



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

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD
WEDNESDAY, May 1, 2024 AT 6:00pm**

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

Or

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

To participate in person, please come to Azalea Hall.

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

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, May 1, 2024 in a supplemental packet information that will also be posted on the website for public viewing.

AGENDA

6:00 p.m.

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions or Changes to the Agenda

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

A.4 Approval of the Agenda

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

- | | | |
|-----|--|--------|
| D.1 | Consider Approval of the Minutes of the Board of Directors Regular Meeting on April 3, 2024 | Pg. 7 |
| | Attachment 1 – Draft Minutes from April 3, 2024 | Pg. 9 |
| D.2 | Consider Approval of March 2024 Treasurer’s Report | Pg. 15 |
| D.3 | Compliance with State Double Check Valve (DCV) Law | Pg. 29 |
| D.4 | Consider Approval of Hiller Sports Complex Facility Use Agreement Contracts Between MCSD and the Mad River Youth Soccer League (MRYSL) | Pg. 31 |
| | Attachment 1 – HSC Agreement between MCSD and Mad River Youth Soccer League | Pg. 33 |
| | Attachment 2 - Supplemental Maintenance Agreement Between MCSD and Mad River Youth Soccer League | Pg. 65 |
| D.5 | Consider Approval of 2023 Consumer Confidence Report (CCR) | Pg. 73 |
| | Attachment 1 – 2023 Consumer Confidence Report | Pg. 75 |

E. CONTINUED AND NEW BUSINESS

- | | | |
|-----|--|--------|
| E.1 | Consider Adoption of Resolution 2024-09 Supporting Assembly Concurrent Resolution (ACR) No. 163 and Proclaiming May 19 – May 25, 2024 Special Districts Week | Pg. 81 |
| | Attachment 1 – Resolution 2024-09 | Pg. 83 |

	Attachment 2 – Bill Text for ACR 163	Pg. 87
E.2	Consider Adoption of Resolution 2024-11 Recognizing, Honoring and Commending Lesley Frisbee for Twenty (20) years of service (Action)	Pg. 91
	Attachment 1 – Resolution 2024-11	Pg. 93
E.3	Consider Adoption of Resolution 2024-10 Recognizing, Honoring and Commending Christopher Jones for Twenty (20) Years of Service (Action)	Pg. 95
	Attachment 1 – Resolution 2024-10	Pg. 97
E.4	Consider Approval of Ordinance 2024-02 Amending Regulations 47 Pertaining to the Use Guidelines of the McKinleyville Community Forest – First Reading (Action)	Pg. 99
	Attachment 1 – Ordinance 2024-02	Pg. 101
E.5	Consider Adoption of Resolution 2024-12 Designating Samantha Howard as the MCSD Board Treasurer and Adding Her as an Authorized Agent for Umpqua Bank and Other Agencies, Banks or Financial Institutions As May Be Required (Action)	Pg. 103
	Attachment 1 – Resolution 2024-12	Pg. 105
E.6	Humboldt Local Agency Formation Commission (LAFCo) Official Ballot Selection (Action)	Pg. 107
	Attachment 1 – Humboldt LAFCo Letter and Ballot Dated April 5, 2024	Pg. 109
E.7	FY 2023-24 General Fund and Measure B Budget Review & Potential Amendment (Action)	Pg. 113
	Attachment 1 – FY 2023-24 Revised Budgets	Pg.115
E.8	Review Operations Draft Budget for Water, Wastewater, and Streetlights Funds FY 2024-25 (Information)	Pg. 117
	Attachment 1 – FY2024-25 Draft Operating Budget for Water	Pg. 119
	Attachment 2 – FY2024-25 Draft Operating Budget for Wastewater	Pg. 121
	Attachment 3 – FY2024-25 Draft Operating Budget for Streetlights	Pg. 123
E.9	Consider Approval of Resolution 2024-13 to Pursue Grant Funding from the Urban & Community Forestry Grant Program of the California Department of Forestry and Fire Protection (Action)	Pg. 125
	Attachment 1 – Resolution 2024-13	Pg. 127
E.10	Consider Adoption of Resolution 2024-14 Nominating Gregory Orsini to	Pg. 129

CSDA Board of Directors, Seat A: Northern Network

Attachment 1 – CSDA Call for Nominations Letter	Pg. 131
Attachment 2 – CSDA Network Map	Pg. 135
Attachment 3 – CSDA Nominations and Candidate Forms	Pg. 137
Attachment 4 – Resolution 2024-14	Pg. 139

F. REPORTS

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

F.1 ACTIVE COMMITTEE REPORTS

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

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. Finance & Administration Department (Colleen Trask/
Samantha Howard) Pg. 141
- b. Operations Department (James Henry) Pg. 143
- c. Parks & Recreation Department (Lesley Frisbee) Pg. 147
- d. General Manager (Pat Kaspari) Pg. 153
- Attachment 1 – WWMF Monthly Self-Monitoring Report Pg. 159

F.4 PRESIDENT’S REPORT

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

F.6 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.

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: General Manager—Patrick Kaspari

G. ADJOURNMENT

Posted 5:00 pm on April 26, 2024

Pursuant to California Government Code Section 54957.5, this agenda and complete Board packet are available for public inspection on the web at McKinleyvillecsd.com/minutes or upon request at the MCSD office, 1656 Sutter

Road, McKinleyville. A complete packet is also available for viewing at the McKinleyville Library at 1606 Pickett Road, McKinleyville. If you would like to receive the complete packet via email, free of charge, contact the Board Secretary at (707)839-3251 to be added to the mailing list.

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

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McKinleyville Community Services District

BOARD OF DIRECTORS

April 5, 2024

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

Staff recommends the approval of the Minutes of the Board of Directors for the April 3, 2024 Regular Board Meeting.

Discussion:

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from April 3, 2024 Regular Meeting

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MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, APRIL 3, 2024 at 6:00 P.M. IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA and TELECONFERENCE Via ZOOM & TELEPHONE: ZOOM MEETING ID: 859 4543 6653 (<https://us02web.zoom.us/j/85945436653>) and TOLL FREE: 1-888-788-0099

AGENDA ITEM A. CALL TO ORDER:

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

- | | |
|-----------------------------------|---|
| Scott Binder, President | Pat Kaspari, General Manager |
| James Biteman, Vice President | Joey Blaine, Board Secretary |
| David Couch, Director | Colleen Trask, Interim Finance Director |
| Dennis Mayo, Director | Kirsten Messmer, Parks & Recreation Coordinator |
| Greg Orsini, Director | James Henry, Operations Director |
| Russ Gans, District Legal Counsel | Benjamin Arroyo, Hybrid Technology Support |

The Board adjourned to closed session at 6:02 p.m.

A.2 Closed Session Discussion

A.2.1 CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code section 54956.9(d)(2).): One Case: Claimant Yurok Indian Housing Authority.

The Board resumed the regular meeting at 6:34 p.m. and General Manager Kaspari reported the following action out of closed session:

Motion: It was moved to reject the claim.

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

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

Motion Summary: Motion passed.

A.3 Pledge of Allegiance: The Pledge of Allegiance was led by Director Orsini.

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 agenda.

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

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 B. PUBLIC HEARINGS:

B.1 Public Hearing on Proposed Assessment and Formation of Street Light Zone (SLZ) #105 and Consider Adoption of Resolution 2024-08, for Washington Terrace SLZ

General Manager Kaspari presented the item.

The public hearing was opened at 6:38 p.m. and closed at 6:39 p.m.

There was only one eligible ballot and it was cast as a vote in favor.

Motion: It was moved to adopt Resolution 2024-08 by title only.

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

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.

B.2 Public Hearing on Proposed Assessment and Formation of Open Space Maintenance Zone (OSMZ) # 29 and Consider Adoption of Resolution 2024-07, for Washington Terrace OSMZ

General Manager Kaspari overviewed the item.

The public hearing was opened at 6:41 p.m. and closed at 6:42 p.m.

There was only one eligible ballot and it was cast as a vote in favor.

Motion: It was moved to adopt Resolution 2024-07 by title only.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

Richard Maier, Staff Accountant for Big Lagoon Community Services District (BLCSD), gave public comment requesting staff support from McKinleyville Community Services District (MCSD) for BLCSD. President Binder directed staff to add the request as a continued and new business item on the May 1, 2024 agenda.

Lisa Dugan gave public comment in appreciation of the use of MCSD facilities for pickleball.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on March 6, 2024

D.2 Consider Approval of February 2024 Treasurer's Report

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

D.4 Approve Conveyance of Water, Sewer, and Street Lights Facilities Related to Washington Terrace Subdivision

D.5 Consider Approval to Declare 1979 Case C Backhoe Surplus

Director Orsini requested item D.2 be pulled from the Consent Calendar for discussion.

Motion: It was moved to approve the Consent Calendar sans item D.2

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

Directors Orsini and Biteman asked clarifying questions about the February 2024 Treasurer's Report.

Motion: It was moved to approve item D.2

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

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 Consider Approval of Ordinance 2024-01 Amending Regulations 46-48, Pertaining to the McKinleyville Community Forest – Second Reading (Action)

Parks and Recreation Coordinator Messmer overviewed the item.

Public comment was given by Kevin Creed, Mark Schaffner, Grant Doty, Charlie Caldwell, Lyle Rhychlik, Shawn Fife, Twila Sanchez, and Kevin Dawson.

Board discussion ensued.

Motion: It was moved to approve Ordinance 2024-01, by title only.

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.2 Review Parks and General Fund DRAFT Operating Budget, FY 2024-25 (Information)

Parks and Recreation Coordinator Messmer presented the item.

Board members asked clarifying questions.

This was an informational item. No action was taken.

E.3 Initiate Process for General Manager's Performance Evaluation (Direction)

Board Secretary Blaine overviewed the item.

President Binder asked if any Board member was interested in volunteering to consolidate the evaluations. Director Biteman volunteered and was selected to do so.

The Board agreed on the schedule set forth in the staff note.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder had nothing to report further than that in Parks and Recreation Director Frisbee’s staff report.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Did not meet.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Biteman):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini gave a brief report out of the March 27, 2024 meeting.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Director Mayo and Director Orsini gave a brief report out of the March 12, 2024 meeting.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. **Finance and Administration Department (Colleen M.R. Trask):** Interim Finance Director Trask gave a brief update on state reporting and the continued interviews for a new Finance Director for the District.
- b. **Operations Department (James Henry):** No further comments
- c. **Parks & Recreation Department (Lesley Frisbee):** No further comments.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari gave brief updates on the 4.5 Million Gallon Tank Project and an update on the progress of hiring a new Finance Director for the District.

F.4 PRESIDENT’S REPORT:

President Binder gave a brief update regarding the District being awarded the “Excellence In Community Service” award at the McKinleyville Chamber of Commerce Annual Member’s Choice Awards. He and his wife, Kristina Binder, were also chosen as the recipients of this year’s Azalea Award. He highlighted attending the ribbon cutting for the McKinleyville Community Forest on March 27, where Directors and District staff, along with representatives from the McKinleyville Chamber of Commerce and Green Diamond, were joined by Senate Pro Tempore Mike McGuire. President Binder will also be attending the California Special Districts Association’s (CSDA) Special District’s Resilience Summit on April 12.

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

Director Orsini commented on his upcoming activities related to his position as part of the CSDA Executive Committee.

G. ADJOURNMENT:

Meeting Adjourned at 7:55 p.m.

Joseph Blaine, Board Secretary

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**McKinleyville Community Services District
Treasurer's Report
March 2024**

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

Ratios

as of March 31, 2024

- Utility Accounts Receivable Turnover Days	35
- YTD Breakeven Revenue, Water Fund:	\$ 2,535,668
- YTD Actual Water Sales:	\$ 3,175,152
- Days of Cash on Hand-Operations Checking/MM	266

**McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
March 2024**

					% Year Remaining: 25.00%				
Department Summaries	March	% of Year 75.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Total Budget	Remaining		Notes
							Budget	Budget %	
Water									
Water Sales	319,561	3,175,152	3,225,000	(49,848)	-1.55%	4,300,000	1,124,848	26.16%	
Other Revenues	45,429	158,367	326,213	(167,846)	-51.45%	434,950	276,583	63.59%	
Total Operating Revenues	364,990	3,333,519	3,551,213	(217,694)	-6.13%	4,734,950	1,401,431	29.60%	
Salaries & Benefits	89,078	950,077	1,049,619	(99,542)	-9.48%	1,399,492	449,415	32.11%	Budget spread evenly across 12 months, but actuals vary by schedule
Water Purchased	105,052	962,471	952,799	9,672	1.02%	1,270,398	307,927	24.24%	
Other Expenses	55,728	516,967	613,350	(96,383)	-15.71%	817,800	300,833	36.79%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	33,333	299,997	300,000	(3)	0.00%	400,000	100,003	25.00%	
Total Operating Expenses	283,191	2,729,512	2,915,768	(186,256)	-6.39%	3,887,690	1,158,178	29.79%	
Net Operating Income	81,799	604,007	635,445	(403,950)		847,260	243,253		
Grants	-	341,587	5,259,375	(4,917,789)		7,012,500	6,670,914	95.13%	
Interest Income	22,166	173,445	(37,500)	210,945	-562.52%	(50,000)	(223,445)	446.89%	
Interest Expense	-	(73,550)	(255,263)	(181,713)	-71.19%	(340,351)	(266,801)	78.39%	
Total Non-Operating Income	22,166	441,481	4,966,612	(4,888,557)		6,622,149	6,180,668		
Net Income (Loss)	103,966	1,045,488	5,602,057	(5,292,507)		7,469,409	6,423,921		
Wastewater									
Wastewater Service Charges	346,176	3,175,377	3,150,000	25,377	0.81%	4,200,000	1,024,623	24.40%	
Other Revenues	53,321	215,613	443,319	(227,706)	-51.36%	591,092	375,479	63.52%	
Total Operating Revenues	399,497	3,390,990	3,593,319	(202,329)	-5.63%	4,791,092	1,400,102	29.22%	
Salaries & Benefits	109,208	1,161,410	1,100,057	61,353	5.58%	1,466,742	305,332	20.82%	
Other Expenses	65,906	625,681	825,225	(199,544)	-24.18%	1,100,300	474,619	43.14%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	125,000	1,125,000	1,125,000	-	0.00%	1,500,000	375,000	25.00%	
Total Operating Expenses	300,114	2,912,091	3,050,282	(138,191)	-4.53%	4,067,042	1,154,951	28.40%	
Net Operating Income	99,383	478,899	543,037	(64,138)		724,050	245,151		
Grants	-	68,068	589,125	(521,057)	-88.45%	785,500	717,432	91.33%	
Interest Income	27,659	227,576	(37,500)	265,076	-706.87%	(50,000)	(277,576)	555.15%	
Interest Expense	-	-	(267,200)	(267,200)	-100.00%	(356,267)	(356,267)	100.00%	
Total Non-Operating Income	27,659	295,644	284,425	(11,219)		379,233	83,589	22.04%	
Net Income (Loss)	127,042	774,543	827,462	(52,919)		1,103,283	328,740		
Enterprise Funds Net Income (Loss)	231,008	1,820,031	6,429,519	(4,609,488)		8,572,692	6,752,661		

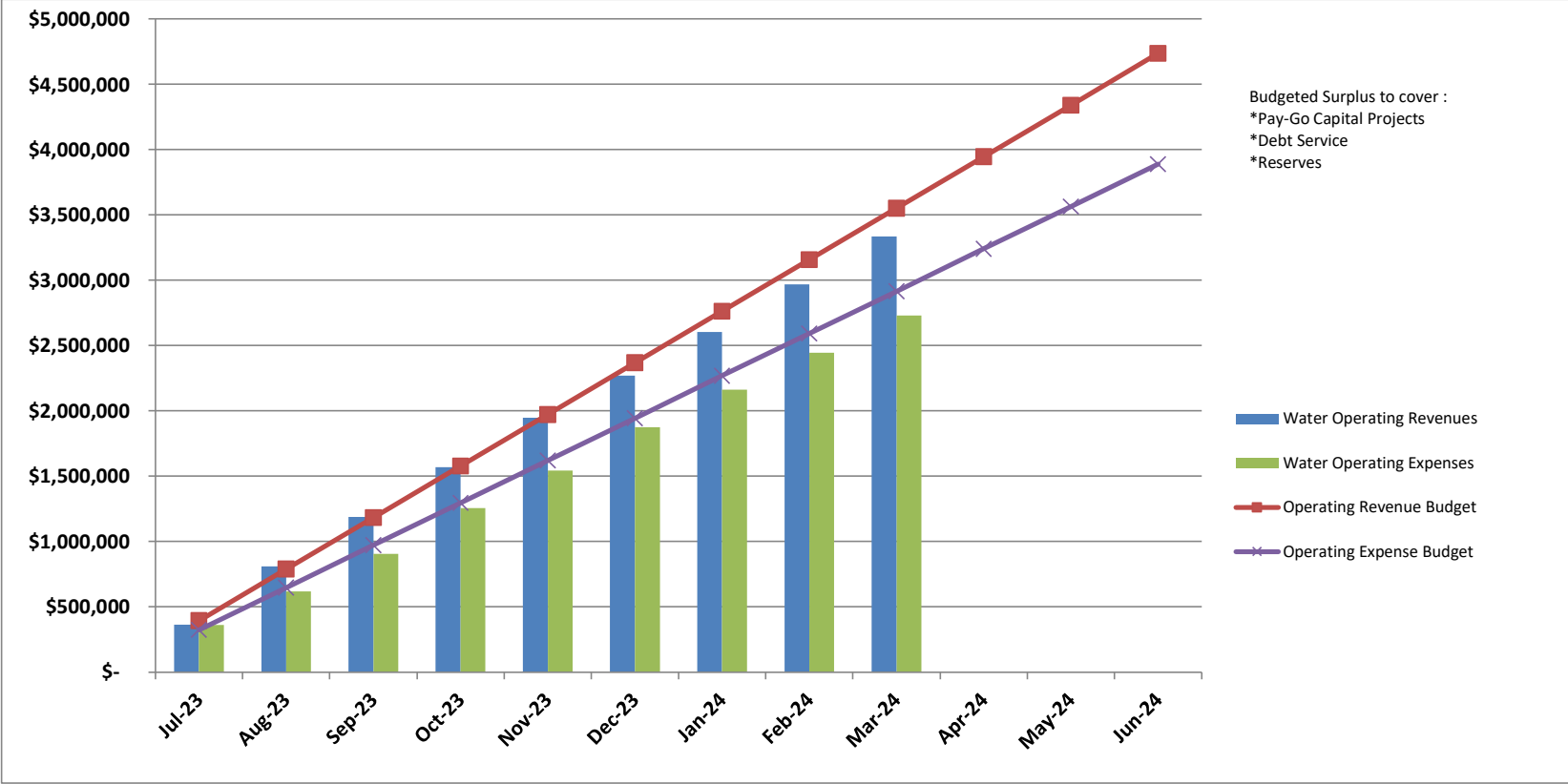
**McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
March 2024**

Department Summaries						% Year Remaining: 25.00%		Notes	
	March	% of Year 75.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Total Budget	Remaining		
							Budget		Budget %
*Parks & Recreation									
Program Fees	47,922	267,630	229,898	37,732	16.41%	306,530	38,900	12.69%	Budget spread evenly across 12 months, but actuals vary by schedule
Rents & Facility Related Fees	32,190	89,459	64,364	25,095	38.99%	85,819	(3,640)	-4.24%	
Property Taxes	-	364,401	580,257	(215,856)	-37.20%	773,676	409,275	52.90%	Estimated based on FY22-23 and Approved FY23-24 Budget
Other Revenues	12,269	207,403	141,038	66,365	47.05%	188,050	(19,353)	-10.29%	Budget spread evenly across 12 months, but actuals vary by schedule
Interest Income	20,659	150,354	30,000	120,354	401.18%	40,000	(110,354)	-275.89%	
Total Revenues	113,040	1,079,248	1,045,557	33,691	3.22%	1,394,075	314,828	22.58%	
Salaries & Benefits	96,847	843,525	657,881	185,644	28.22%	877,174	33,649	3.84%	
Other Expenditures	25,476	470,571	387,623	82,948	21.40%	516,831	46,260	8.95%	
Total Expenditures	122,323	1,314,096	1,045,504	268,592	25.69%	1,394,005	79,909	5.73%	
Other Financing Sources:									
GI Grant Revenues	-	72,332	843,000	(770,668)	-91.42%	1,124,000	1,051,668	93.56%	
GI Capital Expenditures	-	172,382	1,016,667	(844,285)	-84.06%	1,124,000	951,618	84.66%	Budget spread evenly across 12 months, but actuals vary by project schedule
Excess (Deficit)	(9,283)	(334,899)	(173,614)	(161,285)		70	1,286,587		
*Measure B Assessment									
Total Revenues	(9)	142,912	174,150	(31,238)	-17.94%	232,200	89,288	38.45%	Estimated based on FY22-23 and Approved FY23-24 Budget
Salaries & Benefits	5,882	71,555	58,775	12,780	21.74%	78,367	6,812	8.69%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	1,516	16,863	19,838	(2,975)	-15.00%	26,451	9,588	36.25%	Budget spread evenly across 12 months, but actuals vary seasonally
Capital Expenditures/Loan Repayment	-	-	95,590	(95,590)	-100.00%	127,453	127,453	100.00%	Budget is spread evenly across 12 months. Loan pmts are October & April
Total Expenditures	7,398	88,418	174,203	(85,785)	-49.24%	232,271	143,853	61.93%	
Excess (Deficit)	(7,407)	54,494	(53)	54,547		(71)	(54,565)		
*Street Lights									
Total Revenues	11,753	103,296	96,450	6,846	7.10%	128,600	25,304	19.68%	
Salaries & Benefits	3,556	34,484	44,155	(9,671)	-21.90%	58,873	24,389	41.43%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	4,698	46,359	33,365	12,994	38.94%	44,487	(1,872)	-4.21%	
Capital Expenditures/Loan Repayment	-	24,139	54,750	(30,611)	-55.91%	73,000	48,861	66.93%	Budget spread evenly across 12 months, but actuals vary by project
Total Expenditures	8,254	104,982	132,270	(27,288)	-20.63%	176,360	71,378	40.47%	
Excess (Deficit)	3,499	(1,686)	(35,820)	(34,134)		(47,760)	(46,074)		
Governmental Funds Excess (Deficit)	(13,191)	(282,091)	(209,487)	(72,604)		(47,761)	1,185,948		

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

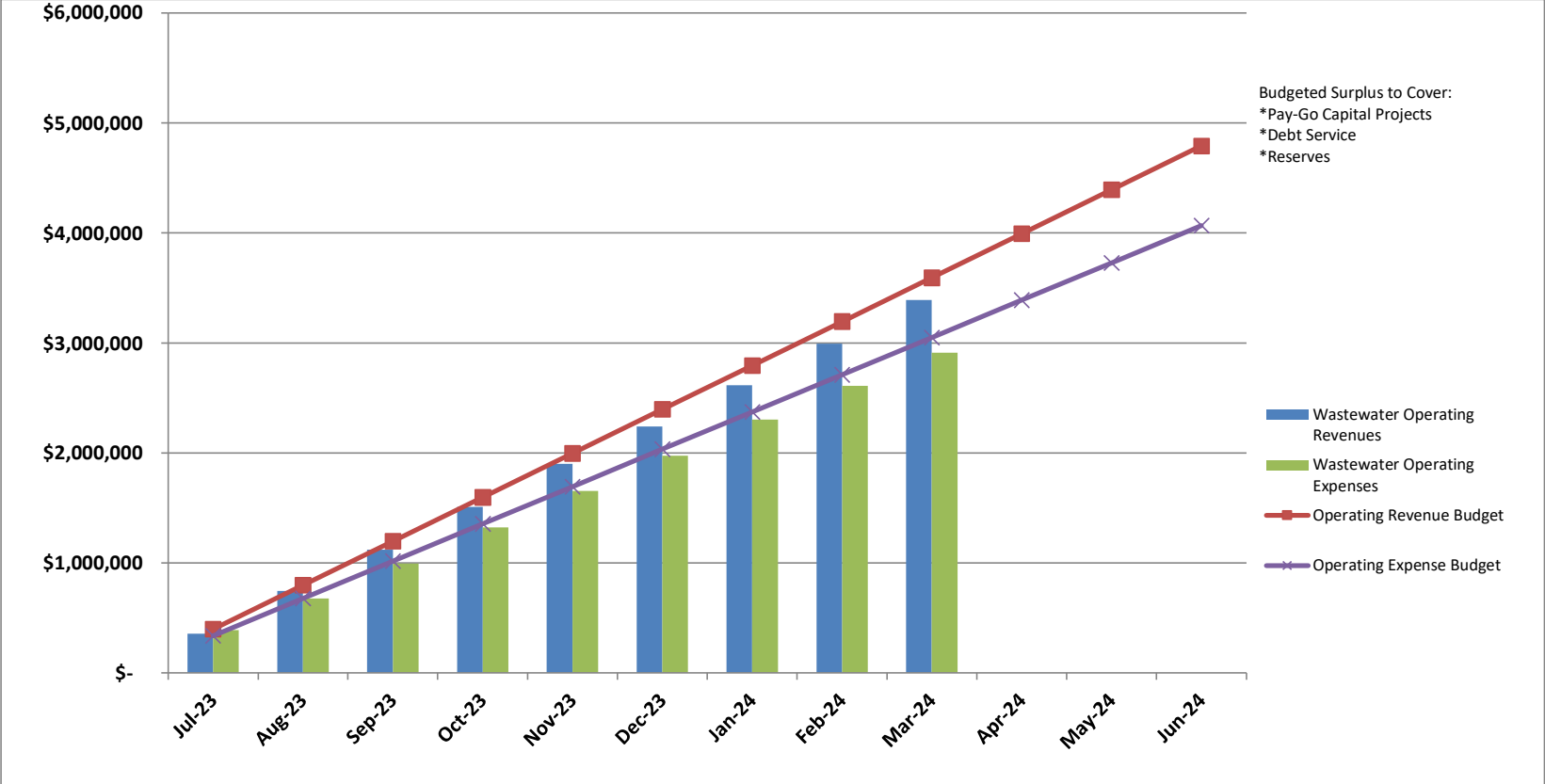
**McKinleyville Community Services District
March 2024**

Comparison of Water Fund Operating Revenues & Expenses to Budget



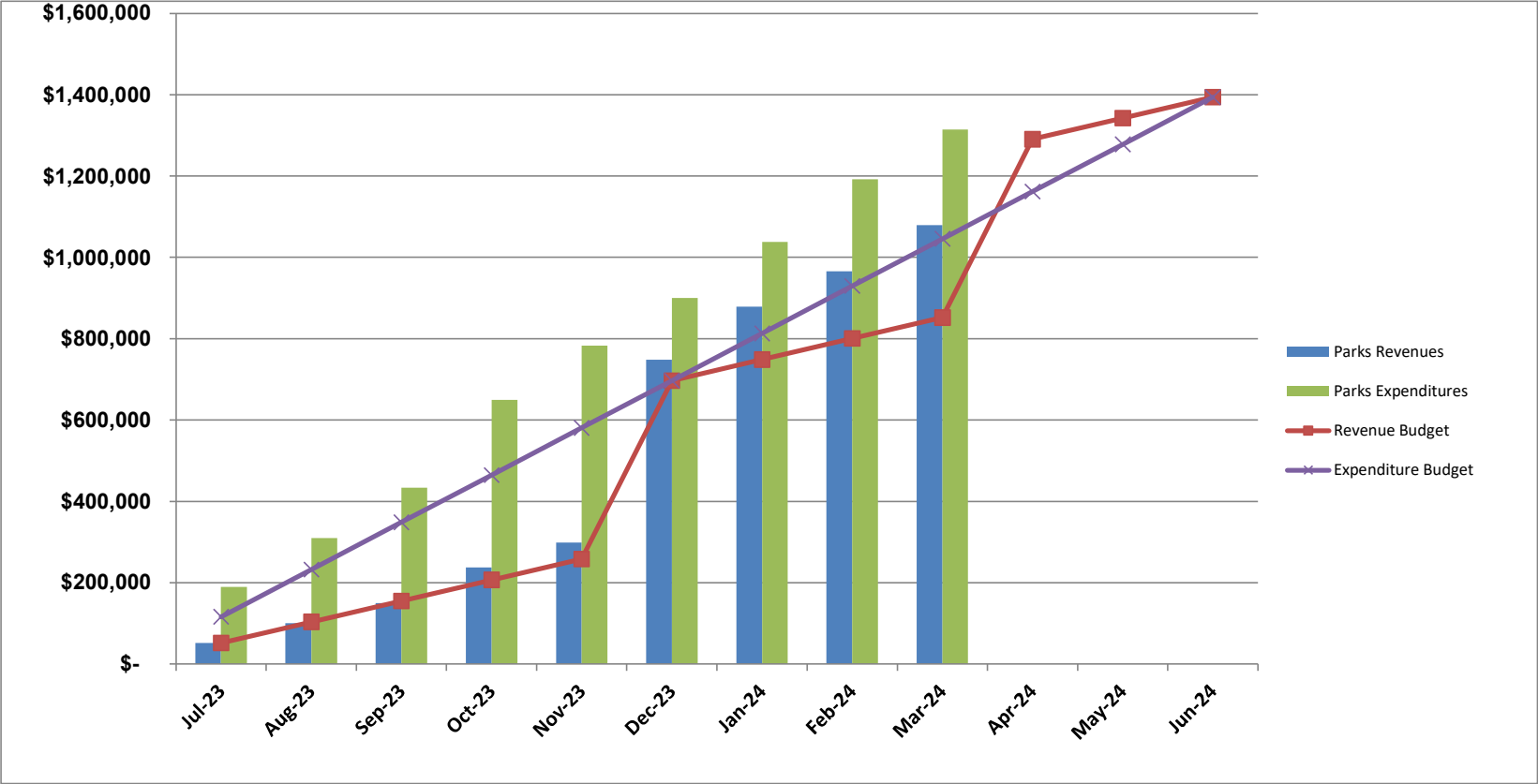
**McKinleyville Community Services District
March 2024**

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



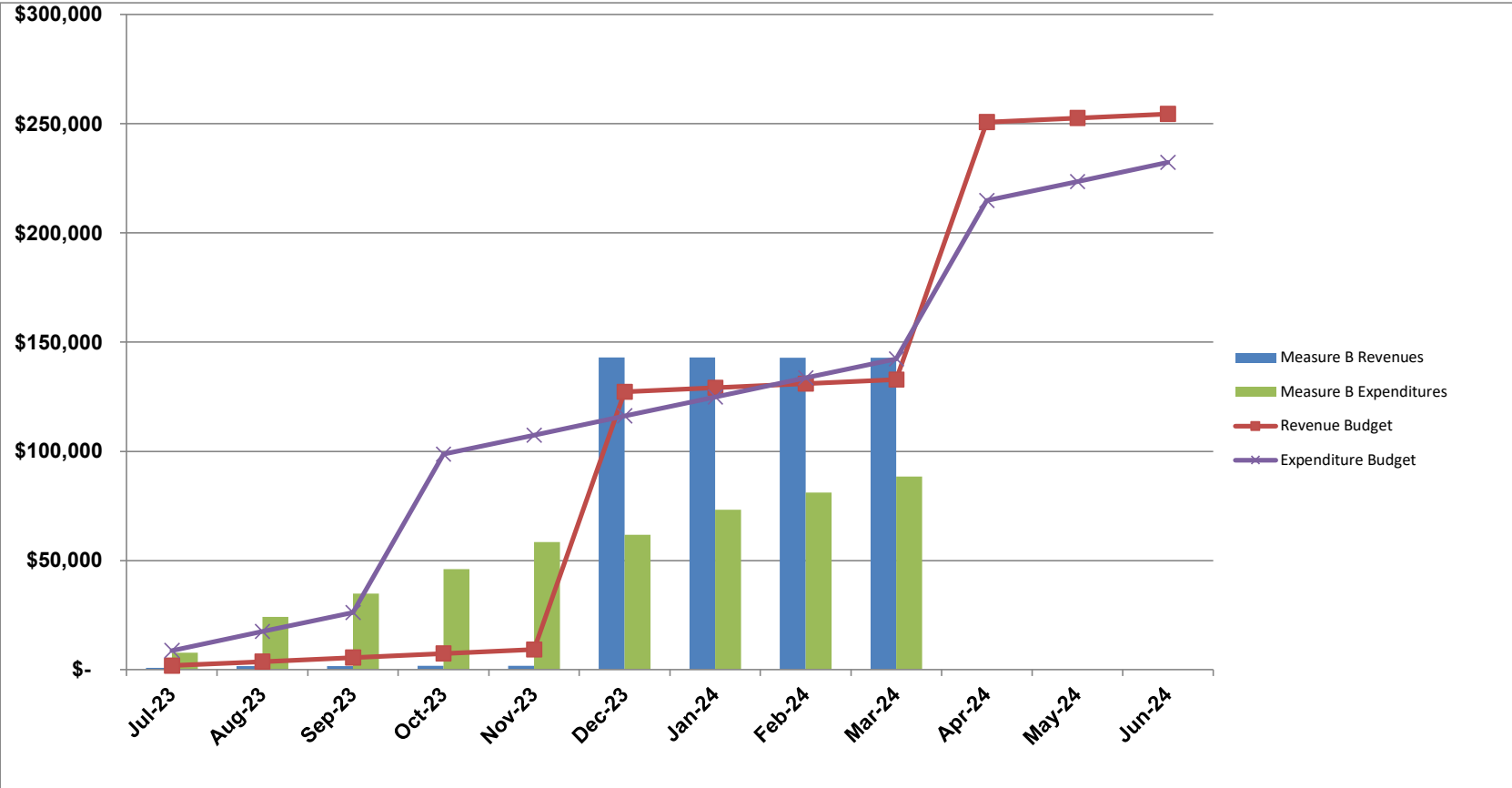
**McKinleyville Community Services District
March 2024**

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



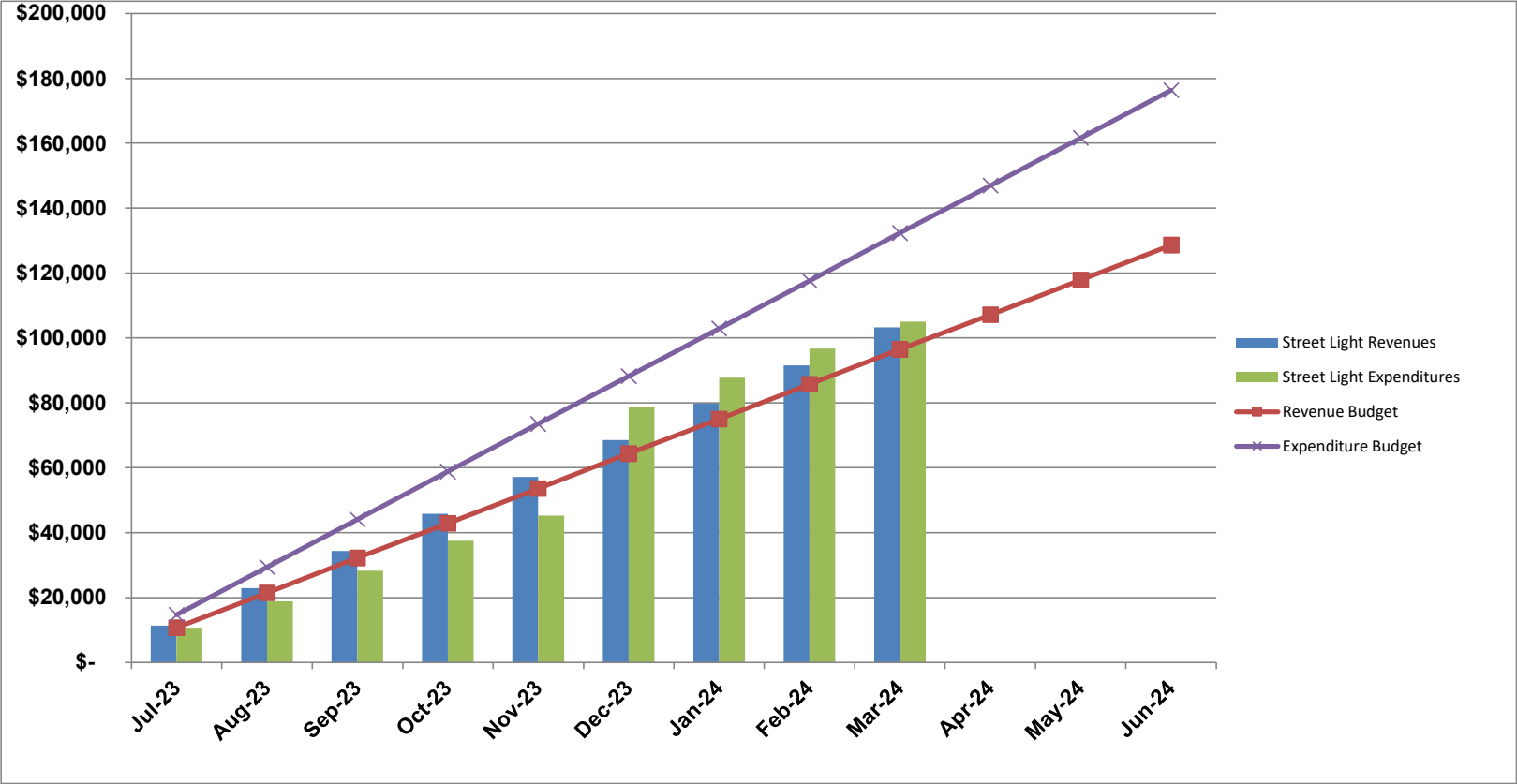
**McKinleyville Community Services District
March 2024**

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
March 2024**

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



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

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
042248	3/28/2024	GHD01	GHD	(174.26)	0-0043849u	Ck# 042248 Reversed
042298	3/7/2024	*0217	PARKS REFUND	140.00	C40307	YOUTH BASKETBALL WITHDRAW
042299	3/7/2024	ACW01	CB&T/ACWA-JPIA	16,223.46	0702164	GRP. HEALTH INS
042300	3/7/2024	BAD01	BADGER METER, Inc.	424.13	80153275	MONTHLY FEE
042301	3/7/2024	BAS01	PACE ANALYTICAL SERVICES	671.82	401759-28	LAB TESTS TREATMENT
042302	3/7/2024	COA01	COASTAL BUSINESS SYSTEMS	176.86	36053063	LEXMARK MX3250 COPIERS
042303	3/7/2024	COL06	COLANTUONO, HIGHSMITH &	162.00	58164	PROFESSIONAL SERVICES
042304	3/7/2024	FED01	FedEx Office	93.92	842522092	LAB SHIPPING
042305	3/7/2024	GHD01	GHD	6,797.48	0-0046897	MICROGRID
042306	3/7/2024	HAR03	HARPER MOTORS CO.	570.06	854133	PARTS & LABOR
042307	3/7/2024	HAR13	The Hartford - Priority A	418.20	180033268	GRP. HEALTH INS
042308	3/7/2024	HEN04	HENSEL'S ACE HARDWARE	314.64	C40307	REPAIRS/SUPPLY
042309	3/7/2024	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTR	105,184.38	C40304	WTR PURCHASED
042310	3/7/2024	HUM08	HUMBOLDT SANITATION	733.15	42X01772	1620 PICKETT RD TRASH SERVICE
				854.15	42X01773	1656 SUTTER TRASH SERVICE
				733.15	42X01774	1705 GWIN RD TRASH SERVICE
				365.40	42X01775	675 HILLER RD TRASH SERVICE
			<u>Check Total:</u>	<u>2,685.85</u>		
042311	3/7/2024	IND02	INDUSTRIAL ELECTRIC SERVI	94.30	IN49791	WWMF INFLUENT COUP SAMPLE
042312	3/7/2024	INF02	INFOSEND	3,365.40	257832	MAILING AND POSTAGE
042313	3/7/2024	INF03	INFINITE CONSULTING SERVI	4,540.00	11574	MONTHLY HOSTING FEE
				10,830.67	11623	DELL COMPUTER, TOWER AND
			<u>Check Total:</u>	<u>15,370.67</u>		
042314	3/7/2024	KER01	KERNEN CONSTRUCTION	476.80	27646	1 1/2" MINUS QUARRY ROCK
042315	3/7/2024	KUB01	ETSUKO KUBO CONSULTING	1,546.44	2403.2	COACHING SESSION
042316	3/7/2024	LDA01	LDA PARTNERS	616.90	10/635022	ARCHITECTURAL SERVICES
042317	3/7/2024	MCK03	MCKINLEYVILLE OFFICE SUPP	4.89	55221	10 CLEAR BAGS
042318	3/7/2024	MCK04	MCK ACE HARDWARE	539.04	C40307	REPAIRS/SUPPLY
042319	3/7/2024	MEN01	MENDES SUPPLY CO.	23,800.59	C40307	REPAIRS/SUPPLY
042320	3/7/2024	MIL01	Miller Farms Nursery	930.20	C40307	REPAIRS/SUPPLY
042321	3/7/2024	MIT01	MITCHELL LAW FIRM	203.50	3289	LEGAL SERVICES
042322	3/7/2024	NOR01	NORTH COAST LABORATORIES	4,540.00	C40307	LAB TESTS

042323	3/7/2024	NOR13	NOR. CALIFORNIA SAFETY CONSORTIUM	120.00	29708	MONTHLY FEE
042324	3/7/2024	NOR35	NORTHERN HUMBOLDT	1,321.58	ES24-097	WEEDING AND MULCHING CENT
				1,250.86	ES24-098	GROUNDS WORK PIERSON PARK
			Check Total:	2,572.44		
042325	3/7/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	27.98	37-187249	UNIT 23 CLEAN-UP
				4.56	37-187625	UNIT 18 REAR MARKER LIGHT
				3.39	37-188572	TORO OIL FILTER
			Check Total:	35.93		
042326	3/7/2024	PAC05	PACIFIC ECORISK	996.74	19617	TOXICITY TESTING
042327	3/7/2024	PGE11	PG&E STREETLIGHTS	23.18	C40304	GAS & ELECTRIC SEWER PUMP
042328	3/7/2024	PGE12	PG&E	78.38	C40304	GAS & ELECTRIC HILLER SPORTS
042329	3/7/2024	SAF01	SAFETY BY GEORGE, LLC	100.00	002	WASTEWATER TREATMENT PLANT
042330	3/7/2024	SIL02	PARKS REIMBURSEMENT	116.93	C40307	PARKS REIMBURSEMENT
042331	3/7/2024	STA09	S.W.R.C.B.	170.00	C40307	CERTIFICATION FOR C. REED
042332	3/7/2024	STR01	STREAMLINE	375.00	F9E7-0041	SUBSCRIPTIONS
042333	3/7/2024	THA01	THATCHER COMPANY, INC.	4,833.18	250100900	CHLORINE CYLINDER
				(1,000.00)	250900182C	CYLINDER CREDIT
			Check Total:	3,833.18		
042334	3/7/2024	THO02	Thomas Home Center	556.40	C40307	REPAIRS/SUPPLY
042335	3/7/2024	UMP01	UMPQUA COMMERCIAL CARD OP	1,695.06	0324BD	TRAVEL/TRAINING/SUPPLIES
				48.39	0324DS	TRAVEL/TRAINING/SUPPLIES
				202.90	0324JH	TRAVEL/TRAINING/SUPPLIES
				877.20	0324LF	TRAVEL/TRAINING/SUPPLIES
				184.61	0324NA	TRAVEL/TRAINING/SUPPLIES
				1,903.51	0324PK	TRAVEL/TRAINING/SUPPLIES
				764.52	0324PARKS	TRAVEL/TRAINING/SUPPLIES
			Check Total:	5,676.19		
042336	3/7/2024	USA01	USA BLUEBOOK	2,447.00	V00274027	PARTS AND SUPPLIES
				195.03	V00287057	PARTS AND SUPPLIES
				582.99	V00289497	5 GLASS FIBER FILTERS
			Check Total:	3,225.02		
042337	3/7/2024	VAL01	VALLEY PACIFIC PETROLEUM	1,008.59	24-737423	GAS/OIL/LUBE
042338	3/7/2024	VAL02	VALLEY PACIFIC PETROLEUM	3,295.79	24-736789	GAS/OIL/LUBE
042339	3/7/2024	VER01	VERIZON WIRELESS	68.80	957254576	PAGING/ALARMS
042340	3/7/2024	\C027	MQ CUSTOMER REFUND FOR CA	57.55	000C40301	MQ CUSTOMER REFUND FOR CA
042341	3/7/2024	\C028	MQ CUSTOMER REFUND FOR CO	20.00	000C40301	MQ CUSTOMER REFUND FOR CO
042342	3/7/2024	\H021	MQ CUSTOMER REFUND FOR HE	55.30	000C40301	MQ CUSTOMER REFUND FOR HE
042343	3/7/2024	\M039	MQ CUSTOMER REFUND FOR MA	17.55	000C40301	MQ CUSTOMER REFUND FOR MA
042344	3/7/2024	\M040	MQ CUSTOMER REFUND FOR MA	5.14	000C40301	MQ CUSTOMER REFUND FOR MA
042345	3/7/2024	\M041	MQ CUSTOMER REFUND FOR ME	257.97	000C40301	MQ CUSTOMER REFUND FOR ME
042346	3/14/2024	ALV04	REIMBURSE COBRA COVERAGE	1,666.83	C40314	REIMBURSE COBRA COVERAGE
042347	3/14/2024	AMA01	AMAZON CAPITAL SERVICES	4,342.04	HQ7Q-79VP	AMAZON PURCHASES
042348	3/14/2024	DEP05	DEPARTMENT OF JUSTICE	64.00	718949	FINGERPRINTING

042349	3/14/2024	KIN01	PARKS REIMBURSEMENT	147.65	C40314	PARKS REIMBURSEMENT
042350	3/14/2024	MCB02	BILL MCBROOME	29.35	C40314	EMPL REIMBURSEMENT
042351	3/14/2024	MDG01	MELTON DESIGN GROUP INC	6,100.20	6477	BMX TRACK AND PARK
042352	3/14/2024	MIT02	MITEL	827.09	46410390	USAGE & FEES
042353	3/14/2024	PGE01	PG & E (Office & Field)	31,469.56	C40314	GAS & ELECTRIC
042354	3/21/2024	AIR01	AIRGAS USA, LLC.	72.45	506451935	CYLINDER RENTALS (ACETYLE
042355	3/21/2024	ATT04	AT&T	860.20	563396807	TELEMETRY
042356	3/21/2024	BOR01	BORGES & MAHONEY CO.	559.35	145071	PARTS/SUPPLIES
042357	3/21/2024	COA01	COASTAL BUSINESS SYSTEMS	1,057.85	36143613	OFFC EQUIP LEASE (SHARP)
042358	3/21/2024	CRA01	CRAWFORD & ASSOCIATES, INC	3,028.29	40581	4.5MG TANK
042359	3/21/2024	DCF01	DC FROST ASSOCIATES, INC	3,522.69	43934	REPAIRS/SUPPLIES
042360	3/21/2024	DEL02	DELFINO, MADDEN, O'MALLEY	475.00	157677	PROFESSIONAL SERVICES
042361	3/21/2024	FED01	FedEx Office	443.76	843954865	LAB SHIPPING
042362	3/21/2024	FED02	C.J. BROWN & COMPANY CPAS	4,200.00	C40319	ACCT. / AUDIT
042363	3/21/2024	FOR04	FORESTSCAPES LLC	6,000.00	0321	TREE PRUNING(NURSERY WAY,
042364	3/21/2024	GRA02	GRAINGER	535.23	042630286	PARTS/SUPPLIES
				34.85	042939695	3/4" BRASS SPRING CHECK V
			Check Total:	570.08		
042365	3/21/2024	INF03	INFINITE CONSULTING SERVI	1,350.00	11629	MITEL TO RINGCENTRAL
042366	3/21/2024	MAD02	MAD RIVER UNION	190.00	457322	HEARING NOTICE FOR WASHIN
042367	3/21/2024	MCD01	PARKS REIMBURSEMENT	19.77	C40319	PARKS REIMBURSEMENT
042368	3/21/2024	MES01	KIRSTEN MESSMER	20.50	C40319	EMPL REIMBURSEMENT
042369	3/21/2024	MUN02	MUNICIPAL MAINTENANCE	505.08	019546	8" X 6 1/2" CATCH BASIN N
042370	3/21/2024	PGE10	PGE STREETLIGHTS	6.64	C40319	GAS & ELECTRIC S.L.- ZONE
042371	3/21/2024	STA09	S.W.R.C.B.	110.00	C40321	CERTIFICATION RENEWAL FOR
042372	3/21/2024	TIM01	TIMES-STANDARD	190.25	001404841	ADS/MARKETING
042373	3/21/2024	WIL09	WILLDAN FINANCIAL SERVICE	1,750.00	010-57598	FISCAL YEAR 2022/2023 DIS
042374	3/28/2024	*0063	PARKS DEPOSIT REFUND	100.00	C40328	PARKS DEPOSIT REFUND
042375	3/28/2024	*0218	PARKS DEPOSIT REFUND	100.00	C40328	PARKS DEPOSIT REFUND
042376	3/28/2024	*0219	PARKS DEPOSIT REFUND	100.00	C40328	PARKS DEPOSIT REFUND
042377	3/28/2024	*0220	PARKS DEPOSIT REFUND	100.00	C40328	PARKS DEPOSIT REFUND
042378	3/28/2024	*0221	PARKS DEPOSIT REFUND	100.00	C40328	PARKS DEPOSIT REFUND
042379	3/28/2024	*0222	PARKS DEPOSIT REFUND	100.00	C40328	PARKS DEPOSIT REFUND
042380	3/28/2024	COR01	CORBIN WILLITS SYSTEMS, I	1,095.36	00C403151	SUBSCRIPTIONS
042381	3/28/2024	GHD01	GHD	174.26	800043849	ON-CALL GRANT ADMINISTRAT

042382	3/28/2024	KEN02	KENNEDY/JENKS CONSULTANTS	44,426.60	170189	4.5MG TANK
042383	3/28/2024	LES01	LES SCHWAB TIRE CENTER	246.58	600583228	SUPER M BATTERY
042384	3/28/2024	MAY02	DENNIS MAYO	125.00	C40328	DIRECTORS FEES FOR 03/06/
042385	3/28/2024	MUD01	MUDDY WATERS COFFEE CO.,I	80.00	139032429	COFFEE
042386	3/28/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	119.71	37-191507	BATTERY FOR MCKLUSKI GENE
042387	3/28/2024	PGE05	PGE	701.09	C40328	GAS & ELECTRIC S.L.- ZONE
042388	3/28/2024	PGE06	PG&E-STREETLIGHTS	31.96	C40328	GAS & ELECTRIC S.L.- ZONE
042389	3/28/2024	PGE07	PG&E STREETLIGHTS	2,025.51	C40328	GAS & ELECTRIC
042390	3/28/2024	PGE08	PGE STREETLIGHTS	31.00	C40328	GAS & ELECTRIC S.L.- ZONE
042391	3/28/2024	PGE09	PGE-STREETLIGHTS	155.19	C40328	GAS & ELECTRIC S.L.- ZONE
042392	3/28/2024	PGE13	PGE	11.54	C40328	GAS & ELECTRIC OPEN SPACE
042393	3/28/2024	SNI01	PARKS DEPOSIT REFUND	100.00	C40328	PARKS DEPOSIT REFUND
042394	3/28/2024	STE01	BLAKE STEWART	247.77	C40328	SAFETY ALLOWANCE (BOOTS)
042395	3/28/2024	TPX01	TPx COMMUNICATIONS	2,871.44	8197268-0	INTERNET SERVICES
042396	3/28/2024	TRI02	TRINITY DIESEL INC.	1,234.95	0-1001213	TANK 3 GENERATOR CONTROL
042397	3/28/2024	YOU01	EAVA YOUNG	64.19	C40328	EMPLOYEE REIMBURSEMENT (N
D00094	3/28/2024	BIN01	BINDER, SCOTT	125.00	C40328	DIRECTORS FEES FOR 03/06/
D00094	3/28/2024	BIT02	BITEMAN, JAMES	125.00	C40328	DIRECTORS FEES FOR 03/06/
D00094	3/28/2024	COU07	COUCH, DAVID	125.00	C40328	DIRECTORS FEES FOR 03/06/
D00094	3/28/2024	ORS03	ORSINI, GREGORY	125.00	C40328	DIRECTORS FEES FOR 03/06/
Check Total:				500.00		

Total Disbursements, Accounts Payable 332,264.13

Payroll Related Disbursements

19725-19765	3/6/2024		Various Employees	22,806.28		Employee Paychecks
19766	3/6/2024	CAL12	CalPERS 457 Plan	7,365.17	C40306	RETIREMENT
				562.07	1C40306	PERS 457 LOAN PMT
Check Total:				7,927.24		
19767	3/6/2024	DIR01	DIRECT DEPOSIT VENDOR- US	40,127.91	C40306	Direct Deposit
19768	3/6/2024	EMP01	Employment Development	12.27	C40223	STATE INCOME TAX
				556.26	C40229	STATE INCOME TAX
19768	3/6/2024	EMP01	Employment Development	2,086.72	C40306	STATE INCOME TAX
				11.84	1C40223	SDI
				91.33	1C40229	SDI
				987.11	1C40306	SDI
Check Total:				3,745.53		
19769	3/6/2024	HEA01	HEALTHEQUITY, ATTN: CLIEN	65.00	C40306	HSA
19770	3/6/2024	HUM29	UMPQUA BANK--PAYROLL DEP.	78.45	C40223	FEDERAL INCOME TAX
				1,312.69	C40229	FEDERAL INCOME TAX
				7,959.62	C40306	FEDERAL INCOME TAX
				133.44	1C40223	FICA

			1,029.54	1C40229	FICA
			11,123.50	1C40306	FICA
			31.20	2C40223	MEDICARE
			240.78	2C40229	MEDICARE
			2,601.46	2C40306	MEDICARE
		Check Total:	24,510.68		
19771	3/6/2024	ACW01 CB&T/ACWA-JPIA	61,106.97	C40229	MED-DENTAL-EAP INSUR
19772	3/6/2024	PUB01 Public Employees PERS	26,353.36	C40229	PERS PAYROLL REMITTANCE
19773-19774	3/15/2024	Various Employees	1,605.79		Employee Paychecks
19776-19822	3/21/2024	Various Employees	20,372.66		Employee Paychecks
19823	3/21/2024	CAL12 CalPERS 457 Plan	8,078.06	C40321	RETIREMENT
			737.11	1C40321	PERS 457 LOAN PMT
		Check Total:	8,815.17		
19824	3/21/2024	DIR01 DIRECT DEPOSIT VENDOR- US	42,839.27	C40321	Direct Deposit
19825	3/21/2024	EMP01 Employment Development	33.53	C40315	STATE INCOME TAX
			556.26	C40318	STATE INCOME TAX
			2,209.10	C40321	STATE INCOME TAX
			19.18	1C40315	SDI
			91.33	1C40318	SDI
			996.71	1C40321	SDI
			36.27	2C40315	STATE INCOME TAX
			6.04	3C40315	SDI
		Check Total:	3,948.42		
19826	3/21/2024	HEA01 HEALTHEQUITY, ATTN: CLIEN	65.00	C40321	HSA
19827	3/21/2024	HUM29 UMPQUA BANK--PAYROLL DEP.	183.82	C40315	FEDERAL INCOME TAX
			1,413.19	C40318	FEDERAL INCOME TAX
			8,192.43	C40321	FEDERAL INCOME TAX
			216.16	1C40315	FICA
			1,029.54	1C40318	FICA
			11,264.62	1C40321	FICA
			50.56	2C40315	MEDICARE
19827	3/21/2024	HUM29 UMPQUA BANK--PAYROLL DEP.	240.78	2C40318	MEDICARE
			2,634.50	2C40321	MEDICARE
			120.90	3C40315	FEDERAL INCOME TAX
			68.14	4C40315	FICA
			15.94	5C40315	MEDICARE
		Check Total:	25,430.58		
19775	3/29/2024	EMPLOYEE PAYROLL	5,698.09		EMPLOYEE PAYROLL
Total Disbursements, Payroll			295,417.95		
TOTAL CHECK DISBURSEMENTS			627,682.08		

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Each user group is responsible for cleaning their own dugouts and bleacher areas after each use.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – HSC Agreement between MCSD and Mad River Youth Soccer League
- Attachment 2 - Supplemental Maintenance Agreement. Between MCSD and Mad River Youth Soccer League

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

HILLER SPORTS COMPLEX FACILITY USE AGREEMENT

This HILLER SPORTS COMPLEX FACILITY USE AGREEMENT (this “AGREEMENT”), is made and entered into this 1st day of May, 2024, by and between the McKinleyville Community Services District (DISTRICT), a Community Services District formed under the laws of the State of California, and the Mad River Youth Soccer League (ORGANIZATION), a non-profit youth sports organization, reference to the following facts, which are acknowledged as true and correct by each of the parties:

Recitals

- (a) DISTRICT is the owner of Hiller Sports Complex located at 880 Columbus Road in McKinleyville; and
- (b) DISTRICT desires to maximize financial self-sufficiency of the maintenance of Hiller Sports Complex; and
- (c) DISTRICT desires to maximize community access to recreation programs at Hiller Sports Complex; and
- (d) ORGANIZATION desires to offer recreation programs to the community at Hiller Sports Complex; and
- (e) ORGANIZATION proposes to operate recreation programs, in accordance with the terms and conditions of this AGREEMENT, which supersedes all other previous documents; and
- (f) ORGANIZATION and DISTRICT each desire to secure and enter into an AGREEMENT in accordance with the foregoing; and
- (g) The documents which are part of the AGREEMENT, and each of which are incorporated herein by this reference as though full, are the following:
 - 1. Cover Page: Facility Use AGREEMENT
 - 2. Exhibit A: Hiller Sports Complex Map
 - 3. Exhibit B: Article IV – Rules and Regulations
 - 4. Exhibit C: Hiller Sports Complex Master Facility Fee Schedule
 - 5. Exhibit D: Operation & Maintenance Responsibilities
 - 6. Exhibit E: Guidelines for Field Cancellations

7. Exhibit F: "In Kind Work" & Field Modification Request Form

Definitions

As used in this AGREEMENT, the following terms shall have the following definitions:

1. "AGREEMENT" shall mean Hiller Sports Complex Facility Use AGREEMENT.
2. "DISTRICT" shall mean the McKinleyville Community Services District.
3. "ORGANIZATION" shall mean Mad River Youth Soccer League .
4. "Hiller Sports Complex" shall mean the nineteen-acre parcel of property located at 880 Columbus Road on the east side of the entry way into Hiller Park. Such property contains two (2) little league fields, a regulation softball field, a practice softball field, a Senior League baseball field, two collegiate size soccer fields, batting cages, concession stand, restrooms, bleachers, drinking fountains, walkways, and a parking lot.
5. "Park And Recreation Committee" shall be the said committee operating under the jurisdiction of the McKinleyville Community Services District Board of Directors.
6. "Facility Use Request" shall mean all periods of time, including practices, games, assessment days, tournaments, etc., for which a party desires to utilize Hiller Sports Complex and requested via the DISTRICT Hiller Sports Complex Facility Use Reservation Form.
7. "Facility Use Schedule" shall mean the most current schedule for use of Hiller Sports Complex.
8. "Board of Directors" shall mean the five members of the McKinleyville Community Service District Board of Directors.
9. "Parks & Recreation Director" shall mean the individual employed in said position with the McKinleyville Community Services District.
10. "Article IV- Rules and Regulations" shall mean the portion of the document containing the Rules and Regulations of the McKinleyville Community Services District as adopted by the Board of Directors.

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

AGREEMENT

Section 1. Facility Development

The DISTRICT and ORGANIZATION agree to collaborate, assist, and support one another and individual efforts in maintaining Hiller Sports Complex.

Section 2. Grant of Field Use

- 2.1 Grant of Use. The DISTRICT grants the ORGANIZATION field use for recreational and sports activities at Hiller Sports Complex. ORGANIZATION shall be responsible for: (a) setup of Hiller Sports Complex for ORGANIZATION's use, unless otherwise specified; (b) storing any equipment following ORGANIZATION's use; and (c) restoring Hiller Sports Complex to the appropriate condition as found prior to ORGANIZATION's use. ORGANIZATION shall not utilize Hiller Sports Complex prior to the start of the contracted time set forth in the most current Facility Use Schedule and shall vacate the playing area by the end of the contracted time set forth in said schedule.
- 2.2 Facility Use Schedule. ORGANIZATION shall provide DISTRICT with ORGANIZATION's most current field use schedule including team names, coaches/managers & names of individuals to contact in the case of game cancellations; list of official representatives of the organization; game, practice, tournament dates and times; and other scheduled use.
- 2.3 Cancellation. Provided cancellation of use by inclement weather or other unforeseen conditions, DISTRICT shall endeavor to make the decision of said cancellation by 3:00 p.m. of the day for which cancellation shall take place.
- 2.4 Additional Field Use Request. Provided cancellation of use by inclement weather or other unforeseen conditions, ORGANIZATION must notify the DISTRICT of said cancellation and request of additional field use (if needed) within twenty-four (24) hours. DISTRICT shall be responsible to administer and coordinate all additional facility use requests provided such requests do not conflict with the most current Facility Use Schedule of other approved users.
- 2.5 Access
DISTRICT shall provide the ORGANIZATION with one (1) set of keys to Hiller Sports Complex. It is the responsibility of the ORGANIZATION to produce copies and issue keys.

Section 3. Scheduling of Facility

- 3.1 Site Development, Management and Scheduling:
All development, scheduling, maintenance, and use of Hiller Sports Complex shall be coordinated with the Parks & Recreation Director.
- 3.2 Facility Use Requests
ORGANIZATION is responsible to submit a District Facility Use Reservation Form to the Parks & Recreation Director. The Parks & Recreation Director

shall compile a draft Facility Use Schedule resulting from such requests. Parties currently having and maintaining an AGREEMENT with DISTRICT shall be designated for priority use when said schedule is drafted. The draft Facility Use Schedule shall delineate any dates and times with facility scheduling conflicts. The Parks & Recreation Director shall be charged with resolving any scheduling conflicts, in his or her discretion.

ORGANIZATION shall have first priority of turf fields 3, 4, 5, & 6 based on schedules submitted in advance to MCSD, from August 19 through November 10, 2024.

3.3 Facility Use Scheduling Protests

ORGANIZATION and those parties granted facility use by the DISTRICT shall retain the right to protest the facility use. For all protests, refer to Section 16: Resolution of Disputes.

Section 4. Operational Standards

4.1 Conduct and Disorderly Persons

ORGANIZATION agrees to uphold and remain in compliance, at all times, with the current rules and regulations of the recreation and park system as established by the DISTRICT and outlined in Article IV of the DISTRICT's Rules and Regulations.

4.2 Staffing

ORGANIZATION agrees to ensure that an official representative(s) of ORGANIZATION shall be present at all times and shall be responsible for overseeing all use at all times on those dates and times for which use of Hiller Sports Complex is being conducted by ORGANIZATION.

4.3 Equipment and Supplies Storage

Storage of ORGANIZATION's equipment at Hiller Sports Complex shall be at the DISTRICT'S approval and at the ORGANIZATION's sole risk, DISTRICT will not warrant security of stored materials. ORGANIZATION shall unilaterally bear all risks of loss, theft, damage and other casualty incidental to using and/or storing equipment at the Hiller Sports Complex, and will indemnify and defend the DISTRICT from and against all losses arising out of using and/or storing equipment at the Hiller Sports Complex.

4.4 Safety

ORGANIZATION agrees to comply with the DISTRICT's established facility use guidelines, as defined in Article IV of the DISTRICT's Rules and Regulations and attached as Exhibit B, and incorporated by reference herein.

4.5 Use of Equipment

ORGANIZATION agrees not to use equipment owned by others and stored at Hiller Sports Complex without first obtaining written approval from the owner of

said equipment. A copy of written approval must be provided to the DISTRICT.

ORGANIZATION agrees not to remove or replace equipment provided at Hiller Sports Complex by DISTRICT without the prior written consent of the Parks & Recreation Director.

4.6 Entry by DISTRICT

ORGANIZATION shall permit DISTRICT, and DISTRICT's agents and assigns, at all reasonable times, to enter the premises, 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.

4.7 Environmental Sensitivity

ORGANIZATION agrees that all use by ORGANIZATION shall be conducted in a manner within the intended use of Hiller Sports Complex and with respect to the surrounding neighborhood and community. ORGANIZATION shall abide by all rules and regulations established by the DISTRICT stating that the use of pesticides, herbicides and related products at the Hiller Sports Complex and surrounding areas are strictly prohibited.

4.8 Equal Opportunity and Non-Discrimination Clause

ORGANIZATION shall not discriminate in its offering of programs at Hiller Sports Complex and all duties related to such offering on the basis of race, color, national origin, religious creed, ancestry, sex, age, or physical handicap and shall comply with all applicable state and federal statutes and regulations prohibiting discriminatory practices and/or conduct.

DISTRICT has zero tolerance for harassment or any other form of discriminatory behavior, as set forth in this Policy Against Discrimination. The DISTRICT will 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 patrons of facilities adhere to MCSD policy. MCSD will respond to any discriminatory behavior in an appropriate manner, including, but not limited to, termination of facility agreement and/or future facility use, reporting to appropriate legal authorities or other appropriate responses. All incidences of discriminatory behavior are to be reported to the MCSD General Manager immediately.

For all communications, both written and electronic, DISTRICT does not tolerate any correspondence that degenerates into improper use. DISTRICT's technology resources are governed by District policies. Under no circumstances may anyone use DISTRICT'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.

4.9 Americans with Disabilities Act Compliance

DISTRICT shall indemnify, defend, and hold harmless ORGANIZATION from any fines or penalties which may be imposed upon it 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.

ORGANIZATION shall be responsible for compliance with any and all requirements of the Americans with Disabilities Act with respect to the operation of recreation programs for which ORGANIZATION is responsible. ORGANIZATION shall indemnify, defend, and hold harmless DISTRICT from and against any and all claims, causes of action, damages, fines and/or penalties pursuant to the Americans with Disabilities Act arising, in whole or in part, as a result of the ORGANIZATION's failure or alleged failure to comply with any requirements of the Americans with Disabilities Act with respect to operation of recreation programs which ORGANIZATION is responsible.

4.10. Compliance with Law

ORGANIZATION and DISTRICT 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 Hiller Sports Complex throughout the entire term of this AGREEMENT.

4.11. District Coordination

DISTRICT shall employ a Parks & Recreation Director who shall be the primary contact person with the ORGANIZATION.

Section 5. Prohibited Actions

ORGANIZATION shall not:

- a) Use of Hiller Sports Complex for any purpose other than as authorized in this AGREEMENT and as authorized in the most current Facility Use Schedule; or
- b) Do or permit to be done anything which may interfere with the effectiveness or accessibility of Hiller Sports Complex, nor do or permit to be done anything which may interfere with free access and passage in Hiller Sports Complex or the public areas adjacent thereto, or in the streets or trails adjoining Hiller Sports Complex, or hinder police, fire fighting, or other emergency personnel in the discharge of their duties; or
- c) Interfere with the public's enjoyment and use of Hiller Sports Complex for any purpose which is not essential to public safety; or

- d) Rent, sell, lease, or offer any space for any articles whatsoever within or on Hiller Sports Complex without the written consent of the DISTRICT; or
- e) Place any additional lock of any kind upon any door, cabinet, or storage bin, unless a key therefore is provided to the DISTRICT, and upon expiration or termination of this AGREEMENT; or
- f) Erect, construct, or place any permanent structure upon any portion of the premises without written authorization from DISTRICT; or
- g) Use or allow Hiller Sports Complex to be used for any improper or unlawful purposes or for purposes in violation of Article IV of the McKinleyville Community Services District's Rules and Regulations; or
- h) Allow vehicles access to the concession area via the 10-foot sidewalk driveway access point except for loading and unloading only. The sidewalk driveway area must be kept clear for access to emergency vehicles. All vehicles must park in the parking area.

Section 6. Insurance

6.1. Minimum Scope

ORGANIZATION shall obtain and maintain throughout the term of this AGREEMENT, at ORGANIZATION's cost, comprehensive general public liability insurance issued by insurance carriers acceptable to DISTRICT naming the ORGANIZATION as insured and the DISTRICT as an additional insured against any injuries or damages to persons or property caused by or arising out of ORGANIZATION's occupation and use of Hiller Sports Complex under this AGREEMENT in amounts of not less \$1,000,000.00 for any individual claimant and \$2,000,000.00 per occurrence.

6.2. Proof of Insurance

ORGANIZATION shall cause DISTRICT to be given written notification, prior to the commencement of this AGREEMENT, from the insurance carrier of the existence of such policies and shall provide a certificate of insurance and separate endorsement in the amounts listed in 6.1 prior to the inception of the term which shall provide that 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 7. Hold Harmless, Indemnity and Release Forms

7.1. Hold Harmless and Indemnity

Except for the active negligence or willful misconduct of DISTRICT, ORGANIZATION undertakes and agrees, to the fullest extent permitted by law, 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 and/or ORGANIZATION's use of the Hiller Park Complex (and surrounding areas), 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 ORGANIZATION and/or ORGANIZATION's use of the Hiller Park Complex (and surrounding areas), by its officers, agents, assigns, program participants and employees of any tier.

7.2. Participant Liability Release Forms

ORGANIZATION shall provide to DISTRICT a master copy of the liability release form used for ORGANIZATION's program defending, indemnifying, and holding harmless, DISTRICT, 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 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 program or programs sponsored by ORGANIZATION and conducted at the Hiller Sports Complex.

Section 8. Utilities

8.1. Water

The DISTRICT shall be responsible for all water and sewer related expenses at the site.

8.2. Gas and Electric

ORGANIZATION shall be required to pay a fee based on gas and electrical use for the concession stand, low site lighting, and/or any other type of sporting equipment, which utilizes electricity. This cost will be remitted at the end of the season, based on a percentage of field use.

Section 9. Maintenance

9.1 Ongoing Facility Maintenance

DISTRICT shall provide for all ongoing maintenance of Hiller Sports Complex. ORGANIZATION shall be required to pay a fee based on expenses related to ongoing maintenance as approved by the MCSD Board of Directors. ORGANIZATION may be allowed to decrease their portion of the maintenance fee through the use of in-kind labor or materials that assists with maintenance of the site within the scope of the DISTRICT's maintenance plan or Capital Improvement Plan for the site. Financial credit for approved in kind donation of labor or materials shall be granted only for labor or donations completed for facility maintenance as per the required steps outlined in Exhibit F. Credit shall not be granted for volunteer labor or materials pertaining to field

preparation for games. DISTRICT shall assign specific financial value to one volunteer labor hour and or donated materials based on the value of cost saved in DISTRICT paid labor and/or materials. DISTRICT shall base ORGANIZATION's field use fees on the total financial value of approved in-kind labor and/or materials subtracted from the total financial value of site use. The financial value of in-kind labor or material donations, if in excess of the total field use fee, is not allowed to be placed as a credit toward future facility use.

Should ORGANIZATION perform in-kind labor, all said volunteers must attend a facility maintenance orientation seminar. Designated ORGANIZATION representative must attend a facility maintenance orientation seminar organized and presented by DISTRICT staff. In addition, ORGANIZATION's designated representative must attend facility maintenance meetings as arranged by the DISTRICT.

Furthermore, volunteers of ORGANIZATION are not to be considered volunteers or employees of DISTRICT.

ORGANIZATION agrees to perform general maintenance of the field site, including but not limited to, field preparation before games, grounds cleanup, restroom cleanup, re-stocking janitorial supplies, general cleanup of the concession stand & parking lot, and trash disposal. These operation and maintenance responsibilities are further explained in Exhibit D, and will not be considered as in-kind labor for the purposes of reducing fees for field and concession use during the period of August 26 through November 3, 2024

9.2. Facility Damages and Repairs

The ORGANIZATION shall be held responsible for all damage or vandalism to District facilities occurring during the ORGANIZATION'S use of the facilities. Upon notification by the DISTRICT, the ORGANIZATION is responsible to repair all damages immediately, or within a schedule approved by the DISTRICT. If ORGANIZATION is unable or unwilling to repair damage immediately, the DISTRICT reserves the right to make the necessary repairs and bill ORGANIZATION for all costs. The ORGANIZATION is responsible to reimburse the DISTRICT within thirty days (30) of presentation of the bill.

Exception: The concession and snack bar area is the sole responsibility of the ORGANIZATION during the entire period of this AGREEMENT. Repair of any and all damage occurring to the concession stand during the AGREEMENT period is the sole responsibility of the ORGANIZATION.

Damaged and unsafe fields shall be unavailable for use until repairs are completed. The assignment of other fields during such time is at the discretion of the DISTRICT.

9.3. Site Improvements

Any ORGANIZATION desiring to perform site improvements must first obtain written approval from the DISTRICT for such improvements and pay for all costs related to approved improvements.

It is understood and agreed between the parties that all installations, additions, and improvements erected or installed at any time at Hiller Sports Complex during the term of this AGREEMENT shall immediately become the property of and belong to the DISTRICT upon such erection or installation; provided, however, this provision does not apply to participant playing equipment and concession equipment installed and belonging to ORGANIZATION. ORGANIZATION must remove all participant playing equipment and concession equipment prior to the expiration or other termination of this AGREEMENT. Any portion of the premises affected by removal shall be immediately restored and repaired.

Section 10. Purchasing

- 10.1 DISTRICT shall have the responsibility to purchase all grounds maintenance and field preparation supplies needed to maintain Hiller Sports Complex.
- 10.2 ORGANIZATION shall be fully responsible for all expenses related to purchase of all supplies needed to operate the programs including supplies needed for field preparation, should ORGANIZATION choose to prepare fields for their use, and of any supplies needed for operations conducted in the concession stand.

Section 11. Sales

11.1. Participant Registration

ORGANIZATION shall be allowed to retain all revenue related to participant registration fees.

DISTRICT shall provide space for applications and flyers provided by ORGANIZATION at DISTRICT's office and at the McKinleyville Activity Center. DISTRICT shall not otherwise register applicants or provide directions regarding ORGANIZATION's program.

ORGANIZATION shall be responsible for promotion and sale of ORGANIZATION's program to customers. Upon provision by ORGANIZATION, DISTRICT shall provide copies of flyers and promotional materials to customers.

11.2. Advertising

DISTRICT recognizes the importance of advertising revenue to ORGANIZATION and desires to afford ORGANIZATION opportunities to obtain revenue for support of ORGANIZATION's program. However, ORGANIZATION shall first obtain written permission from DISTRICT and allow DISTRICT to review any such advertising prior to installation, placement, distribution, or maintenance of any type of advertising or AGREEMENT with any other vendor involving promotion or advertising of their products or services on and at Hiller Sports Complex. All such advertising placed in accordance with the aforementioned must be removed upon the conclusion of ORGANIZATION's program at a time agreed to by both parties.

11.3. Concessions

ORGANIZATION shall be allowed to retain all proceeds related to operation of a concession stand during granted facility use hours provided concession use fees are paid in full.

Approval for requests for use of the concession stand by ORGANIZATION will be granted only when said request is concurrent with the most current facility use schedule as approved. ORGANIZATION shall not utilize the concession stand prior to the start of the contracted time set forth in the most current facility use schedule and shall vacate the concession stand by the end of the contracted time set forth in said schedule.

Upon issuance of the most current Facility Use Schedule and concession stand use request approvals, should additional concession stand use be available during scheduled events, those ORGANIZATION's having and maintaining a current AGREEMENT with DISTRICT shall be given priority for additional concession stand use requests. Such requests will be awarded on a first come, first serve basis.

Section 12. Licenses and Permits

- 12.1 ORGANIZATION shall apply for, obtain, and maintain all licenses, permits, and other accreditations required in connection with the management and operation of programs, site improvements as approved per 9.3., and as needed for development of the facility. ORGANIZATION shall be responsible to pay the cost of all such licenses and permits.

Section 13. Unavoidable Delays

- 13.1 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 restrictions, 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 the reasonable control of the party obligated to perform (other than lack of funds). If DISTRICT or ORGANIZATION shall, as the result of any of the above-described events, fail to provide or to 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 ORGANIZATION to pay any sums, monies, costs, charges, or expenses required paid pursuant to the terms of this AGREEMENT, or to fulfill any hold harmless and/or indemnity obligations created by Section 7.1 or elsewhere in this AGREEMENT.

Section 14. Amendments and Assignments

- 14.1 This AGREEMENT contains the complete and final AGREEMENT between the DISTRICT and the ORGANIZATION. 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.
- 14.2 This AGREEMENT may not be assigned or transferred, in whole or in part, by ORGANIZATION without first obtaining the written consent of DISTRICT which may be withheld, for any reason, in the DISTRICT's sole discretion.

Section 15. Taxes

- 15.1 ORGANIZATION shall be solely responsible for the payment when due of any possessory interest or other unsecured tax levied by any governmental authority with respect to the use and occupancy of Hiller Sports Complex by ORGANIZATION.

Section 16. Resolution of Disputes

16.1. Process for Resolution

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 ORGANIZATION shall be brought to the attention of the General Manager (or designated representative) of the DISTRICT and the Board President (or designated representative) of the ORGANIZATION for joint resolution.

If joint resolution of the dispute through these means is pursued without success, ORGANIZATION shall seek to resolve the dispute by filing a written grievance with the General Manager (or designated representative). Upon receipt of a written grievance, the General Manager (or designated representative) shall research and investigate the grievance and set an agenda item for the next DISTRICT Board of Director's meeting. At the meeting, the ORGANIZATION or a representative thereof can appear and be heard. The DISTRICT Board of Directors shall consider the item and act thereon, and may adopt, reject, or amend the recommendation.

If resolution of the dispute as adopted by the DISTRICT Board of Directors is not satisfactory, ORGANIZATION may seek resolution employing whatever remedies exist in law or equity beyond this AGREEMENT. Despite an unresolved dispute, the DISTRICT and ORGANIZATION hereto shall continue without delay to perform its obligations under this AGREEMENT.

In the event of any breach or violation of this AGREEMENT by ORGANIZATION, the DISTRICT may employ whatever remedies that exist in

law or equity to enforce this AGREEMENT, without resorting to the dispute resolution protocol described above.

16.2. Attorney's Fees

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 17. Notices

17.1 Any notice, demand, or 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
P.O. Box 2037
McKinleyville, CA 95519

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

Mad River Youth Soccer League
P.O. Box 103
Arcata, CA 95518

Either DISTRICT or ORGANIZATION may change such address by notifying the other party in writing as to such new address as DISTRICT or ORGANIZATION may desire to be used and which address shall continue as the address until further written notice.

Section 18. Compensation

18.1. Funding for Facility Development

Should ORGANIZATION grant DISTRICT monies for development in an amount of more than \$5,000, said monies shall be dedicated to the development of facilities illustrated in Parks & Recreation Master Plan, which would fulfill the needs of ORGANIZATION. Monies granted by ORGANIZATION for development in amount less than \$5,000 shall be dedicated to the general overall development of facilities illustrated in Parks & Recreation Master Plan.

18.2. Facility Use and Additional Fees

ORGANIZATION shall pay DISTRICT fees in accordance to Hiller Sports Complex Master Facility Fee Schedule as adopted by the Board of Directors and outlined in Exhibit C.

ORGANIZATION agrees to pay a Cleaning/Damage deposit in the amount of \$1,500.00 to MCSD for the use of Hiller Sports Complex. MCSD may use the

Cleaning/Damage deposit for reimbursement of any costs related to additional cleaning requirements, additional turf maintenance, and/or field & turf damages during the use of ORGANIZATION (see Exhibit D). This deposit must be paid in full prior to the start of the season.

ORGANIZATION is responsible for the cost for propane use, PG&E and the cost to change the locks at the end of each season. This cost will be remitted at the end of the season, based on a percentage of field use.

In the event DISTRICT shall provide maintenance at the expense of ORGANIZATION, or the DISTRICT is required to respond to a call-out at a time outside the DISTRICT'S regular business hours, the ORGANIZATION agrees to reimburse the DISTRICT according to the following rates:

Labor:	\$45.00/hour
Mower:	\$25.00/hour
Utility Vehicle:	\$35.00/hour
Tractor:	\$40.00/hour
Backhoe:	\$70.00/hour
Dump Truck:	\$50.00/hour
Boom Truck:	\$85.00/hour
Call out Fee	\$150 per occurrence + labor cost if time spent exceeds 2 hours

18.3. Delinquent Payment

In the event ORGANIZATION shall be delinquent by more than fifteen (15) days in the payment of any sums due under the terms of section 18.2, DISTRICT shall cancel all future scheduled and yet to be scheduled use of DISTRICT-owned facilities until past due payments are paid in full.

Section 19. Law Governing

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

Section 20. Term

20.1. Term and Extensions

Subject to the provisions of this AGREEMENT, the term of this AGREEMENT shall commence on the date herein and shall continue through and including the 10th day of November 2023

Opportunities shall be granted for ORGANIZATION and DISTRICT to review this AGREEMENT on a yearly basis to enact amendments and assignments to AGREEMENT as provided in Section 14 of this AGREEMENT. Any proposed amendments and assignments may be refused by ORGANIZATION or DISTRICT at said parties own discretion.

20.2. Termination by DISTRICT

Notwithstanding the foregoing, DISTRICT, in the case of ORGANIZATION breaches, may terminate this AGREEMENT, with thirty (30) days notification,

by giving the ORGANIZATION written notice of any material breach under this AGREEMENT, if:

- a) said breach is curable by the payment of money and remains uncured thirty (30) days after said notice; or
- b) said breach is not curable by the payment of money but is otherwise curable within thirty (30) days after said notice and remains uncured after said thirty (30) days; or
- c) said breach is neither curable by the payment of money nor otherwise reasonably curable within thirty (30) days after said notice and ORGANIZATION fails both to commence said cure within said thirty (30) days and to prosecute diligently said cure to completion thereafter; or
- d) ORGANIZATION files a voluntary petition in bankruptcy or insolvency or otherwise seeks relief as a debtor, or, if an involuntary petition therefore is filed against ORGANIZATION and such petition is not dismissed within ninety (90) days; or
- e) ORGANIZATION fails to remain in compliance with any and all terms of this AGREEMENT; or
- f) ORGANIZATION shall disband.

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.

20.3. Termination by ORGANIZATION

Notwithstanding the foregoing, ORGANIZATION, in the case of DISTRICT breaches, may terminate this AGREEMENT by giving the DISTRICT written notice of any material breach under this AGREEMENT, if:

- a) said breach is curable by the payment of money and remains uncured thirty (30) days after said notice; or
- b) said breach is not curable by the payment of money but is otherwise curable within thirty (30) days after said notice and remains uncured after said thirty (30) days; or
- c) said breach is neither curable by the payment of money nor otherwise reasonably curable within thirty (30) days after said notice and DISTRICT fails both to commence said cure within said thirty (30) days and to prosecute diligently said cure to completion thereafter; or
- d) DISTRICT fails to remain in compliance with any and all terms of this AGREEMENT.

20.4. Disposition of Certain Property

ORGANIZATION hereby acknowledges and agrees that any and all equipment and all DISTRICT purchased equipment and materials used in connection with Hiller Sports Complex shall remain the property of the DISTRICT, and

ORGANIZATION acknowledges that it shall not be entitled to remove such property from Hiller Sports Complex 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 as written herein.

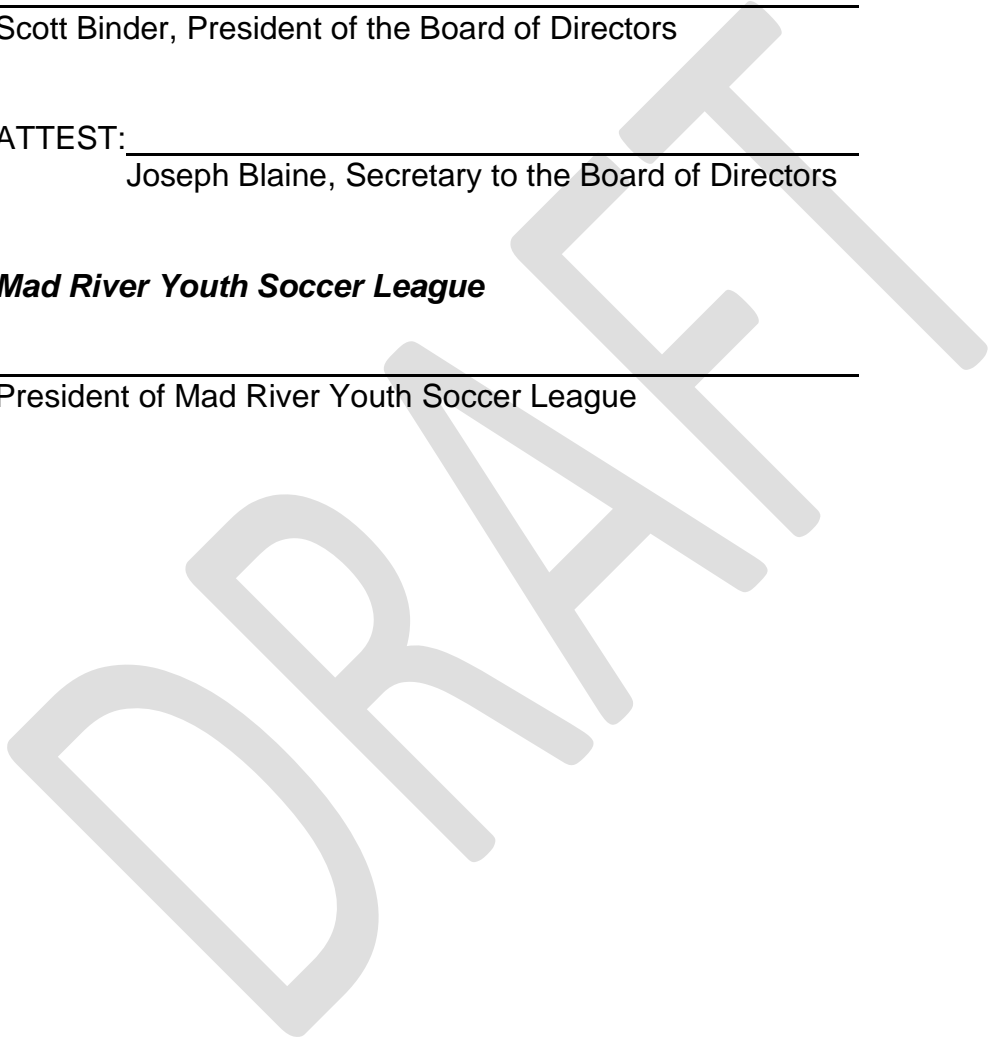
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

Scott Binder, President of the Board of Directors

ATTEST: _____
Joseph Blaine, Secretary to the Board of Directors

Mad River Youth Soccer League

President of Mad River Youth Soccer League

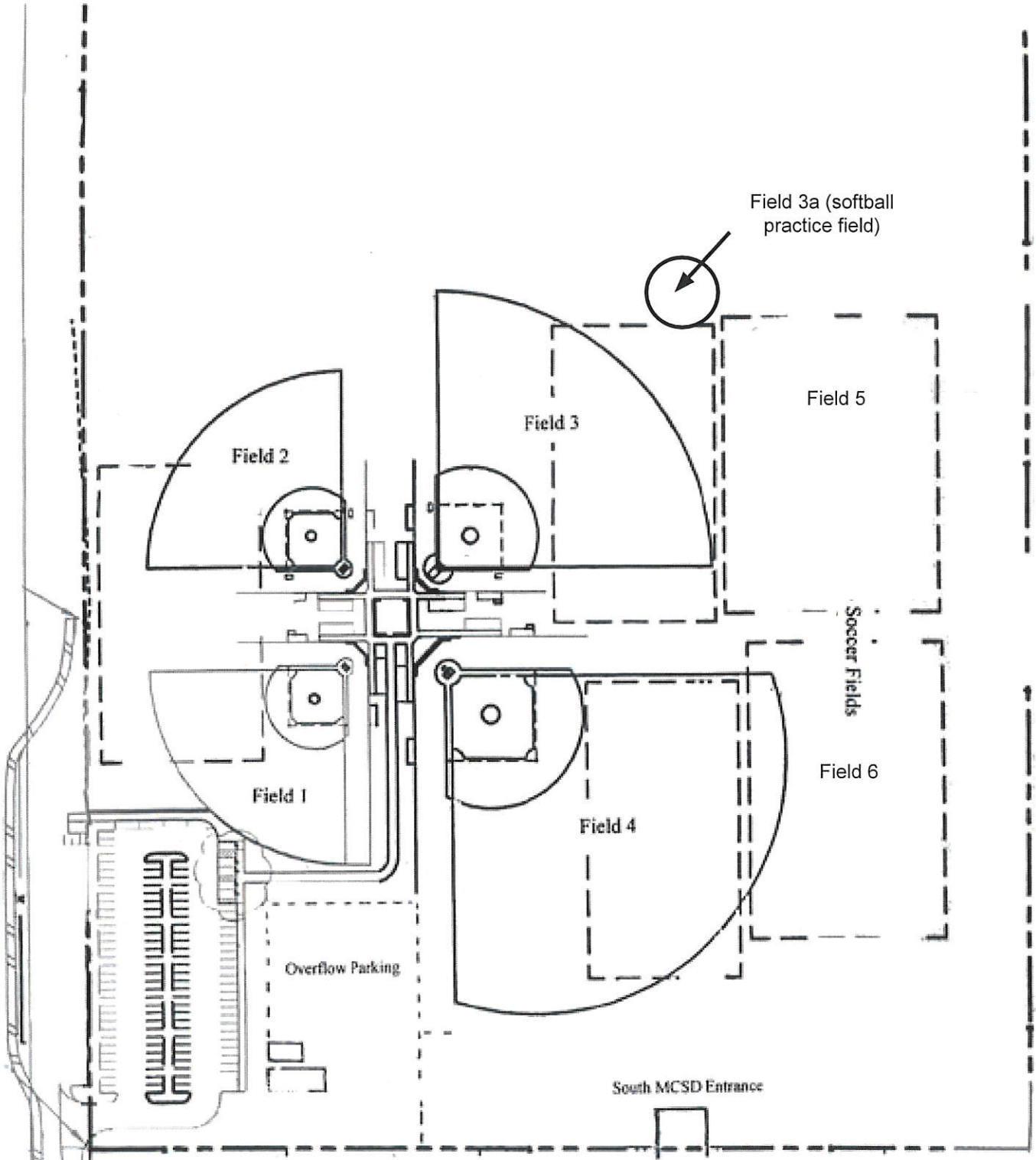


The Facility Use AGREEMENT Checklist

Please note: This contract is not considered complete until the user ORGANIZATION submits the following information to MCSD.

<u>Item:</u>	<u>Completed:</u>	<u>Date:</u>
Completed District Facility Use Form		
League Schedule		
Tournament Schedule (if applicable)		
Practice Schedule		
Proof of Insurance		
Phone List of Managers and Board Members		
Facility (emergency) Cell Phone #		
All Other Field Usage Requests		
Coach/Manager Contact Information		
Organization Liability Release Form		

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Hiller Sports Complex - Site Map



ARTICLE IV - PARKS AND RECREATION

REGULATION 40 - RECREATION AND PARKS ADVISORY COMMITTEE

Rule 40.01. MEMBERSHIP - the McKinleyville Community Services District Parks and Recreation Committee shall consist of eleven (11) members and two (2) alternate members who shall serve without compensation selected as follows:

- (a) One (1) non-voting member shall be a member of the District Board.
- (b) The remaining ten (10) members will be regular voting members. Of the ten (10) regular voting members, one (1) will be a member of the McKinleyville Area Fund Board of Directors nominated by the McKinleyville Area Fund Board of Directors.
- (c) When possible two (2) of the ten (10) regular voting members shall be High School students, nominated by the McKinleyville High School Principal.
- (d) The two (2) alternate members will not become voting members unless a regular voting member is absent. In the event that both alternates are present when only one regular member is absent, the alternates will decide upon which of the two (2) will fill the absent chair by a mutually agreed upon method. In the event the alternates cannot determine a method of decision, the committee chair will choose an appropriate decision-making method.
- (e) All members of the Parks and Recreation Committee will represent to the extent possible various recreational and outdoor interests of the community including but not limited to business, environmental, equestrian, sports, seniors, trails and youth. Recommendations for appointment may be made by the then current members of the committee.
- (f) Any citizen, residing in the service area of the McKinleyville Community Services District may apply to the District Board for appointment to fill vacant seats on the Parks and Recreation Committee.

Rule 40.02. APPOINTMENT - the committee members shall be appointed as follows:

- (a) The Board of Directors shall announce each vacancy and shall state they are seeking applicants, setting forth the qualifications, if any required.
- (b) The Board of Directors shall interview each applicant, after which a majority of the Board of Directors, may select the most qualified to fill the vacancy.

Rule 40.03. MEMBER QUALIFICATIONS - all members, other than the high school member, shall be resident electors of the McKinleyville Community Services District; the student members shall be a resident of McKinleyville. No members of the Parks and Recreation Committee shall be a family member or related to a full-time MCS D employee.

Rule 40.04. TERMS OF OFFICE -the committee members shall serve terms as follows:

- (a) Appointment of District Board Members shall be for a term of one (1) year. Such member shall be a non-voting member.
- (b) Appointment of the McKinleyville Area Fund member and non-student community members shall be for a term of four (4) years. The term for student members shall be up to 4 years, limited by their High School graduation date.

- (c) Terms of the other non-Board of Director committee members shall be staggered so that no more than two (2) terms shall expire in any given year.
- (d) The annual expiration date of appointment shall be January 31st.

Rule 40.05. REMOVAL - members of the Committee may be removed by a majority vote of the District Board of Directors.

Rule 40.06. ABSENCES - if any member of the Committee is absent without prior notification to the Recreation Director for three (3) regular consecutive meetings, the Recreation Director shall certify that fact to the Board of Directors and the Board of Directors shall thereafter declare the position on the Committee to be vacant and proceed to fill the position by appointment.

Rule 40.07. ELECTION OF OFFICERS - the Committee shall, as soon as is practical, after the time of the annual appointment of a member or members to such Committee, elect its' officers. No member shall hold the same office for more than two (2) consecutive years.

Rule 40.08. OFFICERS - the Committee shall elect a Chairperson and Vice-Chairperson from among its members.

Rule 40.09. MEETINGS - the Committee shall hold regularly scheduled meetings in the Board of Directors Chambers of the District Office, or at such other place within the District as may be designated by the Committee and may hold such additional meetings as it may deem necessary or expedient. All meetings must be noticed in compliance with state and federal laws.

Rule 40.10. TIME/LOCATION OF MEETINGS - the time of the regular meetings shall be as established from time to time by the committee members.

Rule 40.11. QUORUM - a majority of the Committee shall constitute a quorum for the purpose of transacting business of the Committee.

Rule 40.12. RECORDS - written records of all the proceedings, findings, determinations and transactions of the Committee shall be kept, which record shall be a public record and a copy of which record shall be filed with the District Secretary.

Rule 40.13. POWERS AND DUTIES - the Parks and Recreation Committee shall have the following powers and duties:

- (a) To serve in an advisory capacity to the Board of Directors and District Staff in all matters pertaining to public recreation, parks, open spaces, natural resources and their respective facilities;
- (b) To make recommendations to the Board of Directors and District Staff with respect to the provisions of the annual budget for recreation and parks purposes;
- (c) To recommend to the Board of Directors acceptance or rejection of offers of donations of money, personal property and real property to be used for open space, recreation, resource management, and parks purposes;
- (d) To recommend to the Board of Directors a comprehensive recreation, park, and open space management services program for the inhabitants of the District, to promote and stimulate

- public interest therein, and to solicit to the fullest extent the cooperation of school authorities and other public and private agencies interested therein;
- (e) To recommend for adoption by the Board of Directors rules and regulations for the use and improvement of the District's recreation services and parks and their respective facilities;
 - (f) To recommend to the Board of Directors and District staff policies for the acquisition, development and improvement of recreation, parks and open space areas; and
 - (g) To perform such other duties relating to recreation and park matters as may be prescribed by the Board of Directors.

REGULATION 41 - RECREATION AND PARK SYSTEM

Rule 41.01. INJURY TO OR MISUSE OF RECREATION AND PARKS SYSTEM PROPERTY - NO PERSON SHALL:

- (a) Willfully mark, deface, injure, tamper with, or displace or remove any buildings, bridges, tables, benches, fireplaces, railings, bleachers, ball fields, water lines, paving or paving materials or other public utilities or parts thereof, signs, notices or placards, whether temporary or permanent, monuments, stakes, posts or other boundary markers, or other structures or equipment, or recreation and parks system property or appurtenances whatsoever, either real or personal.
- (b) Litter, soil or defile buildings, structures, grounds, equipment or other recreation and parks system property or appurtenances whatsoever. Trash, litter and other debris must be deposited into the proper receptacles.
- (c) Remove any soil, rock, stones, turf, trees, shrubs, or plants, down timber or other wood or materials or make any excavations by tool, equipment or any other means or agency.
- (d) Construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or run or string any public utility into, upon or across such land except by District permit.
- (e) Trespass upon any area where prohibited.
- (f) Hunt, molest, or otherwise harm wildlife and plant life within the recreation and parks system.
- (g) Announce, advertise or call the public attention in any way to any article or service for sale or hire, except by District permit.
- (h) Paste, glue, tack or otherwise post any sign, placard, advertisement, or inscription whatever, nor shall any person erect or cause to be erected any sign whatever within the recreation and parks system without permission from the District.
- (i) Use any system for amplifying sounds, whether for speech or music or otherwise within the recreation and parks system unless a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit is first secured from the District.
- (j) Discharge any weapon of any type within the recreation and park system boundaries for any reason.
- (k) Make fires of any type for any reason in any area that is not properly equipped and designated to contain a fire.
- (l) Use model rockets and remote control model airplanes in McKinleyville Parks and Open Space without prior written approval from the District's General Manager.

Rule 41.02. POLLUTING WATERS OR DUMPING REFUSE PROHIBITED - NO PERSON

SHALL:

- (a) Throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, pond, stream or any other body of water in or adjacent to any component of the recreation and park system or any tributary, stream, storm sewer or drain flowing into such waters any substance, matter or things, liquid or solid, which will or may result in the pollution of said waters.
- (b) Dump, deposit, or leave any trash not created within the boundaries of the recreation and park system.

Rule 41.03. OPERATION OF MOTORIZED VEHICLES--PROHIBITED ACTS - NO PERSON

SHALL:

- (a) Fail to comply with all applicable provisions of the Vehicle Code of the State of California in regard to equipment and operation of motorized vehicles together with such regulations as are contained in this ordinance.
- (b) Fail to obey all law enforcement officers and District employees who are hereafter authorized and instructed to require persons within the boundaries of the recreation and park system to adhere to the provisions of these regulations.
- (c) Fail to observe carefully all traffic signs, parking signs, and all other signs posted for the proper control of traffic and to safe guard life and property.
- (d) Operate a motorized vehicle, other than MCSD-authorized vehicles, within the boundaries of the facility except in those areas designated as driveways.

Rule 41.04. OPERATION OF NON-MOTORIZED VEHICLES--PROHIBITED ACTS - NO

PERSON SHALL:

- (a) Non-motorized vehicles shall be defined as any form of transportation in which human or gravitational energy powers the source of transportation. Examples of such transportation are defined as bicycles, skateboards, roller blades, roller skates, etc.
- (b) Fail to comply with all applicable provisions of the Vehicle Code of the State of California in regard to equipment and operation of non-motorized vehicles together with such regulations as are contained in this ordinance.
- (c) Fail to obey all law enforcement officers and District employees who are hereafter authorized and instructed to require persons within the boundaries of the recreation and park system to adhere to the provisions of these regulations.
- (d) Fail to observe carefully all traffic signs, parking signs, and all other signs posted for the proper control of traffic and to safe guard life and property.
- (e) Operate non-motorized vehicles on any sidewalks, on pathways designated for pedestrian traffic only, and within turf and landscaped areas.

Rule 41.05. CONDUCT - ALCOHOLIC BEVERAGES

- (a) Patrons may use alcoholic beverages with meals in designated areas at recreation and parks system facilities, provided a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit have been secured and provided they conduct themselves in an orderly manner;
- (b) Alcoholic beverages may be served or may be sold by permit only at designated recreation and parks system facilities where sales are not prohibited and provided a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit have been secured;

- (c) No person shall be under the influence of intoxicating substances as provided in Section 647 (f) of the California Penal Code;
- (d) The District may withdraw the privilege to use alcoholic beverages at anytime if the rules and regulations as are contained in this ordinance are not abided by;
- (e) Use of intoxicating substances other than alcohol is prohibited.

Rule 41.06. PETS - pets may be off leash at outdoor facilities in designated areas and facilities only and must be under voice control at all times. Animal owners are responsible for removal of animal excrement from the facility.

Rule 41.07. OVERNIGHT USE PROHIBITED - there is to be no camping or loitering on the grounds or in public buildings 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 41.08. FIRES - fires will be allowed on grounds only in those areas equipped with District provided equipment designated for the containment of fires.

REGULATION 42 - OPERATION OF PIERSON PARK

Rule 42.01. GAZEBO BARBECUE COMPLEX - the gazebo barbecue complex is defined as the area encompassed by the gazebo located in the central portion of the park. Individuals or organizations desiring organized use of any portion of the gazebo barbecue complex for an organized function may do so by obtaining a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit only..

Rule 42.02. HORSESHOE PITS - the public may use the horseshoe pits on a first come basis. Any individual or organization desiring to use the horseshoe pits for an organized function may do so by obtaining a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit only.

Rule 42.03. WESTERLY PICNIC TABLES/BARBECUES - the public may use the picnic tables and barbecues located along the western park perimeter on a first-come basis only.

Rule 42.04. PICNIC PAVILION AND BARBECUE - the picnic pavilion is defined as the large covered picnic area to the west of the playground and east of the horseshoe pits. Individuals or organizations desiring organized use of any portion of the picnic pavilion and barbecue may do so by obtaining a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit only.

Rule 42.05. 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 42.06. FIRES - fires will be allowed on grounds only in those areas equipped with District provided equipment designated and in portable barbecues designated for the containment of fires.

Rule 42.07. PETS - the designated off leash area is defined as the area of the park east of Azalea Hall's Hewitt Room and north of the gazebo. Horses are not allowed.

REGULATION 43 - OPERATION OF HILLER PARK

Rule 43.01. PICNIC AREA USE - the picnic area is defined as the area of the park east of the western perimeter of the volleyball court. Individuals or organizations desiring organized use of any portion of the picnic area in Hiller Park for the purpose of holding organized functions may do so by obtaining a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit only.

Rule 43.02. PETS - the designated off leash area is defined as the area of the park west of the westerly perimeter of the volleyball court. Horses are prohibited in the picnic area.

Rule 43.03. FIRES - fires will be allowed on grounds only in those areas equipped with District provided equipment designated and in portable barbecues designed for the containment of fires.

Rule 43.04. 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.

REGULATION 44 - OPERATION OF LARISSA PARK

Rule 44.01. PETS - pets must be on leash at all times.

REGULATION 45 - PERMITS, FEES AND DEPOSITS

Rule 45.01. FACILITY USAGE PERMITS REQUIRED - a valid facility usage permit is required for individuals or organizations to use any indoor facility or any outdoor facility for organized functions, to use any system for amplifying sounds, or to sell or serve alcoholic beverages at an organized function.

Rule 45.01.a. PERMIT TYPE DEFINITIONS - the District shall issue permits based on the following definition of use:

- (a) A "Special Event" shall be defined as use deemed to be non-programmatic with estimated attendance of less than 500 persons and no more than posted capacities at indoor facilities; for which off road and facility parking space is adequate; for which street closures are not required; and for which cancellation of approved vendor programs is not required.
- (b) A "Large Scale Community Event" shall be defined as use deemed to be non-programmatic with estimated attendance of more than 500 persons but no more than posted capacities at indoor facilities or for which off-road and facility parking space is adequate; or for which street closures may be required; or for which cancellation of an approved vendor program is required.

(c) A "Vendor Contract" shall be defined as use by those individuals approved by the District Board of Directors, offering ongoing programs on a regular basis for no more than twelve months.

Rule 45.02. FACILITY USAGE PERMIT PROCESS - any individuals or organizations seeking issuance of a facility usage permit hereunder shall file a request for permit to use District facilities on the appropriate reservation form provided by the District. All requests must be filed with the District along with the required facility usage deposit, usage fees, proof of appropriate insurance coverage, and fees for other services at least (10) working days prior to the actual event date. The Recreation Director, under direction of the Board, may impose additional conditions for approval.

Rule 45.03. FACILITY USAGE FEES - facility usage fees, as established and adopted by the District Board shall be charged for and must accompany each facility usage permit request required hereunder for said facility usage permit request to be fully and properly executed by the District.

Rule 45.03.a. FEE STRUCTURE DEFINITIONS - the District shall identify the following fee structure definitions when charging customers for use of facilities:

- (a) A "Non-Profit Group" shall be defined as any group or organization which can supply proof of non-profit status via the Internal Revenue Service code. Other Governmental entities shall be considered as falling within the guidelines of this definition.
- (b) A "Vendor" shall be defined as an individual or organization, approved by the District Board of Directors that has a fully executed vendor contract for use of District facilities.
- (c) A "Private Citizen/Business" shall be defined as other potential users not fitting within the "non-profit group" or "vendor" definition.
- (d) A "Commercial Event" shall be defined as an event being held for the purpose of private financial gain for an individual or organization.
- (e) An "Event Host" shall be defined as a District employee who has received training regarding use of District facilities for outside events. Event hosts are required for all events except those taking place at Azalea Hall concurrently with McKinleyville Senior Center events or at District facilities for those events sponsored by a District approved vendor.
- (f) The "All Day Rate" shall be defined as a fee charged specifically for use of the Hewitt Room at Azalea Hall and which includes access to the facility for a maximum of twelve continuous hours.
- (g) The "Half-Day Rate" shall be defined as a fee charged specifically for use of the Hewitt Room at Azalea Hall and which includes access to the facility for a maximum of six continuous hours.
- (h) The "Off-Peak Use Discount" shall be defined as a 25% discount on hourly rates only which can be applied to the following facilities and hours only: Activity Center-Monday through Friday before 3:00p.m; Azalea Hall-Sundays and Monday through Thursday after 4:00p.m.

Rule 45.03.b. FACILITY USE FEES - the District shall charge the following rates for use of a District-owned facility for each use specified below:

ACTIVITY CENTER

Non-Profit Groups/Vendors	\$37.75/hour
Private Citizen/Business	\$53.50/hour

AZALEA HALL-ENTIRE FACILITY

Non-Profit Groups/Vendors	\$66.00/hour
Private Citizen/Business	\$87.75/hour

AZALEA HALL-HEWITT ROOM

Non-Profit Groups/Vendors	\$51.75/hour
Private Citizen/Business	\$64.00/hour
All Day Rate	\$535.00
Half Day Rate	\$324.00

AZALEA HALL-MEETING ROOM

Non-Profit Groups/Vendors	\$18.75/hour
Private Citizen/Business	\$25.25/hour

AZALEA HALL-KITCHEN

All Users	\$18.75/hour
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LIBRARY CONFERENCE ROOM

Non-Profit Groups/Vendors	\$28.00/hour
Private Citizen/Business	\$31.00/hour

TEEN CENTER-ENTIRE FACILITY

Non-Profit/Vendors	\$71.50/hour
Private Citizen/Business	\$88.75/hour
All Day (12 hr) Rate	\$933.00
Half Day (6 hr) Rate	\$484.50

TEEN CENTER-MULTI PURPOSE ROOM

Non-Profit/Vendors	\$40.50/hour
Private Citizen Business	\$49.75/hour

TEEN CENTER-MUSIC ROOM

Non-Profit/Vendors	\$26.25/hour
Private Citizen Business	\$33.25/hour
<u>All Day (8 hr) Rate *weekends only</u>	<u>\$216.00</u>

TEEN CENTER-KITCHEN

Private Citizen/Single Use	\$37.00/hour
Non-Profit/Vendor	\$28.00/hour

PARKS

Gazebo Picnic Area	\$56.75/4 hrs
Picnic Pavilion	\$111.00/4 hrs
Special Event	\$169.25/day
*Commercial Events	\$273.25/day

*Requires Facility Host @ \$36.25 per hour unless overtime wages apply

SPECIAL EVENT SERVICES

Event Staff	\$19.00/hour
Event Setup	
Events with less than 100 persons	\$88.75
Events with 101-200 persons	\$124.00
Events with more than 200 persons	\$155.00

Event Cleanup

Events with less than 100 persons	\$155.00
Events with 101-200 persons	\$185.50
Events with more than 200 persons	\$227.50

Rule 45.03.c. EVENT SERVICES FEES - the District shall charge a fee of \$19 per hour for an event host for those events requiring such a host. The minimum charge shall be two hours. Other events service fees shall be determined each year and are based on the direct expense associated with providing said service. Such event fees shall be established and adopted by the Board.

Rule 45.03.d. RECREATION PROGRAM FEES - the District shall charge participants program fees based on the direct expenses associated with each individual program. Program fees shall be determined each year and as programs are added to the Department's current services index. Program fees shall be adopted by the Board within two months of the inception or change of fees.

Rule 45.04. DEPOSIT - a facility usage deposit, as established and adopted by the District Board must accompany each facility usage permit request for any facility usage permit required hereunder. The facility usage deposit shall be refunded to the applicant within fifteen working days if the facility is restored to pre-use conditions. If District clean-up is required to restore the facility to pre-use conditions or damage is noted to the facility, any refund will be less the expense associated with returning the facility to pre-use conditions.

Rule 45.04.a. FACILITY USE DEPOSIT FEES - the District shall charge a \$100 deposit for events which qualify and are defined as special events. The District shall charge a \$200 deposit for events which qualify and are defined as large-scale community events.

Rule 45.05. INSURANCE - a facility usage permit request shall not be considered fully executed unless the individual or organization seeking issuance of a facility usage permit obtains and furnishes liability coverage for the event which is acceptable to the District. The Recreation Director may impose additional conditions for approval.

Rule 45.06. PERMITS FOR USE OF FACILITIES - the District shall only grant a facility usage permit for organized use of a facility when each of the following findings can be made:

- (a) The requested area of the recreation and parks system for which the facility is located within is available during the period for which the facility usage permit is requested;
- (b) The expected attendance does not exceed the capacity of the facility or area.
- (c) The use for which the facility usage permit is sought complies with the use established for the facility or area requested.

Rule 45.07. USE OF SOUND AMPLIFICATION SYSTEM - the District shall only grant permission for use of any sound amplification system when each of the following findings can be made:

- (a) The individual or organization seeking permission for use of a sound amplification system must file, with the District, a facility usage permit request for the facility in which use of the sound amplification system is requested.
- (b) The sound amplification system proposed will not unduly inconvenience or disturb neighboring properties or other recreation and parks system facility users.
- (c) The maximum noise from use of the sound amplification system complies with Humboldt County's Noise Regulations.
- (d) The use for which permission is sought complies with the use established for the facility or area requested.

For those events at which sound amplification systems are utilized, the following requirements shall also be required:

- (a) A District supervisor will be assigned to be present throughout the event.

Rule 45.08. SALE OR SERVICE OF ALCOHOLIC BEVERAGES - the District shall only grant permission for sale or service of alcoholic beverages when each of the following findings can be made:

- (a) The individual or organization seeking permission for sale or service of alcoholic beverages must file, with the District, a facility usage permit request for the facility in which the sale of alcoholic beverages is requested;
- (b) If applicable, the individual or organization seeking permission has a valid permit from the Alcohol Beverages Commission to sell alcohol;
- (c) If applicable, the individual or organization seeking permission has secured outside security services;
- (d) The use for which permission is sought complies with the use established for the facility or area requested.

For those events at which alcohol is served or sold, the following requirements shall also be required:

- (a) A District supervisor will be assigned to be present throughout the event;
- (b) Facilities will not be rented for events at which the consumption of alcoholic beverages will be a principal activity.

The Recreation Director has the authority to impose additional conditions as a requirement for issuance of a fully executed Special Event Reservation Form and Permit or Community Event Reservation Application and Permit.

Rule 45.09. USE OF DISTRICT-OWNED EQUIPMENT - the District shall make available to individuals or organizations recreation-related equipment, which can be utilized for outdoor use. District shall only grant permission for use of District-owned equipment when each of the following findings can be made:

- (a) The individual or organization seeking permission for use of District-owned equipment must be requesting said equipment in conjunction with an event at a District facility which is being sponsored by the individual or organization;
- (b) The Individual or organization must file, with the District, a facility usage permit request for the facility in which the equipment will be utilized;

- (c) The requested equipment is available during the period for which use of the equipment is requested;
- (d) The individual or organization requesting use of MCSD-owned equipment furnishes the District with appropriate liability coverage.

Rule 45.10. APPEALS - an appeal of the action of District staff on any Facility Use Permit pursuant to this regulation must be in writing and filed by or on behalf of the individual or organization seeking the facility usage permit, within (10) days after the action of District staff on the facility usage permit request. The appeal shall set forth in detail the factual and legal basis of the appeal. The Board of Directors shall consider and act on the appeal within forty-five (45) days after the appeal is filed. The individual or organization filing the appeal shall be entitled to submit oral or written evidence to the Board in support of the appeal. Action of the Board of Directors on the appeal shall be final.

REGULATION 46 - ENFORCEMENT

Rule 46.01. VIOLATIONS - any violation of these rules and regulations relating to the use of District facilities located within the recreation and parks system is a misdemeanor, punishable by law.

REGULATION 47 - HILLER SPORTS SITE DEVELOPMENT, MANAGEMENT AND SCHEDULING COMMITTEE

Rule 47.01. MEMBERSHIP - the McKinleyville Community Services District Hiller Sports Site Development, Management and Scheduling Committee shall consist of members described below whom shall serve without compensation selected as follows:

- (a) Committee size shall be determined by the number of local sports organizations having and maintaining a current Hiller Sports Site Development, Funding, Maintenance, and Use Agreement with District who nominate a member to the Committee and an additional member shall be from the District's Park and Recreation Committee and an additional member shall be appointed to the Committee by the Board which member shall be of the general public.

Rule 47.02. APPOINTMENT - the committee members shall be appointed as follows:

- (a) All local sports organizations with a valid and current IRS non-profit identification number and who have and maintain a current Hiller Sports Site Development, Funding, Maintenance and Use Agreement with District are invited to nominate one member and one alternate member to the Committee. Such nominations shall be made in writing to the Director of Parks and Recreation. Recommendations for appointment shall be made by the Committee to the Park and Recreation Committee who shall in turn recommend nominees to the District's Board of Directors. Appointment shall be made by the District's Board of Directors.
- (b) One member shall be a member of the Park and Recreation Committee. Recommendations for appointment shall be made by the Park and Recreation Committee. Appointment shall be made by the District's Board of Directors.

- (c) One member shall be a member of the general public who is a resident elector of the District and who shall hold no official office with any local sports organization desiring to offer programs at the Hiller Sports Site. Such member shall be nominated by the Committee who shall forward a recommendation to the Recreation Advisory Committee who shall in turn forward a recommendation to the District's Board of Directors. Appointment shall be made by the District's Board of Directors.

Rule 47.03. MEMBER QUALIFICATIONS - each member shall meet one of the criteria named above in Rule 47.02.

Rule 47.04. TERMS OF OFFICE - the Committee members shall serve terms as follows:

- (a) Appointment of the Recreation Advisory Committee member representative of Committee and member of the general public to the Committee shall be for a term of two (2) years. Such members may be re-appointed to successive terms.
- (b) Terms of other members shall be for a term of one (1) year. Such members may be re-appointed to successive terms.
- (c) The annual expiration date of each term shall be January 31st.

Rule 47.05. REMOVAL - members of the Committee may be removed by a majority vote of the District Board of Directors.

Rule 47.06. ABSENCES - if any member of the Committee is absent without prior notification to the Director of Parks and Recreation for two (2) regular consecutive meetings, the Director of Parks and Recreation shall certify that fact to the organization for whom the individual is a representative and to the District's Board of Directors. The District's Board of Directors shall thereafter declare the position on the Committee to be vacant and proceed to fill the position as outlined in 47.02. Should the vacated position have a designated alternate, said alternate shall be appointed to full membership status. The organization of which the alternate is a member shall be authorized to nominate a designated alternate.

Rule 47.07. ELECTION OF OFFICERS - the Committee shall, as soon as practicable, after the time of the annual appointment of a member or members to such Committee, elect its' officers. No member shall hold the same office for more than two (2) consecutive years.

Rule 47.08. OFFICERS - the member of the Committee who is a representative of the District's Recreation Advisory Committee shall be designated as Chairperson of the Committee. The member of the Committee who is a representative of the general public shall be designated as Vice-Chairperson.

Rule 47.09. RECORDS - written records of all proceedings, findings, determinations, and transactions shall be kept, which record shall be a public record and a copy of which record shall be filed with the District's secretary.

Rule 47.10. POWERS AND DUTIES - the Committee shall have the power and duty to serve in an advisory capacity to the District's Park and Recreation Committee and the Board of Directors in all matters pertaining to the development, scheduling, maintenance, and use of the Hiller Sports site.

REGULATION 48 – COMMUNITY FOREST

RULE 48.01. ACQUISITION OF LAND – The McKinleyville Community Services District has the authority to acquire land to support future community forest operations, including non-contiguous properties.

RULE 48.02. FORMATION OF COMMUNITY FOREST COMMITTEE – the Board of Directors authorizes the formation of a Community Forest Committee to provide the Board of Directors and staff with recommendations regarding the use, management and operation of the community forest.

RULE 48.03. COMMUNITY FOREST USE AND GUIDELINES – the guidelines and regulations for the use, operation, management, budgeting, watershed and environmental protection, forest management planning and practices, trail management and planning, and other uses of the community forest will be established by either existing or new Ordinance and will be consistent with other MCSD Recreation and Park System operations and regulations.

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
Hiller Sports Site Master Facility Fee Schedule**

Facility Use Fees

<u>Turf Field Use</u>	\$32.50/hour per field
<u>Turf Field Use (Youth Sport Org)</u>	\$16.25/hour per field
<u>Baseball Field Use</u>	\$32.50/hour per field
<u>Baseball Field Use (Youth Sport Org)</u>	\$16.25/hour per field
<u>Softball Field Use</u>	\$32.50/hour per field
<u>Softball Field Use (Youth Sport Org)</u>	\$16.25/hour per field

Tournament Use

25% reduction from regular hourly rates. Tournaments must have a minimum of 4 teams and 8 hours of continuous play per day.

Additional Fees

<u>Field Preparation- Ballfields</u>	\$45/hour per field
<u>Field Preparation- Turf Areas</u>	\$45/hour per field
<u>Concession Stand Use- Regular weekdays</u>	\$15/day
<u>Concession Stand Use- Regular weekends</u>	\$25/day
<u>Concession Stand Use-Youth Sport Season</u>	\$165/month
<i>Month is calculated by consecutive days of organization's occupation of the concession stand. 30 days = 1 month "Occupation" is defined as: the storing equipment, food etc in concession stand.</i>	
<u>Concession Stand Use- Tournaments</u>	\$25/day
<u>Facility Usage Deposit</u>	Variable
<u>Facility Usage Deposit</u>	\$100
Required only for those groups/individuals not having and maintaining a current Agreement with the District.	

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

Department of Parks & Recreation Department

OPERATION & MAINTENANCE RESPONSIBILITIES HILLER SPORTS COMPLEX

The following information specifies Operation & Maintenance responsibilities performed by Mad River Youth Soccer League (ORGANIZATION) for the season as defined by the McKinleyville Community Services District's (MCSD) Facility Use Agreement Contract:

1. **In-Kind Field Maintenance:**
 - a. Any field maintenance performed by ORGANIZATION representatives must be pre-approved in writing by the DISTRICT in order to be considered as "in-kind labor" for credit towards facility use fees.
 - i. Any maintenance done without pre-approval from the DISTRICT will not be eligible for credit.

2. **Field Preparation:**
 - a. All field preparation will be the responsibility of ORGANIZATION.
 - b. If necessary ORGANIZATION may request MCSD to prep ball fields for a fee.

3. **Field Repairs:** (See section 9.2. of the Facility Use Agreement.)
 - a. ORGANIZATION shall be held responsible for all damage or vandalism to District facilities occurring during ORGANIZATION's use of the facilities.
 - b. Upon notification by MCSD, ORGANIZATION is responsible to repair all damages immediately, or within a schedule approved by MCSD.
 - c. If ORGANIZATION is unable or unwilling to repair the damages, MCSD reserves the right to make the necessary repairs and bill ORGANIZATION for all costs.
 - d. Damaged or unsafe fields shall be unavailable for use until repairs are completed.

4. **Grounds, Daily Restroom & Parking Lot Cleanup:**
 - a. ORGANIZATION agrees to clean grounds and to monitor, patrol, and keep the bathrooms and parking lot clean during their usage.
 - b. Grounds are to include the sports fields, sidewalks surrounding the concession area, under the bleachers, and the sidewalk pathway leading to the parking lot.
 - i. Cleaning of grounds is to include:
 1. Trash pick-up and disposal
 2. Sweeping of bark and mulch back into landscape areas
 - c. Restroom cleaning shall include sweeping garbage and debris from floors, stocking supplies as necessary, and removing garbage.
 - d. If multiple organizations are using Hiller Sports Site simultaneously all organizations shall share the burden of clean-up. DISTRICT will develop a schedule for grounds clean-up responsibility, based upon percentage of field use each week.
 - i. Each Organization will be required to ensure clean-up is completed on the dates assigned to the Organization for clean-up by the DISTRICT. If ORGANIZATION wishes to purchase clean-up services from the DISTRICT

they may do so by requesting those services in advance of their scheduled dates of responsibility.

1. The labor rate for clean-up services is \$45 per hour. ORGANIZATIONS will be charged a minimum of 1 hour for services provided on any given day, but will be billed for the total time required to complete clean-up of grounds and restrooms as documented by Maintenance staff.

6. General Cleanup of the Concession Stand:

- a. ORGANIZATION agrees to keep the Concession Stands clean, sanitary, and up to the County Health Department standards at all times.
- b. MCSD reserves the right to inspect the Concession Stands without notice.

7. Overflow Parking:

- a. ORGANIZATION agrees to notify MCSD of any events requiring usage of the overflow parking area.

8. Trash Disposal:

- a. ORGANIZATION agrees to remove all trash bags from inside the sports complex at the end of each day of use.
 - i. Should MCSD staff be required to haul garbage from the Hiller Sports Complex following ORGANIZATION'S use, ORGANIZATION will be billed for the cost of labor and cost of dumping.
- b. No trash bags shall be left in any portion of the Concessions/Storage/Restrooms building.

9. Supervision of Children:

- a. ORGANIZATION agrees to notify all coaches and parents and require proper supervision at all times of all children (players and spectators) inside Hiller Sports Complex.
- b. ORGANIZATION agrees to pay for all damages and vandalism caused from unsupervised children during ORGANIZATION field usage.

10. Rain Cancellations:

- a. ORGANIZATION agrees to comply with MCSD guidelines regarding cancellation of fields due to unsafe conditions and/or inclement weather. (See exhibit E in the Facility Use Agreement Contract.)

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT Parks & Recreation Department

Guidelines for Cancellation of Activity on MCSD Athletic Fields

Due to inclement weather and poor field conditions, the McKinleyville Parks & Recreation Department reserves the right to deny an athletic activity or event from playing on an MCSD field. The two (2) main purposes of these guidelines are to ensure the safety of the participants and to prevent MCSD fields from getting abused and destroyed when the turf is vulnerable. Any MCSD employee or designated person may deny use of a field and/or require an activity to stop.

Examples of conditions that require cancellation of an athletic activity:

- Standing puddles of water on the field
- Footing is unsure and slippery
- Ground is water logged and “squishy”
- Grass can be pulled out of ground easily
- Lightning
- Severe weather storms

When games are played on fields with poor and/or unsafe conditions, it often causes irreversible damages to the field. If this occurs, it can take months and in some cases years to get the field back into quality playing condition.

Teams and/or leagues that refuse to follow these MCSD guidelines on Field Cancellations will be subject to the following disciplinary action:

1. **First Offense:**
Written warning to team and President of the Organization.
2. **Second Offense:**
One week suspension of the team or organization from practicing on fields.
3. **Third Offense:**
Forfeiture of a team’s privilege to either practice or play games on MCSD fields for the remainder of the season.

HILLER SPORTS SITE
In-Kind Labor and/or Materials Criteria
for Receiving Credit towards Facility Use Fees

Requests to provide in-kind labor or materials in exchange for credit towards facility use fees, MUST be made in writing and MUST be pre-approved in writing by DISTRICT staff. In-kind labor exchange will only be considered for necessary (as deemed by DISTRICT staff) field and facility maintenance currently performed by DISTRICT staff. Any work performed by ORGANIZATION representatives or volunteers prior to or without written approval from designated DISTRICT staff will not be considered for credit of any kind.

In-kind material donation exchange will only be considered for necessary (as deemed by DISTRICT staff) materials that would otherwise be purchased by the DISTRICT for use at the Hiller Sports Complex.

- 1) In Kind Labor request proposals must include:
 - a. Description of the labor to be performed
 - b. Estimated number of labor hours required to perform the work
 - i. District reserves the right to determine the amount of credit granted for labor hours based on the equivalent time that DISTRICT staff would have spent on the same task.

- 2) In Kind Material Donation request proposals must include:
 - a. Description of the dollar value of the material being donated
 - i. DISTRICT reserves the right to determine the amount of credit granted for material donations based on the amount the DISTRICT would have spent on the necessary material.
 - b. Name of the business from which the material is being purchased or donated.
 - c. Name and contact information of the individual making the donation on behalf of the ORGANIZATION.

HILLER SPORTS SITE

"In Kind Work" & Field Modification Request Form

This form must be submitted and approved by an authorized MCSD representative prior to any projects being completed by any user group at Hiller Sports Complex.

ORGANIZATION: _____

NAME OF REPRESENTATIVE: _____

PHONE: _____ DATE OF REQUEST: _____

PROJECT: _____

PROJECT TIMELINE: _____

SIGNATURE OF ORG. REPRESENTATIVE: _____

FOR DISTRICT USE ONLY

PROJECT APPROVED: _____	PROJECT DENIED: _____
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MCSD REPRESENTATIVE: _____ DATE: _____

NOTES FROM MCSD: _____

SIGNATURE OF MCSD REPRESENTATIVE: _____

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
Hiller Sports Site Master Facility Fee Schedule

Facility Use Fees

<u>Turf Field Use</u>	\$32.50/hour per field
<u>Turf Field Use (Youth Sport Org)</u>	\$16.25/hour per field
<u>Baseball Field Use</u>	\$32.50/hour per field
<u>Baseball Field Use (Youth Sport Org)</u>	\$16.25/hour per field
<u>Softball Field Use</u>	\$32.50/hour per field
<u>Softball Field Use (Youth Sport Org)</u>	\$16.25/hour per field

Tournament Use

25% reduction from regular hourly rates. Tournaments must have a minimum of 4 teams and 8 hours of continuous play per day.

Additional Fees

<u>Field Preparation- Ballfields</u>	\$45/hour per field
<u>Field Preparation- Turf Areas</u>	\$45/hour per field
<u>Concession Stand Use- Regular weekdays</u>	\$15/day
<u>Concession Stand Use- Regular weekends</u>	\$25/day
<u>Concession Stand Use-Youth Sport Season</u>	\$165/month
<i>Month is calculated by consecutive days of organization's occupation of the concession stand. 30 days = 1 month "Occupation" is defined as: the storing equipment, food etc in concession stand.</i>	
<u>Concession Stand Use- Tournaments</u>	\$25/day
<u>Facility Usage Deposit</u>	Variable
<u>Facility Usage Deposit</u>	\$100
Required only for those groups/individuals not having and maintaining a current Agreement with the District.	

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McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2024

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Consider Approval of the 2023 Consumer Confidence Report (CCR)**

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

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

Recommendation:

Staff recommends that the Board approve the Consumer Confidence Report for distribution in the Summer/Fall Newsletter.

Discussion:

In 1996, Congress amended the Safe Drinking Water Act, adding a requirement that water systems deliver to their customers a brief annual water quality report, similar to the Annual Water Quality Report (AWQR) that California water systems began distributing in 1990. However, the Consumer Confidence Report (CCR) regulatory requirements are more specific and detailed in terms of content and format than those for the AWQR. These CCRs summarize information that our water system already collects to comply with regulations.

The CCR includes information on source water, levels of any detected contaminants, and compliance with drinking water regulations (including monitoring requirements), plus some educational information. As usual, this year's CCR details the high quality of our drinking water and its conformance with all regulatory requirements.

MCSO is required to deliver the annual CCR to consumers by July 1 of each year. This CCR is based on data collected between January and December 2023. The CCR will be distributed as part of the MCSO Summer Newsletter.

MCSO's 2023 CCR is compliant with Title 22, Chapter 15, Article 20 and the California Health and Safety Code, section 116470 and was drafted using the 2023 CCR Guidance Template.

As part of the federal drinking water program, United States Environmental Protection Agency (USEPA) issues a list of currently unregulated contaminants to be tested by Public Water Systems throughout the nation. This process occurs every five years pursuant the Unregulated Contaminant Monitoring Rule (UCMR). The purpose of the UCMR program is to determine the prevalence of unregulated contaminants in drinking water. Results of this testing help USEPA determine whether or not to regulate new contaminants for protection of public health.

The District participated in the current UCMR 4 testing in 2019 and tested 20 constituents on USEPA's List 1 (Assessment Monitoring). **Attachment 1** is the complete 2023 CCR for MCSD.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – 2023 Consumer Confidence Report

2023 Consumer Confidence Report

Water System Name:	McKinleyville Community Services District (MCSD)	Report Date:	4/13/2024
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The District tests drinking water quality for many constituents as required by state and federal regulations. This report shows the results of our monitoring for the period of January 1 to December 31, 2023 and may include earlier monitoring data. Last year, as in years past, your tap water met all United State Environmental Protection Agency (USEPA) and State drinking water health standards. MCSD vigilantly safeguards its water infrastructure and once again, we are proud to report that our system did not violate a maximum contaminant level or any other water quality standard in 2023.

Este informe contiene información muy importante sobre su agua para beber. Favor de comunicarse McKinleyville Community Services District a 1656 Sutter Road McKinleyville, Ca. 95519 (707) 839-3251 para asistirlo en español.

Type of water source(s) in use:	Drinking water delivered by the McKinleyville Community Services District (MCSD) is supplied by the Humboldt Bay Municipal Water District (HBMWD). The District’s source water has been classified by the State Water Resources Control Board (SWRCB) as groundwater <u>not</u> under the direct influence of surface water. The classification is important with respect to the regulations that a water system must follow to ensure water quality.
Name & general location of source(s):	<p>The Humboldt Bay Municipal Water District is a regional water wholesaler that supplies the drinking water to MCSD. Drinking water delivered to the District is drawn from wells below the bed of the Mad River northeast of Arcata. This water-bearing ground below the river is called an aquifer. These wells, called Ranney Wells, draw water from the sands and gravel of the aquifer at depths of 60 to 90 feet, thereby providing a natural filtration process. During the summer, this naturally filtered water is disinfected via chlorination and delivered to the District.</p> <p>During the winter, it is further treated at a regional Turbidity Reduction Facility which reduces the occasional turbidity (cloudiness) in the District’s source water. While turbidity itself is not a health concern, SWRCB is concerned that at elevated levels, turbidity could potentially interfere with the disinfection process.</p>

Drinking Water Source Assessment information:	<p>HBMWD performed a Drinking Water Source Assessment that was conducted by the Department of Health Services in August 2002. A copy of this assessment can be obtained at their District office at 828 7th Street Eureka, CA. This assessment found that the source water of the Ranney Wells may be vulnerable to activities that contribute to the release of aluminum and barium. Aluminum is associated with some surface water treatment processes and erosion of natural deposits. Barium is associated with the discharges of oil drilling waste or metal refineries and erosion of natural deposits.</p> <p>HBMWD treats its water and performs annual monitoring and testing, in accordance with SWRCB regulations and requirements, to ensure its water is safe to drink.</p> <p>MCSD performs separate monitoring and testing, in accordance with the USEPA and the State Board regulations and requirements, to ensure that the water quality remains high within the MCSD storage and distribution systems. The results from both the HBMWD’s and the MCSD’s 2023 monitoring and testing programs indicate that our water quality is very high, as has consistently been the case in past years.</p> <p>The tables below list the drinking water contaminants detected during 2023. A detected contaminant is any contaminant detected at or above its Detection Limit for Purposes of Reporting (DLR) (limit is established by SWRCB) or for unregulated contaminants, the Minimum Reporting Level (MRL). The tables show the level of detected contaminants. Contaminants that are not detected, or are detected below the DLR or MRL, are not required to be reported. The tables also show the maximum contaminant levels (MCL) and public health goals (PHG). Definitions for terms used in this report are listed on the next page.</p>
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Time and place of regularly scheduled board meetings for public participation:	First Wednesday of each month at 6:00 p.m. at Azalea Hall, 1620 Pickett Road, McKinleyville, Ca. 95519. Board meeting will be held via Zoom and in-person meetings during the regular scheduled meeting time.
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For more information, contact:	Patrick Kaspari, General Manager	Phone:	(707) 839-3251
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Definitions of Terms Used in This Report:

You will find many terms and abbreviations in the table below. To help you understand these terms, the following definitions are provided:

- **Public Health Goal (PHG):** The level of a contaminant in drinking water, below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.
- **Maximum Contaminant Level Goal (MCLG):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency.
- **Maximum Contaminant Level (MCL):** The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs cover the aesthetic quality of the water such as odor, taste and appearance.
- **Primary Drinking Water Standard (PDWS):** MCLs for contaminants that affect health along with monitoring, reporting requirements and water treatment requirements.
- **Maximum Residual Disinfectant Level (MRDL):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **Maximum Residual Disinfectant Level Goal (MRDLG):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **Regulatory Action Level (RAL):** The concentration of a contaminant which, when exceeded, triggers treatment or other requirements that a water system must follow.
- **Treatment Technique (TT):** A Required process intended to reduce the level of a contaminant in drinking water.
- **Variations and Exemptions:** State Board permission to exceed an MCL or not comply with a treatment technique under certain conditions.
- **n/a:** not applicable
- **ND:** not detectable at testing limit
- **ppb:** parts per billion or micrograms per liter ($\mu\text{g/L}$)
- **ppm:** parts per million or milligrams per liter (mg/L)
- **ppt:** parts per trillion or nanograms per liter (ng/L)
- **ppq:** parts per quadrillion or picogram per liter (pg/L)
- **pCi/l:** picocuries per liter (**a measure of radiation**)
- **mgCaCO₃/L:** milligrams of calcium carbonate per liter (**a measure of hardness**)
- **microseimens/cm :** a measure of specific conductance ($\mu\text{S/cm}$)
- **NTU:** Nephelometric Turbidity Units
- **Detection Limit for Purposes of Reporting (DLR):** The DLR is a parameter that is set by state regulation for each reportable contaminant. The presence of these contaminants in the drinking water at its DLR does not necessarily indicate that the water poses a health risk and can be below its MCL.
- **Minimum Reporting Level (MRL):** The MRL is defined by the USGS National Water Quality Laboratory as the smallest measured concentration of a substance that can be reliably measured by using a given analytical method.
- **Secondary Drinking Water Standards (SDWS):** MCLs for contaminants that affect taste, odor or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or human activity. Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.
- Inorganic contaminants such as salts and metals, that can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- Radioactive contaminants that can be naturally-occurring or be the result of oil and gas production and mining activities.
- Organic chemical contaminants including synthetic and volatile organic chemicals, that are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, agriculture application, and septic systems.

Water Quality Testing Results

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency and the State Water Resources Control Board (State Board) prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. State Board regulations also established limits for contaminants in bottled water that provide the same protection for public health. The MCSD testing for Fecal Coliform produced zero results. Test results for disinfection byproducts have been below the Maximum Contaminant Level (MCL).

The tables enclosed in the newsletter list all the drinking water contaminants that were monitored during 2023. Additionally, the State requires that both Districts monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Therefore, results from prior years are included if such a contaminant was detected. There are very few entries in the tables because very few contaminants were detected in prior years. It is once again important to note that the presence of these contaminants does not necessarily indicate that the water poses a health risk.

Additional General Information on Drinking Water

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water hotline (1-800-426-4791)

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, persons with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA and the Center for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbial contaminants are available from the USEPA's Safe Drinking Water Hotline (1-800-426-4791)

HBMWD consistently and frequently monitors for the presence of giardia and cryptosporidium in its drinking water. Since the mid-1990s, when the EPA approved the testing technique for these contaminants, HBMWD has never had a confirmed detection of either contaminant.

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. MCSD is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at (<http://www.epa.gov/lead>).

McKinleyville Community Services District 2023 Consumer Confidence Report

TABLE 1 – SAMPLING RESULTS SHOWING THE DETECTION OF COLIFORM BACTERIA					
Microbiological Contaminants <small>(complete if bacteria detected)</small>	Highest No. of Detections	No. of Months in Violation	MCL	MCLG	Typical Source of Bacteria
Total Coliform Bacteria <small>(state Total Coliform Rule)</small>	(In a month) 0	0	1 positive monthly sample	0	Naturally present in the environment.
Fecal Coliform or <i>E. coli</i> <small>(state Total Coliform Rule)</small>	(In the year) 0	0	A routine sample and a repeat sample are total coliform positive, and one of these is also fecal coliform or <i>E. coli</i> positive	0	Human and animal fecal waste
<i>E. coli</i> <small>(federal Revised Total Coliform Rule)</small>	(In the year) 0	0	(a)	0	Human and animal fecal waste

(a) Routine and repeat samples are total coliform-positive and either is *E. coli*-positive or system fails to take repeat samples following *E. coli*-positive routine sample or system fails to analyze total coliform-positive repeat sample for *E. coli*.

TABLE 2 – SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER								
Lead and Copper <small>(complete if lead or copper detected in the last sample set)</small>	Sample Date	No. of Samples Collected	90 th Percentile Level Detected	No. Sites Exceeding AL	AL	PHG	No. of Schools Requesting Lead Sampling	Typical Source of Contaminant
Lead (ppb)	2023	32	.96	0	15	0.2	A total of 4 Schools were tested for lead in 2019. Up to 3 samples collected per school	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits
Copper (ppm)	2023	32	.994	1	1.3	0.3	Not applicable	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

TABLE 3 – SAMPLING RESULTS FOR SODIUM AND HARDNESS						
Chemical or Constituent <small>(and reporting units)</small>	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Sodium (ppm)	2007	3.7	N/A	None	None	Salt present in the water and is generally naturally occurring
Hardness (ppm)	2005	67	57-80	None	None	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

TABLE 4 – DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD						
Chemical or Constituent <small>(and reporting units)</small>	Sample Date	Level Detected <small>(Average)</small>	Range of Detections	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
TTHMs (µg/L) – (Total Trihalomethanes)	2023	21	0-22	80	N/A	Byproduct of drinking water disinfection
HAA5 (µg/L) <small>(Haloacetic Acids)</small>	2023	8.1	0-10	60	N/A	Byproduct of drinking water disinfection
Chlorine (mg/L)	2023	Average=0.56	0.30-1.00	[MRDL = 4.0 <small>(as Cl₂)</small>]	[MRDLG = 4.0 <small>(as Cl₂)</small>]	Drinking water disinfectant added for treatment
Asbestos	2019	ND	ND	7	7	Some people who drink water containing asbestos in excess of the MCL over many years may have an increased risk of developing benign intestinal polyps.

Unregulated Contaminant Monitoring Rule (UCMR) 4 – 2019 Testing Results

As part of the federal drinking water program, USEPA issues a list of currently unregulated contaminants to be tested by Public Water Systems throughout the nation. This process occurs every five years pursuant the Unregulated Contaminant Monitoring Rule (UCMR). The purpose of the UCMR program is to determine the prevalence of unregulated contaminants in drinking water. Results of this testing help USEPA determine whether or not to regulate new contaminants for protection of public health.

The District participated in the current UCMR 4 testing in 2019. The UCMR 4 consists of testing for 20 additional contaminants, and 2 indicators. Below are the constituents within the previous five years that were detected above the minimum reporting level in the most recent tests. Information on the potential health effects are also included.

DETECTION OF UNREGULATED CONTAMINANTS

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	Notification Level	Health Effects Language
HAA6 (µg/L) [Sum of 6 Haloacetic Acids]	2019	4.84	0-4.84	N/A	Some people who drink water containing haloacetic acids in excess over many years may have an increased risk of getting cancer.
HAA9 (µg/L) [Sum of 9 Haloacetic Acids]	2019	8.92	0-8.92	N/A	Some people who drink water containing haloacetic acids in excess over many years may have an increased risk of getting cancer.
Manganese, Total (µg/L)	2019	0.44	0.44	500	Manganese exposures resulted in neurological effects. High levels of manganese in people have been shown to result in adverse effects to the nervous system.

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RESOLUTION 2024-09

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
SUPPORTING ASSEMBLY CONCURRENT RESOLUTION NO. 163 AND
PROCLAIMING MAY 19 – MAY 25, 2024 TO BE SPECIAL DISTRICTS WEEK**

WHEREAS, Special districts are local governmental entities created by a community's residents, funded by those residents, and overseen by those residents, to provide specialized services and infrastructure; and

WHEREAS, Today, just over 2,000 independent special districts provide millions of Californians with essential services, including services related to water, sanitation and water recycling, fire protection, electricity, parks and recreation, health care, open space, ports and harbors, flood protection, mosquito abatement, cemeteries, resource conservation, airports, transit, road maintenance, veterans' facilities, and more; and

WHEREAS, Special districts first arose when San Joaquin Valley farmers needed a way to access their local water supply; and

WHEREAS, Under the Wright Act of 1887, the Turlock Irrigation District became California's first special district and made it possible for local farmers to intensify and diversify agriculture in California's central valley; and

WHEREAS, In the 20th century, special districts increased dramatically in both number and scope, and during the periods of prosperity and population growth that followed both world wars when the demand for all types of public services increased, and special districts met that need; and

WHEREAS, The statutory authorization for mosquito abatement districts was enacted in 1915 to combat the salt marsh mosquitoes around the San Francisco Bay and higher than average malaria cases in rural counties; and

WHEREAS, Fire protection districts can trace their origins to a 1923 state law, and in 1931 the Legislature authorized recreation districts, the forerunners of today's recreation and park districts; and

WHEREAS, Hospital districts arose in 1945 because of a statewide shortage of hospital beds. In 1994, the Legislature then expanded their breadth and renamed them health care districts in recognition of the diverse, modern needs of California's communities and the importance of proactive, affordable health care beyond the walls of a hospital building; and

WHEREAS, Although originally created to provide individual services, in 1961 the Legislature authorized special districts to address multiple needs, when it provided for multipurpose, community services districts; and

WHEREAS, Special districts vary in size and scope and serve diverse communities throughout California, from small rural neighborhoods, such as the Pine Cove Water District in the San Jacinto Mountains of the County of Riverside, to large urban regions, such as the East Bay Municipal Utility District spanning much of the Counties of Alameda and Contra Costa; and

WHEREAS, Local residents own special districts and govern them through locally elected or appointed boards. A series of sunshine laws ensure special districts remain transparent and accountable to the communities they serve, as these laws require open and public meetings, public access to records, regular audits, online posting of finances and compensation, and more; and

WHEREAS, To prevent overlapping services and ensure that local agencies are operating effectively and efficiently to meet community needs, special districts are formed, reviewed, consolidated, or dissolved through a methodical local process that includes the oversight of a local agency formation commission and the consent of local voters; and

WHEREAS, In 1969, several independent special districts formed a statewide association called the California Special Districts Association, commonly referred to as the CSDA, to promote good governance and improved essential local services through professional development, advocacy, and other services for all types of independent special districts; and

WHEREAS, the McKinleyville Community Services District seeks to promote democratic institutions, community-based services, local control, and self-determination; and

WHEREAS, the McKinleyville Community Services District seeks to promote and educate the public about their local public service providers, including awareness and understanding of special districts;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the McKinleyville Community Services District that the McKinleyville Community Services District joins the California State Legislature in proclaiming the week of May 19, 2024 to May 25, 2024, inclusive, to be Special Districts Week and encourages all residents to be involved in their community and be civically engaged with their local government.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on May 1, 2024 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Scott Binder, Board President

Attest:

Joseph Blaine, Board Secretary

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CALIFORNIA LEGISLATURE— 2023–2024 REGULAR SESSION

ASSEMBLY CONCURRENT RESOLUTION

NO. 163

Introduced by Assembly Member Hart

March 21, 2024

Relative to Special Districts Week.

LEGISLATIVE COUNSEL'S DIGEST

ACR 163, as introduced, Hart. Special Districts Week.

This measure proclaims the week of May 19, 2024, to May 25, 2024, to be Special Districts Week.

Digest Key

Fiscal Committee: no

Bill Text

WHEREAS, Special districts are local governmental entities created by a community's residents, funded by those residents, and overseen by those residents, to provide specialized services and infrastructure; and

WHEREAS, Today, just over 2,000 independent special districts provide millions of Californians with essential services, including services related to water, sanitation, and water recycling, fire protection, electricity, parks and recreation, health care, open space, ports and harbors, flood protection, mosquito abatement, cemeteries, resource conservation, airports, transit, road maintenance, veterans' facilities, and more; and

WHEREAS, Special districts first arose when San Joaquin Valley farmers needed a way to access their local water supply; and

WHEREAS, Under the Wright Act of 1887, the Turlock Irrigation District became California's first special district and made it possible for local farmers to intensify and diversify agriculture in California's central valley; and

WHEREAS, In the 20th century, special districts increased dramatically in both number and scope, and during the periods of prosperity and population growth that followed both world wars when the demand for all types of public services increased, and special districts met that need; and

WHEREAS, The statutory authorization for mosquito abatement districts was enacted in 1915 to combat the salt marsh mosquitoes around the San Francisco Bay and higher than average malaria cases in rural counties; and

WHEREAS, Fire protection districts can trace their origins to a 1923 state law, and in 1931, the Legislature authorized recreation districts, the forerunners of today's recreation and park districts; and

WHEREAS, Hospital districts arose in 1945 because of a statewide shortage of hospital beds. In 1994, the Legislature then expanded their breadth and renamed them health care districts in recognition of the diverse, modern needs of California's communities and the importance of proactive, affordable health care beyond the walls of a hospital building; and

WHEREAS, Although originally created to provide individual services, in 1961, the Legislature authorized special districts to address multiple needs when it provided for multipurpose, community services districts; and

WHEREAS, Special districts vary in size and scope and serve diverse communities throughout California, from small rural neighborhoods, such as the Pine Cove Water District in the San Jacinto Mountains in the County of Riverside, to large urban regions, such as the East Bay Municipal Utility District spanning much of the Counties of Alameda and Contra Costa; and

WHEREAS, Local residents own special districts and govern them through locally elected or appointed boards. A series of sunshine laws ensure special districts remain transparent and accountable to the communities they serve, as these laws require open and public meetings, public access to records, regular audits, online posting of finances and compensation, and more; and

WHEREAS, To prevent overlapping services and ensure that local agencies are operating effectively and efficiently to meet community needs, special districts are formed, reviewed, consolidated, or dissolved through a methodical local process that includes the oversight of a local agency formation commission and the consent of local voters; and

WHEREAS, In 1969, several independent special districts formed a statewide association called the California Special Districts Association, commonly referred to as the CSDA, to promote good governance and improved essential local services through professional development, advocacy, and other services for all types of independent special districts; and

WHEREAS, The Legislature seeks to promote democratic institutions, community-based services, local control, and self-determination; and

WHEREAS, The Legislature seeks to promote and educate the public about their local public service providers, including awareness and understanding of special districts; now, therefore, be it

Resolved by the Assembly of the State of California, the Senate thereof concurring, That the Legislature hereby proclaims the week of May 19, 2024, to May 25, 2024, inclusive, to be Special Districts Week and encourages all Californians to be involved in their communities and be civically engaged with their local government; and be it further

Resolved, That the Chief Clerk of the Assembly transmit copies of this resolution to the author for appropriate distribution.

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McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.2 **Consider Adoption of Resolution 2024-11
Recognizing, Honoring and Commending Lesley
Frisbee for Twenty (20) years of service**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board of Directors consider adoption of Resolution 2024-11 honoring Lesley Frisbee for her twenty (20) continuous years of service at the McKinleyville Community Services District, take public comment and approve Resolution 2024-11.

Discussion:

Attached for the Board of Directors' review is Resolution 2024-11 recognizing, honoring and commending Lesley Frisbee for her twenty (20) continuous years of service. Lesley's commitment to the District and the community of McKinleyville is unparalleled. She applies her knowledge, commitment, empathy, and expertise to not only the District's Parks & Recreation Department, but to District Management as a whole, as well as to the entire Community of McKinleyville and serves on the Board of the Boys & Girls Club of the Redwood as well as the Family Resource Center. These are just a few of the accomplishments that Lesley has achieved and Staff would like to read the Resolution into the Record to highlight some of her other achievements.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1-Resolution 2024-11

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RESOLUTION 2024-11

A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING LESLEY FRISBEE FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR TWENTY (20) CONTINUOUS YEARS.

WHEREAS, Lesley Frisbee, having faithfully served twenty (20) continuous years as an employee of the McKinleyville Community Services District (MCSD) from May 3, 2004 to May 3, 2024; and

WHEREAS, throughout her years of service, Lesley has demonstrated incredibly high standards of professionalism, community service, commitment, and dedication; and

WHEREAS, Lesley has lent her talents and leadership to the District, first as a Recreation Supervisor and then as the Parks & Recreation Director, capably leading and directing the efforts of the Parks & Rec Team with exceptional professionalism, foresight and dedication; and

WHEREAS, Lesley lends her vast knowledge of recreation, community programs and leadership to other organizations including the Boys & Girls Club of the Redwoods, and the McKinleyville Family Resource Center, and continually represents the District in the best possible light while enhancing and building community in McKinleyville; and

WHEREAS, Lesley has made significant improvements to recreation needs and programs and MCSD parks and facilities and is fundamentally responsible for the passage of the Measure B Assessment update, the creation of the BMX Park, acquiring the Community Forest Land, and obtaining numerous grants that have been awarded for parks, facilities and programing throughout the years; and

WHEREAS, under Lesley’s leadership the District’s Parks & Recreation Staff are exceptional and excel at their positions; and she has had a extraordinary impact on the rest of the District Staff through providing Staff-wide trainings to improve communication, leadership and management skills;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of McKinleyville Community Services District hereby confers upon Lesley Frisbee its highest commendation for the dedicated service she has performed for the District and the community and, further marks her historic accomplishment as a McKinleyville Community Services District’s employee for twenty (20) years.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 1st day of May 2024 by the following polled vote:

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

Scott Binder, Board President

Attest:

Joseph Blaine, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Consider Adoption of Resolution 2024-10 Recognizing, Honoring and Commending Christopher Jones for Twenty (20) Years of Service**

PRESENTED BY: **Patrick Kaspari, General Manager/James Henry, Operations Director**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board of Directors' consider adoption of Resolution 2024-10 honoring Christopher Jones for his twenty (20) continuous years of service at the McKinleyville Community Services District, discuss and take public comment.

Discussion:

Attached for the Board of Directors' review is Resolution 2024-10 recognizing, honoring and commending Christopher Jones for his twenty (20) continuous years of service. Please join us in presenting Chris with a Resolution and longevity award acknowledging him for his continuous service at the McKinleyville Community Services District.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2024-10

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RESOLUTION 2024-10

A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING CHRISTOPHER JONES FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR TWENTY (20) CONTINUOUS YEARS.

WHEREAS, Christopher Jones, having faithfully served twenty (20) continuous years as an employee of the McKinleyville Community Services District (the "District") from April 21, 2004 to April 21, 2024; and

WHEREAS, throughout his years of service, Chris has demonstrated unwavering loyalty and dedication; and

WHEREAS, Chris lends his talents, experience, and leadership to the development and service to the District having served in a variety of positions, such as Facility Inspector, Mechanic, Treatment Plant Operator and Equipment Operator; and

WHEREAS, Chris has assisted in training new employees on District procedures such as hydro-cleaning, new service installations, leak repairs and paving, to name a few and takes the time to share his gifted trouble shooting skills; and

WHEREAS, Chris has assisted in several projects resulting in substantial cost savings to the District from station rehabilitation and upgrades, manhole repairs, new construction inspections, vehicle repairs and servicing; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of McKinleyville Community Services District hereby confers upon Christopher Jones its highest commendation for the dedicated service he has performed for the District and the community and, further marks his historic accomplishment as a McKinleyville Community Services District's employee for twenty (20) years.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on May 1, 2024 by the following polled vote:

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

Scott Binder, Board President

Attest:

Joseph Blaine, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.4 **Consider Approval of Ordinance 2024-02 Amending Regulations 47, Pertaining to the Use Guidelines of the McKinleyville Community Forest – First Reading**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review information provided, discuss, take Public comment, and approve the First Reading of the Ordinance No-2024-02, by title only.

Discussion:

On April 3, 2024 the Board of Directors approved the second reading of Ordinance 2024-01 which Amended the District’s Rules and Regulations to include regulations governing the McKinleyville Community Forest (MCF). At that time members of the mountain biking community came forward in disagreement with Regulation 47, Rule 47.02 prohibiting the use of electric bicycles in the MCF. The Board approved Ordinance 2024-01 and requested that the Park And Recreation Committee (PARC) submit a recommendation for revised language to Rule 47.02.

At the April 17, 2024 PARC meeting the committee drafted and unanimously voted to recommend the following revision, shown in track changes and excluding the definitions (in italics) of Class 1 & 2 e-bikes which were added by District counsel following the PARC meeting:

RULE 47.02. MOTORIZED AND ELECTRIC VEHICLE USE PROHIBITED-

Public recreation use of the Community Forest Property does not include use or operation of any motorized or electric vehicle. Recreational use must be done via pedestrian use, ~~non-motorized/non-electric~~ bicycle, including class 1 & 2 electric bicycles or horseback. Bicycles yield to equestrians and pedestrians; pedestrians yield to equestrians. Operation of non-motorized vehicles within the community forest property must comply with existing Rule 41.04 of these Rules & Regulations. *For purposes of this Rule 47.02, a “Class 1” electric bicycle shall mean a pedal assist electric bicycle with a motor no greater than 750 watts, and maximum assisted speed not to exceed 20 miles per hour. For purposes of this Rule 47.02, a “Class 2” electric bicycle shall mean a bicycle that can be ridden without pedal assist with a motor no greater than 750 watts, and maximum assisted speed not to exceed 20 miles per hour.*

Ordinance 2024-02 can be reviewed in **Attachment 1**. This is the first reading of the Ordinance.

Alternatives:

Staff analysis consists of the following potential alternative:

- Take No Action

Fiscal Analysis:

No fiscal impact

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Ordinance 2024-02

ORDINANCE NO. 2024-02
AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
AMMENDING REGULATION 47 OF THE MCSD RULES AND REGULATIONS

WHEREAS, the McKinleyville Community Services District (the District), owns and operates 599 acres of timberlands known as the McKinleyville Community Forest

WHEREAS, staff has gathered input from the community and proposed standards of use and safety guidelines for the McKinleyville Community Forest; and

WHEREAS, standards of safety are in the best interest of the community, the District, and the long term ongoing use, operation, and sustainability of the McKinleyville Community forest.

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

REGULATION 47-COMMUNITY FOREST USE & GUIDELINES

RULE 47.01. DAY USE ONLY-there is to be no camping or overnight use of any portion of the Community Forest property without express written permission from the McKinleyville Community Services District.

RULE 47.02. MOTORIZED AND ELECTRIC VEHICLE USE PROHIBITED-Public recreation use of the Community Forest Property does not include use or operation of any motorized or electric vehicle, except electric bicycles as stated herein. Recreational use must be done via pedestrian use, bicycle, including Class 1 & 2 electric bicycles or horseback. Bicycles yield to equestrians and pedestrians; pedestrians yield to equestrians. Operation of non-motorized vehicles within the community forest property must comply with existing Rule 41.04 of these Rules & Regulations. For purposes of this Rule 47.02, a "Class 1" electric bicycle shall mean a pedal assist electric bicycle with a motor no greater than 750 watts, and maximum assisted speed not to exceed 20 miles per hour. For purposes of this Rule 47.02, a "Class 2" electric bicycle shall mean a bicycle that can be ridden without pedal assist with a motor no greater than 750 watts, and maximum assisted speed not to exceed 20 miles per hour.

RULE 47.03. AT OWN RISK USE-Recreational Use of the Community Forest Property is at participant's own risk.

RULE 47.04. FIRES PROHIBITED-use of fire is prohibited within the Community Forest property

RULE 47.05. COMMUNITY FOREST USE AND GUIDELINES – the guidelines and regulations for the use, operation, management, budgeting, watershed and environmental

protection, forest management planning and practices, trail management and planning, and other uses of the community forest will be established by either existing or new Ordinance and will be consistent with other MCSD Recreation and Park System operations and regulations.

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 May 1, 2024 and passed and adopted by the Board of Directors on _____, upon the motion of Director _____ and seconded by Director _____ and by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Scott Binder, Board President

Joey Blaine, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Consider Adoption of Resolution 2024-12 Designating Samantha Howard as the MCSD Board Treasurer and Adding Her as an Authorized Agent for Umpqua Bank and Other Agencies, Banks or Financial Institutions As May Be Required**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board of Directors review the attached information, take public comment, and approve Resolution 2024-12 designating Samantha Howard as the Board Treasurer and as an authorized signatory and agent for Umpqua Bank, Humboldt County, and other Federal and State Agencies, Banks, and other Financial Institutes as necessary to conduct the business of the McKinleyville Community Services District.

Discussion:

After an extensive search and several rounds of interviews, including by the Finance & Audit Committee, the District is very happy to welcome Samantha Howard as the new Finance Director. Samantha was born and raised in Humboldt County and has roots going back six generations in Northern Humboldt. She has a BS in Business Administration and is currently working on her Masters in Business Administration and her Certified Public Accountant license, which she expects to have by 2025. She comes to us from Tri-Counties Bank, where she has been the Branch Manager since 2019 after starting as an Assistant Branch Manager in 2018. Prior to that, she worked at Coast Central starting in 2013. Samantha came into the interviews as the most prepared candidate and is quickly getting up to speed on the District's Finances and operations. To quote her cover letter: "I love the McKinleyville community, and I look forward to being a part of the organization that makes it a wonderful place to raise my family."

With the transition to a new Finance Director, there are several updates to authorizations that need to occur. The purpose of Resolution 2024-12 is to have a Board approved Resolution that formally approves Ms. Howard as the Finance Director, the Board Treasurer, and signatory for various financial institutions and organizations as required.

The Board Policy Manual, Rule 3.1, designates the Finance Director as the Board Treasurer. Business with the Humboldt County Auditor Controller's office and other Departments frequently require formal designation of this person, which this Resolution accomplishes.

The District also has on file with Umpqua Bank all those parties that are approved as signers for the transaction of District business. Umpqua Bank requires formal approval of these signatories by the Board. We would like to confirm that the approved signers are listed as General Manager Patrick Kaspari, Finance Director Samantha Howard, HR/Payroll Manager Diane Sloane, Operations Director James Henry and Parks & Recreation Director Lesley Frisbee. We will need to forward a copy of this Board agenda item and the minutes of that action to Umpqua Bank for them to prepare a revised signature card. This change would be applicable to the checking and money market accounts with Umpqua Bank.

There are numerous other Financial Institutions that Ms. Howard will also be registered as an authorized signatory for including California CLASS, SDRMA, ACWA, CalPERS, LAIF, and the Social Security Administration. The intent of this Resolution is to also approve her as an Authorized Agent for financial business related to the operations of the McKinleyville Community Services District.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

- Not applicable

Environmental Requirements:

- Not applicable

Exhibits/Attachments

- Resolution 2024-12

RESOLUTION 2024-12

A RESOLUTION DESIGNATING SAMANTHA HOWARD, THE DISTRICT’S FINANCE DIRECTOR, AS THE BOARD TREASURER AND ADDING HER AS AN AUTHORIZED AGENT AND SIGNATORY FOR UMPQUA BANK, HUMBOLDT COUNTY, AND OTHER AGENCIES, BANKS, AND FINANCIAL INSTITUTES AS MAY BE REQUIRED TO CONDUCT DISTRICT BUISINESS

WHEREAS, Samantha Howard has been hired as the Finance Director for the McKinleyville Community Services District (the “District”) beginning April 16, 2024; and

WHEREAS, Rule 3.1 of the District Board Policy Manual designates the Finance Director as the Board Treasurer; and

WHEREAS, Umpqua Bank requires a formal approval by the Board to change authorized signatories to the District Accounts, and the District desired to add Samantha Howard to the list of approved signatories, which currently also includes General Manager Patrick Kaspari, Operations Director James Henry, Parks & Recreation Director Lesley Frisbee, and Human Resources Director Diane Sloane; and

WHEREAS, the Finance Director is required to conduct business with the Humboldt County Auditor and Controller’s office which requires formal Board approval to designate Authorized Agent’s and signatories; and

WHEREAS, the Finance Director, in the course of their responsibilities, is frequently required to act as the Authorized Agent for various grants, loans, Local, State and Federal financial reporting, District financial investment, employee payroll, insurance and retirement benefits and other financial duties as required to conduct District business;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of McKinleyville Community Services District hereby designates Samantha Howard, Board Treasurer, adds her to the list of approved signatories for District accounts with Umpqua Bank, approves her as an Authorized Agent for financial dealings with the County of Humboldt, and approves her as an Authorized Agent for dealings with California CLASS, the Special District Risk Management Authority (SDRMA), the Association of California Water Agencies (ACWA), the Social Security Administration, California Public Employees’ Retirement System (CalPERS), the Local Agency Investment Fund (LAIF) and other Local, State, and Federal agencies, banks, or financial institutions as required to conduct District financial business.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on May 1, 2024 by the following polled vote:

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

Scott Binder, Board President

Attest:

Joseph Blaine, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.6 Humboldt Local Agency Formation Commission
(LAFCo) Official Ballot Selection

PRESENTED BY: Joey Blaine, Board Secretary

TYPE OF ACTION: Roll Call Vote

Recommendation:

Staff recommends that the Board review information provided, take public comment, and choose one of the listed candidates to fill the term beginning July 1, 2024 and ending June 30, 2028 as a regular special district member of the Humboldt LAFCo.

Discussion:

The term of one of the special district members on LAFCo expires on June 30, 2024. The process of electing a member for the next term, which will begin July 1, 2024 and end June 30, 2028, is detailed in Attachment 1. There are 2 candidates for regular member, one being MCSD Director David Couch.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Humboldt LAFCo Letter and Ballot Dated April 5, 2024

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Please note that our address has changed:
****Humboldt LAFCo, 670 9th Street, Suite 5, Arcata, CA 95521****

Date: April 5, 2024
 To: Board of Directors of Independent Special Districts
 From: Colette Santsche, Executive Officer
Subject: OFFICIAL BALLOT – Independent Special District Election

The term of office for one (1) regular special district member on LAFCo expires on June 30, 2024. All terms are four years and end on June 30. There are no term limits.

Current Special District Terms

Designation	Current Member	Term of Office (ends on June 30)
Regular Member	Debra Lake, Fruitland Ridge Fire Protection District	2020 - 2024
Regular Member	Troy Nicolini, Peninsula Community Services District	2022 - 2026
Alternate Member	Heidi Benzonelli, Humboldt Community Services District	2022 - 2026

The basic process for selecting special district members to LAFCo is set forth in Government Code Section 56332, which provides for a meeting to be convened among representatives from each of the 48 independent special districts in Humboldt County, unless the Executive Officer determines that a meeting is not feasible. Based on Government Code Section 56332, it has been determined that a meeting of this "Independent Special District Selection Committee" for the purpose of selecting special district members is not feasible due to the likelihood that a quorum would not be achieved. As such, both the nominating process and the election itself will be conducted by mail on behalf of the Independent Special District Selection Committee by the LAFCo Executive Officer.

Previously, a request for nominations was sent on January 26, 2024, which provided for the opportunity for independent special district boards to nominate candidates to fill the special district member vacancies. The nomination period ended on March 29, 2024.

Enclosed is an official ballot to elect one candidate to serve as a regular special district member on LAFCo with a term beginning on July 1, 2024 and expiring June 30, 2028.

Please mark selection directly onto the ballot, voting for no more than one (1) candidate. **Ballots must be returned to LAFCo, 670 9th Street, Suite 5, Arcata, CA 95521 on or before 5:00 p.m. on June 7, 2024.**

Your district is encouraged to participate in this election process. For an election to be valid, at least a quorum of the special districts must submit valid ballots. There are 49 independent special districts, therefore a majority vote constitutes 25. The candidate receiving the most votes shall be deemed elected. Any nomination and ballot received by the Executive Officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the Executive Officer shall extend the date to submit ballots by 60 days and notify all districts of the extension.

If you have any questions, please contact LAFCo staff at colettem@humboldtlafo.org or you can leave a voicemail at (707) 445-7508.

Election Schedule

LAFCo call for nominations letter mailed	Friday, January 26, 2024
Nominations due to LAFCo	By 5:00 p.m., Friday, March 29, 2024
Ballots mailed from LAFCo via certified mail	No later than Friday, April 5, 2024
Election Day – Ballots due to LAFCo	By 5:00 p.m., Friday, June 7, 2024
Election results mailed from LAFCo	No later than Friday, June 14, 2024

Independent Special Districts

Big Lagoon Community Services District	Arcata Fire Protection District
Briceland Community Services District	Blue Lake Fire Protection District
Carlotta Community Services District	Briceland Fire Protection District
Fieldbrook-Glendale Community Services District	Bridgeville Fire Protection District
Humboldt Community Services District	Ferndale Fire Protection District
Loleta Community Services District	Fruitland Ridge Fire Protection District
Manila Community Services District	Garberville Fire Protection District
McKinleyville Community Services District	Humboldt No. 1 Fire Protection District
Miranda Community Services District	Kneeland Fire Protection District
Orick Community Services District	Myers Flat Fire Protection District
Orleans Community Services District	Petrolia Fire Protection District
Palmer Creek Community Services District	Redway Fire Protection District
Patrick Creek Community Services District	Rio Dell Fire Protection District
Peninsula Community Services District	Salmon Creek Fire Protection District
Phillipsville Community Services District	Telegraph Ridge Fire Protection District
Redway Community Services District	Willow Creek Fire Protection District
Riverside Community Services District	
Scotia Community Services District	Humboldt Bay Harbor, Recreation and Conservation District
Weott Community Services District	Humboldt County Resource Conservation District
Westhaven Community Services District	North Humboldt Recreation and Park District
Willow Creek Community Services District	Southern Humboldt Community Healthcare District
Alderpoint County Water District	Fortuna Cemetery District
Hydesville County Water District	Petrolia Cemetery District
Jacoby Creek County Water District	
Humboldt Bay Municipal Water District	
Garberville Sanitary District	
Resort Improvement District No. 1	



OFFICIAL BALLOT
INDEPENDENT SPECIAL DISTRICT ELECTION
REGULAR MEMBER

Mark selection directly onto the ballot, voting for no more than one (1) candidate. Ballots must be returned to the LAFCo office at 670 9th Street, Suite 5, Arcata, CA 95521 on or before 5:00 p.m. on June 7, 2024.

Name of District: _____

Address: _____

Telephone: _____

Please vote for one of the following candidates for REGULAR special district member:

HEIDI BENZONELLI
Sponsor: Humboldt Community Services District

DAVID COUCH
Sponsor: McKinleyville Community Services District

The Board hereby selects the above candidate to fill the term beginning on July 1, 2024 and expiring on June 30, 2028, as a regular special district member of the Humboldt Local Agency Formation Commission.

Board action taken on the _____ day of _____, 2024, by the following vote:

AYES: _____

NOSE: _____

ABSTAIN: _____

ABSENT: _____

DISTRICT REPRESENTATIVE:

Signature

Printed Name / Title

McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.7 **FY 2023-24 General Fund and Measure B Budget Review & Potential Amendment**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review proposed revisions to the FY 2023-24 Parks/General Fund Budget, and the Measure B Fund; discuss, take public comment, and approve the proposed revised budgets for FY 2023-24.

Discussion:

District procedures state that a formal revision is required when a major line item or category of the budget deviates by more than 10% from the original budget estimate. The water, sewer and street lighting budgets do not project a deviation of more than 10% by the end of the fiscal year. Budget line items that deviate more than 10% are highlighted yellow on Attachment 1 and are described below.

For the Parks/ General Fund, "Facility Fees" revenue is significantly higher than originally projected and has been adjusted to reflect that. "Contributions & Other Program" revenues are projected to be slightly higher than anticipated based on year-to-date contributions. "Other Revenue" has been reduced due to a calculation error found in the original projections. As construction on the BMX Track and Park project did not start as early as anticipated, grant revenues have been reduced to coincide with the actual reimbursed expenses for this fiscal year. "Interest Revenue" is significantly higher than anticipated due to unforeseen interest revenue from the CalClass account.

Expense projection adjustments in the General Fund have been made to Administrative expenses including salaries and benefits. This adjustment is due to additional staff time being contributed to the Measure B increase campaign, as well as expenses related to engineering fees, legal fees, consultant fees and additional bulk mailings involved with the Measure B increase campaign. "Capital Expenditures & Interest" expense has been adjusted to reflect the reduced expenses experienced this fiscal year related to grant funded projects. The overall Parks/General Fund budget is now anticipated to run a deficit in FY 2023-24 of \$70,033. Staff does not believe that this has impacted Parks & Rec programs or required maintenance or upkeep of facilities, and can largely be traced to under budgeting of the actual costs related to the passage of Measure B.

In the Measure B Fund, “Salaries and Benefits” have been adjusted to reflect required maintenance for Hiller Sports Complex and the Library. Based on current expenditure trends, this budget is anticipated to run a deficit in FY 2023-24 by \$12,217.35.

Questions from the Directors on any category item or on the budget overall are welcome.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

See attached Revised FY 2023-24 Budgets.

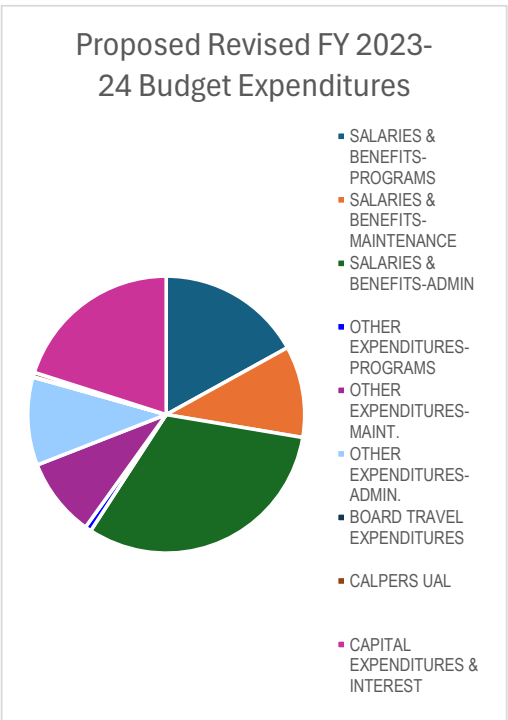
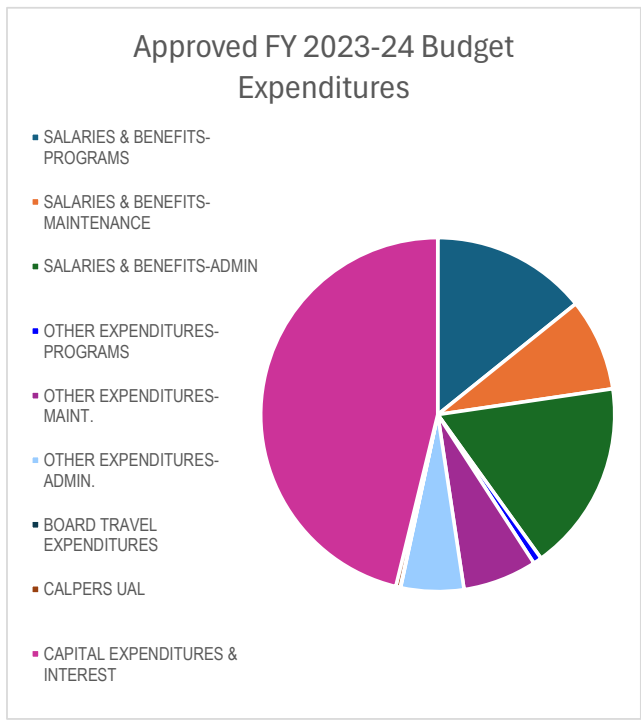
Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – FY 2023-24 Revised Budgets

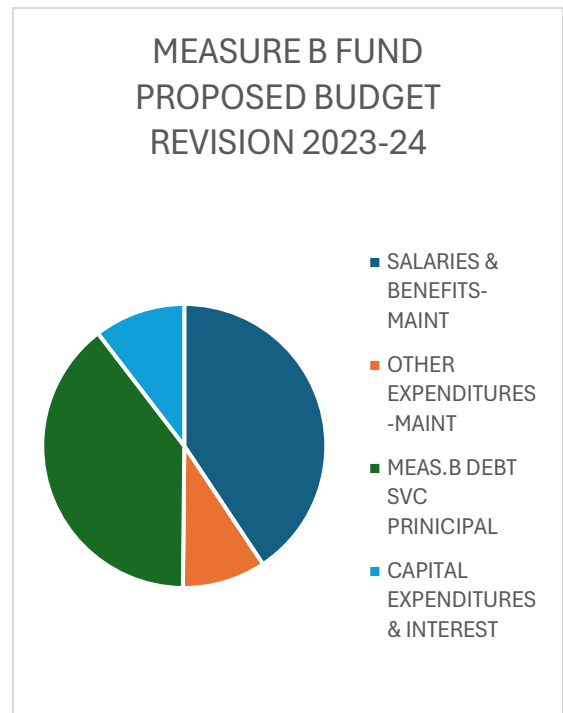
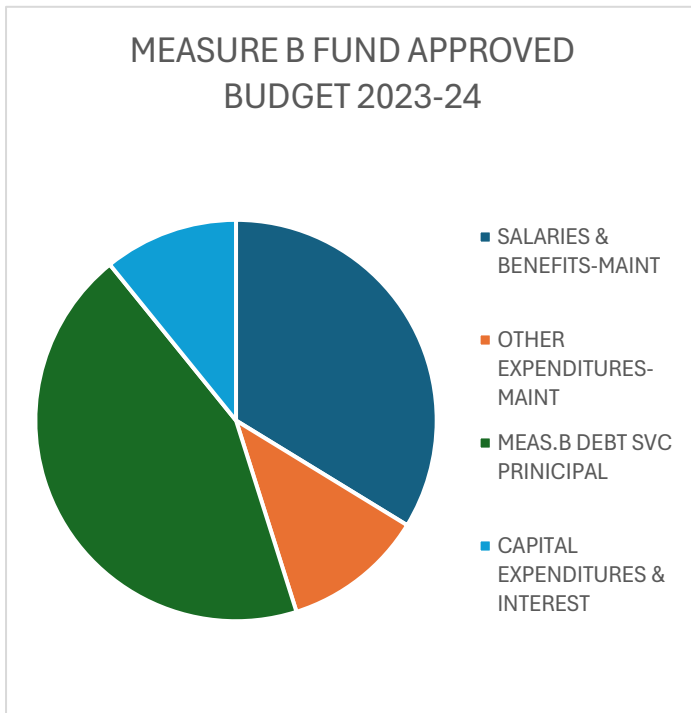
DESCRIPTION	PARKS/GENERAL FUND 2023-24 APPROVED BUDGET	PARKS/GENERAL FUND 2023-24 DRAFT BUDGET REVISION	
REVENUES			
PROGRAM FEES	\$ 324,980.00	\$ 309,319.55	5%
FACILITY FEES	\$ 69,350.00	\$ 104,894.71	-51%
PROPERTY TAXES	\$ 773,676.00	\$ 759,169.58	2%
OPEN SPACE FEES	\$ 141,000.00	\$ 152,348.61	-8%
CONTRIBUTIONS & OTHER PROGRAM	\$ 1,500.00	\$ 1,665.00	-11%
OTHER REVENUE	\$ 33,569.00	\$ 12,042.35	64%
QUIMBY FEES/GRANTS/LOANS	\$ 1,134,000.00	\$ 376,171.00	67%
INTEREST REVENUE	\$ 40,000.00	\$ 205,792.56	-414%
TOTAL REVENUES	\$ 2,518,075.00	\$ 1,921,403.36	
EXPENDITURES			
SALARIES & BENEFITS-PROGRAMS	\$ 358,334.00	\$ 337,872.75	6%
SALARIES & BENEFITS-MAINTENANCE	\$ 212,364.00	\$ 212,696.10	0%
SALARIES & BENEFITS-ADMIN	\$ 438,481.00	\$ 627,787.94	-43%
OTHER EXPENDITURES-PROGRAMS	\$ 19,625.00	\$ 14,571.13	26%
OTHER EXPENDITURES- MAINT.	\$ 170,300.00	\$ 182,671.41	-7%
OTHER EXPENDITURES-ADMIN.	\$ 144,700.00	\$ 204,720.75	-41%
BOARD TRAVEL EXPENDITURES	\$ 1,200.00	\$ 1,500.00	-25%
CALPERS UAL	\$ 10,000.00	\$ 10,000.00	0%
CAPITAL EXPENDITURES & INTEREST	\$ 1,163,000.00	\$ 399,616.79	66%
TOTAL EXPENDITURES	\$ 2,518,004.00	\$ 1,991,436.89	
EXCESS (DEFICIT)	\$ 71.00	\$ (70,033.53)	



	MEASURE B FUND APPROVED BUDGET 2023-24	MEASURE B FUND PROPOSED BUDGET REVISION 2023-24	
REVENUES			
MEASURE B ASSESSMENT	\$ 224,000.00	\$ 235,200.00	-5%
GRANTS/CONTRIBUTIONS	\$ -	\$ -	
OTHER REVENUE	\$ -	\$ -	
PROCEEDS FROM DEBT	\$ -	\$ -	
QUIMBY FEES/RESERVES DRAW	\$ -	\$ -	
INTEREST REV.	\$ 8,200.00	\$ 3,001.15	63%
TOTAL REVENUES	\$ 232,200.00	\$ 238,201.15	

EXPENDITURES			
SALARIES & BENEFITS-MAINT	\$ 78,368.00	\$ 101,802.18	-30%
OTHER EXPENDITURES-MAINT	\$ 26,450.00	\$ 23,793.50	10%
MEAS.B DEBT SVC PRINCIPAL	\$ 102,304.00	\$ 98,767.00	3%
CAPITAL EXPENDITURES & INTEREST	\$ 25,149.00	\$ 26,055.83	-4%
TOTAL EXPENDITURES	\$ 232,271.00	\$ 250,418.50	

EXCESS (DEFICIT) \$ (71.00) \$ (12,217.35)



McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2024

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.8 **Review Operations Draft Budget for Water, Wastewater, and Streetlight Funds, FY2024-25**

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

TYPE OF ACTION: **Information Only**

Recommendation:

Staff recommends that the Board review, take public comment, and discuss the FY2024-25 Draft Operating Budget for the Water, Wastewater, and Streetlights Funds.

Discussion:

The budget was developed based on current costs, trends, and best estimates. Staff has developed a revised projection of water and wastewater sales based on current consumption trends rather than the most recent Rate Study.

For the Water Fund, grant revenue under Other Revenue will continue to remain higher than normal due to the Capital Projects listed under the Capital Improvement Plan.

Where last year there was a deficit for the Streetlight Fund, this year there are not as many Capital Projects, therefore there is no deficit this year.

In the Streetlight fund there is a proposed 42.1% increase in Other Expenditures. This increase is due to an increase in legal fees, increase in insurance premiums, and other inflation related increases.

Questions from the Directors on any category item or on the budget overall are welcome. The finalized budget will be presented to the Board for formal approval in June.

Alternatives:

Take Action

Fiscal Analysis:

See attached FY2024-25 Draft Operating Budgets for Water, Wastewater, and Streetlights Funds.

Environmental Requirements:

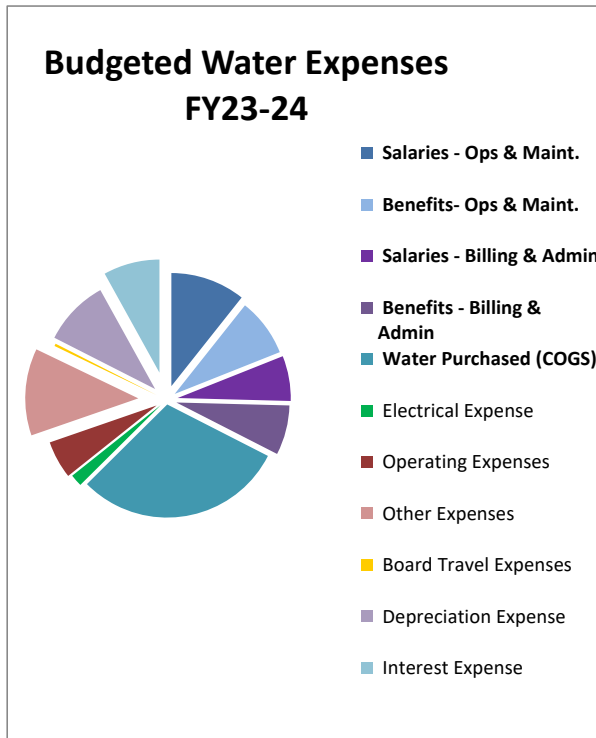
Not applicable

Exhibits/Attachments:

- Attachment 1 – FY2024-25 Draft Operating Budget for Water
- Attachment 2 – FY2024-25 Draft Operating Budget for Wastewater
- Attachment 3 – FY2024-25 Draft Operating Budget for Streetlights

McKinleyville Community Services District
Enterprise Funds: DRAFT Water Operating Budget
FY 2024-25

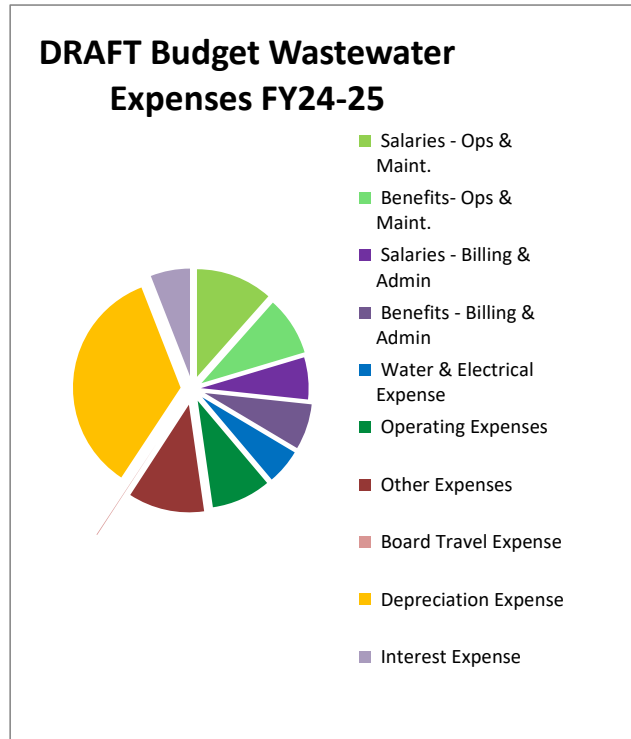
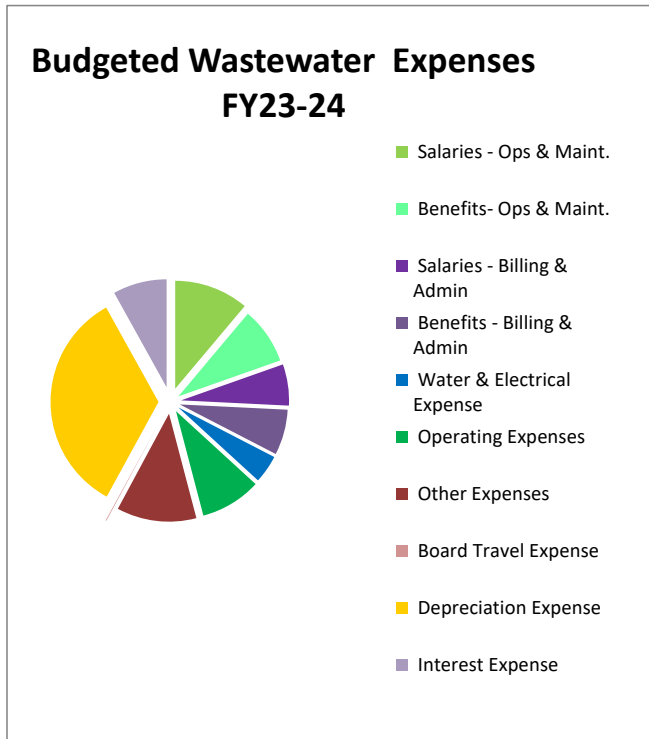
Description	Water Fund Approved Budget FY23-24		Water Fund Proposed Budget FY24-25		Difference (Memorandum Only)	
Water Revenues						
Water Sales	4,300,000	37%	4,350,000	36%	50,000	1%
Capacity Fees	150,000	1%	150,000	1%	-	0%
Other Revenue	7,087,450	61%	7,131,950	60%	44,500	1%
Contributed Construction	75,000	1%	25,000	1%	(50,000)	-67%
Interest Revenue	85,000	1%	150,000	1%	65,000	76%
Total Revenues	11,697,450	100%	11,806,950	99%	109,500	1%
Water Expenses						
Salaries - Ops & Maint.	451,304	11%	456,349	11%	5,045	1.1%
Benefits- Ops & Maint.	350,865	8%	357,389	9%	6,524	1.9%
Salaries - Billing & Admin	272,414	6%	271,411	7%	(1,003)	-0.4%
Benefits - Billing & Admin	300,252	7%	295,638	7%	(4,614)	-1.5%
Water Purchased (COGS)	1,270,398	30%	1,295,000	31%	24,602	1.9%
Electrical Expense	73,100	2%	120,000	3%	46,900	64.2%
Operating Expenses	228,500	5%	254,500	6%	26,000	11.4%
Other Expenses	525,857	12%	507,344	12%	(18,513)	-3.5%
Board Travel Expenses	15,000	0.4%	15,000	0%	-	0.0%
Depreciation Expense	400,000	9%	400,000	10%	-	0.0%
Interest Expense	340,351	8%	200,724	5%	(139,627)	-41.0%
Total Expenses	4,228,041	100%	4,173,355	100%	(54,686)	-1%
Excess (Deficit)	7,469,409		7,633,595			



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McKinleyville Community Services District
Enterprise Funds: DRAFT Wastewater Operating Budget
FY 2024-25

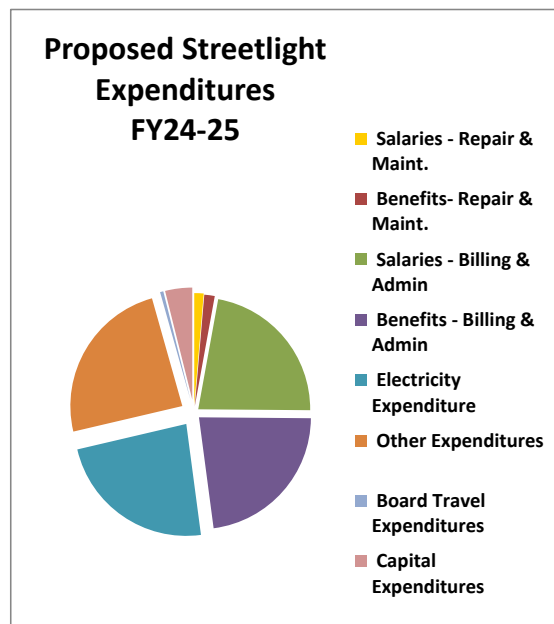
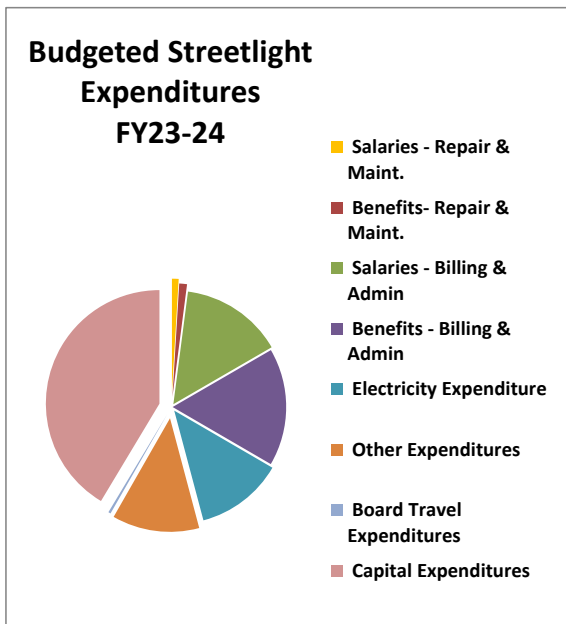
Description	Wastewater Fund Approved Budget FY23-24		Wastewater Fund Proposed Budget FY24-25		Difference (Memorandum Only)	
Wastewater Revenues						
Sewer Service Charges	4,200,000	76%	4,200,000	77%	-	0%
Capacity Fees	200,000	4%	200,000	4%	-	0%
Other Revenue	871,592	16%	811,442	15%	(60,150)	-7%
Contributed Construction	125,000	2%	125,000	2%	-	0%
Interest Revenue	130,000	2%	120,000	2%	(10,000)	-8%
Total Revenues	5,526,592	100%	5,456,442	100%	(70,150)	-1.3%
Wastewater Expenses						
Salaries - Ops & Maint.	491,516	11%	497,846	12%	6,330	1%
Benefits- Ops & Maint.	373,980	8%	381,024	9%	7,044	2%
Salaries - Billing & Admin	273,023	6%	272,104	6%	(919)	0%
Benefits - Billing & Admin	300,868	7%	296,262	7%	(4,606)	-2%
Water & Electrical Expense	186,000	4%	228,000	5%	42,000	23%
Operating Expenses	402,500	9%	384,000	9%	(18,500)	-5%
Other Expenses	527,441	12%	493,297	11%	(34,144)	-6%
Board Travel Expense	5,000	0%	5,000	0%	-	0%
Depreciation Expense	1,500,000	34%	1,500,000	35%	-	0%
Interest Expense	356,267	8%	255,851	6%	(100,416)	-28%
Total Expenditures	4,416,595	100%	4,313,384	100%	(103,211)	-2.3%
Excess (Deficit)	1,109,997		1,143,058			



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McKinleyville Community Services District
Streetlights Fund DRAFT Operating Budget
FY 2024-25

Description	Streetlights Fund Approved Budget FY23-24		Streetlights Fund Proposed Budget FY24-25		Difference (Memorandum Only)	
Streetlight Revenues						
Streetlight Charges	110,000	86%	120,000	87%	10,000	9.1%
Other Charges	18,500	14%	18,500	13%	-	0.0%
Interest Revenue	100	0%	100	0%	-	0.0%
Total Revenues	128,600	100%	138,600	100%	10,000	8%
Streetlight Expenditures						
Salaries - Repair & Maint.	1,678	1%	1,732	1%	54	3.2%
Benefits- Repair & Maint.	1,951	1%	1,927	2%	(24)	-1.2%
Salaries - Billing & Admin	25,725	15%	28,509	22%	2,783	10.8%
Benefits - Billing & Admin	29,518	17%	29,157	23%	(361)	-1.2%
Electricity Expenditure	22,000	12%	30,000	23%	8,000	36.4%
Other Expenditures	21,887	12%	31,094	24%	9,207	42.1%
Board Travel Expenditures	600	0%	600	0%	-	0.0%
Capital Expenditures	73,000	41%	5,000	4%	(68,000)	-93.2%
Total Expenditures	176,360	100%	128,019	100%	(48,341)	-27%
Excess (Deficit)	(47,760)		10,581			



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McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.9 **Consider Approval of Resolution 2024-13 to Pursue Grant Funding from the Urban & Community Forestry Grant Program of the California Department of Forestry and Fire Protection**

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

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Board review this information provided, discuss, take Public comment and approve Resolution 2024-13 authorizing the General Manager to act as the Authorized Agent and submit a grant application to CAL Fire as part of the California Urban & Community Forestry Inflation Reduction Act to seek funding for the planning and implementation of projects within the McKinleyville Community Forest.

Discussion:

The mission of the CAL FIRE Urban & Community Forestry Program is to advance the development of sustainable and accessible urban and community forests in California. In 2023, the U.S. Department of Agriculture (USDA) Forest Service Urban and Community Forestry (UCF) Program awarded \$1.5 billion to states, projects, and national initiatives that support urban communities in ensuring equitable access to trees and their benefits via the Inflation Reduction Act (IRA) of 2022. The intent is to foster:

- 1) Increased and equitable access to urban tree canopy and associated human health, environmental, and economic benefits in disadvantaged communities,
- 2) Broadened community engagement in local urban forest planning, tree planting, and management activities, and
- 3) Improved community and urban forest resilience to climate change, extreme heat, forest pests and diseases, and storm events through best management and maintenance practices.

Applications are due May 30, 2024 and the work needs to be completed by March 2028. There is no cost share or matching requirements for benefits to disadvantaged or low income communities. Grant applications must be between \$150,000 and \$1,500,000. The District will likely submit an applications for:

- Urban Forest Management Activities, which consist of projects for improving long-term management of urban forests to improve urban forest

performance over time. Projects may involve the establishment or updating of a jurisdiction-wide tree inventory, urban forest mapping and analysis, and/or long-term management plan. Urban Forest Management Plan projects must include policy integration and ordinance development. An early action tree planting component is recommended.

The District may also submit a second application for:

- Urban Forest Expansion and Improvement projects, which consist of urban tree planting, maintenance, and associated vegetation to provide multiple benefits, tree and plant establishment care, and planting site preparation.

The Management Activity grant application would likely be for approximately \$500,000 and would focus on hiring professional consultants to help prepare the Community Forest Management Plan and the Trails Plan. An Expansion & Improvement grant application would likely be for \$150,000 and would be for purchasing and planting redwood and other applicable trees in the Community Forest. The full grant applications and additional information can be found at: <https://www.fire.ca.gov/what-we-do/grants/urban-and-community-forestry-grants>

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2024-13

RESOLUTION

Resolution No.: 2024-13

RESOLUTION OF THE Board of Directors OF the McKinleyville Community Services District
(Title of Governing Body) *(City/County/District/nonprofit)*

FOR FUNDING FROM THE URBAN AND COMMUNITY FORESTRY GRANT PROGRAM OF THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION.

WHEREAS, the Governor of the State of California in cooperation with the State Legislature has appropriated General Funds for the state's urban forestry programs; and

WHEREAS, the State Department of Forestry and Fire Protection has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies and non-profit organizations under the program, and

WHEREAS, said procedures established by the Department of Forestry and Fire Protection require the applicant to certify by resolution the approval of application before submission of said application to the State; and

WHEREAS, the applicant will enter an agreement with the State of California to carry out an urban forestry project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors:
(Title of Governing Body)

1. Approved the filing of an application for the Urban and Community Forestry grant program funds; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and,
3. Certifies that funds under the jurisdiction of Board of Directors are available to begin the project.
(Title of Governing Body)
4. Certifies that said applicant will expend grant funds prior to March 31, 2028.
5. Appoints the General Manager, or a designee, as agent of the Board of Directors to conduct negotiations,
(Position Title) *(Title of Governing Body)*
execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the afore mentioned project.

Approved and adopted the First day of May , 2024.

I, the undersigned, hereby certify that the foregoing Resolution, number _____, was duly adopted by the following roll call vote of the _____.
(City Council/Board of Supervisor/Board of Directors)

Ayes: _____ Noes: _____ Absent: _____ (Clerk signature)

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McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.10 **Consider Adoption of Resolution 2024-14 Nominating Gregory Orsini to CSDA Board of Directors, Seat A: Northern Network**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided, discuss, take public comment, and adopting Resolution 2024-14 nominating Director Gregory Orsini to the CSDA Board of Directors, Seat A: Northern Network (**Attachment 4**).

Discussion:

On February 8, 2024, General Manager Kaspari received a letter (**Attachment 1**) from the Elections and Bylaws Committee from the California Special Districts Association (CSDA) calling for nominations of Independent Special District Board Members or General Managers who are interested in leading the direction of CSDA for the 2025-2027 term.

Nominees must be affiliated with an independent special district, a CSDA Regular member, and located in the geographical network (**Attachment 2**) that they represent. Board Director Gregory Orsini qualifies as a candidate and has expressed interest in this governing seat.

The commitment of this position would consist of 4-5 annual meetings, usually held in Sacramento, participating in at least one committee, which also meets 3-5 times a year usually in Sacramento, attend specific CSDA annual events and complete the Special District Leadership Academy within 2 years.

Candidate nominations must be received in the form of a Resolution (**Attachment 4**) or minute motion. Electronic voting will take place June 10-July 26, 2024. Successful candidates will be notified no later than July 30, 2024 and will be introduced at the Annual Conference in Indian Wells, CA in September 2024.

Alternatives:

Staff analysis consists of the following potential alternative:

- Take No Action

Fiscal Analysis:

CSDA will reimburse Board Members for all Director related expenses for Board and committee meetings. CSDA does not reimburse for annual events or the Special District Leadership Academy.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – CSDA Call for Nominations Letter
- Attachment 2 – CSDA Network Map
- Attachment 3 – CSDA Nominations and Candidate Forms
- Attachment 4 – Resolution 2024-14



**California Special
Districts Association**

Districts Stronger Together

DATE: February 5, 2024

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2025 - 2027 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 10, 2024. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024. The successful candidates will be notified no later than July 30, 2024. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2024.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat A – Greg Orsini, Director, McKinleyville Community Services District*
Sierra Network	Seat A – Noelle Mattock, El Dorado Hills Community Services District*
Bay Area Network	Seat A – Chad Davisson, General Manager, Ironhouse Sanitary District*
Central Network	Seat A – Patrick Ostly, General Manager, North of River Sanitary District*
Coastal Network	Seat A – Elaine Magner, Director, Pleasant Valley Recreation & Park District*
Southern Network	Seat A – Jo MacKenzie, Director, Vista Irrigation District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net by **April 10, 2024** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2024 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



RECEIVED

FEB 8 2024

McK. C.S.D.

Agenda Item: 4 - Establish 2024 Board Elections Timeline

Item Type: Discussion/Action

Submitted By: Amber Phelen, Management Analyst

Presented By: Neil McCormick, Chief Executive Officer

Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

The nomination process for the 2024 CSDA Board of Directors, Seat A election is quickly approaching. CSDA Bylaws direct that the Election & Bylaws Committee shall set the timeline for elections each year. Below is a staff recommended timeline for the nomination and election process that complies with the noticing periods outlined in the CSDA bylaws. The timeline works backwards from the CSDA Annual Conference start date which is September 9, 2024 this year.

- February 5** **Nomination applications mailed and emailed out**
125 days to election start on June 9; bylaws requirement = at least 120 days.
- April 10** **Nomination application deadline**
61 days to election start; bylaws requirement = at least 60 days prior to election.
- April 20** **Nomination application deadline – Coastal Network**
Per CSDA Bylaws, the deadline shall be extended by 10 days in a Network where there is no incumbent re-running.
- June 10** **Electronic ballot voting begins – current Regular Members**
- July 26** **Deadline to receive electronic ballots - current Regular Members**
45 days until conference; bylaws requirement = at least 45 days.
- July 29 or 30** **Count ballots and inform candidates of win/loss**

FISCAL IMPACT:
None at this time.

STAFF RECOMMENDATION:

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A regular election timeline as presented.



Agenda Item: 5 – Review & Approve 2024 Election Materials

Item Type: Discussion/Action

Submitted By: Amber Phelen, Management Analyst

Presented By: Neil McCormick, Chief Executive Officer

Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

Attached is a draft of the nomination letter, form, and candidate information sheet which would be sent out to CSDA voting members in good standing for all six Networks as part of the 2024 CSDA Board of Directors, Seat A election.

Additionally, the background information that will be mailed with the ballots is included. A current list of Board Members and their terms are also attached. Seat A Board Members are up for re-election.

FISCAL IMPACT:

The annual CSDA Board election process is a 2024 budgeted item.

STAFF RECOMMENDATION:

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A election nomination letter, nomination form, candidate information sheet, and ballot letter to be sent to all voting Regular CSDA Members in good standing.



DISTRICT NETWORKS



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**California Special
Districts Association**
Districts Stronger Together

2024 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

April 10, 2024 at 5:00 p.m.



2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

RESOLUTION 2024 – 14

A RESOLUTION of the Board of Directors of the McKinleyville Community Services District Nominating Gregory Orsini to the California Special District Association Board of Directors, Seat A: Northern Network

WHEREAS, the McKinleyville Community Services District, an independent special district, is a member of the California Special District Association; and

WHEREAS, on February 8, 2024, a letter calling for the nominations of interested Board Directors or General Managers to sit as Directors of the CSDA Board of Directors; and

WHEREAS, to be a qualified candidate, the nominee must be affiliated with an independent special district, a member of CSDA and located in the geographical network in which they wish to represent; and

WHEREAS, Director Gregory Orsini has expressed interest in seeking nomination for the CSDA Board of Directors, Seat A: Northern Network; and

WHEREAS, Director Gregory Orsini, having 30 plus years of experience in matters related to special districts and the unique challenges of districts in Northern California is distinctively qualified as a candidate for the position of CSDA Board of Directors; and

WHEREAS, Director Gregory Orsini, having sat on the CSDA Board of Directors for multiple terms during his tenure as General Manager, has the experience and knowledge to provide leadership in this area once again.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby support the nomination of Gregory Orsini to the California Special District Association Board of Directors, Seat A: Northern Network.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on May 1, 2024 by the following polled vote:

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

Scott Binder, Board President

Attest:

Joseph Blaine, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2024

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.A **Finance & Administration – March/April 2024 Report**

PRESENTED BY: **Colleen M. R. Trask, Interim Finance Director**
Samantha Howard, Finance Director

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has \$813,311 to date in the Trust Account for the Biosolids Disposal project. (551-10021/10028-554)

Customer adjustments at March month-end total \$15,782; the annual budget for this sub-item is \$45,000. (GL# 501/551-62120)

Total Board Travel as of March 31, 2024 is \$21,280 which is 86% of the approved \$24,700 budget for this item. (GL# 001/005/501/551 62090-888)

Audit/Budget Update:

The Single Audit field work is largely complete. The few remaining questions from the auditor are being addressed. A request for extension of the deadline has been submitted to the California State Water Resources Control Board and the US EPA. The extended deadline we requested is June 15, 2024.

The Audited Financials for FY22-23 are now posted on the District's website and have been disseminated to the various lenders and other interested parties who require them.

Water, Wastewater, and Streetlights Operating Draft budgets are complete. The final budget will be submitted to the Board for approval at the June Board meeting, before the start of the next fiscal year.

The Parks/ General Fund/ Measure B budgets for FY23-24 have been revised to current best estimates, where the estimate is more than 10% different from the original approved budget.

OTHER UPDATES

We are glad to welcome new Finance Director Samantha Howard. She will be training with Former Finance Director Colleen Trask both in-person and virtually with support through the year-end close and FY23-24 audit.

McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2024

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B **Operations Department – March/April 2024 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 35.4 million gallons of water in March.
Six water quality complaints were investigated and rectified.
Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Testing of DCV's in Routes 5 and 6 were conducted in March. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

Average and Maximum Water Usage:

The maximum water usage day was 1.1 million gallons and the average usage per day was 1.7 million gallons.

Water Distribution Maintenance:

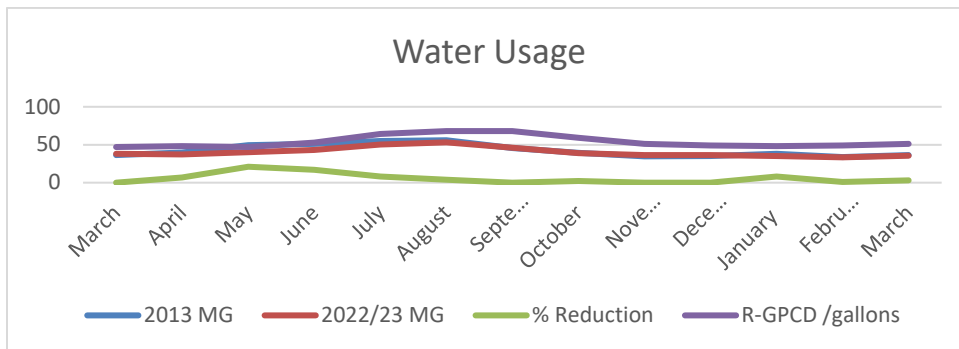
Weekly Bacteria Samples were collected on Schedules 1, 2, 3 and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. The State has reclassified the Distribution system as a D4 which now required the District to sample five locations per week. A new Sampling plan was submitted to the State. Valve exercising continues. This annual program keeps valves operable and easy to operate when needed. Each valve is exercised and recorded on the template app. Any valves requiring repairs will generate a work order. A broken angle-stop was repaired on Anderson and on McKinleyville Ave. due to not turning off when in the closed position. The semi-annual PRV inspections were completed. Each stations valves were exercise and pressures adjusted accordingly where needed. Three new water services were installed on Hiller Road for a three lot subdivision. The semi-annual locating of offsite meter boxes was conducted. Meters that are hard to find were marked with white paint.

Water Station Maintenance:

Monthly inspections and daily routines were conducted at the water stations. Any minor issues found are repaired during inspections, but if they require parts or extensive labor, the issue is documented on the monthly sheet, which will then generate a work order for repairs. String trimming and cleaning was conducted at the North Bank station. Station generators were load tested as part of the annual maintenance to ensure the full functionality of the generators when they are needed to perform.

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

	2013 (MG)	2023/24 (MG)	% Reduction	R-GPCD
March	36.244	38.211	(-5)	47
April	39.755	37.003	7	48
May	49.407	39.491	21	47
June	51.337	42.826	17	53
July	54.757	50.136	8	64
August	55.908	53.131	4	68
September	45.702	46.090	(-1)	68
October	39.439	38.843	2	59
November	34.879	36.315	(-4)	51
December	34.879	36.333	(-3)	49
January	38.241	35.266	8	48
February	33.751	33.388	1	49
March	36.244	35.425	3	51



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

Midtown Court Tract: Plans were reviewed, and plan check fees have been paid. This project has not started yet.

Sewer Department:

Wastewater Statistics:

43.7 million gallons of wastewater were collected and pumped to the WWMF. 50.9 million gallons of wastewater were treated and discharged to NPDES Permit site EFF-001 River disposal in March.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted at all sewer stations. The Hiller station was serviced as part of the quarterly maintenance plan. During this time, pumps were inspected, and the wet wells washed. This is done to prevent hydrogen sulfide build up which can deteriorate the concrete walls along with removing rags and debris to prevent plugging up the pumps. Kelly and B Street station pumps were opened up and cleared of rags due to staff noticing the pumping hours being higher than normal. The pressure gauge for the Kelly discharge header pipe was replaced during this time. A few leaning trees were removed on the Letz access road. Station generators were load tested as part of the annual maintenance to ensure the full functionality of the generators when they are needed to perform.

Sewer Collection System:

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. Staff has been monitoring the sewer flow in manholes using the Smartcover flow totalizers. This data will be compared to the dry weather flow to try locating areas where inflow and infiltration is entering the sewer mains. These devices will be moved around to selected manholes during the winter. New sewer services were installed for the three-lot subdivision on Hiller Road. Several manholes were repaired with grout due to allowing water to infiltrate during the winter.

Wastewater Management Facility:

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Staff rebuilt 2 Aeration Basin valves due to not opening and closing properly. Staff attended BOD training at North Coast Lab to improve on testing experience. The annual sludge depths were performed on the Biosolids Basin and pond 3. The Chlorine Contact Chamber was drained and cleaned as part of the quarterly maintenance. Filters were changed in the CL2 and SO2 rooms along with organizing the storage area and mowing the site.

Daily Irrigation and Observation of Reclamation Sites:

River discharge started in December. Irrigation pipe was picked up and stored for the winter. Staff continues to visit the sites regularly for homeless activity and string trim where needed. A homeless site was cleaned up on the Pialorsi Site. The Sheriff was notified of the activity.

Street Light Department:

There were no streetlight complaints in March.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on, Jackhammer Safety, Climbing Elevated Tanks, Confined Space, Workzone Traffic Safety and Stretching Your Body Before You Work.

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

Submitted Annual Volumetric of WW and Recycled Discharge report to the State

Attended meeting for the McCluski Tank Project.

Attended meetings and inspections for 4.5 MG Tank project

Attended Community Forest meeting and Mountain Bike trail walk

Submitted new Bac Sample Plan to the Waterboard

Submitted the annual Water EAR report.

Interviewed for new Utility Maintenance position.

Completed 2023 Consumer Confidence Report

Worked with County sign Department for Community Forest Road signs

Attended BMX Pre-bid meeting and site walk

GIS:

Plans & Programs

- Annual review of the Heat Illness and Injury Plan.
 - No changes were made.

General GIS & Maps Completed

- Reviewed Parcels provided by County that are going into Tax Default

McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2024

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.C **Parks & Recreation Director's Report for April 2024**

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

TYPE OF ACTION: **None**

TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:

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

PARK AND RECREATION COMMITTEE:

The Park and Recreation Committee (PARC) met on April 17, 2024. The notes from that meeting can be reviewed in **Attachment 1**.

BMX TRACK & PARK PROJECT:

Melton Design Group completed the final construction Bid documents and they were released on March 22, 2024. A pre-bid meeting was held on April 10th at 10:00am and Bid opening will take place at 3:00pm on May 6th at the District office.

COMMUNITY FOREST UPDATES:

The Adhoc Community Forest Committee met on April 9th. We discussed the formation of the MCF Committee. Applications for the committee were released on April 4th and are due by May 10th. The Adhoc committee will review and vet the applicants before making recommendations for appointment to the committee by the Board of Directors.

RECREATION PROGRAM UPDATES

- Drop-in Pickleball is on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball class that will run on Tuesday evenings, April 23-May 14th is full.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
 - The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's, a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old is running every Thursday from 10:30am-12:30pm.

- Pee Wee Basketball league for Kindergarten thru 2nd grades is full. The league began April 2nd and ends on May 18th.
- The Totletics T-ball program that starts on May 25th is full. This program is for 3-5 year olds and hosts 40 children per class series. There are currently 9 openings left in this program.
- Breakout: Skate Camp ran April 15-19. Breakout is a day camp program for youth age 6-11.
- Cooking classes for kids: The May class "Mother's Day Tea" to be held on May 11th is already full.

PARK & FACILITY MAINTENANCE UPDATES:

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

FACILITY RENTALS & USE

- 17 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in April through May.
- 2 parties were booked through the Party Program, plus two weekly sports vendors at the Activity Center in April through May.
- 24 Activity Center Rentals April through May.
- 10 Pierson Park Rentals April through May.

OTHER UPDATES:

- Staff is preparing and planning summer specialty camps which will include, skate camp, cooking camp, tot-camp and more.
- Staff has been preparing for the Recreation database software program upgrade, slated to go live in May.
- Staff continues to work with MUSD to provide staff for the school districts after school programs.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, the McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, and payroll.

ATTACHMENTS:

- Attachment 1 – PARC Meeting Notes 4-17-2024

Wednesday, April 17, 2024

6:30pm

Parks & Recreation Committee Meeting

NOTES

Members Present: Johnny Calkins, , Phil Heidrick, Jane Fusek, John Kulstad, Heidi Conzelmann, Jennifer Ortega, Scott Binder, Charlie Caldwell, Dana Merrill, Ciara Torres, Patti Stuart

Members Absent: Julie Giannini-Previde, Heidi Conzelmann

Meeting Notes:

Communications:

Jane Fusek gave a reminder to committee of the upcoming Botanical Garden workday on Sunday, April 21st.

Public Comment:

None

Rules & Regulations: Rule 47.02

Committee members discussed and drafted alternate language to allow for the use of class 1 & 2 e-bikes within the McKinleyville Community Forest. Charlie Caldwell moved to recommend the following change to Rule 47.02 to the MCSD Board of Directors:

RULE 47.02. MOTORIZED AND ELECTRIC VEHICLE USE PROHIBITED-Public recreation use of the Community Forest Property does not include use or operation of any motorized or electric vehicle. Recreational use must be done via pedestrian use, ~~non-motorized/non-electric~~ bicycle, including class 1 & 2 electric bicycles or horseback. Bicycles yield to equestrians and pedestrians; pedestrians yield to equestrians. Operation of non-motorized vehicles within the community forest property must comply with existing Rule 41.04 of these Rules & Regulations

Member Patti Stuart seconded the motion and the committee voted unanimously to recommend the change.

Community Garden:

Charlie Caldwell is developing a plan with Boys & Girls Club teen center staff to get teen club members involved in the rehabilitation of the garden. Charlie is still working to coordinate improvements with Garden users and the Boys & Girls Club teens.

Draft 2024-25 Parks & Rec Budget Review

Committee reviewed the draft FY 2024-25 budget for the Parks & Recreation Dept. There were no questions or concerns discussed.

Dept. Director Report:

Recreation Program Updates

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- *Beginning Pickleball class that will run on Tuesday evenings, April 23-May 14th is full.*
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Park & Facility Maintenance Updates

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

Facility Rentals & Use

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- 2 parties were booked through the Party Program, plus two weekly sports vendors at the Activity Center in April through May.
- 24 Activity Center Rentals April through May.
- 10 Pierson Park Rentals April through May.

Vandalism Report

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

Hewitt Ranch Property Updates

No updates at this time.

North Bank River Property Updates

The fifth wheel camper that had been parked at the pull out of the North Bank river property has been removed.

Other updates:

- Staff is preparing and planning summer specialty camps which will include, skate camp, cooking camp, tot-camp and more.
- Staff has been preparing for the Recreation database software program upgrade, slated to go live in May.
- Staff continues to work with MUSD to provide staff for the school districts after school programs.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, the McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, and payroll.

AdHoc Committee Reports:

- Skate Park—The Humboldt Skatepark Collective is planning fundraising opportunities for spring and summer. It is estimated that Phase 2, adding another 5,000-6,000 sq. ft. to the park will cost \$280,000.
- Fisher Ranch Estuary project— No updates
- BMX— staff gave update construction bid documents and bid process
- Community Garden—see agenda item note

Agenda Items for next meeting:

- Botanical Garden update
- Addition of Tribal Land Acknowledgement to PARC meeting protocols
- Background and information regarding the OSMZ program
- Undeveloped Park Property information and discussion

Next meeting will be Wednesday, May 15, 2024

Adjournment:

- Adjourned: approximately 7:31pm

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McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2024

TYPE OF ITEM: **INFORMATIONAL**

ITEM: F.3.D **General Manager’s Report for May 1, 2024 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of April 2024

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

• Use of NHE Services =	\$3,133
• WEX Labor Reimbursement =	\$0
• SWAP =	\$3,990
• Volunteer Pickleball Labor =	\$523
• CSW =	\$0
• Amazon Cost Savings =	\$87
• Rebuild Aeration Basin Air Valve =	\$2,070
• Rebuild BSB Pump =	\$190
• Hazard Tree Removal =	\$1,680
• West Shop Soffit Repair =	\$175
• Repair Letz Breaker Pump 3 =	\$4,050
• Repair Pond Recirc Pump =	\$1,900
• Homeless Camp Clean-Up =	-\$500
TOTAL COST SAVINGS FOR APR =	\$17,298

For the District’s 2023/24 Fiscal Year so far, Staff is responsible for \$358,040 in savings.

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

4.5 Gallon Water Tank Project – Mercer Fraser has largely handed the work off to DN Tank, and DN Tank are making quick work advancing the construction of the tank. They finished the floor and the first section of wall last week. They are going to then turn around wall sections every two days and pour a new section of wall every three days.

The District will scheduling a day for the Board and Staff to observe the wall construction process in May, probably May 6th. Joey will send out an invite.

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

SRF Energy Efficiency WWMF Micro-grid Project – Halleluia! The battery component of the microgrid at the Wastewater Management Facility (WWMF) finally has gotten the sign off from PG&E. The solar portion of the facility was brought on-line and signed off by PG&E on July 1, 2022. The District has been using and exporting solar energy since then. PG&E came back out on March 15th, 2024 to do their inspection of the battery system and signed off. PG&E was supposed to have installed the necessary meter as well the week of 4/22, but as of the writing of this report, we haven't seen them. We are still waiting for the formal Permit to Operate (PTO) from them. We are also still waiting for Ameresco to complete the final programming and training as well.

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

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

This project is funded by a Hazard Mitigation Grant from FEMA/CalOES. The original grant request was \$3,384,400 and an additional request for a total project cost of \$6,897,400, which, if approved, would fund \$5,173,050 in grant and the District would match \$1,725,350. This fiscal years budget included \$100,000 for this project, with the remained budgeted for the 2024/25 and 2025/26 Fiscal Years. The District's match was intended to be funded from the Certificates of Participation, Series 2021B-Sewer bonds. If the project continues to be delayed, the Sewer Bond funds may need to be spent on different sewer projects.

Office Remodel – LDA Partners continues to work on the Office Remodel design. LDA completed a final floor plan and elevations views and District Staff completed a final review and approval, and LDA has moved on into the final design. Their staff was out the week of March 18th to scan the existing building to ensure they had the correct dimensions for the final drawings. We'll of course see what the Engineer's Construction Costs Estimate comes back at and make final decisions on when/if we want to go out to bid. The funding for this project has not yet been secured, but Staff is pursuing funding through the State Water Resources Control Board, Clean Water State Revolving Fund grant/loan program.

McCluski/Hewitt Tank Replacement Project – This project consists of the replacement of the two existing redwood tanks at the west end of Hewitt Ave on McCluski Hill. The existing 100,000 gallon and 150,000-gallon redwood tanks located will be replaced with two, 200,000-gallon, glass-fused lined, bolted steel tanks. The existing grant is for Phase 1 funding, which includes the Biological and other Special Studies as well as Geotech assessment and 65% design drawings. Kennedy Jenks has completed the initial Preliminary Design Report and initial Design Drawings as well as the final Environmental Documents. The Phase 1 documents have been submitted to CalOES and FEMA in February 2024 to close out the Phase 1 portion of the grant. We also are working on submitting a request for additional grant funding, and then we will wait for the Phase 2 grant funding to be released for the construction of the tanks.

This first phase of the work cost \$155,750 overall which includes a \$38,938 District match. This grant was included in the current Fiscal Year budget and the recent Rate Study analysis and will be paid for from the Operations CIP budget. The overall grant cost estimate for this project was estimated to be \$1.44 Million, with 75% Federal Funding (\$1,079,038.50) and a 25% District match (\$359,679.50). However, the initial Preliminary Design Report estimated construction cost at \$4.64M. As mentioned, we submitted a request to see if there is additional grant funding available from FEMA/CalOES for this increased construction costs.

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

The initial Phase 1 grant award is for \$243,580 with a District match of \$25,640. This project was not budgeted for in the current Fiscal Year as it was assumed it wouldn't hit until next FY. \$500,000 was budget in FY24/25 and \$500,000 in FY25/26. District match will likely come from the COP-Series B Wastewater funds, particularly if the Sewer Crossing project does not move forward expeditiously.

Reporting by County Department – A regular meeting has been scheduled with President Binder, GM Kaspari, Supervisor Madrone, and the MMAC Chair, Lisa Dugan. Jesse Miles, the Executive Director of the McKinleyville Chamber of Commerce, has also begun to join us for these meetings, although she did not make this month's meeting. These meetings occur on the fourth Monday of every month to discuss various topics of concern to all four organizations and the community. At the April meeting, Cody Roggatz, the Airport Director joined us and updated us on the latest Airport projects, including the parking lot redevelopment starting next month through August, as well as the possible air show – Rumble over the Redwoods that is trying to be organized for August 10th & 11th. Supervisor Madrone reported that the County Planning is starting to prepare an Ordinance for Tiny House villages, as well as for allowing people to live in RVs. He also asked about our plan for the unhoused living in the Community Forest and complained that he wasn't invited to the ribbon cutting.

We will of course continue these meetings in 2024 and have scheduled meetings with District Attorney, Eads in May, and CAO Hayes in August. We are attempting to schedule meetings with the Auditor/Controller, DHHS, and second meetings with Directors Ford and Mattsen, and Sheriff Honsal.

Grant Applications – We are working with Rojas Communications Group on lobbying efforts with the District's State and Federal Representatives. We had a good meeting with Jaime Rojas, Jayson Braude, Jasmid Encisco and District Staff in May. We followed up that meeting with Zoom meetings with Representative Huffman and Senator

McGuire's and Congressman Wood's offices to discuss District funding priorities including the Community Forest, the 4.5MG tank and the Highway Sewer Crossings. They have also been working to schedule meetings with Wood's & McGuire's office while the Board is in Sacramento for the May 20-22 CSDA Legislative Days. Joey will get you itineraries prior to your departure for Legs Days.

As discussed at the May Board Meeting, we are pursuing funding from the California Dept. of Forestry and Fire Protection for the California Urban & Community Forestry Inflation Reduction Act. The grant application will pursue planning funding to complete the Community Forest, Forest Management Plan and Trails Plan. It would likely also pursue funding for reforestation. Grant applications are due May 30, 2024, and we will likely pursue \$500k+ in funding.

The Mad River Watermain Crossing Hazard Mitigation Grant application was submitted to CalOES in March 2021. We heard in December 2021 that the project had been forwarded by CalOES to FEMA for funding. We have not received a grant agreement for this project; however, Pacific Legacy, under a contract with FEMA, was out the week of March 18th, 2024 doing a cultural resource survey of the crossing, so the grant is moving forward.

The Federal Bipartisan Infrastructure Law funding that we will have access to will be run through the EPA funded Clean Water and Drinking Water State Revolving Fund Programs. The SRF funding in California is run through the State Water Resources Control Board. As discussed with the Board at the December 7, 2022 Board Meeting, we have submitted a Clean Water SRF application for funding the retrofit of the Fischer and B Street Lift Stations, which are two of our highest priority Capital Improvement Projects. We submitted this grant application in December 2022 but were unfortunately notified recently that it will not be funded this Fiscal Year. Staff had heard there was additional SRF Funding, so this was a big disappointment. The grant application will remain in their queue and will be considered for funding in the 2024/25 Fiscal Year.

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

Other Work – April saw the addition of our new Finance Director, Samantha Howard, and her on-boarding. She is very good addition to the Management group and I am very confident that she will be up to speed very quickly. However, much of my time was still dealing with typical year end finance reporting, including finalizing the Singe Audit,

while she was getting up to speed. Other work included the daily and weekly construction meetings for the 4.5MG Reservoir construction, as well as the Hewitt Tank project design with Kennedy Jenks Engineers, initial design meetings with GHD on the Fischer Lift Station upgrade project, the BMX Park bid including the pre-bid meeting, Microgrid PG&E commissioning and construction meetings, Community Forest Meetings, MMAC Incorporation subcommittee meetings, and MMAC general meetings. Things continue to be very busy at the District.

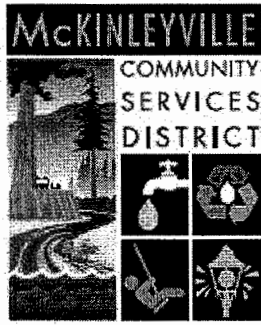
Attachments: Attachment 1 – WWMF Monthly Self-Monitoring Report

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McKINLEYVILLE, CA 95519

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PARKS & RECREATION OFFICE:

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

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

April 16, 2024

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for March 2024 for McKinleyville Community Services District Wastewater Management Facilities WID NO. 1B82084OHUM, operating under Order Number R1-2018-0032.

The normal discharge of effluent was 31 days going to 001. The required monitoring and water quality constituents that were tested and reported was in compliance in March.

Effluent Limitations Parameters	Units	Average Monthly	Average Weekly	Avg. % Removal	Max Daily	Instant Max	Instant Min	Results
Monitoring Location EFF- 001								
BOD	mg/L	30	45	>85				Compliance
TSS	Mg/L	30	45	>85				Compliance
PH	s.u.					6.5	8.5	Compliance
Settleable Solids	ml/L	0.1			0.2			Compliance
Chlorine Total Residual	mg/L	0.1			0.2			Compliance
Carbon Tetrachloride	ug/L	.25			.75			Compliance
Ammonia Impact Ratio	mg/L	1.0			1.0			Compliance
Dichlorobromomethane	ug/L	.56			1.4			Compliance
Monitoring Location LND-001, REC-001								
Nitrate		10						Compliance
PH		6.0- 9.0	6.0 – 9.0					Compliance

Total Coliform Organisms MPN/100 ml. The Monthly Median not to exceed MPN of 23 and the daily maximum not to exceed MPN of 240. The reported results for the current month are as follows. Median was <1.8 and a Maximum of 2. Four samples were collected in the month of March and was in compliance.

Monthly River Monitoring was conducted in March.

Discharged to River in March.

Acute Toxicity Percent Survival. Minimum for any bioassay is 70% survival. Median for three or more consecutive bioassays at least 90% survival. Acute results were 100% and TST Pass for Rainbow trout.

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

March 2024

Discharge Monitoring DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	MAXIMUM GPM	004 REC-001 FISCHER MGD UPPER	003 REC-001 FISCHER MGD LOWER	006 REC-001 PIALORSI MGD	005 REC-001 HILLER MGD	IRRGATE TOTAL MGD	001 EFF-001 RIVER MGD
1	1.338	1.593	1371					0.000	1.593
2	1.463	1.608	1288					0.000	1.608
3	1.559	1.661	1419					0.000	1.661
4	1.478	1.688	1393					0.000	1.688
5	1.695	1.671	1354					0.000	1.671
6	1.656	1.669	1332					0.000	1.669
7	1.468	1.703	1370					0.000	1.703
8	1.364	1.697	1411					0.000	1.697
9	1.397	1.687	1337					0.000	1.687
10	1.514	1.611	1409					0.000	1.611
11	1.495	1.622	1342					0.000	1.622
12	1.484	1.704	1352					0.000	1.704
13	1.404	1.707	1510					0.000	1.707
14	1.342	1.693	1471					0.000	1.693
15	1.310	1.673	1453					0.000	1.673
16	1.286	1.652	1489					0.000	1.652
17	1.278	1.642	1539					0.000	1.642
18	1.256	1.581	1683					0.000	1.581
19	1.203	1.595	1456					0.000	1.595
20	1.199	1.596	1584					0.000	1.596
21	1.172	1.525	1372					0.000	1.525
22	1.203	1.480	1372					0.000	1.480
23	1.329	1.544	1323					0.000	1.544
24	1.607	1.592	1377					0.000	1.592
25	1.506	1.656	1363					0.000	1.656
26	1.390	1.676	1515					0.000	1.676
27	1.376	1.670	1514					0.000	1.670
28	1.584	1.677	1438					0.000	1.677
29	1.529	1.693	1428					0.000	1.693
30	1.435	1.706	1581					0.000	1.706
31	1.404	1.689	1496					0.000	1.689
TOTAL	43.724	50.961		0.000	0.000	0.000	0.000	0.000	50.961
AVERAGE	1.410	1.644	1430	0.000	0.000	0.000	0.000	0.000	1.644
MAXIMUM	1.695	1.707	1683	0.000	0.000	0.000	0.000	0.000	1.707
MINIMUM	1.172	1.480	1288	0.000	0.000	0.000	0.000	0.000	1.480
DAYS	31	31		0	0	0	0	0	0

DAYS WITH NO DISCHARGE = 0