



**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, OCTOBER 2, 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](mailto:comments@mckinleyvillecsd.com) up until 4:30 p.m. on Tuesday, October 1, 2024.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, October 2, 2024 in a supplemental information packet that will also be posted on the website for public viewing.

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**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 September 4, 2024 Board of Directors Regular Meeting and September 16, 2024 Special Meeting **Pg. 5**
- Attachment 1 – Draft Minutes from the September 4, 2024 Regular Meeting **Pg. 7**
- Attachment 2 – Draft Minutes from the September 16, 2024 Special Meeting **Pg. 11**
- D.2 Consider Approval of Draft August 2024 Treasurer’s Report **Pg. 13**
- D.3 Compliance with State Double Check Valve (DCV) Law **Pg. 27**
- D.4 Consider Adoption of Resolution 2024-22 Proclaiming October 5 – October 13, 2024 California Water Professionals Appreciation Week **Pg. 29**
- Attachment 1 – Resolution 2024-22 **Pg. 31**

**E. CONTINUED AND NEW BUSINESS**

- E.1 Consider Providing Big Lagoon CSD Meter Reading & Billing as well as Reporting Assistance (Action) **Pg. 33**

	Attachment 1 – Cost Estimating Spreadsheet Prepared by MCSD	Pg. 37
E.2	Review and Discuss Annual Board Self-Evaluation (Discussion)	Pg. 39
	Attachment 1 – Summary of Board Self-Evaluation Worksheets	Pg. 41
E.3	Consider Approval of the Regular Board Meeting Dates, Time, and Location for the 2025 Calendar Year (Action)	Pg. 49
	Attachment 1 – Proposed 2025 MCSD Regular Board Meeting Calendar	Pg. 51
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 (Action)	Pg. 53
	Attachment 1 – Resolution 2024-21	Pg. 55
	Attachment 2 – RCMBA MOU	Pg. 57
	Attachment 3 – MBTTA MOU	Pg. 67

## **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. McKinleyville Community Forest Committee (Orsini/Biteman)
- i. HBMWD Muni Water Task Force (Couch/Mayo)

### **F.2 LEGISLATIVE AND REGULATORY REPORTS**

### **F.3 STAFF REPORTS**

- |  |        |
|--|--------|
| a. Finance & Administration Department (Samantha Howard) | Pg. 77 |
| b. Operations Department (James Henry)                   | Pg. 79 |
| c. Parks & Recreation Department (Kirsten Messmer)       | Pg. 83 |
| d. General Manager (Pat Kaspari)                         | Pg. 91 |
| Attachment 1 – WWMF Monthly Self-Monitoring Report       | Pg. 97 |

### **F.4 PRESIDENT'S REPORT**

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

## **G. ADJOURNMENT**

## **Posted 5:00 pm on September 27, 2024**

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

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

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 2, 2024

TYPE OF ITEM: **ACTION**

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

**Discussion:**

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 September 4, 2024 Regular Meeting
- Attachment 2 - Draft Minutes from September 16, 2024 Special Meeting

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**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT (MCSD) HELD ON WEDNESDAY, SEPTEMBER 4, 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 (Director David Couch was absent):

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

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

**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 Mayo; **Second:** Director Orsini

There were no comments from the Board or public.

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

**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:**

Board Secretary Blaine called attention to the written communication received by Tom Boyer dated August 17, 2024 and noted that it was available for review in the meeting packet received by the Directors and posted on the District's website.

**AGENDA ITEM D. CONSENT CALENDAR:**

**D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on August 7, 2024**

**D.2 Consider Approval of July 2024 Draft Treasurer's Report**

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

**D.4 Consider Approval to Declare the Hiller Park Mobile Home Surplus**

**D.5 Update Regarding General Election November 5, 2024**

**Motion:** It was moved to approve the Consent Calendar.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**AGENDA ITEM E. CONTINUED AND NEW BUSINESS:**

**E.1 Provide Staff Direction Concerning Pursuit of Next Steps for Providing Big Lagoon CSD with Operational & Maintenance 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.

There was no comment from the public.

The Board directed staff to look into any potential liability risks associated with moving forward and tabled the item for further consideration at the October 2, 2024 regular meeting.

**E.2 Consideration of James Elliot (32371 Alipaz LLC) Water Leak Adjustment Appeal**

GM Kaspari overviewed the item.

Board members asked clarifying questions.

Mr. Elliot briefly described the process of locating and repairing the leak.

After further Board discussion and exchange, Mr. Elliot elected to withdraw his appeal and accept the \$750.00 adjustment already offered according to the MCSD Water Leak Adjustment Policy.

There was no public comment.

**E.3 Second Reading of Ordinance 2024-02 Amending Regulation 24- Use of the Public Sewers to Address Mobile Food Trucks**

GM Kaspari presented the staff report for the item.

Board members asked clarifying questions.

**Motion:** It was moved to approve the second reading of and adopt Ordinance 2024-02 by title only.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.



**E.4 Second Reading of Ordinance 2024-03 Amending Regulation 21- Connection Charges to Address Accessory Dwelling Units (ADU) Sewer Connection Fees**

Board Secretary Blaine presented the item.

**Motion:** It was moved to approve the second reading of and adopt Ordinance 2024-03 by title only.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**E.5 Second Reading of Ordinance 2024-04 Amending Regulation 5-Application for Regular Water Service to Address Accessory Dwelling Units (ADU) Water Connection Fees**

Board Secretary Blaine summarized the item.

**Motion:** It was moved to approve the second reading of and adopt Ordinance 2024-04 by title only.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**E.6 Review and Discuss Annual Board Self-Evaluation**

Board Secretary Blaine overviewed the item.

The Board tabled this item until the October 2, 2024 in an effort to allow all five Directors to be present for the discussion of the evaluation responses.

There was no public comment.

**E.7 Consider Attendance at the Association of California Water Agencies (ACWA) 2024 Fall Conference & Exhibition in Palm Desert, CA on December 3-5, 2024**

Board Secretary Blaine presented the item.

**Motion:** It moved to authorize interested Board Members to attend the ACWA 2024 Fall Conference & Exhibition in Palm Desert, CA on December 3-5, 2024.

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

There were no comments from the Board or public.

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

**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 August 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.
- g. **McKinleyville Municipal Advisory Committee (MMAC) (Orsini/Binder):** Director Orsini gave a report out of the August meeting of MMAC.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** Directors Biteman and 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 congratulated Director Orsini on his re-election to the California Special Districts Association (CSDA) board as well as Director Couch on his appointment as an alternate on the Humboldt Local Agency Formation Commission. He also gave an update on the progress of the 4.5 MG Tank Project and the upcoming construction observation days for the Board being scheduled by Board Secretary Blaine. Lastly, he informed the Board of a letter of opposition to SB 937 sent to Assemblymember Wood and Senator McGuire in lockstep with CSDA.

**F.4 PRESIDENT’S REPORT:**

President Binder gave a brief update on committees and legislative webinars he attended in August.

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

None.

**G. ADJOURNMENT:**

**Meeting Adjourned at 8:29 p.m.**

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Joseph Blaine, Board Secretary

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, SEPTEMBER 16, 2024 at 8:30 a.m. IN PERSON AT THE DISTRICT OFFICE – 1656 SUTTER 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.a Roll Call:** The meeting was called to order at 8:30 A.m. with following Directors and staff in attendance in person at the District Office:

Scott Binder, President	Pat Kaspari, General Manager
James Biteman, Vice President	Joey Blaine, Board Secretary
David Couch, Director	
Dennis Mayo, Director (Arrived at 8:39 a.m.)	
Greg Orsini, Director	

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

**A.c Approval of the Agenda:**

**Motion:** It was moved to approve the agenda.

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

**Roll Call:** Ayes: Binder, Biteman, Couch, and Orsini Nays: None Absent: Mayo (not yet arrived)

**Motion Summary:** Motion passed.

**B. Discussion of State Issues Effectation Special District with California Assembly District 2 Candidate Chris Rogers**

The Board listened to an introduction by Chris Rogers and engaged in a back and forth exchange regarding his platform and plan for issues effecting Special Districts in California.

This was a discussion item. No action was taken.

**G. ADJOURNMENT:**

**Meeting Adjourned at 8:30 a.m.**

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Joseph Blaine, Board Secretary

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

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

**Ratios**

as of August 31, 2024

- Utility Accounts Receivable Turnover Days	<table border="1"><tr><td>11</td></tr></table>	11
11		
- YTD Breakeven Revenue, Water Fund:	<table border="1"><tr><td>\$ 553,323</td></tr></table>	\$ 553,323
\$ 553,323		
- YTD Actual Water Sales:	<table border="1"><tr><td>\$ 844,455</td></tr></table>	\$ 844,455
\$ 844,455		
- Days of Cash on Hand-Operations Checking/MM	<table border="1"><tr><td>216</td></tr></table>	216
216		

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

							<b>% Year Remaining: 83.33%</b>		
<b>Department Summaries</b>	<b>July</b>	<b>August</b>	<b>% of Year 16.67% YTD</b>	<b>Approved YTD Budget</b>	<b>Over (Under) YTD Budget</b>	<b>Over (Under) YTD Budget %</b>	<b>Total</b>	<b>Remaining</b>	
							<b>Budget</b>	<b>Budget</b>	<b>Budget %</b>
<b>Water</b>									
Water Sales	377,798	466,657	844,455	725,000	119,455	16.48%	4,350,000	3,505,545	80.59%
Other Revenues	18,199	19,951	38,150	51,158	(13,008)	-25.43%	306,950	268,800	87.57%
<b>Total Operating Revenues</b>	<b>395,997</b>	<b>486,608</b>	<b>882,605</b>	<b>776,158</b>	<b>106,447</b>	<b>13.71%</b>	<b>4,656,950</b>	<b>3,774,345</b>	<b>81.05%</b>
Salaries & Benefits	136,738	111,520	248,258	243,453	4,805	1.97%	1,460,717	1,212,459	83.00%
Water Purchased	107,688	108,330	216,018	215,833	185	0.09%	1,295,000	1,078,982	83.32%
Other Expenses	49,723	47,132	96,855	154,664	(57,809)	-37.38%	927,985	831,130	89.56%
Depreciation	33,333	33,333	66,666	66,667	(1)	0.00%	400,000	333,334	83.33%
<b>Total Operating Expenses</b>	<b>327,482</b>	<b>300,315</b>	<b>627,797</b>	<b>680,617</b>	<b>(52,820)</b>	<b>-7.76%</b>	<b>4,083,702</b>	<b>3,455,905</b>	<b>84.63%</b>
<b>Net Operating Income</b>	<b>68,515</b>	<b>186,292</b>	<b>254,808</b>	<b>95,541</b>	<b>53,627</b>		<b>573,248</b>	<b>318,440</b>	
Grants	560	-	560	1,166,667	(1,166,107)		7,000,000	6,999,440	99.99%
Interest Income	22,552	42,302	64,855	25,000	39,855	159.42%	150,000	85,145	56.76%
Interest Expense	7,138	-	7,138	33,454	26,316	-78.66%	200,724	193,586	96.44%
<b>Total Non-Operating Income</b>	<b>15,974</b>	<b>42,302</b>	<b>58,276</b>	<b>1,158,213</b>	<b>(1,152,568)</b>		<b>6,949,276</b>	<b>6,891,000</b>	
<b>Net Income (Loss)</b>	<b>84,489</b>	<b>228,595</b>	<b>313,084</b>	<b>1,253,754</b>	<b>(1,098,941)</b>		<b>7,522,524</b>	<b>7,209,440</b>	
<b>Wastewater</b>									
Wastewater Service Charges	365,828	395,146	760,974	700,000	60,974	8.71%	4,200,000	3,439,026	81.88%
Other Revenues	26,213	26,294	52,507	47,740	4,767	9.99%	286,442	233,935	81.67%
<b>Total Operating Revenues</b>	<b>392,041</b>	<b>421,440</b>	<b>813,481</b>	<b>747,740</b>	<b>65,741</b>	<b>8.79%</b>	<b>4,486,442</b>	<b>3,672,961</b>	<b>81.87%</b>
Salaries & Benefits	150,184	131,183	281,366	253,814	27,552	10.86%	1,522,885	1,241,519	81.52%
Other Expenses	62,277	63,980	126,257	193,598	(67,341)	-34.78%	1,161,585	1,035,328	89.13%
Depreciation	125,000	125,000	250,000	250,000	-	0.00%	1,500,000	1,250,000	83.33%
<b>Total Operating Expenses</b>	<b>337,461</b>	<b>320,162</b>	<b>657,623</b>	<b>697,412</b>	<b>(39,789)</b>	<b>-5.71%</b>	<b>4,184,470</b>	<b>3,526,847</b>	<b>84.28%</b>
<b>Net Operating Income</b>	<b>54,580</b>	<b>101,278</b>	<b>155,858</b>	<b>50,328</b>	<b>105,530</b>		<b>301,972</b>	<b>146,114</b>	
Grants	560	-	560	120,833	(120,273)	-99.54%	725,000	724,440	99.92%
Interest Income	28,754	60,872	89,626	20,000	69,626	348.13%	120,000	30,374	25.31%
Interest Expense	-	278,317	278,317	42,642	(235,675)	552.68%	255,851	(22,466)	-8.78%
<b>Total Non-Operating Income</b>	<b>29,314</b>	<b>(217,445)</b>	<b>(188,131)</b>	<b>98,191</b>	<b>185,028</b>		<b>589,149</b>	<b>777,280</b>	<b>131.93%</b>
<b>Net Income (Loss)</b>	<b>83,894</b>	<b>(116,167)</b>	<b>(32,273)</b>	<b>148,519</b>	<b>(180,792)</b>		<b>891,121</b>	<b>923,394</b>	
<b>Enterprise Funds Net Income (Loss)</b>	<b>168,384</b>	<b>112,428</b>	<b>280,811</b>	<b>1,402,273</b>	<b>(1,121,462)</b>		<b>8,413,645</b>	<b>8,132,834</b>	

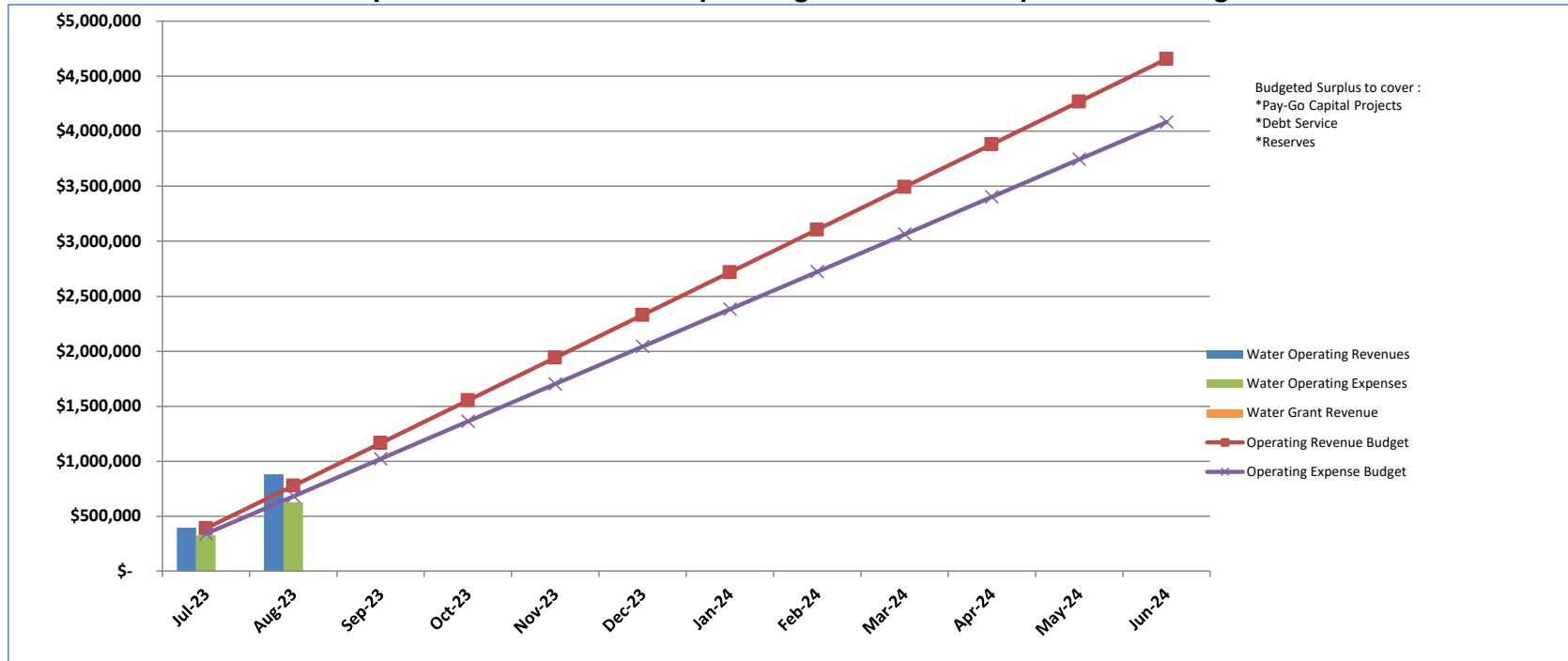
**McKinleyville Community Services District**  
**DRAFT Activity Summary by Fund, Approved Budget**  
**August 2024**

						% Year Remaining: 83.33%			
Department Summaries	July	August	% of Year 16.67% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Total	Remaining	
							Budget	Budget	Budget %
<b>*Parks &amp; Recreation</b>									
Program Fees	65,991	9,156	75,147	71,025	4,122	5.80%	426,150	351,003	82.37%
Rents & Facility Related Fees	8,508	16,190	24,698	16,888	7,810	46.25%	101,325	76,627	75.62%
Property Taxes	-	-	-	122,299	(122,299)	-100.00%	733,794	733,794	100.00%
Other Revenues	12,292	12,284	24,576	33,258	(8,682)	-26.10%	199,550	174,974	87.68%
Interest Income	21,059	23,175	44,234	12,500	31,734	253.87%	75,000	30,766	41.02%
							802,025		
<b>Total Revenues</b>	<b>107,850</b>	<b>60,806</b>	<b>168,656</b>	<b>255,970</b>	<b>(87,314)</b>	<b>-34.11%</b>	<b>1,535,819</b>	<b>1,367,163</b>	<b>89.02%</b>
Salaries & Benefits	95,370	87,799	183,169	183,324	(155)	-0.08%	1,099,941	916,772	83.35%
Other Expenditures	25,733	21,154	46,887	48,996	(2,109)	-4.30%	293,975	247,088	84.05%
<b>Total Expenditures</b>	<b>121,103</b>	<b>108,953</b>	<b>230,056</b>	<b>232,320</b>	<b>(2,264)</b>	<b>-0.97%</b>	<b>1,393,916</b>	<b>1,163,860</b>	<b>83.50%</b>
Other Financing Sources:									
Grant Revenues	-	-	-	216,667	(216,667)	-100.00%	1,300,000	1,300,000	100.00%
Capital Expenditures	-	500	500	1,016,667	(1,016,167)	-84.06%	1,300,000	1,299,500	99.96%
<b>Excess (Deficit)</b>	<b>(13,252)</b>	<b>(48,648)</b>	<b>(61,900)</b>	<b>(776,350)</b>	<b>714,450</b>		<b>141,903</b>	<b>1,503,303</b>	
<b>*Measure B Assessment</b>									
Total Revenues	100	138	237	117,443	(117,206)	-99.80%	704,659	704,422	99.97%
								-	
Salaries & Benefits	8,874	13,812	22,686	28,252	(5,566)	-19.70%	169,514	146,828	86.62%
Other Expenditures	5,283	8,075	13,358	28,706	(15,348)	-53.47%	172,235	158,877	92.24%
Capital Expenditures/Loan Repayment			-	45,661	(45,661)	-100.00%	273,968	273,968	100.00%
<b>Total Expenditures</b>	<b>14,157</b>	<b>21,887</b>	<b>36,044</b>	<b>102,619</b>	<b>(66,575)</b>	<b>-64.88%</b>	<b>615,717</b>	<b>579,673</b>	<b>94.15%</b>
<b>Excess (Deficit)</b>	<b>(14,057)</b>	<b>(21,749)</b>	<b>(35,806)</b>	<b>14,824</b>	<b>(50,630)</b>		<b>88,942</b>	<b>124,748</b>	
<b>*Street Lights</b>									
Total Revenues	11,855	12,389	24,244	23,100	1,144	4.95%	138,600	114,356	82.51%
Salaries & Benefits	6,933	4,664	11,597	10,980	617	5.62%	65,882	54,285	82.40%
Other Expenditures	5,103	6,629	11,731	10,283	1,448	14.09%	61,695	49,964	80.98%
Capital Expenditures/Loan Repayment	-	-	-	833	(833)	-100.00%	5,000	5,000	100.00%
<b>Total Expenditures</b>	<b>12,035</b>	<b>11,293</b>	<b>23,328</b>	<b>22,096</b>	<b>1,232</b>	<b>5.58%</b>	<b>132,577</b>	<b>109,249</b>	<b>82.40%</b>
<b>Excess (Deficit)</b>	<b>(180)</b>	<b>1,095</b>	<b>915</b>	<b>1,004</b>	<b>89</b>		<b>6,023</b>	<b>5,108</b>	
<b>Governmental Funds Excess (Deficit)</b>	<b>(27,490)</b>	<b>(69,301)</b>	<b>(96,791)</b>	<b>(760,522)</b>	<b>663,731</b>		<b>236,868</b>	<b>1,633,159</b>	

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

# McKinleyville Community Services District August 2024

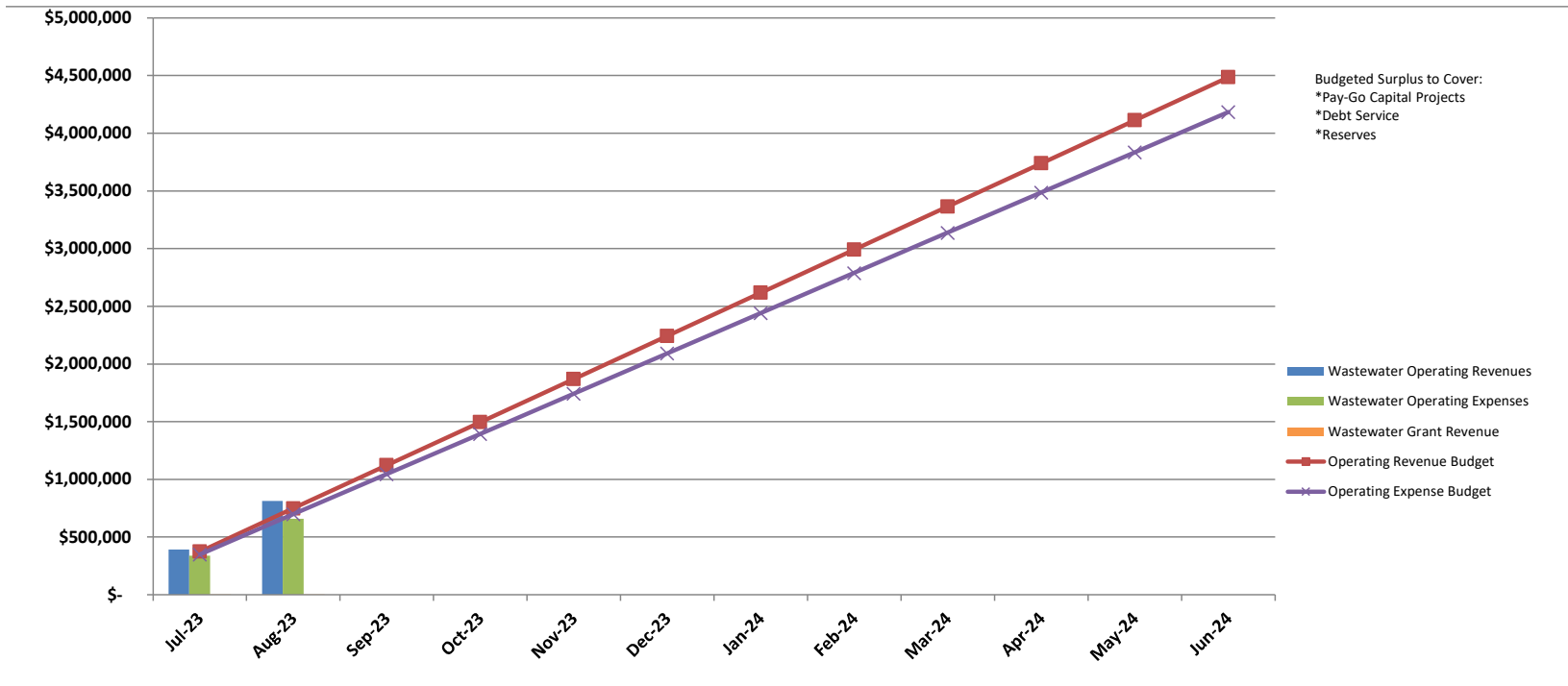
## Comparison of Water Fund Operating Revenues & Expenses to Budget





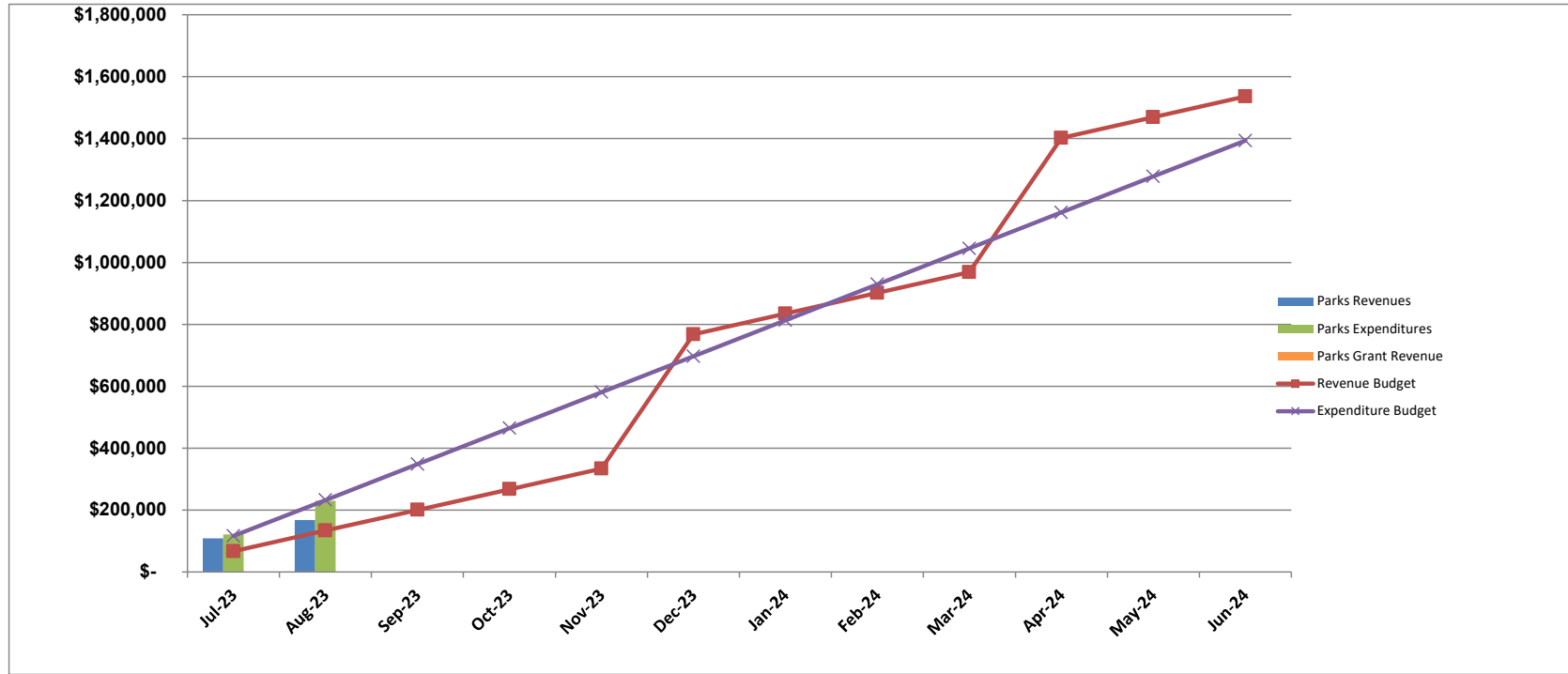
# McKinleyville Community Services District August 2024

## Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



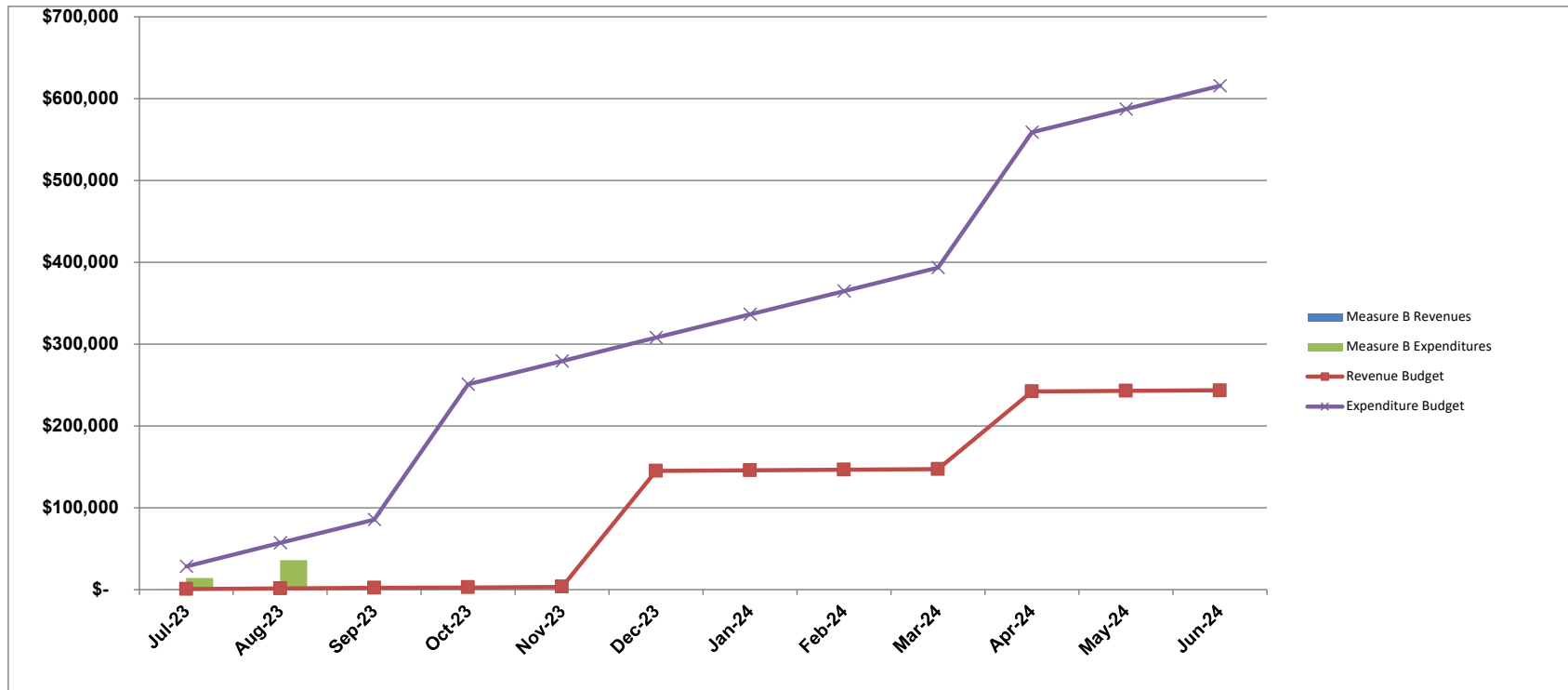
**McKinleyville Community Services District  
August 2024**

**Comparison of Parks & Recreation Total Revenues & Expenditures to Budget**



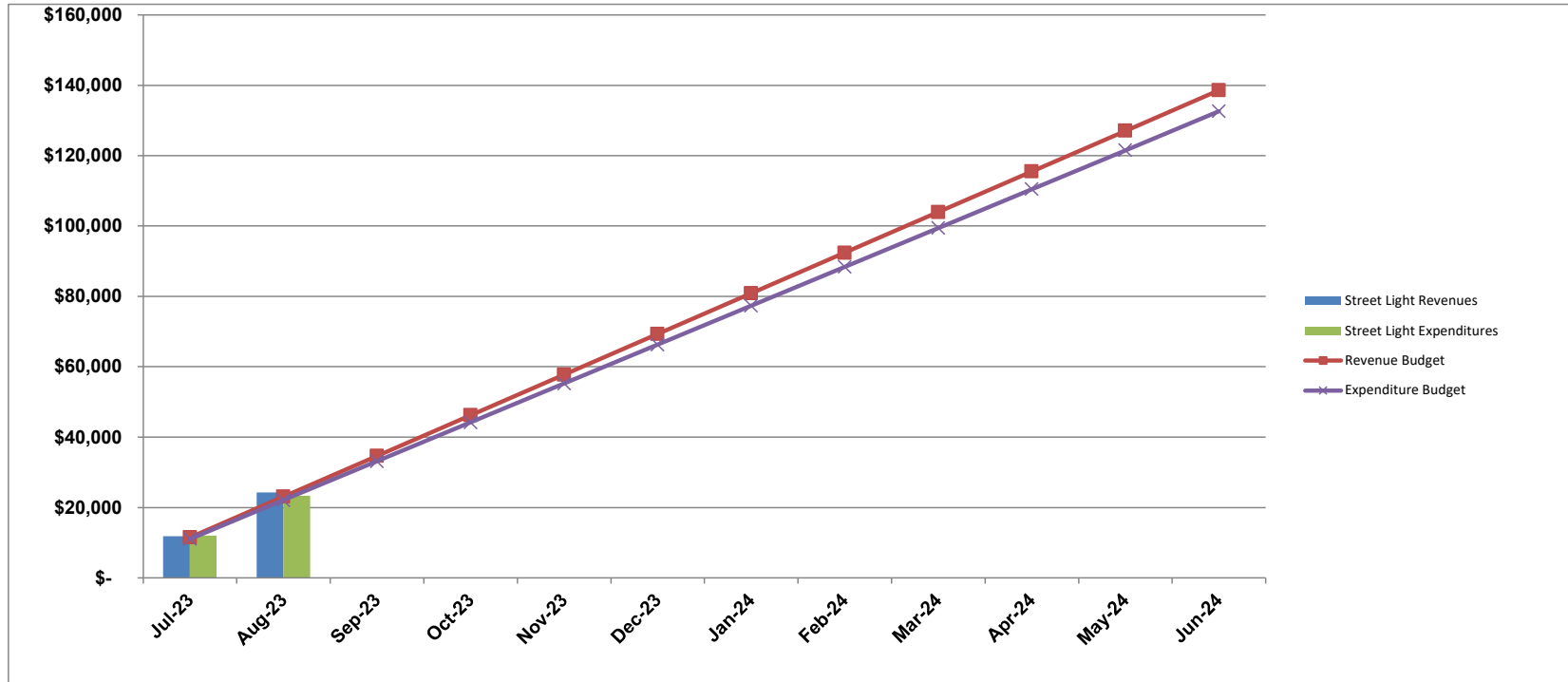
# McKinleyville Community Services District August 2024

## Comparison of Measure B Fund Total Revenues & Expenditures to Budget



# McKinleyville Community Services District August 2024

## Comparison of Street Light Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District**

**Cash Disbursement Detail Report**

**For the Period August 1 through August 31, 2024**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
042718	8/29/2024	BAV01	BAVCO-BACKFLOW APPARATUS	(78.11)	280035u	Ck# 042718 Reversed
042855	8/8/2024	*0011	MCSD Customer	190.00	C40807	REFUND (SOFTBALL TEAM )
042856	8/8/2024	*0012	MCSD Customer	138.20	C40807	REFUND (BASKETBALL CAMP)
042857	8/8/2024	10102	101 NETLINK	80.00	0240801-1	BACKUP INTERNET SERVICES
042858	8/8/2024	70701	707 PEST SOLUTIONS	85.00	74010	795 HILLER RD
				120.00	74912	1656 SUTTER
				175.00	75129	1705 GWIN RD
				150.00	75130	1620 PICKETT RD
			Check Total:	530.00		
042859	8/8/2024	ACC04	ACCURATE DRUG TESTING	130.00	0011708	DRUG TEST + PHYSICAL
042860	8/8/2024	ACW01	CB&T/ACWA-JPIA	13,916.37	0703515	GRP. HEALTH INSURANCE
042861	8/8/2024	ADV01	ADVANCED SECURITY SYSTEM	155.02	701989	COMMERCIAL ONSITE SERVICE
042862	8/8/2024	AIR01	AIRGAS USA, LLC.	369.77	151869513	REPAIRS/SUPPLIES
042863	8/8/2024	ATT07	AT&T ACCT 9391081626	178.79	022086347	PHONE LINES
042864	8/8/2024	BAD01	BADGER METER, Inc.	424.90	80166917	MONTHLY FEE
042865	8/8/2024	BNY01	BNY MELLON TRUST COMPANY,	137,387.50	C40807	LOAN CT2124633 (2021B)
042866	8/8/2024	COA01	COASTAL BUSINESS SYSTEMS	176.86	37131162	LEXMARK XM3250 COPIERS
042867	8/8/2024	GHD01	GHD	12,604.55	0-0054776	SWSRF GRANT APP RECYCLED
				1,488.76	0-0054976	MICROGRID
				11,194.77	0-0055447	FISCHER LIFT STATION UPGRADE
			Check Total:	25,288.08		
042868	8/8/2024	GRA02	GRAINGER	25.17	194689031	FIRE HOSE ADAPTER
042869	8/8/2024	HAR03	HARPER MOTORS CO.	98.00	858703	PARTS & LABOR (UNIT #11)
042870	8/8/2024	HAR13	The Hartford - Priority A	464.10	189495854	GRP. HEALTH INS
042871	8/8/2024	HEN04	HENSEL'S ACE HARDWARE	44.20	C40807	REPAIRS/SUPPLY
042872	8/8/2024	HUM01	HUMBOLDT BAY MUNICIPAL	107,687.92	C40807	WTR PURCHASED
042873	8/8/2024	HUM08	HUMBOLDT SANITATION	771.00	47X02660	1620 PICKETT RD TRASH SERVICE
				831.00	47X02661	1656 SUTTER TRASH SERVICE
				771.00	47X02662	1705 GWIN RD TRASH SERVICE
				384.35	47X02663	675 HILLER RD TRASH SERVICE
			Check Total:	2,757.35		
042874	8/8/2024	INF03	INFINITE CONSULTING SERVICES	227.90	12016	ADOBE ACROBAT SUBSCRIPTION
				5,069.03	12038	MONTHLY HOSTING FEE
			Check Total:	5,296.93		

042875	8/8/2024	LDA01	LDA PARTNERS	6,242.79	13/635022	ARCHITECTURAL SERVICES
042876	8/8/2024	MCK04	MCK ACE HARDWARE	1,903.66	C40807	REPAIRS/SUPPLY
042877	8/8/2024	MEN01	MENDES SUPPLY CO.	95.88	C40807	REPAIRS/SUPPLY
042878	8/8/2024	MES01	MCSO Employee	180.80	C40807	REIMBURSEMENT
042879	8/8/2024	MIL01	Miller Farms Nursery	285.80	C40807	REPAIRS/SUPPLY
042880	8/8/2024	MIT01	MITCHELL LAW FIRM	527.00	4746	LEGAL SERVICES
				240.50	4747	LEGAL SERVICES
			Check Total:	767.50		
042881	8/8/2024	NOR01	MICROBAC LABORATORIES, INC	955.00	C40807	LAB TESTS
				6,195.00	C40807.1	LAB TESTS
			Check Total:	7,150.00		
042882	8/8/2024	NOR13	NORTHERN CALIFORNIA SAFET	120.00	30030	MONTHLY FEE
042883	8/8/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	31.38	37-195214	TAIL LIGHT (OLD INVOICE)
				21.54	37-212655	DEF FOR 580 SN
			Check Total:	52.92		
042884	8/8/2024	PGE01	PG & E (Office & Field)	28,349.91	C40807	GAS & ELECTRIC
042885	8/8/2024	PIT02	PITNEY BOWES BANK INC	96.38	C40807	FINANCE CHARGES
042886	8/8/2024	RCS01	DAYSMAST SOFTWARE	6,091.53	V01258780	RECPRO ANNUAL SUBSCRIPTION
042887	8/8/2024	ROJ01	ROJAS COMMUNICATIONS GROUP	2,500.00	202411	GOVERNMENT RELATIONS/LOBB
042888	8/8/2024	SEC03	SECURITY LOCK & ALARM	92.32	220029690	PROFESSIONAL SERVICES
042889	8/8/2024	STRO1	STREAMLINE	375.00	F9E7-0046	SUBSCRIPTIONS
042890	8/8/2024	THO02	Thomas Home Center	409.19	C40807	REPAIRS/SUPPLY
042891	8/8/2024	UMP01	UMPQUA COMMERCIAL CARD	2,092.99	0824BD	TRAVEL/TRAINING/SUPPLIES
				443.93	0824JH	TRAVEL/TRAINING/SUPPLIES
				330.86	0824KM	TRAVEL/TRAINING/SUPPLIES
				565.20	0824LF	TRAVEL/TRAINING/SUPPLIES
				1,679.30	0824PK	TRAVEL/TRAINING/SUPPLIES
				57.19	0824SH	TRAVEL/TRAINING/SUPPLIES
				1,060.30	0824PARKS	TRAVEL/TRAINING/SUPPLIES
			Check Total:	6,229.77		
042892	8/8/2024	UND01	UNDERGROUND SERVICE ALERT	532.87	2434USB24	STATE OF CALIFORNIA
042893	8/8/2024	VAL01	VALLEY PACIFIC PETROLEUM	929.60	24-785510	GAS/OIL/LUBE
042894	8/8/2024	VAL02	VALLEY PACIFIC	4,297.08	24-784926	GAS/OIL/LUBE
042895	8/8/2024	\A005	MCSO Customer	71.00	000C40701	MQ CUSTOMER REFUND FOR AN
042896	8/8/2024	\C030	MCSO Customer	80.93	000C40701	MQ CUSTOMER REFUND FOR CO
042897	8/8/2024	\G027	MCSO Customer	62.09	000C40701	MQ CUSTOMER REFUND FOR GR
042898	8/8/2024	\H025	HUMBOLDT SPLASH & DASH	282.38	000C40701	MQ CUSTOMER REFUND FOR HU
042899	8/8/2024	\K009	MCSO Customer	8.80	000C40701	MQ CUSTOMER REFUND FOR KL
042900	8/8/2024	\S034	MCSO Customer	18.73	000C40701	MQ CUSTOMER REFUND FOR SC

042901	8/8/2024	\S035	MCSD Customer	39.60	000C40701	MQ CUSTOMER REFUND FOR SE
042902	8/8/2024	\T017	MCSD Customer	702.09	000C40701	MQ CUSTOMER REFUND FOR TH
042903	8/16/2024	*0013	MCSD Customer	100.00	C40814	SECURITY DEPOSIT REFUND
042904	8/16/2024	AGB01	AGB	2,429.00	M24-2412	SEISMIC INSPECTION OF TANK
042905	8/16/2024	AMA01	AMAZON CAPITAL SERVICES	2,906.57	C40814	PARTS AND SUPPLIES
042906	8/16/2024	BOR01	BORGES & MAHONEY CO.	641.74	C40814	PARTS AND SUPPLIES
042907	8/16/2024	CAS01	CASH	9.10	C40814	PETTY CASH
				(9.10)	C40814u	Ck# 042907 Reversed
			Check Total:	-		
042908	8/16/2024	COA02	COASTAL BUSINESS SYSTEMS	1,180.00	AR168068	DOCSTAR ANNUAL RENEWAL
042909	8/16/2024	FED02	C.J. BROWN & COMPANY CPAS	8,736.00	C40816	ACCT. / AUDIT PROFESSIONAL
042910	8/16/2024	GHD01	GHD	2,150.41	800055796	PROFESSIONAL SERVICES CWS
042911	8/16/2024	GON01	Softball Umpire	160.00	C40815	SOFTBALL UMPIRE PMT
042912	8/16/2024	HUM08	HUMBOLDT SANITATION	3,081.40	48V70675	PROPERTY CLEAN UP 675 HILLER
042913	8/16/2024	IND01	INDEPENDENT BUS. FORMS	468.95	43342	OFFICE SUPPLIES
				92.41	43367	OFFICE SUPPLIES
			Check Total:	561.36		
042914	8/16/2024	MCB02	MCSD Employee	84.29	C40815	EMPLOYEE REIMBURSEMENT
042915	8/16/2024	MER03	MERCER, FRASER COMPANY	905,384.87	C40815	4.5 TANK PROJECT MONTH PM
042916	8/16/2024	MER04	MERCER FRASER ESCROW48611	47,651.84	C40815	CIP: 4.5M TANK DESIGN.CON
042917	8/16/2024	MUD01	MUDDY WATERS COFFEE CO.,	80.00	292138781	OFFICE SUPPLIES
042918	8/16/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	10.76	537215108	REPAIRS/SUPPLY
042919	8/16/2024	PGE10	PGE STREETLIGHTS	6.26	C40815	GAS & ELECTRIC S.L.- ZONE
042920	8/16/2024	THR01	THRIFTY SUPPLY COMPANY	895.77	103294301	PVC PIPE FOR WWMF
042921	8/16/2024	THR02	DAZEY'S SUPPLY	70.03	7044	REPAIRS/SUPPLY TREATMENT
042922	8/19/2024	PGE17	PG&E	3,500.00	8321927-9	P000306821, EP 1656 SUTTE
042923	8/22/2024	#0001	MCSD Customer	328.70	C40822	DEPOSIT REFUND (JOB AZ1)
042924	8/22/2024	*0014	NORTHERN CALIFORNIA INDIA	100.00	C40822	SECURITY DEPOSIT REFUND
042925	8/22/2024	ACC04	ACCURATE DRUG TESTING	130.00	0011831	DRUG TEST + PHYSICAL
				100.00	0011848	DOT PHYSICAL EXAM
			Check Total:	230.00		
042926	8/22/2024	ATT04	ATT	860.81	448722907	TELEMETRY
042927	8/22/2024	CAL01	CALIFORNIA LIHWAP	650.49	2618	RETURN OF EXCESS LIHWAP FUNDS
042928	8/22/2024	CHA03	CHASE INC.	58,184.34	000001333	PIALORSI LOAN REPAYMENT
042929	8/22/2024	COA01	COASTAL BUSINESS SYSTEMS	1,104.36	37227672	OFFC EQUIP LEAS (SHARP)
042930	8/22/2024	COR01	CORBIN WILLITS SYSTEMS,	1,182.27	00C408151	SUBSCRIPTIONS

042931	8/22/2024	DEP05	DEPARTMENT OF JUSTICE	64.00	752733	FINGERPRINTING
042932	8/22/2024	EUR07	Eureka Rubber Stamp Co.	20.29	A38498	NAME PLATE (KIRSTEN MESSM
042933	8/22/2024	LUB01	LUBE CENTRAL	117.22	15392	PARTS AND LABOR (UNIT #5)
				99.90	15402	PARTS AND LABOR (UNIT #4)
				132.80	15425	PARTS AND LABOR (UNIT #9)
			Check Total:	349.92		
042934	8/22/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	305.34	37-215489	REPAIRS/SUPPLY (UNIT #2)
042935	8/22/2024	PRO01	PROFESSIONAL CREDIT SERVI	25.59	39761	REC. BAD DEBTS
				109.95	40752	REC. BAD DEBTS
			Check Total:	135.54		
042936	8/27/2024	SCH03	MCSO Employee	1,716.42	C40827	PAYROLL PERIOD 08/01/2024
042937	8/29/2024	*0015	MCSO Customer	65.00	C40829	REFUND (PROGRAM WITHDRAWAL)
042938	8/29/2024	*0016	MCSO Customer	100.00	C40829	SECURITY DEPOSIT REFUND
042939	8/29/2024	BIN02	SCOTT BINDER	244.50	C40829	TRAVEL ADV (CSDA ANNUAL )
042940	8/29/2024	CAS01	CASH	10.90	C40829	PETTY CASH
042941	8/29/2024	COU07	DAVID COUCH	244.50	C40829	TRAVEL ADV (CSDA ANNUAL )
042942	8/29/2024	CRA01	CRAWFORD & ASSOCIATES, INC	8,762.32	41410	4.5MG TANK
042943	8/29/2024	EUR06	EUREKA READY MIX	1,986.91	96799	PEA GRAVEL, 3/4 BASE CLAS
				742.99	96864	4000PSI, SHORT LOAD, DARA
			Check Total:	2,729.90		
042944	8/29/2024	GHD01	GHD	7,775.15	0-0056289	SWSRF GRANT APP RECYCLED
				438.95	0-0056291	MICROGRID
				13,972.17	0-0056746	FISCHER LIFT STATION UPGRADE
			Check Total:	22,186.27		
042945	8/29/2024	GON01	Softball Umpire	160.00	C40829	SOFTBALL UMPIRE PMT
042946	8/29/2024	HUM04	HUMBOLDT COUNTY PLANNING	500.25	LI24-1417	COUNTY PERMIT FOR BMX
042947	8/29/2024	IND01	INDEPENDENT BUS. FORMS	248.61	43375	PAYROLL CHECKS
042948	8/29/2024	KEN02	KENNEDY/JENKS CONSULTANTS	31,728.20	173704	4.5MG TANK
042949	8/29/2024	MAY02	DENNIS MAYO	125.00	C40829	DIRECTORS FEES FOR 08/07/
042950	8/29/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	75.22	37-217334	REPAIRS/SUPPLY (TORO)
042951	8/29/2024	ORS03	GREG ORSINI	244.50	C40829	TRAVEL ADV (CSDA ANNUAL )
042952	8/29/2024	PGE05	PGE	656.80	C40829	GAS & ELECTRIC S.L.- ZONE
042953	8/29/2024	PGE06	PG&E-STREETLIGHTS	29.83	C40829	GAS & ELECTRIC S.L.- ZONE
042954	8/29/2024	PGE07	PG&E STREETLIGHTS	1,886.95	C40829	GAS & ELECTRIC
042955	8/29/2024	PGE08	PGE STREETLIGHTS	28.88	C40829	GAS & ELECTRIC S.L.- ZONE
042956	8/29/2024	PGE09	PGE-STREETLIGHTS	144.66	C40829	GAS & ELECTRIC S.L.- ZONE
042957	8/29/2024	PGE11	PGE STREETLIGHTS	22.64	C40829	GAS & ELECTRIC SEWER PUMP



042958	8/29/2024	PGE12	PGE	175.80	C40829	GAS & ELECTRIC HILLER
042959	8/29/2024	PGE13	PGE	5.68	C40829	GAS & ELECTRIC OPEN SPACE
042960	8/29/2024	SHN01	SHN ENGINEERING	4,072.50	122232	PROFESSIONAL SERVICES
042961	8/29/2024	TPX01	TPx COMMUNICATIONS	2,979.12	1207020-0	INTERNET SERVICES
042962	8/29/2024	WILO9	WILLDAN FINANCIAL SERVICE	1,250.00	010-59471	WATER COP ARBITRAGE REBAT
				1,250.00	010-59472	SEWER COP ARBITRAGE REBAT
			Check Total:	2,500.00		
D00098	8/29/2024	BIN01	BINDER, SCOTT	125.00	C40829	DIRECTORS FEES FOR 08/07/24
		BIT01	BITEMAN, JAMES	125.00	C40829	DIRECTORS FEES FOR 08/07/24
		COU09	COUCH, DAVID	125.00	C40829	DIRECTORS FEES FOR 08/07/24
			Check Total:	375.00		
			<b>Total Disbursements, Accounts payable:</b>	<b>1,488,395.48</b>		
<b>Payroll Related Disbursements</b>						
20205	8/8/2024		MCS D Employees	1,504.99		Early Issue Payroll
20206-20225	8/9/2024		MCS D Employees	17,830.86		
20226	8/6/2024	CAL12	CalPERS 457 Plan	8,146.19	C40806	RETIREMENT
				779.86	1C40806	PERS 457 LOAN PMT
				374.95	2C40806	ROTH 457
			Check Total:	9,301.00		
20227	8/6/2024	DIR01	DIRECT DEPOSIT VENDOR- US	43,851.10	C40806	Direct Deposit
20228	8/6/2024	EMP01	Employment Development	-	C40724	STATE INCOME TAX
				268.08	C40726	STATE INCOME TAX
				-	C40729	STATE INCOME TAX
				53.83	C40805	STATE INCOME TAX
				2,481.23	C40806	STATE INCOME TAX
				43.55	1C40724	SDI
				91.33	1C40726	SDI
				7.35	1C40729	SDI
				23.79	1C40805	SDI
				1,006.48	1C40806	SDI
			Check Total:	3,975.64		
20229	8/6/2024	HEA01	HEALTH EQUITY, ATTN: CLIEN	65.00	C40806	HSA
20230	8/6/2024	HUM29	UMPQUA BANK--PAYROLL DEP.	-	C40724	FEDERAL INCOME TAX
				871.68	C40726	FEDERAL INCOME TAX
				6.02	C40729	FEDERAL INCOME TAX
				268.98	C40805	FEDERAL INCOME TAX
				9,410.74	C40806	FEDERAL INCOME TAX
				245.46	1C40724	FICA
				1,029.54	1C40726	FICA
				82.90	1C40729	FICA
				268.20	1C40805	FICA
				11,345.86	1C40806	FICA
				57.41	2C40724	MEDICARE
				240.78	2C40726	MEDICARE
				19.38	2C40729	MEDICARE
				62.72	2C40805	MEDICARE
				2,653.48	2C40806	MEDICARE
			Check Total:	26,563.15		
20231-20233	8/9/2024		VOIDS	(88,969.89)		VOIDS

20234	8/6/2024	ACW01	CB&T/ACWA-JPIA	59,373.54	C40731	MED-DENTAL-EAP INSUR
20235	8/6/2024	PUB01	Public Employees PERS	29,446.35	C40731	PERS PAYROLL REMITTANCE
20236-20265	8/23/2024		MCSD Employees	21,439.66		Employee Payroll
20266	8/21/2024	CAL12	CalPERS 457 Plan	7,780.21	C40821	RETIREMENT
				779.86	1C40821	PERS 457 LOAN PMT
				286.44	2C40821	ROTH 457
			Check Total:	8,846.51		
20267	8/21/2024	DIR01	DIRECT DEPOSIT VENDOR- US	44,245.30	C40821	Direct Deposit
20268	8/21/2024	EMP01	Employment Development	2,350.24	C40821	STATE INCOME TAX
				1,042.53	1C40821	SDI
			Check Total:	3,392.77		
20269	8/21/2024	HEA01	HEALTHEQUITY, ATTN: CLIEN	65.00	C40821	HSA
20270	8/21/2024	HUM29	UMPQUA BANK--PAYROLL DEP.	9,419.44	C40821	FEDERAL INCOME TAX
				11,820.72	1C40821	FICA
				2,764.46	2C40821	MEDICARE
			Check Total:	24,004.62		
			<b>Total Disbursements, Payroll</b>	<b>204,935.60</b>		
			<b>TOTAL CHECK DISBURSEMENTS</b>	<b>1,693,331.08</b>		



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# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 2, 2024

TYPE OF ITEM: **ACTION**

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

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided and adopt Resolution 2024-22, **Attachment 1**, proclaiming October 5 – October 13, 2024 as California Water Professionals Appreciation Week.

### **Discussion:**

In 2017, the California Legislature established Water Professionals Appreciation Week. In 2024, the week will be celebrated October 5-13. The week is intended to recognize the important role water and wastewater professionals play in California by ensuring a safe and reliable water supply. Water is essential to the well-being and economic prosperity of California. This resolution acknowledges the significant contributions of these professionals and the importance of their work.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Resolution 2024-22

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**RESOLUTION 2024 – 22**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICE DISTRICT PROCLAIMING OCTOBER 5 – OCTOBER 13, 2024 CALIFORNIA WATER PROFESSIONALS APPRECIATION WEEK**

**WHEREAS**, water is the lifeblood of California and without safe and reliable water, no community and no sector of the economy – from high tech to manufacturing to agriculture – can thrive or expand; and

**WHEREAS**, now more than ever, the water industry is proud of the important role our essential workers play in making sure our communities have safe and reliable drinking water; and

**WHEREAS**, thanks to technological advances by highly skilled and trained water professionals and the dedication of thousands of industry professionals in the state, California drinking water and treated wastewater meets some of the most stringent water quality standards in the nation; and

**WHEREAS**, depending on where you live in California, your water may come from a nearby well or river, or it may travel hundreds of miles through rivers, canals, or pipelines to reach your tap. Regardless of where it originates, your drinking water is filtered, cleaned, tested and distributed in a process carefully managed by trained water professionals; and

**WHEREAS**, California is steadily expanding the reuse of treated wastewater and pioneering the use of advanced purified recycled water to replenish aquifers, prevent seawater intrusion and improve local water supply reliability; and

**WHEREAS**, water professionals at local public water and wastewater agencies work 24/7 to plan for the future, maintain and upgrade their systems and improve the safety and resiliency of local water supplies for their communities; and

**WHEREAS**, according to the Public Policy Institute of California, local public water and wastewater agencies invest more than \$25 billion a year on local water-related programs and projects that protect public health and the environment, improve local water supply reliability, replenish and clean up groundwater basins, provide water for fire protection and protect against floods; and

**WHEREAS**, thousands of essential water, wastewater and recycled water industry professionals in the state dedicate their careers to keeping drinking water, recycled water and treated wastewater safe and reliable for use by Californians;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District hereby declares Oct. 5-13, 2024 Water Professionals Appreciation Week and extends its sincere gratitude and appreciation to the water and wastewater professionals who work 24/7 to provide excellent essential services to our community every day.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on October 2, 2024 by the following polled vote:

AYES:  
NOES:

ABSENT:  
ABSTAIN:

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Scott Binder, Board President

Attest:

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Joey Blaine, Board Secretary



# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 2, 2024

TYPE OF ITEM: **ACTION**

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

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

**TYPE OF ACTION:**          **Roll Call**

### **Recommendation:**

Staff recommends that the Board review, discuss the information provided, hear from Big Lagoon CSD representatives, take Public comment and do not approve Staff providing the requested assistance to Big Lagoon to the detriment to MCSD Customers.

### **Discussion:**

As the Board is aware, in March 2024, the Big Lagoon Community Services District (BLCSD) made an initial request for assistance from McKinleyville CSD in the operation of their water system. District Staff then developed a detailed cost estimating spreadsheet for the tasks requested, which is included as **Attachment 1**. District Staff estimated the hours to perform each task and utilized the fully loaded hourly rate for the specific District Staff that would likely perform the tasks. The intent would be to perform the requested services for BLCSD at no fiscal cost to MCSD ratepayers. These services would be provided at cost and no attempt would be made to make a profit off of BLCSD rate payers. This spreadsheet was then submitted to BLCSD on May 7<sup>th</sup>, 2024.

BLCSD then discussed the tasks and costs at their July 28<sup>th</sup> Board Meeting. MCSD Staff met with Richard Maier and Craig "Gus" Satein on August 6, 2024. At that meeting, Mr. Maier and Mr. Satein stated that the BLCSD Board had given them direction to request that MCSD Staff perform tasks 1 through 6 (setting up the BLCSD System in our Accounting System), 8 through 10 (monthly meter reading and billing), and 11, 12 and 16 through 21 (Monthly and Annual Reporting) on the spreadsheet (**Attachment 1**). BLCSD would perform tasks 7a, 7b, 13, 14, and 15 (chlorine residual and bacteria sampling and reporting).

After the meeting with BLCSD, MCSD Staff reached out to the Executive Director of the Local Agency Formation Committee (LAFCo) to see if LAFCo would need to approve or do anything else to allow MCSD to take over these responsibilities. LAFCo was supportive of MCSD assisting BLCSD and cited Government Code Section 61070 and Government Code Section 56133(e)(1). LAFCo Staff also requested that once there is a contract, to send it to them with a written description of the service arrangement and any other supporting documentation of the contractual arrangement. They also stated that this should be in a form of

an official request to be exempt from Commission consideration and approval in accordance with Government Code Section 56133(e). LAFCo will then formally respond with a written determination.

MCSD Staff also discussed this with the State Water Resources Control Board (SWRCB) to see if they would have any issues with MCSD taking over this role. SWRCB Staff cautioned that our Operator would then take over responsibility for their system and could be held responsible for any deficiencies, permit violations, etc. They also said that MCSD could be responsible for making improvements to the BLCSD system required by the SWRCB. These sorts of issues would of course have to be addressed in any services agreement signed between the parties to protect MCSD Rate Payers, and make sure BLCSD was responsible for any additional costs not explicitly laid out in the agreement.

MCSD Staff also reached out to District Legal Counsel, and they agreed that there would be all sorts of issues to be addressed, not the least of which would be the Service Agreement. District's legal counsel also represents LAFCo and BLCSD and there would also have to be conflict waivers executed. Rather than starting on all these tasks, we agreed to wait to see if the MCSD Board wished to have us pursue these items.

There are also the non-monetary impacts of providing these services to BLCSD. As detailed in the cost estimate, this will mean another 22 hours per month for Finance Staff and Operations Staff reading the meters and billing. There will also be another 53 hours per year for the Operations Director in reporting tasks. All of these don't sound like a lot of time, but MCSD Staff is already fully busy. We run an efficient and lean organization, that at times can feel too lean. The addition of the BLCSD work will add to that workload and stress.

At the September 4, 2024 MCSD Board Meeting, the above issues were discussed with this Board as well as Mr. Maier from BLCSD. Mr. Maier stated that the BLCSD Board's priorities were to get help with meter reading and billing, then with operations and reporting. He also mentioned that Russ Gans is also the BLCSD Legal Counsel, and that they were fine using him to develop a Service Agreement. He also mentioned that BLCSD was hoping to split the legal costs to develop the agreement, but also said that if that was a deal breaker, the BLCSD would likely cover the cost. He also mentioned that their existing Operators Distribution Certification expires in 2028 so they need to have a long term plan by then.

The MCSD Board stressed the desire that if MCSD takes on these responsibilities, that there is an end date and a plan for BLCSD to resolve these issues. The MCSD Board also requested that GM Kaspari discuss the risk exposure to MCSD for taking on this roll with District's insurer. MCSD's insurer is the Special District Risk Management Authority (SDRMA). BLCSD also uses SDRMA as their insurer. The MCSD Board directed GM Kaspari to ask SDRMA's Risk Management Officer if MCSD employees would be covered for this work, and whether the MCSD Operations Director was protected from liability for Certifying their reports.

GM Kaspari reached out to Debbie Yokota, SDRMA's Chief Risk Officer, to ask these questions, and she responded:

*The District would have general liability insurance for any work that the District's employees perform. I cannot say they would be covered in every instance because that would depend on the circumstances and, if a claim is filed, what the allegations are included in the claim.*

*I will say that because McKinleyville CSD sounds like it will be a contractor to Big Lagoon CSD, Big Lagoon CSD will most likely not have coverage under our policy for any work that McKinleyville CSD does because there is an exclusion for contractors.*

MCSD Staff is very reluctant to take on the added workload associated with assisting BLCSD. The Operations Director is already overly busy with his typical work running the Water, Sewer & Streetlight Departments and conforming to all the State reporting requirements. He is also overseeing the construction of the 4.5MG Tank, finalizing the construction of the Microgrid System, overseeing the design of the Fischer Lift Station Upgrade as well as the replacement of the Hewitt Water Tanks and the Office Remodel design, and overseeing the construction of the BMX Park. He is also assisting with the finalization of the grants for the construction of the Mad River Watermain crossing as well as the Highway 101 Sewer Crossing grant as well as implementing the water and sewer line rehabilitation program. The Community Forest is also occupying considerable time of all District Staff. Add to this the risk and potential scope associated with MCSD's Operations Director taking on BLCSD Reporting tasks, and Staff can't recommend adding this additional burden.

Staff gave careful consideration of assisting BLCSD with their Billing and Meter Reading services since this was BLCSD's highest priority. As we reviewed the scope in additional detail, concerns were raised about the ability and additional work involved in maintaining complete isolation between BLCSD and MCSD's accounts. We have not completely resolved setting up the BLCSD routes in our existing billing system. It is likely doable, but it is also likely that our MOM's programmer is going to charge us for that service. We are also hoping to pursue a new Accounting Software program in the next few years, and having to be able to integrate BLCSD into that new program would also add additional complexity and cost. We also would likely have to purchase a separate credit card machine to process BLCSD payments to keep them separate from ours. Our Finance Director would also likely need to be added to BLCSD's bank account permissions to be able to make corrections to deposits, etc. Which adds another level of risk to the District.

Accounting and Finance Staff are also fully busy. Benjamin Arroyo is starting training as the Payroll backup staff and will be running payroll every other month. He is also training to provide additional assistance with the annual audit and budgeting. Eava Young is also going to be training the new employee that will be hired to pick up some of the tasks that Benjamin will no longer have time to

perform. Other Staff have had serious health issues this year and are not working at full capacity and again, everyone is already fully busy.

The Board is reminded that their first responsibility is to the MCSD Rate Payers. Although it is important to help our fellow CSDs in times of trouble, it is also important not to do this to the detriment of MCSD's operations. Staff feels that the added burden of assisting BLCSD to this extent will have a direct impact on the level of service they are able to provide to the existing MCSD customers.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Attachment 1 provides a breakdown of the costs for MCSD Staff to perform the requested tasks. The total annual estimated costs is \$23,092. These costs represent MCSD fully loaded labor costs. The cost/income should be revenue neutral for MCSD.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Cost Estimating Spreadsheet Prepared by MCSD

<b>One Time Costs</b>						
	<b>Item Description</b>	<b>Est. Hours</b>	<b>Unit Cost</b>	<b>Units</b>	<b>Total</b>	<b>Notes</b>
1	Set up Billing Routes and Accounts	8	\$ 41.55	\$/hr	\$ 332.40	1
2	Other Admin	12	\$ 58.92	\$/hr	\$ 707.04	
3	GPS/Badger Setup	6	\$ 40.41	\$/hr	\$ 242.46	
4	Banking Setup	6	\$ 69.50	\$/hr	\$ 417.00	
5	Accounting Software Setup	8	\$ 58.92	\$/hr	\$ 471.36	
6	Correspondence w/ State Reg Agencies	4	\$ 100.95	\$/hr	\$ 403.80	
<b>Subtotal One Time Setup Costs</b>					<b>\$ 2,574.06</b>	
<b>Weekly</b>						
7a.	Daily Chlorine Residual	10	\$ 39.91	\$/hr	\$ 399.10	
7b.	Vehicle	10	\$ 35.00	\$/hr	\$ 350.00	
<b>Subtotal Weekly Sampling Costs</b>					<b>\$ 749.10</b>	
<b>Monthly</b>						
8a.	Meter Read	3	\$ 39.91	\$/hr	\$ 119.73	
8b.	Meter Read Vehicle	3	\$ 35.00	\$/hr	\$ 105.00	
9	Billing	3	\$ 58.92	\$/hr	\$ 176.76	
10	General Admin	2	\$ 69.50	\$/hr	\$ 139.00	
11	Drought Report	4	\$ 100.95	\$/hr	\$ 403.80	2
12	Water Supply and Demand	4	\$ 100.95	\$/hr	\$ 403.80	
13	Bac Samples	2	\$ 39.91	\$/hr	\$ 79.82	3
14	Bac Sample Reporting	2	\$ 100.95	\$/hr	\$ 201.90	
<b>Subtotal Monthly Costs</b>					<b>\$ 1,629.81</b>	
<b>Quarterly</b>						
15	Disinfection Bi Product	3	\$ 60.89	\$/hr	\$ 182.67	3
<b>Subtotal Quarterly Costs</b>					<b>\$ 182.67</b>	
<b>Annually</b>						
16	CCR	6	\$ 100.95	\$/hr	\$ 605.70	
17	Water Loss	12	\$ 100.95	\$/hr	\$ 1,211.40	
18	EAR	12	\$ 100.95	\$/hr	\$ 1,211.40	
19	DMRQA	6	\$ 100.95	\$/hr	\$ 605.70	
20	Drinking Water Discharge	3	\$ 100.95	\$/hr	\$ 302.85	
21	Water Supply and Demand	4	\$ 100.95	\$/hr	\$ 403.80	
<b>Subtotal Annual Reporting Costs</b>					<b>\$ 4,340.85</b>	
<b>TOTAL ALL COSTS</b>						
			Subtotal	Multiplier	Total Annual	
<b>Subtotal One Time Setup Costs</b>			\$ 2,574.06	1	\$ 2,574.06	
<b>Subtotal Weekly Sampling Costs</b>			\$ 749.10	52	\$ 38,953.20	
<b>Subtotal Monthly Costs</b>			\$ 1,629.81	12	\$ 19,557.72	
<b>Subtotal Quarterly Costs</b>			\$ 182.67	4	\$ 730.68	
<b>Subtotal Annual Reporting Costs</b>			\$ 4,340.85	1	\$ 4,340.85	
<b>TOTAL COST FOR FY24/25 ALL TASKS</b>					<b>\$ 66,156.51</b>	
<b>ANNUAL COSTS FOR TASKS 1-6, 8-12, &amp; 16-21</b>					<b>\$23,091.99</b>	
<b>As Needed Costs will be billed at District Standard Hourly Rates</b>						
USA/811 Request						
UCMR						
On Call Repairs/Response						

Notes:

- 1) All Labor Costs for all line items are fully loaded charges
- 2) Includes Finance and Admin time
- 3) Assumes all laboratory Analysis costs are billed directly to Big Lagoon and are not included.

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 2, 2024

TYPE OF ITEM: **DISCUSSION**

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**ITEM: E.2**                      **Review and Discuss Annual Board Self-Evaluation**

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

**TYPE OF ACTION:**            **None**

### **Recommendation:**

Staff recommends that the Board review the information presented (process, desired outcomes, and overall compilation of data), take public comment, and discuss the results of the 2024 Board Self-Evaluation.

### **Discussion:**

As the Board is aware, in order to provide an opportunity for all five (5) Directors to discuss the Annual Board Self-Evaluation, this item was tabled on September 4, 2024 until the October 2, 2024 meeting.

Per the Board of Directors Policy Manual Rule 11, the Board is committed to its own performance as a board to identify the Board's strengths and areas in which it may improve the Board's functioning. The goals of the self-evaluation are to clarify roles, to enhance harmony and understanding among Board members, and to improve the efficiency and effectiveness of the Board meetings. The goal is to improve MCSD policies for the benefit of the McKinleyville community and employees of the District.

Members of the Board completed the approved self-evaluation questionnaire, consisting of several open-ended questions. The results have been compiled for the number of Board Members that completed the forms (**Attachment 1**).

Board members are encouraged to consider the following questions during the discussion:

- 1.) What stood out to you in the responses from your fellow board members?
- 2.) What new learning was gleaned either about yourself or other Board members through the self-evaluation process?
- 3.) What is the value in the Board doing a self-evaluation? Why is this activity important to the Board?
- 4.) Is there anything about the process and/or evaluation that can be improved upon or changed to make it more meaningful to the Board?

### **Alternatives:**

Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Summary of Board Self-Evaluation Worksheets



**McKinleyville Community Services District**  
**Board of Directors Annual Self-Evaluation Worksheet 2024**

**1. Please briefly describe your understanding the vision and mission of the McKinleyville Community Services District?**

- Our mission is to fulfill the latent powers that we are charged with providing in a fiscally and environmentally responsible fashion. Our vision is a prioritized list of long-term goals as outlined in our latest Strategic Plan, as is designed to be attainable via forward-facing logic and the institutional knowledge accumulated in both Board and staff. I'm very wary of 'mission creep'; as Plato famously said, "Shoemaker, stick to thy last!" It's always better to do a few things supremely than many things poorly.
- To efficiently provide authorized services to our ratepayers.
- To provide environmentally sound, financially sound, and forward thinking service to the McKinleyville ratepayers.
- To provide water, sewer, street lighting and parks/recreation for the community of McKinleyville - as required by its charter.
- Good.

**2. Over the last year, in what ways have you supported the vision and mission of MCSD?**

- As a member of the Board, I've participated in decision-making in order to serve the community well as a whole. I do my research quite thoroughly, learning about the issues at hand. I've then used that knowledge to confidently support (or not) items that come before us with a firm resolve to uphold the mission/vision of the District. That is precisely what I was elected to do, and I hold that trust seriously.
- by being prepared for and participating in board and committee meetings. Being available to our community and representing our constituency at CSDA events both locally and throughout the state.
- I continue to participate in committees and group discussions and community activities plus I work as much as possible on are legislative environmental and financial programs for the district.
- I've actively participated in board and committee meetings. I've listened to and provided input from members of the McKinleyville community. I've represented MCSD on the board of RREDC and worked with finance planning and decisions (Audit and Finance Committee).
- Attended meetings. Read materials.

**3. In what ways do you think the Board or Staff could better support the vision and mission of MCSD?**

- I currently think that both the Board and Staff are doing all they can do to support the vision and mission. Transparency and accountability are key, and I see this happening.
- Look to the future and stay ahead of the curve when it comes to technology and using social media to tell our story.
- Pretty hard to beat what they are doing. Just keep doing the same hard work. Dedicated work... our staff rocks.
- In my opinion, I believe they both do a fantastic job. Let's cheer them for their dedication and effective work!
- Think the board and staff support the vision and mission well.

**4. Do you feel you have a good working relationship with the other Board members? Explain.**

- Sure. Although we have diverse backgrounds, we all have good common sense and respect our mutual commitment to the job that we are entrusted to. Personally, I don't interact with fellow board members (Director Mayo being an exception) outside of the realm of District business; when we are in session, I can work with them all to a good result.
- Absolutely, my tenure as part of MCSD is recognized by the other board members and I take that seriously and would not want to let my colleagues down.
- Yes definitely
- Yes, but interaction appears to be limited by the Brown Act. Do we have ways to interact outside formal, public meetings?
- Yes

**5. Do you have any suggestions for improving the working relationship with the other Board members?**

- Other than getting together socially and learning more about one another, no. Of course, that would have to be done on a one-on-one basis, as to not give a public perception of the possibility of a Brown Act violation.
- Maybe an annual retreat?
- I think it would be good if we could actually spend some quality time together. Not doing business but brainstorming, and making sure each other has the support from each other

that what we need.

- Not sure what could be done, as the Brown Act appears to prohibit interaction outside of public meetings.
- No

**6. Do you feel you have a good working relationship with the General Manager? Explain.**

- Yes. GM Kaspari has always been very responsive to my questions and needs. He is knowledgeable, respectful, and professional. His communication skills drive my opinion the most; he is always quick to answer emails that may or may not be timely...and if he doesn't have an answer for me, he knows who to ask. He also tends to focus on the subject at hand, staying on-topic.
- Yes, honesty and open communications are the key. Our GM knows he can be candid with me and visa versa.
- Yes. Pat has recently started doing his weekly updates again. And I know he's incredibly busy. And we appreciate that and that is a good continuing management positive.
- Yes, absolutely. I especially appreciate his briefings before board meetings and the ways he has included me (and other board members) in operating decisions.
- Yes.

**7. Do you have any suggestions for improving the working relationship between the General Manager and the Board?**

- No, I think that he does just fine. The weekly Board updates certainly helps. Since he is our liaison to the District as a whole, he is who we should get our information from.
- Not at this time.
- I would say we're on the right path. And just keep doing what we're doing. You don't always have to try to reinvent the wheel. When something is working well.
- Not really. I greatly appreciate his briefing sessions and his information letters and reports. The only thing I would like more of is an overview of what is happening and coming up within the organization. I like to know what concerns he has on his plate and how I can support his work.
- No.

**8. What are MCSD's major programs and services that you would like to know more about?**

- My major interest remains in knowing more about the infrastructure related to water delivery and wastewater removal and treatment, from the Ranney wells in the Mad River, to ratepayer usage, and back to the river or ocean. The complete cycle. I'm particularly intrigued by the geographical physics involved in the movement of the product. I will also be paying extra attention to the ongoing composition of the Community Forest Management Plan.
- I am interested in the microgrid project and the photovoltaic project production
- This is future, but we're going to need to work on microfiber issue and legacy Chemical issues from the state. Just keep our nose to the grindstone. And don't ever think something's gonna take a while to get done. Let's be as proactive, always, as we can be. Yes, just constantly reading all the data that comes to us. Brainstorming with the region, one aqua, and the Association of California Water Agency's staff and with the legislature.
- Committee service helps. I learn about the Community Forest through work on the Community Forest Committee, for example. I feel that I have much to learn about this very important project.
- I have a strong interest in what is happening at MMAC, especially the Town Center project. My background includes work with professional Landscape Architect firms that have done Town Center development projects, which has shown me the importance of professional planning.
- None

**9. Do you follow trends and important developments in industries and services that MCSD provides? If yes, please give examples. If no, what would help you to do more in this area?**

- I try to follow what I read on the CSDA and ACWA websites, as well as some trade publications. My participation in the ACWA Region 1 Comms Committee has opened my eyes to the bigger picture, including what we are charged to perform in our District.
- Absolutely, having 30 plus years of experience in this industry it is natural for me to always be watching for new developments, investing our reserves, cutting edge technology and regulations.
- Yes, staying on top of trends is more than just following along. After something pops up. We have to be self initiators and stay ahead of the curve on things that we think are going to impact us.
- Only to a limited extent. Actually being part of and contributing to their work might help me be better informed, but it is a matter of available time.

**10. Do you understand MCSD's financial statements? What would help you with this?**

- I have a basic working knowledge of District finances and am learning more as items that relate to it pass through the Board. Finance Day at the Special District Leadership Academy was of special interest to me, and by paying rapt attention, I gained yet more insight. Director Trask answered questions simply and completely; I have yet to ask Director Howard anything.
- Considering my experience, yes I have a thorough understanding of the financial situation.
- I generally understand the financial statements. Although I could not present them at a board meeting. The current format that our new financial officer is putting forward has been very helpful.
- Yes. I have a finance background. I especially value capital planning and clarity of future obligations.

**11. Do you feel that the District and Board act knowledgeably and prudently when making recommendations about MCSD finances and financial policies in consideration of the District as a whole?**

- Yes, I do. Recommendations and policy are well thought out and prudent, to the best of my awareness.
- For the most part, yes.
- We work very hard on this and at times we have been slightly behind the 8 ball when we may have had a deficiency and staff for a short period of time, but I think we're definitely on the right track today.
- Yes. I have been especially pleased with the capital planning, handling of funds investments and funding of OPEB obligations, for example.

**12. In what ways do you prepare for and participate at Board/Committee meetings as well as other MCSD events?**

- I fully read the board packet, ask questions of staff if something isn't clear, and do outside research on my own if applicable. I tend to do much more listening than talking, but I'll speak up for clarification or to voice an observation where indicated.
- Read and study the agendas and make myself available to our community members regarding current events.
- Well, I try my darndest to take a shower before I go to a meeting.

- I greatly appreciate the quality of the meeting binders. I study them and look forward to a pre-meeting briefing with Director Kaspari, in which I get a picture of what is happening and - as a result - believe that I arrive at board meetings well prepared.

- 

**13. What skills do you possess that you would be willing to volunteer to further the MCSD vision and mission?**

- I'm very accessible to the public via social media, and people trust me to give complete and accurate answers to their questions. Since I do my homework, I'm generally able to address generic concerns or comments. If I don't know an answer, I defer to someone who can answer a constituent question completely.
- I am on committees for most things I have expertise in.
- I haven't got many skills guys. But I do have a outstanding work ethic. That's what I offer every day.
- I believe that my financial and business training is being well-utilized. I write well, however, and I would be willing to contribute to a limited extent. (I am not sure where a board member may contribute without crossing over into the work of staff members, though.)

**14. Do you complete assignments and responsibilities assigned to you in a responsible and timely manner? If no, what can assist you in this?**

- Yes. I very much operate by schedule, both calendar and clock. I very rarely am late for anything.
- Yes, I try to be consistent with this.
- Generally Hey, big. Yes, but occasionally like with this survey. I have dragged my feet.
- Yes. Reminders and scheduling provided by Joey Blaine is a great help. I organize my life around my calendar, and having a schedule planned far in advance is a great help. (I once had a boss - whom I liked and respected - tell me when I first started work for him, "I schedule all my meetings at least a year in advance, and I cancel as many as I can.")
- Usually! Don't think my procrastination is something the District can cure.

**15. How often do you take advantage of opportunities to enhance the MCSD public image by periodically speaking to others about the work of the District?**

- Very frequently. I take the initiative to promote trending projects such as the Community Forest, the BMX Park, the Mad River Floodplain Project, and other work that the District is involved in. When one speaks highly of developing infrastructure, it tends to instill

confidence and reflects well upon MCSD as a whole.

- As often as the opportunity arises
- That's a constant whenever an opportunity pops up. One must take it.
- It seems like I do so continually. People in the community have come to recognize that I serve on the MCSD Board, and they bring ideas to me. I listen intently.
- Frequently within my circle of friends and others.

**16. Do you have additional ideas for programs or outreach to enhance MCSD's public image?**

- The most cost-effective method would be to use Facebook/Instagram to better promote District transparency by promoting content such as cost savings that District staff has identified for each month, information relating to the 4.5M gallon tank plan, the water/sewer mainline plan, and especially our forest and other recreational opportunities and projects such as the BMX Park. This is being done better in the past year than in subsequent years.
- Not at this time.
- More engagement, not less. We're having a couple political candidates coming to talk to us. Then that's a good precursor.
- Activities, events, "fireside chats," etc. The more that we can associate MCSD and its work with the high quality and desirability of McKinleyville as a place to live and work, the better. Active support of organizations like the Chamber of Commerce and a strong voice in organizations like MMAC - with reports to the community through local newspapers help greatly. (Has anyone considered writing a regular column for local press?)
- No

**17. What are the potential challenges you see impacting the Board and/or District in the next 1-3 years? What can be done to limit or overcome these challenges?**

- We dodged a big bullet when Initiative 1935 was declared unconstitutional. Effectively promoting District activity and what is being done to keep these costs down as much as possible would have a mitigating effect at least for community members who educate themselves, as opposed to maintaining preconceptions. Maintaining positive public opinion of both the BMX Park and the Community Forest, as they are likely be the most visible services of the District, as the water/wastewater side usually is taken for granted.
- I think the Community Forest will present the biggest challenge for the next 5 to 10 years. I don't think we can overcome this challenge, but we can be proactive in mitigating those challenges. the areas I see as the biggest challenges will be illegal camping and motorized vehicles.

- The nightmare of a presidential election without the adults actually in the room. Same goes for California. Our representatives have been very good to us. But there's no guarantee that the next ones will be
- I believe that our greatest challenge lies in motivating and caring for our staff. We need to continue to recognize the value they create, and we need to ensure that they are not over-extended.
- Town center development. Think the district has a good plan for this. Finance and economy- District has done a good job of keeping rates balanced with services.



# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 2, 2024

TYPE OF ITEM: **ACTION**

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

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

**TYPE OF ACTION:**          **Roll Call**

### **Recommendation:**

Staff recommends the Board review the material provided, discuss, take public comment, and approve the 2025 Regular Board Meeting Calendar (Attachment 1).

### **Discussion:**

Both the MCSD Rules and Regulations (under Regulation 61, Board Meetings, Rule 61.0, Regular Meetings) and the Board of Directors Policy Manual (under Part 5, Board Meeting Procedures, Rule 5-1: Regular Meetings) address this topic – Regular meetings of the Board of Directors shall be held on the first Wednesday of each calendar month at 6:00 PM at either Azalea Hall, 1620 Pickett Road, or the District Office, 1656 Sutter Road, as specified by the agenda. Additionally, the public may be able to attend regular Board meetings by Teleconference via Zoom & Telephone (Zoom meeting ID 6756336928 or Dial in at 1-888-788-0099). The date, time, and place of the regular meetings shall be reconsidered annually.

The Board visited this as an informational item for review at the August 7, 2024 regular meeting. Staff had reviewed the 2025 dates and had taken note that the January meeting would land on New Years Day, January 1, 2025. It was proposed that this meeting be moved to January 8, 2025 or omitted and items consolidated with the February Board Meeting. It continues to be staff's preference that the January meeting to be omitted. The remaining 11 dates appear unproblematic. The 2025 MCSD Regular Board Meeting Calendar (Attachment 1) incorporates this suggestion.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take Action
- Change the meeting dates

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Proposed 2025 MCSD Board of Directors Regular Meeting Schedule

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## 2025 MCSD Board of Directors Regular Meetings

**First Wednesdays of the month for year 2025. Meetings are planned to take place in person with a Zoom option for the public.**

<b>DATE</b>	<b>LOCATION</b>
<b>January 1, 2025 (CANCELLED)</b>	<b>Azalea Hall</b>
<b>February 5, 2025</b>	<b>Azalea Hall</b>
<b>March 5, 2025</b>	<b>Azalea Hall</b>
<b>April 2, 2025</b>	<b>Azalea Hall</b>
<b>May 7, 2025</b>	<b>Azalea Hall</b>
<b>June 4, 2025</b>	<b>Azalea Hall</b>
<b>July 2, 2025</b>	<b>Azalea Hall</b>
<b>August 6, 2025</b>	<b>Azalea Hall</b>
<b>September 3, 2025</b>	<b>Azalea Hall</b>
<b>October 1, 2025</b>	<b>Azalea Hall</b>
<b>November 5, 2025</b>	<b>Azalea Hall</b>
<b>December 3, 2025</b>	<b>Azalea Hall</b>

\* With January 1, 2024 landing on New Years Day and its proximity to the other multitude of Winter holidays, this meeting will be omitted and items consolidated with the February 5, 2024 Board Meeting.

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 2, 2024

TYPE OF ITEM: **ACTION**

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**ITEM: 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 (Action)**

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

**TYPE OF ACTION:**          **Roll Call**

### **Recommendation:**

Staff recommends the Board review the information provided, discuss, take Public Comment and adopt Resolution 2024-21 affirming Board support of the executed Memorandums of Understanding with the Redwood Coast Mountain Bike Association and the Mountain Bike Tribal Trail Alliance.

### **Discussion:**

While the District was in the process of acquiring the Community Forest land from Green Diamond Resource Company (GDRC) as part of the grant from the California Natural Resources Agency, District Staff met with Board Members from the Redwood Coast Mountain Bike Association (RCMBA). RCMBA had an existing Memorandum of Understanding (MOU) with GDRC to provide access to Green Diamond land and construct and maintain mountain bike trails on their land. The MOU extended to land that would eventually become McKinleyville Community Forest land. RCMBA was concerned that the work that they had already invested in these trails would be lost if they could not also execute an MOU with MCSD. We assured them that we would be happy to continue these discussions and utilize RCMBA volunteer support for construction of mountain bike and multipurpose trails in the Community Forest.

After the acquisition of the land by the District, copies of the existing RCMBA MOU with Green Diamond, as well as the one they have with Humboldt County for the McKay Tract were obtained. District Staff reworked and combined these MOUs, and upon approval of the Ad Hoc Community Forest Committee, submitted the MOU to District Legal Counsel for review and editing. Copies of the MOU were then provided to RCMBA for their review and were eventually adopted by RCMBA and the District and the MOU executed.

The Mountain Bike Tribal Trail Alliance (MBTTA) had also been in discussions with GDRC about executing a similar MOU. Green Diamond decided not to execute an MOU with MBTTA since the transfer of land was eminent. District Staff and the Ad Hoc Community Forest Committee did not feel that it was good precedent to exclude any groups that are able to conform to the requirements of the MOU and assist in the development of the Community Forest trails and other infrastructure, and therefore executed a similar MOU with MBTTA.

The existing MOUs are included as **Attachments 2 and 3** to this Staff Note. As detailed in the MOUs, there are extensive benefits to the District and the Community

for these collaborative partnerships between the District and the mountain bike associates including the; "...commitment to supporting recreational trail use, expanding access to trails, and enhancing the social and economic benefits of trails with the McKinleyville area." The MOUs provide the necessary protection for the District and will assist with the development of the forest. Staff likely should have brought these MOUs to the full Board for approval prior to their final execution but are asking the Board to pass Resolution 2024-21 (**Attachment 1**) affirming the MOUs and support of this collaborative partnership.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

A detailed fiscal analysis has not been prepared, but the MOUs are expected to save the District considerable costs for the development of trails and other infrastructure in the Community Forest.

**Environmental Requirements:**

Not applicable at this time. The development of trails will conform to the eventual Trails and Forest Management Plans and will conform to the necessary local, State and Federal permit requirements.

**Exhibits/Attachments:**

- Attachment 1 – Resolution 2024-21
- Attachment 2 – RCMBA MOU
- Attachment 3 – MBTTA MOU

**RESOLUTION 2024 – 21**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICE DISTRICT AFFIRMING BOARD SUPPORT FOR THE EXECUTED MEMORANDUMS OF UNDERSTANDING (MOU) WITH THE REDWOOD COAST MOUNTAIN BIKE ASSOCIATION (RCMBA) AND THE MOUNTAIN BIKE TRIBAL TRAILS ALLIANCE (MBTTA)**

**WHEREAS**, McKinleyville Community Services District (the District) has established the McKinleyville Community Forest; and

**WHEREAS**, the McKinleyville Community Forest property was purchased from Green Diamond Resource Company by way of a \$3.8 million grant from The Trust for Public Land and the State Natural Resources Department; and

**WHEREAS**, RCMBA had an existing MOU with Green Diamond Resource Company to build mountain bike and multi-use trails and access Green Diamond land, including the lands of the future McKinleyville Community Forest; and

**WHEREAS**, after the acquisition of the lands of the McKinleyville Community Forest, District staff and District Counsel revised and executed an MOU with RCMBA; and

**WHEREAS**, the District was approached by MBTTA to execute a similar MOU; and

**WHEREAS**, the District is not a position to exclude a group; and

**WHEREAS**, the District staff executed the same MOU with MBTTA as they did with RCMBA.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby affirm support of the execution of the MOUs with RCMBA and MBTTA by District staff.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on October 2, 2024 by the following polled vote:

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

\_\_\_\_\_  
Scott Binder, Board President

Attest:

\_\_\_\_\_  
Joey Blaine, Board Secretary

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
AND  
REDWOOD COAST MOUNTAIN BIKE ASSOCIATION**

This Memorandum of Understanding (“MOU”) is made this 14<sup>th</sup> day of May, 2024, by and between McKinleyville Community Services District (“MCSD”) and the Redwood Coast Mountain Bike Association (RCMBA), a California nonprofit corporation (a 501(c)(3)).

**Section 1. Purpose.**

The purpose of this MOU is to formalize a collaborative relationship between MCSD and the RCMBA for planning, construction, and maintenance of mountain bike and specified trails within the McKinleyville Community Forest. The MOU is intended to facilitate community involvement in the development and management of the McKinleyville Community Forest, reduce MCSD costs, support opportunities for outstanding mountain biking experiences, support Tribal Youth training and outreach services, and promote safe and compatible recreational use. The MOU identifies the anticipated tasks and activities to be performed by RCMBA, describes the protocol for communication and coordination between RCMBA and MCSD staff, and establishes indemnification provisions and insurance coverage required.

MCSD grants to RCMBA a revocable agreement allowing RCMBA and/or its members to construct and maintain, at the sole cost, expense and liability of RCMBA, trails and mountain bike trail features (“Trails”) as previously constructed, or newly constructed, on McKinleyville Community Forest property, subject to the terms and conditions set forth in this MOU.

RCMBA acknowledges and agrees that the license: a) is not assignable; b) is non-exclusive and does not exclude MCSD and/or other members of the public from full use and possession of the McKinleyville Community Forest; and c) is revocable by MCSD pursuant to the terms of this MOU. RCMBA acknowledges that the grant of this license, RCMBA’s construction and maintenance of the Trails, and the public’s use is being made for public recreational use and purposes under the MOU. By acceptance of this MOU, RCMBA acknowledges that the Community Forest lands are for public use, and that there may, at times, be conflicting uses. RCMBA shall not object to any uses established in the Community Forest Stewardship and Trails Plan (in preparation), and/or development of property carried out by MCSD or its agents, other permittees, or approved users.

**Section 2. Statement of Mutual Benefit and Interest.**

RCMBA is dedicated to promoting cycling and building and maintaining sustainable trails in the Northern California region. RCMBA represents the interests of their members and the mountain biking community and has existing written agreements with other public and private landowners to develop and maintain trails. RCMBA brings extensive knowledge and expertise regarding the design features that make mountain bike trails fun, challenging, and inspiring.

MCSD owns and manages the McKinleyville Community Forest located east of McKinleyville, (“McKinleyville Community Forest” or “Community Forest”). MCSD is in the process of developing a Community Forest Stewardship and Trails Plan. The McKinleyville Community Forest was established for multiple purposes including public access and recreation, timber harvest, watershed and resource conservation. The McKinleyville Community Forest is envisioned as a place for residents and visitors of

all ages and abilities to enjoy walking, hiking, mountain biking, wheeling (using wheelchairs and other mobility devices on trails that meet accessibility standards), horseback-riding, learning, and connecting with the natural world.

RCMBA and MCSD have each shown a commitment to supporting recreational trail use, expanding access to trails, and enhancing the social and economic benefits of trails within the McKinleyville area.

### **Section 3. RCMBA Requirements.**

A. Assist with trail-building and maintenance within the McKinleyville Community Forest, as long as:

- i) Sufficient volunteer interest from RCMBA members exists; and
- ii) Sufficient financial resources are available for MCSD staff to direct, coordinate, and support the activities described in this MOU.

B. Perform the following tasks:

- i) Assist in and help lead the construction of the mountain bike trails and skills park identified in the final Community Forest Stewardship and Trails Plan (in preparation), in accordance with and pursuant to direction from MCSD staff. RCMBA will perform walk-throughs with MCSD staff prior to initiating construction of each trail segment and will provide advanced notification of planned workdays and will follow all construction directions, restrictions and protocols established by MCSD.
- ii) Assist with trail maintenance and rehabilitation.
- iii) Assist with decommissioning unauthorized trails.
- iv) Provide tools and equipment for volunteer workdays. The use of power tools or mechanized equipment will be considered on a segment-by-segment basis and must be pre-approved by the MCSD prior to use.
- v) Coordinate with MCSD to implement temporary trail closures during trail construction and/or maintenance, as appropriate.
- vi) Coordinate with MCSD on protocols for volunteer activities, which may include additional volunteer authorization or waiver procedures.

C. Train and monitor all volunteers to ensure that they conduct work activities in accordance with appropriate safety practices.

D. Implement the mitigation measures identified in any applicable permits, any California Environmental Quality Act (CEQA) documents, the Community Forest Stewardship and Trails Plan, along with any additional permitting requirements or conditions identified or created by MCSD.

E. Follow the standards and practices identified in the Community Forest Stewardship and Trails Plan and in Guidelines for a Quality Trail Experience (International Mountain Bike Association, current edition) to the greatest extent possible.

F. Encourage all volunteers to be respectful and courteous to other recreational users.

G. Ensure that volunteers do not modify or change any planned trail alignment or configuration without written permission from MCSD.

H. Cover all RCMBA volunteers working within the McKinleyville Community Forest with liability insurance with policy limits in the amount of:

- i) \$1,000,000 for each occurrence; and
- ii) \$2,000,000 overall/aggregate.

- I. Report any volunteer accidents or other instances where volunteer safety has been jeopardized.
- J. Report all illegal activity encountered within the McKinleyville Community Forest by calling 911 immediately and notifying MCSD.
- K. Coordinate with MCSD on fundraising events and/or grant applications.
- L. RCMBA will post this MOU on their official website (redwoodcoastmtb.org) and any future websites and provide RCMBA's members copies of this MOU for the period that this MOU is in force.

**Section 4. MCSD Requirements.**

- A. Provide clear direction regarding trail-building and maintenance priorities and the desired outcomes for specific projects within the McKinleyville Community Forest.
- B. Provide regular feedback about the effectiveness of the collaborative relationship and any desired changes for improvement.
- C. Provide additional tools and equipment, if available in MCSD's discretion, for RCMBA's use.
- D. Manage environmental permitting and compliance requirements.
- E. Coordinate with RCMBA on fundraising events and/or grant applications.

**Section 5. Communication.**

RCMBA and MCSD will communicate openly about any matter regarding the collaborative relationship involving the McKinleyville Community Forest.

**Section 6. Revisions and Amendments.**

Any revisions or amendments to this MOU will require the joint approval of the RCMBA board and the MCSD General Manager.

**Section 7. Revocation.**

It is the intention of RCMBA and MCSD that this collaborative relationship will continue long term, but in the event that it is deemed not be satisfactory, this MOU can be terminated at any time by either party upon thirty (30) days advance written notice. Either party may revoke and terminate this MOU at any time, for any reason or for no reason. In the event of revocation of the MOU, RCMBA shall immediately cease using and accessing the McKinleyville Community Forest property for any mountain bike trail construction or maintenance purposes. Further, upon the termination of this MOU, MCSD may, at its election, require RCMBA to take any of the following actions, at RCMBA's sole cost and expense: (i) discontinue maintenance and construction of mountain bike trails on McKinleyville Community Forest property by RCMBA, and remove warning signs; or (ii) abandon all of the Trails and associated warning signs in place, in their current condition as of the date on which this MOU terminates.

**Section 8. Equal Partners.**

MCSD and RCMBA will be named as equal partners on any promotional, outreach, or informational materials related to RCMBA involvement with the McKinleyville Community Forest.

**Section 9. Construction of the Trails.**

All Trails constructed, installed or maintained by RCMBA and/or its members shall comply with the "Construction Guidelines" published by the International Mountain Biking Association ("IMBA") as set forth in its manual entitled "Trail Solutions," or any future similar IMBA publication intended to replace the same as well as any conditions or requirements imposed by MCSD (the "Trail Standards"). RCMBA shall, at its sole cost and expense, conspicuously post and maintain warning signs advising users of known dangerous artificial latent conditions on the Trails in the McKinleyville Community Forest including, but not limited to, at the entrance points to the McKinleyville Community Forest and at [www.redwoodcoastmtb.org](http://www.redwoodcoastmtb.org). During the construction of Trails, RCMBA shall not cut or damage live trees without formal written approval from MCSD. RCMBA shall provide MCSD a minimum of fifteen (15) days notice prior to commencement of construction activities.

#### **Section 10. Maintenance of Trails.**

RCMBA and its members shall, at their sole cost and expense, maintain all Trails installed by them in good condition and repair, such that the same are safe for their intended use and are at all times in compliance with the Trail Standards. RCMBA shall inspect all Trails constructed by it and/or its members on at least a quarterly basis to ensure that all such Trails are in the condition required by Sections 9, and 10 of this MOU. Any Trails that are found not to be in the condition required by Sections 9 and 10 shall, at RCMBA sole cost and expense, be either: (i) removed by RCMBA; or (ii) repaired by RCMBA so as to meet the requirements of Sections 9 and 10. Upon MCSD's request, RCMBA and MCSD shall jointly inspect all Trails constructed and/or installed pursuant to this MOU to ensure compliance with the terms of this MOU.

#### **Section 11. MCSD Approval.**

No new Trails shall be constructed in the McKinleyville Community Forest by RCMBA and/or its members without the prior written approval of MCSD, which such approval may be granted or withheld in its sole discretion. RCMBA will designate the proposed location of Trails with plastic flagging (red and white candy stripe) and provide MCSD with a written trail route plan for MCSD approval, and shall afford MCSD the opportunity to review and approve any changes or additions to the trail plan. Should MCSD approve the construction of any new Trail, all such construction shall be at RCMBA's sole cost and expense and shall be performed in strict compliance with the Trail Standards or other applicable guidelines published by IMBA. Within thirty (30) days of the execution of this MOU, RCMBA shall provide to MCSD a written request to continue the construction and/or installation of any Trails that have not yet been completed. RCMBA shall take no further action, including the continuation of construction or installation, on any such Trails until MCSD has approved or denied such request in writing.

#### **Section 12. Authorization.**

This MOU does not authorize RCMBA or its members or guests to take any species listed for protection under the federal or California Endangered Species Act or violate any other laws or regulations pertaining to wildlife species or the environment.

#### **Section 13. Indemnification.**

**A. Hold Harmless, Defense and Indemnification.** RCMBA shall hold harmless, defend and indemnify MCSD and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages and liabilities of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, or in any way connected with the use of MCSD property by RCMBA or anyone else entering MCSD property at RCMBA's direction or invitation, or the failure on the part of RCMBA to perform fully its promises contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of MCSD. RCMBA's obligations under this Section shall survive the termination or revocation of this MOU.

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

**C. Property Conditions and Dangerous Conditions.** MCSD makes no representation as to the present or future conditions of the Community Forest and its fitness for biking activities under this MOU. RCMBA accepts this license subject to all danger or injury to persons and damages or destruction to property while its members and guests are on MCSD property. In this regard, RCMBA assumes all risk of injury or death to individuals who are on MCSD property pursuant to this MOU and all risk of damage to property upon or in proximity to the MCSD property with RCMBA's knowledge or consent, without regard to whether such injury or damage is occasioned by known or unknown, hidden or disclosed defects on the MCSD property. RCMBA shall immediately notify MCSD and its members of any abnormal or dangerous conditions in the Community Forest or other portions of MCSD property of which RCMBA becomes aware.

**D. Own Risk.** RCMBA acknowledges and agrees that all recreational activities undertaken by it or its members and guests on McKinleyville Community Forest property are undertaken at their own risk, and that MCSD shall have no liability whatsoever for any injuries to persons or property occurring due to such activities, except such loss or damage which was caused by the sole negligence or willful misconduct of MCSD.

#### **Section 14. Insurance Requirements.**

This MOU shall not be executed by MCSD, and RCMBA is not entitled to any rights hereunder, unless certificates of insurance, or other proof that the following provisions have been complied with, are filed with the MCSD.

**A. General Insurance Requirements.** Without limiting RCMBA's indemnification obligations provided for herein, RCMBA shall take out and maintain, throughout the entire period of this MOU, and any extended term thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of RCMBA and its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:

- i) Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of One Million Dollars (\$1,000,000.00) per occurrence for any one (1) incident, including, but not limited to, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
- ii) It is the parties understanding that RCMBA will not drive an automobile in the performance of the tasks provided pursuant to this MOU. If RCMBA's responsibilities are changed in such a way that driving will be required during the performance of such tasks, RCMBA shall take out and maintain Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto).
- iii) Workers' Compensation Insurance, as required by the Labor Code of the State of California, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said









**F. Governing Law.** This MOU is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed by the laws of the State of California. The MOU shall in all cases be construed as a whole according to its fair meaning, not strictly for or against either party.

**G. Construction of MOU.** The provisions set forth in this MOU shall not be construed in favor of or against either party, but shall be construed as if both parties prepared this MOU.

**H. Not Subject to Assignment.** The rights and obligations under this MOU may not be assigned or assumed by any other party and this MOU is not subject to assignment.

**I. Prohibition of Flammable Materials.** Due to the danger of forest fires, RCMBA shall not bring onto McKinleyville Community Forest any flammable or explosive materials, including, but not limited to, any kerosene, gasoline, propane or other similar substances, except for gasoline (in amounts less than two gallons) for machinery used for trail construction and/or maintenance. If such gasoline is brought onto McKinleyville Community Forest property, RCMBA shall remove all such gasoline immediately after its use, and in no event shall any gasoline be stored or maintained on McKinleyville Community Forest property overnight. Each RCMBA work crew shall have a fire extinguisher on site at all times.

**J. Recreational Use without Monetary Consideration and Statutory Immunity.** RCMBA and MCSD agree that there is no fee or other monetary consideration paid by RCMBA for access to MCSD property as described herein. RCMBA acknowledges that it has requested that MCSD make its property available for recreational activities, and that MCSD has not specifically invited use of its property by RCMBA. The parties agree Sections 831.2, 831.3, 831.4, and 831.7 of the California Government Code, without limitation, grant MCSD immunity from potential liability claims made by recreational users for incidents on MCSD property. Pursuant to these Code sections and any and all other defenses available in law and/or equity, MCSD is not liable for claims arising from use of MCSD Trails and roads, natural conditions existing on the property, or hazardous recreational activities taking place on MCSD property.

**Section 16. Principal Contacts.**

McKinleyville Community Services District

Lesley Frisbee, Parks & Recreation Director  
1656 Sutter Road  
McKinleyville, CA 95519  
Phone: (707) 839-3251  
E-mail: [lesley@mckinleyvillecsd.com](mailto:lesley@mckinleyvillecsd.com)

Redwood Coast Mountain Bike Association

Name: Gina Bauer  
Address: PO Box 386, Arcata CA 95518  
Phone: (707) 498-8995  
E-mail: info@redwoodcoastmtb.org

**Section 17. Authorized Representatives.**

By executing this MOU, each party hereto certifies that the individuals listed in this document as representatives of the parties are authorized to act in their respective areas for matters related to this MOU.

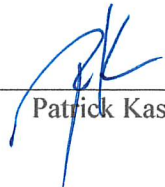


**Section 18. Duration.**

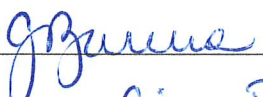
This MOU becomes effective upon signature by both parties and can be modified or amended by mutual consent. Either party may terminate this MOU by giving sixty (60) days advance written notice to the other party or at such other date as may be established. The signatories will evaluate annually whether this MOU should be amended or expanded to meet the needs of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this instrument as of the last date set forth below.

**McKinleyville Community Services District:**

By:  Date: 5/14/2021  
Patrick Kaspari, General Manager

**Redwood Coast Mountain Bike Association:**

By:  Date: 5/14/24  
Print Name: Gina Bauer

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
AND  
HUMBOLDT SKATE PARK COLLECTIVE/  
MOUNTAIN BIKE TRIBAL TRAIL ALLIANCE**

This Memorandum of Understanding (“MOU”) is made this 2<sup>nd</sup> day of April, 2024, by and between McKinleyville Community Services District (“MCSD”) and Humboldt Skatepark Collective, a California nonprofit corporation (“HSC”) (a 501(c)(3)) working with Mountain Bike Tribal Trail Alliance, part of HSC non-profit alliance (“MBTTA”) in conjunction with Two Feathers, Native American Family Services, The Warrior Institute grassroots organization, other Local Tribes and Veterans. All referred to below as invitees of HSC and MBTTA.

**Section 1. Purpose.**

The purpose of this MOU is to formalize a collaborative relationship between MCSD and the HSC/MBTTA for planning, construction, and maintenance of mountain bike and specified trails within the McKinleyville Community Forest. The MOU is intended to facilitate community involvement in the development and management of the McKinleyville Community Forest, reduce MCSD costs, support opportunities for outstanding mountain biking experiences, support Tribal Youth training and outreach services, and promote safe and compatible recreational use. The MOU identifies the anticipated tasks and activities to be performed by HSC/MBTTA, describes the protocol for communication and coordination between HSC/MBTTA and MCSD staff, and establishes indemnification provisions and insurance coverage required.

MCSD grants to HSC/MBTTA a revocable agreement allowing HSC/MBTTA and/or its members to construct and maintain, at the sole cost, expense and liability of HSC/MBTTA, trails and mountain bike trail features (“Trails”) as previously constructed, or newly constructed, on McKinleyville Community Forest property, subject to the terms and conditions set forth in this MOU.

HSC/MBTTA acknowledges and agrees that the license: a) is not assignable; b) is non-exclusive and does not exclude MCSD and/or other members of the public from full use and possession of the McKinleyville Community Forest; and c) is revocable by MCSD pursuant to the terms of this MOU. HSC/MBTTA acknowledges that the grant of this license, HSC/MBTTA’s construction and maintenance of the Trails, and the public’s use is being made for public recreational use and purposes under the MOU. By acceptance of this MOU, HSC/MBTTA acknowledges that the Community Forest lands are for public use, and that there may, at times, be conflicting uses. HSC/MBTTA shall not object to any uses established in the Community Forest Stewardship and Trails Plan (in preparation), and/or development of property carried out by MCSD or its agents, other permittees, or approved users.

**Section 2. Statement of Mutual Benefit and Interest.**

MBTTA is dedicated to promoting cycling and building and maintaining sustainable trails in the Northern California region. MBTTA represents the interests of their members and the mountain biking community and has existing written agreements with other public and private landowners to develop and maintain trails. MBTTA brings extensive knowledge and expertise regarding the design features that make mountain bike trails fun, challenging, and inspiring.

MCS D owns and manages the McKinleyville Community Forest located east of McKinleyville, ("McKinleyville Community Forest" or "Community Forest"). MCS D is in the process of developing a Community Forest Stewardship and Trails Plan. The McKinleyville Community Forest was established for multiple purposes including public access and recreation, timber harvest, watershed and resource conservation. The McKinleyville Community Forest is envisioned as a place for residents and visitors of all ages and abilities to enjoy walking, hiking, mountain biking, wheeling (using wheelchairs and other mobility devices on trails that meet accessibility standards), horseback-riding, learning, and connecting with the natural world.

MBTTA, HSC, Two Feathers and MCS D have each shown a commitment to supporting recreational trail use, expanding access to trails, and enhancing the social and economic benefits of trails within the McKinleyville area.

### **Section 3. HSC/MBTTA Requirements.**

A. Assist with trail-building and maintenance within the McKinleyville Community Forest, as long as:

- i) Sufficient volunteer interest from HSC/MBTTA members exists; and
- ii) Sufficient financial resources are available for MCS D staff to direct, coordinate, and support the activities described in this MOU.

B. Perform the following tasks:

- i) Assist in and help lead the construction of the mountain bike trails and skills park identified in the final Community Forest Stewardship and Trails Plan (in preparation), in accordance with and pursuant to direction from MCS D staff. MBTTA will perform walk-throughs with MCS D staff prior to initiating construction of each trail segment and will provide advanced notification of planned workdays and will follow all construction directions, restrictions and protocols established by MCS D.
- ii) Assist with trail maintenance and rehabilitation.
- iii) Assist with decommissioning unauthorized trails.
- iv) Provide tools and equipment for volunteer workdays. The use of power tools or mechanized equipment will be considered on a segment-by-segment basis and must be pre-approved by the MCS D prior to use.
- v) Coordinate with MCS D to implement temporary trail closures during trail construction and/or maintenance, as appropriate.
- vi) Coordinate with MCS D on protocols for volunteer activities, which may include additional volunteer authorization or waiver procedures.

C. Train and monitor all volunteers to ensure that they conduct work activities in accordance with appropriate safety practices.

D. Implement the mitigation measures identified in any applicable permits, any California Environmental Quality Act (CEQA) documents, the Community Forest Stewardship and Trails Plan, along with any additional permitting requirements or conditions identified or created by MCS D.

E. Follow the standards and practices identified in the Community Forest Stewardship and Trails Plan and in Guidelines for a Quality Trail Experience (International Mountain Bike Association, current edition) to the greatest extent possible.

F. Encourage all volunteers to be respectful and courteous to other recreational users.

G. Ensure that volunteers do not modify or change any planned trail alignment or configuration without written permission from MCSD.

H. Cover all HSC/MBTTA volunteers working within the McKinleyville Community Forest with liability insurance with policy limits in the amount of:

- i) \$1,000,000 for each occurrence; and
- ii) \$2,000,000 overall/aggregate.

I. Report any volunteer accidents or other instances where volunteer safety has been jeopardized.

J. Report all illegal activity encountered within the McKinleyville Community Forest by calling 911 immediately and notifying MCSD.

K. Coordinate with MCSD on fundraising events and/or grant applications.

L. HSC/MBTTA will post this MOU on their official website ([www.humboldt skate park collective.org](http://www.humboldt skate park collective.org)) and any future websites and provide HSC/MBTTA's members copies of this MOU for the period that this MOU is in force.

#### **Section 4. MCSD Requirements.**

A. Provide clear direction regarding trail-building and maintenance priorities and the desired outcomes for specific projects within the McKinleyville Community Forest.

B. Provide regular feedback about the effectiveness of the collaborative relationship and any desired changes for improvement.

C. Provide additional tools and equipment, if available in MCSD's discretion, for MBTTA's use.

D. Manage environmental permitting and compliance requirements.

E. Coordinate with HSC/MBTTA on fundraising events and/or grant applications.

#### **Section 5. Communication.**

HSC/MBTTA and MCSD will communicate openly about any matter regarding the collaborative relationship involving the McKinleyville Community Forest.

#### **Section 6. Revisions and Amendments.**

Any revisions or amendments to this MOU will require the joint approval of the HSC/MBTTA board and the MCSD General Manager.

#### **Section 7. Revocation.**

It is the intention of HSC/MBTTA and MCSD that this collaborative relationship will continue long term, but in the event that it is deemed not be satisfactory, this MOU can be terminated at any time by either party upon thirty (30) days advance written notice. Either party may revoke and terminate this MOU at any time, for any reason or for no reason. In the event of revocation of the MOU, HSC/MBTTA shall immediately cease using and accessing the McKinleyville Community Forest property for any mountain bike trail construction or maintenance purposes. Further, upon the termination of this MOU, MCSD may, at its election, require HSC/MBTTA to take any of the following actions, at HSC/MBTTA's sole cost and expense: (i) discontinue maintenance and construction of mountain bike trails on McKinleyville Community Forest property by HSC/MBTTA, and remove warning signs; or (ii) abandon all of the Trails

and associated warning signs in place, in their current condition as of the date on which this MOU terminates.

#### **Section 8. Equal Partners.**

MCSD and HSC/MBTTA will be named as equal partners on any promotional, outreach, or informational materials related to HSC/MBTTA involvement with the McKinleyville Community Forest.

#### **Section 9. Construction of the Trails.**

All Trails constructed, installed or maintained by HSC and/or its members shall comply with the "Construction Guidelines" published by the International Mountain Biking Association ("IMBA") as set forth in its manual entitled "Trail Solutions," or any future similar IMBA publication intended to replace the same as well as any conditions or requirements imposed by MCSD (the "Trail Standards"). HSC/MBTTA shall, at its sole cost and expense, conspicuously post and maintain warning signs advising users of known dangerous artificial latent conditions on the Trails in the McKinleyville Community Forest including, but not limited to, at the entrance points to the McKinleyville Community Forest and at [www.humboldt skate park collective.org](http://www.humboldt skate park collective.org). During the construction of Trails, HSC/MBTTA shall not cut or damage live trees without formal written approval from MCSD. HSC/MBTTA shall provide MCSD a minimum of fifteen (15) days notice prior to commencement of construction activities.

#### **Section 10. Maintenance of Trails.**

HSC/MBTTA and its members shall, at their sole cost and expense, maintain all Trails installed by them in good condition and repair, such that the same are safe for their intended use and are at all times in compliance with the Trail Standards. HSC/MBTTA shall inspect all Trails constructed by it and/or its members on at least a quarterly basis to ensure that all such Trails are in the condition required by Sections 9, and 10 of this MOU. Any Trails that are found not to be in the condition required by Sections 9 and 10 shall, at HSC/MBTTA sole cost and expense, be either: (i) removed by HSC/MBTTA; or (ii) repaired by HSC/MBTTA so as to meet the requirements of Sections 9 and 10. Upon MCSD's request, HSC/MBTTA and MCSD shall jointly inspect all Trails constructed and/or installed pursuant to this MOU to ensure compliance with the terms of this MOU.

#### **Section 11. MCSD Approval.**

No new Trails shall be constructed in the McKinleyville Community Forest by HSC/MBTTA and/or its members without the prior written approval of MCSD, which such approval may be granted or withheld in its sole discretion. HSC/MBTTA will designate the proposed location of Trails with plastic flagging (red and white candy stripe) and provide MCSD with a written trail route plan for MCSD approval, and shall afford MCSD the opportunity to review and approve any changes or additions to the trail plan. Should MCSD approve the construction of any new Trail, all such construction shall be at HSC/MBTTA's sole cost and expense and shall be performed in strict compliance with the Trail Standards or other applicable guidelines published by IMBA. Within thirty (30) days of the execution of this MOU, HSC/MBTTA shall provide to MCSD a written request to continue the construction and/or installation of any Trails that have not yet been completed. HSC/MBTTA shall take no further action, including the continuation of construction or installation, on any such Trails until MCSD has approved or denied such request in writing.

#### **Section 12. Authorization.**

This MOU does not authorize HSC/MBTTA or its members or guests to take any species listed for protection under the federal or California Endangered Species Act or violate any other laws or regulations pertaining to wildlife species or the environment.

### **Section 13. Indemnification.**

**A. Hold Harmless, Defense and Indemnification.** HSC/MBTTA shall hold harmless, defend and indemnify MCSD and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages and liabilities of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, or in any way connected with the use of MCSD property by HSC/MBTTA or anyone else entering MCSD property at HSC/MBTTA's direction or invitation, or the failure on the part of HSC/MBTTA to perform fully its promises contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of MCSD. HSC/MBTTA's obligations under this Section shall survive the termination or revocation of this MOU.

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

**C. Property Conditions and Dangerous Conditions.** MCSD makes no representation as to the present or future conditions of the Community Forest and its fitness for biking activities under this MOU. HSC/MBTTA accepts this license subject to all danger or injury to persons and damages or destruction to property while its members and guests are on MCSD property. In this regard, HSC/MBTTA assumes all risk of injury or death to individuals who are on MCSD property pursuant to this MOU and all risk of damage to property upon or in proximity to the MCSD property with HSC/MBTTA's knowledge or consent, without regard to whether such injury or damage is occasioned by known or unknown, hidden or disclosed defects on the MCSD property. HSC/MBTTA shall immediately notify MCSD and its members of any abnormal or dangerous conditions in the Community Forest or other portions of MCSD property of which HSC/MBTTA becomes aware.

**D. Own Risk.** HSC/MBTTA acknowledges and agrees that all recreational activities undertaken by it or its members and guests on McKinleyville Community Forest property are undertaken at their own risk, and that MCSD shall have no liability whatsoever for any injuries to persons or property occurring due to such activities, except such loss or damage which was caused by the sole negligence or willful misconduct of MCSD.

### **Section 14. Insurance Requirements.**

This MOU shall not be executed by MCSD, and HSC/MBTTA is not entitled to any rights hereunder, unless certificates of insurance, or other proof that the following provisions have been complied with, are filed with the MCSD.

**A. General Insurance Requirements.** Without limiting HSC/MBTTA's indemnification obligations provided for herein, HSC/MBTTA shall take out and maintain, throughout the entire period of this MOU, and any extended term thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of HSC/MBTTA and its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:

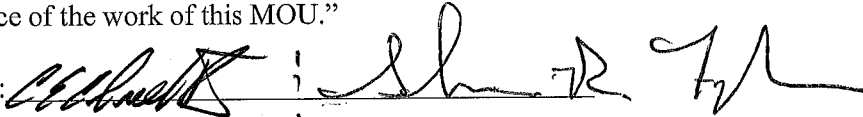
- i) Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of One Million Dollars (\$1,000,000.00) per occurrence for any one (1) incident, including, but not limited to, personal injury, death and property damage. If a general

aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.

- ii) It is the parties understanding that HSC/MBTTA will not drive an automobile in the performance of the tasks provided pursuant to this MOU. If HSC/MBTTA's responsibilities are changed in such a way that driving will be required during the performance of such tasks, HSC/MBTTA shall take out and maintain Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto).
- iii) Workers' Compensation Insurance, as required by the Labor Code of the State of California, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against MCSD and its agents, officers, officials, employees and volunteers.

**If HSC/MBTTA has no employees, HSC/MBTTA may sign the following certification in lieu of Workers' Compensation Insurance:**

"I am aware of the provisions of California Labor Code Section 3700 which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with provisions of that code before commencing with and during the performance of the work of this MOU."

HSC/MBTTA: 

Printed Name: Charles Caldwell & Shawn R. Fyfe

Date: 4-1-2024

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

- i) The Comprehensive or Commercial General Liability Policy shall provide that MCSD, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by or on behalf of HSC/MBTTA. The coverage shall contain no special limitations on the scope of protection afforded to MCSD or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
  - (a) Includes contractual liability.
  - (b) Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as "XCU Hazards."
  - (c) Is the primary insurance with regard to MCSD.
  - (d) Does not contain a pro-rata, excess only and/or escape clause.
  - (e) Contains a cross liability, severability of interest or separation of insureds clause.
- ii) The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to MCSD in accordance with the notice provisions set forth herein. It is further understood that HSC/MBTTA shall not terminate such coverage until MCSD receives adequate proof that equal or better insurance has been secured.



- iii) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the insurer's liability.
- iv) For claims related to this MOU, HSC/MBTTA's insurance is the primary coverage to MCSD, and any insurance or self-insurance programs maintained thereby are excess to HSC/MBTTA's insurance and will not be used to contribute therewith.
- v) Any failure to comply with the provisions of this MOU shall not affect the coverage provided to MCSD or its agents, officers, officials, employees and volunteers.
- vi) HSC/MBTTA shall furnish MCSD with certificates and original endorsements effecting the required coverage prior to execution of this MOU. The endorsements shall be on forms approved by MCSD. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000.00) shall be disclosed to, and approved by, MCSD.
- vii) MCSD is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and HSC/MBTTA shall be required to purchase additional coverage to meet the above-referenced aggregate limits.

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

MCSD: McKinleyville CSD  
 Attention: General Manager  
 1656 Sutter Road  
 McKinleyville, California 95519

HSC/MBTTA: Mountain Bike Tribal Trail Alliance  
 Attention: Charlie Caldwell HSC, Shawn R. Fyke  
 Address: 2437 E Cochran RD, 2503 McKinleyville  
MCK CA 95519 McKinleyville, CA.  
 95519

**Section 15. Miscellaneous.**

**A. Notices.** All notices by either party under this MOU shall be in writing and shall be provided to the other party via United States Postal Service first class mail to the addresses set forth below the parties' respective signature block or such other address as may be provided by one party to the other in writing.

**B. Entire MOU.** This MOU is intended by the parties to be the final expression and the complete and exclusive statement of their agreement with respect to the matters contained herein, and any and all prior or contemporaneous agreements or understandings, whether oral or written, pertaining to such matters are merged in this MOU and shall not be admissible or effective for any other purpose. This MOU may not be amended except by a writing signed by both parties that expressly states that it is an amendment to this MOU.

**C. Counterparts/Electronic Signatures.** This MOU may be executed in any number of counterparts, each of which shall be deemed an original. Electronically scanned signatures (by DocuSign or other method) shall be deemed to constitute original signatures.

**D. Attorneys' Fees.** If either party to this MOU consults an attorney regarding enforcement of this MOU, or if any litigation is commenced between the parties, or if any party institutes any proceeding, the prevailing party shall be entitled, in addition to such other relief as may be granted, to a reasonable sum for its attorneys' fees and costs, whether or not a suit is brought.

**E. Severability.** If any provision of this MOU, or the application of the provisions to any person or circumstances, shall be deemed invalid or unenforceable to any extent, the remainder of the MOU and the application of such provisions to other persons or circumstances, other than those to which it is held invalid, shall not be affected and shall be enforced to the fullest extent permitted by law, provided the invalidity of such provision does not materially affect the benefits accruing to any party.

**F. Governing Law.** This MOU is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed by the laws of the State of California. The MOU shall in all cases be construed as a whole according to its fair meaning, not strictly for or against either party.

**G. Construction of MOU.** The provisions set forth in this MOU shall not be construed in favor of or against either party, but shall be construed as if both parties prepared this MOU.

**H. Not Subject to Assignment.** The rights and obligations under this MOU may not be assigned or assumed by any other party and this MOU is not subject to assignment.

**I. Prohibition of Flammable Materials.** Due to the danger of forest fires, HSC/MBTTA shall not bring onto McKinleyville Community Forest any flammable or explosive materials, including, but not limited to, any kerosene, gasoline, propane or other similar substances, except for gasoline (in amounts less than two gallons) for machinery used for trail construction and/or maintenance. If such gasoline is brought onto McKinleyville Community Forest property, HSC/MBTTA shall remove all such gasoline immediately after its use, and in no event shall any gasoline be stored or maintained on McKinleyville Community Forest property overnight. Each HSC/MBTTA work crew shall have a fire extinguisher on site at all times.

**J. Recreational Use without Monetary Consideration and Statutory Immunity.** HSC/MBTTA and MCSD agree that there is no fee or other monetary consideration paid by HSC/MBTTA for access to MCSD property as described herein. HSC/MBTTA acknowledges that it has requested that MCSD make its property available for recreational activities, and that MCSD has not specifically invited use of its property by HSC. The parties agree Sections 831.2, 831.3, 831.4, and 831.7 of the California Government Code, without limitation, grant MCSD immunity from potential liability claims made by recreational users for incidents on MCSD property. Pursuant to these Code sections and any and all other defenses available in law and/or equity, MCSD is not liable for claims arising from use of MCSD Trails and roads, natural conditions existing on the property, or hazardous recreational activities taking place on MCSD property.

## **Section 16. Principal Contacts.**

### McKinleyville Community Services District

Lesley Frisbee, Parks & Recreation Director  
1656 Sutter Road  
McKinleyville, CA 95519  
Phone: (707) 839-3251  
E-mail: [lesley@mckinleyvillecsd.com](mailto:lesley@mckinleyvillecsd.com)

Humboldt Skate Park Collective/Mountain Bike Tribal

Name: Charles Caldwell + Shawn R. Fyfe

Address: 2437 E Cochran Rd Mex. CA 95519 or 2503 McKinleyville

Phone: 707 499-7021 or (207) 599-8319 McKinleyville Ave.  
CA. 95519

E-mail: humboldt skatecollective@gmail.com or SSFyfe@gmail.com

**Section 17. Authorized Representatives.**


By executing this MOU, each party hereto certifies that the individuals listed in this document as representatives of the parties are authorized to act in their respective areas for matters related to this MOU.

**Section 18. Duration.**

This MOU becomes effective upon signature by both parties and can be modified or amended by mutual consent. Either party may terminate this MOU by giving sixty (60) days advance written notice to the other party or at such other date as may be established. The signatories will evaluate annually whether this MOU should be amended or expanded to meet the needs of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this instrument as of the last date set forth below.

**McKinleyville Community Services District:**

By:  Date: 4/2/2024  
Patrick Kaspari, General Manager

**Humboldt Skate Park Collective/Mountain Bike Tribal Trail Alliance:**

By:  Date: 4.1.24

Print Name: Charles E. Caldwell + Shawn R. Fyfe

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 2, 2024

TYPE OF ITEM: **INFORMATION**

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**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 August 31, 2024 is \$4516.28 which is 20.4% 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 in November. Staff are working with the District's actuary to roll forward the calculation of the District's Other-Post Employment Benefits (OPEB) liability.

Treasurer's Report Highlights: Reports within the August 2024 Treasure's Report are DRAFTS as values are subject to change/update through the year-end closing process.

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**

Staff is aiming to hold an Audit and Finance Committee meeting in the third full week of October dependent on Board Member schedules. Topics of this meeting will include a presentation from Bob Schull regarding California CLASS investments, information and discussion about the District's Section 115 Trust, Fiscal Year 23-24 OPEB Valuation Report and other minor miscellaneous topics.

Fiscal 24-25 is the year for Employee Negotiations. Department representatives have held their first meeting and have also conducted their first all-staff meeting. An Employee Negotiations Committee meeting with designated board members will be held

in the near future. Additionally, staff has completed revision of the Salary Survey that was conducted in 2023. This too will be presented to the Employee Negotiations committee per Board Policy.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 2, 2024

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.B            Operations Department – August/Sept 2024 Report**

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

**TYPE OF ACTION: None**

### **Water Department:**

#### **Water Statistics:**

The district pumped 46.2 million gallons of water in August. Four water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted.

#### **Double Check Valve Testing:**

Testing of DCV's in Route 15 were conducted in August. 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 1.8 million gallons and the average usage per day was 1.5 million gallons.

#### **Water Distribution Maintenance:**

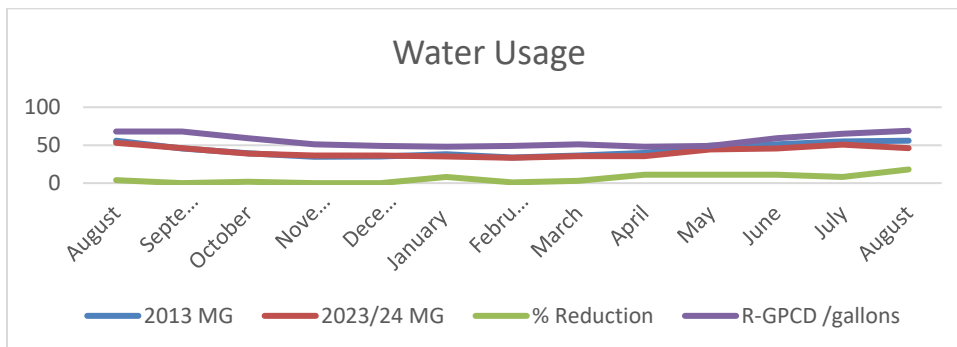
Weekly Bacteria Samples were collected on Schedules 1, 4, 5 and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. Staff is out prepping and painting fire hydrants. This will be mainly seasonal and maintenance labor. A new water service was installed on Reasor Road along with relocating an existing service. Several meters were repaired due to gophers. When repairs are made, an armor wrap is placed on the wires to prevent future gopher damage.

#### **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 cathodic protection anode was replaced at the Norton Tank site due to age and not producing within parameters. The Blake Tank compressor timer was replaced due to malfunctioning. The McCluski generator needed repairs due to not running at desired output levels. Staff completed repairs and the generator is operating efficiently. The semi-annual PRV station inspections were completed. This included operating valves and fine tuning the downstream pressure.

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
<b>August</b>	55.908	53.131	4	68
<b>September</b>	45.702	46.090	(-1)	68
<b>October</b>	39.439	38.843	2	59
<b>November</b>	34.879	36.315	(-4)	51
<b>December</b>	34.879	36.333	(-3)	49
<b>January</b>	38.241	35.266	8	48
<b>February</b>	33.751	33.388	1	49
<b>March</b>	36.244	35.425	3	51
<b>April</b>	39.755	35.754	11	48
<b>May</b>	49.407	44.278	11	49
<b>June</b>	51.337	45.509	11	59
<b>July</b>	54.757	50.797	8	65
<b>August</b>	55.908	46.175	18	69



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 installed to get away from the road. The water main is currently being installed and inspected.



## **Sewer Department:**

### **Wastewater Statistics:**

25.1 million gallons of wastewater were collected and pumped to the WWMF. 23.1 million gallons of wastewater were treated and discharged to NPDES Permit site REC-001 Land disposal in August.

### **Sewer Station Maintenance:**

Monthly inspections and daily routines were conducted at all sewer stations. The semi-annual amp and megging was conducted at all sewer stations. This is done to verify motors are operating within their efficient parameters and to check the health of the motors. The B Street and Fischer station were serviced as part of the quarterly maintenance plan. During this time, pumps were inspected, and the wet wells washed. This is done to prevent hydrogen sulfide build up which can deteriorate the concrete walls along with removing rags and debris to prevent plugging up the pumps. The drive shafts at the Fischer station were lubed during this time. The Fischer grit pump also had to be serviced as it wasn't operating efficiently.

### **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 Smartcover representative came in to train staff on new upgrades and to check in on staff if they were happy with the current customer service. The semi-annual hydro-cleaning was completed using the vac-con and high pressured water through a spinning nozzle to clean 8200' of sewer mains. This is done to remove grease and grit from the mains which could accumulate and possibly cause a sewer spill. Customers were notified in advance.

### **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. An entry gate was constructed and installed for the park entry to allow for an automated gate. Lab doors were painted along with effluent motors and piping.

### **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. Flood cells were mowed to help with keeping the valves visible.

### **Street Light Department:**

There were no streetlight complaints in August.

### **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

Filed County documents required for the BMX Track.

Worked with GHD engineers on Fischer station upgrade design.

Attended CWEA meeting and worked on calendar of events and trainings

Provided data to engineers on office design

Attended the multiagency Ruth Dam Fail training as an evaluator

### **GIS:**

#### **Plans & Programs**

- Cross Connection Plan Rough Draft completed
  - To be reviewed for revisions and edits where needed
- Annual Review of the Energy control plan/lockout tagout
  - No changes were made at this time

#### **General GIS/ Maps Created**

- Map for the Hiller Bridge seismic retrofit
  - Display of water\sewer facilities with an emphasis on the prv station just east of the bridge
- Map for the Culvert construction project at Norton/Central intersection
  - Display of water/sewer facilities in the project area
- Community Forest Trail map
  - Addition of two more “you are here” maps
- Map for the proposed Annie & Mary Trail
  - Display of where the water main would intersect with proposed trail

#### **Misc Work Completed**

- USAs and document filing
- Smart cover meeting with reps to show new software capabilities
  - General monitoring to ensure data collected is accurate
- Cross Connection Public outreach document creation
  - To be incorporated in the Cross Connection control plan to satisfy the new requirement of increasing public awareness

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 2, 2024

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.C**                      **Parks & Recreation Director’s Report for September 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 September 18, 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. The lowest responsive bidder, F. Loduca Co., was awarded the contract at the June 5th Board Meeting. Tree work commenced on August 19. During the process of obtaining a Grading Permit, the contractor encountered additional requirements from County Building & Planning. The first step was a General Plan Conformance review, which was successfully approved at the Planning Commission's hearing on September 19. We are now addressing final comments from the County Building Department and hope to begin construction soon.

### **COMMUNITY FOREST UPDATES:**

The McKinleyville Community Forest Committee meeting took place on September 17, 2024, in the Azalea Hall Hewitt Room. Staff gave an overview of progress to date to the committee. Subcommittee appointment recommendations were pushed to October’s meeting to allow for more time for applications to come in. The committee did vote and approve on regular meeting dates for the Subcommittees as follows: Forest Management Plan/Funding/Budget (FMPFB) Subcommittee will meet on the 1<sup>st</sup> Tuesday of the Month at 4:30pm in the MCSD Office Conference Room and the Trails Plan/Security/Clean Ups/Infrastructure (TSCI) will meet on the 2<sup>nd</sup> Monday at 5:00pm in the MCSD Office Conference Room. After the dates were chosen, staff realized the 2<sup>nd</sup> Tuesday of the Month landed on Holidays for the next 2 months. Staff and the TSCI subcommittee were able to land on a different date that works for everyone, the 4<sup>th</sup> Tuesday of the Month at 5:00pm. Also discussed was as agenda topics for the next meeting. The next meeting will be on October 15.

## **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 will open October 1<sup>st</sup>. 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 3<sup>rd</sup>-8<sup>th</sup> Graders. Registration will open October 1<sup>st</sup>.
- 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 Soccer Fall Sessions are in progress and both sessions are full (Aug. 31-Sept. 28). The Tot-letics Basketball Sessions are currently accepting Registration, and have filled 19/40 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 will open October 1<sup>st</sup>.
- The last Cooking Basics Class for Kids focused on Bread and Soup and it had 7/8 spots filled. The next class menu has not been finalized yet. These classes take place in the Teen Center Kitchen on Saturdays.
- The Adult Wood Bat Softball League has 8 teams registered and playing. Games will take place on Sundays from August 4 through 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
  - 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 spring and summer 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 August.
- 17 Pierson Park Rentals and 1 Hiller Sports Site Field Rental for a birthday party in August.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation. The Azalea Hall Kitchen had one one-time renter in August.

**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 1<sup>st</sup>.
- 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 9-17-2024

**MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE (PARC)  
HELD ON WEDNESDAY, SEPTEMBER 18, 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 6:35 p.m. with following committee members in attendance in person at the MCSD Office:

Phil Heidrick  
\*Scott Binder-MCSD Board Director (non-voting member)  
Charlie Caldwell  
Heidi Conzelmann  
Dana Merrill  
Ciara Torres  
\*\*Patti Stuart (alternate)

**Absent:**

Jennifer Ortega - Vice Chair  
Johnny Calkins – Traveling  
John Kulstad  
Jane Fusek  
Julie Gianini-Previde

**Staff in Attendance:**

Kirsten Messmer  
Joseph Blaine

The Pledge of Allegiance was led by Phil Heidrick.

The committee did quick introductions.

**b. Approval of Agenda**

**Motion:** It was moved to approve the agenda.

**Motion by:** Committee Member Caldwell; **Second:** Committee Member Conzelmann

There were no comments from the Committee or public.

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

**Motion Summary:** Motion passed.

**c. Approval of the June 19, 2024 Meeting Minutes**

**Motion:** It was moved to approve the June 19 Meeting Minutes.

**Motion by:** Committee Member Caldwell; **Second:** Committee Member Torres

There were no comments from the Committee or public.

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

**Motion Summary:** Motion passed.

## **Agenda Item II – Brown Act Information & Hybrid Meeting Compliance Information & Etiquette**

MCSD Board Secretary Joseph Blaine provided a presentation to the committee on the Brown Act and hybrid meeting compliance, aimed at informing the committee about necessary changes to ensure PARC meetings align with the District's public meeting standards and comply with the Brown Act.

## **Agenda Item III – Communications**

No Communications

## **Agenda Item IV – Public Comment**

No Public Comment

## **Agenda Item V – Possible Addition of Tribal Land Acknowledgement to PARC Procedures**

Parks & Recreation Director Mesmer presented the item, giving an update on its 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 VI – McKinleyville Community Forest Report**

McKinleyville Community Forest PARC Appointee member Ortega gave an update on the last two MCFC Meetings, as well as a tour of the Forest led by Staff for interested MCF Committee Members. There will be a subcommittee for the MCF Management Plan/ Funding/Budget and one for the Trails Plan/Security/Clean Ups/Infrastructure. These subcommittees will have seats available for members of the public to apply to fill in addition to the MCF Committee members who are on them. This was an informational item. No action was taken.

## **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 1<sup>st</sup>. The Class Fee is \$40 for residents and \$45 for non-residents.*
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- *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 3<sup>rd</sup>-8<sup>th</sup> Graders. Registration will open October 1<sup>st</sup>.*

- 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 Soccer Fall Sessions are in progress and both sessions are full (Aug. 31-Sept. 28). The Tot-letics Basketball Sessions are currently accepting Registration, and have filled 19/40 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.
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- The Adult Wood Bat Softball League has 8 teams registered and playing. Games will take place on Sundays from August 4 through October 6.
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  - 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 spring and summer 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 August.
- 17 Pierson Park Rentals and 1 Hiller Sports Site Field Rental for a birthday party in August.

#### 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 1<sup>st</sup>.



- 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) – Gave a brief update that the skatepark is being skated on everyday, even rainy days! Also, informed the committee it is about time to add a sealer coat to the surface of the Skatepark, which will be an ongoing annual maintenance task.

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

BMX Bike Track & Park at School/Washington (Charlie Caldwell) – Let the committee know that the construction should be starting back up in the next week or so.

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 and consider potential adjustments to meeting times to improve member attendance and participation.

### **Agenda Item X - ADJOURNMENT**

**Meeting Adjourned at 7:22 p.m.**

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Kirsten Messmer, Parks & Recreation Director

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

Oct. 2, 2024

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: F.3.D**                      **General Manager’s Report for Oct. 2, 2024 Meeting**

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

**TYPE OF ACTION:**            **Information Only**

### **A summary of activity for the month of September 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 September:

• Use of NHE Services =	\$3,302
• WEX Labor Reimbursement =	\$0
• SWAP =	\$4,320
• Volunteer Pickleball Labor =	\$837
• CSW =	\$1,530
• Toro Mower Discount from Miller Farms =	\$5,430
• Amazon Savings =	\$56
• Savings Realized for not Needing an Election =	\$12,000
• Umpqua fee waivers & new interest rate =	\$6,434
• Repair McKluski Generator =	\$390
• Repair Blake Controller =	\$130
• Add LED Screen to Microgrid Controller =	\$260
• Build Covers for Basin Probe Controls =	\$260
• Repair SE Pump Motor =	\$1,500
• <u>Install Automatic Gates at Hiller Park =</u>	<u>\$4,000</u>
<b>TOTAL COST SAVINGS FOR Sept. =</b>	<b>\$40,449</b>

**TOTAL CURRENT COST SAVINGS FOR FY 24/25 = \$75,093**

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 largely completed. The wrapping and pre-stressing of the walls is almost complete, and DN

Tanks is finalizing the shotcrete on the walls and attaching the hatches and ladders. They are anticipating to be done by early to mid-October. Mercer Fraser will then be back on site to complete the rest of the underground piping and electrical work.

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 100% Design Plans in September 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. The Engineering Design and Environmental Permitting contract was awarded to GHD at the March 6, 2024 Board Meeting. 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.

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.

**Meeting with Chris Rogers** – As indicated from the minutes approved at the beginning of this Board Meeting, District Board Members and Staff had a Special Board Meeting to have an informal discussion with State Assembly Candidate Chris Rogers. It was a good and wide ranging conversation focused on issues impacting the District. Considerable time was spent discussing the new CARB electrical vehicle fleet requirements and the fact that the existing energy grid in Humboldt County can't even support existing and proposed development loads. We also discussed the push for housing and elimination of Capacity and other fees for housing construction being required by new State laws, forcing Districts & Cities and existing rate payers to shoulder these costs instead of the developers. We also discussed our funding needs for the Community Forest and other infrastructure projects. At the end we discussed how to keep the conversation going if Mr. Rogers is elected and he provided his business card with his cell phone number.

**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 September was with Sheriff Honsal. It was a very good wide-ranging discussion. We questioned him about the Supreme Court overturning the Boise decision and how he sees that playing out in Humboldt County. He recommended the District write him a letter giving the Sheriff's Department authority to remove homeless encampments, which Staff will do. He also discussed Prop 36, which he supports, Measure Z, staffing, the proposed Citizen Oversight Committee, and the fact they want to pave the parking lot behind the Sheriff's Substation. These continue to be productive, informative meetings.

Our next scheduled meeting is with DHHS Director Connie Beck in October. We are attempting to schedule a meeting with the Auditor/Controller.

**Grant Applications** – We are working with Rojas Communications Group on lobbying efforts with the District's State and Federal Representatives. We had a meeting with Rojas staff to discuss District funding priorities including the Community Forest, the 4.5MG tank and the Highway Sewer Crossings, and we continue to follow up on those meetings.

As discussed at the May Board Meeting, we are pursuing funding from the California Dept. of Forestry and Fire Protection for the California Urban & Community Forestry Inflation Reduction Act. We unfortunately were recently informed we will not be getting that grant. 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** – September 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 also attended the HBMWD Emergency Action Plan Tabletop Exercise to simulate the failure of Ruth Dam. The GM also did a presentation to the Portland Water Bureau on the Microgrid projects. Staff is also working on the approach to implement the new Food Truck regulations. The GM also attended a

MMAC Incorporation subcommittee meeting, and a MMAC general meeting as well Community Forest Committee meetings, a HBMWD Muni Meeting, the annual District Clean-up Days as well as Rotary meetings. Things continue to be very busy at the District.

**Attachments:** Attachment 1 – WWMF Monthly Self-Monitoring Report

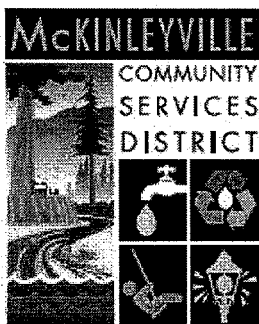


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R.W.Q.C.B. NORTH COAST REGION  
5550 SKYLANE BLVD., SUITE A  
SANTA ROSA, CA 95403

September 25, 2024

RE: MONTHLY MONITORING REPORT

Dear Sabrina:

Enclosed is the Monthly Monitoring Report for August 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 31 days going to 003, 004 and 006. The required monitoring and water quality constituents that were tested and reported was in compliance in August.

Effluent Limitations Parameters	Units	Average Monthly	Average Weekly	Avg. % Removal	Max Daily	Instant Min	Instant Max	Results
<b>Monitoring Location EFF- 001</b>								
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
<b>Monitoring Location REC-001</b>								
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 August and was in compliance.

Monthly River Monitoring was conducted in August.

Quarter 3 sampling was conducted in July.



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

August 2024

Discharge Monitoring DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	MAXIMUM GPM	004 REC-001 FISCHER MGD UPPER	003 REC-001 FISCHER MGD LOWER	006 REC-001 PIALORSI MGD	005 REC-001 HILLER MGD	IRRGATE TOTAL MGD	001 EFF-001 RIVER MGD
1	0.810	0.916	1134	0.754	0.048	0.114		0.916	0.000
2	0.804	0.926	1094	0.756	0.052	0.118		0.926	0.000
3	0.788	0.774	800	0.774				0.774	0.000
4	0.831	0.778	844	0.778				0.778	0.000
5	0.824	0.894	1040	0.752	0.046	0.096		0.894	0.000
6	0.813	0.863	973	0.697	0.049	0.117		0.863	0.000
7	0.805	0.823	970	0.656	0.047	0.120		0.823	0.000
8	0.807	0.811	1044	0.648	0.045	0.118		0.811	0.000
9	0.792	0.637	676	0.637				0.637	0.000
10	0.782	0.641	700	0.641				0.641	0.000
11	0.831	0.638	700	0.638				0.638	0.000
12	0.827	0.805	1055	0.637	0.055	0.113		0.805	0.000
13	0.795	0.815	1066	0.644	0.052	0.119		0.815	0.000
14	0.807	0.780	990	0.606	0.053	0.121		0.780	0.000
15	0.795	0.772	975	0.607	0.048	0.117		0.772	0.000
16	0.781	0.762	939	0.601	0.050	0.111		0.762	0.000
17	0.788	0.614	846	0.614				0.614	0.000
18	0.833	0.617	917	0.617				0.617	0.000
19	0.822	0.771	940	0.619	0.043	0.109		0.771	0.000
20	0.799	0.744	918	0.596	0.041	0.107		0.744	0.000
21	0.830	0.758	890	0.601	0.044	0.113		0.758	0.000
22	0.810	0.754	890	0.598	0.041	0.115		0.754	0.000
23	0.829	0.704	928	0.546	0.046	0.112		0.704	0.000
24	0.847	0.648	738	0.648				0.648	0.000
25	0.878	0.645	719	0.645				0.645	0.000
26	0.828	0.727	925	0.571	0.042	0.114		0.727	0.000
27	0.791	0.702	815	0.551	0.047	0.104		0.702	0.000
28	0.804	0.698	839	0.547	0.045	0.106		0.698	0.000
29	0.817	0.721	824	0.583	0.040	0.098		0.721	0.000
30	0.774	0.728	948	0.578	0.048	0.102		0.728	0.000
31	0.793	0.678	734	0.678	0.000	0.000		0.678	0.000
<b>TOTAL</b>	25.135	23.144		19.818	0.982	2.344	0.000	23.144	0.000
<b>AVERAGE</b>	0.811	0.747	899	0.000	0.000	0.000	0.000	0.747	0.000
<b>MAXIMUM</b>	0.878	0.926	1134	0.778	0.055	0.121	0.000	0.926	0.000
<b>MINIMUM</b>	0.774	0.614	676	0.546	0.000	0.000	0.000	0.614	0.000
<b>DAYS</b>	31	31		31	22	22	0	31	0

**DAYS WITH NO DISCHARGE = 0**