



Mission statement of McKinleyville Community Services District:
"McKinleyville Community Services District provides authorized services fundamental to the health and well-being of the community."

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD
WEDNESDAY, NOVEMBER 6, 2024 AT 6:00pm**

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

Or

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

To participate in person, please come to Azalea Hall.

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: comments@mckinleyvillecsd.com up until 4:30 p.m. on Tuesday, November 5, 2024.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, November 6, 2024 in a supplemental packet information that will also be posted on the website for public viewing.

AGENDA
6:00 p.m.

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions or Changes to the Agenda

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

NO CLOSED SESSION SCHEDULED

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

- | | | |
|-----|--|--------------|
| D.1 | Consider Approval of the Minutes of the October 2, 2024 Board of Directors Regular Meeting and the October 23, 2024 Special Meeting | P. 5 |
| | Attachment 1 – Draft Minutes from October 2, 2024 | P. 7 |
| | Attachment 2 – Draft Minutes from October 23, 2024 | P. 13 |
| D.2 | Consider Approval of September Treasurer’s Report | P. 17 |
| D.3 | Compliance with State Double Check Valve (DCV) Law | P. 35 |
| D.4 | Consider Designation of Director Dennis Mayo Authorized Voting Representative and Director Scott Binder as the Alternate for the December 4, 2024 Association of California Water Agencies (ACWA) Membership Meeting | P. 37 |
| | Attachment 1 – October 8, 2024 ACWA Correspondence | P. 39 |
| | Attachment 2 – Authorized Voting Representative Form | P. 41 |
| D.5 | Consider Approval of Public Member Applicants to the Trails, Infrastructure, Clean Up and Security Subcommittee | P. 43 |

Attachment 1 – Nicolette Amann Subcommittee Application	P. 45
Attachment 2 – Kenneth Burton Subcommittee Application	P. 49
Attachment 3 – Nancy Morelli Subcommittee Application	P. 65
Attachment 4 – Justin Brown Subcommittee Application	P. 69
Attachment 5 – Phil Heidrick Subcommittee Application	P. 71
Attachment 6 – Charlie Caldwell Subcommittee Application	P. 77
Attachment 7 – Shaun Fyfe Subcommittee Application	P. 83
Attachment 8 – Subcommittee Ranking Data Memo	P. 87

E. CONTINUED AND NEW BUSINESS

E.1	Consider Approval of Revised Salary Schedule (Action)	P. 89
	Attachment 1 – CPS-HR Total Compensation Study Memo, Sept 1, 2023	P. 93
	Attachment 2 – MCSD Draft Revised Salary Schedule	P. 107
	Attachment 3 – Fiscal Impact Assessment Table	P. 111
	Attachment 4 – HCSD Rate Study Comparison Chart	P. 113
E.2	Annual Review and Discussion of 2024-2029 Strategic Plan (Informational)	P. 115
	Attachment 1 – Strategic Plan 2024-2029 – Red Lined Staff Revisions	P. 117
	Attachment 2 – Strategic Matrix with and without Track Changes	P. 129
E.3	Consider Adoption of Resolution 2024-24 Initiating the Transfer of Funds from Humboldt County Treasury to Umpqua Bank and California CLASS	P. 133
	Attachment 1 – Resolution 2024-24	P. 135
E.4	Consider Application for CAL FIRE Forest Health Grant and Designation of the General Manager as the Authorized Agent (Action)	P. 137
	Attachment 1 – CalVTP Project Description Figure with Treatment Types	P. 139
	Attachment 2 – Resolution 2024-23	P. 141

F. REPORTS

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

- F.1 ACTIVE COMMITTEE REPORTS
- a. Parks and Recreation Committee (Binder/Biteman)
 - b. Area Fund (John Kulstad/Binder)
 - c. Redwood Region Economic Development Commission (Biteman/Mayo)
 - d. McKinleyville Senior Center Board Liaison (Binder/Couch)
 - e. Audit and Finance Committee (Orsini/Biteman)
 - f. Employee Negotiations (Couch/Mayo)
 - g. McKinleyville Municipal Advisory Committee (Orsini/Binder)
 - h. AdHoc Committee – Community Forest (Mayo/Orsini)

i. HBMWD Muni Water Task Force (Couch/Mayo)

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- | | |
|--|--------|
| a. Finance & Administration Department (Samantha Howard) | P. 143 |
| b. Operations Department (James Henry) | P. 145 |
| c. Parks & Recreation Department (Kirsten Messmer) | P. 151 |
| d. General Manager (Pat Kaspari) | P. 159 |
| Attachment 1 – WWMF Monthly Self-Monitoring Report | P. 165 |

F.4 PRESIDENT'S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on November 1, 2024

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

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

McKinleyville Community Services District

BOARD OF DIRECTORS

November 6, 2024

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of the Minutes of the October 2, 2024 Board of Directors Regular Meeting and the October 23, 2024 Special Meeting**

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

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

Recommendation:

Staff recommends the approval of the Minutes of the Board of Directors for the October 2, 2024 Regular Meeting and the October 23, 2024 Special Meeting.

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from October 2, 2024 Regular Meeting
- Attachment 2 - Draft Minutes from October 23, 2024 Special Meeting

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MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT (MCSD) HELD ON WEDNESDAY, October 2, 2024 at 6:00 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA and TELECONFERENCE Via ZOOM & TELEPHONE: ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) and TOLL FREE: 1-888-788-0099

AGENDA ITEM A. CALL TO ORDER:

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

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

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by Director 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 Orsini; **Second:** Director Mayo

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

A.5 Closed Session Discussion

There was no closed session scheduled.

AGENDA ITEM B. PUBLIC HEARINGS:

There was no public hearing scheduled.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There was no public comment.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the September 4, 2024 Board of Directors Regular Meeting and September 16, 2024 Special Meeting

D.2 Consider Approval of August 2024 Draft Treasurer’s Report

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

D.4 Consider Adoption of Resolution 2024-22 Proclaiming October 5 –

October 13, 2024 California Water Professionals Appreciation Week

Director Couch requested to pull item D.4 from the consent Calendar.

Motion: It was moved to approve the Consent Calendar sans Item D.4.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

D.4 Consider Adoption of Resolution 2024-22 Proclaiming October 5 – October 13, 2024 California Water Professionals Appreciation Week

General Manager Kaspari presented the item and read Resolution 2024-22 into the record.

Board discussion ensued and Directors reiterated their appreciation for MCSD staff and California Water Professionals in general.

Motion: It was moved to adopt Resolution 2024-22.

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

Mary Burke, North Coast Regional Manager for California Trout, gave public comment and passed on an award presented to the District for the Baduwat Estuary Project by United Indian Health Services.

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

Motion Summary: Motion passed.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

ITEMS ARE LISTED IN THE ORDER IN WHICH THEY WERE CONSIDERED

E.1 Consider Providing Big Lagoon CSD Meter Reading & Billing as well as Reporting Assistance

GM Kaspari presented the item.

Board discussion ensued.

Richard Maier, Staff Accountant and representative for Big Lagoon CSD, gave brief comments and entertained questions from the Board.

Public comment was given by Mary Burke.

The Board aligned with staff recommendation and agreed that providing the requested assistance to Big Lagoon would be to the detriment of MCSD customers.

No motion was made, item failed.

E.4 Consider Adoption of Resolution 2024-21 Affirming Board Support of the Existing Memorandums of Understanding with the Redwood Coast Mountain Bike Association and the Mountain Bike Tribal Trail Alliance

GM Kaspari overviewed the item.

Board members asked clarifying questions.

Public comments were given by Karen Brooks, Brian Dorman, and Allison Sobrehad.

The Board continued in lively discussion.

Parks and Recreation Director Messmer encouraged all groups that are interested in an MOU to contact the District.

GM Kaspari clarified that the Trails Subcommittee of the McKinleyville Community Forest Committee has just recently been established and any further trail work has been paused until the Trails Management Plan is developed.

Director Orsini suggested that the structural of the existing trail parallel to Murray Road be inspected prior to the rainy season for structural integrity.

Motion: It was moved to have the MOU's be vetted through the Trails Subcommittee, then to the McKinleyville Community Forest Committee to provide recommendation for approval by the Board of Directors.

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

Director Biteman sought clarification on whether the MOUs would legally remain in effect while trail work was paused. GM Kaspari confirmed this, emphasizing the importance of keeping the MOUs active to ensure that existing trail work could be properly secured before the rainy season. Director Orsini supported GM Kaspari's point, explaining that this was why he did not request the cancellation of the MOUs in his motion.

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

Motion Summary: Motion passed

E.2 Review and Discuss Annual Board Self-Evaluation

Board Secretary Blaine presented the item.

President Binder gave instructions for each Director to give comments on the self-evaluation process according to the guidance in the staff note.

This was a discussion only item. No action was taken.

E.3 Consider Approval of the Regular Board Meeting Dates, Time, and Location for the 2025 Calendar Year

Board Secretary Blaine overviewed the item.

Board members asked clarifying questions.

Motion: It was moved to approve the 2025 Regular Board Meeting Calendar.

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

The were no additional comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder had nothing further to add to Parks and Recreation Director Messmer's report.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (RREDC) (Biteman/Mayo):** Director Biteman gave a report out of the September meeting of RREDC.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief update on the activities of the senior center
- e. **Audit and Finance (Orsini/Biteman):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet, but Director Couch announced that there is an upcoming meeting in October.
- g. **McKinleyville Municipal Advisory Committee (MMAC) (Orsini/Binder):** Director Orsini gave a report out of the September meeting of MMAC.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** Directors Orsini gave a report out of the August meeting.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. **Finance and Administration Department (Samantha Howard):** Finance Director Howard had nothing further to add to her written report.
- b. **Operations Department (James Henry):** Operations Director Henry had nothing further to add to his written report.
- c. **Parks & Recreation Department (Kirsten Messmer):** Parks and Recreation Director Messmer had nothing further to add to her written report.
- d. **General Manager (Patrick Kaspari):** GM Kaspari reminded the Board of the upcoming October 23, 2024 joint meeting of the MMAC and MCSD Board of Directors.

F.4 PRESIDENT'S REPORT:

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

Director Orsini requested a future agenda item updating the Board on the functioning of the da ledik Microgrid.

President Binder expressed appreciation for GM Kaspari's weekly e-mail briefings to the Board.

G. ADJOURNMENT:

Meeting Adjourned at 8:08 p.m.

Joseph Blaine, Board Secretary

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**Joint Meeting of the
McKinleyville Community Services District (MCSD) Board of Directors
and the McKinleyville Municipal Advisory Committee (MMAC)**

In person at Azalea Hall, 1620 Pickett Road, McKinleyville, CA and
ZOOM PLATFORM - ONLINE MEETING

October 23, 2024 6:00 pm

MINUTES (Draft)

A. CALL TO ORDER

A.1 Roll Call-

MCSD Board of Directors Members Present:

David Couch, Dennis Mayo, Scott Binder, Greg Orsini.

MMAC Members Present:

Kevin Jenkins, Bonnie Oliver, Mary Burke, Twila Sanchez, Maya Conrad,
Pat Kaspari (and Greg Orsini).

Members Absent: James Biteman (MCSD), Lisa Dugan (MMAC)

A.2 Pledge of Allegiance (led by Kevin Jenkins)

A.3 Approval of Agenda:

Dennis Mayo moved to approve the Agenda and Greg Orsini seconded the motion.

B. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS (on non-agenda items)

None

C. CONTINUED AND NEW BUSINESS

C.1 Adopt a Proclamation in Appreciation of Kevin Dreyer for his 12 years of service to the Community of McKinleyville as a member of the McKinleyville Municipal Advisory Committee (MMAC):

Kevin Jenkins read the Proclamation in Appreciation of Kevin Dreyer on behalf of the McKinleyville Community Services District and the McKinleyville Municipal Advisory Committee and presented it to Kevin Dreyer. (The text of the proclamation was included in the Meeting Information Packet.) Supervisor Steve Madrone also presented a Certificate of Appreciation to Kevin Dreyer from the Board of Supervisors. Members of both the MCSD Board and the MMAC shared comments of thanks and appreciation for Kevin Dreyer and his years of service on the MMAC.

C.2 Discussion of the Town Center Ordinance-

Humboldt County Planning and Building Director John Ford gave an update on the status of the Administrative Draft Environmental Impact Report (EIR) for the McKinleyville Town Center Ordinance which is still being finalized. He also explained

the goals and general aspects of the Ordinance that are being reviewed as part of the EIR, including Mixed Use Zoning and traffic calming measures for Central Avenue and other streets within the Town Center Zone. MCSD Board, MMAC and community members asked a number of questions, raised concerns and requested clarifications including:

- Concerns related to the proposed lane reduction for Central Avenue and related traffic challenges.
- Clarification on plans to extend McKinleyville Avenue to School Road.
- Bus turnouts and infrastructure related to lane reductions on Central Ave.
- Were the ideas of visiting planner Dan Burden incorporated into the draft?
- Why won't the MMAC be allowed to review the Administrative Draft EIR before it is released to the general public?

Director Ford provided answers and clarifications. Director Ford and MMAC members also stressed that improving bike and pedestrian safety on Central Ave. and throughout the Town Center area was an important community building goal of the Ordinance and that this will involve some changes in behavior for some. Supervisor Madrone thanked the MMAC for their work on finding common ground in developing the Draft Town Center Ordinance.

C.3 Discussion of the Exploration of Incorporation of McKinleyville-

The summary of the work of the McKinleyville Incorporation Exploration Subcommittee (MIESC) of the MMAC from the Meeting Information Packet was read. Kevin Jenkins, MIESC Chair / MMAC Vice Chair, then answered Board and Community member questions. He explained the challenges faced and progress being made in collecting McKinleyville economic data by collaborator Josh Zender, Professor of Economics at Cal Poly Humboldt. Committee member Mary Burke explained the progress in developing a community survey in collaboration with the McKinleyville Family Resource Center, MMAC's Committee on Active Transportation and the McKinleyville Chamber of Commerce. Kevin and Mary recognized community member Tom Boyer, who has served on MIESC since it began, and who is now retiring from the committee.

C.4 Discussion of Status of McKinleyville Community Forest

Kirsten Messmer, MCSD Parks and Recreation Director, presented information on the McKinleyville Community Forest since MCSD closed on the property in the beginning of 2024. Some of the highlights of the report in the Meeting Information Packet include:

- Establishment of the McKinleyville Community Forest Committee, a Forest Management Plan & Funding / Budgeting Subcommittee (FMP), and a Trails, Infrastructure, Cleanup and Security Subcommittee (TICS).
- Improvements on the Murray Road access including 35 mph speed signs near the parking lot entrance, (temporary) parking lot grading and gate improvements.
- Trail maps and signage.
- Grant applications to fund planning and improvement efforts.
- Planning for emergency medical and fire access including a future helipad.

Kirsten answered questions from MCSD Board, MMAC and community members including concerns related to emergency access, user group conflicts and homeless encampments in the McKinleyville Community Forest.

C.5 Discussion of the Role of MMAC and the Relationship Between MMAC and MCSD in Governance of McKinleyville-

MCSD Board President Scott Binder led a brief discussion on the importance of MCSD Board and MMAC members bringing McKinleyville's voice to County issues, especially with a number of proposed new projects that will have County-wide implications.

D. ADJOURNMENT

Greg Orsini moved to adjourn the meeting and Dennis Mayo seconded the motion. The meeting was adjourned at 7:45 pm.

Respectfully submitted,
Bonnie Oliver

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**McKinleyville Community Services District
Treasurer's Report **DRAFT**
September 2024**

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Page 4	Activity Summary by Fund with Selected Graphic Comparisons
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Page 12	Summary of Long-Term Debt Report
Page 13	Summary of Grants
Page 14	Cash Disbursement Report

Ratios

DRAFT as of September 30, 2024

- Utility Accounts Receivable Turnover Days	12
- YTD Breakeven Revenue, Water Fund:	\$ 802,266
- YTD Actual Water Sales:	\$ 1,232,020
- Days of Cash on Hand-All Operations Checking/MM	362

**McKinleyville Community Services District
Investments & Cash Flow Report
DRAFT as of September 30, 2024**

Petty Cash & Change Funds 9,111.56

Cash

Operating & Money Market - Beginning Balance		3,583,007.04
Cash Receipts:		
Utility Billings & Other Receipts	883,743.93	
Money Market Account Interest	7,895.48	
Transfers from County Funds #2560, #4240, CalCLASS, Meas. B	-	
Other Cash Receipts (Grants/Other Receivables)	3,046,787.56	
Other MISC monthly adjustments	55,708.90	
Total Cash Receipts		3,994,135.87
Cash Disbursements:		
Adjustments due to timing		
Payroll Related Expenditures (incl. CalPERS UAL pmt)	(344,087.54)	
Debt Service	-	
Accounts Payable & Other/Misc Expenditures	(949,582.08)	
Other MISC monthly adjustments	(28,320.96)	
Total Cash Disbursements		(1,321,990.58)
Operating & Money Market - Ending Balance		6,255,152.33
Total Cash		6,264,263.89

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

LAIF - Beginning Balance	148,662.40	
Net Quarterly Activity	-	
LAIF - Ending Balance		148,662.40
Humboldt Co. #2560 - Beginning Balance	1,555,631.20	
Property Taxes and Assessments	-	
Transfer to/from Operating Cash Acct or CalCLASS	-	
Interest Income (net of adjustments)	-	
Humboldt Co. #2560 - Ending Balance		1,555,631.20
Humboldt Co. #4240 - Beginning Balance	91,472.63	
Net Quarterly Activity	-	
Humboldt Co. #4240 - Ending Balance		91,472.63
Humboldt Co. #9390 - Beginning Balance	-	
Net Quarterly Activity	-	
Humboldt Co. #9390 - Ending Balance		-
Market Valuation Account (updated annually at year end)		(37,294.11)
BNY COPS Series A & B - Beginning Balance	5,312,857.03	
Bond Principal Total (Series A & B)	-	
Bond Draws for Capital Projects	(1,000,000.00)	
Bond Reserve Payment/Transfer to Service Fund	-	
Debt Service Payment, Principal/Interest (Net)	-	
Bond Earned Interest	59,756.19	
BNY COPS Series A & B - Ending Balance		4,372,613.22
Section 115 Trust Beginning Balance	2,713,123.00	
Net Transfer to/from Designated Reserves: OPEB	-	
Net: Interest Income/Unrealized Gain/Loss	200,205.00	
		2,913,328.00
CalCLASS - Beginning Balance	15,899,941.21	
Net Transfer to/from Checking	-	
Net Transfer to/from Designated Reserves: PERS/OPEB	-	
Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves	-	
Net: Interest Income/Unrealized Gain/Loss	68,523.65	
CalCLASS - Ending Balance		15,968,464.86
Total Investments		25,012,878.20
Total Cash & Investments - Current Quarter		31,277,142.09
Cash & Cash Equivalents		31,259,643.91
Davis-Grunsky Loan Reserve		17,498.18
Total Cash & Investments		31,277,142.09

McKinleyville Community Services District
 Consolidated Balance Sheet by Fund **DRAFT**
 DRAFT as of September 30, 2024

	Governmental Funds			Proprietary Funds		Total (Memorandum Only)
	Parks & General	Measure B	Streetslights	Water	Wastewater	
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 1,091,460.68	\$ (711,859.85)	\$ 143,584.41	\$ 9,364,359.39	\$ 14,119,178.92	\$ 24,006,723.55
Accounts receivable	82,008.98	-	4,384.77	1,081,773.03	640,804.07	1,808,970.85
Prepaid expenses & other current assets	66,435.95	-	5,234.84	140,474.36	74,894.69	287,039.84
Total Current Assets	1,239,905.61	(711,859.85)	153,204.02	10,586,606.78	14,834,877.68	26,102,734.24
Noncurrent Assets						
Restricted cash & cash equivalents	199,339.22	-	-	1,088,312.57	3,301,798.83	4,589,450.62
Other noncurrent assets	-	-	-	932,250.00	1,124,438.00	2,056,688.00
Capital assets (net)	-	-	-	18,625,328.55	31,327,666.61	49,952,995.16
Total Noncurrent Assets	199,339.22	-	-	20,645,891.12	35,753,903.44	56,599,133.78
TOTAL ASSETS	\$ 1,439,244.83	\$ (711,859.85)	\$ 153,204.02	\$ 31,232,497.90	\$ 50,588,781.12	\$ 82,701,868.02
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 92,709.85	\$ 7,222.51	\$ 182.58	\$ 259,434.81	\$ (47,425.34)	\$ 312,124.41
Accrued payroll & related liabilities	136,560.60	-	-	78,582.24	78,302.06	293,444.90
Total Current Liabilities	229,270.45	7,222.51	182.58	338,017.05	30,876.72	605,569.31
Noncurrent Liabilities						
Long-term debt	-	-	-	6,118,796.96	20,034,453.32	26,153,250.28
Other noncurrent liabilities	-	-	-	3,938,320.93	4,214,869.77	8,153,190.70
Total Noncurrent Liabilities	-	-	-	10,057,117.89	24,249,323.09	34,306,440.98
TOTAL LIABILITIES	229,270.45	7,222.51	182.58	10,395,134.94	24,280,199.81	34,912,010.29
Fund Balance/Net Assets						
Fund balance	(2,879,497.88)	(719,082.36)	153,021.44	-	-	(3,445,558.80)
Net assets	4,089,472.26	-	-	8,330,831.37	15,015,368.02	27,435,671.65
Investment in capital assets, net of related debt	-	-	-	12,506,531.59	11,293,213.29	23,799,744.88
Total Fund Balance/Net Assets	1,209,974.38	(719,082.36)	153,021.44	20,837,362.96	26,308,581.31	47,789,857.73
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,439,244.83	\$ (711,859.85)	\$ 153,204.02	\$ 31,232,497.90	\$ 50,588,781.12	\$ 82,701,868.02
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,390,814.74					
General Long-term Liabilities						
PG&E Streetslights Loan	-					
Meas. B Loan: Teen/Community Center	672,720.00					
OPEB Liability	3,291,932.47			1,207,254.38	1,446,632.90	5,945,819.75
CalPERS Pension Liability/Deferred Inflows-Outflows	1,101,418.97			692,481.42	849,101.42	2,643,001.81
Accrued Compensated Absences	72,357.75					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 5,138,429.19					

McKinleyville Community Services District
DRAFT Activity Summary by Fund, Approved Budget
September 2024

Department Summaries	July	August	September	% of Year 25.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	% Year Remaining: 75.00%		
								Total Budget	Remaining Budget	Budget %
Water										
Water Sales	377,798	466,657	387,565	1,232,020	1,087,500	144,520	13.29%	4,350,000	3,117,980	71.68%
Other Revenues	18,199	19,951	9,039	47,189	76,738	(29,549)	-38.51%	306,950	259,761	84.63%
Total Operating Revenues	395,997	486,608	396,604	1,279,209	1,164,238	114,971	9.88%	4,656,950	3,377,741	72.53%
Salaries & Benefits	136,738	111,520	104,841	353,099	365,179	(12,080)	-3.31%	1,460,717	1,107,618	75.83%
Water Purchased	107,688	108,330	111,217	327,235	323,750	3,485	1.08%	1,295,000	967,765	74.73%
Other Expenses	49,723	47,132	39,224	136,079	231,996	(95,917)	-41.34%	927,985	791,906	85.34%
Depreciation	33,333	33,333	33,333	99,999	100,000	(1)	0.00%	400,000	300,001	75.00%
Total Operating Expenses	327,482	300,315	288,616	916,413	1,020,925	(104,512)	-10.24%	4,083,702	3,167,289	77.56%
Net Operating Income	68,515	186,292	107,988	362,796	143,313	10,458		573,248	210,452	
Grants	560	-	-	560	1,750,000	(1,749,440)		7,000,000	6,999,440	99.99%
Interest Income	22,552	42,302	28,947	93,801	37,500	56,301	150.14%	150,000	56,199	37.47%
Interest Expense	7,138	-	-	7,138	50,181	43,043	-85.77%	200,724	193,586	96.44%
Total Non-Operating Income	15,974	42,302	28,947	87,223	1,737,319	(1,736,181)		6,949,276	6,862,053	
Net Income (Loss)	84,489	228,595	136,935	450,019	1,880,632	(1,725,723)		7,522,524	7,072,505	
Wastewater										
Wastewater Service Charges	365,828	395,146	369,717	1,130,691	1,050,000	80,691	7.68%	4,200,000	3,069,309	73.08%
Other Revenues	26,213	26,294	10,630	63,138	71,611	(8,473)	-11.83%	286,442	223,304	77.96%
Total Operating Revenues	392,041	421,440	380,347	1,193,829	1,121,611	72,218	6.44%	4,486,442	3,292,613	73.39%
Salaries & Benefits	150,184	131,183	136,410	417,776	380,721	37,055	9.73%	1,522,885	1,105,109	72.57%
Other Expenses	62,277	63,980	52,065	178,322	290,396	(112,074)	-38.59%	1,161,585	983,263	84.65%
Depreciation	125,000	125,000	125,000	375,000	375,000	-	0.00%	1,500,000	1,125,000	75.00%
Total Operating Expenses	337,461	320,162	313,474	971,097	1,046,117	(75,020)	-7.17%	4,184,470	3,213,373	76.79%
Net Operating Income	54,580	101,278	66,873	222,731	75,494	147,237		301,972	79,241	
Grants	560	-	-	560	181,250	(180,690)	-99.69%	725,000	724,440	99.92%
Interest Income	28,754	60,872	44,303	133,929	30,000	103,929	346.43%	120,000	(13,929)	-11.61%
Interest Expense	-	278,317	-	278,317	63,963	(214,354)	335.12%	255,851	(22,466)	-8.78%
Total Non-Operating Income	29,314	(217,445)	44,303	(143,828)	147,287	137,593		589,149	732,977	124.41%
Net Income (Loss)	83,894	(116,167)	111,176	78,903	222,781	(143,878)		891,121	812,218	
Enterprise Funds Net Income (Loss)	168,384	112,428	248,111	528,922	2,103,413	(1,574,491)		8,413,645	7,884,723	

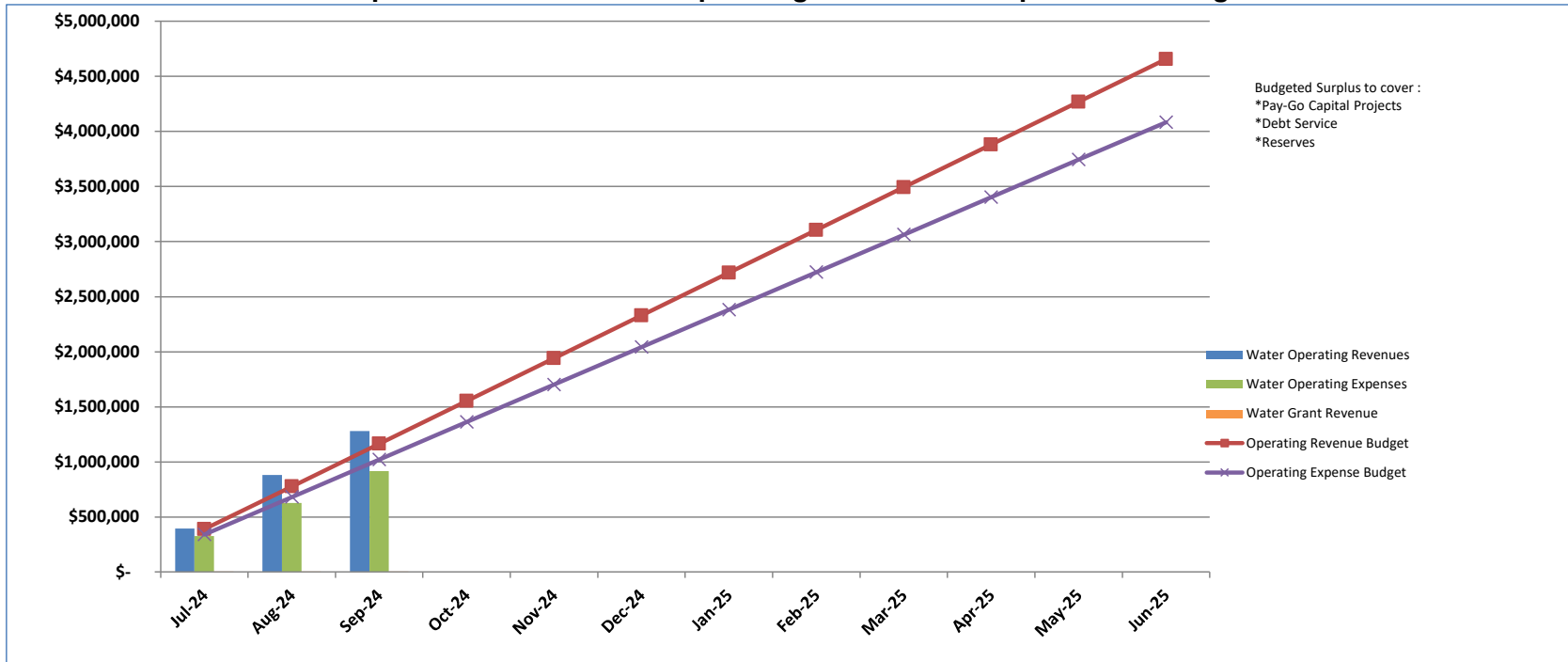
McKinleyville Community Services District
DRAFT Activity Summary by Fund, Approved Budget
September 2024

Department Summaries	July	August	September	% of Year 25.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	% Year Remaining: 75.00%		
								Total Budget	Remaining Budget	Budget %
*Parks & Recreation										
Program Fees	65,991	9,156	2,066	77,213	106,538	(29,325)	-27.53%	426,150	348,937	81.88%
Rents & Facility Related Fees	8,508	16,190	3,795	28,493	25,331	3,162	12.48%	101,325	72,832	71.88%
Property Taxes	-	-	-	-	183,449	(183,449)	-100.00%	733,794	733,794	100.00%
Other Revenues	12,292	12,284	14,610	39,186	49,888	(10,702)	-21.45%	199,550	160,364	80.36%
Interest Income	21,059	23,175	17,359	61,593	18,750	42,843	228.50%	75,000	13,407	17.88%
Total Revenues	107,850	60,806	37,829	206,485	383,956	(177,471)	-46.22%	1,535,819	1,329,334	86.56%
Salaries & Benefits	95,370	87,799	94,991	278,160	274,985	3,175	1.15%	1,099,941	821,781	74.71%
Other Expenditures	25,733	21,154	15,122	62,009	73,494	(11,485)	-15.63%	293,975	231,966	78.91%
Total Expenditures	121,103	108,953	110,114	340,169	348,479	(8,310)	-2.38%	1,393,916	1,053,747	75.60%
Other Financing Sources:										
Grant Revenues	-	-	-	-	325,000	(325,000)	-100.00%	1,300,000	1,300,000	100.00%
Capital Expenditures	-	500	15,867	16,368	1,016,667	(1,000,299)	-84.06%	1,300,000	1,283,632	98.74%
Excess (Deficit)	(13,252)	(48,648)	(88,152)	(150,052)	(656,190)	506,138		141,903	1,575,588	
*Measure B Assessment										
Total Revenues	100	138	3,848	4,086	176,165	(172,079)	-97.68%	704,659	700,573	99.42%
Salaries & Benefits	8,874	13,812	14,428	37,114	42,379	(5,265)	-12.42%	169,514	132,400	78.11%
Other Expenditures	5,283	8,075	7,277	20,636	43,059	(22,424)	-52.08%	172,235	151,600	88.02%
Capital Expenditures/Loan Repayment	-	-	-	-	68,492	(68,492)	-100.00%	273,968	273,968	100.00%
Total Expenditures	14,157	21,887	21,706	57,749	153,930	(96,181)	-62.48%	615,717	557,968	90.62%
Excess (Deficit)	(14,057)	(21,749)	(17,857)	(53,664)	22,235	(75,899)		88,942	142,606	
*Street Lights										
Total Revenues	11,855	12,389	12,154	36,398	34,650	1,748	5.05%	138,600	102,202	73.74%
Salaries & Benefits	6,933	4,664	4,732	16,329	16,471	(142)	-0.86%	65,882	49,553	75.22%
Other Expenditures	5,103	6,629	3,863	15,594	15,424	170	1.10%	61,695	46,101	74.72%
Capital Expenditures/Loan Repayment	-	-	-	-	1,250	(1,250)	-100.00%	5,000	5,000	100.00%
Total Expenditures	12,035	11,293	8,595	31,923	33,145	(1,222)	-3.69%	132,577	100,654	75.92%
Excess (Deficit)	(180)	1,095	3,560	4,475	1,505	(2,970)		6,023	1,548	
Governmental Funds Excess (Deficit)	(27,490)	(69,301)	(102,450)	(199,241)	(632,450)	433,209		236,868	1,719,741	

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

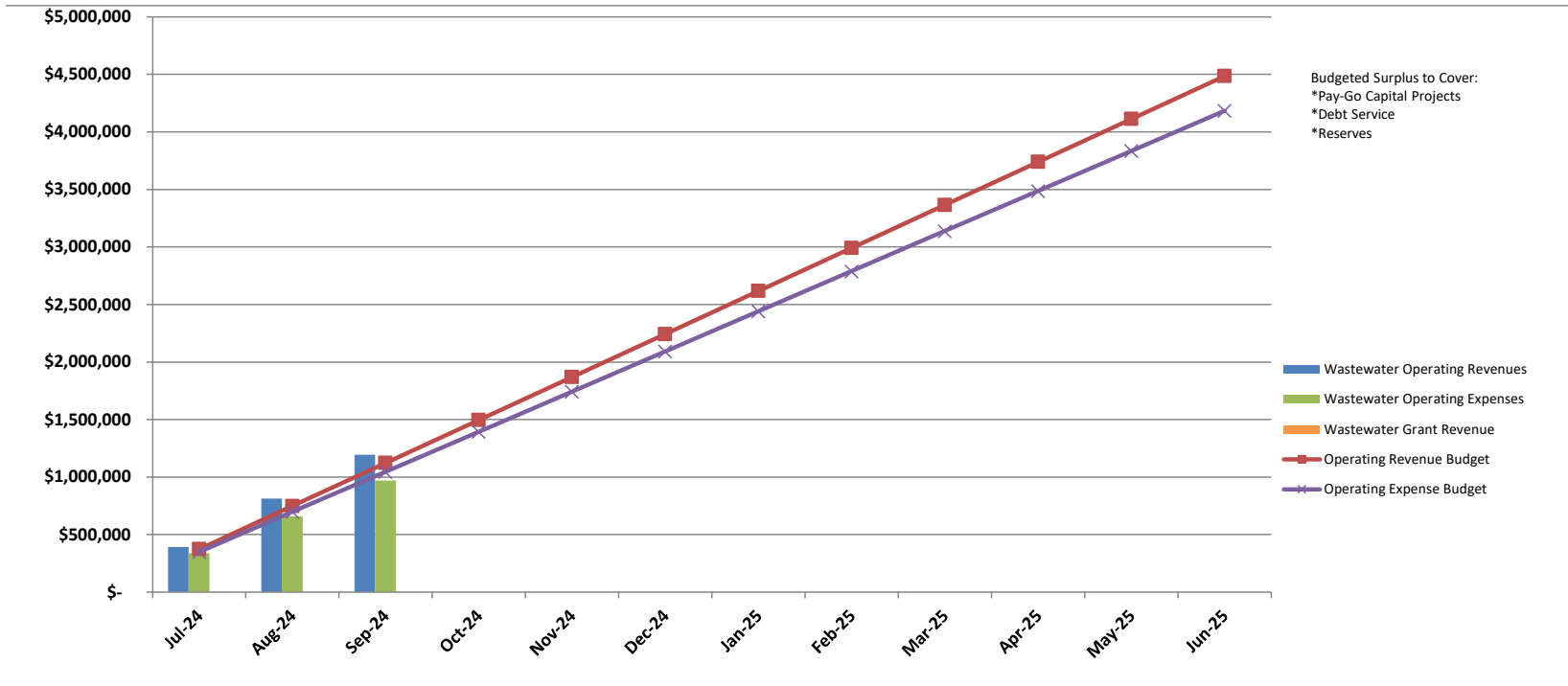
McKinleyville Community Services District
DRAFT as of September 30, 2024

Comparison of Water Fund Operating Revenues & Expenses to Budget



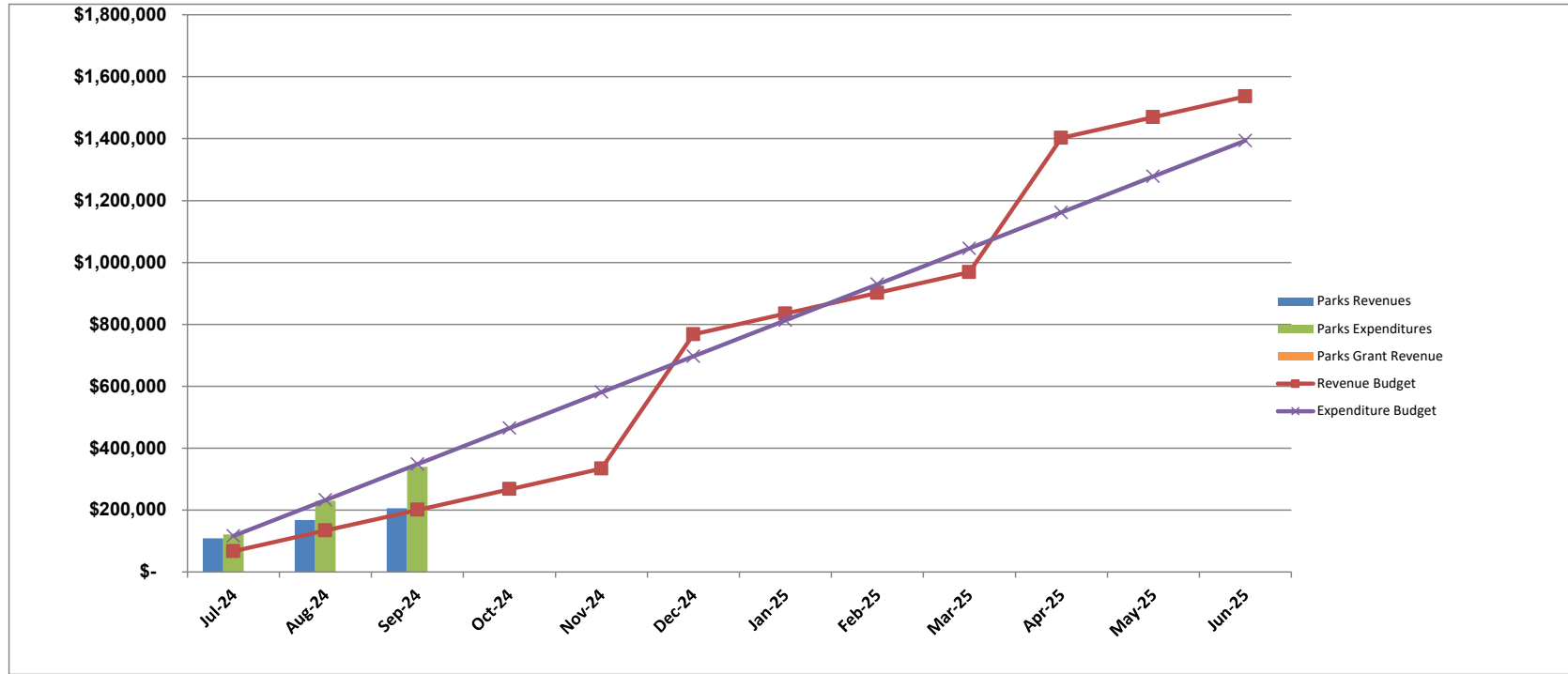
McKinleyville Community Services District
DRAFT as of September 30, 2024

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



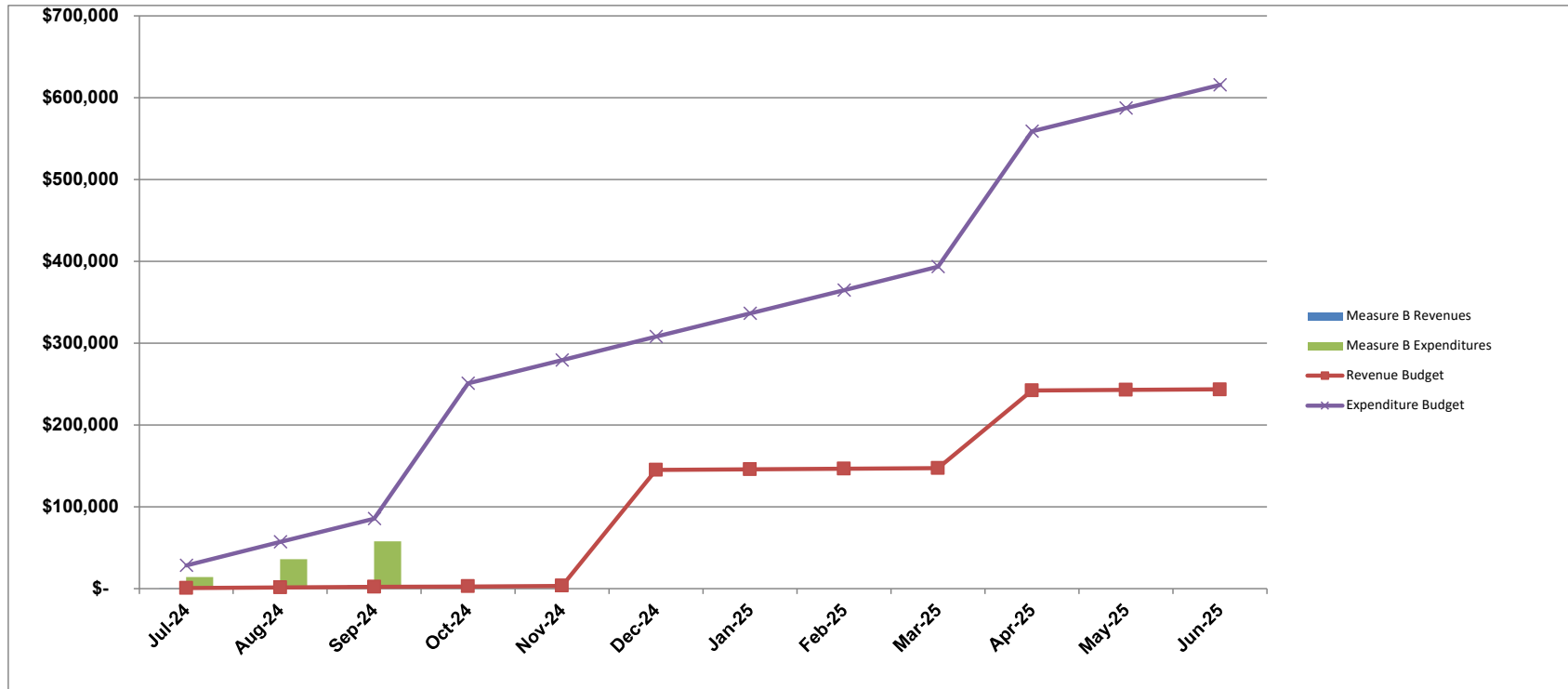
McKinleyville Community Services District
DRAFT as of September 30, 2024

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



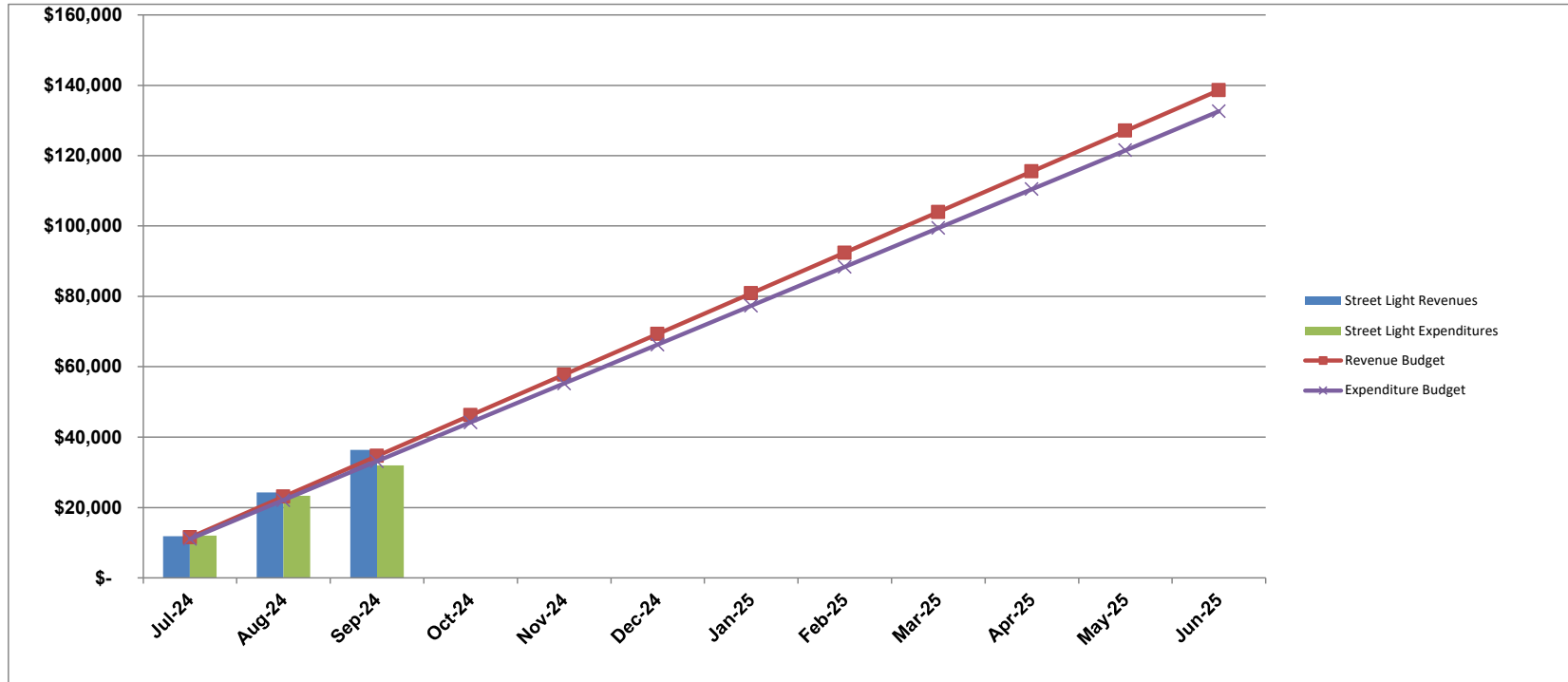
McKinleyville Community Services District
DRAFT as of September 30, 2024

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District
DRAFT as of September 30, 2024

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
Capital Expenditure Quarterly Report
DRAFT as of September 30, 2024**

	July	August	September	YTD Total	FY 24-25 Budget	Remaining		Notes
						Budget \$	Budget %	
Water Department								
4.5m New Water Tank	993,527	-	53,375	1,046,902	9,000,000	7,953,098	88%	
Water Tank Cathodic	-	-	1,064	1,064	25,000	23,936	96%	
Emergency Water Supply Mad River	-	-	-	-	250,000	250,000	100%	
Meter Reader Upgrade	-	-	-	-	8,000	8,000	100%	
MCCLUSKI Tank 3 Replacement	-	-	-	-	200,000	200,000	100%	
Fire Hydrant System Upgrade	-	-	-	-	7,000	7,000	100%	
Water Tank Painting	-	-	-	-	750,000	750,000	100%	
Water Main Rehab & Replacement	-	-	-	-	1,800,000	1,800,000	100%	Water Main Rehab
Subtotal	993,527	-	54,438	1,047,966	12,040,000	10,992,034	91%	
Wastewater Department								
Sewer Main Rehab & Replacement	-	-	-	-	1,500,000	1,500,000	100%	Sewer Main Rehab
Fischer Lift Station Upgrades	11,195	13,972	21,129	-	250,000	250,000	100%	
WWMF Engr Study (Disinfection Upgrade)	-	-	-	-	70,000	70,000	100%	
WWMF Sludge Disposal - next	-	-	-	-	200,000	200,000	100%	Sludge handling/disposal
WWMF Pond Armoring	-	-	-	-	80,000	80,000	100%	WWMF Pond Armoring
WWMF Pumps & Motors	-	-	-	-	16,000	16,000	100%	
WWMF Fencing and Gate/Security Proj.	-	32	953	-	10,000	10,000	100%	
Collection Upgrades-UndercrossingsProj	-	-	-	-	100,000	100,000	100%	Collection System upgrades
Fischer Lift Station Generator	-	-	-	-	60,000	60,000	100%	Fischer Lift Stn Generator
Solar Project - CWSRF Grant/Loan	5,561	439	2,039	-	250,000	250,000	100%	WWMF Solar Project
WWMF - CEQA/ NPDES Permit	-	-	4,000	-	25,000	25,000	100%	NPDES Permit Project
SCBA Apparatus and Bottles	-	-	-	-	6,000	6,000	100%	WWMF Lab Cabinets
Sewer Main Camera Replacement	-	-	-	-	30,000	30,000	100%	SwrLiftStnUpgrade-Letz
Subtotal	16,756	14,444	28,121	-	2,597,000	2,597,000	100%	
Water & Wastewater Operations								
Heavy Equipment	-	-	-	-	230,000	230,000	100%	backhoe, tractor/attachemnts/aircc
Utility Vehicles	-	-	-	-	160,000	160,000	100%	CCTV truck, 3/4 or 1-ton Pickup
Office Remodel, Corporate Yard & Shops	6,243	32,120	-	-	130,000	130,000	100%	Facilities upgrade/sealcoat
Computers & Software	-	-	-	-	23,000	23,000	100%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tree farm)	12,605	7,775	7,856	-	130,000	130,000	100%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Irrig pip	-	-	-	-	15,000	15,000	100%	Barn/ house/ fence, Irrig. pipe, Unx
Office Remodel-Land Purchase	-	-	-	-	450,000	450,000	100%	Purch property behind main offc
Small Equipment & Other	-	-	-	-	20,000	20,000	100%	Misc,response, & GPS surveying
Subtotal	18,847	39,896	7,856	-	1,158,000	1,158,000	100%	
Enterprise Funds Total	1,029,131	54,339	90,416	1,047,966	15,795,000	14,747,034	93%	
Parks & Recreation Department								
Hiller Park & Sports Complex	-	-	-	-	40,000	40,000	100%	Hiller Sports Sealcoat-CountyGrant
Pierson Park - Landscaping, Restrooms, Gazebo	-	-	-	-	112,000	112,000	100%	Pierson Pk-Landscape & signage
Azalea Hall Projects	-	-	-	-	19,000	19,000	100%	Major appliance replacemnt
McKinleyville Activity Center Upgrades	-	-	-	-	25,000	25,000	100%	Flooring replacement
Teen & Community Center	-	-	-	-	5,000	5,000	100%	Parking Lot/Exterior Rehab
McKinleyville Library Projects	-	-	-	-	63,000	63,000	100%	Floor/Furnace/ADA
Projects Funded by Quimby/ Other	-	500	-	-	1,300,000	1,300,000	100%	BMX Track and Park Project
Projects Contingent upon Grant Funding	-	-	-	-	80,000	80,000	100%	Community Forest
Other Parks Projects & Equipment	-	-	15,867	-	27,000	27,000	100%	Utility truck from Ops?
Subtotal	-	500	15,867	-	1,671,000	1,671,000	100%	
Streetlights								
Pole Replacement	-	-	-	-	5,000	5,000	100%	Pole Replacement
Subtotal	-	-	-	-	5,000	5,000	100%	
Governmental Funds Total	-	500	15,867	-	1,676,000	1,676,000	100%	
All Funds Total	1,029,131	55,340	106,283	1,047,966	17,471,000	16,423,034	94%	

McKinleyville Community Services District
 Summary of Long-Term Debt Quarterly Report
 DRAFT as of September 30, 2024

Principal Maturities and
 Scheduled Interest

	%	Maturity Date		Balance- June 30, 2024	Balance- Sept 30, 2024	FY-25	Thereafter
Water Fund:							
I-Bank		8/1/30	P	423,648.50	368,975.82	54,672.68	368,975.85
Interest	3.37%		I			13,355.72	38,504.72
State of CA Energy Commission (ARRA)		12/22/26	P	30,665.24	30,665.24	12,114.94	18,490.58
Interest	1.0%		I			275.02	185.39
State of CA (Davis Grunsky)		1/1/33	P	990,324.98	990,324.98	99,484.97	890,840.01
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	153,310.73	153,310.73	17,035.12	136,275.61
Interest	2.5%		I			24,758.13	103,104.72
COPS - Series 2021A, Water Fund		8/1/51	P	4,575,520.19	4,575,520.19	90,000.00	4,095,000.00
Interest	2.93%	8/1/51	I			145,300.00	2,261,637.50
Total Water Fund-Principal				6,173,469.64	6,118,796.96	273,307.71	5,509,582.05
Total Water Fund-Interest						183,688.87	2,403,432.33
Total Water Fund				6,173,469.64	6,118,796.96	456,996.58	7,913,014.38
Wastewater Fund:							
WWMF SRF Loan		7/31/47	P	13,127,829.72	12,674,842.92	452,986.80	12,674,842.92
Interest	1.6%		I			210,045.28	2,574,894.92
Chase Bank (Pialorsi Property)		3/8/35	P	1,150,400.00	1,103,100.00	95,000.00	1,055,400.00
Interest	2.9%		I			21,408.25	108,419.70
COPS - Series 2021B, Wastewater Fund		9/15/51	P	3,782,286.63	3,702,286.63	80,000.00	3,656,759.63
Interest	2.93%	9/15/51	I			113,575.00	1,826,700.00
Microgrid SRF Loan		12/31/49	P				
Interest	1.80%		I				
Total Wastewater Fund-Principal				18,060,516.35	17,480,229.55	627,986.80	17,387,002.55
Total Wastewater Fund-Interest						345,028.53	4,510,014.62
Total Sewer Fund				18,060,516.35	17,480,229.55	973,015.33	21,897,017.17
Meas. B Fund: Teen/Comm Center Loan		11/1/29	P	672,720.00	672,720.00	105,968.00	516,500.00
Interest	3.55%		I			21,485.38	47,709.67
Total Principal				24,906,705.99	24,271,746.51	1,007,262.51	25,002,496.48
Total Interest						550,202.78	7,511,360.76
Total				24,906,705.99	24,271,746.51	1,557,465.29	32,513,857.24

Non-debt Long Term Liabilities, District-wide

OPEB Liability	5,945,819.75
CalPERS Pension Liability	2,643,001.81

Summary of Grants
DRAFT as of September 30, 2024

District Grants	Total Grant Amount	Required District Match	Estimated District Asset Value
CalOES Hazard Mitigation Grant - 4.5 mg Tank	\$ 9,617,085	\$ 2,404,271	\$ 12,104,237
Northcoast Resource Partnership - 4.5 mg Tank	\$ 879,209	\$ -	
CalOES Hazard Mitigation Grant - Sewer Undercrossings	\$ 135,000	\$ 45,000	\$ 180,000
CalOES Hazard Mitigation Grant-Fischer Lift Station	\$ 230,760	\$ 23,076	\$ 4,000,000
SWRCB Energy Efficiency Grant/Loan	\$ 2,484,590	\$ 2,484,590	\$ 4,100,000
CA State Dept of Parks & Rec - Habitat Conservation Fund	\$ 56,600	\$ -	\$ 56,600
CalOES Hazard Mitigation Grant-McCluski & Hewitt Tanks	\$ 116,812.45	\$ 29,203.11	\$2,800,000
State of CA Prop 68 - BMX Track	\$ 2,331,375	\$ -	\$ 2,331,375
State of CA Prop 68 Per Capita - Azalea Hall Upgrades	\$ 177,952	\$ -	\$ 177,952
Recycled Water Grant	\$ 150,000	\$ -	\$ 50,000

McKinleyville Community Services District
Cash Disbursement Detail Report
For the Period September 1 through September 30, 2024

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
20319	9/10/2024	PUB01	Public Employees PERS	(29,462.20)	C40831u	Ck# 020319 Reversed
042941	9/26/2024	COU07	DAVID COUCH	(244.50)	C40829u	Ck# 042941 Reversed
042963	9/4/2024	OPE01	OPEN GOV	6,500.00	INV15296	SEMS LICENSE KEY
042964	9/4/2024	STA08	SWRCB ACCOUNTING OFFICE	663,032.08	C40904	SRF LOAN PAYMENT
042965	9/6/2024	*0017	MCSD Customer	100.00	C40905	DEPOSIT REFUND (FACILITY)
042966	9/6/2024	*0018	MCSD Customer	100.00	C40905	DEPOSIT REFUND (FACILITY)
042967	9/6/2024	*0019	MCSD Customer	190.00	C40905	REFUND (SKATE CAMP)
042968	9/6/2024	10102	101 NETLINK	80.00	0240901-1	BACKUP INTERNET SERVICES
042969	9/6/2024	ADV04	ADVANCED DISPLAY AND SIGN	216.86	520958	BMX PARK SIGN
042970	9/6/2024	ATT07	AT&T ACCT 9391081626	186.13	022234142	PHONE LINES
042971	9/6/2024	BAD01	BADGER METER, Inc.	425.04	80170717	MONTHLY FEE
042972	9/6/2024	CAM01	CAMPTON ELECTRIC SUPPLY	382.00	0-1057296	39W EVOLVE LED SERIES
042973	9/6/2024	COA01	COASTAL BUSINESS SYSTEMS	176.86	37347641	LEXMARK XM3250 COPIERS
042974	9/6/2024	DES01	MCSD Employee	176.71	C40905	REIMBURSEMENT (WORK BOOTS)
042975	9/6/2024	FED01	FedEx Office	109.53	860618799	LAB SHIPPING
042976	9/6/2024	FED02	C.J. BROWN & COMPANY CPAS	423.00	C40905	ACCT. / AUDIT
042977	9/6/2024	HAR13	The Hartford - Priority A	532.95	186220770	GRP. HEALTH INS
042978	9/6/2024	HUM01	HUMBOLDT BAY MUNICIPAL WATER	108,330.29	C40905	WTR PURCHASED
042979	9/6/2024	HUM41	HUMBOLDT WASTE	197.50	10614	WASTE DISPOSAL
042980	9/6/2024	IBS01	IBS OF THE REDWOODS	185.12	5109284	BATTERY (UNIT #6)
042981	9/6/2024	IND02	INDUSTRIAL ELECTRIC SERVICES	20.04	IN51353	KOYO BEARING (TANK 3)
042982	9/6/2024	INF02	INFOSEND	3,727.41	270134	MAILING AND POSTAGE
042983	9/6/2024	INF03	INFINITE CONSULTING SERVICES	5,283.87	12113	MONTHLY HOSTING FEE
042984	9/6/2024	KER01	KERNEN CONSTRUCTION	697.52	29607	1/2" ASPHALT
042985	9/6/2024	LDA01	LDA PARTNERS	28,620.35	14/635-02	ARCHITECTURAL SERVICES
042986	9/6/2024	MAY03	DENNIS MAYO	111.00	C40905	TRAVEL ADV. (ACWA)
042987	9/6/2024	MIT01	MITCHELL LAW FIRM	1,054.50	5051	LEGAL SERVICES
042988	9/6/2024	NOR13	NORTHERN CALIFORNIA SAFET	120.00	30090	MONTHLY FEE
042989	9/6/2024	NOR35	NORTHERN HUMBOLDT	1,277.38	ES25-006	WEEDING AND MULCHING

				1,166.88	ES25-007	GROUNDS WORK PIERSON PARK
			Check Total:	2,444.26		
042990	9/6/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	20.67	37-216237	REPAIRS/SUPPLY (UNIT #2)
				4.30	37-217257	REPAIRS/SUPPLY (NORTHBANK)
				12.92	37-217461	REPAIRS/SUPPLY (UNIT #2)
			Check Total:	37.89		
042991	9/6/2024	PGE01	PG & E (Office & Field)	31,141.10	C40906	GAS & ELECTRIC
042992	9/6/2024	STR01	STREAMLINE	375.00	F9E7-0047	SUBSCRIPTIONS
042993	9/6/2024	TRA01	COLLEEN TRASK	1,921.57	C40906	TRAVEL/MEALS (TRAINING)
042994	9/6/2024	TRI02	TRINITY DIESEL INC.	231.15	0-1001859	REPAIRS/SUPPLY (TANK 3)
042995	9/6/2024	USA01	USA BLUEBOOK	2,707.86	V00465383	PARTS AND SUPPLIES
042996	9/6/2024	VAL01	VALLEY PACIFIC PETROLEUM	1,191.32	24-795227	GAS/OIL/LUBE
042997	9/6/2024	VAL02	VALLEY PACIFIC	3,931.39	24-794653	GAS/OIL/LUBE
042998	9/6/2024	VER01	VERIZON WIRELESS	71.80	972024449	PAGING/ALARMS
042999	9/6/2024	\C031	MQ CUSTOMER	2.65	000C40901	MQ CUSTOMER REFUND FOR CO
043000	9/6/2024	\G028	MQ CUSTOMER	152.00	000C40901	MQ CUSTOMER REFUND FOR GU
043001	9/6/2024	\M047	MQ CUSTOMER	17.01	000C40901	MQ CUSTOMER REFUND FOR MA
043002	9/6/2024	\M048	MQ CUSTOMER	33.06	000C40901	MQ CUSTOMER REFUND FOR MA
043003	9/6/2024	\S036	MQ CUSTOMER	31.70	000C40901	MQ CUSTOMER REFUND FOR SH
043004	9/6/2024	\V010	MQ CUSTOMER	5.37	000C40901	MQ CUSTOMER REFUND FOR VA
043005	9/6/2024	\V011	MQ CUSTOMER	21.17	000C40901	MQ CUSTOMER REFUND FOR VA
043006	9/13/2024	ACW01	CB&T/ACWA-JPIA	15,614.21	0703785	GRP. HEALTH INS
043007	9/13/2024	AMA01	AMAZON CAPITAL SERVICES	2,428.63	6H4RRPJNL	AMAZON PURCHASES
043008	9/13/2024	GHD01	GHD	2,628.50	0-0057179	CWSRF GRANT ASSISTANCE
043009	9/13/2024	HUM08	HUMBOLDT SANITATION	771.00	48X02185	1620 PICKETT RD TRASH SERVICES
				879.00	48X02186	1656 SUUTTER TRASH SERVICES
				771.00	48X02187	1705 GWIN RD TRASH SERVICES
				384.35	48X02188	675 HILLER RD TRASH SERVICES
			Check Total:	2,805.35		
043010	9/13/2024	IND02	INDUSTRIAL ELECTRIC SERVICES	570.71	IN51458	STATOR RECONDITION
043011	9/13/2024	MAD01	MAD RIVER ROTARY	225.00	372	ANNUAL DUES
043012	9/13/2024	MCK04	MCK ACE HARDWARE	529.24	C40912	REPAIRS/SUPPLY
043013	9/13/2024	MEN01	MENDES SUPPLY CO.	2,576.55	C40912	REPAIRS/SUPPLY
043014	9/13/2024	MIL01	Miller Farms Nursery	1,493.53	C40912	REPAIRS/SUPPLY
043015	9/13/2024	NOR01	MICROBAC LABORATORIES, IN	4,175.00	C40912	LAB TESTS
043016	9/13/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	12.92	37-219416	REPAIRS/SUPPLY (UNIT #2)
				53.85	37-219464	REPAIRS/SUPPLY (UNITS #2)
				41.76	37-219533	REPAIRS/SUPPLY (UNIT #15)
				60.82	37-219591	REPAIRS/SUPPLY (UNIT #2)

			<u>Check Total:</u>	<u>169.35</u>		
043017	9/13/2024	ROJ01	ROJAS COMMUNICATIONS GROU	2,500.00	202426	GOVERNMENT RELATIONS/LOBB
043018	9/13/2024	SDR01	SDRMA	2,924.38	76429	ANNUAL WORKERS' COMPENSAT
043019	9/13/2024	THO02	Thomas Home Center	207.18	C40912	REPAIRS/SUPPLY
043020	9/13/2024	UMP01	UMPQUA COMMERCIAL CARD OP	3,513.81	0924BD	TRAVEL/TRAINING/SUPPLIES
				309.23	0924JH	TRAVEL/TRAINING/SUPPLIES
				573.15	0924KM	TRAVEL/TRAINING/SUPPLIES
				97.20	0924LF	TRAVEL/TRAINING/SUPPLIES
				4,540.18	0924PK	TRAVEL/TRAINING/SUPPLIES
				596.17	0924PARKS	TRAVEL/TRAINING/SUPPLIES
			<u>Check Total:</u>	<u>9,629.74</u>		
043021	9/19/2024	*0020	DIANE WILLIAMSON	100.00	C40919	SECURITY DEPOSIT REFUND
043022	9/19/2024	ADV01	ADVANCED SECURITY SYSTEM	1,212.75	708297	SECURITY ALARMS - MULT LOC.
043023	9/19/2024	ATT04	ATT	860.81	593063907	TELEMETRY
043024	9/19/2024	CAL04	CALPERS-FINANCIAL REPORTING	200.00	017661973	DELINQUENT PAYROLL
043025	9/19/2024	COA01	COASTAL BUSINESS SYSTEMS	1,270.77	37453084	OFFC EQUIP LEAS (SHARP)
043026	9/19/2024	GON01	SOFTBALL UNPIRE	160.00	C40919	SOFTBALL UMPIRE PMT
043027	9/19/2024	GRA02	GRAINGER	209.46	241712364	REPAIRS/SUPPLY
				73.73	246292776	REPAIRS/SUPPLY
			<u>Check Total:</u>	<u>283.19</u>		
043028	9/19/2024	HAY01	MCSD EMPLOYEE	13.47	C40919	REIMBURSEMENT
043029	9/19/2024	IND01	INDEPENDENT BUS. FORMS	55.46	43417	BUSINESS CARDS
043030	9/19/2024	IND02	INDUSTRIAL ELECTRIC SERVICES	82.68	IN51583	REPAIRS/SUPPLY
				60.53	IN51607	REPAIRS/SUPPLY
			<u>Check Total:</u>	<u>143.21</u>		
043031	9/19/2024	JOH04	MCSD EMPLOYEE	300.00	C40919	SAFETY ALLOWANCE (WORK BO
043032	9/19/2024	MCB02	MCSD EMPLOYEE	41.14	C40919	REIMBURSEMENT (09/2024 MO
043033	9/19/2024	MES01	MCSD EMPLOYEE	32.75	C40919	REIMBURSEMENT (09/2024 MO
043034	9/19/2024	NOR35	NORTHERN HUMBOLDT	1,445.34	ES25-022	WEEDING AND MULCHING CENT
				985.66	ES25-023	GROUNDWORK PIERSON PARK
			<u>Check Total:</u>	<u>2,431.00</u>		
043035	9/19/2024	PGE10	PGE STREETLIGHTS	6.10	C40919	GAS & ELECTRIC S.L.- ZONE
043036	9/19/2024	THR02	DAZEY'S SUPPLY	154.04	033847-01	REPAIRS/SUPPLY
				(154.04)	033847-01u	Ck# 043036 Reversed
			<u>Check Total:</u>	<u>-</u>		
043037	9/19/2024	WEI02	MCSD EMPLOYEE	269.32	C40919	SAFETY ALLOWANCE
043038	9/20/2024	THR01	THRIFTY SUPPLY COMPANY	154.04	033847-01	REPAIRS/SUPPLY
043039	9/26/2024	BOR01	BORGES & MAHONEY CO.	1,001.44	145445	PARTS/SUPPLIES
043040	9/26/2024	COR01	CORBIN WILLITS SYSTEMS, I	1,182.27	00C409151	SUBSCRIPTIONS
043041	9/26/2024	CRA01	CRAWFORD & ASSOCIATES, IN	10,882.24	41577	4.5MG TANK

043042	9/26/2024	DEP05	DEPARTMENT OF JUSTICE	96.00	759526	FINGERPRINTING
043043	9/26/2024	MAY02	DENNIS MAYO	250.00	C40926	DIRECTORS FEES FOR 9/4 & 9/16
043044	9/26/2024	PGE05	PGE	651.15	C40926	GAS & ELECTRIC S.L.- ZONE
043045	9/26/2024	PGE06	PG&E-STREETLIGHTS	29.55	C40926	GAS & ELECTRIC S.L.- ZONE
043046	9/26/2024	PGE07	PG&E STREETLIGHTS	1,870.58	C40926	GAS & ELECTRIC
043047	9/26/2024	PGE08	PGE STREETLIGHTS	28.65	C40926	GAS & ELECTRIC S.L.- ZONE
043048	9/26/2024	PGE09	PGE-STREETLIGHTS	143.40	C40926	GAS & ELECTRIC S.L.- ZONE
043049	9/26/2024	PGE13	PGE	11.94	C40926	GAS & ELECTRIC OPEN SPACE
043050	9/26/2024	STA12	SWRCB ACCOUNTING OFFICE	162.00	EW1046780	WATER SYSTEM ENFORCEMENT
043051	9/26/2024	THA01	THATCHER COMPANY, INC.	4,531.50	250105031	CHLORINE CYLINDER
				(1,000.00)	250105031C	CYLINDER CREDIT
			<u>Check Total:</u>	<u>3,531.50</u>		
043052	9/26/2024	TPX01	TPx COMMUNICATIONS	2,405.88	1789892-0	INTERNET SERVICES
043053	9/30/2024	EVE01	EVERBRIDGE, INC	5,000.00	M83772	ANNUAL SUBSCRIPTION RENEW
D00099	9/26/2024	BIN01	BINDER, SCOTT	250.00	C40926	DIRECTORS FEES FOR 9/4 & 9/16
		BIT01	BITEMAN, JAMES	250.00	C40926	DIRECTORS FEES FOR 9/4 & 9/16
		COU09	COUCH, DAVID	125.00	C40926	DIRECTORS FEES FOR 09/16/24
		ORS01	ORSINI, GREG	250.00	C40926	DIRECTORS FEES FOR 9/4 & 9/16
			<u>Check Total:</u>	<u>875.00</u>		
Total Disbursements, Accounts payable:				919,721.34		

Payroll Related Disbursements

20273	9/4/2024		MCS D Employees	888.33		Employee Payroll
20274-20311	9/6/2024		MCS D Employees	24,510.12		Employee Payroll
20312	9/6/2024	CAL12	CalPERS 457 Plan	7,925.85	C40906	RETIREMENT
				779.67	1C40906	PERS 457 LOAN PMT
				296.21	2C40906	ROTH 457
			<u>Check Total:</u>	<u>9,001.73</u>		
20313	9/6/2024	DIR01	DIRECT DEPOSIT VENDOR- US	45,568.28	C40906	Direct Deposit
20314	9/6/2024	EMP01	Employment Development	268.08	C40828	STATE INCOME TAX
				-	C40904	STATE INCOME TAX
				2,343.83	C40906	STATE INCOME TAX
				91.33	1C40828	SDI
				9.77	1C40904	SDI
				1,098.19	1C40906	SDI
			<u>Check Total:</u>	<u>3,811.20</u>		
20315	9/6/2024	HEA01	HEALTHEQUITY, ATTN: CLIEN	65.00	C40906	HSA
20316	9/6/2024	HUM29	UMPQUA BANK--PAYROLL DEP.	871.68	C40828	FEDERAL INCOME TAX
				-	C40904	FEDERAL INCOME TAX
				9,582.25	C40906	FEDERAL INCOME TAX
				1,029.54	1C40828	FICA
				55.08	1C40904	FICA
				12,449.40	1C40906	FICA
				240.78	2C40828	MEDICARE
				12.88	2C40904	MEDICARE
				2,911.50	2C40906	MEDICARE

			<u>Check Total:</u>	<u>27,153.11</u>		
20317	9/6/2024	ACW01	CB&T/ACWA-JPIA	59,918.81	C40831	MED-DENTAL-EAP INSURANCE
20318	9/6/2024	AFL01	AFLAC	150.00	C40831	AFLAC (PRE-TAX)
20319	9/6/2024	PUB01	Public Employees PERS	29,462.20	C40831	PERS PAYROLL REMITTANCE
20320	9/10/2024	PUB01	Public Employees PERS	29,590.10	C40910	PERS
20321	9/11/2024		MCS D EMPLOYEE	4,173.64		Employee Payroll
20322-20356	9/23/2024		MCS D Employees	22,848.93		Employee Payroll
20357	9/23/2024	CAL12	CalPERS 457 Plan	7,511.87	C40923	RETIREMENT
				483.75	1C40923	PERS 457 LOAN PMT
				316.92	2C40923	ROTH 457
			<u>Check Total:</u>	<u>8,312.54</u>		
20358	9/23/2024	DIR01	DIRECT DEPOSIT VENDOR- US	42,834.48	C40923	Direct Deposit
20359	9/23/2024	EMP01	Employment Development	-	C40911	STATE INCOME TAX
				2,085.96	C40923	STATE INCOME TAX
				45.91	1C40911	SDI
				1,027.18	1C40923	SDI
			<u>Check Total:</u>	<u>3,159.05</u>		
20360	9/23/2024	HEA01	HEALTHEQUITY, ATTN: CLIEN	65.00	C40923	HSA
20362	9/23/2024	HUM29	UMPQUA BANK--PAYROLL DEP.	-	C40911	FEDERAL INCOME TAX
				8,771.44	C40923	FEDERAL INCOME TAX
				258.77	1C40911	FICA
				11,569.68	1C40923	FICA
				60.52	2C40911	MEDICARE
				2,705.86	2C40923	MEDICARE
			<u>Check Total:</u>	<u>23,366.27</u>		
20363	9/30/2024		MCS D Employees	6,527.78		Employee Payroll
20364	9/30/2024	EMP01	Employment Development	6.77	C40923A	STATE INCOME TAX
				268.08	C40924	STATE INCOME TAX
				8.23	1C40923A	SDI
				91.33	1C40924	SDI
			<u>Check Total:</u>	<u>374.41</u>		
20365	9/30/2024	HUM29	UMPQUA BANK--PAYROLL DEP.	50.11	C40923A	FEDERAL INCOME TAX
				871.68	C40924	FEDERAL INCOME TAX
				92.76	1C40923A	FICA
				1,029.54	1C40924	FICA
				21.70	2C40923A	MEDICARE
				240.78	2C40924	MEDICARE
			<u>Check Total:</u>	<u>2,306.57</u>		
			<u>Total Disbursements, Payroll</u>	<u>344,087.55</u>		
			TOTAL CHECK DISBURSEMENTS	1,263,808.89		

McKinleyville Community Services District

BOARD OF DIRECTORS

November 6, 2024

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 for November.

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 6, 2024

TYPE OF ITEM: **ACTION**

ITEM: D.4 **Consider Designation of Director Dennis Mayo
Authorized Voting Representative and Director Scott
Binder as the Alternate for the December 4, 2024
Association of California Water Agencies (ACWA)
Membership Meeting**

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

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

Recommendation:

Staff recommends that the Board review the information provided and designate Director Dennis Mayo as the authorized voting representative of MCSD and Director Scott Binder as the alternate at the December 4, 2024 ACWA Membership Meeting.

Discussion:

On October 8, 2024, the District received notice from Dave Eggerton, ACWA Executive Director, that a Membership Meeting will be held at ACWA's 2024 Fall Conference & Expo to conduct a vote by the membership on proposed Amended and Restated Bylaws of the Association of California Water Agencies. Each member agency is entitled to one vote that will be cast by its authorized voting representative. Member agencies must designate their voting representative and alternate by submitting the attached Voting Representative Form by Monday, November 25.

Director Mayo and Director Binder are both attending ACWA's 2024 Fall Conference & Expo. As Director Mayo serves on the Region 1 Board of ACWA, it is recommended that he be designated the authorized voting representative and Director Binder be designated as the alternate.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – October 8, 2024 ACWA Correspondence
- Attachment 2 – Authorized Voting Representative Form



MEMORANDUM

Via U.S. Mail and Electronic Mail

TO: ACWA Member Agency Board Presidents and General Managers
CC: ACWA Board of Directors
FROM: Dave Eggerton, ACWA Executive Director
DATE: October 8, 2024
SUBJECT: Notice of Membership Meeting — December 4

A Membership Meeting will be held at ACWA's 2024 Fall Conference & Expo to conduct a vote by the membership on proposed Amended and Restated Bylaws of the Association of California Water Agencies. The in-person meeting will be held on **Wednesday, December 4 at 1:30 p.m.** at the Main Stage in the Springs Ballroom F & G at the JW Marriott Desert Springs Resort & Spa, Palm Desert.

Each member agency is entitled to one vote that will be cast by its authorized voting representative. Member agencies must designate their voting representative and alternate by submitting the attached Voting Representative Form by **Monday, November 25**.

Important Next Steps

1. **Designate your voting representative:** Fill out the attached Voting Representative Form by Monday, November 25.
2. **Review the proposed Amended and Restated Bylaws:** These are available online at www.acwa.com.
3. **Have your designated voter pick up their keypad:** During ACWA's Fall Conference & Expo, have your designated voter go to the ACWA Membership Meeting Check-in Desk on **Wednesday, December 4, between 9 a.m. and noon** to sign in and pick up their voting keypad. If your voting representative does not get a keypad by noon, they will not be able to vote. ACWA staff will also be available at the desk to answer questions.
4. **Have your designated voter attend the Membership Meeting:** Make sure your designated voter takes their keypad to the Membership Meeting on December 4 at 1:30 p.m. The voting representative must be present to vote.

More information on the proposed Amended & Restated Bylaws, voting process and next steps is available at www.acwa.com. If you have any questions regarding the proposed Amended and Restated Bylaws or the voting process, please contact Senior Clerk of the Board Donna Pangborn at 916-669-2425 or donnap@acwa.com.



Attachments (Also see website [link](#) for these materials.):

1. Authorized Voting Representative Form
2. Proposed Amendments to ACWA's Bylaws Table
3. Proposed Amended and Restated Bylaws (redline version)
4. Proposed Amended and Restated Bylaws (clean version)



2024 ACWA MEMBERSHIP MEETING
**AUTHORIZED VOTING
 REPRESENTATIVE FORM**

There will be a Membership Meeting at ACWA’s 2024 Fall Conference & Expo.

Date & Time: December 4, 2024, 1:30 p.m.
Location: JW Marriott Desert Springs Resort & Spa, Palm Desert
 Main Stage in the Springs Ballroom F & G

The purpose of the meeting is to conduct a vote by the membership on proposed Amended and Restated Bylaws of the Association of California Water Agencies as recommended by the Board of Directors at its meeting on September 20, 2024.

As set forth in Board Policy 2.8.1.5, each authorized voting representative has the responsibility to do the following in order to vote:

- Pick up handheld keypad or other designated voting mechanism prior to the start time of the membership meeting as specified in the meeting notice.
- Be physically present and inside the meeting room at the start of the membership meeting as specified on the meeting agenda.

Pick up Voting Keypad and Ask Questions

ACWA staff will be at the **Membership Meeting Check-In Desk** on **Wednesday, December 4, from 9:00 a.m. to noon.** to answer questions about the membership meeting and voting process. Voters must sign in during this time to pick up their voting keypads. *Note: If you do not have your keypad by noon., you will not be able to vote, consistent with established Board Policy 2.8.1.5.*

The person designated below will attend the Membership Meeting on December 4 as our voting representative. An alternate has also been identified as a backup voter in the event one is needed.

Member Agency’s Name		Agency’s Phone No.
Authorized Voting Representative’s Name	Authorized Voting Representative’s Email	Authorized Voting Representative’s Phone No.
Alternate Authorized Voting Representative’s Name	Alternate Authorized Voting Representative’s Email	Alternate Authorized Voting Representative’s Phone No.

Member acknowledges that this information has been communicated to their authorized voting representative.

Print Name of Member Agency’s Authorized Signatory

Date

Authorized Signatory Signature

SUBMIT YOUR FORM

To: Donna Pangborn, Senior Clerk of the Board
Email: donnap@acwa.com
Fax: 916-669-2425

**SUBMISSION DEADLINE
 NOVEMBER 25, 2024**

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 6, 2024

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Consider Approval of Public Member Applicants to the Trails, Infrastructure, Clean Up and Security Subcommittee**

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

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

Recommendation:

Staff recommends that the Board review the information provided, air questions, take public comment and vote on McKinleyville Community Forest Committee's recommendation to the MCSD Board of Directors for appointments to the Trails, Infrastructure, Clean Up and Security Subcommittee for a term of one year.

Discussion:

It was the duty of the McKinleyville Community Forest Committee (MCFC) to vet and select the most qualified candidates to become members of the Trails, Infrastructure, Clean Up and Security Subcommittee (TICS). The committee was tasked to review candidate applications, discuss the candidates' qualifications, and select the most qualified candidates to serve on the subcommittee by majority vote. Nicolette Amann (**Attachment 1**), Kenneth Burton (**Attachment 2**), Nancy Morelli (**Attachment 3**), Justin Brown (**Attachment 4**), Phil Heidrick (**Attachment 5**), Charlie Caldwell (**Attachment 6**), and Shaun Fyfe (**Attachment 7**) submitted applications for consideration. Phil Heidrick is the current chair of the Parks and Recreation Committee (PARC) of which Charlie Caldwell is also a member. Charlie Caldwell and Shaun Fyfe are both representatives of the Mountain Bike Tribal Trail Alliance. All applicants reside within the MCSD service area. There are currently five (5) public member seats open on this committee.

On October 8, 2024 the MCSD Board Secretary sent the seven (7) submitted applications and a link to a Google survey for ranking them to members of the MCFC. A summary of the ranking has been provided (**Attachment 8**).

During the October 15, 2024 MCFC meeting, the committee voted to make a recommendation to the MCSD Board to approve the following candidates to the TICS Sub Committee.

1. Charlie Caldwell (Attachment 6)
2. Kenneth Burton (Attachment 2)
3. Phil Heidrick (Attachment 5)
4. Shaun Fyfe (Attachment 7)
5. Justin Brown (Attachment 4)

Alternatives:

Staff analysis consists of the following potential alternative: Do not appoint the applicants to the TICS Subcommittee as recommended by the MCFC and select different members from existing applicants or continue advertising existing seats.

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Nicolette Amman MCFC Subcommittee Application
- Attachment 2 – Kenneth Burton MCFC Subcommittee Application
- Attachment 3 – Nancy Morelli MCFC Subcommittee Application
- Attachment 4 – Justin Brown MCFC Subcommittee Application
- Attachment 5 – Phil Hedrick MCFC Subcommittee Application
- Attachment 6 – Charlie Caldwell MCFC Subcommittee Application
- Attachment 7 – Shaun Fyfe MCFC Subcommittee Application
- Attachment 8 – Subcommittee Rating Data Memo

Item D.5 Attachment 1

Name *

Nicolette Amann

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

Mckinleyville CA 95519

Permanent Address *

[REDACTED]

McKinleyville CA 95519

Email Address *

[REDACTED]

Please select the subcommittee you are interested in applying for: *

- Forest Management Plan/Funding/Budget Subcommittee
- Trails Plan/Security/Clean Ups/Infrastructure Subcommittee

Can you commit to 8-10 hours of volunteer time per month? *

- Yes
- No

Can you commit to attending regularly scheduled monthly meetings? *

- Yes
- No

Can you commit to a term of 1 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *
(please keep in mind subcommittee meetings can be on zoom or hybrid)

	During the workday (9am-5pm)	Evenings (5:30pm)	I am not available any of these times
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you selected "During the workday" above, please list 1.5 hour blocks that you are available on those days. *

Mon & Wed 10-4 Fri 12-5

Please list any recurring days/times you are NOT available (i.e. monthly meeting for your work or other boards you may sit on). *

Mon & Wed 4-6pm Fri 9-12

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

I have lived in McKinleyville for nearly 30 years. My husband and I bought a lot and built a home is Sutter Ranch specifically so that we would have access to the adjacent forest land. I have decades of experience running, hiking, and mtn biking in the McK forest, but also have extensive experience using the ACF trails as well as traveling to other area to prepare for and participate in trail races. As an owner of property adjacent to the forest, I have had an ongoing relationship with Green Diamond around security , and I am, unfortunately, well aware of the many challenges with access and security involved with this project.

Please describe why you want to participate as a member of the Community Forest Committee. *

As a regular user of the forest, owner of adjacent property, and community member who believes this area has great potential, I am deeply invested in this project, and would value the opportunity to contribute.

Resume Attachment (PDF File Only)



This content is neither created nor endorsed by Google.



Item D.5 Attachment 2

Name *

Kenneth Burton

Home Phone *

N/A

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

McKinleyville

Permanent Address *

same as above

Email Address *

[REDACTED]

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Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you selected "During the workday" above, please list 1.5 hour blocks that you are available on those days. *

Mondays ending by 4, any time the other days. Afternoons preferred.

Please list any recurring days/times you are NOT available (i.e. monthly meeting for your work or other boards you may sit on). *

Third Tuesday evenings


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


Avid trail user. Humboldt Trails Council board member, Six Rivers Hikers organizer, Fortuna Senior Hiking Group member, author of Hiking Humboldt vol. 1.

Please describe why you want to participate as a member of the Community Forest Committee. *

The MCF has great potential for the community and I'd like to be involved in its development.

Resume Attachment (PDF File Only)

 CV - Burton - Ken...

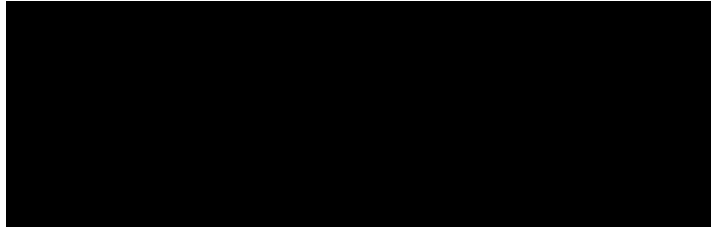
 Add file

This content is neither created nor endorsed by Google.

Google Forms

KENNETH M. BURTON

Naturalist/Wildlife Biologist



www.norca1nature.com

- **Field Research**
- **Surveys**
- **Monitoring**
- **Training**
- **Guiding**
- **Project Management**
- **Program Administration**
- **Data Analysis**
- **Writing and Editing**
- **Impact Assessment**

EDUCATION

M.A. Ecology and Evolutionary Biology, 1990, Indiana University, Bloomington
Thesis: The Breeding Biology of the Loggerhead Shrike in Indiana.

B.A. Biology and Natural History, 1984, University of California, Santa Cruz
Honors Thesis: An Inventory of the Flora and Fauna of Scott Park, Corralitos Lagoon, and Vicinity.

CERTIFICATIONS/TRAININGS

Marbled Murrelet Surveyor Certification, 2017

Wilderness First Aid, 2015

Standard First Aid/CPR, 2014

Oil Sands Safety Association Orientation, 2014

Imperial Oil Fundamentals of Safety, 2014

Imperial Oil Risk Tolerance, 2014

Life Saving Actions, 2014

Fire Extinguisher Training, 2014

Staying Safe in Bear Country/Large Mammal Awareness/Use of Bear Spray, 2014

Pipeline Construction Safety Training, 2014

Workplace Hazardous Materials Information System Training, 2014

Construction Safety Training, 2014
Argo Safe Operation, 2014
Hydrogen Sulfide Safety, 2014
Wilderness and Remote First Aid, 2013
Introductory Surveying, 2013
Introductory GPS, 2013
Introductory GIS, 2012
Rare Pond Species Survey Techniques, 2012
Desert Tortoise Surveying, Monitoring, and Handling Techniques, 2011
California Driver's License, 2015
CDFG HAZWOPER 24-hour Training, 2010
NABCEP Photovoltaic Entry Level Exam, 2010
Canadian Safety Council ATV Training, 2007
USFWS Endangered Species Permit for Coastal California Gnatcatcher and Southwestern Willow Flycatcher, 2001 (TE039571, renewed 2014)
North American Banding Council Bander and Trainer Certifications, 1999 (renewed 2005)
Medic First Aid Care Initiator Certification, 1999
FCC Radiotelephone Operator's Permit, 1991
Federal Bird Marking and Salvage Permit, 1988 (22261)
Advanced SCUBA Certification, 1979
University of California Research Diving Certification, 1979

AWARDS

2017 May eBirder of the Month, Cornell Laboratory of Ornithology
2011 Glen Woolfenden Award, North American Banding Council
2010 Volunteer of the Year Award, Friends of the Arcata Marsh

PROFESSIONAL EXPERIENCE

Employment:

- Bander – Bird Conservancy of the Rockies. 2018. Ran a spring migration bird-banding station in Colorado. Supervised volunteers and provided banding demonstrations to school groups and visitors. Colin Woolley, 503-329-1911, colin.woolley@birdconservancy.org
- Wildlife Biologist – Yurok Tribe. 2016-2017. Oversaw, designed, and assisted in various wildlife-related projects, including writing grant proposals, supervising other employees, updating social media, designing field studies, collecting and managing field data, and evaluating management plans.
- Ecological Technician – Integral Ecology Research Center. 2016. Collected field data for various projects related to trespass marijuana grows. Work included small mammal trapping, remote camera maintenance, water quality monitoring, collecting

soil samples, and searching for evidence of grows, all on national forest lands. Greta Wengert, 707-845-7848, gwengert@ierceceology.org

- Tour Program Director – Redwood Parks Lodge Company. 2015. Developed, managed, promoted, and evaluated a program of tours focused on the human and natural histories of the Redwood National and State Parks and vicinity. Led most of the tours; trained and supervised other guides; scheduled and planned all tours; developed Web and Facebook content. Also supported vacation rental operation, including overseeing and assisting housekeeping and maintenance staff and assisting guests with vacation planning. Donna Hufford, 707-488-2602, donna@teamredwood.us
- Field Biologist - Crescent Coastal Research. 2010, 2015. Conducted at-sea and land-based surveys of marine birds and mammals. Included boat operation. Craig Strong, 707-487-0246, cstrong.ccr@charter.net
- Wildlife Biologist – Golder Associates. 2014. Duties included frog, Horned Grebe, breeding bird, Common Nighthawk, Yellow Rail, bat, aerial waterfowl, and aerial beaver and muskrat surveys; remote camera maintenance and photo analysis; bird nest sweeps; mammal tracking; raven management consultation; and impact assessment. Collen Middleton, 403-299-5600, cmiddleton@golder.com
- Crew Leader – Bird Studies Canada. 2013. Conducted point counts in New Brunswick focusing on high-elevation species, especially Bicknell's Thrush. Conducted Chimney Swift roost counts. Programmed, deployed, and retrieved song meters. Becky Stewart, 888-448-2473 Ext 123, bstewart@birdscanada.org
- Wildlife Biologist – Forde Biological Consultants. 2011-2012. Construction monitoring, nesting bird surveys, and pre-construction clearance surveys for transmission-line construction in southern California. Authorized for burrowing owl, California gnatcatcher, least Bell's vireo, nesting birds, and riparian birds.
- Crew Leader – John Muir Institute of the Environment. 2011. Conducted avian point counts, sage-grouse transects, and vegetation sampling in central Nevada.
- Field Biologist - O'Brien Biological Consultants. 2010-2011. Conducted Marbled Murrelet surveys in forest habitats. Brit O'Brien, 707-497-6692, obrien_biological@yahoo.com
- Substitute Teacher – Northern Humboldt Unified High School District & Eureka Unified School District. 2009-2011. Taught science and many other subjects.
- Bander in Charge – Mackenzie Nature Observatory. 2008-2009. Supervised operation of migration monitoring station in northeast British Columbia. Ran banding

station; conducted bird censuses; recorded and computerized effort, results, and weather; wrote summary report; and trained and supervised volunteers.

- Research Assistant/Supervisor – Humboldt State University Sponsored Programs Foundation. 2008-2009. Operated MAPS stations, trained and supervised banding volunteers and interns, and created a guide to age determination of common species. Dr. Luke George, 707-499-4053, tlg2@humboldt.edu
- Associate Faculty - College of the Redwoods. 2009. Taught Introduction to Environmental Science. David Bazard, 707-476-4224, Dave-Bazard@Redwoods.edu
- Surveyor's Assistant – Sousa Land Surveys. 2008. Assisted in surveying river bars for flood management and gravel extraction. Justin Sousa, 707-668-5639, justin@sousasurveys.com
- Field Biologist – Oregon Wildlife Institute. 2008. Conducted Burrowing Owl surveys and nest monitoring.
- Field Biologist – Klamath Wildlife Resources. 2008. Conducted Spotted Owl calling surveys. Required use of ATV and snowmobile.
- Wildlife Biologist – Mad River Biologists. 2007. Assisted in writing the wildlife section of the revised PEIR for the California Department of Forestry and Fire Protection's proposed Vegetation Treatment Program. Examined direct, indirect, and cumulative effects of pyrotechnic, mechanical, manual, and biological fuel reduction treatments on wildlife. Jessica Stauffer, 707-442-4302, jessica@madriverbio.com
- Assistant Project Manager – Northwest Wildlife Consultants. 2006. Designed and conducted pre-construction wildlife surveys for proposed wind-power development in Nevada. Techniques included aerial reconnaissance, pedestrian transects, and diurnal and nocturnal point counts. Required ATV operation and coordination of other surveyors. Assisted in report generation. Karen Kronner, 541-278-2987, kronner@oregontrail.net
- Ornithologist - LBJ Enterprises. 2005-2006. Designed, directed, and conducted various wildlife studies related to natural resource use. Target species included American Peregrine Falcon, Western Snowy Plover, Western Yellow-billed Cuckoo, Willow Flycatcher, and Northern Spotted Owl. Conducted point counts in many habitats, especially riparian. Robert Hewitt, 707-601-8581, rwhbirdman@googlegmail.com

- Wildlife Ecologist - Garcia and Associates. 2000-2002, 2005. Training-program development, biological assessment and evaluation, sensitive-species (including willow flycatcher, California gnatcatcher, great gray owl, California spotted owl, desert tortoise, foothill yellow-legged frog, mountain yellow-legged frog, western pond turtle, western snowy plover, and California red-legged frog) surveys, nest searching, environmental compliance monitoring, and mitigation planning. Joe Drennan, 415-642-8969, jed@silcon.com
- Training and Outreach Program Director, MAPS Program Coordinator, MAPS Biologist - The Institute for Bird Populations. 1992-1998, 2004. Developed bander-training materials and curricula; designed, scheduled, advertised, conducted, and evaluated bird-banding classes nationwide. Experience in grant-proposal writing. Coordinated nearly 500 bird-banding stations continent-wide for the Monitoring Avian Productivity and Survivorship Program. Developed program protocols and materials; managed data; conducted regional analyses; wrote reports; hired, trained, and supervised field interns to conduct banding, point counts, and vegetation analysis in Kansas, Missouri, California, Virginia, North Carolina, Indiana, and Kentucky; presented program results at scientific meetings; editorial assistant for *Bird Populations*; editor of *MAPS Chat*. Dr. David DeSante, 415-663-2052, ddeSante@birdpop.org
- Wildlife Biologist - LSA Associates. 2003. Developed the protocol for Migratory Bird Treaty Act compliance on a transmission-line construction project in Nevada. Searched for bird nests in Great Basin habitats. Roger Harris, 510-236-6810, roger.harris@lsa-assoc.com
- Tour Guide/Interpretive Naturalist - St. Paul Island Tour. 1999. Presented interpretive information on flora and fauna, geology, history, and culture to diverse visitors from many nations. Compiled promotional packets for travel agents, created database of bird sightings, and summarized seasonal bird information.
- Ornithologist/Mammalogist - Montana State University. 1996. Censused birds and mammals in Antarctica as part of a long-term ecological research project. Conducted research on Adélie penguin nesting and foraging ecology, including tracking foraging groups by Zodiac, analyzing stomach contents, and collecting fledging weights.
- Wildlife Technician - USDA Forest Service, Alaska. 1991-1992. Conducted field research on wildlife populations and communities, particularly concerning habitat relationships. Work included aerial, marine, and terrestrial wildlife surveys (including northern goshawk, bald eagle, and marbled murrelet); radio telemetry; pro- and retroactive environmental impact assessment; and development of a bird-banding program. Conducted point counts and associated vegetation analyses. Chris Iverson, 202-273-4698, civerson@fs.fed.us

- Site Consultant - Indiana University Computing Services. 1990-1991. Provided assistance to students, faculty, and staff in public computing sites. Required knowledge of word-processing, spreadsheet, database, educational, and communications software on IBM-PCs, Macs, and mainframe computers.
- Research Assistant - Dept. of Forest Science, Oregon State University. 1990. Conducted point counts in Oregon Coast Range.
- Associate Biology Instructor - Indiana University. 1987-1989. Courses taught: Evolution and Diversity, Laboratory and Field Ecology, and Man and the Biological World.
- Biological Technician - USDA Forest Service, California. 1987. Collected field data for use in developing methods and guidelines for monitoring wildlife populations; primary fieldwork was point-counting and spot-mapping studies of Sierra Nevada bird communities.

Contract Work:

- As an independent contractor for many years, I have done contract work ranging from conducting research and monitoring to teaching workshops, writing for Web sites, leading tours and hikes, organizing events, and playing music. Clients have included Aleutian Goose Festival/California Redwoods Bird and Nature Festival, Audubon Canyon Ranch, Betchart Expeditions, Blue Waters Kayaking, Canadian Wildlife Service/Environment Canada, College of Marin, Crescent Coastal Research, Ecotours International, EduQuest, Elderhostel, eNature.com, Godwit Days Spring Migration Bird Festival, Humboldt State University, Inland Bird Banding Association, Klamath Bird Observatory, LBJ Enterprises, Marin County Open Space District, North Coast Adventure Centers, Parks Canada, Redwood Parks Lodge Company, Redwood Region Audubon Society, SHN Consulting Engineers and Geologists, San Francisco Tour Guide Guild, Sierra Pacific Educational Adventures, Siskiyou Field Institute, The Institute for Bird Populations, UCSC Alumni Association, and US Forest Service.

Volunteer Work:

- Migratory Bird Counter – Pronatura Veracruz River of Raptors Project, Mexico.
- Research Assistant – Monash University Eastern Yellow Robin Project, Australia. Assisted with nest finding, color banding, blood sampling, and radio telemetry. Lana Austin, lanamaustin@gmail.com
- Bird Bander – Operation Wallacea, Romania. Introduced dozens of university and high school students to bird banding. Toby Farman, toby.farman@opwall.com

- Member – Sequoia Park Zoo Conservation Advisory Committee.
- Organizer – Six Rivers Hikers, northwest California’s largest Meetup group.
- Bird Bander – Asociacion Calidris, University of Utah, and International Birding and Research Center. Assisted at bird-banding stations in Colombia, Turkey, Israel, and Ethiopia.
- Volunteer – Humboldt Wildlife Care Center, WildCare, and Native Animal Rescue, California. Clinic worker and bird-bander.
- Lead Bander - University of Utah's Rio Mesa Center. Established and operated a migration-monitoring station, overseeing three assistants and seven short-term volunteers. Dr. Cagan Sekercioglu, c.s@utah.edu
- Field Trip Coordinator, Programs Committee Chair, Nominating Committee Chair, and President – Redwood Region Audubon Society.
- Board Member – Northcoast Environmental Center. Redwood Region Audubon Society Representative.
- Docent, Board Member, and Chairman of Habitat Concerns Committee – Friends of the Arcata Marsh. Lead tours at Arcata Marsh and Wildlife Sanctuary, staff interpretive center, help plan and implement restoration projects.
- Membership Coordinator, President, and Treasurer – Western Bird Banding Association.
- Research Assistant - Point Reyes Bird Observatory, California. Assisted in studies of bird, mammal, and fish populations.
- Ornithologist – Düsternbrook Guest Farm, Namibia. Took guests on birding outings, conducted an inventory of birdlife on the ranch, developed a photographic guide to common birds, trained guides, and assisted in wildlife censuses. Johann Vaatz, dbrook@mweb.com.na
- MAPS Station Operator – The Institute for Bird Populations/Audubon Canyon Ranch, California. Established and oversaw the operation of a MAPS station.
- Research and Teaching Assistant – Cercopan, Nigeria. Conducted a bird inventory, assisted in the teaching of a university-level tropical biology field course, mapped trails, assisted in field-camp construction, and trained and evaluated staff members. Zena Tooze, CERCOPAN@compuserve.com

- Research Assistant - Tortuguero Bird Monitoring Program, Costa Rica. Operated five bird-banding stations and conducted standardized migration counts. CJ Ralph, 707-825-2992, cjralph@humboldt1.com
- Interpretive Naturalist – Lotus Bird Lodge, Australia. Served as resident naturalist at remote eco-tourism and hunting lodge. Planned and implemented sightseeing, birding, and natural-history outings for guests. Maintained database of bird sightings.
- Intern - The Institute for Bird Populations, California. Worked on statewide Burrowing Owl census, including GIS habitat analysis, mapping, proofing field data, designing data forms, editing manuscripts, and presenting results of study to Audubon members.
- Research Assistant - The Xerces Society, Madagascar. Assisted in biodiversity surveys of birds and butterflies.
- Atlaser - Indiana Breeding Bird Atlas project. Collected field data for use in compilation of atlas.
- Bander/Photographer/Rehabilitator - The Wildlife Center, California.
- Consultant - The Green Indonesia Foundation, Indonesia. Served as English-language resource person, helped develop environmental education and fundraising programs, and organized reference library.
- Ornithologist/Interpreter - Project Barito Ulu reconnaissance survey, Indonesia. Conducted a baseline survey preparatory to long-term studies of the ecology of frugivores and forest regeneration.
- English Teacher – Volunteers in Asia. Taught at an Indonesian university.
- Bird-banding Program Assistant Coordinator - University of California, Santa Cruz.
- Participant - Marine Birds of Baja California project, Mexico. Under University of California Research Expeditions Program. Collected field data on nesting and migration of brown pelicans and on occurrence and density of other species in relation to environmental variables.
- Assistant - A study of chameleon ecology and compilation of A Bird Atlas of Kenya.

PUBLICATIONS

- DeSante, D. F., K. M. Burton, P. Velez, D. Froehlich, D. Kaschube, and S. Albert. 2018. MAPS manual, 2018 protocol. The Institute for Bird Populations, Point Reyes Station.
- Burton, K.M. 2018. A Bird-finding Guide to Humboldt County, California. Redwood Region Audubon Society, Eureka.
- Burton, K. M. 2017. Bird Checklist for Marin County, California (4th edition). Marin Audubon Society, Mill Valley.
- Burton, K. M., and L. S. Anderson. 2016. Common Birds of Northwest California, 2nd edition. Redwood Region Audubon Society, Eureka.
- Burton, K.M. 2016. Hiking Humboldt, vol. 1. Backcountry Press, Kneeland.
- Dale, B. C., K. Burton, and K. Calon. 2014. A review of prairie Canada bander training workshops – Tools, techniques and exercises. North American Bird Bander 39:52-61.
- Burton, K. M., D. Uribe, and R. E. Webster. 2013. First record of Yellow-bellied Sapsucker *Sphyrapicus varius* from the Andes. Cotinga 35:107-108.
- Burton, K. M., and L. S. Anderson. 2013. First record of the Red-bellied Woodpecker in Nevada. Western Birds 44:148-150.
- Burton, K., D. Fix, and L. S. Anderson. 2011. Common birds of the Arcata Marsh & Wildlife Sanctuary. Friends of the Arcata Marsh.
- Burton, K. M. 2011. Book review: Identification guide to North American birds, part II. North American Bird Bander 36:70-72.
- Burton, K. M., and D. Froehlich. 2007. A bifurcated rectrix on a Swainson's Thrush: Potential insights into developmental processes of feathers. North American Bird Bander 32:76-78.
- Burton, K. M. 2007. Bird banding codes demystified. Bird Watcher's Digest 29:45-49.
- Burton, K. M. 2006. Molts, plumages, and age classes of passerines and "near-passerines": a bander's overview. North American Bird Bander 31:175-193.
- Burton, K. M., and P. Pyle. 2006. Some unexpected primary-covert molt limits. North American Bird Bander 31:121.

Burton, K. M. 2006. A sight record of the Brown Nightjar *Caprimulgus binotatus* in Nigeria. *Malimbus* 28:47-49.

Burton, K. M., and D. F. DeSante. 2004. Effects of mist-netting frequency on capture rates at Monitoring Avian Productivity and Survivorship (MAPS) stations. *Stud. Avian Biol.* 29:7-11.

DeSante, D. F., J. F. Saracco, D. R. O'Grady, K. M. Burton, and B. L. Walker. 2004. Methodological considerations of the Monitoring Avian Productivity and Survivorship (MAPS) Program. *Stud. Avian Biol.* 29:28-45.

Burton, K. 2004. A tool for raising and lowering mist nets. *North American Bird Bander* 29:15.

Burton, K. M. 2004. Book review: Ageing North American landbirds by molt limits and plumage criteria. *North American Bird Bander* 29:21-23.

Burton, K. M., and D. R. Whitehead. 2003. Productivity and survival of the loggerhead shrike in Indiana. *Bird Populations* 6:13-20.

Burton, K. M. 2003. Juvenile plumage of the lesser yellow-headed vulture *Cathartes burrovianus*. *Cotinga* 19:73.

Burton, K. M. 2003. First record of greater scaup *Aythya marila* on the Yucatán Peninsula, Mexico. *Cotinga* 19:73-74.

Burton, K. M. 2002. Primary-covert replacement in the eastern wood-pewee. *North American Bird Bander* 27:12-14.

Burton, K. M., and S. D. Smith. 2001. First report of the gray heron in the United States. *Western Birds* 32:88-90.

Burton, K. M., and D. F. DeSante. 2000. Volunteers and training in MAPS. Pp. 239-241 in R. Bonney, D. N. Pashley, R. J. Cooper, and L. Niles, eds., *Strategies for Bird Conservation: The Partners in Flight Planning Process*. Rocky Mountain Research Station, USDA Forest Service, Ogden, UT.

Burton, K. M. 2000. Food habits of the loggerhead shrike in Indiana. *Indiana Audubon Quarterly* 78:69-72.

Burton, K. M. 1999. Use of barbed wire by loggerhead shrikes (*Lanius ludovicianus*) to manipulate nest materials. *Am. Midl. Nat.* 142:198-199.

DeSante, D. F., D. R. O'Grady, K. M. Burton, P. Velez, D. Froehlich, E. E. Feuss, H. Smith, and E. D. Ruhlen. 1998. *The Monitoring Avian Productivity and*

- Survivorship (MAPS) Program sixth and seventh annual report (1995 and 1996). *Bird Populations* 4:69-122.
- DeSante, D.F., E.D. Ruhlen, S.L. Adamany, K.M. Burton and S. Amin. 1997. A census of burrowing owls in central California in 1991. Pp. 38-48. *in* J.L. Lincer and K. Steenhof, eds., *The burrowing owl, its biology and management including the proceedings of the first international burrowing owl symposium*. Raptor Research Foundation, Inc., Raptor Research Report No. 9.
- DeSante, D. F., K. M. Burton, and D. R. O'Grady. 1996. The Monitoring Avian Productivity and Survivorship (MAPS) Program Fourth and Fifth Annual Report (1993 and 1994). *Bird Populations* 3:67-120.
- DeSante, D. F., K. M. Burton, J. F. Saracco, and B. L. Walker. 1995. Productivity indices and survival rate estimates from MAPS, a continent-wide programme of constant-effort mist-netting in North America. *Journal of Applied Statistics* 22:935-947.
- Burton, K. 1995. North America goes CES. *BTO News* 199:8-9.
- Martin, T. E., D. F. DeSante, C. R. Paine, T. Donovan, R. Dettmers, J. Manolis, and K. Burton. 1995. Breeding productivity and adult survival in nongame birds. Pp. 23-26 *in* E. T. LaRoe, G. S. Farris, C. E. Puckett, P. D. Doran, and M. J. Mac, eds., *Our Living Resources*. USDI National Biological Service, Washington, DC.
- DeSante, D. F., and K. M. Burton. 1994. The Monitoring Avian Productivity and Survivorship (MAPS) Program third annual report (1992). *Bird Populations* 2:62-89.
- Burton, K. M. 1993. The history of the loggerhead shrike (*Lanius ludovicianus*) in Indiana. *Indiana Audubon Quarterly* 71:43-46.
- DeSante, D. F., K. M. Burton, and O. E. Williams. 1993. The Monitoring Avian Productivity and Survivorship (MAPS) Program second annual report (1990-1991). *Bird Populations* 1:68-97.
- DeSante, D. F., E. Ruhlen, S. Amin and K. M. Burton. 1993. Results of the 1991 census of burrowing owls in central California: an alarmingly small and declining population. *Journal of Raptor Research* 27:59.
- DeSante, D. F., O. E. Williams, and K. M. Burton. 1993. The Monitoring Avian Productivity and Survivorship (MAPS) Program: Overview and progress. Pp. 208-222 *in* D. M. Finch and P. W. Stangel, eds., *Status and Management of Neotropical Migratory Birds*. Rocky Mountain Forest and Range Experiment Station, USDA Forest Service, Fort Collins, CO.

- Burton, K. M. 1991. The distribution and status of the loggerhead shrike in Indiana: An introduction. *Indiana Audubon Quarterly* 69:188-189.
- Burton, K. M. 1990. 1989 loggerhead shrike update. *Indiana Audubon Quarterly* 68:57-58.
- Burton, K. 1989. Loggerhead shrike update. *Indiana Audubon Quarterly* 67:41-42.
- Burton, K. M. 1989. Three new shorebirds for Lombok. *Kukila* 4:65.
- Chivers, D. J., and K. M. Burton. 1988. Some observations on the primates of Kalimantan Tengah, Indonesia. *Primate Cons.* 9:138-146.
- Burton, K. 1987. Tanjung Puting orangutan preserve. *Voice of Nature* 48:59-65.
- Burton, K. M. 1987. Unseasonal occurrence of blue rock-thrush *Monticola solitarius* in Sumatra. *Kukila* 3:61.
- Holmes, D. A., and K. Burton. 1987. Recent notes on the avifauna of Kalimantan. *Kukila* 3:2-32; *Borneo Research Bulletin* 19:108-149.
- Tyler, W. B., and K. Burton. 1986. A Cook's petrel specimen from California. *Western Birds* 17:79-84.

Item D.5 Attachment 3

Name *

Nancy Morelli

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

McKinleyville CA 95519

Permanent Address *

[REDACTED]

McKinleyville CA 95519

Email Address *

[REDACTED]

Please select the subcommittee you are interested in applying for: *

- Forest Management Plan/Funding/Budget Subcommittee
- Trails Plan/Security/Clean Ups/Infrastructure Subcommittee

Can you commit to 8-10 hours of volunteer time per month? *

- Yes
- No

Can you commit to attending regularly scheduled monthly meetings? *

- Yes
- No

Can you commit to a term of 1 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *
(please keep in mind subcommittee meetings can be on zoom or hybrid)

	During the workday (9am-5pm)	Evenings (5:30pm)	I am not available any of these times
Monday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you selected "During the workday" above, please list 1.5 hour blocks that you are available on those days. *

n/a

Please list any recurring days/times you are NOT available (i.e. monthly meeting for your work or other boards you may sit on). *

3rd Monday of each month/Northern CA horseman assoc. meeting

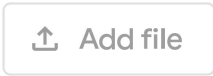
What knowledge, skills and experience will you bring to the Community Forest Committee? (You may attach a resume or additional page if necessary). *

I am a trail rider, equestrian and also have volunteered with Humboldt Trail Stewards for many years

Please describe why you want to participate as a member of the Community Forest Committee. *

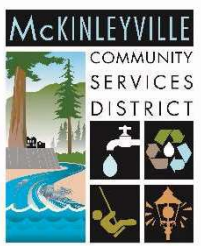
I live nearby and would love to explore the new forest, hiking with my dog and family and also on horseback.

Resume Attachment (PDF File Only)



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McKinleyville Community Services District Community Forest Subcommittee Application

Name justin Brown Date 09/13/2024
 Home Phone [REDACTED] Cell Phone [REDACTED]
 Mailing Address [REDACTED] mckinleyville, ca 95519
 Permanent Address same
 Email Address [REDACTED]

Which of the following subcommittees would you like to apply to volunteer for:

- Forest Management Plan/Funding/Budget
- Trails Plan/Security/Clean Ups/Infrastructure

Can you commit to 8-10 hours of volunteer time per month? Yes No

Can you commit to attending regularly scheduled monthly meetings? Yes No

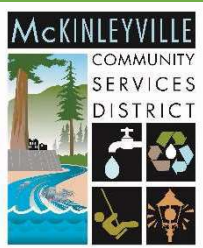
Can you commit to a term of 1 year? Yes No

Please fill in your availability for Meeting Days/Times (subcommittee meetings can be held hybrid):

	During the workday (9am-5pm) <i>*Please list 1.5 hr blocks you are available.</i>	Evenings (5:30-7:00pm)	I am not available any of these times.
Monday		available anytime	
Tuesday		available anytime	
Wednesday		available anytime	
Thursday		available anytime	
Friday			

Please list any recurring days/times you are NOT available (i.e. monthly meeting for your work or other boards you may sit on).

none



McKinleyville Community Services District Community Forest Subcommittee Application

What knowledge, skills and experience will you bring to the Community Forest subcommittee? (You may attach a resume or additional page if necessary).

Education: Graduate from Calpoly Humboldt, with a degree in Recreation Administration B.A. and a minor in business. I own and operate Revolution Bicycles in Arcata and Eureka. During our 28 years of business we have been very active in trail advocacy, organizing events to raise funds and the forming of the Redwood coast mountain bike association. I live right next to the forest and have been fortunate to be able bike, run and hike there.

Please describe why you want to participate as a member of the Community Forest subcommittee.

I feel I have a unique perspective on the forest, having lived near it for over 20 years. I would like to help with Trails Plan/Security/Clean Ups/Infrastructure Subcommittee.

Although it is not a requirement, it is highly recommended to attach your resume to your application.

Item D.5 Attachment 5

Name *

Phil Heidrick

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

McKinleyville, CA

Permanent Address *

[REDACTED]

McKinleyville

Email Address *

[REDACTED]

Please select the subcommittee you are interested in applying for: *

- Forest Management Plan/Funding/Budget Subcommittee
- Trails Plan/Security/Clean Ups/Infrastructure Subcommittee

Can you commit to 8-10 hours of volunteer time per month? *

- Yes
- No

Can you commit to attending regularly scheduled monthly meetings? *

- Yes
- No

Can you commit to a term of 1 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *
(please keep in mind subcommittee meetings can be on zoom or hybrid)

	During the workday (9am-5pm)	Evenings (5:30pm)	I am not available any of these times
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you selected "During the workday" above, please list 1.5 hour blocks that you are available on those days. *

All
.....

Please list any recurring days/times you are NOT available (i.e. monthly meeting for your work or other boards you may sit on). *

None
.....

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

I obtained my Bachelor of Arts degree with an emphasis in Natural Resources and a Minor in Environmental Ethics from Humboldt State University in 1996. I recently retired after a 25 year career with the California Conservation Corps. During my 25 years with the CCC I supervised a work crew of 20 young adults on daily natural resources restoration projects which included trail construction and maintenance. Later in my career I was responsible for developing funding source sponsors and natural resource restoration projects with other state and federal agencies to generate millions of dollars in funding. Please see resume for more information on my qualifications and skills.

Please describe why you want to participate as a member of the Community Forest Committee. *

I have been a resident and a home owner in McKinleyville for over 30 years and I love our community. I am currently the Chair of the PARC Committee. I am an avid outdoor enthusiast and spend extensive amounts of time utilizing the many trails in Humboldt County, primarily the Hammond Trail. I am excited to share my extensive knowledge from my career and my personal life to help manage the new McKinleyville Community Forest to see it grow into it's true potential.

Resume Attachment (PDF File Only)

Retirement Resu...

Add file

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PHIL HEIDRICK

McKinleyville, CA | [REDACTED]

Natural Resources Restoration and Youth Development Program Administrator with over 25 years of experience both in the field and in the office.

EXPERIENCE

2022-2023

CONSERVATIONIST SUPERVISOR, CALIFORNIA CONSERVATION CORPS

- Supervised conservationist staff performing natural resources restoration projects, educational and emergency response tasks.
- Developed funding source sponsors and negotiated project agreements with other agencies.
- Planned, organized, and directed the operations of conservationist staff performing projects.
- Planned and implemented in-service training and employee development programs for subordinate staff.
- Evaluated performance and took or recommended appropriate action for subordinate staff.

2014-2022

CONSERVATIONIST II, CALIFORNIA CONSERVATION CORPS

- Supervised up to 10 members of the Evening Staff.
- Administered scholarship and educational programs.
- Created and enforced program policies.
- Taught a two-week orientation course every month.
- Managed residential dormitories for up to 100 occupants.

2000-2014

CONSERVATIONIST I, CALIFORNIA CONSERVATION CORPS

- Supervised a crew of 20 young adults ages 18-26 on daily natural resources restoration projects.
- Taught, directed, and counseled young adults in work and life skills.
- Prepared written reports and evaluations.
- Taught proper hand and power tool safe operation.

1998-2000

SPECIAL CORPSMEMBER, CALIFORNIA CONSERVATION CORPS

- Supervised 100 young adults at a residential campus.
- Enforced all rules and regulations as well as documented all violations.
- Taught educational classes and monitored recreational and volunteer activities.

EDUCATION

JUNE 1996

BACHELOR OF ARTS, HUMBOLDT STATE UNIVERSITY

Emphasis in Natural Resources
Minor in Environmental Ethics

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Item D.5 Attachment 6

Name *

Charles Caldwell

Home Phone *

[Redacted]

Cell Phone *

[Redacted]

Mailing Address *

[Redacted]

Permanent Address *

[Redacted]

Email Address *

[Redacted]

Please select the subcommittee you are interested in applying for: *

- Forest Management Plan/Funding/Budget Subcommittee
- Trails Plan/Security/Clean Ups/Infrastructure Subcommittee

Can you commit to 8-10 hours of volunteer time per month? *

- Yes
- No

Can you commit to attending regularly scheduled monthly meetings? *

- Yes
- No

Can you commit to a term of 1 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *
(please keep in mind subcommittee meetings can be on zoom or hybrid)

	During the workday (9am-5pm)	Evenings (5:30pm)	I am not available any of these times
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you selected "During the workday" above, please list 1.5 hour blocks that you are available on those days. *

12:30 to 2:00
.....

Please list any recurring days/times you are NOT available (i.e. monthly meeting for your work or other boards you may sit on). *

N/A
.....


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


I am a member of the PARC, and Run Humboldt Skatepark Collective (HSC) have Extensive project management skills and have a desire to bring more recreation to McKinleyville and our local community
.....

Please describe why you want to participate as a member of the Community Forest Committee. *

I have many project teams in HSC including Mountain Bike Tribal Trail Alliance, work closely with our Horse, Disc golf, trail running and hiking community and believe I can help support and organize these groups and present back to the board supporting their desire to help in the community forest.

Resume Attachment (PDF File Only)

 resume_cec024 -...

 Add file

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Work History

- **12/12/2019 to present**
Executive Director Humboldt Skatepark Collective, manage multi non-profit project teams supporting recreation in Humboldt, Del Norte, Trinity and Mendocino counties. Board member for McKinleyville Park and Recreation, McKinleyville Chamber of Commerce. Assistant Pastor at Church on the Rock in McKinleyville and Foursquare Desister Relife Chaplin,
- **7/17/2015 to 12/12/2019**
HBPP Projects Analyst (Program Manager, Sr)
PMP certification 1823424; assist with 2015 & 2018 NDCTP filing process, including cost justification for completed projects and future decommissioning project reports and project close out. Retired
- **1/1/2013 to 7/16/2015**
HBPP Decommissioning Program Manager, Sr
Dry Cask storage of ISC-18 and the Greater than class C waste to HBPP ISFSI. Oversight on night shift for Reactor pressure vessel window segmentation. CBI D&D Project management Scheduling, Earned value and Contracts tracking. 2017 NDCTP filing process including cost justification for completed projects and future decommissioning project reports
- **6/17/2009 to 12/31/2012**
REACTOR BUILDING/LEGACY WASTE DECOMMISSIONING AREA SUPERVISOR
ISC 18, RPV internals, legacy waste & plant resins removal, processing, packaging and shipment to waste facility.
- **1/12/2009 to 6/12/2009**
DCPP NUCLEAR OPERATIONS SUPERVISOR (Temporary rotation), DCPP ISFSI Dry Cask storage (PG&E consultant for NRC Dry run activities to load first MPC at DCPP and move to their ISFSI pad.)
- **1/8/07 to 1/12/2009**
HBPP UNIT 3 SUPERVISOR, Nuclear Shift Supervisor: Spent Resin project & Dry Cask Storage of HBPP Spent Fuel to HBPP ISFSI. Supervision for operations, mechanical and electrical maintenance personal.
- **5/16/2006 to 1/8/2007**
HBPP RELIEF SHIFT FOREMAN, HUMBOLDT BAY POWER PLANT Operation of the Fossil and nuclear facility
- **7/01/1999 to 5/16/2006**
HBPP SHIFT FOREMAN, HUMBOLDT BAY POWER PLANT Operation of the Fossil and nuclear facility
- **8/29/2004 TO 9/25/2004**
HBPP TRAINING SUPERVISOR (Temporary rotation) responsibly for all plant training Fossil, Nuclear and Security)
- **09/21/95 to 7/01/1999**
HBPP SENIOR CONTROL OPERATOR, HUMBOLDT, HUMBOLDT BAY POWER PLANT
- **06/25/95 to 09/21/95**
HBPP CONTROL OPERATOR, HUMBOLDT, HUMBOLDT BAY POWER PLANT
- **07/12/94 to 06/25/95**
HBPP SENIOR CONTROL OPERATOR, (Temporary rotation) HUMBOLDT, HUMBOLDT BAY POWER PLANT
- **05/12/92 to 07/11/94**
HBPP ASST. CONTROL OPERATOR, HUMBOLDT, HUMBOLDT BAY POWER PLANT
- **03/23/83 to 05/11/92**
HBPP AUXILIARY OPERATOR, HUMBOLDT, HUMBOLDT BAY POWER PLANT
- **07/16/80 to 10/20/81**
PG&E APPR. ELECTRICIAN GEYSERS (GENERAL CONT.)
- **10/02/79 to 07/15/80**
PG&E HELPER SUBSTATIONS, GEYSERS, (GENERAL CONT.)
- **06/18/79 to 10/01/79**
PG&E LABORER, HYDRO PLANTS, BATTLE CREEK PROJECT, GENERAL CONT.
- **05/82 to 11/82**
FIRE FIGHTER, BLM US GOV.
- **11/81 to 05/82**
TRUCK MECHANIC APPRENTICE, WOLVERTON TRUCKING.
- **06/78 to 09/78**
TRAIL MAINTENANCE CREW, CDF (i.e. Cal. Fire)

Certifications

- **06/22/2015 Project Management Professional (Cert. No. 1823424)**
- **05/23/1997 NRC licensed certified fuel handler (Cert. No. FHC-29-1)**
- **05/2008 to 05/2014 Radioactive Material Packaging, Transportation, Shipping and Disposal**
- **06/2009 PMP majesty**
- **6/2013 PMP Boot Camp**
- **CSD Open water, NAUI**

References

Loren Sharp - [REDACTED] Director/Nuclear Plant Manager (HBPP)

WORK [REDACTED]

MOBILE [REDACTED]

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Item D.5 Attachment 7

Name *

Shaun R Fyfe

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

Permanent Address *

[REDACTED]

Email Address *

[REDACTED]

Please select the subcommittee you are interested in applying for: *

- Forest Management Plan/Funding/Budget Subcommittee
- Trails Plan/Security/Clean Ups/Infrastructure Subcommittee

Can you commit to 8-10 hours of volunteer time per month? *

- Yes
- No

Can you commit to attending regularly scheduled monthly meetings? *

- Yes
- No

Can you commit to a term of 1 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *
(please keep in mind subcommittee meetings can be on zoom or hybrid)

	During the workday (9am-5pm)	Evenings (5:30pm)	I am not available any of these times
Monday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you selected "During the workday" above, please list 1.5 hour blocks that you are available on those days. *

n/a

Please list any recurring days/times you are NOT available (i.e. monthly meeting for your work or other boards you may sit on). *

n/a

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

Founder of MBTTA-We currently have an MOU with MCSD and have been assisting in all design and development of trails in the McKinleyville Community Forest. We are currently maintaining and developing trails with BLM and are working on MOU's with USFS, WC CSD and other private landowners to develop trails.

Please describe why you want to participate as a member of the Community Forest Committee. *

Me and MBTTA will continue to provide as much professional trail development as possible into the McKinleyville Community Forest. I believe serving on the Trails Sub-Committee will make it easier to accomplish the tasks that we all want to see completed. We want our community to benefit from well-built trails that are maintained and safe to use for everyone.

Resume Attachment (PDF File Only)



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MEMORANDUM

To: McKinleyville Community Forest Committee (MCFC) Members

Subject: TICS Subcommittee Applicant Ratings

MCFC members rated the Trails Plan/Infrastructure/Clean Ups/Security (TICS) Committee applicants on a scale of 1-5 (1 = low, 5 = high) for each of the following criteria:

- Expertise
- Relevant Experience
- Availability
- Represents/advocates for specific user group(s)
- Potential to organize user groups to help in the Community Forest

The average of each applicant's total score is provided below, with the lowest possible score being 5 and the highest possible being 25. There are five Public Member seats available on the subcommittee:

1. Charlie Caldwell: 21.10
2. Kenneth Burton: 20.90
3. Phil Heidrick: 20.54
4. Shaun Fyfe: 19.81
5. Justin Brown: 18.60
6. Nancy Morelli: 16.82
7. Nicolette Amann: 11.83

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 6, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.1 **Consider Approval of Revised Salary Schedule**

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

Samatha Howard, Finance Director

TYPE OF ACTION: **Staff Direction**

Recommendation:

Staff recommends that the Board review the proposed revised Salary Schedule, discuss, take Public Comments and approve the revised Staff Schedule for implementation in the 2025/2026 Fiscal Year.

Discussion:

The MCSD Personnel Manual states:

In order to maintain competitive salaries, the District endeavors to perform a Salary Survey to compare the District's Salary Schedules with similar positions at local and regional municipalities at approximate five-year intervals.

The MCSD Board Policy Manual states that the Employee Negotiation Committee will:

... be called upon to meet with the General Manager to review wage studies and other proposed policy changes to MCSD benefit and compensation package.

Senior Staff reviewed the revised Salary Schedule with the Employee Negotiation Committee at their October 18, 2024 Committee Meeting. The Committee asked clarifying questions and made a recommendation to take the revised schedule to the full Board for approval.

The last salary survey was completed in 2017, and in conformance with the above, the District hired CPS-HR to perform a Salary Survey in the spring of 2023. They completed the study in September 2023, and the complete Study is included as **Attachment 1**. As detailed in the Study, CPS-HR completed a total compensation study, looking at the competitiveness of the base salaries and benefits for the District and compared them with ten similar agencies. The Agencies are listed in the Report and include the cities of Arcata, Eureka, Fortuna, Rio Dell, Crescent City as well as Humboldt Bay Municipal Water District and Humboldt Community Services District. The main findings of the Study were that:

- One (1) salary range was significantly below market, three (3) were below market, four (4) were aligned, four (4) were above and four (4) were significantly above market, and
- The “bandwidth” (i.e. number of steps) should be increased from 6 to 9.

The Report then provided spreadsheets for their suggested salary increases, which are included in Attachment 1.

Senior District Staff then took these recommendations and updated the Salary Schedule, which is included as **Attachment 2**. The Revised Salary Schedule shows the existing salary ranges for each of the District’s positions. It also shows the CPS-HR Recommended Salary range of each position in yellow. It should be noted that the CPS-HR recommendations were adjusted by the District’s recent COLA increases to bring them in line with existing and recommended adjustments. The final green highlighted line for each position is senior Staff’s recommendations.

Staff recommendations also adopted CPS-HR’s recommendation to increase the bandwidth to nine steps. This will save the District costs in some instances since each step increase is now a smaller percentage increase between each step. Staff also focused on creating and maintaining equity between positions of equal responsibility as well as creating or maintaining a continuous growth between positions of lower to higher responsibilities. Staff is also taking this opportunity to add 25-year and 30-year longevity steps. The District rewards employees for their loyalty with the current 10-, 15- and 20-years longevity increases of 2.5% and it makes sense to include 25- and 30-year longevity increases as well.

Staff recommendations are generally in line with CPS-HR’s recommendations, but higher. It is important to note that CPS-HR’s recommendations are focused on keeping the District’s total compensation in-line with other agencies in the region. To that end, and as detailed in their Report, they throw out the high and low salaries when making these recommendations. District Staff on the other hand want to, and are, comparing the total compensation packages with the highest packages in the area. MCSD has always been viewed as one of the best places to work in the area, and Senior Staff wishes to keep it that way. We do not want to compare our compensation package to the low- or mid-range agencies, but the top agencies. We would like to be the first or second in all categories, which is what this salary schedule aims to achieve.

Attachment 3 is an analysis of how the proposed salary schedule will impact District finances. The first column of the table in Attachment 3 is the current salaries as of October 10, 2024. Column 2 is what the impact would have been if we were currently operating under the proposed salary schedule. The financial impact is \$4,228,822 versus \$4,230,747, or only an increase of \$1,925. Column 3 is the approved salary budget for FY24/25 of \$4,285,561; approved FY24/25 budget includes potential step increases throughout the year.

Column 4 is a budget estimate for FY25/26 with our current salary schedule. Compare this column to Column 5, which shows the FY25/26 estimated budget under the proposed salary schedule. The budget impact is \$4,299,636 versus

\$4,374,481, or an increase of \$74,845 or only 1.7% over the proposed budget. The Board should also note that, as detailed in the General Manager's Report, Staff has already saved the District \$138,550 in cost savings for just the first four months of this fiscal year, more than paying for the proposed salary increase by almost twice over.

It should be further noted that the District will also perform a Rate Study in 2026, and the new salary schedule will be incorporated into that Rate Study.

Attachment 4 shows the bar chart from the Humboldt Community Services District's 2023 rate study, showing that MCSD's water & sewer rates continue to be among the lowest in the region, and significantly below Eureka's, Arcata's and HCSD's. The quality of our Staff is directly responsible for running an efficient, excellent organization that provides superior service to our Rate payers at very low cost, as further demonstrated by winning the McKinleyville Chamber of Commerce's Excellence in Community Service awards the last two years running and the California Water Environment Association's (CWEA) Collection System of the Year award this year.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

See Attachment 3

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – CPS-HR Total Compensation Study Memo, Sept 1, 2023
- Attachment 2 – MCSD Draft Revised Salary Schedule
- Attachment 3 – Fiscal Impact Assessment Table
- Attachment 4 – HCSD Rate Study Comparison Chart

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September 1, 2023

Private and Confidential

McKinleyville Community Services District

Total Compensation Study Memo

SUBMITTED BY:
Project Manager
Suzanne Ansari

Project Team
Ellen Wandell
Igor Shegolev
Shelia McAuliff
Denise Moran
Chase Sivret

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834

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I. Executive Summary

Introduction

McKinleyville CSD retained CPS HR Consulting (CPS HR) to conduct a total compensation study. The objective of the study was to collect and analyze base salary data and benefits for selected study classes from identified comparable labor market agencies to determine the competitiveness of the organization's base salaries and benefits and to develop salary recommendations that incorporated appropriate labor market data.

This memo provides documentation of the methodologies used in the data collection, analysis, and development of compensation-related findings. Our findings yield valuable information as to how the agency can best combine external competitiveness factors with the internal value of jobs.

Please note that this memo is accompanied by two (2) supplemental documents (excel workbooks) depicting:

- The salary summary and individual salary datasheets with specific job matches for each benchmark classification
- Salary grade recommendations for the study classifications and also pay structure analysis

Project Scope

The scope of work included (10) comparable labor market agencies, (16) benchmark classifications, salary structure analysis, salary range recommendations. The data for this study was collected during May 2023 through June 2023. For consistency in labor market comparisons, all base salary data are represented as in effect on May 1, 2023. Therefore, this analysis is a snapshot of how the district's base and total compensation programs measured against the labor market at this point in time.

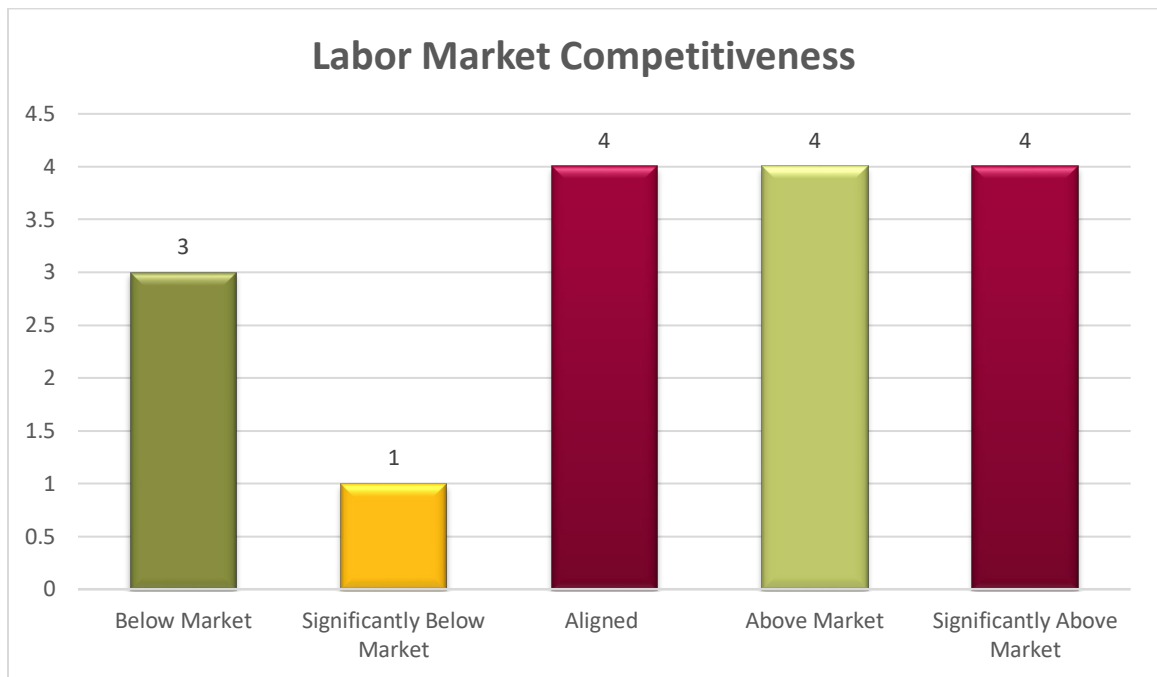
Study Findings

The overall findings of this study can be summarized as follows:

Labor Market Competitiveness: The base salaries are primarily aligned with the labor market (see graph below). The survey results display that the district offers a competitive benefit package when compared to the labor market. When compensation and benefits are reviewed as a total package the competitive benefits compensate for base compensation lagging.

- (4) benchmark classifications are aligned (+/-5%) with the labor market median.
- (3) benchmark classifications are below market (between 5.1% - 9.9% below the market median).
- (1) benchmark classification is significantly below market (10% or more below the market median).
- (4) benchmark classifications have base salary ranges that are above market (between 5.1% - 9.9% over the labor market median).
- (4) benchmark classifications have salary ranges that are significantly above market (10% or more above the labor market median).

Number of Benchmark Classifications by Labor Market Competitiveness Category



■ Other Findings re: current pay structure:

- Pay structure
 - No particular order, midpoint separation, or leveling exist
 - Step separations are 5% between first 6 steps, 2.5% between remaining 3 steps
- Leveling between jobs in a series
 - Leveling of the jobs within job classification families is off (i.e., current separation between Maintenance Worker I and Maintenance Supervisor is 15.7% - is narrow, which may cause pay compression)
- Inconsistent bandwidth
 - Range width is consistent for 6-step scale - 27.7%, for 9-step scale - 37.5%

II. Methodology & Project Parameters

The initial step in conducting a base compensation study is to determine the basic parameters for the study, which include:

1. Selection of comparable labor market agencies
2. Identification of benchmark classifications
3. Confirmation of desired labor market position
4. Determination of the appropriate statistical techniques used for aggregating and analyzing the data (e.g., aging data, leveling, trimming, interpolation, extrapolation, multiple regression, etc.)

There are multiple options of the compensation study that depend on project objectives and specific market conditions, such as data availability, influences of local private and nonprofit sectors, differentiations based on the on geographic location or industry standards. The typical options are #1 the client selects comparable labor market agencies and/or

benchmarks, #2 CPS researches and provides recommendations for the comparable labor market agencies and/or benchmarks, #3 use of published salary surveys, or #4 a combination of the aforementioned sources. For this particular study, CPS HR used the same comparable labor market agencies as the previous salary study which were confirmed by McKinleyville CSD.

Selection of Comparable Labor Market Agencies

The comparable (10) labor market agencies provided by the McKinleyville CSD for this study are listed below.

1. Brooktrails Township Community Services District
2. City of Arcata
3. City of Crescent City
4. City of Eureka
5. City of Fortuna
6. City of Rio Dell
7. Clearlake Oaks County Water District
8. Hidden Valley Lake Community Services District
9. Humboldt Bay Municipal Water District
10. Humboldt Community Services District

For this study, CPS HR was able to obtain data from all labor market agencies.

Typical criteria that may help defining the relevant labor market includes the following:

- **Agency Size** – In general, agencies that employ relatively similar numbers of employees may have similar economic demographics. Since it is rare to find agencies that are exactly the same size, the goal is to provide a balanced mix of larger and smaller agencies, thereby minimizing the “skewing” effect when either of these are used exclusively.
- **Organizational Metrics** – i.e., revenue/budget, number of employees, size of service area, population size, etc.
- **Geographic Proximity** – When considering selection of a labor market, it is important to consider the geographic proximity of potential agencies since they may be competitors in the recruitment market. If there are not enough agencies within the local market with which to conduct a study, then the geographic area may be expanded to include agencies in other closer areas, which are similar in other aspects.
- **Industry** – In general, agencies that provide similar services are more likely to have similar job classifications and recruit from the same labor pool.
- **Competing Organizations** – Organizations or agencies from which the McKinleyville CSD has lost employees to or recruited employees from is also useful for selecting labor market agencies.
- **Transparency and Availability of Data** – Lack of availability of data or inability for an agency to participate in the study may disqualify a potential comparator agency from the viable list.
- **Past Labor Market Agency Selection Practices** – History of using certain agencies which managers/employees expect to use again for consistency.
- **Cost of Wages/Cost of Living** – Cost of Wages includes year over year increases in employment cost for compensation, benefits and payroll taxes paid by an employer. The Cost of Living is based on the Consumer Price Index which is the increase in prices for goods and services over a one-year period. The cost of living is often used to compare how expensive it is to live in one city versus another.

Identification of Benchmark Classifications

A benchmark is a selected job classification that is common across other comparator agencies and/or labor markets. The benchmark job classifications were selected by McKinleyville CSD and were subsequently matched to similar jobs in the comparator agencies classification systems.

For this project, the McKinleyville CSD recommended a selection of the specific benchmark classifications based on the McKinleyville CSD business practices and/or specific conditions, and a principle of adequate representation of various occupational groups, job families, and levels within job series. The same benchmarks as the previous study were used in this study, except for one (1) benchmark: Recreation Director, which is now known as Parks and Recreation Director. In addition, at the request of McKinleyville CSD, the Program Supervisor benchmark classification was not studied.

The (16) benchmark classifications for this study are presented below. Job summary descriptions for all benchmark classifications were based on the current job descriptions provided by McKinleyville CSD.

1. Board Secretary
2. Customer Service Representative I
3. Customer Service Representative II
4. Customer Service Supervisor
5. Finance Director
6. General Manager
7. GIS Technician
8. Human Resources Manager
9. Lead Person
10. Maintenance Supervisor
11. Maintenance Worker I
12. Operations Director
13. Parks & Recreation Director
14. Recreation Coordinator
15. Utility Worker I
16. Utility Worker II

Confirmation of the Desired Labor Market Position

The labor market position allows the McKinleyville CSD to set salary ranges at the desired point in the labor market. Ultimately, the McKinleyville CSD selected the desired labor market position based on affordability, recruitment and retention goals, and business strategy.

There are typically three labor market position options:

1. **Lead the market** - positioning pay parameters higher than the market (i.e., 60th percentile or 70th percentile etc.)
2. **Meet the market** - positioning pay parameters at the median of the market (i.e., exactly at the 50th percentile)
3. **Lag the market** - positioning pay parameters below the market (i.e., 40th percentile or lower)

McKinleyville CSD selected “meet” the market strategy to align to the McKinleyville CSD pay structure and ranges. CPS HR considered this strategy during the data collection, analysis, and recommendations.

Because labor market job values vary by job classifications and/or job families, some situations require use of a “mixed” labor market position options where lead the market strategies are used for hard to fill job classifications while for other job classifications a “match to market” approach can be used.

Determination of the Appropriate Statistical Techniques

For this study, CPS HR provided labor market data analysis based on the **median of the market**. The labor market median is the value separating the higher half of the data sample (in this case, salaries) from the lower half of the data sample. It may be thought of as the middle value of the market in a compensation study.

While both the mean and the median can be useful statistical tools to describe where the center of a data set is located, the median does a better job than the mean of capturing a “typical” value. This is because the median is not as heavily influenced by skewed data or data with outliers. Since many labor market pools are normally based on a relatively small number of data, skewing and outliers are a common phenomenon.

Benchmark Classification Matching Process

When conducting a salary study, the intent is to provide general market trends by comparing job duties and responsibilities, level of authority and autonomy, nature and complexity of work, and knowledge, skill, and ability requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, yet the overall scope of duties and responsibilities of the combined matches will be balanced.

In the process of matching from other agencies, CPS HR did not make a job match based only on a similar title or relied solely on classification specifications. CPS HR also referenced position control documents, organizational charts, allocation lists, and other information, when available, to specifically identify which classification, and what level of classification, performed the duties of the McKinleyville CSD benchmark classification. In addition, budgets or other fiscal tools provided greater understanding of the classification structure than what was evident in the content of classification specifications. To the extent possible, CPS HR identified the operational use of a classification in determining whether it is a comparable job match.

Required Number of Comparable Classifications

CPS HR’s best practice and methodology is that benchmark positions must have a **minimum of three (3) classification matches** to make a salary recommendation based on the labor market data. In most studies, it is common to have some classes for which limited market data exists.

There are many reasons a benchmark class may not have enough comparable data including:

- Differences in the delivery of services
- Differences in span of authority
- Differences in organizational structure
- Differences in operational size
- The benchmark classification is not commonly found in other agencies

- The labor market agency does not provide that service

In this study, the majority of the (16) benchmark classifications met the requirement of a minimum of three (3) comparable matching classifications, except for the following:

1. Customer Service Supervisor (*only 2 comparable matches were identified*)

It is important to note that when examining data, results with fewer than three matches may not be a valid indicator of where the organization stands in comparison to the labor market. For that reason, while data has been presented for review, caution should be used when using data for survey classes with fewer than three matches for salary setting purposes. Salary recommendations for these classes should be based more heavily on the internal equity/relationships with other job classes.

Benchmarks that did not have at least three (3) matching classifications were placed within the salary structure based on the internal relationship between McKinleyville CSD job families.

Labor Market Data Collected

CPS HR collected base salary data from the labor market to generate the minimum, midpoint, and maximum salaries within the labor market. When analyzing the labor market, the goal is to identify the McKinleyville CSD competitive position within the labor market to attract, develop, motivate, and retain talent.

IV. Work Plan

To complete the base compensation study, CPS HR completed the following tasks:

- Sent a list of required documents needed to begin the study to McKinleyville CSD
- Reviewed McKinleyville CSD background materials, including classification specifications, salary schedules, policies, and organization chart
- Conducted a McKinleyville CSD kick-off meeting on April 14, 2023, to finalize the project scope
- Developed a data collection method /approach
- Sent a project parameters letter and received approval on April 18, 2023, from the McKinleyville CSD
- Researched and collected salary and benefits data from the identified labor market agencies, including current salary schedules, classification specifications, budgets, position control documents, and other documents as available
- Communicated with the comparable agencies to request further information or clarification on job matching/data and benefits
- Developed and sent a comprehensive job matching review spreadsheet for the McKinleyville CSD review, feedback, and final approval
- Entered, reported on, and analyzed all data for a discussion of preliminary findings with the McKinleyville CSD.
- CPS HR project team met with McKinleyville CSD project stakeholders on August 28, 2023, to discuss the total compensation study project deliverables and to explain methodology used, pay structure analysis findings, salary recommendations and salary bandwidth tools.

V. Study Results

CPS HR studied (16) McKinleyville CSD benchmark job classifications, of which all were matched to corresponding labor market comparable classifications. It was noted that only a few job classifications were lagging the relevant labor market in minimum control point, and some were found to be exceeding labor market in maximum control point of the range.

Please note that the term “No Comparable Class” (NCC) is used if CPS HR did not find a comparable classification within an agency to a specific benchmark classification. The term “Data Not Available” (DNA) is used when CPS HR could not obtain the required data from an agency after numerous attempts.

The McKinleyville CSD position within the labor market and the medians for each classification are presented in the individual datasheets. McKinleyville CSD’s salary summary and individual datasheets can be found in the attached excel workbook. The salary summary illustrates the following information for each benchmark classifications:

- The McKinleyville CSD classification title
- The number of comparable classifications found in the labor market
- The control points of current monthly salary (minimum, midpoint, maximum) for the study classifications
- The labor market median of the control points which is calculated using the same control point for each of the comparable classes; that range of data is then computed to provide the median amount.
The McKinleyville CSD salary is not included in the median or mean calculations.

CPS HR uses the labor market medians in market comparisons presented in the salary summary since the market median eliminates high and low outliers which can skew data and outcomes. The median tends to provide a more stable representation of trends in the market. *Please note that a positive (+) percentile variance indicates the McKinleyville CSD is lagging/below the market; negative (-) percentile variance figures indicate where the McKinleyville CSD is above the median and leads the market.*

Overall Summary of Labor Market Position

The salary summary data shows that the results of the comparison between the McKinleyville CSD salaries to those in the relevant labor market are mixed, with most benchmark classifications at or above and a few benchmark classifications falling below the labor market. The degree of variance depends on whether the minimum, midpoint, or maximum salaries are compared.

VI. Internal Equity Analysis

Internal Equity Concept

Although CPS HR conducted a market study to determine the external values of the McKinleyville CSD jobs, it is also important to recognize that existing internal relationships between the jobs are also a critical consideration when developing a compensation plan. While external or “market” data shows how an agency’s jobs compare to similar jobs in the relevant labor market, internal equity analysis is used to identify the worth of each job in comparison with other jobs in the agency. That value is expressed by the assignment of a pay range/pay grade to each job. This results in a job hierarchy where jobs with higher accountabilities, authority, and complexity are placed above jobs with less complexity

and accountability. While an external market study may recommend re-grading some job classifications to better align them with the labor market, CPS HR also recognizes the importance of balancing such recommendations with the existing internal relationship between jobs.

Internal Equity Analysis Methodology

To initiate the internal equity analysis, CPS HR started by reviewing the McKinleyville CSD current salary grade structure using existing statistical parameters such as midpoint separations, salary grade bandwidth, and salary grade overlaps. The internal job equity is reviewed by determining intrinsic job values and the relationship between job classifications within the agency, job family, and job series. CPS HR uses multiple methods of internal job evaluation, including whole job ranking, classification method, factor comparison, or point-factor. The method selection is based on agency's specifics and the condition of the current classification system. The complete job architecture includes the review and determining of job values to ensure adequate internal job relationships, and leveling job families and series to mitigate pay compressions and dispersions.

VII. Salary Recommendations

Salary Range Recommendation Guiding Principals

For benchmark classifications, CPS HR generated salary recommendations from the labor market data. For non-benchmark classifications, CPS HR salary range recommendations are made based on internal relationships and anchoring to an appropriate benchmark, typically factoring in elements such as nature of work, existence in a job family or supervisory level. When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity. For example, if the labor market results suggest moving the Customer Service Representative I to a higher pay grade, CPS HR's recommendation would be to move Customer Service Representative II as well. This practice will ensure internal job equity and preserve existing relationships between job levels within job families. The same guiding principle may be applied to jobs classifications in similar functional areas.

The McKinleyville CSD pay ranges are organized in a nine-step system with 5.0% percent separations between first 6 steps and 2.5% separations between steps 7-9. It was our experience that the flat dollar amount separation between steps 1-9 generally provides smoother wage progression and better employee satisfaction. CPS HR could assist in re-designing the pay structure and can provide a cost estimate for this work if requested. Currently, the range spread (bandwidth) of the 6-step portion is 27.7% and the bandwidth of the full 9-step system is over 37%. This bandwidth is wider than the typical 21% of the comparator agencies.

Overall, CPS HR recommends wider ranges to accommodate the variation in the job scope and complexity, as well as a wide range of employees' experiences. The current 37% bandwidth provides a wider range of wage progression and supports employees' career progression and wage growth within the range over time. To allow more flexibility, CPS HR built a table format with selection of the desired bandwidth. Once McKinleyville CSD selects the desired bandwidth, the maximum of the range expands appropriately using the built in tool in the excel workbook.

Incumbent Salary Placement Recommendations

When the pay range of McKinleyville CSD benchmark job classification is found to be above the relevant labor market range, CPS HR generally does not recommend reducing the current pay ranges. Following a review and analysis of the data collected and aggregated from the relevant labor markets, CPS HR has made salary recommendations for the McKinleyville CSD benchmark classifications and provided these recommendations as separate (excel workbook) document depicting the salary recommendations. Salary recommendations were based on both internal equity and the salary data collected from the comparable labor markets.

CPS HR considers benchmark classifications falling within 5% above or 5% below the labor market to be competitive for salary study purposes because of the differences in compensation policy and actual scope of work and position requirements. However, McKinleyville CSD can adopt a closer standard.

These recommendations will allow the McKinleyville CSD to effectively recruit, retain, and reward talent and remain competitive in the established labor market. Other factors to consider include the cost of salary increases, compounded labor costs, and the fiscal impact in order to prevent financial hardship or unintended consequences such as the need for future layoffs. Implementation of salary recommendations is highly dependent on further discussion internally by the McKinleyville CSD about the organization's financial climate and the sustainability of salary increases. Some factors to consider are compounded labor costs associated with benefits plans and employer contributions, initial placement of employees within revised salary ranges, a written policy for movement of employees through the salary ranges over time (e.g., annual performance evaluations and percentage of increase), and overall fiscal impact of implementation today and in the future. With respect to the implementation of a salary recommendation program, we believe it is important to consider the impact of salary range changes both on McKinleyville CSD financial resources and the well-being of employees. In order to ease the burden on both, we suggest the following:

- McKinleyville CSD should consider approving the study with an implementation plan which extends over a reasonable period of time for those classifications whose pay rates are found to be significantly below labor market. It is quite common for public sector organizations to consider an implementation period of a few years in order to ease the financial burden in any given year. This requires agreeing on an implementation plan based on priority level of classifications that are lagging in the labor market based on the results of this study.
- As the first step, we recommend applying market adjustments to all employees, if feasible. As a second step, we recommend bringing each employee's pay rate to the nearest step of the pay grade within the new pay structure. The third step would include reviewing employees' pay rates who are significantly below the labor market and addressing these in future budget cycles.

Our recommendations typically do not place classifications at lower levels even in cases where the market study suggests difficulty. If McKinleyville CSD chooses to lower these salary ranges, the concept of Y-Rating has been frequently used by the public sector. Under this plan, employees would be moved to the new range and, assuming they are currently paid above the range maximum, their salaries would be frozen for as long as it takes for the salary range to catch up to the current pay level. Variations on the Y-Rating theme are also utilized. A modified Y-Rating would provide for a portion of the increase to be given to the employee in lump sum payments. This has the effect of lengthening the "catch up" time while providing at least some salary increase for employees.

IX. CPS HR Consulting Contact Information

It has been a pleasure collaborating with McKinleyville CSD on this project. Any questions and comments with respect to this memo should be directed to Suzanne Ansari-Senior HR Consultant/Project Manager email: sansari@cpsr.us.

Classification Title	# of matches	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	LM Base Salary Minimum	LM Base Salary Midpoint	LM Base Salary Maximum	Mrkt Variance from Min	Mrkt Variance from Mid	Mrkt Variance from Max	Client Bandwidth	Mrkt Bandwidth	Agency TC	Mrkt TC	Mrkt Variance from TC
Board Secretary	7	\$4,572.00	\$5,203.50	\$5,835.00	\$4,322.58	\$4,686.94	\$5,254.08	-5.46%	-9.93%	-9.96%	27.62%	21.55%	\$11,121.85	\$8,750.67	-21.32%
Customer Service Representative I	7	\$3,252.00	\$3,701.50	\$4,151.00	\$3,191.07	\$3,609.04	\$3,959.83	-1.87%	-2.50%	-4.61%	27.64%	24.09%	\$8,913.79	\$7,007.55	-21.39%
Customer Service Representative II	7	\$3,776.00	\$4,297.50	\$4,819.00	\$3,836.21	\$4,366.15	\$4,794.40	1.59%	1.60%	-0.51%	27.62%	24.98%	\$9,789.67	\$8,319.13	-15.02%
Customer Service Supervisor	2	\$4,525.00	\$5,150.00	\$5,775.00	\$5,084.11	\$5,633.30	\$6,182.49	12.36%	9.38%	7.06%	27.62%	21.60%	\$11,043.18	\$9,617.45	-12.91%
Finance Director	8	\$7,134.00	\$8,119.50	\$9,105.00	\$7,969.80	\$8,552.50	\$9,088.34	11.72%	5.33%	-0.18%	27.63%	14.03%	\$15,409.48	\$13,509.16	-12.33%
General Manager	10	\$13,096.00	\$13,096.00	\$13,096.00	\$10,973.50	\$12,178.04	\$12,403.54	-16.21%	-7.01%	-5.29%	0.00%	13.03%	\$20,642.48	\$16,775.86	-18.73%
GIS Technician	4	\$4,499.00	\$5,120.50	\$5,742.00	\$4,566.80	\$5,058.93	\$5,551.07	1.51%	-1.20%	-3.33%	27.63%	21.55%	\$10,999.91	\$9,446.08	-14.13%
Human Resources Manager	4	\$5,146.00	\$5,856.50	\$6,567.00	\$4,744.82	\$5,257.47	\$5,770.12	-7.80%	-10.23%	-12.13%	27.61%	21.61%	\$12,081.65	\$9,143.54	-24.32%
Lead Person	4	\$5,731.00	\$6,523.00	\$7,315.00	\$6,228.86	\$6,900.33	\$7,571.81	8.69%	5.78%	3.51%	27.64%	21.56%	\$13,062.43	\$11,834.39	-9.40%
Maintenance Supervisor	3	\$3,763.00	\$4,283.00	\$4,803.00	\$4,923.00	\$5,453.50	\$5,984.00	30.83%	27.33%	24.59%	27.64%	21.55%	\$9,768.69	\$8,390.97	-14.10%
Maintenance Worker I	9	\$3,254.00	\$3,703.00	\$4,152.00	\$3,060.69	\$3,392.25	\$3,689.00	-5.94%	-8.39%	-11.15%	27.60%	20.53%	\$8,915.10	\$6,609.63	-25.86%
Operations Director	9	\$7,489.00	\$8,523.50	\$9,558.00	\$6,143.33	\$7,400.47	\$8,193.00	-17.97%	-13.18%	-14.28%	27.63%	33.36%	\$16,003.45	\$11,758.01	-26.53%
Parks and Recreation Director	3	\$5,451.00	\$6,204.00	\$6,957.00	\$5,651.39	\$6,263.58	\$6,875.77	3.68%	0.96%	-1.17%	27.63%	21.67%	\$12,593.02	\$10,263.39	-18.50%
Recreation Coordinator	3	\$3,605.00	\$4,103.00	\$4,601.00	\$3,507.00	\$3,885.00	\$4,263.00	-2.72%	-5.31%	-7.35%	27.63%	21.56%	\$9,503.83	\$6,843.98	-27.99%
Utility Worker I	10	\$4,005.00	\$4,558.50	\$5,112.00	\$3,378.93	\$3,744.00	\$4,109.07	-15.63%	-17.87%	-19.62%	27.64%	21.61%	\$10,173.85	\$7,151.46	-29.71%
Utility Worker II	10	\$4,698.00	\$5,346.50	\$5,995.00	\$3,872.30	\$4,289.70	\$4,707.10	-17.58%	-19.77%	-21.48%	27.61%	21.56%	\$11,331.64	\$8,214.88	-27.50%

* Positive number represents client's salaries and/or benefits are below LM and need the indicated percentage to reach LM, negative number mean client is above the LM

Within LM	5	4	6	0
Below LM	4	4	2	0
Above LM	6	7	7	15
	15	15	15	

ADMINISTRATION	CURRENT MONTHLY MINIMUM	CURRENT MONTHLY MIDPOINT	CURRENT MONTHLY MAXIMUM	CURRENT SEPARATIONS	LABOR MARKET MONTHLY MINIMUM	LABOR MARKET MONTHLY MIDPOINT	LABOR MARKET MONTHLY MAXIMUM	PROPOSED MONTHLY MINIMUM	PROPOSED MONTHLY MIDPOINT	PROPOSED MONTHLY MAXIMUM	RATIONALE	SEPARATIONS
Board Secretary	\$4,572	\$5,204	\$5,835		\$4,323	\$4,687	\$5,254	\$4,572	\$5,205	\$5,838	Benchmark	
General Manager	\$13,096	\$13,096	\$13,096		\$10,974	\$12,178	\$12,404	\$13,096	\$14,910	\$16,724	Benchmark	
FINANCE/HR	CURRENT MONTHLY MINIMUM	CURRENT MONTHLY MIDPOINT	CURRENT MONTHLY MAXIMUM		LABOR MARKET MONTHLY MINIMUM	LABOR MARKET MONTHLY MIDPOINT	LABOR MARKET MONTHLY MAXIMUM	PROPOSED HOURLY MINIMUM	PROPOSED HOURLY MIDPOINT	PROPOSED HOURLY MAXIMUM	RATIONALE	SEPARATIONS
Customer Service Representative I	\$3,252	\$3,702	\$4,151		\$3,191	\$3,609	\$3,960	\$3,252	\$3,702	\$4,153	Benchmark	
Customer Service Representative II	\$3,776	\$4,298	\$4,819	16.1%	\$3,836	\$4,366	\$4,794	\$3,836	\$4,368	\$4,899	Benchmark	18.0%
Customer Service Supervisor	\$4,525	\$5,150	\$5,775	19.8%	\$5,084	\$5,633	\$6,182	\$4,800	\$5,465	\$6,130	Benchmark	25.1%
Finance Director	\$7,134	\$8,120	\$9,105		\$7,970	\$8,553	\$9,088	\$7,970	\$9,074	\$10,177	Benchmark	
Human Resources Manager	\$5,146	\$5,857	\$6,567		\$4,745	\$5,257	\$5,770	\$5,146	\$5,859	\$6,571	Benchmark	
OPERATIONS	CURRENT MONTHLY MINIMUM	CURRENT MONTHLY MIDPOINT	CURRENT MONTHLY MAXIMUM		LABOR MARKET MONTHLY MINIMUM	LABOR MARKET MONTHLY MIDPOINT	LABOR MARKET MONTHLY MAXIMUM	PROPOSED HOURLY MINIMUM	PROPOSED HOURLY MIDPOINT	PROPOSED HOURLY MAXIMUM	RATIONALE	SEPARATIONS
GIS Technician	\$4,499	\$5,121	\$5,742		\$4,567	\$5,059	\$5,551	\$4,567	\$5,199	\$5,832	Benchmark	
Lead Person	\$5,731	\$6,523	\$7,315		\$6,229	\$6,900	\$7,572	\$6,229	\$7,092	\$7,954	Benchmark	
Operations Director	\$7,489	\$8,524	\$9,558		\$6,143	\$7,400	\$8,193	\$7,489	\$8,526	\$9,563	Benchmark	
Utility Worker I	\$4,005	\$4,559	\$5,112		\$3,379	\$3,744	\$4,109	\$4,005	\$4,560	\$5,114	Benchmark	
Utility Worker II	\$4,698	\$5,347	\$5,995	17.3%	\$3,872	\$4,290	\$4,707	\$4,698	\$5,349	\$5,999	Benchmark	17.3%
PARKS & RECREATION	CURRENT MONTHLY MINIMUM	CURRENT MONTHLY MIDPOINT	CURRENT MONTHLY MAXIMUM		LABOR MARKET MONTHLY MINIMUM	LABOR MARKET MONTHLY MIDPOINT	LABOR MARKET MONTHLY MAXIMUM	PROPOSED HOURLY MINIMUM	PROPOSED HOURLY MIDPOINT	PROPOSED HOURLY MAXIMUM	RATIONALE	SEPARATIONS
Maintenance Worker I	\$3,254	\$3,703	\$4,152		\$3,061	\$3,392	\$3,689	\$3,254	\$3,705	\$4,155	Benchmark	
Maintenance Supervisor	\$3,763	\$4,283	\$4,803	15.7%	\$4,923	\$5,454	\$5,984	\$4,500	\$5,123	\$5,747	Benchmark	38.3%
Parks and Recreation Director	\$5,451	\$6,204	\$6,957		\$5,651	\$6,264	\$6,876	\$5,651	\$6,434	\$7,217	Benchmark	
Recreation Coordinator	\$3,605	\$4,103	\$4,601		\$3,507	\$3,885	\$4,263	\$3,605	\$4,104	\$4,604	Benchmark	

OBSERVATIONS:

No particular order, midpoint separation, or leveling exist.

Range width is consistent for 6-step scale - 27.7%, for 9-step scale - 37.5%

Step separations are 5% between first 6 steps, 2.5% between remaining 3 steps.

Leveling of the jobs within job classification families is off (i.e., current separation between Maintenance Worker I and Maintenance Supervisor is 15.7% - is narrow, which may cause pay compressions).

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Operations Department

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	L10	L15	L20	L25	L30
OPERATIONS DEPARTMENT DIRECTOR	47.06	49.41	51.88	54.48	57.20	60.06				61.56	63.10	64.68		
Ops Director CPS HR Recommendation	44.58	45.92	47.26	48.60	49.94	51.28	52.62	53.96	55.30					
Percentage step	49.75	51.74	53.81	55.96	58.20	60.53	62.95	65.47	68.09	2.50%	2.50%	2.50%	2.50%	2.50%
GIS TECH	28.28	29.69	31.18	32.73	34.37	36.09				36.99	37.92	38.86		
GIS Tech CPS HR Recommendation	27.24	28.09	28.93	29.78	30.62	31.47	32.31	33.16	34.00					
Percentage step	28.55	29.69	30.88	32.11	33.40	34.74	36.12	37.57	39.07	2.50%	2.50%	2.50%	2.50%	2.50%
LEADPERSON	36.02	37.82	39.71	41.69	43.78	45.97				47.12	48.29	53.67		
Lead Person CPS HR Recommendation	37.15	38.26	39.36	40.47	41.58	42.68	43.79	44.89	46.00					
Percentage step	39.46	41.04	42.68	44.39	46.16	48.01	49.93	51.93	54.00	2.50%	2.50%	2.50%	2.50%	2.50%
LEAD SHIFT OPERATOR	32.33	33.95	35.65	37.43	39.30	41.27				42.30	43.35	44.44		
Percentage step	32.62	33.92	35.28	36.69	38.16	39.69	41.27	42.93	44.64	2.50%	2.50%	2.50%	2.50%	2.50%
FACILITIES INSPECTOR	35.87	37.67	39.55	41.53	43.60	45.78	46.93	48.10	49.30					
Percentage step	36.19	37.64	39.14	40.71	42.34	44.03	45.79	47.62	49.53	2.50%	2.50%	2.50%	2.50%	2.50%
UTILITYPERSON II	29.53	31.00	32.55	34.18	35.89	37.68				38.62	39.59	40.58		
Utility Person 2 CPS HR Recommendation	27.97	28.80	29.63	30.45	31.28	32.11	32.94	33.77	34.60					
Percentage step	30.50	31.72	32.99	34.31	35.68	37.11	38.59	40.14	41.74	2.50%	2.50%	2.50%	2.50%	2.50%
UTILITYPERSON I	25.17	26.43	27.75	29.14	30.59	32.12				32.93	33.75	34.59		
Utility Person 1 CPS HR Recommendation	24.25	24.91	25.56	26.22	26.88	27.53	28.19	28.84	29.50					
Percentage step	25.39	26.41	27.46	28.56	29.70	30.89	32.13	33.41	34.75	2.50%	2.50%	2.50%	2.50%	2.50%
UTILITY MAINTENANCE	20.44	21.47	22.54	23.67	24.85	26.09				26.74	27.41	28.10		
Percentage step	21.25	22.10	22.98	23.90	24.86	25.85	26.89	27.96	29.08	2.50%	2.50%	2.50%	2.50%	2.50%
SEASONAL LABORER	19.16	20.12	21.13	22.19	23.29	24.46								
Percentage step	20.00	20.80	21.63	22.50	23.40	24.33	25.31	26.32	27.37	2.50%	2.50%	2.50%	2.50%	2.50%

Parks and Recreation Department

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	L10	L15	L20	L25	L30
PARKS & RECREATION DIRECTOR	34.26	35.98	37.77	39.66	41.65	43.73				44.82	45.94	47.09		
P&R Director CPS HR Recommendation	33.64	34.69	35.73	36.78	37.82	38.87	39.91	40.96	42.00					
Percentage step	35.00	36.40	37.86	39.37	40.95	42.58	44.29	46.06	47.90	2.50%	2.50%	2.50%	2.50%	2.50%
RECREATION COORDINATOR	22.65	23.79	24.97	26.22	27.53	28.91				29.63	30.37	31.13		
Rec Coor CPS HR Recommendation	21.47	22.11	22.75	23.39	24.03	24.67	25.32	25.96	26.60					
Percentage step	22.86	23.77	24.73	25.71	26.74	27.81	28.93	30.08	31.29	2.50%	2.50%	2.50%	2.50%	2.50%
MAINTENANCE SUPERVISOR	23.65	24.84	26.08	27.38	28.75	30.19				30.94	31.72	32.51		
Maintenance Supervisor CPS HR Recommendation	26.83	27.62	28.41	29.20	29.99	30.78	31.57	32.36	33.15					
Percentage step	27.04	28.12	29.25	30.42	31.63	32.90	34.21	35.58	37.01	2.50%	2.50%	2.50%	2.50%	2.50%
MAINTENANCE WORKER	20.44	21.47	22.54	23.67	24.85	26.09				26.74	27.41	28.10		
Maintenance Worker CPS HR Recommendation	19.40	19.98	20.55	21.13	21.70	22.28	22.85	23.43	24.00					
Percentage step	21.25	22.10	22.98	23.90	24.86	25.85	26.89	27.96	29.08	2.50%	2.50%	2.50%	2.50%	2.50%
HILLER PARK ACCESS ATTENDANT	19.16	20.12	21.13	22.19	23.29	24.46								
AFTER SCHOOL LEADER	18.50	18.78	19.05	19.35	19.64									
PROGRAM DIRECTOR (no cola)	18.17	18.44	18.72	19.00	19.28									
PROGRAM COORDINATOR (no cola)	17.30	17.56	17.83	18.09	18.37									
RECREATION LEADER II (no cola)	16.48	16.73	16.98	17.23	17.49									
RECREATION LEADER I (no cola)	16.00	16.24	16.48	16.73	16.98									

Finance and Admin Department

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	L10	L15	L20	L25	L30
GM Monthly and Annual														
GM CPS HR Recommendation	75.55	78.17	80.79	83.41	86.03	88.64	91.26	93.88	96.50					
FINANCE DIRECTOR	44.83	47.07	49.43	51.90	54.49	57.22				58.65	60.11	61.62		
Finance Dir CPS HR Recommendation	47.45	48.86	50.27	51.68	53.09	54.49	55.90	57.31	58.72					
Percentage step	47.45	49.35	51.32	53.37	55.51	57.73	60.04	62.44	64.94	2.50%	2.50%	2.50%	2.50%	2.50%
BOARD SECRETARY/ADMIN ASSISTANT	28.73	30.17	31.68	33.26	34.92	36.67				37.59	38.53	39.49		
Board Sec CPS HR Recommendation	27.22	28.03	28.84	29.65	30.46	31.27	32.08	32.89	33.70					
Percentage step	31.20	32.45	33.75	35.10	36.50	37.96	39.48	41.06	42.70	2.50%	2.50%	2.50%	2.50%	2.50%
HUMAN RESOURCES & PAYROLL MANAGER	34.26	35.97	37.77	39.66	41.64	43.73				44.82	45.94	47.09		
HR CPS HR Recommendation	30.65	31.57	32.49	33.41	34.33	35.24	36.16	37.08	38.00					
Percentage step	37.44	38.94	40.50	42.11	43.80	45.55	47.37	49.27	51.24	2.50%	2.50%	2.50%	2.50%	2.50%
ACCOUNTING TECH	21.84	22.93	24.08	25.28	26.54	27.87				28.57	29.28	30.01		
Percentage step	21.84	22.71	23.62	24.57	25.55	26.57	27.63	28.74	29.89	2.50%	2.50%	2.50%	2.50%	2.50%
Finance & Admin Supervisor	28.43	29.85	31.35	32.91	34.56	36.29				37.19	38.12	39.08		
Customer Ser Super CPS HR Recommendation	28.43	29.30	30.22	31.14	32.06	32.98	33.90	34.81	35.40					
Percentage step	32.50	33.80	35.15	36.56	38.02	39.54	41.12	42.77	44.48	2.50%	2.50%	2.50%	2.50%	2.50%
Senior Finance Specialist	23.73	24.91	26.16	27.47	28.84	30.28				31.04	31.81	32.61		
Customer Ser Rep 2 CPS HR Recommendation	22.91	23.58	24.25	24.92	25.59	26.25	26.92	27.59	28.26					
Percentage step	23.73	24.68	25.67	26.69	27.76	28.87	30.03	31.23	32.48	2.50%	2.50%	2.50%	2.50%	2.50%
Finance Specialist	20.43	21.46	22.53	23.65	24.84	26.08				26.73	27.40	28.08		
Customer Ser Rep 1 CPS HR Recommendation	19.40	19.97	20.54	21.11	21.68	22.24	22.81	23.38	23.95					
Percentage step	20.63	21.46	22.31	23.21	24.13	25.10	26.10	27.15	28.23	2.50%	2.50%	2.50%	2.50%	2.50%
OFFICE ASSISTANT	19.16	20.12	21.13	22.19	23.29	24.46				25.07	25.70	26.34		
Percentage step	19.16	19.93	20.72	21.55	22.41	23.31	24.24	25.21	26.22	2.50%	2.50%	2.50%	2.50%	2.50%

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HUMBOLDT COMMUNITY SERVICES DISTRICT

Final Report for:

Water and Wastewater Rate and Capacity Charge Study

March 2023

OFFICE LOCATIONS:

Temecula – Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592

San Francisco – Regional Office
870 Market Street, Suite 1223
San Francisco, CA 94102

www.nbsgov.com

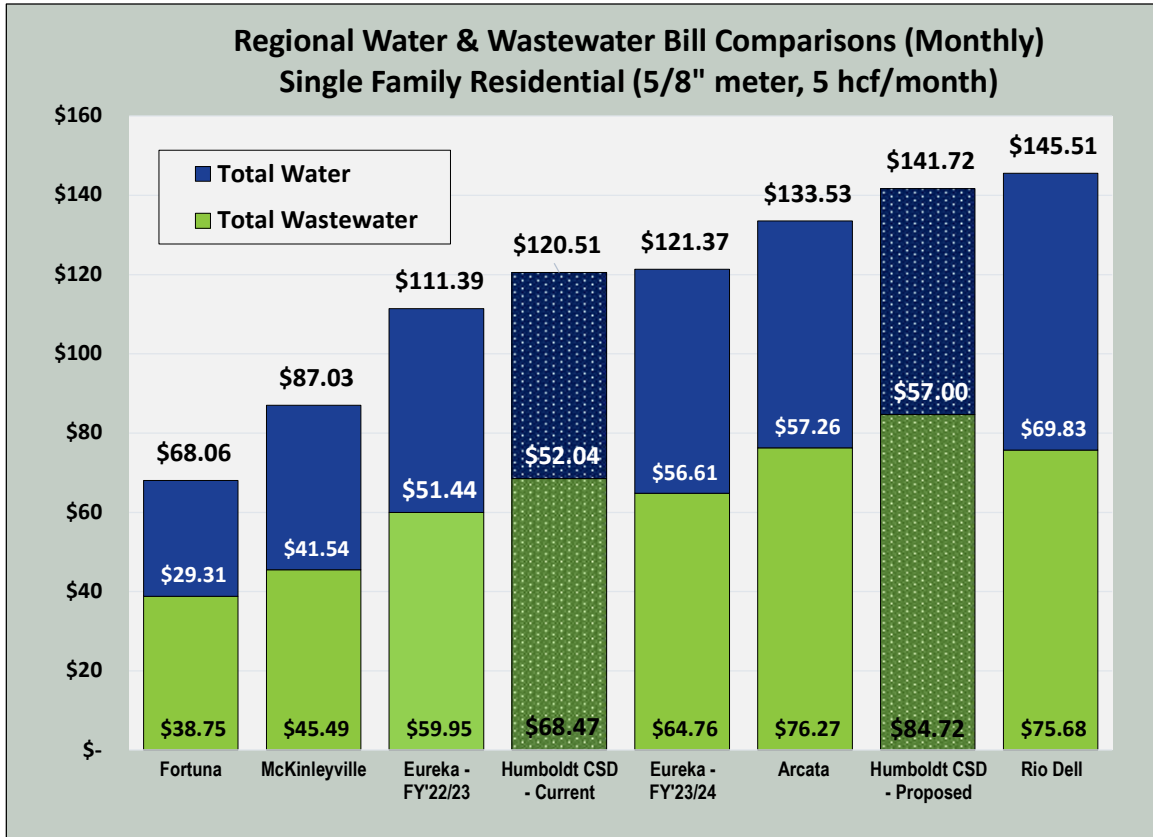
Prepared by:



As with water rates, although significant increases are recommended, customer bills under the recommended wastewater rates are still reasonable when compared with other communities in the region.

Figure 1 below shows the monthly combined water and wastewater bill for a typical single-family customer in the District compared to monthly bills in other communities.

FIGURE 1. REGIONAL RATE COMPARISONS



Study Recommendations

Although the Board has not yet taken action on the proposed water and wastewater rates, NBS recommends they select the proposed alternatives and direct staff to proceed with Prop 218 noticing procedures. NBS also recommends the District take the following measures:

- Conduct a legal review of the proposed rates.
- Mail out Prop 218 protest instructions (per District guidelines), allowing a protest period of at least 45 days.
- Adopt the rates proposed in this report (assuming there is no majority protest of the rates).

The next section discusses rate study methodology.

McKinleyville Community Services District

BOARD OF DIRECTORS

November 6, 2024

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.2 **Annual Review and Discussion of 2024-2029 Strategic Plan**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review the proposed staff revisions to the Strategic Plan (**Attachment 1**), discuss, make recommendations, and take public comment. No action will be taken at this time as this item will return for approval at the February 5, 2025 Board Meeting.

Discussion:

The McKinleyville Community Services Districts Strategic Plan was approved September 4, 2019. As a part of the process, the Strategic Plan is reviewed by Staff and the Board annually to reflect continued progress that MCSD makes with projects, finances, and improvement programs. This plan is foundational to the District's long-term financial health and stability yet provides annual reviews to stay grounded in the current and mid-term needs of the community we serve. The Strategic Plan will continue to be presented to the Board annually for approval.

Tonight, we encourage the Board to review the material and bring any revisions or comments to the meeting for discussion. The Board is invited to ask for clarification on Staff suggested revisions and comments if needed prior to the meeting.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Strategic Plan 2024-2029 – Red Lined Staff Revisions
- Attachment 2 – Strategic Matrix with and without Track Changes

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ITEM E.2 ATTACHMENT 1

Strategic Plan

2024-2029

McKinleyville Community
Services District

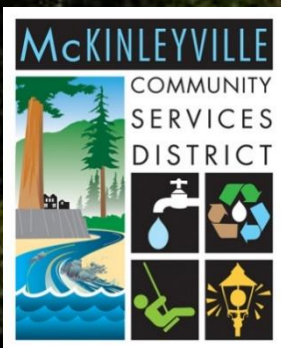


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Plan Revisions

Date	Description of Change
November 2024	Update status of actions pertaining to strategic goals. Actions completed are highlighted green

Introduction

Purpose

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

The Plan was updated in July 2023-2024 by the District's Board of Directors and staff with the understanding that it is a living document that will be reviewed regularly and revised as needed to better serve the District and the McKinleyville community. The Plan was purposefully fashioned as a succinct, workable document so that it can be easily used to:

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

History

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

Services

The District boundary encompasses 12,140 acres ranging from North Bank Road on the south to Patrick's Creek on the north and has over 5,841 active water services and 4,993 active sewer connections. The District is an independent, special district governed by a five member Board of Directors. The District provides the following services:

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

Mission, Vision & Values

Mission

McKinleyville Community Services District provides authorized services fundamental to the health and well-being of the community.

Vision

McKinleyville Community Services District is and will continue to be one of California's leading providers of municipal services.

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

- 1 The Parks & Recreation Department has effectively closed the gap between expenses and revenues and is operating with strategies that are sustainable over time.
- 2 The District's workforce recruitment strategies are attracting and retaining high quality employees at every level.
- 3 The District is prepared to manage both planned and unplanned shifts in the workforce through robust employee training and development strategies as well as on-going succession planning.
- 4 The District has completed all prioritized and funded capital projects as identified in the Strategic Capital Project Matrix (Exhibit A) through 2029 and has identified a long term financing plan for capital projects on the horizon.

Mission, Vision & Values

Values

The Board of Directors has collectively established the following core values to guide the work of the District:

INTEGRITY

- Truthful and transparent in word and action. Taking responsibility for outcomes of all actions; Meeting commitments and honoring promises; Honoring rights, dignity and worth of all community members.

RESPONSIBILITY

- Decision making in service for the greatest good of the McKinleyville CSD. Committed to accepting the ownership of decisions and all results.

FAMILY

- Group/Unit that is not always chosen; yet connected by commonalities and shared experience with defined roles with caring and commitment to the organization.

COLLABORATIVE

- Interactive and participatory decision making that promotes inclusivity, mutual respect, accountability, and open communication.

Goals & Objectives

GOAL 1

The Parks & Recreation Department has effectively closed the gap between expenses and revenues and is operating with strategies that are sustainable over time.

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	FUNDING SOURCE	HAZARD FORECAST	DESIRED OUTCOME
Community Forest Mgmt Planning	P & R Dept/ Community Forest Committee	Jan 2024	Dec. 2026	Forestry consultants;	General Fund/Grants	Lack of funding available	Board adopted Forest Management Plan
Establish Community Forest Advisory Committee	P & R Dept / Community Forest Committee	Jan 2024	Jan 2025	Staff time	General Fund/Grants	Lack of community participation	Engaged and functional Advisory Committee as Defined in Rules and Regs
Update P&R Master Plan	P & R Director	Jan 2025	Dec 2025	Staff time	General Fund	Lack of staff time	Board adopted Park & Rec Master Plan

Goals & Objectives

GOAL 2

The District's workforce recruitment strategies are attracting and retaining high quality employees at every level.

** Success of this goal will be measured by tracking applicant data, employee retention data and collecting feedback from employees regarding training, workplace culture and wellness.*

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	FUNDING SOURCE	HAZARD FORECAST	DESIRED OUTCOME
Ensure pay scale and benefits are competitive and attractive for all positions	Finance/GM	Jan 2024	Jul 2025	Current Salary Survey	Operating Budget	Unable to hire or retain employees. Budget doesn't support desired wage scale	Increase in qualified applicants; retain existing staff. Success measured through applicant data and employee retention data.
Develop/Update Recruitment materials and outreach strategies	HR	Mar 2024	On going	Staff time	Operating Budget	Qualified applicants don't apply for positions	Defined recruitment & outreach strategy
Develop/update staff development and training programs	Dept Heads/ Supervisors/ HR	Jan 2024	Dec 2028 (on going)	Staff time	Operating Budget	Employees leave positions due to lack of upward career pathways	A catalog of professional development options/opportunities exists. Training SOP's for critical tasks of each position exist.
Invest in workplace culture improvement and employee wellness activities	HR/ All Depts/ GM	Jan 2024	Dec 2028 (on going)	Staff time	Operating Budget	Unable to retain employees	Employees report being content and valued at work. Employees voluntarily participate in morale boosting activities
System of evaluation and assessment of effectiveness of employee wellness activities implemented	HR/Dept Heads	Jan 2024	Dec 2024	Staff time	Operating Budget	Unable to retain employees	Employees provide feedback on workplace culture and morale regularly

Goals & Objectives

GOAL 3

The District is prepared to manage both planned and unplanned shifts in the workforce through robust employee training and development strategies as well as on-going succession planning.

**The success of this goal will be determined by the existence of a functional succession plan for each position; having a primary and back up trained for each critical task; and staff that are actively participating in available training and development opportunities.*

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	FUNDING SOURCE	HAZARD FORECAST	DESIRED OUTCOME
Update Succession Plan	All Depts / HR / GM	Jan 2025	Dec 2028	Staff time	Operating Budget	Employee leaves before replacement is trained	Employees are exposed to roles and responsibilities of supervisory and leadership positions. A Succession Plan that is viable and accurate is documented
Cross train critical tasks and responsibilities	All Depts	Jan 2024	Dec 2028 (ongoing)	Staff time	Operating Budget	Employee leaves before replacement is trained	All positions have a primary responsible person and a back up person for every critical function.
Develop/update staff development and training programs	HR / Dept. Heads	May 2024	Dec 2028 (ongoing)	Staff time/ outside trainings	Operating Budget	Staff opt to not participate in on-going professional development	Functioning Staff Development and Training program Training and development programs that support upward mobility of employees are in place

Goals & Objectives

GOAL 4

The District has completed all prioritized and funded capital projects as identified in the **Strategic Capital Project Matrix** through 2029 and has identified a long term financing plan for capital projects on the horizon. Plan is presented to Board of Directors annually.

In order to continue being one of California’s leading providers of municipal services the District is committed to investing in it’s existing infrastructure through careful and thoughtful analysis and planning. The Strategic Capital Project Matrix reflects the District’s plan for infrastructure maintenance and improvement over time.

Strategic Capital Project List

Year	Water	Sewer	Parks & Rec	Finance & Admin
2023	<ul style="list-style-type: none"> - 4.5MG Tank Construct (HMG/NCRP/Bond funding) - Central Ave Main construct (Bond funding) - Hewitt Tank Design (HMG funding) 	<ul style="list-style-type: none"> - Finish Microgrid (SRF grant/loan) - Central Ave Sewer rehab (Bond funding) - Armor Pond 3 (Operating funds) - Bella Vista Sewer main rehab (Operating funds) 	<ul style="list-style-type: none"> - Finish BMX design (Prop. 68 grant) - Measure B ballot (Operating funds) - Phase 1 of Skatepark constructed (Humboldt Skatepark Collective funded) - Water heater replacements in all facilities 	<ul style="list-style-type: none"> - Office Remodel Design (Operating funds, future SRF Planning grant)
2024	<ul style="list-style-type: none"> - 4.5MG Tank Construct - Mad River Crossing Design (HMG funding with Op match) - Hewitt Tank Design (HMG funding with Op match) - Lead survey due 10/16/2024 (Operating funds/SRF grant/loan) - Tank 2A paint (Operating funds) 	<ul style="list-style-type: none"> - New NPDES Permit (Operating funds) - Fischer/Letz design (SRF Planning grant) - B/Kelly design (SRF Planning grant) - Forcemain design (SRF Planning grant) - Highway sewer crossing design (HMG funding with Ops match) - Pialorsi irrigation design (Reclaimed Water grant/loan) - Fischer Trail design (grant funding dependent) - Sewer Mainline Rehab (Operating funds) 	<ul style="list-style-type: none"> - BMX Construction (Prop. 68 grant) - Acquire Community Forest (NRC grant) - Comm Forest Management Plan development (Operating funds) 	<ul style="list-style-type: none"> - Software RFP (Operating funds)
2025	<ul style="list-style-type: none"> - Hewitt Tank Construct (HMG funding with match via Bond/Loan) - Mad River crossing design (HMG funding with Op match) 	<ul style="list-style-type: none"> - Fischer/Letz design (SRF Planning grant) - B/Kelly design (SRF Planning grant) - Forcemain design (SRF Planning grant) - Highway sewer crossing design (HMG funding with Ops match) - Pialorsi irrigation construct (Reclaimed Water grant/loan) - Fischer trail construct (grant funding dependent) - Sewer Mainline Rehab (Operating funds) 	<ul style="list-style-type: none"> - Skate Park construct (grant funds or Humboldt Skatepark Collective funded) - Measure B increase realized? - Comm Forest Management Plan development (Operating funds) 	<ul style="list-style-type: none"> - Purchase new software (Operating funds)

Goals & Objectives

2026	<ul style="list-style-type: none"> - Hewitt Tank Construct (HMG funding with match via Bond/Loan) - Mad River crossing construct (HMG funding with match via Bond/Loan) 	<ul style="list-style-type: none"> - Fischer/Letz construct (SRF grant/loan) - B/Kelly construct (SRF grant/loan) - Forcemain construct (SRF grant/loan) - Highway sewer crossing construct (HMG funding with match via Bond/Loan) 	<ul style="list-style-type: none"> - Community Forest parking lots/trails (grant funding dependent) 	<ul style="list-style-type: none"> - Office Remodel construct (SRF grant/loan) - Water & Sewer Rate Study (Ops funds)
2027	<ul style="list-style-type: none"> - Mad River crossing construct (HMG funding with match via Bond/Loan) 	<ul style="list-style-type: none"> - Fischer/Letz construct (SRF grant/loan) - B/Kelly construct (SRF grant/loan) - Forcemain construct (SRF grant/loan) - Highway sewer crossing construct (HMG funding with match via Bond/Loan) - BSB dredging (Bond/Loan/Operating funds) 	<ul style="list-style-type: none"> - Community Forest parking lots/trails (grant funding dependent) 	<ul style="list-style-type: none"> - 50% of vehicle purchases zero emission (Loan/Operations funding) - New Water & Sewer Rates
2028	<ul style="list-style-type: none"> - Watermain replacement for Grace Park design (Bond/Loan) 	<ul style="list-style-type: none"> - Highway sewer crossing construct (HMG funding with match via Bond/Loan) - Alt disinfection study (Ops funding) - Sewermain replacement for Grace Park design (Bond/Loan) 		
2029	<ul style="list-style-type: none"> - Watermain replacement for Grace Park construct (Bond/Loan) 	<ul style="list-style-type: none"> - WWTP upgrade design (inc. disinfection) (Bond/Loan) - NPDES Permit update (Ops funding) - Sewermain replacement for Grace Park construct (Bond/Loan) 	<ul style="list-style-type: none"> - Hewitt Ranch develop (grant funding dependent) 	
2030	<ul style="list-style-type: none"> - Watermain replacement for Fernwood design (Bond/Loan) 	<ul style="list-style-type: none"> - WWTP upgrade design (Bond/Loan) - Sewermain replacement for Fernwood design (Ops funding) - Digital Controls upgrade design (Ops funding) 		

Plan Review, Revisions & Reporting

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

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

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Year	Water	Sewer	Parks & Rec	Finance & Admin
2023	- 4.5MG Tank Construct - Central Ave Main construct - Hewitt Tank Design - Tank 2A paint	- Finish Microgrid - Central Ave Sewer construct - Armor Pond 3	- Finish BMX design - Acquire Community Forest - Measure B ballot - Lesley moves to HR	- Diane retire - Dave retire? - Hire AP/Payroll - Office Remodel Design
2024	- 4.5MG Tank Construct - Mad River Crossing Design - Hewitt Tank <u>Phase 1</u> Design - Lead survey due <u>10/16/2024 completed</u>	- New NPDES Permit Completed - Fischer/ Letz design -B/Kelly design - Forcemain design -Highway sewer crossing design - Pialorsi irrigation design -Lead & copper survey due -Fischer Trail design?	- New P&R Director - BMX Construction <u>start</u> - Comm Forest Management Plan development - Skate Park construct - <u>Measure B assessed</u> -Parks Master Plan Update	-Software RFP
2025	- Hewitt Tank Construct -Hewitt Tank Phase 2 design & bid - Mad River crossing <u>Phase 1</u> design	- Fischer/ Letz design bid docs - Letz /B/Kelly design - Forcemain construct <u>design</u> - Highway sewer crossing design - Pialorsi irrigation construct <u>bid docs</u> -Fischer trail construct?	- Skate Park construct?? -BMX Construction complete - Measure B increase realized - Comm Forest Management Plan development -Comm Forest Trails Plan development -Parks Master Plan Update - Sheriff's office expansion?	- Software RFP -Purchase new software -Pat retires?
2026	- Hewitt Tank Construct - Mad River crossing construct <u>Phase 2 design</u> -Erik retires?	- Fischer/ Letz construct - Letz /B/Kelly construct <u>design</u> - Forcemain construct - Highway sewer crossing construct - Pialorsi Irrigation construct	- Community Forest parking lots/trails - Hewitt Ranch <u>parking lot</u> develop <u>ed</u> ? - Community Forest parking lots/trails	- Office Remodel construct? - Purchase new software
2027	- Mad River crossing construct	- Fischer/ Letz construct - Letz /B/Kelly construct - Forcemain construct - Highway sewer crossing construct - BSB dredging	- Community Forest parking lots/trails	- 50% of vehicle purchases zero emission?

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2028	- Watermain replacement for Grace Park design	- Alt disinfection study - Sewermain replacement for Grace Park design		-Lesley retire?
2029	- Watermain replacement for Grace Park construct	- WWTP upgrade design (inc. disinfection) - NPDES Permit update - Sewermain replacement for Grace Park construct		
2030	- Watermain replacement for Fernwood design -James retire	- WWTP upgrade design - Sewermain replacement for Fernwood design - Digital Controls upgrade		-Pat retires/New GM
2031	- Watermain replacement for Fernwood construct	- WWTP upgrade construct? - Sewermain replacement for Fernwood construct		
2032		- WWTP upgrade construct?		
2033	- Begin water meter replacement (3 yr program)			

Year	Water	Sewer	Parks & Rec	Finance & Admin
2023	<ul style="list-style-type: none"> - 4.5MG Tank Construct - Central Ave Main construct - Hewitt Tank Design - Tank 2A paint 	<ul style="list-style-type: none"> - Finish Microgrid - Central Ave Sewer construct - Armor Pond 3 	<ul style="list-style-type: none"> - Finish BMX design - Acquire Community Forest - Measure B ballot - Lesley moves to HR 	<ul style="list-style-type: none"> - Diane retire - Dave retire? - Hire AP/Payroll - Office Remodel Design
2024	<ul style="list-style-type: none"> - 4.5MG Tank Construct - - Hewitt Tank Phase 1 Design - Lead survey completed 	<ul style="list-style-type: none"> - Completed - Fischer design - - Pialorsi irrigation design 	<ul style="list-style-type: none"> - New P&R Director - BMX Construction start - Comm Forest Management Plan development - Skate Park construct - Measure B assessed 	
2025	<ul style="list-style-type: none"> - -Hewitt Tank Phase 2 design & bid - Mad River crossing Phase 1 design 	<ul style="list-style-type: none"> - Fischer bid docs - Letz/B/Kelly design - Forcemain design - Highway sewer crossing design - Pialorsi irrigation bid docs 	<ul style="list-style-type: none"> - Skate Park construct?? -BMX Construction complete - Measure B increase realized - Comm Forest Management Plan development -Comm Forest Trails Plan development -Parks Master Plan Update - Sheriff's office expansion? 	<ul style="list-style-type: none"> - Software RFP
2026	<ul style="list-style-type: none"> - Hewitt Tank Construct - Mad River crossing Phase 2 design 	<ul style="list-style-type: none"> - Fischer construct - Letz/B/Kelly design - Forcemain construct - Highway sewer crossing construct - Pialorsi Irrigation construct 	<ul style="list-style-type: none"> - Community Forest parking lots/trails - Hewitt Ranch parking lot developed? - Community Forest parking lots/trails 	<ul style="list-style-type: none"> - Office Remodel construct? - Purchase new software
2027	<ul style="list-style-type: none"> - Mad River crossing construct 	<ul style="list-style-type: none"> - Fischer/ construct - Letz/B/Kelly construct - Forcemain construct - Highway sewer crossing construct - BSB dredging 	<ul style="list-style-type: none"> - Community Forest parking lots/trails 	<ul style="list-style-type: none"> - 50% of vehicle purchases zero emission?
2028	<ul style="list-style-type: none"> - Watermain replacement for Grace Park design 	<ul style="list-style-type: none"> - Alt disinfection study - Sewermain replacement for Grace Park design 		
2029	<ul style="list-style-type: none"> - Watermain replacement for Grace Park construct 	<ul style="list-style-type: none"> - WWTP upgrade design (inc. disinfection) 		

		- NPDES Permit update - Sewermain replacement for Grace Park construct		
2030	- Watermain replacement for Fernwood design	- WWTP upgrade design - Sewermain replacement for Fernwood design - Digital Controls upgrade		
2031	- Watermain replacement for Fernwood construct	- WWTP upgrade construct? - Sewermain replacement for Fernwood construct		
2032		- WWTP upgrade construct?		
2033	- Begin water meter replacement (3 yr program)			

McKinleyville Community Services District

BOARD OF DIRECTORS

November 6, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Consider Adoption of Resolution 2024-24 Initiating the Transfer of Funds from Humboldt County Treasury to Umpqua Bank and California CLASS**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends the Board review the information provided, discuss, and adopt Resolution 2024-24 authorizing the initiation of funds transfers from the Humboldt County Treasury to Umpqua Bank and California CLASS.

Discussion:

Humboldt County Treasury funds are currently earning 2.50%, Umpqua Bank Money Market funds are currently earning 2.49%, and California CLASS investments are currently earning approximately 5.00%.

The District currently has balances with the Humboldt County Treasury and recommends action as follows:

Fund	6/30/24 Balance	Recommended Action
General Parks and Rec	\$1,260,851.19	Transfer full balance to Umpqua
Measure B Assessment	\$294,780.01	Transfer full balance to Umpqua
Biosolid Disposal Reserves	\$73,974.45	Transfer full balance to California CLASS
Davis-Grunsky Reserves	\$17,498.18	Transfer full balance to California CLASS

Staff recommends transferring Parks and Recreation funds, along with Measure B funds, from Humboldt County Treasury to Umpqua Bank. Returns on funds are equal and the ease, responsiveness, reporting on interest, turn-around time on fund transfers, security and other fiscal management from Umpqua Bank far exceed County Treasury management.

In addition, staff recommends transferring the reserve funds from Humboldt County Treasury to California CLASS, where they can earn higher interest.

Alternatives:

Take No Action

Fiscal Analysis:

The interest revenue earned at Umpqua Bank is very similar to what the funds are currently earning at the Humboldt County Treasury. The funds transferred to Umpqua Bank for Parks and Recreation and Measure B will be held in the Umpqua Bank Money Market account to be utilized throughout the fiscal year for operating expenses.

Reserve funds held with Humboldt County will be transferred to the District's Prime Fund at California CLASS and therefore increase the interest revenues from 2.5% to approximately 5.00%.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2024-24

RESOLUTION 2024-24

**RESOLUTION AUTHORIZING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT TO
INITIATE THE TRANSFER OF FUNDS FROM HUMBOLDT COUNTY TREASURY TO
UMPQUA BANK AND CALIFORNIA CLASS**

WHEREAS, the McKinleyville Community Services District (the "District") currently holds funds in the Humboldt County Treasury, Umpqua Bank Money Market, and California CLASS investments; and

WHEREAS, the current earnings on these funds are as follows: Humboldt County Treasury: 2.50%, Umpqua Bank Money Market: 2.49%, and California CLASS: approximately 5.00%; and

WHEREAS, staff recommends transferring Parks and Recreation funds, along with Measure B funds, from Humboldt County Treasury to Umpqua Bank due to equal returns and superior fiscal management features such as ease, responsiveness, reporting on interest, turn-around time on fund transfers, and security; and

WHEREAS, staff also recommends transferring reserve funds from Humboldt County Treasury to California CLASS to take advantage of higher interest earnings;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District hereby authorizes the following actions:

1. Transfer the full balance of \$1,260,851.19 from the General Parks and Recreation Fund in Humboldt County Treasury to Umpqua Bank.
2. Transfer the full balance of \$294,780.01 from the Measure B Assessment Fund in Humboldt County Treasury to Umpqua Bank.
3. Transfer the full balance of \$73,974.45 from the Biosolid Disposal Reserves in Humboldt County Treasury to California CLASS.
4. Transfer the full balance of \$17,498.18 from the Davis-Grunsky Reserves in Humboldt County Treasury to California CLASS.

BE IT FURTHER RESOLVED that the funds transferred to Umpqua Bank for Parks and Recreation and Measure B will be held in the Umpqua Bank Money Market account to be utilized throughout the fiscal year for operating expenses.

BE IT FURTHER RESOLVED that the reserve funds transferred to California CLASS will be held in the District's Prime Fund to increase interest revenues from 2.5% to approximately 5.00%.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on November 6, 2024 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Scott Binder, Board President

Attest:

Joey Blaine, Board Secretary

McKinleyville Community Services District

MCKINLEYVILLE COMMUNITY FOREST COMMITTEE

November 6, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.4 **Consider Application for CAL FIRE Forest Health Grant and Adopt Resolution 2024-23 Designating the General Manager as the Authorized Agent**

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

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Board review the information provided, discuss, take Public comment and adopt Resolution 2024-23 (**Attachment 2**) designating the General Manager to be the authorized agent to sign all necessary documentation for the CAL Fire Forest Health Grant to implement the CAL FIRE Vegetation Treatment Program (CalVTP) project.

Discussion:

CAL FIRE's Forest Health Program funds active restoration and reforestation activities aimed at providing for more resilient and sustained forests to ensure future existence of forests in California, while also mitigating climate change, protecting communities from fire risk, strengthening rural economies and improving California's water & air. Eligible Forest Health projects must be large capacity, landscape-scale, with multiple benefits. The minimum grant amount requested for management activity projects should be no less than \$750,000, with a maximum allowable request of \$7 million. CAL FIRE reserves the right to fund projects in total or in part, whichever best serves the objectives of the Forest Health Program.

MCSD has been actively partnering with the Humboldt County Resource Conservation District (HCRCD) and Green Diamond Resource Company in the preparation of scoping and environmental documents for a Vegetation Treatment Project (CalVTP). This process has been funded by a CalFIRE technical assistance grant. HCRCD, Green Diamond, and the District would now like to pursue a CalFIRE Forest Health Grant to implement the CalVTP scope. The RFP for the Forest Health Grant is expected to be released as early as November with an application due late January. HCRCD would take the lead on the grant submittal, however, HCRCD has also stated that they will need significant investment from Green Diamond and MCSD to write the grant.

The McKinleyville Community Forest Committee discussed this grant at their October 15, 2024 meeting and recommended that the Board approve pursuing the grant application. Ideally, the CalVTP project scope would have been approved by the Board prior to pursuing this funding to implement it.

Unfortunately the CalVTP documents are not finalized and time is of the essence in commitment to the partnership to pursue this grant funding. The CalVTP scope is anticipated to come to the MCSD Board at their December 4, 2024 Board Meeting to approve the CEQA documents. **Attachment 1** is the “Project Description” figure showing the areas where Shaded Fuel Breaks and Wildland Urban Interface Fuel Reduction treatments will take place on Green Diamond and Community Forest lands. The complete scope/project description should be available in December.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

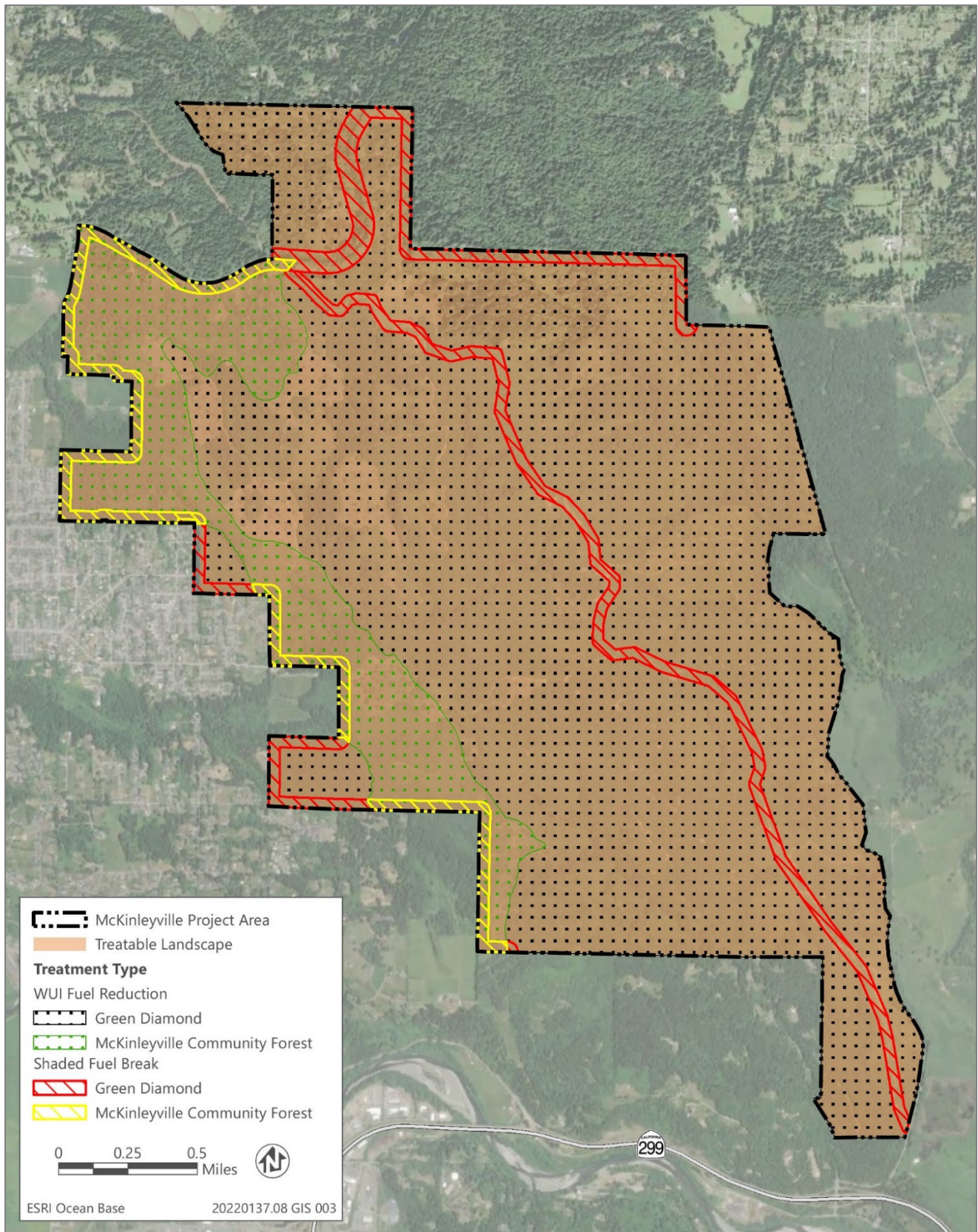
Unknown at this time as the grant may fully fund the proposed treatments or only partially fund the treatments.

Environmental Requirements:

The CalVTP grant funded the preparation of the Project-Specific Analysis (PSA) and Addendum to the CalFIRE Program EIR as well as the Mitigation, Monitoring and Reporting Program (MMRP) and other necessary CEQA documents. These will need to be approved by the MCSD Board and adhered to during the implementation of the project.

Exhibits/Attachments:

- Attachment 1 – CalVTP Project Description Figure with Treatment Types
- Attachment 2 – Resolution 2024-23



Source: Adapted by Ascent in 2024.

Figure 2-1 Treatment Types

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RESOLUTION

NOTE: DO NOT CHANGE THE FORMAT OR VERBIAGE IN THIS RESOLUTION FORMAT WITHOUT WRITTEN APPROVAL OF CAL FIRE STAFF.

Resolution No.: 2024-23

RESOLUTION OF THE BOARD OF DIRECTORS OF MCKINLEYVILLE COMMUNITY SERVICES DISTRICT (MCSD) FOR FUNDING FROM THE FOREST HEALTH GRANT PROGRAM AS PROVIDED THROUGH THE CALIFORNIA CLIMATE INVESTMENTS.

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California Greenhouse Gas Reduction Funding which provides funds to the State of California and its political subdivisions for Forest Health programs; and

WHEREAS, the State Department of Forestry and Fire Protection has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies and non-profit organizations under the program, and

WHEREAS, said procedures established by the State Department of Forestry and Fire Protection require the applicant to certify by resolution the approval of application before submission of said application to the State; and

WHEREAS, the applicant will enter into an agreement with the State of California to carry out a Forest Health project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors:

- 1. Approved the filing of an application for Forest Health grant program funds; and
- 2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and,
- 3. Certifies that funds under the jurisdiction of MCSD are available to begin the project.
- 4. Certifies that said applicant will expend grant funds prior to **March 31, 2030**.
- 5. Appoints the General Manager, or a designee, as agent of MCSD to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.

Approved and adopted the 6th day of November, 2024. I, the undersigned, hereby certify that the foregoing Resolution, number _____ was duly adopted by the following roll call vote:

Ayes: _____ Noes: _____ Absent: _____ (Clerk) Notarized Seal:

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 6, 2024

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

Total Board Travel as of September 30, 2024 is \$7,469.51 which is 33.8% of the approved \$22,100 budget for this item. (GL# 001/005/501/551 62090/62155-888)

Audit/Budget Update:

The District's external auditor has completed interim testing of the District's books. Staff are now moving forward with closing year-end in preparation for the final audit which is scheduled to take place the week of November 18, 2024. Staff are working with the District's actuary to roll forward the calculation of the District's Other-Post Employment Benefits (OPEB) liability. It was the hope of District staff to have this report in hand by October 25, 2024, however GovInvest has now offered an estimated date two to three weeks later than expected.

Treasurer's Report Highlights: The September 2024 Treasurer's Report is the full quarterly report which includes summaries of capital expenditures, long-term debt, and active grants. Also included is the Cash Flow Report and Balance Sheet by Fund along with the reports that are presented regularly each month. All reports are DRAFTS as values are subject to change/update through the year-end closing process.

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

OTHER UPDATES

District staff has begun the hunt for adding a team member to the Finance and Administration department with an application due date of December 1, 2024 in hopes the new candidate will start after the new year.

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 6, 2024

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B **Operations Department – September/Oct 2024 Report**

PRESENTED BY: James Henry, Operations Director

TYPE OF ACTION: None

Water Department:

Water Statistics:

The district pumped 42.6 million gallons of water in September. Three 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 1.6 million gallons and the average usage per day was 1.4 million gallons.

Water Distribution Maintenance:

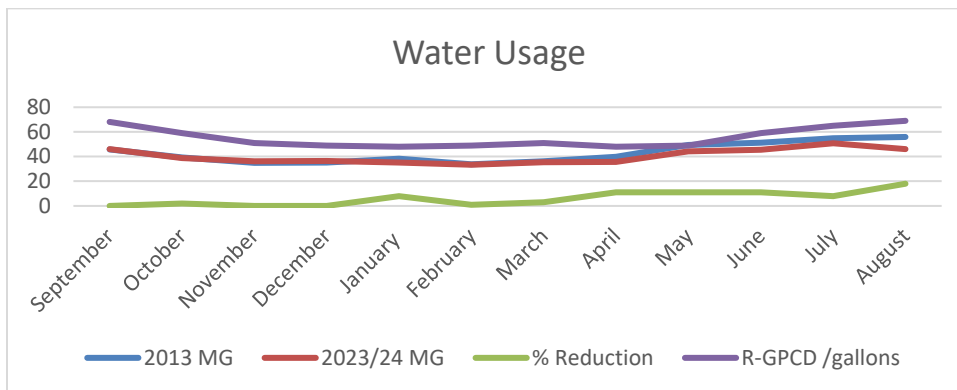
Weekly Bacteria Samples were collected on Schedules 2, 3, 4, 5 and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. Staff is out prepping and painting fire hydrants. This will be mainly seasonal and maintenance labor. Offsite meters are being located, brushed out and marked to make them easier to find during an emergency and service orders. Staff has been inspecting distribution air relief valves and repairing them if needed.

Water Station Maintenance:

Monthly inspections and daily routines were conducted at the water stations. Any minor issues found are repaired during inspections, but if they require parts or extensive labor, the issue is documented on the monthly sheet, which will then generate a work order for repairs. String trimming was conducted at several stations. The altitude valve at the Norton Tank site was prepped and painted. McCluski Tanks were inspected, and bands tightened where needed to prevent leakage.

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)	2023/24 (MG)	% Reduction	R-GPCD
September	45.702	46.090	(-1)	68
October	39.439	38.843	2	59
November	34.879	36.315	(-4)	51
December	34.879	36.333	(-3)	49
January	38.241	35.266	8	48
February	33.751	33.388	1	49
March	36.244	35.425	3	51
April	39.755	35.754	11	48
May	49.407	44.278	11	49
June	51.337	45.509	11	59
July	54.757	50.797	8	65
August	55.908	46.175	18	69
September	45.702	42.568	(7)	64



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

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

Sewer Department:**Wastewater Statistics:**

24.1 million gallons of wastewater were collected and pumped to the WWMF. 22.0 million gallons of wastewater were treated and discharged to NPDES Permit site REC-001 Land disposal in September.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted at all sewer stations. String trimming and storm drain cleaning was conducted at all sewer stations as part of the maintenance program. New UPS units were installed at the sewer stations as the existing ones were phasing out. These units are needed to supply power to the stations during temporary power outages. Letz pump 1 and 2 were pumping high hours. Staff investigated the issue and found the pumps were ragged up. The debris was removed from the pumps, and pumps were inspected for tolerance and placed back into service. The Kelly station air relief was also found to be plugged up during the weekly inspections. Staff removed debris from the air relief and placed the pump back into service.

Sewer Collection System:

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. Staff has been monitoring the sewer flow in manholes using the Smartcover flow totalizers. This data will be compared to the dry weather flow to try locating areas where inflow and infiltration is entering the sewer mains. These devices will be moved around to selected manholes during the winter. The Central Ave sewer main was cleaned and inspected with a camera to check the lining and top hats for the annual warranty inspections. There were two issues found and the contractor is providing the District with a schedule to make those repairs.

Wastewater Management Facility:

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Site mowing was conducted along with scheduled maintenance on equipment. The headwork ASCO valve was replaced due to the current valve being seized. The radio tower base was prepped and painted due to showing corrosion. The surge tank check valve was replaced due to water bleeding back into the compressor. The annual crane inspections were conducted by a certified contractor. A water leak was repaired in the dosage room floor beneath the concrete. New UPS units were installed at the WWMF as the existing ones were phasing out. These units are needed to supply power to the equipment during temporary power outages.

Daily Irrigation and Observation of Reclamation Sites:

River discharge stopped in May. Irrigation pipe was placed in a few locations for discharge along with daily site monitoring. Staff continues to visit the sites regularly for homeless activity and string trim where needed.

Street Light Department:

There were no streetlight complaints in September.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on Slips Trips and Falls, Lockout Tagout, Climbing Elevated Tanks and Automatic Gate procedures.

Special Notes:

Monthly river samples were completed.

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

Public Water Monthly Monitoring report was submitted.

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

Monthly Drought and Conservation report was completed

Attended Micro-Grid meetings

Attended meetings and inspections for 4.5 MG Tank project

Attended Community Forest meetings

Attended CWEA meeting and worked on calendar of events and trainings

Completed TRE review and submitted as part of the NPDES requirements

Quarterly well testing and sampling was completed

CWEA AWARDS- The District received the following CWEA Awards

Collection System Person: Jordan Johnson

Collection System: MCSD

Electrical Instrumentation Person: Bill McBroome

Safety Plant: MCSD

Quarter Century: James Henry

GIS:**Plans & Programs**

- Cross Connection Control Plan
 - Version 1 draft edited version 2 waiting for review
- Annual Review of the Bloodborne Pathogens Exposure Control Plan
 - No revisions to be made at this time
- Fire Prevention Plan
 - Edits to number of fire extinguishers and a couple other typos spotted in All staff training.

General GIS/Maps Created

- McKinleyville Community Forest California Forest Improvement Project Map
 - Map made for the Cal Fire Grant Forest Management plan application
- McKinleyville Community Forest Committee Meeting Presentation
 - Created a Story Map presentation for the meeting to supplement oral Presentation

- Misc GPS edits and corrections to water and sewer facility discrepancies found by Operations Staff
- Updated water facilities on web map and field maps to include edits since June
- Map containing all MCSD owned parcels for sheriff Trespass Agreement
 - Supplemental Excel document containing parcel #s for each property

Misc. Work Completed

- USAs and document filing
- Smart Cover Monitoring and help ones not functioning properly
- October Tac Meeting
- Lead and Copper assistance meeting with CDM Smith
 - Determined no assistance is needed by CDM Smith Staff

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McKinleyville Community Services District

BOARD OF DIRECTORS

November 6, 2024

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.C **Parks & Recreation Director’s Report for October 2024**

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 16, 2024. The notes from that meeting can be reviewed in **Attachment 1**.

BMX TRACK & PARK PROJECT:

Melton Design Group completed the final construction bid documents, which were released on March 22, 2024. At the June 5th Board Meeting, the contract was awarded to the lowest responsive bidder, F. Loduca Co., and initial tree work began on August 19.

While obtaining a Grading Permit, the contractor encountered additional requirements from County Building & Planning. The first step, a General Plan Conformance review, was successfully approved by the Planning Commission on September 19. On October 28, we addressed final comments from the County Building Department with a resubmission of the Correction Plans, and we anticipate beginning construction soon.

COMMUNITY FOREST UPDATES:

The McKinleyville Community Forest Committee (MCFC) held its latest meeting on October 15, 2024, in the Azalea Hall Hewitt Room. The MCFC committee recommended the top five rated public committee applicants for appointment: Charlie Caldwell, Kenneth Burton, Phil Heidrick, Shaun Fyfe, and Justin Brown. The MCSD Board of Directors will review this recommendation at its November 6th meeting.

Sam King, MCSD’s GIS Analyst, presented both printable and online interactive maps of existing trails within the forest. The committee also recommended that the MCSD Board authorize the General Manager to apply for the CAL Fire Forest Health Grant. Additional agenda topics were identified for the next MCFC meeting, scheduled for November 19.

The TICS Subcommittee convened on October 29 in the MCSD Office Conference Room at 5:00 pm. The subcommittee decided to wait until next month’s meeting to appoint a

Chairperson, Vice Chairperson, and Secretary, when the pending public member applicants will hopefully become voting members. The subcommittee approved hybrid meeting options to enhance public access. They also reviewed MOUs with mountain bike groups MBTTA and RCMTA, recommending these be revisited by the MCFC at the next meeting. Staff provided updates on the Murray Road gate, trail signage, and the MCSD's Naming Policy as it pertains to trail names.

The FMPFB Subcommittee will hold its first meeting on November 5 in the MCSD Office Conference Room at 4:30 pm. (Note: Though this meeting has occurred, the publication of this agenda & packet was finalized prior to the meeting date.) The subcommittee will appoint a Chairperson, Vice Chairperson, and Secretary, decide on hybrid meeting accessibility, and review the Forest Management Plan with BBW staff, outlining necessary tasks for plan completion. As of now, there are no public applications for membership on this subcommittee.

RECREATION PROGRAM UPDATES

Recreation Program Updates

- Drop-in Pickleball is back on its normal school year schedule: Monday, Wednesday and Friday mornings 9:00am to 12:00pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball will have two fall sessions. Session 1 is November 7-21 on Thursday evenings from 6-8pm. Session 2 is December 5-19 on Thursday evenings from 6-8pm. Registration is full for Session 1. The Class Fee is \$40 for residents and \$45 for non-residents.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's is a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- Staff are preparing for the upcoming Youth Basketball Season. As usual the Season runs January – March for 3rd-8th Graders. Registration is happening now, so far 76 players have signed up.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old runs every Thursday from 10:30am-12:30pm through the school year minus Holiday Break Weeks.
- The Tot-letics Basketball Sessions are currently running and have filled 34 spots out of 40. This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program usually fills up.
- Staff have been preparing for the upcoming Thanksgiving week Breakout camp. Registration will open October 1st.
- The last Cooking Basics Class for Kids focused on Bread and Soup, and it had 7/8 spots filled. The next class will likely be scheduled after the holidays. These classes take place in the Teen Center Kitchen on Saturdays.
- The Adult Wood Bat Softball League has finished up for the year with the Humdingers taking home the Championship trophy.

- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTOs reached out with an interest to partner on a dance. Four PTOs were selected lotto style via zoom. The line up for next year will be:
 - Friday, October 25, 2024 – ~~Blue Lake PTO~~ Coastal Grove PTO
 - 267 Middle Schoolers attended the first dance!
 - Friday, December 6, 2024 – McKinleyville Schools PTO
 - Friday, February 7, 2025 – Jacoby Creek PTO
 - Friday, April 18, 2025 – Pacific Union PTO

PARK & FACILITY MAINTENANCE UPDATES:

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

FACILITY RENTALS & USE

October Rentals:

- 5 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 4 Pierson Park Rentals.
- 4 Teen Center Rentals.
- 4 Activity Center rentals and 2 Birthday Party Program Rentals in the Activity Center.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation.

OTHER UPDATES:

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

ATTACHMENTS:

- Attachment 1 – PARC Meeting Notes 10-16-2024

**MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE (PARC)
HELD ON WEDNESDAY, OCTOBER 16, 2024 at 6:30 P.M.
IN PERSON AT THE MCSD OFFICE – 1656 SUTTER ROAD, MCKINLEYVILLE, CALIFORNIA**

Agenda Item I –

a. Introductions, Call To Order, & Flag Salute

The meeting was called to order at 6:39 p.m. with following committee members in attendance in person at the MCSD Office:

Phil Heidrick
Johnny Calkins
Jane Fusek
Julie Gianini-Previde
Dana Merrill
**Patti Stuart (alternate)

Absent:

Charlie Caldwell
Heidi Conzelmann
John Kulstad - Sick
Jennifer Ortega - Vice Chair
Ciara Torres – Parent/Teacher Conf.
*Scott Binder - MCSD Board Director (non-voting member)

Staff in Attendance:

Kirsten Messmer

Members of the Public:

Evan Schwartz

The Pledge of Allegiance was led by Phil Heidrick.

b. Approval of Agenda

Motion: It was moved to approve the agenda.

Motion by: Committee Member Gianini-Previde; **Second:** Committee Member Stuart
There were no comments from the Committee or public.

Roll Call: Ayes: Heidrick, Calkins, Fusek, Gianini-Previde, Merrill, Stuart Nays: None Absent: Caldwell, Conzelmann, Kulstad, Ortega, Torres

Motion Summary: Motion passed.

c. Approval of the September 18, 2024 Meeting Minutes

Motion: It was moved to approve the September 18 Meeting Minutes.

Motion by: Committee Member Merrill; **Second:** Committee Member Heidrick
There were no comments from the Committee or public.

Roll Call: Ayes: Heidrick, Calkins, Fusek, Gianini-Previde, Merrill, Stuart Nays: None Absent: Caldwell, Conzelmann, Kulstad, Ortega, Torres

Motion Summary: Motion passed.

Agenda Item II – Communications

No Communications

Agenda Item III – Public Comment

No Public Comment

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

Parks & Recreation Director Mesmer presented the item, giving an update on it's current status; which is that we are waiting to hear back from Michelle Vassel, the Tribal Administrator for the Wiyot Tribe. This was an informational item. No action was taken.

Agenda Item V – Review and Consider Potential Adjustment to Meeting Time

Given the last two meetings barely had a quorum, the committee discussed if changing the time of the meeting would help with member attendance.

Motion: It was moved to change the start time of our meetings from 6:30pm to 6:00pm beginning with the November 20, 2024 PARC Meeting.

Motion by: Committee Member Gianini-Previde; **Second:** Committee Member Stuart
There were no comments from the Committee or public.

Roll Call: Ayes: Heidrick, Calkins, Fusek, Gianini-Previde, Merrill, Stuart Nays: None Absent: Caldwell, Conzelmann, Kulstad, Ortega, Torres

Motion Summary: Motion passed.

Agenda Item VI – McKinleyville Community Forest Report

McKinleyville Community Forest PARC Appointee member Ortega was absent, so Director Messmer gave an update on the last MCFC Meeting. The subcommittee for the Forest Management Plan/Funding/Budget (FMPFB) at the time of the meeting has had no members of the public apply to be on the subcommittee. The Trails Plan/Infrastructure/Clean Ups/Security (TICS) subcommittee had 7 public members apply for 5 open seats. The committee ranked the applicants prior to the meeting. There was a motion to recommend to the MCSD Board of Directors to appoint the 5 highest ranking applicants, it was seconded and passed. There was also a presentation on the MCF's Interactive Map by Sam King, MCSD's GIS Analyst. No action was taken. The last item was to consider recommending that the MCSD Board of Directors Apply for the CAL FIRE Forest Health Grant. It was motioned, seconded and passed.

Agenda Item VII – Parks & Recreation Director Report

Recreation Program Updates

- *Drop-in Pickleball is back on its normal school year schedule: Monday, Wednesday and Friday mornings 9:00am to 12:00pm at the McKinleyville Activity Center. Drop in is \$4 per person.*
- *Beginning Pickleball will have two fall sessions. Session 1 is November 7-21 on Thursday evenings from 6-8pm. Session 2 is December 5-19 on Thursday evenings from 6-8pm. Registration will open October 1st. The Class Fee is \$40 for residents and \$45 for non-residents.*
- *Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.*

- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's is a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- Staff are preparing for the upcoming Youth Basketball Season. As usual the Season runs January – March for 3rd-8th Graders. Registration opened October 1st.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old runs every Thursday from 10:30am-12:30pm through the school year minus Holiday Break Weeks.
- The Tot-letics Basketball Sessions are currently accepting Registration, and have filled 25/40 spots so far (Oct. 26-Nov. 23). This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program usually fills up.
- Staff have been preparing for the upcoming Thanksgiving week Breakout camp. Registration opened October 1st.
- The next Cooking Basics Class for Kids has not been scheduled yet, but will likely be after the holidays. But there will be more classes in this ongoing series. These classes take place in the Teen Center Kitchen on Saturdays.
- The Adult Wood Bat Softball League had 8 teams. The Humdingers took home the 2024 Woodbat Softball Champions title and trophy after winning the final tournament game on October 6.
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTO's reached out with an interest to partner on a dance. Four PTO's were selected lotto style via zoom. The line up for next year will be:
 - Friday, October 25, 2024 – ~~Blue Lake PTO~~ (now Coastal Grove PTO)
 - Friday, December 6, 2024 – McKinleyville Schools PTO
 - Friday, February 7, 2025 – Jacoby Creek PTO
 - Friday, April 18, 2025 – Pacific Union PTO

Park & Facility Maintenance Updates

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Avenue and Open Space Zone landscaping. The Maintenance crew is working hard to catch up on the growth in all our landscaping areas. We are fully staffed again for the Saturday SWAP crews which started back up on Saturday, September 7. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Facility Rentals & Use

- 7 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in September.
- 17 Pierson Park Rentals and 1 Hiller Sports Site Field Rental for a birthday party in September.

Vandalism Report

Vandalism in the restrooms at both Pierson and Hiller Park are an on-going issue.

Hewitt Ranch Property Updates

No updates at this time.

North Bank River Property Updates

No updates at this time.

Other updates:

- The open Recreation Coordinator was filled by Mason Hooven who began on August 16, 2024. He is currently being onboarded and is learning quickly.
- The new recreation database software went live on May 1st.
- Staff continues to work with MUSD to provide staff for the school districts after school programs.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, as well as serving on Fundraising Committees for the Boys & Girls Club of the Redwoods.
- Staff continues to provide support to other departments of the District; assisting with accounts payable.

Agenda Item VIII – Ad Hoc Committee Reports

Skate Park (Charlie Caldwell) – No new information.

Fischer Ranch Estuary Project (Johnny Calkins) – No new information.

BMX Bike Track & Park at School/Washington (Charlie Caldwell) – No new information.

Community Garden (Charlie Caldwell) – No new information.

Agenda Item IX – Discuss Agenda Topics for Next Meeting

Agenda Items for next meeting:

- The Tribal Land Acknowledgement to PARC Procedures agenda item will remain on the Agenda until it can be addressed.
- Review adjustment to the PARC meeting time start time from 6:30pm to 6:00pm to improve member attendance and participation.
- PARC Alternate Application from Evan Schwartz.
- Update on flail mower.
- Parks & Recreation Master Plan Update in 2025 Information

Agenda Item X - ADJOURNMENT

Meeting Adjourned at 7:08 p.m.

Kirsten Messmer, Parks & Recreation Director

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McKinleyville Community Services District

BOARD OF DIRECTORS

Nov. 6, 2024

TYPE OF ITEM: **INFORMATIONAL**

ITEM: F.3.D **General Manager’s Report for Nov. 6, 2024 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of October 2024

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

• Use of NHE Services =	\$4,446
• WEX Labor Reimbursement =	\$0
• SWAP =	\$3,840
• Volunteer Pickleball Labor =	\$837
• CSW =	\$1,980
• Toro Mower Discount from Miller Farms =	\$5,430
• Amazon Savings =	\$25
• Umpqua fee waivers & new interest rate =	\$8,774
• Install Gate at Community Forest =	\$7,200
• Refurbish 3 Aeration Basin MOVs =	\$28,600
• Repair McKluski Generator =	\$510
• Repair Blake Controller =	\$170
• Repair LED Screen for Microgrid Controller =	\$340
• Repair Vac-Con Pump Plumbing =	\$260
• Repair SE Pump Motor =	\$425
• Replace HW Screen ASCO Valve =	\$425
• <u>Replace Unit 27 Traffic Strobes =</u>	<u>\$195</u>
TOTAL COST SAVINGS FOR Oct. =	\$63,457

TOTAL CURRENT COST SAVINGS FOR FY 24/25 = \$138,550

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

4.5 Gallon Water Tank Project – The physical structure of the tank is complete. We had the Kennedy Jenks Structural Engineer do a punchlist inspection and he was generally satisfied. We still need to leak test it, but Mercer Fraser needs to complete the installation of the waterline to the tank first so we can fill it with water. They also need to complete the rest of the underground piping, construct the ring drain around the tank, backfill around the tank, construct the road, add the ladders and hatches and upgrade the electrical system and generator. Still a lot of work to get done by the current contract completion date of February 14, 2025.

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

Sewer Undercrossing Project – FEMA has still not completed their National Environmental Policy Act (NEPA) review and issued a Finding of No Significant Impact (FONSI) to release the Phase 2 funding of the grant to fund the final design and construction of the project. Pacific Legacy completed the fieldwork required for the FEMA requested additional Cultural Resources survey in June 2023 and submitted their Report of Findings in September 2023. The Pacific Legacy's Report has been forwarded to FEMA and they forwarded it on to the State Historic Preservation Office as well as the local Tribal Historic Preservation Officers. FEMA is now working on completing NEPA and hopefully releasing the Phase 2 funding. We continue to request status updates from them.

This project is funded by a Hazard Mitigation Grant from FEMA/CalOES. The original grant request was \$3,384,400 and an additional request for a total project cost of \$6,897,400, which, if approved, would fund \$5,173,050 in grant and the District would match \$1,725,350. This fiscal years budget included \$100,000 for this project, to hopefully finish the design, with \$1M budgeted for the 2025/26 and \$6M budgeted for the 2026/27 Fiscal Years. The District's match was intended to be funded from the Certificates of Participation, Series 2021B-Sewer bonds. If the project continues to be delayed, the Sewer Bond funds may need to be spent on different sewer projects.

Office Remodel – LDA Partners continues to work on the Office Remodel design. LDA submitted Draft Plans in September 2024 and District Staff completed a final review and commenting. LDA has moved on into the final design plans and specifications. They still owe the District a final construction cost estimate as well. We'll see what the

Engineer's Construction Costs Estimate comes back at and make final decisions on when/if we want to go out to bid. The funding for this project has not yet been secured, but Staff is pursuing funding through the State Water Resources Control Board, Clean Water State Revolving Fund grant/loan program.

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

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

Fischer Lift Station Upgrade Project – The District received a Phase 1 Hazard Mitigation Grant for the upgrade of the Fischer Sewer Lift station in November 2023. The grant will cover the complete retrofit of the Fischer Lift Station, which pumps wastewater from the entire southern half of McKinleyville to the wastewater management facility. This would include the replacement of the pumps and upgrading the electrical system, valves, and further seismically strengthen the building. GHD is finalizing the environmental and geotechnical work required for the CEQA/NEPA permitting and design. They anticipate that the design and environmental documentation will be completed and submitted to CalOES by the end of 2024, but unfortunately they realized that a County Coastal Development Permit is also required. This will not be able to be completed by the end of the year. The District has submitted an extension request to CalOES to extend the grant out to August 2025.

The initial Phase 1 grant award is for \$243,580 with a District match of \$25,640. \$250,000 was budget in FY24/25 to complete the design, and \$500,000 was budgeted for FY25/26 and \$1M for FY 26/27 to complete construction. District match will likely come from the COP-Series B Wastewater funds, particularly if the Sewer Crossing project does not move forward expeditiously.

Reporting by County Department – A regular meeting has been scheduled with President Binder, GM Kaspari, Supervisor Madrone, and the MMAC Chair, Lisa Dugan. Jesse Miles, the Executive Director of the McKinleyville Chamber of Commerce, and Chris Emmons, Arcata Fire District Chief, have also begun to join us for these meetings. These meetings occur on the fourth Monday of every month to discuss various topics of concern to all organizations and the community. The meeting in October was with DHHS Director Connie Beck. It was a very good wide-ranging discussion. We discussed the proposed new Sempervirens facility. The County has submitted a Prop. 1 grant request asking for \$45M, would completely rebuild Sempervirens at the County parking lot property across from the Court House. It would add an additional 6 beds to the 16 beds at the existing Sempervirens. The County is also pursuing funding for an Crisis Triage Center at the Mad River Hospital that would add 29 beds for mental health and addiction crisis treatment. We also discussed homeless issues and Connie is going to send on contact information for County Staff that we can reach out to directly if we are looking for assistance.

Grant Applications – As discussed at the November Board Meeting, we are pursuing funding from the California Dept. of Forestry and Fire Protection for the California Forest Improvement Program (CFIP) for the completion of the Community Forest Management Plan. We will continue to look at other funding opportunities.

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

The Federal Bipartisan Infrastructure Law funding that we will have access to will be run through the EPA funded Clean Water and Drinking Water State Revolving Fund Programs. The SRF funding in California is run through the State Water Resources Control Board. As discussed with the Board at the December 7, 2022 Board Meeting, we have submitted a Clean Water SRF application for funding the retrofit of the Fischer and B Street Lift Stations, which are two of our highest priority Capital Improvement Projects. As discussed at the August 7, 2024 Board Meeting, we are also submitting SRF grant applications for the replacements of all of the sewer forcemains in the system, as well as retrofits of the Letz and Kelly Lift Stations. We are also submitting

SRF applications for the remodel of the office. All the grant applications will be submitted by the end of this (2024) calendar year. They will be considered for funding in the 2024/25 Fiscal Year but will also remain in the que if not funded this year for consideration in next Fiscal Year as well.

We are also finishing up the design and assessment as part of the Recycled Water Grant for the Pialorsi property. We are in the process of turning this Planning Grant into a Construction grant application for the construction of the recycled water irrigation infrastructure for the Pialorsi property as well as upgrading the existing irrigation system for the Fischer property.

Other Work – October was busy with the ongoing construction of the 4.5MG tank and our regular construction meetings and work associated with that. We continue to work on the Microgrid project as well, meeting with Ameresco and GHD on the transition phase between construction and operations. District legal counsel and Staff reviewed an Operations MOU with Ameresco and we are working out the language. The Community Forest continues to take up time with meetings and responding to the Public. We also continue to hold design meetings with GHD on the Fischer Lift Station upgrade project and the Central Avenue Water & Sewer Rehab one year warranty review. The BMX Park construction is also slowly moving forward. The Contractor is working on his grading permit from the County, which also triggered a General Plan conformance meeting with the Humboldt County Planning Commission and a building permit review from the County. Staff is also working on the approach to implement the new Food Truck regulations. The GM also attended a MMAC Incorporation subcommittee meeting, the MCSD/MMAC joint meeting as well a Community Forest Committee meeting, and the MCF Forest Management Plan Subcommittee meeting, a HBMWD Muni Meeting, as well as the Rotary Fall Fundraiser and other meetings. Things continue to be very busy at the District.

Attachments: Attachment 1 – WWMF Monthly Self-Monitoring Report

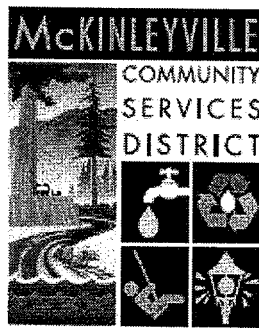
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R.W.Q.C.B. NORTH COAST REGION
5550 SKYLANE BLVD., SUITE A
SANTA ROSA, CA 95403

October 15, 2024

RE: MONTHLY MONITORING REPORT

Dear Sabrina:

Enclosed is the Monthly Monitoring Report for September 2024 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 003, 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 July.

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA

MONTH: September 2024

DATE	INFLUENT FLOW		EFFLUENT FLOW		EFFLUENT MAXIMUM		RIVER CFS		RIVER DILUTION		INFLUENT MONITORING		EFFLUENT MONITORING		RIVER MONITORING		TOTAL COLIFORM		ENTERO COCCI		RSW-001		RSW-002			
	Flow M.G.D.	M.G.D.	Flow M.G.D.	M.G.D.	B.O.D. mg/L	TSS mg/L	pH	TEMP (C°)	B.O.D. mg/L	TSS mg/L	CL ₂ RES.	CL ₂ RES.	SETTLABLE SOLIDS	TIME	PH	TEMP	ENTERO COCCI	TIME	PH	TEMP	ENTERO COCCI	TIME	PH	TEMP	ENTERO COCCI	
1	0.795	0.685	0.685	728			7.1	19.5					1.4	N/A			N/A				N/A					
2	0.882	0.685	0.685	718			7.1	19.3					1.3	N/A			N/A				N/A					
3	0.816	0.752	0.752	877			7.1	19.3					1.5	N/A			N/A				N/A	15:30	7.9	22.0	9.8	N/A
4	0.807	0.752	0.752	886			7.1	19.4					1.6	N/A			N/A				N/A					
5	0.784	0.754	0.754	844			7.1	19.4					1.5	N/A			N/A				N/A					
6	0.793	0.765	0.765	828	400	360	7.1	19.5	3.6	0.0			1.7	N/A			N/A				N/A					
7	0.811	0.706	0.706	676			7.2	19.5					1.4	N/A			N/A				N/A					
8	0.871	0.705	0.705	794			7.2	19.5					1.5	N/A			N/A				N/A					
9	0.806	0.767	0.767	827			7.2	19.5					1.5	N/A			N/A				N/A					
10	0.789	0.728	0.728	852			7.1	19.5					1.7	N/A			N/A				N/A	9:10	7.5	19.1	8.4	N/A
11	0.801	0.757	0.757	845			7.1	19.1					1.4	N/A			N/A				N/A					
12	0.802	0.752	0.752	850			7.1	19.3					1.5	N/A			N/A				N/A					
13	0.783	0.779	0.779	924	430	280	7.1	19.3	2.1	3.1			1.4	N/A			N/A				N/A					
14	0.810	0.709	0.709	693			7.0	19.4					1.5	N/A			N/A				N/A					
15	0.877	0.707	0.707	723			7.0	19.8					1.4	N/A			N/A				N/A					
16	0.814	0.767	0.767	846			7.1	19.6					1.4	N/A			N/A				N/A					
17	0.795	0.785	0.785	814			7.2	19.0					1.6	N/A			N/A				N/A	16:00	7.6	19.1	8.7	N/A
18	0.822	0.742	0.742	831			7.1	19.3					1.5	N/A			N/A				N/A					
19	0.816	0.742	0.742	866			7.1	19.2					1.5	N/A			N/A				N/A					
20	0.778	0.714	0.714	882	460	350	7.1	18.9	4.2	2.9			1.5	N/A			N/A				N/A	9:40	7.5	19.2	8.8	N/A
21	0.797	0.692	0.692	824			7.0	19.2					1.5	N/A			N/A				N/A					
22	0.868	0.687	0.687	809			7.1	19.4					1.5	N/A			N/A				N/A					
23	0.582	0.562	0.562	1021			7.2	18.5					1.2	N/A			N/A				N/A					
24	0.789	0.816	0.816	996			7.1	18.7					1.4	N/A			N/A				N/A					
25	0.780	0.776	0.776	969			7.1	18.5					1.4	N/A			N/A				N/A					
26	0.798	0.810	0.810	1012			7.1	18.2					1.6	N/A			N/A				N/A					
27	0.788	0.787	0.787	1000	320	310	7.2	17.2	2.0	0.0			1.4	N/A			N/A				N/A					
28	0.797	0.665	0.665	719			7.2	17.8					1.4	N/A			N/A				N/A					
29	0.863	0.664	0.664	824			7.1	17.7					1.4	N/A			N/A				N/A					
30	0.798	0.788	0.788	1018			7.1	17.6					1.4	N/A			N/A				N/A					

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER				MONTHLY RIVER RSW-001				MONTHLY RIVER RSW-002				
Ammonia	Impact	Ammonia	Nitrate	Hardness	Turbidity	Conductivity	Turbidity	TDS	Hardness	Ammonia	Conductivity	Turbidity
N/A	N/A	N/A	N/A	N/A	N/A	226	N/A	150	100	ND	226	N/A

MONTHLY TESTS REC-001 DISCHARGE TO LAND				MONTHLY TESTS REC-002 DISCHARGE TO RIVER			
Organic Nitrogen	Ammonia	NITRATE	SODIUM CHLORIDE	BOD	TSS	% Removal	TSS
1.10	1.50	3.90	ND	3	19	99	9

QUARTERLY GROUNDWATER MONITORING			
GW-001	GW-002	GW-006	GW-009
TDS: 140	TDS: 230	TDS: 1.4	TDS: 6.4
Nitrate: 4.7	Nitrate: 250	Nitrate: 150	Nitrate: 160
			Nitrate: ND

QUARTERLY TESTING			
Parameter	Unit	Value	Limit
Bis (ethyl-hexyl) Phthalate	ug/l	ND	ND
Total Chromium	ND	ND	ND
Dichlorobromomethane	ND	ND	ND

SEMI-ANNUAL ACUTE TOXICITY			
Date	Species	Test Pass/Fail	Remarks
	Rainbow Trout	N/A	Permit Exceedance

Signature: _____

Remarks: _____

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

September 2024

Discharge Monitoring DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	MAXIMUM GPM	004 REC-001 FISCHER UPPER MGD	003 REC-001 FISCHER LOWER MGD	006 REC-001 PIALORSI MGD	005 REC-001 HILLER MGD	IRRGATE TOTAL MGD	001 EFF-001 RIVER MGD
1	0.795	0.685	728	0.685				0.685	0.000
2	0.882	0.685	718	0.685				0.685	0.000
3	0.816	0.752	877	0.566	0.084	0.102		0.752	0.000
4	0.807	0.752	886	0.603	0.067	0.082		0.752	0.000
5	0.784	0.754	844	0.569	0.082	0.103		0.754	0.000
6	0.793	0.765	828	0.579	0.085	0.101		0.765	0.000
7	0.811	0.706	676	0.706				0.706	0.000
8	0.871	0.705	794	0.705				0.705	0.000
9	0.806	0.767	827	0.584	0.063	0.120		0.767	0.000
10	0.789	0.728	852	0.564	0.092	0.072		0.728	0.000
11	0.801	0.757	845	0.588	0.094	0.075		0.757	0.000
12	0.802	0.752	850	0.584	0.095	0.073		0.752	0.000
13	0.783	0.779	924	0.594	0.091	0.094		0.779	0.000
14	0.810	0.709	693	0.709				0.709	0.000
15	0.877	0.707	723	0.707				0.707	0.000
16	0.814	0.767	846	0.613	0.096	0.058		0.767	0.000
17	0.795	0.785	814	0.620	0.104	0.061		0.785	0.000
18	0.822	0.742	831	0.579	0.101	0.062		0.742	0.000
19	0.816	0.742	866	0.581	0.103	0.058		0.742	0.000
20	0.778	0.714	882	0.667	0.032	0.015		0.714	0.000
21	0.797	0.692	824	0.692				0.692	0.000
22	0.868	0.687	809	0.687				0.687	0.000
23	0.582	0.562	1021	0.410		0.152		0.562	0.000
24	0.789	0.816	996	0.676		0.140		0.816	0.000
25	0.780	0.776	969	0.659		0.117		0.776	0.000
26	0.798	0.810	1012	0.669		0.141		0.810	0.000
27	0.788	0.787	1000	0.670		0.117		0.787	0.000
28	0.797	0.665	719	0.665				0.665	0.000
29	0.863	0.664	824	0.664				0.664	0.000
30	0.798	0.788	1018	0.658		0.130		0.788	0.000
TOTAL	24.112	22.000		18.938	1.189	1.873	0.000	22.000	0.000
AVERAGE	0.804	0.733	850	0.000	0.000	0.000	0.000	0.733	0.000
MAXIMUM	0.882	0.816	1021	0.709	0.104	0.152	0.000	0.816	0.000
MINIMUM	0.582	0.562	676	0.410	0.032	0.015	0.000	0.562	0.000
DAYS	30	26		30	14	20	0	30	30
DAYS WITH NO DISCHARGE = 0									