



**Mission statement of McKinleyville Community Services District:**  
“Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner.”

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
WILL BE HELD**

**WEDNESDAY, November 4, 2020 AT 6:30/7:00pm**

**TELECONFERENCE Via ZOOM & TELEPHONE\*\***

**Use ZOOM MEETING ID: 890 2034 8505 (<https://us02web.zoom.us/j/89020348505>) or  
DIAL IN TOLL FREE: 1-888-788-0099**

\*\* Please Note: The meeting will begin promptly at 6:30 p.m. for the Closed Session Meeting. The meeting will be locked as the Board adjourns to Closed session and will not become open again until 7:00 p.m. Those attempting to log in early while the meeting is still locked will receive an “invalid login” error until the webinar begins again and the meeting is unlocked.

To participate, please teleconference using 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, November 3, 2020.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, November 4, 2020 in a supplemental packet information that will also be posted on the website for public viewing.

To participate during the meeting itself, the public will be admitted as attendees. Each member of the public will need to raise their hands to be recognized to speak.

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**CLOSED SESSION AGENDA**

**6:30 p.m.**

**A. CALL TO ORDER**

A.1 Roll Call

**A.2 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.*

A.3 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.*

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code 54956.8)  
Agency Negotiators: Pat Kaspari, General Manager, Russell Gans, Legal Counsel  
Parties with Whom Negotiating: April & Justin Sousa  
Property: Home located at 1300 Anderson Road, located on District property at Pialorsi Ranch, McKinleyville, Humboldt County, CA  
Under Negotiation: Rental lease/price and terms of payment

## **REGULAR MEETING AGENDA**

**7:00 p.m.**

### **A. CALL TO ORDER**

A.1 Report out of Closed Session

A.2 Roll Call

A.3 Pledge of Allegiance

A.4 Additions to the Agenda

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

A.5 Approval of the Agenda

### **B. PUBLIC HEARINGS**

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

**NO PUBLIC HEARING SCHEDULED**

### **C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS**

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

### **D. CONSENT CALENDAR**

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

D.1	Consider Approval of the Minutes of the Board of Directors Regular Meeting on October 7, 2020	<b>Pg. 7</b>
	Attachment 1 – Draft Minutes from October 7, 2020	<b>Pg. 8</b>
D.2	Consider Approval of September 2020 Treasurer’s Report	<b>Pg. 13</b>
D.3	Compliance with State Double Check Valve (DCV) Law	<b>Pg. 33</b>
D.4	Approve Conveyance of Sewer and Water Facilities Related to Valadao and Schirmann Lime Avenue Subdivision	<b>Pg. 35</b>
	Attachment 1 – Agreement for Conveyance and Acceptance of Valadao and Schirmann Lime Avenue Subdivision	<b>Pg. 36</b>
D.5	Consider Approval to Declare 2001 Ford F-250 Truck Surplus	<b>Pg. 37</b>
D.6	Consider Approval of the Amendment to Existing Right of Entry and Design Agreement between Humboldt Skatepark Collective and McKinleyville Community Services District Extending the Agreement for an Additional 12 Months	<b>Pg. 39</b>
	Attachment 1 – Amendment to the 2017 Right of Entry and Design Agreement between HSC and MCSD	<b>Pg. 41</b>
D.7	Consider Approval of McKinleyville Community Services District Personal Wireless Services Facilities (Cellular Towers) Policy	<b>Pg. 43</b>
	Attachment 1 – Personal Wireless Services Facilities Policy	<b>Pg. 44</b>
D.8	Review 2019 Annual Water Loss Audit Report	<b>Pg. 49</b>
	Attachment 1 - 2019 Annual Water Loss Audit Reporting Worksheet	<b>Pg. 50</b>

## **E. CONTINUED AND NEW BUSINESS**

E.1	Consider Approval of Submittal of North Coast Resource Partnership Grant Application for Community Forest Technical Assistance submitted October 15, 2020	<b>Pg. 51</b>
	Attachment 1 – NCRP Grant Application Submitted Oct. 15, 2020	<b>Pg. 52</b>
E.2	Consider Approval of Submittal of Cal OES Power Resiliency Allocation to Special District Program Grant Application	<b>Pg. 65</b>
	Attachment 1 – Request for Proposal Community Resiliency Allocation	<b>Pg. 66</b>
E.3	Consider Approval of Submittal of Hazard Mitigation Grant Notice of Interest Applications for 1) Mad River Waterline Crossing; 2) Forest and Forest Fire Management Plans and Implementation for the Community Forest, Hewitt Preserve & Hiller Park Areas; 3) McCluski Redwood Tank Replacement; and 4) Fire Hydrant Improvements Projects	<b>Pg. 67</b>
	Attachment 1 – Grant Program Summary Table	<b>Pg. 70</b>

E.4	Consider Debt Management and Capital Financing Policy Manual Updates to Include Language Outlining the Procedures for the District to Accept or Approve Grants for Review and Approval and Board Information Requirements	<b>Pg. 71</b>
	Attachment 1 – Revised Debt Management and Capital Financing Policy Manual	<b>Pg. 73</b>
E.5	Consider Adoption Resolution No. 2020-23 for Review and Applicable Amendments of MCSD Policies and Procedures Related to Governance, Ethics and Board Conduct	<b>Pg. 81</b>
	Attachment 1 – Resolution No. 2020-23	<b>Pg. 83</b>
	Attachment 2 – Revised Board of Directors Policy Manual (Redlined)	<b>Pg. 84</b>
E.6	Initiate Process for General Manager’s 6-Month Performance Evaluation	<b>Pg. 125</b>
	Attachment 1 – General Manager Employment Agreement, Page 6-7, Paragraph 8: Performance Evaluation	<b>Pg. 127</b>
	Attachment 2 – Board of Director’s Evaluation Form	<b>Pg. 129</b>
E.7	Consider Approval of Resolution No. 2020-24 Changing the Name of the Recreation Advisory Committee in the MCSD Rules and Regulations to “Park and Recreation Committee” (PARC)	<b>Pg. 133</b>
	Attachment 1 – Resolutions 2020-24	<b>Pg. 134</b>
E.8	Consider Approval of Additions of General Public Members to the Community Forest Committee	<b>Pg. 135</b>
	Attachment 1 – Notes from the Community Forest Ad Hoc Committee meeting with Staff on October 14, 2020	<b>Pg. 137</b>
E.9	Consider Providing Direction to Staff and/or Audit Committee to Research and Develop Recommendations to Address Potential CalPERS Unfunded Liability	<b>Pg. 139</b>
	Attachment 1 – “Marching Orders from the Next Investment Chief of CalPERS: More Private Equity”, Mary Williams Walsh, October 19, 2020 New York Times	<b>Pg. 141</b>
	Attachment 2 – Memo from Director John Corbett entitled PERS PENSION	<b>Pg. 143</b>

## **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. Recreation Advisory Committee (Couch/Mayo)
- b. Area Fund (John Kulstad/Barsanti)
- c. Redwood Region Economic Development Commission (Mayo/Burke)
- d. McKinleyville Senior Center Board Liaison (Barsanti/Burke)
- e. Audit (Corbett/Barsanti)
- f. Employee Negotiations (Couch/Corbett)
- g. McKinleyville Municipal Advisory Committee (Burke/Mayo)
- h. Humboldt Local Agency Formation Commission (Couch)



- i. Environmental Matters Committee (Couch/Corbett)
- j. AdHoc Community Forest Committee (Corbett/Mayo)
- k. AdHoc Latent Powers Committee (Corbett/Couch)

**F.2 LEGISLATIVE AND REGULATORY REPORTS**

**F.3 STAFF REPORTS**

- a. Support Services Department (Colleen M.R. Trask) **Pg. 145**
  - b. Operations Department (James Henry) **Pg. 147**
  - c. Parks & Recreation Department (Lesley Frisbee) **Pg. 153**
  - d. General Manager (Pat Kaspari) **Pg. 157**
- Attachment 1 – WWMF Monthly Self-Monitoring Report

**F.4 PRESIDENT’S REPORT**

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

**G. ADJOURNMENT**

**Posted 5:00 pm on October 30, 2020**

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

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

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **ACTION**

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

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

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

**Recommendation:**

Staff recommends the approval of the Minutes for the October 7, 2020 regularly scheduled Board Meeting.

**Discussion:**

The Draft minutes are attached for the above listed meeting.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Draft Minutes from October 7, 2020

**MINUTES OF THE CLOSED/REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, OCTOBER 7, 2020 7:00 P.M.**

**TELECONFERENCE Via ZOOM & TELEPHONE:**

**ZOOM MEETING ID: 675 633 6928 (<https://zoom.us/j/6756336928>) and TOLL FREE: 1-888-788-0099**

**Regular Session**

**AGENDA ITEM A. CALL TO ORDER:**

**A.1 Roll Call:** The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:00 pm with the following Directors and staff in attendance:

Mary Burke, President	Pat Kaspari, General Manager
Dennis Mayo, Vice President	Colleen Trask, Finance Director
John Corbett, Director (@7:12 p.m.)	James Henry, Operations Director
David Couch, Director	Lesley Frisbee, Recreation Director
Shel Barsanti, Director	April Sousa, Board Secretary

**A.3 Pledge of Allegiance:** The Pledge of Allegiance was led by President Burke.

**A.4 Additions to the Agenda:** There were no additions to the Agenda

**AGENDA ITEM B. PUBLIC HEARINGS:** There were no Public Hearings.

**AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:**

There was no public comment on items not on the agenda.

**AGENDA ITEM D. CONSENT CALENDAR:**

Item D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on September 2, 2020 was pulled from the agenda by staff.

**D.2 Consider Approval of July 2020 Draft Treasurer's Report**

**Motion:** It was moved to approve Consent Calendar item D.2.

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

There were no comments from the Board or public.

**Roll Call:** Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

**Motion Summary:** Motion Passed

**D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on September 2, 2020**

Board Secretary Sousa pointed out one typographical error that was missed in the initial review.

**Motion:** It was moved to approve Consent Calendar item D.1 with changes.

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

There were no comments from the Board or public.

**Roll Call:** Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

**Motion Summary:** Motion Passed

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

**E.1 Review and Discuss the McKinleyville Skatepark Quarterly Project Status Update Presented by the Humboldt Skatepark Collective (HSC)**

Recreation Director Lesley Frisbee introduced Charlie Caldwell from the Humboldt Skatepark Collective who gave a presentation. The Board and public were given an opportunity to comment and ask questions. This was an informational only item; no action taken.

## **E.2 Consider of Hay Lease for Fischer and Pialorsi Properties with Andy Titus**

General Manager Kaspari gave an overview of the item. The Board and public were given an opportunity to comment on the item.

**Motion:** Authorize the General Manager to enter into a lease agreement with David Collenberg, Lost Cost Hay, for hay production on the Fischer and Pialorsi properties.

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

**Roll Call:** Ayes: Barsanti and Mayo Nays: Couch and Burke Abstain: Corbett Absent: None

**Motion Summary:** Motion did not pass.

**Motion:** Authorize the General Manager to enter into a lease agreement with Andy Titus, Fern Vallee Farms, for hay production on the Fischer and Pialorsi properties.

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

**Roll Call:** Ayes: Barsanti, Corbett, Couch, and Burke Nays: None Abstain: Mayo Absent: None

**Motion Summary:** Motion passed

## **E.3 Consider Approval of 2019-2024 Strategic Plan Revisions**

Board Secretary Sousa gave an overview of the revisions to the 2019-2024 Strategic Plan. The Board and public were given an opportunity to make comments and ask questions. Changes of dates within the document were reviewed. Director Corbett asked for the addition of Police Services to the Mission statement, and asked staff to review both places the mission statement is provided in the document for consistency.

**Motion:** Approve the revisions to the 2019-2024 Strategic Plan with changes.

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

**Roll Call:** Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

**Motion Summary:** Motion Passed

## **E.4 Review Proposed District Rules and Procedures for Personal Wireless Service Facilities (Cell Towers)**

General Manager Kaspari reviewed this item, and the procedures were discussed. Beth Frink, McKinleyville resident, gave feedback on the format and concerns regarding principally permitted zoning. The Board commented, gave feedback, and directed staff to incorporate feedback into the final draft to be brought back at a future meeting.

This was an informational only item; no action taken.

## **E.5 Consider Approval of Modification of Parks & Recreation CIP Budget to Appropriate Funds for the Replacement of Aging Toro Mower at Hiller Sports Site**

Recreation Director Lesley Frisbee gave an overview of this item. The Board and public were given an opportunity to comment on this item.

**Motion:** Approve the modification of the Parks & Recreation CIP Budget for the replacement of the aging Toro mower at the Hiller Sports Site.

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

**Roll Call:** Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

**Motion Summary:** Motion Passed

## **E.6 Review Virtual Meeting Regulations to be Inserted into the Board Policy Manual**

Board Secretary Sousa presented the information for this item. The Board and public were given the opportunity to give feedback, comments, and ask questions on the regulations presented. Staff was directed to insert these regulations within the body of the Board Policy Manual as well as create a new section specifically for virtual meetings within the manual.

This item was information only; no action taken. These regulations will be presented as part of a comprehensive review of the Board Policy Manual in November.

#### **E.7 Approve the Regular Board Meeting Dates, Time, and Location for the 2021 Calendar Year**

The calendar of Board meeting dates, time, and location was presented by Board Secretary Sousa and reviewed by the Board. There was no public comment.

**Motion:** Approve the 2021 Schedule of Regular Board Meeting Dates, Time, and Location for the 2021 Calendar Year.

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

**Roll Call:** Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

**Motion Summary:** Motion Passed

#### **E.8 Consider Special Board Meeting to Tour Proposed Community Forest Trail Heads and Property**

General Manager Kaspari discussed this item with the Board. Direction was given to find a time for a special meeting and have some visuals available as well. Invitation was extended to the Recreation Advisory Committee.

This was an informational only item; no action taken. Board Secretary Sousa will create a doodle poll to ascertain the best possible date for a special meeting, which will be posted to the public in accordance with the Brown Act prior to the meeting.

#### **E.9 Consider Director Corbett's Proposal to Establish Committee to Clarify District's Authority with regards to Library and Law Enforcement, Community Forest Operation, Support for the McKinleyville Municipal Advisory Committee, Reclamation, and Homelessness**

General Manager Kaspari gave an overview of this item. Director Corbett expanded on the overview. It was suggested that former General Manager Greg Orsini be a part of the committee due to his historical and institutional knowledge. Mr. Orsini agreed to be a part of the committee. The Board and public were given an opportunity to comment further on the item.

President Burke appointed Directors Couch and Corbett to this ad hoc committee and asked for this committee to be added to the committee list under Agenda item F.1.

#### **E.10 Consider the Audit Committee's Proposal to Amend the Debt Management & Capital Financing Policy Manual to Include Language Outlining the Procedures for the District to Accept or Approve Grants**

General Manager Kaspari gave an initial overview of the item with an expanded overview given by the Audit Committee (Corbett/Barsanti), which clarified the reasons for the policy changes and additions.

**Motion:** Direct staff to make revisions to the Debt Management and Capital Financing Manual adding Section 7: Grant Procurement and Approval Policy Statement and bring back to the next Board meeting for final approval.

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

**Roll Call:** Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

**Motion Summary:** Motion Passed

#### **E.11 Consider Audit Committee's Proposal to Increase Transparency with a Monthly Listing of Both Types of Current MCSD Grants Awarded: 1) MCSD Grants, Where the District Receives and**

## **Administers the Monies and Contract, and 2) Nonprofit Grants Where a Nonprofit Applies for the Grant, Receives, and Manages the Monies for an MCSD Project**

Directors Barsanti and Corbett from the Audit Committee gave a review of this item and described the sample listing report for staff to utilize. General Board consensus on this item was agreed upon and staff direction was given to incorporate a similar listing in the monthly treasurer's report.

### **E.12 Consider Approval of a Proposal and Rental Agreement with Justin and April Sousa for the Rental, Repair, and Caretaker Position for the Pialorsi House and Property and Budgeting for Necessary Repairs**

General Manager Kaspari reviewed with the Board this item. Director Mayo commented on the need for a caretaker on the property as soon as possible. The Board asked clarifying questions about the proposal and budget for the repairs. The public was given an opportunity to comment.

**Motion:** Authorize the General Manager to negotiate the final rental agreement for the rental, repair, and caretaker position for the Pialorsi house and property and expenditure of up to \$50,000 in repair costs for roofing and miscellaneous repairs of the Pialorsi house and property for Fiscal Year 2020/21.

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

**Roll Call:** Ayes: Barsanti, Corbett, Couch, Mayo and Burke Nays: None Absent: None

**Motion Summary:** Motion Passed

## **AGENDA ITEM F. REPORTS**

### **F.1 ACTIVE COMMITTEE REPORTS**

- a. **Recreation Advisory Committee (Couch/Mayo):** No quorum.
- b. **Area Fund (John Kulstad/Barsanti):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Burke):** Director Mayo reported on items from the last meeting.
- d. **McKinleyville Senior Center Advisory Council (Barsanti/Burke):** Did not meet.
- e. **Audit (Corbett/Barsanti):** Nothing further to report.
- f. **Employee Negotiations (Couch/Corbett):** Reported on a short meeting with staff regarding rental contract.
- g. **McKinleyville Municipal Advisory Committee (Burke/Mayo):** Reported on meeting from September 30, 2020.
- h. **Local Agency Formation Commission (Couch):** Reported on a local meeting, did not meet with CalLAFCo.
- i. **Environmental Matters Committee (Couch/Corbett):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Burke/Corbett):** Nothing further to report.

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

Director Mayo reported on some ongoing water issues that he has been working with the Association of California Water Agencies (ACWA) but did not go into detail due to its politicized nature.

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

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, mentioned the “on-site” Audit review happening remotely and also noted the tax allocation from the County had posted, but the interest was still unposted. She also mentioned due to needed reporting for FEMA reimbursements due to COVID-19, the Revised Reserve Policy will be provided to the Board in December, and not November as originally planned.
- b. **Operations Department (James Henry):** Operations Director, James Henry, had nothing further to add to his written report.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director, Lesley Frisbee, had nothing further to add to her written report.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari had nothing further to add to his written report.

**F.3.2 PRESIDENT’S REPORT:** President Burke had nothing to report and asked Supervisor Steve Madrone to report on County updates. He gave a brief summary of the Town Center Ordinance and news about a speed table being installed on Hiller near the Hammond Trail. Director Mayo asked clarifying questions of the location of the speed table.

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

There was no Board Member Comments, Announcements, Reports or Agenda Item Requests.

**G. ADJOURNMENT:**

**Meeting Adjourned at 10:11 p.m.**

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April Sousa, CMC, Board Secretary



**McKinleyville Community Services District**  
**DRAFT Treasurer's Report**  
**September 2020**

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

**Ratios**

as of September 30, 2020

- Utility Accounts Receivable Turnover Days	<b>15</b>
- YTD Breakeven Revenue, Water Fund:	<b>\$ 533,348</b>
- YTD Actual Water Sales:	<b>\$ 1,206,307</b>
- Days of Cash on Hand-Operations Checking/MM	<b>175</b>

**McKinleyville Community Services District  
Investments & Cash Flow Report  
as of September 30, 2020**

**Petty Cash & Change Funds** 9,197.46

**Cash**

**Operating & Money Market - Beginning Balance** 2,819,870.16

**Cash Receipts:**

Utility Billings & Other Receipts	688,832.19	
Money Market Account Interest	92.35	
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	-	
Other Cash Receipts (Pmt of SRF Solar Proj Grant Receivable)	-	

**Total Cash Receipts** 688,924.54

**Cash Disbursements:**

Transfers to County Funds #2560, #4240, CalTRUST	-	
Payroll Related Expenditures	(220,821.59)	
Debt Service	-	
Capital & Other Expenditures (incl. Hiller Trailer purchase)	(455,917.60)	

**Total Cash Disbursements** (676,739.19)

**Operating & Money Market - Ending Balance** 2,832,055.51

**Total Cash** 2,841,252.97

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

**LAIF - Beginning Balance** 138,138.96

Interest Income	-	
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**LAIF - Ending Balance** 138,138.96

**Humboldt Co. #2560 - Beginning Balance** 1,110,660.65

Property Taxes and Assessments	-	
Transfer to/from Operating Cash	-	
Interest Income (net of adjustments)	1,471.62	

**Humboldt Co. #2560 - Ending Balance** 1,112,132.27

**Humboldt Co. #4240 - Beginning Balance** 3,348,789.03

Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	-	
Interest Income	3,615.76	

**Humboldt Co. #4240 - Ending Balance** 3,352,404.79

**Humboldt Co. #9390 - Beginning Balance** 663,032.08

Reserves Recovery Deposits/Other Bal Withdrawals	-	
Interest Income	-	

**Humboldt Co. #9390 - Ending Balance** 663,032.08

**USDA Bond Reserve Fund - Beginning Balance** 107,127.31

Bond Reserve Payment/Transfer to Service Fund	7,270.83	
Debt Service Payment, Principal/Interest (Net)	-	
Interest Adjustment	0.42	

**USDA Bond Reserve Fund - Ending Balance** 114,398.56

**CalTRUST - Beginning Balance** 10,614,709.48

Net Transfer to/from Designated Reserves: PERS/OPEB	-	
Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves	-	
Net: Interest Income/Unrealized Gain/Loss	(886.24)	

**CalTRUST - Ending Balance** 10,613,823.24

**Total Investments** 15,999,947.38

**Total Cash & Investments - Current Month** 18,841,200.35

**Total Cash & Investments - Prior Month** 18,748,612.30

**Net Change to Cash & Investments This Month** 92,588.05

**Cash & Investment Summary**

Cash & Cash Equivalents	18,111,882.68
Davis-Grunsky Loan Reserve	614,919.11
USDA Bond Reserve	114,398.56

**Total Cash & Investments** 18,841,200.35

**McKinleyville Community Services District**  
**Consolidated Balance Sheet by Fund**  
**as of September 30, 2020**

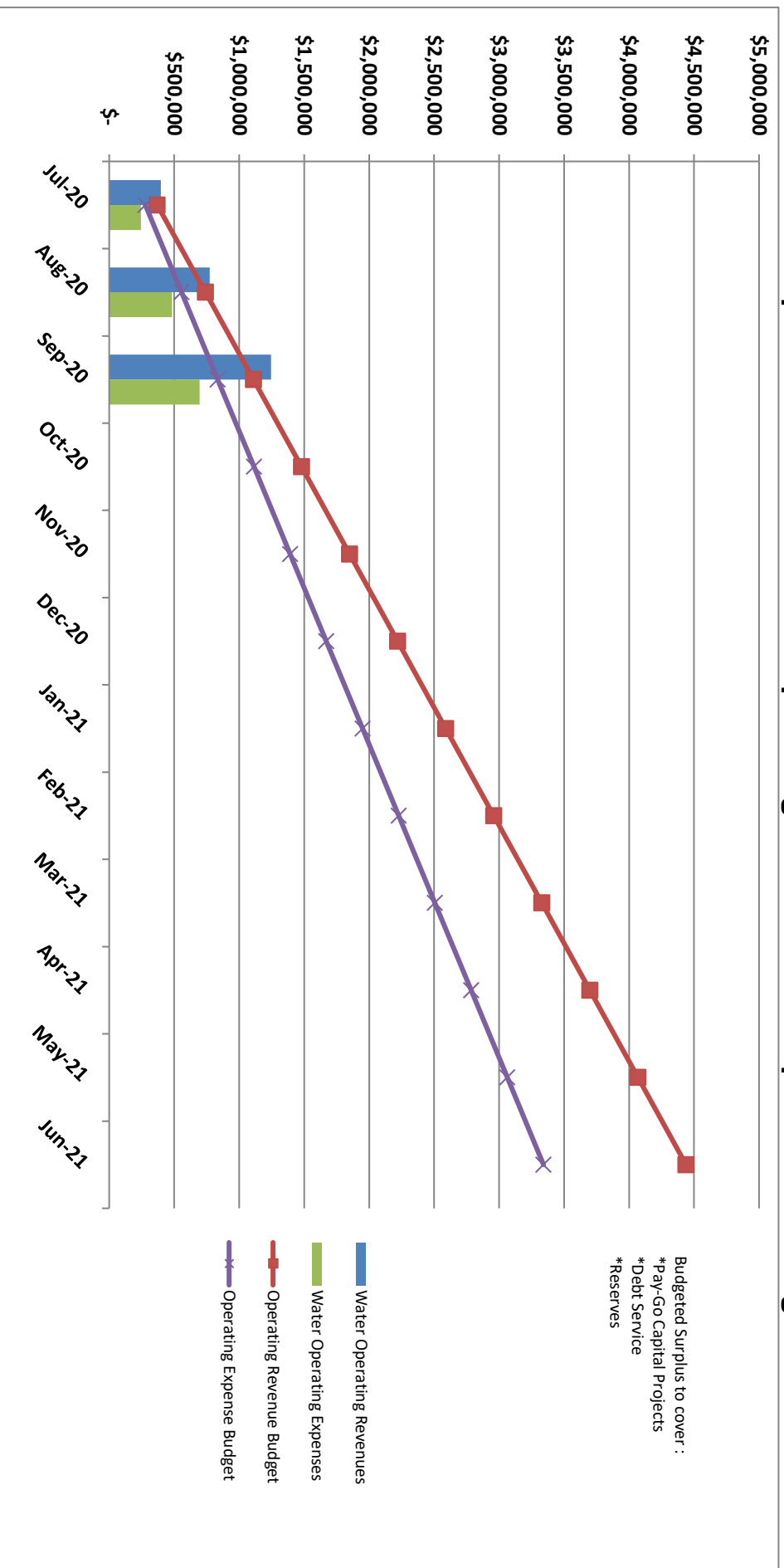
	Governmental Funds				Proprietary Funds				Total (Memorandum Only)
	Parks & General	Measure B	Streetslights	Water	Wastewater				
<b>ASSETS</b>									
<b>Current Assets</b>									
Unrestricted cash & cash equivalents	\$ 1,042,301.96	\$ (515,801.31)	\$ 41,703.75	\$ 7,222,609.48	\$ 10,470,636.30	\$ 18,261,450.18			
Accounts receivable	10,788.87	-	5,070.30	648,302.48	758,292.64	1,422,454.29			
Prepaid expenses & other current assets	43,786.98	938.47	3,905.14	114,481.82	70,886.43	233,998.84			
Total Current Assets	1,096,877.81	(514,862.84)	50,679.19	7,985,393.78	11,299,815.37	19,917,903.31			
<b>Noncurrent Assets</b>									
Restricted cash & cash equivalents	189,572.72	-	-	619,914.85	114,398.56	923,886.13			
Other noncurrent assets	-	-	-	770,950.75	791,621.69	1,562,572.44			
Capital assets (net)	2,301.01	-	575.26	8,244,842.33	28,423,387.76	36,671,106.36			
Total Noncurrent Assets	191,873.73	-	575.26	9,635,707.93	29,329,408.01	39,157,564.93			
<b>TOTAL ASSETS</b>	<b>\$ 1,288,751.54</b>	<b>\$ (514,862.84)</b>	<b>\$ 51,254.45</b>	<b>\$ 17,621,101.71</b>	<b>\$ 40,629,223.38</b>	<b>\$ 59,075,468.24</b>			
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>									
<b>Current Liabilities</b>									
Accounts payable & other current liabilities	\$ 75,644.66	\$ 2,800.83	\$ 297.71	\$ 235,367.99	\$ 130,524.37	\$ 444,635.56			
Accrued payroll & related liabilities	93,306.37	-	-	37,280.41	35,821.39	166,408.17			
Total Current Liabilities	168,951.03	2,800.83	297.71	272,648.40	166,345.76	611,043.73			
<b>Noncurrent Liabilities</b>									
Long-term debt	-	-	-	2,241,404.46	16,058,435.82	18,299,840.28			
Other noncurrent liabilities	-	-	-	4,371,938.52	4,472,341.47	8,844,279.99			
Total Noncurrent Liabilities	-	-	-	6,613,342.98	20,530,777.29	27,144,120.27			
<b>TOTAL LIABILITIES</b>	<b>168,951.03</b>	<b>2,800.83</b>	<b>297.71</b>	<b>6,885,991.38</b>	<b>20,697,123.05</b>	<b>27,755,164.00</b>			
<b>Fund Balance/Net Assets</b>									
Fund balance	(2,486,478.67)	(517,663.67)	50,956.74	-	-	(2,953,185.60)			
Net assets	3,606,279.18	-	-	4,731,672.46	7,567,148.39	15,905,100.03			
Investment in capital assets, net of related debt	-	-	-	6,003,437.87	12,364,951.94	18,368,389.81			
Total Fund Balance/Net Assets	1,119,800.51	(517,663.67)	50,956.74	10,735,110.33	19,932,100.33	31,320,304.24			
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 1,288,751.54</b>	<b>\$ (514,862.84)</b>	<b>\$ 51,254.45</b>	<b>\$ 17,621,101.71</b>	<b>\$ 40,629,223.38</b>	<b>\$ 59,075,468.24</b>			
Difference in ReClass from Cap Assets to Net Assets:									
Investment in General Capital Assets	\$ 3,158,541.23								
<b>General Long-term Liabilities</b>									
PG&E Streetlights Loan	-								
Meas. B Loan: Teen/Community Center	1,010,944.00								
OP&EB Liability	2,830,881.35	OP&EB Liability		2,882,587.78	2,894,654.86	8,608,123.99			
CALPERS Pension Liability/Deferred Inflows-Outflows	628,788.66	CALPERS Pension Liability		632,676.35	698,072.98	1,959,537.99			
Accrued Compensated Absences	115,011.87								
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 4,585,625.88</b>								

**McKinleyville Community Services District  
Activity Summary by Fund, Approved Budget  
September 2020**

Department Summaries	September	% of Year 25.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b>Water</b>						
Water Sales	458,134	1,206,307	979,436	226,871	23.16%	Budget is spread evenly across 12 months, but actuals vary by with seasonal usage
Other Revenues	14,253	38,449	130,075	(91,626)	-70.44%	Includes YTD Capacity Fees \$11,709, Contrib.Construction \$0.
Total Operating Revenues	472,387	1,244,756	1,109,511	135,245	12.19%	
Salaries & Benefits	66,443	223,956	261,995	(38,039)	-14.52%	Budget is spread evenly across 12 months, but actuals vary by hiring & job assignment.
Water Purchased	98,678	292,281	281,384	10,897	3.87%	
Other Expenses	17,704	89,415	201,240	(111,825)	-55.57%	Budget is spread evenly across 12 months, but actuals vary by purchasing sched.
Depreciation	30,250	90,750	90,750	-	0.00%	
Total Operating Expenses	213,075	696,401	835,369	(138,968)	-16.64%	
Net Operating Income	259,312	548,355	274,142	(3,722)		
Interest Income	4,346	13,832	12,500	1,332	10.65%	Interest rates higher than anticipated.
Interest Expense	(4,554)	(12,689)	(13,782)	(1,093)	-7.93%	
<b>Net Income (Loss)</b>	<b>259,104</b>	<b>549,498</b>	<b>272,860</b>	<b>276,638</b>		
<b>Wastewater</b>						
Wastewater Service Charges	357,660	1,033,370	1,001,115	32,255	3.22%	
Other Revenues	7,002	51,653	540,327	(488,674)	-90.44%	Includes YTD Capacity Fees \$26,371, Contrib.Construction \$0.
Total Operating Revenues	364,663	1,085,024	1,541,442	(456,418)	-29.61%	
Salaries & Benefits	98,004	298,851	277,025	21,826	7.88%	
Other Expenses	33,425	132,841	255,230	(122,389)	-47.95%	Budget is spread evenly across 12 months, but actuals vary by purchasing sched.
Depreciation	96,667	289,167	290,000	(833)	-0.29%	
Total Operating Expenses	228,097	720,859	822,255	(101,396)	-12.33%	
Net Operating Income	136,566	364,165	719,187	(355,022)		
Interest Income	7,116	21,634	18,750	2,884	15.38%	Interest rates higher than anticipated.
Interest Expense	(22,189)	(75,402)	(61,791)	13,611	22.03%	Budget is spread evenly across 12 months, but actuals vary by loan pmt schedule
<b>Net Income (Loss)</b>	<b>121,493</b>	<b>310,397</b>	<b>676,146</b>	<b>(365,749)</b>		
<b>Enterprise Funds Net Income (Loss)</b>	<b>380,596</b>	<b>859,894</b>	<b>949,006</b>	<b>(89,112)</b>		

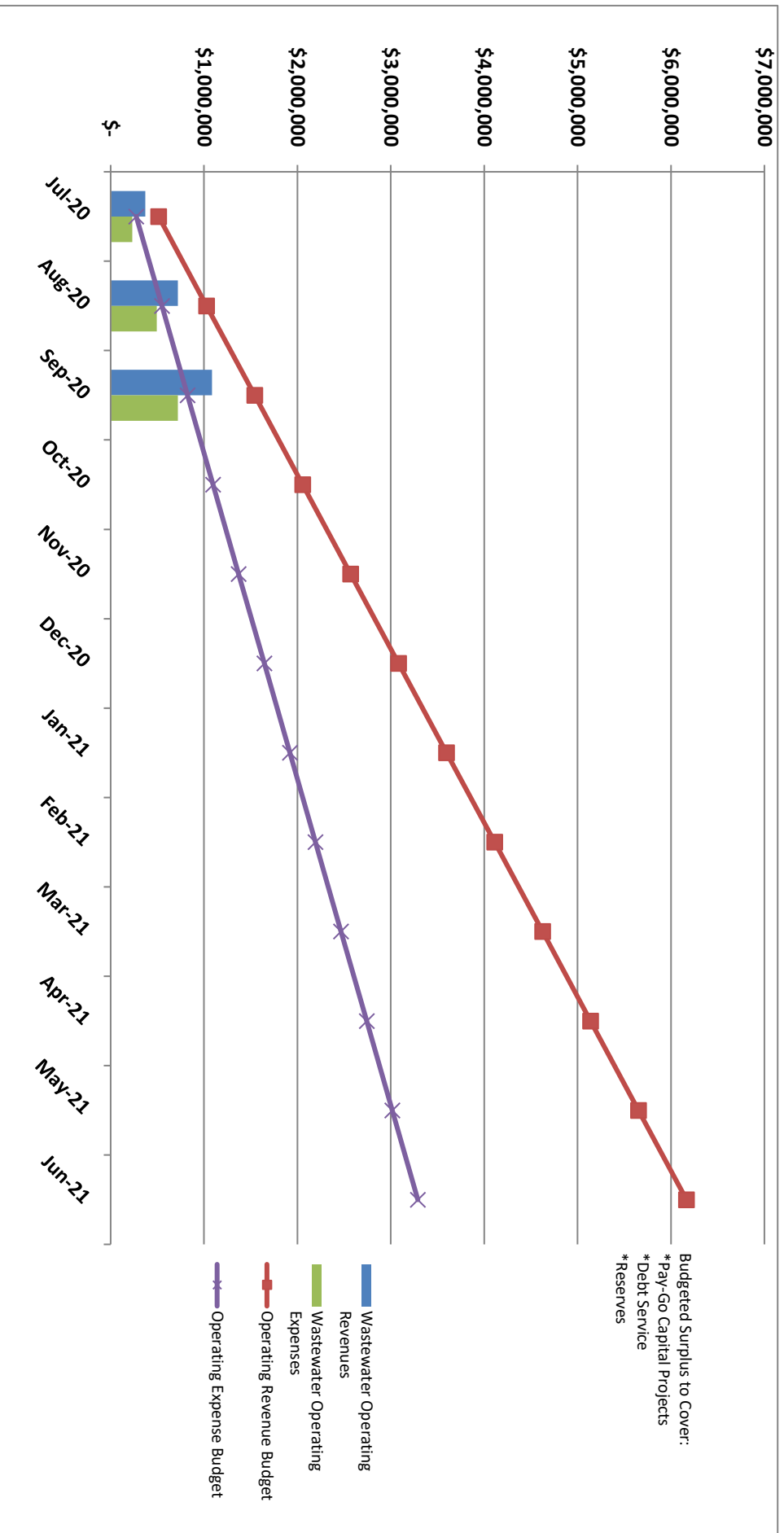
# McKinleyville Community Services District September 2020

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



# McKinleyville Community Services District September 2020

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

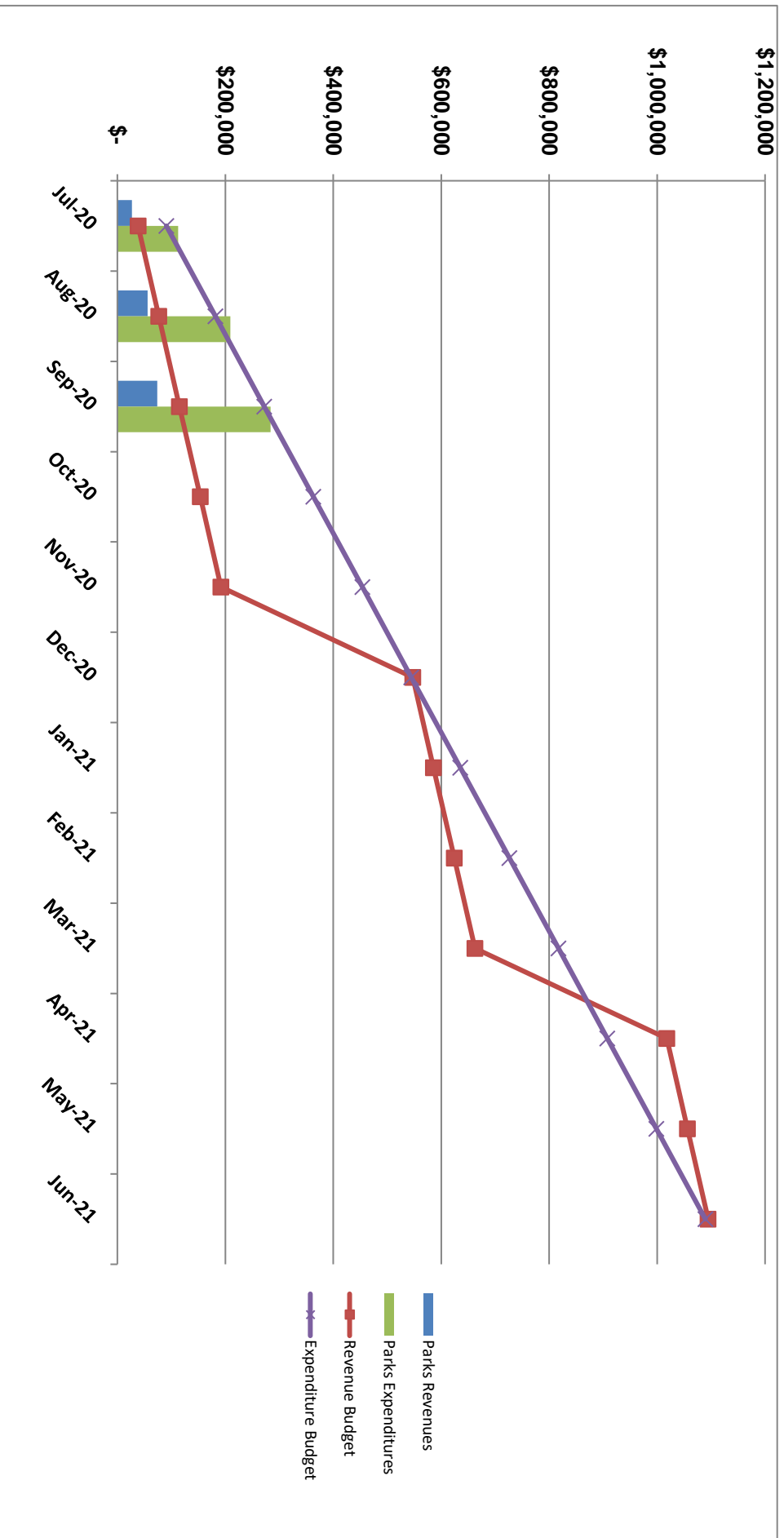


**McKinleyville Community Services District  
Activity Summary by Fund, Approved Budget  
September 2020**

Department Summaries	September	% of Year 25.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b>*Parks &amp; Recreation</b>						
Program Fees	6,205	26,414	51,561	(25,147)	-48.77%	Budget is spread evenly across 12 months, but actuals vary by project schedule
Rents & Related Fees	783	2,357	9,722	(7,365)	-75.75%	Budget is spread evenly across 12 months, but actuals vary by project schedule
Property Taxes	-	-	158,460	(158,460)	-100.00%	County Tax remittance: December, April, and June; per Auditor-Controller's office.
Other Revenues	7,857	36,186	42,664	(6,478)	-15.18%	
Interest Income	2,842	8,903	11,250	(2,347)	-20.86%	Interest rates higher than anticipated.
Total Revenues	17,686	73,861	273,657	(199,796)	-73.01%	
Salaries & Benefits	63,479	223,310	202,113	21,197	10.49%	Budget is spread evenly across 12 months, but actuals vary by job assignment
Other Expenditures	11,072	49,219	60,512	(11,293)	-18.66%	Budget is spread evenly across 12 months, but actuals vary by season & project
Capital Expenditures	-	11,184	9,750	1,434	14.71%	Budget is spread evenly across 12 months, but actuals vary by project schedule
Total Expenditures	74,551	283,713	272,375	11,338	4.16%	
<b>Excess (Deficit)</b>	<b>(56,865)</b>	<b>(209,852)</b>	<b>1,282</b>	<b>(211,134)</b>		
<b>*Measure B Assessment</b>						
Total Revenues	290	877	56,083	(55,206)	-98.44%	Interest & unrealized gains/losses; County Tax remittance December/April/June
Salaries & Benefits	7,356	23,403	17,603	5,800	32.95%	Budget spread evenly across 12 months, but actuals vary by job assignment
Other Expenditures	2,801	9,228	6,375	2,853	44.75%	Budget spread evenly across 12 months, but actuals vary seasonally
Capital Expenditures/Loan Repayment	-	-	31,863	(31,863)	-100.00%	Budget is spread evenly across 12 months, but actuals vary by project schedule
Total Expenditures	10,157	32,631	55,841	(23,210)	-41.56%	
<b>Excess (Deficit)</b>	<b>(9,866)</b>	<b>(31,754)</b>	<b>242</b>	<b>(31,996)</b>		
<b>*Street Lights</b>						
Total Revenues	9,715	29,441	29,205	236	0.81%	
Salaries & Benefits	3,234	17,936	11,988	5,948	49.62%	Overage related to lump sum final payroll, not spread evenly over 12 months
Other Expenditures	2,430	9,645	10,219	(575)	-5.62%	
Capital Expenditures/Loan Repayment	-	-	500	(500)	-100.00%	Budget is spread evenly across 12 months, but actuals vary by project schedule
Total Expenditures	5,663	27,581	22,707	4,874	21.46%	
<b>Excess (Deficit)</b>	<b>4,051</b>	<b>1,860</b>	<b>6,498</b>	<b>4,638</b>		
<b>Governmental Funds Excess (Deficit)</b>	<b>(62,680)</b>	<b>(239,747)</b>	<b>8,022</b>	<b>(247,769)</b>		

# McKinleyville Community Services District September 2020

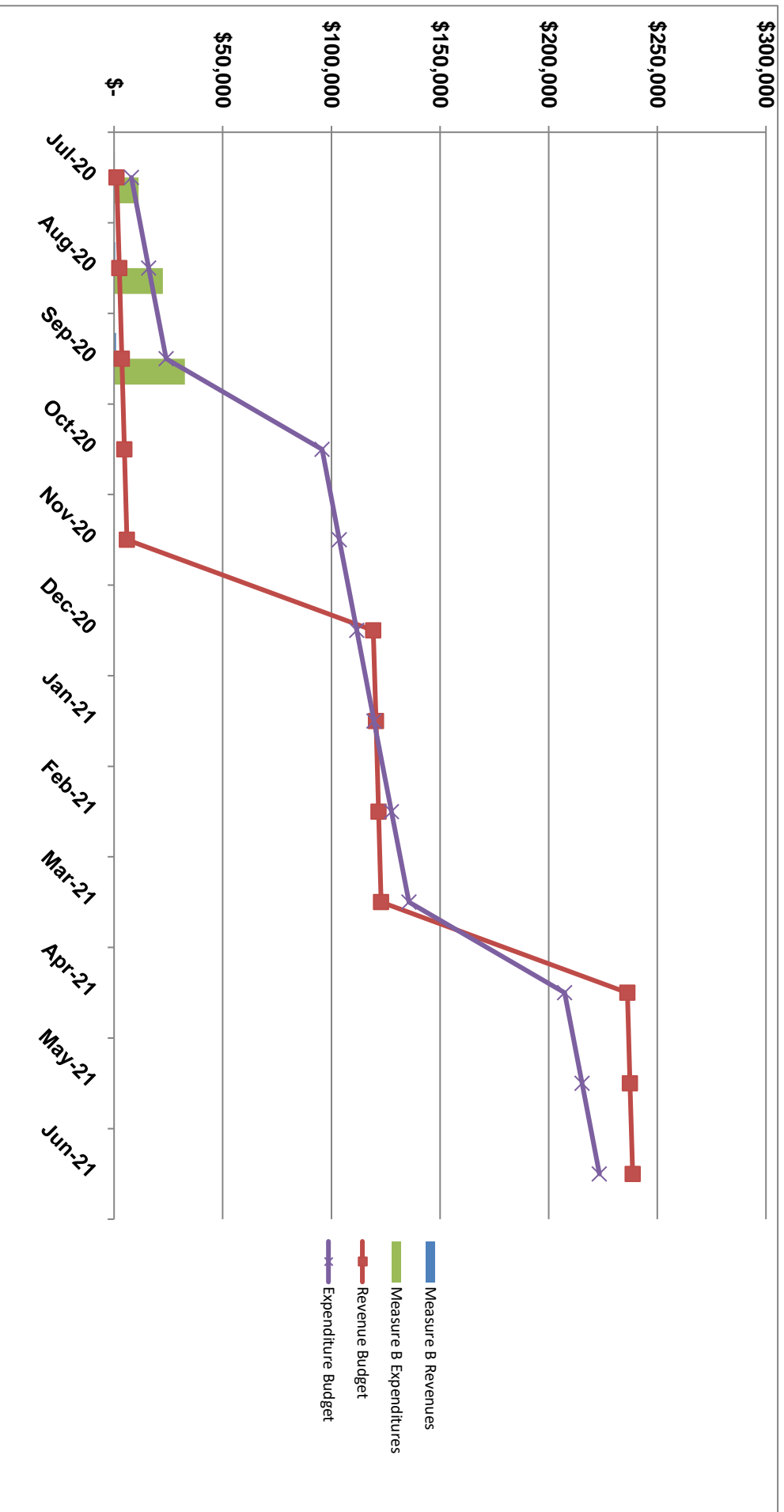
## Comparison of Parks & Recreation Total Revenues & Expenditures to Budget





# McKinleyville Community Services District September 2020

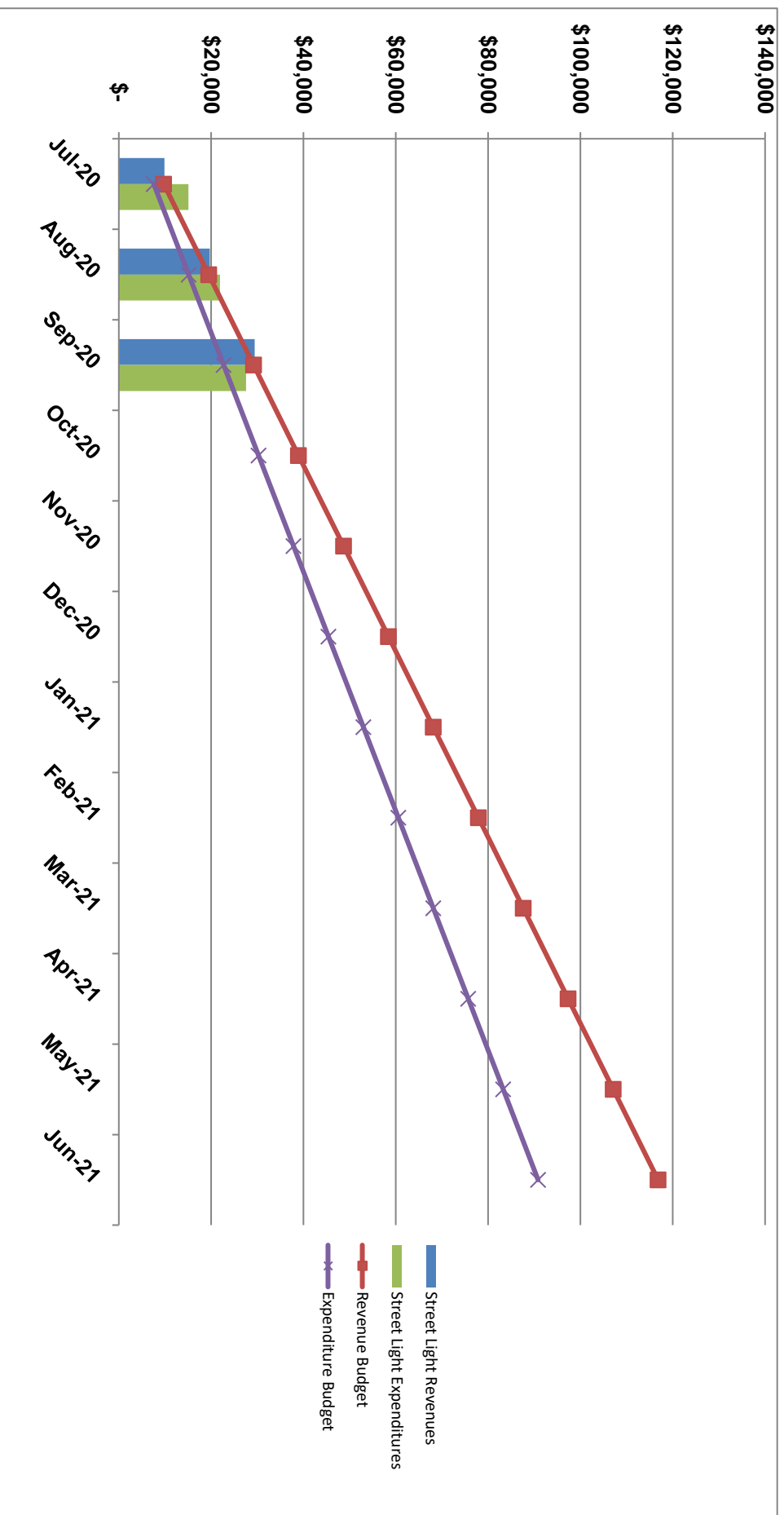
## Comparison of Measure B Fund Total Revenues & Expenditures to Budget



Treasurer's Report Page 9, Selected Graphic Comparisons

# McKinleyville Community Services District September 2020

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



**McKinleyville Community Services District  
Capital Expenditure Report  
as of September 30, 2020**

	August	September	YTD Total	FY 20-21 Budget	Remaining		Notes
					Budget \$	Budget %	
<b>Water Department</b>							
Ramey Pump Upgrades	-	-	-	-	-	#DIV/0!	
Water Tank Painting	-	-	-	500,000	500,000	100%	Water Tank Painting & Cathodic
Alternative Energy Master Plan	-	-	-	50,000	50,000	100%	Alternative energy master plan
4.5m New Water Tank	26,537	74	26,611	178,000	151,389	85%	Drilling, LACO Assoc.
N.BankBoosterStation VFD#2 replacement	-	-	-	25,000	25,000	100%	Emergency Water Supply
Emergency Generator-Cochran	-	-	-	25,000	25,000	100%	CochranEmergency Generator
Fire Hydrant System Upgrade	-	-	-	7,000	7,000	100%	Fire Hydrant System Upgrade
Tank Seismic Actuators	-	-	-	20,000	20,000	100%	Tank Seismic Actuators
Customer Radio Meter Testing	-	4,530	4,530	10,000	5,470	55%	Customer Radio meter testing
Water Tank Upgrade-Norton#2 Tree Svc	-	-	-	7,000	7,000	100%	Water Tank Upgrade-Norton Tree
Water Main Rehab & Replacement	74	1,046	2,486	900,000	897,514	100%	Water Main Rehab
Property Purchase- Tank Site	-	-	-	-	-	#DIV/0!	Property Purch/Imprv.Tank Site
<b>Subtotal</b>	<b>26,611</b>	<b>5,650</b>	<b>33,627</b>	<b>1,722,000</b>	<b>1,688,373</b>	<b>98%</b>	
<b>Wastewater Department</b>							
Sewer Main Rehab & Replacement	72	1,046	2,441	900,000	897,559	100%	Sewer Main Rehab
WWMF Sludge Disposal - next	-	-	-	240,000	240,000	100%	Sludge handling/disposal
WWMF Recirculation Valve Replacement	-	-	-	12,000	12,000	100%	Recirculation Valve replacement
Alternative Energy Master Plan	-	-	-	50,000	50,000	100%	Alternative energy master plan
WWMF Chlorine Injector/Controllers	28,996	356	29,352	10,000	(19,352)	-194%	Chlorine Injector/Controllers
Collection Upgrades-UndercrossingsProj	27,542	46,146	79,417	1,335,000	1,255,583	94%	Collection System upgrades
Sewer Lift Stn Upgrade-Hiller	6,804	175,857	182,661	538,000	355,339	66%	Sewer lift stn Upgrade-Hiller
Solar Project - CWSRF Grant/Loan	2,290	4,516	9,904	1,250,000	1,240,096	99%	WWMF Solar Project
WWMF Alt. Disinfection/ Feasibility Study	-	-	-	70,000	70,000	100%	Alt. Disinfection Feasibility Study
WWMF - next NPDES Permit	14,218	-	24,796	50,000	25,204	50%	NPDES Permit Project
Customer Radio Meter Testing	500	4,388	4,388	10,000	5,612	56%	Radio meters testing
Underground pipe locator & camera	-	-	-	5,000	5,000	100%	Underground pipe locator & came
Flow Totalizers	-	-	39,698	45,000	5,302	12%	Flow Totalizers
Sewer Lift Station Other Upgrades	-	-	181,321	-	(181,321)	#DIV/0!	SwrLiftStnUpgrade-Letz
<b>Subtotal</b>	<b>80,423</b>	<b>232,308</b>	<b>553,977</b>	<b>4,515,000</b>	<b>3,961,023</b>	<b>88%</b>	
<b>Water &amp; Wastewater Operations</b>							
Heavy Equipment	-	-	-	150,000	150,000	100%	backhoe, emerg.generators, airco
Utility Vehicles	-	-	-	38,000	38,000	100%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	55,777	-	55,777	25,000	(30,777)	-123%	Facilities upgrade/sealcoat
Computers & Software	-	14,381	14,381	18,000	3,619	20%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (t	1,565	2,457	7,052	200,000	192,948	96%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Unc	148	-	148	55,000	54,852	100%	Underground valving/piping
Pialorsi Ranch Survey/ Improvements	-	8,877	11,886	30,000	18,114	60%	Pialorsi Ranch Survey
Small Equipment & Other	-	-	-	40,000	40,000	100%	Misc,response, & GPS surveying
<b>Subtotal</b>	<b>55,777</b>	<b>14,381</b>	<b>89,244</b>	<b>556,000</b>	<b>466,756</b>	<b>84%</b>	
<b>Enterprise Funds Total</b>	<b>164,522</b>	<b>263,673</b>	<b>676,848</b>	<b>6,793,000</b>	<b>6,116,152</b>	<b>90%</b>	
<b>Parks &amp; Recreation Department</b>							
Hiller Park & Sports Complex	11,184	-	11,184	-	(11,184)	#DIV/0!	Hiller Sports Sealcoat-CountyGrant
Azalea Hall Projects	-	-	-	32,000	32,000	100%	Flooring, Pkg Lot resurface
McKinleyville Activity Center Upgrades	-	-	-	6,000	6,000	100%	Major Appliance replacement
Law Enforcement Facility Improvements	-	-	-	24,000	24,000	100%	LEF flooring/Library Carpet
Projects Funded by Quimby/Other Funds	-	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	-	-	-	-	-	#DIV/0!	Teen Center Constr&Loan svc
Other Parks Projects & Equipment	-	-	-	14,000	14,000	100%	Brush&LawnMowers/Trailer
<b>Subtotal</b>	<b>11,184</b>	<b>-</b>	<b>11,184</b>	<b>76,000</b>	<b>64,816</b>	<b>85%</b>	
<b>Streetlights</b>							
Pole Replacement	-	-	-	2,000	2,000	100%	Pole Replacement
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>100%</b>	
<b>Governmental Funds Total</b>	<b>11,184</b>	<b>-</b>	<b>11,184</b>	<b>78,000</b>	<b>66,816</b>	<b>86%</b>	
<b>All Funds Total</b>	<b>186,890</b>	<b>263,673</b>	<b>688,032</b>	<b>6,871,000</b>	<b>6,182,968</b>	<b>90%</b>	

**McKinleyville Community Services District  
Summary of Long-Term Debt Report  
as of September 30, 2020**

**Principal Maturities and  
Scheduled Interest**

	<b>Maturity Date</b>	<b>Balance - August 31, 2020</b>	<b>Balance- September 30, 2020</b>	<b>FY-21</b>	<b>Thereafter</b>
<b>Water Fund:</b>					
I-Bank	8/1/30	577,202.62	577,202.62	-	577,202.69
Interest				9,725.87	102,567.81
State of CA Energy Commission (ARRA)	12/22/26	78,165.68	78,165.68	11,698.27	66,467.20
Interest				752.57	2,012.13
State of CA (Davis Grunsky)	1/1/33	1,364,584.89	1,364,584.89	90,128.48	1,274,456.41
State of CA (Davis Grunsky) Deferred Interest	1/1/33	221,451.21	221,451.21	17,035.12	204,416.09
Interest				34,114.62	216,460.72
Total Water Fund-Principal		2,241,404.40	2,241,404.40	118,861.87	2,122,542.39
Total Water Fund-Interest				44,593.06	321,040.66
<b>Total Water Fund</b>		<b>2,241,404.40</b>	<b>2,241,404.40</b>	<b>163,454.93</b>	<b>2,443,583.05</b>
<b>Wastewater Fund:</b>					
WWWMF SRF Loan	7/31/47	14,444,435.82	14,444,435.82	-	14,905,430.41
Interest				-	3,457,430.34
Chase Bank (Pialorsi Property)	3/8/35	1,469,000.00	1,469,000.00	44,200.00	1,424,800.00
Interest				13,955.51	204,594.85
USDA (Sewer Bond)	8/1/22	145,000.00	145,000.00	-	145,000.00
Interest				3,625.00	6,875.00
Total Wastewater Fund-Principal		16,058,435.82	16,058,435.82	44,200.00	16,475,230.41
Total Wastewater Fund-Interest				17,580.51	3,668,900.19
<b>Total Sewer Fund</b>		<b>16,058,435.82</b>	<b>16,058,435.82</b>	<b>61,780.51</b>	<b>20,144,130.60</b>
<b>Meas. B Fund: Teen/Comm Center Loan</b>					
Total Principal	11/1/29	1,010,944.00	1,010,944.00	92,054.00	927,670.00
Total Interest				35,397.60	155,131.29
<b>Total</b>		<b>19,310,784.22</b>	<b>19,310,784.22</b>	<b>255,115.87</b>	<b>19,525,442.80</b>
				97,571.17	4,145,072.14
		<b>19,310,784.22</b>	<b>19,310,784.22</b>	<b>352,687.04</b>	<b>23,670,514.94</b>

**Non-debt Long Term Liabilities, District-wide**

OPeB Liability	8,608,123.99
CalPERS Pension Liability	1,959,537.99

8,608,123.99
1,959,537.99

McKinleyville Community Services District  
 Summary of Grants  
 as of September 30, 2020

District Grants	Total Grant Amount	Required District Match	Estimated District Asset Value
CalOES Hazard Mitigation Grant - 4.5 mg Tank	\$ 5,418,735	\$ 1,806,245	\$ 4,675,000
CalOES Hazard Mitigation Grant - Sewer Undercrossings	\$ 2,538,300	\$ 846,100	\$ 2,137,000
SWRCB Energy Efficiency Grant/Loan	\$ 2,500,000	\$2,500,000 Loan	\$ 4,100,000
CA State Dept of Parks & Rec - Habitat Conservation Fund	\$ 56,600	\$ -	\$ 56,600

Non-District Grants	Total Grant Amount	Required District Match	Estimated District Asset Value
CalTrout US Fish & Wildlife - Mad River Restoration	\$ 20,000	\$ -	\$ 20,000
CalTrout NOAA - Mad River Restoration	\$ 490,167	\$ 48,000	\$ 300,000

**McKinleyville Community Services District  
Cash Disbursement Report  
For the Period September 1 through September 30, 2020**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
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**Accounts Payable Disbursements**

37465	9/3/2020	HUM15	HUMBOLDT COUNTY CLERK	2,456.75	C00903P	MAD RIVER FLOODPLAIN PROJECT
37466	9/8/2020	BAD01	BADGER METER, Inc.	355.26	80059184	BEACON MOBILE HOSTING
37467	9/8/2020	GHD01	GHD	6,804.00	148519	HILLER LIFT STATION UPGRADE PROJ
37468	9/8/2020	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	97,370.96	C00903	WATER PURCHASED
37469	9/8/2020	INF02	INFOSEND	2,844.71	177636	PRINTING/MAILING OF BILLS
37470	9/8/2020	INF03	INFINITE CONSULTING SERVICES	2,491.94	8642	PROFESSIONAL SERVICES
37471	9/8/2020	MIL03	THE MILL YARD	69.43	C00903	REPAIRS/ SUPPLIES
37472	9/8/2020	NOR13	NOR. CALIFORNIA SAFETY CONSORTIUM	120.00	26752	SAFETY TRAINING
37473	9/8/2020	ORE01	O'REILLY AUTOMOTIVE, INC.	23.69	C00903	REPAIRS/SUPPLY
37474	9/8/2020	PGE11	PG&E STREETLIGHTS	24.20	C00903	GAS & ELECTRIC SEWER PUMP
37475	9/8/2020	PGE12	PG&E	44.48	C00903	GAS & ELECTRIC HILLER SPORTS SITE
37476	9/8/2020	SLO01	FLEX SPENDING REIMBURSEMENT-DS	650.09	C00908	FLEX SPENDING REIMBURSEMENT-DS
37477	9/8/2020	SMA01	DREW SMALL	190.00	C00903	COLLECTIONS GRADE 2 EXAM REIMB
37478	9/8/2020	TEL01	TELE-WORKS, INC	1,422.00	40-100162	IVR SUBSCRIPTION
37479	9/8/2020	VAL01	VALLEY PACIFIC PETROLEUM	678.18	C00903	GAS/OIL/LUBE
37480	9/8/2020	VAL02	VALLEY PACIFIC PETROLEUM	2,030.90	C00903	GAS/OIL/LUBE

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
37481	9/8/2020	VER01	VERIZON WIRELESS	63.21	C00903	CELL PHONES/ TABLET
37482	9/8/2020	\B020	MQ CUSTOMER REFUND FOR BA	9.77	000C00901	MQ CUSTOMER REFUND FOR BA
37483	9/8/2020	\B021	MQ CUSTOMER REFUND FOR BR	26.66	000C00901	MQ CUSTOMER REFUND FOR BR
37484	9/8/2020	\B022	MQ CUSTOMER REFUND FOR BU	54.82	000C00901	MQ CUSTOMER REFUND FOR BU
37485	9/8/2020	\C009	MQ CUSTOMER REFUND FOR CL	66.44	000C00901	MQ CUSTOMER REFUND FOR CL
37486	9/8/2020	\C014	MQ CUSTOMER REFUND FOR CO	120.00	000C00901	MQ CUSTOMER REFUND FOR CO
37487	9/8/2020	\D021	MQ CUSTOMER REFUND FOR DA	2.76	000C00901	MQ CUSTOMER REFUND FOR DA
37488	9/8/2020	\G012	MQ CUSTOMER REFUND FOR GI	2.22	000C00901	MQ CUSTOMER REFUND FOR GI
37489	9/8/2020	\G017	MQ CUSTOMER REFUND FOR GO	68.59	000C00901	MQ CUSTOMER REFUND FOR GO
37490	9/8/2020	\K004	MQ CUSTOMER REFUND FOR KI	59.40	000C00901	MQ CUSTOMER REFUND FOR KI
37491	9/8/2020	\L007	MQ CUSTOMER REFUND FOR LA	80.00	000C00901	MQ CUSTOMER REFUND FOR LA
37492	9/8/2020	\M024	MQ CUSTOMER REFUND FOR MC	13.89	000C00901	MQ CUSTOMER REFUND FOR MC
37493	9/8/2020	\N007	MQ CUSTOMER REFUND FOR NA	96.61	000C00901	MQ CUSTOMER REFUND FOR NA
37494	9/8/2020	\N008	MQ CUSTOMER REFUND FOR NO	120.00	000C00901	MQ CUSTOMER REFUND FOR NO
37495	9/8/2020	\P008	MQ CUSTOMER REFUND FOR PE	364.82	000C00901	MQ CUSTOMER REFUND FOR PE
37496	9/8/2020	\P012	MQ CUSTOMER REFUND FOR PE	63.48	000C00901	MQ CUSTOMER REFUND FOR PE
37497	9/8/2020	\T011	MQ CUSTOMER REFUND FOR TO	53.36	000C00901	MQ CUSTOMER REFUND FOR TO
37498	9/8/2020	\T013	MQ CUSTOMER REFUND FOR TO	81.39	000C00901	MQ CUSTOMER REFUND FOR TO
37499	9/8/2020	\Z001	MQ CUSTOMER REFUND FOR ZI	48.43	000C00901	MQ CUSTOMER REFUND FOR ZI
37500	9/15/2020	*0010	AZALEA HALL DEPOSIT REFUND DF	100.00	C00911	AZALEA HALL DEPOSIT REFUND DF

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
37501	9/15/2020	ACW01	CB&T/ACWA-JPIA	-	C00911	CK# 037501 Reversed
37502	9/15/2020	AGB01	AGB	1,484.00	M20-2050	PROFESSIONAL SERVICES
37503	9/15/2020	BAD01	BADGER METER, Inc.	53.20	13787147	REPAIRS/ SUPPLIES
37504	9/15/2020	DEL02	DELFINO, MADDEN, O'MALLEY	1,079.00	142971	LEGAL SERVICES
37505	9/15/2020	FED02	FEDAK & BROWN LLP	6,092.00	C00911	ACCT. / AUDIT
37506	9/15/2020	FRE07	FRESHWATER ENVIRONMENTAL	2,565.00	1503	LOCAL LIMITS
37507	9/15/2020	GHD01	GHD	2,278.50	148701	WASTERWATER MICROGRID
37508	9/15/2020	HUM08	HUMBOLDT SANITATION	2,048.60	C00911	TRASH SERVICE
37509	9/15/2020	KEN02	KENNEDY/JENKS CONSULTANTS	26,444.31	140531	4.5MG WATER TANK
37510	9/15/2020	MEN01	MENDES SUPPLY CO.	70.83	C00911	REPAIRS/SUPPLY
37511	9/15/2020	MES01	KIRSTEN MESSMER	24.92	C00911	REC SUPPLIES REIMB
37512	9/15/2020	MIL01	Miller Farms Nursery	1,108.55	C00911	REPAIRS/SUPPLY
37513	9/15/2020	MIT01	MITCHELL LAW FIRM	3,442.00	46229	LEGAL SERVICES
				444.00	46230	LEGAL SERVICES
			Check Total:	<u>3,886.00</u>		
37514	9/15/2020	MOO01	MOONSTONE ASSOCIATES, INC	4,000.00	151	PROFESSIONAL SERVICES
37515	9/15/2020	NOR01	NORTH COAST LABORATORIES	14,935.00	C00911	LAB TESTING
37516	9/15/2020	PGE01	PG & E (Office & Field)	28,680.83	C00911	GAS & ELECTRIC
37517	9/15/2020	STA11	STAPLES CREDIT PLAN	208.69	C00911	OFFICE SUPPLIES
37518	9/15/2020	UMP01	UMPQUA BANK	23.44	0820CT	OFFICE SUPPLIES
				3,143.67	0820JH	TRAINING/ SUPPLIES
				81.88	0820LF	TRAINING/ ADVERTISEMENT



Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
37518	9/15/2020	UMP01	UMPQUA BANK	604.33	0820BOARD	OFFICE SUPPLIES/TRAINING
				19.52	0820PARKS	REC PROGRAM SUPPLIES
				2.16	0820ROUND	ROUND UP
			Check Total:	<u>3,875.00</u>		
37519	9/15/2020	ACW01	CB&T/ACWA-JPIA	-	C00915P	CK# 037519 Reversed
37520	9/15/2020	ACW01	CB&T/ACWA-JPIA	10,860.78	C00915Y	CK# 037520->037519 Replacement
37521	9/21/2020	ACC04	ACCURATE DRUG TESTING SERVICE	90.00	742	PROFESSIONAL SERVICES
37522	9/21/2020	ADV01	ADVANCED SECURITY SYSTEM	287.50	533781	SECURITY SYSTEMS
37523	9/21/2020	AIR01	AIRGAS USA, LLC.	68.65	910437464	REPAIRS/ SUPPLIES
37524	9/21/2020	ATT01	AT&T	3,012.68	C00918	PHONE/INTERNET SERIVES
37525	9/21/2020	ATT02	AT&T	1,110.47	C00918	TELEPHONE/ADMIN/GENERAL
37526	9/21/2020	ATT04	AT&T	912.54	C00918	SWITCHED ETHERNET SERVICE
37527	9/21/2020	ATT05	AT&T	190.85	C00918	TELEPHONE TEEN/FAM CTR
37528	9/21/2020	ATT06	AT&T	250.89	C00918	TELEPHONE AZALEA HALL
37529	9/21/2020	BLA01	FLEX SPENDING REIMBURSEMENT-JB	64.34	C00918	FLEX SPENDING REIMBURSEMENT-JB
37530	9/21/2020	HAR03	HARPER MOTORS CO.	1,208.88	C00918	VEHICLE REPAIRS
37531	9/21/2020	HAR13	The Hartford - Priority A	433.50	C00918	GRP LIFE INSURANCE
37532	9/21/2020	INF03	INFINITE CONSULTING SERVICES	14,381.31	8664	COVID BACK UP COMPUTERS
37533	9/21/2020	JAC04	JACKSON & EKLUND, INC.	359.00	431722	ACCT. / AUDIT
37534	9/21/2020	KER01	KERNEN CONSTRUCTION	412.73	14362	REPAIRS/ SUPPLIES
37535	9/21/2020	MCK04	MCK ACE HARDWARE	299.33	C00911	REPAIRS/SUPPLY
37536	9/21/2020	MER03	MERCER, FRASER COMPANY	171,118.75	2	HILLER LIFT STATION UPGRADE PROJ

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
37537	9/21/2020	NOR03	NORTH COAST VETERINARY HOSPITAL	641.00	C00918	PROFESSIONAL SERVICES
37538	9/21/2020	NOR35	NOR. HUMBOLDT EMPLOYMENT SERVICES	1,312.08	C00911	OPEN SPACE/ CENTRAL AVE MAINT
37539	9/21/2020	OLS03	FLEX SPENDING REIMBURSEMENT JO	823.28	C00918	FLEX SPENDING REIMBURSEMENT JO
37540	9/21/2020	PGE10	PG&E STREETLIGHTS	3.53	C00918	GAS & ELECTRIC S.L. - ZONE
37541	9/21/2020	POI01	POINTS WEST SURVEYING CO.	8,876.50	11932	PIALORSI RANCH BOUNDARY S
37542	9/21/2020	THO02	Thomas Home Center	735.21	C00918	REPAIRS/SUPPLY
37543	9/21/2020	TRE05	JOHN TREWIN	151.89	C00918	SAFETY BOOTS REIMB
37544	9/21/2020	USB02	US BANK	1,210.00	5852639	ANNUAL FEES
37545	9/21/2020	ZEP01	ZEP MANUFACTURING CO.	92.65	900550064	REPAIRS/ SUPPLIES
37546	9/28/2020	*0011	FINGERPRINTING REIMB KE	30.00	C00928	FINGERPRINTING REIMB KE
37547	9/28/2020	ACC04	ACCURATE DRUG TESTING SERVICES	90.00	765	DOT PHYSICAL-E. J.
37548	9/28/2020	ADV01	ADVANCED SECURITY SYSTEM	969.00	534755	SECURITY SYSTEM
37549	9/28/2020	BOR01	BORGES & MAHONEY CO.	676.30	142251	REPAIRS/ SUPPLIES
37550	9/28/2020	CHA06	CHARLESTON TREE SERVICE	850.00	4438	PROFESSIONAL SERVICES-TRE
37551	9/28/2020	COA01	COASTAL BUSINESS SYSTEMS	1,110.83	C00928	COPIER MONTHLY PAYMENT
37552	9/28/2020	COA02	COASTAL BUSINESS SYSTEMS	963.13	C00928	DOCSTAR ANNUAL AGREEMENT
37553	9/28/2020	COR01	CORBIN WILLITS SYSTEMS, INC	924.31	C00928	MOMS MONTHLY MAINTENANCE
37554	9/28/2020	COS02	COSTCO MEMBERSHIP	120.00	C00928	COSTCO ANNUAL MEMBERSHIP
37555	9/28/2020	MES01	KIRSTEN MESSMER	23.83	C00928	REC PROGRAM SUPPLIES REIMB
37556	9/28/2020	MVP01	MVP REPAIR SERVICE CO.	8,918.03	4038	CUSTOMER METER TESTING-RA

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
37557	9/28/2020	PAC08	PACIFIC CRANE CERTIFICATION	1,945.00	20140	PROFESSIONAL SERVICES
37558	9/28/2020	PGE05	PG&E-STREETLIGHTS	371.52	C00928	GAS & ELECTRIC S.L.- ZONE
37559	9/28/2020	PGE06	PG&E-STREETLIGHTS	17.04	C00928	GAS & ELECTRIC S.L.- ZONE
37560	9/28/2020	PGE07	PG&E STREETLIGHTS	1,055.53	C00928	STREETLIGHTS
37561	9/28/2020	PGE08	PG&E-STREETLIGHTS	16.32	C00928	GAS & ELECTRIC S.L.- ZONE
37562	9/28/2020	PGE09	PG&E-STREETLIGHTS	82.67	C00928	GAS & ELECTRIC S.L.- ZONE
37563	9/28/2020	USA01	USA BLUEBOOK	2,902.12	C00928	LAB TESTING SUPPLIES
37597	10/7/2020	UMPO1	UMPOUA BANK	20.35	0920 PKP	PROFESSIONAL SERVICES
<b>Total Disbursements, Accounts Payable:</b>				<u>457,901.19</u>		

**Payroll Related Disbursements**

17023-17029	9/2/2020		Various Employees	6,219.13		Payroll checks
17030	9/2/2020	CAL12	CalPERS 457 Plan	7,821.99	C00902	RETIREMENT
			Check Total:	<u>719.04</u>	1C00902	PERS 457 LOAN PMT
				<u>8,541.03</u>		
17031	9/2/2020	DIR01	DIRECT DEPOSIT VENDOR- US	37,951.73	C00902	Direct Deposit
17032	9/2/2020	EMP01	Employment Development	1,600.49	C00902	STATE INCOME TAX
			Check Total:	<u>639.06</u>	1C00902	SDI
				<u>2,239.55</u>		
17033	9/2/2020	HEA01	HEALTH EQUITY, ATTN: CLINT	175.00	C00902	HSA
17034	9/2/2020	HUM29	UMPOUA BANK--PAYROLL DEP.	5,167.64	C00902	FEDERAL INCOME TAX
				<u>7,947.88</u>	1C00902	FICA
				<u>1,858.82</u>	2C00902	MEDICARE

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Check Total:				14,974.34		
17035	9/2/2020	ACW01	CB&T/ACWA-JPIA	59,136.84	C00831	MED-DENTAL-EAP INSUR
17036	9/2/2020	PUB01	Public Employees PERS	19,608.12	C00831	PERS PAYROLL REMITTANCE
17037	9/11/2020		Various Employees	765.54		Closing Seasonal payroll
17038-17043	9/25/2020		Various Employees	6,222.38		Payroll checks
17044	9/28/2020	CAL12	CalPERS 457 Plan	7,836.34	C00924	RETIREMENT
Check Total:				719.04	1C00924	PERS 457 LOAN PMT
				8,555.38		
17045	9/28/2020	DIR01	DIRECT DEPOSIT VENDOR- US	38,653.12	C00924	Direct Deposit
17046	9/28/2020	EMP01	Employment Development	12.14	C00911	STATE INCOME TAX
				1,623.02	C00924	STATE INCOME TAX
				9.24	1C00911	SDI
				650.72	1C00924	SDI
Check Total:				2,295.12		
17047	9/28/2020	HEA01	HEALTH/EQUITY, ATTN: CLINT	175.00	C00924	HSA
17048	9/28/2020	HUM29	UMPQUA BANK--PAYROLL DEP.	75.78	C00911	FEDERAL INCOME TAX
				5,226.93	C00924	FEDERAL INCOME TAX
				114.60	1C00911	FICA
				8,068.24	1C00924	FICA
				26.80	2C00911	MEDICARE
				1,886.96	2C00924	MEDICARE
Check Total:				15,399.31		
Total Disbursements, Payroll:				220,911.59		
Total Check Disbursements:				678,812.78		

Existing Grants as of October 2020

District Grants	Total Grant Amount	Required District Match	Estimated District Asset Value
CalOES Hazard Mitigation Grant – 4.5MG Tank	\$5,418,735	\$1,806,245	\$4,675,000
CalOES Hazard Mitigation Grant-Sewer Crossings	\$2,538,300	\$846,100	\$2,137,000
SWRCB Energy Efficiency Grant & Loan-WWTF Solar Array, Hiller Lift Station upgrades, & Flow Monitoring equipment purchase	\$2,500,000	\$2,500,000 loan	\$4,100,000
State Dept of Parks & Rec Habitat Conservation Fund-Match toward Mad River Restoration project	\$56,600	\$0	\$56,600

Non-District Grants	Total Grant Amount	Required District Match	Estimated District Asset Benefit
CalTrout US Fish & Wildlife-Mad River Restoration project	\$20,000	\$0	\$20,000
CalTrout NOAA-Mad River Restoration project	\$490,167	\$8,000	\$498,167

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **ACTION**

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

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

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

### **Recommendation:**

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

### **Discussion:**

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

1st Notice	October 1 <sup>st</sup> , 2020
10 Day Notice	October 21 <sup>st</sup> , 2020
Board Meeting	November 4th, 2020
Lock	December 7th, 2020
<b>ROUTES 15</b>	

Account #	Name	Address
15-520-000	HARRIS	2670 BOLIER
15-720-000	QUIGLEY	903 DAISY
15-730-000	FETT	2624 PINE

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: D.4**                      **Approve Conveyance of Sewer and Water Facilities Related to Valadao and Schirmann Lime Avenue Subdivision**

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

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

### **Recommendation:**

Adopt conveyance of the facilities as recommended by staff included in **Attachment 1** and listed by name and APN 509-114-016. All facilities are the property of the District and will be maintained by District personnel.

### **Discussion:**

All subdivisions that install facilities such as water mains and services, sewer mains and laterals, and streetlight zones when required, are eventually completed and dedicated to the McKinleyville Community Services District (MCSD). These projects are brought to the Board during the application phase for approval, prior to the start of the project. All facilities are constructed to District Specifications, tested, and inspected, prior to a letter being sent to the County Public Works for approval and the recordation of the final map.

Staff sends a final letter of approval that starts the date for the one-year warranty period. If any defects are in evidence during this first year, it is the responsibility of the developer/contractor to remedy the problem. After a period of one-year the District is responsible to make repairs unless fraud and/or gross negligence is evident.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

A valuation of all infrastructure included in the conveyance will be added to the MCSD Capitol Asset Inventory.

### **Environmental Requirements:**

Required by developer prior to construction.

### **Exhibits/Attachments:**

- Attachment 1 – Agreement for Conveyance and Acceptance of Valadao and Schirmann Lime Avenue Subdivision



**AGREEMENT FOR CONVEYANCE AND ACCEPTANCE OF  
VALADAO AND SHIRMAN LIME AVENUE SUBDIVISION SYSTEM**

This Agreement is made by and between the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, hereinafter referred to as “McKinleyville”, and Luis Valadao, hereinafter referred to as “Developer”, this 4th day of November, 2020.

1. Developer hereby grants and conveys to McKinleyville that certain Valadao/Lime Subdivision mainline extension system constructed and owned by Developer which system is described as follows:

Water System

12            Single 1” Water Services

Sewer System

194’        6” Sewer Main  
 1            Mainline C.O.  
 7            Sewer Laterals  
 7            Sewer Laterals C.O.

Streetlights

2            Streetlights

and all related appurtenances.

The facilities are located on AP# 509-114-016 and are more specifically described in the service application dated November 25, 2019. Together with an non-exclusive Public Easement described as Parcel A in the Subdivision Map for said development, and the right to lay, construct, reconstruct, install, replace, operate, repair, remove, alter, inspect, and maintain pipes, pipelines, facilities and appurtenances for water, sewer and other public utility services and facilities, together with the free right of ingress and egress thereto, and such other rights and benefits necessary and convenient to GRANTEE’S full use and enjoyment of the rights herein granted.

2. McKinleyville accepts the grant and conveyance from Developer of said Streetlights, Water and Sewer system and agrees to maintain and operate it as part of its MCSD Distribution and Collection system, with the understanding that defects discovered during a 1-year Warranty Period starting from the date of the final Completion Letter shall be repaired by the Developer.

IN WITNESS WHEREOF the parties hereto have executed this agreement effective the date first above written.

\_\_\_\_\_  
 Developer

McKinleyville Community Services District

\_\_\_\_\_  
 Mary Burke, Board President

\_\_\_\_\_  
 April Sousa, Board Secretary

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: D.5**                      **Consider Approval to Declare 2001 Ford F-250 Truck Surplus**

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

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

### **Recommendation:**

Staff recommends the Board declare the following items surplus, authorize staff to advertise for a closed bid and award the purchase of the following item to the highest bidders:

- 2001 Ford F-250 Truck Unit 17

### **Discussion:**

Due to the District Vehicle Replacement Program, the Operations Department has a 2001 Ford F-250 with approximately 87,000 miles that has been used as the District's Utility Vehicle and then as a Seasonal Laborer vehicle. The truck has been replaced with a Ford F150.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Since the vehicle is fully depreciated, we do our best to find fair market value for this item. The approximate value for this truck is \$3,300 per Kelley Blue Book. With that being said, there are several items wrong with the truck and we will list it as a parts only truck and take the highest bid. The revenue generated by the sale of this vehicle will be credited to the Operations budget.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

None

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: D.6**                      **Consider Approval of the Amendment to Existing Right of Entry and Design Agreement between Humboldt Skatepark Collective and McKinleyville Community Services District Extending the Agreement for an Additional 12 Months.**

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

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

**Recommendation:**

Staff recommends that the Board review the information provided, air questions, take public comment, discuss, and approve the amendment (Attachment 1) extending the terms of the agreement for a period of 12 months.

**Discussion:**

In October 2017 the MCSD Board approved a Right of Entry and Design Agreement with the Humboldt Skatepark Collective (HSC) for the development of a skatepark on MCSD property located within the Pierson Park parcel (the empty lot south of the law enforcement facility and east of the fire station and Umpqua Bank). The Right of Entry Agreement approved in 2017 was for 36 months, expiring in October of 2020. The Agreement included a clause allowing for a 6 month extension upon request.

During the last 36 months the HSC has steadily worked to develop an engineering design for the Skatepark, as well as to acquire the funds necessary for construction. During this process, the HSC has continuously sought funding through various grants and charitable donations. Additionally, during this 36-month period the HSC was instrumental in supporting the work of the Parks & Recreation's application for the California Statewide Park Development and Community Revitalization Grant including covering the cost for consultants to assist with writing the application. If awarded, this grant will cover the cost of building the skatepark.

Final design development and fundraising efforts have been significantly hindered by the COVID-19 pandemic in the last 7 months. However, the HSC is very near to having a final DRAFT of engineering design plans to present to MCSD for review. Given that the District will be submitting another application for the California Statewide Park Development and Community Revitalization Grant in December which will again include the cost to develop a skatepark and for which awards will not be declared until summer of 2021, staff recommends

extending the Right of Entry and Design Agreement for a period of 12 months as opposed to 6 months as originally requested.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Amendment to the 2017 Right of Entry and Design Agreement between HSC and MCSD

First Amendment to the  
2017 Right of Entry and Design Agreement between Humboldt Skatepark Collective and  
McKinleyville Community Services District

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This First Amendment to the RIGHT OF ENTRY AND DESIGN AGREEMENT (“Agreement”) is entered into on October 4, 2017, by and between the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT (“DISTRICT”) and the HUMBOLDT SKATEPARK COLLECTIVE for the MCKINLEYVILLE SKATE PARK (hereinafter referred to as “COMMITTEE”), is entered into this 4<sup>th</sup> day of November, 2020.

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

**WHEREAS**, the COMMITTEE and DISTRICT desire to amend the terms of the Agreement by extending the terms of the agreement by twelve (12) months;

**NOW, THEREFORE**, it is mutually agreed as follows:

1. ALL other terms and conditions, excepting only the originally stated term period of thirty-six (36) months, of the RIGHT OF ENTRY AND DESIGN AGREEMENT entered into on October 4, 2017 shall be extended for a period of twelve (12) months from the date hereof.

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

McKinleyville Community Services District

Humboldt Skatepark Collective

By: \_\_\_\_\_  
Mary Burke, President  
MCSD Board of Directors

By: \_\_\_\_\_  
President, HSC Board of Directors

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_

April Sousa, Secretary to the Board of Directors

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: D.7**                      **Consider Approval McKinleyville Community Services District Personal Wireless Services Facilities (Cellular Towers) Policy**

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

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

### **Recommendation:**

Staff recommends the approval of the McKinleyville Community Services District Personal Wireless Services Facilities (Cellular Towers) Policy.

### **Discussion:**

The Board directed staff to draft a policy regarding Personal Wireless Services Facilities (Cellular Towers) constructed on District property. The draft policy was reviewed at the last Board meeting on October 7, 2020. The Board gave direction to staff for minor edits to the policy that have been incorporated into this final draft. Additionally, the policy has been placed in the District's uniform format for this adoption.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

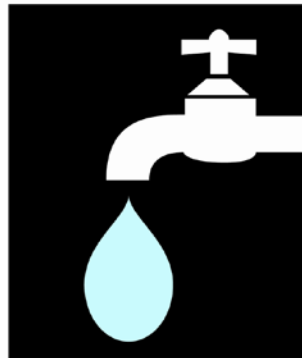
- Attachment 1 – McKinleyville Community Services District Personal Wireless Services Facilities (Cellular Towers) Policy



# McKINLEYVILLE



## COMMUNITY SERVICES DISTRICT



### **MCKINLEYVILLE COMMUNITY SERVICES DISTRICT PERSONAL WIRELESS SERVICES FACILITIES (CELLULAR TOWERS) POLICY**

## **PART 1 -- PURPOSE**

MCSD is committed to being responsible and responsive to its ratepayers and community. In recent times, the erecting of personal wireless service facilities (cellular towers) on public lands has become a general practice throughout the county and the state. As of the adoption of this policy, Humboldt County does not have specified regulations for the placing of personal wireless service facilities on public land; however, these facilities are considered quasi-public structures, and their uses (principally permitted or otherwise) are laid out in County Code section 314-85.1. The Humboldt County Planning Department, located at 3015 H Street, Eureka, CA, (707) 445-7541, is the jurisdictional department that reviews zones for principally permitted structures. County Code and other State and Federal regulations cover the permitting, installation, and operation of these facilities, and it is not the intent to supersede or replace any of those regulations with this Policy.

The District currently has personal wireless service facilities (PWSF) on some of its properties and collects rents for the leasing of the area for the PWSF. This rental payment goes into the general fund and can be used on any project the Board approves as it is not constrained by water and sewer fee restrictions. This policy is intended to establish guidelines for the approval for the installation of a new PWSF infrastructure on District land as well as public notification when such PWSF infrastructure is proposed. It is not the intent for this policy to cover any existing PWSF structures. It is also not the intent for this policy to cover District communication antenna or other infrastructure required for the operation and monitoring of District facilities. Additionally, this policy is not intended to prohibit any personal wireless service provider's ability to provide personal wireless services, unreasonably discriminate among providers of functionally equivalent personal wireless services, deny any request for authorization to place, construct, or modify PWSF on the basis of environmental effects of radio frequency emissions to the extent that such facilities comply with the Federal Communication Commission's (FCC) regulations concerning such emissions, or impose any unreasonable, discriminatory, or anticompetitive fees that exceed the reasonable cost to provide the services for which the fee is charged.

## **PART 2 -- Definitions**

**Personal Wireless Service Facility (PWSF)** – facilities for the provision of personal wireless services, including transmitters, antennas, structures supporting antennas (such as Cellular Towers), and other electronic equipment that is typically installed in close proximity to a transmitter.

**Personal wireless service provider** – any entity that provides commercial mobile services, Licensed and unlicensed wireless services, and common carrier wireless exchange access services.

## PART 3 – PROPOSAL AND REVIEW PROCEDURES

1. **Proposal.** A proposal of any new PWSF must include the following information and materials:
  - a. Construction Drawings and specific measurements/dimensions of facility. Including location of tower, tower height, location of supporting wiring and other infrastructure, set back requirements from other structures or infrastructure, operational parameters.
  - b. Photo simulations that show the existing location and the proposed PWSF in context from at least three vantage points.
  - c. Project narrative and justification that explains in plain factual detail whether the proposed facility meets both the requirements of Humboldt County zoning and FCC regulations.
  - d. RF Exposure Compliance Report that certifies the proposed small wireless facility, both individually and cumulatively with all other emitters that contribute more than 5% to the cumulative emissions in the vicinity (if any), will comply with applicable federal RF exposure standards and limits.
  - e. Regulatory Authorization that shows the applicant has regulatory status under federal and state law to provide the services and construct the PWSF proposed in the application.
  - f. Proposed Lease monthly/annual lease amount, lease terms, copy of draft lease agreement or statement of willingness to sign District lease agreement.
  - g. Any necessary environmental studies required to allow the District to perform the required CEQA (California Environmental Quality Act) evaluation and permitting.
  - h. Necessary Plan review fees as established by the District to pay for Staff time to review the proposal.

**2. Voluntary Pre-submittal Conference.** MCSD strongly encourages but does not require applicants to schedule and attend a pre-submittal conference with District staff. This will streamline the review process, identify any latent issues in connection to the proposal, discover any potential concerns, and address the completeness of the proposal.

**3. District Board Review.** At a duly convened meeting of the MCSD Board of Directors, the following will be required, and may cause the need of multiple reviews:

- a. Information session to inform the Board of the project proposal and allow for the Board to ask questions.

- b. Public Hearing for neighbors/community/ratepayers to communicate concerns or support for the project. Although Applicant is not required to attend the Public Meeting to answer questions, they are strongly encouraged to.
- c. Formal discussion and vote of the Board to approve or deny the proposal.
- d. In the event of an approval, a formal discussion and vote of a contract/lease for the PWSF.
- e. Additional approval may be required if, for instance, the Board approves the Project in concept but requires the applicant to submit a final design, environmental studies and other necessary permits for complete approval.
- f. District will need to comply with CEQA on the project. This may be at the initial meeting or a subsequent meeting. Note that CEQA needs to be completed before the project is formally approved by the Board.

#### **PART 4 – PUBLIC REVIEW**

1. Multiple Board Meetings: The public will have the opportunity to comment during multiple Board Meeting regarding any proposal.
  - a. Public will be notified of Board Meetings through the following ways: Email (through District Listserve), Social Media (Facebook), Website ([www.mcscd.com](http://www.mcscd.com)), Printed Agenda and Packet (posted at the District Office, Community Bulletin Boards at Eureka Natural Foods and Cask N' Flask, the McKinleyville Library, and Azalea Hall).
  - b. Public Hearing – a minimum of one Public Hearing will be held during a Regular Board Meeting with notification to the public as stated in 1.a.
2. Formal Mail Notification: Those who reside within in a ¼ (0.25) mile radius of the proposed location for any PWSF, principally permitted or not, will be notified by the district within 21 calendar days of receiving a proposal.
  - a. The proposal will be available in the District office for review by the public.

#### **PART 5 - REQUIRED APPROVALS**

1. Interested parties shall send a proposal of PWSF development for consideration to the General Manager. The General Manager will then work with the applicant to bring the project proposal to the Board for Board approval.
2. If the location in which the personal wireless service facility is to be located is not principally permitted, the provider will need to obtain permission through the Humboldt County Planning Department to construct this quasi-public structure on non-principally permitted zones.
3. Applicant is required to obtain all other required permits, license, pay any other necessary fees, etc. for project approval, construction, and operation.

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: D.8**                      **Review 2019 Annual Water Loss Audit Report**

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

**TYPE OF ACTION:**            **Informational**

### **Recommendation:**

Staff recommends the Board review the 2019 Annual Water Loss Audit Report.

### **Discussion:**

Starting in 2017 Department of Water Resources (DWR) has made it a requirement to submit a water loss audit by October of each year. The audit consists of entering a combination of Imported water versus exported water data into their Reporting Worksheet (**Attachment 1**). DWR then has you rate each section which gives you a Validity Score.

After the audit is completed by staff, it is then sent to Chris Harris at Humboldt Bay Municipal Water District to review. Chris then sets up an interview to go over the audit report, ask questions and request additional information if needed. After she has been satisfied with the report, she validates the report, and it is then sent to DWR for their review and acceptance. She has validated and submitted the attached Report.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

Attachment 1 – 2019 Annual Water Loss Audit Reporting Worksheet

Click to access definition  
 Click to add a comment

Water Audit Report for: **McKinleyville Community Services District (1210016)**  
Reporting Year: **2019**    **1/2019 - 12/2019**

Please enter data in the white cells below. Where available, metered values should be used; if metered values are unavailable please estimate a value. Indicate your confidence in the accuracy of the input data by grading each component (n/a or 1-10) using the drop-down list to the left of the input cell. Hover the mouse over the cell to obtain a description of the grades

**All volumes to be entered as: MILLION GALLONS (US) PER YEAR**

To select the correct data grading for each input, determine the highest grade where the utility meets or exceeds all criteria for that grade and all grades below it.

**WATER SUPPLIED**

----- Enter grading in column 'E' and 'J' ----->

Volume from own sources:	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value=""/>	MG/Yr
Water imported:	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value="3"/>	491.435 MG/Yr
Water exported:	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value="5"/>	7.395 MG/Yr

**WATER SUPPLIED:**  **484.040** MG/Yr

**Master Meter and Supply Error Adjustments**

Pcnt:	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value=""/>	Value:	<input type="text" value=""/>	MG/Yr
	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value=""/>		<input type="text" value=""/>	MG/Yr
	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value=""/>		<input type="text" value=""/>	MG/Yr

Enter negative % or value for under-registration  
Enter positive % or value for over-registration

**AUTHORIZED CONSUMPTION**

Billed metered:	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value="8"/>	420.090 MG/Yr
Billed unmetered:	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value="10"/>	1.874 MG/Yr
Unbilled metered:	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value="7"/>	20.102 MG/Yr
Unbilled unmetered:	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value=""/>	6.051 MG/Yr

Default option selected for Unbilled unmetered - a grading of 5 is applied but not displayed

**AUTHORIZED CONSUMPTION:**  **448.117** MG/Yr

Click here:  for help using option buttons below

Pcnt:  Value:  MG/Yr

Use buttons to select percentage of water supplied OR value

Pcnt:  Value:  MG/Yr

MG/Yr

**WATER LOSSES (Water Supplied - Authorized Consumption)** **35.924** MG/Yr

**Apparent Losses**

Unauthorized consumption:	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value=""/>	1.210 MG/Yr
Customer metering inaccuracies:	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value="5"/>	1.103 MG/Yr
Systematic data handling errors:	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value=""/>	1.050 MG/Yr

Default option selected for unauthorized consumption - a grading of 5 is applied but not displayed

Default option selected for Systematic data handling errors - a grading of 5 is applied but not displayed

**Apparent Losses:**  **3.364** MG/Yr

**Real Losses (Current Annual Real Losses or CARL)**

Real Losses = Water Losses - Apparent Losses:  **32.560** MG/Yr

**WATER LOSSES:** **35.924** MG/Yr

**NON-REVENUE WATER**

**NON-REVENUE WATER:**  **62.076** MG/Yr

= Water Losses + Unbilled Metered + Unbilled Unmetered

**SYSTEM DATA**

Length of mains:	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value="8"/>	89.0 miles
Number of active AND inactive service connections:	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value="8"/>	6,419
Service connection density:	<input type="button" value="?"/>	<input type="text" value=""/>	<b>72</b>	conn./mile main

Are customer meters typically located at the curbstop or property line?  (length of service line, beyond the property boundary, that is the responsibility of the utility)

Average length of customer service line:   Average length of customer service line has been set to zero and a data grading score of 10 has been applied

Average operating pressure:     psi

**COST DATA**

Total annual cost of operating water system:	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value="10"/>	\$3,032,102 \$/Year
Customer retail unit cost (applied to Apparent Losses):	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value="10"/>	\$4.20 \$/100 cubic feet (ccf)
Variable production cost (applied to Real Losses):	<input type="button" value="+"/>	<input type="button" value="?"/>	<input type="text" value="8"/>	\$2,597.51 \$/Million gallons <input type="checkbox"/> Use Customer Retail Unit Cost to value real losses

**WATER AUDIT DATA VALIDITY SCORE:**

**\*\*\* YOUR SCORE IS: 61 out of 100 \*\*\***

A weighted scale for the components of consumption and water loss is included in the calculation of the Water Audit Data Validity Score

**PRIORITY AREAS FOR ATTENTION:**  
Based on the information provided, audit accuracy can be improved by addressing the following components:

- 1: Water imported
- 2: Customer metering inaccuracies
- 3: Unauthorized consumption

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: E.1**                      **Consider Approval of Submittal of North Coast Resource Partnership Grant Application for Community Forest Technical Assistance submitted October 15, 2020**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, discuss, take public comment, and vote to approve the submittal of the North Coast Resource Partnership Grant application.

### **Discussion:**

The North Coast Resource Partnership released a grant opportunity earlier this month for funding up to \$15,000 in technical assistance for projects that align with the goals of the North Coast Resource Partnership organization. The application deadline was October 15<sup>th</sup>.

Staff identified that the goals of the NCRP aligned completely with the District's and Community's goals in the development of a community forest and Staff submitted a grant request for \$15,000 to receive technical assistance for the development of a comprehensive community forest management plan. Staff took this action proactively preparing for the potential acquisition of the 556 acres of forest land from the Trust for Public Lands, should the grant from the California Natural Resource Agency for the purchase of the property from Green Diamond Resource Co. be awarded.

The complete grant application and NCRP goals and criteria can be reviewed in **Attachment 1**. NCRP will announce grant awardees in November.

### **Alternatives:**

Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – NCRP Grant Application Submitted Oct. 15, 2020





## **APPLICATION FOR PROJECT DEVELOPMENT TECHNICAL ASSISTANCE (Request for Project Concept Proposals)**

*The North Coast Resource Partnership (NCRP) is pleased to offer project development technical assistance through the NCRP Regional Forest & Fire Capacity (RFFC) program for projects that improve forest health, increase fire resiliency and adapt to climate change. Direct technical assistance will be provided by a team of regional experts and may include site assessment, mapping and GIS analysis, greenhouse gas calculations, cost estimates, permitting support, project benefits quantification and preliminary project design. The purpose of the technical assistance support is to help build projects that are permit ready and competitive for funding and implementation. The NCRP expects to provide between \$5,000-\$15,000 in technical assistance support for priority projects over multiple rounds of funding.*

*To apply for the project technical assistance, please submit a concept proposal that describes the project and the nature of the technical assistance requested. **The deadline for submission of the project development concept proposals for technical assistance is October 15, 2020.***

### **BACKGROUND**

The [North Coast Resource Partnership](#) (NCRP) is an innovative, stakeholder-driven collaboration among local governments, Tribes, watershed groups, and other interested partners focused on integrated resource planning and local project implementation in California's North Coast region. Since 2005, the NCRP has successfully integrated federal, state, regional and local priorities and utilized a multi-benefit approach to identify and seek funding for the highest priority projects throughout the region. The focus of the NCRP includes forest and watershed health, salmonid recovery, water quality and supply, intra-regional cooperation, energy independence, climate change mitigation and adaptation, public health and economic vitality, with a specific emphasis on projects that benefit economically disadvantaged communities. The partnership is led by a Policy Review Panel composed of elected Tribal members and county officials, relies on scientific and technical review from staff and a Technical Peer Review Committee, and is informed by a broad and diverse stakeholder community. For more information about the NCRP please see the [NCRP website](#).

The NCRP oversees the development and regular updates of various planning documents, including the [North Coast Resource Partnership Plan](#) and other plans related to its mission. The NCRP planning framework supports regional planning while recognizing that "one size does not fit all" – relying upon and respecting local autonomy, jurisdictions, and planning processes.

The NCRP has a long history of providing technical assistance to North Coast Tribal and disadvantaged communities to support and develop local and regional projects that promote integrated and multi-benefit outcomes in the North Coast region. The NCRP was awarded a grant from the [Department of Conservation, Regional Forest and Fire Capacity Program Block Grant](#) which has funding intended to identify and provide technical assistance for local and regional projects to support forest and community health and long-term resilience to wildfire. Please see the [NCRP Regional Forest and Fire Capacity Program Block Grant Work Plan](#) and the [NCRP Regional Forest and Fire Capacity Planning webpage](#) for more information.

## PROJECT CONCEPT PROPOSALS: IDENTIFYING TECHNICAL ASSISTANCE NEEDS

The NCRP is issuing this [Request for Project Concept Proposals](#) to identify project development technical assistance needs in the North Coast region that meet the criteria defined by the Department of Conservation and the North Coast Resource Partnership.

A team of technical advisors made up of regional experts will be paid by the NCRP and made available to provide one-on-one technical assistance and capacity building to those interested in creating and developing projects that improve forest health and fire resilience. Types of technical assistance may include site assessment, grant tool assistance, mapping and GIS analysis, greenhouse gas calculations or associated cost estimates, help with permitting, project benefits quantification, and preliminary project design/reports.

The level of technical assistance will be made available based on how well the project concept aligns with the NCRP proposal evaluation criteria and how much assistance the applicant requires for project development. The typical value of technical assistance for this round is anticipated to be in the range of \$5,000 to \$15,000 per entity.

Following is a table that includes a listing of potential goals and activities that may be components of a multi-benefit project, eligible for technical assistance. This is not meant to be an exhaustive list.

Project Goal	Potential Project Activity
Improve forest health to promote growth in forest stands with enhanced resistance to wildfire risks and insect and disease threat	Forest thinning in overly dense forest stands
	Forest thinning and vegetation clearing within high risk ignition areas
	Creation of non-vegetated fuel break
	Forest thinning to create shaded fuel breaks (ridges, roads, other)
	Prescribed fire forest fuel treatment
Restoration of forest habitat through reforestation	Reforestation prescriptions that adapt to climate change
Grassland, meadow and oak woodland restoration	Reduction of competing vegetation to sustain natural meadows, pastures (grasslands) and oak woodlands
Reduce Invasive Species	Treatment to reduce populations of non-native, invasive species
Restore diversity and balance of native species	Address species that are out of ecological balance (e.g., conifers vs oaks due to fire suppression)
GHG removals from carbon sequestration	Reforestation of native species in understocked areas
	Enhance long-term growth rates and larger trees through stocking control

	Create and/or utilize biochar
Avoided GHG Emissions from uncharacteristically large wildfires	Reduce horizontal and vertical continuity of forest stands resulting in reduced probability of emissions associated with high-severity wildfires
	Generate and/or utilize bioenergy
Improve Economic Vitality	Generate local revenue
	Create jobs
	Sustain existing wood processing facilities
	Develop new wood processing facilities and innovative wood products
Job Training	Train workers in forest, watershed and water management jobs
	Train workers in wood processing jobs
Research and Development	Test or operationalize new equipment
	Test or operationalize new technologies
Protect Life and Human Assets	Creation of defensible space around structures
	Creation of safe roads for fire suppression access and evacuation
	Creation of programs for hardening homes
Education	Fire prevention education and outreach
	Forest ecology, management and restoration training
	Educational programs for youth and children
Enhance Public Safety	Removal of dead and dying trees
	Improve flood protection and forest resiliency to reduce public safety impacts associated with floods and wildfires
	Emergency evacuation planning
Protect Salmonid Habitat	Forest and water management practices that lead to enhanced resiliency in watersheds that support anadromous fisheries
Protect Critical Habitat	Forest and water management practices that lead to enhanced resiliency in watersheds that support state or federal listed species
Protect and Improve Water Supply	Forest and water management practices that lead to enhanced water supply, quality, capture, infiltration, and storage
Increase North Coast Forest Health Knowledge	Convene Tribal inter/intra learning and documentation of TEK practices
	Research in support of increasing scope and scale of active forest management activities
Policy / Regulatory /Funding Enhancement	Policy, funding and regulatory outcomes that enhance ability to conduct activities
	Innovations in market-based approaches and public private partnerships;
	Innovations in permitting and regulatory streamlining
	Innovations in policy solutions that will achieve RFFC and NCRP objectives
Support Fire Prevention Planning	Compile best practices, and share lessons learned with others and/or participate in regional planning efforts

## SPECIFIC TECHNICAL ASSISTANCE CONCEPT PROPOSAL REQUIREMENTS

### Proposal Packet

1. **Proposal Cover Page (Exhibit A)**; downloadable PDF form: [Proposal Cover Page \(Exhibit A\)](#)
2. **Project Technical Assistance Concept Proposal (Exhibit B, maximum 5 pages)** that demonstrates an understanding of the NCRP goals and objectives, describes potential project activities that promote forest and watershed health, fuel load reduction, salmonid recovery, water quality and supply, intra-regional cooperation, climate change mitigation and adaptation, public health *and/or* economic vitality. The concept proposal must also demonstrate a clear need for Technical Assistance to develop the proposed multi-benefit project. A project concept proposal template can be found as Exhibit B.
3. **Organization Statement of Qualifications**, including key personnel and their qualifications, proposed sub-contractors, hourly rates, references, and list/hyperlinks to examples of relevant work that support the proposal (*maximum 5 pages*)
4. Signed NCRP [Memorandum of Mutual Understandings](#).

### Delivery of Proposals

Proposals should be emailed to Katherine Gledhill at [kgledhill@westcoastwatershed.com](mailto:kgledhill@westcoastwatershed.com). The deadline for submission of proposals is 5:00 p.m. on October 15, 2020. Proposals arriving after the deadline will not be considered.

### Inquiries

No phone calls will be accepted. Written questions may be submitted to Katherine Gledhill at [kgledhill@westcoastwatershed.com](mailto:kgledhill@westcoastwatershed.com) by 5:00 p.m. on September 25. Responses to all written questions will be posted to the NCRP website on September 29.

### Eligible Applicants

Eligible applicants include federally recognized Indian Tribes, California State Indian Tribes, public agencies, local or state agency/special districts, Resource Conservation Districts, non-profit organizations, and public utilities.

## PROPOSAL EVALUATION & SELECTION FOR TECHNICAL ASSISTANCE

Proposals for technical assistance will be evaluated based on a selection process developed by the NCRP RFFC ad hoc committee appointed by the NCRP leadership. Additional support for proposal evaluation may be provided by NCRP technical consultants as requested. Technical assistance proposals will be evaluated by staff using the criteria developed by the ad hoc committee and will recommend a suite of projects based on available funding. NCRP RFFC ad hoc committee will consider the draft suite of projects and make the final selection. The specific criteria used to evaluate and rank the proposals for technical assistance submitted for this RFP are listed below. Proposals will be evaluated based on the following criteria and scored on a 0 – 10 basis, with a weighting factor applied where:

1. A score of 9-10 points will be awarded where the criterion is fully addressed, achieves significant outcomes and is supported by thorough and well-presented documentation & logical rationale.
2. A score of 7-8 points will be awarded where the criterion is addressed, achieves significant outcomes but is not supported by thorough documentation or sufficient rationale.
3. A score of 5-6 points will be awarded where the criterion is addressed, achieves moderate outcomes and is supported by thorough and well-presented documentation & logical rationale.
4. A score of 3-4 points will be awarded where the criterion is marginally addressed, achieves moderate outcomes but is not supported by thorough documentation or sufficient rationale.
5. A score of 1-2 point will be awarded where the criterion is marginally addressed, but achieves outcomes that are low in significance.
6. A score of 0 points will be awarded where the criterion is not addressed.

NCRP PROPOSAL SCORING CRITERIA	WEIGHTING FACTOR	Range of Points
Project type and sponsor eligibility		<b>y/n</b>
Demonstration that the project technical assistance needs are reasonable, justifiable and can be effectively addressed by the technical assistance team.		<b>y/n</b>
Demonstrated successful outcomes, permitting viability and work products for projects similar in nature to the project proposal submitted	1	<b>0 – 10</b>
A Project Description that includes a clear problem statement, intended purpose and appropriate solution	2	<b>0 – 20</b>
The goals and objectives of the Proposal help to achieve the goals and objectives of the NCRP and objectives of the NCRP RFFC grant	1	<b>0 – 10</b>
The project implements effective strategies, provides multiple benefits of significant magnitude	2	<b>0 – 20</b>
Need for the project and demonstration that the project is clearly supported by and important to the local community and region	2	<b>0 – 20</b>
The project is located in and substantially benefits an economically disadvantaged community or severely disadvantaged community	2	<b>0 – 20</b>
<b>TOTAL SCORE</b>		<b>0 - 100</b>



**EXHIBIT A  
PROPOSAL COVER PAGE**

**Project Name**

McKinleyville Community Forest

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**Organization Name**

McKinleyville Community Services District

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**Organization Type**

- Federally recognized Tribe
- California State Indian Tribe
- Public agency
- Local or state agency/special district
- Resource Conservation District Non-
- profit organization
- Public utility
- City or Town

Y Other: \_\_\_\_\_

Contact Name/Title

Name: Lesley Frisbee

Title: Parks & Recreation Director

Email: lesley@mckinleyvillecsd.com

Phone Number (include area code): 707-839-9003

Organization Address (City, County, State, Zip Code):

P.O. Box 2037, McKinleyville, CA 95519

Authorized Representative (if different from the contact name)

Name: Patrick Kaspari

Title: General Manager

Email: pkaspari@mckinleyvillecsd.com

Phone Number (include area code): 707-839-3251

Certification of Authority

By signing below, the person executing the certificate on behalf of the proposer affirmatively represents that s/he has the requisite legal authority to do so on behalf of the proposer. Both the person executing this proposal on behalf of the proposer and proposer understand that the NCRP is relying on this representation in receiving and considering this proposal. The person signing below hereby acknowledges that s/he has read the entire Request for Proposals document and has complied with all requirements listed therein.

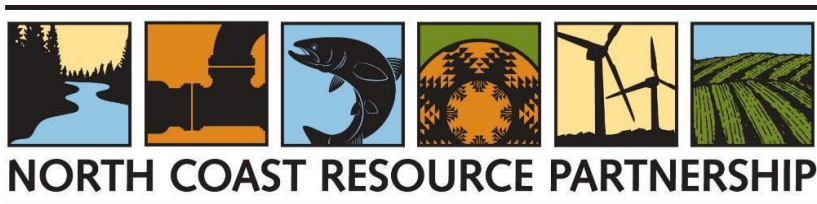
Official Authorized to Sign for Proposal



Signature

October 14, 2020

Date



## EXHIBIT B CONCEPT PROPOSAL TEMPLATE

Please complete a Concept Proposal for Project Development and Technical Assistance (maximum 5 pages) that demonstrates an understanding of the NCRP goals and objectives, describes potential project activities that promote forest and watershed health, fuel load reduction, salmonid recovery, intra-regional cooperation, climate change mitigation/ adaptation, public health **and/or** economic vitality. The concept proposal must also demonstrate a clear need for Technical Assistance to develop the proposed project.

**Project Name:** McKinleyville Community Forest

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1. *Project Abstract [750 characters max.]*

The Trust for Public Land (TPL) is working with the McKinleyville Community Services District (MCSD) to acquire 556 acres of ecologically important private timberlands adjacent to the disadvantaged community of McKinleyville, and convert it into a Community Forest for public recreation and environmental health. Community forests are an innovative approach to forest management aimed at better integrating social and ecological factors while promoting public access. This project presents an exciting opportunity for MCSD, and also presents a new set of challenges. In order to understand and adequately address these challenges MCSD wants to develop a comprehensive Forest Management Plan for which MCSD is seeking \$15,000 in technical assistance.

2. *Project Description [2000 characters max.]*

The project is intended to create a well managed, publicly accessible community forest to the McKinleyville area. A community forest will be a new addition to MCSD's existing services, and as such there is a need for education, training and technical assistance on how to best manage the resources and opportunities within it.

The project is in a critically underserved, park-poor region (0 park acres per 1,000 people). It will create a permanent linear greenbelt of forestland at the edge of McKinleyville, a growing urban area. Conversion of this private timberland to a community forest will provide for resource and habitat restoration and protection that will improve stream water quality and fish habitat; create a forest resistant and resilient to climate change; provide wildfire protection, and contribute to the health and well-being of residents through access to outdoor recreation and education opportunities.

The primary component of this Technical Assistance request will be the development of a Community Forest Management Plan that incorporates public input, environmental health, and revenue development for long term maintenance and sustainability. MCSD will work with a committee of community stakeholders (including tribal entities) and experts to implement the project. The Technical Assistance grant, along with MCSD matching funds, will enable the completion of a community input process, the development of a Community Forest Steering Committee, and the development of the Forest Management Plan. The Forest Management Plan is critical to the



successful long-term maintenance of the community forest. The intent is to create a Forest Management Plan that is a steering document serving to ensure a vibrant and healthy Community Forest in service to the public and the environment over the next 5, 10, 50 and 100 years.

3. *List and describe specific Project Goals/Objectives*

- Develop a comprehensive and strategic community forest management plan for the conversion of over 550 acres of private timberland into a publicly accessible community forest.
- Conserve and protect natural resources and habitats in a manner that prioritizes water quality and stream health.
- Combat temperature rise due to greenhouse gas increases through carbon sequestration efforts
- Produce a climate resilient forest through management practices that prioritize the protection of larger, more mature trees.
- Create opportunities for public access to outdoor recreation and environmental education

4. *Describe how the project addresses the [North Coast Resource Partnership Goals and Objectives](#)*

The community forest project has potential to align with most if not all of the NCRP Goals and Objectives. As this project is at the beginning stages this is an optimal time to define the priorities and objectives for the long term management and sustainability of the community forest in McKinleyville.

The project will address NCRP goals by working to conserve and protect valuable natural resources and habitat through strategic forest management that prioritizes preservation of larger, more mature trees as well as the implementation of wide stream buffers that serve to protect and enhance salmonid health. This project intends to work against greenhouse gas increases through intentionally managed forest practices that contribute to carbon sequestration. The McKinleyville Community Forest will provide opportunities for additional job training for existing park employees as it is new asset to MCSD's park system, unlike any of the existing park assets currently managed by the MCSD Parks & Recreation Dept. This project will bring together a diverse sector of stakeholders including the local Tribal entities. It will also directly benefit the economically disadvantaged community of McKinleyville as the community forest is directly adjacent to some of the most disadvantaged neighborhoods in McKinleyville. These residents will have direct access to the community forest and the health benefits derived from it, without the access constraints associated with some of the other natural resources in the area.

5. *Describe the need for the project and how the project addresses forest health, fire resiliency, and adaptation to climate change.*

McKinleyville is "park poor" as stated earlier. The community forest addresses this disadvantage. Additionally converting privately owned timberland into a publicly accessible community forest will ensure the development and implementation of a forest management plan committed to developing and maintaining a healthy forest that is resilient to climate change and wildfire.

6. *Describe the location and size of the project and the communities served by this project.*

The Community Forest property is 556+/- acres located along the eastern boundary of McKinleyville stretching from Murray Rd on the northern end to Hunts Ln. on the southern end. This forest will serve the residents of McKinleyville and neighboring towns of Fieldbrook, Arcata, and Trinidad.

7. *Indicate whether the project provides direct benefits to a project area comprised of Tribes, Disadvantaged Communities or Severely Disadvantaged Communities and list these communities. [NCRP Interactive Map]*

The project will provide direct benefits to disadvantaged communities. There is a dearth of local parkland in this area (0 acres per capita per Community Fact Finder); county demographics show that over 35% of the population is over 45 years of age, and almost 20% below the federal poverty line. Thus, it is clear that additional recreational and health related enhancements are required. It is located in a critically underserved, park-poor community (0 park acres per 1,000 population). The project is located in and serves a Disadvantaged Community. As shown in the Community Fact Finder, the Community Forest itself, as well as communities on the boundary of the proposed Community Forest, have a Median Household Income (MHI) less than 80% of State average.

The property of the community forest is within the ancestral territory of the Wiyot people and the MCSD boundaries border two other major tribes. The Yurok tribe has extensive tribal housing located within the MCSD boundaries and many Hoopa tribe members and Wiyot tribe members also reside within McKinleyville and the surrounding areas.

8. *Describe how the project addresses the need of the communities listed above.*

The proposed Community Forest, with its close proximity to urbanized areas, will encourage healthy activities for a disadvantaged area. The strategic locations of access points will allow increased access to natural, forest environments for the disadvantaged populations in the area and for Humboldt County in general. The project provides new and expanded outdoor experience for disadvantaged youth because it creates a 556-acre public open space within and adjacent to disadvantaged census tracts. Approximately one quarter of the population of these tracts is under age 25. Five carefully chosen entry points will encourage use of the tract by resident of these disadvantaged areas.

9. *List and describe the partnerships involved in the project and local and/or political support.*

The primary partners involved in this project are, Green Diamond Resource Co. the Trust for Public Lands and the McKinleyville Community Services District. These three entities have been working together for almost a decade to make the community forest a reality.

The project is supported by the McKinleyville Municipal Advisory Committee, the Humboldt County Board of Supervisors, the McKinleyville Land Trust, Redwood Community Action Agency as well as many residents of McKinleyville. In every community survey conducted over the last 20-years by MCSD and others that asked the question, a community forest consistently ranked in the top five amenities that the community would like to acquire.

10. *List the estimated benefits expected to result from the proposed project.*

- 556 +/- acres of excellent forested land, a pristine natural environment, multiple species of native conifers and hardwoods (including Douglas fir, Sitka spruce, redwood, alders, and oaks), wildflowers, and several native trout and salmon streams with documented steelhead, cutthroat trout, and coho salmon, elevated several hundred feet above the coastal plain, affording highly scenic views all the way to the Pacific Ocean will be accessible to the disadvantaged community of McKinleyville and surrounding communities.
- The McKinleyville area is sorely in need of additional, outdoor, health-related opportunities. The proposed Community Forest will provide significant health-related opportunities for County residents: the scenic Community Forest Trails lie within easy walking distance of multiple residential and disadvantaged communities. Residents will reconnect with nature through direct experience.
- It will provide nature education facilities to residents through signage and access to natural environments.

- It will reduce pollution and downstream flooding through maintenance of a large tract of sustainably managed, upstream forestland that otherwise could be subdivided and converted to residential use
- It will serve as a critical open space buffer between the communities of McKinleyville and Fieldbrook, an area that has long been considered an important greenbelt.
- It will be a remarkable economic asset in a community with limited revenue streams. As with other large parks and community forests, it will create recreational demand due to its trail system that will support hiking, biking, horseback riding, and wildlife viewing. Local business will benefit from visitor spending, including hotels, restaurants, gas stations, nature/biking guides, and retail shops (e.g., gift, sports, bike, art).
- Maintenance of these large tracts in working forestland will help to stabilize the timber-based economy of the area and protect forestry jobs, among the best paid in this disadvantaged area. And the sale of carbon offsets could become an important revenue stream for the forest.
- Management of the Community Forest will aim for conservation of larger, more mature trees. Such mature forests are more resistant to climate change and provide additional climate resilience. Further, mandated wide stream buffers in the Community Forest will ensure that the salmon streams originating in the Forest remain cool as climate warms, so that salmonid health is enhanced.
- The Forest will protect streams bearing major threatened and endangered species, a federal and state priority.
- Stream protections will also mitigate storm-event flows in two major watersheds, limiting flooding in the 100-year floodplains downstream, which include much of the urbanized area of McKinleyville and at least one public school property.
- Temperature rise due to greenhouse gas (GHG) increases. By sequestering significant tonnages of CO<sub>2</sub>, the Community Forest will mitigate GHG emissions and GHG buildup in the atmosphere.
- Climate Resilience. In addition, the California Department of Fish and Wildlife (CDFW) has identified climate resilience and adaptation as a key statewide issue. Sustainable management of the Community Forest for larger, more mature trees, will produce such a climate-resilient stand structure.
- Conservation of water and water quality. Through carefully designed and enhanced buffers along trout streams, aquatic quality necessary for stream health and salmonid reproduction will be maintained. The surrounding mature forest will mitigate extreme flows and flooding events and maintain optimal stream temperatures. Prohibition of residential subdivision and development will decrease demand on scarce water supplies.
- Stormwater capture. The Community Forest will greatly slow the rates of runoff from the hilly terrain surrounding McKinleyville, mitigating downstream flooding and allowing rains to slowly sink into the ground, recharging groundwater in the area.
- Childhood and Adolescent Fitness. In Humboldt County, only 33% of 9th graders and 24% of 5th graders are classed as “physically fit”. By increasing access to healthy exercise and recreation, the Community Forest will improve fitness for these populations.
- Adult Physical Activity. CDPH finds that only 60% of adults in disadvantaged areas meet state standards for physical activity. New access to outdoor recreation areas, proposed here, will help remedy this problem.
- Protect Natural Resources. The Community Forest will protect 556 acres of native forest, two salmon streams, and other threatened and endangered species. It will sequester carbon and reduce vehicle and other pollution.
- MCSD will have opportunities to develop educational interpretive signage and will offer to work collaboratively with the Tribes to develop signage that reflects tribal living culture and interests.

11. *List the approximate project cost and potential sources of matching funds, amounts and indicate their status.*

The total cost for acquisition of the community forest property is \$4,874,500. Trust for Public Lands has requested grant funds of 82% of that amount from the California Natural Resource Agency and TPL will cover the remaining 18% of the acquisition cost. MCSD is committed to the operation and maintenance cost of managing the forest in perpetuity. It is estimated that the preparation of a Community Forest Management Plan will be \$75,000 to \$100,000. This will include the development of the plan, input from Foresters, Biologists and other Natural Resource experts, input from Green House Gas experts, development of maps and figures and analysis of resources by GIS analysis, preparation for and presentation of Community forums and input sessions, the writing and editing of the Plan, and the presentation and approval of the Plan by the MCSD Board of Directors and other relevant government agencies. MCSD is in the process of identifying professionals, agencies and other Stakeholders that are willing to provide either direct funding or other cost sharing measures. MCSD will take advantage of all these opportunities but is committed to providing the cost share necessary to make up any funding shortfalls.

*12. List any scientific studies, plans, designs or engineering reports related to the project.*

Under the McKinleyville Community Plan and the Humboldt County General Plan, Community Forest roads connect to at least four local and regional recreational, non-motorized trail systems. These trail systems include, among others, the planned Annie and Mary Rail Trail and the existing Hammond Trail, Humboldt Bay Trail, and the McKinleyville and Arcata Bikeways. Forest trails in the McKinleyville Community Forest will allow re-routing of existing bicycle and pedestrian trails from high-speed, heavily-used traffic routes into safe, pristine forestlands. The five planned entry points to the Community Forest, and their interconnections of the Community Forest trail system with the multiple trails documented in the Humboldt County General Plan (2012), the Humboldt Trails Plan (2016), and the Arcata Bicycle Master Plan and the McKinleyville Community Plan (2012) will help promote this new access to forested and natural environments. The Humboldt Bay Regional Community Forest Working Group, a citizens' group, began meeting in 2011 to consider various candidates for Community Forests in the County, and recommended creation of a Community Forest in the McKinleyville area.

*13. Describe the specific technical assistance needed to fully develop the project and why technical assistance is requested from your organization.*

MCSD is asking for direct project development technical assistance by a team of regional experts including site assessment, mapping and GIS analysis, greenhouse gas calculations, cost estimates, permitting support, project benefits quantification and preliminary project design. MCSD is requesting the maximum value of \$15,000 in technical assistance to create the Forest Management Plan. The purpose of this technical assistance is to create a Forest Management Plan that allows the MCSD to sustainably manage the McKinleyville Community Forest tract in perpetuity. The MCSD does not retain staff qualified to create a Forest Management Plan, therefore technical assistance is requested to complete the McKinleyville Community Forest project. MCSD is asking for direct project development technical assistance by a team of regional experts including site assessment, mapping and GIS analysis, greenhouse gas calculations, cost estimates, permitting support, project benefits quantification and preliminary project design.

1. **Organization Statement of Qualifications**, including key personnel and their qualifications, proposed sub-contractors, hourly rates, references, and list/hyperlinks to examples of relevant work that support the proposal (maximum 5 pages)

Founded in 1971, the MCSD has provided development and management of parks and recreation facilities to the community for over 30 years, including operation of multiple parks and recreation facilities. The District has 26 full-time employees, including over 20 full and part-time recreation and parks staff, and an overall annual budget of over \$9 million. The source of funds for ongoing operations and maintenance is the MCSD Parks and Open Space budget. Supported by over 5,000 ratepayers, MCSD currently operates 6 parks and recreation areas, and has a staff of 25 in various positions. MCSD has proposed and managed successful bond issues for parks acquisition and maintenance. MCSD's annual parks and recreation budget is \$987,707 (2018). In addition, costs for maintenance of the property and trails are built into the design of the community forest model—where revenue from timber sales (and possibly carbon offsets) is used to offset management costs.

The current Parks & Recreation Director, Lesley Frisbee, is a 16-year full-time employee of the District. She participated in the development of the 19-acre Hiller Sports Complex as well as the McKinleyville Teen & Community Center. She manages the maintenance and operation of over 160 acres of park and open space as well as over 30,000 square feet of public buildings. Lesley Frisbee oversees the writing and administration of all grants for the Parks & Recreation Dept.

MCSD's General Manager, Pat Kaspari, is a licensed Civil Engineer with over 30-years of engineering, environmental permitting, environmental restoration, water and wastewater design and operation and project management experience. He works closely with Ms. Frisbee and the other Directors, Staff and Board of Directors to oversee and run the MCSD water, wastewater, streetlights and Park & Recreation departments. He oversees the development and execution of the District \$7,000,000 annual budget. He has worked in the public and private sector and has worked closely with many State and Federal Resource Agencies including State and Federal Fish & Wildlife, State Water Resources Control Board, National Marine Fisheries, California Coastal Commission, State Lands Commission, Army Corps of Engineers, CalFire, etc., etc. He has also overseen the application and execution of two NCIRWMP grants obtained for Humboldt Bay Municipal Water District and well as numerous other State, Federal and Private grants.

It will be necessary to work with community agencies to develop a comprehensive, responsible, and sustainable forest management plan. MCSD is in the early process of identifying and reaching out to various Stakeholders including Green Diamond, Trust for Public Lands, the Tribes, McKinleyville Municipal Advisory Committee, the Recreational Advisory Committee, Humboldt County, the State and Federal Resource Agencies, Redwood Community Action Agency, the City of Arcata, Fieldbrook Glendale CSD, and others.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: E.2**                      **Consider Approval of Submittal of Cal OES Power Resiliency Allocation to Special District Program Grant Application**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, take public comment, and approve of the submittal of the Cal OES Power Resiliency Allocation to Special Districts Program grant application.

### **Discussion:**

Due to the recent power outage events, Cal OES Grants Management Section is soliciting proposals for grants to support Districts with additional preparedness measures. Special Districts that have critical facilities or infrastructure are the only eligible Applicants.

Cal OES sent out a Request for Proposals on October 9, 2020 (**Attachment 1**) with an application submission deadline of October 31, 2020. On the list of acceptable items that the funds may be used for procurement was generators, and since the District has \$50,000 on the current Capital Improvement Plan (CIP) to purchase a new towable generator, we felt it was worthwhile to submit the grant application. The towable generator currently used during power outages is 30 years old, and due to the age of this generator, parts are hard to locate when repairs are needed. The grant application was submitted on October 28, 2020 to CalOES.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

This is a 100% grant with no cost share. If grant is awarded, it would cover the \$50,000 budgeted for the towable generator on the CIP.

### **Environmental Requirements:**

Generator must meet Tier 4 specifications which emit less particulate matter and lower levels of pollutants.

### **Exhibits/Attachments:**

- Attachment 1 – Request for Proposal Community Power Resiliency Allocation

GAVIN NEWSOM  
GOVERNOR



MARK S. GHILARDUCCI  
DIRECTOR

## REQUEST FOR PROPOSAL

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The California Governor's Office of Emergency Services (Cal OES), Grants Management Section, is soliciting proposals for the following program:

### **COMMUNITY POWER RESILIENCY ALLOCATION TO SPECIAL DISTRICTS PROGRAM**

Release Date: October 9, 2020

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for the Cal OES grant funds.

### **PROGRAM SYNOPSIS**

#### **Program Description**

The purpose of the Community Power Resiliency Allocation to Special Districts Program is to support California special districts with additional preparedness measures in response to power outage events.

#### **Eligibility:**

California special districts that have an identified critical facility or facilities, or provide critical infrastructure, pursuant to the de-energization guidelines adopted by the California Public Utilities Commission are the only eligible Applicants.

#### **Performance Period:**

July 1, 2020 – October 31, 2021

#### **Available Funding:**

Individual Applicants may request up to \$300,000.

#### **Submission Deadline:**

Friday, October 30, 2020



3650 SCHRIEVER AVENUE, MATHER, CA 95655  
[PSPS@caloes.ca.gov](mailto:PSPS@caloes.ca.gov)

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: E.3**                      **Consider Approval of Submittal of Hazard Mitigation Grant Notice of Interest Applications for 1) Mad River Waterline Crossing; 2) Forest and Forest Fire Management Plans and Implementation for the Community Forest, Hewitt Preserve & Hiller Park Areas; 3) McCluski Redwood Tank Replacement; and 4) Fire Hydrant Improvements Projects**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, take public comment, and consider approval of the submittal of Notice of Interest (NOIs) for the Hazard Mitigation Grants for the listed projects.

### **Discussion:**

Under the Stafford Act, every time there is a Federally declared disaster, a pot of money is set aside to fund hazard mitigation projects. The intent of these moneys is to fund projects that reduce the effects of future natural disasters. In California, these funds are administered by the California Office of Emergency Services (CalOES). The District has successfully applied for these grants in the past, and the 4.5MG Water Tank and Highway 101 Sewer Crossings projects are both being partially funded by these grants. All of these grants require a 25% match commitment. Given the recently Federally declared wildfire disaster, FEMA has released funds for the "August 2020 Wildfires-DR04558". This grant is a multistep process. The first step is the submittal of Notice of Interests (NOIs) that are fairly brief project descriptions. If these NOIs are approved, then a full grant application is required to be submitted. These are very detailed project descriptions including detailed project cost estimates and cost/benefits analysis. It has historically cost approximately \$20,000 to pay for an Engineer to develop a full application. If these grant applications are approved, CalOES/FEMA will submit a grant agreement for signature to the District, which will be taken to the Board for approval. CalOES/FEMA will then release a portion of the grant funds to pay for the completion of the National Environmental Protection Act (NEPA) studies required to ensure that the project will not have adverse environmental impacts. Upon favorable completion of NEPA, CalOES/FEMA will release the remainder of the grant funding.



**Attachment 1** is a summary of this grant opportunity. Given that the disaster was wildfire related, CalOES is giving priority to projects in the Counties where the disaster occurred and to wildfire mitigation projects; however, any qualified Hazard Mitigation Project in any county of California can be submitted. NOIs are due November 20, 2020. If NOIs are approved, the full grant applications are due March 5, 2021.

District Staff keeps a running list for Hazard Mitigation Projects to be submitted when this grant program is opened up. NOIs that we would like to submit this time include:

1. Mad River Watermain Crossing - This project would install a redundant waterline under the Mad River to supplement and potentially eventually replace the aging existing watermain. Total Project cost is estimated to be \$3.1M and would include a \$2.325M grant and \$0.775M District match. This project was previously submitted to CalOES so the cost for the grant application development should be considerably less than \$20,000. This project is listed in the current Capital Improvement Plan (CIP) to pursue grant funding in Calendar Years 2021 and 2022.
2. Forest and Forest Fire Management Plans for Community Forest, Hewitt Preserve & Hiller Park areas - This particular project is not in the CIP but it relates to projects in the CIP, including developing alternative access to Hewitt and developing Forest Management Strategies for a Community Forest. Since this HMG cycle is emphasizing forest fire mitigation projects, we felt it would be advantageous to utilize this opportunity to develop a project to fund Forest Management Plans for the Community Forest, remove dead trees from the Hewitt and Hiller Park areas similar to the one that just was set on fire, and further develop access roads to allow for fire fighter access. The cost for this project has not yet been developed, but it would likely be in the \$200,000 to \$300,000 range with a District match of \$50,000 to \$75,000.
3. McCluski Tank Replacement – This project is not in the CIP but needs to be added. The McCluski tanks are two 50-year old redwood tanks, one 100,000-gallon and a 150,000-gallon, that sit above the Cochran tanks and feed water to the Hewitt Road area. The tanks are in relatively good shape but are 50-years old and the expertise for the maintenance of redwood tanks is fading. The tanks should be replaced before they need to be replaced and would likely be replaced by two 200,000 gallon bolted steel tanks. A detailed cost estimate for this project has not yet been developed but would likely be in the \$1.0M range with a District match of \$250,000.
4. Fire Hydrant Replacement Project – This project is in the CIP and consists of the addition of fire hydrants in the commercial zone and replacement of hydrants that don't have pumper nozzles with hydrants that have pumper nozzles throughout the District. The District budgets \$7,000/year to replace hydrants, which is supposed to be matched by the Fire District. The Fire District typically does not have sufficient funds to provide their match, and the work does not get done. This project would replace 97 fire

hydrants throughout McKinleyville. Total cost for this project would be \$500,000 with a \$125,000 District match.

As mentioned, the cost for the submittal of the NOIs is minimal, probably approximately \$1,000 each. The submittal and approval of an NOI also does not commit the District to submitting a full application and if 1 or more of these NOIs are approved, Staff would come back to the Board for approval of which complete applications are submitted.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Minimal fiscal impact to submit NOI. Full applications will cost approximately \$20,000 each and successful grant projects require 25% District match.

**Environmental Requirements:**

Final projects will need to comply with NEPA and CEQA.

**Exhibits/Attachments:**

- Attachment 1 – Grant Program Summary Table

## Grant Program Summary Table

Entry Update: October 5, 2020

Program: **Hazard Mitigation Grant Mitigation Program**

Funding Source:	FEMA August 2020 Wildfires (DR-4558) through CalOES <a href="https://www.caloes.ca.gov/cal-oes-divisions/recovery/disaster-mitigation-technical-support/404-hazard-mitigation-grant-program">https://www.caloes.ca.gov/cal-oes-divisions/recovery/disaster-mitigation-technical-support/404-hazard-mitigation-grant-program</a>
Eligible Applicants:	State agencies, local governments, special districts, and Federally-recognized tribes. Must have a FEMA-approved and locally adopted Local Hazard Mitigation Plan (LHMP) to be eligible for project grants.
Application Process:	Submit Notice of Interest (NOI) to California Office of Emergency Services (Cal OES), who will evaluate eligibility  If invited, a full application due to Cal OES. Selected projects are then forwarded to FEMA for a final review and potential funding.
Tentative Due Dates:	NOI due November 20, 2020 Full Applications due March 5, 2021
Funding Limits:	<ul style="list-style-type: none"> <li>• <b>Mitigation Projects - \$XX Million Maximum Federal Share</b></li> <li>• Hazard Mitigation Plans: <ul style="list-style-type: none"> <li>• Single jurisdiction plans maximum federal share of \$150,000</li> <li>• Multi-jurisdiction plans maximum federal share of \$250,000</li> </ul> </li> <li>• 25% Non-Federal Match Required. Pre-Award Costs for application preparation may be eligible for the non-federal match.</li> </ul>
Program Preferences/ What makes a good project for this program	<p><u>DR-4558 Funding Priorities</u></p> <ol style="list-style-type: none"> <li>1. Local Hazard Mitigation Plans (LHMP) updates that will expire within 24 months.</li> <li>2. All other LHMP updates.</li> <li>3. Shovel ready projects with a high level of design that can begin construction within 90 days of FEMA approval, in declared counties.</li> <li>4. Shovel ready projects with a high level of design that can begin constructions within 90 days of FEMA approval, in all other counties.</li> <li>5. Whole community risk reduction/large critical infrastructure wildfire projects.</li> <li>6. Whole community risk reduction/large critical infrastructure projects for other hazard types</li> <li>7. Wildfire projects in DR-4558 declared counties</li> <li>8. All hazard type projects in DR-4558 declared counties</li> <li>9. Wildfire projects in any county</li> <li>10. All hazard type projects in any county</li> <li>11. Planning related activities</li> <li>12. Five percent (5%) Initiative projects</li> </ol>
Sample Projects:	Well-defined mitigation actions that reduce risk to life and property from future natural hazards. Structural and non-structural seismic retrofits <ul style="list-style-type: none"> <li>• Fire Prevention</li> <li>• Flood Prevention</li> <li>• Prevention of damage from most types of natural disasters</li> </ul>

<p><b>DR-4558 Declared Counties</b></p> <p>Butte Lake Monterey Napa Plumas San Mateo Santa Cruz Solano Sonoma Yolo Yuba</p>
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# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: E.4**                      **Consider the Debt Management & Capital Financing Policy Manual Updates to Include Language Outlining the Procedures for the District to Accept or Approve Grants for Review and Approval and Board Information Requirements**

**PRESENTED BY:**              **Audit Committee**

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

### **Recommendation:**

Staff recommends that the Board review the information provided, take public comment, and consider approval of the revise the Debt Management & Capital Financing Manual which added Section 7. Grant Procurement and Approval Policy statement.

### **Discussion:**

At the October 7, 2020 Board Meeting, the Board approved Staff and the Audit Committee to edit the Debt Management & Capital Financing Policy Manual to detail the steps to be taken to review grant applications with the Board and Public prior to applying for a grant, having another agency apply for a grant on behalf of the District, and/or approve the actual grant agreements prior to acceptance. The revised Policy is included as Attachment 1. A red-lined track changes version is included along with a “clean” version.

The revised Policy lays out the steps to be taken prior to pursuing a grant, prior to approval of a grant agreement and during the execution of the grant project. The application and execution of a grant funded project is typically a multi-year process, and it is felt that this Policy will help ensure that the Board is fully aware of potential advantages, disadvantages, matching fund requirements, how the grant fits into the District’s Capital Improvement Plan, budgeting and Strategic Plans, future operation and maintenance obligations, etc. prior to applying for and accepting a grant. This would help ensure the District is not saddled with funding and obligations that the Board and Rate Payers are not willing to accept.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

No current fiscal impacts.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Debt Management and Capital Financing Policy

# McKINLEYVILLE



## COMMUNITY SERVICES DISTRICT



### **MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DEBT MANAGEMENT AND CAPITAL FINANCING POLICY**

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## **Section 1. INTRODUCTION**

In order to comply with Senate Bill 1029, which provides for the adoption of a debt policy to oversee proposed debt service, and because McKinleyville Community Services District (MCSD or the District) may borrow money and incur or assume indebtedness, and issue bonds or other evidences of indebtedness, the District has determined that it is advisable to create a Debt Management and Capital Financing Policy.

## **Section 2. PUBLIC PURPOSE**

There will be a clearly articulated public purpose for the issuance of long-term financings by the District, where the District states why this form of financing is preferred over other funding options.

Public improvements help to achieve clearly identified community facility and infrastructure goals in accordance with the District's adopted facility and infrastructure plans. These are set forth in key policy documents such as the Strategic Plan or Capital Improvement Plan. Such improvements include the study, design, construction and/or acquisition of:

- Water supply, distribution, and treatment systems
- Waste collection and treatment systems
- Parks, trails, community centers, and other recreational facilities
- Other governmental facilities and improvements such as offices, information technology systems, and telecommunication systems

## **Section 3. CAPITAL FINANCING**

The McKinleyville Community Services District will use debt-financing for capital improvement projects where project revenues or specific resources will be sufficient to service the long-term debt.

Debt financing will NOT be considered for any recurring purpose such as current operating and maintenance expenditures.

Capital Improvements will be financed primarily through user fees, services charges, assessments, or developer agreements when benefits can be specifically attributed to users of the asset.

### *Criteria for Pay-go Financing:*

- Per the District's current policy, capital projects less than \$500,000.00 are to be financed from regular revenue sources.
- Outside funding sources are not available for the project.
- Current revenues and adequate fund balances are available.
- Paying for the project will not adversely affect the debt parity ratios required to be maintained for current District indebtedness.



*Criteria for Long-Term Financing:*

- Revenues available for debt-service are deemed sufficient and reliable, such that long-term financings, if chosen, could be marketed with investment-grade credit ratings.
- Other sources such as low-interest loans and/or grants are available for specific projects.
- Market conditions present favorable interest rates and demand for District financings.
- Project is mandated by state or federal requirements, and resources to fund those mandates are insufficient or unavailable.
- Project is immediately required to meet or relieve capacity needs, and current resources are insufficient or unavailable.
- The life of the project or asset to be financed is 10 years or longer.

**Section 4. DEBT MANAGEMENT**

The District will avoid the General Fund to secure long-term financings except when marketability can be significantly enhanced.

A feasibility analysis will be prepared for each long-term financing which analyzes the impact on current and future budgets for debt service and operations.

The District will generally conduct financings on a competitive basis; however, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure.

The District staff will monitor all forms of debt annually, coincident with the review process and preparation of the District's Financial Statements. Concerns, if any, and recommended remedies to address those concerns, will be reported to the Board of Directors.

The District will diligently monitor its compliance with bond covenants and loan conditions to ensure its adherence to federal arbitrage regulations.

The District shall maintain rates, charges, and assessments sufficient to generate revenues in the amounts necessary to cover operation and maintenance costs, and shall ensure net revenues sufficient to meet or exceed 1.10 times the annual debt service in each fiscal year, except when an indebtedness requires a higher debt parity ratio.

**Section 5. ACCOUNTING POLICY**

The McKinleyville Community Services District will establish and maintain accounting systems according to Generally Accepted Accounting Principles (GAAP) and the standards of the Government Accounting Standards Board (GASB).

An annual audit will be performed by an independent public accounting firm that will issue an opinion of the annual financial statements. Total indebtedness, including direct and

overlapping debt will be analyzed in determining financial condition. All legally required full disclosures will be provided in the financial statements and bond representations.

Target debt ratios will be calculated annually and reviewed for conformity with legal requirements, lender stipulations, and this policy.

Financial systems will be maintained to monitor expenditures and revenues on a monthly basis, with thorough analysis and adjustments (if required).

### Section 6. INDEPENDENT DISCLOSURE COUNSEL

The District will retain the services of a bond and/or disclosure counsel in conjunction with specific project financings under the following circumstances:

- The financing will be negotiated, and the funding agency or underwriter has not separately engaged an underwriter’s counsel for disclosure purposes.
- The revenue source for repayment is not under the management or control of the District.
- The bonds will not be rated or insured.
- The funding agency, bond counsel, or underwriter requires the District retain an independent disclosure counsel based on the circumstances of the financing.

### Section 7. GRANT APPROVAL PROCESS

The District has been more and more successful in obtaining grant funding for Capital Improvement Projects as well as asset acquisition and program implementation. The District pursues and accepts grants for purposes that will help the District further and fulfil its mission. The following policies and guidelines govern the pursuit, acceptance, and management of these grants made directly to the District or on behalf of the District for the benefit of any of its operations, programs or services.

All grants to or on behalf of the District must be in accordance with the overall mission of the District; its policies and directives; and State, Federal, and local laws and regulations.

All decisions to solicit and/or accept grants will be made by the District’s Board of Directors.

#### Grant Pursuit and Acceptance Review Procedure

When considering whether to solicit or accept grants, the District will typically consider, but not be limited by, the following factors:

- Mission—whether the acceptance of the grant furthers or compromises any of the core values and mission of the District
- Compatibility—whether there is compatibility between the intent of the Granting agency or agency accepting a grant on the District behalf and the District’s use of the grant
- Consistency—is acceptance of the grant consistent with prior practice and/or has the District obtained and implemented the same or similar grants in the past?

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• Form of Grant—is the grant offered in a form that the District can use without incurring substantial expense or difficulty?

• Restrictions on Grants— The District will not accept grants that (a) would result in the District violating its mission, (b) would result in excessive future operation and maintenance cost above and beyond the benefit of the grant (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for the District or (e) are for purposes outside the District’s mission or established latent powers. Decisions on the restrictive nature of a grant, and its acceptance or refusal, shall be made by the Board.

Note that the General Manager can make the decision not to pursue grants if it is obvious to him/her that the grant does not meet the above factors.

Use of Legal Counsel— The District will seek the advice of legal counsel in matters relating to acceptance of gifts when deemed appropriate. Review by counsel is recommended for:

- Transactions with potential conflicts of interest.
- Grants or gifts which may be subject to excessive environmental or other regulatory restrictions.

Grant Pursuit Approval Process

Prior to pursuing a grant, the General Manager or other Department Head should present the grant information to the Board at a regularly scheduled or special Board meeting to obtain their approval for grant pursuit. If the grant is being accepted by another entity on behalf of the District, the entity should present the information to the Board at said Board meeting. The information presented should detail:

- Grant and Project background information – including the general project details, granting agency, total amount of the grant requested, required District matching funds including cash or in kind match requirements, estimated ongoing or long term operation and maintenance requirements and related costs, estimated potential environmental or permitting restrictions or impacts, grant submittal and award schedule.
- Grant Acceptance Factors – details of how the grant does/does not conform to the factors listed above.

It should be noted that many grant opportunities have very short turnaround times and there is insufficient time between when the grant application process starts or Staff becomes aware of a grant, and the grant due date to obtain formal Board approval. In such cases where the General Manager has determined the time period is too short for Board Approval, the Board President shall sign, and General Manager shall submit the grant application. A notice shall be sent out immediately to all Board Members. Any such approval must be subject to subsequent Board approval and shall not necessary legally commit District funds. Detailed information on the grant will be presented to the Board at the next regularly scheduled Board meeting.

It should also be noted that there are occasionally small community grants and gifts of funds or materials provided to fund Parks and Recreation programs. The gifts or grants

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shall be evaluated by the General Manager, the Parks and Recreation Director and the Board President in relation to the above factors. If the decision is to accept (or in some cases reject) the grant/gift, this will also be reported to the Board at the next regularly scheduled Board Meeting.

#### Final Grant Approval Process

In all cases, prior to accepting or signing a grant agreement with a granting agency or any approval or other agreement with an agency accepting a grant on behalf of the District, the grant agreement will be provided to the Board to review and approve/disapprove at a regularly scheduled or special Board meeting.

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#### Grant Implementation Process

The General Manager or other Department Head should regularly update the Board during the implementation of a grant funded project. Updates should include typical project progress updates. Particular attention should be paid to updating the Board on any changes to the project or grant that exposes the District to either increased cost share, permitting obligations or concerns, or increased operation and maintenance costs. Particular attention should be paid to updating the Board on any of these issues prior to the finalization of the required CEQA documents and Project approval under CEQA. It should also be understood that some of these impacts cannot be known with certainty until the completion of the final design and construction documents and obtaining bids on the construction of the Project.

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#### Grant Clarity and Listing

Each month there will be a listing of all current grants with their total awarded amounts provided to the Board in the Agenda Packet. It will clearly state if MCSD or another agency will handle the money and grant compliance. The name of another agency handling the grant for MCSD will be stated with its designation of type of entity (e.g. non-profit, another government agency, a private company, etc.). The intent is to clearly show who is responsible for compliance and internal control of the grant.

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: E.5**                      **Approve Resolution 2020-23 Reviewing and Approving, with Amendments, its Policies and Procedures related to Governance, Ethics, and Board Conduct**

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

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

### **Recommendation:**

Staff recommends that the Board review the Draft Update of the Board Policy Manual, ask questions, take public comment and adopt Resolution 2020-23 (**Attachment 1**) to approve, with amendments, the MCSD Board of Directors Policy Manual Related to Policies and Procedures on Governance, Ethics, and Board Conduct (**Attachment 2**).

### **Discussion:**

McKinleyville Community Services District (MCSD) has been accredited under the Special District Leadership Foundation's (SDLF) District of Distinction program since May 2015. To maintain this accreditation, MCSD must reapply every two years. The District of Distinction Accreditation is designed as a way for Districts to highlight their prudent fiscal practices along with other areas important to effectively operate and govern a Special District. All accreditation materials are required to have a bi-annual review, minimum.

One of the required material submissions is the Districts' ability to demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual. Board Policies and Procedures should focus on governance, ethics, and board conduct. The Board Policy Manual is reviewed annually by staff for any changes. Various changes, including the addition of virtual meeting requirements (Board direction given September 9, 2020) and draft changes to the Board self-evaluation process (Board direction given August 5, 2020), have been added. The review noticed inconsistencies with titles, pronouns, and non-discriminatory language needed updating. Additionally, AB 1661 regarding state sexual harassment prevention training requirements was added. These changes have been provided in **Attachment 2** through a red-lined revision copy of the Board Manual.

### **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 2020-23
- Attachment 2 – Board Policy Manual Draft Update (Red-lined with Changes)

**RESOLUTION 2020-23**

**A RESOLUTION THAT THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS REVIEW AND APPROVE ITS POLICIES AND PROCEDURES RELATED TO GOVERNANCE, ETHICS, AND BOARD CONDUCT**

**WHEREAS**, the Special District Leadership Foundation (SDLF), District of Distinction accreditation is designed as a way for Districts to highlight their prudent fiscal practices along with other areas important to effectively operate and govern a Special District; and

**WHEREAS**, for accreditation, McKinleyville Community Services District is required to conduct a bi-annual review of all policies, including policies and procedures that regulate governance, ethics, and Board conduct; and

**WHEREAS**, McKinleyville Community Services District has created an annual process of reviewing the Board of Directors Policy Manual; and

**WHEREAS**, the Board of Directors Policy Manual conforms to all statutes and regulations under state law; and

**WHEREAS**, there are desired substantial revisions to incorporate new state regulations and a revised self-evaluation procedure; and

**WHEREAS**, McKinleyville Community Services District, after a careful review, desires to update the Board of Directors Policy Manual to continue to conform to these statutes and regulations.

**NOW, THEREFORE, BE IT RESOLVED** that the McKinleyville Community Services District Board of Directors has reviewed and approved, with amendments, its policies and procedures related to governance, ethics, and board conduct.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on November 4, 2020 by the following polled vote:

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

\_\_\_\_\_  
Mary Burke Board President

Attest:

\_\_\_\_\_  
April Sousa, CMC, Board Secretary





**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS POLICY MANUAL**

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## PART 1 -- GENERAL RULES

**Rule 1-1: PURPOSE** - The purpose of this Policy Manual is to provide guidelines for the conduct of the Board of Directors of the McKinleyville Community Services District (MCSD, District) to help maintain the highest standard of ethics for its Board members. The objectives of this policy are to (1) provide guidance for dealing with ethical issues, (2) heighten awareness of ethics and values as critical elements in Board members' conduct, and (3) improve ethical decision-making and values-based management.

**Rule 1-2: SUSPENSION OF RULES** - Any of the within rules not required by law may be suspended by a majority of the Board.

**Rule 1-3: ALTERATION, AMENDMENT OR REPEAL** - Any rule may be altered, amended or repealed at a duly noticed meeting by a majority vote of the Board.

## PART 2 -- BASIS OF AUTHORITY

**Rule 2-1: AUTHORITY OF THE BOARD** - The Board of Directors is the unit of authority within the District. Apart from his/her/their normal function as a part of this unit, individual Directors may not commit the District to any policy, ~~act~~, or expenditure.

**Rule 2-2: REPRESENTATION** - The Board of Directors as a whole should not represent any factional segment of the community, but rather represent and act for the community as a whole. The proper operation of the District requires decisions and policy to be made within the proper channels of governmental structure, that public office not be used for personal gain, and that all individuals associated with the District remain objective, impartial and responsive to the needs of the public they serve.

**Rule 2-3: GOVERNING LAWS** - Board Members are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Board Members will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure, and open government meeting laws. Board Members will strive to work in cooperation with other public officials unless prohibited from so doing by law or ~~officially-recognized~~officially recognized confidentiality of their work.

## PART 3 -- BOARD STRUCTURE

**Rule 3-1: OFFICERS** - Annually, at the regular January Board Meeting, the Board shall update the rotation schedule for the coming years. Appointment of officers shall be subject to the affirmative vote of the Board with a strong preference for a rotation schedule. The Finance Director shall perform the duties of Treasurer and the General Manager shall select a staff member to serve as Board Secretary.

**Rule 3-2: PRESIDENT** - The President shall perform the duties of presiding officer at all meetings of the Board of Directors and shall carry out the resolutions and orders of the Board of Directors and perform such other duties as the Board of Directors prescribes

including appointment of members to serve on committees of the Board and designation of committee chairs, except for the Recreation Advisory Committee. The Board President is responsible for leadership at public meetings and for exerting every effort to unite the Board into a working, cohesive group by preserving order and decorum. The Board President shall decide questions of order subject to appeal to the Board. This requires the assistance and cooperation of all of the Board Members.

**Rule 3-3: VICE-PRESIDENT** - In the absence of the President, the Vice-President shall perform the President's duties. When the President disqualifies ~~himself/herself-themself~~ from participating in an agenda item or declares ~~himself/herself-themself~~ partisan in the debate on any such item, the Vice-President shall perform the duties of the presiding officer.

**Rule 3-4: COMMITTEES** - Committees of the Board, whether standing or ad hoc, may, from time to time, be established by the President of the Board, subject to confirmation by the Board. Unless authority to perform a duty is expressly delegated by the Board to a committee, committee motions and recommendations shall be advisory to the Board. Committees shall not commit the District to any policy, act or expenditure nor may any committee direct staff to perform specific duties unless authorized by the Board. The Committee Chair is authorized to schedule committee meetings as deemed necessary and to preside at any such meeting.

Where the Board has agreed to designate a Director or Directors to serve on a non-District Committee, the President shall appoint said Directors for Board ratification.

For a detailed description of current committees along with specific Board direction, please see Appendix A.

#### **PART 4 -- CODE OF ETHICS**

**Rule 4-1: OBJECTIVES** - The Board of Directors of MCSD are committed to providing excellence in legislative leadership that result in the provision of the highest quality services and representation to the District's constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following guidelines are recommended:

**4-1A Respect:** The dignity, style, values and opinions of each director shall be respected.

**4-1B Listening:** Responsive and attentive listening during communications is encouraged.

**4-1C Representation:** The needs and desires of the District's constituents shall be a priority of the Board of Directors.

**4-1D Responsibility:** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the General Manager of the District.

**4-1E Attitude:** Directors ~~should commit themselves to emphasis of a positive and professional attitude at all times~~ should always commit themselves to emphasis of a positive and professional attitude.

**4-1F Issue Orientation:** Directors should commit themselves to focusing on issues and not personal attacks. The presentation of the opinions of others should be encouraged. The formation of voting blocs based on personal relationships rather than the merit of issues must be avoided.

**4-1G Openness:** Different viewpoints are healthy in the ~~decision making~~ decision-making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Directors takes action, Directors should support that action regardless of differing opinions.

**4-1H Code of Ethics:** Directors are required by law (AB1234, California Government Code § 53234, et seq.) to receive a minimum of two hours of training every two years in general ethics principals and law. Proof of completion must be provided to the District. If any one Board member is not in compliance the meeting compensation fee will be withheld for all Directors until compliance is met.

**4-1I Conflict of Interest:** Each Director is responsible for completion and submittal of an annual Conflict of Interest (Form 700) to the District Filing Officer. This form is then forwarded to the County Elections Office and is kept on file for public review.

**Rule 4-1J Virtual Meeting Etiquette**

In the event that Board meetings are held on a virtual platform, or a Board member attends a meeting remotely or by teleconference, the Board member is expected to express the same decorum as they would in person. For any virtual meeting participation, Board members should attend dressed appropriately and provide full attention to the proceedings of the Board meeting.

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**Rule 4-2: INFORMATION** - Directors should practice the following procedures:

**4-2A Clarification:** In seeking clarification on informational and policy items, Directors should directly approach the General Manager only to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision making.

**4-2B Complaints:** In handling complaints from residents and property owners of the District, said complaints should be referred to the General Manager.

**4-2C Safety:** In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District Office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

**4-2D Policy:** In seeking clarification for administrative policy related concerns, especially those involving personnel, legal action, land acquisition, finances, and programming, said concerns should be directed to the General Manager.

**Rule 4-2E Virtual Meeting Board Member Participation**

When attending a meeting remotely or virtually, Board members should keep microphones muted unless speaking. In order to be called upon for discussion, motions, or voting, Board members should use the "Raise Hand" feature of the virtual platform. If this is not accessible, the Board member may physically raise their hand and wait to be called upon by the Chair.

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**Rule 4-3: INTERACTION WITH STAFF** - When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager.

**Rule 4-4: TEAM EFFORT** - The smooth working of the District is a team effort. All individuals should try to work together in the collaborative process, assisting each other in conducting the affairs of the District.

**Rule 4-5: CONSTITUENT REQUESTS** - When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through the ~~GM~~ General Manager. The ~~GM~~ General Manager will then date stamp, log in the request, delegate to staff for the appropriate response as needed and upon resolution follow up with the Board within fourteen days.

**Rule 4-6: INTERACTION WITH GENERAL MANAGER** - The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during ~~duly-convened~~ duly convened Board and Committee meetings. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

**4-6A General Manager Evaluations:** The Board shall conduct performance evaluations for the General Manager. As noted in the Supervisor's Policy Manual, 360 evaluations from Department Heads may also be requested by the Board. These evaluations should be conducted annually on the anniversary of the General Manager's hire date. Please see "Attachment A" for a written procedure.

**Rule 4-7: BOARD AS A WHOLE** - Directors should function as a part of the whole. Issues should be brought by individual Board members to the attention of the Board as a whole, rather than to individual members selectively. The Board of Directors functions collectively,



not as individuals and all members should be tolerant of each other's views. Unless the Board, by formal action, delegates responsibility to one or more individual Board members and such delegation is authorized by law, no Director has the legal capacity to act on behalf of the District.

**Rule 4-8: MONITORING PROGRESS** - Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

**Rule 4-9: PREPARATION** - Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from the General Manager, but contact among Board members concerning District affairs outside of the meeting context, is to be avoided, as such activity may constitute a violation of the State of California open meeting laws.

**Rule 4-10: STAFF NOTES** - Information that is exchanged before the meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

**Rule 4-11: COURTESY** - Directors shall at all times always conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

**Rule 4-12: QUESTIONS** - Directors shall defer to the President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be confined to the matter being discussed by the Board.

**Rule 4-13: MINUTES-RECORDING OF INFORMATION**

**4-13A Audio Recording:** Unless directed otherwise by the Board President, all open sessions of the Board meetings shall be audio recorded in their entirety. The recordings will be retained in accordance with the current MCSD records retention policy.

**4-13B Minutes:** Copies of meeting minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in the District vault.

**4-13C Action Minutes:** Action minutes shall be taken by the Board Secretary which summarize (a) Action taken, with a recordation of motion noting name of each person making and seconding the motion (b) Action taken, with a recordation of voting by name on each motion where a roll call vote is required (c) Specific information requested by the Board to be entered in the minutes.

**Rule 4-14: CONFLICT OF INTEREST** - Directors shall abstain from participating in consideration on any item involving a legally prohibited conflict of interest and shall declare the nature of that conflict to the Board.

**Rule 4-15: CORRESPONDENCE** - Staff shall date-stamp the original of all correspondence from constituents, responsible agencies, and trustee agencies upon receipt and distribute a copy to each director within one week. Where a response is requested or where the General Manager believes a response is needed, the General Manager will cause a response to be transmitted to the author with copies to the Board as soon as workloads allow but no later than ten working days following receipt.

**Rule 4-16: DIRECTOR REACTION TO CORRESPONDENCE** - A Director that believes the Board should address an issue raised by the author of correspondence, or by staff's response to correspondence, reserves the right to request Board review on a subsequent agenda by submitting a written request to the General Manager at least fourteen days prior to that meeting. When a Director submits such a request staff will prepare a draft response for Board edit at the Board Meeting. Where a concern arises within seventeen days of a Board Meeting, the Director with the concern should express his or her concern at the Board meeting and request the inclusion of the issue as an agenda item at a subsequent Board meeting.

## **PART 5 -- BOARD MEETING PROCEDURES**

**Rule 5-1: REGULAR MEETINGS** - Regular meetings of the Board of Directors shall be held on the first Wednesday of each calendar month at 7:00 PM at either Azalea Hall 1620 Pickett Road or the District Office 1656 Sutter Road as specified by the agenda. The date, time, and place of regular meetings shall be reconsidered annually at the annual organizational meeting of the Board.

**5-1A: Virtual Meetings** – On March 12, California State Governor Newsom signed Executive Order N-25-20 with clarifying regulations through Executive Order N-29-20 on March 20, 2020, relaxing specific location meeting requirements of the Brown Act. On April 1, 2020 MCSD approved Resolution 2020-05 aligning with executive orders to allow for Regular board meetings to meet virtually via zoom webinar or at the following Toll Free: 1-888-788-0099. This regulation will remain in effect until rescinded by the Governor. If similar circumstances in the future require virtual meetings, a new Resolution will be drafted and voted on by the Board.

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**Rule 5-2: SPECIAL MEETINGS (NON-EMERGENCY)** - Special meetings (non-emergency) of the Board of Directors may be called by the President.

**5-2A Notice:** All Directors, the Manager and District Counsel shall be notified of the Special Board Meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

**5-2B Notification:** Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have

requested notice of Special Meetings in accordance with the Ralph M. Brown Act (California Government Code 54950 through 54960) shall be notified by a mailing unless the Special Meeting is called less than one week in advance, in which case, notice, including a description of the business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as is practical.

**5-2C Agenda:** An agenda shall be prepared as specified for the Regular Board Meetings and shall be delivered with the notice of the Special Meeting to those specified above.

**5-2D New Business:** Only those items of business listed in the call for the Special Meeting shall be considered at any Special Meeting.

**Rule 5-3: SPECIAL MEETINGS (EMERGENCY)** - In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened immediate disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required above. An emergency situation means a substantial emergency which severely impairs or threatens public health, safety or both, as determined by the General Manager and Board President or Vice President in the Presidents absence.

**5-3A Notification:** Newspapers of general circulation in the District, radio stations and television stations which have requested notice of Special Meetings in accordance with the Ralph M. Brown Act shall be notified by at least one (1) hour prior to the emergency meeting. In the event that telephone services are not working, the notice requirement of one hour is waived, but the General Manager, or ~~his/her~~ their designee, shall notify such newspapers, radio stations or television stations of the fact of holding the Emergency Special Meeting and of any action taken by the Board, as soon after the meeting as possible.

**5-3B New Business:** No Closed Session may be held during an Emergency Special Meeting, and all other rules governing Special Meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the Emergency Special Meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

**Rule 5-4: ADJOURNED MEETINGS** - A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda, to any time and place specified in the order of adjournment, except when a quorum is lacking at any Regular or Adjourned Meeting, the members present may declare the meeting adjourned to a stated time and place, and ~~he/she~~ they shall cause a written notice of adjournment to be given to those specified above.

**Rule 5-5: ANNUAL ORGANIZATIONAL MEETING** - The Board of Directors shall hold an annual meeting at its Regular Meeting in December. At this meeting the Board will elect a President and Vice-President from among its members to serve during the coming calendar year, and will appoint the Finance Director as the Board's Treasurer and the General Manager shall select a staff member to serve as the Board's Secretary.

~~The Board is committed to periodically review and adjust rates and charges as needed and appropriate.~~

**Rule 5-6: ORDER OF AGENDA** - The Presiding Officer of the meeting described herein shall determine the order in which the agenda items shall be considered for discussion and/or action by the Board. Any Director may place an item on a Board Meeting agenda by submitting a letter describing the item to be discussed at least fourteen days prior to the Board Meeting.

**Rule 5-7: MEETING ROOM PREPARATION** - The Board President and the General Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

## PART 6 -- BOARD MEETING CONDUCT

**Rule 6-1: CONDUCT GUIDELINES** - Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. The latest edition of Rosenberg's Rules of Order, Revised shall also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Rosenberg's Rules of Order, Revised. Members of the Board of Directors will fully comply with the provisions of the state's open meeting law for public agencies, the Brown Act.

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**Rule 6-2: CONDUCT OBJECTIVE** - The conduct of meetings shall to the fullest extent possible, enable Directors to consider problems to be solved; weigh evidence related thereto, and make wise decisions intended to solve the problems; receive, consider and take any needed action with respect to reports of accomplishments of District operations.

**Rule 6-3: PUBLIC INPUT** - Provisions for permitting any individual or group to address the Board concerning items on the agenda of a Special Meeting, or to address the Board at a Regular Meeting on any subject that lies primarily within the jurisdiction of the Board President and as follows:

**6-3A Time Limits:** The President, unless a majority of the Board objects, may allot a maximum amount of time for each speaker and a maximum amount of time to each subject matter.

**6-3B Disruptive Conduct:** No disruptive, insulting, offensive, threatening, intimidating, demeaning, physically threatening, hostile or violent conduct, actions or speech shall be permitted at any Board meeting. Engaging in such conduct or speech shall be grounds for summary termination, by the President, of

the speaker's privilege to address the Board and/or removal of the individual from the meeting.

6-3C: Public Input for Virtual Meetings – the public will be permitted to participate live at each virtual meeting in accordance with the same regulations as attending and speaking at a live board meeting. For members who are unable to attend the meeting live, the public may send letters and/or emails to the Board Secretary no later than 4:30 p.m. the day prior to the meeting. A supplemental packet of all received letters will be presented to the board the day of the meeting and posted online for public viewing. Any letters received after the deadline will be held until the next meeting. The Board secretary will record a summary of the letters/emails received during the meeting for public record.

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**Rule 6-4: WILLFUL DISRUPTION** - Willful disruption of any meeting of the Board of Directors shall not be permitted. If the President with the concurrence of the Directors finds that there is in fact willful disruption of any meeting of the Board, ~~he/she~~ they may order the room cleared and subsequently conduct the Board's business without the audience present.

**6-4A New Business:** In such an event, only matters appearing on the agenda may be considered in such a session.

**6-4B Re-admittance:** After clearing the room, the President should permit those persons who, in ~~his/her~~ their opinion, were not responsible for the willful disruption to re-enter the meeting room before any further business is conducted.

**6-4C Media:** Representatives of the news media, whom the President finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

**Rule 6-5: QUORUM AND MAJORITY** - Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a minimum quorum is present, therefore, require all three (3) votes to be effective.

**Rule 6-6: ABSTENTIONS** - Where a Director abstains in a vote with respect to a potential Conflict of Interest the Director shall be considered ~~to be~~ absent. Where a Director abstains in a vote for any reason other than a potential Conflict of Interest (see Rule 4-14, above), the abstention will be recorded as an abstention which has the same effect as a "NO" vote. Thus, if only three directors are present and one abstains, no action can be taken on the item because a "Majority of the Board" did not vote "YES".

**Rule 6-7: DIRECTIONS** - The Board may give directions which are not formal action. Such directions include the Board's directives and instructions to the General Manager. The President shall determine by consensus a Board directive and shall state it for clarification.

Should any two directors challenge the statement of the President, a voice vote may be requested. A formal motion may be made to resolve a disputed directive, or to take some other action (such as to refer the matter to the General Manager for review and recommendation, etc.). Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board Meeting during which said informal action is taken.

## PART 7 -- PARLIAMENTARY PROCEDURE

**Rule 7-1: PARLIAMENTARY DETERMINATIONS** - The Presiding Officer shall preserve order and decorum and shall decide questions of order subject to appeal to the Board.

**Rule 7-2: AUTHORITY OF PRESIDING OFFICER** - The Presiding Officer shall not make ~~a~~ motions or second ~~a~~ motions but ~~he/she-they~~ may debate and vote on any matter under consideration. Where the President wishes to make or second a ~~motion~~ motion, ~~he/she-they~~ should vacate the role of Presiding Officer until that item is resolved. Where the President has vacated the role of Presiding Officer for a particular agenda item, the Vice-President (or another director) shall become the Presiding Officer until all action on that agenda item is completed.

**Rule 7-3: CALL FOR QUESTION** - A "call for question" shall be deemed a non-binding request that the Presiding Officer close debate and bring a motion to an immediate vote. The Presiding Officer may choose to continue discussion of the issue.

**Rule 7-4: MOTION TO CLOSE DEBATE** - The "motion to close debate", if seconded, shall be a non-debatable motion, and shall have precedence over any other motion except for a parliamentary inquiry, or a motion to adjourn. Should the "motion to close debate" pass by a majority vote, the Presiding Officer shall thereafter immediately call the question on the pending motion.

**Rule 7-5: AMENDMENTS TO MOTIONS** - A main motion may only be amended with the consent of the maker and seconder. Without this approval, no amendment to a motion shall be in order without a vote on the principal motion. A "substitute motion" shall be construed as an amendment to the main ~~motion, and~~ motion and shall follow the process described in this rule.

**Rule 7-6: RECONSIDERATION** - Any Director that voted for an approved motion on an agenda item may move to reconsider that item at a subsequent meeting. If seconded by any other Director and passed by a majority vote, the effect of the motion is to nullify the earlier motion so that a new motion may be debated at the subsequent meeting. Normally under no circumstances can such an item be reconsidered at the same meeting. An exception may be made if action is a legal requirement at the meeting in question. If the matter is to be reconsidered at a subsequent meeting, notice of that fact must be stated in the agenda for the subsequent meeting.

**Rule 7-7: RECONSIDERATION (Subsequent to Meeting)** - Any two Directors may request that an item resolved at an earlier meeting be added to the agenda of a subsequent meeting. The Presiding Officer may reject this request if no new information is presented in ~~his/her~~ their opinion to warrant further debate. At the meeting where the item rejected by the President could have been considered a majority of the Board may place an item on a subsequent meeting's agenda.

**Rule 7-8: MOTION TO CONTINUE** - Any Director may move that an item be continued to a specific future Board Meeting even if a main motion is pending consideration. If a motion to continue is seconded and passed all consideration on that item is halted and continued until the subsequent meeting.

**Rule 7-9: MOTION TO TABLE** - Any Director may move that an item be tabled for an indefinite time, even if a main motion is pending consideration. If such a motion is seconded and passed all consideration on that item is halted until a Director requests consideration on a subsequent agenda.

**Rule 7-10: ORDER OF DEBATE (Legislative Matter, Action Items)** - The Presiding Officer shall follow the following order of debate in the consideration of Legislative **(Action/Decision)** matters:

**7-10A Presentation:** Staff shall present the issue with any recommendations.

**7-10B Questions of Staff by Board:** Through the ~~GM-General Manager~~, the Board may ask questions of staff to clarify the issue or the recommendation.

**7-10C Audience Input:** Members of the audience may make statements or ask questions regarding the matter. Any person wishing to address the Board, shall, when recognized by the President, step to the rostrum, and give their name to the Board Secretary. All questions of staff from the public shall be addressed to the President. The President may impose reasonable limitations upon the amount of time each person can speak or the number of times any speaker can speak. After affording public comment, he or she may close the public comment period when necessary to allow the Board to complete its business.

**7-10D Board Discussion and Resolution:** Following closure of public input, the Board shall discuss the item and take the action it deems desirable by motion. Individual Directors may ask questions of members of the audience through the ~~President~~President, but such questions and answers should not become a debate. All other audience input shall be deemed "out of order" by the Presiding Officer unless the Board determines that additional input is desirable.

**Rule 7-11: ORDER OF DEBATE (Quasi-Judicial)** - The Presiding Officer shall follow the following order of debate in the consideration of quasi-judicial/adjudicative matters:

**7-11A Presentation:** Staff shall present the issue with any recommendations.

**7-11B Questions of Staff by Board:** The Board may ask questions of staff to clarify the issue or the recommendation.

**7-11C Public Hearing:** The Presiding Officer shall open the Public Hearing, call upon the Applicant to make a statement, and then receive any and all input from the public. Any person wishing to address the Board, shall, when recognized by the President, step to the rostrum, and give their name to the Board Secretary. All questions of staff from the public shall be addressed through the President. Following receipt of public comment, the applicant shall be given the opportunity to respond to comments received. The President may limit the amount of time each person can speak or the number of times a speaker can speak and may close public comment restricting further discussion to the Board level unless a majority of the Board wishes to hear other testimony. The President shall then close the Public Hearing.

**7-11D Board Discussion and Resolution:** Following closure of public input, the Board shall debate the item and take the action it deems desirable by motion. Individual Directors may ask questions of members of the audience through the ~~President~~President, but such questions and answers should not become a debate. All other audience input shall be deemed "out of order" by the Presiding Officer unless the Board determines that additional input is desirable.

#### **Rule 7-12: ORDER OF DEBATE (Non-Legislative Matter, Informational Items)**

**7-12A Presentation:** Staff shall present the issue with any recommendations.

**7-12B Questions of Staff by Board:** The Board may ask questions of staff to clarify the issue or the recommendation.

**7-12C Audience Input:** The Board President may choose to accept input from the audience regarding the matter, however such input is optional and at the Board President's discretion.

**Rule 7-13: EX PARTE CONTACT AND DISCLOSURE** - If a Director talks to or is otherwise contacted by a party in a quasi-judicial/adjudicative matter pending before the Board, that Director must disclose to the Board of Directors that he or she was contacted and disclose the name of the person who contacted them.

### **PART 8 -- REMUNERATION**

**Rule 8-1: BOARD MEETING COMPENSATION** - Directors will be compensated one hundred twenty-five dollars (\$125) per noticed meeting attended up to a maximum of \$750 per month (6 meetings) per Director, with no compensation for Committee Meetings or Ceremonial Meetings, with future meeting fees to be adjusted only upon future Board



action in compliance with California Government Code section 61047 and applicable law. For the purposes of this section, a “day of service” means any of the following:

(1) A meeting conducted pursuant to the Ralph M. Brown Act, Chapter 9 (commencing with [Section 54950](#)) of Part 1 of Division 2 of Title 5 of the Government Code.

(2) Representation of the District at a public event, provided that the Board of Directors has previously approved the member's representation at a Board of Directors' meeting and that the member delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the public event.

(3) Representation of the District at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the member's representation at a Board of Directors' meeting and that the member delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the public meeting or public hearing.

(4) Representation of the District at a meeting of a public benefit nonprofit corporation on whose board the District has membership, provided that the Board of Directors has previously approved the member's representation at a Board of Directors' meeting and the member delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the corporation's meeting.

(5) Participation in a training program on a topic that is directly related to the District, provided that the Board of Directors has previously approved the member's participation at a Board of Directors' meeting, and that the member delivers a written report to the Board of Directors regarding the member's participation at the next Board of Directors' meeting following the training program.

**Rule 8-2: BOARD MEMBER EXPENSES** - Board Members that incur expenses for service rendered at the request of the Board shall be reimbursed on the basis established under the District's Expenditure Control Guidelines.

**Rule 8-3: INSURANCE** - Board Members serving continuously prior to December 31, 1995 shall be eligible for the same insurance benefits as afforded regular employees while serving on the Board. These Board Members shall not be eligible for insurance benefits after they stop serving on the Board unless they participate on a self-pay basis. Board Members starting terms on or after January 1, 1996 shall not be eligible for insurance benefits unless the recipient participates on a self-pay basis.

## PART 9 -- PERSONNEL POLICIES

**Rule 9-1: SEXUAL HARASSMENT** - The District will not tolerate sexual harassment (which includes harassment based on verbal, physical and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with an employee's work performance) by a Board Member, consultants, clients, customers, members of the public, or visitors. The Board considers sexual harassment to be a major offense which may result in disciplinary action of the offending Director. The District is committed to providing a workplace free of sexual harassment (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), as well as harassment based on such factors as race, color, creed, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, medical leave status, veteran status, or any other basis protected by federal, state or local laws.

[AB 1661 \(Chapter 816, Statutes of 2016\) requires local agency officials to receive two hours of sexual harassment prevention training and education within the first six months of taking office and every two years thereafter.](#)

An employee who feels that ~~he/she is being~~ they have been harassed is encouraged to immediately report such incident to the immediate supervisor of the accused individual without fear of reprisal. The General Manager shall be informed of all such complaints and will assist in the investigation and resolution of complaints.

**Rule 9-2: WORKPLACE VIOLENCE** - In recognition of the fact that workplace violence is a concern among Boards, employers and employees across the country the District has committed itself to providing a safe, violence-free workplace. In this regard, the District strictly prohibits employees, consultants, clients, customers, members of the public, visitors, or anyone else on MCSD premises or engaging in a District-related activity from behaving in a violent, threatening, intimidating, or hostile manner.

Moreover, the District seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

The District believes that prevention of workplace violence begins with recognition and awareness of potentially early warning signs and the Board shall respond to any situation that may present the possibility of violence.

Workplace violence includes, but is not limited to, the following:

- Threats of any kind;
- Threatening, physically aggressive, or violent behavior, such as intimidation or attempts to instill fear in others;
- Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, threats to Board or staff members,

sabotage, or threats of sabotage of District property, or a demonstrated pattern of refusal to follow District policies and procedures;

- Defacing District property or causing physical damage to the facilities.

**Rule 9-3: NON-DISCRIMINATION** - The District shall not unlawfully discriminate against qualified employees or job applicants on the basis of ~~sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, physical or mental disability, or Vietnam era veteran status.~~ race, color, creed, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, medical leave status, veteran status, or any other basis protected by federal, state, or local laws.

Equal opportunity shall be provided to all qualified employees and applicants in every aspect of personnel policy and practice. The District shall not discriminate against physically or mentally disabled person who, with reasonable accommodation, can perform the essential function of the job in question.

All Directors are expected to carry out their duties in a manner that is free from discriminatory statements or conduct.

**Rule 9-4: REASONABLE ACCOMMODATION** - Pursuant to the Americans with Disabilities Act, MCSD has a duty to reasonably accommodate Directors with known disabilities. This accommodation is not generally required until the person with the disability requests it.

## **PART 10 -- DIRECTORS LEGAL LIABILITY**

**Rule 10-1: DEFENSE** - The District shall defend and indemnify Board Members from any claim, liability or demand that arises out of a Director's performance of his or her duties as a Board Member or Officer of the District.

**Rule 10-2: LEGAL COUNSEL** - The District Counsel reports to the Board as a whole but is available to each director for consultation regarding legal matters particular to that Board Member's participation in District matters. No Board Member may request a legal opinion of legal counsel without concurrence by the Board except as such requests relate to questions regarding that Member's participation. The determination of legal counsel that the member's legal issue is personal and that they must seek outside legal counsel is final. The Board ~~chair~~ President may privately consult with legal counsel based upon credible information of an on-going criminal investigation or criminal wrongdoing or fraud of District management or the Board, provided the allegation is not against the Board chair.

## **PART 11 -- ANNUAL BOARD SELF-EVALUATION**

**Rule 11-1: POLICY** - The Board is committed to assessing its own performance as a board in order 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 ultimate goal is to improve MCSD policies for the benefit of the McKinleyville community and employees of the District.

**Rule 11-2: PROCEDURE** – The Board has established the following procedure for self-evaluation:

- Annually, the Board shall conduct a self-evaluation utilizing the approved assessment form.
- The Board Secretary will distribute the assessment form to all Board members at the first meeting in July each year.
- The completed assessment forms shall be returned to the Secretary of the Board at or before the August meeting.
- The Secretary of the Board shall compile a summary of the results of the assessment which will be distributed at the September meeting and included as an agenda item for review, discussion and appropriate action.

**Rule 11-3: EVALUATIONS** – The evaluation instrument shall incorporate criteria contained in this Board Policy Manual regarding structure, ethics, policies and procedures. The Self-Evaluation Worksheet can be found as Attachment B in this document.

## **PART 12 – VIRTUAL MEETING POLICY AND PROCEDURES**

**Rule 12-1: POLICY** – On March 12, California State Governor Newsom signed Executive Order N-25-20 with clarifying regulations through Executive Order N-29-20 on March 20, 2020, relaxing specific location meeting requirements of the Brown Act. On April 1, 2020 MCSD approved Resolution 2020-05 aligning with executive orders to allow for Regular board meetings to meet virtually via zoom webinar or at the following Toll Free: 1-888-788-0099. This regulation will remain in effect until rescinded by the Governor. If similar circumstances in the future require virtual meetings, a new Resolution will be drafted and voted on by the Board.

**12-1A: Public Input** - the public will be permitted to participate live at each virtual meeting in accordance with the same regulations as attending and speaking at a live board meeting. For members who are unable to attend the meeting live, the public may send letters and/or emails to the Board Secretary no later than 4:30 p.m. the day prior to the meeting. A supplemental packet of all received letters will be presented to the board the day of the meeting and posted online for public viewing. Any letters received after the deadline will be held until the next meeting. The Board secretary will record a summary of the letters/emails received during the meeting for public record.

**12-1B: Virtual Meeting Etiquette** - In the event that Board meetings are held on a virtual platform, or a Board member attends a meeting remotely or by teleconference, the Board member is expected to express the same decorum as they would in person. For any virtual meeting participation, Board members should attend dressed appropriately and provide full attention to the proceedings of the Board meeting.

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**12-1C: Board Member Participation** - When attending a meeting remotely or virtually, Board members should keep microphones muted unless speaking. In order to be called upon for discussion, motions, or voting, Board members should use the "Raise Hand" feature of the virtual platform. If this is not accessible, the Board member may physically raise their hand and wait to be called upon by the Chair.

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## Appendix A

### Board Direction for Committee Assignments

The Board of Directors of the McKinleyville Community Services District (MCS D: ~~District~~) currently have ten committees, nine of which are standing committees and one an ad-hoc committee. A standing committee is a permanent committee established for the purpose of specializing in the consideration of a particular subject area. MCS D's standing committees include, Recreation Advisory Committee, Area Fund, Redwood Region Economic Development Committee, Audit Committee, Employee Negotiations Committee, Water Task Force Committee, McKinleyville Municipal Advisory Committee, Cornerstone Committee and Groundwater Sustainability Committee. An Ad-Hoc Committee is a committee formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective. MCS D's ad-hoc committee is No Drugs & Toxics Down the Drain. The McKinleyville Senior Center Advisory Committee dissolved in March 2019, however the continued collaboration and agreement with the McKinleyville Senior Center still requires an MCS D Board Liaison.

#### **Recreation Advisory Committee:**

The primary purpose of the Recreation Advisory Committee (RAC) is to make recommendations to the McKinleyville Community Services District (MCS D) Board of Directors regarding plans, policies, programs, and projects relating to McKinleyville's parks, facilities, open space maintenance zones, and recreation activities.

The RAC is appointed by the Board and should include one Director who will be appointed by the Board President. An alternate Director will be selected in the event the primary Director is unable to attend a RAC meeting. Members should represent, to the extent possible, various recreational interests of the community including but not limited to business, environmental, equestrian, sports, seniors, trails and youth. The Recreation Advisory Committee meet once a month on the 3<sup>rd</sup> Thursday at 6:30pm at District's Conference Room, 1656 Sutter Road, McKinleyville. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings.

#### **Area Fund:**

The primary purpose of the McKinleyville Area Fund is to help in the ~~decision-making~~decision-making process to grant funds to deserving organizations and projects in the McKinleyville area.

The MCS D Board President will appoint a Director to serve as a member for the McKinleyville Area Fund annually. The committee meets on an "as needed" basis. The designated Board Member should report to the Board during the regular monthly Board of Directors meetings as applicable.

#### **Redwood Region Economic Development Commission:**

The Redwood Region Economic Development Commission (RREDC) is a collaboration of Humboldt County communities dedicated to expanding economic opportunity in Humboldt

County. The primary purpose of RREDC is to create opportunity and to support the growth of local businesses by leading projects of regional significance, making loans, and offering technical assistance through partnership with the North Coast Small Business Development Center.

RREDC has nineteen members and is governed by a Board of Directors of elected officials appointed by member agencies. The MCSD Board President will appoint a Director to serve as a member for RREDC annually. An alternate Director will be selected in the event the primary Director is unable to attend a RREDC meeting. The RREDC Board of Directors meet once a month on the 4<sup>th</sup> Monday at 6:30pm at the Prosperity Center, 520 E Street, Eureka. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings.

#### **McKinleyville Senior Center Board Liaison:**

The primary purpose of the McKinleyville Senior Center Board Liaison is to provide a line of communication to the McKinleyville Senior Center (MSC) regarding Azalea Hall and any ~~others~~other topics pertinent to active agreements.

The MCSD Board President will appoint a Director to serve as the Board Liaison for the McKinleyville Senior Center annually. The appointed member should attend all MSC executive and regular board meetings. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings to facilitate communications between MCSD and MSC. The MSC Board of Directors meet once a month on the ~~last Monday~~third Wednesday from 11:00am – 12:30pm at the Senior Center. ~~The MSC Executive Committee meets monthly on the third Wednesday from 11:00am – 12:30pm at the MSC.~~

#### **Audit Committee:**

The primary purpose of the Audit Committee is to provide oversight of the financial reporting process, the audit process, the system of internal controls and compliance with laws and regulations. The Audit Committee will consider internal controls and review their effectiveness. The Committee assists the Board of Directors to fulfill ~~publie~~public governance and overseeing.

The Audit Committee will be appointed by the Board President and include two Directors. The Committee should have one “financial expert” member who is knowledgeable and experienced in government accounting and auditing; Generally Accepted Accounting Principles for estimates, accruals, and reserves; and internal controls. If no member is qualified, the committee is permitted to engage an outside party for this purpose. To maintain the Committee’s independence and effectiveness, those with managerial responsibilities that fall within the scope of the audit should NOT serve as a member of the audit committee.

Specific Responsibilities of the Audit Committee include, but are not limited to:

- Submit Request for Proposals (RFP) to qualified audit firms every three years – soliciting bids, interviewing firms and making the recommendation to the Board of Directors when selecting the firm to be awarded the audit contract

- Review all significant GAAP or FASB rule changes and have a clear understanding of the effect of such changes on the financial condition of the district and needed changes in financial procedures
- Review annual audit in detail – presented to the Board by the auditors and accepted by the Board of Directors based upon the recommendation of the Committee. Such review shall encompass the overall condition of the MCSD finances, all audit recommendations for changes, and management letters
- Discuss financial statements directly with management, with independent auditors in private and privately among Committee members while maintaining an appropriate degree of professional skepticism
- Identify future financial challenges with auditors and management
- Monitor controls designed to prevent and detect senior management override of other controls
- Review annual true cost set asides to insure that all cost centers of the District have a completed plan to amortize future costs, to recommend set asides for the Board of Directors, compliance with set asides and insure management has developed a schedule of repayment for borrowings of these funds that is consistent with District financial integrity
- Establish procedures for complaints regarding accounting, internal controls or auditing matters – such procedures should specifically provide for the confidential, anonymous reporting by employees of concerns regarding questionable accounting or auditing matters
- Report annually to the full Board and the public on how it satisfied its duties and met its responsibilities

The Audit Committee should meet on a regular basis and report to the Board during the regular monthly Board of Directors meetings. The report should address or include at a minimum, the activities of the Committee, significant findings brought to the attention of the Committee, any indications of suspected fraud, waste or abuse, significant internal control findings and activities of the internal audit function.

**Employee Negotiations Committee:**

The primary purpose of the Employee Negotiations Committee is to allow open communication between staff and the Board of Directors regarding staff’s benefit package.

The committee is comprised of two Directors and a staff nominated representative from each department. The MCSD Board President will appoint the Directors to serve for the Employee Negotiations Committee annually. The designated Board Members should report back to the Board during the regular monthly Board of Directors meetings as necessary. The committee meets on an “as needed” basis when the term of the previous negotiation is close to expiration. The committee members will be called upon to meet with the General Manager to review wage studies and other proposed policy changes to MCSD benefit and compensation package. Committee members should as background be familiar with wage comparisons of other similar entities, retirement benefit amortizations and medical benefit programs.



**~~Water Task Force Committee:~~**

~~The Water Task Force is a multi-agency committee serving Humboldt County. The primary purpose of the Water Task Force Committee is to provide a platform for the emergency response procedures for potable water procurement and distribution.~~

~~The MCSD Board President will appoint a Director to serve for the Water Task Force Committee annually. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings as necessary. The committee meets on an “as needed” basis at Humboldt Bay Municipal Water District, 828 7th St, Eureka.~~

**~~No Drugs & Toxics Down the Drain Committee:~~**

~~The primary purpose of the No Drugs & Toxics Down the Drain Committee is to provide informational protocols and community outreach to educate the public in proper methods of disposal of trace toxics and hazardous substances.~~

~~The MCSD Board President will appoint a Director to serve as Chair for the No Drugs & Toxics Down the Drain Committee annually. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings as necessary. The committee meets on an “as needed” basis.~~

**McKinleyville Municipal Advisory Committee:**

The primary purpose of the McKinleyville Municipal Advisory Committee (MMAC) is to provide a consistent forum for the public to hear about and advise the Planning Commission and Board of Supervisors on local community issues.

The MMAC is tasked with gathering input from the community and commenting on matters of concern which relate to county services provided to the greater McKinleyville area, including but not limited to public works, health, safety, welfare and public financing. The MMAC is to review, comment and provide advisory recommendations to the Planning Commission and the Board of Supervisors on proposed zoning amendments, and general plan petitions and amendments located within the McKinleyville planning area related to conformance with the McKinleyville community plan. The MMAC will also discuss and provide input on long-range planning issues.

The MMAC is comprised of seven appointees who reside, own property or conduct a business in the greater McKinleyville area. Five of the MMAC committee members are appointed by the County Board of Supervisors and two are representatives of MCSD. The MCSD Board President will appoint a Director to serve as a member for the MMAC annually and the General Manager serves on the committee as well. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings matters of relevance to the District. The MMAC meet once a month on the last Wednesday at 6:00pm at the Azalea Conference Center, 2275 Central Ave, McKinleyville.

**Cornerstone Committee:**

The primary purpose of the Cornerstone Committee is to create community awareness and support for the McKinleyville Teen Center. The committee is a collaboration of MCSD and the Boys & Girls Club of the Redwoods, comprised of a representative from the Board of Directors and at least one staff member from each organization. The MCSD Board President will appoint a Director to serve as a member for the Cornerstone Committee annually. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings. The committee meets on an "as needed" basis.

**Groundwater Sustainability Committee:**

The primary purpose of the Groundwater Sustainability Committee is to help create a framework for sustainable, local groundwater management, in response to AB 1739, SB 1168 and SB 1319 signed by Governor Brown in September 2014, allowing local agencies to tailor groundwater sustainability plans to their regional economic and environmental needs. The legislation applies to groundwater basins designated as medium or high priority by the California Department of Water Resources. Humboldt County has one medium-priority basin (Eel River Valley) and no high-priority basins. The committee was formed in October 2015 to guide the local response to the Sustainable Groundwater Management Act. The MCSD Board President will appoint a Director to serve as a member for the Groundwater Sustainability Committee annually. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings. The committee meets on an "as needed" basis at the University of California Cooperative Extension office located at 5630 South Broadway, Eureka.

**Environmental Matters Committee**

The primary purpose of the Environmental Matters Committee is to meet the needs of all environmental matters, from water to wastewater to land use. This committee will review local limits, groundwater sustainability and participate in the HBMWD Water Task Force as needed as well as any other task force, Ad Hoc committee, or review regarding any environmental matters. This committee meets on an "as needed" basis.

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## Attachments

### Attachment A

This written procedure is provided to the Board of Directors as guidance in completing a 360 Degree Annual Performance Evaluation for the General Manager.

These evaluations should be conducted annually on the anniversary of the General Manager's hire date and use the standard MCSD GENERAL MANAGER EVALUATION Form attached as EXHIBIT 1, unless the Board of Directors determine it insufficient. At that time determine a more appropriate interval.

Simultaneously, the Board should request District Department Heads participate in an advisory evaluation by utilizing the GENERAL MANAGER\_360 PERFORMANCE EVALUATION Form attached as EXHIBIT 2.

The process will begin with the Board requesting an item be placed on the agenda approximately one month prior to the anniversary date. This item should be titled "Initiate process for General Manager Performance Evaluation" and can be accomplished in opened session.

During an open public meeting, the selection of one board member to consolidate all five Board Member and three Department Head evaluations will be determined by the Board President. Once a member of the Board has been selected a schedule should be established and should include:

- Date to complete and return sealed evaluations to Board Secretary,
- Date the appointed consolidator will retrieve the evaluations, and
- A date for the closed session for the General Manager's performance evaluation.

All five Board Members will receive the evaluation forms from the Board Secretary at that meeting with an envelope to seal and return with the completed forms. The Board will fill out the evaluations and provide them to the Board Secretary at the District Office in the sealed envelope in accordance with the schedule.

After the meeting the Board Secretary will distribute the GENERAL MANAGER 360 PERFORMANCE EVALUATION form to Finance Director, Operations Director and Recreations Director and coordinate the completion in accordance with the Board's ~~schedule~~ schedule, so ~~that~~ the evaluations are all completed and ready simultaneously.

The Board Member selected to consolidate the evaluations will be notified by the Board Secretary that the evaluations by department heads and other Board Members are completed and ready to pick up. The evaluations will be consolidated by averaging each section and combining any written comments so there is one evaluation from the Board and one evaluation from the Department Heads.

During a properly noticed public meeting the board will convene a closed session to review the consolidated evaluation with the General Manager for the purpose of discussing the General Manager's performance. See the example below for noticing.

"PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(California Government Code § 54954.5 and 54957): Title:  
General Manager— (*Name Inserted Here*)"

**EXHIBIT 1**



MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
 Board of Directors' Evaluation Form - General Manager  
 Performance Review Period (\_\_\_\_\_ through \_\_\_\_\_)

Date \_\_\_\_\_

Board Member: \_\_\_\_\_

**A. BOARD/MANAGER RELATIONSHIP**

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

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

**B. COMMUNITY RELATIONS**

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

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

**C. LEADERSHIP**

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

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

**D. COMMUNICATION**

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

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

**E. MANAGING FINANCIAL AND MATERIAL RESOURCES**

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

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

**F. ORGANIZATION**

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

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

**G. OVERALL EVALUATION**

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

	5	4	3	2	1

**Remarks/Comments:**

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EXHIBIT 2

**GENERAL MANAGER  
360 PERFORMANCE EVALUATION**

*Rating categories:*

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

PERFORMANCE FACTORS	I	M	E	COMMENTS
<b>1. QUALITY OF WORK:</b> Consider the extent to which completed work is accurate, neat, well-organized, thorough, and effective				
<b>2. RELATIONSHIPS WITH PEOPLE:</b> Consider the extent to which the GM recognizes the needs and desires of other people, treats other with respect and courtesy, and inspires their respect and confidence, etc.				
<b>3. WORK HABITS:</b> Consider the GM's effectiveness in organizing and using work tools and time, in caring for equipment and materials, in following good practices of vehicle and personal safety, etc.				
<b>4. TAKING ACTION INDEPENDENTLY:</b> Consider the extent to which the GM shows initiative in making work improvements, identifying and correcting errors, initiating work activities, etc.				
<b>5. ANALYZING SITUATIONS AND MATERIALS:</b> Consider the extent to which the GM applies consistently good judgment in analyzing work situations and materials, and in drawing sound conclusions.				
<b>6. MEETING WORK COMMITMENTS:</b> Consider the extent to which the GM completes work assignments, meets deadlines, follows established policies and procedures, etc.				

<p><b>7. TECHNICAL AND PRACTICAL KNOWLEDGE OF THE JOB:</b> Extensive knowledge of technical elements in own program and related areas; willing to share technical knowledge; viewed as a knowledgeable resource; ability to effectively utilize a variety of resources to resolve administrative and/or program problems.</p>				
<p><b>8. SUPERVISING THE WORK OF OTHERS:</b> Creates an environment in which employees are treated with respect. Employees possess a sense of ownership; satisfaction in the District's accomplishments; influence over how things are done, and an understanding of their personal importance to the MCSD. Provides appropriate control over staff activities. Provides timely performance appraisal of subordinate staff. Inspires continuous learning and development of staff. Recognizes and values the contributions of all members of a diverse work force.</p>				
<p><b>9. LEADERSHIP:</b> Cooperates, inspires, motivates, persuades and guides others toward goal accomplishment; adapts leadership style to a variety of situations; models high standards of honesty, integrity, trust, openness and flexibility; makes sound decisions consistent with District objectives.</p>				
<p><b>10. FISCAL MANAGEMENT:</b> Understands District costs, debt, cash flow, fixed assets and rate structures and is able to utilize these strategically; Analyzes budget forecasts for accuracy; maintains responsible District costs within Board approved budgets. Timely review and approval of bank reconciliations, journal entries, financial statements, invoices (AP) and payroll.</p>				
<p><b>11. COMMUNICATION:</b> Proactively informing Board of Departmental and District issues and concerns; Timely collection of information and reports from Departments. Maintains confidentiality of communications.</p>				
<p><b>12. COMPLIANCE:</b> Demonstrates the ability to maintain the District and all departments in compliance with laws, regulations and reporting requirements.</p>				



<p><b>13. CUSTOMER SERVICE:</b> Shows interest in and understanding of the needs, expectations and circumstance of internal and external customers. Explores options and pursues solutions until customers are satisfied. Is responsive, pleasant, professional and easy to do business with. Looks at the organization and its services from the customer's point of view. Seeks and uses customer feedback to improve services. Meets or exceeds internal and external customer expectations.</p>				
<p><b>14. EMPLOYMENT SAFETY:</b> Consider whether the employee maintains and ensures training, safety requirements and compliance for supervised employees (i.e. full time, part-time, seasonal, Cal-works, sub-contractors or visitors).</p>				
<p><b>15. POLICIES &amp; PROCEDURES:</b> Consider the extent to which the employee maintains compliance with All District Policies and Procedures. Ensures staff is aware of Human Resource and EEO Policies.</p>				
<p><b>16. IDP:</b> Develops IDP with supervised employees and ensures employee completes all training requirements.</p>				

**OTHER EVALUATOR COMMENTS:**

**SIGNATURE:** \_\_\_\_\_ N/A \_\_\_\_\_

**DATE:** \_\_\_\_\_

**GENERAL MANAGERS COMMENTS:**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Attachment B

McKinleyville Community Services District

Board of Directors Self-Evaluation Worksheet

Using the below scale, while thinking specifically about YOU, circle the number that most accurately describes your opinion for each item.

1 – Strongly Disagree 2 – Somewhat Disagree 3 – Not Sure 4 – Somewhat Agree 5 – Strongly Agree

DO YOU or ARE YOU:-

<u>Understand the vision and mission of the McKinleyville Community Services District?</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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COMMENTS:

<u>Support the vision and mission of MCSD?</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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COMMENTS:

<u>Have a good working relationship with the other</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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<b>Board Members?</b>					
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<b>Have a good working relationship with the General Manager?</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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<b>Knowledgeable about MCSD's major programs and services?</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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<b>Follow trends and important developments in the industries and services that MCSD provides?</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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<b>Read and understand MCSD's financial statements?</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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<b>Act knowledgeably and prudently when making recommendations about MCSD finances and financial policies in consideration of the District as a whole?</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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<b>While considering short-term administrative matters, are you also focusing on long-term and significant policy issues and impacts?</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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<b>Recommend qualified individuals with relevant skills and experience as possible nominees for the Board and committees?</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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**COMMENTS:**

<b>Prepare for and participate at Board and committee meetings, as well as other MCSD events?</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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**COMMENTS:**

<b>Willingly volunteer and use your special skills to further the MCSD vision and mission?</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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**COMMENTS:**

<b>Complete assignments and responsibilities in a responsible and timely manner?</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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**COMMENTS:**

Speak for the Board or MCSD only when authorized to do so?	1	2	3	4	5
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Take advantage of opportunities to enhance the MCSD public image by periodically speaking to others about the work of the District?	1	2	3	4	5
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Respectful to all while conducting District business?	1	2	3	4	5
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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?
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**ADDITIONAL COMMENTS:**

Attachment B.

McKinleyville Community Services District  
Board of Directors Self-Evaluation Worksheet

In order to truly understand how the Board is doing as elected officials for the McKinleyville Community Services District, please answer each question while specifically thinking about you and your opinion on your own effectiveness as a Board member.

1. Please briefly describe your understanding the vision and mission of the McKinleyville Community Services District?
2. Over the last year, in what ways have you supported the vision and mission of MCSD?
3. In what ways do you think the Board or Staff could better supported the vision and mission of MCSD?
4. Do you feel you have a good working relationship with the other Board members? Explain.
5. Do you have any suggestions for improving the working relationship with the other Board members?
6. Do feel you have a good working relationship with the General Manager? Explain.
7. Do have any suggestions for improving the working relationship between the General Manager and the Board?
8. What are MCSD's major programs and services that you would like to know more about?
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?
10. Do you understand MCSD's financial statements? What would help you with this?
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?

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

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

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

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?

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

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?

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: E.6**                      **Initiate Process for General Manager's 6-Month Performance Evaluation**

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

**TYPE OF ACTION:**          **Board President Appointment**

### **Recommendation:**

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

### **Discussion:**

As noted in the General Manager Employment Agreement, the Board shall review and evaluate the General Manager's performance at least annually on the anniversary of the effective date of the agreement as well as after three (3) months and six (6) months during the first year of employment **Attachment 1**. The three (3) month evaluation was completed at the September Board meeting.

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

- Date to complete and return sealed evaluations to the Board Secretary (**November 13**);
- Date the appointed consolidator will retrieve the evaluations (**November 16**);
- Date for review information to be returned to Board Secretary for confidential distribution (**November 23**); and
- A date for the closed session for the General Manager's performance evaluation (**December 2**).

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

The Board Member selected to consolidate the evaluations will be notified by the Board Secretary that the evaluations by Board Members are completed and ready to pick up. The evaluations will be consolidated by averaging each section and combining any written comments so there will be one evaluation from the Board and one evaluation from the Department Heads.

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

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – General Manager Employment Agreement, Page 6-7, Paragraph 8: Performance Evaluation
- Attachment 2 – Board of Director's Evaluation Form GM

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

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

6. Time at Work.

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

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

7. Outside Activities.

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

8. Performance Evaluation.

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

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

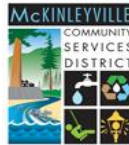
- b. On or before each anniversary date of the effective date of this Agreement, the Board and Employee shall define in writing such goals and performance objectives as they deem necessary for the proper operation of the District, the attainment of the Board's policy objectives and the development of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

9. Termination and Severance Pay, and Voluntary Resignation.

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

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

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



MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
 Board of Directors' Evaluation Form - General Manager  
 Performance Review Period (June 1, 2020 through November 30,2020)

Board Member: \_\_\_\_\_

Date \_\_\_\_\_

**A. BOARD/MANAGER RELATIONSHIP**

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

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

**B. COMMUNITY RELATIONS**

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

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

**C. LEADERSHIP**

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

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

**D. COMMUNICATION**

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

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

**E. MANAGING FINANCIAL AND MATERIAL RESOURCES**

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

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

**F. ORGANIZATION**

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

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

**H. OVERALL EVALUATION**

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

	5	4	3	2	1

**Remarks/Comments:**

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: E.7**                      **Consider Approval of Resolution 2020-24 Changing the Name of the Recreation Advisory Committee in the MCSD Rules and Regulations to “Park and Recreation Committee” (PARC)**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, discuss, take public comment, and vote to approve Resolution 2020-24 renaming the Recreation Advisory Committee the “Park and Recreation Committee (PARC)”.

### **Discussion:**

Board President Burke approached staff in August to discuss the possibility of renaming the Recreation Advisory Committee RAC in order to communicate to the public that the committee’s full scope of responsibilities extends beyond recreation as it also includes parks and open space management. Staff brought the discussion to the RAC to determine a recommendation to the Board. The issue was discussed at the August, September and October RAC meetings.

After much discussion, the RAC approved a recommendation to rename the committee as follows: Park and Recreation Committee (PARC). Resolution 2020-24 (Attachment 1) outlines the name change to Rule 40 of the MCSD Rules and Regulations.

Staff and the committee members are now reviewing the committee description in the MCSD rules and regulations to ensure that the description accurately represents the committee’s advisory scope and responsibility to include open spaces and natural resources as well. Any changes to the description in the rules and regulations will be brought to the Board for approval in December.

### **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 2020-24

**RESOLUTION 2020 – 24**

**A RESOLUTION TO CHANGE THE NAME OF THE RECREATION ADVISORY COMMITTEE (RAC) TO PARK AND RECREATION COMMITTEE (PARC) IN THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT RULES AND REGULATIONS**

**WHEREAS**, The Recreation Advisory Committee (herein “COMMITTEE”) provides input and recommendations to the Board of Directors of the McKinleyville Community Services District on matters related to not only recreation services; and

**WHEREAS**, the current name does not convey the broader scope of the COMMITTEE’S advisory responsibilities to the general public; and

**WHEREAS**, the Board of Directors wishes to increase public knowledge of the COMMITTEE and the opportunities for public participation within the COMMITTEE;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby change the COMMITTEE name to PARK AND RECREATION COMMITTEE (PARC) in Article IV, Rule 40 of the McKinleyville Community Services District’s Rules and Regulations.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on November 4, 2020 by the following polled vote:

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

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Mary Burke, Board President

Attest:

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April Sousa, CMC, Board Secretary

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: E.8**                               **Consider Approval of Additions of General Public Members to the Community Forest Committee**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, discuss, take public comment and approve adding a seat for members of the general public to the Community Forest Committee with the process outlined by staff.

### **Discussion:**

The McKinleyville Community Forest Committee met on October 14, 2020. In attendance were Staff Pat Kaspari, James Henry, Lesley Frisbee, Jens Andersen and Director Dennis Mayo joined via Zoom. The committee members discussed potential members of, and how to form, the full McKinleyville Community Forest Committee. It was determined the Committee would likely be comprised of 11-15 seats. Committee Members would consist of two Board of Directors, currently Directors Mayo and Corbett, the General Manager, the Parks & Recreation Director, the Operations Director, one additional Parks & Recreation Staff member, one member of the McKinleyville Municipal Advisory Committee (McMAC) to be chosen by the McMAC, one member of the Recreational Advisory Committee (RAC), to be chosen by the RAC. Additional members may include Redwood Community Action Agency (RCAA) staff, technical experts such as a Forester, Biologist, Natural Resource professionals. The attendees outlined the planned format and immediate objectives of the Committee. Tasks were assigned to the existing members of the Committee. It was discussed whether members of the general public should be invited to join the committee, and if so, how many seats should be filled by members of the public, and what process should be used to solicit and select members of the public to fill committee seats?

The Committee recommends that one (1) member of the general public be asked to be a member of the Community Forest Committee. That the open position be advertised on the District's Webpage and Facebook page for approximately 30-days and interested member of the Public be asked to submit statements expressing their interest and qualification they would bring to the Position. That all submitted statements be reviewed by the Community Forest Committee, and that the Committee make recommendations to the entire Board on which member of the Public be asked to join the Committee.

### **Alternatives:**

Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Notes from the Community Forest Ad Hoc Committee meeting with Staff on October 14, 2020

10-14-2020 Community Forest Adhoc Committee meeting Notes:

Attendees: Pat Kaspari, Dennis Mayo, James Henry, Jens Andersen and Lesley Frisbee

Committee Seats:

- 11-15 seats comprised of the following:
  - 2-Directors of the MCSD Board
  - 1-member of the Recreation Advisory Committee
  - MCSD's General Manager
  - MCSD's Park and Rec Director
  - MCSD's Operations Director
  - MCSD Recreation Coordinator
  - 1-member of the McMAC
  - 1-Forester
  - 1-Rep from RCAA
  - 1-Natural Resource/Biologist Field Expert
  - Potentially 1 member of the public
- Field Experts will be sought through recommendations and invited to participate once identified.
- Appointment of member of the Public-subject to MCSD Board decision

Committee Format:

- MCSD Directors will serve as Chair and Vice Chair of the Committee
- District Staff will be responsible for agendas and notices
- Intended for this to be a formal, on-going committee (similar to RAC) to be written into the District's Rules & Regulations
- Committee will meet monthly for 1 hour
- Committee will be responsible for making recommendations to the MCSD Board in all matters pertaining to the Community Forest, including providing supporting research for recommendations.

Immediate Objectives:

- Identify Forester to participate on Committee
- Draft Committee Rules & Regs
- Report to MCSD Board on this meeting and Committee Development plan & ask Board if they want members of the Public, how many, and what process to use to solicit and select Public Members of the Committee
- Develop Schedule for overall property acquisition, Community Outreach and other Tasks/Goals

Task Assignments:

- Pat: Reach out to Forester; talk to Mary about potential members
- Lesley: Draft Committee description for Rules & Regs; Identify RAC member for Committee
- Jens: Draft Staff Note for November Board meeting including asking them about Public Member process
- Dennis: Reach out to Horse Community

Next meeting: Some time after November 4<sup>th</sup> and before November 13<sup>th</sup>. April will schedule

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **ACTION**

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**ITEM: E.9**                      **Consider Providing Direction to Staff and/or Audit Committee to Research and Develop Recommendations to Address Potential CalPERS Unfunded Liability**

**PRESENTED BY:**              **Pat Kaspari, General Manager and John Corbett, Director/Audit Committee Member**

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

### **Recommendation:**

Staff recommends that the Board review the information provided, discuss, take public comment and provide direction to Staff and/or the Audit Committee to take some, all, none or additional actions as outlined in Director Corbett's Memo (Attachment 2).

### **Discussion:**

The unfunded liability associated with the California Public Employees Retirement System (CalPERS) was highlighted in a recent New York Times article (Attachment 1). This is an ongoing discussion that the District and the Board have been engaged in. As stated in the article, CalPERS is consistently short of the billions of dollars it needs to pay all retirees their pensions, and it continues to calculate that it can meet those obligations only if it meets their target of 7% return on investment. It continues to fall short of that target. If CalPERS continues to fall short of their goals, individual communities and Special Districts, including MCSD, will be forced to fund these shortfalls. The District has taken steps to set aside additional funding for potential future shortfalls, but these steps may not completely address the problem and could result in future underfunded liabilities. This will require the District to make up the shortfall with other budget cutting measures. Director Corbett's memo (Attachment 2) recommends the following actions:

- MCSD reaffirms our goal to have a secure pension that has even age payments structured to meet all payouts and require no staff layoffs to fund.
- The matter be referred to the Staff and the Board Audit Committee.
- Staff be authorized to contact CalPERS and other necessary financial authorities.
- Staff reports back on progress.

As Director Corbett outlined in a subsequent email, the best solution is that the article overstates the problem. The second best would be if PERS managed a



fund that took contributions at a higher rate based on a lower potential rate of return. The money set aside last time by the District was hampered by an untested I.R.S. model, and the very restrictive investment standards for Special Districts. If possible, the District may need a financial structure that is a separate legal entity from the District so as to allow standard retirement investments. This needs to be handled by an outside party because the District does not have the capacity to run it. This would allow a conservative investment structure that would (hopefully) allow a more reasonable rate of return, similar to non-profit foundations.

We have a long road ahead of us if the problem is as described in the newspaper is true. Our first task is to define the nature of the problem in real dollars.

**Alternatives:**

Take No Action

**Fiscal Analysis:**

Unclear at this time. Staff will report back to the Board.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – “Marching Orders for the Next Investment Chief of CalPERS: More Private Equity”, Mary Williams Walsh, October 19, 2020 New York Times
- Attachment 2 – Memo from Director John Corbett entitled PERS PENSION

# Low on Cash, CalPERS To Seek Private Equity

By MARY WILLIAMS WALSH

Ben Meng got the job of chief investment officer of CalPERS by convincing the trustees of the nation's largest public pension fund that he could hit their target of a 7 percent annual return on investment by directing more of the fund's billions into private equity.

Now, Mr. Meng is gone — only a year and a half after he started — and CalPERS, as the \$410 billion California Public Employees' Retirement System is known, is no closer to that goal. The fund is consistently short of the billions of dollars it needs to pay all retirees their pensions. And it continues to calculate that it can meet those obligations only if it gets the kind of big investment gains promised by private equity.

The strategy involves putting money into funds managed by firms such as the Blackstone Group and Carlyle, which buy companies and retool them with the goal of selling them or taking them public. Even as some of the fund's trustees have misgivings — they say the private equity business is opaque and illiquid and carries high fees — they say they have little choice.

"Private equity isn't my favorite asset class," Theresa Taylor, the chair of the CalPERS board's investment committee, said at a recent meeting. "It helps us achieve our 7 percent solution," she said. "I know we have to be there. I wish we were 100 percent funded. Then, maybe we wouldn't."

CalPERS, like many other pension funds, began putting money into private equity funds decades ago. But its reliance on such funds has increased in recent years, as low interest rates have made bonds less attractive and stocks have proven too volatile. Adding to the urgency are an aging population, expansive pension benefits that can't be reduced and a major funding shortfall.

Mr. Meng's abrupt departure in August, and CalPERS's slow-moving search for a replacement, are delaying its plans to increase its private equity investments. Mr. Meng resigned after compliance staff noticed that he had personal stakes in some of the investment firms that he was committing CalPERS's money to, most notably Blackstone. California state officials in that situation are supposed to recuse themselves, but Mr. Meng did not.

Some of the fund's stakeholders, including cities, school districts and other public employers, worry that in the meantime, CalPERS's trustees could react by putting new restrictions on investment chiefs, discouraging top candidates from applying for the job or otherwise making it harder for CalPERS to achieve its target rate of return. If investment returns fall short, local officials know they'll have to make up the difference, dipping into their budgets to free up more money to send to the

fund.

"It gets harder and harder each year," said Brett McFadden, the superintendent of a large school district northeast of Sacramento. He has cut art, music and guidance counselors to get more money for the state pension systems every year. "These policies are being made in Sacramento, and I'm the one left holding the bag," he said.

Marcie Frost, the chief executive of CalPERS, said that Mr. Meng's departure would not prompt the board to change CalPERS's investment strategy. She said a study by CalPERS and its outside consultants showed that private equity and distressed debt were the only asset classes powerful enough to boost the fund's overall average gains up to 7 percent a year, over time.

"So we have to have a meaningful allocation to those," she said. "There are no guarantees that we're going to be able to get 7 percent in the short term or, frankly, in the long term."

Data shows that CalPERS's private equity returns are consistently lower than industry benchmarks, but private equity has still performed better than other as-

## The fund consistently is short of the billions it needs to pay its retirees' pensions.

sets and "has generated billions of dollars in additional returns as a result of our investments," said Greg Ruiz, CalPERS's managing investment director for private equity.

Mr. Meng was a big proponent of private equity, telling trustees that "only one asset class" would deliver the returns they sought and that the fund would need to direct more money into it. But while CalPERS sought, under him, to increase its private equity allocation to 8 percent of total assets, the holdings fell to 6.3 percent, in part because the private equity managers were returning money from previous investments and CalPERS did not jump to reinvest it. Over all, the fund had about \$80 billion — or 21 percent of its assets — in private equity, real estate and other illiquid assets as of June 30, the end of its last fiscal year.

CalPERS has sometimes moved slowly on private equity partly because of its trustees' qualms.

At one recent meeting, Ms. Taylor, the investment committee chair and formerly a senior union official, recalled that some of CalPERS's private equity partners had bought Toys "R" Us in 2005. The transaction loaded it up with \$5 billion in debt just as the retailer's bricks-and-mortar sales strategy was becoming antiquated, and the company went into a long,



Brett McFadden, the superintendent of a large school district northeast of Sacramento, said he has had to cut art, music and guidance counselors to spare money for the unfunded state pensions. "It gets harder and harder each year," he said.

slow collapse that ended in liquidation and cost more than 30,000 jobs.

"I'm hoping that we can get to a better strategy of mitigating some of these problems," she said.

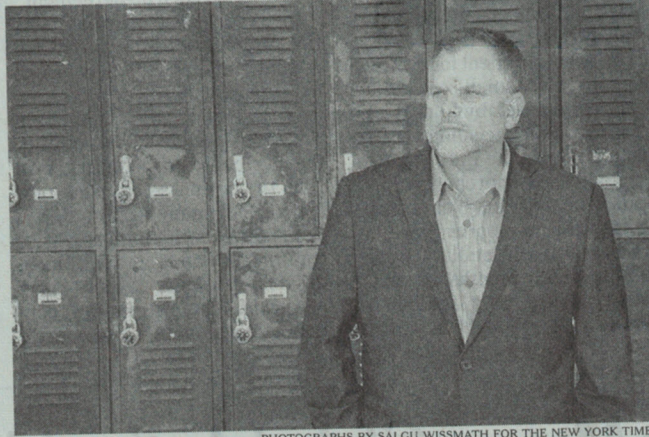
Other trustees questioned the validity of the internal benchmark that CalPERS uses to evaluate its private equity investments, saying they didn't believe the returns were all that good after fees were deducted.

"We're going to be sold a bill of goods, and we're going to believe what they say, because we want to believe it and we want to make higher returns," said Margaret Brown, a trustee and retired capital investments director for a school district southeast of Los Angeles.

Still, the marching orders for CalPERS's next investment chief are apparent: Find ways to increase the pension giant's investments in private equity funds.

Independent analysts have long urged public pension trustees to stop chasing higher returns and instead take a deep, hard look at how they got to be so underfunded in the first place. A growing school of thought blames the way they calculate their total obligations to retirees for understating the true number — specifically, how they translate the value of pensions due in the future into today's dollars.

To do that, CalPERS uses the routine practice of discounting, which all financial institutions use and is based on the principle that money is worth more today than in the future. It requires the selection of an appropriate discount rate. CalPERS uses its target return on investment of 7 percent as its discount rate — a practice flatly rejected by financial economists, because 7 percent is associated with a high degree of risk, and CalPERS's pensions are risk free. Economists say that Cal-



PHOTOGRAPHS BY SALGU WISSMATH FOR THE NEW YORK TIMES

PERS, and other public pension systems, should be using the rate associated with risk-free bonds like U.S. Treasury bonds. Doing it that way shows the tremendous intrinsic value of risk-free retirement income.

But by assuming a high so-called discount rate that matches its assumed rate of return, CalPERS makes its shortfall look much smaller on paper — which allows the fund to bill the State of California and its cities for smaller annual contributions than it would otherwise have to. That helps everybody balance their budgets more easily, but it has left the pension system chronically underfunded.

Public pension systems in California, including CalPERS, reported a combined shortfall of \$352.5 billion as of 2018, using their high investment assumptions as discount rates, according to a compilation by the Stanford Institute for Economic Policy Research. But by replacing just that one assumption with what economists consider a valid discount rate, the institute showed that the funds were really \$1 trillion short that year. If CalPERS suddenly started billing local governments accordingly, it would cause a crisis.

CalPERS stepped into this trap in 1999, at the end of a powerful bull market. On paper, it appeared to have far more money than it needed, and state lawmakers decided to increase public pensions after hearing from CalPERS offi-

cial that it would not cost anything so long as the fund's investments could produce 8.25 percent average annual gains.

Then the dot-com bubble burst, and the investment gains on paper that CalPERS had amassed melted away, leaving a shortfall. But the big pension increase was locked in because California law bars any reduction in public pensions. Similar things happened in many other states. Before long, the race was on for higher investment returns.

"Over the past 20 years, U.S. pension funds have set aggressive targets and failed to meet them," said Kurt Winkelmann, a senior fellow for pension policy design at the University of Minnesota's Heller-Hurwicz Economics Institute.

He recently compiled the investment returns of the 50 states' pension systems from 2000 to 2018 and compared them with the states' average targets during that period. It turned out that the actual returns were 1.7 percentage points per year less.

CalPERS's investment results were even more off the mark, Mr. Winkelmann found. Its target averaged 7.7 percent over the 18 years. But actual average returns were only 5.5 percent over that period, Mr. Winkelmann said.

"There were periods when public fund investments exceeded their targets," Mr. Winkelmann said. "However, these periods were more than offset by periods with dramatic losses."

## PERS PENSION

Enclosed is an article from the October 20, 2020 New Times B3, about significant current shortfalls of PERS entitled “Low on Cash, CalPERS to Seek Private Equity.”

The 7-7.7% target PERS returns over the last 18 years was only 5.5% or 29% not counting the lower rate of accumulation below what is needed. If this continues, it translates to a reduction of District staff in the future and a potential curtailment of operations. Cities and Counties instead of requiring a reasonable discount rate are encouraging PERS to make ever more risky investments. Conflicts of Interest in investment decisions have returned to PERS again suggesting corruption in the system. It should be noted that the returns of Humboldt Area Foundation and other endowments has consistently been much higher.

This is around the time of the election and there are many false stories. It is not unknown for newspapers to “juice up” or aware stories. The first step would be to have staff verify if in fact there is a true crisis. We have three foreign powers attempting to influence our election and casting doubt and mistrust of our pension system is a plausible goal to build governmental distrust.

Recommendation Number one:

ACTIONS:

**The MCSD reaffirm our goal to have a secure pension that has even age payments structure to meet all payouts and require no staff layoffs to fund.**

**We refer the matter to staff and the Board audit committee.**

**Staff be authorized to contact CalPERS and other necessary financial authorities**

**Staff will report back on progress**

It shall be determined whether PERS will set up a system for small entities like us to make greater financial contributions beyond the current requirements. In other words we would operate as though we have the return on investments at a more realistic rate. In PERS “one” where MCSD lead the fight to increase the payments, the PERS response was to provide such a program for extra payments only for large districts. This is important because the overall customer response is to keep the discount rate high and increases in payments as low as possible in each annual budget. This allows local government to claim they have balanced budgets and puts the layoffs of employees way into the future even though the postponement requires deep emergency cuts later.

Staff is requested to put into numbers the cost of an additional 29% higher retirement contribution, than we currently contribute. Staff is further requested to put into numbers the shortfall in the compounding of assets as well. This would be 2.5% accumulation over 18 years.

There needs to be a determination that this is the problem after the recent increased charges. Was the article up to date and did it account for recent changes. Several studies were mentioned without the dates. There has been a Trump “bump” in the stocks that needs to be considered in calculations.

Note the article describes cut backs and staff reductions already occurring in local government. That is what we are trying to prevent.

We should consider a letter to PERS that unlike many local governments lobbying for ever more risky investments to meet a too high return on investment goal that a realistic return should be the norm and long term system stability is the most important.

And in what is unthinkable we need to estimate the long term prospects of PERS and whether we should consider a new retirement plan.

Employees should be made aware of the issues when we have information on the scope of the problem.

We need a brief staff presentation at the next meeting.



# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.A**                      **Support Services – Sept-Oct 2020 Report**

**PRESENTED BY:**                **Colleen M. R. Trask, Finance Director**

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

### **FINANCIAL, AUDIT, & BUDGET INFORMATION**

The District has \$1,102,041.83 to date in the Trust Account for the next Biosolids Disposal project.

Customer adjustments at September month-end total \$3,153.74, which represents 14.3% of the annual \$22,000 budget for this sub-item. (GL# 501/551-62120)

Total Board Travel as of Sept 30, 2020 remains at \$350.00 which is 2.0% of the approved \$17,500 budget for this item. (GL# 001/005/501/551 62090/62155-888)

#### Audit/Budget Update:

The final on-site visit for the FY2019-20 audit was completed remotely on Oct 7-8. Additional documentation was requested and provided. The Fixed Asset Schedule was completed, and the final trial balance was submitted to the auditor for formatting. The audited financials will be reviewed by the Audit Committee before presentation to the Board.

#### Treasurer's Report Highlights:

Water Fund capacity fees collected through September totalled \$11,709.42. Wastewater Fund capacity fees of \$26,371 were collected through the end of September. No capital contributions have been received yet in FY2020-21. Capital Contributions and Capacity fees are included in the income vs. expenses graphs of the Treasurer's Report, but they are called out separately on the Budget to Actuals report.

#### Capital Projects

The Capital Projects page provides a list of all capital projects approved by the Board through the strategic plan and budget process. As funds are spent on these projects each month, they are listed, along with the total spent for the fiscal year to date. This is compared to the annual budget for each project, with additional columns for dollars remaining and percent unspent.

Projects solely for the Water Fund are listed first, followed by the Wastewater Fund. Capital projects that are shared are listed next, with Parks and Streetlights after that. This information is reported so the Board may track the progress of major projects in each Fund and provides an opportunity for questions and clarification.

## **OTHER UPDATES**

The governor's order to suspend non-payment lock policies remains in effect, and we are now starting to see slightly more impact, even with staff's continued, concerted attempts to keep people at least reasonably current on their water bills. The current lock list is only a little longer than normal, but we are starting to see higher total balances as monthly water bills accumulate with higher summertime water use. If the governor does not rescind the order, we are likely to face higher bad debt for the FY20-21 fiscal year.

The California State Controller, Betty T. Yee, has made a change to the Government Compensation Report required from each governmental entity. These reports provide information on every position with the entity and on the total compensation, including health insurance and retirement benefits, paid to each position in a given calendar year. While the Directors have always been listed on the report, their compensation has not. Starting with calendar year 2020, compensation paid to Directors and reported on IRS Form 1099 is required to be listed on the form. This would only be the Board approved meeting stipend. It does not include reimbursement of District expenses.

In order to finish the FY19-20 year-end close timely, the revised Reserve policy is expected to be brought to the Board for action during the regularly scheduled public meeting in December 2020. Discussions on the implementation of IRS Section 115 Trusts for the pension and OPEB reserves and on District investment policy will follow.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.B**                      **Operations Department – September 2020 Report**

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

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

### **Water Department:**

#### **Water Statistics:**

The district pumped 50.1 million gallons of water in September.

Two water quality complaints were investigated and rectified.

Daily, weekly and monthly inspections of all water facilities were conducted.

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

Annual routine testing was conducted on Route 17 and 18 along with a minimal number of retests. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

#### **Average and Maximum Water Usage:**

The maximum water usage day was 2.1 million gallons and the average usage per day was 1.7 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. String trimming and mowing was completed at the North Bank Station. A water service line leak due to tree roots was repaired on Johnson lane. Annual valve exercising continues. All valves in the District will be exercised to keep them operational. A report is populated for each valve and any valves that have issues are flagged for repairs. A new water service was installed on Heartwood due to a home addition. Several meters were troubleshot and repaired due to not connecting to the wireless device or throwing tamper codes from gophers chewing the wires. Staff installed a new water service on Heartwood for the new Family Resources Center.

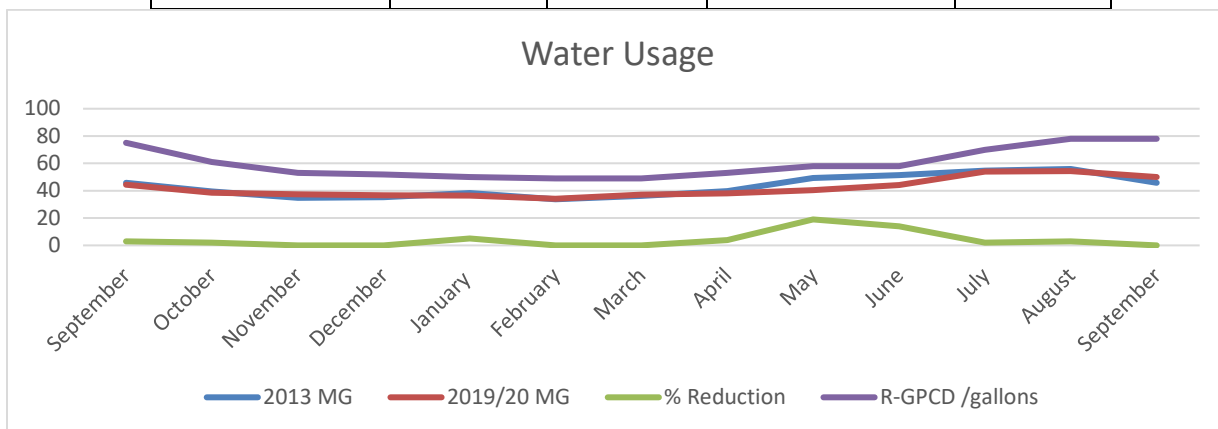
#### **Water Station Maintenance:**

Monthly inspections and daily routines were conducted at the water stations. Any minor issues found are repaired during inspections but if they require parts or extensive labor, the issue is documented on the monthly sheet which will then generate a work order for repairs. The quarterly inspection and exercise were performed on all Pressure Reducing Stations. Each inspection was documented, and corrections were made if needed. A new pump was installed at the Blake station due to existing pumps being old and wearing out.



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	2019/20	% Reduction	R-GPCD
<b>September</b>	45.702	44.361	3	75
<b>October</b>	39.439	38.625	2	61
<b>November</b>	34.879	37.462	(-7)	53
<b>December</b>	35.203	36.588	(-4)	52
<b>January</b>	38.241	36.457	5	50
<b>February</b>	33.751	34.130	(-1)	49
<b>March</b>	36.244	37.145	(-2)	49
<b>April</b>	39.755	38.065	4	53
<b>May</b>	49.407	40.355	19	58
<b>June</b>	51.337	44.200	14	58
<b>July</b>	54.757	54.111	2	70
<b>August</b>	55.908	54.366	3	78
<b>September</b>	45.702	50.074	(-8)	78



R-GPCD = Residential Gallons Per Capita Day

**New Construction Inspections:**

Bo Day Subdivision; Manhole has been installed. Water main and services are installed. Tie-in is completed. Testing was completed and corrections were made. St. light installation pending. Imeson Court, Avalor plans have been reviewed and commented. Engineer sent corrected plans back to staff for review and approval.

**Sewer Department:****WasteWater Statistics:**

25.6 million gallons of wastewater were collected and pumped to the WWMF. 22.7 million gallons of wastewater were treated and discharged to land disposal or reclamation in September.

**Sewer Station Maintenance:**

Monthly inspections and daily routines were conducted on all sewer stations. Staff shimmed pumps, washed the wet well and lubed pumps and motors at the Letz and Kelly sewer lift stations, as part of the quarterly maintenance. Due to the increase of flow to Fischer, as a result of Hiller Station bypassing the flow to Fischer until project is completed, staff has increased the grit pit pumping cycle from quarterly to every two weeks. This will help with grit overload to the station which can cause odors.

**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. A new sewer service was installed on Heartwood due to a home addition. Staff ran the sewer camera through the sewer main at the Bo-Day subdivision as part of the 1 year warranty inspection for new development, and found no issues needing repair. String trimming and mowing was completed at the B Street lift station.

**Wastewater Management Facility:**

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Staff installed the Biosolids pump and are waiting on wiring to show up to complete the project. One of the Aeration Basin lateral air valves was not functioning properly. Staff opened the valve, made the necessary repairs, and placed the valve back into service. Staff removed a section of bullrush in Pond 5 to allow for Geotech work to be completed. A temporary pump was installed to help drain the pond and dry up the soil for the drill rig.

**Daily Irrigation and Observation of Reclamation Sites:**

Discharge has been going to the Land since April 28<sup>th</sup>. Irrigation pipe has been moved daily along with observations and reporting. String trimming took place at the Hiller irrigation lanes. One of the three irrigation pumps was removed from service to have motor and drive unit repairs done. This did not affect operation as there were two other pumps to use. Staff has been working on the Pialorsi House Roofing project along with trenching an irrigation main in the field to tie into existing irrigation system.

**Street Light Department:**

No streetlights issues were reported.

### **Promote Staff Training and Advancement:**

Weekly tailgate meetings and training associated with job requirements. Staff received training on Fire and Smoke Exposure, Risks When Working Near Water, Covid 19 and Fire extinguisher safety material followed by hands on drills using an extinguisher to put out fires.

### **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.

Quarterly well samples as required by the NPDES permit.

Staff attended training regarding the Hiller Sewer Lift Station upgrade.

Staff received the Local Limits Study, reviewed and sent comments back.

Staff is still separated into teams to avoid possible COVID spread within the staff.

Attended webinar covering Earthquake scenarios

Staff attended a Micro-grid progress update meeting.

The annual Water Loss Audit Report was completed, validated and submitted to DWR.

Staff attended a meeting with County to review the Speed table installation on Hiller.

Staff met to discuss Pialorsi Ranch Lease

The annual Fire extinguisher inspections and recharge was done by outside agency.

### **GIS:**

#### **Plans and Programs**

- Begin 5-Year review of Urban Water Management Plan
  - Attended guidance book release webinar to discuss the new sections and requirements added to the 2020 plan
  - Reviewed previous seismic studies to see if they cover new seismic requirements.
- Completed annual review of the lock out tag out procedures and standard requirements.
- Updated the Spill Prevention and Control Countermeasures (SPCC) change in management.

#### **Maps Completed/General GIS**

- Maintained the Operations I Pad to be used for facility inspections and USA's
- Maintained and update ArcGIS online maps for I Pad use.
  - Added new streetlights layer
  - Created new parks map showing responsibility and ownership
  - Updated Operations map and published as a web service
- GPS'ed and updated new water/sewer services.
- Generated maps and visual aids as requested
- Mapped sewer lateral on Kelly Ave. with easement.

- Fisher and Pialorsi Ranches Farmable land map
- Reviewed Valadao Lime Ave Sub AutoCAD data for completeness.

**Misc. Work Completed**

Created spread sheet summarizing meter repairs  
Inspected Pialorsi Ranch and Mullen Trailer weekly  
Installed WaterCAD on GM computer  
Service Orders  
USA's

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.C**                      **Parks & Recreation Director's Report for October 2020**

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

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

### **TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:**

The new site director for the Teen Club started on October 5<sup>th</sup>. Staff met with her and reviewed the facility use policies and procedures and have established a weekly meeting schedule. The Teen Club has been open on Tuesdays and Thursdays from 1:00pm-5:00pm since mid-August. Beginning October 26<sup>th</sup>, it will be open Monday- Friday 12:00pm-5:00pm.

Staff met with the Executive Director of BGCR to outline a recruitment strategy for an advisory committee specifically serving the McKinleyville Teen Club. The purpose of the committee will focus on fundraising support and membership recruitment to the club.

### **RECREATION ADVISORY COMMITTEE:**

The Recreation Advisory Committee meeting on October 15, 2020 was held over Zoom due to COVID-19. The notes from the meeting can be reviewed in **Attachment 1**.

### **RECREATION PROGRAM UPDATES:**

- The Recreational Afternoon Program is running smoothly currently serving 15 elementary school children per day.
- The Fall-Winter Newsletter and Activity Guide was mailed this month
- Staff completed the updates to the cost estimates for the Pierson Park Expansion and Renovation project for the Statewide Park Development and Revitalization Grant application due in December.
- The state released guidelines for the re-opening of playgrounds this month. Staff have created signs for each playground according to the guidelines and will have them installed and opened playgrounds.
- We are currently hiring Leaders for the MUSD Expanded Learning Program that will offer support and assistance during the school day to students participating in distance learning classes.
- New flooring for the McKinleyville Activity Center Lobby is scheduled to be replaced on October 27<sup>th</sup>. This project is funded by a grant from the Humboldt Area Foundation as well as Quimby funds.

### **PARKS & FACILITY MAINTENANCE:**

Several open space zones received mowing, hedging and weeding maintenance as part of the Open Space Maintenance Zone agreements. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. landscaping. Staff continues to keep up with daily/weekly routine facility maintenance. Monthly inspections were conducted on all

facilities and Open Spaces.

Maintenance staff installed a sign for the Sheriff Dept. at the Law Enforcement Facility. Annual Fire Suppression service was conducted at the Teen & Community Center. Fiftieth Anniversary Banners were hung on Central Ave. A dead alder was taken down at Pierson Park.

**OTHER UPDATES:**

- Staff submitted an application to the North Coast Resource Partnership requesting \$15,000 in technical assistance for the development of a community forest management plan.
- Staff assisted in the preparation of FEMA forms for reimbursement of costs related to responding to the COVID-19 Pandemic.
- Staff is planning and preparing for the acquisition of a Community Forest.
- Staff continues to work with the community members interested in developing a BMX track at the Washington Ave.-School Rd. property. Staff is working with the BMX community to draft a possible operating agreement to guide the partnership between the Humboldt Skatepark Collective's BMX committee and MCSD and the responsibilities of each entity in the operation and maintenance of a BMX Track and Park should the project be approved by the MCSD Board..
- Staff has facilitated and participated in a series of communication skills workshops for all District staff. These are monthly workshops conducted in small groups.
- Staff is currently seeking volunteers willing facilitate the drop-in Pickleball program. Once volunteers are secured staff will begin advertising the program.
- Staff attended Board meetings for board service on both the McKinleyville Chamber of Commerce Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide administrative support to the Support Services Dept.
- Staff is participating in the planning and preparation of MCSD's 50-year anniversary events/publications.

**Thursday, October 15, 2020**

**6:30pm**

Recreation Advisory Committee Meeting

NOTES

NO QUORUM

**Members Present:**, Johnny Calkins, Jeff Dunk, Scott Binder, Chad Sefcik, , Beth Frink, Laura Bridy, John Kulstad, Charlie Caldwell, Ben Winker

**Members Absent:** Director David Couch,

**Guests:** Jason Orlandi

**Meeting Notes:**

Communications:

- Staff reported that Committee member David Coehlo submitted his resignation from the committee as his work schedule could not be changed to accommodate his attendance and participation on the committee.
- Staff will be posting announcements regarding vacant seats through email lists, news and social media outlets as well as at McK. High School.

Public Comment:

- None

Recreation Director Report

- The Recreational Afternoon Program is running smoothly currently serving 15 elementary school children per day.
- The Fall-Winter Newsletter and Activity Guide went out this week.
- Staff is working to update the cost estimates for the Pierson Park Expansion and Renovation project for the Statewide Park Development and Revitalization Grant application due in December.
- The state released guidelines for the re-opening of playgrounds this month. Staff have created signs for each playground according to the guidelines and will have them installed by October 19<sup>th</sup>.
- We are currently hiring Leaders for the MUSD Expanded Learning Program that will offer support and assistance during the school day to students participating in distance learning classes.
- New flooring for the McKinleyville Activity Center Lobby is scheduled to be replaced on October 27<sup>th</sup>. This project is funded by a grant from the Humboldt Area Foundation as well as Quimby funds.
- Committee members had no comments or questions regarding the Director's report

Re-Name of the Recreation Advisory Committee

- Charlie Caldwell moved to not change the name of the committee. Chad Sefcik seconded.
- Jeff Dunk suggested "Park and Recreation Committee" (PARC)
- Vote on motion to not change the name failed to pass with 5 votes against the motion and 4 for the motion.
- Beth Frink moved to recommend the name "Park and Recreation Committee (PARC). Charlie Caldwell seconded. Motion passed with 6 aye votes and 3 no votes.

BMX Proposal for Washington and School Rd. Property

- Jason Orlandi reported contact with Justin Travis, the director of new track development at USABMX and potential support for engineering and funding that USABMX might be able to provide to the project.



- Staff reported that Devin Medrud spoke with General Manager, Pat Kaspari, and got clarity on what the MCSD Board will want to see in order to grant permission for the development of the park and track.
- It is anticipated that the group will be ready to make a request for a Right of Entry Agreement to the MCSD Board in December.

#### Community Garden

- Ben Winker did not have anything new to report. He is hoping to connect with the community volunteer coordinator of the garden in the near future to plan some kind of gardening event for the early spring.

#### Community Forest

- Staff reported that the Trust for Public Lands has still not received notice regarding the grant for the purchase of the property. Staff discovered an opportunity for Technical Assistance funding from the North Coast Resource Partnership and submitted a proposal this week requesting the maximum amount of \$15,000 in technical assistance for the preparation of a forest management plan in preparation for acquisition of the property.
- The MCSD Board of Directors has designated an Adhoc committee for the Community Forest. Staff met with the Board members assigned to that committee this week to discuss the scope and formation of the committee to include community members, RAC members, and field experts.
- Committee members requested to see a map of the proposed forest. Staff committed to emailing the map to the committee before the November meeting.

#### Virtual Tour-Social Media Campaign Project

- Beth Frink reported having contacted HSU professor Jen Tarelton and has a meeting with her scheduled for October 30<sup>th</sup> to discuss the potential of creating a student project.

#### AdHoc Committee Reports:

- Hewitt Ranch—no report
- Skate Park—Design plan docs are being revised and will hopefully be ready for review within next two weeks
- School and Washington Property—no report
- River Property—trail to river is clear
- Fischer Ranch Estuary project—CEQA docs approved
- BMX— See notes on above

#### Agenda Items for next meeting:

- Skate Park Right of Entry Agreement Extension
- Community Garden
- Community Forest
- BMX proposal
- Virtual Property Tour-Social Media campaign project
- RAC vacancies and recruitment
- Committee Description for the MCSD Rules and Regulations.

#### Adjournment:

- Adjourned: 7:33pm

# McKinleyville Community Services District

## BOARD OF DIRECTORS

November 4, 2020

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.D**                      **General Manager’s Report for November 2020 Meeting**

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

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

### **A summary of activity for the month of October 2020**

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

• Use of NHE Services =	\$4,414
• Use of SWAP program =	\$4,800
• Backhoe Repair =	\$120
• Install Blake Pump =	\$1,680
• Inspect Redwood Tanks =	\$640
• <u>Tear off/Sheet Pialorsi House Roof =</u>	<u>\$2,000</u>
<b>TOTAL COST SAVINGS FOR OCT</b>	<b>\$13,654</b>

***The cumulative cost savings for the District to date from July 1, 2020 is \$105,462***

District staff are recognized and commended for their continued efforts in looking for cost savings, the use of internal labor, and grant opportunities that result in real savings for the District, ratepayers, and the community.

**COVID- 19** – We submitted a claim to the Governor’s Office of Emergency Services (CalOES for Public Assistance for the State and Federally declared disaster FEMA-4482-DR-CA-COVID-19 Pandemic. We submitted at total of \$41,078.46 in claims for the purchase of personnel protective equipment, disinfectant, and employees’ time. We could not claim any losses or return of rents paid for facilities. We also submitted a claim to the County under the CARES Act for \$19,000 for the computer equipment, etc. required to allow Staff to work from home. As of September 31, \$61,705 has been tracked in staff time and expenses directly attributed to COVID-19. We will continue to track COVID related expenses and likely have an opportunity to submit an additional claim at the end of the disaster for additional material and Covid related labor charges.

Staff continues to perform amazingly during this stressful time. It is apparent that the stress is taking its toll, but we are working to come up with ways to relieve the stress, and are working with staff to encourage taking breaks, etc.

**Community Forest** – Still no word on whether the grant for the funding of the purchase of the Community Forest was successful. Staff began work on setting up a Special Board Meeting, but Green Diamond asked if this could be delayed. Their staff is extremely busy getting ready for the rainy season. As a provision of Green Diamond’s sediment and erosion control permits, the main road into the future Community Forest site off of Murray Road is not supposed to be used after October 15<sup>th</sup>. This would prevent us from parking cars off of Murray to accommodate Board Members and the Public. They asked if we could delay the meeting until later in the season so we can determine how to address these limitations and when their staff has more time. They wanted to make sure that it was clear that they were happy that we were excited to begin work, and they didn’t want to discourage that enthusiasm.

As part of the Special Board Meeting scheduling, we also received further clarification from Trust for Public Lands on what they think the schedule will be if they actually get the grant to acquire the land. They expect it to take approximately 18-months before the land is actually transferred. This time is required for appraisals, State appraisal review (likely including hiring an outside reviewer specializing in timber), title and minerals review, approval of State funds, and transfer of those funds from the State into a local escrow agency. The conclusion is that we have time.

We did have a Community Forest Committee meeting with Director Mayo, Parks & Rec Director Frisbee, Operations Director Henry, Recreational Coordinator, Jens Andersen, and GM Kaspari. I will let the Community Forest Committee report on the meeting, but the main focus of the meeting was the Committee itself, and the structure of the Committee, including discussions on which organizations should be invited to be members, how many representatives from each organization should we have, and what other technical experts should we ask to be on the Committee.

We have also talked to Green Diamond about obtaining copies of their GIS data for roads, topography, trees, etc. They are working on a Non-Disclosure Agreement for us to sign prior to obtaining the data.

**4.5 Gallon Water Tank Project** – The District continues work on this Project with Kennedy Jenks (KJ) and their subconsultants. KJ submitted a Draft and Final Technical Memo (TM), “Design Criteria & Alternative Evaluation”. The memo recommended the installation of a prestressed concrete tank. District Staff agreed with the recommendation and KJ is moving forward with the prestressed concrete tank design. KJ also submitted a Draft Technical Memo for “Operations Evaluation”, detailing their recommendations and impacts of the new tank on water age within the system. They analyzed the installation of a flow control valve and utilizing seasonally adjusted level controls on water age in the District’s system. The Draft TM was reviewed by District Staff and comments provided to KJ on additional items to be addressed before the TM is finalized.

KJ continues to work on assessing other design components including the overflow line alternatives, and environmental documents including a wetlands delineation and viewshed

analysis, which will be forthcoming before the end of the year. I have also asked KJ to do a presentation to the Board, sometime in the first quarter of 2021.

The new appraisal was completed the end of August. The price for the entire property has gone up by \$85,000 or by \$6,300/acre since the 2012 Appraisal by Brooks. If the District purchases 4.72 acres of the entire 13.1 acres at \$34,300/acre that is \$161,896. We forwarded the appraisal to Doug Shaw of American Hospital Group with a request to finalize negotiations on the property purchase. We have continued to reach out to the Doug Shaw to move the land purchase forward.

Funding for this project is with a Hazard Mitigation Grant through Cal OES and FEMA and will be a 75% grant/ 25% cost match by MCSD. Estimated total project cost will exceed \$6,000,000.

**Water and Sewer Mainline Master Plan Phase 3c** – The scope of work for Phase 3c from GHD was approved by the Board at the September Board Meeting and the contract has been executed. GHD is working on setting up a Kick-off Meeting. Phase 3c will consist of updating the replacement schedule and plan for which pipes to replace when, as well as further assessing the costs associated with the District replacing pipes as compared to going out to bid for a Contractor to replace pipes.

The virtual Ocean Avenue Walkability Public Meeting was also held the second week in October. President Burke and GM Kaspari attended the meeting. After the meeting, GM Kaspari reached out to Tom Mattson, Humboldt County Public Works Director, to begin the discussions of whether the District should replace our water and sewer lines under Ocean Avenue prior to the reconstruction of the road or not. The main question was how the scheduling would work with the road replacement. We will continue that discussion with the County and report back to the Board any decisions.

**SRF Energy Efficiency WWMF Micro-grid Project** – The High-Level Location Analysis Report, which included a high-level review of six separate locations around the Wastewater Management Facility (WWMF) for the location of the solar array, went to the Board in September. Ameresco is currently moving forward on the design of the Solar Array for the Pond 5 area and has commenced the geotechnical and environmental studies and permitting required for this area.

The original Design/Build Contract amount with Ameresco is for \$2,065,520 with a \$206,552 contingency. Given the greater cost for constructing the system in the Pond 5 area, a contract change order will likely be required. We discussed this with Ameresco and agreed to move forward until a final, firm cost of the construction is obtained, and then we would negotiate this change order. This project is funded by a \$2.5M grant/\$2.5M loan from the State Water Resources Control Board.

**Hiller Lift Station Pump Upgrade** – Work on the station upgrade is largely complete. The new system is almost complete and has been connected into the existing sewer system.

The only remaining item is the control panel required to talk to the District's SCADA system. This panel is supposed to be delivered and installed mid-November. Meanwhile, the pumps and pump panel has been installed and tested by Flygt, the manufacturer. District staff obtained training on pumps. If needed, the District could operate the station before the SCADA panel is installed, but we do not intend to unless required.

The original construction contract amount is for \$508,500 with a \$50,850 contingency. So far there has been two change orders, Change Order #1, which is a deductive change order for the cost of the wet well coating in the amount of minus \$2,695. Change Order #2 was for the addition of disconnect switches to the SCADA panel for an additional amount of \$4,033.5. Total contract amount is now \$509,838.50. This project is funded by a \$2.5M grant/\$2.5M loan from the State Water Resources Control Board.

**TESLA Batteries** – As the Board approved at the August Board Meeting, Tesla has submitted grant applications on the District's behalf to PG&E for their Self Generation Incentive Program (SGIP). Applications were submitted for the Ramey Pump Station, the Fischer Lift Station, and the Wastewater Management Facility. We have not yet received confirmation that the grants will be funded but have received confirmation that they are in review. Meanwhile, Tesla has started on the design process and their technicians were here in September collecting data from each station and surveying in each of the battery locations. We will let the Board know when we receive confirmation on the grant.

**Local Limits** – Sampling was completed for this project, and we received a Draft Local Limits Study Report from Freshwater Environmental Services. The Study compares the levels of various constituents (BOD, TSS, etc.) as it travels through the collection system, through the treatment process, to effluent disposal to calculate the load and removal of constituents. This information will be used to establish how much of various constituents can be discharged by individual, generally commercial, users. The Report will be reviewed and finalized, and the results and conclusions brought to the Board for review and discussion.

**Sewer Undercrossing Project** – GHD is moving forward on the design and environmental permitting work of the sewer undercrossing project. A preliminary layout for each of the sites was submitted by GHD and reviewed with their staff. All three of the sites have also been surveyed, and we just received the CalTrans encroachment permit required to allow us to finalize the highway surveying. The environmental work for the biological and wetland delineations as well as the Cultural Resource survey has started. It is estimated that Phase 1 of the Project would be completed in December 2020, the Phase 2 design completed in early 2022, and the Project construction completed in August 2023. This is a Hazard Mitigation Grant through Cal OES and FEMA and will be a 75% grant/25% cost share by MCSD. Estimated total project cost is \$3.5M.

**Cell Towers on District Property** – We have not heard anything from the Cell Tower Broker on the Cochran Tank site and continue to not know if that site even remains in consideration. We will report to the Board and public if this changes.

**Pialorsi Ranch Property** – The District is proceeding on the installation of the irrigation piping infrastructure on the ranch, as well as the restoration of the house. The roofing contractor is hired, and the District is performing the initial preparation work of removing the shingles and installing the plywood with District Staff and the Sousa's assistance. The Sousa's have also been cleaning out the existing house and sheds and the District will assist with disposal of debris.

The lead and asbestos survey have also been completed for the Milking Parlor, in preparation for the remediation of the PCB contaminated concrete and soil. The contract with US Ecology has been executed for the performance of the remediation work and they are scheduled to start the remediation on October 26<sup>th</sup>. There was minimal asbestos identified, but all the old paint is lead based paint. The contractor will have to conform to OSHA requirements for dealing with the lead-based paint.

We are also working with the Andy Titus and David Collenberg on closing out the Hay Lease for Fischer Ranch with Mr. Collenberg and establishing a lease with Mr. Titus for the Fischer and Pialorsi properties. We will routinely update the Board on all these projects.

**Reporting by Sheriff's office, County Public Work, County DHHS** – A regular meeting has been scheduled with President Burke, GM Kaspari, Supervisor Madrone, and Maya Conrad, the current President of the McKinleyville Municipal Advisory Committee, to occur on the last Monday of every month to discuss various topics of concern to all three organizations and the community. During the October meeting, President Burke and I updated them on the Latent Powers discussion we were going to have with the Latent Powers Committee including providing assistance to MMAC, as well as the status of the Community Forest, and we discussed the Ocean Avenue walkability study and District replacement of water and sewer lines prior to the work. We also discussed the speed table on Hiller. We also discussed my and Supervisor Madrone's discussions with True North and discussed homeless encampment. Supervisor Madrone talked again about the fact the District already spends money on cleaning up after them, and perhaps we could rent land to the County or some other non-profit to run a permanent camp on our land. We said we would see what the Latent Powers Committee came up with.

President Burke is working to set up meetings with Virgil Moorehead Senior and Junior of Big Lagoon Rancheria and owners of The Club, and with Ted Hernandez of the Wiyot. President Burke and GM Kaspari also have been talking with Humboldt County Staff on the changes to School Road parking and the potential turn-around on a regular basis.

GMKaspari also had a call with True North, again focusing on the potential location of a homeless encampment on District land. I explained the establishment of the Latent Power Committee and the fact that they were looking into this right now and would come out with a report. I reiterated that the District does not have the money or the expertise to run a homeless encampment and if the Latent Powers Committee and the Board stated they could rent land or facilities to any qualified entity, they would still have to put together a team to provide funding and expertise to run such a camp.

GM Kaspari has also been in conversation with Humboldt County Public Works on the speed table on Hiller and the replacement of water and sewer service under Ocean Avenue. We have been also working with Lt. Miller of Humboldt County Sheriff's office and Chief McDonald, Arcata Fire to address the two trees recently started on fire at Hiller Park.

**Meetings** –The General Manager attended various meetings in October including a MMAC meeting, a Patrick Creek CSD meeting, a HBMWD Muni Meeting and a HBMWD new time of pumping meeting, a FEMA Earthquake preparedness training with Operations Director Henry, a meeting with True North, and a meeting with CSDA Staff.

**Attachments:**

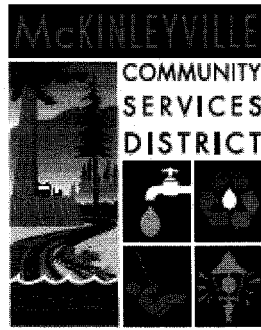
- Attachment 1 – WWMF Monthly Self-Monitoring Report

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



[mckinleyvillecsd.com](http://mckinleyvillecsd.com)

**MAIN OFFICE:**

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

**PARKS & RECREATION OFFICE:**

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

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

October 21, 2020

**RE: MONTHLY MONITORING REPORT**

Dear Justin:

Enclosed is the Monthly Monitoring Report for September 2020 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number R1-2018-0032.

The normal discharge of effluent was 30 days going to 002, 003, 004 and 006. The required monitoring and water quality constituents that were tested and reported was in compliance in September.

Effluent Limitations Parameters	Units	Average Monthly	Average Weekly	Avg. % Removal	Max Daily	Instant Max	Instant Min	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	0.1			0.2			Compliance
Carbon Tetrachloride	ug/L	.25			.75			N/A
Ammonia Impact Ratio	mg/L	1.0			1.0			N/A
Dichlorobromomethane	ug/L	.56			1.4			N/A
<b>Monitoring Location LND-001, REC-001</b>								
Nitrate		10						Compliance
PH		6.0- 9.0	6.0 - 9.0					Compliance

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

Monthly River Monitoring was conducted in September.





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

September 2020

Discharge Monitoring	002 LND-001	002 LND-001	004 REC-001	003 REC-001	006 REC-001	005 REC-001	001 EFF-001				
DATE	INF-001 INFLUENT MGD	EFF-001 EFFLUENT MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	0.837	0.839	1092			0.684	0.101	0.054		0.839	0.000
2	0.843	0.835	1093			0.608	0.151	0.076		0.835	0.000
3	0.857	0.829	1083			0.593	0.158	0.078		0.829	0.000
4	0.851	0.668	1552	0.169		0.400	0.067	0.032		0.499	0.000
5	0.865	0.340	560	0.340						0.000	0.000
6	0.860	0.342	587	0.342						0.000	0.000
7	0.933	0.341	599	0.341						0.000	0.000
8	0.956	0.747	1104	0.142		0.383	0.147	0.075		0.605	0.000
9	0.935	0.845	1080			0.620	0.152	0.073		0.845	0.000
10	0.829	0.828	1080			0.602	0.155	0.071		0.828	0.000
11	0.832	0.571	884	0.285		0.222	0.043	0.021		0.286	0.000
12	0.865	0.529	673	0.529						0.000	0.000
13	0.893	0.528	681	0.528						0.000	0.000
14	0.836	0.946	1202	0.237		0.476	0.161	0.072		0.709	0.000
15	0.835	0.988	1302			0.717	0.187	0.084		0.988	0.000
16	0.833	0.940	1253			0.657	0.202	0.081		0.940	0.000
17	0.828	0.923	2448			0.656	0.195	0.072		0.923	0.000
18	0.814	0.763	2356	0.373		0.268	0.090	0.032		0.390	0.000
19	0.841	0.715	804	0.715						0.000	0.000
20	0.881	0.715	727	0.715						0.000	0.000
21	0.846	0.974	1332	0.268		0.422	0.206	0.078		0.706	0.000
22	0.823	0.889	1250			0.644	0.180	0.065		0.889	0.000
23	0.820	0.755	2024			0.587	0.125	0.043		0.755	0.000
24	0.834	0.829	1101			0.691	0.089	0.049		0.829	0.000
25	0.818	0.790	1152	0.414		0.298	0.051	0.027		0.376	0.000
26	0.849	0.765	765	0.765						0.000	0.000
27	0.884	0.761	789	0.761						0.000	0.000
28	0.849	1.060	1400	0.287		0.465	0.212	0.096		0.773	0.000
29	0.851	0.831	1034			0.629		0.202		0.831	0.000
30	0.865	0.825	1037			0.617		0.208		0.825	0.000
<b>TOTAL</b>	<b>25.663</b>	<b>22.711</b>		<b>7.211</b>	<b>0.000</b>	<b>11.239</b>	<b>2.672</b>	<b>1.589</b>	<b>0.000</b>	<b>15.500</b>	<b>0.000</b>
<b>AVERAGE</b>	<b>0.855</b>	<b>0.757</b>	<b>1135</b>	<b>0.000</b>	<b>0.000</b>	<b>0.535</b>	<b>0.141</b>	<b>0.076</b>	<b>0.000</b>	<b>0.517</b>	<b>0.000</b>
<b>MAXIMUM</b>	<b>0.956</b>	<b>1.060</b>	<b>2448</b>	<b>0.765</b>	<b>0.000</b>	<b>0.717</b>	<b>0.212</b>	<b>0.208</b>	<b>0.000</b>	<b>0.988</b>	<b>0.000</b>
<b>MINIMUM</b>	<b>0.814</b>	<b>0.340</b>	<b>560</b>	<b>0.142</b>	<b>0.000</b>	<b>0.222</b>	<b>0.043</b>	<b>0.021</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>DAYS</b>	<b>30</b>	<b>30</b>		<b>17</b>	<b>0</b>	<b>21</b>	<b>19</b>	<b>21</b>	<b>0</b>	<b>21</b>	<b>0</b>

DAYS WITH NO DISCHARGE = 0