



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

**NOTICE IS HEREBY GIVEN THAT A *REGULAR* MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD
WEDNESDAY, JULY 7, 2021 AT 7:00pm**

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

Or

**TELECONFERENCE Via ZOOM & TELEPHONE:
Use ZOOM MEETING ID: 858 4010 5980 (<https://us02web.zoom.us/j/85840105980>) or DIAL
IN TOLL FREE: 1-888-788-0099 (No Password Required!)**

Participation information

To participate in person, please come to Azalea Hall. Masks will be required for those who are unvaccinated.

To participate via 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.

The public may also submit written comments to the Board Secretary at:
comments@mckinleyvillecsd.com up until 4:30 p.m. on Tuesday, July 6, 2021.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, July 7, 2021 in a supplemental packet information that will also be posted on the website for public viewing.

AGENDA

7:00 p.m.

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions 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 Hearings

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

- | | | |
|-----|--|---------------|
| D.1 | Consider Approval of the Minutes of the Board of Directors Regular Meeting on June 2, 2021 | Pg. 5 |
| | Attachment 1 – Draft Minutes from June 2, 2021 | Pg. 6 |
| D.2 | Consider Approval of May 2021 Treasurer’s Report | Pg. 11 |
| D.3 | Compliance with State Double Check Valve (DCV) Law | Pg. 31 |
| D.4 | Consider Approval of Contract Amendment for GHD to Provide Construction Management Services for Microgrid Construction | Pg. 33 |
| | Attachment 1 – Scope of Work for GHD CM Services | Pg. 35 |
| D.5 | Consider approval of the Memorandum of Understanding (MOU) for Central Avenue Right of Way Landscape Maintenance with Humboldt County Department of Public Works (DPW) | Pg. 39 |
| | Attachment 1 – Central Avenue Memorandum of Understanding | Pg. 41 |

- | | | |
|-----|--|----------------------|
| D.6 | Consider Approval of Agreement Between McKinleyville Union School District and the McKinleyville Community Services District for the Provision of After School Leaders to the 21st Century Community Learning Center After School Program at Dows Prairie Elementary School and Morris Elementary School
Attachment 1 – MUSD and MCSD Agreement | Pg. 45

Pg. 47 |
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E. CONTINUED AND NEW BUSINESS

- | | | |
|-----|--|--|
| E.1 | Consider Second Reading and Adoption of Ordinance No. 2021-05 Adding Section 68.04 to Regulation 68, Latent Powers of Article VI: Miscellaneous, Addressing Library Powers of the MCSD Rules and Regulations (Action)
Attachment 1 – Ordinance No. 2021-05
Attachment 2 – Regulation 68 (Tracked Changes) | Pg. 55

Pg. 57
Pg. 59 |
| E.2 | Consider First Reading of Ordinance No. 2021-06 Adding Article VII: Water Conservation Establishing Rules and Regulations for Rationing Water During a Water Shortage Emergency and Establishing Penalties for Violations Thereof (Action)
Attachment 1 – Ordinance No. 2021-06
Attachment 1a – Exhibit A to Ordinance No. 2021-06
Attachment 2 – Water Shortage Plan Presentation Slides | Pg. 61

Pg. 63
Pg. 66
Pg. 73 |
| E.3 | Consider Appointment of Philip Heidrick for Vacant Position on the Park and Recreation Committee (PARC) (Action)
Attachment 1 – Application to PARC – Phil Heidrick | Pg. 79

Pg. 80 |
| E.4 | Reserve Policy – Calculations and Funding (Information)
Attachment 1 – Reserve Policy with calculations and funding | Pg. 81
Pg. 83 |
| E.5 | Consider Attendance to the California Special District’s Association (CSDA) 2021 Annual Conference August 30-September 2, 2021, in Monterey, California (Action)
Attachment 1 – CSDA Conference Complete Brochure | Pg. 89

Pg. 91 |

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 (Orsini/Couch)
 - f. Employee Negotiations (Couch)
 - g. McKinleyville Municipal Advisory Committee (Orsini)

- h. Humboldt Local Agency Formation Commission (Couch)
- i. Environmental Matters Committee (Couch/Clark-Peterson)
- j. AdHoc Committee – Community Forest (Mayo/Orsini)
- k. AdHoc Committee – Latent Powers (Couch/Orsini)

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. Support Services Department (Colleen M.R. Trask) **Pg. 99**
- b. Operations Department (James Henry) **Pg. 101**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 105**
- d. General Manager (Pat Kaspari) **Pg. 123**
- Attachment 1 – WWMF Monthly Self-Monitoring Report **Pg. 129**

F.4 PRESIDENT’S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on July 2, 2021

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

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

McKinleyville Community Services District

BOARD OF DIRECTORS

July 7, 2021

TYPE OF ITEM: **ACTION**

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 June 2, 2021 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 June 2, 2021

MINUTES OF THE CLOSED/REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, JUNE 2, 2021 - 7:00 P.M.

TELECONFERENCE Via ZOOM & TELEPHONE:

ZOOM MEETING ID: 810 7719 0032 (<https://us02web.zoom.us/j/81077190032>) 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 7:01 pm with the following Directors and staff in attendance:

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

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

A.3 Additions to the Agenda: There were no Additions to the Agenda.

A.4 Approval of the Agenda:

Motion: It was moved to approve the agenda as delivered.

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

There were no comments from the Board or public.

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

Motion Summary: Motion Passed

AGENDA ITEM B. PUBLIC HEARINGS: None

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

Chad Sefcik from McKinleyville. On the Park Committee. Would like to speak as a member who uses the park. Concern if funding from grants does not come through, the shredded tire surfacing needs to be replaced regardless and wanted to bring that to the Boards attention.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on May 5, 2021

D.2 Consider Approval of April 2021 Treasurer's Report

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

D.4 Consider Approval of Hiller Sports Complex Facility Use Agreement Contracts between MCSD and the Mad River Youth Soccer League (MRYSL)

D.5 Consider Approval of 2020 Consumer Confidence Report (CCR)

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

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

There were no comments from the Board or public.

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

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Adoption of Resolution 2021-16 Recognizing, Honoring, and Commending Seth Meynell for Ten (10) Years of Service

Operations Director James Henry gave an overview of this item. The Board, Staff, and public were given an opportunity to commend and congratulated Seth Meynell for his time at MCSD.

Motion: It was moved to approve Resolution 2021-16 Recognizing, Honoring, and Commending Seth Meynell for Ten Years of Service

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

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

Motion Summary: Motion Passed

E.2 Consider Approval of Change Order Number 3 to Ameresco Design/Build Contract for Wastewater Management Facility Microgrid Project

Operations Direct Henry reviewed the staff report for the Board. Richard Ross from Ameresco was available to answer questions. President Mayo asked for a staff update for Board review to come to a future meeting.

Motion: It was moved to approve Change Order #3 to the Ameresco Design/Build Contract for the Wastewater Management Facility Microgrid Project in the amount of \$1,805,954 for a total contract amount of \$3,909,474 and authorize the General Manager to sign the change order.

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

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

Motion Summary: Motion Passed

E.3 Consider Adoption of Resolution 2021-17 to Nominate Dennis Mayo for ACWA Region 1 Board Member

Board Secretary Sousa introduced this item. Director Orsini commended President Mayo on his commitment to ACWA and noted it is important to have the North Coast represented on this Board. President Mayo spoke on the matter. Director Couch commented on President Mayo's committee service.

Motion: It was moved to approve Resolution 2021-17 Nominating Dennis Mayo for ACWA Region 1 Board Member.

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

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

Motion Summary: Motion Passed

E.4 Consider Approval of FY2021-22 Proposed Budget and Approve Resolution 2021-18 Establishing Appropriations Limits

Finance Director Trask gave a summary of this item. Director Orsini asked clarifying questions regarding direction from a previous meeting.

Motion: It was moved to approve the FY 2021-22 Proposed Budget and Approve Resolution 2021-18 Establishing Appropriations Limits

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

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

Motion Summary: Motion Passed

E.5 Consider First Reading of Ordinance 2021-05 Adding Section 68.04 to Regulation 68, Latent Powers, of Article VI: Miscellaneous, Addressing Library Powers of the MCSD Rules and Regulations

Board Secretary Sousa gave an overview of this item and answered questions. There were no comments from the Board or the public.

Motion: Approve the first reading of Ordinance 2021-05 Adding Section 68.04 to Regulation 68, Latent powers, of Article VI: Miscellaneous, Addressing Library Powers of the MCSD Rules and Regulations, by title only.

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

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

Motion Summary: Motion Passed

E.6 Distribution of the Annual Board Self-Evaluation

Board Secretary Sousa reviewed the Annual Board Self-Evaluation with Board Members and answered questions. There were no comments from the Board or the public.

This was an information only item; no action taken.

E.7 Consider Approval of Future Hybrid Board Meetings Online as well as In-Person at Azalea Hall

Operations Director Henry gave an overview of the item. Staff answered questions from the Board.

Motion: Approve for future hybrid meetings at Azalea Hall to allow for in person as well as on-line Board meetings.

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

Roll Call: Ayes: Binder, Clark- Peterson, Couch, Orsini, and Mayo 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):** Director Binder had nothing further to report from Director Frisbee's report.
- b. **Area Fund (John Kulstad/Clark-Peterson):** Did not meet.
- c. **Redwood Region Economic Development Commission (Clark-Peterson/Binder):** Director Binder reported on the Airport celebration for the new airline.
- d. **McKinleyville Senior Center Advisory Council (Clark-Peterson/Binder):** Nothing to report
- e. **Audit (Orsini/Couch):** Nothing to report
- f. **Employee Negotiations (Couch/Mayo):** Nothing to report.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini gave a short report from the most recent meeting which included an update from the Fire District statistics, and also discussion on the bylaws.
- h. **Local Agency Formation Commission (Couch):** Director Couch reported on the Westhaven sphere of influence.
- i. **Environmental Matters Committee (Couch/Clark-Peterson):** Nothing to Report.

- j. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Recreation Director Frisbee noted that the notes from the committee was in her staff report.
- k. **Ad Hoc Latent Powers Committee (Orsini/Couch):** Nothing Report – there was an item at this meeting.

F.2 LEGISLATIVE AND REGULATORY REPORTS

President Mayo noted that he has a Federal Affairs webinar coming soon. He also discussed the water infrastructure bill. He will let the Board knows how it goes.

F.3 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, added light information to her written report. She also gave an update to the lock list.
- b. **Operations Department (James Henry):** Operations Director, James Henry, had nothing further to add to his written report. Director Orsini asked Operations Director regarding the drought and information with our local area.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director, Lesley Frisbee, had nothing further to add to her written report. She did note that she could bring information from public comment to the next meeting.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari was listening into the meeting. Staff was provided a written report in their packet.

F.3.2 PRESIDENT'S REPORT: President Mayo asked Supervisor Madrone if he would like to speak. Supervisor Madrone noted that the Board of Supervisors were able to pass a proclamation for Special Districts Week and the proclamation was provided to the General Manager last week.

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

None

G. ADJOURNMENT:

Meeting Adjourned at 8:24 p.m.

April Sousa, CMC, Board Secretary

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**McKinleyville Community Services District
Treasurer's Report
May 2021**

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Ratios

as of May 31, 2021

- Utility Accounts Receivable Turnover Days	12
- YTD Breakeven Revenue, Water Fund:	\$ 2,277,842
- YTD Actual Water Sales:	\$ 3,653,512
- Days of Cash on Hand-Operations Checking/MM	233

**McKinleyville Community Services District
Investments & Cash Flow Report
as of May 31, 2021**

Petty Cash & Change Funds 9,197.46

Cash

Operating & Money Market - Beginning Balance		3,731,836.30
Cash Receipts:		
Utility Billings & Other Receipts	677,195.98	
Money Market Account Interest	95.47	
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	-	
Other Cash Receipts (Pmt of SRF Solar Proj Grant Receivable)	-	
Total Cash Receipts		677,291.45
Cash Disbursements:		
Transfers to County Funds #2560, #4240, CalTRUST	-	
Payroll Related Expenditures	(226,233.12)	
Debt Service	(9,051.23)	
Capital & Other Expenditures	(300,979.74)	
Total Cash Disbursements		(536,264.09)
Operating & Money Market - Ending Balance		3,872,863.66
Total Cash		3,882,061.12

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

LAIF - Beginning Balance	138,802.65	
Interest Income	-	
LAIF - Ending Balance		138,802.65
Humboldt Co. #2560 - Beginning Balance	1,989,951.66	
Property Taxes and Assessments	-	
Transfer to/from Operating Cash	-	
Interest Income (net of adjustments)	2,636.69	
Humboldt Co. #2560 - Ending Balance		1,992,588.35
Humboldt Co. #4240 - Beginning Balance	3,403,502.02	
Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	-	
Interest Income	3,681.11	
Humboldt Co. #4240 - Ending Balance		3,407,183.13
Humboldt Co. #9390 - Beginning Balance	663,032.08	
Reserves Recovery Deposits/Other Bal Withdrawals	-	
Humboldt Co. #9390 - Ending Balance		663,032.08
USDA Bond Reserve Fund - Beginning Balance	154,402.18	
Bond Reserve Payment/Transfer to Service Fund	7,270.83	
Debt Service Payment, Principal/Interest (Net)	-	
Interest Adjustment	0.63	
USDA Bond Reserve Fund - Ending Balance		161,673.64
CalTRUST - Beginning Balance	10,613,396.30	
Net Transfer to/from Designated Reserves: PERS/OPEB	-	
Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves	-	
Net: Interest Income/Unrealized Gain/Loss	13,012.05	
CalTRUST - Ending Balance		10,626,408.35
Total Investments		16,995,705.68
Total Cash & Investments - Current Month		20,877,766.80
Total Cash & Investments - Prior Month		20,710,138.13
Net Change to Cash & Investments This Month		167,628.67

Cash & Investment Summary

Cash & Cash Equivalents		20,090,794.02
Davis-Grunsky Loan Reserve		625,299.14
USDA Bond Reserve		161,673.64
Total Cash & Investments		20,877,766.80

McKinleyville Community Services District
 Consolidated Balance Sheet by Fund
 as of May 31, 2021

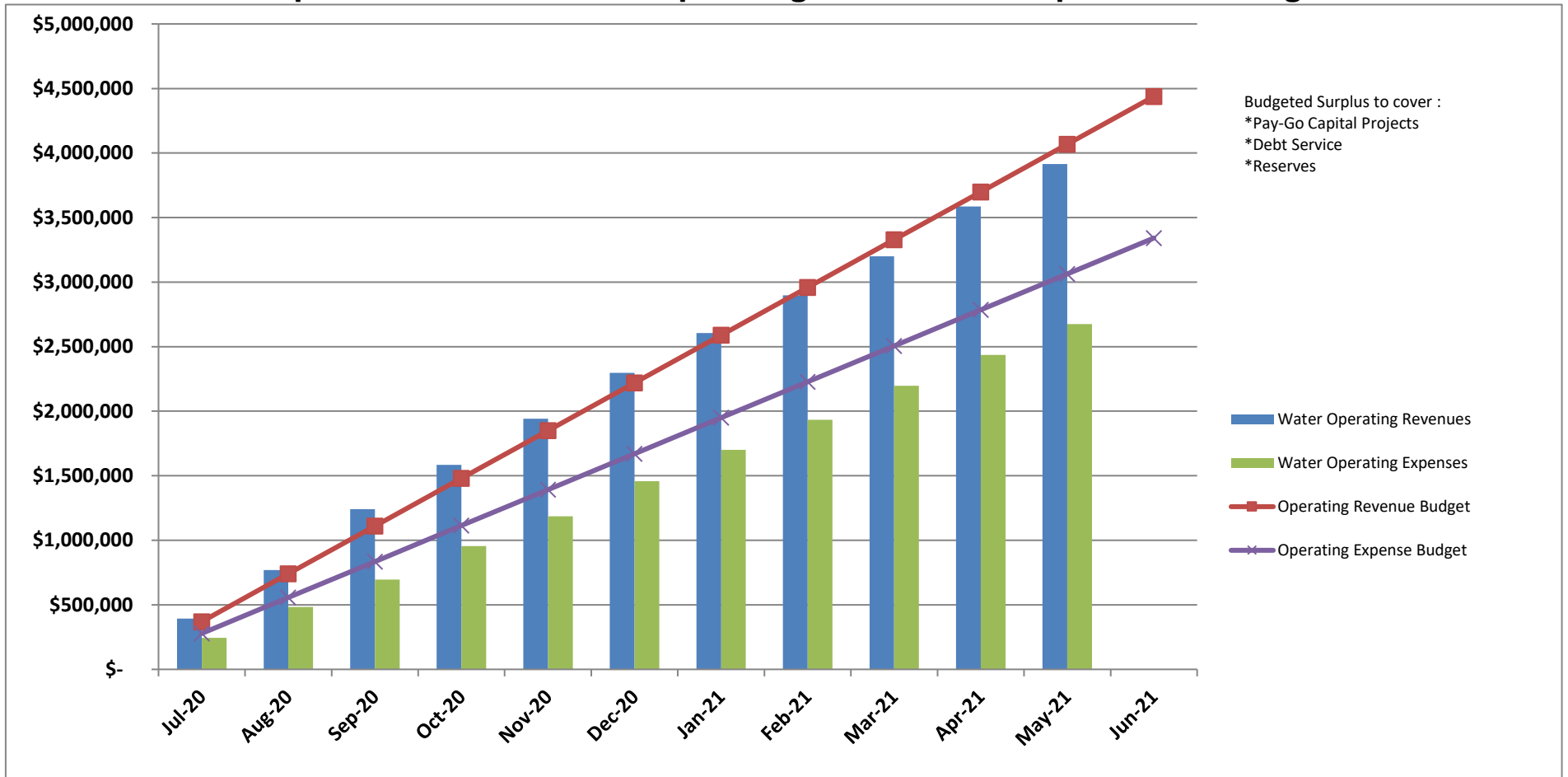
	Governmental Funds			Proprietary Funds		Total (Memorandum Only)
	Parks & General	Measure B	Streetlights	Water	Wastewater	
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 1,240,054.67	\$ (460,293.36)	\$ 72,828.02	\$ 7,905,448.97	\$ 11,493,092.23	\$ 20,251,130.53
Accounts receivable	3,418.02	-	3,835.39	536,863.35	599,778.35	1,143,895.11
Prepaid expenses & other current assets	7,628.46	2,353.17	433.94	79,817.90	36,279.97	126,513.44
Total Current Assets	1,251,101.15	(457,940.19)	77,097.35	8,522,130.22	12,129,150.55	21,521,539.08
Noncurrent Assets						
Restricted cash & cash equivalents	189,572.72	-	-	625,299.14	161,673.64	976,545.50
Other noncurrent assets	-	-	-	770,950.75	791,621.69	1,562,572.44
Capital assets (net)	36.88	-	9.22	8,300,757.36	28,342,630.13	36,643,433.59
Total Noncurrent Assets	189,609.60	-	9.22	9,697,007.25	29,295,925.46	39,182,551.53
TOTAL ASSETS	\$ 1,440,710.75	\$ (457,940.19)	\$ 77,106.57	\$ 18,219,137.47	\$ 41,425,076.01	\$ 60,704,090.61
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 72,155.68	\$ -	\$ 1,959.30	\$ 267,380.91	\$ 260,408.24	\$ 601,904.13
Accrued payroll & related liabilities	95,814.55	-	-	37,280.41	35,821.39	168,916.35
Total Current Liabilities	167,970.23	-	1,959.30	304,661.32	296,229.63	770,820.48
Noncurrent Liabilities						
Long-term debt	-	-	-	2,122,573.82	16,014,235.82	18,136,809.64
Other noncurrent liabilities	-	-	-	4,371,938.52	4,472,341.47	8,844,279.99
Total Noncurrent Liabilities	-	-	-	6,494,512.34	20,486,577.29	26,981,089.63
TOTAL LIABILITIES	167,970.23	-	1,959.30	6,799,173.66	20,782,806.92	27,751,910.11
Fund Balance/Net Assets						
Fund balance	(2,333,538.66)	(457,940.19)	75,147.27	-	-	(2,716,331.58)
Net assets	3,606,279.18	-	-	5,241,780.27	8,313,874.78	17,161,934.23
Investment in capital assets, net of related debt	-	-	-	6,178,183.54	12,328,394.31	18,506,577.85
Total Fund Balance/Net Assets	1,272,740.52	(457,940.19)	75,147.27	11,419,963.81	20,642,269.09	32,952,180.50
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,440,710.75	\$ (457,940.19)	\$ 77,106.57	\$ 18,219,137.47	\$ 41,425,076.01	\$ 60,704,090.61
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,189,395.82					
General Long-term Liabilities						
PG&E Streetlights Loan	-			Non-debt Long-term Liabilities (included in Other Non-current Liabilities above)		
Meas. B Loan: Teen/Community Center	918,890.00					
OPEB Liability	2,830,881.35	OPEB Liability		2,882,587.78	2,894,654.86	8,608,123.99
CalPERS Pension Liability/Deferred Inflows-Outflows	628,788.66	CalPERS Pension Liability		632,676.35	698,072.98	1,959,537.99
Accrued Compensated Absences	115,011.87					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 4,493,571.88					

**McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
May 2021**

Department Summaries	May	% of Year 91.67% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
Water						
Water Sales	309,764	3,653,512	3,591,265	62,247	1.73%	Budget is spread evenly across 12 months, but actuals vary by with seasonal usage
Other Revenues	18,716	260,574	476,941	(216,367)	-45.37%	Includes YTD Capacity Fees \$141,592 Contrib.Construction \$0, Grants \$0
Total Operating Revenues	328,480	3,914,086	4,068,206	(154,120)	-3.79%	
Salaries & Benefits	68,540	825,799	960,648	(134,849)	-14.04%	Budget is spread evenly across 12 months, but actuals vary by hiring & job assignment.
Water Purchased	94,622	1,052,258	1,031,740	20,518	1.99%	
Other Expenses	45,260	463,245	737,881	(274,636)	-37.22%	Budget is spread evenly across 12 months, but actuals vary by purchasing sched.
Depreciation	30,250	332,750	332,750	-	0.00%	
Total Operating Expenses	238,672	2,674,053	3,063,019	(388,966)	-12.70%	
Net Operating Income	89,808	1,240,033	1,005,187	(543,086)		
Interest Income	2,184	38,405	45,833	(7,428)	-16.21%	Interest rates lower than anticipated.
Interest Expense	(4,325)	(47,992)	(50,532)	(2,540)	-5.03%	
Net Income (Loss)	87,668	1,234,351	1,000,488	233,863		
Wastewater						
Wastewater Service Charges	325,569	3,617,317	3,670,755	(53,438)	-1.46%	
Other Revenues	14,673	335,287	1,981,200	(1,645,913)	-83.08%	Includes YTD Capacity Fees \$251,846. Contrib.Constr. \$0, Grants \$6,629.
Total Operating Revenues	340,241	3,952,604	5,651,955	(1,699,351)	-30.07%	
Salaries & Benefits	88,819	1,066,423	1,015,758	50,665	4.99%	
Other Expenses	51,580	643,443	935,844	(292,401)	-31.24%	Budget is spread evenly across 12 months, but actuals vary by purchasing sched.
Depreciation	96,667	1,062,503	1,063,333	(830)	-0.08%	
Total Operating Expenses	237,066	2,772,369	3,014,935	(242,566)	-8.05%	
Net Operating Income	103,176	1,180,236	2,637,020	(1,456,784)		
Interest Income	4,080	81,068	68,750	12,318	17.92%	Earning balances higher than anticipated.
Interest Expense	(22,119)	(252,706)	(226,566)	26,140	11.54%	Budget is spread evenly across 12 months, but actuals vary by loan pmt schedule
Net Income (Loss)	85,136	1,020,566	2,479,204	(1,458,638)		
Enterprise Funds Net Income (Loss)	172,804	2,254,917	3,479,692	(1,224,775)		

McKinleyville Community Services District May 2021

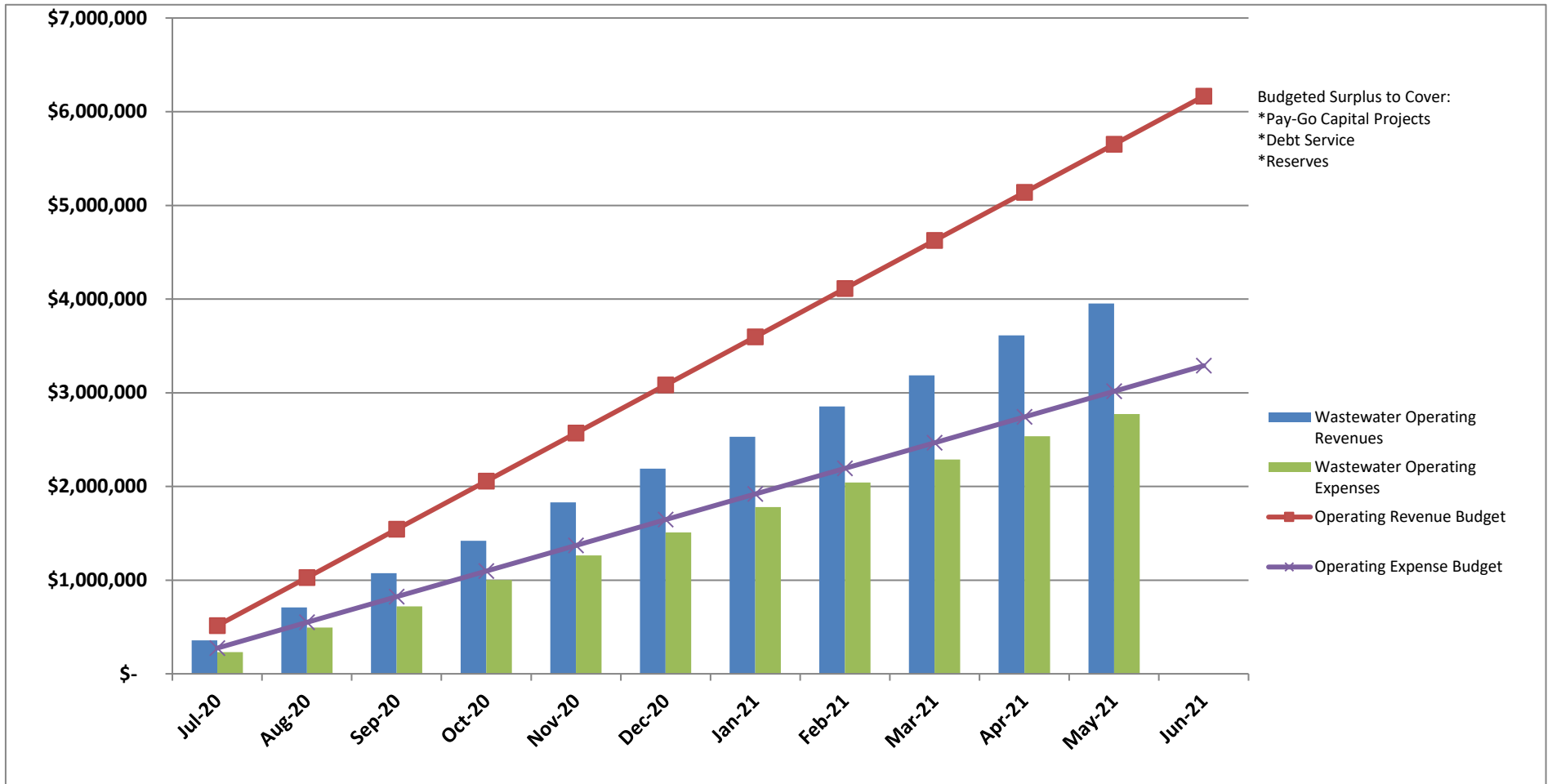
Comparison of Water Fund Operating Revenues & Expenses to Budget



Treasurer's Report Page 5, Selected Graphic Comparisons

McKinleyville Community Services District May 2021

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



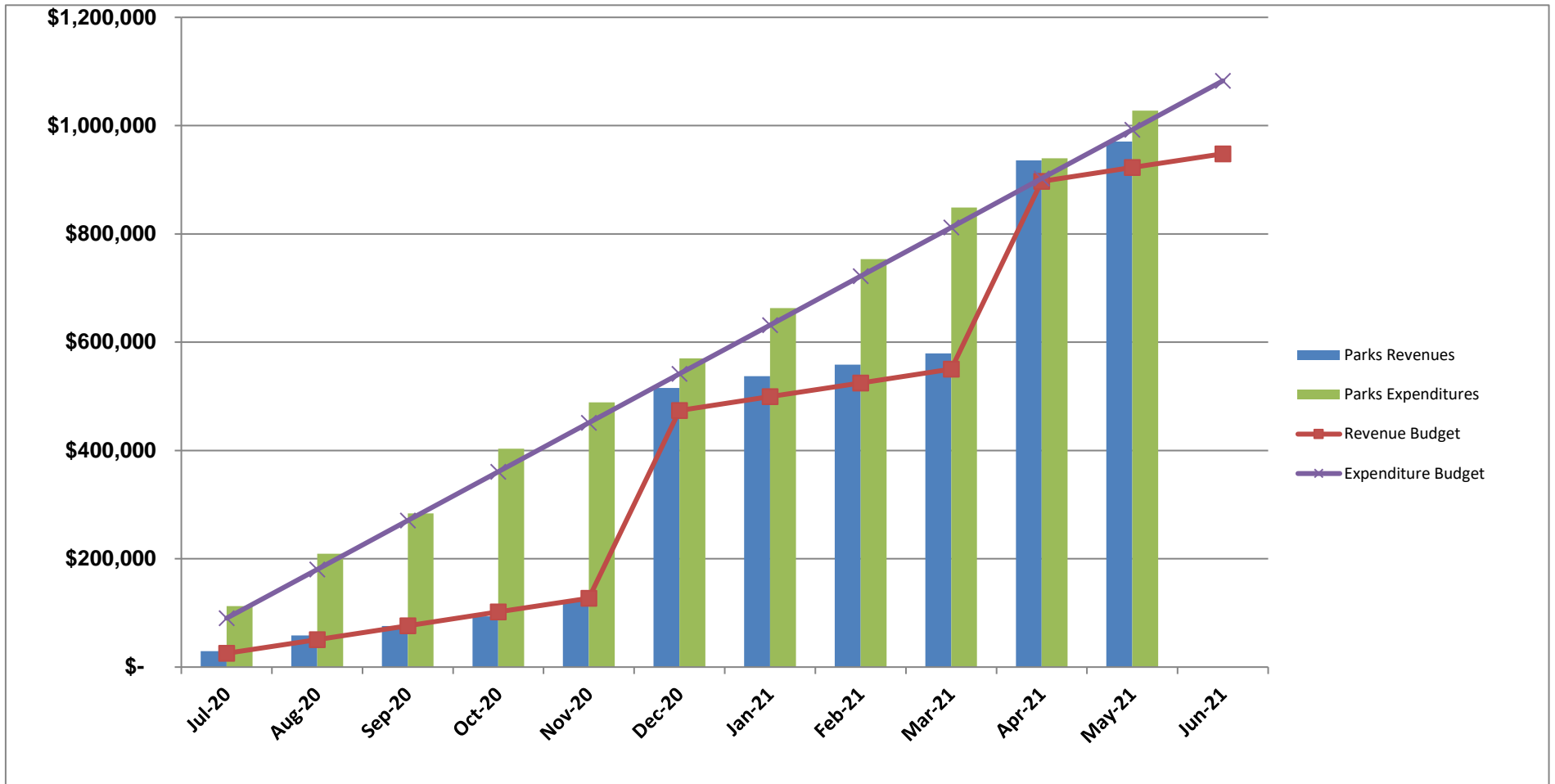
Treasurer's Report Page 6, Selected Graphic Comparisons

McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
May 2021

	May	% of Year 91.67% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
Department Summaries						
*Parks & Recreation						
Program Fees	11,726	117,982	73,714	44,268	60.05%	Continuation of Covid19 restrictions beyond original state estimate May-revise budget posted - add'l rent from Hiller trailer County Tax remittance: December, April, and June; per Auditor-Controller's office Budget is spread evenly across 12 months, but actuals vary by payment schedule Interest rates lower than anticipated.
Rents & Facility Related Fees	2,974	22,650	18,445	4,205	22.80%	
Property Taxes	-	670,452	588,958	81,494	13.84%	
Other Revenues	17,777	126,071	155,801	(29,730)	-19.08%	
Interest Income	2,535	33,459	32,083	1,376	4.29%	
Total Revenues	35,013	970,614	869,001	101,613	11.69%	
Salaries & Benefits	72,000	795,416	767,848	27,568	3.59%	
Other Expenditures	16,001	190,072	186,227	3,845	2.06%	
Capital Expenditures	-	42,039	38,537	3,502	9.09%	
Total Expenditures	88,001	1,027,527	992,612	34,915	3.52%	
Excess (Deficit)	(52,989)	(56,912)	(123,611)	66,699		
*Measure B Assessment						
Total Revenues	581	220,877	205,638	15,239	7.41%	Interest & unrealized gains/losses; County Tax remittance December/April/June
Salaries & Benefits	2,130	55,265	64,543	(9,278)	-14.37%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	-	13,684	23,375	(9,691)	-41.46%	Budget spread evenly across 12 months, but actuals vary seasonally
Capital Expenditures/Loan Repayment	-	127,140	116,831	10,309	8.82%	Budget is spread evenly across 12 months, but loan pmts are October & April
Total Expenditures	2,130	196,089	204,749	(8,660)	-4.23%	
Excess (Deficit)	(1,549)	24,787	889	23,898		
*Street Lights						
Total Revenues	9,952	109,243	107,083	2,160	2.02%	
Salaries & Benefits	3,199	48,210	43,954	4,256	9.68%	Overage related to lump sum final payroll, not spread evenly over 12 months
Other Expenditures	3,029	34,982	37,468	(2,486)	-6.63%	
Capital Expenditures/Loan Repayment	-	-	1,833	(1,833)	-100.00%	Budget is spread evenly across 12 months, but actuals vary by project schedule
Total Expenditures	6,228	83,192	83,255	(63)	-0.08%	
Excess (Deficit)	3,724	26,050	23,828	(2,222)		
Governmental Funds Excess (Deficit)	(50,814)	(6,075)	(98,894)	92,819		

McKinleyville Community Services District May 2021

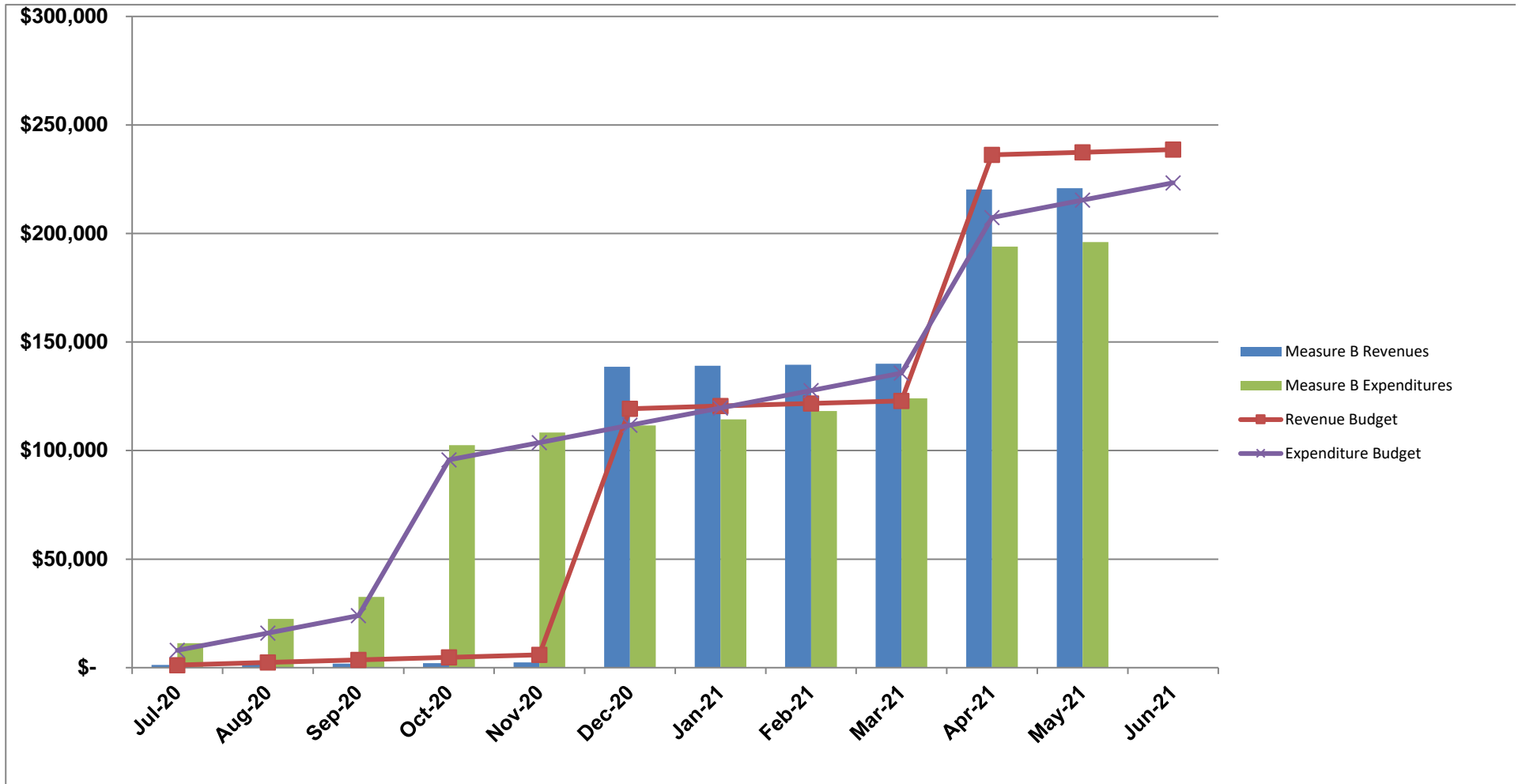
Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



Treasurer's Report Page 8, Selected Graphic Comparisons

McKinleyville Community Services District May 2021

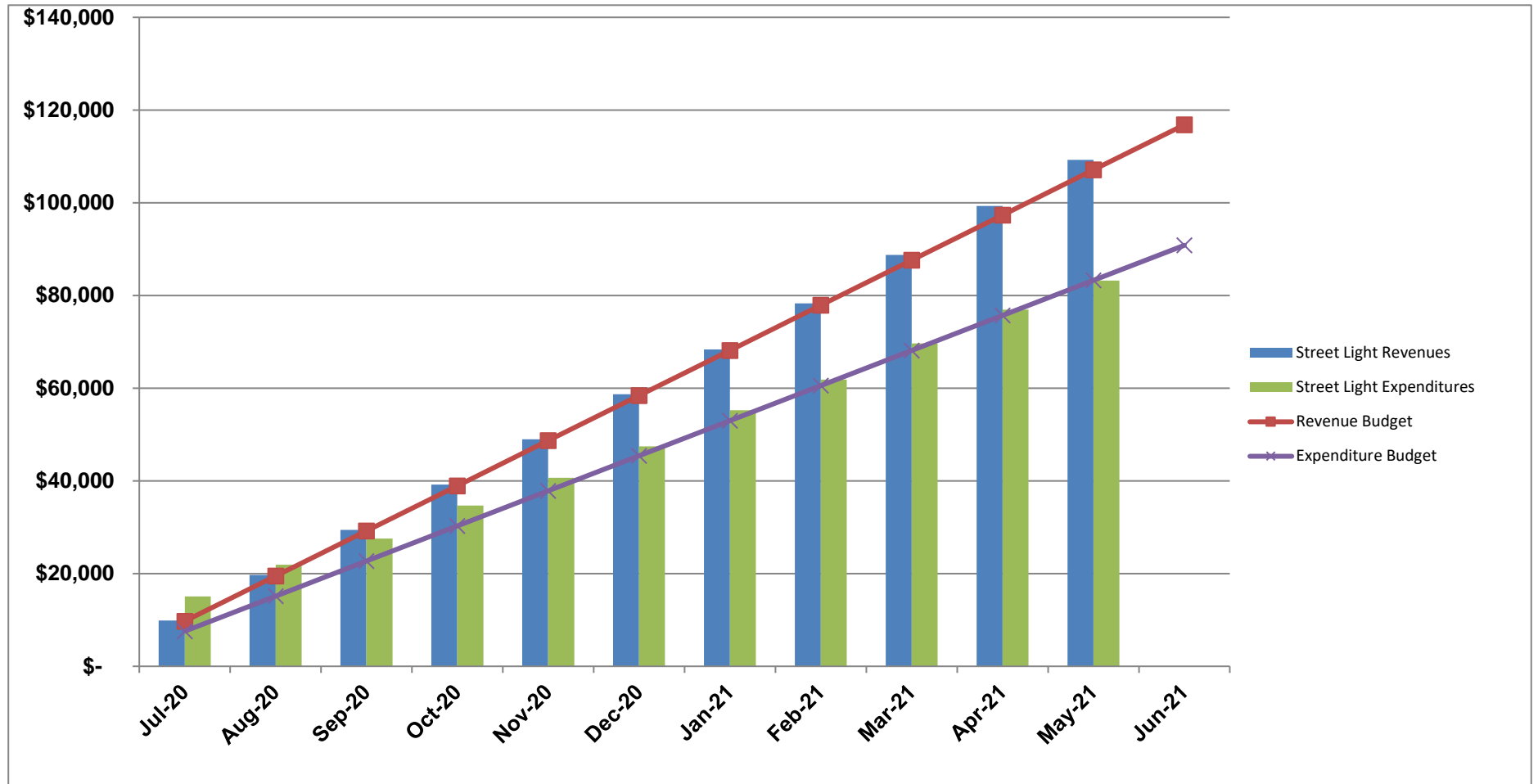
Comparison of Measure B Fund Total Revenues & Expenditures to Budget



Treasurer's Report Page 9, Selected Graphic Comparisons

McKinleyville Community Services District May 2021

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



Treasurer's Report Page 10, Selected Graphic Comparisons

**McKinleyville Community Services District
Capital Expenditure Report
as of May 31, 2021**

	April	May	YTD Total	FY 20-21 Budget	Remaining		Notes
					Budget \$	Budget %	
Water Department							
Ramey Pump Upgrades	-	-	-	-	-	#DIV/0!	
Water Tank Painting	-	-	-	500,000	500,000	100%	Water Tank Painting & Cathodic
Alternative Energy Master Plan	-	-	-	50,000	50,000	100%	Alternative energy master plan
4.5m New Water Tank	19,731	13,513	235,705	178,000	(57,705)	-32%	Drilling, LACO Assoc.
N.BankBoosterStation VFD#2 replacement	-	-	17,619	25,000	7,381	30%	Emergency Water Supply
Emergency Generator-Cochran	-	-	-	25,000	25,000	100%	CochranEmergency Generator
Fire Hydrant System Upgrade	-	-	-	7,000	7,000	100%	Fire Hydrant System Upgrade
Tank Seismic Actuators	2,869	-	22,756	20,000	(2,756)	-14%	Tank Seismic Actuators
Customer Radio Meter Testing	-	-	4,530	10,000	5,470	55%	Customer Radio meter testing
Water Tank Upgrade-Norton#2 Tree Svc	-	-	6,088	7,000	913	13%	Water Tank Upgrade-Norton Tree
Water Main Rehab & Replacement	2,112	2,286	25,711	900,000	874,289	97%	Water Main Rehab
Property Purchase- Tank Site	-	-	-	-	-	#DIV/0!	Property Purch/Imprv.Tank Site
Subtotal	24,712	15,799	312,409	1,722,000	1,409,591	82%	
Wastewater Department							
Sewer Main Rehab & Replacement	2,046	2,214	24,934	900,000	875,066	97%	Sewer Main Rehab
WWMF Sludge Disposal - next	-	-	-	240,000	240,000	100%	Sludge handling/disposal
WWMF Recirculation Valve Replacement	-	-	-	12,000	12,000	100%	Recirculation Valve replacemnt
Alternative Energy Master Plan	-	-	-	50,000	50,000	100%	Alternative energy master plan
WWMF Chlorine Injector/Controllers	-	-	29,352	10,000	(19,352)	-194%	Chlorine Injector/Controllers
Collection Upgrades-UndercrossingsProj	2,637	-	247,811	1,335,000	1,087,189	81%	Collection System upgrades
Fischer Lift Station Generator	-	-	-	-	-	#DIV/0!	Fischer Lift Stn Generator
Sewer Lift Stn Upgrade-Hiller	-	-	182,661	538,000	355,339	66%	Sewer lift stn Upgrade-Hiller
Solar Project - CWSRF Grant/Loan	5,130	77,993	191,870	1,250,000	1,058,130	85%	WWMF Solar Project
WWMF Alt. Disinfection/ Feasibility Study	-	-	-	70,000	70,000	100%	Alt. Disinfection Feasibility Study
Radio Telemetry Upgrade	-	-	-	-	-	#DIV/0!	Radio Telemetry upgrade
Production Meter Replacements	-	-	-	-	-	#DIV/0!	Production Meter Replacement
WWMF - next NPDES Permit	-	-	32,197	50,000	17,803	36%	NPDES Permit Project
Customer Radio Meter Testing	-	-	4,388	10,000	5,612	56%	Radio meters testing
Underground pipe locator & camera	-	-	-	5,000	5,000	100%	Underground pipe locator & camer
Flow Totalizers	-	-	39,698	45,000	5,302	12%	Flow Totalizers
Sewer Lift Station Other Upgrades	-	-	346,700	-	(346,700)	#DIV/0!	SwrLiftStnUpgrade-Letz
Subtotal	9,813	80,207	1,099,611	4,515,000	3,415,390	76%	
Water & Wastewater Operations							
Heavy Equipment	-	-	-	150,000	150,000	100%	backhoe, emerg.generators, airco
Utility Vehicles	431	-	41,946	38,000	(3,946)	-10%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	-	55,777	25,000	(30,777)	-123%	Facilities upgrade/sealcoat
Computers & Software	1,598	-	15,980	18,000	2,020	11%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tr	10,679	18,832	59,611	200,000	140,389	70%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Unc	-	-	10,267	55,000	44,733	81%	Underground valving/piping
Pialorsi Ranch Survey/ Improvements	-	-	71,557	30,000	(41,557)	-139%	Pialorsi Ranch Survey
Small Equipment & Other	-	-	-	40,000	40,000	100%	Misc,response, & GPS surveying
Subtotal	2,029	18,832	255,137	556,000	300,863	54%	
Enterprise Funds Total	47,233	114,837	1,667,157	6,793,000	5,125,843	75%	
Parks & Recreation Department							
Hiller Park & Sports Complex	-	-	27,040	-	(27,040)	#DIV/0!	Hiller Sports Sealcoat-CountyGrant
Azalea Hall Projects	-	-	-	32,000	32,000	100%	Flooring, Pkg Lot resurface
McKinleyville Activity Center Upgrades	-	-	14,999	6,000	(8,999)	-150%	Major Appliance replacement
Law Enforcement Facility Improvements	-	-	-	24,000	24,000	100%	LEF flooring/Library Carpet
Projects Funded by Quimby/Other Funds	-	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	-	-	-	-	-	#DIV/0!	Teen Center Constr&Loan svc
Other Parks Projects & Equipment	-	-	-	14,000	14,000	100%	Brush&LawnMowers/Trailer
Subtotal	-	-	42,039	76,000	33,961	45%	
Streetlights							
Pole Replacement	-	-	-	2,000	2,000	100%	Pole Replacement
Subtotal	-	-	-	2,000	2,000	100%	
Governmental Funds Total	-	-	42,039	78,000	35,961	46%	
All Funds Total	47,233	114,837	1,709,195	6,871,000	5,161,805	75%	

**McKinleyville Community Services District
Summary of Long-Term Debt Report
as of May 31, 2021**

**Principal Maturities and
Scheduled Interest**

	%	Maturity Date		Balance- April 30, 2021	Balance- May 31, 2021	FY-21	Thereafter
Water Fund:							
I-Bank		8/1/30	P	577,202.62	577,202.62	-	577,202.69
Interest	3.37%		I			-	102,567.81
State of CA Energy Commission (ARRA)		12/22/26	P	72,332.16	66,498.64	-	66,467.20
Interest	1.0%		I			-	2,012.13
State of CA (Davis Grunsky)		1/1/33	P	1,274,456.41	1,274,456.41	-	1,274,456.41
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	204,416.09	204,416.09	-	204,416.09
Interest	2.5%		I			16,964.10	216,460.72
Total Water Fund-Principal				2,128,407.28	2,122,573.76	-	2,122,542.39
Total Water Fund-Interest						16,964.10	321,040.66
Total Water Fund				2,128,407.28	2,122,573.76	16,964.10	2,443,583.05
Wastewater Fund:							
WWMF SRF Loan		7/31/47	P	14,444,435.82	14,444,435.82	-	14,905,430.41
Interest	1.6%		I			-	3,457,430.34
Chase Bank (Pialorsi Property)		3/8/35	P	1,424,800.00	1,424,800.00	-	1,424,800.00
Interest	2.9%		I	-	-	-	204,594.85
USDA (Sewer Bond)		8/1/22	P	145,000.00	145,000.00	-	145,000.00
Interest	5.0%		I			-	6,875.00
Total Wastewater Fund-Principal				16,014,235.82	16,014,235.82	-	16,475,230.41
Total Wastewater Fund-Interest						-	3,668,900.19
Total Sewer Fund				16,014,235.82	16,014,235.82	-	20,144,130.60
Meas. B Fund: Teen/Comm Center Loan		11/1/29	P	918,890.00	918,890.00	-	927,670.00
	3.55%		I			-	155,131.29
Total Principal				19,061,533.10	19,055,699.58	-	19,525,442.80
Total Interest						16,964.10	4,145,072.14
Total				19,061,533.10	19,055,699.58	16,964.10	23,670,514.94

Non-debt Long Term Liabilities, District-wide

OPEB Liability	8,608,123.99
CalPERS Pension Liability	1,959,537.99

**McKinleyville Community Services District
 Summary of Grants
 as of May 31, 2021**

District Grants	Total Grant Amount	Required District Match	Estimated District Asset Value
CalOES Hazard Mitigation Grant - 4.5 mg Tank	\$ 5,418,735	\$ 1,806,245	\$ 4,675,000
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

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

**McKinleyville Community Services District
Cash Disbursement Report
For the Period May 1 through May 31, 2021**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
38410	5/3/2021	BAB02	BABCOCK LABS INC.	1,100.00	168510059	LAB TESTS TREATMENT
38411	5/3/2021	GHD01	GHD	10,628.60	161184	WATER RECYCLING FOR WWMF
				4,772.25	161312	MICROGRID PROJECT
				4,158.26	161444	MAINLINE REPLACEMENT PROJECT
			Check Total:	<u>19,559.11</u>		
38412	5/3/2021	HAR13	The Hartford - Priority A	382.50	C10503	GROUP LIFE INSURANCE
38413	5/3/2021	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	93,070.43	C10503	WATER PURCHASED
38414	5/3/2021	INF03	INFINITE CONSULTING SERVICES	146.54	9030	OFFICE SUPPLIES
				1,598.42	9034	COMPUTERS/SOFTWARE & EQUIP
			Check Total:	<u>1,744.96</u>		
38415	5/3/2021	MAY02	DENNIS MAYO	125.00	C10415	BOARD MEETING APRIL 7TH
38416	5/3/2021	PAC05	PACIFIC ECORISK	784.18	17383	LAB TESTING
38417	5/3/2021	PGE05	PG&E-STREETLIGHTS	374.35	C10503	STREETLIGHTS
38418	5/3/2021	PGE06	PG&E-STREETLIGHTS	17.18	C10428	GAS & ELECTRIC S.L.- ZONE
38419	5/3/2021	PGE07	PG&E STREETLIGHTS	1,063.66	C10503	STREETLIGHTS ACCT 0908
38420	5/3/2021	PGE08	PG&E STREETLIGHTS	16.46	C10428	GAS & ELECTRIC S.L.- ZONE
38421	5/3/2021	PGE09	PG&E STREETLIGHTS	83.27	C10428	GAS & ELECTRIC S.L.- ZONE
38422	5/3/2021	PGE11	PG&E STREETLIGHTS	24.27	C10503	GAS & ELECTRIC SEWER PUMP

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38423	5/3/2021	PGE12	PG&E	109.23	C10503	GAS & ELECTRIC HILLER SPORTS SITE
38424	5/3/2021	PIT01	PITNEY BOWES	384.64	101799931	POSTAGE SUPPLIES
				64.10	101799932	POSTAGE SUPPLIES
			Check Total:	<u>448.74</u>		
38425	5/3/2021	STA09	S.W.R.C.B.	110.00	C10503	CERTIFICATE RENEWAL
38426	5/3/2021	STR01	STREAMLINE	300.00	2B0DF9E76	WEBSITE MONTHLY FEE
38427	5/3/2021	SUD01	SUDDENLINK	196.37	C10503	TEEN CENTER INTERNET
38428	5/3/2021	THA01	THATCHER COMPANY, INC.	2,962.11	283264/5	REPAIRS/SUPPLY TREATMENT
38429	5/3/2021	UMP01	UMPQUA BANK	110.00	0421CT	SUBSCRIPTIONS
				857.00	0421JH	TRAINING/CERT. & SAFETY S
				595.73	0421LF	SPECIAL EVENT SUPPLIES
				1,920.00	0421BOARD	ADS/MARKETING/SUBS./TRAIN
				86.11	0421PARKS	OFFICE & PROGRAM SUPPLIES
				1.16	0421ROUND	ROUND UP TO AVOID LATE FE
			Check Total:	<u>3,570.00</u>		
38430	5/3/2021	VER01	VERIZON WIRELESS	78.26	C10503	CELL PHONES/TABLET
38431	5/3/2021	\F016	MQ CUSTOMER REFUND FOR FR	120.00	000C10501	MQ CUSTOMER REFUND FOR FR
38432	5/3/2021	\M006	MQ CUSTOMER REFUND FOR MC	120.00	000C10501	MQ CUSTOMER REFUND FOR MC
38433	5/3/2021	\N004	MQ CUSTOMER REFUND FOR NO	79.67	000C10501	MQ CUSTOMER REFUND FOR NO
38434	5/3/2021	\P014	MQ CUSTOMER REFUND FOR PA	8.11	000C10501	MQ CUSTOMER REFUND FOR PA
38435	5/3/2021	\V004	MQ CUSTOMER REFUND FOR VA	15.12	000C10501	MQ CUSTOMER REFUND FOR VA
38436	5/10/2021	ACW01	CB&T/ACWA-JPIA	17,615.93	C10507	GROUP HEALTH INS
38437	5/10/2021	ALM02	ALMQUIST LUMBER CO	63.51	240598	VEHICLE REPAIRS/SUPPLIES
38438	5/10/2021	BAD01	BADGER METER, Inc.	357.00	80072921	BEACON MOBILE HOSTING

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38439	5/10/2021	BOR01	BORGES & MAHONEY CO.	339.11	142769	LAB TESTING SUPPLIES
38440	5/10/2021	COA01	COASTAL BUSINESS SYSTEMS	97.50	AR85234	PROFESSIONAL SERVICES
38441	5/10/2021	HAR03	HARPER MOTORS CO.	173.78	C10507	VEHICLE REPAIRS
38442	5/10/2021	HUM08	HUMBOLDT SANITATION	2,205.60	C10507	TRASH SERVICE
38443	5/10/2021	INF02	INFOSEND	2,879.24	190753	PRINTING/MAILING OF BILLS
38444	5/10/2021	INF03	INFINITE CONSULTING SERVICES	3,000.00	9048	PROFESSIONAL SERVICES
38445	5/10/2021	KEN02	KENNEDY/JENKS CONSULTANTS	8,785.45	146175	4.5 MG WATER RESEVOIR
38446	5/10/2021	MAD03	MAD RIVER COMMUNITY HOSPI	270.00	C10510	PRO. SERV. FOR S.MEYNELL,
38447	5/10/2021	MCK04	MCK ACE HARDWARE	553.56	C10507	REPAIRS/SUPPLY
38448	5/10/2021	MEN01	MENDES SUPPLY CO.	230.93	C10510	REPAIRS/SUPPLY
38449	5/10/2021	MIL01	Miller Farms Nursery	169.68	C10507	REPAIRS/SUPPLY
38450	5/10/2021	NOR01	NORTH COAST LABORATORIES	4,155.00	C10510	LAB TESTS
38451	5/10/2021	NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	120.00	27355	SAFETY TRAINING SUBS.
38452	5/10/2021	ORE01	O'REILLY AUTOMOTIVE, INC.	92.40	C10510	REPAIRS/SUPPLY
38453	5/10/2021	THO02	Thomas Home Center	306.89	C10510	REPAIRS/SUPPLY
38454	5/10/2021	THR01	THRIFTY SUPPLY COMPANY	5,702.65	C10510	REPAIRS/SUPPLIES
38455	5/10/2021	USA01	USA BLUEBOOK	2,085.95	C10510	LAB TESTING
38456	5/10/2021	VAL01	VALLEY PACIFIC PETROLEUM	576.87	21-367300	GAS/OIL/LUBE
38457	5/10/2021	VAL02	VALLEY PACIFIC PETROLEUM	2,844.64	21-366362	GAS/OIL/LUBE
38458	5/17/2021	ATT01	AT&T	3,313.39	C10517	TELEPHONE/INTERNET

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38459	5/17/2021	ATT05	AT&T	208.71	C10517	TELEPHONE TEEN/FAM CTR
38460	5/17/2021	ATT06	AT&T	270.28	C10517	TELEPHONE AZALEA HALL
38461	5/17/2021	DEP05	DEPARTMENT OF JUSTICE	64.00	507864	FINGERPRINTING
38462	5/17/2021	EUR06	EUREKA READY MIX	1,149.15	70319	REPAIRS/SUPPLY
38463	5/17/2021	GRA02	GRAINGER	110.94	87568050	SERVICES/STIPEND
38464	5/17/2021	HUM17	HUMBOLDT COUNTY DEPT.	5,163.75	C10513	TAXES & ASSESS.
38465	5/17/2021	MCK11	MCKINLEYVILLE SENIOR CENTER	21.40	C10517	PARKS SHARE INTERNET
38466	5/17/2021	MIT01	MITCHELL LAW FIRM	703.00	47704	LEGAL
				1,572.50	47705	4.5M NEW TANK
			Check Total:	<u>2,275.50</u>		
38467	5/17/2021	MUD01	MUDDY WATERS COFFEE CO.,INC	80.00	68307667	OFFICE SUPPLIES
				80.00	68931425	OFFICE SUPPLIES
			Check Total:	<u>160.00</u>		
38468	5/17/2021	NOR35	NORTHERN HUMBOLDT EMPLOYMENT SVCS	1,643.31	21-151/2	CENTRAL AVE/PIERSON PARK
38469	5/17/2021	PGE01	PG & E (Office & Field)	19,748.34	C10514	GAS & ELECTRIC
38470	5/17/2021	PGE16	PG&E	39.90	C10513	GAS & ELECTRIC HILLER
38471	5/17/2021	REE06	SAFETY ALLOWANCE REIMB CR	250.00	C10513	SAFETY ALLOWANCE REIMB CR
38472	5/17/2021	SEM01	SEMS TECHNOLOGIES LLC.	6,025.50	BD0002408	SUBSCRIPTION RENEWAL
38473	5/17/2021	STA11	STAPLES CREDIT PLAN	480.43	C10517	OFFICE SUPPLIES
38474	5/17/2021	STR01	STREAMLINE	300.00	6	WEBSITE MONTHLY FEE
38475	5/17/2021	SUD01	SUDDENLINK	136.37	C10513	INTERNET SERVICES
38476	5/17/2021	THR02	THREE G'S HAY & GRAIN	59.26	2576	REPAIRS/SUPPLY TREATMENT

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
38477	5/17/2021	USP02	USPS: ARCATA BMEU	245.00	C10513	PERMIT 239 RENEWAL
38478	5/24/2021	ALV01	ALVES INC.	6,250.00	P1622021	REMOVAL OF SINGLE WIDE TRAILER
38479	5/24/2021	AME02	AMERESCO	68,115.06	4	MICROGRID PROJECT
38480	5/24/2021	ATT02	AT&T	1,118.79	C10518	TELEPHONE/ADMIN
38481	5/24/2021	ATT04	AT&T	920.95	C10518	SWITCHED ETHERNET SERVICE
38482	5/24/2021	INF03	INFINITE CONSULTING SERVICES	16.99	9074	SUBSCRIPTIONS
				1,631.04	9075	SUBSCRIPTIONS
			Check Total:	<u>1,648.03</u>		
38483	5/24/2021	PGE10	PG&E STREETLIGHTS	3.55	C10521	GAS & ELECTRIC S.L.- ZONE
38484	5/24/2021	THR01	THRIFTY SUPPLY COMPANY	3,493.56	1492274-1	REPAIRS/SUPPLIES
38485	5/24/2021	UNI05	UNITED RENTALS NORTHWEST,	3,013.77	193836127	REPAIRS/SUPPLIES
				802.74	193924072	SMALL TOOL PURCHASE
				404.06	194050923	REPAIRS/SUPPLIES
			Check Total:	<u>4,220.57</u>		
38486	5/24/2021	WIL09	WILLDAN FINANCIAL SERVICE	1,750.00	10-47945	WATER SEWER RATE STUDY
D00059	5/3/2021	BIN01	BINDER, SCOTT	125.00	C10415	BOARD MEETING APRIL 7TH
D00059	5/3/2021	COU09	COUCH, DAVID	125.00	C10415	BOARD MEETING APRIL 7TH
D00059	5/3/2021	ORS01	ORSINI, GREGORY	125.00	C10415	BOARD MEETING APRIL 7TH
D00059	5/3/2021	PET01	CLARK-PETERSON, JOELLEN	125.00	C10415	BOARD MEETING APRIL 7TH
			Check Total:	<u>500.00</u>		
				<u>308,774.41</u>		
Total Disbursements, Accounts Payable:				<u>308,774.41</u>		

Payroll Related Disbursements

17361-17374	5/7/2021		Various Employees	9,682.55		Payroll Checks
17375	5/7/2021	CAL12	CalPERS 457 Plan	8,564.17	C10507	RETIREMENT
				662.81	1C10507	PERS 457 LOAN PMT

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
Check Total:				<u>9,226.98</u>		
17376	5/7/2021	DIR01	DIRECT DEPOSIT VENDOR- US	35,972.18	C10507	Direct Deposit
17377	5/7/2021	EMP01	Employment Development	-	C10423	STATE INCOME TAX
				1,550.94	C10507	STATE INCOME TAX
				3.97	1C10423	SDI
				805.15	1C10507	SDI
Check Total:				<u>2,360.06</u>		
17378	5/7/2021	FRA05	FRANCHISE TAX BOARD	200.00	C10507	FRANCHISE TAX BOARD
17379	5/7/2021	HEA01	HEALTHEQUITY, ATTN: CLINT	175.00	C10507	HSA
17380	5/7/2021	HUM29	UMPQUA BANK--PAYROLL DEP.	16.62	C10423	FEDERAL INCOME TAX
				5,333.50	C10507	FEDERAL INCOME TAX
				41.02	1C10423	FICA
				8,358.32	1C10507	FICA
				9.60	2C10423	MEDICARE
				1,954.80	2C10507	MEDICARE
Check Total:				<u>15,713.86</u>		
17381	5/7/2021	ACW01	CB&T/ACWA-JPIA	56,070.41	C10430	MED-DENTAL-EAP INSUR
17382	5/7/2021	PUB01	Public Employees PERS	19,438.15	C10430	PERS PAYROLL REMITTANCE
17383-17385	5/7/2021		Various Employees	2,168.13		Special Payroll
17386-17387	5/15/2021		Various Employees	883.36		Special Payroll
17388-17400	5/24/2021		Various Employees	9,616.72		Payroll Checks
17401	5/24/2021	CAL12	CalPERS 457 Plan	131.02	C10507A	RETIREMENT
				8,201.32	C10524	RETIREMENT
				59.56	1C10507A	RETIREMENT
				662.81	1C10524	PERS 457 LOAN PMT
Check Total:				<u>9,054.71</u>		
17402	5/24/2021	DIR01	DIRECT DEPOSIT VENDOR- US	33,078.46	C10524	Direct Deposit

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
17403	5/24/2021	EMP01	Employment Development	3.96	C10507A	STATE INCOME TAX
				15.88	C10514	STATE INCOME TAX
				1,366.88	C10524	STATE INCOME TAX
				19.65	1C10507A	SDI
				13.04	1C10514	SDI
				763.48	1C10524	SDI
				-	2C10507	STATE INCOME TAX
				8.93	3C10507	SDI
				28.34	4C10507	STATE INCOME TAX
				5.15	5C10507	SDI
			Check Total:	<u>2,225.31</u>		
17404	5/24/2021	FRA05	FRANCHISE TAX BOARD	51.59	C10524	FRANCHISE TAX BOARD
17405	5/24/2021	HEA01	HEALTH EQUITY, ATTN: CLINT	175.00	C10524	HSA
17406	5/24/2021	HUM29	UMPQUA BANK--PAYROLL DEP.	41.37	C10507A	FEDERAL INCOME TAX
				102.37	C10514	FEDERAL INCOME TAX
				4,887.24	C10524	FEDERAL INCOME TAX
				203.08	1C10507A	FICA
				134.76	1C10514	FICA
				7,894.64	1C10524	FICA
				47.50	2C10507A	MEDICARE
				31.52	2C10514	MEDICARE
				1,846.32	2C10524	MEDICARE
				-	3C10507	FEDERAL INCOME TAX
				92.30	4C10507	FICA
				21.58	5C10507	MEDICARE
				94.45	6C10507	FEDERAL INCOME TAX
				53.24	7C10507	FICA
				12.46	8C10507	MEDICARE
			Check Total:	<u>15,462.83</u>		
17407	5/23/2021		Various Employees	4,677.82		Special Payroll
			Total Disbursements, Payroll:	<u>226,233.12</u>		
			Total Check Disbursements:	535,007.53		

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McKinleyville Community Services District

BOARD OF DIRECTORS

July 7, 2021

TYPE OF ITEM: **ACTION**

ITEM: D.4 **Consider Approval of Contract Amendment for GHD to provide Construction Management Services for Microgrid Construction**

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

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

Recommendation:

Staff recommends the Board Review and approve Amendment 3 to the existing professional services contract for GHD to provide Construction Management Services for the MCSD Wastewater System Energy Efficiency & Renewable Energy Microgrid Project in the amount of \$276,596 with a 10% contingency of \$27,659.60, and authorize the General Manger to execute the contract.

Discussion:

At the end of 2018, the District advertised and selected GHD to providing Engineering, Environmental and Grant Management services to assist the District with the design and construction of the Wastewater Management Facility Microgrid project. The Board approved the original contract with GHD at the March 6, 2019 Board Meeting, and the contract was executed in March 2019.

The proposed contract amendment is to provide construction management services as an amendment to the existing agreement, to support the District as Owner's Representative in construction of the MCSD Wastewater System Energy Efficiency and Renewable Energy Microgrid. The amended scope and budget is intended to cover the costs associated with project implementation from District approval of the 100% Design through project closeout. GHD's proposed scope includes on-site observation of project work, contract administration, project documentation for work completed, scheduling and coordination with tie ins to the wastewater treatment facility, support for construction meetings, support for progress pay request review, and start up and testing support including review of the testing plans, testing compliance, and documentation. GHD will also provide project close out services including final project walk through, punch list preparation and compliance review, and compilation of project closeout documents including photos, submittals, inspections, meeting records, final record drawings, and O&M manuals to be developed by the contractor. The detailed scope is included at **Attachment 1** to this Staff Report.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Construction Management services were budgeted for and are include in the State Water Resources Control Board Grant/Loan for this project. The proposed amount of \$276,596 falls within the grant budget.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Scope of Work for GHD CM Services



May 21, 2021

Reference No. 11190380

Mr. Pat Kaspari
 General Manager
 McKinleyville Community Services District
 1656 Sutter Road
 McKinleyville, CA 95519

Re: Contract Addendum for Construction Management for the MCSD Wastewater System Energy Efficiency and Renewable Energy Microgrid Project and summary of future work

Dear Pat:

GHD is providing this scope and budget proposal for construction management services as an amendment to our existing agreement to support the District as Owner's Representative in implementation of the MCSD Wastewater System Energy Efficiency and Renewable Energy Microgrid Project (dated January 30, 2019). The amended scope and budget is intended to cover the costs associated with project implementation from District approval of 100% Design and associated Proposed Change Order (PCO) for construction through project closeout. GHD's proposed scope includes on-site observation of project work, contract administration, project documentation for work completed, scheduling and coordination with tie ins to the wastewater treatment facility, support for construction meetings, support for progress pay request review, and start up and testing support including review of the testing plans, testing compliance, and documentation. GHD will also provide project close out services including final project walk through, punch list preparation and compliance review, and compilation of project closeout documents including photos, submittals, inspections, meeting records, final record drawings, and O&M manuals to be developed by the contractor.

The proposed scope below also includes a task for grant administration support for the State Water Resources Control Board Funding agreement to provide quarterly report updates for required progress reporting, Final Budget Approval (FBA) package development and coordination, and grant closeout support. An additional proposal for post construction support can be provided by GHD as well at a future date as desired by the District once the construction project has been closed out.

The Design-Build contractor team submitted a 100% Design plan set and accompanying PCO for construction costs and time extension associated with changes to the Microgrid project configuration and solar PV array location proposed during the planning and design phases of the project. The District Board is anticipated to consider approval of the final design plans and proposed changes during its regularly scheduled Board meeting, June 3, 2021. Construction activities are anticipated to start within a two-month period of PCO approval (August 2021), with completion of construction activities and commercial operation anticipated by March 2022. GHD will commence this scope of services upon District issuance of the project 100% Design PCO.



SCOPE OF SERVICES

Based on the above understanding of the project design and schedule, GHD will perform the following tasks during the construction phase of the project:

- Task 1 – Construction Management Support
- Task 2 – Grant Administration Support

Task 1 – Construction Management Support

The budget for this task includes supporting the District from the approval of the 100% design until the start of construction, estimated at 2 months. The budget also assumes that construction activities will be substantially completed within six months from construction commencement, with two additional months of testing and commissioning prior to commercial operation, which is based on the draft construction schedule provided by Ameresco on January 1, 2021.

GHD will provide the following construction observation support services:

- Observations and photo documentation of significant construction activities
- Construction observation to document contractor conformance with construction documents and conformance to Code requirements
- Preparation of fieldwork directives as necessary
- Preparation/review of Change Order requests
- Responding to contractor requests for information
- Review and response to contractor submittals
- Inspections and commissioning support associated with the electrical and microgrid equipment
- Review and recommendations to the District of contractor payment requests
- Facilitate construction progress meetings, including development of meeting minutes and agendas
- Preparation of Notice of Completion
- Oversee project close-out documentation, including review and comment on final as-builts prepared by Ameresco, compilation of observation reports and photos, operations and maintenance manuals

GHD will also provide some additional design oversight support during the construction phase for review of the design related to contractor submittals that are anticipated to require additional revision, including the General Information & System Automation (GISA) Manual, Arc Flash, Short Circuit and Coordination Studies Report, and Solar PV/BESS Final Design Plan set that includes PG&E review comments. Project experience during design has shown that the Ameresco Team is new to public contracting and additional support is needed to ensure high quality materials make it to the District for final review and approval. GHD will also continue to act as the lead in communications with the Ameresco Team to push for quality project deliverables and documentation, which will include upcoming submittals, shop drawings, and pay requests.



Deliverables:

- Construction observation documentation including field notes, photographs, field work directives, response to contractor requests for information, change orders, comments on As-Built drawings.
- Meeting agendas in advance of the progress meetings as (1) electronic PDF.
- Meeting notes will be provided to document key decisions as one (1) electronic PDF.
- Payment reviews and recommendations
- Engineering review of proposed GISA Manual including confirmation of District operational preferences and adherence to functional requirements established in the Basis of Design
- Engineering review and support with data confirmation required for contractor completion of the Arc Flash, Short Circuit, and Coordination Studies Report
- Engineering review of final revisions to the 100% Solar PV/BESS Design Plans required by PG&E for integration of the BESS system to the facility
- Project construction close-out documents

Task 2 – Grant Administration Support

The construction phase of the project is anticipated to cover four quarterly reporting periods. This task is to provide progress updates for inclusion in the quarterly reporting. The Final Budget Approval package that includes project cost changes from the 100% Design PCO will be developed and submitted to the State Water Board by GHD on behalf of the District. Final project documents required for grant close-out will be prepared, including the project completion report

Deliverables:

- Quarterly Reports
- Final Budget Approval package for funding agency.
- Grant close-out documents



COMPENSATION

The overall project budget based on the nature of the work and the anticipated project duration is summarized below.

Task	Fee Allowance
Task 1 – Construction Management Support	\$256,596
Task 2 – Grant Administration Support	\$20,000
TOTAL	\$276,596

SCHEDULE

GHD services will be provided on a time and materials as needed basis through completion of construction and project closeout, anticipated in June 2022.

AGREED

McKinleyville Community Services District

GHD Inc.

Pat Kaspari, General Manager, Date

Mark Donovan, Business Group Leader, Date

McKinleyville Community Services District

BOARD OF DIRECTORS

July 7, 2021

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Consider approval of the Memorandum of Understanding (MOU) for Central Avenue Right of Way Landscape Maintenance with Humboldt County Department of Public Works (DPW)**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided, and authorize the Board President to execute the MOU between MCSD and Humboldt County Department of Public Works for the landscape maintenance within the County right of way along Central Avenue.

Discussion:

In June 2016, the Board approved an MOU between MCSD and the Humboldt County Dept. of Public Works for the landscape maintenance within the County right of way along Central Ave. The MOU is to be reviewed and renewed every five years and expires on June 30, 2021. There have been no changes to the existing MOU and the intent is to renew it for the next five years.

The MOU has been submitted to County Public Works for their review and approval by the Board of Supervisors. At this time, no comments have been received from County Staff.

The existing MOU has been previously reviewed and approved by MCSD General Counsel. If County Staff or the Board of Supervisors ends up having any suggested edits, we will bring them back to the MCSD Board and Legal Counsel for review. Anticipating no desired edits by the County, MCSD Staff is seeking Board review and approval to expedite the final overall approval and MOU execution.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

\$10,000 of shared cost will be provided by the County of Humboldt, however, the property owners are assessed for the maintenance of their frontage on Central Avenue, above that amount.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Central Avenue Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING
BETWEEN
McKINLEYVILLE COMMUNITY SERVICES DISTRICT and
THE COUNTY OF HUMBOLDT DEPARTMENT OF PUBLIC WORKS**

**FOR LANDSCAPE MAINTENANCE WITHIN THE COUNTY RIGHT OF WAY ALONG
CENTRAL AVENUE IN McKINLEYVILLE, CA**

This Memorandum of Understanding (MOU) is entered into effective July 7, 2021, by and between the McKinleyville Community Services District, herein referred to as (MCSD), the County of Humboldt Department of Public Works herein referred to as (DPW).

The term of this agreement shall commence on the above date and shall terminate on June 30, 2026.

Purpose and Background:

The purpose of this MOU is to establish MCSD and DPW respective roles, duties and responsibilities that each party hereby agrees to perform and undertake with respect to maintaining and landscaping the Central Avenue Open Space Maintenance Zone (OSMZ), located along Central Avenue, a County right of way.

This cooperation serves the mutual interest of both parties and the public.

The Central Ave OSMZ extends north along Central Avenue, a County right of way, from the intersection of Central Avenue and Anna Sparks Way to the intersection of Central Avenue and 110 feet north of Bates Avenue. Located within the Central Avenue OSMZ are 77 parcels that front Central Avenue. (See Attachment 1 for the site map).

Historically and currently, the maintenance and landscaping of the Central Avenue OSMZ is accomplished through a cooperation of MCSD and DPW.

MCSD and DPW hereby wish to continue this cooperative relationship under the terms and conditions set forth below.

Nothing in this MOU shall alter, amend, or otherwise affect the rights and responsibility of those property owners owning property that fronts Central Avenue within the Central

Avenue OSMZ. Those property owners remain responsible for maintaining the condition of the sidewalk along the linear footage of their respective properties.

Respective Roles, Duties and Responsibilities of MCSD and DPW:

Section A: As to MCSD:

1. MCSD agrees to initiate and complete proceedings pursuant to the Landscape and Lighting Act of 1972 for the levy of a real property assessment for the maintenance and landscaping of the Central Avenue OSMZ.
2. MCSD agrees to coordinate with the Sheriff's Department for the scheduling of Sheriff's Work Alternative Crews ("SWAP"). Under this agreement with the Sheriff's Department the Sheriff's Department agrees to provide to MCSD a SWAP crew on a monthly basis to assist with maintenance and landscaping as set forth more particularly below.
3. MCSD agrees to coordinate with the DPW for the removal of green waste from the Babler Road site. MCSD shall provide the County with at least 2 weeks notice of when assistance is required.
4. MCSD agrees to provide landscape maintenance within the Central Avenue OSMZ, including weeding, pruning, planting, mulching, and trail repair on an as needed basis.
5. MCSD agrees to hang and remove Central Avenue banners twice annually.

Section B: As to the DPW:

1. The DPW agrees to reimburse MCSD up to \$10,000 annually for costs incurred by MCSD to provide landscape maintenance as set forth in Section A above. This reimbursement includes, but is not limited to, landscape materials for the Central Avenue OSMZ, including without limitation, replacement plantings, shrubbery, and trees as required. Funds may also be used to hire private contract labor if SWAP labor is not available.
2. MCSD shall submit periodic invoices to the DPW for payment and the DPW agrees to promptly tender payment to MCSD. The DPW agrees to increase the \$10,000 maximum reimbursement limit annually based upon the Consumer Price Index prepared by the United States Department of Labor, Bureau of Labor

Statistics using the weighted average of Consumer Price Indexes (All Urban Consumers for the State of California) for the period of April of the prior year to April of the current year.

3. The DPW agrees to provide personnel, equipment and dump trucks to haul green waste away from Babler Road upon request from MCSD twice per year. MCSD shall provide the County with at least 2 weeks notice of when assistance is required.
4. The DPW agrees to maintain its Central Avenue right of way and control the issuance of encroachment permits authorizing the removal of trees and shrubs.
5. DPW agrees to provide to MCSD a SWAP crew on a monthly basis, as available, to assist with maintenance and landscaping of the Central Avenue Open Space Maintenance Zone

Section D: MCSD, DPW Further Agree and Acknowledge that:

1. This MOU and the rights, duties, and responsibilities set forth herein are contingent and conditioned upon successful completion of proceedings pursuant to the Landscape and Lighting Act of 1972 for the levy of an assessment and the continued approval of the Central Avenue OSMZ by the affected property owners.
2. This MOU shall remain effective unless and until the Central Avenue OSMZ is dissolved. The County and MCSD acknowledge that MCSD will seek reauthorization to continue the Central Avenue OSMZ every five (5) years from the affected property owners.
3. The General Manager of MCSD, the Director of Public Works of the County agree to review the status of this MOU every five (5) years, within one (1) month of the affected property owners' re-authorizing the Central Avenue OSMZ.
4. This MOU may be revised or modified only with the written consent of both parties.

SIGNATURES

By: _____ Date: _____
Dennis Mayo, Board President
McKinleyville Community Services District

By: _____ Date: _____
Thomas K. Mattson, Director of Public Works
Humboldt County

DRAFT

McKinleyville Community Services District

BOARD OF DIRECTORS

July 7, 2021

TYPE OF ITEM: **ACTION**

ITEM: D.6 **Consider Approval of Agreement Between McKinleyville Union School District and the McKinleyville Community Services District for the Provision of After School Leaders to the 21st Century Community Learning Center After School Program at Dows Prairie Elementary School and Morris Elementary School**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends the Board review the information provide, take public comment, and authorize the Board President to execute the agreement.

Discussion:

In 2018 McKinleyville Union School District (MUSD) received a 21st Century Community Learning Center After School Program grant and took over the administration of after school programming for Dows Prairie and Morris Elementary schools, which had previously been administered by the District's Park & Recreation Department. MUSD entered into a Memorandum of Understanding with the District for the 2018-19 to subcontract with MCS D for the provision of part-time After School Leaders to facilitate the 21st CCLC program activities and has renewed the MOU annually since then. At this time, it is desired to renew the MOU for the 2021-22 school year. The MOU for the 2021-22 school year can be reviewed in **Attachment 1**

The original Memorandum of Understanding (MOU) for the 2018-19 school year was reviewed and approved by District counsel. As this is a renewal MOU with changes only to dates and compensation amounts, this iteration was not submitted for legal review.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

This agreement will be cost neutral. The 2020-21 Agreement allowed all District costs to be recouped as per the compensation formula stated in the MOU.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – MUSD and MCSD Memorandum of Understanding 2021-22

McKinleyville Union School District Agreement with McKinleyville Community Services District
For 21st Century Community Learning Center After School Programs

This Agreement is made and executed on this ___ day of ____ 2021 (the "Effective Date"), by and between McKinleyville Union School District, ("MUSD" or "District") and the McKinleyville Community Services District ("MCSD" or "Contractor").

Recitals

- A. WHEREAS, MUSD provides after school programs for its students known as the 21st Century Community Learning Center program ("CCLC" or "Program"); and
- B. WHEREAS, MCSD is willing to provide staffing for the 21st CCLC program through and in coordination with MCSD's Recreation Division; and
- C. WHEREAS, it is to the mutual benefit of MUSD and MCSD, MUSD students, and the community for MUSD and MCSD to enter into this Agreement to facilitate the provision of services as stated herein; and
- D. WHEREAS, the Program services will be operated at the following location:
(the "Site").

NOW, THEREFORE, MUSD and MCSD hereby agree as follows:

Agreement

1. MUSD Services. MUSD agrees to provide the following services:

- On-site supervision of MCSD staff at the Site during Program hours by either MUSD's Coordinator and/or Site-specific Leader.
- Provide Site-specific training and orientation by MUSD staff to properly train and support MCSD staff.
- Provide adequate supplies and facilities to operate all programming during Program hours.
- Provide adequate training, supplies and supervision to ensure that the student-to-staff ratio will not exceed twenty-to-one (20:1) in compliance with California Education Code Section 8483.4.)

2. MCSD agrees to the following:

A. Qualified Personnel:

Work under this Agreement shall be performed by competent personnel under the supervision of and in the employment of MCSD and in compliance with the 21st Century

Community Learning Center Grant. Contractor will comply with MUSD's reasonable requests regarding assignment of personnel.

B. Criminal Background and Health Screening Checks

- 1) For each MCSD employee assigned by MCSD to work in/at the Program, MCSD, as Contractor, will comply with the criminal background check provisions of California Education Code Section 45125.1. Contractor will conduct criminal background checks through the California Department of Justice (CDOJ), including both CDOJ and Federal Bureau of Investigation (FBI) background checks for all Contractor employees and volunteers assigned to the Program, and will certify that no employee (or volunteer) assigned by MCSD to work at the Program who has been convicted of serious or violent felonies as specified, will have contact with District pupils pursuant to this Agreement.
- 2) Contractor will be responsible for the costs of the criminal background checks.
- 3) Contractor will ensure that all its employees or volunteers assigned to work at the Program whose functions require frequent or prolonged contact with students will complete tuberculosis examination (TB screening) in accordance with California Education Code Section 49406. Contractor shall ensure that all of its employees or volunteers who have a written clearance certification have undergone the foregoing examination at least once every four years if the Contractor is still rendering services to the District.
- 4) Contractor will provide the District with a list of all employees and volunteers who have cleared the criminal background check and required TB screening.

C. Staffing

- 1) Subject to the compensation requirements recited in Section 5, below, Contractor shall provide the Program staff (AKA Recreation Leader) hours for the 180-day school year, for up to 5,850 hours for regular day schedules. As well as provide Program staff for out of school time ELP programs to the extent possible not to exceed 960 hours For all additional required hours, including training or meetings or other required obligations, MCSD will be compensated at \$21.50/hr.
- 2) Contractor must ensure that all MCSD staff members who directly supervise students meet the minimum qualifications for an instructional aide, pursuant to the policies of the District. (California Education Code Section 8483.4.)
- 3) Contractor must comply with the Child Abuse and Neglect Reporting Act (CANRA) guidelines as Mandated Reporters to report suspicions of possible child abuse to the reporting agency as stated in California Penal Code Sections 11164-11174.
- 4) Contractor will participate in technical assistance, training, orientation, monthly meetings, and other support and resource development activities provided by the District, HCOE, Region 1 System of Support for Expanded Learning, CDE and other collaborative partners in conducting program planning, implementation and evaluation. These include required regular meetings with the school principal or principal's designee to ensure collaboration with the school's programs. Subject to the compensation requirements recited in Section 5, below, Contractor understands and agrees to participate in all meetings facilitated by the District to address program

success, areas of concern, contractual issues, and general troubleshooting. (California Education Code 8483.3(c)(4).

- 5) MCSD's staff shall follow the dress code and management standards established by the District/School, regarding personal use of cell phones, headsets, recording/listening devices etc., during Program hours.
- 6) Contractor shall notify District immediately upon receipt of a verbal or written complaint regarding a MCSD employee or volunteer performing services in the Program.

D. Proprietary or Confidential Information

- 1) Contractor understands and agrees that, in connection with this Agreement, the Contractor may have access to proprietary and/or confidential information which may be owned or controlled by the District, the disclosure of which to third parties may be damaging to the District, its employees, students and/or their families. Contractor also understands and agrees that the disclosure of such information may violate state and/or federal law and may subject the Contractor to civil liability. Consequently, Contractor agrees that all information disclosed by the District to the Contractor shall be held in strict confidence and used only in performance of the Agreement, unless law or court order requires disclosure. Contractor shall exercise the same standard of care to protect such information as is used to protect its own proprietary and/or confidential information and in no case less than a reasonable standard of care.
- 2) Contractor shall comply at all times with the requirements of the Family Educational Records Privacy Act ("FERPA") and relevant state law regarding the confidentiality and handling of student records, including, but not limited to California Education Code Sections 49073 and sequential. Contractor shall only access and use confidential student information for the performance of duties on behalf of MUSD under this Agreement upon obtaining prior written parental consent, or other provision of federal and state law permitting access to confidential student information. Contractor shall not use confidential student data for any purpose other than providing services to the District pursuant to this Agreement. Contractor shall not re-disclose confidential student information to any third party without the prior written consent of the District and any such re-disclosure shall be consistent with state and federal law.
- 3) Use of Student Data for Studies. Consistent with state and federal law as detailed in the prior section, Contractor understands and acknowledges that use of student data by Contractor for purposes other than those authorized under this Agreement, such as for Contractor's own research studies or program evaluation, requires prior written approval by the District.

3. Ownership of Results

Any plans, specifications, studies, reports, memoranda, computation sheets, data files and other materials in any form or media prepared by Contractor in connection with services performed under this Agreement shall be the property of and be promptly transmitted to the District.

4. Use of Name; Marketing

Excluding a simple statement or acknowledgement that Contractor has a written agreement with the District, Contractor will not use the name, marks or logos of the

District in any planned advertisement, press release or other planned publicity or marketing materials, in any form or media, without the prior written approval of the District. Notwithstanding the foregoing provisions of this Section, nothing in this Section shall infringe upon the First Amendment rights of either party.

5. Compensation:

As full compensation for all services contemplated by this Agreement, MCSD shall receive the sum of \$125,775 reflecting the following charges and assumptions: \$21.50 shall be paid by MUSD to MCSD for each worker hour provided to the Program by MCSD staff/employees between the months of August 30, 2021 (which at this time will provide three (3) days of training prior to the start of school), through June 17, 2022, for up to 5,850 hours regular day schedules for a total up to \$125,775 (i.e., 5,850 hours multiplied by \$21.50).

For all additional required hours in excess of the 5,850, including any hours required for training or meetings, will be compensated at \$21.50 by MUSD to MCSD for each worker hour provided to the Program by MCSD staff/employees.

If state funding or the length of the school year is reduced due to budget changes or any other reason during the term of this Agreement, the District has the right to unilaterally reduce the number of staff or days worked by MCSD staff/employees, subject to the obligation to pay for all such time provided prior to provision of written notice of the reduction by MUSD to MCSD.

MCSD will invoice the District on a monthly basis based on actual MCSD staff time worked as recited above. The District will pay MCSD within 30 days of the invoice date.

6. Term- of Agreement:

The term of this Agreement shall be from August 4, 2021, through June 17, 2022, inclusive, subject to the provisions of Section 7, the General Provisions.

The District may terminate this Agreement with or without cause by giving thirty (30) calendar days written notice to MCSD. In the event District elects to terminate the Agreement without cause, it shall pay the MCSD for all services satisfactorily rendered up and to expiration of the 30 day notice date.

7. General Provisions.

- a) Assignment/Delegation: Neither party hereto shall assign, sublet or transfer any interest in this Agreement or any duty hereunder without the prior written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.
- b) Status of McKinleyville Community Services District (MCSD): The parties intend that the MCSD, in performing the services herein specified, shall act as an independent contractor and shall have control of the work and the manner in which it is performed.

The MCSD is not to be considered an agent or employee of the District and is not entitled to participate in any pension plans, insurance, bonus or similar benefits the District provides to MUSD employees.

c) Indemnification:

- a. MCSD shall defend, indemnify, and hold harmless District, its officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses, including attorney fees arising out of the performance of the work described herein, to the extent caused in whole or in part as determined by a court of law, by any negligent act or omission of MCSD, its agents or employees, except to the extent caused by the negligence, whether active or passive, of the District, its agents or employees.
- b. District shall defend, indemnify, and hold harmless MCSD, its officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses, including attorney fees arising out of the performance of the work described herein, to the extent caused in whole or in part as determined by a court of law, by any negligent act or omission of the District, its agents or employees, except to the extent caused by the negligence, whether active or passive, of the MCSD, its agents or employees.

d) Amendment: This Agreement may be modified or amended at any time only by the written mutual agreement of the parties.

e) Compliance with all Laws: The parties shall comply with and meet all applicable requirements of federal, state and local law including, but not limited to, the Uniform Building Code, the Education Code, Title 19 and 21 of the California Code of Regulations, and all requirements prescribed by the California Department of General Services.

f) Merger: This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until such modifications in evidenced by a writing signed by both parties.

g) Nondiscrimination: The parties shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

h) Extra (Changed) Work: Only the MUSD Superintendent or designee may authorize extra (and/or changed) work beyond that designated for compensation in Section 5, above.

The parties expressly recognize that District and school personnel are without authorization to either order extra (and/or changed) work or waive contract requirements.

The MCSD waives any and all right or remedy by way of restitution and quantum merit for any and all extra work performed by MCSD without the express and prior written authorization of the Superintendent or designee.

Exceptions: Failure of the MCSD to secure proper authorization for extra work prior to performance will not constitute an automatic waiver of any and all rights to adjustment in the contract price or contract time if there is an emergency in which the MCSD must act for the health and safety of the students in the Program. By way of example, an emergency shall be defined as occurrences such as natural disasters or the threat thereof; acts or threats of terrorism; or, threats to the safety of students by a third party or relation. In such instances, the MCSD and District agree to enter into good faith negotiations for the payment of any extra work.

- i) MCSD's Performance: Without limiting the District's training and supervision obligations recited in this Agreement, District has relied upon the professional ability and training of the MCSD and its Recreation Division as a material inducement to enter into this Agreement. MCSD hereby warrants that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of MCSD's work by District shall not operate as a waiver or release.
- j) Taxes: MCSD agrees to file federal and state tax returns and pay all applicable state and federal taxes, as required, on amounts paid pursuant to this Agreement. In case District is audited for compliance regarding any applicable taxes, MCSD will cooperate with District by providing proof of payment of taxes on those earnings.
- k) Due Performance: Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect with the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such written assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received.
- l) No Third-Party Beneficiaries: There are no intended third-party beneficiaries of this Agreement.
- m) No Waiver of Breach: The waiver by District or MCSD of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.
- n) Insurance: With respect to the performance of work under this Agreement, the MCSD shall maintain and shall require all of its subcontractors to maintain insurance as described below:

- (a) Worker’s compensation insurance with statutory limits as required by the Labor Code of the State of California. Said policy shall be endorsed with the following specific language: “this policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the District.”
- (b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage utilizing an occurrence policy form, in an amount no less than \$1,000,000 combined single limit for each occurrence; \$2,000,000 aggregate. Said insurance shall include, but not be limited to: premises and operations liability, independent contractors’ liability, and personal injury liability.
- (c) Each said comprehensive or commercial general liability policy shall be endorsed with the following specific language:
 - (1) District, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.
 - (2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company’s liability.

In Witness hereof, the parties hereto have executed this Agreement on the day and year first written above.

McKinleyville Union School District

By: _____ Date: _____

Heidi Moore-Guynup, Superintendent

McKinleyville Community Services District

By _____ Date: _____

Board President, Dennis Mayo

ATTEST: _____

April Sousa, Secretary to the Board of Directors

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McKinleyville Community Services District

BOARD OF DIRECTORS

July 7, 2021

TYPE OF ITEM: **ACTION**

ITEM: E.1 **Consider Second Reading and Adoption of Ordinance 2021-05 Adding Section 68.04 to Regulation 68, Latent Powers, of Article VI: Miscellaneous, Addressing Library Powers of the MCSD Rules and Regulations**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the provided material, discuss, take public comment, and conduct the second reading and adoption of Ordinance No. 2021-05 (**Attachment 1**) Adding Section 68.04, by title only.

Discussion:

As the Board may recall, the Latent Powers Committee brought forth a list of recommendations in February of 2021, which the Board directed staff to complete. To date, the Board has completed the recommendations regarding policies on homeless services and clarification regarding the relationship between MCSD and the McKinleyville Municipal Advisory Committee (MMAC). Staff is now prepared to bring the next item forward for consideration. This item is in regard to the latent power of Library Services.

In 1995, MCSD held a special election to ascertain the public's desire for the acquisition of Library Powers. The vote was held and achieved a 78.65% approval. In researching the process since this vote, it was discovered that certain finalizations procedures may not have been followed through to completion by the Local Agency Formation Commission (LAFCo).

MCSD has exercised its authorities of Library Powers since the 1995 vote, which include authorization to acquire sites for, construct, and maintain library buildings, and to cooperate with other governmental agencies for library services. Ordinance No. 2021-05 (**Attachment 1**) further clarifies this acquisition of powers, as confirmed by LAFCo, in accordance with California Government Code section 61106(a).

Ordinance No. 2021-04 added regulation 68: Latent Powers to the Rules and Regulations and became effective May 7, 2021. Ordinance No. 2021-05 amends Rule 68.01 and adds 68.04. These modifications can be seen through the **Attachment 2** – Regulation 68 (Tracked Changes).

The first reading of this Ordinance was conducted at the June 2, 2021 Board meeting.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable. The District currently maintains the McKinleyville Library building at Pierson Park and will continue to do so. No additional expenses or revenues are anticipated to result from this formalization of Library latent powers.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Ordinance No. 2021-05
- Attachment 2 – Regulation 68 (Tracked Changes)

ORDINANCE NO. 2021-05**AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
ADDING SECTION 68.04 TO REGULATION 68, LATENT POWERS OF ARTICLE VI:
MISCELLANEOUS, ADDRESSING LIBRARY POWERS OF THE MCSD RULES AND
REGULATIONS**

WHEREAS, the McKinleyville Community Services District (MCSD) recently discussed and appointed an ad-hoc subcommittee to review the District's Latent Powers; and

WHEREAS, the Latent Powers Committee recommended, later approved by the full MCSD Board, to clarify existing and future Latent Powers of the District; and

WHEREAS, the District wishes to clarify their powers and authorities relating to Library services and operations; and

WHEREAS, in 1995, MCSD held a special election to determine the public's desire for the authorization of Library Powers to acquire sites for, construct and maintain library buildings, and to cooperate with other governmental agencies for library services; and

WHEREAS, the November 7, 1995 election achieved a 78.65% approval; and

WHEREAS, the Local Agency Formation Commission (LAFCo) approved the activation of the latent library authorities enabled in the Government Code subject to a vote of the electorate within MCSD; and

WHEREAS, based upon the successful results of the 1995 election, LAFCo determined in 1995 through their Resolution No. 92-02, approval of the activation of MCSD's Library Powers; and

WHEREAS, while a certificate of completion was not executed after the election, LAFCo has determined that MCSD has complied with subsection (a) of Government Code 61106; and

WHEREAS, MCSD's library powers were in effect prior to Government Code 61002(h) which defines "Latent Power" as services and facilities authorized by Part 3 9commencing with Section 61100) that the Local Agency Formation Commission has determined, pursuant to subdivision (i) of Section 56425, that a district did not provide prior to January 1, 2006; and

WHEREAS, with such compliance may move forward with subsection (b) of Government Code 61106, ordering the exercising of latent library powers.

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

Rule 68:01: Introduction – is revised to include Library powers in the current list of services provided.

Rule 68:04: Library Powers and Authorization, is added to Regulation 68, Latent Powers, of Article VI of the District's adopted Rules and Regulations to read as follows:

Rule 68.04: LIBRARY POWERS AND AUTHORIZATION

In accordance with California Government Code section 61106(a), McKinleyville CSD has fulfilled the requirements for the approval to exercise the latent power of Library services to the community of McKinleyville. These powers, voted on by 78.65% approval at the November 7, 1995 General Election, includes the authorization to acquire sites for, construct and maintain library buildings, and to cooperate with other governmental agencies for library services.

MCSD has assumed these latent library powers since this election. The McKinleyville Library, as constructed in 1997, is maintained by McKinleyville CSD staff. McKinleyville CSD works in partnership with Humboldt County to provide library services to the community of McKinleyville.

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

Introduced at a regular meeting of the Board of Directors held on June 2, 2021 and passed and adopted by the Board of Directors on _____, upon the motion of Director _____ and seconded by Director _____ and by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Dennis Mayo, Board President

April Sousa, CMC, Board Secretary

Where the service is expected to cost more than \$5,000 staff shall secure informal proposals from firms known to have the required expertise. Where the service is expected to cost less than \$5,000 staff shall negotiate an agreement with the apparent best qualified consultant.

REGULATION 68 – LATENT POWERS

Rule 68.01: INTRODUCTION – This regulation will detail and clarify the Latent Powers of the District. The State of California Government Code, Title 6, Division 3, Part 3, Chapter 1, Section 61100, states “within its boundaries, a district may do any of the following:” and then lists in its subsections various latent powers. As detailed in the 2009 adopted Municipal Service Review (MSR) prepared by the Humboldt County Local Agency Formation Commission (LAFCo), the District currently provides the following services:

- Water,
- Wastewater,
- Parks and Recreation,
- Street Lighting,
- Open Space, and
- Stormwater Detention Basins
- Library

Rule 68.02: EXERCISING LATENT POWERS – The process for activation of latent powers per the Cortese-Knox-Hertzber Act consists of the following steps:

1. Government Code Section 61106(a) If a Board of Directors desires to exercise a latent power, the district shall first receive the approval of the local agency formation commission, pursuant to Article 1.5 (commencing with Section 56824.10) of Chapter 5 of Part 3 of Division 3.
2. Government code Section 61106(b) After receiving approval of the Local Agency Formation Commission, the Board of Directors may, by ordinance, order the exercise of that power.
3. Latent powers activation does not require an election unless sufficient written protest during the protest hearing process was received.
4. A certificate of completion should be recorded to certify the exercise of new and/or different functions.

Rule 68.03: SERVICES FOR THOSE EXPERIENCING HOMELESSNESS –

The Board and Staff of McKinleyville CSD are sensitive to the impact homelessness has on our community. As a California Special District, McKinleyville community Services District has specific authorities. With that in mind, MCSD has no authority or funding to serve those experiencing homelessness in our community. To address unmet needs in McKinleyville, MCSD can offer facilities to third parties to serve those experiencing homelessness in the community. This includes, but is not limited to, Parks, buildings, and undeveloped property owned by MCSD. The process for accessing an agreement with MCSD can be found in Article IV, Regulation 45: Permits, Fees and Deposits, of

the MCSD Rules and Regulations. Any third party interested in utilizing MCSD facilities for the care, support, or locating the homeless population will be required to apply for a permit consistent with these rules and regulations. Any request for these services will be reviewed on a case-by-case basis and will require action by the MCSD Board of Directors. A facility use agreement that lays out specifics, including cost and term, will be required, and must be approved by the Board in an open, public meeting.

Rule 68.04: LIBRARY POWERS AND AUTHORIZATION

In accordance with California Government Code section 61106(a), McKinleyville CSD has fulfilled the requirements for the approval to exercise the latent power of Library services to the community of McKinleyville. These powers, voted on by 78.65% approval at the November 7, 1995 General Election, includes the authorization to acquire sites for, construct and maintain library buildings, and to cooperate with other governmental agencies for library services.

MCSD has assumed these latent library powers since this election. The McKinleyville Library, as constructed in 1997, is maintained by McKinleyville CSD staff. McKinleyville CSD works in partnership with Humboldt County to provide library services to the community of McKinleyville.

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McKinleyville Community Services District

BOARD OF DIRECTORS

July 7, 2021

TYPE OF ITEM: **ACTION**

ITEM: E.2 **Consider First Reading of Ordinance No. 2021-06 Adding Article VII: Water Conservation Establishing Rules and Regulations for Rationing Water During a Water Shortage Emergency and Establishing Penalties for Violations**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the provided material and presentation, take public comment, and approve a first reading of Ordinance No. 2021-06, by title only.

Discussion:

Water shortage contingency plans (WSCP) have been required as part of the water contingency analysis specified by the California Water Code 10632 since the early 1980s for urban water suppliers. The McKinleyville Community Services District is in the process of updating their existing WSCP, which is also a part of the Urban Water Management Plan (UWMP), in accordance with the California Water Code and California Urban Water Management Planning Act of 1983 (AB 797), including amendments made per the Water Conservation Bill of 2009 (SBX7-7). The overall intent of the WSCP and UWMP are to provide a framework for long term water planning and to inform the public of long-term resource planning that ensures adequate water supplies for existing and future demands. The goal of developing a WSCP is to prepare in advance a response for various water shortage conditions. These shortages could be caused by droughts or other natural forces, system interruptions or failures, chronic maintenance deferral, dropping groundwater levels, or regulatory action.

The MCSD Water Continency Plan has been previously an ordinance that was not codified within the MCSD Rules and Regulation. This "Ordinance 10" was originally adopted in 1977, amended by Ordinance 11 shortly after and then amended again in 2015 through resolution.

At this time, it is recommended to codify the District's WSCP requirements into the MCSD Rules and Regulations and incorporate current required updates to the WSCP at the same time.

Ordinance 2021-06 (**Attachment 1**) adds Article VII to the District Rules & Regulations to address Water Conservation, and includes the Water Contingency Plan, and will have room for the addition of rules in the future if needed.

Exhibit A to the Ordinance (**Attachment 1.a**) is Article VII in its entirety.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Ordinance No. 2021-06
- Attachment 1.a – Exhibit A to Ordinance No. 2021-06
- Attachment 2 - Water Shortage Plan Presentation Slides

ORDINANCE NO. 2021-06
AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
ADDING ARTICLE VII: WATER CONSERVATION ESTABLISHING RULES AND
REGULATIONS FOR RATIONING WATER DURING A WATER SHORTAGE
EMERGENCY AND ESTABLISHING PENALTIES FOR VIOLATIONS THEREOF

WHEREAS, Article X, Section 2 of the California Constitution declares that waters of the State are to be put to beneficial use, that waste, unreasonable use, or unreasonable method of use of water be prevented, and that water be conserved for the public welfare; and

WHEREAS, conservation of current water supplies and minimization of the effects of water supply shortages that are the result of drought are essential to the public health, safety and welfare; and

WHEREAS, regulation of the day or time of certain water use, manner of certain water use, design of rates, method of application of water for certain uses, installation and use of water-saving devices, provide an effective and immediately available means of conserving water; and

WHEREAS, California Government Code section 61100, subdivision (a) incorporates Water Code sections 71000 et seq., including section 71640, into the Community Service District Law; and

WHEREAS, California Water Code section 71610.5 authorizes the District to undertake a water conservation program to reduce water use and may require, as a condition of new service, that reasonable water-saving devices and water reclamation devices be installed to reduce water use; and

WHEREAS, pursuant to Water Code section 71640, municipal water districts may restrict the use of district water during a drought emergency or other water shortage condition and may prohibit the wastage of district water or the nonessential use of district water during such periods for any purpose other than household uses or other restricted uses as the District determines to be necessary; and

WHEREAS, pursuant to Water Code section 71641 and Government Code section 6061, the District must publish in a newspaper of general circulation any ordinance setting forth the restrictions, prohibitions, and exclusions determined to be necessary under Water Code section 71640 within 10 days after its adoption, even though the ordinance is effective upon adoption; and

WHEREAS, Water Code section 71644 establishes that, from the publication of an ordinance pursuant to section 71641 until the repeal of the ordinance or end of the emergency, it is a misdemeanor punishable by up to 30 days in county jail and/or a fine

of up to \$600 for any person to use or apply water from the District contrary to or in violation of any restriction or prohibition; and

WHEREAS, the adoption and enforcement of a comprehensive water conservation program will allow the District to delay or avoid implementing measures such as water rationing or more restrictive water use regulations pursuant to a declared water shortage emergency as authorized by California Water Code sections 350 et seq.; and

WHEREAS, the District has previously adopted a comprehensive water conservation program in 1977 through Ordinance 10, amended with Ordinance 11 also in 1977, and further amended in 2015 through Resolution 2015-09; and

WHEREAS, the District desires to incorporate and codify this water conservation program within its Rules and Regulations with necessary updates.

NOW THEREFORE, the Board of Directors of the McKinleyville Community Services District does hereby ordain the following:

Section 1. ARTICLE VII: WATER CONSERVATION is added to the MCSD Rules and Regulations as attached in Exhibit A.

Section 2. Definitions. For the purpose of this Ordinance the following terms, phrases, words, and their derivations shall have the meaning given herein and if not already within the Rules and Regulations Definitions found in Rule 1 shall be added. The word "shall" is always mandatory and not merely directory.

- a) **"District"** is McKinleyville Community Services District.
- b) **"Board of Directors"** is the elected Board of Directors of the McKinleyville Community Services District.
- c) **"Customer"** is any person using water supplied by the McKinleyville Community Services District.
- d) **"Manager"** is the General Manager of the McKinleyville Community Services District.
- e) **"Person"** is any person, firm, partnership, association, corporation, company, or organization of any kind.
- f) **"Water"** is water from the McKinleyville Community Services District.
- g) **"Outdoor surface"** is any patio, porch, veranda, driveway, or sidewalk.

Section 3. Publication. Within ten (10) days of adoption, the District will publish in a newspaper of general circulation this ordinance setting forth the restrictions, prohibitions, and exclusions determined by the District to be necessary.

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

Introduced at a regular meeting of the Board of Directors held on July 7, 2021 and passed and adopted by the Board of Directors on _____, upon the motion of Director _____ and seconded by Director _____ and by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Dennis Mayo, Board President

April Sousa, CMC, Board Secretary

Exhibit A

Article VII: Water Conservation

Regulation 80 – Water Shortage Contingency Plan

Rule 80.01 – Introduction

This regulation details the provisions of the Water Shortage Contingency Plan (WSCP). The rules and regulations of this plan were originally adopted in 1977 through Ordinance 10, and subsequently were amended through Ordinance 11 in 1977 and Resolution 2015-09 in 2015. Prior to 2021, these rules and regulations were stand alone. In 2021, the rules and regulations for the WSCP were codified.

Rule 80.02 – Declaration of Water Shortage Emergency

The provisions of the WSCP shall take effect upon a declaration of a water shortage made by a resolution of the McKinleyville Community Services District (MCSD) Board of Directors (the Board). Recommendation for the implementation of the WSCP shall be brought to the Board of Directors whenever the District General Manager, upon engineering analysis of District water supplies, information received from the wholesale water provider, Humboldt Bay Municipal Water District (HBMWD), or due to regulatory requirements, notices, or orders, finds and determines that a water shortage emergency exists or is imminent within the MCSD water service area and a declaration of a water shortage is made by a resolution of the MCSD Board of Directors, and they shall remain in effect for the duration of the water shortage set forth in the resolution.

Stage	Demand Reduction Goals
Stage 1 – Voluntary Consideration	Up to 10%
Stage 2 – Voluntary Conservation	Up to 20%
Stage 3 – Mandatory Conservation	Up to 30%
Stage 4 – Emergency Water Shortage	Up to 40%
Stage 5 – Emergency Mandatory Rationing	Up to 50%
Stage 6 – Critical Water Shortage Emergency Rationing	Greater than 50%

Rule 80.03 - Application

The provisions of this Regulation shall apply to all customers using water both in and outside the McKinleyville Community Services District, regardless of whether any customer using water shall have a contract for water service with the McKinleyville Community Services District.

Rule 80.04 - Determination of Stage of Action Necessary

This Regulation is to be implemented during times of declared water shortages or declared water shortage emergencies. It establishes six stages of response actions to be implemented in times of shortage, as set forth in Rule 80.07: Water Shortage Contingency Plan Shortage Stages, with increasing restrictions on water use in

response to worsening drought conditions or decreasing available supplies. The MCSD Board of Directors, upon recommendation by the Manager, shall determine and declare by resolution the stage of response action necessary. Notice of such determination shall be published in a newspaper of general circulation and shall be effective within five (5) days from the date the declaration is made.

Rule 80.05 – Waste of Water Prohibited

No water furnished by the District shall be wasted. Waste of water includes, but is not limited to, the following:

- a) Permitting water to escape (run to waste) down a gutter, ditch, or surface drain.
- b) Failure to repair a controllable leak of water.
- c) Failure to put to reasonable beneficial use any water withdrawn from the District's system.

Rule 80.06 – Prohibition of Non-Essential Use of Water

No water furnished by the District shall be used for any purpose declared to be non-essential by this Regulation for the following stages of action as determined by the Board of Directors after considering specific triggers consistent with the Water Shortage Contingency Plan for the MCSD Service Area.

Rule 80.07 – Water Shortage Contingency Plan Shortage Stages

Six standard water shortage stages corresponding to progressive ranges of up to 10, 20, 30, 40 and 50 percent and greater than 50 percent reduction in use.

Stage 1	Voluntary Consideration	Up to 10% Reduction
Achieve up to 10% reduction in water usage compared to the corresponding billing period in the previous calendar year (prior to declaration of the most recent water shortage emergency) by encouraging voluntary consideration, enforcement of water wasting regulations and water conservation regulations, requesting customers to make conscious efforts to conserve water. Voluntary actions include:		
<ul style="list-style-type: none"> • Water conservation is requested of all customers. 		
<ul style="list-style-type: none"> • Use water efficient indoor devices. 		
<ul style="list-style-type: none"> • Installation of low-flow shower heads, low-flush toilets, and faucet aerators. 		

Stage 2	Voluntary Conservation	Up to 20% Reduction
Achieve up to 20% reduction in water usage by encouraging voluntary conservation, request restaurants to serve water only upon request, encourage private sector to use alternate source and encourage night irrigation. Additional voluntary actions include:		
<ul style="list-style-type: none"> • Use of hose-end shutoff nozzles on all garden and utility hoses. 		
<ul style="list-style-type: none"> • Refrain from washing cars, boats, trailers, or other vehicles except by hose with shutoff nozzle and bucket. 		
<ul style="list-style-type: none"> • Promptly repair all leaks in plumbing fixtures, water lines, and sprinkler systems. 		

Stage 3	Mandatory Conservation	Up to 30% Reduction
From and after the date that the Board of Directors, by resolution, determines that Stage 3, Mandatory Conservation actions are to be implemented, in addition to the voluntary action in prior Stages, the following uses are declared to be non-essential:		
<ul style="list-style-type: none"> • Outdoor irrigation of ornamental landscapes or turf with potable water is only allowed on Sundays, Tuesdays, Thursdays, and Saturdays. 		
<ul style="list-style-type: none"> • Application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures. 		
<ul style="list-style-type: none"> • Use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculation system. 		
<ul style="list-style-type: none"> • The use of a hose that dispenses potable water to wash a motor vehicle or for any other purpose, except where the hose is fitted with a shutoff nozzle or device attached to it that causes it to cease dispensing water immediately when not in use. 		
<ul style="list-style-type: none"> • Washing sidewalks, driveways, parking areas, tennis courts, patios, or other exterior paved areas except by public agency for the purpose of public safety. 		

Stage 4	Emergency Water Shortage	Up to 40% Reduction
From and after the date that the Board of Directors, by resolution, determines that Stage 4, Emergency Water Shortage actions are to be implemented, in addition to the actions in prior Stages, the following uses are declared to be non-essential:		
<ul style="list-style-type: none"> • Watering any portion of a golf course other than the tees and greens except where private well or recycled water supply is used. 		
<ul style="list-style-type: none"> • Fire hydrant water unless authorized by the District, except by fire protection agencies for fire suppression purposes, or for other authorized uses including storm drain maintenance, and street sweeping purposes. Water/sewer flushing, and fire flow testing are authorized only if coordinated and performed at the same time. 		
<ul style="list-style-type: none"> • Promptly repair all leaks in plumbing fixtures, water lines, and sprinkler systems. 		

Stage 5	Emergency Mandatory Rationing	Up to 50% Reduction
From and after the date that the Board of Directors, by resolution, determines that Stage 5, Emergency Mandatory Rationing actions are to be implemented, in addition to the actions in prior Stages, the following uses are declared to be non-essential:		
<ul style="list-style-type: none"> • Outdoor irrigation is prohibited unless total water use is reduced by 50% from the same billing period from the previous calendar year (prior to declaration of the most recent water shortage emergency). 		
<ul style="list-style-type: none"> • Any leaks that are not repaired within 24 hours after discovery will result in water shut-off. 		
<ul style="list-style-type: none"> • Operating a hotel, motel, or other commercial lodging establishment without offering patrons the option to forego the daily laundering of towels, sheets, and linens. 		
<ul style="list-style-type: none"> • Planting any new landscaping, except for designated drought resistant landscaping approved by the District. 		
<ul style="list-style-type: none"> • Watering any residential lawn, or any commercial or industrial area lawn maintained for aesthetic purposes, at any time of the day or night during the period of March 1 through September 30, when a Stage 5 is in progress. 		
<ul style="list-style-type: none"> • Use of water for any outdoor washing purpose including commercial car washing, window washing, and paint preparation. 		
<ul style="list-style-type: none"> • Washing of cars, boats, trailers, or other vehicles. 		
<ul style="list-style-type: none"> • Automated commercial car washes without a water recycling system. 		
<ul style="list-style-type: none"> • Street cleaning or dust control with potable water. 		

<ul style="list-style-type: none"> • Filling or to top off any swimming pools, outdoor spas, wading pools, and ornamental water features.
<ul style="list-style-type: none"> • Use of water from a fire hydrant except for fighting fires and human consumption.

Stage 6	Critical Water Shortage Emergency Rationing	> 50% Reduction
<p>From and after the date that the Board of Directors, by resolution, determines that Stage 6, Critical Water Shortage Emergency Rationing actions are to be implemented, in addition to the voluntary action in prior Stages, the following uses are declared to be non-essential:</p>		
<ul style="list-style-type: none"> • Agricultural irrigation. 		
<ul style="list-style-type: none"> • Outdoor irrigation. 		
<ul style="list-style-type: none"> • Any leaks that are not repaired immediately will result in water shut-off. 		
<ul style="list-style-type: none"> • Bulk water sales. 		

Rule 80.08. Enforcement

The General Manager and all employees of the McKinleyville Community Services District have the duty and are authorized to enforce the provisions of this Ordinance and shall have all the powers and authority contained in California Penal Code Section 836.5, including the power to issue written Notice of Violations and Administrative Citations.

MCSD has a variety of remedies to help ensure compliance. These remedies begin with education regarding the restrictions and information about resources available from MCSD to assist in complying with regulations. The remedies also include an escalating series of actions, including:

1. Notice of Violation.
2. Administrative Citations up to \$500
3. Referral to MCSD’s Legal Counsel for civil or criminal prosecution.
4. Shut off-of water service.

(a) **Notice of Violation.** If any person fails or refuses to comply with this Ordinance, the MCSD General Manager shall provide that person with written notice of the violation and an opportunity to correct the violation. The written notice shall:

1. Be posted or presented at the site of the noncompliance;
2. State the time, date, and place of violation;
3. State a general description of the violation;
4. State the means to correct the violation;
5. State a date by which correction is required [period for compliance will be shortened depending on applicable water supply shortage level];
6. State the possible consequences of failing to correct the violation; and,

7. Include appeal and hearing rights and procedures.
8. A copy of the written notice shall be mailed to the address of the violation, to the party who is billed for the water, or to the owner of the property, as appropriate.

(b) **Administrative Citations.** Failure to correct the Notice of Violation within the time specified in the written notice will result in one or more of the following actions after providing appropriate due process:

1. Any penalties, surcharges or increased charges incurred by MCSD for excessive use by customers shall be passed on to the customers causing the excessive use of water.
2. Impose an Administrative Citation of not more than one hundred dollars (\$100) for a first violation, two hundred dollars (\$200) for a second violation, and five hundred dollars (\$500) for each additional violation occurring within the calendar year.
3. Place a flow restricting device on the meter. Payment of MCSD's charges for installing and/or removing any flow restricting device and for disconnecting and/or reconnecting service is the responsibility of the customer.
4. Each day that a violation occurs is a separate offence.

(c) **Administrative Hearing.** Any person wishing to appeal a Notice of Violation or Administrative Citation, shall, within fifteen (15) days of receipt thereof; file a written request for an administrative hearing with the MCSD Board of Directors. A hearing on the matter shall be held before the MCSD Board of Directors during the next available Board meeting. The decision to terminate water service is not taken lightly and will occur when all other enforcement measures have not been effective. MCSD will consider all the following as part of its decision regarding appropriate remedies to employ and on whether to grant an appeal:

- Drought Response Level in effect.
- Prior enforcement remedies applied.
- Public health and safety.
- Amount of water being used in violation.
- Impact of the violation

(d) **Final Decision.** The appeal decision by the MCSD Board of Directors shall detail the final penalties or surcharges up to and including termination of water service. If the original Notice of Violation recommended the termination of water service, it shall be at the General Managers discretion on whether water service is terminated while the appeal is waiting to be heard by the Board. The General Manager shall use the above criteria to arrive at their decision.

The Final Decision of the hearing shall be issued within (30) days of the conclusion

of the hearing and shall be delivered by first class mail, postage paid, to the parties.

Rule 80.09. Variances

Applications for a variance from the provisions of this Ordinance may be made to the General Manager. The General Manager may grant a variance to permit a use of water otherwise prohibited by this ordinance if the General Manager determines that the variance is reasonably necessary to protect the public health and safety and/or economic viability of commercial operation. Any decision of the General Manager under this section may be appealed to the MCSD Board of Directors.




McKinleyville
COMMUNITY SERVICES DISTRICT

McKinleyville Community Services District

2020 Water Shortage Contingency Plan

Updates, Revisions, and New Requirements for the 2020 Urban Water Management Plan
July 7, 2021


1



Background

- The McKinleyville Community Services District Water Shortage Contingency Plan (WSCP) is a strategic planning document designed to prepare for and respond to water shortages.
- California Water Code (CWC) Section 10632, requires that every urban water supplier shall prepare and adopt a WSCP as part of its Urban Water Management Plan.
- The WSCP establishes water use restrictions and prohibitions to be implemented during times of declared water shortages or declared water shortage emergencies

2



New Requirements for 2020 WSCP

- Conduct a water supply reliability analysis.
- Establish procedures for conducting an annual water supply and demand assessment. Assessments are required to be submitted to DWR each year by July 1.
- Six standard water shortage levels (instead of four) with appropriate water shortage response actions for each level.
- Communication protocols and procedures to inform the public, and government entities.
- Monitoring and reporting procedures to assure customer compliance and to respond to any state reporting requirements.

3



Water Supply Reliability Analysis & Annual Water Supply and Demand Assessment

- Urban water suppliers must now prepare and submit an Annual Water Supply and Demand Assessment to Department of Water Resources by July 1st each year.
- MCSDD's water demands are a function of residential and commercial customer usages.
 - Billing records and reports will be utilized to evaluate and report demands
- The daily allocation to MCSDD form HBMWD is 2.6 MGD
- The Average Daily Demand for MCSDD water system is 1.42 MGD
- The Maximum Daily Demand for the MCSDD water system is 2.52 MGD



4



Six Standard Water Shortage Levels

Stage	Demand Reduction Goals
Stage 1 - Voluntary Consideration	Up to 10%
Stage 2 - Voluntary Conservation	Up to 20%
Stage 3 - Mandatory Conservation	Up to 30%
Stage 4 - Emergency Water Shortage	Up to 40%
Stage 5 - Emergency Mandatory Rationing	Up to 50%
Stage 6 - Critical Water Shortage Emergency Rationing	≥ 50%

5

Stage 1 Voluntary Consideration 10% Reduction



Water shortage voluntary water consideration is requested of all customers including the specific voluntary measures below:

- Water conservation is requested of all customers.
- Use water efficient indoor devices.
- Installation of low-flow shower heads, low-flush toilets, and faucet aerators.
- Request reduction in outdoor irrigation of ornamental landscapes.

6

Stage 2 Voluntary Conservation 20% Reduction



Water shortage voluntary conservation is in place. Water uses indicated below are nonessential and are requested to be implemented:

- Request the use of hose-end shutoff nozzles on all garden and utility hoses.
- Refrain from washing cars, boats, trailers, or other vehicles except by hose with shutoff nozzle and bucket.
- Promptly repair all leaks in plumbing fixtures, water lines, and sprinkler systems.
- Request reduction in outdoor irrigation of ornamental landscapes.

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Stage 3 Mandatory Conservation 30% Reduction



Water shortage mandatory conservation. In addition to the restricted water uses in earlier stages, water uses indicated below are nonessential and are prohibited:

- Outdoor irrigation of ornamental landscapes or turf with potable water is only allowed on Sundays, Tuesdays, Thursdays, and Saturdays.
- Application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures.
- Use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculation system.
- The use of a hose that dispenses potable water to wash a motor vehicle or for any other purpose, except where the hose is fitted with a shutoff nozzle or device attached to it that causes it to cease dispensing water immediately when not in use.
- Washing sidewalks, driveways, parking areas, tennis courts, patios or other exterior paved areas except by public agency for the purpose of public safety.

8

Stage 4 Emergency Water Shortage 40% Reduction



Emergency water shortage. In addition to the restricted water uses in earlier stages, water uses indicated below are nonessential and are prohibited:

- Watering any portion of a golf course other than the tees and greens except where private well or recycled water supply is used.
- Fire hydrant water unless authorized by the District, except by fire protection agencies for fire suppression purposes, or for other authorized uses including storm drain maintenance, and street sweeping purposes. Water/sewer flushing, and fire flow testing are authorized only if coordinated and performed at the same time.
- Require the repair of leaks in plumbing fixtures, water lines, and sprinkler systems. Excessive leaks that are not repaired may result in water service being discontinued.

9

Stage 5 Water Shortage Emergency Mandatory Rationing 50% Reduction

Water shortage emergency mandatory rationing. In addition to the restricted water uses in earlier stages, water uses indicated below are nonessential and are prohibited:

- Outdoor irrigation is prohibited unless the total water use is reduced by 50% from the same billing period from the previous calendar year (prior to declaration of the most recent water shortage emergency).
- Any leaks that are not repaired within 24 hours after discovery.
- Operating a hotel, motel, or other commercial lodging establishment without offering patrons the option to forego the daily laundering of towels, sheets, and linens.
- Planting any new landscaping, except for designated drought resistant landscaping approved by the District.
- Watering any residential lawn, or any commercial or industrial area lawn maintained for aesthetic purposes, at any time of the day or night during the period of March 1, through September 30, when a stage 5 is in progress.
- Use of water for any outdoor washing purpose including commercial car washing, window washing, and paint preparation.
- Washing of cars, boats, trailers, or other vehicles.
- Automated commercial car washes without a water recycling system.
- Street cleaning and dust control with potable water.
- Filling or top off of any swimming pools, outdoor spas, wading pools, and ornamental water features.
- Use of water from a fire hydrant except for fighting fires and human consumption.



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Stage 6 Critical Water Shortage Emergency Rationing > 50% Reduction

Critical water shortage emergency rationing. In addition to the restricted water uses in earlier stages, water uses indicated below are nonessential and are prohibited:

- Agricultural Irrigation.
- Outdoor Irrigation.
- Any leaks that are not repaired immediately.
- Bulk water sales.
- Use of water from a fire hydrant except for fighting fires and human consumption.



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Communication Protocols

Ways MCSD will communicate to the public, and local, regional, and state governments.

- Mail Stuffers
- Social Media Posts
- MCSD Website
- Phone Calls and E-mails
- Interactive Voice Response
- Media and News Outlets



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Other New Requirements



Drinking Water Emergency Response Plan

- Pursuant to the requirements of the recently enacted America's Water Infrastructure Act of 2018, MCSD's Drinking Water Emergency Response Plan outlines procedures for response to emergencies caused by natural hazards, malevolent acts, or other unavoidable circumstances.

Seismic Risk Assessment

- Beginning January 2020, CWC Section 10632.5 mandates urban water suppliers to include in their UWMPs a seismic risk assessment and mitigation plan to assess the vulnerability of each of the various facilities of a water system and mitigate those vulnerabilities. *The Humboldt County Operational Area Hazard Mitigation Plan, McKinleyville Community Services District 2019.*

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Fiscal Consequences

Revenue	FY 2019-2020	20% Volumetric Reduction	30% Volumetric Reduction	40% Volumetric Reduction	50% Volumetric Reduction	≥ 50% Volumetric Reduction
Water Sales	\$1,600,740	\$1,020,094	\$1,115,313	\$1,200,448	\$1,825,378	\$1,825,378
Other Revenue	\$540,954	\$112,763	\$88,688	\$64,570	\$70,477	\$70,447
TOTAL Annual Revenue	\$2,141,694	\$1,132,857	\$1,203,999	\$1,265,018	\$1,895,855	\$1,895,825

Expenses	FY 2019-2020	20% Volumetric Reduction	30% Volumetric Reduction	40% Volumetric Reduction	50% Volumetric Reduction
Fixed Expenses (T&D, Admin)	1,057,082	1,057,082	1,057,082	1,057,082	1,057,082
Cost of Water	1,053,103	874,462	765,173	655,883	546,593
Other Expenses	429,420	351,532	307,381	263,144	219,701
CF Revenue	793,000	793,000	793,000	793,000	793,000
TOTAL Annual Expense	\$2,959,005	\$2,996,077	\$2,929,636	\$2,685,309	\$2,532,276

Excess	\$482,113	20% Volumetric Reduction	30% Volumetric Reduction	40% Volumetric Reduction	50% Volumetric Reduction
Anticipated Short Fall 12-Months		\$8,423	147,334	136,845	246,757
Anticipated Short Fall 6-Months		40,711	73,817	\$8,423	123,028
Anticipated Short Fall 3-Months		24,006	36,308	40,711	61,514



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Any Questions

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McKinleyville Community Services District

BOARD OF DIRECTORS

July 7, 2021

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Consider Appointment of Applicant Phil Heidrick for Vacant Position on the Park And Recreation Committee (PARC)**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board consider the information provided, air questions, take public comment and vote on the appointment of Phil Heidrick to the Parks And Recreation Committee (PARC) for a four (4) year term as a regular voting member.

Discussion:

It is the duty of the Board of Directors to vet and select the most qualified candidates to become members of the PARC. The Board of Directors is obligated to interview all candidates, discuss the candidates' qualifications, and select most qualified candidates to serve on the committee by majority vote.

There are currently two (2) regular openings, one (1) student opening and two (2) alternate openings on the PARC. Staff has posted sufficient notice through local media and at District facilities of the vacancies for the PARC.

Mr. Phil Heidrick submitted an application (**Attachment 1**) June 3, 2021. Mr. Heidrick is a 30 year McKinleyville resident and a 23 year employee for the California Conservation Corps. He has been a volunteer coach for the Parks & Recreation Dept. in past years and has extensive knowledge and experience in land management practices.

Mr. Heidrick attended the PARC meeting on June 17th and met the current committee members, many of whom already knew him. At the June 17, 2021 PARC meeting the committee voted unanimously to recommend that the MCSD Board of Directors appoint Mr. Heidrick to the PARC.

Alternatives:

Staff analysis consists of the following potential alternative: Do not appoint Phil Heidrick to the PARC and continue soliciting applications for vacant seats.

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Application to PARC- Phil Heidrick



McKinleyville Community Services District Parks and Recreation Committee (PARC) Application

Name Philip Heidrick Date 6/3/2021

Home Phone (707) 616-6747 Cell Phone (707) 616-6747

Mailing Address 1920 Acacia Court McKinleyville, CA 95519

Permanent Address 1920 Acacia Court McKinleyville, CA 95519

Email Address phil.heidrick@gmail.com

Areas of Experience and Qualifications

What knowledge, skills and experience will you bring to the Parks & Recreation Committee? (You may attach a resume or additional page if necessary).

I have been a resident of McKinleyville for 30 years. I have been employed with the California Conservation Corps in Humboldt County for the past 23 years. I have extensive knowledge in managing public lands, building and maintaining hiking trails, managing invasive plants, supervising employees, and working as part of a management board making group decisions.

Can you commit to 2-4 hours of volunteer time per month? YES NO

Please describe why you want to participate as a member of the Parks and Recreation Committee.

As a 30 year resident of McKinleyville and raising two children here I have been very active as a coach for Parks and Rec as well as helping Parks and Red professionally through a partnership with the California Conservation Corps. I have an extensive knowledge of the resources available and the need of the community. I love McKinleyville and I want to give back to my community.

McKinleyville Community Services District

BOARD OF DIRECTORS

July 7, 2021

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.4 **Reserves Policy – Calculations and Funding**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review the information provided, discuss, and take public comment on the finalized Reserve Policy.

Discussion:

The Reserve Policy was approved at the January 2021 Board meeting, and a request was made to return the policy with a worksheet showing the status and placement of the various reserves. That worksheet was incorporated into the policy and is shown in Attachment 1.

The Working Capital reserves are listed first. These funds are held in the Money Market account associated with the District's checking account. Funds should be sufficient to cover compensated absences, customer and developer deposits, the Pay-Go fund for capital projects, and the Operating Reserve. The total for these reserves is shown against the Money Market total. These reserves are 100% funded.

Legally Restricted Reserves are shown next. The Reserves for the 1982 USDA Sewer Bonds are held at U.S. Bank. The SRF WWMF Loan reserve is held in a non-interest Trust account with the County. The Quimby Funds are not a reserve per se, but are legally restricted funds held at the County.

The Reserves for the District's actuarial liabilities (retirement pension – PERS, and other post-employment benefits – OPEB) are currently held in investment accounts as Designated funds, which will be moved to Restricted Section 115 trust accounts by the end of the calendar year. As previously presented, the restructuring of various reserves has freed up capital to fund previously unfunded or partially funded reserves.

The remaining unfunded liability for PERS was calculated to be \$2,101,815 at the end of FY19-20. That amount is 100% fully funded. The actuarially calculated OPEB liability for FY19-20 was \$8,608,124. A total of \$5,259,663 from various investment accounts is available and designated to cover it, which makes the OPEB liability 61% funded. That percentage will increase with the establishment of the Section 115 trust, which will be invested for better returns than the U.S. Treasury bond yield currently used. A reminder: just because an actuarial liability is fully funded one year does not mean that it will be so the next year. These

funds rely on investment returns, so a year of bad returns can put the funds back to less-than-100% funded status.

The final section shows the Board Designated Reserves. The Catastrophe Reserve (based on the most recent risk assessment) is fully funded, The Mainline Replacement Project reserves are fully funded through FY19-20. The only project currently listed in the Repair & Replacement sinking fund reserve is the Biosolids project for periodically removing sludge from the wastewater treatment system. Currently available grants and loans will cover most of the other projects that might be included in this reserve.

The District's service capacity has been expanded by \$4,838,374 since the completion of the Wastewater Management Facility upgrade in FY17-18. Capacity fees collected to date total \$3,5159,729, which is 73% of the amount due. The District's capacity expansion will be recalculated each year at year-end close, and capacity fees collected will be applied until the amount due is paid in full. After that, capacity fees will be held in Designated Reserves to fund the next project or set of projects that will increase the District's service capacity.

Overall, the updated Reserves policy provides a more clearly defined and justified rationale for each reserve held, which has allowed virtually all reserves to be fully funded.

Alternatives:

Take Action

Fiscal Analysis:

See Attachment 1 and Discussion

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Reserve Policy with calculations and funding

McKinleyville Community Services District Reserves Policy

A key element of prudent financial planning is to ensure that sufficient funding is available for current operating, capital, and debt service needs. Additionally, fiscal responsibility requires anticipating the likelihood of, and preparing for, unforeseen events. McKinleyville Community Services District (District) will, at all times, strive to have sufficient funding available to meet its operating, capital, and debt service obligations. This policy is to develop and ensure the appropriate and necessary funds are accumulated and maintained in a manner consistent with the District's guiding financial policies and Capital Improvement Plan. Furthermore, the Reserves policy will aid in the prevention of significant rate fluctuations due to unforeseen changes in cash flow requirements.

Utility Rate and Capacity Fee Reviews

The primary requirement for maintaining adequate District reserves is a regular review of the District's utility rates and capacity fee structures. Accordingly, through this policy, the District requires that regular utility rate and capacity fee analyses be completed every five (5) years as allowed by California state law. This is not meant to be exclusive of other revenue generating methods, either alone or in combination, including regular review and adjustment of other fees and charges, capital financing, investment returns in accordance with the District's investment policy, or adjusting the capital expenditures budget.

Categories of Reserves

Reserves can be categorized in various ways, including by the level of legal restrictions on use, and by how the reserves are held. Currently, District Reserves that are legally restricted for a particular use will be labeled Restricted. These reserves may not be used for any purpose other than that for which they are legally restricted.

Reserves that are designated by the Board for a purpose, but not legally restricted, will be labeled Designated. These reserves may be shifted or re-designated for any lawful purpose at the discretion of the District's elected Board of Directors.

Reserves that need to be readily available to meet the District's operating cash-flow needs can be held in a money-market account associated with the District's operating checking account. These will be labeled Working Capital reserves. Invested reserves may be held in medium or long-term investment accounts according to the District's Investment policy.

The Working Capital Reserves

The balances in the District's Money Market account should never be less than the liabilities shown for the Reserves included in this category. Sufficient funds to cover Compensated Absences, Customer and Subdivision Deposits, the Operating Reserve, and one year of PayGo Capital projects should be maintained.

Compensated Absences Reserve

This Reserve is included in the Working Capital balance, as it is used to pay for vacation and sick leave during each fiscal year, as required. The total retained in this Reserve will equal the totals of the compensated absences liability accounts by fund, which are calculated annually as part of the year-end process.

Customer Deposits Fund

This Reserve is included in the Working Capital balance and used to refund Customer Deposits on a regular monthly cycle per the District's policy. Customer Deposit refunds payable are verified every month, so the Payables balance is always current. Deposit totals for subdivisions will be tracked in a separate liability account. Enough cash should be held to cover the Subdivision Deposits and, not only the monthly Customer Deposit refunds, but also the entire Customer Deposit Balance. The Customer Deposit balance total does not vary greatly and is shown as a total on the Utility Accounts Receivable Aging report that includes all customers with a zero balance.

PayGo Capital Projects

This Reserve exists to allow the District to attend to smaller Capital Projects (less than \$500,000) as approved during the Budget process, without incurring additional debt. The Board has recommended a \$1,000,000 cumulative limit across all Funds (Water, Wastewater, and Parks) to be held in Working Capital. The purpose of this limitation is to encourage prudent, staggered timing of Capital Projects so that a healthy balance is maintained in the District's Working Capital. Larger projects may be bundled together and financed in such a way as to maintain the Debt Parity Ratio required by the District's lenders. Larger projects may also be financed by grants, single-project loans, reserves, or other legal and financially sound methods according to the market conditions that pertain when the project is funded.

Operating Reserve

The Operating Reserve is intended to act as a short-term line of credit for the District, covering unanticipated timing gaps between expenditures and revenues, or unanticipated necessary expenditures. As a current and short-term reserve, it will be held in the money market account with the other working capital reserves.

The Operating reserve will be calculated at thirty (30) days of total District expenditures, based on the currently approved budget. If any major Board-approved capital project temporarily requires additional working capital to bridge between the cash expenditure and the receipt of grant or loan funds, the General Manager and Finance Director may draw from the Repair and Replacement reserve to supplement the Operating reserve for the duration of the project.

Invested Reserves

Invested Reserves are not for immediate or ongoing expenses in the current Fiscal Year. These reserves are to be held in a Board-approved investment fund (such as the Local Agency Investment Fund (LAIF), CalTRUST, or the County of Humboldt), in accordance with the Board's Investment policy.

Capacity Fees

Capacity Fees are a legally restricted reserve to be used to fund the expansion of the District's capacity to provide water and wastewater services to rate payers. The collection of Capacity Fees must be reviewed at minimum every 5 years with a Capacity Fee Study to ensure that changes in the District's capacity needs are accounted for in the way capacity fees are collected and used through buildout. Any unused balance of the Capacity Reserve can be held in Invested Reserves.

The draw from this Reserve will be calculated annually according to the percentage capacity increase from completed capital projects. The amount to be drawn from the Capacity Fees reserve into the District's working capital is comprised of the total capacity increase percentage from all completed capital projects in a year. For example, the WWMF upgrade that was completed in 2018 increased

overall District sewage processing capacity by 30%. 30% of the overall project cost was therefore related to increasing District capacity, so 30% of the overall project cost would be drawn into working capital from the Capacity Reserves.

The capacity increase percentage of each capital project completed in a given fiscal year would be added together to create the total capacity increase for the year. Capacity fees equal to that total would be drawn into the District's working capital funds. If the balance in the Capacity Fees Reserve is less than the total capacity increase, the entire balance could be moved into Working Capital. Capacity Fees collected in future years would be drawn into working capital until the entire total of capital project costs related to increased capacity is fully funded. Annual tracking and reconciliation of the multiple capital projects comprising this total is a necessary part of the District's year-end closing process.

Repair and Replacement Reserve

This Reserve serves to accumulate and track funds for long-term capital projects that cost more than the Pay-Go limit and have no other designated funding source such as a grant or a dedicated rate stream. Examples would include projects like water tank re-coating, or biosolids removal from the wastewater treatment plant. Capital projects like mainline replacement have their own dedicated portion of utility rates and would not need to draw on this reserve. Grant and loan-funded capital projects would also not draw on this reserve, unless the grant had a match requirement that exceeded the District's Pay-Go limitations for a given fiscal year.

Using the Repair & Replacement Reserve as a sinking fund to set aside money for these projects will allow the District to repair or replace various pieces of infrastructure at the end of useful life without causing major disruptions in the District's operating cash flow. Funds should be held with Invested Reserves and may be drawn into working capital as the capital projects are completed and paid for.

The schedule of projects and the funding contribution required per fiscal year would be revised and reviewed annually as part of the Capital project budgeting process. As these projects might change over time, regular rate studies are necessary to ensure sufficient funds are available to complete the projects as they come due.

Catastrophe Reserve

This Reserve consists of funds that may be drawn to pay for operations during a catastrophic event, and to begin repair of the water and wastewater systems, and other District assets after such an event. Examples of catastrophic events include, but are not limited to, a severe earthquake, drought, storm, or fire. Unanticipated catastrophic spikes in expenditures or drops in revenue from any unforeseeable event would also be included in this category. Funds should be held in Invested Reserves and may be drawn from this account into working capital while long-term financing is being arranged or insurance claims are being processed.

The Catastrophe reserve is based on operating expenditures and a District risk assessment. There are a wide range of available tools for risk analysis from a high-cost professional analysis done by an external contractor to the risk ranking system available from the Government Finance Officers' Association (GFOA). The risk assessment tool utilized will depend on the District's available resources, but as with capacity fee and rate studies, maintenance of an adequate Catastrophe reserve depends on regular risk assessments. Accordingly, through this policy, the District requires a regular risk assessment and expenditure analysis be completed every five (5) years.

Other Reserves

There are other reserves that fall outside the above listed categories, including loan and bond reserves, and reserves for accumulating unfunded pension liabilities and other post-employment benefits (OPEB). Where the law or a lender requires loan reserves to be held in a zero-interest account, they may be held in County Trust Fund 9390, which earns no interest. Reserves for the 1982 USDA Sewer Bonds are held at U.S. Bank with the bond service funds, but in a separate account. Reserves for any future bond issues should be held in a similar way.

Reserves for unfunded pension and OPEB liabilities should be held in a Section 115 Trust. The District's pension is managed by CalPERS, which has a Section 115 Trust for additional contributions towards the unfunded accrued pension liability. Contributions towards the District's OPEB liability are not eligible for any of the CalPERS trusts, as our health insurance is not run by CalPERS for reasons of cost effectiveness. A separate Section 115 Trust is necessary to hold contributions towards the unfunded accrued OPEB liability and will be invested according to the District's Investment policy. Unfunded accrued liabilities are recalculated annually on an actuarial basis and amortized for the current year's portion.

Prioritization of Reserves

Legally restricted reserves will be prioritized first for funding in any given fiscal year. Customer Deposits and Compensated Absences reserves would be funded first, as those are a necessary part of operational cash flow. Any new Loan or Bond reserves will be funded and placed in appropriate accounts according to whether they are legally allowed to accumulate interest or not. Capacity Fees and any reserve with a legally dedicated rate-funding stream, such as the Mainline Replacement Project reserve, will be sequestered into the appropriate investment reserve account.

The actuarially calculated current year's portion of the Unfunded Accrued Pension and OPEB liabilities for the Enterprise Funds (Water and Wastewater) will be funded next by deposits to the appropriate Section 115 Trust. Contributions from the Governmental Funds (Streetlights, Parks & Recreation) will depend more on budget surpluses, as those Funds are only partially funded on a cost of services basis. The tax apportionment that forms the bulk of the Parks & Recreation budget is calculated by the County of Humboldt based on current property tax valuation rather than cost of services. Available surplus from the Governmental Funds will be applied towards funding the pension and OPEB reserves before Operating, Repair & Replacement, or Catastrophe reserves are funded from this source.

The next reserve funded would be the PayGo Capital Projects and Operating reserves, which are held in the working capital account and are needed for operational cash flow. The remaining two reserves funded would be the Repair & Replacement reserve, followed by the Catastrophe reserve. While the last-listed reserves will always be at greatest risk of reduced funding during any budget shortfall, the prioritization is designed to reduce risk produced by a lack of appropriate reserves to the District as a whole.

McKinleyville Community Services District Reserves Calculations

	Beginning Balance	Calculation/ NetActiv/Adj	Ending Balance	Criteria/ Notes
Working Capital Reserves				
Customer Deposits	116,048	355	116,403	Amount sufficient to repay Customer Deposits
Pay-Go Capital Proj (cumulative)	-	1,000,000	1,000,000	Cumulative Pay-Go CIP Total per Board
Compensated Absences	373,081	48,726	421,807	Amount sufficient to pay Vacation/Sick Leave
Open Subdivision Deposits	-	7,017	7,017	Amount sufficient to repay Developer Deposits
Operating Reserve FY20-21 Budget*	-	684,656	684,656	30 days District Expense per current budget
		Total:	2,229,883	100% Funded
MoneyMkt Cash Balance Available:			2,248,149	as of 31 May 2021
Restricted Reserves, Externally Held				
USDA 1982 Sewer Bond	92,434	134	92,568	adjusted to US bank stmt @ month-end close
SRF WWMF Loan Reserve	663,032	-	663,032	set by lender, zero interest, no adjustment
Quimby Coastal Funds: Parks CIP-Hiller	44,373	7,251	51,624	reconciled annually w/County at year-end close
Quimby Inland Funds: Parks CIP-All Other	135,071	2,878	137,949	reconciled annually w/County at year-end close
Restricted Reserves: Actuarial Liabilities				
	2,101,815	1,931,634	170,181	2,101,815
	8,608,124	2,146,536	3,113,128	5,259,663
				61%
Designated Reserves				
Capacity Fees (see schedule)	2,503,961	1,015,768	3,519,729	73% of \$4,838,374: CapFees placed in Wkg Capital
Repair/ Replacement (see schedule)	1,120,499	240,000	1,360,499	CIP Sinking Fund - Biosolids Project
Mainline Replacement Project	1,740,000	1,730,000	3,470,000	From Board Approved 2018 Rate Study
Catastrophe Reserves (curr.assessment)	1,066,144	316,633	1,382,777	16.6% of FY20-21 Total Expenditures

*Staff Note: moved to Working Capital from Investment acct

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Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

The cost for early conference registration is \$625 (on/before July 30, 2021). Additional meal per diem will be around \$229 per person for meals not provided through the conference. Hotel room reservations for the conference begin at \$214 per night for a total of \$856, not including tax, and are based on availability. In order to book a hotel room, you must first register for the conference to obtain a CSDA room reservation code. Board Directors may travel using the District Car. Approximate cost for travel and attendance to the conference is around \$1,710 per attendee. For those wishing to take the Pre-Conference SDLF Module 1, an additional charge of \$225 will be assessed. Flights would cost on average \$616 per Board Director, with costs going up the closer to the date of the Conference. A total of \$16,000 has been budget for Director travel in the 2021/22 Fiscal Year Budget.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – CSDA Conference Complete Brochure

**ATTENDEE
BROCHURE**

**LEARN & NETWORK WITH
DISTRICT PEERS**

IN ONE PLACE!

**CALIFORNIA
SPECIAL
DISTRICTS
ASSOCIATION**

**20
21**

**YOU ARE A...
SPECIAL DISTRICT**

HERO



**2021 CSDA ANNUAL CONFERENCE
& EXHIBITOR SHOWCASE**

AUGUST 30-SEPTEMBER 2 MONTEREY, CA



ATTENDEE BROCHURE

SPECIAL DISTRICT POWERS **ACTIVATE**

In 2020 and 2021, special district staff and elected officials were called on to be the HEROES of their communities by providing essential services to Californians through difficult times.

Come together with other special district heroes for a three day, must-attend education and networking event. Develop new partnerships. Participate in inspiring and motivating keynote sessions. Walk away with strategies, new connections, and innovative ideas to help you and your district in good times and challenging times.

TWO DYNAMIC KEYNOTES



Kevin Brown

Jason Hewlett



**THE CSDA ANNUAL
CONFERENCE & EXHIBITOR
SHOWCASE IS THE ONE
CONFERENCE SPECIAL
DISTRICT LEADERS CAN'T
AFFORD TO MISS!**



Breakout Session Information

Choose from over 35 breakout sessions for your needs and the needs of your district. Topics include: pensions, ethics, harassment prevention, prevailing wage, Brown Act, community outreach and engagement, governance, legislative and legal updates and much, much more!

Check the conference website for full breakout session details.



CSDA will follow all state and local COVID-19 guidelines at the 2021 Annual Conference and Exhibitor Showcase. These may include masking and social distancing at the following locations:

- Monterey Conference Center
- Monterey Marriott
- The Portola Hotel & Spa



Room reservations for the CSDA Annual Conference and Exhibitor Showcase begin at \$214 plus tax and are based on availability. In order to book a hotel room, you must first register for the conference to obtain a CSDA room reservation link.



Credit Incentive Points

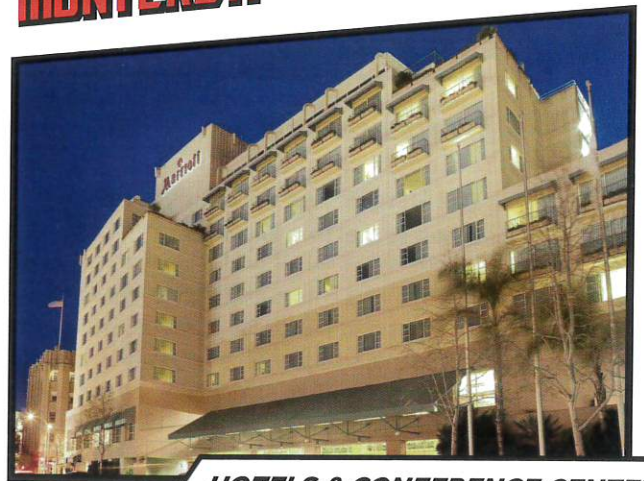
Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.

35

breakout sessions



THIS YEAR'S CONFERENCE WILL BE HELD IN AMAZING MONTEREY!



HOTELS & CONFERENCE CENTER



Monterey Marriott
350 Calle Principal
Monterey, CA 93940

Portola Hotel & Spa
2 Portola Plaza
Monterey, CA 93940

Conference Center
1 Portola Plaza
Monterey, CA 93940

07

pre-conference events



amount of fun



Kevin Brown

OPENING KEYNOTE

Tuesday, August 31

“The Hero Effect – Being your best when it matters the most!”

In a fresh and entertaining style, Kevin shares ideas, strategies and principles that will inspire and equip participants to show up every day and make a positive difference. At the heart of Kevin’s message is a simple, yet powerful philosophy for life that drives every thought, every action and ultimately every result we achieve both personally and professionally. Your team will be motivated to reach beyond what is required and do something remarkable!

This program is designed to help participants:

- Achieve greater results by eliminating “ordinary” thinking and mastering the habit of excellence.
- Own the moments that matter (and they all matter) by taking responsibility for their attitude, their actions and their results.
- Create meaningful relationships and deliver an extraordinary experience for every “customer” at work and at home.



Jason Hewlett

SORMA SPONSORED KEYNOTE

Wednesday, September 1

“The Promise – Becoming Legendary Leaders.”

With humor, heart, and absolute clarity, Jason hilariously brings legends of stage, music, and comedy to life to help leaders discover their very own signature moves and redefine their promise and commitment to their teams and organizations.

In 2021 our world is different, but foundational values remain the same: To deliver on our promises, to be accountable to expectations and exceed them, and to always give 100% in every interaction. In Jason’s entertaining and educational presentation, utilizing the legends of stage for establishing what a promise looks like from a performance level, participants will be enlightened, energized, and entertained in a keynote unlike any other. Music, comedy, stories, and powerful insights will leave attendees talking about the promise in their own lives, business, and how everyone can up their game in 2021.

**YOU ARE A...
SPECIAL DISTRICT
HERO**



PRE-CONFERENCE PROGRAM EVENTS TO HELP YOU POWER UP!



PRE-CONFERENCE PROGRAM EVENTS

MONDAY, AUGUST 30, 2021

9:00 a.m. – 3:30 p.m.

[Pre-Conference Workshops]

Special District Leadership Academy Module 1: Governance Foundations* -

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

So, You Want to Be a General Manager? *

This is a practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles, and skill sets of a general manager; identifying general manager opportunities; developing positive relations with the board, staff, and peer agency executives; and leadership best practices.

10:00 a.m.

SDLF Scramble for Scholarships Golf Tournament*

Pacific Grove Golf Links

12:30 – 3:30 p.m.

[Pre-Conference Workshop]

The Board and General Manager Working Together to Optimize the District – a 5-Step Program for Assuring Optimal Performance*

Optimizing district performance is always a goal. The five systematic steps that will be presented in detail are:

- a frank assessment of district position, status and outlook
- a realistic look at communications between the board and general manager
- an honest appraisal of the third rails of your organizational model
- policies that support best practices
- clearly setting the organizational vector

The instructor will use in-class exercises and assessment tools for each step for assessment purposes. Come prepared to have open dialogue about how to get and keep your district performing at the highest levels.

1:30 – 3:30 p.m.

Certified Special District Manager (CSDM) Exam, Special District Leadership Foundation (Optional)

3:45 – 5:15 p.m.

Chapter Roundtable Discussion (Optional, no fee, must be attending annual conference)

*Separate registration and payment required. Space is limited and on a first-come, first-served basis.

5:15 - 7:30 P.M. [MONDAY]

CONFERENCE OFFICIALLY

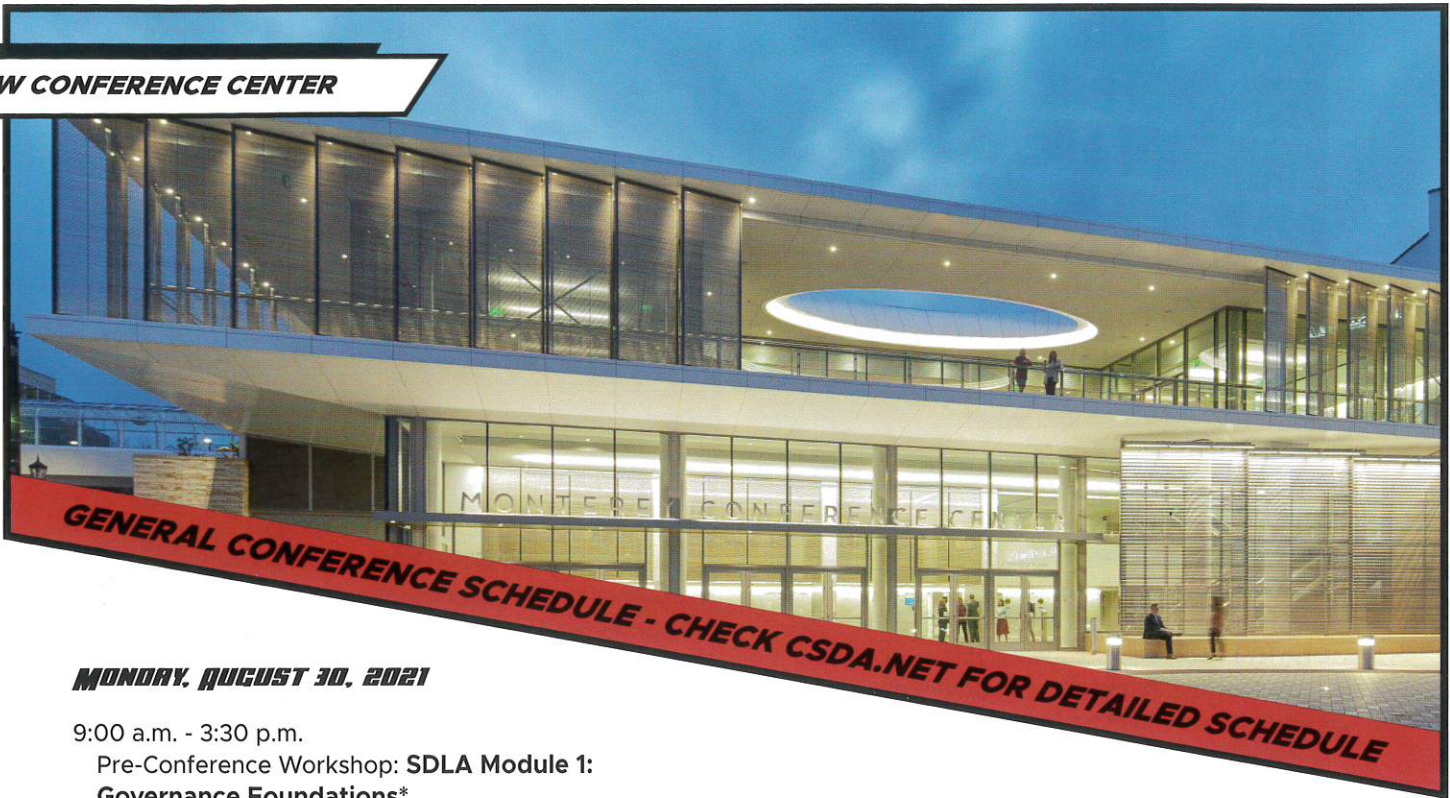
BEGINS



President's Reception with the Exhibitors

ALL REGISTERED ATTENDEES WELCOME

NEW CONFERENCE CENTER



MONDAY, AUGUST 30, 2021

9:00 a.m. - 3:30 p.m.

Pre-Conference Workshop: **SDLA Module 1: Governance Foundations***

Pre-Conference Workshop: **So, You Want to Be a General Manager?***

10:00 a.m.

SDLF Scramble for Scholarships Golf Tournament*

12:30 - 3:30 p.m.

Pre-Conference Workshop: **The Board and GM Working Together to Optimize the District***

1:30 - 3:30 p.m.

Certified Special District Manager (CSDM) Exam, Special District Leadership Foundation*

3:45 - 5:15 p.m.

Chapter Roundtable Discussion

5:15 - 7:30 p.m.

**Conference Begins!
President's Reception with the Exhibitors**

TUESDAY, AUGUST 31, 2021

7:30 - 8:30 a.m.

Continental Breakfast with the Exhibitors

8:45 - 10:45 a.m.

Opening General Session: Kevin Brown

11:00 a.m. - 12:00 p.m.

Breakout Sessions

12:15 - 1:30 p.m.

Lunch with the Exhibitors

1:45 - 3:00 p.m.

Breakout Sessions

TUESDAY CONT...

3:45 - 4:45 p.m.

Breakout Sessions

5:00 - 6:30 p.m.

Mix & Mingle in the Exhibit Hall

WEDNESDAY, SEPTEMBER 1, 2021

8:00 - 10:30 a.m.

SDRMA Full Plated Breakfast and Keynote Speaker: Jason Hewlett

10:45 a.m. - 12:00 p.m.

Breakout Sessions

12:15 - 1:45 p.m.

Legislative Update Luncheon

2:00 - 3:15 p.m.

Breakout Sessions

3:30 - 5:00 p.m.

Breakout Sessions

6:00 - 9:00 p.m.

SDLF Taste of the City

THURSDAY, SEPTEMBER 2, 2021

8:00 - 10:00 a.m.

CSDA Closing Breakfast

* = optional, advanced registration, additional fee



2021 CSDA ANNUAL CONFERENCE ATTENDEE REGISTRATION FORM

one form per attendee, please print

**PLEASE PRINT & INCLUDE
FORM WITH PAYMENT.**

Three Ways to Register:

1. REGISTER ONLINE by visiting the CSDA Annual Conference website at conference.csdanet.net.
2. REGISTER BY FAX your registration form to 916-520-2465.
All faxed forms must include payment.
3. REGISTER BY MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814.
Check made payable to: California Special Districts Association.

Not sure if you are a member?

Not sure if you are a member? Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cassandra Strawn at cassandras@csda.net or call toll-free 877-924-2732.

Full conference registration fee includes:

- » President's Reception with the Exhibitors Monday
- » Keynote Sessions
- » Continental Breakfast with the Exhibitors on Tuesday morning
- » Lunch with the Exhibitors on Tuesday
- » Mix and Mingle in the Exhibit Hall on Tuesday
- » SDRMA Full Plated Breakfast on Wednesday
- » Legislative Update Luncheon on Wednesday
- » All Breakout Sessions on Tuesday and Wednesday
- » Taste of the City Reception on Wednesday
- » Closing Breakfast on Thursday

Full conference GUEST registration includes all meal functions.

Name:		Title:		
District:				
Address:				
City:		State:	Zip:	
Phone:		Fax:		
Email:		Website:		
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member				
Special Needs (include dietary):				
Emergency Contact:				
Would you prefer to opt out of exhibitor or sponsor emails? <input type="checkbox"/> Yes <input type="checkbox"/> No				
CONFERENCE REGISTRATION FEES		EARLY BIRD (ON/BEFORE JULY 30, 2021)	REGULAR (AFTER JULY 30, 2021)	SUBTOTAL
<input type="checkbox"/> CSDA Member - Full Conference		\$625.00	\$675.00	
<input type="checkbox"/> Non-member - Full Conference		\$940.00	\$1015.00	
<input type="checkbox"/> Guest of a Member - Full Conference (Cannot be from a district/co.) <input type="checkbox"/> Vegetarian		\$300.00	\$325.00	
<input type="checkbox"/> Guest of a Non-member - Full Conference (Cannot be from a district/co.) <input type="checkbox"/> Vegetarian		\$450.00	\$485.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs.		\$350.00 each day	\$375.00 each day	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs.		\$510.00 each day	\$565.00 each day	
SEPARATE REGISTRATION FEES		CSDA MEMBER	NON-MEMBER	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Aug. 30		\$225.00	\$340.00	
<input type="checkbox"/> Pre-Conference Workshop: So You Want to be a General Manager? - Aug. 30		\$100.00	\$100.00	
<input type="checkbox"/> Pre-Conference Workshop: The Board and GM Working Together... - Aug. 30		\$150.00	\$225.00	
<input type="checkbox"/> SDFL Scramble for Scholarships Golf Tournament - Aug. 30		\$105.00 (includes lunch)		
<input type="checkbox"/> Taste of the City Reception (Guests only) - Aug. 30		\$ 65.00 CSDA Member Guest	\$ 98.00 Non-member Guest	
TOTAL				
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover				
Account name:		Account Number:		
Expiration date:		Authorized Signature:		

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than Friday, August 13, 2021. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 13, 2021. Substitutions are acceptable and must be done in writing no later than August 20, 2021 at 5:00 p.m. Please submit any cancellation notice or substitution request to meganh@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csdanet.net/about-csda/who-we-are.



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 1112 I Street, Suite 200
 Sacramento, CA 95814

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ATTENDEE BROCHURE



*GOING TO CONFERENCE
 IS ALWAYS AN EXCELLENT
 OPPORTUNITY TO NETWORK,
 MEET NEW PEOPLE, AND LEARN
 MORE ABOUT SO MANY TOPICS.
 I NEVER COME WITHOUT
 LEARNING SOMETHING NEW
 TO BENEFIT MY BOARD OR MY
 COMMUNITY.*

- CRYSTAL SMITH, DIRECTOR
 EDMONT COMMUNITY SERVICES DISTRICT

**2021 CSDA ANNUAL CONFERENCE
 & EXHIBITOR SHOWCASE**

AUGUST 30-SEPTEMBER 2 MONTEREY, CA



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McKinleyville Community Services District

BOARD OF DIRECTORS

July 7, 2021

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.A **Support Services – May–June 2021 Report**

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

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has \$1,361,983.69 to date in the Trust Account for the next Biosolids Disposal project.

Customer adjustments at May month-end total \$42,283.41, which represents 100.1% of the annual \$42,000 budget for this sub-item. (GL# 501/551-62120)

Total Board Travel as of May 31, 2021 remains at \$889.00 which is 5.1% of the approved \$17,500 budget for this item. (GL# 001/005/501/551 62090/62155-888)

Audit/Budget Update:

The engagement letter for the FY2020-21 audit has been reviewed, signed, and returned to Fedak & Brown for the beginning of the new audit cycle in June. It is unlikely that the District will have a single audit this year. Despite the fact that we have capital project grants with federal funding, we don't have enough to meet the single-audit threshold of \$750,000 expended in a fiscal year.

Treasurer's Report Highlights:

Water Fund capacity fees collected through May totaled \$141,591.78. Wastewater Fund capacity fees of \$251,846.00 were collected through the end of May. No capital contributions have been received yet in FY2020-21. Capital Contributions and Capacity fees 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.

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 each year for each District employment position.

OTHER UPDATES

The governor's order to suspend non-payment lock policies remains in effect, and we are finally seeing a slightly lower impact, most likely due to the nominal re-opening of the economy combined with staff's continued efforts to keep people at least reasonably current on their water bills. The current lock list remains longer than normal, but most customers are attempting to pay what is owed. Potential additional bad debt is still being reported as part of the Accounts Receivable total and has not yet been written off.

The governor's moratorium on non-payment lock was set to expire on June 30. This has been pushed back to September. The governor has also budgeted funds to ease the impact on customers, though the official process for distributing those funds has not yet been published. The expected spike in the Bad Debt budget detail line item will not be of sufficient magnitude to warrant a formal budget modification.

As of 30 June 2021, the number of customers on the Lock eligible list has dropped to 71, with a total past due of \$44,737. This is a decrease of \$4,008 over last month. Of these, 14 have not made a payment since December 2020 (down 3). Their outstanding balance is \$15,889, up \$1,834 from last month's report. We have directed inquiring lock-eligible customers to the Family Resource Center to access assistance with their past-due balances, based on Governor Newsom's promise of funding.

McKinleyville Community Services District

BOARD OF DIRECTORS

July 7, 2021

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B **Operations Department – May/June 2021 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 45.7 million gallons of water in May.
Six water quality complaints were investigated and rectified.
Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Annual routine testing was conducted on Routes 9 and 11 along with a minimal number of retests. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

Average and Maximum Water Usage:

The maximum water usage day was 1.8 million gallons and the average usage per day was 1.4 million gallons.

Water Distribution Maintenance:

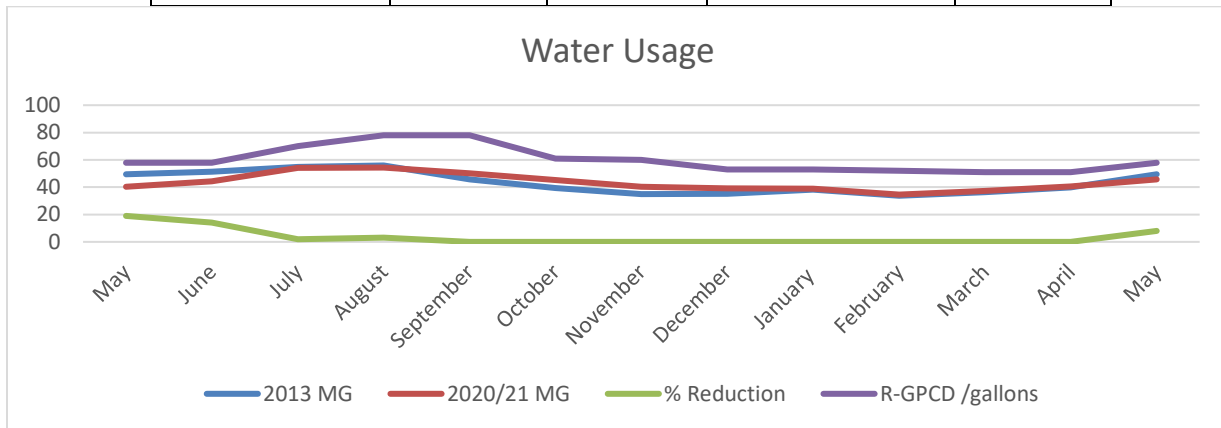
Weekly Bacteria Samples were collected on Schedules 2, 3, 4, and 5 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. An angle-stop was repaired on Pedroni due to not shutting off when placed in the closed position. A new water service was installed on Bella Vista for an existing parcel that used to be on a well. A 2" service line leak was repaired on Sagewood due to a failed pvc fitting.

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. Tesla has been working at the Northbank station installing the new battery system. This project is near completion and is awaiting commissioning by Tesla programmers and then commissioning the site with District staff where staff will apply a load to the battery system to verify it won't fail in a time of need.

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

	2013 (MG)	2020/21 (MG)	% Reduction	R-GPCD
May	49.407	40.355	19	58
June	51.337	44.200	14	58
July	54.757	54.111	2	70
August	55.908	54.366	3	78
September	45.702	50.074	(-8)	78
October	39.439	45.279	(-13)	61
November	34.879	40.336	(-13)	60
December	35.203	39.076	(-11)	53
January	38.241	38.974	(-2)	53
February	33.751	34.603	(-2)	52
March	36.244	37.375	(-3)	51
April	39.755	40.465	(-2)	51
May	49.407	45.752	8	58



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

Imeson Court: Avaral plans have been reviewed and commented. This project has started. The sewer mains and laterals are being installed in June with water infrastructure to follow in July.

Sewer Department:**WasteWater Statistics:**

26.8 million gallons of wastewater were collected and pumped to the WWMF. 23.5 million gallons of wastewater were treated and discharged to land disposal or reclamation in May.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted on all sewer stations. As with Northbank, Tesla has been working at the Fischer station installing the new battery system. This project is near completion and is awaiting commissioning by Tesla programmers and then commissioning the site with District staff. Quarterly servicing was completed at the Letz station, which included wet well washing, pump inspections and shimming, surge tank repairs, repair and painting of the entry gate and fuel box. The quarterly service was also completed at the Kelly and Hiller lift stations. The wet well washing is important, in order to prevent hydrogen sulfide buildup, which is detrimental to the concrete casings and grease buildup which will plug the pumps. Pump shimming is done to keep pumps running efficiently and to reduce rags from plugging up the pumps.

Sewer Collection System:

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. The quarterly and semi-annual hydro-cleaning was completed on approximately 22,000 feet of sewer main using 3000 psi of water through a spinning nozzle. These routes are made up of areas that have known bellies in the line or have had spills in the past. Customers were notified in advance of the scheduled cleaning.

Wastewater Management Facility:

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Oil changes were completed in a variety of equipment as part of the maintenance schedule. Blower shrouds were replaced in the lab due to corrosion.

Daily Irrigation and Observation of Reclamation Sites:

Discharge has been going to land since May 1st. Irrigation sites have been mowed and pipe has been laid out and is being utilized for discharge. The farmer worked the lower fields and planted corn.

Street Light Department:

No streetlights issues were reported for May.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on Hand and Power Tool Safety, Nutrition and Hydration, and the semi-annual respirator fit testing.

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 update meetings.

Gathered sponsors and teams for the annual CWEA golf tournament.

New Utility Maint. Worker has completed the pre-employment steps and has started work.

Inspections of the sewer main was conducted at the Imeson Subdivision

Assisted in development and review of the UWMP and WSCP

Worked on set up and configurations for the hybrid meetings

Starting annual inventory of Water and Sewer Department materials

GIS:

Plans and Programs

- 5-Year review of Urban Water Management Plan
 - Finalized Draft Water Shortage Contingency Plan
 - Finalized Draft MCSD Ordinance 10
 - Researched Fines and Penalties
 - Researched penalties for water wasting
 - Finished first complete UWMP DRAFT
 - Attended DWR webinar for submitting your UWMP
- Revised/Updated COVID-19 Prevention Program and the Injury Illness Prevention Program to include new Cal/OSHA updates.

Maps Completed/General GIS

- GPS'd new water and sewer services and updated GIS accordingly.
- Water & Sewer Main Rehab project data review and map production
 - Map production and data review

Misc. Work Completed

- Attended TAC meeting
- Operations document filing
- Posted documents onto website
- Doc Star search
- USA's

McKinleyville Community Services District

BOARD OF DIRECTORS

July 7, 2021

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.C **Parks & Recreation Director's Report for June 2021**

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 is open Monday- Friday 12:00pm-6:00pm. 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 increased slightly in the last month from 16.5 teens on average per day to 20.5 teens per day.

Participants are learning about interpersonal communication and self-awareness in SMART Girls and SMART Moves. Participants get Academic assistance during Power Hour. The Keystone Club focuses on developing leadership skills and behaviors.

PARK AND RECREATION COMMITTEE:

The Park and Recreation Committee (PARC) met on June 17, 2021. The notes from the meeting can be reviewed in **Attachment 1**.

COMMUNITY FOREST UPDATES:

Staff continues planning and preparing for the acquisition of a Community Forest.

Staff met with staff of Green Diamond Resource Co. and Trust for Public Lands on June 7th. Access points were discussed again as well as the grant agreement between Trust for Public Lands and the State Natural Resource Agency. MCSD staff received the draft MOU between TPL and MCSD that outlines the responsibilities of each agency in terms of meeting the grant agreement requirements before and after the transfer of the property. The draft MOU is being reviewed by District Counsel.

Staff submitted the application for the General Conformance Plan Review.

The adhoc Community Forest Committee met on June 14th. The notes from the meeting can be reviewed in **Attachment 2**.

RECREATION PROGRAM UPDATES:

The Recreational Afternoon Program is running smoothly currently serving 18 elementary school children per day. Totletics, tee-ball will ended on June 26th. Totletics Soccer and Basketball sessions have been scheduled for September and October.

The Kids Camp summer day camp program began on June 21st. The first week hosted 25 youth with enrollment increasing to 32 youth by the second week.

We are still accepting applications for summer program leaders as well as the MUSD Expanded Learning Program that will offer support and assistance during the school day to students participating in distance learning classes.

The Adult Wood Bat Softball League is scheduled to begin August 1st. We are currently taking team registration.

PARKS & FACILITY MAINTENANCE:

Several open space zones received mowing, hedging and weeding maintenance and detention basins received clearing as part of the Open Space Maintenance Zone agreements. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. landscaping. Tree trimming was done at Hiller Sport Site. Staff continues to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Park rentals have increased steadily this last month. There has been 1-3 park rentals at Pierson Park every weekend this month. Indoor facilities are once again available to the public for event rentals.

OTHER UPDATES:

- The Parks & Recreation Administrative office opened up this month. New office hours are Monday through Friday 8:30am-12:00pm and 2:00pm-5:00pm. Office is closed daily from 12-2pm to allow for staff lunch breaks as well as time to hold staff meetings and/or take care of program, facility or other out of office work that needs doing.
- The Summer-Fall Newsletter and Activity Guide was released this month. It can be reviewed in **Attachment 3**.
- Staff has been participating in the planning for an all-staff emergency operations tabletop training.
- The McKinleyville Chamber of Commerce kicked off the return of “Music in the Park” on June 17th. They currently have two more dates scheduled, July 29th and August 19th, but are seeking sponsors for more dates.
- Staff attended Board meetings for board service on both the McKinleyville Chamber of Commerce Board of Directors and the McKinleyville Family Resource Center.
- Staff continues to provide administrative support to the Support Services Dept.

ATTACHMENTS:

Attachment 1 – PARC Meeting Notes from 6-17-21

Attachment 2 – Adhoc Community Forest Committee Meeting Notes from 6-14-21

Attachment 3 – Summer Fall Newsletter and Activity Guide

Thursday, June 17, 2021

6:30pm

Recreation Advisory Committee Meeting

NOTES

Members Present: Johnny Calkins, Chad Sefcik, Scott Binder, Laura Bridy, John Kulstad, Ben Winker, Jeff Dunk

Members Absent: Charlie Caldwell (called in for a few minutes)

Guests: Jennifer Ortega, Phil Heidrick

Meeting Notes:

Communications:

- Staff initiated the discussion regarding returning to in-person meetings given the lifting of restrictions related to COVID-19.
 - Committee members expressed concern over sharing small spaces with people who are not vaccinated and wondered about options for larger meeting space and/or hybrid meetings that include in-person and virtual participation
 - Staff will bring possible options for meeting spaces and hybrid meetings to discuss at the July meeting.
- Member Ben Winker informed the committee of a Intermodal Transportation study being initiated in McKinleyville and he will bring more information to the July meeting.

Public Comment:

- John Kulstad asked for clarification regarding the committee's obligations to comply with the Brown Act.
 - Scott Binder provided information affirming that the committee is bound by the Brown Act.
 - Jeff Dunk suggested that Brown Act training could be a good thing for committee members to have.

Recreation Director Report

- The Recreation in the Afternoon Program for elementary school youth ended on June 4th. Staff is preparing for the Kids Camp Summer Day Camp program which will begin on Monday, June 21st.
- Tot-letics T-ball for 3- to 5-year-olds started on Saturday, June 5th. The program is at full participant capacity and will run through June 26th.
- Registration for the Co-ed Woodbat Softball League is currently underway. The league will run August 1 through October 10.
- Several open space zones received mowing, hedging and weeding maintenance and detention basins received clearing as part of the Open Space Maintenance Zone agreements. 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. At Hiller Sports Site sprinkler repairs were completed and fields were fertilized and aerated.
- Staff attended Board meetings for board service on both the McKinleyville Chamber of Commerce Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide administrative support to the Support Services Dept.
- Staff is preparing to re-open the Parks and Recreation office to the public, as well as preparing to open facilities for event rentals.
- The California Dept. of Parks & Recreation has requested some additional and clarifying information for the Prop 68 grant applications and has requested site visits on July 28th and 29th for both project sites.
- Chad Sefcik inquired about the schedule for installing the second set of swings at the playgrounds.

BMX Track & Park Project:

- Staff reported that the California Dept. of Parks & Recreation has requested some additional and clarifying information for the Prop 68 grant application and has scheduled a site visit for July 28th.
- The BMX community has been meeting monthly, working on fundraising and planning. McKinleyville BMX has a tentative fundraiser date of July 10th.

Community Forest

- Staff reported on recent meetings held with Green Diamond Resource Co. staff and Trust for Public Lands. Access points continue to be discussed and staff is working on the MOU between MCSD and TPL.
- Staff is working on the application for the General Plan Conformance review and anticipates having it submitted in the coming weeks.

Considerations and Process for Parks & Recreation Development

- Staff shared an outline of questions to be considered for any new park or recreation developments with the committee. Additional considerations were added by committee members.
- Committee discussed strategies for group to work together during July meeting to flesh out the guidelines.
- This topic will come back to the committee for further discussion and decision in July and/or August.

Message option on MCSD Water Bill

- Staff shared information pertaining to the use of the box to communicate with water customers messages specific to their account. Any general messages would be over ridden by account specific messages.
- Ben Winker suggested that a reminder to “Round up for Recreation” should be a consistently running general message.

PARC Member Application

- Committee reviewed an application for appointment to the committee submitted from Phil Heidrick.
- Several committee members knew Mr. Heidrick from other community involvements.
- Member Chad Sefcik moved to recommend Mr. Heidrick be appointed to the committee; John Kulstad seconded the motion. The committee unanimously agreed to recommend Mr. Heidrick for appointment.

Report on Actions of MCSD Board

- Staff reported on actions taken by the Board of Directors on June 2, 2021

AdHoc Committee Reports:

- Hewitt Ranch— entry trail needs string trimming. J. Kulstad is going to try to access from Cochran Rd. before next meeting.
- Skate Park—Permits for the construction of the Skate Park have been acquired.
- School and Washington Property—No report
- River Property—no report
- Fischer Ranch Estuary project—staff reported that the final permit from the Coastal Commission has been granted and the trail design is moving forward.
- BMX— See notes on above

- Community Garden—3 garden plots are available.

Agenda Items for next meeting:

- Community Forest
- MCSD water bill “Message from MCSD” use
- Park and recreation development guidelines
- Intermodal transportation committee report—B. Winker

Adjournment:

- Adjourned: 7:50pm

6-14-21

Community Forest Adhoc Committee Meeting Notes

Present: Pat Kaspari, Dennis Mayo, Greg Orsini, Jens Andersen, Lesley Frisbee

I. Review of Actions and Discussion since May 17th:

- Pat reported on discussions with GDR and TPL regarding access points and MOU's
 - GDR affirmed that an access easement at the end of Gwin Rd. or 1st Ave. will be granted. GDR has not committed to a southern access point.
 - GDR staff brought up possible county requirements for the development of the Murray Rd access point, expressing concern over access and use by horse back riders.
 - TPL called out the grant agreement requirement of multiple access points during the call with all three agencies.
- Pat finally received the General Plan conformance review application, but had not yet completed and submitted it.
- MOU between TPL and MCSD still in drafting process. Pat is adding some language and then forwarding to District Counsel for review before sending draft back to TPL.
- Pat created a GANTT Chart outlining all tasks and priorities for the acquisition process.

II. GANTT Chart Review:

- Committee reviewed the schedule of tasks and priorities and discussed.
- Schedule for development of the formal committee will be revisited by staff and edited to include specific public outreach actions.

III. Next Steps:

- Submit Application for General Plan Conformance Review-Pat
- Review committee formation timeline and tasks and revise to include public outreach strategies-Lesley
- Confirm progress and forest management plan outline delivery/presentation from BBW and Associates. Schedule next meeting after touching base with BBW-Jens/Lesley
- Continue meeting with TPL and GDR staff to ensure good communication and necessary actions move forward

IV. Next Meeting:

- TBD



2021

Summer-Fall

Newsletter & Activity Guide





A Message from the General Manager

Board of Directors

Dennis Mayo, *President*
David Couch, *Vice President*
Scott Binder, *Director*
Joellen Clark-Peterson, *Director*
Gregory Orsini, *Director*

General Manager

Patrick Kaspari

District Office

1656 Sutter Road
McKinleyville, CA 95519

Office Hours

Monday - Friday
9:00 am - 5:00 pm
www.mckinleyvillecsd.com

Water-Sewer-Streetlights Office

Phone 707-839-3251
Fax 707-839-8456
Emergency Phone 707-601-9241

Parks and Recreation Office

Phone 707-839-9003
Fax 707-839-5964
Parks Maint. 707-599-9355

Online Registration

www.rec.mckinleyvillecsd.com

On the Cover

Sunset shot of the Mad River and Pacific Ocean from the Hammond Trail. Staff Photo

Americans With Disabilities Act

McKinleyville Community Services District makes every effort to comply with the Americans with Disabilities Act. If you require special assistance for participation in our recreation programs, please notify staff at the time of registration or call 839-9003.

It is amazing how busy it is around here, especially as things slowly return to normal. As detailed in the Newsletter, the Parks & Rec programs are gearing up again as well, so it is going to get even busier! One of the infrastructure projects I want to focus on in this edition is the new Tesla battery packs being installed at our Ramey Water Pump Station and our Fischer Wastewater Lift Station. The Ramey Pump Station located on North Bank Road is our main water pump station, which takes the water from Humboldt Bay Municipal Water District from across the river and pumps it up to all of our storage tanks and the rest of the water distribution system. The Fischer Lift Station is our main sewer pump station that takes a large portion of the wastewater generated in McKinleyville and pumps it up to the Wastewater Management Facility. As is probably evident from the previous sentences, these are critical pieces of infrastructure required to make sure you have water to drink and so you can flush your toilet. Both of these facilities have emergency

generator to operate them if we lose power, but come the end of May, they will also have Tesla batteries as backup power. Not only will the batteries run the stations for over a day if we lose power, but they can also shave power during PG&E Peak periods, which just changed to between 4 and 9 pm. The peak power shaving should result in savings of around \$30,000/year, which directly translates into rate savings for our customers. The batteries are around 140kW and are the pretty white things in the picture (along with an inverter).



The new Community Forest is moving forward very slowly, and the actual property transfer date always seems like it is a year and a half out, no matter when I ask. Construction on the new grant funded solar Microgrid station for the Wastewater Management Facility is moving forward and should go to construction in the next couple of months. The Microgrid should also save rate payers thousands of dollars per year. The initial design and environmental studies for our grant funded 4.5MG water tank and the three sewer crossings of Highway 101 are completed. We are now just waiting on FEMA to finish their environmental review, and we will finalize the design with construction starting in 2022.

If you want to make sure you don't miss any information on the Community Forest, or the Parks & Rec programs, go to our website (mckinleyvillecsd.com) and under the "Contact Us" tab, sign up for email updates. There are all sorts of interesting things going on at the District and that is one easy way to keep informed. Feel free to give me a call as well if you have any questions on anything District related.

With Best Regards and remember to get vaccinated!

- Patrick Kaspari, MCSD General Manager

- Patrick Kaspari, MCSD General Manager



Music in the Park's first concert of 2021 was a crowd pleaser! Blue Rythm Revue knocked it out of the park! More info on upcoming dates for these McKinleyville Chamber of Commerce events on Page 11!



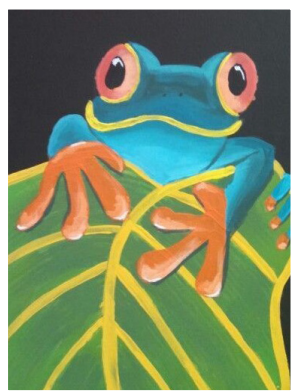
Kids Camp information on Page 11!



Tot-letics Basketball info on Page 10! Photo from a pre-pandemic session of Basketball.



Totletics Soccer information on Page 10! Photo from a pre-pandemic Session.



"But I'm Not An Artist" Paint Nights are Back in Person! Check out Page 10!

Inside This Issue

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Detailing quality of the water we delivered to you



9 Parks & Recreation Activity Guide
Check out what is going on this summer!

9 Facility & Park Rentals are Back!
Stop by the Parks & Recreation Office today!

10 Tot-letics is Back!
Sign up for Soccer & Basketball

10 Paint Night's are Back!
Check out the next three!

11 Kids Camp is Back!
Sign up for Kids Camp

11 Music in the Park is Back!
Save the dates!

12 Upcoming Public Meetings
Be in the know

2020 Consumer Confidence Report

Water System Name:	McKinleyville Community Services District (MCSD)	Report Date:	5/5/2021
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The District tests drinking water quality for many constituents as required by state and federal regulations. This report shows the results of our monitoring for the period of January 1 to December 31, 2020 and may include earlier monitoring data. Last year, as in years past, your tap water met all United State Environmental Protection Agency (USEPA) and State drinking water health standards. MCSD vigilantly safeguards its water infrastructure and once again, we are proud to report that our system did not violate a maximum contaminant level or any other water quality standard in 2020.

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

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

Drinking Water Source Assessment information:	<p>HBMWD performed a Drinking Water Source Assessment that was conducted by the Department of Health Services in August 2002. A copy of this assessment can be obtained at their District office at 828 7th Street Eureka, CA. This assessment found that the source water of the Ranney Wells may be vulnerable to activities that contribute to the release of aluminum and barium. Aluminum is associated with some surface water treatment processes and erosion of natural deposits. Barium is associated with the discharges of oil drilling waste or metal refineries and erosion of natural deposits.</p> <p>HBMWD treats its water and performs annual monitoring and testing, in accordance with SWRCB regulations and requirements, to ensure its water is safe to drink.</p> <p>MCSD performs separate monitoring and testing, in accordance with the USEPA and the State Board regulations and requirements, to ensure that the water quality remains high within the MCSD storage and distribution systems. The results from both the HBMWD's and the MCSD's 2020 monitoring and testing programs indicate that our water quality is very high, as has consistently been the case in past years.</p> <p>The tables below list the drinking water contaminants detected during 2020. A detected contaminant is any contaminant detected at or above its Detection Limit for Purposes of Reporting (DLR) (limit is established by SWRCB) or for unregulated contaminants, the Minimum Reporting Level (MRL). The tables show the level of detected contaminants. Contaminants that are not detected, or are detected below the DLR or MRL, are not required to be reported. The tables also show the maximum contaminant levels (MCL) and public health goals (PHG). Definitions for terms used in this report are listed on the next page.</p>
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Time & place of regularly scheduled board meetings for public participation:	First Wednesday of each month at 7:00 p.m. at Azalea Hall, 1620 Pickett Road, McKinleyville, Ca. 95519. Due to COVID and social distancing requirements, Board meetings will be held via Zoom meetings during the regular scheduled meeting time until this requirement is lifted.
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For more information, contact:	Patrick Kaspari, General Manager	Phone:	(707) 839-3251
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Definitions of Terms Used in This Report:

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

Detection Limit for Purposes of Reporting (DLR):

The DLR is a parameter that is set by state regulation for each reportable contaminant. The presence of these contaminants in the drinking water at its DLR does not necessarily indicate that the water poses a health risk and can be below its MCL.

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs cover the aesthetic quality of the water such as odor, taste and appearance.

Maximum Contaminant Level Goal (MCLG):

The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency.

microseimens/cm: a measure of specific conductance ($\mu\text{S}/\text{cm}$)

mgCaCO₃/L: milligrams of calcium carbonate per liter (a measure of hardness)

n/a: not applicable

ND: not detectable at testing limit

NTU: Nephelometric Turbidity Units

pCi/l: picocuries per liter (a measure of radiation)

ppb: parts per billion or micrograms per liter ($\mu\text{g}/\text{L}$)

ppm: parts per million or milligrams per liter (mg/L)

ppt: parts per trillion or nanograms per liter (ng/L)

Maximum Residual Disinfectant Level (MRDL):

The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG):

The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Minimum Reporting Level (MRL): The MRL is defined by the USGS National Water Quality Laboratory as the smallest measured concentration of a substance that can be reliably measured by using a given analytical method.

Primary Drinking Water Standard (PDWS): MCLs for contaminants that affect health along with monitoring, reporting requirements and water treatment requirements.

Public Health Goal (PHG): The level of a contaminant in drinking water, below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

Regulatory Action Level (RAL): The concentration of a contaminant which, when exceeded, triggers treatment or other requirements that a water system must follow.

Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.

Variations and Exemptions: State board permission to exceed an MCL or not comply with a treatment technique under certain conditions in drinking water.

Secondary Drinking Water Standards (SDWS):

MCLs for contaminants that affect taste, odor or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.

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

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

Water Quality Testing Results

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency and the State Water Resources Control Board (State Board) prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. State Board regulations also establish limits for

contaminants in bottled water that provide the same protection for public health. The MCS D testing for Fecal Coliform produced zero results. Test results for disinfection byproducts have been below the Maximum Contaminant Level (MCL).

The tables enclosed in the newsletter list all the drinking water contaminants that were monitored during 2020. Additionally, the State requires that both Districts monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Therefore, results from prior years are included if such a contaminant was detected. There are very few entries in the tables because very few contaminants were actually detected in prior years. It is once again important to note that the presence of these contaminants does not necessarily indicate that the water poses a health risk.

Additional General Information on Drinking Water

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

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, persons with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers.

Continued from Page 5: USEPA and the Center for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbial contaminants are available from the USEPA's Safe Drinking Water Hotline (1-800-426-4791).

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

If present, elevated levels of lead can cause serious health problems,

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

Humboldt Bay Municipal Water District Testing: RAW SOURCE WATER

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

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

TABLE 2 – SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER								
Lead and Copper (complete if lead or copper detected in the last sample set)	Sample Date	No. of Samples Collected	90 th Percentile Level Detected	No. Sites Exceeding AL	AL	PHG	No. of Schools Requesting Lead Sampling	Typical Source of Contaminant
Lead (ppb)	2020	10	.12	0	15	0.2	0	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits
Copper (ppm)	2020	10	.96	0	1.3	0.3	Not applicable	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

TABLE 3 – SAMPLING RESULTS FOR SODIUM AND HARDNESS						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Sodium (ppm)	2016	3.7	N/A	None	None	Salt present in the water and is generally naturally occurring
Hardness (ppm)	2016	87	N/A	None	None	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

TABLE 4 – DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
TTHMs (µg/L) – (Total Trihalomethanes)	2020	6.9	N/A	80	N/A	Byproduct of drinking water disinfection
HAA5 (µg/L) (Haloacetic Acids)	2020	1.2	0-1.2	60	N/A	Byproduct of drinking water disinfection
Chlorine (mg/L)	2020	Average=0.44	0.4-1.73	[MRDL = 4.0 (as Cl ₂)]	[MRDLG = 4.0 (as Cl ₂)]	Drinking water disinfectant added for treatment
Turbidity	2020	.57	0.02-.57	TT=5.0 NTU	N/A	Soil runoff. High Turbidity can hinder the effectiveness of disinfectants. During the winter season, it is a good indicator of the effectiveness of the filtration system.

TABLE 5 – DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	SMCL	PHG (MCLG)	Typical Source of Contaminant
Color (units)	2016	5.0	N/A	15	N/A	Naturally-occurring organic materials

Chloride (mg/L)	2016	3.9	N/A	500	N/A	Runoff/leaching from natural deposits; seawater influence
Sulfate (mg/L)	2016	10.0	N/A	500	N/A	Runoff/leaching from natural deposits; industrial wastes
Specific Conductance (µS/cm)	2018	130	N/A	1,600	N/A	Substances that form ions when in water
Total Dissolved Solids (mg/L)	2016	90	N/A	1,000	N/A	Runoff/leaching from natural deposits
Turbidity (NTU)	2020	.57	.02-.57	5	N/A	Soil runoff. High Turbidity can hinder the effectiveness of disinfectants. During the winter season, it is a good indicator of the effectiveness of the filtration system.

TABLE 6 – DETECTION OF UNREGULATED CONTAMINANTS

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	Notification Level	Health Effects Language
Total Alkalinity (mg/L)	2016	65	N/A	N/A	There are no health concerns related to alkalinity.

Unregulated Contaminant Monitoring Rule (UCMR)4 – 2020 Testing Results

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

There have been four cycles of monitoring: UCMR 1 (2001-2003), UCMR 2 (2008-2010), UCMR 3 (2013-2015), and UCMR 4 (2018-2020). HBMWD participated in UCMR 1 through UCMR 3, which tested for a total of 65 constituents. The UCMR 4 consists of testing for 10 cyanotoxins, 20 additional contaminants, and 2 indicators. HBMWD has not started cyanotoxin testing. HBMWD has tested for the 20 additional contaminants and 2 indicators. Below are the 4 contaminants with test results above their minimum reporting levels (MRL) and the test results for the 2 indicators. Information on the likely source and potential health effects are also included.

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	Notification Level	Health Effects Language
HAA5 (µg/L) [Sum of 5 Haloacetic Acids]	2020	1.2	0-1.2	60 µg/L	Some people who drink water containing haloacetic acids in excess of the MCL over many years may have an increased risk of getting cancer.
HAA6 (µg/L) [Sum of 6 Haloacetic Acids]	2020	1.2	0-1.2	N/A	Some people who drink water containing haloacetic acids in excess over many years may have an increased risk of getting cancer.
HAA9 (µg/L) [Sum of 9 Haloacetic Acids]	2020	1.2	0-1.2	N/A	Some people who drink water containing haloacetic acids in excess over many years may have an increased risk of getting cancer.
Total Organic Carbon (µg/L)	2019	1100	1100-1100	N/A	Indicator of the potential to form haloacetic acids during water treatment. Total Organic Carbon has no known health effect.

McKinleyville Community Services District Testing

TABLE 1 – SAMPLING RESULTS SHOWING THE DETECTION OF COLIFORM BACTERIA

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

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

TABLE 2 – SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER

Lead and Copper (complete if lead or copper detected in the last sample set)	Sample Date	No. of Samples Collected	90 th Percentile Level Detected	No. Sites Exceeding AL	AL	PHG	No. of Schools Requesting Lead Sampling	Typical Source of Contaminant
Lead (µg/L)	2019	30	1.2	0	15	0.2	4 Schools (up to 3 samples per school)	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits
Copper (µg/L)	2019	30	.650	0	1.3	0.3	Not applicable	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

TABLE 3 – SAMPLING RESULTS FOR SODIUM AND HARDNESS

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

TABLE 4 – DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
TTHMs (µg/L) – (Total Trihalomethanes)	2020	21	0-21	80	N/A	Byproduct of drinking water disinfection
HAA5 (µg/L) (Haloacetic Acids)	2020	6.2	0-6.2	60	N/A	Byproduct of drinking water disinfection
Chlorine (mg/L)	2020	Average=0.56	0.30-.80	[MRDL = 4.0 (as Cl ₂)]	[MRDLG = 4.0 (as Cl ₂)]	Drinking water disinfectant added for treatment
Asbestos	2020	ND	ND	7	7	Some people who drink water containing asbestos in excess of the MCL over many years may have an increased risk of developing benign intestinal polyps.

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

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

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

DETECTION OF UNREGULATED CONTAMINANTS

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	Health Effects Language
HAA6 (µg/L) [Sum of 6 Haloacetic Acids]	2019	4.84	0.0-4.84	N/A	Some people who drink water containing haloacetic acids in excess over many years may have an increased risk of getting cancer.
HAA9 (µg/L) [Sum of 6 Haloacetic Acids]	2019	8.92	0.0-8.92	N/A	Some people who drink water containing haloacetic acids in excess over many years may have an increased risk of getting cancer.
Manganese, Total (µg/L)	2019	.44	.44	500	Manganese exposures resulted in neurological effects. High levels of manganese in people have been shown to result in adverse effects to the nervous system.



Parks & Recreation Activity Guide

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Registration Information

Register in person at the Parks & Recreation Office at 1656 Sutter Road. Registration forms are also available on our website: www.mckinleyvillecsd.com.
**Residents (R) are those persons living or owning property inside the MCSD Boundary. All others pay a non-resident (NR) fee.*

Online Registration Available

Look for the “tablet” to find out which of our programs offer online registration! Click on the links to **Online Registration** on our website or go to rec.mckinleyvillecsd.com to register!

Advertisements

Did you know you can place an advertisement in this Newsletter and Activity Guide? We direct mail this full color guide to over 5,000 McKinleyville Residents, emailed to over 1,500 customers, posted online and it is available to pick up at many locations throughout McKinleyville. Three newsletters are published each year and you can advertise in all three for as little as \$160!!! Call the office today to place your ad at 707-839-9003.

Facilities & Facility Rentals

We have facilities available to rent for all your special event or meeting needs. For information regarding rental policies and procedures, please contact the Parks and Recreation office at 839-9003, or check out our website at www.mckinleyvillecsd.com/facility-rentals.



Parks & Picnic Area Rentals

We have park picnic areas available to rent for all your party needs. Each picnic area is equipped with tables and a BBQ. For more information please contact the Parks and Recreation office at 839-9003, or check out our website at www.mckinleyvillecsd.com/park-rentals.



Birthday Parties

Book your child's next birthday party with us! Private parties are scheduled around other programs at the Activity Center or Teen & Community Center. Choose from a roller skating, basketball, indoor soccer, dodgeball, floor hockey, Teen Center or a Playgroup Toddler Party!

Starting at \$200 for 20 Participants



Tot-letics

Tot-letics introduces boys and girls to the sports of Soccer & Basketball in a noncompetitive and fun-filled environment. Our age-appropriate drills and games teach young athletes skill development in addition to vital life lessons including leadership, teamwork, and sportsmanship.

Age: 3-5 | Pierson Park/McK Activity Center
Sa | 10:00am-11:00am | \$60R/\$65NR

Soccer Session: September 11 - October 2
Basketball Session: October 16 - November 6

Organic Produce
Fresh, Flavorful
and Local

Clean, Organic
and Bioavailable
Supplements
and Vitamins

EUREKA NATURAL FOODS

Your Local
Health Food Store

Non-GMO, Fair
Trade, and Vegan
Products

Chef Inspired
Cuisine From
Around
The World

HELPING YOU LIVE WELL AND
BE HEALTHY... NATURALLY!

Eureka 1450 Broadway St
707-442-6325
www.eurekanaturalfoods.com

McKinleyville 2165 Central Ave
707-839-3636

The logo features the word "EUREKA" in a large, serif font, with "NATURAL FOODS" in a smaller, sans-serif font below it. The logo is surrounded by illustrations of various natural products: a leafy vegetable, a chili pepper, and a bunch of grapes. Arrows point from the logo to the surrounding text blocks.

“But...I’m Not an Artist” Paint Nights

So you’re not an artist, but you always wanted to try painting? McKinleyville Parks & Recreation has the class just for you! No experience necessary. All materials are provided. Step-by-Step instructions, assistance and lots and lots of encouragement will be provided. This is a great opportunity to get in touch with your creative side and try your hand at acrylic painting. Each class will result in a complete painting. Grab a friend and a bottle of wine (BYOB) and join our staff for some playful painting. Participants must be 21 or over. Minors 12 or older may participate if accompanied by a parent or guardian over the age of 21.

McK Teen Center | 7pm-9pm
\$40R/\$45NR Per Night

Tuesday, August 10: Tree Frog
Wednesday, September 22: Starry Sky
Wednesday October 27: Fall Trees



McKinleyville Kids Camp

Join McKinleyville Parks and Recreation for a dynamic summer day camp program in which kids have the opportunity to do some of their normal Summer Camp favorites with a Social Distancing Twist! We offer opportunities for free play both indoors and outdoors each day. Activities include arts & crafts, sports, games, drama, roller skating, and more. Weekly sessions are offered with full day hours.

Days

June 21 - August 20
Monday - Friday

Hours

Full Day - 8:00am to 5:30pm

Locations

McKinleyville Activity Center

Ages

Ages 6 to 12 years old (may be 5 if they completed TK or K)

Fees*

Weekly Full Day: \$150 Resident/\$155 Non-resident

Registration

Pre-registration is required.
Youth Liability Release Form Required
Summer Child Care Supplemental Registration Form Required
Online Registration: rec.mckinleyvillecsd.com

More Information

Please visit www.mcsd.com/kidscamp
Call the office at 707-839-9003

**Payment for first week of attendance is due in full at time of registration. A \$15 per week deposit can be placed on all future weeks to reserve your child's spot. Refund requests must be received by the Thursday at noon before the week starts, to be eligible for a refund.*



PIERSON PARK MUSIC IN THE PARK

Pierson Park
6:00pm to 8:00pm

July 29 - Claire Bent &
Citizen Funk

August 19 - The
Undercovers

Bring your family and friends out for a fun evening listening to live music at Pierson Park.

Grab some dinner from one of the food trucks in the park or across the street at the Farmers Market and head on over!!!

Check out the Chamber's facebook page for the most up-to-date info, including possible other dates!!!



Check it Out!

new heart

community church

Sundays 10:00am & 11:30am
1490 Murray Road in McKinleyville

Children's programs too!

(707) 839-8015

www.newheart.com

www.facebook.com/newheartcc



McKinleyville CSD
 PO Box 2037
 McKinleyville, CA 95519

Presort Standard
 US Postage
 PAID
 Arcata, CA
 Permit No. 239

Upcoming Public Meetings

MCSD Board Meetings are held at:
 Azalea Hall
 1620 Pickett Road
 McKinleyville, CA 95519

Recreation Advisory Committee
 (RAC) Meetings are held at:
 1656 Sutter Road
 McKinleyville, CA 95519

For more information please visit our
 website at
www.mckinleyvillecsd.com

June

2 MCSD Board Meeting 7:00pm
 17 RAC Meeting 6:30pm

July

7 MCSD Board Meeting 7:00pm
 15 RAC Meeting 6:30pm

August

4 MCSD Board Meeting 7:00pm
 19 RAC Meeting 6:30pm

September

1 MCSD Board Meeting 7:00pm
 16 RAC Meeting 6:30pm

October

6 MCSD Board Meeting 7:00pm
 21 RAC Meeting 6:30pm

November

3 MCSD Board Meeting 7:00pm
 18 RAC Meeting 6:30pm

**All meetings are subject to change, please visit our website at www.mckinleyvillecsd.com for the most up to date information.*



2021
Summer-Fall
 Newsletter and Activity Guide



McKinleyville Community Services District

BOARD OF DIRECTORS

July 7, 2021

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.D **General Manager’s Report for July 2021 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of June 2021

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 =	\$3,380
• SWAP =	\$5,460
• CSW =	\$0
• Repair Letz Station Blower Control =	\$180
• Replace Blower Shrouds at WWMF Lab =	\$390
• Repair Vac Con Hydraulics =	\$210
• <u>Repair Gates at Babler and Pialorsi Ranch =</u>	<u>\$450</u>
TOTAL COST SAVINGS FOR June=	\$10,070

The cumulative cost savings for the District for Fiscal Year 2020/21 is \$180,042.

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 – As has been reported, the District continues to track COVID related costs. As of the end of April, the detailed breakdown of the Covid related costs was:

Total Parks Refunds:	\$13,797.50
Total Computer Equip costs:	\$17,301.99
Total Labor:	\$30,628.63
<u>Total Supplies/PPE/Other:</u>	<u>\$13,904.32</u>
Total COVID related costs:	\$87,632.44

The above costs do not include costs for people not paying their water bills. The Governor proposed \$1 billion in his budget to assist California’s in paying their overdue water bills. The State Water Resources Control Board sent out the following release on June 14, 2021:

During the COVID-19 emergency, many Californians experienced job loss, reduced wages, and other hardships that made it difficult for them to pay their water bills. As the state prepares to fully reopen in the coming weeks, certain provisions of Governor Newsom’s COVID-19 related executive orders remain necessary to help Californians recover. On June 11, 2021, the governor issued Executive Order N-08-21, which extends the prohibition on discontinuing water service for residential customers and small businesses in a critical infrastructure sector until September 30, 2021.

Water systems played—and still play—a vital role in protecting health and safety by halting water shutoffs for residential customers. Governor Newsom’s 2021–22 May Revise to the state budget proposes that \$1 billion in American Rescue Plan Act funds be used to provide direct payments to water systems to address customer arrearages and revenue gaps related to the pandemic. Details of this program are still being worked out through the legislative budget process. The State Water Board will share additional details as they become available.

As stated above, the ban on locking water services for customers that do not pay their bills has been extended to September 30, 2021. After that date we will discover how much of the unpaid fees we will get paid for, either by customers or the State, and how much we have to write off as bad debt. As of June 1, 2021, the total lock list stood at \$43,098.28. Out of that, \$15,664.63 have not paid since November 2020 or earlier. The oldest non-payment date is July 2020. It of course should be noted that the lock list does not automatically translate to bad debt write-offs.

The majority of District Staff have been fully vaccinated. Per CalOSHA June 17 update, we are bringing Staff back together, having them self-certify their vaccination status. We are requiring non-vaccinated Staff to continue to mask when indoors and separation cannot be maintained but are no longer requiring vaccinated Staff to wear masks. We are also not requiring vaccinated visitors to wear a mask if they come in to pay their bills, etc.

4.5 Gallon Water Tank Project – The District continues work on this Project with Kennedy Jenks (KJ) and their subconsultants. KJ submitted the “Preliminary Design Report” and 30% Design Drawings. All of their other Phase 1 documents are complete and submitted to CalOES/FEMA except the Biological Report. The District received a draft of the Biological reports and provided comments, and we are waiting for the final report.

Per the May 14, Legal Counsel meeting with Doug Shaw, we are moving forward on the land purchase. We are finalizing the legal description of the new parcel with Points West Surveying and have submitted a General Plan Conformance review application to County Planning. District Legal Counsel has submitted a formal offer letter to Mr. Shaw, and we are waiting on a response.

As reported the last several months, the estimated construction cost for this project is significantly higher than the value estimated in the grant application. KJ’s construction cost estimate came in at \$9.3M (\$10.3M including engineering and CM) or \$3.1M over the cost estimate submitted with the grant application. The grant was for a total of \$7.2M (\$5.4 Federal share and \$1.8M match). We have reached out to CalOES to see if there are additional grant funds available to cover the shortfall. We have been told there is additional funding, and the

District has submitted a letter with the revised cost estimate and a revised Benefit Cost Analysis asking for an additional \$3.1M. If available, FEMA/CalOES would cover \$2.33M or 75% of the additional cost, and the District would have to match that with \$777,000 above our original match commitment of \$1.8M. There has been some additional back and forth with CalOES on the additional funding request, so the request is working its way through their system, but we have not received a definitive response yet.

The total District match for the \$10,331,280 project would be \$2,582,820, assuming CalOES/FEMA funds the additional request. \$4,132,000 was budget for the permitting, engineering, property purchase and initial construction costs in this Fiscal Year. The remaining construction cost will be budgeted for in the 2022/23 Fiscal Year. We have begun discussions with Brandis Tallman/Oppenheimer & Co. on potentially financing the \$2.6M from this project and the \$1.7M match from the Highway 101 Sewer Crossing Project and will update the Board on the results of those discussions once we reviewed Brandis Tallman's report.

Water and Sewer Mainline Master Plan Phase 3c – GHD is working on the methodology for the prioritization of the repairs and the updating of the replacement schedule. GHD has submitted a Draft Risk Analysis detailing which pipes should be replaced first, second, etc. District Staff reviewed the analysis and provided comments. The intent is to begin the first replacement design in the 2021/22 Fiscal Year, and potentially start replacing pipes in the summer of 2023.

SRF Energy Efficiency WWMF Micro-grid Project – Ameresco is finalizing the design of the solar array and the Battery Bank. All necessary permits have been obtained. After the approval of Change Order #3 at the June 2, 2021 Board Meeting, we finalized the CO with Ameresco. They have begun ordering the material and equipment for construction and are finalizing the construction schedule based on when the equipment will show up. We are working on setting up a Construction Kick-off Meeting for early July.

The Design/Build Contract amount with Ameresco is for \$3,9009,474 including all Change Orders to date. GHD has been working with the SWRCB to finalized the Final Budget Authorization for the project. This project is funded by a \$2.5M grant/\$2.5M loan from the State Water Resources Control Board and we are still within the grant funding, but with no room for contingencies. The SWRCB was a little concerned about the lack of contingency funding, and have requested that the District makes a commitment to fund up to \$50,000 of additional contingency funding. The latest Change Order with Ameresco is a "Not To Exceed" change order, and we don't anticipate to require any additional funding. We will get Board approval to fund any additional moneys (if required) above the grant amount.

TESLA Batteries – Tesla has generally completed the battery installations at our Ramey/North Bank Water Pump Station and Fischer Sewer Lift Station sites. We did a final punchlist for each of the sites and they are finalizing the punch list items. They also need to commission both sites and make sure they function the way they are intended. The final commissioning date has not

yet been scheduled. The final permitting and Permission to Operate from PG&E is estimated to be granted in early August.

Mad River Restoration/Public Access Project – The grant funding for the final design and construction of the Mad River Restoration project has been secured. Funding has been secured by CalTrout from NOAA, Wildlife Conservation Board, USFWS and the State Coastal Conservancy in the amount of approximately \$1.53M. Permits have been finalized, including the Coastal Development Permit from the Coastal Commission, which was approved at the Coastal Commissions May 12-14 meeting. Meanwhile, CalTrout is moving forward on the final design and preliminary construction. Ideally, the trees that need to be removed for the channel construction would be removed this year after the nesting season, so we wouldn't have to worry about getting held up by nesting birds during construction in 2022.

Sewer Undercrossing Project – GHD has completed and submitted the Phase 1 reports to CalOES and FEMA for this project. The 30% Basis of Design Report as well as the biological and cultural resource environmental reports were formally submitted the first part of February. This completes the District's tasks agreed to under Phase 1 of the Hazard Mitigation Grant. FEMA now needs to complete their National Environmental Policy Act (NEPA) review and issue a Finding of No Significant Impact (FONSI) to release the Phase 2 funding of the grant. We have requested a status updated from CalOES, but have not heard back yet.

The 30% Basis of Design Report also had an Opinion of Probably Construction Cost for the three crossing of \$5,650,000. This is \$3,513,000 more than the Hazard Mitigation Grant construction cost estimate. The overall estimated construction, engineering, and permitting costs is \$6,760,130 or \$3,512,800 more than the original grant cost estimate. District Staff completed a formal letter request and submitted it to CalOES staff to see if there is additional grant funding available in this Hazard Mitigation Grant Disaster Request. We have had some back and forth with CalOES on the request and have clarified some information, but we have not heard back yet if there are enough additional funding to cover the increased cost estimate. If there is available grant funding to cover a portion of this cost, at a minimum, the District's share would still approximately double from \$801,100 to \$1,724,350. Once we hear back from CalOES on available funding, we will bring this and the 4.5MG Tank funding back to the Board to approve funding options.

Pialorsi Ranch Property – GHD has begun working on the new recycled water grant to facilitate the irrigation design. They performed infiltration studies and soil assessment at the end of March. However, the County has required a Coastal Development Permit for the installation of the monitoring wells to monitor groundwater elevations. The CDP application was submitted back in May, but there has not been much progress on it by the County.

The remediation work for the PCB impacts to the Milk Barn by North Coast Environmental Construction has been completed. They were able to clean the concrete and break it up. The soil underneath the floor did not appear to have any impacts, and the concrete and minor

amounts of impacted soil filled only two 55-gallon drums and they were able to stay within their \$61,805 estimate. The former mobile home at the site has also been demolished and removed.

After the start of the 2021/22 Fiscal Year, the Sousa's will be on the next round of the house improvements.

Andy Titus has also taken over the hay lease for the Fischer and Pialorsi properties and finished his first cutting of grass the end of April. He has tilled the soil and planted corn on most of the property. Operations Director Henry continues to coordinate with Mr. Titus on working on both properties and it so far has been a good working relationship.

Local Limits – Operations Director Henry has finalized the Local Limits Study Report with Freshwater Environmental Services and submitted it to the North Coast Regional Water Quality Control Board for their review and approval. The Study compares the levels of various constituents (BOD, TSS, etc.) as it travels through the collection system, through the treatment process and effluent disposal to calculate the load and removal of constituents. This information was then used to establish how much of various constituents can be discharged by individual, generally commercial, users. After the Regional Boards reviews and approves the report, we will bring recommendations to the Board for changes to our local discharge limits for further review and discussion.

Reporting by Sheriff's office, County Public Work, County DHHS – A regular meeting has been scheduled with President Mayo, GM Kaspari, Supervisor Madrone, and Maya Conrad, the current President of the McKinleyville Municipal Advisory Committee (MMAC), to occur on the last Monday of every month to discuss various topics of concern to all three organizations and the community. This month the GM was at the CSDA GM Leadership Summit and did not attend the call.

Grant Applications – As mentioned in previous GM Reports, the \$15,000 Community Forest Technical Assistance grant from the North Coast Resource Partnership to assist with a Forest Management Plan has been funded. The Consultants, BBW, are moving forward on preparing the Draft Forest Management Plan. This is reported under Parks & Rec Director's Community Forest Report.

The McCluski Tanks and the Mad River Crossing Hazard Mitigation grant applications were submitted to CalOES in March. We received a request for additional information on both grant applications and responded to those requests. I do not expect to hear anything on the grant approvals until August/September 2021.

Parks & Rec. Director Frisbee also submitted the Prop. 68 Parks grant for the Skate Park, upgrades to Azalea Hall and Pierson Park, and the BMX site development as reported in Parks & Recreation Directors Frisbee's report.

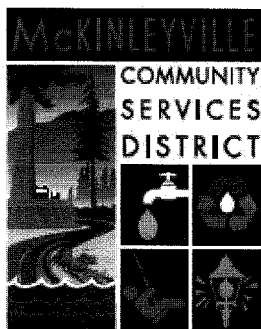
Meetings –The General Manager attended various meetings in March including a regularly schedule MMAC meeting, a Muni Meeting with HBMWD, and a meeting of the local chapter of the California Special District Association (CSDA). The drought declaration was discussed at the Muni Meeting and Ruth Reservoir is still near normal for this year. A Mutual Aid Agreement was discussed at the CSDA meeting and a draft Mutual Aid Agreement is being circulated among the local CSDs for review and potential future signature.

The GM also attended the CSDA's General Manager's Leadership Summit on June 27th-29th. The Summit had several legislative briefings, discussions of leadership strategies, working with the Board, financing options, Public Outreach, Brown Act and Social Media requirements, etc. It was a very worthwhile conference.

The GM also had several meetings with the consultant and contractor for the Microgrid project, several meetings on the Community Forest, including meetings with Trust for Public Lands and Green Diamond. The GM and Finance Director also had a meeting with Brandis & Tallman with regards to financing options for the 4.5MG Tank and Highway Sewer Crossing projects and refinancing existing District debt.

Attachments:

- Attachment 1 – WWMF Monthly Self-Monitoring Report

PHYSICAL ADDRESS:1656 SUTTER ROAD
McKINLEYVILLE, CA 95519**MAILING ADDRESS:**P.O. BOX 2037
McKINLEYVILLE, CA 95519

mckinleyvillecsd.com

MAIN OFFICE:PHONE: (707) 839-3251
FAX: (707) 839-8456**PARKS & RECREATION OFFICE:**PHONE: (707) 839-9003
FAX: (707) 839-5964R.W.Q.C.B. NORTH COAST REGION
5550 SKYLANE BLVD., SUITE A
SANTA ROSA, CA 95403

June 16, 2021

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for May 2021 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number R1-2018-0032.

The normal discharge of effluent was 29 days going to 002, 004 and 006. The required monitoring and water quality constituents that were tested and reported was in compliance in May.

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

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

Monthly River Monitoring was conducted in May.

Started Land Discharge on May 3rd.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA

MONTH: May 2021

DATE	INFLUENT MONITORING			EFFLUENT MONITORING			SETTLABLE SOLIDS			TOTAL COLIFORM			RSW-001			RSW-002									
	FLOW M.G.D.	FLOW M.G.D.	MAXIMUM GPM	RIVER CFS	RIVER DILUTION	B.O.D. mg/L	TSS mg/L	PH	(C°) TEMP	B.O.D. mg/L	TSS mg/L	CL ₂ RES	CL ₂ RES	RIVER CL ₂ RES	SETTLABLE SOLIDS	TOTAL COLIFORM	TIME	PH	TEMP	D.O.	TIME	PH	TEMP	D.O.	
1	0.925	0.000	0	N/A	N/A			No Discharge						N/A											
2	0.964	0.000	0	N/A	N/A			No Discharge						N/A											
3	0.934	0.306	1219	N/A	N/A			7.3 16.4			0.9			N/A			11:00	6.7	16.7	10.4	11:10	7.0	16.9	10.6	
4	0.913	0.995	1265	N/A	N/A			7.3 16.7			7.2			N/A		<1.8									
5	0.884	0.887	1163	N/A	N/A			7.3 17.2			1.8			N/A											
6	0.854	0.866	1099	N/A	N/A			7.3 17.6			1.6			N/A											
7	0.845	0.783	1060	N/A	N/A	390		7.4 17.7	5.4	2.5	1.3			N/A		<0.1									
8	0.861	0.740	863	N/A	N/A			7.4 16.6			1.8			N/A											
9	0.886	0.730	913	N/A	N/A			7.3 16.8			1.9			N/A											
10	0.878	0.926	1185	N/A	N/A			7.3 16.7			1.3			N/A		<1.8									
11	0.853	0.976	1173	N/A	N/A			7.3 16.9			1.6			N/A											
12	0.852	1.000	1122	N/A	N/A			7.2 17.0			1.3			N/A			16:00	7.3	17.5	10.3	16:10	7.4	18.3	11.5	
13	0.855	1.003	1140	N/A	N/A			7.1 16.8			1.3			N/A											
14	0.851	0.839	1737	N/A	N/A	330		7.3 12.4	5.2	3.0	1.1			N/A		<0.1									
15	0.856	0.763	976	N/A	N/A			7.1 16.7			1.4			N/A											
16	0.893	0.761	914	N/A	N/A			7.2 16.9			1.5			N/A											
17	0.999	0.984	1121	N/A	N/A			7.3 17.4			1.5			N/A											
18	0.842	0.960	1200	N/A	N/A			7.3 16.7			1.2			N/A			10:40	6.7	15.5	9.8	10:45	7.0	16.1	10.0	
19	0.837	0.993	1154	N/A	N/A			7.3 16.8			1.2			N/A											
20	0.845	0.974	1125	N/A	N/A			7.2 16.5			1.2			N/A											
21	0.815	0.853	1340	N/A	N/A	230		7.2 17.7	3.1	4.4	1.1			N/A		<0.1									
22	0.830	0.346	654	N/A	N/A			7.3 16.7			3.9			N/A											
23	0.896	0.344	685	N/A	N/A			7.1 16.6			3.4			N/A											
24	0.852	0.813	1123	N/A	N/A			7.2 16.2			3.8			N/A											
25	0.838	0.954	1106	N/A	N/A			7.2 18.0			1.5			N/A			15:03	7.3	19.3	9.3	15:10	7.5	19.6	11.1	
26	0.841	0.956	1090	N/A	N/A			7.2 17.7			1.5			N/A											
27	0.835	0.955	1583	N/A	N/A			7.2 17.5			1.8			N/A											
28	0.823	0.802	1040	N/A	N/A	300		7.2 16.8	5.2	1.0	1.7			N/A											
29	0.802	0.755	839	N/A	N/A			7.0 18.1			1.5			N/A											
30	0.794	0.747	811	N/A	N/A			7.2 17.8			1.5			N/A											
31	0.877	0.748	852	N/A	N/A			7.1 18.4			1.5			N/A											

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER

Analysis Impact	Ammonia	Nitrate	Nitrite	Hardness	Fluoride	Ble Phosphate	Copper	Ferrous	Sulfide	Chloride	Sulfate	Electrode	pH	Temperature	Turbidity	TSS	BOD	TSS	LBS/DAY	mg/L	% Removal	TSS	LBS/DAY	mg/L	% Removal	TSS	LBS/DAY	mg/L	% Removal	TSS	LBS/DAY	mg/L	% Removal	TSS	LBS/DAY	mg/L	% Removal			
																																						Hardness	Ammonia	Nitrate
MONTHLY TESTS LND-001, REC-001 DISCHARGE TO PERC PONDS and LAND																																								
Drinking Water	TSS	AMMONIA	NITRATE	NITRITE	SODIUM	CHLORIDE	BORON																																	
2-30	230	0.48	0.45	ND	28	43	230																																	
AGUATE TO RIFFY																																								
Date	Species	1st Pass/Fail																																						
	Rainbow Trout	N/A																																						
MONTHLY TESTS EFF-001 DISCHARGE TO RIVER																																								
MONTHLY RIVER RSW-001																MONTHLY RIVER RSW-002																								
TSS																TSS																								
100																100																								
55																54																								
ND																ND																								
150																150																								
0.6																0.6																								
1.30																1.30																								
1.74																1.74																								
BOD																BOD																								
mg/L																mg/L																								
5																5																								
BOD & TSS																BOD & TSS																								
30 DAY AVERAGE																30 DAY AVERAGE																								
5																5																								
BOD																BOD																								
mg/L																mg/L																								
31																31																								
LBS/DAY																LBS/DAY																								
98																98																								
% Removal																% Removal																								
3																3																								
TSS																TSS																								
mg/L																mg/L																								
17																17																								
LBS/DAY																LBS/DAY																								
99																99																								
% Removal																% Removal																								
EFF-001																EFF-001																								
REC-001																REC-001																								
Quarterly																Quarterly																								
Permit Exceedance																Permit Exceedance																								
Signature: _____																																								
Remarks: _____																																								

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

May 2021

Discharge Monitoring	002 LND-001	002 LND-001	004 REC-001	003 REC-001	006 REC-001	005 REC-001	001 EFF-001				
DATE	INF-001 MGD	EFF-001 MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	0.925	0.000	0			No Discharge				0.000	0.000
2	0.964	0.000	0			No Discharge				0.000	0.000
3	0.934	0.306	1219			0.306				0.306	0.000
4	0.913	0.895	1265			0.758		0.137		0.895	0.000
5	0.884	0.887	1163			0.698		0.189		0.887	0.000
6	0.854	0.866	1099			0.702		0.164		0.866	0.000
7	0.845	0.783	1060		0.385	0.336		0.062		0.398	0.000
8	0.861	0.740	863		0.740					0.000	0.000
9	0.886	0.730	913		0.730					0.000	0.000
10	0.878	0.926	1185		0.292	0.466		0.168		0.634	0.000
11	0.853	0.976	1173			0.811		0.165		0.976	0.000
12	0.852	1.000	1122			0.832		0.168		1.000	0.000
13	0.855	1.003	1140			0.840		0.163		1.003	0.000
14	0.851	0.839	1737		0.413	0.378		0.048		0.426	0.000
15	0.856	0.763	976		0.763					0.000	0.000
16	0.893	0.761	914		0.761					0.000	0.000
17	0.999	0.984	1121		0.286	0.522		0.176		0.698	0.000
18	0.842	0.960	1200			0.782		0.178		0.960	0.000
19	0.837	0.993	1154			0.824		0.169		0.993	0.000
20	0.845	0.974	1125			0.806		0.168		0.974	0.000
21	0.815	0.653	1340		0.187	0.412		0.054		0.466	0.000
22	0.830	0.346	654		0.346					0.000	0.000
23	0.896	0.344	685		0.344					0.000	0.000
24	0.852	0.813	1123		0.130	0.509		0.174		0.683	0.000
25	0.838	0.954	1106			0.781		0.173		0.954	0.000
26	0.841	0.956	1090			0.787		0.169		0.956	0.000
27	0.835	0.955	1583			0.793		0.162		0.955	0.000
28	0.823	0.802	1040		0.393	0.362		0.047		0.409	0.000
29	0.802	0.755	839		0.755					0.000	0.000
30	0.794	0.747	811		0.747					0.000	0.000
31	0.877	0.748	852		0.748					0.000	0.000
TOTAL	26.830	23.459		0.000	8.020	12.705	0.000	2.734	0.000	15.439	0.000
AVERAGE	0.865	0.757	1018	0.000	0.000	0.000	0.000	0.000	0.000	0.498	0.000
MAXIMUM	0.999	1.003	1737	0.000	0.763	0.840	0.000	0.189	0.000	1.003	0.000
MINIMUM	0.794	0.000	0	0.000	0.130	0.000	0.000	0.047	0.000	0.000	0.000
DAYS	31	29	29	0	16	20	0	19	0	20	0

DAYS WITH NO DISCHARGE = 2