November 4, 2026 Regular Meeting of the McKinleyville Community Services District Board of Directors

Time: 6:00 p.m.

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

Or

Teleconference via ZOOM or Telephone

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

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

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: comments@mckinleyvillecsd.com up until 4:30 p.m. on Tuesday, **November 3**.

All Public Comment received before the above deadline may be provided to the Board at 9 a.m. on Wednesday, **November 4** in a supplemental packet that will also be posted on the website for public viewing.

Agenda

A. Call to order

1 Roll Call

2 Pledge of Allegiance

3 Additions or Changes to the Agenda

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

4 Approval of the Agenda

5 Closed Session Discussion

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

There is no closed session scheduled.

B. Public Hearings

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

There is 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.

1 Consider Approval of Draft Minutes of the Board of Directors Regular Meeting On October 7, 2026 (Pg. 7)

Attachment 1 – Draft Minutes from October 7, 2026 **(Pg. 9)**

2 Consider Approval of Draft September 30, 2026 Treasurer's Report (Pg. 15)

Attachment 1 – September 30, 2026 DRAFT Treasurer's Report **(Pg. 17)**

3 Compliance With State Double Check Valve (DCV) Law (Pg. 29)

E. Continued and New Business

1 Consider Adoption of Resolution 2026-32 Recognizing, Honoring and Commending Kyle Stone for Twenty (20) Years of Service (Pg. 31)

Attachment 1 – Resolution 2026-32 **(Pg. 33)**

2 Consider Appointments of Steve Saint Thomas and Calli Coleman to the Parks and Recreation Committee (PARC) as Alternate Members (Pg. 35)

Attachment 1 – PARC Application - Steve Saint Thomas – Redacted **(Pg. 37)**

Attachment 2 – PARC Application – Calli Coleman – Redacted **(Pg. 39)**

3 Consider First Reading of Ordinance 2026-07 Amending Regulation 40 – Parks and Recreation Committee (PARC) of the MCSD Rules and Regulations (Pg. 41)

Attachment 1 – Draft Regulation 40 - Parks and Recreation Advisory Committee **(Pg. 43)**

Attachment 1 – Ordinance 2026-07 **(Pg. 47)**

4 Consider First Reading of Ordinance 2026-08 Amending Regulation 43 – Operation of Hiller Park & Sports Site of the MCSD Rules and Regulations (Pg. 51)

Attachment 1 – Draft Regulation 43 - Operation of Hiller Park and Sports Site **(Pg. 53)**

Attachment 2 – Ordinance 2026-08 **(Pg. 57)**

5 Consider Approving Resolution 2026-31 Authorizing Resolution for Round 5 of the Statewide Park Development and Community Revitalization Program (SPP) for Pierson Park Renovation Grant Application (Pg. 63)

Attachment 1 – Resolution 2026-31 Authorizing Resolution for Round 5 SPP for Pierson Park **(Pg. 65)**

F. Reports

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

1 Active Committee Reports

a. Standing Committees

1. Parks and Recreation Committee **(Binder/Biteman)**
2. Audit and Finance Committee **(Orsini/Biteman)**
3. Employee Negotiations Committee **(Couch/Mayo)**
4. McKinleyville Community Forest Committee **(Orsini/Biteman)**

b. Ad-Hoc Committees

1. Cyber Security Governance Ad-Hoc Committee **(Binder/Orsini)**

c. Board Liasons

1. McKinleyville Area Fund **(John Kulstad/Binder)**
2. Redwood Region Economic Development Commission **(Biteman/Mayo)**
3. McKinleyville Municipal Advisory Committee **(Binder/Orsini)**
4. McKinleyville Senior Center **(Binder/Couch)**
5. Humboldt Local Agency Formation Commission (LAFCo) **(Couch)**

2 Legislative and Regulatory Reports

3 Staff Reports

a. Finance & Administration Department (Samantha Howard) (Pg. 67)

b. Operations Department (James Henry) (Pg. 69)

c. Parks & Recreation Department (Kirsten Messmer) (Pg. 73)

Attachment 1 – Parks and Recreation Committee Approved Meeting Minutes from April 15, 2026 **(Pg. 77)**

d. **General Manager (Pat Kaspari) (Pg. 81)**

Attachment 1 – WWMF Monthly Self-Monitoring Report **(Pg. 87)**

4. President's Report

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

G. Adjournment

Posted 5:00 p.m. on October 30, 2026

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

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

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 4, 2026 TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of Draft Minutes of the Board of Directors Regular Meeting on October 7, 2026**

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

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

Recommendation:

Staff recommends the approval of the Draft Minutes of the Board of Directors Regular Meeting on October 7, 2026.

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from October 7, 2026

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MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, OCTOBER 7, 2026 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

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

AGENDA ITEM A. CALL TO ORDER:

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

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

Pat Kaspari, General Manager
Joey Blaine, Board Secretary
James Henry, Operations Director
Samantha Howard, Finance Director
Kirsten Messmer, Parks & Recreation Director

Director Orsini was absent.

A.2 Pledge of Allegiance

The Pledge of Allegiance was led by President Mayo.

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 Binder
There were no comments from the Board or public.
Roll Call: Ayes: Binder, Biteman, Couch, and Mayo Nays: None Absent: Orsini
Motion Summary: Motion passed.

A.5 Closed Session Discussion

There was no scheduled closed session.

AGENDA ITEM B. PUBLIC HEARINGS:

B.1 Public Hearings

There was no scheduled public hearing.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There was no public comment.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of Draft Minutes of the Board of Directors Regular Meeting on September 2, 2026

D.2 Consider Approval of Draft August 31, 2026 Treasurer's Report

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

Motion: It was moved to approve the Consent Calendar.
Motion by: Director Binder **Second:** Director Couch
There were no comments from the Board or public.
Roll Call: Ayes: Binder, Biteman, Couch, and Mayo Nays: None Absent: Orsini
Motion Summary: Motion passed.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Discuss and Consider Rejecting All Bids and Rebidding the Highway Sewer Crossing Retrofit Project

General Manager Kaspari presented the item.

Directors discussed the item and asked clarifying questions.

Public comment was given by Dena McCullough of McCullough Construction Inc.

Motion: It was moved to authorize the rejection of all bids and the rebidding of the Highway Sewer Crossing Project.
Motion by: Director Couch **Second:** Director Binder
There were no comments from the Board or public.
Roll Call: Ayes: Binder, Biteman, Couch, and Mayo Nays: None Absent: Orsini
Motion Summary: Motion passed.

E.2 Consider Approval of Regular Board Meeting Dates, Time, and Location for the 2027 Calendar Year

Board Secretary Blaine presented the item.

There was no public comment.

Motion: It was moved to approve the 2027 Regular Board Meeting Calendar.
Motion by: Director Couch **Second:** Director Binder
There were no comments from the Board or public.
Roll Call: Ayes: Binder, Biteman, Couch, and Mayo Nays: None Absent: Orsini
Motion Summary: Motion passed.

E.3 Consider Adoption of Resolution 2026-30 Proclaiming October 3 – October 11, 2026 California Water Professionals Appreciation Week

Board Secretary Blaine presented the item and read Resolution 2026-30 into the record.

The Directors spoke in support of District staff and thanked them for their excellence in day to day operations of the District.

There was no public comment.

Motion: It was moved to adopt Resolution 2026-30 proclaiming October 3 – October 11, 2026 as California Water Professionals Appreciation Week.
Motion by: Director Binder **Second:** Director Couch
There were no comments from the Board or public.
Roll Call: Ayes: Binder, Biteman, Couch, and Mayo Nays: None Absent: Orsini
Motion Summary: Motion passed.

E.4 Consider Scheduling a Special Board Meeting for November 12, 2026 for the Adoption of Cybersecurity Policies

Board Secretary Blaine presented the item.

Directors commented, discussed, and asked clarifying questions of staff.

There was no public comment.

Motion: It was moved to schedule a Special Board Meeting for November 12, 2026 at a time to be determined.
Motion by: Director Couch **Second:** Director Binder
There were no comments from the Board or public.
Roll Call: Ayes: Binder, Biteman, Couch, and Mayo Nays: None Absent: Orsini
Motion Summary: Motion passed.

E.5 Consider Appointment of Patrick Courtney to TICS as Voting Member

Parks and Recreation Director Messmer presented the item.

There was no public comment.

Motion: It was moved to appoint Patrick Courtner to the vacant Trails, Infrastructure, Cleanups, Security (TICS) Voting Member seat for a term of two years.
Motion by: Director Biteman **Second:** Director Couch
There were no comments from the Board or public.
Roll Call: Ayes: Binder, Biteman, Couch, and Mayo Nays: None Absent: Orsini
Motion Summary: Motion passed.

E.6 Consider Approval of Funds to Assist HBMWD to Develop a Prop. 4 Watershed Resilience Program grant application for the Baduwa't/Mad River Watershed

General Manager Kaspari presented the item.

Directors commented, discussed, and asked clarifying questions of staff.

There was no public comment.

Motion: It was moved to authorize $10,000 of funding to be allocated to Humboldt Bay Municipal Water District to help fund the development of a Prop. 4 Watershed Resilience Program grant application for the Baduwa't/Mad River Watershed.
Motion by: Director Couch **Second:** Director Binder
There were no comments from the Board or public.
Roll Call: Ayes: Binder, Biteman, Couch, and Mayo Nays: None Absent: Orsini
Motion Summary: Motion passed.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

a. Standing Committees

1. Parks and Recreation Committee (Binder/Biteman) Did not meet.

2. Audit and Finance Committee (Orsini/Biteman) Did not meet.

3. Employee Negotiations Committee (Couch/Mayo) Did not meet.

4. McKinleyville Community Forest Committee (Orsini/Biteman) Parks and Recreation provided a summary of the September 16, 2026 meeting.

b. Ad-Hoc Committees

1. Cyber Security Governance Ad-Hoc Committee (Binder/Orsini) Did not meet.

c. Board Liaisons

1. McKinleyville Area Fund (John Kulstad/Binder) Did not meet.

2. Redwood Region Economic Development Commission (Biteman/Mayo) Did not meet.

3. McKinleyville Municipal Advisory Committee (Binder/Orsini) Director Binder provided a summary of the September 23, 2026 meeting.

4. McKinleyville Senior Center (Binder/Couch) Director Binder gave a report on the ongoing activities of the Senior Center.

5. Humboldt Local Agency Formation Commission (LAFCo) (Couch) Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

President Mayo reported on his attendance at the Humboldt Economic Forum as well as Assemblymember Rogers' recent town hall events.

F.3 STAFF REPORTS

a. **Finance and Administration Department:** Finance Director Howard gave an update on the Tyler Tech software implementation.

b. **Operations Department (James Henry):** Operations Director Henry had nothing further to add to his report.

c. **Parks & Recreation Department (Kirsten Messmer):** Parks and Recreation Director Messmer had nothing further to add to her written report.

d. **General Manager (Patrick Kaspari):** General Manager Kaspari reminded the Board of the October 28, 2026 MCSD-MMAC Annual Joint Meeting at Azalea Hall at 6:00 p.m., which will be focused on disaster resilience and recovery.

F.4 PRESIDENT'S REPORT

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

Supervisor Madrone informed the Board of a vacancy on the MMAC.

G. Meeting Adjourned at 7:32 p.m.

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Joey Blaine, CMC, Board Secretary.

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 4, 2026 TYPE OF ITEM: **ACTION**

ITEM: D.2 **Consider Approval of September 30, 2026, DRAFT Treasurer's Report**

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

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

Recommendation

Staff recommends the Board review and approve the September 30, 2026, DRAFT Treasurer's Report.

Discussion

The September 2026 Treasurer's Report is the simple report providing a year-to-date budget to actuals with accompanying graphs as well as the monthly cash disbursement report. All budgets have been updated to reflect the approved master budget for fiscal year 2026-27. Typically, the September report would be the expanded report, including project and debt updates, but staff is currently in transition with new software so those reports are still under revision.

As a reminder, the Budget to Actual report is based on the fiscal year budget spread evenly across 12-months. Because of this, the first three months of the fiscal year may look less than favorable due to larger one-time expenses occurring early in the fiscal year.

Highlights from September 2026 report are as follows:

- Water shows a YTD net Income of $366,687 which is $199,687 less than what the YTD budget forecasts as of September 30, 2026. This is due to timing of several large one-time payments and will smooth over the 12-month fiscal year.
    - $124,549 CalPERS Annual UAL Payment (water portion) paid in July and included under **Salaries and Benefits** of the Budget to Actuals report.
    - $150,846.67 in 2026 Bond Issuance expense paid in August 2026. $259,650 was budgeted in FY2027 for this item therefore it was $108,803.33 under budget. This amount is included under **Other Expenses** of the Budget to Actuals report.
    - $87,536.44 Arbitrage fee for the 2021A Bond paid in August. This was not expected and was paid out of the Bond Issuance budget and is included under **Other Expenses** of the Budget to Actuals report. This amount will

be reimbursed to the District with the remaining outstanding funds available in the 2021A Bond.

- Sewer shows a YTD net loss of ($42,877) which is $883,706 less than what the YTD budget forecasts as of September 30, 2026. This is due to timing of several large one-time payments and the expiration of the Hwy Sewer Crossing grant; this will smooth over the 12-month fiscal year.
    - $124,550 CalPERS Annual UAL Payment (sewer portion) paid in July and included under **Salaries and Benefits** of the Budget to Actuals report.
    - $131,161.69 in 2026 Bond Issuance expense paid in August 2026. $249,000 was budgeted in FY2027 for this item therefore it was $117,838.31 under budget. This amount is included under **Other Expenses** of the Budget to Actuals report
    - $193,696.63 Arbitrage fee for the 2021B Bond paid in August. This was not expected and was paid out of the Bond Issuance budget and is included under **Other Expenses** of the Budget to Actuals report. This expense put the Bond Issuance budget over by $75,858.32 This amount will be reimbursed to the District with the remaining outstanding funds available in the 2021B Bond.
    - The loss of the Highway Sewer Crossing grant decreases expected grant revenue by approximately $3,000,000 for FY2027 which will have a significant impact on the Fiscal Year End budgeted net income for the Sewer department.
- As is normal, Parks and Measure B are both showing a deficit. This will improve when the first round of Property Tax and Assessment Revenue is received in December.
    - Parks and Rec received a large reimburse in Program Fees for Kids Club and Kids Camp in September 2026.
- YTD Breakeven Revenue is showing as $40,666 more than Actual Enterprise Operating Revenue. This, again, is mostly due to the timing of this report as year-end adjustments take place and those larger one-time payments that occurred early in the Fiscal Year. This is normal and will occur every fiscal year.
- Days of Cash on Hand is showing 102 days. This value does not include liquid funds held with California CLASS which can be transferred within one business day.
- Columbia Bank Money Market account continues to earn 2.05% for the next quarter (October 1-December 31). This rate is negotiated each quarter.

Alternatives:

Staff's analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Exhibits/Attachments

Attachment 1- September 30, 2026 Treasurer's Report

McKinleyville Community Services District
Draft Treasurer's Report
September 30, 2026

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Page 2	Activity Summary by Fund with Selected Graphic Comparisons
Page 9	September 2026 Cash Disbursement Report

Ratios

as of September 30, 2026

- Utility Accounts Receivable Turnover Days	**14**
- YTD Breakeven Revenue, Enterprise Funds:	**$ 2,717,753**
- YTD Actual Enterprise Operating Revenue:	**$ 2,677,087**
- Days of Cash on Hand-Operations Checking/MM	**102**

McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
September 30, 2026

Department Summaries	July	August	September	% of Year 25.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Approved Total Budget	Remaining Budget	Remaining Budget %	Notes
								% Year Remaining:		75.00%	
Water											All budgeted values are spread evenly across 12 months, but actuals vary by activity
Water Sales	470,062	440,186	508,519	1,418,767	1,200,000	218,767	18.23%	4,800,000	3,381,233	70.44%	
Other Revenues	34,933	6,962	12,462	54,357	58,772	(4,415)	-7.51%	235,086	180,729	76.88%	
Total Operating Revenues	504,995	447,148	520,981	1,473,124	1,258,772	214,352	17.03%	5,035,086	3,561,962	70.74%	
Salaries & Benefits	243,087	106,340	106,402	455,830	417,387	38,443	9.21%	1,669,549	1,213,719	72.70%	Salary budget showing as high in July due to Annual UAL payment.
Water Purchased	117,597	119,084	120,304	356,985	356,670	315	0.09%	1,426,679	1,069,694	74.98%	
Other Expenses	186,362	135,544	46,909	368,815	277,182	91,633	33.06%	1,108,726	739,911	66.74%	Issuance Expense for Bond Issuance hit in August as well as Arbitrage Charges for 2021 bonds.
Depreciation	38,083	38,083	38,083	114,250	115,523	(1,273)	-1.10%	462,090	347,840	75.28%	
Total Operating Expenses	585,130	399,052	311,699	1,295,880	1,166,762	129,118	11.07%	4,667,044	3,371,164	72.23%	
Net Operating Income	(80,136)	48,097	209,282	177,244	92,010	85,234		368,042	190,798		
Grants	-	580	157,130	157,710	490,500	(332,790)		1,962,000	1,804,290	91.96%	
Interest Income	8,487	17,194	19,406	45,086	50,000	(4,914)	-9.83%	200,000	154,914	77.46%	
Loss(Gain) on Disposal	-	-	-	-	750	(750)		3,000	3,000	100.00%	
Interest Expense	13,353	-	-	13,353	66,886	(53,533)	80.04%	267,542	254,189	95.01%	
Total Non-Operating Income	(4,865)	17,774	176,536	189,444	474,364	(284,920)		1,897,458	1,708,014		
Net Income (Loss)	**(85,001)**	**65,871**	**385,818**	**366,687**	**566,374**	**(199,687)**		**2,265,500**	**1,898,813**		
Wastewater											All budgeted values are spread evenly across 12 months, but actuals vary by activity
Wastewater Service Charges	408,380	412,643	437,298	1,258,320	1,200,000	58,320	4.86%	4,800,000	3,541,680	73.78%	
Other Revenues	53,493	9,636	22,645	85,774	80,293	5,481	6.83%	321,172	235,398	73.29%	
Total Operating Revenues	461,872	422,279	459,943	1,344,094	1,280,293	63,801	4.98%	5,121,172	3,777,078	73.75%	
Salaries & Benefits	256,384	126,161	136,046	518,591	440,069	78,522	17.84%	1,760,274	1,241,683	70.54%	Salary budget showing as high in July due to Annual UAL payment.
Other Expenses	167,093	264,506	78,760	510,359	347,150	163,209	47.01%	1,388,598	878,239	63.25%	Issuance Expense for Bond Issuance hit in August as well as Arbitrage Charges for 2021 bonds.
Depreciation	129,167	129,167	129,167	387,500	408,188	(20,688)	-5.07%	1,632,753	1,245,253	76.27%	
Total Operating Expenses	552,644	519,834	343,972	1,416,450	1,195,407	221,043	18.49%	4,781,625	3,365,175	70.38%	
Net Operating Income	(90,772)	(97,555)	115,970	(72,356)	84,886	(157,242)		339,547	411,903		
Grants	-	580	-	580	750,000	(749,420)	-99.92%	3,000,000	2,999,420	99.98%	
Interest Income	38,048	34,019	35,918	107,985	100,000	7,985	7.99%	400,000	292,015	73.00%	
Loss(Gain) on Disposal	-	-	-	-	-	-		-	-		
Interest Expense	(160,150)	204,540	34,696	79,086	94,057	(14,971)	15.92%	376,229	297,143	78.98%	Negative interest expense because of Fiscal Year End reversals for timing.
Total Non-Operating Income	198,198	(169,941)	1,222	29,479	755,943	(726,464)		3,023,771	2,994,292	99.03%	
Net Income (Loss)	**107,426**	**(267,496)**	**117,193**	**(42,877)**	**840,829**	**(883,706)**		**3,363,318**	**3,406,195**		
Enterprise Funds Net Income (Loss)	**22,425**	**(201,625)**	**503,011**	**323,810**	**1,407,203**	**(1,083,393)**		**5,628,818**	**5,305,008**		

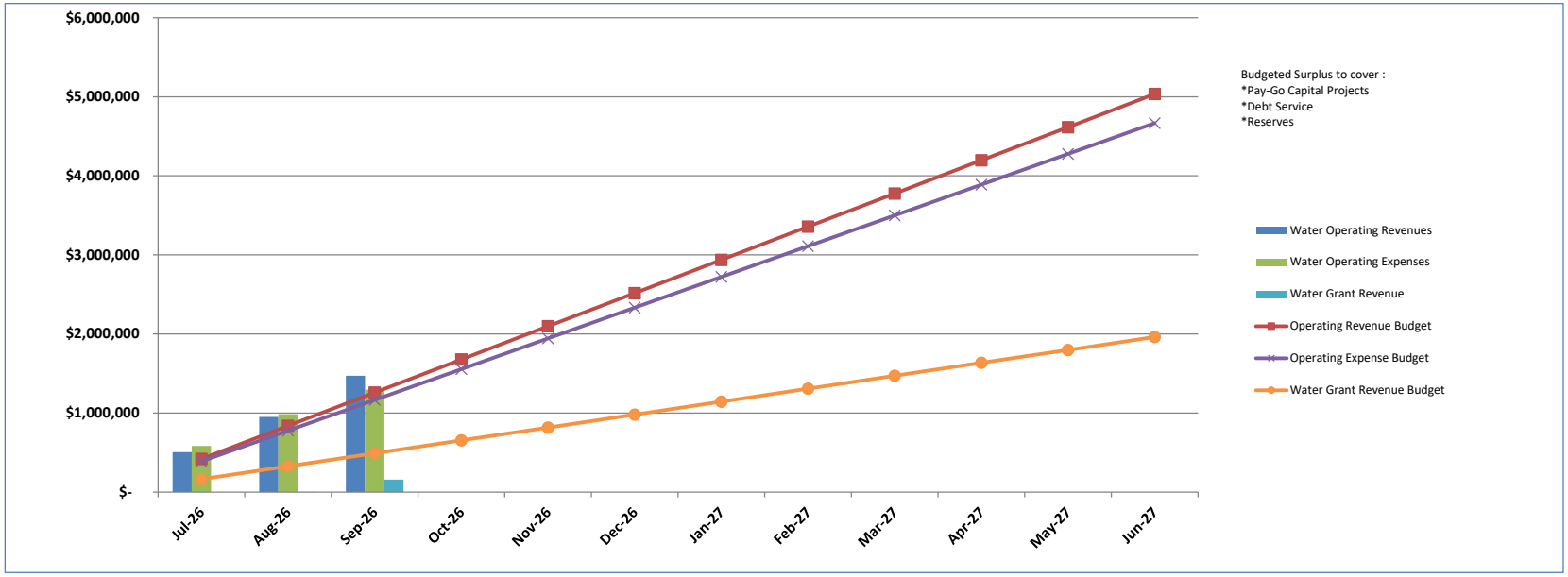
McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
September 30, 2026

								% Year Remaining:		75.00%	
Department Summaries	**July**	**August**	**September**	**% of Year 25.00% YTD**	**Approved YTD Budget**	**Over (Under) YTD Budget**	**Over (Under) YTD Budget %**	**Approved Total Budget**	**Remaining Budget**	**Budget %**	**Notes**
***Parks & Recreation**											All budgeted values are spread evenly across 12 months, but actuals vary by activity
Program Fees	19,688	92,810	194,315	306,813	191,438	115,375	60.27%	765,750	458,937	59.93%	Received Kids Club Reimbursement in September 2026
Rents & Facility Related Fees	4,206	6,464	9,773	20,442	25,654	(5,212)	-20.31%	102,614	82,172	80.08%	
Property Taxes	-	-	-	-	217,500	(217,500)	-100.00%	870,000	870,000	100.00%	Property Tax revenue received in December, April, and June
Other Revenues	13,795	13,583	13,893	41,271	49,023	(7,752)	-15.81%	196,093	154,822	78.95%	
Interest Income	13,092	11,982	11,574	36,648	43,750	(7,102)	-16.23%	175,000	138,352	79.06%	
Total Revenues	50,781	124,839	229,555	405,174	527,365	(122,191)	-23.17%	1,239,457 2,109,457	1,704,283	80.79%	
Salaries & Benefits	236,386	117,681	122,924	476,991	353,208	123,783	35.05%	1,412,831	935,840	66.24%	Salary budget showing as high in July due to Annual UAL payment.
Other Expenditures	16,458	23,096	14,744	54,299	89,653	(35,354)	-39.43%	358,610	304,311	84.86%	
Total Expenditures	252,844	140,778	137,668	531,290	442,861	88,429	19.97%	1,771,441	1,240,151	70.01%	
Other Financing Sources:											
Capital Contributions	384	241	20	644	375	269	71.84%	1,500	856	57.04%	
Grant Revenues	-	-	-	-	281,500	(281,500)	-100.00%	1,126,000	1,126,000	100.00%	
Capital Expenditures	1,613	221,535	70,556	293,704	381,000	(87,296)	-22.91%	1,524,000	1,230,296	80.73%	
Excess (Deficit)	**(203,292)**	**(237,233)**	**21,350**	**(419,175)**	**(14,621)**	**(404,554)**		**(58,484)**			
***Measure B Assessment**											All budgeted values are spread evenly across 12 months, but actuals vary by activity
Total Revenues	4,338	4,368	4,299	13,006	199,606	(186,600)	-93.48%	798,425	785,419	98.37%	Assessment Revenue Received in December, April, and June
Salaries & Benefits	20,801	27,261	24,942	73,004	54,166	18,838	34.78%	216,665	143,661	66.31%	
Other Expenditures	13,062	17,383	9,606	40,050	71,924	(31,874)	-44.32%	287,696	247,646	86.08%	
Capital Expenditures/Loan Repayment	9,113	-	-	9,113	26,750	(17,637)	-65.93%	107,000	97,887	91.48%	
Total Expenditures	42,976	44,643	34,548	122,167	152,840	(30,673)	-20.07%	611,361	489,194	80.02%	
Excess (Deficit)	**(38,637)**	**(40,275)**	**(30,249)**	**(109,162)**	**46,766**	**(155,928)**		**187,064**	**296,226**		
***Street Lights**											All budgeted values are spread evenly across 12 months, but actuals vary by schedule
Total Revenues	13,366	13,180	13,166	39,712	38,263	1,449	3.79%	153,050	113,338	74.05%	
Salaries & Benefits	8,606	4,340	3,561	16,507	14,706	1,801	12.24%	58,824	42,317	71.94%	Salary budget showing as high in July due to Annual UAL payment.
Other Expenditures	4,938	4,906	4,314	14,158	20,586	(6,428)	-31.22%	82,342	68,184	82.81%	
Capital Expenditures/Loan Repayment	-	-	-	-	23,750	(23,750)	-100.00%	95,000	95,000	100.00%	Budgeted to purchase a boom truck in FY26/27.
Total Expenditures	13,544	9,246	7,875	30,665	59,042	(28,377)	-48.06%	236,166	205,501	87.02%	
Excess (Deficit)	**(177)**	**3,934**	**5,291**	**9,047**	**(20,779)**	**29,826**		**(83,116)**	**(92,163)**		
Governmental Funds Excess (Deficit)	**(242,107)**	**(273,575)**	**(3,608)**	**(519,290)**	**11,366**	**(530,656)**		**45,464**	**204,063**		

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

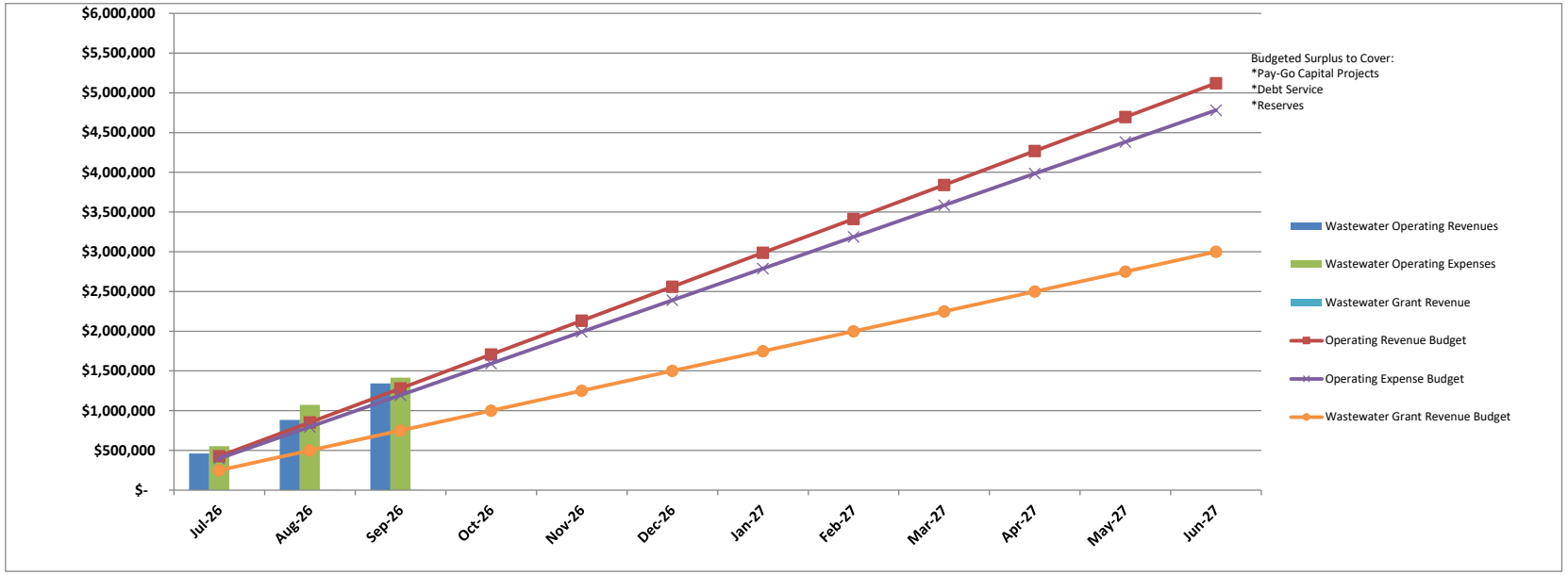
McKinleyville Community Services District
As of September 30, 2026

Comparison of Water Fund Operating Revenues & Expenses to Budget



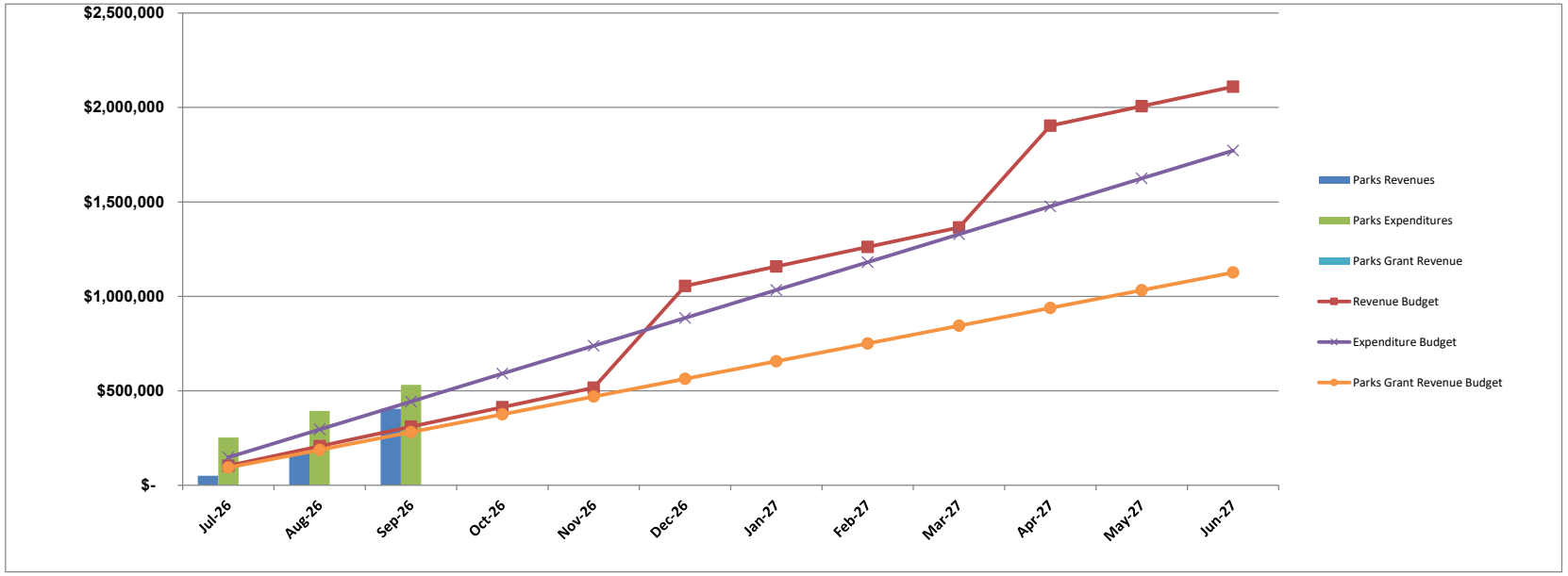
McKinleyville Community Services District
As of September 30, 2026

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



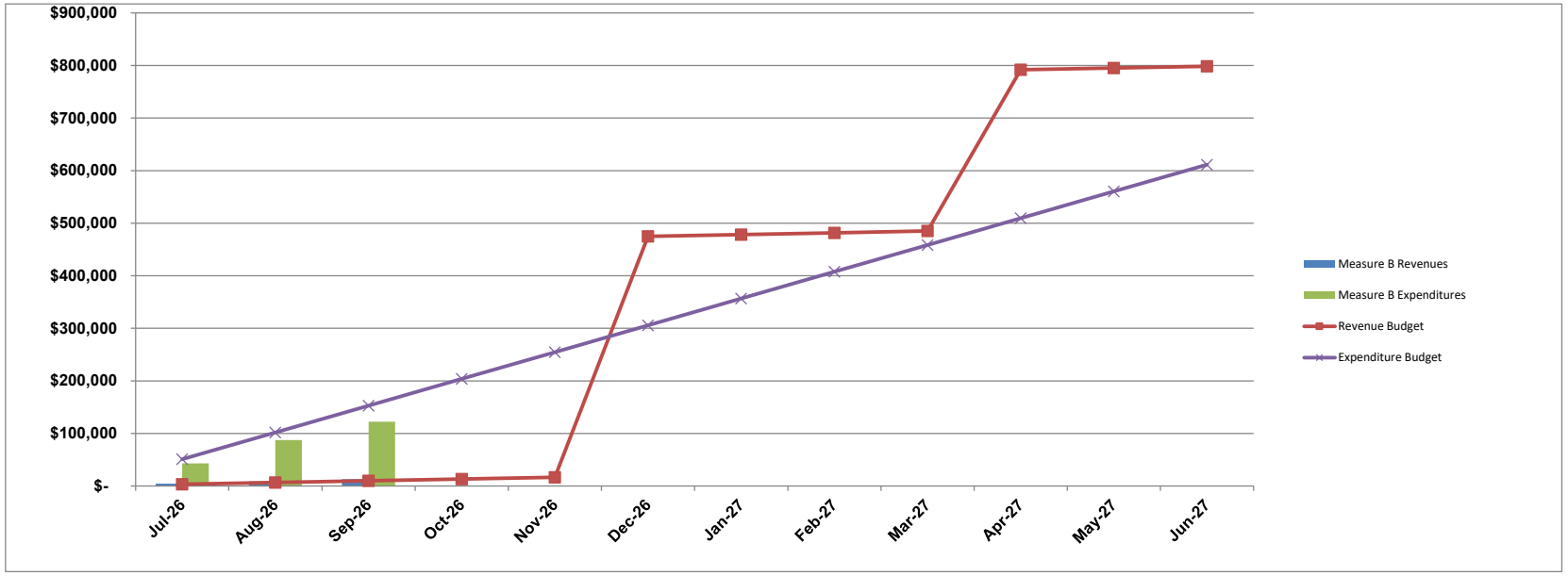
McKinleyville Community Services District
As of September 30, 2026

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



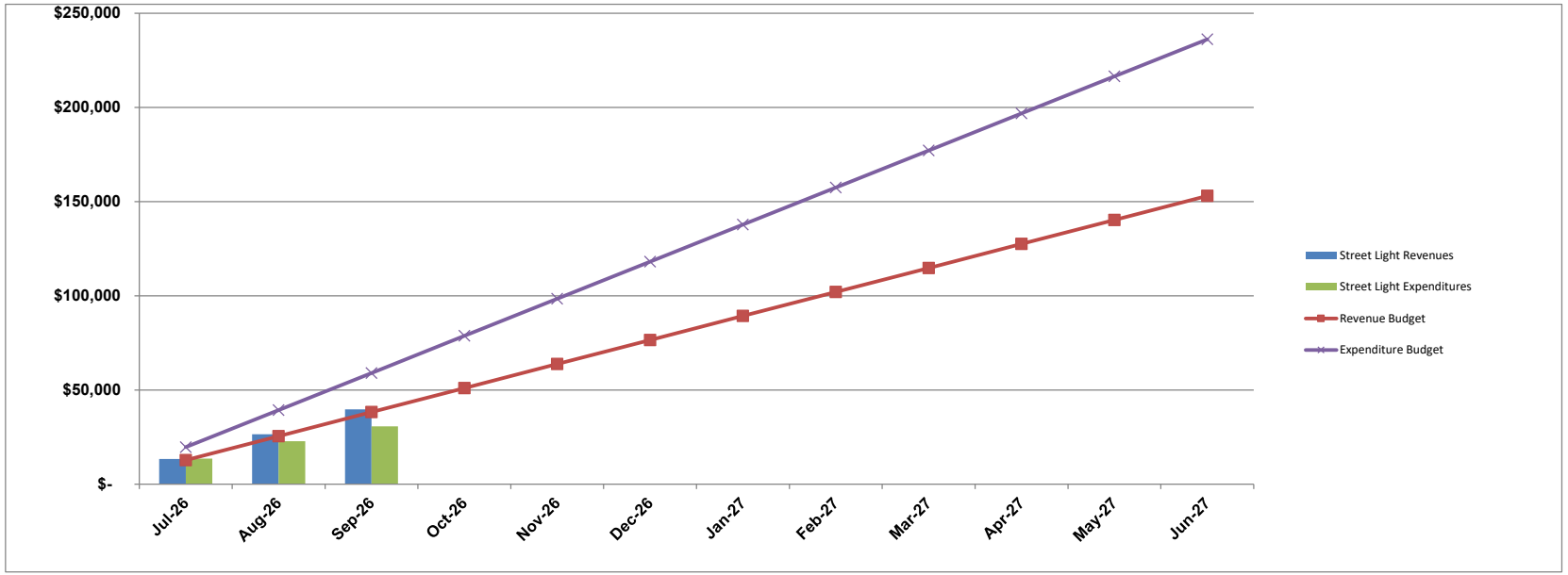
McKinleyville Community Services District
As of September 30, 2026

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District
As of September 30, 2026

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District
Cash Disbursement Detail Report
For the Period September 1st through September 30th, 2026

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
45670	09/15/2026	VEN01005	MCSD Customer	$ 397.75		REFUND (CANCELLATION)
45671	09/15/2026	VEN01006	MCSD Customer	$ 100.00		DEPOSIT REFUND
45672	09/15/2026	VEN01007	MCSD Customer	$ 100.00		DEPOSIT REFUND
45673	09/15/2026	MAY03	DENNIS MAYO	$ 301.00		TRAVEL ADVANCE
45674	09/15/2026	ORS03	GREG ORSINI	$ 1,217.12		REIMBURSEMENT
45700	09/08/2026	10102	101 NETLINK	$ 80.00		backup internet services
45701	09/08/2026	COA01	COASTAL BUSINESS SYSTEMS	$ 227.04		Lexmark XM3250 Copiers
45702	09/08/2026	EVE01	EVERBRIDGE, INC	$ 5,618.00		Annual Lease Renewal
45703	09/08/2026	HEA01	HEALTHEQUITY,	$ 17.70		HSA monthly fees
45704	09/08/2026	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRIC	$ 119,083.95		HBMWD water purchased
45705	09/08/2026	KEN02	KENNEDY/JENKS CONSULTANTS	$ 5,895.05		4.5MG TANK
45706	09/08/2026	NOR35	NORTHERN HUMBOLDT	$ 2,570.79		WEEDING AND MULCHING CENTRAL
45707	09/08/2026	PGE12	PG&E (5771-7)	$ 118.60		GAS & ELECTRIC HILLER SPORTS COMPLEX
45708	09/08/2026	PGE11	PG&E (6945-1)	$ 22.33		GAS & ELECTRIC SEWER PUMP
45709	09/08/2026	HAR13	The Hartford - Priority A	$ 543.15		Insurance
45710	09/09/2026	VEN01000	RENTAL GUYS	$ (2,128.54)		EQUIPMENT RENTAL FOR BMX PARK
45710	09/09/2026	VEN01000	RENTAL GUYS	$ 2,128.54		EQUIPMENT RENTAL FOR BMX PARK
45713	09/11/2026	VEN01003	3 Star Inc	$ 2,570.00		40 FT TOWER KIT
45714	09/11/2026	AGB01	AGB	$ 3,758.51		SERVICES/STIPND
45715	09/11/2026	AMA01	AMAZON CAPITAL SERVICES	$ 930.14		AMAZON PURCHASES
45716	09/11/2026	ATT07	AT&T ACCT 9391081626	$ 172.32		phone bill
45717	09/11/2026	BAD01	BADGER METER, Inc.	$ 427.07		Beacon Hosting Service
45718	09/11/2026	CJB01	C.J. BROWN & COMPANY CPAS	$ 1,464.00		ACCT. / AUDIT
45719	09/11/2026	ACW01	CB&T/ACWA-JPIA	$ 20,673.52		HEALTH INSURANCE (RETIREES)
45720	09/11/2026	CIV01	CIVICPLUS, LLC	$ 555.10		SUBSCRIPTIONS
45721	09/11/2026	COL04	COLUMBIA BANK COMMERCIAL	$ 6,116.28		CREDIT CARD PURCHASES
45722	09/11/2026		**Void**	$ -		**Void**
45723	09/11/2026		**Void**	$ -		**Void**
45724	09/11/2026		**Void**	$ -		**Void**
45725	09/11/2026		**Void**	$ -		**Void**
45726	09/11/2026	HUM08	HUMBOLDT SANITATION	$ 2,961.10		TRASH SERVICE
45727	09/11/2026	IND01	INDEPENDENT BUS. FORMS	$ 640.43		OFFICE SUPPLIES
45728	09/11/2026	INF03	INFINITE CONSULTING SERVICES	$ 6,445.00		SUBSCRIPTIONS
45729	09/11/2026	INF02	INFOSEND	$ 3,989.27		POSTAGE & OFFICE SUPPLIES
45730	09/11/2026	FRI05	Human Resources Director	$ 301.00		TRAVEL/MEALS
45731	09/11/2026	MCK04	MCK ACE HARDWARE	$ 1,148.79		MONTHLY STATEMENT

45732	09/11/2026	MEN01	MENDES SUPPLY CO.	$	9.34	MONTHLY STATEMENT
45733	09/11/2026	MIL01	Miller Farms Nursery	$	7,551.73	MONTHLY STATEMENT
45734	09/11/2026	NOR13	NORTHERN CALIFORNIA SAFETY	$	120.00	SUBSCRIPTIONS
45735	09/11/2026	BEC01	Park Maint. Worker	$	191.39	SAFETY ALLOTMENT
45736	09/11/2026	PGE16	PG&E (7009-2)	$	10.74	GAS & ELECTRIC
45737	09/11/2026	PRO01	PROFESSIONAL CREDIT SERVICES	$	14.59	REC. BAD DEBTS
45738	09/11/2026	MIL03	THE MILL YARD	$	66.15	MONTHLY STATEMENT
45739	09/11/2026	THO02	Thomas Home Center	$	198.36	MONTHLY STATEMENT
45740	09/11/2026	VAL02	VALLEY PACIFIC	$	3,680.35	Fuel Purchase
45741	09/11/2026	VAL01	VALLEY PACIFIC PETROLEUM	$	1,338.44	Fuel Purchase
45742	09/11/2026	VER01	VERIZON WIRELESS	$	91.13	Telephones
45750	09/23/2026	ACC04	ACCURATE DRUG TESTING SERVICE	$	220.00	SERVICES/STIPND
45751	09/23/2026	AIR01	AIRGAS USA, LLC.	$	5,348.73	REPAIRS/SUPPLY
45752	09/23/2026	AME02	AMERESCO	$	9,205.50	Contracted Quarterly Services
45753	09/23/2026	ATT04	ATT	$	865.91	TELEMETRY
45754	09/23/2026	AUT03	AUTOZONE, INC.	$	19.17	5 Gallon Pail
45755	09/23/2026	BBP01	B&B PORTABLE TOILETS	$	352.75	Toilets BMX Track
45756	09/23/2026	CAS01	CASH	$	75.00	INCREASE PARKS CASH ON HAND
45757	09/23/2026	COA01	COASTAL BUSINESS SYSTEMS	$	1,632.17	EQUIPMT LEASE
45758	09/23/2026	COL06	COLANTUONO, HIGHSMITH & W	$	2,146.50	PROFESSIONAL SERVICES
45759	09/23/2026	DEP05	DEPARTMENT OF JUSTICE	$	245.00	FINGERPRINTING
45760	09/23/2026	EUR06	EUREKA READY MIX	$	935.26	3/4 BASE CLASS II
45761	09/23/2026	LOD01	F. LODUCA CO.	$	58,959.38	BMX PARK PAY REQUEST #11
45762	09/23/2026	GHD01	GHD	$	9,167.65	SEWER HIGHWAY CROSSINGS RETROFIT
45763	09/23/2026	GRA02	GRAINGER	$	1,229.48	REPAIRS/SUPPLY
45764	09/23/2026	HAR03	HARPER MOTORS CO.	$	39,865.26	2027 Kia Sportage HEV AWD
45765	09/23/2026	HIL02	HILFIKER PIPE CO.	$	558.31	A24 Manhole Riser
45766	09/23/2026	IND02	INDUSTRIAL ELECTRIC SERVI	$	130.14	REPAIRS/SUPPLY
45767	09/23/2026	HEN03	Operations Director	$	400.00	REIMBURSEMENT
45768	09/23/2026	BLA01	Board Secretary	$	199.20	FLEX SPENDING
45769	09/23/2026	KEN02	KENNEDY/JENKS CONSULTANTS	$	56,296.11	WATER TANKS
45770	09/23/2026	FRI05	Human Resources Director	$	127.03	Morale Booster Shopping
45771	09/23/2026	LUB01	LUBE CENTRAL	$	647.11	VEHICLE REPAIRS
45772	09/23/2026	MER03	MERCER, FRASER COMPANY	$	728.48	COLD MIX
45773	09/23/2026	MIC02	MICROBAC LABORATORIES, INC	$	8,255.00	MONTHLY STATEMENT
45774	09/23/2026	MIT01	MITCHELL LAW FIRM	$	952.00	LEGAL
45775	09/23/2026	NOR37	NORTH COAST UNIFIED AIR Q	$	5,751.49	Annual Renewal Fee
45776	09/23/2026	NOR35	NORTHERN HUMBOLDT	$	2,137.76	SERVICES/STIPND
45777	09/23/2026	ORE01	O'REILLY AUTOMOTIVE, INC.	$	12.92	PARTS AND SUPPLIES
45778	09/23/2026	PGE10	PG&E (0160-2)	$	5.93	GAS & ELECTRIC
45779	09/23/2026	SDR01	SDRMA	$	10,606.34	WORKER'S COMP.

45780	09/23/2026	SEC03	SECURITY LOCK & ALARM	$ 352.36	REPAIRS/SUPPLY
45781	09/23/2026	THA01	THATCHER COMPANY, INC.	$ 4,059.63	REPAIRS/SUPPLY
45782	09/23/2026	TYL01	TYLER TECHNOLOGIES, INC	$ 10,367.50	PROFESSIONAL SERVICES
45783	09/23/2026	USA01	USA BLUEBOOK	$ 2,864.17	LAB TESTS
45784	09/28/2026	HOW01	Finance Director	$ 1,014.56	FLEX SPENDING
			Total Disbursements, Accounts payable:	**$ 437,451.03**	

Payroll Related Disbursements

22809-22855	9/10/2026		EMPLOYEE PAYROLL	29,580.80	PAYROLL CHECKS
22,856	9/9/2026	CAL12	CalPERS 457 Plan	7,369.58	RETIREMENT
				769.77	PERS 457 LOAN PMT
				165.04	ROTH 457
			Check Total:	8,304.39	
22,857	9/9/2026	DIR01	DIRECT DEPOSIT VENDOR- US	55,761.15	Direct Deposit
22,858	9/9/2026	EMP01	Employment Development	2,787.05	STATE INCOME TAX
22,858	9/9/2026	EMP01	Employment Development	1,551.96	SDI
			Check Total:	4,339.01	
22,859	9/9/2026	FRA05	COURT-ORDERED DEBT COLLECTION	100.00	FRANCHISE TAX BOARD
22,860	9/9/2026	HEA01	HEALTHEQUITY, ATTN: CLIEN	225.00	HSA
22,861	9/9/2026	HUM29	UMPQUA BANK--PAYROLL DEP.	11,474.30	FEDERAL INCOME TAX
				14,868.00	FICA
				3,428.40	MEDICARE
			Check Total:	29,770.70	
22,862	9/9/2026	ACW01	CB&T/ACWA-JPIA	69,846.16	MED-DENTAL-EAP INSURANCE
22,863	9/9/2026	PUB01	Public Employees PERS	31,063.56	PERS PAYROLL REMITTANCE
22,864	9/22/2026		EMPLOYEE PAYROLL	2,173.62	PAYROLL CHECKS
22865-22915	9/25/2026		EMPLOYEE PAYROLL	29,067.97	PAYROLL CHECKS
22,916	9/24/2026	CAL12	CalPERS 457 Plan	7,532.72	RETIREMENT
				769.77	PERS 457 LOAN PMT
				225.15	ROTH 457
			Check Total:	8,527.64	
22,917	9/24/2026	DIR01	DIRECT DEPOSIT VENDOR- US	55,850.83	Direct Deposit
22,918	9/24/2026	EMP01	Employment Development	225.03	STATE INCOME TAX
				2,794.36	STATE INCOME TAX
				44.32	SDI
				1,560.08	SDI
			Check Total:	4,623.79	
22,919	9/24/2026	FRA05	COURT-ORDERED DEBT COLLECTION	100.00	FRANCHISE TAX BOARD
22,920	9/24/2026	HEA01	HEALTHEQUITY	225.00	HSA
22,921	9/24/2026	HUM29	UMPQUA BANK--PAYROLL DEP.	750.11	FEDERAL INCOME TAX
				11,352.27	FEDERAL INCOME TAX
				422.80	FICA
				14,824.72	FICA
				98.88	MEDICARE
				3,423.14	MEDICARE
			Check Total:	30,871.92	
22,922	9/30/2026	EMP02	Employment Development	4,748.39	Q3 SUI PAYMENT
			Total Disbursements, Payroll:	**360,431.54**	
			TOTAL CHECK DISBURSEMENTS	**797,882.57**	

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 4, 2026 TYPE OF ITEM: **ACTION**

ITEM: D.3 **Compliance with State Double Check Valve (DCV) Law**

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

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

Recommendation:

Staff recommends that the Board authorize staff to provide the listed customers with formal notice that their water service will be discontinued in one month if they have not come into compliance with state law regarding water service cross-connection in accordance with MCSD Rules 7 and 10.

Discussion:

Customers listed below are currently not in compliance with State Law regarding cross connection control for water customers with an alternate water supply. These customers have been notified of their respective violations, as noted, and have been provided notification of this meeting.

There are no violations to report this month.

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 4, 2026 TYPE OF ITEM: **ACTION**

ITEM: E.1 **Consider Adoption of Resolution 2026-32 Recognizing, Honoring and Commending Kyle Stone for Twenty (20) Years of Service**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board of Directors participate in the presentation, air questions, take public comment and adopt Resolution 2026-32 honoring Kyle Stone for twenty (20) years of service at the McKinleyville Community Services District.

Discussion:

Attached for the Board of Directors' review is Resolution 2026-32 recognizing, honoring, and commending Kyle Stone for twenty (20) years of service. Please join us in presenting Kyle Stone with a Resolution and longevity award acknowledging his continuing outstanding contributions to the McKinleyville Community Services District.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2026-32

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RESOLUTION 2026-32

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

WHEREAS, Kyle Stone, having faithfully served twenty (20) years as an employee of the McKinleyville Community Services District (MCSD) from 2006 to 2026; and

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of McKinleyville Community Services District hereby confers upon Kyle Stone its highest commendation for the dedicated service he has performed for the District and the community and, further marks his historic accomplishment as a McKinleyville Community Services District's employee for twenty (20) years.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 4th day of November 2026 by the following polled vote:

AYES: Binder, Biteman, Couch, Orsini, and Mayo
NOES: None
ABSENT: None
ABSTAIN: None

_____
Dennis Mayo, Board President

Attest:

_____
Joey Blaine, CMC, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 4, 2026 TYPE OF ITEM: **ACTION**

ITEM: E.2 **Consider Appointments of Steve Saint Thomas and Calli Coleman to the Parks and Recreation Committee (PARC) as Alternate Members**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided, discuss, take public comment, and consider appointing Steve Thomas and Calli Coleman for the two vacant Park And Recreation Committee (PARC) Alternate Member seats for a term of four years.

Discussion:

During the October 21, 2026 PARC meeting, the Committee unanimously voted to recommend both Steve Saint Thomas and Callie Coleman to fill the Vacant Alternate Member seats on the Committee. These appointments will help to ensure we can have a quorum at future meetings, in addition to the knowledge, experience and enthusiasm each applicant brings to the Committee.

Alternatives:

None

Fiscal Analysis:

None

Environmental Requirements:

Not applicable

Exhibits/Attachments:

Attachment 1 - PARC Application - Steve Saint Thomas – Redacted

Attachment 2 - PARC Application – Calli Coleman – Redacted

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McKinleyville Community Services District
Parks and Recreation Committee (PARC) Application

Name Steve Saint Thomas Date 8/6/26

Home Phone [redacted] Cell Phone [redacted]

Mailing Address [redacted]

Permanent Address McKinleyville

Email Address [redacted]

Areas of Experience and Qualifications

What knowledge, skills and experience will you bring to the Parks & Recreation Committee? (You may attach a resume or additional page if necessary).

As a certified permaculturist since 2013, I have been involved in promoting sustainability, including public food system assessment and design. I am currently developing a permaculture homestead on our property in McKinleyville.

Can you commit to 2 hours of volunteer time at quarterly meetings? ☑ YES ☐ NO

Please describe why you want to participate as a member of the Parks and Recreation Committee.

I believe McKinleyville has great promise to be sustainable and there are many ways the MCSD can contribute to that promise. The Community Garden is one way that I am investing in now.

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[redacted] COMMUNITY SERVICES DISTRICT

McKinleyville Community Services District
Parks and Recreation Committee (PARC) Application

Name Calli R. Coleman, MBA Date 08/18/2026

Home Phone _____ Cell Phone [redacted]

Mailing Address [redacted]

Permanent Address [redacted]

Email Address [redacted]

Areas of Experience and Qualifications

What knowledge, skills and experience will you bring to the Parks & Recreation Committee? (You may attach a resume or additional page if necessary).

Please see attached document.

Can you commit to 2 hours of volunteer time at quarterly meetings? ☑ YES ☐ NO

Please describe why you want to participate as a member of the Parks and Recreation Committee.

Please see attached document.

CALLI R. COLEMAN, MBA

[redacted]

Additional Information for the
Application for Appointment to the Parks & Recreation Committee

1. What knowledge, skills and experience will you bring to the Parks & Recreation Committee?

My background combines financial management, recreation operations, and community service. Earlier in my career, I spent six years as Business Manager for Hodge Management, a U.S. Forest Service concessionaire, overseeing the business operations of 23 recreation sites, including 17 campgrounds and six day-use areas and boat ramps. My responsibilities included reservations and fee management, accounting and reconciliations, vendor coordination, maintenance oversight, guest relations, and ensuring facilities were clean, safe, and welcoming.

I currently serve as Director of Fiscal Services for the Humboldt County Office of Education and have 14 years of public accounting experience, including audits for nonprofit and grant-funded organizations. While earning my MBA, I completed a minor in Nonprofit Leadership and Management. My work includes budgeting, financial management, internal controls, reporting, and public-sector administration, and I have also served in nonprofit board and treasurer roles.

I am an avid hiker, a HikerBabes Community Ambassador for the Humboldt area, and a U.S. Air Force veteran. I would bring both practical recreation experience and a strong understanding of financial and organizational stewardship.

2. Please describe why you want to participate as a member of the Parks & Recreation Committee.

I live in McKinleyville and intend to make Humboldt County my long-term home. Although I grew up nearby in Big Bar, I have longstanding ties to Humboldt County—my mother was raised in Eureka. I would like to become more involved in the community where I now live.

Outdoor recreation has been an important part of my life for many years. I am an avid hiker and sports fan, and I have firsthand experience with the work required to operate and maintain recreation facilities. I am particularly interested in providing safe, well-maintained places for children and families to play, be active, and enjoy the outdoors.

Serving on the Parks & Recreation Committee would allow me to put my professional experience and personal interests to work for the community where I live.

Thank you for your consideration.

Calli R. Coleman, MBA

McKinleyville Community Services District

BOARD OF DIRECTORS

November 4, 2026 TYPE OF ITEM: **ACTION**

ITEM: E.3 **Consider First Reading of Ordinance 2026-07 Amending Regulation 40 – Parks and Recreation Committee (PARC) of the MCSD Rules and Regulations**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided, discuss, take public comment, and approve the first reading of Ordinance 2026-07, **Attachment 2**, amending Regulation 40 – Parks and Recreation Committee (PARC) of the McKinleyville Community Services District Rules and Regulations, by title only.

Discussion:

Regulation 40 of the MCSD Rules and Regulations establishes the PARC Committee's membership, responsibilities, and operating procedures.

During at least two previous PARC meetings, the Committee was unable to establish a quorum, falling short by just one voting member on both occasions. As a result, the Committee was unable to conduct official business.

Staff proposes amending Regulation 40 to designate the Parks and Recreation Director, or the Director's designee, as an ex officio voting member of PARC. The Parks and Recreation Director, or the Director's designee, is already required to attend PARC meetings to provide staff support and facilitate the Committee meeting. By establishing this position as a voting member, the total number of regular voting members would increase from ten (10) to eleven (11), while the number of voting members required to establish a quorum would remain unchanged at six (6). This adjustment would provide additional flexibility in achieving a quorum without increasing the minimum number of members required to conduct business.

Additionally, the proposed amendments include revisions to Rule 40.06, Absences, to more clearly define attendance expectations and establish a process for addressing repeated absences. These changes are intended to promote accountability, encourage regular participation, and help ensure that Committee positions are filled by members who can consistently attend meetings.

The proposed amendments also include minor administrative corrections, grammatical revisions, and clarifications throughout Regulation 40 to improve consistency and readability.

The proposed revisions to Regulation 40 are included as **Attachment 1** for the Board's review and consideration.

This is the first reading of this Ordinance. Should the Board approve the first reading, this item will return for second reading and adoption at the December 2, 2026 regular meeting.

Alternatives:

None

Fiscal Analysis:

None

Environmental Requirements:

Not applicable

Exhibits/Attachments:

Attachment 1 - Draft Regulation 40 - Parks and Recreation Advisory Committee

Attachment 2 – Ordinance 2026-07

ARTICLE IV - PARKS AND RECREATION

REGULATION 40 - ~~RECREATION AND PARKS ADVISORY~~PARKS AND RECREATION COMMITTEE

Rule 40.01. MEMBERSHIP - the McKinleyville Community Services District Parks and Recreation Committee shall consist of twelve~~eleven~~ (12~~1~~) members and two (2) alternate members who shall serve without compensation and are selected as follows:

(a) One (1) non-voting member shall be a member of the District Board.

(b) The remaining eleven~~ten~~ (11~~0~~) members will be regular voting members. Of the eleven~~ten~~ (11~~0~~) regular voting members, one (1) will be a member of the McKinleyville Area Fund~~—~~ Board of Directors nominated by the McKinleyville Area Fund Board of Directors and one (1) will be the Parks & Recreation Director or a staff member designated by the Director.

(c) When possible two (2) of the eleven~~ten~~ (11~~0~~) regular voting members shall be High School students, nominated by the McKinleyville High School Principal.

(d) The two (2) alternate members will not become voting members unless a regular voting member is absent. In the event that both alternates are present when only one regular member is absent, the alternates will decide upon which of the two (2) will fill the absent chair by a mutually agreed upon method. In the event the alternates cannot determine a method of decision, the committee chair will choose an appropriate decision-making method.

(e) All members of the Parks and Recreation Committee will represent to the extent possible various recreational and outdoor interests of the community including but not limited to business, environmental, equestrian, sports, seniors, trails and youth. Recommendations for appointment may be made by the then current members of the committee.

(f) Any citizen, residing in the service area of the McKinleyville Community Services District may apply to the District Board for appointment to fill vacant seats on the Parks and Recreation Committee.

Rule 40.02. APPOINTMENT - the committee members shall be appointed as follows:

(a) The Board of Directors shall announce each vacancy and shall state they are seeking applicants, setting forth the qualifications, if any required.

(b) The Board of Directors shall ~~interview~~ review each applicant, after which a majority of the Board of Directors, may select the most qualified to fill the vacancy.

Rule 40.03. MEMBER QUALIFICATIONS - all members, other than the high school member, shall be resident electors of the McKinleyville Community Services District; the student members shall be a resident of McKinleyville. The Parks & Recreation Director, or

the Director's designee, shall serve as an ex officio voting member and shall not be subject to the residency requirements of this rule. No members of the Parks and Recreation Committee shall be a family member or related to a ~~full-time~~current ~~employee.~~ MCSD Board Member.

Rule 40.04. TERMS OF OFFICE -the committee members shall serve terms as follows:

(a) Appointment of District Board Members shall be for a term of one (1) year. Such member shall be a non-voting member.
(b) Appointment of the McKinleyville Area Fund member and non-student community members shall be for a term of four (4) years. The term for student members shall be up to 4 years, limited by their High School graduation date.
(c) Terms of the other non-Board of Director committee members shall be staggered so that no more than two (2) terms shall expire in any given year.
(d) The annual expiration date of appointment shall be January 31st.

Rule 40.05. REMOVAL - members of the Committee may be removed by a majority vote of the District Board of Directors.

Rule 40.06. ABSENCES - Appointed members are expected to attend all regular meetings. If an appointed member is absent from two (2) consecutive regular meetings or from more than fifty percent (50%) of the regular meetings held during any twelve (12) month period, without prior notice or good cause, the Parks & Recreation Director may recommend to the Board of Directors that the position be declared vacant. The Board of Directors may declare the position vacant and proceed to fill the vacancy by appointment. ~~if any member of the Committee is absent without prior notification to the Recreation Director for three (3) regular consecutive meetings, the Recreation Director shall certify that fact to the Board of Directors and the Board of Directors shall thereafter declare the position on the Committee to be vacant and proceed to fill the position by appointment.~~

Rule 40.07. ELECTION OF OFFICERS - the Committee shall, as soon as is practical, after the time of the annual appointment of a member or members to such Committee, elect its' officers. No member shall hold the same office for more than two (2) consecutive years.

Rule 40.08. OFFICERS - the Committee shall elect a Chairperson and Vice-Chairperson from among its members. The Committee shall elect a Secretary from among its members to complete meeting minutes.

Rule 40.09. MEETINGS - the Committee shall hold regularly scheduled meetings in the ~~Board of Directors Chambers~~Conference Room of the District Office, or at such other place within the District as may be designated by the Committee and may hold such additional meetings as it may deem necessary or expedient. All meetings must be noticed in compliance with state and federal laws.

Rule 40.10. TIME/LOCATION OF MEETINGS - the time of the regular meetings shall be as established from time to time by the committee members.

Rule 40.11. QUORUM - a majority of the Committee shall constitute a quorum for the purpose of transacting business of the Committee.

Rule 40.12. RECORDS - written records of all the proceedings, findings, determinations and transactions of the Committee shall be kept, which record shall be a public record and a copy of which record shall be filed with the District Board Secretary.

Rule 40.13. POWERS AND DUTIES - the Parks and Recreation Committee shall have the following powers and duties:

(a) To serve in an advisory capacity to the Board of Directors and District Staff in all matters pertaining to public recreation, parks, open spaces, natural resources and their respective facilities;
(b) To make recommendations to the Board of Directors and District Staff with respect to the provisions of the annual budget for recreation and parks purposes;
(c) To recommend to the Board of Directors acceptance or rejection of offers of donations of money, personal property and real property to be used for open space, recreation, resource management, and parks purposes;
(d) To recommend to the Board of Directors a comprehensive recreation, park, and open space management services program for the inhabitants of the District, to promote and stimulate public interest therein, and to solicit to the fullest extent the cooperation of school authorities and other public and private agencies interested therein;
(e) To recommend for adoption by the Board of Directors rules and regulations for the use and improvement of the District's recreation services and parks and their respective facilities;
(f) To recommend to the Board of Directors and District staff policies for the acquisition, development and improvement of recreation, parks and open space areas; and
(g) To perform such other duties relating to recreation and park matters as may be prescribed by the Board of Directors.

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ORDINANCE NO. 2026-07

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AMENDING REGULATION 40 – RECREATION AND PARKS COMMITTEE OF THE DISTRICT'S RULES AND REGULATIONS

WHEREAS, the McKinleyville Community Services District (the "District") is organized and operates pursuant to the Community Services District Law, Government Code section 61000 et seq.; and

WHEREAS, Regulation 40 of the District's Rules and Regulations establishes the membership, responsibilities, and operating procedures of the Parks and Recreation Committee (PARC), and the Committee has had difficulties establishing a quorum for regular meetings; and

WHEREAS, the Board of Directors finds that designating the Parks and Recreation Director, or the Director's designee, who already attends PARC meetings to provide staff support and facilitate meetings, as an ex officio voting member will increase the number of regular voting members from ten (10) to eleven (11), while retaining the existing quorum requirement of six (6) voting members; and

WHEREAS, the proposed revisions to Rule 40.06, Absences, are intended to clarify attendance expectations and establish a process for addressing repeated absences, and the proposed amendments also include minor administrative corrections, grammatical revisions, and clarifications throughout Regulation 40; and

WHEREAS, the Board finds that these amendments will provide additional flexibility in achieving a quorum without increasing the minimum number of voting members required to conduct business, promote accountability and regular participation, and improve the consistency and readability of Regulation 40.

NOW, THEREFORE, the Board of Directors of the McKinleyville Community Services District ordains that Regulation 40 of the District's Rules and Regulations be amended as follows:

ARTICLE IV - PARKS AND RECREATION

REGULATION 40 - PARKS AND RECREATION COMMITTEE

Rule 40.01. MEMBERSHIP - the McKinleyville Community Services District Parks and Recreation Committee shall consist of twelve (12) members and two (2) alternate members who shall serve without compensation and are selected as follows:

(a) One (1) non-voting member shall be a member of the District Board.

(b) The remaining eleven (11) members will be regular voting members. Of the eleven (11) regular voting members, one (1) will be a member of the McKinleyville Area Fund Board of Directors nominated by the McKinleyville Area Fund Board of

Directors and one (1) will be the Parks & Recreation Director or a staff member designated by the Director.

(c) When possible two (2) of the eleven (11) regular voting members shall be High School students, nominated by the McKinleyville High School Principal.

(d) The two (2) alternate members will not become voting members unless a regular voting member is absent. In the event that both alternates are present when only one regular member is absent, the alternates will decide upon which of the two (2) will fill the absent chair by a mutually agreed upon method. In the event the alternates cannot determine a method of decision, the committee chair will choose an appropriate decision-making method.

(e) All members of the Parks and Recreation Committee will represent to the extent possible various recreational and outdoor interests of the community including but not limited to business, environmental, equestrian, sports, seniors, trails and youth. Recommendations for appointment may be made by the then current members of the committee.

(f) Any citizen, residing in the service area of the McKinleyville Community Services District may apply to the District Board for appointment to fill vacant seats on the Parks and Recreation Committee.

Rule 40.02. APPOINTMENT - the committee members shall be appointed as follows:

(a) The Board of Directors shall announce each vacancy and shall state they are seeking applicants, setting forth the qualifications, if any required.

(b) The Board of Directors shall review each applicant, after which a majority of the Board of Directors, may select the most qualified to fill the vacancy.

Rule 40.03. MEMBER QUALIFICATIONS - all members, other than the high school member, shall be resident electors of the McKinleyville Community Services District; the student members shall be a resident of McKinleyville. The Parks & Recreation Director, or the Director's designee, shall serve as an ex officio voting member and shall not be subject to the residency requirements of this rule. No members of the Parks and Recreation Committee shall be a family member or related to a current MCSD Board Member.

Rule 40.04. TERMS OF OFFICE -the committee members shall serve terms as follows:

(a) Appointment of District Board Members shall be for a term of one (1) year. Such member shall be a non-voting member.

(b) Appointment of the McKinleyville Area Fund member and non-student community members shall be for a term of four (4) years. The term for student members shall be up to 4 years, limited by their High School graduation date.

(c) Terms of the other non-Board of Director committee members shall be staggered so that no more than two (2) terms shall expire in any given year.

(d) The annual expiration date of appointment shall be January 31st.

Rule 40.05. REMOVAL - members of the Committee may be removed by a majority vote of the District Board of Directors.

Rule 40.06. ABSENCES - Appointed members are expected to attend all regular meetings. If an appointed member is absent from two (2) consecutive regular meetings or from more than fifty percent (50%) of the regular meetings held during any twelve (12) month period, without prior notice or good cause, the Parks & Recreation Director may recommend to the Board of Directors that the position be declared vacant. The Board of Directors may declare the position vacant and proceed to fill the vacancy by appointment.

Rule 40.07. ELECTION OF OFFICERS - the Committee shall, as soon as is practical, after the time of the annual appointment of a member or members to such Committee, elect its' officers. No member shall hold the same office for more than two (2) consecutive years.

Rule 40.08. OFFICERS - the Committee shall elect a Chairperson and Vice-Chairperson from among its members. The Committee shall elect a Secretary from among its members to complete meeting minutes.

Rule 40.09. MEETINGS - the Committee shall hold regularly scheduled meetings in the Conference Room of the District Office, or at such other place within the District as may be designated by the Committee and may hold such additional meetings as it may deem necessary or expedient. All meetings must be noticed in compliance with state and federal laws.

Rule 40.10. TIME/LOCATION OF MEETINGS - the time of the regular meetings shall be as established from time to time by the committee members.

Rule 40.11. QUORUM - a majority of the Committee shall constitute a quorum for the purpose of transacting business of the Committee.

Rule 40.12. RECORDS - written records of all the proceedings, findings, determinations and transactions of the Committee shall be kept, which record shall be a public record and a copy of which record shall be filed with the District Board Secretary.

Rule 40.13. POWERS AND DUTIES - the Parks and Recreation Committee shall have the following powers and duties:

(a) To serve in an advisory capacity to the Board of Directors and District Staff in all matters pertaining to public recreation, parks, open spaces, natural resources and their respective facilities;

(b) To make recommendations to the Board of Directors and District Staff with respect to the provisions of the annual budget for recreation and parks purposes;

(c) To recommend to the Board of Directors acceptance or rejection of offers of donations of money, personal property and real property to be used for open space, recreation, resource management, and parks purposes;
(d) To recommend to the Board of Directors a comprehensive recreation, park, and open space management services program for the inhabitants of the District, to promote and stimulate public interest therein, and to solicit to the fullest extent the cooperation of school authorities and other public and private agencies interested therein;
(e) To recommend for adoption by the Board of Directors rules and regulations for the use and improvement of the District's recreation services and parks and their respective facilities;
(f) To recommend to the Board of Directors and District staff policies for the acquisition, development and improvement of recreation, parks and open space areas; and
(g) To perform such other duties relating to recreation and park matters as may be prescribed by the Board of Directors.

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

Introduced at a regular meeting of the Board of Directors held on November 4, 2026 and passed and adopted by the Board of Directors on _____ upon the motion of Director_____ and seconded by Director _____ and by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Dennis Mayo, Board President

Attest:

_____
Joseph Blaine, CMC, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

November 4, 2026 TYPE OF ITEM: **ACTION**

ITEM: E.4 **Consider First Reading of Ordinance 2026-08 Amending Regulation 43 – Operation of Hiller Park & Sports Site of the MCSD Rules and Regulations**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided, discuss, take public comment, and approve the first reading of Ordinance 2026-08, **Attachment 2**, amending Regulation 43 – Operation of Hiller Park and Sports Site of the McKinleyville Community Services District Rules (MCSD) and Regulations by title only.

Discussion:

Regulation 43 of the MCSD Rules and Regulations currently establishes rules governing the operation and use of Hiller Park. However, the existing regulation does not specifically address the Hiller Sports Site, which includes four (4) baseball/softball fields, four (4) soccer/turf fields, batting cages, restrooms, and a concession stand.

Staff proposes amending Regulation 43 to formally incorporate the Hiller Sports Site and establish clear rules and guidelines for its operation and use. These additions are consistent with the District's existing regulations for Pierson Park and the McKinleyville BMX Track and Park, providing greater consistency in the management of District parks and recreational facilities.

The proposed amendments establish general rules of conduct, athletic field use and closures, batting cage use, restroom and concession facility operations, and organized use and reservation requirements. The revisions also formalize the priority use of designated athletic fields by nonprofit youth sports organizations operating under existing agreements with the District. These provisions clarify the responsibilities of authorized leagues, the availability of fields for general public use, and the District's authority to manage field conditions, scheduling, and maintenance.

Additionally, the proposed changes provide clearer guidelines for protecting athletic fields and facilities from damage, ensuring public safety, and maintaining recreational opportunities for the community. Minor grammatical corrections and clarifications to existing language are also included.

The proposed revisions to Regulation 43 are included as **Attachment 1** for the Board's review and consideration.

This is the first reading of this Ordinance. Should the Board approve the first reading, this item will return for second reading and adoption at the December 2, 2026 regular meeting.

Alternatives:

None

Fiscal Analysis:

None

Environmental Requirements:

Not applicable

Exhibits/Attachments:

Attachment 1 - Draft Regulation 43 - Operation of Hiller Park and Sports Site

Attachment 2 – Ordinance 2026-08

REGULATION 43 - OPERATION OF HILLER PARK & SPORTS SITE

Rule 43.01. PICNIC AREA USE - the picnic area and playground is defined as the ~~area of the~~ fenced in area of the park east of the perimeter of the Botanical Garden. Individuals or organizations desiring organized use of any portion of the picnic area in Hiller Park for the purpose of holding organized functions, may do so by reserving the space through the completion of a Park Reservation Form and paying the associated fees.

Rule 43.02. PETS - the designated off leash area is defined as the area west of the split rail fence, south of the wastewater treatment plant, and east of the fork in the trails that head west to the bluffs and north around the treatment plant. Horses are prohibited in the picnic area.

Rule 43.03. FIRES - fires will be allowed on grounds only in those areas equipped with District provided equipment, ~~designated~~ and in portable barbecues designed for the containment of fires.

Rule 43.04. OVERNIGHT USE PROHIBITED - there is to be no camping or loitering on the park grounds or structures between sunset and sunrise unless an explicit written permission and a use agreement for overnight use are first obtained from the District.

Rule 43.05. HILLER SPORTS SITE - The Hiller Sports Site is defined as the designated athletic complex within Hiller Park consisting of four (4) baseball/softball fields, four (4) soccer/turf fields, ~~a~~ batting cages, restrooms, a concession stand, and associated grounds and facilities.

The Hiller Sports Site is available for recreational and athletic activities during posted operating hours, subject to scheduled league activities, maintenance closures, weather conditions, or when reserved through a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit.

Use of athletic fields and associated facilities shall be subject to all posted rules, regulations, and District policies.

Patrons of the Hiller Sports Site shall:

a) Be courteous and respectful to other users, spectators, District staff, and authorized league representatives.

b) Use athletic fields and facilities only for their intended recreational purposes unless otherwise authorized by the District.

c) Not enter or use fields or facilities that are closed, reserved, or otherwise posted as unavailable.

d) Not operate motorized vehicles, including motorcycles, electric bicycles, or recreational vehicles, on athletic fields or other areas not designated for vehicle use, except for authorized maintenance or emergency purposes.
e) Dogs and other animals are prohibited within the entire Hiller Sports Site.
f) Not bring glass containers onto athletic playing fields.
g) Not consume alcohol within Hiller Sports Site.
g) Not smoke or vape within the Hiller Sports Site.
h) Not damage, remove, or alter field equipment, fencing, irrigation systems, goals, bases, or other District property.
i) Not conduct activities that may damage playing surfaces or create unsafe conditions for other users.
j) Properly dispose of trash and other waste in designated receptacles.
k) Report hazardous conditions or damaged facilities to the MCSD Parks & Recreation Department at (707) 839-9003.
l) Obey all posted signage, field closures, and directions issued by authorized District personnel.

Rule 43.06. ATHLETIC FIELD CLOSURES - The District may close any athletic field or associated facility due to wet weather, saturated or unsafe playing surfaces, maintenance, repairs, scheduled events, or other operational needs.

Patrons shall not enter or use any field or facility that is closed or posted as unavailable. Field closures shall remain in effect until lifted by authorized District personnel.

The District reserves the right to restrict or suspend activities that may cause damage to athletic fields, turf, irrigation systems, or other facilities, or that may create unsafe conditions.

Rule 43.07. YOUTH SPORTS LEAGUE PRIORITY USE AND MAINTENANCE - The District maintains contracts with various nonprofit youth sports organizations for the scheduled use of designated athletic fields and associated facilities at the Hiller Sports Site.

Pursuant to these contracts, authorized youth sports leagues shall have priority use of their designated fields during their respective contracted seasons for scheduled practices, games, tournaments, field preparation, and other approved league activities.

During scheduled league use, designated fields and associated facilities may be unavailable for general public use or other organized activities.

Authorized leagues shall be responsible for field preparation, routine maintenance, cleanup, and other duties as specifically identified in their respective contracts with the District.

Priority use shall be limited to the fields, facilities, dates, times, and activities authorized under each contract and shall not constitute exclusive use of the Hiller Sports Site outside of those provisions.

The District retains authority over all athletic fields and facilities, including scheduling, maintenance, closures, repairs, and the approval of other recreational uses. The District reserves the right to close or restrict use of any field or facility due to unsafe conditions, maintenance requirements, or other operational needs, regardless of scheduled league activities.

Rule 43.08. BATTING CAGES - The batting cages ~~areis defined~~are defined as the designated enclosed batting practice facility located within the Hiller Sports Site.

Use of the batting cages is subject to District authorization, scheduled league activities, and any applicable reservations or use agreements.

Patrons of the batting cages shall:

a) Use the facility only for its intended batting and athletic training purposes.
b) Follow all posted safety rules and instructions.
c) Keep spectators and individuals not actively participating in batting activities outside of designated batting areas.
d) Not climb on, alter, or damage fencing, netting, equipment, or other facility components.
e) Not use the batting cages when unsafe conditions exist or when the facility is closed.
f) Ensure that minors are appropriately supervised during use of the facility.

Rule 43.09. RESTROOMS AND CONCESSION FACILITIES - Restrooms and the concession stand located within the Hiller Sports Site are District facilities and shall be operated and maintained in accordance with District policies and any applicable contracts or use agreements.

Restroom availability may be limited based on scheduled activities, staffing, maintenance, seasonal operations, or other operational needs.

Use or operation of the concession stand shall require prior District authorization and shall be subject to all applicable permits, health regulations, contractual requirements, and District policies.

Unauthorized access to or use of concession facilities, storage areas, utility rooms, and other restricted areas is prohibited.

Rule 43.10. ORGANIZED USES AND FIELD RESERVATIONS - Individuals or organizations desiring organized use of athletic fields or other designated facilities within the Hiller Sports Site shall obtain the appropriate District reservation or use permit and pay

all applicable fees, unless otherwise authorized through an existing contract or written agreement with the District.

Organized use includes, but is not limited to, scheduled practices, games, tournaments, clinics, camps, and other group activities requiring reserved or exclusive use of a field or facility.

Reservations and permits are subject to field availability, existing youth sports league contracts, maintenance schedules, and District approval.

Casual recreational use of athletic fields may be permitted on a first-come, first-served basis when fields are open, not reserved, and not otherwise restricted by the District. Such use shall not interfere with authorized activities or result in damage to athletic fields or facilities.

The District reserves the right to deny, modify, suspend, or revoke use authorization when necessary to protect public safety, preserve District facilities, or ensure compliance with District regulations and applicable agreements.

ORDINANCE NO. 2026-08

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AMENDING REGULATION 43 – OPERATION OF HILLER PARK AND SPORTS SITE OF THE DISTRICT'S RULES AND REGULATIONS

WHEREAS, the McKinleyville Community Services District (the "District") is organized and operates pursuant to the Community Services District Law, Government Code section 61000 et seq.; and

WHEREAS, Regulation 43 of the District's Rules and Regulations currently establishes rules governing the operation and use of Hiller Park but does not specifically address the Hiller Sports Site, which includes four (4) baseball/softball fields, four (4) soccer/turf fields, batting cages, restrooms, and a concession stand; and

WHEREAS, the District desires to formally incorporate the Hiller Sports Site into Regulation 43 and establish clear rules and guidelines for its operation and use, consistent with the District's existing regulations for Pierson Park and the McKinleyville BMX Track and Park; and

WHEREAS, the proposed amendments address general rules of conduct, athletic field use and closures, batting cage use, restroom and concession facility operations, and organized use and reservation requirements, and formalize priority use of designated athletic fields by nonprofit youth sports organizations operating under existing agreements with the District; and

WHEREAS, the proposed amendments clarify the responsibilities of authorized leagues, the availability of fields for general public use, and the District's authority to manage field conditions, scheduling, and maintenance, and provide clearer guidelines for protecting athletic fields and facilities from damage, ensuring public safety, and maintaining recreational opportunities for the community, together with minor grammatical corrections and clarifications to existing language;

NOW, THEREFORE, the Board of Directors of the McKinleyville Community Services District ordains that Regulation 43 – Operation of Hiller Park and Sports Site of the District's Rules and Regulations is amended as follows:

REGULATION 43 - OPERATION OF HILLER PARK & SPORTS SITE

Rule 43.01. PICNIC AREA USE - the picnic area and playground is defined as the fenced in area of the park east of the perimeter of the Botanical Garden. Individuals or organizations desiring organized use of any portion of the picnic area in Hiller Park for the purpose of holding organized functions, may do so by reserving the space through the completion of a Park Reservation Form and paying the associated fees.

Rule 43.02. PETS - the designated off leash area is defined as the area west of the split rail fence, south of the wastewater treatment plant, and east of the fork in the trails that head west to the bluffs and north around the treatment plant. Horses are prohibited in the picnic area.

Rule 43.03. FIRES - fires will be allowed on grounds only in those areas equipped with District provided equipment, and in portable barbecues designed for the containment of fires.

Rule 43.04. OVERNIGHT USE PROHIBITED - there is to be no camping or loitering on the park grounds or structures between sunset and sunrise unless an explicit written permission and a use agreement for overnight use are first obtained from the District.

Rule 43.05. HILLER SPORTS SITE - The Hiller Sports Site is defined as the designated athletic complex within Hiller Park consisting of four (4) baseball/softball fields, four (4) soccer/turf fields, batting cages, restrooms, a concession stand, and associated grounds and facilities.

The Hiller Sports Site is available for recreational and athletic activities during posted operating hours, subject to scheduled league activities, maintenance closures, weather conditions, or when reserved through a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit.

Use of athletic fields and associated facilities shall be subject to all posted rules, regulations, and District policies.

Patrons of the Hiller Sports Site shall:

a) Be courteous and respectful to other users, spectators, District staff, and authorized league representatives.
b) Use athletic fields and facilities only for their intended recreational purposes unless otherwise authorized by the District.
c) Not enter or use fields or facilities that are closed, reserved, or otherwise posted as unavailable.
d) Not operate motorized vehicles, including motorcycles, electric bicycles, or recreational vehicles, on athletic fields or other areas not designated for vehicle use, except for authorized maintenance or emergency purposes.
e) Dogs and other animals are prohibited within the entire Hiller Sports Site.
f) Not bring glass containers onto athletic playing fields.
g) Not consume alcohol within Hiller Sports Site.
g) Not smoke or vape within the Hiller Sports Site.
h) Not damage, remove, or alter field equipment, fencing, irrigation systems, goals, bases, or other District property.
i) Not conduct activities that may damage playing surfaces or create unsafe conditions for other users.
j) Properly dispose of trash and other waste in designated receptacles.
k) Report hazardous conditions or damaged facilities to the MCSD Parks & Recreation Department at (707) 839-9003.

l) Obey all posted signage, field closures, and directions issued by authorized District personnel.

Rule 43.06. ATHLETIC FIELD CLOSURES - The District may close any athletic field or associated facility due to wet weather, saturated or unsafe playing surfaces, maintenance, repairs, scheduled events, or other operational needs.

Patrons shall not enter or use any field or facility that is closed or posted as unavailable. Field closures shall remain in effect until lifted by authorized District personnel.

The District reserves the right to restrict or suspend activities that may cause damage to athletic fields, turf, irrigation systems, or other facilities, or that may create unsafe conditions.

Rule 43.07. YOUTH SPORTS LEAGUE PRIORITY USE AND MAINTENANCE - The District maintains contracts with various nonprofit youth sports organizations for the scheduled use of designated athletic fields and associated facilities at the Hiller Sports Site.

Pursuant to these contracts, authorized youth sports leagues shall have priority use of their designated fields during their respective contracted seasons for scheduled practices, games, tournaments, field preparation, and other approved league activities.

During scheduled league use, designated fields and associated facilities may be unavailable for general public use or other organized activities.

Authorized leagues shall be responsible for field preparation, routine maintenance, cleanup, and other duties as specifically identified in their respective contracts with the District.

Priority use shall be limited to the fields, facilities, dates, times, and activities authorized under each contract and shall not constitute exclusive use of the Hiller Sports Site outside of those provisions.

The District retains authority over all athletic fields and facilities, including scheduling, maintenance, closures, repairs, and the approval of other recreational uses. The District reserves the right to close or restrict use of any field or facility due to unsafe conditions, maintenance requirements, or other operational needs, regardless of scheduled league activities.

Rule 43.08. BATTING CAGES - The batting cages are defined as the designated enclosed batting practice facility located within the Hiller Sports Site.

Use of the batting cages is subject to District authorization, scheduled league activities, and any applicable reservations or use agreements.

Patrons of the batting cages shall:

a) Use the facility only for its intended batting and athletic training purposes.
b) Follow all posted safety rules and instructions.
c) Keep spectators and individuals not actively participating in batting activities outside of designated batting areas.
d) Not climb on, alter, or damage fencing, netting, equipment, or other facility components.
e) Not use the batting cages when unsafe conditions exist or when the facility is closed.
f) Ensure that minors are appropriately supervised during use of the facility.

Rule 43.09. RESTROOMS AND CONCESSION FACILITIES - Restrooms and the concession stand located within the Hiller Sports Site are District facilities and shall be operated and maintained in accordance with District policies and any applicable contracts or use agreements.

Restroom availability may be limited based on scheduled activities, staffing, maintenance, seasonal operations, or other operational needs.

Use or operation of the concession stand shall require prior District authorization and shall be subject to all applicable permits, health regulations, contractual requirements, and District policies.

Unauthorized access to or use of concession facilities, storage areas, utility rooms, and other restricted areas is prohibited.

Rule 43.10. ORGANIZED USES AND FIELD RESERVATIONS - Individuals or organizations desiring organized use of athletic fields or other designated facilities within the Hiller Sports Site shall obtain the appropriate District reservation or use permit and pay all applicable fees, unless otherwise authorized through an existing contract or written agreement with the District.

Organized use includes, but is not limited to, scheduled practices, games, tournaments, clinics, camps, and other group activities requiring reserved or exclusive use of a field or facility.

Reservations and permits are subject to field availability, existing youth sports league contracts, maintenance schedules, and District approval.

Casual recreational use of athletic fields may be permitted on a first-come, first-served basis when fields are open, not reserved, and not otherwise restricted by the District. Such use shall not interfere with authorized activities or result in damage to athletic fields or facilities.

The District reserves the right to deny, modify, suspend, or revoke use authorization when necessary to protect public safety, preserve District facilities, or ensure compliance with District regulations and applicable agreements.

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

Introduced at a regular meeting of the Board of Directors held on November 4, 2026 and passed and adopted by the Board of Directors on _____ upon the motion of Director_____ and seconded by Director _____ and by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Dennis Mayo, Board President

Attest:

_____
Joseph Blaine, CMC, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 4, 2026 TYPE OF ITEM: **ACTION**

ITEM: E.5 **Consider Approving Resolution 2026-31 Authorizing Resolution for Round 5 of the Statewide Park Development and Community Revitalization Program (SPP) for Pierson Park Renovation Grant Application**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided, discuss, take public comment, and approve Resolution 2026-31, authorizing the submission of a grant application and delegates the General Manager as the authorized representative for Round 5 of the California State Parks Statewide Park Development and Community Revitalization Program (SPP) for the proposed Pierson Park Renovation Project.

Discussion:

Staff is currently preparing an application for Round 5 of the California State Parks Statewide Park Development and Community Revitalization Program (SPP) for proposed renovations and improvements to Pierson Park. The grant application deadline is December 17, 2026.

As part of the application process, the District is conducting community engagement workshops to gather input on potential park improvements, recreational amenities, and project priorities. The first workshop was held on October 15, 2026, at Azalea Hall, with a second workshop scheduled for November 7, 2026, at the McKinleyville Teen & Community Center. Community feedback, along with priorities identified through the 2025 McKinleyville Parks & Recreation Master Plan Update, will help guide the development of the proposed project.

Potential improvements being considered include renovations to the existing playground and restroom facilities, improvements to recreational courts, and additional park amenities. The final project scope will be refined based on community input, grant program requirements, and available funding.

As previously discussed, the SPP grant program is highly competitive, and projects focused primarily on renovating existing park facilities may be less competitive under the program's scoring criteria than projects creating new parks or significantly expanding recreational opportunities. Nevertheless, staff believes the potential funding opportunity warrants pursuing an application to support much-needed improvements to Pierson Park.

As part of the grant application requirements, the District must adopt an authorizing resolution approving the submission of the application and

designating the General Manager as the authorized representative to execute documents and administer the grant should funding be awarded.

Resolution 2026-31, included as **Attachment 1**, would satisfy this requirement and authorize the District to proceed with the grant application process. Approval of the resolution does not guarantee grant funding but is a necessary step toward securing potential financial assistance for the proposed Pierson Park renovation project.

Alternatives:

None

Fiscal Analysis:

None

Environmental Requirements:

Not applicable

Exhibits/Attachments:

Attachment 1 - Resolution 2026-31 Authorizing Resolution for Round 5 SPP for Pierson Park

California Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Office of Grants and Local Services

AUTHORIZING RESOLUTION FORM

RESOLUTION of the (A) Board of Directors **of**

(B) the McKinleyville Community Services District **Approving the Application for (C)** Statewide Park Development and Community Revitalization Program (SPP)**.**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the (D) Statewide Park Development and Community Revitalization Program (SPP) Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the (E) Board of Directors

hereby: Approves the filing of an application for the (F) Pierson Park Renovation; and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (G) the General Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the (H)_____ day of (I) _____, (J)_____.

I, the undersigned, hereby certify that the foregoing Resolution Number: (K) 2026-31 was duly adopted by the (L) Board of Directors following a roll call vote:

(M) Ayes: _____ Noes: _____ Absent: _____

_____ _____

(N) Clerk's Printed Name (O) Clerk's Signature

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 4, 2026 TYPE OF ITEM: **INFORMATION**

ITEM: F.3.A **Finance & Administration – September 2026 Report**

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

TYPE OF ACTION: **Informational**

FINANCIAL, AUDIT, & BUDGET INFORMATION

Board Travel costs totaled $7307.85 as of September 30, 2026; this is 19.45% of the approved $37,570 budget. (GL# 001/005/501/551 62035/62090/62155-888)

Audit/Budget Update:

Audit field work took place in the week of October 5, 2026. The Auditors were on site for three full days with no significant findings at the end of their visit. Post fieldwork is minimal and full financial statements should be ready for the board by January 2027. The single audit for federal grant expenditures will take place in February 2027.

Treasurer's Report Highlights:

September 30, 2026 Treasurer's Report is item D.2 of this board packet. This report is a draft as beginning balances could change with fiscal year end balancing.

Financial Updates

Columbia Bank interest earnings for September 2026 were $1,994.18. The interest rate on the money market will remain at 2.05% through December 31, 2026.

California CLASS Prime Fund has a current daily yield of 3.9479%, and Enhanced Cash has a Current Yield of 3.9521%. Total District net earnings on funds held in California CLASS in September totaled $41,148.21, bringing the total balance for all funds, including restricted and unrestricted, to $25,990,222.37.

Staff have recently made investment adjustments to funds held in California CLASS. California CLASS recently introduced a term product that offers fixed rates for terms ranging from one to 12 months. In June, staff invested $1,401,703 in a 12-month term product earning 3.9483%, with a maturity date of May 20, 2027. These funds are the District's restricted reserves for the Davis-Grunsky loan, Wastewater Management Facility loan, and Microgrid loan. Because the term is 12 months, these funds are still

considered current assets. Earnings accrue throughout the term and will be applied to District accounts at maturity.

Additional changes include moving $4,000,000 in operating reserves to a 12-month term product earning 4.14%, with a maturity date of July 21, 2027, and moving $7,577,810 in designated reserves to a 7-month term product earning 3.93%, with a maturity date of March 17, 2027. These funds are still considered current assets. Earnings accrue throughout the term and will be applied to District accounts at maturity.

Other Updates

The Tyler Technologies software transition fully is underway. Payroll implementation will run from October through November 2026, while Utility Billing implementation will begin in late 2026 with an August 2027 go-live.

Attachments

None

McKinleyville Community Services District

BOARD OF DIRECTORS

November 4, 2026 TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B Operations Department – Sept. / Oct. 2026 Report

PRESENTED BY: James Henry, Operations Director

TYPE OF ACTION: None

Water Department:

Water Statistics:
The district pumped 44.3 million gallons of water in September.
Four water quality complaints were investigated and rectified.
Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:
Testing of DCV's in Route 16 were conducted in September. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

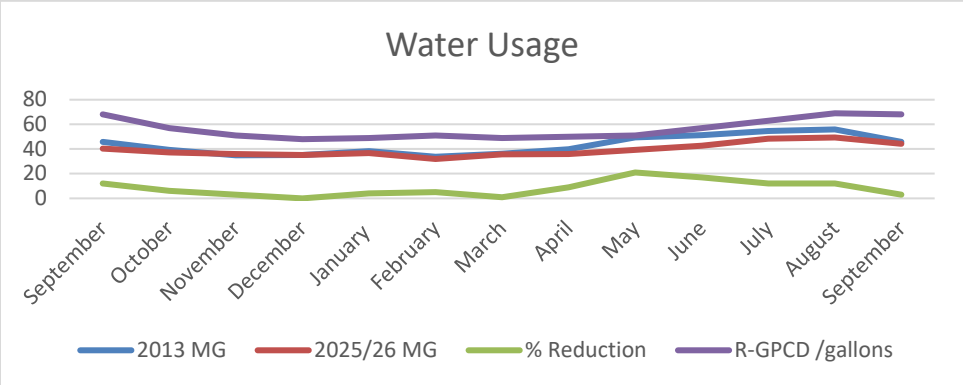
Average and Maximum Water Usage:
The maximum water usage day was 2.2 million gallons and the average usage per day was 1.5 million gallons.

Water Distribution Maintenance:
Weekly Bacteria Samples were collected on Schedules 1, 2, 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. Valve exercising and hydrant painting continues and is used as fill in work when possible. This will continue into the next few months. A Broken angle-stop was replaced on Birch along with a meter being raised on Golden Start Court. A water leak was repaired on Halfway due to bad bedding causing a leak in the service line. A meter box was raised on Rose Lane and another on Edeline due to being below grade. Staff assisted GRS with the Dow's Prairie culvert job in regards to valving off customers for the tie in and collecting bacteria samples.

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. Staff has installed the tower, installed the electrical, relocated the radios and antennas, installed a cabinet and relocated the Generator transfer switch to prepare the site for the McKluski Tank project. Several stations were string trimmed and mowed. All water station pumps and motors were services as part of the maintenance program.

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)	2025/26 (MG)	% Reduction	R-GPCD
September	45.702	40.316	12	68
October	39.439	37.126	6	57
November	34.879	35.848	3	51
December	35.203	35.263	0	48
January	38.241	36.735	4	49
February	33.751	31.941	5	51
March	36.244	35.780	1	49
April	39.755	36.068	9	50
May	49.407	39.199	21	51
June	51.337	42.817	17	57
July	54.757	48.323	12	63
August	55.908	49.373	12	69
September	45.702	44.263	3	68



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:
Beau Pre Heights subdivision is moving forward and have installed approximately 3500 feet of water main. They paused due to other priorities. They have installed the water

main along with hydrants. They still need to lower angle-stops and test. Valedao subdivision on Pickett has started and will include new water and sewer infrastructure.

Sewer Department:

Wastewater Statistics:
22.9 million gallons of wastewater were collected and pumped to the WWMF. 20.8 million gallons of wastewater were treated and discharged to NPDES Permit REC-001 land discharge.

Sewer Station Maintenance:
Monthly inspections and daily routines were conducted at all sewer stations. Staff has been working on the installation of 1800 feet of 10" sewer main for the Letz Force main replacement project. This project is being constructed internally which will result in a huge cost savings and should be completed the first week of November. Several stations were string trimmed and mowed. The B Street compressor was removed, repaired and installed due to failing when called for. During this time, pump 1 was taken apart to remove debris and verify impeller clearance.

Sewer Collection System:
Grease traps were inspected at required facilities. Several Right of Way locations were string trimmed and mowed to prevent access to manholes and prevent trees from growing over the mains. A section of sewer main was replaced on Gwin due to the bottom of the main rotting out. This section will be included in our next sewer main repair/replacement.

Wastewater Management Facility:
Daily and weekly maintenance continues at the treatment plant to perform the required service on the equipment. Light poles were removed, painted and bases welded due to rust and corrosion. BSB pump was replaced due to the current pump not working correctly and unable to repair. Mowing took place around the site.

Daily Irrigation and Observation of Reclamation Sites:
River discharge ended on May 11th and Land Discharge began.

Street Light Department:
There were no streetlight complaint in September..

Promote Staff Training and Advancement:
Weekly tailgate meetings and training associated with job requirements. Staff received training on Backhoe Safety, Operating Lab Equipment, Setting up a safe Traffic Control Zone and Hand Safety, so you don't lose your fingers.

Special Notes:
Monthly river samples were completed
Monthly Self-Monitoring Reports (DMR/SMR) were submitted
Public Water Monthly Monitoring report was submitted
Monthly Water Quality report was sent to the Dept. of Health
Monthly Drought and Conservation report was completed

Attended BMX Track meetings and site visits and inspections
Reviewed Mad River Crossing project design from KJ and met with engineers
Attended CWEA meetings and scheduled trainings.
Attended McCluski Tank project meetings and site visits for tower install.

GIS:

Plans & Programs

- Annual Review of the Bloodborne Pathogens Exposure Control Plan
    - No Changes to be made at this time
- MCSD Standards & Specs Language update
    - Included section regarding approved Chlorination Methods in chlorination of pipeline

General GIS/ Maps Created

- PG&E Data request of MCSD Facilities in project Area on Central Ave for JT Composite Design Job
    - Created shapefiles of Water and Sewer Facilities on Central Ave between Hiller Rd and Holly Dr
- Community Forest Web Map Update
    - Corrected trail names to reflect current information for correct numbering
- MCSD Facilities Web Map Updates
    - Corrected several issues found over the past month found myself and MCSD Staff
- Letz Project GPS Data Collection
    - Collected points of the new force main being installed on Hammond trail
- Dows Prairie GRS Main replacement GPS Data Collection
    - Collected points to add to GIS showing new section of PVC Main replacing AC Main

Misc. Work Completed

- USA's & Document Filing
- Central Ave Reformation
    - Updated OSMZ Map to increase legibility
    - Completed Draft spreadsheet with current charges and edits suggested during review
    - Updated Engineers report to include correct numbers from spreadsheet summarized in report
- HBMWD SCADA Flowmeter Troubleshooting
    - Worked with Maen and Bill to adjust Flow total from PLC at HBMWD to reflect correct Value. Troubleshooting still ongoing need to help Maen Remote into the PLC to adjust logic.

McKinleyville Community Services District

BOARD OF DIRECTORS

November 4, 2026 TYPE OF ITEM: **INFORMATION**

ITEM: F.3.C **Parks & Recreation Director's Report for October 2026**

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

PARK AND RECREATION COMMITTEE:
The Park and Recreation Committee (PARC) met on October 21, 2026. The April 15 Approved PARC Meeting Minutes are attached **(Attachment 1)**. The committee made motions to recommend that the MCSD Board of Directors: appoint 2 PARC Applicants to the vacant alternate seats; accept changes to Regulation 40 (PARC Membership) & 43 (Hiller Park & Sports Site) of the Rules & Regulations via ordinance; and adopt and sign Resolution 2026-31 Authorizing Resolution for Round 5 SPP for Pierson Park. The committee meetings are now on a quarterly meeting schedule beginning in 2026, meeting on the third Wednesday in January, April, July and October.

BMX TRACK & PARK PROJECT:
Park construction is nearly complete, with only a light pole installation and a few punch-list items remaining. Fundraising continues for permanent restrooms, while additional improvements planned for the next year include state-required EV charging stations, hydroseeding, and fencing behind the basketball court.

Several alternate bid items that could not be completed as part of the current project due to funding limitations have been identified as future projects. These include construction of the restroom and concessions building, paving the parking lot, and construction of a second pickleball court. The District will continue to pursue grant funding and other funding opportunities to complete these improvements.

The McKinleyville Family Resource Center (MFRC) was awarded an Arts in California Parks Grant in partnership with the District's Parks & Recreation Department and the Native Women's Collective. The grant supports the incorporation of Indigenous art and cultural elements into the BMX Track & Park.

It should also be noted that the project is currently over the original budget. In addition, the project did not include EV charging stations, which are now required by the State but were not known or applicable requirements when the District originally applied for the grant in

2019-2020. The District will continue to monitor these costs and identify potential funding sources to address the remaining project needs.

MCKINLEYVILLE COMMUNITY FOREST COMMITTEE & SUBCOMMITTEES:

MCF Committee Update

The McKinleyville Community Forest Committee (MCFC) met did not meet in October due to lack of action items to be considered. The MCFC is expected to meet for its November 17th meeting where we hope to review the Draft Trail Plan and possibly recommend to the MCSD Board of Directors for approval. The MCFC does not have any other planned cancelled meetings during the next few months.

TICS Subcommittee Update

The TICS Subcommittee met on October 27, 2026. During Public Comment, Subcommittee member Shaun Fyfe announced his resignation, citing competing obligations and commitments.

The Subcommittee voted to recommend the reappointment of Chris Collier and Justin Brown, whose current terms expire in December 2026, to continue serving in 2027. The recommendation will be forwarded to the full McKinleyville Community Forest Committee (MCFC) and ultimately to the MCSD Board of Directors for consideration.

The Subcommittee also continued its review and revision of the Draft McKinleyville Community Forest Trails Plan, addressing all comments and recommendations provided by MCFC members during their previous meeting.

Next steps include returning the revised Draft Trails Plan to the MCFC for additional review and scheduling a public workshop in early 2027 to solicit community feedback on both the Draft McKinleyville Community Forest Management Plan and Draft Trails Plan. Following the workshop, public comments and recommendations will be reviewed and incorporated as appropriate before both plans are presented to the MCSD Board of Directors for consideration and adoption.

FMPFB Subcommittee Update

The Forest Management Plan and Funding/Budget (FMP) Subcommittee met on October 6, 2026. Members began the meeting by considering if they would be able to attend the meetings for the remainder of the year and the beginning of next year due to the holiday season approaching and were asked to cancel or reschedule meetings as necessary. The Subcommittee agreed to cancel the November 3, 2026 and January 5, 2027 FMP meeting. Subcommittee members also began considering if they would like to reapply for an additional term of two years if their terms are expiring on December 31, 2026. The Subcommittee then reviewed the updated selected maps to be included in the Forest Management Plan based on their requested changes. The Subcommittee suggested further edits to the maps. The members also reviewed the Acknowledgements page, which they also requested some revisions be made to before inclusion. Next, MCSD Staff requested FMP members provide input, concerns, or options to consider for the State Water Resources Control Board (SWRCB) Nonpoint Source Pollution 2027 Grant, if MCSD were to apply. Finally, members concluded their meeting by continuing to review the Memorial Grove Program Rules and Regulations Rough Draft. Members edited the Rough Draft in real time, suggesting changes to the document.

RECREATION PROGRAM UPDATES

Recreation Program Updates

- Drop-in Pickleball's regular school year schedule resumed August 17: Monday, Wednesday and Friday Mornings from 9am-12pm.
- Beginning Pickleball's last session was October 7 – 28. The classes are on Wednesdays from 6:00-8:00pm. The class fee is $50 for residents and $55 for non-residents. This session has 6 of 12 participants signed up already. The next Session dates TBD.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:45pm-7:15pm $10 per person per class. Bulk class passes are available to purchase at $7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm $10 per person per class. Bulk class passes are available to purchase at $7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday is a drop-in basketball program for youth ages 13 to 17. Drop-in is $5 per participant.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- The Adult Wood Bat Softball League registration opened June 1st. The Leagues will play on Sundays from August 2 – October 4. The league is full with 13 teams signed up.
- Playgroup resumed August 20, after being closed for the summer. It is on Thursday mornings from 10:30am-12:30pm.
- The Youth Basketball League registration opened October 1, the league is for 3rd – 9th graders and will begin in January. Games will be on Saturdays with one weeknight practice per week. The registration fee is $85 for residents and $90 for non-residents.
- Registration for the Pee Wee Basketball League will open in January, this league is for TK -to 2nd graders.
- The Tot-letics: Basketball sessions are October 24 to November 21 on Saturday mornings. The registration fee is $85 for McKinleyville residents and $90 for non-residents. The next session will be Soccer dates to be determined in Spring of 2027.
- We are partnering with MUSD this summer for After-school Leader ELP Programing Staffing.
- We are planning for a Thanksgiving week Breakout and one of the December holiday weeks Breakout as well. Registration will open October 1, 2026.
- We will hold two Middle School Dances this School Year on Friday, October 30, 2026 and Friday, December 11, 2026. Tickets go on sale three weeks before each dance.

PARK & FACILITY MAINTENANCE UPDATES:

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Avenue and Open Space Zone landscaping. The Saturday SWAP crews have been doing a great job working on the Central Avenue OSMZs. Fully in swing in the sunny summer season, staff have been busy trying to keep up on all the growth that happens at all of our spaces during this time. With limited staff and hours in the day, we are prioritizing areas as best we can and appreciate the community's patience as we work to keep up.

Staff continue to perform daily and weekly routine maintenance on facilities and vehicles, and monthly inspections were completed across all facilities and open spaces.

FACILITY RENTALS & USE

October Rentals:

- 7 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 9 Pierson Park Rentals.
- 0 Hiller Park Picnic Area Rentals.
- 0 Teen Center Rentals.
- 4 Activity Center Rentals.
- 0 Activity Center and 0 Teen Center Birthday Party Program Rentals.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation.
- The Azalea Hall Kitchen has two regular Vendor renting it for food preparation.

OTHER UPDATES:

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

ATTACHMENTS:

- Attachment 1 – Park And Recreation Committee Minutes from April 15, 2026

**MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE (PARC)
HELD ON WEDNESDAY, APRIL 15, 2026 at 6:00 P.M.
IN PERSON AT THE MCSD OFFICE – 1656 SUTTER ROAD, MCKINLEYVILLE, CALIFORNIA**

Agenda Item 1 – Call To Order & Roll Call

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

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

Absent:
Areea Yassan

Staff in Attendance:
Kirsten Messmer

Members of the Public: Jane Fusek, Steve Thomas, Jason Orlandi (Zoom)

Agenda Item 2 – Pledge of Allegiance

The Pledge of Allegiance was led by Charlie Caldwell.

Agenda Item 3 – Additions or Changes to the Agenda

There were no changes to the agenda. There was an addition to the Agenda: Item #15 - Community Garden Update as an informational item to take place after Item #8.

Agenda Item 4 – Approval of Agenda

Motion: It was moved to approve the agenda, with adding Item #15 - Community Garden Update to take place after Item #8.
Motion by: Committee Member Stuart; **Second:** Committee Member Kulstad _____
There were no comments from the Committee or public.
Roll Call: Ayes: Caldwell, Conzelmann, Kulstad, Heidrick, Merrill, Ortega, Scott, Stuart Nays: None Absent: Yassan
Motion Summary: Motion passed.

Agenda Item 5 – Public Comment

There was no Public Comment.

Agenda Item 6 - Approval of the January 21, 2026 Meeting Minutes

Motion: It was moved to approve the January 21, 2026 Meeting Minutes.
Motion by: Committee Member Torres; **Second:** Committee Member Stuart
There were no comments from the Committee or public.
Roll Call: Ayes: Caldwell, Conzelmann, Kulstad, Heidrick, Merrill, Ortega, Scott, Stuart, Nays: None Absent: Yassan

Motion Summary: Motion passed.

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

PARC Committee Chair Caldwell presented the item, giving an update on it's current status; which is that Charlie reached out to tribe with no response. Committee discussion ensued. The committee would like to keep this on the agenda until a response is received.

This was an informational item, no action was taken.

Agenda Item 8 – Hiller Park Botanical Garden Update (Information)

Jane Fusek gave an update on the Hiller Park Botanical Garden and upcoming workdays.

Agenda Item 15 – Pierson Park Community Garden Update (Information)

Steve Thomas gave an update on the Pierson Park Community Garden.

Agenda Item 9 – Consider Recommendation of the MCSD and McKinleyville BMX Memorandum of Understanding (MOU) (Action)

Parks & Recreation Director Messmer presented the item. Committee discussion about the MOU took place. Jason Orlandi, McKBMX President, spoke to the importance of the MOU and answered committee questions.

Motion: It was moved to recommend that the MCSD Board approve the MCSD and McKinleyville BMX Memorandum of Understanding.
Motion by: Committee Member Ortega; **Second:** Committee Member Conzelmann
There were no comments from the Committee or public.
Roll Call: Ayes: Conzelmann, Kulstad, Heidrick, Merrill, Ortega, Scott, Stuart Nays: None Abstain: Caldwell Absent: Yassan
Motion Summary: Motion passed.

Agenda Item 10 – Consider Recommendation to the MCSD Board to Approve Changes to Regulation 45 via Ordinance (Action)

Parks & Recreation Director Messmer presented the item. Committee discussion about the changes to Regulation 45 took place.

Motion: It was moved to recommend that the MCSD Board approve the changes to Regulation 45 via ordinance.
Motion by: Committee Member Kulstad; **Second:** Committee Member Stuart
There were no comments from the Committee or public.
Roll Call: Ayes: Caldwell, Conzelmann, Kulstad, Heidrick, Merrill, Ortega, Scott, Stuart Nays: None Absent: Yassan
Motion Summary: Motion passed.

Agenda Item 11 – McKinleyville Community Forest Report

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

Agenda Item 12 – Parks & Recreation Director Report
RECREATION PROGRAM UPDATES:

- Drop-in Pickleball is back to its normal school year schedule: Monday, Wednesday and Friday mornings 9:00am to 12:00pm at the McKinleyville Activity Center. Drop in is $4 per person.
- Youth Drop-In Pickleball will now be available once a month on the 4th Sunday of each month from 3-5pm. Drop-in is $5 per participant.
- Beginning Pickleball's next session is TBD. The classes are typically on Tuesdays from 6-8pm. The class fee is $50 for residents and $55 for non-residents. The March session was full.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:45pm-7:15pm $10 per person per class. Bulk class passes are available to purchase at $7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm $10 per person per class. Bulk class passes are available to purchase at $7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday is a drop-in basketball program for youth ages 13 to 17. Drop-in is $5 per participant. This drop in started back up on March 6 after taking a pause during the Youth Basketball season.
- The Pee Wee Basketball League's registration will open January 1st, the league will run from April 4 to May 16, 2026. The league is for youth in TK – 2nd grades. Registration fees are $85 for McKinleyville residents and $90 for non-residents.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Every Thursday from 10:30am to 12:30pm, the Activity Center hosts a playgroup for children ages 0–5 and their guardians. Starting February 15 we are testing out a Sunday playgroup session from 9:30-11:30am.
- The Tot-letics: Soccer session will be run March 7 through April 4th, registration will open February 2, 2026. The Tot-letics: T-Ball session will be run May 23 through June 20, registration will open April 6, 2026. The registration fee is $80 for McKinleyville residents and $85 for non-residents.
- We are partnering with MUSD this school year for After-school Leader Staffing.
- President's Week and Spring Break Weeks Breakout sessions will be Feb. 17-20 and April 13-17, 2026 and will be Skate and Scoot focused. Registration is open now, the weekly fee is $185 for residents and $190 for non-residents.
- We are partnering with some local PTO's again to host 4 Middle School Dances this school year. The Dance dates are October 24 (sold out at just over 300 tickets sold), December 5 (187 tickets sold), February 13 (163 tickets sold) and April 10.

PARK & FACILITY MAINTENANCE UPDATES:

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Avenue and Open Space Zone landscaping. The Saturday SWAP crews have been doing a great job working on the Central Avenue OSMZs. As we move into the sunny spring season, staff have been busy trying to keep up on all the growth that happens at all of our spaces during this time. With limited staff and hours in the day, we are prioritizing areas as best we can and appreciate the community's patience as we work to keep up. Staff continue to perform daily and weekly routine maintenance on facilities and vehicles, and monthly inspections were completed across all facilities and open spaces. Staff also spent time painting the six new concrete picnic tables we purchased for Pierson Park.

FACILITY RENTALS & USE

March Rentals:

- 10 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 3 Pierson Park Rentals.
- 0 Hiller Park Picnic Area Rentals.
- 0 Teen Center Rentals.
- 7 Activity Center Rentals.
- 3 Activity Center and 0 Teen Center Birthday Party Program Rentals.

- The Teen Center Kitchen has one regular Vendor renting it for food preparation.
- The Azalea Hall Kitchen has one regular Vendors renting it for food preparation.

Agenda Item 13 – Ad Hoc Assignments & Committee Reports (Action)

Skate Park (Charlie Caldwell) – Charlie Caldwell reported out that they are actively fundraising for Phase 2 of the Skate Park. Fundraising is ongoing for Phase 2, about $75,000 has been raised so far, Phase 2 is projected to cost $250,000.

BMX Bike & Park at School/Washington (Charlie Caldwell) – Charlie Caldwell reported out that MCSD and MCKBMX have found consensus on the MOU and are now going through the steps to get both parties to be able to sign it. MCKBMX is planning to have a State Qualifying Race in 2026. MCSD is hosting a Pints for Non-profits night at Six Rivers Brewery on May 13 to help fundraise for the construction of the Park Restrooms and Concession building. Construction is ongoing.

Agenda Item 14 – Committee Member Announcements and Future Agenda Items

- Next Committee Meeting: July 15, 2026
- Next MCSD Board Meeting: May 6, 2026

Agenda Item 15 - Adjournment
Meeting Adjourned at 7:26 pm

Kirsten Messmer, PARC Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

Nov. 4, 2026 TYPE OF ITEM: **INFORMATIONAL**

ITEM: F.3.D **General Manager's Report for November 4, 2026 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of October 2026

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

• Use of NHE Services =	$0
• CCC Crew =	$0
• SWAP =	$4,080
• Volunteer Pickleball Labor =	$884
• CSW =	$0
• MCF Trail Stewards =	$0
• Amazon Savings =	$50
• Relocate Tank 3 Electrical & Transfer Switch =	$2,040
• Relocate Tank 3 Radio Antenna =	$18,000
• Repair Sewer Main on Gwin Rd. =	$6,000
TOTAL COST SAVINGS FOR OCT =	**$31,054**

TOTAL COST SAVINGS FOR FY 26/27 = $78,130

District Staff should be recognized and commended for their ongoing, efficient and incredibly cost-effective running of the District. It demonstrates again, when it seems like many government agencies are running budget deficits, MCSD Staff are stepping up to ensure that the District comes in underbudget.

4.5 Gallon Water Tank Project – The tank is on-line and we continue to work on closing out this project. We are still waiting on the release of liens from Mercer Fraser to file the Notice of Completion, pay the final pay request and release the retainage.

We filed the grant close-out documents with CalOES for the Hazard Mitigation Grant prior to the due date of August 1, 2026. We will also close out the North Coast

Resource Partnership grant after the NOC is filed and submit our final reimbursement claim with them. The NCRP grant closeout date is December 31, 2026. We have been discussing LDs with Mercer Fraser and District Counsel and intend to charge $533,911.83 in LDs, which will be withheld from the Final Pay Request.

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

Sewer Undercrossing Project – This project consists of replacing the three highway crossings, where the sewer mains from the east side of McKinleyville cross under Highway 101 to the west side to the District's wastewater treatment facility. As discussed with the Board at the October 7, 2026 Board Meeting, a Bid Protest was filed by Wahlund Construction on the initial bid for this project, which was due on August 21, 2026. At the Oct. 7th, 2026 Board Meeting, the Board approved rejecting all bids, revising the bid documents, and rebidding the Project. The project went back out to bid on October 12th. A pre-bid meeting was held on October 19th, and bids are due back at 10:00 am on November 6th. The intent is that the bid results will be taken back to the Board for approval at the December 2, 2026 regular Board meeting.

This project was to be 75% funded by the Hazard Mitigation Grant from FEMA/CalOES. The grant request was for a total project cost of $6,840,400, which would be funded by **$5,130,300** in grant and the District would match $1,710,100. We heard from CalOES on March 16,2026 that they have not received any communication from FEMA on our grant extension, so we needed to submit the grant close-out paperwork by March 22, 2026, which we did. **This grant is now closed, and no further Hazard Mitigation Grant funding is available for the construction of the project**. However, on June 30th, 2026, the District received an email stating that Cal OES is holding the closeout/withdrawal of this project until they receive a final approval/denial from FEMA for the DR4353 time extension. Although the overall DR POP has expired, Cal OES is appealing again for additional time for DR4353. CalOES state that they would update us again when they receive formal notice from FEMA.

The 2026/27 FY budget includes $4M for this project. We will likely not install the Northern crossing in order to reduce costs. The Project will now have to be funded from the remaining $2.3M Series 2021B -Sewer bonds as well as $1.7M from the new sewer Certificates of Participations (COPs) intended to be sold in July 2026.

Office Remodel – We have been notified that the building permit for this project is ready to be issued by Humboldt County. Given the loss of CalOES/FEMA Hazard Mitigation Grants funding, we will postpone the construction of this project. We are under discussion with the Building Department on the payment of the $39,825.44 in permit fees given the postponement of the actual construction. We will likely pay the fee and then ask them to hold it at "Ready to Issue" until September 2027. We then have another year to start construction without having to reissue the permit. Given the construction delays for the full building, we have budgeted for and are moving ahead with the purchase of a new modular building for the Operations office. It is anticipated that will be delivered in November 2026.

McCluski/Hewitt Tank Replacement Project – This project consists of the replacement of the two existing redwood tanks at the west end of Hewitt Ave on McCluski Hill. The existing 100,000 gallon and 150,000-gallon redwood tanks will be replaced with two 200,000-gallon, glass-fused lined, bolted steel tanks. Phase 2 funding for the construction of this project has been approved by FEMA, and the Period of Performance (PoP) for this project will require completion by December 31, 2027, Kennedy Jenks is working to finalize the tank design and permitting and go out to bid on the construction of the tanks this fall.

The 2026/27 Fiscal Year budget for this project is $3M, with $1M budgeted for the 27/28 FYs for completing the construction. The overall grant cost estimate for this project was estimated to be $1.44 Million, with 75% Federal **Grant Funding ($1,079,038.50)** and a 25% District match ($359,679.50). The District match and additional funding would come from the proposed sale of 2026 Water Certificates of Participation.

Fischer Lift Station Upgrade Project – The District received a Phase 1 Hazard Mitigation Grant for the upgrade of the Fischer Sewer Lift station in November 2023. This project would cover the retrofit of the Fischer Lift Station, which pumps wastewater from the entire southern half of McKinleyville to the wastewater management facility. This would include the replacement of the pumps and upgrading the electrical system, valves, and further seismically strengthening the building. The environmental studies required for the CEQA/NEPA permitting as well as draft Plans and Specifications were submitted to CalOES/FEMA for their review on July 23, 2025. We are still waiting for FEMA to approve the Phase 2 grant construction funding for the project and continue to check in with CalOES, but still have not seen anything, and very well may not, given the upheaval at FEMA.

The seismic retrofit of the Fischer Sewer Lift Station is hoped to be funded in part by a Hazard Mitigation Grant and/or Clean Water State Revolving Fund (CWSRF) grant. The original grant application was for a total project cost of $1,582,000 which would be

funded by a 75% **grant of $1,186,500** with a 25% District match of $395,500. Phase 1 of the project funding was approved on October 16, 2023 in the total amount of $269,220, consisting of $201,915 in Federal funding and a $67,305 District match. The construction of the project is now estimated to be $2.5M, and the contract amount for design, permitting and construction oversight is $410,000 for a total project cost of approximately $2.9M. $1.25M has been budgeted for FY 26/27. Again, we are not sure that we are going to get the Hazard Mitigation Grant or CWSRF Grant funding and may have to revisit the funding for this project. The District's funding would come from the Certificates of Participation that will be issued in July 2026.

Mad River Watermain Crossing Project – The District was notified in August 2025 that we have received a Phase 1 Hazard Mitigation Grant for the installation of a redundant watermain crossing under the Mad River from HBMWD. The Phase 1 grant will cover the design and environmental studied for the installation of the waterline. The line will be directionally drilled under the river and connected into the existing main from HBMWD on the southside of the river, and the watermain up North Bank Road to our Ramey pump station on the northside of the river. The FEMA Period of Performance for this grant expires on April 2027.

We have finished up the topographic survey, geotechnical borings and the environmental surveys for the project. Kennedy Jenks completed the 30% Basis of Design Report and did an initial layout of the pipeline. We had conversations with the property owners on both sides of the river and adjusted the alignment to accommodate their concerns. However, we have just received the final Cultural Survey and Archeology Report and there are significant cultural resources in the proposed alignment. We are working with the Archeologist and Kennedy Jenks to revise the alignment yet again to accommodate the cultural resources and finalize the Phase 1 deliverables prior to the end of the Period of Performance for the grant.

The installation of the redundant watermain is funded in part by a Hazard Mitigation Grant. The original grant application was for a total project cost of $3,099,800 which would be funded by a 75% **grant of $2,324,850** with a 25% District match of $774,950. Phase 1 of the project funding was approved on August 15, 2025 in the total amount of $1,271,470 consisting of $953,601.94 in Federal funding and a $317,868.06 District match. We will then wait to see if the Phase 2 portion of the grant for the construction of the project is awarded. The District budgeted $1M for FY 26/27.

Letz Forcemain Replacement – This project is part of the mainline replacement projects to refurbish existing water and sewer mainlines. This project will replace the Letz forcemain, from where it starts at the Station to where it discharges back into the gravity system on Murray Road. This was one of the highest priority projects in the 20-

year Main Line Replacement Report, given that the forcemain runs adjacent to Widow White Creek for a portion of its length. The Basis of Design Report recommended to replace the forcemain along the alignment of the Hammond Trail through this section. The District ran this alternative by and received approval and encroachment permits from the County for this alignment. Work began on September 22nd and is expected to be completed along the Hammond trail alignment by the end of October. The final connection to the Letz Station and the manhole on Murray should be completed in early November.

The Engineer's Estimate of Probably Construction Cost for this project was $1,431,000. This project was included in the CIP Budget for FY 26/27 and is being funded by the Mainline Replacement funds being set aside. It will also be funded by the 2026A Certificates of Participation (COP). It is anticipated that with District staff performing the work, the work will be completed for around $250,000, or $75,000 less than the $1M budgeted for FY26/27.

Recycled Water Project - The Recycled Water project consists of upgrading the irrigation systems at Fischer and Pialorsi. The pipelines at Fischer, which Staff must move around manually when recycled water is being delivered in the summer, would be replaced by two pivot systems. The irrigation system on the Pialorsi property would be completely upgraded to install mainlines, and pivots on the lower parcel and flood cells on the upper terrace. The project design was funded by a State Water Resources Control Board Recycled Water Grant. The final design was submitted to the State in 2024, along with a Construction Grant Application.

The District was informed in October 2025 that we will receive a **$5,473,558 Construction grant** from the SWRCB to construct this project, although we are still going back and forth with the State on this grant, it does look like we will receive it. The Board approved Capital Improvement Project (CIP) budget has $3M budgeted for the 2026/27 FY, and $2M for the 27/28 FYs. The District will need to determine whether we will bid this work or install it ourselves. Construction will likely commence in 2026/27.

4x4 Meetings with County & MMAC – A regular meeting has been scheduled with the MCSD Board President, Director Mayo, GM Kaspari, Board Secretary Blaine, Supervisor Madrone, the MMAC Representative- Scott Binder, and the MMAC Chair, Mary Burke. Jesse Miles, the Executive Director of the McKinleyville Chamber of Commerce, also regularly joins us for these meetings. These meetings occur on the fourth Monday of every month to discuss various topics of concern to all organizations and the community. This month the meeting was held with the Humboldt Transit Authority General Manager, Katie Collender. It was a very good meeting. She discussed the new Humboldt Flex microtransit system and walked us through it's use.

She also discussed the new hydrogen fueling station in Eureka as well as the new Transit Center in Eureka Old Town. She also discussed the spending of HTA's share of the Measure O funds, which is mainly being used to fund budgetary gaps.

Humboldt County Associations of Government (HCAOG) – The October Technical Advisory Committee (TAC) meeting was held with the new Executive Director, Robert Holmlund, who previously worked as the City of Eureka Planning Director as well as for the Harbor District. The agenda mainly focused on the presentation of the Administrative Draft of the Vision Zero Plan, which was then subsequently presented to the HCAOG Board at their October meeting. The Public Draft will be released for Public comment.

Grant Applications – As discussed with the Board at the December 7, 2022, Board Meeting, we have submitted a Clean Water SRF application for funding the retrofit of the Fischer and B Street Lift Stations, which are two of our highest priority Capital Improvement Projects. As further discussed at the April & May 2026 Board Meetings, we have also submitted SRF grant applications for the replacement of all the sewer forcemains in the system, as well as retrofits of the Letz and Kelly Lift Stations, the remodeling of the office and performing an alternative disinfection study. We had a meeting with SWRCB Staff to review the application and discuss the projects. We are hopeful that there is sufficient funding to fund at least the Fischer & B Street Lift Station projects through the CWSRF.

We have finally started to make progress on the Huffman Appropriations for the Community Forest. We are working with the Natural Resource Conservation Service (NRCS) staff and have submitted the grant scope and a detailed cost breakdown. Now we are just waiting for them to process the grant application.

We continue to work with Green Diamond and the Humboldt County Resource Conservation District on the CalFIRE wildfire grant to perform wildfire protection work along Murray Road adjacent to the Community Forest. Green Diamond has been working on the Community Forest property in October and should be done with the masticator this month. They will then complete the sections where the equipment could not access, with hand crews. They will perform the hand work after the rains hit, and their crews are less busy. Again, all this work is grant funded.

Staff is also looking at grant funding for the State Water Resources Control Board, 2027 Non-Point Source (NPS) grant to address sediment runoff in the Community Forest Watershed. We have been talking to Regional Board Staff about this and other funding to implement project such as installing bridges at the stream crossing or road surfacing to address sediment runoff.

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

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

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MAIN OFFICE:

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PARKS & RECREATION OFFICE:

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

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

September 30, 2026

RE: MONTHLY MONITORING REPORT

Dear Sabrina:

Enclosed is the Monthly Monitoring Report for September 2026 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number R1-2024-0023.

The normal discharge of effluent was 30 days going to 004 and 006. The required monitoring and water quality constituents that were tested and reported was in compliance in September.

Effluent Limitations Parameters	Units	Average Monthly	Average Weekly	Avg. % Removal	Max Daily	Instant Min	Instant Max	Results
Monitoring Location EFF- 001								
BOD	mg/L	30	45	>85				Compliance
TSS	mg/L	30	45	>85				Compliance
PH	s.u.					6.5	8.5	Compliance
Settleable Solids	ml/L	0.1			0.2			Compliance
Chlorine Total Residual	mg/L	0.01			0.02			Compliance
Bis(ethyly-hexy) Phthalate	ug/L	1.8			3.0			Compliance
Total Chromium	ug/L	50			100			Compliance
Ammonia Impact Ratio	ratio	1.0			1.0			Compliance
Monitoring Location REC-001								
BOD	mg/L	30	45	>85				Compliance
TSS	mg/L	30	45	>85				Compliance
Nitrate		10						Compliance
PH						6.0	9.0	Compliance

Total Coliform Organisms MPN/100 ml. The Monthly Median not to exceed MPN of 23 and the daily maximum not to exceed MPN of 240. The reported results for the current month are as follows. Median was <1.8 and a Maximum of 2.0. Four samples were collected in the month of September and was in compliance.

Monthly River Monitoring was conducted in September.

Quarter 3 sampling was conducted in August.

Semi Annual Chronic Testing was conducted in January.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA

MONTH: September 2026

DATE	INFLUENT FLOW M.G.D.	EFFLUENT FLOW M.G.D.	EFFLUENT MAXIMUM GPM	RIVER CFS	RIVER Dilution	INFLUENT MONITORING B.O.D. mg/L	INFLUENT MONITORING TSS mg/L	EFFLUENT MONITORING pH	(C°) TEMP	B.O.D. mg/L	TSS mg/L	CL_2 RES.	RIVER CL_2 RES	SETTLEABLE SOLIDS	TOTAL COLIFORM	Entero cocci	RSW-001 TIME	RSW-001 PH	RSW-001 TEMP	RSW-001 D.O.	RSW-001 Entero cocci	RSW-002 TIME	RSW-002 PH	RSW-002 TEMP	RSW-002 D.O.	RSW-002 Entero cocci
1	0.756	0.700	818	N/A	N/A			7.0	19.7			2.5	N/A			N/A										
2	0.776	0.714	846	N/A	N/A			7.0	19.5			2.6	N/A			N/A										
3	0.765	0.704	814	N/A	N/A	450	620	7.0	19.3	0.0	0.0	1.7	N/A	<0.1		N/A	8:25	7.4	18.3	9.1	N/A	8:35	7.6	17.6	8.8	N/A
4	0.731	0.705	835	N/A	N/A			7.1	18.7			1.9	N/A			N/A										
5	0.740	0.658	773	N/A	N/A			7.0	19.2			2.1	N/A			N/A										
6	0.758	0.657	761	N/A	N/A			7.1	19.3			2.3	N/A			N/A										
7	0.822	0.660	742	N/A	N/A			7.1	19.3			2.6	N/A			N/A										
8	0.768	0.716	805	N/A	N/A			7.0	19.5			2.1	N/A		<1.8	N/A	13:20	7.7	20.9	8.9	N/A	13:30	7.9	21.7	9.5	N/A
9	0.755	0.717	843	N/A	N/A			7.0	19.8			2.3	N/A			N/A										
10	0.742	0.713	829	N/A	N/A	240	730	7.0	20.1	0.0	0.0	1.9	N/A	<0.1		N/A										
11	0.746	0.707	844	N/A	N/A			7.0	19.7			2.0	N/A			N/A										
12	0.765	0.658	697	N/A	N/A			7.0	19.6			1.7	N/A			N/A										
13	0.840	0.668	810	N/A	N/A			7.0	19.9			1.5	N/A			N/A										
14	0.760	0.720	833	N/A	N/A			7.0	19.3			2.3	N/A		<1.8	N/A										
15	0.774	0.719	839	N/A	N/A			7.0	19.1			2.2	N/A			N/A	15:30	7.9	19.9	9.2	N/A	15:45	7.8	21.1	9.1	N/A
16	0.763	0.716	843	N/A	N/A			7.0	19.5			2.1	N/A			N/A										
17	0.771	0.705	829	N/A	N/A	200	440	7.0	19.5	3.6	0.0	2.3	N/A	<0.1		N/A										
18	0.742	0.711	834	N/A	N/A			7.0	19.5			2.4	N/A			N/A										
19	0.770	0.654	737	N/A	N/A			7.0	19.9			2.2	N/A			N/A										
20	0.814	0.652	708	N/A	N/A			7.0	19.8			1.7	N/A			N/A										
21	0.765	0.699	809	N/A	N/A			7.1	18.9			1.9	N/A		<1.8	N/A										
22	0.754	0.714	833	N/A	N/A			7.0	18.8			1.8	N/A			N/A	14:10	7.6	19.4	9.2	N/A	14:20	7.9	20.9	9.3	N/A
23	0.747	0.724	856	N/A	N/A			6.9	18.9			1.9	N/A			N/A										
24	0.750	0.737	862	N/A	N/A	330	400	7.1	18.8	0.0	0.0	1.8	N/A	<0.1		N/A										
25	0.751	0.709	833	N/A	N/A			6.9	19.5			1.8	N/A			N/A										
26	0.760	0.653	810	N/A	N/A			7.0	18.7			1.8	N/A			N/A										
27	0.823	0.649	713	N/A	N/A			7.0	18.7			2.3	N/A			N/A										
28	0.770	0.705	840	N/A	N/A			7.1	18.6			2.4	N/A		2.0	N/A										
29	0.732	0.684	807	N/A	N/A			7.1	18.0			2.3	N/A			N/A										
30	0.740	0.681	825	N/A	N/A			7.1	18.2			2.4	N/A			N/A										

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER

Ammonia Impact	Ammonia	Nitrate	Hardness	Total Phosphorus
N/A	N/A	N/A	N/A	N/A

MONTHLY RIVER RSW-001

TDS	Hardness	Ammonia	Conductivity	Turbidity
320	140	ND	623	0.7

MONTHLY RIVER RSW-002

TDS	Hardness	Ammonia	Conductivity	Turbidity
1700	350	ND	3201	4

MONTHLY TESTS REC-001 DISCHARGE TO LAND

Organic Nitrogen	TDS	AMMONIA	NITRATE	NITRITE	SODIUM	CHLORIDE	BORON
2.00	270	2.4	5.5	ND	38	48	220

MONTHLY BOD & TSS	BOD mg/L	BOD LBS/DAY	BOD % Removal	TSS mg/l	TSS LBS/DAY	TSS % Removal
	1	5	100	0	0	100

QUARTERLY GROUNDWATER MONITORING

GW-001		GW-002		GW-006		GW-007		GW-009		GW-019	
Nitrate	TDS	Nitrate	TDS	Nitrate	TDS	Nitrate	TDS	Nitrate	TDS	Nitrate	TDS
2.8	140	6.5	120	3.6	190	2.8	140	2.5	110	ND	6500

QUARTERLY TESTING	ug/l
Bis (2-ethylhexyl) Phthalate	ND
Total Chromium	ND
Dichlorobromomethane	ND

SEMI-ANNUAL CHRONIC TOXICITY

Date	Species	TST Pass/Fail
1/5/2026	Rainbow Trout	PASS

Permit Exceedance

Signature: _____

Remarks: _____

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
EFFLUENT DISCHARGE DISPOSAL

September 2026

Discharge Monitoring DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	MAXIMUM GPM	004 REC-001 FISCHER MGD UPPER	003 REC-001 FISCHER MGD LOWER	006 REC-001 PIALORSI MGD	005 REC-001 HILLER MGD	IRRGATE TOTAL MGD	001 EFF-001 RIVER MGD
1	0.756	0.700	818	0.652		0.048		0.700	0.000
2	0.776	0.714	846	0.663		0.051		0.714	0.000
3	0.765	0.704	814	0.657		0.047		0.704	0.000
4	0.731	0.705	835	0.651		0.054		0.705	0.000
5	0.740	0.658	773	0.658				0.658	0.000
6	0.758	0.657	761	0.657				0.657	0.000
7	0.822	0.660	742	0.660				0.660	0.000
8	0.768	0.716	805	0.670		0.046		0.716	0.000
9	0.755	0.717	843	0.665		0.052		0.717	0.000
10	0.742	0.713	829	0.666		0.047		0.713	0.000
11	0.746	0.707	844	0.658		0.049		0.707	0.000
12	0.765	0.658	697	0.658				0.658	0.000
13	0.840	0.668	810	0.668				0.668	0.000
14	0.760	0.720	833	0.667		0.053		0.720	0.000
15	0.774	0.719	839	0.665		0.054		0.719	0.000
16	0.763	0.716	843	0.667		0.049		0.716	0.000
17	0.771	0.705	829	0.659		0.046		0.705	0.000
18	0.742	0.711	834	0.656		0.055		0.711	0.000
19	0.770	0.654	737	0.654				0.654	0.000
20	0.814	0.652	708	0.652				0.652	0.000
21	0.765	0.699	809	0.655		0.044		0.699	0.000
22	0.754	0.714	833	0.663		0.051		0.714	0.000
23	0.747	0.724	856	0.676		0.048		0.724	0.000
24	0.750	0.737	862	0.694		0.043		0.737	0.000
25	0.751	0.709	833	0.660		0.049		0.709	0.000
26	0.760	0.653	810	0.653				0.653	0.000
27	0.823	0.649	713	0.649				0.649	0.000
28	0.770	0.705	840	0.652		0.053		0.705	0.000
29	0.732	0.684	807	0.633		0.051		0.684	0.000
30	0.740	0.681	825	0.627		0.054		0.681	0.000
TOTAL	22.950	20.809		19.765	0.000	1.044	0.000	20.809	0.000
AVERAGE	0.765	0.694	808	0.000	0.000	0.000	0.000	0.694	0.000
MAXIMUM	0.840	0.737	862	0.694	0.000	0.055	0.000	0.737	0.000
MINIMUM	0.731	0.649	697	0.627	0.000	0.043	0.000	0.649	0.000
DAYS	30	30		30	0	21	0	30	0

DAYS WITH NO DISCHARGE = 0