

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

**NOTICE IS HEREBY GIVEN THAT A SPECIAL MEETING OF THE  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
WILL BE HELD  
WEDNESDAY, OCTOBER 5, 2022 AT 6:00pm**

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

**Or**

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

To participate in person, please come to Azalea Hall.

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: [comments@mckinleyvillecsd.com](mailto:comments@mckinleyvillecsd.com) up until 4:30 p.m. on Tuesday, October 4, 2022.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, October 5, 2022 in a supplemental packet information that will also be posted on the website for public viewing.

Please note that, due to potential technical difficulties, the quality of the Zoom meeting cannot be guaranteed. **If you have public input to provide on an agenda item, it is recommended you attend in person at Azalea Hall or submit written comments as outlined above.**

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**AGENDA**  
**6:00 p.m.**

**A. CALL TO ORDER**

- A.1 Roll Call
- A.2 Pledge of Allegiance
- A.3 Additions or Changes to the Agenda

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

#### A.4 Approval of the Agenda

#### A.5 Closed Session Discussion

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

### **NO CLOSED SESSION SCHEDULED**

## **B. PUBLIC HEARINGS**

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

### **NO PUBLIC HEARING SCHEDULED**

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

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

## **D. CONSENT CALENDAR**

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

- |     |  |               |
|-----|--|---------------|
| D.1 | Consider Approval of the Minutes of the Board of Directors Regular Meeting on September 7, 2022  | <b>Pg. 5</b>  |
|     | Attachment 1 – Draft Minutes from September 7, 2022  | <b>Pg. 6</b>  |
| D.2 | Consider Approval of August 2022 Treasurer’s Report  | <b>Pg. 11</b> |
| D.3 | Reaffirm Resolution 2021-27 Making Findings Pursuant to Government Code Section 5493, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings | <b>Pg. 31</b> |
|     | Attachment 1 – Resolution 2021-27  | <b>Pg. 33</b> |

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

- |     |  |                |
|-----|--|----------------|
| E.1 | Board Meet and Discussion with Incoming Humboldt County Board Supervisor Natalie Arroyo  | <b>Pg. 35</b>  |
| E.2 | Consider Approval of Regular Board Meeting Dates, Time and Location for the 2023 Calendar Year   | <b>Pg. 37</b>  |
|     | Attachment 1 – 2023 MCSD Board Meeting Calendar  | <b>Pg. 39</b>  |
| E.3 | Willdan Presentation of Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities), Preliminary Draft for Discussion Purposes Only                   | <b>Pg. 41</b>  |
|     | Attachment 1 – Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities, Preliminary Draft for Discussion Purposes Only, Willdan Financial Services | <b>Pg. 43</b>  |
| E.4 | Consider Approval of Professional Services Agreement with Godbe Research Gain Insight for Community Survey Regarding Measure B Assessment Fees   | <b>Pg. 77</b>  |
|     | Attachment 1 – Professional Services Agreement   | <b>Pg. 79</b>  |
| E.5 | Discuss Letters of Interest and Appointment Process for Open Board Seat  | <b>Pg. 99</b>  |
|     | Attachment 1 – Legal Counsel Comments  | <b>Pg. 101</b> |

## **F. REPORTS**

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

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

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

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

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

- |    |  |                |
|----|--|----------------|
| a. | Support Services Department (Nicole Alvarado)      | <b>Pg. 103</b> |
| b. | Operations Department (James Henry)                | <b>Pg. 105</b> |
| c. | Parks & Recreation Department (Lesley Frisbee)     | <b>Pg. 111</b> |
| d. | General Manager (Pat Kaspari)                      | <b>Pg. 115</b> |
|    | Attachment 1 – WWMF Monthly Self-Monitoring Report | <b>Pg. 120</b> |

F.4 PRESIDENT'S REPORT

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

## **G. ADJOURNMENT**

### **Posted 5:00 pm on September 30, 2022**

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

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

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2022

TYPE OF ITEM: **ACTION**

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

**PRESENTED BY:**              **April Sousa, Board Secretary**

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

**Recommendation:**

Staff recommends the approval of the Minutes of the Board of Directors for the September 7, 2022 Regular Board Meeting.

**Discussion:**

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

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Draft Minutes from September 7, 2022 Regular Meeting

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, SEPTEMBER 7, 2022 AT 7:00 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 regular session of the Board of Directors of McKinleyville Community Services District convened at 7:00 p.m. with the following Directors and staff in attendance in person at Azalea Hall:

David Couch, President	Pat Kaspari, General Manager (via zoom)
Joellen Clark-Peterson, Vice President	April Sousa, Board Secretary
Scott Binder, Director	Joseph Blaine, IT Specialist
Dennis Mayo, Director	Nicole Alvarado, Finance Director
Greg Orsini, Director	James Henry, Operations Director
	Lesley Frisbee, Parks & Recreation Director

**A.2 Pledge of Allegiance:** The Pledge of Allegiance was led by President Couch.

**A.3 Additions to the Agenda:** There were no additions or changes to the agenda.

**A.4 Approval of the Agenda:**

**Motion:** It was moved to approve the agenda with the discussed changes.

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

There were no comments from the Board or public.

**Roll Call:** Ayes: Binder, Clark-Peterson, Mayo, Orsini and Couch Nays: None Absent: None

**Motion Summary:** Motion Passed

**AGENDA ITEM B. PUBLIC HEARINGS:**

None

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

Charlie Caldwell and Martin Fusek from the Humboldt Skate Collective gave an update on the McKinleyville Skate Park and noted a forthcoming Memorandum of Understanding (MOU) to be presented to the Board in the near future so they can break ground on the project soon.

**AGENDA ITEM D. CONSENT CALENDAR:**

- D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on August 3, 2022**
- D.2 Consider Approval of July 2022 Treasurer's Report**
- D.3 Consider Adoption of Resolution 2022-26 Amending the Rules and Regulations Rule 5.04: Water Installation Charges and Rule 21.02c: Sewer Connection Charges**
- D.4 Reaffirm Resolution 2021-27 Making Findings Pursuant to Government Code Section 5493, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings**
- D.5 Consider Attendance to the Association of California Water Agencies (ACWA) 2022 Fall Conference & Exhibition in Indian Wells, CA on November 29-December 1, 2022**
- D.6 Consider Approval of the First Amendment to the 2022-2023 MUSD Agreement with MCSD for the 21<sup>st</sup> Century Community Learning Center After School Program**

**Motion:** It was moved to approve the Consent Calendar.

**Motion by:** Director Mayo; **Second:** Director Clark-Peterson

There were no comments from the Board or public.

**Roll Call:** Ayes: Binder, Clark-Peterson, Mayo, Orsini and Couch Nays: None Absent: None

**Motion Summary:** Motion Passed

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

### **E.1 Water and Sewer Rate Evaluation and Proposition 218 Notice of Public**

General Manager Kaspari gave an overview of the item. Chris Fisher from Willdan Financial gave a presentation to the board of the rate study and proposition 218 process.

**Motion:** To authorize staff to set the 218 Public Hearing Date for the November 2, 2022 regular Board Meeting, and initiate the Proposition 218 majority protest notice and mailings concerning adjusting water and sewer charges in accordance with the Willdan Comprehensive Utility Rate Study.

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

**Roll Call:** Ayes: Binder, Clark-Peterson, Mayo, Orsini and Couch Nays: None Absent: None

**Motion Summary:** Motion Passed

### **E.2 Update from CalTrout on Status of Mad River Restoration**

Mary Burke from CalTrout gave an overview of the project and a status update of where the project is now. The Board and the public were given an opportunity to ask questions.

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

### **E.3 Consider Approval of Change Order 1 to Repair Rafters for the Cochran Tank 1A as Part of the Tank Painting Project**

Operations Director, James Henry, reviewed the staff report with the Board outlining the importance of the change order.

**Motion:** To approve Change Order 1 to Unified Field Services Corporation for the installation of a new support halo and 30 rafters at Tank 1A for the sum of \$204,548.58 and authorize the General Manager to sign the Change Order to allow the work to proceed.

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

**Roll Call:** Ayes: Binder, Clark-Peterson, Mayo, Orsini and Couch Nays: None Absent: None

**Motion Summary:** Motion Passed

### **E.4 Discuss and Consider Approval of a Contract with Melton Design Group, Inc. for the Design of the BMX Track and Park and Authorizing the General Manager to Sign the Contract**

Recreation Director, Lesley Frisbee, gave an overview of the item. Clarifying questions were asked regarding the differences in costs.

**Motion:** To find Melton Design Group Design most qualified and approve the contract with Melton Design Group, Inc. for the design of the BMX Track & Park project in the amount of \$375,986 and a 10% contingency in the amount of \$37,600, and authorize the General Manager to sign the contract

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

**Roll Call:** Ayes: Binder, Clark-Peterson, Mayo, Orsini and Couch Nays: None Absent: None

**Motion Summary:** Motion Passed

### **E.5 Consider Approval of Water and Wastewater Capital Improvement Plan Modification**

Finance Director, Nicole Alvarado, gave the overview of this item. There were no comments from the Board or the Public.

**Motion:** To approve the modification to the FY2022/23 CIP for the office remodel design  
**Motion by:** Director Mayo; **Second:** Director Orsini  
**Roll Call:** Ayes: Binder, Clark-Peterson, Mayo, Orsini and Couch Nays: None Absent: None  
**Motion Summary:** Motion Passed

**E.6 Consider Approval of Resolution 2022-25 Declaring its Official Intent to Reimburse itself with the Proceeds of a Tax-Exempt Financing for Expenditures**

Finance Director Alvarado reviewed the staff note for this item with the Board.

**Motion:** To approve Resolution 2022-25 declaring its official intent to reimburse itself with the proceeds of a tax-exempt finance for expenditures  
**Motion by:** Director Mayo; **Second:** Director Clark-Peterson  
**Roll Call:** Ayes: Binder, Clark-Peterson, Mayo, Orsini and Couch Nays: None Absent: None  
**Motion Summary:** Motion Passed

**E.7 Election Update and Consider Approval of Appointment Recommendation Process**

Board Secretary April Sousa reviewed the staff note with the Board. Director Orsini asked staff to review with legal counsel other options, but was supportive of the plan laid out.

**Motion:** To approve the parameters and schedule for acceptance and review of letters of interest from applicants and appointment of the recommended candidate to the Humboldt County Elections office for approval by the Humboldt County Board of Supervisors and direct staff to reach out to legal counsel.  
**Motion by:** Director Mayo; **Second:** Director Orsini  
**Roll Call:** Ayes: Binder, Clark-Peterson, Mayo, Orsini and Couch Nays: None Absent: None  
**Motion Summary:** Motion Passed

**AGENDA ITEM F. REPORTS**

**F.1 ACTIVE COMMITTEE REPORTS**

- a. **Parks and Recreation Committee (Binder/Clark-Peterson):** Did not meet.
- b. **Area Fund (John Kulstad/Clark-Peterson):** Did not meet.
- c. **Redwood Region Economic Development Commission (Clark-Peterson/Binder):** Director Clark-Peterson gave a brief report.
- d. **McKinleyville Senior Center Advisory Council (Binder/Clark-Peterson):** Director Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Couch):** Director Orsini gave a brief report on recent meetings.
- f. **Employee Negotiations (Couch/Mayo):** Did not meet.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini and General Manager Kaspari gave a brief report on the last meeting, which included information on the incorporation of McKinleyville.
- h. **Local Agency Formation Commission (Couch):** President Couch noted there was not a meeting, but he did report on conversations with someone from LAFCo in person at the CSDA conference.
- i. **Environmental Matters Committee (Couch/Clark-Peterson):** Did not meet.
- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Staff reported on the most recent meetings.

## F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo noted information on SB222. Director Orsini made note of the ballot initiative that would modify the proposition 218 processes, but that it did not meet the deadline to be on the 2022 ballot and would most likely be on the 2024 ballot.

## F.3 STAFF REPORTS

- a. **Support Services Department (Nicole Alvarado):** Finance Director Alvarado had nothing further to add to her written report.
- b. **Operations Department (James Henry):** Operations Director James Henry had nothing further to add to his written report.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director Lesley noted that the totletics program was now full.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari highlighted that the solar array was up and running and would be a part of the CSDA legislative tour in October. He also mentioned the change of time for the upcoming October Board meeting and the joint Board meeting with the McKinleyville Municipal Advisory Committee on October 26<sup>th</sup>.

**F.4 PRESIDENT'S REPORT:** President Couch gave a brief report on his attendance at the CSDA Conference. President Couch offered time for County Supervisor Madrone to speak.

## F.4 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:

None

## G. ADJOURNMENT:

Meeting Adjourned at 9:41 p.m.

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April Sousa, MMC, Board Secretary

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**McKinleyville Community Services District  
Treasurer's Report  
August 2022**

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Page 12	Summary of Long-Term Debt Report
Page 13	Cash Disbursement Report

**Ratios**

as of August 31, 2022

- Utility Accounts Receivable Turnover Days	<b>6</b>
- YTD Breakeven Revenue, Water Fund:	<b>\$ 646,721</b>
- YTD Actual Water Sales:	<b>\$ 690,164</b>
- Days of Cash on Hand-Operations Checking/MM	<b>94</b>

**McKinleyville Community Services District  
Investments & Cash Flow Report  
as of August 31, 2022**

<b>Petty Cash &amp; Change Funds</b>		9,197.46
<b><u>Cash</u></b>		
<b>Operating &amp; Money Market - Beginning Balance</b>		5,797,978.46
<b>Cash Receipts:</b>		
Utility Billings & Other Receipts	795,196.62	
Money Market Account Interest	34.81	
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	-	
Other Cash Receipts (Grants/Other Receivables)	-	
<b>Total Cash Receipts</b>	<u>795,231.43</u>	795,231.43
<b>Cash Disbursements:</b>		
Transfers to County Funds #2560, #4240, CalTRUST	-	
Payroll Related Expenditures (incl. CalPERS UAL pmt)	(255,160.75)	
Debt Service	(853,775.78)	
Capital & Other Expenditures	(783,375.92)	
<b>Total Cash Disbursements</b>	<u>(1,892,312.45)</u>	(1,892,312.45)
<b>Operating &amp; Money Market - Ending Balance</b>		<u>4,700,897.44</u>
<b>Total Cash</b>		<u>4,710,094.90</u>
<b><u>Investments</u></b>	<i>(Interest and Market Valuation will be re-calculated as part of the year-end close, if material)</i>	
<b>LAIF - Beginning Balance</b>	139,450.78	
Interest Income	-	
<b>LAIF - Ending Balance</b>	<u>139,450.78</u>	139,450.78
<b>Humboldt Co. #2560 - Beginning Balance</b>	2,969,407.99	
Property Taxes and Assessments	-	
Transfer to/from Operating Cash	-	
Interest Income (net of adjustments)	1,242.93	
<b>Humboldt Co. #2560 - Ending Balance</b>	<u>2,970,650.92</u>	2,970,650.92
<b>Humboldt Co. #4240 - Beginning Balance</b>	3,420,931.83	
Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	-	
Interest Income	3,595.51	
<b>Humboldt Co. #4240 - Ending Balance</b>	<u>3,424,527.34</u>	3,424,527.34
<b>Humboldt Co. #9390 - Beginning Balance</b>	663,032.08	
Reserves Recovery Deposits/Other Bal Withdrawals	-	
<b>Humboldt Co. #9390 - Ending Balance</b>	<u>663,032.08</u>	663,032.08
<b>USDA Bond Reserve Fund - Beginning Balance</b>	150,630.47	
Bond Reserve Payment/Transfer to Service Fund	-	
Debt Service Payment, Principal/Interest (Net)	(66,626.23)	
Interest Adjustment	1.90	
<b>USDA Bond Reserve Fund - Ending Balance</b>	<u>84,006.14</u>	84,006.14
<b>Market Valuation Account</b>		20,433.34
<b>BNY COPS Series A &amp; B - Beginning Balance</b>	8,665,906.72	
Bond Principal Total (Series A & B)	-	
Bond Draws for Capital Projects	-	
Bond Reserve Payment/Transfer to Service Fund	-	
Debt Service Payment, Principal/Interest (Net)	-	
Bond Earned Interest	-	
<b>BNY COPS Series A &amp; B - Ending Balance</b>	<u>8,665,906.72</u>	8,665,906.72
<b>CalTRUST - Beginning Balance</b>	10,312,366.17	
Net Transfer to/from Designated Reserves: PERS/OPEB	-	
Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves	-	
Net: Interest Income/Unrealized Gain/Loss	(66,816.54)	
<b>CalTRUST - Ending Balance</b>	<u>10,245,549.63</u>	10,245,549.63
<b>Total Investments</b>		<u>26,213,556.95</u>
<b>Total Cash &amp; Investments - Current Month</b>		30,923,651.85
<b>Total Cash &amp; Investments - Prior Month</b>		<u>32,149,334.89</u>
<b>Net Change to Cash &amp; Investments This Month</b>		<u>(1,225,683.04)</u>
<b><u>Cash &amp; Investment Summary</u></b>		
Cash & Cash Equivalents		30,220,411.29
Davis-Grunsky Loan Reserve		619,234.42
USDA Bond Reserve		84,006.14
<b>Total Cash &amp; Investments</b>		<u>30,923,651.85</u>

McKinleyville Community Services District  
 Consolidated Balance Sheet by Fund  
 as of August 31, 2022

	Governmental Funds			Proprietary Funds		Total (Memorandum Only)
	Parks & General	Measure B	Streetlights	Water	Wastewater	
<b>ASSETS</b>						
<b>Current Assets</b>						
Unrestricted cash & cash equivalents	\$ 1,001,470.84	\$ (517,350.97)	\$ 111,881.95	\$ 9,285,240.48	\$ 11,930,986.52	\$ 21,812,228.82
Accounts receivable	3,313.05	889.83	3,461.75	466,016.82	1,554,752.77	2,028,434.22
Prepaid expenses & other current assets	14,951.28	2,206.61	(209.90)	109,574.74	51,995.25	178,517.98
<b>Total Current Assets</b>	<b>1,019,735.17</b>	<b>(514,254.53)</b>	<b>115,133.80</b>	<b>9,860,832.04</b>	<b>13,537,734.54</b>	<b>24,019,181.02</b>
<b>Noncurrent Assets</b>						
Restricted cash & cash equivalents	216,277.48	-	-	5,390,176.49	3,978,970.79	9,585,424.76
Other noncurrent assets	-	-	-	934,412.53	957,510.60	1,891,923.13
Capital assets (net)	-	-	-	8,559,310.58	31,711,866.16	40,271,176.74
<b>Total Noncurrent Assets</b>	<b>216,277.48</b>	<b>-</b>	<b>-</b>	<b>14,883,899.60</b>	<b>36,648,347.55</b>	<b>51,748,524.63</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,236,012.65</b>	<b>\$ (514,254.53)</b>	<b>\$ 115,133.80</b>	<b>\$ 24,744,731.64</b>	<b>\$ 50,186,082.09</b>	<b>\$ 75,767,705.65</b>
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
<b>Current Liabilities</b>						
Accounts payable & other current liabilities	\$ 79,210.35	\$ 1,284.30	\$ 351.46	\$ 484,179.17	\$ 103,356.91	\$ 668,382.19
Accrued payroll & related liabilities	121,432.32	-	-	62,381.56	63,030.79	246,844.67
<b>Total Current Liabilities</b>	<b>200,642.67</b>	<b>1,284.30</b>	<b>351.46</b>	<b>546,560.73</b>	<b>166,387.70</b>	<b>915,226.86</b>
<b>Noncurrent Liabilities</b>						
Long-term debt	-	-	-	6,170,646.33	20,415,310.20	26,585,956.53
Other noncurrent liabilities	-	-	-	4,859,501.35	4,958,374.45	9,817,875.80
<b>Total Noncurrent Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,030,147.68</b>	<b>25,373,684.65</b>	<b>36,403,832.33</b>
<b>TOTAL LIABILITIES</b>	<b>200,642.67</b>	<b>1,284.30</b>	<b>351.46</b>	<b>11,576,708.41</b>	<b>25,540,072.35</b>	<b>37,319,059.19</b>
<b>Fund Balance/Net Assets</b>						
Fund balance	(3,060,434.00)	(515,538.83)	114,782.34	-	-	(3,461,190.49)
Net assets	4,095,803.98	-	-	10,779,358.98	13,349,453.78	28,224,616.74
Investment in capital assets, net of related debt	-	-	-	2,388,664.25	11,296,555.96	13,685,220.21
<b>Total Fund Balance/Net Assets</b>	<b>1,035,369.98</b>	<b>(515,538.83)</b>	<b>114,782.34</b>	<b>13,168,023.23</b>	<b>24,646,009.74</b>	<b>38,448,646.46</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 1,236,012.65</b>	<b>\$ (514,254.53)</b>	<b>\$ 115,133.80</b>	<b>\$ 24,744,731.64</b>	<b>\$ 50,186,082.09</b>	<b>\$ 75,767,705.65</b>
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,634,025.87					
<b>General Long-term Liabilities</b>						
Meas. B Loan: Teen/Community Center	823,539.00			Non-debt Long-term Liabilities (included in Other Non-current Liabilities above)		
OPEB Liability	3,291,932.47			OPEB Liability	3,352,060.07	3,366,092.45
CalPERS Pension Liability/Deferred Inflows-Outflows	719,001.05			CalPERS Pension Liability	754,383.21	825,924.74
Accrued Compensated Absences	66,454.84					2,299,309.00
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 4,900,927.36</b>					

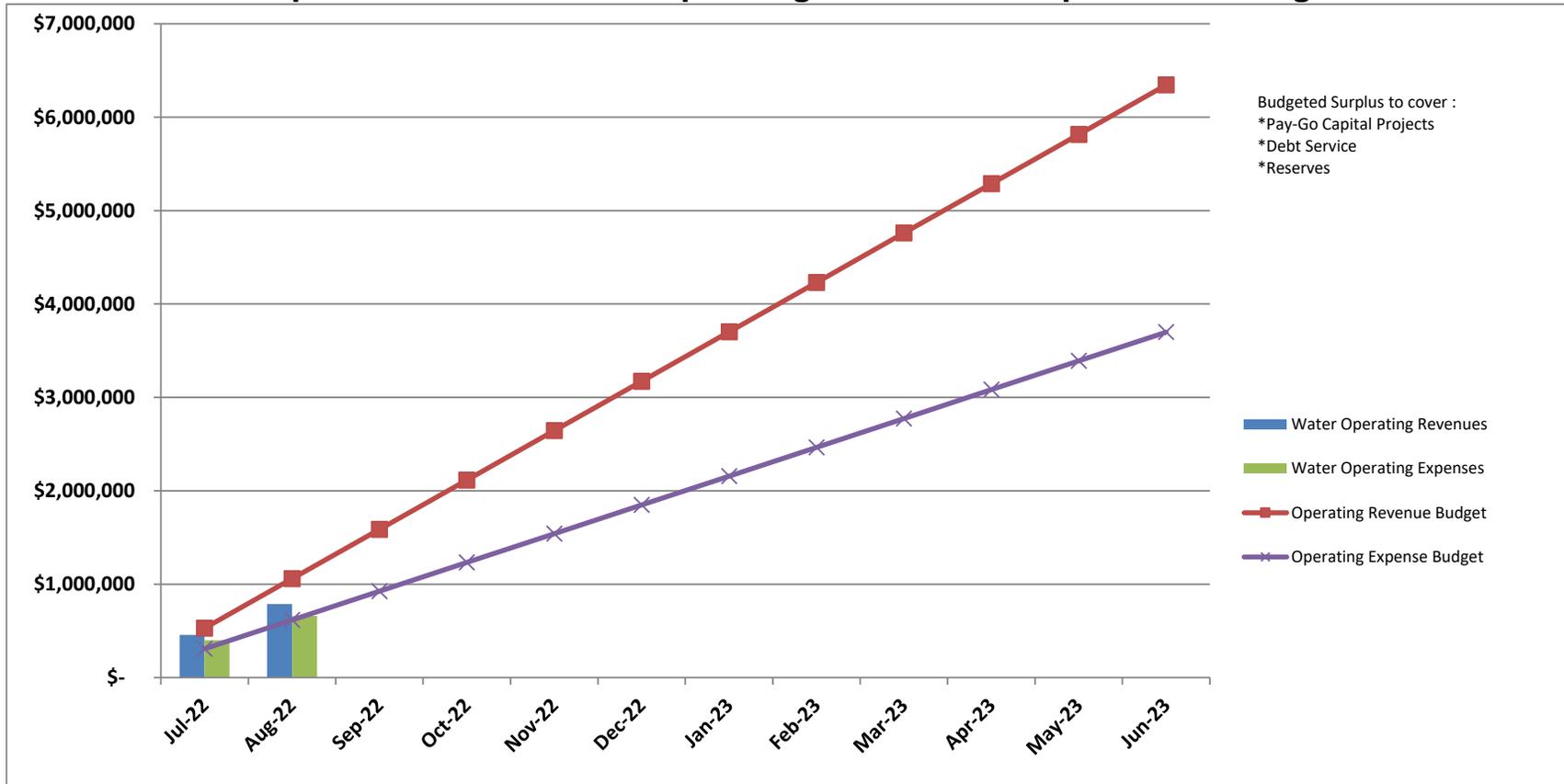
**McKinleyville Community Services District  
Activity Summary by Fund, Approved Budget  
August 2022**

Department Summaries	August	% of Year 8.33% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	% Year Remaining: 91.67%		Notes
						Total Budget	Remaining Budget	
<b>Water</b>								
Water Sales	345,106	690,164	369,519	320,645	86.77%	4,434,226	3,744,062	84.44%
Other Revenues	(14,449)	98,129	159,233	(61,104)	-38.37%	1,910,800	1,812,671	94.86%
<b>Total Operating Revenues</b>	<b>330,657</b>	<b>788,293</b>	<b>528,752</b>	<b>259,541</b>	<b>49.09%</b>	<b>6,345,026</b>	<b>5,556,733</b>	<b>87.58%</b>
Salaries & Benefits	66,231	201,237	101,958	99,279	97.37%	1,223,498	1,022,261	83.55%
Water Purchased	106,234	203,390	100,833	102,557	101.71%	1,210,000	1,006,610	83.19%
Other Expenses	54,352	188,230	72,058	116,172	161.22%	864,698	676,467	78.23%
Depreciation	33,333	66,666	33,333	33,333	100.00%	400,000	333,334	83.33%
<b>Total Operating Expenses</b>	<b>260,150</b>	<b>659,523</b>	<b>308,182</b>	<b>351,341</b>	<b>114.00%</b>	<b>3,698,195</b>	<b>3,038,672</b>	<b>82.17%</b>
<b>Net Operating Income</b>	<b>70,507</b>	<b>128,770</b>	<b>220,570</b>	<b>610,882</b>		<b>2,646,831</b>	<b>8,595,405</b>	
Interest Income	5,835	10,570	4,167	6,403	153.67%	50,000	39,430	78.86%
Interest Expense	-	(25,112)	(17,983)	7,129	39.64%	(215,801)	(190,689)	88.36%
<b>Net Income (Loss)</b>	<b>76,342</b>	<b>114,228</b>	<b>206,754</b>	<b>(92,526)</b>		<b>2,481,030</b>	<b>8,444,146</b>	
<b>Wastewater</b>								
Wastewater Service Charges	335,751	675,587	364,268	311,319	85.46%	4,371,210	3,695,623	84.54%
Other Revenues	(18,201)	478,731	192,224	286,507	149.05%	2,306,692	1,827,961	79.25%
<b>Total Operating Revenues</b>	<b>317,551</b>	<b>1,154,318</b>	<b>556,492</b>	<b>597,826</b>	<b>107.43%</b>	<b>6,677,902</b>	<b>5,523,584</b>	<b>82.71%</b>
Salaries & Benefits	101,540	270,882	107,168	163,714	152.76%	1,286,020	1,015,138	78.94%
Other Expenses	65,366	127,888	93,626	34,262	36.59%	1,123,506	995,618	88.62%
Depreciation	102,083	204,166	102,083	102,083	100.00%	1,225,000	1,020,834	83.33%
<b>Total Operating Expenses</b>	<b>268,990</b>	<b>602,937</b>	<b>302,877</b>	<b>300,060</b>	<b>99.07%</b>	<b>3,634,526</b>	<b>3,031,589</b>	<b>83.41%</b>
<b>Net Operating Income</b>	<b>48,561</b>	<b>551,381</b>	<b>253,615</b>	<b>297,766</b>		<b>3,043,376</b>	<b>8,555,174</b>	
Interest Income	9,160	17,014	4,167	12,847	308.31%	50,000	50,000	100.00%
Interest Expense	-	(34,362)	(33,860)	502	1.48%	(406,318)	(371,956)	91.54%
<b>Net Income (Loss)</b>	<b>57,722</b>	<b>534,033</b>	<b>223,922</b>	<b>310,111</b>		<b>2,687,058</b>	<b>8,233,218</b>	
<b>Enterprise Funds Net Income (Loss)</b>	<b>134,064</b>	<b>648,261</b>	<b>430,676</b>	<b>217,585</b>		<b>5,168,088</b>		

**11** = # of months remaining

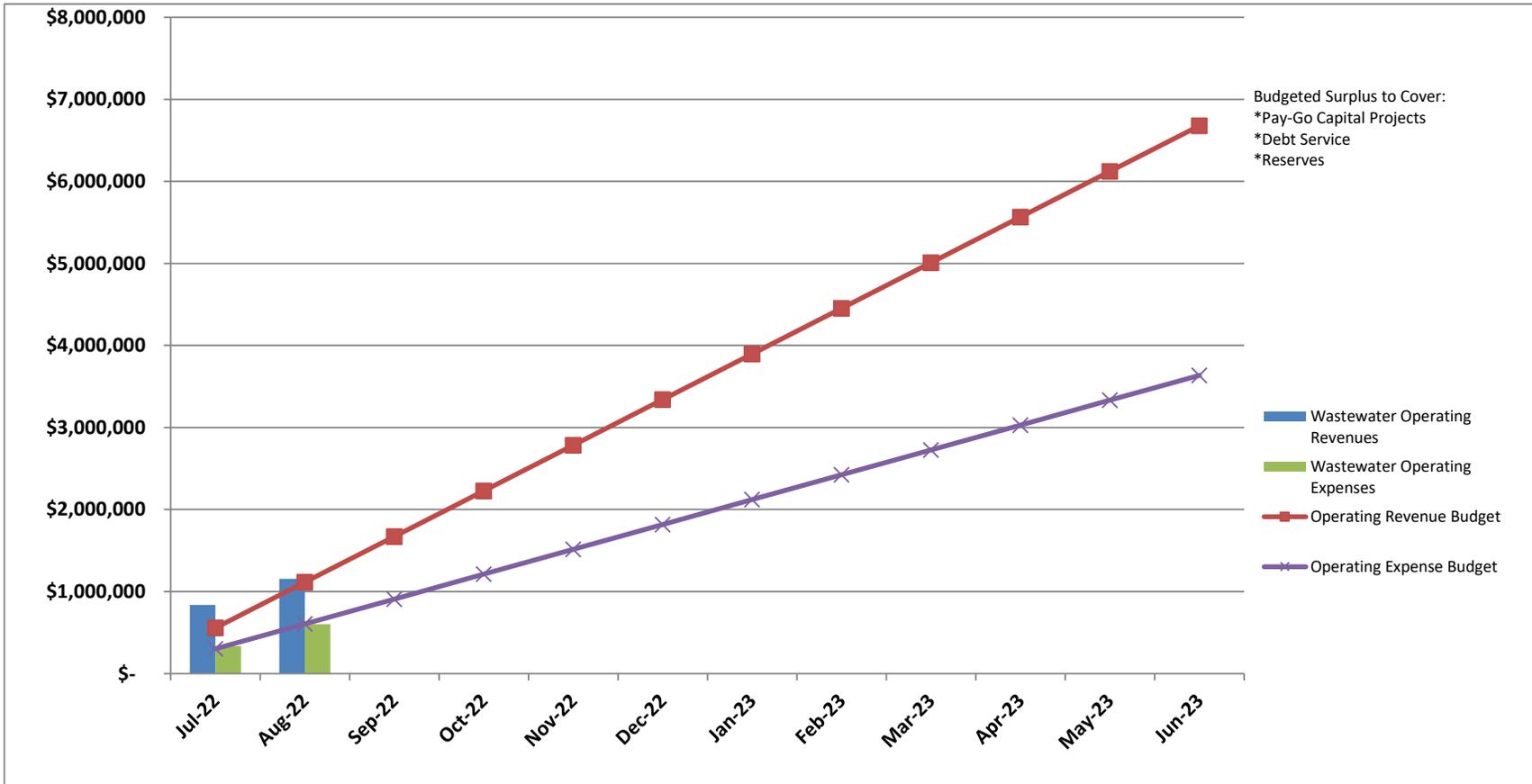
# McKinleyville Community Services District August 2022

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



# McKinleyville Community Services District August 2022

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

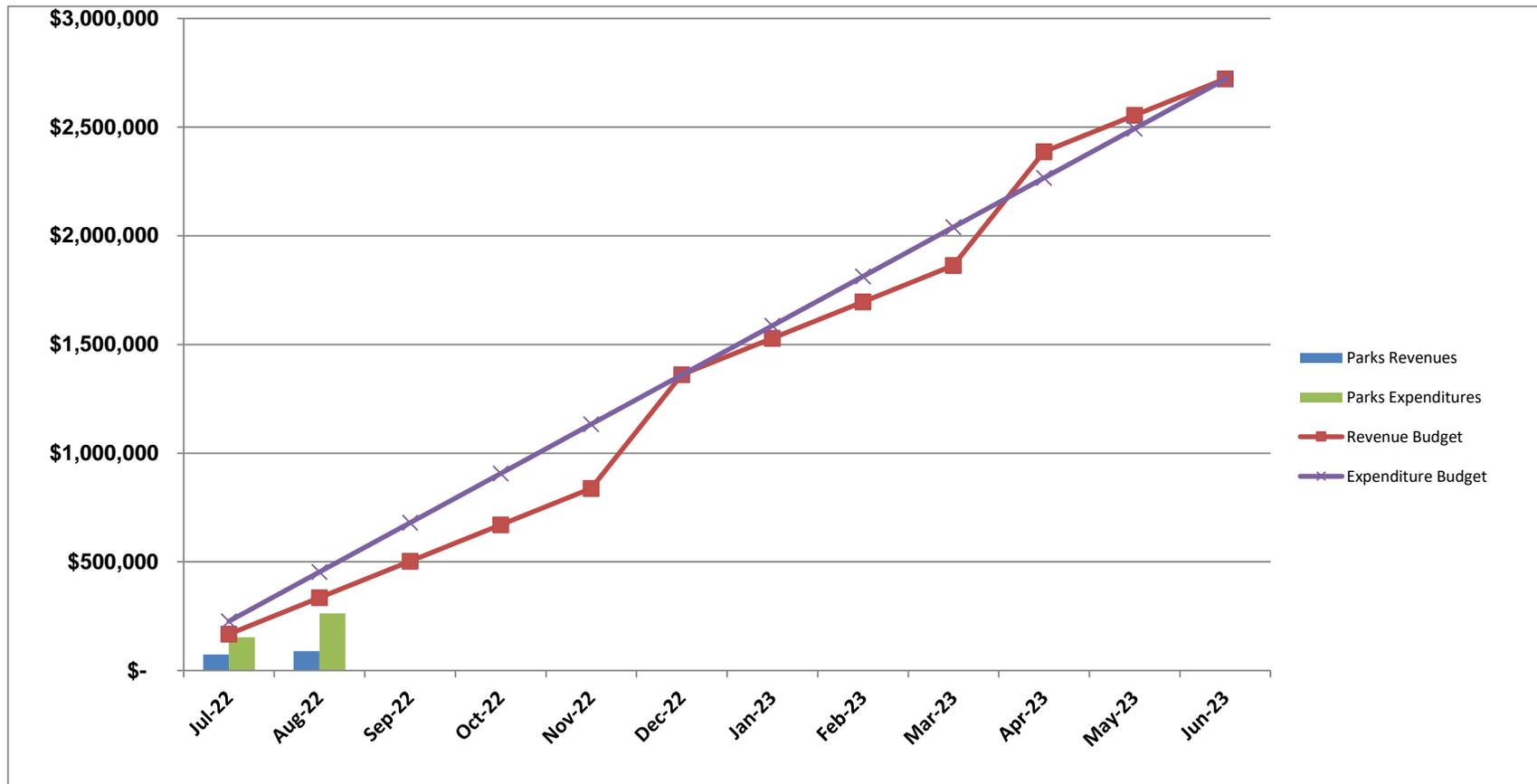


<b>*Parks &amp; Recreation</b>									
Program Fees	13,125	57,402	19,823	37,579	189.57%	237,880	180,478	75.87%	Budget spread evenly across 12 months, but actuals vary by schedule
Rents & Facility Related Fees	5,567	11,398	5,721	5,677	99.23%	68,650	57,252	83.40%	
Property Taxes	-	-	59,381	(59,381)	-100.00%	712,575	712,575	100.00%	
Other Revenues	(5,506)	12,725	139,054	(126,329)	-90.85%	1,668,644	1,655,919	99.24%	Budget spread evenly across 12 months, but actuals vary by schedule
Interest Income	3,114	8,152	2,917	5,235	179.48%	35,002	26,850	76.71%	
Total Revenues	16,299	89,678	226,896	(137,218)	-60.48%	<u>2,722,751</u>	<u>2,633,074</u>	96.71%	
Salaries & Benefits	85,096	218,874	48,688	170,186	349.54%	584,258	365,384	62.54%	
Other Expenditures	24,718	43,497	50,931	(7,434)	-14.60%	611,171	567,674	92.88%	
Capital Expenditures	-	-	127,083	(127,083)	-100.00%	1,525,000	1,525,000	100.00%	Budget spread evenly across 12 months, but actuals vary by project schedule
Total Expenditures	109,814	262,371	226,702	35,669	15.73%	<u>2,720,429</u>	<u>2,458,057</u>	90.36%	
<b>Excess (Deficit)</b>	<b>(93,515)</b>	<b>(172,694)</b>	<b>194</b>	<b>(172,888)</b>		<b><u>2,323</u></b>			
<b>*Measure B Assessment</b>									
Total Revenues	882	1,764	18,942	(17,178)	-90.69%	227,304	225,540	99.22%	
Salaries & Benefits	11,043	20,421	5,607	14,814	264.20%	67,288	46,867	69.65%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	1,284	152,156	5,506	146,650	2663.45%	66,069	(86,087)	-130.30%	Budget spread evenly across 12 months, but actuals vary seasonally
Capital Expenditures/Loan Repayment	-	-	7,806	(7,806)	-100.00%	93,674	93,674	100.00%	Budget is spread evenly across 12 months. Loan pmts are October & April
Total Expenditures	12,327	172,576	18,919	153,657	812.18%	227,030	54,454	23.99%	
<b>Excess (Deficit)</b>	<b>(11,445)</b>	<b>(170,812)</b>	<b>23</b>	<b>(170,835)</b>		<b><u>274</u></b>			
<b>*Street Lights</b>									
Total Revenues	10,763	21,354	10,373	10,981	105.86%	124,480	103,125	82.85%	
Salaries & Benefits	1,719	9,590	4,479	5,111	114.11%	53,744	44,154	82.16%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	5,995	10,530	3,065	7,465	243.56%	36,775	26,245	71.37%	
Capital Expenditures/Loan Repayment	-	-	3,917	(3,917)	-100.00%	47,000	47,000	100.00%	Budget spread evenly across 12 months, but actuals vary by project
Total Expenditures	7,714	20,120	11,461	8,659	75.55%	137,519	117,399	85.37%	
<b>Excess (Deficit)</b>	<b>3,048</b>	<b>1,234</b>	<b>(1,088)</b>	<b>(2,322)</b>		<b><u>(13,039)</u></b>			
<b>Governmental Funds Excess (Deficit)</b>	<b>(101,912)</b>	<b>(342,271)</b>	<b>(871)</b>	<b>(341,400)</b>		<b><u>(10,443)</u></b>			

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

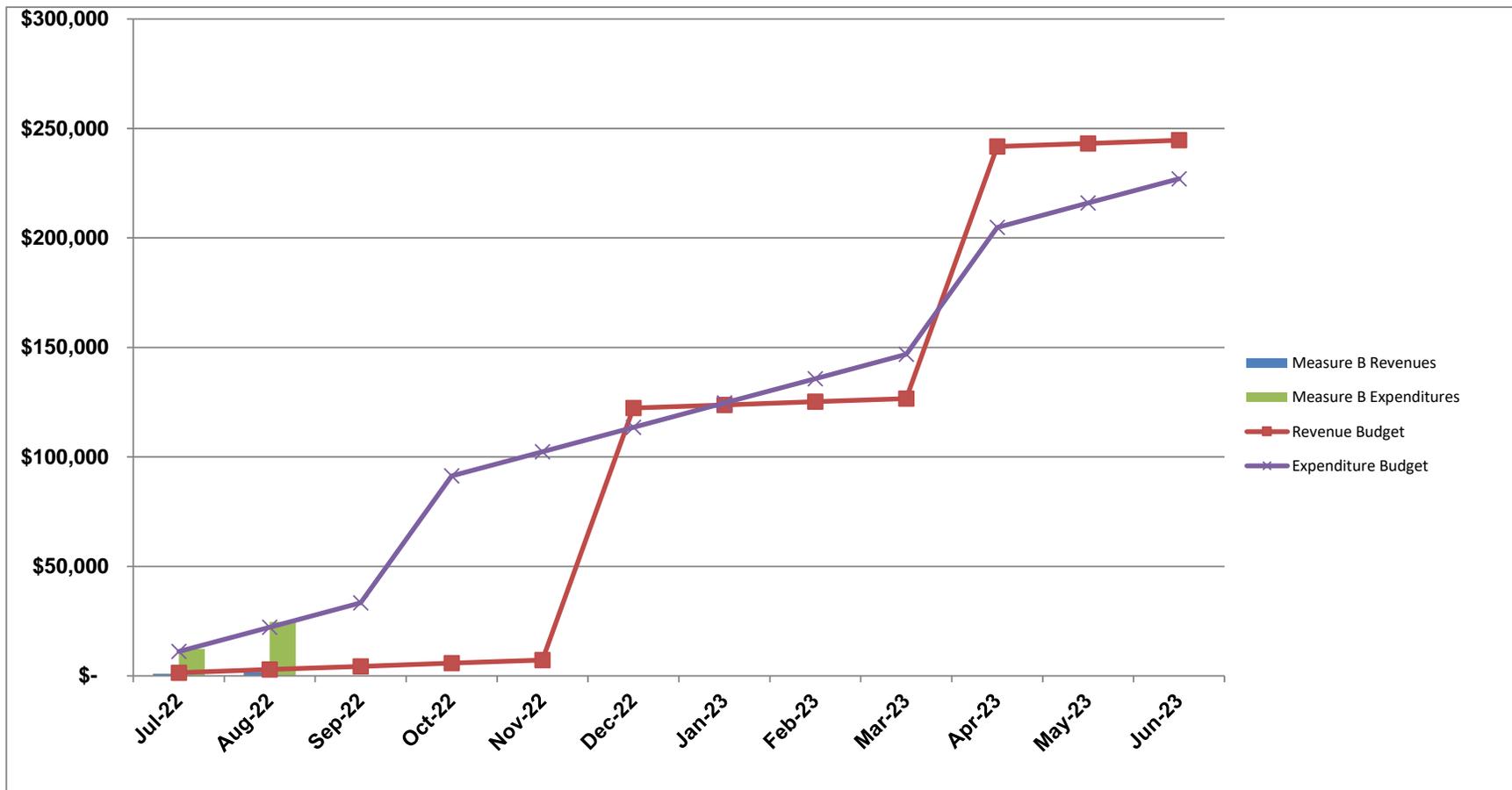
# McKinleyville Community Services District August 2022

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



# McKinleyville Community Services District August 2022

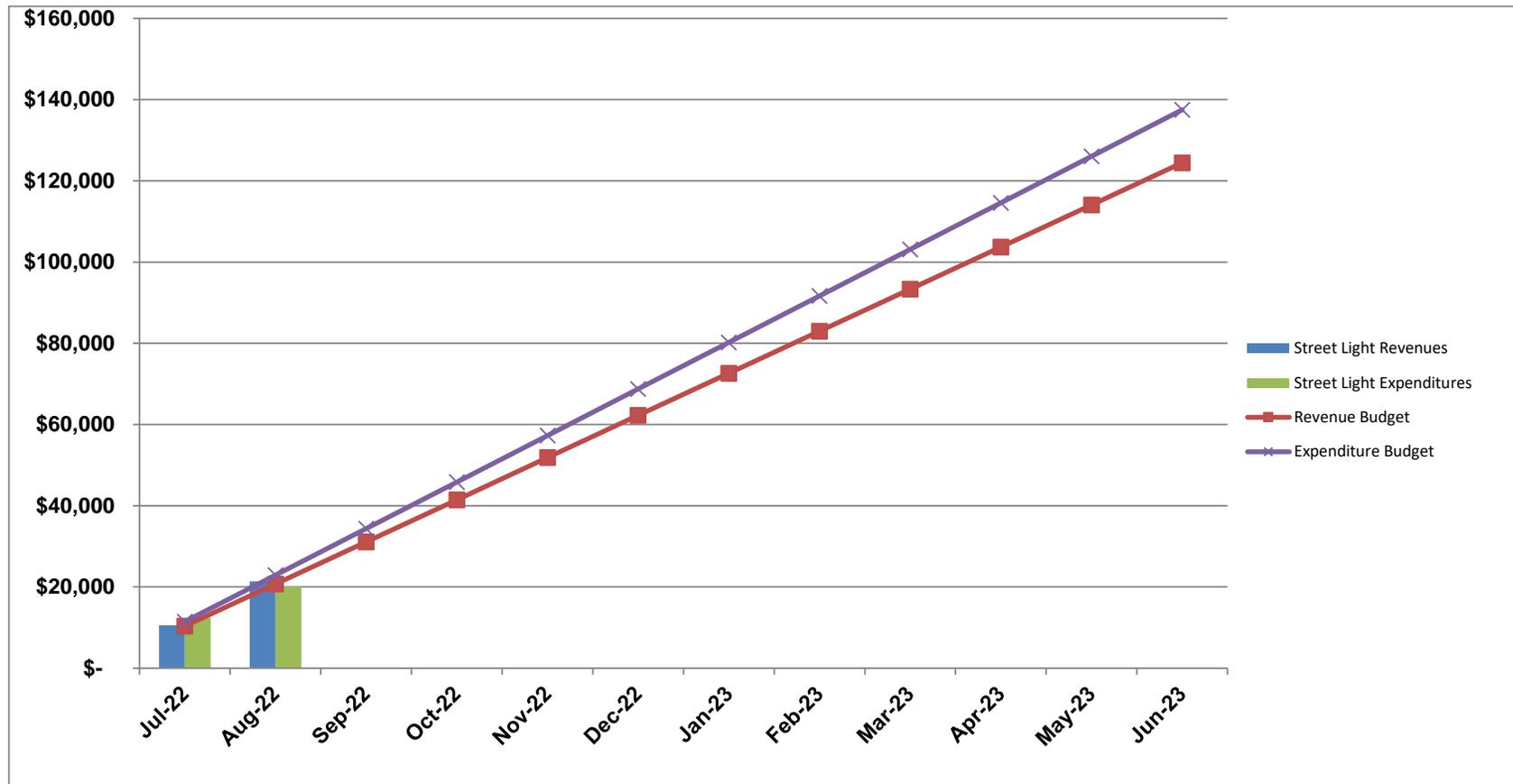
## Comparison of Measure B Fund Total Revenues & Expenditures to Budget



# McKinleyville Community Services District

## August 2022

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



**McKinleyville Community Services District  
Capital Expenditure Report  
as of August 31, 2022**

	August	YTD Total	FY 22-23 Budget	Remaining		Notes
				Budget \$	Budget %	
<b><u>Water Department</u></b>						
Norton Tank Tree Service		-	10,000	10,000	100%	
Water Tank Painting	146,728	176,938	500,000	323,062	65%	Water Tank Painting & Cathodic
4.5m New Water Tank	4,631	14,631	2,132,000	2,117,369	99%	Drilling, LACO Assoc.
Production Meter Replacements	-	-	8,000	8,000	100%	Production Meter Replacement
McCluski Tank3 Replace Roof Vents	-	-	-	-	#DIV/0!	McCluski Tank3 Replace Roof Vents
Emergency Generator-Cochran	-	-	50,000	50,000	100%	CochranEmergency Generator
Fire Hydrant System Upgrade	-	-	7,000	7,000	100%	Fire Hydrant System Upgrade
Blake Station Upgrades	-	-	-	-	#DIV/0!	Blake Station Upgrades
Digital Control & Radio Telemetry Upgrade	-	-	10,000	10,000	100%	Radio Telemetry upgrade
Water Main Rehab & Replacement	8,721	26,002	2,500,000	2,473,998	99%	Water Main Rehab
Property Purchase- Tank Site	-	-	-	-	#DIV/0!	Property Purch/Imprv.Tank Site
<b>Subtotal</b>	<b>160,080</b>	<b>217,571</b>	<b>5,217,000</b>	<b>4,999,429</b>	<b>96%</b>	
<b><u>Wastewater Department</u></b>						
Sewer Main Rehab & Replacement	8,447	25,183	1,500,000	1,474,817	98%	Sewer Main Rehab
WWMF Sludge Disposal - next	-	-	200,000	200,000	100%	Sludge handling/disposal
WWMF Engineering Study	-	-	70,000	70,000	100%	
WWMF Pond Armoring	-	-	75,000	75,000	100%	WWMF Pond Armoring
WWMF Secondary Effluent Motor	-	-	6,000	6,000	100%	WWMF Secondary Effluent Motor
Collection Upgrades-UndercrossingsProj	-	-	1,149,000	1,149,000	100%	Collection System upgrades
Fischer Lift Station Generator	-	-	40,000	40,000	100%	Fischer Lift Stn Generator
Solar Project - CWSRF Grant/Loan	13,833	25,985	1,060,000	1,034,015	98%	WWMF Solar Project
WWMF - CEQA/ NPDES Permit	-	-	25,000	25,000	100%	NPDES Permit Project
Underground pipe locator & camera	-	-	5,000	5,000	100%	Underground pipe locator & camer
SCBA Apparatus and Bottles	-	-	6,000	6,000	100%	WWMF Lab Cabinets
Sewer Main Camera Replacement	-	-	30,000	30,000	100%	SwrLiftStnUpgrade-Letz
<b>Subtotal</b>	<b>22,280</b>	<b>51,168</b>	<b>4,166,000</b>	<b>4,114,832</b>	<b>99%</b>	
<b><u>Water &amp; Wastewater Operations</u></b>						
Heavy Equipment	-	-	130,000	130,000	100%	backhoe, aircompressor
Utility Vehicles	-	-	40,000	40,000	100%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	-	170,000	170,000	100%	Facilities upgrade/sealcoat
Computers & Software	-	-	18,000	18,000	100%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tree far	6,196	10,596	100,000	89,404	89%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Irrig	-	-	50,000	50,000	100%	Barn/ house/ fence, Irrig. pipe, Unc
Property behind main office - purchase	-	-	600,000	600,000	100%	Purch property behind main offc
Small Equipment & Other	-	-	20,000	20,000	100%	Misc,response, & GPS surveying
<b>Subtotal</b>	<b>6,196</b>	<b>10,596</b>	<b>1,128,000</b>	<b>1,117,404</b>	<b>99%</b>	
<b>Enterprise Funds Total</b>	<b>188,556</b>	<b>279,334</b>	<b>10,511,000</b>	<b>10,231,666</b>	<b>97%</b>	
<b><u>Parks &amp; Recreation Department</u></b>						
BMX Park	-	-	800,000	800,000	100%	BMX Park
Hiller Park & Sports Complex	-	-	-	-	#DIV/0!	Hiller Sports Sealcoat-CountyGrant
Pierson Park - Landscaping & signage	-	-	98,000	98,000	100%	Pierson Pk-Landscape & signage
Azalea Hall Projects	-	-	187,000	187,000	100%	Major appliance replacemnt
McKinleyville Activity Center Upgrades	-	-	-	-	#DIV/0!	Flooring replacement
Law Enforcement Facility Improvements	-	-	16,000	16,000	100%	LEF flooring/Library Carpet
Projects Funded by Quimby/Grants/ Other	-	-	400,000	400,000	100%	CommForest,SkatePk,LandAcq
Other Parks Projects & Equipment	-	-	24,000	24,000	100%	Utility truck from Ops?
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>1,525,000</b>	<b>725,000</b>	<b>48%</b>	
<b><u>Streetlights</u></b>						
LED Repairs	-	-	5,000	5,000	100%	
Pole Inspection	-	-	42,000	42,000	100%	Pole Inspection/Replacement
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>47,000</b>	<b>47,000</b>	<b>100%</b>	
<b>Governmental Funds Total</b>	<b>-</b>	<b>-</b>	<b>1,572,000</b>	<b>772,000</b>	<b>49%</b>	
<b>All Funds Total</b>	<b>188,556</b>	<b>279,334</b>	<b>12,083,000</b>	<b>11,003,666</b>	<b>91%</b>	

**McKinleyville Community Services District  
 Summary of Grants  
 as of August 31, 2022**

<b>District Grants</b>	<b>Total Grant Amount</b>	<b>Required District Match</b>	<b>Estimated District Asset Value</b>
CalOES Hazard Mitigation Grant - 4.5 mg Tank	\$ 7,576,448	\$ 1,894,112	\$ 9,553,440
CalOES Hazard Mitigation Grant - Sewer Undercrossings	\$ 2,538,300	\$ 846,100	\$ 2,137,000
SWRCB Energy Efficiency Grant/Loan	\$ 2,500,000	\$2,500,000 Loan	\$ 4,100,000
CA State Dept of Parks & Rec - Habitat Conservation Fund	\$ 56,600	\$ -	\$ 56,600
State of CA Prop 68 - BMX Track	\$ 2,331,375	\$ -	\$ 2,331,375
State of CA Prop 68 Per Capita - Azalea Hall Upgrades	\$ 177,952	\$ -	\$ 177,952

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

**McKinleyville Community Services District  
Summary of Long-Term Debt Report  
as of August 31, 2022**

**Principal Maturities and  
Scheduled Interest**

	<b>%</b>	<b>Maturity Date</b>		<b>Balance- July 31, 2022</b>	<b>Balance- Aug 31, 2022</b>	<b>FY-23</b>	<b>Thereafter</b>
<b>Water Fund:</b>							
I-Bank Interest	3.37%	8/1/30	P I	476,538.79	476,538.79	- -	476,538.81 67,028.60
State of CA Energy Commission (ARRA) Interest	1.0%	12/22/26	P I	54,651.86	54,651.86	11,933.99 516.85	42,717.67 859.98
State of CA (Davis Grunsky)		1/1/33	P	1,182,074.72	1,182,074.72	94,691.23	1,087,383.49
State of CA (Davis Grunsky) Deferred Interest	2.5%	1/1/33	P I	187,380.97	187,380.97	17,035.12 29,551.87	170,345.85 155,047.44
COPS - Series 2021A, Water Fund Interest	2.93%	8/1/51	P I	4,335,000.00 -	4,270,000.00 -	- 84,405.56	4,270,000.00 2,555,737.50
Total Water Fund-Principal				6,235,646.34	6,170,646.34	123,660.34	6,046,985.82
Total Water Fund-Interest						114,474.28	2,778,673.52
<b>Total Water Fund</b>				<b>6,235,646.34</b>	<b>6,170,646.34</b>	<b>238,134.62</b>	<b>8,825,659.34</b>
<b>Wastewater Fund:</b>							
WWMF SRF Loan Interest	1.6%	7/31/47	P I	14,012,514.71	13,573,682.87	- -	14,034,677.46 3,002,119.13
Chase Bank (Pialorsi Property) Interest	2.9%	3/8/35	P I	1,289,500.00 -	1,289,500.00 -	- -	1,243,600.00 153,015.55
USDA (Sewer Bond) Interest	5.0%	8/1/22	P I	65,000.00	-	- -	- -
COPS - Series 2021B, Wastewater Fund Interest	2.93%	9/15/51	P I	3,560,000.00 -	3,485,000.00 -	- 58,512.50	3,485,000.00 2,056,175.00
Total Wastewater Fund-Principal				18,927,014.71	18,348,182.87	-	15,278,277.46
Total Wastewater Fund-Interest						-	3,155,134.68
<b>Total Sewer Fund</b>				<b>18,927,014.71</b>	<b>18,348,182.87</b>	<b>-</b>	<b>18,433,412.14</b>
<b>Meas. B Fund: Teen/Comm Center Loan</b>		11/1/29	P	823,539.00	823,539.00	98,767.00	733,552.00
	3.55%		I			28,686.18	94,344.18
Total Principal				25,986,200.05	25,342,368.21	222,427.34	22,058,815.28
Total Interest						143,160.46	6,028,152.38
<b>Total</b>				<b>25,986,200.05</b>	<b>25,342,368.21</b>	<b>365,587.80</b>	<b>28,086,967.66</b>

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

OPEB Liability	10,010,084.99
CalPERS Pension Liability	2,299,309.00

**McKinleyville Community Services District  
Cash Disbursement Report  
For the Period August 1 through August 31, 2022**

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
12445	8/15/2022	LAR01	REVERSING STALE DATED CHE	(37)	C20815H	REVERSING STALE DATED CHE
13254	8/15/2022	PON02	REVERSING STALE DATED CHE	(128)	C20815H	REVERSING STALE DATED CHE
14068	8/15/2022	RID01	REVERSING STALE DATED CHE	(32)	C20815H	REVERSING STALE DATED CHE
15197	8/15/2022	WEL03	REVERSING STALE DATE CHK	(53)	C20815H	REVERSING STALE DATE CHK
15711	8/15/2022	PIR01	REVERSING STALE DATED CHE	(20)	C20815H	REVERSING STALE DATED CHE
16508	8/15/2022	MIL06	REVERSING STALE DATED CK	(33)	C20815H	REVERSING STALE DATED CK
16631	8/15/2022	DAS01	REVERSING STALE DATED CHK	(39)	C20815H	REVERSING STALE DATED CHK
17025	8/15/2022	JOH08	REVERSING STALE DATED CHK	(19)	C20815H	REVERSING STALE DATED CHK
17321	8/15/2022	GOM03	REVERSING STALE DATED CHK	(358)	C20815H	REVERSING STALE DATED CHK
17429	8/15/2022	BRO08	REVERSING STALE DATED CHE	(32)	C20815H	REVERSING STALE DATED CHE
17431	8/15/2022	DIC03	REVERSING STALE DATED CHE	(560)	C20815H	REVERSING STALE DATED CHE
17857	8/15/2022	WEL03	REVERSING STALE DATED CHK	(15)	2C20815H	REVERSING STALE DATED CHK
17873	8/15/2022	JOH08	REVERSING STALE DATED CHK	(42)	2C20815H	REVERSING STALE DATED CHK
17892	8/15/2022	JOH08	REVERSING STALE DATED CHK	(318)	3C20815H	REVERSING STALE DATED CHK
40030	8/3/2022	*0010	CUSTOMER REFUND	100	C20803	CUSTOMER REFUND
40031	8/3/2022	ADV01	ADVANCED SECURITY SYSTEM	65	616728	SECURITY SYSTEMS
40032	8/3/2022	AME02	AMERESCO	436,505	C20803	MICROGRID PROJECT
40033	8/3/2022	BAD01	BADGER METER, Inc.	13,576	1510710	REPAIRS/SUPPLIES
				4,709	1515331	REPAIRS/SUPPLIES
			Check Total:	<u>18,284</u>		
40034	8/3/2022	CAM01	CAMPTON ELECTRIC SUPPLY	645	C20803	PHOTO CELLS
40035	8/3/2022	CHA07	CHASE	58,130	866001	LOAN PAYMENT
40036	8/3/2022	CWE01	CWEA	100	C20803	RENEWAL
40037	8/3/2022	DEV02	DEVELOPED EMPLOYMENT SERV	247	7551	PROFESSIONAL SERVICES
40038	8/3/2022	ENR01	ENR	144	C20803	ENR RENEWAL
40039	8/3/2022	GHD01	GHD	34,016	16801	WATER MAIN REPLACEMENT -
				12,007	16889	MICROGRID
			Check Total:	<u>46,023</u>		
40040	8/3/2022	GOV01	GOVINVEST	4,250	2022-3893	SOFTWARE SUBSCRIPTION
40041	8/3/2022	HAR03	HARPER MOTORS CO.	180	C20803	VEHICLE REPAIRS
40042	8/3/2022	HUM01	HUMBOLDT BAY MUNICIPAL WA	97,156	C20803	WTR PURCHASED
40043	8/3/2022	IND02	INDUSTRIAL ELECTRIC SERVI	195	IN44225	REPAIRS/SUPPLY
40044	8/3/2022	JOH05	CHAYSLIN JOHNSON	128	C20803	EMPLOYEE REIMBURSEMENT

40045	8/3/2022	MAY02	DENNIS MAYO	125	C20803	DIRECTORS FEES
40046	8/3/2022	MEN01	MENDES SUPPLY CO.	527	C20803	REPAIRS/SUPPLY
				98	C20803B	REPAIRS/SUPPLY
			Check Total:	<u>625</u>		
40047	8/3/2022	NAP02	NAPA AUTO PARTS	2	C20803	REPAIRS/SUPPLY
40048	8/3/2022	PGE11	PGE STREETLIGHTS	20	C20803	GAS & ELECTRIC SEWER PUMP
40049	8/3/2022	PGE12	PGE	124	C20803	GAS & ELECTRIC HILLER SPO
40050	8/3/2022	PLA04	PLATT	199	C20803	VFD DRIVE FAN
40051	8/3/2022	STR01	STREAMLINE	300	2BODF9E7	SUBSCRIPTIONS
40052	8/3/2022	TPX01	TPx COMMUNICATIONS	2,735	159412282	TPX COMMUNICATIONS
40053	8/3/2022	UNI09	UNIFIED FIELD SERVIES COP	30,210	722885	WATER TANK UPGRADE
40054	8/3/2022	VAL01	VALLEY PACIFIC PETROLEUM	1,198	525463	GAS/OIL/LUBE
40055	8/3/2022	VAL02	VALLEY PACIFIC	4,285	524875	GAS/OIL/LUBE
40056	8/3/2022	VER01	VERIZON WIRELESS	84	116841241	CELL PHONES/TABLET
40057	8/3/2022	WAL03	REESE WALTERS	13	C20803	EMPLOYEE REIMBURSEMENT
40058	8/3/2022	WIL09	WILLDAN FINANCIAL SERVICE	3,704	010-52054	WATER/SEWER RATE STUDY
40059	8/3/2022	\C023	MQ CUSTOMER REFUND FOR CL	54	000C20701	MQ CUSTOMER REFUND FOR CL
40060	8/3/2022	\M014	MQ CUSTOMER REFUND FOR MI	3	000C20701	MQ CUSTOMER REFUND FOR MI
40061	8/3/2022	\S020	MQ CUSTOMER REFUND FOR SM	70	000C20701	MQ CUSTOMER REFUND FOR SM
40062	8/3/2022	\S021	MQ CUSTOMER REFUND FOR ST	55	000C20701	MQ CUSTOMER REFUND FOR ST
40063	8/3/2022	\Y001	MQ CUSTOMER REFUND FOR YU	146	000C20701	MQ CUSTOMER REFUND FOR YU
40064	8/10/2022	*0011	MEGAN MCCORMACK	100	C20808	CUSTOMER REFUND
40065	8/10/2022	ACC04	ACCURATE DRUG TESTING SER	130	5785	DRUG TESTING
40066	8/10/2022	ACW01	CB&T/ACWA-JPIA	8,323	690763	GRP. HEALTH INS
40067	8/10/2022	ALV04	TRAVEL ADVANCE	181	C20809	TRAVEL ADVANCE
				(181)	C20809u	Ck# 040067 Reversed
			Check Total:	<u>0</u>		
40068	8/10/2022	ATT07	AT&T ACCT 9391081626	2,127	18427051	PHONE LINES
40069	8/10/2022	BAS01	PACE ANALYTICAL SERVICES	216	220727528	LAB TEST TREATMENT
40070	8/10/2022	BIN02	TRAVEL ADVANCE	145	C20809	TRAVEL ADVANCE
40071	8/10/2022	COU07	TRAVEL ADVANCE	181	C20809	TRAVEL ADVANCE
40072	8/10/2022	DEV02	DEVELOPED EMPLOYMENT SERV	207	7559	PROFESSIONAL SERVICES
40073	8/10/2022	EUR06	EUREKA READY MIX	672	80170	REPAIRS/SUPPLY
40074	8/10/2022	GHD01	GHD	4,400	17198	WATER RECYCLING PLANNING
40075	8/10/2022	GRA02	GRAINGER	974	9377391	REPAIRS/SUPPLIES
				202	93609574	REPAIRS/SUPPLIES
				222	93791885	REPAIRS/SUPPLIES
				49	94340989	REPAIRS/SUPPLIES
				48	936376395	REPAIRS/SUPPLIES
			Check Total:	<u>1,496</u>		
40076	8/10/2022	HAY01	SAFETY BOOTS	140	C20809	SAFETY BOOTS

40077	8/10/2022	HUM08	HUMBOLDT SANITATION	672	27X03101	TRASH SERVICE
				642	27X03102	TRASH SERVICE
				320	27X03103	TRASH SERVICE
				642	27X03208	TRASH SERVICE
			Check Total:	<u>2,277</u>		
40078	8/10/2022	INF02	INFOSEND	106	216583	OFFICE SUPPLIES/POST
				3,002	217943	OFFICE SUPPLIES/POST
			Check Total:	<u>3,108</u>		
40079	8/10/2022	INF03	INFINITE CONSULTING SERVI	3,636	9997	MONTHLY SERVICING FEES
40080	8/10/2022	KEN03	KEN'S AUTO PARTS	15	235658	VEHICLE REPAIRS
40081	8/10/2022	MAD02	MAD RIVER UNION	132	49575	UNCLAIMED PROPERTY NOTICE
40082	8/10/2022	MCK04	MCK ACE HARDWARE	248	C20809	REPAIRS/SUPPLY
40083	8/10/2022	MCM01	McMaster-Carr Supply Co.	124	81215066	REPAIRS/SUPPLY TREATMENT
40084	8/10/2022	MIL01	Miller Farms Nursery	1,406	C20809	REPAIRS/SUPPLY
40085	8/10/2022	MIT02	MITEL	783	40734382	PHONE LINES
40086	8/10/2022	NOR13	NORTHERN CALIFORNIA SAFET	120	C20810	SAFETYTRAININGSUP
40087	8/10/2022	ORE01	O'REILLY AUTOMOTIVE, INC.	97	C20808	REPAIRS/SUPPLY
40088	8/10/2022	ORS03	TRAVEL ADVANCE	145	C20809	TRAVEL ADVANCE
40089	8/10/2022	PGE01	PG & E (Office & Field)	33,740	C20808	GAS & ELECTRIC
40090	8/10/2022	STA11	STAPLES CREDIT PLAN	872	C20808	OFFICE SUPPLIES
40091	8/10/2022	TEL01	TELE-WORKS, INC	684	40100545	PREPAID MINUTES
40092	8/10/2022	THA01	THATCHER COMPANY, INC.	3,082	20011751	REPAIRS/SUPPLY TREATMENT
40093	8/10/2022	THO02	Thomas Home Center	421	C20809	REPAIRS/SUPPLY
40094	8/10/2022	TWO01	TWO BROTHERS CATHODIC SER	2,000	855	PROFESSIONAL SERVICES
40095	8/10/2022	UMP01	UMPQUA COMMERCIAL CARD OP	3,840	0722BD	TRAVEL/SUPPLIES/REPAIRS
				161	0822CT	TRAVEL/TRAINING/OFFICE SU
				44	0822DS	TRAVEL/TRAINING/SUPPLIES
				623	0822JH	TRAVEL/SUPPLIES/REPAIRS
				829	0822LF	TRAVEL/SUPPLIES/REPAIRS
				706	0822NA	TRAVEL/SUPPLIES/REPAIRS
				661	0822PD	TRAVEL/SUPPLIES/REPAIRS
				96	0822PK	TRAVEL/TRAINING/OFFICE SU
			Check Total:	<u>6,961</u>		
40096	8/10/2022	USA01	USA BLUEBOOK	138	5440	LAB TEST TREATMENT
				2,755	42023	LAB TEST TREATMENT
				190	42680	FLOAT SWITCHES
			Check Total:	<u>3,083</u>		
40097	8/11/2022	ALV04	TRAVEL ADVANCE	181	C20811	TRAVEL ADVANCE
40098	8/11/2022	ATT07	AT&T ACCT 9391081626	1,587	18571300	PHONE LINES
40099	8/11/2022	HAR13	The Hartford - Priority A	434	186759124	GRP. HEALTH INS
40100	8/11/2022	INF02	INFOSEND	106	216583R	OFFICE SUPPLIES/POST
				3,002	217943R	OFFICE SUPPLIES/POST/PHON
			Check Total:	<u>3,108</u>		
40101	8/11/2022	RCS01	RC SYSTEMS, INC.	3,800	19255	RECPRO ANNUAL SOFTWARE SU
40102	8/15/2022	BRO08	REISSUING STALE DATED CHK	32	C20815	REISSUING STALE DATED CHK

40103	8/15/2022	DAS01	REISSUING STALE DATED CK	39	C20815	REISSUING STALE DATED CK
40104	8/15/2022	DIC03	REISSUE STALE DATED CHK 1	560	C20815	REISSUE STALE DATED CHK 1
40105	8/15/2022	GOM03	REISSUING STALE DATED CHK	358	C20815	REISSUING STALE DATED CHK
40106	8/15/2022	JOH08	REISSUING STALE DATED CK	19	C20815	REISSUING STALE DATED CK
				42	2C20815	REISSUING STALE DATED CHK
				318	3C20815	REISSUING STALE DATED CK
			Check Total:	<u>379</u>		
40107	8/15/2022	LAR01	REISSUING STALE DATED CHE	37	C20815	REISSUING STALE DATED CHE
40108	8/15/2022	MIL06	REISSUING STALE DATED CHK	33	C20815	REISSUING STALE DATED CHK
40109	8/15/2022	PIR01	REISSUING STALE DATED CK	20	C20815	REISSUING STALE DATED CK
40110	8/15/2022	PON02	REISSUING STALE DATED CK	128	C20815	REISSUING STALE DATED CK
40111	8/15/2022	RID01	REISSUING STALE DATED CK	32	C20815	REISSUING STALE DATED CK
40112	8/15/2022	WEL03	REISSUING STALE DATED CK	53	C20815	REISSUING STALE DATED CK
				15	2C20815	REISSUING STALE DATED CHK
			Check Total:	<u>68</u>		
40113	8/16/2022	SOU03	EMPLOYEE REIMBURSEMENT	223	C20816P	EMPLOYEE REIMBURSEMENT
40114	8/17/2022	*0012	RUBY MOORE	100	C20816	CUSTOMER REFUND
40115	8/17/2022	*0013	CONNOR GOLDSTEIN	100	C20816	CUSTOMER REFUND
40116	8/17/2022	70,701	707 PEST SOLUTIONS	85	4771	PROFESSIONAL SERVICES
				120	50568	PROFESSIONAL SERVICES
			Check Total:	<u>205</u>		
40117	8/17/2022	A&I01	A&I ROOFING	395	44347	REPAIRS
40118	8/17/2022	BAL03	ELAINE BALL	88	C20816	EMPLOYEE REIMBURSEMENT
40119	8/17/2022	BNY01	BNY MELLON TRUST COMPANY,	124,119	C20816	LOAN CT2124633 P & I
40120	8/17/2022	COA01	COASTAL BUSINESS SYSTEMS	1,103	32230600	OFFC EQUIP LEAS
40121	8/17/2022	COL06	COLANTUONO, HIGHSMITH &	245	52746	AHMC EMINENT DOMAIN 2022
40122	8/17/2022	DEV02	DEVELOPED EMPLOYMENT SERV	206	7573	PROFESSIONAL SERVICES
40123	8/17/2022	GHD01	GHD	300	17857	GRANT ASSIST
40124	8/17/2022	JAN03	JANSSEN, MALLOY, NEEDHAM,	480	C20816	LEGAL SERVICES
40125	8/17/2022	LIV01	TAMESON LIVENGOOD	360	C20817	SOFTBALL UMPIRE PAYMENT
40126	8/17/2022	MIT01	MITCHELL LAW FIRM	93	50378	LEGAL SERVICES
				2,193	50641	LEGAL SERVICES
				259	50642	LEGAL SERVICES
			Check Total:	<u>2,545</u>		
40127	8/17/2022	PIT01	PITNEY BOWES GLOBAL FINAN	481	56204048	OFFC EQUIP LEAS
40128	8/17/2022	STA08	SWRCB ACCOUNTING OFFICE	663,032	C20816	SRRF LOAN PAYMENT PRIN &
40129	8/17/2022	URT01	JIM URTON	360	C20817	SOFTBALL UMPIRE PAYMENT
40130	8/17/2022	SOU03	APRIL SOUSA	50	C20817	EMPLOYEE REIMBURSEMENT
40131	8/19/2022	HUM03	HUMBOLDT COUNTY	652	003860000P	TAXES & ASSESS.
40132	8/24/2022	ADV04	ADVANCED DISPLAY AND SIGN	72	518873	REPAIRS/SUPPLY
40133	8/24/2022	ANE01	AN ELECTRICIAN INC.	285	14848	PROFESSIONAL SERVICES

40134	8/24/2022	ATT04	ATT	926	132705	TELEMETRY
40135	8/24/2022	BLA01	FLEX SPENDING	40	C20824	FLEX SPENDING
40136	8/24/2022	BOR01	BORGES & MAHONEY CO.	695	143815	REPAIRS/SUPPLIES
				153	143825	REPAIRS/SUPPLIES
			Check Total:	<u>848</u>		
40137	8/24/2022	CAM01	CAMPTON ELECTRIC SUPPLY	505	25540	PHOTO CONTROL RELAY
40138	8/24/2022	DEV02	DEVELOPED EMPLOYMENT SERV	234	7587	PROFESSIONAL SERVICES
40139	8/24/2022	GRA02	GRAINGER	144	278465	REPAIRS/SUPPLIES
				89	458411	REPAIRS/SUPPLIES
			Check Total:	<u>233</u>		
40140	8/24/2022	HIL02	HILFIKER PIPE CO.	1,213	90843	CAST IRON FRAME/COVER
40141	8/24/2022	MUD01	MUDDY WATERS COFFEE CO.,I	80	734986	OFFICE SUPPLIES
40142	8/24/2022	NEW02	NEWHEART COMMUNITY CHURCH	2,000	PO11128	FOLDING CHAIRS/RACK
40143	8/24/2022	NOR01	NORTH COAST LABORATORIES	3,355	C20824	LAB TESTS
40144	8/24/2022	PGE05	PGE	459	C20824	GAS & ELECTRIC S.L.- ZONE
40145	8/24/2022	PGE08	PGE STREETLIGHTS	20	C20824	GAS & ELECTRIC S.L.- ZONE
40146	8/24/2022	THR01	THRIFTY SUPPLY COMPANY	549	101044201	REPAIRS/SUPPLIES
				2,697	101044301	REPAIRS/SUPPLIES
				406	101044501	REPAIRS/SUPPLIES
			Check Total:	<u>3,651</u>		
40147	8/24/2022	WIL09	WILLDAN FINANCIAL SERVICE	4,703	1052146	WATER/SEWER RATE STUDY
40148	8/31/2022	*0014	CUSTOMER REFUND HEWITT RO	100	C20830	CUSTOMER REFUND HEWITT RO
40149	8/31/2022	*0015	CUSTOMER REFUND TEEN CENT	100	C20830	CUSTOMER REFUND TEEN CENT
40150	8/31/2022	BAD01	BADGER METER, Inc.	360	106721	BEACON MBL HOSTING
40151	8/31/2022	BIN02	TRAVEL EXSPENSES REIMBURS	614	C20830	TRAVEL EXSPENSES REIMBURS
				(614)	C20830u	Ck# 040151 Reversed
			Check Total:	<u>0</u>		
40152	8/31/2022	DEP05	DEPARTMENT OF JUSTICE	64	596082	FINGERPRINTING
40153	8/31/2022	DEV02	DEVELOPED EMPLOYMENT SERV	324	7598	PROFESSIONAL SERVICES
40154	8/31/2022	GHD01	GHD	1,151	18349	PROFESSIONAL SERVICES
				6,196	18448	PROFESSIONAL SERVICES WWM
				13,833	18513	PROFESSIONAL SERVICES MIC
				3,569	18524	PROFESSIONAL SERVICES GRA
			Check Total:	<u>24,748</u>		
40155	8/31/2022	IND01	INDEPENDENT BUS. FORMS	227	41510	OFFICE SUPPLIES
				313	41511	OFFICE SUPPLIES
			Check Total:	<u>540</u>		
40156	8/31/2022	ORS03	TRAVELEXSPENSES REIMBURSE	145	C20830	TRAVELEXSPENSES REIMBURSE
40157	8/31/2022	PGE06	PG&E-STREETLIGHTS	21	C20830	GAS & ELECTRIC S.L.- ZONE
40158	8/31/2022	PGE07	PG&E STREETLIGHTS	1,326	C20830	GAS & ELECTRIC
40159	8/31/2022	PGE09	PGE-STREETLIGHTS	102	C20830	GAS & ELECTRIC S.L.- ZONE
40160	8/31/2022	PGE11	PGE STREETLIGHTS	20	C20831	GAS & ELECTRIC ACCT6945-1
40161	8/31/2022	TPX01	TPx COMMUNICATIONS	2,735	569084-0	INTERNET SERVICES
40162	8/31/2022	VER01	VERIZON WIRELESS	66	4015166	CELL PHONES/TABLET

40165	9/2/2022	BAL03	Ck# 040165 Reversed	(67)	C20902u	Ck# 040165 Reversed
40167	9/2/2022	HAR03	HARPER MOTORS CO.	(39,657)	PO11219u	Ck# 040167 Reversed
40169	9/2/2022	INF02	INFOSEND	(3,141)	219866u	Ck# 040169 Reversed
40170	9/2/2022	JOH05	EMPLOYEE REIMBURSEMENT	(55)	C20902H	EMPLOYEE REIMBURSEMENT
				(55)	C20902u	Ck# 040170 Reversed
				55	C20902y	Ck# 040170->040170 Repla
			Check Total:	<u>(55)</u>		
40171	9/2/2022	MES01	Ck# 040171 Reversed	(107)	C20902u	Ck# 040171 Reversed
40172	9/2/2022	PGE12	Ck# 040172 Reversed	(142)	C20902u	Ck# 040172 Reversed
40180	9/2/2022	BAL03	Ck# 040180->040165 Repla	67	C20902y	Ck# 040180->040165 Repla
40181	9/2/2022	HAR03	Ck# 040181->040167 Repla	39,657	PO11219y	Ck# 040181->040167 Repla
40182	9/2/2022	INF02	Ck# 040182->040169 Repla	3,141	219866y	Ck# 040182->040169 Repla
40184	9/2/2022	MES01	Ck# 040184->040171 Repla	107	C20902y	Ck# 040184->040171 Repla
40185	9/2/2022	PGE12	Ck# 040185->040172 Repla	142	C20902y	Ck# 040185->040172 Repla
40222	9/13/2022	THO02	Ck# 040222 Reversed	(459)	C20908u	Ck# 040222 Reversed
D00075	8/3/2022	MULTI	BINDER, SCOTT	125	C20803	DIRECTORS FEES
			COUCH, DAVID	125	C20803	DIRECTORS FEES
			CLARK-PETERSON, JOELLEN	125	C20803	DIRECTORS FEES
			ORSINI, GREG	125	C20803	DIRECTORS FEES
			Check Total:	<u>500</u>		
			<b>Total Disbursements, Accounts Payable</b>	<b><u>1,640,589</u></b>		

#### Payroll Related Disbursements

18274-18301	8/10/2022		Payroll Checks	14,446		
18294	8/4/2022	CAL12	CalPERS 457 Plan	9,313	C20804	RETIREMENT
				920	1C20804	PERS 457 LOAN PMT
			Check Total:	<u>10,233</u>		
18295	8/4/2022	DIR01	DIRECT DEPOSIT VENDOR- US	37,408	C20804	Direct Deposit
18296	8/4/2022	EMP01	Employment Development	0	C20728	STATE INCOME TAX
				1,724	C20804	STATE INCOME TAX
18296	8/4/2022	EMP01	Employment Development	105	1C20728	SDI
				846	1C20804	SDI
			Check Total:	<u>2,674</u>		
18297	8/4/2022	FRA05	COURT-ORDERED DEBT COLLEC	88	C20804	FRANCHISE TAX BOARD
18298	8/4/2022	HEA01	HEALTHQUITY, ATTN: CLINT	50	C20804	HSA
18299	8/4/2022	HUM29	UMPQUA BANK--PAYROLL DEP.	0	C20728	FEDERAL INCOME TAX
				6,120	C20804	FEDERAL INCOME TAX
				1,178	1C20728	FICA
				9,560	1C20804	FICA
				276	2C20728	MEDICARE
				2,236	2C20804	MEDICARE
			Check Total:	<u>19,369</u>		
18300	8/4/2022	ACW01	CB&T/ACWA-JPIA	58,617	C20731	MED-DENTAL-EAP INSUR
18301	8/4/2022	PUB01	Public Employees PERS	22,266	C20731	PERS PAYROLL REMITTANCE
18322	8/18/2022	CAL12	CalPERS 457 Plan	9,640	C20818	RETIREMENT
				920	1C20818	PERS 457 LOAN PMT
			Check Total:	<u>10,561</u>		

18323	8/18/2022	DIR01	DIRECT DEPOSIT VENDOR- US	39,892	C20818	Direct Deposit
18324	8/18/2022	EMP01	Employment Development	1,941	C20818	STATE INCOME TAX
				909	1C20818	SDI
			Check Total:	<u>2,849</u>		
18325	8/18/2022	FRA05	COURT-ORDERED DEBT COLLEC	166	C20818	FRANCHISE TAX BOARD
18326	8/18/2022	HEA01	HEALTH EQUITY, ATTN: CLINT	50	C20818	HSA
18327	8/18/2022	HUM29	UMPQUA BANK--PAYROLL DEP.	6,652	C20818	FEDERAL INCOME TAX
				10,211	1C20818	FICA
				2,388	2C20818	MEDICARE
			Check Total:	<u>19,250</u>		
18302-18327	8/19/2022		Payroll	15,576		
18328	8/23/2022		Payroll	628		
			<b>Total Disbursements, Payroll</b>	<u>254,123</u>		
			<b>Total Check Disbursements:</b>	<b><u>1,894,712</u></b>		

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2022

TYPE OF ITEM: **ACTION**

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**ITEM: D.3**                      **Reaffirm Resolution 2021-27 Making Findings Pursuant to Government Code Section 5493, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings**

**PRESENTED BY:**              **April Sousa, Board Secretary**

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

### **Recommendation:**

Staff recommends that the Board review the provided material and reaffirm Resolution 2021-27 (**Attachment 1**), authorizing the continued use of virtual meetings.

### **Discussion:**

At the beginning of the pandemic, Governor Newsom issued Executive Orders N-08-21, N-25-20, and N-29-20, which allowed for relaxed provisions of the Ralph M. Brown Act (Brown Act) that allowed legislative bodies to conduct meetings through teleconferencing without having to meet the strict compliance of the Brown Act.

The Governor slated these orders to sunset at the end of September 2021.

On September 17, 2021, Governor Newsom signed into law Assembly Bill 361, which amends the Government Code to provide relief from strict teleconferencing provisions of the Brown Act under certain circumstances. In order to continue in this matter, the legislative body would need to make certain findings that would require the need for the legislative body to conduct meetings in this matter. These findings would include any sort of proclaimed state of emergency.

A state of emergency was proclaimed by the Governor on March 4, 2020, which remains in effect today. Additionally, the Humboldt County Health Officer has imposed recommendations to continue to promote social distancing in his August 6, 2021 order, as well as other prior orders and guidance.

As this state of emergency continues to directly impact the ability for some members of the public to meet in person as well as, at times, members of the Board of Directors to safely meet in person, the continuance of public meetings via teleconference is advisable.

The Board of Directors previously discussed continuing with a teleconference option for all board meetings at the August 2021 Board meeting. With the passing of Resolution 2021-27, any Board member that finds themselves unable to attend in person due to a sudden COVID matter will be able to continue to meet as a member of the Board via a teleconference option without the strict teleconferencing provisions, which includes disclosing the location of each Board Director who is meeting virtually.

Resolution 2021-27 was originally approved on October 6, 2021.

It is recommended by legal counsel that this resolution be reaffirmed in 30 days, and every 30 days after, until such time it is no longer needed.

**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 2021-27

**RESOLUTION NO 2021-27**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL MEETINGS**

**WHEREAS**, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow legislative bodies to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act; and

**WHEREAS**, Assembly Bill 361, which was signed into law on September 17, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the legislative body makes certain findings; and

**WHEREAS**, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect; and

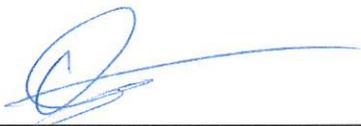
**WHEREAS**, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing as more particularly set forth in his August 6, 2021, Order, among other prior orders and guidance; and

**NOW, THEREFORE**, the Board of Directors of the McKinleyville Community Services District does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic; and
2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing; and
3. That the Board may continue to conduct public meetings in accordance with Government Code section 54953(e); and
4. That the Board will reconsider the above findings within 30-days of this Resolution.

**PASSED AND ADOPTED** on the 6th day of October 2021 by the following vote:

AYES: Binder, Clark-Peterson, Couch, Orsini, and Mayo  
 NAYS: None  
 ABSENT: None  
 ABSTAIN: None




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Dennis Mayo, Board President

Attest:




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April Sousa, MMC, Board Secretary

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2022

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.1**                      **Board Meet and Discussion with Incoming Humboldt County Board Supervisor Natalie Arroyo**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, allow Ms. Arroyo to introduce herself and discuss her goals as a County Supervisor, have a discussion on topics of concern to the County and McKinleyville CSD, take Public Comment, and congratulate and wish Ms. Arroyo well in her new County Supervisor roll.

### **Discussion:**

Natalie Arroyo is the newly elected Humboldt County Board Supervisor serving District 4 and will take office in January of 2023. Natalie lives, works, and recreates in Eureka, CA where she resides with her spouse, Jason Lopiccolo, and her mother, Nancy Arroyo. She has lived in Humboldt since 2006, having moved here as an AmeriCorps national servicemember to work as a fisheries technician and environmental educator. Natalie first fell in love with the unique, independent, multigenerational community in Petrolia, CA, but found her ideal work and home in the Humboldt Bay area. She has worked in natural resources management for more than 15 years, including at Redwood Community Action Agency, as an instructor at Cal Poly Humboldt, and for a variety of wonderful local non-profit organizations. Natalie was first elected to the Eureka City Council in 2014 and was re-elected in 2018 for a term ending in November 2022. As a Councilmember, she serves as the Board Chair and Eureka representative to the Humboldt Transit Authority and has served on the boards of the Humboldt Waste Management Authority and Keep Eureka Beautiful.

Natalie is honored to serve on the Board of Directors of the Klamath River Renewal Corporation, the non-profit organization dedicated to removing multiple dams on the Klamath River to restore the health of the region's rivers and salmon. Natalie has also previously served as the Board President of the Humboldt Trails Council and as a board member of the Salmonid Restoration Federation.

### **Alternatives:**

Not applicable

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- None

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2022

TYPE OF ITEM: **ACTION**

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**ITEM: E.2**                      **Approve the Regular Board Meeting Dates, Time and Location for the 2022 Calendar Year**

**PRESENTED BY:**            **April Sousa, Board Secretary**

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

### **Recommendation:**

At the August 3, 2022 Board Meeting, the Board Secretary provided the Directors with the 2023 Board Meeting Dates, Time and Location Calendar. Staff recommends the Board review the material provided, discuss, take public comment, and approve the 2023 Regular Board Meeting Calendar, **Attachment 1**.

### **Discussion:**

Both the MCSD Rules and Regulations (under Regulation 61, Board Meetings, Rule 61.0, Regular Meetings) and the Board of Directors Policy Manual (under Part 5, Board Meeting Procedures, Rule 5-1: Regular Meetings) address this topic – Regular meetings of the Board of Directors shall be held on the first Wednesday of each calendar month at 7:00 PM at either Azalea Hall 1620 Picket Road or the District Office 1656 Sutter Road, with a zoom option for the public, as specified by the agenda. The date, time and place of the regular meetings shall be reconsidered annually.

After discussion from the Board of Directors on August 3, 2022, Board comments included canceling the July 2023 Board meeting and consolidating with the August 2023 Board meeting and keeping the January 2023 Board meeting, provided that staff felt preparing for the meeting was feasible. Staff feels confident in preparing for the January 2023 Board meeting and agrees with the suggestions for the July 2023 meeting.

Additionally, Staff is wondering if the Board would be interested in considering moving the time of monthly meetings, currently starting at 7:00 PM, to 6:00 PM.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action
- Change the meeting dates

### **Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – 2023 Proposed MCSD Regular Board Meeting Schedule

## 2023 MCSD Board Meetings

**First Wednesdays of the month for year 2023. Meetings are planned to take place in person with a zoom option for the public.**

<b>DATE</b>	<b>LOCATION</b>
January 4, 2023	Azalea Hall
February 1, 2023	Azalea Hall
March 1, 2023	Azalea Hall
April 5, 2023	Azalea Hall
May 3, 2023	Azalea Hall
June 7, 2023	Azalea Hall
July 5, 2023 - CANCELLED	Azalea Hall
August 2, 2023	Azalea Hall
September 6, 2023	Azalea Hall
October 4, 2023	Azalea Hall
November 1, 2023	Azalea Hall
December 6, 2023	Azalea Hall

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2022

TYPE OF ITEM: **ACTION**

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**ITEM: E.3**                      **Willdan Presentation of Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities), Preliminary Draft for Discussion Purposes Only**

**PRESENTED BY:**              **Pat Kaspari, General Manager; Daniel Louie, Willdan Financial Services**

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

### **Recommendation:**

Staff recommends that Board review the information provided, discuss, take public comment, and accept the DRAFT Engineer's Report for the Measure B Assessment

### **Discussion:**

Given that the Parks & Recreation Department will be taking on new and significant assets in 2023-2024 with the acquisition of the Community Forest Property and the development of a new park, staff requested a report from Willdan analyzing the increased maintenance and operations budget needed for to cover these increases in the department's assets. As the Board is aware, the existing Measure B Assessment covers only a fraction of the annual budget for the Parks & Recreation Department. Given the additional operation costs associated with the proposed Community Forest and BMX Park, as well as increased costs in general, the Parks budget will become even more difficult to balance. As a first step in assessing means to address this short fall, Staff requested that Willdan Financial Services prepare a Draft Measure B Assessment Study, taking into account the estimated budget for the Community Forest and BMX Park, to determine what the annual assessment would need to be to balance the Parks & Recreation Budget. The Draft Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities, Preliminary Draft for Discussion Purposes Only can be reviewed in **Attachment 1**.

The original Measure B Assessment fees of \$30 per Equivalent Benefit Unit (EBU) or per each single family home were first approved by voters in 1992. In 2011 Measure B was renewed for another 20-year assessment at the existing rate of \$30 per single dwelling unit. The Parks & Recreation Department has accomplished many valuable developments with the Measure B revenues including construction of Azalea Hall, the library, the Activity Center and the Teen & Community Center. Additionally Measure B revenues are used to support the operation and maintenance of our facilities such as Hiller Sports Site and Pierson

Park. As detailed in the 2022/23 Measure B Assessment Engineer's Report, the Measure B Assessment results in revenues of \$221,304 at the current \$30/year/EBU rate. This is approximately 12% of the annual expenditures of \$1,852,750. As shown in the attached report, the assessment would have to increase to \$93.88/year/EBU to balance the Parks & Recreation budget.

It should be noted that Staff is **NOT** recommending that the Measure B Assessment be increased to \$93.88 /EBU or that the Board approve this report but merely accept it. As mentioned, Staff only wanted to determine what the Measure B assessment would have to be to fully balance the budget with the addition of the Community Forest and BMX Park and the existing costs to run the Department. Staff will use this report as one data point in the assessment of how to fund our Parks & Recreation Department.

Daniel Louie, Project Manager for Willdan Financial Services, is available to answer questions regarding the report.

**Alternatives:**

Take No Action

**Fiscal Analysis:**

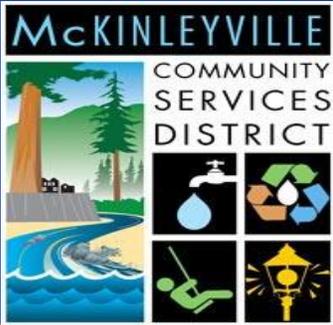
Not applicable at this time

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Measure B Maintenance Assessment District (Renewal for Parks, Open Space, and Recreational Facilities, Preliminary Draft for Discussion Purposes Only, Willdan Financial Services



**Preliminary Draft for Discussion Purposes Only**

## **MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**

### **MEASURE B MAINTENANCE ASSESSMENT DISTRICT (RENEWAL FOR PARKS, OPEN SPACE, AND RECREATIONAL FACILITIES)**

#### **Establishment of Increased Assessments**

#### **2023/2024 PRELIMINARY ENGINEER'S ANNUAL LEVY REPORT**

Intent Meeting: TBD

Public Hearing: TBD

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

Fiscal Year 2023/2024

County of Humboldt, State of California

This Report and the enclosed descriptions, budgets, and diagram outline the new assessments associated with the McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities for Fiscal Year 2023/2024. Said District includes each lot, parcel, and subdivision of land within the boundaries of the McKinleyville Community Services District, as they existed at the time this Report was prepared and the passage of the Resolution of Intention. Reference is hereby made to the Humboldt County Assessor’s maps for a detailed description of the lines and dimensions of parcels within the McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities. The undersigned respectfully submits the enclosed Report as directed by the McKinleyville Community Services District Board of Directors.

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

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

By: \_\_\_\_\_  
Michelle Laase  
Project Manager

By: \_\_\_\_\_  
Tyrone Peter  
PE # C 81888

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## *I. Introduction*

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

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

Therefore, in 2010, the McKinleyville CSD Board of Directors (“Board” or “Board of Directors”) initiated proceedings to reestablish a special benefit assessment district within the CSD designated as the

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

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

Pursuant to the requirements of the California Constitution, Article XIID Section 4 and the provisions of the 1972 Act, the Board of Directors called for an Engineer’s Report to be prepared regarding the proposed formation of the District and conducted a property owner protest ballot proceeding for the proposed levy of the new assessments. In conjunction with this ballot proceeding, a noticed public hearing was held on March 16, 2011 to consider public testimonies, comments and written protests regarding the formation of the District and the levy of

assessments. Upon conclusion of the public hearing, protest ballots received were opened and tabulated to determine whether majority protest existed (with ballots weighted based on proportional assessment amounts), and the Board of Directors confirmed the results of that ballot tabulation, with approximately 54.9% of the weighted ballots being in favor of the assessments and 45.1% being opposed. Finding that majority protest did not exist, the Board approved and adopted the formation of the District and order the levy and collection of assessments for Fiscal Year 2011/2012 (first year's annual assessments).

The assessment rate and method of apportionment established in the Engineer's Report at the time of formation of the District and as described herein, became effective commencing in Fiscal Year 2011/2012 and may be levied annually pursuant to the provisions of the 1972 Act for up to twenty (20) years (through Fiscal Year 2031/2032). The annual assessments each fiscal year are based on the estimated revenues needed to support the ongoing operational and maintenance costs of the Improvements (collectively referred to as "maintenance"); the long term repairs, renovations and rehabilitation costs associated with the improvements as well as possible acquisitions, expansion or construction of new improvements or facilities (collectively referred to as "capital improvements"); and estimated incidental expenses associated with the administration of the assessments and of bonds or loans issued to finance improvements and facilities. For the past several years, the revenue collections have been insufficient to cover the District's operational and maintenance costs such that the District is carrying a negative fund balance.

The authorized improvements may include, but are not limited to, operation, maintenance, acquisitions, upgrades and construction of existing and/or new facilities to enhance or expand the McKinleyville CSD parks and recreational system, facilities and activities that will provide special benefits to properties within the District that would otherwise be reduced, postponed or abandoned due to limited funding sources. The improvements and annual District assessments for Fiscal Year 2023/2024 as outlined herein, have been established in accordance with the 1972 Act which may include the issuance of bonds pursuant to the Improvement Bond Act of 1915 (California Streets and Highways Code §8500 et seq.) ("1915 Act") and in compliance with the substantive and procedural requirements of the California State Constitution Article XIID ("California Constitution" or "Article XIID"). This Engineer's Report ("Report") has been prepared in connection with the proposed levy and collection of District assessments for Fiscal Year 2023/2024, pursuant to Chapter 2 Article 1 Sections §22585 and §22586 in accordance with Chapter 1, Article 4 beginning with §22565 of the 1972 Act.

The District includes all lots and parcels of land within the McKinleyville CSD as identified by the Humboldt County Assessor's Office at the time this Report was prepared. The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number (APN) by the Humboldt County Assessor's Office. The Humboldt County Auditor/Controller uses Assessor's Parcel Numbers and a specified Fund Number to identify properties to be assessed on the tax roll for the special benefit assessments described herein.

This Report describes the District and identifies the improvements including any proposed changes to such improvements to be provided, the estimated expenditures, and the resulting special benefit assessments to be levied and collected on the County tax rolls for Fiscal Year 2023/2024. The total annual assessments (increased assessments) presented herein are based on an estimated budget (estimated expenses) and the assessment revenues required to fund in whole or in part the park and recreational improvements, facilities and related activities deemed to be of special benefit to properties in the District and have been identified as essentially recreational and conservation objectives which property owners and residents of the CSD have supported.

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

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

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

#### **BALLOT PROCEEDINGS**

Pursuant to the provisions of Article XIID, Section 4 of the California Constitution, the CSD shall conduct a property owner protest ballot proceeding (referred to as “Ballot Proceeding”) for the proposed levy of new or increased assessments as described in this Report. In conjunction with this Ballot Proceeding, the Board of Directors will conduct a noticed public hearing to consider public testimonies, comments, and written protests regarding the levy of the proposed increased assessments. Upon conclusion of the public hearing, property owner protest ballots received will be opened and tabulated to determine whether majority protest exists:

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

After completion of the ballot tabulation, the Board of Directors will confirm the results of the balloting. If majority protest exists for the proposed increased assessment, further proceedings to implement the proposed increased assessment shall be abandoned at this time. However, the Board of Directors may continue to levy and collect annual assessments for the improvements provided in the CSD at an assessment rate less than or equal to the previously approved maximum assessment rate adopted by the Board of Directors. If tabulation of the ballots indicate that majority protest does not exist for the proposed increased assessments and the assessment

range formula presented and described herein, the Board of Directors may adopt this Report (as submitted or amended), approve the assessment diagram, and confirm the increased assessments as presented herein. The increased assessments described shall be submitted to the Humboldt County Auditor/Controller for inclusion on the Fiscal Year 2023/2024 property tax roll for each affected parcel.

This Report pursuant to Chapter 1, Article 4 of the 1972 Act, consists of five (5) parts:

## Part I

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

## Part II

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

## Part III

**Estimate of Improvement Costs:** An estimate of the annual cost to fund the improvements for Fiscal Year 2023/2024. The District assessments will fund only a portion of the costs needed to provide the various improvements and are not intended to fully fund any specific improvement. This estimate of the improvement costs (budget) includes an estimate of the total annual maintenance and operation costs for the existing park and recreational improvements within the CSD; an estimate of annual funding collected for planned capital improvement expenditures to fund expansion, enhancement, renovation or rehabilitation of the parks, trails and related recreational facilities within the CSD (including acquisitions and new construction); and authorized incidental expenses including, but not limited to County fees, professional services related to administration of the District and/or bonds. The estimated expenditures and assessment rate identified in this Report budget and the resulting parcel assessments in the District for Fiscal Year 2023/2024 are based on the estimated net annual cost to fund the improvements and activities for the year (Balance to be Levied), and the method of apportionment established for the District.

## Part IV

**District Diagram:** A Diagram showing the exterior boundaries of the District is provided in this Report and includes all parcels that will receive special benefits from the improvements. These

boundaries are coterminous with the boundaries of the McKinleyville CSD. Parcel identification, the lines and dimensions of each lot, parcel, and subdivision of land within the District, are inclusive of all parcels within the CSD as shown on the Humboldt County Assessor's Parcel Maps as they existed at the time this Report was presented to the Board of Directors for the adoption of the Resolution of Intention, and shall include all subsequent subdivisions, lot-line adjustments or parcel changes therein. Reference is hereby made to the Humboldt County Assessor's maps for a detailed description of the lines and dimensions of each lot and parcel of land within the District.

## Part V

**Assessment Roll:** The Assessment Roll contains a listing of all Assessor Parcel Numbers of the properties within the Balloted Zone and each parcel's corresponding "Balloted Maximum Assessment" and "Proposed Assessment FY 2023/2024". The proposed assessment amounts balloted and to be levied and collected for fiscal year 2023/2024 for each parcel is based on the parcel's calculated proportional special benefit as outlined in the Method of Apportionment and the annual assessment rate established by the estimated Zone Budget.

## Part I – Plans and Specifications

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

### Improvements Authorized by the 1972 Act

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

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of public lighting facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- The installation of park or recreational improvements, including, but not limited to, all of the following:
  - Land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks, and drainage.
  - Lights, playground equipment, play courts, and public restrooms.
- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of land for park, recreational, or open-space purposes.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.
- The acquisition or construction of any community center, municipal auditorium or hall, or similar public facility for the indoor presentation of performances, shows, stage productions, fairs, conventions, exhibitions, pageants, meetings, parties, or other group events, activities, or functions, whether those events, activities, or functions are public or private.
- Incidental expenses associated with the improvements including, but not limited to:
  - The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
  - The costs of printing, advertising, and the publishing, posting and mailing of notices;
  - Compensation payable to the County for collection of assessments;
  - Compensation of any engineer or attorney employed to render services;

- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
  - Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5; and
  - Costs associated with any elections held for the approval of a new or increased assessment.
- Where the cost of improvements (other than maintenance and operations) is greater than can be conveniently raised from a single annual assessment, the 1972 Act permits an assessment to be levied and collected in annual installments. In that event, the governing body may choose to do any of the following:
- Provide for the accumulation of the moneys in an improvement fund until there are sufficient moneys to pay all or part of the cost of the improvements;
  - Provide for a temporary advance to the improvement fund from any available and unencumbered funds of the local agency to pay all or part of the cost of the improvements and collect those advanced moneys from the annual installments collected through the assessments; and/or
  - Borrow an amount necessary to finance the estimated cost of the proposed improvements. The amount borrowed, including amounts for bonds issued to finance the estimated cost of the proposed improvements.

## District Improvements

The District assessments will fully or partially fund various improvements and activities that specially benefit properties within the District. It is the goal and intent for this District to provide a stable revenue source that will allow the McKinleyville CSD to partially fund the on-going maintenance of the various park and recreational facilities for the community and endeavors to improve the overall park and recreational system that directly affect the properties and quality of life for residents, tenants, employees and owners of properties within the CSD. To the full extent permitted by the 1972 Act, the improvements, projects, and expenditures to be funded by the assessments may include:

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

structural repairs, internal building remodels, as well as the construction and installation of new facilities.

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

Improvements to be maintained in whole or in part by District assessments for Fiscal Year 2023/2024 may include, but are not limited to:

- Maintenance, servicing and operation of existing parks and park facilities, including:
  - Landscape Maintenance of approximately 91,571 square feet of irrigated turf in Pierson Park, 75,000 square feet within Hiller Park West, and 498,112 square feet within the Hiller Sports Complex.
  - Landscape Maintenance of approximately thirty-five (35) acres of non-irrigated/natural vegetation within Hiller Park West.
  - Maintenance of eight (8) sports fields within the Hiller Sports Complex.
  - Maintenance of approximately 17,157 square feet of parking lot area within Pierson Park, 9,770 square feet within Hiller Park West, and 35,000 square feet within the Hiller Sports Complex.
  - Maintenance and operation of approximately 2 restroom facilities each, within Pierson Park, Hiller Park West, and the Hiller Sports Complex.
  - Maintenance of 5 playground structures within Pierson Park, and 3 playground structures within Hiller Park West.
- Operation, servicing, and maintenance of existing halls/activity centers including:
  - Azalea Hall: including maintenance of approximately 200 square feet of landscaping area; 13,800 square feet of parking lot area maintenance; and operation and maintenance of an approximately 9,500 square foot hall, including men and women restroom facilities, commercial sized-kitchen, 3,000 square foot hall available as reception area, stage, storage for social events. Azalea Hall is located along Pickett Road, within Pierson Park.
  - McKinleyville Activity Center (“MAC”): including maintenance of approximately 19,174 square feet of landscaping and parking lot areas; operation and maintenance of an approximately 7,000 square foot gymnasium, operation, and maintenance of a 3,000-square foot lobby area, including men and women restrooms and storage facilities. MAC is located along Gwin Road within Pierson Park.
  - McKinleyville Teen Center: an approximate 6,600 square foot addition to an existing community center. The 6,600 square-foot center is used for teen and community activities that include a quiet study room, covered outdoor performance area and a community

commercial kitchen where cooking classes are held. The center is designed so that up to seven distinct and separate activities can take place at the same time without overlap.

- Maintenance of existing trails:
  - Landscaping and trail maintenance of approximately 7,000 feet of trails, including maintenance/repairs to trails, benches, and asphalt.
- Maintenance of existing open space, including:
  - Hewitt Ranch – Landscaping and maintenance of open space area.
  - School Road – Landscaping and maintenance of open space area.
  - North Bank Road – River Front, Landscaping, and open space area.
- Capital expenditures for new improvements, and replacement and rehabilitation of existing improvements, and equipment for Fiscal Year 2023/2024 are outlined in the CSD's Capital Improvement Plan and briefly summarized below.
  - Construction of the BMX Track and Park project.
  - Community Forest Project

The improvements listed above are inclusive of the improvements and facilities identified in the Engineer's Report prepared in connection with the formation of the District.

## Part II – METHOD OF APPORTIONMENT

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The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, including the acquisition, construction, installation and servicing of park and recreational facilities. The 1972 Act requires that the cost of these improvements be levied according to benefit rather than assessed value:

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

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

### Proposition 218 Benefit Analysis

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

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

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

Article XIII D Section 2(d) defines district as follows:

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

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

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

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

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

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

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

### **General Benefits**

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

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

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

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

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

- ❖ Health, social and self-improvement benefits derived from utilizing the facilities;

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

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

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

### **Special Benefit**

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

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

These facilities expand the use of each property within the CSD by providing these properties with access to desirable recreational facilities beyond those that can conveniently be included on a home or businesses lot. The common-use development of these facilities by the CSD, frees property-owners from the burden of having to provide extensive privately-owned recreation facilities or having a property that lacks access to such facilities. The availability

and proximity of the facilities is a distinct special benefit to the assessed parcels because the assessed parcels, unlike most parcels outside the District are within the immediate service area of the facilities and can easily use the facilities as a substitute for (and enhancement of) recreational facilities that would otherwise need to be provided on the parcel (or simply foregone). Because each assessed parcel is within the service area of the improvements and facilities offered by the McKinleyville CSD, these park and recreation improvements are like an extension of the front and back lawns of the parcels. They are not remote, but available for frequent and everyday use with minimal travel. We estimate this special benefit to represent at least half (1/2) of the total benefits created by the facilities.

## Assessment Methodology

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

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

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

For the purposes of this Engineer's Report, an EBU is the quantum of benefit derived from the funded programs and facilities by a single-family residential parcel or unit. Thus, the "benchmark" property (the single-family residential parcel/unit) derives one (1.0) EBU of benefit. All other land uses are proportionately weighted (assigned an EBU) based on an assessment formula that equates the property's specific development to that of the benchmark property (single-family residential parcel/unit). This proportional weighting may be based on several factors that may include but are not limited to: the type and status of development (land use), size of the property, development plans or restrictions, typical development densities, population densities or other property related factors. Generally, for most districts the calculation of each parcel's proportional special benefit can be reasonably determined by applying one or more of these factors.

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

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

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

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

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

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

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

**Vacant Property** – This land use is defined as undeveloped property. Such parcels benefit from the existence of the funded facilities because park and recreational improvements improve the potential development of such parcels. Recognizing this

benefit to property, but also its immediate need for such improvements, each Vacant Property is assigned 1/3 of an EBU per parcel.

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

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

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

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

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

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

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

Land Use Description	Assessment Formula	No. of Parcels	EBU Units
<b>Residential</b>	1.000 EBU per Unit	5,236	7,075.00
	0.500 EBU per Bed <sup>(1)</sup>	1	36.00
	Residential Total	5,237	7,111.00
<b>Non-Residential/Commercial</b>	1.000 EBU per Acre for first 2 Acres (minimum 1 EBU per parcel); 0.500 EBU per Acre for next 2 acres (between 2 and 4 acres); 0.250 EBU per Acre for next 2 acres (acreage between 4 and 6 Acres); 0.125 EBU per Acre for next 2 acres (acreage between 6 and 8 Acres); 0.000 EBU per Acre for Remaining Acres (acreage exceeding 8 acres)	143	204.30
<b>Vacant</b>	(1/3) EBU per Parcel (0.33 EBU)	352	116.16
<b>Exempt</b>	0.000 EBU per Parcel	103	49.69
<b>Totals</b> <sup>(2)</sup>		5,835	7,481.15

(1) For Fiscal Year 2023/2024 there is one parcel in the District identified as a Convalescent/long term-care facility, and this residential property although classified as a Residential Property, is assigned 0.5 EBU per bed for a total of 36.00 EBU (refer to method of apportionment).

(2) Of the total 5,835 parcels in the District representing a total of 7,481.15 EBUs, 103 parcels identified above as exempt, representing 49.69 EBUs are non-taxable parcels, generally owned by government agencies. Therefore, there are currently a total of 5,732 parcels representing 7,431.46 EBUs that are proposed to be applied to the tax rolls for Fiscal Year 2023/2024.

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

## Part III – BUDGET

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### Description of Budget Items

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

#### Expenditures:

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

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

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

#### Revenues:

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

**Additional Funding Needed to Balance Budget:** Additional funds contributed by the McKinleyville CSD from other revenue sources that are necessary to meet the difference between the annual expenditures and revenues supported by the General Benefit Obligation and the Measure B assessments, including grant funds.

**Measure B Special Benefit Assessments:** The proportional special benefit obligation and proposed annual assessment revenue calculated for the Measure B Maintenance Assessment District. This amount divided by the Total Equivalent Benefit Units calculated for all benefiting parcels (7,431.46 EBU) establishes the proposed maximum annual assessment rate (“Assessment Rate per EBU”).

**Non-Taxable Property Adjustment:** Funds to be contributed by the McKinleyville CSD from other revenue sources to pay the calculated assessment obligation for benefiting non-taxable parcels. As noted previously, 103 parcels representing 49.69 EBU are currently identified as non-taxable parcels and the assessments for these parcels cannot be collected on the tax rolls. Therefore, in addition to other contributions, the CSD will annually pay the assessment obligation for the identified non-taxable parcels that receive special benefits.

### **Fund Balance (Capital/Rehabilitation Improvements):**

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

### **District Budget**

The following Budget shows the full estimated annual cost of the improvements and facilities for Fiscal Year 2023/2024 that will be partially funded with the assessment. The total special benefit assessment amount to be collected for the improvements is based on the following budget information and results in a total annual assessment obligation of approximately \$702,330.36 at an assessment rate of \$93.88 per Equivalent Benefit Unit based on 7,481.15 EBUs, of which approximately \$697,665.46 (7,431.46 EBUs) is proposed to be collected on the County tax rolls based on current property information:

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## McKinleyville CSD Fiscal Year 2023/2024 District Budget

### Expenditures:

Operation and Maintenance (O&M):	
Park Enhancements	\$ 166,000
Indoor Facilities	131,700
Trails	13,700
Undeveloped Property	3,000
Future Parks & Facilities (BMX Track & Park / Community Forest)	150,000
<b>O&amp;M Sub-total <sup>(1)</sup>:</b>	<b>\$ 464,400</b>
<b>Capital Improvements / Future Rehabilitation Projects <sup>(2)</sup></b>	<b>458,500</b>
<b>Total Program Budget</b>	<b>\$ 922,900</b>
<b>Incidental Expenses</b>	<b>23,260</b>
<b>Total Annual Expenditures:</b>	<b>\$ 946,160</b>

### Revenues:

<b>General Benefit Funding (50% of O&amp;M)</b>	<b>\$ 243,830</b>
<b>Additional Funding Needed to Balance Budget</b>	<b>-</b>
<b>Non-Assessment Revenue Sub-total:</b>	<b>\$ 243,830</b>
 <b>Non-Taxable Special Benefit Assessment Revenue <sup>(3)</sup></b>	 <b>\$ 4,665</b>
<b>Taxable Special Benefit Assessment Revenue(Collected on Tax Rolls)</b>	<b>697,665</b>
<b>Total Measure B Special Benefit Assessments</b>	<b>\$ 702,330</b>
<b>Total Annual Revenues:</b>	<b>\$ 946,160</b>

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

<b>Estimated Beginning Fund Balance as of July 1, 2023 <sup>(4)</sup></b>	<b>\$ -</b>
<b>Estimated Fund Collection <sup>(5)</sup></b>	<b>-</b>
<b>Estimated Expenditures <sup>(6)</sup></b>	<b>-</b>
<b>Estimated Ending Fund Balance as of June 30, 2024</b>	<b>\$ -</b>

(1) The amount necessary to fund the Operations and Maintenance costs for the district less those expenses absorbed by the CSD's Parks budget due to capped Measure B assessments.

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

(3) Contribution from the CSD general fund to cover the amount that would otherwise be assessed against 103 non-taxable parcels representing approximately 49.69 EBU's.

(4) The Estimated Beginning Fund Balance as of July 1, 2023 is \$0. In prior years the District has been supported by General Benefit Fund contributions. The Balloted Increase in rates is being initiated to address the annual shortfalls.

(5) At the current rate of \$93.88 per EBU, the CSD will fund the current year capital improvements and in future years collect for rehabilitation reserves.

(6) Necessary capital expenditures that cannot be funded by grants.

## ANNUAL INFLATIONARY ADJUSTMENT

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

In order to assure that the improvement funding is sufficient in the future to address the ongoing maintenance and replacement cost increases that naturally occur over time due to inflation, the special benefit assessments being presented to the property owners in the ballot proceeding conducted in connection with this Report includes an annual inflationary adjustment (assessment range formula). This inflationary adjustment formula provides for the Fiscal Year 2023/2024 maximum assessments (initial maximum assessment rate) established herein for the Balloted District to increase by an amount equal to the difference between the Local Consumer Price Index (CPI) for “All Urban Consumers” for San Francisco-Oakland-Hayward Area index for December to December (Annually).

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

The Assessment Range Formula shall be applied to the maximum assessment rates for the Balloted District in Fiscal Year 2023/2024 and shall be applied in each subsequent fiscal year unless the CSD Board formally suspends its application.

## Assessment Calculations

Applying the method of apportionment outlined in Part II of this Report and the budget estimates for Fiscal Year 2023/2024 results in the following calculation of assessments:

$$\text{\$702,330.36} \div \text{7,481.15 EBUs} = \text{\$93.88 per EBU}$$

Therefore, a single benefit unit or the Annual Assessment Rate for Fiscal Year 2023/2024 (Applicable to a typical Residential Dwelling Unit) will be \$93.88.

### Assessment Summary

Total Measure B Special Benefit Assessments	\$ 702,330.36
Total Equivalent Benefit Units	÷ 7,481.15
<b>Assessment Rate per EBU</b>	<b>\$ 93.88</b>

### Assessment Breakdown of Non-Taxable Properties

EBU of Non-Taxable Properties	49.69
Assessment Rate per EBU	x \$ 93.88
<b>Non-Taxable Property Adjustment<sup>(1)</sup></b>	<b>\$ 4,664.90</b>

<sup>(1)</sup> This amount represents the calculated special benefit assessment for the parcels identified as non-taxable. This amount shall be paid by a contribution from MCSD general fund.

### Assessment Breakdown of Taxable Properties

Total Equivalent Benefit Units	7,481.15
EBU of Non-Taxable Properties <sup>(1)</sup>	- 49.69
Equivalent Benefit Units Levied on Tax Rolls	7,431.46
 Balance to be collected on Tax Rolls	 \$ 697,665.46
Equivalent Benefit Units Levied on Tax Rolls	÷ 7,431.46
<b>Assessment Rate per EBU</b>	<b>\$ 93.88</b>

<sup>(1)</sup> This number represents the combined total EBU that will not be assessed on the County tax rolls. These 103 parcels, representing 49.69 EBU's (which are non-taxable parcels generally owned by government agencies) are currently identified as properties that will not be assessed on the County tax rolls. Because the proportional special benefit obligation for these parcels will not be collected on the tax rolls, the CSD will annually pay from its general fund an amount equal to the assessment obligation that would otherwise accrue to these parcels.

Therefore, the anticipated annual assessment revenue to be collected on the County tax rolls is approximately \$697,665.46.

## ***Part IV – DISTRICT DIAGRAM***

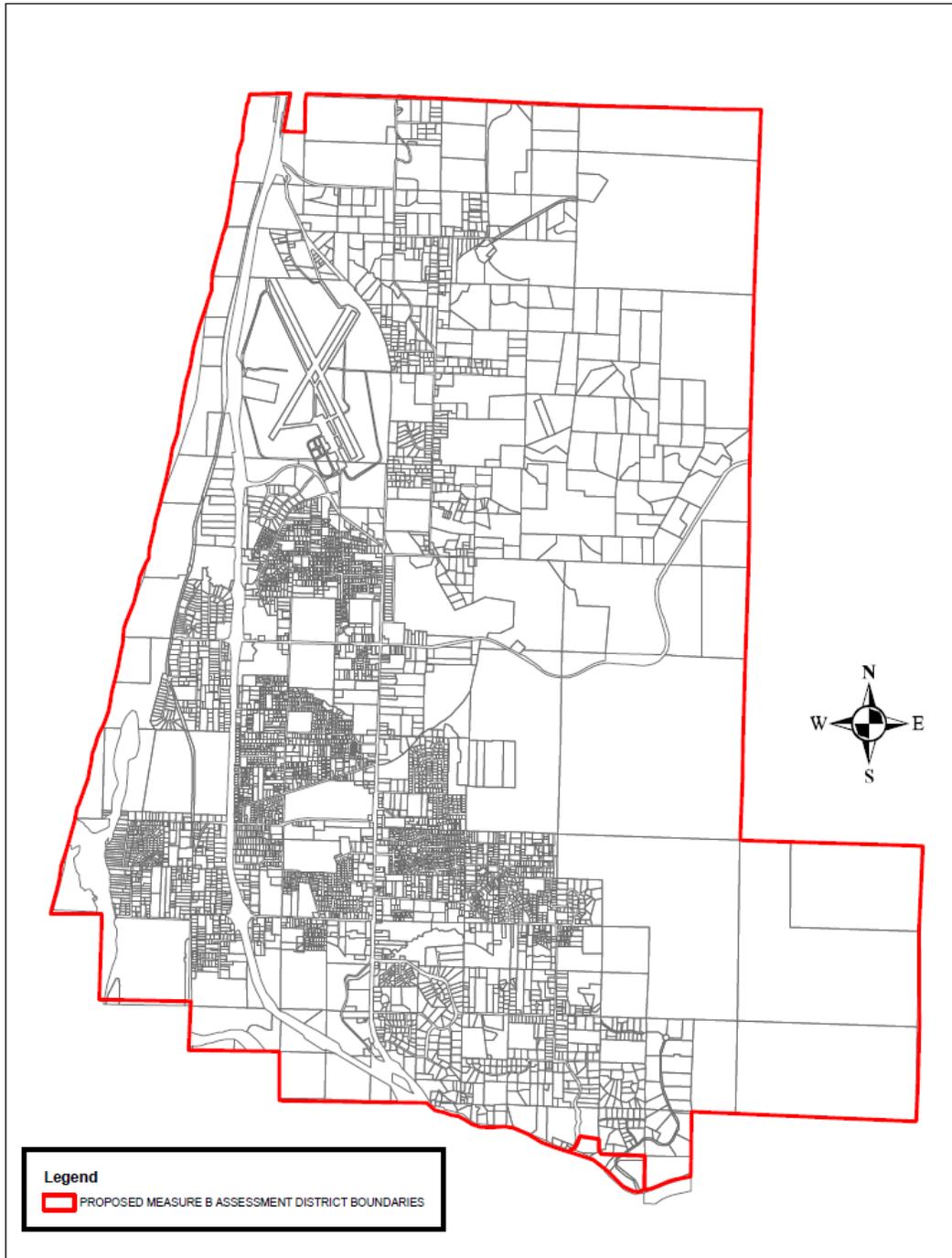
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The following is a Diagram showing the boundaries of the McKinleyville Community Services District Measure B Maintenance Assessment District – Renewal for Parks, Open Space, and Recreational Facilities, which is coterminous with the McKinleyville CSD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

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

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# McKinleyville CSD Proposed Boundaries of Measure B Assessment District



## ***Part V – ASSESSMENT ROLL***

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

These assessments will be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2023/2024. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the Fiscal Year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be recalculated based on the method of apportionment and assessment rates as approved herein by the McKinleyville CSD Board of Directors.

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## APPENDIX A: TOTAL PROGRAM BUDGET DETAIL

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

	Maintenance Wages	Maintenance Supplies	Planned Capital Improvement Funding	Totals
<b>PARK ENHANCEMENTS</b>				
Pierson Park	\$ 25,000	\$ 15,000	\$ -	\$ 40,000
Hiller Park West	42,000	4,000	-	46,000
Hiller Sports Complex	60,000	20,000	-	80,000
<i>subtotal:</i>	<b>\$ 127,000</b>	<b>\$ 39,000</b>	<b>\$ -</b>	<b>\$ 166,000</b>
<b>INDOOR FACILITIES</b>				
Azalea Hall	\$ 25,000	\$ 30,000	\$ 181,000	\$ 236,000
McKinleyville Activity Center	12,000	14,500	-	26,500
Teen/Community Center (2)	10,000	20,000	127,500	157,500
Library	6,500	3,000	-	9,500
Law Enforcement Facility	6,700	4,000	-	10,700
<i>subtotal:</i>	<b>\$ 60,200</b>	<b>\$ 71,500</b>	<b>\$ 308,500</b>	<b>\$ 440,200</b>
<b>TRAILS</b>				
School Road Trail	\$ 5,000	\$ -	\$ -	\$ 5,000
Hiller Loop Trail	6,500	1,000	-	7,500
Other Trails	1,200	-	-	1,200
<i>subtotal:</i>	<b>\$ 12,700</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 13,700</b>
<b>UNDEVELOPED PROPERTY</b>				
River Property	\$ 1,200	\$ -	\$ -	\$ 1,200
Hewitt Ranch	1,800	-	-	1,800
<i>subtotal:</i>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>
<b>FUTURE PARKS &amp; FACILITIES <sup>(1)</sup></b>				
BMX Track & Park	\$ 21,000	\$ 9,000		\$ 30,000
Community Forest	100,000	20,000	150,000	270,000
<i>subtotal:</i>	<b>\$ 121,000</b>	<b>\$ 29,000</b>	<b>\$ 150,000</b>	<b>\$ 300,000</b>
<b>Grand Totals:</b>	<b>\$ 323,900</b>	<b>\$ 140,500</b>	<b>\$ 458,500</b>	<b>\$ 922,900</b>

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

## APPENDIX B: Teen Center Lease Financing

Bond Debt Service  
McKinleyville Community Services District  
2014 Lease Financing

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

## APPENDIX C: Non-Taxable Special Benefit Assessments

The following proposed non-taxable assessments will not be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2023/2024. These amounts will be covered by a General Fund contribution from MCSD.

Assessor's Parcel Number	EBU	Land Use	Special Benefit Assessment <sup>(1)</sup>	Applied Charge
507-061-007-000	0.33	8000	\$30.98	\$0.00
507-141-001-000	0.33	8000	30.98	0.00
507-141-033-000	0.33	8000	30.98	0.00
507-141-034-000	0.33	8000	30.98	0.00
508-021-006-000	0.33	8000	30.98	0.00
508-021-007-000	0.33	8000	30.98	0.00
508-041-006-000	0.33	8000	30.98	0.00
508-051-010-000	0.33	8000	30.98	0.00
508-091-038-000	0.33	8000	30.98	0.00
508-211-051-000	0.33	8000	30.98	0.00
508-211-055-000	0.33	8000	30.98	0.00
508-211-057-000	0.33	8000	30.98	0.00
508-224-036-000	0.33	8000	30.98	0.00
508-224-038-000	0.33	8000	30.98	0.00
508-224-039-000	0.33	8000	30.98	0.00
508-224-048-000	0.33	8000	30.98	0.00
508-242-043-000	0.33	8000	30.98	0.00
508-273-006-000	1.00	8000	93.88	0.00
508-371-027-000	0.33	8000	30.98	0.00
509-021-046-000	0.33	8000	30.98	0.00
509-021-047-000	0.33	8000	30.98	0.00
509-021-054-000	0.33	8000	30.98	0.00
509-171-061-000	0.33	8000	30.98	0.00
509-191-031-000	0.33	8000	31.26	0.00
509-191-047-000	0.33	8000	30.98	0.00
510-091-048-000	0.33	8000	30.98	0.00
510-101-079-000	0.33	8000	30.98	0.00
510-101-080-000	0.33	8000	30.98	0.00
510-161-002-000	0.33	8000	31.26	0.00
510-161-003-000	0.33	8000	31.26	0.00
510-211-079-000	0.33	8000	30.98	0.00
510-211-081-000	0.33	8000	30.98	0.00
510-221-002-000	0.33	8000	30.98	0.00
510-271-015-000	0.33	8000	30.98	0.00
510-271-077-000	0.33	8000	30.98	0.00
510-271-079-000	0.33	8000	30.98	0.00

Assessor's Parcel Number	EBU	Land Use	Special Benefit Assessment <sup>(1)</sup>	Applied Charge
510-281-023-000	0.33	8000	30.98	0.00
510-341-031-000	0.33	8000	30.98	0.00
510-341-032-000	0.33	8000	31.26	0.00
510-341-034-000	0.33	8000	30.98	0.00
510-372-005-000	0.33	8000	30.98	0.00
510-451-043-000	0.33	8000	30.98	0.00
510-461-052-000	0.33	8000	30.98	0.00
510-461-053-000	0.33	8000	30.98	0.00
510-461-054-000	0.33	8000	30.98	0.00
511-011-001-000	0.33	8000	30.98	0.00
511-011-003-000	0.33	8000	30.98	0.00
511-011-005-000	0.33	8000	30.98	0.00
511-011-008-000	0.33	8000	30.98	0.00
511-011-015-000	0.33	8000	30.98	0.00
511-011-016-000	0.33	8000	30.98	0.00
511-061-001-000	0.33	8000	30.98	0.00
511-061-005-000	0.33	8000	30.98	0.00
511-071-005-000	3.75	8000	352.05	0.00
511-082-003-000	0.33	8000	30.98	0.00
511-082-004-000	1.00	8000	93.88	0.00
511-082-007-000	0.33	8000	30.98	0.00
511-082-008-000	0.33	8000	30.98	0.00
511-082-009-000	0.33	8000	30.98	0.00
511-082-010-000	0.33	8000	30.98	0.00
511-084-002-000	0.33	8000	30.98	0.00
511-084-003-000	0.33	8000	30.98	0.00
511-111-023-000	0.33	8000	30.98	0.00
511-111-025-000	0.33	8000	30.98	0.00
511-111-060-000	0.33	8000	30.98	0.00
511-121-001-000	0.33	8000	30.98	0.00
511-121-002-000	3.75	8000	352.05	0.00
511-202-001-000	0.33	8000	31.26	0.00
511-241-008-000	0.33	8000	30.98	0.00
511-241-022-000	1.00	8000	93.88	0.00
511-261-003-000	0.33	8000	30.98	0.00
511-291-015-000	0.33	8000	30.98	0.00
511-291-016-000	0.33	8000	30.98	0.00
511-291-017-000	0.33	8000	30.98	0.00
511-291-024-000	0.33	8000	30.98	0.00
511-291-025-000	0.33	8000	30.98	0.00
511-291-026-000	0.33	8000	30.98	0.00
511-291-036-000	0.33	8000	30.98	0.00

Assessor's Parcel Number	EBU	Land Use	Special Benefit Assessment <sup>(1)</sup>	Applied Charge
511-291-038-000	0.33	8000	30.98	0.00
511-301-001-000	0.33	8000	30.98	0.00
511-301-018-000	0.33	8000	30.98	0.00
511-301-019-000	0.33	8000	30.98	0.00
511-301-020-000	0.33	8000	30.98	0.00
511-331-001-000	0.33	8000	30.98	0.00
511-331-002-000	0.33	8000	30.98	0.00
511-331-004-000	0.33	8000	30.98	0.00
511-331-005-000	0.33	8000	30.98	0.00
511-341-001-000	0.33	8000	30.98	0.00
511-341-002-000	0.33	8000	30.98	0.00
511-341-004-000	0.33	8000	30.98	0.00
511-341-007-000	0.33	8000	30.98	0.00
511-341-040-000	0.33	8000	30.98	0.00
511-341-041-000	0.33	8000	30.98	0.00
511-351-001-000	0.33	8000	30.98	0.00
511-351-002-000	0.33	8000	30.98	0.00
511-351-005-000	0.33	8000	30.98	0.00
511-351-007-000	0.33	8000	30.98	0.00
511-351-009-000	3.75	8000	352.05	0.00
511-351-010-000	3.75	8000	352.05	0.00
511-381-025-000	0.33	8000	30.98	0.00
511-441-041-000	0.33	8000	30.98	0.00
511-443-008-000	0.33	8000	30.98	0.00
511-450-030-000	0.33	8000	30.98	0.00
<b>Total</b>	<b>49.69</b>		<b>\$4,665.37</b>	<b>\$0.00</b>
<b>Parcel Count</b>				<b>103</b>

(1) These assessment amounts represent the calculated special benefit assessment for the parcels identified as non-taxable or otherwise assessed. These assessment amounts shall be paid by a contribution from McKinleyville CSD general fund and collectively represent \$4,665.37.

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

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The following proposed assessments for each parcel within the District will be submitted to the County Auditor/Controller to be included on the property tax roll for Fiscal Year 2023/2024. If any parcel listed herein for collection is identified by the County Auditor/Controller to be an invalid parcel number for the Fiscal Year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be recalculated based on the method of apportionment and assessment rates as approved herein by the McKinleyville CSD Board of Directors.

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2022

TYPE OF ITEM: **ACTION**

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**ITEM: E.4**                      **Consider Approval of Professional Services Agreement with Godbe Research for Community Survey Regarding Measure B Assessment Fees**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, discuss, take public comment and vote to approve the Professional Services Agreement with Godbe Research to conduct a community survey regarding Measure B Assessment fees and authorize the General Manager to sign the contract.

### **Discussion:**

Staff is seeking approval of the Professional Services Agreement (**Attachment 1**) with Godbe Research so that a community survey can be completed that will inform the District of the McKinleyville Community's willingness or unwillingness to pay an increased Measure B Assessment fee. Before asking the community to vote on the Measure B Assessment fee increase Staff wants to gather data related to what the community will pay and what the community feels is most the most important use of Measure B funds. As reported in the previous Board agenda item, the existing Measure B rate of \$30/year/Equivalent Benefit Unit or single-family home would have to be increased to a maximum of \$93.99/yr/EBU to cover Parks & Recreation expenditures. It is unknown at this time whether the Community would be willing to pay more than the \$30/year, but if so, are they willing to pay \$35/year? or \$40? or \$93.88? This survey will help to answer that question.

Godbe Research conducted a similar survey for the District in 2010 prior to the 2011 renewal of Measure B.

### **Alternatives:**

Take no Action

### **Fiscal Analysis:**

Survey costs range from \$26,275 to \$28,350. Cost is dependent upon the length of survey the District chooses to conduct. The Professional Services Agreement is not to exceed \$28,350 (the cost of a 20-min. survey)

### **Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Professional Services Agreement

McKinleyville Community Services District  
PO Box 2037, McKinleyville California 95519  
Telephone (707) 839-3251 - FAX (707) 839-8456

Professional Services Agreement

This Professional Services Agreement (this "Agreement") is made and entered between the parties listed below as of the date(s) set forth below. For your protection, make sure that you read and understand all provisions before signing. The terms recited as sections a through u on Pages 3 through 7 are incorporated in this document and, along with this page, constitute material terms and conditions of the Agreement between the parties.

TO: Godbe Research DATE: October 5, 2022  
1220 Howard Ave., Ste. 250 Agreement No. 2022-12  
Burlingame, CA 94010

The undersigned Consultant offers to furnish the following services (the "Services"):

As described in the proposal submitted by Consultant dated August 31, 2022, which is attached hereto as **Exhibit A** and incorporated herein by reference. The Services shall be provided on a time and materials basis not to exceed the amounts described on **page 11** of **Exhibit A**, which is attached hereto and incorporated herein by reference. The scope of work for this project is described in **Exhibit A on pages 5 through 7.**

Contract Price: \$28,350.00  
Payment Intervals Monthly  
Completion Date 6/30/22

Instructions: Sign and return original. Upon acceptance by McKinleyville Community Services District, a copy will be signed by its authorized representative and promptly returned to you. Insert below, the names of your authorized representative(s).

Accepted: McKinleyville CSD

Consultant:

\_\_\_\_\_  
(Business Name)

By Patrick Kaspari

By \_\_\_\_\_

Title General Manager

Title \_\_\_\_\_

Other authorized representative(s):

Other authorized representative(s):

Lesley Frisbee,  
Parks & Recreation Director

\_\_\_\_\_

Consultant agrees with McKinleyville Community Services District that:

- a. **Indemnification.** To the fullest extent permitted by law and consistent with California Civil Code §2782.8(a), Consultant will, indemnify, defend, and hold harmless McKinleyville Community Services District, its directors, officers, employees, and authorized volunteers (collectively "District") from and against all claims, demands and damages of all persons and entities that arise out of the Consultant's negligent acts or omissions, recklessness, or willful misconduct in the performance (or non-performance) of the Services under this Agreement. Consultant shall not be obligated to defend or indemnify the District from and against all claims, demands and damages that arise out of, pertain to, or relate to the District's own negligent acts or omissions, recklessness, or willful misconduct or the negligent acts or omissions, recklessness, or willful misconduct of others.
- b. **Standard of Care.** In providing the Services under this Agreement, Consultant shall exercise that degree of skill and care ordinarily used by other reputable members of Consultant's profession, practicing in the same or similar locality and under similar circumstances.
- c. **Workers Compensation Insurance.** By his/her signature hereunder, Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and that Consultant will comply with such provisions before commencing the performance of the professional services and work under this Agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all Services covered by this Agreement.
- d. **Professional Liability Insurance.** Consultant will file with McKinleyville Community Services District, before beginning professional services, a certificate of insurance satisfactory to the McKinleyville Community Services District evidencing professional liability coverage of not less than \$1,000,000 per claim and annual aggregate, requiring 30 days notice of cancellation (10 days for non-payment of premium) to McKinleyville Community Services District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by McKinleyville Community Services District. The retroactive date (if any) is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the contract Services. Consultant shall purchase a one-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other consultants (sub-consultants) as part of the Services covered by this Agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant provides insurance coverage deemed appropriate by Consultant for the role of the subconsultant under this contract.
- e. **Insurance Certificates.** Consultant will file with McKinleyville Community Services District, before beginning professional services, certificates of insurance satisfactory to McKinleyville Community Services District evidencing general liability coverage of not less than \$1,000,000 per occurrence (\$2,000,000 general and products-completed

operations aggregate (if used)) for bodily injury, personal injury and property damage; auto liability of at least \$1,000,000 for bodily injury and property damage each accident limit; workers' compensation (statutory limits) and employer's liability requiring 30 days (10 days for non-payment of premium) notice of cancellation to McKinleyville Community Services District. The general liability coverage is to state or be endorsed to state "such insurance shall be primary and any insurance, self-insurance or other coverage maintained by McKinleyville Community Services District, its directors, officers, employees, or authorized volunteers shall not contribute to it". The general liability coverage shall give McKinleyville Community Services District, its directors, officers, employees, and authorized volunteers insured status using ISO endorsement CG2010, CG2033, or equivalent. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A- :VII, or equivalent, or as otherwise approved by McKinleyville Community Services District. In the event that the Consultant employs other consultants (sub-consultants) as part of the Services covered by this Agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant has in place levels of insurance deemed appropriate by the Consultant for the risk associated with the role of each subconsultant under this contract.

- f. **Renewal Certificates.** If any of the required coverages expire during the term of this Agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to McKinleyville Community Services District at least ten (10) days prior to the expiration date.
- g. **General Manager Authority.** Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)" on behalf of McKinleyville Community Services District.
- h. **Payment Intervals.** Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance of a written invoice by McKinleyville Community Services District.
- i. **Permits and Licenses.** Permits and licenses required by governmental authorities in connection with Consultant's services will be obtained at Consultant's sole cost and expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- j. **Amendments and Modifications.** Any change in the scope of the professional Services to be done, method of performance, nature of materials, work provided or price thereof, or to any other matter materially affecting the performance or nature of the Services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental Agreement executed by McKinleyville Community Services District. Consultant's "authorized representative(s)" has (have) the authority to execute such written change for Consultant.
- k. **Representations.** Consultant represents that it is now, and will remain for the duration of its Services, properly licensed, qualified, experienced, and equipped to perform the Services. Consultant also represents that the Services shall be completed in accordance with this Agreement. Consultant further represents that the Services and the sale or use of the Services shall not infringe, directly or indirectly, on any valid patent, copyright or trademark, and Consultant shall, at Consultant's sole cost and expense, indemnify, and hold harmless McKinleyville Community Services District from and against any and all

claims and causes of action based on infringements thereof. These representations shall survive the expiration or termination of this Agreement, and are in addition to any warranties provided by law. No payment to Consultant for any Services performed hereunder (including, without limitation, final payment) shall constitute a waiver of any Claims by McKinleyville Community Services District against Consultant relating to the Services.

- Ownership of Drawings and Samples.** Consultant shall submit promptly for all drawings, details, samples and other data required or specifically requested by McKinleyville Community Services District in connection with provision of the Services, and such drawings, details, samples and other data created in connection with performance of the Services and provision of the work shall constitute the property of the McKinleyville Community Services District.
- Compliance with Law/Safety.** In performance of the Services, Consultant shall, at its expense, exercise due professional care, comply strictly with, and cause all sub-consultants to comply strictly with, all laws, orders, rules and regulations of governmental authorities, including those relating to the storage, use or disposal of hazardous wastes, substances or materials, and including the procurement and payment for all necessary permits, certificates and licenses required in connection with the Services. If either Consultant or McKinleyville Community Services District receives notice of any violation by Consultant of any laws relating to Consultant or McKinleyville Community Services District receives notice of any violation by Consultant of any laws relating to Consultant's (or sub-consultants) services or work provided hereunder, such party shall promptly inform the other party in writing of the existence thereof. Consultant shall comply with all applicable laws relating to safety, including without limitation the Occupational Safety and Health Act of 1970 as it may be amended from time to time, and all regulations and standards issued pursuant thereto. Consultant shall conform to the current prevailing standards of safety practice.
- Equal Opportunity.** In the performance of the Services there shall be no discrimination on account of race, religion, sex, sexual orientation, age or national origin and Consultant shall comply with applicable federal, state and local laws and regulations pertaining to fair employment practices, including without limitation the provisions of Executive Order 11246 as amended by the President of the United States and the rules and regulations issued pursuant thereto, unless exempted.
- Termination.** McKinleyville Community Services District may, at its option, terminate this Agreement without cause at any time. If at the time of any such termination, any Services have already been provided by Consultant but are unpaid for, McKinleyville Community Services District's only obligation, if Consultant is not in default, shall be to pay for such Services actually provided by Consultant prior to the date of termination. Upon receipt of notice of termination, Consultant shall immediately stop all performance hereunder except as otherwise directed by McKinleyville Community Services District, and if Consultant is not in default, McKinleyville Community Services District shall pay to Consultant (a) the prorata portion of the agreed price based on the percentage completion of the Services which was satisfactorily completed at the time of termination, and (b) the actual net costs incurred by Consultant directly connected with the Services that was not completed prior to the date of termination; provided, however, that under no circumstances shall the total under (a) and (b) exceed the contract price stated on page one (1) of this Agreement, above. Upon such payment, title to any such items or uncompleted Services shall, at McKinleyville Community Services District's option, pass to McKinleyville Community Services District.

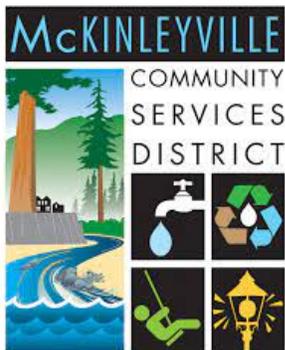
- p. **Default.** Upon any default by Consultant hereunder, or in the event of proceedings by or against Consultant in bankruptcy or for the appointment of a receiver or trustee or an assignment for the benefit of creditors, McKinleyville Community Services District may, at its option, terminate this Agreement without penalty or liability (except for payment for any Services completed and accepted by McKinleyville Community Services District). Consultant shall be liable to McKinleyville Community Services District for all expenses incurred by McKinleyville Community Services District in finishing the Services and any damage incurred through any default, which at the option of McKinleyville Community Services District, may be charged against any amounts due from McKinleyville Community Services District to Consultant hereunder, but Consultant's liability hereunder shall not be limited thereby and such liability shall survive the expiration or termination of this Agreement. Any remedies provided for in this Agreement are cumulative and shall be in addition to, and not in limitation of, any other rights and remedies that may be available at law or in equity. Neither party shall be in default of this Agreement until such party has received three (3) days written notification (except in the instance of a health or safety concern, in which case failure to immediately remediate the health or safety violation shall be grounds to declare a default of this Agreement), and an opportunity to cure, or in the case of an alleged default which requires more than three (3) days to cure, a reasonable time so long as the alleged defaulting party commences the remediation of the default immediately, and thereafter diligently prosecutes the same to completion.
- q. **Notices.** Notices, requests, demands, and other communications hereunder shall be in writing and delivered personally, sent by reputable overnight courier or mailed by first class, United States mail, with postage prepaid, to McKinleyville Community Services District, **PO Box 2037, McKinleyville California 95519, Attention: Patrick Kaspari**, and to Consultant at the address set forth below its signature, or at any other address that may be given by either party to the other in the manner provided above. Notices delivered personally or sent by overnight courier shall be deemed delivered upon receipt. Notices delivered by mail shall be deemed delivered upon the earlier of (i) receipt or (ii) the date five (5) U.S. mail delivery days after the notice was placed in the United States mail as provided above.
- r. **Headings.** All section headings are provided for convenience only and shall not be deemed to constitute material terms and conditions of this Agreement.
- s. **Interpretation.** Both Consultant and McKinleyville Community Services District are deemed to have jointly participated in the negotiation and preparation of this Agreement. Consequently, both Consultant and McKinleyville Community Services District are considered to have drafted this Agreement in equal parts and, if any ambiguity is found to exist, all rules of law and evidence requiring ambiguities to be interpreted to the detriment of the drafting party shall not apply.
- t. **Attorneys Fees and Venue for Disputes.** If litigation becomes necessary to enforce the terms and provisions of this Agreement or as a result of any breach by Consultant or District of this Agreement, the prevailing party in any such litigation shall be entitled to recover reasonable attorney's fees and costs. The Humboldt County Superior Court for the State of California shall have exclusive jurisdiction over any dispute arising out of this Agreement or Consultant's provision of Services hereunder and shall serve as the venue for any such dispute. All parties expressly consent to this designation of jurisdiction and venue.

- u. **MUTUAL UNDERSTANDING OF SERVICES.** McKinleyville Community Services District and Consultant agree that the purpose of value engineering is the identification and presentation of recommendations for improvement of project or process value, for consideration by the McKinleyville Community Services District and their other professional advisors. Both parties understand that as a part of these services, Consultant does no design work and makes no project decisions. McKinleyville Community Services District and Consultant agree that Consultant will be liable to the McKinleyville Community Services District only for damages arising from Consultant's negligence in the performance of the Value Analysis or Value Engineering work itself, and only to the extent that such negligence directly damages the McKinleyville Community Services District.

DRAFT



GODBE RESEARCH  
Gain Insight



## **PROPOSAL TO CONDUCT A SURVEY OF RESIDENTIAL PROPERTY OWNERS**

Presented to the McKinleyville Community  
Services District

Original Date: March 23, 2021

Revised Date: August 31, 2022

## **BACKGROUND AND EXPERIENCE**

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### Godbe Research Background

#### **Legal Name & Address of Company**

Godbe Corporation -- dba: Godbe Research

#### **Corporate and Project Office:**

1220 Howard Avenue  
Suite 250  
Burlingame, CA 94010  
p. 650-288-3020  
f. 866-388-8510  
w. [www.godberesearch.com](http://www.godberesearch.com)

#### **Year Founded**

Godbe Research was founded in January of 1990 and has been in business continually for more than 32 years.

#### **Corporate Structure**

Godbe Research is not a subsidiary of a larger 'parent company' and the firm has two principals who are the only shareholders.

#### **Corporate and Project Office:**

Godbe Research maintains three offices, including our corporate office in Burlingame, CA as well as project offices in Reno, NV and Bellevue, WA. All public opinion research projects conducted for the McKinleyville Community Services District (District) will be performed from our Bay Area-based Burlingame office from which Bryan Godbe (President) our project manager is based.

#### **Number of Employees**

Godbe Research has a total of six (6) full time employees. Four employees work from our Burlingame corporate office and one employee each work from our Reno, NV and Bellevue, WA project offices.

#### **Firm Standing**

Godbe Research is a California Corporation and is in good standing with the California Secretary of State. Godbe Research has never filed for bankruptcy during the life of the firm and has never been a defendant in any type of litigation, arbitration, or settlement, past or current.

#### **Services Provided**

Godbe Research is a full-service public opinion research, voter/property owner/ratepayer polling, and market research agency. We offer extensive expertise in all accepted quantitative (telephone, Internet, mail, and Intercept) and qualitative (focus groups, one-on-one interviews, triads) research methodologies, as well as hybrid studies (studies incorporating more than one research methodology) and research consulting.

Godbe Research does not provide political consulting marketing/advertising, assessment engineering, public relations, education and outreach, financial advisory, legal, planning, or other non-research related services that could be a conflict of interest with our research studies processes by having future dollars tied to the results and recommendations from our public opinion, voter/property owner/ratepayer polling, and market research studies.

### **Conflict of Interest Statement**

Godbe Research does not have any current or foreseen clients or projects that could present a conflict of interest in providing the McKinleyville Community Services District with reliable and unbiased research services for this survey of District residential property owners.

### **Additional Information**

Formed in 1990, Godbe Research is a California Office of Small Business and DVBE Certification and Santa Clara Valley Transportation Authority (VTA) certified Small Business Enterprise (SBE) and is an equal opportunity employer.

## Godbe Research Experience

Godbe Research, a State of California certified small business enterprise (SBE), was founded in January of 1990. The firm is a full-service public opinion research agency that offers its clients extensive experience in research studies to address community satisfaction and priorities, ballot and revenue measure feasibility, property owner and ratepayer assessments, community needs assessments, public education and outreach strategies, strategic and general planning efforts, customer and user satisfaction, public sector marketing efforts, and other customized client needs. Our offices in Burlingame, CA (Corporate), Reno, NV (Southwest), and Bellevue, WA (Northwest), house a staff of highly trained and experienced researchers, and a commitment to providing superior quality research and client services.

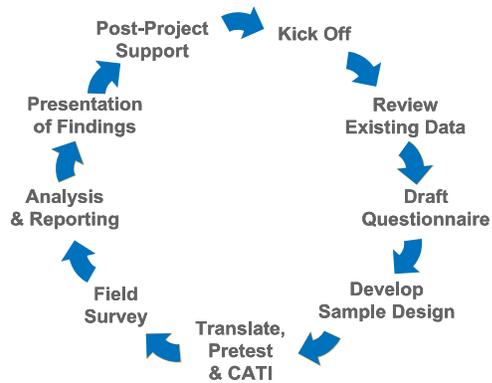
The firm has been employed by public and private sector clients throughout California and the western United States and has extensive experience in all accepted quantitative (telephone surveys, mail surveys, Internet surveys & intercept surveys) and qualitative (focus groups, in-depth interviews & triads) research methodologies as well as hybrid studies involving more than one methodology, the analysis of secondary research, and research consulting. The combined expertise of the Godbe Research team spans more than 50 years in the field of public opinion research. The Godbe Research Team consists of the firm's President (Bryan Godbe), Vice President (Charles Hester), and a staff of Senior Research Managers, Senior Statistical Analysts, and Research Analysts. Each team member has the education and experience commensurate with their position at Godbe Research, and the team regularly teaches, authors, and speaks in the field of survey research. In short, you will not find a more experienced and educated team in public opinion research for local government agencies.

Over the 30+ year life of the firm, Godbe Research has conducted more than 2,500 public opinion research projects to evaluate topics such as community satisfaction and priorities, property owner assessment feasibility, ratepayer fee studies, market segmentation and sizing, revenue and ballot measure feasibility, service and infrastructure priorities, customer and ratepayer satisfaction, other customized studies based on specific client needs. Our specific experience with revenue and assessment feasibility surveys of registered voters and residential property owners includes research projects for special district clients such as the Citrus Heights Water District, Arcata Fire Protection District, Pleasant Hill Recreation and Park District, County of Marin Public Works, El Dorado County Fire Protection District, Oceano Community Services District, Marin County Parks and Open Space, Mid-Peninsula Regional Open Space District, Truckee Donner Park and Recreation District, Los Trancos Water District, Sacramento Regional County Sanitation District, Woodbridge Fire Protection District, Marin Agricultural Land Trust, Marin County Fire Prevention Authority, Hayward Area Recreation and Park District, Sacramento Regional County Sanitation District, Sonoma County Water District, Livermore Area Recreation and Park District, San Mateo County Parks and Recreation Foundation, NorthStar Community Services District, El Dorado County Community Services District, Marin Sonoma Mosquito and Vector Control District,

Lake Arrowhead Community Services District, and others. Our experience with voter and property owner polling in within the McKinleyville community is also extensive. Godbe Research has been the pollster for successful District's most recently successful property owner assessment. We were also the pollster for the McKinleyville School District's successful 2008 bond measure.

As an organization, Godbe Research is a small business, and we manage our commitments wisely. This means managing our project load so that our President or Vice President can be directly involved in each project we conduct at the project manager level. Similarly, we do not take on so many projects that we need to change team members or remove team members from current projects. Thus, Godbe Research is committed to allocating the team members outlined in this proposal for the duration of this residential property owner research study for the McKinleyville Community Services District, including having Bryan Godbe (President) act as the project manager and day-to-day contact from Godbe Research for the duration of the research study for the District.

Below is a diagram of the general research process we undertake as part of our typical voter/property owner/ratepayer polling, market research, and other quantitative public opinion research studies. While each of our studies is customized based on each client's specific and individual needs, we follow this process for each study, with a similar process for our qualitative research projects. We work with our clients throughout the research process, and beyond, as we understand that our research often feeds into other activities such as community engagement, assessment engineering, customer satisfaction and loyalty, engineering and planning, and other activities that can often take several additional months to complete, once a given property owner (or other) research project has been completed.



## PROPOSED PROJECT WORK PLAN

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Godbe Research is a recognized leader in public opinion research, voter/property owner polling, and market research studies for California cities and counties, special districts, school and community college districts, transportation planning agencies and transit providers, and other public sector agencies. Given our experience, we understand that any project's ultimate success depends on recognizing the individual and unique research needs of our clients and then developing a customized project plan to address those specific needs.

### Research Objectives

Before beginning any research project, Godbe Research spends considerable time reviewing the client's research objectives to choose the most appropriate research design. Based on preliminary information received from the McKinleyville Community Services District, Godbe Research understands that there are several overarching research objectives. The most important of which is to evaluate the opinions and attitudes of District residential property owner households in terms of a potential increase to the District's current property owner assessment to help fund necessary needs for District, including services and infrastructure. The project kick-off meeting between Godbe Research and the District will flesh out and refine the formal research objectives for the residential property owner study.

### Methodology & Sampling Design

Given the fact that telephone-only surveys (even ones including cell phones) are continuing to see a massive decline in response rates in general and by certain demographic subgroups, as well as our specific experience with this phenomenon for agencies throughout California in general, it is our recommendation to conduct a hybrid Internet and telephone survey of residential property owners for this specific public opinion research study for the District. Godbe Research pioneered this process in early-2013 and it has been tremendously successful for more than 100 clients since that time in acknowledging and counteracting declining response rates for telephone surveys among community subgroups as well as to leverage technologies that are preferred among voter and property owner subgroups by allowing property owners to select their modality (Internet or telephone) of choice for the survey.

Accordingly, we are recommending a hybrid quantitative approach for this public opinion research study, using an Internet survey as our primary data collection method and an email and text-based recruitment strategy for the Internet version of the survey. We will then supplement the Internet version of the survey with a telephone survey methodology, after a review of Internet survey respondent demographics where we can identify and account for potential demographic sub-groups that might not respond adequately to the Internet version of the survey. The sample for all interviews will come directly from the State voter file and Humboldt County Registrar of Voters and County Assessor, where we have self-reported phone numbers (cell phones and landlines) as well as email addresses, and we know that a given respondent lives specifically in the McKinleyville Community Services District.

Based on our recommended approach, this hybrid methodology will cost effectively allow us to collect data from District property owners based on how potential respondents prefer to interact with various survey response technologies in order to maximize our sample size and statistical validity for the survey, not to mention demographic and geographic representation of property owners. Finally, for the telephone modality portion of the overall survey, we will also make sure to include 'cell phone only' property owner households, given that we can identify cell phone exchanges within the voter sample as

well as conduct third-party matching, which will help us with both the Internet (email text to Internet) and telephone (cell phones) modules. Thus, given our hybrid methodology and sampling frame, we will have the most inclusive survey process possible, while still allowing only McKinleyville Community Services District property owners to participate in the survey process. As a final note, given that we will be using the voter and property assessor files, we will also be able to identify and include residential property owners who may not live full time in the District but would participate in any property owner assessment process.

## Scope of Work

Below, Godbe Research has crafted a scope of work for a hybrid Internet and telephone survey of District residential property owners to illustrate the types of considerations that go into each of our quantitative research studies using our innovative hybrid survey design. Based on the hybrid Internet and telephone survey approach, we envision the following specific services for the survey of District residential property owners:

- Conducting a project kick-off meeting with the District, as well as participating in additional meetings and correspondence to discuss the research objectives and other aspects of the residential property owner survey in detail.
- Reviewing registered voter, property owner, and residential demographic data in the McKinleyville Community Services District, previous and related opinion research data, and other information that will help to inform and support this current residential property owner survey process.
- Designing and refining a survey instrument of approximately 15 to 20-minutes in length so that it addresses the specific research objectives of the McKinleyville Community Services District for this specific residential property owner survey study. The survey development is completed through an iterative process between Godbe Research and the District with multiple points for input, review, and approval prior to finalizing the survey.
  - ❖ The survey will be designed to be formatted for both Internet and telephone survey modalities as a 'hybrid survey' and both versions of the survey will be identical.
  - ❖ As a final note, the 2010 survey conducted for the District on related topics was an 18-minute survey.
- Programming, refining, and testing the Internet version of the survey instrument using our Internet survey software package. This will be done by our team of IT and programming experts.
- CATI programming the survey version of the survey instrument for efficient and accurate data collection, and training telephone interviewing personnel on the questionnaire and interviewing protocol.
  - ❖ For our telephone interviewing projects, Godbe Research uses only live interviewers who have been trained on the survey questionnaire and who are located in the western United States.
- Pre-testing the survey instrument in both modalities to ensure that the questions and response codes are understandable to respondents, and to ensure that the survey length coincides with the budgeted survey length for the project.

- Development of a recruitment email and recruitment for the Internet version of the residential property owner survey and working with the District so that Godbe Research can send recruitment emails and texts to District residential property owners with known email addresses and cell phone numbers that we are able to match to through the State voter files, Humboldt County Registrar of Voters, and Humboldt County Assessors Office.
  - ❖ The recruitment email will have the [@McKinleyvilleCSD.com](mailto:@McKinleyvilleCSD.com) email domain for familiarity and both the recruitment email and text should be signed by the District General Manager to convey the importance of the survey to District residential property owners.
- Development of a stratified and clustered listed sample of residential property owners. As the best starting point for our sample, we will take California State voter file, Humboldt County Registrar of Voters database, Humboldt County Assessors Office database (provided by the District) and match these to third-party list sources to develop the best sample possible that contains cell phone numbers (text to Internet and calls to cell phones), email addresses (email to Internet), and landline telephone numbers (calls to landlines).
  - ❖ Based on a quick review of the voter file, where homeownership is a flagged variable, we have identified that there are a total of 10,871 registered voters and 6,147 residential property owners within that file. Among property owners, we have cell phone numbers for approximately 33% of property owners. We also have email addresses for approximately 42% of property owners. Finally, we have landline telephone numbers for approximately 37% of property owners.
- Conducting approximate 15 to 20-minute Internet and telephone interviews with up to 300 (n=300) total McKinleyville Community Services District residential property owners according to a strict interviewing protocol and our District approved sampling design.
  - ❖ A sample size of 300 completed interviews will provide for a margin of error of no greater than +/-5.6% at the 95% confidence level, when looking at all residential property owners in the District.
  - ❖ As a final note, for the 2010 voter and property owner survey conducted for the District, we were able to collect approximately 200 completed interviews, however, we expect to be able to collect more as this was a telephone-only survey process and did not include an Internet module or email or text-to-Internet recruitment.
- Merging the Internet and telephone data files, as well as processing and weighting the data to adjust for population distribution and strategic oversampling, as needed to reflect the residential property owner population of the District.
- Developing a topline report of aggregate findings for the McKinleyville Community Services District. We will also meet with the District to review the topline/aggregate survey results.
  - ❖ This will help our more detailed analysis and reporting to be of maximum value to the District based on the project research objectives for the residential property owner survey.

- Analyzing the survey results and preparing a report of findings, conclusions, and recommendations for the McKinleyville Community Services District in draft and final formats based on District input and recommendations.
  - ❖ Our reports typically contain an executive summary, discussion of the project research objectives, methodology discussion, key findings and conclusions (including appropriate graphics), the topline report, final survey questionnaire, and a complete set of crosstabulations.
- Presenting the results and recommendations from the residential property owner survey to the McKinleyville Community Services District.
  - ❖ The presentation will be based on the project report and the length and content of the presentation will be based on District and Godbe Research discussions.
- Post-survey consulting on the results and recommendations from the residential property owner survey throughout the range of potential follow-up activities as need by the McKinleyville Community Services District up through property owner assessment process.

## PROJECT MANAGER

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Reliable public opinion research, voter, property owner polling, ratepayer studies, and market research results depend on having a firm that understands the complexities and nuances of quantitative and qualitative research design, including sampling and recruitment theory of the appropriate target audience, questionnaire and skip pattern design, and quantitative multivariate data analysis. Accordingly, the team at Godbe Research is comprised of recognized experts in quantitative and qualitative research design and implementation, and for the residential property owners survey for the District, we will assign our most experienced project manager, Bryan Godbe (President).

Bryan has designed and conducted more than 250 survey research projects in the past three years alone for California cities, counties, school districts, special districts, and other public-sector agencies, including each of the Godbe Research clients listed throughout this proposal. Bryan will execute all stages of any research project, including property owner sampling design, questionnaire development, overall project management, data analysis and reporting, and project presentations. Bryan will also be the day-to-day contact for the McKinleyville Community Services District for the residential property owner research study. A resume for Bryan has been provided below and Bryan will be assisted by additional Godbe Research team members, as needed.

### **Bryan Godbe, M.A. President and Principal Researcher**

As the founder of Godbe Research, Mr. Godbe has over 30 years of experience in public opinion research, public relations and government affairs. In this capacity, he has conducted public opinion and market research projects at the national, state, and local levels including projects for the Cities of San Francisco, San Diego, Los Angeles, Sacramento, and San Jose (California) as well as Portland (Oregon), Seattle (Washington), and Henderson (Nevada).

Bryan received a Silver Anvil Award from the Public Relations Society of America for the development and implementation of an outstanding government affairs and voter polling and outreach program on behalf of the Contra Costa Water District. This program was based on Mr. Godbe's extensive research including baseline research, focus groups and three tracking surveys. In addition, Bryan is currently working with or has recently worked with the Citrus Heights Water District, Arcata Fire Protection District, Pleasant EP Recreation and Park District, Marin County Public Works, Truckee Donner Recreation and Park District, El Dorado Fire Protection District, Mid-Peninsula Regional Open Space District, Marin County Parks and Open Space and others on market research or other public opinion research studies projects designed at evaluating the opinions of voters, property owners, and ratepayers on future tax, assessment, and fee increases. As a final note, Bryan also has specific experience in the McKinleyville Community having been the pollster for successful property owner assessments and revenue measures for the McKinleyville Community Services District and McKinleyville School District.

Prior to founding the firm, Mr. Godbe was Vice President of Research at a California based public relations firm. Mr. Godbe also previously served as the Senior Research Consultant at the Center for the Study of Los Angeles, at Loyola-Marymount University. He has a Master's Degree from the University of Michigan where he studied survey research methodology at the Institute for Social Research, and a B.A. degree from the University of California, Berkeley.

## PROJECT SCHEDULE DISCUSSION

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### Project Meetings

Based on our typical project approach and the type of residential property owner research study to be conducted, Godbe Research expects numerous meetings during the research process. This will likely include a meeting to kick off the residential property owner survey project, a series of meetings to review and refine the draft survey questionnaire, a meeting to review the topline report, a meeting to review and discuss the draft residential property owner survey report, and up to two presentations of findings to the District (typically one to staff/administration and one to the District Board).

### Project Timeline

Because of our experience in conducting property owner, voter, and ratepayer surveys for a wide variety of clients, Godbe Research generally prefers to conduct a hybrid survey over about a six to eight-week time frame. However, preliminary results (such as the topline report) will be available sooner, as required. Below, we have provided a general timeline in number of days to illustrate the time needed for each task in the overall research process.

Please note that District meetings (e.g., project kick off meeting) and tasks (e.g., questionnaire review) have been *italicized* for easy review below. Finally, a formal timeline with actual calendar dates will be provided shortly after the project kick off meeting, where we can collectively discuss District timing needs, meeting dates (e.g., Board meeting dates), and collective schedules for the District and Godbe Research.

<b><u>Property Owner Survey Tasks</u></b>	<b><u>Approx. Time</u></b>
<i>Project Kick-Off Meeting w/ the District</i>	<i>1 Day (1 to 2 hours)</i>
Review of Previous Surveys & Data	3 to 5 Days
Questionnaire Drafting and Refinement	8 to 12 Days
Sample Development & Matching (concurrent with questionnaire drafting)	2 to 3 Days
<i>Meeting w/ the District to Review Draft Survey</i>	<i>1 Day (1 to 2 hours)</i>
Questionnaire Revisions (if needed)	3 to 5 Days
Survey Pretest	1 to 2 Days
Programming & Testing of Internet Version	2 to 3 Days
CATI Programming of Telephone Version (partially concurrent with Internet programming)	1 to 2 Days
Data Collection / Interviewing (ideally two full weekends)	7 to 10 Days
Initial Data Processing	3 to 5 Days
<i>Topline Report Meeting/Discussion w/ District</i>	<i>1 Day (1 to 2 hours)</i>

Analysis and Reporting	10 to 12 Days
<i>Report/Recommendations Review w/ District</i>	<i>1 Day (1 to 2 hours)</i>
Report Changes (if needed)	3 to 5 Days
<i>Presentation of Survey Findings to the McKinleyville Community Services District</i>	<i>Any Time After Final Report Submittal</i>
<i>Post Survey Consulting on Results &amp; Recommendations w/ the District</i>	<i>Ongoing – As Needed</i>

## PROJECT COST OPTIONS

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Godbe Research takes immense pride in delivering reliable and practical research projects 'on time and on budget.' In doing so, we prefer to provide a firm, fixed fee format for our cost proposals. This is because the primary determinants of any quantitative research project are typically sample size/number of surveys collected and the survey length in number of minutes or pages, which are most accurately presented using a fixed-fee format, rather than arbitrary hours that can be off by 50% or more based the potential needs of our clients.

Below, Godbe Research has provided costs to conduct a 15, 18 or 20-minute hybrid (Internet and telephone) survey comprised of up to 300 (n=300) McKinleyville Community Services District residential property owners using a sample of District registered voters, property owners, and third-party list sources as our data/sampling sources. As previously stated, a sample size of 300 completed interviews will provide for a margin of error of no greater than +/-5.6% at the 95% confidence level, when looking at all residential property owners in the District.

The prices below reflect all-inclusive fees to complete the parcel tax measure feasibility survey project -- the overall costs will not exceed those shown below, provided that the parameters of the project (e.g., hybrid survey, sample size, survey length, etc.) conform to those outlined in this proposal. Should project parameters or McKinleyville Community Services District needs change, we will be happy to provide amended costs prior to proceeding.

### Hybrid Survey of up 300 (n=300) District Property Owners

<u>Project Task</u>	<u>15-min.</u>	<u>18-min.</u>	<u>20-min.</u>
Listed Voter Telephone/Email Sample	\$1,400.00	\$1,400.00	\$1,400.00
Property Owner Sample	District	District	District
Additional Cell and Land Line Matching	\$800.00	\$800.00	\$800.00
Internet Version Programming/Testing	\$5,500.00	\$5,750.00	\$6,000.00
CATI Programming	\$1,125.00	\$1,350.00	\$1,500.00
Telephone Interviewing	\$6,400.00	\$7,000.00	\$7,600.00
Data Processing	\$900.00	\$900.00	\$900.00
Research Fee	\$7,500.00	\$7,500.00	\$7,500.00
Project Management	\$2,500.00	\$2,500.00	\$2,500.00
<u>Miscellaneous Expenses</u>	<u>\$150.00</u>	<u>\$150.00</u>	<u>\$150.00</u>
Property Owner Survey Total	\$26,275.00	\$27,350.00	\$28,350.00



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# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5 ,2022

TYPE OF ITEM: **ACTION**

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**ITEM: E.5**                      **Discuss Letters of Interest and Appointment Process for Open Board Seat**

**PRESENTED BY:**              **April Sousa, Board Secretary**

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

### **Recommendation:**

Staff recommends that the Board review the information provided, discuss, take public comment, and make recommendations for possible candidates and/or give direction to Staff regarding next steps.

### **Discussion:**

On August 17, 2022, MCSD Staff was notified of a lack of valid candidates for the three open seats on the MCSD Board of Directors. Two candidates filed in time and these candidates (Directors Couch and Mayo) will be referred to the County Board of Supervisors for approval at one of their Board meetings after the November 8, 2022, Election Day. Unfortunately, one seat was left open after the August 17, 2022, extended deadline. At the September 7, 2022, Board Meeting, the Board approved a process of accepting letters of interest from community members with collectively agreed upon selected guidelines for applicants to follow with submission of their letter of interest. The guidelines selected and posted in the notices to the public were as follows:

- McKinleyville residency history
- Work history or business background
- Education history
- Community service history
- Personal concept of what special districts are and specifically what MCSD does
- New perspectives the applicant would bring to the Board

At the approved upon deadline of the end of business on September 27, 2022, the Board Secretary had received zero letters of interest. The process approved by the Board allows for the Board to suggest a name for approval to recommend for appointment by the Humboldt County Board of Supervisors or extend the period of time to receive letters of interest to be reviewed at the next Board meeting on November 2, 2022.

The Board also asked for Legal Counsel to weigh in on the process. The response from Legal can be found in Attachment 1. In general, Legal Counsel agreed with the approach suggested by the County Elections Office and being followed by the Board.

**Alternatives:**

Not applicable

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Legal Counsel Comments

**From:** Russ Gans <RGans@mitchelllawfirm.com>  
**Sent:** Thursday, September 22, 2022 10:31 AM  
**To:** April Sousa <asousa@mckinleyvillecsd.com>  
**Cc:** Pat Kaspari <pkaspari@mckinleyvillecsd.com>  
**Subject:** RE: Checking in on request

April:

In short, the proposed process appears to be the appropriate process.

In LONG:

Under Gov. Code 61008: (a) Except as otherwise provided in this division, districts are subject to the Uniform District Election Law (Elections Code 10500 et seq.). Elections Code 10515 sets forth the process where there are just enough qualified candidates for district boards (say, 3 candidates and 3 seats), or not enough candidates (as here, 2 qualified candidates and 3 seats). Basically, the elections officer represents to the Board of Supervisors that there are two candidates who have filed declarations of candidacy and the BoS **must** appoint those two. For the third seat, the BoS shall appoint any person who is qualified. Based on the email below, it appears the process MCSD has proposed to come up with the third candidate is appropriate, but really it could be anyone the BoS deems qualified as of the date the election would have been held. Practically speaking, the BoS is going to appoint whoever MCSD recommends.

Text of 10515: (a) If, by 5 p.m. on the 83rd day prior to the day fixed for the general district election: (1) only one person has filed a declaration of candidacy for any elective office to be filled at that election, (2) no one has filed a declaration of candidacy for such an office, (3) in the case of directors to be elected from the district at large, the number of persons who have filed a declaration of candidacy for director at large does not exceed the number of offices of director at large to be filled at that election, or (4) in the case of directors who must reside in a division but be elected at large, the number of candidates for director at large from a division does not exceed the number required to be elected director at large while residing in that division; and if a petition signed by 10 percent of the voters or 50 voters, whichever is the smaller number, in the district or division if elected by division, requesting that the general district election be held has not been presented to the officer conducting the election, he or she shall submit a certificate of these facts to the supervising authority and request that the supervising authority, at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held, appoint to the office or offices the person or persons, if any, who have filed declarations of candidacy. The supervising authority shall make these appointments.

(b) If no person has filed a declaration of candidacy for any office, the supervising authority shall appoint any person to the office who is qualified on the date when the election would have been held. The person appointed shall qualify and take office and serve exactly as if elected at a general district election for the office.

(c) Where a director must be appointed to represent a division, all or most of which is not within the county governed by the supervising authority, then the board of supervisors of the county within which all or most of that division is located shall be the body to which request for appointment is made and which shall make the appointment.

Let me know if you have further questions. Thanks, Russ.



THE MITCHELL LAW FIRM, LLP

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2022

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.A**                      **Support Services – August - September 2022 Report**

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

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

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

The District has \$1,371,683 to date in the Trust Account for the Biosolids Disposal project. Staff has requested forms from Humboldt County and will submit a draw down request for expenses incurred in FY21-22.

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

Total Board Travel as of August 31, 2022 is \$5,255 which is 34% of the approved \$15,500 budget for this item. (GL# 001/005/501/551 62090/62155-888)

#### Audit/Budget Update:

Fedak & Brown, the District's external auditor, was onsite September 15<sup>th</sup> & 16<sup>th</sup>. Staff requested fund balances from the County of Humboldt as of June 30<sup>th</sup> but has yet to receive statements. Until statements are received, work pertaining to the audit cannot be completed. The Auditor-Controller's Office has assured staff that statements will be sent by October 31st.

#### Treasurer's Report Highlights:

The Wastewater Fund recorded \$381,338 in grant revenue through the end of August. The Water Fund recorded \$73,570 on capital contributions and the Wastewater Fund recorded \$72,510 in capital contributions. Capital Contributions are included in the income vs. expenses graphs of the Treasurer's Report, but they are called out separately on the Budget to Actuals report.

All funds experienced an unrealized loss in August due to the performance of the District's investment portfolio. Unrealized losses only become true losses when the investments are sold. Unrealized losses and gains are a normal aspect of business, the District's portfolio performance matches current market conditions.

## Disbursement Report:

The final several pages of the Treasurer's Report are a listing of all the District's check payments for a given month. This Cash Disbursement Report provides transparency and public disclosure for the expenditure of District funds. While all checks and vendor payments are listed, some information is redacted out of the report. Both law and ethics require that the District keep certain information confidential. Customer names and other customer identifying information are removed from refund checks which are run through the AP system. Likewise, payroll amounts paid to specific employees are summarized, rather than listed individually. Total salary information is disclosed to the public as required by law on the State Controller's Office website every year for each District employment position.

## **OTHER UPDATES**

The Support Services staff is doing an excellent job assisting customers with past due balances between the end of FY21 and the end of FY22, the District's utility bill receivables have decreased 11% (unaudited). In a time, when many entities are experiencing growing utility bill receivables our staff is being proactive and customer focused. In addition to offering payment plans, customers are referred to local service providers such as the Redwood Community Action Agency (Low-Income Household Water Assistance Program) and the Family Resource Center. Great job everyone!

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2022

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.B**                      **Operations Department – August / Sept. 2022 Report**

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

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

### **Water Department:**

#### **Water Statistics:**

The district pumped 49.3 million gallons of water in August. Eight water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted.

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

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

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

The maximum water usage day was 1.7 million gallons and the average usage per day was 1.6 million gallons.

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

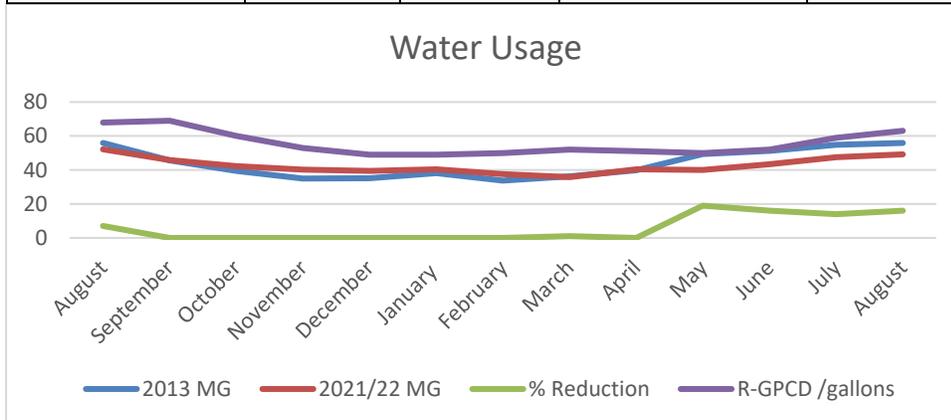
Weekly Bacteria Samples were collected on Schedules 1,2,3, 4, and 5 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. Due to the radio read meters, staff doesn't look in meter boxes every month. With this in mind, meters can get overgrown with brush. Twice a year, staff looks in the meter boxes to verify no illegal connections have been made and to clear brush around the boxes. During this time, staff also puts a white mark on the street in front of meters that are hard to locate so they are easier to find during after hour calls. A meter box was lowered on Forson due to a new sidewalk install. Several hydrant pads have been replaced due to cracking. These issues were noted during the annual hydrant exercise and inspections. A repair was made to the Hiller Pressure Reducing Station due to a leak on the control line. This was found during the semi-annual pressure station inspections and valve exercise.

#### **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. Staff completed mowing and string trimming at the Hewitt tank site. Semi-annual servicing and lubing pumps and motors was completed at the North bank pump station. Repairs were made to the Cochran Tank fence line due to tree damage.

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

	<b>2013 (MG)</b>	<b>2021/22 (MG)</b>	<b>% Reduction</b>	<b>R-GPCD</b>
<b>August</b>	55.908	52.171	7	68
<b>September</b>	45.702	45.874	(-1)	69
<b>October</b>	39.439	42.216	(-7)	60
<b>November</b>	34.879	40.116	(-15)	53
<b>December</b>	35.203	39.371	(-11)	49
<b>January</b>	38.241	40.314	(-6)	49
<b>February</b>	33.751	37.674	(-11)	50
<b>March</b>	36.244	35.798	1	52
<b>April</b>	39.755	36.072	10	49
<b>May</b>	49.407	40.019	19	50
<b>June</b>	51.337	43.312	16	52
<b>July</b>	54.757	47.464	14	59
<b>August</b>	55.908	49.252	16	63



R-GPCD = Residential Gallons Per Capita Day

**New Construction Inspections:**

Midtown Court Tract: Plans were reviewed, and plan check fees have been paid. This project has not started yet. Washington Estates: Contractor has installed Sewer mains and manholes per MCSD Specifications. Water mains and services are being installed currently. Inspections have been taking place multiple times per day. Several leaks were found during the sewer testing and contractor has been searching and making repairs.

**Sewer Department:****WasteWater Statistics:**

24.5 million gallons of wastewater were collected and pumped to the WWMF. 26.5 million gallons of wastewater were treated and discharged to land disposal or reclamation in August.

**Sewer Station Maintenance:**

Monthly inspections and daily routines were conducted on all sewer stations. The quarterly service was done to the Kelly and Letz sewer lift stations. This service includes lubing pumps and motors, checking wear plates and check valves, and washing the wet well. Wet well washing is done to remove grease from the well and preventing rags from being sucked into the pumps and causing pump failure. The washing also helps eliminate hydrogen sulfide build-up on the walls which can eat away at the concrete casing. The interior lighting at Letz was also converted to LED bulbs for better efficiency and to brighten up the station. The gate was repaired at the Babler site due to hinges failing which made it difficult to open and close. Pumps were opened up and rags removed at the Letz and B Street station. This was noticed during the daily station monitoring and staff seeing higher pump hours than normal.

**Sewer Collection System:**

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. The quarterly hydro-cleaning was performed on 14,700 feet of sewer main. This is done using 3000 psi of water through a spinning nozzle. This schedule is made up of known issues in the sewer main that hold grease. The cleaning removes the grease from the main which prevents possible sewer plug and spills. Customers are notified in advance that the cleaning is going to take place.

**Wastewater Management Facility:**

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. A tour at the WWMF was held for Cal Poly Humboldt engineering students in September with a turnout of 25 people. The annual sludge depths were conducted in the Biosolids Basin. Mowing and string trimming was completed.

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

Discharge has been going to land since May 13<sup>th</sup>. Fischer and Pjalorsi ranch fields were mowed. Perc pond restoration project is in process. Replaced irrigation signs around the ranch perimeter.

**Street Light Department:**

There were no streetlight complaints in August.

**Promote Staff Training and Advancement:**

Weekly tailgate meetings and training associated with job requirements. Staff received training on Working Safely Around Water, Bloodborne Pathogens, and Slips Trips and Falls.

**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.

Attended Micro-grid progress meetings and follow up inspections.

Attended Mad River Project meetings

Meetings and inspections of Cochran Tank painting project

Attended inspection and site visit from SWRCB

Annual crane and hoist inspections completed

Reviewed and commented on 60% drawings for Central Avenue pipe replacement.

Attended the Mad River reclamation project meeting

Inspections at the Cochran Tank painting project.

Conducted inspections at the Washington Subdivision

**GIS:****Plans and Programs**

- Annual Review of the Emergency Action Plan
  - No changes were made.
- Reviewed Sanitary Sewer Overflow Program in prep for discharge permit renewal and inspection.

**Maps Completed/General GIS**

- Updated maps of ranch facilities for Discharge Permit renewal
- Trail Grant Maps for Nathan Singer (Comm Forest, Hewitt, School Rd)
- Community Forest access maps
- Sewer model update Continue
  - Continued processing county data for inclusion into sewer model.
  - Converting EDUs to GPD to GPM within the GIS then adding the appropriate GPM to model nodes.
  - Approximately 50% complete.
- Investigated and trued up valve, blow off and hydrant numbering within as-builts and GIS.
- Completed several edits to the Online Facilities map
  - Laterals, meters, and misc. facilities.

- Published updated map.
- GPS'd and Input newly installed water/sewer services into the GIS.

### **Misc. Work Completed**

- Investigated streetlights on or off
- Service Orders
- USA's
- Operations document filing

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2022

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.C**                      **Parks & Recreation Director's Report for September 2022**

**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 switched from summer hours to school year hours this month and is now open Monday- Friday 2:00pm-7:00pm. The Teen Club is running 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 30-40 teens per day.

BGCR is planning a Drive-Thru Pulled Pork Dinner on September 23<sup>rd</sup> and an Art Show and auction on November 18<sup>th</sup> at the McKinleyville Teen Center this fall as fundraisers for the McKinleyville site.

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

The Park and Recreation Committee (PARC) met on September 15<sup>th</sup>. The notes from the meeting can be reviewed in **Attachment 1**.

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

Melton Design Group (MDG) has begun collecting data for the project engineering. Their team will be doing a site visit with District staff on October 17<sup>th</sup>.

### **COMMUNITY FOREST UPDATES:**

Committee met on August 3<sup>rd</sup> and discussed the site walks with GDRC staff and the considerations for MCSD's request for access easements. The committee met again on August 30<sup>th</sup> to review the draft easement request letter to be sent to GDRC.

### **RECREATION PROGRAM UPDATES**

- Drop-in Pickleball is running on Friday evenings 6:30pm-8:30pm. \$4 per person
- Drop-in Kung Fu is on Tuesday and Thursday evenings 6:00pm-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 8-12 people per class.
- Tot-letics Soccer started on September 10<sup>th</sup>. Two sessions of the soccer program are running and both are at maximum enrollment, serving 20 youth in each session. Totletics Basketball registration is currently being accepted. It will start on October 22<sup>nd</sup>.
- Drop-in Basketball on Sunday nights is averaging 12-15 players per week.

- Adult Softball League is wrapped up with the end of season tournament on October 2nd.
- Our 0-5 year old Playgroup for children and parents/guardians is running on Thursdays 10:30am-12:30pm. In the first month attendance is averaging 10-12 families each Thursday.

**PARK & FACILITY MAINTENANCE UPDATES:**

Maintenance of Open Space Maintenance Zones, Hiller Sports Site, Hiller and Pierson Parks continues to be a priority. Gopher trapping at HSS is averaging 15-20 gophers per week. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. landscaping. Staff continues to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Staff is getting quotes for interior renovations at Azalea Hall as funded by the Prop 68 Per Capita Grant program. The renovations will include new flooring in the Hewitt room and Lobby, renovated walls and new window coverings, a new front door and HVAC replacement. It is anticipated that all renovations will be complete by the end of the 2023 calendar year.

The ADA door opener at Azalea Hall was repaired.

**FACILITY RENTALS & USE**

14 Azalea Hall Rentals plus a weekly kitchen rental in September through November. 16 Pierson Park rentals September through November. Hiller Sports Site is in use by Mad River Youth Soccer 7 days per week through November 5<sup>th</sup> and McKinleyville Little League is using ball fields 3 days a week through October.

**OTHER UPDATES:**

- Part-time staff continues to be recruited and hired for shifts at the MUSD Extended Learning After School program.
- Staff completed mandatory First Aid & CPR trainings this month.
- Staff is preparing for the 2023 Youth Basketball program. Registration for Youth Basketball opens on September 1<sup>st</sup> and the league runs January – March.
- 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 9-15-22

**Thursday, September 15, 2022**

**6:30pm**

Parks & Recreation Committee Meeting

NOTES

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

**Members Absent:** Jeff Dunk

**Meeting Notes:**

Communications:

- Report of dog attack at dog park.
- Staff shared information about upcoming drive through dinner to raise money for the McKinleyville Boys & Girls Club teen club.

Public Comment:

- None

Dept. Director Report:

- Committee did not have any comments or questions regarding the Parks & Recreation Director's written report of activities.

Community Forest Updates

- Staff reported on current status of the property acquisition process.
- Staff reported on recent request letter sent to GDRC regarding access points.

BMX Track and Park Project:

- Staff provided an update on current status of this project and estimated timeline for the completion of design and construction

Park Maintenance:

- Staff provided information related to the history of the development of both the Botanical and Community Gardens as well as the labor resources available to the Parks & Rec. dept. and how that labor is prioritized.
  - Committee members offered ideas for agencies that might be able to provide volunteers for the botanical garden maintenance. (Cal-Poly Humboldt, California Native Plant Society)
  - Committee members discussed the value of both parks to the community.
  - Committee member Ben Winker lamented the state of the community garden and the lack of response from other gardeners to his efforts in reaching out to coordinate workdays.

Undeveloped Properties

- Member John Kulstad initiated a discussion regarding the undeveloped properties, Hewitt Ranch and the North Bank river property, stating that an assessment of whether or not the properties can and/or will be developed needs to be done. If they can't be developed can they be sold in order to financially support the Parks & Recreation dept.?
  - Staff reported that a location for developing parking for the Hewitt Ranch property is still in the works. Staff is confident that some type of recreation opportunity will be developed at the Hewitt Ranch property.
  - The river property has limitations given the flooding that happens on that property during rainy seasons. An environmental impact assessment needs to be done on that property to determine what is possible. The property was purchased a low cost and in doing so is

preserved as a natural area with a basic trail to a beautiful river bank spot that is currently open to the public who wish to walk it in its current condition.

Intermodal Transportation Committee (Hum. County) Report:

- No report

Report on Actions of the MCSD Board of Directors:

- Staff reported on recent actions of the MCSD Board of Directors at the August and September meetings of the Board regarding the approval of the MOU with the McKinleyville Union School District and the contract with Melton Design Group, Inc. for the engineering design of the BMX Track and Park project.

AdHoc Committee Reports:

- Skate Park— HSC is awaiting information from Dept. Industrial Relations regarding prevailing wage requirements so that a construction MOU can be drafted. HSC is hoping to be able to start construction on one phase of the park this winter.
- Fisher Ranch Estuary project— Johnny Calkins reported on current work and boat ramp construction.
- BMX— See notes on above
- Community Garden—Discussed in “Park Maintenance”

Agenda Items for next meeting:

- Maintenance of the Community Garden and Botanical Garden

Adjournment:

- Adjourned: approximately 7:29pm

# McKinleyville Community Services District

## BOARD OF DIRECTORS

October 5, 2022

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: F.3.D**                      **General Manager’s Report for October 5, 2022 Meeting**

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

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

### **A summary of activity for the month of September 2022**

**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:

• Use of NHE Services =	\$2,483
• CSW =	\$0
• WEX Labor Reimbursement =	\$2,386
• SWAP =	\$4,560
• Volunteer Pickleball Labor =	\$188
• Staples Cost Savings =	\$157
• Switching of phones to CalNET	\$1,250
• Repair Unit 6 Tarp Rod =	\$180
• Repair Hiller Rd PRV Control =	\$189
• Rebuild Bush Hog Hydraulic Cyl =	\$240
• Rewire Letz Light Fixtures to LEDs =	\$180
• <u>Sewer Model flow data import =</u>	<u>\$1,540</u>
<b>TOTAL COST SAVINGS FOR Sept =</b>	<b>\$13,353</b>

***For the District’s 2022/23 Fiscal Year, Staff was responsible for \$35,949 in savings to the District and its Rate Payers.***

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.

**COVID-19** –The District has had another wave of people testing positive for Covid. I think these are the final staff that haven’t had it yet. We continue to purchase at home test kits to allow Staff to monitor their health if they are exposed or begin to feel symptoms. The State’s mandated Covid leave also expires at the end of September, and the District’s additional Covid leave will also expire at the same time.

The District has also enrolled in the State's Low Income Household Water Assistance Program (LIHWAP). As the name implies, this program is for low-income households and aids with paying water and sewer bills. The program is administered locally by the Redwood Community Action Agency (RCAA). The household must apply to RCAA to confirm their eligibility. Once they are determined eligible, the program reaches out to the District to confirm the amounts due. The District then receives payment directly and credits it to the customer's account. We have received payments on several customer accounts to date but continue to let customers know about this program.

At this Board Meeting (and for the foreseeable future) we are once again reconfirming the resolution to conform to the requirements of AB361 for remote meetings.

**4.5 Gallon Water Tank Project** – The District continues work on this project with Kennedy Jenks (KJ) and their subconsultants. KJ submitted the 60% design submittal and District Staff reviewed the documents and met with KJ to review. The most critical item to come out of the 60% submittal was the updated Engineer's opinion of probable construction costs. The estimated project construction costs have gone from \$9.4M to an estimate of \$11.87M (with an estimated range from \$11.3M to \$13.65M). The District's match for this project is currently at \$2.6M and if the construction increases by another \$2.4M, our match will increase to \$5M. We have reached out to CalOES to see if there is additional funding in this disaster declaration and have been informed that there is an additional \$2M. We submitted a formal request for the additional \$2M available. We are also preparing a grant application to the North Coast Resource Partnership as part of the Prop. 1, Round 2 funding. We will request \$2.4M from the NCRP but will also let them know that we will be willing to accept whatever grant funding they could provide. This should make the NCRP grant application competitive as it fits many of the grant program objectives.

The current schedule is that the design will be completed in January 2023, bidding and awarding the bid in February/March 2023, and construction starting in May 2023 and completion in May 2024. We should hear on both grant requests well before the end of that time period.

Escrow for the purchase of the land from American Hospital Management Corp. (AHMC) was anticipated to close on October 4, 2022. However, the Title Company is requesting the Certificate of Compliance approved by the County for the adjustment of the property line and combining of our existing tank property with the new property. Staff was under the impression that we would file this with the County after the property was the District's. We are sorting this out, but it may delay the close of escrow slightly.

**Central Avenue Water and Sewer Mainline Replacement Project** – GHD is moving forward with the preparation of the design of a new 16-inch waterline and CIPP lining for the existing sewer line for the rehabilitation of the mainlines in Central Avenue from Sutter to Hiller. The 60% submittal was provided to the District on July 29, 2022. District Staff reviewed the submittal and GHD is now working on the 90% submittal. The intent is to complete the design and permitting in 2022 and bid the project at the end of 2022 for construction in 2023. \$2M in the water bond sales and \$2M in the wastewater bond sales will fund this project.

**SRF Energy Efficiency WWMF Micro-grid Project** – The installation of the microgrid at the Wastewater Management Facility (WWMF) is proceeding behind schedule. The solar portion of the facility was brought on-line and signed off by PG&E on July 1, 2022. The solar portion was then taken back off-line to allow for punch list items to be corrected but was brought back on-line the end of August. The District has been exporting energy since then. The monthly cost saving is still a bit unclear since we are billed a month behind, but we will report back to the Board once it becomes clearer.

The battery portion of the system still being permitted through PG&E since we could not submit that portion of the application until PG&E signed off on the solar portion. Now that PG&E signed off on the solar portion, the application for the battery portion has been submitted to them. We are now waiting for their review of the battery design. Once PG&E approves the application (which they stated should be by the end of September), we will turn right around and have them inspect the battery portion. Upon that approval, the entire microgrid will then be operational.

**Mad River Restoration Project** – As reported at the September 2022 Board Meeting, CalTrout and their engineers have awarded the construction contract to the low bidder, Kernan Construction. Construction started on August 15<sup>th</sup> and will extend through October 15, 2022. Kernan has started on the lower percolation pond area and are regrading the ponds and digging the channel. The schedule had them starting the upper bluff area construction on September 16<sup>th</sup>, but as of September 27<sup>th</sup> they had not started construction in this area. We have not received the letter from the Wiyot Tribe on suggested names for the trail area but will bring that to the Board if/when received.

**Sewer Undercrossing Project** – We still have not been notified whether FEMA has 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 for the project. We had updated the Benefit Cost Analysis (BCA) when we submitted the request for additional funding. We have heard back from

CalOES that they have approved the updated BCA and submitted it with the final funding request to FEMA in November 2021. We have also heard from CalOES that the NEPA process review has been started by FEMA and have received one project notification from FEMA that we were required to (and have) completed. We have yet to hear any schedule for the completion of NEPA.

**Office Remodel** – As detailed at the August 3, 2022, Board Meeting, District Staff selected LDA Partners as the most responsive and responsible respondent to the Office Remodel RFQ. They are the Architectural firm that also designed the Teen Center. Staff submitted the contract to LDA, and we are waiting for the Kick-off meeting and to obtain a schedule from them for the performance of the work. We hope to get a final bid package developed by Spring 2023 to potentially include costs for construction in the 2023/24 or 2024/25 Fiscal Years budgets.

**Reporting by Sheriff's office, County Public Work** – A regular meeting has been scheduled with President Couch, GM Kaspari, Supervisor Madrone, and the MMAC Chair, Bonnie Oliver, to occur on the fourth Monday of every month to discuss various topics of concern to all three organizations and the community. This month we discussed the formation of an "Incorporation" Subcommittee within the MMAC. I volunteered to be on it and it sounds like Lisa Dugan, Kevin Jenkins, Bonnie Oliver and/or perhaps Maya Conrad would also be on it. It also sounds like a CalPoly Humboldt Professor is interested in looking at the incorporation finances as part of one of his classes. We also discussed the Joint MCSD/MMAC Meeting on October 26<sup>th</sup>, dog poop on the area trails, the closure of the south end of Fischer with a gate, Tom Mattson and John Ford giving monthly updates to the MMAC, and the status of the Town Center ordinance, which is still being edited by County Staff.

April scheduled a meeting between Bonnie Oliver and Director Couch to discuss logistics for the Joint Meeting. April prepared a draft agenda for Bonnie & Dave's review, and they have worked out the logistics and will perform one final agenda review before posting the agenda.

**Grant Applications** – The McCluski Tanks Replacement and the Mad River Watermain Crossing Hazard Mitigation grant applications were submitted to CalOES in March 2021. We heard in December 2021 that both projects have been forwarded on by CalOES to FEMA for funding. We have not received the grant agreements yet, but we have received Requests for Information from FEMA on the scopes of both projects so it looks like both of those projects will be 75% grant funded.

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

The North Coast Resource Partnership also released the grant application for Phase 2 of the Prop. 1 funding. The grants are to fund drought related projects. We are planning on applying for additional funding for the 4.5-MG Tank Project. Grants are due November 4, 2022, and there is \$26.5M available in funding for the Northcoast Region.

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. We have begun 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 will of course keep the Board updated on the success of that application.

**Meetings** –The General Manager's meetings were reduced in September given my travel. The meetings in September included meetings with Willdan on the Measure B Reassessment Study, the meeting with Bonnie Oliver and Supervisor Madrone, and a MMAC meeting.

**Attachments:**

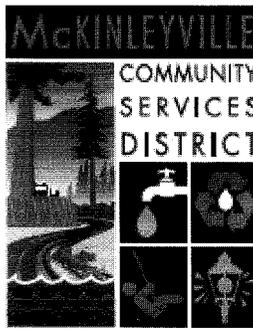
- Attachment 1 – WWMF Monthly Self-Monitoring Report

**PHYSICAL ADDRESS:**

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McKINLEYVILLE, CA 95519

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

September 27, 2022

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for August 2022 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number R1-2018-0032.

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

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

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

Monthly River Monitoring was conducted in August.

Quarterly testing was conducted in July.

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

MONTH: August 2022

DATE	EFFLUENT MONITORING			EFFLUENT MONITORING			EFFLUENT MONITORING			EFFLUENT MONITORING			EFFLUENT MONITORING			EFFLUENT MONITORING								
	INFLUENT FLOW M.G.D.	EFFLUENT FLOW M.G.D.	EFFLUENT MAXIMUM GPM	RIVER GFS	RIVER DILUTION	B.O.D. mg/L	TSS mg/L	PH	TEMP °C	B.O.D. mg/L	TSS mg/L	CL RES	CL RES	RIVER CL RES	SETTLABLE SOLIDS	TOTAL COLIFORMS	TIME	PH	TEMP °C	D.O.	TIME	PH	TEMP °C	D.S.O.
1	0.810	0.974	1255	N/A	N/A			7.2	20.2			1.8	N/A	N/A		2	16:00	7.6	22.0	11.5	16:10	7.7	21.8	11.0
2	0.795	0.973	1046	N/A	N/A			7.0	20.0			1.8	N/A	N/A										
3	0.775	0.891	1075	N/A	N/A			7.2	19.7			1.7	N/A	N/A										
4	0.770	0.893	1044	N/A	N/A			7.2	19.6			1.7	N/A	N/A										
5	0.772	0.929	1059	N/A	N/A	380	320	7.2	20.1	ND	4.0	1.9	N/A	N/A	<0.1									
6	0.778	0.796	786	N/A	N/A			7.3	19.9			1.7	N/A	N/A										
7	0.835	0.802	772	N/A	N/A			7.2	19.9			1.9	N/A	N/A										
8	0.798	0.888	997	N/A	N/A			7.3	19.7			2.1	N/A	N/A		<1.8								
9	0.790	0.873	900	N/A	N/A			7.1	19.4			1.6	N/A	N/A			13:30	7.4	21.8	11.2	13:40	7.5	22.1	10.9
10	0.806	0.817	778	N/A	N/A			6.9	21.4			1.7	N/A	N/A										
11	0.781	0.810	773	N/A	N/A			7.2	19.9			1.8	N/A	N/A										
12	0.774	0.812	776	N/A	N/A	420	360	7.2	20.0	2.2	2.1	1.6	N/A	N/A	<0.1									
13	0.791	0.785	766	N/A	N/A			7.1	19.9			2.0	N/A	N/A										
14	0.841	0.789	755	N/A	N/A			7.1	20.2			1.6	N/A	N/A										
15	0.839	0.795	811	N/A	N/A			7.1	20.0			2.2	N/A	N/A		<1.8								
16	0.816	0.884	1049	N/A	N/A			7.3	20.0			2.0	N/A	N/A			8:30	6.9	18.7	8.1	8:40	7.2	18.6	7.2
17	0.782	0.892	1022	N/A	N/A			7.2	19.9			1.8	N/A	N/A										
18	0.767	0.895	1054	N/A	N/A			7.0	19.9			1.6	N/A	N/A										
19	0.768	0.880	1014	N/A	N/A	370	210	7.0	19.8	3.6	3.0	1.6	N/A	N/A	<0.1									
20	0.772	0.786	782	N/A	N/A			7.0	20.0			1.7	N/A	N/A										
21	0.830	0.784	766	N/A	N/A			7.2	20.0			1.4	N/A	N/A										
22	0.797	0.840	787	N/A	N/A			7.2	20.1			1.7	N/A	N/A										
23	0.777	0.851	881	N/A	N/A			7.0	20.3			1.7	N/A	N/A			15:00	6.9	21.7	8.3	15:10	7.6	22.7	9.6
24	0.776	0.896	1055	N/A	N/A			7.2	20.4			1.6	N/A	N/A										
25	0.780	0.867	1045	N/A	N/A			6.9	20.3			1.7	N/A	N/A										
26	0.760	0.887	1076	N/A	N/A	340	230	7.1	20.2	2.1	1.9	1.6	N/A	N/A	<0.1									
27	0.781	0.773	827	N/A	N/A			7.3	19.7			1.5	N/A	N/A										
28	0.851	0.774	740	N/A	N/A			7.3	19.7			1.5	N/A	N/A										
29	0.786	0.897	1078	N/A	N/A			7.4	19.6			1.6	N/A	N/A										
30	0.772	0.898	1052	N/A	N/A			7.2	19.4			1.6	N/A	N/A			16:15	7.0	19.3	9.2	16:22	7.9	19.7	11.6
31	0.778	0.888	1072	N/A	N/A			7.2	19.4			1.5	N/A	N/A										

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

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER																	
Ammonia Nitrate	Nitrite	Nitrate	Hydrogen Sulfide	Phosphorus	Bio Phosphorus	Carbon TetraHydride	Chloride	Chloride	Chloride	Chloride	Turbidity % Increase						
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A						
<b>MONTHLY TESTS LND-001, REC-001 DISCHARGE TO PERC PONDS and LAND</b>																	
Organic Nitrogen	TDS	Ammonia Nitrate	Nitrate Nitrite	Sulfide	Chloride	Chloride	Chloride	Chloride	Chloride	Chloride	Turbidity						
ND	250	1.70	0.53	ND	36	42	310	816	230	ND	286	0.7	160	116	ND	1226	0.6
<b>MONTHLY TESTS RSW-001</b>																	
<b>MONTHLY TESTS RSW-002</b>																	
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**McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
EFFLUENT DISCHARGE DISPOSAL**

August 2022

Discharge Monitoring DATE	INF-001 INFLUENT MGD	EFF-001 EFFLUENT MGD	MAXIMUM GPM	002 LND-001 N.POND MGD	002 LND-001 S.POND MGD	004 REC-001 FISCHER MGD UPPER	003 REC-001 FISCHER MGD LOWER	006 REC-001 PIALORSI MGD	005 REC-001 HILLER MGD	IRRGATE TOTAL MGD	001 EFF-001 RIVER MGD
1	0.810	0.974	1255			0.847		0.127		0.974	0.000
2	0.795	0.973	1046			0.813	0.105	0.055		0.973	0.000
3	0.775	0.891	1075			0.722	0.112	0.057		0.891	0.000
4	0.770	0.893	1044			0.727	0.108	0.058		0.893	0.000
5	0.772	0.929	1059			0.772	0.103	0.054		0.929	0.000
6	0.778	0.796	786			0.796				0.796	0.000
7	0.835	0.802	772			0.802				0.802	0.000
8	0.798	0.888	997			0.797	0.060	0.031		0.888	0.000
9	0.790	0.873	900			0.783	0.090			0.873	0.000
10	0.806	0.817	778			0.767		0.050		0.817	0.000
11	0.781	0.810	773			0.762		0.048		0.810	0.000
12	0.774	0.812	776			0.760		0.052		0.812	0.000
13	0.791	0.785	766			0.785				0.785	0.000
14	0.841	0.789	755			0.789				0.789	0.000
15	0.839	0.795	811			0.795				0.795	0.000
16	0.816	0.884	1049			0.852	0.032			0.884	0.000
17	0.782	0.892	1022			0.787	0.105			0.892	0.000
18	0.767	0.895	1054			0.786	0.109			0.895	0.000
19	0.768	0.880	1014			0.776	0.104			0.880	0.000
20	0.772	0.786	782			0.786				0.786	0.000
21	0.830	0.784	766			0.784				0.784	0.000
22	0.797	0.840	787			0.757	0.083			0.840	0.000
23	0.777	0.851	881			0.749	0.102			0.851	0.000
24	0.776	0.896	1055			0.791	0.105			0.896	0.000
25	0.780	0.867	1045			0.756	0.111			0.867	0.000
26	0.760	0.887	1076			0.775	0.112			0.887	0.000
27	0.781	0.773	827			0.773				0.773	0.000
28	0.851	0.774	740			0.774				0.774	0.000
29	0.786	0.897	1078			0.770	0.127			0.897	0.000
30	0.772	0.898	1052			0.773	0.125			0.898	0.000
31	0.778	0.888	1072			0.760	0.128			0.888	0.000
<b>TOTAL</b>	24.548	26.519		0.000	0.000	24.166	1.821	0.532	0.000	26.519	0.000
<b>AVERAGE</b>	0.792	0.855	923	0.000	0.000	0.000	0.000	0.000	0.000	0.855	0.000
<b>MAXIMUM</b>	0.851	0.974	1255	0.000	0.000	0.852	0.128	0.127	0.000	0.974	0.000
<b>MINIMUM</b>	0.760	0.773	740	0.000	0.000	0.722	0.032	0.031	0.000	0.773	0.000
<b>DAYS</b>	31	31		0	0	31	18	9	0	31	0
<b>DAYS WITH NO DISCHARGE = 0</b>											