



August 5, 2025 Regular Meeting of the McKinleyville Community Services District Board of Directors

Time: 6:00 p.m.

Location: Azalea Hall, 1620 Picket Road, McKinleyville, California

Or

Teleconference via ZOOM or Telephone

Use ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>)

or DIAL IN TOLL FREE: 1-888-788-0099 (No Password Required!)

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

All Public Comment received before the above deadline may be provided to the Board at 9 a.m. on Wednesday, August 5, in a supplemental packet that will also be posted on the website for public viewing.

Agenda

A. Call to order

1 Roll Call

2 Pledge of Allegiance

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.

4 Approval of the Agenda

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.

There is 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.

1 Public Hearing and Consideration of Adoption of Resolution 2026-27 for Delinquent Service Charge Collection and Liens (Pg. 7)

Attachment 1 – Public Hearing Notice **(Pg. 9)**

Attachment 2 – Public Hearing Notice Proof of Publication **(Pg. 11)**

Attachment 3 – Resolution 2026-27 **(Pg. 13)**

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.

1 Consider Approval of Draft Minutes of the Board of Directors Regular Meeting on July 1, 2026 (Pg. 17)

Attachment 1 – Draft Minutes from July 1, 2026 (Pg. 19)

2 Consider Approval of June 30, 2026, DRAFT Treasurer’s Report (Pg. 25)

Attachment 1 – June 30, 2026 DRAFT Treasurer’s Report (Pg. 27)

3 Compliance With State Double Check Valve (DCV) Law (Pg. 49)

4 Consider Approval of the Memorandum of Understanding (MOU) Between McKinleyville Community Services District (MCSD) and Local School Parent Teacher Organizations (PTO) for the Collaborative Provision of Dances for Middle School Youth (Pg. 51)

Attachment 1 – DRAFT Memorandum of Understanding between MCSD and School PTO (Pg. 55)

5 Consider Award of Library and Sheriff’s Substation ADA Compliance Construction to Hooven & Co., Inc. (Pg. 59)

Attachment 1 – Bid Tabulation Table (Pg. 61)

Attachment 2 – ADA Plan Sheets (Pg. 63)

Attachment 3 – Contract with Hooven & Co. Inc. (Pg. 77)

6 Consider Adoption of a Notice of Exemption for the Seismic Retrofit of the Existing McCluski Redwood Tanks Project (Pg. 97)

Attachment 1 – Notice of Exemption for Project (Pg. 99)

E. Continued and New Business

1 Regional Housing Need Assessment (RHNA) Presentation by John Ford, Director of Humboldt County Building and Planning (Pg. 101)

Attachment 1 – Total allocation by income category for RHNA Cycle 7 (Pg. 103)

2 Consider Adoption of Resolution 2026-28 Amending Appendix B: Facility & Park Rental Fee Schedule (Pg. 105)

Attachment 1 – Resolution 2026-28 (Pg. 107)

Attachment 2 – Appendix B: Facility & Park Rental Fee Schedule (Pg. 109)

Attachment 3 – Updated Appendix B: Facility & Park Rental Fee Schedule (Pg. 111)

3 Consider the Regular Board Meeting Dates, Time, and Location for the 2027 Calendar Year (Pg. 113)

Attachment 1 – Proposed 2027 Board of Directors Regular Meeting Schedule (Pg. 115)

4 Consider Approval of the Senior Center Management Services and Usage Agreement Between McKinleyville Community Services District (MCSD) and the McKinleyville Senior Center (MSC) (Pg. 117)

Attachment 1 – Senior Center Management Services and Usage Agreement (Pg. 119)

Attachment 2 – Exhibit B, Schedule of Use (Pg. 131)

5 Consider First Reading of Ordinance 2026-05 Adding to the District's Rules and Regulations Regulation 49 – Operation of the McKinleyville BMX Track & Park (Pg. 133)

Attachment 1 – Ordinance 2026-05 (Pg. 135)

Attachment 2 – Draft Regulation 49 – Operation of McKinleyville BMX Track and Park (Pg. 139)

6 Consider First Reading of Ordinance 2026-06 Amending the District's Rules and Regulations Rules 14.02 and 28.26 to Reference Appendix A: Current Special Fee Schedule (Pg. 141)

Attachment 1 – Rule 14.02 and Rule 28.26 in Track Changes (Pg. 143)

Attachment 2 – Ordinance 2026-06 (Pg. 145)

Attachment 3 – Appendix A: Current Special Fee Schedule (Pg. 147)

7 Review and Discuss Annual Board Self-Evaluation (Pg. 149)

Attachment 1 – Summary of Board Self-Evaluation Worksheets (Pg. 151)

F. Reports

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

1 Active Committee Reports

a. Standing Committees

1. Parks and Recreation Committee **(Binder/Biteman)**
2. Audit and Finance Committee **(Orsini/Biteman)**
3. Employee Negotiations Committee **(Couch/Mayo)**
4. McKinleyville Community Forest Committee **(Orsini/Biteman)**

b. Ad-Hoc Committees

1. Cyber Security Governance Ad-Hoc Committee **(Binder/Orsini)**

c. Board Liasons

1. McKinleyville Area Fund **(John Kulstad/Binder)**
2. Redwood Region Economic Development Commission **(Biteman/Mayo)**
3. McKinleyville Municipal Advisory Committee **(Binder/Orsini)**
4. McKinleyville Senior Center **(Binder/Couch)**
5. Humboldt Local Agency Formation Commission (LAFCo) **(Couch)**

2 Legislative and Regulatory Reports

3 Staff Reports

- a. Finance & Administration Department (Samantha Howard) (Pg. 161)
- b. Operations Department (James Henry) (Pg. 163)
- c. Parks & Recreation Department (Kirsten Messmer) (Pg. 167)
- d. General Manager (Pat Kaspari) (Pg. 171)

Attachment 1 – WWMF Monthly Self-Monitoring Report **(Pg. 179)**

4. President's Report

5. Board Member Comments, Announcements, Reports and Agenda Item Requests

G. Adjournment

Posted 5:00 p.m. on July 31, 2026

Pursuant to California Government Code Section 54957.5. this agenda and complete packet are available for public inspection 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

August 5, 2026

TYPE OF ITEM: **ACTION**

ITEM: B.1 **Public Hearing and Consideration of Adoption of Resolution 2026-27 for Delinquent Service Charge Collection and Liens**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board:

1. Open the Public Hearing
2. Discuss information provided
3. Open public comment period and consider any public input and written comments
4. Close the Public Hearing

Staff further recommends that the Board approve Resolution 2026-27, authorizing the collection of delinquent service charges on the County property tax roll for Fiscal Year 2026-27 and the recording of liens pursuant to California Government Code Section 61115.

Discussion:

As the Board is aware, the Board previously adopted Ordinance 2026-02, amending the District's Rules and Regulations to allow delinquent charges to be placed on the property tax roll and to authorize the recording of liens for the total amount due, including delinquent charges, penalties, fees, and administrative costs.

Additionally, at its regular meeting on July 1, 2026, the Board adopted Resolution 2026-26, electing to collect the above-stated charges on the County tax roll in Fiscal Year 2026-27, directing the preparation and filing of the required report, and setting the public hearing for August 5, 2026. On July 2, 2026, District staff mailed notices to all affected property owners.

This public hearing and the adoption of Resolution 2026-27 (Attachment 1), authorizing the collection of delinquent service charges on the County property tax roll for Fiscal Year 2026-27, are the final approval steps in this process. If the resolution is adopted, the delinquent accounts will be submitted to the County on August 10, 2026, for tax collection.

Alternatives:

Take No Action

Fiscal Analysis:

The filing includes eight properties with delinquent service charges totaling \$6,031.75.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Public Hearing Notice
- Attachment 2 – Public Hearing Notice Proof of Publication
- Attachment 3 – Resolution 2026-27



RELEASE DATE: WENDESDAY, JULY 8, 2026

RUN DATE: WEDNESDAY, JULY 15, 2026

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

SUBJECT: NOTICE OF PUBLIC HEARING/RIGHT TO PROTEST

McKinleyville, CA –

The Board of Directors of the McKinleyville Community Services District will conduct a public hearing regarding the proposed collection of delinquent charges on the Humboldt County Property Tax Roll at the time and place listed below:

Date: August 5, 2026
 Time: 6:00 PM (or as soon thereafter as feasible)
 Location: Azalea Hall, 1620 Pickett Road, McKinleyville, CA 95519
 and online:
 ZOOM MEETING ID: **859 4543 6653** (<https://us02web.zoom.us/j/85945436653>)
 DIAL IN TOLL FREE: 1-888-788-0099

At the hearing, the Board of Directors will hear and consider objections or protests regarding the proposed collection of delinquent charges on the County tax roll. Any person wishing to object may appear at the hearing and be heard or may submit a written protest to the Board Secretary before the conclusion of the hearing.

A report that describes each affected parcel of real property and the amount of charges and delinquencies has been filed with the Board of Directors and is available for review during normal business hours. Additionally, notice has been provided by mail to each parcel listed in the report.

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

(End)



1656 SUTTER ROAD
MCKINLEYVILLE, CA 95519



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



mckinleyvillecsd.ca.gov



PO BOX 2037
MCKINLEYVILLE, CA 95519

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STATE OF
CALIFORNIA

MAD

RIVER

UNION

MADRIVERUNION.COM ♦ (707) 826-7000

County of Humboldt

PROOF OF PUBLICATION

Proof of Publication of:

MCSD

Notice of Protest Hearing Delinquent Charges

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

Run Dates

7/15/26

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

Dated at Arcata, Humboldt County, California

this 15 day of July 2026

Signature:

Jack Durham

Kevin Hoover or Jack Durham
(707) 826-7000

This space is for the County Clerk's Filing Stamp

NOTICE OF PUBLIC HEARING/RIGHT TO PROTEST

McKinleyville, CA -
The Board of Directors
of the McKinleyville
Community Services
District will conduct a
public hearing regard-
ing the proposed col-
lection of delinquent
charges on the Hum-
boldt County Property
Tax Roll at the time and
place listed below:

Date: August 5, 2026

Time: 6:00 PM (or as
soon thereafter as fea-
sible)

Location: Azalea
Hall, 1620 Pickett
Road, McKinleyville,
CA 95519

and online:
ZOOM MEETING ID:
859 4543 6653 ([https://
us02web.zoom.
us/j/85945436653](https://us02web.zoom.us/j/85945436653))
DIAL IN TOLL FREE:

1-888-788-0099

At the hearing, the
Board of Directors will
hear and consider ob-
jections or protests re-
garding the proposed
collection of delinquent
charges on the Coun-
ty tax roll. Any person
wishing to object may
appear at the hearing
and be heard or may
submit a written protest
to the Board Secretary
before the conclusion
of the hearing.

A report that de-
scribes each affected
parcel of real prop-
erty and the amount
of charges and delin-
quencies has been
filed with the Board of
Directors and is avail-
able for review during
normal business hours.
Additionally, notice has
been provided by mail
to each parcel listed in
the report.

If you have ques-
tions about this notice,
please contact Pat
Kaspari at (707) 839-
3251.

7/15

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RESOLUTION 2026 – 27**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, AUTHORIZING THE COLLECTION OF DELINQUENT SERVICE CHARGES ON THE COUNTY PROPERTY TAX ROLL IN FISCAL YEAR 2026/2027 AND THE RECORDING OF LIENS PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 61115**

WHEREAS, The McKinleyville Community Services District ("District") is a community services district organized and operating pursuant to California Government Code § 61000 et seq.; and

WHEREAS, the Board of Directors has previously adopted ordinances, resolutions, rate schedules, and policies establishing lawful charges for District services; and

WHEREAS, certain property owners within the District have failed to pay service charges in a timely manner, resulting in delinquent accounts; and

WHEREAS, pursuant to California Government Code § 61115 et seq., the District may collect delinquent service charges, including penalties, interest, and administrative costs, by recording a lien against the real property served by the District, and that the District may elect to collect delinquent service charges by placing such charges on the property tax roll of the County of Humboldt; and

WHEREAS, the Board of Directors has previously adopted ordinance 2026-02 amending the District's Rules and Regulations to allow for collection of delinquent water and sewer charges on the property tax roll and the recording of a lien for the total amount due, including delinquent charges, penalties, fees, and administrative costs; and

WHEREAS, the District's Rules and Regulations allow for collection of delinquent charges on the property tax roll for the total amount due, including delinquent charges, penalties, fees, and administrative costs; and

WHEREAS, at the Board meeting on July 1, 2026, the Board of Directors received a report ("Report") filed by the General Manager that describes each affected parcel of real property and the amount of charges and delinquencies for each affected parcel; and

WHEREAS, the District has provided notice to affected property owners of the delinquency and the proposed collection procedures in accordance with applicable law and District policy; and

WHEREAS, the Board of Directors, following notice duly given, has held a full and fair Public Hearing on August 5, 2026, regarding the delinquent charges as outlined in the Report, the recordation of liens against delinquent parcels, and the placement of delinquent charges on the tax roll for fiscal year 2026/2027, and considered any oral and written statements, protests and communications made or filed by interested persons regarding these matters; and

WHEREAS, the Board of Directors finds that the collection of delinquent charges through lien recordation and/or placement on the property tax roll is necessary to ensure the fiscal stability of the District and the equitable allocation of service costs; and

WHEREAS, all legal prerequisites, procedural requirements, and notice obligations required by law have been satisfied.

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

SECTION 1 RECITALS: That the above recitals are true and correct.

SECTION 2 PUBLIC HEARING AND RELATED PROCEEDINGS: That a public hearing was duly opened on August 5, 2026, that each and every step in the proceedings prior to and including the public hearing has been duly and regularly taken; that the Board of Directors is satisfied with the correctness of the delinquent charges and penalties as shown in the Report.

SECTION 3 AUTHORIZATION TO RECORD LIENS: Pursuant to California Government Code § 61115, the General Manager, District Administrator, or other duly authorized officer of the District is hereby authorized and directed to prepare, execute, and record Notices of Delinquency Lien for delinquent service charges, penalties, interest, administrative costs, and recording fees against real property served by the District.

SECTION 4 COLLECTION ON THE PROPERTY TAX ROLL: The County Auditor/Controller of Humboldt shall enter on the County Property Tax Roll each identified parcel of land the amount of the delinquency, and such delinquency shall be collected at the same time and in the same manner as the County taxes are collected. After collection by the County, the net amount of the levy shall be paid to the District.

SECTION 5 LEVY OF CHARGES: The adoption of this Resolution constitutes the collection of delinquent charges on the Humboldt County property tax roll.

SECTION 6 EFFECTIVE DATE: That this Resolution shall be effective immediately upon its adoption.

SECTION 7 CERTIFICATION: That the Board Secretary shall certify to the passage and adoption of this Resolution; and the Board Secretary, or their designate, shall file the levy of charges for Fiscal Year 2026/2027 with the County Auditor/Controller at the time and in the manner required by the County Auditor/Controller for the levy of such charges.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on August, 5, 2026, with the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dennis Mayo, Board President

Attest:

Joey Blaine, CMC, Board Secretary

CERTIFICATION

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

I, Joey Blaine, Board Secretary of the McKinleyville Community Services District, hereby certify that Resolution No. 2026-XX is a full, true and correct copy, and was duly adopted at a regular meeting of the Board of Directors of the McKinleyville Community Services District on August 5, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Joey Blaine, CMC, Board Secretary
McKinleyville Community Services District,
California

McKinleyville Community Services District

BOARD OF DIRECTORS

August 5, 2026

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of Draft Minutes of the Board of Directors Regular Meeting on July 1, 2026**

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

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

Recommendation:

Staff recommends the approval of the Draft Minutes of the Board of Directors Regular Meeting on July 1, 2026

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from July 1, 2026

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**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
SERVICES DISTRICT HELD ON WEDNESDAY, JULY 1, 2026 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**

Items are listed in the order in which they were considered.

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:

Scott Binder, Director	Pat Kaspari, General Manager
James Biteman, Director	Joey Blaine, Board Secretary
David Couch, Vice President	James Henry, Operations Director
Dennis Mayo, President	Samantha Howard, Finance Director
Greg Orsini, Director	Kirsten Messmer, Parks & Recreation Director
	Russell Gans, District Counsel

A.2 Report Out of June 3, 2026 Closed Session

President Mayo reported there was no reportable action from the June 3, 2026 closed session.

A.3 Pledge of Allegiance

The Pledge of Allegiance was led by Director Binder.

A.4 Additions to the Agenda

There were no additions or changes to the agenda.

A.5 Approval of the Agenda:

Motion: It was moved to approve the Consent Calendar.

Motion by: Director Orsini **Second:** Director Biteman

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

A.6 Closed Session Discussion

There was no scheduled closed session.

AGENDA ITEM B. PUBLIC HEARINGS:

There was no scheduled public hearing.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There was no public comment.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of Draft Minutes of the Board of Directors Regular Meeting on June 3, 2026

D.2 Consider Approval of May 31, 2026 Treasurer's Report

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

D.4 Consider Adoption of a Notice of Exemption for the Geotechnical Borings Required for the Design of the Mad River Watermain Crossing Project

D.5 Consider Annual Update of Authorized Signers with County of Humboldt

Motion: It was moved to approve the Consent Calendar.

Motion by: Director Orsini **Second:** Director Biteman

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Discussion of Potential Memorial Grove Program in the McKinleyville Community Forest

Parks and Recreation Director Messmer presented the item.

Directors commented, held robust discussion, and asked clarifying questions of staff.

There was no public comment.

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

E.2 Consider Adoption of Resolution 2026-23 Dissolving Knox Open Space Maintenance Zone #23

Board Secretary Blaine presented the item.

Directors commented, discussed, and asked clarifying questions of staff.

At President Mayo's request, District Counsel Gans provided comment on the item.

There was no public comment.

Motion: It was moved to adopt Resolution 2026-23 to dissolve the Open Space Maintenance Zone #23.

Motion by: Director Orsini **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.

E.3 Biennial Review of MCSD Conflict of Interest Code

Board Secretary Blaine presented the item.

Directors discussed and asked clarifying questions.

At President Mayo's request, District Counsel Gans provided comment on the item.

There was no public comment.

Motion: It was moved to adopt Resolution 2026-25 to accept the revised MCSD Conflict of Interest Code with suggested changes by Legal Counsel.

Motion by: Director Orsini **Second:** Director Binder

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.4 Consider Topics and Dates for Joint McKinleyville Municipal Advisory Committee (MMAC) and MCSD Board Meeting

General Manager Kaspari presented the item.

Directors held a robust discussion.

There was no public comment.

Motion: It was moved to direct staff to propose an October 28, 2026 meeting date with a focus on disaster preparedness and response.

Motion by: Director Orsini **Second:** Director Binder

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.5 Consider Adoption of Resolution 2026-24 Supporting Association of California Water Agency's "Vision for Our Water Future" Initiative

Board Secretary Blaine presented the item.

Directors held a brief discussion.

There was no public comment

Motion: It was moved to adopt Resolution 2026-24 supporting ACWA's Vision for Our Water Future Initiative.

Motion by: Director Orsini **Second:** Director Binder

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.6 Distribution of Annual Board Self Evaluation

Board Secretary Blaine presented the item.

There was no public comment.

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

E.7 Consider Adoption of Resolution 2026-26 Electing to Collect Delinquent Service Charges on County Tax Roll in FY2026-27; Ordering the Preparation and Filing of a Report, and Setting the Public Hearing at Azalea Hall on August 5, 2026 at 6:00 p.m.

Finance Director Howard presented the item.

Directors commented, discussed, and asked clarifying questions of staff.

There was no public comment.

Motion: It was moved to adopt Resolution 2026-26 electing to collect delinquent service charges on the County tax roll in FY2026-27, ordering the preparation and filing of a report, and setting the public hearing at Azalea Hall on August 5, 2026 at 6:00 p.m.

Motion by: Director Orsini **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.

E.8 Consider Selecting a Candidate for the California Special Districts Association (CSDA) Board of Directors for the 2026 Election for the Northern Network, Seat C Position and the Authorize General Manager to Execute the Official 2026 Election Ballot

Board Secretary Blaine presented the item.

Directors held a brief discussion of the candidates.

There was no public comment.

Motion: It was moved to authorize the General Manager to execute the official ballot for submission to CSDA with Karli Frye, General Manager, Southern Cascades Community Services District, as the candidate of choice.

Motion by: Director Orsini **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.

E.9 Consider Appointment of Phil Heidrick to the Vacant Alternate Member Seat on the McKinleyville Community Forest Committee

Parks and Recreation Director Messmer presented the item.

Directors commented, discussed, and asked clarifying questions.

There was no public comment.

Motion: It was moved to appoint Phil Heidrick to the vacant Alternate Member seat of the McKinleyville Community Forest Committee for a term of two years.

Motion by: Director Couch **Second:** Director Orsini

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

a. Standing Committees

- 1. Parks and Recreation Committee (Binder/Biteman)** Did not meet.
- 2. Audit and Finance Committee (Orsini/Biteman)** Did not meet.
- 3. Employee Negotiations Committee (Couch/Mayo)** Did not meet.
- 4. McKinleyville Community Forest Committee (Orsini/Biteman)** Director Orsini reported that he provided the summary of the June 16, 2026 meeting during item E.1.

b. Ad-Hoc Committees

- 1. Cyber Security Governance Ad-Hoc Committee (Binder/Orsini)** Did not meet. Director Binder reported that the next meeting has been scheduled for August 12, 2026.

c. Board Liaisons

- 1. McKinleyville Area Fund (John Kulstad/Binder)** Did not meet.
- 2. Redwood Region Economic Development Commission (Biteman/Mayo)** Director Biteman provided a summary of the June 22, 2026 meeting.
- 3. McKinleyville Municipal Advisory Committee (Binder/Orsini)** Did not meet.
- 4. McKinleyville Senior Center (Binder/Couch)** Director Binder gave a report on the ongoing activities of the Senior Center.

F.2 LEGISLATIVE AND REGULATORY REPORTS

President Mayo gave an update on the passing of the State budget and its implications for special districts.

Board Secretary Blaine provided an update on the status of State bills the District has provided letters of support for including AB 2180, SB 1153, AB 1866, and AB 1821.

F.3 STAFF REPORTS

- a. **Finance and Administration Department:** Finance Director Howard provided an update on the progress of the current round of Bond Financing for upcoming capital projects.
- b. **Operations Department (James Henry):** Operations Director Henry had nothing further to add to his report.
- c. **Parks & Recreation Department (Kirsten Messmer):** Parks and Recreation Director Messmer had nothing further to add to her written report.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari reported that the Highway Sewer Crossing Retrofit Project is going out to bid in July. Bids will be due in August and the winning bid will be brought to the Board for approval at the September meeting. He also informed the Board that a ribbon cutting for the BMX Track and Park will be held on August 22, 2026.

F.4 PRESIDENT'S REPORT

President Mayo had nothing further to add.

Supervisor Madrone informed the Board that a community meeting is being scheduled for Caltrans' Highway 101 Corridor Study with details forthcoming.

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

Director Couch reported that he will be participating in candidate interview for the Alternate Public Member seat on the Humboldt Local Agency Formation Commission (LAFCo).

G. Meeting Adjourned at 8:08 p.m.

Joseph Blaine, CMC, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

August 5, 2026

TYPE OF ITEM: **ACTION**

ITEM: D.2 **Consider Approval of June 30, 2026, DRAFT Treasurer's Report**

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

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

Recommendation

Staff recommends the Board review and approves the June 30, 2026, DRAFT Treasurer's Report.

Discussion

The June Treasurer's report is the quarterly expanded version including the cash flow, debt, and capital project report, as well as the regular budget to actuals that is provided monthly. This report is also a draft as year-end close is in progress, which may cause the general ledger accounts to adjust throughout the process.

Some highlights from the June 2026 report are as follows:

- June 30, 2026 property tax and assessment revenues have not yet been apportioned and are due from the County by August 10, 2026.
- Days of Cash on Hand is showing 171 days however this number only considers the funds held at Columbia Bank and does not include the additional \$25,842,386.38 held with California Class, of which \$16,862,873.38 are operating reserves.
- The District's Section 115 Trust had \$178,810.43 gain on investment in the last quarter of the fiscal year bringing the balance to \$3,589,270.48.
- Total interest earned in California CLASS investments for the last quarter totaled \$222,661.88.

Alternatives:

Staff's analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Exhibits/Attachments

Attachment 1- June 30, 2026 Treasurer's Report

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McKinleyville Community Services District
DRAFT Quarterly Expanded Treasurer's Report
June 30, 2026

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Page 2	Investments & Cash Flow Report
Page 3	Consolidated Balance Sheet by Fund
Page 4	Activity Summary by Fund with Selected Graphic Comparisons
Page 11	Capital Expenditure Report
Page 15	Summary of Project Funding
Page 16	Summary of Long-Term Debt
Page 17	June 2026 Cash Disbursement Report

Ratios

As of June 30, 2026

- Utility Accounts Receivable Turnover Days	12
- YTD Breakeven Revenue, Enterprise Funds:	\$ 8,168,737
- YTD Actual Enterprise Operating Revenue:	\$ 9,414,557
- Days of Cash on Hand-All Operations Checking/MM	171

McKinleyville Community Services District
Quarterly Investments & Cash Flow Report
As of June 30, 2026

Petty Cash & Change Funds 1,065.00

Cash

Operating & Money Market - Beginning Balance 4,509,441.87

Cash Receipts:

Utility Billings & Other Receipts	2,386,776.29
Interest Earned-All Accounts/All Funds	285,085.28
Transfers from County Funds #2560, #4240, CalCLASS, Meas. B	-
Other Cash Receipts (Grants/Other Receivables)	1,192,271.46
Other MISC monthly adjustments	

Total Cash Receipts 3,864,133.03

Cash Disbursements:

Payroll Related Expenditures (incl. CalPERS UAL pmt)	(1,112,532.17)
Transfer to California CLASS	-
Debt Service	(62,010.80)
Accounts Payable & Other/Misc Expenditures	(3,231,908.91)

Total Cash Disbursements (4,406,451.88)

Operating & Money Market - Ending Balance 3,967,123.02

Total Cash 3,968,188.02

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

LAIF - Beginning Balance 158,899.05

Net Quarterly Activity 1,557.14

LAIF - Ending Balance 160,456.19

Humboldt Co. #2560 - Beginning Balance -

Property Taxes and Assessments 683,651.53

Transfer to/from Operating Cash Acct or CalCLASS -

Interest Income -

Administration Fees -

Humboldt Co. #2560 - Ending Balance 683,651.53

Market Valuation Account (updated annually at year end) 612.47

BNY COPS Series A & B - Beginning Balance 2,422,730.48

Bond Draws for Capital Projects -

Bond Earned Interest 19,087.99

BNY COPS Series A & B - Ending Balance 2,441,818.47

Section 115 Trust Beginning Balance 3,411,079.89

Net Transfer to/from Designated Reserves: OPEB -

Net: Interest Income/Unrealized Gain/Loss 178,810.43

Admin & Investment Expenses (619.84)

Section 115 Trust Ending Balance 3,589,270.48

CalCLASS - Beginning Balance 25,011,766.40

Net Transfer to/from Checking 607,958.10

Net Transfer to/from Designated Reserves: PERS/OPEB -

Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves -

Net: Interest Income/Unrealized Gain/Loss 222,661.88

CalCLASS - Ending Balance 25,842,386.38

Total Investments 32,718,195.52

Total Cash & Investments - Current Quarter 36,686,383.54

McKinleyville Community Services District
Consolidated Balance Sheet by Fund
As of June 30, 2026

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 1,687,516.45	\$ (127,592.11)	\$ 187,424.03	\$ 9,602,386.91	\$ 19,304,949.31	\$ 30,654,684.59
Accounts receivable	419,028.63	-	13,835.21	1,997,231.75	834,857.80	3,264,953.39
Prepaid expenses & other current assets	88,484.96	-	12,397.45	222,633.23	159,493.53	483,009.17
Total Current Assets	<u>2,195,030.04</u>	<u>(127,592.11)</u>	<u>213,656.69</u>	<u>11,822,251.89</u>	<u>20,299,300.64</u>	<u>34,402,647.15</u>
Noncurrent Assets						
Restricted cash & cash equivalents	213,506.10	-	-	106,172.19	2,335,646.28	2,655,324.57
Other noncurrent assets	-	-	-	255,011.00	307,632.00	562,643.00
Capital assets (net)	-	-	-	25,071,487.94	30,215,630.17	55,287,118.11
Total Noncurrent Assets	<u>213,506.10</u>	<u>-</u>	<u>-</u>	<u>25,432,671.13</u>	<u>32,858,908.45</u>	<u>58,505,085.68</u>
TOTAL ASSETS	<u>\$ 2,408,536.14</u>	<u>\$ (127,592.11)</u>	<u>\$ 213,656.69</u>	<u>\$ 37,254,923.02</u>	<u>\$ 53,158,209.09</u>	<u>\$ 92,907,732.83</u>
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 235,626.73	\$ 6,005.69	\$ 1,787.95	\$ 579,322.36	\$ 216,453.25	\$ 1,039,195.98
Accrued payroll & related liabilities	200,520.88	-	-	182,318.27	183,618.44	566,457.59
Total Current Liabilities	<u>436,147.61</u>	<u>6,005.69</u>	<u>1,787.95</u>	<u>761,640.63</u>	<u>400,071.69</u>	<u>1,605,653.57</u>
Noncurrent Liabilities						
Long-term debt	-	-	-	5,674,144.20	18,989,535.89	24,663,680.09
Other noncurrent liabilities	-	-	-	2,792,607.08	3,365,851.08	6,158,458.16
Total Noncurrent Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,466,751.28</u>	<u>22,355,386.97</u>	<u>30,822,138.25</u>
TOTAL LIABILITIES	<u>436,147.61</u>	<u>6,005.69</u>	<u>1,787.95</u>	<u>9,228,391.91</u>	<u>22,755,458.66</u>	<u>32,427,791.82</u>
Fund Balance/Net Assets						
Fund balance	(2,103,183.61)	(133,597.80)	211,868.74	-	-	(2,024,912.67)
Net assets	4,075,572.14	-	-	8,629,187.37	19,176,656.15	31,881,415.66
Investment in capitol assets, net of related debt	-	-	-	19,397,343.74	11,226,094.28	30,623,438.02
Total Fund Balance/Net Assets	<u>1,972,388.53</u>	<u>(133,597.80)</u>	<u>211,868.74</u>	<u>28,026,531.11</u>	<u>30,402,750.43</u>	<u>60,479,941.01</u>
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	<u>\$ 2,408,536.14</u>	<u>\$ (127,592.11)</u>	<u>\$ 213,656.69</u>	<u>\$ 37,254,923.02</u>	<u>\$ 53,158,209.09</u>	<u>\$ 92,907,732.83</u>
	-	(0.00)	-	-	-	-
Difference in Reclass from Cap Assets to Net Assets:				-	-	
Investment in General Capital Assets	<u><u>\$ 9,473,665.60</u></u>					
General Long-term Liabilities						
PG&E Streetlights Loan	-					
Meas. B Loan: Teen/Community Center	<u><u>462,583.00</u></u>					
OPEB Liability	1,140,863.00	OPEB Liability		827,693.00	998,484.00	2,967,040.00
CalPERS Pension Liability/Deferred Inflows-Outflows	1,139,282.79	CalPERS Pension Liability		823,130.08	992,997.08	2,955,409.95
Accrued Compensated Absences	<u>89,433.30</u>					
TOTAL GENERAL LONG-TERM LIABILITIES	<u>\$ 2,832,162.09</u>					

McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
June 30, 2026

Department Summaries																	% Year Remaining: 0.00%		Notes	
	July	August	September	October	November	December	January	February	March	April	May	June	% of Year 100.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	REVISED Total Budget	Remaining		
																		Budget		Budget %
Water																				
Water Sales	481,406	420,625	428,380	423,499	349,298	345,035	382,925	359,853	354,291	409,074	360,986	388,417	4,703,787	4,460,000	243,787	5.47%	4,460,000	(243,787)	-5.47%	Other Expenses high in July due to Section 115 Contribution
Other Revenues	21,621	21,242	19,722	18,341	37,386	7,090	5,627	13,919	10,864	7,109	8,627	2,987	174,535	231,915	(57,380)	-24.74%	231,915	57,380	24.74%	
Total Operating Revenues	503,027	441,866	448,102	441,840	386,684	352,125	388,553	373,771	365,155	416,183	369,613	391,404	4,878,321	4,691,915	186,406	3.97%	4,691,915	(186,406)	-3.97%	
Salaries & Benefits	234,052	96,039	105,340	128,169	106,782	113,259	127,091	112,254	125,523	123,938	135,309	103,778	1,511,533	1,642,761	(131,228)	-7.99%	1,642,761	131,228	7.99%	
Water Purchased	109,472	115,631	114,415	114,948	112,288	110,500	109,998	109,766	112,078	105,305	111,262	109,109	1,334,772	1,385,125	(50,353)	-3.64%	1,385,125	50,353	3.64%	Disposal of all assets below allowable threshold or no longer in existence.
Other Expenses	148,833	41,449	60,728	53,763	87,825	80,713	59,603	56,594	57,302	52,117	78,839	53,042	830,808	949,412	(118,604)	-12.49%	949,412	118,604	12.49%	
Depreciation	38,083	38,083	38,083	38,083	38,083	38,083	38,083	38,083	38,083	38,083	38,083	38,083	456,999	457,000	(1)	0.00%	457,000	1	0.00%	
Total Operating Expenses	530,440	291,202	318,565	334,963	344,978	342,555	334,776	316,697	332,986	319,444	363,493	304,013	4,134,111	4,434,298	(300,187)	-6.77%	4,434,298	300,187	6.77%	
Net Operating Income	(27,414)	150,664	129,536	106,877	41,706	9,570	53,777	57,075	32,168	96,739	6,120	87,391	744,210	257,617	486,593		257,617	(486,593)		
Grants	-	510	-	85,462	-	623,783	-	-	108,176	-	-	473,554	1,291,484	875,635	415,849		875,635	(415,849)	-47.49%	Disposal of all assets below allowable threshold or no longer in existence.
Interest Income	25,619	25,649	24,100	24,501	22,876	23,005	21,597	20,233	21,648	21,763	21,714	23,191	275,896	200,000	75,896	37.95%	200,000	(75,896)	-37.95%	
Loss(Gain) on Disposal						(56,576)	-	-	-	-	-	-	(56,576)	(56,576)	0		(56,576)	(0)	0.00%	
Interest Expense	13,857	-	-	-	93	11,227	75,115	-	-	62	9,780	-	110,133	192,542	(82,409)	42.80%	192,542	82,409	42.80%	
Total Non-Operating Income	11,762	26,159	24,100	109,962	22,784	578,985	(53,518)	20,233	129,824	21,701	11,934	496,745	1,400,670	826,517	574,153		826,517	(574,153)		
Net Income (Loss)	(15,652)	176,823	153,637	216,840	64,489	588,555	259	77,308	161,992	118,440	18,054	584,136	2,144,880	1,084,134	1,060,746		1,084,134	(1,060,746)		
Wastewater																				
Wastewater Service Charges	415,455	390,131	392,804	401,657	385,853	370,967	387,760	386,981	384,404	414,657	386,260	393,843	4,710,770	4,450,000	260,770	5.86%	4,450,000	(260,770)	-5.86%	July expense is higher than normal due to large one-time annual payments such as prepaid health insurance and UAL payment.
Other Revenues	24,379	28,618	38,564	27,476	91,196	29,226	11,041	26,062	14,541	10,154	11,236	3,219	315,714	403,765	(88,051)	-21.81%	403,765	88,051	21.81%	
Total Operating Revenues	439,834	418,749	431,367	429,133	477,049	400,194	398,801	413,043	398,945	424,812	397,496	397,062	5,026,484	4,853,765	172,719	3.56%	4,853,765	(172,719)	-3.56%	
Salaries & Benefits	251,183	120,551	132,187	124,600	119,079	134,472	134,105	118,848	120,237	118,665	156,899	121,963	1,652,789	1,792,118	(139,329)	-7.77%	1,792,118	139,329	7.77%	
Other Expenses	155,264	41,421	74,169	58,741	145,404	87,482	67,929	67,378	79,260	67,456	74,029	89,933	1,008,466	1,370,172	(361,706)	-26.40%	1,370,172	361,706	26.40%	Receipt of grant revenue is less than anticipated at this point in the fiscal year. Microgrid Rebate earned \$165,060 in interest revenue while with the IRS. Disposal of all assets below allowable threshold or no longer in existence.
Depreciation	129,167	129,167	129,167	129,167	129,167	129,167	129,167	129,167	129,167	129,167	129,167	129,167	1,550,000	1,550,000	0	0.00%	1,550,000	(0)	0.00%	
Total Operating Expenses	535,614	291,139	335,523	312,508	393,649	351,120	331,200	315,393	328,664	315,288	360,095	341,063	4,211,255	4,712,290	(501,035)	-10.63%	4,712,290	501,035	10.63%	
Net Operating Income	(95,780)	127,611	95,844	116,625	83,400	49,073	67,601	97,650	70,281	109,524	37,401	56,000	815,229	141,475	673,754		141,475	(673,754)		
Grants	(2,755)	510	-	26,310	-	154,852	-	-	171,688	-	-	92,017	442,621	350,094	92,527	26.43%	350,094	(92,527)	-26.43%	Receipt of grant revenue is less than anticipated at this point in the fiscal year. Microgrid Rebate earned \$165,060 in interest revenue while with the IRS. Disposal of all assets below allowable threshold or no longer in existence.
Interest Income	49,647	51,373	48,559	50,393	45,851	45,559	42,642	39,302	211,547	48,959	48,400	51,137	733,368	715,000	18,368	2.57%	715,000	(18,368)	-2.57%	
Loss(Gain) on Disposal						(145,813)	-	-	-	-	-	-	(145,813)	(145,813)	0		(145,813)	(0)		
Interest Expense	(223,797)	269,011	-	-	42,661	-	-	38,590	25,966	-	-	-	152,432	376,229	(223,797)	59.48%	376,229	223,797	59.48%	
Total Non-Operating Income	270,689	(217,128)	48,559	76,703	3,189	54,598	42,642	713	357,269	48,959	48,400	143,154	877,745	543,052	334,693		543,052	(334,693)	-61.63%	
Net Income (Loss)	174,909	(89,517)	144,403	193,328	86,589	103,671	110,242	98,362	427,550	158,483	85,801	199,154	1,692,974	684,527	1,008,447		684,527	(1,008,447)		
Enterprise Funds Net Income (Loss)	159,256	87,305	298,040	410,167	151,078	692,226	110,501	175,670	589,543	276,922	103,855	783,289	3,837,854	1,768,661	2,069,193		1,768,661	(2,069,193)		

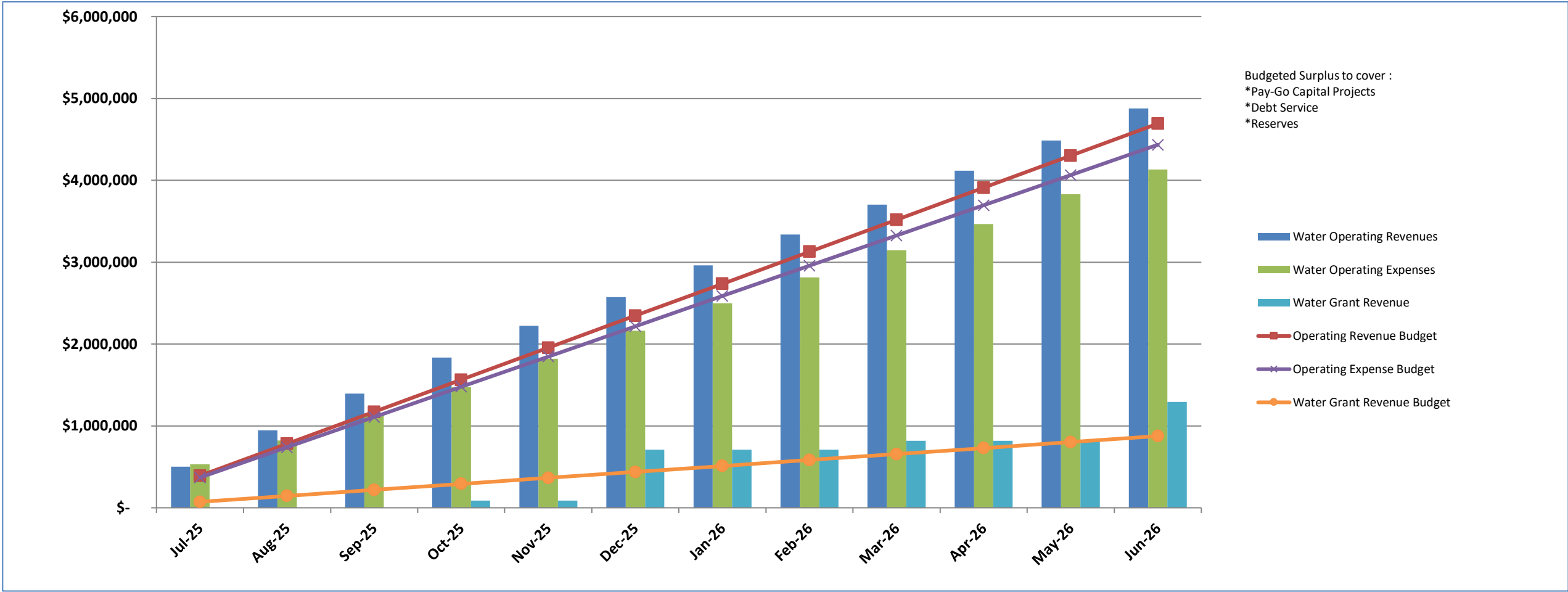
McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
June 30, 2026

																	% Year Remaining: 0.00%				
Department Summaries	July	August	September	October	November	December	January	February	March	April	May	June	% of Year 100.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	REVISED			Notes	
																	Total Budget	Remaining Budget	Budget %		
*Parks & Recreation																					
Program Fees	44,212	62,265	112,740	11,858	109,222	56,945	68,165	13,685	45,769	4,125	78,721	122,138	729,845	663,634	66,211	9.98%	663,634	(66,211)	-9.98%	Kids Club Revenue Received in June.	
Rents & Facility Related Fees	2,971	8,197	8,975	5,575	6,824	3,233	25,652	7,792	7,458	4,999	13,130	6,082	100,889	106,500	(5,611)	-5.27%	106,500	5,611	5.27%		
Property Taxes	-	-	-	-	-	456,939	-	-	-	-	403,517	-	860,456	870,000	(9,544)	-1.10%	870,000	9,544	1.10%	June 30 appropriations due to the District August 10, 2026..	
Other Revenues	22,220	12,795	15,912	12,899	13,277	13,867	13,003	13,561	12,115	23,471	13,688	11,741	178,549	193,043	(14,494)	-7.51%	193,043	14,494	7.51%	Budget spread evenly across 12 months, but actuals vary by schedule	
Interest Income	13,635	16,769	16,085	16,357	15,276	18,791	14,673	13,408	14,358	14,476	22,076	14,913	190,817	175,000	15,817	9.04%	175,000	(15,817)	-9.04%		
Total Revenues	83,038	100,026	153,712	46,689	144,600	549,774	121,493	48,447	79,700	47,071	531,131	154,874	2,060,557	2,008,177	52,380	2.61%	2,008,177	(52,380)	-2.61%		
Salaries & Benefits	217,225	120,857	109,402	95,697	100,781	104,565	112,300	103,581	112,816	114,403	115,437	137,951	1,445,013	1,483,660	(38,647)	-2.60%	1,483,660	38,647	2.60%	Budget revised to capture ELP revenues and expenses.	
Other Expenditures	54,741	18,967	23,932	19,930	27,262	31,890	22,403	17,711	28,079	12,725	29,466	18,404	305,509	316,367	(10,858)	-3.43%	316,367	10,858	3.43%	Other Expenses high in July due to Section 115 Contribution	
Total Expenditures	271,966	139,824	133,334	115,626	128,043	136,455	134,703	121,292	140,895	127,128	144,903	156,355	1,750,522	1,800,027	(49,505)	-2.75%	1,800,027	49,505	2.75%	Budget spread evenly across 12 months, but actuals vary by project schedule	
Other Financing Sources:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Capital Contributions	103	147	147	184	2,874	158	92	139	142	104	627	145	4,862	1,500	3,362	224.14%	1,500	(3,362)	-224.14%		
Grant Revenues	-	-	-	-	8,496	839,285	-	6,865	-	-	247,608	407,208	1,509,462	1,400,000	109,462	7.82%	1,400,000	(109,462)	-7.82%	BMX Grant Reimbursement Request #8	
Capital Expenditures	5,951	253,111	6,173	203,107	18,901	209,092	15,415	144,549	109,890	7,011	218,242	145,345	1,336,787	2,013,600	(676,813)	-33.61%	2,013,600	676,813	33.61%	Budget spread evenly across 12 months, but actuals vary by project schedule	
Excess (Deficit)	(194,776)	(292,761)	14,352	(271,860)	9,026	1,043,671	(28,532)	(210,391)	(170,943)	(86,964)	416,223	260,527	487,572	(403,950)	891,522		(403,950)				
*Measure B Assessment																					
Total Revenues	2,098	4,738	4,572	4,773	4,345	419,519	4,477	3,813	3,601	4,087	289,143	3,750	748,917	733,253	15,664	2.14%	733,253	(15,664)	-2.14%	Assessment Revenue Received in May	
Salaries & Benefits	12,534	17,136	12,862	38,596	16,871	17,797	22,962	22,556	24,572	18,546	17,903	15,116	237,452	211,050	26,402	12.51%	211,050	(26,402)	-12.51%		
Other Expenditures	14,253	11,662	13,234	24,588	8,081	10,047	10,821	9,860	9,410	9,286	8,963	9,740	139,944	96,454	43,490	45.09%	96,454	(43,490)	-45.09%		
Capital Expenditures/Loan Repayment	4,003	-	1,971	53,917	3,983	1,743	12,555	9,735	-	64,936	-	-	152,843	272,000	(119,157)	-43.81%	272,000	119,157	43.81%	Teen Center Paid in April	
Total Expenditures	30,790	28,798	28,068	117,101	28,935	29,587	46,339	42,151	33,982	92,767	26,866	24,856	530,239	579,504	(49,265)	-8.50%	579,504	49,265	8.50%		
Excess (Deficit)	(28,692)	(24,060)	(23,495)	(112,328)	(24,589)	389,932	(41,861)	(38,338)	(30,382)	(88,679)	262,277	(21,106)	218,678	153,749	64,929		153,749	(64,929)			
*Street Lights																					
Total Revenues	12,677	12,481	12,501	12,699	12,403	12,473	12,451	13,100	13,191	13,249	13,209	22,356	162,789	146,750	16,039	10.93%	146,750	(16,039)	-10.93%		
Salaries & Benefits	7,492	3,411	3,540	3,789	3,712	5,003	4,559	3,834	4,361	3,827	4,093	4,030	51,652	56,673	(5,021)	-8.86%	56,673	5,021	8.86%		
Other Expenditures	14,941	4,593	5,223	4,626	6,805	6,582	7,558	5,642	4,407	4,301	4,843	6,216	75,737	82,690	(6,953)	-8.41%	82,690	6,953	8.41%		
Capital Expenditures/Loan Repayment	-	-	-	-	-	-	-	1,581	-	-	-	-	1,581	5,000	(3,419)	-68.38%	5,000	3,419	68.38%		
Total Expenditures	22,434	8,004	8,763	8,415	10,517	11,586	12,117	11,057	8,769	8,127	8,936	10,245	128,970	144,363	(15,393)	-10.66%	144,363	15,393	10.66%		
Excess (Deficit)	(9,757)	4,477	3,738	4,284	1,886	887	334	2,043	4,422	5,122	4,273	12,111	33,819	2,387	31,432		2,387	(31,432)			
Governmental Funds Excess (Deficit)	(233,225)	(312,343)	(5,406)	(379,904)	(13,677)	1,434,490	(70,059)	(246,686)	(196,902)	(170,522)	682,772	251,532	740,069	(247,814)	987,883		(247,814)	(96,361)			

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

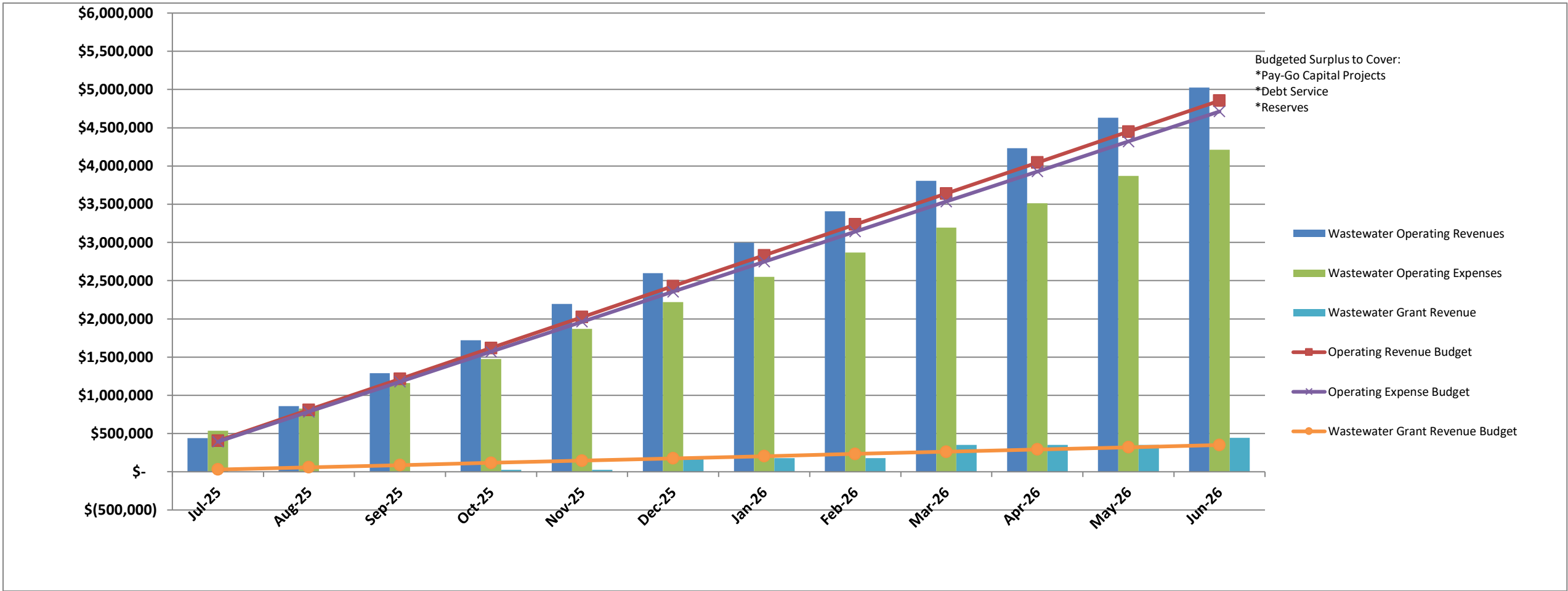
McKinleyville Community Services District
As of June 30, 2026

Comparison of Water Fund Operating Revenues & Expenses to Budget



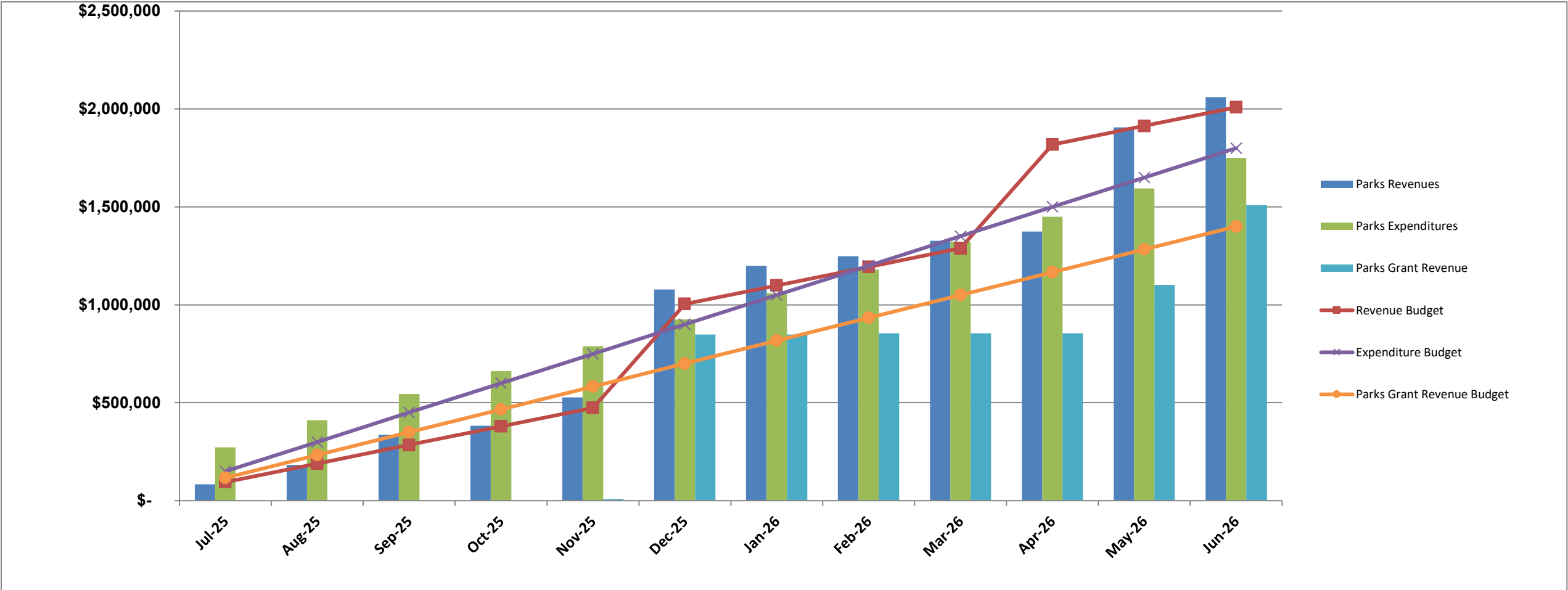
McKinleyville Community Services District
As of June 30, 2026

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



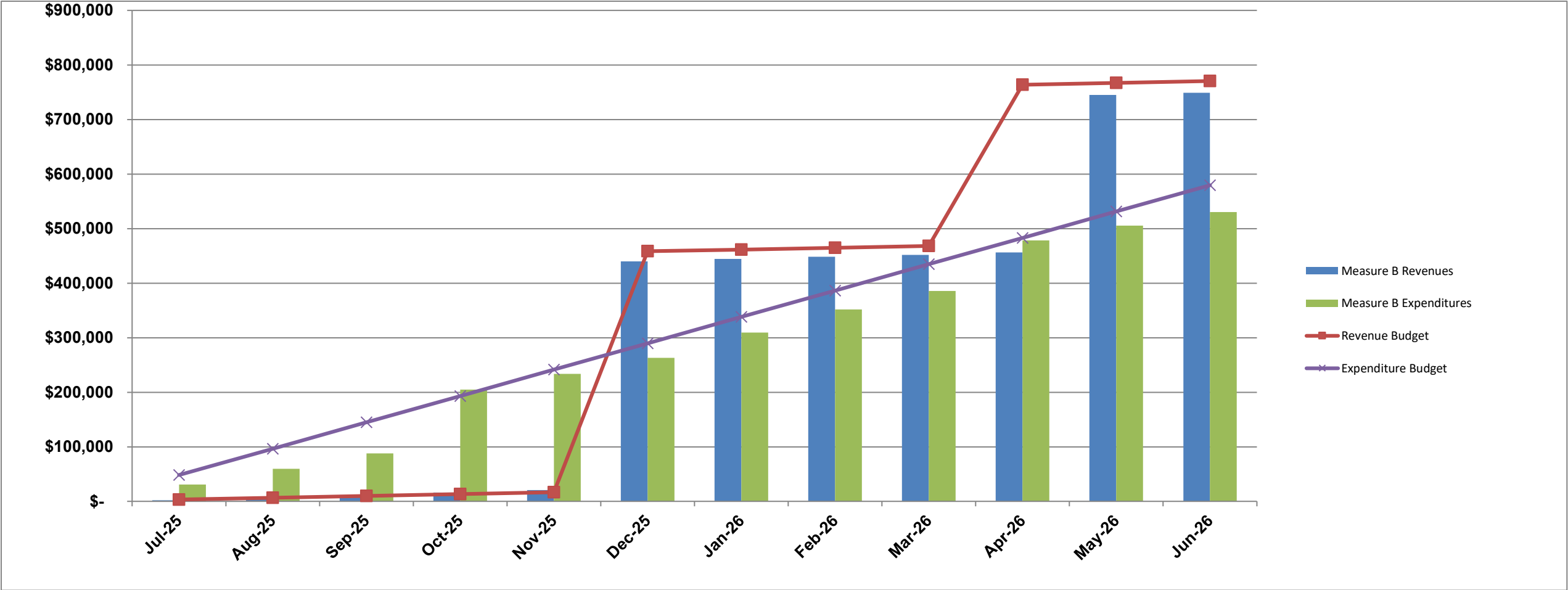
McKinleyville Community Services District
As of June 30, 2026

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



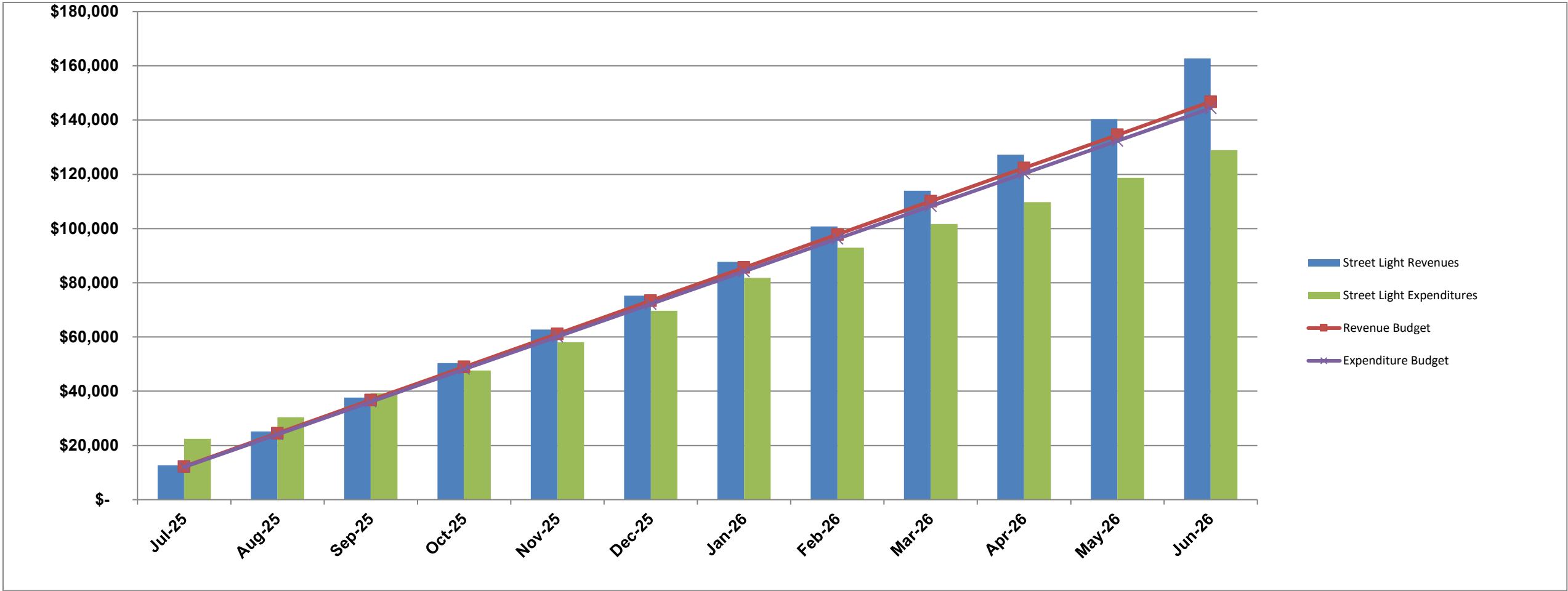
McKinleyville Community Services District
As of June 30, 2026

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District
As of June 30, 2026

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District
Capital Expenditure Quarterly Report
As of June 30, 2026

ENTERPRISE FUND &STREELIGHT CIP	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	FY 25-26 Budget	Remaining		Notes
															Budget \$	Budget %	
Heavy Equipment																	
Bobcat plus Attachments	-	12,345	-	-	-	-	-	-	-	-	-	-	12,345	20,000	7,655	38%	Single purchase
Air Compressor and Appurtenances	-	-	-	-	-	-	-	-	-	-	-	-	-	22,000	22,000	100%	Single purchase
Subtotal	-	12,345	-	-	-	-	-	-	-	-	-	-	12,345	42,000	29,655		
Utility Vehicles																	
3/4 or 1-Ton Pickup	-	-	-	-	-	-	134,890	559	-	-	-	-	135,449	160,000	24,551	15%	Single purchase
Subtotal	-	-	-	-	-	-	134,890	559	-	-	-	-	135,449	160,000	24,551		
Water System																	
4.5 Million Gallon Tank	-	86,449	59,742	310,176	35,554	1,270,894	-	13,933	286,741	-	11,089	319,106	2,393,685	1,000,000	(1,393,685)	-139%	
Water Tank Painting	-	-	-	-	-	-	-	-	-	-	-	-	-	750,000	750,000	100%	
Emergency Water Supply-Mad River Crossing	-	-	-	-	-	-	18,646	39,537	53,841	64,266	-	176,502	352,793	250,000	(102,793)	-41%	
McCluski Tank 3 Replacement	-	-	-	-	-	-	-	-	36,207	58,579	28,755	115,732	239,274	500,000	260,726	52%	
McCluski Pipeline Assessment & Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000	30,000	100%	
Fire Hydrant System Upgrade	-	-	-	-	-	-	-	-	-	-	-	-	-	7,000	7,000	100%	
Water Main Rehabilitation and Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000,000	1,000,000	100%	
Subtotal	-	86,449	59,742	310,176	35,554	1,270,894	18,646	53,470	376,790	122,845	39,844	611,340	2,985,751	3,537,000	551,249		
Sewer System																	
WWMF Pumps & Motors	-	-	-	-	-	-	-	-	-	-	-	-	-	16,000	16,000	100%	
WWMF Pond Armoring	-	-	-	-	-	-	-	-	-	-	-	-	-	80,000	80,000	100%	
WWMF Sudge Disposal & Handling	-	-	-	-	-	-	-	-	-	-	-	-	-	240,000	240,000	100%	
Hwy Sewer Undercrossing Project	-	8,525	32,958	67,246	104,730	38,531	71,607	500	143,509	1,129	-	26,712	495,447	2,000,000	1,504,553	75%	
Sewer Main Rehap & Replacement	18,018	5,962	1,535	958	21,773	6,528	12,887	107,464	12,405	36,406	53,237	5,401	282,572	1,000,000	717,428	72%	
Fischer Generator Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	40,000	40,000	100%	
Underground Pipe Locater & Camera	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000	100%	
Sewer Main Camera Unit	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000	50,000	100%	
SCNA Apparatus & Bottles	-	-	-	-	-	-	-	-	-	-	-	-	-	6,000	6,000	100%	Single purchase
Fischer Lift Station Upgrades	1,874	-	-	656	-	-	11,708	4,036	2,062	476	-	75,795	96,605	500,000	403,395	81%	
WWMF Fencing & Gate	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	100%	
Subtotal	19,891	14,487	34,492	68,860	126,503	45,059	96,202	111,999	157,975	38,011	53,237	107,908	874,625	3,947,000	3,072,375		
Office, Corporation Yard and Shops																	
Facility Upgrades & Sealcoat	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	100%	
Property Purchase -Behind Main Office	-	-	-	-	-	-	-	-	-	-	-	-	-	450,000	450,000	100%	If the option presents itself
Office Building	13,332	15,880	23,070	7,690	7,690	7,690	4,614	3,076	3,076	1,538	-	264,938	352,594	1,000,000	647,406	65%	Main office remodel
Major Building Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000	20,000	100%	
Subtotal	13,332	15,880	23,070	7,690	7,690	7,690	4,614	3,076	3,076	1,538	-	264,938	352,594	1,480,000	1,127,406		

McKinleyville Community Services District
Capital Expenditure Quarterly Report
As of June 30, 2026

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	FY 25-26 Budget	Remaining		Notes
															Budget \$	Budget %	
Computers, Software, and Equipment																	
Computers, Printers, File Server Upgrades	9,545	-	-	-	-	-	3,489	-	5,838	-	-	-	18,873	20,000	1,127	6%	
MOM Upgrade & Replacement ERP Eval	-	-	-	-	-	-	61,562	435	-	290	1,885	4,125	68,297	450,000	381,703	85%	
Office Equipment (Non-computer)	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000	100%	
GIS/SEMS/CADD Equipment and Software	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000	8,000	100%	
Subtotal	9,545	-	-	-	-	-	65,051	435	5,838	290	1,885	4,125	87,170	483,000	395,830		
Reclamation (Fischer/Pialorsi Ranches)																	
Barn, Fence, House upgrades	-	693	215	81	23,380	-	-	-	-	77	-	-	24,446	15,000	(9,446)	-63%	\$23,380 reimbursed by insurance
Irrigation Pipe and Fittings	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	100%	
Recycled Water Project	172	258	2,120	408	-	873	308	3,884	-	537	-	-	8,560	1,000,000	991,440	99%	
Underground valving & Piping	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000	20,000	100%	
Subtotal	172	951	2,336	489	23,380	873	308	3,884	-	614	-	-	33,005	1,045,000	1,011,995		
Small Equipment & Other																	
Misc/Emergency Equipment Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000	20,000	100%	
GPS Surveying Equipment	-	-	-	-	-	-	-	-	5,217	-	-	-	5,217	20,000	14,783	74%	Single Purchase
Subtotal	-	-	-	-	-	-	-	-	5,217	-	-	-	5,217	40,000	34,783		
Streetlights																	
Pole Replacement	-	-	-	-	-	-	-	1,581	-	-	-	-	1,581	5,000	3,419	68%	Do we need anymore poles this year?
Subtotal	-	-	-	-	-	-	-	1,581	-	-	-	-	1,581	5,000	3,419		
ENTERPRISE & STREETLIGHT CIP TOTAL	42,940	130,111	119,640	387,216	193,127	1,324,516	319,711	175,005	548,896	163,298	94,966	988,312	4,487,737	10,739,000	6,251,263		

McKinleyville Community Services District
Capital Expenditure Quarterly Report
As of June 30, 2026

PARKS AND RECREATION CIP	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	FY 25-26 Budget	Remaining		Notes
															Budget \$	Budget %	
<u>Hiller Park & Sports Complex Project</u>																	
Park Landscaping & Signage	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000	100%	
Back Stops	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000	30,000	100%	
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	35,000	35,000		
<u>Pierson Park Upgrades</u>																	
Gazebo Rehabilitation/Replacement	-	-	-	-	-	-	8,254	352	-	-	-	-	8,606	15,000	6,394	43%	
Subtotal	-	-	-	-	-	-	8,254	352	-	-	-	-	8,606	15,000	6,394		
<u>Azalea Hall Upgrades</u>																	
Major Appliance Replacement	-	2,760	-	1,811	246	-	-	-	-	-	-	-	4,817	10,000	5,183	52%	In the event replacement is needed. Replace AH Flooring
Replace Flooring	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000	15,000	100%	
Parking Lot Resurfacing	-	-	-	-	-	-	-	-	-	-	-	-	-	16,000	16,000	100%	
Subtotal	-	2,760	-	1,811	246	-	-	-	-	-	-	-	4,817	41,000	36,183		
<u>McKinleyville Activity Center Upgrades</u>																	
Landscaping & Signage	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000	100%	In the event replacement is needed.
Major Appliance Replacement	-	-	-	-	-	-	12,555	-	-	-	-	-	12,555	32,000	19,445	61%	
Subtotal	-	-	-	-	-	-	12,555	-	-	-	-	-	12,555	37,000	24,445		
<u>Other Parks Projects & Equipment</u>																	
Light Duty Utility Truck/Van/Car	-	-	-	-	-	-	-	-	11,000	-	-	-	11,000	11,000	-	0%	
Subtotal	-	-	-	-	-	-	-	-	11,000	-	-	-	11,000	11,000	-		
<u>Law Enforcement Facility Improvements</u>																	
LEF/Library Parking Sealing/Paving/Fencing	-	-	-	-	-	-	-	-	-	-	-	-	-	14,000	14,000	100%	
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	14,000	14,000		
<u>McKinleyville Library Projects</u>																	
Floor Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000	25,000	100%	
Furnace Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	100%	
Fire Suppression System	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000	20,000	100%	
ADA Compliance	-	-	-	-	-	-	-	9,735	-	-	-	-	9,735	50,000	40,265	81%	
Subtotal	-	-	-	-	-	-	-	9,735	-	-	-	-	9,735	105,000	95,265		
<u>Teen & Community Center</u>																	
Flooring	-	-	-	-	-	-	-	-	-	-	-	-	-	18,000	18,000	100%	
Kitchen Equipment & Appliances	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000	8,000	100%	
Equipment Rehabilitation/Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	100%	
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	36,000	36,000		

McKinleyville Community Services District
Capital Expenditure Quarterly Report
As of June 30, 2026

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total	FY 25-26 Budget	Remaining		Notes
															Budget \$	Budget %	
Projects funded by Grant Funds & Quimby																	
BMX Track and Park	5,951	250,351	6,173	201,295	18,655	209,092	7,161	144,197	96,090	7,011	218,242	145,345	1,309,563	1,400,000	90,437	6%	
Subtotal	5,951	250,351	6,173	201,295	18,655	209,092	7,161	144,197	96,090	7,011	218,242	145,345	1,309,563	1,400,000	90,437		
Community Forest																	
MISC Community Forest Upgrades/Projects	4,003	-	1,971	-	3,983	1,743	-	-	-	-	-	-	11,701	80,000	68,299	85%	
Subtotal	4,003	-	1,971	-	3,983	1,743	-	-	-	-	-	-	11,701	80,000	68,299		
PARKS & REC CIP TOTAL	9,955	253,111	8,144	203,107	22,884	210,836	27,970	154,284	107,090	7,011	218,242	145,345	1,367,978	1,774,000	406,022	23%	
All Funds Total	52,895	383,222	127,784	590,323	216,011	1,535,351	347,681	329,289	655,986	170,309	313,207	1,133,657	5,855,714	12,513,000	6,657,286	53%	

McKinleyville Community Services District
Summary of Project Funding
As of June 30, 2026

Project	District Funding Sources	Initial Funding Amount	Required District Match	Reimbursable Expenditures to Date	Remaining Funds Available	Notes
4.5 Million Gallon Tank	CalOES Hazard Mitigation Grant	\$ 9,617,085	\$ 2,404,271	\$ 9,617,085	\$ -	The 4.5 Million Gallon Tank is expected to be complete soon.
	CalOES Subrecipient Management Costs Grant	\$ 55,418	\$ -	\$ 55,418	\$ (0)	
	Northcoast Resource Partnership Grant	\$ 879,209	\$ -	\$ 791,639	\$ 87,570	The remainder of this grant will be claimed at close-out
	COP 2021A Water Bond	\$ 4,335,000	\$ -	N/A	\$ 106,172	The remainder for 2021A COP will be claimed at close-out
Sewer Undercrossings						Phase 1 funding is complete and the District was just awarded \$5.2 million in FEMA funding to complete this project. Phase 2 funding has ended.
	CalOES Hazard Mitigation Grant-Phase 1	\$ 135,000	\$ 45,000	\$ 132,803	\$ -	
	CalOES Hazard Mitigation Grant-Phase 2	\$ 5,321,062	\$ 1,330,266	\$ 491,221	\$ -	
	COP 2021B Sewer Bond	3,894,965			2,335,646	
Fischer Lift Station Upgrade	CalOES Hazard Mitigation Grant	\$ 230,760	\$ 23,076	\$ 226,593	\$ -	Period of performance for Phase 1 has ended.
	CalOES Subrecipient Management Costs Grant	\$ 12,820	\$ -	\$ 5,504	\$ -	Period of performance for Phase 1 has ended.
McCluski & Hewit Tanks	CalOES Hazard Mitigation Grant-Phase 1	\$ 116,812.45	\$ 29,203.11	\$ 116,812.45	\$ -	Phase 1 is complete. Next phase funding not yet secured. Phase 2 has started.
	CalOES Hazard Mitigation Grant-Phase 2	\$ 962,225.55	\$ 240,556.39	\$ 392,038.41	\$ 570,187.14	
	CalOES Subrecipient Management Costs-Phase 2	\$ 54,780.88	\$ -	\$ 4,660.86	\$ 50,120.02	
BMX Track	State of CA Prop 68 Grant	\$ 2,331,375	\$ -	\$ 1,565,692	\$ 765,683	BMX project is in progress.
Recycles Water Project	State Water Resource Control Board Grant	\$ 150,000	\$ -	\$ 139,011	\$ -	Phase 1 is complete. The District is in the process of applying for Phase 2 funding.
Cyber Security Project	CalOES	\$ 250,000	\$ -	\$ 228,272.00	\$ 21,728	This grant was award in December 2024. Project has begun.
Mad River Crossing	CalOES Hazard Mitigation Grant-Phase 1	\$ 953,601.94	\$ 238,400.49	\$ 352,642.29	\$ 600,959.65	Phase 1 funding awarded in July 2025. Project planning has begun.
	CalOES Subrecipient Management Costs Grant	\$ 63,573.50	\$ -	\$ 3,940.69	\$ 59,632.81	

McKinleyville Community Services District
Summary of Long-Term Debt Quarterly Report
As of June 30, 2026

**Principal Maturities and
Scheduled Interest**

				Maturity	Balance- March	Balance- June		
	%	Date			31, 2026	30, 2026	FY-26	Thereafter
Water Fund:								
I-Bank		8/1/30	P		312,460.67	312,460.67	56,515.15	312,460.70
Interest	3.37%		I				11,482.20	27,028.73
State of CA Energy Commission (ARRA)		12/22/26	P		12,358.06	6,194.26	12,296.51	6,194.07
Interest	1.0%		I				154.33	31.06
State of CA (Davis Grunsky)		1/1/33	P		788,867.91	788,867.91	101,972.10	788,867.91
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P		119,240.49	119,240.49	17,035.12	119,240.49
Interest	2.5%		I				22,271.00	80,833.72
COPS - Series 2021A, Water Fund		8/1/51	P		4,447,380.87	4,447,380.87	95,000.00	4,000,000.00
Interest	2.93%	8/1/51	I				141,600.00	2,120,037.50
Total Water Fund-Principal					5,680,308.00	5,674,144.20	282,818.88	5,226,763.17
Total Water Fund-Interest							175,507.53	2,227,931.01
Total Water Fund					5,680,308.00	5,674,144.20	458,326.41	7,454,694.18
Wastewater Fund:								
WWMF SRF Loan		7/31/47	P		12,214,608.33	12,214,608.33	461,264.59	12,213,578.33
Interest	1.6%		I				202,797.49	2,372,097.43
Chase Bank (Pialorsi Property)		3/8/35	P		958,600.00	958,600.00	96,800.00	958,600.00
Interest	2.9%		I				19,594.70	88,825.00
COPS - Series 2021B, Wastewater Fund		9/15/51	P		3,596,611.69	3,596,611.69	80,000.00	3,576,759.63
Interest	2.93%	9/15/51	I				111,175.00	1,715,525.00
Microgrid SRF Loan		12/31/38	P		2,291,715.87	2,291,715.87	150,366.98	2,219,715.87
Interest	1.80%		I				42,661.49	289,654.31
Total Wastewater Fund-Principal					19,061,535.89	19,061,535.89	788,431.57	18,968,653.83
Total Wastewater Fund-Interest							376,228.68	4,466,101.74
Total Sewer Fund					19,061,535.89	19,061,535.89	1,164,660.25	23,434,755.57
Meas. B Fund: Teen/Comm Center Loan								
		11/1/29	P		462,583.00	406,736.00	109,764.00	406,736.00
	3.55%		I				17,690.41	30,019.26
Total Principal					25,204,426.89	25,142,416.09	1,181,014.45	24,602,153.00
Total Interest							569,426.62	6,724,052.01
Total					25,204,426.89	25,142,416.09	1,750,441.07	31,326,205.01

Non-debt Long Term Liabilities, District-wide

OPEB Liability		2,967,040.00
CalPERS Pension Liability		2,955,409.95

McKinleyville Community Services District
Cash Disbursement Detail Report
For the Period June 1st through June 30st, 2026

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
045312	6/5/2026	*0087	CUSTOMER	85.00	C60604	REFUND (TOT-LETICS)
045313	6/5/2026	10102	101 NETLINK	80.00	0260601-1	BACKUP INTERNET SERVICES
045314	6/5/2026	ACC04	ACCURATE DRUG TESTING SERVICE	110.00	0015571	DOT PHYSICAL EXAM
045315	6/5/2026	ARC07	ARCATA FIRE PROTECTION	117.68	1852	FIT TESTING
045316	6/5/2026	ASB01	ASBURY ENVIRONMENTAL SERVICE	153.00	-1384900	USED OIL
045317	6/5/2026	ATT07	AT&T ACCT 9391081626	187.39	025335880	PHONE LINES
045318	6/5/2026	AUT03	AUTOZONE, INC.	25.00	187310726	REPAIRS/SUPPLY
045319	6/5/2026	BAD01	BADGER METER, Inc.	426.93	80238706	MONTHLY FEE
045320	6/5/2026	BTM01	BT METAL SALES & FABRICAT	47.46	45375	REPAIRS/SUPPLY
045321	6/5/2026	COA01	COASTAL BUSINESS SYSTEMS	178.50	42128673	LEXMARK XM3250 COPIERS
045322	6/5/2026	COL04	COLUMBIA BANK COMMERCIAL	1,238.59	0626BD	CREDIT CARD PURCHASES
				1,775.33	0626JH	CREDIT CARD PURCHASES
				103.61	0626KM	CREDIT CARD PURCHASES
				296.48	0626LF	CREDIT CARD PURCHASES
				1,451.12	0626PK	CREDIT CARD PURCHASES
				402.84	0626PARKS	CREDIT CARD PURCHASES
			Check Total:	5,267.97		
045323	6/5/2026	CWE03	CWEA NORTH COAST SECTION	140.00	011	05/05/2026 CLA-VAL TRAINI
				(140.00)	011u	Ck# 045323 Reversed
			Check Total:	-		
045324	6/5/2026	D&H01	D&H WATER SYSTEMS, INC.	2,852.25	2026-0783	REPAIRS/SUPPLY
045325	6/5/2026	EAN01	EAN SERVICES, LLC	240.75	42029045	CAR RENTAL
045326	6/5/2026	EUR06	EUREKA READY MIX	935.26	108965	REPAIRS/SUPPLY
045327	6/5/2026	FOL01	FOLSOM JACKSON O'MALLEY	2,310.00	166136	PROFESSIONAL SERVICES
045328	6/5/2026	GRA02	GRAINGER	63.00	905366101	REPAIRS/SUPPLY
045329	6/5/2026	HAR13	The Hartford - Priority A	538.05	180570915	GRP. HEALTH INS
045330	6/5/2026	HEA01	HEALTHEQUITY	17.70	24CXJ2C	MONTHLY FEES (JUNE 2026)
045331	6/5/2026	HUM01	HUMBOLDT BAY MUNICIPAL	111,262.16	C60605	WTR PURCHASED
045332	6/5/2026	HUM08	HUMBOLDT SANITATION	774.80	65X02608	1620 PICKETT RD TRASH SERVICE
				1,007.60	65X02609	1656 SUTTER TRASH SERVICE
				774.80	65X02610	1705 GWIN RD TRASH SERVICE

			386.35	65X02611	675 HILLER RD TRASH SERVICE
		Check Total:	2,943.55		
045333	6/5/2026 HUM49	HUMBOLDT TRAILS COUNCIL	810.00	C60605	COMMUNITY FOREST VTS
045334	6/5/2026 INF02	INFOSEND	3,856.04	311054	MAILING AND POSTAGE
045335	6/5/2026 INF03	INFINITE CONSULTING SERVICE	6,356.29	14021	MONTHLY HOSTING FEE
045336	6/5/2026 MCK02	MCKINLEYVILLE GLASS CO.	65.00	52007	PROFESSIONAL SERVICES
045337	6/5/2026 MCK03	MCKINLEYVILLE OFFICE SUPP	21.10	55734	OFFICE SUPPLIES
			52.18	55764	OFFICE SUPPLIES
		Check Total:	73.28		
045338	6/5/2026 MCK04	MCK ACE HARDWARE	517.12	C60605	REPAIRS/SUPPLY
045339	6/5/2026 MEN01	MENDES SUPPLY CO.	1,535.79	C60605	REPAIRS/SUPPLY
045340	6/5/2026 MES01	PARKS AND REC. DIRECTOR	85.04	C60605	REIMBURSEMENT
045341	6/5/2026 MIC02	MICROBAC LABORATORIES	4,878.00	C60605	LAB TESTS
045342	6/5/2026 MIL01	Miller Farms Nursery	364.03	C60605	REPAIRS/SUPPLY
045343	6/5/2026 MIT01	MITCHELL LAW FIRM	74.00	11195	LEGAL SERVICES
045344	6/5/2026 MUN02	MUNICIPAL MAINTENANCE	641.07	049810	REPAIRS/SUPPLY
045345	6/5/2026 NOR13	NORTHERN CALIFORNIA SAFETY	120.00	31161	MONTHLY FEE
045346	6/5/2026 O&M01	O & M INDUSTRIES	132.30	31611	REPAIRS/SUPPLY
045347	6/5/2026 ORE01	O'REILLY AUTOMOTIVE, INC.	66.45	37-321485	REPAIRS/SUPPLY
			126.01	37-322328	REPAIRS/SUPPLY
			85.93	37-323223	REPAIRS/SUPPLY
			38.24	37-324351	REPAIRS/SUPPLY
			26.07	37-324357	REPAIRS/SUPPLY
			70.55	37-325581	REPAIRS/SUPPLY
		Check Total:	413.25		
045348	6/5/2026 PAC03	PACE SUPPLY CORP	13.38	S328978	REPAIRS/SUPPLY
			891.75	211327763	REPAIRS/SUPPLY
		Check Total:	905.13		
045349	6/5/2026 PGE11	PGE STREETLIGHTS	22.33	C60605	GAS & ELECTRIC SEWER PUMP
045350	6/5/2026 PGE12	PGE	354.32	C60605	GAS & ELECTRIC HILLER SPORTS
045351	6/5/2026 PGE13	PGE	23.78	C60605	GAS & ELECTRIC OPEN SPACE
045352	6/5/2026 PPG01	THE PITTSBURGH PAINTS CO.	97.12	920032322	REPAIRS/SUPPLY
045353	6/5/2026 ROJ01	ROJAS COMMUNICATIONS GROUP	1,000.00	202758	GOVERNMENT RELATIONS
045354	6/5/2026 S&P01	S&P GLOBAL RATINGS	25,950.00	11521177	BOND ISSUANCE EXP 2026A
045355	6/5/2026 STR01	STREAMLINE	555.10	F9E7-0068	SUBSCRIPTIONS
045356	6/5/2026 THA01	THATCHER COMPANY, INC.	5,018.59	250101409	CHLORINE CYLINDER
			(1,000.00)	250900408C	CYLINDER CREDIT

		Check Total:	4,018.59		
045357	6/5/2026 THO02	Thomas Home Center	259.67	C60605	REPAIRS/SUPPLY
045358	6/5/2026 THR01	THRIFTY SUPPLY COMPANY	46,311.84	049441-01	REPAIRS/SUPPLY
			5,758.86	049801-01	REPAIRS/SUPPLY
		Check Total:	52,070.70		
045359	6/5/2026 USP01	USPS POSTMASTER	522.00	C60605	PO BOX #2037 RENEWAL ANNU
045360	6/5/2026 VAL01	VALLEY PACIFIC PETROLEUM	1,489.68	26-990951	GAS/OIL/LUBE
045361	6/5/2026 VAL02	VALLEY PACIFIC	4,444.95	26-990435	GAS/OIL/LUBE
045362	6/5/2026 VER01	VERIZON WIRELESS	106.30	144178842	PAGING/ALARMS
045363	6/5/2026 \A015	CUSTOMER REFUND	10.84	000C60601	CUSTOMER REFUND
045364	6/5/2026 \C027	CUSTOMER REFUND	40.19	000C60601	CUSTOMER REFUND
045365	6/5/2026 \C028	CUSTOMER REFUND	124.22	000C60601	CUSTOMER REFUND
045366	6/5/2026 \G017	CUSTOMER REFUND	40.91	000C60601	CUSTOMER REFUND
045367	6/5/2026 \J016	CUSTOMER REFUND	9.75	000C60601	CUSTOMER REFUND
045368	6/5/2026 \K013	CUSTOMER REFUND	120.00	000C60601	CUSTOMER REFUND
045369	6/5/2026 \S031	CUSTOMER REFUND	42.22	000C60601	CUSTOMER REFUND
045370	6/11/2026 ACW01	CB&T/ACWA-JPIA	13,519.79	0709436	GRP. HEALTH INS
045371	6/11/2026 AMA01	AMAZON CAPITAL SERVICES	1,535.04	NP61VGRJL	AMAZON PURCHASES
045372	6/11/2026 CJB01	C.J. BROWN & COMPANY CPAS	9,795.00	C60609	ACCT. / AUDIT
045373	6/11/2026 DEP05	DEPARTMENT OF JUSTICE	245.00	050038	FINGERPRINTING
045374	6/11/2026 FRI05	HUMAN RESOURCES DIRECTOR	63.19	C60610	MORALE BOOSTER REIMBURSEM
045375	6/11/2026 IND04	INDUSTRIAL CONTROL AND DE	28,755.00	2043	LABOR/MATERIALS MCCLUSKI
045376	6/11/2026 MCB02	MCSD EMPLOYEE	135.07	C60609	MORALE BOOSTER REIMBURSEM
045377	6/11/2026 PGE01	PG & E (Office & Field)	35,531.10	C60610	GAS & ELECTRIC
045378	6/11/2026 TYL01	TYLER TECHNOLOGIES, INC	797.50	025553920	PROFESSIONAL SERVICES
			797.50	025555272	PROFESSIONAL SERVICES
		Check Total:	1,595.00		
045379	6/17/2026 70701	707 PEST SOLUTIONS	85.00	100306	795 HILLER RD
			120.00	101501	1656 SUTTER
			150.00	101702	1620 PICKETT RD
			525.00	102361	1705 GWIN RD
		Check Total:	880.00		
045380	6/17/2026 ADV01	ADVANCED SECURITY SYSTEM	1,249.50	786463	SECURITY ALARMS
045381	6/17/2026 BTM01	BT METAL SALES & FABRICAT	512.56	45485	REPAIRS/SUPPLY
045382	6/17/2026 COA01	COASTAL BUSINESS SYSTEMS	1,326.79	42240626	OFFC EQUIP LEAS (SHARP)

045383	6/17/2026	CRA01	CRAWFORD & ASSOCIATES, IN	3,006.00	44863	MCCLUSKI TANKS
045384	6/17/2026	CWE01	CWEA	124.00	C60617	CERT RENEWAL
045385	6/17/2026	CWE03	CWEA NORTH COAST SECTION	140.00	011.2	05/05/2026 CLA-VAL TRAINI
045386	6/17/2026	FOL01	FOLSOM JACKSON O'MALLEY L	2,420.00	166276	PROFESSIONAL SERVICES
045387	6/17/2026	GHD01	GHD	2,525.52	0-0092473	LETZ AVENUE SEWER FORCE M
				1,406.00	0-0092476	CWSRF GRANT ASSISTANCE
			Check Total:	3,931.52		
045388	6/17/2026	HIG03	HIGHWAY SPECIALTY CO INC	334.06	262235	BEACON LIGHTS (UNIT #9)
045389	6/17/2026	HOW01	FINANCE DIRECTOR	318.79	C60617	FLEX SPENDING
045390	6/17/2026	HUM41	HUMBOLDT WASTE	125.00	11443	WASTE DISPOSAL
045391	6/17/2026	KEN02	KENNEDY/JENKS CONSULTANTS	74,733.88	188443	MAD RIVER WATERMAIN CROSS
045392	6/17/2026	LUB01	LUBE CENTRAL	104.17	29227	PARTS & LABOR (UNIT #26)
				123.95	29231	PARTS & LABOR (UNIT #24)
				104.17	29241	PARTS & LABOR (UNIT #16)
			Check Total:	332.29		
045393	6/17/2026	MCK03	MCKINLEYVILLE OFFICE SUPP	123.00	55772	OFFICE SUPPLIES
				11.81	55780	OFFICE SUPPLIES
			Check Total:	134.81		
045394	6/17/2026	MER03	MERCER, FRASER COMPANY	294,262.50	C60617	4.5MG TANK MONTHLY PAYMEN
045395	6/17/2026	MER04	MERCER FRASER ESCROW48611	15,487.50	C60617	CIP: 4.5M TANK DESIGN.CON
045396	6/17/2026	NOR35	NORTHERN HUMBOLDT	560.65	ES26-159	WEEDING AND MULCHING CENT
				1,367.44	ES26-160	GROUNDWORK PIERSON PARK
			Check Total:	1,928.09		
045397	6/17/2026	ORE01	O'REILLY AUTOMOTIVE, INC.	53.18	37-326777	REPAIRS/SUPPLY
045398	6/17/2026	PGE10	PGE STREETLIGHTS	5.92	C60617	GAS & ELECTRIC S.L.- ZONE
045399	6/17/2026	REE06	MCSD EMPLOYEE	146.82	C60617	SAFETY ALLOTMENT
045400	6/25/2026	AME02	AMERESCO	9,205.50	41185	MICROGRID QUARTERLY MAINT
045401	6/25/2026	ATT04	ATT	865.91	147617116	TELEMETRY
045402	6/25/2026	CAM01	CAMPTON ELECTRIC SUPPLY	37,372.52	0-1084052	REPAIRS/SUPPLY
				37,372.54	0-1084053	REPAIRS/SUPPLY
			Check Total:	74,745.06		
045403	6/25/2026	COR01	CORBIN WILLITS SYSTEMS	1,218.70	00C606151	SUBSCRIPTIONS
045404	6/25/2026	GHD01	GHD	20,432.37	0-0093109	SEWER HIGHWAY CROSSINGS
045405	6/25/2026	INF03	INFINITE CONSULTING SERVICE	2,546.26	14088	HARDWARE
045406	6/25/2026	KEN02	KENNEDY/JENKS CONSULTANTS	48,172.70	188443R	MAD RIVER WATERMAIN CROSS
045407	6/25/2026	MAY02	DENNIS MAYO	125.00	C60625	DIRECTORS FEES FOR 06/03/26

045408	6/25/2026	MES01	KIRSTEN MESSMER	58.90	C60625	REIMBURSEMENT
045409	6/25/2026	MOU01	MOUNTAIN BIKE TRIBAL TRAI	615.00	0003	PROFESSIONAL SERVICES
045410	6/25/2026	MUD01	MUDDY WATERS COFFEE CO.	135.00	354002934	COFFEE
045411	6/25/2026	PAC03	PACE SUPPLY CORP	257.74	1327763-1	REPAIRS/SUPPLY
045412	6/25/2026	PGE04	PG&E	8.06	C60625	GAS & ELECTRIC S.L.- ZONE
045413	6/25/2026	PGE05	PGE	628.68	C60625	GAS & ELECTRIC S.L.- ZONE
045414	6/25/2026	PGE06	PG&E-STREETLIGHTS	28.51	C60625	GAS & ELECTRIC S.L.- ZONE
045415	6/25/2026	PGE07	PG&E STREETLIGHTS	1,806.80	C60625	GAS & ELECTRIC
045416	6/25/2026	PGE08	PGE STREETLIGHTS	27.62	C60625	GAS & ELECTRIC S.L.- ZONE
045417	6/25/2026	PGE09	PGE-STREETLIGHTS	138.42	C60625	GAS & ELECTRIC S.L.- ZONE
045418	6/25/2026	PGE14	PG&E	10.16	C60625	GAS & ELECTRIC S.L.- ZONE
045419	6/25/2026	PGE18	PG&E	7.49	C60625	GAS & ELECTRIC S.L.- ZONE
045420	6/25/2026	PIT03	PITNEY BOWES BANK, INC.	10,000.00	C60625	RESERVE ACCOUNT 34059097
045421	6/25/2026	SDR01	SDRMA	227,917.17	80002	PREPAID PROPERTY/LIABILITY
				73,388.31	80444	PREPAID WORKERS' COMPENSA
			Check Total:	301,305.48		
045422	6/25/2026	TPX01	TPx COMMUNICATIONS	2,249.28	1026393-0	INTERNET SERVICES
045423	6/25/2026	TYL01	TYLER TECHNOLOGIES, INC	1,950.00	25-555887	PROFESSIONAL SERVICES
045424	6/25/2026	WES13	WESTERN WEB	1,110.52	34400	JUNE 2026 NEWSLETTER PRINT
045425	6/29/2026	STA09	S.W.R.C.B.	60.00	C60629	CERTIFICATION RENEWAL
D00118	6/25/2026	BIN01	BINDER, SCOTT	125.00	C60625	DIRECTORS FEES FOR 06/03/26
			BITEMAN, JAMES	125.00	C60625	DIRECTORS FEES FOR 06/03/26
			ORSINI, GREG	125.00	C60625	DIRECTORS FEES FOR 06/03/26
			Check Total:	375.00		
			Total Disbursements, Accounts payable:	1,210,682.22		

Payroll Related Disbursements

22474-22526	6/10/2026		MCSD Employees	25,797.72		PAYROLL
22527	6/8/2026	CAL12	CalPERS 457 Plan	7,039.98	C60608	RETIREMENT
				769.77	1C60608	PERS 457 LOAN PMT
				156.86	2C60608	ROTH 457
			Check Total:	7,966.61		
22528	6/8/2026	DIR01	DIRECT DEPOSIT VENDOR- US	49,308.70	C60608	Direct Deposit
22529	6/8/2026	EMP01	Employment Development	2,305.05	C60608	STATE INCOME TAX
				1,363.67	1C60608	SDI
			Check Total:	3,668.72		

22530	6/8/2026	HEA01	HEALTHEQUITY	225.00	C60608	HSA
22531	6/8/2026	HUM29	UMPQUA BANK--PAYROLL DEP.	9,259.54	C60608	FEDERAL INCOME TAX
				13,024.58	1C60608	FICA
				2,993.82	2C60608	MEDICARE
			Check Total:	25,277.94		
22532	6/8/2026	ACW01	CB&T/ACWA-JPIA	71,293.87	C60531	MED-DENTAL-EAP INSURANCE
22533	6/8/2026	PUB01	Public Employees PERS	30,358.59	C60531	PERS PAYROLL REMITTANCE
22534-22578	6/25/2026		MCSD Employees	25,797.72		PAYROLL
22579	6/24/2026	CAL12	CalPERS 457 Plan	7,271.08	C60623	RETIREMENT
				769.77	1C60623	PERS 457 LOAN PMT
				182.40	2C60623	ROTH 457
			Check Total:	8,223.25		
22580	6/24/2026	DIR01	DIRECT DEPOSIT VENDOR- US	51,832.61	C60623	Direct Deposit
22581	6/24/2026	EMP01	Employment Development	2,446.55	C60623	STATE INCOME TAX
				1,403.81	1C60623	SDI
			Check Total:	3,850.36		
22582	6/24/2026	HEA01	HEALTHEQUITY	225.00	C60623	HSA
22583	6/24/2026	HUM29	UMPQUA BANK--PAYROLL DEP.	9,847.47	C60623	FEDERAL INCOME TAX
				13,402.60	1C60623	FICA
				3,085.22	2C60623	MEDICARE
			Check Total:	26,335.29		
22584	6/26/2026		MCSD Employees	1,017.98		PAYROLL
22585	6/26/2026	EMP01	Employment Development	14.33	C60626	SDI
22586	6/26/2026	HUM29	UMPQUA BANK--PAYROLL DEP.	136.68	C60626	FICA
				31.96	1C60626	MEDICARE
			Check Total:	168.64		
22587	6/30/2026	EMP02	Employment Dev Department	3,768.26	C60630	SUI
			Total Disbursements, Payroll:	361,465.88		
			TOTAL CHECK DISBURSEMENTS	1,572,148.10		

McKinleyville Community Services District

BOARD OF DIRECTORS

August 5, 2026

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

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

Discussion:

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

1 st Notice	May 18 th , 2026
10 Day Notice	July 20 th 2026
Board Meeting	August 5th 2026
Lock Day	September 7 th 2026

Account #	Address
11-480-000	2134 Walker Road
1-765-000	2360 Cochran Road

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McKinleyville Community Services District

BOARD OF DIRECTORS

August 5, 2026

TYPE OF ITEM: **ACTION**

ITEM: D.4 **Consider Approval of the Memorandum of Understanding (MOU) Between McKinleyville Community Services District (MCSD) and Local School Parent Teacher Organizations (PTO) for the Collaborative Provision of Dances for Middle School Youth**

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

TYPE OF ACTION: **Roll Call**

Recommendation:

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

Discussion:

Over the past several years, MCSD has partnered with local Parent Teacher Organizations (PTOs) to host a series of youth dances as community fundraising opportunities. Historically, the District has offered four dances annually in October, December, February, and April.

For the 2026/2027 school year, staff is recommending reducing the number of MCSD-hosted dances from four to two, with dances planned only for October and December. Staff has observed that several local schools are now hosting their own student dances later in the school year, which has created direct competition with the District's February and April events. As a result, attendance and ticket sales for the February and April dances have steadily declined, making those events no longer financially viable to produce.

The October and December dances have continued to demonstrate strong community participation and remain successful fundraising opportunities for participating PTOs. Staff therefore recommends focusing resources on these two events.

To ensure an equitable opportunity for interested school PTOs, any PTO wishing to partner with MCSD for the October or December dance will be entered into a random drawing, with the selected organizations partnering with the District for the 2026/2027 school year.

This revised approach allows the District to continue offering popular community events while aligning programming with current attendance trends and ensuring staff time and event resources are used efficiently.

The draft MOU to be used between MCSD and the two PTOs can be reviewed in **Attachment 1**. It outlines the responsibilities of each organization and the split of the net revenues for each dance hosted. If approved the dances will be scheduled for October 30th, and December 11th.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Based on the financial performance of the District's middle school dances during the 2024/2025 and 2025/2026 school years, staff anticipates that hosting two dances during the 2026/2027 school year will continue to generate positive net revenue while reducing staff time and event expenses associated with the lower-attended February and April dances. Although the total annual revenue will be lower with only two events, the October and December dances have consistently generated the highest attendance and strongest financial returns. Based on recent performance, staff anticipates MCSD's share of net revenue from the two dances to be approximately \$2,000 to \$2,300, while allowing staff to focus resources on the District's most successful youth dance events.

2025/2026 School Year Dance Ticket Sales

Dance Date	# of Tickets	Net Revenue	Split Amt.
10/24/2025	315	\$ 3,160.70	\$ 1,580.35
12/5/2025	187	\$ 1,397.70	\$ 698.85
2/13/2026	163	\$ 1,551.27	\$ 775.64
4/10/2026	92	\$ 576.98	\$ 288.49
Total	757	\$ 6,686.65	\$ 3,343.33
Average	189.25	\$ 1,671.66	\$ 835.83

2024/2025 School Year Dance Ticket Sales

Dance Date	# of Tickets	Net Revenue	Split Amt.
10/25/2024	267	\$ 2,306.00	\$ 1,153.00
12/6/2024	207	\$ 1,685.00	\$ 842.50
2/7/2025	177	\$ 1,741.00	\$ 870.50
4/18/2025	168	\$ 1,424.48	\$ 712.24
Total	819	\$ 7,156.48	\$ 3,578.24
Average	204.75	\$ 1,789.12	\$ 894.56

Environmental Requirements:

Not applicable

Exhibits/Attachments:

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

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**SAMPLE MEMORANDUM OF UNDERSTANDING
BETWEEN MCKINLEYVILLE COMMUNITY SERVICES DISTRICT &
PACIFIC UNION SCHOOL PARENT TEACHER ORGANIZATION FOR THE PROVISION OF
MIDDLE SCHOOL DANCES**

This Memorandum of Understanding (MOU) is entered into effective September 1, 2026 by and between the McKinleyville Community Services District, herein referred to as (MCSD) and the **School Name** Parent Teacher Organization herein referred to as (**School Name** PTO).

The term of this agreement shall commence on the above date and shall terminate on June 1, 2027.

Purpose and Background:

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

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

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

MCSD and **School Name** PTO hereby wish to establish a cooperative relationship under the terms and conditions set forth below.

Respective Roles, Duties and Responsibilities of MCSD and **School Name PTO**

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

Section A: As to MCSD:

1. MCSD agrees to make the McKinleyville Activity Center Gym available for dances.
2. MCSD agrees to contract and pay the costs associated with the provision of DJ/music services for dances.
3. MCSD agrees to provide one (1) Recreation Coordinator and two (2) Program Director staff members to work dances at the McKinleyville Activity Center Gym.
4. MCSD agrees to manage the sale of the Dance Tickets in person and online and collect the revenue.
5. MCSD agrees to collect dance rule acknowledgments from attendees and compile them into an Excel Spreadsheet.
6. MCSD agrees to create and distribute flyers and other marketing materials
7. MCSD agrees to determine the net income after deducting costs associated with each dance & create a report. "Net Income" is defined to include all income generated from ticket sales from a Dance, less the DJ costs and labor costs.
8. MCSD agrees to provide the Net Income Report & a check made out for 50% of the Net Income for each dance to the **School Name** PTO within 30 days after the dance date.

Section B: As to School Name PTO:

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

Section C: MCSD and School Name PTO Further Agree and Acknowledge:

1. INDEMNIFICATION:

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

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

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

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

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

Agreed upon and Accepted By:

McKinleyville Community Services District

Signature: _____
Pat Kaspari, General Manager

Date: _____

School Name PTO

Signature: _____

Date: _____

Title: _____

DRAFT

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McKinleyville Community Services District

BOARD OF DIRECTORS

August 5, 2026

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Consider Award of Library and Sheriff's Substation ADA Compliance Construction to Hooven & Co., Inc.**

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

TYPE OF ACTION: **Roll Call (Consent Calendar)**

Recommendation:

Staff recommends that the Board review the information provided and authorize the General Manager to execute a contract (**Attachment 3**) with Hooven & Co., Inc. to construct the necessary sidewalk and entryway improvement work at the McKinleyville Library and Sheriff's Substation to conform to ADA requirements.

Discussion:

Humboldt County entered into a Consent Decree with the Department of Justice in 2016 to remove Americans with Disabilities (ADA) barriers in buildings they own or lease. In 2023, County Staff provided MCSD Staff with their "ADA Access Barrier Assessment Report" for both the McKinleyville Library and Sheriff's Substation. County and MCSD Staff then met in July of 2024 to assess the Report and both buildings and confirm which entity would perform what portions of the required ADA work. It was decided that MCSD would perform the necessary work on the exterior of the buildings to provide an ADA compliant pathway from the sidewalk on Pickett Ave and the parking lots to the front door of each building. The County would then perform all the necessary ADA work required on the inside of the buildings.

The Board approved a contract with Schillinger Engineering to complete the ADA Plans and Specifications for the exterior sidewalk improvements (See **Attachment 2** for the Plan Sheets). The first portion of work was budgeted for Fiscal Year 2026/27 and was released for informal quote on July 1, 2026 to Hooven & Company, GRS, Wahlund, Alves Construction, and Sequoia Construction. Quotes were received from Hooven, GRS, and Sequoia on July 24th and are tabulated in **Attachment 1**. Wahlund and Alves decided not to submit. The lowest, responsible, responsive bid was received from Hooven & Co., Inc. for \$194,198. Since this exceeds the \$100,000 budgeted for this work in the 2026/2027 CIP budget, District Staff worked with Hooven to divide the work between this fiscal year and next. We have also agreed to revisit the cost at the start of next construction season to finish the work to accommodate any price increases.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

See discussion above.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Bid Tabulation Table
- Attachment 2 – ADA Plan Sheets
- Attachment 3 – Contract with Hooven & Co. Inc.

Project: Library & Sheriff's Office ADA Project - BID TABULATION
Prepared by: McKinleyville Community Services District
Prepared for: July 2026
Date:

CONSTRUCTION COST

ITEM	DESCRIPTION/LOCATION	Amount	Units	Hooven		Sequoia		GRS	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Mobilization / Demobilization	1	LS	\$805.00	\$ 805.00	\$20,000.00	\$ 20,000.00	\$30,000.00	\$ 30,000.00
2	Water Pollution Control	1	LS	\$1,700.00	\$ 1,700.00	\$2,000.00	\$ 2,000.00	\$1,000.00	\$ 1,000.00
3	Traffic Control	1	LS	\$1,000.00	\$ 1,000.00	\$3,000.00	\$ 3,000.00	\$500.00	\$ 500.00
4	Clearing & Grubbing	1	LS	\$1,700.00	\$ 1,700.00	\$5,000.00	\$ 5,000.00	\$5,000.00	\$ 5,000.00
5	Adjust Water Meter Box to Grade	1	EA	\$241.00	\$ 241.00	\$500.00	\$ 500.00	\$800.00	\$ 800.00
6	Adjust Utility Cover to Grade	2	EA	\$301.00	\$ 602.00	\$500.00	\$ 1,000.00	\$700.00	\$ 1,400.00
7	Existing Facility Demolition	1	LS	\$11,077.00	\$ 11,077.00	\$27,934.00	\$ 27,934.00	\$35,000.00	\$ 35,000.00
8	Excavation & Grading	1	LS	\$9,264.00	\$ 9,264.00	\$43,882.00	\$ 43,882.00	\$15,000.00	\$ 15,000.00
9	Sidewalk Underdrain w/ Diamond Plate Lid	1	EA	\$6,039.00	\$ 6,039.00	\$3,000.00	\$ 3,000.00	\$15,000.00	\$ 15,000.00
10	Roof Drain Extension	1	LS	\$3,000.00	\$ 3,000.00	\$3,500.00	\$ 3,500.00	\$4,000.00	\$ 4,000.00
11	Minor Concrete - Sidewalk Incl. Agg Base	845	SF	\$22.00	\$ 18,590.00	\$22.00	\$ 18,590.00	\$35.00	\$ 29,575.00
12	Minor Concrete - ADA Ramps Incl. Agg Base & Rebar (Not Incl. Railing)	221	SF	\$48.00	\$ 10,608.00	\$23.00	\$ 5,083.00	\$60.00	\$ 13,260.00
13	Minor Concrete - Driveway Crossing Incl. Agg Base & Rebar	88	SF	\$80.00	\$ 7,040.00	\$30.00	\$ 2,640.00	\$110.00	\$ 9,680.00
14	Minor Concrete - ADA Parking Incl. Agg Base & Rebar	505	SF	\$32.00	\$ 16,160.00	\$30.00	\$ 15,150.00	\$35.00	\$ 17,675.00
15	Minor Concrete - Library Entrance Incl. Agg Base & Rebar	190	SF	\$49.00	\$ 9,310.00	\$23.00	\$ 4,370.00	\$75.00	\$ 14,250.00
16	Minor Concrete - Sheriff's Office Slab Incl. Agg Base & Rebar	180	SF	\$58.00	\$ 10,440.00	\$22.00	\$ 3,960.00	\$75.00	\$ 13,500.00
17	Minor Concrete - Vertical Curb Incl. Agg Base & Rebar	73	LF	\$90.00	\$ 6,570.00	\$98.00	\$ 7,154.00	\$100.00	\$ 7,300.00
18	Minor Concrete - Flush Curb Incl. Agg Base & Rebar	50	LF	\$127.00	\$ 6,350.00	\$88.00	\$ 4,400.00	\$100.00	\$ 5,000.00
19	Minor Concrete - Curb & Gutter Incl. Agg Base	36	LF	\$340.00	\$ 12,240.00	\$567.00	\$ 20,412.00	\$150.00	\$ 5,400.00
20	Hot Mix Asphalt Concrete Paving (1/2" Type B)	40	TON	\$500.00	\$ 20,000.00	\$300.00	\$ 12,000.00	\$425.00	\$ 17,000.00
21	Detectable Warning Surfaces (Truncated Domes)	155	SF	\$50.00	\$ 7,750.00	\$57.00	\$ 8,835.00	\$35.00	\$ 5,425.00
22	4" Traffic Striping, Painted	266	LF	\$5.50	\$ 1,463.00	\$8.00	\$ 2,128.00	\$14.00	\$ 3,724.00
23	Pavement Markings, Painted	65	SF	\$16.00	\$ 1,040.00	\$34.00	\$ 2,210.00	\$20.00	\$ 1,300.00
24	Roadside Sign - 1 Post	3	EA	\$656.00	\$ 1,968.00	\$880.00	\$ 2,640.00	\$700.00	\$ 2,100.00
25	Wheel Stop, Pre-cast Concrete	11	EA	\$299.00	\$ 3,289.00	\$350.00	\$ 3,850.00	\$130.00	\$ 1,430.00
26	Bicycle Rack's, Reinstall Existing	1	LS	\$602.00	\$ 602.00	\$800.00	\$ 800.00	\$1,250.00	\$ 1,250.00
27	Ramp Handrail System - Pickett Rd	1	LS	\$8,500.00	\$ 8,500.00	\$5,891.00	\$ 5,891.00	\$12,500.00	\$ 12,500.00
28	Ramp Handrail System - Library Entrance	1	LS	\$6,950.00	\$ 6,950.00	\$5,000.00	\$ 5,000.00	\$12,500.00	\$ 12,500.00
29	Ramp Handrail System - Sheriff's Office	1	LS	\$9,900.00	\$ 9,900.00	\$7,000.00	\$ 7,000.00	\$12,500.00	\$ 12,500.00
Total Construction Cost					\$194,198.00		\$ 241,929.00		\$ 293,069.00

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MURRAY ROAD

CENTRAL AVENUE

RAILROAD AVENUE

HILLER ROAD

SCHOOL ROAD

SUTTER ROAD

GWIN ROAD

PICKETT ROAD

PIERSON PARK

PROJECT LOCATION
(1606 / 1608 PICKETT ROAD)

HWY 101

N

MCKINLEYVILLE

SCALE: 1"=1 000'
SOURCE: HumCo. GIS

 McKINLEYVILLE COMMUNITY SERVICES DISTRICT	 SEAL	 SCHILLINGER ENGINEERING CIVIL ENGINEERING SOLUTIONS P.O. BOX 1183 ARCATA, CA 95521 PH (707) 834-6169	MCKINLEYVILLE COMMUNITY SERVICES DISTRICT		JOB NUMBER 0224-MCSD
			LIBRARY & SHERIFF'S OFFICE ADA PROJECT GENERAL COVER SHEET		SHEET 1 OF 13 G1.0

GENERAL NOTES

1. CONTRACTOR AGREES TO ASSUME SOLE AND COMPLETE CONTROL OF THE JOB SITE DURING THE COURSE OF THE WORK, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE DISTRICT, SCHILLINGER ENGINEERING, AND THEIR REPRESENTATIVES HARMLESS FROM ANY AND ALL LIABILITY, REAL AND / OR ALLEGED, IN CONJUNCTION WITH THEIR PERFORMANCE ON THIS PROJECT.
2. ALL WORK SHALL COMPLY WITH THE 2025 CALTRANS STANDARD PLANS AND SPECIFICATIONS, 2025 CALIFORNIA BUILDING CODE, 2025 CALIFORNIA ELECTRICAL CODE, AND THE 2025 CALIFORNIA PLUMBING CODE.
3. CONTRACTOR COMPLETED PROJECT COMPONENTS REQUIRES A CLASS A GENERAL ENGINEERING CONTRACTORS LICENSE IN THE STATE OF CALIFORNIA.
4. A SET OF SIGNED WORKING DRAWINGS AND SPECIFICATIONS SHALL BE KEPT ONSITE AT ALL TIMES ON WHICH ALL CHANGES OR ADJUSTMENTS IN THE WORK ARE RECORDED.
5. ANY MATERIAL NOT REUSED ON SITE SHALL BE REMOVED FROM THE PROJECT SITE AND DISPOSED OF IN A MANNER CONSISTENT WITH APPLICABLE REGULATIONS SUCH AS COUNTY GRADING ORDINANCES. CONTRACTOR IS RESPONSIBLE FOR PROPER DISPOSAL OF MATERIALS TAKEN FROM THE SITE.
6. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING APPROVED STAGING AREAS WITH THE DISTRICT.
7. THE CONTRACTOR SHALL UPON COMPLETION OF THE PROJECT SHALL LEAVE THE PROJECT AREA FREE OF STOCKPILES, DEBRIS, AND UNSUITABLE MATERIAL.
8. CONTRACTOR SHALL BE HELD RESPONSIBLE FOR ANY AND ALL DAMAGES TO EXISTING ROADS, UTILITIES, AND STRUCTURES DURING CONSTRUCTION. ALL DAMAGE SHALL BE RESTORED TO EQUAL OR BETTER CONDITION AT THE CONTRACTOR'S EXPENSE.
9. NATIVE TOPSOIL THAT IS EXCAVATED IS TO BE SEGREGATED AND STOCKPILED ON SITE FOR RE-USE.
10. ALL MATERIALS SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR UNLESS OTHERWISE NOTED.
11. CONTRACTOR SHALL COORDINATE CONSTRUCTION SCHEDULE WITH THE DISTRICT'S REPRESENTATIVE PRIOR TO COMMENCEMENT OF WORK.
12. CONSTRUCTION SURVEYING AND STAKING OF PROPOSED IMPROVEMENTS IS TO BE PROVIDED BY THE DISTRICT.
13. ALL WORK SHALL CONFORM TO THE LINES, GRADES, AND TYPICAL DETAILS AS SHOWN ON THESE PLANS AND DELINEATIONS ON THE GROUND WITH NO VARIATIONS UNLESS OTHERWISE APPROVED BY THE ENGINEER.

UTILITY NOTES

1. THE CONTRACTOR SHALL COORDINATE UTILITY CONSTRUCTION WORK WITH THE OWNER OF SAID UTILITY.
2. THE LAYOUT OF PIPING AND CONDUITS MAY BE ADJUSTED AS REQUIRED TO MEET FIELD CONDITIONS WITH THE APPROVAL OF THE DISTRICT'S REPRESENTATIVE.
3. CONTRACTOR SHALL PROVIDE ALL FITTINGS, ELBOWS, ETC. AS REQUIRED TO PROVIDE A WORKING SYSTEM.
4. ALL TIE-IN CONNECTIONS TO PUBLIC OR DISTRICT UTILITIES SHALL BE COORDINATED WITH THE DISTRICT'S REPRESENTATIVE OR THE UTILITY OWNER.

GRADING NOTES

1. ALL GRADING WORK SHALL FOLLOW THE SLOPES AND GRADES SHOWN ON THE GRADING AND DRAINAGE PLAN UNLESS OTHERWISE APPROVED BY THE DISTRICT'S REPRESENTATIVE.
2. ALL OFFSITE TRACKING OF MATERIAL SHALL BE SHOVELED AND SWEEP ON A DAILY BASIS.

TRAFFIC CONTROL NOTES

1. CONTRACTOR SHALL PROVIDE ACCESS TO ADJACENT BUSINESSES AT ALL TIMES DURING CONSTRUCTION.
2. TRAFFIC SAFETY AND CONTROL MEASURES SHALL BE USED AS SET FORTH IN THE CALIFORNIA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (CAMUTCD), LATEST EDITION.

EROSION AND SEDIMENT CONTROL NOTES

1. EROSION AND SEDIMENT CONTROL WORK SHALL CONFORM AND PROVISIONS SET FORTH IN THE FOLLOWING:
- A. SECTION 21 "EROSION CONTROL" OF THE CALTRANS STANDARD SPECIFICATIONS, 2025.
- B. CALTRANS CONSTRUCTION SITE BMP (BEST MANAGEMENT PRACTICES) FIELD AND TROUBLESHOOTING MANUAL, LATEST EDITION.
- C. SEED AND STRAW MULCH COVER ALL EXPOSED DISTURBED AREAS AS APPROVED BY THE DISTRICT'S REPRESENTATIVE.
2. IT IS THE CONTRACTORS RESPONSIBILITY TO MINIMIZE EROSION AND PREVENT THE MOVEMENT OF SEDIMENT AND / OR HARMFUL MATERIALS OFFSITE.
3. THE CONTRACTOR SHALL UTILIZE THE FOLLOWING BMP'S (BEST MANAGEMENT PRACTICES) PER THE CALIFORNIA STORMWATER QUALITY ASSOCIATIONS, CALIFORNIA BMP HANDBOOK, LATEST EDITION, AT A MINIMUM AND AS REQUIRED:
- EC-2

EC-4

SE-1

SE-5

SE-7

NS-2

NS-12

NS-13

WM-1

WM-2

WM-3

WM-4

WM-5

WM-8

PRESERVATION OF EXISTING VEGETATION

HYDROSEEDING

SILT FENCE

FIBER ROLLS

STREET SWEEPING AND VACUUMING

DEWATERING OPERATIONS

CONCRETE CURING

CONCRETE FINISHING

MATERIALS DELIVERY AND STORAGE

MATERIALS USE

STOCKPILE MANAGEMENT

SPILL PROTECTION AND CONTROL

SOLID WASTE MANAGEMENT

CONCRETE WASTE MANAGEMENT

SURVEY

EXISTING TOPOGRAPHY AND SITE FEATURES BASED ON A SURVEY BY SCHILLINGER ENGINEERING IN NOVEMBER 2024 & DECEMBER 2025.

HORIZONTAL BASIS OF BEARINGS IS CALIFORNIA STATE PLANE COORDINATE SYSTEM 1983, ZONE 1 US FEET. CONTOUR INTERVAL SHOWN = 1 FOOT.

A TEMPORARY BENCH MARK WAS PLACED IN PARKING LOT DRIVE AISLE IN FRONT OF EXISTING ADA PARKING STALLS, A CONCRETE NAIL WITH AN ASSUMED ELEVATION OF 148.12'.

EXISTING BOUNDARY SHOWN FOR REFERENCE ONLY, A BOUNDARY SURVEY WAS NOT PERFORMED.

UNDERGROUND FACILITIES NOTE

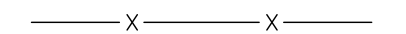
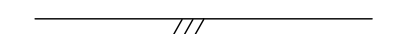
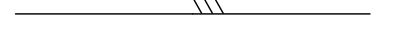
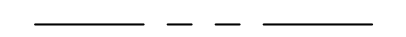
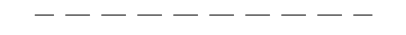
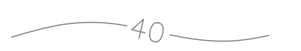
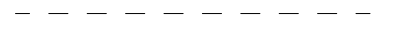
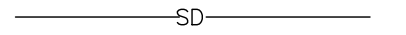
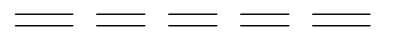
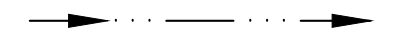
INFORMATION PERTAINING TO EXISTING UNDERGROUND FACILITIES AS SHOWN HEREIN IS FOR INFORMATIONAL PURPOSES ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING ALL AGENCIES INVOLVED AND SHALL LOCATE ALL FACILITIES PRIOR TO EXCAVATION IN ANY AREA.

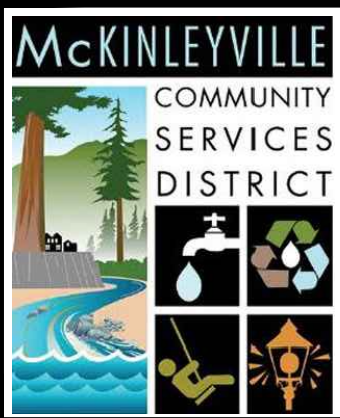
CALL USA: 811 (1-800-227-2600)

ABBREVIATIONS

AB	AGGREGATE BASE
AC	ASPHALT CONCRETE PAVING
AGG	AGGREGATE
@	AT
BFP	BACK FLOW PREVENTION DEVICE
BM	MARK
CL	CENTERLINE
CLR	CLEAR
CO	CLEANOUT
CONC	CONCRETE
CONT	CONTINUOUS
COR	CORNER
CP	CONTROL POINT
CV	CHECK VALVE
DIA, Ø	DIAMETER
<E>	EXISTING
EA	EACH
EL/ELEV	ELEVATION
E OHD	OVERHEAD ELECTRICAL LINES
FG	FINISH GRADE
FL	FLOW LINE
FT	FOOT OR FEET
FTG	FOOTING
GALV	GALVANIZED
GB	GRADE BREAK
GR	GRADE
GRD	GROUND
GV	GATE VALVE
IE	INVERT ELEVATION
IP	IRON PIPE
MIN	MINIMUM
MAX	MAXIMUM
NIC	NOT IN CONTRACT
N.T.S.	NOT TO SCALE
O.C.	ON CENTER
PL	PROPERTY LINE
PP	POWER POLE
PSI	POUNDS PER SQUARE INCH
PT	PRESSURE TREATED
PVC	POLYVINYL CHLORIDE PIPE
R/W	RIGHT-OF-WAY
SIM	SIMILAR
TC	TOP OF CURB
TYP	TYPICAL
W	WATER
WM	WATER METER
WV	WATER VALVE

LEGEND

	<E> GRAVITY SEWER LINE
	<E> SEWER CLEANOUT
	SURVEY CONTROL POINT
	<E> STREET SIGN
	<P> STREET SIGN
	<E> WATER METER
	<E> WATER VALVE
	<E> FENCE
	<E> ASPHALT PAVING
	<P> ASPHALT PAVING
	BOUNDARY RIGHT OF WAY LINES
	EASEMENTS
	EXISTING GROUND CONTOURS (ONE FOOT INTERVAL)
	GRADE BREAK
	<E> STORM DRAIN / CULVERT
	<P> STORM DRAIN
	<P> DRAINAGE SWALE
	LIMITS OF DISTURBANCE
	<E> ELECTRIC VEHICLE CHARGING STATION



SCHILLINGER ENGINEERING
CIVIL ENGINEERING SOLUTIONS

P.O. BOX 1183
ARCATA, CA 95518

PH (707) 834-6169

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

LIBRARY & SHERIFF'S OFFICE ADA PROJECT

GENERAL
CONSTRUCTION NOTES, LEGEND
& ABBREVIATIONS

JOB NUMBER
0224-MCSD

SHEET
2 OF 13

G2.0



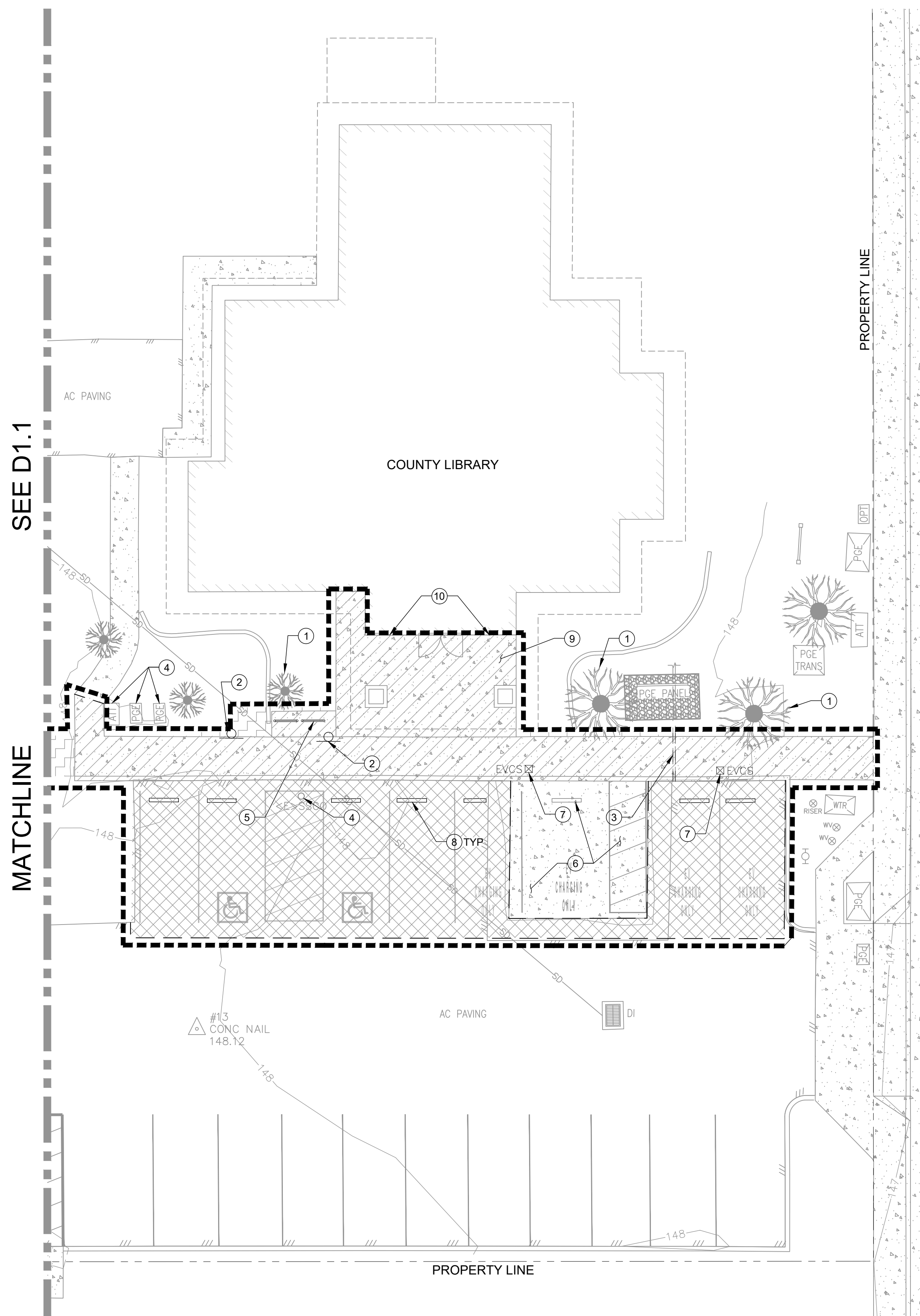
GENERAL NOTES

1. CONTRACTOR TO COORDINATE ALL WORK WITHIN PUBLIC RIGHT-OF-WAY WITH THE COUNTY OF HUMBOLDT.

LEGEND

<P> ACCESSIBLE ROUTE

			MCKINLEYVILLE COMMUNITY SERVICES DISTRICT		JOB NUMBER 0224-MCSD
			LIBRARY & SHERIFF'S OFFICE ADA PROJECT		SHEET 3 OF 13
			GENERAL OVERALL SITE PLAN		G3.0



GENERAL NOTES

- CONTRACTOR TO COORDINATE ALL WORK WITHIN PUBLIC RIGHT-OF-WAY WITH THE COUNTY OF HUMBOLDT AND THE DISTRICT.
- INFORMATION PERTAINING TO EXISTING UNDERGROUND FACILITIES AS SHOWN HEREIN IS FOR INFORMATIONAL PURPOSES ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING ALL AGENCIES INVOLVED AND SHALL LOCATE ALL FACILITIES PRIOR TO EXCAVATION IN ANY AREA.

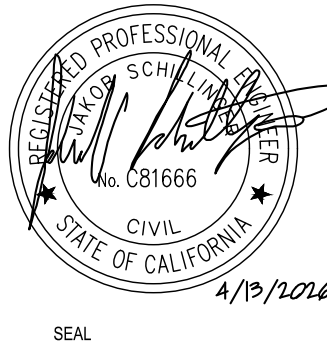
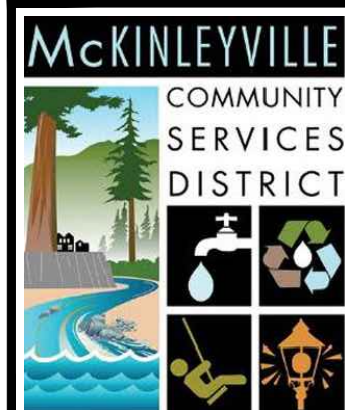
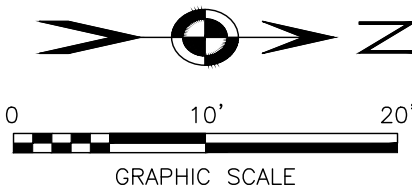
CALL USA: 811 (1-800-227-2600)
- CONTRACTOR SHALL INVESTIGATE ORIGIN OF <E> ROOF DRAIN DOWNSPOUT(S) LOCATIONS PRIOR TO REMOVAL TO VERIFY PROPOSED ROOF DRAIN IMPROVEMENT TIE-IN LOCATION AS SHOWN ON SITE PLAN.

LEGEND

- DEMOLISH & REMOVE <E> CONCRETE, CONCRETE CURB, ETC.
- DEMOLISH & REMOVE <E> ASPHALT
- CLEAR & GRUB <E> AREA OF TREES, SHRUBS, GRASSES, AND OTHER DELETERIOUS MATERIALS
- SAWCUT LINE
- LIMITS OF DISTURBANCE

KEYNOTES

- <E> TREE TO REMAIN & BE PROTECTED.
- <E> SIGNS & POSTS TO BE REMOVED & DISPOSED OF.
- REMOVE <E> ROOF DRAIN LEADER TO OUTSIDE PLANNED IMPROVEMENTS & PLUG WITH CONCRETE AS DIRECTED BY THE ENGINEER, SEE GENERAL NOTE 3.
- <E> UTILITY BOX & COVER TO REMAIN & BE PROTECTED.
- <E> BICYCLE RACK TO BE REMOVED & RE-INSTALLED, SEE SITE PLAN SHEET C1.0 FOR MORE INFORMATION.
- <E> CONCRETE ACCESSIBLE PARKING STALL AT EV CHARGING STATION INCLUDING WHEELSTOP TO REMAIN & BE PROTECTED.
- <E> EV CHARGING STATION & PROTECTIVE BOLLARDS TO REMAIN & BE PROTECTED, USE CARE WHEN WORKING AROUND EV CHARGER FOUNDATION.
- <E> WHEELSTOPS TO BE REMOVED AND DISPOSED OF, TYP OF 7.
- <E> BENCH TO BE REMOVED BY CONTRACTOR & DELIVERED TO MCSD.
- <E> SIDING & BATTEN ON FACE OF BUILDING SHALL BE TRIMMED NEATLY AS REQUIRED TO ACCOMMODATE PLANNED IMPROVEMENTS & AS DIRECTED BY THE OWNER'S REPRESENTATIVE.



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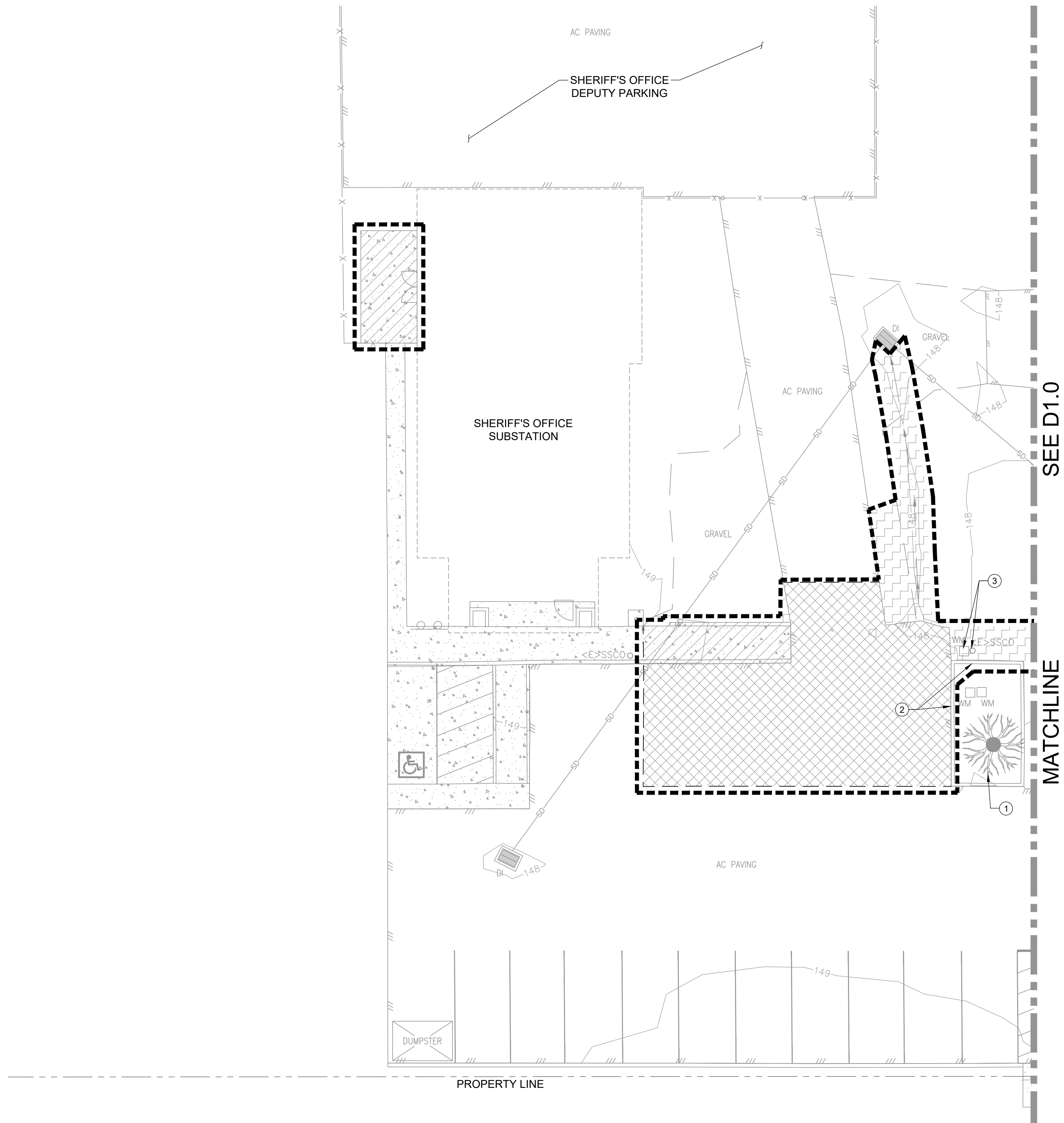
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PH (707) 834-6169

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
LIBRARY & SHERIFF'S OFFICE ADA PROJECT

DEMOLITION
DEMOLITION PLAN
COUNTY LIBRARY AREA

JOB NUMBER 0224-MCSD
SHEET 4 OF 13

D1.0

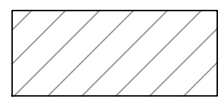
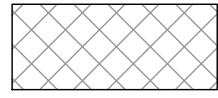
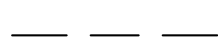


GENERAL NOTES

1. CONTRACTOR TO COORDINATE ALL WORK WITHIN PUBLIC RIGHT-OF-WAY WITH THE COUNTY OF HUMBOLDT AND THE DISTRICT.
2. INFORMATION PERTAINING TO EXISTING UNDERGROUND FACILITIES AS SHOWN HEREIN IS FOR INFORMATIONAL PURPOSES ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING ALL AGENCIES INVOLVED AND SHALL LOCATE ALL FACILITIES PRIOR TO EXCAVATION IN ANY AREA.

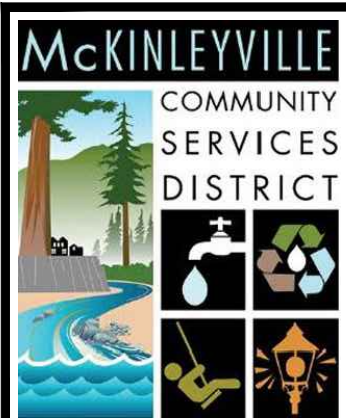
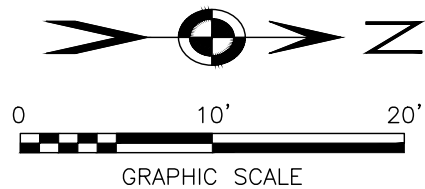
CALL USA: 811 (1-800-227-2600)
3. CONTRACTOR SHALL COORDINATE WITH THE SHERIFF'S OFFICE ON REAR BUILDING SLAB DEMOLITION AND CONSTRUCTION.

LEGEND

-  DEMOLISH & REMOVE <E> CONCRETE, CONCRETE CURB, ETC.
-  DEMOLISH & REMOVE <E> ASPHALT
-  CLEAR & GRUB <E> AREA OF TREES, SHRUBS, GRASSES, AND OTHER DELETERIOUS MATERIALS
-  SAWCUT LINE
-  LIMITS OF DISTURBANCE *TO BE ADDED*

KEYNOTES

1. <E> TREE TO REMAIN & BE PROTECTED.
2. <E> CURBED PLANTER TO REMAIN & BE PROTECTED.
3. <E> UTILITY BOX & COVER & WATER METER BOX TO REMAIN & BE PROTECTED.



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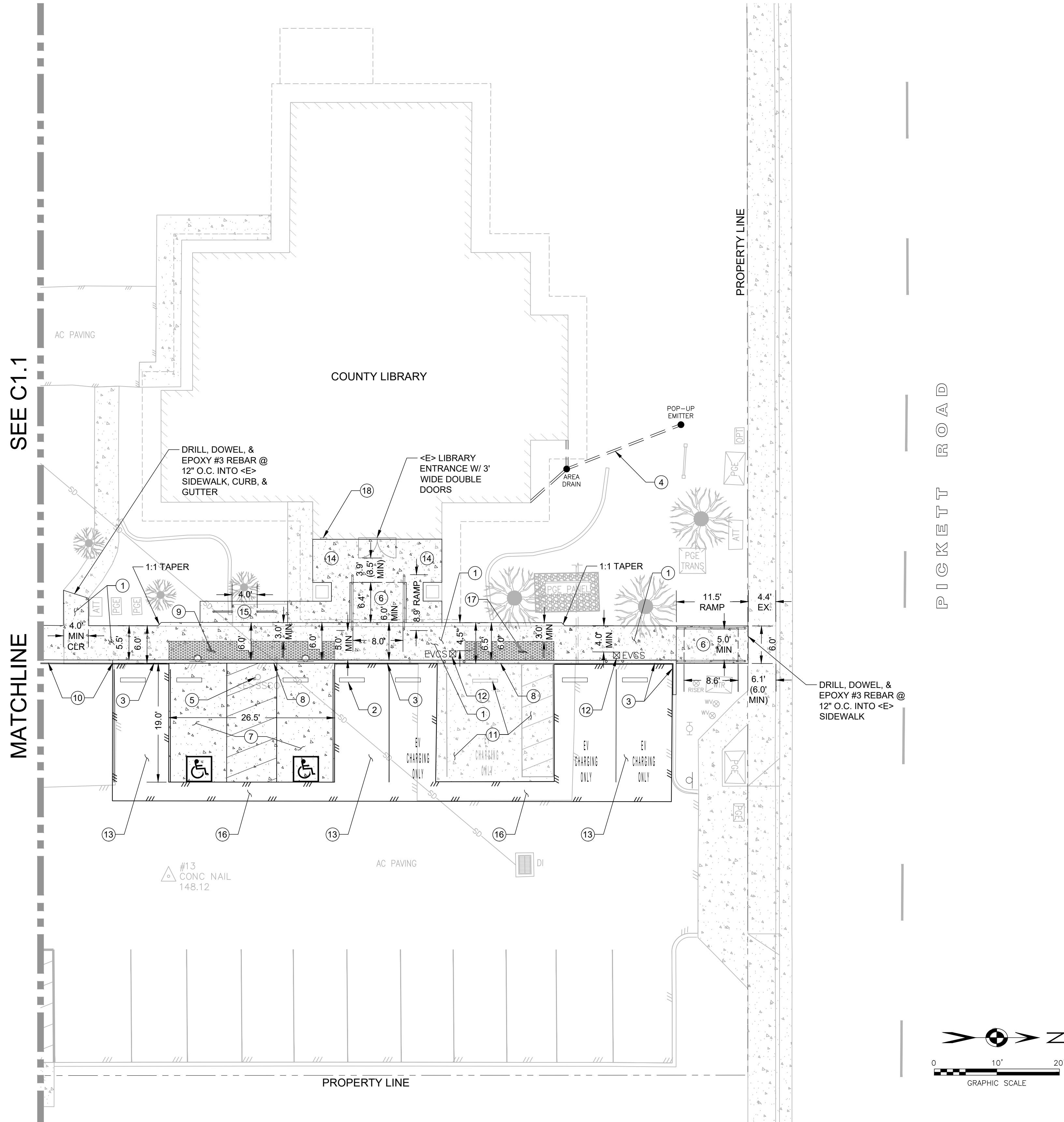
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MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
LIBRARY & SHERIFF'S OFFICE ADA PROJECT

DEMOLITION
DEMOLITION PLAN
SHERIFF'S SUBSTATION AREA

JOB NUMBER 0224-MCSD
SHEET 5 OF 13

D1.1

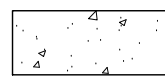
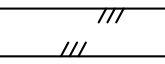


GENERAL NOTES

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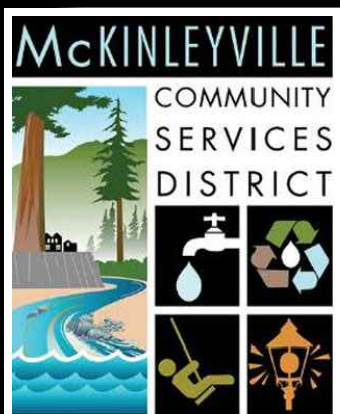
CALL USA: 811 (1-800-227-2600)
- WALKS AND SIDEWALKS SHALL HAVE A CONTINUOUS COMMON SURFACE WITHOUT ABRUPT CHANGES IN LEVEL EXCEEDING 1/2" AND SHALL BE A MINIMUM OF 48" IN WIDTH AND A CLEAR HEIGHT OF 80".
- ABRUPT CHANGES IN LEVEL ALONG ANY ACCESSIBLE ROUTE SHALL NOT EXCEED 1/2". WHEN CHANGES DO OCCUR, THEY SHALL BE BEVELED WITH A SLOPE NOT GREATER THAN 1:2 EXCEPT THOSE LEVELS NOT EXCEEDING 1/4" MAY BE VERTICAL.
- SURFACE CROSS SLOPES SHALL NOT EXCEED 2% MAX.

LEGEND

-  <P> CONCRETE SIDEWALK / PARKING SLAB
-  <P> HOT-MIX ASPHALT CONCRETE PAVING

KEYNOTES

- <P> CONCRETE SIDEWALK PER LISTED DIMENSIONS & CONSTRUCTION DETAILS.
- <P> PRE-CAST CONCRETE WHEEL STOP PER CONSTRUCTION DETAILS, TYP OF 7 THIS SHEET.
- <P> 4" VERTICAL CONCRETE CURB PER CONSTRUCTION DETAILS.
- <P> ROOF DRAIN EXTENSION IMPROVEMENTS, SEE GRADING PLAN SHEET C3.0 FOR MORE INFORMATION.
- ADJUST <E> UTILITY COVER TO <P> FINISHED GRADE PER CONSTRUCTION DETAILS.
- <P> ACCESSIBLE RAMP W/ GALVANIZED STEEL HANDRAILS & WHEEL GUIDES PER CONSTRUCTION DETAILS ON SHEET C5.0.
- <P> CONCRETE VEHICULAR RATED PARKING PER CONSTRUCTION DETAILS.
- <P> FLUSH CURB PER CONSTRUCTION DETAILS.
- <P> DETECTABLE WARNING SURFACE (26.5'X3') AT FLUSH ACCESSIBLE PARKING STALLS & ACCESSIBLE AISLE MOUNTED AT BACK OF CURB (6" BEHIND FACE OF CURB).
- <P> VARIABLE HEIGHT VERTICAL CONCRETE CURB PER CONSTRUCTION DETAILS (VARIES FROM 4" AT PARKING STALL TO 6" AT PLANTER).
- <E> CONCRETE ACCESSIBLE PARKING STALL AT EV CHARGING STATION INCLUDING WHEELSTOP TO REMAIN & BE PROTECTED.
- <E> EV CHARGING STATION & PROTECTIVE BOLLARDS TO REMAIN & BE PROTECTED. USE CARE WHEN WORKING AROUND EV CHARGER FOUNDATION.
- <P> HOT-MIX ASPHALT CONCRETE PAVING PER CONSTRUCTION DETAILS & AS DIRECTED BY THE ENGINEER.
- <P> LIBRARY ENTRANCE CONCRETE SIDEWALK FLATWORK W/ 4" CONC. OVER 4" AGG BASE W/ #3 REBAR @ 18" O.C., EW. DEEP SCORE / WEAKENED PLANE AS APPROVED BY THE ENGINEER.
- RE-INSTALL <E> BIKE RACKS ON 14' X 4' CONCRETE SLAB MEETING REQUIREMENTS OF SIDEWALK PER CONSTRUCTION DETAILS.
- <P> HOT-MIX ASPHALT CONCRETE PAVING TAPER TYP AROUND CONCRETE ACCESSIBLE PARKING STALLS AS DIRECTED BY THE ENGINEER.
- <P> DETECTABLE WARNING SURFACE (14'X3') AT FLUSH EV CHARGING STATION PARKING STALL & ACCESSIBLE AISLE MOUNTED AT BACK OF CURB (6" BEHIND FACE OF CURB).
- <E> VIDEO DROP-OFF LOCATION, TO BE ALSO USED FOR BOOK DROP-OFF (FYI).



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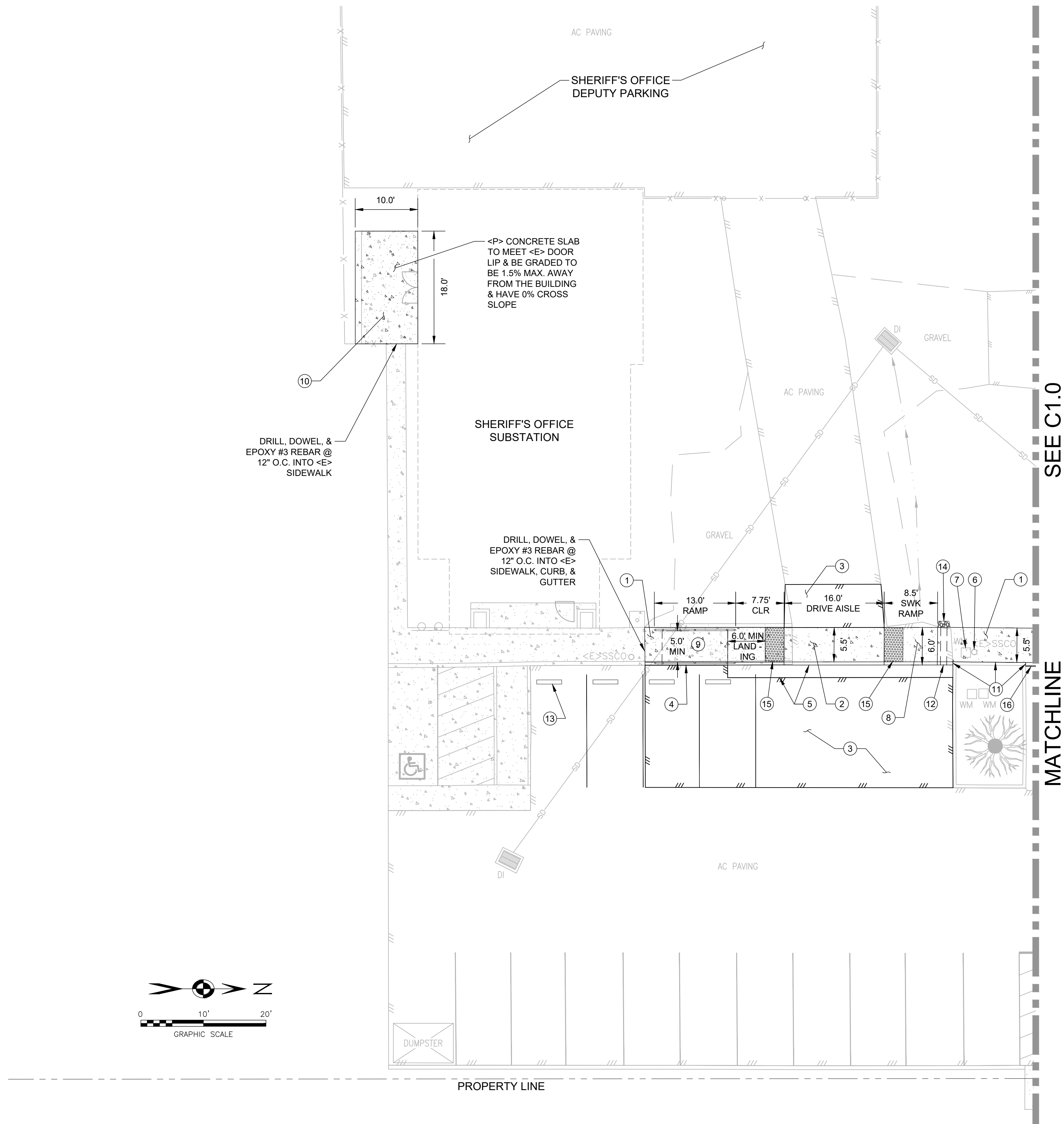
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
LIBRARY & SHERIFF'S OFFICE ADA PROJECT

CIVIL
**SITE PLAN
COUNTY LIBRARY AREA**

JOB NUMBER
0224-MCSD

SHEET
6 OF 13

C1.0



GENERAL NOTES

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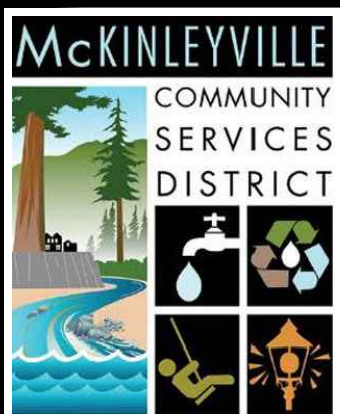
CALL USA: 811 (1-800-227-2600)
- WALKS AND SIDEWALKS SHALL HAVE A CONTINUOUS COMMON SURFACE WITHOUT ABRUPT CHANGES IN LEVEL EXCEEDING 1/2" AND SHALL BE A MINIMUM OF 48" IN WIDTH AND A CLEAR HEIGHT OF 80".
- ABRUPT CHANGES IN LEVEL ALONG ANY ACCESSIBLE ROUTE SHALL NOT EXCEED 1/2". WHEN CHANGES DO OCCUR, THEY SHALL BE BEVELED WITH A SLOPE NOT GREATER THAN 1:2 EXCEPT THOSE LEVELS NOT EXCEEDING 1/4" MAY BE VERTICAL.
- SURFACE CROSS SLOPES SHALL NOT EXCEED 2% MAX.

LEGEND

- <P> CONCRETE SIDEWALK
- <P> HOT-MIX ASPHALT CONCRETE PAVING

KEYNOTES

- <P> 5.5-FOOT WIDE CONCRETE WALKWAY PER CONSTRUCTION DETAILS.
- <P> CONCRETE VEHICULAR RATED CROSSING PER CONSTRUCTION DETAILS.
- <P> HOT-MIX ASPHALT CONCRETE PAVING PER CONSTRUCTION DETAILS & AS DIRECTED BY THE ENGINEER.
- <P> 6" VARIABLE HEIGHT VERTICAL CONCRETE CURB (VARIES FROM 6" AT TOP OF RAMP LANDING TO 1/2" AT BEGINNING OF CURB & GUTTER) PER CONSTRUCTION DETAILS.
- <P> VARIABLE HEIGHT CURB & GUTTER (VARIES 1/2" AT LANDING & DRIVE AISLE TO 6" AT SIDEWALK UNDERDRAIN) PER CONSTRUCTION DETAILS.
- ADJUST <E> UTILITY COVER TO <P> SIDEWALK FINISHED GRADE PER CONSTRUCTION DETAILS.
- ADJUST <E> WATER METER BOX & LID TO <P> SIDEWALK FINISHED GRADE PER CONSTRUCTION DETAILS.
- <P> CONCRETE WALKWAY SLOPED UNDER 5.0% MAX. RUNNING SLOPE. SEE GRADING PLAN FOR MORE INFORMATION.
- <P> ACCESSIBLE RAMP W/ GALVANIZED STEEL HANDRAILS & WHEEL GUIDES PER CONSTRUCTION DETAILS ON SHEET C5.0.
- <P> 10' x 18' x 4" THICK CONCRETE SLAB OVER 4" AGGREGATE BASE COMPACTED TO 95% R.C., PROVIDE EXPANSION JOINTS AS APPROVED BY THE OWNER'S REPRESENTATIVE.
- DRILL, DOWEL, & EPOXY (2) - #3 REBAR T&B INTO <E> CURB AT PLANTER.
- <P> SIDEWALK UNDERDRAIN PER CONSTRUCTION DETAILS.
- <P> PRE-CAST CONCRETE WHEEL STOP PER CONSTRUCTION DETAILS, TYP OF 4.
- <P> 3" - 4" DIA. WASHED CLEAN RIVER ROCK AT OUTLET PLACED AS DIRECTED BY THE OWNER'S REPRESENTATIVE.
- <P> DETECTABLE WARNING SURFACE (5.5'X3') AT EACH SIDE OF DRIVE AISLE.
- <P> VARIABLE HEIGHT VERTICAL CONCRETE CURB PER CONSTRUCTION DETAILS (VARIES FROM 6" AT PLANTER TO 4" AT PARKING STALL SHOWN ON SHEET C1.0)



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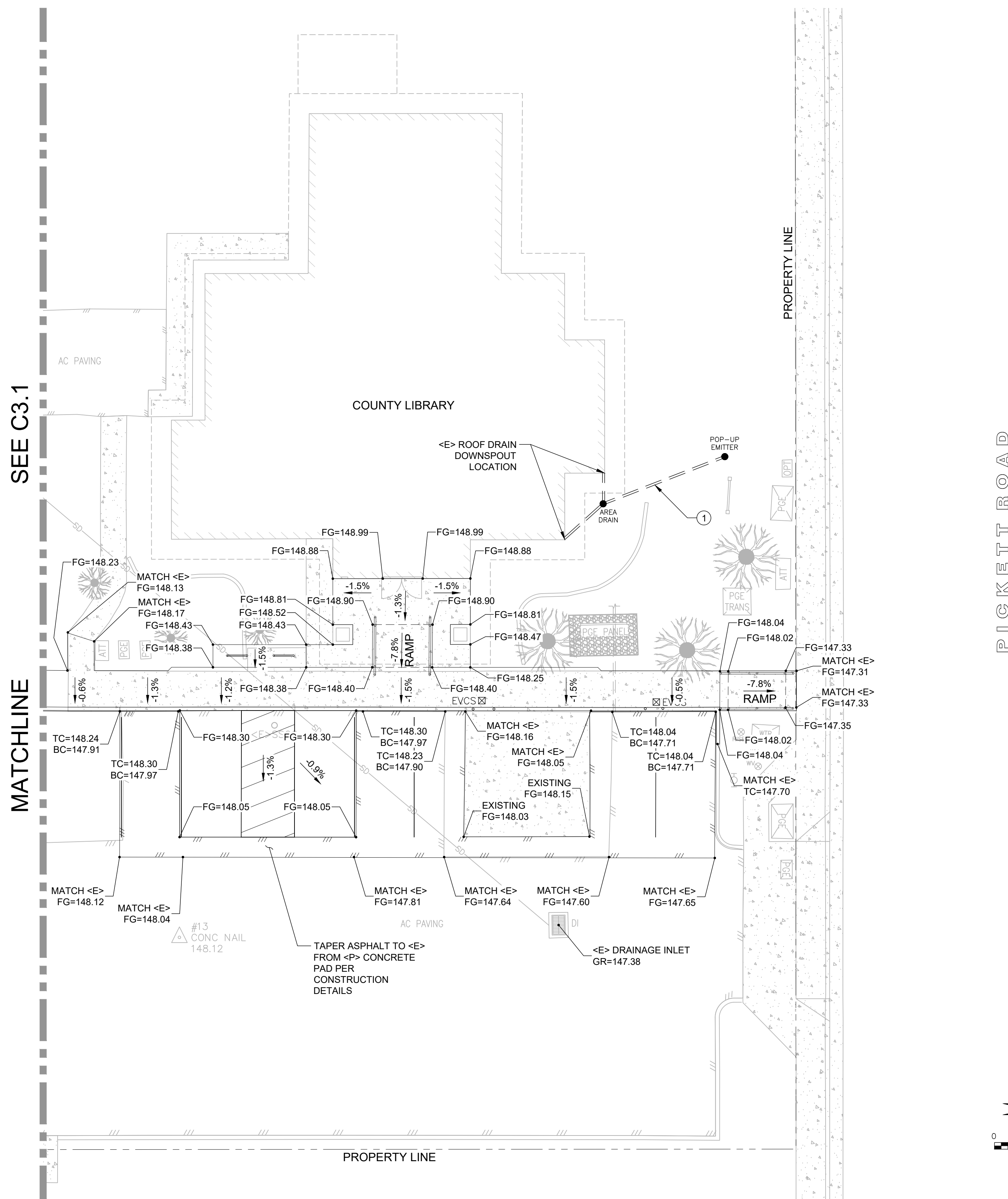
PH (707) 834-6169

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
LIBRARY & SHERIFF'S OFFICE ADA PROJECT

CIVIL
SITE PLAN
SHERIFF'S SUBSTATION AREA

JOB NUMBER 0224-MCSD
SHEET 7 OF 13

C1.1



GENERAL NOTES

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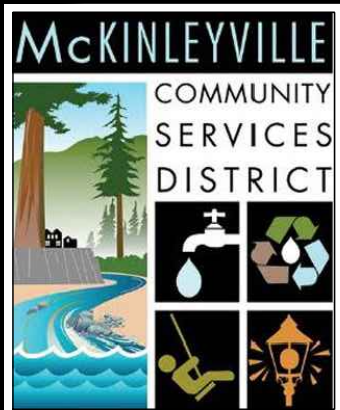
CALL USA: 811 (1-800-227-2600)

GRADING NOTES

- 1. ALL EXCESS EXCAVATED MATERIAL FROM CONSTRUCTION NOT SUITABLE FOR REUSE IS TO BE REMOVED.

KEYNOTES

- 1. <P> ROOF DRAIN EXTENSION, INTERCEPT <E> ROOF DRAIN LEADER CONFLUENCE & INSTALL <P> AREA DRAIN, EXTEND 4" SCHEDULE 40 PVC TO <P> POP-UP DRAIN EMITTER IN LOCATION AS APPROVED BY THE ENGINEER.



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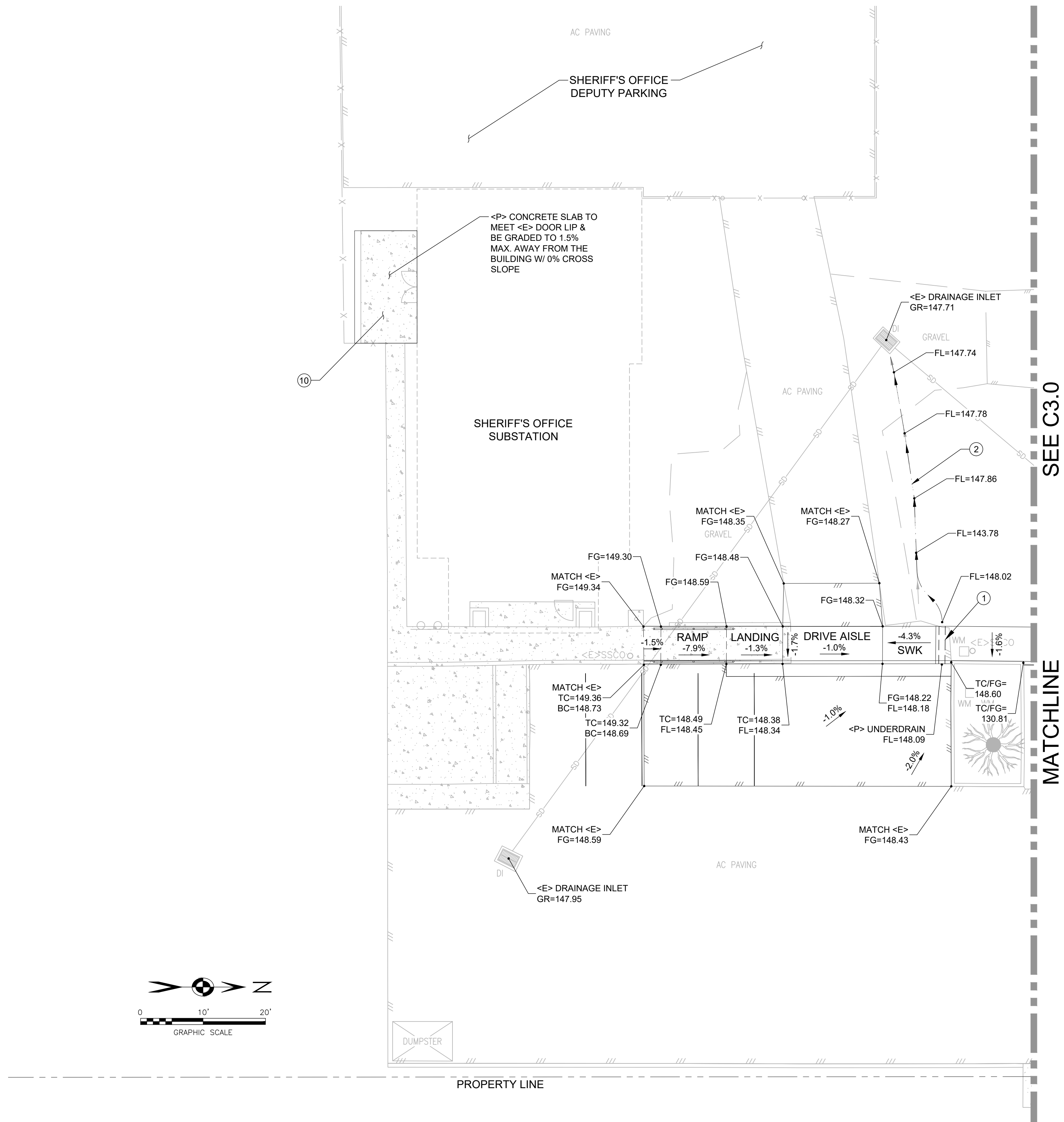
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
LIBRARY & SHERIFF'S OFFICE ADA PROJECT

CIVIL
**GRADING & DRAINAGE PLAN
COUNTY LIBRARY AREA**

JOB NUMBER
0224-MCSD

SHEET 8 OF 13

C3.0



GENERAL NOTES

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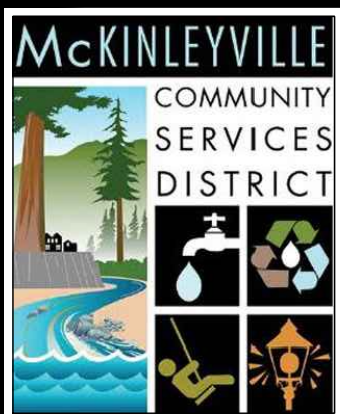
CALL USA: 811 (1-800-227-2600)

GRADING NOTES

1. ALL EXCESS EXCAVATED MATERIAL FROM CONSTRUCTION NOT SUITABLE FOR REUSE IS TO BE REMOVED.

KEYNOTES

1. <P> SIDEWALK UNDERDRAIN PER CONTRUCTION DETAILS.
2. RE-GRADE <E> DRAINAGE SWALE FROM SIDEWALK UNDERDRAIN OUTLET TO PROVIDE POSITIVE FLOW TOWARDS <E> DRAINAGE INLET.



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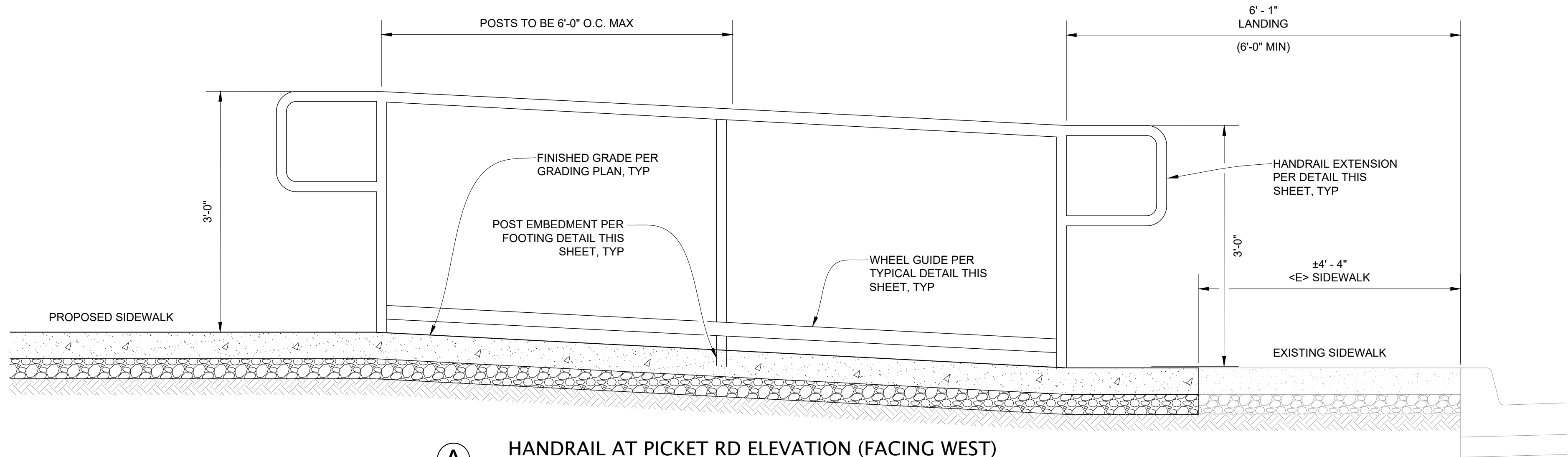
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MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
LIBRARY & SHERIFF'S OFFICE ADA PROJECT

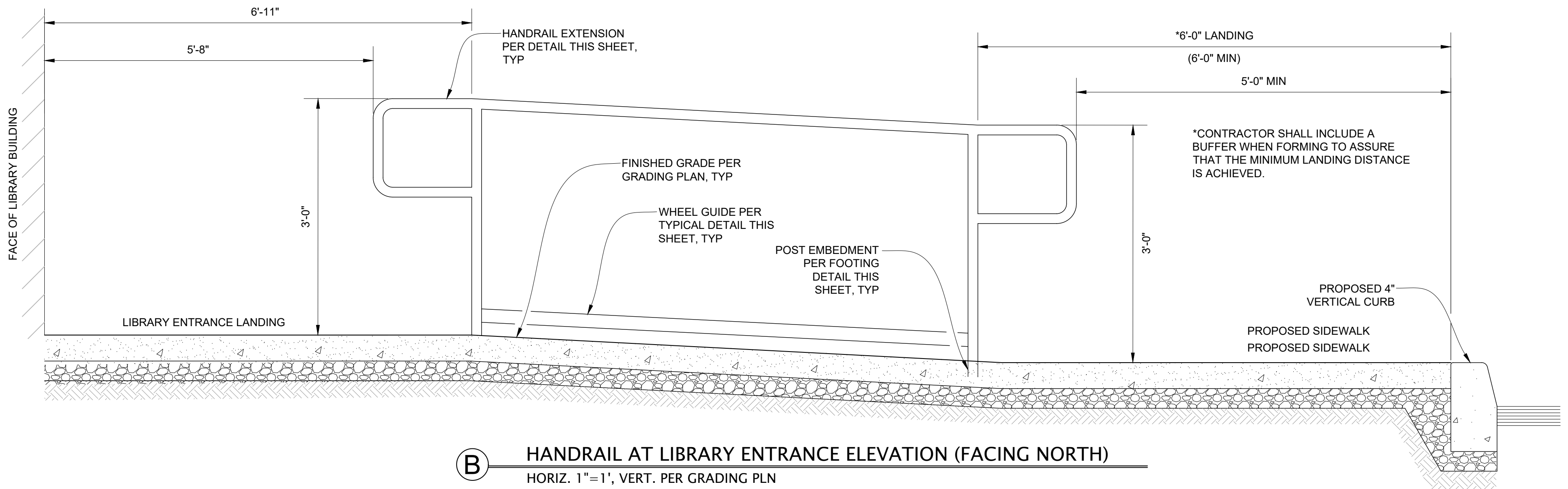
CIVIL
GRADING & DRAINAGE PLAN
SHERIFF'S SUBSTATION AREA

JOB NUMBER 0224-MCSD
SHEET 9 OF 13

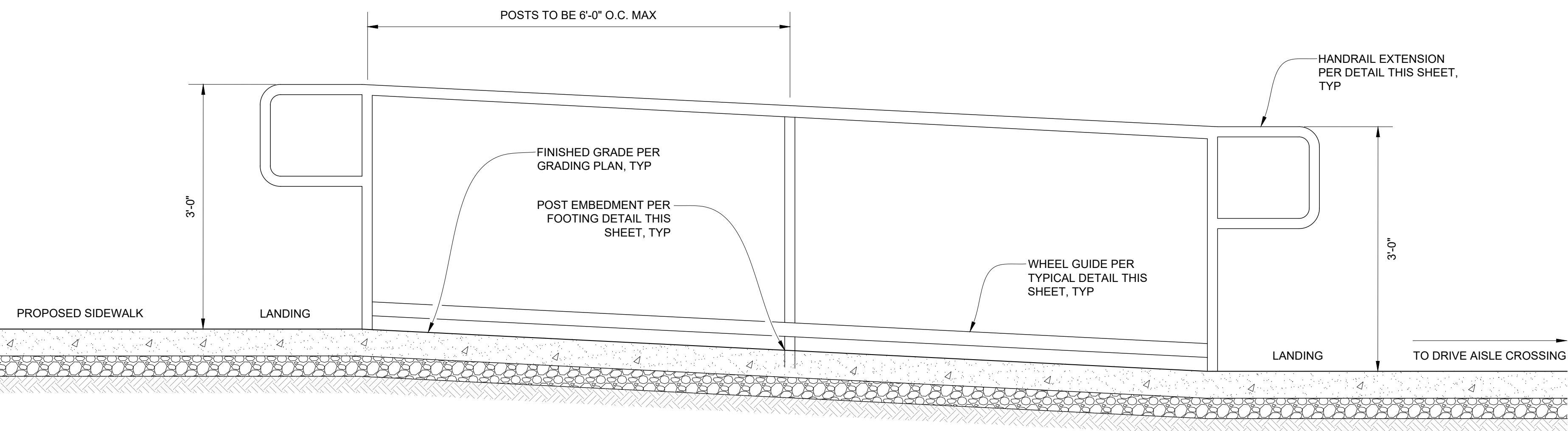
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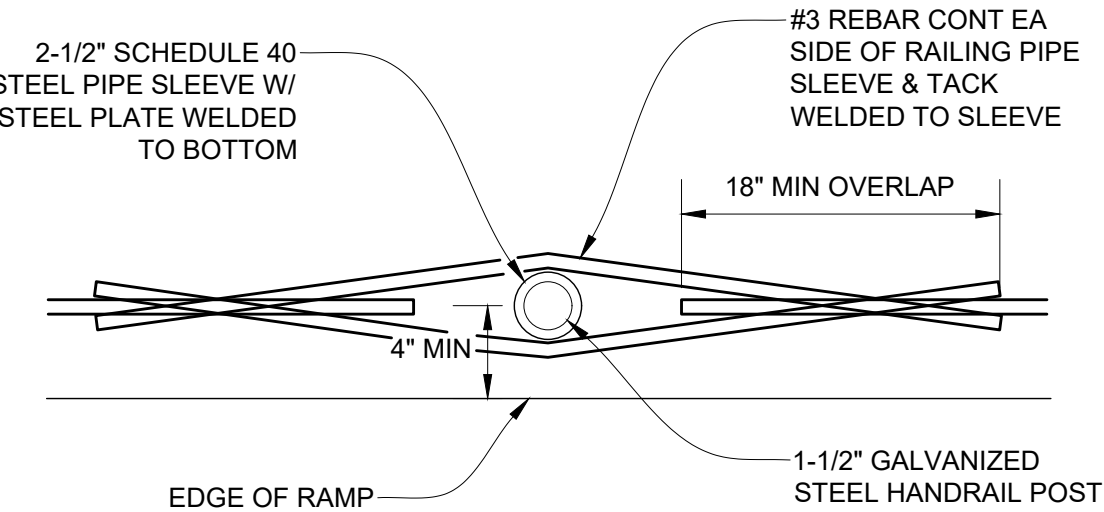
A HANDRAIL AT PICKET RD ELEVATION (FACING WEST)
HORIZ. 1"=1', VERT. PER GRADING PLN



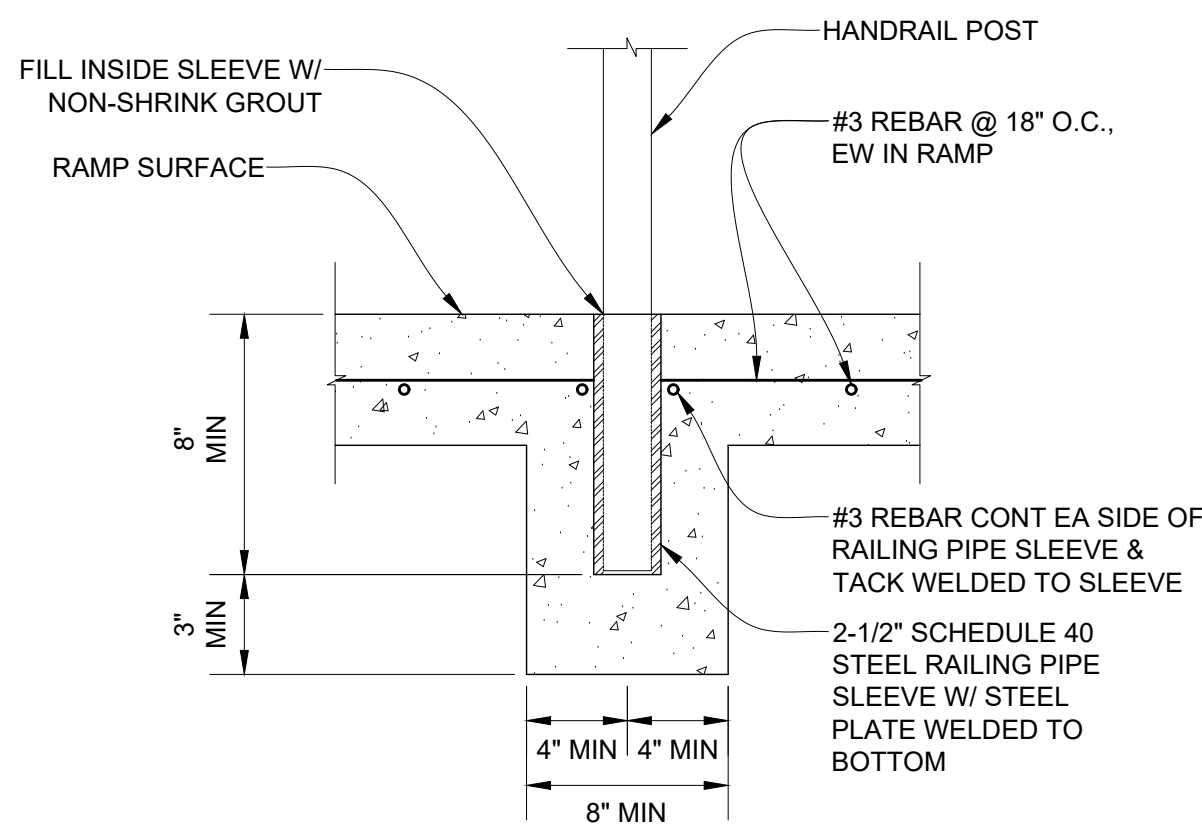
B HANDRAIL AT LIBRARY ENTRANCE ELEVATION (FACING NORTH)
HORIZ. 1"=1', VERT. PER GRADING PLN



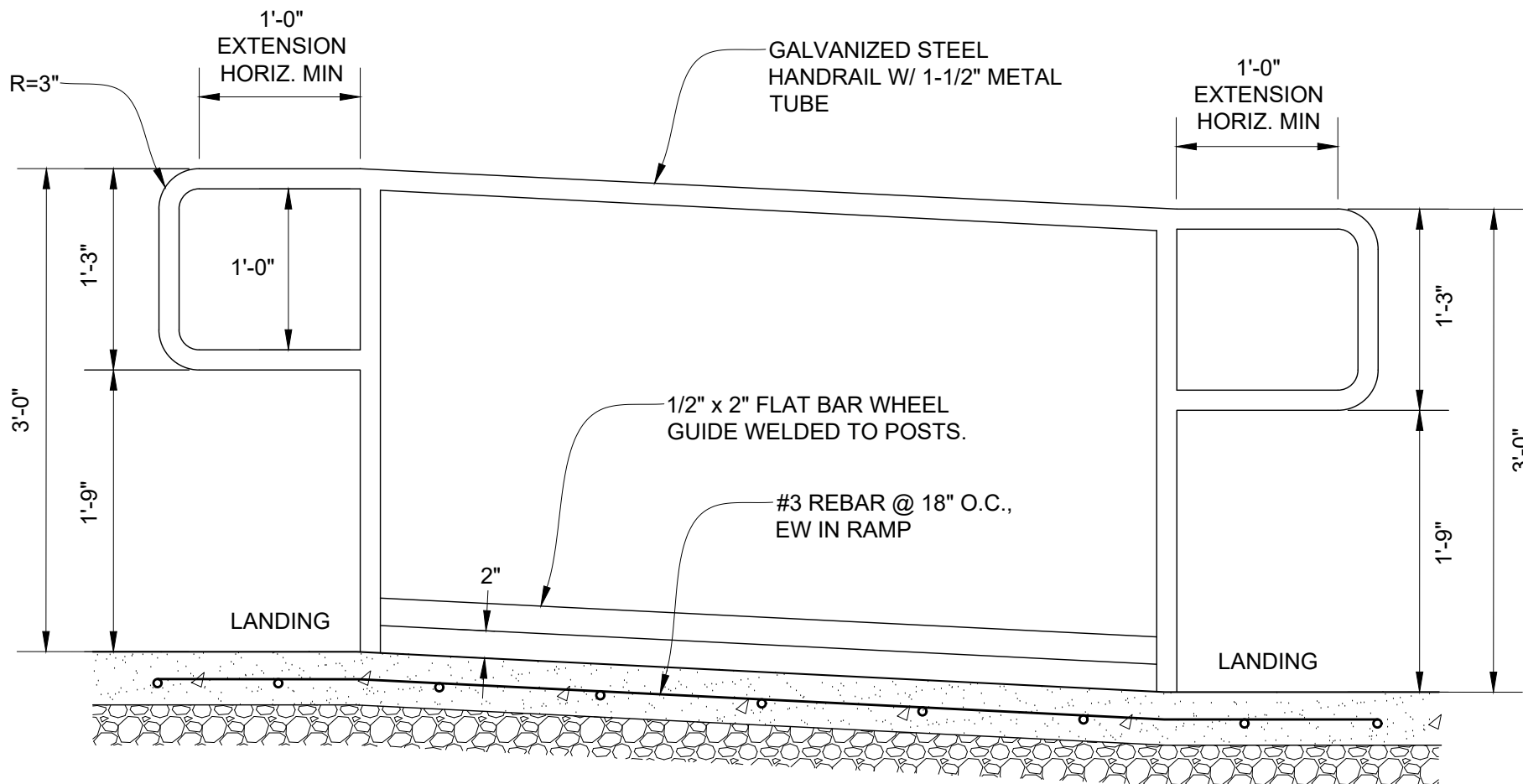
C HANDRAIL AT SHERIFF'S OFFICE ELEVATION (FACING WEST)
HORIZ. 1"=1', VERT. PER GRADING PLN



D TYPICAL HANDRAIL PIPE SLEEVE DETAIL
N.T.S.



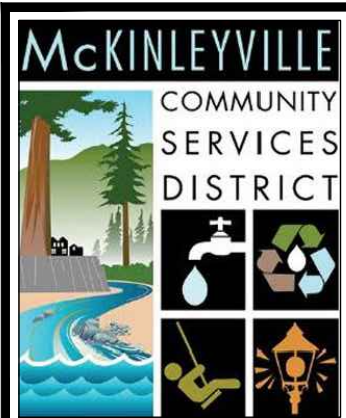
E TYPICAL HANDRAIL FOOTING DETAIL
N.T.S.



NOTES:

- HANDRAILS SHALL BE 1-1/2" GALVANIZED STEEL.
- PROVIDE PROTECTION FOR DISSIMILAR METALS & CONCRETE.
- RAMP SHALL HAVE EXPANSION JOINTS & SCORE MARKS SIMILAR TO SIDEWALK DETAIL.
- MAX POST SPACING 6'-0", UNLESS OTHERWISE NOTED.
- SEE SITE & GRADING PLAN FOR RAMP LENGTH AND SLOPES.

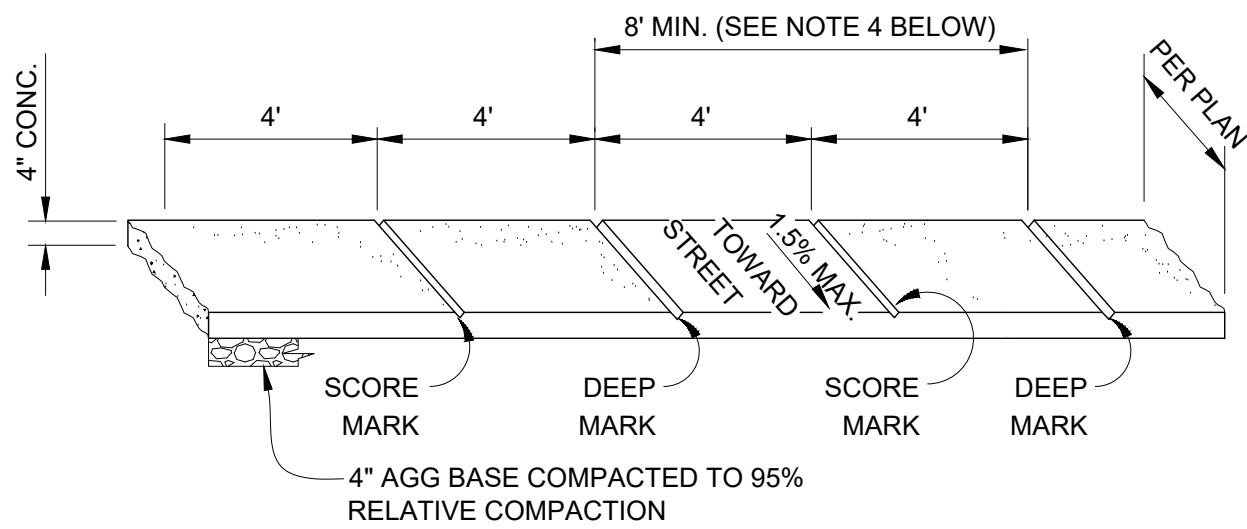
F TYPICAL RAMP W/ HANDRAIL DETAIL
N.T.S.



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MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
LIBRARY & SHERIFF'S OFFICE ADA PROJECT
CIVIL
CONSTRUCTION DETAILS - 1

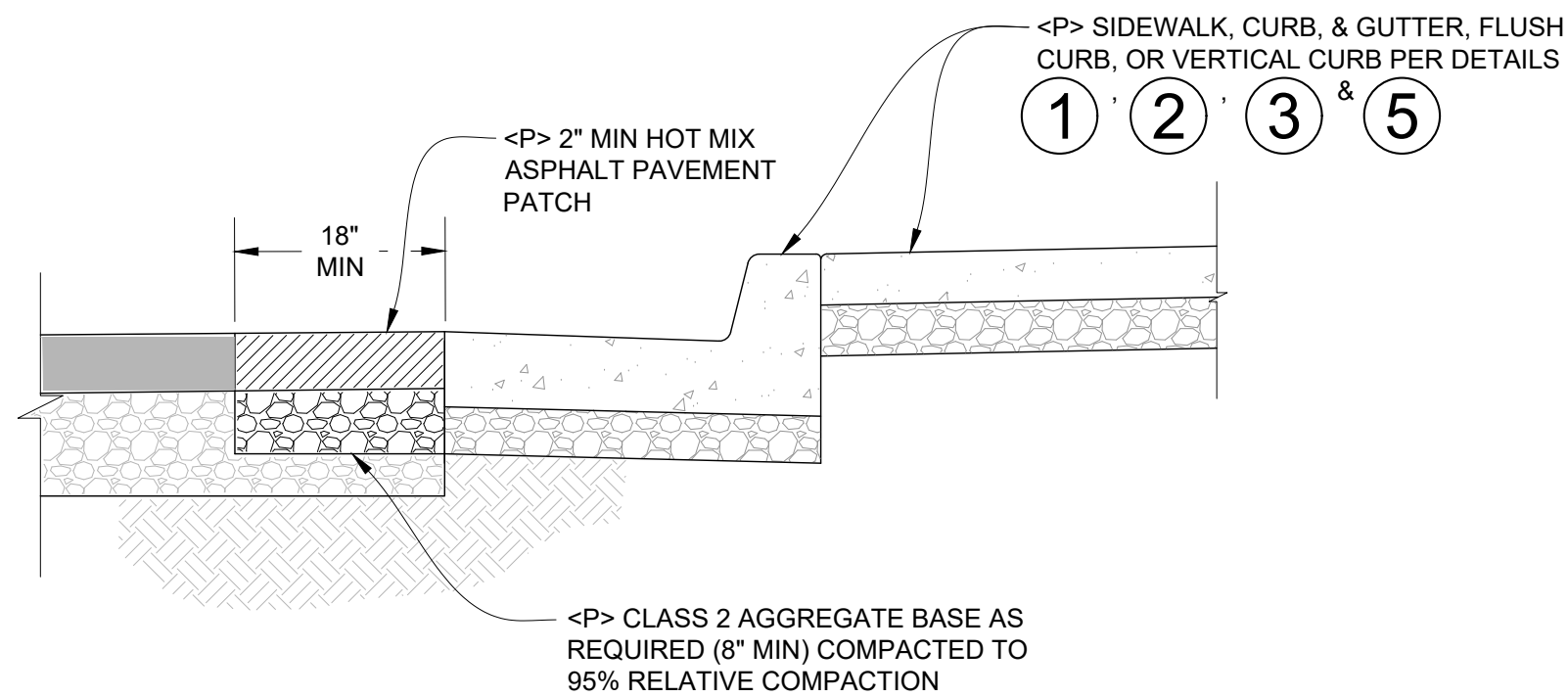
JOB NUMBER 0224-MCSD
SHEET 10 OF 13
C5.0



NOTES:

1. DEEP SCORE MARK OR WEAKENED PLANE JOINT-DEPTH EQUAL TO 1" SLAB THICKNESS.
2. CONTRACTOR TO DRILL AND DOWEL #3'S @ 18" O.C. INTO (E) SIDEWALK AT CONNECTIONS TO (E) SIDEWALK.
3. SIDEWALK TO HAVE A MEDIUM BROOM FINISH.
4. COUNTY STANDARDS REQUIRE A WEAKENED PLANE JOINT EVERY 20'.

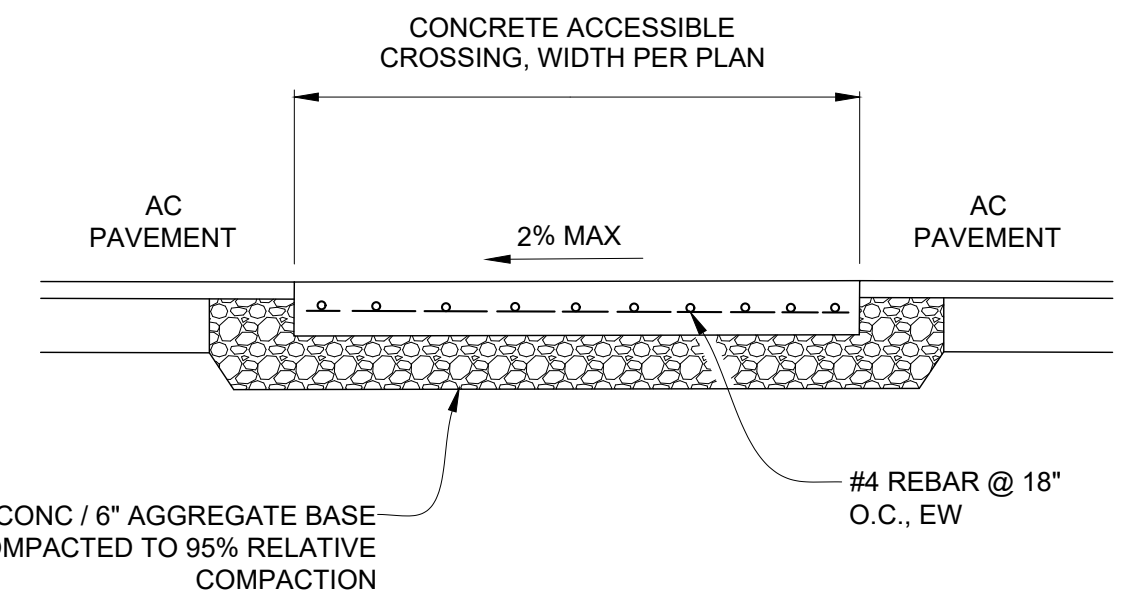
1 TYPICAL CONCRETE SIDEWALK DETAIL
N.T.S.



NOTES:

1. CONTRACTOR TO PROVIDE TACK COAT ON EXPOSED ASPHALT & CONCRETE PRIOR TO PATCH PAVING

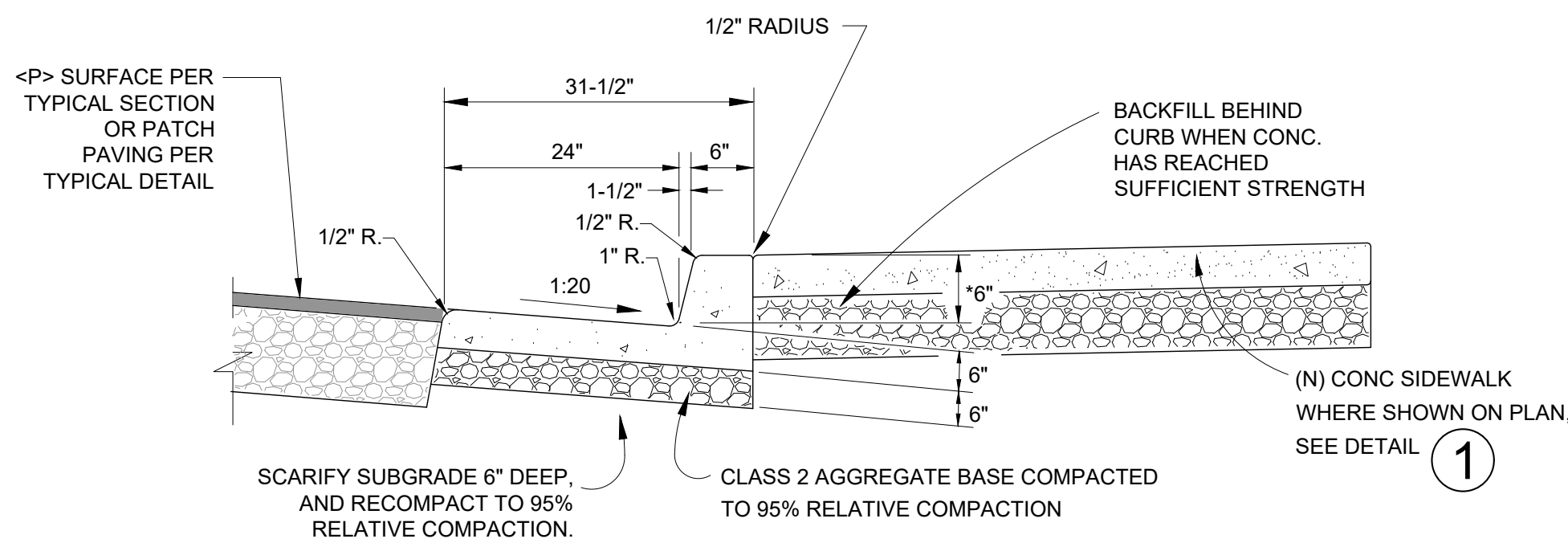
4 TYPICAL PATCH PAVING DETAIL
N.T.S.



NOTES:

1. ACCESSIBLE CROSSING SHALL HAVE MEDIUM BROOM FINISH.

7 TYPICAL CONCRETE ACCESSIBLE CROSSING SECTION DETAIL
N.T.S.

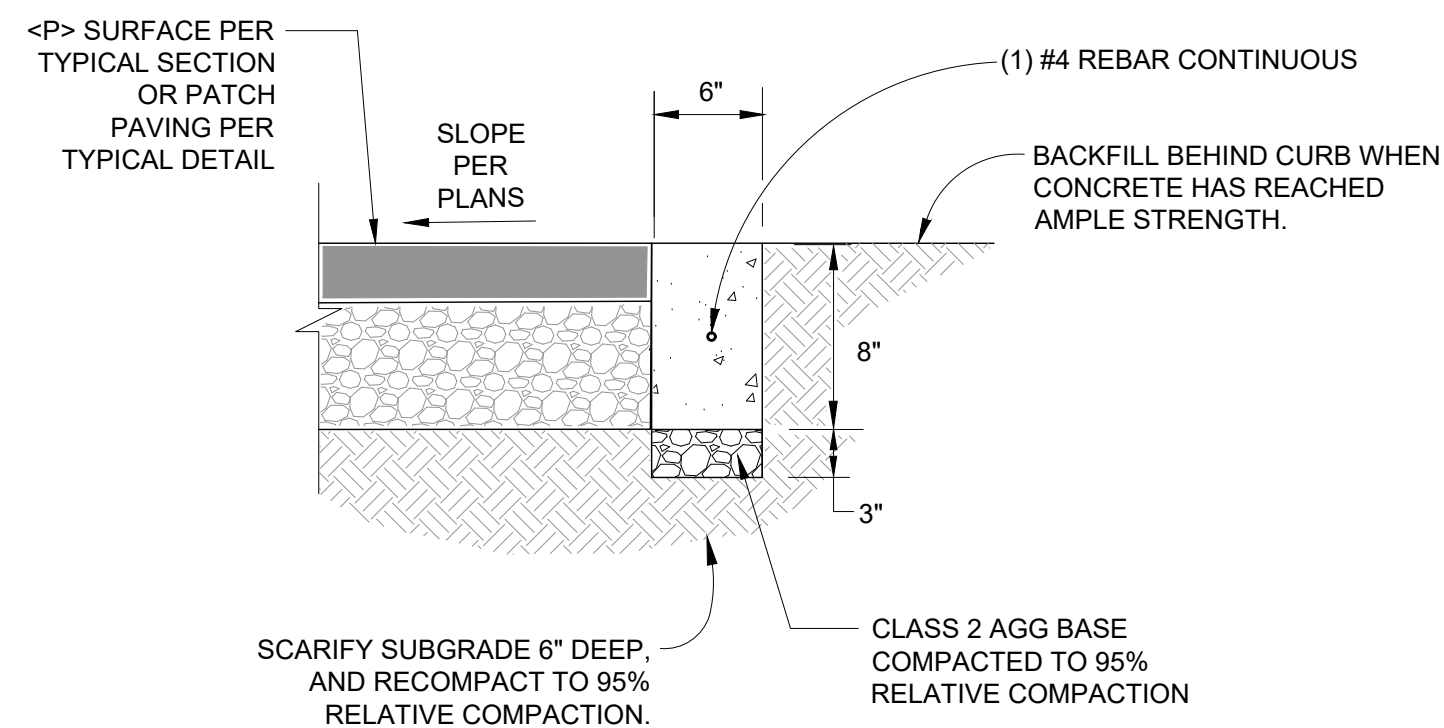


NOTES:

1. DETAIL SHOWN IS SIMILAR TO A TYPE A2-6 CURB & GUTTER AS SHOWN ON CALTRANS STANDARD PLAN SHEET A87A BUT, WITH A FLATTER GUTTER CROSS SLOPE OF 1:20 (5%)

*CURB HEIGHT WILL VARY AT DRIVEWAY AND RAMP LOCATIONS, 1/2" HEIGHT MIN

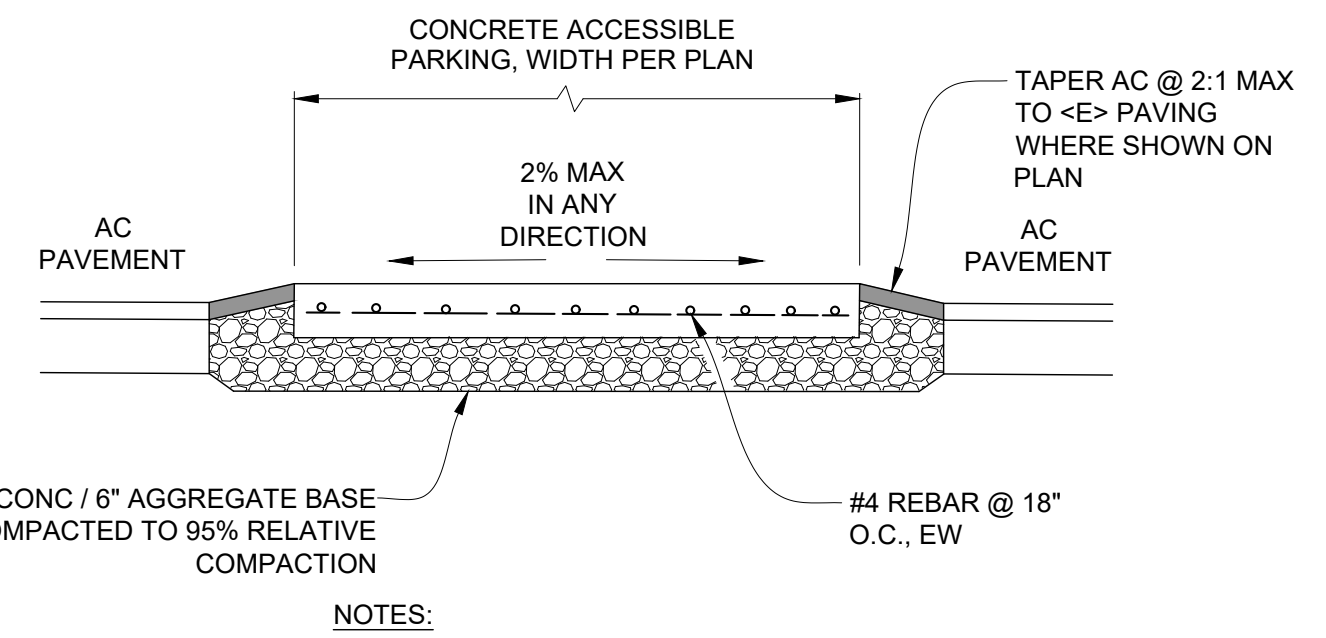
2 TYPICAL CURB & GUTTER DETAIL
N.T.S.



NOTES:

1. DETAIL SHALL BE USED WHERE NEW PAVING LIMITS EXTEND BEYOND THE EXISTING PAVING LIMITS.

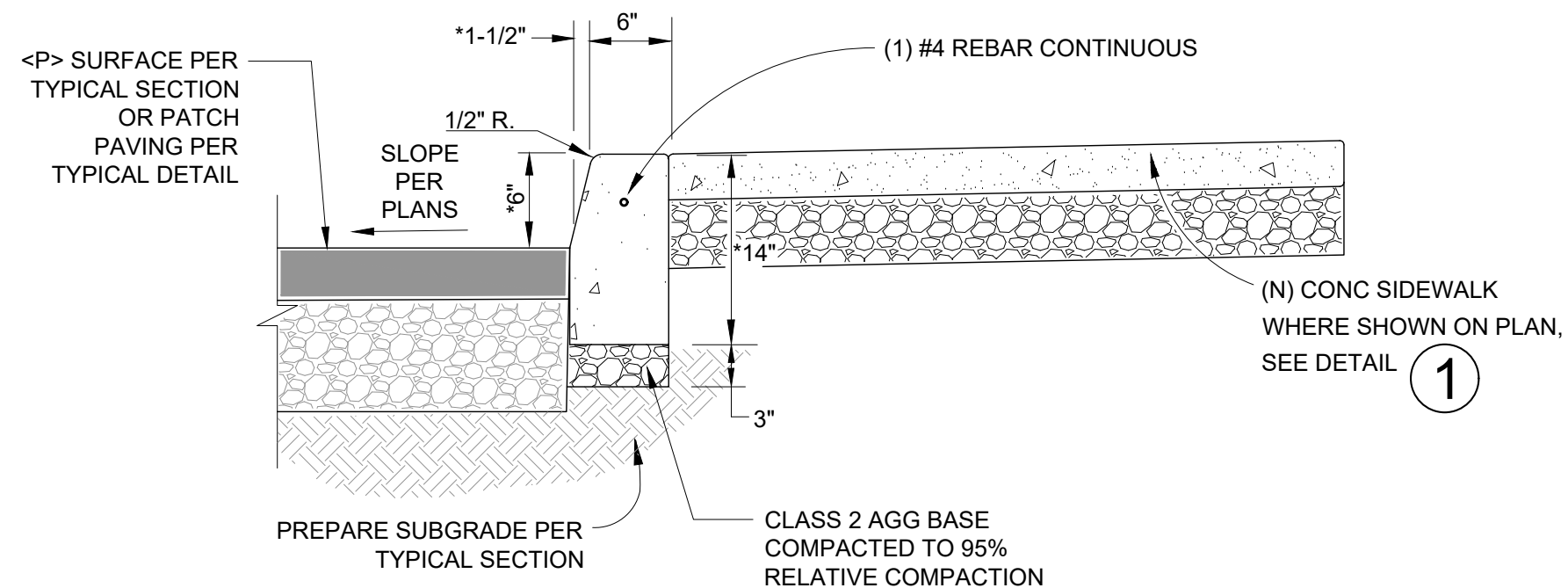
5 TYPICAL FLUSH CURB DETAIL
N.T.S.



NOTES:

1. ACCESSIBLE CROSSING SHALL HAVE MEDIUM BROOM FINISH.

8 TYPICAL CONCRETE ACCESSIBLE PARKING STALL SECTION DETAIL
N.T.S.



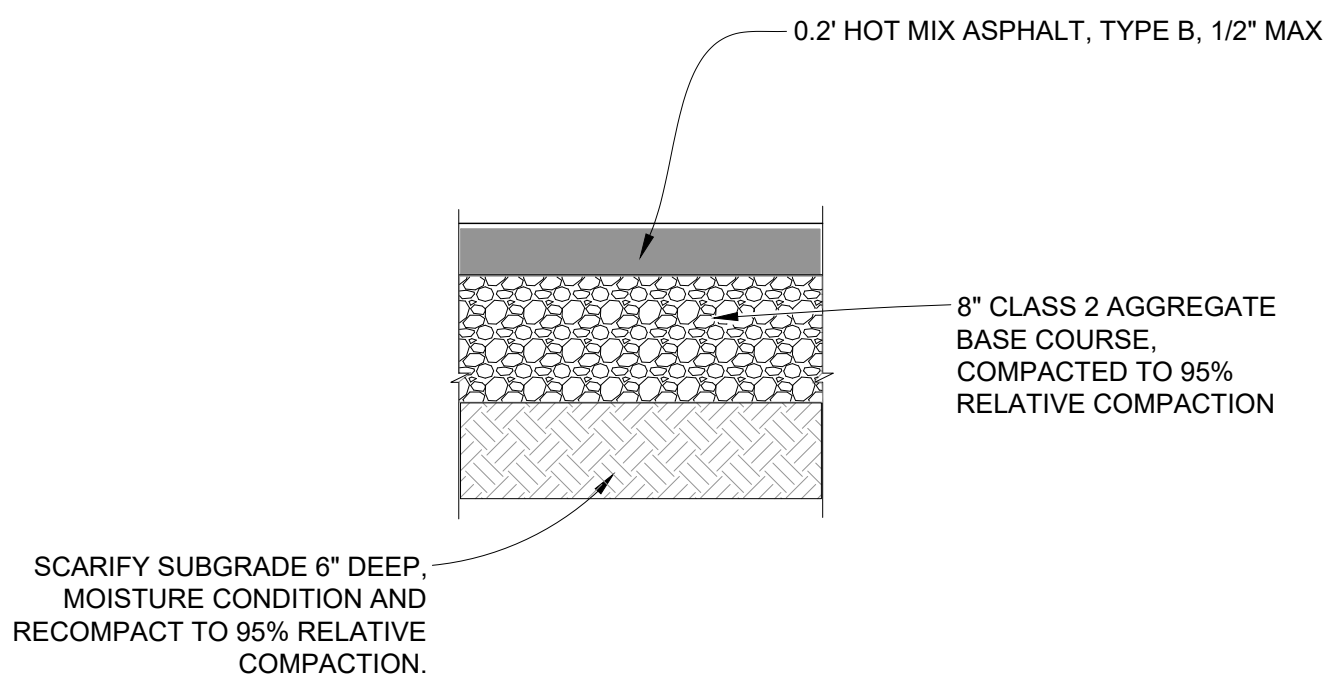
NOTES:

1. DETAIL SHOWN IS BASED ON AN TYPE A1-6 (8" TALL) VERTICAL CURB AS SHOWN ON CALTRANS STANDARD PLAN SHEET A87A.

*4" CURB WHERE SHOWN ON SITE PLAN

FACE HEIGHT	BATTER	REAR HEIGHT
4"	1"	12"

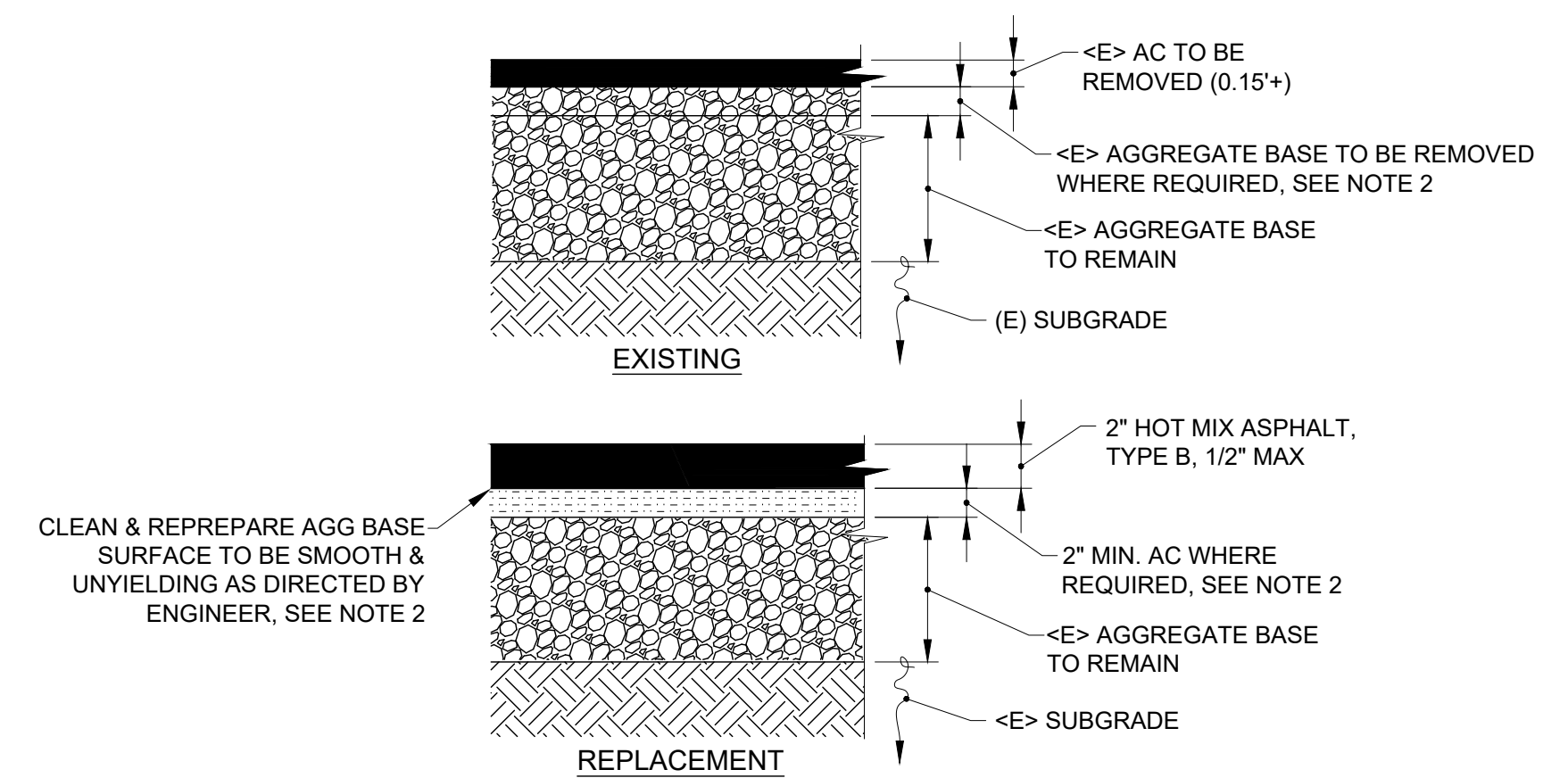
3 TYPICAL VERTICAL CURB DETAIL
N.T.S.



NOTES:

1. DETAIL SHALL BE USED WHERE NEW PAVING LIMITS EXTEND BEYOND THE EXISTING PAVING LIMITS.

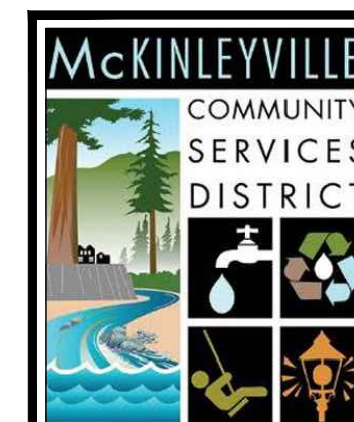
6 TYPICAL NEW STRUCTURAL PAVING SECTION
N.T.S.



NOTES:

1. CONTRACTOR TO PROVIDE TACK COAT ON EXPOSED ASPHALT & CONCRETE PRIOR TO PAVING.
2. IF YIELDING IS OBSERVED BY THE ENGINEER DURING AGGREGATE BASE SURFACE PREPARATION, THE UPPER 2" OF AGGREGATE BASE SHALL BE REMOVED AND REPLACED WITH AC AS SHOWN.

9 TYPICAL HOT-MIX ASPHALT SURFACING REPLACEMENT DETAIL
N.T.S.



**SCHILLINGER
ENGINEERING
SOLUTIONS**

P.O. BOX 1183
ARCATA, CA 95518

PH (707) 834-6169

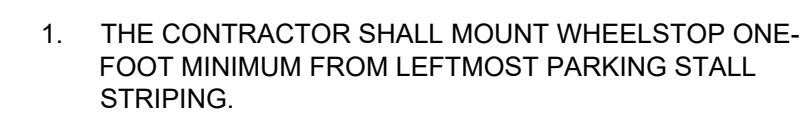
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
LIBRARY & SHERIFF'S OFFICE ADA PROJECT

CIVIL
CONSTRUCTION DETAILS - 2

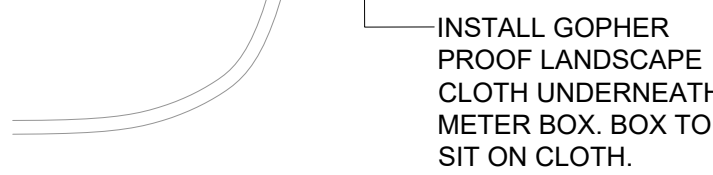
JOB NUMBER
0224-MCSD

SHEET
11 OF **13**

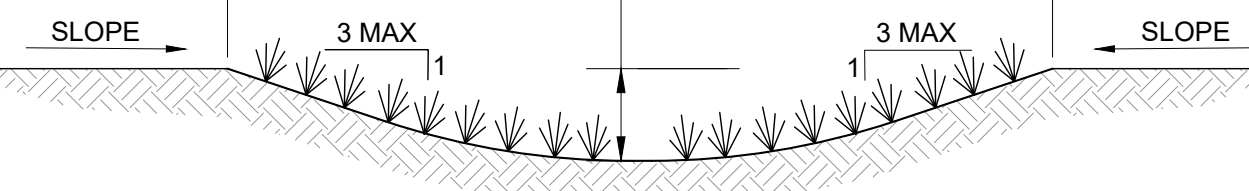
C5.1



10 TYPICAL PRECAST CONCRETE WHEELSTOP DETAIL
N.T.S



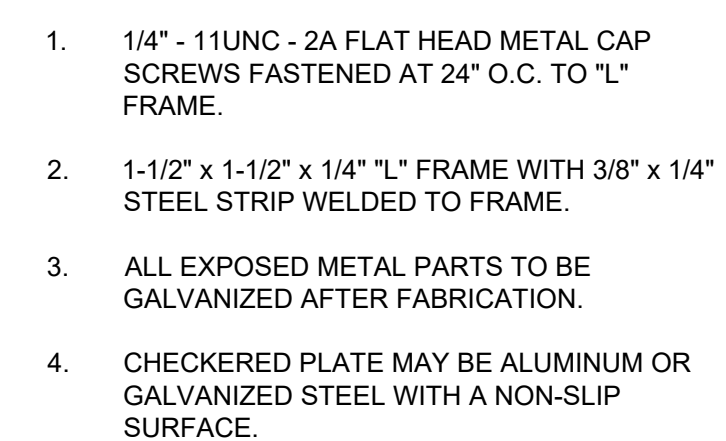
12 TYPICAL ADJUST WATER METER BOX TO GRADE DETAIL
N.T.S.



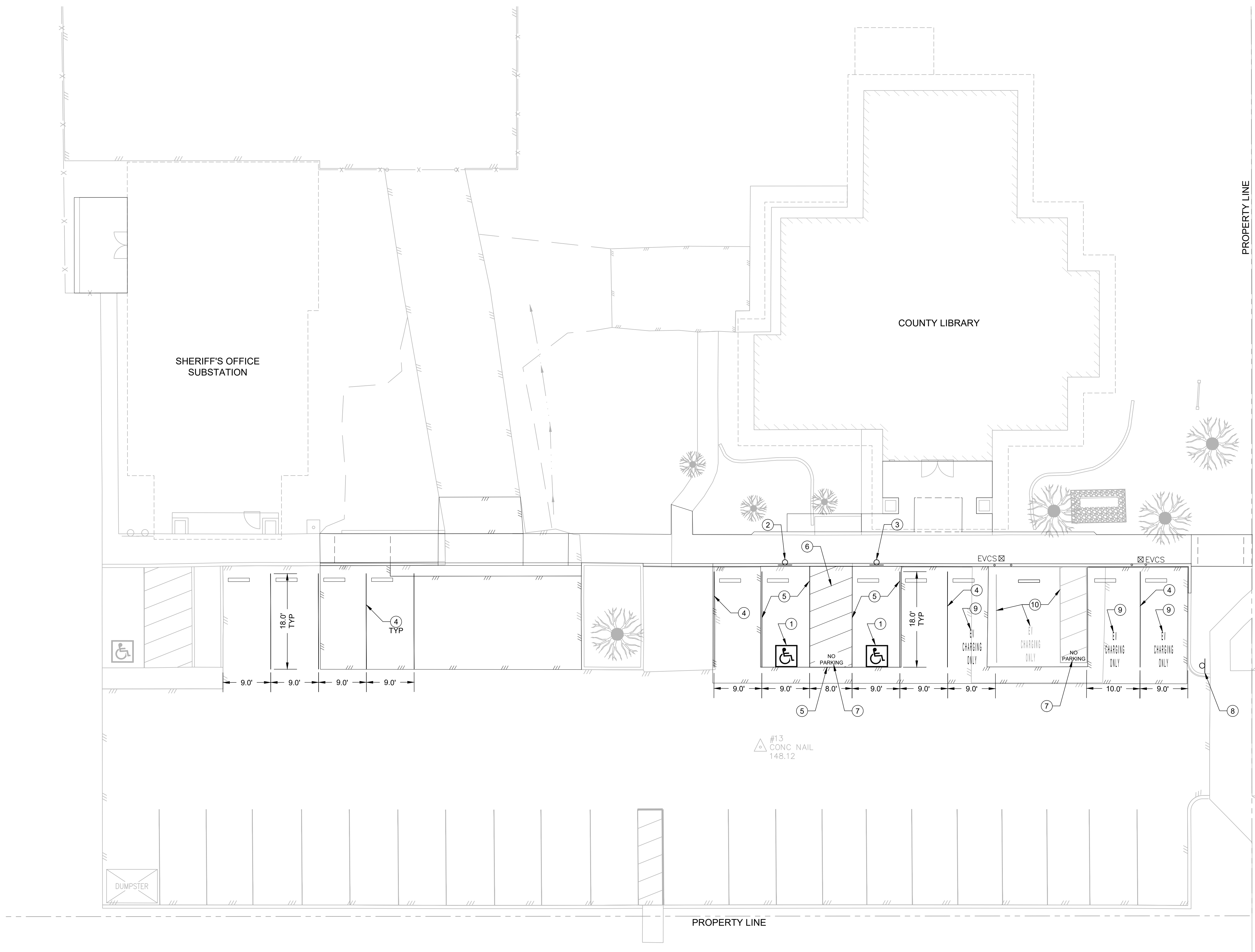
11 TYPICAL SWALE DETAIL
N.T.S



13 TYPICAL ADJUST UTILITY COVER TO GRADE DETAIL
N.T.S.



14 TYPICAL SIDEWALK UNDERDRAIN DETAIL
N.T.S.

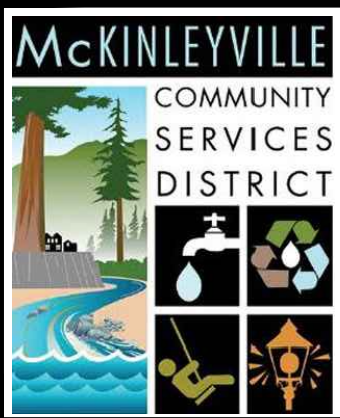
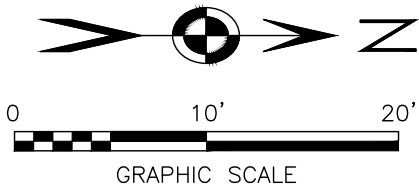


GENERAL NOTES

- 1. STRIPING DETAIL NUMBERS LISTED ARE PER 2025 CALTRANS STANDARD PLANS.
- 2. SIGN DESIGNATIONS LISTED ARE PER THE CALIFORNIA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (CAMUTCD), LATEST EDITION.
- 3. ALL SIGNAGE SHALL BE MOUNTED TO 2" DIAMETER GALVANIZED STEEL POSTS PER COUNTY OF HUMBOLDT STANDARDS UNLESS OTHERWISE APPROVED BY THE ENGINEER.
- 4. ALL STRIPING AND MARKINGS SHALL BE PAINTED PER SECTION 84 OF THE 2025 CALTRANS STANDARD SPECIFICATIONS AS APPROVED BY THE DISTRICT.

KEYNOTES

- 1. <P> INTERNATIONAL SYMBOL OF ACCESSIBILITY MARKING (ISA) PER CALTRANS STANDARD PLAN A90A.
- 2. INTERNATIONAL SYMBOL OF ACCESSIBILITY (ISA) PARKING & MINIMUM FINE SIGN R99C (CA) W/ VAN ACCESSIBLE SIGN TYPE R7-8B UNDERNEATH (BOTTOM OF LOWER SIGN SET 7 FEET ABOVE SIDEWALK).
- 3. INTERNATIONAL SYMBOL OF ACCESSIBILITY (ISA) PARKING & MINIMUM FINE SIGN R99C (CA) UNDERNEATH (BOTTOM OF LOWER SIGN SET 7 FEET ABOVE SIDEWALK).
- 4. <P> 4" PAINTED WHITE PARKING STALL STRIPING.
- 5. <P> 4" PAINTED BLUE PARKING STALL STRIPING.
- 6. <P> 4" PAINTED WHITE DIAGONAL STRIPING (STRIPES @ 3' O.C.) INSIDE PAINTED BLUE OUTLINE PER CALTRANS STANDARD PLAN A90A.
- 7. <P> "NO PARKING" WHITE LETTERING W/ 12" MIN HEIGHT, CENTERED AT END OF PARKING STALL AS SHOWN ON CALTRANS STANDARD PLAN A90B.
- 8. <P> UNAUTHORIZED VEHICLES PARKING SIGN TYPE R100B (CA), COORDINATE ADDRESS & TELEPHONE # FOR SIGN WITH THE DISTRICT.
- 9. <P> "EV CHARGING ONLY" WHITE LETTERING W/ 12" MIN HEIGHT, CENTERED AT END OF PARKING STALL AS SHOWN.
- 10. PROTECT <E> MARKINGS AND STRIPING ON <E> ACCESSIBLE EV CHARGING STATION.



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MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
LIBRARY & SHERIFF'S OFFICE ADA PROJECT

CIVIL
SIGNAGE & STRIPING PLAN

JOB NUMBER 0224-MCSD
SHEET 13 OF 13

C6.0

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**AGREEMENT BETWEEN THE MCKINLEYVILLE
COMMUNITY SERVICES DISTRICT AND HOOVEN & CO., INC.
PROVIDING FOR CONSTRUCTION SERVICES ASSOCIATED WITH
McKINLEYVILLE LIBRARY & LAW ENFORCEMENT FACILITY ADA
SIDEWALK REPLACEMENT**

This AGREEMENT BETWEEN THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AND HOOVEN & CO., INC PROVIDING FOR CONSTRUCTION SERVICES ASSOCIATED WITH LIBRARY & LEF ADA SIDEWALK REPLACEMENT (this “Agreement”), is entered into as of August 6, 2026 (the “Effective Date”), between the McKinleyville Community Services District, a duly formed community services district pursuant to California Government Code § 6100, et seq. (hereinafter referred to as “District” or “MCSD”), and Hooven & Co., Inc. (hereinafter “Contractor”). For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, MCSD and Contractor agree as follows:

AGREEMENT

1. Scope of Work

Contractor shall furnish to the District, upon its request, the Work set forth in the Attachment A, which is attached hereto and incorporated by reference. The Work shall be performed in accord with the “Plans, Specifications and Drawings”, as provided as Attachment A and per the Bid Schedule provided on July 24, 2026, also included in Attachment A. Requests by the District to Contractor to perform under this Agreement will be made by the General Manager of the District, or an authorized representative thereof. Work provided at the District’s request by Contractor under this Agreement will be performed in a manner consistent with the requirements and standards established by applicable federal, state and county laws, ordinances, regulations, and resolutions. Such laws, ordinances, regulations, and resolutions include, but are not limited to, those to which reference is made in this Agreement.

2. Term and Progress Schedule

The term of this Agreement shall be from August 6, 2026, through December 31, 2027, unless sooner terminated as provided below.

3. **Standard of Care in Performing the Work**

Contractor represents and warrants to the District each of the following:

(i) Contractor is knowledgeable and experienced in providing services comparable to the Work, and will maintain all necessary licensure pursuant to Section 7 of this Agreement when performing the Work;

(ii) The Work will be performed in a manner consistent with the level of care and skill ordinarily exercised by other professional contractors under similar circumstances in accordance with customarily accepted good and sound professional practices and procedures;

(iii) Contractor and its agents, subordinates, and employees and any subcontractors performing Work under this Agreement shall perform every part of the Work hereunder in strict accordance with this Agreement, applicable federal, state, county and municipal laws, orders, rules, regulations and directives, including, but not limited to, EPA and OSHA regulations, environmental, health and safety laws, and laws pertaining to wages and other conditions of employment, as further set forth in this Agreement;

(iv) Contractor shall be strictly responsible for the proper performance of the Work and for any loss or damage to the District or to others by reason of Contractor's failure to properly perform the Work;

(v) The Contractor has carefully examined the Specifications, Plans and Drawings, and such Specifications, Plans and Drawings set forth in **Attachment A** are full and complete, and are sufficient to have enabled the Contractor to determine the cost of the work therein in order to enter into this Agreement;

(vi) The Specifications, Plans and Drawings are sufficient to enable Contractor to construct the Work outlined therein in accordance with applicable laws, statutes, building codes and regulations, and otherwise to fulfill all Contractor's obligations hereunder; and

(vii) The Contractor has visited the site, examined all conditions affecting the Work, and is fully familiar with all of the conditions thereon and affecting the same.

4. Contract Sum

A. Compensation and Progress Payments.

The District shall pay Contractor the amounts recited and in accordance with the timing intervals set forth in the “Bid Schedule” (set forth in “Attachment A”) for the Work described in “Scope of Work” (set forth in Attachment A) which are performed by Contractor at the District’s request. The total project cost shall not exceed the total amount for the entirety of the Work set forth in the Bid Schedule, unless otherwise authorized by the District in writing via a Contract Change Order, prior to Contractor incurring additional expenses. Payment intervals shall be in accord with paragraph 4.E. of this Agreement, below.

B. Travel and Per Diem.

Unless otherwise agreed by the parties, Contractor will not be paid or reimbursed for travel expenses or per diem which Contractor incurs in providing the Work requested by the District under this Agreement.

C. No Additional Consideration.

Except as expressly provided in paragraph 4.G. of this Agreement, below, Contractor shall not be entitled to, nor receive from the District, any additional consideration, compensation, salary, wages, or other type of remuneration in excess of the total amount set forth in the Bid Schedule set forth in Attachment A for services or work rendered under this Agreement. Specifically, Contractor shall not be entitled, by virtue of this Agreement, to consideration in the form of overtime, health insurance benefits, retirement benefits, disability retirement benefits, sick leave, vacation time, paid holidays, or other paid leaves of absence of any type or kind whatsoever.

D. Limit Upon Amount Payable Under Agreement.

The total sum of all payments made by the District to Contractor for the Work performed under this Agreement shall not exceed amounts specified in the Bid Schedule (set forth in Attachment A) and/or any authorized adjustments made consistent with the terms and conditions of this Agreement (hereinafter referred to as “Contract Limit”) and the Public Contract Code. The District expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed which is in excess of the Contract Limit unless previously approved by the issuance of a Contract Change Order.

E. Billing and Payment.

Contractor shall submit to the District, not more than once per month, an itemized statement of all the Work described in the Scope of Work, which were done at the District's request. The statement to be submitted will cover the period from the first day of the preceding month through and including the last day of the preceding month. All statements submitted in request for payment should identify the date on which the Work were performed and describe the nature of the Work which were performed on each day. Invoicing shall be informative and concise regarding work performed during that billing period. The District shall make payment to Contractor within thirty (30) days of receipt of an itemized statement, but shall retain five percent (5%) of each such payment in accordance with Section 9203 of the Public Contract Code until the project is completed. Should Contractor produce incorrect invoices, the District shall withhold payment until corrected.

F. Federal and State Taxes.

(1) The District will not withhold any federal or state income taxes or social security from any payments made by the District to Contractor under the terms and conditions of this Agreement.

(2) The District shall withhold California State income taxes from payments made under this Agreement to non-California resident independent contractors when it is anticipated that total annual payments to Contractor under this Agreement will exceed one thousand four hundred ninety-nine dollars (\$1,499.00).

(3) Except as set forth above, the District has no obligation to withhold any taxes or payments from sums paid by the District to Contractor under this Agreement. Payment of all taxes and other assessments on such sums is the sole responsibility of Contractor. The District has no responsibility or liability for payment of Contractor's taxes or assessments.

(4) The total amounts paid by the District to Contractor, and taxes withheld from payments to non-California residents, if any, will be reported annually by the District to the Internal Revenue Service and the California State Franchise Tax Board.

G. Changes to Scope of the Work.

If at any time during the progress of the Work the District desires to make any additions to, alterations of, deviations or omissions from the Work, District shall have the right to do so to the extent permitted by the California Public Contract Code and the same

shall in no way affect or make void this Agreement. No extra work shall be made except on the District's written request by change order ("Change Order"). All Change Orders will be in writing and signed by the District and the District's Engineer. Each Change Order shall identify the proposed change in the Work and will include a proposed basis for adjustment, if any, in the Bid Schedule. The District may prepare a Change Order without invalidating the Agreement, order changes in the Work within the general scope of the Agreement consisting of additions, deletions, or other revisions, with the Bid Schedule being adjusted accordingly. Any changes that decrease the cost of the Work shall be evaluated on a lump-sum basis and deducted from the sums set forth in the Bid Schedule set forth in Attachment A. Any extra Work that increases the cost of the Work shall at District's option be evaluated (i) on a lump-sum basis, the amount thereof to be agreed on in writing before execution of the Work or (ii) on the basis of "Actual Necessary Cost" (defined below), plus ten percent (10%).

“Actual Necessary Cost” shall be limited to:

- (i) expenditures for materials, supplies, and labor (including foremen's wages) furnished by Contractor;
- (ii) additional cost to Contractor for insurance required because of authorized changes; and
- (iii) an allowance based on current market rental prices for the use of vehicles and equipment. The "Actual Necessary Cost" shall not include any allowance for Contractor's office expense, general superintendent, or other overhead or general expense.

Contractor shall not be entitled to compensation for any extra Work unless the District has issued a written Change Order designating in advance the amount of additional compensation to be paid for the extra Work prior to Contractor incurring the expense or performing the extra Work. Without limitation on the Contractor's obligation to comply with the extra Work and Change Order protocol, if main or trunkline utilities are not identified by the District in the Plans, Specifications and Drawings made a part of the Work, Contractor may be compensated for the costs of locating, repairing damage not due to the failure of the Contractor to exercise reasonable care, and removing or relocating such utility facilities not indicated in the Plans Specifications and Drawings, and for equipment on the project necessarily idled during such work and Contractor shall not be assessed any delay damages directly caused by the failure to identify the utilities in accord with Government Code Section 4215.

5. Work Schedule

Upon the issuance of a formal written “Notice to Proceed” from the District, Contractor’s obligation is to perform, in a timely manner, the Work identified in the Scope of Work which is requested by the District. It is understood by Contractor that the performance of the Work will require a varied schedule. Contractor, in arranging its own schedule, will coordinate with the District to ensure that all Work requested by the District under this Agreement will be performed within the time frames set forth by the District. Contractor shall endeavor to perform the Work during normal business hours in order to limit the impacts of construction traffic and noise on surrounding property owners.

6. Guaranties and Warranties

A. Manufacturer’s Specifications and Warranties—Assignment.

The Contractor shall assemble for the District’s Architect and/or Engineer’s approval and transmittal to the District three (3) complete copies in looseleaf binders of all operating and maintenance data from all manufacturers whose equipment is installed in the Work. The Contractor shall also prepare a checklist or schedule showing the type of lubricant to be used at each point of application, the intervals between lubrication for each item of equipment, and the routine maintenance tasks necessary to maintain each item of equipment. In addition, the Contractor shall secure and deliver to the District written warranties and guaranties from subcontractors, sub-subcontractors and suppliers bearing the date of Substantial Completion or some other date as may be agreed to by the District and stating the period of warranty.

B. Contractor’s Warranty.

Contractor guarantees all equipment, material, supplies and Work furnished on the job against defective construction or workmanship for a period of one (1) year following recordation of a Notice of Completion on the Work for patent defects and for a period of ten (10) years following recordation of a Notice of Completion on the Work for latent defects, except when a longer guaranty is provided by the supplier or manufacturer of any equipment, material or supplies incorporated into the Work. Upon receipt of written notification from District that any Work is defective, Contractor shall immediately remedy, repair, or replace, without cost to District and to District's entire satisfaction, all such defective construction or workmanship. Contractor expressly agrees to act as coguarantor of any such equipment, material or supplies incorporated into the Work for the period during which any guaranty is effective. Contractor shall supply District with all warranty and guaranty documents relative to equipment and materials incorporated in the Work and guaranteed by the suppliers or manufacturers of such equipment and materials.

7. Required Licenses, Certificates and Permits

Any licenses, certificates, or permits required by federal, state, county, or municipal governments for Contractor to provide the Work described in Attachment A must be procured by Contractor and be valid at the time Contractor enters into this Agreement. Further, during the term of this Agreement, Contractor must maintain such licenses, certificates, and permits in full force and effect. Licenses, certificates, and permits may include, but are not limited to, driver's licenses, professional licenses or certificates, contractor's licenses, and business licenses. Such licenses, certificates, and permits will be procured and maintained in force by Contractor at no expense to the District. Contractor will provide the District, upon execution of this Agreement, with evidence of current and valid licenses, certificates and permits which are required to perform the Work identified in Attachment A. Where there is a dispute between Contractor and the District as to what licenses, certificates, and permits are required to perform the Work identified in Attachment A, District reserves the right to make such determination for purposes of this Agreement.

8. Office Space, Supplies, Equipment, Etc.

Contractor shall provide such office space, supplies, equipment, vehicles, reference materials, support services, and telephone service as is necessary for Contractor to provide the Work identified in Attachment A to this Agreement. The District is not obligated to reimburse or pay Contractor for any expense or cost incurred by Contractor in procuring or maintaining such items. The costs and expenses incurred by Contractor in providing and maintaining such items is the sole responsibility and obligation of Contractor.

9. District Property

A. Personal Property of District.

Any personal property such as, but not limited to, protective or safety devices, badges, identification cards, keys, uniforms, etc., provided to Contractor by the District pursuant to this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of the District. Contractor will use reasonable care to protect, safeguard, and maintain such items while they are in Contractor's possession. Contractor will be financially responsible for any loss or damage to such items, partial or total, which is the result of Contractor's negligence.

B. Products of Contractor's Work and Services.

Any and all compositions, publications, plans, designs, specifications, blueprints, maps, formulas, processes, photographs, slides, video tapes, computer programs, computer disks, computer tapes, memory chips, films, audio-visual presentations, exhibits, reports, studies, patents, trademarks, copyrights, or intellectual properties of any kind which are created, produced, assembled, compiled by, or are the result, product or manifestation of, Contractor's services or work under this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of the District. At the termination of the Agreement, Contractor will convey possession and title to all such properties to District.

10. Workers' Compensation Insurance

Contractor shall provide workers' compensation insurance coverage, in the legally required amount, for all Contractors' employees utilized in providing Work pursuant to this Agreement. By executing a copy of this Agreement, Contractor acknowledges its obligations and responsibilities to its employees under the California Labor Code, and warrants that Contractor has complied and will comply during the term of this Agreement with all provisions of the California Labor Code with regard to its employees. Contractor, at the time of execution of this Agreement, will provide the District with evidence of the required workers' compensation insurance coverage.

11. Public Work

A. Determination.

The Work to be provided by Contractor under this Agreement constitute a Public Work within the meaning of California Labor Code Sections 1720 and 1720.3. Accordingly, and as required by Section 1771 of the California Labor Code, Contractor and any subcontractor under him, shall pay not less than the general prevailing rate of per diem wages, and not less than the general prevailing rate of per diem wages for holiday and overtime work, to all workers employed in the execution of those Work described in [Attachment A](#) of this Agreement.

B. Prevailing Wage Rate.

The general prevailing rate of per diem wages applicable to each class of worker employed in the execution of the Work that constitute a Public Work described in this Agreement has been determined by the Director of the California Department of Industrial Relations (hereinafter referred to as "Director"). The Director's determination is available through a link to CA Dept of Industrial Relations website : <http://www.dir.ca.gov>

C. Apprentices.

Pursuant to Section 1777.5 of the California Labor Code, properly registered apprentices performing services and work that constitute a Public Work, if any, shall be paid the standard wage paid to apprentices under the regulations of the craft or trade at which he or she is employed, and shall be employed only at the work of the craft or trade to which he or she is registered.

D. Penalty for Non-Payment of Prevailing Wages.

Pursuant to Section 1775 of the California Labor Code, Contractor, and any subcontractor under him, shall as a penalty to the District, forfeit not more than two hundred dollars (\$200.00) for each calendar day, or portion thereof, for each worker paid less than the general rate of per diem wages for the performance of services and work that constitute a Public Work, as determined by the Director of Industrial Relations, for the work or craft for which the worker is employed in the performance of the Work provided under this Agreement that constitute a Public Work, except as provided by subdivision (b) of Section 1775, of the California Labor Code.

E. Payroll Records.

Pursuant to Section 1776 of the California Labor Code, Contractor, and any subcontractor under him, shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the performance of the Work requested by the District, as described in the Scope of Work of this Agreement. Failure to provide certified payrolls and supporting documentation within 10 days of request by the MCSD or the DIR may result in penalties of one hundred dollars (\$100.00) per day per worker for each day the requested information is late (beyond the initial 10 days).

F. Inspection of Payroll Records.

Contractor, and any subcontractor under him, shall comply with each of the additional requirements set forth in California Labor Code Section 1776, regarding: (1) the form of records; (2) the provision of records upon request to the District, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the California Department of Industrial Relations; and, (3) the inspection of records by the public.

G. Posting of Prevailing Wages at Job Sites.

Pursuant to California Labor Code Section 1773.2, Contractor shall post at each job site in connection with this Agreement a copy of the Director's determination of the general prevailing rate of per diem wages for each classification of work required in the execution of the Work described in Attachment A of this Agreement that constitute a Public Work.

H. Hours.

Pursuant to Section 1810 of the California Labor Code, the time of services of any worker employed by Contractor, or by any subcontractor under him, in the performance of the Work described in the Scope of Work of this Agreement that constitute a Public Work, is limited and restricted to eight hours during any one calendar day, and 40 hours during any one calendar week, except as otherwise provided by the California Labor Code.

I. Overtime.

Pursuant to California Labor Code Section 1815, the performance of the Work, as described in the Scope of Work of this Agreement that constitute a Public Work, by employees of Contractor, or employees of any subcontractor under him, in excess of eight hours per calendar day at not less than one and one-half (1 ½) times the basic rate of pay.

J. Records of Hours.

Contractor, and any subcontractors under him, shall keep an accurate record showing the name of and actual hours worked each calendar day and each calendar week by each worker employed by him or her in connection with the performance of the Work requested by the District, as described in the Scope of Work of this Agreement. The record shall be kept open at all reasonable hours to the inspection of the District and to the Division of Labor Standards Enforcement as required by Labor Code Section 1812.

K. Penalty for Violation of Overtime Work Hours.

Pursuant to California Labor Section 1813, Contractor, and any subcontractors under him, shall, as a penalty to the District, forfeit twenty-five dollars (\$25.00) for each worker employed by the respective contractor or subcontractor in the execution of the Work requested by the District that constitute a Public Work, as described in the Scope of Work of this Agreement, for each calendar day during which the worker is required or

permitted to work more than eight hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of the California Labor Code.

L. Contractor Registration Requirements

No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project, unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

All contractors/subcontractors and related construction services subject to prevailing wage, including but not limited to: trucking, surveying and inspection work must be registered with the Department of Industrial Relations as a “public works contractor”. Those who fail to register and maintain their status as a public works contractor shall not be permitted to perform work on the project.

M Department of Industrial Relations Jurisdiction

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

N. Payment Conditioned on Full Labor Compliance

MCSD may withhold any portion of a payment; including the entire payment amount, until certified payroll forms and related documentation are properly submitted, reviewed and found to be in full compliance. In the event that certified payroll forms do not comply with the requirements of Labor Code Section 1720 et seq., the MCSD may continue to hold sufficient funds to cover estimated wages and penalties under the contract.

12. Insurance

A. General Liability.

Contractor shall procure, and maintain during the entire term of this Agreement, a policy of general liability insurance which covers all the Work to be performed by Contractor under this Agreement. Such policy shall have a per occurrence combined single limit coverage of not less than one million dollars (\$1,000,000). Such policy shall not exclude or except from coverage any of the Work required to be performed by

Contractor under this Agreement. The required policy of insurance shall be issued by an insurer authorized to sell such insurance by the State of California, and have at least a “Best’s” policyholder’s rating of “A” or “A+”. Prior to commencing any work under this Agreement, Contractor shall provide the District: 1) a certificate of insurance documenting evidence of the required coverage; 2) an additional insured endorsement applying to the McKinleyville Community Services District, its agents, officers and employees; and, 3) a notice of cancellation or change of coverage endorsement indicating that the policy will not be modified, terminated, or canceled without thirty (30) days’ written notice to the District.

B. Business Vehicle.

Contractor shall procure and maintain in force throughout the duration of this Agreement, a business auto liability insurance policy with minimum coverage levels of one million dollars (\$1,000,000) per occurrence, combined single limit for bodily injury liability and property damage liability. The coverage shall include all Contractor-owned, non-owned, and hired vehicles employed by the Contractor in the performance of the Work requested by the District, as described in the Scope of Work ([Attachment A](#)). A certificate of insurance shall be provided to the District by Contractor prior to commencing any work under this Agreement. The policy shall maintain a provision prohibiting the cancellation or modification of said policy except upon thirty (30) days’ written notice to the District.

C. Deductibles and Self-Insured Retentions.

Any deductibles or self-insured retentions shall be declared by Contractor and must be approved by the District prior to Contractor commencing the Work requested by the District under this Agreement. If possible, the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the District, its officials, officers, employees, and volunteers, or Contractor shall provide evidence satisfactory to the District guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

D. Subcontractors.

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein for Contractor.

E. Unemployment, Disability, and Liability Insurance.

Contractor shall maintain, if so required by law, unemployment, disability and liability insurance in an amount to be determined by the State which is reasonable to compensate any person, firm, or corporation who may be injured or damaged by the Contractor in performing work associated with this Agreement.

13. Bonds

Contractor shall furnish and maintain a performance bond in an amount equal to one hundred percent (100%) of the Contract Limit. Contractor shall also furnish and maintain a labor and materials payment bond in the amount equal to one hundred percent (100%) of the Contract Limit. The bonds shall comply with the requirements of California Civil Code Section 3248 and must be issued by an “Admitted Surety Insurer.” For purposes of this Agreement, an Admitted Surety Insurer means a corporate insurer or inter-insurance exchange to which the California State Insurance Commissioner has issued a certificate of authority to transact surety insurance in California, as defined in Section 105 of the California Insurance Code. Bonds shall be in a form acceptable to the McKinleyville Community Services District Counsel. The Attorney-in-Fact (resident agent) who executes the bonds on behalf of the surety company must attach a copy of his Power of Attorney as evidence of his authority. A notary shall acknowledge this Power of Attorney as of the date of the execution of the surety bond that it covers. If any surety becomes unacceptable to the District or fails to furnish reports as to its financial condition as requested by the District, Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the District and of persons supplying labor or materials in the prosecution of the work contemplated by this Agreement.

14. Status of Contractor

Contractor, its agents, officers, employees, and subcontractors shall constitute independent contractors, and not agents, officers, or employees of the District. Contractor, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of, or exercise any right or power vested in, the District, except as expressly provided by law or set forth in Attachment A of this Agreement. No agent, officer, or employee of the District is to be considered an employee of Contractor. It is understood by both Contractor and the District that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.

As an independent contractor, Contractor: (1) shall determine the method, details, and means of performing the Work to be provided by Contractor under this Agreement (unless otherwise specified herein); (2) shall be responsible to the District only for the requirements and results specified in this Agreement and, except as expressly provided in this Agreement, shall be not be subjected to the District’s control with respect to the

physical action or activities of Contractor in fulfillment of this Agreement; and (3) Contractor, its agents, officers and employees are, and at all times during the term of this Agreement shall, represent and conduct themselves as independent contractors, and not as employees of District.

15. Defense and Indemnification

Contractor shall defend, indemnify, and hold harmless the District, its agents, officers, employees and retained engineers and/or architects from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from, or in connection with, the performance of this Agreement by Contractor, or Contractor's agents, officers, employees, or subcontractors. Contractor's obligation to defend, indemnify, and hold the District, its agents, officers, employees and retained engineers and/or architects harmless applies to any actual or alleged personal injury, death, or damage or destruction to tangible or intangible property, including the loss of use. Contractor's obligation under this paragraph extends to any claim, damage, loss, liability, expense, or other cost which is caused in whole or in part by any act or omission of Contractor, its agents, employees, suppliers, or anyone directly or indirectly employed by any of them, or anyone for whose acts or omissions any of them may be liable. Contractor's obligation to defend, indemnify, and hold the District, its agents, officers, employees and retained engineers and/or architects harmless under the provisions of this paragraph is not limited to, or restricted by, any requirement in this Agreement for Contractor to procure and maintain a policy of insurance.

16. Records and Audit

A. Records.

Contractor shall prepare and maintain all records required by the various provisions of this Agreement, and federal, state, county, and municipal law, ordinances, regulations, and directions. Contractor shall maintain these records for a minimum of four (4) years from the termination or completion of this Agreement. Contractor may fulfill its obligation to maintain records as required by this paragraph by substitute photographs, micrographs, or other authentic reproduction of such records.

B. Inspections and Audits.

Any authorized representative of the District shall have access to any books, documents, papers, and records, including, but not limited to, financial records of Contractor, which the District determines to be pertinent to this Agreement, for the purposes of making audit, evaluation, examination, excerpts, and transcripts during the

period such records are to be maintained by Contractor. Further, the District has the right, at all reasonable times, to audit, inspect, or otherwise evaluate the work performed or being performed under this Agreement. In addition to the foregoing, Contractor acknowledges that all contracts for public works project with a contract sum in excess of \$10,000.00 are potentially subject to examination and audit by the California State Auditor pursuant to Government Code Section 8546.7 for three years after final payment.

17. Non-Discrimination

During the performance of this Agreement, Contractor, its agents, officers, employees, and subcontractors shall not unlawfully discriminate in violation of any federal, state, or local law, against any employee, or applicant for employment, or person receiving services under this Agreement, because of race, religion, color, ancestry, national origin, physical handicap, medical condition, marital status, age, or sex. Contractor and its agents, officers, employees, and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), and the applicable regulations promulgated thereunder in the California Code of Regulations. Contractor shall also abide by the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said act.

18. District Termination and Cancellation Rights

This Agreement may be canceled by the District without cause, and at will, for any reason by giving to Contractor 30 days' written notice ("Termination Notice") of such intent to cancel. Upon receipt of Termination Notice, Contractor shall stop all performance under this Agreement except as directed by the District. In the event of any such cancellation, Contractor shall be entitled to compensation for all work performed prior to receipt of the Termination Notice as well as work performed after receipt of the Termination Notice and prior to expiration of the thirty (30) day notice period to the extent such post-notice work was performed at the direction of the District, assuming all of said work falls within the Scope of the Work commissioned by the District.

19. Assignment

This is an agreement for the services of Contractor. The District has relied upon the skills, knowledge, experience, and training of Contractor as an inducement to enter into this Agreement. Contractor shall not assign or subcontract this Agreement, or any part of it, without the express written consent of the District. Further, Contractor shall not assign any monies due or to become due under this Agreement without the prior written consent of the District.

20. Default

If Contractor abandons the Work, or fails to proceed with the Work requested by the District in a timely manner, or fails in any way as required to conduct the Work as required by this Agreement, the District may declare Contractor in default and terminate this Agreement upon five (5) days' written notice to Contractor. Contractor shall be liable to the District for all additional costs and expenses incurred by the District in finishing the Work as well as any damages incurred as a result of Contractor's default, which at the option of the District may be charged against any amounts due from the District to Contractor hereunder. Upon such termination by default, District will pay to Contractor all amounts owing to Contractor for services and work satisfactorily performed through the date of termination assuming said work falls within the Scope of the Work commissioned by the District, less any offsets the District is entitled under this Agreement. This Section 20 is not intended to constitute and shall not constitute a limitation on any damages the District may seek in the event of Contractor's default.

21. Waiver of Default

Waiver of any default by either party to this Agreement shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach, and shall not be construed to be a modification of the terms of this Agreement unless this Agreement is modified as provided in paragraph 28 below.

22. Confidentiality

Contractor agrees to comply with various provisions of the federal, state, and county laws, regulations, and ordinances providing that information and records kept, maintained, or accessible by Contractor in the course of providing the Work under this Agreement, shall be privileged, restricted, or confidential. Contractor agrees to keep confidential all such privileged, restricted or confidential information and records. Disclosure of such information or records shall be made by Contractor only with the express written consent of the District.

23. Conflicts

Contractor agrees that it has no interest, and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the Work under this Agreement. Contractor agrees to complete and file a conflict of interest statement.

24. Post-Agreement Confidences

Contractor agrees not to use any confidential, protected, or privileged information which is gained from the District in the course of providing the Work under this Agreement, for any personal benefit, gain, or enhancement.

25. Severability

If any portion of this Agreement or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any federal, state, or local statute, ordinance, or regulation, the remaining provisions of this Agreement, or the application thereof, shall not be invalidated thereby, and shall remain in full force and effect to the extent that the provisions of this Agreement are severable.

26. Funding Limitations

The ability of the District to enter into this Agreement is based upon available funding from various sources. In the event that such funding fails, is reduced, or is modified, from one or more sources, the District has the option to terminate, reduce, or modify this Agreement, or any of its terms, within ten (10) days of its notifying Contractor of the termination, reduction, or modification of available funding, except, however, the District can not reduce Contractor's right(s) to recover payments due for work performed prior to the notification. Any reduction or modification of this Agreement made pursuant to this provision must comply with the requirements (except the requirement of mutual consent) of paragraph 28 below.

27. Venue

This Agreement shall be governed under the laws of the State of California and venue for any litigation under this Agreement shall be the county of Humboldt, State of California.

28. Amendment

This Agreement may be extended, modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties hereto, if such amendment or change is in written form, signed by authorized representatives of the parties, in full compliance with the Public Contract Code, and attached to the original Agreement to maintain continuity.

29. Notice

Any notice, communication, amendments, additions, deletions to this Agreement, including change of address of either party during the term of this Agreement, shall be in writing and may be personally serviced, or sent by prepaid first class mail to the respective parties as follows:

McKinleyville Community Services District:

Attention: Patrick Kaspari, General Manager
1656 Sutter Rd.
P.O. Box 2037
McKinleyville, CA 95519
Phone: (707) 839-3251
Fax: (707) 839-8456

Contractor:

30. Entire Agreement

This Agreement, along with *Attachments A*, contain the entire agreement of the parties, and no representations, inducements, promises, or agreements otherwise between the parties not embodied herein or incorporated herein by reference, shall be of any force or effect. Further, no term of provision hereof may be changed, waived, discharged, or terminated, unless the same be in writing executed by the parties hereto.

Signatures

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

By: _____

Name: Patrick Kaspari

Title: General Manager

Date: _____

CONTRACTOR

By: _____

Name: _____

Title: _____

Date: _____

NONCOLLUSION DECLARATION TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the ____ of ____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on ____ [date], at ____ [city], ____ [state].

(Amended by Stats. 2011, Ch. 432, Sec. 37. Effective January 1, 2012.)

McKinleyville Community Services District

BOARD OF DIRECTORS

August 5, 2026

TYPE OF ITEM: **ACTION**

ITEM: D.6 **Consider Adoption of a Notice of Exemption for the Seismic Retrofit of the Existing McCluski Redwood Tanks Project**

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

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

Recommendation:

Staff recommends that the Board review the information provided, take public comment, and adopt and authorize the General Manager to submit a Notice of Exemption to satisfy the CEQA requirements for the seismic retrofit of the existing McCluski Redwood Tanks Project.

Discussion:

As the Board is aware, the District received a Hazard Mitigation Grant from FEMA, as administered by CalOES, for the replacement of our two remaining redwood tanks at the McCluski tank site with larger, bolted steel tanks. The two existing redwood tanks have a combined capacity of 250,000 gallons and provide gravity service to an estimated 900 people in the McCluski Hill area of the District. The smaller of the two tanks (100,000-gallon) was constructed in 1972, with the larger (150,000-gal) tank being constructed in 1982. Because of their age and the date they were constructed, they are seismically vulnerable and pose a risk of failure during an earthquake. Damage and/or loss of the McCluski tanks would disrupt water, wastewater, and firefighting services to the customers in the tanks' service area.

The District intends to replace the existing redwood tanks with two larger volume, fused glass lined, bolted steel tanks with a combined volume of 400,000 gallons. Because the tanks are the sole water supply for the area they serve, and the tank site is confined, project construction will be phased. One tank will be demolished and replaced at a time to maintain uninterrupted water service. The tanks will continue to serve the same service area as the existing tanks and will not extend service to new areas.

The project is categorically exempt from CEQA under Section 15302 since they consist of replacement of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have have substantially the same purpose and capacity as the structure replaced.

Alternatives:

Take No Action

Fiscal Analysis:

The 2026/27 Fiscal Year budget for this project is \$3M, with \$1M budgeted for the 27/28 FYs for completing the construction. The overall grant cost estimate for this project was estimated to be \$1.44 Million, with 75% Federal **Grant Funding (\$1,079,038.50)** and a 25% District match (\$359,679.50). The District match and additional funding would come from the proposed sale of Certificates of Participation expected to occur in July 2026.

Environmental Requirements:

This is the CEQA document for the installation of the tanks. Additional permits will include the NPDES permit for the construction, as well as the PG&E permit for moving the service.

Exhibits/Attachments:

- Attachment 1 – Notice of Exemption for Project

Notice of Exemption**Appendix E**

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: Humboldt

3015 H Street

Eureka, CA 95501

From: (Public Agency): McKinleyville Community
Services District. 1656 Sutter Road
McKinleyville, CA 95519

(Address)

Project Title: Seismic Retrofit of McCluski Redwood Tanks Project

Project Applicant: McKinleyville Community Services District

Project Location - Specific:

APN 509-021-047

Project Location - City: McKinleyville Project Location - County: Humboldt

Description of Nature, Purpose and Beneficiaries of Project:

Construction of the replacement of two existing redwood water storage tanks with new bolt steel water storage tanks. The project will allow for continued safe potable water delivery services for the community of McKinleyville.

Name of Public Agency Approving Project: McKinleyville Community Services District

Name of Person or Agency Carrying Out Project: McKinleyville Community Services District

Exempt Status: **(check one):**

- ☐ Ministerial (Sec. 21080(b)(1); 15268);
- ☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
- ☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- ☒ Categorical Exemption. State type and section number: Class 2: 15302
- ☐ Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The project is categorically exempt from CEQA pursuant to State CEQA Guidelines Section 15302 (Replacement or Reconstruction) because it involves the replacement of an existing water storage tanks with new water storage tanks of substantially the same capacity and function. The project would maintain the existing potable water storage and conveyance system for the Hewitt Avenue, Terra Vista Pl, Jenson Dr., and St Maru Ln areas of McKinleyville. The project does not increase system capacity or extend service to new areas. Following construction, all disturbed areas would be restored to pre-project conditions.

Lead Agency

Contact Person: Pat Kaspari Area Code/Telephone/Extension: 707 839 3251

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ■ Yes No

Signature: _____ Date: _____ Title: General Manager

■ Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

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McKinleyville Community Services District

BOARD OF DIRECTORS

August 5, 2026

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.1 **Regional Housing Need Assessment (RHNA)
Presentation by John Ford, Director of Humboldt
County Building and Planning**

PRESENTED BY: **Pat Kaspari, General Manager/John Ford, Director of
Humboldt County Planning and Building**

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review the information provided, receive Director Ford's presentation, air questions, discuss, and take public comment.

Discussion:

As the regional Council of Governments, the Humboldt County Association of Governments (HCAOG) receives a determination of housing needs from the California Department of Housing and Community Development (HCD) on an eight year cycle. Following receipt of the regional housing need determination, HCAOG is responsible for adopting an allocation methodology to assign housing units to each jurisdiction. The methodology needs to meet criteria such as furthering the five objectives of RHNA. HCAOG met regularly with a "RHNA working group" consisting of Community Development staff from each jurisdiction to arrive at the preferred regional methodology.

At the November 20th, 2025 Board Meeting, the HCAOG Board directed staff to modify the allocation method based on public comments received. The final allocation method was adopted at the December 18th, 2025 meeting, and the resulting allocations are shown in the table provided as Attachment 1. The Plan will cover the years from June 30, 2027 through July 15, 2035.

Humboldt County Planning and Building Director John Ford is responsible for allocating the County's total of 2,481 units across the unincorporated areas of Humboldt County, including McKinleyville, via an update to the County's General Plan Housing Element. Director Ford has joined us this evening to share a presentation outlining the process his department is undertaking.

Alternatives:

No Action necessary

Fiscal Analysis:

Not known at this time

Environmental Requirements:

Not applicable to MCSD at this time

Exhibits/Attachments

- Attachment 1 – Total allocation by income category for RHNA Cycle 7

Total agency allocations by income category for RHNA Cycle 7 (Source: hcoag.net)

Jurisdiction	Acutley Low (0% - 15% MHI)	Extremely Low (15% - 30% MHI)	Very Low (30% - 50% MHI)	Low (50% - 80% MHI)	Moderate (80% - 120% MHI)	Above Moderate (120%<MHI)	Total Jurisdictional Allocation
Arcata	103	160	117	206	89	367	1,042
Blue Lake	3	7	4	8	4	15	41
Eureka	179	267	193	328	154	619	1,740
Ferndale	6	9	7	11	5	19	57
Fortuna	50	75	53	93	44	164	479
Rio Dell	7	11	6	16	10	45	95
Trinidad	3	4	3	5	6	6	27
Unincorporated County	211	333	244	397	253	1,043	2,481
Total Regional Allocation	562	866	627	1,064	565	2,278	5,962

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McKinleyville Community Services District

BOARD OF DIRECTORS

August 5, 2026

TYPE OF ITEM: **ACTION**

ITEM: E.2 **Consider Adoption of Resolution 2026-28 Amending Appendix B: Facility & Park Rental Fee Schedule**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided, take public comment, and consider approving Resolution 2026-28 amending Appendix B: Facility & Park Rental Fee Schedule.

Discussion:

At the July 1, 2026 Board meeting, the Board approved amendments to Appendix B: Facility & Park Rental Fee Schedule (**Attachment 2**), with the updated fees becoming effective on July 3, 2026.

While implementing the updated fee schedule, staff identified a typographical error in the Event Clean Up Fee section. The fee listed for events with 101–200 attendees was approved and published as \$161.50. This amount is inconsistent with the adopted fee structure and should have been \$191.50.

The proposed resolution corrects this clerical error to accurately reflect the intended Event Clean Up Fee, as seen in the Updated Appendix B: Facility & Park Rental Fee Schedule (**Attachment 3**). No other changes to the fee schedule are proposed.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Approval of the proposed resolution will correct the Event Clean Up Fee for events with 101–200 attendees from \$161.50 to \$191.50. The fiscal impact is expected to be minimal, as the amendment only affects a single fee category.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2026-28
- Attachment 2 – Appendix B: Facility & Park Rental Fee Schedule
- Attachment 3 – Updated Appendix B: Facility & Park Rental Fee Schedule

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RESOLUTION 2026-28**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AMENDING APPENDIX B: FACILITY & PARK RENTAL FEE SCHEDULE TO CORRECT THE EVENT CLEAN UP FEE FOR EVENTS WITH 101–200 ATTENDEES**

WHEREAS, the Board of Directors of the McKinleyville Community Services District approved amendments to Appendix B: Facility & Park Rental Fee Schedule at its July 1, 2026 regular meeting, with the updated fees becoming effective July 3, 2026; and

WHEREAS, while implementing the updated fee schedule, District staff identified a typographical error in the Event Clean Up Fee section for events with 101–200 attendees; and

WHEREAS, the Event Clean Up Fee for events with 101–200 attendees was approved and published as \$161.50, but the correct fee consistent with the adopted fee structure is \$191.50; and

WHEREAS, the Board of Directors desires to correct this clerical error so that Appendix B: Facility & Park Rental Fee Schedule accurately reflects the intended Event Clean Up Fee for events with 101–200 attendees, with no other changes to the fee schedule; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the McKinleyville Community Services District as follows:

1. Appendix B: Facility & Park Rental Fee Schedule is hereby amended to correct the Event Clean Up Fee for events with 101–200 attendees from \$161.50 to \$191.50.
2. All other fees, terms, and provisions of Appendix B: Facility & Park Rental Fee Schedule shall remain unchanged.
3. District staff is authorized and directed to update Appendix B: Facility & Park Rental Fee Schedule to reflect this correction.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 5th day of August 2026 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dennis Mayo, Board President

Attest:

Joseph Blaine, CMC, Board Secretary

McKinleyville Community Services District Rules & Regulations

Appendix B: Facility & Park Rental Fee Schedule

FACILITY USE DEPOSITS

Events without Alcohol	\$250
Events with Alcohol	\$500

ACTIVITY CENTER

Non-Profit Groups/Vendors	\$39.75/hour
Private Citizen/Business	\$56.50/hour

AZALEA HALL-ENTIRE FACILITY

Non-Profit Groups/Vendors	\$69.50/hour
Private Citizen/Business	\$92.50/hour

AZALEA HALL-HEWITT ROOM

Non-Profit Groups/Vendors	\$54.50/hour
Private Citizen/Business	\$67.50/hour
All Day Rate	\$565.00
Half Day Rate	\$341.00

AZALEA HALL-MEETING ROOM

Non-Profit Groups/Vendors	\$20.00/hour
Private Citizen/Business	\$26.75/hour

AZALEA HALL-KITCHEN

All Users	\$20.00/hour
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LIBRARY CONFERENCE ROOM

Non-Profit Groups/Vendors	\$29.50/hour
Private Citizen/Business	\$32.50/hour

TEEN CENTER-ENTIRE FACILITY

Non-Profit/Vendors	\$75.50/hour
Private Citizen/Business	\$93.50/hour
All Day (12 hr) Rate	\$975.00
Half Day (6 hr) Rate	\$508.00

TEEN CENTER-MULTI PURPOSE ROOM

Non-Profit/Vendors	\$43.75/hour
Private Citizen Business	\$52.50/hour

TEEN CENTER-MUSIC ROOM

Non-Profit/Vendors	\$27.75/hour
Private Citizen Business	\$35.25/hour
All Day (8 hr) Rate *weekends only	\$228.00

TEEN CENTER-KITCHEN

Private Citizen/Single Use	\$39.00/hour
Non-Profit/Vendor	\$29.50/hour

PARKS

Gazebo Picnic Area	\$60.00/4 hrs
Picnic Pavilion	\$117.00/4 hrs
Special Event	\$179.00/day
Commercial Events*	\$289.00/day

**May Require a Commercial Event Host*

Park Restroom Key Deposit**	\$50
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***Cash or Check ONLY*

SPECIAL EVENT SERVICES

Event Host	\$20.00/hour
Commercial Event Host	\$37.25/hour

Event Setup

Events with less than 100 persons	\$93.75
Events with 101-200 persons	\$131.00
Events with more than 200 persons	\$164.00

Event Cleanup

Events with less than 100 persons	\$164.00
Events with 101-200 persons	\$161.50
Events with more than 200 persons	\$240.50

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McKinleyville Community Services District Rules & Regulations

Appendix B: Facility & Park Rental Fee Schedule

FACILITY USE DEPOSITS

Events without Alcohol	\$250
Events with Alcohol	\$500

ACTIVITY CENTER

Non-Profit Groups/Vendors	\$39.75/hour
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Non-Profit Groups/Vendors	\$20.00/hour
Private Citizen/Business	\$26.75/hour

AZALEA HALL-KITCHEN

All Users	\$20.00/hour
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LIBRARY CONFERENCE ROOM

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All Day (8 hr) Rate *weekends only	\$228.00

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Non-Profit/Vendor	\$29.50/hour

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Picnic Pavilion	\$117.00/4 hrs
Special Event	\$179.00/day
Commercial Events*	\$289.00/day

*May Require a Commercial Event Host

Park Restroom Key Deposit** \$50

**Cash or Check ONLY

SPECIAL EVENT SERVICES

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Commercial Event Host	\$37.25/hour

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Events with 101-200 persons	\$131.00
Events with more than 200 persons	\$164.00

Event Cleanup

Events with less than 100 persons	\$164.00
Events with 101-200 persons	\$191.50
Events with more than 200 persons	\$240.50

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McKinleyville Community Services District

BOARD OF DIRECTORS

August 5, 2026

TYPE OF ITEM: **INFORMATION**

ITEM: E.3 **Consider the Regular Board Meeting Dates, Time, and Location for the 2027 Calendar Year**

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

TYPE OF ACTION: **Informational Only**

Recommendation:

Staff recommends the Board review and discuss the Proposed 2027 MCSD Board of Directors Regular Meeting Schedule (**Attachment 1**). Outside of the Board Meeting, Directors are requested to review the attachment and provide any conflicting dates to the Board Secretary, either in person or in an email. This item will be scheduled again for the October 7, 2026 Board Meeting, at which time the Board members will make a final decision on proposed dates.

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, as specified by the agenda. Additionally, the public may be able to attend regular Board meetings by Teleconference via Zoom & Telephone (Zoom meeting ID 6756336928 or Dial in at 1-888-788-0099). The date, time, and place of the regular meetings shall be reconsidered annually.

Staff has reviewed the 2027 dates and has not identified any potential conflicts.

Alternatives:

Staff analysis consists of the following potential alternative

- Take Action
- Change the meeting dates

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Proposed 2027 MCSD Board of Directors Regular Meeting Schedule

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Proposed 2027 MCSD Board of Directors Regular Meetings

First Wednesdays of the month for year 2027. Meetings are planned to take place in person with a Zoom option for the public.

DATE	LOCATION
January 6, 2027	Azalea Hall
February 3, 2027	Azalea Hall
March 3, 2027	Azalea Hall
April 7, 2027	Azalea Hall
May 5, 2027	Azalea Hall
June 2, 2027	Azalea Hall
July 7, 2027	Azalea Hall
August 4, 2027	Azalea Hall
September 1, 2027	Azalea Hall
October 6, 2027	Azalea Hall
November 3, 2027	Azalea Hall
December 1, 2027	Azalea Hall

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McKinleyville Community Services District

BOARD OF DIRECTORS

August 5, 2026

TYPE OF ITEM: **ACTION**

ITEM: E.4 **Consider Approval of the Senior Center Management Services and Usage Agreement Between McKinleyville Community Services District (MCSD) and the McKinleyville Senior Center (MSC)**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

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

Discussion:

For the past several years, the District and the McKinleyville Senior Center (MSC) have operated under a Management Services and Usage Agreement for the MSC's use of Azalea Hall and the Meeting Room. The agreement for this year is consistent with the 2025 agreement.

Last year, the District elected not to increase the monthly utility and janitorial supply charge of \$639.00, despite the actual monthly cost of providing one-third of the facility's utilities and janitorial supplies increasing to approximately \$705.00. Those costs have since risen to \$718.85 per month. Staff is recommending that the monthly charge remain at \$639.00 for the upcoming agreement term.

Maintaining the rate at \$639.00 represents a cost savings to the Senior Center and is a goodwill gesture on the part of the District. This accommodation will remain in place until the Parks & Recreation Department is able to eliminate its Measure B deficit and pay off the Teen Center construction loan.

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

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

Current utility and janitorial supply costs for Azalea Hall average approximately \$2,156.55 per month. The one-third share attributable to the Senior Center is \$718.85 per month. By maintaining the monthly charge at \$639.00, the District will subsidize approximately \$79.85 per month, or about \$958.20 annually, in support of the Senior Center's community services.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

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

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Azalea Hall – Senior Center

Management Services and Usage Agreement

This AGREEMENT made and entered into this 6th day of August, 2026 by and between the McKinleyville Community Services District, a California Community Services District, and the McKinleyville Senior Center, a non-profit organization, with reference to the following facts, which are acknowledged as true and correct by each of the parties:

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

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

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

Section 1. Grant of Facility Use

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

Section 2. Required MSC Services

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

Section 3. Maintenance

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

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

Section 4. Utilities

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

Section 5. Equipment and Supplies Storage

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

Section 6. Facility Use and Access

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

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

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

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

Section 7. Use of Equipment

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

Section 8. Entry by DISTRICT

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

Section 9. Use Compatibility

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

Section 10. Site Improvements

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

Section 11. Prohibited Actions

- 11.01. MSC shall not:

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

Section 12. Equal Opportunity and Non-Discrimination Clause

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

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

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

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

Section 13. Americans with Disabilities Act Compliance

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

Section 14. Compliance with Law

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

Section 15. Coordination, MSC Board and Staffing Requirements

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

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

Section 16. Compensation

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

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

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

16.03. Payment Procedure

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

16.04. Delinquent Payment

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

Section 17. Insurance

17.01. Minimum Scope

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

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

17.02. Proof of Insurance

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

Section 18. Indemnity

18.01. Hold Harmless

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

Section 19. Unavoidable Delays

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

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

Section 20. Amendments and Assignments

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

Section 21. Taxes

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

Section 22. Resolution of Disputes

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

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

22.02. Attorney's Fee's

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

Section 23. Law Governing

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

Section 24. Notices

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

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

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

Board Chair
McKinleyville Senior Center
1620 Pickett Road
McKinleyville CA 95519

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

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

Section 25. Term and Extensions

25.01 Term and Extensions

25.01.a. Subject to the provisions of this AGREEMENT, the term of this AGREEMENT shall be for one (1) year, commencing on the date herein and shall continue through and including the 31st day of August 2027.

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

25.02. Termination by DISTRICT

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

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

25.03. Termination by MSC

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

25.04. Obligations Upon Expiration or Termination

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

All access keys and codes to Azalea Hall.

25.05. Disposition of Certain Property

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

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

McKinleyville Community Services District

McKinleyville Senior Center

By: _____
Dennis Mayo, President
MCSD Board of Directors

By: _____
Chairman, MSC Board of Directors

Date: _____

Date: _____

Attest:

By: _____

Joseph Blaine, Secretary to the Board of Directors

EXHIBIT B

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

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

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

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

2. MSC shall have exclusive use of the Hewitt Room and Kitchen in Azalea Hall for **nine (9) hours per month as scheduled** and approved by the General Manager. Furthermore, the MSC agrees to pay DISTRICT \$20.00 per hour for any use in the Azalea Hall Kitchen that exceeds nine (9) hours per month.
 - a. MSC will also have exclusive use of the Hewitt Room and Kitchen **for up to 12 hours each year** to hold special events or fundraisers **The specific date or dates for such use will be set by mutual agreement at least two (2) months in advance.**
3. MSC may use the Hewitt Room of Azalea Hall during other unreserved times for any normal operation or activity; whether spontaneous, scheduled, or ongoing at no charge to MSC.
4. MSC shall have exclusive use of the Azalea Hall Office.
5. MSC agrees to inform DISTRICT of scheduled or ongoing use so DISTRICT may include such events on the Azalea Hall facility use calendar. However, if DISTRICT, a DISTRICT-approved vendor, special event, or recreation program, require use of the Hewitt Room during those times, except times granted to MSC in numbers one (1) and two (2) above, such use shall have priority over use of the Hewitt Room by MSC. Furthermore, MSC agrees to reschedule, move, or make alternative arrangements for any cancellation resulting from such use at no cost to DISTRICT.

EXHIBIT B

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

McKinleyville Community Services District

BOARD OF DIRECTORS

August 5, 2026

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Consider First Reading of Ordinance 2026-05 Adding to the District's Rules and Regulations Regulation 49 – Operation of the McKinleyville BMX Track & Park**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends the McKinleyville Community Services District (MCSD) Board of Directors review the information provided, take public comment, discuss, and conduct the first reading of Ordinance 2026-05 adding Regulation 49 – Operation of the McKinleyville BMX Track & Park to the District's Rules and Regulations.

Discussion:

The McKinleyville BMX Track & Park is nearing completion and will soon be opened for public use. As with the District's other parks and facilities, staff has prepared a park-specific regulation to establish rules governing the operation and use of the BMX Track & Park. The proposed regulation will be incorporated into the District's Rules and Regulations as Regulation 49 (**Attachment 2**).

The proposed regulation establishes operating standards for the park's primary amenities, including the fenced BMX Track, pickleball court, playground, and half-court basketball court. The regulation includes safety requirements for BMX riders, identifies prohibited activities, authorizes temporary closures for maintenance or unsafe conditions, establishes rules regarding pets, overnight use, and fires, and provides for the reservation of facilities for organized activities.

A key component of the proposed regulation recognizes the District's Memorandum of Understanding (MOU) with McKinleyville BMX. Under the MOU, McKinleyville BMX has priority use of the BMX Track for scheduled practices, races, clinics, maintenance activities, and other authorized programming. The organization is also responsible for routine maintenance of the BMX Track in accordance with the terms of the MOU.

Staff presented Regulation 49 to the Parks and Recreation Advisory Committee (PARC) on July 15, 2026. Although the committee did not have a quorum and was unable to take formal action, the members in attendance reviewed the regulation and expressed unanimous support for its approval. As the next PARC meeting is not scheduled until October, staff determined it was important to bring Regulation 49 to the Board at this time rather than delay its consideration.

This item is before the Board for the first reading of Ordinance 2026-05 (**Attachment 1**) adding Regulation 49 to the District's Rules and Regulations. If the ordinance is introduced following the first reading, it will return to the Board at a subsequent meeting for a second reading and consideration of adoption.

Alternatives:

None

Fiscal Analysis:

None

Environmental Requirements:

Not applicable

Exhibits/Attachments:

Attachment 1 – Ordinance 2026-05

Attachment 2 – Draft Regulation 49 – Operation of McKinleyville BMX Track and Park

ORDINANCE NO. 2026-05**AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
ESTABLISHING REGULATION 49, OPERATION OF MCKINLEYVILLE BMX TRACK
AND PARK, OF THE MCSD RULES AND REGULATIONS**

WHEREAS, the McKinleyville Community Services District (the District), in partnership with the state department of Parks and Recreation Rural Recreation and Tourism Grant Program (Prop 68) has constructed the McKinleyville BMX Track and Park; and

WHEREAS, staff has proposed standards of use and safety guidelines for the McKinleyville BMX Track and Park; and

WHEREAS, standards of safety are in the best interest of the community, the District, and the long-term ongoing use and operation of the McKinleyville BMX Track and Park;

NOW, THEREFORE, the Board of Directors of the McKinleyville Community Services District ordains that Regulation 49, Operation of the McKinleyville BMX Track and Park, is adopted and reads as follows:

REGULATION 49 - OPERATION OF MCKINLEYVILLE BMX TRACK & PARK

Rule 49.01. BMX TRACK - The BMX Track is defined as the fenced bicycle racing track and all associated riding features located within the BMX Track enclosure.

The BMX Track is unsupervised and open to the public for bicycling and BMX riding during posted operating hours, except during scheduled events, maintenance closures, or when reserved through a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit. Use of the BMX Track is considered a Hazardous Recreational Activity. Falls are likely to occur and can result in serious injury, paralysis, or death. All participants knowingly accept responsibility for their actions and the risks associated with engaging in this hazardous recreational activity. The District will not be liable for injuries incurred by persons participating in any such hazardous recreational activities.

Patrons of the BMX track shall:

- a) Be required to wear a properly fitted helmet at all times while riding.
- b) Be courteous to all users and patrons of the park.
- c) Not bring food or glass containers into the BMX Track enclosure.
- d) Not consume alcohol on the BMX Track.
- e) Not smoke or vape within the BMX Track enclosure.
- f) Not use the BMX Track if hazardous conditions exist.
- g) Report hazardous conditions to the MCSD Parks & Recreation Department at (707) 839-9003.
- h) Use only non-motorized bicycles designed for BMX or similar riding activities on the track.
- i) Not operate motorized or electric bicycles, motorcycles, scooters, or any other motorized vehicles on the BMX Track.
- j) Keep all spectators behind designated fencing or viewing areas.
- k) Dogs and other animals are prohibited within the BMX Track enclosure.
- l) Use the BMX Track only during posted hours and obey all posted signage and closures.

Rule 49.02. TRACK CLOSURES – The District may close the BMX Track or other park facilities due to maintenance, wet weather, unsafe conditions, organized events, or other operational needs. Patrons shall not enter any area that is closed or posted as unavailable.

Rule 49.03. MCKINLEYVILLE BMX PRIORITY USE AND MAINTENANCE – The District has entered into a Memorandum of Understanding (MOU) with McKinleyville BMX for the operation and maintenance of the BMX Track. Pursuant to the MOU, McKinleyville BMX shall have priority use of the BMX Track for scheduled practices, races, clinics, maintenance activities, and other authorized BMX programming. During these scheduled times, the BMX Track may be closed to general public use.

As provided in the MOU, McKinleyville BMX shall be responsible for the routine maintenance of the BMX Track and associated riding features in accordance with the terms and conditions of the agreement. The District reserves the right to close the BMX Track for maintenance, repairs, unsafe conditions, or other operational needs.

Rule 49.04. PICKLEBALL COURT - The pickleball court is defined as the fenced pickleball facility located within the park.

The pickleball court is open to the public on a first-come, first-served basis unless reserved through a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit.

Patrons of the pickleball court shall:

- a) Use the court only for pickleball activities.
- b) Be courteous and share the court with other users.
- c) Not climb on or damage fencing or equipment.
- d) Not bring glass containers onto the court.
- e) Not consume alcohol on the court.
- f) Not smoke or vape within the court enclosure.

Rule 49.05. PLAYGROUND STRUCTURES - The playground structures is defined as the children's playground structures and associated play area within the park.

The playground is open to the public during park hours on a first-come, first-served basis. Users shall follow all posted age recommendations and playground safety signage.

Rule 49.06. BASKETBALL COURT - The basketball court is defined as the half-court basketball facility located within the park.

The basketball court is open to the public on a first-come, first-served basis unless reserved through a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit.

Rule 49.07. OVERNIGHT USE PROHIBITED - There is to be no camping or loitering on the park grounds or structures between sunset and sunrise unless a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit are first obtained from the District.

Rule 49.08. FIRES - Fires are prohibited within the park except as specifically authorized by the District through a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit.

Rule 49.09. PETS - Pets shall be under the immediate control of their owners and on a leash not exceeding six (6) feet at all times while within the park. Owners shall immediately remove and properly dispose of pet waste. Horses are not allowed.

Dogs and other animals are prohibited within the fenced BMX Track enclosure.

Rule 49.10. ORGANIZED USES - Individuals or organizations desiring organized use of the BMX Track, pickleball court, basketball court, or other designated areas of the park may do so only by obtaining a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit, as applicable.

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

Introduced at a regular meeting of the Board of Directors held on August 5, 2026 and passed and adopted by the Board of Directors on _____, upon the motion of Director _____ and seconded by Director _____ and by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Dennis Mayo, Board President

Joey Blaine, CMC, Board Secretary

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REGULATION 49 - OPERATION OF McKINLEYVILLE BMX TRACK & PARK

Rule 49.01. BMX TRACK - The BMX Track is defined as the fenced bicycle racing track and all associated riding features located within the BMX Track enclosure.

The BMX Track is unsupervised and open to the public for bicycling and BMX riding during posted operating hours, except during scheduled events, maintenance closures, or when reserved through a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit. Use of the BMX Track is considered a Hazardous Recreational Activity. Falls are likely to occur and can result in serious injury, paralysis, or death. All participants knowingly accept responsibility for their actions and the risks associated with engaging in this hazardous recreational activity. The District will not be liable for injuries incurred by persons participating in any such hazardous recreational activities.

Patrons of the BMX track shall:

- a) Be required to wear a properly fitted helmet at all times while riding.
- b) Be courteous to all users and patrons of the park.
- c) Not bring food or glass containers into the BMX Track enclosure.
- d) Not consume alcohol on the BMX Track.
- e) Not smoke or vape within the BMX Track enclosure.
- f) Not use the BMX Track if hazardous conditions exist.
- g) Report hazardous conditions to the MCSD Parks & Recreation Department at (707) 839-9003.
- h) Use only non-motorized bicycles designed for BMX or similar riding activities on the track.
- i) Not operate motorized or electric bicycles, motorcycles, scooters, or any other motorized vehicles on the BMX Track.
- j) Keep all spectators behind designated fencing or viewing areas.
- k) Dogs and other animals are prohibited within the BMX Track enclosure.
- l) Use the BMX Track only during posted hours and obey all posted signage and closures.

Rule 49.02. TRACK CLOSURES – The District may close the BMX Track or other park facilities due to maintenance, wet weather, unsafe conditions, organized events, or other operational needs. Patrons shall not enter any area that is closed or posted as unavailable.

Rule 49.03. McKINLEYVILLE BMX PRIORITY USE AND MAINTENANCE – The District has entered into a Memorandum of Understanding (MOU) with McKinleyville BMX for the operation and maintenance of the BMX Track. Pursuant to the MOU, McKinleyville BMX shall have priority use of the BMX Track for scheduled practices, races, clinics, maintenance activities, and other authorized BMX programming. During these scheduled times, the BMX Track may be closed to general public use.

As provided in the MOU, McKinleyville BMX shall be responsible for the routine maintenance of the BMX Track and associated riding features in accordance with the terms and conditions of the agreement. The District reserves the right to close the BMX Track for maintenance, repairs, unsafe conditions, or other operational needs.

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Patrons of the pickleball court shall:

- a) Use the court only for pickleball activities.
- b) Be courteous and share the court with other users.
- c) Not climb on or damage fencing or equipment.
- d) Not bring glass containers onto the court.
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Rule 49.09. PETS - Pets shall be under the immediate control of their owners and on a leash not exceeding six (6) feet at all times while within the park. Owners shall immediately remove and properly dispose of pet waste. Horses are not allowed.

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Rule 49.10. ORGANIZED USES - Individuals or organizations desiring organized use of the BMX Track, pickleball court, basketball court, or other designated areas of the park may do so only by obtaining a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit, as applicable.

McKinleyville Community Services District

BOARD OF DIRECTORS

August 5, 2026

TYPE OF ITEM: **ACTION**

ITEM: E.6 **Consider First Reading of Ordinance 2026-06 Amending the District's Rules and Regulations Rules 14.02 and 28.26 to Reference Appendix A: Current Special Fee Schedule**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends the McKinleyville Community Services District (MCSD) Board of Directors review the information provided, take public comment, discuss, and approve the first reading of Ordinance 2026-06 (**Attachment 2**) by title only.

Discussion:

As the Board is aware, Staff has been reviewing and updating the District's Rules and Regulations to make fee references clearer and easier to maintain. As part of that effort, specific fee amounts are being removed from individual rules and instead referenced in Appendix A: Current Special Fee Schedule. The Board previously adopted Ordinance 2026-03, which generalized nearly all these fee references. Staff has since identified two additional rules where the fees are included in Appendix A, but the rule language still needs to be updated:

- **Rule 14.02**, which addresses the deposit and processing fee for setting a meter for bulk water supply from a fire hydrant.
- **Rule 28.26**, which addresses the processing fee for establishing a short-term sewer account.

Attachment 1 includes the proposed redlined updates to these two rules. Ordinance 2026-06 (**Attachment 2**) is presented for Board consideration to codify the proposed changes.

Based on this additional review, Staff believes these are the final rule language updates needed to complete the fee-reference cleanup.

This is the first reading of this ordinance. If the Board approves the first reading, the Ordinance will return for second reading and adoption at the September 2, 2026 meeting.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Environmental Requirements:

Not applicable

Exhibits/Attachments:

Attachment 1 – Rule 14.02 and Rule 28.26 in Track Changes

Attachment 2 – Ordinance 2026-06

Attachment 3 – Appendix A: Current Special Fee Schedule

Rule 14.02. DEPOSIT - the applicant shall deposit, in advance, the estimated cost of installing and removing the facilities required to furnish said service exclusive of the cost of salvageable materials. Upon discontinuance of service, the actual cost shall be determined and an adjustment made as an additional charge, refund or credit. If service is supplied through a fire hydrant, the applicant will be charged in accordance ~~with the following rate schedule:~~

~~_____ Deposit per meter: _____ \$500.00~~

~~_____ Flat charge per connection, for both~~

~~_____ installation and removal of service facilities: _____ \$15.00~~

~~_____ Each additional move of facilities~~

~~_____ to another location: _____ \$15.00~~ **Appendix A: Current**

Special Fee Schedule.

Rates-The monthly base rate is equivalent to that for a 3" meter and water use is billed at current rates.

Rule 28.26. SHORT-TERM PROCESSING FEE – a property owner may set up a short-term sewer account to secure District sewer service at an existing lateral for up to a two-week period by paying a non-refundable fee according the the Current Special Fee Schedule (Appendix A). ~~up to fifteen days by paying a non-refundable fee of \$15.00 (fifteen dollars).~~ The property owner may extend the time period by paying an additional non-refundable processing fee for one additional increment of time. Additional increments of short-term service may be granted at the discretion of the General Manager or their designee. The property owner may extend the time period for additional fifteen days by paying an additional non-refundable fee of \$15.00 (fifteen dollars).

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ORDINANCE NO. 2026-06

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AMENDING THE DISTRICT'S RULES AND REGULATIONS RULE 14.02 AND 28.26 TO REFERENCE APPENDIX A: CURRENT SPECIAL FEE SCHEDULE

WHEREAS, the McKinleyville Community Services District (the "District") is organized and operates pursuant to the Community Services District Law, Government Code section 61000 et seq.;

WHEREAS, the Board of Directors desires to amend the District's Rules and Regulations to streamline the referencing of fees for consistency and clarity;

WHEREAS, the Board of Directors finds that certain fees are best consolidated and referenced in a centralized manner for the mutual benefit of customers and District operations; and

WHEREAS, centralizing these fees also enables District Staff to update fees that are not subject to Proposition 218 efficiently and consistently, without requiring piecemeal amendments through the ordinance process; and

WHEREAS, the Board finds that these amendments will promote administrative clarity, improve internal consistency within the Rules and Regulations, and provide ease of necessary adjustments of these fees when needed;

NOW, THEREFORE, the Board of Directors of the McKinleyville Community Services District ordains that Rules 14.02 and 28.26 be amended as set forth in Exhibit A.

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

Introduced at a regular meeting of the Board of Directors held on August 5, 2026 and passed and adopted by the Board of Directors on September 2, 2026 upon the motion of Director _____ and seconded by Director _____ and by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dennis Mayo, Board President

Attest:

Joseph Blaine, CMC, Board Secretary

EXHIBIT A

Amendments to the McKinleyville Community Services District Rules and Regulations

1. Amendment to Rule 14.02:

Rule 14.02. DEPOSIT - the applicant shall deposit, in advance, the estimated cost of installing and removing the facilities required to furnish said service exclusive of the cost of salvageable materials. Upon discontinuance of service, the actual cost shall be determined and an adjustment made as an additional charge, refund or credit. If service is supplied through a fire hydrant, the applicant will be charged in accordance Appendix A: Current Special Fee Schedule.

Rates-The monthly base rate is equivalent to that for a 3" meter and water use is billed at current rates.

2. Amendment to Rule 28.26:

Rule 28.26. SHORT-TERM PROCESSING FEE – a property owner may set up a short-term sewer account to secure District sewer service at an existing lateral for up to a two-week period by paying a non-refundable fee according the the Current Special Fee Schedule (Appendix A). The property owner may extend the time period by paying an additional non-refundable processing fee for one additional increment of time. Additional increments of short-term service may be granted at the discretion of the General Manager or their designee.

Bulk Water Base Rate -Additional fees apply which include HBMWD pass-through rate and District rate per CCF			
(RR 14.09)	.10 Hour-Ops Loaded Avg Wage/Hour	\$	5.50
Customer Deposits & Processing fees -Deposits 2 1/2 times the monthly average for that class of customer			
(RR 5.01, 10.03)	Residential-water only- refundable deposit	\$	110.00
	Residential-water/sewer- refundable deposit	\$	250.00
(RR 14.02)	Fire Hydrant refundable deposit	\$	680.00
(RR 5.01)	Nonrefundable processing fee	\$	20.00
(RR 52.03)	Nonrefundable Street Light processing fee	\$	12.00
(RR 73.11)	Nonrefundable Open Space processing fee	\$	12.00
(RR 14.08, 28.26)	Short term processing fee	\$	20.00
Regular call-outs for:			
	All sewer issues	Exempt	
	Water quality issues, pressure, taste/odor/color	Exempt	
Special call-outs (during business hours)			
	1/2 Hour-Ops Loaded Avg Wage/Hour	\$	28.00
After-hours call-outs (no RR)			
Total Cost Includes:		2 Hours OT Ops Loaded Avg Wage/Hour	
		1/2 Hour Utility Truck	\$ 183.00
Reconnection Fee (RR 10.03)			
	Per SB 998, max fee is \$50.00	\$	50.00
Return Check Fee (RR 10.09)			
	A charge of full returned payment fee \$20.00 or whichever is great.	\$	20.00
Late Notice (RR 9.04)			
	Water Penalty	\$	0.60
Late Notice (RR 27.08)			
	Sewer Penalty	\$	0.60
Termination Notice (RR 9.04)			
	Water termination Penalty Notice	\$	2.50
Termination Notice (RR 27.08)			
	Sewer termination Penalty Notice	\$	2.50
Administration Fees -this fee may be charged in addition to other applicable charges.			
	Existing Miscellaneous Service Requests	\$	95.00
	New Water or Sewer Connections	\$	185.00
New Water Service Installation (no existing box or connection) (RR 5.01, 5.11)			
Capacity Fees may also apply	5/8" x 3/4" meter	\$	1,780.00
	3/4" meter	\$	1,810.00
	1" meter	\$	1,920.00
Water Capacity Fee (RR 5.11)			
To be collected from each applicant requesting new water service. May be in addition to processing fees and/or installation charges.		Meter size	
	5/8"	\$	4,686.00
	3/4"	\$	6,716.00
	1"	\$	10,770.00
	1 1/2"	\$	20,909.00
	2"	\$	33,068.00
	3"	\$	61,447.00
	4"	\$	101,990.00
	6"	\$	203,347.00
	8"	\$	324,973.00
	10"	\$	466,874.00
New Meter Installation (existing box and connections, new meter) (RR 5.04)			
	5/8" x 3/4" meter	\$	285.00
	3/4" meter	\$	310.00
	1" meter	\$	371.00
Meter Removal/Reinstallation (not new meter) (no R.R)			
Total Cost Includes:		1 Hour-Ops Loaded Avg Wage/Hour	
		1 Hours Utility Truck	
		Lock Cost	\$ 107.00
Replacement of Angle-Stop out of Sidewalk			
Total Cost Includes:		1.5 Hours-Ops Loaded Avg Wage/Hour	
**This cost includes removal & reset of existing meter.		1 Hour Utility Truck	
	3/4" Parts	\$	259.00
	1"x 3/4" Parts	\$	278.00
	1" Parts	\$	330.00
Replacement of Angle-Stop in sidewalk			
Total Cost Includes:		2 Hours-Ops Loaded Avg Wage/Hour	
**This cost includes removal & reset of existing meter.		1 Hour Utility Truck-	
**Additional fees may apply for concrete & paving.		3/4" Parts	\$ 287.00
	1"x 3/4" Parts	\$	306.00
	1" Parts	\$	357.00
Fire Hydrant Placement or replacement			
Total Cost Includes:		1/2 Hour-Ops Loaded Avg Wage/Hour	
		1/2 Hour Utility Truck	\$ 45.00

Sewer Connection Charge (RR 21.02)	(a) General area charge (all land within 600 feet of sewer main) per acre	\$	180.00
	(b) Local area charge (all land within 200 feet of the sewer main) per acre	\$	540.00
	(c) Lateral Charge - 4 inch	\$	1,600.00
	Lateral Charge - 6 Inch	\$	1,825.00
	(Local sewer availability) Capital Cost per Connection - 4 inch	\$	472.00
	(Local sewer availability) Capital Cost per Connection - 6 inch	\$	692.00
	(d) Sewer Capacity Fee	\$	8,350.00

Sewer Permits (RR 19.03)	Total Cost Includes:		1 Hour-Sewer Loaded Avg Wage/Hour		
			1 Hour Utility Truck-	\$	110.00
			Multiple Dwellings, per living unit up to 50	\$	2.00
			over 50	\$	1.00
			Capped Sewer Inspection	\$	-

(1) All fees are estimates and are subject to change based on actual work performed.

(2) For Fiscal Year 2026/27, Ops Loaded Avg Wage/Hr=\$55.00

(3) Utility Truck is charged at \$35.00 per hour

McKinleyville Community Services District

BOARD OF DIRECTORS

August 6, 2026

TYPE OF ITEM: **INFORMATION**

ITEM: E.7 **Review and Discuss Annual Board Self-Evaluation**

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

TYPE OF ACTION: **Discussion and Possible Staff Direction**

Recommendation:

Staff recommends that the Board review the information presented, discuss the process, desired outcomes, and overall compilation of data, open for public comment, and provide any Staff direction resulting from the results of the 2026 Board Self-Evaluation.

Discussion:

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

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

To promote discussion, Staff suggests the Board consider the following questions during their conversation:

- What specific accomplishments or challenges from the past year best reflect how we function as a Board, and how can we build on or learn from those experiences?
- Are there any questions we would like to add or change for future self evaluations?
- As a Board, what are our legislative priorities for the coming year and, if we invite our legislative representatives to visit us, what would we like those visits to look like?
- Is there any desire from the Board to schedule a Special Board Meeting to further discuss any of the above or other strategic initiatives the Board would like to review/develop? It should be noted that the formal Strategic Plan update is scheduled for 2029.

Alternatives:

Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Summary of Board Self-Evaluation Worksheets

2026 McKinleyville Community Services District Board of Directors Self-Evaluation

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

- The district's mission appears to be defined by the services it has been chartered to provide – water, waste water, street lighting, and parks and recreation. In reality, it appears to be much more than the mission statement says. MCSD appears to provide all municipal services except for fire and safety. These services include caring for properties that have been deeded to it, senior support services, and liaison/governance input to other organizations – MMAC, RREDC, etc.
- MCSD has very specific latent powers and that limits our focus to those things
- Think the vision and mission of MCSD is good. Probably care about the mission more than the vision.
- To guide the district in a responsible manner.
- The District's purpose is spelled out plainly in our older vision: "...to provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner." Staying honest about what falls inside that mission, and what doesn't, is what keeps us effective. I am not a fan of the new vision statement.

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

- Actively contributed to the board's governance function, including serving for one year as board President. I participate in committee meetings, but without a voting role. I have represented the district on RREDC's board, and have served on its loan committee.
- The lens I see all the duties I have in policy matters are viewed through the vision and mission of MCSD.

- Served on board, Lafco.
- Staying engaged always.
- I've kept doing the quiet work: reading the material, asking questions until I actually understand an issue, then taking a clear position when it comes to a vote. That's the job I was elected to do, and I try to carry it out the same way whether an item is routine or contested. The trust that comes with this seat isn't something I take lightly.

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

- Parts of the work of the district are done exceedingly well - water and waste water treatment. Other parts, though need improvement – especially the care of open space areas. It would be useful, I believe, for this obligation of the district to be the subject of discussion and review, perhaps at a committee level.
- It seems that the board often times rubber stamps staff's decisions. My main perception is due to the lack of conversation at the board meetings unless the board members are prompted.
- No idea here.
- Don't roll to the political flavor of the month – stay active legislatively.
- My honest assessment hasn't changed: Board and Staff are doing what they can here. Transparency and accountability show up consistently in how decisions get made and communicated, and I'd rather report that plainly than manufacture a concern that isn't there.

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

- We work well together. Unfortunately, Brown Act restrictions prevent us from having meaningful work outside public meetings, which are restricted to previously published agendas.
- Hopefully I do. It is my intent to accept the other board members point of view with the same validity as my own views. the board is a team and it is our responsibility to to reach consensus.

- Yes
- Yes, we are diverse & respectful of each other. It's rare for the board to not have unanimous votes.
- Yes. We come from different backgrounds, but everyone at the table brings good sense and a shared respect for what we're entrusted to do. I don't socialize with fellow directors much outside of District business, and I don't think I need to in order to work well with each of them when we're in session.

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

- We could benefit from informal work sessions around specific issues with just board members or with board members and staff. Again, though, I believe that the Brown Act prohibits this kind of interaction.
- As diverse as our backgrounds are, I believe our working relationship is fairly strong.
- No.
- Stay open minded, always be honest.
- Getting to know one another a bit better outside of meetings would help, but that has to happen one-on-one rather than as a group, so we don't create even the appearance of deciding District business outside of a public meeting.

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

- Yes. I particularly appreciate the "Pre-board meeting" briefings he provides.
- I do, there have been areas where we have not agreed and that has caused some friction but I do not take disagreements personal.
- Yes.
- Not as well as I would like, but we are getting the work done.
- Yes. Pat remains responsive to whatever I bring to him, and that responsiveness really shapes my view of the relationship. He answers

emails promptly even when the question isn't urgent, and when he doesn't have an answer on hand, he knows exactly who to ask and follows through.

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

- Opportunities for one-on-two meetings around specific topics would help greatly. These should be limited to information exchange, however, and not be places for setting district policies.
- it is my opinion that the relationship between the board and the GM is stable as the majority of the board agree with the GM's actions.
- I think it is good. No need to work on something that is working!
- Better communication, GM needs to uplift board at all times to all board members, staff, and community.
- None that I'd add. The regular Board updates he publishes continue to be a simple, effective way of keeping directors informed between meetings. I also enjoy being part of the pre-board and 4x4s when I can.

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

- I would like to know more about the district's contractual obligations with regard to property maintenance in the community.
- if there was anything I needed to know more about and I wasn't up to speed I would consider that my issue.
- None
- All good, just keep us all abreast with new ideas & developing agendas.
- I'd like to go deeper on the infrastructure behind water delivery and wastewater treatment, start to finish, from the Ranney wells on the Mad River through the new water tank and sewer line replacement projects now underway, and back out to the river. The physical and geographical mechanics of how the product actually moves still interest me the most.

- 9. Do you follow trends and important developments in industries and services that MCSD provides? If yes, please give examples. If no, what would help you to do more in this area?**
- Yes, I appreciate the information that we receive from ACWA and CSDA. I also appreciate the regular, informative emails from the district's general manager.
 - It is not a feeling, the board relies on certain members of the board to have a detailed grasp on policies and procedures. they defer to those members.
 - Yes.
 - All the time – I'm always bringing legislation, new tec, & funding concepts to the front. That seems to be less embraced lately.
 - I keep up through the CSDA website, my active participation in ACWA and my committees, and trade publications like WWD. Lately that's meant learning more about how districts our size finance large capital projects, grant funding in particular, since that's directly relevant to the infrastructure work MCSD has underway.
- 10. Do you understand MCSD's financial statements? What would help you with this?**
- I am familiar with the unique form of governmental/fund accounting used by the district. Our Finance Director' work to make it easier to follow important parts of the reports are exceedingly helpful.
 - review our agendas, come to the board meeting with a clear head and ready to give 100% during the meetings.
 - Read all material.
 - I do, but it's not my strongest, but the changes in reporting from our finance director has been very helpful.
 - I have a working knowledge of District finances, and it grows every time a related item comes before the Board. The monthly XLSX forwarded to me makes it easier to spot trends and anomalies, so that I might see clarification.

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

- I have been pleased with the work of the Audit and Finance committee, especially with this latest round of debt financing. I would like to have more information, though, with regard to the grant writing/financing, especially a more comprehensive view of what grants are being pursued and the possible status of ones in the works, in particular as it impacts the need for debt financing of Capital Improvement Projects.
- It is not a feeling, the board relies on certain members of the board to have a detailed grasp on policies and procedures. they defer to those members.
- Yes.
- Yes.
- Yes, I do. From what I can see, recommendations and policy are well-reasoned and prudent, with the District's overall position kept in view.

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

- I study the agendas beforehand, and I attempt to participate in the agenda setting process. Such participation is limited, though, by the separation of roles between staff and board.
- review our agendas, come to the board meeting with a clear head and ready to give 100% during the meetings.
- Read all material.
- Studying & constant community contact.
- I read the full board packet, ask Staff directly when something isn't clear, and do my own outside research when it's warranted.

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

- My skills and experience lie mainly in the areas of finance and administration. I expect to continue to work with the Audit and Finance

function, but I would welcome an opportunity to contribute to long range planning and goal setting activities.

- considering my tenure and my level of participation, I doubt there is anything new I could offer.
- My only skill is working hard all the time.
- I stay accessible to the public through social media, and people generally trust me to give them a straight, accurate answer. Because I do the homework ahead of time, I can usually address the questions or concerns that come my way without having to punt them elsewhere.

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

- I greatly appreciate the assistance and support of the district's board secretary. I especially appreciate his organization of work and his occasional reminders. They enable me to be fully prepared and to be certain to complete all assignments
- I think so, if there are any gaps in my responsibilities those are gaps I need to rectify and it shouldn't take assistance from anyone else.
- Yes
- Yes
- Yes. I work by the clock and the calendar, and I'm rarely late for anything.

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

- I often speak informally with members of the community. If they have concerns or requests, I encourage them to speak at board meetings or send letters to the district's general manager with copies to me. I do not speak publicly about operational or governance matters, however, as doing so could be interpreted as setting policy.
- regularly
- Frequently

- Every day.
- Often. I look for chances to talk about the projects the District has moving right now, the new water storage tank, the sewer and water line replacement work, and the BMX/bike park now almost complete. Speaking plainly and positively about that work tends to build confidence rather than erode it. Additionally, I highlight positive visually-impactful actions, such as when a retention pond is cleared of vegetation.

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

- Our best opportunity, I believe, lies in a steady and consistent program of public relations and publicity. The quarterly Parks and Recreation newsletter does an excellent job of publicizing recreational activities, and it may serve as a model for publicity on other areas of district activity, the completion of the 4.5 m gal storage tank, for instance, and what it means for the safety and reliability of the district's water supply. The district has state-of-the art facilities and has taken a strong, forward-looking approach to infrastructure maintenance and improvement, but few people in the community seem to know about it.
- I believe the appearance of our facilities and other areas of responsibility go a long way in assuring the public of our competence.
- Think we should have some more press about the new water storage capacity. Good for water supply after earthquakes or for fire suppression!
- Sure always have – my ideas seem to be mostly viewed coolly lately – seeking funding for safely/ranger for the community forest.
- The most cost-effective route is still social media, Facebook and Instagram, used to show District transparency in plain terms: monthly cost savings Staff has identified, progress on the infrastructure upgrade and sewer line work, wastewater recycling efforts, Community Forest progress, and recreational projects like the BMX park.

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

- The district has done a good job of maintaining the structural integrity of its operating systems. Disaster reparation, however, appears to be limited and in need of attention. To my knowledge, the district does not have a comprehensive plan for immediate action or longer term recovery from a disaster. Given the reductions in federal government support and the state's chronic funding shortfall, such planning is imperative.

In addition, the district has taken responsibility for management of more property. While resources to create the community forest appear adequate, the overall picture of management of district-owned property seems less so. Should McKinleyville incorporate (which, at present, seems unlikely), the non-operating functions of the district, including its parks & recreation and property management functions might be transferred to the new city. Tax support might become seriously challenging, and clear resource requirement planning might be imperative.

Overall, I believe that the district could benefit from more substantive and more detailed planning, especially in the areas of non-operating obligations and disaster preparedness. One example of a change that was made was to move from a pay-go approach to funding employee post-employment benefits to establishing a trust to ensure funding of those district obligations. More such moves to set plans and establish appropriate reserves seem prudent.

- The town center and Central Ave. will be areas MCSD will have to be vigilant to protect MCSD's interests and of course preserving MCSD's autonomy as the activists navigate getting McKinleyville incorporated.
- Measure B always comes to mind. More press on things that measure B pays for that the community takes for granted.
- Money! Prevailing wage, liberal anti-government philosophy! Anti-Amazon, how to fund forest safety, the division on incorporation and road diet. Legislative & regulatory overreach.
- The District's own Strategic Plan already names the biggest ones, and I don't think they're overstated: attracting and keeping qualified staff at every level, and having a real succession plan in place before someone leaves rather than after. Close behind is finishing the current capital program, the new tank and the sewer and water line replacement work, without leaning so hard

on debt financing that ratepayers feel it more than they have to. Disaster preparedness belongs on that same list; that tank exists because we can't assume the Mad River intertie holds up through a real seismic event. Staying disciplined on hiring, financing, and preparedness now is what keeps any one of those from turning into a crisis later.

McKinleyville Community Services District

BOARD OF DIRECTORS

August 5, 2026

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.A **Finance & Administration – June 2026 Report**

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

TYPE OF ACTION: **Informational**

FINANCIAL, AUDIT, & BUDGET INFORMATION

Board Travel costs totaled \$26,658.74 as of June 30, 2026; this is 95.89% of the approved \$27,800 budget. (GL# 001/005/501/551 62035/62090/62155-888)

Audit/Budget Update:

Interim audit work for Fiscal Year 2025/26 is complete with no major findings. Year-end closure of the District's books has begun with the final audit field work to take place the week of October 5, 2026.

Treasurer's Report Highlights:

The June 30, 2026 Treasurer's Report is item D.2 of this board packet.

Financial Updates

Columbia Bank interest earnings for June 2026 were \$4,796.99. The interest rate on the money market remains the same at 2.05% for this next quarter (July 1-Sept 30).

California CLASS Prime Fund has a current daily yield of 3.7448% and Enhanced Cash has a Current Yield of 3.8416%. Total District net earnings on funds held in California CLASS in June totaled \$74,679.55, bringing the total balance for all funds, including restricted and unrestricted, to \$25,842,386.36.

Staff have recently made investment adjustments to funds held in California CLASS. California CLASS recently introduced a term product that offers fixed rates for terms ranging from one to 12 months.

In June, staff invested \$1,401,703 in a 12-month term product earning 3.9483%, with a maturity date of May 20, 2027. These funds are the District's restricted reserves for the Davis-Grunsky loan, Wastewater Management Facility loan, and Microgrid loan. Because the term is 12 months, these funds are still considered current assets. Earnings accrue throughout the term and will be applied to District accounts at maturity.

Additional changes made after June month-end included moving \$4,000,000 in operating reserves to a 12-month term product earning 4.14%, with a maturity date of July 21, 2027, and moving \$7,577,810 in designated reserves to a 7-month term product earning 3.93%, with a maturity date of March 17, 2027. These funds are still considered current assets. Earnings accrue throughout the term and will be applied to District accounts at maturity.

Other Updates

Bond financing is complete, with all funds transferred to U.S. Bank as the District's trustee and final financing packets distributed to the Board.

The Tyler Technologies software transition is underway. Administrative staff have completed more than 57 hours of Financial Core training each, with implementation beginning in mid-August and go-live scheduled for mid-September. Payroll implementation will run from October through November 2026, while Utility Billing implementation will begin in late 2026 with an August 2027 go-live.

Staff are also nearing completion of the MyGov module for asset management and internal work order tracking, which began May 25.

Attachments

None

McKinleyville Community Services District

BOARD OF DIRECTORS

August 5, 2026

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B **Operations Department – June / July 2026 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 42.8 million gallons of water in June.
One water quality complaints were investigated and rectified.
Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Testing of DCV's in Route 12 and 13 were conducted in June. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

Average and Maximum Water Usage:

The maximum water usage day was 2.1 million gallons and the average usage per day was 1.4 million gallons.

Water Distribution Maintenance:

Weekly Bacteria Samples were collected on Schedules 1, 3, 4, 5 and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. Valve exercising continues and is used as fill in work when possible. This will continue into the next few months. Several trench patches were saw cut and paved. This list is made up of new service installs and leak repairs. Staff waits until there is enough paving on the list for a full load of asphalt to keep prices down. Staff completed a list of tamper meter codes that came in. These were caused by gopher damage. Wires were wrapped with armor coating when repaired. Several R.O.W.'s were trimmed. A 2" water service leak was repaired on Sagewood due to a bad glue fitting failing. Customers in apartment building were only out of water for 2 hours.

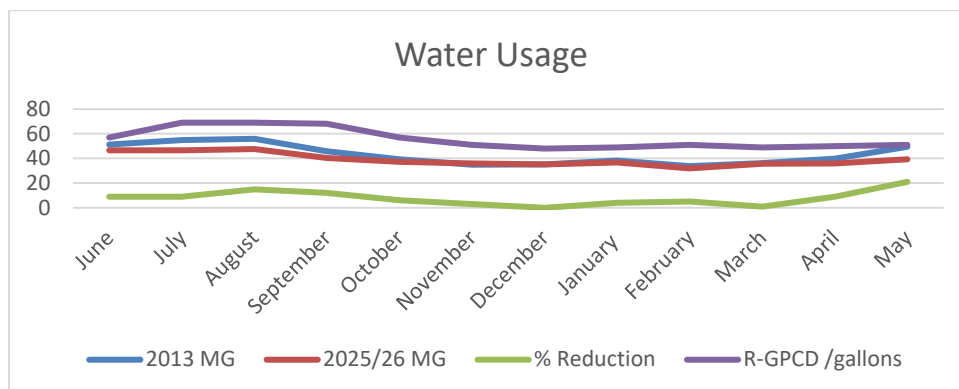
Water Station Maintenance:

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. An asphalt pad was installed at Cochran for the goat house, along with mowing the site. Seismic valve repairs were made at the Norton tank site. The annual cathodic protection inspection and calibration was completed at Norton and Cochran. Northbank

pump greasing was performed as part of the semi-annual maintenance. Logs from several tree removals was hauled away from the McCluski tank site.

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)	2025/26 (MG)	% Reduction	R-GPCD
June	51.337	46.661	9	57
July	54.757	46.474	9	69
August	55.908	47.598	15	69
September	45.702	40.316	12	68
October	39.439	37.126	6	57
November	34.879	35.848	3	51
December	35.203	35.263	0	48
January	38.241	36.735	4	49
February	33.751	31.941	5	51
March	36.244	35.780	1	49
April	39.755	36.068	9	50
May	49.407	39.199	21	51
June	51.337	42.817	17	57



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

Beau Pre Heights subdivision is moving forward and have installed approximately 3500 feet of water main. They paused due to other priorities. They have installed the water main along with hydrants. They still need to lower angle-stops and test.

Sewer Department:**Wastewater Statistics:**

23.7 million gallons of wastewater were collected and pumped to the WWMF. 21.1 million gallons of wastewater were treated and discharged to NPDES Permit REC-001 land discharge.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted at all sewer stations. Several Stations were cleaned and minor maintenance done from the monthly inspection list. Staff completed the pressure washing and staining of the Fischer station. String trimming and hedge trimming was completed at multiple sites.

Sewer Collection System:

Grease traps were inspected at required facilities. Several Right of Way locations were string trimmed and mowed to prevent access to manholes and prevent trees from growing over the mains.

Wastewater Management Facility:

Daily and weekly maintenance continues at the treatment plant to perform the required service on the equipment. The irrigation meter top-end was returned from a rebuild and installed. Mowing the site along with string trimming around ponds was completed. Staff has been prepping and painted the metal enclosures at the plant. New D.O. probes were installed in the basins.

Daily Irrigation and Observation of Reclamation Sites:

River discharge ended on May 11th and Land Discharge began. Both ranches were mowed by the farmers and staff went in behind them and exposed the flood cells and irrigation heads with string trimmers.

Street Light Department:

There was one streetlight complaint in June due to a broken conduit.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on CPR and First Aid, confined space safety, working safely in trenches, hand safety and chemical safety.

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 Community Forest meetings and Sub-committee meetings
Attended BMX Track meetings and site visits and inspections
Reviewed Mad River Crossing project design from KJ and met with engineers
Attended meetings to discuss the Letz Force main replacement.
Met with ICAD and surrounding radio site users to discuss radio towers.
Attended CWEA meetings and scheduled trainings.
Performed 5 year water system audit with SWRCB, Scott Gilbreath.
Attended Highway sewer crossing prebid meeting.

GIS:

Plans & Programs

- Annual Review of the Workplace Violence Prevention Plan
 - Edits to staff and job titles to reflect changes in staff roles from the past year and other minor grammar edits.
- Annual Review of the Hearing Conservation Program
 - No changes to be made at this time

General GIS/Maps Created

- Esri User Conference
 - Attended multiple virtual seminars regarding changes to their GIS software that ESRI has made changes to over the past year.
- Sewer and Water service area boundary map
 - Created a map with a boundary of area served by Water and boundary of area served by Sewer for CPAT.
- General GIS Web map edits
 - Added a few missing valves from GIS found from recent valve inspections
 - Other edits to facilities map features errors found over the past month
- MYGOV software GIS shapefile import of Water Meters and Parcels
- OSMZ hours log GIS application
 - Trained Parks crew on how to use the Field Maps App for entering logs into the application.

Misc. Work Completed

- SCADA Machine Configuration work
 - Worked with ICS and Aveva Support to get configuration of Treatment plant SCADA computer completed and now operates as expected
 - Began work on configuring Topview alarm notification failover feature with ISC on the Treatment plant SCADA computer in the event the Field office SCADA computer alarm notification engine was to fail.
 - Set up configuration for the on call laptop to connect to the new SCADA machine in the field office.
- USAs and Document Filing
- BMX Park Planting Diagram

McKinleyville Community Services District

BOARD OF DIRECTORS

August 5, 2026

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.C **Parks & Recreation Director's Report for July 2026**

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

TYPE OF ACTION: **None**

TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:

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

PARK AND RECREATION COMMITTEE:

The Park and Recreation Committee (PARC) met on July 15, 2026, however, there was not a quorum so nothing was voted on and no minutes will be taken. The April 15 PARC Meeting Minutes will be taken to the October 21 meeting for approval. The committee meetings are now on a quarterly meeting schedule beginning in 2026, meeting on the third Wednesday in January, April, July and October.

BMX TRACK & PARK PROJECT:

Melton Design Group completed the final construction bid documents, which were released on March 22, 2024. At the June 5, 2024 Board Meeting, the contract was awarded to the lowest responsive bidder, F. Loduca Co. The month's long permitting saga has concluded, and we now have the County permit for the construction. The district executed a change order with F. Loduca Co. for the additional work that was added during the permitting process and tree removal began on May 19, 2025. Bi-weekly construction meetings are being held at the District office and via zoom with District staff, and representatives from the F.Loduca Co. and MDG. The contractor's focus this last couple of months has been Fence installation around the track, the starting hill and gate, installation of the playground equipment and the safety surfacing, safety lighting installation. Amenities such as trash can receptacles and picnic tables have been placed. Asphalt for the trails, pickleball court and half basket ball court is scheduled for August 3 and 4, the contractor is hoping to be finished by the end of the first week in August.

MCKINLEYVILLE COMMUNITY FOREST COMMITTEE & SUBCOMMITTEES:

MCF Committee Update

The July meeting of the McKinleyville Community Forest Committee (MCFC) was canceled due to several committee members being on vacation or otherwise unavailable during the month of July.

TICS Subcommittee Update

The TICS Subcommittee met on June 23, 2026. The Subcommittee spent the entirety of

The July meeting of the Trails/Infrastructure/Clean Ups/Security (TICS) was canceled due to several subcommittee members being on vacation or otherwise unavailable during the month of July.

FMPFB Subcommittee Update

The July meeting of the Forest Management Plan & Funding/Budget (FMPFB) was canceled due to several subcommittee members being on vacation or otherwise unavailable during the month of July.

RECREATION PROGRAM UPDATES

Recreation Program Updates

- Drop-in Pickleball moved to the McKinleyville Middle School for summer. The regular school year schedule will resume August 17, Monday, Wednesday and Friday Mornings from 9am-12pm.
- Beginning Pickleball's next session was July 12 – August 2. The classes are typically on Sundays from 1:30-3:30pm. The class fee is \$50 for residents and \$55 for non-residents. This session had 5 participants.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:45pm-7:15pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday is a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- The Adult Wood Bat Softball League registration opened June 1st. The Leagues will play on Sundays from August 2 – October 4. The league is full with 13 teams signed up.
- Playgroup will not happen during summer due to Summer Camps, it will resume after summer, tentative re-open August 20.
- The Summer Basketball Program had Co-ed 3rd-4th graders playing on Tuesdays, with co-ed 5th-6th graders playing on Thursdays from 6-8pm. There were 37 participants between the two nights.
- The Tot-letics: Soccer session is September 5th to October 3, 2026 on Saturday mornings. The registration fee is \$80 for McKinleyville residents and \$85 for non-residents. The next session will be Basketball and will be on Saturdays October 24 to November 21, 2026.
- We are partnering with MUSD this summer for After-school Leader ELP Summer Programing Staffing.
- Summer Camp Registration is ongoing, we will be partnering with MUSD again this summer, they will cover 50 spots for MUSD 4th-6th graders. The last day of camp is Friday, August 14. There was also 3 weeks of Skate Camp in July.

PARK & FACILITY MAINTENANCE UPDATES:

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Avenue and Open Space Zone landscaping. The Saturday SWAP crews have been doing a great job working on the Central Avenue OSMZs. Fully in swing in the sunny spring/summer season, staff have been busy trying to keep up on all the growth that

happens at all of our spaces during this time. With limited staff and hours in the day, we are prioritizing areas as best we can and appreciate the community's patience as we work to keep up. Staff continue to perform daily and weekly routine maintenance on facilities and vehicles, and monthly inspections were completed across all facilities and open spaces.

FACILITY RENTALS & USE

July Rentals:

- 5 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 9 Pierson Park Rentals.
- 1 Hiller Park Picnic Area Rentals.
- 1 Teen Center Rentals.
- 0 Activity Center Rentals.
- 0 Activity Center and 1 Teen Center Birthday Party Program Rentals.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation.
- The Azalea Hall Kitchen has two regular Vendor renting it for food preparation.

OTHER UPDATES:

- Staff continues to work with MUSD to provide staff for the school districts after school and summer programs.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, as well as serving on Fundraising Committees for the Boys & Girls Club of the Redwoods.
- Staff continues to provide support to other departments of the District; assisting with accounts payable.

ATTACHMENTS:

- None

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McKinleyville Community Services District

BOARD OF DIRECTORS

Aug. 5, 2026

TYPE OF ITEM: **INFORMATIONAL**

ITEM: F.3.D **General Manager's Report for August 5, 2026 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of July 2026

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

• Use of NHE Services =	\$3,692
• CCC Crew =	\$0
• SWAP =	\$3,840
• Volunteer Pickleball Labor =	\$0
• CSW =	\$0
• MCF Trail Stewards =	\$300
• Amazon Savings =	\$317
• Rehab Air Valves in Aeration Basin =	\$1,360
• Clean up Tree Debris from Tank 3 =	\$1,560
• <u>Install Rebuilt Flow Meter at WWMF =</u>	<u>\$340</u>
TOTAL COST SAVINGS FOR JULY =	\$11,409

TOTAL COST SAVINGS FOR FY 25/26 = \$583,836

TOTAL COST SAVINGS FOR FY 26/27 = \$11,409

I repeated last Fiscal Year's total savings again this month to emphasis how much savings the Staff is responsible for. The above number represents real cost savings to the District and the Rate Payers. It equates to the entire full-time Parks & Recreation or Finance Departments working for free for the entire year. District Staff should be recognized and commended for their ongoing, efficient and incredibly cost-effective running of the District. It demonstrates again, when it seems like many government agencies are running budget deficits, MCSD Staff are stepping up to ensure that the District comes in underbudget.

4.5 Gallon Water Tank Project – The tank is on-line and we are working on finalizing the contract and grant close out. We hope to file the Notice of Completion (NOC) in July. We need to file the grant close-out documents with CalOES for the Hazard Mitigation Grant by August 1, 2026. We will also close out the North Coast Resource Partnership grant after the NOC is filed and submit our file reimbursement claim with them. We have been discussing LDs with Mercer Fraser and District Counsel and intend to charge \$533,911.83 in LDs, which will be withheld from the retainage.

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, and \$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 was provided by the Certificates of Participation, Series 2021A-Water bonds. There is no money budgeted for this project in the 2026/27 Fiscal Year as it should be completed.

Sewer Undercrossing Project – This project consists of replacing the three highway crossings, where the sewer mains from the east side of McKinleyville cross under Highway 101 to the west side to the District's wastewater treatment facility. We heard from CalOES on March 16, 2026 that they have not received any communication from FEMA on our grant extension so we needed to submit all of the grant close-out paperwork by March 22, 2026, which we did. **This grant is now closed and no further Hazard Mitigation Grant funding is available for the construction of the project.** However, on June 30th, 2026, the District received an email stating that Cal OES is holding the closeout/withdrawal of this project until they receive a final approval/denial from FEMA for the DR4353 time extension. Although the overall DR POP has expired Cal OES is appealing again for additional time for DR4353. CalOES state that they would update us again when they receive formal notice from FEMA. Meanwhile the design and bid documents have been finalized and the project went out to bid 7/6/26. There is a pre-bid meeting on 7/22 at 1:30, and the bid opening is at 10:00 am on 8/21. Staff's intent is to bring the project to the Board to award at the Sept. 2, 2026 Board Meeting.

This project was to be 75% funded by the Hazard Mitigation Grant from FEMA/CalOES. The grant request was for a total project cost of \$6,840,400, which would be funded by **\$5,130,300** in grant and the District would match \$1,710,100. Unfortunately, as stated above, the grant is now closed out and the \$5M is likely no longer available. The 2026/27 FY budget includes \$4M for this project. We will likely not install the Northern crossing in order to reduce costs. The Project will now have to be funded from the remaining \$2.3M Series 2021B -Sewer bonds as well as \$1.7M from the new sewer Certificates of Participations (COPs) intended to be sold in July 2026.

Office Remodel – LDA Partners continues to work on the Office Remodel design. LDA submitted the design plans to Humboldt County for the Building Permit in June 2025. We have been getting comments from the County and will use those to generate the final bid package. The project went to the County Planning Commission at their November 6th regularly scheduled meeting for a determination of General Plan Conformance. It was approved by the Commission. Given the loss of CalOES/FEMA Hazard Mitigation Grants funding, we will postpone the construction of this project until sometime after 2029.

McCluski/Hewitt Tank Replacement Project – The Phase 2 construction funding for this project has been approved. This project consists of the replacement of the two existing redwood tanks at the west end of Hewitt Ave on McCluski Hill. The existing 100,000 gallon and 150,000-gallon redwood tanks will be replaced with two 200,000-gallon, glass-fused lined, bolted steel tanks. The Period of Performance (PoP) for this project will require completion by July 11, 2027. CalOES suggested that we submit a request for an extension, if for no other reason than we lost three months for the approval letter to be mailed. We requested an extension to December 31, 2027, and we will request additional funding as well, but we'll see if either of those are granted. Given the extremely short turnaround, and as discussed with the Board, we have already installed geotechnical borings and are working on the approval of the preliminary design work on the tanks. Kennedy Jenks is working to finalize the tank design and permitting and go out to bid on the tanks by next spring.

The 2026/27 Fiscal Year budget for this project is \$3M, with \$1M budgeted for the 27/28 FYs for completing the construction. The overall grant cost estimate for this project was estimated to be \$1.44 Million, with 75% Federal **Grant Funding (\$1,079,038.50)** and a 25% District match (\$359,679.50). The District match and additional funding would come from the proposed sale of Certificates of Participation expected to occur in July 2026.

Fischer Lift Station Upgrade Project – The District received a Phase 1 Hazard Mitigation Grant for the upgrade of the Fischer Sewer Lift station in November 2023. This project would cover the 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 strengthening the building. The environmental studies required for the CEQA/NEPA permitting as well as draft Plans and Specifications were submitted to CalOES/FEMA for their review on July 23, 2025. We are still waiting for FEMA to approve the Phase 2 grant construction funding for the project and continue to

check in with CalOES, but still have not seen anything, and very well may not, given the upheaval at FEMA.

As discussed at the February 2026 Board Meeting, Staff anticipate that the Period of Performance for the Phase 2 portion of the Hazard Mitigation Grant will also end in April 2027. The bid documents for this project are generally completed, so we are ready to go out to bid; however, there are several pieces of equipment with extremely long lead times for delivery including the Motor Control Centers and Variable Frequency Drives. The District has moved forward on buying those items directly from the supplier and have the contractor install them.

The seismic retrofit of the Fischer Sewer Lift Station is hoped to be funded in part by a Hazard Mitigation Grant and/or Clean Water State Revolving Fund (CWSRF) grant. The original grant application was for a total project cost of \$1,582,000 which would be funded by a 75% **grant of \$1,186,500** with a 25% District match of \$395,500. Phase 1 of the project funding was approved on October 16, 2023 in the total amount of \$269,220, consisting of \$201,915 in Federal funding and a \$67,305 District match. The construction of the project is now estimated to be \$2.5M, and the contract amount for design, permitting and construction oversight is \$410,000 for a total project cost of approximately \$2.9M. \$1.25M has been budgeted for FY 26/27. Again, we are not sure that we are going to get the Hazard Mitigation Grant or CWSRF Grant funding and may have to revisit the funding for this project. The District's funding would come from the Certificates of Participation that will be issued in July 2026.

Mad River Watermain Crossing Project – The District was notified in August 2025 that we have received a Phase 1 Hazard Mitigation Grant for the installation of a redundant watermain crossing under the Mad River from HBMWD. The Phase 1 grant will cover the design and environmental studied for the installation of the waterline. The line will be directionally drilled under the river and connected into the existing main from HBMWD on the southside of the river, and the watermain up North Bank Road to our Ramey pump station on the northside of the river. The Board approved a contract with Kennedy Jenks Consulting Engineers at the December 3, 2025 Board Meeting to implement the Phase 1 scope of work. A challenge with this project is that the FEMA Period of Performance for this grant expires on August 28, 2026. The original grant had the Phase 1 work taking 21 months. We've discussed this quick turnaround with CalOES and they support us submitting a request for an extension out to April 2027, which CalOES approved. KJ has performed the topographic survey work and the geotechnical borings for the upland areas and is work furiously to get the work done by April 2027.

The installation of the redundant watermain is funded in part by a Hazard Mitigation Grant. The original grant application was for a total project cost of \$3,099,800 which would be funded by a 75% **grant of \$2,324,850** with a 25% District match of \$774,950. Phase 1 of the project funding was approved on August 15, 2025 in the total amount of \$1,271,470 consisting of \$953,601.94 in Federal funding and a \$317,868.06 District match. It now is assumed that the Phase 2 portion of the grant for the construction of the project will likely never be awarded and would have to be funded by the sale of COPs and/or the pursuit of additional grant funding. The District budgeted \$1M for FY 26/27.

Letz Forcemain Replacement – This project is part of the mainline replacement projects to refurbish existing water and sewer mainlines. This project will replace the Letz forcemain, from where it starts at the Station to where it discharges back into the gravity system on Murray Road. This was one of the highest priority projects in the 20-year Main Line Replacement Report, given that the forcemain runs adjacent to Widow White Creek for a portion of its length. The Basis of Design Report has been completed, and the Recommended Alternative was to replace the forcemain along the alignment of the Hammond Trail through this section. The District ran this alternative by, and have gotten approval in concept, from the County and CalTrans for this alignment and have submitted Encroachment Permit applications to both entities. We are now just waiting on the encroachment permits to be issued and then District Staff will perform the work in the summer of 2026.

The Engineer's Estimate of Probably Construction Cost for this project was \$1,431,000. This project was included in the CIP Budget for FY 26/27 and is being funded by the Mainline Replacement funds being set aside. It will also be included in the Certificate of Participation (COP) sale expected to occur in July 2026. It is anticipated that with District staff performing the work, the work will be completed for around \$250,000.

Recycled Water Project - the Recycled Water project consists of upgrading the irrigation systems at Fischer and Pialorsi. The pipelines at Fischer, which Staff must move around manually when recycled water is being delivered in the summer, would be replaced by two pivot systems. The irrigation system on the Pialorsi property would be completely upgraded to install mainlines, and pivots on the lower parcel and flood cells on the upper terrace. The project design was funded by a State Water Resources Control Board Recycled Water Grant. The final design was submitted to the State in 2024, along with a Construction Grant Application.

The District was informed in October 2025 that we will receive a **\$5,473,558 Construction grant** from the SWRCB to construct this project, although we are still going back and forth with the State on this grant, it does look like we will receive it. The

Board approved Capital Improvement Project (CIP) budget has \$3M budgeted for the 2026/27 FY, and \$2M for the 27/28 FYs. The District will need to determine whether we will bid this work or install it ourselves. Construction will likely commence in 2026/27.

4x4 Meetings with County & MMAC – A regular meeting has been scheduled with the MCSD Board President, Director Mayo, GM Kaspari, Board Secretary Blaine, Supervisor Madrone, the MMAC Representative- Scott Binder, and the MMAC Chair, Mary Burke. Jesse Miles, the Executive Director of the McKinleyville Chamber of Commerce, also regularly joins us for these meetings. These meetings occur on the fourth Monday of every month to discuss various topics of concern to all organizations and the community. This month the meeting was held with Board President Mayo, Director Binder, MMAC Chair Burke, Chamber Director Miles and GM Kaspari. We discussed the joint MMAC/MCSD meeting and ideas for the program and what we want the various Agencies to discuss with regards to emergency response and recovery. We also discuss RHNA number and the potential impacts to McKinleyville. We also discussed the CalPoly Economic Study and next steps and County paving of McKinleyville Roads.

Humboldt County Associations of Government (HCAOG) – The July Technical Advisory Committee (TAC) meeting was canceled. The HCAOG Board Meeting was held on July 16th and the agenda included an update on the Last Chance Grade project by CalTrans as well as approval of Ferndale, Rio Dell and Fortuna's Transportation Development Act (TDA) Local Transportation Fund (LTF) claims as well as approval of Section 5311 Funds for HTA.

Grant Applications – As discussed with the Board at the December 7, 2022, Board Meeting, we have submitted a Clean Water SRF application for funding the retrofit of the Fischer and B Street Lift Stations, which are two of our highest priority Capital Improvement Projects. As further discussed at the April & May 2026 Board Meetings, we have also submitted SRF grant applications for the replacement of all the sewer forcemains in the system, as well as retrofits of the Letz and Kelly Lift Stations, the remodeling of the office and performing an alternative disinfection study. We had a meeting with SWRCB Staff to review the application and discuss the projects. We are hopeful that there is sufficient funding to fund these projects through the CWSRF.

We have finally started to make progress on the Huffman Appropriations for the Community Forest. We have gotten contact information for the grant managers at USDA and are working on completing the grant scope and costs and provided the updated grant application at the end of June 2026.

We continue to work with Green Diamond and the Humboldt County Resource Conservation District on the CalFIRE wildfire grant to perform wildfire protection work along Murray Road adjacent to the Community Forest. They made a presentation for the McKinleyville Community Forest Committee at the Committee's June meeting.

Attachments: Attachment 1 – WWMF Monthly Self-Monitoring Report

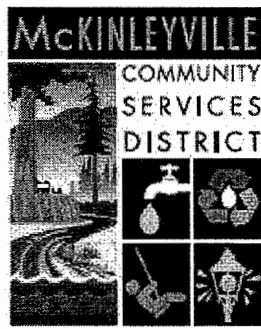
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R.W.Q.C.B. NORTH COAST REGION
5550 SKYLANE BLVD., SUITE A
SANTA ROSA, CA 95403

July 22, 2026

RE: MONTHLY MONITORING REPORT

Dear Sabrina:

Enclosed is the Monthly Monitoring Report for June 2026 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number R1-2024-0023.

The normal discharge of effluent was 30 days going to 003, 004 and 006. The required monitoring and water quality constituents that were tested and reported was in compliance in June.

Effluent Limitations Parameters	Units	Average Monthly	Average Weekly	Avg. % Removal	Max Daily	Instant Min	Instant Max	Results
Monitoring Location EFF- 001								
BOD	mg/L	30	45	>85				Compliance
TSS	mg/L	30	45	>85				Compliance
PH	s.u.					6.5	8.5	Compliance
Settleable Solids	ml/L	0.1			0.2			Compliance
Chlorine Total Residual	mg/L	0.01			0.02			Compliance
Bis(ethyly-hexy) Phthalate	ug/L	1.8			3.0			Compliance
Total Chromium	ug/L	50			100			Compliance
Ammonia Impact Ratio	ratio	1.0			1.0			Compliance
Monitoring Location REC-001								
BOD	mg/L	30	45	>85				Compliance
TSS	mg/L	30	45	>85				Compliance
Nitrate		10						Compliance
PH						6.0	9.0	Compliance

Total Coliform Organisms MPN/100 ml. The Monthly Median not to exceed MPN of 23 and the daily maximum not to exceed MPN of 240. The reported results for the current month are as follows. Median was <1.8 and a Maximum of <1.8. Five samples were collected in the month of June and was in compliance.

Monthly River Monitoring was conducted in June.

Quarter 2 sampling was conducted in April.

Semi Annual Chronic Testing was conducted in January.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA

MONTH: June 2026

DATE	INFLUENT FLOW		EFFLUENT FLOW		EFFLUENT MAXIMUM		RIVER CFS		RIVER DILUTION		INFLUENT MONITORING			EFFLUENT MONITORING						RIVER MONITORING						RSW-001			RSW-002		
	M.G.D.	G.P.M.	M.G.D.	G.P.M.	G.P.M.	G.P.M.	CFS	DILUTION	B.O.D. mg/L	TSS mg/L	pH	(C*) TEMP	B.O.D. mg/L	TSS mg/L	CL ₂ RES	CL ₂ RES	SOLIDS	SETTLABLE	TOTAL COLIFORM	ENTEROCOCCI	TIME	PH	TEMP	D.O.	ENTEROCOCCI	TIME	PH	TEMP	D.O.	ENTEROCOCCI	
1	0.790	0.720	938	N/A	N/A	N/A	N/A	N/A			7.1	17.7			1.5	N/A	N/A		<1.8	N/A	N/A	16:00	7.8	20.0	9.6	N/A	16:10	7.7	20.5	9.4	N/A
2	0.789	0.698	953	N/A	N/A	N/A	N/A	N/A			7.2	17.5			1.3	N/A	N/A			N/A	N/A										
3	0.785	0.708	960	N/A	N/A	N/A	N/A	N/A			7.2	17.7			1.4	N/A	N/A			N/A	N/A										
4	0.782	0.706	964	N/A	N/A	N/A	N/A	N/A	220	560	7.2	17.7	2.0	3.7	1.2	N/A	<0.1			N/A	N/A										
5	0.757	0.696	1011	N/A	N/A	N/A	N/A	N/A			7.2	18.0			1.3	N/A				N/A	N/A										
6	0.780	0.605	874	N/A	N/A	N/A	N/A	N/A			7.1	18.0			1.2	N/A				N/A	N/A										
7	0.845	0.594	727	N/A	N/A	N/A	N/A	N/A			7.2	17.9			1.1	N/A				N/A	N/A										
8	0.821	0.733	906	N/A	N/A	N/A	N/A	N/A			7.2	17.5			1.3	N/A			<1.8	N/A	N/A										
9	0.811	0.756	988	N/A	N/A	N/A	N/A	N/A			7.3	17.9			1.5	N/A				N/A	N/A	11:00	7.7	17.9	9.8	N/A	11:10	8.5	21.9	10.8	N/A
10	0.801	0.733	1051	N/A	N/A	N/A	N/A	N/A			7.2	17.9			1.2	N/A				N/A	N/A										
11	0.803	0.743	961	N/A	N/A	N/A	N/A	N/A	190	820	7.2	17.8	3.3	6.0	1.2	N/A	<0.1			N/A	N/A										
12	0.781	0.746	978	N/A	N/A	N/A	N/A	N/A			7.2	18.3			1.1	N/A				N/A	N/A										
13	0.775	0.636	852	N/A	N/A	N/A	N/A	N/A			7.1	18.1			1.2	N/A				N/A	N/A										
14	0.824	0.633	818	N/A	N/A	N/A	N/A	N/A			7.1	18.1			1.1	N/A				N/A	N/A										
15	0.794	0.742	916	N/A	N/A	N/A	N/A	N/A			7.3	18.8			1.1	N/A			<1.8	N/A	N/A										
16	0.787	0.735	954	N/A	N/A	N/A	N/A	N/A			7.2	18.7			1.1	N/A				N/A	N/A	15:35	7.7	22.0	9.5	N/A	15:45	8.1	24.0	11.0	N/A
17	0.784	0.725	978	N/A	N/A	N/A	N/A	N/A			7.2	19.1			1.1	N/A				N/A	N/A										
18	0.778	0.733	926	N/A	N/A	N/A	N/A	N/A	210	450	7.2	19.0	2.3	4.9	1.3	N/A	<0.1			N/A	N/A										
19	0.783	0.663	929	N/A	N/A	N/A	N/A	N/A			7.3	19.2			1.0	N/A				N/A	N/A										
20	0.770	0.633	708	N/A	N/A	N/A	N/A	N/A			7.3	18.6			1.1	N/A				N/A	N/A										
21	0.814	0.633	828	N/A	N/A	N/A	N/A	N/A			7.3	18.4			1.2	N/A				N/A	N/A										
22	0.804	0.747	916	N/A	N/A	N/A	N/A	N/A			7.3	18.5			1.1	N/A			<1.8	N/A	N/A										
23	0.788	0.732	924	N/A	N/A	N/A	N/A	N/A			7.1	18.2			1.0	N/A				N/A	N/A	11:00	7.0	18.6	9.1	N/A	11:10	7.4	18.3	9.0	N/A
24	0.778	0.740	931	N/A	N/A	N/A	N/A	N/A			7.2	18.3			1.0	N/A				N/A	N/A										
25	0.771	0.756	1005	N/A	N/A	N/A	N/A	N/A	210	460	7.2	18.4	4.2	4.5	1.4	N/A	<0.1			N/A	N/A										
26	0.775	0.767	1026	N/A	N/A	N/A	N/A	N/A			7.0	18.5			1.6	N/A				N/A	N/A										
27	0.779	0.639	725	N/A	N/A	N/A	N/A	N/A			7.1	18.5			1.4	N/A				N/A	N/A										
28	0.806	0.643	762	N/A	N/A	N/A	N/A	N/A			7.1	18.7			1.0	N/A				N/A	N/A										
29	0.783	0.804	1044	N/A	N/A	N/A	N/A	N/A			7.2	18.9			1.0	N/A			<1.8	N/A	N/A										
30	0.786	0.757	1014	N/A	N/A	N/A	N/A	N/A			7.2	18.6			0.9	N/A				N/A	N/A	8:20	7.8	19.3	8.4	N/A	8:30	7.9	19.0	8.2	N/A

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER										MONTHLY RIVER RSW-001										MONTHLY RIVER RSW-002									
Ammonia Impact		Ammonia	Nitrate	Hardness	Total Phosphorus					TDS	Hardness	Ammonia	Conductivity	Turbidity	TDS	Hardness	Ammonia	Conductivity	Turbidity	TDS	Hardness	Ammonia	Conductivity	Turbidity					
N/A		N/A	N/A	N/A	N/A					110	81	ND	186.3	0.7	120	80	ND	188.6	1.0	110	81	ND	186.3	0.7	120	80	ND	188.6	1.0
MONTHLY TESTS REC-001 DISCHARGE TO LAND										MONTHLY TESTS REC-002 DISCHARGE TO LAND										MONTHLY TESTS REC-003 DISCHARGE TO LAND									
Organic Nitrogen		TDS	AMMONIA	NITRATE	NITRITE	SODIUM	CHLORIDE	BORON		Organic Nitrogen		TDS	AMMONIA	NITRATE	NITRITE	SODIUM	CHLORIDE	BORON		Organic Nitrogen		TDS	AMMONIA	NITRATE	NITRITE	SODIUM	CHLORIDE	BORON	
ND		220	2.70	190	ND	34	41	180		ND		220	2.70	190	ND	34	41	180		ND		220	2.70	190	ND	34	41	180	
QUARTERLY GROUNDWATER MONITORING										QUARTERLY GROUNDWATER MONITORING										QUARTERLY GROUNDWATER MONITORING									
GW-001		GW-002		GW-006		GW-007		GW-009		GW-001		GW-002		GW-006		GW-007		GW-009		GW-001		GW-002		GW-006		GW-007		GW-009	
Nitrate	TDS	Nitrate	TDS	Nitrate	TDS	Nitrate	TDS	Nitrate	TDS	Nitrate	TDS	Nitrate	TDS	Nitrate	TDS	Nitrate	TDS	Nitrate	TDS	Nitrate	TDS	Nitrate	TDS	Nitrate	TDS	Nitrate	TDS	Nitrate	TDS
2.4	140	6.1	130	3.3	190	4.7	220	3.3	160	2.4	140	6.1	130	3.3	190	4.7	220	3.3	160	2.4	140	6.1	130	3.3	190	4.7	220	3.3	160
Signature:										Signature:										Signature:									
Remarks:										Remarks:										Remarks:									

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

June 2026

Discharge Monitoring	M-INF	M-001		004 REC-001	003 REC-001	006 REC-001	005 REC-001		001 EFF-001
DATE	INFLUENT MGD	EFFLUENT MGD	MAXIMUM GPM	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	0.790	0.720	938	0.576		0.144		0.720	0.000
2	0.789	0.698	953	0.549		0.149		0.698	0.000
3	0.785	0.708	960	0.576		0.132		0.708	0.000
4	0.782	0.706	964	0.567		0.139		0.706	0.000
5	0.757	0.696	1011	0.551		0.145		0.696	0.000
6	0.780	0.605	874	0.605				0.605	0.000
7	0.845	0.594	727	0.594				0.594	0.000
8	0.821	0.733	906	0.608		0.125		0.733	0.000
9	0.811	0.756	988	0.609		0.147		0.756	0.000
10	0.801	0.733	1051	0.581		0.152		0.733	0.000
11	0.803	0.743	961	0.594		0.149		0.743	0.000
12	0.781	0.746	978	0.595		0.151		0.746	0.000
13	0.775	0.636	852	0.636				0.636	0.000
14	0.824	0.633	818	0.633				0.633	0.000
15	0.794	0.742	916	0.599		0.143		0.742	0.000
16	0.787	0.735	954	0.589		0.146		0.735	0.000
17	0.784	0.725	978	0.577		0.148		0.725	0.000
18	0.778	0.733	926	0.591		0.142		0.733	0.000
19	0.783	0.663	929	0.551		0.112		0.663	0.000
20	0.770	0.633	708	0.633				0.633	0.000
21	0.814	0.633	828	0.633				0.633	0.000
22	0.804	0.747	916	0.603		0.144		0.747	0.000
23	0.788	0.732	924	0.600		0.132		0.732	0.000
24	0.778	0.740	931	0.603	0.086	0.051		0.740	0.000
25	0.771	0.756	1005	0.585	0.127	0.044		0.756	0.000
26	0.775	0.767	1026	0.597	0.129	0.041		0.767	0.000
27	0.779	0.639	725	0.639				0.639	0.000
28	0.806	0.643	762	0.643				0.643	0.000
29	0.783	0.804	1044	0.647	0.122	0.035		0.804	0.000
30	0.786	0.757	1014	0.632	0.097	0.028		0.757	0.000
TOTAL	23.724	21.156		17.996	0.561	2.599	0.000	21.156	0.000
AVERAGE	0.791	0.705	919	0.000	0.000	0.000	0.000	0.705	0.000
MAXIMUM	0.845	0.804	1051	0.647	0.129	0.152	0.000	0.804	0.000
MINIMUM	0.757	0.594	708	0.549	0.086	0.028	0.000	0.594	0.000
DAYS	30	30		30	5	22	0	30	0
DAYS WITH NO DISCHARGE = 0									