



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

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

WEDNESDAY, SEPTEMBER 4, 2024 AT 6:00pm

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

Or

TELECONFERENCE Via ZOOM & TELEPHONE:

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

To participate in person, please come to Azalea Hall.

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: comments@mckinleyvillecsd.com up until 4:30 p.m. on Tuesday, September 3, 2024.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, September 4, 2024 in a supplemental packet information that will also be posted on the website for public viewing.

AGENDA

6:00 p.m.

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions or Changes to the Agenda

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

NO CLOSED SESSION SCHEDULED

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

C.1 Written Communications Received Prior to 5:00 p.m. August 30, 2024

Attachment 1 – August 17, 2024 Letter from Tom Boyer

Pg. 5

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 August 7, 2024

Pg. 9

Attachment 1 – Draft Minutes from August 7, 2024

Pg. 11

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

Pg. 17

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

Pg. 33

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

Pg. 35

D.5 Update Regarding General Election November 5, 2024

Pg. 37

Attachment 1 – Notice from Humboldt County Office of Elections

Pg. 39

E. CONTINUED AND NEW BUSINESS

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

Pg. 41

(Action)

| | | |
|-----|---|---------|
| | Attachment 1a – Big Lagoon Outsourcing Memo | Pg. 45 |
| | Attachment 1b – BLCSD 3 Year Profit and Loss Statement | Pg. 47 |
| | Attachment 1c – BLCSD February 29, 2024 Balance Sheet | Pg. 49 |
| | Attachment 2 – Cost Estimating Spreadsheet Prepared by MCSD | Pg. 51 |
| E.2 | Consideration of James Elliot (32371 Alipaz LLC) Water Leak Adjustment Appeal (Action) | Pg. 53 |
| | Attachment 1 – MCSD Water Leak Adjustment Policy | Pg. 55 |
| | Attachment 2 – Original Water Leak Appeal and Calculations | Pg. 57 |
| E.3 | Second Reading of Ordinance 2024-02 Amending Regulation 24-Use of the Public Sewers to Address Mobile Food Trucks (Action) | Pg. 61 |
| | Attachment 1 – Proposed MCSD Food Truck Permit | Pg. 63 |
| | Attachment 2 – Proposed MCSD Food Truck Permit Application | Pg. 67 |
| | Attachment 3 – Revisions of Regulation 24 in Track Changes | Pg. 71 |
| | Attachment 4 – Ordinance 2024-02, An Ordinance of the McKinleyville Community Services District Amending Regulation 24-Use of the Public Sewers of the MCSD Rules and Regulations | Pg. 81 |
| E.4 | Second Reading of Ordinance 2024-03 Amending Regulation 21-Connection Charges to Address Accessory Dwelling Units (ADU) Sewer Connection Fees (Action) | Pg. 93 |
| | Attachment 1 – Revisions of Regulation 21 in Track Changes | Pg. 95 |
| | Attachment 2 – Ordinance 2024-03, An Ordinance of the McKinleyville Community Services District Amending Regulation 21-Connection Charges of the MCSD Rules and Regulations | Pg. 99 |
| E.5 | Second Reading of Ordinance 2024-04 Amending Regulation 5-Application for Regular Water Service to Address Accessory Dwelling Units (ADU) Water Connection Fees (Action) | Pg. 103 |
| | Attachment 1 – Revisions of Regulation 5 in Track Changes | Pg. 105 |
| | Attachment 2 – Ordinance 2024-04, An Ordinance of the McKinleyville Community Services District Amending Regulation 5-Application for Regular Water Service of the MCSD Rules and Regulations | Pg. 111 |
| E.6 | Review and Discuss Annual Board Self-Evaluation (Information/Discuss) | Pg. 117 |
| | Attachment 1 – Summary of Board Self-Evaluation Worksheets | Pg. 119 |
| E.7 | Consider Attendance at the Association of California Water Agencies (ACWA) 2024 Fall Conference & Exhibition in Palm Desert, CA on December 3-5, 2024 (Action) | Pg. 127 |
| | Attachment 1 – Preliminary Agenda | Pg. 129 |
| | Attachment 2 – Registration, Meals and Hotel Pricing Sheet | Pg. 131 |

F. REPORTS

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

F.1 ACTIVE COMMITTEE REPORTS

- a. Parks and Recreation Committee (Binder/Biteman)
- b. Area Fund (John Kulstad/Binder)
- c. Redwood Region Economic Development Commission (Biteman/Mayo)
- d. McKinleyville Senior Center Board Liaison (Binder/Couch)
- e. Audit and Finance Committee (Orsini/Biteman)
- f. Employee Negotiations (Couch/Mayo)
- g. McKinleyville Municipal Advisory Committee (Orsini/Binder)
- h. McKinleyville Community Forest Committee (Orsini/Biteman)
- i. HBMWD Muni Water Task Force (Couch/Mayo)

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. Finance & Administration Department (Samantha Howard) **Pg. 133**
- b. Operations Department (James Henry) **Pg. 135**
- c. Parks & Recreation Department (Kirsten Messmer) **Pg. 139**
- d. General Manager (Pat Kaspari) **Pg. 147**

Attachment 1 – WWMF Monthly Self-Monitoring Report **Pg. 153**

F.4 PRESIDENT'S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on August 30, 2024

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

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

Aug 17, 2024

MCSD Board,

I am concerned about the agenda for the combined meeting between MMAC and MCSD.

Pat Kaspari proposed 3 topics: the Community Forest, the Incorporation Subcommittee Investigation and the City Center. There seemed to be some resistance to discussing the Community Forest and the Incorporation Investigation and to just to concentrate on the City Center. I hope that this tentative decision will be reevaluated and that all three topics will be discussed.

Concentrating on the City Center will not be an opportunity to make changes to the ordinance. I have been following the City Center discussions for almost 5 years. It has not been an easy process. MMAC and the community have had many rigorous discussions and their participation should be recognized. Director Ford now has a document which has been turned over to the California Environmental Quality Act (CEQA) process. I believe he is not amenable to have further discussions that may require him to change the proposed ordinance. I think it is important for the MCSD board members to understand the ordinance but that it is too late to make modifications.

Like the City Center, the Community Forest is worth discussing. Community members have spent time and resources. It is important for MCSD to understand the issues and to support the review processes that are underway.

I have been working on the Incorporation Investigation Sub Committee (MIESC). I want to reemphasize that we are not promoting incorporation either way but are identifying the steps necessary for incorporation before the larger community has an opportunity to decide. As community "thought leaders" the MCSD Board should understand what we have learned and appreciate the work of the subcommittee and its partners. It is especially important to recognize Cal Poly Humboldt's contributions.

As part of our investigation we want to understand the McKinleyville communities' vision. Again, as thought leaders, it would be helpful for the MCSD Board to contribute to this visioning process and let us know what the MCSD board sees for our future. Jesse Miles of the Chamber of Commerce is collecting vision statements.

I mentioned that I attended the 2 day Redwood RISE meeting in late April. I made some notes for the MIESC which are included in this message.

Regards

Tom Boyer

April 2, 2024

Report out on my attendance at Redwood RISE

I attended the 2 day conference hosted by Redwood RISE¹ at Bear River Community on March 29th and 30th 2024. This conference was hosted by a state-wide initiative to gather projects that could be funded for investigation and implementation of local needs that would provide living-wage (i.e. union comparable) jobs within the community. The emphasis is not on economic development by bringing outside enterprises into the state but to nurture local enterprises that directly affect local issues.

Dana Stroud, the Regional Community-Based Solutions Manager in Central California, explained that there are multiple area conferences that are being sponsored by the state. Each area has the same budget regardless of where it is surveying. Our area, Redwood RISE, covers Lake, Mendocino, Humboldt and Del Norte counties. The total project will be managed by a select committee chosen from the Governor's cabinet which will report out in the early fall.

I am not sure how many attended, certainly more than 100 with maybe 50 projects under consideration. There were presentations from Middletown, Lake County to Crescent City, Del Norte County. I only recognized 2 projects from McKinleyville: Dr. Lindsay's *Life Plan Humboldt* and Mary Keehn's *We Are Up* housing and community support complex.² Supervisors Rex Bohn and Steve Madrone attended.

My understanding from Susan Seaman's talk at the recent MMAC meeting was that only projects that crossed the county lines were under consideration. That is certainly not the case. Projects that addressed common problems that cross county lines would be more in line however.

I found there were 3 major themes of projects submitted:

- First, apprenticeship and job incubator projects,
- Second, replacing hollowed-out infrastructure,
- Third, replacing aged or missing venues for community gathering.

There were multiple localized apprentice job programs submitted. For example, I worked at a table that was organizing a wildfire training program for locals in Happy Camp. This was a very localized solution but for an area-wide problem. There were others for forestry, fishing, and farming.

The second came as a surprise to me. Diminishing local infrastructure has become a big problem. There are no slaughter houses in Humboldt. Farmers must go out of the County and then bring their produce back. There are no cold storage facilities where the vendors for the farmers market can stash produce. Mendocino, Del Norte and Lake have similar problems with their commodity infrastructures.

Crescent City and Fort Bragg both had some type of community center on their list.

¹ RISE = Collaborative: Resilient, Inclusive, Sustainable, Economy

² *We Are Up* may be a topic for further discussion.

Crescent City and Fort Bragg were very visible presences. I sat at a table where a Fort Bragg City Council member had brought a member of her planning council as well as her staff grant writer. It occurred to me that because there was a skeleton organization, i.e. a city organization, project submittals had advocacy groups that aligned with city goals. It struck me that this a key component of McKinleyville that is missing. No one is aligning a strategy for McKinleyville and advocating its strategy.

Almost all of the proposals that I reviewed were asking for multiple hundreds of thousands of dollars as investigation money. Many, if not most projects, were asking for multimillion dollar implementation help. Our request for LAFCO help was an obvious orphan. I wrote a note to the staff at Redwood RISE that there were probably many more orphans and that Redwood RISE could be a magnet for other grant providing benefactors to address orphans. That is, a clearing house to match benefactors to projects that did not quite meet the criteria established by the State. This might be organized as a separate Sector under the management of Redwood RISE. I am waiting for a response.

Key Takeaways

- Redwood RISE is locally focused to solve local problems and local opportunities. Good local job growth is an overriding goal.
- The hollowing out of our regions infrastructure has been a hidden problem. The pragmatic solution has been to transport our goods out of the county for processing and then transport the finished goods back adding transportation cost and delays to the non-value added.
- To me McKinleyville was an almost inconsequential participant, especially when compared to Fort Bragg and Crescent City. There is not here in McKinleyville a framework organization to promote a vision or a strategy to align it with.
- From what I have learned of presentations to the MMAC, there are community issues that need funding. There is still time to apply to the Redwood RISE organization to get significant dollars to alleviate transient homelessness, affordable housing, transportation and other infrastructure issues. A reach-out to our community to let them know about Redwood RISE would be appropriate.

Tom Boyer

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McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2024

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

Staff recommends the approval of the Minutes of the Board of Directors for the August 7, 2024 Regular Board Meeting.

Discussion:

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from August 7, 2024 Regular Meeting

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MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, AUGUST 7, 2024 at 6:00 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA and TELECONFERENCE Via ZOOM & TELEPHONE: ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) and TOLL FREE: 1-888-788-0099

AGENDA ITEM A. CALL TO ORDER:

A.1 Roll Call:

The meeting was called to order at 6:00 p.m. with following Directors and staff in attendance in person at Azalea Hall (Director Greg Orsini was absent):

| | |
|-------------------------------|--|
| Scott Binder, President | Pat Kaspari, General Manager |
| James Biteman, Vice President | Joey Blaine, Board Secretary |
| David Couch, Director | Kirsten Messmer, Parks & Recreation Director |
| Dennis Mayo, Director | James Henry, Operations Director |
| | Samantha Howard, Finance Director |
| | Colleen Trask, Interim Finance Director |

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

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

A.4 Approval of the Agenda:

Motion: It was moved to approve the agenda.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM B. PUBLIC HEARINGS:

There was no public hearing scheduled.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There was no public comment.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on June 5, 2024

D.2 Consider Approval of June Treasurer’s Report

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

- D.4 Consider Approval of the Senior Center Management Services and Usage Agreement between McKinleyville Community Services District and the McKinleyville Senior Center**
- D.5 Consider Approval of Resolution 2024-20 Reviewing and Approving Proposed Amendments to the MCSD Board Policy Manual**
- D.6 Biennial Review of MCSD Conflict of Interest Code**
- D.7 Consider Approval of the Memorandum of Understanding between McKinleyville Community Services District and Local School Parent Teacher Organizations for the Collaborative Provision of Dances for Middle School Youth**
- D.8 Update of Authorized Signers at Umpqua Bank and/or Other Agencies, Banks or Credit Card Companies As May Be Required**

President Binder requested to pull item D.4 so that he may abstain from the vote in light of his position as Executive Director of the McKinleyville Senior Center.

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

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

- D.4 Consider Approval of the Senior Center Management Services and Usage Agreement between McKinleyville Community Services District and the McKinleyville Senior Center**

Parks and Recreation Director Messmer presented the item.

Motion: It was moved to approve the Senior Center Management Services and Usage Agreement between McKinleyville Community Services District and the McKinleyville Senior Center.

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

There were no further comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

- E.1 Introduction and Welcome to Kirsten Messmer as the New Parks and Recreation Director and Wiley Robles as the new Utility Maintenance Worker (Information)**

General Manager Kaspari presented the item.

Board members commended Kirsten & Wiley on their new roles at the District.

There was no public comment.

This was an information only item. No action was taken.

E.2 Presentation by County of Humboldt Staff: Prioritizing Essential Services In an Era of Natural Disasters (Information)

General Manager Kaspari presented the item.

Tom Mattson, Director of Public Works, and Sean Quincey, Deputy County Administrative Officer, from the County of Humboldt provided the Board with their presentation and noted that a one cent sales tax measure for roads & bus service will be placed on the November 5, 2024 ballot. Supervisor Madrone provided supporting information.

Board members asked clarifying questions.

There was no public comment.

This was an information only item. No action was taken.

E.3 Consider Approval of Resolution 2024-18 Granting Pacific Gas & Electric a Utility Easement at the 4.5MG Tank Project Site (Action)

General Manager Kaspari presented the item.

Motion: It was moved to adopt Resolution 2024-18.

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

There were no further comments from the Board or public.

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

Motion Summary: Motion passed.

E.4 Consider the Regular Board Meeting Dates, Time, and Location for the 2025 Calendar Year (Information)

Board Secretary Blaine presented the item.

There was no public comment.

This was an information only item. No action was taken.

E.5 Consider Topics for Joint McKinleyville Municipal Advisory Committee and MCSD Board Meeting in October (Action)

General Manager Kaspari presented the item.

Board discussion ensued.

Public comment was given by Tom Boyer, McKinleyville Resident.

Motion: To approve the date and time of October 23, 2024 at 6:00 p.m. for the MMAC and MCSD Board joint meeting.

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

There were no further comments from the Board or public.

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

Motion Summary: Motion passed

E.6 First Reading of Ordinance 2024-02 Amending Regulation 24-Use of the Public Sewers to Address Mobile Food Trucks (Action)

General Manager Kaspari Presented the item.

Board members asked clarifying questions.

Board discussion ensued.

Motion: To approve the first reading of Ordinance 2024-02 by title only.

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

There were no further comments from the Board or public.

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

Motion Summary: Motion passed

E.7 First Reading of Ordinance 2024-03 Amending Regulation 21-Connection Charges to Address Accessory Dwelling Units (ADU) Sewer Connection Fees (Action)

Board Secretary Blaine presented the item.

Motion: To approve the first reading of Ordinance 2024-03 by title only.

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

There were no further comments from the Board or public.

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

Motion Summary: Motion passed

E.8 First Reading of Ordinance 2024-04 Amending Regulation 5-Application for Regular Water Service to Address Accessory Dwelling Units (ADU) Water Connection Fees (Action)

General Manager Kaspari presented the item.

Motion: To approve the first reading of Ordinance 2024-04 by title only.

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

There were no further comments from the Board or public.

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

Motion Summary: Motion passed

E.9 Consider Approval of Resolution 2024-17 to Pursue Grant Funding from the California Water State Revolving Fund for the Sewer Force Main Rehabilitation Project (Action)

General Manager Kaspari presented the item.

Board members held a brief discussion.

Motion: To adopt Resolution 2024-17.

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

There were no further comments from the Board or public.

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

Motion Summary: Motion passed

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder had nothing further to add to Parks and Recreation Frisbee's report.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Director Biteman gave a brief update from the last two meetings of RREDC.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief update on the ongoing activities of the McKinleyville Senior Center.
- e. **Audit and Finance (Orsini/Biteman):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Nothing to report as both Directors Orsini and Binder were unable to attend the June meeting and the July meeting was cancelled.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** Director Biteman gave a brief report of the first meeting of the McKinleyville Community Forest Committee.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Humboldt County Fifth District Supervisor Madrone gave a brief commentary on the night's meeting and a brief update on the activities of the County.

F.3 STAFF REPORTS

a. **Finance and Administration Department (Samantha Howard/Colleen M.R. Trask):**

Finance Director Howard gave a brief update on increased interest earnings from the District's money market accounts with Umpqua Bank and the status of the Single Audit.

b. **Operations Department (James Henry):**

Operations Director Henry had nothing further to add to his written report.

c. **Parks & Recreation Department (Kirsten Messmer):**

Parks and Recreation Messmer gave an update on the staffing of the Parks and Recreation Department and informed Directors that work will be starting on or around August 19, 2024 at the School and Washington property (the future home of the District's BMX park.)

d. **General Manager (Patrick Kaspari):**

General Manager Kaspari reported to the Board that during fiscal year 2024, District staff accrued \$400,000 in cost savings. He continued with an update of the ongoing construction of the 4.5MG water tank project.

F.4 PRESIDENT'S REPORT:

President Binder had nothing further to add.

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

G. ADJOURNMENT:

Meeting Adjourned at 8:29 p.m.

Joseph Blaine, Board Secretary

McKinleyville Community Services District
DRAFT Treasurer's Report
July 2024

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

Ratios

as of July 31, 2024

| | | |
|---|--|------------|
| - Utility Accounts Receivable Turnover Days | <table border="1"><tr><td>11</td></tr></table> | 11 |
| 11 | | |
| - YTD Breakeven Revenue, Water Fund: | <table border="1"><tr><td>\$ 307,422</td></tr></table> | \$ 307,422 |
| \$ 307,422 | | |
| - YTD Actual Water Sales: | <table border="1"><tr><td>\$ 377,798</td></tr></table> | \$ 377,798 |
| \$ 377,798 | | |
| - Days of Cash on Hand-Operations Checking/MM | <table border="1"><tr><td>154</td></tr></table> | 154 |
| 154 | | |

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

| | | | | | % Year Remaining: 91.67% | | | |
|---|----------------|---------------------------|---------------------------|-------------------------------|---------------------------------|------------------|------------------------------|---------------|
| Department Summaries | July | % of Year 8.33% YTD | Approved YTD Budget | Over (Under) YTD Budget | Over (Under) YTD Budget % | Total Budget | Remaining Budget Budget % | |
| | Water | | | | | | | |
| Water Sales | 377,798 | 377,798 | 362,500 | 15,298 | 4.22% | 4,350,000 | 3,972,202 | 91.31% |
| Other Revenues | 18,199 | 18,199 | 25,579 | (7,380) | -28.85% | 306,950 | 288,751 | 94.07% |
| Total Operating Revenues | 395,997 | 395,997 | 388,079 | 7,918 | 2.04% | 4,656,950 | 4,260,953 | 91.50% |
| Salaries & Benefits | 136,738 | 136,738 | 121,726 | 15,012 | 12.33% | 1,460,717 | 1,323,979 | 90.64% |
| Water Purchased | 107,688 | 107,688 | 107,917 | (229) | -0.21% | 1,295,000 | 1,187,312 | 91.68% |
| Other Expenses | 49,723 | 49,723 | 77,332 | (27,609) | -35.70% | 927,985 | 878,262 | 94.64% |
| Depreciation | 33,333 | 33,333 | 33,333 | - | 0.00% | 400,000 | 366,667 | 91.67% |
| Total Operating Expenses | 327,482 | 327,482 | 340,308 | (12,826) | -3.77% | 4,083,702 | 3,756,220 | 91.98% |
| Net Operating Income | 68,515 | 68,515 | 47,771 | (4,908) | | 573,248 | 504,733 | |
| Grants | 560 | 560 | 583,333 | (582,773) | | 7,000,000 | 6,999,440 | 99.99% |
| Interest Income | 22,552 | 22,552 | 12,500 | 10,052 | 80.42% | 150,000 | 127,448 | 84.97% |
| Interest Expense | 7,138 | 7,138 | 16,727 | 9,589 | -57.32% | 200,724 | 193,586 | 96.44% |
| Total Non-Operating Income | 15,974 | 15,974 | 579,106 | (582,309) | | 6,949,276 | 6,933,302 | |
| Net Income (Loss) | 84,489 | 84,489 | 626,877 | (587,217) | | 7,522,524 | 7,438,035 | |
| Wastewater | | | | | | | | |
| Wastewater Service Charges | 365,828 | 365,828 | 350,000 | 15,828 | 4.52% | 4,200,000 | 3,834,172 | 91.29% |
| Other Revenues | 26,213 | 26,213 | 23,870 | 2,343 | 9.82% | 286,442 | 260,229 | 90.85% |
| Total Operating Revenues | 392,041 | 392,041 | 373,870 | 18,171 | 4.86% | 4,486,442 | 4,094,401 | 91.26% |
| Salaries & Benefits | 150,184 | 150,184 | 126,907 | 23,277 | 18.34% | 1,522,885 | 1,372,701 | 90.14% |
| Other Expenses | 62,277 | 62,277 | 96,799 | (34,522) | -35.66% | 1,161,585 | 1,099,308 | 94.64% |
| Depreciation | 125,000 | 125,000 | 125,000 | - | 0.00% | 1,500,000 | 1,375,000 | 91.67% |
| Total Operating Expenses | 337,461 | 337,461 | 348,706 | (11,245) | -3.22% | 4,184,470 | 3,847,009 | 91.94% |
| Net Operating Income | 54,580 | 54,580 | 25,164 | 29,416 | | 301,972 | 247,392 | |
| Grants | 560 | 560 | 60,417 | (59,857) | -99.07% | 725,000 | 724,440 | 99.92% |
| Interest Income | 28,754 | 28,754 | 10,000 | 18,754 | 187.54% | 120,000 | 91,246 | 76.04% |
| Interest Expense | - | - | 21,321 | 21,321 | -100.00% | 255,851 | 255,851 | 100.00% |
| Total Non-Operating Income | 29,314 | 29,314 | 49,096 | (62,424) | | 589,149 | 559,835 | 95.02% |
| Net Income (Loss) | 83,894 | 83,894 | 74,260 | 9,634 | | 891,121 | 807,227 | |
| Enterprise Funds Net Income (Loss) | 168,384 | 168,384 | 701,137 | (532,753) | | 8,413,645 | 8,245,261 | |

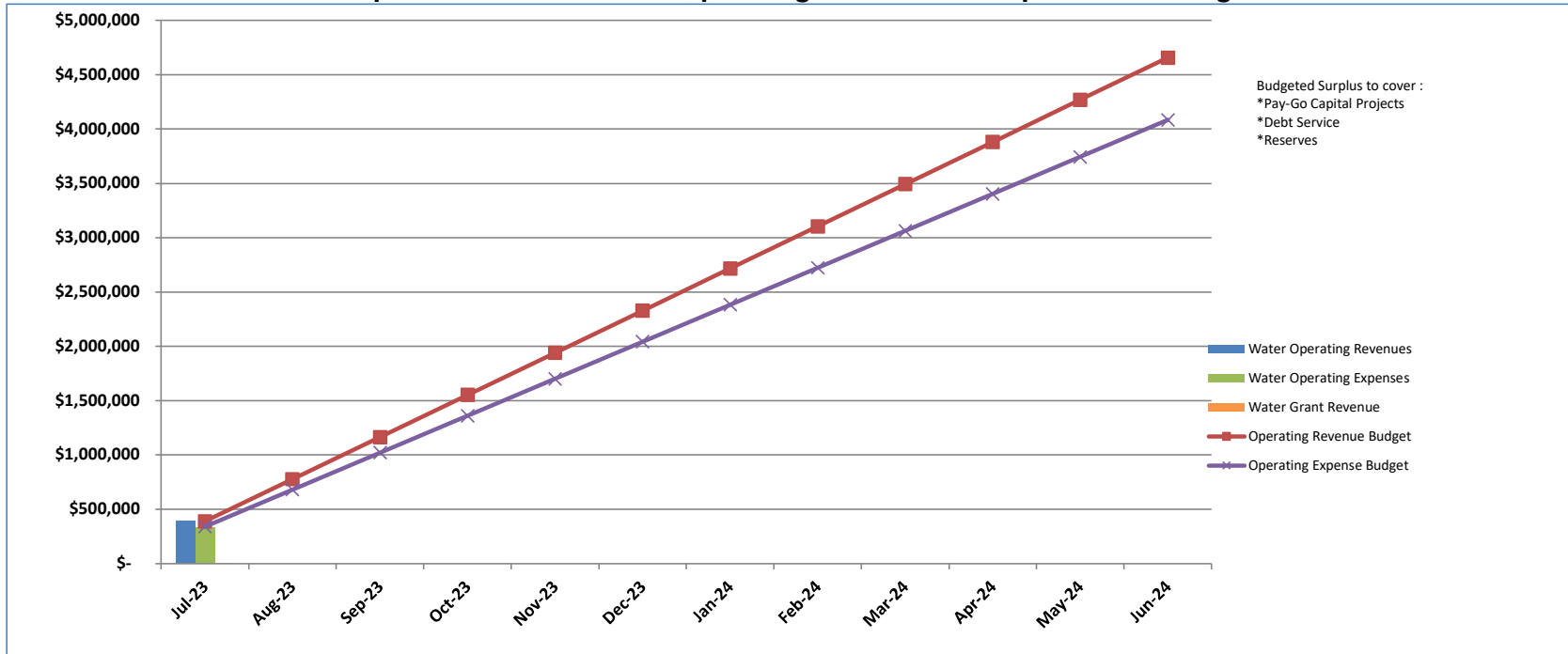
McKinleyville Community Services District
DRAFT Activity Summary by Fund, Approved Budget
July 2024

| | | | | | % Year Remaining: 91.67% | | | |
|--|--------------------------------|---------------------------|---------------------------|-------------------------------|---------------------------------|-----------------|------------------------------|---------|
| Department Summaries | July | % of Year 8.33% YTD | Approved YTD Budget | Over (Under) YTD Budget | Over (Under) YTD Budget % | Total Budget | Remaining Budget Budget % | |
| | *Parks & Recreation | | | | | | | |
| Program Fees | 65,991 | 65,991 | 35,513 | 30,478 | 85.82% | 426,150 | 360,159 | 84.51% |
| Rents & Facility Related Fees | 8,508 | 8,508 | 8,444 | 64 | 0.76% | 101,325 | 92,817 | 91.60% |
| Property Taxes | - | - | 61,150 | (61,150) | -100.00% | 733,794 | 733,794 | 100.00% |
| Other Revenues | 12,292 | 12,292 | 16,629 | (4,337) | -26.08% | 199,550 | 187,258 | 93.84% |
| Interest Income | 21,059 | 21,059 | 6,250 | 14,809 | 236.94% | 75,000 | 53,941 | 71.92% |
| | | | | | | 802,025 | | |
| Total Revenues | 107,850 | 107,850 | 127,986 | (20,136) | -15.73% | 1,535,819 | 1,427,969 | 92.98% |
| Salaries & Benefits | 95,370 | 95,370 | 91,662 | 3,708 | 4.04% | 1,099,941 | 1,004,571 | 91.33% |
| Other Expenditures | 25,733 | 25,733 | 24,498 | 1,235 | 5.04% | 293,975 | 268,242 | 91.25% |
| Total Expenditures | 121,103 | 121,103 | 116,160 | 4,943 | 4.25% | 1,393,916 | 1,272,813 | 91.31% |
| Other Financing Sources: | | | | | | | | |
| Grant Revenues | - | - | 108,333 | (108,333) | -100.00% | 1,300,000 | 1,300,000 | 100.00% |
| Capital Expenditures | - | - | 1,016,667 | (1,016,667) | -84.06% | 1,300,000 | 1,300,000 | 100.00% |
| Excess (Deficit) | (13,252) | (13,252) | (896,508) | 883,256 | | 141,903 | 1,455,155 | |
| *Measure B Assessment | | | | | | | | |
| Total Revenues | 100 | 100 | 58,722 | (58,622) | -99.83% | 704,659 | 704,559 | 99.99% |
| | | | | | | | - | |
| Salaries & Benefits | 8,874 | 8,874 | 14,126 | (5,252) | -37.18% | 169,514 | 160,640 | 94.77% |
| Other Expenditures | 5,283 | 5,283 | 14,353 | (9,070) | -63.19% | 172,235 | 166,952 | 96.93% |
| Capital Expenditures/Loan Repayment | - | - | 22,831 | (22,831) | -100.00% | 273,968 | 273,968 | 100.00% |
| Total Expenditures | 14,157 | 14,157 | 51,310 | (37,153) | -72.41% | 615,717 | 601,560 | 97.70% |
| Excess (Deficit) | (14,057) | (14,057) | 7,412 | (21,469) | | 88,942 | 102,999 | |
| *Street Lights | | | | | | | | |
| Total Revenues | 11,855 | 11,855 | 11,550 | 305 | 2.64% | 138,600 | 126,745 | 91.45% |
| Salaries & Benefits | 6,933 | 6,933 | 5,490 | 1,443 | 26.28% | 65,882 | 58,949 | 89.48% |
| Other Expenditures | 5,103 | 5,103 | 5,141 | (38) | -0.75% | 61,695 | 56,593 | 91.73% |
| Capital Expenditures/Loan Repayment | - | - | 417 | (417) | -100.00% | 5,000 | 5,000 | 100.00% |
| Total Expenditures | 12,035 | 12,035 | 11,048 | 987 | 8.93% | 132,577 | 120,542 | 90.92% |
| Excess (Deficit) | (180) | (180) | 502 | 682 | | 6,023 | 6,203 | |
| Governmental Funds Excess (Deficit) | (27,490) | (27,490) | (888,594) | 861,104 | | 236,868 | 1,564,358 | |

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

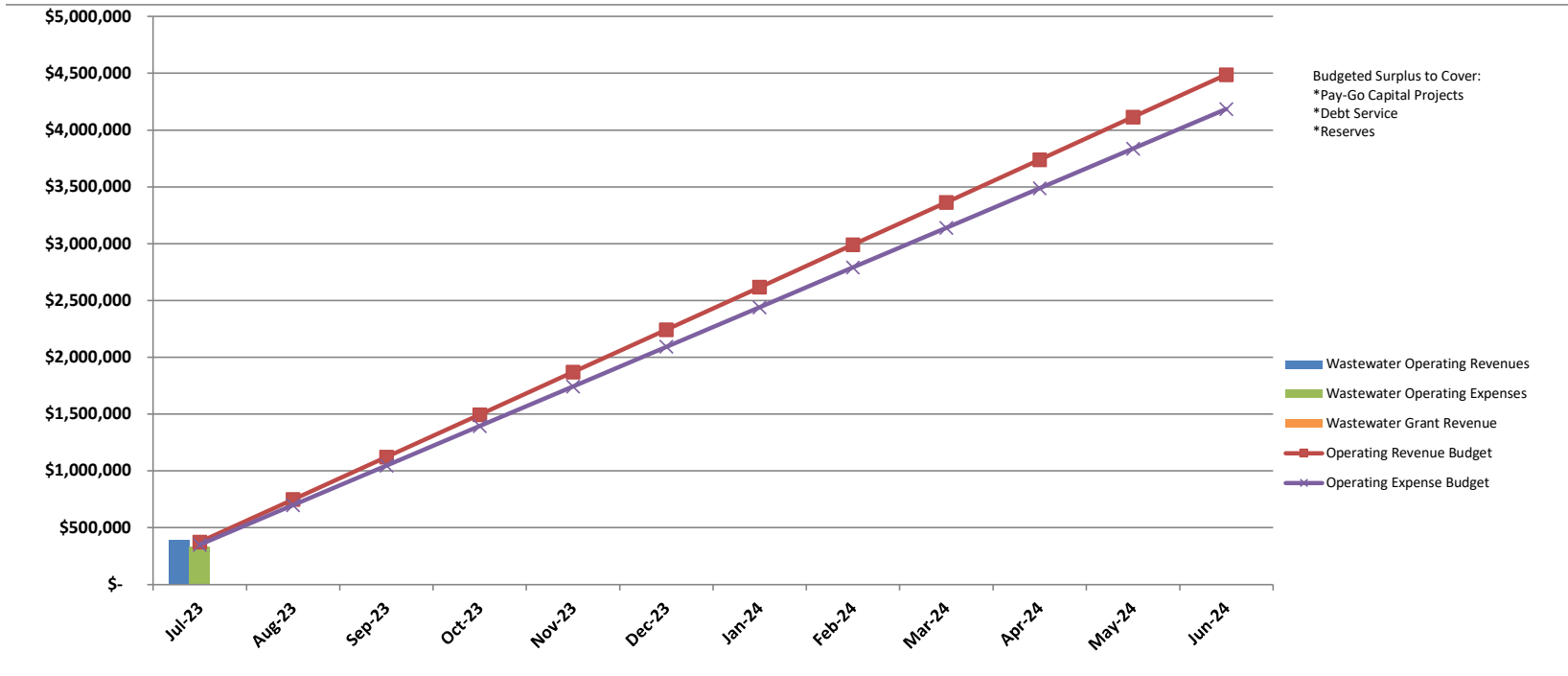
**McKinleyville Community Services District
July 2024**

Comparison of Water Fund Operating Revenues & Expenses to Budget



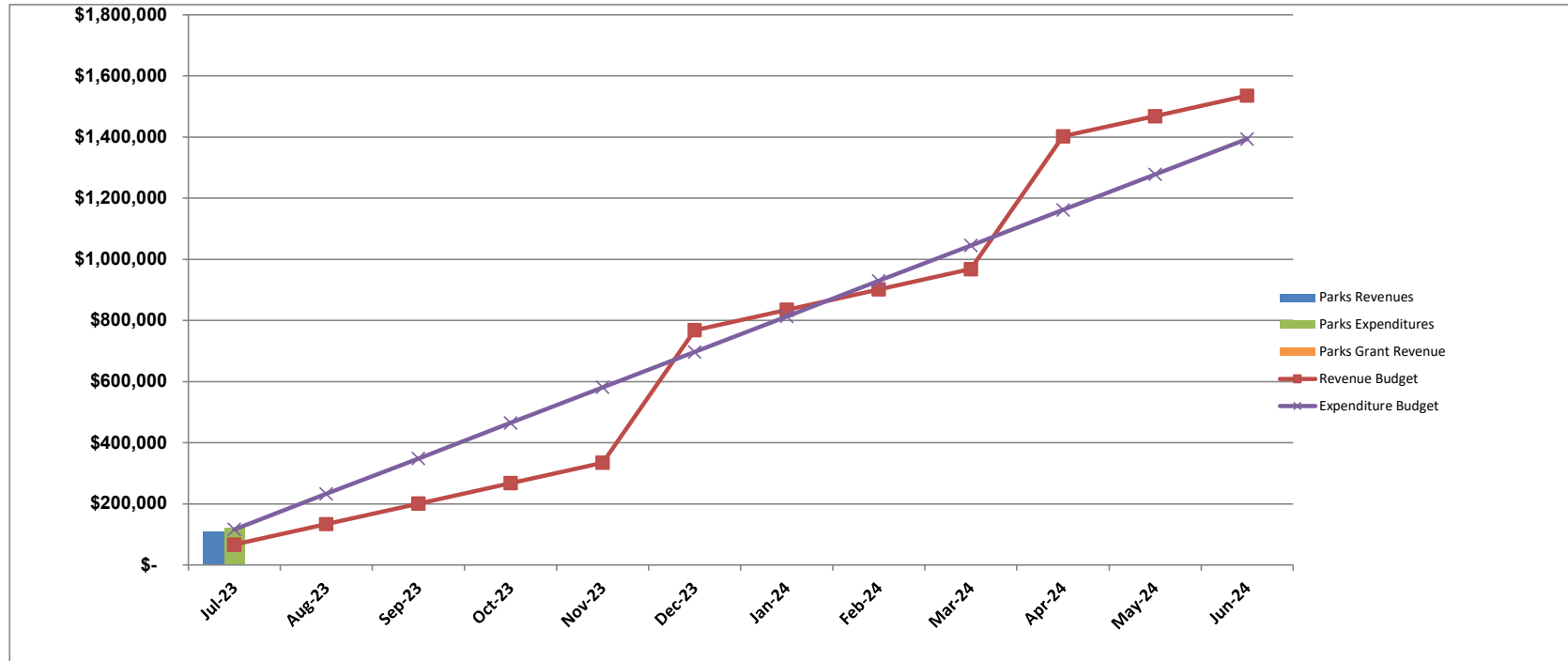
**McKinleyville Community Services District
July 2024**

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



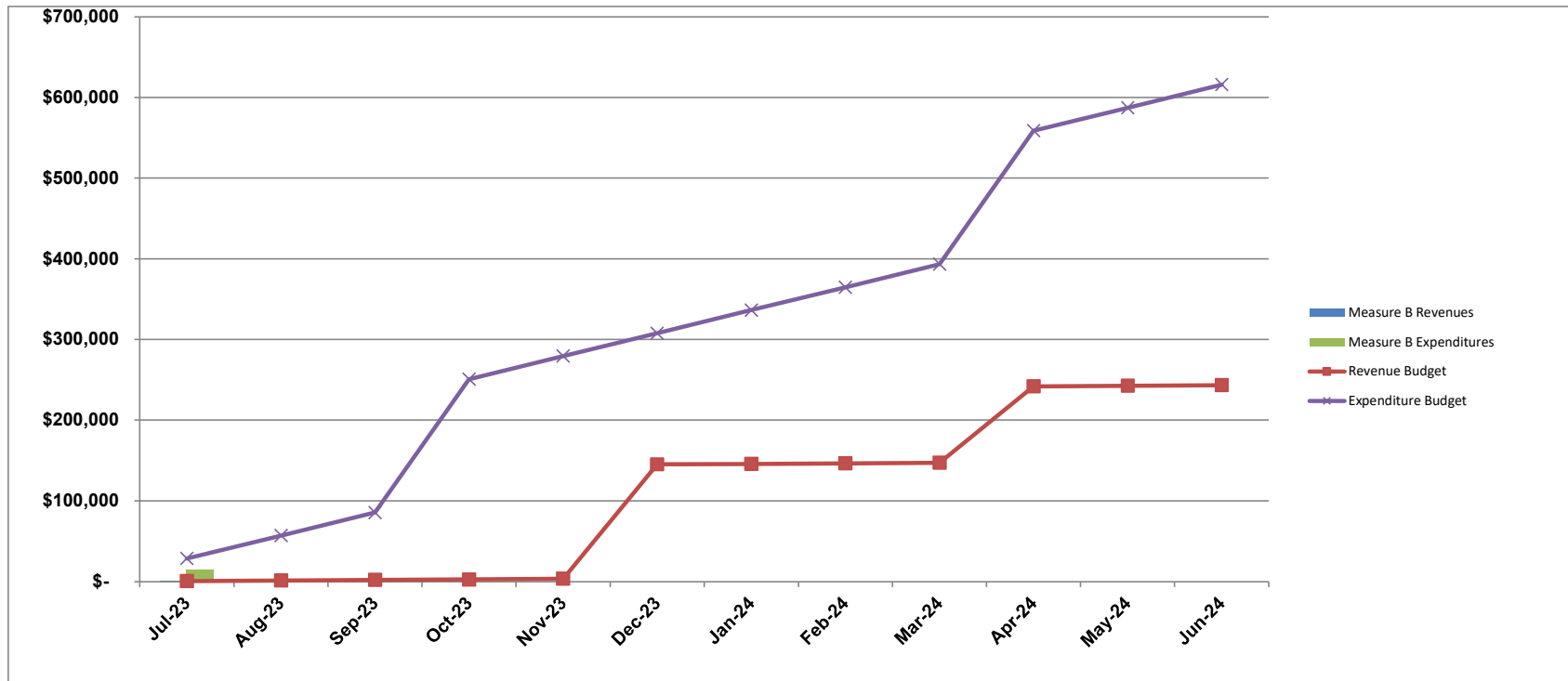
**McKinleyville Community Services District
July 2024**

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



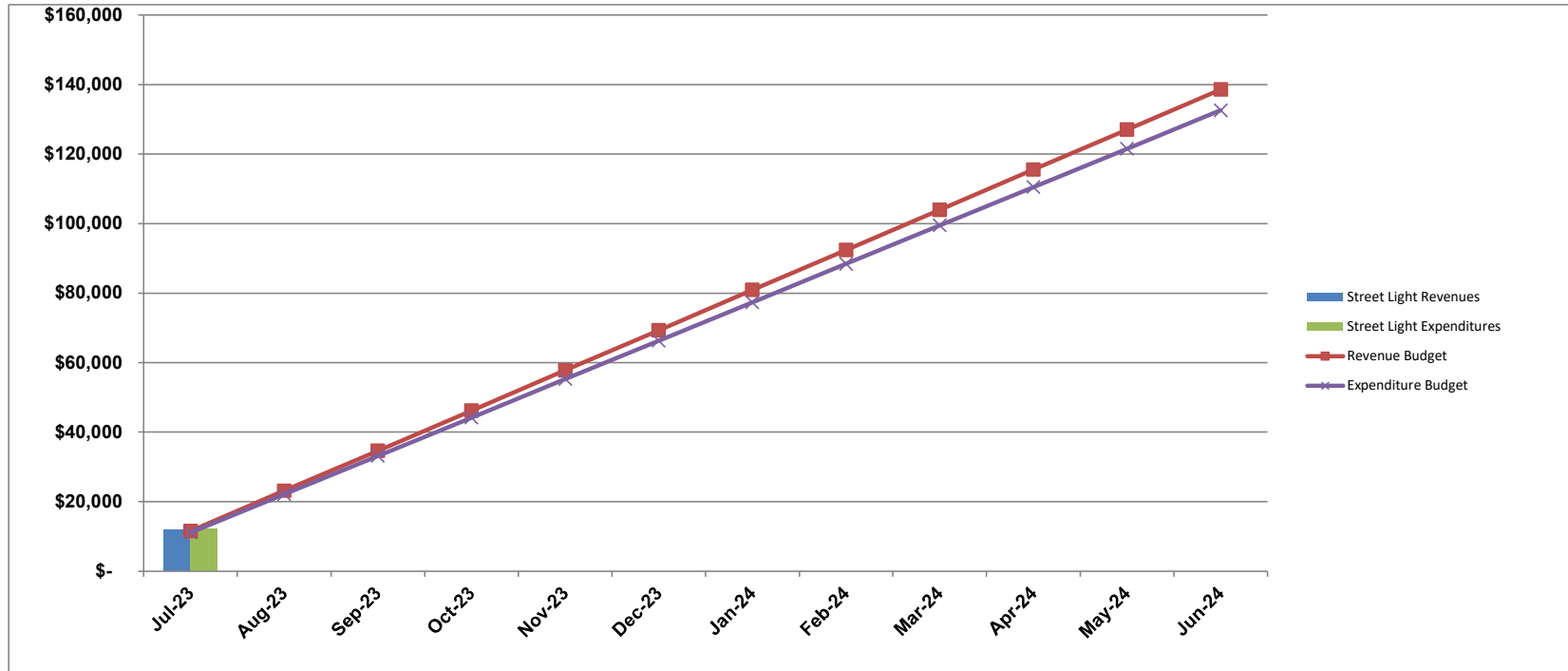
**McKinleyville Community Services District
July 2024**

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
July 2024**

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District
Cash Disbursement Detail Report
For the Period July 1 through July 31, 2024

| Check Number | Check Date | Vendor Number | Name | Net Amount | Invoice # | Description |
|---------------------------------------|------------|---------------|--------------------------------|------------|-----------|-----------------------------------|
| Accounts Payable Disbursements | | | | | | |
| 042708 | 7/3/2024 | *0239 | MCSD Customer | 100.00 | C40702 | DEPOSIT REFUND (FACILITY RENTAL) |
| 042709 | 7/3/2024 | *0240 | MAD RIVER UNITED YOUTH SO | 100.00 | C40702 | DEPOSIT REFUND (FACILITY RENTAL) |
| 042710 | 7/3/2024 | 10102 | 101 NETLINK | 34.41 | 0240701-1 | BACKUP INTERNET SERVICES |
| 042711 | 7/3/2024 | ACC04 | ACCURATE DRUG TESTING SERVICES | 100.00 | 0011438 | DOT PHYSICAL EXAM |
| 042712 | 7/3/2024 | ADV01 | ADVANCED SECURITY SYSTEM | 1,002.75 | 698328 | SECURITY ALARMS - MULT LOCATION |
| 042713 | 7/3/2024 | AER01 | AERZEN USA CORPORATION | 30,280.60 | 24-003283 | NEW BLOWER FOR WWMF |
| 042714 | 7/3/2024 | ANE01 | AN ELECTRICIAN INC. | 300.00 | 17582 | PROFESSIONAL SERVICES |
| 042715 | 7/3/2024 | ATT07 | AT&T ACCT 9391081626 | 178.00 | 21940456 | PHONE LINES |
| 042716 | 7/3/2024 | BAD01 | BADGER METER, Inc. | 424.76 | 80163852 | MONTHLY FEE |
| 042717 | 7/3/2024 | BAL04 | BALDWIN, BLOMSTROM, WILKI | 1,254.25 | 3573 | EXPEND-C. ASSET |
| 042718 | 7/3/2024 | BAV01 | BAVCO-BACKFLOW APPARATUS | 78.11 | 280035 | PARTS AND SUPPLIES |
| 042719 | 7/3/2024 | BNY01 | BNY MELLON TRUST COMPANY | 163,550.00 | C40702 | LOAN CT2124630 (2021A) |
| 042720 | 7/3/2024 | COA01 | COASTAL BUSINESS SYSTEMS | 176.86 | 36900756 | LEXMARK XM3250 COPIERS |
| 042721 | 7/3/2024 | COR01 | CORBIN WILLITS SYSTEMS | 1,182.27 | 00C406151 | SUBSCRIPTIONS |
| 042722 | 7/3/2024 | GHD01 | GHD | 28,975.96 | 0-0053599 | FISCHER LIFT STATION UPGRADE |
| | | | | 5,497.38 | 0-0053835 | SWSRF GRANT APP RECYCLED |
| | | | | 941.29 | 0-0053836 | ON-CALL GRANT ADMINISTRATOR |
| | | | Check Total: | 35,414.63 | | |
| 042723 | 7/3/2024 | GRA02 | GRAINGER | 261.70 | 168007921 | FLOW GAUGE REGULATOR |
| 042724 | 7/3/2024 | HAR03 | HARPER MOTORS CO. | 88.27 | 857683 | PARTS AND LABOR (UNIT #23) |
| | | | | 2,207.34 | 857686 | UNIT #1 (NEW COIL PACKS) |
| | | | | 102.66 | 857698 | PARTS AND LABOR (UNIT #16) |
| | | | Check Total: | 2,398.27 | | |
| 042725 | 7/3/2024 | HAR13 | The Hartford - Priority A | 492.15 | 180103333 | GRP. HEALTH INS |
| 042726 | 7/3/2024 | HUM01 | HUMBOLDT BAY MUNICIPAL WATER | 104,757.16 | C40702 | WTR PURCHASED |
| 042727 | 7/3/2024 | HUM08 | HUMBOLDT SANITATION | 733.15 | 46X01766 | 1620 PICKETT RD TRASH SERVICE |
| | | | | 1,018.75 | 46X01767 | 1656 SUTTER TRASH SERVICE |
| | | | | 733.15 | 46X01768 | 1705 GWIN RD TRASH SERVICE |
| | | | | 365.40 | 46X01769 | 675 HILLER RD TRASH SERVICE |
| | | | Check Total: | 2,850.45 | | |
| 042728 | 7/3/2024 | IBA01 | US BANK-GLOBAL CORP TRUST | 63,082.11 | 8-098-824 | LOAN #08-098 (RAMEY PUMP STATION) |
| 042729 | 7/3/2024 | IND02 | INDUSTRIAL ELECTRIC SERVICES | 100.24 | IN50822 | REPAIRS/SUPPLY |
| 042730 | 7/3/2024 | INF02 | INFOSEND | 3,368.11 | 265344 | MAILING AND POSTAGE |
| 042731 | 7/3/2024 | INF03 | INFINITE CONSULTING SERVICES | 4,740.00 | 11958 | MONTHLY HOSTING FEE |
| 042732 | 7/3/2024 | JOH05 | MCSD Customer | 41.18 | C40703 | REIMBURSEMENT (COOKING CA) |
| 042733 | 7/3/2024 | LDA01 | LDA PARTNERS | 9,253.50 | 12/635022 | ARCHITECTURAL SERVICES |
| 042734 | 7/3/2024 | LES01 | LES SCHWAB TIRE CENTER | 29.37 | 600598603 | PARTS/SUPPLIES (HUSQVARNA) |

| | | | | | | |
|--------|-----------|-------|----------------------------|-----------|------------|--------------------------------|
| 042735 | 7/3/2024 | MCD01 | MCS D Customer | 242.29 | C40703 | REIMBURSEMENT (COOKING CA) |
| 042736 | 7/3/2024 | MEY01 | MCS D Empolyee | 300.00 | C40702 | SAFETY ALLOTMENT |
| 042737 | 7/3/2024 | MIT01 | MITCHELL LAW FIRM | 203.50 | 4302 | LEGAL SERVICES |
| 042738 | 7/3/2024 | NOR13 | NORTHERN CALIFORNIA SAFET | 120.00 | 29971 | MONTHLY FEE |
| 042739 | 7/3/2024 | PGE11 | PGE STREETLIGHTS | 23.34 | C40702 | GAS & ELECTRIC SEWER PUMP |
| 042740 | 7/3/2024 | PGE12 | PGE | 336.79 | C40702 | GAS & ELECTRIC HILLER |
| 042741 | 7/3/2024 | ROJ01 | ROJAS COMMUNICATIONS GROUP | 2,500.00 | 202392 | GOVERNMENT RELATIONS/LOBB |
| 042742 | 7/3/2024 | SDR01 | SDRMA | 47.50 | 76148 | PROPERTY/LIABILITY CERTIFICATE |
| 042743 | 7/3/2024 | STR01 | STREAMLINE | 375.00 | F9E7-0045 | SUBSCRIPTIONS |
| 042744 | 7/3/2024 | THR01 | THRIFTY SUPPLY COMPANY | 2,707.40 | 031751-01 | PARTS AND SUPPLIES |
| | | | | 196.65 | 031885-01 | PARTS AND SUPPLIES |
| | | | Check Total: | 2,904.05 | | |
| 042745 | 7/3/2024 | TRE05 | JOHN TREWIN | 251.25 | C40702 | CLOTHING ALLOWANCE |
| 042746 | 7/3/2024 | USA01 | USA BLUEBOOK | 3,109.26 | V00402016 | PARTS AND SUPPLIES |
| 042747 | 7/3/2024 | VAL01 | VALLEY PACIFIC PETROLEUM | 671.66 | 24-776809 | GAS/OIL/LUBE |
| 042748 | 7/3/2024 | VAL02 | VALLEY PACIFIC | 3,601.22 | 24-776133 | GAS/OIL/LUBE |
| 042749 | 7/3/2024 | VER01 | VERIZON WIRELESS | 68.46 | 967190193 | PAGING/ALARMS |
| 042750 | 7/3/2024 | \D018 | MQ CUSTOMER | 28.96 | 000C40701 | MQ CUSTOMER REFUND FOR DU |
| 042751 | 7/3/2024 | \E005 | MQ CUSTOMER | 18.99 | 000C40701 | MQ CUSTOMER REFUND FOR EL |
| 042752 | 7/3/2024 | \G026 | MQ CUSTOMER | 13.73 | 000C40701 | MQ CUSTOMER REFUND FOR GR |
| 042753 | 7/3/2024 | \H024 | MQ CUSTOMER | 82.89 | 000C40701 | MQ CUSTOMER REFUND FOR HO |
| 042754 | 7/3/2024 | \J019 | MQ CUSTOMER | 120.00 | 000C40701 | MQ CUSTOMER REFUND FOR JO |
| 042755 | 7/3/2024 | \L017 | MQ CUSTOMER | 84.72 | 000C40701 | MQ CUSTOMER REFUND FOR LA |
| 042756 | 7/3/2024 | \L018 | MQ CUSTOMER | 2.88 | 000C40701 | MQ CUSTOMER REFUND FOR LI |
| 042757 | 7/3/2024 | \R021 | MQ CUSTOMER | 37.12 | 000C40701 | MQ CUSTOMER REFUND FOR RI |
| | | | | (37.12) | 000C40701u | Ck# 042757 Reversed |
| | | | Check Total: | - | | |
| 042758 | 7/3/2024 | \S033 | MQ CUSTOMER | 33.63 | 000C40701 | MQ CUSTOMER REFUND FOR SA |
| 042759 | 7/3/2024 | \T016 | MQ CUSTOMER | 43.51 | 000C40701 | MQ CUSTOMER REFUND FOR TR |
| 042760 | 7/12/2024 | *0241 | MCS D Customer | 220.00 | C40711 | REFUND (SUMMER CAMP) |
| 042761 | 7/12/2024 | *0242 | MCS D Customer | 603.75 | C40711 | REFUND (SUMMER CAMP) |
| 042762 | 7/12/2024 | ACW01 | CB&T/ACWA-JPIA | 13,765.06 | 0703245 | GRP. HEALTH INS |
| 042763 | 7/12/2024 | AMA01 | AMAZON CAPITAL SERVICES | (198.24) | 3YTG-9YDDC | CREDIT |
| | | | | (20.31) | 6CPD-3VTKC | CREDIT |
| | | | | 1,258.67 | DVWT-6FDL | AMAZON PURCHASES |
| | | | | (107.74) | WH6C-7PKWC | CREDIT |
| | | | | (47.36) | WN3N-K6RQC | CREDIT |
| | | | Check Total: | 885.02 | | |
| 042764 | 7/12/2024 | CRA01 | CRAWFORD & ASSOCIATES, IN | 23,156.19 | 41179 | 4.5MG TANK |
| 042765 | 7/12/2024 | GHD01 | GHD | 6,907.72 | 0-0053942 | CWSRF GRANT ASSISTANCE |
| | | | | 309.75 | 0-0053970 | MICROGRID |

| | | | | | | |
|--------|-----------|-------|----------------------------|-----------|-----------|---------------------------|
| | | | Check Total: | 7,217.47 | | |
| 042766 | 7/12/2024 | KEN02 | KENNEDY/JENKS CONSULTANTS | 79,752.84 | 172926 | 4.5MG TANK |
| 042767 | 7/12/2024 | MCB02 | MCSO Employee | 27.69 | C40711 | REIMBURSEMENT |
| 042768 | 7/12/2024 | MCK04 | MCK ACE HARDWARE | 203.67 | C40711 | REPAIRS/SUPPLY |
| 042769 | 7/12/2024 | MEN01 | MENDES SUPPLY CO. | 332.90 | C40711 | REPAIRS/SUPPLY |
| 042770 | 7/12/2024 | MIL01 | Miller Farms Nursery | 739.88 | C40711 | REPAIRS/SUPPLY |
| 042771 | 7/12/2024 | MUD01 | MUDDY WATERS COFFEE CO. | 80.00 | 291801930 | COFFEE |
| 042772 | 7/12/2024 | NOR01 | MICROBAC LABORATORIES, Inc | 3,144.00 | C40711 | LAB TESTS |
| 042773 | 7/12/2024 | NOR20 | NORTHCOAST EMPLOYERS | 40.00 | 2508 | ANNUAL DUES 07/01/2024 |
| 042774 | 7/12/2024 | NOR35 | NORTHERN HUMBOLDT | 1,034.28 | ES24-178 | WEEDING AND MULCHING CENT |
| | | | | 1,131.52 | ES24-179 | GROUNDS WORK PIERSON PARK |
| | | | Check Total: | 2,165.80 | | |
| 042775 | 7/12/2024 | O&M01 | O & M INDUSTRIES | 42.64 | 027177 | REPAIRS/SUPPLIES |
| 042776 | 7/12/2024 | PGE01 | PG & E (Office & Field) | 24,607.02 | C40711 | GAS & ELECTRIC |
| 042777 | 7/12/2024 | SON01 | SONSRAY MACHINERY | 88,179.56 | PSO139773 | MULTI-QUIP GENERATOR DCA1 |
| 042778 | 7/12/2024 | THO02 | Thomas Home Center | 584.08 | C40711 | REPAIRS/SUPPLY |
| 042779 | 7/12/2024 | UMP01 | UMPQUA COMMERCIAL CARD OP | 256.00 | 0724BD | TRAVEL/TRAINING/SUPPLIES |
| | | | | 84.99 | 0724DS | TRAVEL/TRAINING/SUPPLIES |
| | | | | 251.79 | 0724JH | TRAVEL/TRAINING/SUPPLIES |
| | | | | 207.20 | 0724LF | TRAVEL/TRAINING/SUPPLIES |
| | | | | 2,075.37 | 0724PK | TRAVEL/TRAINING/SUPPLIES |
| | | | | 2,079.51 | 0724BD.1 | TRAVEL/TRAINING/SUPPLIES |
| | | | | 833.26 | 0724LF.1 | TRAVEL/TRAINING/SUPPLIES |
| | | | | 1,625.00 | 0724PK.1 | TRAVEL/TRAINING/SUPPLIES |
| | | | | 448.82 | 0724PARKS | TRAVEL/TRAINING/SUPPLIES |
| | | | Check Total: | 7,861.94 | | |
| 042780 | 7/18/2024 | PIT02 | PITNEY BOWES BANK INC PUR | 2,505.79 | C40718 | 5/24/24 POSTAGE REFILL |
| 042781 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042782 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042783 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042784 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042785 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042786 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042787 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042788 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042789 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042790 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042791 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042792 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042793 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042794 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042795 | 7/19/2024 | VOID | VOIDED CHECK | - | | |

| | | | | | | |
|--------|-----------|-------|--------------------------------|------------|-----------|-----------------------------|
| 042796 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042797 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042798 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042799 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042800 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042801 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042802 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042803 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042804 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042805 | 7/19/2024 | VOID | VOIDED CHECK | - | | |
| 042806 | 7/19/2024 | *0001 | MCS D Customer | 130.00 | C40718 | SUMMER CAMP REFUND |
| 042807 | 7/19/2024 | *0005 | MCS D Customer | 100.00 | C40718 | SECURITY DEPOSIT (FACILITY) |
| 042808 | 7/19/2024 | *0006 | MCS D Customer | 100.00 | C40718 | SECURITY DEPOSIT (FACILITY) |
| 042809 | 7/19/2024 | ACC04 | ACCURATE DRUG TESTING SERVICE | 130.00 | 0011585 | DRUG TEST + PHYSICAL |
| 042810 | 7/19/2024 | ATT04 | ATT | 860.81 | 825461900 | TELEMETRY |
| 042811 | 7/19/2024 | CAL04 | CALPERS-FINANCIAL REPORTING | 221,828.00 | 017589827 | ANNUAL UNFUNDED LIABILITY |
| | | | | 2,024.00 | 017589840 | ANNUAL UNFUNDED LIABILITY |
| | | | Check Total: | 223,852.00 | | |
| 042812 | 7/19/2024 | COA01 | COASTAL BUSINESS SYSTEMS | 1,104.36 | 37001562 | OFFC EQUIP LEAS (SHARP) |
| 042813 | 7/19/2024 | DEP05 | DEPARTMENT OF JUSTICE | 64.00 | 746028 | FINGERPRINTING |
| 042814 | 7/19/2024 | GRA02 | GRAINGER | 96.43 | 176209592 | EAR PLUGS |
| | | | | 96.63 | 177908986 | WIRE ROPE U-BOLT CLIP + C |
| | | | Check Total: | 193.06 | | |
| 042815 | 7/19/2024 | IND02 | INDUSTRIAL ELECTRIC SERVICES | 304.70 | IN50936 | REPAIRS/SUPPLY |
| | | | | 108.50 | IN50937 | REPAIRS/SUPPLY |
| | | | Check Total: | 413.20 | | |
| 042816 | 7/19/2024 | INF02 | INFOSEND | 3,364.27 | 266768 | MAILING AND POSTAGE |
| 042817 | 7/19/2024 | INF03 | INFINITE CONSULTING SERVICES | 1,629.30 | 11995 | WINDOWS SERVER (16 CORE) |
| 042818 | 7/19/2024 | MCK03 | MCKINLEYVILLE OFFICE SUPPLY | 17.37 | 54470 | ID CARDS |
| 042819 | 7/19/2024 | ORE01 | O'REILLY AUTOMOTIVE, INC. | 7.75 | 37-210471 | TAIL LIGHT (UNIT #1) |
| 042820 | 7/19/2024 | PGE10 | PGE STREETLIGHTS | 6.62 | C40718 | GAS & ELECTRIC S.L.- ZONE |
| 042821 | 7/19/2024 | THR01 | THRIFTY SUPPLY COMPANY | 126.38 | 032176-01 | PARTS AND SUPPLIES |
| 042822 | 7/19/2024 | TWO01 | TWO BROTHERS CATHODIC SERVICES | 8,542.50 | 1093 | NORTON TANK RECTIFIER + R |
| | | | | 1,000.00 | 1094 | NORTON TANK 1B + 2A INSPE |
| | | | Check Total: | 9,542.50 | | |
| 042823 | 7/19/2024 | WIL09 | WILLDAN FINANCIAL SERVICE | 4,118.05 | 010-59177 | MEASURE B DISTRICT ADMIN. |
| 042824 | 7/25/2024 | COR01 | PUBLIC UTILITIES WEB CO-OP | 137,082.98 | C40724 | RETURN OF DOUBLE-PAYMENT |
| 042825 | 7/25/2024 | GOY01 | MCS D Employee | 108.50 | C40724 | REIMBURSEMENT |
| 042826 | 7/25/2024 | GRA02 | GRAINGER | 243.30 | 187170601 | PIPE TAPS FOR IRRIGATION |
| | | | | 153.17 | 188283478 | 3 HYDRANT WRENCHES & 3 FI |
| | | | Check Total: | 396.47 | | |

| | | | | | | |
|--------|-----------|-------|---|---------------------|------------|------------------------------------|
| 042827 | 7/25/2024 | HAR03 | HARPER MOTORS CO. | 94.07 | 858515 | PARTS & LABOR (UNIT #12) |
| | | | | 109.07 | 858549 | PARTS & LABOR (UNIT #14) |
| | | | Check Total: | 203.14 | | |
| 042828 | 7/25/2024 | IND02 | INDUSTRIAL ELECTRIC SERVICES | 28.19 | IN51039 | 2 500V TIME DELAY FUSES |
| 042829 | 7/25/2024 | ORE01 | O'REILLY AUTOMOTIVE, INC. | 48.47 | 37-211103 | FLUID (UNIT #3) + SEAT COVER |
| | | | | 20.46 | 37-211159 | FUEL CLEANER (UNIT #22) |
| | | | Check Total: | 68.93 | | |
| 042830 | 7/25/2024 | PGE05 | PGE | 697.42 | C40724 | GAS & ELECTRIC S.L.- ZONE |
| 042831 | 7/25/2024 | PGE06 | PG&E-STREETLIGHTS | 31.68 | C40724 | GAS & ELECTRIC S.L.- ZONE |
| 042832 | 7/25/2024 | PGE07 | PG&E STREETLIGHTS | 2,005.79 | C40724 | GAS & ELECTRIC |
| 042833 | 7/25/2024 | PGE08 | PGE STREETLIGHTS | 30.73 | C40724 | GAS & ELECTRIC S.L.- ZONE |
| 042834 | 7/25/2024 | PGE09 | PGE-STREETLIGHTS | 153.71 | C40724 | GAS & ELECTRIC S.L.- ZONE |
| 042835 | 7/25/2024 | PIT01 | PITNEY BOWES GLOBAL FINANCIAL | 481.37 | 106762304 | OFFC EQUIP LEASE |
| 042836 | 7/25/2024 | SIX03 | SIX RIVERS MECHANICAL | 688.86 | I7491 | AZALEA HALL ICE MACHINE |
| 042837 | 7/25/2024 | STA09 | S.W.R.C.B. | 60.00 | C40725 | CERTIFICATION RENEWAL |
| 042838 | 7/25/2024 | THA01 | THATCHER COMPANY, INC. | 4,422.70 | 250103799 | CHLORINE CYLINDER |
| | | | | (1,000.00) | 250900825C | CYLINDER CREDIT |
| | | | Check Total: | 3,422.70 | | |
| 042839 | 7/25/2024 | THR02 | DAZEY'S SUPPLY | 105.57 | 6977 | TANK SPRAYER + VINEGAR |
| 042840 | 7/25/2024 | UND01 | UNDERGROUND SERVICE ALERT | 1,664.81 | 524342024 | MEMBERSHIP FEE + BILLABLE |
| 042841 | 7/25/2024 | USA01 | USA BLUEBOOK | 156.64 | V00418469 | PARTS AND SUPPLIES |
| | | | | 1,592.55 | V00418586 | PARTS AND SUPPLIES |
| | | | | 256.45 | V00418654 | PARTS AND SUPPLIES |
| | | | Check Total: | 1,849.00 | | |
| 042842 | 7/30/2024 | *0009 | MCSO Customer | 190.00 | C40730 | RETURN OF ADULT SOFTBALL |
| 042843 | 7/30/2024 | *0010 | MCSO Customer | 100.00 | C40730 | SECURITY DEPOSIT REFUND |
| 042844 | 7/30/2024 | ACC04 | ACCURATE DRUG TESTING SERVICE | 130.00 | 0011649 | DRUG TEST + PHYSICAL |
| 042845 | 7/30/2024 | COR01 | CORBIN WILLITS SYSTEMS, INC | 1,182.27 | 00C407151 | SUBSCRIPTIONS |
| 042846 | 7/30/2024 | HUM03 | HUMBOLDT COUNTY | 768.69 | C40730 | FY 24-25 PROPERTY TAX |
| | | | | 484.34 | C40730.1 | FY 24-25 PROPERTY TAX |
| | | | | 666.61 | C40730.2 | FY 24-25 PROPERTY TAX |
| | | | Check Total: | 1,919.64 | | |
| 042847 | 7/30/2024 | KIN01 | MCSO Employee | 150.00 | C40730 | FLEX SPENDING |
| 042848 | 7/30/2024 | PGE11 | PGE STREETLIGHTS | 23.10 | C40730 | GAS & ELECTRIC SEWER PUMP |
| 042849 | 7/30/2024 | PGE12 | PGE | 244.10 | C40730 | GAS & ELECTRIC HILLER |
| 042850 | 7/30/2024 | SHN01 | SHN ENGINEERING | 4,111.00 | 121960 | PROFESSIONAL SERVICES |
| 042851 | 7/30/2024 | VER01 | VERIZON WIRELESS | 67.81 | 969619058 | PAGING/ALARMS |
| 042852 | 7/30/2024 | WEC02 | WEC LABORATORIES, INC. | 545.00 | W4G1566 | LAB TESTS TREATMENT |
| 042853 | 7/31/2024 | MER03 | MERCER, FRASER COMPANY | 996,037.63 | C40731 | 4.5MG TANK MONTHLY PAYMENT |
| 042854 | 7/31/2024 | MER04 | MERCER FRASER ESCROW48611 | 52,423.03 | C40731 | CIP: 4.5M TANK DESIGN.CONSTRUCTION |
| | | | Total Disbursements, Accounts payable: | 2,148,969.55 | | |

Payroll Related Disbursements

| | | | | | | |
|-------------|-----------|-------|---------------------------|-----------|---------|-------------------------|
| 20141 | 6/28/2024 | | MCS D Employees | 6,527.78 | | EMPLOYEE PAYCHECKS |
| 20142-20144 | 7/1/2024 | | MCS D Employees | 20,814.59 | | EMPLOYEE PAYCHECKS |
| 20145-20162 | 7/10/2024 | | MCS D Employees | 14,449.73 | | EMPLOYEE PAYCHECKS |
| 20163 | 7/8/2024 | CAL12 | CalPERS 457 Plan | 665.38 | C40701 | RETIREMENT |
| | | | | 7,240.99 | C40708 | RETIREMENT |
| | | | | 566.15 | 1C40701 | RETIREMENT |
| | | | | 714.30 | 1C40708 | PERS 457 LOAN PMT |
| | | | | 20,000.00 | 2C40701 | RETIREMENT |
| | | | | 252.32 | 2C40708 | ROTH 457 |
| | | | Check Total: | 29,439.14 | | |
| 20164 | 7/8/2024 | DIR01 | DIRECT DEPOSIT VENDOR- US | 39,387.51 | C40708 | Direct Deposit |
| 20165 | 7/8/2024 | EMP01 | Employment Development | 268.08 | C40628 | STATE INCOME TAX |
| | | | | 245.53 | C40701 | STATE INCOME TAX |
| | | | | 1,785.05 | C40708 | STATE INCOME TAX |
| | | | | 91.33 | 1C40628 | SDI |
| | | | | 45.48 | 1C40701 | SDI |
| | | | | 870.05 | 1C40708 | SDI |
| | | | | 65.69 | 2C40701 | STATE INCOME TAX |
| | | | | 18.19 | 3C40701 | SDI |
| | | | | 1,956.00 | 4C40701 | STATE INCOME TAX |
| | | | | 546.00 | 5C40701 | SDI |
| | | | Check Total: | 5,891.40 | | |
| 20166 | 7/8/2024 | EMP02 | Employment Dev Department | 2,259.95 | C40628 | SUI |
| 20167 | 7/8/2024 | HEA01 | HEALTHEQUITY, ATTN: CLIEN | 65.00 | C40708 | HSA |
| 20168 | 7/8/2024 | HUM29 | UMPQUA BANK--PAYROLL DEP. | 871.68 | C40628 | FEDERAL INCOME TAX |
| | | | | 435.29 | C40701 | FEDERAL INCOME TAX |
| | | | | 7,319.07 | C40708 | FEDERAL INCOME TAX |
| | | | | 1,029.54 | 1C40628 | FICA |
| | | | | 512.66 | 1C40701 | FICA |
| | | | | 9,837.40 | 1C40708 | FICA |
| | | | | 240.78 | 2C40628 | MEDICARE |
| | | | | 119.90 | 2C40701 | MEDICARE |
| | | | | 2,300.72 | 2C40708 | MEDICARE |
| | | | | 147.46 | 3C40701 | FEDERAL INCOME TAX |
| | | | | 205.06 | 4C40701 | FICA |
| | | | | 47.96 | 5C40701 | MEDICARE |
| | | | | 6,520.00 | 6C40701 | FEDERAL INCOME TAX |
| | | | | 6,154.90 | 7C40701 | FICA |
| | | | | 1,439.46 | 8C40701 | MEDICARE |
| | | | Check Total: | 37,181.88 | | |
| 20169 | 7/8/2024 | ACW01 | CB&T/ACWA-JPIA | 64,011.07 | C40630 | MED-DENTAL-EAP INSUR |
| 20170 | 7/8/2024 | PUB01 | Public Employees PERS | 26,983.83 | C40630 | PERS PAYROLL REMITTANCE |
| 20171-20173 | 7/11/2024 | | VOIDED CHECK | | | VOIDED CHECK |
| 2014-20176 | 7/11/2024 | | MCS D Employees | 3,604.30 | | EMPLOYEE PAYCHECKS |
| 20177-20196 | 7/25/2024 | | MCS D Employees | 17,152.23 | | EMPLOYEE PAYCHECKS |
| 20197 | 7/22/2024 | CAL12 | CalPERS 457 Plan | 398.14 | C40711 | RETIREMENT |
| | | | | 7,707.72 | C40722 | RETIREMENT |
| | | | | (398.14) | 1C40711 | RETIREMENT |
| | | | | 779.86 | 1C40722 | PERS 457 LOAN PMT |
| | | | | 398.14 | 2C40711 | RETIREMENT |
| | | | | 286.44 | 2C40722 | ROTH 457 |
| | | | Check Total: | 9,172.16 | | |
| 20198 | 7/22/2024 | DIR01 | DIRECT DEPOSIT VENDOR- US | 41,883.32 | C40722 | Direct Deposit |
| 20199 | 7/22/2024 | EMP01 | Employment Development | 85.82 | C40711 | STATE INCOME TAX |
| | | | | 2,219.59 | C40722 | STATE INCOME TAX |

| | | | | | | |
|-------|-----------|-------|-------------------------------------|---------------------|----------|--------------------|
| | | | | 53.56 | 1C40711 | SDI |
| | | | | 950.97 | 1C40722 | SDI |
| | | | | 7.93 | 2C40711 | STATE INCOME TAX |
| | | | | 1.32 | 3C40711 | SDI |
| | | | | (85.82) | 4C40711 | STATE INCOME TAX |
| | | | | (53.56) | 5C40711 | SDI |
| | | | | - | 6C40711 | STATE INCOME TAX |
| | | | | 4.90 | 7C40711 | SDI |
| | | | | 85.82 | 8C40711 | STATE INCOME TAX |
| | | | | 48.66 | 9C40711 | SDI |
| | | | Check Total: | 3,319.19 | | |
| 20200 | 7/22/2024 | HEA01 | HEALTH EQUITY, ATTN: CLIEN | 65.00 | C40722 | HSA |
| 20201 | 7/22/2024 | HUM29 | UMPQUA BANK--PAYROLL DEP. | 319.33 | C40711 | FEDERAL INCOME TAX |
| | | | | 8,669.63 | C40722 | FEDERAL INCOME TAX |
| | | | | 603.80 | 1C40711 | FICA |
| | | | | 10,789.94 | 1C40722 | FICA |
| | | | | 141.20 | 2C40711 | MEDICARE |
| | | | | 2,523.44 | 2C40722 | MEDICARE |
| | | | | 26.43 | 3C40711 | FEDERAL INCOME TAX |
| | | | | 14.90 | 4C40711 | FICA |
| | | | | 3.48 | 5C40711 | MEDICARE |
| | | | | (319.33) | 6C40711 | FEDERAL INCOME TAX |
| | | | | (603.80) | 7C40711 | FICA |
| | | | | (141.20) | 8C40711 | MEDICARE |
| | | | | - | 9C40711 | FEDERAL INCOME TAX |
| | | | | 55.26 | 10C40711 | FICA |
| | | | | 12.92 | 11C40711 | MEDICARE |
| | | | | 319.33 | 12C40711 | FEDERAL INCOME TAX |
| | | | | 548.54 | 13C40711 | FICA |
| | | | | 128.28 | 14C40711 | MEDICARE |
| | | | Check Total: | 23,092.15 | | |
| 20202 | 7/24/2024 | | MCS D Employee | 3,959.00 | | VACATION BUYOUT |
| 20203 | 7/31/2024 | | MCS D Employees | 6,527.78 | | EMPLOYEE PAYROLL |
| 20204 | 7/31/2024 | | MCS D Employees | 661.36 | | EMPLOYEE PAYROLL |
| | | | Total Disbursements, Payroll | 303,508.13 | | |
| | | | TOTAL CHECK DISBURSEMENTS | 2,452,477.68 | | |

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McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2024

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

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

Discussion:

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

| | |
|-----------------|-------------------|
| 1st Notice | July 18, 2024 |
| 10 Day Notice | August 21, 2024 |
| Board Meeting | September 4, 2024 |
| Lock | October 9, 2024 |
| Route 13 | |

| Account # | Address |
|------------------|------------------|
| 13-030-000 | 2285 Central Ave |
| 13-322-000 | 2725 Central Ave |

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McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2024

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

Staff recommends the Board declare the following item surplus.

- 1988 Fleetwood Mobile Home.

Discussion:

The Hiller Park Trailer located at 675 Hiller Road was being rented to a staff member that came with the responsibility of opening and closing the gate and bathrooms each night. The staff member has decided to move away and after careful inspection of the trailer, the District staff has decided to have it hauled away at no cost. The work needed to bring the trailer up to livable conditions was more than the value the District was getting from it. Staff found a company who was willing to haul it away as soon as possible to avoid vandalism or homeless people from moving into it. At this time staff has opted to go with a different option for the daily gate and bathroom opening and not having a caretaker living onsite at that location.

Alternatives:

Staff analysis consists of the following potential alternative

- Install an automatic gate at the park with a timer that will allow cars to exit after hours along with opening the bathrooms at 8:00 am.

Fiscal Analysis:

Renovation would have resulted in a near complete rebuild which would have exceeded the value the District was receiving from the trailer.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

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McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2024

TYPE OF ITEM: **INFORMATIONAL**

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

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the board review the information presented and commend Directors Binder and Orsini on their election to another four-year term on the MCSD Board of Directors.

Discussion:

As the Board was previously informed, the next General Election will be on November 5, 2024. The nominations period was opened on July 15, 2024 ran through August 9, 2024. There are two Board Director seats open for election. Each seat is for a four (4) year term. The incumbents are Scott Binder and Greg Orsini. As a Special District, all nomination paperwork was processed through the County Office of Elections. As the incumbents were the only candidates that filed for a seat, the County Office of Elections sent us an In Lieu of Election notice (Attachment 1) informing us that Director Binder and Director Orsini will be appointed by the Humboldt County Board of Supervisors for another four-year term. It should be noted that because of this unique situation, the candidates will **not** appear on the upcoming ballot. Per the notice, certificates of election will be mailed to the District after the November 5, 2024 election.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Notice from Humboldt County Office of Elections

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COUNTY OF HUMBOLDT
Office of Elections & Voter Registration

2426 6th Street
Eureka, CA 95501-0788
707-445-7481
Fax 707-445-7204

RECEIVED

AUG 21 2024

McK. C.S.D.

TO: McKinleyville Community Services District
PO Box 2037
McKinleyville, CA 95519

FROM: Christina Strevey, Administrative Analyst

DATE: August 19, 2024

SUBJECT: General Election on November 5, 2024
Candidacy Results

IN LIEU OF ELECTION

Pursuant to Election Code, Section 10515, when the number of qualified candidates filing for a seat equals the number of available seats, those qualified candidates shall be appointed in lieu of election by the Humboldt County Board of Supervisors. The Office of Elections received declarations of candidacy from the following qualified candidates:

| Office/Trustee Area | Name | Term |
|----------------------------|--------------|-------------|
| Director | SCOTT BINDER | 4 yr |
| Director | GREG ORSINI | 4 yr |

Certificates of election **and/or** notices of appointment will be mailed to the district after the Statewide General Election on November 5, 2024.

Please feel free to contact our office anytime if you have questions.

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McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2024

TYPE OF ITEM: **ACTION**

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

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

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Board discuss the information submitted, hear from Big Lagoon CSD representatives, take Public comment and provide direction to Staff on whether to pursue providing the requested operational assistance to Big Lagoon CSD.

Discussion:

As the Board is aware, in March 2024, the Big Lagoon Community Services District (BLCSD) made an initial request for assistance from McKinleyville CSD in the operation of their water system. Richard Maier, BLCSD Accountant, addressed this Board in April, asking for assistance from MCSD Staff to perform several tasks including:

- Bookkeeping and Administrative
 - Meter Reading
 - Billing
 - Collections
 - Governmental Reporting

- Water Operator
 - Governmental Testing requirements – Tier 1
 - Assist in repair and maintenance of water system as needed

The original memo from Mr. Maier and other supporting documentation BLCSD provided is included as **Attachment 1** to this Staff note.

MCSD Staff went through the memo and came up with a list of tasks we believe would have to be performed for BLCSD to conform to State regulatory requirements and include the items listed in their memo. District Staff then developed a detailed cost estimating spreadsheet which is included as **Attachment 2**. District Staff estimated the hours to perform each task and utilized the fully loaded hourly rate for District Staff that would likely perform the tasks. The intent would be to perform the requested services for BLCSD at no fiscal cost to MCSD ratepayers. These services would be provided at cost and

no attempt would be made to make a profit off of BLCSD rate payers. This spreadsheet was then submitted to BLCSD on May 7th, 2024.

BLCSD then discussed the tasks and costs at their July 28th Board Meeting. MCSD Staff met with Richard Maier and Craig "Gus" Satein on August 6, 2024. At that meeting, Mr. Maier and Mr. Satein stated that the BLCSD Board had given them direction to request that MCSD Staff perform tasks 1 through 6, 8 through 12, and 16 through 21 on the spreadsheet (**Attachment 2**). BLCSD would preform tasks 7a, 7b, 13, 14, and 15.

After the meeting with BLCSD, MCSD Staff reached out to the Executive Director of the Local Agency Formation Committee (LAFCo) to see if LAFCo would need to approve or do anything else to allow MCSD to take over these responsibilities. LAFCo was supportive of MCSD assisting BLCSD and cited Government Code Section 61070 and Government Code Section 56133(e)(1), which state:

[61070](#). A district may contract with any local agency, state department or agency, federal department or agency, or any tribal government for the provision by or to the district of any facilities, services, or programs authorized by this division, within or without the district, subject to compliance with Section 56133.

[56133](#). (e) This section does not apply to any of the following: (1) Two or more public agencies where the public service to be provided is an alternative to, or substitute for, public services already being provided by an existing public service provider and where the level of service to be provided is consistent with the level of service contemplated by the existing service provider.

LAFCo Staff also requested that once there is a contract, to send it to them with a written description of the service arrangement and any other supporting documentation of the contractual arrangement. They also stated that this should be in a form of an official request to be exempt from Commission consideration and approval in accordance with Government Code Section 56133(e). LAFCo will then formally respond with a written determination.

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

MCSD Staff also reached out to District Legal Counsel, and they agreed that there would be all sorts of issues to be addressed, not the least of which would be the Service Agreement. District's legal counsel also represents LAFCO and BLCSD and there would also have to be conflict waivers executed. Rather than

starting on all these tasks, we agreed to wait to see if the MCSD Board wished to have us pursue these items.

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

The Board is reminded that their first responsibility is to the MCSD Rate Payers. Although it is important to help our fellow CSDs in times of trouble, it is also important not to do this to the detriment of MCSD's operations.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Attachment 2 provides a breakdown of the costs for MCSD Staff to perform the requested tasks. The total annual estimated costs is \$23,092. These costs represent MCSD fully loaded labor costs. The cost/income should be revenue neutral for MCSD.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1a – Big Lagoon Out Sourcing Memo
- Attachment 1b – BLCSD 3 Year Profit and Loss Statement
- Attachment 1c – BLCSD February 29, 2024 Balance Sheet
- Attachment 2 – Cost Estimating Spreadsheet prepared by MCSD

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BIG LAGOON COMMUNITY SERVICES DISTRICT

PO Box 847 Trinidad, CA 95570 accounting@biglagooncsd.org

Big Lagoon CSD is an all-volunteer organization serving the water needs of 38 residential customers in our district. There are 3 residential customers and the Big Lagoon Elementary School which are outside our district.

As our population is aging, we are going to require help with items listed below. We would like to contract with the McKinleyville CSD for these services on an hourly or annual service rate if possible.

We have attached a brief history and policies of our district and major improvements made to our water delivery system. In addition, we have included our current financial position and budget for 2024. The balance sheet as of February 29, 2024 shows we do have a cash reserve and are currently debt free.

If you need any other additional information, please feel free to contact us.

Items we would like to outsource:

Bookkeeping and Administrative

Meter Reading

Billing

Collections

Governmental Reporting

Water Operator

Governmental Testing requirements – Tier 1

Assist in repair and maintenance of water system as needed

Richard Maier Staff Accountant

707-599-4090

accounting@biglagooncsd.org

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Big Lagoon Community Services District
Profit & Loss
January 2021 through December 2023

| | Jan - Dec 21 | Jan - Dec 22 | Jan - Dec 23 | TOTAL |
|-----------------------------------|------------------|------------------|-------------------|-------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| backflow | 0.00 | 0.00 | 90.00 | 90.00 |
| Non Compliance Fee | 75.00 | 25.00 | 0.00 | 100.00 |
| Base Rate - Monthly | 24,785.42 | 24,832.92 | 25,496.57 | 75,114.91 |
| Water Usage Income | 9,950.69 | 8,845.71 | 7,716.07 | 26,512.47 |
| Late Fee | 0.00 | 1,621.92 | 239.09 | 1,861.01 |
| Adjustment / Returned Check | 0.00 | -145.25 | -1,913.22 | -2,058.47 |
| Donation | 1,000.00 | 0.00 | 1,000.00 | 2,000.00 |
| Total Income | 35,811.11 | 35,180.30 | 32,628.51 | 103,619.92 |
| Gross Profit | 35,811.11 | 35,180.30 | 32,628.51 | 103,619.92 |
| Expense | | | | |
| Non-Cash Expenses | | | | |
| Depreciation Expense | 7,568.00 | 0.00 | 5,676.00 | 13,244.00 |
| Total Non-Cash Expenses | 7,568.00 | 0.00 | 5,676.00 | 13,244.00 |
| Operational Expenses | | | | |
| Water Meters | 0.00 | 0.00 | 20,432.47 | 20,432.47 |
| Supplies | 1,722.05 | 1,188.60 | 100.53 | 3,011.18 |
| Training | 0.00 | 929.50 | 0.00 | 929.50 |
| Water | 0.00 | 0.00 | 361.80 | 361.80 |
| Accounting | 0.00 | 0.00 | 435.60 | 435.60 |
| Dues | 475.00 | 877.00 | 922.25 | 2,274.25 |
| Electric | 2,729.61 | 2,706.98 | 2,698.86 | 8,135.45 |
| Gas | 429.72 | 0.00 | 1,202.48 | 1,632.20 |
| Insurance | 4,019.84 | 4,415.20 | 4,731.75 | 13,166.79 |
| Maintenance | 3,732.52 | 18,245.66 | 3,183.58 | 25,161.76 |
| Office Supplies | 200.99 | 1,297.94 | 870.53 | 2,369.46 |
| Parts | 0.00 | 0.00 | 169.19 | 169.19 |
| Postage | 528.00 | 90.00 | 502.19 | 1,120.19 |
| Regulatory Expenses | 0.00 | 500.00 | 570.00 | 1,070.00 |
| Water Testing | 1,495.00 | 1,475.00 | 1,845.00 | 4,815.00 |
| Water Distribution Operator | 0.00 | 374.06 | 38.96 | 413.02 |
| Total Operational Expenses | 15,332.73 | 32,099.94 | 38,065.19 | 85,497.86 |
| Organizational Costs | | | | |
| Legal Fees | 0.00 | 5,318.00 | 2,453.50 | 7,771.50 |
| Total Organizational Costs | 0.00 | 5,318.00 | 2,453.50 | 7,771.50 |
| Total Expense | 22,900.73 | 37,417.94 | 46,194.69 | 106,513.36 |
| Net Ordinary Income | 12,910.38 | -2,237.64 | -13,566.18 | -2,893.44 |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Interest Income | 0.00 | 0.00 | 29.00 | 29.00 |
| Total Other Income | 0.00 | 0.00 | 29.00 | 29.00 |
| Net Other Income | 0.00 | 0.00 | 29.00 | 29.00 |
| Net Income | 12,910.38 | -2,237.64 | -13,537.18 | -2,864.44 |

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Balance Sheet

As of February 29, 2024

| | Feb 29, 24 |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Umpqua Savings | 40,252.46 |
| Umpqua Checking | 64,761.02 |
| Total Checking/Savings | 105,013.48 |
| Accounts Receivable | |
| Accounts Receivable | -1,944.73 |
| Total Accounts Receivable | -1,944.73 |
| Total Current Assets | 103,068.75 |
| Fixed Assets | |
| Water System | |
| Computer | 785.50 |
| Meter Project | 30,911.79 |
| Well Improvements | 3,072.10 |
| LP Tank | 2,889.62 |
| Fence | 4,998.21 |
| Pressure System 2011 | 10,038.00 |
| 2-5,000 Gal Tanks | 19,700.82 |
| Well 2010 | 18,647.44 |
| Improvements | 3,510.67 |
| Chlorinator | 2,627.00 |
| Electrical System | 9,931.00 |
| Fire hydrants | 8,520.86 |
| Generator | 43,033.00 |
| Initial Purchase | 75,000.00 |
| Accumulated Depreciation | -160,072.35 |
| Total Water System | 73,593.66 |
| Total Fixed Assets | 73,593.66 |
| Other Assets | |
| Start Up | |
| Start-up Expenses | 6,666.84 |
| Amortized Amount | -6,666.84 |
| Total Start Up | 0.00 |
| Total Other Assets | 0.00 |
| TOTAL ASSETS | 176,662.41 |
| LIABILITIES & EQUITY | |
| Equity | |
| Opening Bal Equity | -544.57 |
| Retained Earnings | 172,778.92 |
| Net Income | 4,428.06 |
| Total Equity | 176,662.41 |
| TOTAL LIABILITIES & EQUITY | 176,662.41 |

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

Notes:

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

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McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2024

TYPE OF ITEM: **ACTION**

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

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the appeal application from James Elliot (on behalf 32371 Alipaz LLC), consider testimony related to the appeal and uphold the General Manager's decision to deny the appeal.

Discussion:

In accordance with McKinleyville Community Services District Rules and Regulations, the procedure for appeals is as follows:

REGULATION 65 - APPEALS

Rule 65.01. APPEALS - the Board may, in specific cases, grant an appeal from any decision made by staff applying the standards incorporated into these Rules and Regulations whenever it finds:

- (a) that special circumstances exist in a particular case, and
- (b) that practical difficulties or unnecessary hardship would result from strict interpretation and enforcement of any standard, and
- (c) that the granting of such an appeal would not tend to defeat the purposes of these Rules & Regulations. The Board may place conditions upon the approval of an appeal.

Rule 65.02. APPEAL APPLICATION - any individual seeking an appeal shall complete an appeal application on the form provided by the District. A non-refundable fee of \$25.00 shall be paid by the applicant to the District for such application to be considered by the Board.

Mr. Elliot applied for a water leak adjustment on behalf of 32371 Alipaz LLC on July 2, 2024. The leak was determined to be associated with a split poly water service line. As the leak stretched across multiple months, the two month methodology outlined in the leak adjustment policy was used in calculating the leak adjustment.

The usage was 23,200 cubic feet (cf) of water during March 2024 (see

Attachment 2). Their typical March usage averages 9,400 cf. Because of the nature of the leak, the customer was eligible for an additional adjustment of sewer charges Their bill for the 59,700 cf of water was \$1234.08 with a \$468.00 sewer charge; their typical bill per month is \$494.00 for water and \$304.42 for sewer, for an excess charge that month of \$740.08 for water and \$163.58 for sewer.

The usage was 23,800 cubic feet (cf) of water during April 2024 (see **Attachment 2**). Their typical April usage averages 8,900 cf. Because of the nature of the leak, the customer was eligible for an additional adjustment of sewer charges Their bill for the 23,800 cf of water was \$1266.18 with a \$468.00 sewer charge; their typical bill per month is \$470.81 for water and \$290.33 for sewer, for an excess charge that month of \$795.37 for water and \$177.67 for sewer.

The total calculations of their water leak adjustment came out to \$1108.98. Per MCSD Water Leak Adjustment Policy (**Attachment 1**) the maximum amount of any single adjustment by the General Manager shall not exceed \$750.00. It should also be noted that the District had to pay \$864.80 to Humboldt Bay Municipal Water District for the 23,200 and 23,800 cf of water used over the March and April 2024 billing periods.

Mr. Elliot is appealing the leak adjustment amount limit because of a financial hardship.

Staff cannot recommend the approval of this appeal as it goes against established District policy.

Alternatives:

Approve the appeal.

Fiscal Analysis:

Not subject to the water leak adjustment limit, the total adjustment would have been \$1108.98, as seen in the calculations in **Attachment 2**. This amount is \$358.98 over the maximum \$750 adjustment allowed by policy.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – MCSD Water Leak Adjustment Policy
- Attachment 2 – Original Water Leak Appeal and Calculations

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519

**MAIN OFFICE:**

PHONE: (707) 839-3251
FAX: (707) 839-8456

PARKS & RECREATION OFFICE:

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

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

WATER LEAK ADJUSTMENT POLICY

In order to promote water conservation, The General Manager or designee is authorized to consider a potential adjustment to a customer's water and sewer bill for up to two months out of any 24-month period. The customer must prove that the excess usage occurred as a result of a water leak and that the leak has been repaired. Listed below are the conditions required to be eligible for an adjustment:

1. Customers may apply for a water leak adjustment by completing a Water Leak Adjustment Request Form available at the MCSD office, 1656 Sutter Road, McKinleyville.
2. Customers will provide receipts for parts or a copy of the plumber's bill if available. If no receipts are provided, the District may wait until the next scheduled meter read date to verify that the leak has been repaired.
3. The adjustment may be calculated as up to 50% of the difference between the actual water charge for the month of the leak and the average monthly charge based on a three month average from the prior year or the longest period of the customer's use, if less than 3 months.
4. The maximum amount of any single adjustment by the General Manager shall not exceed \$750.00.
5. The decision of the General Manager shall be final unless the Board Chairman finds there would be good cause for a Board hearing or appeal.

Page 2: Water Leak Adjustment Form

Revised May 2, 2018 by Board action

McKinleyville Community Services District
1656 Sutter Road
McKinleyville, Ca 95519
(707) 839-3251

Water Leak Adjustment Request

Date: _____

Name: _____ Phone Number: _____

Service Address: _____

Explanation of leak repair: _____

Date repaired: _____

If available, please provide receipts for parts or a copy of the plumber's bill. IF NO RECEIPTS ARE PROVIDED, THE DISTRICT MAY WAIT UNTIL THE NEXT SCHEDULED METER READ DATE TO VERIFY THAT THE LEAK HAS BEEN REPAIRED.

IF THIS ADJUSTMENT IS ACCEPTED, YOU WOULD NOT BE ELIGIBLE FOR ANOTHER ADJUSTMENT FOR 2 YEARS.

Signature: _____

FOR OFFICE USE ONLY

Customer # _____

Rte/Svc _____

Customer Notified _____

Water Credit \$ _____

Listed In File _____

Sewer Credit \$ _____

Line 11 Noted _____

Total Credit \$ _____

Adjustment Done _____

Supervisor Approval _____

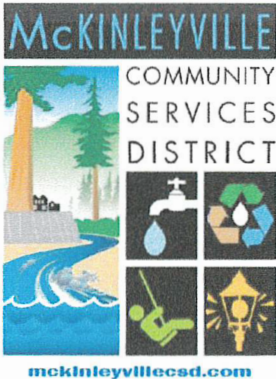
District Manager Approval _____

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



MAIN OFFICE:

PHONE: (707) 839-3251
FAX: (707) 839-8456

PARKS & RECREATION OFFICE:

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

RECEIVED

AUG 12 2024

McK. C.S.D.

Appeal Application

McKinleyville Community Services District Rules and Regulations

Rule 65.01. APPEALS - the Board may, in specific cases, grant an appeal from any decision made by staff applying the standards incorporated into these Rules and Regulations whenever it finds:

- (a) that special circumstances exist in a particular case, and
- (b) that practical difficulties or unnecessary hardship would result from strict interpretation and enforcement of any standard, and
- (c) that the granting of such an appeal would not tend to defeat the purposes of these Rules & Regulations. The Board may place conditions upon the approval of an appeal.

Rule 65.02. APPEAL APPLICATION - any individual seeking an appeal shall complete an appeal application on the form provided by the District. A non-refundable fee of \$25.00 shall be paid by the applicant to the District for such application to be considered by the Board.

Name: James Ellistt

Date: Aug 6, 2024

Mailing Address: [REDACTED]

Phone Number: [REDACTED]

Account: ALI 003

Describe the decision being appealed: Have had a water leak for almost 2 yrs.

Explain the unique nature of the situation: We have been trying
to find this leak for almost 2 yrs. hiring
Maple, Fitz, and some leak. We were
happened by rain etc.

Explain hardship that exists if staff decision is enforced: Spent over \$14,000.00

Explain how the approval of this appeal would not defeat the purpose of MCSD Standards:

Applicant Signature: 

Filing Fee: \$25*

Received: 8/12/24
(Date)

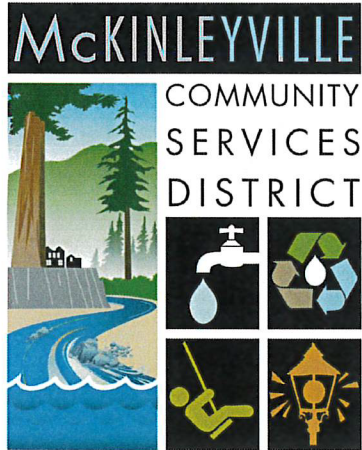
By: JB
(initials)

Receipt#: 36136

*Note: \$25 Filing Fee is non-refundable

From: Streamline <noreply@specialdistrict.org>
Sent: Tuesday, July 2, 2024 6:14 AM
To: MCSD
Subject: [EXTERNAL] New form submission received: Water Leak Adjustment Form

Caution! This message was sent from outside your organization.



Water Leak Adjustment Form

| | |
|------------------------------------|---|
| Date: | July 2, 2024 |
| Name: | james elliott |
| Phone Number: | [REDACTED] |
| E-Mail Address: | [REDACTED] |
| MCSD Customer ID:: | ALI003 |
| Service Address: | 2580 Central Ave |
| Explanation of leak and repair: | Split poly water service line. We have been looking for this leak for almost 2 yrs. Hired Maple, Fitz Plumbing and Sonic Leak detection. It finally got bad enough that it showed itself. I calculated additional costs of over \$14,000. |
| Date repaired: | 4/19/24 |
| Signature: | james elliott |
| Attachments (repair receipt etc.): | File attached — please log in to download it securely |
| Customer ID (OFFICE USE ONLY): | |
| RTE/SVC (OFFICE USE ONLY): | |



No Leak per Bookers
March to April

[Reply / Manage](#)

Left message 7-11-24

| | |
|---|-----------------|
| | ALI0003 |
| Leak Months: | 03-24 |
| Date WLA Received: | 7/2/2024 |
| ROUTE/SERVICE | 013-1330 |
| ALT ROUTE/SERVICE | 13-855-000 |
| # of Units: | 12 |
| COMERCIAL ? ENTER "C" | |
| Water only or effected the sewer (running toilet)? Enter 1 else leave blank | 0 |
| Water Use in leak month | 232 |
| Average Water Use Prior 3 months/last year | 94 |
| Leak month sandwich! | |
| Total Water Charge | \$1,234.08 |
| Total Water Charge Prior 3 months/last year | \$494.00 |
| Excess Water Use Charges | \$740.08 |
| | x 50% |
| Water Leak Adjustment (not to exceed \$750.00) | \$370.04 |
| Sewer Charge | \$468.00 |
| Average Sewer Charge Prior 3 months/last year | \$304.42 |
| Sewer Leak Credit | \$163.58 |
| Available Credit NOT TO EXCEED \$750 | \$533.63 |

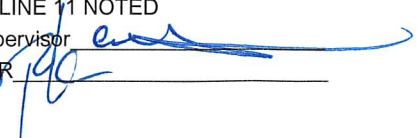
ccf
ccf
Month -1 102.00
Month -2 95.00
Month -3 84.00
281.0 Total
94 Average

| | |
|---|-----------------|
| | ALI0003 |
| Leak Months: | 04-24 |
| Date WLA Received: | 7/2/2024 |
| # of Units: | 12 |
| MONTH 2 IF APPLICABLE | |
| Water Use in leak month | 238 |
| Average Water Use Prior 3 months/last year | 89 |
| Leak month sandwich! | |
| Total Water Charge | \$1,266.18 |
| Total Water Charge Prior 3 months/last year | \$470.81 |
| Excess Water Use Charges | \$795.37 |
| | x 50% |
| Water Leak Adjustment (not to exceed \$750.00) | \$397.68 |
| Sewer Charge | \$468.00 |
| Average Sewer Charge Prior 3 months/last year | \$290.33 |
| Sewer Leak Credit | \$177.67 |
| Available Credit | \$575.35 |

ccf
ccf
Month -1 95.00
Month -2 84.00
Month -3 89.00
268.00 Total
89 Average

| | |
|---|-----------------|
| TWO MONTH TOTAL WATER: | \$767.73 |
| TWO MONTH TOTAL SEWER: | \$341.25 |
| TOTAL ADJUSTMENT: not to exceed \$750.00 | \$750.00 |

CUSTOMER
ROUTE & SERVICE
ALT ROUTE & SERVICE
ADJUSTMENT AND LINE 11 NOTED
Finance & Admin Supervisor
GENERAL MANAGER



ALI0003
013-1330
13-855-000


McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2024

TYPE OF ITEM: **ACTION**

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

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review information provided, discuss, take Public Comment and approve the second reading of Ordinance 2024-02 (**Attachment 4**), by title only.

Discussion:

As the number of food trucks operating in McKinleyville has increased over the past few years, it has become apparent that the District needs to refine our regulations to prevent the discharge of fats, oils and grease and other deleterious materials into the District wastewater collection system from these sources. We also desire to establish explicit discharge requirements to educate the Food Truck Operators as well as Humboldt County Department of Environmental Health permitting Staff on what needs to be considered and what is and isn't allowed.

Staff has developed an application (**Attachment 1**) and permit (**Attachment 2**) for food trucks operating out of McKinleyville. These are based around our existing Commercial Waste discharge permits, which are required of other restaurants and similar establishments. The intent is not to discourage or establish regulatory red tape to prevent the operation of food trucks in McKinleyville, but to educate the owner/operators on what is permissible, and to protect the District collection and treatment systems.

Toward that end, the District needs to update our Rules & Regulations, specifically Regulation 24-Use of Public Sewers in order to define "Mobile Food Trucks" and re-identify "industrial waste hauler" as "commercial waste hauler." Rule 24.15-Hauled Wastewater was amended and has been reviewed by Legal Counsel. (**Attachment 3**).

This is the second reading of this ordinance. As a reminder to the Board, should any substantive changes be desired, the ordinance would revert to first reading at the October 2, 2024 meeting.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

The amendment of Regulation 24 is not expected to have significant fiscal impact on the District. On the contrary, it seeks to avoid additional costs related to mainline stoppages and damage to the wastewater system due to unpermitted disposal of commercial waste.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Proposed MCSD Food Truck Permit
- Attachment 2 – Proposed MCSD Food Truck Permit Application
- Attachment 3 – Revisions of Regulation 24 in Track Changes
- Attachment 4 – Ordinance 2024-02, An Ordinance of the McKinleyville Community Services District Amending Regulation 24-Use of the Public Sewers of the MCSD Rules and Regulations

COMMERCIAL WASTEWATER DISCHARGE PERMIT

Company Name

Mailing Address

is authorized by this permit to discharge commercial food related wastewater through the outfalls identified herein into the McKinleyville Community Services District's (MCSD's) sanitary sewer system in accordance with MCSD Rules and Regulations and the conditions contained in this permit.

Compliance with this permit does not relieve the permittee of its obligation to comply with any or all applicable pretreatment regulations, standards or requirements under local, State, and Federal laws, including those that may become effective during the term of this permit.

The permittee shall comply with all conditions of this permit. Noncompliance with any term or condition of this permit constitutes a violation of the MCSD Rules and Regulations. Administrative, civil, and criminal penalties for violations of pretreatment standards and requirements are described in the MCSD Rules and Regulations, Article III.

This permit is not transferable. The original copy of this permit shall be maintained at the above listed address. Additional copies of this permit may be obtained by contacting the Operations Director.

If the permittee wishes to continue an activity regulated by this permit after the permit expires, the permittee shall apply for a new permit at least 90 days before this permit expires. If the permittee has met the above stated application deadline and/or if the failure to reissue the permit is not due to any act or failure to act on the part of the permittee, the expired permit is effective and enforceable until the permit is reissued.

This permit shall become effective on _____ and shall expire on _____.

This permit may be amended from time to time by the District, as circumstances or applicable rules may dictate.

Prepared By: _____ Date: _____
Pretreatment Coordinator

Approved By: _____ Date: _____
General Manager

PART 1 – STANDARD REQUIREMENTS

- A. If the food truck/trailer is equipped with pretreatment equipment:
 - a. The permittee shall maintain all pretreatment equipment in proper working condition as per manufacturers' specifications.
 - b. The permittee is required to have a manual or engineering report describing the correct operation and maintenance of all pretreatment equipment. Pretreatment equipment is to be operated following procedures recommended in the manufacturer's manual or engineering report.
 - c. All maintenance on the pretreatment equipment shall be documented, and all records retained for at least three years.
- B. The permittee shall follow Best Management Practices (BMPs) when cleaning equipment and disposing of Fats, Oil and Grease (FOG). All FOG containing / creating equipment shall be thoroughly wiped down with the residue being properly disposed of in the trash prior to cleaning in the sink(s) or dishwasher.
- C. If present, onboard toilet facilities must have their own designated holding tank (black water) with a discharge valve assembly separate from the kitchen holding tank (grey water).
- D. The permittee shall remove or double-contain any hazardous materials, stored near drains, in a manner which will ensure that accidental spills or leaks will not enter the sink, drain or wastewater holding tank.
- E. Any non-FOG wastes generated by the permittee which are determined to be hazardous under the California Administrative Code, Title 22, Chapter 11, Articles 2 and 3, shall be recycled or disposed of in accordance with local, State, and Federal law.
- F. Dilution as a form of treatment is expressly prohibited. MCSD 24.09.01 (e)

PART 2 – DISPOSAL SITE SPECIFIC REQUIREMENTS

- A. Disposal of kitchen wastewater to the MCSD's sewage collection system is restricted to District approved facilities with properly sized and maintained Oil / Water Separators.
- B. Kitchen wastewater holding tank (grey water) shall be discharged at a designated disposal connection upstream of the accepting facilities grease interceptor. Connection must be watertight.
- C. Disposal flow rate shall not be higher than the grease interceptor's maximum designed flow rate.
- D. Wastewater may be pumped providing the flow rate is not higher than the interceptor's maximum designed flow rate.
- E. If present, onboard toilet facilities (black water) are prohibited from discharging upstream of any grease interceptor.

- F. HAULED WASTEWATER LOGS: The permittee is required to maintain a Hauled Wastewater Log recording each wastewater discharge event. Logs will be maintained in the permittee's food truck/trailer upon each wastewater discharge. The log will include:
- i. Permittee Name and Permit Number
 - ii. Truck Trailer License Number
 - iii. Estimated Discharge Volume
 - iv. Complete Discharge Location Address and Date of Discharge
 - v. Complete Description/Address of Most Recent Site of Operation
 - vi. Operators signature and certification that the information contained in the log is true.
- G. The permittee shall provide for monitoring to enable inspection, sampling and flow measurement of wastewater produced by a user. MCSO Rule 24.12.
- H. Permittee shall neutralize alkaline and acid cleaners to meet the pH limits established in MCSO Rule 24.01 (6.5-8.5) or in any future ordinances or resolutions adopted by the MCSO which set or revise limits on pollutants in wastewater discharges.

PART 3 - RECORD KEEPING

A. Retention of Records

1. The permittee shall retain at a minimum the following records:
 - a. This permit.
 - b. All correspondence which modifies or addends this permit.
 - c. All records of discharge and wastewater equipment maintenance.
2. All records shall be retained for at least three years. This period may be extended by the MCSO at any time.
3. All records that pertain to matters which are the subject of any enforcement or litigation activities brought by the MCSO shall be retained and preserved by the permittee until all enforcement activities have concluded and all periods of limitation with respect to any and all appeals have expired.

PART 4 – FEES

- A. MCSO assesses fees in accordance with MCSO's Rules and Regulations, Article III, Rule 27.09. Permit fees for food trucks or other small commercial facilities are set at \$120.00 to cover administrative and inspection costs incurred by the District. Typical fees include but

are not limited to:

1. Initial permit and pre-permit inspection fees.
2. Permit renewal fees.
3. Administration of one Commercial User's Pretreatment Requirements, including inspections, sampling, and correspondence.

PART 5 – ENFORCEMENT

- A. MCSO has the authority to enforce violations of this discharge permit, including the assessment of fines, and termination of discharge as indicated in MCSO Regulation 29.



**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
FOOD TRUCK WASTEWATER DISCHARGE PERMIT
APPLICATION FORM**

Phone: (707) 839-3251 Address: 1656 Sutter Road McKinleyville, CA 95519

Information on the completed application will be verified by the Operations Director.

| SECTION A - GENERAL INFORMATION | | |
|---|--------|------|
| 1. Business Name: | | |
| Non- Business Hours Storage Address: | | |
| City: | State: | Zip: |
| Phone #: | Fax #: | |
| 2. Business Mailing Address: | | |
| Street or PO Box: | | |
| City: | State: | Zip: |
| 3. Designated Signatory Authority of the Business: | | |
| Name: | Title: | |
| Address: | | |
| City: | State: | Zip: |
| Phone #: | Fax #: | |
| 4. Designated Business Contact: | | |
| Name: | Title: | |
| Phone #: | Fax #: | |
| Emergency Phone #: | | |
| SECTION B - BUSINESS ACTIVITY | | |
| 1. Describe proposed business activities. | | |
| a. Type of food to be served _____ | | |
| b. Business hours _____ | | |
| 2. Food prep location (truck or address of commercial facility) _____ | | |
| _____ | | |
| 3. Describe all potential fats, oil or grease generating equipment used in the food truck/trailer below: | | |
| | | |

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER DISCHARGE PERMIT
APPLICATION FORM**

SECTION C - WATER USE

1. What is the capacity of the truck/trailer grey water holding tank? gallons

2. Are there toilet facilities onboard?
 Yes No

a. If so, does it use a separate waste holding tank than the kitchen facilities?
 Yes No N/A

i. If so, does it have a separate discharge valve from the kitchen facilities?
 Yes No N/A

SECTION D - WASTEWATER DISCHARGE INFORMATION

1. Provide the following information on proposed wastewater discharge site:

(NOTE: Discharge site must be approved by the District.)

Discharge Site Business Name: _____

Contact: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Signature of Discharge Site Contact _____

SECTION E - TREATMENT

1. Is any form of wastewater pretreatment (see list below) practiced at this facility?
 Yes No

a. If yes, please indicate type, size, and designed flow rate:

Filtration

Grease trap, size: _____
 (type, volume, and flow-rate): _____

Grease Emulsifier

2. Do you have a manual on the correct operation of your pretreatment equipment? (include copy)
 Yes No

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER DISCHARGE PERMIT
APPLICATION FORM**

3. Do you have a written maintenance schedule for your treatment equipment? (include copy)
 Yes No

SECTION F - FOOD TRUCK OPERATIONAL CHARACTERISTICS

1. Describe work shifts if applicable:

2. Indicate whether the business activity is:
 Continuous through the year, or
 Seasonal –Describe below

**3. List types and quantity of chemicals used or planned for use (attach list if needed).
 Include copies of SDSs for all chemicals identified.**

| Chemical | Maximum Quantity at anytime |
|----------|-----------------------------|
| | |
| | |
| | |
| | |
| | |

Be aware that commercially available products used at a business may contain chemicals that are regulated by the McKinleyville Community Services District.

4. List all materials and chemicals that enter the grey and/or black water tanks of the food truck.

| Chemical/Materials |
|--------------------|
| |
| |
| |

SECTION H - NON-DISCHARGED WASTES

1. Are any fats, oils or greases accumulated and not disposed of in the grey water tank?
 Yes, please describe below

| Waste Generated | Quantity (per year) | Disposal Method | Disposal Location |
|-----------------|---------------------|-----------------|-------------------|
| | | | |
| | | | |
| | | | |

2. If an outside firm removes any of the above listed wastes, provide the name(s) and address(es) of all waste haulers:

| | | | |
|---------------------------|--|--|--|
| Company Name | | | |
| Address | | | |
| City, State, Zip | | | |
| Permit No. (if available) | | | |

3. Have you been issued any State or local permits?
 Yes
 No

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER DISCHARGE PERMIT
APPLICATION FORM**

| |
|------------------------------------|
| If yes, please list the permit(s): |
| |
| |

SECTION I - AUTHORIZED SIGNATURES

WARNING: DISCHARGE OF SUBSTANCES INTO THE MCSD SEWER SYSTEM IS REGULATED BY LAW AND IS SUBJECT TO CIVIL AND CRIMINAL PENALTIES. IF YOU ANTICIPATE DISCHARGING ANY SUBSTANCES OTHER THAN DOMESTIC SEWAGE, YOU ARE ADVISED TO READ THE MCSD SEWER USE ORDINANCE.

Authorized Representative Statement:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

| | |
|---------------------|-------|
| Name (Please Print) | Title |
| Signature | Date |
| | Phone |

REGULATION 24 - USE OF THE PUBLIC SEWERS

Rule 24.01. PROHIBITIONS ON DISCHARGES - no User shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes Pass Through or Interference. This general prohibition applies to all Users of the POTW whether or not they are subject to categorical Pretreatment Standards or any other National, State, or local Pretreatment Standards or Requirements.

No person shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater containing:

- (a) pollutants which cause a fire or explosion hazard in the POTW, including, but not limited to, waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C) using the test methods specified in 40 CFR 261.21;
- (b) solid or viscous pollutants in amounts which will cause obstruction to the flow in the POTW resulting in Interference or injury to the treatment works;
- (c) pollutants which cause a danger to life or safety of personnel;
- (d) pollutants which cause a strong offensive odor or prevention of the effective maintenance or operation of the treatment works;
- (e) pollutants which cause air pollution by the release of toxic or malodorous gases or malodorous gas-producing substances;
- (f) Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause Interference with the POTW;
- (g) pollutants which cause a the District's effluent or any other product of the treatment process, residues, sludges, or scums, to be unsuitable for reclamation and reuse or to interfere with the reclamation or treatment process;
- (h) pollutants which cause a detrimental environmental impact or a nuisance in the Waters of the State or a condition unacceptable to any public agency having regulatory jurisdiction over the District;
- (i) any wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent thereby violating the MCDS's NPDES permit;
- (j) pollutants which cause conditions at or near the District's POTW which violate any statute or any rule, regulation, or ordinance of any public agency or State or Federal regulatory body;
- (k) pollutants which cause the District's POTW to be overloaded or cause excessive collection or treatment costs, or may use a disproportionate share of the facilities;
- (l) pollutants which cause a pass through of any pollutant;
- (m) wastewater having a pH less than 6.5 or more than 8.5, or otherwise causing corrosive structural damage to the POTW or equipment;
- (n) wastewater having a temperature greater than 140 degrees F (65 degrees C), or which will inhibit biological activity in the treatment plant resulting in Interference, but in no case wastewater which causes the temperature at the introduction into the treatment plant to exceed 104 degrees F (40 degrees C);
- (o) more than 100 mg/l of oil or grease of animal or vegetable origin;

- (p) more than 25 mg/L Total Petroleum Hydrocarbons (TPH) as diesel, motor oil, hydraulic oil or gasoline;
- (q) petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin in amounts that will cause interference or pass through;
- (r) identifiable chlorinated hydrocarbons;
- (s) trucked or hauled pollutants, except at discharge points designated by the General Manager in accordance with Rule 24.15 of this ordinance;
- (t) substances which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261;
- (u) medical Wastes, except as specifically authorized by the General Manager in an individual wastewater discharge permit, or a general permit.
- (v) any detectable concentration of 4, 4-DDT.

Rule 24.02. PROHIBITIONS ON STORM DRAINAGE AND GROUND WATER - storm water, ground water, rain water, street drainage, subsurface drainage or yard drainage shall not be discharged through direct or indirect connections to a community sewer.

Rule 24.03. PROHIBITIONS ON UNPOLLUTED WATER - unpolluted water, including, but not limited to cooling water, process water or blow-down from cooling towers or evaporative coolers shall not be discharged through direct or indirect connection to a community sewer.

Rule 24.04. LIMITATIONS ON RADIOACTIVE WASTES - no person shall discharge or cause to be discharged, any radioactive waste into a community sewer except;

- (a) when the person is authorized to use radioactive materials by the State Department of Health or other governmental agency empowered to regulate the use of radioactive materials, and
- (b) when the waste is discharged in strict conformity with current California Radiation Control Regulations (California Administrative Code, Title 17) and the Nuclear Regulatory Commission regulations and recommendations for safe disposal, and
- (c) when the person is in compliance with all rules and regulations of all other applicable regulatory agencies.

Rule 24.05. LIMITATIONS ON THE USE OF GARBAGE GRINDERS - waste from garbage grinders shall not be discharged by any nondomestic users into the community sewer.

Rule 24.06. LIMITATIONS ON POINT OF DISCHARGE - no person shall discharge any substances directly into a manhole or other opening in a community sewer other than through an approved building sewer, unless he has been issued a permit by the District. If a permit is issued for such direct discharge, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the District.

Rule 24.07. HOLDING TANK WASTE - no person shall discharge any holding tank waste into a community sewer unless he has been issued a permit by the District. Unless

otherwise allowed under the terms and conditions of the permit, a separate permit must be secured for each separate discharge. This permit will state the specific location of discharge, the time of day the discharge is to occur, the volume of the discharge and the wastewater constituents and characteristics. If a permit is granted for discharge of such waste into a community sewer, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the District. An exception to the above is that no permit will be required for discharge of domestic wastes from recreational vehicles holding tanks provided that such discharges are made into a District approved facility designed to receive such wastes.

Rule 24.08. NATIONAL CATEGORICAL PRETREATMENT STANDARDS - users must comply with the categorical Pretreatment Standards found at 40 CFR Chapter I, Subchapter N, Parts 405–471.

- (a) When wastewater subject to a categorical Pretreatment Standard is mixed with wastewater not regulated by the same Standard, the General Manager may impose an alternate limit in accordance with 40 CFR 403.6(e).
- (b) A CIU may obtain a net/gross adjustment to a categorical Pretreatment Standard in accordance with the following paragraphs of this Section. [Note: See 40 CFR 403.15]
 - i. Categorical Pretreatment Standards may be adjusted to reflect the presence of pollutants in the Industrial User's intake water in accordance with this Section. Any Industrial User wishing to obtain credit for intake pollutants must make application to the MCSD. Upon request of the Industrial User, the applicable Standard will be calculated on a "net" basis (i.e., adjusted to reflect credit for pollutants in the intake water) if the requirements of paragraphs a) through d) of this Section are met.
 - a) Criteria
 - 1) Either 1- The applicable categorical Pretreatment Standards contained in 40 CFR subchapter N specifically provide that they shall be applied on a net basis; or 2- The Industrial User demonstrates that the control system it proposes or uses to meet applicable categorical Pretreatment Standards would, if properly installed and operated, meet the Standards in the absence of pollutants in the intake waters.
 - 2) Credit for generic pollutants such as biochemical oxygen demand (BOD), total suspended solids (TSS), and oil and grease should not be granted unless the Industrial User demonstrates that the constituents of the generic measure in the User's effluent are substantially similar to the constituents of the generic measure in the intake water or unless appropriate additional limits are placed on process water pollutants either at the outfall or elsewhere.
 - 3) Credit shall be granted only to the extent necessary to meet the applicable categorical Pretreatment Standard(s), up to a maximum value equal to the influent value. Additional monitoring may be necessary to determine eligibility for credits and compliance with Standard(s) adjusted under this Section.

- 4) Credit shall be granted only if the User demonstrates that the intake water is drawn from the same body of water as that into which the POTW discharges. The MCS D may waive this requirement if it finds that no environmental degradation will result.

Rule 24.09. LIMITATIONS ON WASTEWATER STRENGTH (LOCAL LIMITS).

Rule 24.09.01. - the General Manager is authorized to establish Local Limits pursuant to 40 CFR 403.5(c). The following pollutant limits are established to protect against Pass Through and Interference. No person shall discharge wastewater containing in excess of the following concentrations:

| POLLUTANT | DAILY MAXIMUM LIMIT (mg/L) |
|--|----------------------------|
| Copper | 0.1300 |
| Lead | 0.0055 |
| Molybdenum | 0.0047 |
| Nickel | 0.0052 |
| Zinc | 0.135 |
| bis(2-ethylhexyl) phthalate | 0.0235 |
| Oil and Grease (petroleum and vegetable) | 100 |
| BOD | 354 |
| | |

- (a) The above limits apply at the point where the wastewater is discharged to the POTW and apply to instantaneous maximum concentrations. All concentrations for metallic substances are for total metal unless indicated otherwise. The General Manager may impose mass limitations in addition to the concentration-based limitations above.
- (b) **Analytical Requirements.** All pollutant analyses, including sampling techniques, to be submitted as part of a wastewater discharge permit application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 and amendments thereto, unless otherwise specified in an applicable categorical Pretreatment Standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the EPA determines that the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analyses shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the General Manager or other parties approved by EPA.
- (c) **BMPs.** The General Manager may develop Best Management Practices (BMPs), by ordinance or in individual wastewater discharge permits, or general permits, to implement Local Limits and the requirements of Rule 24.

- (d) **Right of Revision.** The MCSD reserves the right to establish, by ordinance or in individual wastewater discharge permits or in general permits, more stringent Standards or Requirements on discharges to the POTW consistent with the purpose of this ordinance.
- (e) **Dilution.** No User shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable Pretreatment Standard or Requirement. The General Manager may impose mass limitations on Users who are using dilution to meet applicable Pretreatment Standards or Requirements or in other cases when the imposition of mass limitations is appropriate.

Rule 24.09.02 - the General Manager shall cause to be prepared from time to time a list of the maximum permissible quantities or concentrations of certain constituents in industrial or wastewater flows and otherwise issue detailed directions for meeting the requirements of this section.

Limitations on wastewater strength in Rule 24 of this Ordinance may be supplemented with more stringent limitations provided:

- (a) If the District determines that the limitations in Rule 24 may not be sufficient to protect the operation of the District's treatment works, or
- (b) If the Authority determines that the limitations in Rule 24 may not be sufficient to enable the District's POTW to comply with water quality standards or effluent limitations specified in the District's National Pollutant Discharge Elimination System (NPDES) permit.

Rule 24.10. DISPOSAL OF UNACCEPTABLE WASTE - waste not permitted to be discharged into the community sewer must be transported to a State approved disposal site. The required "Waste Haulers Report" must be completed and a copy furnished within 30 days to the District by the discharger.

Rule 24.11. INTERCEPTORS REQUIRED - grease, oil and sand interceptors shall be provided when, in the opinion of the Manager, they are necessary for the proper handling of liquid wastes, containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for buildings used for residential purposes. All interceptors shall be of a type and capacity approved by the Manager and shall be so located as to be readily and easily accessible for cleaning and inspection. All such grease, oil and sand interceptors shall be maintained by the Owner, at their expense, in continuous efficient operation at all times.

Rule 24.11.01. GREASE INTERCEPTORS/TRAPS - establishments serving food, manufacturing food products, Slaughter Houses, Packing Establishments, Car Washes, Auto Wash Racks, etc. are grouped into the following major categories:

- (a) **INDUSTRIAL**-commercial facilities as defined in sections 709 and 710 of the Uniform Plumbing Code, and those facilities designated by the General Manager.
- (b) **HIGH VOLUME**-full menu types establishments operating over 16 hours per day and/or serving 500 or more meals per day.

- (c) **MEDIUM VOLUME**-full menu or specialty menu type establishments serving full meals 8 to 16 hours per day, and/or 100 to 400 meals per day.
- (d) **SMALL VOLUME**-fast foot, take out or specialty type food establishments with limited menus, a minimum of dish washing, and/or minimal seating capacity.

Rule 24.11.02. GREASE INTERCEPTORS - industrial facilities, High Volume and Medium Volume food establishments as defined in Section 709 are required to install a grease interceptor. The size, type and location of each grease interceptor shall be approved by the General Manager or his designated representative. Waste in excess of 140°F (60°C) shall not be discharged into a grease interceptor. Grease interceptors shall have a minimum 750-gallon capacity.

Any type of business or establishment such as, but not limited to restaurants, bakeries, donut shops, take-out, drive-in eating establishments, ice cream or milk drive-in stations, hospitals, hotels, markets, recreation or reception halls, etc., where any grease or other objectionable materials may be discharged into a public or private sewage main or disposal system shall have a grease interceptor.

Interceptors shall be constructed and installed at the expense of the owner, in accordance with the design previously approved by the General Manager.

Each grease interceptor shall be so installed and connected that it shall be at all times easily accessible for inspection, cleaning, and removal of the intercepted grease. A grease interceptor may not be installed in any part of a building where food is handled. Proper location of the grease interceptor shall meet the Uniform Plumbing Code Requirements and the approval of the General Manager.

Each commercial facility or business establishment for which a grease interceptor is required shall have an interceptor which shall serve only that business establishment.

Buildings remodeled for use requiring interceptors shall be subject to these regulations.

For the purpose of this section the term 'fixture' shall mean and include each plumbing fixture, appliance, apparatus or other equipment required to be connected to or discharged into a grease interceptor by any provision of this section.

Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, food waste disposal, soup kettles, etc., and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through the interceptor when approved by the General Manager. Exception: Toilets, urinals, and other fixtures containing fecal material may not flow through the interceptor.

The interceptors shall be maintained in efficient operating condition by periodic removal and proper disposal of the accumulated grease. No such collected grease shall be introduced into any drainage piping or public or private sewer.

Abandoned grease interceptors shall be emptied and filled in the same manner as required for abandoned septic tanks as described in Section 1119 of the Uniform Plumbing Code.

The cover for grease interceptors shall be one-half inch (1/2") steel plate reinforced as required by the General Manager, said reinforcing to depend upon the load to be imposed on the plate. Except as otherwise provided, the cover shall be gas-tight on all interceptors

and the waste shall enter the interceptor through the inlet pipe only. Interceptors shall be so designed that they will not become air bound if closed covers are used. Each interceptor shall be properly vented, Sec 708(d) UPC.

Interceptors shall be installed in such a manner that drainage from areas outside the area intended to be served may not enter. Interceptors shall be tested in a manner approved by the District and shall be witnessed by a District Inspector. Grade rings may be used to establish final grade and shall be installed using Ram-Nek and Ram-Nek primer, and inspected by the District.

Rule 24.11.03. GREASE TRAPS - any type of business or establishment such as, but not limited to restaurants, bakeries, donut shops, take-out, drive-in eating establishments, ice cream or milk drive-in stations, hospitals, hotels markets, recreation or reception halls, etc., where any grease or other objectionable materials may be discharged into a public or private sewage main or disposal system which is deemed by the General Manager or his designated representative to be a Small Volume food establishment as described in Section 24.11.01 may choose to install a grease trap in place of a grease interceptor.

The size, type and location of each grease trap shall be approved by the General Manager or his designated representative. Wastes in excess of 140° F (60°C) shall not be discharged into a grease trap.

For the purpose of this section, the term “fixture” shall mean and include each plumbing fixture, appliance, apparatus or other equipment required to be connected to or discharged into a grease trap by any provision of this section.

Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, food waste disposal, soup kettles, etc., and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through the grease trap when approved by the General Manager. Exception: Toilets, urinals, and other fixtures containing fecal material may not flow through the grease trap.

No grease trap shall be installed which has an approval rate of flow of more than fifty-five (55) gallons per minute, nor less than twenty (20) gallons per minute, except with prior written approval of the General Manager.

Each plumbing fixture or piece of equipment connected to a grease trap shall be provided with an approved type flow control or restricting device installed in a readily accessible and visible location in the tailpiece or drain outlet of each such fixture. Flow control devices shall be so designed that the flow through such device or devices shall at no time be greater than the rated capacity of the grease trap. No flow control device having adjustable or removable parts shall be approved.

Each grease trap required by this section shall have an approved rate of flow, expressed in gallons per minutes, which is not less than forty (40) percent of the total capacity in gallons of fixtures discharging into said trap. The grease retention capacity of the trap, expressed in pounds of grease, shall not be less than two times the approved rate of flow in gallons per minute.

Any grease trap installed with the inlet more than four (4) feet lower in elevation than the outlet of any fixture discharging into such grease trap shall have an approved rate of flow which is not less than fifty (50) percent greater than that given in the preceding paragraph.

Not more than four (4) separate fixtures shall be connected to or discharged into any one (1) grease trap.

Each fixture discharging into grease trap shall be individually trapped and vented in an approved manner. An approved type grease trap may be used as a fixture trap for a single fixture when the horizontal distance between the fixture outlet and the grease trap does not exceed four (4) feet and the vertical tailpipe or drain does not exceed two and one-half (2 ½) feet.

No water-jacketed grease trap or grease interceptor shall be approved or installed. No mechanical grease trap shall be allowed.

Each grease trap shall have an approved water seal of not less than two (2) inches in depth or the diameter of its outlet, whichever is greater.

Rule 24.11.04. TIME OF COMPLIANCE - all commercial facilities and food establishments described in Division VII shall be required to install a sand and/or grease interceptor or grease trap within the sixty (60) day period after the first occurrence of any of the following events:

- (a) Transfer of any ownership or interest in the commercial facility;
- (b) The issuance by the County of any building permit for the construction, reconstruction or related work to be performed on the premises costing more than \$5,000;
- (c) The backup or discharge of raw sewage on or from the premises due to grease build up in their service lateral;
- (d) Or ninety (90) days after receiving written notice from the General Manager of the necessity for installation of such facilities.

Rule 24.11.05. MONITORING AND REPORTING - all establishments having a grease trap or interceptor shall maintain and clean this unit as recommended by the manufacturer. Each grease trap or interceptor shall be regularly maintained by the proprietor or property owner and records kept at the site for inspection by the District. Maintenance will vary depending upon the size of the unit and grease loading. The property owner or proprietor shall send a copy of the maintenance records to the District annually from the time of installation or some other agreed upon date by the District. At no time shall the unit be allowed to become clogged with grease so as to create damage to the District collection or treatment facilities. The Proprietor must develop a cleaning schedule sufficient to keep the unit functioning properly. Records of grease disposal to a collection agent must be made available to District personnel upon request.

Rule 24.12. PRELIMINARY TREATMENT OF WASTES - users shall provide wastewater treatment as necessary to comply with this ordinance and shall achieve compliance with all categorical Pretreatment Standards, Local Limits, and the prohibitions set out in Rule 24 of this ordinance within the time limitations specified by EPA, the State, or the General Manager, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the User's expense. Detailed plans describing such facilities and operating procedures shall be submitted to the General Manager for review, and shall be acceptable to the General Manager before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the User from the

responsibility of modifying such facilities as necessary to produce a discharge acceptable to District under the provisions of this ordinance.

Rule 24.13. MAINTENANCE OF PRETREATMENT FACILITIES ~~users shall provide wastewater treatment as necessary to comply with this ordinance and shall achieve compliance with all categorical Pretreatment Standards, Local Limits, and the prohibitions set out in Rule 24 of this ordinance within the time limitations specified by EPA, the State, or the General Manager, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the User's expense. Detailed plans describing such facilities and operating procedures shall be submitted to the General Manager for review, and shall be acceptable to the General Manager before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the User from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to the MCSD under the provisions of this ordinance. This space left intentionally blank for future use.~~

Rule 24.14. AVAILABILITY OF DISTRICT FACILITIES - if sewerage capacity is not available, the District may require the discharger to restrict their discharge until sufficient capacity can be made available. When requested, the District will advise persons desiring to locate new facilities as to the areas where wastewater of their proposed quantity and quality can be received by available sewerage facilities. The District may refuse service to persons locating facilities in areas where their proposed quantity or quality of wastewater is unacceptable in the available collection facility.

Rule 24.15. HAULED WASTEWATER -

- ~~(a)~~ Septic tank waste may be introduced into the POTW only at locations designated by the General Manager, and at such times as are established by the General Manager. Such waste shall not violate Rule 24 of this ordinance or any other requirements established by the MCSD. The General Manager may require septic tank waste haulers to obtain individual wastewater discharge permits or general permits.
- ~~(a)(b)~~ Mobile food trucks with wastewater holding tanks shall be considered haulers of commercial waste pursuant to this Regulation 24 and required to adhere to the regulations recited in Rule 24.07, this Rule 24.15 and Rule 24.16. "Mobile food truck" is defined to constitute a licensed, motorized vehicle, engaged in the commercial production and sale of food products, including any legally attached trailer utilized for the commercial production and sale of food products.
- ~~(b)(c)~~ The General Manager may require haulers of ~~industrial~~commercial waste to obtain individual wastewater discharge permits or general permits. The General Manager may require generators of hauled ~~industrial~~commercial waste to obtain individual wastewater discharge permits or general permits. The General Manager also may prohibit the disposal of hauled ~~industrial~~commercial waste. The discharge of hauled ~~industrial~~commercial waste is subject to all other requirements of this ordinance.
- ~~(e)(d)~~ IndustrialCommercial waste haulers may discharge loads only at locations designated by the General Manager. No load may be discharged without prior consent of the General Manager. The General Manager may collect samples of each hauled load

to ensure compliance with applicable Standards. The General Manager may require the industrialcommercial waste hauler to provide a waste analysis of any load prior to discharge.

~~(d)~~(e) IndustrialCommercial waste haulers must provide a waste-tracking form for every load. This form shall include, at a minimum, the name and address of the industrialcommercial waste hauler, permit number, truck identification, names and addresses of sources of waste, and volume and characteristics of waste. The form shall identify the type of industry, known or suspected waste constituents, and whether any wastes are RCRA hazardous wastes.

Rule 24.16. ADDITIONAL PRETREATMENT MEASURES -

(a) Grease, oil, and sand interceptors shall be provided when, in the opinion of the General Manager, they are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interception units shall be of a type and capacity approved by the General Manager, shall comply with the MCSD's Oil and Grease Management ordinance Rule 24.11 and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired in accordance with the MCSD's Oil and Grease Management ordinance Rule 24.11 by the User at their expense.

Rule 24.17. ACCIDENTAL DISCHARGE/SLUG CONTROL PLANS - the General Manager may require any industrial user to develop and implement an accidental discharge/slug control plan. At least once every two years the General Manager shall evaluate whether each significant industrial user needs such a plan. Any industrial user required to develop and implement an accidental discharge/slug control plan shall submit a plan which provides, at a minimum, the following:

- (a) Description of discharge practices, including non-routine batch discharges;
- (b) Description of stored chemicals;
- (c) Procedures for immediately notifying the General Manager of any accidental or Slug Discharge, as required by Rule 26.07 of this ordinance; and
- (d) Procedures to prevent adverse impact from any accidental or Slug Discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

ORDINANCE NO. 2024-02
AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
AMMENDING REGULATION 24 OF THE MCSD RULES AND REGULATIONS

WHEREAS, the McKinleyville Community Services District (the District), has noticed in a influx of the operation of mobile food trucks within the District boundaries;

WHEREAS, the District encourages the growth of these small businesses while simultaneously ensuring the safety and integrity of our infrastructure,

WHEREAS, staff has proposed standards of discharge and a permitting system for the discharge of commercial waste into the public sewer by mobile food trucks,

WHEREAS, standards of discharge into the public sewer are in the best interest of the community, the District, and the long term maintenance of the sewer infrastructure and Wastewater Management Facility.

NOW, THEREFORE, the Board of Directors of the McKinleyville Community Services District ordains as follows:

Regulation 24, Use of the Public Sewers, of the District's adopted Rules and Regulations are amended to read as follows:

REGULATION 24 - USE OF THE PUBLIC SEWERS

Rule 24.01. PROHIBITIONS ON DISCHARGES - no User shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes Pass Through or Interference. This general prohibition applies to all Users of the POTW whether or not they are subject to categorical Pretreatment Standards or any other National, State, or local Pretreatment Standards or Requirements.

No person shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater containing:

- (a) pollutants which cause a fire or explosion hazard in the POTW, including, but not limited to, waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C) using the test methods specified in 40 CFR 261.21;
- (b) solid or viscous pollutants in amounts which will cause obstruction to the flow in the POTW resulting in Interference or injury to the treatment works;
- (c) pollutants which cause a danger to life or safety of personnel;
- (d) pollutants which cause a strong offensive odor or prevention of the effective maintenance or operation of the treatment works;
- (e) pollutants which cause air pollution by the release of toxic or malodorous gases or malodorous gas-producing substances;

- (f) Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause Interference with the POTW;
- (g) pollutants which cause a the District's effluent or any other product of the treatment process, residues, sludges, or scums, to be unsuitable for reclamation and reuse or to interfere with the reclamation or treatment process;
- (h) pollutants which cause a detrimental environmental impact or a nuisance in the Waters of the State or a condition unacceptable to any public agency having regulatory jurisdiction over the District;
- (i) any wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent thereby violating the MCDS's NPDES permit;
- (j) pollutants which cause conditions at or near the District's POTW which violate any statute or any rule, regulation, or ordinance of any public agency or State or Federal regulatory body;
- (k) pollutants which cause the District's POTW to be overloaded or cause excessive collection or treatment costs, or may use a disproportionate share of the facilities;
- (l) pollutants which cause a pass through of any pollutant;
- (m) wastewater having a pH less than 6.5 or more than 8.5, or otherwise causing corrosive structural damage to the POTW or equipment;
- (n) wastewater having a temperature greater than 140 degrees F (65 degrees C), or which will inhibit biological activity in the treatment plant resulting in Interference, but in no case wastewater which causes the temperature at the introduction into the treatment plant to exceed 104 degrees F (40 degrees C);
- (o) more than 100 mg/l of oil or grease of animal or vegetable origin;
- (p) more than 25 mg/L Total Petroleum Hydrocarbons (TPH) as diesel, motor oil, hydraulic oil or gasoline;
- (q) petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin in amounts that will cause interference or pass through;
- (r) identifiable chlorinated hydrocarbons;
- (s) trucked or hauled pollutants, except at discharge points designated by the General Manager in accordance with Rule 24.15 of this ordinance;
- (t) substances which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261;
- (u) medical Wastes, except as specifically authorized by the General Manager in an individual wastewater discharge permit, or a general permit.
- (v) any detectable concentration of 4, 4-DDT.

Rule 24.02. PROHIBITIONS ON STORM DRAINAGE AND GROUND WATER - storm water, ground water, rain water, street drainage, subsurface drainage or yard drainage shall not be discharged through direct or indirect connections to a community sewer.

Rule 24.03. PROHIBITIONS ON UNPOLLUTED WATER - unpolluted water, including, but not limited to cooling water, process water or blow-down from cooling towers or evaporative coolers shall not be discharged through direct or indirect connection to a community sewer.

Rule 24.04. LIMITATIONS ON RADIOACTIVE WASTES - no person shall discharge or cause to be discharged, any radioactive waste into a community sewer except;

- (a) when the person is authorized to use radioactive materials by the State Department of Health or other governmental agency empowered to regulate the use of radioactive materials, and
- (b) when the waste is discharged in strict conformity with current California Radiation Control Regulations (California Administrative Code, Title 17) and the Nuclear Regulatory Commission regulations and recommendations for safe disposal, and
- (c) when the person is in compliance with all rules and regulations of all other applicable regulatory agencies.

Rule 24.05. LIMITATIONS ON THE USE OF GARBAGE GRINDERS - waste from garbage grinders shall not be discharged by any nondomestic users into the community sewer.

Rule 24.06. LIMITATIONS ON POINT OF DISCHARGE - no person shall discharge any substances directly into a manhole or other opening in a community sewer other than through an approved building sewer, unless he has been issued a permit by the District. If a permit is issued for such direct discharge, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the District.

Rule 24.07. HOLDING TANK WASTE - no person shall discharge any holding tank waste into a community sewer unless he has been issued a permit by the District. Unless otherwise allowed under the terms and conditions of the permit, a separate permit must be secured for each separate discharge. This permit will state the specific location of discharge, the time of day the discharge is to occur, the volume of the discharge and the wastewater constituents and characteristics. If a permit is granted for discharge of such waste into a community sewer, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the District. An exception to the above is that no permit will be required for discharge of domestic wastes from recreational vehicles holding tanks provided that such discharges are made into a District approved facility designed to receive such waste.

Rule 24.08. NATIONAL CATEGORICAL PRETREATMENT STANDARDS - users must comply with the categorical Pretreatment Standards found at 40 CFR Chapter I, Subchapter N, Parts 405–471.

- (a) When wastewater subject to a categorical Pretreatment Standard is mixed with wastewater not regulated by the same Standard, the General Manager may impose an alternate limit in accordance with 40 CFR 403.6(e).

(b) A CIU may obtain a net/gross adjustment to a categorical Pretreatment Standard in accordance with the following paragraphs of this Section. [Note: See 40 CFR 403.15]

i. Categorical Pretreatment Standards may be adjusted to reflect the presence of pollutants in the Industrial User's intake water in accordance with this Section. Any Industrial User wishing to obtain credit for intake pollutants must make application to the MCSD. Upon request of the Industrial User, the applicable Standard will be calculated on a "net" basis (i.e., adjusted to reflect credit for pollutants in the intake water) if the requirements of paragraphs a) through d) of this Section are met.

a) Criteria

- 1) Either 1- The applicable categorical Pretreatment Standards contained in 40 CFR subchapter N specifically provide that they shall be applied on a net basis; or 2- The Industrial User demonstrates that the control system it proposes or uses to meet applicable categorical Pretreatment Standards would, if properly installed and operated, meet the Standards in the absence of pollutants in the intake waters.
- 2) Credit for generic pollutants such as biochemical oxygen demand (BOD), total suspended solids (TSS), and oil and grease should not be granted unless the Industrial User demonstrates that the constituents of the generic measure in the User's effluent are substantially similar to the constituents of the generic measure in the intake water or unless appropriate additional limits are placed on process water pollutants either at the outfall or elsewhere.
- 3) Credit shall be granted only to the extent necessary to meet the applicable categorical Pretreatment Standard(s), up to a maximum value equal to the influent value. Additional monitoring may be necessary to determine eligibility for credits and compliance with Standard(s) adjusted under this Section.
- 4) Credit shall be granted only if the User demonstrates that the intake water is drawn from the same body of water as that into which the POTW discharges. The MCSD may waive this requirement if it finds that no environmental degradation will result.

Rule 24.09. LIMITATIONS ON WASTEWATER STRENGTH (LOCAL LIMITS).

Rule 24.09.01. - the General Manager is authorized to establish Local Limits pursuant to 40 CFR 403.5(c). The following pollutant limits are established to protect against Pass Through and Interference. No person shall discharge wastewater containing in excess of the following concentrations:

| POLLUTANT | DAILY MAXIMUM LIMIT (mg/L) |
|--|----------------------------|
| Copper | 0.1300 |
| Lead | 0.0055 |
| Molybdenum | 0.0047 |
| Nickel | 0.0052 |
| Zinc | 0.135 |
| bis(2-ethylhexyl) phthalate | 0.0235 |
| Oil and Grease (petroleum and vegetable) | 100 |
| BOD | 354 |
| | |

- (a) The above limits apply at the point where the wastewater is discharged to the POTW and apply to instantaneous maximum concentrations. All concentrations for metallic substances are for total metal unless indicated otherwise. The General Manager may impose mass limitations in addition to the concentration-based limitations above.
- (b) **Analytical Requirements.** All pollutant analyses, including sampling techniques, to be submitted as part of a wastewater discharge permit application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 and amendments thereto, unless otherwise specified in an applicable categorical Pretreatment Standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the EPA determines that the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analyses shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the General Manager or other parties approved by EPA.
- (c) **BMPs.** The General Manager may develop Best Management Practices (BMPs), by ordinance or in individual wastewater discharge permits, or general permits, to implement Local Limits and the requirements of Rule 24.
- (d) **Right of Revision.** The MCSD reserves the right to establish, by ordinance or in individual wastewater discharge permits or in general permits, more stringent Standards or Requirements on discharges to the POTW consistent with the purpose of this ordinance.
- (e) **Dilution.** No User shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable Pretreatment Standard or Requirement. The General Manager may impose mass limitations on Users who are using dilution to meet applicable

Pretreatment Standards or Requirements or in other cases when the imposition of mass limitations is appropriate.

Rule 24.09.02 - the General Manager shall cause to be prepared from time to time a list of the maximum permissible quantities or concentrations of certain constituents in industrial or wastewater flows and otherwise issue detailed directions for meeting the requirements of this section.

Limitations on wastewater strength in Rule 24 of this Ordinance may be supplemented with more stringent limitations provided:

- (a) If the District determines that the limitations in Rule 24 may not be sufficient to protect the operation of the District's treatment works, or
- (b) If the Authority determines that the limitations in Rule 24 may not be sufficient to enable the District's POTW to comply with water quality standards or effluent limitations specified in the District's National Pollutant Discharge Elimination System (NPDES) permit.

Rule 24.10. DISPOSAL OF UNACCEPTABLE WASTE - waste not permitted to be discharged into the community sewer must be transported to a State approved disposal site. The required "Waste Haulers Report" must be completed and a copy furnished within 30 days to the District by the discharger.

Rule 24.11. INTERCEPTORS REQUIRED - grease, oil and sand interceptors shall be provided when, in the opinion of the Manager, they are necessary for the proper handling of liquid wastes, containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for buildings used for residential purposes. All interceptors shall be of a type and capacity approved by the Manager and shall be so located as to be readily and easily accessible for cleaning and inspection. All such grease, oil and sand interceptors shall be maintained by the Owner, at their expense, in continuous efficient operation at all times.

Rule 24.11.01. GREASE INTERCEPTORS/TRAPS - establishments serving food, manufacturing food products, Slaughter Houses, Packing Establishments, Car Washes, Auto Wash Racks, etc. are grouped into the following major categories:

- (a) **INDUSTRIAL**-commercial facilities as defined in sections 709 and 710 of the Uniform Plumbing Code, and those facilities designated by the General Manager.
- (b) **HIGH VOLUME**-full menu types establishments operating over 16 hours per day and/or serving 500 or more meals per day.
- (c) **MEDIUM VOLUME**-full menu or specialty menu type establishments serving full meals 8 to 16 hours per day, and/or 100 to 400 meals per day.
- (d) **SMALL VOLUME**-fast foot, take out or specialty type food establishments with limited menus, a minimum of dish washing, and/or minimal seating capacity.

Rule 24.11.02. GREASE INTERCEPTORS - industrial facilities, High Volume and Medium Volume food establishments as defined in Section 709 are required to install a

grease interceptor. The size, type and location of each grease interceptor shall be approved by the General Manager or his designated representative. Waste in excess of 140°F (60°C) shall not be discharged into a grease interceptor. Grease interceptors shall have a minimum 750-gallon capacity.

Any type of business or establishment such as, but not limited to restaurants, bakeries, donut shops, take-out, drive-in eating establishments, ice cream or milk drive-in stations, hospitals, hotels, markets, recreation or reception halls, etc., where any grease or other objectionable materials may be discharged into a public or private sewage main or disposal system shall have a grease interceptor.

Interceptors shall be constructed and installed at the expense of the owner, in accordance with the design previously approved by the General Manager.

Each grease interceptor shall be so installed and connected that it shall be at all times easily accessible for inspection, cleaning, and removal of the intercepted grease. A grease interceptor may not be installed in any part of a building where food is handled. Proper location of the grease interceptor shall meet the Uniform Plumbing Code Requirements and the approval of the General Manager.

Each commercial facility or business establishment for which a grease interceptor is required shall have an interceptor which shall serve only that business establishment.

Buildings remodeled for use requiring interceptors shall be subject to these regulations.

For the purpose of this section the term 'fixture' shall mean and include each plumbing fixture, appliance, apparatus or other equipment required to be connected to or discharged into a grease interceptor by any provision of this section.

Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, food waste disposal, soup kettles, etc., and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through the interceptor when approved by the General Manager. Exception: Toilets, urinals, and other fixtures containing fecal material may not flow through the interceptor.

The interceptors shall be maintained in efficient operating condition by periodic removal and proper disposal of the accumulated grease. No such collected grease shall be introduced into any drainage piping or public or private sewer.

Abandoned grease interceptors shall be emptied and filled in the same manner as required for abandoned septic tanks as described in Section 1119 of the Uniform Plumbing Code.

The cover for grease interceptors shall be one-half inch (1/2") steel plate reinforced as required by the General Manager, said reinforcing to depend upon the load to be imposed on the plate. Except as otherwise provided, the cover shall be gas-tight on all interceptors and the waste shall enter the interceptor through the inlet pipe only. Interceptors shall be so designed that they will not become air bound if closed covers are used. Each interceptor shall be properly vented, Sec 708(d) UPC.

Interceptors shall be installed in such a manner that drainage from areas outside the area intended to be served may not enter. Interceptors shall be tested in a manner approved by the District and shall be witnessed by a District Inspector. Grade rings may be used to

establish final grade and shall be installed using Ram-Nek and Ram-Nek primer, and inspected by the District.

Rule 24.11.03. GREASE TRAPS - any type of business or establishment such as, but not limited to restaurants, bakeries, donut shops, take-out, drive-in eating establishments, ice cream or milk drive-in stations, hospitals, hotels markets, recreation or reception halls, etc., where any grease or other objectionable materials may be discharged into a public or private sewage main or disposal system which is deemed by the General Manager or his designated representative to be a Small Volume food establishment as described in Section 24.11.01 may choose to install a grease trap in place of a grease interceptor.

The size, type and location of each grease trap shall be approved by the General Manager or his designated representative. Wastes in excess of 140° F (60°C) shall not be discharged into a grease trap.

For the purpose of this section, the term “fixture” shall mean and include each plumbing fixture, appliance, apparatus or other equipment required to be connected to or discharged into a grease trap by any provision of this section.

Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials, including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, food waste disposal, soup kettles, etc., and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through the grease trap when approved by the General Manager. Exception: Toilets, urinals, and other fixtures containing fecal material may not flow through the grease trap.

No grease trap shall be installed which has an approval rate of flow of more than fifty-five (55) gallons per minute, nor less than twenty (20) gallons per minute, except with prior written approval of the General Manager.

Each plumbing fixture or piece of equipment connected to a grease trap shall be provided with an approved type flow control or restricting device installed in a readily accessible and visible location in the tailpiece or drain outlet of each such fixture. Flow control devices shall be so designed that the flow through such device or devices shall at no time be greater than the rated capacity of the grease trap. No flow control device having adjustable or removable parts shall be approved.

Each grease trap required by this section shall have an approved rate of flow, expressed in gallons per minutes, which is not less than forty (40) percent of the total capacity in gallons of fixtures discharging into said trap. The grease retention capacity of the trap, expressed in pounds of grease, shall not be less than two times the approved rate of flow in gallons per minute.

Any grease trap installed with the inlet more than four (4) feet lower in elevation than the outlet of any fixture discharging into such grease trap shall have an approved rate of flow which is not less than fifty (50) percent greater than that given in the preceding paragraph. Not more than four (4) separate fixtures shall be connected to or discharged into any one (1) grease trap.

Each fixture discharging into grease trap shall be individually trapped and vented in an approved manner. An approved type grease trap may be used as a fixture trap for a single fixture when the horizontal distance between the fixture outlet and the grease trap does not

exceed four (4) feet and the vertical tailpipe or drain does not exceed two and one-half (2 ½) feet.

No water-jacketed grease trap or grease interceptor shall be approved or installed. No mechanical grease trap shall be allowed.

Each grease trap shall have an approved water seal of not less than two (2) inches in depth or the diameter of its outlet, whichever is greater.

Rule 24.11.04. TIME OF COMPLIANCE - all commercial facilities and food establishments described in Division VII shall be required to install a sand and/or grease interceptor or grease trap within the sixty (60) day period after the first occurrence of any of the following events:

- (a) Transfer of any ownership or interest in the commercial facility;
- (b) The issuance by the County of any building permit for the construction, reconstruction or related work to be performed on the premises costing more than \$5,000;
- (c) The backup or discharge of raw sewage on or from the premises due to grease build up in their service lateral;
- (d) Or ninety (90) days after receiving written notice from the General Manager of the necessity for installation of such facilities.

Rule 24.11.05. MONITORING AND REPORTING - all establishments having a grease trap or interceptor shall maintain and clean this unit as recommended by the manufacturer. Each grease trap or interceptor shall be regularly maintained by the proprietor or property owner and records kept at the site for inspection by the District. Maintenance will vary depending upon the size of the unit and grease loading. The property owner or proprietor shall send a copy of the maintenance records to the District annually from the time of installation or some other agreed upon date by the District. At no time shall the unit be allowed to become clogged with grease so as to create damage to the District collection or treatment facilities. The Proprietor must develop a cleaning schedule sufficient to keep the unit functioning properly. Records of grease disposal to a collection agent must be made available to District personnel upon request.

Rule 24.12. PRELIMINARY TREATMENT OF WASTES - users shall provide wastewater treatment as necessary to comply with this ordinance and shall achieve compliance with all categorical Pretreatment Standards, Local Limits, and the prohibitions set out in Rule 24 of this ordinance within the time limitations specified by EPA, the State, or the General Manager, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the User's expense. Detailed plans describing such facilities and operating procedures shall be submitted to the General Manager for review, and shall be acceptable to the General Manager before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the User from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to District under the provisions of this ordinance.

Rule 24.13. This space left intentionally blank for future use.

Rule 24.14. AVAILABILITY OF DISTRICT FACILITIES - if sewerage capacity is not available, the District may require the discharger to restrict their discharge until sufficient capacity can be made available. When requested, the District will advise persons desiring to locate new facilities as to the areas where wastewater of their proposed quantity and quality can be received by available sewerage facilities. The District may refuse service to persons locating facilities in areas where their proposed quantity or quality of wastewater is unacceptable in the available collection facility.

Rule 24.15. HAULED WASTEWATER -

- (a) Septic tank waste may be introduced into the POTW only at locations designated by the General Manager, and at such times as are established by the General Manager. Such waste shall not violate Rule 24 of this ordinance or any other requirements established by the MCSD. The General Manager may require septic tank waste haulers to obtain individual wastewater discharge permits or general permits.
- (b) Mobile food trucks with wastewater holding tanks shall be considered haulers of commercial waste pursuant to this Regulation 24 and required to adhere to the regulations recited in Rule 24.07, this Rule 24.15 and Rule 24.16. "Mobile food truck" is defined to constitute a licensed, motorized vehicle, engaged in the commercial production and sale of food products, including any legally attached trailer utilized for the commercial production and sale of food products.
- (c) The General Manager may require haulers of commercial The General Manager may require haulers of commercial waste to obtain individual wastewater discharge permits or general permits. The General Manager may require generators of hauled commercial waste to obtain individual wastewater discharge permits or general permits. The General Manager also may prohibit the disposal of hauled commercial waste. The discharge of hauled commercial waste is subject to all other requirements of this ordinance.
- (d) Commercial waste haulers may discharge loads only at locations designated by the General Manager. No load may be discharged without prior consent of the General Manager. The General Manager may collect samples of each hauled load to ensure compliance with applicable Standards. The General Manager may require the commercial waste hauler to provide a waste analysis of any load prior to discharge.
- (e) Commercial waste haulers must provide a waste-tracking form for every load. This form shall include, at a minimum, the name and address of the commercial waste hauler, permit number, truck identification, names and addresses of sources of waste, and volume and characteristics of waste. The form shall identify the type of industry, known or suspected waste constituents, and whether any wastes are RCRA hazardous wastes.

Rule 24.16. ADDITIONAL PRETREATMENT MEASURES -

- (a) Grease, oil, and sand interceptors shall be provided when, in the opinion of the General Manager, they are necessary for the proper handling of wastewater

containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interception units shall be of a type and capacity approved by the General Manager, shall comply with the MCSD's Oil and Grease Management ordinance Rule 24.11 and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired in accordance with the MCSD's Oil and Grease Management ordinance Rule 24.11 by the User at their expense.

Rule 24.17. ACCIDENTAL DISCHARGE/SLUG CONTROL PLANS - the General Manager may require any industrial user to develop and implement an accidental discharge/slug control plan. At least once every two years the General Manager shall evaluate whether each significant industrial user needs such a plan. Any industrial user required to develop and implement an accidental discharge/slug control plan shall submit a plan which provides, at a minimum, the following:

- (a) Description of discharge practices, including non-routine batch discharges;
- (b) Description of stored chemicals;
- (c) Procedures for immediately notifying the General Manager of any accidental or Slug Discharge, as required by Rule 26.07 of this ordinance; and
- (d) Procedures to prevent adverse impact from any accidental or Slug Discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

This Ordinance shall take effect and be in full force and effective thirty (30) days after its passage. Introduced at a regular meeting of the Board of Directors held on August 7, 2024 and passed and adopted by the Board of Directors on _____, upon the motion of Director _____ and seconded by Director _____ and by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Attest:

Scott Binder, Board President

Joey Blaine, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2024

TYPE OF ITEM: **ACTION**

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

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review information provided, discuss, take Public Comment and approve the second reading of Ordinance 2024-03 (**Attachment 2**), by title only.

Discussion:

In 2017, the State of California enacted Government Code Section § 65852.2(e) and (f) in order to encourage the development of Accessory Dwelling Units (ADUs) (also commonly known as Mother-in-law Units) to facilitate affordable housing development throughout the state. Part of the State Code made it more streamlined for agency approval and dictated when and if government agencies, including water and sewer agencies, could charge fees for the connections of ADUs.

In May through June 2020, the Humboldt County Planning Commission held a series of five public hearings on draft County ordinances and General Plan amendments to re-establish local standards in conformance with the new State Code. At the September 1, 2020 Board of Supervisor’s meeting, the Board of Supervisor’s adopted Ordinance No. 2650, which amends various General Plan and County Ordinances on ADU developments to conform to the new State regulations. Further, it forbids the charging of impact fees for ADUs less than 750 square feet in size.

In addition to ADUs, the Ordinance also defines Junior Accessory Dwelling Units (JADUs) which have stricter rules regarding connection charges and impact fees. Further, State of California enacted Government Code Section § 65852.2(f) states that for the purposes of providing service for water, sewer, or power, including a connection fee, a JADU unit shall not be considered a separate or new dwelling unit.

Lastly, staff has removed the “Development Intensity Charge” of \$225.00 applicable in some developments and added an “Administration Fee” of \$185.00 (variable annually based upon the annual change as calculated in December of each year, to an average of the San Francisco-Oakland-San Jose, CA and West-

Size Class B/C COLA indexes published by the United State Bureau of Labor Statistics.) The “Administration Fee” covers staff time involved in the preparation and review of building and planning referrals where the evaluation of the necessity of capacity and other applicable fees is a factor.

The District needs to update our Rules & Regulations, specifically Regulation 21-Connection Charges, to conform to County and State regulations with regards to ADU/JADU developments. Rule 21.03-Accessory Dwelling Unit/Junior Accessory Dwelling Unit/Secondary Dwelling Unit Connection Charge was amended and has been reviewed by Legal Counsel(**Attachment 1**). The main provisions of the Rule are to:

- Define what constitutes an ADU
- Define what constitutes a JADU
- Detail when connection fees and other fees can be charged for an ADU or JADU development.

This is the second reading of this ordinance. As a reminder to the Board, should any substantive changes be desired, the ordinance would revert to first reading at the October 2, 2024 meeting.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

A detailed fiscal analysis has not been prepared, but the proposed changes are expected to have a limited impact on District finances. The proposed Administrative Fee may result in more adequate financial coverage of staff time involved in the preparation of building and planning referrals.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Revisions of Regulation 21 in Track Changes
- Attachment 2 – Ordinance 2024-03, An Ordinance of the McKinleyville Community Services District Amending Regulation 21-Connection Charges of the MCSD Rules and Regulations

REGULATION 21 - CONNECTION CHARGES

Rule 21.01. GENERAL. It is hereby found and determined that it is necessary to reimburse the District for money advanced and to establish conditions of equality as to properties, either not assessed or by later occurring facts, deemed to have been under-assessed, during special assessment proceedings conducted by the District for the purpose of constructing sewer mains and facilities to serve properties within the assessment district created therefore when such non-assessed properties are permitted to connect to such sewer mains and facilities.

"Non-assessed properties" include, but are not limited to, portions of larger parcels which, at the time of assessment levy, were expected to continue in residential use by a single family but which are thereafter divided or segregated for separate residential use, either alone or in combination with other property, and may include properties which at the time of assessment levy, were owned by a government entity but which thereafter become privately owned. "Non-assessed properties" also include acreage who's later parceling or subdivision results in a larger number of direct connections to the system than was originally anticipated at the time of assessment, or may also be the result of any "more intensive" use than was contemplated by the original assessment levy.

Rule 21.02. CONNECTION CHARGE. The connection charge provided by this Ordinance shall be computed by the Manager based upon "what the share of the cost of said sewer main and facilities of the connecting property would have been had it been assessed in said proceedings, using the same formula as used in the assessment district for determining the assessment." The basis of the original assessment levy is as follows:

(a) General area charge (all land within 600 feet of sewer main) = \$180.00 per acre.

(b) Local area charge (all land within 200 feet of a sewer main) = \$540.00 per acre,

(c) Unit Charge

i. Lateral Charge - 4 inch = \$1,600.00

Lateral Charge - 6 inch = \$1,825.00

ii. (Local Sewer Availability) Capital Cost/Connection - 4 inch = \$472.00

(Local Sewer Availability) Capital Cost/Connection - 6 inch = \$692.00

(d) Sewer Capacity Fee – If in a sewer service area, a Sewer Capacity fee shall be collected from each applicant requesting a new water service in addition to any processing fees and/or installation charges. The capacity fee is \$8110 per Equivalent Residential Unit (ERU) plus \$472 for a total fee of \$8582. Please note, an additional \$472 related to joint costs (capital cost per connection) is applied only once, not per ERU. Each July 1st, each rate set forth in this subdivision (d) shall be adjusted by the percentage change in the Construction Cost Index for the San Francisco Bay Area as published in the Engineering News Record between July 2017 and the then most recently published Construction Cost Index.

~~(e) Development intensity charge – per excess living unit with allowance of one living unit per one-half (1/2) acre of land = \$225.00 per unit.~~

~~(f)~~(e) Example of application of above described charges- For a one-half (1/2) acre parcel of normal shape that falls entirely within the local and general area with a single dwelling unit constructed thereon, cost would be:

| | |
|---|------------------|
| General area charge - \$180.00 x .5 acre = | \$90.00 |
| \$540.00 x .5 acre = | \$270.00 |
| 4-inch lateral = | \$1,600.00 |
| (Sewer availability) Capital Cost/Connection= | \$472.00 |
| Capacity charge = | <u>\$8110.00</u> |
| Subtotal = | \$10,542.00 |

(f) Administration Fee -- An Administration fee of \$185 shall be charged to cover District costs associated with the review and administration of all service applications and Humboldt County Building & Planning Department referrals associated with new or revised water or sewer service connections. The Administration fee is established at \$185.00; however, the Administration Fee is based on District Labor cost and may be increased annually based upon the annual change, as calculated in December of each year, to an average of the San Francisco-Oakland-San Jose, CA and West-Size Class B/C COLA indexes published by the United State Bureau of Labor Statistics.

- (g) Buy in capacity charge - For all lands added to the sewer service area the Manager shall collect the additional charges set forth in the respective Resolution amending the sewer service area in addition to the other charges described above.
- (h) Connection charges do not include paving over trenches as required by Humboldt County Public Works Department. Paving costs are the responsibility of the developer.

**Rule 21.03. ACCESSORY DWELING UNIT/JUNIOR ACESSORY DWELLING UNIT
SECONDARY DWELLING UNIT CONNECTION CHARGE.**

(a) For the purposes of this Rule, and in conformance with California Government Code Section 65852.2 and Humboldt County Ordinance Title III, Division I, Chapters 3 and 4, an Accessory Dwelling Unit (ADU) shall be defined as follows: For a unit detached from the Primary Dwelling Unit, an ADU is a detached unit with a total floor area of 1,200 square feet or less. For a unit attached to the Primary Dwelling Unit, an ADU is a unit with a total floor area that does not exceed 50 percent of the floor area of the Primary Dwelling Unit. Any detached Secondary Dwelling in excess of 1,200 square feet or attached Secondary Dwelling Unit over 50 percent of the floor area of the Primary Dwelling Unit shall be charged connection fees as detailed in Rule 21.02.

(a)(b) For the purposes of this Rule, and in conformance with California Government Code Section 65852.22 and Humboldt County Ordinance Title III, Division I, Chapters 3 and 4, a Junior Accessory Dwelling Unit (JADU) shall be defined as follows: a JADU is a unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A JADU may include separate sanitation facilities or may share sanitation facilities with the existing structure. For the purpose of providing services, a JADU shall not be considered a separate or new dwelling unit. A JADU shall not be charged any connection or capacity fees per California Government Code Section 65852.22 and Humboldt County Ordinance Title III, Division I, Chapters 3 and 4,

~~(b)~~(c) An ADU constructed within an existing primary dwelling unit or existing structure shall not be charged any connection fees or charges per Humboldt County Code Section 69.05.4.1.3 unless the ADU was constructed with the Primary Dwelling or unless the connection is requested by the owner or developer and installed. If the ADU is constructed with a new Primary Dwelling, or the owner or developer requests a connection not otherwise required, the fixture count within the ADU and the Primary Dwelling shall be used to establish the ERU and fees for the structure as detailed in Rule 21.02.

~~(e)~~(d) The District may require a newly constructed ADU, not contained within the existing space of the primary residence, to install new water and sewer connections. If new connections are required and installed or are requested by the owner or developer and installed, the connection charges shall correspond to those established in Rule 21.02. If a new, separate ADU is constructed and utilizes the existing water and sewer connection of the primary residence as approved by the District, no new connection fees or charges will be required by the District.

Rule 21.04. DEVELOPMENT CREDIT - for subdivisions or main extensions wherein the owner constructs all of the local sewers at their own cost for connection to the District's system, a credit for such construction cost to be subtracted from the general connection charge may be made for all except the following:

(a) The Capital Cost per Connection charge of \$472.00 per unit.

~~(b) The intense land development charge of \$225.00 per excess unit.~~

(b) The capacity charges.

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ORDINANCE NO. 2024-03

AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AMENDING REGULATION 21, CONNECTION CHARGES, OF THE MCSD RULES AND REGULATIONS

WHEREAS, the McKinleyville Community Services District is in need of clarifying its rules and regulations relating to Accessory Dwelling Units (ADU), Junior Accessory Dwelling Units, and Connection Charges; and

WHEREAS, staff has been made aware of specific rules regarding the charging of impact fees for ADU's less than 750 square feet; and

WHEREAS, staff has identified the need for the addition for the definition of Junior Accessory Dwelling Unit (JADU) to the Rules and Regulations; and

WHEREAS, staff has been made aware of specific rules regarding the charging of impact fees for Junior Accessory Dwelling Units; and

WHEREAS, staff has identified the necessity of adequately covering the cost of staff time involved in the preparation of building and planning referrals.

NOW, THEREFORE, the Board of Directors of the McKinleyville Community Services District ordains as follows:

Regulation 21, Connection Charges, of the District's adopted Rules and Regulations are amended to read as follows:

REGULATION 21 - CONNECTION CHARGES

Rule 21.01. GENERAL. It is hereby found and determined that it is necessary to reimburse the District for money advanced and to establish conditions of equality as to properties, either not assessed or by later occurring facts, deemed to have been under-assessed, during special assessment proceedings conducted by the District for the purpose of constructing sewer mains and facilities to serve properties within the assessment district created therefore when such non-assessed properties are permitted to connect to such sewer mains and facilities.

"Non-assessed properties" include, but are not limited to, portions of larger parcels which, at the time of assessment levy, were expected to continue in residential use by a single family but which are thereafter divided or segregated for separate residential use, either alone or in combination with other property, and may include properties which at the time of assessment levy, were owned by a government entity but which thereafter become privately owned. "Non-assessed properties" also include acreage who's later parceling or subdivision results in a larger number of direct connections to the system than was originally anticipated at the time of assessment, or may also be the result of any "more intensive" use than was contemplated by the original assessment levy.

Rule 21.02. CONNECTION CHARGE. The connection charge provided by this Ordinance shall be computed by the Manager based upon "what the share of the cost of said sewer main and facilities of the connecting property would have been had it been assessed in said proceedings, using the same formula as used in the assessment district for determining the assessment." The basis of the original assessment levy is as follows:

(a) General area charge (all land within 600 feet of sewer main) = \$180.00 per acre.

(b) Local area charge (all land within 200 feet of a sewer main) = \$540.00 per acre,

(c) Unit Charge

i. Lateral Charge - 4 inch = \$1,600.00

Lateral Charge - 6 inch = \$1,825.00

ii. (Local Sewer Availability) Capital Cost/Connection - 4 inch = \$472.00

(Local Sewer Availability) Capital Cost/Connection - 6 inch = \$692.00

(d) Sewer Capacity Fee – If in a sewer service area, a Sewer Capacity fee shall be collected from each applicant requesting a new water service in addition to any processing fees and/or installation charges. The capacity fee is \$8110 per Equivalent Residential Unit (ERU) plus \$472 for a total fee of \$8582. Please note, an additional \$472 related to joint costs (capital cost per connection) is applied only once, not per ERU. Each July 1st, each rate set forth in this subdivision (d) shall be adjusted by the percentage change in the Construction Cost Index for the San Francisco Bay Area as published in the Engineering News Record between July 2017 and the then most recently published Construction Cost Index.

(e) Example of application of above described charges- For a one-half (1/2) acre parcel of normal shape that falls entirely within the local and general area with a single dwelling unit constructed thereon, cost would be:

| | |
|---|------------------|
| General area charge - \$180.00 x .5 acre = | \$90.00 |
| \$540.00 x .5 acre = | \$270.00 |
| 4-inch lateral = | \$1,600.00 |
| (Sewer availability) Capital Cost/Connection= | \$472.00 |
| Capacity charge = | <u>\$8110.00</u> |
| Subtotal = | \$10,542.00 |

(f) Administration Fee – An Administration fee of \$185 shall be charged to cover District costs associated with the review and administration of all service applications and Humboldt County Building & Planning Department referrals associated with new or revised water or sewer service connections. The Administration fee is established at \$185.00; however, the Administration Fee is based on District Labor cost and may be increased annually based upon the annual change, as calculated in December of each year, to an average of the San Francisco-Oakland-San Jose, CA and West-Size Class B/C COLA indexes published by the United State Bureau of Labor Statistics.

- (g) Buy in capacity charge - For all lands added to the sewer service area the Manager shall collect the additional charges set forth in the respective Resolution amending the sewer service area in addition to the other charges described above.
- (h) Connection charges do not include paving over trenches as required by Humboldt County Public Works Department. Paving costs are the responsibility of the developer.

Rule 21.03. ACCESSORY DWELING UNIT/JUNIOR ACESSORY DWELLING UNIT SECONDARY DWELLING UNIT CONNECTION CHARGE.

- (a) For the purposes of this Rule, and in conformance with California Government Code Section 65852.2 and Humboldt County Ordinance Title III, Division I, Chapters 3 and 4, an Accessory Dwelling Unit (ADU) shall be defined as follows: For a unit detached from the Primary Dwelling Unit, an ADU is a detached unit with a total floor area of 1,200 square feet or less. For a unit attached to the Primary Dwelling Unit, an ADU is a unit with a total floor area that does not exceed 50 percent of the floor area of the Primary Dwelling Unit. Any detached Secondary Dwelling in excess of 1,200 square feet or attached Secondary Dwelling Unit over 50 percent of the floor area of the Primary Dwelling Unit shall be charged connection fees as detailed in Rule 21.02.
- (b) For the purposes of this Rule, and in conformance with California Government Code Section 65852.22 and Humboldt County Ordinance Title III, Division I, Chapters 3 and 4, a Junior Accessory Dwelling Unit (JADU) shall be defined as follows: a JADU is a unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A JADU may include separate sanitation facilities or may share sanitation facilities with the existing structure. For the purpose of providing services, a JADU shall not be considered a separate or new dwelling unit. A JADU shall not be charged any connection or capacity fees per California Government Code Section 65852.22 and Humboldt County Ordinance Title III, Division I, Chapters 3 and 4,
- (c) An ADU constructed within an existing primary dwelling unit or existing structure shall not be charged any connection fees or charges per Humboldt County Code Section 69.05.4.1.3 unless the ADU was constructed with the Primary Dwelling or unless the connection is requested by the owner or developer and installed. If the ADU is constructed with a new Primary Dwelling, or the owner or developer requests a connection not otherwise required, the fixture count within the ADU and the Primary Dwelling shall be used to establish the ERU and fees for the structure as detailed in Rule 21.02.

(d) The District may require a newly constructed ADU, not contained within the existing space of the primary residence, to install new water and sewer connections. If new connections are required and installed or are requested by the owner or developer and installed, the connection charges shall correspond to those established in Rule 21.02. If a new, separate ADU is constructed and utilizes the existing water and sewer connection of the primary residence as approved by the District, no new connection fees or charges will be required by the District.

Rule 21.04. DEVELOPMENT CREDIT - for subdivisions or main extensions wherein the owner constructs all of the local sewers at their own cost for connection to the District's system, a credit for such construction cost to be subtracted from the general connection charge may be made for all except the following:

- (a) The Capital Cost per Connection charge of \$472.00 per unit.
- (b) The capacity charges.

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

Introduced at a regular meeting of the Board of Directors held on August 7, 2024 and passed and adopted by the Board of Directors on September 4, 2024 upon the motion of Director _____ and seconded by Director _____ and by the following polled vote:

AYES:
NOES: None
ABSTAIN: None
ABSENT: None

Scott Binder, Board President

Attest:

Joseph Blaine, Board Secretary

“Administration Fee” covers staff time involved in the preparation and review of building and planning referrals where the evaluation of the necessity of capacity and other applicable fees is a factor.

The District needs to update our Rules & Regulations, specifically Regulation 5-Application for Regular Water Service, to conform to County and State regulations with regards to ADU/JADU developments. Rule 5.13-Accessory Dwelling Unit/Junior Accessory Dwelling Unit/Secondary Dwelling Unit Connection Charge was amended and has been reviewed by Legal Counsel (**Attachment 1**). The main provisions of the Rule are to:

- Define what constitutes an ADU.
- Define what constitutes a JADU.
- Detail when connection fees and other fees can be charged for an ADU or JADU development.

This is the second reading of this ordinance. As a reminder to the Board, should any substantive changes be desired, the ordinance would revert to first reading at the October 2, 2024 meeting.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

A detailed fiscal analysis has not been prepared, but the proposed changes are expected to have a limited impact on District finances. The proposed Administrative Fee may result in more adequate financial coverage of staff time involved in the preparation of building and planning referrals.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Revisions of Regulation 5 in Track Changes
- Attachment 2 – Ordinance 2024-04, An Ordinance of the McKinleyville Community Services District Amending Regulation 5-Application for Regular Water Service of the MCSD Rules and Regulations

REGULATION 5 – APPLICATION FOR REGULAR WATER SERVICE

Rule 5.01. APPLICATION - a property owner or his agent may make application for regular water service on the following application form or by letter giving the same information and paying a nonrefundable processing fee of \$20.00 (twenty dollars).

| MCS D APPLICATION FOR SERVICE | | | | |
|--|---------------------|-----------------|--------------------------|--------|
| APPLICANT'S NAME (PRINT): | | PHONE NUMBERS: | | |
| NAME OF CO APPLICANT: | | HOME: | CELL: | |
| OWN OR RENT? | DRIVER'S LICENSE #: | WORK: | IF RENTED, OWNER'S NAME: | |
| E-Mail! | | | | |
| <small>I the undersigned hereby request that the McKinleyville Community Services District deliver utility services as specified above, to the address or location as listed below. I do hereby agree to comply with the applicable provisions of the Rules and Regulation and the standard specifications of the McKinleyville Community Services District, copies of which are available upon request.</small> | | | | |
| SIGNATURE: | | | | |
| DATE ON | DATE OFF | ROUTE/ACCT. | ADDRESS/SERVICE LOCATION | CUST.# |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| MAILING ADDRESS: | | | | |
| Name: | | | | |
| Employer: | | Contact Person: | | |
| SSN: | | Phone Number: | | |
| DOB: | | | | |

In addition to the application for service the District will require a deposit equivalent to 2 1/2 (two and one-half) times the monthly average for each class of customers other than property-owners. (See current MCS D fee schedule in Appendix A) This refundable deposit can be waived if the customer can bring in proof of a good payment history with another utility. The deposit will be applied to the account as a credit after 12 months with a good payment record.

Rule 5.02. UNDERTAKING OF APPLICANT - such application will signify the customers' willingness and intention to comply with this and other ordinances or regulations relating to the regular water service and to make payment for all fees, costs and expenses associated with provision of the water service. In the event an application is executed by two or more individuals as the customer, each individual executing the application shall be jointly and severally liable to make payment for all fees, costs and expenses associated with provision of the water service.

Rule 5.03. PAYMENT FOR PREVIOUS SERVICE - an application will not be honored unless payment in full has been made for water service previously rendered to the applicant by the District.

Rule 5.04. INSTALLATION CHARGES - services and meters shall be installed without charge for all applications for water service received prior to or during the initial construction of the District's water system. The charges below will apply to applications received after the District's Contractor has progressed with the work beyond their property frontage. Such services and meters will be installed without charge only to areas

having an existing need providing the owner guarantees to pay at least the minimum each month (whether used or not) for at least a one- year period.

Where service is installed without charge for a vacant lot the owner must guarantee to pay at least the minimum each month (whether used or not) for at least a two-year period.

Where the applicant requests installation of a 1 1/2 inch or larger water meter or where unusual circumstances exist, the charge for installation of water service shall be equal to the estimated cost plus 10 percent of such service connection. The applicant shall deposit said amount with the District prior to installation, the District will track actual expenditures, the District will compute the difference between the deposit and the actual expenditure, the District will rebate the difference to the applicant where the actual expenditure is less than the deposit. The term "unusual circumstances", as used in this rule, shall include water mains deeper than 6 feet, slopes greater than 20 percent, service line lengths of more than 35 feet and closure of roadway due to traffic safety considerations. The schedule for all other service connections is as follows:

| | |
|-------------------|------------|
| 5/8" x 3/4" Meter | \$1,780.00 |
| 3/4" Meter | \$1,810.00 |
| 1" Meter | \$1,920.00 |

Where the applicant requests the installation of a water meter in an existing water meter box, and the requested meter is to be connected to an existing meter set, the schedule of water meter installation charges shall be as follows:

| | |
|-------------------|----------|
| 5/8" x 3/4" Meter | \$285.00 |
| 3/4" Meter | \$310.00 |
| 1" Meter | \$371.00 |

Connection charges do not include paving over trenches as required by Humboldt County Public Works Department. Paving costs are the responsibility of the Developer.

Administration Fee -- An Administration fee of \$185 shall be charged to cover District costs associated with the review and administration of all service applications and Humboldt County Building & Planning Department referrals associated with new or revised water or sewer service connections. The Administration fee is established at \$185.00; however, the Administration Fee is based on District Labor cost and may be increased annually based upon as calculated in December of each year, to an average of the San Francisco-Oakland-San Jose, CA and West-Size Class B/C COLA indexes published by the United State Bureau of Labor Statistics.

Rule 5.05. INSTALLATION OF SERVICE - regular water services will be installed as desired by the applicant of the size determined by the Water Department. Service installations will be made only to property abutting on distribution mains as have been constructed in public streets, alleys, or easements, or to extensions thereof as hereby provided. Services installed in new subdivisions prior to the construction of streets or in advance of street improvement must be accepted by the applicant in the installed location.

Rule 5.06. CHANGES IN CUSTOMER'S EQUIPMENT - customers making any material change in the size, character, or extent of the equipment or operations utilizing

water service, or whose change in operations results in a large increase in the use of water, shall immediately give the District written notice of the nature of the change and, if necessary, amend their application.

Rule 5.07. SIZE AND LOCATION - the District reserves the right to determine the size of service connections and their location with respect to the boundaries of the premises to be served. The laying of consumer's pipeline to the meter should not be done until the location of the service connection has been approved by the District.

Rule 5.08. CURB COCK - every service connection installed by the District shall be equipped with a curb cock on the inlet side of the meter. The curb cock is intended for the exclusive use of the District in controlling the water supply through the service connection pipe. If the curb cock is damaged by the consumer's use to an extent requiring replacement, such replacement shall be at the consumer's expense.

Rule 5.09. DOMESTIC, COMMERCIAL AND INDUSTRIAL SERVICE CONNECTION - it shall be unlawful to maintain a connection excepting in conformity with the following rules:

- (a) **SEPARATE BUILDING.** Each house or building under separate ownership must be provided with a separate service connection. Two or more houses on the same lot shall have separate services if the houses could legally be sold separately. Two or more houses under one ownership and on the same lot or parcel of land may (with specific Board approval, based on hardship or extenuating circumstances) be supplied through the same service connection; provided that for each house under a separate roof an additional minimum will be applied to the single meter serving said houses. The District reserves the right to limit the number of houses or the area of land under one ownership to be supplied by one service connection. This rule will not apply to the extent it conflicts with rules regarding ADUs.
- (b) **SEPARATE PROPERTY.** A service connection shall not be used to supply property of the same owner across a street or alley, without written approval for specific cases otherwise meeting the intent of this ordinance.
- (c) **DIVIDED PROPERTY.** When property provided with a service connection is divided, each service connection shall be considered as belonging to the lot or parcel of land which it directly enters.

Rule 5.10. SERVICE CONNECTIONS - the service connections extending from the water main to the property line and including the meter, meter box and curb cock or wheel valve, shall be maintained by the District. All pipes and fixtures extending or lying beyond the meter shall be installed and maintained by the owner of the property.

Rule 5.11. WATER CAPACITY FEE - a water capacity fee shall be collected from each applicant requesting a new water service in addition to any processing fees and/or installation charges. The capacity fee is based on meter size, as follows:

| Size | Fee | Size | Fee |
|------|-----|------|-----|
|------|-----|------|-----|

| | | | |
|--------|----------|-----|-----------|
| 5/8" | \$4,552 | 3" | \$59,681 |
| 3/4" | \$6,523 | 4" | \$99,058 |
| 1" | \$10,461 | 6" | \$197,501 |
| 1 1/2" | \$20,308 | 8" | \$315,631 |
| 2" | \$32,118 | 10" | \$453,452 |

Due to recent changes in building code regulations, new single-family homes are to be sized with a 3/4" meter because of fire protection systems, rather than the typical 5/8" meter. It is recommended that all new single family residential units, with meter sizes 5/8" and 3/4" be charged the 5/8" meter rate to reflect their typical demand on the system.

Each July 1st, each rate set forth above shall be adjusted by the percentage change in the Construction Cost Index for the San Francisco Bay Area as published in the Engineering News Record between June 2017 and the then most recently published Construction Cost Index.

Rule 5.12. COMMERCIAL LANDSCAPE METERS - the manager shall encourage all commercial users to install an irrigation meter in addition to the regular water meter. Where the customer agrees to install an irrigation meter, the overall connection charge shall be the same as if one water meter had been installed and the installation charge shall reflect the actual time and materials cost of adding an additional meter on the service line constructed for the primary meter.

**Rule 5.13. ACCESSORY DWELING UNIT/JUNIOR ACCESSORY DWELLING UNIT
SECONDARY DWELLING UNIT CONNECTION CHARGE.**

(a) For the purposes of this Rule, and in conformance with California Government Code Section 65852.2 and Humboldt County Ordinance Title III, Division I, Chapters 3 and 4, an Accessory Dwelling Unit (ADU) shall be defined as follows: For a unit detached from the Primary Dwelling Unit, an ADU is a detached unit with a total floor area of 1,200 square feet or less. For a unit attached to the Primary Dwelling Unit, an ADU is a unit with a total floor area that does not exceed 50 percent of the floor area of the Primary Dwelling Unit. Any detached Secondary Dwelling in excess of 1,200 square feet or attached Secondary Dwelling Unit over 50 percent of the floor area of the Primary Dwelling Unit shall be charged connection fees as detailed in Rule 21.02.

(b) For the purposes of this Rule, and in conformance with California Government Code Section 65852.22 and Humboldt County Ordinance Title III, Division I, Chapters 3 and 4, a Junior Accessory Dwelling Unit (JADU) shall be defined as follows: a JADU is a unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A JADU may include separate sanitation facilities or may share sanitation facilities with the existing structure. For the purpose of providing services, a JADU shall not be considered a separate or new dwelling unit. A JADU shall not be charged any connection or capacity fees per California Government

Code Section 65852.22 and Humboldt County Ordinance Title III, Division I,
Chapters 3 and 4.

~~(a)~~

~~(b)~~(c) An ADU constructed within an existing primary dwelling unit or existing structure shall not be charged any connection fees or charges per Humboldt County Code Section 69.05.4.1.3 unless the ADU was constructed with the Primary Dwelling or unless the connection is requested by the owner or developer and installed. If the ADU is constructed with a new Primary Dwelling, or the owner or developer requests a connection not otherwise required, the fixture count within the ADU and the Primary Dwelling shall be used to establish the ERU and fees for the structure as detailed in Rules 5.04 and 5.11.

~~(e)~~(d) The District may require a newly constructed ADU, not contained within the existing space of the primary residence, to install new water and sewer connections. If new connections are required and installed or are requested by the owner or developer and installed, the connection charges shall correspond to those established in Rules 5.04 and 5.11. If a new, separate ADU is constructed and utilizes the existing water and sewer connection of the primary residence as approved by the District, no new connection fees or charges will be required by the District.

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ORDINANCE NO. 2024-04

AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AMENDING REGULATION 5, APPLICATION FOR REGULAR WATER SERVICE, OF THE MCSD RULES AND REGULATIONS

WHEREAS, the McKinleyville Community Services District is in need of clarifying its rules and regulations relating to Accessory Dwelling Units (ADU), Junior Accessory Dwelling Units, and Connection Charges; and

WHEREAS, staff has been made aware of specific rules regarding the charging of impact fees for ADU's less than 750 square feet; and

WHEREAS, staff has identified the need for the addition for the definition of Junior Accessory Dwelling Unit (JADU) to the Rules and Regulations; and

WHEREAS, staff has been made aware of specific rules regarding the charging of impact fees for Junior Accessory Dwelling Units; and

WHEREAS, staff has identified the necessity of adequately covering the cost of staff time involved in the preparation of building and planning referrals.

NOW, THEREFORE, the Board of Directors of the McKinleyville Community Services District ordains as follows:

Regulation 5, Application for Regular Water Service, of the District's adopted Rules and Regulations are amended to read as follows:

REGULATION 5 – APPLICATION FOR REGULAR WATER SERVICE

Rule 5.01. APPLICATION - a property owner or his agent may make application for regular water service on the following application form or by letter giving the same information and paying a nonrefundable processing fee of \$20.00 (twenty dollars).

| MCSD APPLICATION FOR SERVICE | | | | | |
|--|----------|--------------------------|--------------------------|--------|--|
| APPLICANT'S NAME (PRINT): | | | PHONE NUMBERS: | | |
| NAME OF CO APPLICANT: | | | HOME: | CELL: | |
| OWN OR RENT? | | | WORK: | | |
| DRIVER'S LICENSE #: | | IF RENTED, OWNER'S NAME: | | | |
| E-Mail: | | | | | |
| <small>I the undersigned hereby request that the McKinleyville Community Services District deliver utility services as specified above, to the address or location as listed below. I do hereby agree to comply with the applicable provisions of the Rules and Regulation and the standard specifications of the McKinleyville Community Services District, copies of which are available upon request.</small> | | | | | |
| SIGNATURE: | | | | | |
| DATE ON | DATE OFF | ROUTE/ACCT. | ADDRESS/SERVICE LOCATION | CUST.# | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| MAILING ADDRESS: | | | | | |
| Name: | | | | | |
| Employer: | | | Contact Person: | | |
| SSN: | | | Phone Number: | | |
| DOB: | | | | | |

In addition to the application for service the District will require a deposit equivalent to 2 1/2 (two and one-half) times the monthly average for each class of customers other than property-owners. (See current MCSD fee schedule in Appendix A) This refundable deposit can be waived if the customer can bring in proof of a good payment history with another utility. The deposit will be applied to the account as a credit after 12 months with a good payment record.

Rule 5.02. UNDERTAKING OF APPLICANT - such application will signify the customers' willingness and intention to comply with this and other ordinances or regulations relating to the regular water service and to make payment for all fees, costs and expenses associated with provision of the water service. In the event an application is executed by two or more individuals as the customer, each individual executing the application shall be jointly and severally liable to make payment for all fees, costs and expenses associated with provision of the water service.

Rule 5.03. PAYMENT FOR PREVIOUS SERVICE - an application will not be honored unless payment in full has been made for water service previously rendered to the applicant by the District.

Rule 5.04. INSTALLATION CHARGES - services and meters shall be installed without charge for all applications for water service received prior to or during the initial construction of the District's water system. The charges below will apply to applications received after the District's Contractor has progressed with the work beyond their property frontage. Such services and meters will be installed without charge only to areas having an existing need providing the owner guarantees to pay at least the minimum each month (whether used or not) for at least a one-year period.

Where service is installed without charge for a vacant lot the owner must guarantee to pay at least the minimum each month (whether used or not) for at least a two-year period.

Where the applicant requests installation of a 1 1/2 inch or larger water meter or where unusual circumstances exist, the charge for installation of water service shall be equal to the estimated cost plus 10 percent of such service connection. The applicant shall deposit said amount with the District prior to installation, the District will track actual expenditures, the District will compute the difference between the deposit and the actual expenditure, the District will rebate the difference to the applicant where the actual expenditure is less than the deposit. The term "unusual circumstances", as used in this rule, shall include water mains deeper than 6 feet, slopes greater than 20 percent, service line lengths of more than 35 feet and closure of roadway due to traffic safety considerations. The schedule for all other service connections is as follows:

| | |
|-------------------|------------|
| 5/8" x 3/4" Meter | \$1,780.00 |
| 3/4" Meter | \$1,810.00 |
| 1" Meter | \$1,920.00 |

Where the applicant requests the installation of a water meter in an existing water meter box, and the requested meter is to be connected to an existing meter set, the schedule of water meter installation charges shall be as follows:

| | |
|-------------------|----------|
| 5/8" x 3/4" Meter | \$285.00 |
| 3/4" Meter | \$310.00 |
| 1" Meter | \$371.00 |

Connection charges do not include paving over trenches as required by Humboldt County Public Works Department. Paving costs are the responsibility of the Developer.

Administration Fee -- An Administration fee of \$185 shall be charged to cover District costs associated with the review and administration of all service applications and Humboldt County Building & Planning Department referrals associated with new or revised water or sewer service connections. The Administration fee is established at \$185.00; however, the Administration Fee is based on District Labor cost and may be increased annually based upon the annual change, as calculated in December of each year, to an average of the San Francisco-Oakland-San Jose, CA and West-Size Class B/C COLA indexes published by the United State Bureau of Labor Statistics.

Rule 5.05. INSTALLATION OF SERVICE - regular water services will be installed as desired by the applicant of the size determined by the Water Department. Service installations will be made only to property abutting on distribution mains as have been constructed in public streets, alleys, or easements, or to extensions thereof as hereby provided. Services installed in new subdivisions prior to the construction of streets or in advance of street improvement must be accepted by the applicant in the installed location.

Rule 5.06. CHANGES IN CUSTOMER'S EQUIPMENT - customers making any material change in the size, character, or extent of the equipment or operations utilizing water service, or whose change in operations results in a large increase in the use of water, shall immediately give the District written notice of the nature of the change and, if necessary, amend their application.

Rule 5.07. SIZE AND LOCATION - the District reserves the right to determine the size of service connections and their location with respect to the boundaries of the premises to be served. The laying of consumer's pipeline to the meter should not be done until the location of the service connection has been approved by the District.

Rule 5.08. CURB COCK - every service connection installed by the District shall be equipped with a curb cock on the inlet side of the meter. The curb cock is intended for the exclusive use of the District in controlling the water supply through the service connection pipe. If the curb cock is damaged by the consumer's use to an extent requiring replacement, such replacement shall be at the consumer's expense.

Rule 5.09. DOMESTIC, COMMERCIAL AND INDUSTRIAL SERVICE CONNECTION - it shall be unlawful to maintain a connection excepting in conformity with the following rules:

- (a) **SEPARATE BUILDING.** Each house or building under separate ownership must be provided with a separate service connection. Two or more houses on the same lot shall have separate services if the houses could legally be sold separately. Two or

more houses under one ownership and on the same lot or parcel of land may (with specific Board approval, based on hardship or extenuating circumstances) be supplied through the same service connection; provided that for each house under a separate roof an additional minimum will be applied to the single meter serving said houses. The District reserves the right to limit the number of houses or the area of land under one ownership to be supplied by one service connection. This rule will not apply to the extent it conflicts with rules regarding ADUs.

(b) **SEPARATE PROPERTY.** A service connection shall not be used to supply property of the same owner across a street or alley, without written approval for specific cases otherwise meeting the intent of this ordinance.

(c) **DIVIDED PROPERTY.** When property provided with a service connection is divided, each service connection shall be considered as belonging to the lot or parcel of land which it directly enters.

Rule 5.10. SERVICE CONNECTIONS - the service connections extending from the water main to the property line and including the meter, meter box and curb cock or wheel valve, shall be maintained by the District. All pipes and fixtures extending or lying beyond the meter shall be installed and maintained by the owner of the property.

Rule 5.11. WATER CAPACITY FEE - a water capacity fee shall be collected from each applicant requesting a new water service in addition to any processing fees and/or installation charges. The capacity fee is based on meter size, as follows:

| Size | Fee | Size | Fee |
|--------|----------|------|-----------|
| 5/8" | \$4,552 | 3" | \$59,681 |
| 3/4" | \$6,523 | 4" | \$99,058 |
| 1" | \$10,461 | 6" | \$197,501 |
| 1 1/2" | \$20,308 | 8" | \$315,631 |
| 2" | \$32,118 | 10" | \$453,452 |

Due to recent changes in building code regulations, new single-family homes are to be sized with a 3/4" meter because of fire protection systems, rather than the typical 5/8" meter. It is recommended that all new single family residential units, with meter sizes 5/8" and 3/4" be charged the 5/8" meter rate to reflect their typical demand on the system.

Each July 1st, each rate set forth above shall be adjusted by the percentage change in the Construction Cost Index for the San Francisco Bay Area as published in the Engineering News Record between June 2017 and the then most recently published Construction Cost Index.

Rule 5.12. COMMERCIAL LANDSCAPE METERS - the manager shall encourage all commercial users to install an irrigation meter in addition to the regular water meter. Where the customer agrees to install an irrigation meter, the overall connection charge shall be the same as if one water meter had been installed and the installation charge shall reflect the actual time and materials cost of adding an additional meter on the service line constructed for the primary meter.

**Rule 5.13. ACCESSORY DWELING UNIT/JUNIOR ACCESSORY DWELLING UNIT
SECONDARY DWELLING UNIT CONNECTION CHARGE.**

- (a) For the purposes of this Rule, and in conformance with California Government Code Section 65852.2 and Humboldt County Ordinance Title III, Division I, Chapters 3 and 4, an Accessory Dwelling Unit (ADU) shall be defined as follows: For a unit detached from the Primary Dwelling Unit, an ADU is a detached unit with a total floor area of 1,200 square feet or less. For a unit attached to the Primary Dwelling Unit, an ADU is a unit with a total floor area that does not exceed 50 percent of the floor area of the Primary Dwelling Unit. Any detached Secondary Dwelling in excess of 1,200 square feet or attached Secondary Dwelling Unit over 50 percent of the floor area of the Primary Dwelling Unit shall be charged connection fees as detailed in Rule 21.02.
- (b) For the purposes of this Rule, and in conformance with California Government Code Section 65852.22 and Humboldt County Ordinance Title III, Division I, Chapters 3 and 4, a Junior Accessory Dwelling Unit (JADU) shall be defined as follows: a JADU is a unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A JADU may include separate sanitation facilities or may share sanitation facilities with the existing structure. For the purpose of providing services, a JADU shall not be considered a separate or new dwelling unit. A JADU shall not be charged any connection or capacity fees per California Government Code Section 65852.22 and Humboldt County Ordinance Title III, Division I, Chapters 3 and 4,
- (c) An ADU constructed within an existing primary dwelling unit or existing structure shall not be charged any connection fees or charges per Humboldt County Code Section 69.05.4.1.3 unless the ADU was constructed with the Primary Dwelling or unless the connection is requested by the owner or developer and installed. If the ADU is constructed with a new Primary Dwelling, or the owner or developer requests a connection not otherwise required, the fixture count within the ADU and the Primary Dwelling shall be used to establish the ERU and fees for the structure as detailed in Rules 5.04 and 5.11.
- (d) The District may require a newly constructed ADU, not contained within the existing space of the primary residence, to install new water and sewer connections. If new connections are required and installed or are requested by the owner or developer and installed, the connection charges shall correspond to those established in Rules 5.04 and 5.11. If a new, separate ADU is constructed and utilizes the existing water and sewer connection of the primary residence as approved by the District, no new connection fees or charges will be required by the District.

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

Introduced at a regular meeting of the Board of Directors held on August 7, 2024 and passed and adopted by the Board of Directors on September 4, 2024 upon the motion of Director _____ and seconded by Director _____ and by the following polled vote:

AYES:
NOES: None
ABSTAIN: None
ABSENT: None

Scott Binder, Board President

Attest:

Joseph Blaine, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2024

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

Recommendation:

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

Discussion:

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

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

Alternatives:

Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Summary of Board Self-Evaluation Worksheets

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

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

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

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

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

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

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

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

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

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

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

that what we need.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

confidence and reflects well upon MCSD as a whole.

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

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

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

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

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

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

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2024

TYPE OF ITEM: **Action**

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

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided for the ACWA 2024 Fall Conference and Exhibition being held in Indian Wells, CA, December 3-5, 2024 and consider authorization for interested Board Members to attend.

Discussion:

This year's ACWA Fall Conference and Exhibition will be held in Indian Wells, CA from December 3-5, 2024. Regular registration and cancellation deadline is November 15, 2024. **Attachment 1** is the preliminary agenda for the conference. **Attachment 2** is the Registration, Meals, and Hotel Pricing Sheet.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Regular registration deadline is November 15, 2024. The cost for full conference registration and meals package is \$899. Meals not provided by the conference for four days will be \$264.25 per person. Special hotel rate (based on availability) is \$219 per night. Four nights of lodging would be \$876.00 per attendee before taxes and fees. United Airlines airfare at today's rate is approximately \$595 per attendee. A mid-size sedan rental car would be approximately \$255. An approximate total cost for travel, meals and attendance to the conference is \$2,370 per attendee. The remaining board travel budget for FY23-24 is approximately \$20,021. To maintain the lowest possible costs, if approved, the Board is asked to notify the Board Secretary no later than September 18, 2024 of their desire to attend.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Preliminary Agenda
- Attachment 2 – Registration, Meals and Hotel Pricing Sheet

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DEC. 3-5
PALM DESERT

PRELIMINARY AGENDA

TUES 12/3/24

8:00 AM - 9:15 AM
AGRICULTURE COMMITTEE

8:30 AM - 12:00 PM
ACWA JPIA SEMINARS

9:30 AM - 10:45 AM
GROUNDWATER COMMITTEE

11:00 - 12:15 PM
WATER MANAGEMENT COMMITTEE
ENERGY COMMITTEE

12:15 PM - 1:30 PM
COMMITTEE NETWORKING LUNCH

12:30 PM - 1:30 PM
OUTREACH TASK FORCE

1:45 PM - 3:00 PM
FINANCE COMMITTEE
LOCAL GOVERNMENT COMMITTEE
WATER QUALITY COMMITTEE

3:15 PM - 4:45 PM
COMMUNICATIONS COMMITTEE
FEDERAL AFFAIRS COMMITTEE
LEGAL AFFAIRS COMMITTEE
MEMBERSHIP COMMITTEE

5:00 PM - 6:30 PM
WELCOME RECEPTION
IN THE EXHIBIT HALL

WED 12/4/24

7:30 AM - 8:30 AM
CONTINENTAL BREAKFAST
IN THE EXHIBIT HALL

8:30 AM - 10:00 AM
WELCOME KEYNOTE / MAIN STAGE

10:30 AM - 11:45 AM
PROGRAM SESSIONS

12:00 PM - 1:30 PM
CONNECT IN THE EXHIBIT HALL
NETWORKING LUNCHEON
SHOW TIME IN THE ACWA THEATRE

1:30 PM - 2:00 PM
SOLUTION SPOTLIGHTS
 • Member Case Study, Associate Service, Demo

1:30 PM - 2:15 PM
GENERAL SESSION / MAIN STAGE

2:30 PM - 3:30 PM
PROGRAM SESSIONS

3:00 PM - 3:30 PM
SHOW TIME IN THE ACWA THEATRE

3:45 PM - 5:00 PM
REGION 1-10 MEMBERSHIP MEETINGS

5:00 PM - 6:00 PM
ACWA RECEPTION IN THE EXHIBIT HALL

THUR 12/5/24

7:00 AM - 8:00 AM
WELLNESS ACTIVITY

7:30 AM - 11:00 AM
CONNECT IN THE EXHIBIT HALL

8:30 AM - 9:00 AM
SHOW TIME IN THE ACWA THEATRE

9:00 AM - 10:45 AM
PROGRAM SESSIONS

9:00 AM - 10:45 AM
STATE LEGISLATIVE COMMITTEE

10:45 AM - 12:00 PM
NETWORKING BRUNCH

12:30 PM - 1:30 PM
PROGRAM SESSIONS

1:45 AM - 3:00 PM
KEYNOTE, AWARDS & CLOSING /
MAIN STAGE

Last Updated: 8/15/24

Qualify for continuing education credit

Designated Recorded Programs TBD

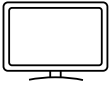
Questions: Email events@acwa.com

Online Registration Deadline: November 15, 2024

All conference programs are subject to change without notice.

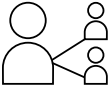
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REGISTRATION, MEALS AND HOTEL INFORMATION SHEET



REGISTER ONLINE

Register online by **November 15, 2024** at www.acwa.com to take advantage of the advance pricing.



REGISTER ON SOMEONE'S BEHALF

Select from a list of people affiliated with your company in your account. If the registrant is not listed, you will need to create a Portal profile for the registrant through the ACWA website before registering.

GROUP SAVINGS! Register 5 individuals from the same organization, receive a 6th registration free!
(Subject to [terms and conditions](#).) Contact Teresa Taylor at TeresaT@acwa.com for more information **before registering**.

| REGISTRATION OPTIONS <i>Advantage pricing applies to ACWA public agency members, associates & affiliates. Standard pricing applies to non-members of ACWA.</i> | ADVANCE DEADLINE: 11/15/24 | | ONSITE | |
|---|-------------------------------|----------|-----------|----------|
| | ADVANTAGE | STANDARD | ADVANTAGE | STANDARD |
| Full Conference Registration Includes access to Tuesday ACWA Committee meetings, all ACWA conference programs, ACWA meal functions*, ACWA Exhibit Hall, ACWA hosted receptions and access to on-demand designated conference recordings after the live conference. *ACWA meal functions include: Wednesday Continental Breakfast, Wednesday Networking Lunch and Thursday Networking Brunch | \$899 | \$1,350 | \$929 | \$1,395 |
| Tuesday Committee Meetings Only (complimentary - must register to attend) Includes Tuesday Committee Box Lunch. Committee meetings are not recorded. Virtual participation is not available. | \$0 | \$0 | \$0 | \$0 |
| One-Day Conference Registration Wednesday, Dec. 4: Includes access to all Wednesday ACWA conference programs, Tue. ACWA Welcome Reception in the Exhibit Hall, Wed. ACWA Reception in the Exhibit Hall, Wed. ACWA Continental Breakfast and Wed. ACWA Networking Lunch. On-demand designated conference recordings are NOT included. Thursday, Dec. 5: Includes access to all Thursday ACWA conference programs and Thur. ACWA Networking Brunch. On-demand designated conference recordings are NOT included. | \$549 | \$825 | \$579 | \$870 |
| Guest Conference Registration Guest registration is not available to anyone with a professional reason to attend. Includes access to ACWA hosted receptions. | \$189 | \$189 | \$189 | \$189 |
| PRE-ORDER: On-Demand Designated Conference Recordings Only Includes on-demand access to designated conference recordings after the live conference. Video recordings will only be available for the Main Stage presentations. All other designated educational programs will only have on-demand audio recordings and PDFs of presentations made available. See preliminary agenda for details. | \$250 | \$375 | \$250 | \$375 |

HOTEL INFORMATION

You must be registered for the ACWA conference in order to receive hotel reservation information and conference special room rates. **Conference special rates are available September 3 - November 11**, based on availability.

HOTEL & ROOM RATES

JW Marriott Palm Desert Springs Resort & Spa
\$219 average nightly rate (plus taxes + fees)

HEALTH & SAFETY

Please check [ACWA's conference page HERE](#) for current health & safety information.

IMPORTANT DATES

The conference hotel room block opens on September 3, 2024.
Deadline for group rate is November 11, 2024.

For those **registering for conference prior to September 3**, information on how to reserve your hotel room will be provided via e-mail on September 3.

For those registering for conference from **September 3 to November 11**, your **confirmation e-mail** will include the information on how to reserve your hotel room and an opportunity to receive the conference special hotel rates.

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McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2024

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

Total Board Travel as of July 31, 2024 is \$2,079.51 which is 9.4% of the approved \$22,100 budget for this item. (GL# 001/005/501/551 62090/62155-888)

Audit/Budget Update:

The 2023 Single Audit, which has been in progress since prior to the new Finance Director coming on board, is finally complete. The District's external auditor, C.J. Brown & Company, is finalizing the report at which time a Finance and Audit Committee meeting will be scheduled.

The District's external auditor has completed interim testing of the District's books. Staff are now moving forward with closing year-end in preparation for the final audit which is scheduled to take place in November. Staff are working with the District's actuary to roll forward the calculation of the District's Other-Post Employment Benefits (OPEB) liability.

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

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

OTHER UPDATES

In addition to preparing for the annual audit, staff are actively revisiting the Salary Survey which was conducted in 2023. When the review is complete, the information collected and calculated will be shared with the Finance and Audit Committee.

Fiscal 24-25 is the year for Employee Negotiations. Staff are to have their department representatives selected by September 10th. The negotiation process is scheduled to begin in October. Staff will keep in contact with the Employee Negotiations committee as the process progresses.

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2024

TYPE OF ITEM: **INFORMATION**

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

PRESENTED BY: James Henry, Operations Director

TYPE OF ACTION: None

Water Department:

Water Statistics:

The district pumped 50.8 million gallons of water in July.
Five water quality complaints were investigated and rectified.
Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Testing of DCV's in Route 14 were conducted in July. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

Average and Maximum Water Usage:

The maximum water usage day was 2.0 million gallons and the average usage per day was 1.6 million gallons.

Water Distribution Maintenance:

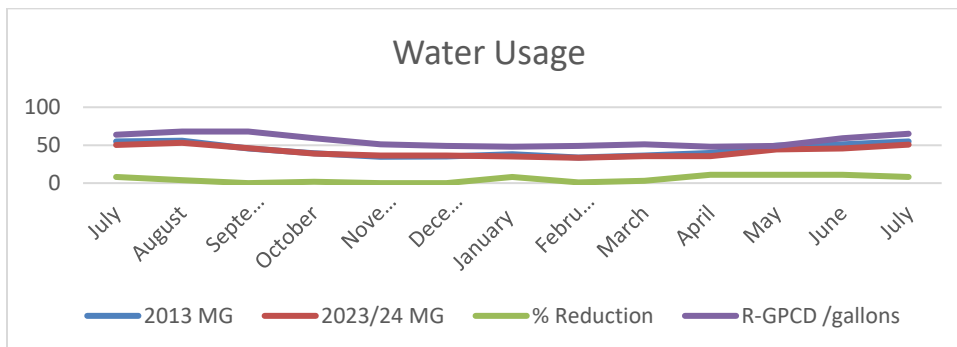
Weekly Bacteria Samples were collected on Schedules 1, 2, 3, 5 and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. Valve exercising continues and is 95% completed. This annual program keeps valves operable and easy to operate when needed. Each valve is exercised and recorded on the template app. Any valves requiring repairs will generate a work order. Permanent paving was completed on several leak repair and service installation trenches. Three service line leaks were repaired due to improper backfill or bad crimps in the pipe. Staff replaces the services to the main when it's feasible. Four angle-stops were replaced due to not operating properly when exercising the valve. Staff is out locating and inspection air relief valves in the distribution system. Faulty valves will be replaced or rebuilt, depending on condition and parts available. Staff is out prepping and painting fire hydrants. This will be mainly seasonal and maintenance labor.

Water Station Maintenance:

Monthly inspections and daily routines were conducted at the water stations. Any minor issues found are repaired during inspections, but if they require parts or extensive labor, the issue is documented on the monthly sheet, which will then generate a work order for repairs. String trimming, Hedge trimming, cleaning and painting metal was conducted at several stations. The annual seismic valve inspection was conducted at both tank sites. This is done by a certified outside contractor.

As of July 2014, the District is required to submit a Public Water Monthly Monitoring Report to compare water usage to last year's usage in the same month. I will keep the Board updated each month using the Table below.

| | 2013 (MG) | 2023/24 (MG) | % Reduction | R-GPCD |
|------------------|-----------|--------------|-------------|--------|
| July | 54.757 | 50.136 | 8 | 64 |
| August | 55.908 | 53.131 | 4 | 68 |
| September | 45.702 | 46.090 | (-1) | 68 |
| October | 39.439 | 38.843 | 2 | 59 |
| November | 34.879 | 36.315 | (-4) | 51 |
| December | 34.879 | 36.333 | (-3) | 49 |
| January | 38.241 | 35.266 | 8 | 48 |
| February | 33.751 | 33.388 | 1 | 49 |
| March | 36.244 | 35.425 | 3 | 51 |
| April | 39.755 | 35.754 | 11 | 48 |
| May | 49.407 | 44.278 | 11 | 49 |
| June | 51.337 | 45.509 | 11 | 59 |
| July | 54.757 | 50.797 | 8 | 65 |



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

Midtown Court Tract: Plans were reviewed, and plan check fees have been paid. The manhole was installed on Railroad and then the job stopped again.

Sewer Department:

Wastewater Statistics:

25.4 million gallons of wastewater were collected and pumped to the WWMF. 26.9 million gallons of wastewater were treated and discharged to NPDES Permit site REC-001 Land disposal in July. A new NPDES permit was issued and is effective as of August 1st.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted at all sewer stations. The air compressor that feed the bubbler, which gives us water levels, failed. Staff purchased a generator and retrofit it to run the bubbler until a more feasible option is decided. The air relief was also repaired at the Kelly lift station due to debris plugging the pipe. Painting and mowing continues at the stations.

Sewer Collection System:

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. Staff has been monitoring the sewer flow in manholes using the Smartcover flow totalizers. This data will be compared to the dry weather flow to try locating areas where inflow and infiltration is entering the sewer mains. These devices will be moved around to selected manholes during the winter. Several trench patches were prepped and permanently paved. These are a residual of new service installs. Several Manholes were repaired due to infiltration noticed during the manhole inspections. Repairs were made by inserting a gel grout into the cracks to create a seal to keep the groundwater out.

Wastewater Management Facility:

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Site mowing was conducted along with scheduled maintenance on equipment. An entry gate is being constructed for the park entry to allow for an automated gate. Repairs were made to the composite sampler, aeration basin valves, aeration basin actuator, basin probe and touch up painting. An underground pipe was also installed from the Bio-solids basin to the Contact Chamber for ammonia addition.

Daily Irrigation and Observation of Reclamation Sites:

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

Street Light Department:

There were no streetlight complaints in July.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on Night Work Safety, Ergonomics in Construction, Emergency Action Plan and Using Hoists.

Special Notes:

Monthly river samples were completed.

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

Public Water Monthly Monitoring report was submitted.

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

Monthly Drought and Conservation report was completed

Attended Micro-Grid meetings

Attended meetings and inspections for 4.5 MG Tank project

Attended Community Forest meetings

Attended BMX track project kickoff meetings

Filed County documents required for the BMX Track.

Worked with GHD engineers on Fischer station upgrade design.

Attended CWEA meeting and worked on calendar of events and trainings

Provided data to engineers on office design

Submitted information to engineers regarding SRF Grant requirements.

Worked on building new spreadsheets to align with new NPDES Permit requirements

GIS:

Plans & Programs

- Annual Review of the Emergency Action Plan
 - No Revisions to be made at this time
- Annual review of the CalARP Risk Management Plan
 - No Revisions to be made at this time
- Began working on the creation of the Cross Connection Plan
 - Reviewed the Handbook provided by the state and pulled relevant definitions to be included in final plan

General GIS/ Maps Completed

- Community Forest Trail Map
 - Gathered GPS data of the existing trails in the community forest
 - Created a static trail map of the forest and a series of you are here maps to be placed at their respective locations within the forest.
 - Created an interactive map that can be used from a mobile device and incorporates one's location, this map can be accessed through QR Code on the static map
 - Created an electronic Trail Issue reporting form which the public can fill out.
 - Used Power Automate to create an automated email with information with information from the reporting form.
- Airport Rd Facilities map for Crosswalk Project
 - Simple map showing water and sewer on Airport rd. and Letz Lane
- Sewer Lateral Layer Updates
 - Continued working on adding information to each lateral and linking the Sewer Cards
- Added PG&E new easement into Cochran Tank Site to Facilities Map and will be visible in next update to Online Map
- Misc edits of online facilities map and other

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2024

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:

Staff continues to meet with BGCR staff weekly. The Teen Club hours of Monday-Friday 2:00pm-6:00pm. The Teen Club runs a wide variety of programs including a weekly cooking program, a cycling program, an art program, a community service program and several BGCA national programs such as Power Hour, SMART Girls, SMART Moves and Youth for Unity. The Club’s average daily attendance reached 25-30 teens per day this month.

PARK AND RECREATION COMMITTEE:

The Park and Recreation Committee (PARC) met on August 21, 2024. The notes from that meeting can be reviewed in **Attachment 1**.

BMX TRACK & PARK PROJECT:

Melton Design Group completed the final construction Bid documents and they were released on March 22, 2024. The lowest responsive bidder was F. Loduca Co., who was awarded the bid at the June 5 Board Meeting. Tree work began on August 19.

COMMUNITY FOREST UPDATES:

The McKinleyville Community Forest Committee meeting took place on August 20, 2024, in the Azalea Hall Hewitt Room. BBW & Associates gave a presentation on the work they did to complete the Framework Plan. Staff gave an update on this fiscal year’s budget for the Community Forest and provided the Committee members with the information submitted for the CA Urban & Community Forest Grant. Following staff’s presentation on subcommittees, the Committee voted to form 2 subcommittees. The first being the MCF Management Plan/Funding/Budget Subcommittee. The second being the Trails Plan/Security/Clean Ups/Infrastructure Subcommittee. Also discussed was the Current Status, as well as agenda topics for the next meeting. The next meeting will be on September 17.

RECREATION PROGRAM UPDATES

- Drop-in Pickleball in August was on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Activity Center, and returned to this normal schedule the first week of school on August 26. Drop in is \$4 per person.
- This summer the pickleball instructor hosted several “Pickleball 101” single day workshops rather than a 6-week running class. Each workshop was 3 hours and provided all the basic instruction needed for beginners.

- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
 - The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's, a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- The Summer Basketball Program began June 25 and has 11 participants on the 3rd-4th grade Tuesday evenings and 11 participants on the 5th-6th grade Thursday evenings. It finished up on August 8th.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old will resume its normal schedule on Thursday September 5 from 10:30am-12:30pm through the school year.
- The Tot-letics Soccer (Aug. 31-Sept. 28) and Basketball (Oct. 26-Nov. 23) will return this fall, registration is now open and 54 of the 80 spots have been filled so far. This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program usually fills up.
- Specialty Half-day Summer Camps wrapped up in August. This summer we offered Tot-Camp, Cooking Camp, Skate Camp and Basketball Camp.
- The next Cooking Basics Class for Kids will focus on Bread and Soup, registration is open now. The class will be in the Teen Center Kitchen on Saturday, September 7th.
- The Adult Wood Bat Softball League has 8 teams registered. Games have taken place on Sundays starting on August 4 and the league will run through October 6.
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTO's reached out with an interest to partner on a dance. Four PTO's were selected lotto style via zoom. The line up for next year will be:
 - Friday, October 25, 2024 – Blue Lake PTO
 - Friday, December 6, 2024 – McKinleyville Schools PTO
 - Friday, February 7, 2025 – Jacoby Creek PTO
 - Friday, April 18, 2025 – Pacific Union PTO

PARK & FACILITY MAINTENANCE UPDATES:

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Ave. and Open Space Zone landscaping. It is summer and everything is continuing to grow. The Maintenance crew is working hard to take care of landscaping, but things are growing faster than they can get to them. We are now fully staffed and have been onboarding our new staff. We will resume the Saturday SWAP crews on Saturday, September 7. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

FACILITY RENTALS & USE

- 7 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in August.
- There were no parties booked through the Party Program at the Activity Center in August.
- 14 Pierson Park Rentals, 1 Hiller Sports Site Field Rental for a Birthday Party in August.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation. The Azalea Hall Kitchen had one one-time renter in August.

OTHER UPDATES:

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

ATTACHMENTS:

- Attachment 1 – PARC Meeting Notes 8-21-2024

**MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE (PARC)
HELD ON WEDNESDAY, AUGUST 21, 2024 at 6:30 P.M.
IN PERSON AT THE MCSD OFFICE – 1656 SUTTER ROAD, MCKINLEYVILLE, CALIFORNIA**

Agenda Item I –

a. Introductions, Call To Order, & Flag Salute

The meeting was called to order at 6:36 p.m. with following committee members in attendance in person at the MCSD Office:

Jennifer Ortega- Vice Chair
*Scott Binder-MCSD Board Director (non-voting member)
Johnny Calkins
Charlie Caldwell
John Kulstad
Heidi Conzelmann - Joined at 6:50pm
Jane Fusek
Julie Gianini-Previde
Ciara Torres

Absent:
Chair- Phil Heidrick - Sick
Dana Merrill - Sick
**Patti Stuart (alternate) – Traveling

Staff in Attendance:
Lesley Frisbee
Kirsten Messmer

The Pledge of Allegiance was led by Scott Binder.

The committee did quick introductions and welcomed Parks & Recreation Director Messmer to the new job and committee.

b. Approval of Agenda

Motion: It was moved to approve the agenda.

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

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

Motion Summary: Motion passed.

c. Approval of the June 19, 2024 Meeting Minutes

Motion: It was moved to approve the agenda.

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

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

Motion Summary: Motion passed.

Agenda Item II – Communications

Parks & Recreation Director Messmer let the committee members know that there will need to be some changes to how the PARC meetings are run to be consistent with the District's other public meetings, as well as, to be in compliance with the Brown Act. MCSD Board Secretary Joseph Blaine will be present at the September PARC Meeting to give a presentation on the changes that need to be made.

Member Gianini-Previde gave an update about a new Bond that will be on the ballot this November for MUSD, as well as, letting the committee know there is now a way to report an alarm going off at MMS on the school's website.

Agenda Item III – Public Comment

No Public Comment

Agenda Item IV – Tribal Land Acknowledgement to PARC Procedures

Parks & Recreation Director Mesmer presented the item, giving an update on it's current status; which is that we are waiting to hear back from Michelle Vassel, the Tribal Administrator for the Wiyot Tribe.

Motion: It was moved to postpone this item until we have a response from Tribal Administrator Vassel.

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

There were no comments from the Committee or public.

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

Motion Summary: Motion passed.

Agenda Item V – Botanical Garden Update

Committee Member Fusek presented an update on the Botanical Garden. There were 2 work days in July and August that were successful. Each day someone new joined the volunteer work crew. This was an informational item. No action was taken.

Agenda Item VI – McKinleyville Community Forest Report

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

Agenda Item VII – Parks & Recreation Director Report

Recreation Program Updates

- *Drop-in Pickleball in June was on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Activity Center, Pickleball Drop-In has in July and August*

around our Summer Day Camps and will return to its normal schedule the first week of school on August 26. Drop in is \$4 per person.

- Beginning Pickleball class finished on May 14th. This class is very popular. This summer the pickleball instructor hosted several "Pickleball 101" single day workshops rather than a 6-week running class. Each workshop was 3 hours and provided all the basic instruction needed for beginners.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
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- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old ran every Thursday from 10:30am-12:30pm through the end of June, it will resume after summer on Thursday, September 5th.
- The Tot-letics Soccer (Aug. 31-Sept. 28) and Basketball (Oct. 26-Nov. 23) will return this fall after summer, registration is now open and 35 of the 80 spots have been filled so far. This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program usually fills up.
- Specialty Half-day Summer Camps are ongoing. This summer we have Tot-Camp, Cooking Camp, Skate Camp and Basketball Camp.
- The next Cooking Basics Class for Kids will focus on Bread and Soup, registration is open now. The class will be in the Teen Center Kitchen on Saturday, September 7th.
- Registration had been ongoing for the Adult Wood Bat Softball League throughout the summer. By the close of registration, we had 8 teams registered. Games will take place on Sundays from August 4 through October 6.
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTO's reached out with an interest to partner on a dance. Four PTO's were selected lotto style via zoom. The line up for next year will be:
 - o Friday, October 25, 2024 – Blue Lake PTO
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 - o Friday, April 18, 2025 – Pacific Union PTO

Park & Facility Maintenance Updates

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Ave. and Open Space Zone landscaping. It is summer and everything is continuing to grow. The Maintenance crew is working hard to take care of landscaping, but things are growing faster than they can get to them. We have been down a full-time maintenance worker since July 12th, which led to suspending Saturday maintenance work as we get new staff trained and ready to manage SWAP crews on Saturdays. We anticipate being fully staffed for the Saturday SWAP crews on Saturday, September 7. We've budgeted for additional staffing beginning in July, and that Seasonal Maintenance Worker began on Monday, July 22. Staff continue to keep

up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Facility Rentals & Use

- 14 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in June through July.
- 2 parties were booked through the Party Program at the Activity Center in June through July.
- 16 Pierson Park Rentals, 1 Hiller Park Picnic Area Rental and 2 Hiller Sports Site Field Rentals for a week long youth camp in June through July.

Vandalism Report

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

Hewitt Ranch Property Updates

No updates at this time.

North Bank River Property Updates

No updates at this time.

Other updates:

- The Parks & Recreation Director position was filled on July 1st by Kirsten Messmer, leaving her previous position of Recreation Coordinator open. That position was posted and over 10 viable applicants applied before the posting deadline of July 19. Four interviews were conducted the week of July 22. We are happy to report that Mason Hooven was offered the position and he accepted. His tentative start date is August 16, 2024.
- The new recreation database software went live on May 1st.
- Staff continues to work with MUSD to provide staff for the school districts after school programs.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, as well as serving on Fundraising Committees for the Boys & Girls Club of the Redwoods.
- Staff continues to provide support to other departments of the District; assisting with accounts payable.

Agenda Item VIII – Ad Hoc Committee Reports

Skate Park (Charlie Caldwell) – Gave a brief update on a recent Ladies Skate Competition fundraiser for the MFRC and the new sign that was hung at the Skatepark.

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

BMX Bike Track & Park at School/Washington (Charlie Caldwell) – Let the committee know the contractor broke ground this past Monday, August 19 at the park site.

Community Garden (Charlie Caldwell) – No new information

Agenda Item IX – Discuss Agenda Topics for Next Meeting

Agenda Items for next meeting:

- Brown Act Information presentation by Board Secretary Joseph Blaine.
- Update on the status of the Flail Mower, jointly owned by several local municipalities.
- The Tribal Land Acknowledgement to PARC Procedures agenda item will remain on the Agenda until it can be addressed.

Agenda Item X - ADJOURNMENT
Meeting Adjourned at 7:41 p.m.

Kirsten Messmer, Parks & Recreation Director

McKinleyville Community Services District

BOARD OF DIRECTORS

Sept. 4, 2024

TYPE OF ITEM: **INFORMATIONAL**

ITEM: F.3.D **General Manager’s Report for Sept. 4, 2024 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of August 2024

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

| | |
|---|-----------------|
| • Use of NHE Services = | \$3,543 |
| • WEX Labor Reimbursement = | \$0 |
| • SWAP = | \$0 |
| • Volunteer Pickleball Labor = | \$488 |
| • CSW = | \$2,250 |
| • Amazon Savings = | \$65 |
| • Umpqua fee waivers & new interest rate = | \$8,122 |
| • Aeration Basin Actuator Repair = | \$2,160 |
| • Bio Storage Basin to Chlorine Contact Basin Dosage Line Installation = | \$195 |
| TOTAL COST SAVINGS FOR AUGUST = | \$16,823 |

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

4.5 Gallon Water Tank Project – DN Tank continues to advance the work on the tank. The roof is complete, and they are working on the wrapping and pre-stressing the walls. They then need to shot creek the walls and attach the hatches and ladders, etc.. They are anticipating to be done by the end of September or early October. Mercer Fraser will then be back on site to complete the rest of the underground piping and electrical work. We will likely have a third observation day when they wrap the tank for pre-stressing.

The total construction base bid is \$11,642,475 and 10% contingency of \$1,164,248 totals \$12,806,723. The overall project amount is \$14,471,094. The project is funded by

\$9,617,085 in Hazard Mitigation Grant funding, \$879,209 in North Coast Resource Partnership/DWR Prop. 1, Round 2 funding, for a total in grant funding for this project of \$10,496,294. We are pursuing additional funding through Huffman and McGuire's offices. The District's \$3,174,800 of matching funding will be provided by the Certificates of Participation, Series 2021A-Water bonds. The 2023/24 FY CIP budget had \$9,000,000 budgeted, and the 2024/25 FY CIP budget has budgeted the final \$9M.

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

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

Office Remodel – LDA Partners continues to work on the Office Remodel design. LDA completed a final floor plan and elevations views and District Staff completed a final review and approval, and LDA has moved on into the final design. Their Electrical Engineer and Civil/Structural Engineers have been collecting data, and it does seem like the project design is progressing. We'll of course see what the Engineer's Construction Costs Estimate comes back at and make final decisions on when/if we want to go out to bid. The funding for this project has not yet been secured, but Staff is pursuing funding through the State Water Resources Control Board, Clean Water State Revolving Fund grant/loan program.

McCluski/Hewitt Tank Replacement Project – The replacement of the two existing redwood tanks at the west end of Hewitt Ave on McCluski Hill is waiting for FEMA to complete NEPA for the project and release Phase 2 grant funding. The existing 100,000 gallon and 150,000-gallon redwood tanks located will be replaced with two,

200,000-gallon, glass-fused lined, bolted steel tanks. The Phase 1 grant funding included the Biological and other Special Studies as well as Geotech assessment and 65% design drawings. Kennedy Jenks completed the initial Preliminary Design Report and initial Design Drawings as well as the final Environmental Documents. The Phase 1 documents were submitted to CalOES and FEMA in February 2024 to close out the Phase 1 portion of the grant. District Staff is working on a request for additional grant funding, and then we will wait for the Phase 2 grant funding to be released for the final design, bidding and construction of the tanks.

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

Fischer Lift Station Upgrade Project – The District received a Phase 1 Hazard Mitigation Grant for the upgrade of the Fischer Sewer Lift station in November 2023. The grant will cover the complete retrofit of the Fischer Lift Station, which pumps wastewater from the entire southern half of McKinleyville to the wastewater management facility. This would include the replacement of the pumps and upgrading the electrical system, valves, and further seismically strengthen the building. The Engineering Design and Environmental Permitting contract was awarded to GHD at the March 6, 2024 Board Meeting. GHD held a kick-off meeting in April and has started the environmental and geotechnical work required for the CEQA/NEPA permitting and design. They anticipate that the design and environmental documentation will be completed and submitted to CalOES by the end of 2024.

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

Reporting by County Department – A regular meeting has been scheduled with President Binder, GM Kaspari, Supervisor Madrone, and the MMAC Chair, Lisa Dugan. Jesse Miles, the Executive Director of the McKinleyville Chamber of Commerce, and Cris Emmons, Arcata Fire District Chief, have also begun to join us for these meetings. These meetings occur on the fourth Monday of every month to discuss various topics of

concern to all four organizations and the community. The meeting in August was with County Administrative Officer Elishia Hayes. CAO Hayes discussed the County's budgetary challenges and how County staff is strategizing to face those upcoming challenges. It was noted that upcoming projects like offshore wind and Nordic Aquafarms will be beneficial to the local economy, their fruition is still a several years away. On a separate note, she reported that Rumble Over the Redwoods, the airshow held at ACV airport in early August, was viewed as a huge success and the County is working on procuring economic data related to the influx of attendees.

We have scheduled meetings with Sheriff William Honsal in September and DHHS Director Connie Beck in October. We are attempting to schedule meetings with the Auditor/Controller and second meetings with Directors Ford and Mattsen.

Grant Applications – We are working with Rojas Communications Group on lobbying efforts with the District's State and Federal Representatives. We have had meetings with Representative Huffman and Senator McGuire's and Congressman Wood's offices to discuss District funding priorities including the Community Forest, the 4.5MG tank and the Highway Sewer Crossings, and we continue to follow up on those meetings.

As discussed at the May Board Meeting, we are pursuing funding from the California Dept. of Forestry and Fire Protection for the California Urban & Community Forestry Inflation Reduction Act. The grant application will pursue planning funding to complete the Community Forest, Forest Management Plan and Trails Plan. It would likely also pursue funding for reforestation. The grant application was submitted May 30, 2024, and we are pursuing approximately \$400k in funding.

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

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

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

We are also finishing up the design and assessment as part of the Recycled Water Grant for the Pialorsi property. We will turn this Planning Grant into an implementation grant application for the construction of the recycled water irrigation infrastructure for the Pialorsi property as well as upgrading the existing irrigation system for the Fischer property.

Other Work – August was largely spent back in Minnesota, celebrating my mom, Blanche Kaspari's, 95th year at a family reunion. I also was reviewing CalFIRE Forest Health Grant applications as part of the North Coast Resource Partnership, Technical Advisory Committee. James Henry did a great job covering the daily and weekly construction meetings for the 4.5MG Reservoir construction, as well as the Hewitt Tank project design with Kennedy Jenks Engineers, design meetings with GHD on the Fischer Lift Station upgrade project. Kirsten Messmer and James also covered the start of the BMX Park construction, and the Community Forest Committee Meeting. I was absent from the MMAC Incorporation subcommittee meeting, and MMAC general meeting. Things continue to be very busy at the District.

Attachments: Attachment 1 – WWMF Monthly Self-Monitoring Report

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

August 20, 2024

RE: MONTHLY MONITORING REPORT

Dear Sabrina:

Enclosed is the Monthly Monitoring Report for July 2024 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 003, 004 and 006. The required monitoring and water quality constituents that were tested and reported was in compliance in July.

| 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 | | | Compliance |
| Ammonia Impact Ratio | mg/L | 1.0 | | | 1.0 | | | Compliance |
| Dichlorobromomethane | ug/L | .56 | | | 1.4 | | | Compliance |
| 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 current month are as follows. Median was <1.8 and a Maximum of <1.8. Five samples were collected in the month of July and was in compliance.

Monthly River Monitoring was conducted in July.

Quarter 3 sampling was conducted in July.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA

MONTH: July 2024

| DATE | INFLUENT FLOW | | EFFLUENT FLOW | | EFFLUENT MAXIMUM | | EFFLUENT MONITORING | | EFFLUENT MONITORING | | EFFLUENT MONITORING | | EFFLUENT MONITORING | | EFFLUENT MONITORING | | EFFLUENT MONITORING | | EFFLUENT MONITORING | | EFFLUENT MONITORING | |
|------|---------------|--------|---------------|--------|------------------|------|---------------------|------|---------------------|------|---------------------|------|---------------------|------|---------------------|------|---------------------|------|---------------------|------|---------------------|------|
| | M.G.D. | M.G.D. | M.G.D. | M.G.D. | GRPM | GRPM | GRPM | GRPM | GRPM | GRPM | GRPM | GRPM | GRPM | GRPM | GRPM | GRPM | GRPM | GRPM | GRPM | GRPM | GRPM | GRPM |
| 1 | 0.861 | 0.790 | 798 | N/A | N/A | N/A | 7.5 | 20.4 | | | | | | | | | | | | | | |
| 2 | 0.830 | 0.783 | 794 | N/A | N/A | N/A | 7.5 | 20.5 | | | | | | | | | | | | | | |
| 3 | 0.828 | 0.775 | 864 | N/A | N/A | N/A | 350 | 4.2 | 6.2 | 4.2 | 1.9 | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| 4 | 0.822 | 0.834 | 936 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 5 | 0.785 | 0.843 | 823 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 6 | 0.798 | 0.835 | 904 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 7 | 0.831 | 0.845 | 899 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 8 | 0.865 | 0.840 | 802 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 9 | 0.826 | 0.959 | 985 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 10 | 0.821 | 0.942 | 1113 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 11 | 0.810 | 0.897 | 1178 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 12 | 0.815 | 0.875 | 1096 | N/A | N/A | N/A | 310 | 7.4 | 5.8 | 7.4 | 1.9 | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| 13 | 0.794 | 0.774 | 793 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 14 | 0.811 | 0.775 | 782 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 15 | 0.850 | 0.887 | 1105 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 16 | 0.803 | 0.935 | 1101 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 17 | 0.817 | 0.949 | 1120 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 18 | 0.815 | 0.916 | 1101 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 19 | 0.800 | 0.946 | 1104 | N/A | N/A | N/A | 400 | 3.1 | 4.8 | 3.1 | 1.9 | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| 20 | 0.803 | 0.779 | 844 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 21 | 0.845 | 0.785 | 813 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 22 | 0.836 | 0.920 | 1128 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 23 | 0.802 | 0.917 | 1100 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 24 | 0.805 | 0.924 | 1123 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 25 | 0.806 | 0.930 | 1075 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 26 | 0.794 | 0.916 | 1078 | N/A | N/A | N/A | 310 | 3.7 | 0.0 | 0.0 | 1.8 | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |
| 27 | 0.790 | 0.788 | 831 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 28 | 0.842 | 0.776 | 805 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 29 | 0.823 | 0.905 | 1108 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 30 | 0.815 | 0.918 | 1126 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |
| 31 | 0.808 | 0.935 | 1119 | N/A | N/A | N/A | | | | | | | | | | | | | | | | |

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER

| Ammonia Impact | Ammonia | Nitrate | Hardness | Phosphorus | Bis Phthalate | Carbon Tetrachloride | Chlorodibromomethane | Dichlorobromomethane | Turbidity % Increase |
|----------------|---------|---------|----------|------------|---------------|----------------------|----------------------|----------------------|----------------------|
| 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 | TDS | AMMONIA | NITRATE | NITRITE | SODIUM | CHLORIDE | BORON | Quarterny Tests | |
| ND | 240 | 1.70 | 0.71 | ND | 36 | 42 | 240 | Bromform | Chloroform |
| | | | | | | | | Value in ug/l | ND |

| Date | Species | TST Pass/Fail | Rainbow Trout | TST Pass/Fail | Species | Value in ug/l |
|------|---------|---------------|---------------|---------------|---------|---------------|
| | | | N/A | | | 3.8 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY RIVER RSW-001 | | | | | | | | | |
|-----------------------|----------|---------|--------------|-----------|-----|----------|---------|--------------|-----------|
| BOD | Hardness | Ammonia | Conductivity | Turbidity | TDS | Hardness | Ammonia | Conductivity | Turbidity |
| 5 | 99 | ND | 220 | 0.7 | 150 | 100 | ND | 264 | 0.8 |

| MONTHLY RIVER RSW-002 | | | | | | | | | |
|-----------------------|----------|---------|--------------|-----------|-----|----------|---------|--------------|-----------|
| BOD | Hardness | Ammonia | Conductivity | Turbidity | TDS | Hardness | Ammonia | Conductivity | Turbidity |
| 5 | 99 | ND | 220 | 0.7 | 150 | 100 | ND | 264 | 0.8 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|---------|--------------|-----------|-----|----------|
| Ammonia | Hardness | BOD | TSS | Chloride | Ammonia | Conductivity | Turbidity | TDS | Hardness |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 150 | 99 |

| MONTHLY TESTS EFF-001 DISCHARGE TO RIVER | | | | | | | | | |
|--|----------|-----|-----|----------|--|--|--|--|--|
| Ammonia | Hardness | BOD | TSS | Chloride | | | | | |

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

July 2024

| Discharge Monitoring DATE | M-INF INFLUENT MGD | M-001 EFFLUENT MGD | MAXIMUM GPM | 004 REC-001 FISCHER MGD UPPER | 003 REC-001 FISCHER MGD LOWER | 006 REC-001 PIALORSI MGD | 005 REC-001 HILLER MGD | IRRGATE TOTAL MGD | 001 EFF-001 RIVER MGD |
|---------------------------|--------------------|--------------------|-------------|-------------------------------|-------------------------------|--------------------------|------------------------|-------------------|-----------------------|
| 1 | 0.861 | 0.790 | 798 | 0.790 | | | | 0.790 | 0.000 |
| 2 | 0.830 | 0.783 | 794 | 0.783 | | | | 0.783 | 0.000 |
| 3 | 0.828 | 0.775 | 864 | 0.775 | | | | 0.775 | 0.000 |
| 4 | 0.822 | 0.834 | 936 | 0.834 | | | | 0.834 | 0.000 |
| 5 | 0.785 | 0.843 | 823 | 0.843 | | | | 0.843 | 0.000 |
| 6 | 0.798 | 0.835 | 904 | 0.835 | | | | 0.835 | 0.000 |
| 7 | 0.831 | 0.845 | 899 | 0.845 | | | | 0.845 | 0.000 |
| 8 | 0.865 | 0.840 | 802 | 0.786 | | 0.054 | | 0.840 | 0.000 |
| 9 | 0.826 | 0.959 | 985 | 0.858 | 0.065 | 0.036 | | 0.959 | 0.000 |
| 10 | 0.821 | 0.942 | 1113 | 0.776 | 0.058 | 0.108 | | 0.942 | 0.000 |
| 11 | 0.810 | 0.897 | 1178 | 0.730 | 0.066 | 0.101 | | 0.897 | 0.000 |
| 12 | 0.815 | 0.875 | 1096 | 0.779 | | 0.096 | | 0.875 | 0.000 |
| 13 | 0.794 | 0.774 | 793 | 0.774 | | | | 0.774 | 0.000 |
| 14 | 0.811 | 0.775 | 782 | 0.775 | | | | 0.775 | 0.000 |
| 15 | 0.850 | 0.887 | 1105 | 0.746 | 0.042 | 0.099 | | 0.887 | 0.000 |
| 16 | 0.803 | 0.935 | 1101 | 0.770 | 0.050 | 0.115 | | 0.935 | 0.000 |
| 17 | 0.817 | 0.949 | 1120 | 0.809 | 0.045 | 0.095 | | 0.949 | 0.000 |
| 18 | 0.815 | 0.916 | 1101 | 0.776 | 0.047 | 0.093 | | 0.916 | 0.000 |
| 19 | 0.800 | 0.946 | 1104 | 0.807 | 0.041 | 0.098 | | 0.946 | 0.000 |
| 20 | 0.803 | 0.779 | 844 | 0.779 | | | | 0.779 | 0.000 |
| 21 | 0.845 | 0.785 | 813 | 0.785 | | | | 0.785 | 0.000 |
| 22 | 0.836 | 0.920 | 1128 | 0.774 | 0.045 | 0.101 | | 0.920 | 0.000 |
| 23 | 0.802 | 0.917 | 1100 | 0.770 | 0.044 | 0.103 | | 0.917 | 0.000 |
| 24 | 0.805 | 0.924 | 1123 | 0.778 | 0.049 | 0.097 | | 0.924 | 0.000 |
| 25 | 0.806 | 0.930 | 1075 | 0.793 | 0.042 | 0.095 | | 0.930 | 0.000 |
| 26 | 0.794 | 0.916 | 1078 | 0.766 | 0.048 | 0.102 | | 0.916 | 0.000 |
| 27 | 0.790 | 0.788 | 831 | 0.788 | | | | 0.788 | 0.000 |
| 28 | 0.842 | 0.776 | 805 | 0.776 | | | | 0.776 | 0.000 |
| 29 | 0.823 | 0.905 | 1108 | 0.750 | 0.044 | 0.111 | | 0.905 | 0.000 |
| 30 | 0.815 | 0.918 | 1126 | 0.763 | 0.047 | 0.108 | | 0.918 | 0.000 |
| 31 | 0.808 | 0.935 | 1119 | 0.780 | 0.046 | 0.109 | | 0.935 | 0.000 |
| TOTAL | 25.351 | 26.893 | | 24.393 | 0.779 | 1.721 | 0.000 | 26.893 | 0.000 |
| AVERAGE | 0.818 | 0.868 | 982 | 0.000 | 0.000 | 0.000 | 0.000 | 0.868 | 0.000 |
| MAXIMUM | 0.865 | 0.959 | 1178 | 0.858 | 0.066 | 0.115 | 0.000 | 0.959 | 0.000 |
| MINIMUM | 0.785 | 0.774 | 782 | 0.730 | 0.041 | 0.036 | 0.000 | 0.774 | 0.000 |
| DAYS | 31 | 31 | | 31 | 16 | 18 | 0 | 0 | 0 |

DAYS WITH NO DISCHARGE = 0