



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

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

**WEDNESDAY, SEPTEMBER 6, 2023 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 by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: [comments@mckinleyvillecsd.com](mailto:comments@mckinleyvillecsd.com) up until 4:30 p.m. on Tuesday, September 5, 2023.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, September 6, 2023 in a supplemental packet information that will also be posted on the website for public viewing.

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**AGENDA**

**6:00 p.m.**

**A. CALL TO ORDER**

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions or Changes to the Agenda

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

#### A.4 Approval of the Agenda

#### A.5 Closed Session Discussion

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

No closed session scheduled.

### **B. PUBLIC HEARINGS**

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

- B.1** Conduct Notice of Public Hearing for the Levy of Assessments for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities. **Pg. 5**

Consider Adopting Resolution 2023-18 Initiating Proceedings for the Establishment of an Increased Measure B Assessment; and the Levy and Collection of Assessments Related Thereto Commencing with Fiscal Year 2024/2025

Consider Adopting Resolution 2023-19 Declaring Intention to Establish An Increased Measure B Assessment and Declaring Intention to Conduct Property Owner Balloting On the Matter of New Assessments Related Thereto Commencing with Fiscal Year 2024/2025

- |   |               |
|---|---------------|
| Attachment 1 – Resolution 2023-18   | <b>Pg. 9</b>  |
| Attachment 2 – Resolution 2023-19   | <b>Pg. 13</b> |
| Attachment 3 – Willdan Presentation of Measure B Engineering Report with Appendix A   | <b>Pg. 19</b> |
| Attachment 4 – Engineer’s Report for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities, Establishment of Increased Assessments | <b>Pg. 37</b> |
| Attachment 5 – PSA for Notice of Public Hearing   | <b>Pg. 71</b> |
| Attachment 6 – Draft Ballot   | <b>Pg. 75</b> |

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

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

### **D. CONSENT CALENDAR**

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

D.1	Consider Approval of the Minutes of the Board of Directors Regular Meeting on August 2, 2023 and Special Meeting on August 22, 2023	<b>Pg. 77</b>
	Attachment 1 – Draft Minutes from August 2, 2023	<b>Pg. 79</b>
	Attachment 2 – Draft Minutes from August 22, 2023	<b>Pg. 85</b>
D.2	Consider Approval of July 2023 Treasurer’s Report	<b>Pg. 87</b>
D.3	Compliance with State Double Check Valve (DCV) Law	<b>Pg. 101</b>
D.4	Consider Approval of Resolution 2023-17 Authorizing the McKinleyville Community Services District (MCSD)’s Distribution of the Humboldt Area Chapter California Special Districts Association (CSDA) California Department of Education State Seal of Civic Engagement (SSCE) Information Letter to McKinleyville High School and the Northern Humboldt Union High School District Promoting and Supporting Local Student Participation in the SSCE Program	<b>Pg. 103</b>
	Attachment 1 – Resolution 2023-17	<b>Pg. 105</b>
	Attachment 1a – Draft SSCE Information Letter	<b>Pg. 107</b>
	Attachment 2 – California Department of Education News Release #20-7	<b>Pg. 109</b>
D.5	Consider Support for ACA 13 Voting Thresholds and Approve Board President and General Manager to Sign Letter of Support	<b>Pg. 111</b>
	Attachment 1 – ACA 13 Text	<b>Pg. 113</b>
	Attachment 2 – Letter of Support	<b>Pg. 117</b>
	Attachment 3 – Initiative 21-0042A1 Text	<b>Pg. 119</b>
	Attachment 4 – Resolution 2022-10	<b>Pg. 129</b>

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

E.1	Consider Attendance to the Association of California Water Agencies (ACWA) 2023 Fall Conference & Exhibition in Indian Wells, CA On November 28-30, 2023 (Action)	<b>Pg. 131</b>
	Attachment 1 – Preliminary Agenda	<b>Pg. 133</b>
	Attachment 2 – Registration, Meals, and Hotel Pricing Sheet	<b>Pg. 135</b>

## **F. REPORTS**

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

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

- g. McKinleyville Municipal Advisory Committee (Orsini/Binder)
- h. AdHoc Committee – Community Forest (Mayo/Orsini)

**F.2 LEGISLATIVE AND REGULATORY REPORTS**

**F.3 STAFF REPORTS**

- a. Finance & Administration Department (Nicole Alvarado) **Pg. 137**
- b. Operations Department (James Henry) **Pg. 139**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 145**
- d. General Manager (Pat Kaspari) **Pg. 149**  
  - Attachment 1 – WWMF Monthly Self-Monitoring Report **Pg. 155**

**F.4 PRESIDENT’S REPORT**

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

**G. ADJOURNMENT**

**Posted 5:00 pm on September 1, 2023**

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

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

# McKinleyville Community Services District

## BOARD OF DIRECTORS

Sept. 6, 2023

TYPE OF ITEM: **ACTION**

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**ITEM: B.1**

**Conduct Notice of Public Hearing for the Levy of Assessments for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities.**

**Consider Adopting Resolution 2023-18 Initiating Proceedings for the Establishment of an Increased Measure B Assessment; and the Levy and Collection of Assessments Related Thereto Commencing with Fiscal Year 2024/2025**

**Consider Adopting Resolution 2023-19 Declaring Intention to Establish An Increased Measure B Assessment and Declaring Intention to Conduct Property Owner Balloting On the Matter of New Assessments Related Thereto Commencing with Fiscal Year 2024/2025**

**Attachment 1 – Resolution 2023-18**

**Attachment 2 – Resolution 2023-19**

**Attachment 3 – Willdan Presentation of Measure B Engineering Report**

**Attachment 4 – Engineer’s Report for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities, Establishment of Increased Assessments**

**Attachment 5 – PSA for Notice of Public Hearing**

**PRESENTED BY:**

**Lesley Frisbee, Parks and Recreation Director**

**Mike Medve, Willdan**

**TYPE OF ACTION:**

**Roll Call Vote**

**Recommendation:**

Staff recommends the Board follow the below process related to the proposed Levy of Assessments for the Measure B Assessment District.

1. Open Public Hearing
  - a. Listen to Staff comments and recommendation to Board

- b. Open public testimony and consider any public input and written protests
2. Close the Public Hearing
3. Staff recommends the Board adopt Resolution 2023-18 & 2023-19
  - a. Resolution 2023-18; Initiating Proceedings for the Establishment of an Increased Measure B Assessment; and the Levy and Collection of Assessments Related Thereto Commencing with Fiscal Year 2024/2025, **Attachment 1.**
  - b. Resolution 2023-19; Declaring Intention to Establish An Increased Measure B Assessment and Declaring Intention to Conduct A Property Owner Balloting On the Matter of New Assessments Related Thereto Commencing with Fiscal Year 2024/2025, **Attachment 2.**

**Discussion:**

In 1992, McKinleyville voters approved the Measure B Assessment District with a 20-year duration for the purpose of funding the development and maintenance of public recreation facilities including the McKinleyville Activity Center, Azalea Hall and Hiller Sports Site. The Board authorized collection of the assessments in each year beginning in Fiscal Year 1992/1993.

In 2011, a property owner protest ballot proceeding was conducted pursuant to the provisions of the California Constitution Article XIII D for the levy of annual assessments for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities which replaced and extend for another 20-year duration the assessments previously approved by voters in 1992. The proposed assessments were approved by the property owners (55.9% in favor, 45.1% opposed) and the new assessments were levied on the Humboldt County tax rolls for Fiscal Year 2011/2012 (first year's assessment). There was no change to the annual property assessment amount, even though there had been several additions to the Parks & Recreation responsibilities since 1992. Additional responsibilities expanded to include ongoing maintenance of Azalea Hall and the Activity Center in 1995, the Humboldt County Library in 1996, the Humboldt County Law Enforcement Facility (the Sheriff's substation) in 1997, and the Hiller Sports Complex in 2003. The McKinleyville Teen & Community Center was added in 2016.

For the past several years, the District revenue collections have been insufficient to cover the operational and maintenance costs for these additional community assets maintained by the CSD, such that the District is carrying a negative fund balance. Therefore, the CSD has proposed an increased assessment, and the addition of an annual inflationary adjustment to the maximum rate. Throughout 2022 and 2023, the District has been working with Willdan Financial Services to prepare an Engineering Report to establish the assessment required to cover these costs.

In January of 2023 the District began reaching out to McKinleyville residents to collect feedback and input on Parks and Recreation priorities for the community. A survey of 300 property owners was conducted by Godbe Research and a less formal survey was distributed to the community at large in order to collect input on community priorities. Throughout June and July of this year District staff conducted several presentations to community groups, service clubs and business owners providing information about the Parks & Recreation Department and collecting feedback from the community regarding the work of the Parks & Recreation Dept. The top priorities identified by community residents and property owners through these outreach efforts include:

- Maintaining the facility housing the Sheriff in McKinleyville
- Keeping park restrooms open and clean
- Keeping the Senior Center open and maintained
- Maintaining Azalea Hall, the Library, our Teen & Community Center and Activity Center
- Maintaining playfields and playgrounds in all parks

At this time we would like to turn it over to Mike Medve of Willdan Financial Services walk us through the Engineering Report and detail the next steps of this process.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Open the Public Hearing to accept public testimony
- Continue the public hearing as need
- After accepting all public testimony, close the public hearing, but take no action on the Resolutions

**Fiscal Analysis:**

The Engineer's Report anticipates that Measure B collections from the existing 5,738 taxable parcels in the assessment district that benefit from the improvements and based on a proposed assessment rate of \$94.00 per equivalent benefit unit year, the assessment revenue to be levied and collected on the tax rolls will be approximately \$701,660. This assessment revenue represents approximately 26% of the total estimated \$2,745,010 budgeted for Fiscal Year 2023/2024 to fund the operation and maintenance of MCSD's parks and recreation facilities.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Resolution 2023-18
- Attachment 2 – Resolution 2023-19

- Attachment 3 – Willdan Presentation of Measure B Engineering Report with Appendix A
- Attachment 4 – Engineer’s Report for the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities, Establishment of Increased Assessments
- Attachment 5 – PSA for Notice of Public Hearing
- Attachment 6 – Draft Ballot



**RESOLUTION 2023 – 18**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS FOR THE RENEWAL OF MEASURE B AND THE ESTABLISHMENT OF AN INCREASED MEASURE B ASSESSMENT; AND THE LEVY AND COLLECTION OF ASSESSMENTS RELATED THERETO COMMENCING WITH FISCAL YEAR 2024/2025**

**WHEREAS**, the Board of Directors of the McKinleyville Community Services District (hereafter referred to as the “CSD”) pursuant to the Landscaping and Lighting Act of 1972 (Sts. & Hy. Code, sec. 22500 et seq.), and additionally The Improvement Act of 1911 (Sts. & Hy. Code sec. 5000, et. Seq.) and The Improvement Act of 1913 (Sts. & Hy. Code sec. 10000, et. seq.) (See Gov. Code, secs. 61122 & 61129.) (collectively known as “The Acts”) desires to initiate proceedings to renew the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities (hereafter referred to as the “District” or “Measure B”) and to increase of the existing District Assessment (hereafter referred to as the “Assessment”); and to levy and collect annual assessments to pay for the operation, maintenance and servicing of parks, recreation facilities and other public buildings and appurtenant facilities related thereto. The Acts and CSD Law provide for the establishment of an Assessment consistent with the provisions of California Constitution Article XIII D (“Proposition 218”), and the levy and collection of assessments by the County on behalf of the CSD; and,

**WHEREAS**, Measure B was originally passed by voters 30 years ago, in 1993, and was reauthorized in 2011. It is a local assessment to help fund McKinleyville services. Measure B funded construction and maintenance of Azalea Hall at Pierson Park, McKinleyville Activity Center at Pierson Park, and Hiller Sports Complex; and,

**WHEREAS**, In 1999, the Mad River Rotary Club completed the fund-raising and construction of a Law Enforcement Facility on District land adjacent to the Library and Azalea Hall. The facility was then donated to the District and is leased to the Humboldt County Sheriff’s Department, but rising costs are threatening our ability to maintain it and rent it for minimal costs to the County; and,

**WHEREAS**, unless additional local funding is identified: we are at risk of being unable to maintain trails, having to close bathrooms, reducing trash collection and all landscape maintenance; and

**WHEREAS**, the CSD has retained Willdan Financial Services as the Engineer of Work, for the purpose of assisting with the renewal of the District, the establishment of increased assessments, and to prepare and file an Engineer’s Report with the CSD Secretary in accordance with The Acts and CSD Law and Proposition 218 and to assist with the property owner ballot proceedings connected therewith pursuant to the provisions of Proposition 218;

**THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1 RECITALS:** The above recitals are true and correct.

**SECTION 2 IMPROVEMENTS:** The proposed District improvements generally include, but are not limited to the materials, equipment, utilities, labor, contract services, and incidental

expenses associated with the ongoing maintenance, servicing and operation of parks, open space, recreational facilities, library facilities and public safety facilities (the “Improvements”). Detailed maps and descriptions of the location and extent of the proposed improvements to be serviced and maintained by the District are on file in the Office of the General Manager of the McKinleyville Community Services District and by reference these plans and specifications are made part of this Resolution.

**SECTION 3 TERRITORY:** The territory within the proposed District shall consist of the lots, parcels, and subdivisions of land within the boundaries of the CSD.

**SECTION 4 ASSESSMENTS:** The proposed annual Assessments for the District shall provide a funding source for the ongoing annual expenses to construct, maintain and service the Improvements and appurtenant facilities that provide special benefits to properties in the District. The net annual cost of providing such improvements shall be collected on the County tax rolls as annual assessments.

**SECTION 5 ENGINEER’S REPORT:** The Board of Directors hereby orders Willdan Financial Services to prepare and file with the CSD Secretary an Engineer’s Report concerning the Renewal of Measure B, the establishment of the Assessment within the District, and the levy of special benefit assessments for properties therein for the ongoing maintenance, servicing and operation associated with the Improvements that provide special benefits to those properties commencing in fiscal year 2024/2025.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on September 6, 2023 by the following polled vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Gregory P. Orsini, Board President

Attest:

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Joey Blaine, Board Secretary

CERTIFICATION

STATE OF CALIFORNIA )  
COUNTY OF HUMBOLDT ) ss.  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT)

I, Joey Blaine, Board Secretary of the McKinleyville Community Services District, hereby certify that Resolution No. 2023-18 is a full, true and correct copy, and was duly adopted at a regular meeting of the Board of Directors of the McKinleyville Community Services District on September 6, 2023, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Board Secretary  
McKinleyville Community Services District,  
California

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**RESOLUTION 2023 – 19**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, DECLARING ITS INTENTION TO ESTABLISH AN INCREASED MEASURE B ASSESSMENT; AND DECLARING ITS INTENTION TO CONDUCT A PROPERTY OWNER BALLOTING ON THE MATTER OF INCREASED ASSESSMENTS RELATED THERETO COMMENCING WITH FISCAL YEAR 2024/2025**

**WHEREAS**, the Board of Directors of the McKinleyville Community Services District (the “CSD”) pursuant to the Landscaping and Lighting Act of 1972 (Sts. & Hy. Code, sec. 22500 et seq.), and additionally The Improvement Act of 1911 (Sts. & Hy. Code sec. 5000, et. Seq.) and The Improvement Act of 1913 (Sts. & Hy. Code sec. 10000, et. seq.) (See Gov. Code, secs. 61122 & 61129) (collectively, “The Acts”) did by previous Resolution, initiate proceedings for the renewal of Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities (hereafter referred to as the “District”) and establishment of an increased Assessment (hereafter referred to the “Assessment”); and the proposed levy and collection of annual assessments related thereto to pay for the construction, operation, maintenance and servicing of the improvements and facilities related thereto; and,

**WHEREAS**, the Board of Directors desires to establish the Assessment; and to levy and collect annual assessments against lots and parcels of land within the District to pay the cost and expenses related to the construction, maintenance, servicing and operation of District improvements as authorized by the Acts and CSD Law and in accordance with the provisions of the California Constitution Article XIID (hereinafter referred to as “Proposition 218”); and,

**WHEREAS**, pursuant to said Resolution, the Assessment Engineer of Work has prepared and filed with the CSD Secretary an Engineer’s Report (hereafter referred to as the “Report”) in connection with such proceedings for the renewal of the District and establishment of the Assessment and the proposed levy of assessments commencing with fiscal year 2024/2025 (Beginning July 1, 2024 and ending June 30, 2025); in accordance with Proposition 218; and said Report has been presented to the Board of Directors.

**THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

SECTION 1 RECITALS: The above recitals are true and correct.

SECTION 2. REPORT CONTENT: The Report as presented consists of the following:

2a) Plans and specifications that describe the District and Improvements.

2b) Method of Apportionment that outlines the special benefit conferred on properties within the District from the improvements; and the calculations used to establish each parcel’s proportional special benefit assessment commencing in fiscal year 2024/2025 including the establishment of:

- Annual assessments for the ongoing construction, maintenance, servicing and operation of the improvements that provide special benefits to the properties in the District; and,
- A formula that provides for inflationary adjustments to the annual assessment thereby establishing the maximum assessment rate authorized each fiscal year.

2c) The Budget that outlines the estimated annual expenses to provide, maintain, and service the improvements including incidental expenses authorized by the Act and CSD Law.

2d) An Assessment Diagram that identifies the boundaries of the District and the associated lots, parcels and properties included therein.

2e) An Assessment Roll containing each of the Assessor Parcel Numbers that comprise the District and the proportional assessments commencing Fiscal Year 2024/2025.

SECTION 3. REPORT APPROVAL: The Report presented is hereby approved on a preliminary basis as submitted or amended by direction of this Board of Directors and is hereby ordered to be filed in the Office of the CSD Secretary as a permanent record and to remain open to public inspection.

SECTION 4. ASSESSMENTS: The Board of Directors hereby declares its intention to establish the Assessment to be designated as "Measure B Assessment" and proposes to levy and collect annual assessments against parcels of land within the District that are necessary to fund the ongoing cost and expenses to construct, maintain and service the improvements outlined in the Report prepared in connection therewith, commencing with fiscal year 2024/2025.

The Board of Directors further declares its intention to conducted public hearing regarding the District and the proposed levy of assessments; and calls for a property owner protest balloting proceeding related thereto in accordance with the provisions of Proposition 218. The Board of Directors finds that the public's best interest requires such action and levy of assessments.

SECTION 5. TERRITORY: The territory subject to the Assessment consists of all property within the boundaries of the CSD.

SECTION 6. IMPROVEMENTS: The purpose of this Assessment is to ensure the ongoing construction, maintenance, operation and servicing of eligible local improvements established or installed within the District. These improvements may include but are not limited to maintenance of the facility housing the Humboldt County Sheriff's office in McKinleyville, park restroom maintenance, senior center maintenance, maintenance of playfields and playgrounds in all parks, maintenance of the library, Azalea Hall, Teen and Community Center, and Activity Center, and other community services.

The maintenance of District improvements generally includes, but are not limited to all materials, equipment, utilities, labor and incidental expenses including administrative expenses for annual operation of the Assessment as well as the performance of occasional repairs, replacement and expanded maintenance activities associated with those improvements. Detailed maps and descriptions of the location and extent of the proposed improvements to be maintained by the Assessment are on file at the CSD and by reference are made part of this Resolution.

SECTION 7. ASSESSMENTS: The Board of Directors hereby determines that in order to provide the construction, maintenance and related services and activities for the improvements associated with the Assessment as generally described in section 6 of this resolution, it is necessary to levy increased annual assessments against lots and parcels within the District commencing in fiscal year 2024/2025. The Report referred to in Section 2 of this resolution

establishes the estimated budget of anticipated expenses and the resulting maximum assessments including an annual inflationary adjustment, and such assessments have been deemed necessary to ensure the proper construction, maintenance and servicing of the improvements including all operational and incidental expenses related to such improvements and services.

**SECTION 8. PUBLIC HEARING:** The Board of Directors hereby declares its intention to conduct a public hearing concerning the levy of assessments for the proposed District in accordance with the Acts and California Constitution, Article XIID;

Notice is hereby given that a public hearing on these matters will be held by the Board of Directors on November 1, 2023 at 6:00 p.m., or as soon thereafter as feasible at Azalea Hall, located at 1620 Picket Road, McKinleyville, CA 95519.

**SECTION 9. CALL FOR ASSESMENT BALLOTING:** Pursuant to Article XIID of the California Constitution, an assessment ballot proceeding is hereby called on the matter of confirming the proposed assessments for the District, and renewal of the District. The ballots and notices so authorized shall be distributed by first class mail to the property owners of record as of the last Humboldt County equalized roll, and property owner or owners of each affected parcel may return the ballot by mail or in person to the CSD Secretary not later than the conclusion of the public hearing for this matter.

The Board of Directors hereby authorizes and directs the CSD Secretary or their designee to prepare and mail notice of the Public Hearing and property owner protest ballots to the property owners of record regarding the proposed assessments including the assessment range formula as outlined in the Report, for return receipt prior to the date and time of the public hearing set forth in this Resolution.

**SECTION 10. BALLOT PROCEEDINGS:** The property owner protest ballot proceeding conducted for the District shall constitute the property owners' approval or rejection of the annual levy of assessments and assessment range formula described in the Report presented and previously approved by the Board of Directors. Each property owner may return the ballot by mail or in person to the CSD Secretary no later than the conclusion of the public hearing scheduled for November 1, 2023. After the close of the Public Hearing, pursuant to Section 4 (e) of the California Constitution, the CSD Secretary or their designee shall open and tabulate the ballots returned to determine if majority protest exists. Only those ballots issued by or on behalf of the CSD and are signed by the property owner of record or authorized representative shall be considered as valid ballots and shall be weighted according to the proportional financial obligation of each affected property. Majority protest exists if, upon the conclusion of the hearing, valid ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment.

In addition to the ballot proceedings, property owners may also file a separate written protest with the CSD Secretary prior to the conclusion of the hearing, or having previously filed such protest, may file a written withdrawal of that protest. A written protest shall state all grounds of objection and shall contain a description sufficient to identify the property owned by such property owner. At the public hearing, all interested persons shall be afforded the opportunity to hear and be heard.

**SECTION 11. MAILING OF NOTICE:** The CSD Secretary is hereby authorized and directed to give notice of such Public Hearing as provided by law.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on September 6, 2023 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Gregory P. Orsini, Board President

Attest:

---

Joey Blaine, Board Secretary



CERTIFICATION

STATE OF CALIFORNIA )  
COUNTY OF HUMBOLDT ) ss.  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT)

I, Joey Blaine, Board Secretary of the McKinleyville Community Services District, hereby certify that Resolution No. 2023-19 is a full, true and correct copy, and was duly adopted at a regular meeting of the Board of Directors of the McKinleyville Community Services District on September 6, 2023 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Board Secretary  
McKinleyville Community Service District,  
California

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# **McKinleyville Community Services District Measure B Assessment Renewal and Increase September 6, 2023**

# Overview

- Assessment funds annual expenses associated with parks, open space and recreational facilities
- Established in 1970, expanded and renewed multiple times since
- 2023 renewal will add additional services, increase assessment amount to cover expense of new services, and establish an annual cost-of-living adjustment



# Special Assessments (Prop 218)

- Benefits must be separated into general and special
- Only special benefits may be assessed
- General benefits must be funded with other revenue sources
- Charge for each property must be less than or equal to proportional special benefit received



# Special Benefit

- Direct benefit conferred on real property
- The parks, open space and recreational facilities will be available to serve all properties within the District boundaries and will only be available to properties within the District
  - Maintenance of the Sheriff's Office
  - Park restroom maintenance
  - Senior Center maintenance
  - Maintenance of playfields and playgrounds in all parks
  - Maintenance of the Library, Azalea Hall, Teen and Community Center and Activity Center



# General Benefit Calculation

- Area outside of District boundaries is largely agricultural, timber production, gravel mining property, open space/public areas.
- Benefits to properties not being assessed less than 10%.
- Benefits to the public-at-large (indirect and incidental) no more than 33%.
- General benefit factor estimated at no more than 43%, but 50% of the costs attributed to general benefit



# Special Benefit Formula

- Residential unit equal to 1.0 Equivalent Benefit Unit (EBU)
- Non-residential/commercial property 1.0 EBU per acre or portion thereof (based on equivalent development densities)
- Vacant property contingent on development but still receives benefit estimated at 1/3 EBU per parcel





# Benefit Units

Land Use Description	Assessment Formula	No. of Parcels	EBU Units
Residential	1.000 EBU per Unit	5,258	7,106.00
	0.500 EBU per Bed <sup>(1)</sup>	1	36.00
	Residential Total	5,259	7,142.00
Non-Residential/Commercial	1.000 EBU per Acre for first 2 Acres (minimum 1 EBU per parcel); 0.500 EBU per Acre for next 2 acres (between 2 and 4 acres); 0.250 EBU per Acre for next 2 acres (acreage between 4 and 6 Acres); 0.125 EBU per Acre for next 2 acres (acreage between 6 and 8 Acres); 0.000 EBU per Acre for Remaining Acres (acreage exceeding 8 acres)	154	215.04
Vacant	(1/3) EBU per Parcel (0.33 EBU)	325	107.25
Publicly Owned Parcels	0.000 EBU per Parcel	106	154.09
Totals <sup>(2)</sup>		5,844	7,618.38



# Assessment Calculation

$$\frac{\text{Total Benefit Assessment}}{\text{Total EBUs}} = \text{Assessment Rate per EBU}$$

- Special Benefit Budget = \$716,125
- EBUs = 7,618.38
- Assessment Rate per EBU = \$94
- Annual increase equal to change in Bay Area CPI for the month of December



Questions?



# Parks & Recreation in McKinleyville



# The Value of Parks, Trails & Open Spaces

Easily accessed parks and open spaces contribute to:

- Improving physical & mental health in community members
- Decreasing stress, blood pressure and risks of chronic illness
- Increasing positive cognitive function and sense of well-being
- Bringing economic vitality to the community
- Boosting property values
- Providing entry level jobs to youth in the community



# Community Driven Development

McKinleyville Parks & Recreation Developments have always been community driven. Since McKinleyville property owners voted to tax themselves to support park developments in 1992/93.

1988—Hiller Park developed

1991—Pierson Park developed

## **Measure B initiated in 1993**

1995—Azalea Hall & McKinleyville Activity Center Constructed

1996—McKinleyville Library constructed

1997—Law Enforcement Facility constructed  
(funded and donated by Mad River Rotary)

2003—Hiller Sports Site developed

2015—Pierson Park Picnic Pavilion constructed

2016—McKinleyville Teen & Community Center constructed

## **Currently in development planning, coming in:**

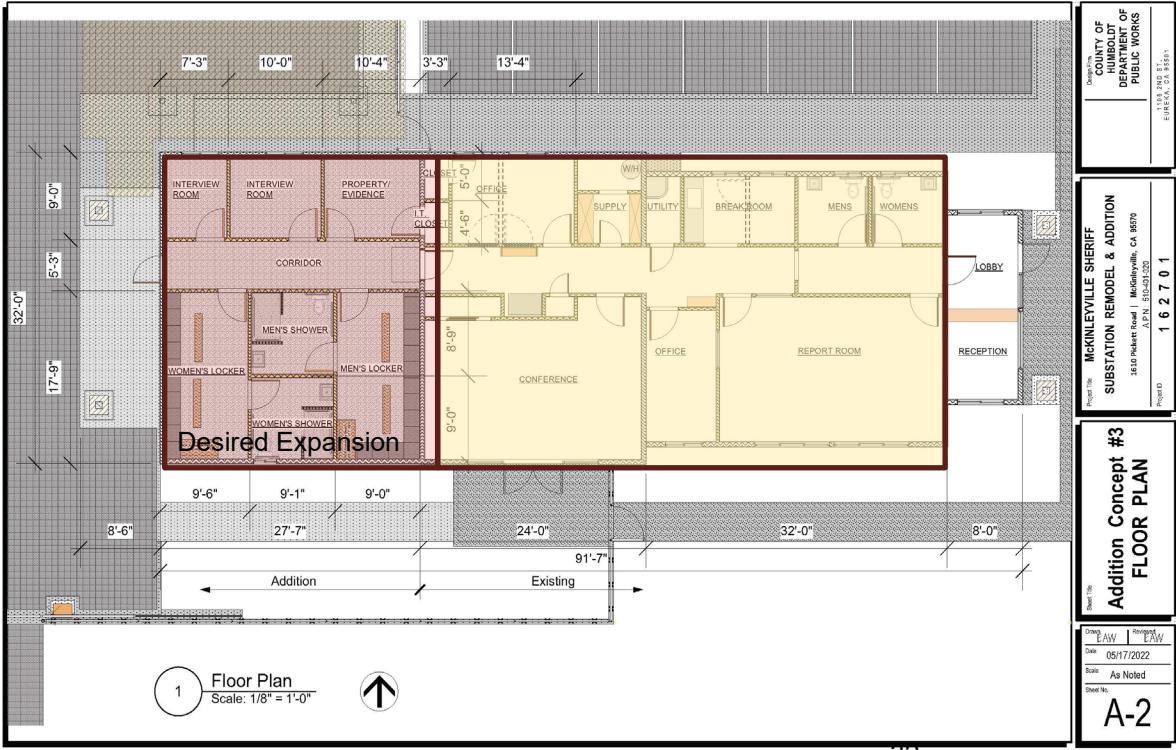
2023—Skate Park phase 1

2024—BMX Track & Park at School Rd. & Washington Ave.

2024/2025—556 Acre Community Forest



# McKinleyville Law Enforcement Facility (Sheriff Substation)



MCSO provides all janitorial and capital maintenance for the Sheriff Substation in McKinleyville. In recent years, capital maintenance has been deferred due to limited funds and competing priorities.

The image shows the existing Sheriff Substation layout in yellow and the desired expansion to the facility in pink.

Drawn by: <b>AW</b> Date: 05/17/2022 Scale: As Noted Sheet No.: <b>A-2</b>	Project: <b>McKINLEYVILLE SHERIFF SUBSTATION REMODEL &amp; ADDITION</b> 2410 MARKET ROAD   McKinleyville, CA 95770 LOCAL #10282200 1 6 2 7 0 1	Design: <b>CITY OF GUMBOLD</b> <b>DEPARTMENT OF PUBLIC WORKS</b> 1124 7TH ST. GUMBOLD, CA 95681
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# Parks & Facilities

Parks & Facility Maintenance is accomplished by a crew of 4 full time maintenance workers with additional labor provided through partnerships with Northern Humboldt Employment Services and the Sheriff Work Alternative Program.

Maintenance of McKinleyville's existing parks, facilities and open spaces utilizes over 11,000 labor hours annually.

The labor hours are spent on over 160 acres of park, field, and open space landscaping as well as approximately

30,000 square feet of facility space. Including park restrooms.



# McKinleyville Parks & Recreation

The parks & facilities managed and maintained by MCSD provide safe spaces for:

- Youth programs like Playgroup, various youth sports, day camps, middle school dances, classes, and more, serving hundreds of community youth throughout the year
- Community events such as Pony Express Days, Summer Music in the Park, Car shows, providing opportunity for community members to connect and support one another.



# McKINLEYVILLE

COMMUNITY  
SERVICES  
DISTRICT



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## **MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**

# **MEASURE B MAINTENANCE ASSESSMENT DISTRICT RENEWAL Establishment of Increased Assessment**

**2024/2025 ENGINEER'S REPORT**

Intent Meeting: September 6, 2023

Public Hearing: November 1, 2023

27368 Via Industria  
Suite 200  
Temecula, CA 92590  
T 951.587.3500 | 800.755.6864  
F 951.587.3510



# McKinleyville Community Services District Measure B Maintenance Assessment District Renewal

Fiscal Year 2024/2025

County of Humboldt, State of California

This Report and the enclosed descriptions, budgets, and diagram outline the new / increased assessments associated with the McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities for Fiscal Year 2024/2025. Said District includes each lot, parcel, and subdivision of land within the boundaries of the McKinleyville Community Services District, as they existed at the time this Report was prepared and the passage of the Resolution of Intention. Reference is hereby made to the Humboldt County Assessor’s maps for a detailed description of the lines and dimensions of parcels within the McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities. The undersigned respectfully submits the enclosed Report as directed by the McKinleyville Community Services District Board of Directors.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Willdan Financial Services  
Assessment Engineer  
On Behalf of the McKinleyville Community Services District

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

Mike Medve  
Principal Consultant

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

Tyrone Peter  
PE # C 81888

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## Introduction

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The McKinleyville Community Services District (the “CSD”), in the County of Humboldt (the “County”), was established on April 14, 1970, pursuant to the Community Services District Law (California Government Code Section 61000 et seq.) to provide water and sewer services. The services of the CSD were expanded in 1972 to include street lighting, again in 1985 to include parks and recreation, and then in 1995 to include the construction of the McKinleyville Library. The boundaries of the CSD include approximately 12,140 acres from the Mad River in the South to Patrick Creek in the North, from the Pacific Ocean to the West to Lindsey Creek on the East.

In 1991, Measure B was passed by voters, authorizing the CSD to collect annual assessments in order to construct a new community center, to purchase land for sports fields and to provide for the maintenance and operation of park and recreational facilities. The 1991 Measure B Assessment District was formed to levy and collect annual assessments on the County tax rolls pursuant to the Landscape and Lighting Act of 1972 (California Streets and Highways Code §22500 et seq.) (hereafter referred to as “1972 Act”) for a period of twenty (20) years. With the original Measure B Assessment District and assessments set to expire (sunset) in 2012 (the end of Fiscal Year 2011/2012), the continued operation and maintenance of the park and recreational improvements and facilities provided to the community by the CSD – including the McKinleyville Activity Center, Hiller Sports Complex and Azalea Hall – would have been jeopardized.

Therefore, in 2010, the McKinleyville CSD Board of Directors (“Board” or “Board of Directors”) initiated proceedings to reestablish a special benefit assessment district within the CSD designated as the **McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities** (the “District”) for the purpose of providing and continuing a stable revenue source, coupled with available grants and donations from other sources, to fund the ongoing operation, maintenance, expansion, enhancement, construction, renovation and rehabilitation of the CSD parks and recreational improvements including parks, wilderness parklands, open space, trails, sports facilities, recreation and activity centers and facilities, including incidental expenses and debt services for any bond(s), loans or other repayment plans incurred to finance capital improvements (collectively referred to as “Improvements”) that provide special benefits to properties within the CSD. The Board of Directors proposed to form (reestablish) the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities for another twenty (20) year period, and to levy and collect annual assessments on the County tax rolls to fund in whole or in part the improvements including related debt service on bonds that may be issued or loan agreements to finance the authorized improvements.

For the past several years, District revenue collections have been insufficient to cover the operational and maintenance costs for the improvements, such that the District is carrying a negative fund balance. Therefore, the CSD has proposed an increased assessment, and the addition of an annual inflationary adjustment to the maximum rate for **The McKinleyville Community Services District Measure B Maintenance Assessment District Renewal**. The assessment is proposed pursuant to the 1972 Act, The Improvement Act of 1911 (Streets & Highways Code sec. 5000, et. Seq.), and The Improvement Act of 1913 (Streets & Highways Code sec. 10000, et. seq.) (See Gov. Code, secs. 61122 & 61129.)

The proposed District renewal and increased assessment will fund:



- Maintenance of the facility housing the Humboldt County Sheriff's Office in McKinleyville, located within Pierson Park
- Park restrooms maintenance
- Senior Center maintenance
- Maintenance of playfields and playgrounds in all parks
- Maintenance of the McKinleyville branch on the Humboldt County Library, Azalea Hall, the Teen and Community Center, and Activity Center
- Other community services

This Engineer's Report ("Report") describes the District and identifies the improvements including any proposed changes to such improvements to be provided, the estimated expenditures, and the resulting special benefit assessments to be levied and collected on the County tax rolls for Fiscal Year 2024/2025. The total annual assessments (increased assessments) presented herein are based on an estimated budget (estimated expenses) and the assessment revenues required to fund in whole or in part the park and recreational improvements, facilities and related activities deemed to be of special benefit to properties in the District and which property owners and residents of the CSD have supported.

Revenues generated by the annual assessments are currently being used to fund the annual operation and maintenance of the existing park and recreational, facilities and other improvements within the CSD, a majority of the annual assessments (both now and in the future) is being utilized and pledged to pay debt service and related costs associated with the issuance of bonds or other loans to finance capital improvement projects for the upgrade or renovation of existing improvements and facilities, or the acquisition and/or construction of new park and recreational improvements or facilities for the special benefit of properties within the District. The allocation of assessment revenue funds amongst the various improvements, services and activities to be provided will be prioritized by the McKinleyville CSD staff based on available assessment revenues generated by the District, the total funding needed for each authorized improvement and projects, the impact each improvement will have on the overall park and recreational system that benefit properties in the District, and the timing of any outside revenues that may become available to offset the cost of such improvements or projects.

The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number ("APN") by the Humboldt County Assessor's Office. The Humboldt County Auditor/Controller uses Assessor's Parcel Numbers and specific Fund Numbers to identify properties to be assessed on the tax roll for the District assessments.

If any section, subsection, sentence, clause, phrase, portion, zone, or subzone of this Engineer's Report is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of the Engineer's Report and each section, subsection, subdivision, sentence, clause, phrase, portion, zone, or subzone thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, portions, Zone, or Subzone might subsequently be declared invalid or unconstitutional.

## **Ballot Proceedings**

Pursuant to the provisions of Article XIID, Section 4 of the California Constitution, the CSD shall conduct a property owner protest ballot proceeding (referred to as "Ballot Proceeding") for the

proposed levy of new or increased assessments as described in this Report. In conjunction with this Ballot Proceeding, the Board of Directors will conduct a noticed public hearing to consider public testimonies, comments, and written protests regarding the levy of the proposed increased assessments. Upon conclusion of the public hearing, property owner protest ballots received will be opened and tabulated to determine whether majority protest exists:

“A majority protest exists if, upon the conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. In tabulating the ballots, the ballots shall be weighted according to the proportional financial obligation of the affected property.”

After completion of the ballot tabulation, the Board of Directors will confirm the results of the balloting. If majority protest exists for the proposed increased assessment, further proceedings to implement the proposed increased assessment shall be abandoned at this time. However, the Board of Directors may continue to levy and collect annual assessments for the improvements provided in the CSD at an assessment rate less than or equal to the previously approved maximum assessment rate adopted by the Board of Directors. If tabulation of the ballots indicate that majority protest does not exist for the proposed increased assessments and the assessment range formula presented and described herein, the Board of Directors may adopt this Report (as submitted or amended), approve the assessment diagram, and confirm the increased assessments as presented herein. The increased assessments described shall be submitted to the Humboldt County Auditor/Controller for inclusion on the Fiscal Year 2024/2025 property tax roll for each affected parcel.

This Report consists of five (5) parts:

## **Part I**

**Plans and Specifications:** This section provides an overall description of the Balloted District and the improvements for which parcels are assessed. The proposed increased assessments as outlined in this Report are based on the improvements and appurtenant facilities that provide a special benefit to the properties within the District and operational expenses authorized pursuant to The 1972 Act Generally, the District improvements consist of each of the park and recreational improvements and facilities in McKinleyville CSD.

## **Part II**

**The Method of Apportionment:** A discussion of the general and special benefits associated with the overall park and recreational improvements to be provided within the CSD (Proposition 218 Benefit Analysis). This part also includes a discussion of the proportional costs of the special benefits upon which the assessments are determined and separation of costs considered to be of general benefit (and therefore not assessed). This section of the Report also outlines the method of calculating each property’s proportional special benefit and annual assessment utilizing a weighted benefit comparison and proportionality among the different property types within the District.

### Part III

**Estimate of Improvement Costs:** An estimate of the annual cost to fund the improvements for Fiscal Year 2024/2025. The District assessments will fund only a portion of the costs needed to provide the various improvements and are not intended to fully fund any specific improvement. This estimate of the improvement costs (budget) includes an estimate of the total annual maintenance and operation costs for the existing park and recreational improvements within the CSD; an estimate of annual funding collected for planned capital improvement expenditures to fund expansion, enhancement, renovation or rehabilitation of the parks, trails and related recreational facilities within the CSD (including acquisitions and new construction); and authorized incidental expenses including, but not limited to County fees, professional services related to administration of the District and/or bonds. The estimated expenditures and assessment rate identified in this Report budget and the resulting parcel assessments in the District for Fiscal Year 2024/2025 are based on the estimated net annual cost to fund the improvements and activities for the year (Balance to be Levied), and the method of apportionment established for the District.

### Part IV

**District Diagram:** A Diagram showing the exterior boundaries of the District is provided in this Report and includes all parcels that will receive special benefits from the improvements. These boundaries are coterminous with the boundaries of the McKinleyville CSD. Parcel identification, the lines and dimensions of each lot, parcel, and subdivision of land within the District, are inclusive of all parcels within the CSD as shown on the Humboldt County Assessor's Parcel Maps as they existed at the time this Report was presented to the Board of Directors for the adoption of the Resolution of Intention, and shall include all subsequent subdivisions, lot-line adjustments or parcel changes therein. Reference is hereby made to the Humboldt County Assessor's maps for a detailed description of the lines and dimensions of each lot and parcel of land within the District.

### Part V

**Assessment Roll:** The Assessment Roll contains a listing of all Assessor Parcel Numbers of the properties within the Balloted Zone and each parcel's corresponding "Balloted Maximum Assessment" and "Proposed Assessment FY 2024/2025". The proposed assessment amounts balloted and to be levied and collected for fiscal year 2024/2025 for each parcel is based on the parcel's calculated proportional special benefit as outlined in the Method of Apportionment and the annual assessment rate established by the estimated Budget.

## ***Part I – Plans and Specifications***

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The boundaries of the District are coterminous with the McKinleyville CSD boundaries. The purpose of this District is to provide a stable revenue source, coupled with available grants and donations from other sources, to fund the ongoing operation, maintenance, expansion, enhancement, construction, renovation and rehabilitation of the McKinleyville CSD park and recreational improvements including parks, wilderness parklands, open space, trails, sports facilities, recreation and activity centers and facilities (collectively referred to as “Improvements”) that provide special benefits to properties within the CSD, including incidental expenses and debt services for any bond(s), loans or other repayment plans incurred to finance capital improvements.

### **Applicable Legislation**

On November 5, 1996, California voters approved Proposition 218. This Constitutional amendment was the latest in a series of initiatives reducing the revenue-raising discretion of California local governments. The provisions of the Proposition, now California Constitutional Articles XIIC and XIID, can be summarized in four general areas:

- Strengthens the general and special tax provisions of Proposition 13 and Proposition 62.
- Extends the initiative process to all local taxes, assessments, fees, and charges.
- Adds substantive and procedural requirements to assessments.
- Adds substantive and procedural requirements to property-related fees and charges.

Proposition 218 requires that beginning July 1, 1997, all new and existing assessments (with some exceptions) conform to new substantive and procedural requirements. The special benefit assessment was confirmed in 2011 following the required procedures in compliance with the California Constitution.. The proposed increased assessment, to be authorized under The 1972 Act, The Improvement Act of 1911 and The Improvement Act of 1913, requires compliance with the substantive and procedural provisions of the California Constitution, including:

1. The CSD must mail notices regarding assessments to all property owners. Each notice must contain an assessment ballot for the property owner to indicate approval or disapproval of the assessment.
2. After mailing the notices, the CSD must hold a public hearing. At the conclusion of the public hearing, the CSD must tabulate all ballots received, counting each ballot in proportion to the total amount of the assessment. The assessment may be imposed only if 50% or more of the weighted ballots returned support the assessment. (Prior to Proposition 218, an assessment could be imposed if less than a majority of all landowners protested the imposition.)

### **Benefiting Properties within the District**

The boundaries of the District are coterminous with the McKinleyville CSD boundaries and currently include over 6,300 assessor’s parcels identified by the County Assessor’s Office, and which consists of both developed and undeveloped parcels.

## Improvements Authorized by the 1972 Act

The 1972 Act permits assessments proceeds to be spent on the following:

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of public lighting facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- The installation of park or recreational improvements, including, but not limited to, all of the following:
  - Land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks, and drainage.
  - Lights, playground equipment, play courts, and public restrooms.
- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of land for park, recreational, or open-space purposes.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.
- The acquisition or construction of any community center, municipal auditorium or hall, or similar public facility for the indoor presentation of performances, shows, stage productions, fairs, conventions, exhibitions, pageants, meetings, parties, or other group events, activities, or functions, whether those events, activities, or functions are public or private.
- Incidental expenses associated with the improvements including, but not limited to:
  - The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
  - The costs of printing, advertising, and the publishing, posting and mailing of notices;
  - Compensation payable to the County for collection of assessments;
  - Compensation of any engineer or attorney employed to render services;
  - Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
  - Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5; and
  - Costs associated with any elections held for the approval of a new or increased assessment.
- Where the cost of improvements (other than maintenance and operations) is greater than can be conveniently raised from a single annual assessment, the 1972 Act permits an assessment to be levied and collected in annual installments. In that event, the governing body may choose to do any of the following:
  - Provide for the accumulation of the moneys in an improvement fund until there are sufficient moneys to pay all or part of the cost of the improvements;

- Provide for a temporary advance to the improvement fund from any available and unencumbered funds of the local agency to pay all or part of the cost of the improvements and collect those advanced moneys from the annual installments collected through the assessments; and/or
- Borrow an amount necessary to finance the estimated cost of the proposed improvements. The amount borrowed, including amounts for bonds issued to finance the estimated cost of the proposed improvements.

## District Improvements

The District assessments will fully or partially fund various improvements and activities that specially benefit properties within the District. It is the goal and intent for this District to provide a stable revenue source that will allow the McKinleyville CSD to partially fund the on-going maintenance of the various park and recreational facilities for the community and endeavors to improve the overall park and recreational system that directly affect the properties and quality of life for residents, tenants, employees and owners of properties within the District. To the full extent permitted by the applicable legislation, the improvements, projects, and expenditures to be funded by the proposed assessments may include:

- **Operation and Maintenance:** operation and maintenance of park and recreational improvements throughout the District.
- **Acquisitions:** The acquisition of land or facilities for park or recreational purposes.
- **Resource Development:** The construction, installation and/or expansion of various park sites, trails, open spaces, halls/activity centers (“community centers”) and related recreational facilities within the District.
- **Facility Enhancements/Rehabilitation:** Periodic repairs and renovations of recreational sites and facilities (parks, trails, community centers) including but not limited to signage, playground, and tot-lot equipment; sports field fencing; portable soccer goals; ball fields; tennis courts; basketball courts; sports facility lighting; parking facilities; restrooms, kitchens and related equipment and amenities such electrical, irrigation and drainage systems, tables benches, etc.
- **Capital Improvements:** Major repairs of recreational buildings and facilities that may include repair or replacement roofs, interior building repairs, replacement of permanent fixtures, structural repairs, internal building remodels, as well as the construction and installation of new facilities.

A summary of the improvements that have been identified by the CSD as planned park and recreational maintenance and/or enhancements that will be funded in whole or in part through the District assessments is provided below, as well as in Appendix A. Specific details regarding these improvements and projects are on file in the Office of the McKinleyville CSD and by reference these documents are made part of this Report.

Improvements to be maintained in whole or in part by the proposed new District assessments for Fiscal Year 2024/2025 may include, but are not limited to:

- Maintenance, servicing and operation of existing parks and park facilities, including:
  - Landscape Maintenance of approximately 91,571 square feet of irrigated turf in Pierson Park, 75,000 square feet within Hiller Park West, and 498,112 square feet within the Hiller Sports Complex.
  - Landscape Maintenance of approximately thirty-five (35) acres of non-irrigated/natural vegetation within Hiller Park West.
  - Maintenance of eight (8) sports fields within the Hiller Sports Complex.
  - Maintenance of approximately 17,157 square feet of parking lot area within Pierson Park, 9,770 square feet within Hiller Park West, and 35,000 square feet within the Hiller Sports Complex.
  - Maintenance and operation of approximately 2 restroom facilities each, within Pierson Park, Hiller Park West, and the Hiller Sports Complex.
  - Maintenance of 5 playground structures within Pierson Park, and 3 playground structures within Hiller Park West.
  
- Operation, servicing, and maintenance of existing facilities, halls/activity centers including:
  - Azalea Hall: including maintenance of approximately 200 square feet of landscaping area; 13,800 square feet of parking lot area maintenance; and operation and maintenance of an approximately 9,500 square foot hall, including men and women restroom facilities, commercial sized-kitchen, 3,000 square foot hall available as reception area, stage, storage for social events. Azalea Hall is located along Pickett Road, within Pierson Park.
  - McKinleyville Activity Center (“MAC”): including maintenance of approximately 19,174 square feet of landscaping and parking lot areas; operation and maintenance of an approximately 7,000 square foot gymnasium, operation, and maintenance of a 3,000-square foot lobby area, including men and women restrooms and storage facilities. MAC is located along Gwin Road within Pierson Park.
  - McKinleyville Teen Center: an approximate 6,600 square foot addition to an existing community center. The 6,600 square-foot center is used for teen and community activities that include a quiet study room, covered outdoor performance area and a community commercial kitchen where cooking classes are held. The center is designed so that up to seven distinct and separate activities can take place at the same time without overlap.
  - Law Enforcement Facility: A 3,038 square foot building that houses the McKinleyville Branch of the Humboldt County Sheriff, which includes the maintenance of an approximate 20-feet by 8-feet Reception and Lobby area with secure access, maintenance of a 32-feet by 16-feet Office, Kitchen and bathroom area, as well as a 24-feet by 31-feet Conference Room and Interview Rooms. The Law Enforcement Facility is located along Pickett Road within Pierson Park.
  - Library: An approximately 2,700 square foot building that houses the McKinleyville Branch of the Humboldt County Library. This includes the maintenance of an approximate 40-feet by 20-feet Library Stacks and Reading Room and Children’s Story Area, maintenance of an approximate 18-feet by 20-feet Office and Storage Area, as well as an approximate 24-

feet by 30-foot Computer Lab, and two restrooms. The Library is along Pickett Road within Pierson Park.

- Maintenance of existing trails:
  - Landscaping and trail maintenance of approximately 7,000 feet of trails, including maintenance/repairs to trails, benches, and asphalt.
- Maintenance of Community Forest:
  - Consisting of approximately 550 acres of land along the eastern edge of the CSD, offering recreational spaces and trails for biking, hiking and equestrian riders.
- Maintenance of existing open space, including:
  - Hewitt Ranch – Landscaping and maintenance of open space area.
  - School Road – Landscaping and maintenance of open space area.
  - North Bank Road – River Front, Landscaping, and open space area.
- Capital expenditures for new improvements, and replacement and rehabilitation of existing improvements, and equipment for Fiscal Year 2024/2025 are outlined in the CSD's Capital Improvement Plan and briefly summarized below.
  - Construction of the BMX Track and Park project.
  - Community Forest Project



## **Part II – METHOD OF APPORTIONMENT**

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The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, including the acquisition, construction, installation and servicing of park and recreational facilities. The 1972 Act requires that the cost of the improvements be levied according to benefit rather than assessed value. The cost to provide services within the District is fairly distributed among each eligible parcel based on the services and improvements provided to that parcel. The formula used to determine rates and charges is based on the land use, size, development limitations, and development status of each parcel as compared to other parcels that benefit from a specific improvement or service.

Section 4 of the Constitution requires that a parcel's charge may not exceed the reasonable cost of the proportional special benefit conferred on that parcel and further requires that the District must separate the general benefits from the special benefits, only levying charges for special benefits.

*The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.*

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices and is the same method of apportionment utilized and established when the District was formed. The formulas used for calculating assessments reflect the composition of parcels within the District and the improvements and activities to be provided and have been designed to fairly apportion costs based on a determination of the proportional special benefits to each parcel, consistent with the requirements of the 1972 Act and the provisions of Article XIII D of the California Constitution.

### **Proposition 218 Benefit Analysis**

The costs of the proposed improvements have been identified and allocated to properties within the District based on special benefit. The improvements to be provided by this District and for which properties will be assessed have been identified as essential recreational objectives for the CSD, for which the property owners and residents have expressed a high level of support.

The District was formed to provide an overall park and recreational enhancement program that affects and will directly benefit all parcels to be assessed within the District. The assessments and method of apportionment is based on the premise that the assessments will be used for the annual maintenance, as well as expansion and enhancement of the CSD's park and recreation system, and the revenues generated over the duration of the District will be used for park and recreational facilities throughout the District.

In conjunction with the provisions of The 1972 Act, the California Constitution Article XIID addresses several key criteria for the levy of assessments, notably:

Article XIID Section 2(d) defines district as follows:

*District means an area determined by an agency to contain all parcels which will receive a special benefit from a proposed public improvement or property-related service.*

Article XIID Section 2(i) defines special benefit as follows:

*“Special benefit” means a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large. General enhancement of property value does not constitute “special benefit.”*

Article XIID Section 4(a) defines proportional special benefit assessments as follows:

*An agency which proposes to levy an assessment shall identify all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed. The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the property related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.*

The method of apportionment (method of assessment) set forth in the Report is based on the premise that each assessed property receives special benefits from local park and recreational improvements that are funded by the assessments, and the assessment obligation for each parcel reflects that parcel's proportional special benefits as compared to other properties that receive special benefits.

To identify and determine the proportional special benefit to each parcel within the District, it is necessary to consider the entire scope of the improvements provided as well as the properties that benefit from those improvements. The improvements and the associated costs described in this Report, have been carefully reviewed and have been identified and allocated based on a benefit rationale and calculations that proportionally allocate the net cost of only those improvements determined to be of special benefit to properties within the District. The various public improvements and the associated costs have been identified as either “general benefit” (not assessed) or “special benefit.”

## **General Benefits**

Assessments are established on the basis of calculated proportional special benefit to properties within a district. Because general benefits are not assessable, the general benefit costs are excluded from the assessment calculation. With respect to this District, although the various McKinleyville CSD park and recreational improvements including designated parks, wilderness parklands, open space, trails, sports facilities, recreation and activity centers and facilities that will be maintained, expanded and/or enhanced through the District's assessment revenues are located throughout the CSD and clearly provide a special benefit to properties within the District, it is also recognized that these are public facilities that will occasionally be utilized by the general public and may even be in proximity to some properties outside the District boundaries that are not assessed. The fact that these improvements and facilities are available to the general public would suggest that at least a portion of the cost to provide the improvements is of general benefit.

When the District was formed in Fiscal Year 2011/2012 a detailed review and analysis of the improvements and surrounding properties revealed that all properties within the District boundaries were located within two and a half miles (2½ miles) of an existing park, wilderness parkland, open space, trail, sports facility, recreation and activity center and other facilities provided by the CSD, which is well within the broader 3-4 mile sphere of influence commonly associated with such improvements. This analysis revealed that properties within the broader 3 to 4-mile area, but outside the 2½ mile service area associated with District parcels was predominately undeveloped land consisting of agricultural, timber, mining, and open space properties. So, based on this information, it was reasonable to conclude that the improvements and facilities serve primarily the 2½ mile service area.

Within the 2½ mile service area, there were approximately 6,715 parcels of which, 5,638 parcels or eighty-four percent (84%) were identified in Fiscal Year 2011/2012 as being within the boundaries of the District, comprising roughly 12,140 acres of land. The remaining parcels (those parcels outside the District) represented approximately forty-two percent (42%) of the total acreage within the identified 2½ mile service area (approximately 8,800 acres of land). However, this area outside the District boundaries, but within the 2½ mile service area, is largely comprised of agricultural, timber production and gravel mining properties (approximately 6,835 acres or 78% of that total area), and these properties clearly have very limited direct utilization or need for the District improvements. In addition, approximately 575 acres, (6.5% of the total acreage outside the District, but within the 2½ mile service area), is identified as open space/public areas which offer similar recreational opportunities to the properties outside the District. The remaining developed properties (residential and non-residential) located outside of the District boundaries (approximately 1,390 acres) represent the equivalent of approximately six percent (6%) of the total developed residential and non-residential properties within the overall 2½ mile service area. While many of these parcels are likely served more directly by park and recreational facilities outside of the CSD, these properties have proximity to the improvements associated with the District and it can be assumed that the owners, residents and employees of these parcels may occasionally utilize or reasonably have access to the improvements within the CSD. These overall statistics have not changed significantly since Fiscal Year 2011/2012 and therefore, it was and still is, reasonable to assume that six percent (6%) of the total cost to provide the improvements is non-assessable and of general benefit.

In quantifying other general benefit considerations, it is more difficult to quantify benefits to people living and working outside of the 2½ mile service area (benefits to the general public). While the parks, trails and open space areas, and, to a lesser extent the community centers, are certainly available and may be utilized by the general public, the overall McKinleyville CSD area is clearly considered a rural area and not typically a destination point for tourism and travel. This observation is supported by the limited amount of non-residential development (commercial enterprises) in the area, comprising less than three percent (3%) of the parcels within the District and represents less than 4% of the acreage, of which less than 10% have been identified as travel related business (i.e. hotels, motels and service stations). As such, it is reasonable to conclude that the District improvements provide very limited general benefit to the public at large, statistically, less than 0.4% of the total acreage (10% of the 4%) and less than 0.3% of the total parcels (10% of the 3%). Based on this analysis, conservatively, the general benefit to the public at large is certainly no greater than four percent (4%) of the cost to provide the improvements. Therefore, based on the preceding analysis, collectively, the benefit to properties outside the District and to the public at large represents no more than ten percent (10%) of the total cost to provide the improvements.

As noted above, the District improvements clearly provide some measure of general benefit to properties outside the District and to the public at large, but it is also recognized that park and recreational improvements inherently provide general benefit to properties and people within the District. While much of the benefits to people are more directly tied to Recreational Programs (which are not part of the funding provided by the District or contemplated by this Report), the park and recreational facilities themselves provide general benefits to properties and people within the District such as:

- ❖ Health, social and self-improvement benefits derived from utilizing the facilities;
- ❖ Increased social opportunities and active involvement for children, teens, and senior citizens;
- ❖ Group participation, character building, mentoring, and coaching for the youth in the community, that provides a positive atmosphere and reduces idle time that might otherwise result in criminal activities;
- ❖ Family and group activities that help to strengthen family values and reduce ethnic and social tensions.

These indirect benefits may be considered more general than special but are difficult to measure quantitatively. The need for, and the utility of, park and recreational improvements is created by the development of residential and non-residential land uses. The facilities extend the utility of concentrated land development; such as occurs in the McKinleyville CSD (which is an island of developed land uses largely surrounded by large areas of undeveloped land). Benefits to people are largely secondary benefits created by the primary benefits of increased recreational access of more concentrated developments and conservatively, it is estimated that no more than one-third (33%) of the cost to provide and maintain such improvements is attributable or considered a general benefit to properties and people within the District.

Based on the preceding discussion, collectively, it has been determined that approximately forty-three percent (43%) of the costs to provide the District improvements is attributable to general benefit, but for purposes of establishing proportional special benefit costs, it was established at the time of the District formation in Fiscal Year 2011/2012 and this Report assumes a more conservative approximation of general benefit to be fifty percent (50%) or half of the total annual cost to provide the improvements.

### **Special Benefit**

McKinleyville CSD's recreational system (parks, wilderness parkland, trails, community centers, and recreational facilities and equipment) provide properties within the District the special benefit of nearby access to recreational facilities and spaces which are too specialized and/or large to be maintained within the individual properties and would be cost prohibitive to include within individual property development, including:

- ❖ Exercise facilities/space such as sports complexes, parkland areas and trails not typically found on individual parcels.

- ❖ Substantial outdoor areas increase the available recreational space and outdoor facilities, (picnic areas, playground equipment, open turf areas, sports fields, and full-size courts, etc.), that are typically limited on individual parcels.
- ❖ Facilities (activity centers and parks) available for large gatherings, meetings and community events that could otherwise not be accommodated by the individual properties.

These facilities expand the use of each property within the CSD by providing these properties with access to desirable recreational facilities beyond those that can conveniently be included on a home or businesses lot. The common-use development of these facilities by the CSD, frees property-owners from the burden of having to provide extensive privately-owned recreation facilities or having a property that lacks access to such facilities. The availability and proximity of the facilities is a distinct special benefit to the assessed parcels because the assessed parcels, unlike most parcels outside the District are within the immediate service area of the facilities and can easily use the facilities as a substitute for (and enhancement of) recreational facilities that would otherwise need to be provided on the parcel (or simply foregone). Because each assessed parcel is within the service area of the improvements and facilities offered by the McKinleyville CSD, these park and recreation improvements are like an extension of the front and back lawns of the parcels. They are not remote, but available for frequent and everyday use with minimal travel. We estimate this special benefit to represent at least half (1/2) of the total benefits created by the facilities.

## Assessment Methodology

The method of apportionment (method of assessment) developed for this District is based on the premise that each of the property to be assessed receives a direct and special benefit from the improvements and recreational facilities to be financed by the District assessments.

To assess benefits equitably it is necessary to calculate each property's relative share of the special benefits conferred by the funded service. The method of apportionment for this District calculates the receipt of special benefit from the respective improvements based on the actual or proposed land use of the parcels within the District. The special benefit received by each lot or parcel is equated to the overall land use of parcels within the District based on the parcel's actual land use or proposed development. All costs associated with the improvements are distributed among the parcels based upon a calculation of the proportional special benefit received by each parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the use and relative characteristics of each property as compared to other parcels that benefit from those specific improvements.

The Equivalent Benefit Unit (EBU) method of assessment apportionment establishes a basic unit (base value) of benefit and then calculates the benefit derived by each assessed parcel as a multiple (or a fraction) of the basic unit.

For the purposes of this Engineer's Report, an EBU is the quantum of benefit derived from the funded programs and facilities by a single-family residential parcel or unit. Thus, the "benchmark" property (the single-family residential parcel/unit) derives one (1.0) EBU of benefit. All other land uses are proportionately weighted (assigned an EBU) based on an assessment formula that equates the property's specific development to that of the benchmark property (single-family residential parcel/unit). This proportional weighting may be based on several factors that may include but are not limited to: the type and status of development (land use), size of the property,

development plans or restrictions, typical development densities, population densities or other property related factors. Generally, for most districts the calculation of each parcel's proportional special benefit can be reasonably determined by applying one or more of these factors.

Based on an overall evaluation of the properties within the District and the proposed annual cost of providing the improvements, it has been determined that several key property related factors should be considered in the determination of the proportional special benefit of each parcel. These factors include the various land uses within the District and the relative size (units or acreage) of each parcel. The following discussion provides a summary of these factors and basis upon which each property's proportional special benefit and EBU has been determined.

**Residential Property (Developed)** – This land use is defined as fully developed residential property which includes single-family residential properties, mobile/manufactured residential properties, apartments, duplexes, and triplexes or other multi-family residential developments. For purposes of establishing equivalent benefit units for all other land uses in this District, the residential land use is designated as the basic unit of assessment and is assigned a land use benefit of 1.0 EBU per residential unit, including ADUs. Convalescent and long term-care facilities (of which there is currently one in the District), will be classified as residential land use, however, this unique residential property will be assigned 0.5 EBU per bed to reflect the quasi-residential nature/use of the property and the fact that a bed represents a smaller increment of measure (both in size and population) than a residential unit.

**Non-Residential/Commercial Property (Developed)** – This land use is defined as a developed property with structures that are used or may be used for non-residential purposes, whether those structures are occupied or not. This land use does not include parcels for which the primary use of the property is considered residential. This land use classification includes all types of non-residential uses and commercial enterprises including but not limited to, commercial retail; food services; shopping centers; office buildings, and professional buildings, churches, as well as industrial properties including warehousing and manufacturing. This land use classification also includes any parcel that may incorporate a single residential unit but is also used in whole or in part for commercial purposes.

Based on the average development densities for residential properties in the District, (the average single-family residential property being approximately 1.06 units per Acre), it is reasonable to assume that non-residential properties if developed as residential, would have resulted in approximately 1.00 benefit unit per Acre. Therefore, it has been determined that assigning this land use classification 1.0 EBU per gross acre provides a proportional representation of benefit for this land use type with some limitations:

Because each non-residential parcel typically represents a separate and independent commercial enterprise or business, parcels less than one acre shall be assigned 1.0 EBU (minimum EBU).

It is also recognized that larger non-residential properties typically have portions of the property that have less intense use/development (such as parking areas, private landscaped areas, outdoor storage, areas with development restrictions etc.) and it is reasonable to assume that the benefit derived from the Improvements does not necessarily increase by the same proportion as the size of property.

As such, parcels identified as Non-Residential Property shall be assigned 1.00 EBU for the first two (2) acres with a minimum of 1.00 EBU assignment; 0.5 EBU per Acre for the next two (2) acres (acreage between 2 and 4 Acres); 0.25 EBU per Acre for the following two (2) acres (acreage between 4 and 6 acres), 0.125 EBU per Acre for the next two (2) acres (acreage between 6 and 8 acres), and 0.00 EBU per Acre for acreage above eight (8) acres. Further, for commercial properties providing private recreation, such as golf properties, the acreage of outdoor recreation space (such as the golf course itself) will be excluded from the calculation of assessable acreage.

**Vacant Property** – This land use is defined as undeveloped property. Such parcels benefit from the existence of the funded facilities because park and recreational improvements improve the potential development of such parcels. Recognizing this benefit to property, but also its immediate need for such improvements, each Vacant Property is assigned 1/3 of an EBU per parcel.

**Exempt Property** – This land use identifies properties that are not assessed and are assigned 0.00 EBU. This land use classification may include but is not limited to:

Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);

Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, parks or other publicly owned properties that are part of the District improvements or may provide similar or other public services or benefits to private properties within the District; and

Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels or bifurcated lots or properties with very restrictive development use.

Because these properties either provide a public service that is comparable to public recreation or are dependent on another property or development, these types of parcels have no direct need for public recreational facilities and are considered to receive little or no special benefit from the improvements. Therefore, these properties are exempted from assessment, but shall be reviewed annually by the assessment engineer to confirm the parcels current development status.

Government owned properties, quasi-government entity owned properties, or public properties (collectively referred to as “Public Property”) are not necessarily exempt properties and will be allocated special benefit unless the parcel otherwise qualifies for exempt status. The proportional special benefit and resulting assessment obligation for such parcels will be calculated as if the parcel were not Public Property. However, because Public Property often is identified by the County as non-taxable (tax bills are not generated on the regular tax rolls), the McKinleyville CSD will provide a contribution from other available revenue sources to pay those assessments.

The following table provides a summary of each land use described above and related EBU's. The determination of each parcel's land use and property characteristics shall be based on the data available from the most recent Humboldt County Assessor's Secured Roll, or as identified by the McKinleyville CSD, if the information is different than that provided by the Humboldt County Assessor's Office.

Land Use Description	Assessment Formula	No. of Parcels	EBU Units
<b>Residential</b>	1.000 EBU per Unit	5,258	7,106.00
	0.500 EBU per Bed <sup>(1)</sup>	1	36.00
	Residential Total	5,259	7,142.00
<b>Non-Residential/Commercial</b>	1.000 EBU per Acre for first 2 Acres (minimum 1 EBU per parcel); 0.500 EBU per Acre for next 2 acres (between 2 and 4 acres); 0.250 EBU per Acre for next 2 acres (acreage between 4 and 6 Acres); 0.125 EBU per Acre for next 2 acres (acreage between 6 and 8 Acres); 0.000 EBU per Acre for Remaining Acres (acreage exceeding 8 acres)	154	215.04
<b>Vacant</b>	(1/3) EBU per Parcel (0.33 EBU)	325	107.25
<b>Publicly Owned Parcels</b>	0.000 EBU per Parcel	106	154.09
<b>Totals <sup>(2)</sup></b>		5,844	7,618.38

(1) For Fiscal Year 2024/2025 there is one parcel in the District identified as a Convalescent/long term-care facility, and this residential property although classified as a Residential Property, is assigned 0.5 EBU per bed for a total of 36.00 EBU (refer to method of apportionment).

(2) Of the total 5,844 benefiting parcels in the District representing a total of 7,618.38 EBUs, 106 parcels identified above as exempt, representing 154.09 EBUs are non-taxable parcels, generally owned by government agencies. Therefore, there are currently a total of 5,705 parcels representing 7,464.29 EBUs that are proposed to be applied to the tax rolls for Fiscal Year 2024/2025.

The total assessment amount for each parcel in the District will be collected on the County tax rolls pursuant to the 1972 Act. The amount that may be collected annually cannot exceed the amount that may be levied at the proposed Maximum Assessment Rate, which is presented in this Report, and to the property owners of record in a balloting process.



## Part III – ESTIMATE OF IMPROVEMENT COSTS

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### Description of Budget Items

The following provides a brief description of the line items on the District Budget that follows.

#### Expenditures:

**Operation and Maintenance:** The estimated annual costs associated with the operation and maintenance of the improvements, including, maintenance wages and supplies.

**Capital Improvements:** An estimate of funds required annually for costs associated with the design and construction of new improvements, as well as costs of major rehabilitation projects of existing facilities. These funds may be used for debt service or to build a reserve for projects to occur over the life of the assessment.

**Incidental Expenses:** The estimated annual costs related to administration of the assessment, such as contracting with professionals to provide legal, or engineering services for preparation of the annual report and resolutions; conducting noticing or balloting; creation and submission of the annual levy; County Fees for the collection of assessments; and similar administrative costs.

#### Revenues:

**General Benefit Funding:** These are funds to be contributed by the McKinleyville CSD for the portion of the District Budget determined to be General Benefit. These funds are from revenue sources available to the CSD other than the Measure B Maintenance Assessment District assessments.

**Non-Taxable Property Adjustment:** Funds to be contributed by the McKinleyville CSD from other revenue sources to pay the calculated assessment obligation for benefiting non-taxable parcels. As noted previously, 106 parcels representing 154.09 EBU are currently identified as non-taxable parcels and the assessments for these parcels cannot be collected on the tax rolls. Therefore, in addition to other contributions, the CSD will annually pay the assessment obligation for the identified non-taxable parcels that receive special benefits.

**Measure B Special Benefit Assessments:** The proportional special benefit obligation and proposed annual assessment revenue calculated for the Measure B Maintenance Assessment District. This amount divided by the Total Equivalent Benefit Units calculated for all benefiting parcels establishes the proposed maximum annual assessment rate ("Assessment Rate per EBU").

#### Measure B Fund Balance (Capital/Rehabilitation Improvements):

Provides a summary of District funds being collected and/or spent for capital improvement projects, major rehabilitation projects or to build a reserve for such projects over the life of the assessments. The fund balance incorporates and includes the amount of any surplus or deficit in the improvement fund to be carried over from a previous fiscal year. The amount collected for capital improvements, and the amount spent will not match, since funds collected for Capital Improvement projects are generally spread over many years, depending on the life of the improvement.

## District Budget

The following Budget shows the full estimated annual cost of the improvements and facilities for Fiscal Year 2024/2025 that will be partially funded with the proposed assessment. The total special benefit assessment amount to be collected for the improvements is based on the following budget information.

McKinleyville CSD Fiscal Year 2024/2025 Proposed Measure B District Budget			
	Total	General Benefit (50% of O&M)	Special Benefit (50% of O&M)
<b>Expenses:</b>			
<b>Operation and Maintenance (O&amp;M):</b>			
Park Enhancements	\$202,500	\$101,250	\$101,250
Indoor Facilities	131,700	65,850	65,850
Trails	13,700	6,850	6,850
Undeveloped Property	3,000	1,500	1,500
Future Parks & Facilities (BMX Track & Park / Community Forest)	150,000	75,000	75,000
<b>O&amp;M Sub-total:</b>	<b>\$500,900</b>	<b>\$250,450</b>	<b>\$250,450</b>
<b>Capital Improvements / Future Rehabilitation Projects <sup>(1)</sup></b>	<b>\$458,500</b>	<b>\$0</b>	<b>\$458,500</b>
<b>Total Program Budget</b>	<b>\$959,400</b>	<b>\$250,450</b>	<b>\$708,950</b>
<b>Other Expenses</b>			
Measure B Incidental Expenses	\$14,350	\$7,175	\$7,175
<b>Other Expenses (Sub-total)</b>	<b>\$14,350</b>	<b>\$7,175</b>	<b>\$7,175</b>
<b>Total Annual Expenses</b>	<b>\$973,750</b>	<b>\$257,625</b>	<b>\$716,125</b>
<b>Revenue:</b>			
General Benefit Funding	\$257,625	\$257,625	\$0
Non-Taxable Parcel Special Benefit Coverage (from CSD) <sup>(2)</sup>	14,466	0	14,466
Measure B Special Benefit Assessment	701,659	0	701,659
	<b>\$973,750</b>	<b>\$257,625</b>	<b>\$716,125</b>
<b>Measure B Special Benefit Assessment</b>			
Assessable Parcels			5,844
Equivalent Benefit Units			7,618.38
Applied Rate per EBU (Special Benefit Total / EBUs)			\$94.00
Balloted Maximum Rate per EBU <sup>(3)</sup>			\$94.00
<b>Measure B Fund Balance</b>			
Estimated Beginning Balance as of July 1, 2024 <sup>(4)</sup>	(\$700,000)		
Estimated Fund Collection <sup>(5)</sup>	0		
Estimated Ending Fund Balance as of June 30, 2025	(\$700,000)		

<sup>(1)</sup> The amount budgeted for Capital Improvements is collected for future Improvement / Rehabilitation Projects as well as funding for the design, acquisition, construction of future facilities, including, but not limited to the repayment of any future debt service issued and/or loan(s); and includes projects dependent on grant funding, which may not be awarded or received as planned.

<sup>(2)</sup> Contribution from the CSD general fund to cover the amount that would otherwise be assessed against non-taxable parcels.

<sup>(3)</sup> The Maximum Assessment Rate established in this budget of \$94 per EBU is subject to an annual inflationary adjustment.

<sup>(4)</sup> The Estimated Beginning Fund Balance as of July 1, 2024 is (\$700,000). In prior years the District has been supported by General Benefit Fund contributions. The Balloted Increase in rates is being initiated to address the annual shortfalls.

<sup>(5)</sup> At the proposed rate of \$94 per EBU, the CSD will fund current year capital improvements and in future years collect operational and rehabilitation reserves to bring the fund balance positive.

## Annual Inflationary Adjustment

It is recognized that the cost of providing for the improvements described in Plans and Specifications of this Report will inevitably increase over time as a result of inflation and that any “new or increased assessments” require certain noticing and balloting requirements pursuant to Article XIII D of the California Constitution (Proposition 218). However, Government Code Section 54954.6(a) provides that a “new or increased assessment” does not include “an assessment which does not exceed an assessment formula or range of assessments...previously adopted by the agency or approved by the voters in the area where the assessment is imposed.” This definition of a or increased assessment is reaffirmed in the Proposition 218 Omnibus Implementation Act, Government Code Section 53753.5.

In order to assure that the improvement funding is sufficient in the future to address the ongoing maintenance and replacement cost increases that naturally occur over time due to inflation, the special benefit assessments being presented to the property owners in the ballot proceeding conducted in connection with this Report includes an annual inflationary adjustment (assessment range formula). This inflationary adjustment formula provides for the Fiscal Year 2024/2025 maximum assessments (initial maximum assessment rate) established herein for the Balloted District to increase by an amount equal to difference between the Local Consumer Price Index (CPI) for “All Urban Consumers” for San Francisco-Oakland-Hayward Area index for December to December (Annually).

The adoption of the maximum assessment rates and the Assessment Range Formula described herein does not mean that the annual assessments will necessarily increase each fiscal year, nor does it absolutely restrict the assessments to the annually adjusted maximum assessment rates. Although the maximum assessment rates that may be levied shall be increased each fiscal year, the actual amount to be assessed will be based on the Balance to Levy for that fiscal year. If the calculated assessment is less than the adjusted maximum assessment, then the calculated assessment may be approved by the CSD Board for collection. If the calculated assessment (based on the proposed budget) is greater than the adjusted maximum assessment for that fiscal year, then the assessment would be considered an increased assessment and would require property owner approval through another protest ballot proceeding before imposing such an increase. Otherwise, it would be necessary to reduce the budget or provide a contribution from the CSD to reduce the Balance to Levy (amount to be assessed) to an amount that can be supported by an assessment rate less than or equal to the adjusted maximum assessment rate authorized for that fiscal year.

The Assessment Range Formula shall be applied to the maximum assessment rate established in the Report beginning in Fiscal Year 2025/2026 and shall be applied in each subsequent fiscal year unless the CSD Board formally suspends its application.

## Assessment Calculations

Applying the method of apportionment outlined in Part II of this Report and the budget estimates for Fiscal Year 2024/2025 results in the following calculation of assessments:

$$\mathbf{\$716,125 \div 7,618.38 \text{ EBUs} = \$94.00 \text{ per EBU}}$$

Therefore, a single benefit unit or the Annual Assessment Rate for Fiscal Year 2024/2025 (Applicable to a typical Residential Dwelling Unit) will be \$94.00.

### Assessment Summary

Total Measure B Special Benefit Assessments		\$ 716,125.00
Total Equivalent Benefit Units	÷	7,618.38
<b>Assessment Rate per EBU</b>		<b>\$ 94.00</b>

### Assessment Breakdown of Non-Taxable Properties

EBU of Non-Taxable Properties		154.09
Assessment Rate per EBU	x \$	94.00
<b>Non-Taxable Property Adjustment <sup>(1)</sup></b>		<b>\$ 14,484.40</b>

### Assessment Breakdown of Taxable Properties

Total Equivalent Benefit Units		7,618.38
EBU of Non-Taxable Properties <sup>(1)</sup>	-	154.09
Equivalent Benefit Units Levied on Tax Rolls		7,464.29
Balance to be collected on Tax Rolls		\$ 701,659.03
Equivalent Benefit Units Levied on Tax Rolls	÷	7,464.29
<b>Assessment Rate per EBU</b>		<b>\$ 94.00</b>

<sup>(1)</sup> This number represents the combined assessment amount and EBUs that will not be assessed on the County tax rolls. These parcels (which are non-taxable parcels generally owned by government agencies) are currently identified as properties that will not be assessed on the County tax rolls. Because the proportional special benefit obligation for these parcels will not be collected on the tax rolls, the CSD will annually pay from its general fund an amount equal to the assessment obligation that would otherwise accrue to these parcels.

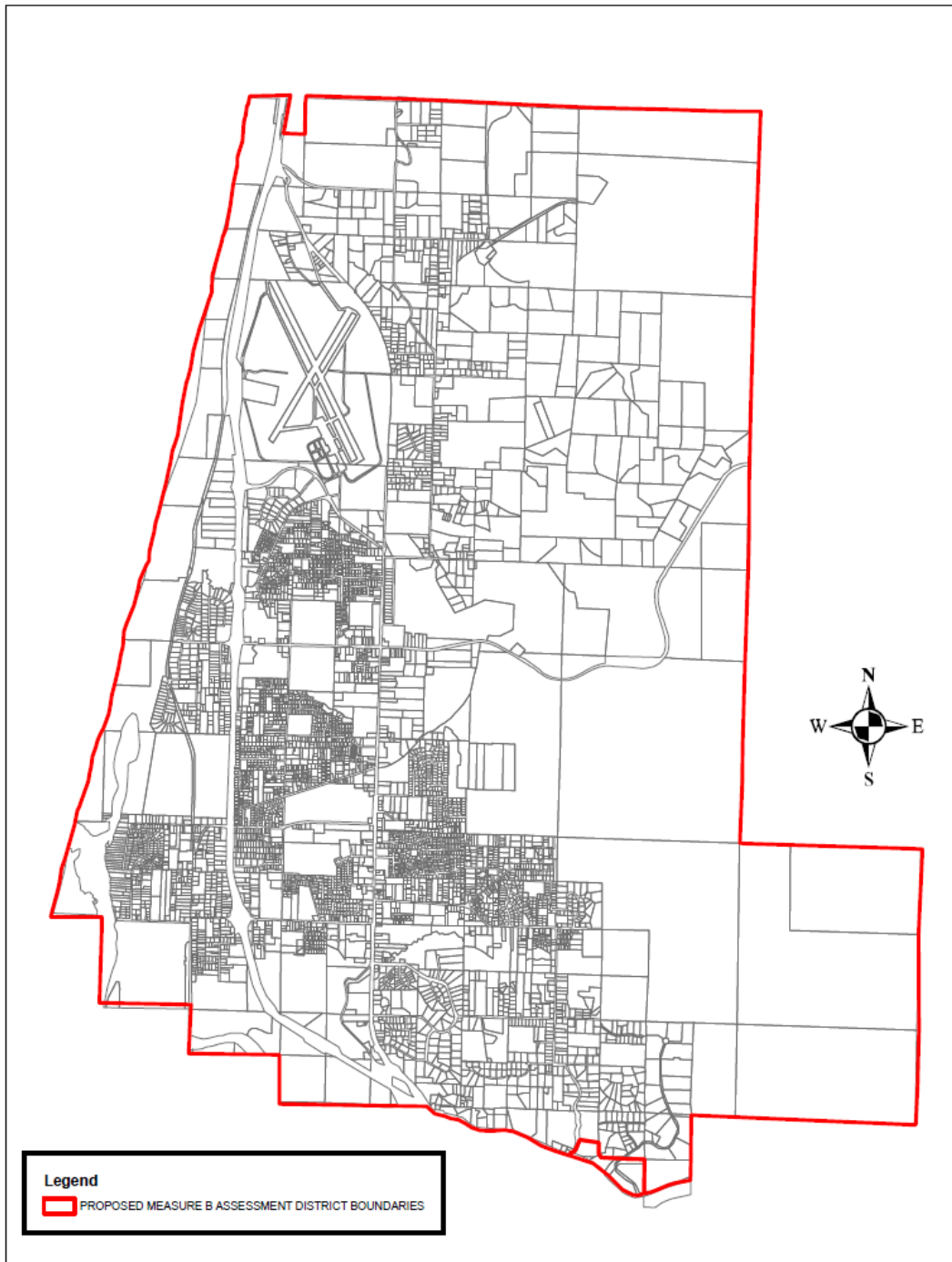
## ***Part IV – DISTRICT DIAGRAM***

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The following is a Diagram showing the boundaries of the McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities, which is coterminous with the McKinleyville CSD boundaries. The dimensions of all lots, parcels and subdivisions of land within the District are the same as the lines and dimensions of the parcels shown on the Humboldt County Assessor’s Parcel Maps (APN Maps) and by reference these Maps are made part of this Report and Assessment Diagram as they existed at the time of the passage of the Resolution of Intention. Each of the subdivisions of land, parcels, or lots on the Assessment Diagram subject to the annual assessment are identified by an Assessor’s parcel Number (APN) by the Humboldt County Assessor’s and these APNs corresponds with the assessment number shown on the Assessment Roll (Part V of this Report).

The Boundary Map and Assessment Diagram in a reduced-scale format follows.

# McKinleyville CSD Proposed Boundaries of Measure B Assessment District



## ***Part V – ASSESSMENT ROLL***

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Parcel identification for each lot or parcel within the District, shall be the parcel as shown on the Humboldt County Secured Roll for the year in which the Report is prepared and reflective of the Assessor's Parcel Maps. A complete listing of the parcels within this District, along with each parcel's assessment amount to be levied for Fiscal Year 2023/2024 is provided under Appendix D ("Proposed Annual Assessments").

These assessments will be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2024/2025. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the Fiscal Year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be recalculated based on the method of apportionment and assessment rates as approved herein by the McKinleyville CSD Board of Directors.

## APPENDIX A: TOTAL PROGRAM BUDGET DETAIL

Below is the Total Program Budget, a portion of which will be funded by the Measure B Assessment District assessments, with the remainder being funded by other revenue sources.

	Maintenance Wages	Maintenance Supplies	Planned Capital Improvement Funding	Totals
<b>PARK ENHANCEMENTS</b>				
Pierson Park	\$ 30,000	\$ 21,000	\$ -	\$ 51,000
Hiller Park West	51,000	5,500	-	56,500
Hiller Sports Complex	70,000	25,000	-	95,000
<i>subtotal:</i>	<b>\$ 151,000</b>	<b>\$ 51,500</b>	<b>\$ -</b>	<b>\$ 202,500</b>
<b>INDOOR FACILITIES</b>				
Azalea Hall	\$ 25,000	\$ 30,000	\$ 181,000	\$ 236,000
McKinleyville Activity Center	12,000	14,500	-	26,500
Teen/Community Center (2)	10,000	20,000	127,500	157,500
Library	6,500	3,000	-	9,500
Law Enforcement Facility	6,700	4,000	-	10,700
<i>subtotal:</i>	<b>\$ 60,200</b>	<b>\$ 71,500</b>	<b>\$ 308,500</b>	<b>\$ 440,200</b>
<b>TRAILS</b>				
School Road Trail	\$ 5,000	\$ -	\$ -	\$ 5,000
Hiller Loop Trail	6,500	1,000	-	7,500
Other Trails	1,200	-	-	1,200
<i>subtotal:</i>	<b>\$ 12,700</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 13,700</b>
<b>UNDEVELOPED PROPERTY</b>				
River Property	\$ 1,200	\$ -	\$ -	\$ 1,200
Hewitt Ranch	1,800	-	-	1,800
<i>subtotal:</i>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>
<b>FUTURE PARKS &amp; FACILITIES <sup>(1)</sup></b>				
BMX Track & Park	\$ 21,000	\$ 9,000		\$ 30,000
Community Forest	100,000	20,000	150,000	270,000
<i>subtotal:</i>	<b>\$ 121,000</b>	<b>\$ 29,000</b>	<b>\$ 150,000</b>	<b>\$ 300,000</b>
<b>Grand Totals:</b>	<b>\$ 347,900</b>	<b>\$ 153,000</b>	<b>\$ 458,500</b>	<b>\$ 959,400</b>

<sup>(1)</sup> Future Parks & Facilities includes funds being collected for future Renovations/Rehabilitation Projects as well as funding for the design, acquisition, construction, operation and maintenance (wages and/or supplies) of future District facilities. These expenses may include repayment of any future debt service issued and/or loan(s) utilized to finance such improvements.



## APPENDIX B: Teen Center Lease Financing

Bond Debt Service  
McKinleyville Community Services District  
2014 Lease Financing

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
5/1/2015	36,228	3.550%	29,549.96	65,777.96	
11/1/2015	36,229	3.550%	25,430.44	61,659.44	127,437.40
5/1/2016	39,279	3.550%	24,787.38	64,066.38	
11/1/2016	39,281	3.550%	24,090.18	63,371.18	127,437.56
5/1/2017	40,687	3.550%	23,392.94	64,079.94	
11/1/2017	40,687	3.550%	22,670.74	63,357.74	127,437.68
5/1/2018	42,144	3.550%	21,948.55	64,092.55	
11/1/2018	42,144	3.550%	21,200.49	63,344.49	127,437.04
5/1/2019	43,654	3.550%	20,452.44	64,106.44	
11/1/2019	43,654	3.550%	19,677.58	63,331.58	127,438.02
5/1/2020	45,218	3.550%	18,902.72	64,120.72	
11/1/2020	45,217	3.550%	18,100.10	63,317.10	127,437.82
5/1/2021	46,837	3.550%	17,297.50	64,134.50	
11/1/2021	46,837	3.550%	16,466.14	63,303.14	127,437.64
5/1/2022	48,514	3.550%	15,634.79	64,148.79	
11/1/2022	48,515	3.550%	14,773.66	63,288.66	127,437.45
5/1/2023	50,252	3.550%	13,912.52	64,164.52	
11/1/2023	50,252	3.550%	13,020.55	63,272.55	127,437.07
5/1/2024	52,052	3.550%	12,128.58	64,180.58	
11/1/2024	52,052	3.550%	11,204.65	63,256.65	127,437.23
5/1/2025	53,916	3.550%	10,280.73	64,196.73	
11/1/2025	53,917	3.550%	9,323.72	63,240.72	127,437.45
5/1/2026	55,847	3.550%	8,366.69	64,213.69	
11/1/2026	55,848	3.550%	7,375.41	63,223.41	127,437.10
5/1/2027	57,848	3.550%	6,384.11	64,232.11	
11/1/2027	57,848	3.550%	5,357.31	63,205.31	127,437.42
5/1/2028	59,920	3.550%	4,330.50	64,250.50	
11/1/2028	59,920	3.550%	3,266.92	63,186.92	127,437.42
5/1/2029	62,066	3.550%	2,203.34	64,269.34	
11/1/2029	62,066	3.550%	1,101.67	63,167.67	127,437.01
	1,468,929		442,632.31	1,911,561.31	1,911,561.31

## APPENDIX C: Non-Taxable Special Benefit Assessments

The following proposed non-taxable assessments will not be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2024/2025. These amounts will be covered by a General Fund contribution from the CSD.

Assessor's Parcel Number	EBU	Land Use	Special Benefit Assessment <sup>(1)</sup>	Applied Charge
507-061-007-000	0.33	8000	\$31.02	\$0.00
507-141-001-000	0.33	8000	31.02	0.00
507-141-033-000	0.33	8000	31.02	0.00
507-141-034-000	0.33	8000	31.02	0.00
508-021-006-000	0.33	8000	31.02	0.00
508-021-007-000	0.33	8000	31.02	0.00
508-031-001-000	0.33	8000	31.02	0.00
508-041-006-000	0.33	8000	31.02	0.00
508-051-010-000	0.33	8000	31.02	0.00
508-081-034-000	0.33	8000	31.02	0.00
508-091-038-000	0.33	8000	31.02	0.00
508-211-051-000	0.33	8000	31.02	0.00
508-211-055-000	0.33	8000	31.02	0.00
508-211-057-000	0.33	8000	31.02	0.00
508-224-036-000	0.33	8000	31.02	0.00
508-224-038-000	0.33	8000	31.02	0.00
508-224-039-000	0.33	8000	31.02	0.00
508-224-048-000	0.33	8000	31.02	0.00
508-242-043-000	0.33	8000	31.02	0.00
508-371-027-000	0.33	8000	31.02	0.00
509-021-046-000	0.33	8000	31.02	0.00
509-021-047-000	0.33	8000	31.02	0.00
509-021-054-000	0.33	8000	31.02	0.00
509-171-061-000	0.33	8000	31.02	0.00
509-191-031-000	2.31	8000	217.14	0.00
509-191-047-000	0.33	8000	31.02	0.00
510-091-030-000	50.00	2515	4,699.98	0.00
510-091-048-000	0.33	8000	31.02	0.00
510-101-079-000	0.33	8000	31.02	0.00
510-101-080-000	0.33	8000	31.02	0.00
510-151-023-000	24.00	6001	2,255.99	0.00
510-161-002-000	3.75	8000	352.50	0.00
510-161-003-000	3.75	8000	352.50	0.00
510-211-079-000	0.33	8000	31.02	0.00
510-211-081-000	0.33	8000	31.02	0.00
510-221-002-000	0.33	8000	31.02	0.00
510-271-015-000	0.33	8000	31.02	0.00
510-271-077-000	0.33	8000	31.02	0.00
510-271-079-000	0.33	8000	31.02	0.00
510-281-023-000	0.33	8000	31.02	0.00
510-341-031-000	0.33	8000	31.02	0.00
510-341-032-000	3.75	8000	352.50	0.00

510-341-034-000	0.33	8000	31.02	0.00
510-372-005-000	0.33	8000	31.02	0.00
510-451-043-000	0.33	8000	31.02	0.00
510-461-052-000	0.33	8000	31.02	0.00
510-461-053-000	0.33	8000	31.02	0.00
510-461-054-000	0.33	8000	31.02	0.00
511-011-001-000	0.33	8000	31.02	0.00
511-011-003-000	0.33	8000	31.02	0.00
511-011-005-000	0.33	8000	31.02	0.00
511-011-008-000	0.33	8000	31.02	0.00
511-011-015-000	0.33	8000	31.02	0.00
511-011-016-000	0.33	8000	31.02	0.00
511-061-001-000	0.33	8000	31.02	0.00
511-061-005-000	0.33	8000	31.02	0.00
511-071-005-000	3.75	8000	352.50	0.00
511-082-003-000	0.33	8000	31.02	0.00
511-082-004-000	1.00	8000	94.00	0.00
511-082-007-000	0.33	8000	31.02	0.00
511-082-008-000	0.33	8000	31.02	0.00
511-082-009-000	0.33	8000	31.02	0.00
511-082-010-000	0.33	8000	31.02	0.00
511-084-002-000	0.33	8000	31.02	0.00
511-084-003-000	0.33	8000	31.02	0.00
511-111-023-000	0.33	8000	31.02	0.00
511-111-025-000	0.33	8000	31.02	0.00
511-111-060-000	0.33	8000	31.02	0.00
511-121-001-000	0.33	8000	31.02	0.00
511-121-002-000	3.75	8000	352.50	0.00
511-202-001-000	3.75	8000	352.50	0.00
511-241-008-000	7.00	8000	658.00	0.00
511-241-022-000	6.00	8000	564.00	0.00
511-261-003-000	0.33	8000	31.02	0.00
511-291-015-000	0.33	8000	31.02	0.00
511-291-016-000	0.33	8000	31.02	0.00
511-291-017-000	0.33	8000	31.02	0.00
511-291-024-000	0.33	8000	31.02	0.00
511-291-025-000	0.33	8000	31.02	0.00
511-291-026-000	0.33	8000	31.02	0.00
511-291-036-000	0.33	8000	31.02	0.00
511-291-038-000	3.75	8000	352.50	0.00
511-301-001-000	0.33	8000	31.02	0.00
511-301-018-000	0.33	8000	31.02	0.00
511-301-019-000	0.33	8000	31.02	0.00
511-301-020-000	0.33	8000	31.02	0.00
511-331-001-000	0.33	8000	31.02	0.00
511-331-002-000	0.33	8000	31.02	0.00
511-331-004-000	0.33	8000	31.02	0.00
511-331-005-000	0.33	8000	31.02	0.00
511-341-001-000	0.33	8000	31.02	0.00
511-341-002-000	0.33	8000	31.02	0.00
511-341-004-000	0.33	8000	31.02	0.00

511-341-007-000	0.33	8000	31.02	0.00
511-341-040-000	0.33	8000	31.02	0.00
511-341-041-000	0.33	8000	31.02	0.00
511-351-001-000	0.33	8000	31.02	0.00
511-351-002-000	0.33	8000	31.02	0.00
511-351-005-000	0.33	8000	31.02	0.00
511-351-007-000	0.33	8000	31.02	0.00
511-351-009-000	3.75	8000	352.50	0.00
511-351-010-000	3.75	8000	352.50	0.00
511-381-025-000	0.33	8000	31.02	0.00
511-441-041-000	0.33	8000	31.02	0.00
511-443-008-000	0.33	8000	31.02	0.00
511-450-030-000	0.33	8000	31.02	0.00
<b>Total</b>	<b>154.09</b>		<b>\$14,484.40</b>	<b>\$0.00</b>
<b>Parcel Count</b>				<b>106</b>

<sup>(1)</sup> These assessment amounts represent the calculated special benefit assessment for the parcels identified as non-taxable or otherwise not assessed. These assessment amounts shall be paid by a contribution from McKinleyville CSD general fund.

## ***APPENDIX D: Proposed Annual Assessments***

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The following proposed assessments for each parcel within the District will be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2024/2025. If any parcel listed herein for collection is identified by the County Auditor/Controller to be an invalid parcel number for the Fiscal Year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be recalculated based on the method of apportionment and assessment rates as approved herein by the McKinleyville CSD Board of Directors.

The Preliminary Assessment Roll has been provided under separate cover.

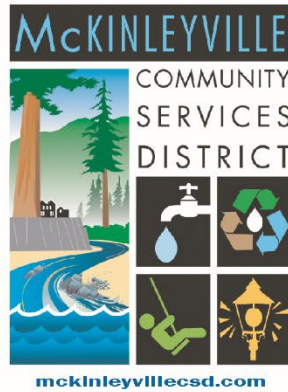
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**PHYSICAL ADDRESS:**

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

**RELEASE DATE:** Thursday, Sept. 7, 2023

**RUN DATE:** Friday, Sept. 8, 2023

**FROM:** MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
PAT KASPARI, GENERAL MANAGER  
(707) 839-3251

**SUBJECT:** NOTICE OF PUBLIC HEARING FOR MEASURE B  
MAINTENANCE ASSESSMENT DISTRICT –  
RENEWAL FOR PARKS, OPEN SPACE, AND  
RECREATION FACILITIES

McKinleyville, CA –

In 1991, Measure B was passed by voters, authorizing the McKinleyville CSD (MCSD or CSD) to collect annual assessments in order to construct a new community center, to purchase land for sports fields and to provide for the maintenance and operation of park and recreational facilities. The 1991 Measure B Maintenance Assessment District (the “District”) was formed to levy and collect annual assessments on the County tax rolls pursuant to the Landscape and Lighting Act of 1972 for a period of twenty (20) years. With the original Measure B Assessment District and assessments set to expire (sunset) in 2012, the continued operation and maintenance of the park and recreational improvements and facilities provided to the community by the CSD – including the McKinleyville Activity Center, Hiller Sports Complex and Azalea Hall – would have been jeopardized. Therefore, in 2010, the McKinleyville CSD Board of Directors (“Board” or “Board of Directors”) initiated proceedings to reestablish a special benefit assessment district within the CSD designated as the:

**McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities**

for the purpose of providing and continuing a stable revenue source, coupled with available grants and donations from other sources, to fund the ongoing operation, maintenance, expansion, enhancement, construction, renovation and rehabilitation of the MCSD parks and recreational improvements including parks, wilderness parklands, open space, trails, sports facilities, recreation and activity centers and facilities, including incidental expenses and debt services for any bond(s), loans or other repayment plans incurred to finance capital improvements (collectively referred to as “Improvements”) that provide special benefits to properties within the CSD. The Board of Directors proposed to form (reestablish)

the Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities (“District”), and to levy and collect annual assessments on the County tax rolls to fund in whole or in part the improvements including related debt service on bonds that may be issued or loan agreements to finance the authorized improvements.

For the past several years, the District revenue collections have been insufficient to cover the operational and maintenance costs for the improvements maintained by the CSD, such that the District is carrying a negative fund balance. Therefore, the CSD has proposed an increased assessment, and the addition of an annual inflationary adjustment to the maximum rate. To better align with the CSD’s purpose, and to fund the maintenance and operations of the wide range of improvements more adequately, **the McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities** increased assessment is proposed to be established pursuant to the Landscaping and Lighting Act of 1972 (Sts. & Hy. Code, sec. 22500 et seq.), and additionally The Improvement Act of 1911 (Sts. & Hy. Code sec. 5000, et. Seq.) and The Improvement Act of 1913 (Sts. & Hy. Code sec. 10000, et. seq.) (See Gov. Code, secs. 61122 & 61129. The proposed new assessment will fund:

- Maintaining the building housing the Sheriff’s Facility in McKinleyville
- Keeping park restrooms open and clean
- Keeping the Senior Center open and maintained
- Maintaining Azalea Hall, the Library, our Teen & Community Center and Activity Center
- Maintaining playfields and playgrounds in all parks
- Other community services

On September 6, 2023 the Board adopted Resolution 2023-18 which authorizes the preparation of the Engineer’s Report for the establishment of the increased assessment; and Resolution 2022-19 which accepts the Engineering Report, sets the date for the public hearing, and authorized balloting on the Measure.

The Engineer’s Report anticipates that Measure B collections from the existing 5,738 taxable parcels in the assessment district that benefit from the improvements, and based on a proposed assessment rate of \$94 per equivalent benefit unit year, the assessment revenue to be levied and collected on the tax rolls will be approximately \$701,660. This assessment revenue represents approximately 26% of the total estimated \$2,745,010 budgeted for Fiscal Year 2023/2024 to fund the operation and maintenance of MCSD’s parks and recreation facilities. The District will use grants and other funding sources to pay for the remainder of this budget. A more detailed description of the proposed improvements, budget and assessment can be found in the Engineer’s Report, which is on file with the District and available for public inspection. By law, Assessment District revenues can only be spent for the purposes stated. The District will conduct annual financial audits to ensure that revenues are expended as authorized.

In accordance with Chapter 3 Section §22626 of the 1972 Act, notice of the public hearing shall be given by causing such notice to be published one time in a newspaper of general



circulation at least 10 days prior to the date of hearing pursuant to Chapter 1, Article 3 Sections 22552 and 22553 of the Act

On Wednesday, November 1, 2023, at 6:00 p.m., the Board of Directors of the McKinleyville Community Services District will hold a public hearing on the assessment at the following telephonic and electronic locations:

Azalea Hall  
1620 Pickett Road  
McKinleyville, California

or

ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>)  
DIAL IN TOLL FREE: 1-888-788-0099

If you have questions about this notice or the assessment, please contact Pat Kaspari at (707) 839-3251.

#####  
(End)

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**ASSESSMENT BALLOT**

McKinleyville needs to keep up with current resident needs. The purpose of the proposed Measure B renewal and increased assessment is to:

- Maintain the facility housing the Humboldt County Sheriff's Office in McKinleyville;
- Provide services to keep park restrooms open and clean;
- Keep the Senior Center open and maintained;
- Maintain ballfields, playfields, and playgrounds in all parks;
- Maintain facilities such as: the McKinleyville branch of the Humboldt County Library, Azalea Hall, the Teen and Community Center, and the Activity Center.

The proposed assessment would renew Measure B, our locally controlled funding that the State cannot take away, at the \$94 rate per year with cost-of-living adjustments until ended by voters, providing over \$700,000 dollars annually, with independent citizens' oversight and annual audits. The assessment is calculated based on a District evaluation of Community service needs, the revenue needed to address those needs, and an allocation that reflects the benefit provided to each property.

This Assessment Ballot is for the use of the record owner of the parcel identified below, which parcel is located within the proposed McKinleyville Community Services District, Measure B Maintenance Assessment District Renewal ("Measure B Renewal"). Please advise the Board Secretary of the McKinleyville Community Services District at (707) 839-3251 if the name set forth below is incorrect and you are the new owner or if you are no longer the record owner of this parcel.

This Assessment Ballot may be used to express either support for or opposition to the proposed Measure B renewal and assessment increase. In order to be counted, this Assessment Ballot must be signed below by the record owner or by an authorized agent of the record owner. The Assessment Ballot must then be delivered to the Board Secretary, either by mail, or in person, as follows.

**Mail Delivery:** If delivered by mail, provide stamps for first class postage addressed to: Board Secretary, McKinleyville Community Services District, 1656 Sutter Road McKinleyville, CA, 95519. **IN ORDER TO BE COUNTED, BALLOT ENVELOPES MUST BE MARKED ON FRONT AS FOLLOWS: "ASSESSMENT BALLOT FOR MEASURE B RENEWAL AND INCREASED ASSESSMENT"**. A return envelope bearing this marking has been provided for your convenience. Please ensure that sufficient time is allowed for the postal service to deliver the ballot to the Board Secretary **by 5:00 p.m. November 1, 2023**. After such time, ballots can be returned by personal delivery as described below. If sufficient time for mailing is not allowed, there is a risk that the Assessment Ballot will not be received in time to be counted.

**Personal Delivery:** Completed ballots may be delivered in person to the Board Secretary's office at 1656 Sutter Road, McKinleyville, CA 95519, at any time up to 5:00 p.m. on November 1, 2023 or prior to the close of the public hearing on that date at the Board Meeting location, Azalea Hall, 1620 Pickett Road McKinleyville, CA, 95519.

**However delivered, the Assessment Ballot must be received by the Board Secretary by the close of the public hearing to be counted.**

TO CAST THIS BALLOT RETURN ONLY THE PORTION BELOW THIS LINE

**ASSESSMENT BALLOT**

Assessor's Parcel Number: <<APN (Formatted)>>  
Situs Address: <<SITUS Address>> << SITUS Street>>  
Maximum Assessment Amount: <<MAXIMUM ASSESSMENT>>

**Shall the Board of Directors of the McKinleyville Community Services District establish the proposed Measure B Assessment District Renewal, levy an increased assessment not to exceed the amount set forth above on the parcel identified, and proceed with the proposed public improvements?**

**YES**  
«BARCODE\_YES»

**NO**  
«BARCODE\_NO»

I hereby declare under penalty of perjury that I am the record owner of the above assessment parcel for which this Assessment Ballot is cast, or, if not the record owner, I am the duly authorized agent of the record owner for the purpose of casting this Assessment Ballot on behalf of the record owner.

**Date:** 2023

\_\_\_\_\_  
**Record Owner / Agent Signature**

\_\_\_\_\_  
**Property Street Address**

\_\_\_\_\_  
**Printed Name of Record Owner / Agent**

A property owner Assessment Ballot will not be tabulated if:

- the ballot received is a photocopy of an assessment ballot;
- the ballot is a form different than the form of ballot provided by the CSD;
- the ballot is (i) not signed (only one signature is required for properties owned by more than one individual); (ii) not signed under penalty of perjury; or (iii) not signed by a record owner or authorized representative;
- the ballot is submitted via e-mail or fax;
- the ballot is received after the close of the Public Hearing scheduled for 6:00 p.m. on November 1, 2023;
- the ballot is not marked with an identifiable “Yes” or “No”; or
- the ballot appears tampered with or otherwise invalid based upon its appearance, method of delivery or other circumstances known by the Tabulation Official.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

September 6, 2023

TYPE OF ITEM: **ACTION**

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**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 2, 2023 Regular Board Meeting and August 22, 2023 Special Meeting.

### **Discussion:**

The Draft minutes are attached for the above listed meeting. 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 2, 2022 Regular Meeting
- Attachment 2 – Draft Minutes from August 22, 2023 Special Meeting

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**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, AUGUST 2, 2023 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:

Greg Orsini, President	Pat Kaspari, General Manager
Scott Binder, Vice President	Joey Blaine, Board Secretary
James Biteman, Director	James Henry, Operations Director
David Couch, Director	Lesley Frisbee, Parks & Recreation Director
Dennis Mayo, Director (Remote via Zoom)	Nicole Alvarado, Finance Director
	Norman Schwenn, IT Technician

**Motion:** It was moved to allow Director Mayo to participate remotely per the guidance of AB 2449.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion Passed

**A.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 Binder; **Second:** Director Biteman

There were no comments from the Board or public.

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

**Motion Summary:** Motion Passed

**A.5 Closed Session Discussion**

There was no closed session.

**AGENDA ITEM B. PUBLIC HEARINGS:**

No public hearing scheduled.

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

No public comments were received.

**AGENDA ITEM D. CONSENT CALENDAR:**

**D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on June 7, 2023 and Special Meeting on June 12, 2023**

- D.2 Consider Approval of June 2023 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 (MCSD) and the McKinleyville Senior Center
- D.5 Consider Approval of Agreement between McKinleyville Union School District and the McKinleyville Community Services District for the Provision of After School Leaders to the 21st Century Community Learning Center After School Program at Dows Prairie Elementary School and Morris Elementary School
- D.6 Consider Adoption of Resolution 2023-13 Amending the McKinleyville Community Services District Records Retention Policy
- D.7 Consider Approval of Contract with LACO for Third Party Testing and Observation for 4.5MG Tank Construction
- D.8 Approve FY21-22 Single Audit
- D.9 Consider Approval of MOU to be executed with local school PTO’s for the provision of Dances for Humboldt County Middle School Students
- D.10 Consider Approval of Resolution 2023-16 Designating Subrecipient’s Authorized Agent for the Hazard Mitigation Grant Program and the Pre-Disaster Mitigation Program
- D.11 Consider Director Binder’s Attendance of the ACWA Region 1 Program And Tour, August 11, 2023 in Middletown, CA

General Manager Kaspari requested items D.1 and D.10 be pulled from the consent calendar.

Director Binder recused himself from voting on D.4 due to a conflict of interest, and asked that the item be pulled from the agenda so that he could abstain from voting.

**Motion:** It was moved to approve the Consent Calendar sans items D.1, D.4, and D.10.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion Passed

- D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on June 7, 2023 and Special Meeting on June 12, 2023

Board Secretary Blaine noted that a correction to the June 7, 2023 minutes was necessary under item E.7. The minutes read “**Motion Summary:** Motion Did Not Pass.” After amendment, the minutes were to read “**Motion Summary:** Motion passed.”

**Motion:** It was moved to approve to approve the minutes of the Board of Directors Regular Meeting on June 7, 2023 as amended and Special Meeting on June 12, 2023

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion Passed

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

**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 Couch; **Second:** Director Biteman

There were no comments from the Board or public.

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

**Motion Summary:** Motion Passed.

**D.10 Consider Approval of Resolution 2023-16 Designating Subrecipient's Authorized Agent for the Hazard Mitigation Grant Program and the Pre-Disaster Mitigation Program**

General Manager Kaspari noted the resolution had been amended to reflect the wording required by FEMA and designate General Manager as well as the Finance Director and Board President as authorized agents for the District.

**Motion:** It was moved to approve Resolution 2023-16, as amended.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion Passed

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

Items below are in the order in which they took place.

**E.1 Consider Adoption of Resolution 2023-14 Recognizing, Honoring, and Commending Brad Hayman for Ten (10) Years of Service**

Parks and Recreation Director Frisbee gave an overview of the item and read Resolution 2023-14 into the record.

Board members and staff gave their personal thanks for Brad's service to MCSD.

Brad Hayman expressed appreciation for his time of employment at MCSD.

**Motion:** It was moved to adopt Resolution 2023-14 recognizing and honoring Brad Hayman for his ten years of service to the McKinleyville Community Services District.

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

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

**Motion Summary:** Motion Passed

**E.2 Recognition of Staff Accomplishments from 2022-23 and Introduction of New District Staff Members (Information)**

General Manager Kaspari overviewed the item.

The Board welcomed new staff and congratulated those promoted.

Finance Director Alvarado commended promoted and new staff.

Lisa Dugan, McKinleyville resident, commended the Board on the kindness and approachability of staff.

David Baldosser, MCSD Customer Service Supervisor, congratulated promoted staff on their accomplishments and welcomed new staff.

This was an information only item. No action taken.

### **E.3 Consider Release of Response to Humboldt County Civil Grand Jury Report on Incorporation**

General Manager Kaspari reviewed the item.

Legal Counsel Gans explained that he had conferred with County counsel and confirmed that there was minimal concern regarding a violation of confidentiality if the Board continued moving forward with staff recommendation.

Director Mayo commented on the content of the Grand Jury report.

President Orsini and Director Binder highlighted the importance and Board priority of transparency.

**Motion:** To release the MCSD response to the Humboldt County Civil Grand Jury Report on Incorporation.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion Passed

### **E.4 Consider Topics for Joint McKinleyville Municipal Advisory Committee (MMAC) and MCSD Board Meeting in October (Action)**

General Manager Kaspari overviewed the item.

Director Mayo suggested the discussion topic of traffic circulation on Central Avenue.

Director Biteman suggested the discussion topic of clarity of the role of MMAC and the relationship between MMAC and MCSD in the governance of McKinleyville.

Lisa Dugan, Chair of the MMAC, gave public comment and reviewed the MMAC's mission.

**Motion:** To bring the topics of potential McKinleyville incorporation, MCSD Measure B Reauthorization to support Parks and Recreation, traffic circulation on Central Ave, bringing McKinleyville's voice to County issues, and the roll of MMAC and the relationship between MMAC and MCSD in Governance of McKinleyville to the Joint MMAC and MCSD Board Meeting in October.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion Passed

### **E.6 Consider Approval of Naming of a Portion of the Baduwa't Public Access Project in Memory of Former Board Director George Wheeler (Action)**

General Manager Kaspari reviewed the item.

The Board reviewed Director Wheeler's legacy and considered the merits of the proposed naming.

Meghan O'Brien, McKinleyville resident, commented on Director Wheeler's legacy and shared a similar message from resident Joyce King.

John Corbett, McKinleyville resident, encouraged the consultation of both the Wiyot and Yurok tribes. He also commented on Director Wheeler's merit.

Jennifer Wheeler, McKinleyville resident and Director Wheeler's wife, spoke about Director Wheeler's lifelong public service.

Lisa Dugan, McKinleyville resident, spoke on the inspiration Director Wheeler was to the community.

President Orsini reflected on his relationship with Director Wheeler during his time as MCSD's General Manager.

**Motion:** To approve resolution 2023-15, plant native trees and erect a sign in memory of Director George Wheeler on a portion of the Baduwa't Public Access Project.

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

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

**Motion Summary:** Motion Passed

#### **E.5 Consider the Regular Board Meeting Dates, Time, and Location for the 2024 Calendar Year (Information)**

This was an information only item. No action taken.

#### **E.7 Review and Discuss Annual Board Self-Evaluation (Information/Discuss)**

President Orsini prompted the Board members to individually describe what excited and prompted them to join the Board. A subsequent discussion took place.

Director Biteman expressed concern the MCSD's role may not be clear to the community and would like to think of how to change that as a Board. President Orsini challenged the Board Members to bring two ideas on how to inform the Public of the District's roll in McKinleyville to the next Strategic Planning meeting.

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

### **AGENDA ITEM F. REPORTS**

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

- a. **Parks and Recreation Committee (Binder/Biteman):** Did not attend.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Director Biteman gave a brief report.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Biteman):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini gave a brief report on the activities of MMAC.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Did not meet.

## F.2 LEGISLATIVE AND REGULATORY REPORTS

### F.3 STAFF REPORTS

- a. **Finance and Administration Department (Nicole Alvarado):** Finance Director Alvarado gave a brief update on the success of transferring funds from CalTrust to California Class.
- b. **Operations Department (James Henry):** Operations Director James Henry had nothing further to add to his written report.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director Lesley Frisbee noted that the PARC changed their meeting to the 3<sup>rd</sup> Wednesday of the month.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari highlighted that a significant portion of the cost savings reported represent real cash savings. He also gave a brief update on the 4.5 MG Tank project and the Central Ave Mainline Rehabilitation project.

### F.4 PRESIDENT'S REPORT:

No report.

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

None

### G. ADJOURNMENT:

Meeting Adjourned at 8:37 p.m.

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Joey Blaine, Board Secretary

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, AUGUST 22, 2023 AT 2:00 P.M. IN PERSON AT THE DISTRICT OFFICE CONFERENCE ROOM – 1656 SUTTER ROAD, MCKINLEYVILLE, CALIFORNIA**

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

The meeting was called to order at 2:00 p.m. with the following Directors and staff in attendance in person at the District Office Conference Room:

Greg Orsini, President	Pat Kaspari, General Manager
Scott Binder, Vice President	Joey Blaine, Board Secretary
James Biteman, Director	Lesley Frisbee, Parks & Recreation Director
David Couch, Director	Russell Gans, Legal Counsel (via telephone)
Dennis Mayo, Director	

**AGENDA ITEM B. CLOSED SESSION DISCUSSION:**

**B.1 Closed Session**

The Board entered into Closed Session at 2:10 p.m. to discuss CONFERENCE WITH LEGAL COUNSEL - Anticipated Litigation (Government Code § 54956.9(d)(2)) Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One (1) case, injury claimant: Cari McCormick. Closed session ended at 2:33 p.m.

**B.2 Report out of Closed Session**

General Manager Kaspari gave the following report out of closed session: A motion by Director Couch with a second by Director Mayo was made to reject the claim with all members of the Board (Binder Biteman, Couch, Mayo and Orsini) in favor as recorded via roll call vote.

**AGENDA ITEM C. Consider Community Engagement Strategies**

The Board members discussed community engagement strategies as pursuant to President Orsini's request at the August 2, 2023 regular meeting.

**AGENDA ITEM D. Strategic Plan Development and Discussion**

Parks & Recreation Director Frisbee facilitated a board discussion around the development of mission and vision statements to be included in the updated strategic plan.

**AGENDA ITEM E. Adjournment**

**Meeting Adjourned at 4:06 p.m.**

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Joey Blaine, Board Secretary

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**McKinleyville Community Services District  
Treasurer's Report  
July 2023**

**Table of Contents**

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

**Ratios**

as of July 31, 2023

- 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>\$ 364,884</td></tr></table>	\$ 364,884
\$ 364,884		
- YTD Actual Water Sales:	<table border="1"><tr><td>\$ 353,761</td></tr></table>	\$ 353,761
\$ 353,761		
- Days of Cash on Hand-Operations Checking/MM	<table border="1"><tr><td>227</td></tr></table>	227
227		

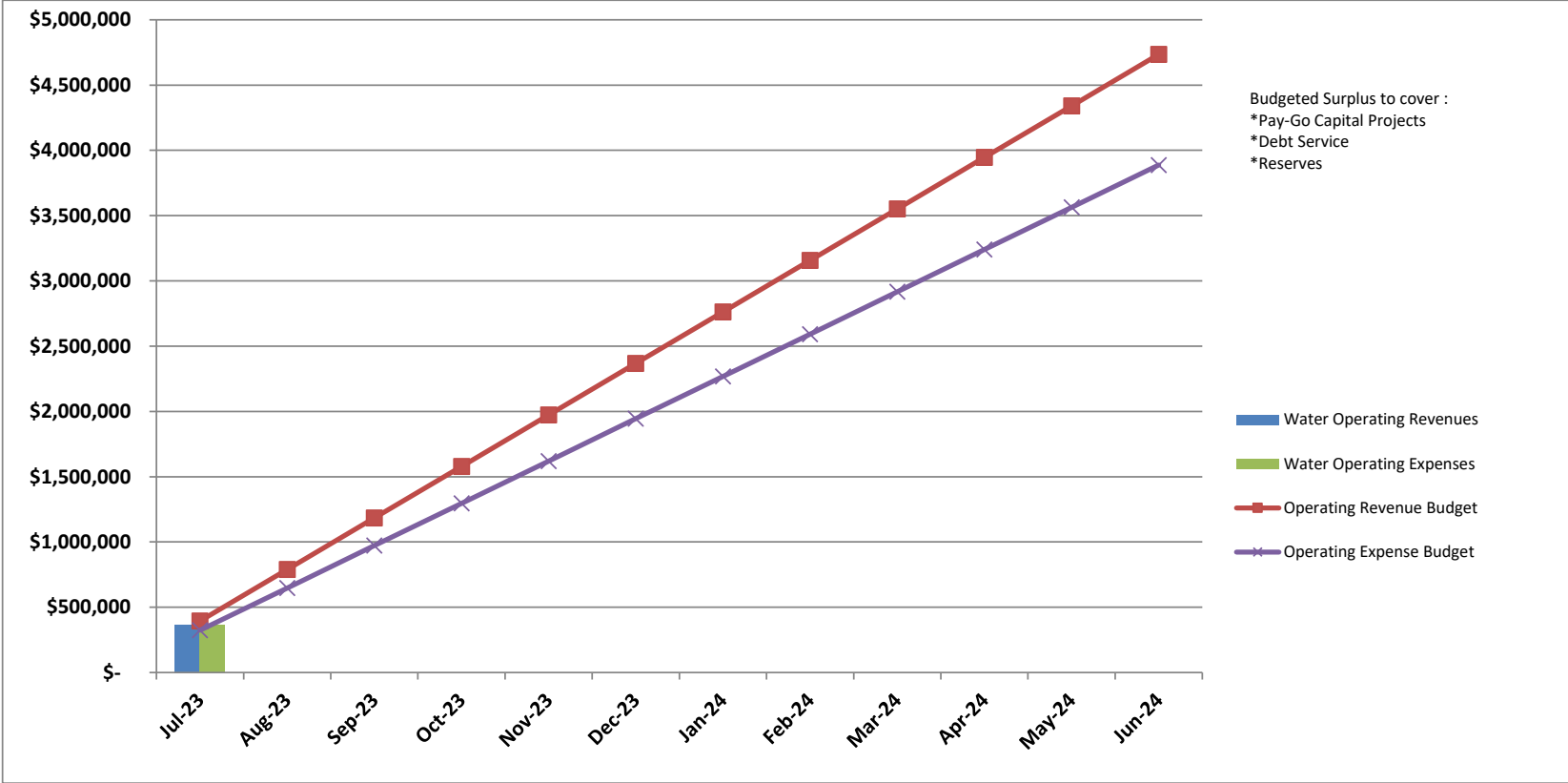
**McKinleyville Community Services District  
Activity Summary by Fund, Approved Budget  
July 2023**

						% 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		Notes
							Budget	Budget %	
<b>Water</b>									
Water Sales	353,761	353,761	358,333	(4,572)	-1.28%	4,300,000	3,946,239	91.77%	
Other Revenues	9,853	9,853	36,246	(26,393)	-72.82%	434,950	425,097	97.73%	
<b>Total Operating Revenues</b>	<b>363,614</b>	<b>363,614</b>	<b>394,579</b>	<b>(30,965)</b>	<b>-7.85%</b>	<b>4,734,950</b>	<b>4,371,336</b>	<b>92.32%</b>	
Salaries & Benefits	181,509	181,509	116,624	64,885	55.64%	1,399,492	1,217,983	87.03%	Budget spread evenly across 12 months, but actuals vary by schedule
Water Purchased	104,139	104,139	105,867	(1,728)	-1.63%	1,270,398	1,166,259	91.80%	
Other Expenses	42,629	42,629	68,150	(25,521)	-37.45%	817,800	775,171	94.79%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	33,333	33,333	33,333	-	0.00%	400,000	366,667	91.67%	
<b>Total Operating Expenses</b>	<b>361,610</b>	<b>361,610</b>	<b>323,974</b>	<b>37,636</b>	<b>11.62%</b>	<b>3,887,690</b>	<b>3,526,080</b>	<b>90.70%</b>	
<b>Net Operating Income</b>	<b>2,004</b>	<b>2,004</b>	<b>70,605</b>	<b>6,671</b>		<b>847,260</b>	<b>845,256</b>		
Grants	-	-	584,375	(584,375)		7,012,500	7,012,500	100.00%	
Interest Income	9,987	9,987	(4,167)	14,154	-339.68%	(50,000)	(59,987)	119.97%	
Interest Expense	-	-	(28,363)	(28,363)	-100.00%	(340,351)	(340,351)	100.00%	
<b>Total Non-Operating Income</b>	<b>9,987</b>	<b>9,987</b>	<b>551,845</b>	<b>(598,584)</b>		<b>6,622,149</b>	<b>6,612,162</b>		
<b>Net Income (Loss)</b>	<b>11,992</b>	<b>11,992</b>	<b>622,450</b>	<b>(591,913)</b>		<b>7,469,409</b>	<b>7,457,417</b>		
<b>Wastewater</b>									
Wastewater Service Charges	351,036	351,036	350,000	1,036	0.30%	4,200,000	3,848,964	91.64%	
Other Revenues	7,949	7,949	49,258	(41,309)	-83.86%	591,092	583,143	98.66%	
<b>Total Operating Revenues</b>	<b>358,984</b>	<b>358,984</b>	<b>399,258</b>	<b>(40,274)</b>	<b>-10.09%</b>	<b>4,791,092</b>	<b>4,432,108</b>	<b>92.51%</b>	
Salaries & Benefits	210,894	210,894	122,229	88,665	72.54%	1,466,742	1,255,848	85.62%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Other Expenses	54,998	54,998	91,692	(36,694)	-40.02%	1,100,300	1,045,302	95.00%	
Depreciation	125,000	125,000	125,000	-	0.00%	1,500,000	1,375,000	91.67%	
<b>Total Operating Expenses</b>	<b>390,892</b>	<b>390,892</b>	<b>338,921</b>	<b>51,971</b>	<b>15.33%</b>	<b>4,067,042</b>	<b>3,676,150</b>	<b>90.39%</b>	
<b>Net Operating Income</b>	<b>(31,907)</b>	<b>(31,907)</b>	<b>60,337</b>	<b>(92,244)</b>		<b>724,050</b>	<b>755,957</b>		
Grants	-	-	65,458	(65,458)	-100.00%	785,500	785,500	100.00%	
Interest Income	17,049	17,049	(4,167)	21,216	-509.15%	(50,000)	(67,049)	134.10%	
Interest Expense	-	-	(29,689)	(29,689)	-100.00%	(356,267)	(356,267)	100.00%	
<b>Total Non-Operating Income</b>	<b>17,049</b>	<b>17,049</b>	<b>31,602</b>	<b>14,553</b>		<b>379,233</b>	<b>362,184</b>	<b>95.50%</b>	
<b>Net Income (Loss)</b>	<b>(14,858)</b>	<b>(14,858)</b>	<b>91,939</b>	<b>(106,797)</b>		<b>1,103,283</b>	<b>1,118,141</b>		
<b>Enterprise Funds Net Income (Loss)</b>	<b>(2,866)</b>	<b>(2,866)</b>	<b>714,389</b>	<b>(717,255)</b>		<b>8,572,692</b>	<b>8,575,558</b>		



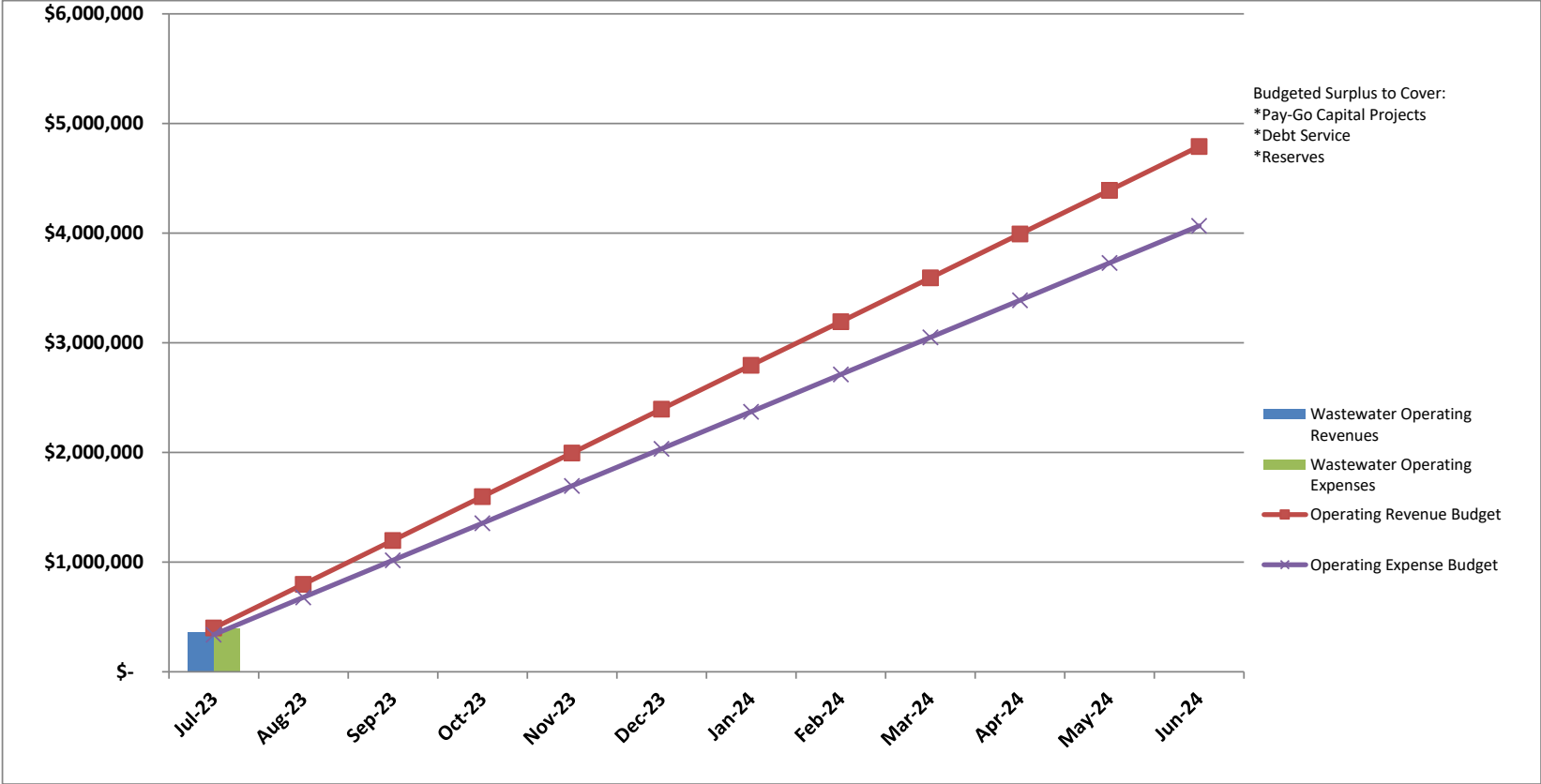
**McKinleyville Community Services District  
July 2023**

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



**McKinleyville Community Services District  
July 2023**

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



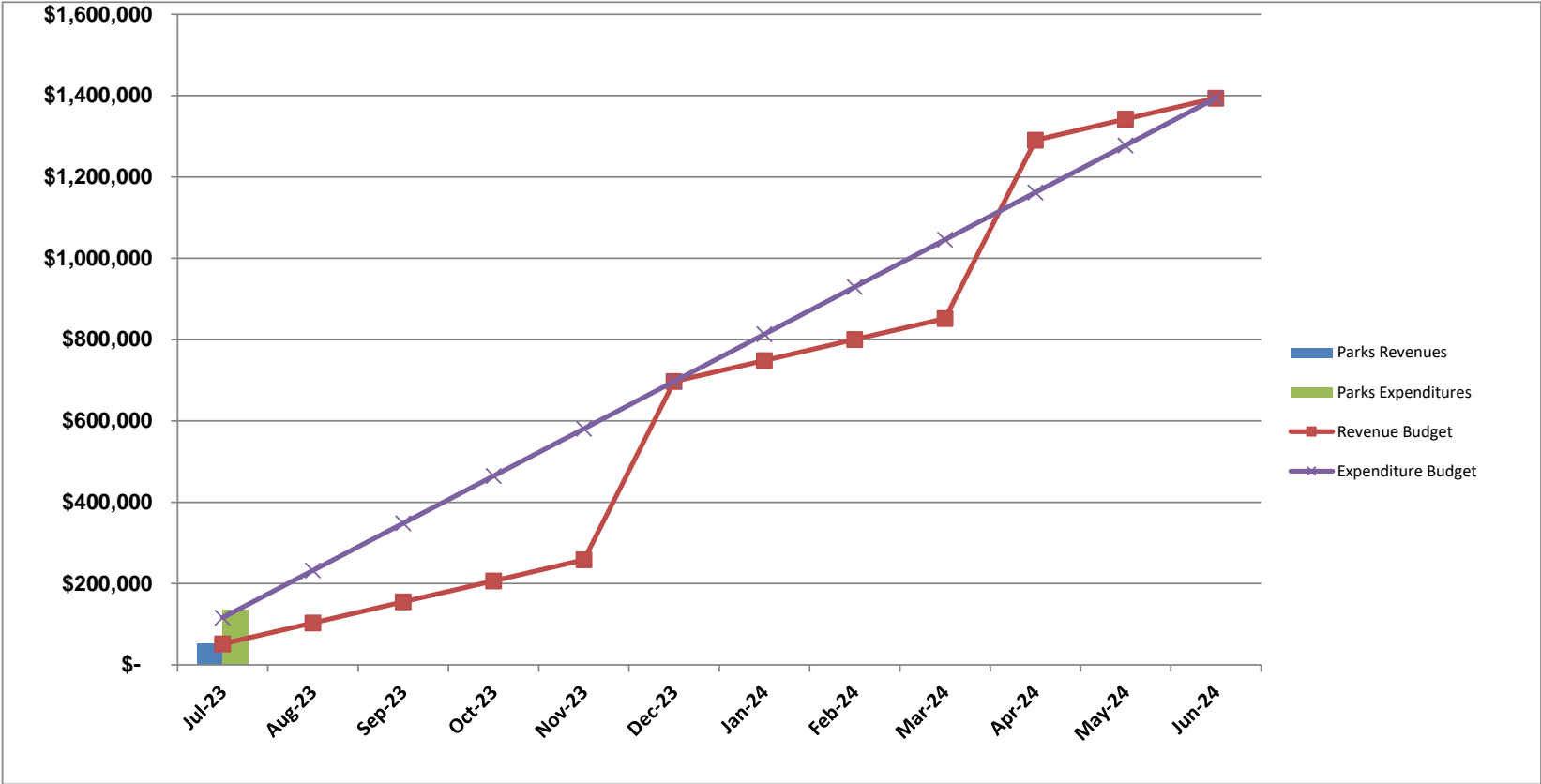
**McKinleyville Community Services District  
Activity Summary by Fund, Approved Budget  
July 2023**

					% Year Remaining:		91.67%		
Department Summaries	July	% of Year 8.33% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Total	Remaining		Notes
						Budget	Budget	Budget %	
<b>*Parks &amp; Recreation</b>									
Program Fees	24,962	24,962	25,544	(582)	-2.28%	306,530	281,568	91.86%	Budget spread evenly across 12 months, but actuals vary by schedule
Rents & Facility Related Fees	5,873	5,873	7,152	(1,279)	-17.88%	85,819	79,946	93.16%	
Property Taxes	-	-	64,473	(64,473)	-100.00%	773,676	773,676	100.00%	
Other Revenues	20,302	20,302	15,671	4,631	29.55%	188,050	167,748	89.20%	Budget spread evenly across 12 months, but actuals vary by schedule
Interest Income	833	833	3,333	(2,500)	-75.00%	40,000	39,167	97.92%	
						620,399			
<b>Total Revenues</b>	<b>51,970</b>	<b>51,970</b>	<b>116,173</b>	<b>(64,203)</b>	<b>-55.27%</b>	<b>1,394,075</b>	<b>1,342,105</b>	<b>96.27%</b>	
Salaries & Benefits	118,593	118,593	73,098	45,495	62.24%	877,174	758,581	86.48%	
Other Expenditures	17,593	17,593	43,069	(25,476)	-59.15%	516,831	499,238	96.60%	
<b>Total Expenditures</b>	<b>136,186</b>	<b>136,186</b>	<b>116,167</b>	<b>20,019</b>	<b>17.23%</b>	<b>1,394,005</b>	<b>1,257,819</b>	<b>90.23%</b>	
Other Financing Sources:									
Grant Revenues	-	-	93,667	(93,667)	-100.00%	1,124,000	1,124,000	100.00%	
Capital Expenditures	-	-	1,016,667	(1,016,667)	-84.06%	1,124,000	1,124,000	100.00%	Budget spread evenly across 12 months, but actuals vary by project schedule
<b>Excess (Deficit)</b>	<b>(84,216)</b>	<b>(84,216)</b>	<b>(922,994)</b>	<b>838,778</b>		<b>70</b>	<b>1,208,286</b>		
<b>*Measure B Assessment</b>									
Total Revenues	876	876	19,350	(18,474)	-95.47%	232,200	231,324	99.62%	
Salaries & Benefits	6,305	6,305	6,531	(226)	-3.46%	78,367	72,062	91.95%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	1,466	1,466	2,204	(738)	-33.47%	26,451	24,985	94.46%	Budget spread evenly across 12 months, but actuals vary seasonally
Capital Expenditures/Loan Repayment	-	-	10,621	(10,621)	-100.00%	127,453	127,453	100.00%	Budget is spread evenly across 12 months. Loan pmts are October & April
<b>Total Expenditures</b>	<b>7,771</b>	<b>7,771</b>	<b>19,356</b>	<b>(11,585)</b>	<b>-59.85%</b>	<b>232,271</b>	<b>224,500</b>	<b>96.65%</b>	
<b>Excess (Deficit)</b>	<b>(6,896)</b>	<b>(6,896)</b>	<b>(6)</b>	<b>(6,890)</b>		<b>(71)</b>	<b>6,825</b>		
<b>*Street Lights</b>									
Total Revenues	11,370	11,370	10,717	653	6.09%	128,600	117,230	91.16%	
Salaries & Benefits	4,920	4,920	4,906	14	0.29%	58,873	53,953	91.64%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	5,824	5,824	3,707	2,117	57.12%	44,487	38,663	86.91%	
Capital Expenditures/Loan Repayment	-	-	6,083	(6,083)	-100.00%	73,000	73,000	100.00%	Budget spread evenly across 12 months, but actuals vary by project
<b>Total Expenditures</b>	<b>10,744</b>	<b>10,744</b>	<b>14,696</b>	<b>(3,952)</b>	<b>-26.89%</b>	<b>176,360</b>	<b>165,616</b>	<b>93.91%</b>	
<b>Excess (Deficit)</b>	<b>625</b>	<b>625</b>	<b>(3,979)</b>	<b>(4,604)</b>		<b>(47,760)</b>	<b>(48,385)</b>		
<b>Governmental Funds Excess (Deficit)</b>	<b>(90,486)</b>	<b>(90,486)</b>	<b>(926,979)</b>	<b>836,493</b>		<b>(47,761)</b>	<b>1,166,725</b>		

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

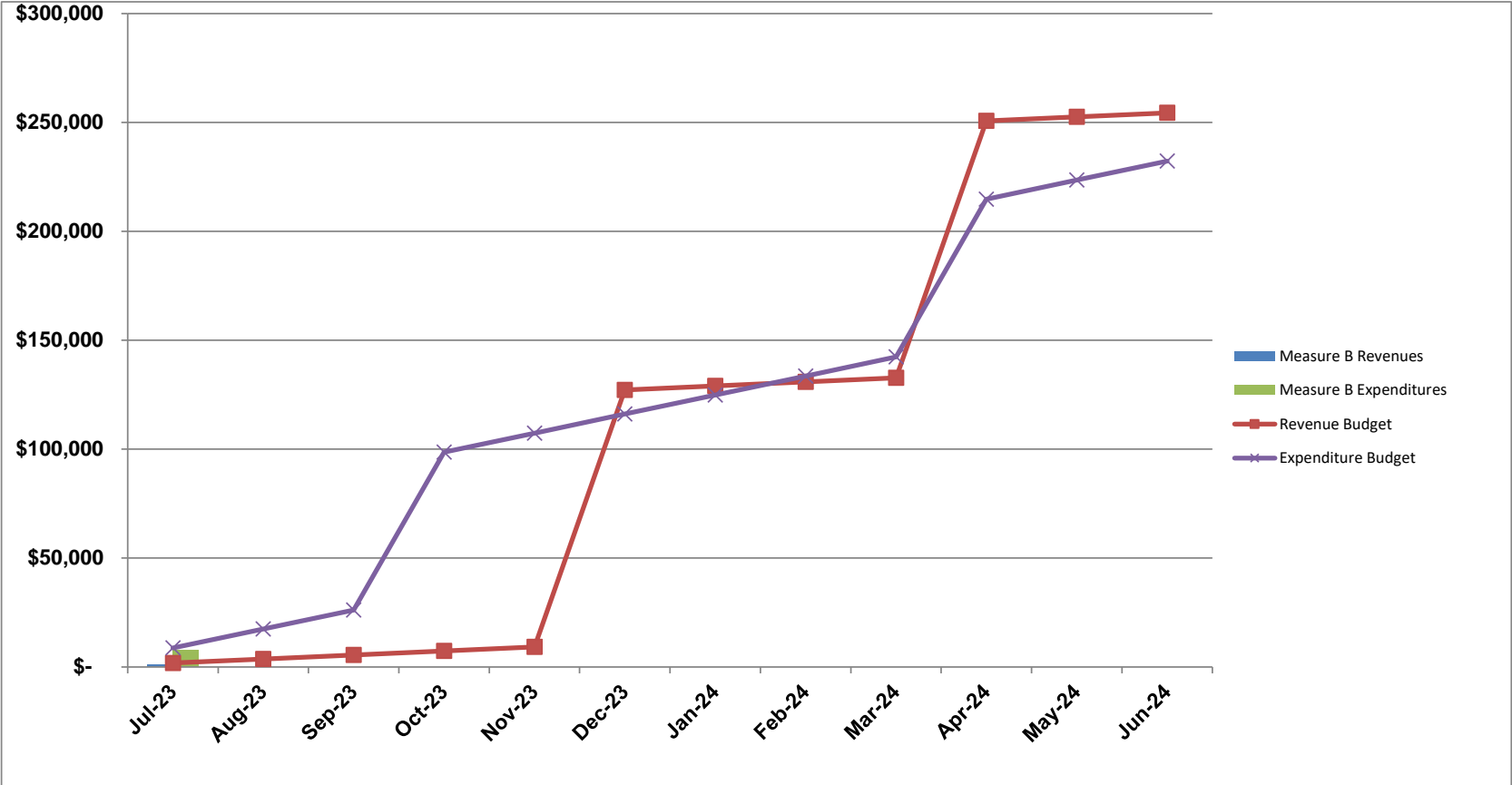
**McKinleyville Community Services District  
July 2023**

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



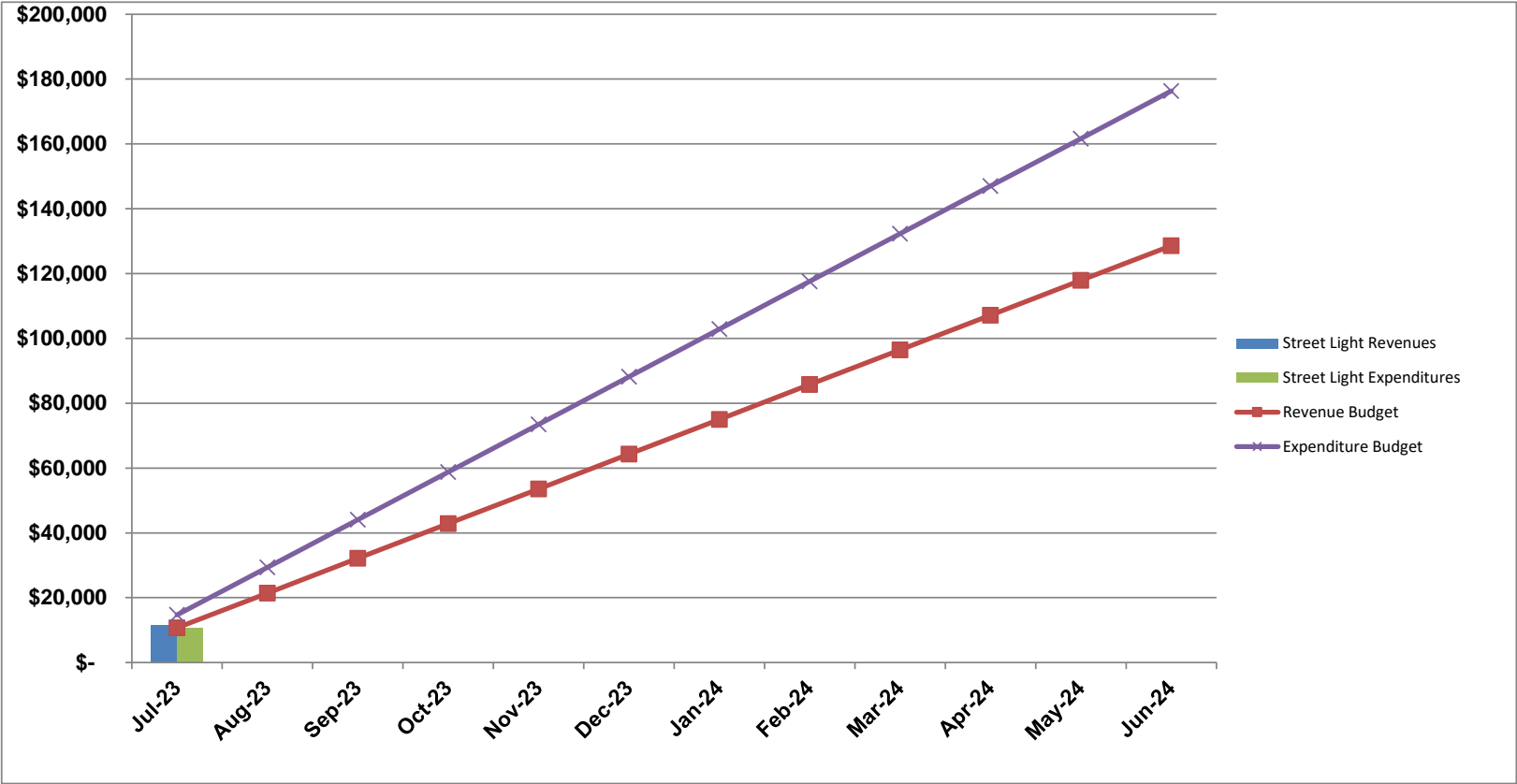
**McKinleyville Community Services District  
July 2023**

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



**McKinleyville Community Services District  
July 2023**

**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, 2023**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
35752	7/31/2023	\C004	Ck# 035752 Reversed	(80)	000B90701u	Ck# 035752 Reversed
35764	7/31/2023	\S027	Ck# 035764 Reversed	(37)	000B90701u	Ck# 035764 Reversed
36480	7/14/2023	GOM02	Ck# 036480 Reversed	(350)	B91230u	Ck# 036480 Reversed
36482	7/14/2023	TOR01	Ck# 036482 Reversed	(560)	B91230u	Ck# 036482 Reversed
36483	7/14/2023	VIL01	Ck# 036483 Reversed	(34)	B91230u	Ck# 036483 Reversed
36486	7/14/2023	SLO01	Ck# 036486 Reversed	(1,769)	C00102u	Ck# 036486 Reversed
36499	7/14/2023	EUR06	Ck# 036499 Reversed	(500)	C00106u	Ck# 036499 Reversed
36515	7/31/2023	\H005	Ck# 036515 Reversed	(55)	000C00101u	Ck# 036515 Reversed
36833	7/14/2023	PGE10	Ck# 036833 Reversed	(3)	C00323u	Ck# 036833 Reversed
37103	7/14/2023	PRE08	Ck# 037103 Reversed	(4)	19-5403u	Ck# 037103 Reversed
41316	7/5/2023	*0089	SECURITY DEPOSIT REFUND A	90	C30629	SECURITY DEPOSIT REFUND A
41317	7/5/2023	*0090	KIDS CAMP REFUND - CANCEL	145	C30630	KIDS CAMP REFUND - CANCEL
41318	7/5/2023	ACW01	CB&T/ACWA-JPIA	13,010	699,726	GRP. HEALTH INS
41319	7/5/2023	ADV01	ADVANCED SECURITY SYSTEM	1,092	652,135	SECURITY ALARMS - MULTI L
41320	7/5/2023	BAD01	BADGER METER, Inc.	362	80,131,764	MONTHLY FEE
41321	7/5/2023	DES01	RYAN DE SMET	91	C30629	EMPLOYEE REIMBURSEMENT DMV
41322	7/5/2023	EUR06	EUREKA READY MIX	698	87,190	BASE CLASS II ROCK
			Check Total:	<u>786</u>	87,220	PEA GRAVEL
				<u>1,484</u>		
41323	7/5/2023	FED01	FedEx Office	305	817,828,550	LAB TESTS TREATMENT
41324	7/5/2023	GRS01	G R SUNDBERG, INC.	412,097	C30705	WTR/SWR MAIN REHAB & REPL
			Check Total:	<u>(412,097)</u>	C30705u	Ck# 041324 Reversed
				<u>-</u>		
41325	7/5/2023	INF03	INFINITE CONSULTING SERVI	4,540	10,943	MONTHLY HOSTING FEE
41326	7/5/2023	MAU01	MAUREEN KANE & ASSOCIATES	1,500	1,263	TRAINING J BLAINE
41327	7/5/2023	MIT02	MITEL	789	43,811,308	PHONE SERVICES
41328	7/5/2023	MUD01	MUDDY WATERS COFFEE CO.,I	80	120,857,153	OFFICE SUPPLIES
41329	7/5/2023	ORE01	O'REILLY AUTOMOTIVE, INC.	48	37-148952	BATTERY
			Check Total:	<u>97</u>	37-149335	BATTERY
				<u>145</u>		
41330	7/5/2023	PGE11	PGE STREETLIGHTS	21	C30629	GAS & ELECTRIC SEWER PUMP
41331	7/5/2023	PGE12	PGE	277	C30629	GAS & ELECTRIC HILLER SPO
41332	7/5/2023	SON01	SONSRAY MACHINERY	144,280	C30629	2023 BACKHOE PURCHASE
41333	7/5/2023	STA01	STATEWIDE TRAFFIC	512	9,008,774	GREEN SURV PAINT/BLUE STR

41334	7/5/2023	STR01	STREAMLINE	375	DF9E70032	SUBSCRIPTIONS
41335	7/5/2023	USA01	USA BLUEBOOK	2,300	V00040226	NITROGEN AMMONIA/SUPPLIES
				573	V00046705	NITROGEN TEST N TUBE
			Check Total:	<u>2,873</u>		
41336	7/5/2023	VAL01	VALLEY PACIFIC PETROLEUM	1,173	L23647513	GAS/OIL/LUBE
41337	7/5/2023	VAL02	VALLEY PACIFIC	4,465	L23646928	GAS/OIL/LUBE
41338	7/5/2023	VER01	VERIZON WIRELESS	77	993,781,127	PAGING/ALARMS
41339	7/5/2023	\C025	MQ CUSTOMER REFUND FOR CA	68	000C30701	MQ CUSTOMER REFUND FOR CA
41340	7/5/2023	\D015	MQ CUSTOMER REFUND FOR DO	2	000C30701	MQ CUSTOMER REFUND FOR DO
41341	7/5/2023	\F010	MQ CUSTOMER REFUND FOR FA	21	000C30701	MQ CUSTOMER REFUND FOR FA
41342	7/5/2023	\F011	MQ CUSTOMER REFUND FOR FA	43	000C30701	MQ CUSTOMER REFUND FOR FA
41343	7/5/2023	\G022	MQ CUSTOMER REFUND FOR GA	24	000C30701	MQ CUSTOMER REFUND FOR GA
41344	7/5/2023	\H016	MQ CUSTOMER REFUND FOR HU	283	000C30701	MQ CUSTOMER REFUND FOR HU
41345	7/5/2023	\L014	MQ CUSTOMER REFUND FOR LA	14	000C30701	MQ CUSTOMER REFUND FOR LA
41346	7/5/2023	\M024	MQ CUSTOMER REFUND FOR MA	43	000C30701	MQ CUSTOMER REFUND FOR MA
41347	7/5/2023	\R015	MQ CUSTOMER REFUND FOR RO	28	000C30701	MQ CUSTOMER REFUND FOR RO
41348	7/5/2023	\S026	MQ CUSTOMER REFUND FOR SL	51	000C30701	MQ CUSTOMER REFUND FOR SL
41349	7/5/2023	\S027	MQ CUSTOMER REFUND FOR SO	7	000C30701	MQ CUSTOMER REFUND FOR SO
41350	7/5/2023	\T011	MQ CUSTOMER REFUND FOR TH	118	000C30701	MQ CUSTOMER REFUND FOR TH
41351	7/5/2023	\Z002	MQ CUSTOMER REFUND FOR ZW	23	000C30701	MQ CUSTOMER REFUND FOR ZW
41352	7/14/2023	*0091	CUSTOMER REFUND DEPOSIT A	100	C30710	CUSTOMER REFUND DEPOSIT A
41353	7/14/2023	*0092	CUSTOMER REFUND TOTLETICS	430	C30710	CUSTOMER REFUND TOTLETICS
41354	7/14/2023	*0093	CUSTOMER REFUND DEPOSIT R	100	C30710	CUSTOMER REFUND DEPOSIT R
41355	7/14/2023	ACC04	ACCURATE DRUG TESTING SER	130	8,911	DOT AND DRUG TESTING
41356	7/14/2023	AMA01	AMAZON CAPITAL SERVICES	913	C69Y6KYKF	SUPPLIES
41357	7/14/2023	DEP05	DEPARTMENT OF JUSTICE	32	666,230	FINGERPRINTING
41358	7/14/2023	FED02	C.J. BROWN & COMPANY CPAS	8,012	C30711	ACCT. / AUDIT
41359	7/14/2023	GHD01	GHD	46,767	800,034,660	MCSD CENTRAL AVE WATER/SE
				1,894	800,034,684	AGREEMENT NO 2021-05
				1,239	800,034,686	AGREEMENT NO 2021-6
				1,659	800,035,280	MICROGRID
			Check Total:	<u>51,559</u>		
41360	7/14/2023	GRS01	G R SUNDBERG, INC.	434,991	C30707	WTR/SWR MAIN REHAB & REPL
41361	7/14/2023	HAR03	HARPER MOTORS CO.	215	C30710	PARTS AND LABOR
41362	7/14/2023	HAR13	The Hartford - Priority A	477	189,971,262	GRP. HEALTH INS
41363	7/14/2023	HUM01	HUMBOLDT BAY MUNICIPAL WA	100,364	C30707	WTR PURCHASED
41364	7/14/2023	HUM08	HUMBOLDT SANITATION	1,059	36X00083	TRASH SERVICE 1656 SUTTER
				642	36X00084	TRASH SERVICE - 1705 GWIN
				320	36X00085	TRASH SERVICE - 675 HILLE
				642	36X00217	TRASH SERVICE - 1620 PICK



		Check Total:	<u>2,663</u>		
41365	7/14/2023	IBA01 US BANK-GLOBAL CORP TRUST	62,350	20,787,700	RAMEY PUMP STATION UPGRAD
41366	7/14/2023	INF02 INFOSEND	3,387	242,334	POSTAGE AND MAILING
41367	7/14/2023	KEN02 KENNEDY/JENKS CONSULTANTS	15,459	164,608	MCCLUSKI TANK REPLACEMENT
41368	7/14/2023	KER01 KERNEN CONSTRUCTION	698	24,985	1/2" ASPHALT
41369	7/14/2023	LES01 LES SCHWAB TIRE CENTER	732	600,544,558	PARTS
41370	7/14/2023	LEW01 THE LEW EDWARDS GROUP	6,000	4	PROFESSIONAL SERVICES
41371	7/14/2023	MCK04 MCK ACE HARDWARE	194	C30712	REPAIRS/SUPPLY
41372	7/14/2023	MEN01 MENDES SUPPLY CO.	1,738	C30710	REPAIRS/SUPPLY
41373	7/14/2023	MES01 KIRSTEN MESSMER	78	C30712	EMPLOYEE REIMBURSEMENT
41374	7/14/2023	MIL01 Miller Farms Nursery	2,133	C30710	REPAIRS/SUPPLY
41375	7/14/2023	MIL03 THE MILL YARD	131	400,481	PARTS AND SUPPLIES
41376	7/14/2023	MIT01 MITCHELL LAW FIRM	2,356	842	LEGAL
			333	843	LEGAL
			204	844	LEGAL SERVICES
		Check Total:	<u>2,893</u>		
41377	7/14/2023	NOR01 NORTH COAST LABORATORIES	5,130	C30710	LAB TESTS
41378	7/14/2023	NOR13 NORTHERN CALIFORNIA SAFET	120	29,175	SAFETYTRAININGSUP
41379	7/14/2023	NOR20 NORTHCOAST EMPLOYERS ADVI	40	2,374	TRAINING
41380	7/14/2023	ORE01 O'REILLY AUTOMOTIVE, INC.	10	537,150,523	REPAIRS/SUPPLY
41381	7/14/2023	PAC02 PACIFIC LEGACY	281	71,012,305	CollectionSys-Undercrossg
			(281)	071012305u	Ck# 041381 Reversed
			35,840	71,012,306	CollectionSys-Undercrossg
			(35,840)	071012306u	Ck# 041381 Reversed
		Check Total:	<u>-</u>		
41382	7/14/2023	PGE01 PG & E (Office & Field)	22,468	C30707	GAS & ELECTRIC
41383	7/14/2023	POS01 POSM SOFTWARE LLC	2,000	3,089	SUBSCRIPTIONS SEWAGE SOFT
41384	7/14/2023	RCS02 RC SPORTS	544	273099-B	BACK ORDERED SKATES
41385	7/14/2023	SMA01 DREW SMALL	337	C30710	EMPLOYEE REIMBURSEMENT
41386	7/14/2023	THO01 THOMAS & ASSOCIATES	5,494	33,386	PARTS AND SUPPLIES
41387	7/14/2023	THO02 Thomas Home Center	315	C30707	REPAIRS/SUPPLY
41388	7/14/2023	UMP01 UMPQUA COMMERCIAL CARD OP	356	0723BD	TRAVEL/TRAINING/SUPPLIES
			719	0723LF	TRAVEL/TRAINING/SUPPLIES
			789	0723NA	TRAVEL/TRAINING/SUPPLIES
			306	0723PK	TRAVEL/TRAINING/SUPPLIES
			357	0723PARKS	TRAVEL/TRAINING/SUPPLIES
		Check Total:	<u>2,527</u>		
41389	7/14/2023	PAC02 PACIFIC LEGACY	281	71012305R	CollectionSys-Undercrossg
			35,559	71012306R	CollectionSys-Undercrossg
		Check Total:	<u>35,840</u>		
41390	7/20/2023	*0094 KIDS' CAMP SUMMER DAY CAM	110	C30719	KIDS' CAMP SUMMER DAY CAM
41391	7/20/2023	*0095 KIDS' CAMP SUMMER DAY CAM	115	C30719	KIDS' CAMP SUMMER DAY CAM
41392	7/20/2023	*0096 KIDS' CAMP SUMMER DAY CAM	110	C30719	KIDS' CAMP SUMMER DAY CAM

41393	7/20/2023	*0097	KIDS' CAMP SUMMER DAY CAM	100	C30719	KIDS' CAMP SUMMER DAY CAM
41394	7/20/2023	*0098	KIDS' CAMP SUMMER DAY CAM	85	C30719	KIDS' CAMP SUMMER DAY CAM
41395	7/20/2023	*0099	LIFE PLAN HUMBOLDT	100	C30719	SECURITY DEPOSIT REFUND A
41396	7/20/2023	ATT04	ATT	857	912,040,809	TELEMETRY
41397	7/20/2023	BAS01	PACE ANALYTICAL SERVICES	211	230,605,728	ANALYTICAL SERVICES
41398	7/20/2023	COA01	COASTAL BUSINESS SYSTEMS	1,058	34,472,024	MONTHLY FEE
41399	7/20/2023	FAS02	FASTRAK INVOICE PROCESSIN	7	391,408,993	TOLL FEE
41400	7/20/2023	FED01	FedEx Office	75	819,196,275	LAB SHIPPING
41401	7/20/2023	GRA02	GRAINGER	193	769,147,308	ROUND POINT SHOVEL HANDLE
41401	7/20/2023	GRA02	GRAINGER	422	772,171,907	CALIBRATION
			Check Total:	<u>615</u>		
41402	7/20/2023	HAR03	HARPER MOTORS CO.	95	8,465,292	PARTS AND LABOR
				106	8,468,472	PARTS AND LABOR
			Check Total:	<u>201</u>		
41403	7/20/2023	LES01	LES SCHWAB TIRE CENTER	53	600,546,072	TIRE REPAIR
41404	7/20/2023	MAC02	MAC'S REFRIGERATION SVC.	129	48,539	REPAIRS
41405	7/20/2023	MCB02	BILL MCBROOME	683	C30719	TROUBLE SHOOTING
41406	7/20/2023	MPL01	MOTION PICTURE LICENSING	746	504,420,918	LICENSING
41407	7/20/2023	ORE01	O'REILLY AUTOMOTIVE, INC.	49	537,151,553	PARTS AND SUPPLIES
41408	7/20/2023	PGE10	PGE STREETLIGHTS	5	C30719	GAS & ELECTRIC S.L.- ZONE
41409	7/20/2023	SDR01	SDRMA	48	74,296	PROPERTY/LIABILITY PACKAG
41410	7/20/2023	SON01	SONSRAY MACHINERY	1,012	PSO087242	PARTS
41411	7/20/2023	STA01	STATEWIDE TRAFFIC	201	9,008,843	PARTS
41412	7/20/2023	STA09	S.W.R.C.B.	105	C30719	CERTIFICATION D SMALL
41413	7/20/2023	TER01	TEREX USA LLC	1,425	7,279,633	INSPECTION
41414	7/20/2023	VM025	CUSTOMER REFUND PAYABLES	101	C30801R	CUSTOMER REFUND PAYABLES
41415	7/28/2023	*0100	KIDS' CAMP SUMMER DAY CAM	175	C30727	KIDS' CAMP SUMMER DAY CAM
41416	7/28/2023	ALV04	FLEX SPENDING	25	C30728	FLEX SPENDING
41417	7/28/2023	BNY01	BNY MELLON TRUST COMPANY,	159,985	C30727	CERTIFICATE SERIES 2021A
41418	7/28/2023	COR01	CORBIN WILLITS SYSTEMS, I	4,500	C30715	ADDITIONAL LICENSES NEW U
				1,086	00C307151	ADDITIONAL LICENSES
			Check Total:	<u>5,586</u>		
41419	7/28/2023	HAR03	HARPER MOTORS CO.	88	846792/2	PARTS AND LABOR
				88	846918/2	PARTS AND LABOR
			Check Total:	<u>176</u>		
41420	7/28/2023	HAY01	BRAD HAYMAN	178	C30727	WORK BOOTS
41421	7/28/2023	HUM03	HUMBOLDT COUNTY	670	C30727	FY 23-24 HUM CO PROPERTY
41422	7/28/2023	HUM22	HUMBOLDT COUNTY SHERIFF	150	C30727	PAGING/ALARMS
41423	7/28/2023	MCK03	MCKINLEYVILLE OFFICE SUPP	18	54,212	NOTARY STAMPS PAPERWORK

41424	7/28/2023	MIL03	THE MILL YARD	542	404,778	PIALORSI HOUSE REPAIR
				24	404,781	PIALORSI HOUSE REPAIR
				158	405,777	PIALORSI HOUSE REPAIR
			Check Total:	<u>724</u>		
41425	7/28/2023	MUN02	MUNICIPAL MAINTENANCE	1,802	11,085	KANA FLEX 180AR
41426	7/28/2023	NOR35	NORTHERN HUMBOLDT	571	ES23186	WEEDING & CENTRAL AVE
				843	ES23187	GROUND WORK AT PIERSON
			Check Total:	<u>1,414</u>		
41427	7/28/2023	PGE05	PGE	521	0997620-5	GAS & ELECTRIC S.L.- ZONE
41428	7/28/2023	PGE06	PG&E-STREETLIGHTS	24	8813677-2	GAS & ELECTRIC S.L.- ZONE
41429	7/28/2023	PGE07	PG&E STREETLIGHTS	1,507	C30727	GAS & ELECTRIC
41430	7/28/2023	PGE09	PGE-STREETLIGHTS	116	C30727	GAS & ELECTRIC S.L.- ZONE
41431	7/28/2023	THR01	THRIFTY SUPPLY COMPANY	129	102,139,801	FLUSH METER
41432	7/28/2023	TPX01	TPx COMMUNICATIONS	2,767	2908171-0	INTERNET SERVICES
41433	7/28/2023	UND01	UNDERGROUND SERVICE ALERT	936	23,152,434	BILLABLE TICKETS
				336	USB152434	STATE OF CALIFORNIA REGUL
			Check Total:	<u>1,272</u>		
41434	7/28/2023	WIL09	WILLDAN FINANCIAL SERVICE	1,175	1,055,365	MEASURE B ASSESSMENT
				2,838	1,055,460	MEASURE B ADMIN FEES
			Check Total:	<u>4,013</u>		
41435	7/28/2023	WIY01	WIYOT TRIBE CULTURAL DEPA	6,660	M23071701	CULTURAL MONITORING HWY 1
			<b>Total Disbursements Accounts Payable:</b>	<b><u>1,144,562</u></b>		

#### Payroll Related Disbursements

19105	7/6/2023	CAL12	CalPERS 457 Plan	8,941	C30706	RETIREMENT
				800	1C30706	PERS 457 LOAN PMT
			Check Total:	<u>9,741</u>		
19106	7/6/2023	DIR01	DIRECT DEPOSIT VENDOR- US	40,105	C30706	Direct Deposit
19107	7/6/2023	EMP01	Employment Development	50	C30703	STATE INCOME TAX
				1,949	C30706	STATE INCOME TAX
19107	7/6/2023	EMP01	Employment Development	7	1C30703	SDI
				744	1C30706	SDI
			Check Total:	<u>2,750</u>		
19108	7/6/2023	EMP02	Employment Dev Department	2,231	C30630	SUI
19109	7/6/2023	HEA01	HEALTH EQUITY, ATTN: CLIEN	75	C30706	HSA
19110	7/6/2023	HUM29	UMPQUA BANK--PAYROLL DEP.	68	C30703	FEDERAL INCOME TAX
				7,108	C30706	FEDERAL INCOME TAX
				99	1C30703	FICA
				10,251	1C30706	FICA
				23	2C30703	MEDICARE
				2,397	2C30706	MEDICARE
			Check Total:	<u>19,946</u>		
19111	7/6/2023	ACW01	CB&T/ACWA-JPIA	57,962	C30630	MED-DENTAL-EAP INSUR
19112	7/6/2023	PUB01	Public Employees PERS	23,835	C30630	PERS PAYROLL REMITTANCE
	7/11/2023		Payroll	16,307		
19134	7/20/2023	CAL12	CalPERS 457 Plan	8,573	C30720	RETIREMENT
				800	1C30720	PERS 457 LOAN PMT
			Check Total:	<u>9,373</u>		

19135	7/20/2023	DIR01	DIRECT DEPOSIT VENDOR- US	38,941	C30720	Direct Deposit
19136	7/20/2023	EMP01	Employment Development	586	C30711	STATE INCOME TAX
				1,844	C30720	STATE INCOME TAX
				193	1C30711	SDI
				716	1C30720	SDI
			Check Total:	<u>3,339</u>		
19137	7/20/2023	HEA01	HEALTH EQUITY, ATTN: CLIEN	75	C30720	HSA
19138	7/20/2023	HUM29	UMPQUA BANK--PAYROLL DEP.	2,952	C30711	FEDERAL INCOME TAX
				6,791	C30720	FEDERAL INCOME TAX
				2,665	1C30711	FICA
				9,846	1C30720	FICA
				623	2C30711	MEDICARE
				2,303	2C30720	MEDICARE
			Check Total:	<u>25,180</u>		
	7/25/2023		Payroll	15,169		
			<b>Total Disbursements, Payroll:</b>	<u><b>265,029</b></u>		
			<b>Total Disbursements:</b>	<b><u>1,409,591</u></b>		

# McKinleyville Community Services District

## BOARD OF DIRECTORS

September 6, 2023

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 20, 2023
10 Day Notice	August 23, 2023
Board Meeting	September 6, 2023
Lock	October 9, 2023
<b>Route 13</b>	

Account #	Address
13-380-000	1666 MURRAY RD

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

September 6, 2023

TYPE OF ITEM: **ACTION**

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**ITEM: D.4**                      **Consider Approval of Resolution 2023-17 Authorizing the McKinleyville Community Services District (MCSD)'s Distribution of the Humboldt Area Chapter California Special Districts Association (CSDA) California Department of Education State Seal of Civic Engagement (SSCE) Information Letter to McKinleyville High School and the Northern Humboldt Union High School District Promoting and Supporting Local Student Participation in the SSCE Program**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided and approve Resolution 2023-17(**Attachment 1**) authorizing the District's distribution of the Humboldt Area Chapter of CSDA's SSCE information letter to McKinleyville High School and the Northern Humboldt Union High School District promoting and supporting local student participation in the SSCE program.

### **Discussion:**

The Humboldt Area Chapter of the California Special District's Association (CSDA) is bringing attention to a program through the California Department of Education called the State Seal of Civic Engagement (SSCE), a program intended to recognize pupils that have demonstrated excellence in civics education and participation. Students who have successfully met the criteria of the program will have the seal affixed to their transcripts, diplomas, and/or certificates of completion.

As laid out in the California Department of Education's September 10, 2020 News Release #20-76 (**Attachment 2**), the criteria to be met by students in the program are as follows:

1. Be engaged in academic work in a productive way;
2. Demonstrate a competent understanding of U.S. and California constitutions; functions and governance of local governments; tribal government structures and organizations; the role of the citizen in a constitutional democracy; and

democratic principles, concepts, and processes;

3. Participate in one or more informed civic engagement project(s) that address real-world problems and require students to identify and inquire into civic needs or problems, consider varied responses, take action, and reflect on efforts;

4. Demonstrate civic knowledge, skills, and dispositions through self-reflection; and

5. Exhibit character traits that reflect civic-mindedness and a commitment to positively impact the classroom, school, community, and/or society.

As a member of the Humboldt Area Chapter of CSDA, the District has been asked to consider distributing an information letter (**Attachment 1a**) to local school districts. Staff believes they have the capacity and ability to assist students with criteria 2 and 3 and invite interested board members to participate in providing support as well.

Resolution 2023-17 (**Attachment 1**) is intended to authorize the distribution of the attached information letter promoting and supporting student participation in the SSCE program.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Resolution 2023-17
- Attachment 1a – Draft SSCE Information Letter
- Attachment 2 – California Department of Education News Release #20-76



**RESOLUTION 2023 – 17**

**A RESOLUTION AUTHORIZING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT'S DISTRIBUTION OF THE HUMBOLDT AREA CHAPTER OF THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION'S CALIFORNIA DEPARTMENT OF EDUCATION STATE SEAL OF CIVIC ENGAGEMENT (SSCE) INFORMATION LETTER TO MCKINLEYVILLE HIGH SCHOOL AND THE NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT, PROMOTING AND SUPPORTING LOCAL STUDENT PARTICIPATION IN THE SSCE PROGRAM**

**WHEREAS**, the District is a member of the Humboldt Area Chapter of the California Special Districts Association (CSDA); and

**WHEREAS**, the District has been asked by the Humboldt Area Chapter of CSDA to participate in the promoting and support of local student involvement in the California Department of Education State Seal of Civic Engagement program; and

**WHEREAS**, the District's Board of Directors recognizes the importance of local youth's participation in civic engagement and having an understanding and knowledge of the United States and California Constitutions and the democratic system of government;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby authorize the distribution of the Humboldt Area Chapter of the California Special Districts Association's California Department of Education State Seal of Civic Engagement information letter (**Attachment 1a**) to McKinleyville High School and the Northern Humboldt Union High School District, promoting and supporting local student participation in the SSCE program.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on September 6, 2023 by the following polled vote:

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

\_\_\_\_\_  
Gregory P. Orsini, Board President

Attest:

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

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SCHOOL NAME  
 ADDRESS  
 McKinleyville, CA 95519

Dear School Administrator:

On behalf of the Humboldt Area Chapter of the California Special Districts Association (CSDA), the McKinleyville Community Services District (MCSD) would like to bring your attention to the State Seal of Civic Engagement (SSCE), a program through the California Department of Education that recognizes students who have demonstrated excellence in civics education and participation. The seal itself will be affixed to the successful students' transcripts, diplomas, and/or certificates of completion. The criteria to be met by students in the program are as follows:

- Be engaged in academic work in a productive way;
- Demonstrate a competent understanding of U.S. and California constitutions; functions and governance of local governments; tribal government structures and organizations; the role of the citizen in a constitutional democracy; and democratic principles, concepts, and processes;
- Participate in one or more informed civic engagement project(s) that address real-world problems and require students to identify and inquire into civic needs or problems, consider varied responses, take action, and reflect on efforts;
- Demonstrate civic knowledge, skills, and dispositions through self-reflection; and
- Exhibit character traits that reflect civic-mindedness and a commitment to positively impact the classroom, school, community, and/or society.

We recognize the value of youth education and participation in civic engagement and can offer a variety of supports including:

- Assisting your administration with the development of a program in your school or district;
- Providing access, information, and insight into the process by which our organization is governed;
- Assisting with student projects; or
- Helping to satisfy volunteer hours requirements.

We are very excited about what this program can mean for the next generation of legislators and policymakers. We sincerely hope that you will consider developing a program within your school or district and engaging with us to benefit your students. Thank you for your time and consideration.

Sincerely,

Patrick Kaspari  
 General Manager, McKinleyville Community Services District  
 President, Humboldt Area Chapter of CSDA President

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Home / Newsroom / News Releases / Year 2020

## California Department of Education News Release

Release: #20-76  
September 10, 2020

Contact: Janet Weeks  
E-mail: [communications@cde.ca.gov](mailto:communications@cde.ca.gov)  
Phone: 916-319-0818

# California State Board of Education Approves State Seal of Civic Engagement Award

*Honor is hoped to encourage students to become active participants in democracy*

SACRAMENTO—The California State Board of Education today approved criteria for California students to earn a new Seal of Civic Engagement, an incentive aimed at encouraging active and ongoing citizenship.

To earn the seal, students must demonstrate excellence in civic learning, participation in civics-related projects, contributions to their community, and an understanding of the United States Constitution, the California Constitution, and the American democratic system. Students may earn the seal on a transcript, diploma, or Certificate of Completion. California history and social science teachers worked in partnership with the California Department of Education (CDE) to develop the initial requirements.

“The future of our democracy depends on a knowledgeable and actively engaged citizenry,” said State Board President Linda Darling-Hammond. “With this new seal, we hope to prepare all students with an empathetic concern for others, a deep understanding of democracy, and the civic engagement skills needed to contribute to the welfare of their local communities, the state, and the country.”

“We know that when young people activate their voices, they can be among the strongest change agents in our communities,” said State Superintendent of Public Instruction Tony Thurmond. “Education is the cornerstone of realizing our democratic ideals, and this new seal puts additional tools in students’ hands as they work to shape the future.”

Since then-Governor Brown signed AB 24 into law in October 2017, the CDE has worked with teachers, a variety of stakeholder groups, and the public to draft criteria and guidance for the seal.

Under direction of the State Board, the Department worked to ensure that the criteria approved today are accessible to all students, support rigorous and continuous civic engagement, promote diversity and inclusion, engage young students, reflect an interdisciplinary approach, and recognize civil disobedience as a form of civic engagement.

The criteria are:

1. Be engaged in academic work in a productive way;
2. Demonstrate a competent understanding of U.S. and California constitutions; functions and governance of local governments; tribal government structures and organizations; the role of the citizen in a constitutional democracy; and democratic principles, concepts, and processes;
3. Participate in one or more informed civic engagement project(s) that address real-world problems and require students to identify and inquire into civic needs or problems, consider varied responses, take action, and reflect on efforts;
4. Demonstrate civic knowledge, skills, and dispositions through self-reflection; and
5. Exhibit character traits that reflect civic-mindedness and a commitment to positively impact the classroom, school, community, and/or society.

The criteria include extensive guidance to support local educational agencies as they implement the seal in their communities. The CDE also created a [Resources to Support Civic Engagement web page](#).

###

**Tony Thurmond — State Superintendent of Public Instruction**  
**Communications Division, Room 5602, 916-319-0818, Fax 916-319-0100**

Last Reviewed: Tuesday, June 6, 2023

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

September 6, 2023

TYPE OF ITEM: **ACTION**

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**ITEM: D.5**                      **Consider Support for ACA 13 Voting Thresholds and Approve Board President and General Manager to Sign Letter of Support**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, take public comment and consider support for ACA 13 (**Attachment 1**) and approve the Board President and General Manager to sign a letter of support (**Attachment 2**).

### **Discussion:**

Assembly Member Christopher Ward has amended Assembly Constitutional Amendment 13, related to ballot measures. There is significant interplay between ACA 13 and Initiative 21-0042A1 (**Attachment 3**). In short, successful passage of ACA 13 is expected to protect public agencies from the potentially disastrous effects of the initiative measure. The District has previously submitted letters of opposition to Initiative 21-0042A1.

ACA 13, if passed by two-thirds of the California Legislature, would propose to voters the following:

- If an initiative constitutional amendment includes provisions that impose vote thresholds greater than a simple majority of votes cast, then *that initiative constitutional amendment* must receive a percentage of votes in support *equal to those increased vote thresholds*.
  - i.e., if an initiative constitutional amendment includes a provision that would impose a supermajority (e.g., three-fifths, two-thirds, four-fifths, etc.) voter approval threshold, then that initiative would be required to gain the approval of the same super majority (three-fifths, two-thirds, four-fifths, etc.; whatever threshold the initiative proposes) of California voters in order to pass
  - if the initiative constitutional amendment includes provisions that impose a supermajority vote threshold and fails to gain the corresponding supermajority of voters in support of the underlying amendment, the

initiative constitutional amendment would not be considered approved, thereby failing in its entirety

Initiative 21-0042A1 imposes thresholds requiring the approval of two-thirds of voters in various places throughout the text of the measure. The successful passage of ACA 13 would mean that Initiative 21-0042A1 would be required to garner the approval of two-thirds of voters in order for the initiative constitutional amendment to be considered approved; failure to garner the approval of two-thirds of voters in this scenario would mean that the entire measure and all of its provisions would fail to become law.

At the April 6, 2022 regular meeting, the Board approved Resolution 2022-10 (**Attachment 4**) opposing Initiative 21-0042A1. California Special Districts Association is encouraging agencies opposed to Initiative 21-0042A1 to consider supporting ACA 13, and to submit a letter of support to that effect.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – ACA 13 Text
- Attachment 2 – Letter of Support
- Attachment 3 – Initiative 21-0042A1 Text
- Attachment 4 – Resolution 2022-10



AMENDED IN ASSEMBLY AUGUST 17, 2023

CALIFORNIA LEGISLATURE—2023–24 REGULAR SESSION

**Assembly Constitutional Amendment****No. 13**

**Introduced by Assembly Member Ward**  
**(Coauthor: Assembly Member Robert Rivas)**

July 13, 2023

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Assembly Constitutional Amendment No. 13—A resolution to propose to the people of the State of California an amendment to the Constitution of the State, ~~relating to ballot measures~~; *by amending Section 10 of, and adding Section 10.5 to, Article II thereof, and adding Section 7.8 to Article XI thereof, relating to voting.*

## LEGISLATIVE COUNSEL'S DIGEST

ACA 13, as amended, Ward. ~~Ballot measures~~. *Voting thresholds.*

*The California Constitution provides that a proposed constitutional amendment and a statewide initiative measure each take effect only if approved by a majority of the votes cast on the amendment or measure.*

*This measure would further provide that an initiative measure that includes one or more provisions that would amend the Constitution to increase the voter approval requirement to adopt any state or local measure would be approved by the voters only if the proportion of votes cast in favor of the initiative measure is equal to or greater than the highest voter approval requirement that the initiative measure would impose.*

*The California Constitution also permits initiative and referendum powers to be exercised by the voters of each city or county under procedures provided by the Legislature.*

*This measure would expressly authorize a local governing body to hold an advisory vote concerning any issue of governance for the*

*purpose of allowing voters within the jurisdiction to voice their opinions on the issue. The measure would specify that an advisory question is approved only if a majority of the votes cast on the question are in favor.*

*This measure would further declare that its provisions are severable and that if any provision is held invalid, the other provisions of the act remain valid, as specified.*

~~Under the California Constitution, the Legislature may propose an amendment to the Constitution, as specified. The Constitution permits voters to vote upon various statewide measures appearing on the ballot, including constitutional amendments, initiative statutes, and referenda. The Constitution also permits initiative and referendum powers to be exercised by local voters under procedures provided by the Legislature.~~

~~This measure would state the intent of the Legislature to propose an amendment to the Constitution relating to ballot measures.~~

Vote:  $\frac{2}{3}$ . Appropriation: no. Fiscal committee: ~~no~~-yes.  
State-mandated local program: no.

1 RESOLVED, *That this measure shall be known, and may be*  
2 *cited, as the Protect and Retain the Majority Vote Act.*

3 *Resolved by the Assembly, the Senate concurring, That the*  
4 *Legislature of the State of California at its 2023–24 Regular*  
5 *Session, commencing on the fifth day of December 2022,*  
6 *two-thirds of the membership of each house concurring, hereby*  
7 *proposes to the people of the State of California, that the*  
8 *Constitution of the State be amended as follows:*

9 ~~It is the intent of the Legislature to propose an amendment to~~  
10 ~~the Constitution relating to ballot measures.~~

11 *First—That Section 10 of Article II thereof is amended to read:*

12 SEC. 10. (a) ~~An initiative statute or referendum approved by~~  
13 ~~a majority of votes cast thereon~~ takes effect on the fifth day after  
14 the Secretary of State files the statement of the vote for the election  
15 at which the measure is voted on, but the measure may provide  
16 that it becomes operative after its effective date. If a referendum  
17 petition is filed against a part of a statute, the remainder of the  
18 statute shall not be delayed from going into effect.

19 (b) If provisions of two or more measures approved at the same  
20 election conflict, the provisions of the measure receiving the  
21 highest number of affirmative votes shall prevail.

1 (c) The Legislature may amend or repeal a referendum statute.  
2 The Legislature may amend or repeal an initiative statute by  
3 another statute that becomes effective only when approved by the  
4 electors unless the initiative statute permits amendment or repeal  
5 without the electors' approval.

6 (d) Before circulation of an initiative or referendum petition for  
7 signatures, a copy shall be submitted to the Attorney General who  
8 shall prepare a title and summary of the measure as provided by  
9 law.

10 (e) The Legislature shall provide for the manner in which a  
11 petition shall be circulated, presented, and certified, and the manner  
12 in which a measure shall be submitted to the electors.

13 *Second—That Section 10.5 is added to Article II thereof, to*  
14 *read:*

15 *SEC. 10.5. (a) Except as provided in subdivision (b), a*  
16 *statewide initiative statute or referendum is approved if a majority*  
17 *of the votes cast on the measure are in favor.*

18 *(b) Notwithstanding Section 4 of Article XVIII, an initiative*  
19 *measure that includes one or more provisions that amend the*  
20 *Constitution to increase the voter approval requirement to adopt*  
21 *any state or local measure is approved by the voters only if the*  
22 *proportion of votes cast in favor of the initiative measure is equal*  
23 *to or greater than the highest voter approval requirement that the*  
24 *initiative measure would impose for the adoption of any state of*  
25 *local measure.*

26 *Third—That Section 7.8 is added to Article XI thereof, to read:*

27 *SEC. 7.8. At any election, pursuant to procedures that the*  
28 *Legislature shall provide, a local governing body may hold an*  
29 *advisory vote concerning any issue of governance for the purpose*  
30 *of allowing voters within the jurisdiction to voice their opinions*  
31 *on the issue. An advisory question is approved only if a majority*  
32 *of the votes cast on the question are in favor. The results of the*  
33 *advisory vote shall in no manner be controlling on the sponsoring*  
34 *local governing body.*

35 *Fourth—The provisions of this measure are severable. If any*  
36 *portion, section, subdivision, paragraph, clause, sentence, phrase,*  
37 *word, or application of this measure is for any reason held to be*  
38 *invalid by a decision of any court of competent jurisdiction, that*  
39 *decision shall not affect the validity of the remaining portions of*  
40 *this measure. The people of the State of California hereby declare*

1 *that they would have adopted this measure and each and every*  
2 *portion, section, subdivision, paragraph, clause, sentence, phrase,*  
3 *word, and application not declared invalid or unconstitutional*  
4 *without regard to whether any portion of this measure or*  
5 *application thereof would be subsequently declared invalid.*

September 6, 2023

The Honorable Christopher Ward  
California State Assembly  
1021 O Street, Suite 6350  
Sacramento, CA 95814

**RE: Assembly Constitutional Amendment 13 (Ward) – Support [As Amended August 17, 2023]**

Dear Assembly Member Ward:

The McKinleyville Community Services District is pleased to support your Assembly Constitutional Amendment 13, related to protecting the majority vote. The McKinleyville Community Services District is an independent special district established in 1970. Serving approximately 17,000 people, the District provides water, wastewater, parks and recreation, library, streetlights, and open space maintenance services to residents and businesses in the unincorporated area of McKinleyville.

Under current law, an initiative constitutional amendment that proposes to amend the California Constitution requires a simple majority of voters casting votes in favor of the measure for the amendment to be approved. Notably, this simple majority requirement is irrespective of any of the provisions contained within the proposed constitutional amendment; should the text of the proposed constitutional amendment contain provisions that would otherwise require voter thresholds in excess of a simple majority in the future, those increased vote thresholds may nonetheless be imposed with a simple majority of voters. Phrased another way, this allows a simple majority of voters to insert a three-fifths, two-thirds, four-fifths, or higher vote threshold into the California Constitution, even without the corresponding level of support in terms of votes cast in favor of the original amendment proposal.

ACA 13 would propose to California voters a solution to this problem with the initiative process: if placed on the ballot by the California Legislature, California voters would be asked to decide whether an initiative constitutional amendment containing provisions that increase vote thresholds should be required to attain the same proportion of votes in favor of the amendment that the proposed increased vote thresholds would demand. In this way, ACA 13 would ensure that a proposal cannot impose vote thresholds on our communities and our State that exceed the level of support for imposing such thresholds.

ACA 13 protects the democratic process in local communities by ensuring that a simple majority of statewide voters cannot restrict the will of a supermajority of voters in a local community. For these reasons, McKinleyville Community Services District is pleased to support Assembly Constitutional Amendment 13. If you or your staff have any questions, please contact our District office at (707) 839-3251 or [pkaspari@mckinleyvillecsd.com](mailto:pkaspari@mckinleyvillecsd.com).

Sincerely,

Gregory Orsini  
Board President

Pat Kaspari  
General Manager

CC: The Honorable Jim Wood  
The Honorable Mike McGuire  
Marcus Detwiler, Legislative Representative, California Special Districts Association

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SACRAMENTO, CALIFORNIA 95814

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FAX (916) 442-7759  
www.bmhlaw.com

21 - 0042 Amdt. # 1

January 4, 2022

RECEIVED

JAN 04 2022

INITIATIVE COORDINATOR  
ATTORNEY GENERAL'S OFFICE

Anabel Renteria  
Initiative Coordinator  
Office of the Attorney General  
State of California  
PO Box 994255  
Sacramento, CA 94244-25550


Re: Initiative 21-0042 - Amendment Number One

Dear Initiative Coordinator:

Pursuant to subdivision (b) of Section 9002 of the Elections Code, enclosed please find Amendment #1 to Initiative No. 21-0042 "The Taxpayer Protection and Government Accountability Act." The amendments are reasonably germane to the theme, purpose or subject of the initiative measure as originally proposed.

I am the proponent of the measure and request that the Attorney General prepare a circulating title and summary of the measure as provided by law, using the amended language.

Thank you for your time and attention processing my request.

Sincerely,  
  
Thomas W. Hiltachk

## The Taxpayer Protection and Government Accountability Act

[Deleted codified text is denoted in ~~strikeout~~. Added codified text is denoted by *italics and underline*.]

### Section 1. Title

This Act shall be known, and may be cited as, the Taxpayer Protection and Government Accountability Act.

### Section 2. Findings and Declarations

(a) Californians are overtaxed. We pay the nation's highest state income tax, sales tax, and gasoline tax. According to the U.S. Census Bureau, California's combined state and local tax burden is the highest in the nation. Despite this, and despite two consecutive years of obscene revenue surpluses, state politicians in 2021 alone introduced legislation to raise more than \$234 *billion* in new and higher taxes and fees.

(b) Taxes are only part of the reason for California's rising cost-of-living crisis. Californians pay billions more in hidden "fees" passed through to consumers in the price they pay for products, services, food, fuel, utilities and housing. Since 2010, government revenue from state and local "fees" has more than doubled.

(c) California's high cost of living not only contributes to the state's skyrocketing rates of poverty and homelessness, they are the pushing working families and job-providing businesses out of the state. The most recent Census showed that California's population dropped for the first time in history, costing us a seat in Congress. In the past four years, nearly 300 major corporations relocated to other states, not counting thousands more small businesses that were forced to move, sell or close.

(d) California voters have tried repeatedly, at great expense, to assert control over whether and how taxes and fees are raised. We have enacted a series of measures to make taxes more predictable, to limit what passes as a "fee," to require voter approval, and to guarantee transparency and accountability. These measures include Proposition 13 (1978), Proposition 62 (1986), Proposition 218 (1996), and Proposition 26 (2010).

(e) Contrary to the voters' intent, these measures that were designed to control taxes, spending and accountability, have been weakened and hamstrung by the Legislature, government lawyers, and the courts, making it necessary to pass yet another initiative to close loopholes and reverse hostile court decisions.

### Section 3. Statement of Purpose

(a) In enacting this measure, the voters reassert their right to a voice and a vote on new and higher taxes by requiring any new or higher tax to be put before voters for approval. Voters also intend that all fees and other charges are passed or rejected by the voters themselves or a governing body elected by voters and not unelected and unaccountable bureaucrats.

(b) Furthermore, the purpose and intent of the voters in enacting this measure is to increase transparency and accountability over higher taxes and charges by requiring any tax measure placed on the ballot—



either at the state or local level—to clearly state the type and rate of any tax, how long it will be in effect, and the use of the revenue generated by the tax.

(c) Furthermore, the purpose and intent of the voters in enacting this measure is to clarify that any new or increased form of state government revenue, by any name or manner of extraction paid directly or indirectly by Californians, shall be authorized only by a vote of the Legislature and signature of the Governor to ensure that the purposes for such charges are broadly supported and transparently debated.

(d) Furthermore, the purpose and intent of the voters in enacting this measure is also to ensure that taxpayers have the right and ability to effectively balance new or increased taxes and other charges with the rapidly increasing costs Californians are already paying for housing, food, childcare, gasoline, energy, healthcare, education, and other basic costs of living, and to further protect the existing constitutional limit on property taxes and ensure that the revenue from such taxes remains local, without changing or superseding existing constitutional provisions contained in Section 1(c) of Article XIII A.

(e) In enacting this measure, the voters also additionally intend to reverse loopholes in the legislative two-thirds vote and voter approval requirements for government revenue increases created by the courts including, but not limited to, *Cannabis Coalition v. City of Upland*, *Chamber of Commerce v. Air Resources Board*, *Schmeer v. Los Angeles County*, *Johnson v. County of Mendocino*, *Citizens Assn. of Sunset Beach v. Orange County Local Agency Formation Commission*, and *Wilde v. City of Dunsmuir*.

Section 4. Section 3 of Article XIII A of the California Constitution is amended to read:

Sec. 3(a) Every levy, charge, or exaction of any kind imposed by state law is either a tax or an exempt charge.

(b)(1) (a) Any change in state statute law which results in any taxpayer paying a new or higher tax must be imposed by an act passed by not less than two-thirds of all members elected to each of the two houses of the Legislature, and submitted to the electorate and approved by a majority vote, except that no new ad valorem taxes on real property, or sales or transaction taxes on the sales of real property, may be imposed. Each Act shall include:

(A) A specific duration of time that the tax will be imposed and an estimate of the annual amount expected to be derived from the tax.

(B) A specific and legally binding and enforceable limitation on how the revenue from the tax can be spent. If the revenue from the tax can be spent for unrestricted general revenue purposes, then a statement that the tax revenue can be spent for “unrestricted general revenue purposes” shall be included in a separate, stand-alone section. Any proposed change to the use of the revenue from the tax shall be adopted by a separate act that is passed by not less than two-thirds of all members elected to each of the two houses of the Legislature and submitted to the electorate and approved by a majority vote.

(2) The title and summary and ballot label or question required for a measure pursuant to the Elections Code shall, for each measure providing for the imposition of a tax, including a measure proposed by an elector pursuant to Article II, include:

(A) The type and amount or rate of the tax;

(B) The duration of the tax; and

(C) The use of the revenue derived from the tax.

(c) Any change in state law which results in any taxpayer paying a new or higher exempt charge must be imposed by an act passed by each of the two houses of the Legislature. Each act shall specify the type of exempt charge as provided in subdivision (e), and the amount or rate of the exempt charge to be imposed.

(d) ~~(b)~~ As used in this section and in Section 9 of Article II, "tax" means every ~~any~~ levy, charge, or exaction of any kind imposed by the State state law that is not an exempt charge, except the following:

(e) As used in this section, "exempt charge" means only the following:

~~(1) a charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the State of conferring the benefit or granting the privilege to the payor.~~

(1) ~~(2)~~ A reasonable charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable actual costs to the State of providing the service or product to the payor.

(2) ~~(3)~~ A charge imposed for the reasonable regulatory costs to the State incident to issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.

(3) A levy, charge, or exaction collected from local units of government, health care providers or health care service plans that is primarily used by the State of California for the purposes of increasing reimbursement rates or payments under the Medi-Cal program, and the revenues of which are primarily used to finance the non-federal portion of Medi-Cal medical assistance expenditures.

(4) A reasonable charge imposed for entrance to or use of state property, or the purchase, rental, or lease of state property, except charges governed by Section 15 of Article XI.

(5) A fine, or penalty, ~~or other monetary charge~~ including any applicable interest for nonpayment thereof, imposed by the judicial branch of government or the State, as a result of a state administrative enforcement agency pursuant to adjudicatory due process, to punish a violation of law.

(6) A levy, charge, assessment, or exaction collected for the promotion of California tourism pursuant to Chapter 1 (commencing with Section 13995) of Part 4.7 of Division 3 of Title 2 of the Government Code.

(f) ~~(e)~~ Any tax or exempt charge adopted after January 1, ~~2010~~ 2022, but prior to the effective date of this act, that was not adopted in compliance with the requirements of this section is void 12 months after the effective date of this act unless the tax or exempt charge is reenacted by the Legislature and signed into law by the Governor in compliance with the requirements of this section.

(g) ~~(1) (d)~~ The State bears the burden of proving by a preponderance of the clear and convincing evidence that a levy, charge, or other exaction is an exempt charge and not a tax. The State bears the burden of proving by clear and convincing evidence that the amount of the exempt charge is reasonable and that the amount charged does not exceed the actual cost of providing the service or product to the payor, ~~that the amount is no more than necessary to cover the reasonable costs of the governmental activity and~~

that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity

(2) The retention of revenue by, or the payment to, a non-governmental entity of a levy, charge, or exaction of any kind imposed by state law, shall not be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

(3) The characterization of a levy, charge, or exaction of any kind as being voluntary, or paid in exchange for a benefit, privilege, allowance, authorization, or asset, shall not be a factor in determining whether the levy, charge, or exaction is a tax or an exempt charge.

(4) The use of revenue derived from the levy, charge or exaction shall be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

(h) As used in this section:

(1) "Actual cost" of providing a service or product means: (i) the minimum amount necessary to reimburse the government for the cost of providing the service or product to the payor, and (ii) where the amount charged is not used by the government for any purpose other than reimbursing that cost. In computing "actual cost" the maximum amount that may be imposed is the actual cost less all other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds received to provide such service or product.

(2) "Extend" includes, but is not limited to, doing any of the following with respect to a tax or exempt charge: lengthening its duration, delaying or eliminating its expiration, expanding its application to a new territory or class of payor, or expanding the base to which its rate is applied.

(3) "Impose" means adopt, enact, reenact, create, establish, collect, increase or extend.

(4) "State law" includes, but is not limited to, any state statute, state regulation, state executive order, state resolution, state ruling, state opinion letter, or other legal authority or interpretation adopted, enacted, enforced, issued, or implemented by the legislative or executive branches of state government. "State law" does not include actions taken by the Regents of the University of California, Trustees of the California State University, or the Board of Governors of the California Community Colleges.

Section 5. Section 1 of Article XIII C of the California Constitution is amended, to read:

Sec. 1. Definitions. As used in this article:

(a) "Actual cost" of providing a service or product means: (i) the minimum amount necessary to reimburse the government for the cost of providing the service or product to the payor, and (ii) where the amount charged is not used by the government for any purpose other than reimbursing that cost. In computing "actual cost" the maximum amount that may be imposed is the actual cost less all other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds received to provide such service or product.

(b) "Extend" includes, but is not limited to, doing any of the following with respect to a tax, exempt charge, or Article XIII D assessment, fee, or charge: lengthening its duration, delaying or eliminating its expiration, expanding its application to a new territory or class of payor, or expanding the base to which its rate is applied.

~~(c) (a)~~ "General tax" means any tax imposed for general governmental purposes.

~~(d)~~ "Impose" means adopt, enact, reenact, create, establish, collect, increase, or extend.

~~(e) (b)~~ "Local government" means any county, city, city and county, including a charter city or county, any special district, or any other local or regional governmental entity, or an elector pursuant to Article II or the initiative power provided by a charter or statute.

~~(f)~~ "Local law" includes, but is not limited to, any ordinance, resolution, regulation, ruling, opinion letter, or other legal authority or interpretation adopted, enacted, enforced, issued, or implemented by a local government.

~~(g) (c)~~ "Special district" means an agency of the State, formed pursuant to general law or a special act, for the local performance of governmental or proprietary functions with limited geographic boundaries including, but not limited to, school districts and redevelopment agencies.

~~(h) (d)~~ "Special tax" means any tax imposed for specific purposes, including a tax imposed for specific purposes, which is placed into a general fund.

~~(i) (e)~~ As used in this article, and in Section 9 of Article II, "tax" means every any-levy, charge, or exaction of any kind, imposed by a local government law that is not an exempt charge., except the following:

~~(i)~~ As used in this section, "exempt charge" means only the following:

~~(1)~~ A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.

~~(1) (2)~~ A reasonable charge imposed for a specific local government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable actual costs to the local government of providing the service or product.

~~(2) (3)~~ A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.

~~(3) (4)~~ A reasonable charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.

~~(4) (5)~~ A fine, or penalty, or other monetary charge including any applicable interest for nonpayment thereof, imposed by the judicial branch of government or a local government administrative enforcement agency pursuant to adjudicatory due process, as a result of to punish a violation of law.

~~(5) (6)~~ A charge imposed as a condition of property development. No levy, charge, or exaction regulating or related to vehicle miles traveled may be imposed as a condition of property development or occupancy.

~~(6) (7)~~ An Assessments and property related fees assessment, fee, or charge imposed in accordance with the provisions of subject to Article XIII D, or an assessment imposed upon a business in a tourism marketing district, a parking and business improvement area, or a property and business improvement district.

(7) A charge imposed for a specific health care service provided directly to the payor and that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the health care service. As used in this paragraph, a "health care service" means a service licensed or exempt from licensure by the state pursuant to Chapters 1, 1.3, or 2 of Division 2 of the Health and Safety Code.

The local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity.

Section 6. Section 2 of Article XIII C of the California Constitution is amended to read:

Sec. 2. Local Government Tax Limitation. Notwithstanding any other provision of this Constitution:

(a) Every levy, charge, or exaction of any kind imposed by local law is either a tax or an exempt charge. All taxes imposed by any local government shall be deemed to be either general taxes or special taxes. Special purpose districts or agencies, including school districts, shall have no power to levy general taxes.

(b) No local law government, whether proposed by the governing body or by an elector, may impose, extend, or increase any general tax unless and until that tax is submitted to the electorate and approved by a majority vote. A general tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved. The election required by this subdivision shall be consolidated with a regularly scheduled general election for members of the governing body of the local government, except in cases of emergency declared by a unanimous vote of the governing body.

(c) Any general tax imposed, extended, or increased, without voter approval, by any local government on or after January 1, 1995, and prior to the effective date of this article, shall continue to be imposed only if approved by a majority vote of the voters voting in an election on the issue of the imposition, which election shall be held within two years of the effective date of this article and in compliance with subdivision (b). ~~(d) No local law government, whether proposed by the governing body or by an elector, may impose, extend, or increase any special tax unless and until that tax is submitted to the electorate and approved by a two-thirds vote. A special tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved.~~

(d) The title and summary and ballot label or question required for a measure pursuant to the Elections Code shall, for each measure providing for the imposition of a tax, include:

(1) The type and amount or rate of the tax;

(2) the duration of the tax; and

(3) The use of the revenue derived from the tax. If the proposed tax is a general tax, the phrase "for general government use" shall be required, and no advisory measure may appear on the same ballot that would indicate that the revenue from the general tax will, could, or should be used for a specific purpose.

(e) Only the governing body of a local government, other than an elector pursuant to Article II or the initiative power provided by a charter or statute, shall have the authority to impose any exempt charge. The governing body shall impose an exempt charge by an ordinance specifying the type of exempt charge

as provided in Section 1(j) and the amount or rate of the exempt charge to be imposed, and passed by the governing body. This subdivision shall not apply to charges specified in paragraph (7) of subdivision (i) of Section 1.

(f) No amendment to a Charter which provides for the imposition, extension, or increase of a tax or exempt charge shall be submitted to or approved by the electors, nor shall any such amendment to a Charter hereafter submitted to or approved by the electors become effective for any purpose.

(g) Any tax or exempt charge adopted after January 1, 2022, but prior to the effective date of this act, that was not adopted in compliance with the requirements of this section is void 12 months after the effective date of this act unless the tax or exempt charge is reenacted in compliance with the requirements of this section.

(h)(1) The local government bears the burden of proving by clear and convincing evidence that a levy, charge or exaction is an exempt charge and not a tax. The local government bears the burden of proving by clear and convincing evidence that the amount of the exempt charge is reasonable and that the amount charged does not exceed the actual cost of providing the service or product to the payor.

(2) The retention of revenue by, or the payment to, a non-governmental entity of a levy, charge, or exaction of any kind imposed by a local law, shall not be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

(3) The characterization of a levy, charge, or exaction of any kind imposed by a local law as being paid in exchange for a benefit, privilege, allowance, authorization, or asset, shall not be factors in determining whether the levy, charge, or exaction is a tax or an exempt charge.

(4) The use of revenue derived from the levy, charge or exaction shall be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

Section 7. Section 3 of Article XIII D of the California Constitution is amended, to read:

Sec. 3. Property Taxes, Assessments, Fees and Charges Limited

(a) No tax, assessment, fee, ~~or~~ charge, or surcharge, including a surcharge based on the value of property, shall be assessed ~~by any agency~~ upon any parcel of property or upon any person as an incident of property ownership except:

(1) The ad valorem property tax ~~imposed pursuant to~~ described in Section 1(a) of Article XIII and Section 1(a) of Article XIII A, and described and enacted pursuant to the voter approval requirement in Section 1(b) of Article XIII A.

(2) Any special non-ad valorem tax receiving a two-thirds vote of qualified electors pursuant to Section 4 of Article XIII A, or after receiving a two-thirds vote of those authorized to vote in a community facilities district by the Legislature pursuant to statute as it existed on December 31, 2021.

(3) Assessments as provided by this article.

(4) Fees or charges for property related services as provided by this article.

(b) For purposes of this article, fees for the provision of electrical or gas service shall not be deemed charges or fees imposed as an incident of property ownership.

Section 8. Sections 1 and 14 of Article XIII are amended to read:

Sec. 1 Unless otherwise provided by this Constitution or the laws of the United States:

(a) All property is taxable and shall be assessed at the same percentage of fair market value. When a value standard other than fair market value is prescribed by this Constitution or by statute authorized by this Constitution, the same percentage shall be applied to determine the assessed value. The value to which the percentage is applied, whether it be the fair market value or not, shall be known for property tax purposes as the full value.

(b) All property so assessed shall be taxed in proportion to its full value.

(c) All proceeds from the taxation of property shall be apportioned according to law to the districts within the counties.

Sec. 14. All property taxed by state or local government shall be assessed in the county, city, and district in which it is situated. Notwithstanding any other provision of law, such state or local property taxes shall be apportioned according to law to the districts within the counties.

Section 9. General Provisions

A. This Act shall be liberally construed in order to effectuate its purposes.

B. (1) In the event that this initiative measure and another initiative measure or measures relating to state or local requirements for the imposition, adoption, creation, or establishment of taxes, charges, and other revenue measures shall appear on the same statewide election ballot, the other initiative measure or measures shall be deemed to be in conflict with this measure. In the event that this initiative measure receives a greater number of affirmative votes, the provisions of this measure shall prevail in their entirety, and the provisions of the other initiative measure or measures shall be null and void.

(2) In furtherance of this provision, the voters hereby declare that this measure conflicts with the provisions of the "Housing Affordability and Tax Cut Act of 2022" and "The Tax Cut and Housing Affordability Act," both of which would impose a new state property tax (called a "surcharge") on certain real property, and where the revenue derived from the tax is provided to the State, rather than retained in the county in which the property is situated and for the use of the county and cities and districts within the county, in direct violation of the provisions of this initiative.

(3) If this initiative measure is approved by the voters, but superseded in whole or in part by any other conflicting initiative measure approved by the voters at the same election, and such conflicting initiative is later held invalid, this measure shall be self-executing and given full force and effect.

C. The provisions of this Act are severable. If any portion, section, subdivision, paragraph, clause, sentence, phrase, word, or application of this Act is for any reason held to be invalid by a decision of any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this Act. The People of the State of California hereby declare that they would have adopted this Act and each and every portion, section, subdivision, paragraph, clause, sentence, phrase, word, and application not

declared invalid or unconstitutional without regard to whether any portion of this Act or application thereof would be subsequently declared invalid.

D. If this Act is approved by the voters of the State of California and thereafter subjected to a legal challenge alleging a violation of state or federal law, and both the Governor and Attorney General refuse to defend this Act, then the following actions shall be taken:

(1) Notwithstanding anything to the contrary contained in Chapter 6 of Part 2 of Division 3 of Title 2 of the Government Code or any other law, the Attorney General shall appoint independent counsel to faithfully and vigorously defend this Act on behalf of the State of California.

(2) Before appointing or thereafter substituting independent counsel, the Attorney General shall exercise due diligence in determining the qualifications of independent counsel and shall obtain written affirmation from independent counsel that independent counsel will faithfully and vigorously defend this Act. The written affirmation shall be made publicly available upon request.

(3) A continuous appropriation is hereby made from the General Fund to the Controller, without regard to fiscal years, in an amount necessary to cover the costs of retaining independent counsel to faithfully and vigorously defend this Act on behalf of the State of California.

(4) Nothing in this section shall prohibit the proponents of this Act, or a bona fide taxpayers association, from intervening to defend this Act.



**RESOLUTION 2022 – 10****A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT OPPOSING INITIATIVE 21-0042A1**

**WHEREAS**, an association representing California’s wealthiest corporations and developers is spending millions to push a deceptive proposition aimed for the November 2022 statewide ballot; and

**WHEREAS**, the proposed proposition, Initiative 21-0042A1, has received the official title: “LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT.”

**WHEREAS**, the measure includes provisions that would make it more difficult for local voters to pass measures needed to fund local services and infrastructure, and would limit voter input by prohibiting local advisory measures where voters provide direction on how they want their local tax dollars spent; and

**WHEREAS**, the measure exposes taxpayers to a new wave of costly litigation, limits the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure; and

**WHEREAS**, the measure severely restricts state and local officials’ ability to protect our environment, public health and safety, and our neighborhoods against corporations and others who violate the law; and

**WHEREAS**, the measure creates new constitutional loopholes that would allow corporations to pay less than their fair share for the impacts they impose on our communities, including local infrastructure, our environment, water quality, air quality, and natural resources; and

**WHEREAS**, the measure threatens billions of dollars currently dedicated to state and local services, and could force cuts to water, wastewater, parks and recreation services, as well as public schools, fire and emergency response, law enforcement, public health, parks, libraries, affordable housing, services to address homelessness, mental health services, and more; and

**WHEREAS**, the measure would also reduce funding for critical infrastructure like streets and roads, public transportation, ports, drinking water, sanitation, utilities, and more.

**THEREFORE, BE IT RESOLVED** that the McKinleyville Community Services District opposes Initiative 21-0042A1;

**BE IT FURTHER RESOLVED**, that the McKinleyville Community Services District will join the No on Initiative 21-0042A1 coalition, a growing coalition of public safety, labor,

local government, infrastructure advocates, and other organizations throughout the state.

We direct staff to email a copy of this adopted resolution to the California Special Districts Association at [advocacy@csda.net](mailto:advocacy@csda.net).

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on April 6, 2022, by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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David Couch, Board President

Attest:

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April Sousa, MMC, Board Secretary

# McKinleyville Community Services District

## BOARD OF DIRECTORS

September 6, 2023

TYPE OF ITEM: **Action**

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**ITEM: E.1**                      **Consider Attendance at the Association of California Water Agencies (ACWA) 2023 Fall Conference & Exhibition in Indian Wells, CA on November 28-30, 2023**

**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 2023 Fall Conference and Exhibition being held in Indian Wells, CA, November 28-30, 2023 and consider authorization for interested Board Members to attend.

### **Discussion:**

This year's ACWA 2022 Fall Conference and Exhibition will be held in Indian Wells, CA from November 28-30, 2023. Regular registration and cancellation deadline is November 17, 2023. **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 17, 2023. The cost for full conference registration and meals package is \$815. Meals not provided by the conference for four days will be \$208.50 per person. Special hotel rate (based on availability) is \$209 per night. Three nights of lodging would be \$627 per attendee before taxes and fees. United airfare at today's rate is approximately \$553 per attendee. Transportation to and from the airport is around \$50. An approximate total cost for travel, meals and attendance to the conference is \$2,203.50 per attendee. The remaining board travel budget for FY23-24 is approximately \$14,000. To maintain the lowest possible costs, if approved, the Board is asked to notify the Board Secretary no later than September 20, 2023 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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# PRELIMINARY AGENDA

## **TUES** 11/28/23

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 LUNCH**

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

1:00 PM - 3:00 PM  
**ACWA JPIA SEXUAL HARRASSMENT TRAINING**

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

3:15 PM - 5:00 PM  
**COMMUNICATIONS COMMITTEE**  
**FEDERAL AFFAIRS COMMITTEE**  
**LEGAL AFFAIRS COMMITTEE**  
**MEMBERSHIP COMMITTEE**

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

## **WED** 11/29/23

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

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

- ACWA State of the Association
- Keynote Presentation
- ACWA JPIA Update
- Emissary Award

10:30 AM - 11:45 AM  
**PROGRAM SESSIONS**

12:00 PM - 1:30 PM  
**CONNECT IN THE EXHIBIT HALL**  
**NETWORKING BBQ LUNCH**

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

1:30 PM - 2:15 PM  
**WATER TALK / MAIN STAGE**

2:30 PM - 3:30 PM  
**PROGRAM SESSIONS**

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

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

## **THUR** 11/30/23

7:00 AM - 8:00 AM  
**WELLNESS ACTIVITY**

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

7:30 AM - 9:00 AM  
**CONTINENTAL BREAKFAST**  
**IN THE EXHIBIT HALL**

8:30 AM - 10:00 AM  
**MEDIA TRAINING**

8:30 AM - 10:45 AM  
**ETHICS TRAINING**

9:00 AM - 10:00 AM  
**PROGRAM SESSIONS**

10:15 AM - 11:15 AM  
**PROGRAM SESSIONS**

11:45 AM - 1:15 PM  
**KEYNOTE & AWARDS / MAIN STAGE**

- Keynote Presentation
- Outreach Awards
- Sponsorship Awards
- Huell Howser Awards
- Steve Hall Scholarship
- Passing of the Gavel

1:30 PM - 3:00 PM  
**CLOSING LUNCH**

*Last Updated: 08/03/2023*

Qualify for continuing education credit

Designated Recorded Programs TBD

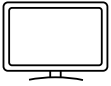
**Questions:** Email [events@acwa.com](mailto:events@acwa.com)

**Online Registration Deadline:** Nov. 17, 2023

All conference programs are subject to change without notice.

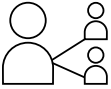
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## REGISTRATION, MEALS AND HOTEL INFORMATION SHEET



### REGISTER ONLINE

Register online by **November 17, 2023** at [www.acwa.com](http://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](mailto:TeresaT@acwa.com) for more information **before registering**.

REGISTRATION OPTIONS <i>Advantage pricing applies to ACWA public agency members, associates &amp; affiliates. Standard pricing applies to non-members of ACWA.</i>	ADVANCE DEADLINE: 11/17/23		ONSITE	
	ADVANTAGE	STANDARD	ADVANTAGE	STANDARD
<b>Full Conference Registration</b> 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 BBQ Lunch, Thursday Continental Breakfast and Thursday Closing Lunch	\$815	\$1,225	\$845	\$1,255
<b>Tuesday Committee Meetings Only</b> (complimentary - must register to attend) Includes Tuesday Committee Box Lunch. Committee meetings are not recorded. Virtual participation is not available.	\$0	\$0	\$0	\$0
<b>One-Day Conference Registration</b> <b>Wednesday, Nov. 29:</b> 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 BBQ Lunch. On-demand designated conference recordings are NOT included. <b>Thursday, Nov. 30:</b> Includes access to all Thursday ACWA conference programs, Thur. ACWA Continental Breakfast and Thur. ACWA Closing Lunch. On-demand designated conference recordings are NOT included.	\$475	\$715	\$505	\$745
<b>Guest Conference Registration</b> Guest registration is not available to anyone with a professional reason to attend. Includes access to ACWA hosted receptions.	\$125	\$125	\$125	\$125
<b>PRE-ORDER: On-Demand Designated Conference Recordings Only</b> 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 audio recordings on-demand and PDFs of presentations made available. See <a href="#">preliminary agenda</a> for details.	\$230	\$345	\$230	\$345

## 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 August 21 - November 6**, based on availability.

### HOTEL & ROOM RATES

**Renaissance Esmeralda** \$215 per night\* + \$10 discounted resort fee

**Hyatt Regency** \$209 per night\* (resort fee waived)

**Miramonte** \$209 per night\* (resort fee waived) reserve by Oct. 13

\* Plus applicable state/local 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 August 21, 2023.**

**Deadline for group rate is November 6, 2023**

For those **registering for conference prior to August 21**, information on how to reserve your hotel room will be provided via e-mail on August 21.

For those registering for conference from **August 21 to November 6**, 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 6, 2023

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.A**                      **Finance & Administration – July - August 2023 Report**

**PRESENTED BY:**                **Nicole Alvarado, Finance Director**

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

### **FINANCIAL, AUDIT, & BUDGET INFORMATION**

The District has \$813,722 to date in the Trust Account for the Biosolids Disposal project. A check for \$540,657 was received and deposited in January.

Customer adjustments at July month-end total \$0, the annual budget for this sub-item is \$45,000. (GL# 501/551-62120)

Total Board Travel as of July 31, 2023 is \$3,835 which is 37% of the approved \$10,300 budget for this item. (GL# 001/005/501/551 62090-888)

#### Audit/Budget Update:

Staff has closed FY2023 and is working on preparing the trial balance for the District's external auditor, C.J. Brown & Company. Field work for the audit of the FY22-23 financials is scheduled for the week of October 2, 2023.

#### Activity Summary

The Activity Summaries by Fund provides information on revenues and expenses or expenditures for each Fund, both current month and year-to-date. There is also a column showing the year-to-date budget and amounts and percents over or under. Lines that deviate from the calculated budget by more than 10% have an explanatory note. Often, this is no more than a reminder that, while the budget is divided evenly across twelve months, actual expenses often do not follow the same pattern. Other times, there are specific reasons for a deviation, such as contributed construction or the collection of unexpected capacity fees.

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.

## **OTHER UPDATES**

Staff has received trust account statements from Humboldt County as of June 30, 2023. Property tax accounts will be trued up as part of the normal year-end process.

Our wholesale water provider, Humboldt Bay Municipal Water District, received their Board's approval on their budget in July. Our pass-through charge was updated accordingly in August.

CalOES selected the 4.5 MG tank project for a mini-audit. Staff assembled the data request and submitted the requested materials to CalOES's internal auditor. Finance Director Alvarado and GM Kaspari met with CalOES at the end the August for an exit meeting. The auditor recommended the District update its procurement policy to better reflect standard requirements associated with being a recipient of federal funds.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

September 6, 2023

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.B**                      **Operations Department – July/August 2023 Report**

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

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

### **Water Department:**

#### **Water Statistics:**

The district pumped 50.136 million gallons of water in July. Eight water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted.

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

Annual routine testing was conducted 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:**

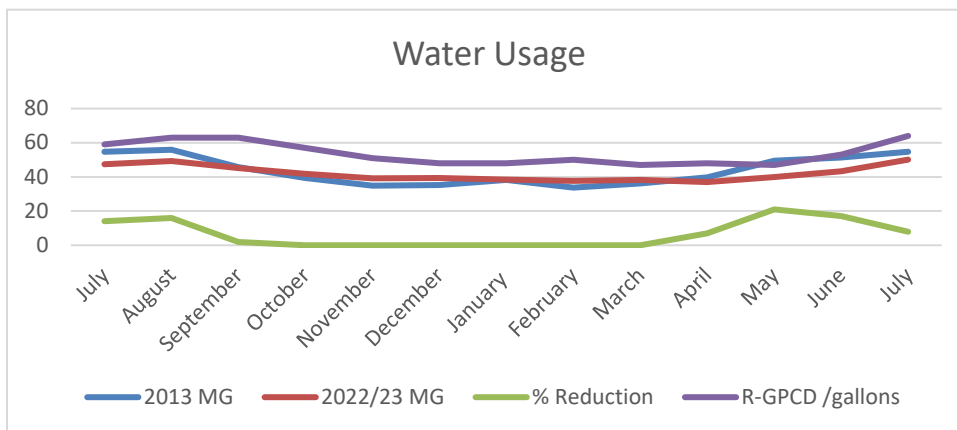
Weekly Bacteria Samples were collected on Schedules 1, 2, 3, 4, and 5 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. Four service line leaks were repaired on Fernwood, Holly, Park and Sagewood due to bad crimp or backfill material. Staff worked on customer lists, mapping and procedures for shutting down and flushing the main for the Central Avenue project. Customers were notified in advance by GRS. Mowing and string trimming was completed at the Little Pond water easement.

#### **Water Station Maintenance:**

Monthly inspections and daily routines were conducted at the water stations. Any minor issues found are repaired during inspections, but if they require parts or extensive labor, the issue is documented on the monthly sheet, which will then generate a work order for repairs. The altitude pit at Cochran wash pressure washed along with the drain cleared of debris. Mowing and string trimming was completed at the Little Pond water easement. North Bank pumps and motors were serviced as part of the 6 month maintenance. Goats and pigs were removed from the tank 1C project due to being an inconvenience along with string trimming. Tank 1A cathodic was installed with new wiring, anodes and cathodes. A new rectifier was installed on tank 1B.

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.

	<b>2013 (MG)</b>	<b>2022/23 (MG)</b>	<b>% Reduction</b>	<b>R-GPCD</b>
<b>July</b>	54.757	47.464	14	59
<b>August</b>	55.908	49.252	16	63
<b>September</b>	45.702	45.118	2	63
<b>October</b>	39.439	41.856	(-6)	57
<b>November</b>	34.879	39.227	(-12)	51
<b>December</b>	35.203	39.420	(-11)	48
<b>January</b>	38.241	38.464	(0)	48
<b>February</b>	33.751	34.914	(-3)	48
<b>March</b>	36.244	38.211	(-5)	47
<b>April</b>	39.755	37.003	7	48
<b>May</b>	49.407	39.491	21	47
<b>June</b>	51.337	42.826	17	53
<b>July</b>	54.757	50.136	8	64



R-GPCD = Residential Gallons Per Capita Day

**New Construction Inspections:**

Midtown Court Tract: Plans were reviewed, and plan check fees have been paid. This project has not started yet. Washington Estates: Contractor has installed Sewer mains and manholes per MCSD Specifications. Sewer inspection is 50% completed. Water mains and services have been installed and tested.

**Sewer Department:****Wastewater Statistics:**

24.5 million gallons of wastewater were collected and pumped to the WWMF. 20.1 million gallons of wastewater were treated and discharged to NPDES Permit site REC-001 Land disposal in July.

**Sewer Station Maintenance:**

Monthly inspections and daily routines were conducted at all sewer stations. B Street pump 1 was pumping more hours than normal. Staff opened pump, removed rags and debris, inspected wear plate and shimmed impeller. The pump was placed back into service and pumping hours returned to normal. String trimming and asphalt cleaning was conducted at the Fischer lift station.

**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. String trimming and mowing was completed at the Little Pond, Gwin, Sharon and Widow White sewer R.O.W.'s.

A lot of staff time was utilized to make repairs on the Pialorsi House which included flooring, painting, window replacement, wall repairs, door replacements, pressure washing, new rangehood, evacuation fans and baseboards.

60 feet of sewer main was replaced in front of Six Rivers Brewery due to the bottom of the pipe corroding which allowed rocks and debris to get into the main and partially plug up the flow. The main was then lined by a lining crew that was here to work on the Central Avenue project.

**Wastewater Management Facility:**

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. All drive motors were greased as part of the 6 month routine maintenance. Mowed around fence perimeter.

**Daily Irrigation and Observation of Reclamation Sites:**

Staff replaced the fencing at the lower Fischer Ranch along with working on the Pialorsi house to save on costs associated with making it livable. Trail clearing was performed on the perc pond road.

**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 Construction Noise, Lightning strikes, Safely Cutting Pipe, and Ergonomics.

**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

Ryan passed his Class B driving test.

Attended Bullfrog class and field walk to identify and mitigate frogs from Coho Pond.

Assisted Cher-Ae Heights to camera storm drain

Annual clean-up days by all staff

Attended meetings for Central Mainline and misc. Inspections.

Attended meeting for the McCluski Tank Project.

Attended meetings for 4.5 MG Tank project

Reviewed preliminary design for Recycled Water grant.

Assisted with Central Mainline Project, making lists of customers affected by shutdown and assisted with shutdown, flushing, recharging and installing a new 6" valve.

**GIS:****Plans & Programs**

- Annual Review of CL2/SO2 SOP (CalARP Program)
  - No revisions were made
- Annual Review of Hazard Assessment CalARP
  - No Revisions were made
- Annual Review of Risk Management Plan CalARP
  - No Revisions were made
- Annual Review of Emergency Response Plan CalARP
  - No Revisions were made

**Maps Completed & General GIS**

- Copper Lead Study
  - Completed QAQC of installation dates for meters installed after 1985
- Community Forest Garbage File from Green Diamond
  - Unzipped and downloaded shapefile and pictures to P-Drive
  - Uploaded Pictures and Videos to OneDrive
  - Created attribute within Garbage Point file to link photos and videos to the corresponding point.
  - Uploaded shapefile to ArcGIS Online and added to the Community Forest Web Map for MCSD Staff to review.
- Central Ave Rehab Shutdown maps & Customer Lists

- Maps made for Nursery Way, Heartwood East & West, and Holly
- Customer Lists were made for each of the following streets listed.
- Water Meter Shapefile
  - Added Several Meters missing from GIS and updated repaired service lines
  - Located Several Meters with unknown location number to obtain correct meter information.

### **Misc. Work Completed**

- Lead and Copper Grant
  - Started to write the technical application for the Grant proposal
- Clean Up days
- USA's
- Operations Document Filing

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

September 6, 2023

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.C**                      **Parks & Recreation Director's Report for August 2023**

**PRESENTED BY:**                **Lesley Frisbee, 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 summer hours of Monday- Friday 12:00pm-6:00pm ended with the start of school this month. Hours are now 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 12-15 teens per day this summer.

### **PARK AND RECREATION COMMITTEE:**

The Park and Recreation Committee (PARC) met on August 16, 2023. The notes from the meeting can be reviewed in **Attachment 1**. Committee member Ben Winker resigned on August 14<sup>th</sup>. There is now one regular voting member vacancy and two alternate member vacancies.

### **BMX TRACK & PARK PROJECT:**

Melton Design Group submitted the 30% construction design docs on July 14<sup>th</sup>. Staff is reviewing them. 75% construction design docs are anticipated to be submitted by the end of Sept. and 100% by December.

### **COMMUNITY FOREST UPDATES:**

Staff continues to meet monthly with Green Diamond Resource Co. staff. The Road Easement Agreement has been reviewed by District Counsel and District Staff and sent back to Green Diamond for minor changes and a finalized draft. Green Diamond has assessed all of the areas within the property that will require clean-up prior to the transfer of the property.

### **RECREATION PROGRAM UPDATES**

- Drop-in Pickleball returned to the Activity Center on August 28th running on Monday, Wednesday, and Friday mornings 9:30am to 12:30pm. Drop in is \$4 per person.
- 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 10-14 people per class.

- Fast Break Friday's, a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. Since it started it is averaging 18-20 participants per week.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Summer Basketball for youth in 3<sup>rd</sup>-6<sup>th</sup> grades ended on August 10<sup>th</sup>. The program served 33 youth this summer.
- The Adult Wood Bat Softball League kicked off on July 30<sup>th</sup> with 11 teams.
- The summer tot camp has been a success so far. We averaged 9 participants per session, serving a total of 24 unique participants over the 6 weeks.
- Playgroup for children 0-5 resumed on August 31<sup>st</sup>.

### **PARK & FACILITY MAINTENANCE UPDATES:**

Staff is diligently working to stay on top of weeds and hedges in the park landscapes and Open Space Maintenance Zones. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. and Open Space Zone landscaping. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Interior renovations at Azalea Hall are moving along smoothly. The walls have been textured and painted. New flooring is installed, and new blinds are up. New front doors are slated to be installed sometime late summer or early fall and the HVAC system has been upgraded. Interior renovations at Azalea Hall are funded by the Prop 68 Per Capita Grant program. It is anticipated that all renovations will be complete by the end of the 2023 calendar year.

The compressor running the walk-in freezer at the Teen Center had to be replaced this month.

### **FACILITY RENTALS & USE**

- 6 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in August through September as well as two kitchen vendors using the kitchen 1 to 3 days per week.
- 14 Pierson Park rentals August through September
- Mad River Youth Soccer League season kicked off on August 26<sup>th</sup>.

### **OTHER UPDATES:**

- Staff have been collecting input from the public via surveys for
- Staff is participating in the District's 5 year strategic plan update process.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, the McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide support to other departments of the District; assisting with payroll and all staff morale boosters.

### **ATTACHMENTS:**

PARC Meeting Notes 8-16-2023

**Wednesday, August 16, 2023**

**6:30pm**

Parks & Recreation Committee Meeting

NOTES

**Members Present:** Laura Bridy, Charlie Caldwell, Johnny Calkins, Phil Heidrick, John Kulstad, Heidi Conzelmann, Jennifer Ortega, Scott Binder

**Members Absent:** Jane Fusek, Julie Giannini-Previde

**Members Resigned:** Ben Winker

**Meeting Notes:**

Communications:

Checked in to make sure the members received Ben Winkler's resignation email. Introduced myself(Kirsten Messmer) and gave a brief explanation to why I was filling in for Lesley.

Public Comment:

None

Community Forest Update:

- Jennifer Ortega advised that there should be a communication plan between Green Diamond, MCSD and McKinleyville residents about trees down being taken down that are hazardous in preparation of the community forest property transfer.

BMX Track & Park Update:

- Charlie Caldwell shared that a local BMX kid is going to the Olympics.

Dept. Director Report:

*Recreation Program Updates*

- Drop-in Pickleball is running on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Middle School campus for the summer. Drop in is \$4 per person.
- 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 10-14 people per class.
- Fast Break Friday's, a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. Since it started it is averaging 18-20 participants per week.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Summer Basketball for youth in 3<sup>rd</sup>-6<sup>th</sup> grades started on June 27<sup>th</sup> and will run through August 10<sup>th</sup>.
- The summer tot camp has been a success so far. We averaged 9 participants per session, serving a total of 24 unique participants over the 6 weeks.
- Playgroup for children 0-5 is on summer break until August 31<sup>st</sup>.

*Park & Facility Maintenance Updates*

Staff is diligently working to stay on top of weeds and hedges in the park landscapes and Open Space Maintenance Zones. Unfortunately, the weeds grow faster than our crew can clear them during the spring and summer months, and spaces are not as tidy as we'd like them to be. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. and Open Space Zone landscaping. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Interior renovations at Azalea Hall are moving along smoothly. The walls have been textured and painted. New flooring is installed, and new blinds are up. New front doors are slated to be installed sometime late summer or early fall and the HVAC system will be getting an upgrade between September and October. Interior renovations at Azalea Hall are funded by the Prop 68 Per Capita Grant program. It is anticipated that all renovations will be complete by the end of the 2023 calendar year.

#### *Facility Rentals & Use*

- 7 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in July through August as well as two kitchen vendors using the kitchen 1 to 3 days per week.
- 19 Pierson Park rentals July through August

The Boys & Girls Club of the Redwoods Teen Club at the Teen & Community Center is averaging 10-15 youth per day since school let out.

#### *Vandalism Report*

The park maintenance crew has had to address a consistent series of vandalism incidents at Pierson Park in recent months.

#### *BMX Track & Park Updates*

No updates at this time.

#### *Other updates:*

- Summer-Fall Newsletter and Activity Guide was mailed mid-June
- Staff is participating in the District's 5 year strategic plan update process.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, the McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, and payroll.
- Jennifer Ortega and Johnny Calkins reported that there is a tent 50 yards off the Hammond trail by the bridge near the waste water treatment plant.

#### AdHoc Committee Reports:

- Skate Park—Charlie Caldwell reported they have broken ground and concrete should be being poured starting next week.
- Fisher Ranch Estuary project— Nothing to report
- BMX— See notes in Dept. Director Report
- Community Garden—Discussion around that the Community Garden does not have a representative now that Ben Winkler has resigned. No one present volunteered to take on this role.

#### Agenda Items for next meeting:

Next meeting will be WEDNESDAY, September 20<sup>th</sup>

Adjournment:

- Adjourned: approximately 7:20pm

# McKinleyville Community Services District

## BOARD OF DIRECTORS

September 6, 2023

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: F.3.D**                      **General Manager’s Report for September 6, 2023 Meeting**

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

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

### **A summary of activity for the month of August 2023**

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

• Use of NHE Services =	\$2,802
• WEX Labor Reimbursement =	\$0
• SWAP =	\$4,410
• Volunteer Pickleball Labor =	\$517
• CSW =	\$480
• CalNET Phones savings =	\$2,500
• Amazon Cost Savings =	\$23
• Replace Hyd Fitting on Backhoe =	\$280
• Build Valve Wrenches =	\$400
• Sewer Main Repair-Six Rivers =	\$83,000
<b>TOTAL COST SAVINGS FOR AUG =</b>	<b>\$94,412</b>

***For the District’s 2023/24 Fiscal Year, Staff was responsible for \$141,412 in savings.***

District staff are recognized and commended for their continued efforts in looking for cost savings, the use of internal labor, and grant opportunities that result in real savings for the District, ratepayers, and the community.

**4.5 Gallon Water Tank Project** – Mercer Fraser and Kennedy Jenks have been busy submitting and reviewing construction submittals. All of the environmental surveys have been completed and the stormwater BMPs installed. The excavation is also proceeding and they anticipate to have the foundation excavated and set by mid-September. DN Tank will also show-up mid-September and start building the tank the end of September/early October. There is a big hole up there now that is pretty impressive.

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

**Central Avenue Water and Sewer Mainline Replacement Project** – GRS has completed the water main between Sutter and Hiller. The main was leak tested, disinfected and connected to the existing mains at Hiller, Nursery Way, and Heartwood. The old service connections have also been moved off the existing main to the new water main. The water main work should be completed by this September Board Meeting.

The sewer lining contractor also came out and lined the laterals and the sewer main. There was some issues installing the “top hats” tying the lateral lining to the mainline lining, but that work may also be completed by this September Board Meeting.

The permanent paving of the main water line trench should also be completed by the September Board Meeting. Since we paved the entire lane instead of just the trench cut, we split the paving cost with the County. They are also going to restripe the road. The other side trenches may also be done by the Board Meeting, if not, they should also be paved sometime in early September and the Project completed by the end of September.

This project is being funded by \$1M in wastewater bond sales as well as \$1.5M in Mainline Replacement Reserves.

**SRF Energy Efficiency WWMF Micro-grid Project** – The installation of the microgrid at the Wastewater Management Facility (WWMF) continues to be behind schedule. The solar portion of the facility was brought on-line and signed off by PG&E on July 1, 2022. The District has been using and exporting solar energy since then. The battery portion of the system is still grinding its way through the PG&E permitting process, but we have FINALLY RECEIVED INITIAL PERMIT APPROVAL BY PG&E. Of course the meter they wanted to monitor the battery portion is one that is not available readily and we have been waiting for delivery of the meter from the manufacturer. Delivery is not expected until October. Upon installation of the meter, we will do the final PG&E

inspection and approval, and the final commissioning. The entire microgrid will then be operational. We owe the Board a report on the energy generation over this last year and the cost savings associated with the solar array usage, which looks to be considerable.

We also got a call from the EPA Office of Water Infrastructure and Cyber Resilience and discussed the project with them. Staff has agreed to present the project at a September 28<sup>th</sup> Webinar for them.

**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 additional Cultural Resources survey the week of June 7. We are waiting on Pacific Legacy's Report and will forward that on to FEMA so they can complete NEPA and hopefully release the Phase 2 funding.

**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. 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.

**McCluski/Hewitt Tank Replacement Project** – This project consists of the replacement of the two existing redwood tanks at the west end of Hewitt Ave. The existing 100,000 gallon and 150,000-gallon redwood tanks located on McCluski Hill are two of six water tanks that serve the District. The 100,000-gallon tank was constructed in 1972 and the 150,000-gallon tank was constructed in 1982. We propose to replace both tanks with 200,000-gallon, bolted steel tanks set on new foundations.

We submitted a Hazard Mitigation Grant application for this project in March 2021. We received the grant agreement from CalOES on February 17, 2023. This will be for Phase 1 funding, which will include the Biological and other Special Studies as well as Geotech assessment and 65% design drawings. The Board awarded the engineering and environmental permitting contract to Kennedy Jenks at the May 3, 2023 Board meeting. Kennedy Jenks has completed their first Draft Technical Memorandum on the Design Basis and Alternatives Analysis. District Staff is reviewing the Memo and will have a meeting with KJ in early September to select the final design basis for the tanks. KJ expects to complete the initial design and permitting work by the end of 2023. The

District requested and was granted a grant extension extending the Phase 1 performance period out until March 29, 2024.

The overall cost for this project is estimated to be \$1.44 Million, with 75% Federal Funding (\$1,079,038.50) and a 25% District match (\$359,679.50). This first phase of the work is estimated to cost \$155,750 overall which includes a \$38,938 District match. This grant was included in the current Fiscal Year budget and the recent Rate Study analysis and will be paid for from the Operations CIP budget.

**Reporting by County Department** – A regular meeting has been scheduled with President Orsini, GM Kaspari, Supervisor Madrone, and the MMAC Chair, Lisa Dugan. Jesse Miles, the Executive Director of the McKinleyville Chamber of Commerce, has 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 three organizations and the community. The August meeting was a meeting with County Airport Director Cody Roggatz. We had a very good, wide ranging discussion and talked about the status of the on-going airport rehabilitation work, future proposed airport work, future desired Airlines and Routes, and future development around the Airport. As mentioned, it was a productive meeting

**Grant Applications** – 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; however, we have received Requests for Information from FEMA on the scope of the project, so it does look like it will also be 75% grant funded.

A new Hazard Mitigation Grant was submitted for the upgrade of the Fischer Sewer Lift station on April 6, 2022. This grant, if funded, 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. We have been going back and forth with CalOES with Requests for Information on that grant application, including recently on April 17, 2023, and feel like this application will likely be approved and submitted to FEMA, but we don't know that for a fact yet.

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. We submitted this grant application in December 2022. Staff has been hearing there is additional SRF Funding, so we have asked the SWRCB about expanding this grant application to include also upgrading the Letz and Kelly Lift Stations, replacing all of the force mains from all our lift stations, performing an alternative disinfection study for the Wastewater Treatment Plant, and doing the office upgrade. SWRCB Staff responded that they think that all of those are valid Clean Water SRF projects and asked us to update our application with those items as well, which we are doing.

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 possibly upgrading the existing irrigation system for the Fischer property.

We are also pursuing grant funding with CalTrout and GHD for the next phase of the project at the Fischer Road property. The next phase would include constructing trails/gravel roads to access the property, fencing, riparian zone restoration and possibly fishery restoration projects around the mouth of Mill Creek. We will bring all these grants back to the Board for formal approval as we reach that stage.

**Meetings** –The General Manager attended numerous meetings as usual. The meetings in August included meetings with Green Diamond on the progress of the Community Forest; Microgrid construction and permitting meetings; weekly construction meetings for the Central Avenue Water & Sewer replacement project; Mad River Restoration project closeout meetings and next grant planning meetings; design meetings on the BMX Park development; several meetings with Kennedy Jenks Engineers for the 4.5MG Reservoir as well as the Hewitt Tank project design; Strategic Planning Meetings with Staff and the Board; several Measure B meetings; Rotary meetings; MMAC and Incorporation Subcommittee meetings. 2023 continues to be busy.

**Attachments:**

- Attachment 1 – WWMF Monthly Self-Monitoring Report

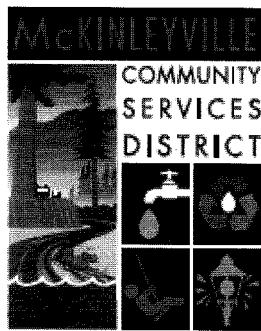
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R.W.Q.C.B. NORTH COAST REGION  
5550 SKYLANE BLVD., SUITE A  
SANTA ROSA, CA 95403

August 30, 2023

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for July 2023 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
<b>Monitoring Location EFF- 001</b>								
BOD	mg/L	30	45	>85				Compliance
TSS	Mg/L	30	45	>85				Compliance
PH	s.u.					6.5	8.5	Compliance
Settleable Solids	ml/L	0.1			0.2			Compliance
Chlorine Total Residual	mg/L	0.1			0.2			Compliance
Carbon Tetrachloride	ug/L	.25			.75			Compliance
Ammonia Impact Ratio	mg/L	1.0			1.0			Compliance
Dichlorobromomethane	ug/L	.56			1.4			Compliance
<b>Monitoring Location LND-001, REC-001</b>								
Nitrate		10						Compliance
PH		6.0- 9.0	6.0 – 9.0					Compliance

Total Coliform Organisms MPN/100 ml. The Monthly Median not to exceed MPN of 23 and the daily maximum not to exceed MPN of 240. The reported results for the 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.

Quarterly sampling was conducted in July.

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA**

MONTH: July 2023

DATE	INFLUENT FLOW		EFFLUENT MAXIMUM GPM	EFFLUENT RIVER CFS	EFFLUENT RIVER DILUTION	INFLUENT MONITORING		EFFLUENT MONITORING					RSW-001			RSW-002						
	MG.D.	M.G.D.				B.O.D. mg/L	TSS mg/L	pH	TEMP (C)	B.O.D. mg/L	TSS mg/L	CL <sub>2</sub> RES.	RIVER CL <sub>2</sub> RES.	SETTLABLE SOLIDS	TOTAL COLIFORM	TIME	PH	TEMP	D.O.	TIME	PH	TEMP
1	0.770	0.746	958	N/A	N/A	7.0	18.3			1.8	N/A											
2	0.800	0.740	1040	N/A	N/A	7.1	18.6			1.3	N/A											
3	0.793	0.809	1004	N/A	N/A	7.2	18.2			1.3	N/A											
4	0.794	0.683	945	N/A	N/A	7.1	18.8			1.2	N/A											
5	0.801	0.689	842	N/A	N/A	7.2	17.8			1.1	N/A											
6	0.783	0.691	879	N/A	N/A	7.2	18.0			1.0	N/A											
7	0.772	0.691	823	N/A	N/A	7.2	18.2	4.2	0.0	1.3	N/A	<0.1										
8	0.783	0.693	882	N/A	N/A	7.0	18.6			1.7	N/A											
9	0.821	0.690	870	N/A	N/A	7.1	18.8			1.9	N/A											
10	0.798	0.261	790	N/A	N/A	7.1	18.0			1.4	N/A											
11	0.793	0.000	0	N/A	N/A	N/A	N/A			Washed CCB												
12	0.786	0.000	0	N/A	N/A	N/A	N/A			Washed CCB												
13	0.784	0.415	807	N/A	N/A	6.7	18.4			1.5	N/A											
14	0.771	0.707	765	N/A	N/A	6.9	18.9	5.4	2.8	0.7	N/A	<0.1										
15	0.773	0.713	781	N/A	N/A	6.9	19.3			0.8	N/A											
16	0.831	0.716	774	N/A	N/A	6.8	19.1			2.7	N/A											
17	0.828	0.722	783	N/A	N/A	6.8	19.4			2.8	N/A											
18	0.790	0.723	746	N/A	N/A	7.0	19.6			2.8	N/A											
19	0.782	0.723	753	N/A	N/A	7.1	19.7			3.1	N/A											
20	0.793	0.724	744	N/A	N/A	7.1	19.6			3.2	N/A											
21	0.771	0.720	737	N/A	N/A	7.1	19.1	6.7	0.0	3.1	N/A	<0.1										
22	0.773	0.713	771	N/A	N/A	7.2	19.2			3.4	N/A											
23	0.810	0.713	760	N/A	N/A	7.1	19.3			3.3	N/A											
24	0.788	0.712	755	N/A	N/A	6.7	19.9			3.0	N/A											
25	0.780	0.714	748	N/A	N/A	7.3	20.9			3.2	N/A											
26	0.779	0.715	744	N/A	N/A	7.1	19.8			3.2	N/A											
27	0.780	0.719	754	N/A	N/A	7.1	20.0			3.1	N/A											
28	0.773	0.765	809	N/A	N/A	7.1	19.5	3.5	0.0	2.2	N/A	<0.1										
29	0.779	0.718	788	N/A	N/A	7.0	20.1			2.6	N/A											
30	0.815	0.717	805	N/A	N/A	7.0	20.1			2.7	N/A											
31	0.803	0.746	836	N/A	N/A	7.0	19.7			1.9	N/A											

**MONTHLY TESTS EFF-001 DISCHARGE TO RIVER**

Ammonia Impact	Ammonia	Nitrate	Hardness	Phosphorus	Bis Phthalate	Carbon Tetrachloride	Chloroform	Dichloromethane	Turbidity % Increase
<b>MONTHLY TESTS LND-001, REC-001 DISCHARGE TO PERC PONDS and LAND</b>									
Organic Nitrogen	TDS	AMMONIA	NITRATE/NITRITE	SODIUM	CHLORIDE/BROMINE				
ND	250	2.10	2.90	ND	36	43	280		
<b>ACUTE TOXICITY</b>									
Date	Species	TST Pass/Fail							
	Rainbow Trout	N/A							
<b>MONTHLY TESTS EFF-001 DISCHARGE TO RIVER</b>									
<b>MONTHLY RIVER RSW-001</b>									
TDS	Hardness	Ammonia	Conductivity	Turbidity	TSS	Hardness	Ammonia	Conductivity	Turbidity
1200	140	ND	460	0.3	390	310	ND	1505	1.8
<b>MONTHLY RIVER RSW-002</b>									
BOD	BOD	BOD	BOD	BOD	TSS	BOD	BOD	TSS	TSS
mg/L	mg/L	LBS/DAY	% Removal	LBS/DAY	mg/L	mg/L	% Removal	LBS/DAY	% Removal
5	5	30	98	30	1	1	4	100	100
<b>30 DAY AVERAGE</b>									
Remarks: EFF-001 REC-001 Quarterly Permit Exceedance									

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

July 2023

Discharge Monitoring DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	MAXIMUM GPM	002 LND-001 N.POND MGD	002 LND-001 S.POND MGD	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	0.770	0.746	958	Decomissioned Perc Ponds		0.746				0.746	0.000
2	0.800	0.740	1040			0.740				0.740	0.000
3	0.793	0.809	1004			0.683	0.090	0.036		0.809	0.000
4	0.794	0.683	945			0.683				0.683	0.000
5	0.801	0.689	842			0.689				0.689	0.000
6	0.783	0.691	879			0.691				0.691	0.000
7	0.772	0.691	823			0.691				0.691	0.000
8	0.783	0.693	882			0.693				0.693	0.000
9	0.821	0.690	870			0.690				0.690	0.000
10	0.798	0.261	790			0.261				0.261	0.000
11	0.793	0.000	0				Washed CCB			0.000	0.000
12	0.786	0.000	0				Washed CCB			0.000	0.000
13	0.784	0.415	807			0.415				0.415	0.000
14	0.771	0.707	765			0.707				0.707	0.000
15	0.773	0.713	781			0.713				0.713	0.000
16	0.831	0.716	774			0.716				0.716	0.000
17	0.828	0.722	783			0.722				0.722	0.000
18	0.790	0.723	746			0.723				0.723	0.000
19	0.782	0.723	753			0.723				0.723	0.000
20	0.793	0.724	744			0.724				0.724	0.000
21	0.771	0.720	737			0.720				0.720	0.000
22	0.773	0.713	771			0.713				0.713	0.000
23	0.810	0.713	760			0.713				0.713	0.000
24	0.788	0.712	755			0.712				0.712	0.000
25	0.780	0.714	748			0.714				0.714	0.000
26	0.779	0.715	744			0.715				0.715	0.000
27	0.780	0.719	754			0.719				0.719	0.000
28	0.773	0.765	809			0.702			0.063	0.765	0.000
29	0.779	0.718	788			0.718				0.718	0.000
30	0.815	0.717	805			0.717				0.717	0.000
31	0.803	0.746	836			0.685			0.061	0.746	0.000
<b>TOTAL</b>	24.497	20.088		0.000	0.000	19.838	0.090	0.160	0.000	20.088	0.000
<b>AVERAGE</b>	0.790	0.648	764	0.000	0.000	0.000	0.000	0.000	0.000	0.648	0.000
<b>MAXIMUM</b>	0.831	0.809	1040	0.000	0.000	0.746	0.090	0.063	0.000	0.809	0.000
<b>MINIMUM</b>	0.770	0.000	0	0.000	0.000	0.000	0.090	0.036	0.000	0.000	0.000
<b>DAYS</b>	31	31		0	0	29	1	3	0	28	0
<b>DAYS WITH NO DISCHARGE = 2</b>											