



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

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD
WEDNESDAY, DECEMBER 4, 2024 AT 6:00pm**

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

Or

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

To participate in person, please come to Azalea Hall.

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: comments@mckinleyvillecsd.com up until 4:30 p.m. on Tuesday, December 3, 2024.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, December 4, 2024 in a supplemental packet information that will also be posted on the website for public viewing.

AGENDA
6:00 p.m.

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions or Changes to the Agenda

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

A.4 Approval of the Agenda

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.

- a. CONFERENCE WITH DISTRICT LABOR NEGOTIATORS (Government Code § 54954.5 and 54957)

Agency designated representative: Board Members Dennis Mayo and David Couch

Unrepresented employee to whom negotiations pertain: All MCSD Employees

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

- | | | |
|-----|---|--------------|
| D.1 | Consider Approval of the Minutes of the Board of Directors Regular Meeting on November 6, 2024 | P. 5 |
| | Attachment 1 – Draft Minutes from November 6, 2024 | P. 7 |
| D.2 | Consider Approval of October Draft Treasurer's Report | P. 13 |
| D.3 | Compliance with State Double Check Valve (DCV) Law | P. 23 |
| D.4 | Consider Adoption of Resolution 2024-25 Authorizing the General Manager To Act as Authorized Agent and Execute Contracts as Part Of the California Forest Improvement Program Grant Application | P. 25 |
| | Attachment 1 – CFIP Application | P. 27 |
| | Attachment 2 – Resolution 2024-25 | P. 37 |

D.5	Consider Appointment of Nancy Morelli as Alternate Public Member Of the Trails, Infrastructure, Clean-Ups, and Security Subcommittee	P. 39
	Attachment 1 – Nancy Morelli MCFC Subcommittee Application	P. 41
D.6	Consider Adoption of Resolution 2024-21 Affirming Board Support of the Existing Memorandums of Understanding with the Redwood Coast Mountain Bike Association (RCMBA) and the Mountain Bike Tribal Trail Alliance (MBTTA)	P. 45
	Attachment 1 – Resolution 2024-21	P. 47
	Attachment 2 – RCMBA MOU	P. 49
	Attachment 3 – MBTTA MOU	P. 59
D.7	Consider Appointment of Evan Schwartz as Alternate Public Member of the PARC Committee	P. 69
	Attachment 1 – Evan Schwartz PARC Committee Application	P. 71

E. CONTINUED AND NEW BUSINESS

E.1	Introduction of New District Staff Members (Informational)	P. 73
E.2	Consider Approval of Filing a Notice of Exemption for Construction of Fischer Lift Station Seismic Rehabilitation Project (Action)	P. 75
	Attachment 1 – CEQA Notice of Exemption for Fischer Lift Station Upgrades and Seismic Retrofit Project	P. 79
E.3	Adopt Resolution 2024-26 Accepting the Appointments of Directors Binder and Orsini in Lieu of Election and Schedule a Special Meeting for the Board Secretary to Administer the Oath of Office (Action)	P. 81
	Attachment 1- August 21, 2024 Correspondence County of Humboldt Office of Elections	P. 83
	Attachment 2 – Resolution 2024-26	P. 85

F. REPORTS

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

F.1	ACTIVE COMMITTEE REPORTS	
	a. Parks and Recreation Committee (Binder/Biteman)	
	b. Area Fund (John Kulstad/Binder)	
	c. Redwood Region Economic Development Commission (Biteman/Mayo)	
	d. McKinleyville Senior Center Board Liaison (Binder/Couch)	
	e. Audit and Finance Committee (Orsini/Biteman)	
	f. Employee Negotiations (Couch/Mayo)	
	g. McKinleyville Municipal Advisory Committee (Orsini/Binder)	
	h. McKinleyville Community Forest Committee (Orsini/Biteman)	
	i. HBMWD Muni Water Task Force (Couch/Mayo)	

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. Finance & Administration Department (Samantha Howard) **P. 87**
- b. Operations Department (James Henry) **P. 89**
- c. Parks & Recreation Department (Kirsten Messmer) **P. 95**
 - Attachment 1 – Parks and Recreation Committee Approved Meeting Minutes from October 16, 2024 **P. 99**
 - Attachment 2 – McKinleyville Community Forest Committee Approved Meeting Minutes from October 15, 2024 **P. 103**
- d. General Manager (Pat Kaspari) **P. 107**
 - Attachment 1 – WWMF Monthly Self-Monitoring Report **P. 113**

F.4 PRESIDENT’S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on November 27, 2024

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

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

McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2024

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of the Minutes of November 6, 2024
Board of Directors Regular Meeting**

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

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

Recommendation:

Staff recommends the approval of the Minutes of the Board of Directors for the November 6, 2024 Regular Meeting.

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from November 6, 2024 Regular Meeting

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

AGENDA ITEM A. CALL TO ORDER:

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

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

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

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

A.4 Approval of the Agenda:

Motion: It was moved to approve the agenda.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

A.5 Closed Session Discussion

There was no closed session scheduled.

AGENDA ITEM B. PUBLIC HEARINGS:

There was no public hearing scheduled.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There was no public comment or written communications.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the October 2, 2024 Board of Directors Regular Meeting and the October 23, 2024 Special Meeting

D.2 Consider Approval of September Draft Treasurer’s Report

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

D.4 Consider Designation of Director Dennis Mayo as Authorized Voting Representative and Director Scott Binder as the Alternate for the December 4, 2024 Association of California

Water Agencies (ACWA) Membership Meeting

D.5 Consider Approval of Public Member Applicants to the Trails, Infrastructure, Clean Up and Security Subcommittee

Director Biteman requested to pull Item D.5.

Motion: It was moved to approve Consent Calendar items D.1 through D.4

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

D.5 Consider Approval of Public Member Applicants to the Trails, Infrastructure, Clean Up and Security (TICS) Subcommittee

Parks and Recreation Director Messmer presented the item.

The Board engaged in a lively discussion.

Public comment was given by Lesley Frisbee, MCSD ratepayer.

Motion: It was moved to accept staff recommendation to appoint Charlie Caldwell, Kenneth Burton, Phil Heidrick, Shaun Fyfe, and Justin Brown to the five public member seats TICS Subcommittee and recommend that the McKinleyville Community Forest Committee consider appointing Nancy Morelli as an alternate public member.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Approval of Revised Salary Schedule

General Manager Kaspari reviewed the staff note for the item.

Directors asked clarifying questions of staff.

Director Couch and Director Mayo, who are on the Employee Negotiations committee, gave a report out of their October 18, 2024 meeting with staff and expressed support for the item.

There was no public comment.

Motion: It was moved to approve the revised salary schedule for implementation in the 2025/2026 fiscal year.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.2 Annual Review and Discussion of 2024-2029 Strategic Plan

The item was overviewed by Board Secretary Blaine.

Board members asked clarifying questions.

There was no public comment.

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

E.3 Consider Adoption of Resolution 2024-24 Initiating the Transfer of Funds from Humboldt County Treasury to Umpqua Bank and California Class

Finance Director Howard presented the item.

Directors discussed and made comments in support of the transfer of funds.

There was no public comment.

Motion: It was moved to adopt Resolution 2024-24.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.4 Consider Application for CAL FIRE Forest Health Grant and Designation of the General Manager as the Authorized Agent

General Manager Kaspari presented the item.

Directors asked clarifying questions and Board discussion took place.

There was no public comment.

Motion: It was moved to adopt Resolution 2024-23.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** President Binder was unable to attend the October meeting.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Director Biteman gave a brief report from the October meeting.
- d. **McKinleyville Senior Center Board Liason (Binder/Couch):** President Binder gave a brief report on the activities of the Senior Center.

- e. **Audit and Finance (Orsini/Biteman):** Directors Orsini and Biteman gave a report out of the November 1, 2024 meeting.
- f. **Employee Negotiations (Couch/Mayo):** Directors Couch and Mayo had nothing to add to discussion that took place during item E.1.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini had nothing further to add as this month's MMAC meeting was the joint MMAC/MCSD meeting.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** Director Orsini had nothing further to add to discussion that took place during item D.5.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

Director Mayo stated that he will be making efforts to reach out to Senator-Elect Adam Schiff to develop a working relationship.

F.3 STAFF REPORTS

- a. **Finance and Administration Department:** Finance Director Howard reported the auditors will be on site at the District the week of November 18, 2024.
- b. **Operations Department (James Henry):** Operations Director Henry reported the District and several staff were recipients of annual awards from the California Water Environment Agency. Utility Worker Jordan Johnson was awarded Collection System Person of the Year, the District was awarded Collection System of the Year and Safety Plant of the Year, Utility Worker Bill McBroome was awarded Electrical Instrumentation Person of the Year, and Operations Director James Henry received the Quarter Century Award.
- c. **Parks & Recreation Department (Kirsten Messmer):** Parks and Recreation Director Messmer reported that the Parks and Recreation Committee (PARC) meetings would be changing their times from 6:30 p.m. to 6:00 p.m. on the third Wednesday of the month.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari reiterated that Director Mayo and President Binder will attend the ACWA Fall Conference during the December 4, 2024 Board meeting. He requested that the remaining three directors inform staff if they will not be present to ensure a quorum. He also informed the Board that a special meeting may be called in December to facilitate the swearing-in of President Binder and Director Orsini for their new terms of office.

F.4 PRESIDENT'S REPORT:

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

Director Orsini commended President Binder on his tenure as Board President.

Director Mayo briefly reported on his experience at the ACWA Region 1 Event Tour of the Mt. Tamalpais Watershed.

G. ADJOURNMENT:
Meeting Adjourned at 8:05 p.m.

Joseph Blaine, Board Secretary

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McKinleyville Community Services District
DRAFT Treasurer's Report
October 2024

Table of Contents

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

Ratios

as of October 31, 2024

- Utility Accounts Receivable Turnover Days	<table border="1"><tr><td>12</td></tr></table>	12
12		
- YTD Breakeven Revenue, Enterprise Funds:	<table border="1"><tr><td>\$ 2,460,652</td></tr></table>	\$ 2,460,652
\$ 2,460,652		
- YTD Actual Enterprise Operating Revenue:	<table border="1"><tr><td>\$ 3,145,448</td></tr></table>	\$ 3,145,448
\$ 3,145,448		
- Days of Cash on Hand-Operations Checking/MM	<table border="1"><tr><td>298</td></tr></table>	298
298		

McKinleyville Community Services District
 DRAFT Activity Summary by Fund, Approved Budget
 October 2024

Department Summaries	July	August	September	October	% of Year 33.33% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	% Year Remaining:		Notes
									Total Budget	Remaining Budget %	
Water											
Water Sales	377,798	466,657	387,565	404,473	1,636,493	1,450,000	186,493	12.86%	4,350,000	2,713,507	62.38%
Other Revenues	18,199	19,951	9,039	11,274	58,483	102,317	(43,834)	-42.86%	306,950	248,487	80.95%
Total Operating Revenues	395,997	486,608	396,604	415,747	1,694,955	1,552,317	142,638	9.19%	4,656,950	2,961,995	63.80%
Salaries & Benefits											
Water Purchased	136,738	111,520	104,841	118,522	471,621	486,906	(15,285)	-3.14%	1,460,717	989,096	67.71%
Other Expenses	107,688	108,330	111,217	110,780	438,015	431,667	6,348	1.47%	1,295,000	856,985	66.18%
Depreciation	49,482	47,132	39,224	71,527	207,366	309,328	(101,962)	-32.96%	927,985	720,619	77.65%
Total Operating Expenses	33,333	33,333	33,333	33,333	133,333	133,333	(1)	0.00%	400,000	266,668	66.67%
Net Operating Income	327,242	300,315	288,616	334,162	1,250,334	1,361,234	(110,900)	-8.15%	4,083,702	2,833,368	69.38%
Net Operating Income	68,756	186,292	107,988	81,585	444,621	191,083	31,739		573,248	128,627	
Grants	560	-	-	722,437	722,997	2,333,333	(1,610,336)		7,000,000	6,277,003	89.67%
Interest Income	22,552	42,302	28,947	29,098	122,899	50,000	72,899	145.80%	150,000	27,101	18.07%
Interest Expense	14,259	-	-	-	14,259	66,908	52,649	-78.69%	200,724	186,465	92.90%
Total Non-Operating Income	8,853	42,302	28,947	751,535	831,637	2,316,425	(1,590,085)		6,949,276	6,117,639	
Net Income (Loss)	77,609	228,595	136,935	833,120	1,276,258	2,507,508	(1,558,347)		7,522,524	6,246,266	
Wastewater											
Wastewater Service Charges	365,828	395,146	369,717	378,264	1,508,955	1,400,000	108,955	7.78%	4,200,000	2,691,045	64.07%
Other Revenues	26,213	26,294	10,630	16,515	79,653	95,481	(15,828)	-16.58%	286,442	206,789	72.19%
Total Operating Revenues	392,041	421,440	380,347	394,779	1,588,608	1,495,481	93,127	6.23%	4,486,442	2,897,834	64.59%
Salaries & Benefits	150,184	131,183	136,410	132,561	550,337	507,628	42,709	8.41%	1,522,885	972,548	63.86%
Other Expenses	62,036	63,980	52,065	77,260	255,341	387,195	(131,854)	-34.05%	1,161,585	906,244	78.02%
Depreciation	125,000	125,000	125,000	125,000	500,000	500,000	-	0.00%	1,500,000	1,000,000	66.67%
Total Operating Expenses	337,220	320,162	313,474	334,821	1,305,678	1,394,823	(89,145)	-6.39%	4,184,470	2,878,792	68.80%
Net Operating Income	54,821	101,278	66,873	59,958	282,930	100,658	182,272		301,972	19,042	
Grants	580	-	-	41,666	42,226	241,667	(199,441)	-82.53%	725,000	682,774	94.18%
Interest Income	28,754	60,872	44,303	45,670	179,599	40,000	139,599	349.00%	120,000	(59,599)	-49.67%
Interest Expense	(209,752)	278,317	-	-	68,565	85,284	16,719	-19.60%	255,851	187,286	73.20%
Total Non-Operating Income	239,066	(217,445)	44,303	87,336	153,260	196,383	(76,560)		589,149	435,889	73.99%
Net Income (Loss)	293,887	(116,167)	111,176	147,295	436,190	297,041	139,149		891,121	454,931	
Enterprise Funds Net Income (Loss)	371,495	112,428	248,111	980,414	1,712,448	2,804,549	(1,092,101)		8,413,645	6,701,197	

Budget spread evenly across 12 months, but actuals vary by schedule
 Budget spread evenly across 12 months, but actuals vary by project & expenditure

Oct grant revenue is 4.5 MGT reimbursement.

Budget spread evenly across 12 months, but actuals vary by project & expenditure

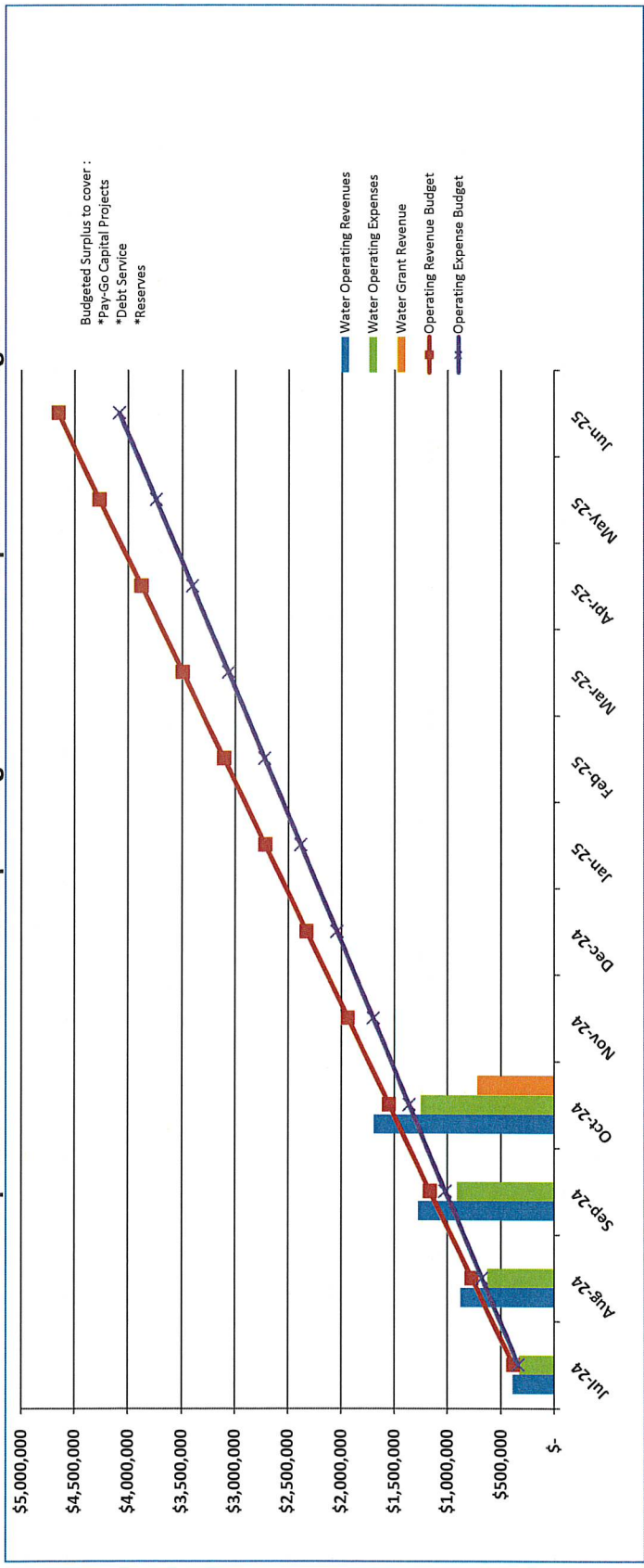
Oct grant revenue is Fischer Lift Station reimbursement.
 July negative interest is due to reversal of FY24 accrued interest.

McKinleyville Community Services District
 DRAFT Activity Summary by Fund, Approved Budget
 October 2024

Department Summaries	July	August	September	October	% of Year 33.33% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	% Year Remaining:		Notes	
									Total Budget	Remaining Budget %		
*Parks & Recreation												
Program Fees	65,991	9,156	2,066	15,325	92.538	142,050	(49,512)	-34.86%	426,150	333,612	78.29%	Budget spread evenly across 12 months, but actuals vary by schedule
Rents & Facility Related Fees	8,508	16,190	3,795	7,139	35.632	33,775	1,857	5.50%	101,325	65,693	64.83%	
Property Taxes	-	-	-	-	-	244,598	(244,598)	-100.00%	733,794	733,794	100.00%	
Other Revenues	12,292	12,284	14,610	12,371	51.557	66,517	(14,960)	-22.49%	199,550	147,993	74.16%	Budget spread evenly across 12 months, but actuals vary by schedule
Interest Income	21,059	23,175	17,359	17,424	79.017	25,000	54,017	216.07%	75,000	(4,017)	-5.36%	
Total Revenues	107,850	60,806	37,829	52,259	258.743	511,940	(253,197)	-49.46%	1,535,819	1,277,076	83.15%	
Salaries & Benefits	95,370	87,799	94,991	112,570	390.730	366,647	24,083	6.57%	1,099,941	709,211	64.48%	
Other Expenditures	28,081	21,154	15,122	27,739	92.097	97,992	(5,895)	-6.02%	293,975	201,878	68.67%	
Total Expenditures	123,451	108,953	110,114	140,310	482.827	464,639	18,188	3.91%	1,393,916	911,089	65.36%	Total expenditures increased due to hiring of ELP employees, Hillier restroom repairs, and Murray Road Gate expenses.
Other Financing Sources:												
Grant Revenues	-	-	-	-	-	433,333	(433,333)	-100.00%	1,300,000	1,300,000	100.00%	
Capital Expenditures	-	500	15,867	5,651	22,019	1,016,667	(994,648)	-84.06%	1,300,000	1,277,981	98.31%	Budget spread evenly across 12 months, but actuals vary by project schedule
Excess (Deficit)	(15,601)	(48,648)	(88,152)	(93,702)	(246,102)	(536,033)	289,931		141,903	1,665,987		
*Measure B Assessment												
Total Revenues	100	138	3,848	3,801	7.886	234,886	(227,000)	-96.64%	704,659	896,773	98.88%	
Salaries & Benefits	8,874	13,812	14,428	13,760	50.874	56,505	(5,631)	-9.97%	169,514	118,640	69.99%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	5,283	8,075	7,277	9,651	30.287	57,412	(27,125)	-47.25%	172,235	141,948	82.42%	Budget spread evenly across 12 months, but actuals vary seasonally
Capital Expenditures/Loan Repayment	-	-	-	63,101	63.101	91,323	(28,222)	-30.90%	273,968	210,867	76.97%	Budget is spread evenly across 12 months. Loan prmts are October & April
Total Expenditures	14,157	21,887	21,706	36,512	144.261	205,240	(60,979)	-29.71%	615,717	471,456	76.57%	Total Expenditures increased due to Teen Center Loan Payment
Excess (Deficit)	(14,057)	(21,749)	(17,857)	(82,711)	(136,375)	29,646	(166,021)		88,942	225,317		
*Street Lights												
Total Revenues	11,855	12,389	12,154	12,291	48.689	46,200	2,489	5.39%	138,600	89,911	64.87%	
Salaries & Benefits	6,933	4,664	4,732	4,907	21.236	21,961	(725)	-3.30%	65,882	44,646	67.77%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	5,078	6,629	3,863	4,768	20.338	20,565	(227)	-1.10%	61,695	41,357	67.03%	Budget spread evenly across 12 months, but actuals vary by project
Capital Expenditures/Loan Repayment	-	-	-	-	-	1,667	(1,667)	-100.00%	5,000	5,000	100.00%	
Total Expenditures	12,011	11,293	8,595	9,675	41.574	44,193	(2,619)	-5.93%	132,577	91,003	68.64%	
Excess (Deficit)	(156)	1,095	3,560	2,617	7,116	2,007	(5,109)		6,023	(1,093)		
Governmental Funds Excess (Deficit)	(29,814)	(69,301)	(102,450)	(173,797)	(375,361)	(504,380)	129,019		236,868	1,890,211		

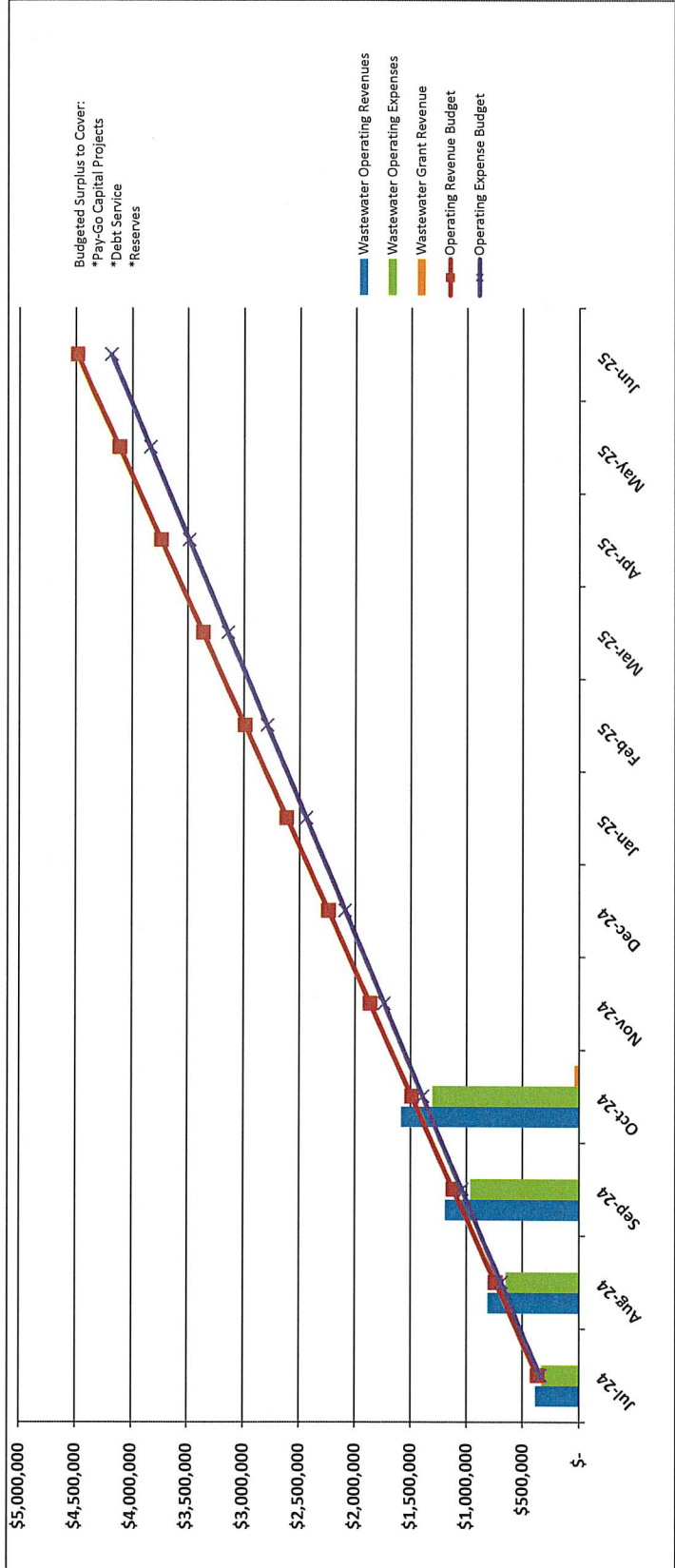
**McKinleyville Community Services District
DRAFT as of October 31, 2024**

Comparison of Water Fund Operating Revenues & Expenses to Budget



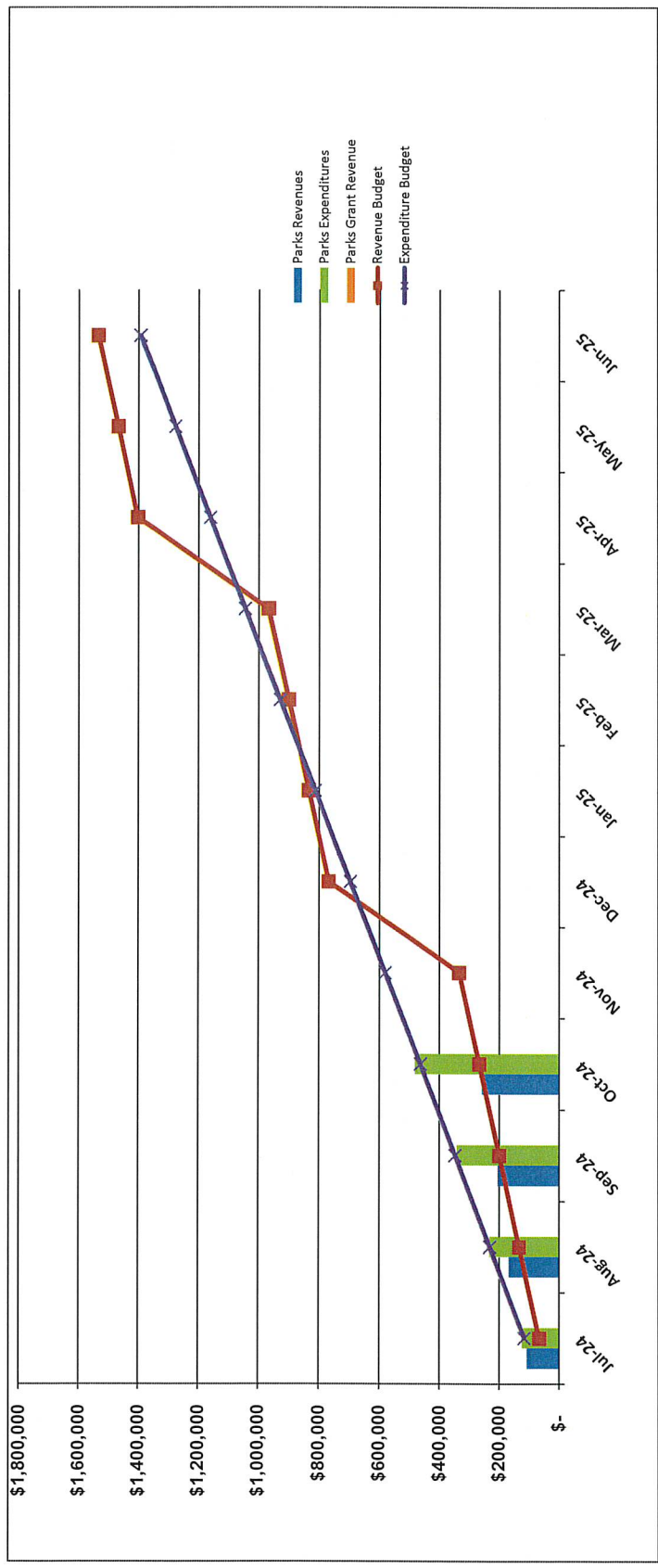
**McKinleyville Community Services District
DRAFT as of October 31, 2024**

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



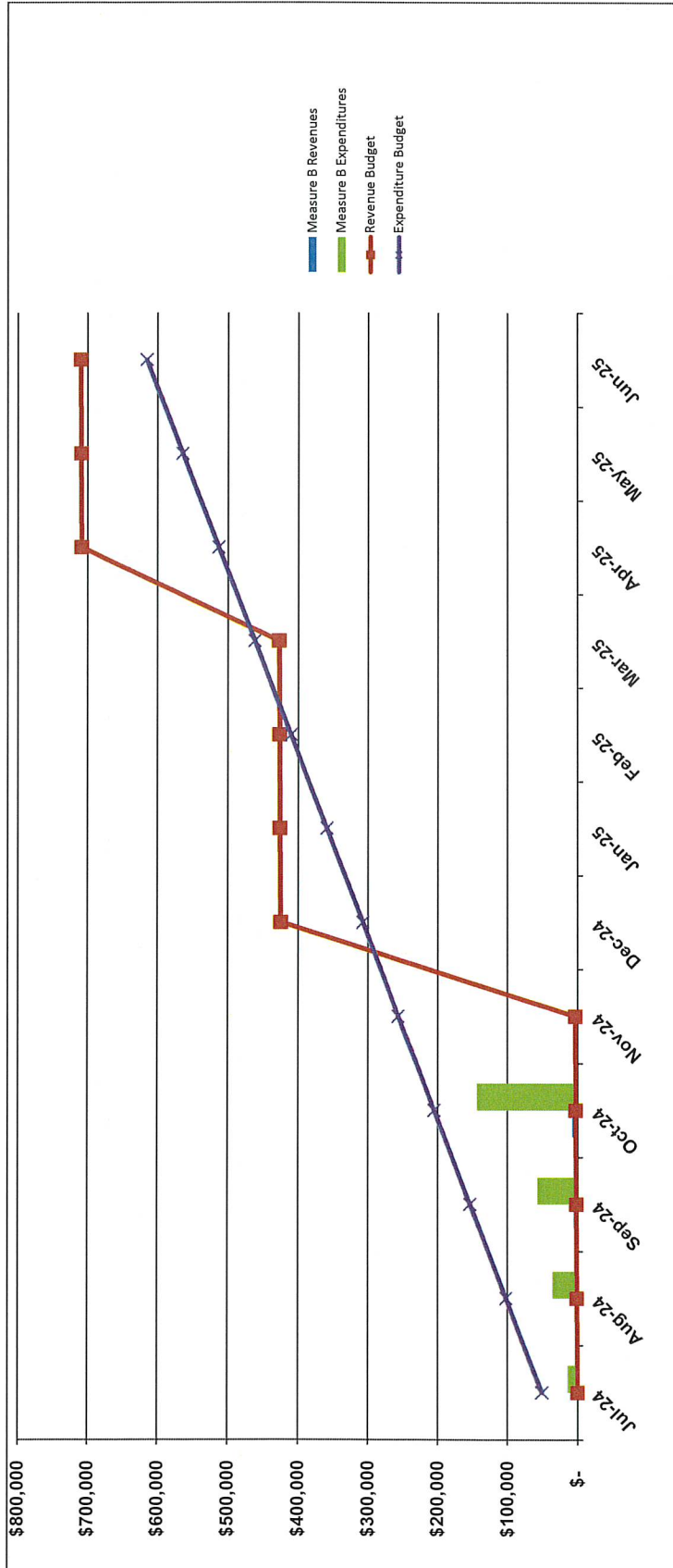
**McKinleyville Community Services District
DRAFT as of October 31, 2024**

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



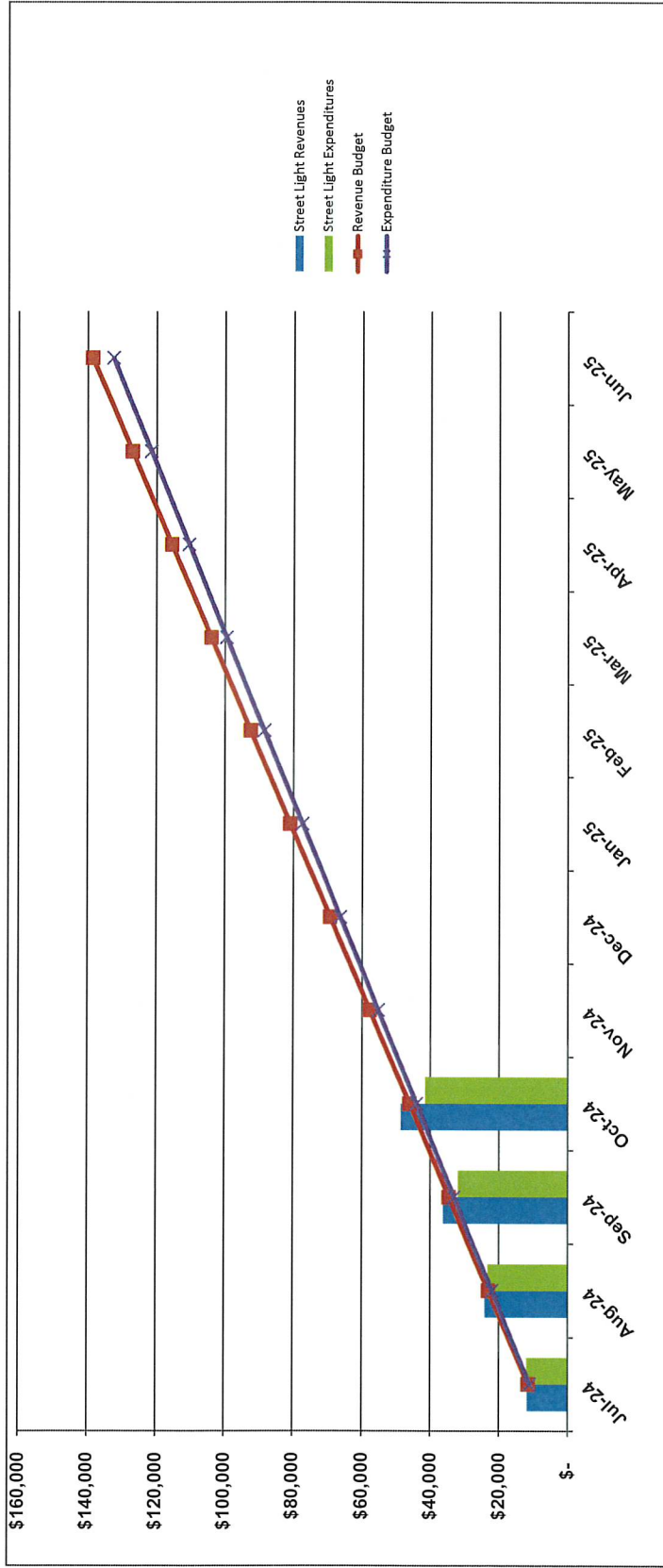
McKinleyville Community Services District
 DRAFT as of October 31, 2024

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
DRAFT as of October 31, 2024**

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
20410	10/8/2024	PUB01	Public Employees PERS	(28,254.04)	C40930u	Ck# 020410 Reversed
043054	10/2/2024	*0021	TRUE NORTH ORGANIZING NET	100.00	C41002	DEPOSIT REFUND (FACILITY RENTAL)
043055	10/2/2024	10102	101 NETLINK	80.00	0241001-1	BACKUP INTERNET SERVICES
043056	10/2/2024	70701	707 PEST SOLUTIONS	85.00	76083	795 HILLER RD
				120.00	77088	1656 SUTTER
				175.00	77306	1705 GWIN RD
				150.00	77307	1620 PICKETT RD
			<u>Check Total:</u>	<u>530.00</u>		
043057	10/2/2024	ACC04	ACCURATE DRUG TESTING SERVICE	200.00	0012060	DOT PHYSICAL EXAM
043058	10/2/2024	BAD01	BADGER METER, Inc.	425.25	80173097	MONTHLY FEE
043059	10/2/2024	BLA01	MCSD Employee	363.50	C41002	TRAVEL ADV.(CSDA BOARD SECRETARY)
043060	10/2/2024	EUR06	EUREKA READY MIX	526.67	97956	4000PSI, SHORT LOAD, DARA
043061	10/2/2024	GHD01	GHD	7,856.41	0-0057946	SWSRF GRANT APP RECYCLED
				2,039.33	0-0057947	MICROGRID
			<u>Check Total:</u>	<u>9,895.74</u>		
043062	10/2/2024	GRA02	GRAINGER	462.87	247421358	REPAIRS/SUPPLY
				46.16	257003732	REPAIRS/SUPPLY
				447.72	260038022	REPAIRS/SUPPLY
			<u>Check Total:</u>	<u>956.75</u>		
043063	10/2/2024	HAR13	The Hartford - Priority A	515.10	186289443	GRP. HEALTH INS
043064	10/2/2024	HUM01	HUMBOLDT BAY MUNICIPAL WATER	111,217.28	C41002	WTR PURCHASED
043065	10/2/2024	IND02	INDUSTRIAL ELECTRIC SERVICE	23.44	IN51670	3/4" SCH 40 PVC CONDUIT
043066	10/2/2024	INFO2	INFOSEND	3,746.03	272316	MAILING AND POSTAGE
043067	10/2/2024	INF03	INFINITE CONSULTING SERVICE	5,160.00	12186	MONTHLY HOSTING FEE
043068	10/2/2024	KEN02	KENNEDY/JENKS CONSULTANTS	42,492.35	174768	4.5MG TANK
043069	10/2/2024	KIN01	MCSD Employee	32.80	C41002	FLEX SPENDING
043070	10/2/2024	KUB01	ETSUKO KUBO CONSULTING	660.00	2410.4	COACHING SESSION
043071	10/2/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	19.38	37-221948	REPAIRS/SUPPLY
				35.53	37-221949	REPAIRS/SUPPLY
			<u>Check Total:</u>	<u>54.91</u>		
043072	10/2/2024	PAC05	PACIFIC ECORISK	4,000.00	20090	TRE WORK PLAN
043073	10/2/2024	PGE11	PGE STREETLIGHTS	22.65	C41002	GAS & ELECTRIC SEWER PUMP
043074	10/2/2024	PGE12	PGE	182.19	C41002	GAS & ELECTRIC HILLER
043075	10/2/2024	ROJ01	ROJAS COMMUNICATIONS GROUP	2,500.00	202436	GOVERNMENT RELATIONS/LOBB
043076	10/2/2024	SIL02	PARKS & RECREATION CUSTOMER	107.45	C41002	REIMBURSEMENT (COOKING CLASS)
043077	10/2/2024	STR01	STREAMLINE	375.00	F9E7-0048	SUBSCRIPTIONS
043078	10/2/2024	STR02	PARKS & RECREATION CUSTOMER	22.92	C41002	REIMBURSEMENT (PLAYGROUP)
043079	10/2/2024	THR01	THRIFTY SUPPLY COMPANY	17.99	034319-01	REPAIRS/SUPPLY
				61.07	034512-01	REPAIRS/SUPPLY

<u>Check Total:</u>					<u>79.06</u>		
043080	10/2/2024	TWO01	TWO BROTHERS CATHODIC SERVICE	1,063.75	1108	REFERENCE CELL	
043081	10/2/2024	VAL01	VALLEY PACIFIC PETROLEUM	1,063.22	24-809179	GAS/OIL/LUBE	
043082	10/2/2024	VAL02	VALLEY PACIFIC	3,487.99	24-808625	GAS/OIL/LUBE	
043083	10/2/2024	\A007	MQ CUSTOMER	12.06	000C41001	MQ CUSTOMER REFUND	
043084	10/2/2024	\S037	MQ CUSTOMER	29.79	000C41001	MQ CUSTOMER REFUND	
043085	10/7/2024	USP02	USPS: BMEU	2,305.93	C41007	NEWSLETTER POSTAGE	
043086	10/9/2024	ACW01	CB&T/ACWA-JPIA	21,479.09	0704055	GRP. HEALTH INS	
043087	10/9/2024	AMA01	AMAZON CAPITAL SERVICES	738.95	K3TG6GC1M	AMAZON PURCHASES	
043088	10/9/2024	ATT07	AT&T ACCT 9391081626	182.06	022391009	PHONE LINES	
043089	10/9/2024	COA01	COASTAL BUSINESS SYSTEMS	176.86	37570629	LEXMARK XM3250 COPIERS	
043090	10/9/2024	GHD01	GHD	21,128.51	0-0058325	FISCHER LIFT STATION UPGR	
043091	10/9/2024	GON01	SOFTBALL UMPIRE	280.00	C41009	SOFTBALL UMPIRE PMT	
043092	10/9/2024	GRA02	GRAINGER	65.84	265207622	CONSP TAPE, TRUCK AND TRACK	
043093	10/9/2024	HEA01	HEALTHEQUITY, ATTN: CLIEN	35.40	RH9J9SY	HSA MONTHLY ADMIN FEES	
043094	10/9/2024	HUM08	HUMBOLDT SANITATION	771.00	49X02668	1620 PICKETT RD TRASH SERVICE	
				1,390.60	49X02669	1656 SUTTER TRASH SERVICE	
				771.00	49X02670	1705 GWIN RD TRASH SERVICE	
				384.35	49X02671	675 HILLER RD TRASH SERVICE	
<u>Check Total:</u>					<u>3,316.95</u>		
043095	10/9/2024	KIN01	MCSD Employee	905.63	C41009	FLEX SPENDING	
043096	10/9/2024	MAY03	DENNIS MAYO	316.77	C41009	REIMBURSEMENT (ACWA)	
043097	10/9/2024	MCK04	MCK ACE HARDWARE	1,240.96	C41009	REPAIRS/SUPPLY	
043098	10/9/2024	MEN01	MENDES SUPPLY CO.	1,185.35	C41009	REPAIRS/SUPPLY	
043099	10/9/2024	MIL01	Miller Farms Nursery	17,025.75	C41009	REPAIRS/SUPPLY	
043100	10/9/2024	MIT01	MITCHELL LAW FIRM	1,313.50	5449	LEGAL SERVICES	
043101	10/9/2024	NOR01	MICROBAC LABORATORIES, INC	4,695.00	C41009	LAB TESTS	
043102	10/9/2024	NOR13	NORTHERN CALIFORNIA SAFET	120.00	30142	MONTHLY FEE	
043103	10/9/2024	ORS03	GREG ORSINI	724.01	C41009	REIMBURSEMENT (CSDA)	
043104	10/9/2024	PGE01	PG & E (Office & Field)	30,806.35	C41009	GAS & ELECTRIC	
043105	10/9/2024	STA09	S.W.R.C.B.	149.00	C41009	CERTIFICATION RENEWAL	
043106	10/9/2024	THO02	Thomas Home Center	899.89	C41009	REPAIRS/SUPPLY	
043107	10/9/2024	UMP01	UMPQUA COMMERCIAL CARD OP	249.44	1024BD	TRAVEL/TRAINING/SUPPLIES	
				504.67	1024JH	TRAVEL/TRAINING/SUPPLIES	
				1,274.87	1024KM	TRAVEL/TRAINING/SUPPLIES	
				226.90	1024LF	TRAVEL/TRAINING/SUPPLIES	
				2,715.64	1024PK	TRAVEL/TRAINING/SUPPLIES	
				36.34	1024SH	TRAVEL/TRAINING/SUPPLIES	
				94.39	1024PARKS	TRAVEL/TRAINING/SUPPLIES	
<u>Check Total:</u>					<u>5,102.25</u>		
043108	10/9/2024	URT01	SOFTBALL UMPIRE	760.00	C41009	SOFTBALL UMPIRE PMT	
043109	10/9/2024	VER01	VERIZON WIRELESS	71.30	974432555	PAGING/ALARMS	
043110	10/18/2024	*0022	MCSD CUSTOMER	100.00	C41017	SECURITY DEPOSIT REFUND	

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McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2024

TYPE OF ITEM: **ACTION**

ITEM: D.4 **Consider Adoption of Resolution 2024-25 Authorizing the General Manager to Act as Authorized Agent and Execute Contracts as Part of the California Forest Improvement Program Grant Application**

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

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

Recommendation:

Staff recommends that the Board review the information provided, discuss, take Public comment and adopt Resolution 2024-25 (**Attachment 2**) authorizing the General Manager to act as authorized agent and enter into contracts as part of the California Forest Improvement Program Grant Application.

Discussion:

MCSD staff has been diligently collaborating with BBW & Associates to explore funding opportunities for developing a Forest Management Plan for the McKinleyville Community Forest. During this process, we identified that the California Forest Improvement Program (CFIP) will provide cost-share assistance to private and public ownerships for the preparation of a Forest Management Plan by a Registered Professional Forester.

The overall purpose of CAL FIRE’s California Forest Improvement Program (CFIP) is to encourage private and public investment in, and improved management of, California forest lands and resources. This focus is to ensure adequate high quality timber supplies, related employment and other economic benefits, and the protection, maintenance, and enhancement of a productive and stable forest resource system for the benefit of present and future generations. CFIP will be releasing up to \$2 million per solicitation period. The program is currently accepting applications for the solicitation period ending on January 2, 2025 and staff are actively working on preparing the grant application for submission.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

The grant may fund up to 75% of the development for the Forest Management Plan, which is estimated to cost between \$20,000 and \$60,000, depending on how many of the technical studies (e.g. comprehensive tree, invasive species, special status plant inventories, road and erosion assessments, etc.)

Environmental Requirements:

The Forest Management Plan will act as the guidance document for the CEQA process for various projects contained within it.

Exhibits/Attachments:

- Attachment 1 – CFIP Application
- Attachment 2 – Resolution 2024-25



CFIP APPLICATION

Instructions

Before completing this form, make sure you are using the most current version. Current forms are available from your CAL FIRE Forestry Assistance Specialist (FAS) and are posted on the California Forest Improvement (CFIP) webpage at the following web link:

<https://www.fire.ca.gov/what-we-do/grants/california-forest-improvement>

Read the CFIP User's Guide, available on the CFIP webpage linked above, regarding program requirements.

The Grantee for a CFIP grant must be the deeded landowner. If there is more than one landowner, one of them will be designated as the Grantee and that person will complete this form and the STD 204 Payee Data Record associated with this application. All additional landowners are Participants.

Contact information

Grantee

Contact information for the Grantee is listed in the RM-7A CFIP Agreement form.

Participant(s) / Additional Landowner(s)

Name: McKinleyville Community Services District -Pat Kaspari

Title: General Manager

Mailing Address

Street: 1656 Sutter District

City, State Zip Code: 95519

Phone Number: 707 839-3251

E-mail Address: pkaspari@mckinleyville.csd.com

Use the continuation sheet if additional owners are listed on the deed.



Registered Professional Forester (RPF)

An RPF is required.

Name: Greg Blomstrom BBW & Associates

Title: Associate Forester

RPF Number:1877

Mailing Address

Street: POB 802

City, State Zip Code: McKinleyville, CA 95518

Phone Number:707383-7293

E-mail Address:gblomstrom01@gmail.com

Responsible Person

Enter the person to be contacted, if other than the RPF (e.g., property manager). If left blank, the RPF will be contacted.

Name: Pat Kaspari

Title: General Manager MCSD

Mailing Address

Street:1656 Sutter Road

City, State Zip Code: Mckinleyville, CA 95519

Phone Number: 707383-7293

E-mail Address:pkaspari@mckinleyvillecsd.com

Landowner Eligibility Information

1) To be eligible, the landowner must own 5,000 acres or less of forestland in California. As per PRC 4793(e), forestland means land at least 10 percent occupied by trees of any size that are native to California, including native oaks, or formerly having had that tree cover and not currently zoned for uses incompatible with forest resource management. Does the landowner own \leq 5,000 acres of forestland in California?

Yes

No

2) To be eligible, a landowner must own at least 20 acres of contiguous forestland, unless the property is zoned TPZ. Does the landowner own \geq 20 contiguous acres of forestland in California?

Yes

No

If no, explain:

3) To determine whether you have any conflict of interest, have you been employed by the State of California within the last 12 months?

No

Yes

If yes, explain:



Property Eligibility Information

1) If the project proposes timber related practices (site preparation, planting, precommercial thinning, release, and follow-up work), the project area must cover at least 5 acres. Is the total project area proposed for timber related practices 5 acres or more?

- Yes
- No
- N/A, application is for management plan only
- N/A, application is for wildlife/conservation practice only

2) Land use restrictions.

a) How is the project area zoned? Check all that apply and explain other.

- TPZ
- Agricultural Preserve (Williamson Act)
- Other. Explain:

b) Enter whether there are title restrictions that may restrict resource management activities. If there are, please provide CAL FIRE a copy of the information. E.g., is there a Conservation Easement, CC&R's, or a petition for rezoning from TPZ to other uses, existing, underway, or contemplated, which would restrict resource management activities for the period during which the grant is administered (10 years)? Areas subject to forest improvement funding can't be converted to other uses such as residential development, landscaping, gardens, etc. If so, CAL FIRE would require that the funding spent on a forest improvement project be repaid with interest. Are there any such restrictions?

- No
- Yes

If yes, explain and provide documentation: There is a NUGA recorded from the WCB that prevents subdivision. Forst Management is permitted consistent with wildlife habitat

3) CFIP projects are non-commercial operations typically used to modify sub-merchantable trees or trees with no commercial value. Commercial timber operations require the approval of a Timber Harvest Plan (THP), Non-industrial Timber Management Plan (NTMP), emergency notice or exemption by CAL FIRE. This question is used to determine whether there are any existing Forest Practice Rule requirements in the project area. CFIP can't be used to pay for Forest Practice Act requirements. Is the land proposed for CFIP funding currently, or in the last 10 years been, subject to commercial timber harvesting?

- No
- Yes

If yes, please list the project number(s): 1-17-031 HUM

If yes, has a completion and stocking report been approved by CAL FIRE?

- Yes
- No

If no, please explain:



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
CFIP APPLICATION
RM-6 (REV. 03/2023)



4) CAL FIRE does not allow CFIP projects that are also proposed under a federal program, such as the Environmental Quality Incentives Program (EQIP), for the same or equivalent practice on the same acreage. CFIP projects may be used in conjunction with federal programs to complement each other. Simultaneous projects will be closely coordinated with federal partners. Have you or do you plan to apply for forest improvement work which is the subject of payments or other assistance provided pursuant to federal law for the same practices on the same acres as proposed in this application?

- No
- Yes

If yes, please explain:

Management Plan and California Environmental Quality Act (CEQA) Review

1) Is there a previously prepared Forest or Land Management Plan for the area proposed for CFIP project?

- No

If no, a long-term Forest Management Plan must be completed prior to approval of ground practices.

- Yes

If yes, a CFIP plan, Non-industrial Timber Management Plan (NTMP), American Tree Farm System (ATFS) plan, or Environmental Quality Incentives Program (EQIP) plan may be adequate depending on the age and quality of the plan. Plan revision may be advised for older plans to document changes in the project area or to include additional information to make the plan more complete. Consult with the CAL FIRE FAS to determine whether the existing plan is adequate.

Should the plan be revised?

- Yes
- No

If yes, and the existing plan was completed under a CFIP agreement, enter the CFIP Project Number and/or CFIP grant agreement number:

If yes, and the existing plan is an NTMP, enter the NTMP number:

- 2) Enter the number of acres under the proposed/existing management plan: 599
- 3) Enter the number of acres in the total ownership: 1,082



Location

- 1) Enter the site address of the project area: Murray Rd to Hunts Dr. Eastern McKinleyville
- 2) Is the project located within the Coastal Zone (PRC 30103)? Yes No
- 3) Is the project adjacent to a public park, or any other special treatment area? Yes No
- 4) Parcel Locations. Provide the information below, listed separately for each parcel in the project area. Use continuation sheet, if more than six parcels are in the project area.
 - a) First parcel
 - i) Assessor Parcel Number: 509-061-001
 - ii) County: Humboldt
 - iii) Zoning: TPZ
 - iv) Section, Township, Range, Base & Meridian: Section 3& 4, T6N, R1E HB&M
 - b) Second parcel
 - i) Assessor Parcel Number:510-011-023
 - ii) County: Humboldt
 - iii) Zoning: TPZ
 - iv) Section, Township, Range, Base & Meridian: Section 32, T7N, R1E HB&M
 - c) Third parcel
 - i) Assessor Parcel Number:511-111-057
 - ii) County: Humboldt
 - iii) Zoning: TPZ
 - iv) Section, Township, Range, Base & Meridian: Sec. 29, T7N, R1E HB&M
 - d) Fourth parcel
 - i) Assessor Parcel Number:510-011-020
 - ii) County: Humboldt
 - iii) Zoning: TPZ
 - iv) Section, Township, Range, Base & Meridian: Section 33 T 7N R 1E HB&M
 - e) Fifth parcel
 - i) Assessor Parcel Number:510-011-022
 - ii) County: Humboldt
 - iii) Zoning:TPZ
 - iv) Section, Township, Range, Base & Meridian: 33 T 7N R 1E HB&M
 - f) Sixth parcel
 - i) Assessor Parcel Number:509-063-003
 - ii) County: Humboldt
 - iii) Zoning: TPZ
 - iv) Section, Township, Range, Base & Meridian: Sec. 3;,4;9;10; T 6N, R1E HB&M.
 - g) Seventh parcel
 - i) Assessor Parcel Number: 509-062-004
 - ii) County: Humboldt
 - iii) Zoning: TPZ



b) Section, Township, Range, Base & Meridian: Sec. 3 T 6N, R1E HB&M.



Additional Information

- 1) Landowners with less than 500 acres of forestland receive 90% cost-share reimbursement. Does the landowner own < 500 acres of forestland in California? Yes No
- 2) Timber site productivity. For timber site productivity, the landowner will need to consult with a RPF. If you have an existing forest management plan, NTMP, or past harvest plan, this value is often documented with the tree growth information.
 - a) Check all the site productivity classes present within the project area:
 I II III IV V
 - b) If more than one site class is present in the project area, calculate the weighted average within the project area and round to the closest site index. For example, if there are 10 acres of site II and 20 acres of site III for a total project area of 30 acres, the weighted average equals $(2*10/30 + 3*20/30 = 2.66)$ and you would enter site III.
 I II III IV V
- 3) Substantially damaged timberland means areas of timberland where wildfire, insects, disease, wind, flood, or other blight caused by an act of God occurs after January 1, 1976 and the damage reduced stocking below the requirements of the Forest Practice Act. The following are the minimum stocking levels: 300 point count (site III or better), 150 point count (site IV, V) or 85 ft² (site I or II), 50 ft² (site III, IV, V). Areas substantially damaged are subject to 90% cost share assistance. Does the area proposed for CFIP funding include substantially damaged timberland?
 No
 Yes

If yes, explain the cause and timing and include the area on the project map:

Grantee Certification

The below certification shall be completed by the Grantee, only; not by Participant(s) / Additional Landowner(s). If the Grantee is not a natural person, this certification is to be completed by the natural person whose name is listed on the STD 204 Payee Data Record associated with this application.

I certify that the above and attached is true and correct to the best of my knowledge:

Grantee's Printed Name: Pat Kaspari

Grantee's Signature: 

Date: 9/30/2024



CFIP APPLICATION - CONTINUATION SHEET

Contact information

Participant(s) / Additional Landowner(s) *(continued from Page 1)*

Name:

Title:

Mailing Address

Street:

City, State Zip Code:

Phone Number:

E-mail Address:

Name:

Title:

Mailing Address

Street:

City, State Zip Code:

Phone Number:

E-mail Address:

Name:

Title:

Mailing Address

Street:

City, State Zip Code:

Phone Number:

E-mail Address:

Name:

Title:

Mailing Address

Street:

City, State Zip Code:

Phone Number:

E-mail Address:



CFIP APPLICATION - CONTINUATION SHEET

Additional Location Information (continued from Page 5)

- c) Seventh parcel
 - i) Assessor Parcel Number:
 - ii) County:
 - iii) Zoning:
 - iv) Section, Township, Range, Base & Meridian:
- d) Eighth parcel
 - i) Assessor Parcel Number:
 - ii) County:
 - iii) Zoning:
 - iv) Section, Township, Range, Base & Meridian:
- e) Ninth parcel
 - i) Assessor Parcel Number:
 - ii) County:
 - iii) Zoning:
 - iv) Section, Township, Range, Base & Meridian:
- f) Tenth parcel
 - i) Assessor Parcel Number:
 - ii) County:
 - iii) Zoning:
 - iv) Section, Township, Range, Base & Meridian:

RESOLUTION 2024 – 25

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICE DISTRICT AUTHORIZING THE GENERAL MANAGER TO ACT AS AUTHORIZED AGENT AND ENTER INTO CONTRACTS AS PART OF THE CALIFORNIA FOREST IMPROVEMENT PROGRAM GRANT APPLICATION

WHEREAS, the McKinleyville Community Services District is committed to the conservation and improvement of the McKinleyville Community Forest; and

WHEREAS, the California Forest Improvement Program (CFIP) provides grants to support high quality timber supplies, related employment and other economic benefits, and the protection, maintenance, and enhancement of a productive and stable forest resource system for the benefit of present and future generations; and

WHEREAS, the McKinleyville Community Services District seeks to apply for a CFIP grant to fund the development of a Forest Management Plan for the McKinleyville Community Forest; and

WHEREAS, it is necessary to authorize the General Manager to submit grant documents and enter into a contract with the California Department of Forestry and Fire Protection (CAL FIRE) as part of the grant application process;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District hereby authorize and direct the General Manager to act as the authorized agent and prepare, sign, and submit all necessary documents, including but not limited to the grant application, contracts, and agreements, required to secure funding from the California Forest Improvement Program.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on December 4, 2024 by the following polled vote:

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

Scott Binder, Board President

Attest:

Joey Blaine, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2024

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Consider Appointment of Nancy Morelli as Alternate Public Member of the Trails, Infrastructure, Clean-Ups, and Security Subcommittee**

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

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

Recommendation:

Staff recommends the Board review the information provided and recommend that Nancy Morelli is appointed as an Alternate Public Member of the Trails, Infrastructure, Clean-Ups, and Security Community Forest Subcommittee.

Discussion:

During the October 15th MCFC meeting, the committee voted to recommend the following applicants to the MCSD Board of Directors to fill the five public member seats on the TICS Subcommittee: Charlie Caldwell, Kenneth Burton, Phil Heidrick, Shaun Fyfe, and Justin Brown to the five public member seats on TICS Subcommittee.

During the November 6th McKinleyville Community Services District Board meeting, the Directors voted to accept the recommendation and appoint those five members. During that discussion, the Directors also recommend that the McKinleyville Community Forest Committee consider appointing Nancy Morelli as an alternate public member. Nancy was contacted by the General Manager regarding this recommendation, and she said she would be interested in the position.

At the November 19, 2024 McKinleyville Community Forest Committee meeting, the Committee recommended that the MCSD Board approve the appointment of Nancy Morelli as an Alternate to the TICS.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

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Item D.5 Attachment 3

Name *

Nancy Morelli

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

McKinleyville CA 95519

Permanent Address *

[REDACTED]

McKinleyville CA 95519

Email Address *

[REDACTED]

Please select the subcommittee you are interested in applying for: *

- Forest Management Plan/Funding/Budget Subcommittee
- Trails Plan/Security/Clean Ups/Infrastructure Subcommittee

Can you commit to 8-10 hours of volunteer time per month? *

- Yes
- No

Can you commit to attending regularly scheduled monthly meetings? *

- Yes
- No

Can you commit to a term of 1 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *
(please keep in mind subcommittee meetings can be on zoom or hybrid)

	During the workday (9am-5pm)	Evenings (5:30pm)	I am not available any of these times
Monday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you selected "During the workday" above, please list 1.5 hour blocks that you are available on those days. *

n/a

Please list any recurring days/times you are NOT available (i.e. monthly meeting for your work or other boards you may sit on). *

3rd Monday of each month/Northern CA horseman assoc. meeting

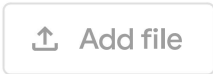
What knowledge, skills and experience will you bring to the Community Forest Committee? (You may attach a resume or additional page if necessary). *

I am a trail rider, equestrian and also have volunteered with Humboldt Trail Stewards for many years

Please describe why you want to participate as a member of the Community Forest Committee. *

I live nearby and would love to explore the new forest, hiking with my dog and family and also on horseback.

Resume Attachment (PDF File Only)



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McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2024

TYPE OF ITEM: **ACTION**

ITEM: D.6 **Consider Adoption of Resolution 2024-21 Affirming Board Support of the Existing Memorandums of Understanding with the Redwood Coast Mountain Bike Association (RCMBA) and the Mountain Bike Tribal Trail Alliance (MBTTA)**

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

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends the Board review the information provided, discuss, take Public Comment and adopt Resolution 2024-21 affirming Board support of the executed Memorandums of Understanding with the Redwood Coast Mountain Bike Association and the Mountain Bike Tribal Trail Alliance.

Discussion:

While the District was in the process of acquiring the Community Forest land from Green Diamond Resource Company (GDRC) as part of the grant from the California Natural Resources Agency, District Staff met with Board Members from the Redwood Coast Mountain Bike Association (RCMBA). RCMBA had an existing Memorandum of Understanding (MOU) with GDRC to provide access to Green Diamond land and construct and maintain mountain bike trails on their land. The MOU extended to land that would eventually become McKinleyville Community Forest land. RCMBA was concerned that the work that they had already invested in these trails would be lost if they could not also execute an MOU with MCSD. We assured them that we would be happy to continue these discussions and utilize RCMBA volunteer support for construction of mountain bike and multipurpose trails in the Community Forest.

After the acquisition of the land by the District, copies of the existing RCMBA MOU with Green Diamond, as well as the one they have with Humboldt County for the McKay Tract were obtained. District Staff reworked and combined these MOUs, and upon approval of the Ad Hoc Community Forest Committee, submitted the MOU to District Legal Counsel for review and editing. Copies of the MOU were then provided to RCMBA for their review and were eventually adopted by RCMBA and the District and the MOU executed.

The Mountain Bike Tribal Trail Alliance (MBTTA) had also been in discussions with GDRC about executing a similar MOU. Green Diamond decided not to execute an MOU with MBTTA since the transfer of land was eminent. District Staff and the Ad Hoc Community Forest Committee did not feel that it was good precedent to exclude any groups that are able to conform to the requirements of the MOU and assist in the development of the Community Forest trails and other infrastructure, and therefore executed a similar MOU with MBTTA.

The existing MOUs are included as **Attachments 2 and 3** to this Staff Note. As detailed in the MOUs, there are extensive benefits to the District and the Community for these collaborative partnerships between the District and the mountain bike associates including the; "...commitment to supporting recreational trail use, expanding access to trails, and enhancing the social and economic benefits of trails with the McKinleyville area." The MOUs provide the necessary protection for the District and will assist with the development of the forest. Staff likely should have brought these MOUs to the full Board for approval prior to their final execution but are asking the Board to pass Resolution 2024-21 (**Attachment 1**) affirming the MOUs and support of this collaborative partnership.

At the October 2, 2024 Regular Board Meeting, the Board directed staff to take the MOUs through the Trails, Infrastructure, Clean-Ups, and Security (TICS) subcommittee and then the McKinleyville Community Forest Committee (MCFC) for approval and recommendation now that the Ad Hoc committee has formed into a full committee and a subsequent subcommittee has also formed.

At the October 29, 2024 regular TICS Subcommittee meeting, the Subcommittee reviewed Resolution 2024-21 and the MOUs. The Subcommittee moved to recommend approval of these items to MCFC for further recommendation of approval by the MCSD Board of Directors.

At the November 19, 2024 regular McKinleyville Community Forest Committee meeting, the MCFC reviewed Resolution 2024-21 and the MOUs. The Committee moved to recommend approval of these items by the MCSD Board of Directors.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

A detailed fiscal analysis has not been prepared, but the MOUs are expected to save the District considerable costs for the development of trails and other infrastructure in the Community Forest.

Environmental Requirements:

Not applicable at this time. The development of trails will conform to the eventual Trails and Forest Management Plans and will conform to the necessary local, State and Federal permit requirements.

Exhibits/Attachments:

- Attachment 1 – Resolution 2024-21
- Attachment 2 – RCMA MOU
- Attachment 3 – MBTTA MOU

RESOLUTION 2024 – 21

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICE DISTRICT AFFIRMING BOARD SUPPORT FOR THE EXECUTED MEMORANDUMS OF UNDERSTANDING (MOU) WITH THE REDWOOD COAST MOUNTAIN BIKE ASSOCIATION (RCMBA) AND THE MOUNTAIN BIKE TRIBAL TRAILS ALLIANCE (MBTTA)

WHEREAS, McKinleyville Community Services District (the District) has established the McKinleyville Community Forest; and

WHEREAS, the McKinleyville Community Forest property was purchased from Green Diamond Resource Company by way of a \$3.8 million grant from The Trust for Public Land and the State Natural Resources Department; and

WHEREAS, RCMBA had an existing MOU with Green Diamond Resource Company to build mountain bike and multi-use trails and access Green Diamond land, including the lands of the future McKinleyville Community Forest; and

WHEREAS, after the acquisition of the lands of the McKinleyville Community Forest, District staff and District Counsel revised and executed an MOU with RCMBA; and

WHEREAS, the District was approached by MBTTA to execute a similar MOU; and

WHEREAS, the District is not a position to exclude a group; and

WHEREAS, the District staff executed the same MOU with MBTTA as they did with RCMBA.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby affirm support of the execution of the MOUs with RCMBA and MBTTA by District staff.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on December 4, 2024 by the following polled vote:

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

Scott Binder, Board President

Attest:

Joey Blaine, Board Secretary

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**MEMORANDUM OF UNDERSTANDING
BETWEEN
McKINLEYVILLE COMMUNITY SERVICES DISTRICT
AND
REDWOOD COAST MOUNTAIN BIKE ASSOCIATION**

This Memorandum of Understanding (“MOU”) is made this 14th day of May, 2024, by and between McKinleyville Community Services District (“MCSD”) and the Redwood Coast Mountain Bike Association (RCMBA), a California nonprofit corporation (a 501(c)(3)).

Section 1. Purpose.

The purpose of this MOU is to formalize a collaborative relationship between MCSD and the RCMBA for planning, construction, and maintenance of mountain bike and specified trails within the McKinleyville Community Forest. The MOU is intended to facilitate community involvement in the development and management of the McKinleyville Community Forest, reduce MCSD costs, support opportunities for outstanding mountain biking experiences, support Tribal Youth training and outreach services, and promote safe and compatible recreational use. The MOU identifies the anticipated tasks and activities to be performed by RCMBA, describes the protocol for communication and coordination between RCMBA and MCSD staff, and establishes indemnification provisions and insurance coverage required.

MCSD grants to RCMBA a revocable agreement allowing RCMBA and/or its members to construct and maintain, at the sole cost, expense and liability of RCMBA, trails and mountain bike trail features (“Trails”) as previously constructed, or newly constructed, on McKinleyville Community Forest property, subject to the terms and conditions set forth in this MOU.

RCMBA acknowledges and agrees that the license: a) is not assignable; b) is non-exclusive and does not exclude MCSD and/or other members of the public from full use and possession of the McKinleyville Community Forest; and c) is revocable by MCSD pursuant to the terms of this MOU. RCMBA acknowledges that the grant of this license, RCMBA’s construction and maintenance of the Trails, and the public’s use is being made for public recreational use and purposes under the MOU. By acceptance of this MOU, RCMBA acknowledges that the Community Forest lands are for public use, and that there may, at times, be conflicting uses. RCMBA shall not object to any uses established in the Community Forest Stewardship and Trails Plan (in preparation), and/or development of property carried out by MCSD or its agents, other permittees, or approved users.

Section 2. Statement of Mutual Benefit and Interest.

RCMBA is dedicated to promoting cycling and building and maintaining sustainable trails in the Northern California region. RCMBA represents the interests of their members and the mountain biking community and has existing written agreements with other public and private landowners to develop and maintain trails. RCMBA brings extensive knowledge and expertise regarding the design features that make mountain bike trails fun, challenging, and inspiring.

MCSD owns and manages the McKinleyville Community Forest located east of McKinleyville, (“McKinleyville Community Forest” or “Community Forest”). MCSD is in the process of developing a Community Forest Stewardship and Trails Plan. The McKinleyville Community Forest was established for multiple purposes including public access and recreation, timber harvest, watershed and resource conservation. The McKinleyville Community Forest is envisioned as a place for residents and visitors of

all ages and abilities to enjoy walking, hiking, mountain biking, wheeling (using wheelchairs and other mobility devices on trails that meet accessibility standards), horseback-riding, learning, and connecting with the natural world.

RCMBA and MCSD have each shown a commitment to supporting recreational trail use, expanding access to trails, and enhancing the social and economic benefits of trails within the McKinleyville area.

Section 3. RCMBA Requirements.

A. Assist with trail-building and maintenance within the McKinleyville Community Forest, as long as:

- i) Sufficient volunteer interest from RCMBA members exists; and
- ii) Sufficient financial resources are available for MCSD staff to direct, coordinate, and support the activities described in this MOU.

B. Perform the following tasks:

- i) Assist in and help lead the construction of the mountain bike trails and skills park identified in the final Community Forest Stewardship and Trails Plan (in preparation), in accordance with and pursuant to direction from MCSD staff. RCMBA will perform walk-throughs with MCSD staff prior to initiating construction of each trail segment and will provide advanced notification of planned workdays and will follow all construction directions, restrictions and protocols established by MCSD.
- ii) Assist with trail maintenance and rehabilitation.
- iii) Assist with decommissioning unauthorized trails.
- iv) Provide tools and equipment for volunteer workdays. The use of power tools or mechanized equipment will be considered on a segment-by-segment basis and must be pre-approved by the MCSD prior to use.
- v) Coordinate with MCSD to implement temporary trail closures during trail construction and/or maintenance, as appropriate.
- vi) Coordinate with MCSD on protocols for volunteer activities, which may include additional volunteer authorization or waiver procedures.

C. Train and monitor all volunteers to ensure that they conduct work activities in accordance with appropriate safety practices.

D. Implement the mitigation measures identified in any applicable permits, any California Environmental Quality Act (CEQA) documents, the Community Forest Stewardship and Trails Plan, along with any additional permitting requirements or conditions identified or created by MCSD.

E. Follow the standards and practices identified in the Community Forest Stewardship and Trails Plan and in Guidelines for a Quality Trail Experience (International Mountain Bike Association, current edition) to the greatest extent possible.

F. Encourage all volunteers to be respectful and courteous to other recreational users.

G. Ensure that volunteers do not modify or change any planned trail alignment or configuration without written permission from MCSD.

H. Cover all RCMBA volunteers working within the McKinleyville Community Forest with liability insurance with policy limits in the amount of:

- i) \$1,000,000 for each occurrence; and
- ii) \$2,000,000 overall/aggregate.

- I. Report any volunteer accidents or other instances where volunteer safety has been jeopardized.
- J. Report all illegal activity encountered within the McKinleyville Community Forest by calling 911 immediately and notifying MCSD.
- K. Coordinate with MCSD on fundraising events and/or grant applications.
- L. RCMBA will post this MOU on their official website (redwoodcoastmtb.org) and any future websites and provide RCMBA's members copies of this MOU for the period that this MOU is in force.

Section 4. MCSD Requirements.

- A. Provide clear direction regarding trail-building and maintenance priorities and the desired outcomes for specific projects within the McKinleyville Community Forest.
- B. Provide regular feedback about the effectiveness of the collaborative relationship and any desired changes for improvement.
- C. Provide additional tools and equipment, if available in MCSD's discretion, for RCMBA's use.
- D. Manage environmental permitting and compliance requirements.
- E. Coordinate with RCMBA on fundraising events and/or grant applications.

Section 5. Communication.

RCMBA and MCSD will communicate openly about any matter regarding the collaborative relationship involving the McKinleyville Community Forest.

Section 6. Revisions and Amendments.

Any revisions or amendments to this MOU will require the joint approval of the RCMBA board and the MCSD General Manager.

Section 7. Revocation.

It is the intention of RCMBA and MCSD that this collaborative relationship will continue long term, but in the event that it is deemed not be satisfactory, this MOU can be terminated at any time by either party upon thirty (30) days advance written notice. Either party may revoke and terminate this MOU at any time, for any reason or for no reason. In the event of revocation of the MOU, RCMBA shall immediately cease using and accessing the McKinleyville Community Forest property for any mountain bike trail construction or maintenance purposes. Further, upon the termination of this MOU, MCSD may, at its election, require RCMBA to take any of the following actions, at RCMBA's sole cost and expense: (i) discontinue maintenance and construction of mountain bike trails on McKinleyville Community Forest property by RCMBA, and remove warning signs; or (ii) abandon all of the Trails and associated warning signs in place, in their current condition as of the date on which this MOU terminates.

Section 8. Equal Partners.

MCSD and RCMBA will be named as equal partners on any promotional, outreach, or informational materials related to RCMBA involvement with the McKinleyville Community Forest.

Section 9. Construction of the Trails.

All Trails constructed, installed or maintained by RCMBA and/or its members shall comply with the "Construction Guidelines" published by the International Mountain Biking Association ("IMBA") as set forth in its manual entitled "Trail Solutions," or any future similar IMBA publication intended to replace the same as well as any conditions or requirements imposed by MCSD (the "Trail Standards"). RCMBA shall, at its sole cost and expense, conspicuously post and maintain warning signs advising users of known dangerous artificial latent conditions on the Trails in the McKinleyville Community Forest including, but not limited to, at the entrance points to the McKinleyville Community Forest and at www.redwoodcoastmtb.org. During the construction of Trails, RCMBA shall not cut or damage live trees without formal written approval from MCSD. RCMBA shall provide MCSD a minimum of fifteen (15) days notice prior to commencement of construction activities.

Section 10. Maintenance of Trails.

RCMBA and its members shall, at their sole cost and expense, maintain all Trails installed by them in good condition and repair, such that the same are safe for their intended use and are at all times in compliance with the Trail Standards. RCMBA shall inspect all Trails constructed by it and/or its members on at least a quarterly basis to ensure that all such Trails are in the condition required by Sections 9, and 10 of this MOU. Any Trails that are found not to be in the condition required by Sections 9 and 10 shall, at RCMBA sole cost and expense, be either: (i) removed by RCMBA; or (ii) repaired by RCMBA so as to meet the requirements of Sections 9 and 10. Upon MCSD's request, RCMBA and MCSD shall jointly inspect all Trails constructed and/or installed pursuant to this MOU to ensure compliance with the terms of this MOU.

Section 11. MCSD Approval.

No new Trails shall be constructed in the McKinleyville Community Forest by RCMBA and/or its members without the prior written approval of MCSD, which such approval may be granted or withheld in its sole discretion. RCMBA will designate the proposed location of Trails with plastic flagging (red and white candy stripe) and provide MCSD with a written trail route plan for MCSD approval, and shall afford MCSD the opportunity to review and approve any changes or additions to the trail plan. Should MCSD approve the construction of any new Trail, all such construction shall be at RCMBA's sole cost and expense and shall be performed in strict compliance with the Trail Standards or other applicable guidelines published by IMBA. Within thirty (30) days of the execution of this MOU, RCMBA shall provide to MCSD a written request to continue the construction and/or installation of any Trails that have not yet been completed. RCMBA shall take no further action, including the continuation of construction or installation, on any such Trails until MCSD has approved or denied such request in writing.

Section 12. Authorization.

This MOU does not authorize RCMBA or its members or guests to take any species listed for protection under the federal or California Endangered Species Act or violate any other laws or regulations pertaining to wildlife species or the environment.

Section 13. Indemnification.

A. Hold Harmless, Defense and Indemnification. RCMBA shall hold harmless, defend and indemnify MCSD and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages and liabilities of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, or in any way connected with the use of MCSD property by RCMBA or anyone else entering MCSD property at RCMBA's direction or invitation, or the failure on the part of RCMBA to perform fully its promises contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of MCSD. RCMBA's obligations under this Section shall survive the termination or revocation of this MOU.

B. Effect of Insurance. Acceptance of the insurance required by this MOU shall not relieve RCMBA from liability under this provision. This provision shall apply to all claims for damages related to RCMBA's performance hereunder, regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided hereunder.

C. Property Conditions and Dangerous Conditions. MCSD makes no representation as to the present or future conditions of the Community Forest and its fitness for biking activities under this MOU. RCMBA accepts this license subject to all danger or injury to persons and damages or destruction to property while its members and guests are on MCSD property. In this regard, RCMBA assumes all risk of injury or death to individuals who are on MCSD property pursuant to this MOU and all risk of damage to property upon or in proximity to the MCSD property with RCMBA's knowledge or consent, without regard to whether such injury or damage is occasioned by known or unknown, hidden or disclosed defects on the MCSD property. RCMBA shall immediately notify MCSD and its members of any abnormal or dangerous conditions in the Community Forest or other portions of MCSD property of which RCMBA becomes aware.

D. Own Risk. RCMBA acknowledges and agrees that all recreational activities undertaken by it or its members and guests on McKinleyville Community Forest property are undertaken at their own risk, and that MCSD shall have no liability whatsoever for any injuries to persons or property occurring due to such activities, except such loss or damage which was caused by the sole negligence or willful misconduct of MCSD.

Section 14. Insurance Requirements.

This MOU shall not be executed by MCSD, and RCMBA is not entitled to any rights hereunder, unless certificates of insurance, or other proof that the following provisions have been complied with, are filed with the MCSD.

A. General Insurance Requirements. Without limiting RCMBA's indemnification obligations provided for herein, RCMBA shall take out and maintain, throughout the entire period of this MOU, and any extended term thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of RCMBA and its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:

- i) Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of One Million Dollars (\$1,000,000.00) per occurrence for any one (1) incident, including, but not limited to, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
- ii) It is the parties understanding that RCMBA will not drive an automobile in the performance of the tasks provided pursuant to this MOU. If RCMBA's responsibilities are changed in such a way that driving will be required during the performance of such tasks, RCMBA shall take out and maintain Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto).
- iii) Workers' Compensation Insurance, as required by the Labor Code of the State of California, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said

policy shall contain, or be endorsed to contain, a waiver of subrogation against MCSD and its agents, officers, officials, employees and volunteers.

If RCMBA has no employees, RCMBA may sign the following certification in lieu of Workers' Compensation Insurance:

"I am aware of the provisions of California Labor Code Section 3700 which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with provisions of that code before commencing with and during the performance of the work of this MOU."

RCMBA: _____

Printed Name: _____

Date: _____

B. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

- i) The Comprehensive or Commercial General Liability Policy shall provide that MCSD, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by or on behalf of RCMBA. The coverage shall contain no special limitations on the scope of protection afforded to MCSD or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
 - (a) Includes contractual liability.
 - (b) Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as "XCU Hazards."
 - (c) Is the primary insurance with regard to MCSD.
 - (d) Does not contain a pro-rata, excess only and/or escape clause.
 - (e) Contains a cross liability, severability of interest or separation of insureds clause.
- ii) The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to MCSD in accordance with the notice provisions set forth herein. It is further understood that RCMBA shall not terminate such coverage until MCSD receives adequate proof that equal or better insurance has been secured.
- iii) 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 insurer's liability.
- iv) For claims related to this MOU, RCMBA's insurance is the primary coverage to MCSD, and any insurance or self-insurance programs maintained thereby are excess to RCMBA's insurance and will not be used to contribute therewith.
- v) Any failure to comply with the provisions of this MOU shall not affect the coverage provided to MCSD or its agents, officers, officials, employees and volunteers.
- vi) RCMBA shall furnish MCSD with certificates and original endorsements effecting the required coverage prior to execution of this MOU. The endorsements shall be on forms approved by MCSD. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000.00) shall be disclosed to, and approved by, MCSD.

F. Governing Law. This MOU is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed by the laws of the State of California. The MOU shall in all cases be construed as a whole according to its fair meaning, not strictly for or against either party.

G. Construction of MOU. The provisions set forth in this MOU shall not be construed in favor of or against either party, but shall be construed as if both parties prepared this MOU.

H. Not Subject to Assignment. The rights and obligations under this MOU may not be assigned or assumed by any other party and this MOU is not subject to assignment.

I. Prohibition of Flammable Materials. Due to the danger of forest fires, RCMBA shall not bring onto McKinleyville Community Forest any flammable or explosive materials, including, but not limited to, any kerosene, gasoline, propane or other similar substances, except for gasoline (in amounts less than two gallons) for machinery used for trail construction and/or maintenance. If such gasoline is brought onto McKinleyville Community Forest property, RCMBA shall remove all such gasoline immediately after its use, and in no event shall any gasoline be stored or maintained on McKinleyville Community Forest property overnight. Each RCMBA work crew shall have a fire extinguisher on site at all times.

J. Recreational Use without Monetary Consideration and Statutory Immunity. RCMBA and MCSD agree that there is no fee or other monetary consideration paid by RCMBA for access to MCSD property as described herein. RCMBA acknowledges that it has requested that MCSD make its property available for recreational activities, and that MCSD has not specifically invited use of its property by RCMBA. The parties agree Sections 831.2, 831.3, 831.4, and 831.7 of the California Government Code, without limitation, grant MCSD immunity from potential liability claims made by recreational users for incidents on MCSD property. Pursuant to these Code sections and any and all other defenses available in law and/or equity, MCSD is not liable for claims arising from use of MCSD Trails and roads, natural conditions existing on the property, or hazardous recreational activities taking place on MCSD property.

Section 16. Principal Contacts.

McKinleyville Community Services District

Lesley Frisbee, Parks & Recreation Director
1656 Sutter Road
McKinleyville, CA 95519
Phone: (707) 839-3251
E-mail: lesley@mckinleyvillecsd.com

Redwood Coast Mountain Bike Association

Name: Gina Bauer
Address: PO Box 386, Arcata CA 95518
Phone: (707) 498-8995
E-mail: info@redwoodcoastmtb.org

Section 17. Authorized Representatives.

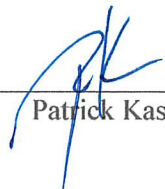
By executing this MOU, each party hereto certifies that the individuals listed in this document as representatives of the parties are authorized to act in their respective areas for matters related to this MOU.

Section 18. Duration.

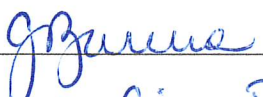
This MOU becomes effective upon signature by both parties and can be modified or amended by mutual consent. Either party may terminate this MOU by giving sixty (60) days advance written notice to the other party or at such other date as may be established. The signatories will evaluate annually whether this MOU should be amended or expanded to meet the needs of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this instrument as of the last date set forth below.

McKinleyville Community Services District:

By:  Date: 5/14/2021
Patrick Kaspari, General Manager

Redwood Coast Mountain Bike Association:

By:  Date: 5/14/24
Print Name: Gina Bauer

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**MEMORANDUM OF UNDERSTANDING
BETWEEN
McKINLEYVILLE COMMUNITY SERVICES DISTRICT
AND
HUMBOLDT SKATE PARK COLLECTIVE/
MOUNTAIN BIKE TRIBAL TRAIL ALLIANCE**

This Memorandum of Understanding (“MOU”) is made this 2nd day of April, 2024, by and between McKinleyville Community Services District (“MCSD”) and Humboldt Skatepark Collective, a California nonprofit corporation (“HSC”) (a 501(c)(3)) working with Mountain Bike Tribal Trail Alliance, part of HSC non-profit alliance (“MBTTA”) in conjunction with Two Feathers, Native American Family Services, The Warrior Institute grassroots organization, other Local Tribes and Veterans. All referred to below as invitees of HSC and MBTTA.

Section 1. Purpose.

The purpose of this MOU is to formalize a collaborative relationship between MCSD and the HSC/MBTTA for planning, construction, and maintenance of mountain bike and specified trails within the McKinleyville Community Forest. The MOU is intended to facilitate community involvement in the development and management of the McKinleyville Community Forest, reduce MCSD costs, support opportunities for outstanding mountain biking experiences, support Tribal Youth training and outreach services, and promote safe and compatible recreational use. The MOU identifies the anticipated tasks and activities to be performed by HSC/MBTTA, describes the protocol for communication and coordination between HSC/MBTTA and MCSD staff, and establishes indemnification provisions and insurance coverage required.

MCSD grants to HSC/MBTTA a revocable agreement allowing HSC/MBTTA and/or its members to construct and maintain, at the sole cost, expense and liability of HSC/MBTTA, trails and mountain bike trail features (“Trails”) as previously constructed, or newly constructed, on McKinleyville Community Forest property, subject to the terms and conditions set forth in this MOU.

HSC/MBTTA acknowledges and agrees that the license: a) is not assignable; b) is non-exclusive and does not exclude MCSD and/or other members of the public from full use and possession of the McKinleyville Community Forest; and c) is revocable by MCSD pursuant to the terms of this MOU. HSC/MBTTA acknowledges that the grant of this license, HSC/MBTTA’s construction and maintenance of the Trails, and the public’s use is being made for public recreational use and purposes under the MOU. By acceptance of this MOU, HSC/MBTTA acknowledges that the Community Forest lands are for public use, and that there may, at times, be conflicting uses. HSC/MBTTA shall not object to any uses established in the Community Forest Stewardship and Trails Plan (in preparation), and/or development of property carried out by MCSD or its agents, other permittees, or approved users.

Section 2. Statement of Mutual Benefit and Interest.

MBTTA is dedicated to promoting cycling and building and maintaining sustainable trails in the Northern California region. MBTTA represents the interests of their members and the mountain biking community and has existing written agreements with other public and private landowners to develop and maintain trails. MBTTA brings extensive knowledge and expertise regarding the design features that make mountain bike trails fun, challenging, and inspiring.

MCSD owns and manages the McKinleyville Community Forest located east of McKinleyville, ("McKinleyville Community Forest" or "Community Forest"). MCSD is in the process of developing a Community Forest Stewardship and Trails Plan. The McKinleyville Community Forest was established for multiple purposes including public access and recreation, timber harvest, watershed and resource conservation. The McKinleyville Community Forest is envisioned as a place for residents and visitors of all ages and abilities to enjoy walking, hiking, mountain biking, wheeling (using wheelchairs and other mobility devices on trails that meet accessibility standards), horseback-riding, learning, and connecting with the natural world.

MBTTA, HSC, Two Feathers and MCSD have each shown a commitment to supporting recreational trail use, expanding access to trails, and enhancing the social and economic benefits of trails within the McKinleyville area.

Section 3. HSC/MBTTA Requirements.

A. Assist with trail-building and maintenance within the McKinleyville Community Forest, as long as:

- i) Sufficient volunteer interest from HSC/MBTTA members exists; and
- ii) Sufficient financial resources are available for MCSD staff to direct, coordinate, and support the activities described in this MOU.

B. Perform the following tasks:

- i) Assist in and help lead the construction of the mountain bike trails and skills park identified in the final Community Forest Stewardship and Trails Plan (in preparation), in accordance with and pursuant to direction from MCSD staff. MBTTA will perform walk-throughs with MCSD staff prior to initiating construction of each trail segment and will provide advanced notification of planned workdays and will follow all construction directions, restrictions and protocols established by MCSD.
- ii) Assist with trail maintenance and rehabilitation.
- iii) Assist with decommissioning unauthorized trails.
- iv) Provide tools and equipment for volunteer workdays. The use of power tools or mechanized equipment will be considered on a segment-by-segment basis and must be pre-approved by the MCSD prior to use.
- v) Coordinate with MCSD to implement temporary trail closures during trail construction and/or maintenance, as appropriate.
- vi) Coordinate with MCSD on protocols for volunteer activities, which may include additional volunteer authorization or waiver procedures.

C. Train and monitor all volunteers to ensure that they conduct work activities in accordance with appropriate safety practices.

D. Implement the mitigation measures identified in any applicable permits, any California Environmental Quality Act (CEQA) documents, the Community Forest Stewardship and Trails Plan, along with any additional permitting requirements or conditions identified or created by MCSD.

E. Follow the standards and practices identified in the Community Forest Stewardship and Trails Plan and in Guidelines for a Quality Trail Experience (International Mountain Bike Association, current edition) to the greatest extent possible.

F. Encourage all volunteers to be respectful and courteous to other recreational users.

G. Ensure that volunteers do not modify or change any planned trail alignment or configuration without written permission from MCSD.

H. Cover all HSC/MBTTA volunteers working within the McKinleyville Community Forest with liability insurance with policy limits in the amount of:

- i) \$1,000,000 for each occurrence; and
- ii) \$2,000,000 overall/aggregate.

I. Report any volunteer accidents or other instances where volunteer safety has been jeopardized.

J. Report all illegal activity encountered within the McKinleyville Community Forest by calling 911 immediately and notifying MCSD.

K. Coordinate with MCSD on fundraising events and/or grant applications.

L. HSC/MBTTA will post this MOU on their official website (www.humboldt skate park collective.org) and any future websites and provide HSC/MBTTA's members copies of this MOU for the period that this MOU is in force.

Section 4. MCSD Requirements.

A. Provide clear direction regarding trail-building and maintenance priorities and the desired outcomes for specific projects within the McKinleyville Community Forest.

B. Provide regular feedback about the effectiveness of the collaborative relationship and any desired changes for improvement.

C. Provide additional tools and equipment, if available in MCSD's discretion, for MBTTA's use.

D. Manage environmental permitting and compliance requirements.

E. Coordinate with HSC/MBTTA on fundraising events and/or grant applications.

Section 5. Communication.

HSC/MBTTA and MCSD will communicate openly about any matter regarding the collaborative relationship involving the McKinleyville Community Forest.

Section 6. Revisions and Amendments.

Any revisions or amendments to this MOU will require the joint approval of the HSC/MBTTA board and the MCSD General Manager.

Section 7. Revocation.

It is the intention of HSC/MBTTA and MCSD that this collaborative relationship will continue long term, but in the event that it is deemed not be satisfactory, this MOU can be terminated at any time by either party upon thirty (30) days advance written notice. Either party may revoke and terminate this MOU at any time, for any reason or for no reason. In the event of revocation of the MOU, HSC/MBTTA shall immediately cease using and accessing the McKinleyville Community Forest property for any mountain bike trail construction or maintenance purposes. Further, upon the termination of this MOU, MCSD may, at its election, require HSC/MBTTA to take any of the following actions, at HSC/MBTTA's sole cost and expense: (i) discontinue maintenance and construction of mountain bike trails on McKinleyville Community Forest property by HSC/MBTTA, and remove warning signs; or (ii) abandon all of the Trails

and associated warning signs in place, in their current condition as of the date on which this MOU terminates.

Section 8. Equal Partners.

MCSD and HSC/MBTTA will be named as equal partners on any promotional, outreach, or informational materials related to HSC/MBTTA involvement with the McKinleyville Community Forest.

Section 9. Construction of the Trails.

All Trails constructed, installed or maintained by HSC and/or its members shall comply with the "Construction Guidelines" published by the International Mountain Biking Association ("IMBA") as set forth in its manual entitled "Trail Solutions," or any future similar IMBA publication intended to replace the same as well as any conditions or requirements imposed by MCSD (the "Trail Standards"). HSC/MBTTA shall, at its sole cost and expense, conspicuously post and maintain warning signs advising users of known dangerous artificial latent conditions on the Trails in the McKinleyville Community Forest including, but not limited to, at the entrance points to the McKinleyville Community Forest and at www.humboldtskateparkcollective.org. During the construction of Trails, HSC/MBTTA shall not cut or damage live trees without formal written approval from MCSD. HSC/MBTTA shall provide MCSD a minimum of fifteen (15) days notice prior to commencement of construction activities.

Section 10. Maintenance of Trails.

HSC/MBTTA and its members shall, at their sole cost and expense, maintain all Trails installed by them in good condition and repair, such that the same are safe for their intended use and are at all times in compliance with the Trail Standards. HSC/MBTTA shall inspect all Trails constructed by it and/or its members on at least a quarterly basis to ensure that all such Trails are in the condition required by Sections 9, and 10 of this MOU. Any Trails that are found not to be in the condition required by Sections 9 and 10 shall, at HSC/MBTTA sole cost and expense, be either: (i) removed by HSC/MBTTA; or (ii) repaired by HSC/MBTTA so as to meet the requirements of Sections 9 and 10. Upon MCSD's request, HSC/MBTTA and MCSD shall jointly inspect all Trails constructed and/or installed pursuant to this MOU to ensure compliance with the terms of this MOU.

Section 11. MCSD Approval.

No new Trails shall be constructed in the McKinleyville Community Forest by HSC/MBTTA and/or its members without the prior written approval of MCSD, which such approval may be granted or withheld in its sole discretion. HSC/MBTTA will designate the proposed location of Trails with plastic flagging (red and white candy stripe) and provide MCSD with a written trail route plan for MCSD approval, and shall afford MCSD the opportunity to review and approve any changes or additions to the trail plan. Should MCSD approve the construction of any new Trail, all such construction shall be at HSC/MBTTA's sole cost and expense and shall be performed in strict compliance with the Trail Standards or other applicable guidelines published by IMBA. Within thirty (30) days of the execution of this MOU, HSC/MBTTA shall provide to MCSD a written request to continue the construction and/or installation of any Trails that have not yet been completed. HSC/MBTTA shall take no further action, including the continuation of construction or installation, on any such Trails until MCSD has approved or denied such request in writing.

Section 12. Authorization.

This MOU does not authorize HSC/MBTTA or its members or guests to take any species listed for protection under the federal or California Endangered Species Act or violate any other laws or regulations pertaining to wildlife species or the environment.

Section 13. Indemnification.

A. Hold Harmless, Defense and Indemnification. HSC/MBTTA shall hold harmless, defend and indemnify MCSD and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages and liabilities of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, or in any way connected with the use of MCSD property by HSC/MBTTA or anyone else entering MCSD property at HSC/MBTTA's direction or invitation, or the failure on the part of HSC/MBTTA to perform fully its promises contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of MCSD. HSC/MBTTA's obligations under this Section shall survive the termination or revocation of this MOU.

B. Effect of Insurance. Acceptance of the insurance required by this MOU shall not relieve HSC/MBTTA from liability under this provision. This provision shall apply to all claims for damages related to HSC/MBTTA's performance hereunder, regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided hereunder.

C. Property Conditions and Dangerous Conditions. MCSD makes no representation as to the present or future conditions of the Community Forest and its fitness for biking activities under this MOU. HSC/MBTTA accepts this license subject to all danger or injury to persons and damages or destruction to property while its members and guests are on MCSD property. In this regard, HSC/MBTTA assumes all risk of injury or death to individuals who are on MCSD property pursuant to this MOU and all risk of damage to property upon or in proximity to the MCSD property with HSC/MBTTA's knowledge or consent, without regard to whether such injury or damage is occasioned by known or unknown, hidden or disclosed defects on the MCSD property. HSC/MBTTA shall immediately notify MCSD and its members of any abnormal or dangerous conditions in the Community Forest or other portions of MCSD property of which HSC/MBTTA becomes aware.

D. Own Risk. HSC/MBTTA acknowledges and agrees that all recreational activities undertaken by it or its members and guests on McKinleyville Community Forest property are undertaken at their own risk, and that MCSD shall have no liability whatsoever for any injuries to persons or property occurring due to such activities, except such loss or damage which was caused by the sole negligence or willful misconduct of MCSD.

Section 14. Insurance Requirements.

This MOU shall not be executed by MCSD, and HSC/MBTTA is not entitled to any rights hereunder, unless certificates of insurance, or other proof that the following provisions have been complied with, are filed with the MCSD.

A. General Insurance Requirements. Without limiting HSC/MBTTA's indemnification obligations provided for herein, HSC/MBTTA shall take out and maintain, throughout the entire period of this MOU, and any extended term thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of HSC/MBTTA and its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:

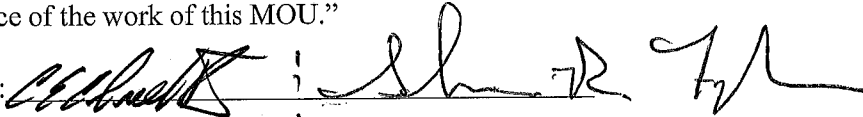
- i) Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of One Million Dollars (\$1,000,000.00) per occurrence for any one (1) incident, including, but not limited to, personal injury, death and property damage. If a general

aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.

- ii) It is the parties understanding that HSC/MBTTA will not drive an automobile in the performance of the tasks provided pursuant to this MOU. If HSC/MBTTA's responsibilities are changed in such a way that driving will be required during the performance of such tasks, HSC/MBTTA shall take out and maintain Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto).
- iii) Workers' Compensation Insurance, as required by the Labor Code of the State of California, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against MCSD and its agents, officers, officials, employees and volunteers.

If HSC/MBTTA has no employees, HSC/MBTTA may sign the following certification in lieu of Workers' Compensation Insurance:

"I am aware of the provisions of California Labor Code Section 3700 which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with provisions of that code before commencing with and during the performance of the work of this MOU."

HSC/MBTTA: 

Printed Name: Charles Caldwell & Shawn R. Fyfe

Date: 4-1-2024

B. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

- i) The Comprehensive or Commercial General Liability Policy shall provide that MCSD, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by or on behalf of HSC/MBTTA. The coverage shall contain no special limitations on the scope of protection afforded to MCSD or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
 - (a) Includes contractual liability.
 - (b) Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as "XCU Hazards."
 - (c) Is the primary insurance with regard to MCSD.
 - (d) Does not contain a pro-rata, excess only and/or escape clause.
 - (e) Contains a cross liability, severability of interest or separation of insureds clause.
- ii) The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to MCSD in accordance with the notice provisions set forth herein. It is further understood that HSC/MBTTA shall not terminate such coverage until MCSD receives adequate proof that equal or better insurance has been secured.

C. Counterparts/Electronic Signatures. This MOU may be executed in any number of counterparts, each of which shall be deemed an original. Electronically scanned signatures (by DocuSign or other method) shall be deemed to constitute original signatures.

D. Attorneys' Fees. If either party to this MOU consults an attorney regarding enforcement of this MOU, or if any litigation is commenced between the parties, or if any party institutes any proceeding, the prevailing party shall be entitled, in addition to such other relief as may be granted, to a reasonable sum for its attorneys' fees and costs, whether or not a suit is brought.

E. Severability. If any provision of this MOU, or the application of the provisions to any person or circumstances, shall be deemed invalid or unenforceable to any extent, the remainder of the MOU and the application of such provisions to other persons or circumstances, other than those to which it is held invalid, shall not be affected and shall be enforced to the fullest extent permitted by law, provided the invalidity of such provision does not materially affect the benefits accruing to any party.

F. Governing Law. This MOU is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed by the laws of the State of California. The MOU shall in all cases be construed as a whole according to its fair meaning, not strictly for or against either party.

G. Construction of MOU. The provisions set forth in this MOU shall not be construed in favor of or against either party, but shall be construed as if both parties prepared this MOU.

H. Not Subject to Assignment. The rights and obligations under this MOU may not be assigned or assumed by any other party and this MOU is not subject to assignment.

I. Prohibition of Flammable Materials. Due to the danger of forest fires, HSC/MBTTA shall not bring onto McKinleyville Community Forest any flammable or explosive materials, including, but not limited to, any kerosene, gasoline, propane or other similar substances, except for gasoline (in amounts less than two gallons) for machinery used for trail construction and/or maintenance. If such gasoline is brought onto McKinleyville Community Forest property, HSC/MBTTA shall remove all such gasoline immediately after its use, and in no event shall any gasoline be stored or maintained on McKinleyville Community Forest property overnight. Each HSC/MBTTA work crew shall have a fire extinguisher on site at all times.

J. Recreational Use without Monetary Consideration and Statutory Immunity. HSC/MBTTA and MCSD agree that there is no fee or other monetary consideration paid by HSC/MBTTA for access to MCSD property as described herein. HSC/MBTTA acknowledges that it has requested that MCSD make its property available for recreational activities, and that MCSD has not specifically invited use of its property by HSC. The parties agree Sections 831.2, 831.3, 831.4, and 831.7 of the California Government Code, without limitation, grant MCSD immunity from potential liability claims made by recreational users for incidents on MCSD property. Pursuant to these Code sections and any and all other defenses available in law and/or equity, MCSD is not liable for claims arising from use of MCSD Trails and roads, natural conditions existing on the property, or hazardous recreational activities taking place on MCSD property.

Section 16. Principal Contacts.

McKinleyville Community Services District

Lesley Frisbee, Parks & Recreation Director
1656 Sutter Road
McKinleyville, CA 95519
Phone: (707) 839-3251
E-mail: lesley@mckinleyvillecsd.com

Humboldt Skate Park Collective/Mountain Bike Tribal

Name: Charles Caldwell + Shawn R. Fyfe

Address: 2437 E Cochran Rd Mex. CA 95519 or 2503 McKinleyville

Phone: 707 499-7021 or (207) 599-8319 McKinleyville Ave.
CA. 95519

E-mail: humboldt skatecollective@gmail.com or SSFyfe@gmail.com

Section 17. Authorized Representatives.


By executing this MOU, each party hereto certifies that the individuals listed in this document as representatives of the parties are authorized to act in their respective areas for matters related to this MOU.

Section 18. Duration.

This MOU becomes effective upon signature by both parties and can be modified or amended by mutual consent. Either party may terminate this MOU by giving sixty (60) days advance written notice to the other party or at such other date as may be established. The signatories will evaluate annually whether this MOU should be amended or expanded to meet the needs of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this instrument as of the last date set forth below.

McKinleyville Community Services District:

By:  Date: 4/2/2024
Patrick Kaspari, General Manager

Humboldt Skate Park Collective/Mountain Bike Tribal Trail Alliance:

By:  Date: 4.1.24

Print Name: Charles E. Caldwell + Shawn R. Fyfe

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McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2024

TYPE OF ITEM: **ACTION**

ITEM: D.7 **Consider Appointment of Applicant, Evan Schwartz to Vacant Alternate Seat on the Park and Recreation Committee (PARC)**

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

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

Recommendation:

Staff recommends that the Board consider the information provided, air questions, take public comment and vote on the appointment of Evan Schwartz to the Parks and Recreation Committee as an alternate for a term of four (4) years.

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 is currently one (1) alternate opening on the PARC. Staff has posted sufficient notice through local media and at District facilities of the vacancies for the PARC.

Evan Schwartz submitted an application (**Attachment 1**) October 16, 2024. Staff shared the application with the PARC at the meeting held on November 20, 2024. The PARC unanimously supported appointment of Evan Schwartz as an alternate member of the PARC.

Alternatives:

Staff analysis consists of the following potential alternative: Do not appoint the applicants to the PARC and continue advertising existing open seats.

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Evan Schwartz PARC Application

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

Name Evan Schwartz Date 10/14/2024

Home Phone _____ Cell Phone [REDACTED]

Mailing Address [REDACTED] McKinleyville, CA 95519

Permanent Address [REDACTED] McKinleyville, CA 95519

Email Address [REDACTED]

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 enjoy our local trails and getting outdoors with my 3 children. In my youth, I raced ABA sanctioned BMX and am familiar with the BMX racing scene. I've coached baseball, played club soccer, and am pretty good at getting along with everyone.
I have a business degree with an emphasis in marketing, 15 or so years experience as a business owner, and my skill set is largely based around identifying and solving problems while staying under budget. I am a team player and I am great at facilitating cooperative problem solving. Where others see problems, I see solutions.

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.

I would really like to serve my community. This position seems like a fun way to gain civic experience. I genuinely enjoy helping identify problems and finding solutions. I love living here and would be excited to participate in helping the community grow in a positive direction.
I have lived in Humboldt for 20 years and I'm ready to give my time to the community.

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Humboldt in the early 2000s to attend Humboldt State University. After 15 years back in San Diego, he's returned to Humboldt with his two teenage sons, embracing the local lifestyle with hiking and soccer. His positive attitude and eagerness to contribute have made him an indispensable part of our team.

As the Board knows well, our staff are the District's most valuable asset. This group represents a small but vital cross-section of the incredible people who serve the District and the McKinleyville community. I cannot emphasize enough how fortunate we are to have such talented and committed individuals on our team.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

and construct this project. Grant requirements dictate that the project be divided into two phases, each with specific work activities. Phase One is currently funded in the amount of \$269,220 and is limited to project activities to develop preliminary design documents and complete environmental and cultural resource studies. Funding for Phase Two includes final design and construction and will be awarded when FEMA and Cal OES have reviewed the Phase One work and completed their NEPA review for the project.

At the March 6, 2024 Board Meeting, the Board awarded the engineering design and environmental services for this project to GHD Inc. GHD's Phase One activities included the preparation of a Basis of Design Report and preliminary engineering design. They have submitted the Basis of Design Report and the 30% design drawings for District review. Their work also consisted of a Lead & Asbestos Assessment and Report, a wetlands survey and biological assessment report and a Coastal Development Permit exemption submittal to Humboldt County. A geotechnical study was also performed to assess subsurface characteristics and allow the structural engineer to calculate seismic forces and design retrofits for the building.

All project components are categorically exempt from CEQA under Section 15301(b) – Existing Facilities and Section 15302(c) – Replacement or Reconstruction. Section 15301(b) is applicable as the Fischer Lift Station and associated pipe, pumps, etc. are existing, publicly owned sewage facilities. The facilities will be rehabilitated and/or replaced with no increase in capacity or expansion of use. Section 15302(c) is applicable as the Fischer Lift Station retrofit will involve reconstruction of existing structures and a facility located on the same site with the same purpose and capacity as prior to rehabilitation/reconstruction.

Given these findings, a Notice of Exemption for this project should be filed with Humboldt County.

Alternatives:

Staff analysis consists of the following potential alternative:

- Take No Action

Fiscal Analysis:

The seismic retrofit of the Fischer Sewer Lift Station is funded in part by a Hazard Mitigation Grant. The original grant application was for a total project cost of \$1,582,000 which would be funded by a 75% grant of \$1,186,500 with a 25% District match of \$395,500.

Phase 1 of the project funding was approved on October 16, 2023 in the total amount of \$269,220, consisting of \$201,915 in Federal funding and a \$67,305 District match.

The construction of the project is now estimated to be \$2.5M, and the contract amount for the design, permitting and construction oversight is \$410,000 for a

total project cost of approximately \$2.9M. This is \$1,381,000 over the original grant project estimate. The District will request an increase in grant funding to cover the full 75% of the new overall project cost or \$2,175,000. If the full grant funding is obtained, the District's match will be \$725,000. If the additional grant funding is not obtained, the District's match will be \$1,713,500. Regardless, the District's match will be funded by the Certificates of Participation, Series 2021B-Sewer bonds. The Series 2021-B Sewer COPs currently has a fund balance of \$3,130,941.

Environmental Requirements:

This Notice of Exemption fulfills the CEQA permitting requirements.

Exhibits/Attachments:

- Attachment 1 – CEQA Notice of Exemption for Fischer Lift Station Upgrades and Seismic Retrofit Project

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Notice of Exemption

Appendix E

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

County Clerk
County of: _____

From: (Public Agency): _____

(Address)

Project Title: _____

Project Applicant: _____

Project Location - Specific:

Project Location - City: _____ Project Location - County: _____

Description of Nature, Purpose and Beneficiaries of Project:

Name of Public Agency Approving Project: _____

Name of Person or Agency Carrying Out Project: _____

Exempt Status: (check one):

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

Reasons why project is exempt:

Lead Agency
Contact Person: _____ Area Code/Telephone/Extension: _____

If filed by applicant:

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

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

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

Date Received for filing at OPR: _____

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McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Adopt Resolution 2024-26, Accepting the Appointments of Directors Binder and Orsini in Lieu of Election and Schedule a Special Meeting for the Board Secretary to Administer the Oath of Office**

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

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Board of Directors review the attached information, Adopt Resolution 2024-26, accepting the appointments of Directors Binder and Orsini in lieu of Election to 4-year terms, and set a date for a Special Meeting for the Board Secretary to administer the Oath of Office.

Discussion:

On November 5, 2024, the General Election took place. At that time, the MCSD Board of Director positions did not go to an election as there was an insufficient number of candidates for such an election to take place. Directors Binder and Orsini had returned the appropriate election material by the deadline.

On December 3, 2024, the Humboldt County Board of Supervisors are expected to officially appoint Directors Binder and Orsini in lieu of an election. The Directors will officially assume office on December 6, 2024. Both Directors will hold their Board position until December 1, 2028, the first Friday in December.

Resolution 2024-26 will be provided to the Board of Directors at the meeting on December 4 after the official canvas of the election has been presented to the Humboldt County Board of Directors and all appointments have been made.

Staff would like to congratulate Scott Binder and Greg Orsini as they continue their service to the ratepayers of the McKinleyville Community Services District.

A special meeting will be scheduled to facilitate the administering of the Oath of Office by the Board Secretary to Director Binder and Director Orsini for their new term. The date and time suggested by staff for this meeting is December 10, 2024 at 2:00 p.m.

Alternatives:

Staff analysis consists of the following potential alternative

- Take no action.

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – August 21, 2024 Correspondence County of Humboldt Office of Elections
- Attachment 2 – Resolution 2024-26



COUNTY OF HUMBOLDT
Office of Elections & Voter Registration

2426 6th Street
Eureka, CA 95501-0788
707-445-7481
Fax 707-445-7204

RECEIVED

AUG 21 2024

McK. C.S.D.

TO: McKinleyville Community Services District
PO Box 2037
McKinleyville, CA 95519

FROM: Christina Strevey, Administrative Analyst

DATE: August 19, 2024

SUBJECT: General Election on November 5, 2024
Candidacy Results

IN LIEU OF ELECTION

Pursuant to Election Code, Section 10515, when the number of qualified candidates filing for a seat equals the number of available seats, those qualified candidates shall be appointed in lieu of election by the Humboldt County Board of Supervisors. The Office of Elections received declarations of candidacy from the following qualified candidates:

Office/Trustee Area	Name	Term
Director	SCOTT BINDER	4 yr
Director	GREG ORSINI	4 yr

Certificates of election **and/or** notices of appointment will be mailed to the district after the Statewide General Election on November 5, 2024.

Please feel free to contact our office anytime if you have questions.

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RESOLUTION 2024-26

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
ACCEPTING THE CERTIFICATION FROM THE HUMBOLDT COUNTY CLERK/REGISTRAR
OF VOTERS OF RESULTS OF BOARD APPOINTMENTS FOR THE NOVEMBER 5, 2024
GENERAL ELECTION**

WHEREAS, on November 5, 2024, the General Election took place; and

WHEREAS, due to a lack of qualified candidates, the MCSD Board of Directors' open seats did not go to Election; and

WHEREAS, two candidates were recommended to the Humboldt County Board of Supervisors to be appointed after the County Registrar of Voters certified the election; and

WHEREAS, at their meeting on December 3, 2024, two candidates, Scott Binder and Greg Orsini were appointed by the Humboldt County Board of Supervisors in lieu of election; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby accept the certified election results, including the appointments of Scott Binder and Greg Orsini in lieu of election. Each appointed candidate will serve a 4-year term as Directors on the Board of Directors of the McKinleyville Community Services District. The Board Secretary shall administer the Oath of Office and return originals of each Oath of Office to the Humboldt County Elections Office.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on December 4, 2024 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Scott Binder, Board President

Attest:

Joseph Blaine, Board Secretary

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McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2024

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

Total Board Travel as of October 31, 2024 is \$7,469.51 which is 40.42% of the approved \$22,100 budget for this item. (GL# 001/005/501/551 62090/62155-888)

Audit/Budget Update:

The District's external auditors were at the District office November 18-20th and have completed the final field work for the 23/24 annual audit. Staff are still waiting for the OPEB Actuarial Report from GovInvest which is required for the auditors to finalize their review. Currently, the auditors expect to have the first draft of the financial statements by January 2025 in hopes of issuing the final report in February 2025.

Treasurer's Report Highlights:

Reports included in October's Treasurer's Report are still DRAFTS as the auditors work to finalize the 23/24 Financial Statements.

The Activity Summaries by Fund provides information on revenues and expenses or expenditures for each fund by month for the full fiscal year. The Water and Wastewater funds are listed first, followed by the graphs showing revenue versus expenses versus budgets. Parks, Measure B, and Streetlights information is given next, with accompanying graphs for each. Grant Revenue has also been added to the graphs for Water, Sewer, and Parks.

Now that most year-end adjusting journal entries have been completed, July revenues and expenses have been updated for each fund. With these adjustments, Wastewater is now showing a negative interest expense for July; this is due to the reversal of accrued interest from year end and is normal for interest charges that cross fiscal years.

Other Updates: Continued on next page.

Interviews have begun for the Finance Specialist position. It is senior staff's hope to have a candidate selected by mid-December with a start date before, or near, the first of the year.

Money Market interest earned at Umpqua Bank in October was \$9,540.09 which brings the Money Market balance to just over \$4.6 million. In December, staff will be reviewing and discussing upcoming capital expenditures and deciding on the amount of funds to move into California CLASS where it will earn higher yields.

McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2024

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.B Operations Department – October/Nov 2024 Report

PRESENTED BY: James Henry, Operations Director

TYPE OF ACTION: None

Water Department:

Water Statistics:

The district pumped 41.2 million gallons of water in October.

Four water quality complaints were investigated and rectified.

Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Testing of DCV's in Route 17 and 18 were conducted in October. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

Average and Maximum Water Usage:

The maximum water usage day was 1.7 million gallons and the average usage per day was 1.3 million gallons.

Water Distribution Maintenance:

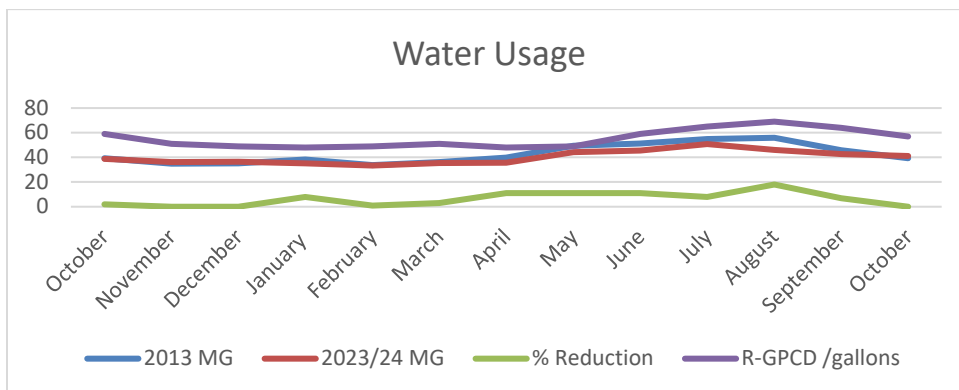
Weekly Bacteria Samples were collected on Schedules 1, 2, 3 and 4 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. There was a new sidewalk section replaced due to needing to go through it to install a new service on Cottonwood. Staff observed the Fire Department flow testing at the Central Avenue trailer park. Offsite meters are being located, brushed out and marked to make them easier to find during an emergency and service orders. Staff has been inspecting distribution air relief valves and repairing them if needed. As Built review is in process. Each valve is compared to the valves on GIS to make sure inventory and labeling is correct.

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. Pump One at Northbank has been going into fault mode. Staff has narrowed it down to the VFD and are working with the manufacturer to locate the issue. Stations held up great during the storm event due to the excellent maintenance program in place. Only two sites lost power due to PG&E issues and ran on back-up generators.

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

	2013 (MG)	2023/24 (MG)	% Reduction	R-GPCD
October	39.439	38.843	2	59
November	34.879	36.315	(-4)	51
December	34.879	36.333	(-3)	49
January	38.241	35.266	8	48
February	33.751	33.388	1	49
March	36.244	35.425	3	51
April	39.755	35.754	11	48
May	49.407	44.278	11	49
June	51.337	45.509	11	59
July	54.757	50.797	8	65
August	55.908	46.175	18	69
September	45.702	42.568	7	64
October	39.439	41.252	(-4)	57



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

Midtown Court Tract: The manhole was installed on Railroad along with 60 feet of sewer main and 2" pressure main. The water main is currently being installed and inspected.

Sewer Department:**Wastewater Statistics:**

24.7 million gallons of wastewater were collected and pumped to the WWMF. 24.7 million gallons of wastewater were treated and discharged to NPDES Permit site REC-001 Land disposal in October. Staff did switch over to NPDES Permit EFF-001 River Discharge on November 18th.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted at all sewer stations. Fischer station comminutor was replaced as part of the 4 year replacement cycle. A rebuilt channel monster is placed in the headworks and the existing one is pulled out and rebuilt for the next replacement cycle. The air compressor that runs the bubbler system at the Fischer station was replaced due to failure of the existing one and causing false level readings in the wetwell. Staff did inventory on all the sewer pump parts and placed an order to restock the shelves with needed parts. The B Street station was serviced as part of the quarterly maintenance plan. During this time, pumps were inspected, and the wet well washed. This is done to prevent hydrogen sulfide build up which can deteriorate the concrete walls along with removing rags and debris to prevent plugging up the pumps.

Sewer Collection System:

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. Staff has been monitoring the sewer flow in manholes using the Smartcover flow totalizers. This data will be compared to the dry weather flow to try locating areas where inflow and infiltration is entering the sewer mains. These devices will be moved around to selected manholes during the winter. The Central Ave sewer main was cleaned and inspected with a camera and warranty work was performed by the contractor on a couple of sections that failed. The Semi annual hydro-cleaning schedule was completed using the vac-con and high pressured water through a spinning nozzle to clean 8,200' of sewer mains. This is done to remove grease and grit from the mains which could accumulate and possibly cause a sewer spill.

Wastewater Management Facility:

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Site mowing was conducted along with scheduled maintenance on equipment. The WAS pump was replaced per the 3 year maintenance cycle. The existing pump will be rebuilt and placed on the shelf for the next replacement. Tubing was replaced on the CL2 analyzer due to the tubing showing wear.

Daily Irrigation and Observation of Reclamation Sites:

River discharge started back up in November.

Street Light Department:

There were no streetlight complaints in October.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on Defensive Driving, Welding Safety and Bloodborne Pathogens.

Special Notes:

Monthly river samples were completed.

Monthly Self-Monitoring Reports (DMR/SMR) were submitted.

Public Water Monthly Monitoring report was submitted.

Monthly Water Quality report was sent to the Dept. of Health.

Monthly Drought and Conservation report was completed

Attended Micro-Grid meetings

Attended meetings and inspections for 4.5 MG Tank project

Attended Community Forest meetings and Sub-committee meetings

Attended CWEA meeting and worked on calendar of events and trainings

Submitted the annual DMRQA testing.

Reviewed several design questions regarding the Fischer Sta. Upgrade.

Attended meetings regarding Food truck permitting and inspections

Reviewed Beau Pre Plans and sent comments to developer

GIS:

Plans & Programs

- Annual Review of the Hand & Power tools Safety Plan
 - No revisions to be made at this time

General GIS/ Maps Created

- Water Valve/Hydrant/Blow Off GIS facilities matching to water As Builts
 - Worked with Facility Inspector to make sure the following facilities have been added to As Builts and are accurate in the GIS.
 - Created a spreadsheet with all assets for easier numbering of new assets in the future
 - Found numerous Valves, B.O.s and Hydrants with duplicate numbers and will be working to ensure each has unique value
- Water Model Updating
 - Began adding newer sections of pipe because of the increased pipe count allowed to the District's WaterCad Subscription
- Facilities Map Updates
 - Edited numerous Valves, Blow offs and Hydrants to match As Builts
 - Updated numerous Parcel changes
- Inspection Workflows
 - Reset Manhole and Cleanout Inspections
 - Reset Hydrant Inspections from Painting to general Inspection

Misc. Work Completed

- USA's & Document Filing
- Lead Service Line Inventory Grant funding Application
 - Reached out to waterboards and was told Environmental Package will be needed to complete application to receive approval
- Community Forest clear cut area pictures for GM
 - Uploaded to the P-Drive

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McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2024

TYPE OF ITEM: **INFORMATION**

ITEM: F.3.C **Parks & Recreation Director’s Report for November 2024**

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

TYPE OF ACTION: **None**

TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:

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

PARK AND RECREATION COMMITTEE:

The Park and Recreation Committee (PARC) met on November 20, 2024. The Approved Minutes from the October 16 PARC Meeting can be reviewed in **Attachment 1**.

BMX TRACK & PARK PROJECT:

Melton Design Group completed the final construction bid documents, which were released on March 22, 2024. At the June 5th Board Meeting, the contract was awarded to the lowest responsive bidder, F. Loduca Co., with initial tree work commencing on August 19.

During the Grading Permit process, the contractor encountered additional requirements from County Building & Planning. The first step, a General Plan Conformance review, was successfully approved by the Planning Commission on September 19. Subsequently, on October 28, we addressed final comments from the County Building Department with a resubmission of the Correction Plans.

Recently, the County Building & Planning provided additional questions, which are currently being addressed. On November 25, MCSD staff met with representatives from F. Loduca Co. and Melton Design Group to discuss next steps.

We anticipate securing the necessary permit by early January 2025. Construction is tentatively scheduled to begin on April 2, 2025, after the rainy season concludes.

MCKINLEYVILLE COMMUNITY FOREST COMMITTEE:

The McKinleyville Community Forest Committee (MCFC) met on November 19, 2024. The Approved Minutes from the October 15 MCFC Meeting can be reviewed in **Attachment 2**.

COMMUNITY FOREST UPDATES:

The McKinleyville Community Forest Committee (MCFC) held its latest meeting on

November 19, 2024, in the Azalea Hall Hewitt Room. The MCFC committee recommended that Nancy Morelli as an alternate committee applicant for appointment to the TICS Subcommittee. The MCSD Board of Directors will review this recommendation at its December 4th meeting.

The MCFC also recommended that the MCSD Board adopt Resolution 2024-21 Affirming Board Support of the Existing MOUs with RCMA and MBTTA at their December 4th Board Meeting.

The TICS Subcommittee convened on October 29 in the MCSD Office Conference Room at 5:00 pm. The next meeting will be on November 26, after this packet was published.

The FMPFB Subcommittee held its first meeting on November 5 in the MCSD Office Conference Room at 4:30 pm. The subcommittee appointed Kevin Creed as Chairperson, Maya Conrad as Vice Chairperson, and Pat Kaspari as Secretary, decided on hybrid meeting accessibility, and reviewed the Forest Management Plan with BBW staff, outlining necessary tasks for plan completion. As of now, there are no public applications for membership on this subcommittee.

RECREATION PROGRAM UPDATES

Recreation Program Updates

- Drop-in Pickleball is back on its normal school year schedule: Monday, Wednesday and Friday mornings 9:00am to 12:00pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball will have two fall sessions. Session 1 is November 7-21 on Thursday evenings from 6-8pm. Session 2 is December 5-19 on Thursday evenings from 6-8pm. Registration is full for Session 1. The Class Fee is \$40 for residents and \$45 for non-residents.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's is a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- Staff are preparing for the upcoming Youth Basketball Season. As usual the Season runs January – March for 3rd-8th Graders. Registration is happening now, so far 143 players have signed up.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old runs every Thursday from 10:30am-12:30pm through the school year minus Holiday Break Weeks.
- The Tot-letics Basketball Sessions has finished. The next Tot-letics session will be Soccer and will run March 8-April 5, 2025.
- Due to the way the Holidays land there will not be a Breakout camp for Christmas or New Years Week. There will be Breakout for President's Week and Spring Break week.
- The last Cooking Basics Class for Kids focused on Bread and Soup, and it had 7/8 spots filled. The next class will likely be scheduled after the holidays. These classes take place in the Teen Center Kitchen on Saturdays.

- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTOs reached out with an interest to partner on a dance. Four PTOs were selected lotto style via zoom. The line up for next year will be:
 - Friday, October 25, 2024 – ~~Blue Lake PTO~~ Coastal Grove PTO
 - 267 Middle Schoolers attended the first dance!
 - Friday, December 6, 2024 – McKinleyville Schools PTO
 - Friday, February 7, 2025 – Jacoby Creek PTO
 - Friday, April 18, 2025 – Pacific Union PTO

PARK & FACILITY MAINTENANCE UPDATES:

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Avenue and Open Space Zone landscaping. The Maintenance crew is working hard to catch up on the summer growth in all our landscaping areas. The Saturday SWAP crews have been doing a great job working on the Central Avenue OSMZs. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces. Staff have been making the most out of our turn's use of the shared Flail Mower, tackling multiple areas needed around Hiller Park.

FACILITY RENTALS & USE

November Rentals:

- 12 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 4 Pierson Park Rentals.
- 1 Teen Center Rentals.
- 3 Activity Center rentals and 4 Birthday Party Program Rentals in the Activity Center.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation.
- The Azalea Hall Kitchen has two regular Vendors renting it for food preparation.

OTHER UPDATES:

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

ATTACHMENTS:

- Attachment 1 – 2024-10-16 Approved PARC Meeting Minutes
- Attachment 2 – 2024-10-15 Approved MCFC Meeting Minutes

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MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE (PARC)
HELD ON WEDNESDAY, OCTOBER 16, 2024 at 6:30 P.M.
IN PERSON AT THE MCSD OFFICE – 1656 SUTTER ROAD, MCKINLEYVILLE, CALIFORNIA

Agenda Item I –

a. Introductions, Call To Order, & Flag Salute

The meeting was called to order at 6:39 p.m. with following committee members in attendance in person at the MCSD Office:

Phil Heidrick
Johnny Calkins
Jane Fusek
Julie Gianini-Previde
Dana Merrill
**Patti Stuart (alternate)

Absent:

Charlie Caldwell
Heidi Conzelmann
John Kulstad - Sick
Jennifer Ortega - Vice Chair
Ciara Torres – Parent/Teacher Conf.
*Scott Binder - MCSD Board Director (non-voting member)

Staff in Attendance:

Kirsten Messmer

Members of the Public:

Evan Schwartz

The Pledge of Allegiance was led by Phil Heidrick.

b. Approval of Agenda

Motion: It was moved to approve the agenda.

Motion by: Committee Member Gianini-Previde; **Second:** Committee Member Stuart

There were no comments from the Committee or public.

Roll Call: Ayes: Heidrick, Calkins, Fusek, Gianini-Previde, Merrill, Stuart Nays: None Absent: Caldwell, Conzelmann, Kulstad, Ortega, Torres

Motion Summary: Motion passed.

c. Approval of the September 18, 2024 Meeting Minutes

Motion: It was moved to approve the September 18 Meeting Minutes.

Motion by: Committee Member Merrill; **Second:** Committee Member Heidrick

There were no comments from the Committee or public.

Roll Call: Ayes: Heidrick, Calkins, Fusek, Gianini-Previde, Merrill, Stuart Nays: None Absent: Caldwell, Conzelmann, Kulstad, Ortega, Torres

Motion Summary: Motion passed.

Agenda Item II – Communications

No Communications

Agenda Item III – Public Comment

No Public Comment

Agenda Item IV – Possible Addition of Tribal Land Acknowledgement to PARC Procedures

Parks & Recreation Director Mesmer presented the item, giving an update on it's current status; which is that we are waiting to hear back from Michelle Vassel, the Tribal Administrator for the Wiyot Tribe. This was an informational item. No action was taken.

Agenda Item V – Review and Consider Potential Adjustment to Meeting Time

Given the last two meetings barely had a quorum, the committee discussed if changing the time of the meeting would help with member attendance.

Motion: It was moved to change the start time of our meetings from 6:30pm to 6:00pm beginning with the November 20, 2024 PARC Meeting.

Motion by: Committee Member Gianini-Previde; **Second:** Committee Member Stuart
There were no comments from the Committee or public.

Roll Call: Ayes: Heidrick, Calkins, Fusek, Gianini-Previde, Merrill, Stuart Nays: None Absent: Caldwell, Conzelmann, Kulstad, Ortega, Torres

Motion Summary: Motion passed.

Agenda Item VI – McKinleyville Community Forest Report

McKinleyville Community Forest PARC Appointee member Ortega was absent, so Director Messmer gave an update on the last MCFC Meeting. The subcommittee for the Forest Management Plan/Funding/Budget (FMPFB) at the time of the meeting has had no members of the public apply to be on the subcommittee. The Trails Plan/Infrastructure/Clean Ups/Security (TICS) subcommittee had 7 public members apply for 5 open seats. The committee ranked the applicants prior to the meeting. There was a motion to recommend to the MCSD Board of Directors to appoint the 5 highest ranking applicants, it was seconded and passed. There was also a presentation on the MCF's Interactive Map by Sam King, MCSD's GIS Analyst. No action was taken. The last item was to consider recommending that the MCSD Board of Directors Apply for the CAL FIRE Forest Health Grant. It was motioned, seconded and passed.

Agenda Item VII – Parks & Recreation Director Report

Recreation Program Updates

- *Drop-in Pickleball is back on its normal school year schedule: Monday, Wednesday and Friday mornings 9:00am to 12:00pm at the McKinleyville Activity Center. Drop in is \$4 per person.*
- *Beginning Pickleball will have two fall sessions. Session 1 is November 7-21 on Thursday evenings from 6-8pm. Session 2 is December 5-19 on Thursday evenings from 6-8pm. Registration will open October 1st. The Class Fee is \$40 for residents and \$45 for non-residents.*
- *Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.*

- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's is a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- Staff are preparing for the upcoming Youth Basketball Season. As usual the Season runs January – March for 3rd-8th Graders. Registration opened October 1st.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old runs every Thursday from 10:30am-12:30pm through the school year minus Holiday Break Weeks.
- The Tot-letics Basketball Sessions are currently accepting Registration, and have filled 25/40 spots so far (Oct. 26-Nov. 23). This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program usually fills up.
- Staff have been preparing for the upcoming Thanksgiving week Breakout camp. Registration opened October 1st.
- The next Cooking Basics Class for Kids has not been scheduled yet, but will likely be after the holidays. But there will be more classes in this ongoing series. These classes take place in the Teen Center Kitchen on Saturdays.
- The Adult Wood Bat Softball League had 8 teams. The Humdingers took home the 2024 Woodbat Softball Champions title and trophy after winning the final tournament game on October 6.
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTO's reached out with an interest to partner on a dance. Four PTO's were selected lotto style via zoom. The line up for next year will be:
 - Friday, October 25, 2024 –~~Blue Lake PTO~~ (now Coastal Grove PTO)
 - Friday, December 6, 2024 – McKinleyville Schools PTO
 - Friday, February 7, 2025 – Jacoby Creek PTO
 - Friday, April 18, 2025 – Pacific Union PTO

Park & Facility Maintenance Updates

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Avenue and Open Space Zone landscaping. The Maintenance crew is working hard to catch up on the growth in all our landscaping areas. We are fully staffed again for the Saturday SWAP crews which started back up on Saturday, September 7. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Facility Rentals & Use

- 7 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in September.
- 17 Pierson Park Rentals and 1 Hiller Sports Site Field Rental for a birthday party in September.

Vandalism Report

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

Hewitt Ranch Property Updates

No updates at this time.

North Bank River Property Updates

No updates at this time.

Other updates:

- The open Recreation Coordinator was filled by Mason Hooven who began on August 16, 2024. He is currently being onboarded and is learning quickly.
- The new recreation database software went live on May 1st.
- Staff continues to work with MUSD to provide staff for the school districts after school programs.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, as well as serving on Fundraising Committees for the Boys & Girls Club of the Redwoods.
- Staff continues to provide support to other departments of the District; assisting with accounts payable.

Agenda Item VIII – Ad Hoc Committee Reports

Skate Park (Charlie Caldwell) – No new information.

Fischer Ranch Estuary Project (Johnny Calkins) – No new information.

BMX Bike Track & Park at School/Washington (Charlie Caldwell) – No new information.

Community Garden (Charlie Caldwell) – No new information.

Agenda Item IX – Discuss Agenda Topics for Next Meeting

Agenda Items for next meeting:

- The Tribal Land Acknowledgement to PARC Procedures agenda item will remain on the Agenda until it can be addressed.
- Review adjustment to the PARC meeting time start time from 6:30pm to 6:00pm to improve member attendance and participation.
- PARC Alternate Application from Evan Schwartz.
- Update on flail mower.

Agenda Item X - ADJOURNMENT

Meeting Adjourned at 7:08 p.m.



Kirsten Messmer, Parks & Recreation Director

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY
FOREST COMMITTEE (MCFC) HELD ON TUESDAY, OCTOBER 15, 2024 at 5:30 P.M.
IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA**

and

TELECONFERENCE Via ZOOM & TELEPHONE:

**ZOOM MEETING ID: 848 9634 6527 (<https://us02web.zoom.us/j/84896346527>) or DIAL IN TOLL FREE:
1-888-788-0099**

Item I

a. Call To Order

The meeting was called to order at 5:30 p.m.

b. Roll Call

The following committee members and staff were in attendance in person at Azalea Hall.

Gregory Orsini, Chair, MCSD Board Director (Non-Voting Member)
Pat Kaspari, MCSD General Manager
James Henry, MCSD Operations Director
Kirsten Messmer, MCSD Parks and Recreation Director
Jens Andersen, MCSD Recreation Coordinator
Jennifer Ortega, PARC Appointee Member
Joel Rink, Forester/RPF Member
Tyler Brown, Natural Resources Services Agency Member
Desiree Early Dorvall, Natural Resources/Biologist Member
Michele Stephens, McKinleyville Resident Member
Todd Truesdell, At-Large Member
Kevin Creed, At-Large Member
Mersadies Campbell, Alternate Forester Member
Christopher Collier, Alternate Natural Resources Agency Member,
Nicole West, Alternate Natural Resources/Biologist Member
Joey Blaine, MCSD Board Secretary

Absent: James Biteman, MCSD Board Director (Non-Voting Member)
Maya Conrad, MMAC Appointee Member

c. Flag Salute

The Pledge of Allegiance was led by Joel Rink.

Item II - Approval of Agenda

Motion: It was moved to approve the agenda.

Motion by: Dorvall **Second:** Creed

Roll Call: Ayes: Kaspari, Henry, Messmer, Andersen, Ortega, Rink, Brown, Dorvall, Stephens, Truesdell, Creed

Nays: None

Absent: Conrad

Motion Summary: Motion passed.

Item III – Approval of Minutes from the August 20, 2024 and September 17, 2024 Meetings

Minutes of the October 15, 2024 MCFC Meeting

Page 1 of 4

Motion: It was moved to approve the August 20, 2024 and September 17, 2024 meeting minutes.

Motion by: Kaspari **Second:** Brown

Roll Call: Ayes: Kaspari, Henry, Messmer, Andersen, Ortega, Rink, Brown, Dorvall, Stephens, Truesdell, Creed

Nays: None

Absent: Conrad

Motion Summary: Motion passed.

Item IV – Public Comment

Public comment was given by the following individuals:

A McKinleyville Resident Residing on Sutter
Margaret Story-Baker, McKinleyville Resident

Item V – Consider Appointment of Public Member Applicants to Forest Management Plan and Funding/Budget Subcommittee

MCSD Board Secretary Blaine presented the item. It was noted that the addition of public members to this committee and the Trails subcommittee will make them standing committees, causing them to fall under the rules of the Brown Act. At the time of the meeting, no applications had been received for this subcommittee.

Committee members asked clarifying questions.

Public comments were made by the following individuals:

Kenneth Burton, McKinleyville Resident
Ken Dunn, McKinleyville Resident

Motion: It was moved to continue accepting applications for the subcommittee indefinitely until the Public member positions are filled or the subcommittee decides to no longer accept applications.

Motion by: Kaspari **Second:** Andersen

There were no further comments by the Committee or Public.

Roll Call: Ayes: Kaspari, Henry, Messmer, Andersen, Ortega, Rink, Brown, Dorvall, Stephens, Truesdell, Creed

Nays: None

Absent: Conrad

Motion Summary: Motion passed.

Item VII – Consider Appointment of Public Member Applicants to Trails, Infrastructure, and Security Subcommittee (Action)

MCSD Board Secretary Blaine overviewed the item.

Discussion amongst the Committee occurred.

Motion: It was moved to make a recommendation to the MCSD Board of Directors to appoint Charlie Caldwell, Kenneth Burton, Phil Heidrick, Shaun Fyfe, and Justin Brown to the Public member positions on the Trails, Infrastructure, and Security Subcommittee.

Motion by: Brown **Second:** Stephens

There were no further comments by the Committee or Public.

Roll Call: Ayes: Kaspari, Henry, Messmer, Andersen, Ortega, Rink, Brown, Dorvall, Stephens, Truesdell, Creed

Nays: None

Absent: Conrad

Motion Summary: Motion passed.

Item VII – Presentation of McKinleyville Community Forest Interactive Map

MCSD Operations Director Henry gave an overview of the item and introduced Sam King, MCSD GIS Analyst.

Mr. King gave a presentation on the functionality of the McKinleyville Community Forest Interactive Map.

Committee members asked clarifying questions and commended Mr. King and MCSD staff on the development of the map.

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

Item VIII – Consider Application for CAL FIRE Forest Health Grant

MCSD General Manager Kaspari presented the item.

Committee members asked clarifying questions.

Motion: It was moved to make a recommendation to the MCSD Board of Directors to authorize the General Manager to apply for the CAL FIRE Forest Health Grant

Motion by: Creed **Second:** Dorvall

There were no further comments by the Committee or Public.

Roll Call: Ayes: Kaspari, Henry, Messmer, Andersen, Ortega, Rink, Brown, Dorvall, Stephens, Truesdell, Creed

Nays: None

Absent: Conrad

Motion Summary: Motion passed.

Item IX – Consider Future Agenda Items for Committee and Subcommittees (Action)

MCSD Recreation Coordinator Andersen gave a reminder of the upcoming Trails, Infrastructure, Clean-ups, and Security Subcommittee meeting on October 29.

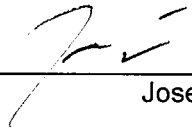
MCSD General Manager Kaspari gave a reminder of the upcoming Forest Management Plan and Funding/Budget Subcommittee meeting on November 5. He also gave an update on the status of various grant applications.

MCSD Parks and Recreation Director Messmer announced that the annual State of McKinleyville event organized by the McKinleyville Chamber of Commerce is to tentatively be held on January 8, 2025. The Chamber has asked if any members of the Committee would be interested in tabling at the event.

There were no recommendations for future agenda items from the Committee or Public.

Agenda Item VIII – ADJOURNMENT

Meeting Adjourned at 6:27 p.m.



Joseph Blaine, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

Dec. 4, 2024

TYPE OF ITEM: **INFORMATIONAL**

ITEM: F.3.D **General Manager’s Report for Dec. 4, 2024 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of November 2024

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

• Use of NHE Services =	\$3,692
• WEX Labor Reimbursement =	\$0
• SWAP =	\$3,600
• Volunteer Pickleball Labor =	\$906
• CSW =	\$1,440
• Amazon Savings =	\$60
• Umpqua fee waivers & new interest rate =	\$10,320
• Identify Fischer Elec Runs for Upgrade =	\$450
• Repair Lights at WWMF Mech Bldg =	\$255
• Replace Comminutor at Fischer =	\$520
• Reconfigure BSB Storm Outfall =	\$910
• Replace WWMF WAS Pump =	\$520
• <u>Repair Camera Trailer & Camera =</u>	<u>\$850</u>
TOTAL COST SAVINGS FOR NOV. =	\$23,523

TOTAL CURRENT COST SAVINGS FOR FY 24/25 = \$162,073

This represents real saving that the District staff should be recognized and commended for. This represents savings that are passed onto the District’s ratepayers and the community.

4.5 Gallon Water Tank Project – The physical structure of the tank is complete. Mercer Fraser is working on the installation of the waterline to the tank and the drainline from the tank. We still need to leak test the tank and those items need to be completed before we can fill it with water. They also need to complete the rest of the underground

pipng, backfill around the tank, construct the road, and add the ladders and hatches. Colburn Electric has started on the construction of the upgrade to the electrical system and generator. Still a lot of work to get done by the current contract completion date of February 14, 2025.

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

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

This project is funded by a Hazard Mitigation Grant from FEMA/CalOES. The original grant request was \$3,384,400 and an additional request for a total project cost of \$6,897,400, which, if approved, would fund \$5,173,050 in grant and the District would match \$1,725,350. This fiscal years budget included \$100,000 for this project, to hopefully finish the design, with \$1M budgeted for the 2025/26 and \$6M budgeted for the 2026/27 Fiscal Years. The District's match was intended to be funded from the Certificates of Participation, Series 2021B-Sewer bonds. If the project continues to be delayed, the Sewer Bond funds may need to be spent on different sewer projects.

Office Remodel – LDA Partners continues to work on the Office Remodel design. LDA submitted Draft Plans in September 2024 and District Staff completed a final review and commenting. LDA has moved into the final design plans and specifications. They still owe the District a final construction cost estimate as well. We'll see what the Engineer's Construction Costs Estimate comes back at and make final decisions on when/if we want to go out to bid. The funding for this project has not yet been secured, but Staff is pursuing funding through the State Water Resources Control Board, Clean Water State Revolving Fund grant/loan program.

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

This first phase of the work cost \$155,750 overall which includes a \$38,938 District match. This work was included in the 2024/25 Fiscal Year budget, with \$200k budget for this FY to complete the design, and \$2M budget for the 2025/26 FY and \$2M budget for the 2026/27 FY. The overall grant cost estimate for this project was estimated to be \$1.44 Million, with 75% Federal Funding (\$1,079,038.50) and a 25% District match (\$359,679.50). However, the initial Preliminary Design Report estimated construction cost at \$4.64M. As mentioned, we will submit a request to see if there is additional grant funding available from FEMA/CalOES for this increased construction costs.

Fischer Lift Station Upgrade Project – The District received a Phase 1 Hazard Mitigation Grant for the upgrade of the Fischer Sewer Lift station in November 2023. The grant will cover the complete retrofit of the Fischer Lift Station, which pumps wastewater from the entire southern half of McKinleyville to the wastewater management facility. This would include the replacement of the pumps and upgrading the electrical system, valves, and further seismically strengthen the building. GHD is finalizing the environmental and geotechnical work required for the CEQA/NEPA permitting and design. They anticipated that the design and environmental documentation will be completed and submitted to CalOES by the end of 2024, but unfortunately, they realized that a County Coastal Development Permit is also required. This will not be able to be completed by the end of the year. The District has submitted an extension request to CalOES which was approved in November 2024 and extends the grant out to August 2025.

The seismic retrofit of the Fischer Sewer Lift Station is funded in part by a Hazard Mitigation Grant. The original grant application was for a total project cost of \$1,582,000 which would be funded by a 75% grant of \$1,186,500 with a 25% District match of \$395,500. Phase 1 of the project funding was approved on October 16, 2023

in the total amount of \$269,220, consisting of \$201,915 in Federal funding and a \$67,305 District match. The construction of the project is now estimated to be \$2.5M, and the contract amount for the design, permitting and construction oversight is \$410,000 for a total project cost of approximately \$2.9M. This is \$1,381,000 over the original grant project estimate. The District will request an increase in grant funding to cover the full 75% of the new overall project cost or \$2,175,000. If the full grant funding is obtained, the District's match will be \$725,000. If the additional grant funding is not obtained, the District's match will be \$1,713,500. Regardless, the District's match will be funded by the Certificates of Participation, Series 2021B-Sewer bonds. The Series 2021-B Sewer COPs currently has a fund balance of \$3,130,941.

Microgrid Project – The microgrid project is completed. We are working through some bugs, mainly associated with the battery system and controls and switching from the batteries after a power outage. The Control engineer is supposed to be out the week of December 2nd to review those issues.

As part of the project bid, the winning contractors, Ameresco Inc., agreed to perform 10-years of operation and maintenance as well as reporting. We are working with them to finalize the O&M and Reporting contract as well as finalizing what the reports are to look like and the information contained in them. We are close to finalizing the contract. We will bring the first report back to the Board, and were hoping to do that in December, but it will probably be the February Board meeting.

We have also been pursuing the Inflation Reduction Act tax credit for this project. We submitted the request to the IRS back in June and finally got the go ahead to submit the tax credit for this project. Jackson & Eklund just assisted the District in the completion of the tax forms, and they were submitted to the IRS at the end of November 2024. If we are found to qualify, we would receive a \$1,776,720 tax credit. Ameresco also exceeded their contract amount, and we had discussions with them during construction, that if we receive this tax credit, we would likely issue them a change order to fund some of their overages.

Reporting by County Department – A regular meeting has been scheduled with President Binder, GM Kaspari, Supervisor Madrone, and the MMAC Chair, Lisa Dugan. Jesse Miles, the Executive Director of the McKinleyville Chamber of Commerce, and Chris Emmons, Arcata Fire District Chief, have also begun to join us for these meetings. These meetings occur on the fourth Monday of every month to discuss various topics of concern to all organizations and the community. The meetings in November and December have been cancelled and will start up again in 2025.

Grant Applications – As discussed at this December Board Meeting, we are pursuing funding from the California Dept. of Forestry and Fire Protection for the California Forest Improvement Program (CFIP) for the completion of the Community Forest Management Plan.

As discussed and approved at the November Board Meeting, we are also pursuing funding from the CAL FIRE Forest Health Program to fund the shaded fuel break and thinning of the Community Forest to prevent wildfires. We will continue to look for other funding opportunities.

The Mad River Watermain Crossing Hazard Mitigation Grant application was submitted to CalOES in March 2021. We heard in December 2021 that the project had been forwarded by CalOES to FEMA for funding. We still have not received a grant agreement for this project.

The Federal Bipartisan Infrastructure Law funding that we will have access to will be run through the EPA funded Clean Water and Drinking Water State Revolving Fund Programs. The SRF funding in California is run through the State Water Resources Control Board. As discussed with the Board at the December 7, 2022 Board Meeting, we have submitted a Clean Water SRF application for funding the retrofit of the Fischer and B Street Lift Stations, which are two of our highest priority Capital Improvement Projects. As discussed at the August 7, 2024 Board Meeting, we are also submitting SRF grant applications for the replacements of all of the sewer forcemains in the system, as well as retrofits of the Letz and Kelly Lift Stations. We are also submitting SRF applications for the remodel of the office. All the grant applications will be submitted by early 2025. They will be considered for funding in the 2024/25 Fiscal Year but will also remain in the que if not funded this year for consideration in next Fiscal Year as well.

We are also finishing up the design and assessment as part of the Recycled Water Grant for the Pjalorsi property. We are in the process of turning this Planning Grant into a Construction grant application for the construction of the recycled water irrigation infrastructure for the Pjalorsi property as well as upgrading the existing irrigation system for the Fischer property.

Other Work – November was busy with the ongoing construction of the 4.5MG tank and our regular construction meetings and work associated with that. We continue to work on the Microgrid project as well, meeting with Ameresco and GHD on the transition phase between construction and operations. District legal counsel and Staff reviewed an Operations MOU with Ameresco and we are working out the language. The Community Forest continues to take up time with meetings. We also continue to hold

design meetings with GHD on the Fischer Lift Station upgrade project and the Central Avenue Water & Sewer Rehab one year warranty review. The BMX Park construction is also slowly moving forward. The Contractor is working on his grading permit from the County, which also triggered a General Plan conformance meeting with the Humboldt County Planning Commission and a building permit review from the County. Staff is also working on the approach to implement the new Food Truck regulations. The GM also attended a Community Forest Committee meeting, and the MCF Forest Management Plan Subcommittee meeting, a HBMWD Muni Meeting, Rotary and other meetings. Things continue to be very busy at the District.

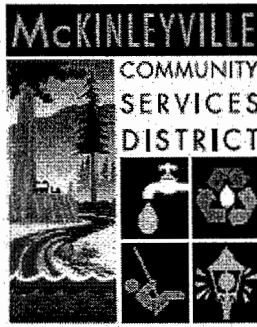
Attachments: Attachment 1 – WWMF Monthly Self-Monitoring Report

PHYSICAL ADDRESS:

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McKINLEYVILLE, CA 95519

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

November 18, 2024

RE: MONTHLY MONITORING REPORT

Dear Sabrina:

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

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

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

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

Monthly River Monitoring was conducted in October.

Quarter 3 sampling was conducted in October.

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA

MONTH: October 2024

DATE	INFLUENT FLOW		EFFLUENT FLOW		EFFLUENT MAXIMUM		EFFLUENT RIVER		EFFLUENT RIVER		EFFLUENT MONITORING		RSW-001		RSW-002																
	M.G.D.	M.G.D.	M.G.D.	M.G.D.	GPM	GPM	RIVER CFS	RIVER DILUTION	B.O.D. mg/L	TSS mg/L	PH	TEMP (C°)	B.O.D. mg/L	TSS mg/L	CL ₂ RES	RIVER SETTLEABLE SOLIDS	TOTAL COLIFORM	Enterococci	TIME	PH	TEMP	Enterococci	TIME	PH	TEMP	Enterococci					
1	0.784	0.765	0.765	0.765	979	979	N/A	N/A			7.1	17.4			0.7	N/A		N/A	15:00	7.7	19.1	N/A	15:10	7.6	19.5	8.7	N/A				
2	0.787	0.746	0.746	0.746	1210	1210	N/A	N/A			7.1	17.4			1.4	N/A		N/A									N/A				
3	0.784	0.873	0.873	0.873	1211	1211	N/A	N/A			7.1	17.3			1.9	N/A		N/A									N/A				
4	0.779	0.874	0.874	0.874	1036	1036	N/A	N/A	530	390	7.1	17.0	5.6	3.8	<0.1	N/A		N/A									N/A				
5	0.800	0.752	0.752	0.752	768	768	N/A	N/A			7.1	17.1			1.9	N/A		N/A									N/A				
6	0.853	0.747	0.747	0.747	759	759	N/A	N/A			7.1	17.3			1.8	N/A		N/A									N/A				
7	0.805	0.456	0.456	0.456	870	870	N/A	N/A			7.1	17.4			1.8	N/A	<1.8	N/A									N/A				
8	0.785	0.000	0.000	0.000	0	0	N/A	N/A	NO EFFLUENT TESTING-CCB WASH													N/A	16:05	7.7	18.7	9.6	16:15	7.6	18.7	9.6	N/A
9	0.778	0.537	0.537	0.537	916	916	N/A	N/A			7.2	18.5			2.3	N/A		N/A										N/A			
10	0.779	0.804	0.804	0.804	886	886	N/A	N/A			7.1	17.5			2.2	N/A		N/A										N/A			
11	0.766	0.809	0.809	0.809	866	866	N/A	N/A	360	330	7.1	17.4	5.0	0.0	<0.1	N/A		N/A									N/A				
12	0.801	0.727	0.727	0.727	756	756	N/A	N/A			7.0	17.5			2.0	N/A		N/A									N/A				
13	0.842	0.735	0.735	0.735	888	888	N/A	N/A			7.1	19.2			1.9	N/A		N/A									N/A				
14	0.801	0.728	0.728	0.728	720	720	N/A	N/A			7.0	18.2			1.9	N/A		N/A									N/A				
15	0.775	0.825	0.825	0.825	919	919	N/A	N/A			7.1	18.1			1.9	N/A	<1.8	N/A									N/A				
16	0.768	0.903	0.903	0.903	934	934	N/A	N/A			7.1	18.1			2.0	N/A		N/A									N/A				
17	0.772	0.913	0.913	0.913	959	959	N/A	N/A			7.1	17.4			2.1	N/A		N/A									N/A				
18	0.768	0.916	0.916	0.916	941	941	N/A	N/A	380	400	7.1	16.3	4.4	2.5	2.3	N/A	<0.1	N/A									N/A				
19	0.786	0.864	0.864	0.864	852	852	N/A	N/A			7.1	16.8			2.1	N/A		N/A									N/A				
20	0.856	0.872	0.872	0.872	834	834	N/A	N/A			7.2	16.3			2.2	N/A		N/A									N/A				
21	0.807	0.927	0.927	0.927	1018	1018	N/A	N/A			7.1	17.1			2.3	N/A	<1.8	N/A									N/A				
22	0.780	0.897	0.897	0.897	974	974	N/A	N/A			7.1	16.5			2.5	N/A		N/A									N/A				
23	0.809	0.920	0.920	0.920	935	935	N/A	N/A			7.1	15.9			2.4	N/A		N/A									N/A				
24	0.780	0.916	0.916	0.916	846	846	N/A	N/A			7.0	15.3			2.2	N/A		N/A									N/A				
25	0.758	0.917	0.917	0.917	920	920	N/A	N/A	400	310	7.1	15.4	2.9	0.0	1.5	N/A	<0.1	N/A									N/A				
26	0.792	0.867	0.867	0.867	819	819	N/A	N/A			7.1	15.9			1.7	N/A		N/A									N/A				
27	0.885	0.872	0.872	0.872	744	744	N/A	N/A			7.1	18.1			2.1	N/A		N/A									N/A				
28	0.836	0.932	0.932	0.932	896	896	N/A	N/A			7.1	16.4			1.8	N/A	<1.8	N/A									N/A				
29	0.789	0.917	0.917	0.917	870	870	N/A	N/A			7.1	15.7			2.1	N/A		N/A									N/A				
30	0.810	0.891	0.891	0.891	795	795	N/A	N/A			7.1	15.4			2.1	N/A		N/A									N/A				
31	0.781	0.858	0.858	0.858	891	891	N/A	N/A			7.1	15.2			2.0	N/A		N/A									N/A				

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER				MONTHLY RIVER RSW-001				MONTHLY RIVER RSW-002									
Ammonia Impact	Ammonia	Nitrate	Total Phosphorus	Hardness	TDS	Conductivity	Turbidity	Ammonia	Hardness	TDS	Conductivity	Turbidity	Ammonia	Hardness	TDS	Conductivity	Turbidity
N/A	N/A	N/A	N/A	N/A	450	864	0.93	ND	160	1200	310	2330	ND	310	1200	2330	176

MONTHLY TESTS REC-001 DISCHARGE TO LAND				MONTHLY TESTS EFF-001 DISCHARGE TO RIVER			
Ammonia	Nitrate	Nitrite	Sodium Chloride	Ammonia	Nitrate	Total Phosphorus	Hardness
2.70	4.30	ND	39	450	864	0.93	160

MONTHLY TESTS REC-001 DISCHARGE TO LAND				MONTHLY TESTS EFF-001 DISCHARGE TO RIVER			
Ammonia	Nitrate	Nitrite	Sodium Chloride	Ammonia	Nitrate	Total Phosphorus	Hardness
2.70	4.30	ND	39	450	864	0.93	160

MONTHLY TESTS REC-001 DISCHARGE TO LAND				MONTHLY TESTS EFF-001 DISCHARGE TO RIVER			
Ammonia	Nitrate	Nitrite	Sodium Chloride	Ammonia	Nitrate	Total Phosphorus	Hardness
2.70	4.30	ND	39	450	864	0.93	160

Signature: _____ Remarks: _____

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
EFFLUENT DISCHARGE DISPOSAL October 2024**

Discharge Monitoring DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	MAXIMUM GPM	004 REC-001 FISCHER MGD UPPER	003 REC-001 FISCHER MGD LOWER	006 REC-001 PIALORSI MGD	005 REC-001 HILLER MGD	IRRGATE TOTAL MGD	001 EFF-001 RIVER MGD
1	0.784	0.765	979	0.645		0.120		0.765	0.000
2	0.787	0.746	1210	0.686		0.060		0.746	0.000
3	0.784	0.873	1211	0.740		0.133		0.873	0.000
4	0.779	0.874	1036	0.737		0.137		0.874	0.000
5	0.800	0.752	768	0.752				0.752	0.000
6	0.853	0.747	759	0.747				0.747	0.000
7	0.805	0.456	870	0.395		0.061		0.456	0.000
8	0.785	0.000	0	Washed CCB No Discharge				0.000	0.000
9	0.778	0.537	916	0.478		0.059		0.537	0.000
10	0.779	0.804	886	0.804				0.804	0.000
11	0.766	0.809	866	0.737		0.072		0.809	0.000
12	0.801	0.727	756	0.727				0.727	0.000
13	0.842	0.735	888	0.735				0.735	0.000
14	0.801	0.728	720	0.728				0.728	0.000
15	0.775	0.825	919	0.757		0.068		0.825	0.000
16	0.768	0.903	934	0.827		0.076		0.903	0.000
17	0.772	0.913	959	0.839		0.074		0.913	0.000
18	0.768	0.916	941	0.845		0.071		0.916	0.000
19	0.786	0.864	852	0.864				0.864	0.000
20	0.856	0.872	834	0.872				0.872	0.000
21	0.807	0.927	1018	0.845		0.082		0.927	0.000
22	0.780	0.897	974	0.818		0.079		0.897	0.000
23	0.809	0.920	935	0.837		0.083		0.920	0.000
24	0.780	0.916	846	0.839		0.077		0.916	0.000
25	0.758	0.917	920	0.838		0.079		0.917	0.000
26	0.792	0.867	819	0.867				0.867	0.000
27	0.885	0.872	744	0.872				0.872	0.000
28	0.836	0.932	896	0.857		0.075		0.932	0.000
29	0.789	0.917	870	0.844		0.073		0.917	0.000
30	0.810	0.891	795	0.814		0.077		0.891	0.000
31	0.781	0.858	891	0.786		0.072		0.858	0.000
TOTAL	24.696	24.760		23.132	0.000	1.628	0.000	24.760	0.000
AVERAGE	0.797	0.799	871	0.000	0.000	0.000	0.000	0.799	0.000
MAXIMUM	0.885	0.932	1211	0.872	0.000	0.137	0.000	0.932	0.000
MINIMUM	0.758	0.000	0	0.000	0.000	0.059	0.000	0.000	0.000
DAYS	31	30		30	0	20	0	30	0
DAYS WITH NO DISCHARGE = 1									