

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, JULY 1, 2020 AT 7:00pm**

**TELECONFERENCE Via ZOOM & TELEPHONE:
Use ZOOM MEETING ID: 675 633 6928 (<https://zoom.us/j/6756336928>) or DIAL IN TOLL
FREE: 1-888-788-0099 (No Password Required!)**

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: asousa@mckinleyvillecsd.com up until 4:30 p.m. on Wednesday, July 1, 2020

AGENDA

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 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.4 Approval of the Agenda

A.5 Closed Session Discussion

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

NO CLOSED SESSION SCHEDULED

B. PUBLIC HEARINGS

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

- | | | |
|-----|--|---------------|
| B.1 | Public Hearing on Proposed Assessment and Formations of Street Light Zone #102, and #104, and Consider Adoption of Resolution 2020-16 (Street Light Zone #102) and Resolution 2020-18 (Street Light Zone #104) | Pg. 5 |
| | Attachment 1 – Resolution of Initiation 2020-16 for SLZ #102 | Pg. 7 |
| | Attachment 2 – Resolution of Initiation 2020-18 for SLZ #104 | Pg. 9 |
| | Attachment 3 – SLZ #102 Engineers Report w/ Exhibit A and B | Pg. 11 |
| | Attachment 4 – SLZ #104 Engineers Report w/ Exhibit A and B | Pg. 15 |
| | Attachment 5 – SLZ #102 Completed Ballot | Pg. 19 |
| | Attachment 6 – SLZ #104 Completed Ballot | Pg. 21 |

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 June 3, 2020 | Pg. 23 |
| | Attachment 1 – Draft Minutes from June 3, 2020 | Pg. 24 |
| D.2 | Consider Approval of May 2020 Treasurer's Report | Pg. 30 |

E. CONTINUED AND NEW BUSINESS

- | | | |
|-----|---|---------------|
| E.1 | Review and Discuss the McKinleyville Skatepark Quarterly Project Status Update Presented by the Humboldt Skatepark Collective (HSC) | Pg. 49 |
| | Attachment 1 – Quarterly Report from HSC | Pg. 50 |
| E.2 | Consider approval of Professional Services Agreement for Points West Surveying to Perform and Record Boundary Survey of Pialorsi Property Purchase | Pg. 51 |
| | Attachment 1 – Professional Services Agreement with Exhibit A – Pialorsi Ranch Survey Scope of Work | Pg. 53 |
| E.3 | Consider approval of Professional Services Agreement for GHD Inc. for Design and Construction Management for the Highway 101 Sewer Crossings Retrofit Project | Pg. 61 |

	Attachment 1 – Professional Services Agreement with Exhibit A – Highway 101 Sewer Crossing Scope of Work	Pg. 64
E.4	Reserve Policy Review for Catastrophe Reserves	Pg. 95
	Attachment 1 – Government Finance Officers Association (GFOA) sample graphs from Newport Beach Risk Analysis	Pg. 98
	Attachment 2 – GFOA Workbook for basic estimates	Pg. 100
E.5	Discuss and Consider Adoption of Initial Study/Mitigated Negative Declaration CEQA Documents for the Mad River Floodplain and Public Access Enhancement Project	Pg. 110
	Attachment 1 – Mad River Floodplain and Public Access Enhancement Project Initial Study and Mitigated Negative Declaration State Clearinghouse Link to doc and comments: https://ceqanet.opr.ca.gov/2020039047/2	Pg. 113
	Attachment 2 – Proof of Publication	Pg. 150
	Attachment 3 – Notice of Completion & Environmental Document Transmittal	Pg. 151
	Attachment 4 – Comment Letters Received	Pg. 153
	Attachment 5 – Response to Comments	Pg. 156

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)

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- | | |
|---|----------------|
| a. Support Services Department (Colleen M.R. Trask) | Pg. 157 |
| b. Operations Department (James Henry) | Pg. 159 |
| c. Parks & Recreation Department (Lesley Frisbee) | Pg. 164 |
| d. General Manager (Pat Kaspari) | Pg. 168 |
| Attachment 1 – WWMF Monthly Self-Monitoring Report | Pg. 173 |

F.4 PRESIDENT'S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on June 26, 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 or upon request at the MCSD office, 1656 Sutter Road, McKinleyville. A complete packet is also available for viewing at the McKinleyville Library at 1606 Pickett Road, McKinleyville. If you would like to receive the complete packet via email, free of charge, contact the Board Secretary at (707)839-3251 to be added to the mailing list.

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

McKinleyville Community Services District

BOARD OF DIRECTORS

July 1, 2020

TYPE OF ITEM: **ACTION**

ITEM: B.1 **Public Hearing on Proposed Assessment and Formation of Street Light Zones #102 and #104 and Consider Adoption of Resolutions 2020-16 (Street Light Zone #102) and 2020-18 (Street Light Zone #104)**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

1. Staff recommends that Board review pertinent information;
2. Open the public hearing process to accept protests related to the formation of this Street Light Zone;
3. Close the Public Hearing process;
4. Accept the final tally report, there is only one eligible ballot per Streetlight Zone and it is an affirmative vote;
5. Accept public comment;
6. Adopt Resolution 2020-16 for Formation of Avelar/ Imeson Street Light Zone #102, **Attachment 1**, and Resolution 2020-18 for Formation of Valadao/ Lime Street Light Zone #104, **Attachment 2**, by roll call vote.

Discussion:

Avelar/ Imeson SLZ #102

Mr. Avelar is developing the thirteen (13) lot Avelar/ Imeson Subdivision. Mr. Avelar represents a majority of the property owners within the proposed Street Lighting Zone and is required to form an assessment zone as a condition of development. The Street Light Assessment Zone allows the District to perform the role of owner and collection agent in regard to maintaining the facilities and paying the monthly PG&E charges for the streetlights to be installed in conjunction with the development. The developer has constructed the necessary streetlights to District standards and has dedicated the completed facilities to the District.

Attachment 5 is a completed Ballot Packet, which included **Attachment 3 Exhibit A** detailing the expected monthly costs for the assessment district, and **Attachment 3 Exhibit B**, a site plan showing approximate locations. **Attachment 1** is draft Resolution 2020-16 forming the Zone. Pursuant to Proposition 218, the process included preparation of the Engineer's Report and ballot. The Engineer's Report and ballot were mailed to the developer, as majority owner of the properties included in the proposed Street Light Zone. The ballot was returned with a vote in support of the proposed assessment.

Valadao/ Lime SLZ #104

Mr. Valadao is developing the seven (7) lot Valadao/ Lime Subdivision. Mr. Valadao represents a majority of the property owners within the proposed Street Lighting Zone and is required to form an assessment zone as a condition of development. The Street Light Assessment Zone allows the District to perform the role of owner and collection agent in regard to maintaining the facilities and paying the monthly PG&E charges for the streetlights to be installed in conjunction with the development. The developer has constructed the necessary streetlights to District standards and has dedicated the completed facilities to the District.

Attachment 6 is a completed Ballot Packet, which included **Attachment 4 Exhibit A** detailing the expected monthly costs for the assessment district, and **Attachment 4 Exhibit B**, a site plan showing approximate locations,. **Attachment 2** is draft Resolution 2020-18 forming the Zone. Pursuant to Proposition 218, the process included preparation of the Engineer's Report and ballot. The Engineer's Report and ballot were mailed to the developer, as majority owner of the properties included in the proposed Street Light Zone. The ballot was returned with a vote in support of the proposed assessment.

Staff has posted notice of this hearing and has mailed notice to the developer. The Board should note that this is a protest hearing.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

The Draft Engineer's Reports, **Attachments 3 and 4**, distributes the direct expense of all costs for the streetlights to the owners of the property within the proposed zones. A monthly administrative fee for the District's estimated administration, maintenance of the SLZs, and cost for billing of the energy is included in the cost division formula. Therefore, the proposed zones will have no fiscal impact on the District.

Environmental Requirements:

Environmental requirements were a condition of subdivision approval through the County of Humboldt.

Exhibits/Attachments

- Attachment 1 – Resolution of Initiation 2020-16 for SLZ #102
- Attachment 2 – Resolution of Initiation 2020-18 for SLZ #104
- Attachment 3 – SLZ #102 Engineers Report w/ Exhibit A and B
- Attachment 4 – SLZ #104 Engineers Report w/ Exhibit A and B
- Attachment 5 – SLZ #102 Completed Ballot
- Attachment 6 – SLZ #104 Completed Ballot

RESOLUTION 2020 -16

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
AVELAR/ IMESON SUBDIVISION STREET
LIGHT ZONE #102 AND CONFIRMING AN ONGOING ASSESSMENT
IN CONNECTION WITH SUCH ZONE**

WHEREAS, the development of the Avelar/ Imeson Subdivision (the “Subdivision”) will necessitate the District’s operation and maintenance of the street lights (the “Improvements”) within a proposed project area described as APN 510-441-001; and

WHEREAS, Section 61122 of the California Government Code authorizes the District to levy benefit assessments for operations and maintenance consistent with the requirements of Article XIII D of the California Constitution; and

WHEREAS, Article 5 of the District’s Rules and Regulations authorizes the formation of Street Light Zones as a manner of exercising the District’s authority under Section 61122 of the California Government Code; and

WHEREAS, by its Resolution No. 2020 - 16 (the “Initiating Resolution”), the District Board proposed the formation of its Avelar/ Imeson Subdivision Street Light Zone #102 (the “Zone”) to fund the operation and maintenance of the Improvements through the levy of an assessment (the “Assessment”) in the Project Area; and

WHEREAS, the boundaries of the Zone are the boundaries of the Project Area; and

WHEREAS, the Initiating Resolution preliminarily approved an Engineer’s Report for the Zone (the “Engineer’s Report”), which is on file in the District’s offices and available for public inspection; and

WHEREAS, on July 1, 2020, the District Board held a full and fair public hearing (the “Hearing”) regarding the proposed Assessment and the formation of the Zone; and

WHEREAS, notice of the Hearing, including assessment ballots, was mailed to the record owner of the parcels as required by Article XIII D, Section 6 of the California Constitution; and

WHEREAS, at the Hearing, a revised Engineer’s Report (the “Final Engineer’s Report”), which is on file in the District’s offices and available for public inspection, was presented to the District Board to provide additional detail that is not inconsistent with the contents of the Engineer’s Report preliminarily approved by the District Board; and

WHEREAS, the District has accepted and tabulated the returned assessment ballot in the manner required by Exhibit A to the Initiating Resolution; and

WHEREAS, there being no majority protest against the Assessment, the District Board now desires to form the Zone and levy the Assessment.

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

1. Approve the Final Engineer's Report and makes reference to the Engineer's Report for a complete description of the boundaries of the Zone, of the nature of the Improvements, and of the amount of the Assessment;
2. Forms the Zone, orders the Improvements and confirms the Assessment;
3. Finds that:
 - a. There is no majority protest against the Assessment pursuant to Article XIII D, Section 4(e) of the California Constitution.
 - b. The Final Engineer's Report is the "detailed engineer's report" describing the Assessment.
 - c. No Assessment levied with respect to a parcel will exceed the reasonable cost of the proportional special benefit conferred upon that parcel by the operation and maintenance of the Improvements.
 - d. The Assessment, as approved by this Resolution, includes the implementation in future years of the inflation adjustment set forth in the Final Engineer's Report. Such implementation does not constitute an increase of the Assessment.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on July 1, 2020 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Mary Burke, Board President

Attest:

April Sousa, Board Secretary

RESOLUTION 2020 -18

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES VALADAO/
LIME SUBDIVISION STREET
LIGHT ZONE #104 AND CONFIRMING AN ONGOING ASSESSMENT
IN CONNECTION WITH SUCH ZONE**

WHEREAS, the development of the Valadao/ Lime Subdivision (the “Subdivision”) will necessitate the District’s operation and maintenance of the street lights (the “Improvements”) within a proposed project area described as APN 509-114-016; and

WHEREAS, Section 61122 of the California Government Code authorizes the District to levy benefit assessments for operations and maintenance consistent with the requirements of Article XIII D of the California Constitution; and

WHEREAS, Article 5 of the District’s Rules and Regulations authorizes the formation of Street Light Zones as a manner of exercising the District’s authority under Section 61122 of the California Government Code; and

WHEREAS, by its Resolution No. 2020 – 18 (the “Initiating Resolution”), the District Board proposed the formation of its Avelar/ Imeson Subdivision Street Light Zone #104 (the “Zone”) to fund the operation and maintenance of the Improvements through the levy of an assessment (the “Assessment”) in the Project Area; and

WHEREAS, the boundaries of the Zone are the boundaries of the Project Area; and

WHEREAS, the Initiating Resolution preliminarily approved an Engineer’s Report for the Zone (the “Engineer’s Report”), which is on file in the District’s offices and available for public inspection; and

WHEREAS, on July 1, 2020, the District Board held a full and fair public hearing (the “Hearing”) regarding the proposed Assessment and the formation of the Zone; and

WHEREAS, notice of the Hearing, including assessment ballots, was mailed to the record owner of the parcels as required by Article XIII D, Section 6 of the California Constitution; and

WHEREAS, at the Hearing, a revised Engineer’s Report (the “Final Engineer’s Report”), which is on file in the District’s offices and available for public inspection, was presented to the District Board to provide additional detail that is not inconsistent with the contents of the Engineer’s Report preliminarily approved by the District Board; and

WHEREAS, the District has accepted and tabulated the returned assessment ballot in the manner required by Exhibit A to the Initiating Resolution; and

WHEREAS, there being no majority protest against the Assessment, the District Board now desires to form the Zone and levy the Assessment.

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

1. Approve the Final Engineer's Report and makes reference to the Engineer's Report for a complete description of the boundaries of the Zone, of the nature of the Improvements, and of the amount of the Assessment;
2. Forms the Zone, orders the Improvements and confirms the Assessment;
3. Finds that:
 - a. There is no majority protest against the Assessment pursuant to Article XIII D, Section 4(e) of the California Constitution.
 - b. The Final Engineer's Report is the "detailed engineer's report" describing the Assessment.
 - c. No Assessment levied with respect to a parcel will exceed the reasonable cost of the proportional special benefit conferred upon that parcel by the operation and maintenance of the Improvements.
 - d. The Assessment, as approved by this Resolution, includes the implementation in future years of the inflation adjustment set forth in the Final Engineer's Report. Such implementation does not constitute an increase of the Assessment.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on July 1, 2020 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Mary Burke, Board President

Attest:

April Sousa, Board Secretary

ENGINEER'S REPORT
AVELAR / IMESON SUBDIVISION STREET LIGHTING ZONE # 102
DEVELOPER INITIATED STREET LIGHTING ZONE

This report outlines a proposed Street Lighting Zone for the **AVELAR / IMESON Subdivision**. The site plan, which constitutes a map of the Zone and delineates the boundaries of the Zone, is attached hereto as **Exhibit A**, and incorporated herein by reference.

The facilities to be operated, maintained, and serviced, include ALL street lights within the subdivision.

Exhibit A – SITE PLAN

The site plan shows the approximate locations of the facilities included in the Zone. All facilities are to be constructed to specifications of the County of Humboldt and the McKinleyville Community Services District.

All residential lots within the Zone will equally share the cost of utilities, maintenance and overhead for the facilities. There are **13** residential lots within the Zone.

Exhibit B – COST ESTIMATE

The cost estimate attached and incorporated herein by reference, details the current estimated costs and expenses for utilities, maintenance and overhead of the street lights in the Zone.

Present monthly costs per lot are summarized as follows:

\$6.09 per month (1/13 share) of the estimated cost for utilities,
 maintenance, and overhead

\$0.50 per month charge for Administrative fees

\$6.59 total assessment per lot per month

The cost estimate is a determination of the cost of the special benefit to each parcel within the Zone from the operation, maintenance and servicing of the street lighting facilities shown on the site plan. Street lighting facilities specially benefit assessed parcels by (i) providing security lighting for the fronts of parcels, (ii) lighting sidewalks used to access the parcels, and (iii) lighting street parking areas adjacent to the parcels.

There is no general benefit from the facilities because the assessed parcels constitute all of the residential parcels within the geographically distinct subdivision that constitutes

the Zone. It is unlikely that persons not associated with assessed parcels will make use of the facilities because (i) The Zone is an isolated residential subdivision, which can be anticipated to have little pass-through traffic at night, and (ii) the facilities are low-level lighting and are not designed to provide substantial lighting to travel lanes. Parcels outside of the Zone are in a different geographically distinct area, served by different facilities, and are not illuminated by the facilities in this Zone. Furthermore, the street lights are geographically disbursed within the Zone, and will be built along with each residential phase, meaning that each assessed parcel will have essentially equal proximity to (and special benefit from) improvements regardless of the parcel's location within the Zone.

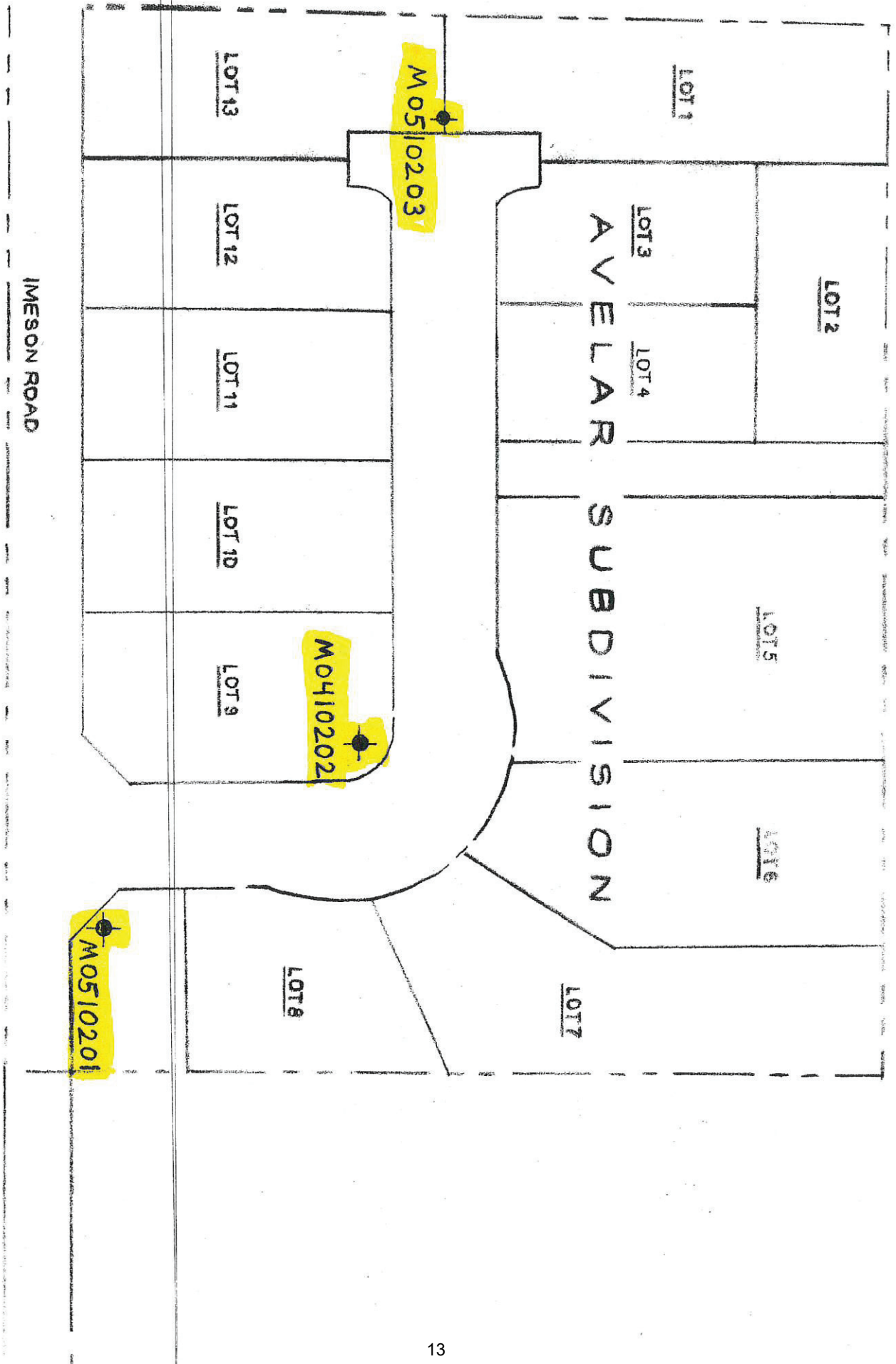
The assessed parcels are planned as single and multi- family residential parcels, of roughly similar size, meaning that each parcel will receive an equal share of the special benefit. The parcels in the Zone that are not in residential use constitute homeowner association parcels that serve the residential parcels. Homeowner association parcels are commonly owned by the owners of residential parcels and therefore are not separately assessed

The total assessment per lot per month is estimated in 2020 dollars. This monthly assessment (aside from the fifty cent administrative fee) may be adjusted annually, beginning **February 2021**, to reflect the change in prices as set forth in the California Department of Finance's "Price and Population" calculation. However in no event will the assessment per lot be increased higher than the upcoming year's total expected cost of utilities, maintenance, and overhead divided by the number of parcels subject to the assessment.

The assessment will be collected on the water/sewer bill and administered pursuant to Regulation 56 of the District.



Signed 4-29-20



Street Light Zone #102 Management Plan 2019- 2020 - Avelar / Imeson Subdivision

Proposed Number of Subdivision Lots **Project**
13 Avelar / Imeson Subdivision

Street Light Count **Comments**
3 Street Light Count in Above Project / Zone
403 Total Street Light Count for MCSD

Electrical Rates **Period** **Comments**
\$16,269.00 \$/Year This was based on FY 2018/19 Total Cost for all fixtures per MCSD
\$1,355.75 \$/Month Equals total yearly cost above divided by 12

Direct Costs

Equipment/Labor/Material	Rate	Life Cycle (Months)	Visits or Replacement (Per Lifecycle)	Monthly Charge	Comments
Current Actual Average Energy Cost per Streetlight	\$3.36			\$3.36	This is the monthly electrical cost per street light
Current Actual Pole Replacement Cost	\$2,700.00	360		\$7.50	Assuming 30 year lifecycle per street light
Actual Loaded Labor for .5 hours	\$29.49		2	\$0.25	Assumed visits per street light per 20 year lifecycle
Actual Boom Truck cost .5 hour visit	\$41.72		2	\$0.35	Assumed visits per street light per 20 year lifecycle
Actual Average Photo Cell Cost	\$14.62		2	\$0.12	Assumed replacements per street light per 20 year lifecycle
Current Average LED Light Fixture Cost	\$474.00	240		\$1.98	Assuming 20 year lifecycle per street light
Pole Inspections	\$123.70		3	\$1.03	Assumed visits per street light per 30 year lifecycle
Total Monthly Direct Cost				\$14.59	Per Street light in above project / zone

Indirect Costs

Description	Rate Annual	Monthly Charge	Comments
Admin/Billing Labor Costs per month	\$3,470.00	\$8.61	This is the monthly cost per street light (actual budget per 005)
Overhead/Fixed Costs (Insurance, etc.)	\$1,293.00	\$3.21	This is the monthly cost per street light (actual budget per 005)
Total Monthly Indirect Cost			\$11.82 Per Street light in above project / zone

Total Cost per Street Light \$26.40 per month
Total Cost for SLZ # 102 \$79.21 per month for all street lights in zone
Total monthly cost per lot for SLZ # 102 \$6.09 per month

ENGINEER'S REPORT
VALADAO/ LIME SUBDIVISION STREET LIGHTING ZONE # 104
DEVELOPER INITIATED STREET LIGHTING ZONE

This report outlines a proposed Street Lighting Zone for the **DAY/ GRIFFITH Subdivision**. The site plan, which constitutes a map of the Zone and delineates the boundaries of the Zone, is attached hereto as **Exhibit A**, and incorporated herein by reference.

The facilities to be operated, maintained, and serviced, include ALL street lights within the subdivision.

Exhibit A – SITE PLAN

The site plan shows the approximate locations of the facilities included in the Zone. All facilities are to be constructed to specifications of the County of Humboldt and the McKinleyville Community Services District.

All residential lots within the Zone will equally share the cost of utilities, maintenance and overhead for the facilities. There are 7 residential lots within the Zone.

Exhibit B – COST ESTIMATE

The cost estimate attached and incorporated herein by reference, details the current estimated costs and expenses for utilities, maintenance and overhead of the street lights in the Zone.

Present monthly costs per lot are summarized as follows:

\$7.50 per month (1/7 share) of the estimated cost for utilities,
 maintenance, and overhead

\$0.50 per month charge for Administrative fees

\$8.00 total assessment per lot per month

The cost estimate is a determination of the cost of the special benefit to each parcel within the Zone from the operation, maintenance and servicing of the street lighting facilities shown on the site plan. Street lighting facilities specially benefit assessed parcels by (i) providing security lighting for the fronts of parcels, (ii) lighting sidewalks used to access the parcels, and (iii) lighting street parking areas adjacent to the parcels.

There is no general benefit from the facilities because the assessed parcels constitute all of the residential parcels within the geographically distinct subdivision that constitutes

the Zone. It is unlikely that persons not associated with assessed parcels will make use of the facilities because (i) The Zone is an isolated residential subdivision, which can be anticipated to have little pass-through traffic at night, and (ii) the facilities are low-level lighting and are not designed to provide substantial lighting to travel lanes. Parcels outside of the Zone are in a different geographically distinct area, served by different facilities, and are not illuminated by the facilities in this Zone. Furthermore, the street lights are geographically disbursed within the Zone, and will be built along with each residential phase, meaning that each assessed parcel will have essentially equal proximity to (and special benefit from) improvements regardless of the parcel's location within the Zone.

The assessed parcels are planned as single and multi- family residential parcels, of roughly similar size, meaning that each parcel will receive an equal share of the special benefit. The parcels in the Zone that are not in residential use constitute homeowner association parcels that serve the residential parcels. Homeowner association parcels are commonly owned by the owners of residential parcels and therefore are not separately assessed

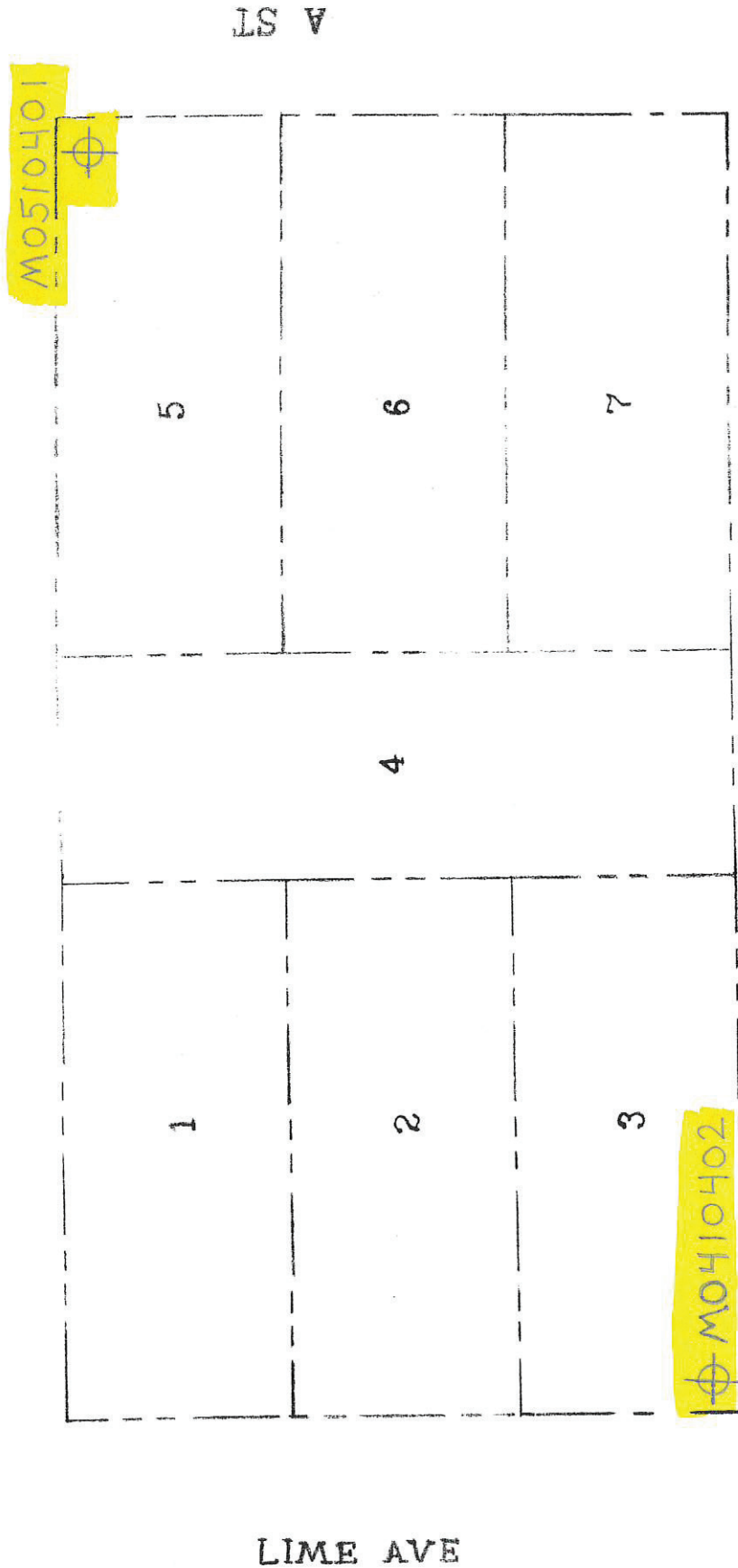
The total assessment per lot per month is estimated in 2020 dollars. This monthly assessment (aside from the fifty cent administrative fee) may be adjusted annually, beginning **February 2021**, to reflect the change in prices as set forth in the California Department of Finance's "Price and Population" calculation. However in no event will the assessment per lot be increased higher than the upcoming year's total expected cost of utilities, maintenance, and overhead divided by the number of parcels subject to the assessment.

The assessment will be collected on the water/sewer bill and administered pursuant to Regulation 56 of the District.



Signed 4-29-20

FIRST ST



LIME AVE

FIRST ST

VALADAO SUB

Street Light Zone #104 Management Plan 2019- 2020 - Valadao/ Lime Subdivision

Proposed Number of Subdivision Lots **Project**
 7 Valadao/ Lime Subdivision

Street Light Count **Comments**
 2 Street Light Count in Above Project / Zone
407 Total Street Light Count for MCSD

Electrical Rates **Period** **Comments**
\$16,269.00 \$/Year This was based on FY 2018/19 Total Cost for all fixtures per MCSD
\$1,355.75 \$/Month Equals total yearly cost above divided by 12

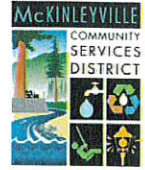
Direct Costs

Equipment/Labor/Material	Rate	Life Cycle (Months)	Visits or Replacement (Per Lifecycle)	Monthly Charge	Comments
Current Actual Average Energy Cost per Streetlight	\$3.33			\$3.33	This is the monthly electrical cost per street light
Current Actual Pole Replacement Cost	\$2,700.00	360		\$7.50	Assuming 30 year lifecycle per street light pole
Actual Loaded Labor for .5 hours	\$29.49		2	\$0.25	Assumed visits per street light per 20 year lifecycle
Actual Boom Truck cost .5 hour visit	\$41.72		2	\$0.35	Assumed visits per street light per 20 year lifecycle
Actual Average Photo Cell Cost	\$14.62		2	\$0.12	Assumed replacements per street light per 20 year lifecycle
Current Average LED Light Fixture Cost	\$474.00	240		\$1.98	Assuming 20 year lifecycle per street light
Pole Inspections	\$123.70		3	\$1.03	Assumed visits per street light per 30 year lifecycle
Total Monthly Direct Cost				\$14.55	Per Street light in above project / zone

Indirect Costs

Description	Rate Annual	Monthly Charge	Comments
Admin/Billing Labor Costs per month	\$3,470.00	\$8.53	This is the monthly cost per street light (actual budget per 005)
Overhead/Fixed Costs (Insurance, etc.)	\$1,293.00	\$3.18	This is the monthly cost per street light (actual budget per 005)
Total Monthly Indirect Cost			\$11.70 Per Street light in above project / zone

Total Cost per Street Light \$26.25 per month
Total Cost for SLZ # 104 \$52.51 per month for all street lights in zone
Total monthly cost per lot for SLZ # 104 \$7.50 per month



RECEIVED

JUN 22 2020

McK. C.S.D.

McKinleyville Community Services District
P.O. Box 2037
McKinleyville, CA 95519
(707) 839-3251

Henry Avelar
1055 Imeson Road
McKinleyville, CA 95519

OFFICIAL ASSESSMENT BALLOT

AZELAR/ IMESON SUBDIVISION STREET LIGHT ZONE #102

To complete your ballot, mark an (X) in the voting square before the word "YES" or before the word "NO" below, sign and date the ballot, and return the entire ballot to the McKinleyville CSD. If you wrongly mark, tear, or deface this ballot, return it to the McKinleyville CSD Office to obtain a replacement ballot. Please see the back of this sheet for information about your assessment ballot and instructions for completion and delivery of the assessment ballot. This ballot will be accepted and tabulated pursuant to adopted "Procedures for the Completion, Return, and Tabulation of Assessment Ballots." All ballots must be received by MCSD no later than the close of testimony at the public hearing scheduled for July 1, 2020 at 7:00 PM.

Assessor's Parcel Number: **APN 510-441-001**

Avelar/ Imeson Subdivision

Your Parcel's Proposed Monthly Assessment Amount is: **\$6.09** per month for each developed residential parcel, subject to inflation adjustment as disclosed on the attached notice.

Yes, I support the proposed assessment with respect to the property identified on this ballot and waive the 45-day notice period.

No, I oppose the proposed assessment with respect to the property identified on this ballot.

I hereby declare, under penalty of perjury that I am the majority owner or the authorized representative of the property identified on this ballot.

Signed Henry Avelar

Date 6-17-20

BALLOT

**INFORMATION ABOUT YOUR ASSESSMENT BALLOT AND
INSTRUCTIONS FOR COMPLETION AND DELIVERY OF ASSESSMENT BALLOT PROCEDURE**

To Cast Your Ballot: Completed ballots may be personally delivered to the McKinleyville CSD located at 1656 Sutter Rd, McKinleyville, California 95519; or may be mailed to the McKinleyville CSD Office P.O. Box 2037 McKinleyville, CA 95519. (A return envelope has been provided for your convenience). Ballots can also be submitted at the public hearing. If you return your ballot by mail, please be sure to allow time for mail delivery; the McKinleyville CSD must receive all ballots no later than the end of the public testimony at the Public Hearing scheduled for **July 1, 2020**. If you damage or misplace your ballot, a replacement ballot can be obtained from the McKinleyville CSD Office upon request. **All ballots returned must be submitted in a sealed envelope that clearly indicates an Assessment Ballot is enclosed and the ballot must be clearly marked to indicate either a “Yes” or “No” vote and signed, otherwise the ballot will be rejected and not counted.** A ballot previously submitted, may be withdrawn at any time prior to the close of the public hearing by request to the McKinleyville CSD Office by the person(s) that signed the submitted ballot. An assessment ballot may be changed at any time prior to the end of the Public Hearing by requesting a withdrawal of the previous ballot and requesting a replacement ballot. Only the person signing the ballot may make such a request. The replacement ballot must be received by the Secretary of the Board prior to the deadline set forth above.

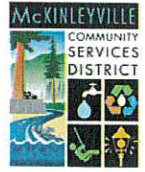
If you have questions: Should you have any questions prior to the public hearing, you may call Greg Orsini, General Manager at (707) 839-3251 during regular business hours.

McKinleyville CSD
1656 Sutter Road
McKinleyville, CA 95519

*Completed ballots MUST be received by the Secretary of the Board no later than the close of the public testimony portion of the Public Hearing which is scheduled to begin on **July 1, 2020 at 7:00 pm.**, at <https://zoom.us/j/6756336928>*

How to cast your ballot:

1. Check Yes or No
2.  Sign and date it
3.  Return to the McKinleyville CSD on or before Wednesday July 1, 2020 in accordance with the deadlines referenced above



McKinleyville Community Services District
P.O. Box 2037
McKinleyville, CA 95519
(707) 839-3251

RECEIVED

JUN 22 2020

McK. C.S.D.

Luis Valadao
72 Abbott Lane
Arcata, CA 95521

OFFICIAL ASSESSMENT BALLOT

VALADAO/ LIME SUBDIVISION STREET LIGHT ZONE #104

To complete your ballot, mark an (X) in the voting square before the word "YES" or before the word "NO" below, sign and date the ballot, and return the entire ballot to the McKinleyville CSD. If you wrongly mark, tear, or deface this ballot, return it to the McKinleyville CSD Office to obtain a replacement ballot. Please see the back of this sheet for information about your assessment ballot and instructions for completion and delivery of the assessment ballot. This ballot will be accepted and tabulated pursuant to adopted "Procedures for the Completion, Return, and Tabulation of Assessment Ballots." All ballots must be received by MCSD no later than the close of testimony at the public hearing scheduled for July 1, 2020 at 7:00 PM.

Assessor's Parcel Number: **APN 509-114-016**

Valadao/ Lime Subdivision

Your Parcel's Proposed Monthly Assessment Amount is: **\$7.50 per month for each developed residential parcel, subject to inflation adjustment as disclosed on the attached notice.**

BALLOT

Yes, I support the proposed assessment with respect to the property identified on this ballot and waive the 45-day notice period.

No, I oppose the proposed assessment with respect to the property identified on this ballot.

I hereby declare, under penalty of perjury that I am the majority owner or the authorized representative of the property identified on this ballot.

Signed Luis Valadao

Date 6-18-2020

**INFORMATION ABOUT YOUR ASSESSMENT BALLOT AND
INSTRUCTIONS FOR COMPLETION AND DELIVERY OF ASSESSMENT BALLOT PROCEDURE**

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McKinleyville CSD
1656 Sutter Road
McKinleyville, CA 95519

*Completed ballots MUST be received by the Secretary of the Board no later than the close of the public testimony portion of the Public Hearing which is scheduled to begin on **July 1, 2020 at 7:00 pm.**, at <https://zoom.us/j/6756336928>*

How to cast your ballot:

1. Check Yes or No
2. Sign and date it
3. Return to the McKinleyville CSD on or before Wednesday July 1, 2020 in accordance with the deadlines referenced above

McKinleyville Community Services District

BOARD OF DIRECTORS

July 1, 2020

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

Staff recommends that the Board review and approval of the draft minutes from the June 3, 2020.

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 June 3, 2020

MINUTES OF THE CLOSED/REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, JUNE 3, 2020 AT 6:30/7:00 P.M.

TELECONFERENCE Via ZOOM & TELEPHONE:

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

Closed Session Meeting

AGENDA ITEM A. CALL TO ORDER:

A.1 Roll Call: The closed session meeting of the Board of Directors of McKinleyville Community Services District convened at 6:33 pm with the following Directors and staff in attendance:

Mary Burke, President
Shel Barsanti, Director
John Corbett, Director
David Couch, Director
Dennis Mayo, Director

Gregory Orsini, General Manager
April Sousa, Board Secretary

A.2 Public Comment and Written Communications: No public comment

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. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: General Manager—Gregory Orsini

A.4 Report Out of Closed Session

There was nothing to report from Closed Session.

Regular Meeting

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 7:02 pm with the following Directors and staff in attendance:

Mary Burke, President
Shel Barsanti, Director
John Corbett, Director
David Couch, Director
Dennis Mayo, Director

Gregory Orsini, General Manager
Pat Kaspari, General Manager
Colleen Trask, Finance Director
James Henry, Operations Director
Lesley Frisbee, Recreation Director
April Sousa, Board Secretary
Russell Gans, District Legal Counsel

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by President Burke.

After the Pledge, President Burke asked for a moment of silence and reflection.

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

A.4 Approval of the Agenda:

Motion: It was moved to adopt the agenda.

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

There were no public comment.

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

Motion Summary: Motion Passed

AGENDA ITEM B. PUBLIC HEARINGS:

There were no public hearings.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There was a total of 32 distinct logins on the zoom call (Board members, Staff, and Public).

Barbara Georgianna, resident of Humboldt County and McKinleyville resident for 16 years, member of the McKinleyville Municipal Advisory Committee, the Church of the Joyful Healer, and True North Organizing Network, commented on concerns of the unhoused during the shelter in place mandate. Asked for MCSD support in setting up an emergency solution while a long-term solution can be created.

Sheri Woo, Humboldt Bay Municipal Water District (HBMWD), read a letter appreciating the team spirit shared with MCSD and HBMWD and happy to continue this relationship with the new General Manager, who is the former HBMWD District Engineer.

Terry Supahan, Executive Director of True North Organizing Network, commented on the interest and high concern for those who are unhoused and cannot shelter in place safely. Asked MCSD to work with True North and the County to address the needs of the houseless in the area.

Michelle Wyler – longtime resident of McKinleyville in the Cochran neighborhood, voiced her opposition of a cell phone tower in the area. Asked MCSD to choose locations not around residential areas.

Tony Giraud, McKinleyville resident for 18 years and member of the Church of the Joyful Healer and the McKinleyville Cluster from True North Organizing Network, expressed concerned about the unhoused community during shelter in place. Noted that Eureka and Arcata had solutions and asked MCSD to consider a place for emergency shelter.

Rick Ellis, lifelong resident of McKinleyville and member of the Church of the Joyful Healer, True North Organizing Network, and AHHA (Affordable Homeless Housing Alternatives), shared his story of experiencing homelessness and advocacy for the unhoused. He expressed the need for immediate emergency housing in McKinleyville.

Nancy Correll, McKinleyville resident and representative of the McKinleyville Land Trust, echoed comments about the unhoused. She stated that those who are unhoused are staying in inappropriate places because there is no place for them to stay.

AGENDA ITEM D. CONSENT CALENDAR:

- D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on May 6, 2020
- D.2 Consider Approval of April 2020 Treasurer's Report
- D.3 Compliance with State Double Check Valve (DCV) Law
- D.4 Consider Approval of 2019 Consumer Confidence Report (CCR)
- D.5 Consider Adoption of Resolution 2020-10 Amending the Rules and Regulations Rule 45.03.b Facility Use Fees and 45.03.c Event Service Fees
- D.6 Approve Conveyance of Water and Sewer Facilities Related to Frito Lay Project

Motion: It was moved to approve Consent Calendar.

Motion by: Director Corbett; **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:

The item order for this agenda was changed at the meeting to accommodate staff and public in attendance. The order in which it appears in these minutes are the order each item was discussed.

E.5 Approve Resolution 2020-12 Authorizing the Acceptance and Recordation of a Grant Deed to Real Property Located in McKinleyville, CA (APN 508-091-037, 508-081-034, 508-031-001, and 506-341-017)

General Manager Orsini gave an overview of the item. Director Couch asked for a geographical description for those on the call to understand the location of the property. It was noted this land will be used for reclamation of water by the District. Russell Gans, District Counsel, gave clarification of the process. There was no public comment.

Motion: authorizing the Board President to execute a Certificate of Acceptance, and record the Grant Deed to the Pialorsi real property located in/ near McKinleyville, CA (i.e., Assessor Parcel Nos. 508-091-037, 508-081-034, 508-031-001 and 506-341-017)) from Pialorsi Trust (Seller) to MCSD (Buyer), and complete the real property purchase transaction with a scheduled closing on June 5, 2020.

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.8 Authorize Letter to be Sent on Behalf of MCSD Board of Directors to Humboldt LAFCo and the Board of Supervisors

General Manager Orsini and Director Corbett gave overviews of the agenda item and process. Supervisor Steve Madrone, 5th District, was present on the call and read a letter of apology to the Board regarding the LAFCo item. President Burke noted that MCSD is not required to dissolve with incorporation. The Board discussed the presented draft letter to LAFCo. Director Mayo submitted additional language to be considered for the letter. An additional statement, "McKinleyville Community Services District is consistently honored as a District of Distinction in the State of California for its excellence in financial stewardship and infrastructures, political outreach, cutting edge community representation and transparency, especially water delivery and wastewater" was agreed for insertion at the end of the letter. There was no other public comment.

Motion: Approve the sending of the draft letter with the addition of the additional statement from Director Mayo, not including the last sentence.

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

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

Motion Summary: Motion Passed

E.1 Consider Approval of FY2020-21 Proposed Budget and Appropriations Limit

Finance Director Colleen M.R. Trask gave an overview of the item. Director Corbett noted that he had questions but was experiencing mic issues and would ask staff later. It was also noted that the budget had been reviewed in parts prior to this meeting. General Manager Orsini gave an overview of changes to the Parks budget due to COVID-19. There was no public comment.

Motion: Approve the budget presented by staff with the analysis.

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.2 Distribution of Annual Board Self-Evaluation

Board Secretary April Sousa gave an overview of the Self-Evaluation of the Board and the process. The board had the opportunity to ask clarifying questions. The Evaluation will be due back to the Board Secretary on July 15, and the analysis will be available for the August 5 board meeting. This was an information only item. No public comment. No action taken.

E.3 Discuss and Decide on District Preferences for November 3, 2020 Election

Board Secretary Sousa gave an overview of the item. Clarifying questions on the preferences were discussed, most specifically the difference between resolving a tie by lot or by runoff. There was no other public comment.

Motion: Approve the preferences that Candidates pay for the cost of a candidate statement and limit to 200 words.

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

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

Motion Summary: Motion Passed

Motion: Motion to approve the preference to resolve a tie by lot.

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

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

Motion Summary: Motion Passed

E.4 Consider Approval of Professional Services Agreement with Kennedy/Jenks to Perform Engineering Services for the 4.5 MG Water Reservoir Project

General Manager Orsini gave an overview of the project. Director Mayo expressed concern regarding funding, which was clarified and resolved. There was no public comment.

Motion: Authorize the Board President to execute the Professional Services Agreement with Kennedy/Jenks (K/J) to perform Engineering services for the 4.5 MG Water Reservoir Project, and declare the General Manger as Designated Representative of MCSD, not to exceed \$1,329,297 with a 10% (\$132,929) contingency, totaling \$1,462,226.

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

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

Motion Summary: Motion Passed

E.6 Consider Approval of Proposal of Fedak & Brown to provide Audit Services for FY2019-20, FY2020-21, and FY2021-22

Finance Director Trask gave an overview of the process. Director Corbet, member of the Audit Committee, commented positively on the protocol of reviewing for new auditors every three (3) year. Director Corbett also noted a clarifying statement that the Board is required to review the audit services and make an independent decision but can accept staff recommendation.

Motion: Declare Fedak & Brown, LLP most qualified and authorize the General manager to execute a Professional Services Agreement based on the proposal submitted by Fedak & Brown, LLP, not to exceed \$75,619 for auditing FY2019-20, FY2020-21, and FY2021-22, with the potential to extend the existing contract for two optional years.

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

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

Motion Summary: Motion Passed

E.7 Consider adopting Resolutions 2020- 13 Initiating the Formation of Street Light Zone # 102, Resolution 2020- 14 Initiating the Formation of Street Light Zone # 103, and Resolution 2020- 15 Initiating the Formation of Street Light Zone # 104

This item was reviewed by General Manager Orsini. There were no comments.

Motion: Approve Resolutions 2020- 13 Initiating the Formation of Street Light Zone # 102, Resolution 2020-14 Initiating the Formation of Street Light Zone # 103, and Resolution 2020- 15 Initiating the Formation of Street Light Zone # 104

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

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

Motion Summary: Motion Passed

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Recreation Advisory Committee (Couch/Mayo):** Met via Zoom and discussed the BMX track. Director Mayo suggested the RAC could discuss honoring past board members who have passed away.
- b. **Area Fund (John Kulstad/Barsanti):** The grant disbursement letter was provided to the Board Members with their packet.
- c. **Redwood Region Economic Development Commission (Mayo/Burke):** Nothing to report.
- d. **McKinleyville Senior Center Advisory Council (Barsanti/Burke):** Did not meet but mentioned the memoir class and fundraising taking place independently for this class.
- e. **Audit (Corbett/Barsanti):** Nothing further to report.
- f. **Employee Negotiations (Couch/Corbett):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Burke/Mayo):** Met twice via Zoom. New officers were elected.
- h. **Local Agency Formation Commission (Couch):** Nothing to report. Director Couch was unable to attend meeting.
- i. **Environmental Matters Committee (Couch/Corbett):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

California Special Districts Association (CSDA) legislative information brief was provided to Directors in the Board packet. General Manager Orsini gave a report and overview of this action brief. He also gave an update on the COVID-19 relief for Special Districts.

Director Mayo comments on the works of Garamundi with regards to Special District financial help and believes a letter of thanks should be sent.

F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask highlighted the reopening of the District's front office plan and made clarifying remarks on the Treasurer's report.
- b. **Operations Department (James Henry):** Operations Director, James Henry had nothing further to add to his written report
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director, Lesley Frisbee reported that the summer childcare program started.

- d. **General Manager (Greg Orsini):** General Manager Orsini gave a briefing on recent meetings regarding the houseless in McKinleyville. He met with True North Organizing Network and Supervisor Madrone. He noted that True North is looking for emergency shelter in place situation and Supervisor Madrone was looking towards a long-term plan.

F.3.2 PRESIDENT’S REPORT: President Burke had no report.

F.4 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS: Directors Corbet mentioned that the President could have a study session. President Burke agreed with this idea as an option for the Board to become more educated and familiar with local houseless issues.

G. ADJOURNMENT:

Meeting Adjourned at 9:49 p.m.

April Sousa, CMC, Board Secretary

**McKinleyville Community Services District
Treasurer's Report
May 2020**

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Page 12	Summary of Long-Term Debt Report
Page 13	Cash Disbursement Report

Ratios

as of May 31, 2020

- Utility Accounts Receivable Turnover Days	13
- YTD Breakeven Revenue, Water Fund:	\$ 2,135,628
- YTD Actual Water Sales:	\$ 3,310,853
- Days of Cash on Hand-Operations Checking/MM	316

**McKinleyville Community Services District
Investments & Cash Flow Report
as of May 31, 2020**

Petty Cash & Change Funds 9,197.46

Cash

Operating & Money Market - Beginning Balance 4,702,863.54

Cash Receipts:

Utility Billings & Other Receipts	670,630.07	
Money Market Account Interest	114.35	
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	-	
Other Cash Receipts (Pmt of SRF Solar Proj Grant Receivable)	88,374.00	
	88,374.00	

Total Cash Receipts 759,118.42

Cash Disbursements:

Transfers to County Funds #2560, #4240, CalTRUST	-	
Payroll Related Expenditures	(214,780.72)	
Debt Service	(6,089.84)	
Capital & Other Expenditures	(220,860.91)	
	(220,860.91)	

Total Cash Disbursements (441,731.47)

Operating & Money Market - Ending Balance 5,020,250.49

Total Cash 5,029,447.95

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

LAIF - Beginning Balance 137,636.75

Interest Income	-	
	-	

LAIF - Ending Balance 137,636.75

Humboldt Co. #2560 - Beginning Balance 1,062,732.51

Property Taxes and Assessments	-	
Transfer to/from Operating Cash	-	
Interest Income (net of adjustments)	1,505.53	
	1,505.53	

Humboldt Co. #2560 - Ending Balance 1,064,238.04

Humboldt Co. #4240 - Beginning Balance 3,308,251.75

Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	-	
Interest Income	3,815.56	
	3,815.56	

Humboldt Co. #4240 - Ending Balance 3,312,067.31

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 165,561.80

Bond Reserve Payment	6,089.84	
Debt Service Payment, Principal/Interest	(5,625.00)	
Interest Adjustment	1.30	
	1.30	

USDA Bond Reserve Fund - Ending Balance 166,027.94

CalTRUST - Beginning Balance 10,508,310.51

Net Transfer to/from Designated Reserves: PERS/OPEB	-	
Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves	-	
Net: Interest Income/Unrealized Gain/Loss	53,150.64	
	53,150.64	

CalTRUST - Ending Balance 10,561,461.15

Total Investments 15,910,480.75

Total Cash & Investments - Current Month 20,939,928.70

Total Cash & Investments - Prior Month 20,563,603.88

Net Change to Cash & Investments This Month 376,324.82

Cash & Investment Summary

Cash & Cash Equivalents	20,158,981.65
Davis-Grunsky Loan Reserve	614,919.11
USDA Bond Reserve	166,027.94
	166,027.94

Total Cash & Investments 20,939,928.70

McKinleyville Community Services District
Consolidated Balance Sheet by Fund
as of May 31, 2020

	Governmental Funds				Proprietary Funds				Total (Memorandum Only)
	Parks & General	Measure B	Streetslights	Water	Wastewater				
ASSETS									
Current Assets									
Unrestricted cash & cash equivalents	\$ 1,312,719.30	\$ (487,806.52)	\$ 44,002.92	\$ 6,860,234.53	\$ 12,539,252.52	\$ 20,268,402.75			
Accounts receivable	4,435.79	-	4,081.12	340,170.55	458,406.49	807,093.95			
Prepaid expenses & other current assets	7,355.47	979.78	321.89	84,904.02	36,313.19	129,874.35			
Total Current Assets	1,324,510.56	(486,826.74)	48,405.93	7,285,309.10	13,033,972.20	21,205,371.05			
Noncurrent Assets									
Restricted cash & cash equivalents	179,443.49	-	-	614,919.11	166,027.94	960,390.54			
Other noncurrent assets	-	-	-	142,990.32	160,322.48	303,312.80			
Capital assets (net)	-	-	-	8,339,513.43	26,619,591.52	34,959,104.95			
Total Noncurrent Assets	179,443.49	-	-	9,097,422.86	26,945,941.94	36,222,808.29			
TOTAL ASSETS	\$ 1,503,954.05	\$ (486,826.74)	\$ 48,405.93	\$ 16,382,731.96	\$ 39,979,914.14	\$ 57,428,179.34			
LIABILITIES & FUND BALANCE/NET ASSETS									
Current Liabilities									
Accounts payable & other current liabilities	\$ 72,785.09	\$ 9.40	\$ 1,892.84	\$ 243,627.68	\$ 243,958.25	\$ 562,273.26			
Accrued payroll & related liabilities	84,094.23	-	-	65,202.52	65,210.58	214,507.33			
Total Current Liabilities	156,879.32	9.40	1,892.84	308,830.20	309,168.83	776,780.59			
Noncurrent Liabilities									
Long-term debt	-	-	-	2,295,093.03	16,603,055.02	18,898,148.05			
Other noncurrent liabilities	-	-	-	3,520,312.06	3,592,698.08	7,113,010.14			
Total Noncurrent Liabilities	-	-	-	5,815,405.09	20,195,753.10	26,011,158.19			
TOTAL LIABILITIES	156,879.32	9.40	1,892.84	6,124,235.29	20,504,921.93	26,787,938.78			
Fund Balance/Net Assets									
Fund Balance	(2,125,626.44)	(486,836.14)	46,513.09	-	-	(2,565,949.49)			
Net assets	3,472,701.17	-	-	4,214,076.27	9,458,455.72	17,145,233.16			
Investment in capital assets, net of related debt	-	-	-	6,044,420.40	10,016,536.50	16,060,956.90			
Total Fund Balance/Net Assets	1,347,074.73	(486,836.14)	46,513.09	10,258,496.67	19,474,992.22	30,640,240.57			
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,503,954.05	\$ (486,826.74)	\$ 48,405.93	\$ 16,382,731.96	\$ 39,979,914.15	\$ 57,428,179.35			
Difference in Re-class from Cap Assets to Net Assets:									
Investment in General Capital Assets	\$ 3,147,407.23								
General Long-term Liabilities									
PG&E Streetlights Loan	-								
Meas. B Loan: Teen/Community Center	1,010,944.00								
OP&EB Liability	2,780,563.56								
CALPERS Pension Liability/Deferred Inflows-Outflows	593,397.33								
Accrued Compensated Absences	98,740.28								
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 4,483,645.17								

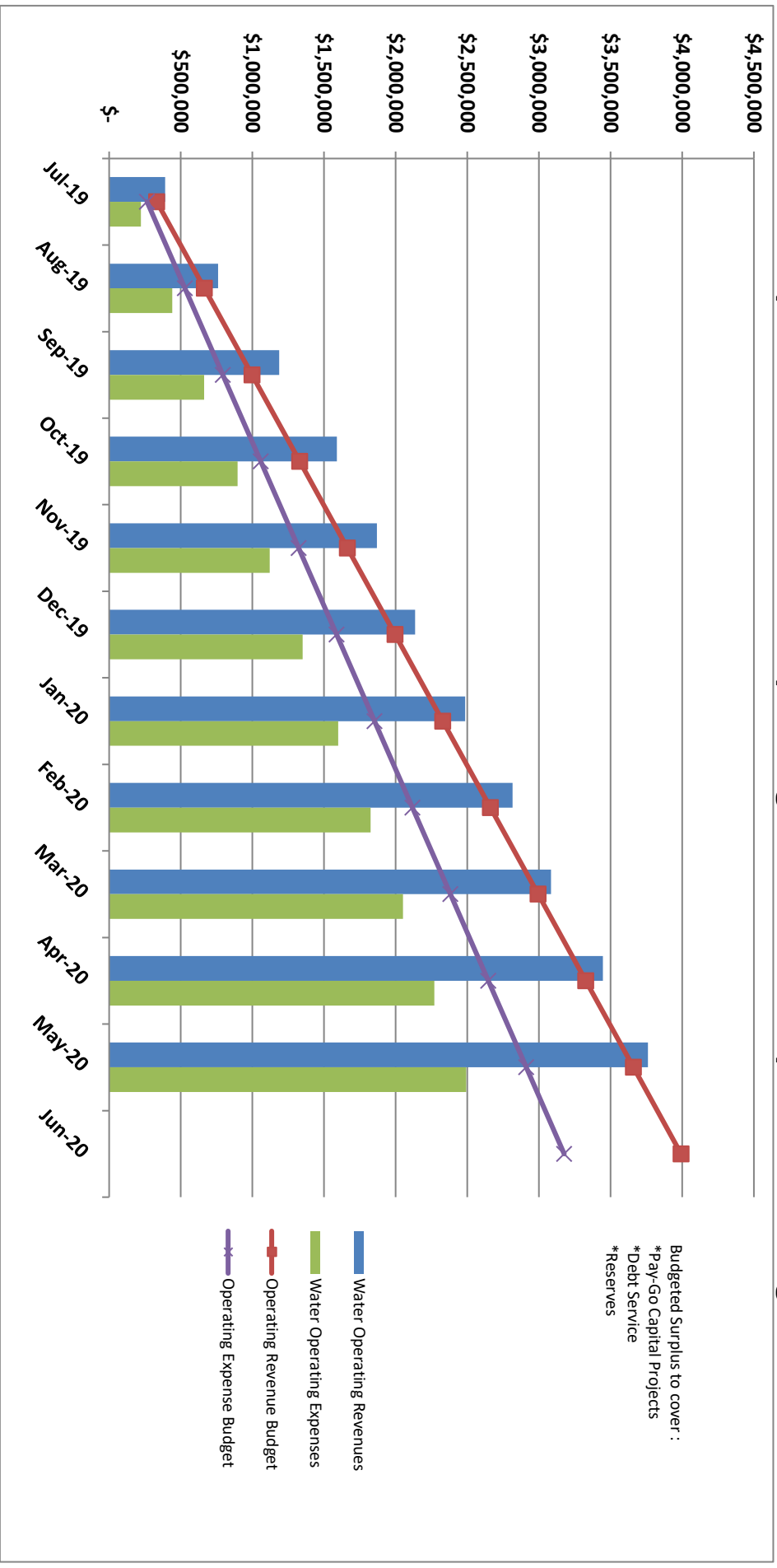
**McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
May 2020**

Department Summaries	May	% of Year YTD	Revised YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
Water						
Water Sales	279,897	3,310,853	3,346,514	(35,661)	-1.07%	
Other Revenues	34,232	450,223	312,541	137,682	44.05%	Includes YTD Capacity Fees \$194,891. Contrib Construction \$69,060.
Total Operating Revenues	314,129	3,761,076	3,659,055	102,021	2.79%	
Salaries & Benefits	69,618	770,147	934,320	(164,173)	-17.57%	Vacant Operations position for a portion of the year
Water Purchased	90,692	1,004,454	1,002,010	2,444	0.24%	
Other Expenses	31,367	384,819	641,964	(257,145)	-40.06%	Funds for emergency equip. repairs, elections, travel unspent/ underspent;
Depreciation	30,250	332,750	332,750	-	0.00%	OP&EB actuarial expense not calculated until year-end close
Total Operating Expenses	221,927	2,492,171	2,911,044	(418,873)	-14.39%	
Net Operating Income	92,202	1,268,906	748,011	(316,852)		
Interest Income	5,506	68,939	45,833	23,106	50.41%	Interest not yet posted to County Trust Acct, better-than-expected returns CalTRUST
Interest Expense	(4,653)	(53,466)	(54,111)	(645)	-1.19%	
Net Income (Loss)	93,055	1,284,378	739,733	544,645		
Wastewater						
Wastewater Service Charges	309,830	3,407,956	3,516,205	(108,249)	-3.08%	
Other Revenues	47,825	606,632	316,080	290,552	91.92%	Includes YTD Capacity Fees of \$240,847. Contrib. Construction of \$50,240
Total Operating Revenues	357,655	4,014,587	3,832,285	182,302	4.76%	
Salaries & Benefits	81,332	963,107	981,072	(17,965)	-1.83%	
Other Expenses	55,145	608,945	851,230	(242,285)	-28.46%	Funds for emergency equip. repairs, elections, travel unspent/ underspent;
Depreciation	95,833	1,054,163	1,054,167	(4)	0.00%	OP&EB actuarial expense not calculated until year-end close
Total Operating Expenses	232,310	2,626,215	2,886,469	(260,254)	-9.02%	
Net Operating Income	125,345	1,388,372	945,816	442,556		
Interest Income	8,870	111,815	68,750	43,065	62.64%	Interest not yet posted to County Trust Account
Interest Expense	(20,930)	(285,925)	(234,610)	51,315	21.87%	Budget is spread evenly across 12 months, but actuals vary by loan prnt schedule
Net Income (Loss)	113,285	1,214,262	779,956	434,306		
Enterprise Funds Net Income (Loss)	206,340	2,498,640	1,519,689	978,951		

Treasurer's Report Page 4

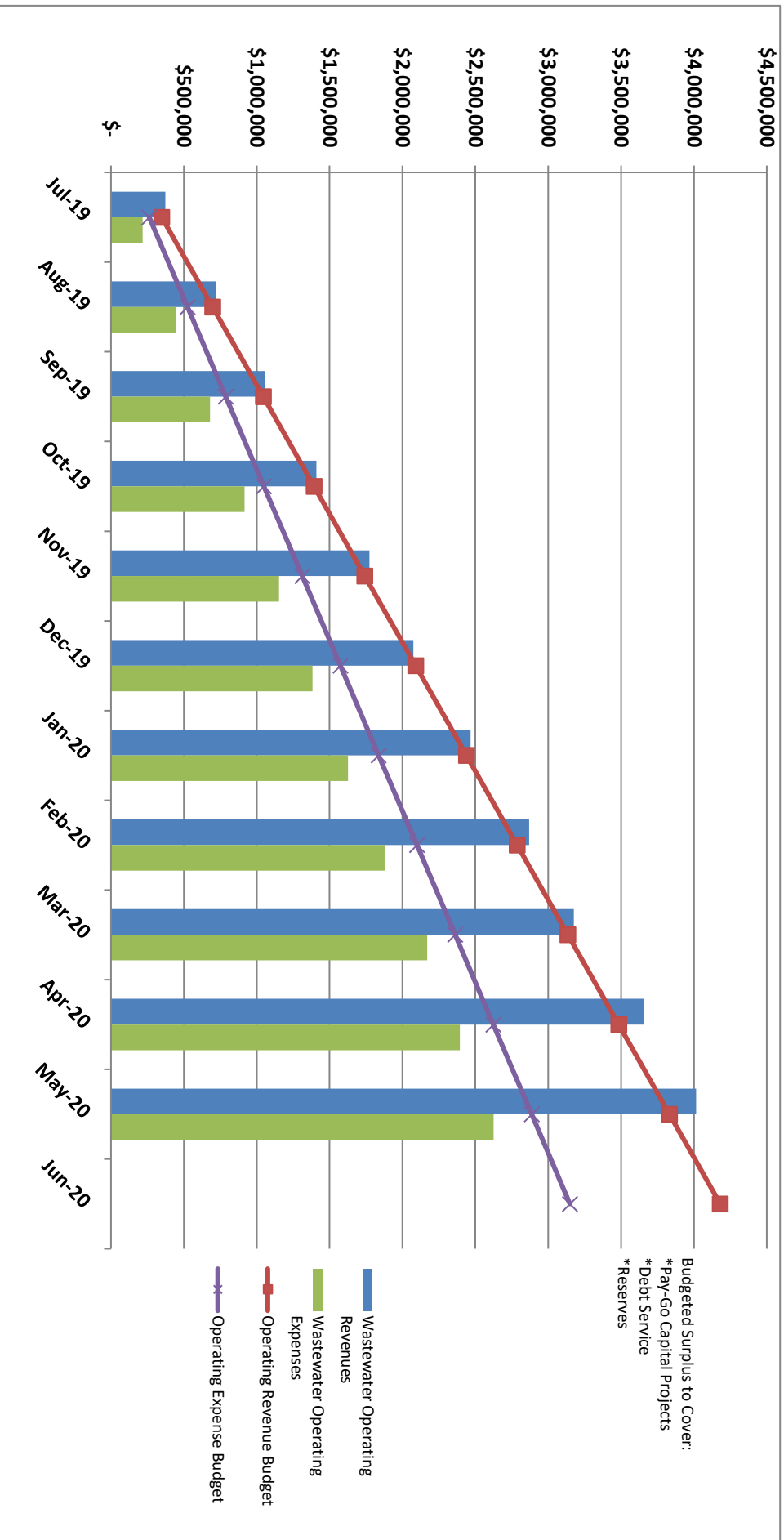
McKinleyville Community Services District May 2020

Comparison of Water Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District May 2020

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



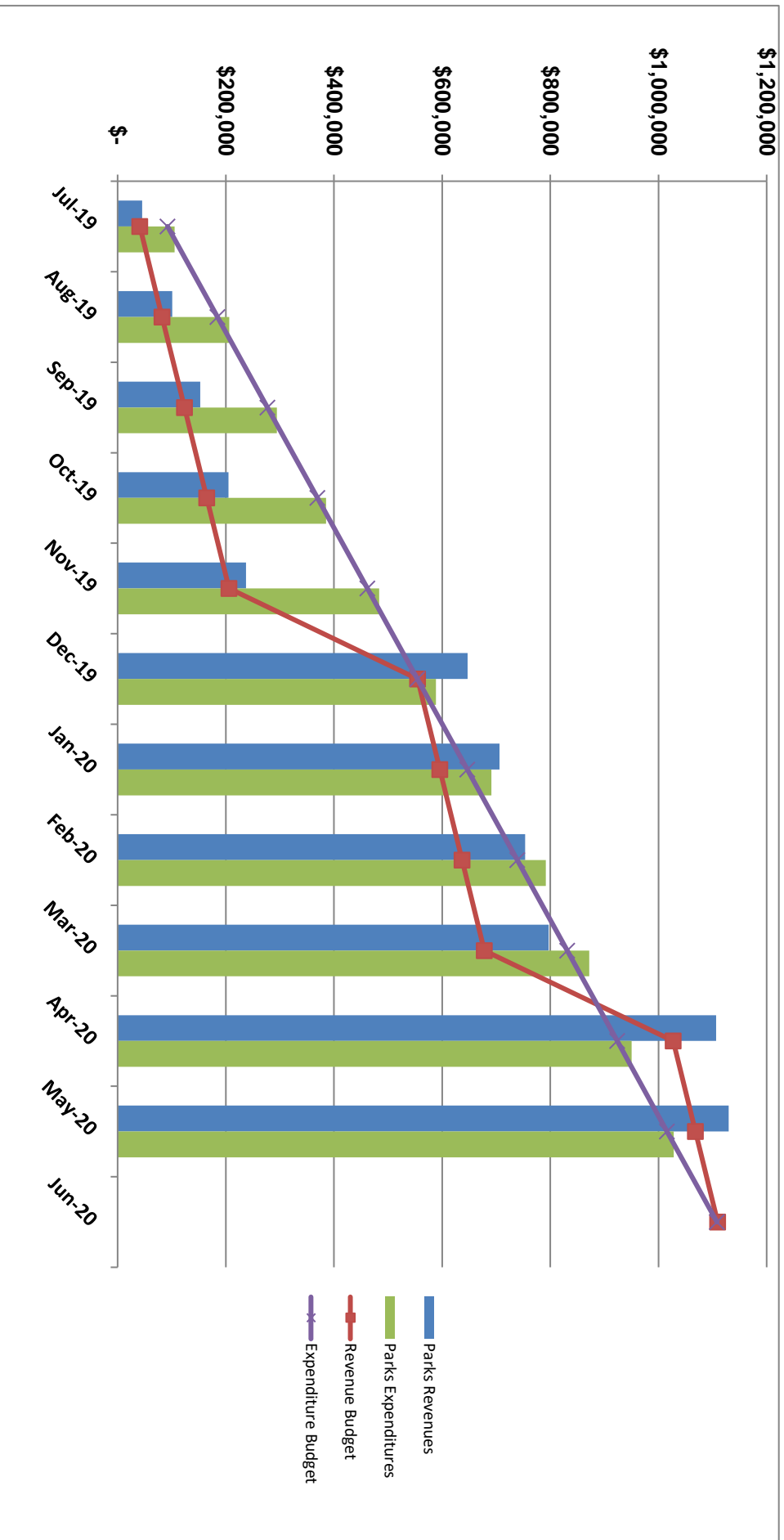
McKinleyville Community Services District
 Activity Summary by Fund, Approved Budget
 May 2020

Department Summaries	May	% of Year YTD	Revised YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
*Parks & Recreation						
Program Fees	1,540	213,782	200,900	12,882	6.41%	Per revised, approved Budget
Rents & Related Fees	1,236	71,777	63,401	8,376	13.21%	Per revised, approved Budget
Property Taxes	-	624,639	564,098	60,541	10.73%	County Tax remittance: December, April, and June; greater than expected
Other Revenues	17,083	178,804	156,511	22,293	14.24%	Per revised, approved Budget
Interest Income	3,481	40,704	32,083	8,621	26.87%	Interest not yet posted to County Trust Account
Total Revenues	23,339	1,129,705	1,016,993	112,712	11.08%	
Salaries & Benefits	65,360	836,041	812,319	23,722	2.92%	Payroll expenditures have been curtailed due to Covid19 to the extend possible
Other Expenditures	12,582	192,250	203,483	(11,233)	-5.52%	Expenditures have been curtailed due to Covid19 to the extend possible
Capital Expenditures	-	50	46	4	8.70%	Capital Projects expenditures curtailed due to revenue losses
Total Expenditures	77,942	1,028,341	1,015,848	12,493	1.23%	
Excess (Deficit)	(54,603)	101,364	1,145	100,219		
*Measure B Assessment						
Total Revenues	309	210,584	194,803	15,781	8.10%	Interest & unrealized gains/losses; County Tax remittance December/April/June
Salaries & Benefits	1,568	59,473	56,306	3,167	5.63%	
Other Expenditures	9	19,125	18,883	242	1.28%	
Capital Expenditures/Loan Repayment	-	127,141	119,258	7,883	6.61%	
Total Expenditures	1,577	205,739	194,447	11,292	5.81%	
Excess (Deficit)	(1,269)	4,845	356	4,489		
*Street Lights						
Total Revenues	9,673	106,869	102,914	3,955	3.84%	
Salaries & Benefits	3,168	35,951	41,501	(5,550)	-13.37%	Payroll expenditures have been curtailed due to Covid19 to the extend possible
Other Expenditures	2,681	33,774	31,813	1,961	6.16%	
Capital Expenditures/Loan Repayment	-	9,863	20,043	(10,180)	-50.79%	PG&E Loan final payment December 2019
Total Expenditures	5,849	79,587	93,357	(13,770)	-14.75%	
Excess (Deficit)	3,824	27,282	9,557	(17,725)		
Governmental Funds Excess (Deficit)	(52,047)	133,491	11,058	122,433		

Treasurer's Report Page 7

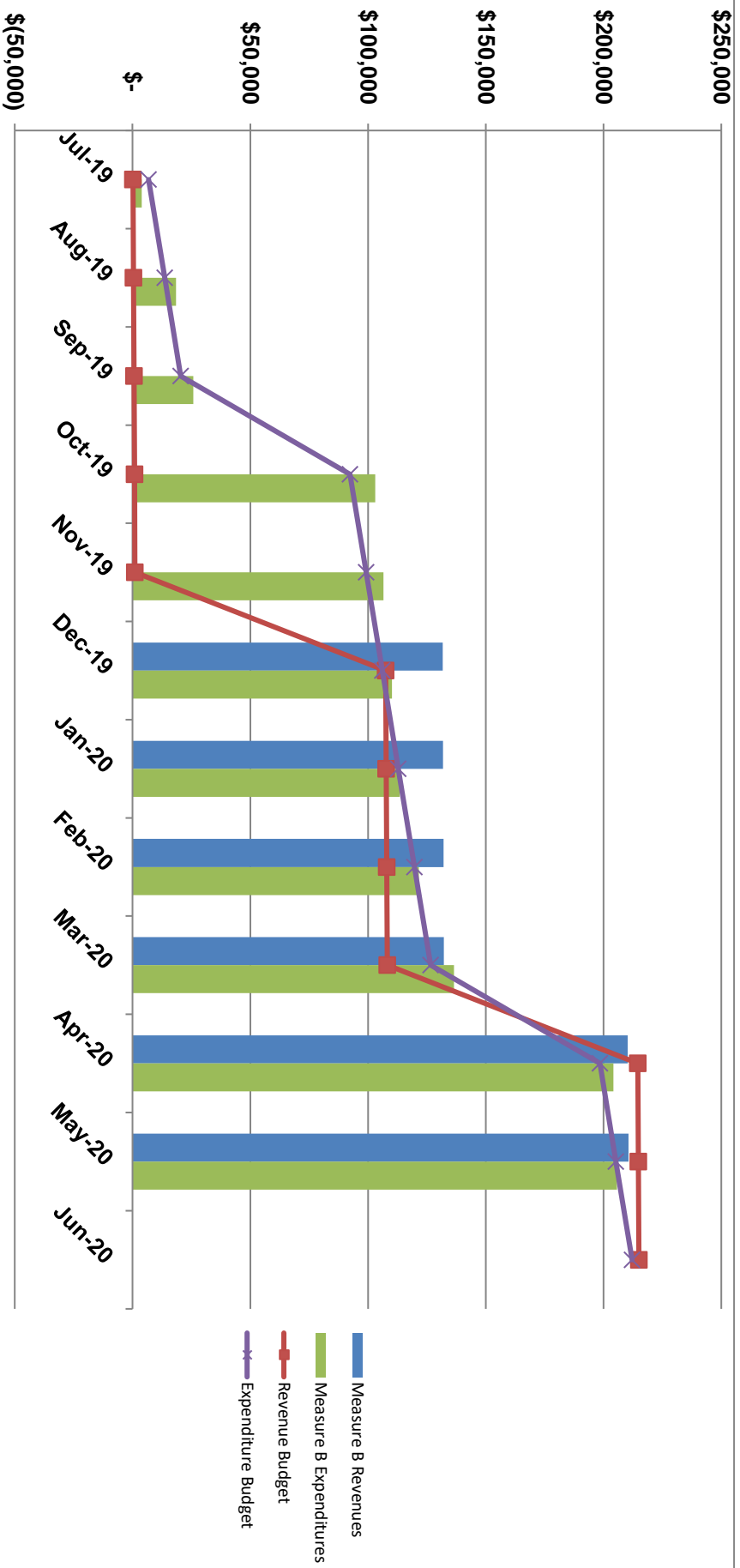
McKinleyville Community Services District May 2020

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



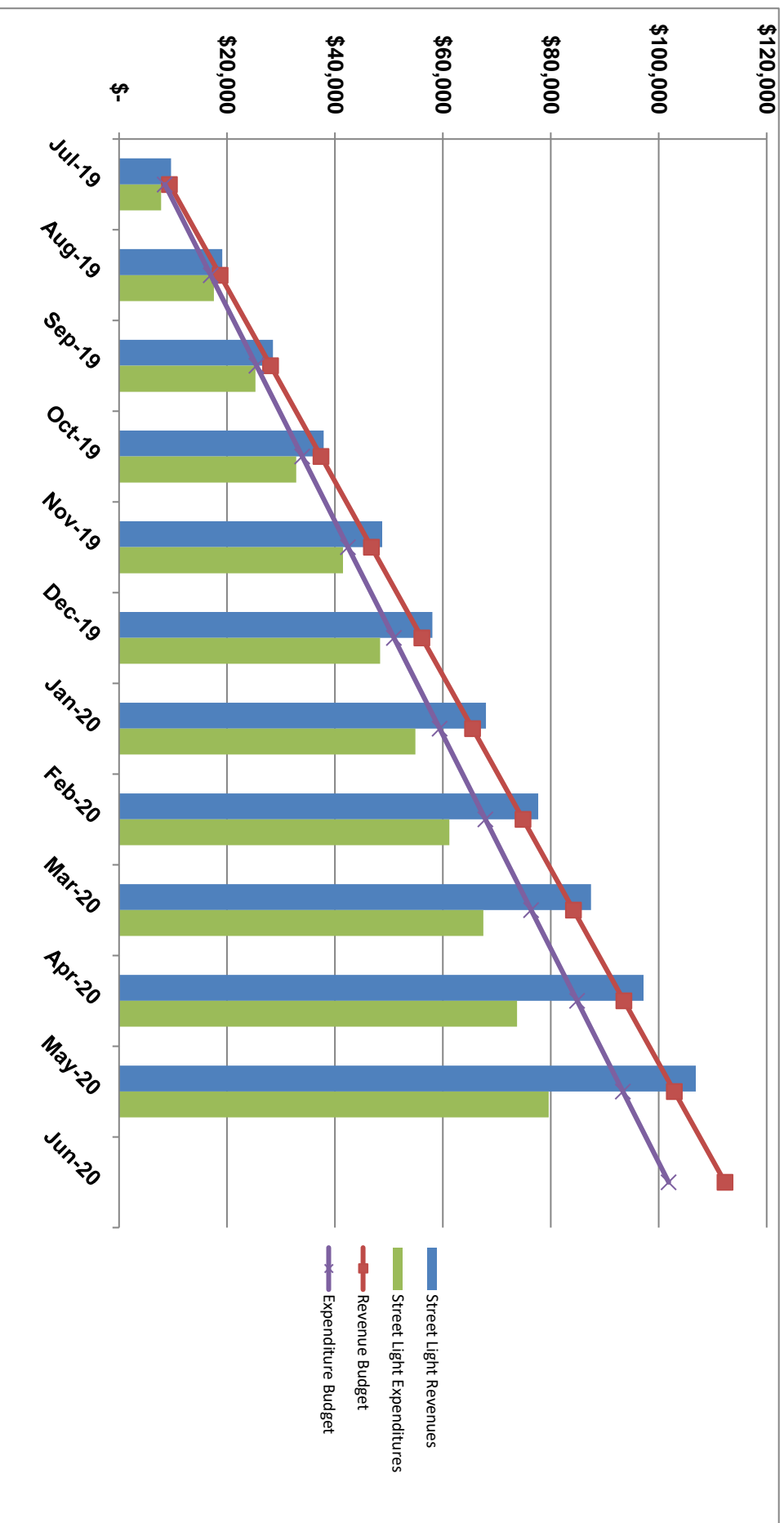
McKinleyville Community Services District May 2020

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District May 2020

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
Capital Expenditure Report
as of May 31, 2020**

	May	YTD Total	FY 19-20 Budget	Remaining		Notes
				Budget \$	Budget %	
Water Department						
Ramey Pump Upgrades	-	-	-	-	#DIV/0!	
Water Tank Painting & Cathodic	-	5,346	506,000	500,654	99%	Water Tank Painting & Cathodic
Alternative Energy Master Plan	-	-	50,000	50,000	100%	Alternative energy master plan
4.5m New Water Tank	481	11,709	700,000	688,291	98%	Drilling, LACO Assoc.
Production Meter Replacements	-	-	-	-	#DIV/0!	Production Meter Replacement
N.BankBoosterStn Emergency VFD replace	-	6,480	20,000	13,520	68%	Emergency Water Supply
Emergency Generator-Cochran	-	660	50,000	49,340	99%	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
NorthBank VFD Replacement	-	17,130	-	(17,130)	#DIV/0!	NorthBank VFD Replacement
Water Tank Upgrade-McClusky Tree Svc	-	29,120	35,000	5,880	17%	Water Tank Upgrade-McClusky T
Water Main Rehab & Replacement	4,179	33,979	1,000,000	966,021	97%	Water Main Rehab
Property Purchase & Improvements	-	-	250,000	250,000	100%	Property Purch/Improvements
Subtotal	4,660	104,424	2,638,000	2,533,576	96%	
Wastewater Department						
Sewer Main Rehab & Replacement	4,050	38,298	1,000,000	961,702	96%	Sewer Main Rehab
WWMF Sludge Disposal - next	-	-	240,000	240,000	100%	Sludge handling/disposal
SLS Pump/Generator Replacement	-	5,364	-	(5,364)	#DIV/0!	SLS Pump/Generator Replacement
WWMF/Fischer Lift Stn Grinder Upgrade	-	27,329	25,000	(2,329)	-9%	Fischer Lift Stn Grinder Upgrade
Alternative Energy Master Plan	-	-	50,000	50,000	100%	Alternative energy master plan
WWMF Chlorine Injector/Controllers	-	-	10,000	10,000	100%	Chlorine Injector/Controllers
Collection Sys Upgrades-UndercrossingsProj	9,999	10,131	100,000	89,869	90%	Collection System upgrades
Fischer Lift Station Generator	-	-	-	-	#DIV/0!	Fischer Lift Stn Generator
Sewer Lift Stn Upgrade-Hiller	-	-	240,000	240,000	100%	Sewer WWMF Upgrade
Solar Project - CWSRF Grant/Loan	10,729	71,389	3,000,000	2,928,611	98%	WWMF Solar Project
Radio Telemetry Upgrade	-	-	-	-	#DIV/0!	Radio Telemetry upgrade
Production Meter Replacements	-	-	-	-	#DIV/0!	Production Meter Replacement
WWMF - next NPDES Permit	-	950	25,000	24,050	96%	NPDES Permit Project
Customer Radio Meter Replacements	-	-	10,000	10,000	100%	Radio meters purch/install
Underground pipe locator & camera	-	-	5,000	5,000	100%	Underground pipe locator & came
Flow Totalizers	-	-	-	-	#DIV/0!	Flow Totalizers
Sewer Lift Station Other Upgrades	9,240	184,307	-	(184,307)	#DIV/0!	SwrLiftStnUpgrade-Letz
Subtotal	14,779	153,461	4,705,000	4,551,539	97%	
Water & Wastewater Operations						
Heavy Equipment	-	-	100,000	100,000	100%	Hydrocl. & Tractor attachments &
Utility Vehicles	-	24,824	50,000	25,176	50%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	38,388	50,000	11,612	23%	Facilities upgrade/sealcoat
Computers & Software	-	37,933	60,000	22,067	37%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tr	-	-	100,000	100,000	100%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Unc	-	-	45,000	45,000	100%	Underground valving/piping
Property Purchase & Improvements	1,840	25,824	1,500,000	1,474,176	98%	Pialorsi Ranch purchase
Small Equipment & Other	-	-	40,000	40,000	100%	Air compressor
Subtotal	1,840	126,969	1,945,000	1,818,031	93%	
Enterprise Funds Total	30,519	569,161	9,288,000	8,903,146	96%	
Parks & Recreation Department						
Hiller Park & Sports Complex	-	-	-	-	#DIV/0!	Other Equipment & Signage
Pierson Park Upgrades	-	50	-	(50)	#DIV/0!	
Washington Avenue Park Project	-	-	-	-	#DIV/0!	
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
Subtotal	-	50	76,000	75,950	100%	
Streetlights						
Pole Replacement	-	-	2,000	2,000	100%	Pole Replacement
Subtotal	-	-	2,000	2,000	100%	
Governmental Funds Total	-	50	78,000	77,950	100%	
All Funds Total	30,519	569,211	9,366,000	8,981,096	96%	

**McKinleyville Community Services District
Summary of Long-Term Debt Report
as of May 31, 2020**

**Principal Maturities and
Scheduled Interest**

	Maturity Date	%	Balance - Apr 30, 2020		Balance- May 31, 2020		FY-20	Thereafter
			2020	2020	2020	2020		
Water Fund:								
I-Bank	8/1/30							
Interest		3.37%	625,086.83	625,086.83	-	-	625,086.90	122,826.39
State of CA Energy Commission (ARRA)	12/22/26							
Interest		1.0%	83,970.10	83,970.10	5,804.42	421.00	78,165.47	2,764.70
State of CA (Davis Grunsky)	1/1/33							
State of CA (Davis Grunsky) Deferred Interest	1/1/33		1,364,584.89	1,364,584.89	-	-	1,364,584.89	221,451.21
Interest		2.5%	221,451.21	221,451.21	-	-	221,451.21	250,575.34
Total Water Fund-Principal			2,295,093.03	2,295,093.03	5,804.42	18,428.21	2,289,288.47	376,166.43
Total Water Fund-Interest								
Total Water Fund			2,295,093.03	2,295,093.03	24,232.63	2,665,454.90		
Wastewater Fund:								
WW/MF SRF Loan	7/31/47							
Interest		1.6%	14,869,555.02	14,869,555.02	-	-	15,330,549.61	3,695,343.22
Chase Bank (Pialorsi Property)	3/8/35							
Interest		2.9%	1,508,500.00	1,508,500.00	-	-	1,508,500.00	-
USDA (Sewer Bond)	8/1/22							
Interest		5.0%	225,000.00	225,000.00	5,625.00	-	225,000.00	16,125.00
Total Wastewater Fund-Principal			16,603,055.02	16,603,055.02	-	-	17,064,049.61	5,625.00
Total Wastewater Fund-Interest								3,711,468.22
Total Sewer Fund			16,603,055.02	16,603,055.02	5,625.00	20,775,517.83		
Meas. B Fund: Teen/Comm Center Loan								
	11/1/29							
		3.55%	1,010,944.00	1,010,944.00	-	-	1,019,724.00	190,528.89
Streelights Fund: LED Proj Loan, PG&E								
		0.0%	-	-	-	-	-	-
Total Principal			19,909,092.05	19,909,092.05	5,804.42	24,053.21	20,373,062.08	4,278,163.54
Total Interest								29,857.63
Total			19,909,092.05	19,909,092.05	29,857.63	24,651,225.62		

**McKinleyville Community Services District
Cash Disbursement Report
For the Period May 1 through May 31, 2020**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
16930	6/2/2020	ACW01	CB&T/ACWA-JPIA	(59,594.34)	C00430u	CK# 016930 Reversed
36970	5/11/2020	*0119	CK# 036970 Reversed TK	(75.00)	C00417u	CK# 036970 Reversed TK
37060	5/5/2020	*0175	REC PROGRAM REFUND JB	140.00	C00505	REC PROGRAM REFUND JB
37061	5/5/2020	*0176	REC PROGRAM REFUND SH	180.00	C00505	REC PROGRAM REFUND SH
37062	5/5/2020	BUR01	MARY C. BURKE	125.00	C00505	BOARD MTG 4/1/2020
37063	5/5/2020	COA01	COASTAL BUSINESS SYSTEMS	1,110.83	C00505	COPIER MONTHLY PAYMENT
37064	5/5/2020	COR01	CORBIN WILLITS SYSTEMS, INC	906.19	C00505	MOMS MONTHLY MAINTENANCE
37065	5/5/2020	DRU01	DRUGFREE USA	186.00	16415	PROFESSIONAL SERVICES
37066	5/5/2020	FED01	FedEx Office	314.06	C00505	LAB SHIPMENT
37067	5/5/2020	HAR13	The Hartford - Priority A	419.04	C00505	GRP LIFE INSURANCE
37068	5/5/2020	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	89,990.18	C00505	WTR PURCHASED
37069	5/5/2020	MAY02	DENNIS MAYO	125.00	C00505	BOARD MTG 4/1/20
37070	5/5/2020	PGE11	PG&E STREETLIGHTS	24.08	C00505	GAS & ELECTRIC
37071	5/5/2020	PGE12	PG&E	30.62	C00505	GAS & ELECTRIC
37072	5/5/2020	STA13	S.W.R.C.B.	110.00	C00505	CERT RENEWAL-EI
37073	5/5/2020	SUD01	SUDDENLINK	194.23	C00505	TEEN CENTER INTERNET

Accounts Payable Disbursements

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
37074	5/5/2020	UMP01	UMPQUA BANK	441.07	0420JH	REPAIRS/SUPPLIES
			Check Total:	580.99	0420LF	TRAINING/ SUBSCRIPTION
				<u>1,022.06</u>		
37075	5/5/2020	USB01	U.S. BANK TRUST N.A.	6,089.84	C00505	SEWER BOND PAYMENT
37076	5/5/2020	VER01	VERIZON WIRELESS	75.20	C00505	CELL PHONES/ TABLET
37077	5/5/2020	\B009	MQ CUSTOMER REFUND FOR BR	5.80	000C00501	MQ CUSTOMER REFUND FOR BR
37078	5/5/2020	\L006	MQ CUSTOMER REFUND FOR LA	57.72	000C00501	MQ CUSTOMER REFUND FOR LA
37079	5/5/2020	\M009	MQ CUSTOMER REFUND FOR MI	62.28	000C00501	MQ CUSTOMER REFUND FOR MI
37080	5/5/2020	\R003	MQ CUSTOMER REFUND FOR RU	31.26	000C00501	MQ CUSTOMER REFUND FOR RU
37081	5/5/2020	\S030	MQ CUSTOMER REFUND FOR SM	54.71	000C00501	MQ CUSTOMER REFUND FOR SM
37082	5/5/2020	\T010	MQ CUSTOMER REFUND FOR TO	6.92	000C00501	MQ CUSTOMER REFUND FOR TO
37083	5/5/2020	\V011	MQ CUSTOMER REFUND FOR VE	285.39	000C00501	MQ CUSTOMER REFUND FOR VE
37084	5/5/2020	\Z002	MQ CUSTOMER REFUND FOR ZI	77.14	000C00501	MQ CUSTOMER REFUND FOR ZI
37085	5/11/2020	*0119	REISSUE OF REFUND TK	75.00	C00511	REISSUE OF REFUND TK
37086	5/11/2020	ACW01	CB&T/ACWA-PIA	8,845.41	C00508	GRP. HEALTH INS
37087	5/11/2020	BAD01	BADGER METER, Inc.	353.40	80052848	BEACON MOBILE HOSTING
37088	5/11/2020	BET01	BETH WONSON & COMPANY	1,283.32	194	ROFESSIONAL SERVICES-COACHING
37089	5/11/2020	BTM01	BT METAL SALES & FABRICATION	382.48	36065	REPAIRS/SUPPLY
37090	5/11/2020	EUR05	Eureka Oxygen Co	222.41	462276	PROFESSIONAL SERVICES-TEE
37091	5/11/2020	FRE07	FRESHWATER ENVIRONMENTAL	2,449.60	1470	PIALORSI RANCH PURCHASE
37092	5/11/2020	GHD01	GHD	3,431.00	137953	HILLER SEWER LIFT STATION

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
37093	5/11/2020	GRA02	GRAINGER	10,178.00	14149	WATER & SEWER MASTER PLAN
				544.15	141538	AS NEEDED FUNDING ASSISTANCE
				400.00	141541	AS NEEDED FUNDING ASSISTANCE
				18,467.25	141555	WASTEWATER MICROGRID PROJ
			Check Total:	33,020.40		
37094	5/11/2020	HUM08	HUMBOLDT SANITATION	2,400.75	C00508	TRASH SERVICE
37095	5/11/2020	INF02	INFOSEND	2,869.23	171195	PRINTING/MAILING OF BILLS
37096	5/11/2020	INF03	INFINITE CONSULTING SERVI	1,112.26	8417	COMPUTERS/SOTWARE & EQUIP
			Check Total:	2,250.00	8436	PROFESSIONAL SERVICES
				3,362.26		
37097	5/11/2020	MCK04	MCK ACE HARDWARE	1,029.55	C00508	REPAIRS/SUPPLY
37098	5/11/2020	MCK11	MCKINLEVILLE SENIOR CENTER	21.40	C00508	PARKS DEPT. SHARE OF INTERNET
37099	5/11/2020	MIL01	Miller Farms Nursery	182.90	C00508	REPAIRS/SUPPLY
37100	5/11/2020	MUD01	MUDDY WATERS COFFEE CO., INC	120.00	C00508	OFFICE SUPPLIES
37101	5/11/2020	PAC05	PACIFIC ECORISK	792.78	C00508	LAB TESTING
37102	5/11/2020	PAR06	PARCEL QUEST	1,199.00	C00508	SUBSCRIPTION RENEWAL
37103	5/11/2020	PRE08	PINTERMEDIA LLC	3.75	19-5403	PROFESSIONAL SERVICES
37104	5/11/2020	PRO01	PROFESSIONAL CREDIT SERVICES	12.56	C00508	RECOVERY OF BAD DEBT
37105	5/11/2020	SCH04	SCHILLINGER ENGINEERING	390.00	C00508	ENGINEERING-STREET LIGHT
37106	5/11/2020	STE05	STEWART TELECOMMUNICATION	26.00	22900	ADDING OF TELEPHONE EXT #

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
37107	5/11/2020	THO02	Thomas Home Center	1,120.40	C00508	REPAIRS/SUPPLY
37108	5/11/2020	USA01	USA BLUEBOOK	409.20	214427	LAB TESTING SUPPLIES
37109	5/11/2020	USP02	USPS: ARCATATA BMEU	240.00	C00508	PERMIT 239 RENEWAL
37110	5/11/2020	VAL01	VALLEY PACIFIC PETROLEUM	490.62	C00508	GAS/OIL/LUBE
37111	5/11/2020	VAL02	VALLEY PACIFIC	2,175.65	C00508	GAS/OIL/LUBE
37112	5/11/2020	\O003	MQ CUSTOMER REFUND FOR OA	233.89	000C00601	MQ CUSTOMER REFUND FOR OA
37113	5/18/2020	ALV01	ALVES INC.	495.00	422269	PROFESSIONAL SERVICES
37114	5/18/2020	ATT01	AT&T	2,759.75	C00518	TELEPHONE/INTERNET SERVIC
37115	5/18/2020	ATT02	AT&T	1,102.59	C00518	TELEPHONE ADMIN./GENERAL
37116	5/18/2020	ATT04	AT&T	912.54	C00518	SWITCHED ETHERNET SERVICE
37117	5/18/2020	ATT05	AT&T	189.82	C00518	TELEPHONE TEEN/FAM CTR
37118	5/18/2020	ATT06	AT&T	242.29	C00518	TELEPHONE AZALEA HALL
37119	5/18/2020	BOR01	BORGES & MAHONEY CO.	992.81	141883	LAB TESTING SUPPLIES
37120	5/18/2020	EUR06	EUREKA READY MIX	525.82	61106	WATER MAINLINE REHAB
37121	5/18/2020	MEN01	MENDES SUPPLY CO.	1,135.13	C00508	REPAIRS/SUPPLY
37122	5/18/2020	NOR01	NORTH COAST LABORATORIES	3,865.00	C00508	LAB TESTS
			Check Total:	250.00	C00518	LAB TESTS
				<u>4,115.00</u>		
37123	5/18/2020	NOR03	NO. COAST VETERINARY HOSPITAL	145.00	76986	PROFESSIONAL SERVICES
37124	5/18/2020	NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	120.00	C00508	SAFETY TRAINING
37125	5/18/2020	PGE01	PG & E (Office & Field)	20,859.65	C00518	GAS & ELECTRIC

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
37126	5/18/2020	PGE10	PG&E STREETLIGHTS	3.48	C00518	GAS & ELECTRIC S.L.- ZONE
37127	5/18/2020	STA11	STAPLES CREDIT PLAN	1,012.84	C00518	OFFICE SUPPLIES
37128	5/18/2020	THR01	THRIFTY SUPPLY COMPANY	205.15	C00505	REPAIRS/SUPPLIES
				2,065.67	C00506	REPAIRS/SUPPLIES
				91.44	C00507	REPAIRS/SUPPLIES
				25.95	C00508	REPAIRS/SUPPLIES
			Check Total:	<u>2,388.21</u>		
37129	5/18/2020	THR02	THREE G'S HAY & GRAIN	56.57	107709	REPAIRS/SUPPLY
37130	5/22/2020	*0178	DEPOSIT REFUND KM	100.00	C00522	DEPOSIT REFUND KM
37131	5/22/2020	*0179	DEPOSIT REFUND SS	100.00	C00522	DEPOSIT REFUND SS
37132	5/22/2020	*0180	MAD RIVER ROTARIAN	150.00	C00522	VENDOR CONTRACT FEES-AH R
37133	5/22/2020	*0181	EVENT VENUE REFUND RS	164.00	C00522	EVENT VENUE REFUND RS
37134	5/22/2020	ADV04	ADVANCED DISPLAY AND SIGN	187.87	516678	REPAIRS/ SUPPLIES
37135	5/22/2020	AGB01	AGB	6,396.95	MSO-2027	ANNUAL INSPECTIONS/COCHRAN
37136	5/22/2020	AIR01	AIRGAS USA, LLC.	67.24	910092715	SAFETY SUPPLIES
37137	5/22/2020	ANE01	AN ELECTRICIAN INC.	801.43	1857	PROFESSIONAL SERVICES-LAB
37138	5/22/2020	DEF01	DC FROST ASSOCIATES, INC.	2,834.10	41599	REPAIRS/ SUPPLIES
			Check Total:	<u>1,764.95</u>	41600	REPAIRS/ SUPPLIES
				<u>4,599.05</u>		
37139	5/22/2020	DEL02	DELFINO, MADDEN, O'MALLEY	415.00	141574	LEGAL SERVICES
37140	5/22/2020	GRA02	GRAINGER	91.67	953089551	EQUIPMENT/ SUPPLIES
			Check Total:	<u>68.96</u>	953128799	VEHICLE INSPECTION FORMS
				<u>160.63</u>		
37141	5/22/2020	HUM17	HUMBOLDT COUNTY DEPT.	5,241.80	C00522	HZ MATERIALS FEES

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
37142	5/22/2020	MERO3	MERCER, FRASER COMPANY	802.68	100620	REPAIRS/ SUPPLIES
37143	5/22/2020	ORS02	ORSINI VINYL & DESIGNS	200.00	544	HILLER LIFT STATION UPGRADE
37144	5/22/2020	PRE08	PINTERMEDIA LLC	23.75	019-5403	PROFESSIONAL SERVICES
37145	5/22/2020	ROG01	ROGERS MACHINERY CO., INC.	1,188.60	1220925	REPAIRS/ SUPPLIES
37146	5/22/2020	STE06	STEVEN LOWERY	200.00	385504	PROFESSIONAL SERVICES-DET
37147	5/22/2020	TIM01	TIMES-STANDARD	1,181.69	1251022	ADVERTISEMENT
37148	5/22/2020	ZEP01	ZEP MANUFACTURING CO.	398.66	900518790	REPAIRS/ SUPPLIES
37149	6/2/2020	ACW01	CB&T/ACWA-PIA	59,594.34	C00430y	CK# 037149->016930 Replacemt chk
D00047	5/5/2020	BAR02	SHEL BARSANTI	125.00	C00505	BOARD MTG 4/1/20
D00047	5/5/2020	COR07	JOHN CORBETT	125.00	C00505	BOARD MTG 4/1/20
D00047	5/5/2020	COU09	DAVID COUCH	125.00	C00505	BOARD MTG 4/1/20
Total Disbursements, Account Payable:				<u>226,127.84</u>		

Payroll Related Disbursements

16923-24	5/7/2020		Various Employees	5,714.68		Payroll Checks
16925	5/7/2020	CAL12	CALPERS 457 Plan	5,569.49	C00507	RETIREMENT
			Check Total:	<u>719.04</u>	1C00507	PERS 457 LOAN PMT
				<u>6,288.53</u>		
16926	5/7/2020	DIR01	DIRECT DEPOSIT VENDOR- US	38,860.99	C00507	Direct Deposit
16927	5/7/2020	EMP01	Employment Development	1,758.50	C00507	STATE INCOME TAX
			Check Total:	<u>619.85</u>	1C00507	SDI
				<u>2,378.35</u>		

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
16928	5/7/2020	HEA01	HEALTHEQUITY, ATTN: CLINT	175.00	C00507	HSA
16929	5/7/2020	HUM29	UMPQUA BANK--PAYROLL DEP.	5,003.38	C00507	FEDERAL INCOME TAX
				7,665.66	1C00507	FICA
				1,792.80	2C00507	MEDICARE
			Check Total:	14,461.84		
16930	5/7/2020	ACW01	GB&T/ACWA-JPIA	59,594.34	C00430	MED-DENTAL-EAP INSUR
16931	5/7/2020	PUB01	Public Employees PERS	19,346.81	C00430	PERS PAYROLL REMITTANCE
16932-33	5/21/2020		Various Employees	5,714.67		Payroll Checks
16934	5/21/2020	CALL2	CALPERS 457 Plan	6,564.82	C00521	RETIREMENT
				719.04	1C00521	PERS 457 LOAN PMT
			Check Total:	7,283.86		
16935	5/21/2020	DIR01	DIRECT DEPOSIT VENDOR- US	37,892.52	C00521	Direct Deposit
16936	5/21/2020	EMP01	Employment Development	1,740.28	C00521	STATE INCOME TAX
				615.24	1C00521	SDI
			Check Total:	2,355.52		
16937	5/21/2020	HEA01	HEALTHEQUITY, ATTN: CLINT	175.00	C00521	HSA
16938	5/21/2020	HUM29	UMPQUA BANK--PAYROLL DEP.	5,068.87	C00521	FEDERAL INCOME TAX
				7,674.78	1C00521	FICA
				1,794.96	2C00521	MEDICARE
			Check Total:	14,538.61		
			Total Disbursements, Payroll:	<u>214,780.72</u>		
			Total Check Disbursements:	440,908.56		

McKinleyville Community Services District

BOARD OF DIRECTORS

July 1, 2020

TYPE OF ITEM: **INFORMATIONAL**

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

PRESENTED BY: **Lesley Frisbee, Recreation Director and Charlie Caldwell, HSC**

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review the information provided, discuss, take public comment, and air questions about the status update of the McKinleyville Skate Park as presented by the Humboldt Skatepark Collective.

Discussion:

At the October 4, 2017 meeting, the Board approved a right of entry agreement between MCSD and the HSC for the development of a skate park in McKinleyville. Since that time the HSC has committed to working on an alternate design of the park and has been seeking funding for the project.

The HSC has presented the quarterly reports at regular intervals since the right of entry agreement was approved. The current report includes detail on the current status, in addition to project and budget overviews.

Attachment 1 outlines the most recent summary of the current project status.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Quarterly Report from Humboldt Skatepark Collective



HSC QUARTERLY MCSD REPORT

PROJECT SUMMARY **Item E.1 Attachment 1**

REPORT DATE	PROJECT NAME	PREPARED BY
06/17/2020	McKinleyville Skatepark	Charlie

STATUS SUMMARY

- Current quarterly status
- A. Summary of current fundraising efforts:
 - We received a \$5000 for Construction from McKinleyville Area Fund and it was matched by a retired school teacher for the same.
 - B. Summary of current funds
 - \$120,0000
 - C. Summary of Grant Applications, none at current, most funding grants are focused on COVID-19

Project Overview

Task	% DONE	DUE DATE	DRIVER	NOTES
Stamped Design & Permitting	99%	August 2020	Humboldt County	Final signature by Whitchurch Engineering to submit to County
Contract between Liquid Stone Design and MCSD	.50%	.August 2020	MCSD, LSD & HSC	LSD working on State Contractors License

BUDGET OVERVIEW

CATEGORY	SPENT	budgeted	% on track	ON TRACK?	NOTES
Permitting & engenearing	\$ 9712.50	90%		Yes	Engineering cost for stamped design and preparation for all documents needed for permit submittal.

RISK AND ISSUE HISTORY

ISSUE	DATE
<ul style="list-style-type: none"> • No Prop 68 grant, will re-apply with MCSD in November <p>Fund raising events for summer have been put on hold as well as setting up portable ramp system</p>	

CONCLUSIONS/RECOMMENDATIONS

Follow through with permit process, determine if we go for partial construction with funds we have or wait for next prop 68 grant round. we will be contuning to write other grants as the become avaiuble.

McKinleyville Community Services District

BOARD OF DIRECTORS

July 1, 2020

TYPE OF ITEM: **ACTION**

ITEM: E.2 **Consider Approval of Professional Services Agreement for Points West Surveying to Perform and Record Boundary Survey for the Pjalorsi Property Purchase.**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that Board review the information provided, discuss, take public comment and authorize the Board President to execute the Professional Services Agreement with Points West Surveying to perform survey services for the Pjalorsi Ranch Property purchase, and declare the General Manger as Designated Representative of MCSD. Contract not to exceed \$35,000 with a 10% (\$3,500) contingency, totaling \$38,500.

Discussion:

As the Board is aware, MCSD has executed a purchase and sale agreement with the Pjalorsi family trust for the acquisition of real property in/near McKinleyville (Assessor Parcel Nos. 508-091-037, 508-081-034, 508-031-001 and 506-341-017), upon which MCSD will continue the reclamation of treated wastewater by irrigation. The purchase is being financed by a Purchase Contract executed with the CSDA Finance Corporation as authorized by prior Board Resolution 2020-03.1. Escrow has closed on the property and the District is the owner.

This Survey Project will consist of Points West surveying in the property and establish monuments at the corners of the property. They will then prepare and file a Record of Survey with the County Surveyor's office. This will help establish exact legal boundaries of the District's property into perpetuity.

The scope of services is outlined below and in more detail in **Attachment 1, including Exhibit A.**

Scope of Work:

Consultant shall provide:

- Research County Index for recorded surveys, perform preliminary boundary calculations based on MCSD provided Title Report.
- Field survey to locate monuments of record controlling boundary locations.
- Perform boundary calculations based on field ties and deeds.

- Prepare and file Record of Survey showing boundary monuments found and set and boundaries as surveyed. Survey Datum will be on the California Coordinate System CCS83 basis based on GPS ties to the Vista point NGS Station.
- Deliverables: Record of Survey and AutoCAD Civil 3d drawing file.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Contract not to exceed \$35,000 plus a 10% contingency for a total of \$38,500. This expenditure is included in the loan amount requested for the purchase of the Pialorsi Property being financed by the Purchase Contract executed with the CSDA Finance Corporation as authorized by prior Board Resolution 2020-03.1.

Environmental Requirements:

None.

Exhibits/Attachments:

- Attachment 1 – Professional Services Agreement with Exhibit A – Pialorsi Ranch Survey Scope of Work

**McKinleyville Community Services District
PO Box 2037, McKinleyville California 95519
Telephone (707) 839-3251 - FAX (707) 839-8456**

Professional Services Agreement

This Professional Services Agreement (this “Agreement”) is made and entered between the parties listed below as of the date(s) set forth below. For your protection, make sure that you read and understand all provisions before signing. The terms recited as sections a through u on Pages 3 through 7 are incorporated in this document and, along with this page, constitute material terms and conditions of the Agreement between the parties.

TO: Points West Surveying Co. DATE: _____
5201 Carlson Park Dr, Ste. 3 Agreement No. 2020-07
Arcata, CA 95521

The undersigned Consultant offers to furnish the following services (the “Services”):

As described in the proposal submitted by Consultant, which is attached hereto as **Exhibit A** and incorporated herein by reference. The Services shall be provided on a time and materials basis not to exceed the amounts described in **Exhibit A**. The scope of work for this project includes the following:

Contract Price:	Hourly Not To Exceed	\$35,000
<hr/>		
Payment Intervals	Monthly	
Completion Date	December 2020	

Instructions: Sign and return original. Upon acceptance by McKinleyville Community Services District, a copy will be signed by its authorized representative and promptly returned to you. Insert below, the names of your authorized representative(s).

Accepted: McKinleyville CSD

Consultant:

Points West Surveying Co.

(Business Name)

By Patrick Kaspari

By _____

Title General Manager

Title _____

Other authorized representative(s):

Other authorized representative(s):

James Henry

Consultant agrees with McKinleyville Community Services District that:

- a. **Indemnification.** To the fullest extent permitted by law and consistent with California Civil Code §2782.8(a), Consultant will, indemnify, defend, and hold harmless McKinleyville Community Services District, its directors, officers, employees, and authorized volunteers (collectively "District") from and against all claims, demands and damages of all persons and entities that arise out of the Consultant's negligent acts or omissions, recklessness, or willful misconduct in the performance (or non-performance) of the Services under this Agreement. Consultant shall not be obligated to defend or indemnify the District from and against all claims, demands and damages that arise out of, pertain to, or relate to the District's own negligent acts or omissions, recklessness, or willful misconduct or the negligent acts or omissions, recklessness, or willful misconduct of others.
- b. **Standard of Care.** In providing the Services under this Agreement, Consultant shall exercise that degree of skill and care ordinarily used by other reputable members of Consultant's profession, practicing in the same or similar locality and under similar circumstances.
- c. **Workers Compensation Insurance.** By his/her signature hereunder, Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and that Consultant will comply with such provisions before commencing the performance of the professional services and work under this Agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all Services covered by this Agreement.
- d. **Professional Liability Insurance.** Consultant will file with McKinleyville Community Services District, before beginning professional services, a certificate of insurance satisfactory to the McKinleyville Community Services District evidencing professional liability coverage of not less than \$1,000,000 per claim and annual aggregate, requiring 30 days notice of cancellation (10 days for non-payment of premium) to McKinleyville Community Services District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by McKinleyville Community Services District. The retroactive date (if any) is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the contract Services. Consultant shall purchase a one-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other consultants (sub-consultants) as part of the Services covered by this Agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant provides insurance coverage deemed appropriate by Consultant for the role of the subconsultant under this contract.
- e. **Insurance Certificates.** Consultant will file with McKinleyville Community Services District, before beginning professional services, certificates of insurance satisfactory to McKinleyville Community Services District evidencing general liability coverage of not less than \$1,000,000 per occurrence (\$2,000,000 general and products-completed

operations aggregate (if used)) for bodily injury, personal injury and property damage; auto liability of at least \$1,000,000 for bodily injury and property damage each accident limit; workers' compensation (statutory limits) and employer's liability requiring 30 days (10 days for non-payment of premium) notice of cancellation to McKinleyville Community Services District. The general liability coverage is to state or be endorsed to state "such insurance shall be primary and any insurance, self-insurance or other coverage maintained by McKinleyville Community Services District, its directors, officers, employees, or authorized volunteers shall not contribute to it". The general liability coverage shall give McKinleyville Community Services District, its directors, officers, employees, and authorized volunteers insured status using ISO endorsement CG2010, CG2033, or equivalent. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A- :VII, or equivalent, or as otherwise approved by McKinleyville Community Services District. In the event that the Consultant employs other consultants (sub-consultants) as part of the Services covered by this Agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant has in place levels of insurance deemed appropriate by the Consultant for the risk associated with the role of each subconsultant under this contract.

- f. **Renewal Certificates.** If any of the required coverages expire during the term of this Agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to McKinleyville Community Services District at least ten (10) days prior to the expiration date.
- g. **General Manager Authority.** Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)" on behalf of McKinleyville Community Services District.
- h. **Payment Intervals.** Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance of a written invoice by McKinleyville Community Services District.
- i. **Permits and Licenses.** Permits and licenses required by governmental authorities in connection with Consultant's services will be obtained at Consultant's sole cost and expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- j. **Amendments and Modifications.** Any change in the scope of the professional Services to be done, method of performance, nature of materials, work provided or price thereof, or to any other matter materially affecting the performance or nature of the Services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental Agreement executed by McKinleyville Community Services District. Consultant's "authorized representative(s)" has (have) the authority to execute such written change for Consultant.
- k. **Representations.** Consultant represents that it is now, and will remain for the duration of its Services, properly licensed, qualified, experienced, and equipped to perform the Services. Consultant also represents that the Services shall be completed in accordance with this Agreement. Consultant further represents that the Services and the sale or use of the Services shall not infringe, directly or indirectly, on any valid patent, copyright or trademark, and Consultant shall, at Consultant's sole cost and expense, indemnify, and hold harmless McKinleyville Community Services District from and against any and all

claims and causes of action based on infringements thereof. These representations shall survive the expiration or termination of this Agreement, and are in addition to any warranties provided by law. No payment to Consultant for any Services performed hereunder (including, without limitation, final payment) shall constitute a waiver of any Claims by McKinleyville Community Services District against Consultant relating to the Services.

- Ownership of Drawings and Samples.** Consultant shall submit promptly for all drawings, details, samples and other data required or specifically requested by McKinleyville Community Services District in connection with provision of the Services, and such drawings, details, samples and other data created in connection with performance of the Services and provision of the work shall constitute the property of the McKinleyville Community Services District.
- Compliance with Law/Safety.** In performance of the Services, Consultant shall, at its expense, exercise due professional care, comply strictly with, and cause all sub-consultants to comply strictly with, all laws, orders, rules and regulations of governmental authorities, including those relating to the storage, use or disposal of hazardous wastes, substances or materials, and including the procurement and payment for all necessary permits, certificates and licenses required in connection with the Services. If either Consultant or McKinleyville Community Services District receives notice of any violation by Consultant of any laws relating to Consultant or McKinleyville Community Services District receives notice of any violation by Consultant of any laws relating to Consultant's (or sub-consultants) services or work provided hereunder, such party shall promptly inform the other party in writing of the existence thereof. Consultant shall comply with all applicable laws relating to safety, including without limitation the Occupational Safety and Health Act of 1970 as it may be amended from time to time, and all regulations and standards issued pursuant thereto. Consultant shall conform to the current prevailing standards of safety practice.
- Equal Opportunity.** In the performance of the Services there shall be no discrimination on account of race, religion, sex, sexual orientation, age or national origin and Consultant shall comply with applicable federal, state and local laws and regulations pertaining to fair employment practices, including without limitation the provisions of Executive Order 11246 as amended by the President of the United States and the rules and regulations issued pursuant thereto, unless exempted.
- Termination.** McKinleyville Community Services District may, at its option, terminate this Agreement without cause at any time. If at the time of any such termination, any Services have already been provided by Consultant but are unpaid for, McKinleyville Community Services District's only obligation, if Consultant is not in default, shall be to pay for such Services actually provided by Consultant prior to the date of termination. Upon receipt of notice of termination, Consultant shall immediately stop all performance hereunder except as otherwise directed by McKinleyville Community Services District, and if Consultant is not in default, McKinleyville Community Services District shall pay to Consultant (a) the prorata portion of the agreed price based on the percentage completion of the Services which was satisfactorily completed at the time of termination, and (b) the actual net costs incurred by Consultant directly connected with the Services that was not completed prior to the date of termination; provided, however, that under no circumstances shall the total under (a) and (b) exceed the contract price stated on page one (1) of this Agreement, above. Upon such payment, title to any such items or uncompleted Services shall, at McKinleyville Community Services District's option, pass to McKinleyville Community Services District.

- p. **Default.** Upon any default by Consultant hereunder, or in the event of proceedings by or against Consultant in bankruptcy or for the appointment of a receiver or trustee or an assignment for the benefit of creditors, McKinleyville Community Services District may, at its option, terminate this Agreement without penalty or liability (except for payment for any Services completed and accepted by McKinleyville Community Services District). Consultant shall be liable to McKinleyville Community Services District for all expenses incurred by McKinleyville Community Services District in finishing the Services and any damage incurred through any default, which at the option of McKinleyville Community Services District, may be charged against any amounts due from McKinleyville Community Services District to Consultant hereunder, but Consultant's liability hereunder shall not be limited thereby and such liability shall survive the expiration or termination of this Agreement. Any remedies provided for in this Agreement are cumulative and shall be in addition to, and not in limitation of, any other rights and remedies that may be available at law or in equity. Neither party shall be in default of this Agreement until such party has received three (3) days written notification (except in the instance of a health or safety concern, in which case failure to immediately remediate the health or safety violation shall be grounds to declare a default of this Agreement), and an opportunity to cure, or in the case of an alleged default which requires more than three (3) days to cure, a reasonable time so long as the alleged defaulting party commences the remediation of the default immediately, and thereafter diligently prosecutes the same to completion.
- q. **Notices.** Notices, requests, demands, and other communications hereunder shall be in writing and delivered personally, sent by reputable overnight courier or mailed by first class, United States mail, with postage prepaid, to McKinleyville Community Services District, **PO Box 2037, McKinleyville California 95519, Attention: Gregory Orsini**, and to Consultant at the address set forth below its signature, or at any other address that may be given by either party to the other in the manner provided above. Notices delivered personally or sent by overnight courier shall be deemed delivered upon receipt. Notices delivered by mail shall be deemed delivered upon the earlier of (i) receipt or (ii) the date five (5) U.S. mail delivery days after the notice was placed in the United States mail as provided above.
- r. **Headings.** All section headings are provided for convenience only, and shall not be deemed to constitute material terms and conditions of this Agreement.
- s. **Interpretation.** Both Consultant and McKinleyville Community Services District are deemed to have jointly participated in the negotiation and preparation of this Agreement. Consequently, both Consultant and McKinleyville Community Services District are considered to have drafted this Agreement in equal parts and, if any ambiguity is found to exist, all rules of law and evidence requiring ambiguities to be interpreted to the detriment of the drafting party shall not apply.
- t. **Attorneys Fees and Venue for Disputes.** If litigation becomes necessary to enforce the terms and provisions of this Agreement or as a result of any breach by Consultant or District of this Agreement, the prevailing party in any such litigation shall be entitled to recover reasonable attorney's fees and costs. The Humboldt County Superior Court for the State of California shall have exclusive jurisdiction over any dispute arising out of this Agreement or Consultant's provision of Services hereunder, and shall serve as the venue for any such dispute. All parties expressly consent to this designation of jurisdiction and venue.

- u. **MUTUAL UNDERSTANDING OF SERVICES.** McKinleyville Community Services District and Consultant agree that the purpose of value engineering is the identification and presentation of recommendations for improvement of project or process value, for consideration by the McKinleyville Community Services District and their other professional advisors. Both parties understand that as a part of these services, Consultant does no design work and makes no project decisions. McKinleyville Community Services District and Consultant agree that Consultant will be liable to the McKinleyville Community Services District only for damages arising from Consultant's negligence in the performance of the Value Analysis or Value Engineering work itself, and only to the extent that such negligence directly damages the McKinleyville Community Services District.



**Attachment A- Boundary Survey- Pialorsi Ranch
For McKinleyville Community Services District
APN's 503-341-17, 508-031-01, 508-091-37, 508-091-03, 508-081-34
McKinleyville, CA. 95519**

Client will provide:

- * Legal and physical access to property.
- * Title Report
- * Aerial Imagery of property and surrounding properties
- * County fees for checking

Consultant shall provide:

- * Research County Index for recorded surveys, perform preliminary Boundary calculations based on client provided Title Report.
- * Field survey to locate monuments of record controlling boundary locations.
- * Boundary calculations based on field ties and deeds.
- * Prepare and file Record of Survey showing boundary monuments found and set and boundaries as surveyed. Survey Datum will be on the California Coordinate System CCS83 basis based on GPS ties to the Vista point NGS Station.
- * **Deliverables:** Record of Survey and AutoCAD Civil 3d drawing file.
- * **Cost:** Hourly- Estimated cost **\$35,000**

Notes: This bid assumes deed location on ground matches lines of possession.

No provision for Boundary Agreements or Lot Line Adjustment surveys are included.

McKinleyville Community Services District

BOARD OF DIRECTORS

July 1, 2020

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Consider Approval of Professional Services Agreement for GHD Inc. for Design and Construction Management for the Highway 101 Sewer Crossings Retrofit Project**

PRESENTED BY: **James Henry, Operations Director and Patrick Kaspari, General Manager**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that Board review the information provided, discuss, take public comment and authorize the Board President to execute the Professional Services Agreement with GHD to perform Engineering services for the Highway 101 Sewer Crossings Retrofit Project, and declare the General Manger as Designated Representative of MCSD, **Attachment 1**, not to exceed \$1,110,130 with a 10% (\$111,013) contingency, totaling \$1,221,143.

Discussion:

In January 2020, the District received a Hazard Mitigation Grant (HMG), which will be administered by the California Governor's Office of Emergency Services (Cal OES), to retrofit the three Highway 101 sewer crossings. It is anticipated that all three crossings would be replaced with parallel High Density Polyethylene (HDPE) pipe that is more resilient to damage in a major earthquake and with a slightly larger capacity to handle larger storm event flows than the existing pipes. This long-term and independent solution will ensure MCSD can continue providing wastewater services, avoid contamination of local groundwater, streams, and parks with raw wastewater, and protect the integrity of Highway 101 above the crossings in the event of a major earthquake. The grant is 75% Federal share with a 25% Local, MCSD share.

This project will be executed with a two-phased approach. The first phase will begin with initial geotechnical and environmental studies that will be used to complete the preliminary engineering design and National Environmental Protection Act (NEPA) environmental assessment necessary to execute the second phase. The appropriate replacement method will be determined for each highway crossing during the first phase. The preliminary design plans and environmental site assessments will be submitted to CalOES and FEMA for final approval and for NEPA environmental analysis. After completion of the NEPA process and upon approval of Phase 2 grant funding by FEMA/CalOES, the second phase will include more detailed geotechnical analysis, surveying,

permitting and CEQA documentation, finalization of the design plans, and construction of the project. Construction will involve clearing and grubbing of the project sites, temporary access road improvements, retrofit of the existing pipes through direct replacement or auger boring, and project site cleanup and revegetation.

On April 6th staff invited engineers to submit a Statement of Qualifications for the Highway 101 Sewer Crossings Retrofit Project and received a response from (1) local firm. After review by the selection committee, GHD was identified as the most qualified team. Staff had several meetings with GHD to negotiate and define a scope of work necessary to design and provide construction services.

On May 6th, GHD submitted the Scope of Work to the District and after several comments and requests by staff, a final Scope was agreed upon.

The scope of services is outlined below and in more detail in **Exhibit A**.

Phase One- Preliminary Analysis and Investigation

- Task 1: Project Management
- Task 2: Grant Administration
- Task 3: Preliminary Surveying
- Task 4: Preliminary Engineering Design
- Task 5: NEPA/CEQA Special Studies

Phase Two- Final Analyses, Design and Construction

- Task 1: Project Management
- Task 2: Grant Administration
- Task 3: Geotechnical Investigation
- Task 4: Final Surveying
- Task 5: Land/ROW Acquisition
- Task 6: Final Engineering Design
- Task 7: Permitting
- Task 8: Bid Assistance
- Task 9: Construction Management

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

This expenditure is identified in the F/Y 20-21 Capital Improvement Plan which was approved at the June Board meeting. The agreement is for an amount not to exceed \$1,110,130. Staff would request a 10% (\$111,013)

contingency totaling \$1,221,143. Refer to Professional Services Agreement, **Attachment 1**.

As per the Hazard Mitigation Grant Program the grant will cover 75% of this cost with a 25% Local MCSD cost share for a total of \$305,285.75 District match for this portion of the project.

Environmental Requirements:

Refer to Task 1.5 of **Exhibit A**.

Exhibits/Attachments:

- Attachment 1 – Professional Services Agreement with Exhibit A – Highway 101 Sewer Crossing Scope of Work

**McKinleyville Community Services District
PO Box 2037, McKinleyville California 95519
Telephone (707) 839-3251 - FAX (707) 839-8456**

Professional Services Agreement

This Professional Services Agreement (this “Agreement”) is made and entered between the parties listed below as of the date(s) set forth below. For your protection, make sure that you read and understand all provisions before signing. The terms recited as sections a through u on Pages 3 through 7 are incorporated in this document and, along with this page, constitute material terms and conditions of the Agreement between the parties.

TO: <u>Patrick Sullivan</u> <u>GHD Inc.</u> <u>718 Third Street</u> <u>Eureka, Ca. 95501</u> <hr/>	DATE: <u>7/1/2020</u> Agreement No. <u>2020-09</u>
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The undersigned Consultant offers to furnish the following services (the “Services”):

As described in the proposal submitted by Consultant dated 6/22/2020, which is attached hereto as **Exhibit A** and incorporated herein by reference. The Services shall be provided on a time and materials basis not to exceed the amounts described in **Exhibit A**, which is attached hereto and incorporated herein by reference. The scope of work for this project includes the following:

Consulting Services for Phase One and Two of the Highway 101 Sewer Crossings Retrofit Project by providing project management, engineering, environmental, construction management services, post construction services and assist the District with the administration and management of the Hazard Mitigation Grant program which is captured in the tasks listed below.

Phase One- Preliminary Analysis and Investigation

- Task 1: Project Management
- Task 2: Grant Administration
- Task 3: Preliminary Surveying
- Task 4: Preliminary Engineering Design
- Task 5: NEPA/CEQA Special Studies

Phase Two- Final Analyses, Design and Construction

- Task 1: Project Management
- Task 2: Grant Administration
- Task 3: Geotechnical Investigation
- Task 4: Final Surveying
- Task 5: Land and/ROW Acquisition
- Task 6: Final Engineering Design

Task 7: Permitting
Task 8: Bid Assistance
Task 9: Construction Management

Contract Price:	Not To Exceed	\$1,110,130.00
Payment Intervals	Monthly	
Completion Date	7/30/2023	

Instructions: Sign and return original. Upon acceptance by McKinleyville Community Services District, a copy will be signed by its authorized representative and promptly returned to you. Insert below, the names of your authorized representative(s).

Accepted: McKinleyville CSD	Consultant: GHD Inc.
	_____ (Business Name)
By <u>Mary Burke</u>	By _____
Title <u>Board President</u>	Title _____
Other authorized representative(s):	Other authorized representative(s):
General Manager	
_____	_____

Consultant agrees with McKinleyville Community Services District that:

- a. **Indemnification.** To the fullest extent permitted by law and consistent with California Civil Code §2782.8(a), Consultant will, indemnify, defend, and hold harmless McKinleyville Community Services District, its directors, officers, employees, and authorized volunteers (collectively "District") from and against all claims, demands and damages of all persons and entities that arise out of the Consultant's negligent acts or omissions, recklessness, or willful misconduct in the performance (or non-performance) of the Services under this Agreement. Consultant shall not be obligated to defend or indemnify the District from and against all claims, demands and damages that arise out of, pertain to, or relate to the District's own negligent acts or omissions, recklessness, or willful misconduct or the negligent acts or omissions, recklessness, or willful misconduct of others.
- b. **Standard of Care.** In providing the Services under this Agreement, Consultant shall exercise that degree of skill and care ordinarily used by other reputable members of Consultant's profession, practicing in the same or similar locality and under similar circumstances.
- c. **Workers Compensation Insurance.** By his/her signature hereunder, Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and that Consultant will comply with such provisions before commencing the performance of the professional services and work under this Agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all Services covered by this Agreement.
- d. **Professional Liability Insurance.** Consultant will file with McKinleyville Community Services District, before beginning professional services, a certificate of insurance satisfactory to the McKinleyville Community Services District evidencing professional liability coverage of not less than \$1,000,000 per claim and annual aggregate, requiring 30 days notice of cancellation (10 days for non-payment of premium) to McKinleyville Community Services District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by McKinleyville Community Services District. The retroactive date (if any) is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the contract Services. Consultant shall purchase a one-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other consultants (sub-consultants) as part of the Services covered by this Agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant provides insurance coverage deemed appropriate by Consultant for the role of the subconsultant under this contract.
- e. **Insurance Certificates.** Consultant will file with McKinleyville Community Services District, before beginning professional services, certificates of insurance satisfactory to McKinleyville Community Services District evidencing general liability coverage of not less than \$1,000,000 per occurrence (\$2,000,000 general and products-completed

operations aggregate (if used)) for bodily injury, personal injury and property damage; auto liability of at least \$1,000,000 for bodily injury and property damage each accident limit; workers' compensation (statutory limits) and employer's liability requiring 30 days (10 days for non-payment of premium) notice of cancellation to McKinleyville Community Services District. The general liability coverage is to state or be endorsed to state "such insurance shall be primary and any insurance, self-insurance or other coverage maintained by McKinleyville Community Services District, its directors, officers, employees, or authorized volunteers shall not contribute to it". The general liability coverage shall give McKinleyville Community Services District, its directors, officers, employees, and authorized volunteers insured status using ISO endorsement CG2010, CG2033, or equivalent. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A- :VII, or equivalent, or as otherwise approved by McKinleyville Community Services District. In the event that the Consultant employs other consultants (sub-consultants) as part of the Services covered by this Agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant has in place levels of insurance deemed appropriate by the Consultant for the risk associated with the role of each subconsultant under this contract.

- f. **Renewal Certificates.** If any of the required coverages expire during the term of this Agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to McKinleyville Community Services District at least ten (10) days prior to the expiration date.
- g. **General Manager Authority.** Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)" on behalf of McKinleyville Community Services District.
- h. **Payment Intervals.** Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance of a written invoice by McKinleyville Community Services District.
- i. **Permits and Licenses.** Permits and licenses required by governmental authorities in connection with Consultant's services will be obtained at Consultant's sole cost and expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- j. **Amendments and Modifications.** Any change in the scope of the professional Services to be done, method of performance, nature of materials, work provided or price thereof, or to any other matter materially affecting the performance or nature of the Services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental Agreement executed by McKinleyville Community Services District. Consultant's "authorized representative(s)" has (have) the authority to execute such written change for Consultant.
- k. **Representations.** Consultant represents that it is now, and will remain for the duration of its Services, properly licensed, qualified, experienced, and equipped to perform the Services. Consultant also represents that the Services shall be completed in accordance with this Agreement. Consultant further represents that the Services and the sale or use of the Services shall not infringe, directly or indirectly, on any valid patent, copyright or trademark, and Consultant shall, at Consultant's sole cost and expense, indemnify, and hold harmless McKinleyville Community Services District from and against any and all

claims and causes of action based on infringements thereof. These representations shall survive the expiration or termination of this Agreement, and are in addition to any warranties provided by law. No payment to Consultant for any Services performed hereunder (including, without limitation, final payment) shall constitute a waiver of any Claims by McKinleyville Community Services District against Consultant relating to the Services.

- l. **Ownership of Drawings and Samples.** Consultant shall submit promptly for all drawings, details, samples and other data required or specifically requested by McKinleyville Community Services District in connection with provision of the Services, and such drawings, details, samples and other data created in connection with performance of the Services and provision of the work shall constitute the property of the McKinleyville Community Services District.
- m. **Compliance with Law/Safety.** In performance of the Services, Consultant shall, at its expense, exercise due professional care, comply strictly with, and cause all sub-consultants to comply strictly with, all laws, orders, rules and regulations of governmental authorities, including those relating to the storage, use or disposal of hazardous wastes, substances or materials, and including the procurement and payment for all necessary permits, certificates and licenses required in connection with the Services. If either Consultant or McKinleyville Community Services District receives notice of any violation by Consultant of any laws relating to Consultant or McKinleyville Community Services District receives notice of any violation by Consultant of any laws relating to Consultant's (or sub-consultants) services or work provided hereunder, such party shall promptly inform the other party in writing of the existence thereof. Consultant shall comply with all applicable laws relating to safety, including without limitation the Occupational Safety and Health Act of 1970 as it may be amended from time to time, and all regulations and standards issued pursuant thereto. Consultant shall conform to the current prevailing standards of safety practice.
- n. **Equal Opportunity.** In the performance of the Services there shall be no discrimination on account of race, religion, sex, sexual orientation, age or national origin and Consultant shall comply with applicable federal, state and local laws and regulations pertaining to fair employment practices, including without limitation the provisions of Executive Order 11246 as amended by the President of the United States and the rules and regulations issued pursuant thereto, unless exempted.
- o. **Termination.** McKinleyville Community Services District may, at its option, terminate this Agreement without cause at any time. If at the time of any such termination, any Services have already been provided by Consultant but are unpaid for, McKinleyville Community Services District's only obligation, if Consultant is not in default, shall be to pay for such Services actually provided by Consultant prior to the date of termination. Upon receipt of notice of termination, Consultant shall immediately stop all performance hereunder except as otherwise directed by McKinleyville Community Services District, and if Consultant is not in default, McKinleyville Community Services District shall pay to Consultant (a) the prorata portion of the agreed price based on the percentage completion of the Services which was satisfactorily completed at the time of termination, and (b) the actual net costs incurred by Consultant directly connected with the Services that was not completed prior to the date of termination; provided, however, that under no circumstances shall the total under (a) and (b) exceed the contract price stated on page one (1) of this Agreement, above. Upon such payment, title to any such items or uncompleted Services shall, at McKinleyville Community Services District's option, pass to McKinleyville Community Services District.

- p. **Default.** Upon any default by Consultant hereunder, or in the event of proceedings by or against Consultant in bankruptcy or for the appointment of a receiver or trustee or an assignment for the benefit of creditors, McKinleyville Community Services District may, at its option, terminate this Agreement without penalty or liability (except for payment for any Services completed and accepted by McKinleyville Community Services District). Consultant shall be liable to McKinleyville Community Services District for all expenses incurred by McKinleyville Community Services District in finishing the Services and any damage incurred through any default, which at the option of McKinleyville Community Services District, may be charged against any amounts due from McKinleyville Community Services District to Consultant hereunder, but Consultant's liability hereunder shall not be limited thereby and such liability shall survive the expiration or termination of this Agreement. Any remedies provided for in this Agreement are cumulative and shall be in addition to, and not in limitation of, any other rights and remedies that may be available at law or in equity. Neither party shall be in default of this Agreement until such party has received three (3) days written notification (except in the instance of a health or safety concern, in which case failure to immediately remediate the health or safety violation shall be grounds to declare a default of this Agreement), and an opportunity to cure, or in the case of an alleged default which requires more than three (3) days to cure, a reasonable time so long as the alleged defaulting party commences the remediation of the default immediately, and thereafter diligently prosecutes the same to completion.
- q. **Notices.** Notices, requests, demands, and other communications hereunder shall be in writing and delivered personally, sent by reputable overnight courier or mailed by first class, United States mail, with postage prepaid, to McKinleyville Community Services District, **PO Box 2037, McKinleyville California 95519, Attention: Gregory Orsini**, and to Consultant at the address set forth below its signature, or at any other address that may be given by either party to the other in the manner provided above. Notices delivered personally or sent by overnight courier shall be deemed delivered upon receipt. Notices delivered by mail shall be deemed delivered upon the earlier of (i) receipt or (ii) the date five (5) U.S. mail delivery days after the notice was placed in the United States mail as provided above.
- r. **Headings.** All section headings are provided for convenience only, and shall not be deemed to constitute material terms and conditions of this Agreement.
- s. **Interpretation.** Both Consultant and McKinleyville Community Services District are deemed to have jointly participated in the negotiation and preparation of this Agreement. Consequently, both Consultant and McKinleyville Community Services District are considered to have drafted this Agreement in equal parts and, if any ambiguity is found to exist, all rules of law and evidence requiring ambiguities to be interpreted to the detriment of the drafting party shall not apply.
- t. **Attorneys Fees and Venue for Disputes.** If litigation becomes necessary to enforce the terms and provisions of this Agreement or as a result of any breach by Consultant or District of this Agreement, the prevailing party in any such litigation shall be entitled to recover reasonable attorney's fees and costs. The Humboldt County Superior Court for the State of California shall have exclusive jurisdiction over any dispute arising out of this Agreement or Consultant's provision of Services hereunder, and shall serve as the venue for any such dispute. All parties expressly consent to this designation of jurisdiction and venue.

- u. **MUTUAL UNDERSTANDING OF SERVICES.** McKinleyville Community Services District and Consultant agree that the purpose of value engineering is the identification and presentation of recommendations for improvement of project or process value, for consideration by the McKinleyville Community Services District and their other professional advisors. Both parties understand that as a part of these services, Consultant does no design work and makes no project decisions. McKinleyville Community Services District and Consultant agree that Consultant will be liable to the McKinleyville Community Services District only for damages arising from Consultant's negligence in the performance of the Value Analysis or Value Engineering work itself, and only to the extent that such negligence directly damages the McKinleyville Community Services District.



June 22, 2020

Ref: 11211940

Gregory P. Orsini
General Manager
McKinleyville Community Services District
P. O. Box 2037
1656 Sutter Rd
McKinleyville, CA 95519

Re: MCSD - HIGHWAY 101 SEWER CROSSING

Dear Mr. Orsini;

Per your request, GHD has prepared this Scope of Service and budget for the Highway 101 Sewer Crossings Retrofit.

This scope of service is based upon our Statement of Qualifications, the Hazard Mitigation Grant, and our knowledge of the District's sewer system. During the development of the tasks, schedule and budget it became clear that the survey and preliminary geotechnical study were critical path items. They are both listed in the HMG budget as occurring in Phase 2 of the project and budget. In order to meet the proposed schedule, portions of these tasks should be performed during Phase 1 of the project. This causes an exceedance of the Phase 1 grant budget but does not exceed the total grant amount.

There are some unknowns concerning environmental permitting and Caltrans ROW requirements. Based upon initial site visits it appears that the potential sewer line alignments are not in wetlands; however, the east end of the northern crossing may have an impact on sensitive habitat that could trigger the need for additional permits. It is also unknown if Caltrans will require additional soil borings in the median of the highway to monitor conditions during construction. It is possible that they could require an additional boring at each crossing.

Our proposed budget leaves approximately \$135,000 from the original HMG amount as a contingency in the event that either of these cases occurs.

We look forward to continue working with MCSD on this important project.

Respectfully,

A handwritten signature in blue ink that reads "P Sullivan".

Patrick Sullivan, PE
Project Manager

Enclosures: Highway 101 Sewer Crossings Retrofit Scope of Services, Budget, and Schedule

Scope of Services Highway 101 Sewer Crossings Retrofit

We have provided the following scope and tasks as outlined in the District's Request for Qualifications (RFQ) and based on our understanding of the District's Sanitary Sewer system and Hazard Mitigation Grant (HMG) requirements.

Understanding

The goals and objectives of this project are to retrofit three Highway 101 sewer crossings that drain sewage from the east side of Highway 101 to the west side where the District's treatment facility is located. Both the north and south crossings consist of 15-inch asbestos cement pipe (ACP) within 32-inch steel casings while the middle crossing is 10-inch ductile iron pipe within a 21-inch steel casing. The District has been aware of capacity issues with this middle crossing for many years. Replacement of all three crossings are of high priority to the District.

This project will be executed with a two-phased approach. The first phase will begin with initial geotechnical and environmental studies that will be used to complete the preliminary engineering design and environmental permitting necessary to execute the second phase. The appropriate replacement method will be determined for each highway crossing during the first phase. The preliminary design plans will be submitted to CalOES and FEMA for final approval and for NEPA environmental analysis. After completion of the NEPA process and upon approval of Phase 2 grant funding by FEMA/CalOES, the second phase will include more detailed geotechnical analysis, surveying, permitting and CEQA documentation, finalization of the design plans, and construction of the project. Construction will involve clearing and grubbing of the projects sites, temporary access road improvements, retrofit of the existing pipes through direct replacement or auger boring as described below, and project site cleanup and revegetation.

The project sites are at the existing sewer highway crossing locations. While effort will be made to keep the project footprint and construction staging and access on MCSD property and along the existing sewer line easements, some sites may require temporary easements from Caltrans and local private owners. The entire middle project site will be outside of the 100-year floodplain, some temporary access roads will be within the 100- year floodplain for the south crossing, and part of the existing north crossing is within the 100-year floodplain. All planned project sites and temporary access roads do not interfere with any known wetlands. Construction will be limited to dry months when there is low risk of the creeks flooding into the project areas.

Phase 1 – Preliminary Analysis and Investigations

Task 1.1 – Project Management

This Task includes general Project Management duties required to keep the project on budget and schedule and facilitate communication between all Project Team Members. Typical tasks include providing coordination with the District and the Project Team, invoicing, project scheduling, progress meetings, scheduling, agenda development, and quality assurance and quality control reviews. GHD's management and communication plan includes the following sub-tasks:

- Attend and Document Design Meetings. GHD will organize and facilitate project meetings with the District and other stakeholders. Agendas will be prepared and minutes kept and distributed. GHD will attend and report on the Project at the District Board meetings. There will be six (6) project progress meeting with MCSD staff and GHD will present at one (1) Board after the 30% design is completed.
- Prepare Correspondence. GHD will prepare correspondence to District Staff, their Board, CalOES Staff, the permitting agencies, and other stakeholders. Draft copies of the correspondence will be submitted to the District for review, and copies of all final documents will be submitted to the District and copies maintained at GHD.
- Manage Subcontractors. GHD will contract with and manage the necessary subcontractors for this work. We will verify that the subcontractors have the necessary insurance and other requirements and that their invoices conform to the grant requirements to expedite reimbursement of grant funds.
- Maintain Project Files. GHD will submit electronic copies of design, permitting, bidding, and construction documents to the District, but GHD will also maintain electronic copies of pertinent project files on our network.
- Manage and Direct Overall Design, Permitting, and Grant Administration Team. GHD will coordinate, manage, and direct the design, permitting, environmental, and construction management teams necessary for the successful completion of this project.

Deliverables:

- Electronic copies of meeting agendas and minutes (Microsoft Word)
- Electronic copies of relevant correspondence (PDF)

Task 1.2 – Grant Administration

This Task is limited to assisting the District with the administration of the Hazard Mitigation Grant with items that are eligible under subapplicant Grant Management Cost reimbursement. This will include providing grant administration services to assist the District in meeting Hazard Mitigation Grant Program requirements. Tasks limited to preparation of Draft Quarterly Progress Reports for Cal OES for District review and submittal; preparation of any Draft Request for Extension or other letters to Cal OES; regular correspondence with Cal OES and FEMA staff as needed; and assistance with Reimbursement Request submittals from the District to Cal OES.

Assumptions:

It is assumed that:

- Phase 1 of the project starts on July 10, 2020 and continues until the start of Phase 2 on June 21, 2021.
- Budget for this Task is eligible under subapplicant Grant Management Cost reimbursement and is in addition to the HMG award.

Deliverables:

- Electronic drafts of Quarterly Progress Reports for Cal OES (Microsoft Word)
- Electronic copies of correspondence with Cal OES and FEMA (PDF)

Task 1.3 – Preliminary Surveying

This Task includes providing preliminary topographic surveying services to support the Phase One preliminary engineering design. The topographic surveys will be required at each of the three Highway crossings and will include the establishment and mapping of existing CalTrans Right of Way (ROW) lines, District Easement and Property Lines, private property lines, and sufficient additional area to allow for the layout of the preliminary design. It is anticipated surveying within CalTrans ROW will be required and Points West will obtain the necessary Encroachment Permits and implement traffic control in conformance with CalTrans requirements.

In this task Points West shall:

- Research of properties adjacent to lines to be surveyed including deeds, existing recorded surveys, and CALTRANS mapping.
- Pre-calculate boundaries and rights of way in preparation of field work. Perform GPS and conventional surveys to establish survey control on each of the three sites. Survey control will be on California State Plane CCS83 (NAD83) basis in US Survey feet; elevations will be on NAVD88 basis based on a static GPS Survey utilizing the NGS Station at Vista Point.
- Locate highway monumentation for Highway Right of Ways and tie monuments needed to establish property boundaries adjacent to sewers to be surveyed.
- Perform topographic survey of the lines to be surveyed. Survey will be done using conventional survey techniques from GPS control set as described above. Survey will locate visible features and spot elevations sufficient to determine one-foot contours. Sewer manhole rims and inverts will be shot. Edge of pavement, grade breaks, tops and toes of slopes, buildings/sheds (if any). Trees 12-inch diameter (breast high) and larger will be located. Highway 101 edges of pavement and medians will be surveyed along with cut or fill banks. Underground utility appurtenances will be located based on visible physical evidence and client provided utility drawings. Overhead utilities will be located.

Coverage is as follows:

North Site: Pump Station as fenced will be surveyed and a strip 60 feet wide from east fence of pump station across Highway to a point north of the tie-in manhole on east side. An area surrounding the east tie-in point, approximately 100 feet square, will be surveyed showing top of slope, toe, and topography within existing and preliminary proposed alignment. The alignment of this strip to be determined by GHD prior to our work being performed.

Middle Site: A strip, 60 feet in width, to include drainage on north side of line. On east side features within ten foot sewer easement will be surveyed with coverage going to center of drainage on north side and back of walk on Theil to the east. House, shed corners, fences/sound walls adjacent to easement will be located as well.

South Site: A strip 100 foot in width, 40 feet south of manhole alignment and 60 feet north of the alignment. In addition, a cross section on the east side will be determined through existing creek drainage.

Highway Right of Way will be shown based on CALTRANS mapping; adjacent boundaries will be located as they relate to project. Easements on lines to be shown based on MCSD provided documents.

Plot all data atop aerial imagery using AutoCAD Civil 3d software at a scale of 1"=20' (or appropriate scale). Deliverables are wet-stamped copies of plans and electronic drawing files in AutoCAD Civil 3d format.

Notes/Clarifications:

- No surveying within traveled way of highway is included (just median, outside edges of pavement, and embankments).
- No surface work is contemplated within Highway right of way, the survey data collected within the Caltrans right of way is for the purpose of enabling a ground profile to be created for design.
- Clearing of brush to be provided by others at our direction.
- Access to manholes to be provided by MCSD (unbolt, remove gaskets, etc.).
- Underground utilities will be mapped based on visible physical evidence (valves, vaults, risers, etc.) and MCSD drawings as noted above.
- Potholing or mechanical detection of underground utilities is not included.

Assumptions:

It is assumed that:

- MCSD will be responsible for brush removal.
- MCSD will provide:
 - Legal and physical access to project site and adjacent properties.
 - All easement documents.
 - Copies of MCSD plans as they relate to the three sites.
 - Digital color ortho-photos of sites based on most recent MCSD aerial imagery. MCSD will be responsible for providing all ROW and access agreement documents

Deliverables:

- Topographic Map in AutoCAD Civil3D dwg file format with point files and the surface model

Task 1.4 – Preliminary Engineering Design

This Task will consist of the preparation of preliminary design documents sufficient to determine the Area of Potential Effect (APE) and provide sufficient Project Description information needed for completion of the NEPA/CEQA process. Preliminary design activities will include an alternatives analysis to help the District select the preferred alternative for the project. Project alternative analyzed will include pulling and replacing the existing pipes with new larger diameter pipes, directionally drilling in new parallel pipelines, or jacking and boring in new parallel pipelines. This Task will also include consultations with CalTrans to identify which alternatives and construction methodologies will be acceptable to them. The Alternative Analysis Report will include concepts developed sufficiently to consider relative costs and site considerations and provide information to the District to select the preferred alternative to meet the District's goals. Preliminary design drawings will also be prepared for the selected alternative in sufficient detail to identify the area planned for construction, including laydown and support areas sufficient to develop the APE/Project Description. Preliminary design will also include preparation of construction schedule and opinion of probable cost for planning purposes. Phase 1 design will advance the design to 30 percent. The Phase 1 will culminate in the Preliminary Design and will entail the following tasks:

1.4.1 Kick-off Meeting and site visit

This task entails the initial meeting with the GHD, Points West, and Crawford & Associates team with the District. The purpose of the meeting is to introduce the team, review the project objectives, and coordinate project tasks, schedule, and communication.

Assumptions:

It is assumed that:

- One person (trenchless specialist) traveling to/from San Diego
- Some team members may attend via teleconference

Deliverables:

- Electronic Copies of Meeting Agenda (Microsoft Word), Meeting Minutes(Microsoft Word), Site Visit Notes (PDF)

1.4.2 Preliminary Geotechnical Study

In the Preliminary Geotechnical study, Crawford & Associates will meet with the design team to review the crossing concepts and discuss the project design needs, goals, and schedule. The intent of this task is complete the non-ground disturbing portion of geotechnical analysis to allow for the permit application process for the required soil borings. Permits include: CalTrans encroachment, County Environmental Health and coordination with California Highway Patrol(CHP) (required for CalTrans encroachment permit). Together the team will determine exploration locations, site access, and mark the subsurface exploration soil boring locations. Sample locations will be marked for USA. Crawford & Associates will obtain a Humboldt County Environmental Health Permit for the borings; and obtain a Caltrans Encroachment Permit and construction zone enhanced enforcement program (COZEEP) requirements since one boring will likely be in the Caltrans Right-of-Way (ROW).

Assumptions:

It is assumed that:

- The permitting process will be started in this phase but formal CalTrans Encroachment permitting for soil borings will be performed in Phase 2.
- The permitting process will be started in this phase but formal Humboldt County Environmental Health Permit for soil borings will be performed in Phase 2.

Deliverables:

- Notice of coordination with CHP as required for CalTrans Encroachment Permit
- Completed CalTrans Encroachment Permit application
- Completed Humboldt County Environmental Health soil boring permit application
- Soil boring sample location map (PDF)
- Marked locations for soil borings
- Summary memorandum outlining Phase 2 Geotechnical Analysis process and schedule. (Microsoft Word and PDF)

1.4.3. Preliminary Design Report:

This task entails the preparation of the Preliminary Design Report (PDR). The trenchless sections will document the project purpose, the required site for trenchless construction providing options for offsite storage and for the

proposed Horizontal Auger Bore method, or other selected method, the site requirements, excavation sizing, approximate excavation quantities, ground conditions, major construction materials, estimated project duration, and cost based upon the documented assumptions. This report will require addressing Caltrans design requirements that may require variation including: pipeline slope, casing across ROW, instrumentation, and working within Caltrans ROW. Based upon each site's environment, specific issues such as work hours, noise, odor, and dust will be addressed. CAD Figures will be included for each site. A draft of the PDR will be provided to the District for review. After the review, GHD will meet with the District to discuss any conflicts or modifications needed in the design. The District's comments shall be addressed and reflected in the final PDR. Meet with Caltrans to build rapport and explain purpose of project. Provide Caltrans with 30 percent design drawings, PDR, and follow-up with letter requesting comments, providing meeting minutes, and documenting path forward for design with the goal of ultimately obtaining Caltrans acceptance with an encroachment permit.

Assumptions:

It is assumed that:

- Formal CalTrans Encroachment permitting for construction will be performed in Phase 2.
- The District will provide original As-Built Drawings, a copy of the District's GIS files, and a copy of the District's existing Sanitary Sewer Model developed with the AutoDesk Storm and Sanitary Analysis software.
- Comments on the PDR will be provided by the District to the Team.

Deliverables:

- One (1) electronic Microsoft Word document Draft PDR (Microsoft Word)
- Meeting Agenda, Meeting minutes (Microsoft Word)
- One (1) electronic (PDF) of the final PDR
- One letter to Caltrans providing project PDR, 30 percent drawings, and meeting minutes requesting design comments and acceptance of path forward for final design.

1.4.4 Plans, Specifications and Opinion of Probable Construction Costs

GHD will develop 30% level design documents including design plans, technical specifications Table of Contents, and Opinion of Probable Construction Costs (OPC) for the three sewer crossing retrofits. The plan set will include: title sheet, abbreviations, general notes, site layout, plan view, profile view, boring locations, pothole information, utilities including overhead, ROW/easements, and details for casing and carrier pipe placement. GHD will prepare an opinion of probable construction cost. The opinion of probable construction cost will divide the project into bid items and quantities of the different types of work to match measurement and payment items in the bid documents. The 30% design plans will be provided in 11"x17" format.

Assumptions:

It is assumed that:

- The District will perform pothole excavations of the sewer line at up to 6 locations. The pothole excavations are to locate sewer line near the proposed excavations pits and are expected to be not more than 15-feet deep. The District is responsible for the marking and location of utilities.

Deliverables:

- 30% level design documents consisting of plans. (2) hard copies and one (1) electronic (PDF) copy.
- 30% level technical specifications Table of Contents. (2) hard copies and one (1) electronic (Microsoft

- Word) copy.
- Opinion of Probable Construction Cost. (2) hard copies and one (1) electronic (Microsoft Word/Excel) copy.

Task 1.5 – NEPA/CEQA Special Studies

This Task will consist of preparing the Special Studies needed for the completion of the NEPA/CEQA process. It is anticipated that Special Studies will be required for Wetlands and other Biological Resources, Archaeological and Cultural Resources and other studies as identified by GHD and as required for NEPA/CEQA permitting. It is anticipated that stand-alone studies will be developed for each Special Study and draft copies provided to the District as well as FEMA and Cal OES. Appropriate comments from the agencies will then be incorporated and Final Special Study Reports issued.

Task 1.5.1 Botanical and Sensitive Natural Communities Surveys

Botanical and sensitive natural communities surveys will consist of field work and production of a written report and vegetation map showing the locations of any special status plants or sensitive natural communities within the project footprint. Two seasonally appropriate (one spring and one summer) site visits will be made to survey for special status plants within the Project Area. A botanist will assess habitat types within the designated study area, and then walk the area to determine presence or absence of special status species identified during database searches or potentially present based on location and habitat type.

Additional site visits will be made for mapping and documenting any sensitive natural communities present using the Combined Vegetation Rapid Assessment and Releve Field Form per CDFW protocol.

As portions of the Project are located within the Coastal Zone, the quality of any sensitive natural communities identified will be documented on the field forms and evaluated within the botanical report in order to determine whether or not the community may be considered an Environmentally Sensitive Habitat Area (ESHA) by the California Coastal Commission. Results will be summarized in a draft and final technical memorandum.

Assumptions:

It is assumed that:

- The technical memorandum will provide an evaluation of sensitive plant species and sensitive natural communities on the Project site to inform CEQA and NEPA. Impact and mitigation measures will be addressed separately in CEQA and NEPA.

Deliverables:

- One (1) electronic (Microsoft Word) document of the draft technical memorandum.
- One (1) electronic (PDF) of the final technical memorandum submitted to each of the District, FEMA and CalOES.

Task 1.5.2 Cultural Resource Investigations and AB 52 Consultation

This task will be sub-contracted to cultural resources consultation DZC Archaeology & Cultural Resource Management (DZC). The investigation will support both CEQA and NEPA, including NHPA Section 106. DZC Consulting shall provide all services necessary to conduct a cultural resource survey and Inventory. The resulting report will be guided by, and compliant with, all regulatory governances cited in the SOW. In accordance with Archaeological Resource Management Report Standards (ARMR) set forth by the SHPO, the report will include a description of the project, project location, ethnographic and historic background research, field methods applied, summary of findings, associated site records, maps, and documentation of coordination with the appropriate Native American affiliation.

DZC will complete an intensive Phase I pedestrian survey of the Project. The survey is designed to identify resources and define site boundaries within the project area and shall be sufficient to satisfy current SOI's Standards and Guidelines for Archaeology and Historic Preservation, and California SHPO Protocol. Survey coverage will be collected on sub-meter accuracy Global Positioning System (GPS) units. The location of all previously recorded sites, and any identified features, isolates, and cultural anomalies will also be recorded using sub-meter accuracy GPS units.

A preliminary look at resource records on-file with DZC indicate that at least one proposed work area is directly associated with a large pre-contact resource area, and that other pre-contact resources are within the vicinity. Therefore this project expects to locate and update at least one resource, and up to three resources.

DZC will also act as the representative of MCSD to complete Assembly Bill (AB) 52 consultation. MCSD will need to provide written approval to DZC to act as their representative.

Assumptions:

It is assumed that:

- This survey assumes the either the update of one (1) previously recorded resource, or, one newly recorded resource, providing that either are less than 200 m square in size.

Deliverables:

- One (1) electronic (Microsoft Word) document of the Draft Cultural Resource Investigation, including appendices
- One (1) electronic (PDF) of the final Cultural Resource Investigation, including appendices submitted to each of the District, FEMA and CalOES.
- Completion of AB 52 notification letters to appropriate tribes and resulting consultation.

Task 1.5.3 Wetland Delineation and Report

Utilizing Global Positioning System (GPS) Trimble handheld Global Navigation Satellite System (GNSS) device, the GHD wetlands team will investigate the Project Area to map wetland boundaries that meet the definition of both the U.S. Army Corp of Engineers (USACE), and the California Coastal Commission (where the project area is within the coastal zone). The wetlands delineation will follow the CCC criteria (one parameter approach) when inside the coastal zone, and the three parameter approach from the USACE Wetlands Delineation Manual (USACE 1987) and Regional Supplement to the USACE Wetland Delineation Manual: Western Mountains, Valleys and Coast Region (USACE 2010) throughout the project area. Vegetation and soil data will be collected at transects across the presumed wetland boundary with two plots (upland/wetland) per transect (intermediate plots may be placed without collection of data as appropriate). Soil pits will be dug to approximately 18 inches. Data on soil color, texture and redoximorphic features will be collected. Data on hydrologic conditions will be collected if observed.

Vegetation data collection will consist of listing the five dominant species at each plot. The species will then be classified as to whether or not they are wetlands indicators, using the most current standard reference for plant wetlands indicators: National Wetland Plant List: Western Mountains, Valleys, and Coast 2012 Final Regional Wetland Plant List (Lichvar 2012). The list classifies plants based on the probability that they would be found in wetlands, ranging from Obligate (almost always in wetlands), Facultative/wet (67% to 99% in wetlands),

Facultative (34% to 66% in wetlands), Facultative/up (1% to 33% in wetlands) to Non-indicator (less than 1% in wetlands). Plants not listed are included in the uplands category. If 50% or greater of the dominant plant species at each plot are classified as either Obligate (OBL), Facultative/wet (FACW), or Facultative (FAC), the vegetative mix is determined to be hydrophytic (wetland plants).

A determination of the wetland boundary will be made based on soil, hydrology (if present), and vegetative parameters (three parameter approach) as well as the presence of any one parameter (one-parameter approach) inside the coastal zone. This could result in separate wetland boundary lines for each of the jurisdictional agencies where the project is within the coastal zone (USACE, Coastal Commission). A determination of the wetland boundary will be made based on either soil, hydrology (if present), or vegetative parameters (one parameter approach) or on all three (three parameter approach). Once wetland and upland characteristics are determined for each transect, data points will be collected on the wetland boundary. A draft and final wetlands delineation report will be submitted to MCSD.

Deliverables:

- One (1) electronic (Microsoft Word) document of the draft report.
- One (1) electronic (PDF) of the final report submitted to each of the District, FEMA and CalOES.

Task 1.5.4 Biological Resources Report

GHD will provide a Biological Resources Report (BRR) to inform CEQA and NEPA. The report will include a summary of preliminary investigations regarding biological resources within the project area and immediate vicinity (project site plus an approximately 500-foot buffer). These investigations will compile: data found during a record search of the California Natural Diversity Database/Biogeographic Information and Observation System (CNDDDB/BIOS); a list of federal endangered and threatened species obtained from the USFWS and NMFS; and a California Native Plant Society (CNPS) inventory for the project location.

Additionally, any available maps, databases, and literature specific to local ecology shall be queried for biological resource data about the site. Finally, all available project information and any additional information from the client pertaining to the site shall be reviewed.

The BRR will include results of botanical and sensitive natural community surveys (see Task 1.3).

Recommendations for further actions or conservation measures to protect biological resources during project implementation will conclude the report. If any federal species are present, preliminary findings will be made at the no effect/may affect level. A single draft will be provided to the client for review and comment prior to finalizing the report.

Assumptions:

It is assumed that:

- Client will provide site access
- This scope does not include protocol-level field surveys. Protocol level field studies require specific in-depth methods and sometimes multiple site visits. Protocols vary by species (specific plant or specific creature). They typically completed only when absolutely required by a resource agency because they are expensive, requiring a lot of staff time and travel. Our biological staff typically do a single site visit to assess habitat conditions and note any creatures/plants/habitats observed during the site visit.
- Findings will be based upon the project description as available at the time of report writing as developed by GHD.

Deliverables:

- One (1) electronic (Microsoft Word) document of the draft report. One (1) electronic (PDF) of the final report submitted to each of the District, FEMA and CalOES.

Phase 2 Final Design and Construction

Phase 2 shall be started after the NEPA permits are approved. No work detailed under Task 2 will be performed until formal approval of Phase 2 grant Funding by FEMA/CalOES and written authorization from the District to proceed has been received.

Task 2.1 – Project Management

This Task includes general Project Management duties required to keep the project on budget and schedule and facilitate communication between all Project Team Members. This task is a continuation of the Phase 1 Task 1.1 Project Management.

Assumptions:

It is assumed that:

- Phase 2 of the Project will commence at the approval of the NEPA document produced by FEMA and is expected by June 2021

Deliverables:

- Electronic copies of meeting agendas and minutes (Microsoft Word)
- Electronic copies of relevant correspondence (PDF)

Task 2.2 – Grant Administration

This Task is limited to assisting the District with the administration of the Hazard Mitigation Grant of Phase 2 with items that are eligible under subapplicant Grant Management Cost reimbursement. This will include providing grant administration services to assist the District in meeting Hazard Mitigation Grant Program requirements. Tasks limited to preparation of Draft of Quarterly Progress Reports for Cal OES for District review and submittal; preparation of any Draft Request for Extension or other letters to Cal OES; regular correspondence with Cal OES and FEMA staff as needed; and assistance with Reimbursement Request submittals from the District to Cal OES.

Assumptions:

It is assumed that:

- Phase 2 of the project starts on June 2021 and continues thru construction August 2023.
- Budget for this Task is eligible for under subapplicant Grant Management Cost reimbursement and is in addition to the HMG award.

Deliverables:

- Draft of Quarterly Progress Reports for Cal OES (Microsoft Word)
- Copies of correspondence with Cal OES and FEMA (PDF)

Task 2.3 –Geotechnical Investigation

This Task consists of the completion of the geotechnical studies required for the final design of the Project. Based on the current understanding of the project, one boring is planned at or close to each pit location, for six borings total, to depths of 25 to 50 feet below the ground surface at the pit locations. The eastern pit at the middle crossing appears to be within the Caltrans ROW, and inaccessible from Thiel Avenue due to the drainage ditch and a fence. GHD proposes to drill this boring on the Highway 101 shoulder in the vicinity of the crossing. Prior to drilling, traffic control will be set up in accordance with the Caltrans Encroachment Permit and the COZEEP requirements. Caltrans is expected to require drilling to be done at night with coordination and a site meeting prior to drilling. It is assumed the remaining borings can be drilled without a Caltrans Encroachment Permit and all other access, public and private, will be obtained by the District. Due to the uneven and potentially soft terrain, the drilling contractor plans to use a track-mounted drill rig using 6 to 8-inch-diameter hollow and/or solid stem augers and mud rotary techniques, as appropriate. At each boring location, a GHD Engineer/Geologist will observe the sampling and log the borings. Standard Penetration Test and Modified California drive sampling will be performed at selected locations within the borings to obtain samples and blow count information. The borings will be backfilled according to the County permit. The auger cuttings will be disposed of onsite.

Crawford & Associates expects to perform the following laboratory tests on selected soil samples retrieved from our borings. The final testing schedule will depend on project design and the findings of our field investigation.

- Moisture content/unit weight,
- Grain size analysis, hydrometer, and/or plasticity index for soil classification, trenchless parameters, and liquefaction and seismic settlement analysis,
- Corrosivity testing for structural material considerations, and
- Direct shear and unconfined compressive testing for strength estimates.

Crawford & Associates will prepare a Geotechnical Report containing project description, scope of services, site description, geology, historical geotechnical information, subsurface soil and ground water conditions, laboratory test results, liquefaction and seismic settlement analysis, key geotechnical and construction considerations including material excavatability, stability, backfill, trenchless support and lateral resistance design parameters, risk management and limitations, vicinity map, site plan, soil profile at each crossing, and boring logs.

Assumptions:

It is assumed that:

- The scope only includes the three crossings, and no other associated sewer pipelines
- Utilities will be located via a USA ticket and all utility owners, including the District will be responsible for accurately marking their utilities prior to fieldwork.
- Two CHP officers will be required for each night shift to satisfy COZEEP requirements
- Traffic control will consist of shoulder closure with light boards for borings planned on the shoulders and lane closure with light boards for the boring near the median.
- Fieldwork for one boring will be completed during nighttime hours (9pm to 5 am).
- Cuttings will be disposed of onsite.
- GHD and/or the District will provide access to all boring locations outside of the one boring on the east side of Highway 101 at the middle crossing.
- Caltrans is currently in the process of developing a standard that will cover non-Caltrans structures

in their ROW. This could include pipelines. If the project is held to this standard once it's released and it increases our scope, we will inform you and discuss the additional effort required prior to moving forward.

Deliverables:

- One (1) electronic (Microsoft Word) of the draft report.
- One (1) electronic (PDF) of the final report.

Task 2.4 – Final Surveying

This Task is limited to providing final topographic surveying services to support the final engineering design and/or land of ROW acquisition tasks. Additional topographic survey and property information will be collected as required for the final design. Legal descriptions will be developed as necessary for any land or ROW acquisition. Points West will obtain any and all necessary Encroachment Permits and implement traffic control in conformance with CalTrans requirements.

Points West Surveying shall:

- Perform additional topographic surveys of areas identified by client as needed for Final Design, if any. Topographic surveys will be performed in accordance with Task 1.3, Preliminary Surveying guidelines.
- Prepare Plats and Descriptions for additional Easements to be acquired, if any.
- As-Built Survey: perform as-constructed survey of project after construction is complete. Plot data on design sheets.

Notes/Clarifications:

- The extent of the work for first two tasks noted above is unknown. Our intention is to provide enough survey coverage in Preliminary design Task 1.3 to encompass any minor changes to sewer alignment that may occur in Final Design stage. Budget figures are attached which may or may not be sufficient to cover these tasks.

Assumptions:

It is assumed that:

- Client will provide:
 - Legal and physical access to project site and adjacent properties.
 - Direction to additional areas needing survey data, if any.
 - Direction as to new easements to be created, if any.
 - Appraisals, Negotiations with private property owners, Title work, and recordation of easement documents, if applicable.

Deliverables:

- Topographic Map in AutoCAD Civil3D dwg file format with point files and the surface model

Task 2.5 – Land/ROW Acquisition

This Task will consist of assisting the District with any Land or ROW acquisition efforts required for the project. The District currently owns lands or has sanitary sewer ROW or County drainage easements encompassing all of the existing crossings. It is not known at this time whether the new crossings will require the acquisition of any additional land or easements. The final design will establish whether this will be required. GHD will then assist the District in the acquisition of land/ROW including with correspondence with property owners, the development of any legal descriptions of property to be acquired, completion of a Phase I Environmental Site Assessment, additional survey work, etc.

Assumptions:

It is assumed that:

- MCSD will be responsible for providing all available ROW and access agreement documents for the District's ROW's and easements

Deliverables:

- Copies of relevant correspondence

Task 2.6 – Final Engineering Design

This Task will consist of the development of the final design drawings, technical specifications, and contract documents needed for Contractor selection via a competitive public bidding process. GHD shall prepare and submit 60%, 90%, and Final design plans, specifications and Front End documents for a complete bid package to the District for review. Design services will also include preparation of construction cost estimates at each design completion point. Each design advancement includes providing design documents and receiving design comments from the District as well as direction for advancing the design.

Assumptions:

It is assumed that:

- The District will provide a typical Construction Contract document or District General Counsel will review and approve GHD provided Construction Contract documents to be included in the Bid Package.

Deliverables:

- 60%, 90%, and Final level design documents consisting of plans. (2) hard copies and one (1) electronic (Microsoft Word and PDF for plan sheets) copy.
- 60%, 90%, and Final level technical specifications in CSI format. (2) hard copies and one (1) electronic (Microsoft Word Word) copy.
- 60%, 90%, and Final Opinion of Probable Construction Cost. (2) hard copies and one (1) electronic (Microsoft Word Word/Excel) copy.
- Final Bid package with the District's or District approved typical Construction Contract (PDF)

Task 2.7 –Permitting

This Task will include completion of the required CEQA document as well as other permits necessary for the completion of the Project. The Special Studies developed in Phase 1 will be utilized to develop the California Environmental Quality Act document for this project, which is assumed to be an Initial Study (IS) and Mitigated Negative Declaration (MND). Consultant shall prepare a Draft and Final IS and MND, and will assist the District in the circulation, response to comments, and adoption of the MND. This Task will also include

preparing applications for the California Coastal Commission Coast Development Permit at both the north and south crossings, which are within the Coastal Development Zone. The Task will also include preparing CalTrans Encroachment Permit documents and working with CalTrans to obtain the Encroachment Permit. It will also include preparing necessary County Encroachment Permits and County Grading Permit applications and the required sediment and erosion control documentation as well as any other necessary National Pollution Discharge Elimination (NPDES) permit requirements for the State.

Task 2.7.1 Project Description and Graphics

GHD will prepare a project description per CEQA Guidelines Section 15124 to describe relevant project elements and activities. The updated Project description will be provided to the MCSD for review and approval to use to complete the Project Description section of the IS/MND. GHD will then provide a complete final draft of the Project Description for the MCSD's review. GHD will also complete GIS-generated graphics to accompany the project description.

Deliverables:

- Draft Project Description and graphics submitted to the MCSD one (1) electronic (Microsoft Word) Document.
- Final Project description, incorporating comments received (one (1) electronic PDF).

Task 2.7.2 Prepare Administrative Draft Initial Study/Mitigated Negative Declaration

GHD will prepare an Administrative Draft Initial Study and Proposed Mitigated Negative Declaration (IS/MND) for the project to be reviewed by the MCSD. The most current version of the Initial Study Checklist (Appendix G of the CEQA Guidelines) will be used. GHD will rely primarily on existing studies, data, and technical reports to the extent feasible.

GHD's approach for the CEQA checklist resource categories to be included in the Administrative Draft IS/MND will rely on a new cultural resource investigation, the proposed wetland delineation, and proposed biological resource databases searches and botanical survey. Technical studies and database searches will be referenced in the IS/ MND and are listed below in the relevant resource category. However, the list of technical studies is not exclusive to newly discovered additional studies:

Aesthetics - The existing visual setting of the project site will be described. Visual aspects of the proposed project components, including available visual simulations, will be analyzed. This Scope of Work does not include the creation of visual simulations.

Agriculture and Forest Resources – The project area will be assessed for potential impacts to agricultural and forest resources.

Air Quality – The potential air quality impacts associated with the project would be from emissions from generators, construction vehicles and equipment, and the projected increase in operational uses (as determined in the project description). The North Coast Unified Air Quality Management District does not require the quantification of construction emissions but does require compliance with best available dust control measures. Dust control measures will be described, and sensitive receptors in the vicinity of work sites will be identified. Emissions will be quantified for construction and operation using CalEEMod; however, detailed air modeling and analysis is not part of this scope. A Health Risk Assessment is not part of this scope.

Biological Resources - Potential direct and indirect biological resource impacts will be described and, if appropriate, mitigation measures will be identified. The wetland report, special status plants and wildlife, Sensitive

Natural Communities mapping, and database search results will be used as the technical basis for this section.

Cultural Resources - Potential cultural resource impacts will be described based on the cultural resource investigation prepared by a qualified sub-consultant (Dimitra Zalarvis-Chase), described above in Sub-Task 1.6.2.

Energy– The project’s energy utilization will be reviewed in the context of local and statewide energy and energy conservation plans.

Geology and Soils - Potential seismic impacts will be identified. Potential erosion impacts associated with project construction will be described, and if appropriate, mitigation measures will be identified.

Greenhouse Gas Emissions - The existing environmental setting and regulations will be described and analyzed against proposed Project activities, which will include greenhouse gas emission calculations using CalEEMod, discussed above in Air Quality GHD will estimate the amount, type, and duration of heavy equipment to be used during Project construction and operation to support utilization of the CalEEMod model.

Hazards and Hazardous Materials - A qualitative description of potential hazards and hazardous materials impacts will be provided. GHD will access the CalEPA Cortese Data List to resources assess the proximity of known contaminated sites to the work sites.

Hydrology and Water Quality - Potential impacts of the proposed project on water quality and hydrology will be identified and mitigation will be included if needed. A hydrology report is not part of this Scope of Work.

Land Use and Planning - The existing General Plan Land Use and Zoning designations in the project area and regulations affecting the proposed project will be described and analyzed. GHD will note and analyze inconsistencies with General Plan and McKinleyville Area Local Coastal Plan policies, if any.

Mineral Resources - Existing mineral resources in the project area will be identified and analyzed against proposed project activities.

Noise - The existing noise environment at the project site will be described and nearby sensitive receptors identified. The potential noise impacts associated with the project would be primarily from temporary construction activities and are not expected to be significant. GHD will describe the appropriate noise ordinance requirements and its applicability to the project. A noise study is not part of this scope of work.

Population and Housing - The existing population and housing stock in the project area will be described and analyzed for potential effects from the proposed project.

Public Services - Existing public services and utilities in the vicinity of the project site will be described based on information to be obtained from local service providers.

Recreation - The existing recreational amenities in the project area will be described and analyzed for the proposed project.

Transportation/Traffic– Daily vehicle trips to and from the work site during construction are expected to be minor. No road closures are expected to occur during construction as a result of project implementation. A traffic impact study is not included in this scope of work.

Tribal Cultural Resources - GHD will coordinate with the MCSD and the Tribes regarding the disposition of any tribal cultural resources in the Project Area. GHD/DZC will conduct Assembly Bill (AB) 52 consultation in coordination with MCSD.

Utilities and Service Systems - Existing utilities in the vicinity of the project site will be described and potential impacts analyzed, based on information to be obtained from the MCSD and local utility and service providers.

Wildfire – The risk of the project to increase wildfire potential in or near State Responsibility Zones will be evaluated along with other factors that may increase exposure to wildfires.

Assumptions:

It is assumed that:

- One round of consolidated comments from the MCSD. *Deliverables:*
- Administrative Draft CEQA IS/Proposed MND submitted to the MCSD for comment and review (Microsoft Word document).

Task 2.7.3 Prepare and Circulate the Draft “Camera Ready” Initial Study/Mitigated Negative Declaration

GHD will prepare and submit to the MCSD the Public Review Draft IS/Proposed MND based on comments received on the Administrative Draft IS/Proposed MND from the MCSD. GHD will circulate the CEQA document to appropriate agencies including the Caltrans District 1, Coastal Commission, CDFW, and the North Coast Regional Water Quality Control Board. The California Office of Planning and Research (OPR) will circulate the document to additional state agencies as designated on the Notice of Circulation (see Task 2.5.4 below regarding the Notice of Circulation) .

Assumptions:

It is assumed that:

- The proposed Project will not result in unmitigable significant environmental impacts, therefore a Mitigated Negative Declaration is the appropriate level of CEQA compliance documentation.
- The MCSD will be the lead CEQA agency.

Deliverables:

- Final CEQA IS/Proposed MND (PDF and Microsoft Word document)

Task 2.5.4 Prepare Response to Comments and Final Initial Study/Mitigated Negative Declaration

GHD will prepare written responses to comments received on the Draft IS/MND. Responses will be provided to the MCSD for review. This Proposed IS/MND will not be edited. GHD will prepare the NOI, NOC, NOD, OPR filing, preparation of findings, and related CEQA processing procedures. GHD will also attend one MCSD Board Meeting to present the project to Board Members and present members of the public.

Assumptions:

It is assumed that:

- Assume GHD will respond to 30 unique comments on the IS/MND.
- A public hearing will not be held during the 30 day circulation of the IS/MND.

Deliverables:

- Draft responses provided to the MCSD for review (Microsoft Word document).
- Final responses provided to the MCSD (Microsoft Word document and PDF).
- Draft and Final Notice of Intent (NOI)
- Draft and Final Notice of Circulation (NOC)
- Draft and Final Notice of Determination (NOD)
- Draft and Final OPR Filing
- Draft and Final Findings

Task 2.7.5 Provide NEPA Support

GHD will provide NEPA technical support to Cal OES/FEMA. GHD will be available to coordinate with Cal OES/FEMA to address and clarify technical issues related to supporting environmental studies and related NEPA assessments (see Task 1.6).

Assumptions:

It is assumed that:

- Cal OES/NEPA will prepare and circulate the NEPA document.

Deliverables:

- There are no deliverables for this task.

Task 2.7.6 Coastal Development Permit - Construction

GHD will prepare and submit a Coastal Development Permit application package to the Humboldt County Planning Department. The application package will include: an application form, an indemnification agreement to be signed by MCSD, a hazardous site assessment and waiver to be signed by MCSD, which will append documentation related to the contamination history and status of the site, project designs, and the project description (see Task 2.5.1). Humboldt County may also require additional operational information not included in the project description, such as waste disposal, details on utility usage and impacts, and road usage and impacts. This information will also be assembled from assessments prepared for the CEQA document and included in the application package as needed.

Assumptions:

It is assumed that:

- The CDP application package will be submitted to Humboldt County
- The project is in the coastal zone in the primary jurisdiction of the Humboldt County
- Once approved by Humboldt County, the Coastal Commission will have 30 – 60 days to appeal the decision (length of appeal period dependent on status of COVID-related executive orders at the time of submittal).
- A minimum of eight months should be allowed for permit processing by Humboldt County.
- All permit fees will be paid and submitted directly to agencies by MCSD,
- All wetlands (one parameter and three parameter) will be avoided (thus no Clean Water Act USACE 404 nor RWACB 401 permits needed)
- Creeks and riparian vegetation will be avoided (thus no CDFW 1600 permit needed)

Deliverables:

- Draft and final CDP application packages submitted to the District and Humboldt County

Permitting Timeline

Project activities will be conducted in accordance with the project timeline summarized below in Table 1.

Table 1. Project Permitting Timeline

Task No.	Task	Completion Date
1.5	Phase 1: NEPA/CEQA Special Studies	
1.5.1	Botanical and Biological Resources Report	December 2020
1.5.2	Cultural Resource Investigation	December 2020
1.5.3	Wetland Delineation and Report	December 2020
1.5.4	Biological Resource Report	December 2020
2.5	Phase 2: CEQA Compliance & NEPA Support	
2.5.1	Project Description and Graphics	December 2021
2.5.2	Prepare Admin Draft IS/MND	December 2021
2.5.3	Prepare and Circulate Public Review Draft IS/MND	December 2021
2.5.4	Response to Comments and Final IS/MND	December 2021
2.5.5	NEPA Support	
	Phase 2: Permits	
2.5.6	Coastal Development Permit - Construction	December 2021
2.7	Construction Support	March 2022 – March 2023
3.1	Clearance Surveys	March 2022 – August 2023

Overarching Permitting Assumptions

This scope of work and associated budget is based upon the following assumptions:

- MCSD will pay for permitting fee directly to agencies and permit fees are not included in this Scope or fee. Fees may vary but are estimated at:
 - News paper notification ~ \$250
 - CDFW CEQA review ~ \$2,407
 - CDP Construction ~ \$7,000
- Assumes the MCSD will provide one (1) combined set of comments to GHD phase using Track Changes in Microsoft Word on all reviewed draft documents.
- Site access will be facilitated and/or provided by the MCSD to support all field investigations.
- The MCSD will provide a copy of the most recent design drawings and pertinent technical information to GHD for use in accomplishing the tasks outlined in this Scope of Work.
- The required CEQA document would be an IS/MND, not an Environmental Impact Report.
- A Visual Analysis Simulation, if required, will be scoped under a separate agreement, in coordination with the MCSD.

- A SWPPP may be required, but is not included in this scope of work. If required, the preparation of a SWPPP and General Construction NPDES Permit will be required by the Contractor to prepare and submit, and this requirement will be detailed by GHD in the technical specifications and bid documents.
- The MCSD will be the lead agency for CEQA.
- The budget presented for each task is an estimate. Some tasks may require greater or lesser effort. The total fee estimate will not be exceeded without a signed contract amendment.
- Current charge out rates apply through December 2021, after which point hourly rate increases will be negotiated.
- Traffic modeling are not included in this SOW.
- A Habitat Mitigation and Monitoring Plan (HMMP) is not included in this SOW as it is anticipated that all wetlands, creeks and riparian vegetation will be avoided (temporary and permanent impacts)

Task 2.8 – Bid Assistance

Consultant shall also assist the District with the circulation of the Bid Package to appropriate Contractors as well as to the Humboldt County, Shasta and Sacramento Builder’s Exchanges. GHD will also organize and facilitate a Pre-Bid Meeting, respond to Contractor’s Requests for Information, and facilitate the Bid Opening. Consultant will then review bids for responsiveness and responsibility, prepare a bid tabulation table, and prepare a memo to the District declaring low, responsive and responsible bid recommending the Contractor to receive the bid award.

Deliverables:

- Bid Tabulation Table (Microsoft Word or Excel)
- Bid Selection Recommendation Memorandum (Microsoft Word)

Task 2.9 – Construction Management

This Task includes providing Construction Management services for the Project. This will include engineering daily inspections, Contractor Submittal review and response, review and preparation of contract change orders, review and response to Contractor Requests for Information, Contractor invoice review and approval, development of as-built drawings, Auto Cad files, and all other work required to oversee and ensure that construction of the Project is properly executed. This Task will also include Grant and project closeout activities including preparation of a Final Status Report detailing project completion for submittal to the District and CalOES.

Task 2.9.1 Pre-construction Surveys

GHD will conduct a nesting bird survey within seven days prior to the start of construction, if within the March 15 through August 15 nesting bird season for the north coast. Surveys will cover the ground disturbance area plus a buffer of 500 feet around the Project Area to document and protect nesting birds. Active nests will be mapping with GPS.

Permit conditions often require additional pre-construction surveys. GHD is available for pre-construction surveys

for rare plants and non-avian wildlife if required by permit conditions.

Assumptions:

It is assumed that:

- Avian surveys and associated reporting will occur within seven days prior to the start of construction if within the nesting bird season from March 15 through August 15. If construction is halted for more than 15 days, another survey may be needed. For purposes of this scope, we assume that two nesting bird surveys would be conducted.
- Avian surveys will be limited to the identified Project study boundaries plus a buffer of 500 feet around the Project Area.
- Non-avian surveys and associated reporting will occur as close as practical to the beginning of construction, given seasonal requirements of the species. For purposes of this scope, we assume that two rare plant surveys and one sensitive wildlife survey would be required.
- Additional surveys beyond those described above are not proposed at this time but are available upon request
- If final design, construction schedule, permit conditions or agency request result in a need for repeat visits or ongoing monitoring of any sensitive species, these services are available on a time and materials basis upon authorization by MCSD.

Deliverables:

- One (1) electronic (Microsoft Word) technical memorandum, including a map of all avian nest locations observed during the field survey. This deliverable will be provided at the end of the nesting bird season.
- One (1) electronic (Microsoft Word) technical memorandum, including a map of all non-avian sensitive species locations observed during the field survey. This deliverable will be provided at the end of the construction season.
- All special status plant or wildlife locations will be submitted to the California Department of Fish and Wildlife California Natural Diversity Database (CNDDDB).

Task 2.9.2 Construction Oversight

GHD will provide on-site representation of District interests during construction. Anticipated Activities include:

- Provide a Construction Manager.
- Provide resident engineer/observer (RO) throughout during process as Contractor's point of contact.
- Provide field verification of progress to support review of Contractor pay estimates.
- Review, comment on and submit monthly payment estimates to District for payment.
- Review and respond to Contractor Requests for Information.
- Review and respond to Contractor's Submittals.
- Coordinate quality control/materials testing services as required by construction specifications.
- Provide field services to observe and document that construction conforms to plans, specifications, and contract documents.
- Update project schedule monthly
- Manage change order negotiations on District's behalf and in coordination with the District.

- Review/approve change order requests prior to work authorization
- Prepare construction punch lists at substantial completion stages and monitor Contractor responses.
- Assemble field manuals and certify Contractor deliverables.
- Certify project for final acceptance.
- Perform rough field measurements for estimating quantity verification.
- Upon approval by District respond to public questions and complaints during construction.

GHD will perform the tasks as part of the Construction management:

- **Schedule and Conduct Weekly Construction Meetings:** GHD will schedule and conduct weekly construction meeting during the construction period with the District, Contractor and GHD. GHD will prepared weekly agenda, meeting minutes and update action item list.
- **Daily Records:** These reports will be provided to the District at the end of the project as part of the project closeout documentation. GHD will develop and maintain Daily Reports of construction activities including recording the following information:
 - Daily weather conditions and temperatures.
 - Work accomplished that day including exact location(s).
 - Hours worked per day.
 - Quality and quantity of materials delivered on-site.
 - Type and amount of equipment in use.
 - Size of work force including presence of Contractor's supervisor.
 - Acceptance tests conducted and results obtained.
 - Corrective actions taken by the Contractor.
 - Status of approved Safety Plan measures.
 - Identification of critical construction issues.
 - Communications with Contractor, Subcontractors, or visitors onsite.
- **Weekly Reports:** GHD will prepare a weekly construction progress and inspection report conforming. Weekly reports submitted to District will include a record of tests taken, applicable standards, location of tests, tests results (highlighting those test which fail specification requirements), provisions for failed tests, and specification requirements. Weekly reports will also include:
 - Work day count and contract time.
 - Percentage estimate of physical work completed to date.
 - A limited picture log showing work performed during the week.
- **Final Report:** At the end to the project, GHD will submit to the District a final test and quality control report that documents the results of all tests performed. The report will note tests that failed or did not meet the applicable test standard and corrective action and retesting results. The report will also include any applied pay reductions and justification for accepting any out-of-tolerance materials.
- **Review of Product Submittals and Shop Drawings:** The Construction Contractor will assume the main role of assembling and submitting shop drawing and submittal documentation to demonstrate compliance with contract plans and the project manual. GHD shall review this information for general conformance with approved contract plans and specifications, then notify the Contractor of deviations and exceptions from the contract documents, and the required course of action.
- **Maintain Submittal Log System:** GHD will develop and maintain a Submittal Log to document project submittal information. The log will document compliance with technical requirements and compliance with

Buy American provisions.

- **Payment Requests:** Interim (monthly) payment requests will be submitted to the District by the Construction Contractor on a monthly basis. GHD will review the payment requests for consistency with work completed and accepted, and provide to the District a recommendation of payment or reject the payment request.. As part of this effort GHD’s construction management team will maintain a cumulative payment schedule to allow for monitoring of work completed, forecast work to complete the project, and project budget. This information will be reviewed with District on a monthly basis or more frequent if deemed appropriate.
- **Change Orders:** GHD will coordinate the review, negotiation and if appropriate the formal execution of construction Change Orders. Changes to the construction contract may be necessary to accommodate differing site conditions, modifications to the design, and potentially to changing environmental or regulatory requirements. These changes will likely include both additions and deductions but in all cases represent a modification to the construction contract and must be documented and executed by all legal parties. All change orders shall be presented to and approved by the District prior to authorization and execution.

Assumptions:

It is assumed that:

- The Biological Monitor will be onsite during construction at if required by permitting agencies.

Deliverables:

- Daily Records.
- Weekly Construction Report
- Monthly Construction Report
- Final Report
- Construction Coordination Meeting Minutes.
- Submittal Log Construction Payment Requests
- Construction Change Order Records

Schedule

The completion of this project has many critical path items that are predominantly related to the permitting process. A Gant chart of the project schedule showing start and completion dates of task items is outlined in the attached Schedule. A summary of key tasks with start and end dates is presented in Table 2 below.

Table 2. Key Milestone Project Schedule

Task	Start	End
Phase 1 Design and Permitting	7/10/2020	12/31/2020
Phase 1 NEPA Review	1/2/2021	6/10/2021
Phase 2 Design	6/11/2021	1/18/2022
Phase 2 Final Permitting	1/18/2022	3/15/2022
Phase 2 Bidding	3/16/2022	6/7/2022
Phase 2 Construction	6/8/2022	7/30/2023

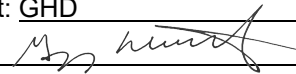
Professional Service Fee

GHD will provide the above described scope of services on a Lump Sum Basis at our Standard Labor Rates in place at this time.

Budget

Task	Project Budget	Grant Budget	Notes
Task 1.1 – Project Management	\$16,000		
Task 1.2 – Grant Administration	\$6,578		Reimbursable outside of HMG
Task 1.3 – Preliminary Surveying	\$61,500		
Task 1.4 – Preliminary Engineering Design	\$95,500	\$75,000	Includes \$20,180 in preliminary Geotechnical Analysis
Task 1.5 – NEPA/CEQA Special Studies	\$65,600	\$84,000	
Sub Total	\$245,178	\$159,000	
Task 2.1 – Project Management	\$44,700		
Task 2.2 – Grant Administration	\$14,258		Reimbursable outside of HMG
Task 2.3 – Geotechnical Investigation	\$110,875	\$210,000	
Task 2.4 – Final Surveying	\$26,930	\$78,400	
Task 2.5 – Land/ROW Acquisition	\$56,840	\$84,000	
Task 2.6 – Final Engineering Design	\$264,850	\$270,000	
Task 2.7 – Permitting	\$135,200	\$140,000	
Task 2.8 – Bid Assistance	\$20,300		
Task 2.9 – Construction Management	\$191,000	\$285,000	
Sub Total	\$864,953	\$1,067,400	
TOTAL COST	\$1,110,130	\$1,226,400	
Grant Construction Costs		\$2,158,000	

APPROVALS

Client: <u>McKinleyville CSD</u>	Consultant: <u>GHD</u>	<u>Inc.</u>
By: _____	By: 	
Print Name: <u>Greg Orsini</u>	Print Name: <u>Greg Watanabe</u>	
Title: <u>General Manager</u>	Title: <u>Principal</u>	
Date: _____	Date: <u>6/22/2020</u>	

McKinleyville Community Services District

BOARD OF DIRECTORS

July 1, 2020

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.4 **Reserve Policy review for Catastrophe Reserves**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review the proposed Reserve Policy changes for the Catastrophe Reserve, discuss, take public comment, and provide direction to staff on any parameters or other changes they wish to see incorporated into the final policy.

Discussion:

The current 2012 Reserve Policy language for the catastrophe reserve reads as follows:

The Catastrophe Fund is used to begin repair of the water system after a catastrophic event, such as a severe earthquake or fire, while long-term financing is being arranged or insurance claims are being processed.

Target Level - Funding shall be targeted at two (2%) percent of MCSD's total plant and equipment, based on current Federal Emergency Management Agency (FEMA) guidelines.

A suggested revision to the policy language reads as follows:

“The Catastrophe Fund consists of funds that may be drawn to pay for operations during a catastrophic event, and to begin repair of the water and wastewater systems, and other District assets after such an event. Examples of catastrophic events include, but are not limited to, a severe earthquake, drought, storm, or fire. Unanticipated catastrophic spikes in expenditures or drops in revenue from an unforeseeable event would also be included in this category. Funds may continue to be drawn from this account while long-term financing is being arranged or insurance claims are being processed.”

This clearly specifies that the Catastrophe Fund can be used to pay for operating costs such as salaries and supplies. Emergency repairs greater than the PayGo limit would still be handled under the Catastrophe Reserve. Examples of catastrophic events is also expanded to include major, unanticipated spikes in expenditures or drops in revenue.

This would accommodate situations like those faced by the communities of Clear Lake or Paradise after the fires, where substantial portions of their normal residents moved away or went to neighboring communities while their homes were rebuilt. Revenues dropped because no one was living in the community while the rebuilding was going on.

A similar situation could also pertain to McKinleyville after a major earthquake. Expenditures might spike in similar circumstances or other unanticipated situations, like a major depression or recession, or an unpredictable legislative action, like the Covid19 pandemic lockdown orders.

The Government Finance Officers Association (GFOA) provides a practical worksheet tool for basic risk estimation. "Risk" is defined here as "The probability **and** magnitude of a loss, disaster, or other undesirable event." The probability of multiple high-magnitude catastrophes stacking up in the same year is much lower than the probability of one or two catastrophes occurring in that year. It is also likely that a given reserve is sufficient to cover most of the probable catastrophes. Two graphs from a GFOA risk analysis done for the City of Newport Beach are included to illustrate the principles involved.

A full professional risk analysis is costly. However, the GFOA worksheet does allow a risk ranking system and includes a recommended percentage of expenditures to be held in reserve that covers the highest likelihood risk factors. The worksheet for MCSD was completed by both the current and outgoing General Manager, with input from the Finance Director, and is also attached.

The resulting total is not hugely different from the original FEMA guideline from 2012. However, this total is based on operating expenditures, rather than a flat percentage of fixed assets. Since this reserve is meant to replace operating funds and start repairs during a catastrophe, it makes more sense to base it on current expenditures, rather than fixed assets.

Alternatives:

Take Action

Fiscal Analysis:

Overall, a large portion of the difficulty implementing the 2012 Reserve Policy had to do with the way the policy was structured. After the legally required reserves, the Repair & Replacement Reserve (R&R) absorbed most of the available cash, leaving little to fill the other designated reserves. At current values, the R&R reserve would require more than six million dollars (\$6,000,000) to fill. With the restructuring of the R&R as previously discussed by the Board, The R&R reserve requirement should drop by at least half. This will leave more cash available to fill other reserves.

The other problem with the 2012 policy as written is the multiplicity of reserve funds. The Catastrophe, Rate Stabilization, and Operating Reserves were all supposed to cover unexpected or emergency expenditures from variously stated causes. In FY18-19, the Catastrophe Reserve was to be funded at \$1.2 million. Rate Stabilization was to be funded at \$2.9 million, with the purpose of being "a buffer to water rates during any period where there are unexpected increases in operating costs or decreases in revenues." The Operating Reserve was to be funded at \$3.5 million, and was to act as an internal "line of credit" to cover

“timing differences” between revenue receipts and expenditures, “unforeseen developments,” or “opportunities not budgeted for.”

By clearly defining Catastrophe Reserve “risk” as an unexpected “loss, disaster, or other undesirable event,” we can combine the intent of the Operating Reserve’s “unforeseen developments,” with the Rate Stabilization and Catastrophe Reserves into one calculated, defensible Reserve with parameters for the Board to approve a draw-down.

The Operating Reserve will be the last to be restructured and will be based on defensible calculations of an internal line of credit.

Whether we use the raw score or the modified score of the risk worksheet, the District will be holding between 16.6% - 25% of overall expenditures as a Catastrophe Reserve. Using current annual budgeted expenditures, that would total \$1.4 - \$2.1 million, rather than the combined \$4.1 million of the current Catastrophe and Rate Stabilization Reserves.

These changes should allow the District to maintain prudent and adequate reserves, and to more fully fund every reserve. Funds beyond the recalculated reserve balances would be available to provide for greater paydown of the unfunded OPEB &/of pension liabilities or set aside funds for future grant match requirements.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – GFOA sample graphs from Newport Beach Risk Analysis
- Attachment 2 – GFOA Workbook for basic risk estimates



Probability of Extreme Events over Various Time Horizons

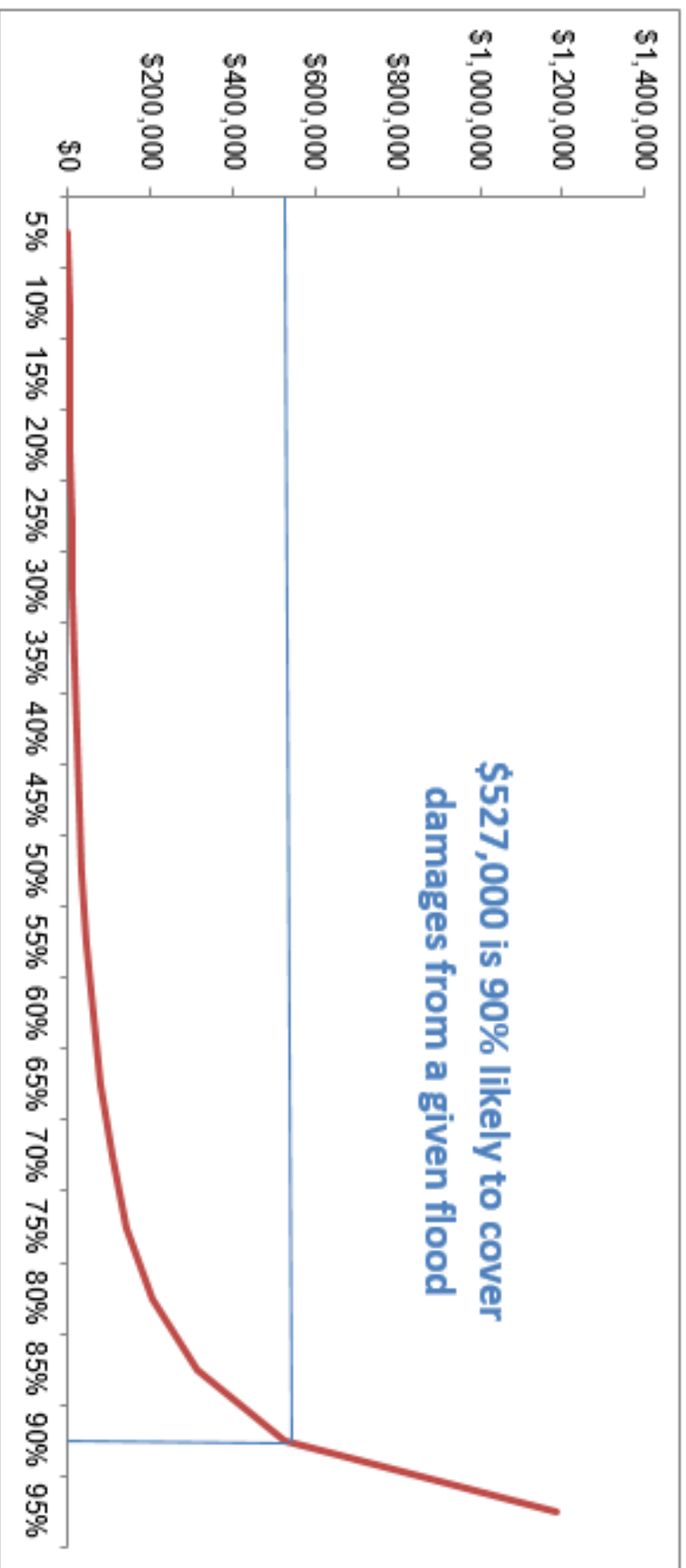
Poisson Distribution

Number of Extreme Events that Occur	Time Horizon				
	1 year	2 Years	3 Years	4 Years	5 Years
0	81.9%	67.0%	54.9%	44.9%	36.8%
1	16.4%	26.8%	32.9%	35.9%	36.8%
2	1.6%	5.4%	9.9%	14.4%	18.4%
3	0.1%	0.7%	2.0%	3.8%	6.1%
4	0.0%	0.1%	0.3%	0.8%	1.5%
5	0.0%	0.0%	0.0%	0.1%	0.3%



Cumulative Probability Chart

Floods



Guiding Your Selection of a Fund Balance Target

Step 1. Determine your total score from the risk factors

17 Your total score from the risk factors (calculated if you entered a score in other sheets)

Step 2. Preliminary Analysis

Compare your score from Step 1 to the guidelines below.

Your Score

Analytical Guidance

- 8 - 16** You face minimal risk to retain through reserves. Consider a target equal to the GFOA minimum recommended reserve of 16.6% of revenues/expenditures.
- 17-24** You face a low to moderate level of risk to retain through reserves. Consider adopting a reserve target somewhat higher than the GFOA minimum (e.g. 17-25% of revenues/expenditures). Since risk is low, do not invest excessive analytical effort in determining an exact target amount. Consider a short, informal benchmarking study with peer agencies to provide guidance.
- 25-31** You face a moderate to high level of risk to retain through reserves. Consider adopting a target amount of reserves significantly higher than the GFOA recommended minimum (e.g., 26 - 35%). Consider a short, informal benchmarking survey as a starting point, but then analyze your most significant risk factors to make sure they are adequately covered by what the survey suggests is reasonable.
- 32 - 40** You face a high level of risk to retain through reserves. Consider adopting a much higher target than the GFOA minimum (e.g., greater than 35%). Consider performing a more indepth analysis of the risks you face to arrive at target level of reserved that provides sufficient coverage.

Step 3. Consider Impact of Government Size, Budget Practices, & Borrowing Capacity

For each driver pick which description best fits you and enter the appropriate number of points.

- 2 Government Size**
- +2 We are under 50,000 in population
 - 0 We are between 50,000 and 300,000 in population
 - 4 We are over 300,000 in population

- 3 Budget Practices**
- 3 The budget has a formal contingency beyond what is being considered for this reserve.
 - 2 The budget has informal contingencies beyond what is being considered for the reserve.
 - 0 The budget is lean and has no contingencies in it.

- 2 Borrowing Capacity**
- 3 We have excellent external and internal borrowing capacity, including a good rating, little existing debt, and political will to use it.
 - 2 We have some external and/or internal borrowing capacity and political will could be mobilized to use it.

0 We have little or no borrowing capacity.

Step 4. Consider Impact of Commitments/Assignments, Outsider Perceptions & Political Support

Place an "X" next to each statement that applies to you.

Commitments and Assignments

yes	We have commitments or assignments that designate fund balance for uses other than retaining the types of risk described in this analysis. If so, these commitments/assignments should not be included in the total reserve used to reach your target.
-----	--

Outsider Perceptions

n/a	Rating agencies have given us a target level of reserve for getting a good rating. If so, use that target in place of or in addition to a benchmarking survey to provide guidance on starting point for your target.
maybe	The public is likely to question reserve levels as too high. If so, be sure to document your analysis findings in the other sheets.

Political Support

maybe	The governing board places great weight on the policies of comparable jurisdictions. If so, conduct a benchmarking survey that includes governments the board perceives as relevant.
n/a	The board places great weight on rating agency recommendations. If so, tie the reserve target recommendation to rating agency recommendations or standards.
yes	The board places great weight on GFOA recommendations. If so, use this analysis and GFOA's Best Practices to support your recommendation.

Step 5. Putting it All Together

A. Consider your adjusted risk score and re-consult the analytical guidance.

14	< Your adjusted risk score (risk score modified with results from Step 3)
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B. Review results of Step 4.

Review each item you checked from Step 4 and add the advice to your analytical guidance.

C. Proceed with finalizing target

Proceed with setting a final reserve target based on analytical guidance.

Vulnerability to Extreme Events

1. Identify Risks

What extreme events are you at risk for?

A	earthquake
B	wildfires, floods, windstorms
C	

2. Assess Risks

What is your vulnerability to each extreme event, given past experience?

A	very high for earthquake
B	moderate for windstorms
C	very low for wildfires/ floods

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk (i.e., manage it without reserves)

A	We will have access (eventually) to CalOES and FEMA funds; we will also have insurance for these events
B	
C	

4. Considering the above, how important for you is it to retain the risks of extreme events through reserves ?

4 < Enter your score here

- 5 **Very important.** We are subject to extreme events of severe potential magnitude which would require a quick and decisive response from our government. There are few alternative risk management approaches.
- 4 **Important.** We are subject to extreme events of severe potential magnitude, but our government does not have an important disaster response role and/or we have other risk management alternatives.
- 3 **Neutral.** We do not face an unusually high or low level of risk from extreme events.
- 2 **Unimportant.** We are subject to one or two types of significant extreme events and we have other risk management options.
- 1 **Very unimportant.** We are subject to very few, if any, potential extreme events of significant potential damage

Revenue Source Stability

1. Identify Risks

What are your major revenue sources?

A	utility rates
B	property taxes
C	capacity fees, parks program fees

2. Assess Risks

How stable are your revenue sources?

A	utility rates, property taxes very stable, subject only to major disaster disruption (low probability)
B	capacity fees, program fees more volatile and unpredictable, but also a smaller portion of total funds
C	

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk (i.e., manage it without reserves)

A	FEMA does not replace lost revenue.
B	Insurance only replaces a limited amount in certain specific circumstances.
C	

4. Considering the above, how important for you is it to retain the risks of revenue instability through reserves ?

2 < Enter your score here

- 5 **Very important.** We rely on just one or two sources of revenue, and they are unstable
- 4 **Important.** We rely on unstable sources for a significant portion of our revenue and/or have particular unstable payers as part of our tax base (e.g., sales tax from an industry with volatile sales)
- 3 **Neutral.** We do not face an unusually high or low level of risk from revenue instability
- 2 **Unimportant.** While some portion of our revenue base has instability, the majority of revenues are pretty stable.
- 1 **Very unimportant.** Our revenues are very stable and diverse.

? Ad-Valorem 39%, Utility Taxes & Franchise Fees 32%, Intergovernmental 14%

Expenditure Volatility

1. Identify Risks

What are sources of potential expenditure spikes?

A	Wholesale water costs (low probability), Pension or OPEB asset underperformance (moderate probability)
B	(future OPEB equities investments = moderate to high volatility)
C	(CalPERS investment management has changed to substantially reduce volatility & risk)

2. Assess Risks

What is the potential cost of these spikes?

A	CalPERS has suggested in the past (before they enacted their reforms) that the required contribution from
B	employers could spike up to 3 times the current percentage. (low to moderate probability)
C	

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of these potential spikes? (i.e., manage it without reserves)

A	There are few or no options for transfer of this risk.
B	
C	

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

- 3 < Enter your score here
- 5 **Very important.** There are expenditure spikes with very high potential to open a significant hole in our budget.
 - 4 **Important.** We are subject to important potential expenditure spikes, such that we need reserves but we also have other risk mitigation approaches available.
 - 3 **Neutral.** We do not face an unusually high or low level of risk from expenditure spikes
 - 2 **Unimportant.** There are one or a few potential spikes but the risk of them occurring is low, the impact not great and/or we have other risk management options.
 - 1 **Very unimportant.** We have no important risk from expenditure spikes.

Leverage

1. Identify Risks

What are major sources of leverage you are subject to?

A	Leverage (debt) consists of the debts listed in the monthly Treasurer's Report, and future debt for CIP projects
B	such as the WWMF, Pialorsi property, 4.5m tank, mainline replacement project, and undercrossings project
C	(Total amounts of debt for current projects in progress is not yet wholly known.)
D	

2. Assess Risks

What are the implications of leverage for the organization's financial flexibility?

A	Debt reduces flexibility, but can be managed with regular rate studies done every 5 years as allowed by law.
B	Rate studies indicate the level of revenue required to maintain the Debt Parity Ratio at the levels set by the lenders.
C	
D	

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of leverage? (i.e., manage it without reserves)

A	As long as the policy for rate studies every 5 years is followed, risk is largely mitigated
B	
C	
D	

4. Considering the above, how important for you is it to retain the risks of leverage through reserves ?

2 < Enter your score here

- 5 **Very important.** We are subject to significant leverage and have no other risk management approach
- 4 **Important.** We are subject to significant leverage and do not have equally significant offsetting risk management approaches.
- 3 **Neutral.** We do not face an unusually high or low level of risk from leverage
- 2 **Unimportant.** We have one or two sources of leverage, but these are largely addressed with other risk management strategies.
- 1 **Very unimportant.** We have no important sources of leverage that aren't already managed with out reserves.

Liquidity

1. Identify Risks

What are your major sources of potential intra-period cash imbalances?

- | | |
|---|---|
| A | Parks has the greatest seasonality of revenue, with tax remittances in December, April, June, and seasonal programs. |
| B | However, Parks has small enough comparative revenue volume to never generate imbalances greater than the inter-fund balances in the clearing/ checking account. |
| C | Water/Sewer rates also fluctuate seasonally, but not enough to create major liquidity imbalances |

2. Assess Risks

How likely are these risks to occur and what is their potential magnitude?

- | | |
|---|---|
| A | Parks major source of funding is property taxes, which is very stable. Program costs can be reduced if programs |
| B | are cancelled or revenue is lost. |
| C | |

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of liquidity? (i.e., manage it without reserves)

- | | |
|---|--|
| A | This risk is low and is regularly managed with existing cash flow. |
| B | |
| C | |

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

< Enter your score here

- 5 **Very important.** We have very important potential intra-period imbalances with few risk management alternatives.
- 4 **Important.** We have important potential intra-period imbalances, but do have some off-setting risk management alternatives.
- 3 **Neutral.** We do not face an unusually high or low level of risk from intra-period cash imbalances.
- 2 **Unimportant.** We have some minor potential intra-period cash imbalances.
- 1 **Very unimportant.** Our cash flows are very stable.

Other Funds Dependency

1. Identify Risks

What other funds rely on the general fund for an important part of their funding?

A	None
B	
C	

2. Assess Risks

How likely is it that these funds will need the general fund to "backstop" them in an emergency?

A	
B	
C	

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of other funds' dependency? (i.e., manage it without reserves)

A	
B	
C	

4. Considering the above, how important for you is it to retain the risks of other fund dependency through reserves ?

1 < Enter your score here

- 5 **Very important.** A number of funds rely on the general fund for backstopping, with few, if any, risk management alternatives.
- 4 **Important.** We have at least some funds that rely on the general fund and this includes reliance for backstopping.
- 3 **Neutral.** We do not face an unusually high or low level of risk from other fund dependency.
- 2 **Unimportant.** There are a small number of funds that rely on the general fund, and the potential for the general fund to need to backstop them is small.
- 1 **Very unimportant.** No other funds rely on the general fund for backstopping.

Growth

1. Identify Risks

What are potential major sources of growth in the next three to five years?

A	Slow growth is expected both residentially and commercially, until build-out is reached.
B	
C	

2. Assess Risks

What is the potential for these sources of growth to cause imbalances in the revenue received from the growth and the expenditures needed to serve it?

A	There is only a very low potential for sudden growth to unbalance the revenues/expenditures.
B	
C	

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of growth? (i.e., manage it without reserves)

A	n/a
B	
C	

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

1 < Enter your score here

- 5 **Very important.** We expect significant growth with imbalances in the timing of revenues and expenditures
- 4 **Important.** We have some growth that will cause imbalances in the timing of revenues and expenditures.
- 3 **Neutral.** We do not face an unusually high or low level of risk from growth
- 2 **Unimportant.** We have a small potential for future growth and/or only minor potential imbalances in the timing between revenues and expenditures.
- 1 **Very unimportant.** We expect no growth or growth will fully pay for itself as expenditures are incurred.

Capital Projects

1. Identify Risks

What high priority capital projects don't have a funding source?

A	Few or none - per policy, capital projects must all have a declared funding source.
B	
C	

2. Assess Risks

What is the likelihood that reserves will be looked to as a funding source for the project?

A	The Pay-Go policy for capital projects is included in rate structure, so the likelihood of using reserves as the
B	major funding source is very low unless the Board specifically approves it, as with the Teen & Community Center.
C	

3. Identify other risk mitigation approaches

What options do you have to avoid, reduce, or transfer the risk of capital projects using reserves as a funding source? (i.e., manage it without reserves)

A	The policy requiring all major capital projects undertaken to have identified funding sources
B	substantially mitigates the risk.
C	

4. Considering the above, how important for you is it to retain the risks of expenditure spikes through reserves ?

- 2 < Enter your score here
- 5 **Very important.** There are very high profile projects with out a funding source and reserves are likely to be considered as a funding source.
- 4 **Important.** There are at least some high profile projects where reserves may be called upon to provide at least some of the funding.
- 3 **Neutral.** We do not face an unusually high or low level of risk from unfunded high-priority projects
- 2 **Unimportant.** High priority capital projects will probably have funding sources, if they don't already.
- 1 **Very unimportant.** All high priority capital projects have funding sources.

McKinleyville Community Services District

BOARD OF DIRECTORS

July 1, 2020

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Discuss and Consider Adoption of Initial Study/Mitigated Negative Declaration CEQA Documents for the Mad River Floodplain and Public Access Enhancement Project**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that Board review the information provided, discuss, take public comment and Approve the Initial Study and Project and Adopt the Mitigated Negative Declaration for the Mad River Floodplain and Public Access Enhancement Project.

Discussion:

As the Board is aware, MCSD has been working with the non-profit organization California Trout (CalTrout) and their partners on this Project, which has been conducted with grant funding from the California State Coastal Conservancy, the California Department of Fish and Wildlife, and the US Fish and Wildlife Service. The Mad River Floodplain Habitat and Public Access Enhancement Project (Project) includes two primary components: 1) restoration of floodplain habitat to benefit fish and wildlife, and 2) public access improvements, including a nature study trail and viewing areas (See Figure 6, on page 8 and Figure 7 on Page 11 of Attachment 1).

The primary objective of the restoration Project is to remove the existing, unused percolation pond infrastructure in order to restore the connection between the floodplain and the river. The Project will provide backwater channels, ponds and wetlands to increase the quantity and quality of available salmonid habitat in the Mad River watershed.

The Project's public access amenities will be constructed to comply with Americans with Disability Act (ADA) access from the paved School Road Trail to a new river overlook and multiple interpretive and bench resting sites. The existing dirt trail that drops into the floodplain will be graveled and supports a trail in the wildland interface. Public access trails and viewpoint overlooks will improve opportunities for nature study and wildlife viewing. Improved trails and viewpoints will provide a well-defined path for users that will reduce impacts from unplanned access routes that are currently well-used by the public within the Project area. A

welcome kiosk will inform users of the intended uses, a map of the area, and rules and regulations for public access on the property. Interpretive materials will include information about the estuary and Wiyot tribal perspective on the landscape.

An Initial Study and Mitigated Negative Declaration (IS/MND) was prepared detailing the Project components and potential environmental impacts as required by the California Environmental Quality Act (see Attachment 1). The IS/MND was circulated and filed with the State Clearing House (SCH# 2020039047) along with a Notice of Completion on March 16, 2020 (see Attachment 3). A Notice of Intent to Adopt was published in the Mad River Union on April 1, 2020 (see Attachment 2). Only one comment was received, and it was from the State Lands Commission (SLC) (see Attachment 4). The comment letter stated the need for additional information to determine whether the Project was subject to the State's Sovereign Interest and whether a lease would have to be obtained from the SLC for the implementation of this Project. Preliminary communication with the SLC indicates SLC jurisdiction applies in part of the Project area and an application for a SLC lease is necessary to construct the Project. A lease application is being prepared on behalf of MCSD and will address the information requested by SLC in the IS/MND comment letter. The response to comment is provided as Attachment 5.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

This Project has been designed and will be constructed largely through public funds. CalTrout secured grant funds in the amount of \$328,762 for design and planning grants. The Project implementation cost estimate is \$1.6 million dollars. MCSD will provide \$40,000 through a grant from the Habitat Conservation Foundation and \$8,000 as in-kind staff time to review materials and participate in design and construction activities. If any additional District funding is required, funds would be allocated from the Capital Improvement Enterprise Fund for the decommissioning of the percolation ponds. The Reclamation Site Upgrade Capital Improvement fund was budgeted for a total of \$200,000 for this next fiscal year and includes this Project as well as the Biofiltration Project.

Environmental Requirements:

This is the CEQA document for the Project. Additional permits will be required for the implementation of the Project.

Exhibits/Attachments:

- Attachment 1 – A portion of Mad River Floodplain and Public Access Enhancement Project Initial Study and Mitigated Negative Declaration State Clearinghouse Link to Full Document and comments:
<https://ceqanet.opr.ca.gov/2020039047/2>
- Attachment 2 – Proof of Publication
- Attachment 3 – Notice of Completion & Environmental Document Transmittal
- Attachment 4 – Comment Letters Received
- Attachment 5 – Response to Comments

Mad River Floodplain and Public Access Enhancement Project



Project Applicant/Prepared by:



March 11, 2020

Funding for this project has been provided in full or in part through an agreement with the California State Coastal Conservancy and the California Department of Fish and Wildlife.

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1 PROJECT INFORMATION

Project Title

Mad River Floodplain and Public Access Enhancement Project

Lead Agency

McKinleyville Community Services District

Project Applicant

McKinleyville Community Services District
PO Box 2037
1656 Sutter Road
McKinleyville, CA 95519

Land Ownership

MCSD: APN 508-021-006 and 508-021-007

McKinleyville Community Services District
PO Box 2037
1656 Sutter Road
McKinleyville, CA 95519

Pialorsi: APN 506-341-017

Dolores Pialorsi
1156 Moorpark St. Unit 103
Studio City, CA 91602

State Clearinghouse No.

#####

Project Location

40.99279, -124.1278 (Parcel center at percolation ponds)

Accessed via School Road west of Highway 101 in McKinleyville, California

General Plan Land Use Designation & Zoning

Community Plan: McKinleyville Community Area Plan

Total Parcel Acres: 159.64 Acres

Active Project Area: 9.3 Acres

	508-021-006	508-021-007	506-341-017
Property Owner	MCS D	MCS D	Pialorsi
Assessed Lot Size (Acres)	6.44	114.63	38.57
Land Use	Agricultural Exclusive (Public); Natural Resources	Agricultural Exclusive (Public); Natural Resources	Agricultural Exclusive (Public)
Zoning with Combining Zones	AE-60/F,R	AE-60/F,R	AE-60/F,R
Coastal Zone?	Yes	Yes	Yes
100-Year Flood Zone?	Yes	Yes	Yes
Agricultural Preserve?	No	No	No
Streamside Management Zone?	Yes	Yes	Yes

2 PROJECT LOCATION

The 9.3-acre project is located on property owned by the McKinleyville Community Services District (MCS D or Project Applicant), which is a public agency who oversees water, wastewater, streetlights, library, recreation, and open space within the community of McKinleyville in Humboldt County (Figure 1). The project area is known as the Fischer Ranch and provides service to the community. The floodplain enhancement portion of the project is a permitted wastewater reuse and discharge location. The public coastal access portion of the project is located in the upland area nearest School Road (Figure 2). The project area is located three miles upstream from the mouth of the Mad River, within the zone of tidal influence. Fischer Ranch encompasses bluff and floodplain topographic features. The project area is located within and adjacent to MCS D's permitted wastewater facility, which includes 4.3 acres of constructed percolation ponds (existing), and 95 acres of pasture for wastewater reuse operations, spray and flood irrigation.

The project site is located on the eastern side or right bank of the Mad River at the inside of a meander bend of the lower Mad River. The southern, upstream end of the project site is within a mature, intact riparian forest on the active floodplain. The project site continues downstream of the Mad River County Park Boat Ramp to the lee side of a riffle. A historical backwater channel remains as a depression in the forest floor and is inundated during high flows. The northern, downstream end of the project site is a bluff that rises above the floodplain and emerges at the edge of the community of McKinleyville (Figure 3).

The habitat restoration project area focal point is a pair of constructed percolation ponds that are leveed from the river's floods and ringed with cyclone fencing to prohibit public access. The ponds with emergent wetland vegetation maintain inundated water levels due to treated wastewater discharge and connectivity with the river. The levees surrounding the ponds range from 15 ft on the northern end to approximately 17 ft on the southern end. Adjacent floodplain areas range from around 10 ft in historic depressions and existing backwater areas to 14 ft elevation. The southern

pond is generally 10 ft elevation with a single linear ridge on the interior that is over 13 ft high. The northern pond ranges from around 5.5 ft elevation in dredged areas to 13 ft on elevated ridges that serve as islands when the pond is in use. Isolated willows provide habitat diversity within the ponds, particularly up on the elevated ridges. When the river banks overtop, water backwaters the low areas of the floodplain and stays ponded for a period as flow waters recede and standing waters infiltrate and evaporate.

The project area includes an existing storm water ditch that drains the large floodplain to the east through a ditch and water control gate that remains open through the winter season and is closed when MCSD is applying treated wastewater to their fields. The public access project features are located to the north of the storm water ditch where the slope rises to the elevated terrace at the edge of a residential neighborhood of McKinleyville. The project is limited to the south by a neighboring property and to the east by the large, floodplain used seasonally for MCSD's treated wastewater reclamation. School Road limits the northern project boundary, and the Mad River limits the western project boundary.

Photographs showing existing conditions of key project features are included in Figure 3 - Figure 5.



Figure 1. Project location map.

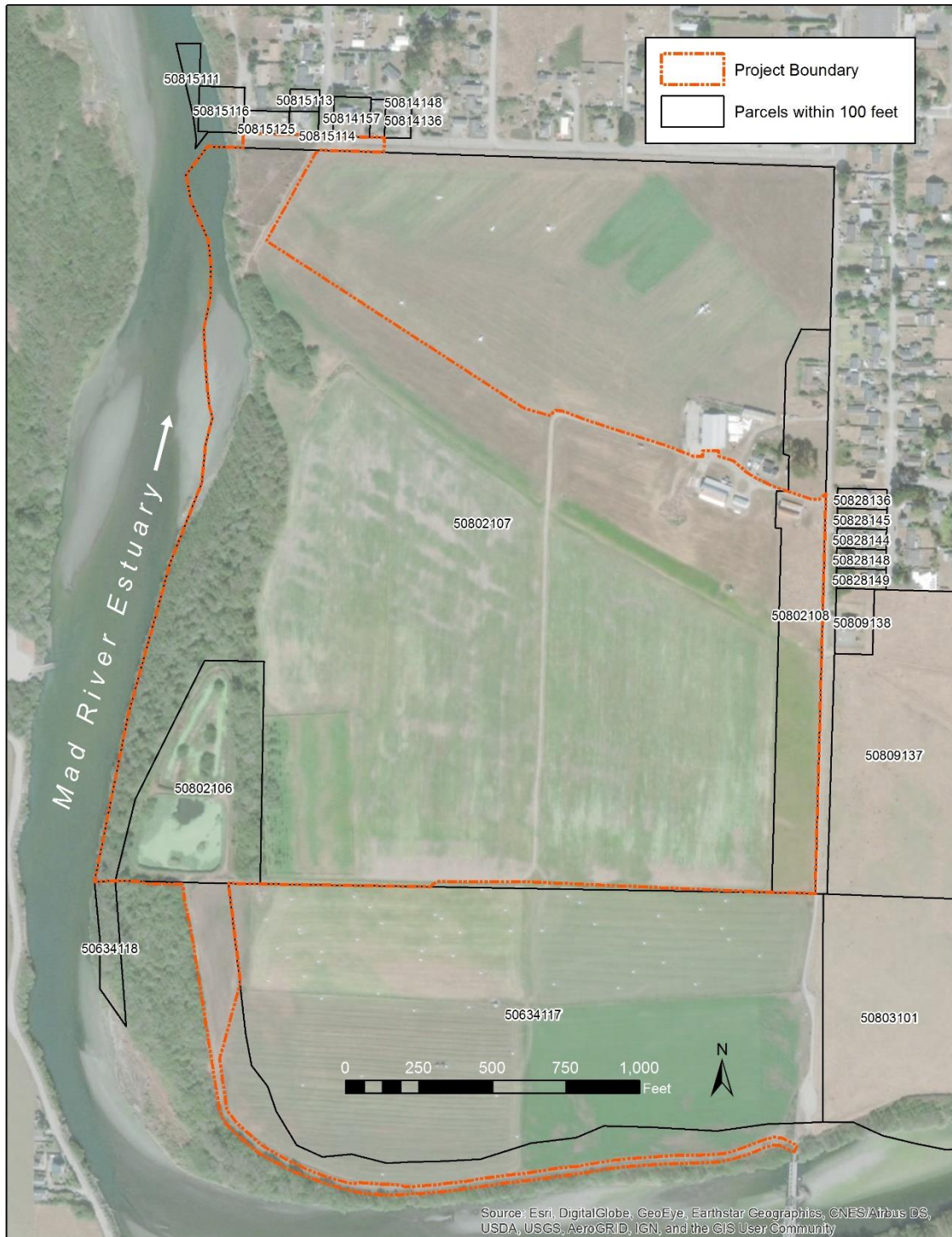


Figure 2. Project site map of existing conditions.

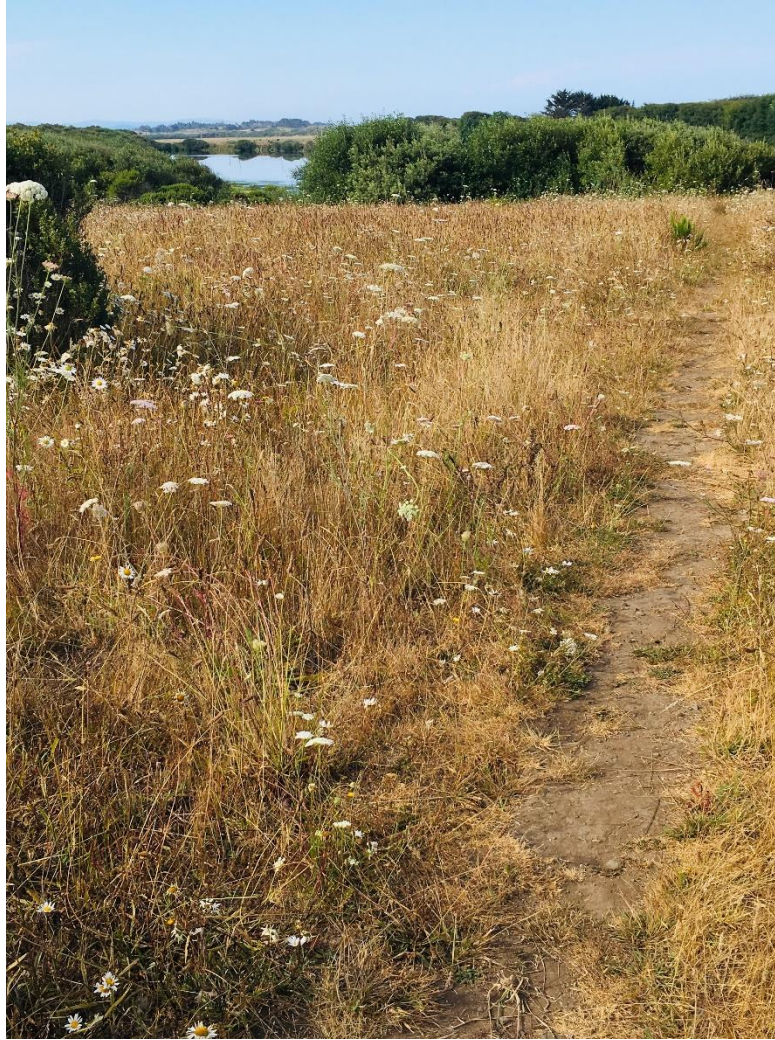


Figure 3. View from near School Road, looking south across the upland area where the ADA trail will be located.



Figure 4. The future alignment of a portion of the backwatered off-channel habitat complex.



Figure 5. Existing percolation ponds shown in use in March 2018. The berm (shown) between the two ponds will be removed through project construction.

3 PROJECT PURPOSE, GOALS, AND OBJECTIVES

The Mad River Floodplain Enhancement Project (Project, or proposed Project) includes two primary components – restoration of floodplain habitat to benefit fish and wildlife and public access improvements, including a nature study trail and viewing areas (Figure 6). Project designs are attached as Appendix A.

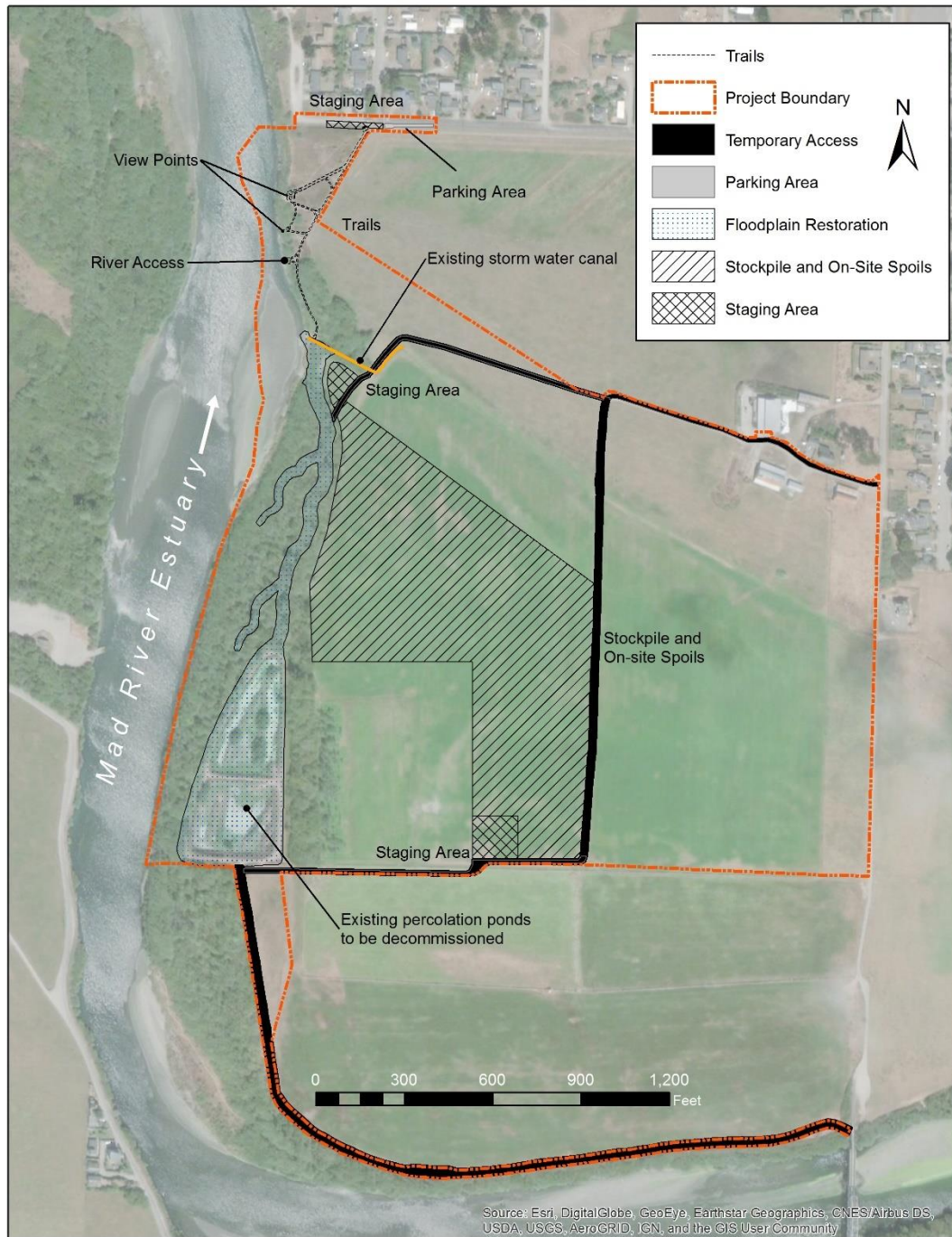


Figure 6. Project design overview. Activity areas total 9.3 acres. The area within the project boundary is 96.1 acres.

3.1 Consistency with Existing Plans

The enhancement project addresses a major limiting factor for recovery of listed salmonids as detailed in Federal Recovery Plans. The project will also provide backwater pool habitat for refugia and winter rearing, all high priority elements described in relevant recovery plans for the Mad River (NOAA 2014, NOAA 2016).

The public access amenity goals are in alignment with local and state plans, including the Humboldt County Trails Master Plan (Planwest 2010), MCSD's Recreation Master Plan (MCSD 2019), and the Humboldt County Coastal Trail Implementation Strategy (RCAA et al. 2011).

3.2 Habitat Enhancement Objectives

A primary objective of this project is to remove infrastructure in the floodplain, restore connection to the river, and provide backwater channels and thereby increase the quantity and quality of available salmonid habitat in the Mad River watershed. Region-wide overwintering habitat for juvenile Coho Salmon (*Oncorhynchus kisutch*) is considered a limiting factor in species recovery (NOAA 2014). The NOAA Southern Oregon/Northern California Coho Recovery Plan (2014) prioritizes restoration actions that will increase overwintering habitat for Coho Salmon juveniles. This project will increase the amount of off-channel habitat in the estuary that is available for overwintering state and federally threatened Southern Oregon Northern California Coast (SONCC) Coho Salmon, federally threatened California Coastal Chinook Salmon (*O. tshawytscha*), and federally threatened Northern California Steelhead (*O. mykiss*) with steelhead populations being supplemented by the Mad River Hatchery. Improvements in habitat quality and quantity may also benefit other sensitive aquatic species, including but not limited to Tidewater Goby (*Eucyclogobius newberryi*) and Longfin Smelt (*Spirinchus thaleichthys*). Similar restoration actions are outlined in the Multi-Species Recovery Plan (NOAA 2016).

The Mad River Coho Salmon population is recognized to have a high extinction risk, with key limiting stresses of altered sediment supply, lack of floodplain and channel structure, impaired water quality, and impaired estuary/mainstem function (NMFS 2014, Moyle 2017 [CalTrout's SOSII Report]). The Mad River is listed under Section 303(d) in the Clean Water Act as impaired with sediment, turbidity, and temperature, all of which are stressors to salmonid habitat and productivity. The highest priority Coho Salmon recovery actions include the construction of off-channel and backwater ponds and alcoves. Protected and slow flowing side channels that fill during high flows provide some of the best over-wintering habitat in Coho Salmon streams (CDFW 2004). An increase in juvenile Coho Salmon rearing in the estuary and lower Mad River could result in increased survival and productivity of the Mad River Coho population that spawns and rears in the river's tributaries (NMFS 2014).

The proposed project will:

1. Decommission and revegetate 4.25 acres of infrastructure in the floodplain. MCSD's decision to decommission the percolation ponds resulted in the opportunity to restore the area to native floodplain vegetation function.
 - a. Materials generated during decommissioning will be reused onsite where practicable through actions of resurfacing roads and placing sediment within MCSD's WWTF.
2. The depression that will remain after decommissioning the percolation ponds provides the opportunity to restore riparian, wetland, and open water habitat within the tidally influenced lower reach of the river. The project will create 2.0 new acres of wetlands, 1.4 new acres of open water to be used as off-channel rearing refugia habitat by salmonids, and 0.5 new acres of riparian habitat (Figure 7).

3. In order to increase accessibility for juvenile fish and to avoid stranding in the decommissioned pond footprint, the proposed project provides a channel (1,775 ft total length) that will connect the river to the pond. The channel and pond features are designed to resemble a remnant high flow channel or oxbow, features that provide high quality riparian habitat and are expected to change with time.
4. Off-channel winter refugia will be created by reconnecting of the river to the floodplain through the project area. Juvenile Coho and other salmonids use this shallow depth and low velocity habitat during high flow events. Large wood features will be built from salvaged alder or willow species that are disturbed during construction and will be used to create habitat features in the channel. The project's pools, backwater and high-water channels will be located under a mature riparian canopy that in turn supports the food web and provides better growth conditions for juvenile salmonids in preparation for outmigration. Any riparian areas disturbed in construction will be replanted.

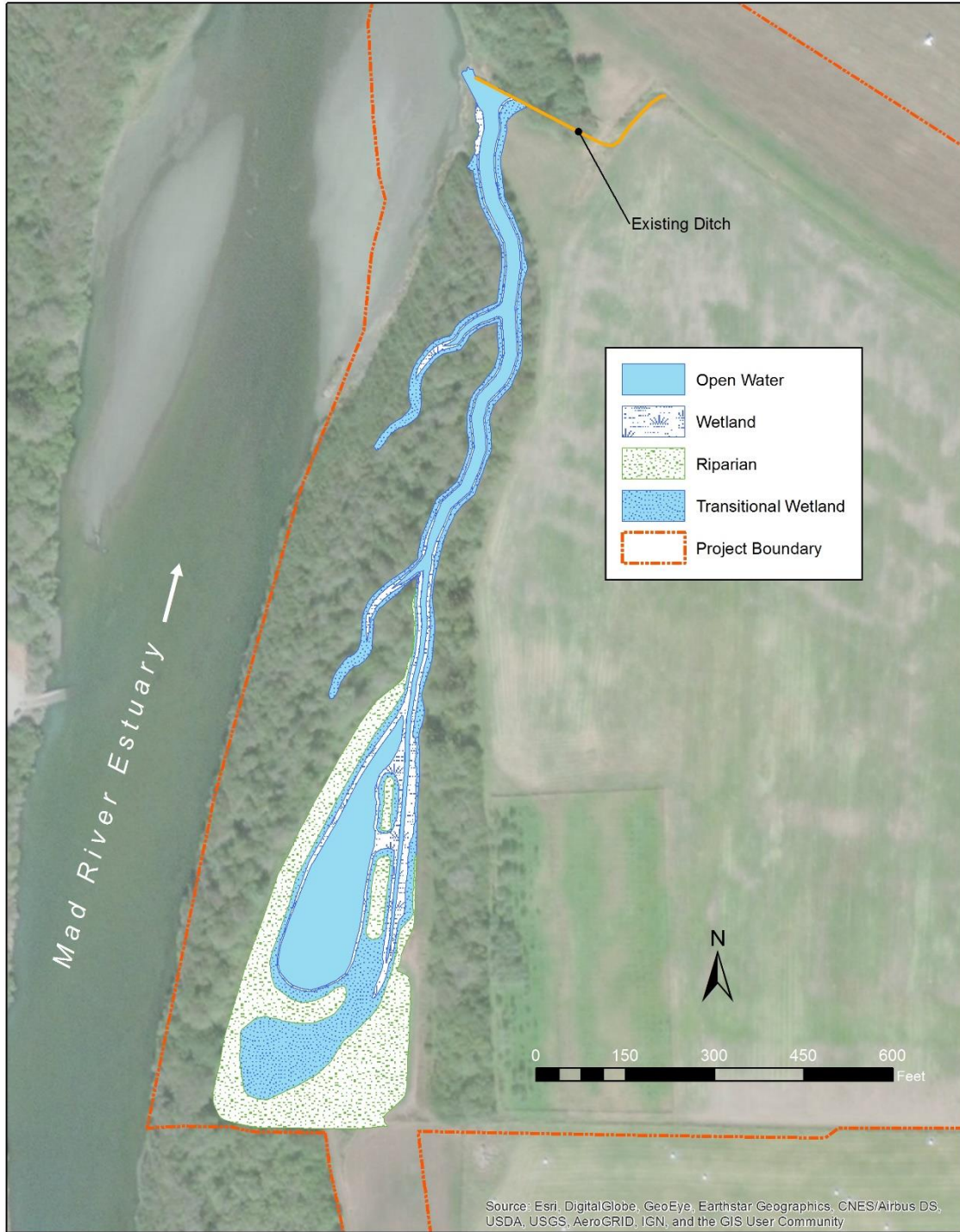


Figure 7. Post-implementation habitat enhancement overview.

3.3 Public Access Objectives

The project's public access amenities will be constructed to comply with Americans with Disability Act (ADA) access from the paved School Road Trail to a new river overlook, multiple interpretive and bench resting sites. A trail will leave the ADA access and drop into the floodplain to allow for river level access and a lightly developed river access feature. The existing informal trails will be upgraded to allow for safe and well-defined access routes that accommodate ADA users, confine use to a limited, controlled corridor to protect wildlife and riparian resources, and provide for access to the floodplain and river.

Increase opportunities for nature study: Public access trails and viewpoint overlooks will improve opportunities for nature study and wildlife viewing.

Create ADA coastal access: The Project will provide an improved trail network and ADA access to river and coastal habitats and views.

Improve river access: A defined point of river access will improve recreational opportunities for fisherman (anglers), boaters, bird watchers, lightweight non-motorized water craft boaters, and other user groups.

Protect habitat: Improved trails and viewpoints will provide a well-defined path for users that will reduce impacts from unplanned access routes that are currently well-used by the public within the project area.

Install instructional and interpretative signage: A welcome kiosk will inform users of the intended uses, a map of the area, and rules and regulations for public access on the property. Interpretive materials will include information about the Wiyot tribal perspective on the landscape.

4 ENVIRONMENTAL SETTING

The enhancement project site is located on the eastern floodplain of the Mad River at the inside of a meander bend. A mature, intact riparian forest has developed on the river's right bank and active floodplain, lee side of a long riffle downstream of the Mad River County Park Boat Ramp. A historical backwater channel remains as a depression in the forest floor that is inundated during high flows and is often used as an undeveloped trail during dry periods. The project is within the tidally influenced lower reach of the Mad River.

The project focuses on a pair of constructed wastewater treatment percolation ponds that are leveed from the river's floods and ringed with cyclone fencing to prohibit access. The ponds with emergent wetland vegetation maintain inundated water levels due to treated wastewater discharge and connectivity with the river. The levees surrounding the ponds range from 15 ft on the northern end to approximately 17 ft on the southern end. Adjacent floodplain areas range from around 10 ft in historic depressions and existing backwater areas to 14 ft elevation. The southern pond is generally 10 ft elevation with a single linear ridge on the interior that is over 13 ft high. The northern pond ranges from around 5.5 ft elevation in dredged areas to 13 ft on elevated ridges that serve as islands when the pond is in use. Isolated willows provide habitat diversity within the ponds, particularly up on the elevated ridges. When the river banks overtop, the low areas of the floodplain are inundated and can stay ponded for a period as flow waters recede and standing waters infiltrate and evaporate.

Informal, unpaved trails and viewpoints are located north of the restoration features atop the bluff adjacent to the terminal end of School Road Trail. The bluff-top vegetation is representative of unmanaged pasture with grasses, shrubs, and smaller trees. The riverbanks are well vegetated with willow and other riparian species. The edge of the bluff and a portion of the riverbank has been stabilized by a bio-engineered vegetated rip rap project installed by Humboldt County in 2009.

4.1 Watershed

The Mad River drains approximately 497 square miles over a length of roughly 100 miles to the Pacific Ocean near the town of McKinleyville, north of Humboldt Bay. Watershed elevations range from 6,000 ft at the Coast Range headwaters in Trinity County to sea level at the mouth, approximately 6 miles north of Humboldt Bay. Matthews Dam impounds Ruth Lake at river mile (RM) 79, and a natural boulder falls barrier to anadromous salmonids is located on the mainstem river near Bug Creek at approximately RM 50. The project is located at approximately RM 2, within the Mad River estuary.

4.2 Existing Land Use and Ownership

The project area is owned by MCSD and a private landowner. The project is zoned Agricultural Exclusive (Public) and Natural Resources. The existing percolation ponds in the restoration area are currently used as part of MCSD's wastewater management facility. Informal, unmanaged unpaved trails currently exist in the riparian area along the river to the upper bluff area accessed via the School Road Trail.

MCSD Wastewater Management Facility

MCSD is an independent, special district formed in 1970. MCSD maintains and operates a Wastewater Management Facility (WWMF) that serves the community of McKinleyville. The WWMF discharges directly to the surface waters of the Mad River at the Hammond Bridge during a permitted discharge period (October 1 through May 14) regulated by a National Pollutant Discharge Elimination System (NPDES) permit governed by the California North Coast Regional Water Quality Control Board (RWQCB) that includes Waste Discharge Requirements (WDRs) for effluent treatment, discharge, and reclamation. The river discharge prohibition period is May 15 through September 30, when effluent is discharged to the percolation ponds and/or to land for reclamation. The percolation ponds were constructed on the active floodplain in 1983 and include two separate ponds that are annually alternated in use. At the time of construction, mitigation was implemented in a riparian zone south of the percolation ponds, which remains outside of the project boundary and will not be impacted through restoration activities.

4.3 Geology

The project site is located on the active floodplain and the bluff overlooking the downstream-most meander bend of the Mad River. To the south, the river bottoms, wide alluvium, and soil floodplain transition into Humboldt Bay. From the project site, the river flows two miles north to the Pacific Ocean between a long sand spit and marine terraces. The river mouth is transient along the sand spit; therefore, this distance is relative to when the mouth was located just south of Vista Point on Highway 101.

The Mad River Fault Zone (MRFZ) has been described in detail and mapped in geologic reports. The principal faults of the MRFZ are designated as the Fickle Hill, Mad River, McKinleyville, Blue Lake, and Trinidad faults (Carver 1985). The multi-strand Mad River fault offsets marine terraces along the coastline north of the project (Carver 1992). The remnant terrace that defines the southernmost lower plate of the Mad River fault is buried beneath the greater river floodplain associated with the project site (McCroly 1996, Carver et al. 1986). The public access features are located on the bluff and along the slope to the floodplain elevation. The change in slope from the bluff to the floodplain is the general location of the fault zone.

An R-2 slope stability investigation was completed (required by the Humboldt County Building Department) of the bluff area related to public access design features and found that public access features are feasible from a geotechnical standpoint (SHN 2019, Appendix B). Technical recommendations from the SHN R-2 slope stability report have been incorporated into design parameters for the public access features.

The project site is mapped in the *Geology of the Cape Mendocino, Eureka, Garberville and Southwestern Part of the Hayfork 30 X 60 Minute Quadrangles and Adjacent Offshore Area, Northern California* (McLaughlin et al. 2000). The river and floodplain are mapped as “undeformed marine shoreline and aolian deposits (Holocene and late Pleistocene), consisting of gravel and sand deposited in marine terraces, on benches and on dunes along present shorelines.” SHN Consulting Engineers and Geologists, Inc. prepared a *Final Foundation Report* for the Hammond Trail Pedestrian Bridge Replacement, which included a geologic cross-section interpretation of the river and floodplain subsurface in close proximity to the project site (SHN 2015). Subsurface data were collected from excavated machine borings to a depth of 80 ft on the floodplains and approximately 200 ft in the channel. Lithology was logged and geotechnical tests were performed on representative samples. Underlying the floodplain surface were Holocene alluvial deposits, measured to depths of approximately 75 ft. An approximately 40-foot thick defined silt/clay layer was mapped at a depth of approximately 30 ft below the floodplain surface on the north bank (SHN 2015). Holocene alluvium was underlain with late Pliocene to middle Pleistocene age Falor Formation sediments.

Soil lithology was documented when the groundwater wells were logged upon installation. Soil logs were attached in Appendix C. MW-27 was installed north of the ponds and levee into the ground surface at an elevation of approximately 10.5 ft. Less than a foot of sandy organic soil covered approximately 3 ft of silty sand (down to elevation of 7 ft) that overlays 15.5 ft of well graded sand with gravel (from elevation 7 ft down to -8.5 ft). Lean clay was observed 19 ft below ground surface (at -8.5 ft elevation). MW-28 was installed west of the ponds and levee in the ground surface at an elevation of approximately 13.5 ft. A thin layer of organic soil and sand covers approximately 2 ft of silty sand (down to an elevation of 11.5 ft), layered over approximately 2.5 ft of silty sand with gravel (down to an elevation of 9 ft), and approximately 3 ft of well graded sand with silt (to an elevation of 6 ft). Below these layered deposits is at least 12.5 ft of well graded gravel with sand (observed from and elevation of 6 ft to -6.5 ft). The lithology logs from these two wells provides some information about the floodplain foundation and the potential composition of native soils of in areas of excavation. For example, the backwater channel base near MW 27 was proposed to daylight at an elevation of 6 ft. It can be expected that the material at the base of the channel near the ponds would be composed of well graded sand with gravel.

4.4 Hydrology and Hydraulics

Hydrology

Annual peak flow data from the USGS Mad River near Arcata gaging station (No. 11481000) were analyzed with the USGS software PeakFQ (NHE 2017) to estimate flood recurrence intervals, including the 1.5-, 2-, 5-, 10-, 25-, 50- and 100-year flood events (Table 1).

Table 1. Peak Flow Estimates for Recurrence Intervals at USGS Gaging Station No. 11481000 (NHE 2017).

Recurrence Interval	PeakFQ Bulletin 17B Estimated Peak Discharge (cfs)
1.5-year	20,550
2-year	26,410
5-year	41,560
10-year	51,670

25-year	64,280
50-year	73,460
100-year	82,420

Two flood flow events with approximately 5-year recurrence intervals have occurred in the past 3 years on the lower Mad River. On January 17, 2016, a 43,100 cfs peak discharge was reported and on February 27, 2019, the peak discharge during a flood event was 39,300 cfs (provisional). The 2016 peak flow event occurred in the evening and the water surface elevation was measured as a calibration condition for the hydraulic models. The 2019 event occurred during the day and was observed. The entire off-channel habitat area was fully submerged, and flood flows extended east into the floodplain beyond the riparian corridor. The tops of the dikes surrounding the percolation ponds would not have overtopped, and the bluffs near School Road remained high above the flood water surface elevation.

Monitored river levels were compared to local tidal data at the NOAA Station ID 9418767 (North Spit) and Station ID 9419750 (Crescent City). In general, the Mad River tidal peaks and troughs were in sync with the North Spit tidal gage. Project reach river levels were controlled by the bed elevations at the river mouth, which periodically scours the bed during winter storms to form a sand bar in the ocean. The monitoring data displayed a transition in the river level control before and after the first storm events, when the river formed a sand bar offshore of the mouth (Figure 8).

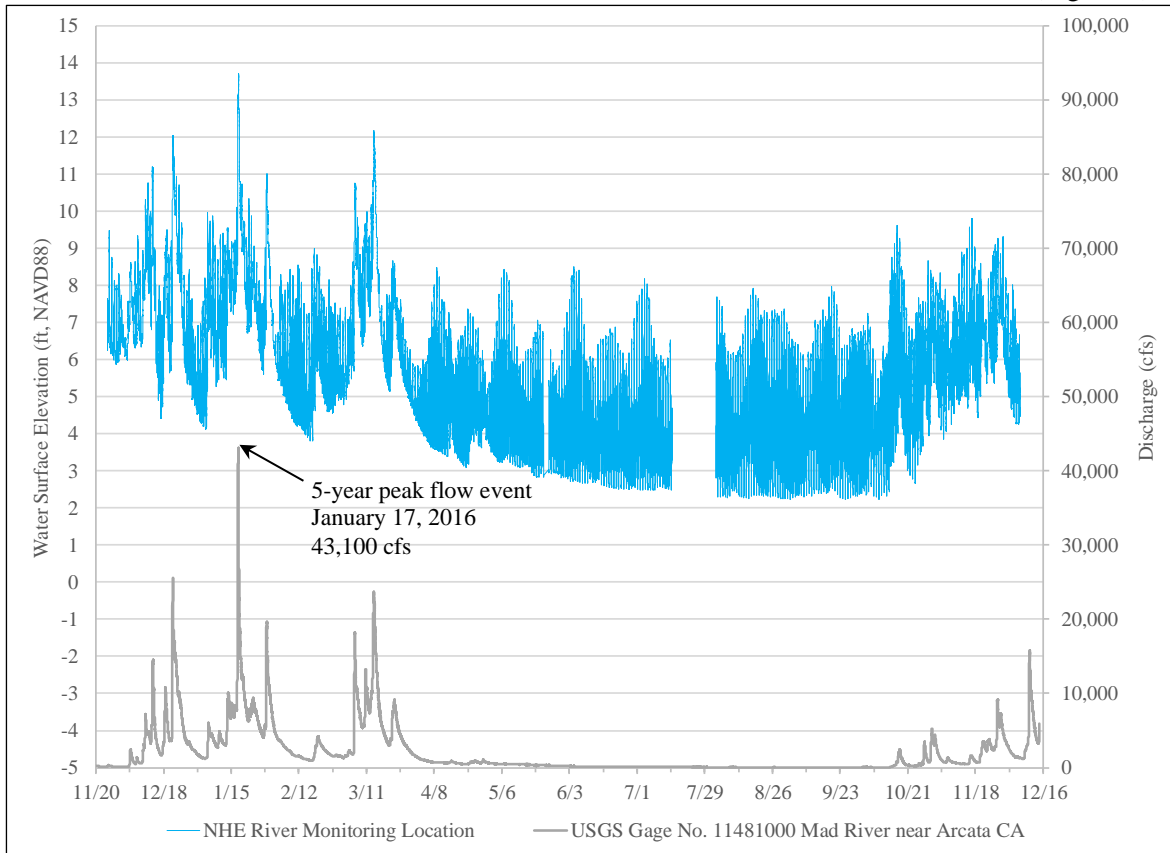


Figure 8. River levels near the project site and stream flow at USGS Gage Station No. 11481000. For reference, the levees range from 15 ft on the northern end to approximately 17 ft on the southern end. Adjacent floodplain areas range from around 10 ft in historic depressions and existing backwater areas to 14 ft elevation.

Ordinary High Water

Bankfull water surface elevation (surrogate for Ordinary High Water) was determined based on the 1.5-year recurrence interval event. Using a tidal elevation at the ocean boundary of the estimated

Mean Higher High Water results in a water surface elevation of approximately 12.5 ft within the project area.

Hydraulic Analyses

Existing conditions were simulated using a steady-state, sub-critical, single-dimension US Army Corps of Engineers (USACE) Hydrologic Engineering Center River Analysis System (HEC-RAS) version 5.0.1 modeling software (USACE 2016). The HEC-RAS model was used to estimate existing condition water surface elevations in the river adjacent to the project reach where channel bathymetry was well-defined and calibration data were collected. Design conditions were simulated using the United States Bureau of Reclamation (USBOR) Technical Service Center (TSC) two-dimensional hydraulic model SRH-2D (Version 2) with bed shear stress calculated. The SRH-2D model was used to estimate water surface elevations, shear stress and depth-averaged velocity through the project area. Detailed modeling information and results are available in the project's Hydraulic Analysis Report (Appendix D).

4.5 Fisheries

Fish Species in the Mainstem Mad River

The Mad River supports spawning populations of state and federally threatened Southern Oregon Northern California Coast (SONCC) Coho Salmon, federally threatened California Coastal Chinook Salmon (*O. tshawytscha*), and federally threatened Northern California Steelhead (*O. mykiss*) with steelhead populations being supplemented by the Mad River Hatchery. In addition to the listed salmonid species, the Mad River is home to Coastal Cutthroat Trout (*O. clarki clarki*), three-spined stickleback (*Gasterosteus aculeatus*), Sacramento Suckers (*Catostomus occidentalis*), scuplin species (*Cottus sp.*), and lamprey. Green Sturgeon (*Acipenser medirostris*), adult Pink salmon (*O. gorbuscha*), and federally endangered Tidewater Goby have also been observed in the Mad River but infrequently and in low numbers. It is thought that due to the river's small size, Green Sturgeon are likely limited to the estuary while the Pink Salmon were mostly likely strays. Tidewater Goby are likely limited to the estuary as well since they are exclusive to brackish habitats for their entire life cycle and are adapted to a narrow range of salinity tolerances. Salinity in the lower Mad River may also be affected by Humboldt Bay Municipal Water District flow releases, which may seasonally reduce salinity below expected levels, impacting water quality and habitat conditions for Tidewater Goby.

Designations for federally established Critical Habitat and Essential Fish Habitat are summarized by species in Table 2. There are no juvenile or adult population surveys for Chinook Salmon in the Mad River (NOAA 2016).

NOAA (2014) identifies a lack of floodplain and channel structure as key limiting stresses to Coho Salmon in the Mad River and notes the highest priority recovery actions include several primary components of the proposed project:

- Place large wood habitat features in channel,
- Construct off channel ponds, alcoves, and backwater ponds, and
- Restore natural channel form and function.

Similarly, recovery actions recommended for Chinook Salmon by NOAA (2016) with relevancy to the proposed project include:

- Increase estuary habitat complexity,
- Increase the extent of estuarine habitat,
- Restore tidal channels,
- Rehabilitate and enhance floodplain connectivity,

- Create refugia habitat,
- Increase large wood frequency, and
- Eradicate Reed Canary Grass.

Historically, Mad River saw abundant runs of federally threatened Pacific Eulachon (*Thaleichthys pacificus*) however, there have been no occurrences of Eulachon in the Mad River reported by fishery biologists since at least the mid-1980s. Eulachon are anadromous, with spawning usually occurring in the lower reaches of rivers and are an important component of the cultural legacy of Native American fishing tribes.

Longfin Smelt (*Spirinchus thaleichthys*) are a state-listed anadromous smelt found in Humboldt Bay estuaries, and nearshore coastal environments. Adult Longfin Smelt migrate into low salinity or freshwater reaches of coastal rivers and tributary streams to spawn. Previous fish sampling efforts in the project area did not collect Longfin Smelt and the project area has not been surveyed specifically for Longfin Smelt.

Table 2. Fish species with respect to federally designated Critical Habitat and Essential Fish Habitat.

Species	Critical Habitat	Essential Fish Habitat
Coho Salmon	Yes	Yes
Chinook Salmon	Yes	Yes
Northern California Coast Steelhead	Yes	No
Green Sturgeon	No	No
Eulachon	Yes	No
Pacific Lamprey	No	No
Longfin Smelt	No	No
Tidewater Goby	No	N/A

Fish Species and Habitat Within the Project Area

A small storm water ditch is located at the northern extent of the floodplain restoration within the project area (Figure 6, Figure 9 - 11). Storm water runoff is received into this ditch from a culvert at Fischer Road that flows in a storm water ditch along the northern end of the floodplain pastures. The storm water ditch is controlled by a gate that is open during winter months to allow water to exchange between the river and its floodplain. The flood gate is closed during the period when MCSD applies treated wastewater to the pastures for reclamation. In addition to stormwater, the river backwaters this ditch from seasonal fluvial and at times, tidal inundation. The storm water ditch was visited by Mary Burke of California Trout in late June 2019 after a large tidal swing to determine if the ditch remains wetted when not in use, concurrent with the anticipated project implementation window. Several small, disconnected puddles remained in some locations, but the ditch was observed to be largely unwetted and was hydrologically disconnected from the Mad River.

Existing habitat within this storm water ditch is considerably poor seasonally; however, periodic sampling within the storm water ditch has indicated fish presence is possible in winter months.

- On February 17, 2015, the Humboldt State University (HSU) Biology of Pacific Salmon class, led by professor Darren Ward surveyed fish species abundance in the storm water ditch, downstream of the project site, the storm water ditch for the pastures east of the ditch and the river backwater channel that drains the ditch. Species collected included Coho

Salmon (age 1+), young of the year Chinook Salmon, Tidewater Goby, Western Mosquitofish, *Cottus spp.*, and Three-spined Stickleback. A report of this survey is included in Appendix E.

- On January 8, 2016, Bob Pagliuco (NOAA Restoration Center) surveyed the storm water ditch and upstream storm water ditch and found a 95 mm Coho Salmon in the storm water ditch, as well as Prickly Sculpin and Three-spined Stickleback. A report of this survey is included in Appendix E.
- On February 17, 2016, the HSU class repeated the surveys from the previous year and found Chinook Salmon, *Cottus spp.*, and Three-spined Stickleback. The class surveyed the ditch again on February 14, 2017 and found a juvenile Coho Salmon. No reports from these past two surveys are in circulation.



Figure 9. Wetted portion of the storm water drainage ditch within the project area.



Figure 10. Additional wetted portion of the storm water drainage ditch within the project area.

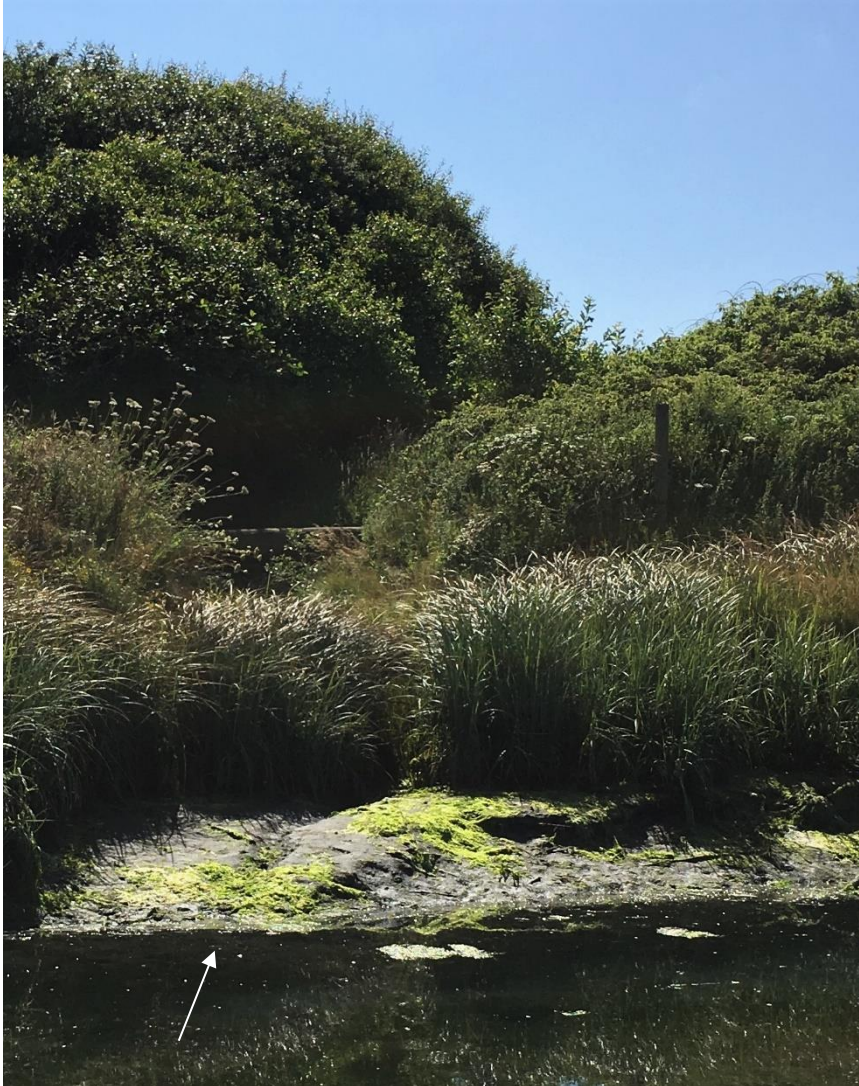


Figure 11. Mouth of storm water ditch with arrow indicating dry channel.

4.6 Vegetation

Vegetation within the project area was mapped by McBain Associates in June 2018 (McBain Associates 2019, Appendix F). Vegetation mapping documented 21 distinct cover types. To estimate the potential impacts of the proposed floodplain enhancement portion of the project on existing riparian vegetation, it was initially proposed to GPS all mature riparian trees greater than 12 inches dbh within the design footprint. However, due to the extremely high density of riparian hardwood trees meeting this definition, and due to the preliminary stage of project development (the proposed channel alignment could not be flagged due to high density of vegetation), it was determined in the field by California Trout and McBain Associates to provide an acreage estimate of cover types based on MCV alliances within the design footprint, with emphasis on differentiating between mature cover types (see results for description) and younger cover types. Consequently, mapping within the project area was conducted at finer detail (i.e., to the association level) for the red alder alliance to capture differences in stand structure, age-class distribution, and species composition.

Red alder/mixed willow forest was the most abundant cover type in the surveyed portion of the project boundary (4.8 acres), followed by Hooker's willow (2.6 acres), velvet grass meadow (2.3 acres), and California blackberry (2.1 acres). All of the woody riparian vegetation in the project area had a strong Hooker's willow component. Differences in stand structure (i.e., shrub-dominated vs. tree-dominated) and species composition could be seen depending on the underlying geomorphic feature. For instance, the shrub-dominated Hooker's willow and short-tree-dominated red alder/Hooker's willow stands occurred on the steep streambank edges and bluff faces directly adjacent to the Mad River. When present in these stands, red alder tended to be 12–15 inches dbh. Together, these two cover types represented younger riparian vegetation in the project area. By contrast, the large-tree-dominated red alder/mixed willow stands occurred on floodplain surfaces and had a more diverse tree canopy. Many of the red alder trees in this stand type were upwards of 3 ft dbh.

Biohabitats documented in the project area included: brackish marsh, coastal prairie, coastal scrub, freshwater marsh, human disturbance, riparian forest, riparian scrub, and wet meadow. Of the mapped biohabitats, riparian scrub and riparian forest were the largest.

5 PROJECT OVERVIEW

Project designs are attached as Appendix A, which include detailed provisions for executing project construction in Part 3 of the design specifications. The proposed project has two main elements:

- Habitat restoration project actions to restore existing percolation ponds to the native floodplain elevation and provide channels and ponds for the provision of aquatic habitat are located south of the existing storm water ditch.
- Project actions associated with public coastal access amenities, including ADA accessible trails with resting areas and interpretive features, are located north of the existing storm water ditch (Figure 6).

Habitat enhancement project elements will remove the existing percolation pond infrastructure except for the eastern alignment of the percolation pond levee system. The north, south and western percolation pond levees and infrastructure will be removed and the function of the percolation ponds as a final point of treated wastewater discharge will be suspended. The percolation pond area will be excavated to remove the settled material that has been derived from use as a wastewater disposal area. This material has been tested for potential contaminants and was determined to be suitable for spoiling within the treated wastewater reclamation fields to the east. MCS D's current waste discharge requirements (WDRs), effective on November 1, 2018, identifies this material with the necessary provisions to land-apply these spoils to their reclamation fields.

The existing perimeter levees that surround the percolation ponds to the north, south, and west will be lowered to allow connectivity with the surrounding floodplain elevation. The percolation pond area will be restored to contain natural pond and channel features to perennially connect to the Mad River and create off-channel winter rearing habitat for juvenile salmonids and other aquatic species. Riparian and wetland vegetation will be planted to restore the area as native floodplain and backwater habitat.

The public access project elements provide public access to approximately 2 acres of undeveloped bluff and hillslope into the Mad River floodplain directly north of the terminus of the School Road Trail. The pastures used for treated wastewater reclamation to the south of School Road and east of the project area are fenced to exclude access for the irrigation, mowing and haying operation that occurs seasonally. The area outside of the fenced wastewater reclamation operations is currently accessible to the public but not maintained or improved beyond the trails that have formed from unmanaged foot and bicycle traffic. Surface-hardened trails will be constructed to guide users to

benches, a coastal overlook viewpoint structure, river access, interpretive signs and a welcome kiosk.

5.1 Summary of Project Impacts by Habitat Type

Project activities encompass 9.3 acres within the 96.1-acre project area boundary. Overall, the project will create 0.5 acres of new riparian habitat and 2.0 acres of new wetland habitat, in addition to 1.4 acres of new open water habitat.

Table 3. Summary of project impacts by habitat type.

Habitat Type/Feature	Existing Area (Acres)	Post-Project Area (Acres)	Change (Acres)	Change is Temporary or Permanent?
Access Roads	3.4	3.4	0.0	Both ¹
Staging Areas	0.0	0.8	N/A	Temporary
Stockpile and Spoiling	0.0	5.4	N/A	Both ²
Trail and View Points	0.0	0.2	0.2	Permanent
River Access	0.0	0.01	0.01	Permanent
Constructed Percolation Ponds ³	4.2	0.3	-3.9	Permanent
Existing Storm Water Ditch	0.04	0.04	0.0	Permanent
Open Water	0.0	1.4	1.4	Permanent
Riparian	1.6	2.1	0.5	Permanent
Wetlands	0.0	2.0	2.0	Permanent
Upland (Non-Riparian)	0.4	0.2	-0.2	Permanent
Total	9.3	9.3	0	

*Computations based on summer baseflow water surface elevations. Total acres exclude staging areas, stockpile areas, and spoiling areas on MCSD property.

¹ The north and south access roads will receive fill for resurfacing. This change will be permanent.

² Stockpiling is temporary. Spoiling is permanent. Both activities share the same footprint.

³ Includes levees

5.2 Summary of Excavation, Fill, and Material Spoiling

To the greatest degree possible, excavated materials will remain on site through incorporation into other project features (23,600 CY). Excavated biosolids will be disposed of within the MCSD wastewater management facility reclamation area located in the stockpile area footprint, under the existing WDRs (4,800 CY). The balance of material will be hauled off-site by the contractor (13,700 CY). A portion of this material will be a mixture of gravel and sand and will be stored at Kernan Construction gravel yard near Blue Lake, California until it can be repurposed into unrelated projects. Project excavation and fill volumes are summarized in Table 4.

Table 4. Summary of project excavation and fill volumes.

Location	Total Excavation (CY)	On-site Material Re-use for Access Roads and Landscaping (CY)	Disposal at MCSD Wastewater Management Facility (CY)	Off-site Hauling of Reusable Gravel/Sand and Other Excavated Material (CY)
Pond Biosolids, Screened for Disposal	4,800	0	4,800	
Pond (including Levees) below Biosolids	11,100	5,100		6,000
Backwater Channels	7,700	0		7,700
Trail and Public Access Features	TBD	TBD		
Off-site Hauling	-	-		13,700
Total	23,600	5,100	4,800	13,700

Table 5. Summary of materials to be imported to the site and large wood to be re-used from on-site.

Material Type	Unit	Purpose
Large wood	72 CY	Fish habitat in off-channel features
Engineered Fill	100 CY	Trails, viewing platforms, river access, footing for signage and benches
Class II Aggregate Base	300 TON	
CalTrans Class II RSP	105 TON	
Hot Mix Asphalt	35 TON	
Minor Concrete	1,000 square feet	
Galvanized Hand Railing	30 linear feet	
Weed Barrier	6,600 square feet	
Redwood split rail fencing	150 linear feet	
Benches	2 benches	
Sandbags	60 CY	Temporary fill used to isolate the opening of the constructed backwater channel

5.3 Utilities

Utility infrastructure within the project area will be protected in place and avoided. An existing manhole cover and associated with Humboldt County’s storm drain system near School Road will be avoided. Similarly, Humboldt County’s storm drain located on the upper bluff area will also be avoided and protected in place. The ditch gate closure for the MCSD storm water ditch will be avoided. The storm water ditch will be integrated into the off-channel backwater habitat feature near its confluence with the Mad River. There are no power poles located in the project area.

6 PROJECT ACTIONS

6.1 Actions Common to the Entire Project Area

1. Establish Site Access

Existing access roads will be utilized temporarily to construct project features. No new roads will be constructed. The total length of existing access roads is 1.44 miles (3.4 acres).

2. Establish Staging Areas and Stockpile Area

Three staging areas will be established. Staging area 1 (0.5 acres 150 ft x 150 ft) is located east of the project area, adjacent to the stockpile area. Staging area 2 (0.2 acres, 135 ft x 100 ft) is located near the existing storm water ditch, near the planned outlet of the off-channel complex. Staging area 3 (0.1 acres, dimensions TBD) is located near the westernmost end of School Road and will be used to construct public access features. Materials and equipment will be stored in the designated stockpile area (5.4 acres, 670 ft x 400 ft) located on the eastern edge of the project.

Stockpiled materials may include trees, logs, stumps, debris, other organic matter, and excavated project materials (soils and gravels/sands).

3. Install Erosion Control Protection Measures

Erosion control protection measures will be installed prior to breaching the off-channel habitat complex so that it is hydrologically connected to the storm water ditch and will include implementation of standard Best Management Practices (BMPs) appropriate to prevent erosion control, including silt fencing and weed-free straw wattles. Sediment control fencing shall be installed on the upstream side of the fish exclusion fencing in the existing storm water ditch. Sediment control barriers shall be installed in accordance with the current *California Best Management Practices for Construction* and manufacturer's recommendations in the areas of clearing and grubbing within areas that drain to the Mad River or the existing storm water ditch. The sediment control barriers will be maintained until soils are stabilized and construction is complete.

While working within and near the existing storm water ditch, BMPs shall be employed to minimize erosion of sediment into the stormwater ditch. All material eroded into the storm water ditch during construction will be removed prior to the removal of the sediment control and fish exclusion fencing.

4. Install a Fish Barrier at Entrance to the Stormwater Ditch

A fish barrier will be installed at the entrance to the storm water ditch to exclude fish from a small wetted area within the zone of construction, near the entrance of the constructed off-channel habitat complex. The fish barrier will be fully compliant with all CDFW and NMFS requirements and installed under the supervision of a qualified fisheries biologist.

5. Fish Removal in Storm Water Ditch, if Watered

The existing storm water ditch (383 ft, 0.04 acre) will not be in use or actively watered during construction from the storm water ditch to the east; however, the area may be inundated during high tide from the Mad River and provide habitat for fish and other aquatic species. If the area is not tidally connected because of the condition of the adjacent riffle and sandbar, small puddles or localized, non-connective portions of wetted areas may remain and may provide habitat for fish and other aquatic species. Fish removal will occur in any remaining wetted areas prior to construction. Removal of fish and other aquatic organisms will occur in compliance with CDFW and NMFS requirements. (Appendix H), as described in the Biological Assessment (Appendix I) and resulting NMFS Biological Opinion for the project. Any fish or other aquatic species captured will be released into the mainstem Mad River nearest the project site, outside of the construction area.

6. Establish Save Trees

Existing Save Trees and their roots will be flagged and protected with temporary fencing or other necessary protections. Save Trees will be identified by the project engineer or their representative. Additional Save Trees information detailing procedures for incidental damage during construction can be found in the Design Plans and Specifications.

7. Clearing and Grubbing

Clearing and grubbing will occur in the vicinity of the off-channel habitat complex and other project features to support grading. Clearing and grubbing may occur at different times throughout project construction.

8. Dewatering

Excavation of the pond will likely maintain groundwater levels that deepen during high tides that occur in the Mad River. Water collected in the pond may be used by the project contractor, as needed. In addition, the contractor will develop a dewatering plan that complies with regulatory requirements and:

- Diverts groundwater seepage by constructing large temporary earth berms or straw bale barriers within the project area. Any berms or straw bales shall be removed prior to close of construction. Ground shall be graded to final design topography.
- Dewatering may be required to remove groundwater seepage in excavation areas. The project contractor will employ Best Management Practices for dewatering operations as described in the current *Best Management Practices Handbook for Construction*. Water shall be discharged away from areas of standing water onto open ground. Outlet protection may be required to prevent erosion. Water will be allowed to infiltrate back into the ground. Discharged water shall not be allowed to flow into the Mad River, drainage ditches, any water conveyance facilities, or into disturbed areas.

9. On-site Reuse and Off-site Spoiling of Excavated Materials

Excavated materials will be re-used on site to build some project features and hauled off-site for spoiling (Table 4). A grading permit will be obtained from Humboldt County. Soil testing was conducted for the material to be excavated from the percolation ponds. Soil samples were collected from the percolation ponds on May 12, 2016, prior to the start of annual use for treated wastewater discharge to analyze for elevated levels of constituents of concern. Results indicate the material is not contaminated (see Appendix C for testing results and documentation).

10. Resurface Access Roads

The two existing access roads will be resurfaced with 2,400 CY of silt, sand, and gravel excavated from the percolation pond area during rehabilitation activities.

11. Remove Fish Barrier

Once the constructed off-channel habitat complex is opened and connected to the Mad River and construction within the wetted footprint of the project area is complete, the fish barrier will be removed in accordance with guidelines and specifications established by CDFW and NMFS (Appendix H).

12. Revegetate and Reseed Project Area

The project will be replanted with native tree species in accordance with the riparian design specifications established for the project (see Appendix A, Design Sheet C6). Replanting includes 1.7 acres of riparian vegetation. As there is a large patch of wetland species along the banks of the Mad River at the mouth of the stormwater ditch, 2.0 acres of wetland and transitional wetland

vegetation will remain as constructed and ripped surfaces ready to accept seeds from the river via the backwater channel, revegetating through natural recruitment in the backwatered environment.

13. Rip or Disc Temporary Access Roads and Staging Area; Implement Post-construction Erosion Control Measures; Site Closure

Following construction, the staging area will be ripped or disked for decompaction. Access roads will remain, consistent with their pre-project use. Post-construction erosion control measures will be implemented, including the spreading of weed-free straw mulch on bare soils. Erosion control materials no longer in use (e.g. silt fencing) will be removed and legally disposed of off-site, along with other garbage and recyclable materials generated during construction.

6.2 Ecosystem Enhancement Project Actions

Sequencing of enhancement actions has been designed such that the upstream pond elements are constructed first. The off-channel habitat complex will be excavated next and will not be breached into the storm water ditch until the rest of the channel is constructed. This will ensure that the excavation activities maintain independence from the flowing waters of the Mad River and minimize and avoid any potential water quality or habitat impacts related to project implementation. Connecting the new off-channel habitat complex to the Mad River will be the final step.

1. Trees Harvested for Reuse

Trees within the footprint of the new off-channel habitat complex will be harvested for reuse as large habitat elements. Trees will be flagged in the field by the project engineer or their representative.

2. Remove Levees Surrounding Constructed Percolation Ponds

The project will remove existing levee system that is the perimeter of the existing percolation ponds (4.2 acres). With the exception of the eastern levee that will remain in place, the northern, southern, and western levees will be removed and regraded to the native floodplain elevation. Existing pipes and related wastewater treatment infrastructure will be removed from the percolation ponds and recycled off-site by the project contractor.

3. Construct New Backwater Channel

The backwater off-channel habitat complex (1,775 approximate total length including side channels) will be located within the active floodplain, continuing upstream from an existing river backwater channel. The mouth of the backwater channel will empty at the current location of the existing storm water ditch outlet. The downstream elevation of the backwater channel is controlled by the topography of the storm water ditch, which is currently (as of 2016) at approximately 3.5 to 4 ft elevation, and an existing river backwater channel that the storm water ditch drains into which grades down to approximately -4 ft elevation near Humboldt County's existing culvert outlet (as of 2016). The proposed channel grades up from approximately 3 ft elevation to approximately 6.2 ft elevation over a slope of 0.25% for 1,250 ft. The channel flattens to a slope of 0.11% through the north pond reach for 325 feet and then steepens to a 2% slope up to the transitional wetland (south pond).

To minimize potential turbidity impacts, temporary plugs may be installed within the constructed backwater channel to pool groundwater seepage for dewatering. The plugs will be removed as final step of project implementation to ensure construction is not completed in a wetted environment. The plugs will be removed from upstream to downstream with the downstream-most plug removed during a rising tide. Small heavy equipment (mini-excavator) will be used to construct the backwater channel complex to minimize riparian impacts.

4. Construct Off-Channel Pond, Wetland Flats, and Islands

An off-channel pond (0.8 acres) will be constructed 1,200 ft upstream of the backwater channel confluence with the existing storm water ditch. The pond will be excavated to 0 ft elevation with a 20-ft width and 100-ft length. The pond is located off-set from the backwater channel, to reduce sediment loading. Minimum depths of approximately 6 ft are to inhibit emergent vegetation from colonizing in the deeper portions of the pools.

The area between the off-channel pond and the backwater channel will provide wetland flats at an elevation of 7 to 8 ft and elevated topography as isolated islands vegetated with riparian trees at a peak of 11 to 13 ft elevation. The wetlands will likely be emergent freshwater wetlands; however, there is a possibility that salt-tolerant, brackish vegetation could colonize, depending on salinities.

5. Install Wood Habitat Structures

Twelve wood placements (approximately 72 CY) will be installed below finished grade into channel and pond banks. Placed wood shall be 12-inch diameter or greater, as-is available on-site. Large wood will be placed in the field under the supervision of the project engineer and project biologist.

6. Create and Plant a Riparian Areas

A riparian bench, an interior peninsula and islands will support native tree species (2.1 acres) at 13 to 14 ft elevation is proposed for riparian trees along the east side of the large transitional wetland (south pond) to increase habitat complexity and direct overtopping flow-through towards the wetlands and backwater channel.

7. Wetland Areas

Wetland and transitional wetlands will support emergent vegetation in the graded area surrounding the ponds at the terminus of the backwater off-channel habitat area. The northern outlet of the pond will be planted with native emergent wetland plants to reduce the risk of the pond filling with fine sediment, as the plants are intended to serve as a filter between the pond and the backwater channel. Newly created wetlands and transitional wetlands will total 2.0 acres.

8. Invasive Species

Invasive species, include reed canary grass, Himalayan blackberry and periwinkle exist on the project site but are not yet dominant. When encountered within the footprint of construction, these species will be removed with heavy equipment.

6.3 Public Access Project Features

1. Parking Interface with Humboldt County

Humboldt County will be constructing a parking area (0.5 acres) at the west end of School Road, to support parking for trail users. The parking area will include a handicapped space. The improved parking will prohibit cars from blocking pedestrian, ADA, and bicycle access via the existing School Road Trail. The parking area is bound to the east and west by power poles and the length of the spaces approximately align with the two western-most parcels, east of Ocean Ave (on the north side of School Road).

2. ADA Accessible Trail

A paved ADA accessible trail (approximately 315 ft long, 8 ft wide) will upgrade and connect the existing informal trail present within the project area to the well-used Hammond Coastal Trail via the School Road Trail. The proposed trail will reduce ecological impacts to surrounding resources by constraining public use to the trail surface while still interfacing with nature. The temporary grading boundary surrounding of trail construction may extend approximately 5 ft on either side for equipment access.

3. Bluff Overlook

An ADA accessible bluff overlook (approximate dimensions: 44 ft x 52 ft) will support nature study, allowing nature study and viewpoints of the Mad River, the Hammond Bridge, the Arcata Bottoms, and the Pacific Ocean. The bluff overlook will be constructed with a concrete paved base, redwood post footings, 1 ½” galvanized handrails, and cribbed redwood steps. Light willow trimming and branch removal (riparian) will be conducted to broaden the viewshed for users in the vicinity immediately surrounding the bluff overlook.

4. Wildlands Interface Trails

A wildland-interface trail network connects the bluff overlook to the river access location to the south and slightly upstream. The trail will be 4-8 ft wide with a total length of approximately 1,200 ft. The trail will not meet ADA accessibility standard but will be paved to the river access location. Beyond this point, the trail surface will be surfaced with gravel. The trail will emerge through the riparian vegetation at two locations to provide west and south-facing views of the river. The temporary grading boundary surrounding of trail construction may extend approximately five ft on either side for equipment access.

5. River Access

A small river access will be created to support small craft boaters, anglers, and water-contact recreation. Heavy equipment will not disturb the wetted perimeter of the Mad River to construct this feature. Construction will include minor bank regrading and rearrangement of existing large boulders or cutting steps into existing large boulders (previously placed along the east bank of the river) to better support non-motorized pedestrian river access. A boat ramp or dock feature will not be constructed. Approximately 12 linear feet of willows will be removed at the access point and light willow trimming and branch removal (riparian) will be conducted to broaden the viewshed for users in the vicinity immediately surrounding the river access.

6. Resting Locations

Two benches will be installed at key locations throughout the trail network. Benches will be installed on concrete pads in locations elevated on the bluff to reduce risk of flood mobilization.

7. Instructional and Interpretive Signage

Instruction and interpretive signage, including informational kiosks, will be installed throughout the trail network. Interpretive signage will provide information about guidelines for user conduct, the Wiyot cultural history of the project area, and the ecological attributes of the project area and related restoration actions. Interpretive signage will be installed on small concrete pads and will include wood and metal components, along with aluminum or high density polyvinyl with vinyl adhesive mounted to railings.

7 PROJECT IMPLEMENTATION

Construction will occur between 7:00 a.m. and 7:00 p.m. Monday through Saturday during the permitted construction window.

8 REQUIRED PERMITS AND APPROVALS

The Project requires the following permits and approvals to proceed:

- Humboldt County – Conditional Use Permit and Grading Permit
- California Coastal Commission – Coastal Development Permit
- California Department of Fish and Wildlife - – Lake and Streambed Alteration Agreement, Incidental Take or Consistency Determination Process, or Consistency Determination for

Salmonids with NMFS Biological Opinion, or CESA MOU under Fish and Game Code 2081(a)

- Regional Water Quality Control Board (North Coast Region) – 401 Water Quality Certification
- United States Army Corps of Engineers – Clean Water Act Section 404 compliance, including
 - United States Fish and Wildlife Service and National Marine Fisheries Service – Section 7 Consultation
- State Lands Commission –Determination with a potential requirement for Lease

9 INITIAL STUDY & MITIGATED NEGATIVE DECLARATION

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages.

- | | |
|---|--|
| <input type="checkbox"/> Aesthetics | <input type="checkbox"/> Agricultural Resources |
| <input type="checkbox"/> Air Quality | <input type="checkbox"/> Biological Resources |
| <input type="checkbox"/> Cultural Resources | <input type="checkbox"/> Energy |
| <input type="checkbox"/> Geology/Soils | <input type="checkbox"/> Green House Gas Emissions |
| <input type="checkbox"/> Hazards | <input type="checkbox"/> Hydrology/Water Quality |
| <input type="checkbox"/> Land Use/Planning | <input type="checkbox"/> Mineral Resources |
| <input type="checkbox"/> Noise | <input type="checkbox"/> Population/Housing |
| <input type="checkbox"/> Public Services | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Transportation/Traffic | <input type="checkbox"/> Tribal Cultural |
| <input type="checkbox"/> Utilities/Service Systems | <input type="checkbox"/> Wildfire |
| <input type="checkbox"/> Mandatory Findings of Significance | |

DETERMINATION

Based on this initial evaluation:

- I find that the proposed project **could not** have a significant effect on the environment, and a **NEGATIVE DECLARATION** will be prepared.
- I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A **MITIGATED NEGATIVE DECLARATION** will be prepared.
- I find that the proposed project **may** have a significant effect on the environment, and an **ENVIRONMENTAL IMPACT REPORT** is required.
- I find that the proposed project may have a “potentially significant impact” or ‘potentially significant unless mitigated” impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An Environmental Impact Report is required, but it must analyze only those effects that remain to be addressed.
- I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or Negative Declaration pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or Negative Declaration, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Greg Orsini, General Manager

Date

##/##/2019

STATE OF CALIFORNIA



PROOF OF PUBLICATION

County of Humboldt

MADRIVERUNION.COM 47671 826 7000

Proof of Publication of: MCS D
Neg Dec. Mad River Floodplain

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the matter referred to herein. I am the "principal" clerk of the publisher of the MAD RIVER UNION a newspaper of general circulation, published once a week, Wednesdays, in the City of Arcata, county of Humboldt, and which has been adjudged a newspaper of general circulation by the Superior Court of the County of Humboldt, State of California, under the date of Oct. 29, 2013, Court Decree Number CV130613; that the notice of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

Run Dates 4/1/20

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Arcata, Humboldt County, California

this 31 day of March 2020

Signature: [Signature]
Kevin Hoover or Jack Durham
(707) 826-7000

This space is for the County Clerk's Filing Stamp

McKinleyville Community Services District
1656 Sutter Road
McKinleyville, CA 95519

CEQA Notice of Intent to Adopt a Mitigated Negative Declaration for Mad River Floodplain and Public Access Enhancement Project

In accordance with the California Environmental Quality Act (CEQA) Guidelines Section 15072 and Public Resources Code Section 21092, the McKinleyville Community Services District (MCS D) is providing notice of intent to adopt a mitigated negative declaration (MND) of environmental impact for the "Mad River Floodplain and Public Access Enhancement Project" as described here. The public is invited to comment on the proposed MND pursuant to the provisions of CEQA. The review period is 30 days and commences on April 1, 2020 and ends on April 30, 2020. Written comments must be submitted to MCS D no later than 5:00 pm on April 30, 2020. The Initial Study and proposed MND document are available for review during regular business hours by appointment at MCS D located at 1656 Sutter Rd. in McKinleyville, California. Per CEQA Guidelines Section 15072(g)(5), no known hazardous waste facilities or disposal sites exist within the project area.

The project generally includes two primary components - restoration of floodplain habitat to benefit fish and wildlife and public access improvements, including a nature study trail and viewing areas. The

project would decommission and revegetate 4.25 acres of existing percolation ponds in the floodplain to restore the area to native floodplain vegetation function. The depression that would remain after decommissioning the percolation ponds provides the opportunity to restore riparian, wetland, and open water habitat within the tidally influenced lower reach of the river. The project's public access amenities would be constructed to comply with Americans with Disability Act (ADA) access from the paved School Road Trail to a new river overlook, multiple interpretive and bench resting sites. The existing informal trails would be upgraded to allow for safe and well-defined access routes that accommodate ADA users, confine use to a limited, controlled corridor to protect wildlife and riparian resources, and provide for access to the floodplain and river.

For further information, or to request a copy of the Initial Study and proposed MND, please contact Greg

Orsini, MCS D at (707) 839-3251, or email at mcs-dgm@mckinleyvillecsd.com

MCS D plans to consider adoption of the MND at a regularly scheduled meeting likely on or around May 6, 2020.

4/1

Notice of Completion & Environmental Document Transmittal

Mail to: State Clearinghouse, P.O. Box 3044, Sacramento, CA 95812-3044 (916) 445-0613
For Hand Delivery/Street Address: 1400 Tenth Street, Sacramento, CA 95814

SCH # 2020039047

Project Title: Mad River Floodplain and Public Access Enhancement Project

Lead Agency: McKinleyville Community Services District Contact Person: Greg Orsini, General Manager
Mailing Address: 1656 Sutter Road Phone: 707-839-3251
City: McKinleyville Zip: 95519 County: Humboldt

Project Location: County: Humboldt City/Nearest Community: McKinleyville
Cross Streets: Western terminus of School Road Zip Code: 95519
Longitude/Latitude (degrees, minutes and seconds): 40 ° 56 ' 02.21 " N / 124 ° 07 ' 36.09 " W Total Acres: 9.3 (activity area)
Assessor's Parcel No.: 508-021-006; 508-021-007; 506-341-017 Section: 1 Twp.: 6N Range: 1W Base: Humboldt Meridian
Within 2 Miles: State Hwy #: 101 Waterways: Mad River; Pacific Ocean
Airports: N/A Railways: N/A Schools: McKinleyville High, Middle, and three elementary

Document Type:

CEQA: NOP Draft EIR NEPA: NOI Other: Joint Document
 Early Cons Supplement/Subsequent EIR EA Final Document
 Neg Dec (Prior SCH No.) Draft EIS Other: _____
 Mit Neg Dec Other: _____ FONSI

Governor's Office of Planning & Research

Local Action Type:

MAR 16 2020

General Plan Update Specific Plan Rezone Annexation
 General Plan Amendment Master Plan Prezone Redevelopment
 General Plan Element Planned Unit Development Use Permit Coastal Permit
 Community Plan Site Plan Land Division (Subdivision, etc.) Other: _____

STATE CLEARINGHOUSE

Development Type:

Residential: Units _____ Acres _____ Transportation: Type _____
 Office: Sq.ft. _____ Acres _____ Employees _____ Mining: Mineral _____
 Commercial: Sq.ft. _____ Acres _____ Employees _____ Power: Type _____ MW _____
 Industrial: Sq.ft. _____ Acres _____ Employees _____ Waste Treatment: Type _____ MGD _____
 Educational: _____ Hazardous Waste: Type _____
 Recreational: Public Access Enhancement Other: Ecological Restoration (Stream Channel)
 Water Facilities: Type _____ MGD _____

Project Issues Discussed in Document:

Aesthetic/Visual Fiscal Recreation/Parks Vegetation
 Agricultural Land Flood Plain/Flooding Schools/Universities Water Quality
 Air Quality Forest Land/Fire Hazard Septic Systems Water Supply/Groundwater
 Archeological/Historical Geologic/Seismic Sewer Capacity Wetland/Riparian
 Biological Resources Minerals Soil Erosion/Compaction/Grading Growth Inducement
 Coastal Zone Noise Solid Waste Land Use
 Drainage/Absorption Population/Housing Balance Toxic/Hazardous Cumulative Effects
 Economic/Jobs Public Services/Facilities Traffic/Circulation Other: _____

Present Land Use/Zoning/General Plan Designation:

Agricultural Exclusive (Public); Natural Resources; AE-60/F,R

Project Description: (please use a separate page if necessary)

The Mad River Floodplain Enhancement Project includes two primary components -- restoration of floodplain habitat to benefit fish and wildlife and public access improvements, including a nature study trail and viewing areas. The project will decommission and revegetate 4.25 acres of infrastructure in the floodplain to create wetlands, riparian habitat, and an off-channel habitat complex for anadromous salmonids. The project's public access amenities will be constructed to comply with Americans with Disability Act and accessed from the paved School Road Trail to a new river overlook, multiple interpretive and bench resting sites.

Note: The State Clearinghouse will assign identification numbers for all new projects. If a SCH number already exists for a project (e.g. Notice of Preparation or previous draft document) please fill in.

Reviewing Agencies Checklist

Lead Agencies may recommend State Clearinghouse distribution by marking agencies below with and "X". If you have already sent your document to the agency please denote that with an "S".

- | | |
|---|--|
| <input checked="" type="checkbox"/> Air Resources Board | <input checked="" type="checkbox"/> Office of Historic Preservation |
| <input type="checkbox"/> Boating & Waterways, Department of | <input type="checkbox"/> Office of Public School Construction |
| <input checked="" type="checkbox"/> California Emergency Management Agency | <input checked="" type="checkbox"/> Parks & Recreation, Department of |
| <input type="checkbox"/> California Highway Patrol | <input type="checkbox"/> Pesticide Regulation, Department of |
| <input type="checkbox"/> Caltrans District # 1 | <input checked="" type="checkbox"/> Public Utilities Commission |
| <input type="checkbox"/> Caltrans Division of Aeronautics | <input checked="" type="checkbox"/> Regional WQCB # 1 |
| <input type="checkbox"/> Caltrans Planning | <input checked="" type="checkbox"/> Resources Agency |
| <input type="checkbox"/> Central Valley Flood Protection Board | <input type="checkbox"/> Resources Recycling and Recovery, Department of |
| <input type="checkbox"/> Coachella Valley Mtns. Conservancy | <input type="checkbox"/> S.F. Bay Conservation & Development Comm. |
| <input checked="" type="checkbox"/> Coastal Commission | <input type="checkbox"/> San Gabriel & Lower L.A. Rivers & Mtns. Conservancy |
| <input type="checkbox"/> Colorado River Board | <input type="checkbox"/> San Joaquin River Conservancy |
| <input checked="" type="checkbox"/> Conservation, Department of | <input type="checkbox"/> Santa Monica Mtns. Conservancy |
| <input type="checkbox"/> Corrections, Department of | <input checked="" type="checkbox"/> State Lands Commission |
| <input type="checkbox"/> Delta Protection Commission | <input type="checkbox"/> SWRCB: Clean Water Grants |
| <input type="checkbox"/> Education, Department of | <input checked="" type="checkbox"/> SWRCB: Water Quality |
| <input type="checkbox"/> Energy Commission | <input type="checkbox"/> SWRCB: Water Rights |
| <input checked="" type="checkbox"/> Fish & Game Region # 1 | <input type="checkbox"/> Tahoe Regional Planning Agency |
| <input type="checkbox"/> Food & Agriculture, Department of | <input checked="" type="checkbox"/> Toxic Substances Control, Department of |
| <input checked="" type="checkbox"/> Forestry and Fire Protection, Department of | <input checked="" type="checkbox"/> Water Resources, Department of |
| <input type="checkbox"/> General Services, Department of | Other: _____ |
| <input type="checkbox"/> Health Services, Department of | Other: _____ |
| <input type="checkbox"/> Housing & Community Development | |
| <input checked="" type="checkbox"/> Native American Heritage Commission | |

Local Public Review Period (to be filled in by lead agency)

Starting Date March 14, 2020 Ending Date April 14, 2020

Lead Agency (Complete if applicable):

Consulting Firm: <u>GHD</u>	Applicant: <u>McKinleyville Community Services District</u>
Address: <u>718 Third Street</u>	Address: <u>1656 Sutter Road</u>
City/State/Zip: <u>Eureka, CA 95501</u>	City/State/Zip: <u>McKinleyville, CA 95518</u>
Contact: <u>Andrea Hilton, Environmental Planner</u>	Phone: <u>707-839-3251</u>
Phone: <u>707-267-2279</u>	

Signature of Lead Agency Representative:  Date: 11 MAR 2020

Authority cited: Section 21083, Public Resources Code. Reference: Section 21161, Public Resources Code.

CALIFORNIA STATE LANDS COMMISSION

100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202



Established in 1938

JENNIFER LUCCHESI, *Executive Officer*
(916) 574-1800 Fax (916) 574-1810
California Relay Service TDD Phone 1-800-735-2929
from Voice Phone 1-800-735-2922

Contact Phone: (916) 574-1890

Governor's Office of Planning & Research

APR 14 2020

STATE CLEARINGHOUSE

April 14, 2020

File Ref: SCH #2020039047

McKinleyville Community Services District
Attn: Greg Orsini
1656 Sutter Rd
McKinleyville, CA 95519

VIA ELECTRONIC MAIL ONLY (mcsdgm@mckinleyvillecsd.com)

Subject: Mitigated Negative Declaration (MND) for Mad River Floodplain and Public Access Enhancement Project, Humboldt County

Dear Mr. Orsini:

The California State Lands Commission (Commission) staff has reviewed the subject MND for the Mad River Floodplain and Public Access Enhancement Project (Project), which is being prepared by the McKinleyville Community Services District (MCS D). The MCS D, as the public agency proposing to carry out the Project, is the lead agency under the California Environmental Quality Act (CEQA) (Pub. Resources Code, § 21000 et seq.). The Commission is a trustee agency for projects that could directly or indirectly affect State sovereign land and their accompanying Public Trust resources or uses. Additionally, if the Project involves work on State sovereign land, the Commission will act as a responsible agency.

Commission Jurisdiction and Public Trust Lands

The Commission has jurisdiction and management authority over all ungranted tidelands, submerged lands, and the beds of navigable lakes and waterways. The Commission also has certain residual and review authority for tidelands and submerged lands legislatively granted in trust to local jurisdictions (Pub. Resources Code, §§ 6009, subd. (c); 6009.1; 6301; 6306). All tidelands and submerged lands, granted or ungranted, as well as navigable lakes and waterways, are subject to the protections of the common law Public Trust Doctrine.

As general background, the State of California acquired sovereign ownership of all tidelands and submerged lands and beds of navigable lakes and waterways upon its admission to the United States in 1850. The state holds these lands for the benefit of all

people of the state for statewide Public Trust purposes, which include but are not limited to waterborne commerce, navigation, fisheries, water-related recreation, habitat preservation, and open space. On tidal waterways, the State's sovereign fee ownership extends landward to the mean high tide line, except for areas of fill or artificial accretion or where the boundary has been fixed by agreement or a court. On navigable non-tidal waterways, including lakes, the state holds fee ownership of the bed of the waterway landward to the ordinary low-water mark and a Public Trust easement landward to the ordinary high-water mark, except where the boundary has been fixed by agreement or a court. Such boundaries may not be readily apparent from present day site inspections.

After review of the information provided within the MND, staff believes that portions of the proposed project along the Mad River appear to be located in areas where the State's sovereign interest has not been determined at this time. Staff does not have sufficient information to determine whether the Project would intrude upon State sovereign land and further information is necessary to determine if a lease would be required. Please contact Ninette Lee (see contact information below) for information on the Commission's leasing jurisdiction (reference Inquiry No. 1922).

Project Description

MCSD proposes to restore floodplain habitat to meet the agency's objectives and needs as follows:

- Restore floodplain habitat to benefit fish and wildlife
- Improve public access

From the Project Description, Commission staff understands that the Project would include the following components that have potential to affect State sovereign land:

- Project Component 1. Decommission and revegetate 4.25 acres of infrastructure in the floodplain to create wetlands, riparian habitat, and an off-channel habitat complex for anadromous salmonids.
- Project Component 2. Americans with Disability Act accessible nature study trail, river access and river overlook, with multiple interpretive and bench resting sites.

Environmental Review

Commission staff requests that the MCSD consider the following comments on the Project's MND, to ensure that impacts to State sovereign land are adequately analyzed for the Commission's use of the MND to support a future lease approval for the Project.

General Comments

1. Project Description: A thorough and complete Project Description should be included in the MND in order to facilitate determination of the extent and location of its leasing jurisdiction. While the Project Description was adequate to assess environmental impacts, it is not enough to determine Commission jurisdiction. Please provide more information on work being done waterward of the mean high tide line and include figures with a more zoomed in view of work in those areas. This information will be beneficial in determining the Commission's jurisdiction.

Cultural Resources

2. Title to Resources: The MND should also mention that the title to all abandoned shipwrecks, archaeological sites, and historic or cultural resources on or in the tide and submerged lands of California is vested in the state and under the jurisdiction of the Commission (Pub. Resources Code, § 6313). Commission staff requests that the MCSD consult with Staff Attorney Jamie Garrett should any cultural resources on state lands be discovered during construction of the proposed Project. In addition, Commission staff requests that the following statement be included in the EIR's Mitigation and Monitoring Plan: "The final disposition of archaeological, historical, and paleontological resources recovered on state lands under the jurisdiction of the California State Lands Commission must be approved by the Commission."

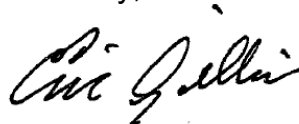
Public Trust Lands

3. The Commission supports the proposed Project's efforts to enhance and restore floodplain habitat resources, provide open space, and extend public access along the Mad River, because enhancing those uses is consistent with Public Trust values.

Thank you for the opportunity to comment on the MND for the Project. As a trustee and potential responsible agency, the Commission may need to rely on the adopted MND for the issuance of any new lease as specified above and, therefore, we request that you consider our comments prior to adoption of the MND.

Please send copies of future Project-related documents, including electronic copies of the adopted MND, Mitigation Monitoring and Reporting Program, Notice of Determination, and any approving resolution when they become available. Please refer questions concerning environmental review to Christine Day, Environmental Scientist, at (916) 562-0027 or christine.day@slc.ca.gov. For questions concerning archaeological or historic resources under Commission jurisdiction, please contact Staff Attorney Jamie Garrett, at (916) 574-0398 or jamie.garrett@slc.ca.gov. For questions concerning Commission leasing jurisdiction, please contact Ninette Lee, Public Land Manager, at (916) 574-1869 or ninette.lee@slc.ca.gov.

Sincerely,



Eric Gillies, Acting Chief
Division of Environmental Planning
and Management

cc: Office of Planning and Research
C. Day, Commission
N. Lee, Commission
J. Garrett, Commission
W. Crunk, Commission

MCS D Response to comment letter on IS MND SCH #2020039047 (Mad River Floodplain Habitat Restoration Project)

One comment letter was received from the California State Lands Commission dated April 14, 2020

The Lead Agency, McKinleyville Community Services District (MCS D) acknowledges the potential jurisdiction of the California State Lands Commission on portions of the Project footprint. MCS D further acknowledges that a lease may be required to conduct the actions outlined in this project and has initiated an application for a lease. The lease application will contain the information needed for the State Lands Commission to issue a lease including information to satisfy the request for information to be included in the Project Description. MCS D will include proposed language in the Mitigation and Monitoring Plan and is honored to receive the Commission's support for the Project's efforts to "enhance and restore floodplain habitat resources, provide open space, and extend public access along the Mad River, because enhancing those uses is consistent with Public Trust values."

McKinleyville Community Services District

BOARD OF DIRECTORS

July 1, 2020

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.A **Support Services – May-June 2020 Report**

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

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has \$1,090,082.47 to date in the Trust Account for the next Biosolids Disposal project.

Customer adjustments at April month-end total \$17,469.40, which represents 79.4% of the annual \$22,000 budget for this sub-item. (GL# 501-62120)

Total Board Travel as of May 31, 2020 remains at \$8,439.53 which is 47.6% of the approved \$17,700 budget for this item. (GL# 001/005/501/551 62090/62155-888)

Audit/Budget Update:

The Audit RFP process is complete, and the highest scoring proposal was Fedak & Brown, who have done our audit for the past three years. Preliminary audit work will begin in June and July.

Treasurer's Report Highlights:

Water Fund capacity fees collected through May total \$194,891. Wastewater Fund capacity fees of \$240,847 were collected through the end of May. 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.

The Disbursement Report

The final several pages of the Treasurer's Report are a listing of all the District's check payments for a given month. This Cash Disbursement Report provides transparency and public disclosure for the expenditure of District funds. While all checks and vendor payments are listed, some information is redacted out of the report. Both law and ethics require that the District keep certain information confidential. Customer names and other customer identifying information are removed from refund checks which are run through the AP system. Likewise, payroll amounts paid to specific employees are summarized, rather than listed individually. Total salary information is disclosed to the

public as required by law on the State Controller's Office website each year for each District employment position.

OTHER UPDATES

The front office has reopened for business according to the reopening plan approved by the County Health Department. We are still encouraging our customers to do their business with us online whenever possible. Payments are still being taken over the phone, or processed through the drop-box for cash, checks, and credit cards, as are applications for new service.

The governor's order to suspend non-payment lock policies remains in effect, and we are now starting to see more of an impact, despite continued, concerted attempts to keep people at least reasonably current on their water bills. The current lock list is longer than normal, and we are starting to see higher total balances as monthly water bills accumulate. If the governor does not rescind the order soon, we are likely to face unusually high bad debt for the FY20-21 fiscal year.

While Worker's Compensation insurance rates have not changed, the District's experience modification was reduced again in response to the District's excellent safety record. Therefore, the overall cost of Worker's Compensation insurance will be even lower than it was last year: \$35,830.66 compared to \$37,028.96.

The liability insurance rates, however, have seen a significant increase, going up by nearly a third. Our insurance carrier, the Special District Risk Management Authority (SDRMA) informed us in time to include the increase in the FY20-21 budget. For the current year the total expected liability insurance cost is \$130,171.02. Last year, the total cost was \$96,572.72. Total cost savings for both types of insurance will be reported with June's cost savings for Support Services.

The County's regular April remittance of taxes did not include the normal interest apportionment entries for any of the Funds we currently hold. An inquiry to the Auditor-Controller's office indicated that the entries would be made before year-end close. Entries removing the interest we normally accumulate were done to bring the District's general ledger balances into parity with the County. When the County posts interest to the Trust Accounts, the adjusting entries will be reversed and corrected.

The Operating Reserve and the finalized reserve policy will be brought to the Board for action during the regularly scheduled public meeting in August 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

July 1, 2020

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B **Operations Department – May 2020 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 40.3 million gallons of water in May.
Four water quality complaints were investigated and rectified.
Daily, weekly and monthly inspections of all water facilities were conducted.
One new water service was installed for residential.

Double Check Valve Testing:

Annual routine testing was conducted on Routes 9 and 11 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 1.8 million gallons and the average usage per day was 1.3 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. Due to having radio read meters, which excludes stopping at meter boxes, brush will overgrow and bury the meter box. To prevent meter boxes from becoming buried or overgrown with brush, staff locates them and clears the brush and debris on a 6 month schedule, which was conducted in May. During this time, staff also marks the off-site or difficult meters with white paint to make it easier to locate in the future. In addition, meters are also GPS located. Westhaven CSD was experiencing a large water leak that they were unable to locate. Staff aided in their needs by providing a Utility worker and the Vac-con to excavate possible areas of concern. There were two 1" water service line leaks that were repaired due to poor backfill or old crimp in the line. Staff saw cut, prepped, and paved several new water service and repair trenches. To keep costs down for customers and help with efficiency, staff waits until there are enough trenches to pave to warrant a dump truck load of asphalt.

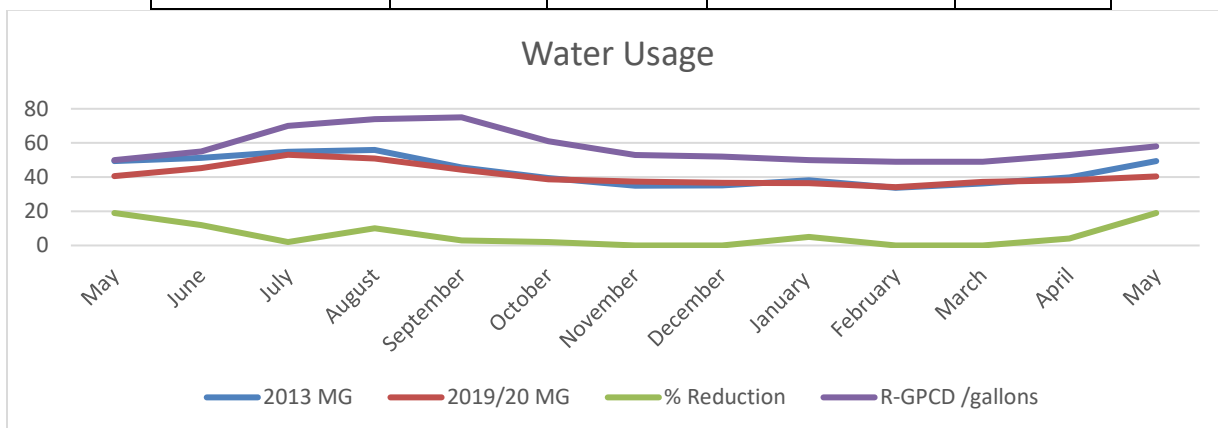
Water Station Maintenance:

Monthly inspections and daily routines were conducted at the water stations. Any minor issues found are repaired during inspections but if they require parts or extensive labor,

the issue is documented on the monthly sheet which will then generate a work order for repairs. Staff started the annual washdown of the water tank exteriors. Each tank is pressure washed using the boom truck and a pressure washer. The Norton Tanks are still pending completion.

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
June	51.337	45.198	12	55
July	54.757	53.086	2	70
August	55.908	50.871	10	74
September	45.702	44.361	3	75
October	39.439	38.625	2	61
November	34.879	37.462	0	53
December	35.203	36.588	0	52
January	38.241	36.457	5	50
February	33.751	34.130	0	49
March	36.244	37.145	0	49
April	39.755	38.065	4	53
May	49.407	40.355	19	58



R-GPCD = Residential Gallons Per Capita Day

Department of Drinking Water performed an inspection on the District's water system which included inspecting water tanks, pressure reducing stations, pump stations, DCV reports and a long list of miscellaneous paperwork. The inspection went really well and we expect to get the full report next month. No critical findings were called out during the inspection.

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, Avaral plans have been reviewed and commented. Engineer sent corrected plans back to staff for review and approval. Valedao Lime. Water and sewer services and sewer main have been installed and tested. Streetlights were installed and paving is completed. Punch list items were corrected. Asbuilts Pending.

Sewer Department:

WasteWater Statistics:

27.8 million gallons of wastewater were collected and pumped to the WWMF. 25.6 million gallons of wastewater were treated and discharged to land disposal or reclamation in May.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted on all sewer stations. The quarterly wet well washing took place at the Letz, Kelly and Hiller sewer lift stations. This is done to remove grit and debris from the wet well which help prevent the pumps from plugging up. The washing also helps eliminate hydrogen sulfide build-up on the concrete surfaces which will jeopardize the integrity of the casing. Staff mowed and cleaned at Fischer along with staining the wood exterior. The wet well coating was completed in the Fischer wet well and staff has now started coating the grit pit and comminutor pit. This project should be completed by the end of June.

Sewer Collection System:

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. Staff has been conducting the annual manhole inspections. Each manhole is uploaded on the tablet which is where all the data is being recorded prior to offloading the data on a computer back at the office. Staff conducted the quarterly hydro-cleaning. 18,000 feet of sewer main was cleaned using the Vac-con and 3000 psi of water through a spinning nozzle. This task removes grease and debris from the problem areas and prevents possible sewer overflows. Staff installed a new residential sewer service on Evergreen Court.

Wastewater Management Facility:

Staff continues to email the daily WWMF data for monitoring and input on the process. Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Mowing and string trimming was conducted as part of the maintenance.

Daily Irrigation and Observation of Reclamation Sites:

Monitoring was conducted at the Fischer Ranch tree farm as part of the tree farm pilot study. Discharge has been going to the Land since April 28th. Mowing was performed at the Hiller lanes to prepare for the irrigation season, along with the mowing of the Fischer Ranch.

Street Light Department:

Three streetlights were reported not working properly and repaired. Majority if the repairs were related to faulty photo controls.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on Setting up Safe Traffic Zones, Working Around Water, Heat Illness Prevention and Vehicle Towing.

Special Notes:

Monthly river samples were completed.

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

Public Water Monthly Monitoring report was submitted.

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

Monthly Pesticide applicator report was submitted to Department of Agriculture.

A new towable hydro-cleaner was purchased for offsite manholes and emergencies.

Staff reviewed the new tank Scope and provided comments to the engineers

Staff reviewed the Highway 101 Sewer Crossing Scope

Staff had several meetings to discuss the Covid19 virus and awareness.

Staff attended several meetings to discuss the Micro-grid project.

The annual Consumer Confidence Report was completed submitted in the newsletter.

Staff conducted the 11 month warranty inspection for the Generator Project.

Staff is currently working on the Local Limits Study.

Staff is still separated into teams to avoid possible COVID spread withing the staff.

The annual inventory or all Operations materials was completed.

Attended several meetings with General Managers to update project progress list.

The new F-250 Utility truck that was ordered was finally delivered.

Attended several meetings to discuss and brainstorm the Homeless situation.

Hiller Station Upgrade Project:

The District is in the process of upgrading the Hiller Sewer Lift Station which will consist of installing two submersible pumps into the existing wet well, installation of a control panel, tie into existing discharge piping, valve installation and controls. The existing package station would need to be decommissioned. Funding for this project will be provided from the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CalOES) via the Robert T. Stafford Emergency Assistance and Disaster Relief Act for a FEMA Hazard Mitigation Program project. The District requested qualifications for engineering services to provide services necessary to proceed with the upgrade of the Hiller Sewer Lift Station. GHD was the engineers selected for these services. GHD submitted a Scope of Work for this project for comments and review. Staff reviewed Scope and sent it back with comments and modifications. GHD accepted comments. Staff conducted pump testing scenarios and

recorded data which will help engineers design appropriately sized pumps and VFD's. GHD delivered 100% design for the District to review. District staff reviewed design and submitted comments back to GHD. The project went out to bid on January 27th. Staff met with prospecting bidders for a pre-bid meeting and site walk. A bid opening was held on March 4th. Two bidders submitted bids and the prospective bidder was chosen. A kick-off meeting was held with the contractor and engineers to discuss the project layout and schedule. The grant required project sign was created and installed at the project site. The groundwork is scheduled to start on June 29th.

4.5 MG Tank Project:

Requests for Qualifications were sent out for engineers to submit Statement of Qualifications (SOQ's) for the tank project. Three engineering firms submitted SOQ's and were vetted through the committee. Kennedy/Jenks was found to be the most qualified. Staff worked through scoping and costs negotiations with the prospective firm which will be approved by the Board at the June Board meeting. Staff has had several meetings with K/J regarding the scope along with compiling and submitting data they have requested. Property surveying is in progress.

GIS:

Plans and Programs

- Annual revision of MCSD Confined Space Entry Program; Completed
- Annual Revision of the MCSD Hearing Conservation Program; Completed
- Begin Annual Review of CalARP
- Begin 5-Year review of Urban Water Management Plan

Maps Completed/General GIS

- Fischer Ranch Trial Improvement Project
- Maintained the Operations I Pad to be used for facility inspections and USA's
- Maintained and update ArcGIS online maps for I Pad use.
- GPS'd and updated new water/sewer services.
- Revised and updated Street Lights Map and Pole Numbers
- Deed/Easement search for Cochran Tank site
- Deed/Easement search for Highway 101 sewer undercrossing
- Mark and Locate Cochran Tank site
- Research and Prepare Data for New Water Tank
- Generated maps and visual aids as requested

Misc. Work Completed

COVID-19 sanitation
CalWARN Mask pick up and distribution
Document upload to website
Document filing for Operations Department
New Subdivision SOP Revision
Attended New Website (Streamline) tutorial

McKinleyville Community Services District

BOARD OF DIRECTORS

July 1, 2020

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.C **Parks & Recreation Director's Report for June 2020**

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

TYPE OF ACTION: **None**

TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:

The Boys & Girls Club closed the McKinleyville Teen Center on March 12, 2020 due to a safety issue in which a past member threatened the life of another member. The Club has since remained closed due to COVID-19. BGCR has a goal of opening all their teen club sites in August.

RECREATION ADVISORY COMMITTEE:

The Recreation Advisory Committee meeting on June 18, 2020 was held over Zoom due to COVID-19. The notes from the meeting can be reviewed in **Attachment 1**.

RECREATION PROGRAM UPDATES:

- Summer Childcare Program— The program began on June 1st and is currently serving 24 children per week. The program is running out of both the Activity Center and the Teen & Community Center. Participants and staff have adapted well to the required safety protocols including frequent handwashing, social distancing and frequent sanitizing and disinfecting of surfaces. Staff has opened enrollment for the program to continue through the end of July.
- Picnic areas, playgrounds, and community centers continued to be closed by the County Shelter in Place order. The County is awaiting state guidelines on the re-opening of these recreation opportunities and does not currently have an estimated timeline of when they will be allowed to re-open.

PARKS MAINTENANCE:

Several open space zones received mowing, hedging and weeding maintenance as part of the Open Space Maintenance Zone agreements. The Parks crew is working to catch up 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. A group of alder trees in the landscaping east of the Pierson Park parking lot were limbed and one that posed a hazard to a residence adjacent to the landscaping was removed. McKinleyville High School Banners were hung by the Parks crew on Central Ave. for the 2020 graduating class.

The loss of Northern Humboldt Employment Service (NHES) crew labor and Saturday SWAP labor due to the shelter in place order, has made keeping up on weed pulling and hedging a challenge for the Parks crew. The Sheriff Alternative Work Program (SWAP) is scheduled to resume working with our Parks Crew on July 11th. NHES is estimated to resume working sometime in July also.

OTHER UPDATES:

- The Summer-Fall Newsletter and Activity Guide was printed and mailed June 15th.
- Staff continues to work with the community members interested in developing a BMX track at the Washington Ave.-School Rd. property. Updates on that proposal can be found in the meeting notes of the Recreation Advisory Committee.
- Staff met with a potential employee interested in creating and running an Outdoor Education After School Program. Staff will be pursuing this idea for implementation in the 2020-21 school year.
- 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, June 18, 2020

6:30pm

Recreation Advisory Committee Meeting

NOTES

Members Present:, Johnny Calkins, Jeff Dunk, Scott Binder, John Kulstad, Charlie Caldwell, Josh Zender

Members Absent:, , Chad Sefcik, Director David Couch, David Coelho, Beth Frink, Laura Bridy, Ben Winker

Guests: Jason Orlandi

Meeting Notes:

Communications:

- None

Public Comment:

- None

Recreation Director Report

- Staff gave an update on the summer childcare program including the number of children served the activities provided and how staff and participants are managing the new protocols and requirements.
- Staff gave an update on Parks crew and the impact that not having Northern Humboldt Employment services and SWAP workers to help maintain landscaping in parks and Open Space Maintenance Zones has had.

BMX Proposal for Washington and School Rd. Property

- Jason Orlandi reported on possible parking lot options and that if the grading is appropriate, a paved parking lot may not be required by the county.
- Jason also reported that there are community members that own heavy equipment who are willing to donate their time and labor to do the grading and moving around of the dirt necessary for building the track. He asked if equipment owners were the ones operating the equipment would the prevailing wage law still apply?

Skate Park Development

- Charlie Caldwell reviewed the HSC Quarterly report on the status of the McKinleville Skate Park Development.
- Plans are currently being reviewed by the MCSD General Manager and will be returned with comments by June 26th. Once returned and approved they will go to County Planning Dept. for permitting.
- Charlie requested that the HSC Quarterly report be added to the MCSD Board's July meeting agenda.

Community Garden

- Ben Winker was absent and could not report on communications with garden plot owners.
- RAC members made a plan to finish string trimming the garden.

AdHoc Committee Reports:

- Hewitt Ranch—entrance needs to be mowed
- Skate Park—see above notes
- School and Washington Property—No report
- River Property—No report
- Fischer Ranch Estuary project—CEQA documents are currently under review.

- BMX— See notes on above

Agenda Items for next meeting:

- Community Garden
- BMX proposal
- Park memorial for George Wheeler
- Report on Quimby Funds
- Status of “Round Up for Rec” donations
- Measure B

Adjournment:

- Adjourned: 7:32pm

McKinleyville Community Services District

BOARD OF DIRECTORS

July 1, 2020

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.D **General Manager’s Report for July 2020 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of June 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:

• Deals on Office Supplies	\$604
• 12hrs of Volunteer Labor in Open Space Zones	\$435
• In-house labor to Install GFCIs in Truck Shop	\$100
• <u>In-house labor to coat Fischer grit pit</u>	<u>\$960</u>
TOTAL COST SAVINGS FOR JUNE	\$2,099

The cumulative cost savings for the District to date from July 1, 2019 is \$146,672

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.

GM Transition – Mr. Kaspari started on June 1st and it has been a thrilling month. Board Members and District Staff have been extremely helpful in facilitation the transition. Multiple meetings were held this month with all the Department Heads to discuss projects and transition, and to get Mr. Kaspari up to speed on procedures and processes. He also met with all District staff to introduce himself to them, solicit Staff feedback and encourage them to reach out with any concerns. Mr. Kaspari also met with all of the Board Members individually to get to know them and their interests and concerns related to District operations.

He also had meetings with the various Legislative Representatives including Humboldt County Fifth District Supervisor – Steve Madrone, California District 2 Assembly Member- Jim Woods, California District 2 State Senator – Mike McGuire, Representative Jared Huffman’s Staff – John Driscoll. All of these meetings were very fruitful. Representatives were all concerned how the State and County budgets were going to be impacted by COVID and wanted to hear how it was impacting the District. We also reminded all of them to make sure that Special Districts were named as eligible government entities in any relief or other measures put forth by the legislatures, and thanked them for the grant funding that the District has received.

He also met with various community members including Lt. Kevin Miller from the Humboldt County Sherriff's office, Hillarie Beyer from the Family Resource Center, and other community members.

Greg has also stated that he would like his retirement party to occur when we can all get together in person so he can thank people face to face. He will be impossible to replace, but GM Kaspari will do his best to live up to the high bar set for him.

COVID- 19 – Staff continues to put forth extraordinary effort during the crisis. Parks and Recreation and Support Services have both submitted and have had their Reopening Plans approved by Humboldt County. Parks and Recreation started their Summer Program on June 1, 2020 and is starting slow with a class of 12 children. The Supports Service opened the office to walk ins on June 8. We are still encouraging folks to call in or drop payments in envelopes if possible; however, we are also accepting payments and other transactions in person. Masks need to be worn by visitors and only one person is allowed in the lobby at one time. Markings have been placed on the sidewalk for spacing and traffic flow direction, but we have had no issues with too many people showing up at once, or not wearing masks. The District wished to thank the Public for their patience and support during this time.

We continue to track costs related to the COVID response and will continue to keep records and submit for disaster reimbursement for expenses and lost revenue. As of May 30, \$39,266 has been tracked in staff time and expenses directly attributed to COVID-19.

MCSD reviewed and approved a reopening plan with New Heart who rents Azalea Hall to holding religious services. New Heart plans on holding their first services July 12th.

Homeless Meetings – Numerous meetings were held with GMs Orsini and Kaspari as well as Board Secretary Sousa, Recreation Director Frisbee and Operations Director Henry. Numerous meetings have been held with True North and other Stakeholder organizations assembled by them. A Meeting was also held with a coalition assembled by Supervisor Madrone.

An initial meeting with True North was held on June 1 where they asked whether the District would consider providing a piece of property to allow houseless resident of McKinleyville to camp on during the Shelter in Place Order. GM Orsini provided a list of requirements to be satisfied before the Board could consider such a request, including requiring someone to Administer such as site, funding for such a site, and insurance and liability waivers naming the District as additionally insured for operations at the site. We made it clear that the District's funding from water and sewer rates cannot be spent on funding homeless issues, so the District had no way to support this, other than potentially providing a temporary piece of property. The District also does not have the experience or training necessary to address the myriad issue associated with administering such a site and would need an organization experienced in such work to Administer the site.

A separate meeting with Supervisor Madrone and representatives from homeless advocacy groups, the MMAC, and the Church of the Joyful Healer was held on June 3rd. Supervisor Madrone originally asked if the District was willing to take the lead on this meeting, but we made it clear to him that the District does not have funding to allow District staff to spend potentially substantial time leading up to this issue. Supervisor Madrone then led the meeting. It is unclear what the next steps from this meeting will be, although it may establish a sub-committee as part of MMAC to address this issue. No subsequent meetings were held with this group and the District after that initial meeting.

Two additional meetings were held with True North on June 5th, one with Directors Corbett and Mayo as well as Board Secretary Sousa and GM Kaspari and a second one with just True North and Board Secretary Sousa and GM Kaspari. These meetings reiterated with True North the list of questions and information that the Board would need to see (i.e. funding, administration, liability insurance) before the Board would have sufficient information to allow them to make a decision on whether to allow the tent camp to be located. On June 11th, GMs Orsini and Kaspari listened into a meeting between True North and Arcata House Project and Connie Beck, the Director of Humboldt County DHHS about potential funding to fund a site on MCSD property with Arcata House administration. GMs Orsini and Kaspari then had a follow-up call to this meeting on June 12th. As part of that meeting, the District agreed to provide a list of items required from True North prior to the Board Meeting, and that we would come up with a list of potential sites on District property. District Staff, including General Managers, Operations Director Henry, Recreation Director Frisbee, and Board Secretary Sousa met on June 16th and identified four potential tenting sites on District Property. A meeting was held with Directors Mayo and Corbett on June 19th to review these four sites and the list of items required. Director's Mayo and Corbett asked Staff to narrow these sites down to one preferred site. On June 23rd, Staff met again and were able to narrow the sites down to a recommended site.

On June 16th we also received a copy of the existing funding agreement between Arcata House and Humboldt County DHHS to administer the existing tenting sites in the City of Arcata. It sounds like Arcata House and True North would like to amend this existing agreement, which expires on June 30th, to include additional funding for three additional months (July, August, and September) and to cover a McKinleyville site. The text including insurance and liability provisions were reviewed by Russ Gans, District Legal Counsel. Legal Counsel considered the insurance and liability language sufficiently robust and stated that the District would need to be named as additionally insured of course by Arcata House. On June 15th, GMs Orsini and Kaspari also reviewed the District's existing insurance policy with Dennis Timiney of SDRMA, our insurance provider. Mr. Timiney stated that such a site would be covered under the District's operational insurance, but also stated that the District should be named as additionally insured on Arcata House's insurance policy. GMs Orsini and Kaspari also had a very informative conversation with Arcata City Manager Karen Diemer on June 16th. She had extensive information on how the Arcata sites were operating. She had only good things to say about Arcata House and stated that they were the best partner on homeless issues that she had ever worked with. One area of caution

that she expressed is that she was concerned about how the tenting site program would unwind when the Shelter-In-Place order was rescinded. She didn't think that it was likely that all the people camping there would leave as soon as the site was shut down.

4.5 Gallon Water Tank Project – MCSD held the Kick-off Meeting for this Project with Kennedy Jenks and some of their subcontractors. We discussed the scope including design, surveying, geotechnical investigations, site surveys, environmental review and compliance. KJ submitted an extensive Request for Information for the District to provide and Operations Director Henry and his staff were exceptional and were able to provide all the requested information. The site survey was performed the week of June 22nd. Contact was made with and access approval was obtained from the current property owner. The District also reached out to an Appraiser, Frank Mileham, to get a revised appraisal of the property, as the previous appraisal had expired. A contract for \$3,080 was executed with Mr. Mileham on June 22nd, and the appraisal was started that week. Once the new appraisal is in hand, we will move forward of finalizing the property purchase. Funding for this project is with a Hazard Mitigation Grant through Cal OES and FEMA and will be a 75% grant 25% cost to MCSD. Estimated total project cost will exceed \$6,000,000.

Water and Sewer Mainline Master Plan Phase 3a and b – Phase 3b of the Master Planning effort is nearly wrapped up. Staff received a Draft copy of the Phase 3b Report detailing the outcome of all the testing and provided comments to GHD. Once the final report is received, it will be reviewed and become part of the documentation of the Water and Sewer Mainline Master Plan.

SRF Emergency Efficiency WWMF Micro-grid Project – To date, staff and Ameresco have had two design progress meeting and we are reviewing layout concepts for the solar array. Upon acceptance of the array location we will start the public input process and Board feedback. Upon completion of public scoping, environmental review will begin. Staff hopes to provide preliminary review to the board in August.

Hiller Lift Station Pump Upgrade – Our construction management consultant is reviewing submittals for the materials and equipment necessary for the upgrade. Piping, pumps, and fittings are being reviewed to ensure they meet the standards of design. Due to Governor Newsom Executive Order 52-20 for COVID-19 Costal Development Permit public input appeals have been tolled. In essence, all permits have been extended. Staff held a Kick-off Meeting on June 29 and work will begin in July.

Local Limits – The draft work plan was completed by our consultant, reviewed by staff, and submitted to the Regional Board for approval prior to implementation. In December, we received word from Region One that we could move forward with the workplan. This project is set to move forward with sampling to begin in the coming weeks. Staff will be renting portable samplers and coordinating with the laboratory for testing.

Sewer Undercrossing Project – As detailed in the Board regular agenda Items E.3, the contract has been negotiated with GHD to do the Phase 1 permitting and engineering

design. Upon completion of the environmental studies and the NEPA analysis by FEMA, the Phase 2 funding should be approved and GHD would then complete the design, permitting and bidding tasks for this project. 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 20203. This is a Hazard Mitigation Grant through Cal OES and FEMA and will be a 75% grant 25% cost to MCSD. Estimated total project cost will exceed \$4,000,000.

Black Lives Matter March – On June 11th, Humboldt Grassroots organized a Black Lives Matter March that ended at Pierson Park. The District was not contacted in advance of the March but were aware of it happening. Meetings were held with District Staff to discuss preparations and potential cleanup after the assemble in Pierson Park. Conversations were also held with CHP and the Sheriff’s staff to understand their proposed activates related to the march. GMs Orsini and Kaspari attended the entire event at Pierson Park and the organizers did a very good job conducting the event, with no damage to any of the facilities, and minimal littering. Attendees at the March also picked up litter before leaving the site. Staff has reached out to Humboldt Grassroots thanking them for their well executed event and encouraging them to discuss future events with us before hand to coordinate activities.

Cell Towers on District Property – The District has been approached by two cell tower real estate brokers. Both brokers are in the very early phase of the process and are reaching out to property owners in the general vicinity of where their cell providers need/want towers. The two District sites that they have expressed interest in are the Cochran Tank site and the District office site. They have not provided any information on tower height or design, whether it is 4G or 5G, lease price or restrictions, or any other additional information. We still do not know if the cell providers themselves are actually interested in either of these sites either. As soon as there is any information that the Board can utilize to make a decision, we will get this item on a Board agenda.

Meetings –The General Manager attended various meetings in June including a MMAC meetings, a CSDA Chapter Meeting, a HBMWD Muni Meeting and various meetings with developers and other community members. All meetings with people outside the organization are being conducted via remote, web-based technology. During the month of June, the GM attended numerous remote meeting to discuss COVID-19 impacts.

Attachments:

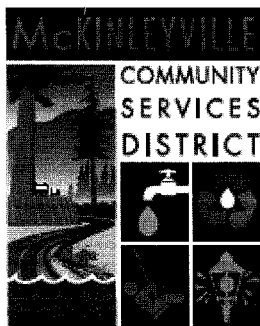
- Attachment 1 – WWMF Monthly Self-Monitoring Report

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



mckinleyvillecsd.com

MAIN OFFICE:

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

PARKS & RECREATION OFFICE:

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

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

June 22, 2020

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for May 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 31 days going to 002 and 004. The required monitoring and water quality constituents that were tested and reported was in compliance in May.

Effluent Limitations Parameters	Units	Average Monthly	Average Weekly	Avg. % Removal	Max Daily	Instant Max	Instant Min	Results
Monitoring Location EFF- 001								
BOD	mg/L	30	45	>85				Compliance
TSS	Mg/L	30	45	>85				Compliance
PH	s.u.					6.5	8.5	Compliance
Settleable Solids	ml/L	0.1			0.2			Compliance
Chlorine Total Residual	mg/L	0.1			0.2			Compliance
Carbon Tetrachloride	ug/L	.25			.75			N/A
Ammonia Impact Ratio	mg/L	1.0			1.0			N/A
Dichlorobromomethane	ug/L	.56			1.4			N/A
Monitoring Location LND-001, REC-001								
Nitrate		10						Compliance
PH		6.0- 9.0	6.0 - 9.0					Compliance

Total Coliform Organisms MPN/100 ml. The Monthly Median not to exceed MPN of 23 and the daily maximum not to exceed MPN of 240. The reported results for the month of May are as follows. Median was <1.8 and a Maximum of 12. Four samples were collected in the month of May and was in compliance.

River discharge was turned off on April 28, 2020 and Discharge went to 002 and 004 starting the 30th.

Monthly River Monitoring was conducted in May.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA

MONTH: May 2020

DATE	EFFLUENT FLOW			EFFLUENT RIVER			EFFLUENT MONITORING			EFFLUENT MONITORING			EFFLUENT MONITORING			EFFLUENT MONITORING			EFFLUENT MONITORING							
	Flow M.G.D.	Flow GPM	Flow CFS	Flow M.G.D.	Flow GPM	Flow CFS	B.O.D. mg/L	TSS mg/L	PH	Temp (°C)	B.O.D. mg/L	TSS mg/L	CL ₂ RES.	CL ₂ RES.	RIVER CL ₂ RES.	SETTLABLE SOLIDS	TOTAL COLIFORMS	TIME	PH	TEMP.	D.O.	TIME	PH	TEMP.	D.O.	
1	0.882	0.745	829	N/A	N/A	N/A	320	290	7.2	17.6	3.8	3.0	0.8	N/A	N/A	<0.1										
2	0.913	0.737	903	N/A	N/A	N/A			7.1	18.4			1.4	N/A	N/A											
3	0.949	0.736	858	N/A	N/A	N/A			7.0	17.4			2.3	N/A	N/A											
4	0.885	0.662	833	N/A	N/A	N/A			7.2	17.0			2.5	N/A	N/A		<1.8		14:00	7.4	17.6	10.0	14:15	7.5	17.7	9.8
5	0.869	0.652	778	N/A	N/A	N/A			7.2	18.6			2.1	N/A	N/A											
6	0.872	0.766	904	N/A	N/A	N/A			7.2	17.7			2.5	N/A	N/A											
7	0.874	0.836	902	N/A	N/A	N/A			7.1	17.9			2.7	N/A	N/A											
8	0.877	0.804	902	N/A	N/A	N/A	330	270	6.9	17.8	6.2	1.8	2.7	N/A	N/A	<0.1										
9	0.903	0.775	857	N/A	N/A	N/A			7.1	18.0			2.5	N/A	N/A											
10	0.924	0.768	870	N/A	N/A	N/A			7.1	18.1			2.7	N/A	N/A											
11	0.894	0.850	943	N/A	N/A	N/A			7.2	18.9			2.3	N/A	N/A		<1.8									
12	0.893	0.900	993	N/A	N/A	N/A			6.9	18.0			2.6	N/A	N/A				9:50	7.0	17.0	9.8	10:00	7.1	17.4	9.5
13	0.903	0.906	914	N/A	N/A	N/A			7.0	17.6			2.5	N/A	N/A											
14	0.905	0.905	921	N/A	N/A	N/A			7.1	14.7			2.1	N/A	N/A											
15	0.874	0.742	906	N/A	N/A	N/A	310	240	6.9	18.1	5.3	2.4	1.7	N/A	N/A	<0.1										
16	0.921	0.597	861	N/A	N/A	N/A			7.2	17.7			1.9	N/A	N/A											
17	0.047	0.589	887	N/A	N/A	N/A			7.2	18.0			1.8	N/A	N/A											
18	1.068	0.805	1100	N/A	N/A	N/A			7.3	17.6			1.6	N/A	N/A		12									
19	1.036	0.921	960	N/A	N/A	N/A			7.0	17.4			2.7	N/A	N/A				11:20	6.9	16.4	10.1	11:30	6.9	16.6	10.0
20	0.976	0.911	1033	N/A	N/A	N/A			7.1	17.8			2.9	N/A	N/A											
21	0.964	0.905	923	N/A	N/A	N/A			7.0	18.1			2.8	N/A	N/A											
22	0.920	0.886	1014	N/A	N/A	N/A	250	230	6.9	17.8	5.0	1.8	2.5	N/A	N/A	<0.1										
23	0.927	0.854	895	N/A	N/A	N/A			7.1	17.9			2.7	N/A	N/A											
24	0.903	0.854	908	N/A	N/A	N/A			7.1	18.1			2.7	N/A	N/A											
25	0.952	0.848	880	N/A	N/A	N/A			7.1	18.2			2.2	N/A	N/A											
26	0.920	0.909	941	N/A	N/A	N/A			7.0	18.9			2.5	N/A	N/A		<1.8		8:35	7.0	16.8	11.1	8:45	7.1	16.9	10.2
27	0.910	0.983	941	N/A	N/A	N/A			7.0	18.4			1.7	N/A	N/A											
28	0.900	0.987	1006	N/A	N/A	N/A			6.9	19.0			3.2	N/A	N/A											
29	0.902	0.964	994	N/A	N/A	N/A	540	440	6.9	19.5	6.0	1.6	2.0	N/A	N/A	<0.1										
30	0.995	0.940	1050	N/A	N/A	N/A			6.9	18.4			2.0	N/A	N/A											
31	1.044	0.931	920	N/A	N/A	N/A			6.9	17.8			1.8	N/A	N/A											

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER

Ammonia Nitrate	Ammonia Nitrogen	Mercury	Hexachlorocyclopentadiene	Phosphorus	Bio. Particulate	Surface Turbidity	Chlorobenzene/Plate	Dibenzofuran/Plate	Turbidity % Research
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

MONTHLY TESTS LND-001, REC-001 DISCHARGE TO PERC PONDS and LAND										
Organic Nitrogen	TSS	NAG/CRIA	NITRATE	NITRITE	SODIUM	CHLORIDE	BORON	Ammonia	Conductivity	Turbidity
1.40	250	ND	3.10	ND	37	50	210	ND	151	2.4

MONTHLY TESTS RSW-001									
TSS	Hardness	Ammonia	Conductivity	Turbidity	TDS	Hardness	Ammonia	Conductivity	Turbidity
61	74	ND	151	2.4	89	73	ND	149	3.3

MONTHLY TESTS RSW-002									
BOD	TSS	BOD	TSS	BOD	TSS	BOD	TSS	BOD	TSS
5	34	5	34	5	34	5	34	5	34

MONTHLY TESTS RSW-003									
BOD & TSS	30 DAY AVERAGE	BOD	TSS	BOD	TSS	BOD	TSS	BOD	TSS
5	34	5	34	5	34	5	34	5	34

Signature: _____

Remarks: _____

Permit Exceedance

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

May 2020

Discharge Monitoring	002	002	004	003	006	005	001				
DATE	INF-001 MGD	EFF-001 MGD	MAXIMUM GPM	LND-001 N.POND MGD	LND-001 S.POND MGD	REC-001 FISCHER MGD UPPER	REC-001 FISCHER MGD LOWER	REC-001 PIALORSI MGD	REC-001 HILLER MGD	IRRGATE TOTAL MGD	EFF-001 RIVER MGD
1	0.882	0.745	829	0.745						0.000	0.000
2	0.913	0.737	903	0.737						0.000	0.000
3	0.949	0.736	858	0.736						0.000	0.000
4	0.885	0.662	833	0.276		0.386				0.386	0.000
5	0.869	0.652	778			0.652				0.652	0.000
6	0.872	0.766	904			0.766				0.766	0.000
7	0.874	0.836	902			0.836				0.836	0.000
8	0.877	0.804	902	0.334		0.470				0.470	0.000
9	0.903	0.775	857	0.775						0.000	0.000
10	0.924	0.768	870	0.768						0.000	0.000
11	0.894	0.850	943	0.288		0.562				0.562	0.000
12	0.893	0.900	993			0.900				0.900	0.000
13	0.903	0.906	914			0.906				0.906	0.000
14	0.905	0.905	921			0.905				0.905	0.000
15	0.874	0.742	906	0.323		0.419				0.419	0.000
16	0.921	0.597	861	0.597						0.000	0.000
17	0.047	0.589	887	0.589						0.000	0.000
18	1.068	0.805	1100	0.215		0.590				0.590	0.000
19	1.036	0.921	960			0.921				0.921	0.000
20	0.976	0.911	1033			0.911				0.911	0.000
21	0.964	0.905	923			0.905				0.905	0.000
22	0.920	0.886	1014	0.463		0.423				0.423	0.000
23	0.927	0.854	895	0.854						0.000	0.000
24	0.903	0.854	908	0.854						0.000	0.000
25	0.952	0.848	880	0.848						0.000	0.000
26	0.920	0.909	941	0.353		0.556				0.556	0.000
27	0.910	0.983	941			0.983				0.983	0.000
28	0.900	0.987	1006			0.987				0.987	0.000
29	0.902	0.964	994	0.391		0.573				0.573	0.000
30	0.995	0.940	1050	0.940						0.000	0.000
31	1.044	0.931	920	0.931						0.000	0.000
TOTAL	27.802	25.668		12.017	0.000	13.651	0.000	0.000	0.000	13.651	0.000
AVERAGE	0.897	0.828	923	0.000	0.000	0.000	0.000	0.000	0.000	0.440	0.000
MAXIMUM	1.068	0.987	1100	0.940	0.000	0.987	0.000	0.000	0.000	0.987	0.000
MINIMUM	0.047	0.589	778	0.215	0.000	0.386	0.000	0.000	0.000	0.000	0.000
DAYS	31	31	31	20	0	19	0	0	0	18	0
DAYS WITH NO DISCHARGE = 0											