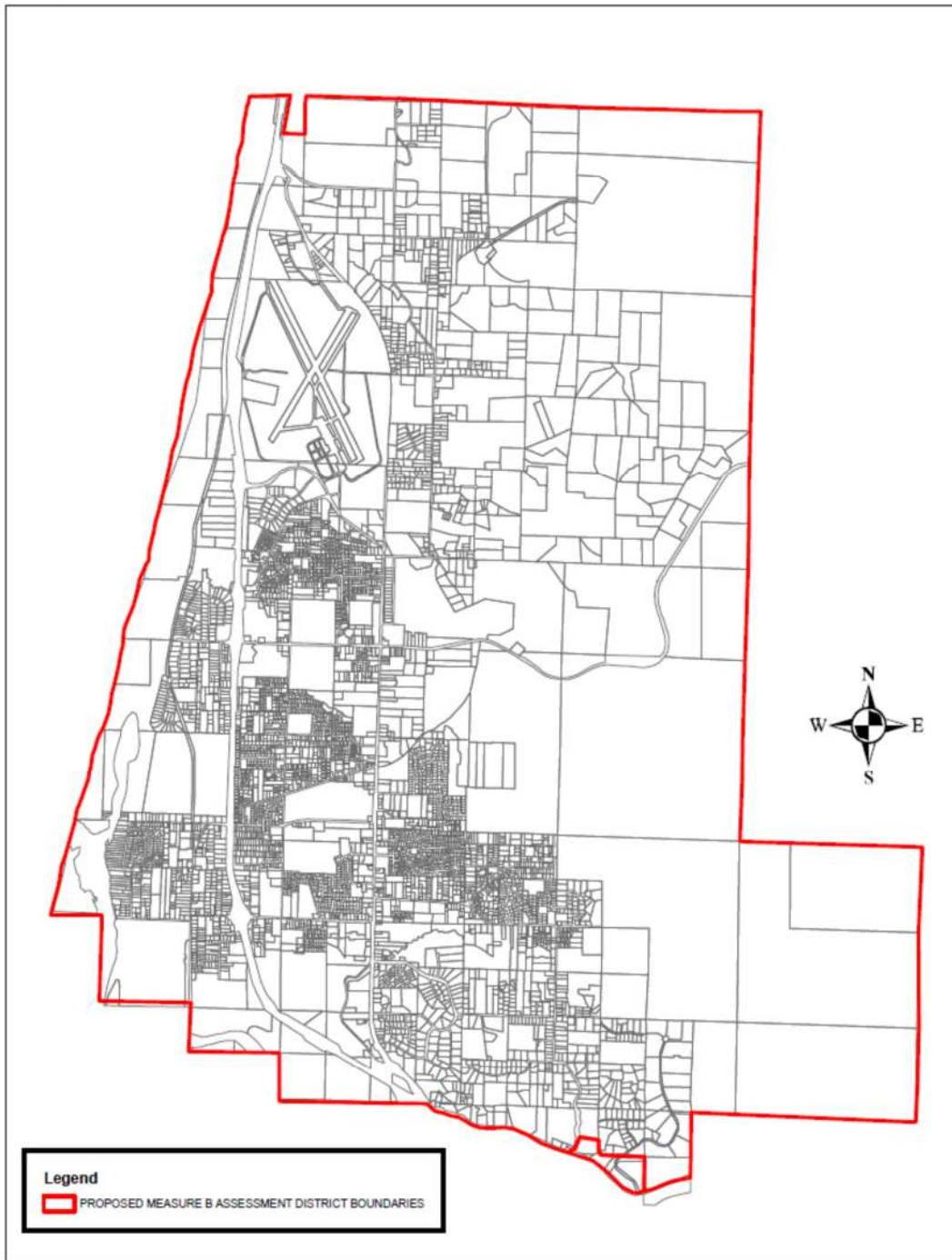
Therefore, the anticipated annual assessment revenue to be collected on the County tax rolls is approximately \$223,218.78.

Part IV – DISTRICT DIAGRAM

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

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

McKinleyville CSD Proposed Boundaries of Measure B Assessment District



Part V – ASSESSMENT ROLL

Parcel identification for each lot or parcel within the District, shall be the parcel as shown on the Humboldt County Secured Roll for the year in which the Report is prepared and reflective of the Assessor's Parcel Maps. A complete listing of the parcels within this District, along with each parcel's assessment amount to be levied for Fiscal Year 2023/2024 is provided under Appendix D ("Proposed Annual Assessments").

These assessments will be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2023/2024. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the Fiscal Year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be recalculated based on the method of apportionment and assessment rates as approved herein by the McKinleyville CSD Board of Directors.

APPENDIX A: TOTAL PROGRAM BUDGET DETAIL

Below is the Fiscal Year 2023/24 Total Program Budget, a portion of which will be funded by the Measure B Assessment District assessments, with the remainder being funded by other revenue sources.

	Maintenance Wages	Maintenance Supplies	Planned Capital Improvement Funding	Totals
PARK ENHANCEMENTS				
Pierson Park	\$ 25,500	\$ 12,000	\$ -	\$ 37,500
Hiller Park West	67,500	12,500	-	80,000
Hiller Sports Complex	81,500	53,500	-	135,000
BMX Track	30,000	9,000	-	39,000
Skate Park	-	-	-	-
<i>subtotal:</i>	\$ 204,500	\$ 87,000	\$ -	\$ 291,500
INDOOR FACILITIES				
Azalea Hall	\$ 38,500	\$ 30,500	\$ 15,000	\$ 84,000
McKinleyville Activity Center	12,000	16,500	-	28,500
Teen/Community Center	11,000	21,500	127,500	160,000
Library	6,500	3,000	-	9,500
Law Enforcement Facility	6,700	4,000	-	10,700
<i>subtotal:</i>	\$ 74,700	\$ 75,500	\$ 142,500	\$ 292,700
TRAILS				
School Road Trail	\$ 5,000	\$ 1,000	\$ -	\$ 6,000
Hiller Loop Trail	6,500	1,000	-	7,500
Other Trails	1,200	-	-	1,200
<i>subtotal:</i>	\$ 12,700	\$ 2,000	\$ -	\$ 14,700
COMMUNITY FOREST				
Community Forest	\$ 45,000	\$ 9,500	\$ 150,000	\$ 204,500
<i>subtotal:</i>	\$ 45,000	\$ 9,500	\$ 150,000	\$ 204,500
UNDEVELOPED PROPERTY				
River Property	\$ 2,200	\$ -	\$ -	\$ 2,200
Washington Property	-	-	-	-
Hewitt Ranch	2,200	-	-	2,200
<i>subtotal:</i>	\$ 4,400	\$ -	\$ -	\$ 4,400
FUTURE PARKS & FACILITIES ⁽¹⁾				
Renovations/Rehabilitation Projects	\$ -	\$ -	\$ -	\$ -
<i>subtotal:</i>	\$ -	\$ -	\$ -	\$ -
Grand Totals:	\$ 341,300	\$ 174,000	\$ 292,500	\$ 807,800

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

APPENDIX B: Teen Center Lease Financing

Bond Debt Service
McKinleyville Community Services District
2014 Lease Financing

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

APPENDIX C: Non-Taxable Special Benefit Assessments

The following proposed non-taxable assessments will not be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2023/2024. These amounts will be covered by a General Fund contribution from MCSD.

Assessor's Parcel Number	EBU	Land Use	Special Benefit Assessment ⁽¹⁾	Applied Charge
507-061-007-000	0.33	8000	\$10.00	\$0.00
507-141-001-000	0.33	8000	10.00	0.00
507-141-033-000	0.33	8000	10.00	0.00
507-141-034-000	0.33	8000	10.00	0.00
508-021-006-000	0.33	8000	10.00	0.00
508-021-007-000	0.33	8000	10.00	0.00
508-041-006-000	0.33	8000	10.00	0.00
508-051-010-000	0.33	8000	10.00	0.00
508-091-038-000	0.33	8000	10.00	0.00
508-211-051-000	0.33	8000	10.00	0.00
508-211-055-000	0.33	8000	10.00	0.00
508-211-057-000	0.33	8000	10.00	0.00
508-224-036-000	0.33	8000	10.00	0.00
508-224-038-000	0.33	8000	10.00	0.00
508-224-039-000	0.33	8000	10.00	0.00
508-224-048-000	0.33	8000	10.00	0.00
508-242-043-000	0.33	8000	10.00	0.00
508-371-027-000	0.33	8000	10.00	0.00
509-021-046-000	0.33	8000	10.00	0.00
509-021-047-000	0.33	8000	10.00	0.00
509-021-054-000	0.33	8000	10.00	0.00
509-171-061-000	0.33	8000	10.00	0.00
509-191-031-000	0.33	8000	10.00	0.00
509-191-047-000	0.33	8000	10.00	0.00
510-091-048-000	0.33	8000	10.00	0.00
510-101-079-000	0.33	8000	10.00	0.00
510-101-080-000	0.33	8000	10.00	0.00
510-161-002-000	0.33	8000	10.00	0.00
510-161-003-000	0.33	8000	10.00	0.00
510-211-079-000	0.33	8000	10.00	0.00
510-211-081-000	0.33	8000	10.00	0.00
510-221-002-000	0.33	8000	10.00	0.00
510-271-015-000	0.33	8000	10.00	0.00
510-271-077-000	0.33	8000	10.00	0.00
510-271-079-000	0.33	8000	10.00	0.00
510-281-023-000	0.33	8000	10.00	0.00

Assessor's Parcel Number	EBU	Land Use	Special Benefit Assessment ⁽¹⁾	Applied Charge
510-341-031-000	0.33	8000	10.00	0.00
510-341-032-000	0.33	8000	10.00	0.00
510-341-034-000	0.33	8000	10.00	0.00
510-372-005-000	0.33	8000	10.00	0.00
510-451-043-000	0.33	8000	10.00	0.00
510-461-052-000	0.33	8000	10.00	0.00
510-461-053-000	0.33	8000	10.00	0.00
510-461-054-000	0.33	8000	10.00	0.00
511-011-001-000	0.33	8000	10.00	0.00
511-011-003-000	0.33	8000	10.00	0.00
511-011-005-000	0.33	8000	10.00	0.00
511-011-008-000	0.33	8000	10.00	0.00
511-011-015-000	0.33	8000	10.00	0.00
511-011-016-000	0.33	8000	10.00	0.00
511-061-001-000	0.33	8000	10.00	0.00
511-061-005-000	0.33	8000	10.00	0.00
511-071-005-000	3.75	8000	112.50	0.00
511-082-003-000	0.33	8000	10.00	0.00
511-082-004-000	1.00	8000	30.00	0.00
511-082-007-000	0.33	8000	10.00	0.00
511-082-008-000	0.33	8000	10.00	0.00
511-082-009-000	0.33	8000	10.00	0.00
511-082-010-000	0.33	8000	10.00	0.00
511-084-002-000	0.33	8000	10.00	0.00
511-084-003-000	0.33	8000	10.00	0.00
511-111-023-000	0.33	8000	10.00	0.00
511-111-025-000	0.33	8000	10.00	0.00
511-111-060-000	0.33	8000	10.00	0.00
511-121-001-000	0.33	8000	10.00	0.00
511-121-002-000	3.75	8000	112.50	0.00
511-202-001-000	0.33	8000	10.00	0.00
511-241-008-000	0.33	8000	10.00	0.00
511-241-022-000	1.00	8000	30.00	0.00
511-261-003-000	0.33	8000	10.00	0.00
511-291-015-000	0.33	8000	10.00	0.00
511-291-016-000	0.33	8000	10.00	0.00
511-291-017-000	0.33	8000	10.00	0.00
511-291-024-000	0.33	8000	10.00	0.00
511-291-025-000	0.33	8000	10.00	0.00
511-291-026-000	0.33	8000	10.00	0.00
511-291-036-000	0.33	8000	10.00	0.00
511-291-038-000	0.33	8000	10.00	0.00

Assessor's Parcel Number	EBU	Land Use	Special Benefit Assessment ⁽¹⁾	Applied Charge
511-301-001-000	0.33	8000	10.00	0.00
511-301-018-000	0.33	8000	10.00	0.00
511-301-019-000	0.33	8000	10.00	0.00
511-301-020-000	0.33	8000	10.00	0.00
511-331-001-000	0.33	8000	10.00	0.00
511-331-002-000	0.33	8000	10.00	0.00
511-331-004-000	0.33	8000	10.00	0.00
511-331-005-000	0.33	8000	10.00	0.00
511-341-001-000	0.33	8000	10.00	0.00
511-341-002-000	0.33	8000	10.00	0.00
511-341-004-000	0.33	8000	10.00	0.00
511-341-007-000	0.33	8000	10.00	0.00
511-341-040-000	0.33	8000	10.00	0.00
511-341-041-000	0.33	8000	10.00	0.00
511-351-001-000	0.33	8000	10.00	0.00
511-351-002-000	0.33	8000	10.00	0.00
511-351-005-000	0.33	8000	10.00	0.00
511-351-007-000	0.33	8000	10.00	0.00
511-351-009-000	3.75	8000	112.50	0.00
511-351-010-000	3.75	8000	112.50	0.00
511-381-025-000	0.33	8000	10.00	0.00
511-441-041-000	0.33	8000	10.00	0.00
511-443-008-000	0.33	8000	10.00	0.00
511-450-030-000	0.33	8000	10.00	0.00
Total	48.68		\$1,470.00	\$0.00
Parcel Count				102

⁽¹⁾ These assessment amounts represent the calculated special benefit assessment for the parcels identified as non-taxable or otherwise assessed. These assessment amounts shall be paid by a contribution from McKinleyville CSD general fund and collectively represent \$1,470.00. Difference is due to rounding.

APPENDIX D: Proposed Annual Assessments

The following proposed assessments for each parcel within the District will be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2023/2024. If any parcel listed herein for collection is identified by the County Auditor/Controller to be an invalid parcel number for the Fiscal Year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be recalculated based on the method of apportionment and assessment rates as approved herein by the McKinleyville CSD Board of Directors.

The Preliminary Assessment Roll has been provided under separate cover.

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2023

TYPE OF ITEM: **ACTION**

ITEM: E.7 **Implementation of Eureka Payments Cash Discount Program for Credit Card Customers**

PRESENTED BY: **Nicole Alvarado, Finance Director**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that Board review the information provided, discuss and direct staff to implement the Eureka Payments Cash Discount Program.

Discussion:

The District utilizes Eureka Payments to process credit card transactions taken in person at the Administrative Office and over the phone. Eureka Payments charges the District a processing fee based on sales volume which has historically averaged at 1%. For FY20-21 and FY21-22, the District paid a total of \$8,116 and \$8,611 in fees to Eureka Payments. In February 2023, a representative from Eureka Payments met with staff to discuss a new “Cash Discount” program. The program supplies businesses with new credit card terminals that charges the customer the processing fee rather than the District. The processing fee will be a flat rate of 3.5% of the transaction amount. For example, if a customer paid a \$100 utility bill and used a credit card the terminal would charge the customer \$3.50.

If the Board decides to implement the program, Eureka Payments will provide the District with terminals free of charge, as well as training for front office staff. The program would begin July 1, 2023. Notification of the fee will be sent out to current customers with the May 2023 bills.

Alternatives:

Take No Action

Fiscal Analysis:

The purpose of the processing fee is to compensate the third-party processor for processing the credit card transaction and remitting the payment to the District. Historically, the District has absorbed this cost on behalf of the customer when the customer pays their bill in person or over the phone. When a customer pays their bill via the District website or via autopay, the customer has always paid for the third party processor. Implementing the cash discount program promotes consistency between how the District passes processing fees on to customers. In addition, when a customer pays for their bill via credit card in person or over the

phone, administrative charges are incurred via the staff time required to assist that customer. By passing the processing fee on to the customer, the District is recouped for this staff time by saving the 1% previously paid by the District.

A customer can always avoid processing fees by paying their bill via cash or check.

The table below details the various payment methods currently offered by the District, as well as, the current and proposed fee.

Payment Method	Current Fee	Proposed Fee
Cash (In Person)	None	No Change
Check (In Person/Postal Mail)	None	No Change
Bank Draft (Auto Pay)	Up to \$1.85	No Change
Credit Card (In Person/Phone)	None	3.5%
Credit Card (Website/Auto Pay)	3.5% plus .30 per transaction	No Change

Environmental Requirements:

None

Exhibits/Attachments:

- Attachment 1 – Cash Discount Program Receipt Sample

RETAIL

RESTAURANT

Merchant Name	
Eureka Payments	
2930 E Street	
Eureka, CA 95501	
11/16/2022	14:23
Sale	
Trans #: 001	Batch #: 1
VISA	CHIP
*****1234	**/**
BASE AMOUNT:	\$13.65
Non Cash Adj	\$0.55
SUB TOTAL:	\$14.20
Response:	Approved
Auth Code:	616100
Ref #:	1312
Item:	001
X _____	
Cardholder acknowledges receipt of goods and obligations set forth by the cardholders issuing bank agreements.	

Merchant Name	
Eureka Payments	
2930 E Street	
Eureka, CA 95501	
11/16/2022	14:23
Sale	
Trans #: 001	Batch #: 1
VISA	CHIP
*****1234	**/**
BASE AMOUNT:	\$13.65
Non Cash Adj	\$0.55
SUB TOTAL:	\$14.20
Tip	\$ _____
TOTAL	\$ _____
Response:	Approved
Auth Code:	616100
Ref #:	1312
Item:	001
X _____	
Cardholder acknowledges receipt of goods and obligations set forth by the cardholders issuing bank agreements.	

These receipts are for example purposes only. Software updates may alter the exact appearance of your receipt, but the general information provided will be included.

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2023

TYPE OF ITEM: **ACTION**

ITEM: E.8 **Consider Attendance at the 2023 Association of California Water Authorities (ACWA) Spring Conference and Exhibition in Monterey, CA on May 9-11, 2023**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided and consider authorization for interested Board Member(s) to attend the ACWA Spring Conference and Exhibition in Sacramento, CA on May 9-11, 2022

Discussion:

ACWA Conferences are the perfect place for water industry professionals to learn and connect. Program offerings include statewide issue forums, roundtable talks, and region discussions along with sessions covering a wide range of topics including water management, innovation, public communication, affordable drinking water, energy, finance, federal forum, and more!

Director Mayo will already be attending as part of his duties on the ACWA Region Board. Board Directors are asked to express their interest if they are wishing to attend.

Attention is directed to the "Fiscal Analysis" section of this Staff Memo. There is no remaining budget for upcoming Board Travel. The cost to attend this conference is approximately \$1,573 per attendee and the Board should formally approve Director Mayo's attendance as well as the attendance of any other interested Board members.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Early bird registration is \$815 before April 21, 2023 and hotel costs at either the Portola Hotel & Spa at Monterey Bay or the Monterey Marriott are \$249-279 a night excluding taxes. The District vehicle can be utilized for attendees. An approximate total cost, including per diem, is approximately \$1,573 per attendee.

The total Board Travel budget is \$15,500. As of the last Board Meeting, it was noted that approximately 74% (\$11,311) of this total budget had been used as of

January 2023. Since this calculation, an additional \$1,207.50 has been used through Board Travel. Four Board Members are attending the CSDA Special District Legislative Days later in May (May 16-17, 2023), with a total estimated cost of \$3,098. This amount added to the total used and encumbered travel budget would not only use up the Travel Budget but exceeds the budget by a little over \$600.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Preliminary Conference Schedule
- Attachment 2 – Pricing Sheet

★ Agenda items marked with this symbol will be recorded and available for on-demand access after the live event.

Note: Tuesday Committee meetings will not be recorded or available on-demand.

ACWA JPIA - MONDAY, MAY 8

8:30 - 10:00 AM

- ACWA JPIA Program

10:15 - 11:15 AM

- ACWA JPIA Executive Committee

11:30 - 12:30 PM

- ACWA JPIA Pre-Board Meeting Lunch

1:00 - 5:00 PM

- ACWA JPIA Board of Directors / Town Hall

TUESDAY, MAY 9

7:00 AM - 6:00 PM

- Registration

8:00 AM - 9:45 AM

- Agriculture Committee

8:30 AM - Noon

- ACWA JPIA Seminars

10:00 - 11:45 AM

- Groundwater Committee
- Energy Committee

11:00 AM - Noon

- Outreach Task Force

Noon - 2:00 PM

- Committee Lunch Break

1:00 - 2:45 PM

- Legal Affairs Committee
- Finance Committee
- Water Management Committee
- Water Quality Committee

1:00 - 3:00 PM

- ACWA JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)

3:00 - 4:45 PM

- Communications Committee
- Federal Affairs Committee
- Local Government Committee
- Membership Committee

5:00 - 6:30 PM

- Welcome Reception in the Exhibit Hall

WEDNESDAY, MAY 10

7:30 AM - 5 PM

- Registration

8:00 - 9:45 AM

- Opening Breakfast (*Ticket Required*) ★

8:30 AM - 6:00 PM

- Connect in the Exhibit Hall

10:15 - 11:30 AM

- Attorneys Program ★
- Finance Program ★
- Region Forum ★
- Statewide Forum ★
- Water Industry Trends Program ★
- Roundtable Talk

11:30 AM - 1:30 PM

- Connect in the Exhibit Hall
- Networking Lunch (*Ticket Required*)

1:45 - 3:00 PM

- Attorney Program ★
- Communications Committee Program ★
- Finance Program ★
- Federal Forum ★
- Statewide Forum ★
- Roundtable Talk

3:15 - 4:45 PM

- Regions 1-10 Membership Meetings

5:00 - 6:00 PM

- ACWA Reception in the Exhibit Hall

6:00 - 7:00 PM

- CalDesal Hosted Mixer
- Jacobs Hosted Mixer

6:00 - 7:15 PM

- Women in Water Hosted Reception

THURSDAY, MAY 11

7:30 AM - Noon

- Registration

8:00 AM - 9:30 AM

- Exhibitor Demonstrations
- Networking Continental Breakfast in the Exhibit Hall (*Ticket Required*)

8:30 - 9:30 AM

- Communications Media Training

8:30 - 10:45 AM

- Ethics Training (AB 1234) - *Limited Seating*

9:30 AM - 10:00 AM

- Prize Drawings in the Exhibit Hall

10:15 - 11:30 AM

- Attorney Program ★
- Finance Program ★
- Region Forum ★
- Statewide Forum ★
- Water Industry Trends Program ★
- Roundtable Talk

Noon - 1:45 PM

- General Luncheon (*Ticket Required*) ★

2:00 - 3:30 PM

- Innovation Forum ★
- Region Forum ★
- Water Industry Trends Program 1 ★
- Water Industry Trends Program 2 ★

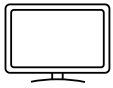
3:30 - 4:30 PM

- Closing Reception

Last modified: February 14, 2023

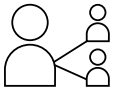
Registration required to attend any part of ACWA's Spring Conference & Expo, including Tuesday, May 9 complimentary committee meetings. See www.acwa.com for health & safety attendance requirements.

REGISTRATION, MEALS AND HOTEL INFORMATION SHEET



REGISTER ONLINE

Register online by **April 21, 2023** at www.acwa.com to take advantage of the advance pricing.



REGISTER ON SOMEONE'S BEHALF

Select from a list of people affiliated with your company in your account. If the registrant is not listed, you will need to create a Portal profile for the registrant through the ACWA website before registering.

GROUP SAVINGS! Register 5 individuals from the same organization, receive a 6th registration free!
(Subject to [terms and conditions](#).) **Contact Teresa Taylor at TeresaT@acwa.com for more information before registering.**

REGISTRATION OPTIONS <i>Advantage pricing applies to ACWA public agency members, associates & affiliates. Standard pricing applies to non-members of ACWA.</i>	ADVANCE DEADLINE: 4/21/23		ONSITE	
	ADVANTAGE	STANDARD	ADVANTAGE	STANDARD
Full Conference Registration & Meals Package Includes access to all conference programs, meal functions, Exhibit Hall and access to On-Demand Designated Conference Recordings after the live conference.	\$815	N/A	N/A	N/A
Full Conference Registration Only (meals sold separately) On-Demand Designated Conference Recordings NOT included but may be purchased separately.	\$650	\$975	\$680	\$1005
Tuesday Committee Meetings Only (complimentary - must register to attend)	\$0	\$0	\$0	\$0
One-Day Conference Registration (meals sold separately) Wednesday, May 10: Includes access to Welcome Reception in the Exhibit Hall on Tuesday night, access to the Exhibit Hall and all conference programs on Wednesday only. Thursday, May 11: Includes access to the Exhibit Hall, all conference programs and the Closing Reception on Thursday only.	\$390	\$585	\$420	\$615
Guest Conference Registration (meals sold separately) Guest registration is not available to anyone with a professional reason to attend.	\$75	\$75	\$75	\$75
PRE-ORDER: On-Demand Designated Conference Recordings Only Includes on-demand access to all designated recorded sessions after the live conference.	\$230	\$345	\$230	\$345
MEAL FUNCTIONS	ADVANCE		ONSITE	
Wednesday Opening Breakfast - May 10	\$50		\$55	
Wednesday Networking Luncheon - May 10	\$55		\$60	
Thursday Continental Breakfast in Exhibit Hall - May 11	\$40		\$45	
Thursday Luncheon - May 11	\$55		\$60	

HOTEL INFORMATION

You must be registered for the ACWA conference in order to receive hotel reservation information and conference special room rate. **Conference special rate is available February 10 - April 3**, based on availability.

HOTEL & ROOM RATES

Portola Hotel & Spa at Monterey Bay Two Portola Plaza
\$249 per night (plus applicable state, local taxes & fees)

Monterey Marriott 350 Calle Principal
\$279 per night (plus applicable state, local taxes & fees)

HEALTH & SAFETY

Please check [ACWA's conference page HERE](#) for current health & safety mandates.

IMPORTANT DATES

The conference hotel room block opens on February 10, 2023.

Deadline for group rate is April 3, 2023

For those **registering for conference prior to February 10**, information on how to reserve your hotel room will be provided via e-mail on February 10.

For those registering for conference from **February 10 to April 3**, your **confirmation e-mail** will include the information on how to reserve your hotel room and an opportunity to receive a conference special hotel rate.

McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2023

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.9 **Status Update for Construction of the Central Avenue Water & Sewer Main Rehabilitation Project**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that Board review the information provided, discuss and take public comment regarding the Central Avenue Water & Sewer Main Rehabilitation Construction Project.

Discussion:

As the Board is aware, the Central Avenue Water & Sewer Main Rehabilitation Construction Project was awarded to GRS at the February 1, 2023 Board Meeting. The project will include the rehabilitation of the 8-inch AC sewer main in Central Avenue from Sutter to Hiller Road. This section has degraded to the point where the District's staff have observed exposed gaskets, which can lead to leaks and pipe collapse. The proposed rehabilitation method for the sewer is to line it with cured-in-place pipe (CIPP), an epoxy impregnated fiberglass type fabric that is used to line the existing pipe. This will prevent the contractor from having to dig up this section of the road except at select locations. It is anticipated that during the performance of the sewer work, only portions of the curb and bike lanes in the northbound direction will be closed.

The existing 16-inch AC water main along this stretch will also be replaced as part of this contract. The proposed replacement method for the water main is a new parallel water main installed in the center turn lane via open cut trenching. **Attachment 1** shows a general layout of the proposed work. The District has also established a Central Avenue Project page on the District's website, where the complete plan set is located and can be reviewed for additional detail. It is anticipated that during the water main portion of the work, the center turn lane and occasionally the center north bound lane will be closed to traffic in 300 to 400-foot sections. This will make left turns impossible in that section and traffic will occasionally have to drive past a business driveway and turn around and come back to access it.

There will be minimal water and sewer interruptions to customers along Central, but any such outages will be brief (1-2 hours) and will be noticed appropriately two-weeks in advance of any interruption. The Contractor may also chose to

perform night work in order to best work with business' schedule and/or traffic during critical phases of the job.

The Kick-off Meeting for this project was held on March 13th with District Staff, GRS and their subcontractor representatives, and GHD engineers. GRS provided an overall schedule, which showed pot-holing to locate utilities starting on March 20th, and the construction of the water line starting March 27th.

Attachment 2 shows the beginning of the schedule, however the attached schedule is already out of date. The entire construction project is estimated to run until the end of July. Since the Kick-off Meeting, GRS formally request a weather delay and extension to the Contract Performance Period given the recent weather. An extension has been provided until April 14th and will be reassessed then. The GRS Project Manager said that they would like to see at least three straight clear days in the forecast before they start to plan field work. Once they see the weather window improve, they will begin to provide two-week look ahead schedules. These schedules will be uploaded to our website to inform the public about traffic impacts in any given week. Staff will continue to provide updates to the Board and the Public at regular intervals during the course of the work.

Alternatives:

Take Action

Fiscal Analysis:

The Construction contract was awarded to GRS Inc. at the February 1, 2023 Board Meeting for a total contract price of \$2,532,275. Construction of the water & sewer main rehabilitation projects will be funded by the sewer & water main rehabilitation funds set aside for this purpose and included in the last Rate Analysis. Funding will also be provided by the Certificates of Participation, Series 2021A-Water & Series 2021B-Sewer. Bid results for the water portion of the project totaled \$1,702,325 and \$829,950 for the sewer portion of the project.

- General Bid Items - \$408,000
- Construction of new parallel water main via open trench - \$1,498,325
- Construction of CIPP sewer main lining - \$625,950

Environmental Requirements:

A Categorical Exemption has been completed and adopted by the MCSD Board and filed with Humboldt County.

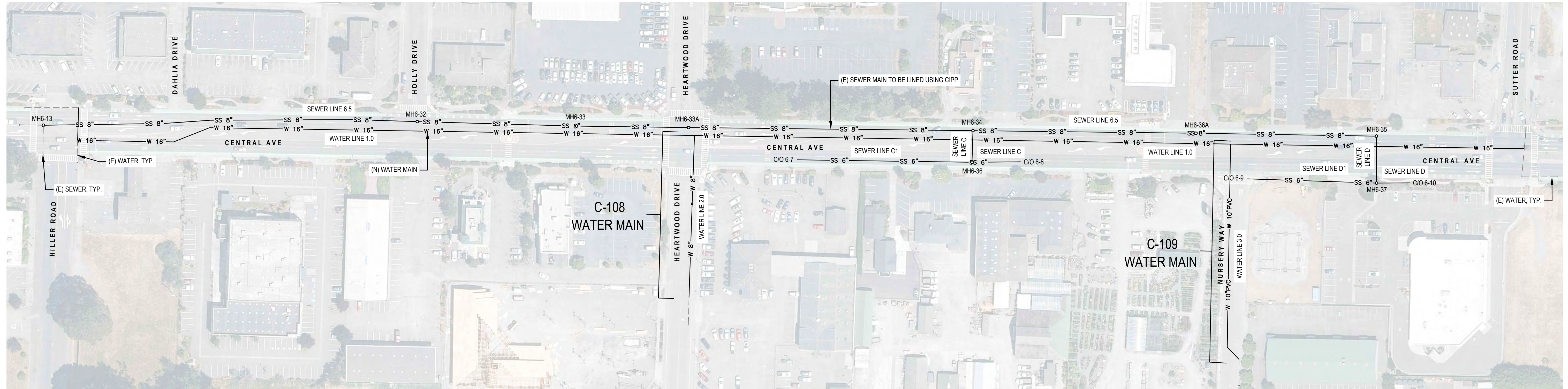
An encroachment permit has also been started with Humboldt County and the contract requires the Contractor to finalize that permit with the County.

Exhibits/Attachments:

- Attachment 1 – Site Index Plan Sheet from Construction Plans
- Attachment 2 – Draft Schedule of Construction up thru April 2023

C-101
SEWER MAIN

C-102
SEWER MAIN



C-103
WATER MAIN

C-104
WATER MAIN

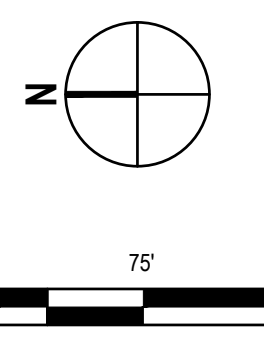
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WATER MAIN

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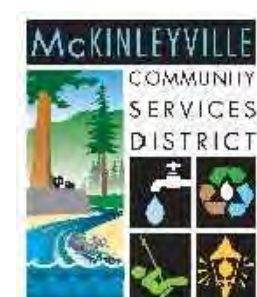
C-107
WATER MAIN

C-108
WATER MAIN

C-109
WATER MAIN



0 ISSUE FOR BID				NS	NS	2022-11-15
No.	Issue	Checked	Approved	Date		
Author	M. GONZALES	Drafting Check	L. HALONEN	Project Manager	N. STEVENS	
Designer	M. GONZALES	Design Check	L. HALONEN	Project Director	G. WATANABE	



Bar is one inch on original size sheet
0 1"



GHD GHD Inc.
718 Third Street
Eureka California 95501 USA
T 1 707 443 8326 F 1 707 444 8330



Client **MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**
Project **CENTRAL AVENUE WATER & SEWER REHABILITATION**

Title **SITE INDEX**
Project No. **12560439** Date **2022-11-15** Scale **AS SHOWN**

McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2023

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.A **Finance & Administration – February - March 2023 Report**

PRESENTED BY: **Nicole Alvarado, Finance Director**

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has \$813,722 to date in the Trust Account for the Biosolids Disposal project. A check for \$540,657 was received and deposited in January.

Customer adjustments at January month-end total \$0, the annual budget for this sub-item is \$45,000. (GL# 501/551-62120)

Total Board Travel as of February 28th, 2023 is \$11,784 which is 76% of the approved \$15,500 budget for this item. (GL# 001/005/501/551 62090/62155-888)

Audit/Budget Update:

The first draft of the Parks/General Fund operating budget is included as an item for this month's Board meeting for review and discussion by the Board. May will bring a draft of the Water/ Wastewater Fund operating budget, with the final budget brought to the Board for approval in June before the start of the new fiscal year.

Treasurer's Report Highlights:

The Treasurer's Report has been streamlined this month to include only the Activity Summary by Fund with selected graphs and the cash disbursement report. The Audit & Finance Committee met March 14th to discuss the various sections and determined at that meeting that these two reports were needed on a monthly basis whereas the investment and cash flow report, consolidated balance sheet, capital expenditure report, and the long-term debt report can be presented on a quarterly basis.

Activity Summary

The Activity Summaries by Fund provides information on revenues and expenses or expenditures for each Fund, both current month and year-to-date. There is also a column showing the year-to-date budget and amounts and percents over or under. Lines that deviate from the calculated budget by more than 10% have an explanatory

note. Often, this is no more than a reminder that, while the budget is divided evenly across twelve months, actual expenses often do not follow the same pattern. Other times, there are specific reasons for a deviation, such as contributed construction or the collection of unexpected capacity fees.

The Water and Wastewater Funds are listed first, followed by the graphs showing revenue versus expenses versus budgets. Parks, Measure B, and Streetlights information is given next, with accompanying graphs for each.

OTHER UPDATES

The District recently completed its first Single Audit. A Single Audit is required by the Federal Government when a District expends more than \$750,000 of federal funds in a fiscal year. I am happy to report we were issued a “clean” opinion with no findings. This audit is testament to the District’s strong internal control policies and the hard work of our accounts payable staff Joseph Blaine and Eava Young. Great job, team! The Single Audit will be presented at the May board meeting as a consent agenda item.

While our damage was minimal, staff has been working on a reimbursement from FEMA for costs incurred by the storms shortly after the new year. The request for public assistance has been submitted and a meeting to discuss the District’s damages has been scheduled for early April.

Attachment 1 – March 14th Audit & Finance Committee Notes

Tuesday, March 14, 2023

11:00 a.m.

Audit and Finance Meeting NOTES

Members Present: James Biteman, Greg Orsini

Staff Present: Nicole Alvarado, Pat Kaspari, April Sousa

Guests Present: Bob Shull and Audrey Parker (CaliforniaCLASS)

Meeting Called to Order at 11:00 a.m.

Public Comment

- None

CaliforniaCLASS Portal Demonstration

Bob Shull and Audrey Parker gave a presentation on the portal for CaliforniaCLASS

- It was noted that the pool closes at 11 a.m. each business day.
- There is a 1-day delay for ACH.
- Wire requires initiation by the District with the Bank – ACH is automated.
- There was a discussion regarding the two funds available – Prime (Money Market) or Enhanced Cash
- Discussed proposal of putting the money into prime, not enhanced cash.
- Further discussion was on the movement of money for the Section 115 trust first and then into CaliforniaCLASS second.
- CaliforniaCLASS monies to include CalTRUST, LAIF, and County Funds
- Direction was given to Staff to bring recommendation to be approved at a Finance/Audit meeting in April to be brought to the Board in May.

Discussion of Presentation of Treasurer's Reports at Board Meetings

Finance Director Alvarado gave an overview of the current reports to the Board and suggested reports to the Board

- It was noted that the current report models a monthly statement report.
- Report currently takes 40-60 hours a month to prepare.
- History of why the level of detail was needed in the past was discussed.
- It was noted that the summary and graphs were most helpful.
- Consensus was to move the cash flow and balance sheet portion of the report to quarterly as well as the capital expenditure sheet and long term debt reports.
- General Manager Kaspari asked for Finance Director Alvarado to run the proposed report for February to be presented in the April Board Packet and if there are questions, Board members can discuss at that meeting.

Adjourn – 12:47 p.m.

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2023

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B **Operations Department – February / March 2023 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 34.9 million gallons of water in February. Two water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Annual routine testing was conducted in February. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

Average and Maximum Water Usage:

The maximum water usage day was 1.5 million gallons and the average usage per day was 1.2 million gallons.

Water Distribution Maintenance:

Weekly Bacteria Samples were collected on Schedules 1,4,5 and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. Several tampered meter repairs were made due to gophers chewing on wires. Repairs were made and wires were armored to prevent future gopher issues. Mainline valves are being operated as part of the annual exercising program. This will continue into the next few months. Staff will record conditions or issues onto the tablet during inspections and all issues will be flagged to generate a service order for repairs. A valve can was raised on Blake due to being several inches under the gravel road and needing to dig it up every time it needs to be operated.

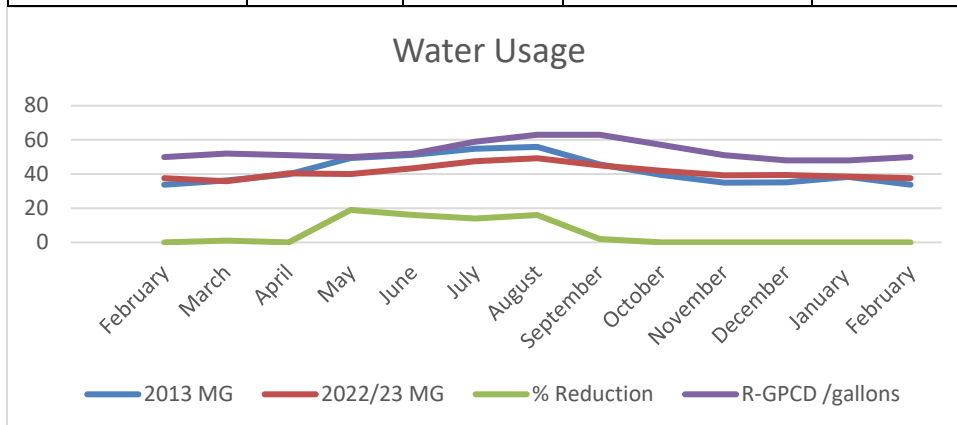
Water Station Maintenance:

Monthly inspections and daily routines were conducted at the water stations. Any minor issues found are repaired during inspections, but if they require parts or extensive labor, the issue is documented on the monthly sheet, which will then generate a work order for repairs. String trimming and mowing continues at the new tank site location in preparation for the project. Norton Tank asphalt was pressure washed due to moss and debris. A tree was removed off of the Cochran Tank fence that had fallen during the wind storm. The semi-annual PRV station exercise and inspection was completed. During this time, the valves are checked for accurate pressure leaving the stations and

adjusted accordingly. All water station pumps and motors were serviced as part of the semi-annual inspections.

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)	2022/23 (MG)	% Reduction	R-GPCD
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
November	34.879	39.227	(-12)	51
December	35.203	39.420	(-11)	48
January	38.241	38.464	(0)	48
February	33.751	34.914	(-3)	48



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:**

26.6 million gallons of wastewater were collected and pumped to the WWMF. 28.6 million gallons of wastewater were treated and discharged to NPDES Permit site EFF-001 River disposal in February.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted on all sewer stations. The Fischer station light fixtures are being converted to LED bulbs. The seal water valve was replaced at the Fischer station due to the valve sticking open and not shutting off. Wet well washing was completed at the Letz and Kelly 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. All pumps were also checked for wear and tolerance and shimming was performed on pumps where needed. A tree was removed from the fence at the Kelly station due to high winds. The B Street station and R.O.W. was mowed along with adding gravel to prevent ruts when driving in the site. Pump 2 at the B Street station was logging high hours. Staff did some extensive investigating and found that the inlet pipe from the wet well was partially full of rags. Staff removed all debris and returned the station to normal.

Sewer Collection System:

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. Staff has been monitoring the sewer flow in manholes using the Smartcover flow totalizers. This data will be compared to the dry weather flow to try locating areas where inflow and infiltration is entering the sewer mains. These devices will be moved around to selected manholes during the winter. Manhole inspections continue. Staff will be monitoring flow and conditions and logging the data into the online portal that was designed for the inspections. The mapping portal helps identify manholes needing inspections, along with repairs needed. Staff conducted the quarterly 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. 14,700 feet of sewer main was cleaned and customers were notified in advance of the cleaning. A manhole collar was repaired on Tasi due to the concrete breaking out.

Wastewater Management Facility:

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. The lab bathroom was painted, and light fixtures converted to

LED. Shops and buildings were cleaned. A tour was held at the plant for the high school students mentorship program.

Daily Irrigation and Observation of Reclamation Sites:

Staff has been clearing out the yellow storage building at the Pialorsi Ranch to make room for storing materials along with relocating materials from the Corp Yard.

Street Light Department:

There were no streetlight complaints in February. There are 6 pending issues that are waiting on PG&E. These issues were scheduled for repairs but didn't take place due to the earthquake and storm events. I contacted PG&E regarding this matter, and they said the storm is priority and they aren't doing any work order requests.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on Water CEU's, Climbing elevated tanks, Jackhammer Safety, Emergency Preparedness and PPE.

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.
Submitted annual Generator use report to Air Quality
Attended Community Forest meeting
Attended bid meeting for 4.5 MG tank project.
Reviewed McCluski Tank RFQ and provided comments
Reviewed Microgrid dashboard and provided comments
Attended meeting with Osmose to discuss upcoming pole inspections
Reviewed Tech memo for Mad River project and provided comments

GIS:

Plans & Programs

- Annual Review Basic Office Safety Plan
 - No Changes were made.
- Annual review of Respiratory Protection Plan
 - Updated Employee names for respirator type chart.
- Review of Sanitary Sewer Management plan in comparison to the new order WQ 2022-0103-DWQ

Maps Completed & General GIS

- Recreated a vicinity and site map for Pat of McCluski Tanks
- Created a tank painting design map for Norton Tank site based on the existing Cochran tank painting design map.
- Easement Shapefile layer

- Continued to copy easement files from Docstar to Onedrive
 - Linked the documents in Onedrive to easements in shapefile.
- Made updates to Valve inspection workflow for operations crew to begin Valve inspections for 2023 via Field maps
- Utilized python program to compile an Excel sheet of Manholes needing repairs from recent inspections.
- Made a simple map of proposed trail around the perimeter of Fischer Ranch along the Mad River

Misc. Work Completed

- USA's
- Operations Document Filing

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2023

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.C **Parks & Recreation Director's Report for March 2023**

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

TYPE OF ACTION: **None**

TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:

Staff continues to meet with BGCR staff weekly. The Teen Club hours are 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 25-40 teens per day.

PARK AND RECREATION COMMITTEE:

The Park and Recreation Committee (PARC) met on March 16, 2023. The notes from the meeting can be reviewed in **Attachment 1**.

BMX TRACK & PARK PROJECT:

Melton Design Group is presented a near complete design concept at the PARC meeting on March 16th. A finalized design is anticipated to be presented to the Board of Directors at the May 3rd Board of Directors meeting. The power point presentation provided at the PARC meeting can be reviewed in **Attachment 2**.

COMMUNITY FOREST UPDATES:

Staff met with Green Diamond staff to stake out the footprint of the area allotted for parking and access development at the Murray Rd. access point. Green Diamond is working on completing surveys and legal descriptions for the title documents. The internal Community Forest Committee will meet next on Tuesday, April 4th.

RECREATION PROGRAM UPDATES

- Registration is currently being accepted for Breakout Vacation Camp April 10-14 during Spring break week.
- Drop-in Pickleball is running on Monday & Wednesday mornings 9:30am to 12:30pm and. \$4 per person. Friday Pickleball is cancelled until the end of the Youth Basketball League. Pickleball is run by volunteers.
- Beginning Pickleball class is held on Wednesdays 12:30-2:30pm. The class started on March 1st and runs through April 5th.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- The Martial Arts classes are averaging 10-14 people per class.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.

- Youth Basketball League concluded on March 12th.
- The Pee Wee Basketball Program for Kindergarten through second grades enrollment is full. Pee Wee Basketball will run April 22nd through June 3rd.
- Tot-letics tee ball began March 18th and it will run through April 15th. There are currently 37 youth enrolled in the program.
- 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:

Park maintenance has been doing a lot of work at Hiller Sports Site, getting fields ready for spring youth sports. 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.

Interior renovations at Azalea Hall are moving along smoothly. The walls have been textured and painted. New flooring is scheduled to be installed in the Hewitt room and lobby between April 10-22. New window blinds have been ordered and will be installed in 4-6 weeks. Interior renovations at Azalea Hall is 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

- 6 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in February through April.
- 14 Activity Center Rentals February through April.
- 5 Pierson Park rentals February through April.

OTHER UPDATES:

- Staff has planned a new slate of summer programs that will include a 6 week, half day Tot-Camp for 3 to 5 year olds; a 7-week half day Leadership Camp for 11-15 year olds; and weekly half day specialty camps for youth ranging from 7 to 15 years old.
 - Specialty Camps will include: Makers Camp, Myth Busters Camp, Cooking Camp, Outdoor Adventure Camp; Fostering Artists Camp; Skate Camp; and Tabletop Gaming camp.
- 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 3-16-2023

Thursday, March 16, 2023

6:30pm

Parks & Recreation Committee Meeting

NOTES

Members Present: Laura Bridy, John Kulstad, Johnny Calkins, Scott Binder, Jane Fusek, Heidi Conzelmann, Phil Heidrick, Julie Giannini-Previde

Members Absent: Charlie Caldwell, Ben Winker, Jennifer Ortega

Guests: Melton Design Group, Jesse Miles, Hannah Hertel, Amy Atkins-Kelley, Rita & Jim Orlandini, Wade Smith, Jason Orlandi

Meeting Notes:

Communications:

- None.

Public Comment:

- None

BMX Track and Park Project:

- Melton Design Group provided a presentation of the design concept and took public comments and questions on the project. The discussion and public participation was positive and very informative to the design process. The comments will be discussed and considered by staff and the design team for the finalization of the design.

Dept. Director Report:

- No comments from committee

AdHoc Committee Reports:

- Skate Park— HSC is seeking approval to break ground for 2500 sq. ft of the total park in June
- Fisher Ranch Estuary project— trail system is getting use. Coho are using the channel to access the habitat.
- BMX— See notes on above
- Community Garden—Nothing to report

Agenda Items for next meeting:

- Flag salute

Adjournment:

- Adjourned: approximately 7:50pm

LACO



McKINLEYVILLE BMX AND PARK

MASTER PLAN 03.16.2023

DRAFT 03/16/2023



WASHINGTON AVENUE

SCHOOL ROAD

139



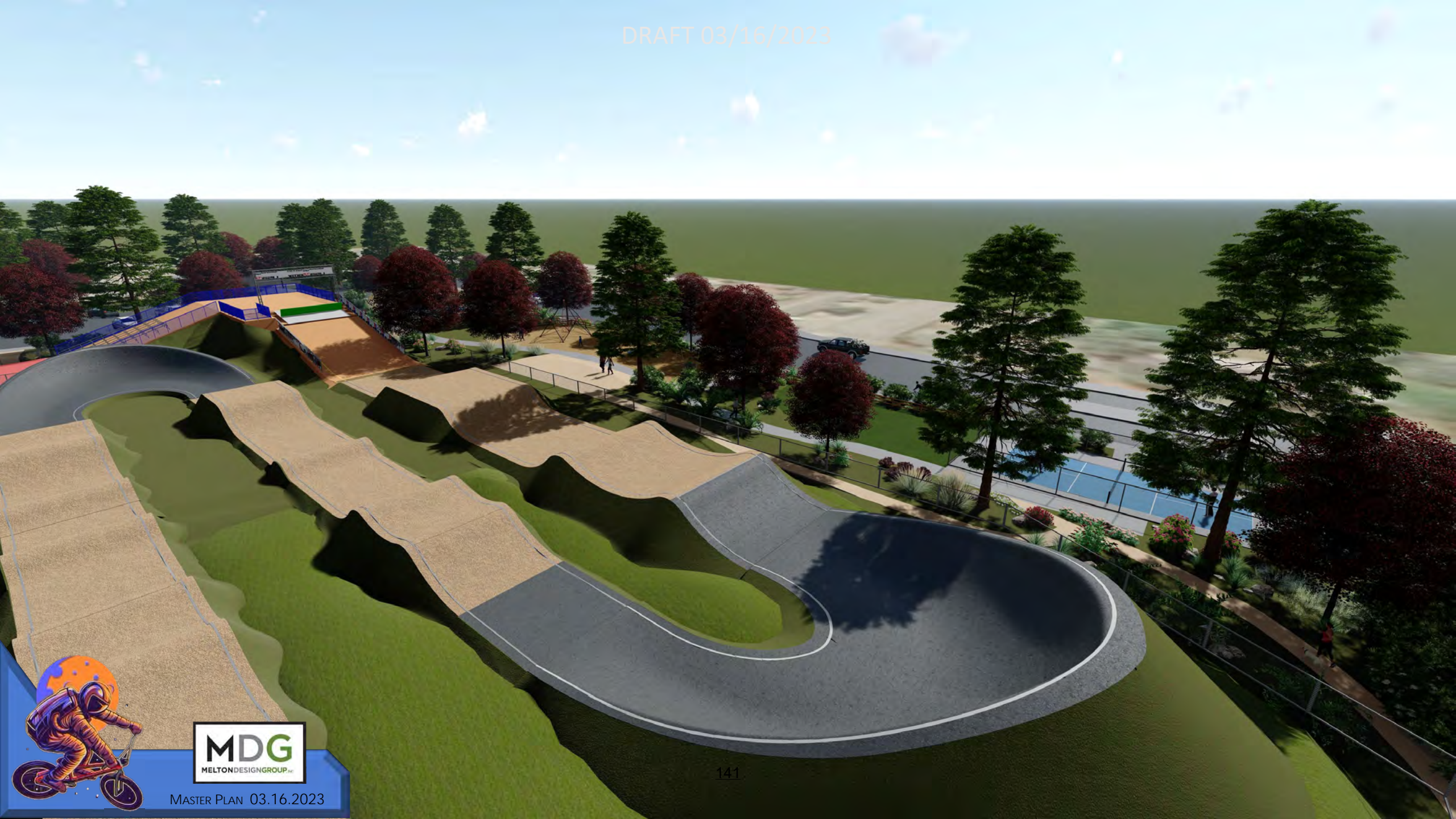
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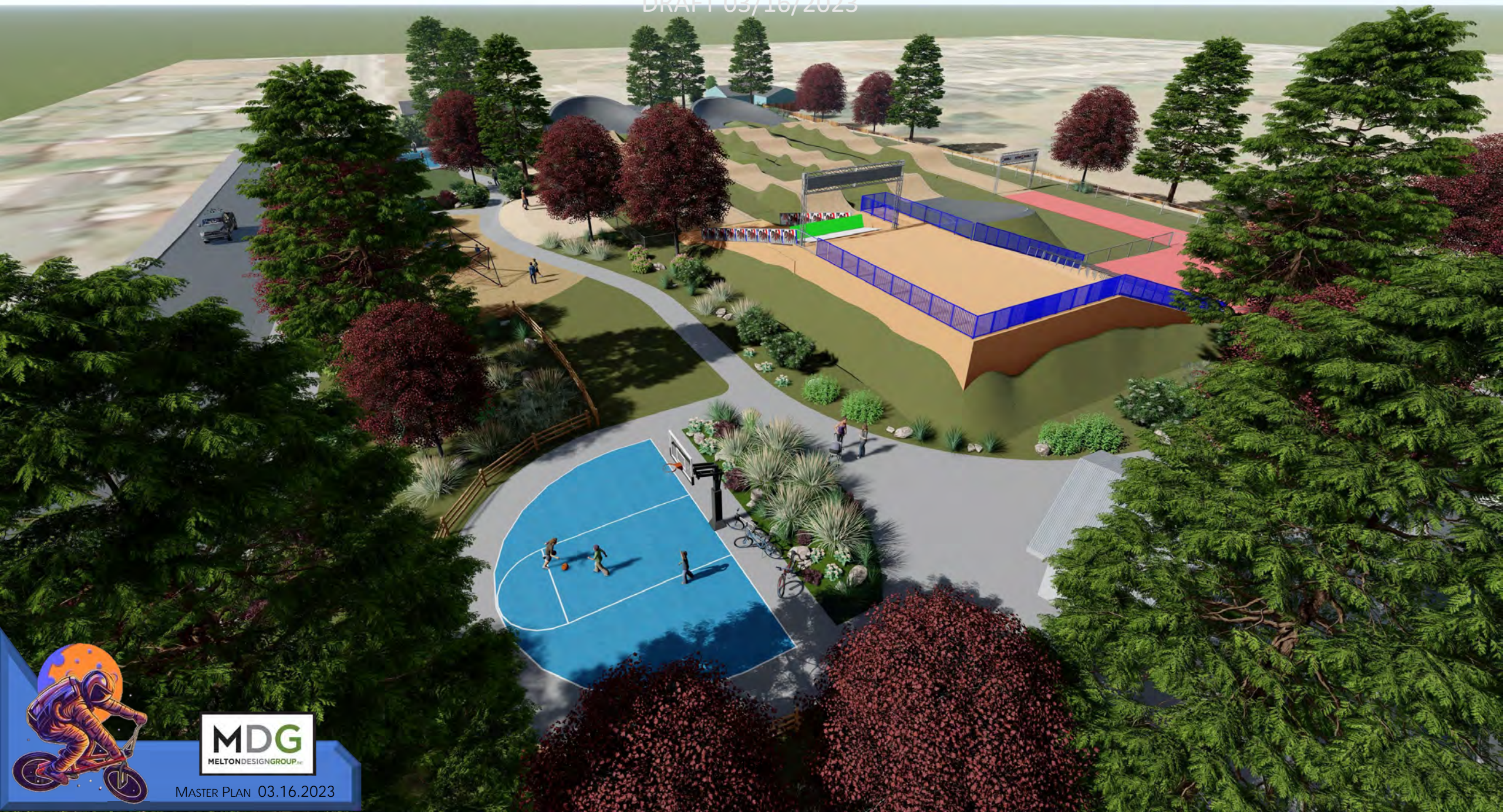






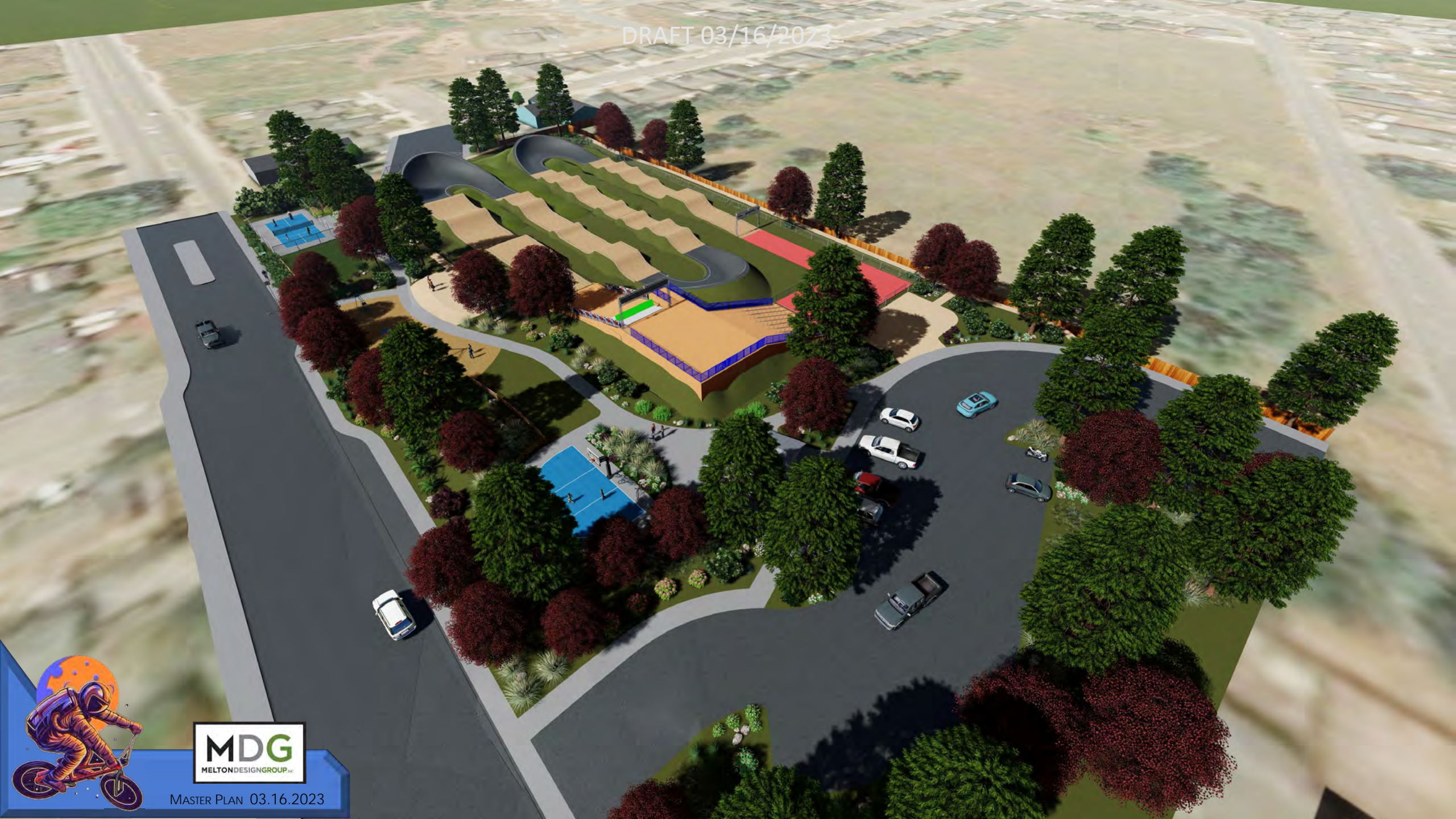


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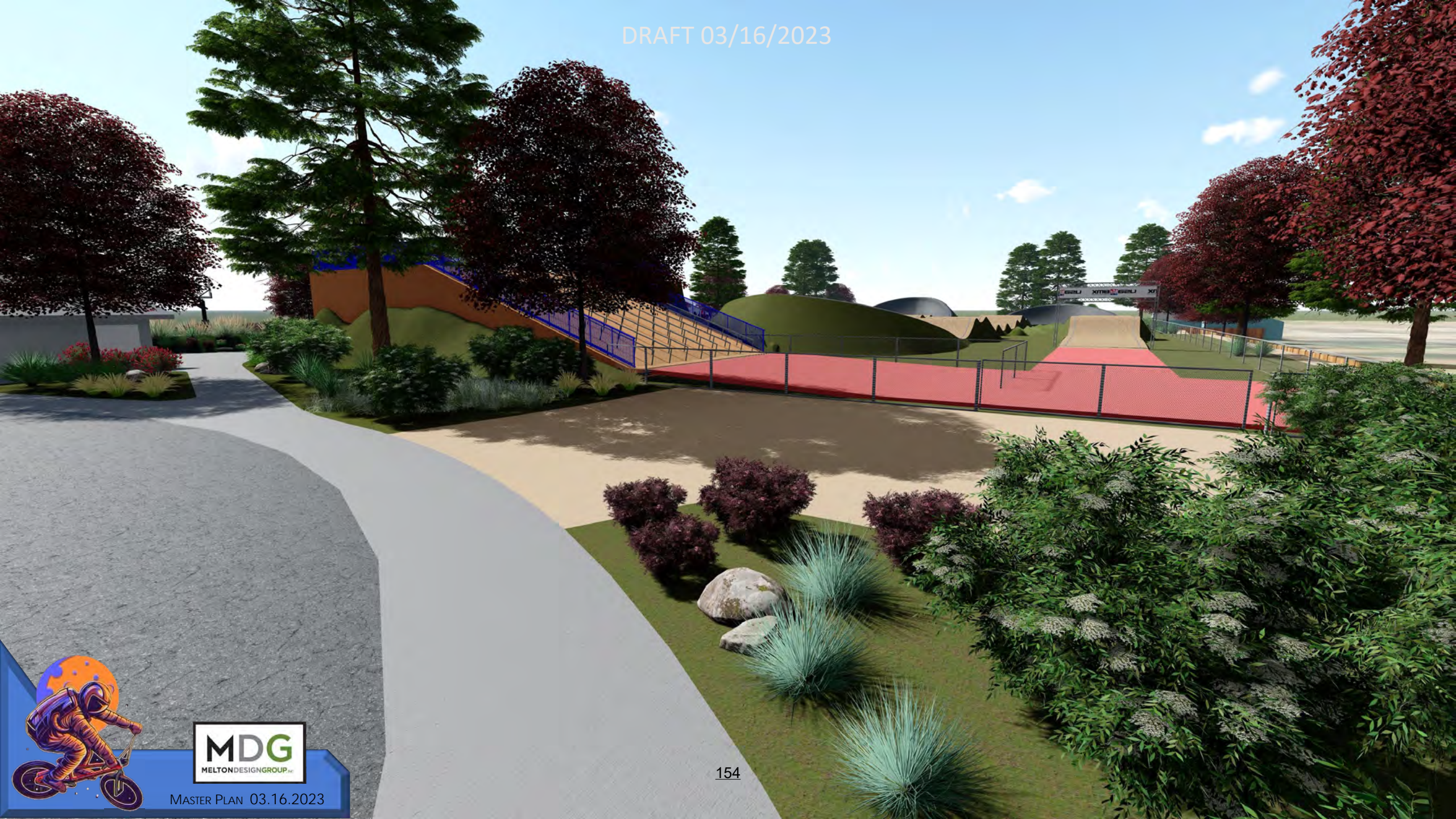
MASTER PLAN 03.16.2023

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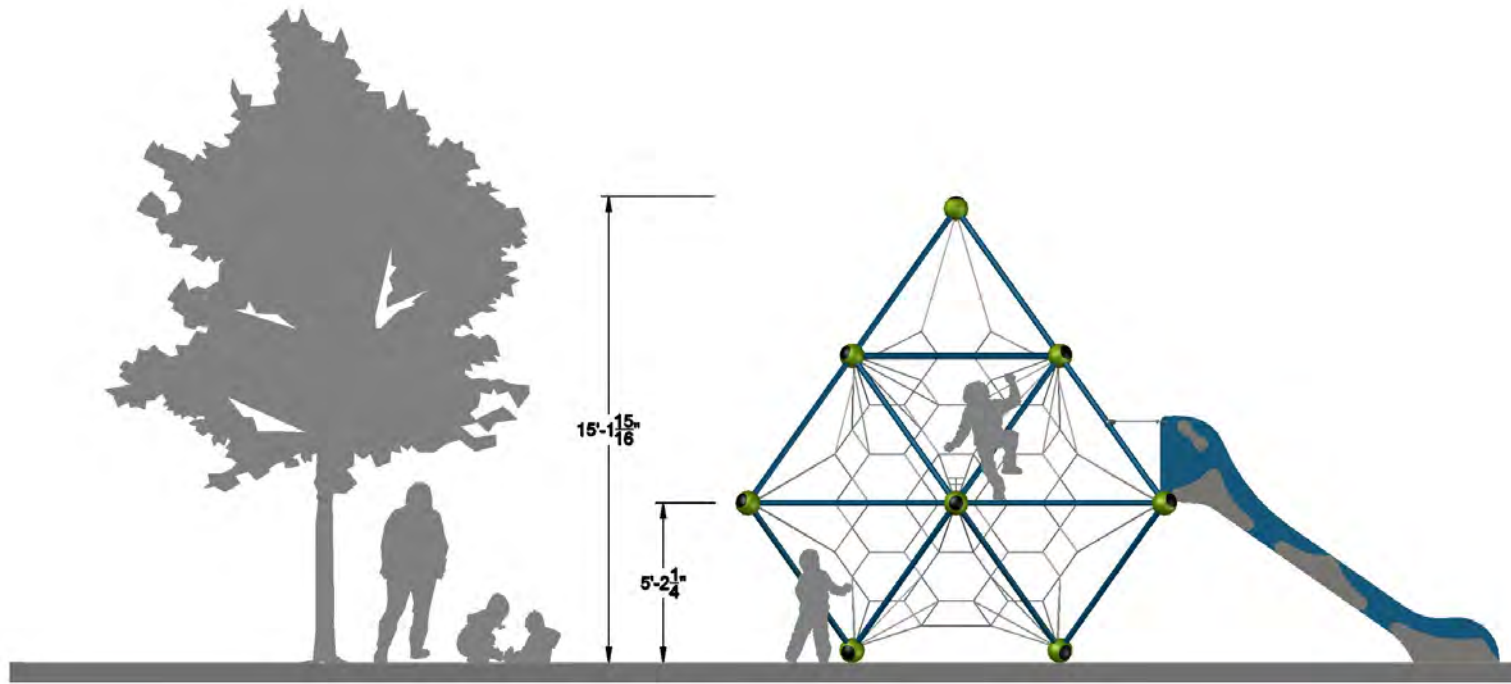
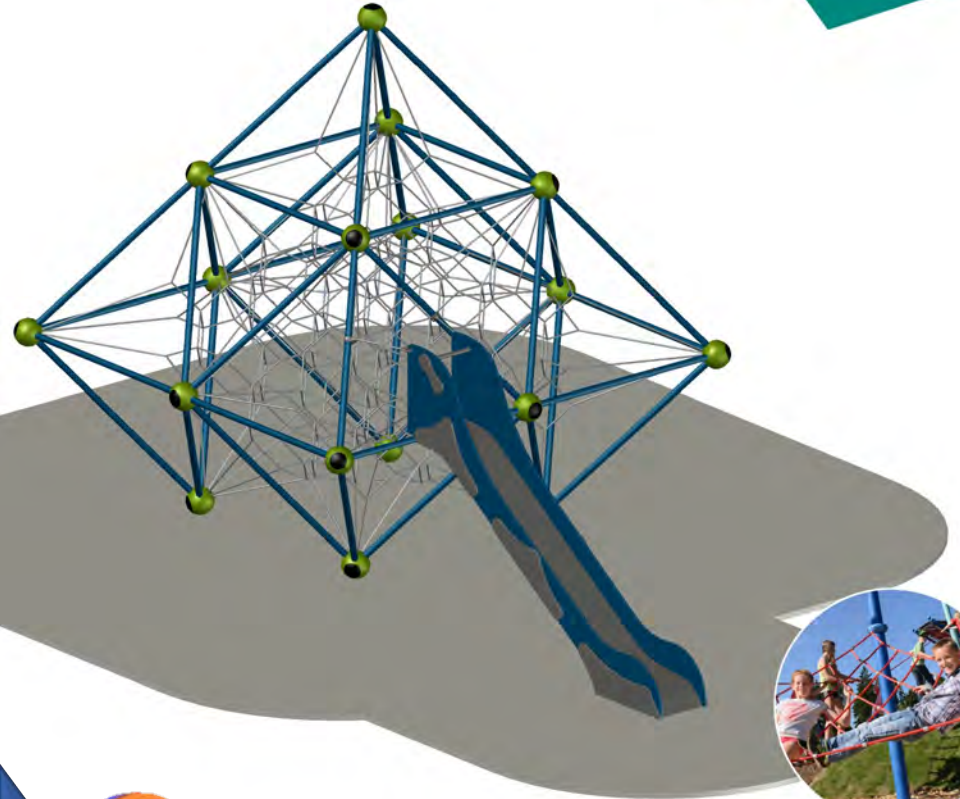


MASTER PLAN 03.16.2023





BMX Park Eureka, CA. USP.08088-1





Urban Design

Picadilly Circle.2.2 Product Specification



Published: June 2021

Picadilly Circle.2.2

Urban Design Playpoints are climbers or rockers or twisters. They are Playpoints first and foremost, but they are also very nice pieces of public design, and they are sculptural. All URBAN DESIGN Playpoints are high-end engineered units made from high-quality stainless steel with a brushed finish, powder coated

recycled aluminum0 connectors, high density polyethylene (HDPE) panels and ITR-bearings for maximum safety and durability.

A ride on the Picadilly Circle is a great experience, as the speed of spinning depends on how its users work together – every ride is a unique adventure.

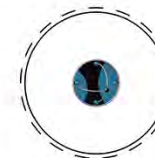


PLAY EQUIPMENT 03.16.2023

Picadilly Circle.2.2

90.260.304

Product Family	Urban Design
Length x Width x Height (m) Length x Width x Height (-')	1,83 x 1,83 x 1,30 6-1 x 6-1 x 4-4
Protective Surfacing Area acc. to DIN EN 1176 (m²) Protective Surfacing Area acc. to ASTM/CSA (m²) Protective Surfacing Area acc. to ASTM/CSA (-')	5,9 x 5,9 5,5 x 5,5 18-1 x 18-1
Fall Height acc. to EN 1176 (m) Fall Height acc. to ASTM/CSA (-')	0,44 1-5
Age	2-12
Minimum Space required acc. to DIN EN 1176 (m²) Minimum Space required acc. to ASTM 14.07 (ft²)	26,7 255
Number of Foundations	1
Concrete Volume C20/C25 (ft³)	10,6
Number of Skilled Installers required	2
Installation Time without Foundation	2 hours
Dimensions of Largest Part (-')	6-3 x 6-3 x 4-11
Weight of heaviest Part (lbs)	441
Shipping Volume (ft³)	212
Total Weight (lbs)	530
Spare Part Guarantee	Lifelong



Published: June 2021

Technical Data

Technical changes are reserved. The following text can also be used for tenders:

Turntable:

The stainless steel plate with a diameter of Ø 6'-1" is covered with HDPE plates and surrounded by a welded stainless steel tube with a diameter of Ø 2 3/4".

Tubes and Balls:

The bent stainless steel tubes with a diameter of Ø 2 3/4" are connected by Framework® aluminum balls with a diameter of Ø 7 3/8". These are sandblasted, powder-coated without solvents and securely closed with durable EPDM caps.

Stand:

The fully integrated bearing unit forms a self-contained system and is therefore particularly insensitive to weather influences and requires little maintenance.

Covering:

The non-slid HDPE plates with a thickness of 3/8" are screwed flat on the turntable.



PLAY EQUIPMENT 03.16.2023



Published: June 2021

Palmetto Saucer

As an accessible multi-user swing the Palmetto Saucer convinces through sharing fun. Heavy-duty engineering concealed behind a subtle, though striking design.



PLAY EQUIPMENT 03.16.2023

Palmetto Saucer - Product Specification



Palmetto Saucer

Greenville is the newest award-winning creation of Berliner Seilfabrik. As an accessible multi-user swing the Palmetto Saucer convinces through sharing fun. Heavy-duty engineering concealed behind a subtle, though striking design.

Palmetto Saucer - at a glance.

Product Family:	Greenville	Number of Foundations:	2 pc
Item Number:	95.190.578	Concrete Volume C20/C25:	0.7 m³ (25 ft³)
Children's Age:	3+	Number of skilled installers required:	2
Fall Height (DIN EN 1176):	1,45 m (4'-9")	Installation Time without foundation:	2 hours
Length x Width x Height:	2,9 m x 1,0 m x 2,0 m	Dimensions of largest part:	0.1 m x 0.1 m x 3.1 m
Protective Surfacing Area (DIN EN 1176):	9'-7" x 3'-4" x 6'-7"	Weight of heaviest part:	41.2 kg (91 lbs)
Protective Surfacing Area (ASTM 1487):	-	Shipping Volume:	Upon request
Minimum space required DIN EN 1176:	6.6 m x 6.1 m	Spare part guarantee:	Lifelong
Minimum space required ASTM 1487:	21'-7" x 19'-11"		
	-		
	28.2 m² (304 sf)		

Technical Data.

The following text can also be used for tenders.

Suspension ropes:

U-Rope®-round strand ropes with galvanized and covered wires; external strands with non-abrasive UV-resistant Polyester-yarn (no Polypropylene); rope-diameter Ø 16 mm (5/8")

Seat:

Ø 1,0 m (3'-3 3/8"); galvanized steel ring covered with shock-absorbing material and wrapped with fiber rope (Ø 20 mm); coil: 115 mm x 95 mm); tight-knit net made of Usacord rope (16 mm) is hung into the ring

Post:

Steel pipes Ø 101.6 mm with a round cast aluminum post top; anti-corrosion treatment and color finish: sandblasting and solvent-free zinc-/ epoxy-/ polyester-process





MDG
MELTONDESIGNGROUP

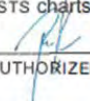
PLAY EQUIPMENT 03.16.2023

GRANT SCOPE/COST ESTIMATE FORM

Follow the directions starting on page 37

GRANT SCOPE ITEMS	ESTIMATED COST
ACQUISITIONS: List each parcel number, acreage, estimated date of purchase, and cost	
DEVELOPMENT: List each RECREATION FEATURE and MAJOR SUPPORT AMENITY	
Construct new BMX track	\$ 355,000.00
Construct new inclusive playground with lighting	\$ 517,200.00
Construct new outdoor basketball court	\$ 65,000.00
Construct new outdoor pickleball courts	\$ 45,000.00
Construct new parking lot	\$ 150,000.00
Construct restrooms	\$ 110,000.00
Construct Concessions/Registration Building	\$ 105,000.00
Construct perimeter trail	\$ 67,000.00
Construct new landscaping throughout the park with lighting, picnic tables, and public art	\$ 450,900.00
Total Estimated Cost for the RECREATION FEATURES and MAJOR SUPPORT AMENITIES (A)	\$ 1,865,100.00
Total Estimated PRE-CONSTRUCTION COST (B)	\$ 466,275.00
TOTAL PROJECT COST (A+B)	\$ 2,331,375.00
Requested GRANT Amount	\$ 2,331,375.00
Estimated amount of the GRANT to be charged to PRE-CONSTRUCTION COSTS (cannot exceed 25% of the GRANT)	\$ 466,275.00

The APPLICANT understands that this form will be used to establish the expected GRANT deliverables, and that all of the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed on this form must be completed and open to the public before the final GRANT payment will be made. The APPLICANT also understands that no more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION costs. See the ELIGIBLE COSTS charts starting on page 52 before creating a cost estimate.


06/09/2021
 AUTHORIZED REPRESENTATIVE Signature Date



- **Schematic Draft Master Plan**
- Public Meeting for Park/BMX - #1: 12/7/2022 ✓
- Public Meeting for Park/BMX - #2: 1/19/2023 ✓

- **Schematic Final Master Plan**
- Public Meeting: 3/16/2023 ✓

- **Design Development**
- February – May 2023

- **Construction Documents**
- July – December 2023

- **Bid & Award**
- January – April 2024

- **Construction: Spring / Summer 2024**
- **Grand Opening: Fall 2024**



McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2023

TYPE OF ITEM: **INFORMATIONAL**

ITEM: F.3.D **General Manager’s Report for April 5, 2023 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of March 2023

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 =	\$2,756
• WEX Labor Reimbursement =	\$0
• SWAP =	\$4,320
• Volunteer Pickleball Labor =	\$423
• Staples Cost Savings =	\$0
• Switching of phones to CalNET	\$1,250
• Amazon Business =	\$43
• Repair Case 580c =	\$230
• <u>Work at Cochran Tank for Construction Prep.=</u>	<u>\$5,000</u>
TOTAL COST SAVINGS FOR MAR =	\$14,022

So far, for the District’s 2022/23 Fiscal Year, Staff was responsible for \$166,269 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.

April 10th & 12th Board Meetings

A reminder that April will be a busy Board month. There is the Regular Board Meeting of course on April 5th. There are also two Special Board Meetings. The Monday, April 10th Special Board Meeting begins at 9:00 am at the District Conference Room. It is scheduled to go until 4:00 pm, with a lunch that the District will provide. This Special Board Meeting will focus on reviewing the Mission, Vision, and Values statements of the District’s Strategic Plan.

The Wednesday, April 12th Special Board Meeting begins at **5:00 pm** in the District Conference room. This meeting will be considering the award of the 4.5MG Tank Construction contract as well as awarding a contract to iCAD to do system integration between the new and existing controls.

COVID-19 –The District has not had any positive tests for Covid this month. 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 cold/flu that is going around has definitely made the rounds in the office and we are encouraging folks that feel it coming on to stay at home and not spread it.

4.5 Gallon Water Tank Project – Bids on this project were due back on March 28th. We will bring the recommendation for the award of the contract to a Special Board Meeting on April 12th, but we were happy with the response to the bid. Depending on the results of the April 12th Special Board Meeting, we hope to have a contractor on Board in May, and we will report back on the schedule at the May/June Board meetings.

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 but have not received a formal approval of the request yet. We also submitted a grant application to the North Coast Resource Partnership as part of the Prop. 1, Round 2 funding and were approved for \$879,209 in funding from the NCRP grant. This will greatly help with the shortfall.

We also requested a formal time extension from CalOES/FEMA for the project to extend the completion date out until February 2025. We received formal approval for the extension out until February 4, 2025. We should be able to finish up the project by then.

Escrow has closed on the land purchase, and we are the proud owners of the new tank site!

Central Avenue Water and Sewer Mainline Replacement Project – As reported at the February 1, 2023 Board Meeting, GR Sundberg was the low bidder at \$2,532,275, and was awarded the contract. We held a Kick-off Meeting with GRS and their subcontractors as well as GHD, who will be doing Construction Management. GRS provided an initial schedule at that meeting and were intending to start work at the end

of March. However, all the rain and weather precluded that and they requested and we granted a three week delay that ends April 14th, to see if the weather improves. As soon as we get a revised schedule from GRS, we will send it to the Board and will also get it up on our Website and Facebook page to inform the Public. GRS also intends to close one lane to traffic when doing this work and we will also likely put their Traffic Control plan on the website so the Public knows what to expect.

This project is being funded by \$1.9M in water bond sales and \$1M in wastewater bond sales.

SRF Energy Efficiency WWMF Micro-grid Project – The installation of the microgrid at the Wastewater Management Facility (WWMF) continues to be 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 using and exporting solar energy since then. The battery portion of the system is still grinding its way through the PG&E permitting process. The contractor, Ameresco, used some of their high-level connections to shake things up and we finally got PG&E's attention. We have been having weekly meetings with PG&E's permitting folks for the last few weeks and those have allowed the permit to finally move forward. Upon PG&E approval, the entire microgrid will then be operational. We have also have a final inspection from the State Water Resources Control Board scheduled for April 5th. This will provide them with the information they need to close out the grant and make the final payments.

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 needs the District to complete an additional Cultural Resource survey at the southern crossing site to allow them to finish up their NEPA process and release the Phase 2 construction funding. As detailed at the March 1, 2023 Board Meeting, the District awarded the contract to Pacific Legacy for a not to exceed amount of \$111,505.85. We submitted a request for a grant funding increase from CalOES immediately after the March Board meeting and are waiting for their approval prior to implementing this work.

Office Remodel – LDA Partners continues to work on the Office Remodel design. LDA completed an initial conceptual layout and District Staff commented on it back in November. They updated the floorplan and a second and third review meetings occurred in early February and March. We will do one final review to get all Staff's comments, and then move on into the final design. We'll of course see what the

Engineer's Construction Costs Estimate comes back at and make final decisions on when/if we want to go out to bid.

McCluski/Hewitt Tank Replacement Project – This project consists of the replacement of the two existing redwood tanks at the west end of Hewitt Ave. The existing 100,000 gallon and 150,000-gallon redwood tanks located on McCluski Hill are two of six water tanks that serve the District. The 100,000-gallon tank was constructed in 1972 and the 150,000-gallon tank was constructed in 1982. Both tanks were built prior to the amendment of the Uniform Building Code in 1994 to address seismic provisions meant to address issues recognized in the 1994 Northridge Earthquake. Both redwood tanks are also reaching the end of their useful life. We propose to replace both tanks with 200,000 gallon, bolted steel tanks set on new foundations.

We had submitted a Hazard Mitigation Grant application for this project back in March 2021. We heard in December 2021 that this project would be forwarded on to FEMA for funding. We received the grant agreement from CalOES on February 17, 2023. This will be for Phase 1 funding, which will include the Biological and other Special Studies as well as Geotech assessment and 65% design drawings. District Staff wrote a Request for Qualifications (RFQ) for the engineering and environmental work. The SOQ's are due back on April 7th and Staff will bring a contract for Board approval at the May Board meeting.

The overall cost for this project is estimated to be \$1.44 Million, with 75% Federal Funding (\$1,079,038.50) and a 25% District match (\$359,679.50). This first phase of the work is estimated to cost \$155,750 overall which includes a \$38,938 District match. This grant was included in the current Fiscal Year budget and the recent Rate Study analysis and will be paid for from the Operations CIP budget.

Reporting by Sheriff's office, County Public Works – A regular meeting has been scheduled with President Orsini, GM Kaspari, Supervisor Madrone, and the MMAC Chair, Lisa Dugan, 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 mainly discussed inviting County Department Heads to attend these meetings to discuss McKinleyville related issues with them. Consideration was also given to organizing larger MMAC meetings with County Department Heads and other key stakeholders to discuss various McKinleyville related issues.

Grant Applications – The Mad River Watermain Crossing Hazard Mitigation Grant application was submitted to CalOES in March 2021. We heard in December 2021 that the project had been forwarded on by CalOES to FEMA for funding. We have not

received a grant agreement for this project; however, we have received Requests for Information from FEMA on the scope of the project, so it does look like it will also be 75% grant funded.

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.

The Federal Bipartisan Infrastructure Law funding that we will have access to will be run through the EPA funded Clean Water and Drinking Water State Revolving Fund Programs. The SRF funding in California is run through the State Water Resources Control Board. As discussed with the Board at the December 7, 2022 Board Meeting, we have submitted a Clean Water SRF application for funding the retrofit of the Fischer and B Street Lift Stations, which are two of our highest priority Capital Improvement Projects. We submitted this grant application in December 2022 and will of course keep the Board updated on the success of that application. Staff has been hearing there is additional SRF Funding, so we have asked the SWRCB about expanding this grant application to include also upgrading the Letz and Kelly Lift Stations, replacing all off the forcemains from all of our lift stations, performing an alternative disinfection study for the Wastewater Treatment Plant, and doing the office upgrade. We are waiting to hear back from the State on this.

We are also finishing up the design and assessment as part of the Recycled Water Grant for the Pialorsi property. We will turn this Planning Grant into an implementation grant application for the construction of all of the recycled water irrigation infrastructure for the Pialorsi property.

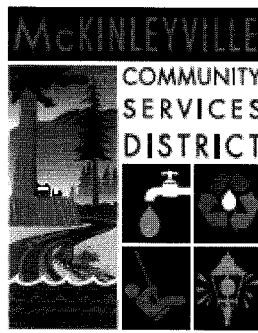
We are also pursuing grant funding with CalTrout and GHD for the next phase of the project at the Fischer Road property. The next phase would include constructing trails/gravel roads to access the property, fencing, riparian zone restoration and possibly fishery restoration projects around the mouth of Mill Creek. We will bring all these grants back to the Board for formal approval as we reach that stage.

Meetings –The General Manager attended numerous meetings as usual. The meetings in March included meetings with Green Diamond to discuss the layout of the

parking lot at Murray Road and looking for hazard trees at the end of Gwinn; several Microgrid construction and permitting meetings; several meeting for the Central Avenue Water & Sewer replacement project; Mad River Restoration project closeout meetings and next grant planning meetings; several design meetings on the BMX Park development; several meetings with Kennedy Jenks Engineers on bid addendum on the 4.5MG Reservoir; Rotary meetings; MMAC and Incorporation Subcommittee meetings; Measure B meetings; and a meeting with CalOES staff on the Highway Sewer Crossing project and the Hewitt Tanks project. As I have mentioned, 2023 has started off busy and it is expected to continue for the foreseeable future.

Attachments:

- Attachment 1 – WWMF Monthly Self-Monitoring Report

PHYSICAL ADDRESS:1656 SUTTER ROAD
McKINLEYVILLE, CA 95519**MAILING ADDRESS:**P.O. BOX 2037
McKINLEYVILLE, CA 95519

mckinleyvillecsd.com

MAIN OFFICE:PHONE: (707) 839-3251
FAX: (707) 839-8456**PARKS & RECREATION OFFICE:**PHONE: (707) 839-9003
FAX: (707) 839-5964R.W.Q.C.B. NORTH COAST REGION
5550 SKYLANE BLVD., SUITE A
SANTA ROSA, CA 95403

March 15, 2023

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for February 2023 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number R1-2018-0032.

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

Effluent Limitations Parameters	Units	Average Monthly	Average Weekly	Avg. % Removal	Max Daily	Instant 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 February are as follows. Median was <1.8 and a Maximum of 2.0. Four samples were collected in the month of February and was in compliance.

Monthly River Monitoring was conducted in February.

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

February 2023

Discharge Monitoring DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	MAXIMUM GPM	002 LND-001 N.POND MGD	002 LND-001 S.POND MGD	004 REC-001 FISCHER MGD UPPER	003 REC-001 FISCHER MGD LOWER	006 REC-001 PIALORSI MGD	005 REC-001 HILLER MGD	IRRGATE TOTAL MGD	001 EFF-001 RIVER MGD
1	0.913	0.952	1099	Decomissioned Perc Ponds						0.000	0.952
2	0.888	0.921	1084							0.000	0.921
3	0.885	0.887	1096							0.000	0.887
4	0.932	0.783	1081							0.000	0.783
5	1.051	1.027	1196							0.000	1.027
6	0.962	1.066	1220							0.000	1.066
7	0.917	1.057	1172							0.000	1.057
8	0.908	1.041	1256							0.000	1.041
9	0.889	1.023	1205							0.000	1.023
10	0.894	1.007	1158							0.000	1.007
11	0.930	1.032	1132							0.000	1.032
12	0.978	0.968	1094							0.000	0.968
13	0.900	0.960	1168							0.000	0.960
14	0.903	0.986	1128							0.000	0.986
15	0.898	1.066	1203							0.000	1.066
16	0.888	0.935	1148							0.000	0.935
17	0.854	0.880	1112							0.000	0.880
18	0.873	0.798	1131							0.000	0.798
19	0.889	0.817	1030							0.000	0.817
20	0.890	0.808	979							0.000	0.808
21	0.866	0.900	1052							0.000	0.900
22	0.975	1.105	1168							0.000	1.105
23	1.025	1.213	1129							0.000	1.213
24	1.031	1.267	1257							0.000	1.267
25	1.034	1.260	1288							0.000	1.260
26	1.103	1.255	1202							0.000	1.255
27	1.146	1.312	1145							0.000	1.312
28	1.200	1.327	1241							0.000	1.327
TOTAL	26.622	28.653		0.000	0.000	0.000	0.000	0.000	0.000	0.000	28.653
AVERAGE	0.951	1.023	1149	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.023
MAXIMUM	1.200	1.327	1288	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.327
MINIMUM	0.854	0.783	979	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.783
DAYS	28	28		0	0	0	0	0	0	0	28
DAYS WITH NO DISCHARGE = 0											