

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

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
WILL BE HELD  
WEDNESDAY, OCTOBER 4, 2023 AT 6:00pm**

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

**Or**

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

To participate 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, October 3, 2023.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, October 4, 2023 in a supplemental packet information that will also be posted on the website for public viewing.

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## **AGENDA**

**6:00 p.m.**

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

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions or Changes to the Agenda

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

#### A.4 Approval of the Agenda

#### A.5 Closed Session Discussion

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

### **NO CLOSED SESSION SCHEDULED**

## **B. PUBLIC HEARINGS**

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

### **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 September 6, 2023 | <b>Pg. 5</b>  |
|     | Attachment 1 – Draft Minutes from September 6, 2023                                             | <b>Pg. 7</b>  |
| D.2 | Consider Approval of August 2023 Treasurer’s Report                                             | <b>Pg. 11</b> |
| D.3 | Compliance with State Double Check Valve (DCV) Law                                              | <b>Pg. 25</b> |

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

- |     |                                                                                                                                |               |
|-----|--------------------------------------------------------------------------------------------------------------------------------|---------------|
| E.1 | Consider Adoption of Resolution 2023-20 Recognizing, Honoring and Commending James Henry for Twenty Five (25) Years of Service | <b>Pg. 27</b> |
|     | Attachment 1 – Resolution 2023-20                                                                                              | <b>Pg. 29</b> |
| E.2 | MCS D History of Measure B and the Value of Parks & Recreation (Information)                                                   | <b>Pg. 31</b> |
|     | Attachment 1 – Parks and Recreation in McKinleyville Presentation                                                              | <b>Pg. 33</b> |
| E.3 | Transfer of Investment Funds to California Class (Information)                                                                 | <b>Pg. 41</b> |

- |     |                                                                                                                                                                |               |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| E.4 | Consider Approval of Final Project Signs and Naming for the Baduwa't or Mad River Floodplain and Public Access Project (Action)                                | <b>Pg. 43</b> |
|     | Attachment 1 – Draft Signage Layouts                                                                                                                           | <b>Pg. 45</b> |
|     | Attachment 2 – District Naming Policy                                                                                                                          | <b>Pg. 49</b> |
|     | Attachment 3 – Application for Naming & Dedication of MCSD Facilities                                                                                          | <b>Pg. 53</b> |
|     | Attachment 4 – Resolution 2023-21                                                                                                                              | <b>Pg. 55</b> |
| E.5 | Approve the Regular Board Meeting Dates, Time and Location for the 2024 Calendar Year and Discuss Possible Dates for the 2023 Joint MMAC/MCSD Meeting (Action) | <b>Pg. 57</b> |
|     | Attachment 1 – 2024 MCSD Regular Board Meeting Calendar                                                                                                        | <b>Pg. 59</b> |

## **F. REPORTS**

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

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

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

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

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

- |    |                                                       |               |
|----|-------------------------------------------------------|---------------|
| a. | Finance & Administration Department (Nicole Alvarado) | <b>Pg. 61</b> |
| b. | Operations Department (James Henry)                   | <b>Pg. 63</b> |
| c. | Parks & Recreation Department (Lesley Frisbee)        | <b>Pg. 69</b> |
| d. | General Manager (Pat Kaspari)                         | <b>Pg. 71</b> |
|    | Attachment 1 – WWMF Monthly Self-Monitoring Report    | <b>Pg. 77</b> |

### **F.4 PRESIDENT'S REPORT**

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

## **G. ADJOURNMENT**

**Posted 5:00 pm on September 29, 2023**

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

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

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 4, 2023

TYPE OF ITEM: **ACTION**

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

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

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

### **Recommendation:**

Staff recommends the approval of the Minutes of the Board of Directors for the September 6, 2023 Regular Board Meeting.

### **Discussion:**

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

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Draft Minutes from September 6, 2023 Regular Meeting

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**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, SEPTEMBER 6, 2023 AT 6:00 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA**  
**and**  
**TELECONFERENCE Via ZOOM & TELEPHONE:**  
**ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) and**  
**TOLL FREE: 1-888-788-0099**

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

**A.1 Roll Call:** The meeting was called to order at 6:00 p.m. with following Directors and staff in attendance in person at Azalea Hall:

Greg Orsini, President	Pat Kaspari, General Manager
Scott Binder, Vice President	Joey Blaine, Board Secretary
James Biteman, Director	James Henry, Operations Director
David Couch, Director	Lesley Frisbee, Parks & Recreation Director
Dennis Mayo, Director	Nicole Alvarado, 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 Mayo; **Second:** Director Couch

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**A.5 Closed Session Discussion**

There was no closed session.

**AGENDA ITEM B. PUBLIC HEARINGS:**

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

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

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

Parks and Recreation Director Frisbee presented the item.

Mike Medve, Principal Consultant for Willdan, gave a presentation on information in the Engineer's report.

President Orsini noted the proposed increase is very needed and commented that it was due time for adjustment. He also commended the Parks and Recreation department on their work thus far.

Director Biteman commented on the sense of community pride in the benefits provided when the original Measure B was assessed.

**Motion:** It was moved to approve Resolutions 2023-18 and 2023-19 by title only.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

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

Charlie Caldwell of the McKinleyville Skatepark Park Collective commented on the progress of phase 1 of the construction of the McKinleyville Skate Park. A grand opening fundraiser will tentatively take place on October 7, 2023.

### **AGENDA ITEM D. CONSENT CALENDAR:**

**D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on August 2, 2023 and Special Meeting on August 22, 2023**

**D.2 Consider Approval of July 2023 Treasurer's Report**

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

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

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

President Orsini requested to pull item D.5 for discussion.

**Motion:** It was moved to approve the Consent Calendar sans item D.5

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

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

**Motion Summary:** Motion passed.

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

General Manager Kaspari overviewed the item.

President Orsini briefly commented in support of ACA 13.

**Motion:** It was moved to approve the Board President and General manager to the draft letter of support for ACA 13.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passes.



## AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

### E.1 Consider Attendance to the Association of California Water Agencies (ACWA) 2023 Fall Conference & Exhibition in Indian Wells, CA On November 28-30, 2023 (Action)

Board Secretary Blaine overviewed the staff report for the item.

**Motion:** It was moved to authorize interested Board Members to attend the 2023 ACWA Fall Conference.

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

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

**Motion Summary:** Motion Passed

## AGENDA ITEM F. REPORTS

### F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder gave a brief update and commended staff on the facilitation of the meeting.
- b. **Area Fund (John Kulstad/Binder):** Did not meet, but Director Binder stated that he recently was able to check in and make contact with John Kulstad of the McKinleyville Area Fund.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Director Biteman gave a report out from the most recent RREDC meeting.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Biteman):** Director Biteman gave a brief report of the on-going planning meetings related to the Measure B re-assessment.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini gave a brief report on the activities of MMAC.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Did not meet.

### F.2 LEGISLATIVE AND REGULATORY REPORTS

There were no reports.

### F.3 STAFF REPORTS

- a. **Finance and Administration Department (Nicole Alvarado):** Finance Director Alvarado added to her report that the withdrawal of funds from the County to move to California CLASS has been approved.
- b. **Operations Department (James Henry):** Nothing further to add.
- c. **Parks & Recreation Department (Lesley Frisbee):** Parks and Recreation Director Frisbee thanked the Board for the commendation on the progress of the Measure B reassessment and drew attention to the contributions of Recreation Coordinator Kirsten Messmer and General Manager Kaspari. She

also commented on the future placement of a sign at the newly opened skatepark encouraging the respect and care of the facility. It was also mentioned that there is an opening on the PARC Committee for which there will soon be a solicitation posting.

- d. **General Manager (Patrick Kaspari):** General Manager Kaspari updated the board on the status of the Central Ave Water/Sewer Main Replacement Project and the 4.5 MG Water Tank Project.

#### **F.4 PRESIDENT'S REPORT:**

President Orsini spoke of being commended at the CSDA conference by a vendor on the work put into and the overall merit of the da' ledik' microgrid project. He also gave a brief report on the Board's overall experience at the conference.

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

Board Members gave brief reports on their individual experiences at the CSDA conference.

#### **G. ADJOURNMENT:**

**Meeting Adjourned at 7:48 p.m.**

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Joey Blaine, Board Secretary

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

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Page 9	Cash Disbursement Report

**Ratios**

as of August 31, 2023

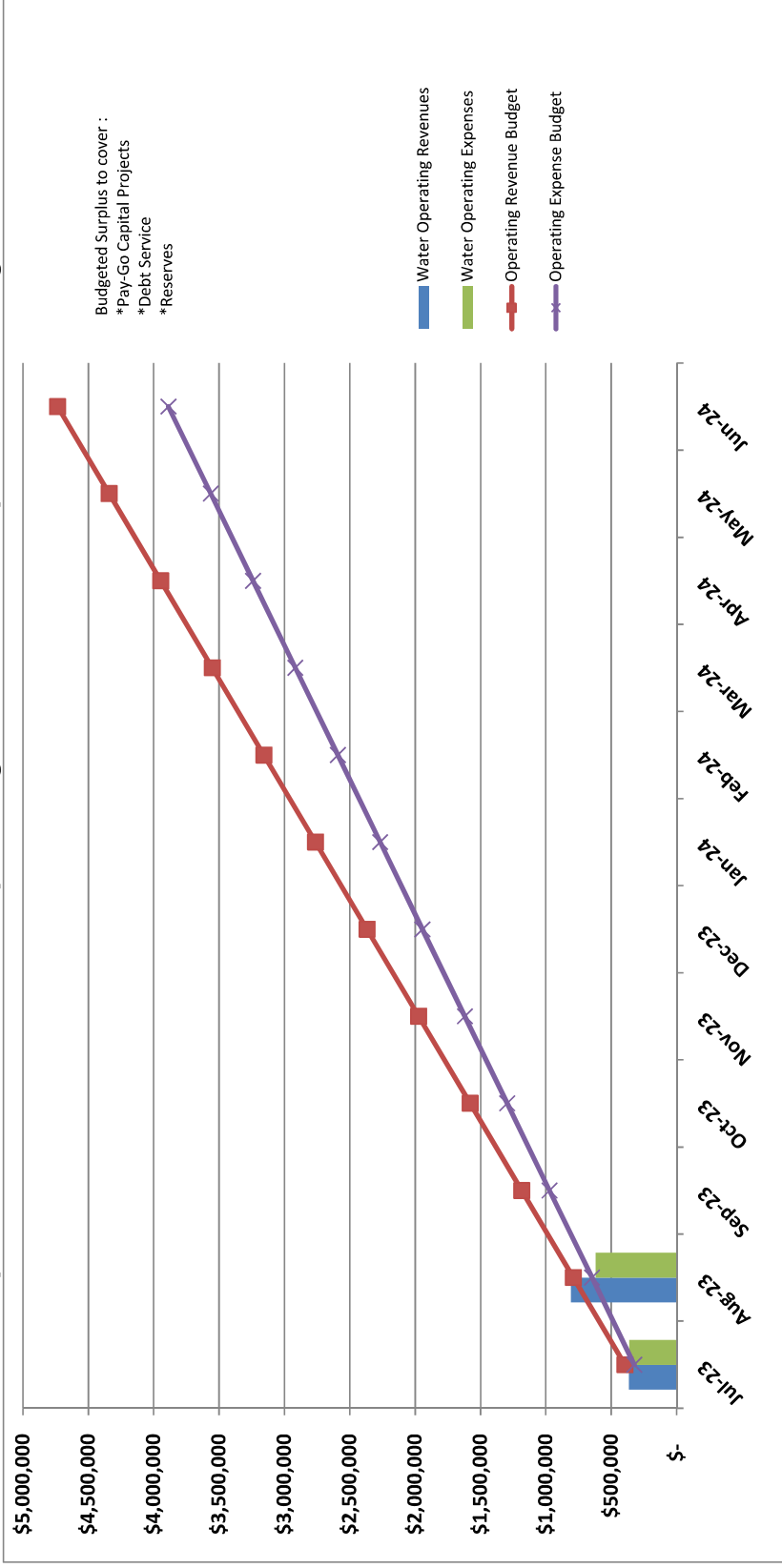
- Utility Accounts Receivable Turnover Days	<table border="1"><tr><td>11</td></tr></table>	11
11		
- YTD Breakeven Revenue, Water Fund:	<table border="1"><tr><td>\$ 555,518</td></tr></table>	\$ 555,518
\$ 555,518		
- YTD Actual Water Sales:	<table border="1"><tr><td>\$ 790,665</td></tr></table>	\$ 790,665
\$ 790,665		
- Days of Cash on Hand-Operations Checking/MM	<table border="1"><tr><td>209</td></tr></table>	209
209		

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

Department Summaries	August	% of Year 16.67% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	% Year Remaining:		Notes
						Total Budget	Remaining Budget %	
<b>Water</b>								
Water Sales	436,904	790,665	716,667	73,998	10.33%	4,300,000	3,509,335	81.61%
Other Revenues	9,007	18,961	72,492	(53,631)	-73.98%	434,950	416,089	95.66%
Total Operating Revenues	445,911	809,526	789,159	20,367	2.58%	4,734,950	3,925,424	82.90%
Salaries & Benefits	80,101	261,610	233,249	28,361	12.16%	1,399,492	1,137,882	81.31%
Water Purchased	108,294	212,433	211,733	700	0.33%	1,270,398	1,057,965	83.28%
Other Expenses	35,359	77,988	136,300	(58,312)	-42.78%	817,800	739,812	90.46%
Depreciation	33,333	66,666	66,667	(1)	0.00%	400,000	333,334	83.33%
Total Operating Expenses	257,087	618,696	647,949	(29,253)	-4.51%	3,887,690	3,268,994	84.09%
Net Operating Income	188,825	190,829	141,210	(8,886)		847,260	656,431	
Grants	-	-	1,168,750	(1,168,750)		7,012,500	7,012,500	100.00%
Interest Income	15,626	25,614	(8,333)	33,947	-407.38%	(50,000)	(75,614)	151.23%
Interest Expense	-	-	(56,725)	(56,725)	-100.00%	(340,351)	(340,351)	100.00%
Total Non-Operating Income	15,626	25,614	1,103,692	(1,191,528)		6,622,149	6,596,535	
<b>Net Income (Loss)</b>	<b>204,451</b>	<b>216,443</b>	<b>1,244,902</b>	<b>(1,200,414)</b>		<b>7,469,409</b>	<b>7,252,966</b>	
<b>Wastewater</b>								
Wastewater Service Charges	377,955	728,991	700,000	28,991	4.14%	4,200,000	3,471,009	82.64%
Other Revenues	8,795	16,744	98,515	(81,771)	-83.00%	591,092	574,348	97.17%
Total Operating Revenues	386,750	745,734	798,515	(52,781)	-6.61%	4,791,092	4,045,358	84.43%
Salaries & Benefits	112,489	323,383	244,457	78,926	32.29%	1,466,742	1,143,359	77.95%
Other Expenses	49,810	104,807	183,383	(78,576)	-42.85%	1,100,300	995,493	90.47%
Depreciation	125,000	250,000	250,000	-	0.00%	1,500,000	1,250,000	83.33%
Total Operating Expenses	287,299	678,191	677,840	351	0.05%	4,067,042	3,388,851	83.32%
Net Operating Income	99,451	67,544	120,675	(53,131)		724,050	656,506	
Grants	-	-	130,917	(130,917)	-100.00%	785,500	785,500	100.00%
Interest Income	24,242	41,291	(8,333)	49,624	-595.51%	(50,000)	(91,291)	182.58%
Interest Expense	-	-	(59,378)	(59,378)	-100.00%	(356,267)	(356,267)	100.00%
Total Non-Operating Income	24,242	41,291	63,206	21,915		379,233	337,942	89.11%
<b>Net Income (Loss)</b>	<b>123,692</b>	<b>108,835</b>	<b>183,881</b>	<b>(75,046)</b>		<b>1,103,283</b>	<b>994,448</b>	
<b>Enterprise Funds Net Income (Loss)</b>	<b>328,143</b>	<b>325,277</b>	<b>1,428,783</b>	<b>(1,103,506)</b>		<b>8,572,692</b>	<b>8,247,415</b>	

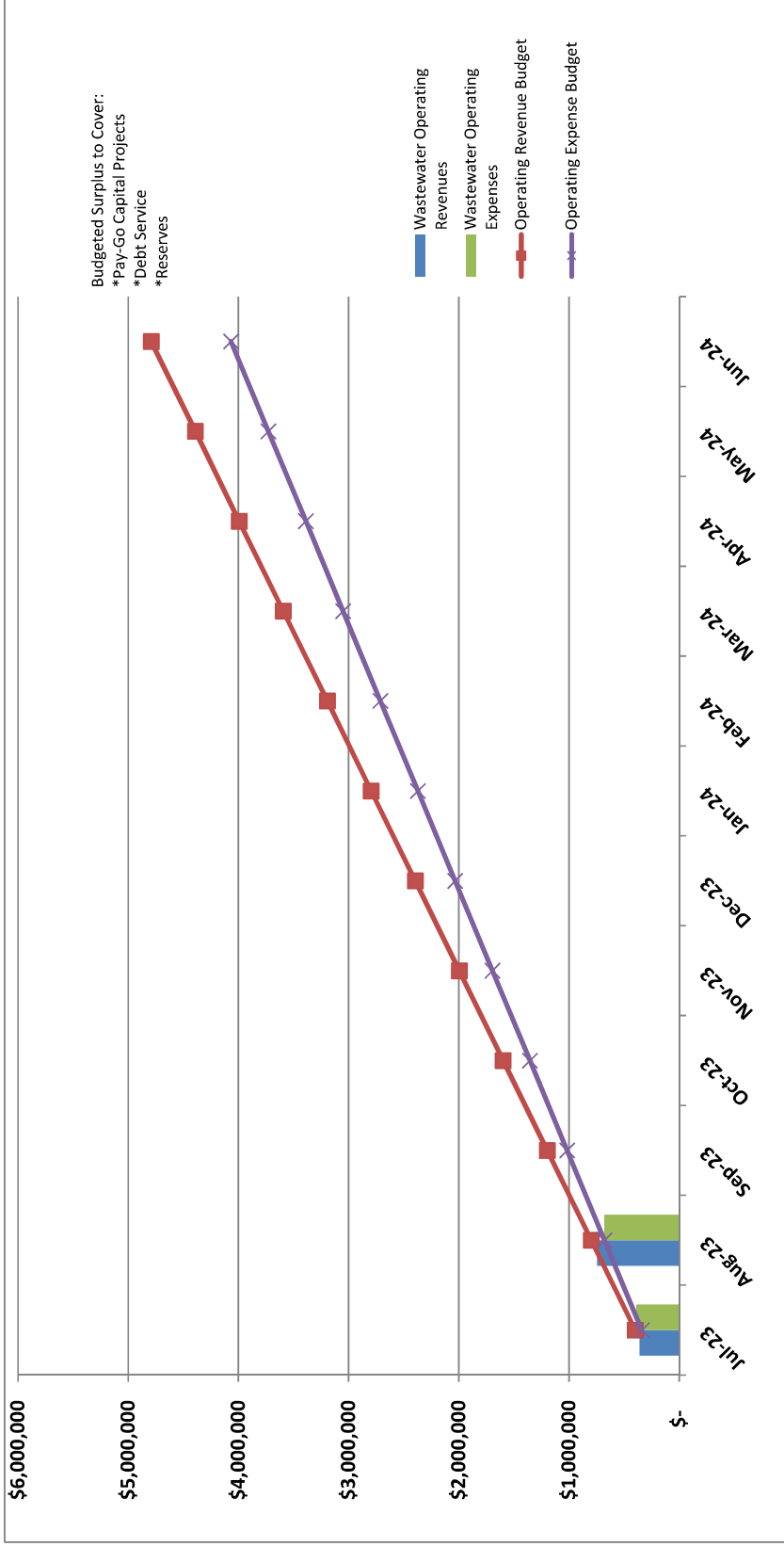
# McKinleyville Community Services District August 2023

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



# McKinleyville Community Services District August 2023

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



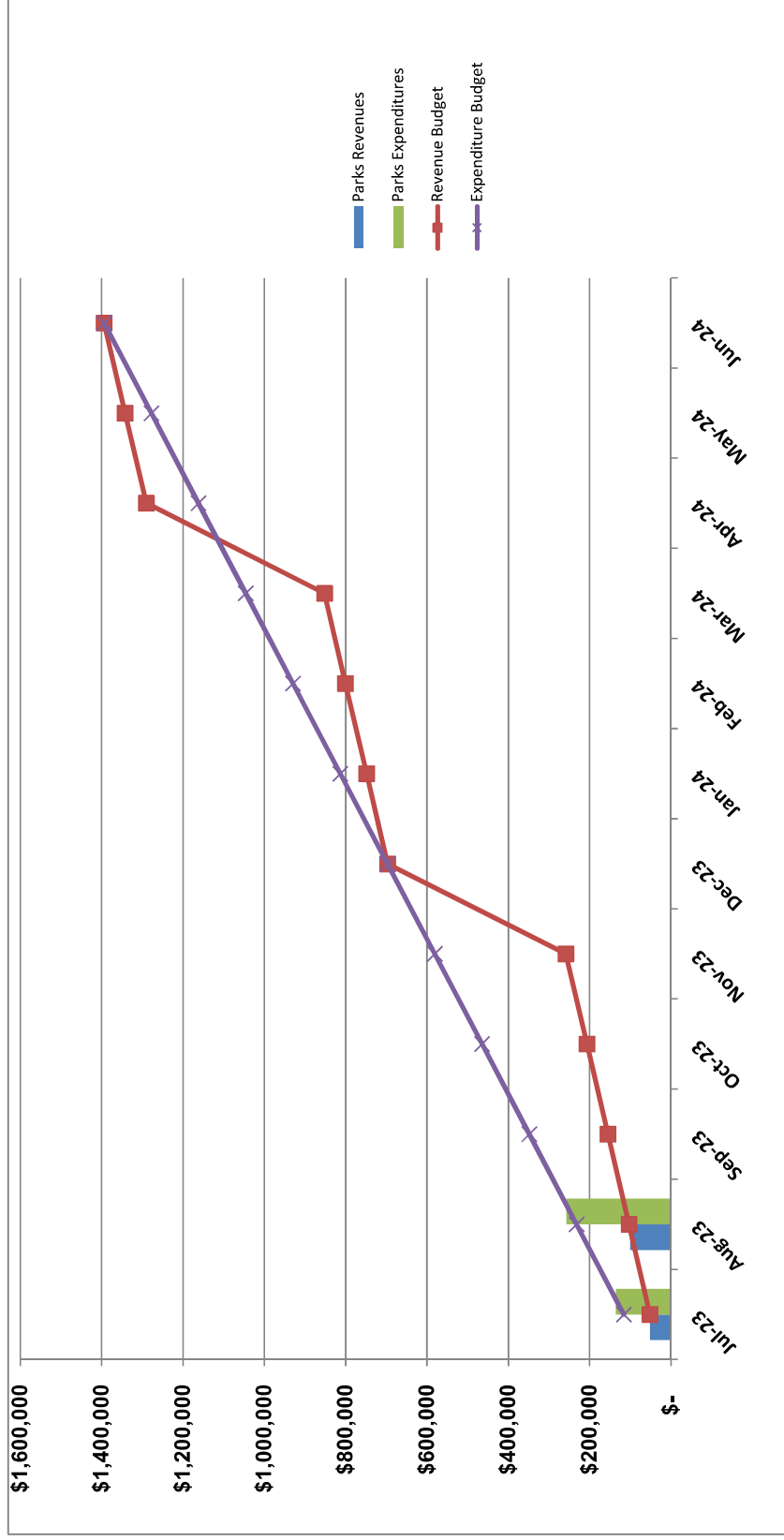
**McKinleyville Community Services District  
Activity Summary by Fund, Approved Budget  
August 2023**

Department Summaries	August	% of Year 16.67% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	% Year Remaining:		Notes
						Total Budget	Remaining Budget %	
<b>*Parks &amp; Recreation</b>								
Program Fees	16,513	41,476	51,088	(9,612)	-18.82%	306,530	265,054	Budget spread evenly across 12 months, but actuals vary by schedule
Rents & Facility Related Fees	9,284	15,157	14,303	854	5.97%	85,819	70,662	82.34%
Property Taxes	-	-	128,946	(128,946)	-100.00%	773,676	773,676	100.00%
Other Revenues	11,743	32,044	31,342	702	2.24%	188,050	156,006	Budget spread evenly across 12 months, but actuals vary by schedule
Interest Income	10,883	11,716	6,667	5,049	75.73%	40,000	28,284	70.71%
Total Revenues	48,423	100,393	232,346	(131,953)	-56.79%	620,399	1,293,682	92.80%
Salaries & Benefits	80,720	199,313	146,196	53,117	36.33%	877,174	677,861	77.28%
Other Expenditures	40,031	57,623	86,139	(28,516)	-33.10%	516,831	459,208	88.85%
Total Expenditures	120,751	256,936	232,335	24,601	10.59%	1,394,005	1,137,069	81.57%
Other Financing Sources:								
Grant Revenues	-	-	187,333	(187,333)	-100.00%	1,124,000	1,124,000	100.00%
Capital Expenditures	133,399	133,399	1,016,667	(883,268)	-84.06%	1,124,000	990,601	88.13%
<b>Excess (Deficit)</b>	<b>(205,727)</b>	<b>(289,942)</b>	<b>(829,323)</b>	<b>539,381</b>		<b>70</b>	<b>1,280,613</b>	Budget spread evenly across 12 months, but actuals vary by project schedule
<b>*Measure B Assessment</b>								
Total Revenues	683	1,558	38,700	(37,142)	-95.97%	232,200	230,642	99.33%
Salaries & Benefits	11,329	17,634	13,061	4,573	35.01%	78,367	60,733	77.50%
Other Expenditures	5,082	6,548	4,409	2,139	48.52%	26,451	19,903	75.24%
Capital Expenditures/Loan Repayment	-	-	21,242	(21,242)	-100.00%	127,453	127,453	100.00%
Total Expenditures	16,410	24,182	38,712	(14,530)	-37.53%	232,271	208,089	89.59%
<b>Excess (Deficit)</b>	<b>(15,728)</b>	<b>(22,623)</b>	<b>(12)</b>	<b>(22,611)</b>		<b>(71)</b>	<b>22,552</b>	
<b>*Street Lights</b>								
Total Revenues	11,512	22,881	21,433	1,448	6.76%	128,600	105,719	82.21%
Salaries & Benefits	3,481	8,401	9,812	(1,411)	-14.38%	58,873	50,472	85.73%
Other Expenditures	4,615	10,440	7,415	3,025	40.79%	44,487	34,047	76.53%
Capital Expenditures/Loan Repayment	-	-	12,167	(12,167)	-100.00%	73,000	73,000	100.00%
Total Expenditures	8,096	18,840	29,394	(10,554)	-35.90%	176,360	157,520	89.32%
<b>Excess (Deficit)</b>	<b>3,416</b>	<b>4,041</b>	<b>(7,961)</b>	<b>(12,002)</b>		<b>(47,760)</b>	<b>(51,801)</b>	
<b>Governmental Funds Excess (Deficit)</b>	<b>(218,039)</b>	<b>(308,525)</b>	<b>(837,296)</b>	<b>528,771</b>		<b>(47,761)</b>	<b>1,251,365</b>	

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

# McKinleyville Community Services District August 2023

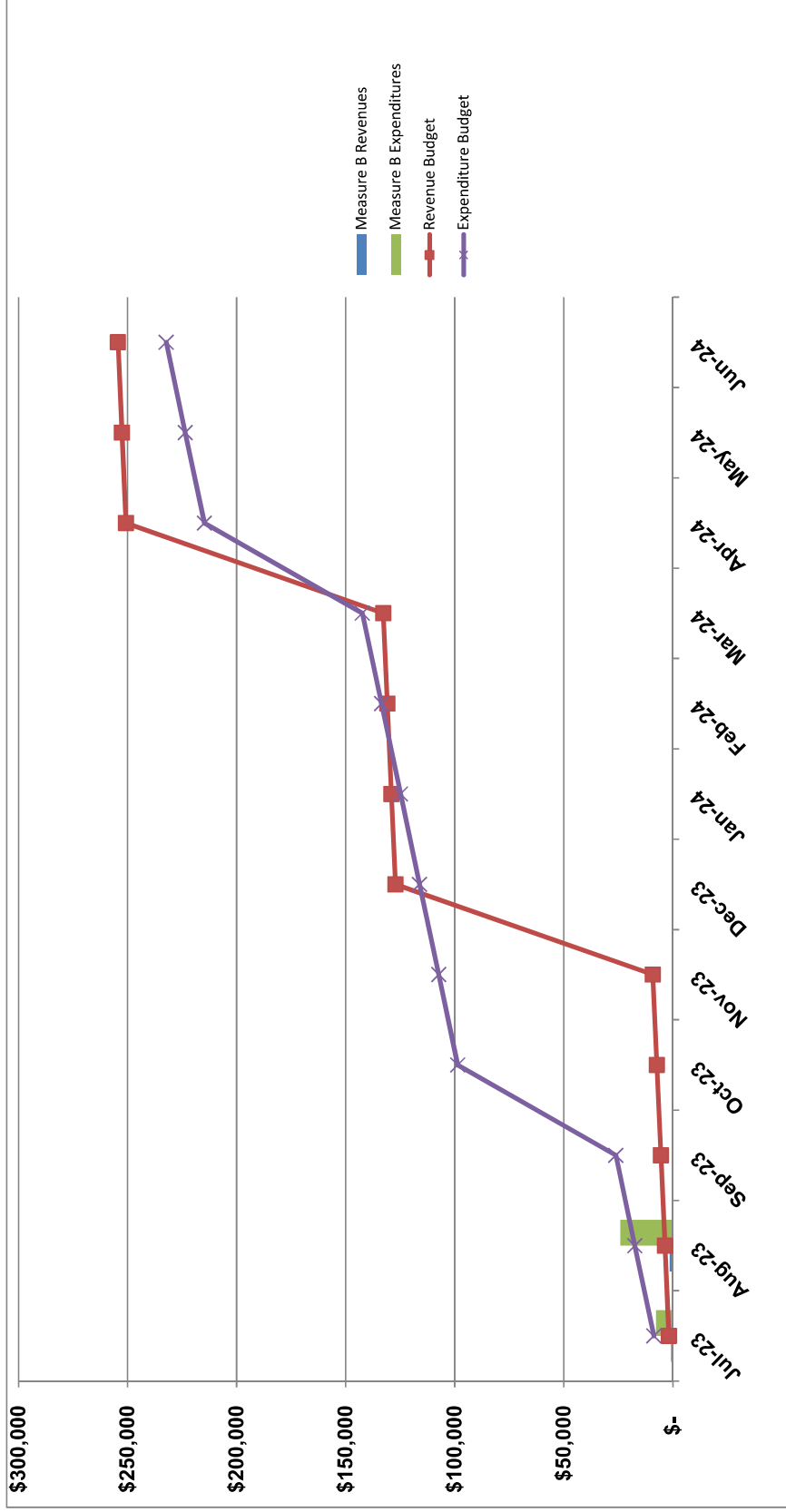
## Comparison of Parks & Recreation Total Revenues & Expenditures to Budget





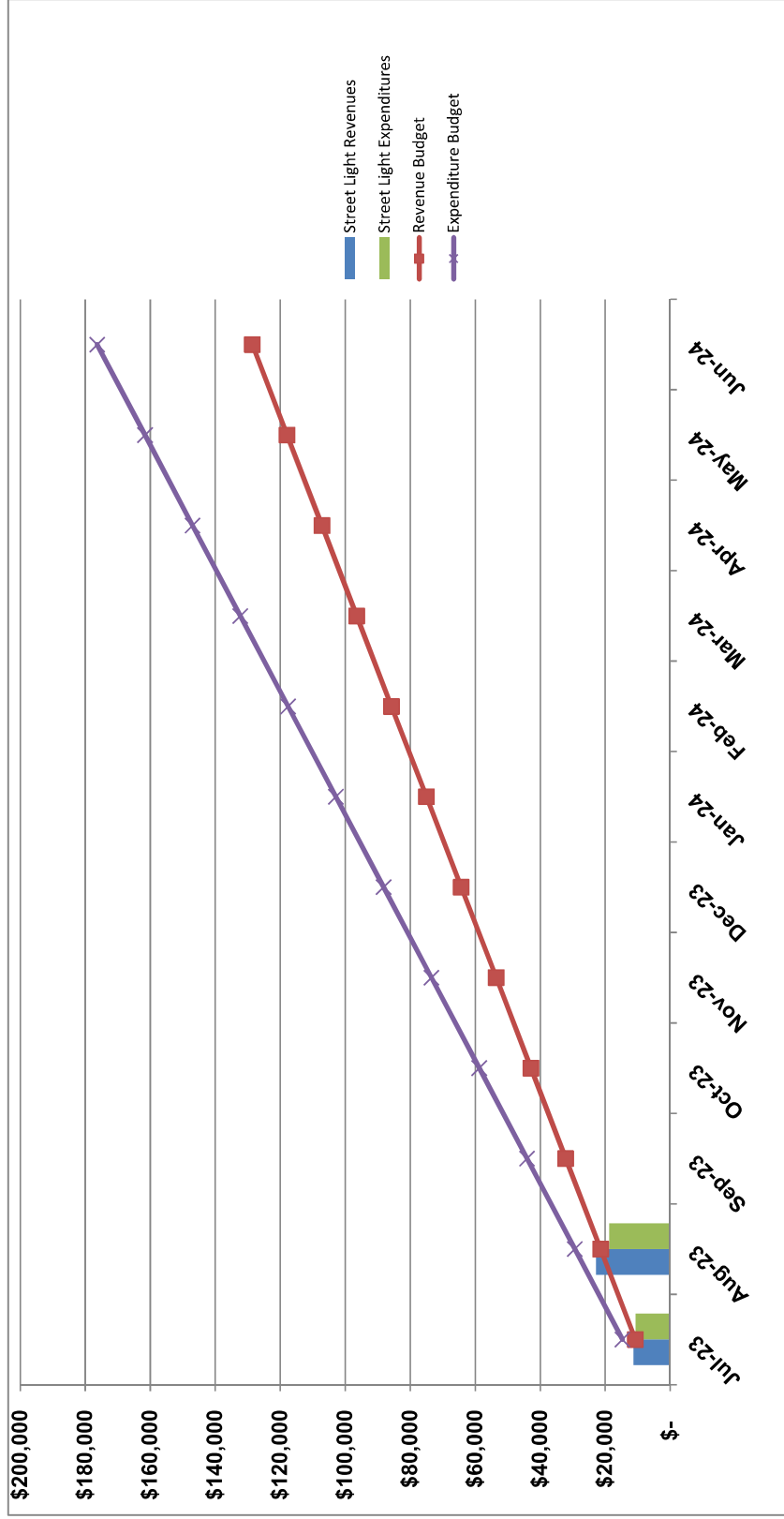
# McKinleyville Community Services District August 2023

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



# McKinleyville Community Services District August 2023

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



**McKinleyville Community Services District  
Cash Disbursement Detail Report  
For the Period August 1 through August 31, 2023**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
36023	8/7/2023	\S018	Ck# 036023 Reversed	(74.41)	B90830u	Ck# 036023 Reversed
36115	8/7/2023	*0016	Ck# 036115 Reversed	(60.00)	B90927u	Ck# 036115 Reversed
36394	8/1/2023	*0030	Ck# 036394 Reversed	(65.00)	B91209u	Ck# 036394 Reversed
36395	8/1/2023	*0031	Ck# 036395 Reversed	(30.00)	B91209u	Ck# 036395 Reversed
36583	8/7/2023	*0035	Ck# 036583 Reversed	(30.00)	C00127u	Ck# 036583 Reversed
36734	8/1/2023	HEL01	Ck# 036734 Reversed	(450.00)	C00227u	Ck# 036734 Reversed
36802	8/7/2023	*0048	Ck# 036802 Reversed	(140.00)	C00323u	Ck# 036802 Reversed
36807	8/1/2023	*0054	Ck# 036807 Reversed	(474.50)	C00323u	Ck# 036807 Reversed
36847	8/7/2023	*0053	Ck# 036847 Reversed	(350.00)	C00406u	Ck# 036847 Reversed
36972	8/7/2023	*0121	Ck# 036972 Reversed	(70.00)	C00417u	Ck# 036972 Reversed
36983	8/7/2023	*0132	Ck# 036983 Reversed	(70.00)	C00417u	Ck# 036983 Reversed
37414	8/7/2023	WIL09	Ck# 037414 Reversed	(466.46)	010-45335u	Ck# 037414 Reversed
37636	8/7/2023	GRA02	Ck# 037636 Reversed	(5.57)	C01019u	Ck# 037636 Reversed
37700	8/7/2023	HUM26	Ck# 037700 Reversed	(83.55)	C01109u	Ck# 037700 Reversed
37953	8/7/2023	HAR13	Ck# 037953 Reversed	(433.50)	C10104u	Ck# 037953 Reversed
				(433.50)	C10105u	Ck# 037953 Reversed
			<b>Check Total:</b>	<b>(867.00)</b>		
38588	8/11/2023	COU06	COUNTY OF HUMBOLDT	(295.00)	C10622u	Ck# 038588 Reversed
41352	8/11/2023	*0091	Ck# 041352 Reversed	(100.00)	C30710u	Ck# 041352 Reversed
41436	8/3/2023	ACW01	CB&T/ACWA-JPIA	13,009.98	699996	GRP. HEALTH INS
41437	8/3/2023	BAD01	BADGER METER, Inc.	362.58	80134458	SUBSCRIPTIONS
41438	8/3/2023	BIN02	ACWA TRAVEL ADVANCE	75.25	C30802	ACWA TRAVEL ADVANCE
41439	8/3/2023	CAS01	CASH	218.05	C30802	PETTY CASH REPLACEMENT
41440	8/3/2023	COA01	COASTAL BUSINESS SYSTEMS	1,093.00	AR140867	MONTHLY FEE
41441	8/3/2023	GHD01	GHD	34,668.88	800036039	SEWER MAIN REPLACEMENT
				3,764.00	800036057	WATER RECYCLING PROGRAM
				842.34	800036060	AGREEMENT NO 2021-16
				295.51	800036062	MICROGRID
			<b>Check Total:</b>	<b>39,570.73</b>		
41442	8/3/2023	GRA02	GRAINGER	752.58	786672478	PARTS AND SUPPLIES
41443	8/3/2023	HAR03	HARPER MOTORS CO.	54,042.70	C30803	VEH PURCHASE 1FTBF2AA6PEC
41444	8/3/2023	HAR13	The Hartford - Priority A	487.05	187850122	GRP. HEALTH INS

41445	8/3/2023	HUM01	HUMBOLDT BAY MUNICIPAL WA	104,138.72	C30802	WTR PURCHASED
41446	8/3/2023	INF03	INFINITE CONSULTING SERVI	4,540.00	11022	MONTHLY FEE
41447	8/3/2023	3-May	ACWA TRAVEL ADVANCE	75.25	C30802	ACWA TRAVEL ADVANCE
41448	8/3/2023	MCS04	MCKINLEYVILLE COMMUNITY S	68.48	C30802	APRIL SOUSA CB TAKING OUT
41449	8/3/2023	MIL03	THE MILL YARD	124.96 (124.96)	C30802 C30802u	PARTS AND SUPPLIES Ck# 041449 Reversed
<b>Check Total:</b>				-		
41450	8/3/2023	MIT02	MITEL	789.24	44039310	PHONE SERVICES
41451	8/3/2023	NOR13	NORTHERN CALIFORNIA SAFET	120.00	29251	MONTHLY FEE
41452	8/3/2023	ORE01	O'REILLY AUTOMOTIVE, INC.	7.75	537152472	REPAIRS/SUPPLY
41453	8/3/2023	PGE11	PGE STREETLIGHTS	21.23	C30802	GAS & ELECTRIC SEWER PUMP
41454	8/3/2023	PGE12	PGE	240.60	C30802	GAS & ELECTRIC HILLER SPO
41455	8/3/2023	PGE13	PGE	11.29	C30802	GAS & ELECTRIC OPEN SPACE
41456	8/3/2023	SOU03	FLEX SPENDING REFUND	531.52	C30802	FLEX SPENDING REFUND
41457	8/3/2023	STR01	STREAMLINE	375.00	F9E7-0034	SUBSCRIPTIONS
41458	8/3/2023	THR01	THRIFTY SUPPLY COMPANY	904.04 1,533.87	022038-01 102137801	FORD CORP STOP PARTS AND SUPPLIES
<b>Check Total:</b>				<b>2,437.91</b>		
41459	8/3/2023	TWO01	TWO BROTHERS CATHODIC SER	7,034.00 3,676.66 1,000.00	1034 1035 1036	RECTIFIER FOR TANK 1B REPLACE CATHODIC IN TANK TANK 2A AND TANK 2B
<b>Check Total:</b>				<b>11,710.66</b>		
41460	8/3/2023	UMP01	UMPQUA COMMERCIAL CARD OP	3,895.91 2,675.11 322.52 425.90 1,517.22 710.54	0823BD 0823JH 0823LF 0823NA 0823PK 0823PARKS	TRAVEL TRAINING SUPPLIES TRAVEL TRAINING SUPPLIES TRAVEL TRAINING SUPPLIES TRAVELING TRAINING SUPPLI TRAVEL TRAINING SUPPLIES TRAVEL TRAINING SUPPLIES
<b>Check Total:</b>				<b>9,547.20</b>		
41461	8/3/2023	VAL01	VALLEY PACIFIC PETROLEUM	1,187.09	L23658004	GAS/OIL/LUBE
41462	8/3/2023	VAL02	VALLEY PACIFIC	3,908.82	L23657407	GAS/OIL/LUBE
41463	8/3/2023	\B020	MQ CUSTOMER REFUND FOR BU	41.53	000C30701	MQ CUSTOMER REFUND FOR BU
41464	8/3/2023	\S028	MQ CUSTOMER REFUND FOR SA	39.16	000C30701	MQ CUSTOMER REFUND FOR SA
41465	8/3/2023	\S029	MQ CUSTOMER REFUND FOR SH	60.23	000C30701	MQ CUSTOMER REFUND FOR SH
41466	8/7/2023	\BIL0	REISSUE FOR CK 36115 9-27	60.00	C30807	REISSUE FOR CK 36115 9-27
41467	8/7/2023	\BRU0	REISSUED FOR CK 36983 4-2	70.00	C30807	REISSUED FOR CK 36983 4-2
41468	8/7/2023	\CER0	REISSUED FOR CK#35752 7-2	80.06	C30807	REISSUED FOR CK#35752 7-2
41469	8/7/2023	\GRE0	REISSUED FOR CK36802 3-23	140.00	C30807	REISSUED FOR CK36802 3-23
41470	8/7/2023	\HOF0	REISSUED FOR CK36515 1-6-	55.03	C30807	REISSUED FOR CK36515 1-6-
41471	8/7/2023	\KIN0	REISSUED FOR CK#36972 REC	70.00	C30807	REISSUED FOR CK#36972 REC
41472	8/7/2023	\LAU0	REISSUE FOR CK36847 4-6-2	350.00	C30807	REISSUE FOR CK36847 4-6-2

41473	8/7/2023	\OST0	REISSUED FOR CK#36583 1-2	30.00	C30807	REISSUED FOR CK#36583 1-2
41474	8/7/2023	\SMI0	REISSUED FOR CK36023 8-30	74.41	C30807	REISSUED FOR CK36023 8-30
41475	8/7/2023	\STU0	REISSUED FOR CK#35764 7-2	37.39	C30807	REISSUED FOR CK#35764 7-2
41476	8/14/2023	*0001	ARCATA HIGH CLASS OF 1958	100.00	117025	DEPOSIT REFUND AZ HALL
41477	8/14/2023	*0091	DEPOSIT REFUND AH	100.00	C30811	DEPOSIT REFUND AH
41478	8/14/2023	10,102	101 NETLINK	960.00	202307311	BACKUP INTERNET SERVICES
41479	8/14/2023	ADV04	ADVANCED DISPLAY AND SIGN	74.43	519769	DECAL SERVICES
41480	8/14/2023	AGB01	AGB	2,048.00	M23-2307	ANNUAL INSPECTION AND MAI
41481	8/14/2023	AMA01	AMAZON CAPITAL SERVICES	1,146.73	3Q3V1HM6X	PARTS AND SUPPLIES
41482	8/14/2023	BAS01	PACE ANALYTICAL SERVICES	3,931.88	230661128	LAB TESTS TREATMENT
41483	8/14/2023	BIN02	TRAVEL ADVANCE	263.00	C30808	TRAVEL ADVANCE
41484	8/14/2023	BIT02	TRAVEL ADVANCE CSDA CONFE	263.00 (263.00)	C30808 C30808u	TRAVEL ADVANCE CSDA CONFE Ck# 041484 Reversed
<b>Check Total:</b>				-		
41485	8/14/2023	CHA03	CHASE INC.	58,158.49	462	PALORSI LOAN REPAYMENT
41486	8/14/2023	COU07	TRAVEL ADVANCE CSDA CONFE	263.00	C30808	TRAVEL ADVANCE CSDA CONFE
41487	8/14/2023	EUR06	EUREKA READY MIX	1,526.82	88400	3/4 BASE CLASS II & #2 GR
41488	8/14/2023	GRS01	G R SUNDBERG, INC.	400,933.25	C30809	WTR/SWR MAIN REHAB & REPL
41489	8/14/2023	HAR03	HARPER MOTORS CO.	8,081.25	C30809	F250 UTILITY BOX
41490	8/14/2023	HUM03	HUMBOLDT COUNTY	855.84	C30808	TAXES & ASSESS. 860-003-8
41491	8/14/2023	HUM08	HUMBOLDT SANITATION	1,184.55 733.15 365.40 733.15	37X02684 37X02685 37X02686 37X02818	1656 SUTTER TRASH SERVICE 1705 GWIN TRASH SERVICE 675 HILLER RD TRASH SERVI 1620 PICKET RD TRASH SERV
<b>Check Total:</b>				<b>3,016.25</b>		
41492	8/14/2023	KUB01	ETSUKO KUBO CONSULTING	330.00	102JUL	COACHING SESSION
41493	8/14/2023	LES01	LES SCHWAB TIRE CENTER	29.37	600549720	LABOR/PARTS/SERVICE
41494	8/14/2023	MAC02	MAC'S REFRIGERATION SVC.	120.00	48713	LABOR AND SERVICES
41495	8/14/2023	MAY03	TRAVEL ADVANCE	263.00	C30808	TRAVEL ADVANCE
41496	8/14/2023	MCK02	MCKINLEYVILLE GLASS CO.	306.38	50193	1999 F350 REPAIR
41497	8/14/2023	MCK04	MCK ACE HARDWARE	1,203.12	C30809	PARTS AND SUPPLIES
41498	8/14/2023	MDG01	MELTON DESIGN GROUP INC	25,397.40	6362	2537 BMX TRACK AND PARK D
41499	8/14/2023	MIL01	Miller Farms Nursery	124.96	C30811	REPAIRS/SUPPLY
41500	8/14/2023	MIL03	THE MILL YARD	403.12 218.45 545.44 867.99	405036 405389 406748 C30808	PARTS AND SUPPLIES PART AND SUPPLIES PARTS AND SUPPLIES VINYL CLEAR PATIO
<b>Check Total:</b>				<b>2,035.00</b>		
41501	8/14/2023	MIT01	MITCHELL LAW FIRM	1,258.00	933	LEGAL SERVICES
41502	8/14/2023	MUD01	MUDDY WATERS COFFEE CO.,I	80.00	123063699	COFFEE

41503	8/14/2023	NAP02	NAPA AUTO PARTS	186.16	C30808	PARTS AND SUPPLIES
41504	8/14/2023	NOR01	NORTH COAST LABORATORIES	7,970.00	C30809	LAB TESTS
41505	8/14/2023	ORS03	TRAVEL ADVANCE CSDA CONFE	189.00	C30811	TRAVEL ADVANCE CSDA CONFE
41506	8/14/2023	PAC02	PACIFIC LEGACY	8,761.72	71012306S	CollectionSys-Undercrossg
41507	8/14/2023	PGE01	PG & E (Office & Field)	24,159.36	C30808	GAS & ELECTRIC
41508	8/14/2023	SIX03	SIX RIVERS MECHANICAL	30,218.00	I5785	FURANCE REPLACEMENT
41509	8/14/2023	THO02	Thomas Home Center	1,008.75	C30809	REPAIRS/SUPPLY
41510	8/14/2023	VER01	VERIZON WIRELESS	3.72	940186446	PAGING/ALARMS
				526.33	940186447	PAGING/ALARMS
			<b>Check Total:</b>	<b>530.05</b>		
41511	8/14/2023	\JAC0	CU DEP REFUND NEW WATER S	327.22	C30809	CU DEP REFUND NEW WATER S
41512	8/15/2023	BNY01	BNY MELLON TRUST COMPANY,	133,471.30	C30815	LOAN CT2124633
41513	8/15/2023	LEW01	THE LEW EDWARDS GROUP	6,000.00	5	PROFESSIONAL SERVICES
41514	8/15/2023	PGE10	PGE STREETLIGHTS	5.16	C30815	GAS & ELECTRIC S.L.- ZONE
41515	8/15/2023	PIT01	PITNEY BOWES GLOBAL FINAN	481.37	106213166	OFFC EQUIP LEAS
41516	8/15/2023	STA08	SWRCB ACCOUNTING OFFICE	663,032.08	C30815	LOAN PAYMENT P & I
41517	8/15/2023	WEI02	EMPLOYEE REIMBURSEMENT	300.00	C30815	EMPLOYEE REIMBURSEMENT
				41.43	C082023	EMPLOYEE REIMBURSEMENT
			<b>Check Total:</b>	<b>341.43</b>		
41518	8/15/2023	WIL09	WILLDAN FINANCIAL SERVICE	3,650.00	1055682	MEASURE B ASSESSMENT
41519	8/28/2023	USP02	USPS: ARCATA BMEU	2,066.47	C30828	POSTAGE - MEASURE B
41520	8/31/2023	*0005	SECURITY DEPOSIT	100.00	C30829	SECURITY DEPOSIT
41521	8/31/2023	A&L02	A & L FEED	51.69	C30828	PARTS/SUPPLIES
41522	8/31/2023	ATT04	ATT	856.98	740740805	TELEMETRY
41523	8/31/2023	BLA01	TRAVEL ADVANCE	160.50	C30828	TRAVEL ADVANCE
41524	8/31/2023	BOR01	BORGES & MAHONEY CO.	820.69	144543	PARTS/SUPPLIES
				999.09	144563	PARTS/SUPPLIES
				64.35	144601	PARTS/SUPPLIES
			<b>Check Total:</b>	<b>1,884.13</b>		
41525	8/31/2023	BTM01	BT METAL SALES & FABRICAT	277.92	41287	TUBING
41526	8/31/2023	CLE05	CLEARCO PRODUCTS CO. INC.	265.00	181755	SILICONE GREASE
41527	8/31/2023	COA01	COASTAL BUSINESS SYSTEMS	1,057.85	34674168	OFFC EQUIP LEAS
41528	8/31/2023	COR01	CORBIN WILLITS SYSTEMS, I	1,086.36	00C308151	SUBSCRIPTIONS
41529	8/31/2023	CWE01	CWEA	108.00	C30828	D SMALL CERT RENEWAL
41530	8/31/2023	DEP05	DEPARTMENT OF JUSTICE	32.00	672571	FINGERPRINTING
41531	8/31/2023	HAR03	HARPER MOTORS CO.	93.08	848164/2	PARTS AND LABOR
41532	8/31/2023	HAR13	The Hartford - Priority A	481.95	182966903	GRP. HEALTH INS
41533	8/31/2023	IND02	INDUSTRIAL ELECTRIC SERVI	5,910.32	IN48136	HOLLOW SHAFT MOTOR/LABOR

41534	8/31/2023	IND04	INDUSTRIAL CONTROL AND DE	21,880.11	17328	SCADA TANK UPGRADE
41535	8/31/2023	INF02	INFOSEND	3,357.44	244419	MAILING AND POSTAGE
41536	8/31/2023	INF03	INFINITE CONSULTING SERVI	2,822.94	11080	COMPUTER AND MONITOR
41537	8/31/2023	LIV01	TAMESON LIVENGOOD	360.00	C30828	CONTRACT SOFTBALL UMPIRE
41538	8/31/2023	MAC02	MAC'S REFRIGERATION SVC.	2,980.19	48888	COMPRESSOR FOR TEEN CENTE
41539	8/31/2023	2-May	DIRECTORS FEES 8/2/23 & 8	250.00	C30831	DIRECTORS FEES 8/2/23 & 8
41540	8/31/2023	MIL03	THE MILL YARD	543.43	410321	PARTS AND SUPPLIES
41541	8/31/2023	NOR07	NORTHCOAST CHIMNEY SWEEP,	145.00	18475	1300 ANDERSON AVE
41542	8/31/2023	PGE05	PGE	541.61	C30828	GAS & ELECTRIC S.L.- ZONE
41543	8/31/2023	PGE06	PG&E-STREETLIGHTS	24.92	C30828	GAS & ELECTRIC S.L.- ZONE
41544	8/31/2023	PGE07	PG&E STREETLIGHTS	1,567.97	C30828	GAS & ELECTRIC
41545	8/31/2023	PGE08	PGE STREETLIGHTS	47.24	C30828	GAS & ELECTRIC S.L.- ZONE
41546	8/31/2023	PGE09	PGE-STREETLIGHTS	120.95	C30828	GAS & ELECTRIC S.L.- ZONE
41547	8/31/2023	PGE11	PGE STREETLIGHTS	21.39	C30828	GAS & ELECTRIC SEWER PUMP
41548	8/31/2023	PGE12	PGE	205.60	C30828	GAS & ELECTRIC HILLER SPO
41549	8/31/2023	PGE13	PGE	10.91	C30828	GAS & ELECTRIC OPEN SPACE
41550	8/31/2023	SAL01	CONTRACT SOFTBALL UMPIRE	120.00	C30828	CONTRACT SOFTBALL UMPIRE
41551	8/31/2023	STA01	STATEWIDE TRAFFIC	205.07	9009016	PARTS AND SUPPLIES
41552	8/31/2023	THR02	DAZEY'S SUPPLY	28.55	4501	HAY BALE
41553	8/31/2023	TPX01	TPx COMMUNICATIONS	2,891.77	3849528-0	INTERNET SERVICES
41554	8/31/2023	URT01	CONTRACT SOFTBALL UMPIRE	480.00	C30828	CONTRACT SOFTBALL UMPIRE
D00087	8/31/2023	BIN01	DIRECTORS FEES 8/2/23 & 8	250.00	C30831	DIRECTORS FEES 8/2/23 & 8
				250.00	C30831	DIRECTORS FEES 8/2/23 & 8
				250.00	C30831	DIRECTORS FEES 8/2/23 & 8
				250.00	C30831	DIRECTORS FEES 8/2/23 & 8
			<b>Check Total:</b>	<b>1,000.00</b>		
			<b>Accounts Payable Disbursements:</b>	<b>1,694,115.54</b>		

#### Payroll Related Disbursements

19157	8/4/2023	CAL12	CalPERS 457 Plan	8,535.20	C30804	RETIREMENT
				799.68	1C30804	PERS 457 LOAN PMT
			<b>Check Total:</b>	<b>9,334.88</b>		
19158	8/4/2023	DIR01	DIRECT DEPOSIT VENDOR- US	43,184.66	C30804	Direct Deposit
19159	8/4/2023	EMP01	Employment Development	1,105.34	C30801	STATE INCOME TAX
				2,269.15	C30804	STATE INCOME TAX
19159	8/4/2023	EMP01	Employment Development	150.73	1C30801	SDI
				807.28	1C30804	SDI
			<b>Check Total:</b>	<b>4,332.50</b>		
19160	8/4/2023	HEA01	HEALTHEQUITY, ATTN: CLIEN	75.00	C30804	HSA
19161	8/4/2023	HUM29	UMPQUA BANK--PAYROLL DEP.	3,684.45	C30801	FEDERAL INCOME TAX

			8,260.90	C30804	FEDERAL INCOME TAX
			2,076.70	1C30801	FICA
			11,141.60	1C30804	FICA
			485.68	2C30801	MEDICARE
			2,605.66	2C30804	MEDICARE
		<b>Check Total:</b>	<b>28,254.99</b>		
19163	8/4/2023 ACW01	CB&T/ACWA-JPIA	57,961.80	C30731	MED-DENTAL-EAP INSUR
19164	8/4/2023 PUB01	Public Employees PERS	26,508.02	C30731	PERS PAYROLL REMITTANCE
	8/10/23 Multi	Payroll	18,710.79		
19186	8/16/2023 CAL12	CalPERS 457 Plan	8,387.02	C30816	RETIREMENT
			799.68	1C30816	PERS 457 LOAN PMT
		<b>Check Total:</b>	<b>9,186.70</b>		
19187	8/16/2023 DIR01	DIRECT DEPOSIT VENDOR- US	43,209.13	C30816	Direct Deposit
19188	8/16/2023 EMP01	Employment Development	2,261.54	C30816	STATE INCOME TAX
			789.43	1C30816	SDI
		<b>Check Total:</b>	<b>3,050.97</b>		
19189	8/16/2023 HEA01	HEALTH EQUITY, ATTN: CLIEN	75.00	C30816	HSA
19190	8/16/2023 HUM29	UMPQUA BANK--PAYROLL DEP.	7,901.35	C30816	FEDERAL INCOME TAX
			10,891.80	1C30816	FICA
			2,547.24	2C30816	MEDICARE
		<b>Check Total:</b>	<b>21,340.39</b>		
	8/25/2023 Multi	Payroll	17,391.92		
		<b>Payroll Disbursements:</b>	<b>282,616.75</b>		
		<b>Total Disbursements:</b>	<b>1,976,732.29</b>		





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# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 7, 2023

TYPE OF ITEM: **ACTION**

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**ITEM: E.1**                      **Consider Adoption of Resolution 2023-20 Recognizing, Honoring and Commending James Henry for Twenty Five (25) Years of Service**

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

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

### **Recommendation:**

Staff recommends that the Board review the item, provide comments, take Staff and Public Comments and approve Resolution 2023-20, **Attachment 1**, recognizing, honoring and commending James Henry for his twenty five (25) years of continuous service at McKinleyville Community Services District.

### **Discussion:**

Attached for the Board of Directors' review is Resolution 2023-20, recognizing, honoring, and commending James Henry for his twenty five continuous years of service to the District and the Community of McKinleyville. While James has been a full-time employee for 25 years, he has worked in varying capacities for MCSD since 1995 or for more than 28 years.

In 1995, James was hired as a seasonal employee to move irrigation pipe and assist Operations staff with daily responsibilities. He was soon recognized as an exceptional employee and was rehired as a part-time employee during the summers of 1996, 1997 and 1998. Finally, in October of 1998, all the stars aligned, a full-time position became available, and James was hired as a Utility Person I, and the rest, as they say, is history. James was promoted to Utility Person II in January of 2003 and then Lead Person soon thereafter in August of that same year. In May of 2013, he took over as the Operations Director and has pretty much been running the place ever since, with occasional input from the General Manager, the Board of Directors and the rest of Staff.

James holds numerous certifications including Wastewater Operator IV, Distribution Operator IV, Water Treatment Operator II, Collections System Operator III and Backflow Prevention Tester Certificate.

He is the first to offer help when anyone needs anything, either at work or in the Community. He is a wonderful mentor to younger Staff and is always willing to offer them pointers, based on his years of experience. He knows the water, sewer and streetlight systems like the back of his hand and puts that knowledge to use every day. He is invaluable during infrastructure upgrade projects both during the planning and design as well as during construction. He is an

irreplaceable partner in all aspects of the District's operation and is a large reason for the District's continued excellence.

Please join us in thanking James for his service and presenting him with a Resolution and longevity award acknowledging his outstanding contributions to the McKinleyville Community Services District and the McKinleyville community for the past 25 years.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Resolution 2023-20

**RESOLUTION 2023 – 20**

**A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING  
JAMES HENRY FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
FOR TWENTY FIVE CONTINUOUS YEARS**

**WHEREAS**, James Henry, having faithfully served twenty-five continuous years as a full-time employee of the McKinleyville Community Services District (MCSD) from October 16, 1998 to October 16, 2023; and

**WHEREAS**, James lends his talents, experience, and leadership to the District, first as a seasonal employee in July of 1995 and, with diligent effort and dedication, advanced through the ranks to his current position of Operations Director in May of 2013; and

**WHEREAS**, throughout his years of service, James has demonstrated unwavering loyalty, commitment and professionalism, capably leading and coordinating the efforts of the Operations team and lending his talents wherever else they are needed throughout the District; and

**WHEREAS**, James continues to perform his duties in an efficient, conscientious and responsible manner, working extended hours and weekends as necessary, consistently responding with work that exceeds expectations; and

**WHEREAS**, in addition to his role as Operations Director, James holds numerous advanced certifications in water and wastewater operations, acts as the Chief Plant Operator at the wastewater treatment plant and serves on the Board for the California Water Environmental Association; and

**WHEREAS**, James' work ethic and positive demeanor continue to be an inspiration and an invaluable resource to his team, the entire MCSD staff and the McKinleyville Community, and

**WHEREAS**, we have nothing further to add.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District hereby confers upon James Henry its highest commendation for the dedicated service he has performed for the District and the community, and further marks his historic accomplishment as a McKinleyville Community Services District employee for twenty-five years.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on October 4, 2023 by the following polled vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Gregory P Orsini, Board President

Attest:

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Joey Blaine, Board Secretary

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conducted several presentations to community groups, service clubs and business owners providing information about the Parks & Recreation Department and collecting feedback from the community regarding the work of the Parks & Recreation Dept. The top priorities identified by community residents and property owners through these outreach efforts include:

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

Following is a short presentation highlighting how MCSD Parks & Recreation amenities and opportunities add value to the community and are integral to the health and wellbeing of residents and the local economy.

**Alternatives:**

Take Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 - Parks and Recreation in McKinleyville Presentation



# Parks & Recreation in McKinleyville



## The Value of Parks, Trails & Open Spaces

Easily accessed parks and open spaces contribute to:

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



# Community Driven Development

McKinleyville Parks & Recreation consistently works to engage the community in the process of developing recreation amenities and opportunities within the District to ensure that developments are meeting the needs and desires of the residents.

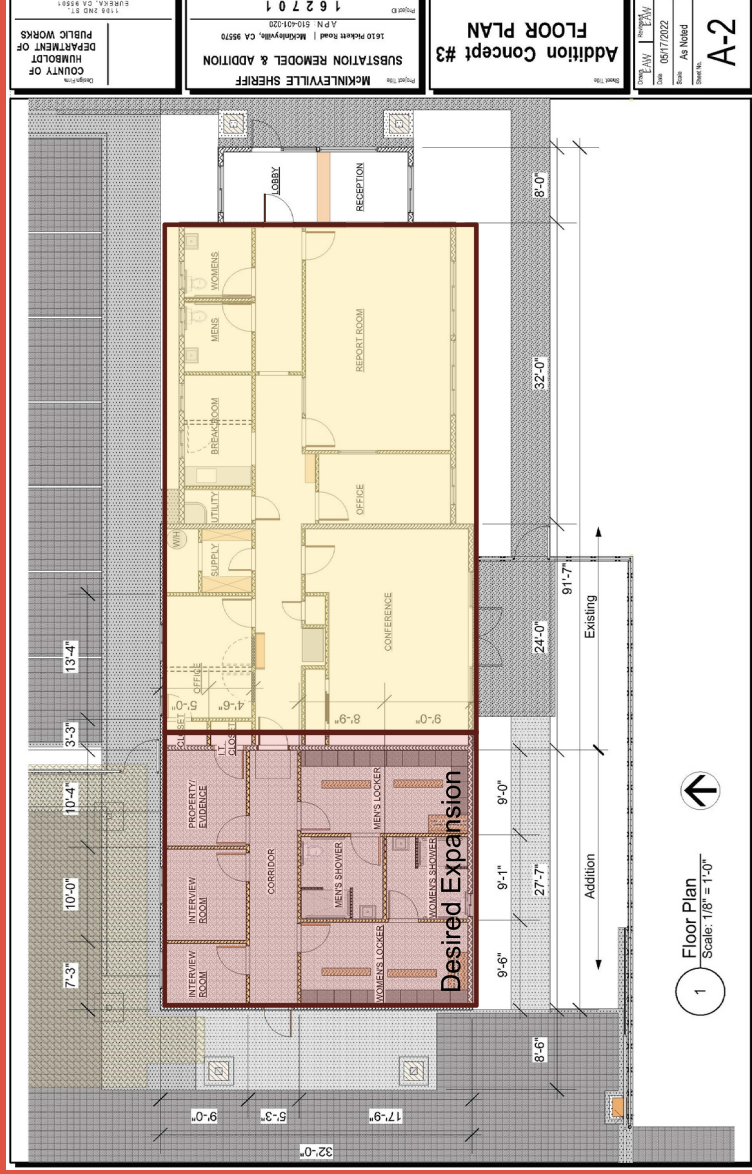
- 1988—Hiller Park developed
- 1991—Pierson Park developed
- Measure B initiated in 1993**
- 1995—Azalea Hall & McKinleyville Activity Center Constructed
- 1996—McKinleyville Library constructed
- 1997—Law Enforcement Facility constructed (funded and donated by Mad River Rotary)
- 2003—Hiller Sports Site developed
- 2015—Pierson Park Picnic Pavilion constructed
- 2016—McKinleyville Teen & Community Center constructed
- Currently in development planning, coming in:**
- 2023—Skate Park phase 1
- 2024—BMX Track & Park at School Rd. & Washington Ave.
- 2024/2025—556 Acre Community Forest

# Community Outreach



# McKinleyville Law Enforcement Facility (Sheriff Substation)

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



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

# Parks & Facilities

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

Maintenance of McKinleyville's existing parks, facilities and open spaces utilizes over 1,000 labor hours annually.

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

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



# McKinleyville Parks & Recreation

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

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



# McKINLEYVILLE

## COMMUNITY SERVICES DISTRICT







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# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 4, 2023

TYPE OF ITEM: **Action**

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**ITEM: E.4**                      **Consider Approval of Final Project Signs and Naming for the Baduwa't or Mad River Floodplain and Public Access Project**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, discuss, take public comment and approve the final three Project Signs and the Wiyot name "Lhiwetgut" for the District's new restoration and Public Access Project by the approval of Resolution 2023-21 by title only.

### **Discussion:**

As the Board is aware, this project was initiated to address the decommissioning and reclamation of the District's Percolation Ponds, but it has numerous benefits including establishing off-stream habitat and providing public access to the District bluff area at the end of School Road and the Baduwa't currently known as the Mad River as it transitions to the ocean. This area is unceded ancestral territory of the Wiyot people and has a long history of use by the Wiyot Tribe. As part of the initial planning and grant process, CalTrout and the District reached out to the Tribe as a partner on the Project. CalTrout has been working with Marnie Atkins, the former Cultural Resource Director, the Tribes Linguist, Dr. Lynnika Butler, Adam Canter, the Tribe's Natural Resource Director as well as Alme Allen, a local indigenous artist. The Wiyot Tribe staff came up with an appropriate Wiyot name for the trail and has worked with Denise Newman from RCAA to advance other three signs that will be placed at various locations throughout the project. The District approved two "Project Signs" at their June 7, 2023 Board meeting, which would facilitate CalTrout to close out their grants for the Project. These three additional signs consist of content related to the traditional use of the site by the Wiyot Tribe. Lhiwetgut is a Wiyot name that means "Going along the edge of the Water/Shore".

The District has a "Policy for the Naming and Dedication of District Facilities" (see **Attachment 2**). The Policy states in part; "District facilities are public places and as such naming bestows some measure of value. Naming should be applied in order to bestow this value across all sectors of our community with attention to representation of under-represented communities including but not limited to local tribes." The Application for the Naming of the Facility is included as

**Attachment 3**, and details further how the proposed name conforms to District Policy.

The Policy also states that the “naming” shall be executed by the District Board of Directors via Resolution. Resolution 2023-21 for naming the trail constructed as part of the restoration process the Lhiwetgut Trail is included at **Attachment 4**.

**Alternatives:**

Staff analysis consists of the following potential alternative:

- Take No Action

**Fiscal Analysis:**

Not applicable. This project is grant funded by various grants obtained by CalTrout.

**Environmental Requirements:**

Not applicable. All necessary permits, including CEQA have been obtained for the project.

**Exhibits/Attachments:**

- Attachment 1 – Draft signage layouts
- Attachment 2 – District Naming Policy
- Attachment 3 – Application for Naming & Dedication of MCSD Facilities
- Attachment 4 – Resolution 2023-21

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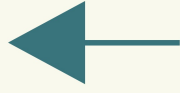
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knowledge  
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by unique plant and animal communities. The place where overlap, the **ecotone**, invites the greatest biological diversity. Across seasons and life cycles, animals find habitats seeking forage, nesting areas, and shelter.



Wu'mul  
(Prairie)



Riparian



Floodplain



Mammals, raptors, and a diversity of songbirds nest and forage in the grasses and shrubs of the prairie.

The woody **riparian** zone along the river provides shelter and food for many species. The gnaw marks on logs for evidence of beaver activity.

Winter flows bring nutrients into the streams and floodplains. The low-lying **floodplain** where fish and waterfowl find refuge.

ons from time immemorial,  
e of fire in prairies, seasonal  
cestral watersheds, TEK  
future generations.

Ci

From seasonal gathering practices and food  
harvests and farming, TEK keeps hu  
growing in balance. Wetland and  
Baduwa't (*Mad River*)

e European settlement,  
ng and railroads.  
cal balance.

Planting and tending to nat  
wildlife and

Wiyot country once hosted the la  
state—sustainable harvests ensured  
Fisheries is working to restor  
lamprey populations and h

Allowing Baduwa't to func  
(*backwater pond*) and floodplain habita  
Chinook, steelhead, tidewater gok



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## **POLICY FOR THE NAMING AND DEDICATION OF DISTRICT FACILITIES**

### **POLICY PURPOSE**

This Policy establishes a process and criteria for the consideration of requests by McKinleyville resident(s), the Wiyot and other local tribes, local indigenous people, business owner(s), organization(s), and/or property owner(s) for the naming or renaming of District facilities.

### **POLICY STATEMENT**

It is the policy of the McKinleyville Community Services District (District) to provide a process for consideration of the naming and renaming of District facilities. District facilities are public places and as such naming bestows some measure of value. Naming should be applied in order to bestow this value across all sectors of our community with attention to representation of under-represented communities including but not limited to local tribes. In general, existing facilities should only be renamed in exceptional circumstances. Naming requests will be considered which best serve the interests of the District and which ensure a worthy and enduring legacy. To this end the District supports consideration of naming requests according to the following guidelines and criteria.

### **DEFINITIONS**

The term “facilities” shall include buildings, rooms, interior spaces, exterior spaces (i.e. gardens, courts, plazas, fields, open spaces, forests) and all other tangible and relatively permanent features owned, operated or controlled by the McKinleyville Community Services District.

### **GUIDELINES & CRITERIA**

#### **1. Process for Naming New Facilities**

- 1.1. Facilities shall be named at least 30 days before the facility is open for operation.
- 1.2. The District shall create a Naming Committee which will publicly solicit proposals for naming new facilities from community resident(s), the Wiyot Tribe, and other local Tribes, business owner(s), organization(s) or property owner(s).
  - 1.2.1. Proposals shall be made in writing and shall be consistent with the criteria referenced in Section 4 of this Policy.
- 1.3. From the submitted proposals, the Naming Committee will develop a list of up to three possible names for a new facility to present to the Board of Directors for consideration and public comment.
- 1.4. The District shall hold a minimum of one public hearing to receive public comments on names proposed by the Naming Committee.
- 1.5. Naming of District facilities shall be executed by the District Board of Directors via Resolution.

#### **2. Process for Renaming Existing Facilities**

- 2.1. A request to rename a District facility may be initiated by one or more McKinleyville resident(s), business owner(s), organization(s), member(s) of a tribal community, property owner(s) or by the MCSD Board of Directors using the Application for Commemorative Naming and Dedication of McKinleyville Community Services District Facilities. The Application shall include letters of support, articles, documents, and other evidence demonstrating broad-based community support for the Application.
- 2.2. The Application shall identify the District facility, state the reason(s) for the proposed name change and specify the proposed name.

- 2.3. The General Manager and/or designated District staff will review the Application and determine if it is consistent with the Naming Policy. If consistent the Application will be forwarded to the District Board of Directors for review and consideration.
- 2.4. Applications that are determined by the General Manager to be incomplete, without sufficient support, or that are otherwise inconsistent with the Policy will be returned to the applicant together with a written explanation for the return. The applicant may resubmit the Application at any time with new or additional information to correct insufficiencies identified by the General Manager.
- 2.5. All decisions with respect to the renaming of District facilities will be at the discretion of the District Board of Directors, which shall determine whether a District facility or portion thereof should be renamed.
- 2.6. Naming/Renaming of District facilities shall be executed by the District Board of Director via Resolution.

### **3. Process for Naming/Renaming portions of a District Facility**

- 3.1. The process outlined in Section 2 above shall be followed.
- 3.2. Areas within a District facility may be named or renamed as referenced in Section 4 of this Policy entitled "Criteria to be used in Naming All District Facilities" shall be followed.
- 3.3. Plaques or other appropriate types of markers may be used when an area or portion of a District facility is named or renamed.
- 3.4. The costs of plaques or markers and/or the replacement of signs resulting from or done in conjunction with the dedication or commemorative naming/renaming of an area will be borne by the individual, group or organization requesting the name.
  - 3.4.1. The design, type and/or style of plaques, markers and/or signs must be approved by the District prior to installation.

### **4. Criteria to be used in Naming All District Facilities:** Priorities to be considered in naming all District facilities shall be as follows:

- 4.1. General Criteria: Names shall:
  - 4.1.1. Engender strong positive image
  - 4.1.2. Be appropriate in regard to the facility location and/or history
  - 4.1.3. Have historical, cultural and/or social significance for future generations
  - 4.1.4. Commemorate places, people or events that are of continued importance to the community or region and/or local tribes.
  - 4.1.5. Have broad public support
- 4.2. Tribal: Names as determined through consultation with the Wiyot tribe, and other local tribes as relevant, with special consideration given to names that preserve regional tribal languages.
- 4.3. Historic: Names of historic events, groups, organizations, and indigenous tribes/communities, or persons at the local, regional, or national level of major significance with special consideration given to the natural and cultural history of the local area currently called McKinleyville.
- 4.4. Natural or Geologic: Names based on distinctive, predominant, and defining natural features of the area or region with special consideration given to names that preserve regional tribal languages.
- 4.5. Individual, Groups, Organizations, or Nations: Names of persons, groups, organizations, or nations having longstanding affiliation with the McKinleyville community of not less than ten (10) or more years of significant community service, involvement, or contributions beyond the ordinary interest level whose efforts have:
  - 4.5.1. Enhanced the quality of life and well-being of community residents;

- 4.5.2. Contributed to the preservation of the town's history or culture, with special consideration given to the area's indigenous history and living cultures;
- 4.5.3. Made exemplary or meritorious contributions to the District or its residents; or
- 4.5.4. Contributed to the acquisition, development, or conveyance of land, buildings, structures, or other amenities to the District or community.

**5. Other Considerations:** The McKinleyville Community Services District reserves the right to rename any District facility if the individual, group, or organization for which it is named turns out to be disreputable or subsequently acts in a disreputable way.

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APPLICATION FOR COMMEMORATIVE NAMING AND DEDICATION OF MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FACILITIES



Applicant Information

Name: Mary Burke Phone Number: 707-733-5055

Organization: CalTrout with consultations with the Wiyot Tribe

Address: 1380 9th Street, Arcata, CA 95521

Email Address: mburke@caltrout.org

- Application for: Naming a New Facility, Renaming an Existing Facility, Naming / Renaming a portion of a New or Existing Facility

Proposed Name of Facility: Lhiwetgut – Going along the edge of the shore

Location / Description of Facility: Mad River Restoration Project, signage to be installed at the Bluff Location at the end of School and Ocean

Current Name of Facility (if applicable): N/A

Please describe the reason(s) in support of the proposed name or renaming of this Facility. (Refer to the MCSD "Policy for the Naming and Dedication of District Facilities" to ensure your description meets the Guidelines and Criteria set by the Policy): Proposed name meets the Policy Section 4.1 General Criteria in that engenders a strong positive image, is appropriate in regard to the location and history, has historic and cultural significance, has broad public support. It meets criteria 4.2 as the name was determined through consultation with the Wiyot Tribe as an appropriate name for the facility. It meets criteria 4.3 in that it is a local name in the Wiyot language. It meets criteria 4.4 in that Lhiwetgut means "Going along the edge of the Water/Shore" in the Wiyot language, which was deemed appropriate for the bluff area above the River. It meets criteria 4.5 in that the Wiyot Tribe of course has a long history in the McKinleyville area.

(if more room is needed, please attach a separate sheet and write "See Attached" below)

## Supporting Documentation

The following types of documentation have been included to demonstrate broad-based support for this recommendation:

- Letters
- Character References
- Newspaper or Journal Articles
- Petitions

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The following conditions will apply to all Commemorative Naming and Dedication Applications:

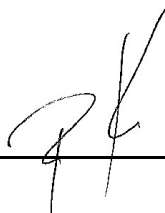
All applications submitted to the McKinleyville Community Services District for the purpose of naming or renaming a new or existing facility must be filled out completely and accurately with supporting documentation in accordance with and as required by the McKinleyville Community Services District Policy for the Naming and Dedication of District Facilities (hereinafter "The Policy"). The Policy is available on the MCSD website ([www.mckinleyvillecsd.com](http://www.mckinleyvillecsd.com)) and/or may be requested from the MCSD office at 1656 Sutter Rd., McKinleyville, CA 95519; phone 707-893-9003; fax 707-839-5964

The naming or renaming of a facility will be considered only through this application process.

Incomplete, illegible and/or fraudulent applications will not be considered. McKinleyville Community Services District reserves the right to verify the identity of the Applicant submitting this application to ensure its validity.

The McKinleyville Community Services District Board of Directors will have the final decision as the naming or renaming of a facility and reserves the right to reject any and all proposed names and/or applications submitted for consideration.

Signature of Applicant: \_\_\_\_\_ Date: September 26, 2023



**Submit Complete Application and Documentation to:**

**McKinleyville Community Services District  
Attention: General Manager  
P.O. Box 2037  
McKinleyville, CA 95519**



**RESOLUTION 2023 – 21**

**A RESOLUTION TO APPROVE THE NAME OF THE BLUFF TRAIL BUILT AS PART OF THE MAD RIVER RESTORATION PROJECT THE LHIWETGUT TRAIL**

**WHEREAS**, CalTrout has been working in collaboration with McKinleyville Community Services District on a project addressing the decommissioning and reclamation of the District's Percolation Ponds; and

**WHEREAS**, the project has numerous benefits including establishing off-stream habitat and providing public access to the bluff area near the Mad River; and

**WHEREAS**, this area is unceded ancestral territory of the Wiyot people and has a long history of use by the Wiyot Tribe; and

**WHEREAS**, per the District's Policy for the Naming and Dedication of District Facility, the naming of public places should bestow value across all sectors of our community, including but not limited to local Tribes; and

**WHEREAS**, CalTrout and MCSD reached out to the Wiyot Tribe to partner on the Project; and

**WHEREAS**, CalTrout has been in consultation with the Wiyot Tribe's linguist, Cultural and Natural Resource Directors and Council to provide an appropriate Wiyot name for the trail; and

**WHEREAS**, this name has been considered appropriate by Wiyot Tribal representatives; and

**WHEREAS**, the MCSD Board feels that naming the trail constructed as part of the restoration project the "Lhiwetgut Trail" is appropriate.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby officially name the District's new restoration project trail as the Lhiwetgut Trail.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on October 4, 2023 by the following polled vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Gregory P. Orsini, Board President

Attest:

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Joey Blaine, Board Secretary

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 4, 2023

TYPE OF ITEM: **ACTION**

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**ITEM: E.5**            **Approve the Regular Board Meeting Dates, Time and Location for the 2024 Calendar Year Discuss Possible Dates for the 2023 Joint MMAC/MCSD Board Meeting**

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

**TYPE OF ACTION: Roll Call**

### **Recommendation:**

Staff recommends the Board review the material provided, discuss, take public comment, approve the 2024 Regular Board Meeting Calendar (Attachment 1) and discuss possible dates for the 2023 Joint MMAC/MCSD Board meeting.

### **Discussion:**

Both the MCSD Rules and Regulations (under Regulation 61, Board Meetings, Rule 61.0, Regular Meetings) and the Board of Directors Policy Manual (under Part 5, Board Meeting Procedures, Rule 5-1: Regular Meetings) address this topic – 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) with a Zoom option for the public, as specified by the agenda. The regular meetings' date, time and place shall be reconsidered annually.

The Board visited this as an informational item for review at the August 2, 2023 regular meeting. The Board suggested that the January 3, 2024 Board meeting be moved to January 10, 2024 in order to accommodate the holiday schedule and allow staff ample time to prepare the agenda and packet. Further, it was suggested to cancel the July 3, 2024 Board meeting due to its close proximity to Independence Day and consolidate it with the August 7, 2024 Board meeting.

The 2024 MCSD Regular Board Meeting Calendar (Attachment 1) incorporates both of these suggestions.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action
- Change the meeting dates

### **Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – 2024 MCSD Regular Board Meeting Calendar

## 2024 MCSD Regular Board Meeting Calendar

**Meetings are planned to take place at 6:00 p.m., in person at Azalea Hall (1620 Pickett Road) with a Zoom option for the public.**

<b>DATE</b>	<b>LOCATION</b>
January 10, 2024	Azalea Hall
February 7, 2024	Azalea Hall
March 6, 2024	Azalea Hall
April 3, 2024	Azalea Hall
May 1, 2024	Azalea Hall
June 5, 2024	Azalea Hall
July 3, 2024 (CANCELLED)	Azalea Hall
August 7, 2024	Azalea Hall
September 4, 2024	Azalea Hall
October 2, 2024	Azalea Hall
November 6, 2024	Azalea Hall
December 4, 2024	Azalea Hall

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 4, 2023

TYPE OF ITEM: **INFORMATION**

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

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

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

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

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

Customer adjustments at August month-end total \$1,200, the annual budget for this sub-item is \$45,000. (GL# 501/551-62120)

Total Board Travel as of August 31, 2023 is \$6,704 which is 27% of the approved \$24,700 budget for this item. (GL# 001/005/501/551 62090-888)

#### Audit/Budget Update:

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

#### Activity Summary

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

The Water and Wastewater Funds are listed first, followed by the graphs showing revenue versus expenses versus budgets. Parks, Measure B, and Streetlights information is given next, with accompanying graphs for each.

## **OTHER UPDATES**

Staff has completed the transfer of idle funds from CalTrust and Humboldt County Treasury to the California CLASS. An update will be provided at this meeting.

Staff received trust account balances from Humboldt County. Interest apportionment has been posted through Q4 2022. Interest received was lower than estimated, staff used the most recent rate of return available, 1.54% however accrued interest averaged 1.2% for FY2022. An adjustment has been posted to all funds.

Staff has spent most of the summer cross-training in various functions. Customer Service Representative, Norman Schwenn is learning accounts payable and Accounting Technician, Benjamin Arroyo is learning how to set up new accounts and post payments. A long-term goal for the Department is to have a back-up for all critical functions.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 4, 2023

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.B**                      **Operations Department – Aug/September 2023 Report**

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

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

### **Water Department:**

#### **Water Statistics:**

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

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

Annual routine testing was conducted in August. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

#### **Average and Maximum Water Usage:**

The maximum water usage day was 2.1 million gallons and the average usage per day was 1.7 million gallons.

#### **Water Distribution Maintenance:**

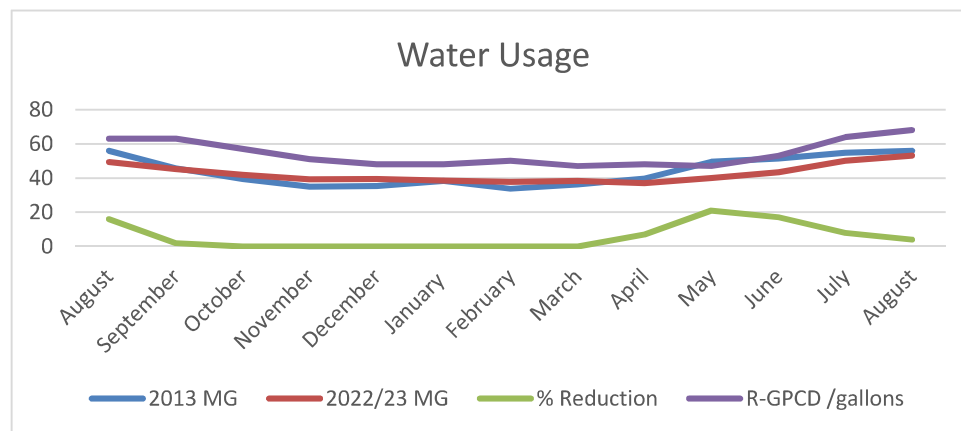
Weekly Bacteria Samples were collected on Schedules 1, 2, 3, and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. A significant water service leak was repaired on Murray. The leak location was near a brushy damp area and was leaking approximately 20 gpm. This results in substantial water and cost savings. It is undetermined how long the leak had been going but the broken pipe edges were worn which means the water had been flowing for a while. Several trench patches were prepped and permanently paved. Two meter angle-stops were replaced due to damage reported. Staff has been working on the Lead and Copper inventory plan. We have separated it into a phase approach and have completed Phase 1 which is the testing plan. Staff will be mobilizing to conduct the survey as a Phase 2 approach.

#### **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. A project sign was created and installed at the Cochran site for the 4.5 MG tank project. All station pumps had amp and meg checked. This is done semi-annually to ensure the motors are running efficiently. Adjustments are made where legs are found out of balance. The semi-annual PRV station inspection was completed. Adjustments were made where needed to minimize high pressure on the west side of the freeway.

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)	2022/23 (MG)	% Reduction	R-GPCD
<b>August</b>	55.908	49.252	16	63
<b>September</b>	45.702	45.118	2	63
<b>October</b>	39.439	41.856	(-6)	57
<b>November</b>	34.879	39.227	(-12)	51
<b>December</b>	35.203	39.420	(-11)	48
<b>January</b>	38.241	38.464	(0)	48
<b>February</b>	33.751	34.914	(-3)	48
<b>March</b>	36.244	38.211	(-5)	47
<b>April</b>	39.755	37.003	7	48
<b>May</b>	49.407	39.491	21	47
<b>June</b>	51.337	42.826	17	53
<b>July</b>	54.757	50.136	8	64
<b>August</b>	55.908	53.131	4	68



R-GPCD = Residential Gallons Per Capita Day



**New Construction Inspections:**

Midtown Court Tract: Plans were reviewed, and plan check fees have been paid. This project has not started yet. Washington Estates: Contractor has installed Sewer mains and manholes per MCSD Specifications. Sewer and Water has been installed and tested. Tie-in to Washington Avenue is pending.

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

24.3 million gallons of wastewater were collected and pumped to the WWMF. 25.7 million gallons of wastewater were treated and discharged to NPDES Permit site REC-001 Land disposal in August.

**Sewer Station Maintenance:**

Monthly inspections and daily routines were conducted at all sewer stations. B Street, Fischer, and Letz pumps stations were serviced as part of the quarterly maintenance plan. During this time, pumps were inspected, and 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.

**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. The quarterly hydro-cleaning of 14,800' of sewer main was completed using the vac-con and 1500 psi of water through a spinning nozzle. Customers were notified in advance. Several sewer mains were inspected with the camera unit to verify the pipe conditions. Manhole repairs were made on Bates where RAO Construction buried them during paving.

**Wastewater Management Facility:**

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. One clarifier was drained, inspected and touch-up painted. The next clarifier is in process. The secondary effluent motor was replaced due to the existing motor burning up. The cooling unit was replaced in the effluent composite sampler.

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

Staff replaced the fencing at the lower Fischer Ranch along with working on the Pialorsi house to save on costs associated with making it livable. Irrigation pipe and has been moved daily along with observations. The inner cross fence on the Pialorsi field was removed.

**Street Light Department:**

There were no streetlight complaints in August.

### **Promote Staff Training and Advancement:**

Weekly tailgate meetings and training associated with job requirements. Staff received training on Lock out Tag Out, Distractive Driving, Mowing and Fire Hazards, Bloodborne Pathogens and review of the Emergency Action Plan.

### **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 meetings for Central Mainline and misc. Inspections.

Attended meeting for the McCluski Tank Project.

Attended meetings for 4.5 MG Tank project

Completed and submitted the DMRQA 43 report to the Water Board

A former employee, Bill McBroom has returned to the District

Completed and submitted the CTR Priority Pollutants to the State Portal

New SCADA computer is being programmed to phase out existing computer

### **GIS:**

#### **Plans & Programs**

- Annual review of the Energy Control Procedures/Lock Out Tag Program
  - Updated Tag Out Specific Equipment List
  - No Other Changes were made

#### **Maps Completed & General GIS**

- Copper/Lead Inventory
  - Found Meters not in Shapefile and added services installed prior to 1986.
  - Rebuilt the Visual Inspection workflow
  - Constructed a method for which a stratified Random Sampling can be used to lower the number of visual inspections required for study.
- Meter Shapefile
  - Ran query of location numbers to find duplicates and corrected each of the incorrect Location Number to reflect the correct one
  - Used excel Water Meter spreadsheet to cross reference Meters Shapefile to find meters not on GIS.
  - Began locating them and adding to Meter Shapefile
- MCSD Facilities Map Updates
  - Updated Water Facilities mainly the Water Meters with the corrections to duplicate location numbers and a few of the missing Meters.
  - Made edits to Pop up in Facilities map to make more readable for users of the Field Map application and Web Map Application.

#### **Misc. Work Completed**

- Lead and Copper Grant
  - Continued to write technical applications and gather necessary information for each component of it.
- USA's
- Operations Document Filing
- Submitted Final Grant Application for recycled water project to FFAST
- Fixed inconsistencies in the streetlight data spreadsheet pointed out by OSMOSE

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

September 6, 2023

TYPE OF ITEM: **INFORMATION**

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

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

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

### **TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:**

Staff continues to meet with BGCR staff weekly. The Teen Club 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.

BGCR and MCSD Parks & Rec are planning for the second Annual Arts McKinleyville Fundraiser for the McKinleyville Boys & Girls Club Teen Club. The event will be held on Friday, November 3<sup>rd</sup> 6:30pm-8:30pm. There will be a silent auction for art pieces, a dutch raffle and a live auction of a Matt Beard painting that will be painted live during the event.

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

The Park and Recreation Committee (PARC) met on September 20, 2023. The notes from the meeting can be reviewed in **Attachment 1**.

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

Melton Design Group submitted the 75% construction design docs on September 15<sup>th</sup>. Staff is reviewing them. 100% construction docs are anticipated by December.

### **COMMUNITY FOREST UPDATES:**

Staff continues to meet monthly with Green Diamond Resource Co. The Community Forest Committee met on September 21st. Green Diamond has completed the legal descriptions needed to update the preliminary title report and the certification of the appraisal. A Phase 1 Environmental Site Assessment has been completed and reviewed by staff. GDRC is coordinating clean-up events to clear out garbage and debris that has been dumped and left behind within the community forest property. They hope to have the clean up completed by mid-October.

### **RECREATION PROGRAM UPDATES**

- Drop-in Pickleball is on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.

- The Martial Arts classes are averaging 10-14 people per class.
- Fast Break Friday's, a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Beginning Pickleball Skills Class begin on September 13th. The class is full with 12 participants.
- Playgroup for children 0-5 years old is running every Thursday from 10:30am-12:30pm.

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

The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. and Open Space Zone landscaping. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Azalea Hall renovations yet to be completed include replacing the front doors and replacing the dish sanitizer in the kitchen. The renovation is scheduled to be complete by December of this year.

Teens in the after-school hours who are not attending the Boys & Girls Club Teen Center have been misusing the park on a consistent basis. Sometimes there's vandalism, often there is a lot of trash.

The new skatepark is a huge success. Skaters and bikers alike are enjoying it all day every day.

#### **FACILITY RENTALS & USE**

- 14 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in September through November as well as two kitchen vendors using the kitchen 1 to 3 days per week.
- 12 Pierson Park rentals September through November.

#### **OTHER UPDATES:**

- Staff is preparing the Fall/Winter Newsletter and Activity Guide which will be mailed in the second week of October.
- Staff has been engaged in work related to the renewal of Measure B.
- Staff is participating in the District's 5 year strategic plan update process.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, the McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.

#### **ATTACHMENTS:**

Attachment 1-- PARC Meeting Notes 9-20-2023

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 4, 2023

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: F.3.D**                      **General Manager’s Report for October 4, 2023 Meeting**

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

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

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

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

• Use of NHE Services =	\$3,146
• WEX Labor Reimbursement =	\$0
• SWAP =	\$6,240
• Volunteer Pickleball Labor =	\$627
• CSW =	\$2,010
• CalNET Phones savings =	\$2,500
• Amazon Cost Savings =	\$61
• Repairs to Pialorsi House =	\$25,600
• Install retrofit to SE Pump Motor =	\$390
• Install Effluent Sampler Refrig. Unit =	\$130
• <u>Repair Fischer House Chimney =</u>	<u>\$150</u>
<b>TOTAL COST SAVINGS FOR SEPT =</b>	<b>\$40,854</b>

***For the District’s 2023/24 Fiscal Year, Staff was responsible for \$182,266 in savings.***

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

**4.5 Gallon Water Tank Project** – The excavation is proceeding slower than expected, mainly due to spoils handling complications. Mercer Fraser anticipates to have the foundation excavated and set by mid-October. DN Tank will also show-up mid-October and start building the tank. The recent rains of course complicated things and are going to push the schedule out. Currently crossing fingers that this is not an early, wet winter.

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

**Central Avenue Water and Sewer Mainline Replacement Project** – The contract completion date was September 23<sup>rd</sup> and GRS largely completed the project on time. There are a few minor punchlist items remaining, which will likely be completed by the time of the October Board Meeting. I am sure that McKinleyville residents will be happy to have Central Avenue back, and we shouldn't have to tear it up again any time soon.

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

**SRF Energy Efficiency WWMF Micro-grid Project** – The installation of the microgrid at the Wastewater Management Facility (WWMF) continues to be behind schedule. The solar portion of the facility was brought on-line and signed off by PG&E on July 1, 2022. The District has been using and exporting solar energy since then. The battery portion of the system is still grinding its way through the PG&E permitting process, but we have FINALLY RECEIVED INITIAL PERMIT APPROVAL BY PG&E. Of course the meter they wanted to monitor the battery portion is one that is not available readily and we have been waiting for delivery of the meter from the manufacturer. Delivery is not expected early November. The construction will then be completed and it is the final PG&E inspection and approval will be completed by the end of November. The final commissioning will then be completed in early December, and it is hoped the entire microgrid will then be operational by early 2024. We owe the Board a report on the energy generation over this last year and the cost savings associated with the solar array usage, which looks to be approximately \$80,000 over the last year.

We also got a call from the EPA Office of Water Infrastructure and Cyber Resilience and discussed the project with them. Staff has agreed to present the project at a September 28<sup>th</sup> Webinar for them. Staff and Ameresco, the General Contractor, did so and the presentation was well received. As suggested by the Board, Staff anticipates submitting this project for CSDA and ACWA awards next year.



This project is funded by a \$2.5M grant/\$2.5M loan from the State Water Resources Control Board Energy Efficiency program. The total project cost was \$3,896,326. We are working on the final grant closeout now and will have it complete in early 2024. We are also pursuing additional rebates for this project from the Federal Inflation Reduction Act and may be able to have the majority of the loan paid from those rebates. We are working with Ameresco to pursue those rebates.

**Sewer Undercrossing Project** – FEMA has still not completed their National Environmental Policy Act (NEPA) review and issued a Finding of No Significant Impact (FONSI) to release the Phase 2 funding of the grant to fund the final design and construction of the project. Pacific Legacy completed the fieldwork required for the additional Cultural Resources survey the week of June 7. We are waiting on Pacific Legacy's Report and will forward that on to FEMA so they can complete NEPA and hopefully release the Phase 2 funding.

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 year's budget included \$100,000 for this project, with the remainder budgeted for the 2024/25 and 2025/26 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 a different sewer project.

**Office Remodel** – LDA Partners continues to work on the Office Remodel design. LDA completed a final floor plan and elevations views and District Staff completed a final review and approval, and LDA has moved on into the final design. We'll of course see what the Engineer's Construction Costs Estimate comes back at and make final decisions on when/if we want to go out to bid. 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** – This project consists of the replacement of the two existing redwood tanks at the west end of Hewitt Ave. The existing 100,000 gallon and 150,000-gallon redwood tanks located on McCluski Hill are two of six water tanks that serve the District. The 100,000-gallon tank was constructed in 1972 and the 150,000-gallon tank was constructed in 1982.

Kennedy Jenks has finished their initial Design Bases and Alternatives Analysis Technical Memorandum. They analyzed three alternative tank designs, all for two,

200,000- gallon tanks: 1) epoxy coated bolted steel tanks, 2) glass-fused lined, bolted steel tanks, and 3) welded steel tanks. The 50-year life cycle costs for these alternatives were calculated to be \$2,050,00, \$1,278,000, and \$2,605,000 respectively. Based on the Technical Memorandum findings and discussions between Kennedy Jenks and Staff, we propose to replace both tanks with 200,000-gallon, glass-lined, bolted steel tanks set on new foundations.

We submitted a Hazard Mitigation Grant application for this project in March 2021. We received the grant agreement from CalOES on February 17, 2023. This will be for Phase 1 funding, which will include the Biological and other Special Studies as well as Geotech assessment and 65% design drawings. Kennedy Jenks has completed the Technical Memorandum on the Design Basis and Alternatives Analysis and are working on the 30% design as well as the remaining environmental documents. KJ expects to complete the initial design and permitting work by the end of 2023. The District requested and was granted a grant extension extending the Phase 1 performance period out until March 29, 2024.

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

**Reporting by County Department** – A regular meeting has been scheduled with President Orsini, GM Kaspari, Supervisor Madrone, and the MMAC Chair, Lisa Dugan. Jesse Miles, the Executive Director of the McKinleyville Chamber of Commerce, has also begun to join us for these meetings. These meetings occur on the fourth Monday of every month to discuss various topics of concern to all three organizations and the community. The September meeting was a meeting with Humboldt County Sheriff, William Honsal. We had a very good, wide ranging discussion and talked about the Measure B and the Sheriff's Substation, and the Sheriff agreed to provide public support. We discussed Measure Z and that the original Measure Z resulted from letters written by Ben Shepard and Greg Orsini while they sat on the MMAC. It was pointed out that the original purpose of Measure Z was for law enforcement. We discussed that Lt. McCall is now the single Patrol Lieutenant responsible for the North and South of the County and no longer works out of the McKinleyville Substation. We also talked about Incorporation and a ballpark estimate of \$300k was thrown out for the cost to continue to utilize the Sheriff to provide two deputies to patrol McKinleyville. It was a productive meeting.

**Grant Applications** – The Mad River Watermain Crossing Hazard Mitigation Grant application was submitted to CalOES in March 2021. We heard in December 2021 that the project had been forwarded by CalOES to FEMA for funding. We have not received a grant agreement for this project; however, we have received Requests for Information from FEMA on the scope of the project, so it does look like it will also be 75% grant funded.

A new Hazard Mitigation Grant was submitted for the upgrade of the Fischer Sewer Lift station on April 6, 2022. This grant, if funded, will cover the complete retrofit of the Fischer Lift Station, which pumps wastewater from the entire southern half of McKinleyville to the wastewater management facility. This would include the replacement of the pumps and upgrading the electrical system, valves, and further seismically strengthen the building. We have been going back and forth with CalOES with Requests for Information on that grant application, including recently on April 17, 2023, and feel like this application will likely be approved and submitted to FEMA, but we don't know that for a fact yet.

The Federal Bipartisan Infrastructure Law funding that we will have access to will be run through the EPA funded Clean Water and Drinking Water State Revolving Fund Programs. The SRF funding in California is run through the State Water Resources Control Board. As discussed with the Board at the December 7, 2022 Board Meeting, we have submitted a Clean Water SRF application for funding the retrofit of the Fischer and B Street Lift Stations, which are two of our highest priority Capital Improvement Projects. We submitted this grant application in December 2022. Staff has been hearing there is additional SRF Funding, so we have asked the SWRCB about expanding this grant application to include also upgrading the Letz and Kelly Lift Stations, replacing all of the force mains from all our lift stations, performing an alternative disinfection study for the Wastewater Treatment Plant, and doing the office upgrade. SWRCB Staff responded that they think that all of those are valid Clean Water SRF projects and asked us to update our application with those items as well, which we are doing.

We are also finishing up the design and assessment as part of the Recycled Water Grant for the Pialorsi property. We will turn this Planning Grant into an implementation grant application for the construction of the recycled water irrigation infrastructure for the Pialorsi property as well as possibly upgrading the existing irrigation system for the Fischer property. Staff has submitted the initial portions of this grant application in September 2023.

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

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

**Attachments:**

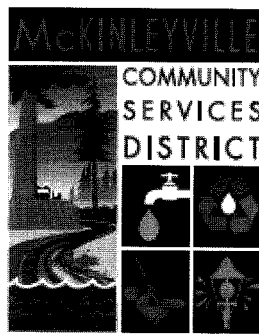
- Attachment 1 – WWMF Monthly Self-Monitoring Report

**PHYSICAL ADDRESS:**

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

September 27, 2023

**RE: MONTHLY MONITORING REPORT**

Dear Justin:

Enclosed is the Monthly Monitoring Report for August 2023 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number R1-2018-0032.

The normal discharge of effluent was 31 days going to 003, 004 and 006. The required monitoring and water quality constituents that were tested and reported was in compliance in August.

<b>Effluent Limitations Parameters</b>	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 August and was in compliance.

Monthly River Monitoring was conducted in August.

NCL made an error on the August 11<sup>th</sup> TSS sample and dumped the sample prior to running the test. They have made an entry into the case narrative.



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

August 2023

Discharge Monitoring DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	MAXIMUM GPM	002 LND-001 N.POND MGD	002 LND-001 S.POND MGD	004 REC-001 FISCHER MGD UPPER	003 REC-001 FISCHER MGD LOWER	006 REC-001 PIALORSI MGD	005 REC-001 HILLER MGD	IRRGATE TOTAL MGD	001 EFF-001 RIVER MGD
1	0.786	0.780	920	Decomissioned Perc Ponds		0.708	0.072			0.780	0.000
2	0.774	0.932	1016			0.741	0.191			0.932	0.000
3	0.777	0.901	1090			0.697	0.126	0.078		0.901	0.000
4	0.783	0.767	885			0.767				0.767	0.000
5	0.775	0.763	803			0.763				0.763	0.000
6	0.815	0.760	803			0.760				0.760	0.000
7	0.806	0.999	1146			0.717	0.097	0.185		0.999	0.000
8	0.784	0.934	938			0.565	0.292	0.077		0.934	0.000
9	0.778	0.894	920			0.714	0.112	0.068		0.894	0.000
10	0.787	0.743	818			0.579	0.164			0.743	0.000
11	0.769	0.792	870			0.700	0.092			0.792	0.000
12	0.756	0.715	791			0.715				0.715	0.000
13	0.815	0.718	809			0.718				0.718	0.000
14	0.784	0.872	1012			0.681	0.130	0.061		0.872	0.000
15	0.764	0.895	1015			0.709	0.121	0.065		0.895	0.000
16	0.780	0.916	1026			0.653	0.173	0.090		0.916	0.000
17	0.761	0.766	959			0.695	0.046	0.025		0.766	0.000
18	0.751	0.903	1022			0.652	0.176	0.075		0.903	0.000
19	0.785	0.721	799			0.721				0.721	0.000
20	0.820	0.720	796			0.720				0.720	0.000
21	0.804	0.898	1022			0.659	0.135	0.104		0.898	0.000
22	0.789	0.909	1006			0.676	0.137	0.096		0.909	0.000
23	0.780	0.862	997			0.668	0.116	0.078		0.862	0.000
24	0.773	0.859	1002			0.676	0.104	0.079		0.859	0.000
25	0.757	0.852	945			0.637	0.161	0.054		0.716	0.000
26	0.776	0.716	818			0.716				0.709	0.000
27	0.849	0.709	802			0.709				0.869	0.000
28	0.791	0.869	988			0.654	0.164	0.051		0.869	0.000
29	0.782	0.870	988			0.634	0.172	0.064		0.870	0.000
30	0.773	0.854	961			0.632	0.132	0.090		0.854	0.000
31	0.771	0.872	932			0.641	0.135	0.096		0.872	0.000
<b>TOTAL</b>	<b>24.295</b>	<b>25.761</b>		<b>0.000</b>	<b>0.000</b>	<b>21.277</b>	<b>3.048</b>	<b>1.436</b>	<b>0.000</b>	<b>25.778</b>	<b>0.000</b>
<b>AVERAGE</b>	<b>0.784</b>	<b>0.831</b>	<b>932</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.832</b>	<b>0.000</b>
<b>MAXIMUM</b>	<b>0.849</b>	<b>0.999</b>	<b>1146</b>	<b>0.000</b>	<b>0.000</b>	<b>0.767</b>	<b>0.292</b>	<b>0.185</b>	<b>0.000</b>	<b>0.999</b>	<b>0.000</b>
<b>MINIMUM</b>	<b>0.751</b>	<b>0.709</b>	<b>791</b>	<b>0.000</b>	<b>0.000</b>	<b>0.565</b>	<b>0.046</b>	<b>0.025</b>	<b>0.000</b>	<b>0.709</b>	<b>0.000</b>
<b>DAYS</b>	<b>31</b>	<b>31</b>		<b>0</b>	<b>0</b>	<b>31</b>	<b>22</b>	<b>18</b>	<b>0</b>	<b>31</b>	<b>31</b>
<b>DAYS WITH NO DISCHARGE = 0</b>											