



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

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
WILL BE HELD  
WEDNESDAY, AUGUST 7, 2024 AT 6:00pm**

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

**Or**

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

To participate in person, please come to Azalea Hall.

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: [comments@mckinleyvillecsd.com](mailto:comments@mckinleyvillecsd.com) up until 4:30 p.m. on Tuesday, August 6, 2024.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, August 7, 2024 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.*

#### **NO PUBLIC HEARING SCHEDULED**

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

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

### **D. CONSENT CALENDAR**

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

D.1	Consider Approval of the Minutes of the Board of Directors Regular Meeting on June 5, 2024	<b>Pg. 7</b>
	Attachment 1 – Draft Minutes from June 5, 2024 Regular Meeting	<b>Pg. 9</b>
D.2	Consider Approval of June Treasurer’s Report	<b>Pg. 15</b>
D.3	Compliance with State Double Check Valve (DCV) Law	<b>Pg. 33</b>
D.4	Consider Approval of the Senior Center Management Services and Usage Agreement between McKinleyville Community Services District and the McKinleyville Senior Center	<b>Pg. 35</b>
	Attachment 1 - Senior Center Management Services and Usage Agreement	<b>Pg. 37</b>
	Attachment 2 – Exhibit B, Schedule of Use	<b>Pg. 49</b>
D.5	Consider Approval of Resolution 2024-15 Reviewing and Approving Proposed Amendments to the MCSD Board Policy Manual	<b>Pg. 51</b>
	Attachment 1 – Resolution 2024-15	<b>Pg. 53</b>

	Attachment 2 – MCSD Board Policy Manual with Tracked Changes	Pg. 55
D.6	Biennial Review of MCSD Conflict of Interest Code	Pg. 95
	Attachment 1 – Conflict of Interest Code with red-lined revisions	Pg. 97
	Attachment 2 – Resolution 2024-19 with Exhibit A – Final changes to MCSD Conflict of Interest Code	Pg. 101
	Attachment 3 – Letter from Humboldt County Office of Elections	Pg. 107
D.7	Consider Approval of the Memorandum of Understanding between McKinleyville Community Services District and Local School Parent Teacher Organizations for the Collaborative Provision of Dances for Middle School Youth	Pg. 111
	Attachment 1 – DRAFT Memorandum of Understanding between MCSD and School PTO	Pg. 113
D.8	Update of Authorized Signers at Umpqua Bank and/or Other Agencies, Banks or Credit Card Companies As May Be Required	Pg. 117

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

E.1	Introduction and Welcome to Kirsten Messmer as the New Parks and Recreation Director and Wiley Robles as the new Utility Maintenance Worker (Information)	Pg. 119
	Attachment 1- Kirsten Messmer Letter of Interest and Resume	Pg. 121
E.2	Presentation by County of Humboldt Staff: Prioritizing Essential Services In an Era of Natural Disasters (Information)	Pg. 125
	Attachment 1 – Prioritizing Essential Services In an Era of Natural Disasters Presentation	Pg. 127
E.3	Consider Approval of Resolution 2024-18 Grant Pacific Gas & Electric a Utility Easement at the 4.5MG Tank Project Site (Action)	Pg. 143
	Attachment 1 – Resolution 2024-18	Pg. 145
	Attachment 1a – Easement Deed	Pg. 147
E.4	Consider the Regular Board Meeting Dates, Time, and Location for the 2025 Calendar Year (Information)	Pg. 153
	Attachment 1 – Proposed 2025 MCSD Board of Directors Regular Meeting Schedule	Pg. 155
E.5	Consider Topics for Joint McKinleyville Municipal Advisory Committee and MCSD Board Meeting in October (Action)	Pg. 157
E.6	First Reading of Ordinance 2024-02 Amending Regulation 24-Use of	Pg. 159

the Public Sewers to Address Mobile Food Trucks (Action)

Attachment 1 – Proposed MCSD Food Truck Permit Application	Pg. 161
Attachment 2 – Proposed MCSD Food Truck Permit	Pg. 165
Attachment 3 – Revisions of Regulation 24 in Track Changes	Pg. 169
Attachment 4 – Ordinance 2024-02, An Ordinance of the McKinleyville Community Services District Amending Regulation 24-Use of the Public Sewers of the MCSD Rules and Regulations	Pg. 179
E.7 First Reading of Ordinance 2024-03 Amending Regulation 21-Connection Charges to Address Accessory Dwelling Units (ADU) Sewer Connection Fees (Action)	Pg. 191
Attachment 1 – Revisions of Regulation 21 in Track Changes	Pg. 193
Attachment 2 –Ordinance 2024-03, An Ordinance of the McKinleyville Community Services District Amending Regulation 21-Connection Charges of the MCSD Rules and Regulations	Pg. 197
E.8 First Reading of Ordinance 2024-04 Amending Regulation 5-Application for Regular Water Service to Address Accessory Dwelling Units (ADU) Water Connection Fees (Action)	Pg. 201
Attachment 1 – Revisions of Regulation 5 in Track Changes	Pg. 203
Attachment 2 – Ordinance 2024-04, An Ordinance of the McKinleyville Community Services District Amending Regulation 5-Application for Regular Water Service of the MCSD Rules and Regulations	Pg. 209
E.9 Consider Approval of Resolution 2024-17 to Pursue Grant Funding from the California Water State Revolving Fund for the Sewer Force Main Rehabilitation Project (Action)	Pg. 215
Attachment 1 - Sewer Force Main SRF Grant Resolution 2024-17	Pg. 219
Attachment 2 - MCSD Sewer Force Mains - Plan of Study	Pg. 221

## **F. REPORTS**

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

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

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

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



F.3	STAFF REPORTS	
	a. Finance & Administration Department (Samantha Howard)	Pg. 231
	b. Operations Department (James Henry)	Pg. 233
	c. Parks & Recreation Department (Kirsten Messmer)	Pg. 239
	d. General Manager (Pat Kaspari)	Pg. 245
	Attachment 1 – WWMF Monthly Self-Monitoring Report	Pg. 251
F.4	PRESIDENT’S REPORT	
F.5	BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEMS REQUESTS	

**G. ADJOURNMENT**

**Posted 5:00 pm on August 2, 2024**

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

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

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

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 June 5, 2024 Regular Board Meeting.

**Discussion:**

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

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Draft Minutes from June 5, 2024 Regular Meeting

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**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, JUNE 5, 2024 at 6:00 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA and TELECONFERENCE Via ZOOM & TELEPHONE: ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) and TOLL FREE: 1-888-788-0099**

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

**A.1 Roll Call:**

The meeting was called to order at 6:00 p.m. with following Directors and staff in attendance in person at Azalea Hall (Director Biteman arrived at 7:05 p.m. for Item E.2):

- |                               |   |
|-------------------------------|---|
| Scott Binder, President       | Pat Kaspari, General Manager                |
| James Biteman, Vice President | Joey Blaine, Board Secretary                |
| Dennis Mayo, Director         | Lesley Frisbee, Parks & Recreation Director |
| Greg Orsini, Director         | James Henry, Operations Director            |
|                               | Samantha Howard, Finance Director           |
|                               | Colleen Trask, Interim Finance Director     |

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

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**AGENDA ITEM B. PUBLIC HEARINGS:**

There was no public hearing scheduled.

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

There was no public comment.

**AGENDA ITEM D. CONSENT CALENDAR:**

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

**D.2 Consider Approval of April 2024 Treasurer’s Report**

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

**D.4 Election Information for General Election November 5, 2024**

**D.5 Distribution of Annual Board Self Evaluation**

**D.6 Consider Approval of MOU between MCSD and MUSD for Provision of After School Leaders for the MUSD Extended Learning Program for the 2024-25 School Year**

Director Orsini requested to pull items D.4 and D.5

**Motion:** It was moved to approve the Consent Calendar sans items D.4 and D.5

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**D.4 Election Information for General Election November 5, 2024**

Board Secretary Blaine presented the item.

The Board briefly discussed the elections process, length of candidate statements and asked clarifying questions regarding the Office of Elections rate structure.

**Motion:** It was moved to approve the following preferences for the November 5, 2024 election: 200 word max for candidate statements, tie breaker by lot, and report that there have been no changes to the District boundary.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**D.5 Distribution of Annual Board Self Evaluation**

Board Secretary Blaine presented the item.

Director Orsini noted he would be absent for the August meeting and suggested the evaluation to be reviewed at the September meeting.

**Motion:** To move according to staff recommendation with the modification that the evaluation will be reviewed at the September meeting.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

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

**E.1 Consider Adoption of Resolution 2024-15 Recognizing, Honoring, and Thanking Diane Sloane for Her 29 Years of Service Upon Her Retirement**

General Manager Kaspari overviewed the item.

The Board, staff, and public commended Mrs. Sloane on her successful, 29 year career at the District.

Mrs. Sloane gave a reflective commentary on her time with the district.

**Motion:** It was moved to adopt Resolution 2024-15.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

## **E.2 Consider Appointment of Applicants to the McKinleyville Community Forest Committee**

Parks and Recreation Director Frisbee overviewed the item.

Board discussion ensued.

Public comments were given by Brian Dorman, Kevin Creed, and Chris Collier.

Director Biteman arrived at 7:05 p.m.

**Motion:** To approve the appointments to the McKinleyville Community Forest Committee.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

## **E.3 Consider Award of Construction Contract 2024-07 to Frank Loduca Co. for the McKinleyville BMX Track and Park Construction Project**

General Manager Kaspari presented the item. He noted that the staff note contained a clerical error and that the 10% contingency properly calculates to \$191,467, therefore bringing the contract total \$2,106,138.

**Motion:** To find Frank Loduca Co. the lowest priced, most responsive, and responsible bidder and authorize the General Manager to execute a contract and associated documents to complete the BMX Track and Park Construction Project in the amount of \$1,914,671 with a 10% contingency of \$191,467 for a total of \$2,106,138.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

## **E.4 Consider Approval of FY 2024-25 Proposed Budget and Approve Resolution 2024-16 Establishing Appropriations Limit (Action)**

Finance Director Howard overviewed the item.

The Board expressed thanks for a well-prepared budget and asked clarifying questions.

**Motion:** To approve the FY2024-25 budget and approve the adoption of Resolution 2024-16 establishing Appropriations Limits for FY2024-25.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**E.5 Consider Attendance to the California Special Districts Association (CSDA) 2024 Annual Conference, September 9-12, 2024, in Indian Wells, CA**

Board Secretary Blaine presented the item.

Board discussion ensued.

**Motion:** To authorize interested Board Members to attend the 2024 CSDA conference in Indian Wells, CA.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**AGENDA ITEM F. REPORTS**

**F.1 ACTIVE COMMITTEE REPORTS**

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder had nothing further to add to Parks and Recreation Frisbee's report.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Did not meet.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief update on the ongoing activities of the McKinleyville Senior Center.
- e. **Audit and Finance (Orsini/Biteman):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini gave a brief report out of the May meeting.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Directors Orsini and Mayo gave a brief report of the May meeting of the committee.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

**F.2 LEGISLATIVE AND REGULATORY REPORTS**

The Directors that attended the ACWA Spring Conference (Binder and Mayo) and CSDA Legislative Days (Binder, Mayo, and Orsini) in Sacramento, CA during May gave a brief report of their experiences.

**F.3 STAFF REPORTS**

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

Finance Director Howard gave a brief update on the status of the Single Audit and the preliminary request for the Annual Audit.



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

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

**c. Parks & Recreation Department (Lesley Frisbee):**

Parks and Recreation Frisbee had nothing further to add to her written report.

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

General Manager Kaspari gave updates on the 4.5 MG Tank Project, the final steps in the completion of the Microgrid Project, and a potential visit from Congressman Huffman later in June.

**F.4 PRESIDENT’S REPORT:**

President Binder gave a brief report from Pony Express Days as well as further comment on his attendance of the ACWA Spring Conference and CSDA Legislative Days.

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

**G. ADJOURNMENT:**

Meeting Adjourned at 8:07 p.m.

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Joseph Blaine, Board Secretary

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

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Page 2	Investments & Cash Flow Report
Page 3	Consolidated Balance Sheet by Fund
Page 4	Activity Summary by Fund with Selected Graphic Comparisons
Page 11	Capital Expenditure Report
Page 12	Summary of Long-Term Debt Report
Page 13	Summary of Grants
Page 14	Cash Disbursement Report

**Ratios**

**DRAFT** as of June 30, 2024

- Utility Accounts Receivable Turnover Days	<table border="1"><tr><td>13</td></tr></table>	13
13		
- YTD Breakeven Revenue, Water Fund:	<table border="1"><tr><td>\$ 3,288,164</td></tr></table>	\$ 3,288,164
\$ 3,288,164		
- YTD Actual Water Sales:	<table border="1"><tr><td>\$ 4,215,538</td></tr></table>	\$ 4,215,538
\$ 4,215,538		
- Days of Cash on Hand-Operations Checking/MM	<table border="1"><tr><td>212</td></tr></table>	212
212		

**McKinleyville Community Services District  
Investments & Cash Flow Report  
DRAFT as of June 30, 2024**

Petty Cash & Change Funds 9,212.46

**Cash**

<b>Operating &amp; Money Market - Beginning Balance</b>		6,550,478.61
<b>Cash Receipts:</b>		
Utility Billings & Other Receipts	811,612.01	
Money Market Account Interest	6,524.78	
Transfers from County Funds #2560, #4240, CalCLASS, Meas. B	-	
Other Cash Receipts (Grants/Other Receivables)		
Other MISC monthly adjustments	18,731.58	
<b>Total Cash Receipts</b>		836,868.37
<b>Cash Disbursements:</b>		
Adjustments due to timing		
Payroll Related Expenditures (incl. CalPERS UAL pmt)	(334,664.00)	
Debt Service	-	
Accounts Payable & Other/Misc Expenditures	(466,579.72)	
Capital Projects	(1,787,867.46)	
<b>Total Cash Disbursements</b>		(2,589,111.18)
<b>Operating &amp; Money Market - Ending Balance</b>		4,798,235.80
<b>Total Cash</b>		4,807,448.26

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

<b>LAIF - Beginning Balance</b>	147,003.76	
Net Quarterly Activity	1,658.64	
<b>LAIF - Ending Balance</b>		148,662.40
<b>Humboldt Co. #2560 - Beginning Balance</b>	1,263,231.88	
Property Taxes and Assessments	-	
Transfer to/from Operating Cash Acct or CalCLASS	-	
Interest Income (net of adjustments)	-	
<b>Humboldt Co. #2560 - Ending Balance</b>		1,263,231.88
<b>Humboldt Co. #4240 - Beginning Balance</b>	176,059.11	
Net Quarterly Activity	-	
<b>Humboldt Co. #4240 - Ending Balance</b>		176,059.11
<b>Humboldt Co. #9390 - Beginning Balance</b>	-	
Net Quarterly Activity	-	
<b>Humboldt Co. #9390 - Ending Balance</b>		-
<b>Market Valuation Account (updated annually at year end)</b>		(283,666.51)
<b>BNY COPS Series A &amp; B - Beginning Balance</b>	4,999,623.72	
Bond Principal Total (Series A & B)	-	
Bond Draws for Capital Projects	-	
Bond Reserve Payment/Transfer to Service Fund	-	
Debt Service Payment, Principal/Interest (Net)	-	
Bond Earned Interest	-	
<b>BNY COPS Series A &amp; B - Ending Balance</b>		4,999,623.72
<b>Section 115 Trust Beginning Balance</b>	2,709,446.41	
Net Transfer to/from Designated Reserves: OPEB	-	
Net: Interest Income/Unrealized Gain/Loss	4,242.09	
		2,713,688.50
<b>CalCLASS - Beginning Balance</b>	15,685,697.48	
Net Transfer to/from Checking	-	
Net Transfer to/from Designated Reserves: PERS/OPEB	-	
Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves	-	
Net: Interest Income/Unrealized Gain/Loss	69,413.96	
<b>CalCLASS - Ending Balance</b>		15,755,111.44
<b>Total Investments</b>		24,772,710.54
<b>Total Cash &amp; Investments - Current Quarter</b>		29,580,158.80
Cash & Cash Equivalents		29,564,466.57
Davis-Grunsky Loan Reserve		15,692.23
<b>Total Cash &amp; Investments</b>		29,580,158.80

McKinleyville Community Services District  
 Consolidated Balance Sheet by Fund DRAFT  
 DRAFT as of June 30, 2024

	Governmental Funds			Proprietary Funds		Total (Memorandum Only)
	Parks & General	Measure B	Streetlights	Water	Wastewater	
<b>ASSETS</b>						
<b>Current Assets</b>						
Unrestricted cash & cash equivalents	\$ 633,147.49	\$ (610,379.86)	\$ 137,308.64	\$ 8,108,560.23	\$ 13,581,868.41	\$ 21,850,504.91
Accounts receivable	181,072.53	-	4,896.73	3,125,616.33	1,556,954.33	4,868,539.92
Prepaid expenses & other current assets	132,652.99	9,994.34	7,768.96	203,349.51	144,332.88	498,098.68
<b>Total Current Assets</b>	<b>946,873.01</b>	<b>(600,385.52)</b>	<b>149,974.33</b>	<b>11,437,526.07</b>	<b>15,283,155.62</b>	<b>27,217,143.51</b>
<b>Noncurrent Assets</b>						
Restricted cash & cash equivalents	164,948.03	-	-	1,928,426.17	3,086,889.78	5,180,263.98
Other noncurrent assets	-	-	-	932,250.00	1,124,438.00	2,056,688.00
Capital assets (net)	-	-	-	16,546,204.75	31,554,496.06	48,100,700.81
<b>Total Noncurrent Assets</b>	<b>164,948.03</b>	<b>-</b>	<b>-</b>	<b>19,406,880.92</b>	<b>35,765,823.84</b>	<b>55,337,652.79</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,111,821.04</b>	<b>\$ (600,385.52)</b>	<b>\$ 149,974.33</b>	<b>\$ 30,844,406.99</b>	<b>\$ 51,048,979.46</b>	<b>\$ 82,554,796.30</b>
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
<b>Current Liabilities</b>						
Accounts payable & other current liabilities	\$ 79,096.88	\$ 1,466.30	\$ 446.52	\$ 487,868.26	\$ (10,650.28)	\$ 558,227.68
Accrued payroll & related liabilities	120,430.42	-	-	78,064.01	78,102.91	276,597.34
<b>Total Current Liabilities</b>	<b>199,527.30</b>	<b>1,466.30</b>	<b>446.52</b>	<b>565,932.27</b>	<b>67,452.63</b>	<b>834,825.02</b>
<b>Noncurrent Liabilities</b>						
Long-term debt	-	-	-	6,173,469.64	20,614,740.12	26,788,209.76
Other noncurrent liabilities	-	-	-	4,005,556.51	4,282,105.35	8,287,661.86
<b>Total Noncurrent Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,179,026.15</b>	<b>24,896,845.47</b>	<b>35,075,871.62</b>
<b>TOTAL LIABILITIES</b>	<b>199,527.30</b>	<b>1,466.30</b>	<b>446.52</b>	<b>10,744,958.42</b>	<b>24,964,298.10</b>	<b>35,910,696.64</b>
<b>Fund Balance/Net Assets</b>						
Fund balance	(3,177,178.52)	(601,851.82)	149,527.81	-	-	(3,629,502.53)
Net assets	4,089,472.26	-	-	9,726,713.46	15,144,924.88	28,961,110.60
Investment in capital assets, net of related debt	-	-	-	10,372,735.11	10,939,755.94	21,312,491.05
<b>Total Fund Balance/Net Assets</b>	<b>912,293.74</b>	<b>(601,851.82)</b>	<b>149,527.81</b>	<b>20,099,448.57</b>	<b>26,084,680.82</b>	<b>46,644,099.12</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 1,111,821.04</b>	<b>\$ (600,385.52)</b>	<b>\$ 149,974.33</b>	<b>\$ 30,844,406.99</b>	<b>\$ 51,048,978.92</b>	<b>\$ 82,554,795.76</b>
	-	-	-	-	(0.54)	(0.54)
<b>Investment in General Capital Assets</b>	<b>\$ 3,573,475.08</b>					
<b>General Long-term Liabilities</b>						
PG&E Streetlights Loan	-					
Meas. B Loan: Teen/Community Center	776,824.00					
OPEB Liability	3,291,932.47			1,207,254.38	1,446,632.90	5,945,819.75
CalPERS Pension Liability/Deferred Inflows-Outflows	1,135,036.79			759,717.00	916,337.00	2,811,090.79
Accrued Compensated Absences	72,357.75					
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 5,276,151.01</b>					

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

	July	August	September	October	November	December	January	February	March	April	May	June	% of Year 100.00%	Approved YTD Budget	Over(Under) YTD Budget	Over(Under) YTD Budget%	% Year Remaining:		
																	Total Budget	Remaining Budget%	
<b>Department Summaries</b>																			0.00%
<b>Water</b>																			
Water Sales	353,761	436,904	386,935	338,961	354,749	304,051	324,207	356,024	319,561	320,132	366,489	353,765	4,215,538	4,300,000	(84,462)	-1.96%	4,300,000	84,462	1.96%
Other Revenues	9,853	9,007	(8,074)	43,317	22,724	15,889	12,775	7,447	45,429	31,463	15,655	15,884	221,369	299,950	78,581	-26.20%	299,950	78,581	26.20%
Total Operating Revenues	363,614	445,911	378,860	382,278	377,473	319,940	336,982	363,471	364,990	351,595	382,144	369,649	4,436,908	4,599,950	(163,043)	-3.54%	4,599,950	163,043	3.54%
Salaries & Benefits	181,509	80,101	88,247	101,516	88,911	116,767	97,663	106,386	89,078	89,089	103,429	90,427	1,243,033	1,389,491	(156,458)	-11.18%	1,389,491	156,458	11.18%
Water Purchased	104,139	106,294	107,177	107,768	105,702	113,524	105,611	105,184	105,052	104,984	106,222	104,757	1,278,454	1,270,398	8,056	0.63%	1,270,398	(8,056)	-0.63%
Other Expenses	42,629	35,359	57,018	108,967	59,968	66,775	50,756	39,769	55,728	37,881	48,043	44,051	647,943	817,801	(169,858)	-20.77%	817,801	169,858	20.77%
Depreciation	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	399,996	400,000	(4)	0.00%	400,000	4	0.00%
Total Operating Expenses	361,610	257,087	285,774	351,604	287,914	330,399	287,263	284,672	283,191	275,297	292,027	272,569	3,569,406	3,887,690	(318,284)	-8.19%	3,887,690	318,284	8.19%
Net Operating Income	2,004	188,825	93,086	30,674	89,559	(10,459)	49,719	78,799	81,799	76,298	90,117	97,080	867,501	712,260	(461,326)		712,260	(155,241)	
Grants	-	-	1,948	335,807	-	-	3,832	1,609,448	235,599	2,449,825	4,636,459	7,012,500	2,465,515	85,000	(2,376,041)	33.88%	7,012,500	2,376,041	33.88%
Interest Income	9,887	15,626	15,594	22,293	21,794	22,611	22,280	21,093	22,166	21,967	20,982	26,111	248,515	85,000	163,515	192.37%	85,000	(163,515)	-192.37%
Interest Expense	-	-	-	-	-	-	-	(73,950)	-	-	(12,495)	(73,950)	(159,595)	(340,351)	(180,756)	-53.11%	(340,351)	(180,756)	53.11%
Total Non-Operating Income	9,887	15,626	17,542	388,100	21,794	22,611	26,112	(52,457)	22,166	1,631,415	250,098	2,402,386	4,725,379	6,757,149	(2,383,281)		6,757,149	2,031,770	
Net Income (Loss)	11,992	204,451	110,628	388,774	111,353	12,152	75,831	26,342	103,965	1,707,713	340,213	2,499,466	5,592,880	7,469,409	(2,874,607)		7,469,409	1,876,529	
<b>Wastewater</b>																			
Wastewater Service Charges	351,036	377,965	359,811	342,651	356,199	330,577	347,358	363,614	346,176	347,346	370,810	359,143	4,262,675	4,200,000	62,675	1.26%	4,200,000	(62,675)	-1.26%
Other Revenues	7,949	8,795	14,043	48,061	34,684	8,371	27,932	12,457	53,321	47,197	28,639	9,753	299,402	411,092	(111,690)	-27.17%	411,092	111,690	27.17%
Total Operating Revenues	358,984	386,760	373,854	390,712	390,883	338,948	375,290	376,071	399,497	394,543	397,649	368,896	4,562,078	4,611,092	(59,014)	-1.28%	4,611,092	59,014	1.28%
Salaries & Benefits	210,894	112,489	119,318	129,583	116,243	122,957	128,540	112,178	109,208	123,501	133,100	128,472	1,546,483	1,466,742	79,741	5.44%	1,466,742	(79,741)	-5.44%
Other Expenses	54,998	49,810	74,640	69,992	90,866	73,607	73,990	71,874	65,906	59,199	57,984	82,414	825,289	1,100,300	(275,011)	-24.99%	1,100,300	275,011	24.99%
Depreciation	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000	1,500,000	1,500,000	-	0.00%	1,500,000	-	0.00%
Total Operating Expenses	390,892	287,299	318,957	324,575	332,109	321,564	327,530	309,052	300,114	307,700	315,093	335,887	3,871,772	4,067,042	(195,270)	-4.80%	4,067,042	195,270	4.80%
Net Operating Income	(31,907)	99,461	54,896	66,137	58,774	17,384	47,760	67,020	99,383	86,843	81,566	33,010	690,306	544,050	136,256		544,050	(136,256)	
Grants	-	-	-	64,196	-	-	3,872	3,872	(11,150)	4,169	527,598	588,685	785,500	785,500	(196,815)	-25.06%	785,500	196,815	25.06%
Interest Income	17,049	24,242	19,694	29,258	27,348	28,209	27,798	26,318	27,659	28,221	40,348	37,501	333,645	130,000	203,645	156.65%	130,000	(203,645)	-156.65%
Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	(356,267)	(356,267)	-100.00%	(356,267)	356,267	100.00%
Total Non-Operating Income	17,049	24,242	19,694	93,454	27,348	28,209	31,670	26,318	27,659	17,071	44,516	565,089	922,330	559,233	(363,097)		559,233	(363,097)	
Net Income (Loss)	(14,858)	123,692	74,591	159,591	86,122	45,593	79,430	93,338	127,042	103,914	126,072	598,109	1,602,636	1,103,283	499,353		1,103,283	(499,353)	
Enterprise Funds Net Income (Loss)	(2,866)	328,143	185,219	548,365	197,475	57,745	155,261	119,680	231,007	1,811,627	466,285	3,097,576	7,195,516	8,572,692	1,377,176		8,572,692	1,377,176	

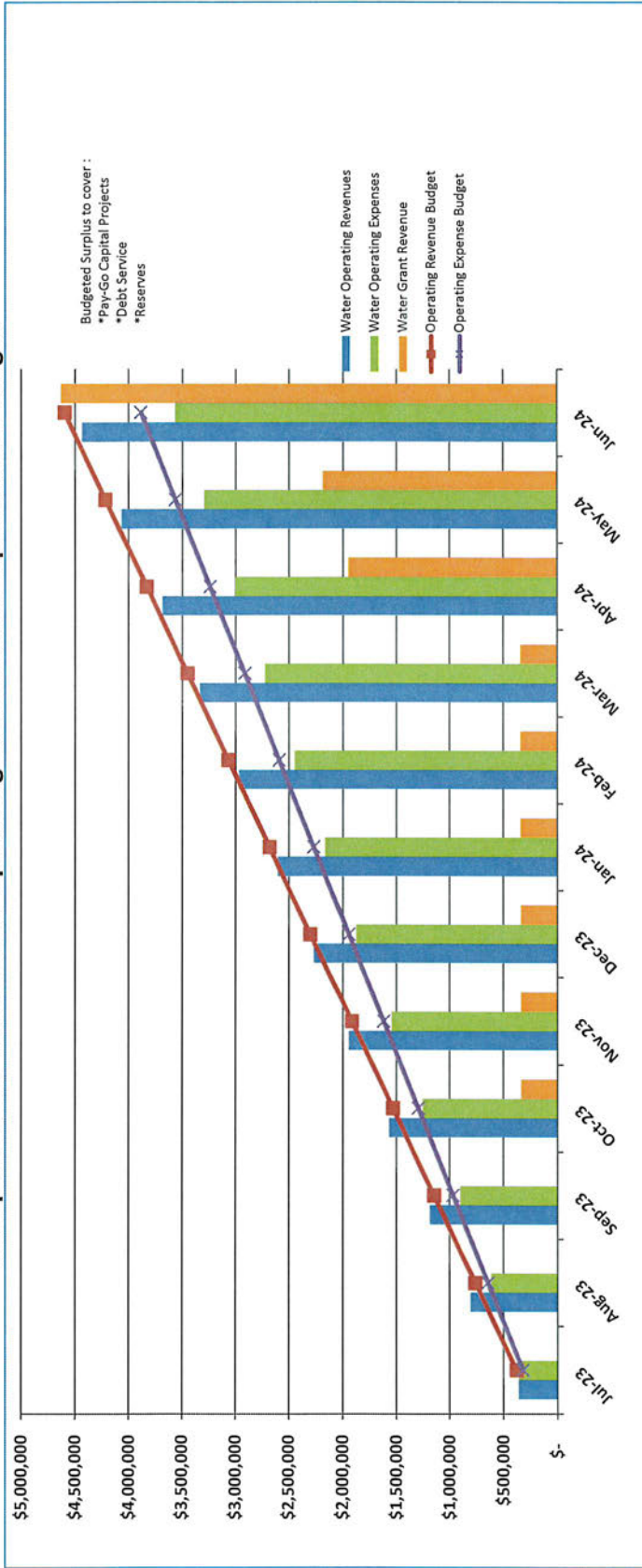
McKinleyville Community Services District  
DRAFT Activity Summary by Fund, Approved Budget  
June 2024

Department Summaries	July	August	September	October	November	December	January	February	March	April	May	June	% of Year 100.00%	Approved YTD	Over (Under) YTD	Over (Under) Budget %	% Year Remaining:			
																	Total Budget	Remaining Budget %		
<b>*Parks &amp; Recreation</b>																				
Program Fees	24,562	16,513	6,027	43,897	19,066	45,635	13,954	49,664	47,922	7,652	33,933	36,975	346,191	324,980	21,211	6.53%	324,980	(21,211)	-6.53%	
Rents & Facility Related Fees	5,873	9,284	6,254	10,842	7,995	6,781	4,581	5,659	32,190	14,139	9,108	4,368	117,075	105,550	11,525	10.92%	105,550	(11,525)	-10.92%	
Property Taxes	-	-	-	-	-	364,401	-	-	341,222	-	31,663	-	737,286	759,200	(21,914)	-2.89%	759,200	21,914	2.89%	
Other Revenues	20,302	11,743	22,379	11,846	13,506	11,835	91,256	12,267	12,269	12,394	26,539	12,514	258,849	168,710	90,139	53.43%	168,710	(90,139)	-53.43%	
Interest Income	833	10,883	14,950	20,978	20,516	21,072	20,764	19,659	20,659	19,896	53,794	15,794	239,838	201,500	38,338	19.03%	201,500	(38,338)	-19.03%	
<b>Total Revenues</b>	51,970	48,423	49,651	87,653	61,073	449,724	130,555	87,249	113,040	395,303	155,037	69,651	1,699,239	1,559,940	139,299	8.93%	1,559,940	(139,299)	-8.93%	
Salaries & Benefits	118,893	80,720	85,881	85,015	86,074	96,557	96,668	97,169	96,847	110,805	113,655	92,609	1,160,593	1,110,502	50,091	4.51%	1,110,502	(50,091)	-4.51%	
Other Expenditures	17,593	40,031	36,665	131,079	47,718	20,744	41,237	56,527	25,476	30,925	20,562	21,163	489,719	438,475	51,244	11.89%	438,475	(51,244)	-11.89%	
<b>Total Expenditures</b>	136,186	120,751	122,546	216,094	133,792	117,301	137,905	153,696	122,323	141,730	134,217	113,771	1,650,312	1,548,977	101,335	6.54%	1,548,977	(101,335)	-6.54%	
Other Financing Sources:																				
Grant Revenues	-	-	-	72,332	-	-	-	-	-	(72,332)	176,432	-	176,432	1,124,000	(947,568)	-84.30%	1,124,000	947,568	84.30%	
Capital Expenditures	-	133,389	(30,216)	51,681	17,520	-	-	-	-	13,910	-	-	186,292	1,016,667	(830,375)	-81.66%	1,163,000	976,708	83.98%	
<b>Excess (Deficit)</b>	<b>(84,216)</b>	<b>(205,727)</b>	<b>(42,677)</b>	<b>(107,880)</b>	<b>(90,239)</b>	<b>332,423</b>	<b>(7,350)</b>	<b>(66,447)</b>	<b>(9,283)</b>	<b>239,663</b>	<b>(51,511)</b>	<b>132,312</b>	<b>39,067</b>	<b>118,296</b>	<b>(79,229)</b>		<b>(25,037)</b>	<b>909,603</b>		
<b>*Measure B Assessment</b>																				
Total Revenues	876	683	166	53	53	141,110	(10)	(9)	(9)	79,040	5,295	(1,969)	225,279	243,400	(18,121)	-7.44%	243,400	18,121	7.44%	
Salaries & Benefits	6,305	11,329	9,221	9,681	10,928	1,861	10,059	6,289	5,882	2,340	2,205	1,055	77,154	103,161	(26,007)	-25.21%	103,161	26,007	25.21%	
Other Expenditures	1,466	5,082	1,466	1,466	1,466	1,467	1,466	1,466	1,516	1,466	1,466	1,466	64,025	127,453	(63,428)	-49.77%	127,453	63,428	49.77%	
Capital Expenditures/Loan Repayment	-	-	-	-	-	-	-	-	-	64,025	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	7,771	16,410	10,687	11,147	12,394	3,328	11,525	7,755	7,398	67,831	3,671	2,521	162,439	252,461	(90,022)	-35.66%	252,461	90,022	35.66%	
<b>Excess (Deficit)</b>	<b>(6,896)</b>	<b>(15,728)</b>	<b>(10,521)</b>	<b>(11,094)</b>	<b>(12,341)</b>	<b>137,782</b>	<b>(11,535)</b>	<b>(7,764)</b>	<b>(7,407)</b>	<b>11,209</b>	<b>1,624</b>	<b>(4,491)</b>	<b>62,840</b>	<b>(9,061)</b>	<b>71,901</b>		<b>(9,061)</b>	<b>(71,901)</b>		
<b>*Street Lights</b>																				
Total Revenues	11,370	11,512	11,503	11,478	11,351	11,311	11,245	11,773	11,753	11,832	12,050	12,091	139,268	128,600	10,668	8.30%	128,600	(10,668)	-8.30%	
Salaries & Benefits	4,920	3,461	3,627	1,788	3,931	5,120	4,165	3,897	3,556	4,288	4,368	4,269	47,429	58,024	(10,595)	-18.26%	58,024	10,595	18.26%	
Other Expenditures	5,824	4,615	5,815	7,399	3,911	3,971	5,023	5,102	4,698	4,702	4,456	5,049	60,565	45,336	15,229	33.59%	45,336	(15,229)	-33.59%	
Capital Expenditures/Loan Repayment	-	-	-	-	-	24,139	-	-	-	-	-	-	24,159	73,000	(48,861)	-66.93%	73,000	48,861	66.93%	
<b>Total Expenditures</b>	10,744	8,086	9,442	9,187	7,842	33,230	9,188	8,999	8,254	8,990	8,824	9,338	132,133	176,360	(44,227)	-25.08%	176,360	44,227	25.08%	
<b>Excess (Deficit)</b>	<b>625</b>	<b>3,416</b>	<b>2,061</b>	<b>2,291</b>	<b>3,509</b>	<b>(21,919)</b>	<b>2,057</b>	<b>2,774</b>	<b>3,499</b>	<b>2,842</b>	<b>3,227</b>	<b>2,753</b>	<b>7,135</b>	<b>(47,760)</b>	<b>(54,895)</b>		<b>(47,760)</b>	<b>(54,895)</b>		
<b>Governmental Funds Excess (Deficit)</b>	<b>(90,486)</b>	<b>(218,039)</b>	<b>(51,137)</b>	<b>(116,683)</b>	<b>(93,071)</b>	<b>448,286</b>	<b>(16,828)</b>	<b>(71,437)</b>	<b>(13,191)</b>	<b>253,714</b>	<b>(46,660)</b>	<b>130,574</b>	<b>109,042</b>	<b>61,475</b>	<b>47,567</b>		<b>(84,838)</b>	<b>762,808</b>		

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

**McKinleyville Community Services District  
June 2024**

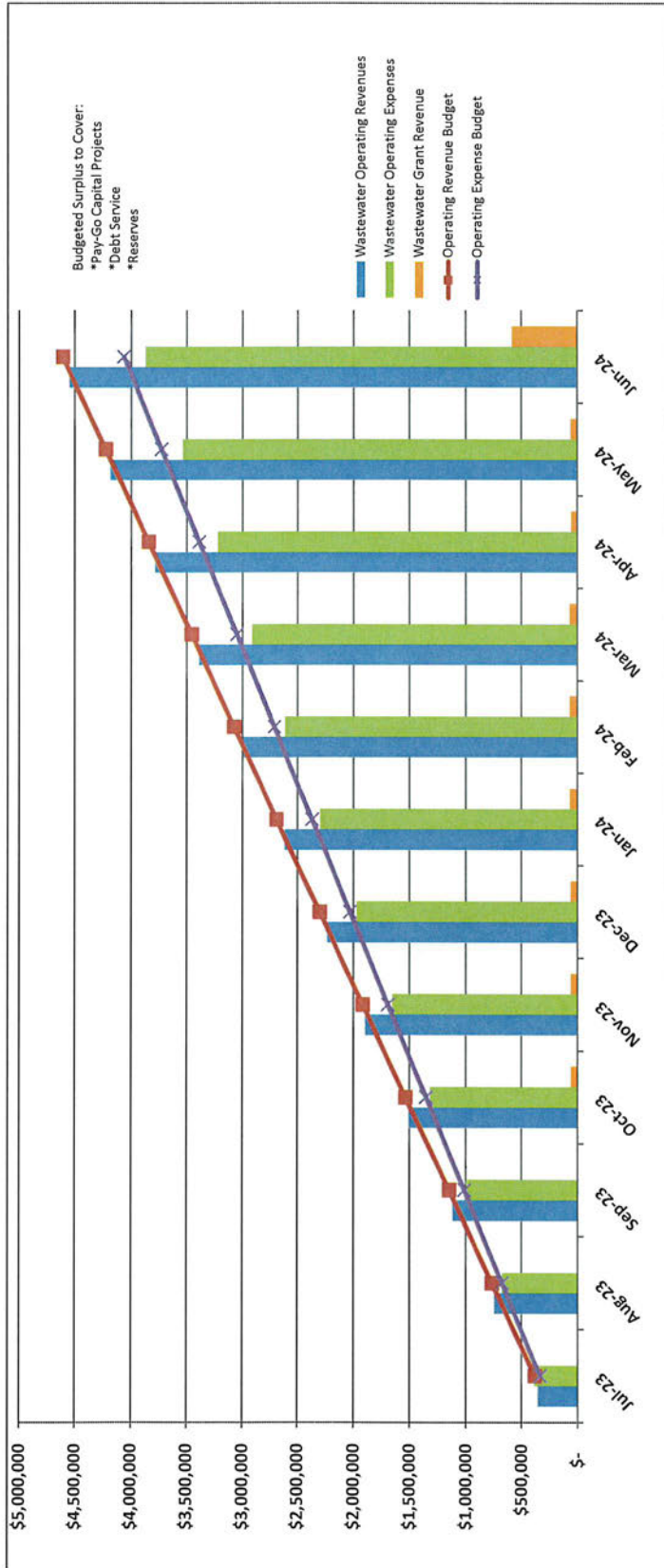
**Comparison of Water Fund Operating Revenues & Expenses to Budget**





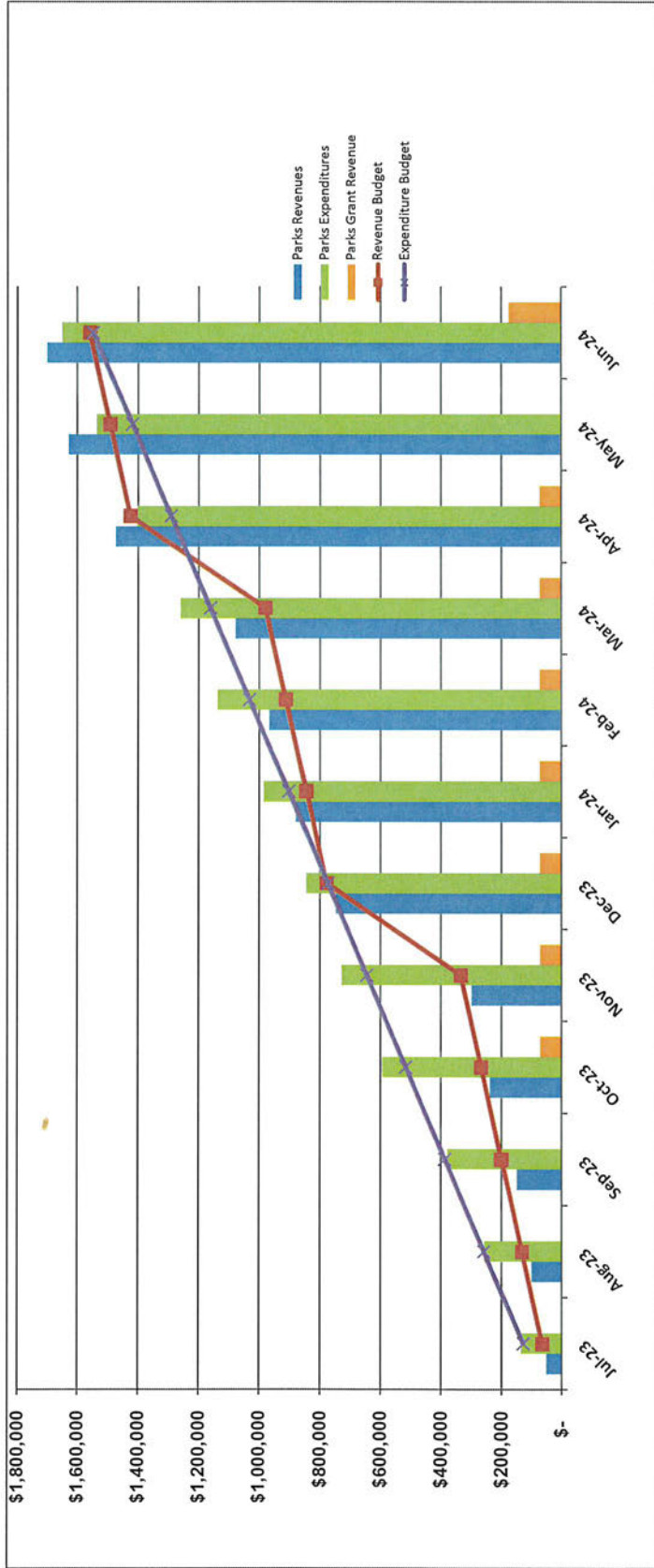
**McKinleyville Community Services District  
June 2024**

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



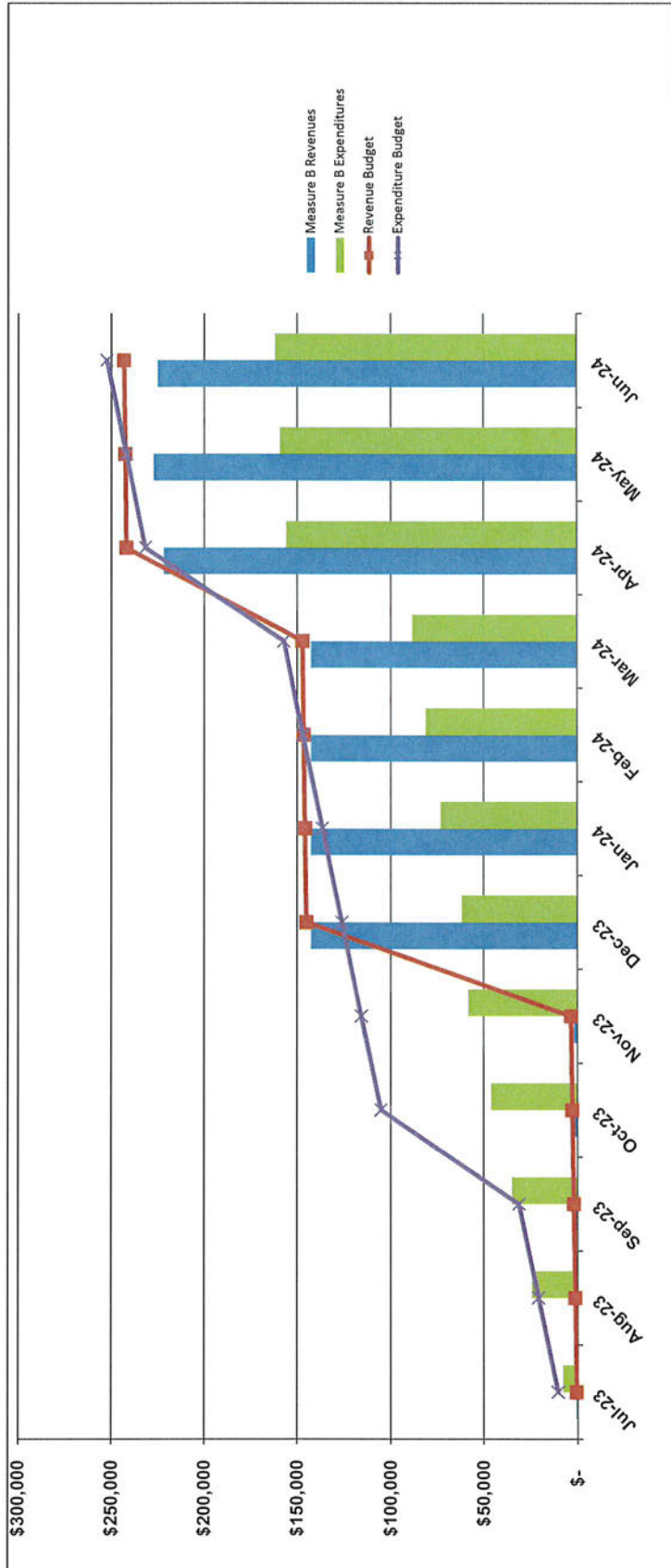
**McKinleyville Community Services District  
June 2024**

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



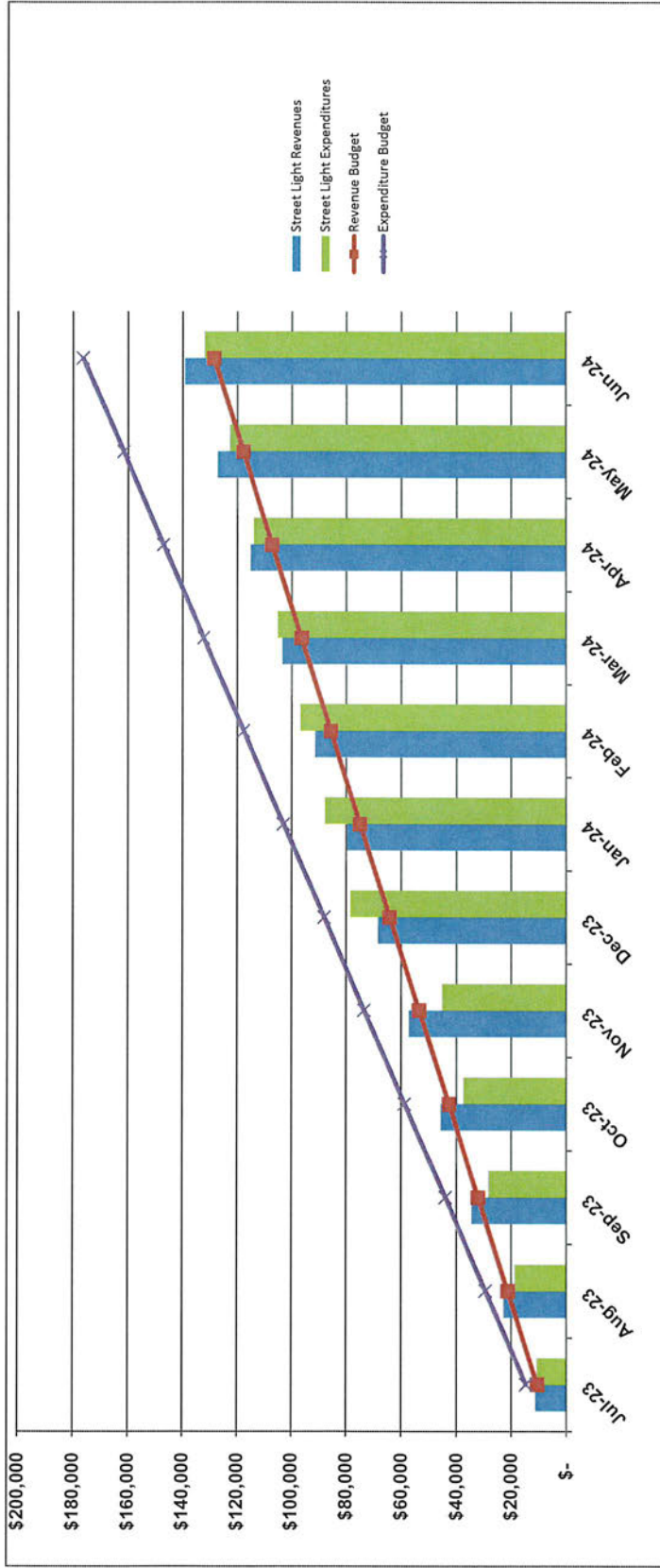
McKinleyville Community Services District  
June 2024

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District  
June 2024**

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



McKinleyville Community Services District  
 Capital Expenditure Report  
 DRAFT as of June 30, 2024

	FY 23-24												Notes			
	July	August	September	October	November	December	January	February	March	April	May	June		YTD Total	Budget	Remaining Budget %
<b>Water Department</b>																
4.5m New Water Tank	(32,577)	79,729	325,270	750,928	47,263	118,740	705,295	-	1,403,046	67,129	1,462,647	102,909	5,030,378	9,000,000	3,969,622	44%
Water Tank Cathodic	7,034	-	-	-	-	-	-	-	-	-	-	-	7,034	8,000	866	12%
Digital Control & Radio Telemetry Upgrade	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	100%
Emergency Water Supply Mad River	-	-	-	-	-	-	-	-	-	-	-	-	-	250,000	250,000	100%
Meter Reader Upgrade	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000	8,000	100%
McCluski Tank 3 Replacement	30,660	-	-	19,068	16,269	67,970	7,320	-	-	-	-	-	141,314	100,000	(41,314)	-41%
Fire Hydrant System Upgrade	291,023	216,175	20,250	243,542	30,301	67,424	-	1,638	-	-	-	-	870,354	1,800,000	928,646	52%
Water Main Rehab. & Replacement	265,480	326,564	345,520	1,013,587	93,834	254,134	712,614	1,638	1,403,046	67,129	1,462,647	102,909	5,049,080	11,183,000	5,133,920	46%
<b>Subtotal</b>																
<b>Wastewater Department</b>																
Sewer Main Rehab. & Replacement	145,483	257,850	19,612	185,646	(10,113)	65,300	-	1,586	-	-	-	-	685,365	1,500,000	834,635	56%
WWMF Sludge Disposal - next	-	-	-	-	-	-	-	-	-	-	-	-	-	200,000	200,000	100%
WWMF Pond Armoring	-	-	-	-	-	-	-	-	-	58,000	-	-	58,000	60,000	2,000	3%
WWMF Pumps & Motors	5,910	-	-	-	-	-	-	-	-	-	-	-	5,910	8,000	2,090	26%
Collection Upgrades-UndercrossingsProj	(36,120)	12,864	8,952	8,507	-	271	-	-	-	-	-	-	(5,527)	100,000	105,527	106%
Fischer Lift Station Generator	-	-	-	-	-	-	-	-	-	23,384	-	1,459	23,843	40,000	16,157	40%
Solar Project - CWSRF Grant/Loan	296	-	-	504,472	4,939	2,108	2,817	6,797	5,860	4,431	325,221	310	857,250	766,000	(91,250)	-12%
WWMF - CEOA/NPDES Permit	-	-	-	-	-	-	-	-	-	-	-	-	25,000	25,000	25,000	100%
Underground pipe locator & camera	-	-	-	-	-	-	-	2,841	-	-	-	-	2,841	5,000	2,060	41%
SCBA Apparatus and Bottles	-	-	-	-	-	-	-	-	-	-	-	-	-	6,000	6,000	100%
Sewer Main Camera Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000	30,000	100%
<b>Subtotal</b>	109,658	276,624	28,564	698,625	(5,174)	67,680	2,817	11,324	5,860	84,815	325,221	1,769	1,607,783	2,740,000	1,132,217	41%
<b>Water &amp; Wastewater Operations</b>																
Heavy Equipment	145,292	-	-	-	-	-	-	-	-	-	-	-	145,292	308,000	162,708	53%
Utility Vehicles	54,043	-	-	-	-	-	-	-	-	-	-	-	54,043	50,000	4,043	-8%
Office Remodel, Corporate Yard & Shops	-	3,085	-	5,552	-	617	-	617	-	2,922	77	9,254	22,122	480,000	457,878	95%
Computers & Software	2,823	-	-	-	-	-	-	-	-	-	-	-	2,823	219,000	216,177	99%
Fischer Ranch - Reclamation Site Upgrades (trees)	8,431	-	-	-	-	-	-	-	-	-	-	-	8,431	35,000	26,569	76%
Fischer Ranch - Barn & Fence upgrades, Irrig pipe, Under	8,486	-	8,225	1,055	760	3,288	5,592	1,312	14,208	12,314	34,167	5,487	91,650	55,000	(36,650)	-67%
Office Remodel/Land Purchase	-	8,486	969	3,574	-	45	-	-	-	-	2,019	-	15,083	45,000	29,917	66%
Small Equipment & Other	-	-	-	-	-	-	-	-	-	-	-	-	-	163,000	163,000	100%
<b>Subtotal</b>	207,766	10,695	9,694	10,181	760	3,950	5,592	1,929	14,208	15,235	36,263	14,751	331,023	1,320,000	988,977	75%
<b>Enterprise Funds Total</b>	582,904	613,883	383,778	1,722,373	89,419	325,764	721,023	14,891	1,423,113	167,179	1,824,130	119,429	7,987,885	15,243,000	7,255,115	48%
<b>Parks &amp; Recreation Department</b>																
BMX Park	72,332	-	-	51,681	17,520	-	14,200	6,100	-	14,065	-	1,254	177,153	1,029,000	851,847	83%
Hillier Park & Sports Complex	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pierson Park - Landscaping & signage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Azalea Hill Projects	61,067	-	(30,218)	-	-	-	-	-	-	-	-	-	30,849	28,000	(2,849)	-10%
McKinleyville Activity Center Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	7,000	7,000	100%
Law Enforcement Facility Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Projects Funded by County/Grants/ Other	-	-	-	-	-	-	1,925	-	-	-	-	-	1,925	47,000	45,075	96%
Other Parks Projects & Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	80,000	80,000	100%
<b>Subtotal</b>	-	133,399	(30,218)	51,681	17,520	-	16,125	6,100	-	14,065	-	1,254	209,927	1,191,000	129,226	11%
<b>Streets/Lights</b>																
LED Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000	100%
Pole Inspection	-	-	-	-	-	-	-	-	-	-	-	-	-	65,000	65,000	100%
Pole Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000	100%
<b>Subtotal</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	73,000	73,000	100%
<b>Governmental Funds Total</b>	-	61,067	(30,218)	51,681	17,520	-	16,125	6,100	-	14,065	-	1,254	209,927	1,264,000	202,226	16%
<b>All Funds Total</b>	582,904	680,681	353,560	1,774,054	106,939	325,764	737,147	20,991	1,423,113	181,244	1,824,130	120,683	8,197,812	16,507,000	7,457,341	45%

McKinleyville Community Services District  
 Summary of Grants  
 DRAFT as of June 30, 2024

District Grants	Total Grant Amount	Required District Match	Estimated District Asset Value
CalOES Hazard Mitigation Grant - 4.5 mg Tank	\$ 9,617,085	\$ 2,404,271	\$ 12,104,237
Northcoast Resource Partnership - 4.5 mg Tank	\$ 879,209	\$ -	
CalOES Hazard Mitigation Grant - Sewer Undercrossings	\$ 135,000	\$ 45,000	\$ 180,000
SWRCB Energy Efficiency Grant/Loan	\$ 2,500,000	\$2,500,000 Loan	\$ 4,100,000
CA State Dept of Parks & Rec - Habitat Conservation Fund	\$ 56,600	\$ -	\$ 56,600
State of CA Prop 68 - BMX Track	\$ 2,331,375	\$ -	\$ 2,331,375
State of CA Prop 68 Per Capita - Azalea Hall Upgrades	\$ 177,952	\$ -	\$ 177,952
Recycled Water Grant	\$ 150,000	\$ -	\$ 50,000

Non-District Grants	Total Grant Amount	Required District Match	Estimated District Asset Value
CalTrout US Fish & Wildlife - Mad River Restoration	\$ 20,000	\$ -	\$ 20,000
CalTrout NOAA - Mad River Restoration	\$ 490,167	\$ 48,000	\$ 300,000
Trust for Public Lands	\$ 3,858,378	\$ -	\$ 3,858,378

McKinleyville Community Services District  
 Summary of Long-Term Debt Report  
 DRAFT as of June 30, 2024

Principal Maturities and  
 Scheduled Interest

	Maturity %	Date		Balance- March 31, 2024	Balance- June 30, 2024	FY-24	Thereafter
<b>Water Fund:</b>							
I-Bank		8/1/30	P	423,648.50	423,648.50	52,890.28	423,648.53
Interest	3.37%		I			15,168.16	51,860.44
State of CA Energy Commission (ARRA)		12/22/26	P	36,706.62	30,665.24	11,993.69	30,665.04
Interest	1.0%		I			396.27	461.77
State of CA (Davis Grunsky)		1/1/33	P	990,324.98	990,324.98	97,058.51	990,324.98
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	153,310.73	153,310.73	17,035.12	153,310.73
Interest	2.5%		I			27,184.59	127,862.85
COPS - Series 2021A, Water Fund		8/1/51	P	4,665,520.19	4,575,520.19	85,000.00	4,767,089.85
Interest	2.93%	8/1/51	I	-	-	148,800.00	2,406,937.50
Total Water Fund-Principal				6,269,511.02	6,173,469.64	263,977.60	6,365,039.13
Total Water Fund-Interest						191,549.02	2,587,122.56
<b>Total Water Fund</b>				<b>6,269,511.02</b>	<b>6,173,469.64</b>	<b>455,526.62</b>	<b>8,952,161.69</b>
<b>Wastewater Fund:</b>							
WWMF SRF Loan		7/31/47	P	13,127,829.72	13,127,829.72	445,853.15	13,127,829.72
Interest	1.6%		I			217,178.93	2,784,940.20
Chase Bank (Plalorsi Property)		3/8/35	P	1,150,400.00	1,150,400.00	93,200.00	1,150,400.00
Interest	2.9%		I	-	-	23,187.60	129,827.95
COPS - Series 2021B, Wastewater Fund		9/15/51	P	3,782,286.63	3,782,286.63	75,000.00	3,736,759.63
Interest	2.93%	9/15/51	I	-	-	115,900.00	1,940,275.00
Total Wastewater Fund-Principal				18,060,516.35	18,060,516.35	614,053.15	18,014,989.35
Total Wastewater Fund-Interest						356,266.53	4,855,043.15
<b>Total Sewer Fund</b>				<b>18,060,516.35</b>	<b>18,060,516.35</b>	<b>970,319.68</b>	<b>22,870,032.50</b>
<b>Meas. B Fund: Teen/Comm Center Loan</b>							
	3.55%	11/1/29	P	724,772.00	776,824.00	102,304.00	622,468.00
			I			25,149.13	69,195.05
Total Principal				25,054,799.37	25,010,809.99	980,334.75	25,002,496.48
Total Interest						572,964.68	7,511,360.76
<b>Total</b>				<b>25,054,799.37</b>	<b>25,010,809.99</b>	<b>1,553,299.43</b>	<b>32,513,857.24</b>

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

OPEB Liability	5,945,819.75
CalPERS Pension Liability	2,811,090.79

**McKinleyville Community Services District  
Cash Disbursement Detail Report  
For the Period June 1 through June 30, 2024**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
042623	6/6/2024	*0235	USDA FOREST SERVICE SIX RIVERS	100.00	C40605	DEPOSIT REFUND
042624	6/6/2024	70701	707 PEST SOLUTIONS	85.00	71963	795 HILLER RD
				120.00	72847	1656 SUTTER
				175.00	73063	1705 GWIN RD
				150.00	73064	1620 PICKETT RD
			<u>Check Total:</u>	<u>530.00</u>		
042625	6/6/2024	ACW01	CB&T/ACWA-JPIA	18,640.60	0702975	GRP. HEALTH INSURANCE
042626	6/6/2024	ATT07	AT&T ACCT 9391081626	84.32	21793622	PHONE LINES
042627	6/6/2024	BAD01	BADGER METER, Inc.	5,433.59	1657497	SUPPLIES
042628	6/6/2024	COA01	COASTAL BUSINESS SYSTEMS	176.86	36694309	LEXMARK XM3250 COPIERS
042629	6/6/2024	GHD01	GHD	3,104.57	0-0052416	CWSRF GRANT ASSISTANCE
042630	6/6/2024	HUM01	HUMBOLDT BAY MUNICIPAL WATER	106,222.39	C40605	WATER PURCHASED
042631	6/6/2024	HUM08	HUMBOLDT SANITATION	733.15	45X02838	1620 PICKETT RD TRASH SERVICE
				793.15	45X02839	1656 SUTTER TRASH SERVICE
				733.15	45X02840	1705 GWIN RD TRASH SERVICE
				365.40	45X02841	675 HILLER RD TRASH SERVICE
			<u>Check Total:</u>	<u>2,624.85</u>		
042632	6/6/2024	INF02	INFOSEND	3,369.92	263484	MAILING AND POSTAGE
042633	6/6/2024	INF03	INFINITE CONSULTING SERVICE	4,571.40	11828	ADOBE ACROBAT/INDESIGN
				4,740.00	11858	MONTHLY HOSTING FEE
			<u>Check Total:</u>	<u>9,311.40</u>		
042634	6/6/2024	MCK04	MCK ACE HARDWARE	471.25	C40605	REPAIRS/SUPPLY
042635	6/6/2024	MEN01	MENDES SUPPLY CO.	3,609.60	C40605	REPAIRS/SUPPLY
042636	6/6/2024	MER03	MERCER, FRASER COMPANY	494,678.36	C40605	4.5MG TANK MONTHLY PAYMENT
042637	6/6/2024	MER04	MERCER FRASER ESCROW48611	26,035.70	C40605	CIP: 4.5M TANK DESIGN.CON
042638	6/6/2024	MIL01	Miller Farms Nursery	595.42	C40605	REPAIRS/SUPPLY
042639	6/6/2024	MIL03	THE MILL YARD	1,871.65	C40605	PARTS AND SUPPLIES
042640	6/6/2024	MIT01	MITCHELL LAW FIRM	499.50	4255	LEGAL SERVICES
				74.00	4256	LEGAL SERVICES
			<u>Check Total:</u>	<u>573.50</u>		
042641	6/6/2024	NOR13	NORTHERN CALIFORNIA SAFET	120.00	29907	MONTHLY FEE
042642	6/6/2024	NOR35	NORTHERN HUMBOLDT	1,193.40	ES24-162	WEEDING AND MULCHING
				1,334.84	ES24-163	GROUNDS WORK PIERSON PARK
			<u>Check Total:</u>	<u>2,528.24</u>		
042643	6/6/2024	ROJ01	ROJAS COMMUNICATIONS GROUP	2,500.00	202373	GOVERNMENT RELATIONS/LOBB



042644	6/6/2024	SMA02	SMARTHIRE	50.90	56691	CREDIT & EDUCATION CHECK
042645	6/6/2024	STR01	STREAMLINE	375.00	F9E7-0044	SUBSCRIPTIONS
042646	6/6/2024	STR02	MCSO CUSTOMER	20.46	C40605	REIMBURSEMENT (05/2024 )
042647	6/6/2024	UMP01	UMPQUA COMMERCIAL CARD OP	(115.02)	0624BDC	TRAVEL/TRAINING/SUPPLIES
				116.16	0624DS	TRAVEL/TRAINING/SUPPLIES
				564.56	0624JH	TRAVEL/TRAINING/SUPPLIES
				1,160.51	0624LF	TRAVEL/TRAINING/SUPPLIES
				2,111.88	0624PK	TRAVEL/TRAINING/SUPPLIES
				501.44	0624PARKS	TRAVEL/TRAINING/SUPPLIES
			<u>Check Total:</u>	<u>4,339.53</u>		
042648	6/6/2024	USP01	USPS POSTMASTER	474.00	C40606	PO BOX RENEWAL ANNUAL FEE
042649	6/6/2024	USP02	USPS: BMEU	2,000.31	C40606	NEWSLETTER POSTAGE
042650	6/6/2024	VAL01	VALLEY PACIFIC PETROLEUM	1,144.52	24-765836	GAS/OIL/LUBE
042651	6/6/2024	VAL02	VALLEY PACIFIC	4,895.00	24-765258	GAS/OIL/LUBE
042652	6/6/2024	VER01	VERIZON WIRELESS	68.35	964737656	PAGING/ALARMS
042653	6/6/2024	\G025	MQ CUSTOMER REFUND	55.02	000C40601	MQ CUSTOMER REFUND FOR GA
042654	6/6/2024	\H023	MQ CUSTOMER REFUND	14.29	000C40601	MQ CUSTOMER REFUND FOR HA
042655	6/6/2024	\M045	MQ CUSTOMER REFUND	91.47	000C40601	MQ CUSTOMER REFUND FOR MI
042656	6/6/2024	\M046	MQ CUSTOMER REFUND	37.36	000C40601	MQ CUSTOMER REFUND FOR MY
042657	6/6/2024	\N009	MQ CUSTOMER REFUND	39.77	000C40601	MQ CUSTOMER REFUND FOR NE
042658	6/6/2024	\W017	MQ CUSTOMER REFUND	76.88	000C40601	MQ CUSTOMER REFUND FOR WE
042659	6/13/2024	ADV01	ADVANCED SECURITY SYSTEM	130.00	694700	COMMERCIAL ONSITE SERVICE
042660	6/13/2024	AMA01	AMAZON CAPITAL SERVICES	2,032.55	YKMQ-4K4F	AMAZON PURCHASES
042661	6/13/2024	AME02	AMERESCO	314,453.72	C40613	MICROGRID PROJECT
042662	6/13/2024	CRA01	CRAWFORD & ASSOCIATES, IN	21,145.18	41005	4.5MG TANK
042663	6/13/2024	FED01	FedEx Office	442.94	851652984	LAB SHIPPING
042664	6/13/2024	GHD01	GHD	10,766.91	0-0052609	MICROGRID
042665	6/13/2024	GRA02	GRAINGER	917.62	135577295	ZOELLER SEWER PUMP
				144.53	143288489	PAINT BRUSHES
			<u>Check Total:</u>	<u>1,062.15</u>		
042666	6/13/2024	IND02	INDUSTRIAL ELECTRIC SERVICE	119.91	IN50647	RED EPOXY CASTING RESIN
042667	6/13/2024	JWC01	JWC ENVIRONMENTAL	1,459.32	118619	REPAIRS/SUPPLIES
042668	6/13/2024	KEN02	KENNEDY/JENKS CONSULTANTS	59,564.17	172232	4.5MG TANK
042669	6/13/2024	KER01	KERNEN CONSTRUCTION	804.74	28605	1/2" ASPHALT
042670	6/13/2024	MCD01	MCSO CUSTOMER	90.83	C40613	REIMBURSEMENT KID'S CAMP
042671	6/13/2024	MER03	MERCER, FRASER COMPANY	818,162.25	C40613	4.5MG TANK MONTHLY PAYMENT

042672	6/13/2024	MER04	MERCER FRASER ESCROW48611	43,061.17	C40613	CIP: 4.5M TANK DESIGN.CON
042673	6/13/2024	MES01	MCSD EMPLOYEE	17.05	C40613	REIMBURSEMENT FOR USPS PA
042674	6/13/2024	MUD01	MUDDY WATERS COFFEE CO.,I	80.00	145913162	COFFEE
042675	6/13/2024	NOR01	MICROBAC LABORATORIES, INC	6,740.00	C40613	LAB TESTS
042676	6/13/2024	PGE01	PG & E (Office & Field)	18,095.23	C40613	GAS & ELECTRIC
042677	6/13/2024	SDR01	SDRMA	174,493.23	75404	PROPERTY/LIABILITY INSURANCE
				61,823.64	75862	WORKERS' COMPENSATION
			<u>Check Total:</u>	<u>236,316.87</u>		
042678	6/13/2024	SIX01	SIX RIVERS BREWERY	2,185.17	ANQ062024	DIANE SLOANE'S RETIREMENT
042679	6/13/2024	THO02	Thomas Home Center	840.15	C40613	REPAIRS/SUPPLY
042680	6/13/2024	USA01	USA BLUEBOOK	250.38	V00380537	PARTS AND SUPPLIES
042681	6/21/2024	*0236	MCSD CUSTOMER	250.00	C40621	SUMMER CAMP REFUND
042682	6/21/2024	*0237	MCSD CUSTOMER	450.00	C40621	SUMMER CAMP REFUND
042683	6/21/2024	*0238	MCKINLEYVILLE HIGH SCHOOL	100.00	C40621	SECURITY DEPOSIT (FACILITY)
042684	6/21/2024	/R001	MCSD CUSTOMER	184.58	C40621	DEPOSIT REFUND JOB BA4
042685	6/21/2024	/R002	MCSD CUSTOMER	438.37	C40621	DEPOSIT REFUND JOB AW2
042686	6/21/2024	DEP05	DEPARTMENT OF JUSTICE	143.00	739130	FINGERPRINTING
042687	6/21/2024	HUM08	HUMBOLDT SANITATION	100.00	C40621	SECURITY DEPOSIT (FACILITY)
042688	6/21/2024	HUM11	HUMBOLDT SKATELAB	1,494.54	000001	SKATEBOARDS, PADS, HELMET
042689	6/21/2024	PGE10	PGE STREETLIGHTS	6.70	C40621	GAS & ELECTRIC S.L.- ZONE
042690	6/21/2024	PRO01	PROFESSIONAL CREDIT SERVICE	116.15	32139	REC. BAD DEBTS
				164.20	35051	REC. BAD DEBTS
				159.48	36040	REC. BAD DEBTS
				133.56	37910	REC. BAD DEBTS
			<u>Check Total:</u>	<u>573.39</u>		
042691	6/21/2024	STA09	S.W.R.C.B.	55.00	C40621	CERTIFICATION RENEWAL
042692	6/21/2024	WES13	WESTERN WEB	1,117.37	31185	NEWSLETTER PRINTING
042693	6/26/2024	ATT04	ATT	860.81	082670902	TELEMETRY
042694	6/26/2024	COA01	COASTAL BUSINESS SYSTEMS	2,445.30	36790221	OFFC EQUIP LEAS - EXTRA
042695	6/26/2024	COR01	CORBIN WILLITS SYSTEMS	350.00	000C40531	BILLING ADJUSTMENT HELP
042696	6/26/2024	EUR06	EUREKA READY MIX	385.21	95224	REPAIRS/SUPPLY
042697	6/26/2024	FED01	FedEx Office	273.24	853757697	LAB TESTS TREATMENT
042698	6/26/2024	HAR03	HARPER MOTORS CO.	93.08	856611/2	PARTS AND LABOR UNIT 18
				93.08	856638/2	PARTS AND LABOR UNIT 19
				97.87	856673/2	PARTS AND LABOR UNIT 24
			<u>Check Total:</u>	<u>284.03</u>		
042699	6/26/2024	IND02	INDUSTRIAL ELECTRIC SERVICE	100.24	IN50736	REPAIRS/SUPPLY

042700	6/26/2024	MAY02	DENNIS MAYO	125.00	C40625	DIRECTORS FEES 6-05-24
042701	6/26/2024	PAC05	PACIFIC ECORISK	1,036.92	19876	TOXICITY TESTING
042702	6/26/2024	PGE05	PGE	712.08	C40625	GAS & ELECTRIC S.L.- ZONE
042703	6/26/2024	PGE06	PG&E-STREETLIGHTS	32.33	C40626	GAS & ELECTRIC S.L.- ZONE
042704	6/26/2024	PGE07	PG&E STREETLIGHTS	2,048.19	C40626	GAS & ELECTRIC
042705	6/26/2024	PGE08	PGE STREETLIGHTS	31.37	C40626	GAS & ELECTRIC S.L.- ZONE
042706	6/26/2024	PGE09	PGE-STREETLIGHTS	156.95	C40626	GAS & ELECTRIC S.L.- ZONE
042707	6/26/2024	TPX01	TPx COMMUNICATIONS	2,977.62	0039188-0	INTERNET SERVICES
D00097	6/26/2024	BIN01	BINDER, SCOTT	125.00	C40625	DIRECTORS FEES 6-5-24
		BIT02	BITEMAN, JAMES	125.00	C40625	DIRECTORS FEES 6-5-24
		ORS03	ORSINI, GREGORY	125.00	C40625	DIRECTORS FEES 6-5-24
			<u>Check Total:</u>	<u>375.00</u>		

**Total Disbursements, Accounts payable: 2,251,193.01**

**Payroll Related Disbursements**

20042	5/31/2024		MCS D EMPLOYEES	6,527.78		EMPLOYEE PAYCHECKS
20043-20086	6/10/2024		MCS D EMPLOYEES	25,153.47		EMPLOYEE PAYCHECKS
20087	6/5/2024	CAL12	CalPERS 457 Plan	8,808.24	C40605	RETIREMENT
				737.11	1C40605	PERS 457 LOAN PMT
			<u>Check Total:</u>	<u>9,545.35</u>		
20088	6/5/2024	DIR01	DIRECT DEPOSIT VENDOR- US	48,651.96	C40605	Direct Deposit
20089	6/5/2024	EMP01	Employment Development	268.08	C40531	STATE INCOME TAX
				2,689.60	C40605	STATE INCOME TAX
				91.33	1C40531	SDI
				1,164.89	1C40605	SDI
			<u>Check Total:</u>	<u>4,213.90</u>		
20090	6/5/2024	HEA01	HEALTH EQUITY, ATTN: CLIE N	65.00	C40605	HSA
20091	6/5/2024	HUM29	UMPQUA BANK--PAYROLL DEP.	871.68	C40531	FEDERAL INCOME TAX
				9,979.04	C40605	FEDERAL INCOME TAX
				1,029.54	1C40531	FICA
				13,195.36	1C40605	FICA
				240.78	2C40531	MEDICARE
				3,086.00	2C40605	MEDICARE
			<u>Check Total:</u>	<u>28,402.40</u>		
20092	6/5/2024	ACW01	CB&T/ACWA-JPIA	64,011.07	C40531	MED-DENTAL-EAP INSURANCE
20093	6/5/2024	PUB01	Public Employees PERS	29,563.57	C40531	PERS PAYROLL REMITTANCE
20094-20095	6/6/2024		MCS D EMPLOYEES	1,003.72		EMPLOYEE PAYCHECKS
20096	6/14/2024		MCS D EMPLOYEES	105.40		EMPLOYEE PAYCHECKS
20097	6/20/2024		MCS D EMPLOYEES	1,803.60		EMPLOYEE PAYCHECKS
20098-20135	6/25/2024		MCS D EMPLOYEES	20,684.09		EMPLOYEE PAYCHECKS
20136	6/20/2024	CAL12	CalPERS 457 Plan	8,066.93	C40620	RETIREMENT
				737.11	1C40620	PERS 457 LOAN PMT

	<u>Check Total:</u>	<u>8,804.04</u>		
20137	6/20/2024 DIR01	DIRECT DEPOSIT VENDOR- US	42,712.16	C40620 Direct Deposit
20138	6/20/2024 EMP01	Employment Development	-	C40606 STATE INCOME TAX
			-	C40614 STATE INCOME TAX
			306.90	C40617 STATE INCOME TAX
			2,079.89	C40620 STATE INCOME TAX
			(6.92)	1C40606 SDI
			(1.26)	1C40614 SDI
			33.00	1C40617 SDI
			1,004.57	1C40620 SDI
			-	2C40606 STATE INCOME TAX
			-	2C40614 STATE INCOME TAX
			12.62	3C40606 SDI
			1.26	3C40614 SDI
	<u>Check Total:</u>	<u>3,430.06</u>		
20139	6/20/2024 HEA01	HEALTHEQUITY, ATTN: CLIEN	65.00	C40620 HSA
20140	6/20/2024 HUM29	UMPQUA BANK--PAYROLL DEP.	(34.15)	C40606 FEDERAL INCOME TAX
			-	C40614 FEDERAL INCOME TAX
			660.00	C40617 FEDERAL INCOME TAX
			8,268.88	C40620 FEDERAL INCOME TAX
			(78.00)	1C40606 FICA
			(14.16)	1C40614 FICA
			372.00	1C40617 FICA
			11,353.22	1C40620 FICA
			(18.24)	2C40606 MEDICARE
			(3.32)	2C40614 MEDICARE
			87.00	2C40617 MEDICARE
			2,655.20	2C40620 MEDICARE
			55.53	3C40606 FEDERAL INCOME TAX
			-	3C40614 FEDERAL INCOME TAX
			142.24	4C40606 FICA
			14.16	4C40614 FICA
			33.26	5C40606 MEDICARE
			3.32	5C40614 MEDICARE
	<u>Check Total:</u>	<u>23,496.94</u>		
	<u>Total Disbursements, Payroll</u>	<u>318,239.51</u>		
	<b>TOTAL CHECK DISBURSEMENTS</b>	<b>2,569,432.52</b>		

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

TYPE OF ITEM: **ACTION**

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**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.

**There are no violations to report for August.**

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

TYPE OF ITEM: **ACTION**

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

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided; take public comment and consider approving the Senior Center Management Services and Usage Agreement as is or with modifications, for a term of one (1) year and authorize the Board President to execute the Agreement.

### **Discussion:**

For the past several years, the District and the McKinleyville Senior Center (MSC) have worked under a Management Services and Usage Agreement for the MSC use of Azalea Hall and the Meeting Room. The agreement for this year is consistent with the 2023 agreement. The monthly rate of \$639.00 has not increased this year, likely due to improvements made this past year (new HVAC system, new Water Heater) by the District. This rate is reflective of one third the monthly cost of providing utilities and janitorial supplies at the facility.

The Management Services and Usage Agreement can be reviewed in **Attachment 1**. **Attachment 2** is Exhibit B, the Schedule of Use

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

MSC shall pay to DISTRICT an amount, agreed upon by both parties, of \$639.00 per month for utilities and janitorial supplies as provided in Section 4. The utility and janitorial supplies charge may be adjusted by DISTRICT, on an annual basis, in consultation with MSC.

Utility and supply costs for Azalea Hall average \$1917.00 per month.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 - Senior Center Management Services and Usage Agreement
- Attachment 2 – Exhibit B, Schedule of Use

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**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
***Azalea Hall – Senior Center***  
**Management Services and Usage Agreement**

This AGREEMENT made and entered into this 7<sup>th</sup> day of August, 2024 by and between the McKinleyville Community Services District, a California Community Services District, and the McKinleyville Senior Center, a non-profit organization, with reference to the following facts, which are acknowledged as true and correct by each of the parties:

- (a) As used in this AGREEMENT, the following terms shall have the following definitions:
1. “AGREEMENT” shall mean the Management Services and Usage Agreement.
  2. “DISTRICT” shall mean the McKinleyville Community Services District.
  3. “MSC” shall mean the McKinleyville Senior Center.
  4. “Azalea Hall” shall mean the DISTRICT owned facility located at 1620 Pickett Road.
  5. “District Facilities” shall mean any facility owned and operated by the District available for public use.
  6. “General Manager” shall mean the employee of the DISTRICT serving in said capacity.
  7. “BOARD OF DIRECTORS” shall mean the five elected members of the McKinleyville Community Services District Board of Directors.
  8. “Facility Use Guidelines” shall mean those guidelines established in Article IV of the McKinleyville Community Services District Rules and Regulations, contained in the District Facility Use Handbook, and attached as Exhibit A, as well as any amendments to said documents, DISTRICT may adopt during the term of this Agreement.
  9. “Article IV of the McKinleyville Community Services District Rules and Regulations” shall mean the then current portion of the document containing the Rules and Regulations of the DISTRICT as adopted by the Board of Directors.
- (b) DISTRICT is the owner of Azalea Hall located at 1620 Pickett Road in McKinleyville.

- (c) MSC desires to occupy and use the Meeting Room at Azalea Hall as its primary base of operations and is willing to provide certain services to DISTRICT in consideration of said use and occupancy; and
- (d) MSC and DISTRICT each desires to secure and enter into an AGREEMENT in accordance with the foregoing; and
- (e) The documents which are part of the AGREEMENT, and each of which are incorporated herein by this reference as though set forth in full, are the following:
  - 1. Exhibit A: Article IV of the McKinleyville Community Services District Rules and Regulations
  - 2. Exhibit B: McKinleyville Senior Center Schedule for Use of Azalea Hall & Other District Facilities

NOW, THEREFORE, in consideration of their mutual covenants and promises set forth herein, the parties hereto agree to as follows:

**Section 1. Grant of Facility Use**

- 1.01. DISTRICT grants MSC use of Azalea Hall & Other District Facilities as specifically described in Exhibit B. Facility use is subject to modification as a result of the provisions described in Section 20 of this AGREEMENT.
- 1.02. MSC shall adhere to the most current facility usage guidelines as adopted by DISTRICT and attached as Exhibit A. DISTRICT Board of Directors shall have the right to modify the guidelines, from time to time, in its sole discretion and any modifications shall become binding on MSC immediately after adoption.

**Section 2. Required MSC Services**

- 2.01. During the term of this Agreement, DISTRICT may request MSC to provide certain services to DISTRICT. Tours of the facility for prospective renters are required by DISTRICT. Such other tasks as agreed upon in writing by both parties. MSC will not assume any obligation to provide any services in excess of those stated in this Agreement unless a written amendment to this Agreement is executed by both parties.

**Section 3. Maintenance**

- 3.01. DISTRICT shall provide weekly general maintenance for Azalea Hall and provide repairs as needed.

- 3.02. MSC shall provide daily janitorial maintenance including stocking of restroom supplies and ensure that any portion of Azalea Hall and/or other District Facilities used by MSC is kept clean, stocked and well maintained on a daily basis, so that the Facility is, at all times, in suitable condition for use by others.

#### **Section 4. Utilities**

- 4.01. MSC shall be responsible for the payment of telephone and internet charges incurred by MSC in its usage of Azalea Hall.
- 4.02. DISTRICT shall pay all utility charges incurred to provide heat, water, electricity, trash and alarm services to Azalea Hall except those utilities specifically agreed to be paid by MSC as outlined in this section.

#### **Section 5. Equipment and Supplies Storage**

- 5.01. Storage of MSC's equipment at Azalea Hall shall be at MSC's sole risk and DISTRICT shall not warrant security of stored materials.
- 5.02. Storage of MSC's equipment must not interfere or compromise access to facility amenities available to other facility users.

#### **Section 6. Facility Use and Access**

- 6.01. MSC agrees to comply with DISTRICT's established facility use guidelines, as defined in Article IV of the McKinleyville Community Services District Rules and Regulations, and attached as Exhibit A and incorporated by reference herein.
- 6.02. MSC agrees that in respect to the Hewitt Room and Kitchen, when in use by other patrons who have paid for use of that space, it is not accessible to Seniors during the time that it is in use by others.

It is the responsibility of the MSC staff and volunteers to make alternate arrangements for cooking, etc. to allow for uninterrupted use of the Hewitt Room and Kitchen by other users who have paid for use of the space.

- 6.03. MSC will sign for facility access keys; maintain custody of all keys during the term of this AGREEMENT; and return all keys upon completion of the term of this AGREEMENT. MSC shall not duplicate any keys or provide security codes to any other party. MSC will follow the procedures established by DISTRICT in opening building and closing building including activation and deactivation of alarm system. MSC will pay any charges levied resulting from false alarms caused by MSC's failure to comply with DISTRICT's security procedures. MSC will pay DISTRICT's actual cost to re-key Azalea Hall should MSC lose any key.

- 6.04. Should this AGREEMENT be terminated, MSC will surrender to DISTRICT, MSC's keys on or before the last day the AGREEMENT is still valid. Should this AGREEMENT be terminated, MSC also acknowledges that MSC's security codes will expire at Midnight on the last full day the Agreement is valid.

### **Section 7. Use of Equipment**

- 7.01. MSC agrees not to use equipment owned by those other than MSC and DISTRICT and stored at Azalea Hall without first obtaining written approval from the owner of said equipment. A copy of written approval must be provided to the DISTRICT.

### **Section 8. Entry by DISTRICT**

- 8.01. MSC shall permit DISTRICT, and DISTRICT's agents and assigns, at all reasonable times, to enter Azalea Hall (and those portions occupied by MSC), for the purposes of inspection, compliance with the terms of this AGREEMENT, exercise of all rights under this AGREEMENT, posting notices, and all other lawful purposes.

### **Section 9. Use Compatibility**

- 9.01. MSC agrees that all use of Azalea Hall by MSC shall be conducted in a manner within the intended use of Azalea Hall and compatible with respect to the surrounding neighborhood and community.

### **Section 10. Site Improvements**

- 10.01. Should MSC desire to have specific site improvements installed at Azalea Hall, MSC must first obtain written approval from the DISTRICT for such improvements and pay for all costs related to any pre-approved improvements.
- 10.02. It is understood and agreed between the parties that all installations, additions, and improvements constructed or installed at any time at Azalea Hall during the term of this AGREEMENT shall immediately become the property of and belong to the DISTRICT upon such construction or installation.

### **Section 11. Prohibited Actions**

- 11.01. MSC shall not:

- 11.01.a. Use Azalea Hall for any purpose other than as authorized in this AGREEMENT and described in Exhibit B and authorized by DISTRICT; and
- 11.01.b. Perform or permit to be done anything which may interfere with the effectiveness and accessibility of Azalea Hall; nor perform or permit to be done anything which may interfere with free access and passage in Azalea Hall or the public areas adjacent thereto; or hinder police, fire fighting, or other emergency personnel in the discharge of their duties; and
- 11.01.c. Rent, sell, lease, or offer any space for any articles whatsoever within or on Azalea Hall without the prior written consent of the DISTRICT; and
- 11.01.d. Place any additional lock of any kind upon any door, cabinet, or storage space, unless a key therefore is provided to the DISTRICT, and, upon expiration or termination of this AGREEMENT, to surrender to DISTRICT any and all keys, and in the event of loss of any keys furnished by DISTRICT, MSC shall pay DISTRICT the cost for replacement thereof; and
- 11.01.e. Use or allow Azalea Hall to be used for any improper purposes or for purposes in violation of Article IV of the McKinleyville Community Services District Rules and Regulations, as the same may be modified from time to time by DISTRICT.

## **Section 12. Equal Opportunity and Non-Discrimination Clause**

- 12.01. MCSD has zero tolerance for harassment or any other form of discriminatory behavior, as set forth in this Policy Against Discrimination. The District does not tolerate discrimination or harassment based on gender, pregnancy, childbirth (or related medical conditions), race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, military or veteran status, or any other status protected by federal, state, or local law. MCSD requires that all contractors and /or vendors adhere to MCSD policy. MCSD will respond to any discriminatory behavior in an appropriate manner, including, but not limited to, termination of contract or vendor agreement, reporting to appropriate legal authorities or other appropriate responses. All incidences of discriminatory behavior are to be reported to the MCSD General Manager immediately.

MCSD will not tolerate harassment by its employees of Contractors and Vendors with whom District employees have a business, service or professional relationship. Additionally, the District will not tolerate harassment by Contractors and Vendors directed at employees or the

participants of programs or recipients of services provided by Contractors or Vendors.

For all communications, both written and electronic, MCSD does not tolerate any correspondence that degenerates into improper use. MCSD's technology resources are governed by District policies. Under no circumstances may anyone use MCSD's technology resources to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way, such as sexually explicit or racially disparaging messages, jokes, or cartoons.

### **Section 13. Americans with Disabilities Act Compliance**

- 13.01. DISTRICT shall indemnify, defend, and hold harmless MSC from any fines or penalties which may be imposed on MSC its pursuant to the Americans with Disabilities Act as a result of DISTRICT's failure to make any required improvements to the premises as required by the Americans with Disabilities Act.
- 13.02. MSC shall be responsible for compliance with any and all requirements of the Americans with Disabilities Act with respect to the operation of MSC programs and use of Azalea Hall for which MSC is responsible. MSC shall indemnify, defend, and hold harmless DISTRICT from any fines or penalties which may be imposed upon it pursuant to the Americans with Disabilities Act as a result of MSC's failure to comply with any requirement of the Americans with Disabilities Act with respect to the operation of MSC programs and use of Azalea Hall for which MSC is responsible.

### **Section 14. Compliance with Law**

- 14.01. MSC shall comply with and conform to all laws and regulations, state, and federal and any and all requirements and orders of any state, or federal board or authority, present or future, in any way relating to the condition or use of Azalea Hall throughout the entire term of this AGREEMENT.

### **Section 15. Coordination, MSC Board and Staffing Requirements**

- 15.01. DISTRICT Coordination and Staffing
  - 15.01.a. DISTRICT shall designate a Parks & Recreation employee who shall be the primary contact person with the MSC.
- 15.02. MSC Meeting and Coordination Requirements

- 15.02.a. During the term of this Agreement the MSC shall maintain an active Board of Directors which shall meet quarterly or as needed during each year this AGREEMENT is in effect.
- 15.02.b. DISTRICT General Manager, MCSD Board Liaison and MCSD Staff Liaison shall be invited to each MSC Executive Meeting, and Regular meeting of the MSC Board of Directors, and an item shall be included at the beginning of each MSC meeting agenda to address Azalea Hall and issues pertinent to this AGREEMENT. MCSD will appoint a Staff Liaison to facilitate communications and cooperation between the two entities.

**Section 16. Compensation**

- 16.01. MSC shall pay to DISTRICT an amount, agreed upon by both parties, of \$639.00 month, for utilities and janitorial supplies as provided in Section 4. The utility and janitorial supplies charge may be adjusted by DISTRICT, on an annual basis, in consultation with MSC.

Additional facility uses will be billed according to the most current non-profit hourly rate for that facility.

- 16.02. Additional facility use fees to be paid by MSC shall be outlined in Exhibit B.

- 16.03. Payment Procedure

- 16.03.a. MSC shall pay DISTRICT all sums required under this Agreement within thirty (30) days after receipt by MSC of payment statement for each month (or partial month) for which payments are due.

- 16.04. Delinquent Payment

- 16.04.a. In the event MSC shall be delinquent by more than fifteen (15) days in the payment of any sums due under the terms of this Section, such delinquencies shall be considered to be a breach of this AGREEMENT.

**Section 17. Insurance**

- 17.01. Minimum Scope

- 17.01.a. At MSC's cost, MSC shall obtain and maintain throughout the term of this AGREEMENT, comprehensive general public liability insurance, issued by an admitted carrier with a Best Company Rating of no less than "A" and acceptable to DISTRICT. Such



insurance shall provide coverage for MSC's actions in performing this AGREEMENT and use of Azalea Hall and insuring DISTRICT against loss or liability caused by or connected with MSC's occupation and use of Azalea Hall under this AGREEMENT. Insured amounts shall be not less than \$1,000,000.00 per occurrence and DISTRICT, its officers, agents, assigns, and employees shall be designated as additional insured pursuant to said policy.

#### 17.02. Proof of Insurance

17.02.a. Prior to the commencement of this AGREEMENT and the inception of the term, MSC shall provide DISTRICT written notification from the insurance carrier, of the existence of such policies and shall also provide a certificate of insurance and separate endorsement in the amounts listed in 17.01. Coverage provided by the policy shall not be canceled or amended until the DISTRICT is first provided with at least thirty (30) days written notice concerning such cancellation or notice.

### **Section 18. Indemnity**

#### 18.01. Hold Harmless

Except for the active negligence or willful misconduct of DISTRICT, MSC undertakes and agrees to defend, indemnify, and hold harmless DISTRICT and all its officers, agents, assigns, and employees from and against any and all suits, actions, and causes of action, claims, liens, demands, obligations, proceedings, loss or liability of every kind and nature in connection with or arising directly or indirectly out of this AGREEMENT whatsoever, for death or injury to any person including DISTRICT's officers, agents, assigns, and employees, or damage or destruction of any property of either party hereto or of third parties, arising out of or in any manner by reason of, or incident to, the performance of this AGREEMENT, on part of MSC, its officers, agents, assigns, and employees of any tier.

### **Section 19. Unavoidable Delays**

19.01. The provisions of this Section shall be applicable if there shall occur, during the term of this AGREEMENT, any (a) inability to obtain labor or materials, or reasonable substitutes (other than lack of funds); or (b) acts of God, governmental restriction, regulations or controls, enemy or hostile government, civil commotion, fire, or other casualty; or (c) other conditions similar to those enumerated in this Section beyond reasonable control of the party obligated to perform (other than lack of funds). If DISTRICT or MSC shall, as the result of any of the above-described events, fail to



provide or perform any obligation on its part under this AGREEMENT, then upon written notification to the other within ten (10) days of such event, such failure shall be excused and not be a breach of this AGREEMENT by the party claiming unavoidable delay, but only to the extent occasioned by such event. Notwithstanding anything contained herein to the contrary, this Section shall not be applicable to the obligation of the DISTRICT or MSC to pay any sums, monies, costs, charges, or expenses required paid pursuant to the terms of this AGREEMENT.

## **Section 20. Amendments and Assignments**

- 20.01. This AGREEMENT contains the complete and final AGREEMENT between DISTRICT and MSC. No AGREEMENT or other understanding in any way purporting to modify, add to, or supersede the terms and conditions hereof, shall be binding upon either party unless made in writing and duly executed by authorized representatives. This provision shall not limit or restrict DISTRICT's right to modify the Facility Use Guidelines, during the term of this Agreement.
- 20.02. This AGREEMENT may not be assigned or transferred, in whole or in part, by MSC without first obtaining the written consent of DISTRICT. Consent may be withheld, for any reason, in the DISTRICT's sole discretion.
- 20.03. This AGREEMENT may not be assigned or transferred, in whole or in part, by DISTRICT without first obtaining written consent of MSC and approval by MSC's Executive Board of Directors. Consent may be withheld, for any reason, in the MSC's sole discretion.
- 20.04. Furthermore, the DISTRICT agrees that proposals for amendments and assignments to this AGREEMENT shall not be submitted in any DISTRICT Board or Committee meeting packet, given to any Board or Committee member, or otherwise posted unless such amendments and assignments have been presented in writing to MSC's Executive Board of Directors.

## **Section 21. Taxes**

- 21.01. MSC shall be solely responsible for the payment, when due, for any possessory interest or other unsecured tax levied by any governmental authority with respect to the use and occupancy of Azalea Hall by MSC.

## **Section 22. Resolution of Disputes**

- 22.01. Process for Resolution

- 22.01.a. Any dispute arising under the terms of this AGREEMENT, which is not resolved within a reasonable period of time by authorized

representatives of the DISTRICT and the MSC shall be brought to the attention of DISTRICT General Manager (or designated representative of the DISTRICT) and the Chair of the MSC Board of Directors (or designated representative) of the MSC for joint resolution of the dispute. If these means are pursued without success, either party may seek resolution employing whatever remedies exist in law or equity beyond this AGREEMENT. Despite an unresolved dispute, the DISTRICT and MSC hereto shall continue without delay to perform its obligations under this AGREEMENT.

22.02. Attorney's Fee's

22.02.a. In the event of any litigation arising between the parties regarding the terms of this AGREEMENT, the prevailing party shall be entitled to recover reasonable attorney's fees in addition to other relief provided by law.

**Section 23. Law Governing**

23.01 The AGREEMENT shall be governed exclusively by the provisions hereof and by the laws of the State of California.

**Section 24. Notices**

24.01 Any notice, demand, communication under or in connection with this AGREEMENT, may be served upon DISTRICT by personal service, or by mailing the same by certified mail in the United States Post Office, postage prepaid, and directed to the DISTRICT as follows:

General Manager  
McKinleyville Community Services District  
1656 Sutter Road / P.O. Box 2037  
McKinleyville CA 95519

And may likewise be served on MSC by personal service or by so mailing the same addressed to MSC as follows:

Board Chair  
McKinleyville Senior Center  
1620 Pickett Road  
McKinleyville CA 95519

Either DISTRICT or MSC may change such address by notifying the other party in writing as to such new address as DISTRICT or MSC may desire

used and which address shall continue as the address until further written notice.

## **Section 25. Term and Extensions**

### 25.01 Term and Extensions

25.01.a. Subject to the provisions of this AGREEMENT, the term of this AGREEMENT shall be for one (1) year, commencing on the date herein and shall continue through and including the 31st day of August 2024.

Opportunities shall be made for DISTRICT and MSC to review this AGREEMENT on a yearly basis to enact amendments and assignments to this AGREEMENT as provided in Section 20 of this AGREEMENT.

### 25.02. Termination by DISTRICT

25.02.a. Notwithstanding the foregoing, DISTRICT, in the case of MSC's breaches, may terminate this AGREEMENT by giving MSC written notice, to the address herein set forth, which notice shall identify MSC's deficiencies in performance of this AGREEMENT. If, within thirty (30) days of the date of said notice, MSC has not cured the deficiency in performance, DISTRICT may, by further written notice, terminate this AGREEMENT to be effective sixty (60) days following the date of said second written notice.

In the event this AGREEMENT is so terminated, it shall be lawful for DISTRICT immediately hereafter to remove all persons and property from the premises.

### 25.03. Termination by MSC

25.03.a. Notwithstanding the foregoing, MSC, in the case of DISTRICT's breaches, may terminate this AGREEMENT by giving DISTRICT written notice to the address herein set forth which notice shall identify DISTRICT's deficiencies in performance of this AGREEMENT. If, within thirty (30) days of the date of said notice, DISTRICT has not cured the deficiency in performance, MSC may, by further written notice, terminate this AGREEMENT to be effective sixty (60) days following the date of said second written notice.

### 25.04. Obligations Upon Expiration or Termination

25.04.a. Upon the expiration or termination of this AGREEMENT, for any reason whatsoever, MSC shall promptly deliver the following to the DISTRICT's appointed agent:

All access keys and codes to Azalea Hall.

25.05. Disposition of Certain Property

25.05.a. MSC hereby acknowledges and agrees that any and all equipment not directly owned by MSC and all DISTRICT-owned equipment and materials used in connection with Azalea Hall shall remain the property of the DISTRICT, and MSC acknowledges that it shall not be entitled to remove such property from Azalea Hall upon the expiration or termination of this AGREEMENT, regardless of reason.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT as of the day and year first above written.

McKinleyville Community Services District

McKinleyville Senior Center

By: \_\_\_\_\_  
Gregory P. Orsini, President  
Directors  
MCSD Board of Directors

By: \_\_\_\_\_  
Chairman, MSC Board of

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

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

Attest:

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

Joseph Blaine, Secretary to the Board of Directors

## EXHIBIT B

## McKINLEYVILLE SENIOR CENTER Schedule for Use of Azalea Hall & Other District Facilities

1. The McKinleyville Senior Center (MSC) shall have exclusive use of the Meeting Room located in Azalea Hall as follows:
  - a. 5 Days per week. 9:00am-10:00pm with the following exceptions:
    - i. The Meeting Room will be available for use by MCSD and vendors with valid use agreements and use schedules that do not conflict with the regular hours of the MSC.
    - ii. The Meeting Room will be available for use by event rentals on evenings and/or weekends, when scheduled and reserved a minimum of one (1) month in advance of the date of use.

Additional Use: MSC shall have exclusive use on the evening of first Friday in June and all day the first Saturday in June for participation in the Pony Express Days Festival

MSC can reserve use of other District Facilities at the Non-Profit/Vendor rate when those facilities are not otherwise in use.

2. MSC shall have exclusive use of the Hewitt Room and Kitchen in Azalea Hall for **nine (9) hours per month as scheduled** and approved by the General Manager. Furthermore, the MSC agrees to pay DISTRICT \$19.50 per hour for any use in the Azalea Hall Kitchen that exceeds nine (9) hours per month.
  - a. MSC will also have exclusive use of the Hewitt Room and Kitchen **for up to 12 hours each year** to hold special events or fundraisers **The specific date or dates for such use will be set by mutual agreement at least two (2) months in advance.**
3. MSC may use the Hewitt Room of Azalea Hall during other unreserved times for any normal operation or activity; whether spontaneous, scheduled, or ongoing at no charge to MSC.
4. MSC shall have exclusive use of the Azalea Hall Office.
5. MSC agrees to inform DISTRICT of scheduled or ongoing use so DISTRICT may include such events on the Azalea Hall facility use calendar. However, if DISTRICT, a DISTRICT-approved vendor, special event, or recreation program, require use of the Hewitt Room during those times, except times granted to MSC in numbers one (1) and two (2) above, such use shall have priority over use of the Hewitt Room by MSC. Furthermore, MSC agrees to reschedule, move, or make alternative arrangements for any cancellation resulting from such use at no cost to DISTRICT.

## **EXHIBIT B**

6. Acknowledging that the participants in MSC programs are a viable and important part of the community, DISTRICT shall consider, respect, and adhere to MSC's scheduled and ongoing use of the Hewitt Room when scheduling and planning recreation programs for the community. Furthermore, DISTRICT agrees that all such scheduling of the Hewitt Room for DISTRICT's recreation programs shall result in consultation with the Board of the MSC and DISTRICT's General Manager. The DISTRICT shall notify the MSC of scheduling changes well in advance.
7. MSC shall not charge a usage fee to any group or organization for the use of any District facility without gaining prior authorization from the General Manager.
8. MSC shall pay for the use District Facilities for any profitable fee based class or event held outside of the allotted schedule listed in #1 & #2 above.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

TYPE OF ITEM: **ACTION**

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**ITEM: D.5**                      **Consider Adoption of Resolution 2024-15 Reviewing and Approving Proposed Amendments to the MCSD Board Policy Manual**

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

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

**Recommendation:**

Staff recommends that the Board review the Draft Update of the Board Policy Manual, ask questions, take public comment, and adopt Resolution 2024-15 (**Attachment 1**) to approve, with amendments, the MCSD Board of Directors Policy Manual Related to Policies and Procedures on Governance, Ethics, and Board Conduct (**Attachment 2**).

**Discussion:**

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

One of the required material submissions is the Districts' ability to demonstrate that their operations conform to all statues and regulations under state law as reflected in a policies and procedures manual. Board Policies and Procedures should focus on governance, ethics, and board conduct. The Board Policy Manual is reviewed annually by staff for any changes. Various changes, including the addition of virtual meeting requirements (Board direction given September 9, 2020) and draft changes to the Board self-evaluation process (Board direction given August 5, 2020), were added in 2020.

In January 2023, the Board moved to continue conducting regular meetings in a hybrid format under the enhanced teleconferencing guidelines of AB 2449, therefore pages 10 and 11 have been amended to reflect the new guidelines.

In January 2023, the Board moved to dissolve the Environmental Matters committee. In January 2024, the two Board members were appointed by the Board President to the HBMWD Municipal Water Task Force. In April 2024, the Board approved Ordinance 2024-01, thus creating the McKinleyville Community Forest Committee. In addition, staff agreed that meeting times of committees are

subject to change and specific hourly times should not be included in the committee descriptions. Thus, pages 26 through 29 have been amended to reflect the forementioned changes.

In January 2024, staff and the General Manager elected to begin using the “DEPT HEAD/SUPERVISOR 360 EVALUATION SURVEY” during the annual General Manager Performance Evaluation to provide the Board and General Manager with this most useful feedback possible. This form has replaced Exhibit 2 in the Attachments.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Resolution 2024-15
- Attachment 1a – Attachment A to Resolution 2024-15 - Board Policy Manual Draft Update (Red-lined with Changes)



**RESOLUTION 2024-15**

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

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

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

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

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

**WHEREAS**, there are desired revisions and amendments to the Board of Directors Policy Manual.

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

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on August 7, 2024 by the following polled vote:

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

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

Attest:

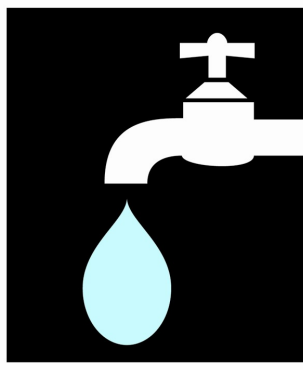
\_\_\_\_\_  
Joseph Blaine, Board Secretary

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# McKINLEYVILLE



## COMMUNITY SERVICES DISTRICT



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

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## **PART 1 -- GENERAL RULES**

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

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

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

**Rule 1-4: NON-DISCRIMINATION STATEMENT** - The District shall not unlawfully discriminate against anyone, (public, qualified employees or job applicants, etc.) on the basis of race, color, creed, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, medical leave status, veteran status, or any other basis protected by federal, state, or local laws.

## **PART 2 -- BASIS OF AUTHORITY**

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

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

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

## **PART 3 -- BOARD STRUCTURE**

**Rule 3-1: OFFICERS** - Annually, at the regular January Board Meeting, the Board shall update the rotation schedule for the coming years. Appointment of officers shall be subject

to the affirmative vote of the Board with a strong preference for a rotation schedule. The Finance Director shall perform the duties of Treasurer and the General Manager shall select a staff member to serve as Board Secretary.

**Rule 3-2: PRESIDENT** - The President shall perform the duties of presiding officer at all meetings of the Board of Directors and shall carry out the resolutions and orders of the Board of Directors and perform such other duties as the Board of Directors prescribes including appointment of members to serve on committees of the Board and designation of committee chairs, except for the Parks and Recreation Committee. The Board President is responsible for leadership at public meetings and for exerting every effort to unite the Board into a working, cohesive group by preserving order and decorum. The Board President shall decide questions of order subject to appeal to the Board. This requires the assistance and cooperation of all of the Board Members.

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

**4-2A Clarification:** In seeking clarification on informational and policy items, Directors should directly approach the General Manager only to obtain

information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision making.

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

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

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

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

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

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

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

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

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

**4-6A General Manager Evaluations:** The Board shall conduct performance evaluations for the General Manager. As noted in the Supervisor’s Policy Manual, 360 evaluations from Department Heads may also be requested by the Board. These

evaluations should be conducted annually on the anniversary of the General Manager's hire date. Please see "Attachment A" for a written procedure.

**Rule 4-7: BOARD AS A WHOLE** - Directors should function as a part of the whole. Issues should be brought by individual Board members to the attention of the Board as a whole, rather than to individual members selectively. The Board of Directors functions collectively, not as individuals and all members should be tolerant of each other's views. Unless the Board, by formal action, delegates responsibility to one or more individual Board members and such delegation is authorized by law, no Director has the legal capacity to act on behalf of the District.

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

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

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

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

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

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

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

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

**4-13C Action Minutes:** Action minutes shall be taken by the Board Secretary which summarize (a) Action taken, with a recordation of motion noting name of each person making and seconding the motion (b) Action taken, with a recordation of voting by

name on each motion where a roll call vote is required (c) Specific information requested by the Board to be entered in the minutes.

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

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

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

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

**Rule 5-1: REGULAR MEETINGS** - Regular meetings of the Board of Directors shall be held on the first Wednesday of each calendar month at 6:00 PM at either Azalea Hall 1620 Pickett Road or the District Office 1656 Sutter Road as specified by the agenda. The date, time, and place of regular meetings shall be reconsidered annually at the annual organizational meeting of the Board.

~~**5-1A: Virtual Meetings** - On March 12, California State Governor Newsom signed Executive Order N-25-20 with clarifying regulations through Executive Order N-29-20 on March 20, 2020, relaxing specific location meeting requirements of the Brown Act. On April 1, 2020 MCSD approved Resolution 2020-05 aligning with executive orders to allow for Regular board meetings to meet virtually via zoom webinar or at the following Toll Free: 1-888-788-0099. This regulation will remain in effect until rescinded by the Governor. If similar circumstances in the future require virtual meetings, a new Resolution will be drafted and voted on by the Board. Beginning February 1, 2023, the Board of Directors Meetings comply with Assembly Bill 2449 regulating the use of virtual and hybrid meetings. Hybrid Meetings will continue via in person and through zoom webinar. AB 2449 requires the following:~~

1. A quorum of the legislative body must be physically present at a single location within the District boundaries.
2. A Board Director wishing to attend a meeting remotely may do so for just cause and must notify the General Manager at the earliest opportunity possible, including at the start of a regular meeting.
  - a. "Just Cause" includes (1) caregiving need of a child, parent, grandparent, grandchild, sibling, spouse or domestic partner that requires them to participate remotely, (2) a contagious illness, (3) a need related to a physical or mental disability, (4) travel while on official business of the legislative body.
3. Any Board Director ~~can not~~cannot participate in remote meetings for more than two (2) or 20% of regular meetings.
4. The member who is meeting remotely must disclose at the meeting before any action is taken if there are any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with such individuals.
5. In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the virtual meeting platform, or in the event of a disruption within the District's control that prevents the public from offering public comments using the virtual meeting platform, the Board will take no further action until this can be restored. Actions taken during such a disruption may be challenged pursuant to Government Code 54960.1.
6. All votes will be by roll call.

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

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

**5-2B Notification:** Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of Special Meetings in accordance with the Ralph M. Brown Act (California Government Code 54950 through 54960) shall be notified by a mailing unless the Special Meeting is called less than one week in advance, in which case, notice, including a description of the business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as is practical.

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

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

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

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

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

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

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

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



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

## **PART 6 -- BOARD MEETING CONDUCT**

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

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

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

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

**6-3B Disruptive Conduct:** No disruptive, insulting, offensive, threatening, intimidating, demeaning, physically threatening, hostile or violent conduct, actions or speech shall be permitted at any Board meeting. Engaging in such conduct or speech shall be grounds for summary termination, by the President, of the speaker's privilege to address the Board and/or removal of the individual from the meeting.

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

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

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

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

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

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

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

**Rule 6-7: DIRECTIONS** - The Board may give directions which are not formal action. Such directions include the Board's directives and instructions to the General Manager. The President shall determine by consensus a Board directive and shall state it for clarification. Should any two directors challenge the statement of the President, a voice vote may be requested. A formal motion may be made to resolve a disputed directive, or to take some other action (such as to refer the matter to the General Manager for review and recommendation, etc.). Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board Meeting during which said informal action is taken.

## **PART 7 -- PARLIAMENTARY PROCEDURE**

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

**Rule 7-2: AUTHORITY OF PRESIDING OFFICER** - The Presiding Officer shall not make a motion or second a motion, but they may debate and vote on any matter under



consideration. Where the President wishes to make or second a motion, they should vacate the role of Presiding Officer until that item is resolved. Where the President has vacated the role of Presiding Officer for a particular agenda item, the Vice-President (or another director) shall become the Presiding Officer until all action on that agenda item is completed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**7-11D Board Discussion and Resolution:** Following closure of public input, the Board shall debate the item and take the action it deems desirable by motion.

Individual Directors may ask questions of members of the audience through the President, but such questions and answers should not become a debate. All other audience input shall be deemed "out of order" by the Presiding Officer unless the Board determines that additional input is desirable.

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

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

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

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

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

**PART 8 -- REMUNERATION**

**Rule 8-1: BOARD MEETING COMPENSATION** - Directors will be compensated one hundred twenty-five dollars (\$125) per noticed meeting attended up to a maximum of \$750 per month (6 meetings) per Director, with no compensation for Committee Meetings or Ceremonial Meetings, with future meeting fees to be adjusted only upon future Board action in compliance with California Government Code section 61047 and applicable law. For the purposes of this section, a "day of service" means any of the following:

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

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

(3) Representation of the District at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the member's representation at a Board of Directors' meeting and that the

member delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the public meeting or public hearing.

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

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

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

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

## **PART 9 -- PERSONNEL POLICIES**

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

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

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

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

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

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

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

- Threats of any kind;
- Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
- Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, threats to Board or staff members, sabotage, or threats of sabotage of District property, or a demonstrated pattern of refusal to follow District policies and procedures;
- Defacing District property or causing physical damage to the facilities.

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

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

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

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

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

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

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

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

**Rule 11-1: POLICY** - The Board is committed to assessing its own performance as a board in order to identify the Board's strengths and areas in which it may improve the Board's functioning. The goals of the self-evaluation are to clarify roles, to enhance harmony and understanding among Board members, and to improve the efficiency and effectiveness of the Board meetings. The ultimate goal is to improve MCSD policies for the benefit of the McKinleyville community and employees of the District.

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

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

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



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

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

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

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

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

## **PART 13 – DIRECTORS’ EXPENSE REIMBURSEMENT**

**Rule 13-1: General Principles** – Each member of the Board of Directors is encouraged to participate in those outside activities and organizations that in the judgement of the Board, further the interests of the District. Expenses incurred by Board Directors in connections with such activities are reimbursable, in accordance with the limits set forth herein. The following rules apply:

- a. All expenses must be actually incurred and necessary for the performance of the Director’s duties.
- b. Directors shall exercise prudence in all expenditures.
- c. This policy is intended to result in no personal gain or loss to a Director.

d. Guidelines for reimbursements are as follows, unless the Board, at a public meeting in advance of the expense being incurred, authorizes a different approach that could result in higher expenses.

**Rule 13-2: Travel/Transportation Expenses** – The most economical and efficient mode and class of transportation reasonably consistent with scheduling must be used.

**13-2A: Air Travel** – Air Travel is authorized whenever, due to distance or time constraints, it is more economical than use of the District vehicle for transportation to and from the authorized meeting, conference, or event. Reimbursement for airfare shall not exceed the most economical coach fare available for the required travel dates to the airport nearest the destination, consistent with the Director’s specific scheduling needs.

Directors shall use the most economical means of transportation to and from the airport and the location of the meeting, conference, or event, whether by rental car, airport shuttle, or taxi. Provided the most economical transportation is used, Directors may be reimbursed the full cost actually incurred for car rental and fuel, cab fare with tips, or airport shuttle with tips. Reimbursement for tips shall not exceed 20%.

**13-2B: Use of Director’s Own Vehicle** – In the event that the District car is unavailable, Directors may use their personally owned vehicles for travel. Mileage reimbursement for use of the Director’s own vehicle for travel to meetings, conferences, or authorized events outside the boundaries of the District shall be reimbursed at the current Federal standard mileage reimbursement rate specified by the IRS for business travel.

**13-3C: Lodging Expenses** – Expenses for Lodging actually and reasonably incurred by Directors in connection with attending meetings, conferences, or other authorized events at least 50 miles outside the District’s service area will be reimbursed.

Lodging for the night prior to or after the meeting, conference, or authorized event will be reimbursable only when the starting or ending time for the meeting or event makes it impractical to travel to or from the Director’s residence on the same day as the meeting or activity.

It is the District’s policy to seek and reimburse the cost of moderately priced accommodations (based on prevailing rates in the community where the lodging is located) that are within reasonable walking or public transportation distance of the location of the meeting, conference, or other event that is the reason for the travel.

Directors are required to use government or group rates offered by lodging providers whenever available.

If lodging expense is in connection with an organized conference (e.g. ACWA or CSDA), the reimbursement may not exceed the maximum group rate published by the conference sponsor, provided that such lodging is still available at the time of booking. If a Director elects to arrange alternative lodging while attending this organized conference, the maximum reimbursement rate shall be the group rate offered by the conference organizer/sponsor. If the group rate for lodging is not available at the time of booking, the



Director is limited to reimbursement for comparable lodging consistent with the reimbursement policy of the District.

**13-3D: Meal Expenses** – Reimbursement for all meals will be done at the Federal per diem rate approved by the IRS (<http://www.gsa.gov/portal/category/100120>). Per diem advances may be made no less than three days prior to the intended activity.

Meals that are offered as part of a meeting, conference, or event that are not a part of the event registration will be reimbursed at the actual cost charged by the sponsor/host of such meeting, conference, or event and not subject to the per diem schedule. No reimbursement will be allowed for alcoholic beverages.

**13-3E: Incidental Expenses** – Directors will be given a daily Incidental Expense per diem at the Federal per diem rate approved by the IRS. This advance will accompany their meal per diem advance.

Incidental Expense refers to those items related to District business during any meeting, conference, or event, such as parking, telephone, or fax charges. Long term parking, if necessary, must be used for parking in excess of 24 hours.

**13-3F: Other Requirements or Limitations** – No reimbursement shall be allowed for transportation, lodging, meals, or incidental expenses of family members or guests of a Director traveling with the Director to an authorized meeting or event. No reimbursement shall be allowed for the following items: parking or traffic violations, any extra in-room expense (e.g. movies, laundry service), recreational expenses, or loss of personal belongings.

Board Directors must complete a MCSD Travel Approval form within four (4) days before travel to the approved travel and a MCSD Travel Expense Report within five (5) days following approved travel (see **Appendix B**). The MCSD Travel Approval form will specify the date, location, purpose of meeting, and the estimate of travel expenses. This form is also used to request per diem. The MCSD Travel Expense report will specify the date, location, purpose of the meeting/conference and include all receipts for travel, minus meals and incidentals for which per diem is requested, in order to receive full reimbursement as related to this policy. These forms must be signed by the Board Director and counter signed by the General Manager prior to being received for reimbursement.

At the regular Board meeting following any meeting, conference, educational activity, or other authorized event, for which per diem compensation or reimbursement is requested, the Director attending such meeting or event shall give a brief report of the meeting or event. If more than one Director attends the same meeting or event, a joint report may be made. Reports may be written or oral.

Changes in the maximum rates for reimbursement of expenses shall be made at a public meeting of the Board of Directors.

To implement the reporting requirements of Government Code section 53065.5, the District will prepare a list of the amount and purpose of each expense reimbursement made to each Director for the preceding fiscal year, which will be available to the public.

**13-3G: Penalties for Violation of Reimbursement Policies** – A Director who falsifies an expense report or claims reimbursement in violation of this expense reimbursement policy, will be subject to a loss of reimbursement privileges, restitution to the district, civil penalties for misuse of public resources pursuant to Government Code section 8314, and/or prosecution for missuses of public resources pursuant to Penal Code section 424.

## Appendix A

### Board Direction for Committee Assignments

The Board of Directors of the McKinleyville Community Services District (MCSD; District) currently (2020) has eleven (11) committees, nine of which are standing committees and two ad-hoc committees. A standing committee is a permanent committee established for the purpose of specializing in the consideration of a particular subject area. MCSD's standing committees include Parks and Recreation Committee, Area Fund, Redwood Region Economic Development Committee, Audit Committee, Employee Negotiations Committee, McKinleyville Municipal Advisory Committee, and Environmental Matters committee. An Ad-Hoc Committee is a committee formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective. The McKinleyville Senior Center Advisory Committee dissolved in March 2019, however the continued collaboration and agreement with the McKinleyville Senior Center still requires an MCSD Board Liaison.

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

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

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

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

**Redwood Region Economic Development Commission:** The Redwood Region Economic Development Commission (RREDC) is a collaboration of Humboldt County communities dedicated to expanding economic opportunity in Humboldt County. The primary purpose of RREDC is to create opportunity and to support the growth of local businesses by leading

projects of regional significance, making loans, and offering technical assistance through partnership with the North Coast Small Business Development Center.

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

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

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

**Audit & Finance Committee:** The primary purpose of the Audit & Finance Committee is to provide oversight of the financial reporting process, the audit process, the system of internal controls, review of loans or bonds or other financing mechanisms and their terms, compliance with financial and audit related laws and regulations, and other financial matters as assigned by the Board or the Board President. The Audit & Finance Committee will consider internal controls and review their effectiveness. The Committee assists the Board of Directors to fulfill public governance and oversight.

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

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

- Submit Request for Proposals (RFP) to qualified audit firms every three years – soliciting bids, interviewing firms and making the recommendation to the Board of Directors when selecting the firm to be awarded the audit contract
- Review all significant GAAP or FASB rule changes and have a clear understanding of the effect of such changes on the financial condition of the District and needed changes in financial procedures

- Review annual audit in detail – presented to the Board by the auditors and accepted by the Board of Directors based upon the recommendation of the Committee. Such review shall encompass the overall condition of the MCSD finances, all audit recommendations for changes. and management letters
- Discuss financial statements directly with management, with independent auditors in private and privately among Committee members while maintaining an appropriate degree of professional skepticism
- Identify future financial challenges with auditors and management
- Monitor controls designed to prevent and detect senior management override of other controls
- Review annual true cost set asides to ensure that all cost centers of the District have a completed plan to amortize future costs, to recommend set asides for the Board of Directors, compliance with set asides and ensure management has developed a schedule of repayment for borrowings of these funds that is consistent with District financial integrity
- Establish procedures for complaints regarding accounting, internal controls or auditing matters – such procedures should specifically provide for the confidential, anonymous reporting by employees of concerns regarding questionable accounting or auditing matters
- Review financing decision to fund Capital Improvement Projects undertaken by the District
- Review the terms and conditions of substantive finance mechanisms, including loans and bonds/certificates of participation, to be undertaken by the District
- Other financial matters as assigned by the Board President and/or the Board
- Report annually to the full Board and the public on how it satisfied its duties and met its responsibilities

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

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

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

comparisons of other similar entities, retirement benefit amortizations and medical benefit programs.

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

The MMAC is tasked with gathering input from the community and providing advice on matters which relate to county services which are or may be provided to the greater McKinleyville area by the County or other local government agencies. The advice to be provided by the MMAC includes but is not limited to advice on matters of public health, safety, welfare, public works, public financing, and proposed annexations that may affect the local area covered by the MMAC.

An additional responsibility of the MMAC is to review, comment and provide advisory recommendations to the Planning Commission and the Board of Supervisors on proposed zoning amendments, and General Plan petitions and amendments located within the McKinleyville planning area related to conformance with the McKinleyville community plan. The MMAC will also discuss and provide input on long-range planning issues.

As outlined above, these community issues impact the District. The MMAC conducts business without any budget and with a limited staff support from the County of Humboldt. In an effort to increase support and collaboration, MCSD may provide a small stipend of \$3,000 of in-kind services to MMAC for community meetings and other MMAC meeting related expenses. This stipend may be budgeted for during each fiscal year budget process and provides for in-kind contributions of supplies and District staff/office support. Additionally, MCSD provides meeting space support at the McKinleyville Middle School and letters of support for grants as appropriate and approved by the Board. This support is conditional upon MCSD reserving any and all existing and future legal rights conferred upon the District by local, state, and federal law, and in no way defers or apports those rights to the MMAC.

The MMAC is comprised of eight voting members who reside, own property, or conduct a business in the greater McKinleyville area. Six of the MMAC committee members are appointed by the County Board of Supervisors and one is a representative of MCSD appointed by the MCSD Board President annually to a term of one year. General Manager also serves as a voting member of the MMAC. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings matters of relevance to the District. The MMAC meet once a month on the last Wednesday at 6:00pm at the McKinleyville Middle School, located at 2275 Central Ave, McKinleyville.

Additionally, the Board President, District General Manager, MMAC Chair, and the Humboldt County Fifth District Supervisor meets monthly. A joint meeting between the MMAC and MCSD Boards will take place annually.

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

**McKinleyville Community Forest Committee:** The committee’s purpose is to assist the District in the development, operation and management of the Community Forest. This is a working committee. Members are expected to not only attend regular meetings of the committee, but to also dedicate time and expertise to matters pertaining to the development, operation and maintenance of the Community Forest in service to the McKinleyville community. The MCSD Directors will serve as Chairperson and Vice-Chairperson of the Committee. The MCSD Directors for this committee will be appointed by the MCSD Board President annually.

**HBMWD (Humboldt Bay Municipal Water District) Municipal Water Task Force:** The Board President shall appoint two MCSD Directors, a primary and alternate, to the HBMWD Water Task Force. The purpose of the Task Force is to work with HBMWD to consider and/or evaluate matters of a regional and significant nature within HBMWD’s jurisdiction. The committee meets on an as needed basis.



## Attachments

### Attachment A

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

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

Simultaneously, the Board should request District Department Heads participate in an advisory evaluation by utilizing the GENERAL MANAGER 360 PERFORMANCE EVALUATION Form attached as EXHIBIT 2.

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

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

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

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

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

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

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

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





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

Date \_\_\_\_\_

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

**A. BOARD/MANAGER RELATIONSHIP**

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

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

**B. COMMUNITY RELATIONS**

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

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

**C. LEADERSHIP**

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

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

**D. COMMUNICATION**

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

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

**E. MANAGING FINANCIAL AND MATERIAL RESOURCES**

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

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

**F. ORGANIZATION**

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

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

**G. OVERALL EVALUATION**

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

	5	4	3	2	1

**Remarks/Comments:**

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**GENERAL MANAGER**

**360 PERFORMANCE EVALUATION**

*Rating categories:*  
~~I~~ — Improvement needed for performance to meet expected standards  
~~M~~ — Performance fully meets expected standards  
~~E~~ — Performance consistently exceeds standards

<b>PERFORMANCE FACTORS</b>	<b>I</b>	<b>M</b>	<b>E</b>	<b>COMMENTS</b>
<del>1. QUALITY OF WORK: Consider the extent to which completed work is accurate, neat, well-organized, thorough, and effective</del>				
<del>2. RELATIONSHIPS WITH PEOPLE: Consider the extent to which the GM recognizes the needs and desires of other people, treats other with respect and courtesy, and inspires their respect and confidence, etc.</del>				
<del>3. WORK HABITS: Consider the GM's effectiveness in organizing and using work tools and time, in caring for equipment and materials, in following good practices of vehicle and personal safety, etc.</del>				
<del>4. TAKING ACTION INDEPENDENTLY: Consider the extent to which the GM shows initiative in making work improvements, identifying and correcting errors, initiating work activities, etc.</del>				
<del>5. ANALYZING SITUATIONS AND MATERIALS: Consider the extent to which the GM applies consistently good judgment in analyzing work situations and materials, and in drawing sound conclusions.</del>				
<del>6. MEETING WORK COMMITMENTS: Consider the extent to which the GM completes work assignments, meets deadlines, follows established policies and procedures, etc.</del>				
<del>7. TECHNICAL AND PRACTICAL KNOWLEDGE OF THE JOB: Extensive knowledge of technical elements in own program and related areas; willing to share technical knowledge; viewed as a knowledgeable resource; ability to effectively utilize a variety of resources to resolve administrative and/or program problems.</del>				

<p><b>8. SUPERVISING THE WORK OF OTHERS:</b> Creates an environment in which employees are treated with respect. Employees possess a sense of ownership; satisfaction in the District's accomplishments; influence over how things are done, and an understanding of their personal importance to the MCSD. Provides appropriate control over staff activities. Provides timely performance appraisal of subordinate staff. Inspires continuous learning and development of staff. Recognizes and values the contributions of all members of a diverse work force.</p>				
<p><b>9. LEADERSHIP:</b> Cooperates, inspires, motivates, persuades and guides others toward goal accomplishment; adapts leadership style to a variety of situations; models high standards of honesty, integrity, trust, openness and flexibility; makes sound decisions consistent with District objectives.</p>				
<p><b>10. FISCAL MANAGEMENT:</b> Understands District costs, debt, cash flow, fixed assets and rate structures and is able to utilize these strategically; Analyzes budget forecasts for accuracy; maintains responsible District costs within Board approved budgets. Timely review and approval of bank reconciliations, journal entries, financial statements, invoices (AP) and payroll.</p>				
<p><b>11. COMMUNICATION:</b> Proactively informing Board of Departmental and District issues and concerns; Timely collection of information and reports from Departments. Maintains confidentiality of communications.</p>	---			
<p><b>12. COMPLIANCE:</b> Demonstrates the ability to maintain the District and all departments in compliance with laws, regulations and reporting requirements.</p>				
<p><b>13. CUSTOMER SERVICE:</b> Shows interest in and understanding of the needs, expectations and circumstance of internal and external customers. Explores options and pursues solutions until customers are satisfied. Is responsive, pleasant, professional and easy to do business with. Looks at the organization and its services from the customer's point of view. Seeks and uses customer feedback to improve services. Meets or exceeds internal and external customer expectations.</p>				

<p><b>14. EMPLOYMENT SAFETY:</b>— Consider whether the employee maintains and ensures training, safety requirements and compliance for supervised employees (i.e. full time, part-time, seasonal, Cal works, sub-contractors or visitors).</p>				
<p><b>15. POLICIES &amp; PROCEDURES:</b>— Consider the extent to which the employee maintains compliance with All District Policies and Procedures.— Ensures staff is aware of Human Resource and EEO Policies.</p>				
<p><b>16. IDP:</b>—Develops IDP with supervised employees and ensures employee completes all training requirements.—</p>				

**OTHER EVALUATOR COMMENTS:**

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

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

**GENERAL MANAGERS COMMENTS:**

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

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

McKinleyville Community Services District  
Dept. Head/Supervisor 360 Evaluation Survey

Please use the following rating system to respond to the statements below.

1=100% False / Absolutely Disagree

2=Somewhat False / Somewhat Disagree

3= Neutral (Neither True nor False / Do Not Agree or Disagree)

4= Somewhat True / Somewhat Agree

5=100% True / Absolutely Agree

N/E=No Experience / I don't have enough knowledge/experience to rate this statement.

	1	2	3	4	5	N/E
1. I can rely on (trust) my supervisor to do what he/she says he/she will do.						
2. My Supervisor is organized and efficient; I can rely on them to provide direction in a timely manner.						
3. My Supervisor is a valuable resource to me; he/she makes himself/herself available to me whenever I need guidance or support.						
4. I am confident that my supervisor acts (i.e. makes decisions, prioritizes and assigns tasks) in a manner that is in service to the greatest good of the District. (Good for rate payers, community, and employees)						
5. My Supervisor recognizes and acknowledges my contributions to the District and team in a manner that is meaningful to me.						
6. My Supervisor treats employees equitably without showing favoritism.						
7. My Supervisor trusts me to make decisions about how assigned tasks get accomplished. I do not frequently have to ask for permission or approval.						
8. My Supervisor looks at all sides of an issue or problem and weighs the options and impacts of those options before <del>making a decision</del> .						
9. My Supervisor inspires, supports, and advocates for my professional and personal growth and development.						
10. My Supervisor encourages me and others to contribute ideas and perspectives. I feel confident that he/she wants to know what I think.						
11. My Supervisor regularly provides constructive and helpful feedback on my performance						
12. My Supervisor does not criticize people who are not present.						
13. My Supervisor recognizes and supports the work of other departments.						
14. My Supervisor is transparent in his/her fiscal decisions that impact how I and my co-workers <del>are able to</del> complete work assignments.						
15. My Supervisor provides timely and clear communication regarding the workings of the dept. to staff.						
16. My Supervisor provides a clear sense of purpose and direction for work assignments as well as for the roles and responsibilities of each work assignment for me individually and for the whole team.						
17. My Supervisor is open to alternate perspectives and embraces change by challenging the status quo when presented with compelling information.						
18. I am comfortable delivering critical feedback to my Supervisor.						

McKinleyville Community Services District  
Dept. Head/Supervisor 360 Evaluation Survey

	1	2	3	4	5	N/E
19. My Supervisor is skillful in effectively resolving conflict.						
20. My Supervisor ensures that staff is aware of all policies and regulations pertaining to individual employment and work assignments.						
21. It is clear and evident that my Supervisor cares about the people of the District, both the rate payers/customers and employees.						
22. I trust my Supervisor to keep confidential any conversations or information I share that I request remain confidential.						
23. My Supervisor takes seriously and addresses promptly any safety concerns that I bring to his/her attention.						
24. I enjoy working for and with my Supervisor						

You may provide additional comments regarding the performance of your Supervisor in the space provided. Additional comments are not required but are welcome.

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Name of Supervisor \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

Date of Evaluation \_\_\_\_\_ Total Score \_\_\_\_\_



Attachment B.

McKinleyville Community Services District  
Board of Directors Self-Evaluation Worksheet

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

1. Please briefly describe your understanding the vision and mission of the McKinleyville Community Services District?
2. Over the last year, in what ways have you supported the vision and mission of MCSD?
3. In what ways do you think the Board or Staff could better supported the vision and mission of MCSD?
4. Do you feel you have a good working relationship with the other Board members? Explain.
5. Do you have any suggestions for improving the working relationship with the other Board members?
6. Do feel you have a good working relationship with the General Manager? Explain.
7. Do have any suggestions for improving the working relationship between the General Manager and the Board?
8. What are MCSD's major programs and services that you would like to know more about?
9. Do you follow trends and important developments in industries and services that MCSD provides? If yes, please give examples. If no, what would help you to do more in this area?
10. Do you understand MCSD's financial statements? What would help you with this?
11. Do you feel that the District and Board act knowledgeably and prudently when making recommendations about MCSD finances and financial policies in consideration of the District as a whole?
12. In what ways do you prepare for and participate at Board/Committee meetings as well as other MCSD events?

13. What skills do you possess that you would be willing to volunteer to further the MCSD vision and mission?
14. Do you complete assignments and responsibilities assigned to you in a responsible and timely manner? If no, what can assist you in this?
15. How often do you take advantage of opportunities to enhance the MCSD public image by periodically speaking to others about the work of the District?
16. Do you have additional ideas for programs or outreach to enhance MCSD's public image?
17. What are the potential challenges you see impacting the Board and/or District in the next 1-3 years? What can be done to limit or overcome these challenges?

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

TYPE OF ITEM: **ACTION**

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**ITEM: D.6**                      **Biennial Review of MCSD Conflict of Interest Code**

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

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

**Recommendation:**

Staff recommends the Board review the provided information, accept public input, and adopt Resolution 2024-19 to accept the MCSD Conflict of Interest Code with suggested changes by Legal Counsel.

**Discussion:**

The Political Reform Act requires local government agencies to review their Conflict of Interest Code biennially to determine whether it is accurate or needs to be amended. The District’s Conflict of Interest Code was last revised in 2022. District Counsel has reviewed the current code and has determined that minor revisions are needed at this time. It should be noted that staff has contacted Office of Elections staff for approval of a modified response deadline to accommodate the timeline of the August 7, 2024 meeting.

**Alternatives:**

- Take no action

**Fiscal Analysis:**

- Not applicable

**Environmental Requirements:**

- Not applicable

**Exhibits/Attachments**

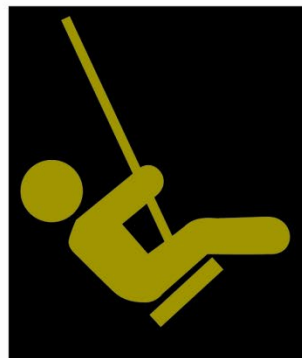
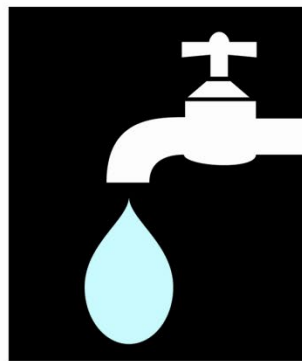
- Attachment 1-Conflict of Interest Code with red-lined revisions
- Attachment 2-Resolution 2020-23 with Exhibit A – Final changes to MCSD Conflict of Interest Code
- Attachment 3 – Letter from County Office of Elections Dated May 31, 2024

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# McKINLEYVILLE



## COMMUNITY SERVICES DISTRICT



### MCKINLEYVILLE COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST CODE

CONFLICT OF INTEREST CODE FOR THE  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations, Section 18730) that contains the terms of a standard model conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments to the Political Reform Act. Therefore, the terms of 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference. This regulation and the attached Appendices designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the McKinleyville Community Services District (the "District").

Individuals holding designated positions must file statements of economic interest with the District which will make the statements available for public inspection and reproduction. (Government Code Section 81008.) Upon receipt of statements of the Board of Directors and General Manager, the agency shall make and retain copies and forward the originals to the Fair Political Practices Commission. Statements of all other individuals holding designated positions will be retained by the agency.

## APPENDICES

### APPENDIX A

#### DESIGNATED POSITIONS

#### DISCLOSURE CATEGORIES

Recreations Director	1, 2, 3
Finance Director	1, 2, 3
Operations Director	1, 2, 3
Legal Counsel	1, 2, 3
Engineer (contract)*	1, 2, 3
Consultant*	1, 2, 3
New Position*	1, 2, 3
Recreation Advisory Committee Members	1, 2, 3
Standing Committee Members	1, 2, 3

\* \*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations: The General Manager may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Government Code Section 81008.)

#### OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Officials who manage public investments are deemed to be "statutory filers" within the meaning of Government Code Section 87200 because they must file statement of economic interest (FPPC Form 700) pursuant to the state Political Reform Act instead of the District's conflict of interest code. The District's statutory filers are as follows:

Members of the Board of Directors  
General Manager

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

## APPENDIX B

### General Provisions

When a designated employee is required to disclose investments, sources of income (including any loans) and business positions, he/she need only disclose investments and positions in business entities and sources of income (other than gifts) which do business in the jurisdiction, plan to do business in the jurisdiction or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction. Gifts of \$50.00 or more must be disclosed without regard to location of the donor. When a designated employee is required to disclose interests in real property, he/she need only disclose real property that is located in whole or in part within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the McKinleyville Community Services District. Property that is the principal residence of the designated employee, need not be disclosed.

Designated employees shall disclose their financial interests pursuant to the appropriate disclosure categories indicated below.

### Disclosure Categories

Category 1: All investments and business positions in business entities, and all sources of income (including loans and gifts).

Category 2: All interests in real property.

Category 3: Investments and business positions in business entities and income from sources that, within the past two years, have contracted with the District to provide services, supplies, materials, machinery or equipment.



**RESOLUTION 2024-19**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT ADOPTING THE MCSD CONFLICT OF INTEREST CODE WITH AMENDMENTS**

**WHEREAS**, the Political Reform Act, Government Code Section 81000 et seq. requires that each governmental agency keep current a local Conflict of Interest Code; and

**WHEREAS**, the MCSD Conflict of Interest Code is required to be reviewed biennially; and

**WHEREAS**, the MCSD Board of Directors on February 11, 1999 (Resolution 1999-02) adopted a code applicable to MCSD and subsequently voted on amendments on April 13, 2000, August 4, 2004, August 18, 2010, August 1, 2012, August 5, 2020, and August 3, 2022; and

**WHEREAS**, the MCSD Conflict of Interest Code has been reviewed by the Board and District Legal Counsel; and

**WHEREAS**, after review and on the recommendation of staff, the Board has determined that the current Conflict of Interest Code requires minor revisions.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby adopt the recitals and findings stated above and authorizes the submittal of a written statement to the Humboldt County Elections office stating that the Board has reviewed the Conflict of Interest Code and has determined the attached minor revisions (Exhibit A).

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on August 7, 2024 by the following polled vote:

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

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David R. Couch, Board President

Attest:

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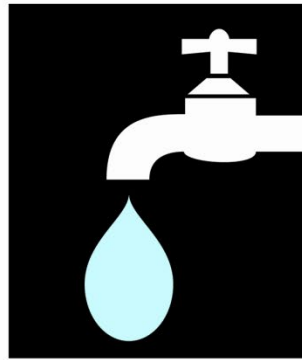
Joey Blaine, Board Secretary

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# McKINLEYVILLE



## COMMUNITY SERVICES DISTRICT



### MCKINLEYVILLE COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST CODE

CONFLICT OF INTEREST CODE FOR THE  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations, Section 18730) that contains the terms of a standard model conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments to the Political Reform Act. Therefore, the terms of 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference. This regulation and the attached Appendices designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the McKinleyville Community Services District (the "District").

Individuals holding designated positions must file statements of economic interest with the District which will make the statements available for public inspection and reproduction. (Government Code Section 81008.) Upon receipt of statements of the Board of Directors and General Manager, the agency shall make and retain copies and forward the originals to the Fair Political Practices Commission. Statements of all other individuals holding designated positions will be retained by the agency.

## APPENDICES

### APPENDIX A

#### DESIGNATED POSITIONS

#### DISCLOSURE CATEGORIES

Recreations Director	1, 2, 3
Finance Director	1, 2, 3
Operations Director	1, 2, 3
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Engineer (contract)*	1, 2, 3
Consultant*	1, 2, 3
New Position*	1, 2, 3
Recreation Advisory Committee Members	1, 2, 3
Standing Committee Members	1, 2, 3

\* \*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations: The General Manager may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Government Code Section 81008.)

#### OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Officials who manage public investments are deemed to be "statutory filers" within the meaning of Government Code Section 87200 because they must file statement of economic interest (FPPC Form 700) pursuant to the state Political Reform Act instead of the District's conflict of interest code. The District's statutory filers are as follows:

Members of the Board of Directors  
General Manager

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

## APPENDIX B

### General Provisions

When a designated employee is required to disclose investments, sources of income (including any loans) and business positions, he/she need only disclose investments and positions in business entities and sources of income (other than gifts) which do business in the jurisdiction, plan to do business in the jurisdiction or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction. Gifts of \$50.00 or more must be disclosed without regard to location of the donor. When a designated employee is required to disclose interests in real property, he/she need only disclose real property that is located in whole or in part within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the McKinleyville Community Services District. Property that is the principal residence of the designated employee, need not be disclosed.

Designated employees shall disclose their financial interests pursuant to the appropriate disclosure categories indicated below.

### Disclosure Categories

Category 1: All investments and business positions in business entities, and all sources of income (including loans and gifts).

Category 2: All interests in real property.

Category 3: Investments and business positions in business entities and income from sources that, within the past two years, have contracted with the District to provide services, supplies, materials, machinery or equipment.





COUNTY OF HUMBOLDT  
Office of Elections & Voter Registration

2426 6<sup>th</sup> Street  
Eureka, CA 95501-0788  
707-445-7481  
Fax 707-445-7204

RECEIVED

JUN 3 - 2024

McK. C.S.D.

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

FROM: Wojciech Czyz, Administrative Analyst

DATE: May 31, 2024

SUBJECT: 2024 Biennial Notice for Conflict of Interest Code

## RESPONSE DEADLINE: AUGUST 5, 2024

The Political Reform Act requires local government agencies to review their Conflict of Interest code every two years and determine if revisions to the code are necessary. Any necessary revisions must be reviewed and approved by the Humboldt County Board of Supervisors. The Office of Elections assists in this process by receiving districts' materials and presenting proposed revisions to Board of Supervisors for approval. **Districts must complete and return the enclosed 2024 Local Agency Biennial Notice form to the Office of Elections no later than August 5, 2024.** Please feel free to contact the Humboldt County Office of Elections at 707-445-7481 with questions.

### Required Components for Conflict of Interest Code

A local government agency's Conflict of Interest Code must contain three components: (1) terms of the code; (2) designated positions, and (3) disclosure categories. Each component is briefly defined below. Additional information about required components can be found at the Fair Political Practices Commission (FPPC) website: <https://www.fppc.ca.gov/learn/rules-on-conflict-of-interest-codes.html>

1. Incorporation (Terms of the Code): Terms of the Code include provisions that govern local government agencies' decisions, such as how financial interests are reported and where financial statements are held. The FPPC recommends that agencies incorporate FPPC Regulation 18730 by reference because these terms can be quite complex and Regulation 18730 contains all of these provisions. Regulation 18730 can be found on the FPPC's website at <https://www.fppc.ca.gov/the-law/fppc-regulations/regulations-index.html>
2. List of Designated Positions: A Conflict of Interest Code must list all positions that participate in the decision-making process where financial interests may exist, such as voting, negotiating contracts, or making recommendations on district-related matters.
3. Disclosure categories. Disclosure categories describe different types of financial interests based on job descriptions. Higher-level district positions that have a broader

range of job duties will have increased disclosure requirements compared to district positions with limited job duties.

### **When Conflict of Interest Code Revisions are Necessary**

**Step 1:** District board reviews its Conflict of Interest Code and determines revisions **are** necessary because of changes in state law or district circumstances (see **Attachment 1: Should You Amend Your Agency's Conflict of Interest Code?**).

**Step 2:** District board drafts proposed revisions to its Conflict of Interest Code (see **Attachment 2: Conflict of Interest Code Changes**). Contact the Office of Elections for additional information about how the changes should be presented for review.

**Step 3:** District board completes biennial notice form.

**Step 4:** District board returns biennial notice form and proposed code revisions to the Office of Elections.

**NOTE:** Revisions to a district's Conflict of Interest Code do not go into effect until they have been approved by the Humboldt County Board of Supervisors.

### **When Conflict of Interest Code Revisions are NOT Necessary**

**Step 1:** District board reviews its Conflict of Interest Code and determines no changes are necessary (see **Attachment 1: Should You Amend Your Agency's Conflict of Interest Code?**).

**Step 2:** District board completes biennial notice form

**Step 3:** District board returns biennial notice form to the Office of Elections.

### **Enclosed:**

#### **2024 Local Agency Biennial Notice**

**Attachment 1:** Should You Amend Your Agency's Conflict of Interest Code?

**Attachment 2:** Conflict of Interest Code Changes



# 2024 Local Agency Biennial Notice

Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

*(Check all that apply.)*

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

## Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **August 5, 2024** to:

**Humboldt County Office of Elections  
Attn: Wojciech Czyz  
2426 6th Street, Eureka, CA 95501**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

[www.fppc.ca.gov](http://www.fppc.ca.gov)  
FPPC Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) (866.275.3772)



# CALIFORNIA Fair Political Practices Commission

## Should you Amend Your Agency's Conflict of Interest Code?

---

A local agency's conflict of interest code must reflect the current structure of the organization and properly identify officials and employees who should be filing Statements of Economic Interests (Form 700). A code tells public officials, governmental employees, and consultants what financial interests must be disclosed on the Form 700. It helps provide transparency in local government as required under the Political Reform Act.

### Biennial Review of Conflict of Interest Codes

To ensure conflict of interest codes remain current and accurate, each local agency is required to review its code at least every even-numbered year. The agency should receive a Biennial Notice as a reminder of this obligation from its code reviewing body.

### The Local Agency Biennial Notice is not forwarded to the FPPC.

The County Board of Supervisors is the code reviewing body for county agencies and the code reviewing body for city agencies is the City Council.

When determining whether to amend, an agency should carefully review its current conflict of interest code and consider the following:

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the current code was adopted?
- Have any positions been eliminated or renamed since the current code was adopted?
- Have any new positions been added since the current code was adopted?
- Have there been any substantial changes in duties or responsibilities for any positions since the current code was adopted?

The resources on the FPPC website provide guidance to local agencies about amending codes. The information is categorized based on the jurisdiction of the agency. If you answered yes to any of the above questions, your agency's conflict of interest code will likely need to be amended. Each district must complete the enclosed Biennial Notice and return it to their reviewing body. The code reviewing body will provide further instructions on the code amendment and approval process.

### Statutory Authority

Government Code Sections 87302, 87302.6, 87303, 87306, 87306.5, 87307, 87309, 87310, 87311, and 87314.

advice@fppc.ca.gov 1.866.275.3772  
916.322.5660 www.fppc.ca.gov FPPC

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

TYPE OF ITEM: **ACTION**

---

**ITEM: D.7**                      **Consider Approval of the Memorandum of Understanding between McKinleyville Community Services District and Local School Parent Teacher Organizations for the Collaborative Provision of Dances for Middle School Youth**

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

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

**Recommendation:**

Staff recommends that the Board review the information provided discuss, take public comment and vote to approve the MOU between MCSD and local school's Parent Teacher Organizations for the collaborative provision of dances for middle school youth in grades 6-8 and authorize the General Manager to execute the MOUs.

**Discussion:**

Prior to the onset of the COVID-19 pandemic in 2020, the District Parks & Recreation Department regularly hosted dances for middle school students in Humboldt County. Last year four local school's PTOs reached out to District staff with an interest in having middle school dances again. As was the case last year, the Parks & Recreation Dept. does not have enough staff to host these dances. Last year we hosted four Middle School Dances in partnership with four different PTOs. All the dances were successful, having sold 1,192 tickets between the four dances. MCSD's portion of the total Ticket Sales revenue for the four dances was \$5,629.00.

District staff have reached out to several local school's PTOs and received interest from four PTOs to partner with MCSD to provide four Middle School Dances in the 2024/2025 School Year. District staff would like to partner with these four PTOs to collaboratively host dances that have a mutual benefit to the PTOs and MCSD and a direct benefit to youth in our communities.

The PTO will provide adult chaperones for dances, limiting the personnel cost to the District for this program. The PTO will also be responsible for running and managing the concessions stand during the dances for which they will be responsible for all costs and tasks including shopping, as such the PTO will receive all revenues from concessions. The District will provide 3 staff for each dance and be responsible for ticket sales and maintaining a database of students who attend. The District will also be responsible for contracting a DJ for dances.

Net revenues from ticket sales will be shared equally between the District and the PTO.

The draft MOU to be used between MCSD and the four PTOs can be reviewed in **Attachment 1**. It outlines the responsibilities of each organization and the split of the net revenues for each dance hosted. If approved the dances will be scheduled for October 25<sup>th</sup>, December 6<sup>th</sup>, February 7<sup>th</sup>, and April 18<sup>th</sup>.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Between FY 2018-19 and FY 2019-20 the average net revenue from each dance was \$1,586 (excluding concessions). Average revenue from concessions was \$204 per dance. Given the success of the four dances collaboratively hosted in fiscal year 2023-24 as outlined in the table below, it is anticipated that MCSD will net at least \$5,500 if not more.

**2023/2024 School Year Dance Ticket Sales**

<b>Dance Date</b>	<b># of Tickets</b>	<b>Net Revenue</b>	<b>Split Amt.</b>
10/27/2023	299	\$ 2,808.00	\$ 1,404.00
12/1/2023	302	\$ 2,960.00	\$ 1,480.00
2/9/2024	303	\$ 2,854.00	\$ 1,427.00
4/5/2024	288	\$ 2,636.00	\$ 1,318.00
<b>Total</b>	<b>1192</b>	<b>\$ 11,258.00</b>	<b>\$ 5,629.00</b>
<b>Average</b>	<b>298</b>	<b>\$ 2,814.50</b>	<b>\$ 1,407.25</b>

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – DRAFT Memorandum of Understanding between MCSD and School PTO

**MEMORANDUM OF UNDERSTANDING  
BETWEEN MCKINLEYVILLE COMMUNITY SERVICES DISTRICT &  
(Name of School) PARENT TEACHER ORGANIZATION FOR THE PROVISION OF MIDDLE  
SCHOOL DANCES**

This Memorandum of Understanding (MOU) is entered into effective \_\_\_\_\_ by and between the McKinleyville Community Services District, herein referred to as (MCSD) and the (NAME OF SCHOOL) Parent Teacher Organization herein referred to as (NAME OF SCHOOL PTO).

The term of this agreement shall commence on the above date and shall terminate on June 13, 2025.

**Purpose and Background:**

The purpose of this MOU is to establish MCSD and NAME OF SCHOOL PTO respective roles, duties and responsibilities that each party hereby agrees to perform and undertake with respect to the provision of dances for middle school youth, grades 6 through 8.

This cooperation serves the mutual interests of both parties and youth in the community.

Prior to the COVID-19 Pandemic that began in 2020, MCSD hosted dances for middle school students in Humboldt County five times each school year. These dances were very popular and provided a recreation outlet for many youth in the community and surrounding communities. MCSD currently does not have enough staff to be able to host these dances. NAME OF SCHOOL PTO values the opportunity dances provide for middle school age youth and would like to see such dances offered.

MCSD and NAME OF SCHOOL PTO hereby wish to establish a cooperative relationship under the terms and conditions set forth below.

**Respective Roles, Duties and Responsibilities of MCSD and NAME OF SCHOOL PTO**

For the performance of the duties and responsibilities as defined below, the net revenue from each dance shall be split between MCSD and NAME OF SCHOOL PTO with each organization getting fifty percent of the net revenue.

**Section A: As to MCSD:**

1. MCSD agrees to make the McKinleyville Activity Center Gym available for dances.
2. MCSD agrees to contract and pay the costs associated with the provision of DJ/music services for dances.
3. MCSD agrees to provide one (1) Recreation Coordinator and two (2) Program Director staff members to work dances at the McKinleyville Activity Center Gym.
4. MCSD agrees to manage the sale of the Dance Tickets in person and online and collect the revenue.
5. MCSD agrees to collect dance rule acknowledgments from attendees and compile them into an Excel Spreadsheet.
6. MCSD agrees to create and distribute flyers and other marketing materials

7. MCSD agrees to determine the net income after deducting costs associated with each dance & create a report. "Net Income" is defined to include all income generated from ticket sales from a Dance, less the DJ costs and labor costs.
8. MCSD agrees to provide the Net Income Report & a check made out for 50% of the Net Income for each dance to the NAME OF SCHOOL PTO within 30 days after the dance date.

**Section B: As to NAME OF SCHOOL PTO:**

1. NAME OF SCHOOL PTO agrees to provide one Chaperone Lead Person to recruit and lead other Volunteer Dance Chaperones.
2. NAME OF SCHOOL PTO agrees to provide sufficient Volunteer Dance Chaperones to maintain the Ratio of one chaperone to every twenty youth attendees at each dance.
3. NAME OF SCHOOL PTO agrees to run and manage concessions sales during the dance and will retain all revenues from concession sales.

**Section C: MCSD and NAME OF SCHOOL PTO Further Agree and Acknowledge:**

1. INDEMNIFICATION:

A. To the extent permitted by law, the NAME OF SCHOOL PTO shall defend, indemnify and hold harmless MCSD, its officers, employees and agents from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of NAME OF SCHOOL PTO, its respective officers, agents or employees.

B. To the extent permitted by law, MCSD shall defend, indemnify and hold harmless the NAME OF SCHOOL PTO, its officers, employees and agents from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of MCSD, its officers, agents or employees.

2. INSURANCE: Without limiting the NAME OF SCHOOL PTO's indemnification obligations provided for herein, NAME OF SCHOOL PTO will maintain in full force and effect, at its own expense, a comprehensive general liability insurance and workers' compensation policies. Minimum limits of \$1,000,000.00 will be maintained for general liability coverage. Workers' compensation coverage will be maintained to the extent required by the laws of the State of California. MCSD will be named as an addition insured on the NAME OF SCHOOL PTO general liability insurance policy. The additional insured endorsement required by this provision and any and all insurance notices required to be given pursuant to the terms of this Agreement shall be sent to the addresses set forth below:

MCSD: McKinleyville Community Services District  
Attention: Kirsten Messmer  
PO Box 2037  
1656 Sutter Rd., McKinleyville, CA 95519

3. This MOU may be revised or modified only with the written consent of both parties.

**Agreed upon and Accepted By:**

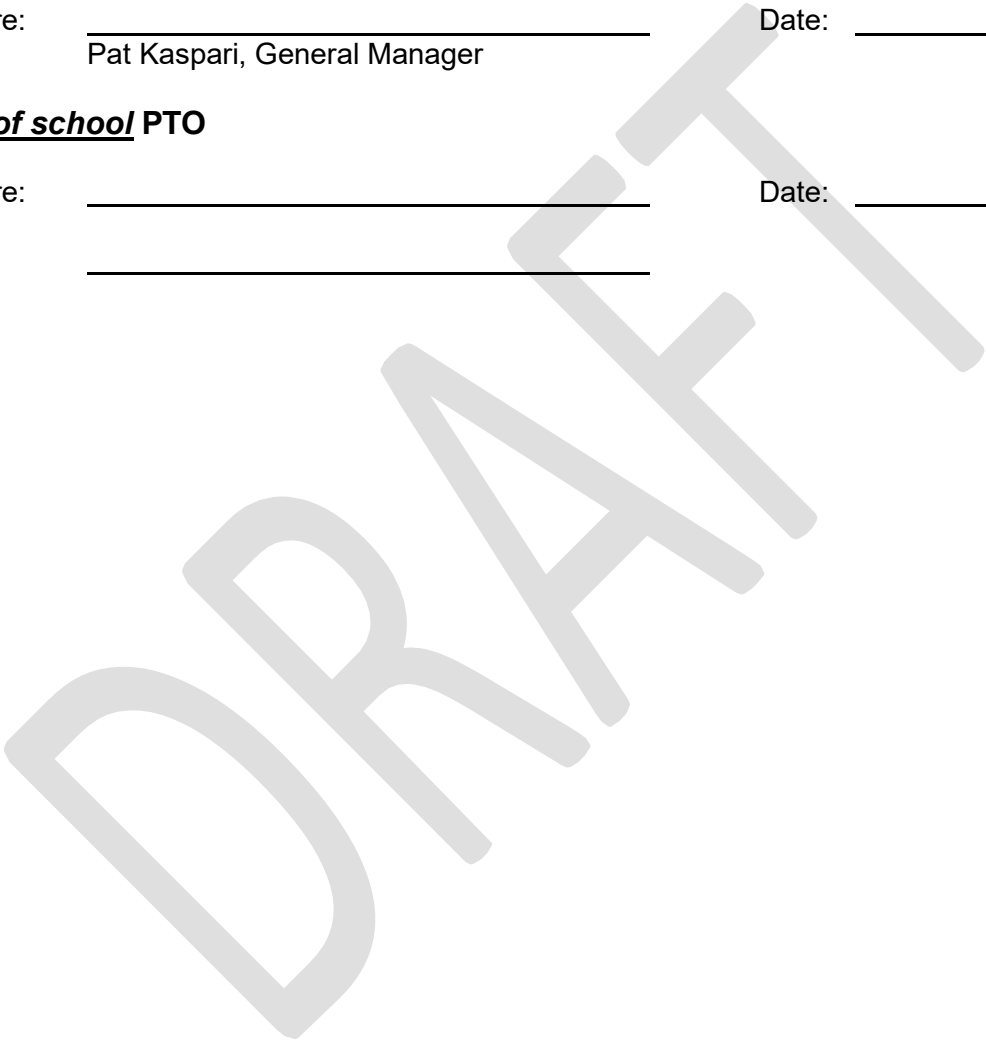
**McKinleyville Community Services District**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Pat Kaspari, General Manager

**Name of school PTO**

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

Title: \_\_\_\_\_



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# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

TYPE OF ITEM: **ACTION**

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**ITEM: D.8**                      **Update of Authorized Signers at Umpqua Bank and/or Other Agencies, Banks or Credit Card Companies As May Be Required**

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

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

**Recommendation:**

Approve a signatory change to Umpqua Bank, other agencies, County and/or other Banks or credit card companies to reflect current signer list.

**Discussion:**

The District has on file with Umpqua Bank all those parties that are approved as signers for the transaction of District business. We would like to confirm that the approved signers are listed as General Manager Patrick Kaspari, Finance Director Samantha Howard, Human Resources Director Lesley Frisbee, and Operations Director James Henry. We will need to forward a copy of this Board agenda item and the minutes of that action to Umpqua Bank for them to prepare a revised signature card. This change would be applicable to the checking and money market accounts with Umpqua Bank.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

- Not applicable

**Environmental Requirements:**

- Not applicable

**Exhibits/Attachments**

- None

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

TYPE OF ITEM: **Informational**

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**ITEM: E.1**                      **Introduction and Welcome to Kirsten Messmer as the New Parks and Recreation Director and Wiley Robles as the New Utility Maintenance Worker.**

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

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

### **Recommendation:**

Staff recommends that the Board of Directors review information, take public comment and welcome Kirsten Messmer as the District's new Parks and Recreation Director and Wiley Robles as the new Utility Maintenance Worker.

### **Discussion:**

After extensive recruitment efforts, the District was fortunate to interview and offer a position to Kirsten Messmer as the new Parks and Recreation Director to replace Lesley Frisbee upon her move to Human Resources. Kirsten's Letter of Interest and resume are included as **Attachment 1** to this Staff Note. Kirsten received her BS in Recreation and Admin from CSU, has worked in the Recreation field for over 13 years, 11 of those being the Recreation Coordinator for MCSD, and we are happy and privileged to have her as the Parks and Recreation Director.

Wiley came to the District as a Seasonal Employee and showed staff his hard-working abilities. When the District had an opening for the Utility Maintenance position, Wiley threw his name in the hat and went head-to-head with some really good candidates. Due to his hard work, dedication shown during his seasonal position, and recommendations from everyone on staff, it was obvious that he was the right person for the job. We are excited to have Wiley as part of the crew.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take Action

### **Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Kirsten Messmer's Resume

Kirsten Messmer

McKinleyville, CA 95519

April 22, 2024

Joseph Blaine, Board Secretary  
Parks & Recreation Director Search  
McKinleyville Community Services District  
PO Box 2037  
McKinleyville, CA 95519

Dear Mr. Blaine:

I am very excited for the opportunity to apply for your Parks & Recreation Director position. After reading the job description, I am confident that my skills and my passion for public parks and recreation are a perfect match for this position. I am a graduate of Fresno State, with a BS in Recreation Administration. I am currently working for McKinleyville Community Services District's Parks & Recreation as a Recreation Coordinator, and have been doing so for over ten years.

Previous to my current position, I worked for various municipal Parks & Recreation departments in a variety of capacities. I have over 15 seasons of camp experience, both residential and day camp. My recreational job experience also includes Team Building and Facilitation, having worked for both North Tahoe Adventures and the EDGE Ropes Course on Fresno State's Campus. I love working to improve the quality of life for others and I am ready to take the next step in my career in service to others through Parks & Recreation. I feel that this position would be a great fit for both the McKinleyville Community Services District's Parks and Recreation Department and myself.

I would bring to your Parks & Recreation Department a broad range of skills, including:

- Recreation Programming Administration, including hiring/training/supervising staff and interns
- Hands on knowledge of your department's inner workings and procedures
- Budget management and grant writing
- Partnering with other agencies, organizations and local businesses to host special events
- RecPro, DaySmart, Microsoft Word, Excel, PowerPoint, Publisher, Outlook, InDesign, MOM, Sems

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at 661-349-6818 or by email at [kirstenmessmer@gmail.com](mailto:kirstenmessmer@gmail.com). I have enclosed my resume, references and current salary for your review, and I look forward to hearing from you.

Sincerely,

Kirsten Messmer

# Kirsten Messmer

McKinleyville, CA 95519 |

## Education

**BACHELORS OF SCIENCE IN RECREATION ADMINISTRATION | CALIFORNIA STATE UNIVERSITY, FRESNO**

## Strengths

- Positive, professional attitude; committed to excellence
- Sharp, innovative, quick learner; adapts quickly to change
- Dependable and hardworking; good communication skills
- Very thorough and efficient with administrative tasks

## Skills & Abilities

### MANAGEMENT

Works with colleagues to manage recreation administration and customer service. Organize, implement and market various recreation programs and events, such as summer camp, toddler sports programs, Music in the Park nights, etc. Hire, train, and supervise staff, interns and volunteers. Contract leisure class instructors and oversee their classes. Work with community partners, such as the Boys & Girls Club and the McKinleyville Chamber, to organize special events and fundraisers to benefit our community.

### ADMINISTRATION

Proficient in a variety of software programs, including RecPro, DaySmart, Publisher, Adobe InDesign, etc. Create schedules, plan and implement staff trainings and meetings. Schedule and bill facility and park use. Create work orders as needed for facility repairs and maintenance. Keep website and social media pages up to date and informative. Design Newsletter & Activity Guide, flyers and other print marketing. Order supplies and manage budget administration. Evaluate programs and events. Follow all procedures and policies. Apply for grants.

### COMMUNICATION

Maintain a cooperative and healthy work environment through open and honest communication at all staff levels. Adaptable to changing communication trends with younger staff.

### LEADERSHIP

Facilitate team building and challenge activities at an adventure zip line course, give course safety and rules talks, harness and equip customers, belay climbers, teach standard belay practices, lead debriefing sessions, coaching and retrieval of customers.

## Experience

**RECREATION COORDINATOR | MCKINLEYVILLE CSD PARKS & RECREATION | DECEMBER 2013 - CURRENT**  
**RECREATION LEADER II | TAHOE CITY PUD PARKS & RECREATION | AUGUST 2012 – NOVEMBER 2013**  
**RECREATION ATTENDANT | NORTH TAHOE ADVENTURES | DECEMBER 2012 – NOVEMBER 2013**  
**RECREATION LEADER | INCLINE VILLAGE GID PARKS & RECREATION | NOVEMBER 2012 – APRIL 2013**  
**PROGRAM COORDINATOR | CAMP CONCORD | JUNE 2008 – AUGUST 2012**  
**ASSISTANT LEAD FACILATOR | EDGE CHALLENGE ROPES COURSE | FEBRUARY 2011 – MAY 2012**

## References

### **JESSE MILES**

Executive Director  
McKinleyville Chamber of Commerce  
[REDACTED]  
[jesse@mckinleyvillechamber.com](mailto:jesse@mckinleyvillechamber.com)

### **MONICA ROSE**

Executive Director  
Boy & Girls Club of the Redwoods  
[REDACTED]  
[malcorn@bgcredwoods.org](mailto:malcorn@bgcredwoods.org)

### **KATHRYN MONROY**

Recreation Program Manager (*Retiring May 2, 2024*)  
City of Concord Parks & Recreation

President & CEO  
Condor Country Consulting  
[REDACTED]  
[Kathryn@condorcountr.com](mailto:Kathryn@condorcountr.com)

### **KRISTIN MCDONALD**

Program Director  
McKinleyville Community Services District  
[REDACTED]

### **DREW SMALL**

Utility Worker II, Lead Shift Supervisor  
McKinleyville Community Services District  
[REDACTED]  
[dsmall@mckinleyvillecsd.com](mailto:dsmall@mckinleyvillecsd.com)

### **EAVA YOUNG**

Finance & Administration Supervisor  
McKinleyville Community Services District  
[REDACTED]  
[eminton@mckinleyvillecsd.com](mailto:eminton@mckinleyvillecsd.com)

## Current Monthly Salary

**\$4,978**

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

TYPE OF ITEM: **INFORMATION**

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**ITEM: E.2**                      **Presentation by County of Humboldt Staff: Prioritizing Essential Services In an Era of Natural Disasters**

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

**TYPE OF ACTION:**            **Information only - Presentation**

### **Recommendation:**

Staff recommends that the Board listen to the presentation from County of Humboldt staff on Prioritizing Essential Services In an Era of Natural Disasters, discuss, and take public comment.

### **Discussion:**

Over the past three decades Sacramento has taken over \$500 million in revenue from Humboldt County's budget. The combination of unfunded mandates and state takeaways is costing the County more than \$25 million each year, and, with the State's current budget deficit, more takeaways are on the way. The County needs additional, guaranteed sources of local funding just for Humboldt County—that cannot be taken by Sacramento. County staff want to share the magnitude of the issues they see facing Humboldt County and hear the MCSD Board of Director's top priorities in advance of what County staff expect to be a challenging budget cycle.

Tom Matson, Director of Public Works, and Sean Quincey, Deputy County Administrative Officer, from the County of Humboldt will provide information on Prioritizing Essential Services In an Era of Natural Disasters. Their presentation slides are included as **Attachment 1**.

### **Alternatives:**

Staff analysis consists of the following potential alternative:  
Not applicable.

### **Fiscal Analysis:**

Not applicable.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Prioritizing Essential Services In an Era of Natural Disasters Presentation.

# **Disaster Preparedness, 9-1-1 Response Times & Road Needs**

**Summer 2024**



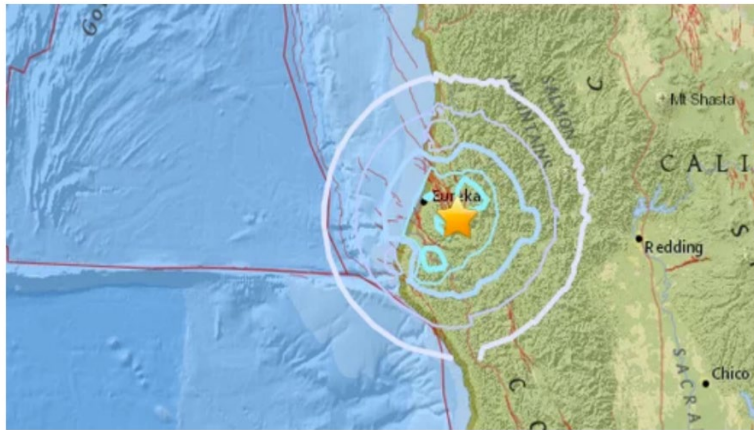
## What's the Issue?

- Over the past three decades, Sacramento has taken over \$500 million in revenue from Humboldt County's budget.
- Each and every year, the combination of unfunded mandates and state takeaways is costing us more than \$25 million.
- With the State's current budget deficit, more takeaways are on the way.
- As we explore our budget, it becomes clear that we need additional, guaranteed sources of local funding just for Humboldt County, that cannot be taken by Sacramento.



## Civil Grand Jury Report

'Not Adequately Prepared': Civil Grand Jury Says Humboldt County Must Improve Its Disaster Planning



The report notes that communities in our region are especially susceptible to such catastrophes given the extreme weather fluctuations, wildfire risk, tectonic activity and steep, erosive topography.



## Disaster Preparedness

Natural disasters have become a fact of everyday life, and Humboldt County needs to be better prepared.





## Disaster Preparedness Needs



We need to harden, repair, and upgrade our roads, and public infrastructure, so that we can ensure that in the case of an earthquake, fire, snow, or flooding, residents can stay safe and evacuate quickly.





## Impact of road conditions on 9-1-1 response times



**'We need gas and food': Rains obliterate Redwood Valley roads, trapping residents**





## Late Federal and State Reimbursements harm Normal Maintenance

Average 3 years to get approvals

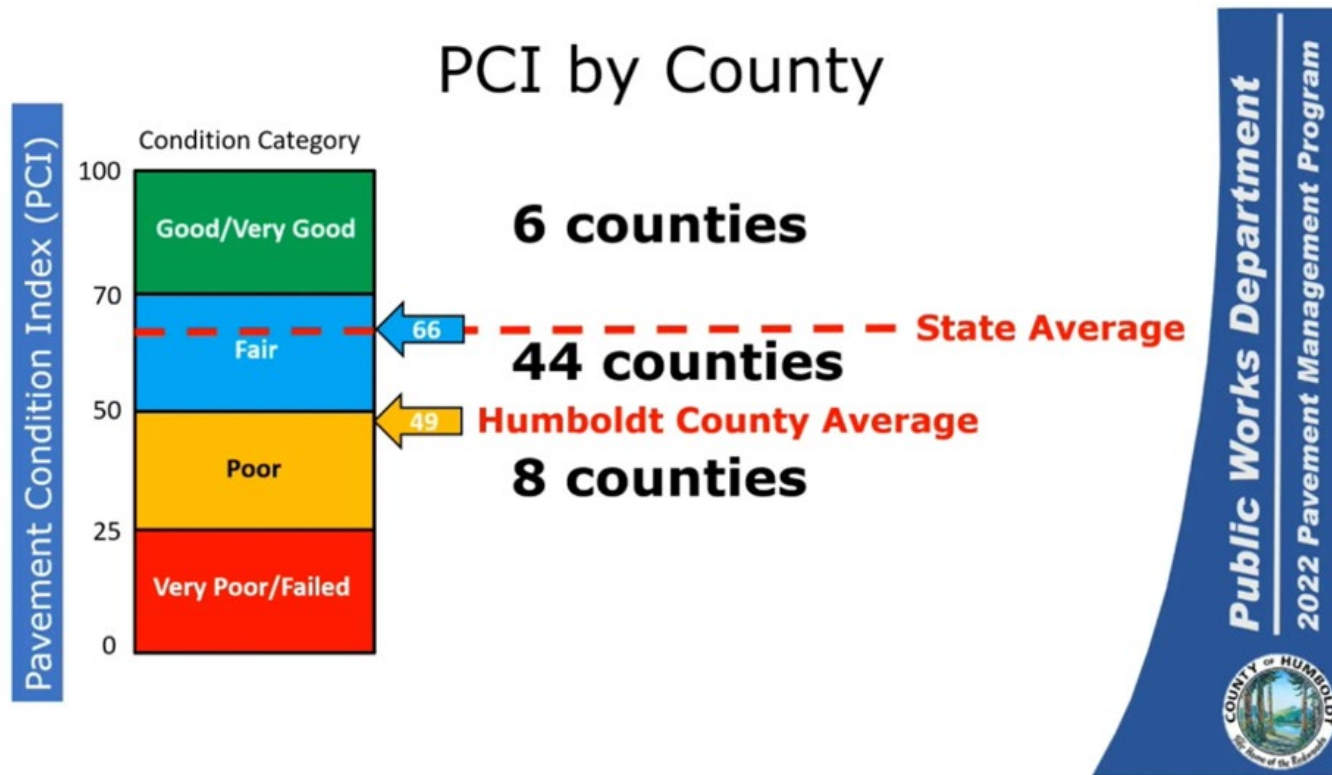
Typically 6-10 years to get  
reimbursement

**-\$10 million** - amount of road  
maintenance funds waiting  
on reimbursement by  
Federal/State, going back 7+ years

Late,  
unpredictable  
and not  
guaranteed



## Humboldt County has some of the worst pavement conditions in the state



At current levels of funding, most County roads will be rated as “failed” by 2033.

# Humboldt County California's Redwood Coast



**PCI = 100**



**PCI = 100**







**PCI = 63**



**PCI = 62**





## Humboldt County Avg PCI = 49



**PCI = 45**



**PCI = 42**



## **\$500 million in road pavement needs**

- Humboldt County has \$500 million in need for road pavement over the next 10 years.
- Delaying maintenance will only increase costs in the long run





**At current levels of funding, most County roads will be rated as "failed" by 2033.**



**PCI = 10**



**PCI = 5**

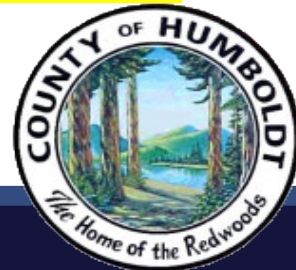
6-10x more expensive to repair<sup>139</sup> than a road graded 70+



## Community Priorities

A recent independent community survey showed top community priorities are:

- Preparing for natural disasters
- Maintaining 911 emergency response times
- Providing communications services for medical and first responders after natural disasters such as earthquakes or tsunamis
- Maintaining and expanding bus services for seniors, low-income and people with disabilities
- Becoming eligible for additional state and federal matching funds for road repair (Redwood Drive)
- Repairing deteriorating county roads
- Providing services to address homelessness
- Climate action including transit
- Maintaining local streets and roads





## Where Can I Get More Information?

- The County will continue to update the community about Humboldt County's essential services needs and fiscal condition.
  - Get more information at:  
[humboldtgov.org/Roads911](http://humboldtgov.org/Roads911)



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# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

TYPE OF ITEM: **ACTION**

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**ITEM: E.3**                      **Consider Approval of Resolution 2024-17 Granting An Easement to Pacific Gas & Electric Company For the 4.5MG Tank Project Site (APN 509-021-045)**

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

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

### **Recommendation:**

Staff recommends that the Board review the material provided, discuss, take Public comment and approve Resolution 2024-17 (**Attachment 1**) approving the granting of an easement to Pacific Gas & Electric (PG&E) Company for the 4.5MG Tank Project Site and authorize the General Manager to sign any necessary documents.

### **Discussion:**

During the planning stages for the 4.5 MG Water Storage Tank Project, it was discovered that the existing PG&E service to the Cochran Tank Site needed to be upgraded to serve the new 4.5MG Tank in addition to the existing tanks. PG&E has requested an additional easement across the MCSD owned property at APN 509-021-045 to reach the new drop location. The new easement will be approximately 2080 square feet in area as shown in **Attachment 1a**. The easement will facilitate PG&E running a new power drop to the Cochran Tank Site, replacing the existing service.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

No impact

### **Environmental Requirements:**

In accordance with CEQA Guidelines section 15061(b)(3), granting the PG&E easement is exempt from CEQA in that it can be seen with certainty that granting of a utility easement will not have a significant effect on the environment

### **Exhibits/Attachments:**

- Attachment 1 – Resolution 2024-17
- Attachment 1a – Easement Deed



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Utility Distribution Easement (02/2020)

**RECORDING REQUESTED BY AND RETURN TO:**

**PACIFIC GAS AND ELECTRIC COMPANY**  
300 Lakeside Drive, Suite 210  
Oakland, CA 94612  
Attn: Land Rights Library

COPY

Location: City/Uninc \_\_\_\_\_  
Recording Fee \$ \_\_\_\_\_  
Document Transfer Tax \$ 0.00 \_\_\_\_\_

- This is a conveyance where the consideration and Value is less than \$100.00 (R&T 11911).
- Computed on Full Value of Property Conveyed, or
- Computed on Full Value Less Liens & Encumbrances Remaining at Time of Sale
- Exempt from the fee per GC 27388.1 (a) (2); This document is subject to Documentary Transfer Tax

(SPACE ABOVE FOR RECORDER'S USE ONLY)

\_\_\_\_\_  
Signature of declarant or agent determining tax

LD# 1106-01-10079

EASEMENT DEED

PM#35402059

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, a community services district of the State of California,

hereinafter called Grantor, hereby grants to PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called Grantee, the right from time to time to excavate for, construct, reconstruct, replace (of initial or any other size), remove, maintain, inspect, and use facilities and associated equipment for public utility purposes, including, but not limited to electric, gas, and communication facilities, together with a right of way therefor, on, over, and under the easement area as hereinafter set forth, and also ingress thereto and egress therefrom, over and across the lands of Grantor situated in the unincorporated area of the County of Humboldt, State of California, described as follows:

(APN 509-021-045, portion)

The parcel of land described in the deed from American Hospital Management Corporation, a California corporation, to McKinleyville Community Services District, a community services district of the State of California, dated October 17, 2022 and recorded as Document Number 2023-002134, Humboldt County Records.

The easement area is described as follows:

The strip of land of the uniform width of 32 feet, lying 16 feet on each side of the alignment of the facilities as initially installed hereunder. The approximate locations of said facilities are shown upon Grantee's Drawing No. 35402059A attached hereto and made a part hereof.

Grantor further grants to Grantee the right, from time to time, to trim or to cut down, without Grantee paying compensation, any and all trees and brush now or hereafter within said easement area, and shall have the further right, from time to time, to trim and cut down trees and brush along each side of said

easement area which now or hereafter in the opinion of Grantee may interfere with or be a hazard to the facilities installed hereunder, or as Grantee deems necessary to comply with applicable state or federal regulations.

Grantor also grants to Grantee the right to use such portion of said lands contiguous to said easement area as may be reasonably necessary in connection with the excavation, construction, reconstruction, replacement, removal, maintenance and inspection of said facilities.

Grantor hereby covenants and agrees not to place or construct, nor allow a third party to place or construct, any building or other structure, or store flammable substances, or drill or operate any well, or construct any reservoir or other obstruction within said easement area, or diminish or substantially add to the ground level within said easement area, or construct any fences that will interfere with the maintenance and operation of said facilities.

Grantor further grants to Grantee the right to apportion to another public utility (as defined in Section 216 of the California Public Utilities Code) the right to excavate for, construct, reconstruct, replace, remove, maintain, inspect, and use the communications facilities within said easement area including ingress thereto and egress therefrom.

Grantor acknowledges that they have read the "Grant of Easement Disclosure Statement", EXHIBIT "A", attached hereto and made a part hereof.

The legal description herein, or the map attached hereto, defining the location of this utility distribution easement, was prepared by Grantee pursuant to Section 8730(c) of the Business and Professions Code.

This document may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

Dated: \_\_\_\_\_, \_\_\_\_\_.

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, a community services district of the State of California

I hereby certify that a Resolution was adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the

\_\_\_\_\_ authorizing the foregoing grant of easement.

By \_\_\_\_\_

By \_\_\_\_\_  
Name  
Title

By \_\_\_\_\_  
Name  
Title





**Pacific Gas and Electric Company**



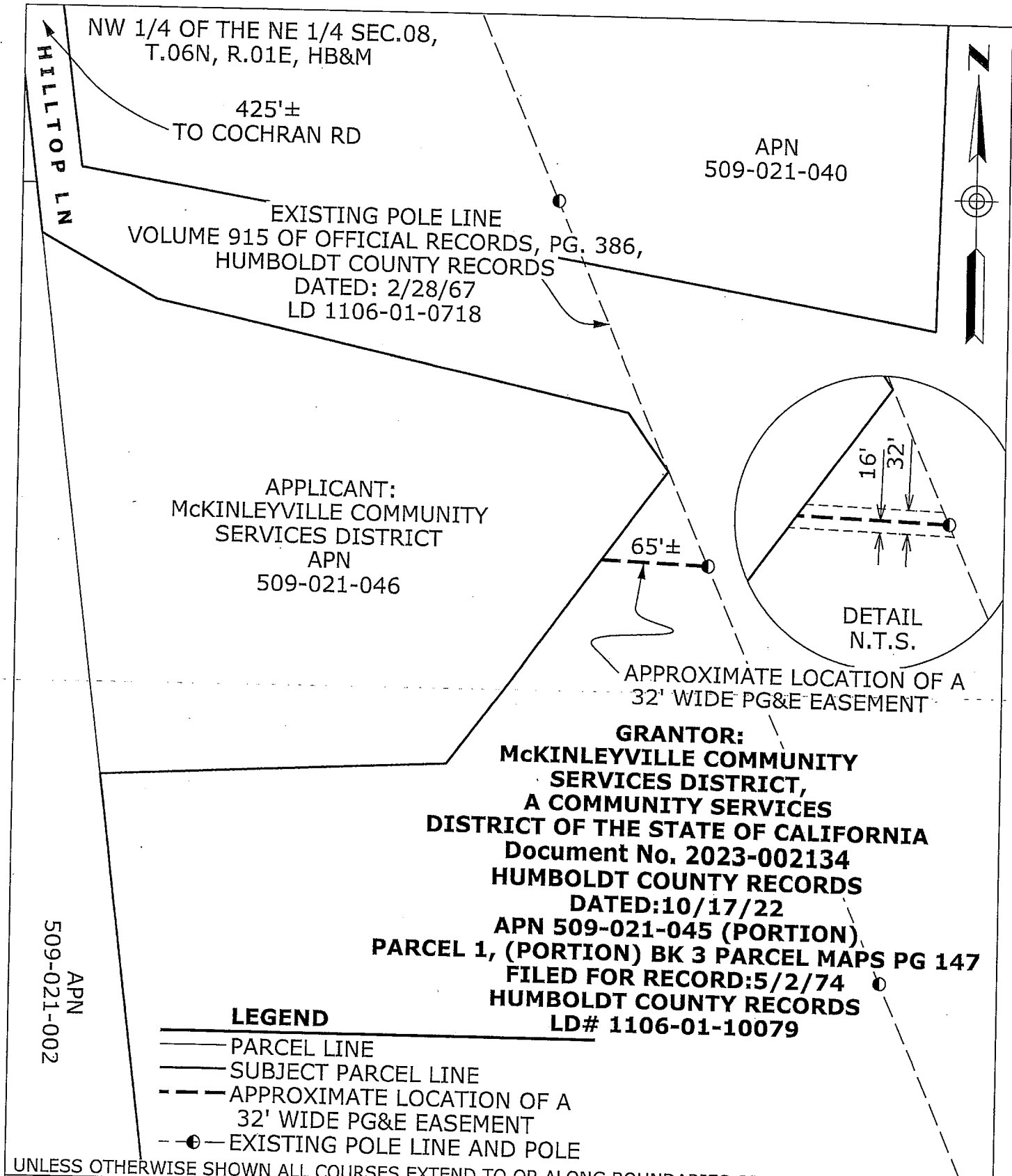
**EXHIBIT "A"**

**GRANT OF EASEMENT DISCLOSURE STATEMENT**

This Disclosure Statement will assist you in evaluating the request for granting an easement to Pacific Gas and Electric Company (PG&E) to accommodate a utility service extension to PG&E's applicant. **Please read this disclosure carefully before signing the Grant of Easement.**

- You are under no obligation or threat of condemnation by PG&E to grant this easement.
- The granting of this easement is an accommodation to PG&E's applicant requesting the extension of PG&E utility facilities to the applicant's property or project. Because this easement is an accommodation for a service extension to a single customer or group of customers, PG&E is not authorized to purchase any such easement.
- By granting this easement to PG&E, the easement area may be used to serve additional customers in the area and **may be used to install additional utility facilities**. Installation of any proposed facilities outside of this easement area will require an additional easement.
- Removal and/or pruning of trees or other vegetation on your property may be necessary for the installation of PG&E facilities. You have the option of having PG&E's contractors perform this work on your property, if available, or granting permission to PG&E's applicant or the applicant's contractor to perform this work. Additionally, in order to comply with California fire laws and safety orders, PG&E or its contractors will periodically perform vegetation maintenance activities on your property as provided for in this grant of easement in order to maintain proper clearances from energized electric lines or other facilities.
- The description of the easement location where PG&E utility facilities are to be installed across your property must be satisfactory to you.
- The California Public Utilities Commission has authorized PG&E's applicant to perform the installation of certain utility facilities for utility service. In addition to granting this easement to PG&E, your consent may be requested by the applicant, or applicant's contractor, to work on your property. Upon completion of the applicant's installation, the utility facilities will be inspected by PG&E. When the facility installation is determined to be acceptable the facilities will be conveyed to PG&E by its applicant.

By signing the Grant of Easement, you are acknowledging that you have read this disclosure and understand that you are voluntarily granting the easement to PG&E. Please return the signed and notarized Grant of Easement with this Disclosure Statement attached to PG&E. The duplicate copy of the Grant of Easement and this Disclosure Statement is for your records.



**LEGEND**

- PARCEL LINE
- SUBJECT PARCEL LINE
- - - APPROXIMATE LOCATION OF A  
32' WIDE PG&E EASEMENT
- EXISTING POLE LINE AND POLE

UNLESS OTHERWISE SHOWN ALL COURSES EXTEND TO OR ALONG BOUNDARIES OR LINES

Applicant: M.C.S.D-PRIMARY EXTENSION-2195 HEWITT RD				SCALE 1"=80'	DATE 06/01/24
SECTION NW1/4 OF NE1/4 08	TOWNSHIP 06N	RANGE 01E	MERIDIAN HB&M	COUNTY OF: HUMBOLDT	CITY OF: UNINCORPORATED
PLAT MAP (E) M0915, M1011				F.B.: N/A	DR.BY: MY10 CH.BY: J728
REFERENCES 1106-01-0718, 3PM147				PG&E	HUMBOLDT DIVISION 35402059 AUTHORIZ 35402059A DRAWING NO.

Attach to LD: 1106-01-10079  
Area, Region or Location: 7  
Land Service Office: Eureka  
Line of Business: Electric Distribution (43)  
Business Doc Type: Easements  
MTRSQ: 11.06.01.08.14  
FERC License Number: N/A  
PG&E Drawing Number: 35402059A  
Plat No.: (E) M0915, M1011  
LD of Affected Documents: N/A  
LD of Cross Referenced Documents: 1106-01-0718  
Type of interest: Electric Underground Easements (4), Utility Easement (86)  
SBE Parcel: N/A  
% Being Quitclaimed: N/A  
Order or PM: 35402059  
JCN: N/A  
County: Humboldt  
Utility Notice Number: N/A  
851 Approval Application No: N/A ;Decision: N/A  
Prepared By: MY10  
Checked By: J728 *JB*  
Checked By: KCCD *KM*  
Approved By: N/A (N/A)  
Revised by: N/A (N/A)



Not applicable

**Exhibits/Attachments:**

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

### Proposed 2025 MCSD Board of Directors Regular Meetings

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

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

\* With January 1, 2024 landing on New Years Day and its proximity to the other multitude of Winter holidays, this meeting may be moved to January 8, 2025 or omitted and items consolidated with the February Board Meeting.

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Not Applicable.

**Exhibits/Attachments:**

None

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

TYPE OF ITEM: **ACTION**

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**ITEM: E.6**                      **First Reading of Ordinance 2024-02 Amending Regulation 24-Use of the Public Sewers to Address Mobile Food Trucks**

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

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

### **Recommendation:**

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

### **Discussion:**

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

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

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

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

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

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

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

**COMMERCIAL WASTEWATER DISCHARGE PERMIT**

**Company Name**

**Mailing Address**

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

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

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

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

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

This permit shall become effective on \_\_\_\_\_ and shall expire on \_\_\_\_\_.

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

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Pretreatment Coordinator

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager

## **PART 1 – STANDARD REQUIREMENTS**

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

## **PART 2 – DISPOSAL SITE SPECIFIC REQUIREMENTS**

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

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

### **PART 3 - RECORD KEEPING**

A. Retention of Records

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

### **PART 4 – FEES**

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

are not limited to:

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

**PART 5 – ENFORCEMENT**

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





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

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

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

**SECTION A - GENERAL INFORMATION**

<b>1. Business Name:</b>		
Non- Business Hours Storage Address:		
City:	State:	Zip:
Phone #:	Fax #:	
<b>2. Business Mailing Address:</b>		
Street or PO Box:		
City:	State:	Zip:
<b>3. Designated Signatory Authority of the Business:</b>		
Name:	Title:	
Address:		
City:	State:	Zip:
Phone #:	Fax #:	
<b>4. Designated Business Contact:</b>		
Name:	Title:	
Phone #:	Fax #:	
Emergency Phone #:		

**SECTION B - BUSINESS ACTIVITY**

<p><b>1. Describe proposed business activities.</b></p> <p style="margin-left: 20px;">a. Type of food to be served _____</p> <p style="margin-left: 20px;">b. Business hours _____</p> <p><b>2. Food prep location (truck or address of commercial facility)_____</b></p> <p>_____</p> <p><b>3. Describe all potential fats, oil or grease generating equipment used in the food truck/trailer below:</b></p>
---

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

**SECTION C - WATER USE**

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

\_\_\_\_\_

**2. Are there toilet facilities onboard?**  
 Yes                       No

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION D - WASTEWATER DISCHARGE INFORMATION**

**1. Provide the following information on proposed wastewater discharge site:**  
  
**(NOTE: Discharge site must be approved by the District.)**

Discharge Site Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature of Discharge Site Contact \_\_\_\_\_

**SECTION E - TREATMENT**

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

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

Filtration

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

Grease Emulsifier

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

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

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

**SECTION F - FOOD TRUCK OPERATIONAL CHARACTERISTICS**

**1. Describe work shifts if applicable:**

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

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

Chemical	Maximum Quantity at anytime

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

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

Chemical/Materials

**SECTION H - NON-DISCHARGED WASTES**

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

Waste Generated	Quantity (per year)	Disposal Method	Disposal Location

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

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

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

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

If yes, please list the permit(s):

**SECTION I - AUTHORIZED SIGNATURES**

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

***Authorized Representative Statement:***

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

Name (Please Print)	Title
---------------------	-------

Signature	Date	Phone
-----------	------	-------

## REGULATION 24 - USE OF THE PUBLIC SEWERS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Rule 24.15. HAULED WASTEWATER -**

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

the ~~industrial~~commercial waste hauler to provide a waste analysis of any load prior to discharge.

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

**Rule 24.16. ADDITIONAL PRETREATMENT MEASURES -**

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

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

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



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

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

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

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

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

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

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

**REGULATION 24 - USE OF THE PUBLIC SEWERS**

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

a) Criteria

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

**Rule 24.15. HAULED WASTEWATER -**

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

**Rule 24.16. ADDITIONAL PRETREATMENT MEASURES -**

- (a) Grease, oil, and sand interceptors shall be provided when, in the opinion of the General Manager, they are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interception units shall be of a type and capacity approved by the General Manager, shall comply with the MCSD's Oil and



Grease Management ordinance Rule 24.11 and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired in accordance with the MCSD's Oil and Grease Management ordinance Rule 24.11 by the User at their expense.

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

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

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

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

Attest:

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

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

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and review of building and planning referrals where the evaluation of the necessity of capacity and other applicable fees is a factor.

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

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

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

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

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

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

## REGULATION 21 - CONNECTION CHARGES

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

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

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

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

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

(c) Unit Charge

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

Lateral Charge - 6 inch = \$1,825.00

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

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

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

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

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

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

(f) Administration Fee -- An Administration fee of \$185 shall be charged to cover District costs associated with the review and administration of all service applications and Humboldt County Building & Planning Department referrals associated with new or revised water or sewer service connections. The Administration fee is established at \$185.00; however, the Administration Fee is based on District Labor cost and may be increased annually based upon COLA indexes as defined in the Personnel Policy Manual.

(g) Buy in capacity charge - For all lands added to the sewer service area the Manager shall collect the additional charges set forth in the respective Resolution amending the sewer service area in addition to the other charges described above.

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

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

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

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

(b)(c) An ADU constructed within an existing primary dwelling unit or existing structure shall not be charged any connection fees or charges per Humboldt County

Code Section 69.05.4.1.3 unless the ADU was constructed with the Primary Dwelling or unless the connection is requested by the owner or developer and installed. If the ADU is constructed with a new Primary Dwelling, or the owner or developer requests a connection not otherwise required, the fixture count within the ADU and the Primary Dwelling shall be used to establish the ERU and fees for the structure as detailed in Rule 21.02.

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

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

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

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

~~(b)~~ (c) The capacity charges.

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**ORDINANCE NO. 2024-03**

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

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

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

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

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

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

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

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

**REGULATION 21 - CONNECTION CHARGES**

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

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

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

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

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

(c) Unit Charge

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

Lateral Charge - 6 inch = \$1,825.00

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

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

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

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

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

(f) Administration Fee – An Administration fee of \$185 shall be charged to cover District costs associated with the review and administration of all service applications and Humboldt County Building & Planning Department referrals associated with new or revised water or sewer service connections. The Administration fee is established at \$185.00; however, the Administration Fee is based on District Labor cost and may be increased annually based upon COLA indexes as defined in the Personnel Policy Manual.

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

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

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

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

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

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

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

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

AYES:  
NOES:       None  
ABSTAIN:   None  
ABSENT:     None

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

Attest:

\_\_\_\_\_  
Joseph Blaine, Board Secretary

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

TYPE OF ITEM: **ACTION**

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

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

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

### **Recommendation:**

Staff recommends that the Board review information provided, discuss, take Public Comment and approve the first reading Ordinance 2024-04 (**Attachment 2**), by title only.

### **Discussion:**

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

In May through June 2020, the Humboldt County Planning Commission held a series of five public hearings on draft County ordinances and General Plan amendments to re-establish local standards in conformance with the new State Code. At the September 1, 2020 Board of Supervisor's meeting, the Board of Supervisor's adopted Ordinance No. 2650, which amends various General Plan and County Ordinances on ADU developments to conform to the new State regulations. Further, it forbids the charging of impact fees for ADUs less than 750 square feet in size. In addition to ADUs, the Ordinance also defines Junior Accessory Dwelling Units (JADUs) which have stricter rules regarding connection charges and impact fees. Further, State of California enacted Government Code Section § 65852.2(f) states that for the purposes of providing service for water, sewer, or power, including a connection fee, a junior accessory dwelling unit shall not be considered a separate or new dwelling unit.

Lastly, staff has added an "Administration Fee" of \$185.00 (variable annually based upon COLA indexes as define in the Personnel Policy Manual). The "Administration Fee" covers staff time involved in the preparation and review of

building and planning referrals where the evaluation of the necessity of capacity and other applicable fees is a factor.

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

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

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

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

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

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

**REGULATION 5 – APPLICATION FOR REGULAR WATER SERVICE**

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

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

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

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

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

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

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

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

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

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

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

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

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

Administration Fee -- An Administration fee of \$185 shall be charged to cover District costs associated with the review and administration of all service applications and Humboldt County Building & Planning Department referrals associated with new or revised water or sewer service connections. The Administration fee is established at \$185.00; however, the Administration Fee is based on District Labor cost and may be increased annually based upon COLA indexes as defined in the Personnel Policy Manual.

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

**Rule 5.06. CHANGES IN CUSTOMER'S EQUIPMENT** - customers making any material change in the size, character, or extent of the equipment or operations utilizing water service, or whose change in operations results in a large increase in the use of water,



shall immediately give the District written notice of the nature of the change and, if necessary, amend their application.

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

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

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

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

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

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

Size	Fee	Size	Fee
5/8"	\$4,552	3"	\$59,681

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

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

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

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

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

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

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

| ~~(a)~~

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

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

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**ORDINANCE NO. 2024-04**

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

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

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

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

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

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

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

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

**REGULATION 5 – APPLICATION FOR REGULAR WATER SERVICE**

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

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

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

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

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

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

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

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

5/8" x 3/4" Meter	\$1,780.00
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Connection charges do not include paving over trenches as required by Humboldt County Public Works Department. Paving costs are the responsibility of the Developer.

Administration Fee -- An Administration fee of \$185 shall be charged to cover District costs associated with the review and administration of all service applications and Humboldt County Building & Planning Department referrals associated with new or revised water or sewer service connections. The Administration fee is established at \$185.00; however, the Administration Fee is based on District Labor cost and may be increased annually based upon COLA indexes as defined in the Personnel Policy Manual.

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

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

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supplied through the same service connection; provided that for each house under a separate roof an additional minimum will be applied to the single meter serving said houses. The District reserves the right to limit the number of houses or the area of land under one ownership to be supplied by one service connection. This rule will not apply to the extent it conflicts with rules regarding ADUs.

- (b) **SEPARATE PROPERTY.** A service connection shall not be used to supply property of the same owner across a street or alley, without written approval for specific cases otherwise meeting the intent of this ordinance.
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**Rule 5.10. SERVICE CONNECTIONS** - the service connections extending from the water main to the property line and including the meter, meter box and curb cock or wheel valve, shall be maintained by the District. All pipes and fixtures extending or lying beyond the meter shall be installed and maintained by the owner of the property.

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2"	\$32,118	10"	\$453,452

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

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

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



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

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

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

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

AYES:  
NOES:       None  
ABSTAIN:   None  
ABSENT:     None

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Scott Binder, Board President

Attest:

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Joseph Blaine, Board Secretary

# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

TYPE OF ITEM: **ACTION**

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**ITEM: E.9**                      **Consider Approval of Resolution 2024-17 to Pursue Grant Funding from the California State Revolving Fund for the Sewer Force Main Rehabilitation Project**

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

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

### **Recommendation:**

Staff recommends that the Board review this information provided, discuss, take Public comment and approve Resolution 2024-17 authorizing the General Manager to act as the Authorized Agent to sign and submit the Clean Water State Revolving Fund (CWSRF) grant application material to seek funding for rehabilitation of the District's Sewer Force Mains.

### **Discussion:**

The McKinleyville Community Services District (MCSD or District) is seeking planning and design funding through the Clean Water State Revolving Fund (CWSRF) for replacement or rehabilitation of four aging sewer force mains from four system lift stations (Fischer Avenue, B Avenue, Letz Avenue, and Kelly Avenue) to improve the reliability of the MCSD wastewater collection system and protect nearby water quality. As a requirement of the Grant Application, a Resolution (**Attachment 1**) must be approved by the Board to designate the Authorized Representative for the project, who will have the authority to sign and submit the CWSRF application materials.

Most of the original forcemain piping is asbestos cement (AC) pipe, which has an expected life of 50 to 70 years so is reaching the end of its useful life. AC can be susceptible to corrosion from sewer off-gassing. Additionally, over time this pipe tends to become more brittle, and the erosion of the pipe wall can cause a reduction in wall thickness. This degradation of pipe condition can lead to increased leaks and breaks.

As the system continues to age, replacement and rehabilitation of force mains in the system is necessary to maintain a reliable, safe, and functional system. If one of the sewer force mains were to fail, it would pose a serious issue for the District and surrounding water bodies. Force main failure would likely lead to a discharge of untreated sewage into local waterways. It would be very difficult and time-consuming to bypass flows around the failed force main to allow for repair. The lift station associated with the failed force main would likely overflow with sewage

within hours, which would also cause backup within the pipe network and additional discharges of untreated sewage.

This is a planning and design grant that, if awarded, will take this project to 95% completion level. Staff will then pursue a Construction Grant to take the 95% plan to Final Bid documents and construct the forcemain replacements.

As outlined in the Plan of Study (**Attachment 2**) the table below lists the tasks and estimated costs to be covered in this grant.

<b>Task</b>	<b>Fee</b>
Task 1 – CWSRF Planning Application	\$15,000
Task 2 – Project Administration	\$70,000
Task 3 – Preliminary Engineering Design / Project Report	\$150,000
Task 4 – Environmental Special Studies	\$70,000
Task 5 – Permitting/Environmental Documentation	CEQA: \$82,000 Permitting: \$80,000 Permitting Fees to Agencies: \$40,000 Task 5 Total: \$202,000
Task 6 – CWSRF Construction Application	\$15,000
Task 7 – Final Engineering (Plans and Specifications)	\$200,000
Task 8 – Fiscal Sustainability Plan	\$20,000
<b>Total Fee</b>	<b>\$742,000</b>

The planning will cost approximately \$742,000 and would include a 25% cost share which the District will utilize the Sewer Collection Capital Improvement account to cover the 25% (\$185,500).

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

CEQA documents will be prepared as part of the grant award.

**Exhibits/Attachments:**

- Attachment 1 – Sewer Force Main SRF Grant Resolution 2024-17
- Attachment 2 -- MCSD Sewer Force Mains - Plan of Study

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# AUTHORIZING RESOLUTION/ORDINANCE

RESOLUTION NO: \_\_\_\_\_

WHEREAS \_\_\_\_\_  
*(insert appropriate findings)*  
RESOLVED BY THE \_\_\_\_\_ OF THE  
*(insert name of Governing Board of the Entity)*  
\_\_\_\_\_  
*(insert Entity name)* (the "Entity"), AS FOLLOWS:

The \_\_\_\_\_ (the "Authorized Representative") or designee is  
*(insert Title of Authorized Representative)*  
hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of \_\_\_\_\_ (the "Project").  
*(insert Project Name)*

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

## CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the \_\_\_\_\_ held  
*(insert name of Governing Board of the Entity)*  
on \_\_\_\_\_.  
*(Date)*

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*(Name, Signature, and Seal of the Clerk or Authorized Record Keeper of the Governing Board of the Entity)*

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# **Plan of Study – McKinleyville CSD Sewer Force Mains Rehabilitation Project – Fischer Avenue, B Avenue, Letz Avenue, and Kelly Avenue**

## **Clean Water State Revolving Fund Planning Application**

### **1. Overview**

The McKinleyville Community Services District (MCSD or District) is seeking planning and design funding through the Clean Water State Revolving Fund (CWSRF) for replacement or rehabilitation of four aging sewer force mains from four system lift stations (Fischer Avenue, B Avenue, Letz Avenue, and Kelly Avenue) to improve the reliability of the MCSD wastewater collection system and protect nearby water quality.

MCSD manages a wastewater collection system that services approximately 16,262 residences in McKinleyville, California. The sewer network is comprised of 6-inch to 24-inch gravity mains and 4-inch to 16-inch force main piping with five lift stations throughout the service area. The original sanitary sewer system was constructed in 1976, and some areas of the system are approaching the end of their useful lives.

Most of the original piping is made of asbestos cement (AC), which has an expected life of 50 to 70 years. AC can be susceptible to corrosion from sewer off-gassing. Additionally, over time this pipe tends to become more brittle, and the erosion of the pipe wall can cause a reduction in wall thickness. This degradation of pipe condition can lead to increased leaks and breaks.

As the system continues to age, replacement and rehabilitation of force mains in the system will be necessary to maintain a reliable, safe, and functional system. If one of the sewer force mains were to fail, it would pose a serious issue for the District and surrounding water bodies. Force main failure would likely lead to a discharge of untreated sewage into local waterways. It would be very difficult and time-consuming to bypass flows around the failed force main to allow for repair. The lift station associated with the failed force main would likely overflow with sewage within hours, which would also cause backup within the pipe network and additional discharges of untreated sewage. The lift stations and associated force mains would all overflow into the Mad River watershed. The Mad River is the drinking water source for approximately 90,000 residents in Humboldt County. It is listed as an impaired waterbody under the Clean Water Act section 303(d) for sediment, turbidity, and temperature. Additionally, some of the lift stations and associated force mains are within the Norton Creek / Widow White Creek sub-unit of the Mad River Hydrologic Unit. This sub-unit is listed as impaired for indicator bacteria. Failure of these force mains would lead to further impairment of these water bodies with respect to all these impairments. In addition to increasing the impairments of multiple water bodies and threatening the local drinking water supply, overflows would violate the MCSD NPES permit.

The construction of this project would significantly reduce the potential for failure of these force mains, thereby minimizing the risk of the negative impacts to water quality. Given the importance and potential impacts of the failure of these force mains, the District has ranked these upgrades as a high priority in their Comprehensive Water & Sewer Master Plan. The District has begun budgeting for the sewer force main replacement and is actively seeking additional funding from State and Federal agencies. MCSD has a long history of successfully implementing State and Federal grant funded projects.

According to the US Census Bureau, the median household income (MHI) in the state of California was \$91,551 as of the most recent estimate. The most recent estimate for the MHI in the community of McKinleyville was \$68,239, meaning that McKinleyville's MHI is approximately 74% of the statewide MHI. The population of McKinleyville is approximately 16,262. The combination of McKinleyville's MHI and population

qualify the proposed project for automatic fundability as defined in the CWSRF Priority Score Estimation Worksheet (rev. 11/2019). An income survey verifying the MHI was completed by the SWRCB in 2015 for CWSRF Project # C-06-8034-110, the District’s Wastewater Management Facility Upgrade project.

## 2. System Information

### 2.1 General

MSCD provides potable water, sewer, parks & recreation, and street light services to approximately 16,262 residents. The District has approximately 6,644 active sewer service accounts. The project will not add any new population served by the system or service connections. Consolidation/regionalization of the District’s systems with other nearby systems is infeasible due to existing system capacities and distance between systems.

### 2.2 Collection System

The collection system includes five lift stations (Fischer Avenue, B Avenue, Letz Avenue, Kelly Avenue, and Hiller Road lift stations), approximately 2 miles of force mains, and 71 miles of gravity sewer mains that collect and convey sanitary sewer to the wastewater management facility (Figure 1).

The Fischer, B, Kelly, and Letz Avenue lift stations were constructed in 1976 and have not had major upgrades since that time. While they are maintained well and functioning properly, the pumps, piping, and electrical systems at these lift stations are dated and in need of upgrades. Upgrades to these lift stations are planned for separate projects. The Hiller lift station and its associated force main were upgraded in 2020.

As described in more detail in Section 1, most of the collection system piping is AC and was installed in 1976. There is also a significant amount of PVC gravity main in the system. The system generally does not have capacity issues except for two areas of concentrated flow where significant portions of system flow are conveyed under Highway 101. These capacity issues are currently being addressed by a separate project.

The District monitors wet weather flows at various manhole locations to determine areas to perform maintenance activities for reducing infiltration and inflow (I/I) during wet weather. CCTV inspections of the AC piping have also been performed at various locations throughout the system and have identified areas that have deteriorated and need repair.

The District either owns the land or has easements for all the pipelines that will be rehabilitated for this project, and there are no legal issues that could impact the project.

Table 1 provides pipe material, pipe size, and approximate length for the four force mains that will be replaced/rehabilitated for this project.

*Table 1: MCSD force main pipe material, size, and approximate length.*

<b>Force Main</b>	<b>Pipe Material</b>	<b>Pipe Size (inches)</b>	<b>Approximate Pipe Length (feet)</b>
<b>Fischer Avenue</b>	Asbestos Cement	12	5,858
<b>B Avenue</b>	Asbestos Cement	6	1,415
<b>Letz Avenue</b>	Asbestos Cement	10	1,730
<b>Kelly Avenue</b>	Asbestos Cement	4	1,280

## **2.3 Treatment Facility**

The District owns and operates a wastewater management facility (WWMF). However, the WWMF details are not applicable to this specific project.

## **2.4 Project Area Septic Tanks / Onsite Wastewater Treatment Systems**

There are no onsite wastewater treatment systems within the project area.

# **3. Project Information**

## **3.1 Project Details**

The purpose of the project is to replace/rehabilitate the Fischer Avenue, B Avenue, Letz Avenue, and Kelly Avenue force mains to improve the operating efficiency and reliability of these force mains, thereby reducing risk of failure and protecting water quality in the local vicinity of the lift stations.

A Comprehensive Water & Sewer Master Plan has ranked these force mains as a high priority. Some samples of AC sewer pipe from similar areas of the collection system that were tested at a materials laboratory exhibited significant loss of wall thickness and strength, indicating degradation of pipe integrity. Hence, these force mains were identified for replacement/rehabilitation to strive to reduce the potential for catastrophic failure.

The main concern with extending the use of the current force mains, which are at the end of their useful lives, is overflows from the failed force main, overflows from the associated lift station, and backup and subsequent overflow of the gravity system upstream of the lift station that would result from a failed force main. The Fischer and Kelly Avenue lift stations are located just outside of the Mad River Floodplain, approximately 1,800 feet and 360 feet, respectively, from the active river channel. Any overflows from either of these lift stations would quickly enter drainage courses that lead to the active river channel. As discussed in the introduction, the Mad River is the primary local drinking water supply and is listed as impaired for sediment and temperature. The Mad River watershed also has significant agricultural and recreational uses and provides habitat to endangered fish, bird, and animal species. The B Avenue and Letz Avenue force mains and lift stations are in the Mill Creek and Norton Creek drainages, respectively, and each is a tributary of the Mad River. Any overflows from these stations would drain into Mill Creek and Norton Creek and impact the Mad River. Additionally, the Norton Creek / Widow White Creek sub-unit of the Mad River Hydrologic Unit is listed as impaired for indicator bacteria. Furthermore, there are wetlands in the vicinities of these lift stations that would be impacted by an overflow.

No land acquisition or easements will be required for the proposed project.

## **3.2 Scope of Work**

The District will prepare a Request for Qualifications (RFQ) and circulate it to obtain competitive Statements of Qualifications (SOQs) from consulting firms to perform the tasks discussed below. The District will evaluate SOQs and select the most qualified firm to perform the necessary tasks. If funded through CWSRF, none of the tasks below will be performed with another grant funding source.

The intent is that the tasks completed under the planning grant will encompass all work required to complete all environmental documentation, bring the design to the 95% level, and complete a CWSRF Construction Application. The design will be finalized and the project will be constructed under the construction grant, if awarded.

## Task 1 CWSRF Planning Application

The planning application is being submitted to SWRCB prior to the execution of a grant agreement. The District understands that that any costs incurred prior to execution of the agreement are at the District's own risk per the CWSRF Policy, but that planning application costs may be reimbursed if a grant is awarded.

### **Task 1 Deliverables**

- Complete CWSRF Planning Application

## Task 2 Project Administration

### **Task 2.1 Project Coordination and Meetings**

Under this task, the project team will conduct regular coordination meetings. The activities of the consultant team, including subconsultants, will be coordinated to meet the requirements of the contract and have regular communication with the District and SWRCB grant manager to report on overall progress, discuss issues to be resolved, and confirm key decisions.

### **Task 2.2 Grant Reporting**

In this task, the project team will provide grant administration by communicating monthly with the SWRCB Grant Manager regarding scope, schedule, budget, and coordination on grant deliverables. The project team will complete quarterly reports and reimbursement requests under this task. Grant close-out documents will also be prepared and submitted to SWRCB under this task.

### **Task 2 Deliverables**

- Progress Updates, Grant Reporting, and Reimbursement Requests
- Final Grant Close-Out Documentation

## Task 3 Preliminary Engineering Design / Project Report

The preliminary engineering task will include development of the basis of design report and 30% design drawings. The preliminary engineering will be used to determine the footprint of the project to use as a basis for determining the potential for environmental impacts as detailed in the next task, as well as to develop a preliminary opinion of probable construction cost.

### **Task 3.1 – Basis of Design Report**

The basis of design report will evaluate alternatives for pipe replacement/rehabilitation for the four force mains. This will include confirming operational capacity, operational pressures, conforming to typical standards and guidance documents, and other codes and standards governing design. Alternatives that may be evaluated in the report are pipe bursting, pipe reaming, open cut trenching, auger boring, horizontal directional drilling, and cured-in-place pipe (CIPP) lining. These alternatives will be evaluated to the extent required to determine feasibility. An opinion of probable cost will be prepared for viable alternatives.

The draft project report will be submitted to SWRCB staff for review and approval prior to work on the Plans and Specifications or Environmental documents.

### **Task 3.2 – Thirty Percent Design Documents**

The 30% design drawings will consist of drawings showing project locations and vicinities, design criteria, site topography, demolition, sewer piping plans, and standard details for paving and trenching. The 30% design will allow for the development of project study boundaries and will be sufficient to develop a Project Description and the information required to begin the permitting, California Environmental Quality Act (CEQA), and Federal

cross-cutters processes. The 30% design will also finalize project design concepts and provide a basis for development of an opinion of probable construction cost.

### **Task 3 Deliverables**

- Basis of Design Report
- 30% Design Plans
- Preliminary Opinion of Probable Construction Cost

## **Task 4 Environmental Special Studies**

The necessary special studies will be completed to allow for the completion of the CEQA and Federal cross-cutters processes. The studies will be performed for the project study boundaries developed under Task 3. The special studies shall include biological (wetlands, special-status plants, sensitive natural communities, and wildlife) and cultural resources studies. The cultural resources investigation will follow the State Board's required Historic Properties Inventory Report (HPIR) format and will include pre-field research, a field survey, consultation with the Native American Heritage Commission, and outreach to local Native American tribes (separate from AB 52 consultation). A letter will also be sent out to all the local Tribal Historic Preservation Officers (THPOs) detailing the project in conformance with the AB 52 consultation process.

### **Task 4 Deliverables**

- Biological Resources Report
- Historic Properties Inventory Report

## **Task 5 Permitting/Environmental Documentation**

The results of the studies performed in Task 4 will be used to determine the level of CEQA environmental document that will be required for this project, which is not certain at this time. Based on constructability and other factors an Initial Study (IS) and a Mitigated Negative Declaration (MND) with a Mitigation Monitoring & Reporting Plan (MMRP) is a likely CEQA pathway. The scope and cost estimate for this task assumes an IS/MND will be required for this project. However, depending on the design and associated potential for environmental impact, it is possible that a Notice of Exemption may suffice for CEQA. The required Federal cross-cutters documentation will also be prepared using the results of the studies performed in Task 4 once CEQA is complete.

The District is not required to obtain Building Permits for water & wastewater facilities, so will not need to for this project. The size of the project and likely construction methods will likely preclude the need for a grading or NPDES permit. However, the District will confirm this prior to issuing the project for construction.

An agency pre-application permitting meeting will be held with all jurisdictional permitting agencies to review the project in the field. Permitting agencies will require a revegetation and monitoring plan. With the exception of the B Avenue Force Main, the force mains are located in the Coastal Zone's appeal and local jurisdiction. A Coastal Development Permit issued by Humboldt County will be required.

The Letz Avenue Force Main is located near Norton Creek and three-parameter wetlands may be present in other project work area. To be conservative, it is assumed a permit from the Regional Board, U.S. Army Corps of Engineers, and the California Department of Fish and Wildlife will be required to address temporary or permanent impacts to the Norton Creek riparian corridor or three-parameter wetlands. It is assumed in-water and bank-adjacent work in Norton Creek would be avoided, therefore, consultation under Section 7 of the Endangered Species Act would not be required for salmonids. However, it is assumed that consultation under Section 7 of the Endangered Species Act would be required for Western Pond Turtle with the U.S. Fish and Wildlife Service due to work proximal to Norton Creek and other aquatic areas where the species may be present.

### **Task 5 Deliverables**

- CEQA (Administrative Draft IS/MND, Public Circulation Draft IS/MND, Public Noticing and a Public Hearing, Final IS/MND and Response to Comments, Notice of Determination and Filing)
- Federal Cross-Cutters Environmental Package for Construction Form
- Coastal Development Permit from Humboldt County
- Regional Board Clean Water Act Section 401 Permit
- U.S. Army Corps of Engineers Section 404 Permit (NWP 58 for Utility Line Activities)
- California Department of Fish and Wildlife Section 1602 Lake and Streambed Alteration Agreement
- Endangered Species Act Section 7 Consultation for Western Pond Turtle with the U.S. Fish and Wildlife Service
- Revegetation and Monitoring Plan

### **Task 6 CWSRF Construction Application**

After Task 3 through Task 5 are complete, the District will have the documentation required to complete a CWSRF construction application. This will include the General Information, Technical, Environmental, and Financial Security packages and associated attachments. The construction application will be completed and submitted under this task. The District will continue with the following tasks while the construction application is under review to expedite the project progress.

### **Task 6 Deliverables**

- Complete CWSRF Construction Application

### **Task 7 Final Engineering (Plans and Specifications)**

Under this task, the selected engineer will perform the final design analysis and will prepare final design documents and associated technical specifications for the proposed project. The final general design will consist of completing drawings showing project locations and vicinity, general project notes, design criteria, legends, and abbreviations. An opinion of probable construction cost will also be prepared under this task.

Final civil design will consist of drawings for civil details, site demolition, trenching details, pipe installation, piping plan, paving details, sediment and erosion control, etc. Technical specifications consisting of those for demolition, earthwork, erosion control, paving, piping, CIPP lining (if used), etc. will be prepared.

Document preparation and review for final design will consist of preparing submittal documents for review and comment by the District, conducting design review meetings after each design submittal, and incorporating review comments received from the District. Design documents and review meetings will be provided at the 60% and 95% completion levels. Final bid documents will be prepared under the construction grant and will incorporate District comments on the 95% design submittal package.

Deliverables will consist of hard copies and electronic copies of the detailed design drawings, specifications, and other necessary bid documents as well as an opinion of probable construction cost provided at the 60% and 95% completion levels.

### **Task 7 Deliverables**

- 60% Plans, Specifications, and Opinion of Probable Construction Cost
- 95% Plans, Specifications, and Opinion of Probable Construction Cost

### **Task 8 Fiscal Sustainability Plan**

A Fiscal Sustainability Plan (FSP) is required under Clean Water Act (CWA) Section 603(d)(1)(E). It is the District's interpretation that this section of the CWA only applies to treatment works projects. Because this

project is related to sewer force mains and not treatment works upgrades, we do not believe a FSP is required for this project. The District will discuss this with SWRCB staff to determine the appropriate path forward.

In case it is determined that a FSP is required for this project, this task and associated budget include the work required to prepare a FSP, which includes the following: an inventory of critical assets, evaluation of the condition and performance of inventoried assets or asset groupings, a certification that the District has evaluated and will be implementing water/energy conservation efforts, and a plan for maintaining, repairing, replacing the treatment works and a plan for funding such activities.

**Task 8 Deliverables**

- Fiscal Sustainability Plan

### 3.3 Schedule and Budget

#### Schedule

Proposed Eligible Work Start Date: January 18, 2024

If funded, the scope of services presented above can be completed within the timeframes presented in Table 2. Because it is undetermined when the planning grant would be awarded, the below table gives timeframes relative to a grant agreement being executed.

*Table 2: Force main replacement/rehabilitation project schedule.*

Task	Estimated Start	Estimated Draft Submittal	Estimated Completion Date
Request for Qualifications and Consultant Contracting	Month 0	N/A	Month 3
Task 1 – CWSRF Planning Application	N/A (already complete)	N/A (already complete)	N/A (already complete)
Task 2 – Project Administration	Month 0	N/A	Month 24
Task 3 – Preliminary Engineering Design / Project Report	Month 4	Month 8	Month 9
Task 4 – Environmental Special Studies	Month 10	Month 14	Month 15
Task 5 – Permitting/Environmental Documentation	Month 14	Month 18	Month 22
Task 6 – CWSRF Construction Application	Month 20	Month 23	Month 24
Task 7 – Final Engineering (Plans and Specifications)	Month 10	Month 14	Month 15
Task 8 – Fiscal Sustainability Plan	Month 20	Month 23	Month 24

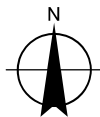
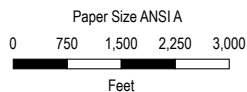
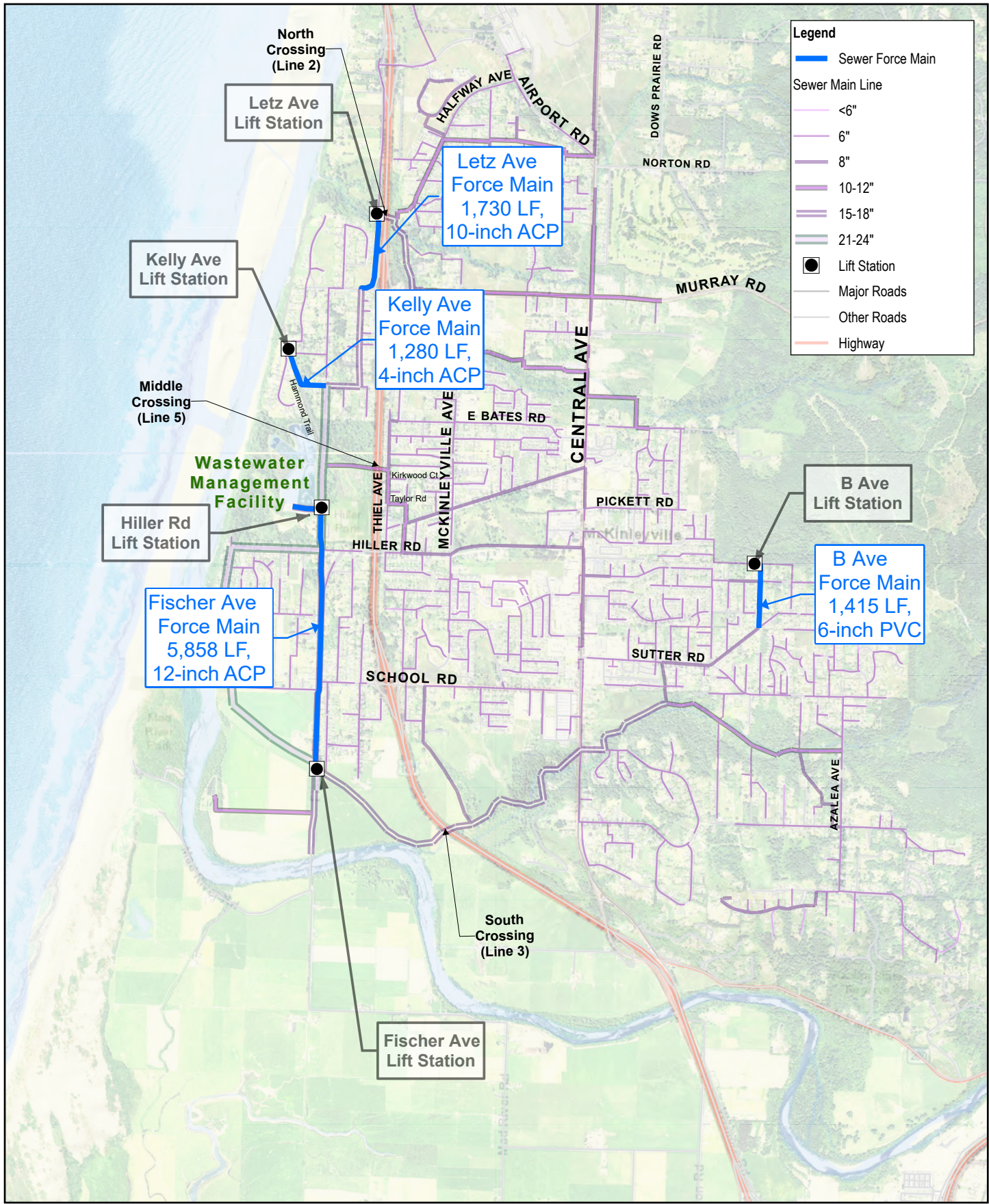
## Budget

The above scope will be completed for the cost shown below based on the task allocations presented in the table below.

*Table 3: Cost estimate for professional services.*

Task	Fee
Task 1 – CWSRF Planning Application	\$15,000
Task 2 – Project Administration	\$70,000
Task 3 – Preliminary Engineering Design / Project Report	\$150,000
Task 4 – Environmental Special Studies	\$70,000
Task 5 – Permitting/Environmental Documentation	CEQA: \$82,000 Permitting: \$80,000 Permitting Fees to Agencies: \$40,000 Task 5 Total: \$202,000
Task 6 – CWSRF Construction Application	\$15,000
Task 7 – Final Engineering (Plans and Specifications)	\$200,000
Task 8 – Fiscal Sustainability Plan	\$20,000
<b>Total Fee</b>	<b>\$742,000</b>





McKinleyville Community Services District  
Sewer Force Mains

Project No. 12633360  
Revision No. -  
Date 29 May 2024

Map Projection: Lambert Conformal Conic  
Horizontal Datum: North American 1983  
Grid: NAD 1983 StatePlane California I FIPS 0401 Feet

**Sanitary Sewer System Overview**

**FIGURE 1**

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.A**                      **Finance & Administration – May-June 2024 Report**

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

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

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

Total Board Travel as of June 30, 2024 is \$22,216.07 which is 73.3% of the approved \$30,300 budget for this item. (GL# 001/005/501/551 62090/62155-888)

#### Audit/Budget Update:

The District's external auditor C.J. Brown & Company, is administering interim testing on the District's books during the week of July 29<sup>th</sup>. Staff is working with the District's actuary to roll forward the calculation of the District's Other-Post Employment Benefits (OPEB) liability. Field work for the audit of the FY23-24 financials is scheduled in November.

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

Values presented on the Investment and Cash Flow report represent current activity for June 2024 with the exception of funds held with Humboldt County as appropriations have not yet been applied for Q2 2024.

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

### **OTHER UPDATES**

Staff has negotiated an extension of the interest rate of 2.49% with Umpqua Bank for Money Market Funds for an addition 90-days at which time an additional extension will be requested.

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

TYPE OF ITEM: **INFORMATION**

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

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

**TYPE OF ACTION: None**

### **Water Department:**

#### **Water Statistics:**

The district pumped 45.5 million gallons of water in June. Four water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted.

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

Testing of DCV's in Routes 12 and 13 were conducted in June. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

#### **Average and Maximum Water Usage:**

The maximum water usage day was 1.8 million gallons and the average usage per day was 1.5 million gallons.

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

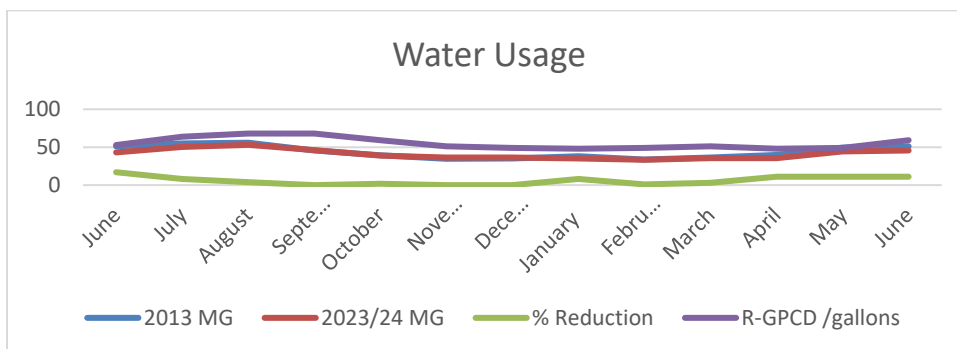
Weekly Bacteria Samples were collected on Schedules 1, 2, 3 and 4 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. Valve exercising continues and is 95% completed. This annual program keeps valves operable and easy to operate when needed. Each valve is exercised and recorded on the template app. Any valves requiring repairs will generate a work order. Permanent paving was completed on several leak repair and service installation trenches. There were several service line leaks the past two months due to either a faulty crimp or bedding material. Staff made repairs on services or replaced the entire service if the piping was old or brittle. Staff is out locating and inspection air relief valves in the distribution system. Faulty valves will be replaced or rebuilt, depending on condition and parts available. An abandoned valve on Weirup was removed and capped at the "T" due to leaking by. Staff rerouted water during the repair to prevent the apartment buildings from being without water.

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

Monthly inspections and daily routines were conducted at the water stations. Any minor issues found are repaired during inspections, but if they require parts or extensive labor, the issue is documented on the monthly sheet, which will then generate a work order for repairs. String trimming, Hedge trimming, cleaning and painting metal was conducted at several stations. The semi-annual expansion joint inspection was completed at all water stations. Repairs were made to the Tank 1 seismic valve contactor, power unit and the tank transducer heater. Semi-annual greasing of North bank pumps was completed.

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

	2013 (MG)	2023/24 (MG)	% Reduction	R-GPCD
<b>June</b>	51.337	42.826	17	53
<b>July</b>	54.757	50.136	8	64
<b>August</b>	55.908	53.131	4	68
<b>September</b>	45.702	46.090	(-1)	68
<b>October</b>	39.439	38.843	2	59
<b>November</b>	34.879	36.315	(-4)	51
<b>December</b>	34.879	36.333	(-3)	49
<b>January</b>	38.241	35.266	8	48
<b>February</b>	33.751	33.388	1	49
<b>March</b>	36.244	35.425	3	51
<b>April</b>	39.755	35.754	11	48
<b>May</b>	49.407	44.278	11	49
<b>June</b>	51.337	45.509	11	59



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 is starting to show some activity. I'll update the Board next month.



## **Sewer Department:**

### **Wastewater Statistics:**

26.4 million gallons of wastewater were collected and pumped to the WWMF. 22.4 million gallons of wastewater were treated and discharged to NPDES Permit site REC-001 River disposal in June. A new NPDES permit was issued and is effective as of August 1<sup>st</sup>.

### **Sewer Station Maintenance:**

Monthly inspections and daily routines were conducted at all sewer stations. Staff repaired the conduit to the Fischer grinder, completed the annual maintenance on the generator batteries and conducted flow testing for GHD for the station upgrade pump design. B Street station pump 2 was pumping higher hours. Staff opened the pump, cleared debris, checked tolerances and put the pump back into service. The Kelly and Hiller station were serviced as part of the quarterly maintenance plan. During this time, pumps were inspected, and the wet wells washed. This is done to prevent hydrogen sulfide build up which can deteriorate the concrete walls along with removing rags and debris to prevent plugging up the pumps. The Kelly pump 1 suction line was plugged up. Staff had to remove the line from the wet well to clear the debris. During this time they also replaced the aged bubbler line. All sewer station metal painting was performed by staff along with string trimming and hedge trimming.

### **Sewer Collection System:**

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. Staff has been monitoring the sewer flow in manholes using the Smartcover flow totalizers. This data will be compared to the dry weather flow to try locating areas where inflow and infiltration is entering the sewer mains. These devices will be moved around to selected manholes during the winter. Several trench patches were prepped and permanently paved. These are a residual of new service installs. The quarterly hydro-cleaning was completed using the vac-con and high pressured water through a spinning nozzle to clean 13,000' of sewer mains. This is done to remove grease and grit from the mains which could accumulate and possibly cause a sewer spill. Customers were notified in advance. The sewer main in front of Humboldt Sanitation was cleared due to debris building up in a belly. Staff is monitoring this section for future repairs. There was a minor sewer spill on Boss Road due to debris in the main. Staff responded quickly and the 40-gallon spill was reported on the States Portal.

### **Wastewater Management Facility:**

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Site mowing was conducted along with scheduled maintenance on equipment. The CL2 and SO2 dosage meters were calibrated along with the sensors. Insulation was repaired in the electric room, security batteries were replaced, 4' gates were repaired, and an apron was poured in front of the goat house.

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

River discharge stopped in May. Irrigation pipe was placed in a few locations for discharge along with daily site monitoring. Homeless camp clean-up took place in the Hiller lanes. Staff continues to visit the sites regularly for homeless activity and string

trim where needed. Repairs were made to the west Fischer fence, stain was applied to the ranch house, and repairs were made to a few irrigation valves.

**Street Light Department:**

There were 2 streetlight complaints in June due to a bad photocell. Staff repaired the lights and placed them back into service. The annual inspection was completed at the Cypress Hill and Peirson Park streetlights.

**Promote Staff Training and Advancement:**

Weekly tailgate meetings and training associated with job requirements. Staff received training on Fire Prevention and Safety, Using Jackhammers, Heat Stress, Preparing for Emergencies, and Hearing Protection.

**Special Notes:**

Monthly river samples were completed.  
Monthly Self-Monitoring Reports (DMR/SMR) were submitted.  
Public Water Monthly Monitoring report was submitted.  
Monthly Water Quality report was sent to the Dept. of Health.  
Monthly Drought and Conservation report was completed  
Attended Micro-Grid meetings  
Attended meetings and inspections for 4.5 MG Tank project  
Attended Community Forest meetings  
Attended BMX track project kickoff meetings  
Final NPDES permit was accepted and will be in effect August 1<sup>st</sup>.  
Worked with GHD engineers on Fischer station upgrade design.  
Attended CWEA meeting and worked on calendar of events and trainings  
UCMR5 testing Round 1 was completed.  
Interviewed Parks and Rec Director candidates.  
Interviewed and hired seasonal person for Operations  
Provided data to engineers on office design  
Attended Beau Pre Heights design meetings  
Cathodic equipment was replaced on Norton Tank 2.  
Submitted information to engineers regarding SRF Grant requirements.

**GIS:**

**Plans & Programs**

- Annual Review of the Confined Space Entry Program
  - Updated Training dates for Operations Department Certificate
- Creation of new Workplace Violence Prevention Plan
  - Attended training in Eureka for creation of plan
  - Worked with James to create training material for an all-staff meeting
  - Added into Plans and Programs calendar for future revisions to be middle of June each year
- Updated Fron Office Plans and Programs Binder with WVPP and updated versions of plans
- Annual Review of the Hearing Conservation Program
  - No revisions were made at this time



## **General GIS/ Maps Completed**

- Facilities map updates
  - Added Ranch Irrigation features to ArcGIS Online Web Map
    - Captured GPS points of Irrigation heads along freeway in the Hiller Lanes
  - Various Air Relief Valves GPS edits for ones found by crew from inspections
- Sewer Lateral Layer Updates
  - Updated the web map layer popup for the web map application and Field maps
  - Continued to link sewer cards to laterals to be viewed in the field through OneDrive
    - About 600 of 5000 completed so far
  - Discussed various Sewer card discrepancies with staff and ones that needed changes were then given to Admin to be rescanned in Docstar reflecting the correct information
- Water Model Updates
  - Began to add new water mains from recent subdivisions to ensure model is more accurate

## **Misc. Work Completed**

- USAs and Document Filing
- ESRI User Conference
  - Weeklong remote conference with various topics on ArcGIS Software's and new features to potentially utilize in your own applications
  - Attended a session on the new application Experience Builder which is replacing the Web Mapping Application used for the Facilities Map

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

August 7, 2024

TYPE OF ITEM:

### INFORMATION

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**ITEM: F.3.C**                      **Parks & Recreation Director's Report for June-July 2024**

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

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

### **TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:**

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

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

The Park and Recreation Committee (PARC) met on June 19, 2024. The notes from that meeting can be reviewed in **Attachment 1**. There was not a PARC meeting in July.

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

Melton Design Group completed the final construction Bid documents and they were released on March 22, 2024. Four responsive bids were received. The lowest responsive bidder was F. Loduca Co., who was awarded the bid at the June 5 Board Meeting. District Staff had a Kick-off Meeting with representatives from F. Loduca Co. and Melton Design Group on Monday, July 15 where coordination, schedule, permits, temporary utilities, and submittals, change orders and the contract were discussed. Staff had a follow up phone call with F. Loduca Co. on July 26, they are hoping to begin work removing trees mid-August.

### **COMMUNITY FOREST UPDATES:**

The first McKinleyville Community Forest Committee meeting took place on July 16, 2024, in the Azalea Hall Meeting Room. We discussed the Brown Act and through Action Items established the standing meetings to be on the 3<sup>rd</sup> Tuesday of the month at 5:30pm in the Azalea Hall Hewitt Room with a hybrid option for members of the public to attend. Also discussed was the Current Status, as well as agenda topics for the next meeting. The next meeting will be on August 20.

### **RECREATION PROGRAM UPDATES**

- Drop-in Pickleball in June was on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Activity Center, Pickleball Drop-In has in July and August around our Summer Day Camps and will return to its normal schedule the first week of school on August 26. Drop in is \$4 per person.

- Beginning Pickleball class finished on May 14<sup>th</sup>. This class is very popular. This summer the pickleball instructor hosted several “Pickleball 101” single day workshops rather than a 6-week running class. Each workshop was 3 hours and provided all the basic instruction needed for beginners.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
  - The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday’s, a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- The Summer Basketball Program began June 25 and has 11 participants on the 3<sup>rd</sup>-4<sup>th</sup> grade Tuesday evenings and 11 participants on the 5<sup>th</sup>-6<sup>th</sup> grade Thursday evenings. It will finish up on August 8<sup>th</sup>.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old ran every Thursday from 10:30am-12:30pm through the end of June, it will resume after summer on Thursday, September 5<sup>th</sup>.
- The Tot-letics Soccer (Aug. 31-Sept. 28) and Basketball (Oct. 26-Nov. 23) will return this fall after summer, registration is now open and 35 of the 80 spots have been filled so far. This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program usually fills up.
- Specialty Half-day Summer Camps are ongoing. This summer we have Tot-Camp, Cooking Camp, Skate Camp and Basketball Camp.
- The next Cooking Basics Class for Kids will focus on Bread and Soup, registration is open now. The class will be in the Teen Center Kitchen on Saturday, September 7<sup>th</sup>.
- Registration had been ongoing for the Adult Wood Bat Softball League throughout the summer. By the close of registration, we had 8 teams registered. Games will take place on Sundays from August 4 through October 6.
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTO’s reached out with an interest to partner on a dance. Four PTO’s were selected lotto style via zoom. The line up for next year will be:
  - Friday, October 25, 2024 – Blue Lake PTO
  - Friday, December 6, 2024 – McKinleyville Schools PTO
  - Friday, February 7, 2025 – Jacoby Creek PTO
  - Friday, April 18, 2025 – Pacific Union PTO

**PARK & FACILITY MAINTENANCE UPDATES:**

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

## **FACILITY RENTALS & USE**

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

## **OTHER UPDATES:**

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

## **ATTACHMENTS:**

- Attachment 1 – PARC Meeting Notes 6-19-2024

**Wednesday, June 19, 2024**

**6:30pm**

Parks & Recreation Committee Meeting

NOTES

**Members Present:** Johnny Calkins, Phil Heidrick, Jane Fusek, Heidi Conzelmann, Scott Binder, Charlie Caldwell, Ciara Torres, Patti Stuart, Julie Giannini-Previde

**Members Absent:** John Kulstad, Dana Merrill

**Meeting Notes:**

Communications:

Staff gave an update on the Park & Rec Director search

Charlie Caldwell reminded the committee that Music in the Park starts June 20<sup>th</sup>.

Staff invited committee members to the Fischer Ranch estuary workday on Sat. June 22<sup>nd</sup>.

Public Comment:

None

Tribal Land Acknowledgement to PARC Procedures

The following statement was discussed:

*"We acknowledge that the land we are meeting on, and the territorial jurisdiction of the McKinleyville Community Services District (MCSD) is unceded territory of the Wiyot People who continue to live and thrive here today. MCSD will strive to be good stewards of the land and learn from local indigenous peoples. This will be accomplished through developing respectful relationships with the native community that stem from a recognition of their deep understanding of this place."*

Member Julie Giannini-Previde moved to table voting for this item until the statement can be reviewed by tribal members. Jane Fusek seconded the motion.

Botanical Garden:

Jane Fusek gave an update on the maintenance at the Botanical Garden. Each of the last two volunteer work days have brought new community members into the garden. Lots of positive feedback from the public. The next volunteer work day will be Sunday, July 21<sup>st</sup>.

July Meeting:

Julie Giannini-Previde moved to cancel the July Meeting; Heidi Conzelmann seconded.

The committee voted unanimously to cancel the July PARC meeting.

Community Garden Rehab Planning

Charlie met a community member recently who seemed very interested in getting involved with the garden. Charlie is waiting to hear back from this person.

Dept. Director Report:

Recreation Program Updates

- *Drop-in Pickleball summer schedule is Monday, Wednesday and Friday mornings 9:00am to 11:30pm at the McKinleyville Activity Center. Drop in is \$4 per person. There are some cancelled dates throughout the summer due to summer day camp programming needing to use the Activity Center space. Cancellation dates are: July 8, 10, 15, 17, 22, 24 and August 5, 7, 12, 14, 19, 21.*
- *Beginning Pickleball workshops are one time 3-hour workshops. Six workshops are scheduled for the summer on June 5, 12, 19, 26 and August 7, 14, 21, & 28.*

- *Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.*
- *Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.*
  - *The Martial Arts classes are averaging 5-8 people per class.*
- *Fast Break Friday's, a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.*
- *Sunday Night drop-in Basketball is averaging 8-10 participants per week.*
- *Playgroup for children 0-5 years old will run through June and then take a break resuming again at the end of August.*
- *Summer basketball for youth in grades 3<sup>rd</sup> through 8<sup>th</sup> begins June 25<sup>th</sup>.*
- *The Totletics T-ball program that starts on May 25<sup>th</sup>. This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program is full.*
- *Summer day camp programs kick off June 17 with the first of two cooking camps. Tot camp and Skate camps begin July 8<sup>th</sup>. Basketball camp will be held the week of July 29<sup>th</sup>.*

#### *Park & Facility Maintenance Updates*

*The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Ave. and Open Space Zone landscaping. We are currently accepting applications for a seasonal park maintenance worker. This position is seasonal, with the potential to become full time permanent in 2025. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.*

#### *Facility Rentals & Use*

- *10 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in June through July.*
- *3 parties were booked through the Party Program, June through July*
- *18 Pierson Park Rentals June through July*

#### *Vandalism Report*

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

#### *Hewitt Ranch Property Updates*

*No updates at this time.*

#### *North Bank River Property Updates*

*No updates at this time.*

#### *Other updates:*

- *Interviews for a new Parks & Recreation Director began June 13<sup>th</sup> and continue through June 20<sup>th</sup>.*
- *Staff preparing for the first McK. Community Forest Committee meeting to be held on July 16<sup>th</sup> 5:30 at Azalea Hall*
- *Staff is awaiting the signed construction contract from F. Loduca Co. for the construction of the BMX Track and Park. It is anticipated that construction will begin sometime in July.*
- *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.*

AdHoc Committee Reports:

- Skate Park—The Humboldt Skatepark Collective is planning fundraising opportunities for spring and summer. It is estimated that Phase 2, adding another 5,000-6,000 sq. ft. to the park will cost \$250,000.
- Fisher Ranch Estuary project— volunteer workdays coming up
- BMX— staff gave update construction contract
- Community Garden—see agenda item note

Agenda Items for next meeting:

- Botanical Garden update
- Addition of Tribal Land Acknowledgement to PARC meeting protocols
- Vote on whether or not to hold meeting in July

Next meeting will be Wednesday, August 21, 2024

Adjournment:

- Adjourned: approximately 7:14 pm



# McKinleyville Community Services District

## BOARD OF DIRECTORS

Aug. 7, 2024

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: F.3.D**                      **General Manager’s Report for August 7, 2024 Meeting**

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

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

### **A summary of activity for the months of June and July 2024**

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

- Use of NHE Services = \$7,080
- WEX Labor Reimbursement = \$0
- SWAP = \$2,310
- Volunteer Pickleball Labor = \$1,046
- CSW = \$0
- Amazon & Chair Purchase Savings = \$2,012
- Umpqua fee waivers & new interest rate = \$15,343
- Replace Fischer Ranch House Fence = \$2,160
- Repair Unti 24 PTO Electrical = \$195
- Repair Tank 1B Seismic Actuator = \$910
- Repair Tank 1A Transducer Heater = \$350
- Repair Kelly Suction Line = \$1,400
- Replace Kelly Bubbler Line = \$600
- Fab-install inverter Cover at WWMF = \$200
- Setup 125kW Gen for District Use = \$910
- Replace Tank 1 Seismic Control Power Supply = \$595
- Install WWMF Security Reset Switch = \$380
- Repair North Bank Breaker Kirk Keys= \$150

**TOTAL COST SAVINGS FOR JUNE & JULY = \$35,641**

***The District’s 2023/24 Fiscal Year saving realized by the efforts of Staff was \$405,667.***

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

**4.5 Gallon Water Tank Project** – DN Tank continues to advance the work on the tank. As of this Board Meeting they have all 12 wall sections poured, and half of the roof. They are working on forming up the second half of the roof and should have that poured by the mid- to end of August. They will then start doing the prestressing on the exterior of the walls. They are scheduled to have that done by the end of September. We will likely have a third observation day when they wrap the tank for pre-stressing.

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

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

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

**Office Remodel** – LDA Partners continues to work on the Office Remodel design. LDA completed a final floor plan and elevations views and District Staff completed a final review and approval, and LDA has moved on into the final design. Their Electrical Engineer was out in June 2024 to work on the utility design, and it does seem like the

project design is progressing. We'll of course see what the Engineer's Construction Costs Estimate comes back at and make final decisions on when/if we want to go out to bid. The funding for this project has not yet been secured, but Staff is pursuing funding through the State Water Resources Control Board, Clean Water State Revolving Fund grant/loan program.

**McCluski/Hewitt Tank Replacement Project** – The replacement of the two existing redwood tanks at the west end of Hewitt Ave on McCluski Hill is waiting for FEMA to complete NEPA for the project and release Phase 2 grant funding. The existing 100,000 gallon and 150,000-gallon redwood tanks located will be replaced with two, 200,000-gallon, glass-fused lined, bolted steel tanks. The Phase 1 grant funding included the Biological and other Special Studies as well as Geotech assessment and 65% design drawings. Kennedy Jenks completed the initial Preliminary Design Report and initial Design Drawings as well as the final Environmental Documents. The Phase 1 documents were submitted to CalOES and FEMA in February 2024 to close out the Phase 1 portion of the grant. District Staff is working on a request for additional grant funding, and then we will wait for the Phase 2 grant funding to be released for the final design, bidding and construction of the tanks.

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

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

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

**Reporting by County Department** – A regular meeting has been scheduled with President Binder, GM Kaspari, Supervisor Madrone, and the MMAC Chair, Lisa Dugan. Jesse Miles, the Executive Director of the McKinleyville Chamber of Commerce, 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 four organizations and the community. The meeting in July was with District Attorney Stacey Eads. It was a very informative meeting. One of the big challenges she said she is facing is Staffing. She has 9 of the 18 attorney positions filled. This is mainly due to not finding qualified candidates, as opposed to budget issues. We also discussed the homeless issue and she discussed the challenges of prosecuting the houseless on houseless crimes due to the challenges of keeping track of the victims and getting them to show up in court to testify. She also discussed the Retail theft grant they received and the data they are trying to collect and discussed teaming up with the Chamber on information and outreach. Supervisor Madrone also discussed the proposed 1 cent sales tax measure to be placed on the ballot.

We have scheduled meetings with County Administrative Officer Elishia Hayes in August, Sheriff Honsal in September, and DHHS Director Connie Beck in October. We are attempting to schedule meetings with the Auditor/Controller and second meetings with Directors Ford and Mattsen.

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

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

The Mad River Watermain Crossing Hazard Mitigation Grant application was submitted to CalOES in March 2021. We heard in December 2021 that the project had been forwarded by CalOES to FEMA for funding. We have not received a grant agreement for this project; however, Pacific Legacy, under a contract with FEMA, was out the week of March 18<sup>th</sup>, 2024 doing a cultural resource survey of the crossing, so the grant is moving forward.

The Federal Bipartisan Infrastructure Law funding that we will have access to will be run through the EPA funded Clean Water and Drinking Water State Revolving Fund Programs. The SRF funding in California is run through the State Water Resources Control Board. As discussed with the Board at the December 7, 2022 Board Meeting, we have submitted a Clean Water SRF application for funding the retrofit of the Fischer and B Street Lift Stations, which are two of our highest priority Capital Improvement Projects. As discussed at the August 7, 2024 Board Meeting, we are also submitting SRF grant applications for the replacements of all of the sewer forcemains in the system, as well as retrofits of the Letz and Kelly Lift Stations. We are also submitting SRF applications for the remodel of the office. All the grant application will be submitted by the end of this (2024) calendar year. They will be considered for funding in the 2024/25 Fiscal Year but will also remain in the que if not funded this year for consideration in next Fiscal Year as well.

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

**Other Work** – June & July also included the daily and weekly construction meetings for the 4.5MG Reservoir construction, as well as the Hewitt Tank project design with Kennedy Jenks Engineers, design meetings with GHD on the Fischer Lift Station upgrade project, the BMX Park bid award and Kick-off Meeting, Microgrid commissioning and construction meetings, the first full Community Forest Committee Meeting, MMAC Incorporation subcommittee meetings, and MMAC general meetings. Things continue to be very busy at the District.

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

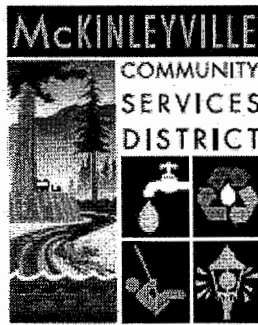
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R.W.Q.C.B. NORTH COAST REGION  
5550 SKYLANE BLVD., SUITE A  
SANTA ROSA, CA 95403

July 22, 2024

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for June 2024 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number R1-2018-0032.

The normal discharge of effluent was 30 days going to 004 and 006. The required monitoring and water quality constituents that were tested and reported was in compliance in June.

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. Four samples were collected in the month of June and was in compliance.

Monthly River Monitoring was conducted in June.

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

MONTH: June 2024

DATE	INFLUENT FLOW		EFFLUENT FLOW		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING					
	M.G.D.	M.G.D.	M.G.D.	GPM	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.	RIVER CL <sub>2</sub> RES.	SETTLABLE SOLIDS	TOTAL SOLIDS	TIME	PH	TEMP	D.O.	TIME	PH	TEMP	D.O.	
1	0.879	0.724	732	N/A	N/A	N/A	7.2	18.4	2.6	N/A	N/A	N/A	N/A											
2	0.952	0.719	814	N/A	N/A	N/A	7.2	19.1	2.5	N/A	N/A	N/A	N/A											
3	0.996	0.790	1161	N/A	N/A	N/A	7.2	19.2	1.0	N/A	N/A	N/A	N/A	<1.8		14:00	7.1	19.6	9.6					
4	0.943	0.833	1027	N/A	N/A	N/A	7.2	19.3	0.7	N/A	N/A	N/A	N/A											
5	0.380	0.266	957	N/A	N/A	N/A	7.3	19.4	2.7	N/A	N/A	N/A	N/A											
6	0.909	0.810	979	N/A	N/A	N/A	7.2	19.4	2.6	N/A	N/A	N/A	N/A											
7	0.898	0.803	957	N/A	N/A	N/A	7.2	19.3	5.4	3.8	2.5	N/A	N/A	<0.1										
8	0.895	0.727	886	N/A	N/A	N/A	7.3	19.9	2.5	N/A	N/A	N/A	N/A											
9	0.902	0.710	863	N/A	N/A	N/A	7.2	19.7	2.4	N/A	N/A	N/A	N/A											
10	0.283	0.256	972	N/A	N/A	N/A	7.5	15.3	2.7	N/A	N/A	N/A	N/A											
11	0.902	0.819	1011	N/A	N/A	N/A	7.2	19.8	2.4	N/A	N/A	N/A	N/A	1.8		8:30	7.6	17.7	9.6					
12	0.892	0.813	984	N/A	N/A	N/A	7.2	19.6	2.6	N/A	N/A	N/A	N/A											
13	0.890	0.727	901	N/A	N/A	N/A	7.2	19.0	2.5	N/A	N/A	N/A	N/A											
14	0.903	0.710	771	N/A	N/A	N/A	7.2	19.2	2.2	5.6	2.4	N/A	N/A	<0.1										
15	0.865	0.700	817	N/A	N/A	N/A	7.3	19.6	2.4	N/A	N/A	N/A	N/A											
16	0.866	0.702	823	N/A	N/A	N/A	7.4	19.2	2.6	N/A	N/A	N/A	N/A											
17	0.903	0.705	842	N/A	N/A	N/A	7.4	19.0	2.3	N/A	N/A	N/A	N/A											
18	0.879	0.706	818	N/A	N/A	N/A	7.5	18.8	2.5	N/A	N/A	N/A	N/A											
19	0.867	0.698	868	N/A	N/A	N/A	7.4	18.9	2.6	N/A	N/A	N/A	N/A											
20	0.861	0.703	790	N/A	N/A	N/A	7.5	18.7	2.6	N/A	N/A	N/A	N/A											
21	0.850	0.704	760	N/A	N/A	N/A	7.5	18.8	5.0	3.4	2.6	N/A	N/A	<0.1										
22	0.829	0.706	858	N/A	N/A	N/A	7.6	18.7	2.7	N/A	N/A	N/A	N/A											
23	0.848	0.690	856	N/A	N/A	N/A	7.6	18.7	2.6	N/A	N/A	N/A	N/A											
24	0.882	0.713	842	N/A	N/A	N/A	7.6	18.9	2.8	N/A	N/A	N/A	N/A											
25	0.846	0.777	834	N/A	N/A	N/A	7.5	19.3	2.7	N/A	N/A	N/A	N/A											
26	0.838	0.770	839	N/A	N/A	N/A	7.5	19.4	2.7	N/A	N/A	N/A	N/A											
27	0.839	0.774	872	N/A	N/A	N/A	7.5	19.4	2.6	N/A	N/A	N/A	N/A											
28	0.826	0.779	875	N/A	N/A	N/A	7.2	19.4	6.4	5.0	2.5	N/A	N/A	<0.1										
29	0.816	0.785	926	N/A	N/A	N/A	7.4	19.9	2.6	N/A	N/A	N/A	N/A											
30	0.821	0.788	925	N/A	N/A	N/A	7.4	20.3	2.6	N/A	N/A	N/A	N/A											

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

Ammonia Impact	Ammonia	Nitrate	Hardness	Phosphorus	Bis Phosphate	Carbon Tetrachloride	Chlorobromomethane	Dichlorobromomethane	Turbidity % Increase
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

MONTHLY TESTS LND-001, REC-001 DISCHARGE TO PERC PONDS and LAND									
Organic Nitrogen	TDS	AMMONIA	NITRATE	NITRITE	SODIUM CHLORIDE	BORON	Quantities Tests Value in ug/l	BOD	TSS
1.20	210	0.10	1.00	ND	91	38	38	54	54
Date	Species	TSI	Pass/Fail						
	Rainbow Trout	N/A	N/A						

MONTHLY TESTS RSW-001									
TDS	Hardness	Ammonia	Conductivity	Turbidity	TDS	Hardness	Ammonia	Conductivity	Turbidity
97	67	ND	150	5.3	100	72	ND	178	2.8

MONTHLY TESTS RSW-002									
BOD	BOD	BOD	TSS	TSS	LBS/DAY	% Removal	LBS/DAY	TSS	% Removal
5	5	30	4	4	28	99	28	99	99

MONTHLY TESTS EFF-001									
BOD	TSS	% Removal	LBS/DAY	TSS	% Removal	LBS/DAY	TSS	% Removal	LBS/DAY
5	5	99	28	4	99	28	4	99	28

Signature: \_\_\_\_\_ Remarks: \_\_\_\_\_



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

June 2024

Discharge Monitoring	004	003	006	005	001				
M-INF	M-001	REC-001	REC-001	REC-001	EFF-001				
DATE	INFLUENT	EFFLUENT	MAXIMUM	FISCHER	FISCHER	PIALORSI	HILLER	IRRGATE	RIVER
	MGD	MGD	GPM	MGD	MGD	MGD	MGD	TOTAL	MGD
				UPPER	LOWER			MGD	
1	0.879	0.724	732	0.724				0.724	0.000
2	0.952	0.719	814	0.719				0.719	0.000
3	0.996	0.790	1161	0.669		0.121		0.790	0.000
4	0.943	0.833	1027	0.708		0.125		0.833	0.000
5	0.908	0.804	957	0.648		0.156		0.804	0.000
6	0.909	0.810	979	0.652		0.158		0.810	0.000
7	0.898	0.803	957	0.638		0.165		0.803	0.000
8	0.895	0.727	886	0.727				0.727	0.000
9	0.902	0.710	863	0.710				0.710	0.000
10	0.904	0.720	972	0.593		0.127		0.720	0.000
11	0.902	0.819	1011	0.691		0.128		0.819	0.000
12	0.892	0.813	984	0.813				0.813	0.000
13	0.890	0.727	901	0.727				0.727	0.000
14	0.903	0.710	771	0.710				0.710	0.000
15	0.865	0.700	817	0.700				0.700	0.000
16	0.866	0.702	823	0.702				0.702	0.000
17	0.903	0.705	842	0.705				0.705	0.000
18	0.879	0.706	818	0.706				0.706	0.000
19	0.867	0.698	868	0.698				0.698	0.000
20	0.861	0.703	790	0.703				0.703	0.000
21	0.850	0.704	760	0.704				0.704	0.000
22	0.829	0.706	858	0.706				0.706	0.000
23	0.848	0.690	856	0.690				0.690	0.000
24	0.882	0.713	842	0.713				0.713	0.000
25	0.846	0.777	834	0.777				0.770	0.000
26	0.838	0.770	839	0.770				0.774	0.000
27	0.839	0.774	872	0.774				0.779	0.000
28	0.826	0.779	875	0.779				0.779	0.000
29	0.816	0.785	926	0.785				0.785	0.000
30	0.821	0.788	925	0.788				0.788	0.000
<b>TOTAL</b>	26.409	22.409		21.429	0.000	0.980	0.000	22.411	0.000
<b>AVERAGE</b>	0.880	0.747	885	0.000	0.000	0.000	0.000	0.747	0.000
<b>MAXIMUM</b>	0.996	0.833	1161	0.813	0.000	0.165	0.000	0.833	0.000
<b>MINIMUM</b>	0.816	0.690	732	0.593	0.000	0.121	0.000	0.690	0.000
<b>DAYS</b>	30	30		30	0	7	0	30	0
<b>DAYS WITH NO DISCHARGE = 0</b>									