



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, JUNE 5, 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, June 4, 2024.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, June 5, 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.

NO CLOSED SESSION SCHEDULED

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

D.1	Consider Approval of the Minutes of the Board of Directors Regular Meeting on May 1, 2024	Pg. 5
	Attachment 1 – Draft Minutes from May 1, 2024 Regular Meeting	Pg. 7
D.2	Consider Approval of April 2024 Treasurer's Report	Pg. 13
D.3	Compliance with State Double Check Valve (DCV) Law	Pg. 27
D.4	Election Information for General Election November 5, 2024	Pg. 29
	Attachment 1 – Humboldt County Office of Elections Letter for Officer Terms Expiring and District Preferences dated April 24, 2024.	Pg. 31
	Attachment 2 - November 5, 2024 Presidential General Election Candidate Calendar from Humboldt County Office of Elections	Pg. 33
D.5	Distribution of Annual Board Self Evaluation	Pg. 35
	Attachment 1 – Board Self Evaluation Worksheet	Pg. 37

- D.6 Consider Approval of MOU between MCSD and MUSD for Provision of After School Leaders for the MUSD Extended Learning Program for the 2024-25 School Year **Pg. 41**

Attachment 1 – MUSD and MCSD Memorandum of Understanding 2024-25 **Pg. 43**

E. CONTINUED AND NEW BUSINESS

- E.1 Consider Adoption of Resolution 2024-15 Recognizing, Honoring, and Thanking Diane Sloane for Her 29 Years of Service Upon Her Retirement **Pg. 49**

Attachment 1 – Resolution 2024-15 **Pg. 51**

- E.2 Consider Appointment of Applicants to the McKinleyville Community Forest Committee **Pg. 53**

Attachment 1 – MCF Committee Applications Received **Pg. 55**

- E.3 Consider Award of Construction Contract 2024-07 to Frank Loduca Co. for the McKinleyville BMX Track and Park Construction Project **Pg. 207**

Attachment 1- McKinleyville BMX Track and Park Project, Bid Tabulation, May 23, 2024 **Pg. 209**

Attachment 2- Frank Loduca Co. bid for McKinleyville BMX Track and Park Project, May 23, 2024 **Pg. 211**

- E.4 Consider Approval of FY 2024-25 Proposed Budget and Approve Resolution 2024-16 Establishing Appropriations Limit (Action) **Pg. 231**

Attachment 1 – Proposed Budget for FY2024-25 **Pg.235**

Attachment 2 – Resolution 2024-16 **Pg.285**

- E.5 Consider Attendance to the California Special Districts Association (CSDA) 2024 Annual Conference, September 9-12, 2024 in Indian Wells, CA **Pg. 287**

Attachment 1 – 2024 CSDA Annual Conference Brochure **Pg. 289**

F. REPORTS

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

F.1 ACTIVE COMMITTEE REPORTS

- a. Parks and Recreation Committee (Binder/Biteman)
- b. Area Fund (John Kulstad/Binder)
- c. Redwood Region Economic Development Commission (Biteman/Mayo)
- d. McKinleyville Senior Center Board Liaison (Binder/Couch)

- e. Audit and Finance Committee (Orsini/Biteman)
- f. Employee Negotiations (Couch/Mayo)
- g. McKinleyville Municipal Advisory Committee (Orsini/Binder)
- h. AdHoc Committee – Community Forest (Mayo/Orsini)
- i. HBMWD Muni Water Task Force (Couch/Mayo)

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

- a. Finance & Administration Department (Samantha Howard) **Pg. 305**
- b. Operations Department (James Henry) **Pg. 307**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 313**
- d. General Manager (Pat Kaspari) **Pg. 321**
 Attachment 1 – WWMF Monthly Self-Monitoring Report **Pg. 327**

F.4 PRESIDENT’S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on May 31, 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

June 5, 2024

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

Staff recommends the approval of the Minutes of the Board of Directors for the May 1, 2024 Regular Board Meeting.

Discussion:

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

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from May 1, 2024 Regular Meeting

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MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, MAY 1, 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 | Lesley Frisbee, Parks & Recreation Director |
| Dennis Mayo, Director | James Henry, Operations Director |
| Greg Orsini, Director | Samantha Howard, Finance Director |
| | Colleen Trask, Interim 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 Couch; **Second:** Director Mayo

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM B. PUBLIC HEARINGS:

There was no public hearing scheduled.

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

There was no public comment.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on April 3, 2024

D.2 Consider Approval of March 2024 Treasurer’s Report

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

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

D.5 Consider Approval of 2023 Consumer Confidence Report (CCR)

Motion: It was moved to approve the Consent Calendar

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Adoption of Resolution 2024-09 Supporting Assembly Concurrent Resolution (ACR) No. 163 and Proclaiming May 19- May 25, 2024 Special Districts Week (Action)

Board Secretary Blaine presented the item.

Motion: It was moved to approve the adoption of Resolution 2024-09

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

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 Consider Adoption of Resolution 2024-11 Recognizing, Honoring and Commending Lesley Frisbee for Twenty (20) Years of Service (Action)

General Manager Kaspari presented the item and read Resolution 2024-11 into the record.

The Board, Staff, and the Public commended Parks and Recreation Director Frisbee for her career milestone of 20 years of service.

Parks and Recreation Director Frisbee gave reflective comments on her 20-year career at the District.

Motion: It was moved to approve the adoption of Resolution 2024-11

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

Operations Director Henry presented the item and read Resolution 2024-10 into the record.

The Board, Staff, and the Public commended Mr. Jones for his career milestone of 20 years of service.

Mr. Jones gave reflective comments on his 20-year career at the District.

Motion: It was moved to approve the adoption of Resolution 2024-10

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.4 Consider Approval of Ordinance 2024-02 Amending Regulation 47 Pertaining to the Use Guidelines of the McKinleyville Community Forest – First Reading (Action)

Parks and Recreation Director Frisbee presented the item.

Board discussion ensued and members of the Board asked clarifying questions of staff.

Kevin Creed, Lyle Johnson, and Shaun Fyfe gave public comment in support of the Ordinance.

Motion: It was moved to approve the first reading of Ordinance 2024-02

Motion by: Director Couch; **Second:** None

Motion Summary: Motion failed.

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

General Manager Kaspari presented the item.

Motion: It was moved to approve the adoption of Resolution 2024-12

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

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

Board Secretary Blaine overviewed the item.

Motion: It was moved to vote for MCSD Director David Couch as candidate for the regular special district member of Humboldt LAFCo.

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.7 FY 2023-24 General Fund and Measure B Budget Review & Potential Amendment (Action)

Finance Director Howard presented the item.

Board Members thanked staff for their efforts and asked clarifying questions.

Motion: It was moved to approve the proposed revised budgets for FY2023-24

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

E.8 Review Operations Draft Budget for Water, Wastewater, and Streetlights Funds FY2024-25 (Information)

Finance Director Howard presented the item.

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

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

General Manager Kaspari presented the item.

The Board briefly discussed the funding needs of the Community Forest.

Motion: It was moved to approve the adoption of Resolution 2024-13

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

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

The item was presented by Board Secretary Blaine.

Motion: It was moved to approve the adoption of Resolution 2024-14

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

There were no comments from the Board or public.

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

Motion Summary: Motion passed.

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Parks and Recreation Committee (Binder/Biteman):** Director Binder had nothing further to add to Parks and Recreation Director Frisbee's report.
- b. **Area Fund (John Kulstad/Binder):** Director Binder gave a brief report.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Director Biteman was unable to attend the April meeting.
- d. **McKinleyville Senior Center Advisory Council (Binder/Couch):** Director Binder gave a brief update on the activities of the McKinleyville Senior Center.
- e. **Audit and Finance (Orsini/Biteman):** Did not meet
- f. **Employee Negotiations (Couch/Mayo):** Did not meet
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Director Orsini gave a brief report regarding the April MMAC meeting.
- h. **Ad Hoc Community Forest Committee (Mayo/Orsini):** Directors Mayo and Orsini gave brief reports from the April 9, 2024 committee meeting.
- i. **HBMWD Muni Water Task Force (Couch/Mayo):** Did not meet.

F.2 LEGISLATIVE AND REGULATORY REPORTS

F.3 STAFF REPORTS

a. Finance and Administration Department (Samantha Howard/Colleen M.R. Trask):

Finance Director Howard gave a report on a recent conversation with the Commercial Relationship Manager with Umpqua Bank that resulted in a significant increase in interest revenue and cost savings for the District.

Interim Finance Director Trask commended Parks and Recreation Director Frisbee for her significant work on the May budget revise.

b. Operations Department (James Henry):

Operations Director Henry had nothing further to add to his written report.

c. Parks & Recreation Department (Lesley Frisbee):

Parks and Recreation Director Frisbee had nothing further to add to her written report.

d. General Manager (Patrick Kaspari):

General Manager Kaspari gave a reminder of the construction observation day opportunity for Board Members at the 4.5 MG tank site as well as an update on the Microgrid project.

F.4 PRESIDENT’S REPORT:

President Binder gave a brief report out of the Special District Resilience Summit he attended, the monthly 2x2 meeting with the County, McKinleyville Municipal Advisory Committee, and the District, and the accomplishments of the April McKinleyville Trash Bash event.

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

F.6 CLOSED SESSION DISCUSSION

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

The Board adjourned to closed session at 8:53 p.m.

There was nothing to report out of closed session.

G. ADJOURNMENT:

Meeting Adjourned at 9:30 p.m.

Joseph Blaine, Board Secretary

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

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

Ratios

as of April 30, 2024

- Utility Accounts Receivable Turnover Days	11
- YTD Breakeven Revenue, Water Fund:	\$ 2,789,161
- YTD Actual Water Sales:	\$ 3,495,284
- Days of Cash on Hand-Operations Checking/MM	294

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

						% Year Remaining:		16.67%		
Department Summaries	April	% of Year 83.33% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Total Budget	Remaining		Notes	
							Budget	Budget %		
Water										
Water Sales	320,132	3,495,284	3,583,333	(88,049)	-2.46%	4,300,000	804,716	18.71%		
Other Revenues	31,463	189,830	249,958	(60,128)	-24.06%	299,950	110,120	36.71%		
Total Operating Revenues	351,595	3,685,113	3,833,291	(148,178)	-3.87%	4,599,950	914,837	19.89%		
Salaries & Benefits	99,099	1,049,176	1,166,243	(117,067)	-10.04%	1,399,492	350,316	25.03%	Budget spread evenly across 12 months, but actuals vary by schedule	
Water Purchased	104,984	1,067,455	1,058,665	8,790	0.83%	1,270,398	202,943	15.97%	Budget spread evenly across 12 months, but actuals vary by project & expenditure	
Other Expenses	37,881	554,849	681,500	(126,651)	-18.58%	817,800	262,951	32.15%		
Depreciation	33,333	333,330	333,333	(3)	0.00%	400,000	66,670	16.67%		
Total Operating Expenses	275,298	3,004,810	3,239,741	(234,931)	-7.25%	3,887,690	882,880	22.71%		
Net Operating Income	76,297	680,303	593,550	(383,109)		712,260	31,957			
Grants	1,609,448	1,951,035	5,843,750	(3,892,715)		7,012,500	5,061,465	72.18%		
Interest Income	21,967	195,412	70,833	124,579	175.88%	85,000	(110,412)	-129.90%		
Interest Expense	-	(73,550)	(283,626)	(210,076)	-74.07%	(340,351)	(266,801)	78.39%		
Total Non-Operating Income	1,631,416	2,072,896	5,630,957	(3,978,213)		6,757,149	4,684,253			
Net Income (Loss)	1,707,713	2,753,200	6,224,507	(4,361,322)		7,469,409	4,716,209			
Wastewater										
Wastewater Service Charges	347,346	3,522,722	3,500,000	22,722	0.65%	4,200,000	677,278	16.13%		
Other Revenues	47,197	262,809	342,577	(79,768)	-23.28%	411,092	148,283	36.07%		
Total Operating Revenues	394,542	3,785,532	3,842,577	(57,045)	-1.48%	4,611,092	825,560	17.90%		
Salaries & Benefits	123,501	1,284,911	1,222,285	62,626	5.12%	1,466,742	181,831	12.40%	Budget spread evenly across 12 months, but actuals vary by project & expenditure	
Other Expenses	59,199	684,880	916,917	(232,037)	-25.31%	1,100,300	415,420	37.76%		
Depreciation	125,000	1,250,000	1,250,000	-	0.00%	1,500,000	250,000	16.67%		
Total Operating Expenses	307,700	3,219,791	3,389,202	(169,411)	-5.00%	4,067,042	847,251	20.83%		
Net Operating Income	86,842	565,741	453,375	112,366		544,050	(21,691)			
Grants	(11,150)	56,918	654,583	(597,665)	-91.30%	785,500	728,582	92.75%		
Interest Income	28,221	255,797	108,333	147,464	136.12%	130,000	(125,797)	-96.77%		
Interest Expense	-	-	(296,889)	(296,889)	-100.00%	(356,267)	(356,267)	100.00%		
Total Non-Operating Income	17,071	312,715	466,027	153,312		559,233	246,518	44.08%		
Net Income (Loss)	103,913	878,455	919,402	(40,947)		1,103,283	224,828			
Enterprise Funds Net Income (Loss)	1,811,626	3,631,655	7,143,909	(3,512,254)		8,572,692	4,941,037			

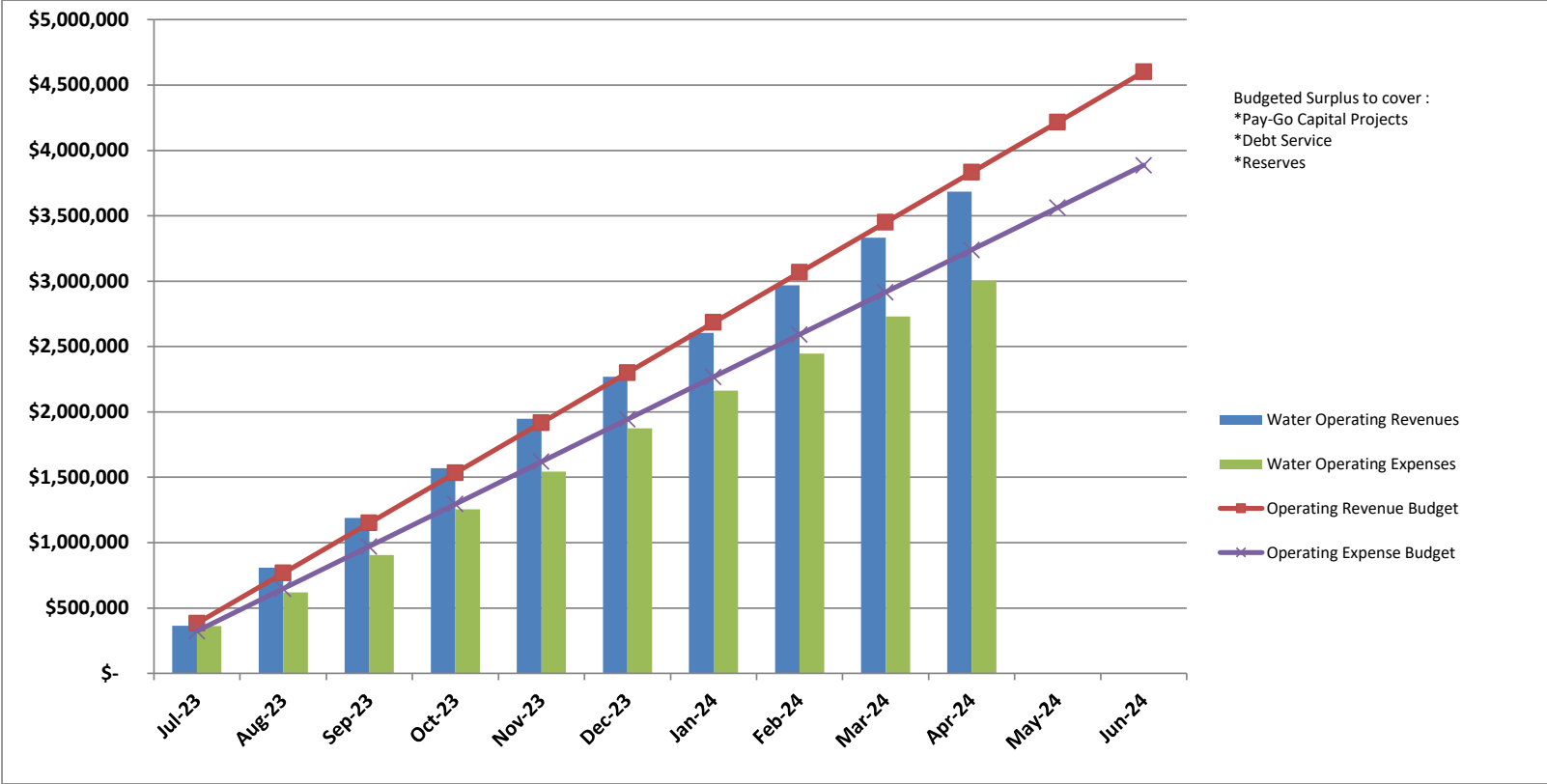
McKinleyville Community Services District
Activity Summary by Fund, Approved Budget
April 2024

					% Year Remaining:		16.67%			
Department Summaries	April	% of Year 83.33% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Total Budget	Remaining Budget Budget %		Notes	
	*Parks & Recreation									
Program Fees	7,652	275,281	257,175	18,106	7.04%	308,610	33,329	10.80%	Budget spread evenly across 12 months, but actuals vary by schedule	
Rents & Facility Related Fees	14,139	103,598	87,958	15,640	17.78%	105,550	1,952	1.85%		
Property Taxes	341,222	705,624	632,667	72,957	11.53%	759,200	53,576	7.06%	Estimated based on FY22-23 and Approved FY23-24 Budget	
Other Revenues	12,394	219,797	154,233	65,564	42.51%	185,080	(34,717)	-18.76%	Budget spread evenly across 12 months, but actuals vary by schedule	
Interest Income	19,896	170,250	167,917	2,333	1.39%	201,500	31,250	15.51%		
Total Revenues	395,303	1,474,550	1,299,950	174,600	13.43%	1,559,940	85,390	5.47%		
Salaries & Benefits	110,805	954,330	925,418	28,912	3.12%	1,110,502	156,172	14.06%		
Other Expenditures	30,925	501,496	365,396	136,100	37.25%	438,475	(63,021)	-14.37%		
Total Expenditures	141,730	1,455,826	1,290,814	165,012	12.78%	1,548,977	93,151	6.01%		
Other Financing Sources:										
GI Grant Revenues	-	72,332	936,667	(864,335)	-92.28%	1,124,000	1,051,668	93.56%		
GI Capital Expenditures	13,910	186,292	1,016,667	(830,375)	-84.06%	1,163,000	976,708	83.98%	Budget spread evenly across 12 months, but actuals vary by project schedule	
Excess (Deficit)	239,663	(95,236)	(70,864)	(24,372)		(28,037)	1,043,907			
*Measure B Assessment										
Total Revenues	79,040	221,952	193,500	28,452	14.70%	232,200	10,248	4.41%	Estimated based on FY22-23 and Approved FY23-24 Budget	
Salaries & Benefits	2,340	73,895	65,306	8,589	13.15%	78,367	4,472	5.71%	Budget spread evenly across 12 months; actuals vary by maintenance schedule	
Other Expenditures	65,491	82,354	22,043	60,311	273.61%	26,451	(55,903)	-211.35%	Budget spread evenly across 12 months, but actuals vary seasonally	
Capital Expenditures/Loan Repayment	-	-	106,211	(106,211)	-100.00%	127,453	127,453	100.00%	Budget is spread evenly across 12 months. Loan pmts are October & April	
Total Expenditures	67,831	156,249	193,560	(37,311)	-19.28%	232,271	76,022	32.73%		
Excess (Deficit)	11,209	65,704	(60)	65,764		(71)	(65,775)			
*Street Lights										
Total Revenues	11,832	115,128	107,167	7,961	7.43%	128,600	13,472	10.48%		
Salaries & Benefits	4,288	38,772	49,061	(10,289)	-20.97%	58,873	20,101	34.14%	Budget spread evenly across 12 months; actuals vary by maintenance schedule	
Other Expenditures	4,702	51,061	37,073	13,988	37.73%	44,487	(6,574)	-14.78%		
Capital Expenditures/Loan Repayment	-	24,139	60,833	(36,694)	-60.32%	73,000	48,861	66.93%	Budget spread evenly across 12 months, but actuals vary by project	
Total Expenditures	8,990	113,972	146,967	(32,995)	-22.45%	176,360	62,388	35.38%		
Excess (Deficit)	2,842	1,156	(39,800)	(40,956)		(47,760)	(48,916)			
Governmental Funds Excess (Deficit)	253,714	(28,377)	(110,724)	82,347		(75,868)	929,217			

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

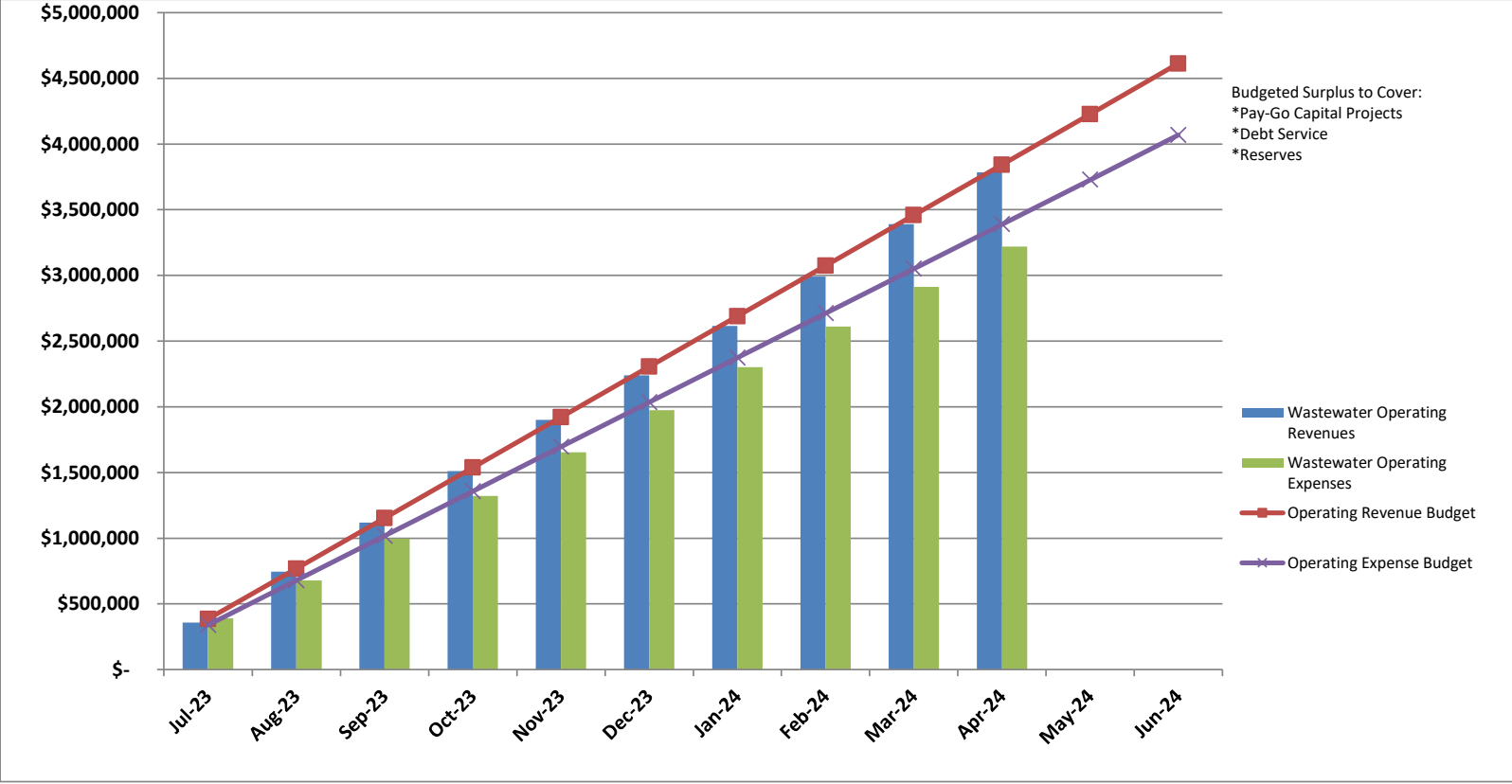
**McKinleyville Community Services District
April 2024**

Comparison of Water Fund Operating Revenues & Expenses to Budget



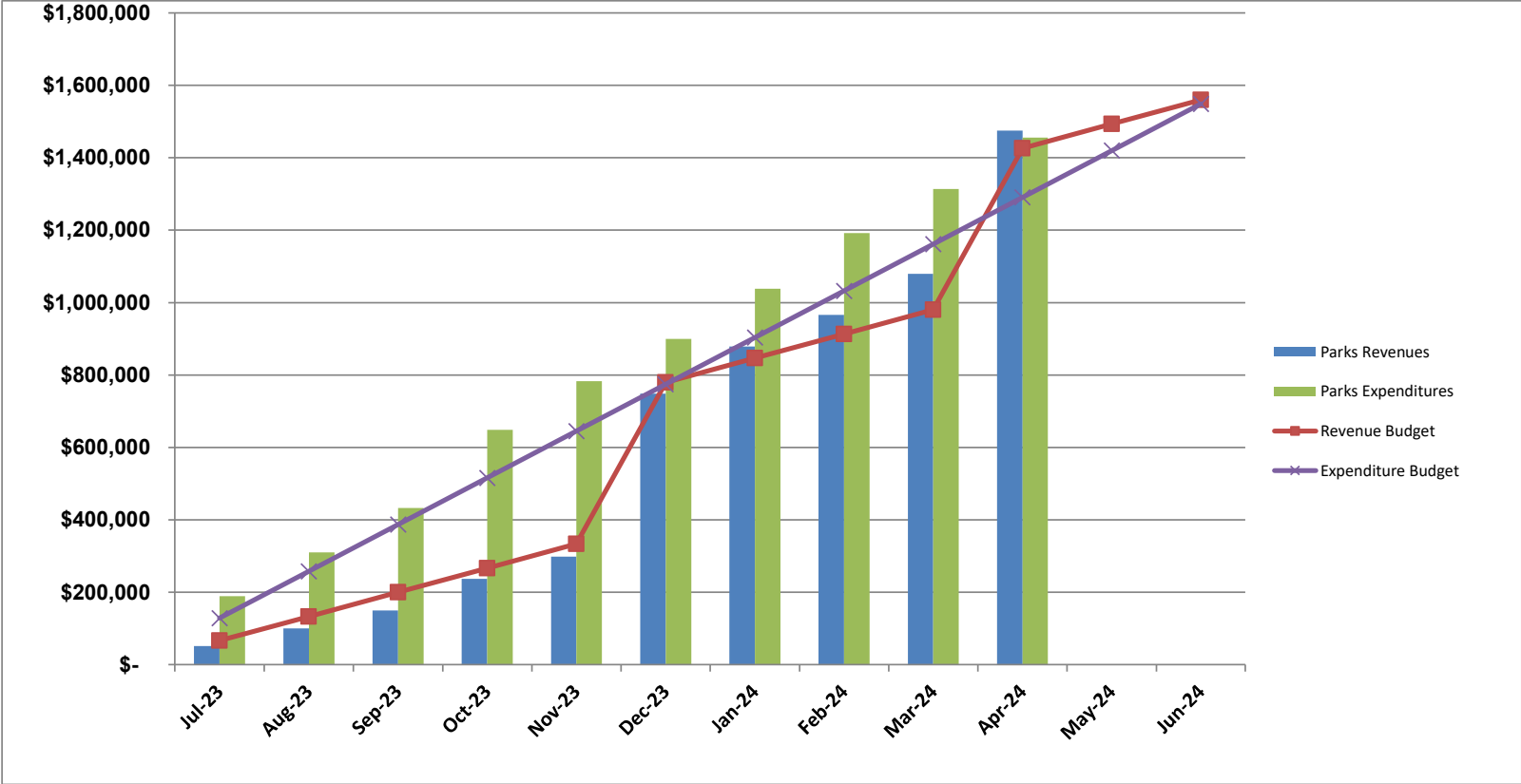
**McKinleyville Community Services District
April 2024**

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



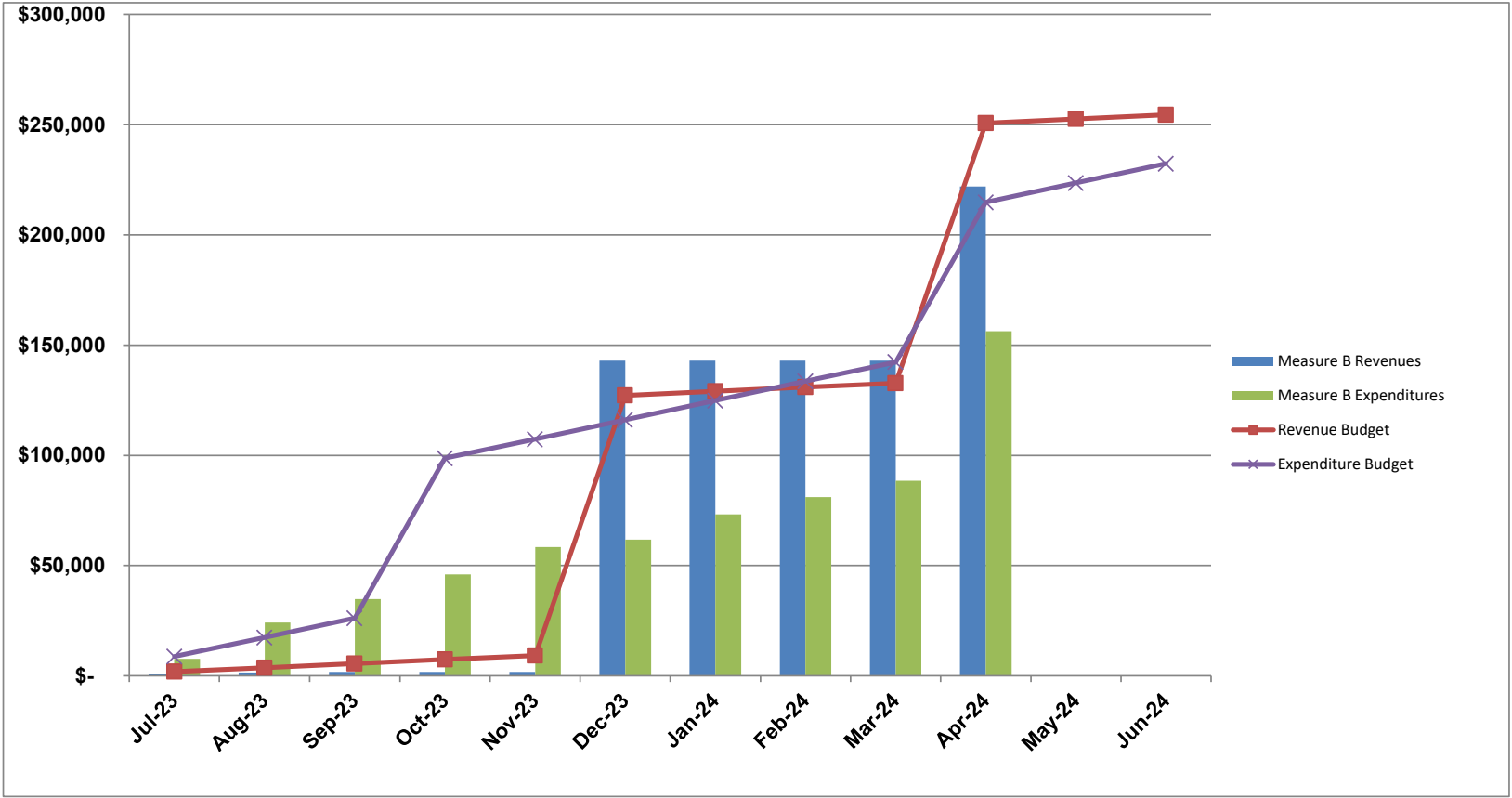
**McKinleyville Community Services District
April 2024**

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



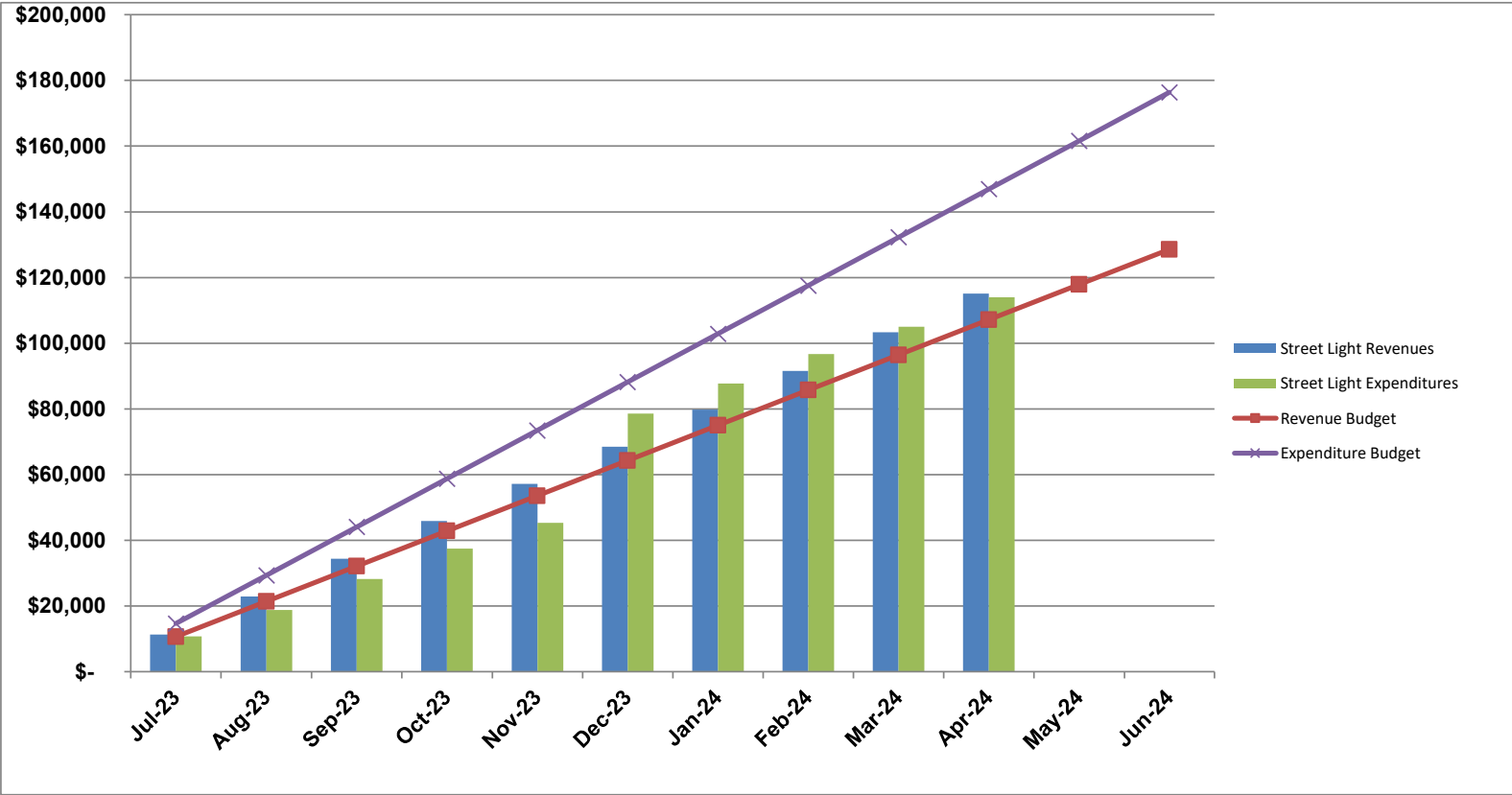
**McKinleyville Community Services District
April 2024**

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
April 2024**

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



**McKinleyville Community Services District
Cash Disbursement Detail Report
For the Period April 1 through April 30, 2024**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
042381	4/29/2024	GHD01	GHD	(174.26)	800043849u	Ck# 042381 Reversed
042398	4/4/2024	*0223	DEPOSIT REFUND	100.00	C40404	DEPOSIT REFUND (HEWITT ROAD)
042399	4/4/2024	70701	707 PEST SOLUTIONS	85.00	69815	795 HILLER RD
				120.00	70755	1656 SUTTER
				175.00	70976	1705 GWIN RD
				150.00	70977	1620 PICKETT RD
			<u>Check Total:</u>	<u>530.00</u>		
042400	4/4/2024	ADV01	ADVANCED SECURITY SYSTEMS	1,182.75	685284	SECURITY ALARMS - MULT LOCATION
042401	4/4/2024	ASB01	ASBURY ENVIRONMENTAL SERVICES	100.00	-1047423	USED OIL
042402	4/4/2024	BAD01	BADGER METER, Inc.	424.06	80155620	MONTHLY FEE
042403	4/4/2024	BLA02	BLACK DOG OUTFITTERS	86.11	555	MENS POLO SHIRTS
042404	4/4/2024	COA01	COASTAL BUSINESS SYSTEMS	176.86	36253943	LEXMARK MX3250 COPIERS
042405	4/4/2024	EAN01	EAN SERVICES, LLC	260.22	35331281	CAR RENTAL
042406	4/4/2024	EUR07	Eureka Rubber Stamp Co.	41.16	A37804	NOTARY STAMP FOR EAVA YOU
042407	4/4/2024	GHD01	GHD	14,208.17	0-0048266	SWSRF GRANT APP RECYCLED
042408	4/4/2024	HAR03	HARPER MOTORS CO.	297.87	854984	PARTS & LABOR (UNIT #25)
				88.08	855014	PARTS & LABOR (UNIT #20)
			<u>Check Total:</u>	<u>385.95</u>		
042409	4/4/2024	HAR13	The Hartford - Priority A	443.70	183635409	GRP. HEALTH INS
042410	4/4/2024	HEL01	DJ	500.00	C40404	DJ FOR JR HIGH DANCE
042411	4/4/2024	HUM01	HUMBOLDT BAY MUNICIPAL WA	105,052.17	C40404	WTR PURCHASED
042412	4/4/2024	HUM03	HUMBOLDT COUNTY	813.05	C40404	TAXES & ASSESS. 1300 ANDERSON
042413	4/4/2024	HUM08	HUMBOLDT SANITATION	783.15	43X08199	1620 PICKETT RD TRASH SERVICE
				793.15	43X08200	1656 SUTTER TRASH SERVICE
				733.15	43X08201	1705 GWIN RD TRASH SERVICE
				365.40	43X08202	675 HILLER RD TRASH SERVICE
			<u>Check Total:</u>	<u>2,674.85</u>		
042414	4/4/2024	IND02	INDUSTRIAL ELECTRIC SERVICE	74.64	IN49990	WWMF RIO PANNEL
042415	4/4/2024	INF02	INFOSEND	3,534.88	259788	MAILING AND POSTAGE
042416	4/4/2024	INF03	INFINITE CONSULTING SERVICE	4,010.00	11696	MONTHLY HOSTING FEE
042417	4/4/2024	LES01	LES SCHWAB TIRE CENTER	86.03	600584739	PARK GENERATOR BATTERY
042418	4/4/2024	MAY03	DENNIS MAYO	103.50	C40404	TRAVEL ADVANCE (ACWA 4/10)
042418	4/4/2024	MAY03	DENNIS MAYO	107.00	C40404.2	TRAVEL REIMBURSEMENT
			<u>Check Total:</u>	<u>210.50</u>		
042419	4/4/2024	MCK04	MCK ACE HARDWARE	766.94	C40404	REPAIRS/SUPPLY
042420	4/4/2024	MEN01	MENDES SUPPLY CO.	1,429.29	C40404	REPAIRS/SUPPLY

042421	4/4/2024	MIL03	THE MILL YARD	24.94	C40404	PARTS AND SUPPLIES
042422	4/4/2024	MIT01	MITCHELL LAW FIRM	662.00	3708	LEGAL SERVICES
				1,449.50	3709	LEGAL SERVICES
			Check Total:	2,111.50		
042423	4/4/2024	NOR02	NORTH COAST JOURNAL, INC.	375.00	24-124627	WEDDING GUIDE
042424	4/4/2024	NOR13	NORTHERN CALIFORNIA SAFET	120.00	29777	MONTHLY FEE
042425	4/4/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	25.09	37-193286	HOOD SHOCK (UNIT #14)
042426	4/4/2024	PAC05	PACIFIC ECORISK	996.74	19665	TOXICITY TESTING
042427	4/4/2024	PGE11	PGE STREETLIGHTS	23.26	C40404	GAS & ELECTRIC SEWER PUMP
042428	4/4/2024	PGE12	PGE	59.79	C40404	GAS & ELECTRIC HILLER SPO
042429	4/4/2024	STR01	STREAMLINE	375.00	F9E7-0042	SUBSCRIPTIONS
042430	4/4/2024	THR02	DAZEY'S SUPPLY	109.86	6000	STRAW + HAY FOR WWMF GOAT
042431	4/4/2024	UMP01	UMPQUA COMMERCIAL CARD	3,256.51	0424BD	TRAVEL/TRAINING/SUPPLIES
				1,135.11	0424JH	TRAVEL/TRAINING/SUPPLIES
				72.20	0424LF	TRAVEL/TRAINING/SUPPLIES
				4,281.18	0424PK	TRAVEL/TRAINING/SUPPLIES
				293.42	0424PARKS	TRAVEL/TRAINING/SUPPLIES
			Check Total:	9,038.42		
042432	4/4/2024	USA01	USA BLUEBOOK	972.92	V00318956	PARTS AND SUPPLIES
042433	4/4/2024	VAL01	VALLEY PACIFIC PETROLEUM	1,291.22	24-746114	GAS/OIL/LUBE
042434	4/4/2024	VAL02	VALLEY PACIFIC	4,826.77	24-745545	GAS/OIL/LUBE
042435	4/4/2024	VER01	VERIZON WIRELESS	82.25	959739389	PAGING/ALARMS
042436	4/4/2024	\C029	MQ CUSTOMER	29.83	000C40401	MQ CUSTOMER REFUND
042437	4/4/2024	\F019	MQ CUSTOMER	77.01	000C40401	MQ CUSTOMER REFUND
042438	4/4/2024	\H022	MQ CUSTOMER	39.58	000C40401	MQ CUSTOMER REFUND
042439	4/4/2024	\J018	MQ CUSTOMER	16.51	000C40401	MQ CUSTOMER REFUND
042440	4/4/2024	\M042	MQ CUSTOMER	45.08	000C40401	MQ CUSTOMER REFUND
042441	4/4/2024	\M043	MQ CUSTOMER	4.62	000C40401	MQ CUSTOMER REFUND
042442	4/4/2024	\R019	MQ CUSTOMER	34.68	000C40401	MQ CUSTOMER REFUND
042443	4/4/2024	\S032	MQ CUSTOMER	125.50	000C40401	MQ CUSTOMER REFUND
042444	4/4/2024	\T014	MQ CUSTOMER	23.97	000C40401	MQ CUSTOMER REFUND
042445	4/12/2024	ACC04	ACCURATE DRUG TESTING SER	130.00	0010870	DRUG TEST + PHYSICAL
042446	4/12/2024	ACW01	CB&T/ACWA-JPIA	16,221.85	0702435	GRP. HEALTH INS
042447	4/12/2024	AMA01	AMAZON CAPITAL SERVICES	2,366.29	P9HVYXFV1	AMAZON PURCHASES
042448	4/12/2024	BBP01	B&B PORTABLE TOILETS	173.44	178223	FISCHER AVE
042449	4/12/2024	DEP05	DEPARTMENT OF JUSTICE	192.00	C40411	FINGERPRINTING
042450	4/12/2024	FED01	FedEx Office	473.56	846097140	LAB SHIPPING
042451	4/12/2024	GHD01	GHD	66.75	0-0048694	ON-CALL GRANT ADMINISTRAT
				5,859.64	0-0049284	MICROGRID
			Check Total:	5,926.39		

042452	4/12/2024	GRAO2	GRAINGER	335.72	074126062	SQUARE POINT SHOVELS
				406.53	074769697	ROUND POINT SHOVELS
			Check Total:	742.25		
042453	4/12/2024	GRS01	G R SUNDBERG, INC.	58,000.00	5810	INSTALL ROCK AROUND WWMF
042454	4/12/2024	JAC01	JACOBY CREEK SCHOOL DISTRICT	1,318.00	C40411	MIDDLE SCHOOL DANCE 04/05
042455	4/12/2024	KEN02	KENNEDY/JENKS CONSULTANTS	45,602.93	170653	4.5MG TANK
042456	4/12/2024	MCB02	MCSO EMPLOYEE	41.30	C40411	EMPLOYEE REIMBURSEMENT
042457	4/12/2024	MCK02	MCKINLEYVILLE GLASS CO.	50.00	50617	ROCK CHIP (UNIT #10)
042458	4/12/2024	MER03	MERCER, FRASER COMPANY	266,184.84	C40411	4.5MG TANK MONTHLY PAYMENT
				422,125.93	C40411.2	4.5MG TANK MONTHLY PAYMENT
				556,023.79	C40411.3	4.5MG TANK MONTHLY PAYMENT
			Check Total:	1,244,334.56		
042459	4/12/2024	MER04	MERCER FRASER ESCROW48611	14,009.73	C40411	CIP: 4.5M TANK DESIGN
				22,217.15	C40411.2	CIP: 4.5M TANK DESIGN
				29,264.41	C40411.3	CIP: 4.5M TANK DESIGN
			Check Total:	65,491.29		
042460	4/12/2024	MIL01	Miller Farms Nursery	554.03	C40411	REPAIRS/SUPPLY
042461	4/12/2024	MIT02	MITEL	825.26	46744396	USAGE & FEES
042462	4/12/2024	NOR03	LOOMIS BASIN EQUINE MEDIC	120.00	1453781	REPAIRS/SUPPLY TREATMENT
042462	4/12/2024	NOR03	LOOMIS BASIN EQUINE MEDIC	152.00	1453782	REPAIRS/SUPPLY TREATMENT
				120.00	1455283	REPAIRS/SUPPLY TREATMENT
			Check Total:	272.00		
042463	4/12/2024	NOR35	NORTHERN HUMBOLDT	1,374.62	ES24-112	WEEDING AND MULCHING CENTER
				1,060.80	ES24-113	GROUPS WORK PIERSON PARK
			Check Total:	2,435.42		
042464	4/12/2024	PAR06	PARCEL QUEST	2,399.00	69-4-2024	SUBSCRIPTION RENEWAL
042465	4/12/2024	PGE01	PG & E (Office & Field)	33,351.09	C40411	GAS & ELECTRIC
042466	4/12/2024	SOL01	SOLO SPORTS	1,185.91	24-0068	YOUTH SPORTS SHIRTS
042467	4/12/2024	THO02	Thomas Home Center	383.34	C40411	REPAIRS/SUPPLY
042468	4/12/2024	THR01	THRIFTY SUPPLY COMPANY	706.14	029455-01	12" EXTENSION KIT
042469	4/18/2024	ALV04	REIMBURSE COBRA COVERAGE	1,666.83	C40416	REIMBURSE COBRA COVERAGE
042470	4/18/2024	COA01	COASTAL BUSINESS SYSTEMS	1,057.85	36356219	OFFC EQUIP LEAS (SHARP)
042471	4/18/2024	DEL02	DELFINO, MADDEN, O'MALLEY	142.50	158017	PROFESSIONAL SERVICES
042472	4/18/2024	EUR06	EUREKA READY MIX	724.08	93694	3/4 BASE CLASS II
042473	4/18/2024	FED01	FedEx Office	487.36	846748788	LAB TESTS TREATMENT
042474	4/18/2024	GHD01	GHD	4,631.96	0-0048311	FISCHER LIFT STATION UPGR
042475	4/18/2024	IND01	INDEPENDENT BUS. FORMS	327.58	43108	AP CHECKS 42808 - 44807
042476	4/18/2024	MIL01	Miller Farms Nursery	3,838.08	C40416	REPAIRS/SUPPLY
042477	4/18/2024	NOR01	MICROBAC LABORATORIES, IN	4,980.00	C40416	LAB TESTS
042478	4/18/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	23.69	37-195624	SUPER N DEF
042479	4/18/2024	PGE10	PGE STREETLIGHTS	6.65	C40416	GAS & ELECTRIC S.L.- ZONE

042480	4/18/2024 SIX03	SIX RIVERS MECHANICAL	727.37	I7027	REPAIRS AT LIBRARY
042481	4/18/2024 STA09	S.W.R.C.B.	90.00	C40416	CERTIFICATION RENEWAL FOR
042482	4/18/2024 THA01	THATCHER COMPANY, INC.	4,864.38	250101676	CHLORINE CYLINDER
			(1,000.00)	250900342C	CYLINDER CREDIT
		Check Total:	3,954.38		
042483	4/19/2024 SDR01	SDRMA	47.50	75097	PROPERTY/LIABILITY CERTIFICATION
042484	4/25/2024 *0224	MQ CUSTOMER	100.00	C40424	DEPOSIT REFUND (HEWITT ROAD)
042485	4/25/2024 ADV01	ADVANCED SECURITY SYSTEM	970.76	688254	FIRE ALARM PARTS AND LABOR
042486	4/25/2024 ATT04	ATT	860.81	725858803	TELEMETRY
042487	4/25/2024 COR01	CORBIN WILLITS SYSTEMS	1,095.36	00C404151	SUBSCRIPTIONS
042488	4/25/2024 CRA01	CRAWFORD & ASSOCIATES, INC	6,017.77	40782	4.5MG TANK
042489	4/25/2024 EUR06	EUREKA READY MIX	1,176.63	93900	PEA GRAVEL, #2 GRAVEL
042490	4/25/2024 GRA02	GRAINGER	125.16	095085594	MARKING PAINT
			247.59	096204822	FUEL FILTER, NOZZLES
		Check Total:	372.75		
042491	4/25/2024 HAR03	HARPER MOTORS CO.	97.82	855288	PARTS & LABOR (UNIT #8)
			97.87	855322	PARTS & LABOR (UNIT #10)
			92.87	855355	PARTS & LABOR (UNIT #7)
			60.08	855558	PARTS & LABOR (UNIT #10)
		Check Total:	348.64		
042492	4/25/2024 IND02	INDUSTRIAL ELECTRIC SERVICES	32.50	IN50190	LUGS (LETZ BREAKER)
042493	4/25/2024 JWC01	JWC ENVIRONMENTAL	22,383.99	118551	REPAIRS/SUPPLIES
042494	4/25/2024 KUB01	ETSUKO KUBO CONSULTING	110.00	2405.4	COACHING SESSION
042495	4/25/2024 MAY02	DENNIS MAYO	125.00	C40425	DIRECTORS FEES FOR 04/03/24
042496	4/25/2024 NOR35	NORTHERN HUMBOLDT	1,140.36	ES24-129	WEEDING AND MULCHING CENT
			1,255.28	ES24-130	GROUNDS WORK PIERSON PARK
		Check Total:	2,395.64		
042497	4/25/2024 ORE01	O'REILLY AUTOMOTIVE, INC.	10.75	37-197076	TORO MOWER
042498	4/25/2024 PGE05	PGE	708.54	C40424	GAS & ELECTRIC S.L.- ZONE
042499	4/25/2024 PGE06	PG&E-STREETLIGHTS	32.16	C40424	GAS & ELECTRIC S.L.- ZONE
042500	4/25/2024 PGE07	PG&E STREETLIGHTS	2,038.17	C40424	GAS & ELECTRIC
042501	4/25/2024 PGE08	PGE STREETLIGHTS	31.19	C40424	GAS & ELECTRIC S.L.- ZONE
042502	4/25/2024 PGE09	PGE-STREETLIGHTS	156.21	C40424	GAS & ELECTRIC S.L.- ZONE
042503	4/25/2024 PIT01	PITNEY BOWES GLOBAL FINAN	481.37	106633356	OFFC EQUIP LEAS
042504	4/25/2024 POS01	POSM SOFTWARE LLC	2,500.00	3848	SUBSCRIPTIONS SEWAGE SOFT
042505	4/25/2024 QUI01	QUILL LLC	76.92	38140093	TRI-FOLD PAPER
042506	4/25/2024 TPX01	TPx COMMUNICATIONS	2,871.39	8873156-0	INTERNET SERVICES
042507	4/25/2024 UMP04	UMPQUA BANK	64,024.73	C40425	LOAN REPAYMENT (ACCOUNT#9
042508	4/25/2024 USA01	USA BLUEBOOK	2,670.43	V00334033	PARTS AND SUPPLIES
			275.73	V00334446	2 BAILERS
		Check Total:	2,946.16		

042509	4/25/2024	USP02	USPS: BMEU	320.00	C40424	PERMIT 239 RENEWAL
042510	4/25/2024	WIY01	WIYOT TRIBE CULTURAL DEPA	1,225.25	230417-01	CULTURAL MONITORING 3/14
D00095	4/25/2024	BIN01	BINDER, SCOTT	125.00	C40425	DIRECTORS FEES FOR 04/03/24
D00095	4/25/2024	BIT02	BITEMAN, JAMES	125.00	C40425	DIRECTORS FEES FOR 04/03/24
D00095	4/25/2024	COU07	COUCH, DAVID	125.00	C40425	DIRECTORS FEES FOR 04/03/24
D00095	4/25/2024	ORS03	ORSINI, GREGORY	125.00	C40425	DIRECTORS FEES FOR 04/03/24
Check Total:				500.00		

Total Disbursements, Accounts Payable 1,777,571.18

Payroll Related Disbursements

19828-19867	4/10/2024		VARIOUS EMPLOYEES	21,701.21		EMPLOYEE PAYCHECKS
19868	4/8/2024	CAL12	CalPERS 457 Plan	7,697.71	C40408	RETIREMENT
				737.11	1C40408	PERS 457 LOAN PMT
Check Total:				8,434.82		
19869	4/8/2024	DIR01	DIRECT DEPOSIT VENDOR- US	40,945.47	C40408	Direct Deposit
19870	4/8/2024	EMP01	Employment Development	2,031.98	C40408	STATE INCOME TAX
				967.15	1C40408	SDI
Check Total:				2,999.13		
19871	4/8/2024	EMP02	Employment Dev Department	6,994.49	C40329	SUI
19872	4/8/2024	HEA01	HEALTHQUITY, ATTN: CLIENT	65.00	C40408	HSA
19873	4/8/2024	HUM29	UMPQUA BANK--PAYROLL DEP.	7,739.42	C40408	FEDERAL INCOME TAX
				10,930.04	1C40408	FICA
				2,556.20	2C40408	MEDICARE
Check Total:				21,225.66		
19874	4/8/2024	ACW01	CB&T/ACWA-JPIA	59,438.54	C40331	MED-DENTAL-EAP INSURANCE
19875	4/8/2024	PUB01	Public Employees PERS	25,207.15	C40331	PERS PAYROLL REMITTANCE
19876	4/9/2024		VARIOUS EMPLOYEES	9,261.59		EMPLOYEE PAYCHECKS
19877-19921	4/30/2024		VARIOUS EMPLOYEES	21,190.97		EMPLOYEE PAYCHECKS
19922	4/24/2024	CAL12	CalPERS 457 Plan	7,918.98	C40424	RETIREMENT
				737.11	1C40424	PERS 457 LOAN PMT
Check Total:				8,656.09		
19923	4/24/2024	DIR01	DIRECT DEPOSIT VENDOR- US	41,353.86	C40424	Direct Deposit
19924	4/24/2024	EMP01	Employment Development	-	C40409	STATE INCOME TAX
				2,112.21	C40424	STATE INCOME TAX
				110.32	1C40409	SDI
				976.16	1C40424	SDI
Check Total:				3,198.69		
19925	4/24/2024	HEA01	HEALTHQUITY, ATTN: CLIE	65.00	C40424	HSA
19926	4/24/2024	HUM29	UMPQUA BANK--PAYROLL DEP.	-	C40409	FEDERAL INCOME TAX
				7,919.91	C40424	FEDERAL INCOME TAX
				1,243.58	1C40409	FICA
				11,035.80	1C40424	FICA
				290.84	2C40409	MEDICARE
				2,580.88	2C40424	MEDICARE
Check Total:				23,071.01		
19927-19928	4/30/2024		VARIOUS EMPLOYEES	2,004.80		EMPLOYEE PAYCHECKS

19929-19930 4/29/2024

VARIOUS EMPLOYEES

7,330.26

EMPLOYEE PAYCHECKS

Total Disbursements, Payroll	303,143.74
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TOTAL CHECK DISBURSEMENTS	2,080,714.92
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McKinleyville Community Services District

BOARD OF DIRECTORS

June 5, 2024

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

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

Discussion:

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

1st Notice	April 2, 2024
10 Day Notice	May 22, 2024
Board Meeting	June 5, 2024
Lock	July 8, 2024
Route 5 & 6	

Account #	Address
6-370-000	1061 Hayes Rd
5-517-030	5065 Boyd Rd Suite I

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McKinleyville Community Services District

BOARD OF DIRECTORS

June 5, 2024

TYPE OF ITEM: **INFORMATIONAL**

ITEM: D.4 **Election Information for General Election November 5, 2024**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the board review the information presented.

Discussion:

The next General Election will be on November 5, 2024. For each election, the County Office of Elections and Voter Registration sends a letter (**Attachment 1**) requesting District preferences for candidate statements and tie breakers. This letter was received by the District Office and preferences were marked according to how the District has approved in the past, which includes the candidate paying for their own publication of their candidate statement and for a tie breaker to be resolved by lot.

The nominations period will open on July 15, 2024 and will run through August 9, 2024. There are two Board Director seats that will be open for election. Each seat is for a four (4) year term. The incumbents are Scott Binder and Greg Orsini. As a Special District, all nomination paperwork is done through the County Office of Elections. For those who are interested in the process, they may contact the Board Secretary for information or go directly to the Office of Election to obtain the proper nomination paperwork. Elections in McKinleyville Community Services District are held at large, which means that the only requirement is that each candidate must be a registered voter residing within the MCSD service area.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Humboldt County Office of Elections Letter for Officer Terms Expiring and District Preferences dated April 24, 2024.
- Attachment 2 – November 5, 2024 Presidential General Election Candidate Calendar from Humboldt County Office of Elections



COUNTY OF HUMBOLDT
Office of Elections & Voter Registration

2426 6th Street
Eureka, CA 95501-0788
707-445-7481 / Fax 707-445-7204
humboldt_elections@co.humboldt.ca.us

TO: McKinleyville Community Services District
FROM: Christina Strevey, Administrative Analyst
DATE: April 24, 2024
SUBJECT: General Election on November 5, 2024
Officer Terms Expiring & District Preferences

RECEIVED

APR 26 2024

McK. C.S.D.

The Office of Elections is preparing for the General Election on November 5, 2024 and requests your assistance. Please complete and return this form **by May 31, 2024**.

Mailing Address: 2426 6th Street, Eureka, CA 95501
Email: humboldt_elections@co.humboldt.ca.us

OFFICER TERMS EXPIRING IN 2024

Elections records indicate your board has officer terms that will expire in 2024. Please review the below information and make necessary corrections or notations.

Title	Incumbent	Term
Director	Scott W Binder	4 yr
Director	Gregory Philip Orsini	4 yr

DISTRICT PREFERENCES & CHANGES

Please provide the Office of Elections with the below information.

Candidacy

Who will pay for candidate statements? Circle one.

DISTRICT **CANDIDATE**

Maximum word length for candidate statements. Circle one.

200 words **400 words**


Tie Breaker

How will your district resolve a tie? Circle one.

BY LOT **RUNOFF**

Boundary Changes

Has there been changes to district borders in the last two years? Circle one. **YES** **NO**
(If "YES", please return a new map with current district boundaries.)


Signature

4/26/24
Date

Joey Blaine, Board Secretary
Print Name & Title

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Candidate Calendar Presidential General Election November 5, 2024

July 15 – August 9 E-113 to E-88	<p>Declaration of Candidacy During this period, candidates must file declarations of candidacy. The declaration of candidacy shall be executed in the elections official’s office. Only candidates for certain offices will file nomination petitions. Contact the elections official for individual office information.</p> <p style="text-align: right;">EC § 8028, 8101 & HNC § 6053</p>
July 15 – August 9 E-113 to E-88	<p>Deadline to File Candidate Statement Last day for nominees for county, district, or any other local agency to file a candidate statement, not to exceed 200 words (unless district chooses to allow longer), to be included in the Voter Information Guide. The statement shall be paid for at the same time that it is filed. Cost information is available from the county elections office.</p> <p style="text-align: right;">EC § 13307</p>
August 9 E-88	<p>Withdrawal of Candidacy Final day a candidate for a local office can withdraw their name from the contest. If there is an extended candidacy period, the final day to withdraw will be August 14.</p> <p style="text-align: right;">EC § 8550</p>
August 10 -14 E-87 to E-83	<p>Extension of Candidacy Period If an incumbent has not filed a declaration of candidacy by August 9, there will be a five-day extension allowing non-incumbents to file nomination papers.</p> <p style="text-align: right;">EC § 8022, 8024</p>
July 31 E-97	<p>Semi-Annual Campaign Statement (460/470) due. Reporting includes information from January 1 (or from the date a campaign committee is formed) to June 30, 2024.</p>
September 9 – October 22 E-57 to E-14	<p>Write-In Candidate Filing Period During this period, those who wish to be a qualified write-in candidate must file a statement of write-in candidacy. The statement of write-in candidacy shall be executed in the elections official’s office.</p> <p style="text-align: right;">EC § 8600</p>
September 26 E-40	<p>First Pre-Election Campaign Statement (460/470) due. Reporting includes information from July 1 to September 21, 2024.</p>
October 24 E-12	<p>Second Pre-Election Campaign Statement (460) due. Reporting includes information from September 22 to October 19, 2024.</p>
November 5 E-0	ELECTION DAY
January 31, 2025	<p>Semi-Annual Campaign Statement (460) due. Reporting includes information from October 20 to December 31, 2024. All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024.</p>

E – (E Minus) days until an election day | E + (E Plus) days after an election

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McKinleyville Community Services District

BOARD OF DIRECTORS

June 5, 2024

TYPE OF ITEM: **CONSENT**

ITEM: D.5 **Distribution of the Annual Board Self-Evaluation**

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

TYPE OF ACTION: **Information Only - Consent**

Recommendation:

Staff recommends that the Board review the information provided for the Annual Board Self-Evaluation.

Discussion:

At the March 2016 Board meeting, a modification to the Board of Director's Policy Manual adding Part 11, Annual Board Self Evaluation, was approved. The policy provides the Directors with a tool to assess its own performance as a Board to help identify strengths and areas in which it may improve function.

At the November 2020 Board meeting, modifications to the Board Self-Evaluation worksheet were approved. Modifications to the worksheet included changes to the evaluation questions to ensure the desired expectations of this evaluation, which are to clarify roles, enhance harmony and understanding among Board members, and to improve the efficiency and effectiveness of the Board meetings. Additionally, it was approved to move the evaluation to a digital platform, which will automatically compile the results.

At tonight's meeting, the evaluation questions are provided in hard copy form (**Attachment 1**). A digital link will be sent to each Board Member for completion. This evaluation must be completed on or before July 26, 2024. If any Board Director needs assistance completing the digital questionnaire, they can contact the Board Secretary.

The compiled evaluation will be reviewed at the August 7, 2024 meeting.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 - Self-Evaluation Questions

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McKinleyville Community Services District
Board of Directors Self-Evaluation Worksheet

In order to truly understand how the Board is doing as elected officials for the McKinleyville Community Services District, please answer each question while specifically thinking about you and your opinion on your own effectiveness as a Board member.

1. Please briefly describe your understanding the vision and mission of the McKinleyville Community Services District?
2. Over the last year, in what ways have you supported the vision and mission of MCSD?
3. In what ways do you think the Board or Staff could better supported the vision and mission of MCSD?
4. Do you feel you have a good working relationship with the other Board members? Explain.
5. Do you have any suggestions for improving the working relationship with the other Board members?
6. Do feel you have a good working relationship with the General Manager? Explain.

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

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

9. Do you follow trends and important developments in industries and services that MCSD provides? If yes, please give examples. If no, what would help you to do more in this area?

10. Do you understand MCSD's financial statements? What would help you with this?

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

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

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

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

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

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

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

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McKinleyville Community Services District

BOARD OF DIRECTORS

June 5, 2024

TYPE OF ITEM: **ACTION**

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

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

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

Discussion:

In 2018 McKinleyville Union School District (MUSD) received a 21st Century Community Learning Center After School Program grant and took over the administration of after school programming for Dows Prairie and Morris Elementary schools, which had previously been administered by the District's Park & Recreation Department. MUSD entered into a Memorandum of Understanding with the District for the 2018-19 to subcontract with MCSD for the provision of part-time After School Leaders to facilitate the 21st CCLC program activities and has renewed the MOU annually since then. At this time, it is desired to renew the MOU for the 2024-25 school year. The MOU for the 2024-25 school year can be reviewed in **Attachment 1**

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

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

This agreement will be cost neutral. The 2024-23 Agreement allowed all District costs to be recouped as per the compensation formula stated in the MOU.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – MUSD and MCSD Memorandum of Understanding 2024-25

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

This Agreement is made and executed on this 5th day of June, 2024 (the "Effective Date"), by and between McKinleyville Union School District, ("MUSD" or "District") and the McKinleyville Community Services District ("MCSD" or "Contractor").

Recitals

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

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

Agreement

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

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

2. MCSD agrees to the following:

A. Qualified Personnel:

Work under this Agreement shall be performed by competent personnel under the supervision of and in the employment of MCSD and in compliance with the 21st Century Community Learning Center Grant. Contractor will comply with MUSD's reasonable requests regarding assignment of personnel.

B. Criminal Background and Health Screening Checks

- 1) For each MCSD employee assigned by MCSD to work in/at the Program, MCSD, as Contractor, will comply with the criminal background check provisions of California

Education Code Section 45125.1. Contractor will conduct criminal background checks through the California Department of Justice (CDOJ), including both CDOJ and Federal Bureau of Investigation (FBI) background checks for all Contractor employees and volunteers assigned to the Program, and will certify that no employee (or volunteer) assigned by MCSD to work at the Program who has been convicted of serious or violent felonies as specified, will have contact with District pupils pursuant to this Agreement.

- 2) Contractor will be responsible for the costs of the criminal background checks.
- 3) Contractor will ensure that all its employees or volunteers assigned to work at the Program whose functions require frequent or prolonged contact with students will complete tuberculosis examination (TB screening) in accordance with California Education Code Section 49406. Contractor shall ensure that all of its employees or volunteers who have a written clearance certification have undergone the foregoing examination at least once every four years if the Contractor is still rendering services to the District.
- 4) Contractor will provide the District with a list of all employees and volunteers who have cleared the criminal background check and required TB screening.

C. Staffing

- 1) Subject to the compensation requirements recited in Section 5, below, Contractor shall provide the Program staff (AKA Recreation Leader) hours for the 180-day school year, for up to 12,174 hours for regular day schedules. As well as provide Program staff for out of school time ELP programs to the extent possible not to exceed 960 hours For all additional required hours, including training or meetings or other required obligations, MCSD will be compensated at \$27.87hr for all After School Leader hours and \$24.00 for all Recreation Leader hours.
- 2) Contractor must ensure that all MCSD staff members who directly supervise students meet the minimum qualifications for an instructional aide, pursuant to the policies of the District. (California Education Code Section 8483.4.)
- 3) Contractor must comply with the Child Abuse and Neglect Reporting Act (CANRA) guidelines as Mandated Reporters to report suspicions of possible child abuse to the reporting agency as stated in California Penal Code Sections 11164-11174.
- 4) Contractor will participate in technical assistance, training, orientation, monthly meetings, and other support and resource development activities provided by the District, HCOE, Region 1 System of Support for Expanded Learning, CDE and other collaborative partners in conducting program planning, implementation and evaluation. These include required regular meetings with the school principal or principal's designee to ensure collaboration with the school's programs. Subject to the compensation requirements recited in Section 5, below, Contractor understands and agrees to participate in all meetings facilitated by the District to address program success, areas of concern, contractual issues, and general troubleshooting. (California Education Code 8483.3(c)(4).
- 5) MCSD's staff shall follow the dress code and management standards established by the District/School, regarding personal use of cell phones, headsets, recording/listening devices etc., during Program hours.
- 6) Contractor shall notify District immediately upon receipt of a verbal or written complaint regarding a MCSD employee or volunteer performing services in the Program.

D. Proprietary or Confidential Information

- 1) Contractor understands and agrees that, in connection with this Agreement, the Contractor may have access to proprietary and/or confidential information which may be owned or controlled by the District, the disclosure of which to third parties may be damaging to the District, its employees, students and/or their families. Contractor also understands and agrees that the disclosure of such information may violate state and/or federal law and may subject the Contractor to civil liability. Consequently, Contractor agrees that all information disclosed by the District to the Contractor shall be held in strict confidence and used only in

performance of the Agreement, unless law or court order requires disclosure. Contractor shall exercise the same standard of care to protect such information as is used to protect its own proprietary and/or confidential information and in no case less than a reasonable standard of care.

- 2) Contractor shall comply at all times with the requirements of the Family Educational Records Privacy Act ("FERPA") and relevant state law regarding the confidentiality and handling of student records, including, but not limited to California Education Code Sections 49073 and sequential. Contractor shall only access and use confidential student information for the performance of duties on behalf of MUSD under this Agreement upon obtaining prior written parental consent, or other provision of federal and state law permitting access to confidential student information. Contractor shall not use confidential student data for any purpose other than providing services to the District pursuant to this Agreement. Contractor shall not re-disclose confidential student information to any third party without the prior written consent of the District and any such re-disclosure shall be consistent with state and federal law.
- 3) Use of Student Data for Studies. Consistent with state and federal law as detailed in the prior section, Contractor understands and acknowledges that use of student data by Contractor for purposes other than those authorized under this Agreement, such as for Contractor's own research studies or program evaluation, requires prior written approval by the District.

3. **Ownership of Results**

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

4. **Use of Name; Marketing**

Excluding a simple statement or acknowledgement that Contractor has a written agreement with the District, Contractor will not use the name, marks or logos of the District in any planned advertisement, press release or other planned publicity or marketing materials, in any form or media, without the prior written approval of the District. Notwithstanding the foregoing provisions of this Section, nothing in this Section shall infringe upon the First Amendment rights of either party.

5. **Compensation:**

As full compensation for all services contemplated by this Agreement, MCSD shall receive the sum of \$330,372.90 reflecting the following charges and assumptions: \$27.87 shall be paid by MUSD to MCSD for each After School Leader worker hour provided to the Program by MCSD staff/employees for After School Leaders and \$24.00 for Recreational Leaders between the months of August 15, 2024 (which at this time will provide three (3) days of training prior to the start of school), through June 13, 2025, for up to 12,174 hours regular day schedules for a total up to \$330,373.

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

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

6. **Term- of Agreement:**

The term of this Agreement shall be from August 15, 2024, through June 13, 2025, inclusive, subject to the provisions of Section 7, the General Provisions.

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

7. General Provisions.

- a) Assignment/Delegation: Neither party hereto shall assign, sublet or transfer any interest in this Agreement or any duty hereunder without the prior written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.
- b) Status of McKinleyville Community Services District (MCSD): The parties intend that the MCSD, in performing the services herein specified, shall act as an independent contractor and shall have control of the work and the manner in which it is performed. The MCSD is not to be considered an agent or employee of the District and is not entitled to participate in any pension plans, insurance, bonus or similar benefits the District provides to MUSD employees.
- c) Indemnification:
 - a. MCSD shall defend, indemnify, and hold harmless District, its officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses, including attorney fees arising out of the performance of the work described herein, to the extent caused in whole or in part as determined by a court of law, by any negligent act or omission of MCSD, its agents or employees, except to the extent caused by the negligence, whether active or passive, of the District, its agents or employees.
 - b. District shall defend, indemnify, and hold harmless MCSD, its officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses, including attorney fees arising out of the performance of the work described herein, to the extent caused in whole or in part as determined by a court of law, by any negligent act or omission of the District, its agents or employees, except to the extent caused by the negligence, whether active or passive, of the MCSD, its agents or employees.
- d) Amendment: This Agreement may be modified or amended at any time only by the written mutual agreement of the parties.
- e) Compliance with all Laws: The parties shall comply with and meet all applicable requirements of federal, state and local law including, but not limited to, the Uniform Building Code, the Education Code, Title 19 and 21 of the California Code of Regulations, and all requirements prescribed by the California Department of General Services.
- f) Merger: This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until such modifications in evidenced by a writing signed by both parties.
- g) Nondiscrimination: The parties shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

- h) Extra (Changed) Work: Only the MUSD Superintendent or designee may authorize extra (and/or changed) work beyond that designated for compensation in Section 5, above. The parties expressly recognize that District and school personnel are without authorization to either order extra (and/or changed) work or waive contract requirements.

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

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

- i) MCSD's Performance: Without limiting the District's training and supervision obligations recited in this Agreement, District has relied upon the professional ability and training of the MCSD and its Recreation Division as a material inducement to enter into this Agreement. MCSD hereby warrants that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of MCSD's work by District shall not operate as a waiver or release.
- j) Taxes: MCSD agrees to file federal and state tax returns and pay all applicable state and federal taxes, as required, on amounts paid pursuant to this Agreement. In case District is audited for compliance regarding any applicable taxes, MCSD will cooperate with District by providing proof of payment of taxes on those earnings.
- k) Due Performance: Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect with the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such written assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received.
- l) No Third-Party Beneficiaries: There are no intended third-party beneficiaries of this Agreement.
- m) No Waiver of Breach: The waiver by District or MCSD of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.
- n) Insurance: With respect to the performance of work under this Agreement, the MCSD shall maintain and shall require all of its subcontractors to maintain insurance as described below:
- (a) Worker's compensation insurance with statutory limits as required by the Labor Code of the State of California. Said policy shall be endorsed with the following specific language: "this policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the District."
- (b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage utilizing an occurrence policy form, in an amount no less than \$1,000,000 combined

single limit for each occurrence; \$2,000,000 aggregate. Said insurance shall include, but not be limited to: premises and operations liability, independent contractors' liability, and personal injury liability.

(c) Each said comprehensive or commercial general liability policy shall be endorsed with the following specific language:

- (1) District, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.
- (2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

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

McKinleyville Union School District

By:  Date: 5-8-24

Print Name: JULIE GIANNINI-PREVIDE

MUSD Superintendent

McKinleyville Community Services District

By: _____ Date: _____

Board President, Scott Binder

ATTEST: _____

Joseph Blaine, Secretary to the Board of Directors

McKinleyville Community Services District

BOARD OF DIRECTORS

June 5, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.1 **Consider Adoption of Resolution 2024-15 Recognizing, Honoring, and Thanking Diane Sloane for Her 29 Years of Service Upon Her Retirement**

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

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Board of Directors review the attached information, take public comments, and consider adoption of Resolution 2024-15 honoring Diane Sloane for her over 29 years of service to the McKinleyville Community Services District and the community of McKinleyville and wish her many years of happy retirement to come.

Discussion:

Attached for the Board of Directors' review is Resolution 2024-15 recognizing, honoring, and thanking Diane Sloane for her 29+ years of service. Diane's commitment to the District is unparalleled. She has kept the wheels on the District for all those years and is a key reason the District runs so well. Staff would like to read the Resolution into the record to highlight some of her other accomplishments and recognize her outstanding service to McKinleyville Community Services District.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2024-15

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RESOLUTION 2024 – 15

A RESOLUTION RECOGNIZING, HONORING, COMMENDING AND THANKING DIANE SLOANE ON THE ADVENT OF HER RETIREMENT FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR OVER 29 CONTINUOUS YEARS.

WHEREAS, DIANE SLOANE, having faithfully served over twenty-nine (29) continuous years as an employee of McKinleyville Community Services District from February 27, 1995 to July 2024; and

WHEREAS, throughout her years of service Diane has demonstrated unwavering loyalty, commitment, and dedication to the District, District Staff and the Community of McKinleyville; and

WHEREAS, Diane lends her talents, experience, and leadership to the District, having capably served our customers as a Customer Service Representative and Assistant Business Manager, and served her fellow employees as manager of Payroll and Human Resources; and

WHEREAS, Diane has always been an extremely popular member of the District Staff, given her dedication and steadfastness in the accurate and timely processing of District payrolls, and assisting her fellow employees in enrolling them in the various benefit programs; and

WHEREAS, Diane is not just excellent at her work, but is truly and deeply devoted to the well-being of her fellow employees, researching answers to complex questions and constantly working to better their experience with the District, including going beyond typical responsibilities to recognize and celebrate staff birthdays, life events and holiday parties, which truly shows her dedication to fostering a positive and supportive work environment. It's those extra touches that can make a big difference in employee morale and engagement. Her efforts helped to create a sense of community and appreciation among the staff, which is invaluable in any workplace; and

WHEREAS, Diane's loyalty to the District, consistently excellent advice to several General Managers and Department Heads, unwavering commitment to customers and her coworkers, and reliability in all matters, truly makes her an irreplaceable asset to the District and to the community of McKinleyville.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby confer upon Diane Sloane its highest commendation for the dedicated service she has performed for the District and the community of McKinleyville, and, at the advent of her retirement, further marks her historic accomplishment as a McKinleyville Community Services District employee for twenty-nine (29) years and wishes her nothing but good things in her retirement.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on June 5, 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

June 5, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.2 **Consider Appointment of Applicants to the McKinleyville Community Forest Committee**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board consider the information provided, air questions, take public comment and vote on the appointments to the McKinleyville Community Forest Committee.

Discussion:

It is the duty of the Board of Directors to vet and select the most qualified candidates to become members of the McKinleyville Community Forest Advisory Committee. The Board of Directors is obligated to review all candidate applications, discuss the candidates' qualifications, and select most qualified candidates to serve on the committee by majority vote.

The McKinleyville Community Forest Committee is formed in order to provide the MCSD Board of Directors and staff with recommendations regarding the use, management and operation of the McKinleyville Community Forest. The appointments recommended today are the initial appointments necessary to fully form the committee.

The District received 30 applications from community members comprising a range of professional expertise and interest in volunteering to support the planning, development and management of the McKinleyville Community Forest. Received applications can be reviewed in Attachment 1.

The ad-hoc community forest committee comprised of District staff including the General Manager, the Parks & Recreation Director, Operations Director and Recreation Coordinators as well as two District Board Directors reviewed and discussed all applications. Experience, expertise, availability and personal interest presented by each applicant were considered and discussed by the ad-hoc committee. After much discussion and deliberation the ad-hoc committee recommends the following for appointments to the McKinleyville Community Forest Committee:

- Joel Rink, Registered Professional Forester,
- Desiree Early Dorvall, Natural Resources/Forest Management Professional
- Tyler Brown, Natural Resources Agency Professional
- Michele Stephens, McKinleyville Resident
- Todd Truesdell, McKinleyville Resident (and forestry professional)
- Kevin Creed, McKinleyville Resident

Alternatives:

Staff analysis consists of the following potential alternative: Do not appoint the applicants to the McKinleyville Community Forest Committee and re-open application solicitation

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – MCF Committee Applications Received

Name *

Benjamin Marschke

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

Permanent Address *

[REDACTED]

Email Address *

[REDACTED]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

HSU, Professor

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.

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

I've lived in McK for eighteen years. I'm good at clerical work, reading/writing reports, committee work, etc.

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

It's just 5-10 minutes for me to bicycle to the community forest, and I already spend time there. I have a vested interest.

Resume Attachment (PDF File Only)

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Name *

Caroline Martorano

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

Permanent Address *

[REDACTED]

Email Address *

[REDACTED]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

California Native Plant Society, Stewardship Specialist



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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
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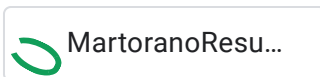
What knowledge, skills and experience will you bring to the Community Forest Committee? (You may attach a resume or additional page if necessary). *

12 years of vegetation management. 7 years of recreating weekly in Arcata Community Forest.

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

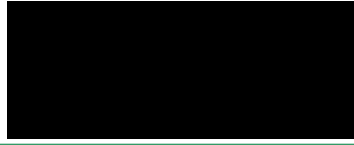
To be more involved in my community.

Resume Attachment (PDF File Only)



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EDUCATION

M.S. Forestry, Watershed and Wildland Sciences, Humboldt State University, Arcata, CA (2019)

- Relevant Courses: Community Ecology, Fire Ecology, Plant-Animal Interactions
- Research: Vegetation response to fuel reduction treatments in Whiskeytown National Park

B.S. Integrative Biology, University of Illinois (2012)

- Relevant Courses: Plant Systematics, Dendrology, Plants and Their Uses, Ecology, Chemical Ecology, Conservation Biology, Integrative Biology, Field Ecology

Organization for Tropical Studies/Duke University, Tropical Conservation Biology, Costa Rica (2011)

- Relevant Courses: Tropical Conservation Biology, Tropical Ecology

WORK EXPERIENCE

Restoration Senior Coordinator, March 2022 – present, 40 hr/wk, \$64,000/yr, California Native Plant Society, Arcata, CA

- Lead coordinator of California Seed Strategy
- Co-chair of Invasive Species Committee
- Co-chair of Diversity, Equity, Inclusivity and Justice Committee May 2022 - December 2023
- Create and implement Vine Hill Preserve Management Plan
- Edit Genetic Considerations white paper

Project Manager, December 2019 – February 2022, 40 hrs/wk, \$61,800/yr, Harris Environmental Group, Inc., Arcata, CA

- Carr and Camp Fire Invasive Species Control, Redding BLM, 12/2019-10/2021
 - Analyze spatial data to create a plan
 - Contract field crews to implement plan
 - Monitor treatment effectiveness using photos, GPS/GIS and vegetation monitoring
 - Reporting
- LiDAR Forestry Data Collection, Northwest Management, Inc., 06/2020-10/2021
 - Train and supervise field technicians
 - Collect data including tree species, height, damages, fuel loading and more using forestry tools such as diameter tape, clinometer, laser range finder, vertex, relaskop, compass and data collection software on tablet
 - Navigate to remote plot locations
 - Data collected for Washington DNR and Hancock Resource Management Group in California, Oregon, Washington, Alabama, Georgia, Florida and Wisconsin
- Wetland Delineation, BIA Chemawa Indian School, 07/2020
 - Conducted desktop analysis on soils, wetlands and plants using Web Soil Survey, National Wetland Inventory, and rare plant databases
 - Conducted field work data collection using USACE protocol on soil, hydrology and plants
 - Delineate wetland in the field using high accuracy GPS
 - Prepared report for USACE jurisdictional determination including narrative, GIS maps, photos and tables
- CEQA Biological Resource Assessments, 05/2021-10/2021
 - Conduct desktop analysis on soils, wetlands and plants using databases
 - Conduct floristic survey, rare plant survey, and habitat survey
 - Complete Biological Resource Assessment including narrative, tables, GIS maps, and photos

Biological Technician, June 2019 – November 2019, 40 hrs/wk, \$22/hr, U.S. Forest Service – Six Rivers NF, Eureka, Ca

- Assisted in Threatened and Endangered and Survey and Manage plant surveys and invasive weed surveys for numerous fuel reduction and timber projects
- Prepared herbarium specimens
- Map making in GIS, GPS data collection



Plant Biologist, April 2014 - June 2017, 40 hrs/wk, \$50,000/yr, Quinault Indian Nation (BIA), Taholah, WA

- Moses Prairie Burn
 - Conducted oral interviews with elders, presentations and community dinners, presented to tribal council and presentations to outside groups
 - Contracted RxB2 burn boss and fire crew. Coordinated tribal fire crew and contract fire crew and participated in burn
 - Supervised tribal intern and summer college interns
 - Established and collected data at vegetation monitoring plots before and after burn
 - Conducted invasive species management control measures that resulted in no invasive species in burn area
- Lower Quinault River Knotweed Control
 - Surveyed and created field plans using GPS and GIS
 - Inventoried native plants in riparian habitat, sourced native plant materials, and planned installation
 - Coordinate and supervise 2-3 field crews (14-23 people total) for invasive species removal and native plant establishment.
 - Produced the first Vegetation Management and Stewardship Plan for the Reservation establishing resource objectives, priorities, treatment methods, project areas and more.
 - Apply for and manage 5-7 grant-funded projects totaling about \$500,000 a year
 - Write and manage 7 contracts with multiple agencies
- Interdisciplinary Team/Timber Management
 - Participate in interdisciplinary team for timber sale harvests, recommended actions regarding forest health and botanical considerations
 - Wrote botany portion of Forest Management Plan and associated EA
 - Conducted invasive species control in gravel pits, forest roads and harvest units

Conservation and Land Management Intern, February 2014 - April 2014, 40 hrs/wk, \$16/hr, Bureau of Land Management, Redding, CA

- Native plant propagation and restoration plantings
- Conducted monthly educational outreach events with local elementary school
- Developed a restoration handbook including project areas, associated plants, and schedule of seed collection, planting and watering
- Rare plant surveys
- Oversaw interns and a CCC crew for native plantings
- Greenhouse inventory, record keeping, and data management
- Tribal consultation with Redding Rancheria regarding restoration project in traditional territory



Conservation and Land Management Intern, May 2013 - November 2013, 40 hrs/wk, \$16/hr, Bureau of Land Management, Roseburg, OR

- Habitat restoration via vegetation management
 - Mapped invasive species
 - Worked alongside contract crews removing invasive species
 - Worked in riparian habitat, oak woodlands, serpentine meadows, and forested habitats
- Developed a programmatic Weed Management Plan for 6,500-acre habitat reserve including developing resource objectives, project areas, schedule of integrated vegetation management and more
- Botany and weed surveys, monitoring and mapping using GIS/GPS
- Wrote botany section for a timber sale EA and carried out plan in the field
- Native seed collection and sowing
- Key out plants using dichotomous key

Volunteer, February 2013 - March 2013, 2 days/wk, Dorena Genetic Resource Center, U.S. Forest Service, Cottage Grove, OR

- White Pine Blister Rust data collection
- Nursery crew duties, seed processing, scion collection

Conservation and Land Management Intern, May 2012 - November 2012, 40 hrs/wk, \$16/hr, Bureau of Land Management, Lakeview, OR

- Vegetation monitoring including nested frequency, point-line intercept, and modified Whitaker plots
- Utilization reports and compliance checks on grazing levels, number of cows, pasture location, fences, and more
- Developed GIS database including long term monitoring plot locations
- Wrote Rangeland Health Assessments using historical data from long term vegetation monitoring plants and analyzing the effects of grazing on the native plant community
- Seed collection, collection of plant voucher specimens for herbarium

Stewardship Intern, May 2011 – August 2011, 40 hrs/wk, \$13/hr, Grand Prairie Friends, Urbana, IL

- Invasive species removal using manual, mechanical and chemical methods
- Timber stand improvement
- Native plant propagation

Lab Technician, May 2010 - May 2011, 12 hrs/wk, \$8.50/hr, University of Illinois Department of Plant Biology, Urbana, IL

- Palynology data collection using compound microscope and fluorescent microscopy. Located pollen grains on slide, measured attributes, identified species. Used in studies related to domestication of maize, climate and forest migration

Volunteer, September 2011 – November 2011, UIUC Natural Areas, Urbana, IL

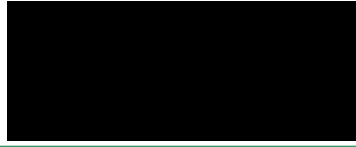
- Participated in four prescribed burns on University of Illinois natural areas

Volunteer, August 2009 – May 2012, City of Urbana, Urbana, IL

- Participated in many stewardship Saturdays removing invasive species in natural areas

SKILLS

- GIS/GPS
- R
- Excel, Word, Adobe
- Navigation
- Intermediate Spanish



TRAINING AND CERTIFICATIONS

- Fire qualifications: FFT2, FEMO trainee, ICS 100, LI100, S-190, S-130, IS700a (2016-present)
- Prescribed Fire Training Exchange, Yurok TREX, Klamath River TREX (2017-2020)
- Wetland Professional in Training (WPIT), Society of Wetland Scientists, (2020 – present)
- Wilderness First Aid, 16-20 hrs (2011, 2017)
- Washington State Department of Agriculture Pesticide License (2014-2017)
- ORBIC Rare and Sensitive Lichens, Bryophytes and Fungi, Siskiyou Field Institute (2013)

PUBLICATIONS

Martorano CA, Kane JM, Engber EA, Gibson J (2021). Long-term fuel and understory vegetation response to fuel treatments in oak and chaparral stands of northern California. *Applied Vegetation Science* 24(1). <http://doi.org/10.1111/avsc.12551>

AWARDS

USDA- CAMBIO Scholarship, 2017-2019, \$20,000

- Climate change Adaptation and Management for Biodiversity to promote Inclusion and Opportunities for Hispanic students.

Emily M. Hewitt Scholarship, 2018, \$2,500

- Big Trees Calaveras Association. Awarded for artwork and science interpretation related to Moses Prairie Burn at Quinault Nation.

AFFILIATIONS

- Vice Chair, California Women in Timber, 2020-2021, Arcata, CA
- Vice President, Student Association for Fire Ecology, 2017-2019, Arcata, CA
- Member, Graduate Forest Ecology Research Network, 2017-2019, Arcata, CA
- Co-educator, School for Integrative Biology Alumni Mentoring Program, 2016-2021, Urbana, IL
- President, Quinault-Queets-Clearwater Weed Management Area, 2014-2017, Taholah, WA
- Member/presenter, Olympic Knotweed Working Group, 2014-2017, Olympic Peninsula, WA
- Volunteer coordinator, Roots and Shoots, 2010-2011, Urbana, IL

REFERENCES

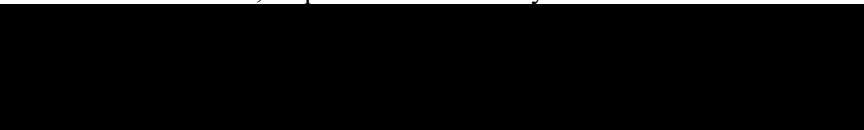
Ann-Marie Benz
Education and Stewardship Program Manager
California Native Plant Society



Glenn Johnson
Senior Scientist
Harris Environmental Group, Inc.



Jeffrey Kane, PhD
Associate Professor, Department of Forestry and Wildland Resources



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Name *

Christopher Collier

Home Phone *

[Redacted]

Cell Phone *

[Redacted]

Mailing Address *

[Redacted]

Permanent Address *

[Redacted]

Email Address *

[Redacted]

Please check any of the following that apply to you: *

- Forestry Professional
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- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
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Recent Wildlife Graduate Student

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.


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

I have worked for the natural resources and recreation departments of various government agencies (Sonoma County Parks, California State Parks, US Forest Service), and I spend much of my time recreating and working on public lands. I graduated from Humboldt State with a BS in Wildlife in 2021 and recently completed my Master's Degree in Natural Resources. I have skills in geospatial analysis, cartography, ecological statistics, and I have many years of field experience collecting data on various flora and fauna. My first field position was with AmeriCorps building trails near Tahoe. I'm still proud of my team for completing a four mile section of the Tahoe Rim Trail in one summer. I have attached my resume below for more detailed information.

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

I have lived in McKinleyville for 3 years and have been very excited every time I read updates on the Community Forest. I have a strong affinity for public lands and advocate for access to them, and I would love the opportunity to participate in the decision process for the future of the Forest. I will happily donate my time and skills, where needed, to help further this project.

Resume Attachment (PDF File Only)

 Christopher Colli...

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CHRISTOPHER J. COLLIER

EDUCATION

M.S.	Natural Resources (Wildlife) California State Polytechnic University, Humboldt Thesis: “Fire severity mediates marten and fisher occurrence: impacts of the Dixie Fire on a carnivore community” GPA: 4.0	Spring 2024
B.S.	Wildlife (Conservation Biology & Applied Vertebrate Ecology) <i>Minor in Geospatial Analysis</i> Humboldt State University Summa Cum Laude GPA: 4.0	Spring 2021
A.S.	Natural Sciences Santa Rosa Junior College Highest Honors GPA: 3.93	Fall 2017

Pertinent Coursework:

Wildlife Techniques	Calculus I	Plant Taxonomy
Principles of Wildlife Management	Ornithology	Plant Ecology
Wildlife Policy & Animal Welfare	Cell & Molecular Biology	Remote Sensing
Geographic Information Science	Geospatial Concepts	Intermediate Remote Sensing
Management of Upland Habitats	Mobile Mapping	Conservation Biology
Principles of Wildlife Diseases	Mammalogy	Cartography
Spatial Wildlife Ecology	Genetics	Wildlife Management
Organic Chemistry	Honors Thesis	Applied Bayesian Statistics
Advanced Geospatial Analysis & Modeling	Biostatistics	Advanced Wildlife Populations

EXPERIENCE

Graduate Student Assistant <i>Spatial Ecology and Conservation Science Lab, Cal Poly Humboldt</i> Designed and implemented baited camera trap survey for Pacific marten (<i>Martes caurina</i>) and fisher (<i>Pekania pennanti</i>) in the Dixie Fire footprint. Created maps and forms with ESRI’s Field Maps software and ArcGIS Online for navigation and data collection. Worked with Lassen and Plumas National Forest biologists to collect data. Managed field crew of four and trained technicians for wildlife and vegetation surveys. Drove on remote Forest Service roads for hundreds of miles. Hiked in inclement weather and over rough terrain. Performed statistical analyses including occupancy models, generalized linear models, spatial capture recapture, correlation tests, moving window analyses, and habitat suitability modeling. Created vegetation indices using Landsat and Sentinel imagery including NDVI, dNBR, and rdNBR. Managed large datasets from multiple agencies to assess wildlife response to wildfire. Authored reports and gave presentations to collaborators. Worked with CalForest WRX group to create a fire model and cost analysis for Six Rivers National Forest managers which helped to identify locations for prescription thinning and burning. Renewed CPR and First Aid training. Used RStudio, JAGS, ArcGIS Pro, ENVI, Python, the Windows Microsoft suite, Google Earth Engine, and the JavaScript language. Presented research at The Wildlife Society – Western Section 2024 meeting.	Aug. 2022 – May 2024 Arcata, CA
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Research Fellow and Crew Lead, GS-09 Equivalent*U.S. Forest Service, Pacific Southwest Research Station*

May 2021 – Aug. 2022

Truckee, CA

Led a field crew of up to 8 members. Instructed team on protocol for point count surveys for birds and a mark-recapture study for small mammals. Created schedules and maps for surveys using Arc GIS Pro. Hiked in rugged and remote terrain up to ten miles per day at high elevations. Navigated through unpredictable weather and harsh terrain in a backcountry setting to survey sites. Communicated with project lead and supervisors on a regular basis to update them on the status of surveys. Captured and handled small mammals with Sherman and Tomahawk traps and inserted unique ear tags. Recorded age, sex, reproductive status, and identified animals to species. Identified and counted bird species by sight and sound aided by binoculars. Recorded field data in a safe and legible manner. Maintained all field equipment in excellent working condition. Reviewed field data sheets submitted by crew members. Proofed and entered bird and small mammal capture data into USFS Microsoft Access database. Performed statistical analyses of bird and small mammal data using various packages in RStudio and Microsoft Excel. Wrote final report and presented results to wildlife team. Currently working on publications involving occupancy and N-mixture models.

Biological Science Technician (Wildlife), GS-05*U.S. Forest Service, Pacific Southwest Research Station*

May 2020 – Dec. 2020

Truckee, CA

Assisted research biologists with post-treatment monitoring of the avifauna and small mammals of Sagehen Creek Experimental Forest. Conducted point count field surveys for birds, identifying focal species using sight aided by binoculars and sound. Hiked in rugged and remote terrain up to ten miles per day at high elevations. Navigated through unpredictable weather and harsh terrain in the backcountry to study sites using a handheld Garmin GPS unit, topographic maps, and a compass without direct supervision. Assigned and maintained a government vehicle, driving on public and private road systems while keeping it clean and free of damage. Used government credit card to purchase fuel. Performed small mammal trapping surveys using Tomahawk and Sherman traps individually and as part of a team. Captured and handled small mammals and inserted ear tags. Recorded age, sex, reproductive status, and identified to species. Communicated with crew leaders and supervisors on a regular basis to update them on the status of surveys. Recorded field data in a safe and legible manner. Maintained all field equipment in excellent working condition and returned it at the end of the season. Proofed and entered small mammal trapping data into USFS Access database.

Wildlife Internship – Redwoods Rising*Redwood State and National Parks via Save the Redwoods League*

Summer 2019

Humboldt County, CA

Performed various wildlife surveys to monitor threatened and endangered species in second growth forests. Assisted with carnivore surveys, using hair snares and camera traps at baited stations to assess the health of endangered Humboldt Marten (*Martes caurina humboldtensis*) populations. Trained Redwood National Parks employees in carnivore survey protocol. Assisted with Northern Spotted Owl (*Strix occidentalis caurina*) surveys using call-playback equipment. Assisted with Western Snowy Plover (*Charadrius nivosus nivosus*) surveys using binoculars and spotting scopes. Operated 4x4 vehicles and UTVs in backcountry areas. Compiled and organized data using GPS equipment such as Trimble Juno with ArcMap and Avenza. Assisted forestry team with plot measurements for variable-density thinning projects including DBH, canopy cover, tree height measurements, and hemi photo capture with analysis using Gap Light Analyzer. Performed surveys for amphibian species with hydrology team. Surveyed for species of concern with rare plant team.

Natural Resources Internship*Sonoma County Regional Parks*

Sept. 2017 – July 2018

Santa Rosa, CA

Managed a wildlife camera project. Assisted researchers employed by Audubon Canyon Ranch with locating and baiting a mountain lion (*Puma concolor*) that was captured and fitted with a GPS collar for a larger study on urban wildlife population health. Performed soil, vegetation, and passerine bird surveys utilizing Point Blue's Rangeland Monitoring Network protocol. Operated 4x4 vehicles and ATVs in backcountry areas. Worked in rough terrain and unpredictable weather for extended periods of time. Removed invasive water fern (*Azolla sp.*) affecting California red-legged frog (*Rana draytonii*) habitat. Used land-sat imagery and topographic maps to analyze fire prevention management strategies. Led volunteer groups during restoration projects.

Park Aide*Sonoma County Regional Parks*

Oct. 2016 – July 2018

Santa Rosa, CA

Maintained parks in the River Division of Sonoma County Regional Parks. Performed maintenance projects using McLeods, Pulaskis, shovels, axes, pick mattocks, small hand tools, saws, weed wrenches, chainsaws, pole saws, and other gas-powered tools. Projects included fence building, trail maintenance, landscaping, tree trimming, leaf blowing, and painting. Operated fee booth including: customer service, cash handling, and creating cash deposits. Assisted park rangers in response to multiple emergency situations. Conducted general sanitation of parks facilities and properties. Passed physical fitness examinations and defensive driving course administered by Sonoma County Public Safety Training Center. Operated 4x4 vehicles and ATVs. Worked alone for entire shifts, and as a team. Worked early hours, late into the night, and during the day.

Park Aide*Lake Tahoe - Nevada State Park*

Summer 2012

Incline Village, NV

Worked seasonally indoors and outdoors at a busy State Park in Lake Tahoe. Opened and closed park fee booth and boat launch. Inspected boats for invasive species tags. Handled cash, provided customer service, and made bank deposits. Completed education in invasive species program specializing in invasive mussels such as quagga mussel (*Dreissena bugensis*), zebra mussel (*Dreissena polymorpha*), and New Zealand mud snail (*Potamopyrgus antipodarum*).

Trail Crew Member*Nevada Conservation Corps via Great Basin Institute and Americorps*

Summer 2008

Tahoe City, CA

Created a four-mile section of the Tahoe Rim Trail using McLeods, Pulaskis, shovels, axes, pick mattocks, small hand tools, chainsaws, and rock bars. Worked and camped in rugged terrain. Worked as a team to make a long-lasting hiking trail. American Red Cross Certification for Adult-CPR and Standard First Aid.

VOLUNTEER RESEARCH**Fire Ecology Graduate Project on *Lupinus constancei***, Arcata, CA Fall 2019, Spring 2020**Research Assistant**, Madeleine Lopez

- Treated Lassics lupine (*Lupinus constancei*) and lotus seeds with liquid smoke solution and heat shock at differing temperatures to test serotiny.
- Monitored seeds in growth chamber for viability.
- Tested seeds for respiration using Tetrazolium chloride.
- Practiced sterile lab technique, using an autoclave, hood, and Bacti-Cinerator.

California State Parks – Fort Humboldt SHP, Eureka, CA

February 2019

Volunteer, Tony Kurz

- Assisted with Western Snowy Plover (*Charadrius nivosus nivosus*) surveys at Tolowa Dunes State Park.
- Observed band color combinations with binoculars and spotting scopes.
- Used a Trimble Juno for data entry.

Student Elk-Puma Research Project, Arcata, CA

Fall 2018

Research Assistant, Korinna Domingo

- Located radio-tagged Roosevelt elk (*Cervus canadensis roosevelti*) using a Yagi antenna and TRX receiver.
- Monitored Roosevelt elk for long periods of time using binoculars, rangefinders, and spotting scopes.
- Set up temporary scent stations with mountain lion (*Puma concolor*) urine near elk herds.
- Assisted with herd composition counts and behavioral observation to monitor elk vigilance before, during, and after exposure to scent treatments.

HSU Barn Owl Project, Arcata, CA

Fall 2018

Paid Research Assistant, Dane St. George

- Assisted with graduate research project involving Barn Owls (*Tyto alba*) as an ecosystem service for rodent control in vineyards.
- Learned rodent identification and analyzed owl box camera trap photos to identify species of rodent being delivered as food to juveniles.
- Entered data into spreadsheets for statistical analysis.

HSU Porcupine Project, Arcata, CA

Fall 2018

Wildlife Camera Volunteer, Pairsa Belamaric

- Graduate research project involving North American porcupines (*Erethizon dorsatum*).
- Analyzed and recorded camera data for porcupine activity.
- Entered data into spreadsheets for statistical analysis.

PRESENTATIONS AND CONFERENCES

The Western Section of The Wildlife Society Annual Conference 2024 – Rohnert Park, CA. Poster presentation, 1st place. Oral presentation at Humboldt marten working group. February 2024.

The Wildlife Society Annual Conference 2020 – Virtual. September 2020.

The Western Section of The Wildlife Society Annual Conference 2020 – Redding, CA. Quiz bowl team, 1st place. February 2020.

Oral Presentation: Collier, C. February 2024. “Martens and Fire.” Humboldt Marten Working Group, The Wildlife Society – Western Section Annual Conference.

Poster Presentation: Collier, C., A. Roddy, K. Moriarty, H. Wan, M. Szykman Gunther. February 2024. “Mesocarnivore Use of a Post-Fire Landscape: Impacts of the Dixie Fire in Lassen and Plumas National Forests, California.” The Wildlife Society – Western Section Annual Conference.

Poster Presentation: Collier, C. February 2019. “Motion Activated Insight: A Trail Camera Study in Sonoma County Regional Parks.” The Wildlife Society – Western Section Annual Conference.

Poster Presentation: Ahmed, B., K. Domingo, C. Collier, and J. Aliperti. February 2019. “Incorporating Human Perspectives into the Role of Diversity and Inclusion in Wildlife Science.” The Wildlife Society – Western Section Annual Conference.

Wildlife Society Video: “Diversify Wildlife.” The Western Section of The Wildlife Society’s Annual Conference. February 2019.

CBS Inside Edition: Videographer, “How to Survive: A Mountain Lion Attack,” December 2018.

PROFESSIONAL TRAINING AND CERTIFICATIONS

American CPR Training

NCASI via ProTrainings, Summer 2023

Description: Adult Child Infant C.A.R.E. CPR and Standard First Aid.

Wilderness First Aid and American CPR Training

Sierra Rescue, Summer 2021

Description: Wilderness First Aid and Adult Child Infant C.A.R.E. CPR.

UTV Training

California State Parks, Summer 2019

Description: UTV training proctored by wildlife and maintenance team.

Humboldt State Defensive Driver Training

Humboldt State University, Spring 2019.

Description: Defensive driving and vehicle maintenance from HSU.

UC California Naturalist Certification

Pepperwood Preserve. Fall 2017 – Spring 2018

Description: Completed California Naturalist program encompassing California natural history, ecology, biology, biodiversity and climate.

Raptor Identification Training

Golden Gate Raptor Observatory, Marin County, CA. Fall 2017

Description: Education series on North American raptor identification to participate in Sonoma County Hawk Watch’s annual raptor migration count.

Sonoma County Driver Training

Sonoma County Public Safety Training Center, Windsor, CA. Fall 2016

Description: Defensive driving and handling course for Sonoma County Regional Parks.

American Red Cross Certifications

Great Basin Institute, Summer 2008

Description: Adult-CPR and Standard First Aid.

PROFESSIONAL AFFILIATIONS

Wildlife Graduate Student Society (WiGSS), Member	2022 to present
Conservation Unlimited (HSU Wildlife Club), President	2020 to 2021
California North Coast Chapter of The Wildlife Society, Student Representative	2020 to 2021
Conservation Unlimited (HSU Wildlife Club), Chapter Liaison	2019 to 2020
The Western Section of The Wildlife Society, Member	2018 to present
Mountain Lion Foundation, Videographer	2018 to 2019
Phi Theta Kappa Honor's Society, Member	2017 to present

REFERENCES

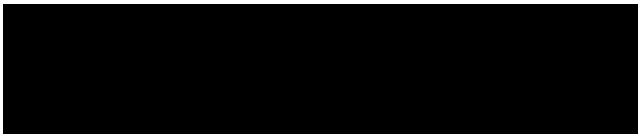
Katie Moriarty, PhD, Senior Research Scientist
National Council for Air and Stream Improvement, Inc.



Ho Yi Wan, PhD, Wildlife Professor
Cal Poly Humboldt



Angela White, PhD, Research Wildlife Biologist
U.S. Forest Service, Pacific Southwest Research Station



Name *

Christy Wagner

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

Permanent Address *

[REDACTED]

Email Address *

[REDACTED]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

Caltrans, Revegetation Specialist

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.

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

botanical skills, floristic surveys, native plant restoration, noxious weed management, crew organizing and training

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

I live in McKinleyville and am delighted to have this resource in my backyard. Being on the Community Forest Committee is a way I can give back to my community using the knowledge and skills I have to offer.

Resume Attachment (PDF File Only)

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McKinleyville Community Services District Community Forest Committee Application (Page 1)

Name Corey Mascio Date 5/9/24

Permanent Address _____

Email Address _____

Areas of Experience and Qualifications

Please check any of the following that apply to you:

- Forestry Professional
 - Current Employer: _____
 - Job Title: _____
- Natural Resource Service Agency Professional
 - Current Employer: _____
 - Job Title: _____
- Forest Management/Natural Resources/Biology Professional
 - Current Employer: _____
 - Job Title: _____
- Tribal Affiliation
 - Which Tribe: Sicangu Lakota & Northern Cheyenne
 - What is your affiliation? hunka/adopted
- McKinleyville Resident / Property Owner

Can you commit to 8-10 hours of volunteer time per month? Yes No

Can you commit to a term of 2 years? Yes No

I am available to attend the regular monthly committee meetings the following times:

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these times.

What knowledge, skills and experience will you bring to the Community Forest Committee?

I have been certified by Cal-Fire as a cultural monitor.

My Lakota mother was a leader of the native sovereignty movement as well as the chairwoman of the local nonprofit Seventh Generation Fund. I have been mentored by her and her allies for 25 years in the arts of decolonization and spiritual activism. I have volunteered with our local Wiyot Tribe for the last 13 years, with my two sons, doing gardening and naturalization, including helping prepare Tuluwat and Giloulh for the return of their World Renewal Ceremony. I have a close relationship with their Natural Resources Department.

I've attended a three month internship at Aprovecho Research Center in Cottage Grove, OR in permaculture, sustainable forestry and appropriate technology.

I've taken an online class in the use of fire in native land stewardship with Hillary Renick.

I have been care taking and creating small native food forest patches, with my wife and two sons, in the woods east of McKinleyville for 14 years and making them available to Wiyot and inter-tribal community members. I've been on countless walks in this forest with the director of the Wiyot Tribe's Natural Resources department. We have envisioned together how we could honor Wiyot ancestors by replicating some of their land stewardship practices and creating Wiyot health food forests.

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

I would like to be a member of the Community Forest Committee so I can help the Wiyot Tribe be represented in the planning and stewardship of the forest. I would like to promote and implement parts of the forest being native health food forests, to honor Wiyot people and ancestral knowledge. I would like to encourage a working relationship with the Cal-Poly Humboldt Native American Studies Food Sovereignty Lab and Traditional Knowledges Institute. I would also like to collectively look into how our Community Forest can participate in the land back movement and create more healing in our interrelated community.

Name *

David Flores

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

Permanent Address *

[REDACTED]

Email Address *

[REDACTED]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

[Redacted]

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.

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 serving my first term on the board of directors of the Redwood Coast Mountain Bike Association and have been an active member of the mountain bike trail building community since I first moved to Humboldt County in 2008. One of my primary roles on the RCMBA board is to be one of the project leads for trail development and maintenance in the Macktown Trail System located on the Green Diamond Ownership just above the McKinleyville Community Forest. I lead trail work days once a month. On our last trail-work day, I hosted 9 members from the Santa Cruz Bicycles Factory Racing Team at my house for a weekend of trail work and bike rides. We had 38 volunteers show up for the work day!

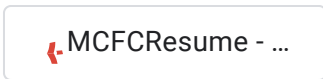
For the past two years, I have attended a new and unique event called the SingleTrack Summit with RCMBA. The event is attended by nonprofits, trail-building professionals, members of government agencies, and many others. This gathering is at the cutting edge of recreation advocacy and covers everything involved in trail building from fundraising and land partnerships to trail building techniques and maintenance. Our organization befriended many of these professionals and joined the California Mountain Bike Coalition, that provides a unified platform to enhance sustainable trail development by tracking legislation, engaging government, creating a collaborative space for MTB groups, and much more. I have access to this vast pool of knowledge on subjects relevant to the development of the McKinleyville Community Forest.

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

I want to participate as a member of the Community Forest Committee because I believe that my skills and experience will be valuable to the implementation of a successful community forest. Having lived all over Humboldt County, I am proud to have chosen Mckinleyville as my home and am excited for the MCF!

I believe it is important to have a member of the RCMBA board on the MCF committee to provide insight on the RCMBA trail system, ensure continuity of routes, and synchronize efforts whenever possible. We are all part of the same community and a synergistic relationship is ideal.

Resume Attachment (PDF File Only)



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DAVID FLORES

Results-oriented and proven leader with over 10 years of experience in many facets of operations management including the following competencies:

- Compliance reporting
 - Customer Success Management
 - Spanish speaking
 - Managing Labor Crews
 - SOP Creation and Ongoing Maintenance
 - Inventory Maintenance
 - Spreadsheets
 - Business Reporting and Analysis
 - OSHA Compliance
-

EMPLOYMENTS

Founder and CEO, North Coast 3D Printing LLC 9/2023-Present

- Scaled a hobby into a successful business that I run from my garage.
- Opened accounts in three popular local stores within three months of starting.
- Provided The Rocking Horse Toy Store in Arcata Plaza with their highest selling item during the 2023 Christmas season.
- Provided rapid prototyping services to a local inventor creating their own unique product.

Construction Laborer, Pierson Company 9/2022 - Present

- Worked on a wide variety of projects including new construction, remodels, and landscaping
- Selected to work on four fast pace prevailing wage jobs
- Earned a certification to run a wide range of large equipment including skid steers, reach lifts, excavators, fork lifts and scissor lifts.
- Gained knowledge and hands on experience in the fields of site work, concrete, landscaping and carpentry.

Site Manager, Redwood Rural Land Management 3/2020 - 12/2022

- Directed and scaled site operations including equipment maintenance, labor management and maintaining supply and product inventory.
 - Earned OSHA 30 Hour General Industry Safety and Health Card. Card no. 21-900516638
 - Managed compliance of site operations and employees and prepared for state inspections and audits.
 - Obtained certification through The California Department of Agriculture for pesticide compliance reporting and trained entire work crews for the following two years on pesticide safety.
 - Completed training through METRC to maintain compliance of operations.
 - Managed labor crews of up to 20 people in English and Spanish.
 - Fully trained more than 10 full-time employees.
 - Developed and implemented SOPs for labor operations, inventory, sales, and compliance that can scale with the company.
-

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McKinleyville Community Services District Community Forest Committee Application (Page 1)

Name Debbie Marshall Date 4/15/24

Home Phone [REDACTED] Cell Phone [REDACTED]

Mailing Address [REDACTED]

Permanent Address [REDACTED]

Email Address [REDACTED]

Areas of Experience and Qualifications

Please check any of the following that apply to you:

Forestry Professional

- Current Employer: _____
- Job Title: _____

Natural Resource Service Agency Professional

- Current Employer: _____
- Job Title: _____

Forest Management/Natural Resources/Biology Professional

- Current Employer: _____
- Job Title: _____

Tribal Affiliation

- Which Tribe: _____
- What is your affiliation? _____

McKinleyville Resident / Property Owner

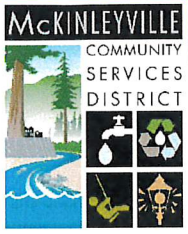
- Address [REDACTED]

Can you commit to 8-10 hours of volunteer time per month? Yes No

Can you commit to a term of 2 years? Yes No

I am available to attend the regular monthly committee meetings the following times:

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available at any of these times.



McKinleyville Community Services District

Community Forest Committee Application (Page 2)

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

Since I have a forestry degree and worked in the field, I am familiar with forest management practices. Through other job experience, I have worked on fisheries projects in Humboldt Bay, salmon and stream restoration, ecosystem based management and meeting organization.

See attached resume.

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

The McKinleyville Community Forest is a great opportunity for everyone to be involved in nature. I enjoy hiking and appreciating our area. I have lived in McKinleyville for 21 years and in the area for 49 years. I am interested in being on the Committee to include all community member interests and activities in the Forest Plan.

HIGHLIGHTS OF QUALIFICATIONS

- Diverse computer ability
- Efficient office management
- Strong interpersonal skills
- Applied research

EXPERIENCE

Computer Skills: PC and MAC

- *Operating Systems:* Windows; MAC
- *Microsoft Office:* Word, Excel, PowerPoint, Access, Outlook
- *Financial:* QuickBooks, Quicken, Client Bookkeeping Solutions, Money
- *Desktop Publishing:* Adobe InDesign, Illustrator, Photoshop; Publisher
- *Web Browser:* Chrome, Firefox, Safari
- *Web Site Design:* Dreamweaver, Site Builder
- *Mapping:* ArcGIS

Office Management

- Answer the phone and interact with walk-in clientele, direct questions to appropriate personnel or research requested information
- Review document accuracy; complete correspondence, forms, reports and newsletters
- Maintain office files, supplies and equipment
- Prepare meeting packets, take minutes of meeting
- Schedule appointments and travel arrangements
- Coordinate conferences and workshops; prepare presentations and posters; design publication layout
- Assist with data collection, entry and analysis for research projects
- Maintain program web sites and online discussion groups

Bookkeeping

- Accounts Payable/Receivable
- Track multiple contracts, budgets and invoices
- Prepare financial reports
- Cash register reconciliation

Customer Relations

- Greet clientele with friendly, helpful manner
- Retail sales

WORK HISTORY

2015-2017, **Administrative Assistant**

CalTrout, Arcata, CA

2012-2014, **Administrative Assistant**

Northcoast Regional Land Trust, 901 Samoa Blvd., Arcata, CA

2003 - 2007 **Office Manager**

Humboldt Co. Resource Conservation Dist., 5630 S. Broadway, Eureka, CA

2001 - 2022 **Visitor Center Information - Volunteer**

Sue-meg (formerly Patrick's Point) State Park, Trinidad, CA

1981- Sept., 2012 **Program Assistant**

U.C. Sea Grant Extension, Eureka, CA

1975-1980 Summer Internships:

USFS Forestry Aid: timber cruising; Hebo Ranger Station, Hebo, OR

Crown Zellerbach Forestry Aid: timber cruising, fire crew; Vernonia, OR

EDUCATION

B.S. in Forestry (Special Emphasis - Technical Writing): June, 1980

Humboldt State University, Arcata CA

QuickBooks Pro Certificate: Career & Education Center, Eureka, CA, Nov., 2008

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Name *

Desiree Early Dorvall

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

Permanent Address *

[REDACTED]

Email Address *

[REDACTED]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

Senior Terrestrial Wildlife Biologist for Green Diamond Resource Company. Property owner and resident at

[REDACTED]

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

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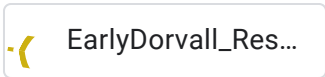
What knowledge, skills and experience will you bring to the Community Forest Committee? (You may attach a resume or additional page if necessary). *

I'm a Certified Wildlife Biologist with a Master's degree in Natural Resources Management. I've worked for Green Diamond Resource Company (GDRC) for 15 years as a wildlife biologist. I work closely with RPFs, other Forestry staff, and members of Operations to ensure that forest products are extracted in a manner which also benefits a variety of species including listed or sensitive terrestrial species. I oversee the implementation of a Forest Habitat Conservation Plan (FHCP) and a Marten Safe Harbor Agreement (MSHA) that cover approximately 370,000 acres of GDRC lands in Humboldt and Del Norte Counties. The FHCP and MSHA provide forest management guidelines, habitat management commitments, and research commitments for the Northern Spotted Owl, Fisher, two species of tree voles, and the Humboldt Marten. I also work closely with regulatory agencies (CalFire, California Department of Fish and Wildlife, and U.S. Fish and Wildlife Service) to ensure compliance with these agreements and species protection measures in timber harvest plans. I frequently engage with members of the public by hosting spotted owl or wildlife management field tours to GDRC lands, volunteering at career fairs, and participating in classroom education. In addition to having first-hand knowledge and direct experience with wildlife management in the area prior to the establishment of the Community Forest, I am also a resident of McKinleyville along with my husband (Russell Dorvall, Log Procurement Manager for North Fork Lumber Mill) and our three children.

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

I love volunteering and contributing to our communities in general. While working at GDRC for the past 15 years, I've built solid professional relationships with members of every department, and I would be honored to represent GDRC and the various departments by serving on this committee. I think I can offer a unique perspective for natural resource conservation within the framework of forest management and balancing different public interests.

Resume Attachment (PDF File Only)



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Desiree A. Early Dorvall

OBJECTIVE

Volunteer position for McKinleyville Community Forest Committee

EDUCATION

Midwestern State University
Bachelor of Science, Biology
Emphasis: Organismal

Wichita Falls, Texas
May 2005
Graduated with Honors

Humboldt State University
Master of Science, Natural Resources
Emphasis: Wildlife Management

Arcata, California
May 2010

RELATED EXPERIENCE

Senior Terrestrial Wildlife Biologist, Green Diamond Resource Company August 2018 - Present

- Manage a team of 9 fulltime employees, 5 seasonal employees, and various consulting groups to complete surveys, monitoring, and research for terrestrial species prior to timber harvest including Northern Spotted Owl demographic and mark-recapture surveys and remote camera surveys for fisher and marten.
- Participate in negotiations and development of property-wide agreements such as the Marten Safe Harbor Agreement (MSHA) and Forest Habitat Conservation Plan (FHCP)
- Coordinate implementation and ensure compliance with all state and federal regulations and property-wide agreements including the FHCP and the MSHA
- Act as the liaison between regulatory agencies and operation's managers to ensure effective communications regarding wildlife requirements and operational needs
- Completes necessary compliance documentation including annual company-wide trainings, annual HCP reporting, banding reports, and endangered species reports
- Oversee development and implementation of research projects designed to document effectiveness of wildlife mitigations
- Assist the Conservation Planning Manager with publishing research and identifying adaptive management needs

Terrestrial Wildlife Biologist, Green Diamond Resource Company February 2012 – August 2018

- Managed a team of 7 fulltime employees, 3 seasonal employees, and various consulting groups to complete surveys, monitoring, and research for terrestrial species prior to timber harvest
- Conducted remote camera surveys and telemetry and assist with capture and immobilization for fisher and marten
- Ensured compliance with all state and federal regulations and property-wide agreements such as the Northern Spotted Owl Habitat Conservation Plan (HCP)
- Acted as the liaison between regulatory agencies and operation's managers to ensure effective communications regarding wildlife requirements and operational needs
- Completed necessary compliance documentation including annual HCP reporting, banding reports, and endangered species reports
- Assisted the Senior Biologist in developing, implementing and publishing results from research projects designed to document effectiveness of wildlife mitigations

Wildlife Field Coordinator, Green Diamond Resource Company September 2011 – February 2012

- Organize and direct wildlife survey activities related to Northern spotted owl HCP, THPs, and other projects
- Maintain organized records of surveys and identify requisite surveys to ensure compliance with HCP and THPs
- Effectively communicate and exchange information with company representatives, agencies, and landowners
- Assisted with annual reporting for the HCP and related federal permits and ensure all permits are current
- Provide wildlife occurrence information to forestry staff for THP development and assist the Terrestrial Biologist

Field Technician, Green Diamond Resource Company February 2010 – September 2011

- Conducted spotted owl, barred owl, osprey, and peregrine falcon surveys and implemented mousing techniques
- Captured and handled spotted owl adults and fledglings for the purpose of banding, weighing, and drawing blood
- Conducted black bear capture and immobilization events and spotted owl and black bear telemetry
- Conducted remote camera surveys for fisher and marten and small mammal trapping
- Utilized telemetry equipment, banding equipment, aerial photographs, compasses, maps, and GPS units
- Traversed rough terrain in inclement weather and operated all-terrain and four-wheel drive vehicles

Research Assistant, California Department of Fish and Game February 2010 – January 2011

- Drafted species account updates for California threatened and endangered mammals and birds
- Researched scientific literature and technical reports in order to compile current information on species conservation and recovery efforts
- Communicated effectively with species experts from a variety of agencies including CDFG, HSU, BLM, and private consulting groups
- Initiated the review process and incorporated comments from species experts, reviewers, and agency biologists

Independent Contractor, Resources Legacy Fund Foundation September 2009 – February 2010

- Compiled background information for the Marine Life Protection Act (MLPA) Initiative for the North Coast marine protected area (MPA) planning process
- Drafted chapters of the MLPA North Coast Regional Profile and created charts, tables, and appendices with detailed statistical information
- Assisted with the review process and incorporated comments from staff, cooperating agencies, and members of the public
- Worked closely and communicated effectively with marine planners, California Department of Fish and Game, and other members of the MLPA Initiative team

Coordinator, Humboldt State University Game Pens February 2006 – April 2008

- Managed a staff of 4-7 graduate technicians and coordinated with HSU faculty and staff
- Maintained payroll files, ensured that personnel time sheets were filled out accurately, and was directly involved with the hiring process
- Constructed and maintained budget spreadsheets, animal medical records, daily maintenance logs, and purchasing and payroll files and performed animal health assessments
- Performed duties consistent with animal husbandry and assisted with animal handling, restraint, and immobilization educational demonstrations

Lead Field Technician / Researcher, Nature's Conservancy and the University of Central Oklahoma Biology Department May 2005 – December 2005

- Assisted lead researcher with organizing and coordinating mammal survey efforts and specimen collection
- Conducted small mammal surveys by setting traps, taking voucher specimens, and making visual observations
- Utilized topographic maps, aerial photographs, Sherman traps, mist and hand nets (bats), and gopher traps, and recorded appropriate morphometrics and reproductive data for each specimen
- Collected and prepared voucher specimens by preserving skins and bones and collecting tissue samples

Research Assistant, MSU Biology Department January 2003 – December 2005

- Researched dorsal glands in kangaroo rats, the presence of *Leishmaniasis* in North Texas, and hybrid ground squirrels
- Edited and proofread research papers prior to submission, and assisted with Polymerase Chain Reaction work
- Trapped small mammals (e.g. ground squirrels, wood rats, and mice) using gopher traps, Sherman traps, and Tomahawk traps, and prepared specimens in order to collect and analyze data

Field Assistant, Texas Parks and Wildlife Summer 2005

- Participated in a study on the impact of a microfiltration/reverse osmosis plant discharge on the Wichita River

- Assisted with water willow transplantation efforts, recreational fishing surveys, and water/habitat/wildlife quality surveys
- Utilized densimeters, hydrolabs, rangefinders, hoop nets, insect nets, seine nets, and flow velocity meters (Montedoro-Whitney model PVM-2A)

EMPLOYMENT HISTORY

Oiled Wildlife Care Network (2007) - *Animal Care/Cleaning Crew Assistant*

Green Diamond Resource Company (2007) – *Tailed Frog and Western Pond Turtle Survey Volunteer*

MSU Biology Department (2003-2006) – *Laboratory Instructor*

MSU Biology Department (2002-2004) – *Museum Curatorial Assistant*

South Plains Wildlife Rehabilitation Center (2002-2004) - *Wildlife Rehabilitation Intern*

MSU Department of Housing and Residence Life (2002-2003) – *Resident Assistant*

Occidental Permian, Ltd. (Summer 2001 and 2002) – *Administrative Assistant*

PUBLICATIONS

Delheimer, Matthew S., Katie M. Moriarty, Holly L. Munro, Desiree A. Early, Keith A. Hamm, Rebecca E. Green. 2022. Structural complexity characterizes fine-scale forest conditions used by Pacific martens. *The Journal of Wildlife Management* 87:e22388.

Martin, M. E., M. S. Delheimer, K. M. Moriarty, D. A. Early, K. A. Hamm, J. N. Pauli, T. N. McDonald, and P. N. Manley. 2022. Conservation of rare and cryptic species: challenges of uncertainty and opportunities for progress. *Conservation Science and Practice* 4:312809.

Delheimer, Matthew S., Katie M. Moriarty, Keith M. Slauson, Alyssa M. Roddy, Desiree A. Early, and Keith A. Hamm. 2021. Comparative reproductive ecology of two subspecies of Pacific marten (*Martes caurina*) in California. *Northwest Science* 94:271-285.

Moriarty, K. M., J. Thompson, M. Delheimer, B. R. Barry, M. Linnell, T. Levi, K. Hamm, D. Early, H. Gamblin, M. S. Gunther, et al. 2021. Predicted distribution of a rare and understudied forest carnivore: Humboldt marten (*Martes caurina humboldtensis*). *PeerJ* 9:e11670.

Slauson, Keith M.; Schmidt, Gregory A.; Zielinski, William J.; Detrich, Phillip J.; Callas, Richard L.; Thraillkill, James; Devlin-Craig, Brenda; Early, Desiree A.; Hamm, Keith A.; Schmidt, Kristin N.; Transou, Amber; West, Christopher J. 2019. A conservation assessment and strategy for the Humboldt marten in California and Oregon. Gen. Tech. Rep. PSW-GTR-260. Arcata, CA: U.S. Department of Agriculture, Forest Service, Pacific Southwest Research Station. 124 p.

Diller, L. V., K. A. Hamm, D. A. Early, D. W. Lamphear, K. M. Dugger, C. B. Yachulic, C. J. Schwarz, P. C. Carlson, and T. L. McDonald. 2016. Demographic response of northern spotted owls to barred owl removal. *The Journal of Wildlife Management* 80:691-707.

Hamm, K. A., L. V. Diller, D. W. Lamphear, and D. A. Early. 2012. Ecology and management of *Martes* on private timberlands in north coastal California. Pages 419–425 in R. B. Standiford, T. J. Weller, D. D. Piirto, and J. D. Stuart, editors. Proceedings of coast redwood forests in a changing California: a symposium for scientists and managers. General Technical Report PSW-GTR-238. USDA Forest Service, Pacific Southwest Research Station, Albany, California, USA.

Early, Desiree A. 2010. Intraspecific black bear spatial patterns and interactions at a small spatio-temporal scale. M.S. Thesis, Humboldt State University, Arcata, CA. 43 p.

Stangl, Frederick B., Jr., Michael M. Shipley, Jim R. Goetze, and Desiree A. Early. 2006. Characterization of the dorsal skin gland of the Texas kangaroo rat, *Dipodomys elator* (Rodentia: Heteromyidae). *Western North American Naturalist* 66: 462-472.

Caire, William, Brandon McDonald, Desiree Early, and Toni Payne. 2010. An annotated checklist of the mammals of the Nature Conservancy's Four Canyons Preserve. *Proceedings of the Oklahoma Academy of Science* 95:19-38.

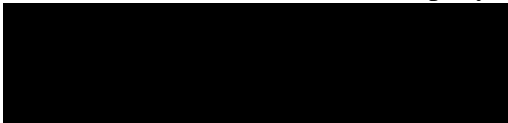
RELATED SKILLS

Extensive use with Microsoft Office, LOAS, ArcGIS, Filemaker Pro, NCSS, and Program MARK
Extensive map, aerial photograph, LiDAR interpretation, tablets, handheld GPS, and compass experience
Extensive use with telemetry and GPS equipment
Wildlife trapping, handling and chemical immobilization
All-terrain and four-wheel drive vehicle experience and current California Driver's license

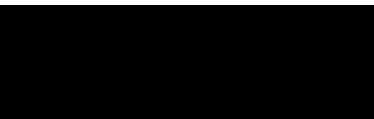
PROFESSIONAL REFERENCES

(additional references available upon request)

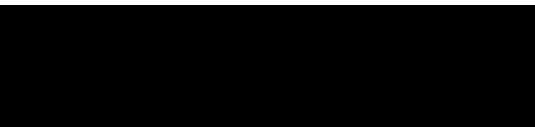
Keith Hamm, Manager
Conservation Planning Department
Green Diamond Resource Company



Dr. Richard T. Golightly, Professor Emeritus
Department of Wildlife
Humboldt State University



Mark Higley, Wildlife Biologist
Hoopa Tribal Forestry, Wildlife Department
Hoopa Valley Tribal Reservation



Name *

Gabriel Holtski

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

Permanent Address *

[REDACTED]

Email Address *

[REDACTED]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

I am a doctor at North Coast Naturopathic Medicine and am a homeowner in McK at [REDACTED]

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.

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

I worked on trail crews and in the outdoor guiding industry during and after college. While I now longer work in that industry, I do utilize the hiking and mountain biking trails throughout Humboldt county and have a keen sense for what makes for an enjoyable use of public natural areas.

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

As a homeowner in McK and the father of a young child, I would like to be more active in my community, to support the type of environment that myself and future generations can enjoy as well as to create more connections with those I'm living near. Supporting public spaces in the outdoors also aligns with my professional goals of supporting a healthy and happy community. Plus I think it's really exciting that I'm about to have a community forest so close to my home!

Resume Attachment (PDF File Only)



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Gabriel Holtski, ND

Education

<i>Doctor of Naturopathic Medicine</i>	2017
<ul style="list-style-type: none"> • National University of Natural Medicine, Portland, OR 	
<i>EMT Certification</i>	2013
<ul style="list-style-type: none"> • Pueblo Community College, Durango, CO 	
<i>B.A. in Biology</i>	2010
<ul style="list-style-type: none"> • Reed College, Portland, OR 	

Pertinent Employment and Volunteer Experience

<i>Naturopathic Doctor, North Coast Naturopathic Medicine</i>	2020-present
<ul style="list-style-type: none"> • Providing holistic primary care and family medicine, focusing on disease prevention, patient education, and minimally invasive approaches to health and wellness 	
<i>Adjunct Professor, College of the Redwoods</i>	2019-present
<ul style="list-style-type: none"> • Professor of Human Anatomy, Physiology, and General Biology 	
<i>Founder and Lead Clinician, Redwood Naturopathic Family Medicine</i>	2018-2020
<ul style="list-style-type: none"> • Providing holistic primary care and family medicine, focusing on disease prevention, patient education, and minimally invasive approaches to health and wellness 	
<i>Resident Physician, Canby Clinic</i>	2017-2018
<ul style="list-style-type: none"> • Delivered comprehensive primary care and family medicine 	
<i>Teaching Assistant, National University of Natural Medicine</i>	2015-2017
<ul style="list-style-type: none"> • Provided instructional aid for professors in classes including Histology, Surface Anatomy, Structure and Function, IV Therapy, and Botanical Medicine 	
<i>Field Guide, Open Sky Wilderness Therapy</i>	2011-2013
<ul style="list-style-type: none"> • Taught at-risk young adults effective communication skills, yoga, meditation, and life wellness practices while also overseeing growth and development of newer guides • Organized weekly itineraries and logistics for medical concerns and daily needs of students • Maintained open dialogue with the students' therapists, field directors, and co-staff 	
<i>Instructor, Ecology Project International</i>	2010-2011
<ul style="list-style-type: none"> • Lead weeklong courses in remote wilderness settings for high school students from U.S.A., Mexico, and the Galapagos focusing on science, education, conservation, and cultural exchange • Taught in both English and Spanish 	
<i>Wilderness First Responder, Reed College</i>	2008-2010
<ul style="list-style-type: none"> • Originally certified through the Wilderness Medicine Training Center, with renewal through NOLS • Lead outdoor trips including hiking, snowshoeing, rock climbing, surfing, and mountaineering throughout the Pacific Northwest while maintaining student health and safety 	
<i>Outreach Worker, Janus Youth Programs</i>	2008-2009
<ul style="list-style-type: none"> • Performed street outreach by providing information, referral and crisis intervention services, and basic healthcare supplies directly to street-dependent youth 	
<i>Acupuncture & Chinese Medicine Clinic Assistant, Outside In</i>	2009
<ul style="list-style-type: none"> • Provided assistance at a social service agency for low-income adults and homeless youth 	
Grants and Research	
<i>Senior Thesis, Reed College</i>	2009-2010
<ul style="list-style-type: none"> • Investigated the role of CfaD as a global regulator of virulence in enterotoxigenic <i>Escherichia coli</i> • Laboratory techniques used in this research include nematode survival assays, gel electrophoresis, spectrophotometric analysis, qPCR, bacterial transformation, and others 	
<i>Sandy River Gorge Field Study Award, Reed College</i>	2009
<ul style="list-style-type: none"> • Investigated the ecological impact of a recent dam removal in the Sandy River gorge via macroinvertebrate sampling 	

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Name *

Jacqueline Lange

Home Phone *

[Redacted]

Cell Phone *

[Redacted]

Mailing Address *

[Redacted]

Permanent Address *

[Redacted]

Email Address *

[Redacted]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

Employer: Viz.ai

Title: Senior Manager, Executive Administration

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.

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

My career, passion and strong suit is in the administrative world. Anything involving organization, follow-through, creativity and attention to detail is my forte. I am happy to help with anything administrative (i.e. creating or updating documents, maintaining databases, budgeting, etc). I'm also a McKinleyville resident who loves this community and is incredibly grateful the community forest is here. Hiking is one of my biggest passions, and the forest is my happy place. I am happy to help in any way I can. Thank you.

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

I would love to be a part of this committee as I love McKinleyville (finally purchased a house here!), love hiking in the woods, and love that there's a community forest in my neighborhood. Open space is incredibly important to me and I'd love for there to be more of it for my daughter, her generation, and future generations to enjoy. It would be an honor to be part of the committee.

Resume Attachment (PDF File Only)

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Name *

Joe Snipes

Home Phone *

[Redacted]

Cell Phone *

[Redacted]

Mailing Address *

[Redacted]

Permanent Address *

[Redacted]

Email Address *

[Redacted]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

Owner of Forestscapes, certified arborist, certified tree risk assessor, tree service contractor through state license board, degree in forestry with honors from College of the Redwoods 2017, Humboldt County Fire Safe Home Inspector. I live at [REDACTED] McKinleyville. Currently in the process of starting a non profit with the leaders from Six Rivers National Forest, College of the Redwoods, Cal Poly Humboldt, North Fork Lumber and the Watershed research center to come up with solutions to deal with excess forest biomass.

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.


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

I have a strong passion for holistic forest management. I have been the main owner of Forestscapes for over seven years. I graduated from College of the Redwood Forestry program with honors. I am a certified arborist and tree risk assessor for through the International Society of Arboriculture. I am a certified wildland fire home risk assessor through the Humboldt County Public Works Department. I am very familiar with grants and grant writing that help aid in the planning and implementation of forestry management.

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

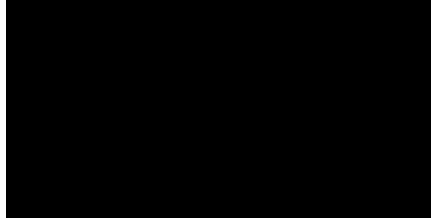
I have lived in McKinleyville for about 8 years. I love Mckinleyville. I used to live really close to the Community Forestry and would frequent it with my family for hikes. I am well aware of the potential and beauty that exists there. I am also familiar with the issues and problems that plague that area. I feel that I am the right person, given my experience and my attitude, to help transform this forest into an amazing working forest for all community members.

Resume Attachment (PDF File Only)

 Snipes 2024 resu...

Google Forms

Joe Snipes



Objective

To show credibility for future proposals as I grow my business, Forestscapes.

Work History

Self-Employed (Owner) – December 2016 to Present
Forestscapes L.L.C.; McKinleyville, CA

Currently building a business to help rural landowners in Northern California meet defensible space requirements. We also provide large-scale pre-commercial thinning for various agencies and private landowners.

- Coordinated with small business advisors and lenders to write business plans and apply for a business loan.
- Communicated and worked with many agencies and landowners about their thinning objectives.
- Comfortable with all Stihl chainsaw and basic maintenance.
- California Licensed & Bonded Contractor (d49 - tree service) #1075353
- Certified Arborists - WE-13357A
- Six Rivers National Forest Industry Cooperator
- Six Rivers National Forest Resource Advisory Committee member
- Humboldt County FLASH technician -

Natural Resources Technician / Spartina Crew – June 2014 to August 2014

Redwood Community Action Agency; Eureka, CA

Worked on a crew that dealt with removing Spartina (invasive grass) around Humboldt Bay. For treatments, we used weed-eaters, tillers, and hand tools such as pulaski's, shovels and McClouds. Worked on different phases of treatment from primary to 4th and 5th phase treatments.

- Have a basic understanding of mechanical problems associated with

weed-eaters.

- Lead and supervised CCC crews in Spartina removal projects.
- Helped maintain a clean, organized and safe work environment.

Forestry Aid / Type 2 I.A. Hand Crew

Six Rivers National Forest – Willow Creek Ranger District; Salyer, California

Forestry Aid – Wildland fire-fighter, 0462. (GS-04)

Experienced in a wide variety of wildland fire suppression strategies, tactics, and operations: line construction (direct & indirect), mop up, use of hose lays and nozzles, burn out and holding operations, working around aircraft, and always maintaining safety. Comfortable using all hand tools and chainsaws, including drip torch: in line construction and mop up. Used GPS, topographic maps and compass for navigation purposes.

- Station maintenance: cleaning, taking out trash, mowing lawns, cleaning gutters.
- Knowledge in using Bendix King radios.
- Responsible for handling and weekly maintenance of Wickman pump, mop up kit and burn-out kit.
- Was mainly digging line and towards the end was swamping brush and am proficient in both.
- Public interaction in wildland-urban interface.

Forestry Aid / Fuels Crew – August 2010 to October 2010 & May 2011 to October 2011

Redwood National Park; Orick, CA

Forestry Aid – Wildland fire-fighter.

Was part of a crew that lead, prepped and implemented all fuels work at Redwood National Park. Assisted in prepping RX burn sites: weed-eated, tree removal, jack potting, digging line and implementing RX burns on holding and ignition teams.

- Assisted and lead in the supervision of Cal Fire inmate crews and YCC crews.
- Station Maintenance: basic cleaning, maintenance, organizing and inventory.
- Assisted in ignition and mop of on RX fires in Bald Hills region.
- Proficient in use of drip torch, basic burning patterns and mop up

and holding techniques.

- Proficient in use of drip torch, basic burning patterns and mop up and holding techniques.
- Confident in assisting with burn plans/reports.
- Familiar with California Forestry Practice Rules.

Forestry Aid / Roads & Trails – May 2007 to August 2007

Redwood National Park; Klamath, CA

Was part of a crew that cleared overgrown vegetation on all major

National Park trails in Humboldt and Del Norte County.

- Experienced in using machetes, weed whips, weed eaters, chainsaws, pole saws, and hedgers.
- Assisted in building bridges on Redwood Creek.
- Operates a pickup truck to haul refuse, equipment, etc. on public highways, roadways, and within campground areas.
- Clears walkways and trails of debris; mows grass and trims vegetation along trails and roadways; maintains trail tread.

Forestry Skills

Skills that I have obtained while attending College of the Redwoods:

- Land Navigation/Surveying
 - o Comfortable using Garmin and Trimble GPS units.
 - o Compass and pacing.
 - o Can read a variety of maps.
 - o Comfortable using a total station.
- Inventory of Stands
 - o Confident in using angle gauge, cruisers crutch, prism, and relascope.
 - o Experience using loggers tape, clinometer, tree core, range finder and densitometer.
 - Computer Experience
 - o Proficient in Microsoft Word & Excel.
 - o Can prepare plans/reports related to timber harvesting.
 - o Comfortable using ArcMap and GIMP.
- Plant and Wildlife experience
 - o Can confidently identify all major tree species in

Northern California.

- o Comfortable performing habitat suitability indices.
- o Familiar with California Forestry Practice Rules
- Communication and Public Speaking
 - o Comfortable speaking in a public setting.
 - o Can communicate in many forms.

Education

- Small Business Development Center Classes
- Intro to grant writing, intro to QuickBooks, intro to marketing,
- H.R.O.P. Cal Fire Academy Eureka, CA
- Occupational Certificate 06/2010
- Basic Wildland fire classes: S-130, S-190, I-100, L-180
- Humboldt State University
- EMT Basic (Expired)

College of the Redwoods Eureka, CA

Major: Forestry

Graduated in May 2017 with Honors -- associate of science degree in Forestry and Natural Resources.

Job-Related Training

- EMT-Basic, Nationally Registered. 12/2009. Currently expired.
- S-211, S-212 completed in the summers of 2010, 2011.
- Group Safety Awards for Fuels Crew in summer of 2010,2011.
- Completed S-290, S-215, S-271, I-200, I-300, A-101, A-105, A-106, A-110, A-113 in winter 2011/12.
- Summer of 2012 recertified as a sawyer A for the USFS and completed CPS/First Aid (expired).

References

John McClelland: [REDACTED] Battalion Chief Redwood National Park
Brendon Banwell: [REDACTED]; Squad Leader, Salyer HandCrew (Six Rivers National Forest)

Tim Baker PhD: [REDACTED] Forestry
Professor at College of the Redwoods

Mickey Jarvi PhD: [REDACTED] Forestry
Professor at College of the Redwoods

Additional Information

Received Safety Award and Redwood National Park (2010, 2011).
Winner of the Kent L. Holmgren & Larry Holmgren Memorial Scholarship
(2015,2016)

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McKinleyville Community Services District Community Forest Committee Application (Page 1)

Name Joel Rink Date April 18, 2024

Home Phone [REDACTED] Cell Phone [REDACTED]

Mailing Address [REDACTED]

Permanent Address [REDACTED]

Email Address [REDACTED]

Areas of Experience and Qualifications

Please check any of the following that apply to you:

Forestry Professional

- Current Employer: Green Diamond Resource Company
- Job Title: Operations Forester

Natural Resource Service Agency Professional

- Current Employer: _____
- Job Title: _____

Forest Management/Natural Resources/Biology Professional

- Current Employer: _____
- Job Title: _____

Tribal Affiliation

- Which Tribe: _____
- What is your affiliation? _____

McKinleyville Resident / Property Owner

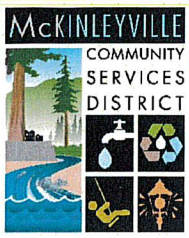
- Address _____

Can you commit to 8-10 hours of volunteer time per month? Yes No

Can you commit to a term of 2 years? Yes No

I am available to attend the regular monthly committee meetings the following times:

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available at any of these times.



McKinleyville Community Services District

Community Forest Committee Application (Page 2)

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 Registered Professional Forester RPF#2851

I received a Bachelors of Science Degree in Forestry from Humboldt State University

I have worked at Green Diamond for 20 years and have had numerous progressive roles. I started out as a Forestry Technician, then a THP writing Forester, then Roads Superintendent of Korbel Operations, then Logging and Roads Superintendent of Klamath Operations. I have written numerous THPs, administered/negotiated/oversaw numerous watercourse projects, roads, trucking, log sales, and logging contracts with contractors and company employees. I have had extensive interaction with regulatory agencies (federal, state, and county), tribal leaders, local municipalities, private landowners, and the general public.

I have also done many forestry projects outside of Green Diamond such as THP's, Fire Hazard Reduction, Conversions, and various exemptions. My knowledge of the CA FPR's, 1600 permits, water quality permits, and anything else related to timber is extensive due to my experience.

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

I have called McKinleyville home for 30 years (since a teenager) and my wife and I have raised our 2 kids here. I have seen a lot of changes over the years and was really excited over the last 5 years or so to be hearing about the potential forest acquisition. I live just across the street from the forest and have spent time in that area over the years because of working for Green Diamond and am glad the public will be "legally" able to use it now. I was part of the Redwood Region Logging Conference Board of Directors and termed out after 10 years last year so I have been looking at another organization or group where I could continue to volunteer. When this opportunity came up I saw it as a way that the community could use my experience and local knowledge in establishing a working forest for all to enjoy. Forestry consultants are expensive and I really like knowing that with MCSD budget being tight on other areas/facilities that they oversee I would be able to provide a free service for the community. It's also a unique opportunity to be a part of something like this that isn't very prevalent.

Name *

Karen Schubert Dorman

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

Permanent Address *

[REDACTED]

Email Address *

[REDACTED]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

McKinleyville resident

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

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- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.

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 horsman, a dog walker and a mountain biker.

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

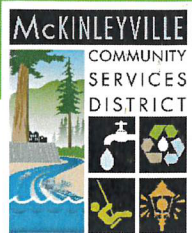
To improve trails and help in anyway I can.

Resume Attachment (PDF File Only)

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McKinleyville Community Services District Community Forest Committee Application (Page 1)

Name Kelley Garrett Date 5/8/24

Home Phone [REDACTED] Cell Phone [REDACTED]

Mailing Address [REDACTED]

Permanent Address _____

Email Address [REDACTED]

Areas of Experience and Qualifications

Please check any of the following that apply to you:

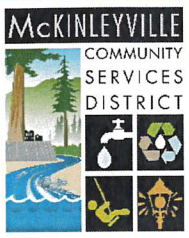
- Forestry Professional
 - o Current Employer: _____
 - o Job Title: _____
- Natural Resource Service Agency Professional
 - o Current Employer: _____
 - o Job Title: _____
- Forest Management/Natural Resources/Biology Professional
 - o Current Employer: Caltrans (retired)
 - o Job Title: Biologist wetlands specialist
- Tribal Affiliation
 - o Which Tribe: _____
 - o What is your affiliation? _____
- McKinleyville Resident / Property Owner
 - o Address [REDACTED]

Can you commit to 8-10 hours of volunteer time per month? Yes No

Can you commit to a term of 2 years? Yes No

I am available to attend the regular monthly committee meetings the following times:

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these times.



McKinleyville Community Services District

Community Forest Committee Application (Page 2)

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 retired biologist and graduate of Cal Poly Humboldt (Natural Resources Planning) working as a biologist for the State of Ca for 20+ years, I have extensive experience performing watershed assessments/restoration, wetland delineations and special status plant and animal surveys in the forests of Nor. Cal. I have also worked as a revegetation specialist, soil conservation scientist, national park ranger and a Big Island tour guide. Being co-founder of the McKinleyville Pop-Up Museum
SEE PAGE 2 →

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

Members of the MCSD Board may already know me as a community advocate for protection of wetlands here in McKinleyville, as I have a deep affection and appreciation for our natural environment. Our new community forest has been described as "heavy to spruce" and while Sitka spruce do not hold great economic value as a forest product, they do play an important role in our local ecology. As the
SEE PAGE 2 →

① cont...

I enjoy and am adept at community outreach and grant writing. As a committee member I would be a strong ally for the forest, as well as a strong advocate for community involvement. I very much support the multiuse goals of the new forest plan and with the knowledge skills and abilities I bring, I would be an asset to the committee.

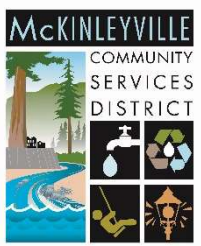
② cont...

McKinleyville Community Forest Plan notes - we are the far southern range of Sitka spruce forest, making our forest notable unique and significant. As a committee member I'd very much enjoy the opportunity to help guide development of management plans and amenities, as well as educate the public on the wonders of our new forest.

Additionally, as a certified forest therapy guide, I would greatly enjoy helping design amenities that would allow community, and our visitors, to easily access the benefits of nature and forest therapy. (Forest therapy has been scientifically proven to reduce stress, boost immune systems, lower blood pressure and help alleviate depression).

Thank You for considering me! PAGE 2

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McKinleyville Community Services District Community Forest Committee Application (Page 1)

Name Kevin Creed Date 4/4/24
 Home Phone n/a Cell Phone (650) 505-0624
 Mailing Address 1887 Babler Road, McKinleyville, CA 95519
 Permanent Address same
 Email Address kcreed1887@gmail.com

Areas of Experience and Qualifications

Please check any of the following that apply to you:

Forestry Professional

- Current Employer: _____
- Job Title: _____

Natural Resource Service Agency Professional

- Current Employer: _____
- Job Title: _____

Forest Management/Natural Resources/Biology Professional

- Current Employer: _____
- Job Title: _____

Tribal Affiliation

- Which Tribe: _____
- What is your affiliation? _____

McKinleyville Resident / Property Owner

- Address 1887 Babler Road

Can you commit to 8-10 hours of volunteer time per month? Yes No

Can you commit to a term of 2 years? Yes No

I am available to attend the regular monthly committee meetings the following times:

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available at any of these times.



McKinleyville Community Services District

Community Forest Committee Application (Page 2)

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

My wife and I have been McKinleyville residents since 1991 and we are avid hikers and cyclist, both road and mtn biking. We very much look forward to the evolving development of MCF and applaud MCSD's efforts for undertaking on this very significant project.

I have over 35 years experience as a health & safety professional, including 15 years as the director of EH&S at Humboldt State University. A significant part of that experience is in the identification and mitigation of a wide variety of hazards. I did not accomplish this alone for it required an effective team approach, critical listening to input from employees and identifying an effective solution towards safety.

Other skill sets which I gained during that experience and that would translate directly to working on a committee include:

- very good interpersonal communication skills, both verbal and written
- focus on team success, always keeping the overall goal in mind, and not focusing on individual success
- willingness to take initiative in balanced proportion with willingness to take direction

And, for more than 20 years during my career I was predominately commuting to work by bike and public transportation, typically only driving to work about 4x/year



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

Now that I am retired, I certainly have the time and energy to contribute back to our home community. I truly believe that one should be willing to be a part of the solution and not just stand back and criticize the process or the individuals who are stepping up.

My personal demeanor of calm and balance allows me to integrate into a large committee well. I don't consider myself above any task that needs to be done, just like washing the dishes by hand at Thanksgiving.

To that end, I know I can apply my career-based skills, coupled with my passion for cycling and hiking, as an effective, productive member of the McKinleyville Community Forest Committee.

Thank you for your consideration of my application to the MCF Committee. Even if I am not selected, I will still stay involved with Board meetings and PARC meetings, contributing what I can, when needed.

Name *

Kevin Dawson

Home Phone *

[REDACTED]

Cell Phone *

same

Mailing Address *

[REDACTED]

Permanent Address *

same

Email Address *

[REDACTED]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

Bachelor's degree in Wildlife Management with minor in Botany

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

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- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.

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

With my Natural Resource background and being an avid outdoors enthusiast, I can bring grass roots knowledge and experience in conservation, stewardship, and a sustainable perspective on how to develop a community forest that not only provides outdoor opportunities for all types of activities but in a healthy communal fashion. All the while keeping the health of the land and local wildlife in mind. There are many great models out there in which we can reference for our community forest. ACF being the closest. There is no reason to re-invent the the wheel here. I will bring a practical, attainable, and an enthusiastic approach to access, policy, and enjoyment of this gift for the community and beyond.

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

I am a single father paying a mortgage here in McKinleyville. I have an 11 year old son and we both love all things outdoors. Backing up to this new gem for our community is partly why we settled here. We have been here in McKinleyville for going on 6 years now. Each year the parks and recreation division has created so many opportunities for our youth (i.e. baseball, soccer, basketball, skate park, bike park....) to get out and enjoy. This community forest opens the flood gates of opportunity for all to take advantage of! Not only for locals but this could bring a lot of revenue to our "town". This could turn us into a DESTINATION, not just a pass through community. With proper planning, implementation, stewardship, and advertising this could put us on the map! We (my son and I) want to be a part of this great chance!

Resume Attachment (PDF File Only)

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Name *

Lyle johnson

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

Permanent Address *

[REDACTED]

Email Address *

[REDACTED]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

B&b portable toilets driver

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.

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

Management skills trail knowledge self taught basic knowledge of geological engineering

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

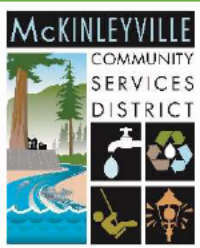
Avid mountain bike rider

Resume Attachment (PDF File Only)

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McKinleyville Community Services District Community Forest Committee Application (Page 1)

Name Mersadies Campbell Date 05/07/2024

Home Phone N/A Cell Phone [REDACTED]

Mailing Address [REDACTED]

Permanent Address [REDACTED]

Email Address [REDACTED]

Areas of Experience and Qualifications

Please check any of the following that apply to you:

Forestry Professional

- Current Employer: Green Diamond Resource Company
- Job Title: Logging Operations Administrator

Natural Resource Service Agency Professional

- Current Employer: _____
- Job Title: _____

Forest Management/Natural Resources/Biology Professional

- Current Employer: _____
- Job Title: _____

Tribal Affiliation

- Which Tribe: _____
- What is your affiliation? _____

McKinleyville Resident / Property Owner

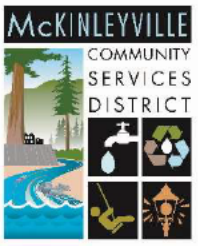
- Address [REDACTED]

Can you commit to 8-10 hours of volunteer time per month? Yes No

Can you commit to a term of 2 years? Yes No

I am available to attend the regular monthly committee meetings the following times:

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available at any of these times.



McKinleyville Community Services District

Community Forest Committee Application (Page 2)

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

Please see resume.

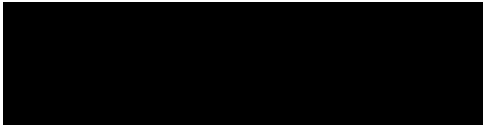
Please describe why you want to participate as a member of the Community Forest Committee.

My two passions in life are community and forest management, the McKinleyville Community Forest Committee satisfies both of these. I hope to further serve my community with my knowledge of forest management and protection, but I also want to gain experience within forest management through a different lens. Furthermore, I look forward to working with other community members, and learning from their experiences and perspectives, to build a wonderful community forest for all.

The North Coast is a special place, and it is hard to choose which town to invest your time, money, and life in. I chose to live in McKinleyville because I believe the community members dedication to the betterment of McKinleyville and it's residents is unmatched. I am a forester, and with that I love to see growth in everything, and I know McKinleyville will grow to great heights. I just hope to be a little part of that growth and help in any way I can.

Mersadies Campbell

Contact



Education

Humboldt State University
Arcata, California
BS in Forestry (concentration in Operations), Minor in Geospatial Analysis | Graduated 2019

Key Skills

Rate Negotiation
Project Management
Planning
Communication
Problem-solving

References

Jesse Miles
Executive Director | McKinleyville
Chamber of Commerce



Russell Dorvall
*Timber and Log Procurement
Manager* | North Fork Lumber



Brita Goldstein
Past President | California Women
in Timber



Todd Fulton
Security & Safety Coordinator |
Green Diamond Resource Co.



Objective

To serve the community of McKinleyville through my experience of managing forests and community involvement. Furthermore, I am eager to not only contribute, but work with other community members and learn from them other aspects of forest management, especially for recreational purposes.

Experience

MAY 2021 - PRESENT

Logging Operations Administrator | Green Diamond
Facilitate, oversee and establish contracts with several companies for logging operations within Green Diamond's timberlands from Orick California to the Oregon border.

MAY 2019 – MAY 2021

Forester II & III | Green Diamond
Lead in THP layout identifying units, and engineering how to log them within GDRCO's AHCP, HCP, alongside the FPRs, to ensure accurate, efficient, and profitable THPs.

JANUARY 2016 – MAY 2019

Seasonal Forestry Technician | Green Diamond
Assisted with forest layout within GDRCO's AHCP, HCP, alongside the FPRs, to ensure accurate, efficient, and profitable THPs. Flaggging WLPZ, stream classification, road engineering, identifying and protecting geological areas of concern, and timber cruising.

Community Involvement

North Coast Chapter of California Women in Timber
CWIT serves as a 501(c)(3) organization dedicated to educational outreach, professional development, and legislation in our local communities. I currently serve as the Chair of The North Coast Chapter and have been a member since 2016.

McKinleyville Chamber of Commerce
I currently serve as an ambassador and represent two businesses; Green Diamond and The North Coast Chapter of California Women in Timber

Green Diamond Community Outreach Committee
This is an employee led program through Green Diamond where we organize volunteer opportunities for our community, and within the company. I currently serve as a Co-Chair for this committee, and proposed the idea for it in 2019.

Name *

Michele Stephens

Home Phone *

[Redacted]

Cell Phone *

[Redacted]

Mailing Address *

[Redacted]

Permanent Address *

[Redacted]

Email Address *

[Redacted]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

County of Humboldt Dept of Health and Human Services

████████████████████

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.

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

I currently am the Assistant Director of the Dept of Health and Human Services for the County and have worked for DHHS for 17 years. I have a Masters degree in Social Work and am a Licensed Clinical Social Worker. I've lived in Humboldt County for 28 years. I have over 15 years of experience working in partnership with the community and partners- facilitating/chairing meetings and leading projects both internally in our dept and community projects with other agency partners. I was also the Director of Public Health here for 4 years from 2017-2021 and have a vested interest in the use of green space for recreation for a healthy and thriving community as well as good forestry stewardship.

You can find my resume on LinkedIn: https://www.linkedin.com/in/michele-stephens-4a199345?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app

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

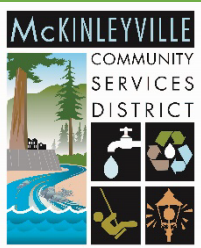
I care deeply for McKinleyville and building on our sense of community here. My husband, our son and I live next to the new community forest near where Lime and Holly join, at the end of S Gwin Rd. While I don't have a background in forestry use and development, I do have skills and experience in bringing groups together for a common purpose even when there are different viewpoints or priorities, seeing other people's point of view and working together. I'm also a good critical thinker and communicator. In my opinion, the group process is just as important as the outcomes and decisions made. I am excited we now have a community forest in McKinleyville and would be honored to help with planning. If you need a reference, Lisa Dugan and I used to work together and are great colleagues and friends. She knows me both professionally and personally. Thank you much for considering me. If I'm not selected, I plan to attend if the committee meetings are public meetings.

Resume Attachment (PDF File Only)

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McKinleyville Community Services District Community Forest Committee Application (Page 1)

Name _____ Date _____

Home Phone _____ Cell Phone [REDACTED] _____

Mailing Address [REDACTED] _____

Permanent Address [REDACTED] _____

Email Address [REDACTED] _____

Areas of Experience and Qualifications

Please check any of the following that apply to you:

Forestry Professional

- Current Employer: _____
- Job Title: _____

Natural Resource Service Agency Professional

- Current Employer: _____
- Job Title: _____

Forest Management/Natural Resources/Biology Professional

- Current Employer: _____
- Job Title: _____

Tribal Affiliation

- Which Tribe: _____
- What is your affiliation? _____

McKinleyville Resident / Property Owner

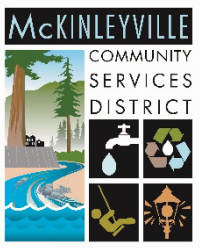
- Address [REDACTED] _____

Can you commit to 8-10 hours of volunteer time per month? Yes No

Can you commit to a term of 2 years? Yes No

I am available to attend the regular monthly committee meetings the following times:

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
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McKinleyville Community Services District

Community Forest Committee Application (Page 2)

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

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



NICOLE WEST, AICP

Senior Associate II

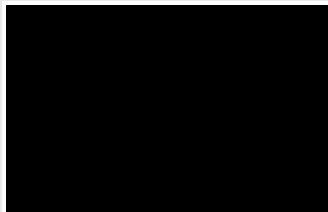
PROFILE

Nicole has 18 years of experience in community planning, with specialties in parks, open space and trails, as well as housing and community development. As a consultant serving the public sector, Nicole is well-versed in the processes of governmental agencies and community outreach with diverse populations.

Nicole is currently co-managing California State Parks' Tribal Lands Acknowledgement, and Interpretation and Exhibits project. Previously, she was co-author of the Yurok Tribe Trails and Waterways Master Plan. She also prepared a newly acquired open space for public access by designing a trail network, for the Town of Sterling, Massachusetts.

Nicole' housing and community development experience includes Housing Element updates, affordable housing program administration, disaster recovery and various technical analyses, needs assessments and policy plans.

CONTACT



WORK EXPERIENCE AS A PLANNING CONSULTANT

- Senior Associate II at PlaceWorks, Jan. 2019 – Present
- Housing and Community Development Planner/ Project Manager at Michael Baker International, Sept. 2015 – Dec. 2018
- Deputy Project Manager at Perez, APC, July 2014 – Sept. 2015
- Planner/ Designer at LACO Associates, Sept. 2012 – Sept. 2013
- Planner at 3D Visions, Jan. 2008 – May 2011

AWARDS

- 2023 Best Practices Award of Excellence, California APA, Northern Section for the City of Emeryville's 2023-2031 Housing Element

CERTIFICATIONS

- AICP, American Institute of Certified Planners, since March 2012

EDUCATION

- Master of Landscape Architecture and Master of Regional Planning, University of Massachusetts, Amherst, 2008
- Sustainable Living Skills Internship Program, Aprovecho Sustainability Education Center, Cottage Grove, OR, 20000
- Bachelor of Science in Sustainable Living, Humboldt State University, Arcata, CA, 2000

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Name *

Nicolette Amann

Home Phone *

[Redacted]

Cell Phone *

[Redacted]

Mailing Address *

[Redacted]

Permanent Address *

[Redacted]

Email Address *

[Redacted]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
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If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *



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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.

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 35 year resident of McK, active in community, regular user of McK Forest for running, hiking, and biking, live on property directly adjacent to McK Forest, and have had lots of experience working with Green Diamond on security issues. I am also regular user of Arcata Forest and have lots of knowledge of and experience with community forest use, trail marking, multi- use trails, erosion concerns, and use policies that help to maintain aesthetics and ecosystem integrity. I am also an avid gardener/landscaper and have interest in trail maintenance and forest restoration .

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

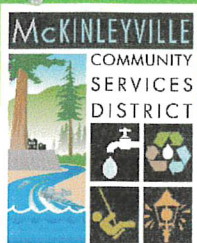
I live adjacent to the forest and my friends, family and I will use forest trails regularly. I am deeply invested in creating a community space that promotes recreation and appreciation of the natural beauty of this area.

Resume Attachment (PDF File Only)

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McKinleyville Community Services District Community Forest Committee Application (Page 1)

Name Philip Heidrick Date 4/10/24

Home Phone [redacted] Cell Phone [redacted]

Mailing Address [redacted]

Permanent Address Same as above

Email Address [redacted]

Areas of Experience and Qualifications

Please check any of the following that apply to you:

Forestry Professional

- Current Employer: _____
- Job Title: _____

Natural Resource Service Agency Professional

- Current Employer: California Conservation Corps (retired)
- Job Title: Conservationist Supervisor

Forest Management/Natural Resources/Biology Professional

- Current Employer: _____
- Job Title: _____

Tribal Affiliation

- Which Tribe: _____
- What is your affiliation? _____

McKinleyville Resident / Property Owner

Address [redacted]

Can you commit to 8-10 hours of volunteer time per month? Yes No

Can you commit to a term of 2 years? Yes No

I am available to attend the regular monthly committee meetings the following times:

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- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available at any of these times.

McKinleyville Community Services District Community Forest Committee Application (Page 2)

What knowledge, skills, and experience will you bring to the Community Forest Committee?

I studied Natural Resources Planning and Interpretation at Humboldt State University and obtained a Bachelor of Arts with a minor in Environmental Ethics in 1996. I have worked for the California Conservation Corps (CCC) in various positions for the past 25 years. The CCC is a statewide natural resources restoration and youth development program. The CCC hires young men and women ages 18-25 and trains them to perform natural resources restoration projects and emergency response work. I personally trained and supervised thousands of corpsmembers performing projects such as salmonid habitat restoration, trail building and maintenance, invasive plant removal, tree planting, and wildland fire camp support. During my time with the CCC I worked with multiple federal, state, county, city, and municipal agencies including the MCSD. I have a deep understanding not only of public land use but conservation, public access and multiple use concepts as well. (Please see attached resume)

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

I have a long history of volunteerism in the community and with MCSD. I was a youth basketball coach for many years and I am currently the Parks and Recreation Committee (PARC) chairperson. I have always believed in the words of Muhammad Ali that *"Service to others is the rent we must pay for your room here on earth."* I am a home owner and have lived in McKinleyville for over 30 years. I'm so happy and proud to have witnessed and participated in making McKinleyville the wonderful community that it is today. We have so many treasures such as the Hammond Trail, Pierson Park, the Skate Park, and now the Community Forest to be proud of. Protecting and developing 599 acres of forest for public use is an exciting yet monumental task and one that I would like to help with. I believe that with thoughtful balanced stewardship and planning the MCSD Community Forest will become the crown jewel of McKinleyville.

Thank you for your time and consideration,

Phil Heidrick

PHIL HEIDRICK

Natural Resources Restoration and Youth Development Program Administrator with over 25 years of experience both in the field and in the office.

EXPERIENCE

2022-2023

CONSERVATIONIST SUPERVISOR, CALIFORNIA CONSERVATION CORPS

- Supervised conservationist staff performing natural resources restoration projects, educational and emergency response tasks.
- Developed funding source sponsors and negotiated project agreements with other agencies.
- Planned, organized, and directed the operations of conservationist staff performing projects.
- Planned and implemented in-service training and employee development programs for subordinate staff.
- Evaluated performance and took or recommended appropriate action for subordinate staff.

2014-2022

CONSERVATIONIST II, CALIFORNIA CONSERVATION CORPS

- Supervised up to 10 members of the Evening Staff
- Administered scholarship and educational programs
- Created and enforced program policies
- Taught a two-week orientation course every month
- Managed residential dormitories for up to 100 occupants

2000-2014

CONSERVATIONIST I, CALIFORNIA CONSERVATION CORPS

- Supervised a crew of 20 young adults ages 18-26 on daily natural resources restoration projects
- Teach, direct, and counsel young adults in work and life skills.
- Prepare written reports and evaluations.
- Teach proper hand and power tool safe operation

1998-2000

SPECIAL CORPSMEMBER, CALIFORNIA CONSERVATION CORPS

- Supervised 100 young adults at a residential campus.
- Enforced all rules and regulations as well as documented all violations.
- Taught educational classes and monitored recreational and volunteer activities.

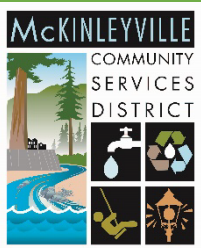
EDUCATION

JUNE 1996

BACHELOR OF ARTS, HUMBOLDT STATE UNIVERSITY

Emphasis in Natural Resources
Minor in Environmental Ethics

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McKinleyville Community Services District Community Forest Committee Application (Page 1)

Name _____ Date _____

Home Phone [REDACTED] _____ Cell Phone [REDACTED] _____

Mailing Address [REDACTED] _____

Permanent Address [REDACTED] _____

Email Address [REDACTED] _____

Areas of Experience and Qualifications

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- Current Employer: _____
- Job Title: _____

Natural Resource Service Agency Professional

- Current Employer: _____
- Job Title: _____

Forest Management/Natural Resources/Biology Professional

- Current Employer: _____
- Job Title: _____

Tribal Affiliation

- Which Tribe: _____
- What is your affiliation? _____

McKinleyville Resident / Property Owner

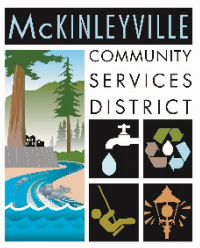
- Address [REDACTED] _____

Can you commit to 8-10 hours of volunteer time per month? Yes No

Can you commit to a term of 2 years? Yes No

I am available to attend the regular monthly committee meetings the following times:

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- 3rd Tuesday of the Month from 5:30pm-7:00pm
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McKinleyville Community Services District

Community Forest Committee Application (Page 2)

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

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

Sabra L. Steinberg

EDUCATION

Master of Science - Natural Resources (Wildlife Option); Degree, 1991. Humboldt State University (HSU), Arcata, CA 95521.

Bachelor of Science - Wildlife Management, with Emphasis Phase in Appropriate Technology; Degree. 1987, Summa Cum Laude. HSU, Arcata, CA 95521.

WORK EXPERIENCE

Lecturer: Developed curriculum for and taught Environmental Conflict Resolution (ESM 309/305); usually taught three sections of the course each semester (approximately 100 students each semester) between Aug '09-Dec '18. Instruction combined approximately equal parts lecture/discussion and small group activities. The complexity of natural resource disputes and processes for their management/resolution were introduced through case studies, readings, and analysis of current environmental conflicts. Also focused on developing and practicing effective communication skills and conflict management/resolution techniques. Conducted in-class simulated public hearings & facilitations. Created and graded exams, and provided written feedback on more than a dozen writing assignments throughout the semester. In 2017 and 2018, also taught Ecology and Applied Natural History (ESM 303) labs (approximately 20 students each semester). Provided in-class instruction, led discussions, oversaw group field projects, and led class field trips; edited and graded all classwork, field notes and field projects. Acted as coordinator for all lab instructors for one semester.

Dept. of Environmental Science and Management (ESM), Humboldt State University, 1 Harpst St., Arcata, CA 95521. 2016-Dec 2018.

Major Advisor: Provided students in the Environmental Science & Management Department with advising for three ESM options (Planning & Policy; Environmental Restoration; and Energy & Climate) through their education at HSU. Met with each of about 40 students at least once each semester to review how they were doing in the program, help them choose suitable classes/schedules for the upcoming semester, plan their future schedules, and answer education and career-related questions. Also available to help advisees as needed at their request (academic issues, personal issues, etc.). Humboldt State University, 1 Harpst St., Arcata, CA 95521. Approximately Aug. 2011-Dec. 2018.

Mediation Case Manager: Managed mediation program and oversaw all cases. Conducted intake interviews, and on case-by-case basis, determined suitability for mediation and/or made referrals to other agencies. Chose appropriate mediators for each case, then provided logistical support throughout cases, and worked cooperatively with mediators when unusual issues or problems are identified during case development and later mediation stages. Monitored progress of cases from intake through closing. Served as liaison between mediators and Board, and participated in monthly board meetings, strategic planning, etc. Compiled mediation statistics in database; analyzed and interpreted data for monthly reports and comprehensive end-of-year reports and multi-year comparisons. Handled and tracked fees. Corresponded with clients, lawyers, court, mediators, etc. Developed evaluation processes for staff and volunteers. Established formal mentoring program for new mediators; coordinated mentorships and monitored progress of the mentoring. Served on hiring committee, and ad hoc committees as needed. Humboldt Mediation Services, 517 3rd St., Suite 3, Eureka CA 95501. Feb 2005-July 2009.

Author/Researcher/Facilitator: As independent contractor, developed detailed background assessment and management plan for 73-acre property acquired by land trust. Facilitated public meetings to gather public input, researched cultural and biological history, conducted field reconnaissance of the property, identified pertinent legal issues, coordinated with adjacent landowners and agency personnel on potential trail projects and land use, developed preliminary budgets for proposed improvements and infrastructure, and proposed resolutions for areas of conflict. Wrote 149-page management document discussing issues and providing recommendations for: public access, facilities, public education & outreach, resource restoration & protection, and public safety.
McKinleyville Land Trust, P.O. Box 2723, McKinleyville, CA 95519. Sept. 2002-Nov. 2003

Symposium Coordinator: organized Klamath River Fish & Water Management Symposium for 450 participants. Communicated with over 100 presenters as well as participants and invitees. Designed and prepared 70-page information booklet for symposium participants. Coordinated planning-committee (multi-agency, tribal, university faculty and staff, consultants, etc.) activities, prepared agendas, facilitated committee meetings. Supervised student staff. Developed budget and tracked finances.
Merv George, Jr., Administrator, Klamath River Inter-Tribal Fish & Water Commission, P.O. Box 1449, Hoopa, CA 95546. Oct. 2000-June 2001.

Primary Author and Researcher: co-wrote natural and cultural-history guidebook for the lands in and around the Hoopa Valley Indian Reservation. Coordinated project with tribal personnel, conducted historical research, field reconnaissance, and synthesized cultural material with geographical, botanical, and wildlife information in writing guidebook suitable for recreationists, tourists, and local residents. Contract account # 640-85000-0100.
Office of Research and Development, Hoopa Valley Tribal Council, P.O. Box 1348, Hoopa, CA 95546
April 1998-Aug 2000.

Wildlife Biologist/Co-Principal Investigator: part of interdisciplinary team analyzing two watersheds (80 mi²) in the Shasta-Trinity National Forest. Developed key questions to address in analysis. Co-authored wildlife and habitat related sections (e.g. late successional reserves) of the watershed analysis document. Synthesized pre-existing area-specific information (e.g. survey data, documents, maps, aerial photographs), interviewed agency personnel and local residents, conducted literature review and fieldwork to describe historical and current conditions for local wildlife and habitats; provided recommendations for desired future conditions and agency actions. Participated in public meetings regarding the watershed analysis.
R. J. Gutierrez, Dept. of Wildlife, HSU, Arcata, CA 95521; contract with Trinity County Resource Conservation District (Jim Spear, Project Leader). Feb. 1997-Sept. 1997.

Environmental Consultant: (botany). Conducted vegetation surveys along local streams as part of gravel-mining monitoring.
Karen Theiss and Associates. 1933 Central Ave., McKinleyville, CA 95519. July 1996- Sept. 1996.

Environmental Consultant: (wildlife). Conducted avian surveys (point counts) by sight and sound on commercial timberlands in northern California.
R. J. Gutiérrez, Dept. of Wildlife, HSU, Arcata, CA 95521. June 1996.

Wildlife Biologist (GS-09): Directed agency's environmental compliance related to threatened & endangered (T&E) species, including: habitat assessments; Section 7 consultations (under Endangered Species Act); resolved project conflicts with ESA requirements; surveys for Northern spotted owl, marbled murrelet, snowy plover, peregrine falcon. Directed all aspects of bear management program: disseminating information to increase awareness of and compliance with bear regulations; interagency coordination; investigation of potential problem areas; working with the public, business people, park visitors, and agency personnel to eliminate opportunities for bears to acquire human foods; aversive conditioning of habituated bears; trapping and handling of "problem" bears. Conducted research on avian

response to riparian restoration project; assisted in mist-net/banding program (songbirds). Assessed and managed wildlife-related problems (e.g. avian cholera outbreak, mountain lion problems, injured wildlife). Analyzed data, interpreted results, and wrote reports. Contributed to planning documents (Resource Management Plan, Development Concept Plans, Environmental Assessments, etc.) and evaluated proposed projects for impacts to wildlife. Developed park management plans for peregrine falcons and for marbled murrelets, and (draft) amphibian inventory and monitoring plan. Developed wildlife-related educational programs and materials, including monthly wildlife newsletter. Presented wildlife research and management topics to diverse audiences; taught field seminars; regular guest lecturer and field-trip leader for HSU classes. Collateral duty as Equal Employment Opportunity Counselor handling discrimination complaints; trained as mediator for Western Region, NPS. Hired employees; trained and supervised staff and field crews. Administrative tasks included purchasing, property control, budgeting and tracking project costs.

Redwood National & State Parks (RNSP), 1111 Second Street, Crescent City, CA 95531. Dec. 1991 – Dec. 1995.

Environmental Consultant (wildlife): Assessed effects of cellular phone company's transmission facilities on avian survival. Conducted weekly bird/carcass censuses of transmission facilities. Cal-One Cellular, 2212-2nd, Eureka, CA 95501. April 1992 -Sept.1992.

Wildlife Biologist (GS-07): Designed and implemented study of coyote abundance and food habits. Interpreted results and prepared reports, articles. Reviewed resource plans/project proposals. Reviewed applications, conducted interviews, selected temporary staff; trained and supervised field assistants. Revised Draft Bear Management Plan and implemented program, including: developing displays and disseminating information to increase awareness of and compliance with bear regulations, interagency coordination, trapping and handling of "problem" bears. Taught field seminars for public. Revised and expanded wildlife observation card system. Redwood National Park. July 1989-Dec. 1991.

Teaching Assistant: Instructed college students in methods of vegetation and wildlife population sampling, guided students in designing and conducting field projects. Edited and graded field projects, graded exams. Wildlife Department, HSU. Jan. 1989-May 1989.

Wildlife Biologist (GS-05): Developed and implemented home-range and dispersal study of coyotes involving trapping, chemical/physical restraint, marking, extensive use of radio-telemetry. Participated in research including: population estimates of salmonids (mark and recapture), vegetation sampling, water quality measurements, and capture and tracking of elk. Work included technical writing, public speaking, data analysis. Redwood National Park. June 1987-July 1989.

Biological Technician (GS-04): Main duties included: capture, chemical immobilization, tracking (radio-telemetry) and analyzing movement patterns of elk; seining, chemical immobilization, and mark/recapture population estimates of juvenile salmonids. Redwood National Park. June 1986-June 1987.

Park Technician (GS-04): fee collection at entrance station with continual visitor contact; provided visitor information, handled monies. Additional duties: fire-fighting (prescribed burns and project fires), night dispatcher, assist with zooplankton sampling. Crater Lake National Park, Crater Lake, OR 97443. June 1985-Sept. 1985.

Park Aid (GS-03): Managed campground, including fee collection, enforcement of park regulations, visitor contact. Additional duties: backcountry patrol, emergency medical care. Grand Teton National Park, Moose, WY 83012. May 1984-Sept. 1984.

Trail Guide: Led trail rides; provided instruction in horsemanship and safety. Lazy L Ranch, 2969 Fickle Hill Rd., Arcata, CA 95521. Oct. 1983-May 1984.

ADDITIONAL WORK EXPERIENCE/TRAINING

Facilitation--Training (8 hrs)--Humboldt Mediation Services, Eureka, CA. (2011)

NCI Charrette System--Training (24 hrs)--National Charrette Institute, Portland, OR. 2011.

Principled Negotiation--Training (8 hrs)--Humboldt Mediation Services, Eureka, CA. 2007.

Alternate Dispute Resolution and Mediation--Training--1994 (40 hrs), and 1995 (40 hrs) to become mediator for Western Region, NPS.

Raptor Research/Consultant: Captured, banded, radio-tagged, and tracked letter-winged kites to study movement patterns; acted as consultant in establishing radio telemetry portion of study, and trained researchers in use of telemetry equipment. Work was conducted in remote outback locations under harsh conditions in western Queensland, Australia. Volunteer. University of Queensland at Brisbane, Australia. 9/91-10/91.

Bird Census/Wetland Management: Assisted with bird census, nest box program, controlled burns in Palo Verde National Park, Costa Rica. Volunteer. Universidad Nacional, Heredia, Costa Rica. 1987

Interagency Fire Fighter. Redcard: 1985, 1986, 1987, 1989. Served on firefighting crew on prescribed burns/wildfires at Crater Lake National Park, and in Okanogan National Forest in 1995.

Fisheries Fieldwork: Assisted with installation of in-stream structures, grid counts of juvenile fish, and mask & snorkel observations of adult steelhead. Volunteer. North Umpqua Ranger District, Glide, OR 97443. 1985.

Amphibian Survey Techniques & Monitoring--Training--Point Reyes National Seashore, NPS. 1993.

Wetlands Delineation and Policy--Training--Albright Training Center, NPS. 1994.

Marbled Murrelet Surveyor--certified through California Dept. of Fish & Game. 1994

Use of Pharmaceuticals and Physical Restraint in Wildlife Management--seminar (24-40 hours per session), Natural Resources Institute, HSU: 1986, 1987, 1989, 1993.

Firearms--Training--RNP, 1990; semi-annual re-qualifications through 1995.

Natural and Cultural Resource Management--Training--Albright Training Center, NPS. 1987.

Emergency Medical Technician--CA, last re-certification 1988.

SCUBA--Open Water Diver--PADI certification, HSU. 1985.

Foreign Language--Spanish

ACTIVITIES AND HONORS

- Farm Volunteer, Mad River Community Hospital—April 2015-present
- Humboldt Bay Mycological Society—member –2019-present
- Site Council, McKinleyville Middle School--Jan 2008-June 2010; served as Council President 2 yrs.
- Organizer and primary propagator--Dow's Prairie Grade School Annual Plant Sale. 2001-2007, and continuing to present as propagator.
- Site Council, Dow's Prairie Grade School. 2004-2007.
- Library and classroom volunteer, Dow's Prairie Grade School. 2001-2007.
- North Coast Regional Land Trust: Board of Directors 2002-2004, Projects Committee 2002-2004, newsletter editor 2003.
- "Poet's and Writers" invitational reading after juried competition. College of the Redwoods. 2003.
- Garden Tour Committee, Humboldt Botanical Garden Foundation. 2002-2003. Selected gardens for 2003 garden tour and served as organization's liaison with garden owners.
- Nathaniel S. Bingham Memorial Award, Klamath River Basin Fisheries Task Force. For supporting anadromous fisheries restoration in the Klamath River Basin through significant contributions as Symposium Coordinator for Klamath Basin Fish & Water Management Symposium. Awarded Oct. 2001.
- McKinleyville Land Trust: President 1998-2000, Chair of Organization Development Committee 1998-2000, Board of Directors 1995-2000, newsletter editor 1997-2000.
- Associate Faculty, Department of Wildlife, Humboldt State University. 1995-1997.
- Guest lecturer (wildlife, park management, research topics) and field trip leader for NRPI, Forestry, and Wildlife classes at HSU. 1991-1995.
- 1995 Field Director's Equal Opportunity Award for Equal Opportunity Counseling skills. Pacific West Field Area, National Park Service.
- Special Achievement Award—Redwood National & State Parks (RNSP). For outstanding performance in 1995, developing a (draft) plan for managing marbled murrelets, initiating a volunteer trail monitoring program, and effectiveness in planning, directing and conducting the bear management and the threatened and endangered species programs.
- Special Achievement Award--RNSP. For outstanding performance in 1994 and effectiveness in planning, directing, and conducting bird monitoring, bear management, and threatened and endangered species programs.
- Fast Track Award--RNSP (1993). For bear management efforts and monthly wildlife newsletter.
- Special Achievement Award--RNSP (1992). For outstanding work and performing beyond grade level.
- Science Fair Judge--Humboldt County, 1988 - 2000.
- Woolford Student Fellowship--Rotary Club of Eureka, 1987 and 1988

--The Wildlife Society--member 1989 - 1998.

--Women in Natural Resources--member 1991 - 1996

--Co-facilitator, coordinator of guest lecture series--Natural Resources Graduate Student Association, 1989 - 1990.

--Tutor--County Jail Program, Humboldt Literacy Project, 1989 - 1990.

--Classroom assistant--Dow's Prairie School, 1989 - 1990.

--Trail guide/riding instructor--4H TRAIL (program providing horseback riding as therapy for the disabled) 1989 - 1990.

--Leader, Outdoor Adventures--Humboldt Orientation Program, University Center, HSU, 1988 - 1989.

--Foreign travel: Costa Rica, Mexico, Australia, New Zealand, England, Ireland, Italy, Switzerland.

PRESENTATIONS and SHORT COURSES TAUGHT

Steinberg, S.L. 1995. "Carnivores and Other Mammals of the Redwood Ecosystem", for California State Park Natural History Association Training. Weott, CA.

----. 1994. "Bear Management". Law Enforcement Refresher Training for Northern California National Park Rangers. Redding, CA.

---- and J. Dunk. 1990, 1992, 1993, 1994. Predators Field Seminar. RNSP, CA.

Steinberg, S.L. 1993. Threatened and Endangered Species Workshop. RNSP, Crescent City, CA.

Steinberg, S.L. 1992. Food Habits and Abundance of Coyotes in the Redwood Creek Basin of Redwood National Park. Interagency Coordinating Council. Eureka, CA.

Steinberg, S.L., T. D. Hofstra, and R. T. Golightly, Jr. 1991. Indices of coyote abundance in Redwood National Park. Fourth Biennial Conference on Research in California's National Parks. Davis, CA.

PUBLICATIONS

Steinberg, S.L. 2003. Mad River Bluffs Background Description and Management Plan. McKinleyville Land Trust. 149 pp.

Steinberg, S.L., J.R. Dunk, and T.A Comet. 2000. In Hoopa Territory: a Guide to the Natural Attractions and Human History of the Hoopa Valley Indian Reservation and Surrounding Areas. Hoopa Valley Tribal Council. (Book) 174 pp.

Baldwin, K., J.R. Dunk, D. Hagans, E. Johnston, J. Spears, S.L. Steinberg, and C. Veverka. 1998. East Fork/Smoky Creek Watershed Analysis. South Fork Trinity River. U.S.D. A. Forest Service, Shasta-Trinity National Forest, Hayfork Ranger District. 209 pp.

Steinberg, S.L., J. Dame, and H. McGuire. 1995. Management Plan for Peregrine Falcons in Redwood National Park (draft).

Steinberg, S.L. 1991. Food Habits and Relative Abundance of Coyotes in Redwood National Park. M.S. Thesis, Humboldt State University, Arcata, CA 95521. 63 pp.

----. 1991. Protocol for Monitoring Coyote Population Trends in Redwood Creek Basin. RNP, Research and Resources Management Division. 6 pp.

----, and M. Port. 1991. Redwood National Park Bear Management Plan. RNP, Fish and Wildlife Branch. 20 pp.

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Name *

Scott Riley

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

Permanent Address *

[REDACTED]

Email Address *

[REDACTED]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

■ Eocene Environmental Group, Senior Fisheries Biologist. [REDACTED]

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.

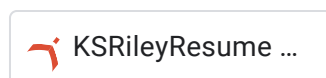
What knowledge, skills and experience will you bring to the Community Forest Committee? (You may attach a resume or additional page if necessary). *

I am an experienced fisheries biologist with a strong commitment to the restoration and conservation of our local natural resources. My experience and expertise in fisheries and natural resource management is ideally suited to help guide the planning , development, and management of the McKinleyville Community Forest. Please see my attached resume for more details.

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

As a McKinleyville resident I would like to serve on the committee because it provides me an opportunity to use my experience and expertise to give something back to this community in which I have lived for the past 13 years. I look forward to the opportunity to help develop and manage this wonderful new resource, which will add yet another opportunity for McKinleyville residents to get outside and enjoy the beauty of our area.

Resume Attachment (PDF File Only)



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K. Scott Riley

OBJECTIVE

I am an experienced fisheries biologist with a strong commitment to the restoration and conservation of our local natural resources. I am interested applying my experience as a volunteer on the McKinleyville Community Forest Committee.

EDUCATION

Humboldt State University, CA M.S., Natural Resources, Fisheries	2002
Humboldt State University, CA B.A., Marine Biology\Zoology	1993

SKILLS

- Over 25 years of experience in fisheries field techniques including fish population estimation, topographical surveying, habitat mapping, and hydraulic data collection.
 - Survey design, data entry, and analysis with Microsoft Excel and R. Geospatial data collection with RTK GPS, processing and mapping with ArcGIS.
 - Project management
 - Communication of scientific findings through writing. Writing and editing scientific proposals, investigation plans, and reports.
 - Coordination, training, and leading scientific field crews.
-

WORK HISTORY

Eocene Environmental Group, Santa Rosa, CA Senior Scientist	2019 – present
--	----------------

- Project Manager on multiple projects responsible for managing personnel and budgets.
- Lead biologist on 2-dimensional hydraulic modeling project to help determine flow criteria for upstream passage of anadromous salmonids in California.
- Assessed potential project impacts to waterways and provided mitigation strategies to avoid impacts.
- Senior biologist responsible for writing and reviewing Biological Constraint Reports for vegetation management and utility infrastructure maintenance.
- Assisted in the writing of Biological Assessments.

Normandeau Associates, Arcata, CA
Senior Scientist

2011 – 2019

- Lead biologist on several 2D hydraulic modeling projects in the U.S. and Canada: design, data collection, calibration, validation, and habitat modeling.
- Responsible for a wide variety of Fisheries biology and eco-hydraulic related modeling activities.
- Extensive experience collecting field data for, as well as creating and calibrating 2-dimensional hydraulic models for the evaluation of flow-habitat relationships for many aquatic species including anadromous salmonids.
- Experienced in using Acoustic Doppler profilers for collecting velocity and depth data, and RTK GPS and total stations for topographic stream surveys. Experienced in the use of GIS for developing digital elevation models (DEM), aquatic habitat suitability models and metrics for habitat assessment. I have extensive experience assessing habitat quality and quantity using a wide variety of metrics for many different aquatic species including anadromous salmonids.
- Supervised crews collecting habitat criteria data for steelhead trout, Chinook salmon, and hardhead minnows.
- Developed and implemented a study plan to assess the spawning requirements of fall-run Chinook salmon in the Central Valley of California using a wide range of traditional and non-traditional habitat metrics. Written and reviewed reports and analyzed data.

Thomas R. Payne and Associates, Arcata, CA
Fisheries Biologist

1998 – 2011

- Implemented studies to assess density, abundance, and micro-habitat requirements of fish populations.
- Analyzed data and assisted in report preparations for review by private and governmental agencies. Assisted in refining sampling methodologies for habitat assessments for rainbow trout and steelhead.
- Supervised field crews collecting habitat criteria data for rainbow trout, brown trout, and hardhead minnows.
- Conducted Fish counts by direct observation that involved snorkeling in swift flowing rivers and coordinating sampling activities with a five-person team.
- Assisted with instream flow assessment studies using the Instream Flow Incremental Methodology, including field data collection, computer analysis, and report preparation.
- Crew leader surveying adult Chinook salmon redds for escapement estimation in the Klamath River.

Humboldt State University Foundation, Arcata, CA
Biological Technician (wildlife)

1997 – 2001

- Conducted time constrained searches for the Del Norte salamander and terrestrial mollusks. Identified and mapped potential salamander habitat using topographical maps.
- Identified salamander and terrestrial mollusk species of northern California in the field. Used and maintained a compass, clinometer, densiometer, hygrometer, altimeter and thermometers in the field.

Alaskan Observers Inc., Seattle, WA

1996 – 1997

Ground fish Observer

- Collected data regarding the north pacific ground fish fishery for the National Marine Fisheries Service. Estimated the total catch per vessel.
- Randomly sampled catches for species composition. Weighed and measured fish. Collected scales from salmon.
- Monitored for violations of federal regulations.
- I lived and worked aboard fishing vessels.

USFS Redwood Sciences Laboratory, Arcata, CA
Biological Technician (Fisheries) GS-404-05

1996

- Collected, weighed and measured rainbow trout. Tagged fish with PIT tags.
- Recorded biological data and entered it into a spread sheet for analysis.
- Identified aquatic invertebrates from stomach contents of fish.

Fishery Coop Unit Humboldt State University, Arcata, CA
Genetics Lab Technician

1994 – 1996

- Conducted protein electrophoresis on Chinook salmon and sculpin. This involved: Collecting specimens; processing tissues; making Gels and buffers; running and scoring electrophoretic gels.
- Supervised and trained new employees.

Inyo National Forest, Bishop, CA
Biological Technician (Fisheries) GS-404-05

1994

- Surveyed streams in the eastern Sierras for amphibians. Census streams for amphibians. Weighed and measured amphibians.
- Assisted in the implementation of a stream restoration project.

Humboldt State University Foundation, Arcata, CA
Biological Technician

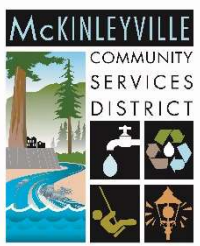
1993

- Surveyed streams in northern California for the pacific giant salamander. Collected, weighed, and measured specimens. Located survey locations on topographical maps.

RELEVANT TRAINING AND CERTIFICATIONS

- [Imagery, Automation, and Applications by the University of California, Davis on Coursera](#) 2016
- [Geospatial and Environmental Analysis by the University of California, Davis on Coursera](#) 2016
- [GIS Data Formats, Design and Quality by the University of California, Davis on Coursera](#) 2016
- [Fundamentals of GIS by the University of California, Davis on Coursera](#) 2016
- [Getting and Cleaning Data by Johns Hopkins University on Coursera](#) 2015
- [R Programming by Johns Hopkins University on Coursera.](#) 2015

- Power-Based Standardization in Electrofishing 2013
- Rare Pond Species Survey Techniques 2012
- River2d Hydrodynamic and Habitat Model training 2009 & 2010
- NAUI SCUBA Certification 2002



McKinleyville Community Services District Community Forest Committee Application (Page 1)

Name Kevin Creed Date 4/4/24

Home Phone [REDACTED] Cell Phone [REDACTED]

Mailing Address [REDACTED]

Permanent Address [REDACTED]

Email Address [REDACTED]

Areas of Experience and Qualifications

Please check any of the following that apply to you:

Forestry Professional

- Current Employer: _____
- Job Title: _____

Natural Resource Service Agency Professional

- Current Employer: _____
- Job Title: _____

Forest Management/Natural Resources/Biology Professional

- Current Employer: _____
- Job Title: _____

Tribal Affiliation

- Which Tribe: _____
- What is your affiliation? _____

McKinleyville Resident / Property Owner

- Address [REDACTED]

Can you commit to 8-10 hours of volunteer time per month? Yes No

Can you commit to a term of 2 years? Yes No

I am available to attend the regular monthly committee meetings the following times:

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available at any of these times.



McKinleyville Community Services District

Community Forest Committee Application (Page 2)

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

My wife and I have been McKinleyville residents since 1991 and we are avid hikers and cyclist, both road and mtn biking. We very much look forward to the evolving development of MCF and applaud MCSD's efforts for undertaking on this very significant project.

I have over 35 years experience as a health & safety professional, including 15 years as the director of EH&S at Humboldt State University. A significant part of that experience is in the identification and mitigation of a wide variety of hazards. I did not accomplish this alone for it required an effective team approach, critical listening to input from employees and identifying an effective solution towards safety.

Other skill sets which I gained during that experience and that would translate directly to working on a committee include:

- very good interpersonal communication skills, both verbal and written
- focus on team success, always keeping the overall goal in mind, and not focusing on individual success
- willingness to take initiative in balanced proportion with willingness to take direction

And, for more than 20 years during my career I was predominately commuting to work by bike and public transportation, typically only driving to work about 4x/year



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

Now that I am retired, I certainly have the time and energy to contribute back to our home community. I truly believe that one should be willing to be a part of the solution and not just stand back and criticize the process or the individuals who are stepping up.

My personal demeanor of calm and balance allows me to integrate into a large committee well. I don't consider myself above any task that needs to be done, just like washing the dishes by hand at Thanksgiving.

To that end, I know I can apply my career-based skills, coupled with my passion for cycling and hiking, as an effective, productive member of the McKinleyville Community Forest Committee.

Thank you for your consideration of my application to the MCF Committee. Even if I am not selected, I will still stay involved with Board meetings and PARC meetings, contributing what I can, when needed.

Name *

Skyler J Twohig

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

Permanent Address *

[REDACTED]

Email Address *

[REDACTED]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

Registered Professional Forester at Green Diamond Resource Company, [REDACTED]
[REDACTED]

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

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- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.

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

10 years of Forestry Experience in Humboldt, Trinity & Mendocino counties, Bachelor's of Science Degree in Forestry/ Hydrology, with Minors in Geology and Ecological Restoration at Humboldt State University.
Registered Professional Forest

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

To provide experience and guidance on managing the dynamics of a forested landscape, within the urban/wildland interface. To gain valuable experience working with other community members to help build an amazing resource to the public.

Resume Attachment (PDF File Only)

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Name *

Tim Haskett

Home Phone *

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Cell Phone *

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Mailing Address *

[REDACTED]

Permanent Address *

[REDACTED]

Email Address *

[REDACTED]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
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- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

[REDACTED]

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

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- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.

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 long term McKinleyville resident and an avid hiker. I have a strong interest in maintaining outdoor recreational spaces in our community. I understand trails and appreciate the need for well designed access, signage, and maintenance. I have a good understanding of local flora, fauna, and ecology. I am a retired nurse practitioner.

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

I want to contribute to the development and long term sustainability of our new community forest. I am thankful for the work others have already done to make this a reality and I think I can offer a meaningful voice as a local resident and trail user.

Resume Attachment (PDF File Only)

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Name *

Todd Truesdell

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

Permanent Address *

[REDACTED]

Email Address *

[REDACTED]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

Blair Forestry Consulting, Lead Forester

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
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- I am not available any of these days/times.

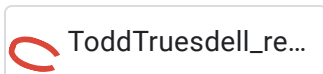
What knowledge, skills and experience will you bring to the Community Forest Committee? (You may attach a resume or additional page if necessary). *

I am a Registered Professional Forester. See attached resume.

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

I am interested in working on a local level with other natural resource professionals and have input in how the new Community Forest is planned and operated. I have not volunteered on a committee before, but am interested in learning how a local committee operates and eager to hear other opinions and ideas on best management of this new community resource. I think it would be exciting to be involved in discussions and planning for the Forest given my background in timber management.

Resume Attachment (PDF File Only)



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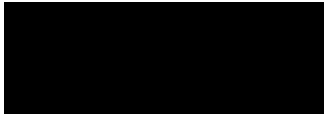
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Todd Truesdell RPF 2969

Contact



Currently Employed With:
Blair Forestry Consulting



Attn: McKinleyville Community Services District

I am interested in volunteering for the McKinleyville Community Forest Committee as steward of the newly acquired Community Forest Property and as an advisor to the McKinleyville Community Services District Board of Directors. Though I have not previously served on a committee, I am interested in getting involved with this new community resource and using my knowledge of forestry to help guide decisions pertaining to forest management, use and development.

I have been involved in timber management since graduating from Humboldt State University in 2004 and have worked in the private consulting sector since 2005. As a Registered Professional Forester with the State of California, I have been involved with Timber Harvest Plans, timber appraisals, wildlife management, watercourse protection, erosion control, and most other aspects of forest management. My abundant experience helps landowners manage and achieve their forest goals while protecting and enhancing associated landscape resources. I feel that my knowledge base and experience would be an asset when working with other Committee members. And lastly, I hope to be able to provide a well-rounded and thorough evaluation of the Community Forest Property as well as assist in guidance that is both economically feasible and beneficial to the community of McKinleyville and the Community Forest.

Brief list of qualifications: CA Registered Professional Forester # 2969; Timber Harvest Plan/Non-Industrial Timber Management Plan and Forest Fire Prevention Exemption preparation, filing and implementation (field work and written document, state agency inspections and exchanges, LTO and landowner interactions); Fire safe exemption preparation; Watercourse classification; Identification of fish bearing streams; Identification and protection of habitat for rare species and species of concern; Wildlife surveys including NSO, raptors, amphibians, etc; Road and crossing assessment and improvement recommendations and sediment reduction strategies; Preparation of Lake or Streambed Alteration agreements and 1600s; Overstory and understory species identification; Preparation and implementation of timber inventory designs (timber cruising); Data management, organization, and interpretation, growth and yield modeling; Assist landowners with forest and road improvement projects, including enrollment in state/federal funding assistance programs.

Regards

Todd Truesdell

Name *

Tyler Brown

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

Permanent Address *

[REDACTED]

Email Address *

[REDACTED]

Please check any of the following that apply to you: *

- Forestry Professional
- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
- McKinleyville Resident / Property Owner
- None of the above apply to me

If any of the above applies to you, please list your Current Employer & Job Title, Tribal Affiliation and or McKinleyville Resident Address or Property Address below. *

I am a resident and homeowner at [REDACTED]

I am a California Registered Professional Forester.

I am employed as an Environmental Scientist for the State of California.

I have a decade of trail building experience with the National Park Service.

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

- Yes
- No

Can you commit to a term of 2 years? *

- Yes
- No

I am available to attend the regular monthly committee meetings the following times: *

- 3rd Tuesday of the Month from 4:00pm-5:30pm
- 3rd Tuesday of the Month from 5:30pm-7:00pm
- 4th Tuesday of the Month from 4:00pm-5:30pm
- 4th Tuesday of the Month from 5:30pm-7:00pm
- I am not available any of these days/times.

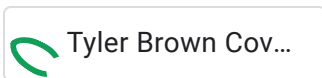
What knowledge, skills and experience will you bring to the Community Forest Committee? (You may attach a resume or additional page if necessary). *

See attached.

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

I would like to help develop a local resource for McKinleyville that balances responsible forestry, recreational opportunities, and environmental protection so that my family and I can enjoy it. I feel that my license and experience can be an asset for proper management of the forest.

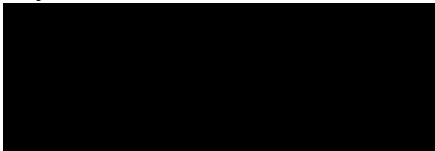
Resume Attachment (PDF File Only)



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Tyler Brown



5/1/2024

Lesley Frisbee
McKinleyville Community Services District
1656 Sutter Road
McKinleyville, CA 95519

Dear Lesley,

I am writing to express my enthusiasm for the opportunity to serve on the McKinleyville Community Forest Committee, as advertised. As a California Registered Professional Forester and an Environmental Scientist for the State of California, I am eager to contribute my expertise towards enhancing and preserving McKinleyville's 599-acre Community Forest.

With years of experience in forest management and environmental conservation, including extensive trail building for the National Park Service, I possess a robust set of skills perfectly aligned with the demands of this volunteer role. My professional background has equipped me with the necessary knowledge to effectively serve as a steward of the community forest and advise on its management, use, and development.

My commitment to environmental stewardship and community service is deep-rooted, demonstrated through my proactive involvement in sustainable practices and conservation efforts. I am particularly excited about the opportunity to work collaboratively with other committee members and the board of directors to ensure that the forest remains a valuable resource for the community of McKinleyville.

I am looking forward to the possibility of contributing to the McKinleyville Community Services District's mission in providing environmentally responsible services to the community. I am available for the monthly commitment required and am enthusiastic about the potential to make a meaningful impact.

I am available at your convenience for a discussion on how I can best serve the McKinleyville Community Forest Committee. Thank you for considering my application. I am looking forward to the possibility of working together to enhance our community's natural resources. My resume is available upon request, should you require further details regarding my professional background and experience.

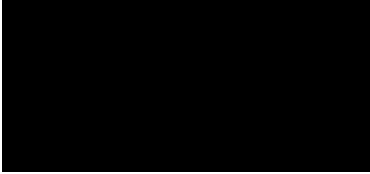
Warm regards,

Tyler Brown
California Registered Professional Forester, License #3100

TYLER BROWN

PROFESSIONAL FORESTER

CONTACT



PROFILE

Forestry and Environmental Management Professional, offering a robust 10+ years of multidisciplinary experience in forest management, environmental impact analysis, and trail development. Proficient in applying expert knowledge of forestry practices, conservation techniques, and silviculture to manage and sustain forest ecosystems effectively. Skilled in designing and maintaining trails that enhance accessibility while minimizing environmental impact, coupled with strong capabilities in erosion control and habitat protection. Experienced in leading projects from conception through to completion, emphasizing stakeholder engagement and community collaboration. Adept at data analysis, regulatory compliance, and utilizing project management principles to align ecological conservation with community recreational needs. Committed to advancing sustainable forestry initiatives, fostering educational outreach, and promoting inclusive community access to natural resources.

SKILLS

Forestry management expertise
Policy and regulatory knowledge
Public engagement
Environmental impact analysis
Project planning and coordination
Sustainability practices
Trail design and maintenance

EDUCATION & CERTIFICATIONS

Humboldt State University
2014
BS in Environmental Science – Policy
Registered Professional Forester

EXPERIENCE

Environmental Scientist – California Dept. of Transportation, Eureka CA

2023-Current
Conducted comprehensive environmental impact assessments for numerous transportation projects across diverse ecological zones, ensuring compliance with federal and state environmental regulations. Led cross-functional teams in the implementation of sustainable practices in project planning and execution, significantly reducing ecological footprints and promoting conservation initiatives. Spearheaded public engagement sessions to incorporate community input into project designs, fostering transparency and community trust.
Developed and managed restoration projects alongside road development activities, which included reforestation, habitat restoration, and stream rehabilitation to mitigate environmental impacts.
Coordinated with state and federal wildlife agencies to ensure the protection of endangered species and critical habitats during construction projects.
Utilized GIS and remote sensing technology to analyze environmental data and monitor the health of ecological areas affected by

WORK EXPERIENCE

infrastructure projects, leading to informed and adaptive management decisions.

Registered Professional Forester – Green Diamond Resource Co. Korbel, CA

2016-2022

Designed and implemented comprehensive timber harvest plans focusing on sustainable timber harvesting, reforestation, and biodiversity conservation.

Conducted detailed silvicultural assessments to guide the selection of appropriate tree species and forest regeneration techniques, enhancing ecosystem resilience and productivity.

Collaborated with environmental regulatory bodies to ensure all forestry activities complied with state and federal laws, including the Forest Practice Act, the Endangered Species Act, and the Porter-Cologne Act.

Managed cross-functional teams in the execution of large-scale forestry, which included watershed enhancement, wildlife protection, cultural and historical resource protection,

Trail Worker – Yosemite, Sequoia, Denali, Haleakala National Parks

2006-2012

Specialized in the design and construction of sustainable trail systems that minimize environmental impact and enhance visitor experience across various national parks.

Implemented advanced erosion control measures and restoration techniques to maintain trail integrity and protect surrounding habitats and water quality.

Conducted regular trail assessments and maintenance work, ensuring trails are safe, accessible, and in compliance with ADA standards and environmental regulations.

Organized and led volunteer trail maintenance teams, fostering community involvement and educating participants on best practices in trail stewardship and environmental conservation.

Collaborated with forestry experts and environmental scientists to integrate trail planning with broader land management goals, such as increasing public access while conserving critical wildlife habitats.

Developed emergency response strategies for trail-based incidents, training teams in safety protocols and rapid response techniques to ensure visitor safety.

Name *

Tyler Durbin

Home Phone *

[REDACTED]

Cell Phone *

[REDACTED]

Mailing Address *

[REDACTED]

Permanent Address *

[REDACTED]

Email Address *

[REDACTED]

Please check any of the following that apply to you: *

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- Natural Resource Service Agency Professional
- Forest Management/Natural Resources/Biology Professional
- Tribal Affiliation
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- None of the above apply to me

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[Redacted text]

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

- Yes
- No

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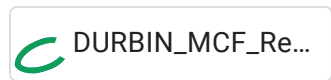
What knowledge, skills and experience will you bring to the Community Forest Committee? (You may attach a resume or additional page if necessary). *

Please read through my resume.

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

McKinleyville is and has been my home for my entire life. I've grown up around this forest and would love the opportunity to serve the community in being able to improve and share this resource for future generations.

Resume Attachment (PDF File Only)



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Google Forms



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TYLER DURBIN

FOREST MANAGEMENT / GIS DATA ANALYST

OBJECTIVE

To improve myself and the community I have lived my entire life in. I want to help serve and support McKinleyville to ensure it continues to be an amazing place to live for future generations.

SKILLS

My strengths lie in being able to work well with virtually anyone. My history in being a public servant in Humboldt County for well over 10 years gave me an excellent skill for collaborating with public stakeholders. I have educational and professional knowledge of how to improve our forest's resiliency for wildfire, as well as promoting healthier trees.

PERTINENT EXPERIENCE

CALIFORNIA DEPARTMENT OF TRANSPORTATION • RESEARCH DATA ANALYST • 03/2023 - PRESENT

- Duties: Maintains, updates and researches Caltrans land survey records using Geographic Information Systems (GIS) software. Processes record requests from the public, local agencies, utility companies, and internal customers. Design and maintain GIS databases and services while working with a diverse team remotely. Create effective GIS data while maintaining government data standards and regulations.

CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION • FIREFIGHTER 1 • 05/2016 – 12/2022, SEASONALLY FOR A TOTAL OF 44 MONTHS

- Duties: Participated in fuel reduction work groups, to reduce the chance of deadly wildfire and improve the overall health of Humboldt forests. Used fire suppression tools to create fire access trails, create fire breaks, and manage fire. Limbing and cutting down smaller diameter trees before, during, and after wildfire events. Assisted with coordinating large scale teams and logistics. Heavy manual labor over long periods of time in high stress environments while working with multiple teams of individuals.

EDUCATION

HIGH SCHOOL DIPLOMA • 2012 • MCKINLEYVILLE HIGH SCHOOL

BACHELOR'S DEGREE • 2016 • CAL POLY HUMBOLDT

- Bachelors of Science in Forestry, Wildland Fire Management
- Completed 141 units, 57 in Forestry
- Supplemental education • 2020 • oregon state university
- Completed 36 college units





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TYLER DURBIN

FOREST MANAGEMENT / GIS DATA ANALYST

CERTIFICATIONS AND AWARDS

- California Driver's License
- Eagle Scout Rank in the Boy Scouts of America
- L-180 Human Factors in the Wildland Fire Service
- CPR for the Professional Rescuer
- CAL FIRE Basic Firefighter (179hr)
- Equal Employment Opportunities/Sexual Harassment Prevention

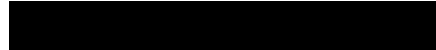
VOLUNTEER EXPERIENCE

ARCATA FIRE DISTRICT • VOLUNTEER FIREFIGHTER • 11/2014 – 11/2017

- **Duties:** As a volunteer firefighter for the city of Arcata, I have performed tasks in structure and wildland fire suppression as well as emergency medical situations. I attended weekly trainings on various firefighter skills and completed a minimum of one 24-hour shift at different fire stations each month. During these shifts I performed all the tasks of a professional firefighter while learning about station life and all its components. As a firefighter for Arcata, my duties also included professionally representing the organization in a public setting and providing services to the local community such as education on and installation of fire preventative measures.
- **Skills:** Quick and effective judgment calls, public outreach, operating many different power tools, wildland and structural firefighting tactics, medically trained first responder, safe defensive driving, and emergency response tactics.

BOY SCOUTS OF AMERICA • ASSISTANT SCOUTMASTER • 02/2012 – 02/2018

- **Duties:** Assisted the primary scoutmaster in his duties of managing the troop, organizing events, coordinating resources and fundraising activities, and teaching the youth in the troop new skills and abilities.
- **Skills:** In this position I have learned how to organize, present, and lead a group of individuals in accomplishing assigned goals. This has also taught me how to teach in an effective, engaging, and exciting manner.





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TYLER DURBIN

FOREST MANAGEMENT / GIS DATA ANALYST

OTHER EXPERIENCE

CITY OF ARCATA • MAINTENANCE TRAINEE • 05/2013 – 12/2017

- Duties: Assisted in maintaining the city of Arcata's landscaping and water resources. Engaged with the public and provided customer service when needed.

CAL POLY HUMBOLDT • STOCK CLERK/COURIER • 08/2012 – 04/201

- Duties: Ensured that product in my store was always readily available for purchase in an effective and appealing array of displays. As a Courier I delivered essential goods campus wide quickly and efficiently. I helped mitigate problems from unhappy customers and solved them quickly and equitably.
- Skills: This position required: time management, customer service, organization, coordination, and maintaining a positive attitude in adverse conditions.

HUMBOLDT COUNTY OFFICE OF EDUCATION • STUDENT CONTRACTOR • 08/2011 – 12/2012

- Duties: As a student contractor, I worked to create the interior and landscaping of a two-story house, along with a local school facility. This Includes: painting, electrical, plumbing, framing, installing an HVAC system, installing siding, mounting solar panels, installing water sprinklers and drainage, and connecting an energy efficient water heater into the house.
- Skills: Both positions needed strong listening skills to carry out tasks, as well as good skills working in small teams and taking the right judgment calls to complete them on schedule.



TD

TYLER DURBIN

FOREST MANAGEMENT / GIS DATA ANALYST

REFERENCES

-Andrew Gonzales

- Organization: California Department of Forestry and Fire Protection (Calfire)
 - Title: Battalion Chief

[REDACTED]

-Jacob Monroe

- Organization: California Department of Forestry and Fire Protection (Calfire)
 - Title: Fire Captain

- [REDACTED]

-Ron Garton

- Organization: California Department of Transportation (Caltrans)
 - Title: Senior Transportation Surveyor

[REDACTED]



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McKinleyville Community Services District

BOARD OF DIRECTORS

June 5, 2024

TYPE OF ITEM: **Action**

ITEM: E.3 **Consider Award of Construction Contract 2024-07 to Frank Loduca Co. for the McKinleyville BMX Track and Park Construction Project**

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

TYPE OF ACTION: **Roll Call**

Recommendation:

Staff recommends that the Board review the information provided, discuss, take public comment, find Frank Loduca Co. the lowest priced, most responsive, and responsible bidder and authorize the General Manager to execute a contract and associated documents to complete the BMX Track and Park Construction Project in the amount of \$1,914,671 with a 10% contingency of \$191,146 for a total of \$2,105,817.

Discussion:

In the spring of 2022 MCSD was awarded a \$2,331,375 grant by the Prop 68 Statewide Park Development Program, to design and construct a BMX track and park at the undeveloped 3-acre parcel located at School Rd. and Washington Ave. In September of 2022 Melton Design Group (MDG) was awarded a contract for the design of the track and park. Since then, MDG has been working with Mike McIntyre of Action Sports Design and District staff to develop a master plan design and cost estimates.

MDG prepared the design and bid package for the construction of the BMX Park and Track. The proposed base bid included the BMX Track and associated appurtenances, the parking lot and pathways, a play ground area, a half court basketball court, and a pickleball court. There were several bid alternatives included that may or may not be constructed, based on the bids. The project went out to bid on March 22, 2024 and bids were due back on May 23, 2024. Four bids were received, one from GR Sundberg, Inc. (GRS), one from Mercer Fraser Co., one from Hooven Co. and one from Frank Loduca Co. **Attachment 1** is the detailed bid tabulation, but the bids were close, at:

- Frank Loduca Co = \$1,914,671
- GR Sundberg, Inc. = \$2,570,106
- Hooven Co. = \$2,594,069.50
- Mercer Fraser = \$3,267,964

The Engineer's Estimate for this project was approximately \$1.8M. The complete Frank Loduca Co. bid is included as **Attachment 2**. MDG and the District have reviewed the responsiveness and responsibility of the bid and have recommended the award to Frank Loduca Co.

Alternatives:

Take No Action and do not award the Construction Contract

Fiscal Analysis:

The total construction base bid of \$1,914,671 with a 10% contingency of \$191,146 for a total of \$2,105,817. To the construction cost needs to be added the design and Project Management contract awarded to MDG in the amount of \$375,986. The overall project amount is \$2,481,803. The District received a grant from the State of California Natural Resources Agency Department of Parks and Recreation in the amount of \$2,331,375. This leaves \$150,428 to either be made up from funds or modify the project scope to break even. If the entire \$150k of the grant shortfall is required for the construction contract, these funds will be obtained from the District's Quimby reserves.

Environmental Requirements:

A Categorical Exemption has been completed and adopted by the MCSD Board and filed with Humboldt County.

An encroachment permit has also been started with Humboldt County and the contract requires the Contractor to finalize that permit with the County.

Additionally, local tribes have been notified, and a Cultural Resources Report for the project completed. Since this area has already been extensively disturbed, cultural resources are not anticipated to be encountered.

Exhibits/Attachments:

- Attachment 1 – McKinleyville BMX Track and Park Project , Bid Tabulation, May 23, 2024
- Attachment 2 – Frank Loduca Co. bid for McKinleyville BMX Track and Park Project, May 23, 2024

BMX Track and Park Project

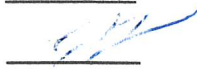








Item Description	EST. QTY	Unit	Mercer Fraser		GRS		Hooven		Loduca	
			Unit Cost	Extended Total	Unit Cost	Extended Total	Unit Cost	Extended Total	Unit Cost	Extended Total
1 Mobilization	1	LS	387,000.00	387,000.00	96,600.00	96,600.00	32,500.00	32,500.00	90,000.00	90,000.00
2 Erosion Control	1	LS	50,000.00	50,000.00	38,400.00	38,400.00	25,000.00	25,000.00	20,000.00	20,000.00
3 Clearing and Grubbing	1	LS	100,000.00	100,000.00	96,000.00	96,000.00	62,000.00	62,000.00	184,200.00	184,200.00
4 Demolition	1	LS	100,609.00	100,609.00	38,000.00	38,000.00	6,000.00	6,000.00	36,000.00	36,000.00
5 Earthwork	3575	CY	65.00	232,375.00	20.00	71,500.00	28.00	100,100.00	25.00	89,375.00
6 Export Soil	193	CY	35.00	6,755.00	38.00	7,334.00	30.50	5,886.50	60.00	11,580.00
7 Bio-Retention Areas	1425	SF	48.00	68,400.00	42.00	59,850.00	22.00	31,350.00	16.00	22,800.00
8 Self Retaining Area	966	SF	45.00	43,470.00	40.00	38,640.00	7.50	7,245.00	16.00	15,456.00
9 Sanitary Sewer	1	LS	6,000.00	6,000.00	29,700.00	29,700.00	25,000.00	25,000.00	18,000.00	18,000.00
10 Water Utility Dist. Piping and Connection	1	LS	20,000.00	20,000.00	23,900.00	23,900.00	18,000.00	18,000.00	15,000.00	15,000.00
11 6" Storm Drain	974	LF	100.00	97,400.00	52.00	50,648.00	62.00	60,388.00	40.00	38,960.00
12 8" Storm Drain	483	LF	100.00	48,300.00	74.00	35,742.00	65.00	31,395.00	53.00	25,599.00
13 Channel Drain	88	LF	120.00	10,560.00	300.00	26,400.00	200.00	17,600.00	398.00	35,024.00
14 Storm Drain Inlets	28	EA	5,000.00	140,000.00	2,490.00	69,720.00	3,700.00	103,600.00	2,200.00	61,600.00
15 Class II Aggregate Base	888	TN	160.00	142,080.00	75.00	66,600.00	88.00	78,144.00	71.00	63,048.00
16 Pavement Markings and Signs	1	LS	25,000.00	25,000.00	19,200.00	19,200.00	8,900.00	8,900.00	7,500.00	7,500.00
17 Gate- Steel Parking Barrier (Double)	2	EA	8,000.00	16,000.00	11,400.00	22,800.00	9,600.00	19,200.00	8,000.00	16,000.00
18 Concrete Driveway Aprons	1055	SF	31.00	32,705.00	39.00	41,145.00	26.00	27,430.00	22.50	23,737.50
19 Concrete Sidewalk	210	SF	20.00	4,200.00	45.00	9,450.00	25.00	5,250.00	24.00	5,040.00
20 Concrete Curb and Gutter	392	LF	75.00	29,400.00	25.00	9,800.00	93.00	36,456.00	60.00	23,520.00
21 Pedestrian Ramp	1775	SF	41.00	72,775.00	55.00	97,625.00	28.00	49,700.00	28.50	50,587.50
22 Asphalt Paving-Park	235	TON	320.00	75,200.00	610.00	143,350.00	547.00	128,545.00	408.50	95,997.50
23 Electrical System	1	LS	70,000.00	70,000.00	11,500.00	11,500.00	50,000.00	50,000.00	51,800.00	51,800.00
24 Lighting	1	LS	50,000.00	50,000.00	16,800.00	16,800.00	65,000.00	65,000.00	75,000.00	75,000.00
25 BMX Track (SW)	1	LS	400,000.00	400,000.00	376,000.00	376,000.00	526,000.00	526,000.00	260,000.00	260,000.00
26 Fence-4' H - Chain Link Galv.	927	LF	30.00	27,810.00	55.00	50,985.00	64.00	59,328.00	54.00	50,058.00
27 Gate-14'W Rolling, 4' H - Chain Link Galv	2	EA	600.00	1,200.00	684.00	1,368.00	2,600.00	5,200.00	2,245.00	4,490.00
28 Fence - 6' H Chain Link, Galv.	180	LF	72.00	12,960.00	82.00	14,760.00	76.00	13,680.00	65.00	11,700.00
29 Gate - 6' H Chain Link, Galv.	2	EA	600.00	1,200.00	684.00	1,368.00	3,300.00	6,600.00	1,800.00	3,600.00
30 Fence - Wood 3 rails	400	LF	45.00	18,000.00	51.50	20,600.00	50.00	20,000.00	46.00	18,400.00
31 Decomposed Granite	3290	SF	20.00	65,800.00	21.00	69,090.00	5.00	16,450.00	7.25	23,852.50
32 Filter Fabric	3290	SF	3.00	9,870.00	7.00	23,030.00	1.00	3,290.00	1.00	3,290.00
33 Bike Rack	1	EA	500.00	500.00	1,200.00	1,200.00	1,400.00	1,400.00	2,500.00	2,500.00
34 Concrete Picnic Tables	2	EA	1,000.00	2,000.00	1,940.00	1,940.00	1,875.00	3,750.00	3,000.00	6,000.00
35 Trash/Recycle Receptacle	6	EA	800.00	4,800.00	2,400.00	14,400.00	2,400.00	14,400.00	2,300.00	13,800.00
36 Fall Material - Pour in Place Rubber	1019	SF	40.00	40,760.00	56.00	57,064.00	24.00	24,456.00	61.50	62,668.50
37 Fall Material - Engineered Wood Fiber	79	CY	170.00	13,430.00	148.00	11,692.00	182.00	14,378.00	160.00	12,640.00
38 Pressure Treated Lumber Edge	145	LF	45.00	6,525.00	40.00	5,800.00	11.00	1,595.00	16.50	2,392.50
39 Berliner Combo. Play Equip.	1	LS	130,000.00	130,000.00	168,000.00	168,000.00	123,000.00	123,000.00	106,500.00	106,500.00
40 Picketball Nets & Posts	1	EA	30,000.00	30,000.00	7,500.00	7,500.00	2,800.00	2,800.00	6,750.00	6,750.00
41 Court Painting and Striping	1	LS	15,000.00	15,000.00	10,900.00	10,900.00	12,800.00	12,800.00	12,500.00	12,500.00
42 Concrete Benches	1	EA	420.00	420.00	2,850.00	2,850.00	1,600.00	1,600.00	3,000.00	3,000.00
43 Basketball Hoop - Post, Backboar, Rim, Net	1	LS	45,000.00	45,000.00	11,800.00	11,800.00	11,500.00	11,500.00	5,500.00	5,500.00
44 Drinking Fountain	1	EA	15,000.00	15,000.00	9,850.00	9,850.00	13,000.00	13,000.00	12,500.00	12,500.00
45 Restroom Pad	1	LS	65,000.00	65,000.00	25,900.00	25,900.00	12,000.00	12,000.00	10,000.00	10,000.00
46 Landscape Planting	1	LS	315,000.00	315,000.00	330,000.00	330,000.00	426,000.00	426,000.00	59,500.00	59,500.00
47 Turf Sod (No Mow)	205	SF	12.00	2,460.00	13.00	2,665.00	17.00	3,485.00	7.00	1,435.00
48 Irrigation Point of Connection	1	LS	15,000.00	15,000.00	16,500.00	16,500.00	19,800.00	19,800.00	20,000.00	20,000.00
49 Irrigation Controller and Accessories	1	LS	12,000.00	12,000.00	12,700.00	12,700.00	15,868.00	15,868.00	9,270.00	9,270.00
50 Irrigation	1	LS	190,000.00	190,000.00	199,500.00	199,500.00	247,000.00	247,000.00	116,500.00	116,500.00
TOTAL BASE BID				3,267,964.00		2,568,166.00		2,594,069.50		1,914,671.00

ADDITIVE ALTERNATE BID			Mercer Fraser		GRS		Hooven		Laduca	
A1 Asphalt Paving - Parking Lot	1	TN	350.00	350.00	325.00	325.00	250.00	250.00	525.00	525.00
A2 Pavement Marking and Signs	1	LS	25,000.00	25,000.00	13,400.00	13,400.00	15,359.00	15,359.00	50,000.00	50,000.00
A3 Restroom	1	LS	400,000.00	400,000.00	331,000.00	331,000.00	395,395.59	395,395.59	400,000.00	400,000.00
A4 Import Fill	1	TN	100.00	100.00	30.00	30.00	60.00	60.00	150.00	150.00
A5 Concrete Benches	1	EA	420.00	420.00	2,850.00	2,850.00	1,700.00	1,700.00	7,500.00	7,500.00
A6 Berliner Terranova.179	1	EAE	34,000.00	34,000.00	26,100.00	26,100.00	38,900.00	38,900.00	50,000.00	50,000.00
A7 LSI Sensory Play Wall	1	EA	37,000.00	37,000.00	4,400.00	4,400.00	3,500.00	35,000.00	50,000.00	50,000.00
A8 LSI Cosy Dome	1	EA	18,000.00	18,000.00	4,400.00	4,400.00	12,000.00	12,000.00	25,000.00	25,000.00
A9 LSI Cyler	1	EA	9,000.00	9,000.00	3,850.00	3,850.00	5,000.00	5,000.00	10,000.00	10,000.00
A10 Interpretive Panel	1	EA	10,000.00	10,000.00	3,900.00	3,900.00	9,332.23	9,332.23	5,000.00	5,000.00
A11 Asphalt Berm Surfacing	1	LS	33,000.00	33,000.00	231,000.00	231,000.00	72,967.77	72,967.77	308,000.00	308,000.00
				566,870.00		621,255.00		585,964.59		906,175.00
TOTAL BID A1 through A11				3,834,834.00		3,189,421.00		3,180,034.09		2,820,846.00

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BIDDERS' CHECKLIST

This checklist has been prepared and furnished to aid bidders in including all necessary supporting information with their bid. Bidders' submittals should include, but are not limited to the following:

<u>ITEM</u>	<u>PAGE</u>	<u>CHECKED</u>
1. Bid Proposal	1-9 through 1-14	
2. List of Subcontractors (Subcontractor Details)	1-15	
3. Bid Bond	1-16 through 1-17	
4. Authority to Sign Bid Proposal (if applicable)	(Attached to Bid Bond)	
5. Power of Attorney	(Attached to Bid Bond)	
6. Non-Collusion Affidavit	1-18	
7. Workers Compensation Certification	1-19	
8. Anti-Lobbying Certification	1-20	
9. Qualifications Statement that meets the requirements described in part 1.05 F of Section 03300 of the Special Provisions	(Attached to Bid)	

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BID PROPOSAL

Proposal of F. LODUCA Co.
(hereinafter called "Bidder"), organized and existing under the laws of the State of California,
doing business as AN INDIVIDUAL *.

To the McKinleyville Community Services District, (hereinafter called "Owner").

In compliance with your Advertisement for Bids, Bidder hereby proposes to perform all Work for the McKinleyville BMX Track and Park Project in strict accordance with the Contract Documents, within the time set forth therein, and at the prices stated below.

In the event of a difference between a price quoted in words and a price quoted in figures for the same quotation, the words shall be the amount bid. In the event that the product of a unit price and an estimated quantity does not equal the extended amount quoted, the unit price shall govern and the corrected product of the unit price and the estimated quantity shall be deemed to be the amount bid. If the sum of two or more items in a bidding schedule does not equal the total amounts quoted, the individual items amounts shall govern and the corrected total shall be deemed to be the amount bid.

By submission of this bid, each Bidder certifies, and in the case of a joint bid, each party certifies as to its own organization, that the bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other Bidder or with any competitor.

Bidder hereby agrees to commence Work under this Contract on or before a date to be specified in the Notice to Proceed and to fully complete the project and pay the liquidated damages as provided in Articles III and IV of the General Conditions.

*Insert "a corporation," "a partnership," or "an individual" as applicable.

McKinleyville Community Services District
McKinleyville BMX Track and Park Project

Bidder agrees to perform all the Work described in the Contract Documents for the following prices. Bidder is advised to carefully review all sections of the Contract Documents to completely understand the Work and all constraints, including the schedule and material requirements.

The work for this project generally includes, but is not limited to, miscellaneous demolition; clearing and grubbing, earthwork, water service distribution pipe, sewer connection to mainline, storm drain systems, placement and compaction of asphalt, traffic control, cleanup, coordination with BMX Track Builder for construction of BMX track and all appurtenances, purchase and installation of all park features including furniture, play equipment, fencing and gates, planting, irrigation and all other Work required to complete the modifications as shown in the Contract Documents.

The following tables have been provided for the Bidder's convenience to assist Bidder in quantifying the major components of the Work and shall in no way be interpreted to be comprehensive. The bid shall be comprehensive and shall include all work associated with the project, including all necessary labor, materials, equipment, supervision, sales tax, and all other applicable taxes and fees.

Bid Schedule

This Bid Schedule must be completed in ink and included with the sealed Bid Proposal. Pricing must be provided for each Bid Item as indicated. Items marked "(SW)" are Specialty Work that must be performed by a qualified Subcontractor. The lump sum or unit cost for each item must be inclusive of all costs, whether direct or indirect, including profit and overhead. The sum of all amounts entered in the "Extended Total Amount" column must be identical to the Base Bid price entered in Section 1 of the Bid Proposal form.

AL = Allowance CF = Cubic Feet CY = Cubic Yard EA = Each LB = Pounds
 LF = Linear Foot LS = Lump Sum SF = Square Feet TON = Ton (2000 lbs)

BID ITEM NO.	ITEM DESCRIPTION	EST. QTY.	UNIT	UNIT COST	EXTENDED TOTAL AMOUNT
1	Mobilization	1	LS	\$ 90,000	\$ 90,000
2	Erosion Control	1	LS	\$ 20,000	\$ 20,000
3	Clearing and Grubbing	1	LS	\$ 184,200	\$ 184,200
4	Demolition	1	LS	\$ 36,000	\$ 36,000
5	Earthwork	3,575	CY	\$ 25	\$ 89,375
6	Export Soil (Allowance)	193	CY	\$ 60	\$ 11,580
7	Bio-Retention Areas	1425	SF	\$ 16	\$ 22,800
8	Self-Retaining Areas	966	SF	\$ 17.50 \$ 16	\$ 15,456
9	Sanitary Sewer Service	1	LS	\$ 18,000	\$ 18,000
10	Water Utility Distribution Piping and Connection	1	LS	\$ 15,000	\$ 15,000
11	6" Storm Drain	974	LF	\$ 40	\$ 38,960
12	8" Storm Drain	483	LF	\$ 53	\$ 25,599

McKinleyville Community Services District
McKinleyville BMX Track and Park Project

BID ITEM NO.	ITEM DESCRIPTION	EST. QTY.	UNIT	UNIT COST	EXTENDED TOTAL AMOUNT
13	Channel Drain	88	LF	\$ 398	\$ 35,024
14	Storm Drainage Inlets	28	EA	\$ 2,200	\$ 61,600
15	Class II Aggregate Base	888	TN	\$ 71	\$ 63,048
16	Pavement Marking & Signs	1	LS	\$ 7,500	\$ 7,500
17	Gate – Steel Parking Barrier (Double Swing)	2	EA	\$ 8,000	\$ 16,000
18	Concrete Driveway Aprons	1055	SF	\$ 22 ⁵⁰	\$ 23,737 ⁵⁰
19	Concrete Sidewalk	210	SF	\$ 24	\$ 5,040
20	Concrete Curb and Gutter	392	LF	\$ 60	\$ 23,520
21	Pedestrian Ramp	1775	SF	\$ 28 ⁵⁰	\$ 50,587 ⁵⁰
22	Asphalt Paving – Park	235	TON	\$ 408 ⁵⁰	\$ 95,997 ⁵⁰
23	Electrical System	1	LS	\$ 51,800	\$ 51,800
24	Lighting	1	LS	\$ 75,000	\$ 75,000
25	BMX Track (SW)	1	LS	\$ 260,000	\$ 260,000
26	Fence – 4' H – Chain Link, Galvanized	927	LF	\$ 54	\$ 50,058
27	Gate – 14'W Rolling, 4' H – Chain Link, Galvanized	2	EA	\$ 2,245	\$ 4,490
28	Fence – 6' H – Chain Link, Galvanized	180	LF	\$ 65	\$ 11,700
29	Gate – 6' H – Chain Link, Galvanized	2	EA	\$ 1,800	\$ 3,600
30	Fence – Wood (3 Rails)	400	LF	\$ 46	\$ 18,400
31	Decomposed Granite	3,290	SF	\$ 7 ²⁵	\$ 23,852 ⁵⁰
32	Filter Fabric	3,290	SF	\$ 1	\$ 3,290
33	Bike Rack	1	EA	\$ 2,500	\$ 2,500
34	Concrete Picnic Tables	2	EA	\$ 3,000	\$ 6,000
35	Trash/Recycle Receptacle	6	EA	\$ 2,300	\$ 13,800
36	Fall Material – Pour-In-Place Rubber	1,019	SF	\$ 61 ⁵⁰	\$ 62,668 ⁵⁰
37	Fall Material – Engineered Wood Fiber	79	CY	\$ 160	\$ 12,640
38	Pressure Treated Lumber Edge	145	LF	\$ 16 ⁵⁰	\$ 2,392 ⁵⁰

McKinleyville Community Services District
 McKinleyville BMX Track and Park Project

BID ITEM NO.	ITEM DESCRIPTION	EST. QTY.	UNIT	UNIT COST	EXTENDED TOTAL AMOUNT
39	Berliner Combination Play Equipment	1	LS	\$ 106,500	\$ 106,500
40	Pickleball Nets & Posts	1	EA	\$ 6,750	\$ 6,750
41	Court Painting & Striping	1	LS	\$ 12,500	\$ 12,500
42	Concrete Benches	1	EA	\$ 3,000	\$ 3,000
43	Basketball Hoop – Post, Backboard, Rim, Net	1	LS	\$ 5,500	\$ 5,500
44	Drinking Fountain	1	EA	\$ 12,500	\$ 12,500
45	Restroom Pad	1	LS	\$ 10,000	\$ 10,000
46	Landscape Planting	1	LS	\$ 59,500	\$ 59,500
47	Turf Sod (No Mow)	205	SF	\$ 7	\$ 1,435
48	Irrigation Point of Connection (Back Flow, Master Valve, Flow Sensor)	1	LS	\$ 20,000	\$ 20,000
49	Irrigation Controller and Accessories	1	LS	\$ 9,270	\$ 9,270
50	Irrigation	1	LS	\$ 116,500	\$ 116,500

TOTAL BASE BID: Items 1 through 50 inclusive: \$ 1,914,671.00

Additive Alternative Bid Schedule

A1	Asphalt Paving – Parking Lot	1	TN	\$ 525	\$ 525
A2	Pavement Marking and Signs	1	LS	\$ 50,000	\$ 50,000
A3	Restroom	1	LS	\$ 400,000	\$ 400,000
A4	Import Fill	1	TN	\$ 150	\$ 150
A5	Concrete Benches	1	EA	\$ 7500	\$ 7500
A6	Berliner Terranova.179	1	EA	\$ 50,000	\$ 50,000
A7	LSI Sensory Play Wall	1	EA	\$ 50,000	\$ 50,000
A8	LSI Cozy Dome	1	EA	\$ 25,000	\$ 25,000
A9	LSI Cycler	1	EA	\$ 10,000	\$ 10,000
A10	Interpretive Panel	1	EA	\$ 5,000	\$ 5,000
A11	Asphalt Berm Surfacing	1	LS	\$ 308,000	\$ 308,000

TOTAL ADDITIVE BID: Items A1 through A11 inclusive: \$ 906,175.00



4/18/2024

McKinleyville Community Services District
McKinleyville BMX Track and Park Project

TOTAL BID:

Items 1 through A11 inclusive: \$ 2,820,846

Note: The amount entered as the "Total Bid" should be identical to the Base Bid amount entered in Section 1 of the Bid Proposal form.

BIDDER NAME: F. LODUCA Co.

END OF BID SCHEDULE

The low bidder shall be determined based on the Total of Base Bid.


Receipt of the following Addenda is acknowledged:

1, 2, 3, 4, 5

McKinleyville Community Services District
McKinleyville BMX Track and Park Project

The representations made herein are made under penalty of perjury.

Respectfully submitted:

 _____ Signature	<u>SOLE PROPRIETOR</u> _____ Title
<u>576992</u> _____ License Number	<u>5/23/2024</u> _____ Date
<u>9/30/2025</u> _____ License Expiration Date	
<u>1000008735</u> _____ DIR Registration Number	

(SEAL - If Bid is by Corporation)

ANTI-LOBBYING CERTIFICATION

The contractor certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in conformance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code.

The contractor also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts that exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Bid. Signing this Bid on the signature portion thereof shall also constitute signature of this Certification.


**CONTRACTOR'S CERTIFICATION REGARDING WORKERS'
COMPENSATION INSURANCE**

State of California

County of SAN JOAQUIN

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

F. LODOCA Co.
(Name of Contractor)

by: FRANK LODOCA, SOLE PROPRIETOR

(Signature of Contractor)

Date: 5/23/2024

NONCOLLUSION AFFIDAVIT

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID


The undersigned declares:

I am the SOLE PROPRIETOR of F. LODOUCA Co., the party making the foregoing bid.

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

This declaration is intended to comply with California Public Contract Code Section 7106 and Title 23 U.S.C Section 112.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 5/23/2024 [date], at STOCKTON [city], CA [state].



FRANK LODOUCA, SOLE PROPRIETOR
Name and Title [print]

McKinleyville Community Services District
McKinleyville BMX Track and Park Project

BID BOND

KNOW ALL PERSONS BY THESE PRESENTS, that we, the undersigned,

F. Loduca Co. _____ as Principal, and

The Ohio Casualty Insurance Company _____, as Surety, are hereby held and firmly bound unto

McKinleyville Community Services District, as
Owner, in the penal sum of Ten Percent of Total Bid (10% of Bid) for the payment of which, well and truly to
be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed this 24th day of April, 2024.

The Condition of the above obligation is such that whereas the Principal has submitted to
McKinleyville Community Services District a certain bid, attached hereto and hereby made a part hereof to enter into
a contract in writing, for the:

_____ McKinleyville BMX Track and Park Project _____

NOW, THEREFORE,

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said Bid), and shall furnish a bond for the faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said bid, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such bid; and said Surety does hereby waive notice of any such extension.

McKinleyville Community Services District
McKinleyville BMX Track and Park Project

IN WITNESS WHEREOF, the Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

SEAL:

F. Loduca Co.

Principal

By:

Title:

SOLE PROPRIETOR

The Ohio Casualty Insurance Company

Surety

By:

Title Elizabeth Collodi, Attorney-In-Fact

IMPORTANT - Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

NOTE: Bidder shall provide current "Power of Attorney" for Attorney-in-fact who signs Bid Bond.

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Butte)

On April 24, 2024 before me, Sara Walliser, Notary Public
(insert name and title of the officer)

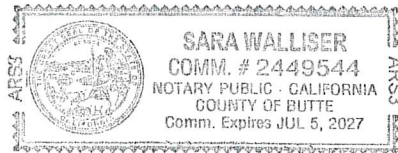
personally appeared Elizabeth Collodi,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature 

(Seal)





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8211474-971829

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Breanna Boatright, Tony Clark, Elizabeth Collodi, Brad Espinosa, Matthew Foster, Dineen Fraser, John Hopkins, Jennifer Lakmann, Kathleen Le, Kris Lopes, Jason March, Cassandra Medina, Deanna Quintero, Renee Ramsey, Bill Rapp, Paula Senna, Pam Sey, Sharon Smith, Mike Taylor, Peggy Trusty, Sara Walliser, Phil Watkins, Samantha Watkins, John Weber, Mindy Whitehouse, Steven L. Williams

all of the city of Chico state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 12th day of March, 2024.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey

David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 12th day of March, 2024 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 24th day of April, 2024.



By: Renee C. Llewellyn

Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

Ohio Casualty Insurance Company (The)

(NAIC #24074)

BUSINESS ADDRESS: 175 Berkeley Street, Boston, MA 02116.

PHONE: (617) 357-9500 .

UNDERWRITING LIMITATION b/: \$246,650,000.

SURETY LICENSES c,f/: AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY.

INCORPORATED IN: New Hampshire.

STATE OF CALIFORNIA
DEPARTMENT OF INSURANCE

SAN FRANCISCO

Amended

Certificate of Authority

THIS IS TO CERTIFY, *That, pursuant to the Insurance Code of the State of California,*

The Ohio Casualty Insurance Company

of New Hampshire, organized under the laws of New Hampshire, subject to its Articles of Incorporation or other fundamental organizational documents, is hereby authorized to transact within this State, subject to all provisions of this Certificate, the following classes of insurance:

**Fire, Marine, Surety, Plate Glass, Liability, Workers' Compensation,
Common Carrier Liability, Boiler and Machinery, Burglary, Credit,
Sprinkler, Automobile and Miscellaneous**

as such classes are now or may hereafter be defined in the Insurance Laws of the State of California.

THIS CERTIFICATE is expressly conditioned upon the holder hereof now and hereafter being in full compliance with all, and not in violation of any, of the applicable laws and lawful requirements made under authority of the laws of the State of California as long as such laws or requirements are in effect and applicable, and as such laws and requirements now are, or may hereafter be changed or amended.

IN WITNESS WHEREOF, *effective as of the 19th day of March, 2013, I have hereunto set my hand and caused my official seal to be affixed this 19th day of March, 2013.*



Dave Jones
Insurance Commissioner

Valerie J. Sarfaty
for Nettie Hoge
Chief Deputy

By

NOTICE:

Qualification with the Secretary of State must be accomplished as required by the California Corporations Code promptly after issuance of this Certificate of Authority. Failure to do so will be a violation of Insurance Code section 701 and will be grounds for revoking this Certificate of Authority pursuant to the covenants made in the application therefor and the conditions contained herein.

BMX Bike Track and Park Project										
F. Loduca Co. Qualifications Statement per Section 03300 Cast-In-Place Concrete, 1.05 Quality Assurance, Item F. Contractor Experience of the Special Provisions										
PROJECT NAME	PROJECT LOCATION	OWNER'S NAME	OWNER'S CONTACT	ARCHITECT NAME	ARCHITECT CONTACT	PROJECT SIZE	CONTRACT VALUE	COMPLETION DATE	SUPERVISOR	KEY PERSONNEL
Community Park Pump Track	Davis, CA	City of Davis	Mike Davis 747-8287 8158 mdavis@cityofDavis.org	Paul Marcillac c/o Stantec	(916) 996-2977 paul.marcillac@stantec.com	21,000 SF	\$408,452	10/26/2023	Frank Loduca	Guillermo Benavides Robert Hammerstone Vincent Loduca
Auburn Area Recreation District Bike Park	Auburn, CA	Auburn Area Recreation District	Michael Scheele (530) 863-4622 308-9469 mscheele@auburnrec.com	Juliani & Kull	(530) 885-5107	33,000 SF	\$340,054	6/28/2021	Frank Loduca	Guillermo Benavides Robert Hammerstone Vincent Loduca
Cottle's Trail	Oakdale, CA	City of Oakdale	Brian Whitemyer (209) 845-3571	Rob Marter c/o MCR Engineering	(209) 239-6229 rob@mcreng.com	12,000 SF	\$235,772	6/2/2021	Frank Loduca	Guillermo Benavides Robert Hammerstone Vincent Loduca
Measure H Parks	Martinez, CA	City of Martinez	Laura Austin/Randy Leptien (925) 372-3599	Miriam Virani c/o LCC Engineering	(925) 228-4218	27,000 SF	\$1,616,321	4/30/2021	Frank Loduca	Guillermo Benavides Robert Hammerstone Vincent Loduca
Woodland Regional Park	Woodland, CA	City of Woodland	Mark Burtlew co/AEC Consultants (530) 510-5414 mburtlew@aecconsultants.com	Steven Greenfield c/o Cunningham Engineering	(530) 768-2026	17,000 SF	\$357,184	8/13/2020	Frank Loduca	Guillermo Benavides Robert Hammerstone Vincent Loduca

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McKinleyville Community Services District

BOARD OF DIRECTORS

June 5, 2024

TYPE OF ITEM: **ACTION**

ITEM: E.4 **Consider Approval of the FY2024-25 Budget and Approve Resolution 2024-16 Establishing Appropriations Limits for FY2024-25**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

1. Staff recommends that the Board review, take public comment, and approve the FY2024-25 Budget; and
2. Approve Resolution 2024-16 establishing Appropriations Limits for FY2024-25

Discussion:

The proposed FY2024-25 Budget does not differ significantly from the draft budgets that were presented to the board earlier this year. One important difference to note is the estimated actual Water Grant Revenue for 2023-24 is approximately \$1.5 million more than was presented in the draft budget due to unreported 23-24 grant revenue for the McCluski Tank and 4.5 Million Gallon Tank projects.

For the Parks & General Fund operating budget, the expected revenue for programs is projected to be more than the projected revenue for 2023-24 based on an increase in part-time staff costs reimbursed to the District from McKinleyville Union School District for the provision of after school program staff to the schools. Facility rental revenue in the current fiscal year is higher than the budget projections and staff anticipates similar facility rental revenues in FY 2024-25. There is also \$1.3 million budgeted in grant revenue for the construction of the BMX Park.

For the purposes of this proposal, the salary and benefits costs are based on the methodologies agreed upon during the last employee negotiations. Other operating costs have increased due to higher activity levels and inflation.

In 2023, the property owners of McKinleyville voted to increase the Measure B assessment amount. The 2024-25 Proposed Measure B budget is based upon the revenues projected in the 2024-25 Engineers Report for the Measure B Assessment District Renewal and Establishment of Increased Assessment. Given that the Measure B fund is currently showing a deficit of over \$659,000 as reported in the 2022-23 Audit, Staff did not budget the entirety of the projected

Measure B revenues to operations and maintenance in FY 2024-25 as it is intended that some of the projected revenue will go towards paying down the existing deficit.

All operating budgets have been adjusted to reflect revised premium projections from the District's health insurance provider. See fixed cost table below:

Fixed Cost	FY23-24	FY24-25	%Change
Worker's Comp Insurance	\$55,059.00	\$79,031.00	43.5%
Health Insurance			
Anthem Advantage PPO	\$250,334.88	\$275,368.37	10%
Anthem CalCare HMO	\$527,652.24	\$580,417.46	10%
Anthem Consumer Driven Health Plan	\$38,272.14	\$42,099.35	10%
Delta Dental	\$30,991.86	\$34,091.05	10%
Employee Assistance Program	\$803.52	\$883.87	10%
UnitedHealthcare Medicare Advantage PPO	\$36,748.50	\$40,423.35	10%
General Liability Insurance	\$170,932.00	\$174,420.00	2%
CalPERS PEPRA Employer Portion*	\$0	\$2,024.00	
CalPERS Classic Employer Portion*	\$183,393.00	\$221,828.00	20.9%

* The total minimum required employer contribution for CalPERS PEPRA and Classic is the sum of the Plan's Employer Normal Cost Rate, expressed as a percentage of payroll and paid as payroll is reported, plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount, billed monthly or paid annually in dollars. The values expressed in this table are the fixed UAL costs. The Employer Normal Cost Rate for Classic is 11.88% and for PEPRA is 7.78%.

The Budgets, graphs, historical trend analysis, capital projects budgets, and narratives are included in the final budget document, as is the Appropriations Limits calculation, which is an annual item required by State law. The Appropriations Limit calculates the amount of property tax revenue that may be spent by local governments, including Special Districts. It is calculated based on population growth and other factors.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Budgetary fiscal analysis: see summaries in proposed FY2024-25 Budget.

Appropriations Limit fiscal analysis: As the proposed expenditures subject to the Limit are \$338,815 under the Appropriations Limit threshold, no additional analysis is required.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Proposed Budget for FY2024-25
- Attachment 2 – Resolution 2024-16

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BUDGET

For the Fiscal Year Ending June 30, 2025

Adoption Date: June 5, 2024

MCSD BOARD OF DIRECTORS

Scott Binder, President
James Biteman, Vice President
David Couch, Director
Dennis Mayo, Director
Gregory P. Orsini, Director

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT
1656 Sutter Road
McKinleyville, CA 95519
Capital and Operating Budget**

For the Fiscal Year Ending June 30, 2025

INTRODUCTION AND BUDGET GUIDE

This budget is intended to serve as a management tool for the operation of the McKinleyville Community Services District (MCSD) during fiscal year July 1, 2024 through June 30, 2025. The Budget sets forth goals and priorities for staff to accomplish during the year in the four district operating departments. This budget is dynamic in that it can be amended as the Board adds goals and changes priorities.

- Page 3 includes information about McKinleyville and the McKinleyville Community Services District.
- The Mission Statement, estimated Full-Time Employee Equivalents for the fiscal year, and the Organizational Chart are included beginning at Page 5.
- Budgets and accompanying graphs for the Governmental Funds & the Enterprise Funds are shown beginning at Page 8. Detailed line-item budgets are available for review by the Board and the public, but are not included in this policy-level document.
- Historical Data is presented beginning at Page 15.
- MCSD's Capital Improvement Program Budgets, Exhibit 11, start on Page 19. Narratives are shown in Appendix A, beginning at Page 24.
- A summary of the MCSD's Board current Strategic Plan 2024-2029 is shown in Appendix B, beginning at Page 29
- The Appropriations Limit calculations required by law for the Fiscal Year 2023-24 are included in Appendix C, starting on Page 40.

DESCRIPTION OF THE COMMUNITY

McKinleyville is an unincorporated community of Humboldt County in the north coastal region of California 300 miles north of San Francisco. McKinleyville has an approximate population of 16,262 according to 2020 data from the U. S. Census Bureau. It is the third largest community population area in Humboldt County behind Eureka (26,512) and Arcata (18,857). McKinleyville borders the Pacific Ocean and has a mild climate year-round with frequent fog and moderate to heavy precipitation mainly between October and April. Because of the combination of coastal, mountain and valley areas, residents have the opportunity for a wide range of recreational activities. Just minutes from McKinleyville, you can surf, fish for salmon and steelhead, hike underneath the world's tallest trees and bike the Pacific Coast Trail.

The original settlers of McKinleyville were the Wiyot Indians who occupied the area for hundreds of years before the first white settlers arrived. Historian Edie Neilson estimates that there were three thousand Wiyots in the vicinity when the first white settlers arrived in the 1850s; by 1900, there were only 150 Wiyots left. Joseph Dow built his cabin in 1862 on the high prairie area near the future site of the Humboldt County Airport. For many years the area from the Mad River to the Little River was known as Dow's Prairie.

Dow's Prairie was isolated from the rest of the north coast communities by the bridgeless rivers to the north and south and the dense forest to the east. When passable, fording the Mad River to get supplies in Arcata was a two-day trip. In 1897, Arcata businessman Isaac Minor built a general store with a post office, a hotel and a creamery here. The general store quickly became the social center for the community and the people decided to call their town Minor in his honor. When President William McKinley was assassinated in 1901, Isaac Minor and the townspeople agreed to change the name of the community to McKinleyville.

The McKinleyville Union School District was founded in 1948 and includes Dow's Prairie School, McKinleyville Middle School and Morris School. MUSD is McKinleyville's largest employer with a payroll of over \$4 million. Graduates of MUSD attend McKinleyville High School, which was opened for the fall 1961 school year. Mack High is one of two high schools in the Northern Humboldt Union High School District.

Opportunities for higher education are nearby. Arcata's Cal Poly Humboldt, a four-year college with a full spectrum of curriculum and graduate programs, is a 10-minute drive from McKinleyville. Eureka, located 20 minutes south of McKinleyville, is the largest city and county seat of Humboldt County. The main branch of College of the Redwoods, a community college system offering comprehensive programs in many academic and technical fields, is located in Eureka.

DESCRIPTION OF THE DISTRICT

McKinleyville Community Services District (MCSD) was created on April 14, 1970 when McKinleyville's residents voted 592 "yes" against 154 "no" to form the District. Initially, the District had authority to serve water and treat sewer wastes. In 1972 the voters added street lighting powers. In 1985 the voters added recreational powers and in 1995 the voters authorized construction of the McKinleyville Library. The District boundaries encompass 12,140 acres ranging from North Bank Road on the south to Patrick Creek on the north. MCSD is an independent governmental unit organized under the Community Services District Law, pursuant to Title 6 Division 3 of the Government Code Section 61000, et seq. A five-member Board of Directors elected to four-year rotating terms in even-numbered years governs the District. The Directors meet on the first Wednesday of each month at Azalea Hall, 1620 Pickett Road, to set policy, consider projects and settle disputes. The District office is located at 1656 Sutter Road just east of Central Avenue.

MCSD's principal activities include water, sewer, parks, recreation, street lighting and open space maintenance services. In recent years, the District has dramatically expanded its recreational services by developing approximately 44 acres of community parks: Hiller Park Playground and Picnic Area, Hiller Park Loop Trails, Hiller Sports Complex, Pierson Park and Larissa Park. In addition, the District has constructed state-of-the-art buildings to provide indoor sports and recreation (McKinleyville Activity Center), a community activities center (Azalea Hall), a Teen and Community Center, and a library (a branch of the Humboldt County Library). In 1999, the Mad River Rotary Club completed the fund-raising and construction of a Law Enforcement Facility on District land adjacent to the Library and Azalea Hall. The facility was then donated to the District and is leased to the Humboldt County Sheriff's Department. In January 2024 the District closed escrow on 599 acres of timberland that is now the McKinleyville Community Forest which will undergo further recreational development in years to come.

MCSD purchases its wholesale water supply from the Humboldt Bay Municipal Water District, which diverts water from its million-gallon tank on Essex Hill under the Mad River to MCSD's Grant A. Ramey Pump Station at North Bank and Azalea Roads. Water is then pumped to storage tanks at McCluski Hill, Cochran Road and Norton Road; MCSD's six storage tanks have a combined capacity of 5.25 million gallons, approximately a 36-hour supply for our 7,500 water customers. An additional 4.5 million gallon tank is currently under construction to be completed in 2025.

All sewage for MCSD's 6,600 customers is treated at the Wastewater Management Facility at Hiller Park. MCSD maintains approximately 65 miles of sewer mains. MCSD recycles treated wastewater for agricultural irrigation at the Fischer Irrigation Site, Pialorsi Irrigation Site, and at Hiller Park. With a major upgrade of the Wastewater Management Facility completed in 2019, MCSD is committed to maintaining its sewage collection, treatment and disposal systems as a model for other communities.

Additional information and photographs of MCSD facilities are available on MCSD's website (www.mckinleyvillecsd.com). District staff and Directors can be reached by e-mail at mcsd@mckinleyvillecsd.com.

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT
MISSION STATEMENT**

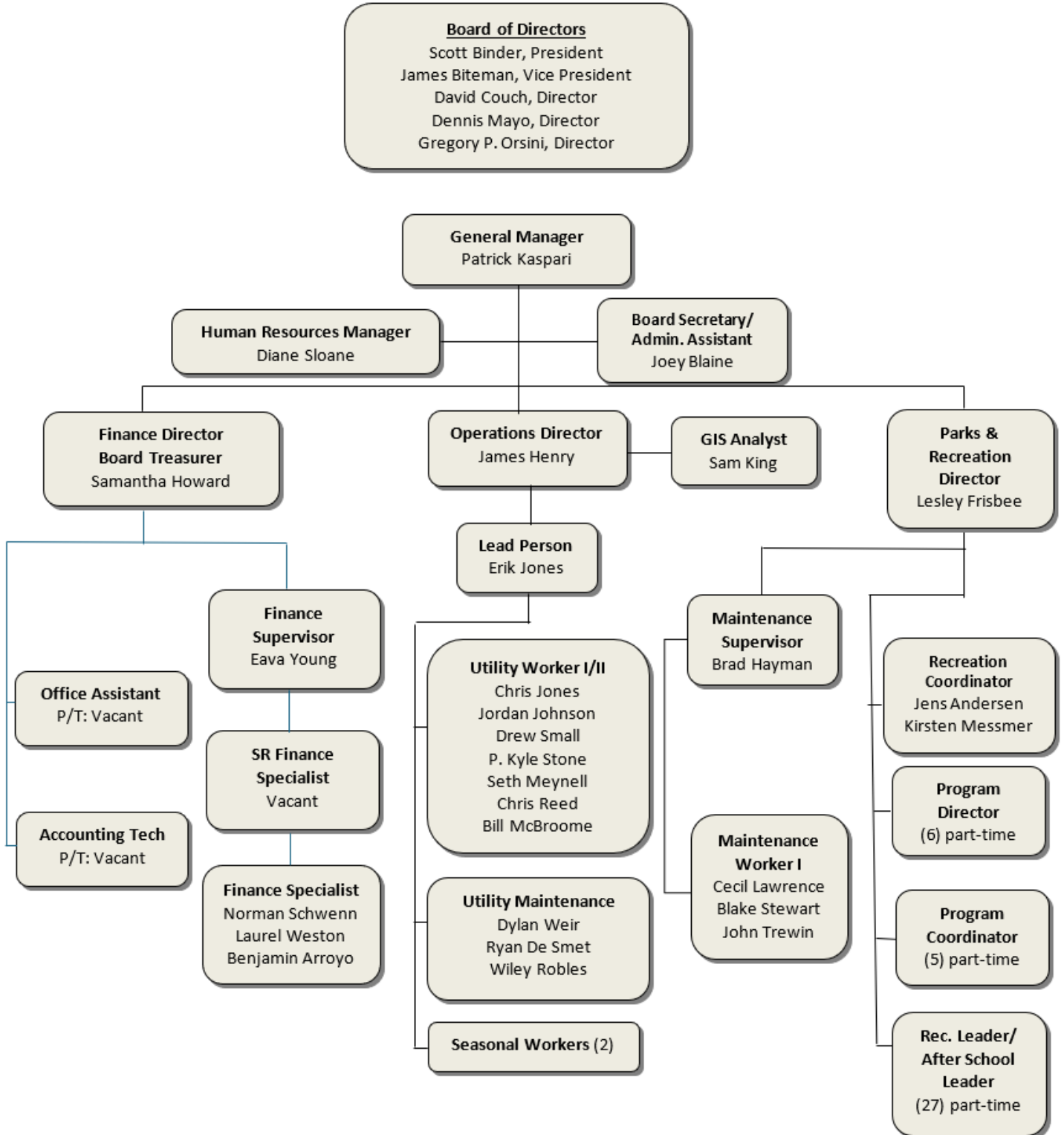
McKinleyville Community Services District provides authorized services fundamental to the health and well-being of the community.

**Estimated Employee Full Time Equivalents
For the Fiscal Year ending June 30, 2025**

	Full-Time Benefitted	Part-Time & Seasonal	Total FTEs
General Manager	1	0	1
Finance & Administration	8	2	9
Operations	13	2	14
Parks & Recreation	7	38	7.5
Total	28	41	37.5

McKinleyville Community Services District
Organization Chart: Fiscal Year 2024-25

Revised May 2024



McKinleyville Community Services District
Exhibits of Financial Information
Budget for the year ending June 30, 2025

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<i>Page 10</i>	<i>Exhibit 2 – Budget & Graphs, Water Fund</i>
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<i>Page 12</i>	<i>Exhibit 4 – Budget & Graphs, Streetlights Fund</i>
<i>Page 13</i>	<i>Exhibit 5 – Budget & Graphs, General/Parks Fund</i>
<i>Page 14</i>	<i>Exhibit 6 – Budget & Graphs, Measure B Fund</i>
<i>Page 15</i>	<i>Exhibit 7-10 – Historical Data</i>
<i>Page 19</i>	<i>Exhibit 11 – 10 Year Capital Improvement Plans</i>
<i>Page 24</i>	<i>Appendix A – Capital Expenditures Overview and Narratives</i>
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<i>Page 40</i>	<i>Appendix C – Appropriations Limit Calculations</i>

McKinleyville Community Services District
Budget Summary: Net Position - All Funds
PROPOSED FY2024-25

Net Position may serve over time as a useful indicator of a government's financial position. In the case of the District, total assets and deferred outflows of resources are projected in the budget to exceed liabilities and deferred inflows of resources by \$56,630,770 as of June 30, 2025.

The District's total net position is made up of three components: (1) net investment in capital assets, (2) restricted net position, and (3) unrestricted net position.

At the end of the Fiscal Year, June 30, 2025, the net position of the District is projected to increase from the FY22-23 total of \$39,401,840. An increase of approximately 21.6% or \$8,511,421 is projected for the current fiscal year FY23-24. Another increase of approximately 18.2% for budgeted year FY24-25 will result in a total net position of \$56,630,770.

A 7.68% reduction in total revenues is projected for the end of the current year, or (\$998,001) for a total of \$12,003,011 from all revenue sources. This compares to a much larger increase projected for the upcoming budget year of 72.3% or \$8,674,459 for a total of \$20,677,470 in projected revenues for FY24-25.

Total expenditures are projected to increase at the end of the current year by 11% or \$953,891 for a total of \$9,633,032 for all expenditure types. The overall increase projected for the coming budget year is even greater, at 25.7% or \$2,476,929 for a total of \$12,109,961 projected budgeted expenditures for FY24-25.

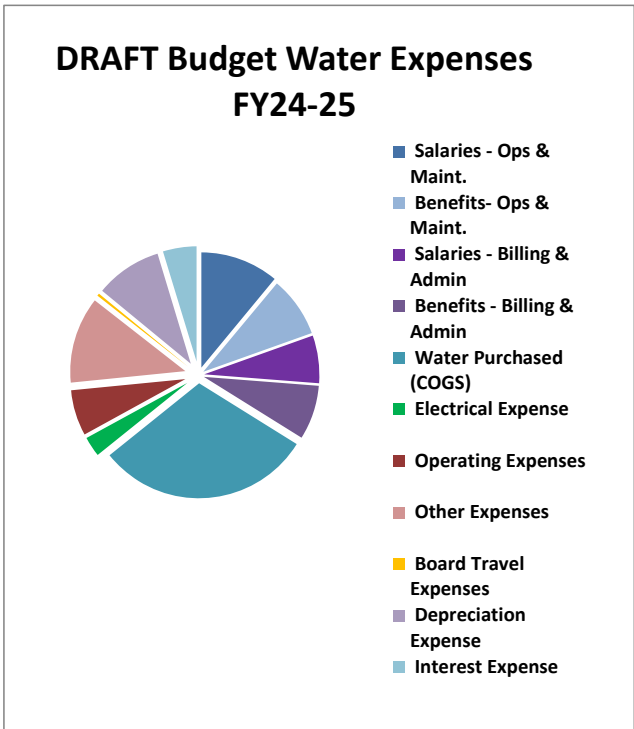
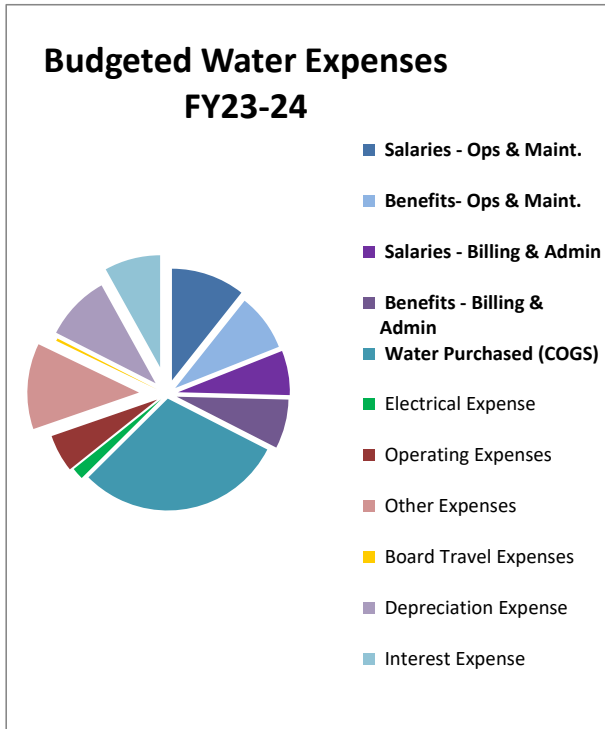
Overall net position is projected to change positively in the current fiscal year. In the coming year, projected net position will increase significantly due to grant revenues and their associated investment in the District's capital assets. In the Enterprise Funds, a larger increase is projected in the Water Fund than the Wastewater Fund due to the construction of the 4.5 MG water tank. In the Governmental Funds, the Parks General Fund will see an increase in revenues due to grants to build a BMX track. These revenues will be offset by associated capital expenditures. Since the increase in Measure B assessments was approved, revenues for the maintenance of community capital assets will increase, though that increase will be offset by expenditures covering both deferred and additional maintenance. The Streetlight Fund returns to a more normal picture, with budgeted revenues exceeding budgeted expenditures now that last year's pole inspections are complete.

McKinleyville Community Services District
Summary Budgets - All Funds
PROPOSED FY 2024-25

Description	Water Fund	Wastewater Fund	Streetlights Fund	Gen'l/Parks Fund	Measure B Fund	Total (Memorandum Only)
Revenues						
Water Sales	4,350,000					4,350,000
Sewer Service Charges		4,200,000				4,200,000
Capacity Fees	150,000	200,000				350,000
Streetlight Charges			120,000			120,000
Program Fees				426,150		426,150
Facility Fees				84,750		84,750
Property Taxes				733,794		733,794
Measure B Assessment					701,659	701,659
Open Space Fees				160,350		160,350
Contributions & Other Program				1,500		1,500
Other Revenue & Capital Project Grants	7,131,950	811,442	18,500	44,275		8,006,167
Contributed Construction	25,000	125,000				150,000
Proceeds from Long Term Debt (Gov't only)						-
Quimby Fees/Capital Proj. Grants				1,310,000		1,310,000
Interest Revenue	150,000	120,000	100	75,000	3,000	348,100
Total Revenues	11,806,950	5,456,442	138,600	2,835,819	704,659	20,942,470
Expenditures						
Salaries & Benefits - Operations & Maint.	834,635	899,846	3,849			1,738,330
Salaries & Benefits - Billing & Admin	611,770	608,598	60,533			1,280,901
Salaries & Benefits - Rec Programs				434,740		434,740
Salaries & Benefits- Parks Maintenance				210,207	172,569	382,776
Salaries & Benefits- Parks&Rec Admin				462,492		462,492
Water Purchased (COGS)	1,295,000					1,295,000
Water & Electrical Expense	120,000	228,000	30,000			378,000
Operating Expenses	274,500	419,000				693,500
Other Expenses	518,485	509,199	31,094			1,058,778
Other Expenditures - Rec Programs				26,225		26,225
Other Expenditures - Parks Maintenance				88,100	150,750	238,850
Other Expenditures - Parks&Rec Admin				177,150		177,150
Depreciation Expense	400,000	1,500,000				1,900,000
Board Travel Expense	15,000	5,000	600	1,500		22,100
CalPERS UAL - Gov't Funds only				10,000		10,000
Debt Service - Gov't Funds only					105,968	105,968
Interest Expense	200,724	255,851		33,744	189,485	679,805
Parks/Meas.B Capital Expenditures			5,000	1,266,256		1,271,256
Total Expenditures	4,270,114	4,425,494	131,076	2,710,414	618,772	12,155,871
Excess (Deficit)	7,536,836	1,030,948	7,524	125,405	85,887	8,786,599
Fund Balance - July 1, 2023	14,506,820	24,486,253	142,393	925,859	(659,485)	39,401,840
Projected Surplus (Deficit) FY2023-24	2,505,041	391,349	4,300	(407,395)	(23,316)	2,469,979
Debt Principal FY2023-24 (Enterprise only)	264,037	539,053				803,090
New Borrowing FY2023-24(Enterprise only)						-
Capital Expenditure FY2023-24(Enterprise)	(4,064,162)	(1,442,009)				(5,506,171)
Projected Fund Balance June 30, 2024	13,211,736	23,974,646	146,693	518,464	(682,801)	37,168,738
Budgeted Excess (Deficit) FY2024-25	7,536,836	1,030,948	7,524	125,405	85,887	8,786,599
Anticipated Borrowing FY2024-25(Enterprise)	-	-				-
Capital Project grant funding (contingent)	7,000,000	725,000				7,725,000
Debt Principal FY2024-25(Enterprise only)	273,367	628,987				902,354
Capital Expenditure FY2024-25(Enterprise)	(9,483,000)	(317,000)				(9,800,000)
Projected Fund Balance June 30, 2025	18,538,938	26,042,581	154,217	643,869	(596,914)	44,782,691

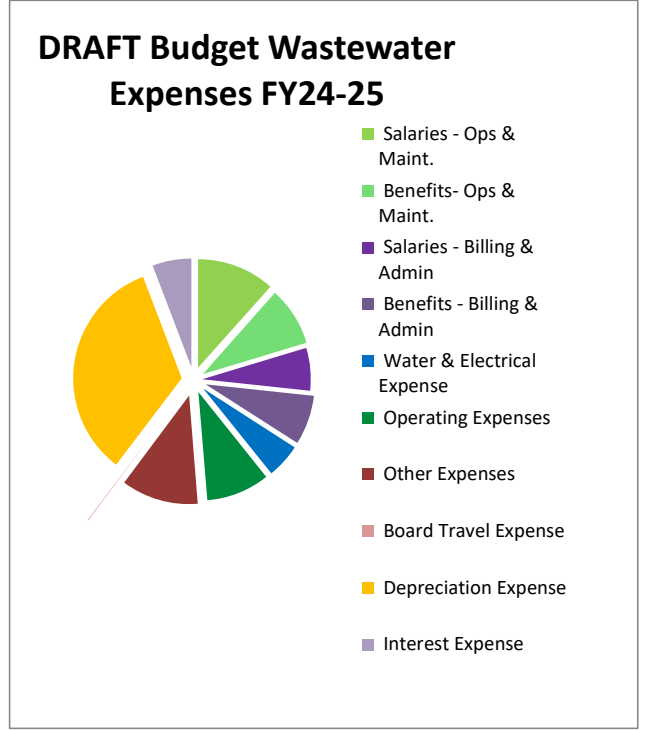
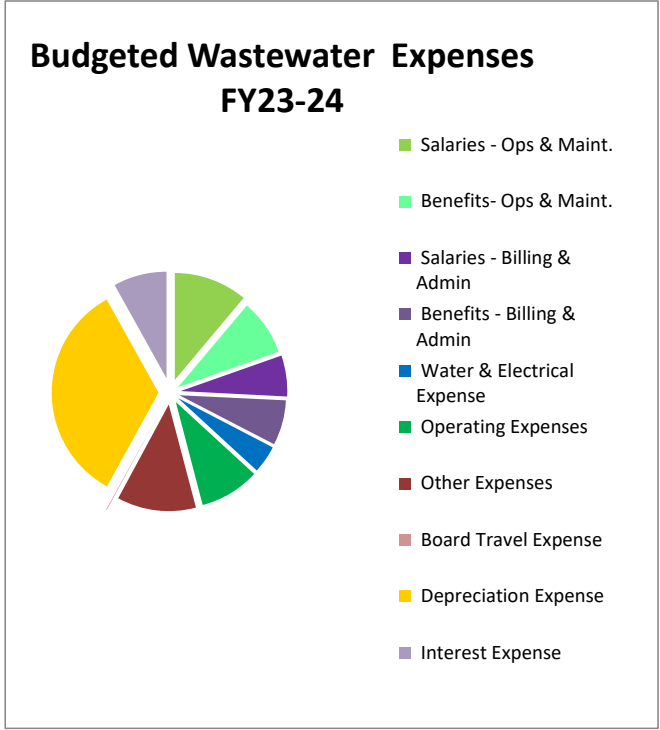
McKinleyville Community Services District
Enterprise Funds: Water Operating Budget
PROPOSED FY 2024-25

Description	Water Fund Approved Budget FY23-24		Water Fund Proposed Budget FY24-25		Difference (Memorandum Only)	
Water Revenues						
Water Sales	4,300,000	37%	4,350,000	36%	50,000	1%
Capacity Fees	150,000	1%	150,000	1%	-	0%
Other Revenue	7,087,450	61%	7,131,950	60%	44,500	1%
Contributed Construction	75,000	1%	25,000	1%	(50,000)	-67%
Interest Revenue	85,000	1%	150,000	1%	65,000	76%
Total Revenues	11,697,450	100%	11,806,950	99%	109,500	1%
Water Expenses						
Salaries - Ops & Maint.	451,304	11%	470,681	11%	19,377	4.3%
Benefits- Ops & Maint.	350,865	8%	363,954	9%	13,089	3.7%
Salaries - Billing & Admin	272,414	6%	285,911	7%	13,497	5.0%
Benefits - Billing & Admin	300,252	7%	325,859	8%	25,607	8.5%
Water Purchased (COGS)	1,270,398	30%	1,295,000	30%	24,602	1.9%
Electrical Expense	73,100	2%	120,000	3%	46,900	64.2%
Operating Expenses	228,500	5%	274,500	6%	46,000	20.1%
Other Expenses	525,857	12%	518,485	12%	(7,372)	-1.4%
Board Travel Expenses	15,000	0.4%	15,000	0%	-	0.0%
Depreciation Expense	400,000	9%	400,000	9%	-	0.0%
Interest Expense	340,351	8%	200,724	5%	(139,627)	-41.0%
Total Expenses	4,228,041	100%	4,270,114	100%	42,073	1%
Excess (Deficit)	7,469,409		7,536,836			



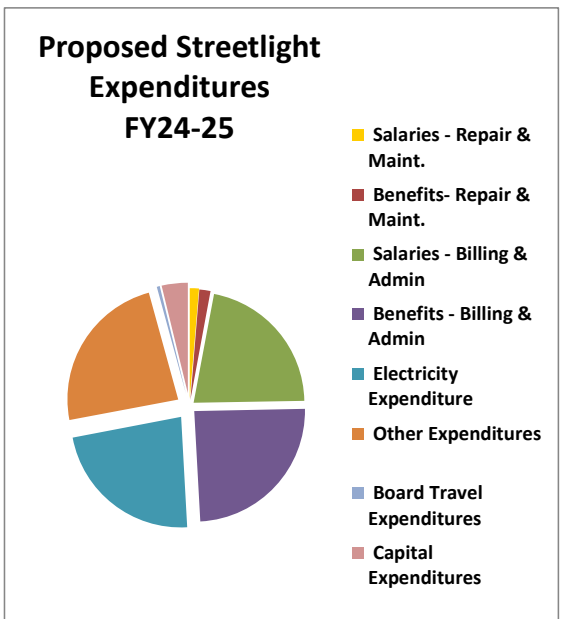
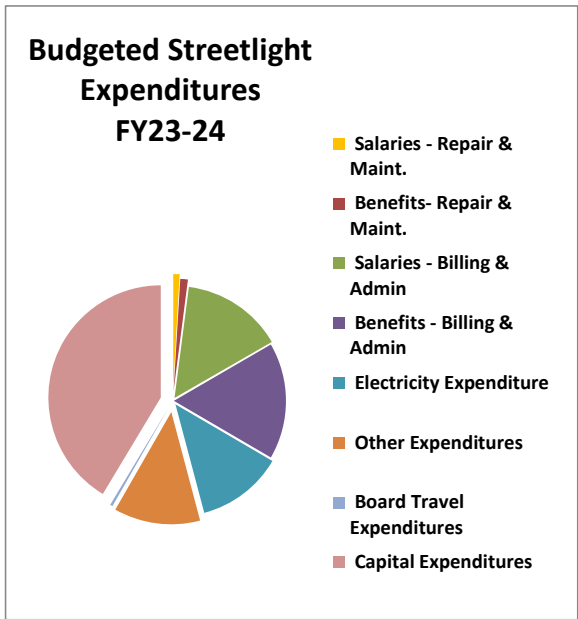
McKinleyville Community Services District
Enterprise Funds: Wastewater Operating Budget
PROPOSED FY 2024-25

Description	Wastewater Fund Approved Budget FY23-24		Wastewater Fund Proposed Budget FY24-25		Difference (Memorandum Only)	
Wastewater Revenues						
Sewer Service Charges	4,200,000	76%	4,200,000	77%	-	0%
Capacity Fees	200,000	4%	200,000	4%	-	0%
Other Revenue	871,592	16%	811,442	15%	(60,150)	-7%
Contributed Construction	125,000	2%	125,000	2%	-	0%
Interest Revenue	130,000	2%	120,000	2%	(10,000)	-8%
Total Revenues	5,526,592	100%	5,456,442	100%	(70,150)	-1.3%
Wastewater Expenses						
Salaries - Ops & Maint.	491,516	11%	512,178	12%	20,662	4%
Benefits- Ops & Maint.	373,980	8%	387,668	9%	13,688	4%
Salaries - Billing & Admin	273,023	6%	282,104	6%	9,081	3%
Benefits - Billing & Admin	300,868	7%	326,494	7%	25,626	9%
Water & Electrical Expense	186,000	4%	228,000	5%	42,000	23%
Operating Expenses	402,500	9%	419,000	9%	16,500	4%
Other Expenses	527,441	12%	509,199	12%	(18,242)	-3%
Board Travel Expense	5,000	0%	5,000	0%	-	0%
Depreciation Expense	1,500,000	34%	1,500,000	34%	-	0%
Interest Expense	356,267	8%	255,851	6%	(100,416)	-28%
Total Expenditures	4,416,595	100%	4,425,494	100%	8,899	0.2%
Excess (Deficit)	1,109,997		1,030,948			



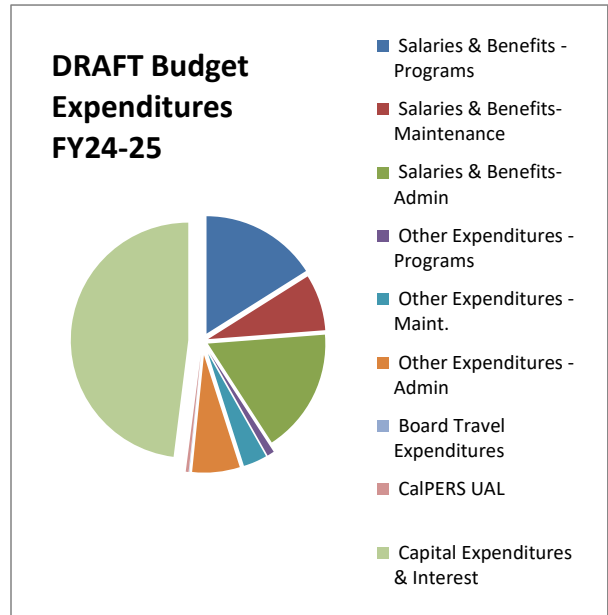
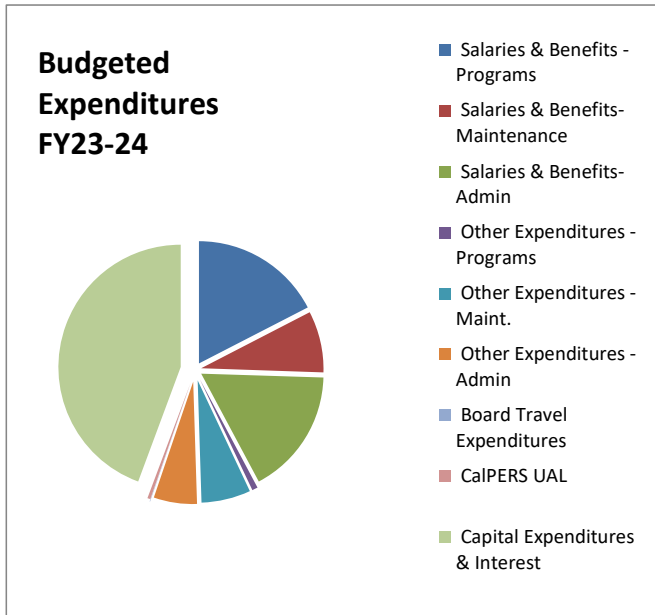
McKinleyville Community Services District
Streetlights Fund Operating Budget
PROPOSED FY 2024-25

Description	Streetlights Fund Approved Budget FY23-24		Streetlights Fund Proposed Budget FY24-25		Difference (Memorandum Only)	
Streetlight Revenues						
Streetlight Charges	110,000	86%	120,000	87%	10,000	9.1%
Other Charges	18,500	14%	18,500	13%	-	0.0%
Interest Revenue	100	0%	100	0%	-	0.0%
Total Revenues	128,600	100%	138,600	100%	10,000	8%
Streetlight Expenditures						
Salaries - Repair & Maint.	1,678	1%	1,732	1%	54	3.2%
Benefits- Repair & Maint.	1,951	1%	2,117	2%	166	8.5%
Salaries - Billing & Admin	25,725	15%	28,509	22%	2,783	10.8%
Benefits - Billing & Admin	29,518	17%	32,024	24%	2,506	8.5%
Electricity Expenditure	22,000	12%	30,000	23%	8,000	36.4%
Other Expenditures	21,887	12%	31,094	24%	9,207	42.1%
Board Travel Expenditures	600	0%	600	0%	-	0.0%
Capital Expenditures	73,000	41%	5,000	4%	(68,000)	-93.2%
Total Expenditures	176,360	100%	131,076	100%	(45,284)	-26%
Excess (Deficit)	(47,760)		7,524			



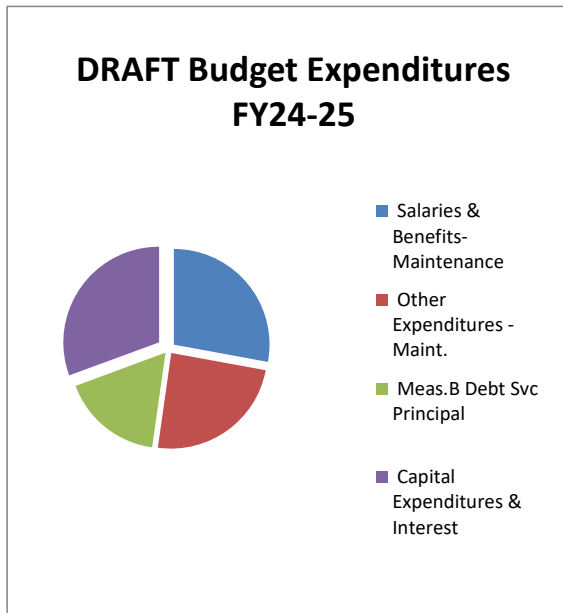
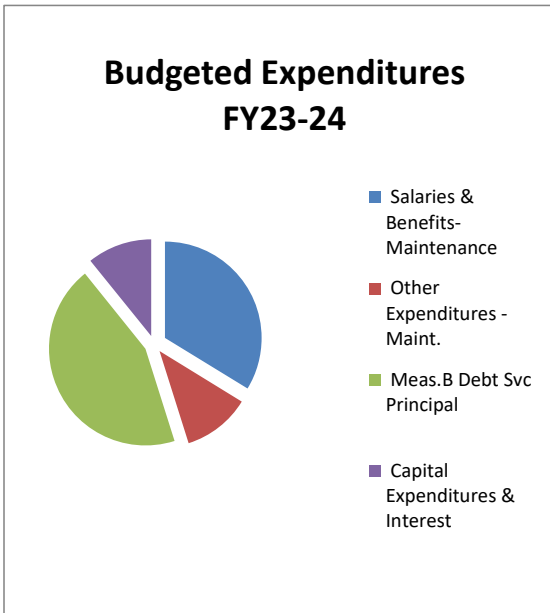
McKinleyville Community Services District
Parks/General Fund Operating Budget
PROPOSED FY 2024-25

Description	Parks/General Fund Approved Budget FY2023- 24		Parks/General Fund Proposed Budget FY2024-25		Difference (Memorandum Only)	
						Incr(decr)
Revenues						
Program Fees	324,980	13%	426,150	15%	101,170	31.1%
Facility Fees	69,350	3%	84,750	3%	15,400	22.2%
Property Taxes	773,676	31%	733,794	26%	(39,882)	-5.2%
Open Space Fees	141,000	6%	160,350	6%	19,350	13.7%
Contributions & Other Program	1,500	0%	1,500	0.1%	-	0.0%
Other Revenue	33,569	1%	44,275	2%	10,706	31.9%
Quimby Fees/ Grants/Loans	1,134,000	45%	1,310,000	46%	176,000	15.5%
Interest Revenue	40,000	1.6%	75,000	2.6%	35,000	87.5%
Total Revenues	2,518,075	100%	2,835,819	100%	317,744	12.6%
Expenditures						
Salaries & Benefits - Programs	457,325	17%	434,740	16%	(22,585)	-4.9%
Salaries & Benefits- Maintenance	212,364	8%	210,207	8%	(2,157)	-1.0%
Salaries & Benefits- Admin	438,481	17%	462,492	17%	24,011	5.5%
Other Expenditures - Programs	19,625	1%	26,225	1%	6,600	33.6%
Other Expenditures - Maint.	171,500	7%	88,100	3.3%	(83,400)	-48.6%
Other Expenditures - Admin	150,300	6%	177,150	6.5%	26,850	17.9%
Board Travel Expenditures	1,200	0.0%	1,500	0.1%	300	25.0%
CalPERS UAL	10,000	0%	10,000	0.4%	-	0.0%
Capital Expenditures & Interest	1,163,000	44%	1,300,000	48%	137,000	11.8%
Total Expenditures	2,623,795	100%	2,710,414	100%	86,619	3.3%
Excess (Deficit)	(105,720)		125,405			



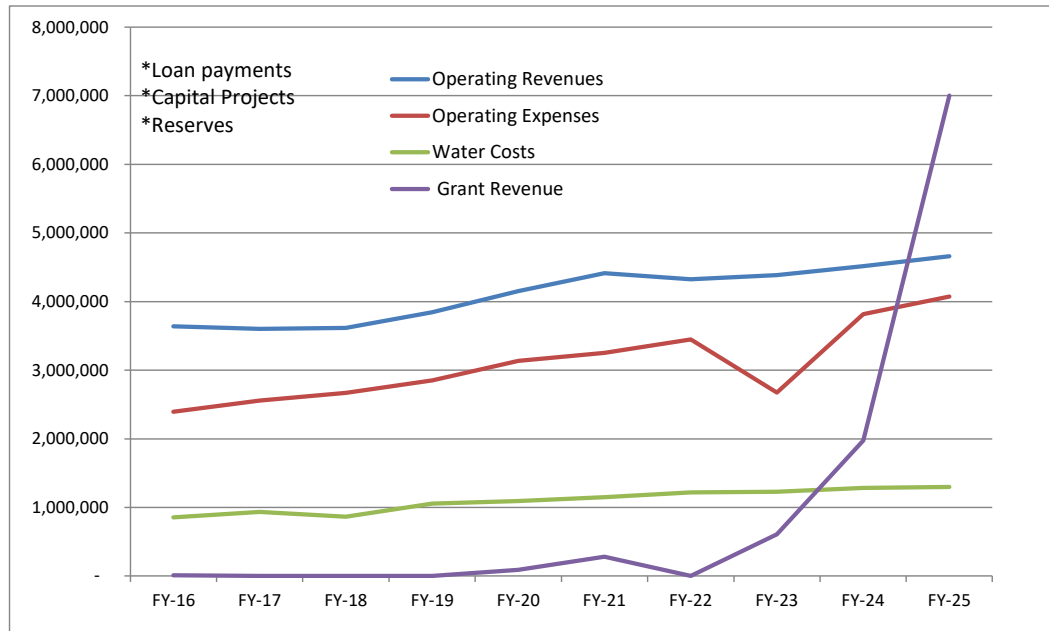
McKinleyville Community Services District
Measure B Fund Operating Budget
PROPOSED FY 2024-25

Description	Measure B Fund Approved Budget FY23-24		Measure B Fund Proposed Budget FY24-25		Difference (Memorandum Only)	
						Incr(decr)
Revenues						
Measure B Assessment	224,000	96%	701,659	100%	477,659	3%
Grants/Contributions		0%	-	-	-	-
Other Revenue		0%	-	0%	-	0%
Proceeds from Debt	-	-	-	0%	-	0%
Quimby Fees/ ReservesDraw	-	0%	-	0%	-	0%
Interest Revenue	8,200	3.5%	3,000	0.4%	(5,200)	-3%
Total Revenues	232,200	100%	704,659	100%	472,459	67%
Expenditures						
Salaries & Benefits- Maintenance	78,368	34%	172,569	28%	94,201	120%
Other Expenditures - Maint.	26,450	11%	150,750	24%	124,300	470%
Meas.B Debt Svc Principal	102,304	44%	105,968	17%	3,664	4%
Capital Expenditures & Interest	25,149	11%	189,485	31%	164,336	653%
Total Expenditures	232,271	100%	618,772	100%	386,501	166%
Excess (Deficit)	(71)		85,887		85,958	



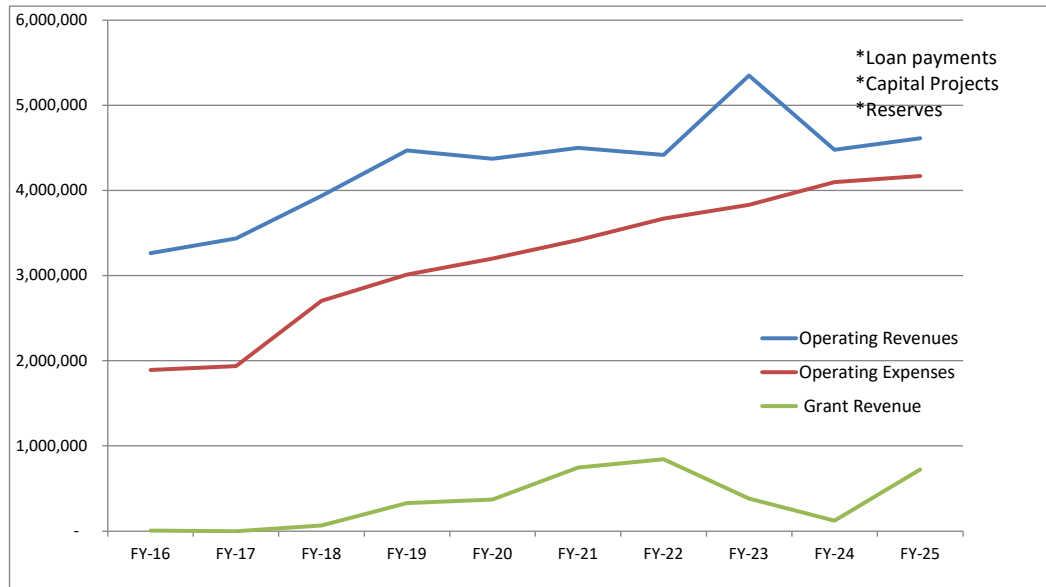
McKinleyville Community Services District
Water Enterprise Fund
Historical Analysis
Fiscal Years Ended (Ending) June 30, 2016-2025

	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Estimate	2025 Budget
Operating Revenues										
Water Sales	2,971,172	3,307,872	3,201,667	3,333,250	3,689,722	4,038,710	3,901,039	4,037,782	4,283,386	4,350,000
Other Water Revenues	665,829	293,149	416,418	512,887	462,716	373,750	422,106	348,407	231,190	306,950
Total Operating Revenues	3,637,001	3,601,020	3,618,085	3,846,137	4,152,438	4,412,460	4,323,145	4,386,189	4,514,576	4,656,950
Operating Expenses										
Salaries & Benefits	901,568	961,086	873,905	793,755	884,086	940,282	902,593	1,405,464	1,296,765	1,422,161
Water Cost	855,642	933,907	867,122	1,056,472	1,094,722	1,147,401	1,218,070	1,230,774	1,286,128	1,295,000
Other Expenses	290,102	314,758	562,998	610,340	700,340	754,257	935,278	(382,031)	834,004	952,985
Depreciation	344,400	346,630	363,985	389,295	455,902	411,197	391,802	418,842	400,000	400,000
Total Operating Expenses	2,391,712	2,556,381	2,668,010	2,849,862	3,135,050	3,253,138	3,447,743	2,673,049	3,816,897	4,070,146
Net Operating Income (Loss)	1,245,289	1,044,639	950,075	996,275	1,017,387	1,159,322	875,403	1,713,140	697,679	586,804
Interest Income	19,797	31,579	41,491	79,233	85,414	48,234	47,357	221,549	226,917	150,000
Interest Expense	(72,104)	(68,446)	(64,890)	(61,108)	(57,336)	(53,320)	(143,315)	(201,918)	(215,801)	(200,724)
Grant Revenue	11,904	-	-	-	89,989	280,400	-	610,423	1,975,259	7,000,000
Net Income (Loss)	1,204,887	1,007,773	926,676	1,014,399	1,135,454	1,434,636	779,445	2,343,194	2,684,054	7,536,080



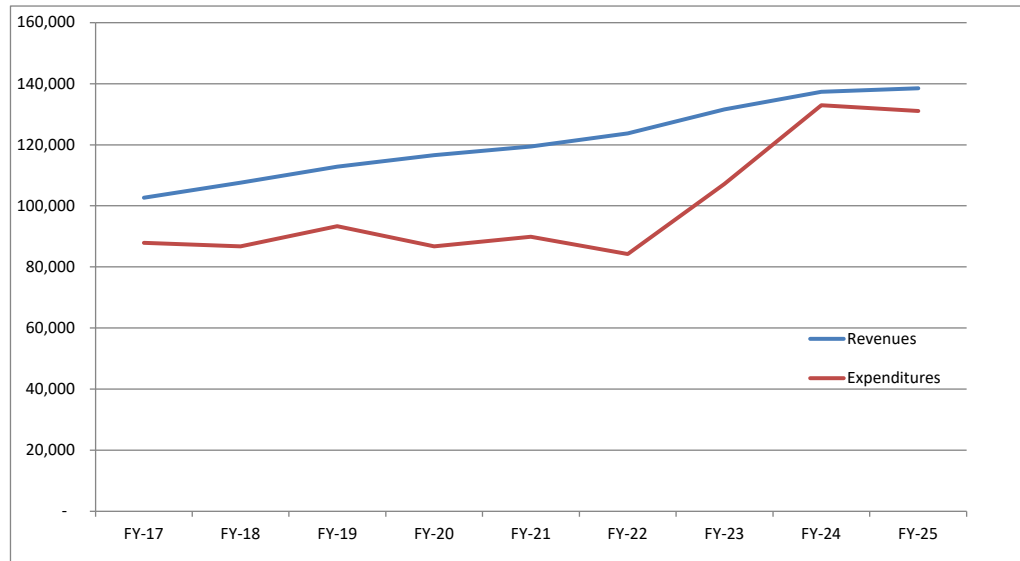
McKinleyville Community Services District
Wastewater Enterprise Fund
Historical Analysis
Fiscal Years Ended (Ending) June 30, 2016-2025

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estimate	Budget
Operating Revenues										
Wastewater Service Charges	2,519,832	3,062,739	3,333,752	3,705,348	3,716,614	3,969,885	4,027,668	4,073,751	4,243,801	4,200,000
Other Wastewater Revenues	746,130	373,867	601,896	765,040	654,816	528,535	389,079	1,277,441	231,403	411,442
Total Operating Revenues	3,265,963	3,436,606	3,935,647	4,470,388	4,371,430	4,498,420	4,416,747	5,351,192	4,475,204	4,611,442
Operating Expenses										
Salaries & Benefits	966,967	990,442	1,040,516	991,199	1,040,090	1,172,658	1,154,077	1,674,910	1,576,757	1,468,060
Other Expenses	462,582	492,402	832,570	817,800	946,210	968,170	1,073,865	627,359	1,022,061	1,201,585
Depreciation	464,200	453,677	829,508	1,201,128	1,211,865	1,276,998	1,439,445	1,528,860	1,500,000	1,500,000
Total Operating Expenses	1,893,749	1,936,521	2,702,594	3,010,126	3,198,164	3,417,826	3,667,387	3,831,129	4,098,818	4,169,645
Net Operating Income (Loss)	1,372,214	1,500,086	1,233,053	1,460,262	1,173,266	1,080,594	749,360	1,520,063	376,386	441,797
Interest Income	21,382	30,154	48,208	120,116	135,107	85,047	68,616	260,265	299,876	120,000
Interest Expense	(27,900)	(23,803)	(198,112)	(225,072)	(313,825)	(225,790)	(317,477)	(320,960)	(406,318)	(255,851)
Grant Revenue	4,333	-	66,089	330,901	369,882	747,878	843,893	381,338	121,411	725,000
Net Income (Loss)	1,370,029	1,506,436	1,149,238	1,686,207	1,364,431	1,687,729	1,344,392	1,840,706	391,355	1,030,946



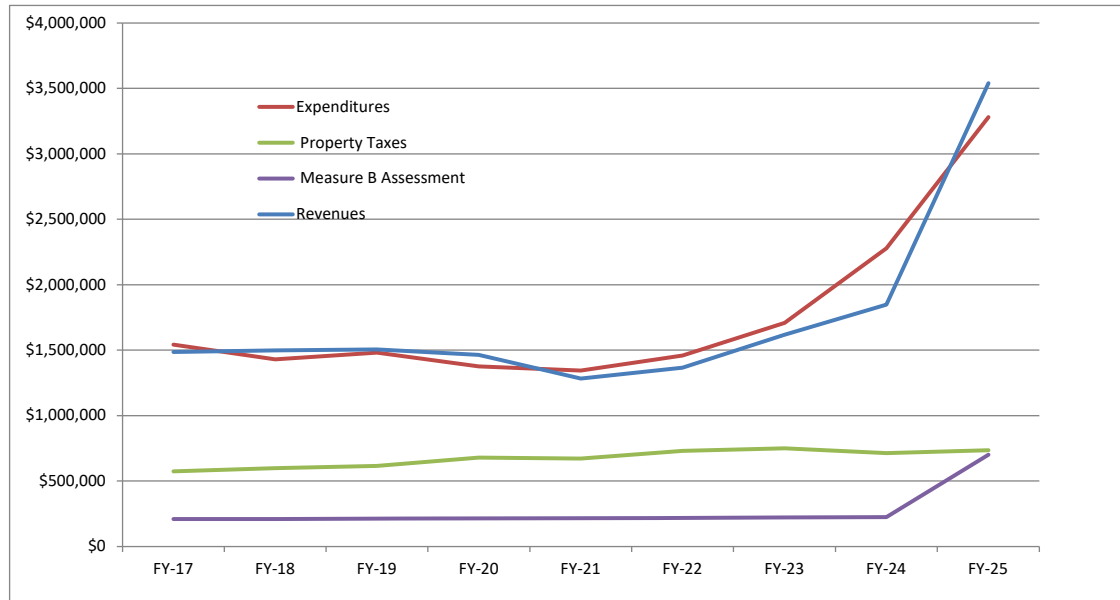
McKinleyville Community Services District
Streetlight Fund
Historical Analysis
Fiscal Years Ended (Ending) June 30, 2016-2025

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estimate	Budget	Budget
Revenues	93,109	102,744	107,557	112,870	116,620	119,403	123,692	131,606	137,315	138,600
Expenditures										
Salaries & Benefits	40,767	37,296	36,852	38,155	39,693	51,443	39,805	61,238	53,590	64,381
Other Expenditures	29,261	30,719	30,022	35,272	37,198	38,409	40,226	44,828	55,287	61,695
Debt Service	19,865	19,865	19,865	19,865	9,863	-	-	-	-	-
Capital Expenditures	-	-	-	-	-	-	4,273	1,150	24,139	5,000
Total Expenditures	89,893	87,880	86,739	93,293	86,753	89,853	84,304	107,216	133,016	131,076
Excess (Deficit)	3,216	14,864	20,817	19,578	29,868	29,551	39,388	24,390	4,299	7,524



McKinleyville Community Services District
Parks & Recreation, Measure B Assessment, & General Fund
Historical Analysis
Fiscal Years Ended (Ending) June 30, 2014-2024

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estimate	Budget
Combined Revenues										
Programs	360,399	384,959	374,327	285,629	198,879	153,616	219,800	310,220	289,002	405,500
Rentals	85,536	89,029	96,868	87,948	69,903	11,947	64,170	81,722	65,715	84,750
Property Taxes	547,214	574,220	598,430	615,380	677,798	671,671	729,263	751,141	712,575	733,794
Measure B Assessment	204,177	208,775	209,573	210,254	212,622	217,031	216,405	221,304	224,000	701,659
State Bonds & Grants	48,876	-	-	7,215	10,128	1,920	5,000	33,633	144,664	1,300,000
Other Revenue	296,868	212,637	198,827	244,785	243,124	191,965	87,634	177,707	210,785	239,775
Interest Revenue	19,661	16,287	18,799	53,839	51,911	35,578	44,339	41,849	201,491	75,000
Total Revenues	1,562,731	1,485,907	1,496,824	1,505,049	1,464,365	1,283,728	1,366,611	1,617,576	1,848,232	3,540,478
Combined Expenditures										
Salaries & Benefits	859,611	920,016	975,993	1,017,783	961,057	914,368	1,028,720	1,192,785	1,305,109	1,257,291
Other Expenditures	2,401,700	458,267	323,053	308,048	288,697	276,857	298,469	356,711	551,814	619,129
Debt Service	79,968	82,831	84,288	85,798	88,872	92,054	95,351	93,674	98,767	105,968
Capital Expenditures	158,519	80,568	45,473	69,128	36,025	61,264	37,368	65,634	323,154	1,300,000
Total Expenditures	3,499,798	1,541,682	1,428,807	1,480,757	1,374,652	1,344,542	1,459,908	1,708,804	2,278,844	3,282,388
Combined Excess (Deficit)	(1,937,067)	(55,775)	68,017	24,292	89,714	(60,815)	(93,298)	(91,228)	(430,612)	258,090



McKinleyville Community Services District
 Enterprise Funds **PROPOSED** Capital Improvement Project Budget
 For the Fiscal Years Ending June 30, 2025 - 2034

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10	11
	June 30, 2025	June 30, 2026	June 30, 2027	June 30, 2028	June 30, 2029	June 30, 2030	June 30, 2031	June 30, 2032	June 30, 2033	June 30, 2034	June 30, 2035
Heavy Equipment											
Totals:	230	70	335	140	585	0	0	70	150	0	90
Utility Vehicles											
Totals:	160	160	85	120	60	85	85	115	40	0	85
Water System											
Totals:	12,040	4,037	5,107	2,045	1,056	1,385	1,020	1,830	1,131	2,060	1,033
Sewer System											
Totals:	2,597	3,001	9,032	1,296	7,335	1,480	3,310	1,745	1,441	1,550	1,285
Office, Corporation Yard & Shops											
Totals:	580	1,530	1,520	14	0	10	0	10	0	0	0
Computers, Software & Equipment											
Totals:	23	222	52	17	22	17	17	22	17	17	22
Reclamation (Fischer & Pjalorsi Ranches)											
Totals:	145	35	15	25	27	15	15	15	15	15	5

McKinleyville Community Services District
Enterprise Funds PROPOSED Capital Improvement Project Budget
For the Fiscal Years Ending June 30, 2025 - 2034

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10	11
	June 30, 2025	June 30, 2026	June 30, 2027	June 30, 2028	June 30, 2029	June 30, 2030	June 30, 2031	June 30, 2032	June 30, 2033	June 30, 2034	June 30, 2035
Small Equipment & Other											
Totals:	20	40	42	20	20	20	20	20	40	20	20
Total Planned Expenditures	15,795	9,095	16,188	3,677	9,105	3,012	4,467	3,827	2,834	3,662	2,540
Departmental Allocations:											
Water Fund	12,547	5,048	6,124	2,201	1,150	1,451	1,081	1,949	1,310	2,079	1,142
Wastewater Fund	3,249	4,047	10,064	1,477	7,956	1,561	3,386	1,879	1,580	1,584	1,399
Total	15,795	9,095	16,188	3,677	9,105	3,012	4,467	3,827	2,889	3,662	2,540
Internal Funds/Reserves/Debt - District Share	8,445	6,095	14,688	3,677	9,105	3,012	4,467	3,827	2,889	3,662	2,540
Potential Grant Funding Expected	7,350	3,000	1500								

McKinleyville Community Services District
 General Fund (Parks & Recreation) **PROPOSED** Capital Improvement Project Budget
 For the Fiscal Years Ending June 30, 2025 - 2034

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10
	June 30, 2025	June 30, 2026	June 30, 2027	June 30, 2028	June 30, 2029	June 30, 2030	June 30, 2031	June 30, 2032	June 30, 2033	June 30, 2034
1. Hiller Park & Sports Complex Projects										
Totals:	40	70	40	32	19	0	0	0	0	0
2. Pierson Park Projects										
Totals:	112	27	11	83	6	15	0	0	0	0
3. Azalea Hall Projects										
Totals:	19	76	25	22	37	140	0	6	0	0
4. McKinleyville Activity Center Projects										
Totals:	25	63	88	90	0	105	0	0	0	0
5. Other Park Projects & Equipment										
Totals:	27	37	15	12	0	12	18	80	0	18

McKinleyville Community Services District
 General Fund (Parks & Recreation) **PROPOSED** Capital Improvement Project Budget
 For the Fiscal Years Ending June 30, 2025 - 2034

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10
	June 30, 2025	June 30, 2026	June 30, 2027	June 30, 2028	June 30, 2029	June 30, 2030	June 30, 2031	June 30, 2032	June 30, 2033	June 30, 2034
6. Law Enforcement Facility Projects										
Totals:	0	10	11	21	0	0	0	0	35	0
7. McKinleyville Library Projects										
Totals:	63	44	29	8	8	8	0	0	0	0
8. Teen & Community Center										
Totals:	5	38	18	13	8	8	48	8	8	8
9. Projects Contingent Upon Grant Funding										
Totals:	80	30	60	40	0	0	0	0	0	0
10. Projects Funded by Quimby & Other Funds										
Skate Park/ Washington property proj Totals:	1,300	0	25	0	0	0	0	0	0	0
Total Planned Capital Expenditures	1,671	395	322	321	78	288	66	94	43	26
Grant-Funded Capital Projects	1,300									

McKinleyville Community Services District
 Streetlights Fund **PROPOSED** Capital Improvement Project Budget
 For the Fiscal Years Ending June 30, 2025 - 2034

	1	2	3	4	5	6	7	8	9	10
	June 30, 2025	June 30, 2026	June 30, 2027	June 30, 2028	June 30, 2029	June 30, 2030	June 30, 2031	June 30, 2032	June 30, 2033	June 30, 2034
1. Heavy Equipment										
Totals:	0	90	0	0	0	0	0	0	0	0
2. Poles and Lights										
Totals:	5	5	5	5	5	5	15	5	5	70
Total Planned Expenditures	5	95	5	5	5	5	15	5	5	70

***PROPOSED Capital Improvement Plan
Water, Sewer and Streetlights Funds
Fiscal Year 2024-25***

Water and Sewer Fund capital asset purchases and projects depend largely on grants, loans, and the strategic use of District Reserves. The Board has made a commitment to not defer scheduled maintenance, repair, or replacement of current service delivery systems. This must be balanced against the Board's equal commitment to fiscal responsibility. Under the leadership of the General Manager, the Operations Director, and Finance Director, staff has taken steps to honor both of these commitments in the budget process by ensuring that the potential financing sources of each project are discussed at the time of project proposal and included with each project's detail notes.

CAPITAL IMPROVEMENT PROGRAM PROJECT DISCUSSION

Heavy Equipment and Utility Vehicles

In 1998, the Board adopted a Fleet Replacement Plan to ensure that MCSD's fleet of heavy equipment and utility vehicles would be replaced in an approximately ten-year cycle. At present, the Water and Wastewater Funds plan to replace one of the District's Utility truck and Flatbed 1 ton truck. In 2027 the District will begin replacing the truck fleets with Electric trucks, as long as the trucks that are needed are being produced. If not in production, the District will file an exemption until a manufacturer can produce a truck that can replace the ¾ ton Utility trucks. The District will also purchase a new 3-foot tractor mounted roller for paving trenches and possibly a bobcat.

Water System

The District will embark on several water projects in FY2024-25. The largest Water project for FY2024-25 is the construction phase of the proposed 4.5 million gallon new storage tank. In FY2022-2023 the District purchased the property where the tank will be built. In FY2023-24 approximately 25% of the construction funds were used. In FY2024-25 the remaining 75% of construction will be funded (Approximately 9 million). Of the entire project, 75% of the project will be grant funded. The District has issued Certificates of Participation (COPs), a debt instrument, to fund the balance of the project.

Another large project that is grant funded and may begin in FY2024-25 is the Mad River Crossing Emergency Water Supply. This is a multi-year \$4.2 million project that will provide a redundant water main under the Mad River. In FY2024-25 \$250,000 has been budgeted for design and planning, of that 75% will be granted funded. The District has also been awarded grant funding for construction and design for the replacement of McCluski Tanks, this project will span FY2025-26 and conclude in FY2026-27. 75% of this project will also be grant funded (\$4.5 million).

\$750,000 is budgeted for a recoating project. Each tank recoating cycle is approximately 20 to 30 years for preventative maintenance to avoid corrosion and

maintain structural integrity. Other projects currently proposed for the Water Fund include \$25,000 for the replacement of the water tank cathodic protection system and \$8,000 to upgrade the computer used for reading meters. The fire hydrant system is still scheduled to be upgraded. The District will use this \$7,000 budget item to upgrade dry barrel hydrants in commercial areas to wet barrel hydrants.

\$1,800,000 is scheduled for the ongoing Water Main Rehabilitation/ Replacement Project. \$1 million will continue to be set-aside from rates to build up reserves, per the last Board approved Rate Study and is debt-funded (COPs). There likely will not be a major water main upgrade project this fiscal year, however, District staff will work on planning the next upgrade.

Wastewater System

The \$240,000 set aside annually to pay for the next bio-solids project has been reduced to \$200,000 annually, as the cost of the bio-solids removal in FY21-22 was lower than expected. These should occur on a four-to-six year cycle. \$25,000 has been set aside to fund the new National Pollutant Discharge Elimination System (NPDES) permit studies that will be part of the new permit requirements. \$70,000 is allocated for an engineering study on the upgrade of the WWMF's disinfection system. \$1,500,000 is budgeted for the Wastewater Mainline Rehabilitation/ Replacement Project. As with the Water side of this project, \$1 million will continue to be set-aside from rates to build up reserves, as approved by the Board in the 2018 rate study. \$250,000 has been pushed to the current fiscal year to close the Micro-Grid project, as this project hasn't been able to close out due to PG&E's schedule.

The Undercrossing project budget portion for the current fiscal year is \$100,000, with the remaining balance budgeted in FY2025-26 (\$1,049,000) and FY2026-27 (\$5,611,000). This project is still waiting for FEMA to complete their environmental review and authorize Phase 2 grant funding. The Fischer Lift Station Upgrade budget portion of \$250,000 for the current fiscal year is to cover engineering while the remaining balance (\$1.5 million) is to be used in FY25-26 and FY26-27. This project was awarded sooner than expected, therefore approximately \$60k will be spent prior to the new fiscal budget. Staff will either use the GL for the Mainline Replacement or the GL for the Lift Station Upgrades to cover these costs. The Fischer Lift Station Upgrade is another FEMA Hazard Mitigation Grant that will fund 75% of the \$250K. Other significant Wastewater projects include a set aside of \$60,000 for lift station pump and generator replacements along with a new ATS for Letz. This number may change once we find out that our grant funding was accepted, a sewer-main camera unit (\$30,000), and \$80,000 to armor the WWMF ponds.

The remaining projects are for smaller dollar amounts, \$6,000 for a self-contained breathing apparatus (SCBA) and \$16,000 for replacement of smaller pumps and motors. Funding for these smaller projects will come from pay-go funding according to the approved Reserves policy for the maintenance and replacement of capital infrastructure.

Office, Corporation Yard, Computers and Software

\$100,000 has been budgeted to finish the architectural design of the District's operations and administrative office, with renovations to potentially be completed in FY26/27 (\$3 million). \$450,000 has been budgeted for purchase of the property behind the District offices. We have discussed the purchase of this property with the property owner but nothing concrete at this time. \$20,000 has been set aside for major repairs to the existing offices, \$15,000 has been set aside for the regular upgrade and replacement of office equipment and printers, \$10,000 for miscellaneous facility upgrades and sealcoat and an additional \$8,000 has been added for AutoCAD software.

The District will also replace its existing accounting software with a new enterprise resource planning (ERP) system, \$200,000 has been budgeted in FY2025-26 and \$35,000 has been budgeted in FY2026-27 for software, installation and training.

Reclamation (Fischer & Pialorsi Ranch)

A total of \$45,000 is available for replacement and maintenance of underground valves and piping, irrigation pipes and fittings, improvements on the Pialorsi house and the Fischer house.

Small Equipment & Other

\$20,000 is budgeted to cover miscellaneous emergency equipment needed.

Streetlights

Replacement of any poles that may fail, is budgeted for \$5,000.

Note on Appendix A – Water & Sewer Funds Capital Improvement Program

The Water and Sewer Funds Capital Improvement Program's planned capital expenditures are shown in thousands: 10 = \$10,000. The planning horizon for the Program is 10 years. It should be noted that all estimated replacement costs are in current year dollars, as future inflation is unknown. Since the CIP is a dynamic plan that is updated annually, future costs will be regularly evaluated.

***PROPOSED Capital Improvement Plan
Parks and General Fund
Fiscal Year 2024-25***

General Fund capital asset purchases and projects are significantly dependent upon property tax revenues and assessments. The Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities was renewed in FY2023-24 and will continue in perpetuity until ended by voters.

CAPITAL IMPROVEMENT PROGRAM PROJECT DISCUSSION

Utility Vehicles and Equipment

In 1998, the Board adopted a Fleet Replacement Plan to ensure that MCSD's aging fleet of service vehicles would be replaced in an approximately ten-year cycle. Where possible, the District has started to exchange some of the heavier utility vehicles with light compact trucks for savings in capital and operating costs. One Park maintenance truck is scheduled to be replaced in fiscal year 2024-25 and one mower is scheduled to be replaced in fiscal year 2024-25 for which \$27,000 has been budgeted.

Facility Projects

\$11,000 has been budgeted to replace tables at Azalea Hall. The Activity Center walls are currently covered with 17-year-old carpet; \$25,000 has been budgeted to redo the walls in the Activity Center. The Library needs new carpet as well as some ADA compliance upgrades to the exterior for which \$63,000 has been budgeted in fiscal year 2024-25. \$8,000 has been allocated in the CIP for unforeseen appliance replacements if needed.

Parks and Trails Projects

In 2021, the District was awarded a \$2.3 Million grant to construct a BMX Track & Park. Design began in fiscal year 2022-2023 and construction is scheduled to be completed in fiscal year 2024-25, \$1.3 million has been budgeted for construction completion.

Pierson Park restrooms are also in need of ADA upgrades as well as replacement of the parks drinking fountain and picnic table replacements. \$112,000 has been budgeted for Pierson Park upgrades and replacements. Additionally, \$40,000 has been budgeted for roof replacement and upgrades at the Hiller Park restrooms.

In fiscal year 2023-24 the District acquired 599 acres of community forest property. \$80,000 has been budgeted for the design of the Murray Rd. access point to include parking and restroom facilities, as well as the purchase of a quad for security and maintenance.

Small Equipment, Contingency and Other

Nothing has been set aside in the upcoming fiscal year for unanticipated capital emergency equipment repair or replacement of greater than \$5,000. Smaller and less expensive (more than \$500 but less than \$5,000) new equipment and emergency replacement of existing equipment cannot generally be anticipated. These are considered expenditures, rather than capital assets, and are included in the repairs/maintenance/supplies line of the Parks & General Fund Operating Budget.

Note on Parks & General Fund Capital Improvement Plan

The Parks and General Fund Capital Improvement Program's planned capital expenditures are shown in thousands: 10 = \$10,000. The planning horizon for the Program is 10 years. It should be noted that all estimated replacement costs are in current year dollars since future inflation is unknown. Since the CIP is a dynamic plan that is updated annually, future costs will be regularly evaluated.

Strategic Plan

2024-2029

McKinleyville Community
Services District

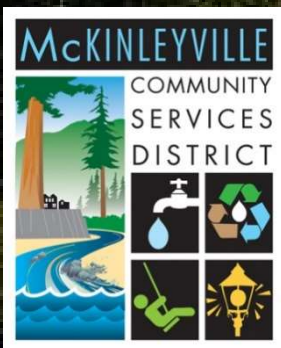


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APPENDIX A: Progress Reports A-1

Plan Revisions

Date	Description of Change

Introduction

Purpose

This Strategic Plan (Plan) exists to empower the McKinleyville Community Services District (District) to accomplish its mission by providing vision and specific objectives for the next five years.

The Plan was updated in July 2023-2024 by the District's Board of Directors and staff with the understanding that it is a living document that will be reviewed regularly and revised as needed to better serve the District and the McKinleyville community. The Plan was purposefully fashioned as a succinct, workable document so that it can be easily used to:

- Measure District success
- Generate focused work plans
- Adopt comprehensive, goal-oriented budgets
- Communicate District values and direction to the community

History

The McKinleyville Community Services District was created on April 7, 1970 when McKinleyville's voters voted to form the District. Initially, the District had authority to serve water and treat sewer wastes. In 1972, the voters added street lighting powers, in 1985 the voters added recreational powers and in 1995 the voters authorized construction of the McKinleyville Library.

Services

The District boundary encompasses 12,140 acres ranging from North Bank Road on the south to Patrick's Creek on the north and has over 5,841 active water services and 4,993 active sewer connections. The District is an independent, special district governed by a five member Board of Directors. The District provides the following services:

- Water
- Wastewater
- Street Lights
- Open Space
- Parks & Recreation
- Library Services

Mission, Vision & Values

Mission

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

Vision

McKinleyville Community Services District is and will continue to be one of California's leading providers of municipal services.

The District has established the following visionary goals for the next five years:

- 1 The Parks & Recreation Department has effectively closed the gap between expenses and revenues and is operating with strategies that are sustainable over time.
- 2 The District's workforce recruitment strategies are attracting and retaining high quality employees at every level.
- 3 The District is prepared to manage both planned and unplanned shifts in the workforce through robust employee training and development strategies as well as on-going succession planning.
- 4 The District has completed all prioritized and funded capital projects as identified in the Strategic Capital Project Matrix (Exhibit A) through 2029 and has identified a long term financing plan for capital projects on the horizon.

Mission, Vision & Values

Values

The Board of Directors has collectively established the following core values to guide the work of the District:

INTEGRITY

- Truthful and transparent in word and action. Taking responsibility for outcomes of all actions; Meeting commitments and honoring promises; Honoring rights, dignity and worth of all community members.

RESPONSIBILITY

- Decision making in service for the greatest good of the McKinleyville CSD. Committed to accepting the ownership of decisions and all results.

FAMILY

- Group/Unit that is not always chosen; yet connected by commonalities and shared experience with defined roles with caring and commitment to the organization.

COLLABORATIVE

- Interactive and participatory decision making that promotes inclusivity, mutual respect, accountability, and open communication.

Goals & Objectives

GOAL 1

The Parks & Recreation Department has effectively closed the gap between expenses and revenues and is operating with strategies that are sustainable over time.

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	FUNDING SOURCE	HAZARD FORECAST	DESIRED OUTCOME
Community Forest Mgmt Planning	P & R Dept/ Community Forest Committee	Jan 2024	Dec. 2026	Forestry consultants;	General Fund/Grants	Lack of funding available	Board adopted Forest Management Plan
Establish Community Forest Advisory Committee	P & R Dept / Community Forest Committee	Jan 2024	Jan 2025	Staff time	General Fund/Grants	Lack of community participation	Engaged and functional Advisory Committee as Defined in Rules and Regs
Update P&R Master Plan	P & R Director	Jan 2024	Dec 2024	Staff time	General Fund	Lack of staff time	Board adopted Park & Rec Master Plan

Goals & Objectives

GOAL 2

The District's workforce recruitment strategies are attracting and retaining high quality employees at every level.

**Success of this goal will be measured by tracking applicant data, employee retention data and collecting feedback from employees regarding training, workplace culture and wellness.*

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	FUNDING SOURCE	HAZARD FORECAST	DESIRED OUTCOME
Ensure pay scale and benefits are competitive and attractive for all positions	Finance/GM	Jan 2024	Jul 2025	Current Salary Survey	Operating Budget	Unable to hire or retain employees. Budget doesn't support desired wage scale	Increase in qualified applicants; retain existing staff. Success measured through applicant data and employee retention data.
Develop/Update Recruitment materials and outreach strategies	HR	Mar 2024	On going	Staff time	Operating Budget	Qualified applicants don't apply for positions	Defined recruitment & outreach strategy
Develop/update staff development and training programs	Dept Heads/ Supervisors/ HR	Jan 2024	Dec 2028 (on going)	Staff time	Operating Budget	Employees leave positions due to lack of upward career pathways	A catalog of professional development options/opportunities exists. Training SOP's for critical tasks of each position exist.
Invest in workplace culture improvement and employee wellness activities	HR/ All Depts/ GM	Jan 2024	Dec 2028 (on going)	Staff time	Operating Budget	Unable to retain employees	Employees report being content and valued at work. Employees voluntarily participate in morale boosting activities
System of evaluation and assessment of effectiveness of employee wellness activities implemented	HR/Dept Heads	Jan 2024	Dec 2024	Staff time	Operating Budget	Unable to retain employees	Employees provide feedback on workplace culture and morale regularly

Goals & Objectives

GOAL 3

The District is prepared to manage both planned and unplanned shifts in the workforce through robust employee training and development strategies as well as on-going succession planning.

**The success of this goal will be determined by the existence of a functional succession plan for each position; having a primary and back up trained for each critical task; and staff that are actively participating in available training and development opportunities.*

ACTION DESCRIPTION	PARTY / DEPT RESPONSIBLE	BEGIN DATE	DUE DATE	RESOURCES REQUIRED (staff, tech, etc.)	FUNDING SOURCE	HAZARD FORECAST	DESIRED OUTCOME
Update Succession Plan	All Depts / HR / GM	Jan 2024	Dec 2028	Staff time	Operating Budget	Employee leaves before replacement is trained	Employees are exposed to roles and responsibilities of supervisory and leadership positions. A Succession Plan that is viable and accurate is documented
Cross train critical tasks and responsibilities	All Depts	Jan 2024	Dec 2028 (ongoing)	Staff time	Operating Budget	Employee leaves before replacement is trained	All positions have a primary responsible person and a back up person for every critical function.
Develop/update staff development and training programs	HR / Dept. Heads	May 2024	Dec 2028 (ongoing)	Staff time/ outside trainings	Operating Budget	Staff opt to not participate in on-going professional development	Functioning Staff Development and Training program Training and development programs that support upward mobility of employees are in place

Goals & Objectives

GOAL 4

The District has completed all prioritized and funded capital projects as identified in the **Strategic Capital Project Matrix** through 2029 and has identified a long term financing plan for capital projects on the horizon. Plan is presented to Board of Directors annually.

In order to continue being one of California’s leading providers of municipal services the District is committed to investing in it’s existing infrastructure through careful and thoughtful analysis and planning. The Strategic Capital Project Matrix reflects the District’s plan for infrastructure maintenance and improvement over time.

Strategic Capital Project List

Year	Water	Sewer	Parks & Rec	Finance & Admin
2023	<ul style="list-style-type: none"> - 4.5MG Tank Construct (HMG/NCRP/Bond funding) - Central Ave Main construct (Bond funding) - Hewitt Tank Design (HMG funding) 	<ul style="list-style-type: none"> - Finish Microgrid (SRF grant/loan) - Central Ave Sewer rehab (Bond funding) - Armor Pond 3 (Operating funds) - Bella Vista Sewer main rehab (Operating funds) 	<ul style="list-style-type: none"> - Finish BMX design (Prop. 68 grant) - Measure B ballot (Operating funds) - Phase 1 of Skatepark constructed (Humboldt Skatepark Collective funded) - Water heater replacements in all facilities 	<ul style="list-style-type: none"> - Office Remodel Design (Operating funds, future SRF Planning grant)
2024	<ul style="list-style-type: none"> - 4.5MG Tank Construct - Mad River Crossing Design (HMG funding with Op match) - Hewitt Tank Design (HMG funding with Op match) - Lead survey due 10/16/2024 (Operating funds/SRF grant/loan) - Tank 2A paint (Operating funds) 	<ul style="list-style-type: none"> - New NPDES Permit (Operating funds) - Fischer/Letz design (SRF Planning grant) - B/Kelly design (SRF Planning grant) - Forcemain design (SRF Planning grant) - Highway sewer crossing design (HMG funding with Ops match) - Pialorsi irrigation design (Reclaimed Water grant/loan) - Fischer Trail design (grant funding dependent) - Sewer Mainline Rehab (Operating funds) 	<ul style="list-style-type: none"> - BMX Construction (Prop. 68 grant) - Acquire Community Forest (NRC grant) - Comm Forest Management Plan development (Operating funds) 	<ul style="list-style-type: none"> - Software RFP (Operating funds)
2025	<ul style="list-style-type: none"> - Hewitt Tank Construct (HMG funding with match via Bond/Loan) - Mad River crossing design (HMG funding with Op match) 	<ul style="list-style-type: none"> - Fischer/Letz design (SRF Planning grant) - B/Kelly design (SRF Planning grant) - Forcemain design (SRF Planning grant) - Highway sewer crossing design (HMG funding with Ops match) - Pialorsi irrigation construct (Reclaimed Water grant/loan) - Fischer trail construct (grant funding dependent) - Sewer Mainline Rehab (Operating funds) 	<ul style="list-style-type: none"> - Skate Park construct (grant funds or Humboldt Skatepark Collective funded) - Measure B increase realized? - Comm Forest Management Plan development (Operating funds) 	<ul style="list-style-type: none"> - Purchase new software (Operating funds)

Goals & Objectives

2026	<ul style="list-style-type: none"> - Hewitt Tank Construct (HMG funding with match via Bond/Loan) - Mad River crossing construct (HMG funding with match via Bond/Loan) 	<ul style="list-style-type: none"> - Fischer/Letz construct (SRF grant/loan) - B/Kelly construct (SRF grant/loan) - Forcemain construct (SRF grant/loan) - Highway sewer crossing construct (HMG funding with match via Bond/Loan) 	<ul style="list-style-type: none"> - Community Forest parking lots/trails (grant funding dependent) 	<ul style="list-style-type: none"> - Office Remodel construct (SRF grant/loan) -Water & Sewer Rate Study (Ops funds)
2027	<ul style="list-style-type: none"> - Mad River crossing construct (HMG funding with match via Bond/Loan) 	<ul style="list-style-type: none"> - Fischer/Letz construct (SRF grant/loan) - B/Kelly construct (SRF grant/loan) - Forcemain construct (SRF grant/loan) - Highway sewer crossing construct (HMG funding with match via Bond/Loan) - BSB dredging (Bond/Loan/Operating funds) 	<ul style="list-style-type: none"> - Community Forest parking lots/trails (grant funding dependent) 	<ul style="list-style-type: none"> - 50% of vehicle purchases zero emission (Loan/Operations funding) - New Water & Sewer Rates
2028	<ul style="list-style-type: none"> - Watermain replacement for Grace Park design (Bond/Loan) 	<ul style="list-style-type: none"> - Highway sewer crossing construct (HMG funding with match via Bond/Loan) - Alt disinfection study (Ops funding) - Sewermain replacement for Grace Park design (Bond/Loan) 		
2029	<ul style="list-style-type: none"> - Watermain replacement for Grace Park construct (Bond/Loan) 	<ul style="list-style-type: none"> - WWTP upgrade design (inc. disinfection) (Bond/Loan) - NPDES Permit update (Ops funding) - Sewermain replacement for Grace Park construct (Bond/Loan) 	<ul style="list-style-type: none"> - Hewitt Ranch develop (grant funding dependent) 	
2030	<ul style="list-style-type: none"> - Watermain replacement for Fernwood design (Bond/Loan) 	<ul style="list-style-type: none"> - WWTP upgrade design (Bond/Loan) - Sewermain replacement for Fernwood design (Ops funding) - Digital Controls upgrade design (Ops funding) 		

Plan Review, Revisions & Reporting

The District will review this Plan at least once annually to ensure that the Plan continues to be accurate and best serve the needs of the District. Plan revisions may be made at any time. All revisions must be approved by the Board of Directors. A record of revisions will be kept on the Table of Contents page.

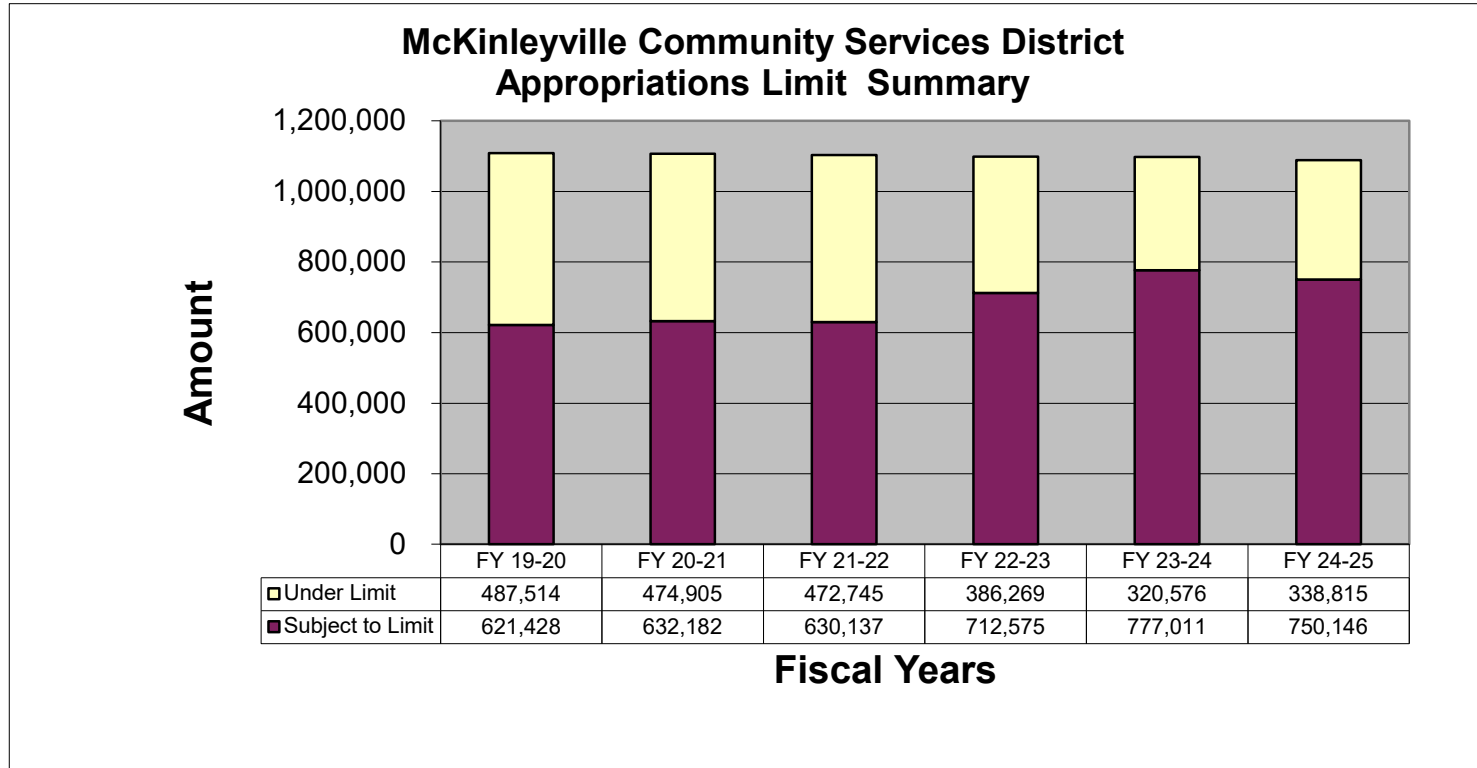
At the end of each fiscal year, the General Manager will prepare a brief report for the Board of Directors summarizing the progress that has been made toward attaining the District's goals and objectives. Reports will be included in the Appendix of this Plan.

McKinleyville Community Services District

Appropriations Limit Calculation Summary

FY 24-25 Budget

Prior Year Final Appropriation Limit		\$ 1,097,588
Allowed Compounded Percentage Increase from Prior Year ⁽¹⁾		
Non-Residential Assessed Valuation Percent Change	0.318%	
MCSD Unincorporated County Population Percent Change	-1.100%	
Compounded Percentage as an Adjustment Factor	-0.786%	
Annual Adjustment Amount to Appropriation Limit		(8,627)
Current Year Appropriation Limit		1,088,961
Current Year Adopted Budget Appropriations From Proceeds of Taxes ⁽²⁾		
Proceeds of Taxes From Adopted Budget ⁽³⁾	763,525	
Less Allowable Exclusion of Certain Appropriations ⁽³⁾	(13,379)	
		750,146
Current Year Appropriations Subject to Appropriation Limit		750,146
Current Year Appropriations Under the Appropriation Limit ⁽³⁾		\$ (338,815)
Percentage Under the Limit		-31%



(1) From State Department of Finance, as required by State Law

(2) Proceeds of Taxes are certain revenues as defined by State Law and League of California Cities Article XIII B Appropriations Limit Uniform Guidelines - March 1991. See Worksheets for details.

(3) Summary of worksheets for above calculations of Appropriations Limit and Appropriations Subject to Limit.

Summary of Appropriations From Proceeds of Taxes	From Non Proceeds of Taxes	From Proceeds of Taxes	Total Appropriations
General Fund	2,649,203	763,525	3,412,728
Street Lighting Fund	138,550	-	138,550
Water Fund	11,806,950	-	11,806,950
Wastewater Fund	5,456,092	-	5,456,092
Total Proceeds and Non Proceeds of Taxes	20,050,795	763,525	20,814,320

Summary of Exclusions	
Court Order Costs	-
Federal Mandates	13,379
Qualified Capital Equipment	-
Qualified Debt Service	-
Total Exclusions to Appropriations Subject to Limit	13,379

McKinleyville Community Services District
APPROPRIATIONS LIMIT CALCULATION
FY 24-25 Budget

User Fees in Excess of Costs Analysis
(Worksheet #1 of Guidelines)

	Estimated User Fees Revenues & Expenditures	Allocation By Activity			
		Parks	Street Lighting	Water Operations	Wastewater Operations
GENERAL FUND - Parks					
Charges for Services	376,400	376,400			
Miscellaneous Fees & Reimbursements	34,275	34,275			
Total General Fund	410,675	410,675	-	-	
Street Lighting Fund	138,550		138,550		
Water Operations Fund	11,806,950			11,806,950	
Wastewater Operations Fund	5,456,092				5,456,092
Total Estimate of User Fees	17,812,267	410,675	138,550	11,806,950	5,456,092
Current Year Adopted Budget					
Operations & Equipment	10,683,941	1,862,186	126,076	4,270,271	4,425,408
Allocations for Improvements	-				
User Fees (Under) or in Excess of Costs	7,128,326	(1,451,511)	12,474	7,536,679	1,030,684

McKinleyville Community Services District
APPROPRIATIONS LIMIT CALCULATION
FY 24-25 Budget

Calculation of Proceeds of Taxes and Interest Allocation (Worksheets #2 & #3 of Guidelines)

PROCEEDS AND NON-PROCEEDS OF TAXES REVENUE ANALYSIS	Revenue Estimates (1)	Use of Reserves or Fund Balances (2)	Net of Other Uses or Transfers To Other Funds	Net of Other Sources or Transfers From Other Funds	Total Appropriation of Funds (3)	Appropriations From	
						Non-Proceeds of Taxes	Proceeds of Taxes
General Fund							
Property Tax	733,794				733,794	-	733,794
Special Assessment	701,659				701,659	701,659	-
Charges for Services	376,400				376,400	376,400	-
Grants	1,321,000				1,321,000	1,321,000	-
Development Fees	167,600				167,600	167,600	-
Interest (4)	78,000				78,000	48,269	-
Miscellaneous Fees & Reimbursements	34,275				34,275	34,275	29,731
Other Financing Sources					-	-	-
Other Sources					-	-	-
TOTAL GENERAL FUND REVENUES	3,412,728	0	0	0	3,412,728	2,649,203	763,525
Street Lighting Fund	138,550	(7,524)				138,550	
Water Fund	11,806,950	(7,536,836)				11,806,950	
Wastewater Fund	5,456,092	(1,030,948)				5,456,092	
Debt Service Fund	-					-	
Total All Funds	20,814,320	(8,575,308)	-	-	3,412,728	20,050,795	763,525

(1) See Worksheet 2.1 for Detail to all Funds

(2) Use of reserves or fund balances are considered non-proceeds of taxes due to prior year appropriation of all fund balances to reserves. A (negative) amount reflects a budgetary increase to reserves or ending fund balance which will be reflected in the final budget appropriations.

(3) Includes all appropriations from all funds to reconcile to adopted budget resolutions.

(4) Interest is allocated between Proceeds and Non-Proceeds on a proportional basis.

**McKinleyville Community Services District
Revenue Estimates Detail
FY 24-25 Budget**

Proceeds Detail (Worksheet 2.1 of Guidelines)

Fnd	Acct	Estimated Revenue (2)	Less Non- Proceeds of Taxes	Net Proceeds of Taxes	Comments
General Fund - Parks					
41050	ADMIN FEE	5,500	5,500		Reimbursement for Services
42020	PROC. FEES	1,500	1,500		User Fees for Services
42030	BAD CHECK FEES	40	40		Miscellaneous Fees and Reimbursements
43002	REFUNDS/REBATES	100	100		Miscellaneous Fees and Reimbursements
43195	OTHER OP. REV.	60	60		Miscellaneous Fees and Reimbursements
43197	LEASE REVENUE	17,075	17,075		Use of Property fees
44000	OPEN SPACE FEES	138,700	138,700		Development Fees
45000	OPEN SPACE FEES	18,900	18,900		Development Fees
47050	MSC PAYROLL REM	-	-		Miscellaneous Fees and Reimbursements
47999	EVENT RENTALS	35,250	35,250		User Fees for Services
48000	COMM. EVENTS	-	-		User Fees for Services
48001	VENDOR CONTRACT	44,500	44,500		User Fees for Services
48002	EVENT SERVICES	4,500	4,500		User Fees for Services
48010	INSURANCE FEES	-	-		User Fees for Services
48020	AD INCOME	500	500		User Fees for Services
48040	COMMISSIONS VND	-	-		User Fees for Services
48050	REC. PROGRAMS	290,500	290,500		User Fees for Services
48051	FRF DISCOUNT	(350)	(350)		User Fees for Services
48055	PROGRAM GRANTS	21,000	21,000		Related to Restricted Grants
48070	SALE OF SCRAP	-	-		Use of Property fees
50001	INT. REVENUE	78,000	48,269	29,731	Allocated
51001	SECURED TAXES	733,794		733,794	
51060	MEASURE B ASSMT	701,659	701,659		Special Assessment Restricted Specific Use
52000	OTHER INCOME	-	-		Miscellaneous Fees and Reimbursements
53001	CONTRIBUTIONS	1,500	1,500		Donations
53002	QUIMBY FEES	10,000	10,000		Development fees
54001	STATE GRANTS	1,300,000	1,300,000		Related to Restricted Grants
57000	GAIN ON DISPOSAL	10,000	10,000		Miscellaneous Fees and Reimbursements
Total General Fund		3,412,728	2,649,203	763,525	

Street Lighting

41050	ADMIN FEE	15,000	15,000		
42020	PROC. FEES	3,500	3,500		
43195	OTHER OP. REV.	-	-		
47001	ST. LIGHT CHGS	112,000	112,000		
47001	ST. LIGHT CHGS	8,000	8,000		
50001	INT. REVENUE	50	50		
Total Street Lighting		138,550	138,550	-	User Fees for Services

Water Fund

40000	WATER BASE CHG	1,800,000	1,800,000		
40001	MTR. WATER SALE	2,550,000	2,550,000		
41001	NEW SVC. FEES	25,000	25,000		
41002	INSTALLATION FEES	-	-		
41020	PL. CK. FEE DEP	-	-		
42001	PERMIT FEES	-	-		
42010	CONN. FEES	150,000	150,000		
42020	PROC. FEES	18,000	18,000		
42030	BAD CHECK FEES	500	500		
42040	RECONN. FEES	5,000	5,000		
42050	DCV INSPECTION	22,000	22,000		
43010	REC. BAD DEBTS	900	900		
43190	CELL TOWER REV.	18,000	18,000		
43195	OTHER OP. REV.	20,000	20,000		
43197	LEASE REVENUE	3,600	3,600		
43198	PAVING FEES	3,000	3,000		
43199	SERVICE UPGRADE	-	-		

**McKinleyville Community Services District
Revenue Estimates Detail
FY 24-25 Budget**

Proceeds Detail (Worksheet 2.1 of Guidelines)

Fnd	Acct	Estimated Revenue (2)	Less Non- Proceeds of Taxes	Net Proceeds of Taxes	Comments
46000	AFTER HRS CHGS	-	-	-	
48060	EQUIP USAGE FEE	450	450	-	
48070	SALE OF SCRAP	-	-	-	
50001	INT. REVENUE	150,000	150,000	-	
50005	LATE CHARGES	12,500.00	12,500.00	-	
51011	CONTRIB CONST	25,000.00	25,000.00	-	
52000	OTHER INCOME	-	-	-	
54001-2	GRANTS	7,000,000.00	7,000,000.00	-	
56000	GAIN ON DISPOSAL	3,000.00	3,000.00	-	
57000	UNREALIZED GAIN/LC	-	-	-	
Total Water		11,806,950	11,806,950	0	User Fees for Services
<hr/>					
Wastewater Fund					
40002	SWR SVC CHGS.	4,200,000	4,200,000	-	
40010	STORM WATER FEE	-	-	-	
41001	NEW SVC. FEES	30,000	30,000	-	
41002	INSTALLATION FEES	-	-	-	
41020	PL. CK. FEE DEP	-	-	-	
41040	SWR CONST PRMT	2,000	2,000	-	
42001	INSPECTION FEES	-	-	-	
42010	CONN. FEES	200,000	200,000	-	
42020	PROC. FEES	-	-	-	
42030	BAD CHECK FEES	300	300	-	
42040	RECONN. FEES	-	-	-	
42050	DCV INSPECTION	-	-	-	
43010	REC. BAD DEBTS	900	900	-	
43190	CELL TOWER REV.	18,000	18,000	-	
43195	OTHER OP. REV.	6,500	6,500	-	
43197	LEASE REVENUE	64,392	64,392	-	
43198	PAVING FEES	1,000	1,000	-	
46000	AFTER HRS CHGS	-	-	-	
48060	EQUIP USAGE FEE	-	-	-	
48070	SALE OF SCRAP	-	-	-	
50001	INT. REVENUE	120,000	120,000	-	
50005	LATE CHARGES	13,000	13,000	-	
51011	CONTRIB CONST	125,000	125,000	-	
52000	OTHER INCOME	-	-	-	
54001-2	GRANTS	725,000	725,000	-	
56000	GAIN ON DISPOSAL	-	-	-	
57000	UNREALIZED GAIN/LO:	(50,000)	(50,000)	-	
Total Wastewater		5,456,092	5,456,092	0	User Fees for Services
<hr/>					
Debt Service					
Total Debt Service		-	-	-	Debt Related
<hr/>					
Total All Funds		20,814,320	20,050,795	763,525	

McKinleyville Community Services District
APPROPRIATIONS LIMIT CALCULATION
FY 24-25 Budget

Calculation of Appropriations Subject to Limit (Worksheet #4 of Guidelines)

	<u>Adopted Budget</u>
Total Appropriations From Proceeds of Taxes (From Worksheet # 2)	\$ 763,525
Less Allowed Exclusions (From Worksheet #7)	(13,379)
Current Year Appropriations Subject to Limit	<u>\$ 750,146</u>
Current Year Appropriations Limit (From Worksheet #6)	1,088,961
Current Year Appropriations Over or (Under) Limit	<u>\$ (338,815)</u>
Percentage Over or (Under) Limit	<u><u>-31%</u></u>

McKinleyville Community Services District
 APPROPRIATIONS LIMIT CALCULATION

Population and Growth Factors (Worksheet #5 of Guidelines)

FY 24-25 Budget

	Percent Change Indices		Percent Change in Population [1]		Allowed Annual Percent Growth in Appropriations Limit	Revised Appropriations Limit [2]
	Percent Change in Per Capita Personal Income [3]	Percent Change in Annual Non-Residential Assessed Valuation growth to Total Growth [4]	MCSD (Unincorporated County)	Humboldt County Total		
FY 14-15	-0.23	0.50	-0.1	-0.03	100.43433%	1,109,476
FY 15-16	3.82	-0.08	-0.5	-0.30	99.42169%	1,103,060
FY 16-17	5.37	-0.30	0.1	0.00	99.80269%	1,100,883
FY 17-18	3.69	0.25	1.1	1.00	101.35177%	1,115,765
FY 18-19	3.67	0.25	-0.4	-0.30	99.84407%	1,114,025
FY 19-20	3.85	0.14	-0.6	-0.54	99.54377%	1,108,942
FY 20-21	3.73	0.23	-0.4	-0.50	99.83264%	1,107,086
FY 21-22	5.73	0.22	-0.6	-1.50	99.62020%	1,102,882
FY 22-23	7.55	0.03	-0.4	-0.30	99.63388%	1,098,844
FY 23-24	4.44	0.29	-0.4	-0.90	99.88570%	1,097,588
FY 24-25	3.62	0.32	-1.1	-1.10	99.21404%	1,088,961

[1] From State Department of Finance per Article XIII B of the California Constitution every May 1st for following Fiscal Year Appropriations Calculation. A 1991 amendment to Article XIII-B dropped use of the CPI and allowed for revising limit with PCI or Growth in non-residential assessed valuation and City or County population growth factors back to FY 87-88. The MCSD may selection by resolution the growth factors to be used to calculate the annual Appropriations Limit. The **Bold type** indicate Factor used in calculation for the individual Fiscal Year.

[2] Appropriations Limit calculation have been revised to correct factors and mathematical calculations. Previous Appropriations limits and combined percentage growth from June 20, 2007 Board Agenda report.

[3] PCI = Per Capita Personal Income - California 4th Quarter - Calculated by State Department of Finance. See Price-Population Letter, Annual

[4] Percent of annual growth in non-residential assessed valuation is from information provided by the Humboldt County Assessor's office on values and property classifications and is calculated as the percent of change in non-residential property valuation to the change in total valuation. Application of the percent change in non-residential valuation is from the prior fiscal year change. For example, the percent change in FY 03-04 of 8.14% was the change in non-residential assessed valuation in FY 02-03 from FY 01-02.

McKinleyville Community Services District
APPROPRIATIONS LIMIT CALCULATION
FY 24-25 Budget

Appropriations Limit Calculation (Worksheet #6 of Guidelines)
--

Prior Year Appropriations Limit (From Worksheet #5)	\$ 1,097,588
Current Year Growth Factors (From Worksheet #5)	
Non-Residential Assessed Valuation Percent Change	0.32%
MCSD Unincorporated County Population Percent Change	-1.10%
	<hr/>
Compounded Total Percentage Adjustment Factor	-0.786%
Current Year Annual Adjustment Amount	\$ (8,627)
Other Adjustments to Limit (see detail worksheets)	
Reduction In Limit	
Loss of Responsibility	0
Transfer of Services to Private Sector	0
Transfer of Services to Fees	0
Increase in Limit	
Assumed Responsibility of Services	0
	<hr/>
Total Adjustments to Limit	\$ -
	<hr/>
Current Year Appropriations Limit	\$ 1,088,961
	<hr/> <hr/>

McKinleyville Community Services District
APPROPRIATIONS LIMIT CALCULATION
FY 24-25 Budget

Exclusions to Appropriations Limit (Worksheet #7 of Guidelines)
--

	Exclusions
Court Orders	-
Federal Mandates	
Fair Labor Standards Act Payments	-
FICA and Medicare Payments	11,254
Unemployment Payments	2,125
Total Federal Mandates	13,379
Qualified Capital Outlays (Assets of over \$100,000)	-
Total Qualified Capital Outlays Paid From Proceeds of Taxes	-
Qualified Debt Service	
Total Qualified Debt Service Paid From Proceeds of Taxes	-
Total Exclusions	13,379

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RESOLUTION 2024-16

**A RESOLUTION ESTABLISHING APPROPRIATIONS LIMITS FOR MCKINLEYVILLE
COMMUNITY SERVICES DISTRICT IN FISCAL YEAR 2024-25 PURSUANT TO ARTICLE
XIIIB OF THE CALIFORNIA CONSTITUTION**

WHEREAS, Pursuant to Article XIIIB of the California Constitution, the McKinleyville Community Services District is required to establish, by resolution, the limit to which funds derived from ad valorem taxes may be appropriated during Fiscal Year 2024-25; and

WHEREAS, the District staff has obtained from the California Department of Finance a Population Change Estimate for the area within the McKinleyville Community Services District; and

WHEREAS, the results of the Population Change Estimate have been included within the determination of the McKinleyville Community Services District appropriations limit for Fiscal Year 2024-25; and

WHEREAS, the McKinleyville Community Services District has determined that such limit should be established at \$1,088,961.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby establish the limit to which funds derived from ad valorem taxes may be appropriated during the Fiscal Year 2024-25 pursuant to the provisions of Article XIIIB of the California Constitution as \$1,097,588.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on June 5, 2024 by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Scott Binder, Board President

Attest:

Joey Blaine, Board Secretary

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Not applicable

Exhibits/Attachments:

- Attachment 1 – 2024 CSDA Annual Conference Brochure

2024 CSDA Annual Conference & Exhibitor Showcase

The Leadership Conference for Special Districts

Indian Wells
California

September 9 - 12, 2024



California Special
Districts Association
Districts Stronger Together



Adventure Awaits at the 2024 CSDA Annual Conference & Exhibitor Showcase for special district leaders! Cultivate new connections this September in Indian Wells.

Join 800-plus special district professionals and industry experts for a three-day, must-attend education and networking event.

- ▶ Develop new partnerships.
- ▶ Discover new products and services to make your district more efficient.
- ▶ Expand your horizons with inspiring and motivating keynote sessions.
- ▶ Learn about the latest in special district technology, management playbooks, and legal trends.
- ▶ Explore new ideas and best practices. Walk away with practical strategies, new connections, and innovative ideas to move your district forward.

Explore, connect, and inspire in the stunning desert landscape of Indian Wells!

CSDA's 2024 Annual Conference & Exhibitor Showcase is in Indian Wells! Situated in the heart of the Coachella Valley, Indian Wells enjoys a central location with easy access to major transportation hubs, including Palm Springs International Airport. In your free time, enjoy the perfect blend of natural beauty, recreational events such as golfing and hiking, and diverse culinary scene in Indian Wells!



Renaissance Esmeralda Resort & Spa
44400 Indian Wells Lane, Indian Wells, CA 92210

CSDA room reservations in the CSDA room block start at the rate of \$199 plus tax and fees per day plus \$15 resort charge per room per day. The room reservation cut-off is August 21, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration. One night's room and tax will be charged at the time a reservation is made and becomes non-refundable on Friday, August 16, 2024.



Monday, September 9, 2024

pre-conference

Explore, connect, inspire

9:00 a.m. – 3:30 p.m.

Pre-Conference Workshop:

Special District Leadership Academy Module 1: Governance Foundations

Hilary Straus, Citrus Heights Water District

SDRMA CIP ELIGIBLE

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

\$285 CSDA Member / \$430 Non-member*

**Price includes continental breakfast and lunch.*

Pre-Conference Workshop:

So, You Want to Be a General Manager?

Scott Carroll, CSDM, Costa Mesa Sanitary District

SDLF Sponsored by the
Special District Leadership Foundation (SDLF)

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

\$115 CSDA Member and Non-member*

**Price includes continental breakfast and lunch.*

1:00 – 3:00 p.m.

Pre-Conference Workshop:

Sexual Harassment Prevention Training

Jennifer Martinez, Hanson Bridget, LLP

State law requires most local officials and employees to receive sexual harassment prevention training and education for at least two hours within six months of taking office or commencing employment and every two years thereafter. Presented by an attorney with deep experience in public and employment law, this session provides an interactive presentation meeting the requirements of state law.

Free to CSDA Members and Non-members who are already attending the full conference.

3:00 – 5:00 p.m.

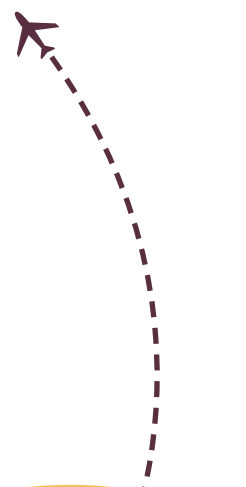
Pre-Conference Workshop:

Ethics AB 1234 Compliance Training

Richard Pio Roda, Redwood Public Law, LLP

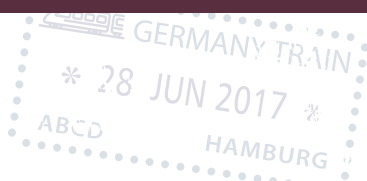
State law requires local agency officials to complete two hours of ethics training within the first year of his or her service. Then, every local agency official must receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years thereafter. This training satisfies these requirements by covering various ethics topics, including a discussion of the Ralph M. Brown Act.

Free to CSDA Members and Non-members who are already attending the full conference.



SDRMA Credit Incentive Points

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





9:00 a.m. Start
Pre-Conference Activity
SDLF Scramble for Scholarships Golf Tournament

Indian Wells Golf Resort

Join special district elected officials, staff, and business affiliates at this optional fun event. Great golf skills are not necessary! Proceeds benefit the Special District Leadership Foundation scholarship fund.

\$130 includes golf with cart, lunch, and prizes!
Hurry, space is limited and is on a first-come, first-served basis.

12:00 – 3:00 p.m.
Pre-Conference Tour
Southern California Edison (SCE) Green Energy Tour

Join your fellow attendees and representatives of Southern California Edison (SCE) for lunch and a tour of the Devers Substation. Attendees will learn about SCE operations as well as green energy efforts in the area including solar and wind.

\$30 per person, includes transportation to/from the hotel, lunch, and tour.
Early registration is encouraged. Limited to 50 attendees.

10:00 a.m. – 12:00 p.m.
Pre-Conference Activity
Special District Parks and Pickleball!

Join your fellow conference attendees for a fun morning of pickleball. Instruction and round robin game play for designated level of experience (beginner, intermediate, advance) will be included so come one and all!

\$35 per person. Pickleballs are included but participants are encouraged to bring their own pickleball paddles. Paddles will be made available to participants without a paddle.
Early registration is encouraged.

12:00 p.m.
 **Young Professionals Meet-Up**
Dinks and Drinks

Immediately following pickleball. No host.

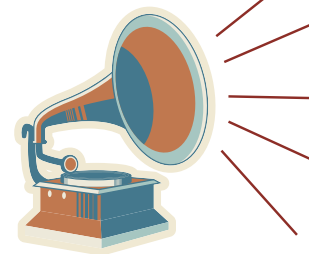
1:00 – 3:00 p.m.
Certified Special District Manager (CSDM) Exam, Special District Leadership Foundation

(optional, must be scheduled prior to conference)

2:00 – 4:30 p.m.
Chapter Leaders Meeting

(optional, no fee but must be attending the conference)

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities. New this year – the meeting will begin with networking and refreshments with CSDA Diamond and Platinum Business Affiliate Members, including information on how they can help support your chapter's efforts!



Conference Officially **BEGINS!**

5:15 – 7:30 p.m.
President's Reception with the Exhibitors

Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Appetizers, refreshments, and entertainment are provided.

Reception is included in conference registration.





09.09 - 09.12 schedule

Charting the course to endless horizons

Tuesday, September 10, 2024

7:00 a.m. – 6:00 p.m.
Registration Open

7:30 – 8:30 a.m.
CSDA Board Meeting

7:30 a.m. – 6:30 p.m.
Exhibitor Showcase Open

7:30 – 8:30 a.m.
Continental Breakfast in the Exhibit Hall (Raffle)

Breakfast is included in conference registration.

8:45 – 10:45 a.m.



Mike Rayburn
Two-time TED Talk Presenter, entrepreneur, and Hall of Fame speaker

"What If"

Opening General Session and Keynote

- ▶ Energize and equip your teams with the tools to get the most from your conference.
- ▶ Transform your teams into possibility thinkers, finding opportunities where others miss them.
- ▶ Renew your passion and ability for thinking big and taking bold action.
- ▶ Encourage smart, necessary risk-taking.
- ▶ Align your teams with a common mindset, the "What If Mindset."

Awards Presented:

- ▶ General Manager of the Year
- ▶ Board Member of the Year
- ▶ Staff Member of the Year
- ▶ Certificate in Special District Governance
- ▶ Certified Special District Manager
- ▶ Essential Leadership Skills Certificate

11:00 a.m. – 12:00 p.m. **Breakout Sessions**

The \$250,000 Pyramid

Laura Glenn, Public Trust Advisors

Come on down you are the next contestant on the \$250,000 Pyramid. In this session, we will discuss the roles and responsibilities of treasurers/investment officers, investment policy best practices, cash flow analysis/modeling, and investment terms and concepts! Audience participation is welcome throughout and a must for the session's ending game!

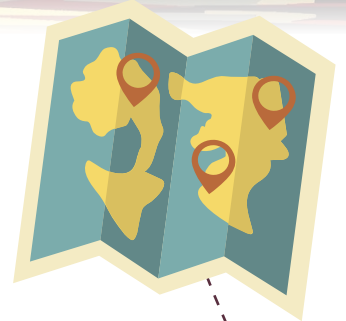
D-E-I and Y-O-U...Best Practices for DEI Initiatives in the 2024 Landscape

Jennifer Martinez, Hanson Bridgett, LLP

Events in recent years have created a unique landscape for DEI programs—while there is more widespread acknowledgment of the benefits of such programs, there is also more widespread scrutiny.

In this session you'll learn about:

- ▶ Tangible initiatives that advance the goals of DEI
- ▶ Minimizing legal risks, including, but not limited to, successful recruitment and retention and improved morale and employee satisfaction
- ▶ A deeper understanding of the many ways that a true commitment to the principles of DEI can improve your entire organization



Tuesday, September 10, 2024

The Future is NOW - AI and Its Impact on Special Districts

Corey Kaufman, VC3

This session intends to allow the attendees to learn about AI and what it may be potentially used for in local government.

In this session we will go over the following:

- ▶ What is AI and how does it work?
- ▶ How might we be able to use AI in our daily lives?
- ▶ What are the potential pitfalls of using AI and things to watch out for?
- ▶ How does AI impact my IT strategy?

Common Retirement Law Pitfalls

Vance Piggott, Kronick, Moskovitz, Tiedemann & Girard

Some changes in the law applying to the Public Employment Retirement Law are well-publicized and retirement systems provide ample advance notice.

Other changes have been put into place with little fanfare. However, many such changes have a significant impact on employers, employees, and retirees. CalPERS has significant administrative authority to interpret and implement the law, meaning that new laws which seem to be inconsequential changes can be far more impactful than initially imagined.

Advanced Training in the California Public Records Act

Darren Ziegler and Jennifer Ransom, Best Best & Krieger, LLP

This training is primarily intended for public agency personnel who have some knowledge of and experience with the CPRA, and who are seeking to expand their understanding of the law. We will cover key aspects of the CPRA, including when an applicable exemption may give an agency the right not to disclose a particular record or portion of a record.

To Live Gas-Free: Everything You Wanted to Know About Zero Emission Vehicle Reporting Regulations

David Lim and Marian Slocum, Richards Watson Gershon

Participants will get a low-down on the latest rules, regulations, and court challenges to the new zero emission vehicle reporting requirements. Special focus on special districts with any sized fleet.

The Brown Act in a Modern World

Laurence Wiener, Richards Watson Gershon

This presentation will review the following:

- ▶ The Brown Act's new virtual meeting rules, including AB 361, AB 2449, and the Brown Act's traditional teleconferencing options
- ▶ AB 992's rules for commenting on social media about agency business
- ▶ Avoiding constitutional issues when monitoring your social media pages



12:15 – 1:30 p.m.

Lunch with the Exhibitors

Lunch is included in the conference registration.

All conference attendees are welcome to attend lunch in the exhibit hall. Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management to accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you're looking for!



Tuesday, September 10, 2024

1:45 – 3:00 p.m.

Breakout Sessions

CalPERS: Current Pension Issues

Michael Cohen, Chief Operating Investment Officer,
CalPERS

Hear the latest developments, decisions, and outlook regarding the current pension climate from a leading representative of CalPERS.

Tune Up to Get, and Stay, in Peak Legal Shape

Christopher Frederick, Liebert Cassidy Whitmore

Whether you are new to public sector labor and employment relations, or an experienced practitioner, this legal tune-up ensures you are up to date on the most significant legal developments in this area.

Being Cool on Camera: Navigating a First Amendment Audit

Ryder Todd Smith, Tripepi Smith

Emily Barnett, Central Contra Costa Sanitary District
Jennifer Allen, Contra Costa Water District

Social media has empowered self-proclaimed journalists and influencers to target government agencies and conduct 'First Amendment Audits', where individuals enter public spaces with a video camera and attempt to challenge employees to reveal an injustice or a lack of understanding of rights. With this trend growing every day, special districts must be prepared to address these uncomfortable situations with ease and professionalism while still building trust within the community. Join the panel as they discuss their insights gained during their experiences with First Amendment Audits and share tips on how to prepare for Audits strategically.

Public Sector Apprenticeships – A Pathway to Scalable Success

Institute for Local Government

California's special districts (along with other local governments) are experiencing several workforce challenges that a unified and coordinated apprenticeships program could help alleviate. While the specific needs and challenges of each special district may differ, many jobs may be the same from one district to the next. This session will highlight a new public sector apprenticeships framework that is scalable and replicable across

numerous types of job classifications and industry subsectors, including those that are in high demand.

In Our Rate-Setting Era

Jamie Bandy, El Dorado Irrigation District
Lutfi Kharuf, Best Best & Krieger, LLP
Sara Mares, NBS

Property Related Fees are essential funding sources for many Special Districts. Water, Sewer, Solid Waste and Stormwater Rates are getting harder to approve and the legal parameters are ever-changing. From new bills to ballot initiatives and case law, to practical considerations in rate setting and implementation, if it seems the rules are different with every rate study effort, it's because they are! This session will provide an update to recent legal issues and considerations for practical rate setting and implementation, including a case study with El Dorado Irrigation District.

Beyond Smart: Values-Based Goal Setting for the Public Agency

Stephanie Smith, Best Best & Krieger, LLP

If SMART Goals were all it took to achieve agency greatness, why do we continuously set the same goals? The answer is that the goals are not in alignment with our values. We set goals that are either not achieved or are set around metrics that no one cares about. This session will reinforce identified core values and build on them through a new lens of goal setting. We will explore strategies for applying our values to goal setting and leave feeling empowered to step out of the routine and into an exciting future based on what is most important to us in our lives and agencies now.

Fill That Spot the Right Way - Special District Board Elections and Vacancies

Nick Clair, Lozano Smith, Attorneys at Law

Navigating the complexities of board elections and vacancies in special districts requires a thorough understanding of legal frameworks and procedural intricacies. This presentation delves into the critical aspects of board elections and vacancies, offering a comprehensive analysis of California laws and regulations.



Tuesday, September 10, 2024

3:45 – 4:45 p.m.

Breakout Sessions

“What the Bleep!” Limits of Public Comment

*Henry Castillo and Lauren Langer,
Best Best & Krieger, LLP*

What are the limitations of public comment? What is protected speech and when can public comment be limited? In this panel discussion, hear stories and examples of how and when public comments can be terminated. The panel will also review the newly enacted SB 1100 (Cortese, 2022), which allows a presiding officer to remove a person from a public meeting.

Who Does What and Why: Establishing Good Governance

*Amy Ackerman, Jim Ross, Andrew Shen,
Renne Public Law Group, LLP*

This session will explain the roles of the board, individual board members, and district managers to ensure effective governance. Using examples, the session will cover common problems that interfere with effective governance and can result in costly mistakes.

Maximizing Your Attorney-Client Relationship: Strategies for Public Agencies and Lawyers

Steven Flower, Richards Watson Gershon

The role of the attorney for a public agency is different than for private clients. What client does the public attorney represent? Who gives direction on legal matters? How can board members and staff ensure that a special district gets high quality, understandable, and cost-effective legal services? A public agency attorney answers these questions and provides tips for getting the most value out of your agency's relationship with its lawyers.

In the Room Where it Happens - Securing LAFCO Representation

*Pete Kampa, Groveland Community Services District
Erik Christeson,
Kirkwood Meadows Public Utilities District
Dane Wadle, CSDA
Gary Bell, Colantuono, Highsmith & Whatley PC*

Special districts have the ability to obtain representation on their local LAFCOs. It is an opportunity for districts to build partnerships with local cities and the county. However, not all LAFCOs have district representation. Come hear how districts in Tuolumne and Alpine counties recently obtained representation on their local LAFCOs. This session will provide actionable steps for districts to navigate the process.

California Voting Rights Act & Redistricting Update

*Derek Cole, Cole Huber, LLP
Douglas Johnson, National Demographics
Corporation (NDC)*

The California Voting Rights Act continues to affect special districts as, in the wake of the State Supreme Court's decision in the Santa Monica case, new interpretation questions affect the decision whether to convert from at-large to district elections. This presentation will discuss the CVRA, explain recent court developments, and provide practical approaches for how to handle threatened CVRA claims.

The Evolution of Website Accessibility in 2024

Maria Lara, Streamline

Join us for an insightful discussion on the latest regulatory landscape, exploring opportunities to leverage cutting-edge technology for heightened website accessibility and a better experience for communities. Attendees will leave with the technology tools and resources to achieve website accessibility more effectively.



Tuesday, September 10, 2024

California Economic Forecast: A Look Ahead

Rachelle Arizmendi and Francesco Mancia,

Avenu Insights and Analytics

Jerry Nickelsburg, The University of California, Los Angeles (UCLA)

You will not want to miss this report on the Golden State's economic future. For 60 years, UCLA Anderson Forecast has provided forecasts for economies across the country; its projections are recognized as one of the most accurate, widely followed, and frequently cited in California. Avenu has provided regional/local forecasts and trends in California for 40 years.

5:00 – 6:30 p.m.

Mix and Mingle in the Exhibit Hall — GLOW Party Style!

Grab your glow sticks and wear your neon when you stop by the exhibit hall for a cocktail and hors d'oeuvres. Be sure to enter for one more chance to win one of our fabulous prizes!

The exhibit hall closes on Tuesday, September 10th at 6:30 p.m.

Reception is included in full conference registration.

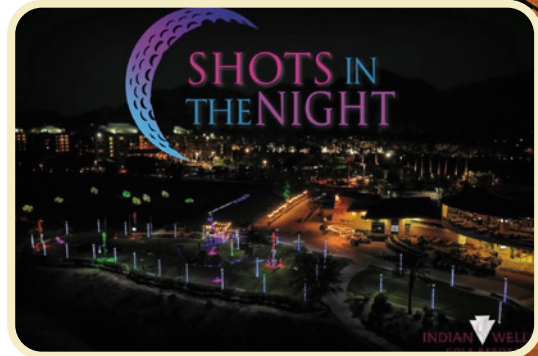
7:00 – 9:00 p.m.

Shots in the Night

Join CSDA's highest level Business Affiliates for this exclusive event for district attendees. Experience the excitement of Shots in the Night, featuring Nextlink Laser Putting and Toptracer Driving Range, promising a golfing adventure while fostering valuable connections and collaborations with Business Affiliates and district colleagues!

Free to DISTRICT attendees.

(pre-registration is required, cannot be attending as an exhibitor or other Business Affiliate. Space is limited so register early).





Wednesday, September 11, 2024

8:00 – 8:30 a.m.

SDRMA Sponsored Full Plated Breakfast

All registered attendees and exhibitors are welcome.

Breakfast is included in conference registration.

SDRMA 8:30 – 10:30 a.m.



Dr. Elizabeth Lombardo

Speaker, author, coach, and "America's Most-Trusted Celebrity Psychologist"

Leadership From the Inside Out

SDRMA General Session Keynote and Awards

Mindset training for high-performance leaders

Shift from stress to strength as you elevate your mindset—and your leadership abilities. Your daily thoughts, perceptions, and reactions have a transformative effect on your leadership impact. In this science-informed session,

you'll identify the internal barriers holding you back, discover how to unite your team around a powerful goal, and walk away equipped to inspire everyone you lead.

Awards Presented:

- ▶ Transparency Certificate of Excellence
- ▶ District of Distinction

10:45 a.m. – 12:00 p.m.

Breakout Sessions

California Government Tort Claim Requirements and What Your Public Agency Needs to Know

Debbie Yokota, Special District Risk Management Authority (SDRMA)

Brian Hamblet, Burke Williams & Sorenson, LLP

This presentation will focus on what constitutes a government tort claim, who it needs to be submitted to, and how the public agency should process it. This session will provide best practices for receiving a tort claim and the difference between returns without action and rejections.

Setting the Stage for Success: How to Prepare for Capital Improvement Financing

Stefan Morton, Municipal Finance Corporation

Albert Reyes, Kutak Rock, LLP

Nicki Tallman, Brandis Tallman, a Division of Oppenheimer & Co. Inc

You've recognized that financing capital improvements can be a valuable strategy – or even an absolute necessity – for achieving your district's goals. But is your district ready to communicate these goals to potential lenders? Can you provide the necessary background information? Have you weighed all the financing options? In this session, speakers will discuss how your district can prepare itself and ensure a successful transaction with the best rate and terms available.

Getting Started with CEQA

Ann Danforth, Ruben Cruse, and Andrew Shen, Renne Public Law Group, LLP

CEQA can be intimidating, so join us for this important session as we uncover CEQA's unique concepts and language. We will discuss basic concepts and requirements alongside real-world examples and



Wednesday, September 11, 2024

illustrations. Additionally, we will explore case law developments and the newest State laws that continue to shape CEQA law. Most importantly, you will learn when a project triggers CEQA and its required processes. While it is constantly evolving, the panel will bring you up to speed on the latest and greatest in the world of CEQA.

How CUPCCAA Benefits Special Districts in Delivering Public Works Projects

Will Clemens, Oceano Community Services District

The California Uniform Public Construction Cost Accounting Act provides Special Districts with the ability to implement alternative bidding procedures on public works projects costing less than \$200,000. The Act is voluntary and supports participating special districts with efficient and flexible project delivery.

When Decorum and Civility Do Not Work, Then What?

Shelline Bennett, Liebert Cassidy Whitmore

In defining roles, values, and expectations, the governing body – the board - and executive director help set the tone and tenor for effective and respectful district operations. If a board member attempts to violate those expectations (i.e., interfering in personnel decisions), there may be consequences and impacts for the whole organization. In this session, we will review the legal and policy process for such a situation, related sensitivities, and discuss opportunities for solutions.

What the X? Adjusting Your Agency's Social Media Strategy in an Ever-Changing Landscape

*Thomas Christensen, County of San Diego
Erin Morales, Cucamonga Valley Water District*

It seems like every time you log into a social media platform, something has changed. There are big changes like Twitter becoming X, Next Door allowing special districts to join (finally!), and Facebook constantly changing their administrator pages. Keeping up with all the changes can be daunting. This session will help you understand the latest changes in the social media world so you can consider which platforms your agency should invest time and advertising dollars on.

Creating Your Own Prevailing Wage Checklist

*Deborah Wilder,
Contractor Compliance & Monitoring, Inc.*

You have attended a lot of prevailing wage educational sessions and webinars, but what you need is an all-inclusive checklist of all the prevailing wage obligations. The checklist includes prevailing wage obligations so you know what is required by just California prevailing wage, and also when the project also needs Davis Bacon compliance, or Skilled and Trained Workforce. Join this class to get your copy of the Prevailing Wage Checklist and review the specific requirements based on your funding source.

11:00 a.m. – 12:00 p.m.

SDLF Board and Annual Meeting

12:15 – 2:00 p.m.

Legislative Update Luncheon

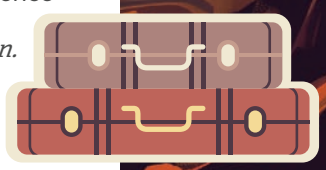
CSDA Advocacy Team

CSDA's advocacy and legal affairs team will present attendees with the most up-to-date information on the outcome of the biggest state and federal budgetary, legislative, and legal issues impacting special districts in 2024, as well as a sneak peek of what to expect in 2025. Learn about significant new laws coming your way and what they mean for special districts going forward.

Awards Presented:

- ▶ Innovative Project/Program of the Year Award (large district)
- ▶ Innovative Project/Program of the Year Award (small district)
- ▶ Exceptional Public Outreach & Advocacy Award (large district)
- ▶ Exceptional Public Outreach & Advocacy Award (small district)
- ▶ Recognition of Previous and Outgoing Board Members
- ▶ Ralph Heim Exceptional Outreach & Advocacy Award
- ▶ William Hollingsworth Award of Excellence

Lunch is included in the conference registration.



Wednesday, September 11, 2024

2:15 – 3:30 p.m.

CSDA Finance Corporation Board and Annual Meeting

2:15 – 3:30 p.m.

Breakout Sessions

Legislative Update “Post Script”

CSDA Advocacy Team

Did you leave the Legislative Update Luncheon still hungry for more? We have you covered. Here's your chance to meet with CSDA's advocacy experts in a smaller setting designed to expand upon and answer questions related to the topics presented earlier at the luncheon. This breakout session will allow for a deeper dive into the biggest bills and hottest state policy matters in Sacramento impacting special districts. So, take notes at the luncheon and bring your questions to the Post Script.

California's Workplace Violence Prevention Requirements are Here: Is Your District Prepared?

Henri Castro, CSP, Special District Risk Management Authority (SDRMA)

The new Workplace Violence Prevention requirements, signed into law under SB553, are effective on July 1, 2024. This session focuses on the written plan requirements, which will include how to conduct a comprehensive workplace violence hazard assessment, developing and implementing a written plan, understanding the violent incident logging requirements, and why tailored employee training is critical.

How Special Districts Can Work with Cities to Secure Revenue and Improve Services to Our Shared Communities

*Scott Sear, Kevin Kalman, Barb Adair, and Troy Strange, Desert Recreation District
Charlie McClendon, City of Cathedral City*

In this session, we will dive into the dynamic and multifaceted relationships between special districts and cities. Participants will explore a variety of strategies to enhance cooperation and partnership, crucial for the delivery of essential services and the promotion of community well-being. We'll also examine the role of ballot measures and tax assessments as tools for funding and prioritizing projects that matter most to the communities. The

session will highlight innovative ways to engage with communities, ensuring that funding measures are grounded in the needs and desires of the residents they serve.

Crafting Your Roadmap to Success: Developing a Meaningful Strategic Plan

Martin Rauch, Rauch Communication Consultants, Inc.

Many districts have some type of strategic plan but feel it falls short in one way or another. This session will guide you to improve an existing planning process or develop a new one because whatever the challenges facing your district, it is critical to build a realistic, step-by-step, and well-supported plan to get there. You will receive guidance on evaluating the issues, challenges, and opportunities facing your district and developing clear board direction for the future.

Competency Modeling: Transforming Teams, Elevating Performance, and Fostering Inclusion

Wendi Brown, WBCP, INC

Discover how competency modeling serves as a compass for organizations, enabling them to identify the skills and strengths crucial to their unique culture and team success. Participants will gain a profound understanding of how competency modeling provides clarity in job descriptions, helps identify and develop leadership, and aligns organizational goals with skills necessary to thrive in today's business landscape.

Diversifying Revenue Streams: A Roadmap for Special District Funding

*Donna Segura and Megan Quinn, Harris & Associates
Mrunal Shah, Best Best & Krieger, LLP*

Join us for an overview of funding options available to special districts and municipalities. We will cover the basic requirements, eligibility, pros/cons, and legal requirements.

Homelessness Redux: Follow-up to What Special Districts Need to Know and What They Can Do in an Ever-Evolving Landscape

Richard Pio Roda, Redwood Public Law, LLP

California continues to have the largest homeless population in the U.S. The Ninth Circuit Court of Appeals' landmark decision in *Martin v. City of Boise* continues to be interpreted and stretched by decisions, focused on enforcement of sleep,

ADVENTURE
WAITING



Wednesday, September 11, 2024

lie, camping, or similar ordinances where there is insufficient shelter space to accommodate all homeless people, and mitigating violations of the Eighth Amendment right against cruel and unusual punishment.

3:45 – 5:00 p.m.

Breakout Sessions

Keeping Up with the Surplus Land Act

Matthew Cody, Best Best & Krieger, LLP
Larry Kosmont, Kosmont Financial Services

The SLA was amended in 2023 and HCD is updating their guidance for disposing of surplus property. This presentation will discuss key compliance issues and resources for districts seeking to make best use of their real property assets.

Navigating Generational Differences

Tracy Miller, TM Consulting

In our rapidly evolving world, understanding and harnessing the diverse perspectives and experiences of different generations is crucial for leaders. TM Consulting's "Navigating Generational Differences" session provides a comprehensive and interactive platform for attendees to explore the intricacies of multi-generational dynamics, enabling them to enhance their leadership skills and decision-making capabilities.

From Idea to Action: Budgeting for Strategic Impact

Almis Udrys, OpenGov

Driving meaningful outcomes requires identifying strategic priorities, aligning your team, securing the resources, managing the execution, and communicating impact during the budget process. No matter how you currently budget, you can make small and meaningful changes to increase your budget framework maturity and align the budget process with your strategic plan.

Tools for Navigating Elected Officials Who Won't Follow the Rules

David Prentice and Margaret Long, Prentice | Long PC

What do you do when one of your board members is sexually harassing staff? How can you get your board members to attend legally required trainings? What happens when your board members personally attack each other and engage in bullying behavior? In this session, you'll learn

what your responsibilities are for ensuring that the elected officials in your agency follow the laws. You'll also learn about practical tools and resources for successfully dealing with elected officials who refuse to comply. And finally, you'll learn about what can legally be done if your attempts to resolve these issues have failed.

Cover 80% of Cybersecurity Project Costs with the State and Local Cybersecurity Grant Program

Corey Kaufman, VC3

The federal government has provided funding to assist State, Local and Tribal (SLT) governments with managing and reducing systemic cyber risk. The grant will cover 80% of the cost—meaning your special district will only be responsible for 20%. Previous years' envisioned cybersecurity grant dollars distributions didn't look like much for local government entities, so many didn't apply – leaving significant funding for those who did. In this presentation, we'll discuss how the grant program works, how to apply, and how CSDA can help.



Wednesday, September 11, 2024

6:00 – 9:00 p.m.

Taste of the City – Casino Night

Sample local food and beverages while enjoying casino games, music from our DJ, and a lively silent auction, benefiting SDLF.

Reception is included with full conference registration.



Thursday, September 12, 2024

8:00 – 10:00 a.m.

Closing Breakfast: Connect and Collaborate

We've saved the best for last! Here's your chance to connect with similar districts and discuss some of your most pressing issues.

Awards Presented:

- ▶ Excellence in Technology
- ▶ Chapter of the Year
- ▶ Beacon Awards



Breakfast is included in full conference registration.

10:00 a.m.

Conference Adjourns



Registration Fees

Save \$\$\$ by registering now!

Early Bird (on or before August 9, 2024)

- Member (Full Conference) \$775
- Non-member (Full Conference) \$1,160
- Guest of a CSDA Member* (Full Conference, cannot be from a district/company) \$400
- Guest of a CSDA Non-Member* (Full Conference, cannot be from a district/company) \$600
- Member (One-day Registration) \$430
- Non-member (One-day Registration) \$645

Regular Registration (After August 9, 2024)

- Member (Full Conference) \$860
- Non-member (Full Conference) \$1,290
- Guest of a CSDA Member* (Full Conference, cannot be from a district/company) \$490
- Guest of a CSDA Non-Member* (Full Conference, cannot be from a district/company) \$730
- Member (One-day Registration) \$460
- Non-member (One-day Registration) \$690

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





Attendee Registration Form

Hotel Reservations *Renaissance Esmeralda Resort & Spa*

CSDA room reservations in the CSDA room block start at the rate of \$199 plus tax and fees per day plus \$15 resort charge per room per day. The room reservation cut-off is August 21, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration. One night's room and tax will be charged at the time a reservation is made and becomes non-refundable on Friday, August 16, 2024.

Registration Fees Include:

- President's Reception with the Exhibitors
- Keynote Sessions
- Continental Breakfast with the Exhibitors
- Lunch with the Exhibitors
- Mix and Mingle in the Exhibit Hall
- SDRMA Full Plated Breakfast
- Legislative Update Luncheon
- All Breakout Sessions
- "Taste of the City" Reception
- Closing Breakfast

Three Ways to Register

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

Name:		Title:		
District:				
Address:				
City:		State:	Zip:	
Phone:		Fax:		
Email:		Website:		
Special Needs (including dietary)		First time attending the CSDA Annual Conference & Exhibitor Showcase? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Emergency Contact:				
Conference Registration Fees		Early Bird (on/before August 9, 2024)	Regular (after August 9, 2024)	SUBTOTAL
<input type="checkbox"/> CSDA Member - Full Conference		\$ 775.00	\$860.00	
<input type="checkbox"/> Non-member - Full Conference		\$ 1,160.00	\$ 1,290.00	
<input type="checkbox"/> Guest of a Member - Full Conference* (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$ 400.00	\$ 490.00	
<input type="checkbox"/> Guest of a Non-member - Full Conference* (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$600.00	\$ 730.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$ 430.00 each day	\$ 460.00 each day	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$ 645.00 each day	\$ 690.00 each day	
*Guest registration includes all meal functions, receptions (including Taste of the City), and Keynote sessions. We also offer a reception only (Party Pack) and Taste of the City only guest registration.				
Separate Registration Fees		Member	Non-member	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sep. 9		\$ 285.00	\$ 430.00	
<input type="checkbox"/> Pre-Conference Workshop: So, You Want to Be a General Manager? - Sep. 9		\$ 115.00 CSDA Member/Non-member		
<input type="checkbox"/> Pre-Conference Workshop: Sexual Harassment Prevention Training - Sep. 9		Free CSDA Member who is attending the full conference		
<input type="checkbox"/> Pre-Conference Workshop: Ethics - Sep. 9		Free CSDA Member who is attending the full conference		
<input type="checkbox"/> SDLF Scramble for Scholarships Golf Tournament - Sep. 9		\$130.00 (includes lunch)		
<input type="checkbox"/> Pre-Conference Tour: Southern California Edison Green Energy Tour - Sep. 9		\$30.00 (includes lunch)		
<input type="checkbox"/> Pre-Conference Activity: Special District Parks and Pickleball! - Sep. 9		\$35.00		
<input type="checkbox"/> "Taste of the City" Reception (Guests only) - Sep. 11		\$ 90.00	\$ 140.00	
<input type="checkbox"/> Guest Party Pack (admission to President's Reception, Mix & Mingle, and Taste of the City)		\$215.00	\$265.00	
<input type="checkbox"/> Shots in the Night - Sep. 10		Free to DISTRICT attendees – Space is LIMITED, sign up now		
TOTAL				
Payment Information				
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover				
Account name:			Account Number:	
Expiration date:	Zip Code:	CVC:	Authorized Signature:	

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than August 9, 2024. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 9, 2024. Substitutions are acceptable and must be done in writing no later than August 30, 2024. Please submit any cancellation notice or substitution request to megahn@csda.net or fax to 916-520-2465.

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

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



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CSDA Annual Conference & Exhibitor Showcase

The Leadership Conference for Special Districts

 September 9 – 12, 2024  Renaissance Esmeralda Resort & Spa,
Indian Wells, California

The one conference you can't afford to miss!

McKinleyville Community Services District

BOARD OF DIRECTORS

June 5, 2024

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

Water grant revenue was \$1,609,488 in April due to reimbursement receivables for both the 4.5 million gallon tank and the McCluski tank projects.

Wastewater grant revenue is -\$11,150 due to discovery of McCluski Tank Reimbursement Request #1 being posted as revenue twice. The correction has been made.

Cost savings for April include \$491 of interest earned on the Umpqua Money Market account. This is approximately two days of interest earned after rate negotiations occurred. May earnings will be much higher.

Customer adjustments at April month-end total \$20,467.48; the annual budget for this sub-item is \$27,500. (GL# 501/551-62120)

Total Board Travel as of April 30, 2024 is \$16,534.55 which is 75.84% of the approved \$21,800 budget for this item. (GL# 001/005/501/551 62090-888)

Audit/Budget Update:

The revised SEFA schedule for The Single Audit has been submitted to the auditor for final review. The deadline for Single Audit is June 15th so a Finance and Audit Committee will be scheduled soon to finalize for submission.

I am building a workbook to better track future federal reimbursements so the struggles we faced this year will not occur in the future.

The District's 2024-25 Proposed Budget is complete and included with this June board packet. This has been a learning experience for me, and I look forward to being here from the beginning for next year's budget.

OTHER UPDATES

Laurel Weston has returned from a leave of absence, so we now have all front-office staff present.

Benjamin Arroyo, who was originally hired as an Accounting Tech, has again been able to step into that role leading the monthly Bank Reconciliation and Cash Disbursement Report. Ben will also be learning Month End adjustments and the Treasurer's Report in coming months.

I, Samantha, am settling into my role as Finance Director, becoming more and more familiar with our various workbooks and platforms. I am looking forward to tackling the Annual Audit at the beginning of next fiscal year.

McKinleyville Community Services District

BOARD OF DIRECTORS

June 5, 2024

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 35.7 million gallons of water in April. Five water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Testing of DCV's in Routes 7 and 8 were conducted in April. 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 1.3 million gallons and the average usage per day was 1.1 million gallons.

Water Distribution Maintenance:

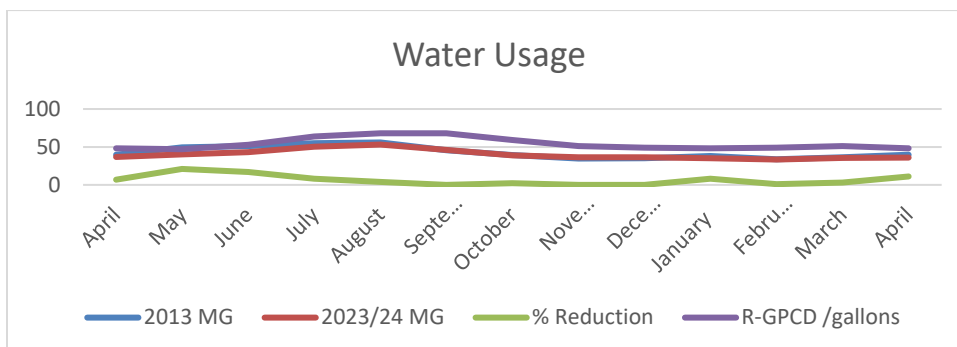
Weekly Bacteria Samples were collected on Schedules 1, 4, 5 and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. Valve exercising continues and is 85% completed. This annual program keeps valves operable and easy to operate when needed. Each valve is exercised and recorded on the template app. Any valves requiring repairs will generate a work order. The semi-annual locating of offsite meter boxes was conducted. Meters that are hard to find were marked with white paint. Several trench patches were prepped and permanently paved. These are a residual of leak repair and new service install patches. A fire hydrant was hit by a car on Archer. Staff was called out and made the necessary repairs to the hydrant and surrounding concrete pad. The driver will be billed for time and material for those repairs. A water leak was repaired on Second. The leak was caused by a faulty repair from when the sewer was installed many years ago. Staff replaced the service line from the main to the angle-stop.

Water Station Maintenance:

Monthly inspections and daily routines were conducted at the water stations. Any minor issues found are repaired during inspections, but if they require parts or extensive labor, the issue is documented on the monthly sheet, which will then generate a work order for repairs. String trimming and cleaning was conducted at several stations. A breaker was replaced at North bank station along with cleaning and staining the sign.

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
April	39.755	37.003	7	48
May	49.407	39.491	21	47
June	51.337	42.826	17	53
July	54.757	50.136	8	64
August	55.908	53.131	4	68
September	45.702	46.090	(-1)	68
October	39.439	38.843	2	59
November	34.879	36.315	(-4)	51
December	34.879	36.333	(-3)	49
January	38.241	35.266	8	48
February	33.751	33.388	1	49
March	36.244	35.425	3	51
April	39.755	35.754	11	48



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

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

Sewer Department:

Wastewater Statistics:

33.4 million gallons of wastewater were collected and pumped to the WWMF. 36.3 million gallons of wastewater were treated and discharged to NPDES Permit site EFF-001 River disposal in April.

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted at all sewer stations. Repairs were made to the Fischer fence where wires had broken. During the daily inspection of pumping hours, Letz pump 3 and Hiller Pump 2 had logged higher hours than usual. Staff opened the pumps, cleared debris, checked clearances, and placed the pumps back into service. The B Street and Fischer station were serviced as part of the quarterly maintenance plan. During this time, pumps were inspected, and the wet wells washed. This is done to prevent hydrogen sulfide build up which can deteriorate the concrete walls along with removing rags and debris to prevent plugging up the pumps. The drive shafts at the Fischer station were lubed during this time. The dehumidifier was replaced at the B Street station due to age and no longer working.

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. Several trench patches were prepped and permanently paved. These are a residual of new service installs. The semi-annual hydro-cleaning was completed using the vac-con and high pressured water through a spinning nozzle to clean 8200' of sewer mains. This is done to remove grease and grit from the mains which could accumulate and possibly cause a sewer spill. Customers were notified in advance.

Wastewater Management Facility:

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Oil was changed in the WAS pump, clarifier drives and headworks screen motor. Vac-con dump station was cleaned, along with thistle removal, mowing and minor repairs around the lab. Staff reviewed the Operating Procedures for the micro-grid and submitted comments to the engineers.

Daily Irrigation and Observation of Reclamation Sites:

River discharge stopped in May. Irrigation pipe was placed in a few locations for discharge along with daily site monitoring. Staff continues to visit the sites regularly for homeless activity and string trim where needed. The Fischer Ranch house fence was replaced due to age and falling over.

Street Light Department:

There were 2 streetlight complaints in April due to no power. Staff repaired the lights and placed them back into service.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received training on Sanitary Sewer Management Plan annual review, Eyes on Safety, Avoiding Back Injury and Carbon Monoxide.

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 EOP meetings

Attended meetings and inspections for 4.5 MG Tank project

Attended 4.5 MG Tank site visits with Board and staff members

Attended Community Forest meetings and reviewed committee applicants

Worked with County sign Department for Community Forest Road signs

Participated in Budget meetings

Reviewed Draft NPDES permit and submitted comments back.

Met with engineers at Fischer station to look at electrical for new station design options

Attended CWEA meeting and worked on calendar of events and trainings

GIS:

Plans & Programs

- Heat & Illness Prevention Plan Annual Review
 - No Changes were made at this time
- Illness & Prevention Plan Annual Review
 - No Changes were made at this time
- Respiratory Protection Plan Annual Review
 - No changes were made at this time
- Annual Review of Hazardous Business and Hazard Communication Plan
 - Updated list of California Harmful Chemicals
 - In the process of updating Emergency response contingency plan for each of MCSD Facilities with Hazardous Materials and Site Maps.

General GIS/ Maps Created

- Community Forest Easement Shapefile
 - Digitized Easements for the road bordering MCSD CF and Green Diamond Property
 - Also created Green Diamond Road Easement on m-1300 as per easement documents
- ArcGIS Online Parcel Update

- Assigned Parcel Numbers to Washington Subdivision parcels previously digitized.
- River Sampling site proposed new location map for NPDES Permit
- General Facilities edits such as new services and discrepancies found over the last month.

Misc. Work Completed

- Lead Service Line Inventory edits for resubmittal.
 - CA Waterboards approved resubmittal shortly after edits.
- USA's and Document Filing
- Water Model webinar to familiarize further with software capabilities.
- Valve Spreadsheet updating to match the Excel Sheet for assigning numbers to new services.

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McKinleyville Community Services District

BOARD OF DIRECTORS

June 5, 2024

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

TEEN & COMMUNITY CENTER-BOYS & GIRLS CLUB PARTNERSHIP:

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

PARK AND RECREATION COMMITTEE:

The Park and Recreation Committee (PARC) met on May 15, 2024. The notes from that meeting can be reviewed in **Attachment 1**.

BMX TRACK & PARK PROJECT:

Melton Design Group completed the final construction Bid documents and they were released on March 22, 2024. A pre-bid meeting was held on April 10th at 10:00am. Due to some changes to the Bid scope the Bid opening originally scheduled take place at 3:00pm on May 6th was re-scheduled for May 23rd at the District office. Four responsive bids were received. The lowest responsive bidder was F. Loduca Co. (see Board Agenda Item E.3 for more information)

COMMUNITY FOREST UPDATES:

The Adhoc Community Forest Committee met on May 14th. We discussed the formation of the MCF Committee. Applications for the committee were released on April 4th and are due by May 10th. The Adhoc committee will review and vet the applicants before making recommendations for appointment to the committee by the Board of Directors.

RECREATION PROGRAM UPDATES

- Drop-in Pickleball is on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball class finished on May 14th. This class is very popular. This summer the pickleball instructor will be hosting “Pickleball 101” single day workshops rather than a 6-week running class. Each workshop is 3 hours and will provide all the basic instruction needed for beginners. Each workshop will host up to 12 participants.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.

- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
 - The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's, a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old is running every Thursday from 10:30am-12:30pm.
- Pee Wee Basketball league for Kindergarten thru 2nd grades is full. The league began April 2nd and ended on May 18th.
- The Totletics T-ball program that started on May 25th. This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program is full.
- Cooking classes for kids: The May class "Mother's Day Tea" held on May 11th had a full roster and was a great success. The next class has not yet been scheduled.

PARK & FACILITY MAINTENANCE UPDATES:

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Ave. and Open Space Zone landscaping. It is spring and everything is growing very quickly. The Maintenance crew is working hard to take care of landscaping, but things are growing faster than they can get to them. We've budgeted for additional staffing beginning in July. 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

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

OTHER UPDATES:

- Staff is preparing and planning summer specialty camps which will include, skate camp, cooking camp, tot-camp and basketball camp.
- Staff has been working with MCSD Board members to develop the Community Forest Committee
- Staff is working on the California Urban and Community Forestry Inflation Reduction Act grant application for funding to support the development of a comprehensive Forest Management Plan, trails plan as well as funds for planting 100 redwood trees in the forest within the next three years.
- Construction Bids for the BMX Track and Park project are due on May 23rd. Due to changes to the scope of work provided by USA BMX for the track, the deadline was pushed back.
- 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, the McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide support to other departments of the District; assisting with

accounts payable, and payroll.

ATTACHMENTS:

- Attachment 1 – PARC Meeting Notes 5-15-2024

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Wednesday, May 15, 2024

6:30pm

Parks & Recreation Committee Meeting

NOTES

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

Members Absent: Jennifer Ortega

Meeting Notes:

Communications:

Jane Fusek gave a reminder to committee of the upcoming Botanical Garden workday on Sunday, May 19th.

Staff provided an update on the Community Forest Committee application and appointment process.

Public Comment:

None

Tribal Land Acknowledgement to PARC Procedures

Phil Heidrick proposed adding a Tribal land acknowledgement to the PARC meeting proceedings to be included following the flag salute. He provided an example acknowledgment currently used by the McKinleyville Municipal Advisory Committee.

The committee discussed the example. Some felt the statement could be made shorter. It was also suggested that the language do more than acknowledge, but also include action such as “teach & serve”.

It was proposed that the committee members spend time drafting language and bring proposed acknowledgement statements to the June 19th meeting.

Botanical Garden:

Jane Fusek gave an update on the maintenance at the Botanical Garden. The April volunteer workday had low attendance, but the weather that day was unpleasant. She reminded the committee of the upcoming work day on May 19th. She reported that the Humboldt Native Plant society had reached out to her and will be putting information regarding the botanical garden and volunteer opportunities in their newsletter. She also reported that the organization Gaining Ground, an organization that works with adults with disabilities, had brought a group to help at the garden and that was a good experience and they want to help more at the garden.

Open Space Maintenance Zones (OSMZ) Background

Staff provided background information regarding the District’s OSMZ program and process for committee members.

Community Garden Rehab Planning

Charlie Caldwell reported that the weeds are growing fast and he is not able to keep up with them. He is still working to recruit volunteers to work on rehabbing the garden.

Ciara Torres said she would talk to her father, recently retired and looking for something to do, and see if he would be willing to help with minor maintenance in the garden.

Undeveloped Properties

Staff provided information to the committee regarding current undeveloped properties with no current development plan, within the Parks & Recreation department's assets.

Staff talked about the Parks & Recreation Master Plan and that the next update to that plan will likely take place within the next year, and during that process the potential development opportunities for undeveloped properties will be identified.

Dept. Director Report:

Recreation Program Updates

- *Drop-in Pickleball is on Monday, Wednesday and Friday mornings 9:30am to 12:30pm at the McKinleyville Activity Center. Drop in is \$4 per person.*
- *Beginning Pickleball class that will run on Tuesday evenings, April 23-May 14th is full.*
- *Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.*
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- *12 Pierson Park Rentals May through June..*

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:

- Staff is preparing and planning summer specialty camps which will include, skate camp, cooking camp, tot-camp and basketball camp.
- Staff has been working with MCSD Board members to develop the Community Forest Committee
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- Staff continues to provide support to other departments of the District; assisting with accounts payable, and payroll.

AdHoc Committee Reports:

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

Agenda Items for next meeting:

- Botanical Garden update
- Addition of Tribal Land Acknowledgement to PARC meeting protocols
- Vote on whether or not to hold meeting in July

Next meeting will be Wednesday, June 19, 2024

Adjournment:

- Adjourned: approximately 7:19 pm

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McKinleyville Community Services District

BOARD OF DIRECTORS

June 5, 2024

TYPE OF ITEM: **INFORMATIONAL**

ITEM: F.3.D **General Manager’s Report for June 5, 2024 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of May 2024

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

• Use of NHE Services =	\$3,185
• WEX Labor Reimbursement =	\$0
• SWAP =	\$3,150
• Volunteer Pickleball Labor =	\$679.77
• CSW =	\$750
• Amazon Cost Savings =	\$125.75
• Rebuild Aeration Basin Air Valve =	\$2,070
• Replace B St Dehumidifier=	\$500
• Replace HW Screen Moto Cover=	\$125
• Repair B Street Generator=	\$1250
• <u>Repair North Bank Breaker Kirk Keys=</u>	<u>\$150</u>
TOTAL COST SAVINGS FOR MAY =	\$11,985.52

For the District’s 2023/24 Fiscal Year so far, Staff is responsible for \$370,025.50 in savings.

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

4.5 Gallon Water Tank Project – Mercer Fraser is working on the lower drainage piping but has largely handed the work off to DN Tank. DN Tank expects to have seven of the nine wall sections poured by the end of May. They are turning around wall sections every two days and pouring a new section of wall every three days. They will then start forming up the roof in June. The District will be scheduling another construction observation day for the Board to observe the roof construction process in

June. Joey will send out an invite as we get closer. We will likely have a third observation day when they wrap the tank.

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

SRF Energy Efficiency WWMF Micro-grid Project – Hallelujah! The microgrid at the Wastewater Management Facility (WWMF) finally has gotten the Permit to Operate (PTO) from PG&E. The solar portion of the facility was brought on-line and signed off by PG&E on July 1, 2022. The District has been using and exporting solar energy since then. PG&E came back out on March 15th, 2024 to do their inspection of the battery system and signed off. PG&E installed the necessary meter the week of 4/29. They then issued the PTO the second week in May 2024. We are still waiting for Ameresco to complete the final programming and they expect that to be completed the first week in June. The District has already notified Ameresco that we will begin to charge liquidated damages that week if it not completed.

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

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

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

Office Remodel – LDA Partners continues to work on the Office Remodel design. LDA completed a final floor plan and elevations views and District Staff completed a final review and approval, and LDA has moved on into the final design. Their staff was out the week of March 18th, 2024 to scan the existing building to ensure they had the correct dimensions for the final drawings. We'll of course see what the Engineer's Construction Costs Estimate comes back at and make final decisions on when/if we want to go out to bid. The funding for this project has not yet been secured, but Staff is pursuing funding through the State Water Resources Control Board, Clean Water State Revolving Fund grant/loan program.

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

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

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

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

Reporting by County Department – A regular meeting has been scheduled with President Binder, GM Kaspari, Supervisor Madrone, and the MMAC Chair, Lisa Dugan. Jesse Miles, the Executive Director of the McKinleyville Chamber of Commerce, has also begun to join us for these meetings. These meetings occur on the fourth Monday of every month to discuss various topics of concern to all four organizations and the community. The date for May's meeting fell on Memorial Day, so it was re-scheduled for July.

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

Grant Applications – We are working with Rojas Communications Group on lobbying efforts with the District's State and Federal Representatives. We had a good meeting with Jaime Rojas, Jayson Braude, Jasmid Enciso and District Staff in May. We followed up that meeting with Zoom meetings with Representative Huffman and Senator McGuire's and Congressman Wood's offices to discuss District funding priorities including the Community Forest, the 4.5MG tank and the Highway Sewer Crossings. They successfully scheduled meetings with Wood's & McGuire's office while the Board was in Sacramento for the May 20-22 CSDA Legislative Days.

As discussed at the May Board Meeting, we are pursuing funding from the California Dept. of Forestry and Fire Protection for the California Urban & Community Forestry Inflation Reduction Act. The grant application will pursue planning funding to complete the Community Forest, Forest Management Plan and Trails Plan. It would likely also pursue funding for reforestation. The grant application was submitted May 30, 2024, and we are pursuing approximately \$400k in funding.

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

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

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

Other Work – May’s work included the daily and weekly construction meetings for the 4.5MG Reservoir construction, as well as the Hewitt Tank project design with Kennedy Jenks Engineers, initial design meetings with GHD on the Fischer Lift Station upgrade project, the BMX Park bid, Microgrid PG&E commissioning and construction meetings, Community Forest Meetings, MMAC Incorporation subcommittee meetings, and MMAC general meetings. Things continue to be very busy at the District.

Attachments: Attachment 1 – WWMF Monthly Self-Monitoring Report

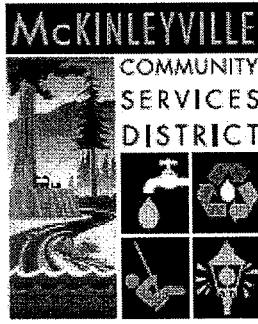
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FAX: (707) 839-5964

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

May 13, 2024

RE: MONTHLY MONITORING REPORT

Dear Justin:

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

The normal discharge of effluent was 29 days going to 001. The required monitoring and water quality constituents that were tested and reported was in compliance in April.

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

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

Monthly River Monitoring was conducted in April.

Discharged to River in April.

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

McKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY MONITORING DATA

MONTH: April 2024

DATE	EFFLUENT FLOW		EFFLUENT MAXIMUM		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING		EFFLUENT MONITORING								
	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.	CL ₂ RES.	RIVER RES.	SETTLABLE SOLIDS	TOTAL COLIFORM	TIME	PH	TEMP	D.O.	TIME	PH	TEMP	D.O.
1	1.449	1.181	1307	1116	3250	1116			6.9	14.3			1.7	0.00	0.00		<1.8	11:00	7.1	11.5	11.1	11:10	7.2	11.2	11.3
2	1.260	1.600	1506	2740	817			7.0	14.9			1.2	0.00	0.00											
3	1.250	1.603	1472	2480	756			6.9	14.8			1.5	0.00	0.00											
4	1.246	1.515	1424	2180	687			7.0	13.5			1.4	0.00	0.00											
5	1.200	1.573	1445	1890	587		250	6.9	13.3	5.0	4.5	1.4	0.00	0.00	<0.1										
6	1.208	1.480	1346	1630	544			7.0	14.2			1.1	0.00	0.00											
7	1.244	1.521	1432	1440	451			7.0	14.1			1.4	0.00	0.00											
8	1.174	0.877	1362	1240	409			7.0	14.6			1.4	0.00	0.00			<1.8	15:15	7.2	13.8	10.8	15:20	7.3	14.3	10.8
9	1.153	0.000	0	N/A	0		Washed CCB																		
10	1.123	0.693	1746	1010	260			7.1	14.7			0.8	0.00	0.00											
11	1.117	1.282	1106	931	378			7.0	15.7			0.8	0.00	0.00											
12	1.109	1.378	1256	875	313		260	7.0	15.4	3.0	3.4	0.9	0.0	0.0	<0.1										
13	1.136	1.481	1350	868	289			7.1	15.8			1.0	0.00	0.00											
14	1.167	1.446	1310	1170	401			7.0	15.3			1.0	0.00	0.00											
15	1.099	1.495	1442	1330	414			7.0	15.0			1.0	0.00	0.00			<1.8	14:00	7.2	15.4	10.5	14:10	7.4	14.0	10.7
16	1.093	1.394	1348	1060	353			6.8	15.2			1.5	0.00	0.00											
17	1.054	1.421	1369	924	303			7.0	15.2			1.3	0.00	0.00											
18	1.053	1.338	1282	882	309			7.1	15.3			1.3	0.00	0.00											
19	1.023	1.361	1296	821	284		310	6.8	16.3	6.2	4.2	1.2	0.00	0.00	<0.1										
20	1.017	1.279	1243	771	278			6.9	16.2			1.3	0.00	0.00											
21	1.083	1.224	1201	713	266			6.9	15.9			1.4	0.00	0.00											
22	1.035	1.128	1210	669	248			7.1	16.6			1.0	0.00	0.00											
23	1.017	0.979	1118	642	258			7.1	16.8			1.1	0.00	0.00				15:55	7.4	15.1	10.1	16:05	7.4	14.9	10.1
24	1.016	0.962	1121	579	232			7.0	16.4			0.9	0.00	0.00											
25	1.005	0.912	1057	559	237			7.0	16.5			0.8	0.00	0.00											
26	1.021	1.118	1217	636	235		320	7.0	16.2	3.8	3.8	1.9	0.00	0.00	<0.1										
27	1.025	1.070	1119	1170	469			7.1	16.5			1.5	0.00	0.00											
28	1.064	0.984	1061	808	342			7.1	16.5			1.4	0.00	0.00											
29	0.996	1.017	1138	691	273			7.1	16.9			1.3	0.00	0.00											
30	0.989	0.996	1100	615	251			7.0	16.9			1.6	0.00	0.00				8:25	7.5	11.6	10.7	8:40	7.5	12.2	10.2

MONTHLY TESTS EFF-001 DISCHARGE TO RIVER

Ammonia-nitrate	Ammonia	Nitrate	Phosphorus	Bis-Phthalate	Carbon Tetrachloride	Chlorobromomethane	Dichlorobromomethane	Turbidity % Increase
0.16	1.8	2.5	3.9	ND	ND	ND	ND	N/A
MONTHLY TESTS LIND-001, REC-001 DISCHARGE TO PERC PONDS and LAND								
Organic Nitrogen	TDS	AMMONIA	NITRATE	NITRITE	SODIUM CHLORIDE	BORON	Quarterny Test	Value (ug/l)
N/A	N/A	N/A	N/A	N/A	N/A	N/A	Biomform	ND
							Chloroform	1.4
Date	Species	Test	Pass/Fail					
4/24/2024	Rainbow Trout	PASS	PASS					
MONTHLY TESTS EFF-001 DISCHARGE TO RIVER								
TDS	Hardness	Ammonia	Conductivity	Turbidity	BOD	TSS	BOD	TSS
76	51	ND	95	51	mg/L	5	mg/L	5
MONTHLY RIVER RSW-001								
TDS	Hardness	Ammonia	Conductivity	Turbidity	BOD	TSS	BOD	TSS
84	50	ND	97	48	mg/L	4	mg/L	4
MONTHLY RIVER RSW-002								
TDS	Hardness	Ammonia	Conductivity	Turbidity	BOD	TSS	BOD	TSS
84	50	ND	97	48	mg/L	4	mg/L	4
MONTHLY RIVER RSW-001								
TDS	Hardness	Ammonia	Conductivity	Turbidity	BOD	TSS	BOD	TSS
84	50	ND	97	48	mg/L	4	mg/L	4
MONTHLY RIVER RSW-002								
TDS	Hardness	Ammonia	Conductivity	Turbidity	BOD	TSS	BOD	TSS
84	50	ND	97	48	mg/L	4	mg/L	4
MONTHLY RIVER RSW-001								
TDS	Hardness	Ammonia	Conductivity	Turbidity	BOD	TSS	BOD	TSS
84	50	ND	97	48	mg/L	4	mg/L	4
MONTHLY RIVER RSW-002								
TDS	Hardness	Ammonia	Conductivity	Turbidity	BOD	TSS	BOD	TSS
84	50	ND	97	48	mg/L	4	mg/L	4
MONTHLY RIVER RSW-001								
TDS	Hardness	Ammonia	Conductivity	Turbidity	BOD	TSS	BOD	TSS
84	50	ND	97	48	mg/L	4	mg/L	4
MONTHLY RIVER RSW-002								
TDS	Hardness	Ammonia	Conductivity	Turbidity	BOD	TSS	BOD	TSS
84	50	ND	97	48	mg/L	4	mg/L	4
MONTHLY RIVER RSW-001								
TDS	Hardness	Ammonia	Conductivity	Turbidity	BOD	TSS	BOD	TSS
84	50	ND	97	48	mg/L	4	mg/L	4
MONTHLY RIVER RSW-002								
TDS	Hardness	Ammonia	Conductivity	Turbidity	BOD	TSS	BOD	TSS
84	50	ND	97	48	mg/L	4	mg/L	4
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TDS	Hardness	Ammonia	Conductivity	Turbidity	BOD	TSS	BOD	TSS
84	50	ND	97	48	mg/L	4	mg/L	4
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TDS	Hardness	Ammonia	Conductivity	Turbidity	BOD	TSS	BOD	TSS
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MONTHLY RIVER RSW-002								
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84	50	ND	97	48	mg/L	4	mg/L	4
MONTHLY RIVER RSW-001								
TDS	Hardness	Ammonia	Conductivity	Turbidity	BOD	TSS	BOD	TSS
84	50	ND	97	48	mg/L	4	mg/L	4
MONTHLY RIVER RSW-002								
TDS	Hardness							

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

April 2024

Discharge Monitoring DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	MAXIMUM GPM	004 REC-001 FISCHER UPPER MGD	003 REC-001 FISCHER LOWER MGD	006 REC-001 PIALORSI MGD	005 REC-001 HILLER MGD	IRRGATE TOTAL MGD	001 EFF-001 RIVER MGD
1	1.449	1.181	1307					0.000	1.181
2	1.260	1.600	1506					0.000	1.600
3	1.250	1.603	1472					0.000	1.603
4	1.246	1.515	1424					0.000	1.515
5	1.200	1.573	1445					0.000	1.573
6	1.208	1.480	1346					0.000	1.480
7	1.244	1.521	1432					0.000	1.521
8	1.174	0.877	1362					0.000	0.877
9	1.153	0.000	0	Washed CCB No Discharge				0.000	0.000
10	1.123	0.693	1746					0.000	0.693
11	1.117	1.282	1106					0.000	1.282
12	1.109	1.378	1256					0.000	1.378
13	1.136	1.481	1350					0.000	1.481
14	1.167	1.446	1310					0.000	1.446
15	1.099	1.495	1442					0.000	1.495
16	1.083	1.394	1348					0.000	1.394
17	1.054	1.421	1369					0.000	1.421
18	1.053	1.338	1282					0.000	1.338
19	1.023	1.361	1296					0.000	1.361
20	1.017	1.279	1243					0.000	1.279
21	1.083	1.224	1201					0.000	1.224
22	1.035	1.128	1210					0.000	1.128
23	1.017	0.979	1118					0.000	0.979
24	1.016	0.962	1121					0.000	0.962
25	1.005	0.912	1057					0.000	0.912
26	1.021	1.118	1217					0.000	1.118
27	1.025	1.070	1119					0.000	1.070
28	1.064	0.984	1061					0.000	0.984
29	0.996	1.017	1138					0.000	1.017
30	0.989	0.996	1100					0.000	0.996
TOTAL	33.416	36.308		0.000	0.000	0.000	0.000	0.000	36.308
AVERAGE	1.114	1.210	1246	0.000	0.000	0.000	0.000	0.000	1.210
MAXIMUM	1.449	1.603	1746	0.000	0.000	0.000	0.000	0.000	1.603
MINIMUM	0.989	0.000	0	0.000	0.000	0.000	0.000	0.000	0.000
DAYS	30	29		0	0	0	0	0	29
DAYS WITH NO DISCHARGE = 1									