

# February 5, 2025 Regular Meeting of the McKinleyville Community Services District Board of Directors

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Time: 6:00 p.m.

Location: Azalea Hall, 1620 Picket Road, McKinleyville, California

Or

Teleconference via ZOOM or 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 by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above, or the public may submit written comments to the Board Secretary at: [comments@mckinleyvillecsd.com](mailto:comments@mckinleyvillecsd.com) up until 4:30 p.m. on Tuesday, February 4, 2025.

All Public Comment received before the above deadline will be provided to the Board at 9 a.m. on Wednesday, February 5, 2025 in a supplemental packet information that will also be posted on the website for public viewing.

## **Agenda**

### **A. Call to order**

**1 Roll Call**

**2 Pledge of Allegiance**

### **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.*

### **4 Approval of the Agenda**

### **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.*

## **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**

### **1 Consider Approval of Draft Minutes of the Board of Directors Regular Meeting on December 4, 2024 and Special Meeting on December 13, 2024 (P. 7)**

Attachment 1 – Draft Minutes from December 4, 2024 (P. 9)

Attachment 2 – Draft Minutes from December 13, 2024 (P. 13)

### **2 Consider Approval of December Draft Treasurer’s Report (P. 15)**

### **3 Compliance With State Double Check Valve (DCV) Law (P. 41)**

**4 Consider Approval of the First Amendment to the Agreement Between McKinleyville Union School District and the McKinleyville Community Services District for the Provision of Staff to the 21st Century Community Learning Center After School Programs (P. 43)**

Attachment 1 – First Amendment to the MUSD and MCSD Memorandum of Understanding 2024-25 (P. 45)

**5 Consider Approval of Negotiated Three Year Compensation Contract with District Employees (P. 53)**

Attachment 1 – Memo from Staff Employee Negotiations Representatives (P. 55)

**6 Review of the 2024 Integrated Pest Management Plan Annual Report (P. 57)**

Attachment 1 – IPM Treatment Tracking Forms (P. 59)

**E. Continued and New Business**

**1 Presentation of Community Builder Award to Mad River Rotary (P. 61)**

**2 Presentation of Employee of the Year Award to Eava Young (P. 63)**

**3 Discuss and Consider Approval of Resolution 2025-01 Establishing a Partnership between MCSD, Green Diamond, and Humboldt County Resource Conservation District to Implement the Vegetation Treatment Project and Adopt the Findings and Statement of Overriding Considerations for the Project Specific Analysis and Addendum (P. 65)**

Attachment 1 – Resolution 2025-01 (P. 69)

Attachment 2 – A Portion of the CalVTP Project Specific Analysis and Addendum to the Program EIR for the McKinleyville Vegetation Treatment Project (see MCSD website for full document) (P. 71)

Attachment 3 – CEQA Findings and Statement of Overriding Considerations (P. 97)

Attachment 4 – Notice of Determination (P. 115)

Attachment 5 – Project Map (P. 117)

**4 Discuss and Consider Approval of Resolution 2025-02 Adopting the Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program for the Wastewater Recycling Expansion Project, and Approving the Project Based on Approval of Final Construction Funding (P. 119)**

Attachment 1 – A portion of Wastewater Recycling Expansion Project Initial Study and Mitigated Negative Declaration, see the District’s website or State Clearinghouse Link for full document **(P. 123)**

Attachment 2 – Proof of Publication **(P. 145)**

Attachment 3 – Notice of Intent **(P. 147)**

Attachment 4 – Comment Letters Received **(P. 149)**

Attachment 5 – Notice of Completion & Environmental Document Transmittal **(P. 151)**

Attachment 6 – Resolution 2025-02 **(P. 153)**

Attachment 7 – Response to Comments on ISMND **(P. 157)**

Attachment 8 – Mitigation, Monitoring and Reporting Program **(P. 167)**

Attachment 9 – Notice of Determination **(P. 175)**

Attachment 10 – Construction Cost Estimate Table **(P. 177)**

**5 Review Operational Data and Cost Savings for the Microgrid System Installed at the Wastewater Management Facility (P. 179)**

Attachment 1 – MCSD Microgrid Operational Report Power Point Presentation **(P. 181)**

**6 Review Draft Fiscal Year 2025/26 Parks & Recreation Capital Improvement Plan Budget (P. 189)**

Attachment 1 – Draft Capital Improvement Plan for the Fiscal Years ending June 30, 2026 – 2036 for the Parks and General Fund **(P. 191)**

Attachment 2 – Draft Capital Improvement Plan Narrative for Fiscal Year 2025-26 **(P. 197)**

**7 Discuss and Consider Committee Assignments and Appointments of Committee Chairs by the Board President for the 2025 Calendar Year (P. 199)**

Attachment 1 – Appendix A Board Policy Manual – Committee Assignments **(P. 201)**

**8 Consider First Reading of Ordinance 2025-01 Codifying Article IX of the MCSD Rules and Regulations: Administrative Remedies Procedure (P. 207)**

Attachment 1 – Ordinance 2025-01 (P. 209)

**9 Consider Attendance at the Association of California Water Agencies (ACWA) 2025 Spring Conference and Expo in Monterey, CA on May 13-15, 2025 (P. 213)**

**10 Consider Attendance at the 2025 CSDA Special District Legislative Days in Sacramento, CA May 20-21, 2025 (P. 215)**

Attachment 1 – 2025 Special District Legislative Days Information from the CSDA Website (P. 217)

**11 Consider Attendance at the Association of California Water Agencies (ACWA) 2025 Legislative Symposium in Sacramento, CA on March 26, 2025 (P. 219)**

**F. Reports**

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

**1 Active Committee Reports**

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

**2 Legislative and Regulatory Reports**

**3 Staff Reports**

- a. **Finance & Administration Department (Samantha Howard) (P. 221)**
- b. **Operations Department (James Henry) (P. 223)**
- c. **Parks & Recreation Department (Kirsten Messmer) (P. 229)**

Attachment 1 – Parks and Recreation Committee Approved Meeting Minutes from October 16, 2024 **(P. 233)**

Attachment 2 – McKinleyville Community Forest Committee Approved Meeting Minutes from October 15, 2024 **(P. 237)**

- d. **General Manager (Pat Kaspari) (P. 241)**

Attachment 1 – WWMF Monthly Self-Monitoring Report **(P. 247)**

**4. President’s Report**

**5. Board Member Comments, Announcements, Reports and Agenda Item Requests**

**G. Adjournment**

**Posted 5:00 p.m. on January 31, 2025**

*Pursuant to California Government Code Section 54957.5. this agenda and complete packet are available for public inspection 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

February 5, 2025

TYPE OF ITEM: **ACTION**

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**ITEM: D.1**                      **Consider Approval of the Draft Minutes of December 4, 2024 Board of Directors Regular Meeting & December 13, 2024 Special Meeting**

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

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

### **Recommendation:**

Staff recommends the approval of the Draft Minutes of the Board of Directors for the December 4, 2024 Regular Meeting & the December 13, 2024 Special Meeting.

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

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Draft Minutes from December 4, 2024 Regular Meeting
- Attachment 2 – Draft Minutes from December 13, 2024 Special Meeting

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**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, DECEMBER 4, 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**

**NOTE:** Items are listed in the order in which they were considered.

**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:

- |                               |                                   |
|-------------------------------|-----------------------------------|
| James Biteman, Vice President | Pat Kaspari, General Manager      |
| David Couch, Director         | Joey Blaine, Board Secretary      |
| Greg Orsini, Director         | James Henry, Operations Director  |
|                               | Samantha Howard, Finance Director |

The following Directors and Staff attended remotely via Zoom:

- |                         |  |
|-------------------------|--|
| Scott Binder, President | Kirsten Messmer, Parks and Recreation Director |
|-------------------------|--|

Director Binder was attending remotely from the ACWA Fall Conference in Palm Desert, CA. Per the rules of AB 2449, he was attending with just cause and confirmed that no additional individuals over the age of 18 were present with him in the room.

Director Dennis Mayo attended the ACWA Fall Conference remotely. Although he could listen in, technical issues prevented his video from functioning. This non-compliance with AB 2449 rules meant he could not vote and was recorded as absent.

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

**A.3 Additions to the Agenda**

General Manager Kaspari confirmed there were no additions to the agenda but suggested moving item A.5 Closed Session Discussion to the end of the agenda for logistical purposes.

**Motion:** It was moved to place item A.5 at the end of the agenda.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

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

**Motion:** It was moved to approve the agenda.

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

There were no comments from the Board or public.

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

**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 or written communications.

**AGENDA ITEM D. CONSENT CALENDAR:**

- D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting on November 6, 2024**
- D.2 Consider Approval of October Draft Treasurer’s Report**
- D.3 Compliance with State Double Check Valve (DCV) Law**
- D.4 Consider Appointment of Nancy Morelli as Alternate Public Member Of the Trails, Infrastructure, Clean-Ups, and Security Subcommittee**
- D.5 Consider Approval of Public Member Applicants to the Trails, Infrastructure, Clean Up and Security Subcommittee**
- D.6 Consider Adoption of Resolution 2024-21 Affirming Board Support of the Existing Memorandums of Understanding with the Redwood Coast Mountain Bike Association (RCMBA) and the Mountain Bike Tribal Trail Alliance (MBTTA)**
- D.7 Consider Appointment of Evan Schwartz as Alternate Public Member of the PARC Committee**

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

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed

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

**E.1 Introduction of New District Staff Members (Informational)**

Parks and Recreation Director Messmer presented the item.

Directors congratulated Mason Hooven, Brandon Johnson, and Owen Shumpert-Quinlan on their new acquisition of employment at the District.

Brandon Johnson gave comment thanking the District for the employment opportunity.

This was an informational item. No action was taken.

**E.2 Consider Approval of Filing a Notice of Exemption for Construction of Fischer Lift Station Seismic Rehabilitation Project (Action)**

General Manager Kaspari overviewed the item.

Directors asked clarifying questions.

**Motion:** It was moved to approve the filing of a Notice of Exemption.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

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

Board Secretary Blaine presented the item.

Directors held brief discussion.

**Motion:** It was moved to table the item until a special meeting to be scheduled later in December.

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

There were no comments from the Board or public.

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

**Motion Summary:** Motion passed.

**AGENDA ITEM F. REPORTS**

**F.1 ACTIVE COMMITTEE REPORTS**

- a. **Parks and Recreation Committee (Binder/Biteman):** President Binder had nothing further to add to Director Messmer's report.
- b. **Area Fund (John Kulstad/Binder):** Did not meet.
- c. **Redwood Region Economic Development Commission (Biteman/Mayo):** Director Biteman was unable to attend the November meeting.
- d. **McKinleyville Senior Center Board Liason (Binder/Couch):** President Binder gave a brief report on the activities of the Senior Center.
- e. **Audit and Finance (Orsini/Biteman):** Did not meet.
- f. **Employee Negotiations (Couch/Mayo):** Director Couch stated the committee did meet in November, but discussion would be saved for the closed session item.
- g. **McKinleyville Municipal Advisory Committee (Orsini/Binder):** Did not meet.
- h. **McKinleyville Community Forest Committee (Orsini/Biteman):** Director Orsini gave a brief report out of the November 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:** Finance Director Howard gave an update on a successful on-site visit from the Auditors during the week of November 18.
- b. **Operations Department (James Henry):** Operations Director Henry had nothing further to add to his written report.
- c. **Parks & Recreation Department (Kirsten Messmer):** Parks and Recreation Director Messmer had nothing further to add to her written report.
- d. **General Manager (Patrick Kaspari):** General Manager Kaspari gave an update on the progress of the 4.5 MG Reservoir construction.

**F.4 PRESIDENT'S REPORT:** President Binder gave a brief update on his attendance of the ACWA Fall Conference.

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

**REQUESTS:** Director Orsini gave a positive review of the Flume sensors available to MCSD customers at a discount through a program with the California Department of Water Resources.

**A.5 CLOSED SESSION DISCUSSION**

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

The Board adjourned the closed session at 7:02 p.m.

There was nothing to report out of closed session

**G. ADJOURNMENT:**

**Meeting Adjourned at 7:45 p.m.**

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Joseph Blaine, Board Secretary

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON FRIDAY, DECEMBER 13, 2024 at 9:00 a.m. IN PERSON AT THE DISTRICT OFFICE – 1656 SUTTER 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**

President Binder called the meeting to order 9:00 a.m.

**A. Administer Oath of Office to Appointed Directors Scott Binder and Greg Orsini**

Board Secretary Blaine administered the Oath of Office to the appointed Directors.

**B.a Roll Call:** The following Directors and Staff were in attendance in person at the District Office (Director Biteman was absent:)

Scott Binder, President  
David Couch, Director  
Dennis Mayo, Director  
Greg Orsini, Director  
Pat Kaspari, General Manager  
Joey Blaine, Board Secretary

**B.b Pledge of Allegiance:** The Pledge of Allegiance was led by Director Orsini.

**B.c Approval of the Agenda:**

**Motion:** It was moved to approve the agenda.

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

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

**Motion Summary:** Motion passed.

**C. Public Comment**

There was no public comment.

**D. Consider Adoption of Resolution 2024-26, Accepting the Appointments of Scott Binder and Greg Orsini to the McKinleyville Community Services District Board of Directors in Lieu of Election**

Board Secretary Blaine overviewed the item. There were no comments from the Board or Public.

**Motion:** It was moved to adopt Resolution 2024-26.

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

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

**Motion Summary:** Motion passed.

**G. ADJOURNMENT:**

**Meeting Adjourned at 9:10 a.m.**

\_\_\_\_\_  
Joseph Blaine, Board Secretary

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**McKinleyville Community Services District  
 Quarterly Expanded Treasurer's Report **DRAFT**  
 December 31, 2024**

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Page 14	Summary of Project Funding
Page 15	November 2024 Cash Disbursement Report
Page 21	December 2024 Cash Disbursement Report

**Ratios**

**DRAFT** as of December 31, 2024

- Utility Accounts Receivable Turnover Days	<b>14</b>
- YTD Breakeven Revenue, Enterprise Funds:	<b>\$ 3,820,190</b>
- YTD Actual Enterprise Operating Revenue:	<b>\$ 4,491,393</b>
- Days of Cash on Hand-All Operations Checking/MM	<b>344</b>

**McKinleyville Community Services District  
Investments & Cash Flow Report  
DRAFT as of December 31, 2024**

Petty Cash & Change Funds 9,122.46

**Cash**

**Operating & Money Market - Beginning Balance** 6,255,152.33

**Cash Receipts:**

Utility Billings & Other Receipts 2,574,496.36  
 Money Market Account Interest 27,677.93  
 Transfers from County Funds #2560, #4240, CalCLASS, Meas. B 1,647,103.38  
 Other Cash Receipts (Grants/Other Receivables) 858,255.05  
 Adjustments due to timing 69,102.40  
 Other MISC monthly adjustments 1,163.85

**Total Cash Receipts** 5,177,798.97

**Cash Disbursements:**

Adjustments due to timing (74,674.60)  
 Payroll Related Expenditures (incl. CalPERS UAL pmt) (976,669.64)  
 Debt Service (52,052.00)  
 Accounts Payable & Other/Misc Expenditures (3,132,368.15)  
 Other MISC monthly adjustments (5,941.53)

**Total Cash Disbursements** (4,241,705.92)

**Operating & Money Market - Ending Balance** 7,191,245.38

**Total Cash** 7,200,367.84

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

**LAIF - Beginning Balance** 148,662.40

Net Quarterly Activity 1,762.98

**LAIF - Ending Balance** 150,425.38

**Humboldt Co. #2560 - Beginning Balance** 1,555,631.20

Property Taxes and Assessments 867,454.68

Transfer to/from Operating Cash Acct or CalCLASS (1,555,631.20)

Interest Income 10,782.89

Administration Fees (11,289.50)

**Humboldt Co. #2560 - Ending Balance** 866,948.07

**Humboldt Co. #4240 - Beginning Balance** 91,472.63

Net Quarterly Activity (91,472.63)

**Humboldt Co. #4240 - Ending Balance** -

**Humboldt Co. #9390 - Beginning Balance** -

Net Quarterly Activity -

**Humboldt Co. #9390 - Ending Balance** -

**Market Valuation Account (updated annually at year end)** (37,294.11)

**BNY COPS Series A & B - Beginning Balance** 4,372,613.22

Bond Draws for Capital Projects (182,829.57)

Bond Earned Interest 48,438.64

**BNY COPS Series A & B - Ending Balance** 4,238,222.29

**Section 115 Trust Beginning Balance** 2,713,123.00

Net Transfer to/from Designated Reserves: OPEB -

Net: Interest Income/Unrealized Gain/Loss 80,887.00

**Section 115 Trust Ending Balance** 2,794,010.00

**CalCLASS - Beginning Balance** 15,968,464.86

Net Transfer to/from Checking -

Net Transfer to/from Designated Reserves: PERS/OPEB -

Net Transfer to/from Capacity Fees/Catastrophe/Other Reserves -

Net: Interest Income/Unrealized Gain/Loss 194,373.83

**CalCLASS - Ending Balance** 16,162,838.69

**Total Investments** 24,175,150.32

**Total Cash & Investments - Current Quarter** 31,375,518.16



McKinleyville Community Services District  
 Consolidated Balance Sheet by Fund **DRAFT**  
 DRAFT as of December 31, 2024

	Governmental Funds			Proprietary Funds		Total (Memorandum Only)
	Parks & General	Measure B	Streetlights	Water	Wastewater	
<b>ASSETS</b>						
<b>Current Assets</b>						
Unrestricted cash & cash equivalents	\$ 1,429,987.76	\$ (396,659.46)	\$ 157,037.78	\$ 8,526,166.54	\$ 14,648,392.01	\$ 24,364,924.63
Accounts receivable	6,178.37	-	4,785.95	1,135,180.75	551,924.35	1,698,069.42
Prepaid expenses & other current assets	43,258.18	-	3,489.92	123,025.04	61,879.09	231,652.23
<b>Total Current Assets</b>	<b>1,479,424.31</b>	<b>(396,659.46)</b>	<b>165,313.65</b>	<b>9,784,372.33</b>	<b>15,262,195.45</b>	<b>26,294,646.28</b>
<b>Noncurrent Assets</b>						
Restricted cash & cash equivalents	199,339.22	-	-	1,082,922.00	3,155,300.29	4,437,561.51
Other noncurrent assets	-	-	-	932,250.00	1,124,438.00	2,056,688.00
Capital assets (net)	-	-	-	20,308,293.87	31,085,033.13	51,393,327.00
<b>Total Noncurrent Assets</b>	<b>199,339.22</b>	<b>-</b>	<b>-</b>	<b>22,323,465.87</b>	<b>35,364,771.42</b>	<b>57,887,576.51</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,678,763.53</b>	<b>\$ (396,659.46)</b>	<b>\$ 165,313.65</b>	<b>\$ 32,107,838.20</b>	<b>\$ 50,626,966.87</b>	<b>\$ 84,182,222.79</b>
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
<b>Current Liabilities</b>						
Accounts payable & other current liabilities	\$ 75,949.39	\$ 8,805.59	\$ 3,503.63	\$ 383,923.81	\$ 79,373.36	\$ 551,555.78
Accrued payroll & related liabilities	137,153.91	-	-	92,137.44	92,230.79	321,522.14
<b>Total Current Liabilities</b>	<b>213,103.30</b>	<b>8,805.59</b>	<b>3,503.63</b>	<b>476,061.25</b>	<b>171,604.15</b>	<b>873,077.92</b>
<b>Noncurrent Liabilities</b>						
Long-term debt	-	-	-	5,979,635.53	19,793,219.98	25,772,855.51
Other noncurrent liabilities	-	-	-	3,943,643.24	4,218,902.11	8,162,545.35
<b>Total Noncurrent Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,923,278.77</b>	<b>24,012,122.09</b>	<b>33,935,400.86</b>
<b>TOTAL LIABILITIES</b>	<b>213,103.30</b>	<b>8,805.59</b>	<b>3,503.63</b>	<b>10,399,340.02</b>	<b>24,183,726.24</b>	<b>34,808,478.78</b>
<b>Fund Balance/Net Assets</b>						
Fund balance	(2,615,197.07)	(405,465.05)	161,810.02	-	-	(2,858,852.10)
Net assets	4,080,857.30	-	-	7,379,839.84	15,151,427.48	26,612,124.62
Investment in capital assets, net of related debt	-	-	-	14,328,658.34	11,291,813.15	25,620,471.49
<b>Total Fund Balance/Net Assets</b>	<b>1,465,660.23</b>	<b>(405,465.05)</b>	<b>161,810.02</b>	<b>21,708,498.18</b>	<b>26,443,240.63</b>	<b>49,373,744.01</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 1,678,763.53</b>	<b>\$ (396,659.46)</b>	<b>\$ 165,313.65</b>	<b>\$ 32,107,838.20</b>	<b>\$ 50,626,966.87</b>	<b>\$ 84,182,222.79</b>
Difference in Reclass from Cap Assets to Net Assets:	-	-	-	-	-	-
<b>Investment in General Capital Assets</b>	<b>\$ 3,383,074.19</b>					
<b>General Long-term Liabilities</b>						
PG&E Streetlights Loan	-					
Meas. B Loan: Teen/Community Center	570,416.00					
OPEB Liability	3,291,932.47			OPEB Liability	1,207,254.38	1,446,632.90
CalPERS Pension Liability/Deferred Inflows-Outflows	1,112,611.55			CalPERS Pension Liability	714,866.64	871,486.64
Accrued Compensated Absences	63,742.80					2,698,964.83
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 5,038,702.82</b>					

McKinleyville Community Services District  
DRAFT Activity Summary by Fund, Approved Budget  
December 31, 2024

Department Summaries	July	August	September	October	November	December	% of Year 50.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	% Year Remaining: 50.00%		Notes	
											Total Budget	Remaining Budget		Budget %
<b>Water</b>														
Water Sales	377,798	466,657	387,565	404,473	336,145	311,606	2,284,244	2,175,000	109,244	5.02%	4,350,000	2,065,756	47.49%	
Other Revenues	18,199	19,951	9,039	11,274	12,980	28,642	100,085	153,475	(53,390)	-34.79%	306,950	206,865	67.39%	
<b>Total Operating Revenues</b>	<b>395,997</b>	<b>486,608</b>	<b>396,604</b>	<b>415,747</b>	<b>349,126</b>	<b>340,248</b>	<b>2,384,329</b>	<b>2,328,475</b>	<b>55,854</b>	<b>2.40%</b>	<b>4,656,950</b>	<b>2,272,621</b>	<b>48.80%</b>	
Salaries & Benefits	136,738	111,520	104,841	118,522	113,067	107,996	692,684	730,359	(37,675)	-5.16%	1,460,717	768,033	52.58%	Budget spread evenly across 12 months, but actuals vary by schedule
Water Purchased	107,688	108,330	111,217	110,780	109,448	108,258	655,721	647,500	8,221	1.27%	1,295,000	639,279	49.37%	
Other Expenses	49,482	47,132	39,224	71,527	39,434	148,132	394,931	463,993	(69,062)	-14.88%	927,985	533,054	57.44%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Depreciation	33,333	33,333	33,333	33,333	33,333	33,333	199,998	200,000	(2)	0.00%	400,000	200,002	50.00%	
<b>Total Operating Expenses</b>	<b>327,242</b>	<b>300,315</b>	<b>288,616</b>	<b>334,162</b>	<b>295,282</b>	<b>397,719</b>	<b>1,943,335</b>	<b>2,041,852</b>	<b>(98,517)</b>	<b>-4.82%</b>	<b>4,083,702</b>	<b>2,140,367</b>	<b>52.41%</b>	
<b>Net Operating Income</b>	<b>68,756</b>	<b>186,292</b>	<b>107,988</b>	<b>81,585</b>	<b>53,844</b>	<b>(57,471)</b>	<b>440,995</b>	<b>286,623</b>	<b>(42,663)</b>		<b>573,248</b>	<b>132,253</b>		
Grants	560	-	-	722,437	-	-	722,997	3,500,000	(2,777,003)		7,000,000	6,277,003	89.67%	Oct grant revenue is 4.5 MGT reimbursement.
Interest Income	22,552	42,302	28,947	29,098	27,289	27,359	177,547	75,000	102,547	136.73%	150,000	(27,547)	-18.36%	
Interest Expense	14,259	-	-	-	-	-	14,259	100,362	86,103	-85.79%	200,724	186,465	92.90%	
<b>Total Non-Operating Income</b>	<b>8,853</b>	<b>42,302</b>	<b>28,947</b>	<b>751,535</b>	<b>27,289</b>	<b>27,359</b>	<b>886,285</b>	<b>3,474,638</b>	<b>(2,760,558)</b>		<b>6,949,276</b>	<b>6,062,991</b>		
<b>Net Income (Loss)</b>	<b>77,609</b>	<b>228,595</b>	<b>136,935</b>	<b>833,120</b>	<b>81,133</b>	<b>(30,112)</b>	<b>1,327,279</b>	<b>3,761,261</b>	<b>(2,803,221)</b>		<b>7,522,524</b>	<b>6,195,245</b>		Loss in December due to \$84,196.71 interest expense and \$23,138.24 SWRCB annual permit fee.
<b>Wastewater</b>														
Wastewater Service Charges	365,828	395,146	369,717	378,264	351,430	346,764	2,207,148	2,100,000	107,148	5.10%	4,200,000	1,992,852	47.45%	
Other Revenues	26,213	26,294	10,630	16,515	18,554	37,199	135,405	143,221	(7,816)	-5.46%	286,442	151,037	52.73%	
<b>Total Operating Revenues</b>	<b>392,041</b>	<b>421,440</b>	<b>380,347</b>	<b>394,779</b>	<b>369,983</b>	<b>383,962</b>	<b>2,342,554</b>	<b>2,243,221</b>	<b>99,333</b>	<b>4.43%</b>	<b>4,486,442</b>	<b>2,143,888</b>	<b>47.79%</b>	
Salaries & Benefits	150,184	131,183	136,410	132,561	126,646	136,139	813,121	761,443	51,678	6.79%	1,522,885	709,764	46.61%	Budget spread evenly across 12 months, but actuals vary by project & expenditure
Other Expenses	62,036	63,980	52,065	77,260	58,369	98,016	411,726	580,793	(169,067)	-29.11%	1,161,585	749,859	64.55%	
Depreciation	125,000	125,000	125,000	125,000	125,000	125,000	750,000	750,000	-	0.00%	1,500,000	750,000	50.00%	
<b>Total Operating Expenses</b>	<b>337,220</b>	<b>320,162</b>	<b>313,474</b>	<b>334,821</b>	<b>310,015</b>	<b>359,155</b>	<b>1,974,848</b>	<b>2,092,236</b>	<b>(117,388)</b>	<b>-5.61%</b>	<b>4,184,470</b>	<b>2,209,622</b>	<b>52.81%</b>	
<b>Net Operating Income</b>	<b>54,821</b>	<b>101,278</b>	<b>66,873</b>	<b>59,958</b>	<b>59,968</b>	<b>24,808</b>	<b>367,706</b>	<b>150,985</b>	<b>216,721</b>		<b>301,972</b>	<b>(65,734)</b>		
Grants	560	-	-	41,666	-	-	42,226	362,500	(320,274)	-88.35%	725,000	682,774	94.18%	Oct grant revenue is Fischer Lift Station reimbursement.
Interest Income	28,754	60,872	44,303	45,670	40,637	40,093	260,329	60,000	200,329	333.88%	120,000	(140,329)	-116.94%	July negative interest is due to reversal of FY24 accrued interest.
Interest Expense	(209,752)	278,317	-	-	34,266	-	102,832	127,926	25,094	-19.62%	255,851	153,019	59.81%	
<b>Total Non-Operating Income</b>	<b>239,066</b>	<b>(217,445)</b>	<b>44,303</b>	<b>87,336</b>	<b>6,370</b>	<b>40,093</b>	<b>199,723</b>	<b>294,574</b>	<b>(145,039)</b>		<b>589,149</b>	<b>389,426</b>	<b>66.10%</b>	
<b>Net Income (Loss)</b>	<b>293,887</b>	<b>(116,167)</b>	<b>111,176</b>	<b>147,295</b>	<b>66,339</b>	<b>64,901</b>	<b>567,429</b>	<b>445,559</b>	<b>121,870</b>		<b>891,121</b>	<b>323,692</b>		
<b>Enterprise Funds Net Income (Loss)</b>	<b>371,495</b>	<b>112,428</b>	<b>248,111</b>	<b>980,414</b>	<b>147,472</b>	<b>34,789</b>	<b>1,894,709</b>	<b>4,206,820</b>	<b>(2,312,111)</b>		<b>8,413,645</b>	<b>6,518,936</b>		

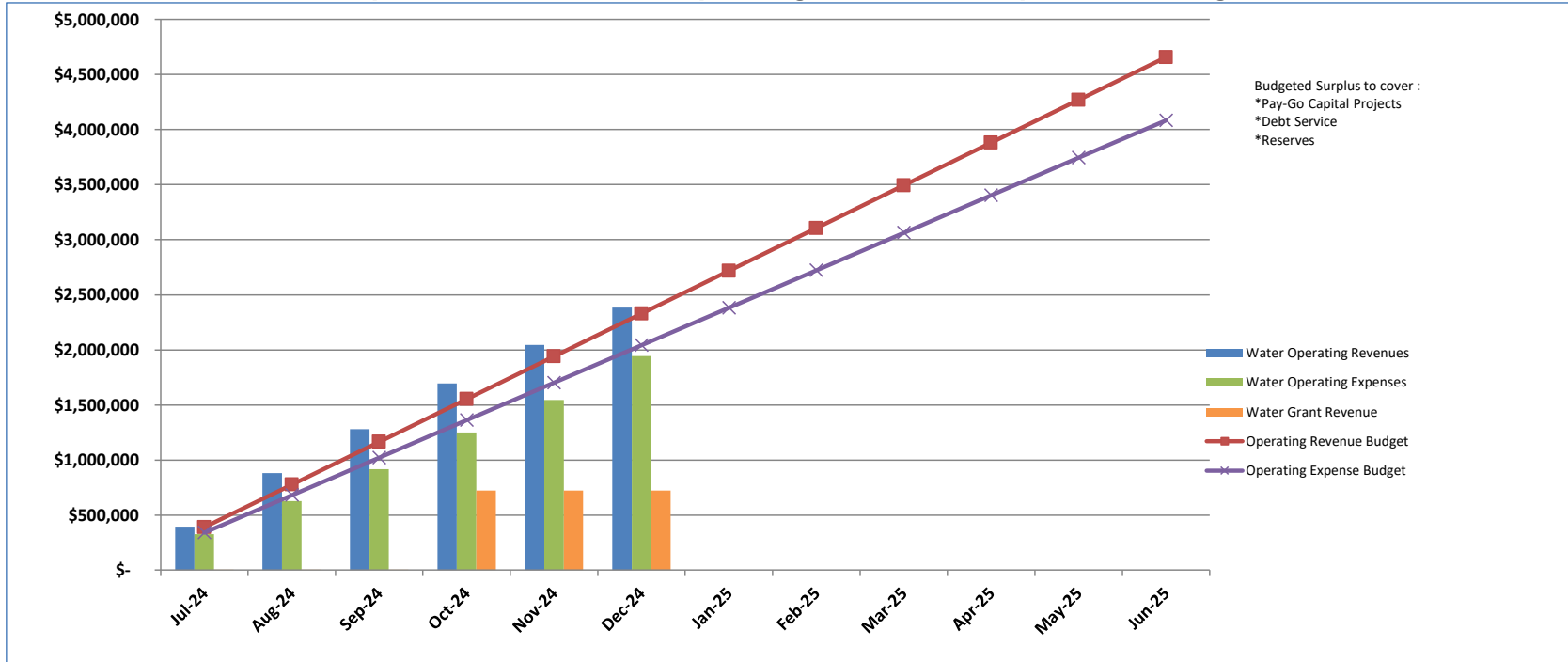
McKinleyville Community Services District  
DRAFT Activity Summary by Fund, Approved Budget  
December 31, 2024

Department Summaries	July	August	September	October	November	December	% of Year 50.00% YTD	Approved YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	% Year Remaining: 50.00%		Notes	
											Total Budget	Remaining Budget		Budget %
<b>*Parks &amp; Recreation</b>														
Program Fees	65,991	9,156	2,066	15,325	52,354	54,139	199,030	213,075	(14,045)	-6.59%	426,150	227,120	53.30%	Budget spread evenly across 12 months, but actuals vary by schedule
Rents & Facility Related Fees	8,508	16,190	3,795	7,139	4,010	2,155	41,797	50,663	(8,866)	-17.50%	101,325	59,528	58.75%	
Property Taxes	-	-	-	-	-	436,262	436,262	366,897	69,365	18.91%	733,794	297,532	40.55%	Approx 59% of Property Tax Revenue Received
Other Revenues	12,292	12,284	14,610	12,371	12,362	12,354	76,272	99,775	(23,503)	-23.56%	199,550	123,278	61.78%	Budget spread evenly across 12 months, but actuals vary by schedule
Interest Income	21,059	23,175	17,359	17,424	16,273	21,811	117,101	37,500	79,601	212.27%	75,000	(42,101)	-56.13%	
<b>Total Revenues</b>	<b>107,850</b>	<b>60,806</b>	<b>37,829</b>	<b>52,259</b>	<b>84,998</b>	<b>526,720</b>	<b>870,462</b>	<b>767,910</b>	<b>102,552</b>	<b>13.35%</b>	<b>1,535,819</b>	<b>665,357</b>	<b>43.32%</b>	
Salaries & Benefits	95,370	87,799	94,991	112,570	96,894	104,312	591,936	549,971	41,965	7.63%	1,099,941	508,005	46.18%	
Other Expenditures	28,081	21,154	15,122	27,739	16,120	33,245	141,462	146,988	(5,526)	-3.76%	293,975	152,513	51.88%	
<b>Total Expenditures</b>	<b>123,451</b>	<b>108,953</b>	<b>110,114</b>	<b>140,310</b>	<b>113,014</b>	<b>137,557</b>	<b>733,398</b>	<b>696,959</b>	<b>36,439</b>	<b>5.23%</b>	<b>1,393,916</b>	<b>660,518</b>	<b>47.39%</b>	
Other Financing Sources: Grant Revenues	-	-	-	-	-	-	-	650,000	(650,000)	-100.00%	1,300,000	1,300,000	100.00%	
Capital Expenditures	-	500	15,867	5,651	-	11,302	33,321	1,016,667	(983,346)	-84.06%	1,300,000	1,266,679	97.44%	Budget spread evenly across 12 months, but actuals vary by project schedule
<b>Excess (Deficit)</b>	<b>(15,601)</b>	<b>(48,648)</b>	<b>(88,152)</b>	<b>(93,702)</b>	<b>(28,016)</b>	<b>377,861</b>	<b>103,743</b>	<b>(295,716)</b>	<b>399,459</b>		<b>141,903</b>	<b>1,304,839</b>		
<b>*Measure B Assessment</b>														
Total Revenues	100	138	3,848	3,801	4,018	440,104	452,009	352,330	99,679	28.29%	704,659	252,650	35.85%	Approx 61% of 24/25 Assessment Revenue Received
Salaries & Benefits	8,874	13,812	14,428	13,760	5,965	5,877	62,716	84,757	(22,041)	-26.01%	169,514	106,798	63.00%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	5,283	8,075	7,277	9,651	8,461	11,669	50,416	86,118	(35,702)	-41.46%	172,235	121,819	70.73%	Budget spread evenly across 12 months, but actuals vary seasonally
Capital Expenditures/Loan Repayment	-	-	-	63,101	15,823	-	78,923	136,984	(58,061)	-42.38%	273,968	195,045	71.19%	Budget is spread evenly across 12 months. Loan pmts are October & April
<b>Total Expenditures</b>	<b>14,157</b>	<b>21,887</b>	<b>21,706</b>	<b>86,512</b>	<b>30,249</b>	<b>17,546</b>	<b>192,055</b>	<b>307,859</b>	<b>(115,804)</b>	<b>-37.62%</b>	<b>615,717</b>	<b>423,662</b>	<b>68.81%</b>	
<b>Excess (Deficit)</b>	<b>(14,057)</b>	<b>(21,749)</b>	<b>(17,857)</b>	<b>(82,711)</b>	<b>(26,230)</b>	<b>422,559</b>	<b>259,954</b>	<b>44,471</b>	<b>215,483</b>		<b>88,942</b>	<b>(171,012)</b>		
<b>*Street Lights</b>														
Total Revenues	11,855	12,389	12,154	12,291	12,233	12,162	73,085	69,300	3,785	5.46%	138,600	65,515	47.27%	
Salaries & Benefits	6,933	4,664	4,732	4,907	4,426	4,588	30,249	32,941	(2,692)	-8.17%	65,882	35,633	54.09%	Budget spread evenly across 12 months; actuals vary by maintenance schedule
Other Expenditures	5,078	6,629	3,863	4,768	4,050	5,168	29,556	30,848	(1,292)	-4.19%	61,695	32,139	52.09%	
Capital Expenditures/Loan Repayment	-	-	-	-	-	-	-	2,500	(2,500)	-100.00%	5,000	5,000	100.00%	Budget spread evenly across 12 months, but actuals vary by project
<b>Total Expenditures</b>	<b>12,011</b>	<b>11,293</b>	<b>8,595</b>	<b>9,675</b>	<b>8,476</b>	<b>9,756</b>	<b>59,806</b>	<b>66,289</b>	<b>(6,483)</b>	<b>-9.78%</b>	<b>132,577</b>	<b>72,771</b>	<b>54.89%</b>	
<b>Excess (Deficit)</b>	<b>(156)</b>	<b>1,095</b>	<b>3,560</b>	<b>2,617</b>	<b>3,757</b>	<b>2,406</b>	<b>13,279</b>	<b>3,011</b>	<b>(10,268)</b>		<b>6,023</b>	<b>(7,256)</b>		
<b>Governmental Funds Excess (Deficit)</b>	<b>(29,814)</b>	<b>(69,301)</b>	<b>(102,450)</b>	<b>(173,797)</b>	<b>(50,489)</b>	<b>802,826</b>	<b>376,976</b>	<b>(248,234)</b>	<b>625,210</b>		<b>236,868</b>	<b>1,126,571</b>		

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

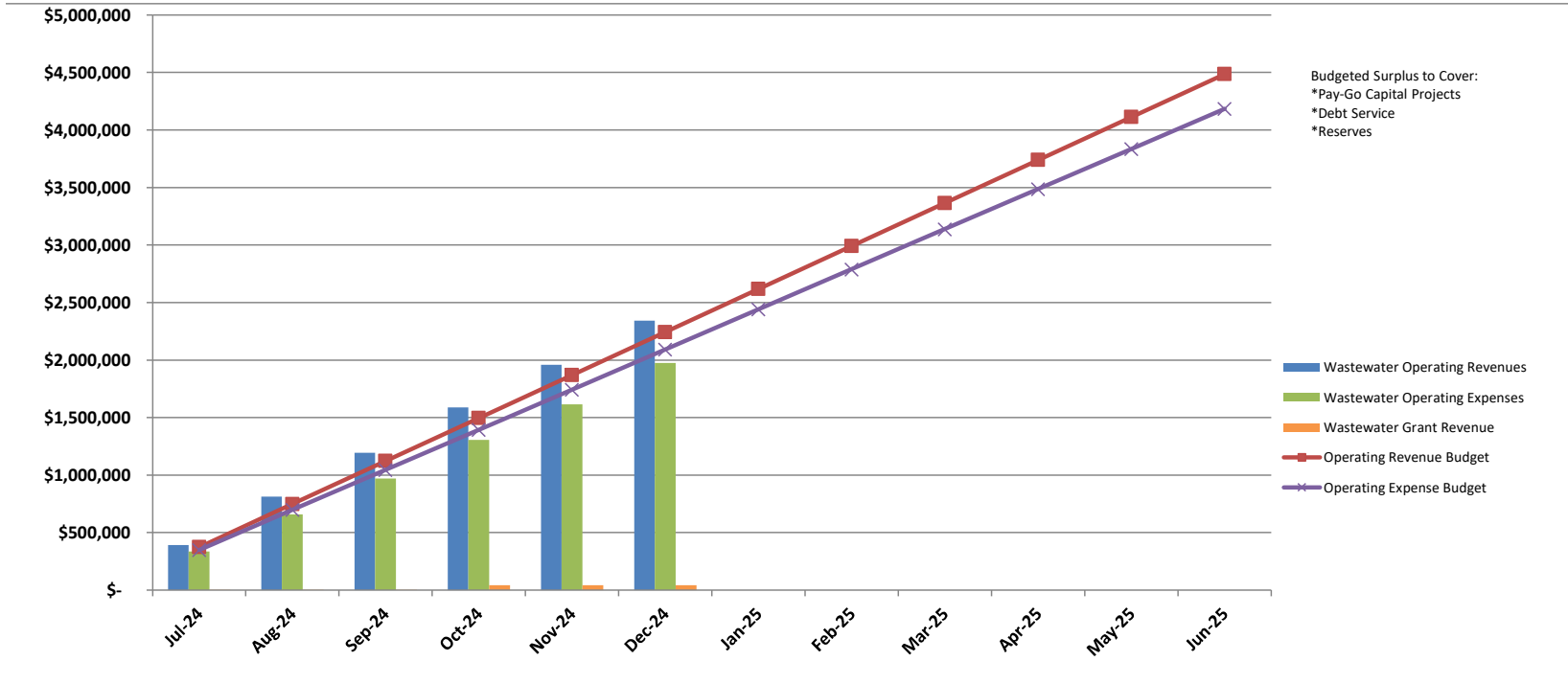
**McKinleyville Community Services District**  
**DRAFT as of December 31, 2024**

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



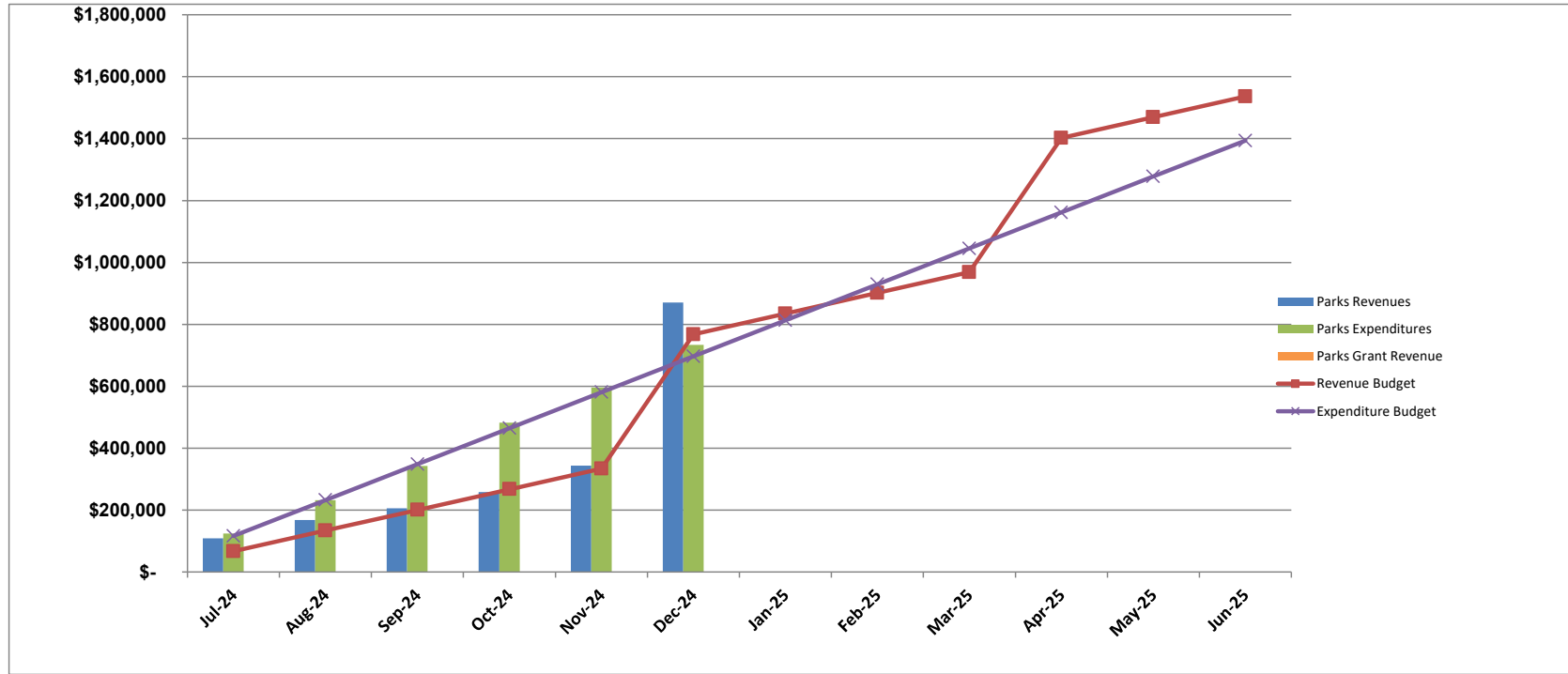
**McKinleyville Community Services District**  
**DRAFT as of December 31, 2024**

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



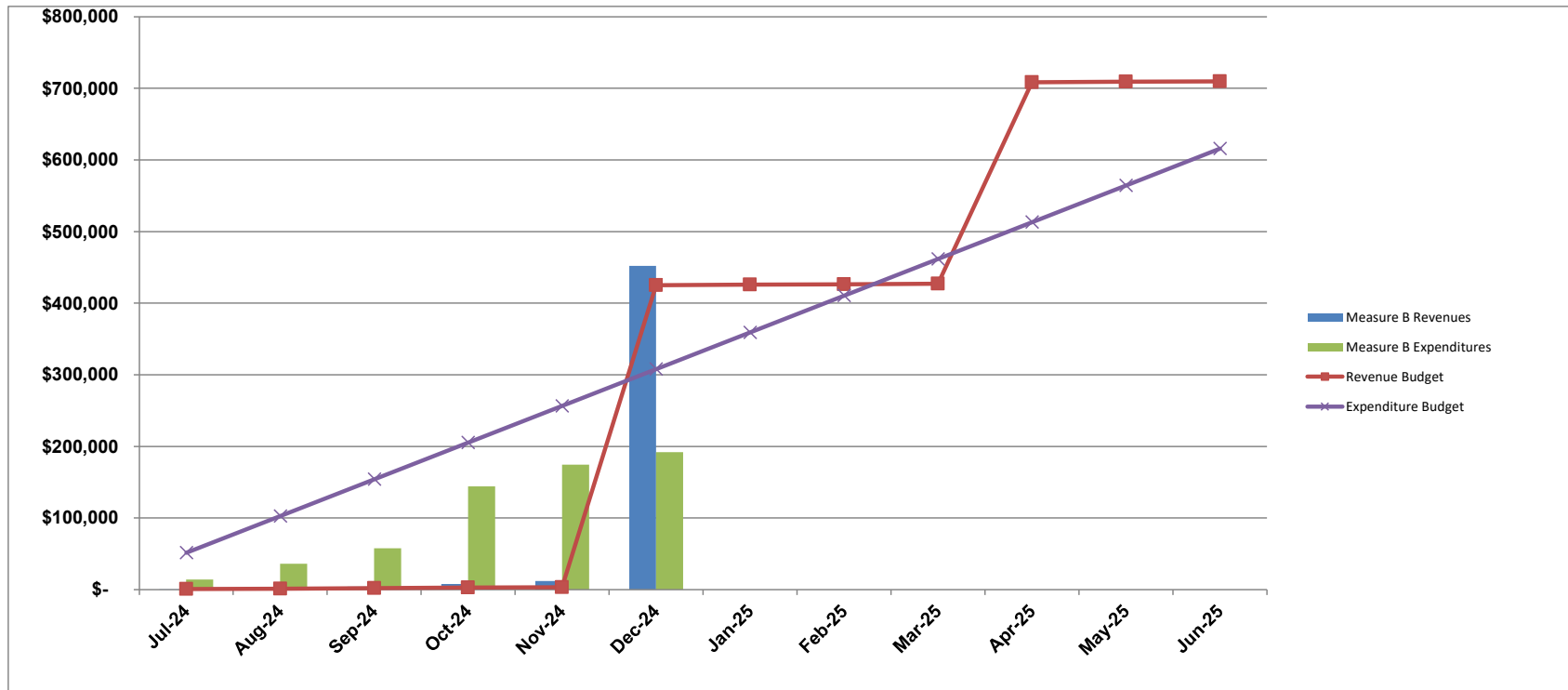
**McKinleyville Community Services District**  
**DRAFT as of December 31, 2024**

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



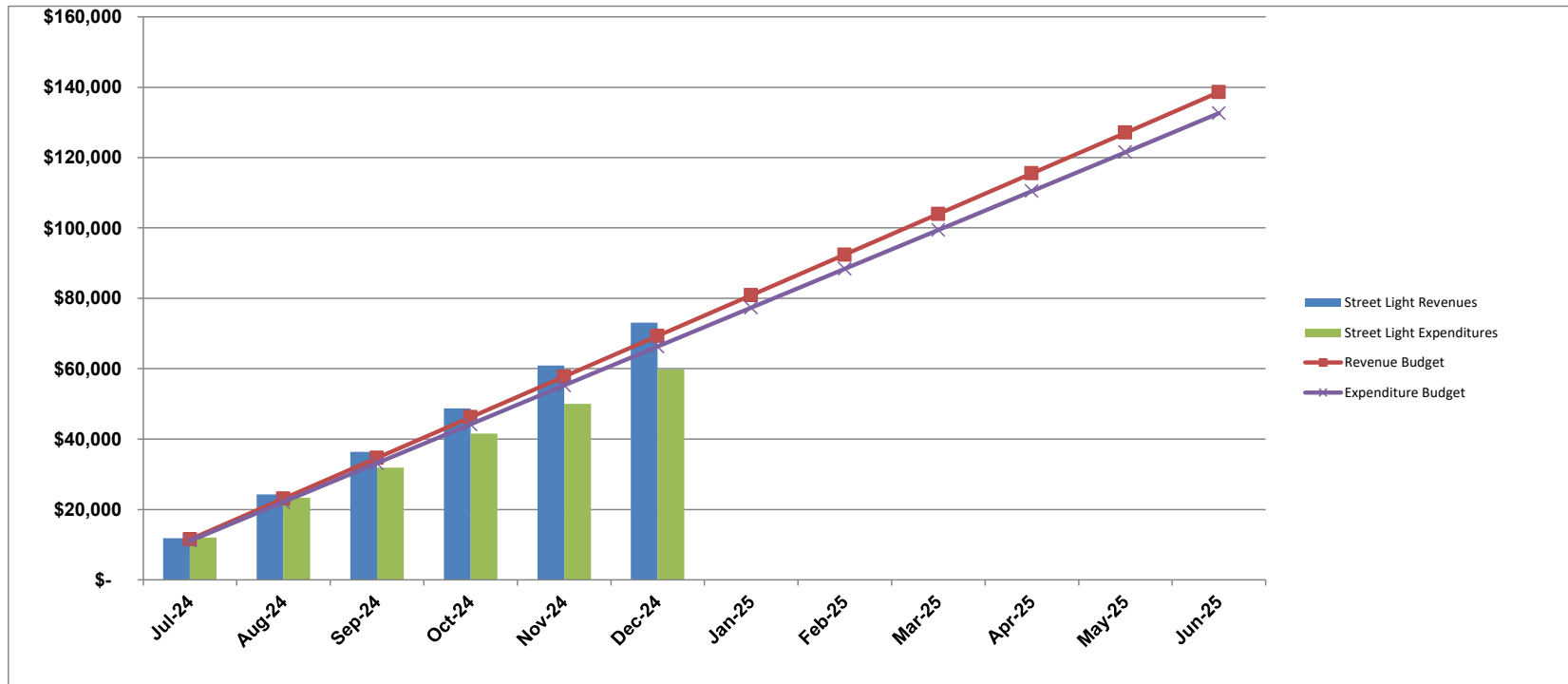
**McKinleyville Community Services District**  
**DRAFT as of December 31, 2024**

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



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

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





**McKinleyville Community Services District  
Capital Expenditure Quarterly Report  
DRAFT as of December 31, 2024**

	July	August	September	October	November	December	YTD Total	FY 24-25 Budget	Remaining		Notes
									Budget \$	Budget %	
<b>Water Department</b>											
											Funded by grants from CalOES and Northcoast Resource Partnership along with COP water bond.
4.5m New Water Tank	993,527	-	53,375	1,111,078	536,139	92,743	2,786,862	9,000,000	6,213,138	69%	
Water Tank Cathodic	-	-	1,064	-	-	-	1,064	25,000	23,936	96%	
Emergency Water Supply Mad River	-	-	-	-	-	-	-	250,000	250,000	100%	
Meter Reader Upgrade	-	-	-	-	-	-	-	8,000	8,000	100%	
MCCluski Tank 3 Replacement	-	-	-	-	-	-	-	200,000	200,000	100%	
Fire Hydrant System Upgrade	-	-	-	-	-	-	-	7,000	7,000	100%	
Water Tank Painting	-	-	-	-	-	-	-	750,000	750,000	100%	
Water Main Rehab & Replacement	-	-	-	-	-	444	444	1,800,000	1,799,556	100%	Water Main Rehab
<b>Subtotal</b>	<b>993,527</b>	<b>-</b>	<b>54,438</b>	<b>1,111,078</b>	<b>536,139</b>	<b>93,187</b>	<b>2,788,369</b>	<b>12,040,000</b>	<b>9,251,631</b>	<b>77%</b>	
<b>Wastewater Department</b>											
Sewer Main Rehab & Replacement	-	-	-	-	-	430	430	1,500,000	1,499,570	100%	Sewer Main Rehab
Fischer Lift Station Upgrades	11,195	13,972	21,129	23,560	22,616	7,400	99,871	250,000	150,129	60%	Funded by grant from CalOES.
WWMF Engr Study (Disinfection Upgrade)	-	-	-	-	-	-	-	70,000	70,000	100%	
WWMF Sludge Disposal - next	-	-	-	-	-	-	-	200,000	200,000	100%	Sludge handling/disposal
WWMF Pond Armoring	-	-	-	-	-	-	-	80,000	80,000	100%	WWMF Pond Armoring
WWMF Pumps & Motors	-	-	-	-	-	-	-	16,000	16,000	100%	
WWMF Fencing and Gate/Security Proj.	-	32	953	-	10,715	-	11,701	10,000	(1,701)	-17%	New solar gate at the Hiller Park entrance.
Collection Upgrades-UndercrossingsProj	-	-	-	-	-	-	-	100,000	100,000	100%	Collection System upgrades
Fischer Lift Station Generator	-	-	-	-	-	-	-	60,000	60,000	100%	Fischer Lift Stn Generator Funded by 50% grant and 50% loan. Project is complete as is the grant. First loan payment was 12/2024.
Solar Project - CWSRF Grant/Loan	5,561	439	2,039	-	-	-	8,040	250,000	241,960	97%	
WWMF - CEQA/ NPDES Permit	-	-	4,000	-	-	-	4,000	25,000	21,000	84%	NPDES Permit Project
SCBA Apparatus and Bottles	-	-	-	-	-	-	-	6,000	6,000	100%	WWMF Lab Cabinets
Sewer Main Camera Replacement	-	-	-	-	-	-	-	30,000	30,000	100%	SwrLiftStnUpgrade-Letz
<b>Subtotal</b>	<b>16,756</b>	<b>14,444</b>	<b>28,121</b>	<b>23,560</b>	<b>33,331</b>	<b>7,829</b>	<b>124,041</b>	<b>2,597,000</b>	<b>2,472,959</b>	<b>95%</b>	
<b>Water &amp; Wastewater Operations</b>											
Heavy Equipment	88,180	-	-	-	-	-	88,180	230,000	141,820	62%	backhoe, tractor/attachemnts/aircompresso
Utility Vehicles	-	-	-	-	-	-	-	160,000	160,000	100%	CCTV truck, 3/4 or 1-ton Pickup
Office Remodel, Corporate Yard & Shops	6,243	32,120	-	30,857	10,771	42,153	122,144	130,000	7,856	6%	Facilities upgrade/sealcoat
Computers & Software	-	-	-	-	-	-	-	23,000	23,000	100%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Recycled Water Project	12,605	7,775	7,856	21,939	4,347	140	54,662	130,000	75,338	58%	
Fischer Ranch - Barn & Fence upgrades, Irrig pip	-	-	-	-	-	-	-	15,000	15,000	100%	Barn/ house/ fence, Irrig. pipe, Underground
Office Remodel-Land Purchase	-	-	-	-	-	-	-	450,000	450,000	100%	Purch property behind main offc
Small Equipment & Other	-	-	-	-	-	-	-	20,000	20,000	100%	Misc.response, & GPS surveying
<b>Subtotal</b>	<b>107,027</b>	<b>39,896</b>	<b>7,856</b>	<b>52,796</b>	<b>15,118</b>	<b>42,293</b>	<b>264,986</b>	<b>1,158,000</b>	<b>893,014</b>	<b>77%</b>	
<b>Enterprise Funds Total</b>	<b>1,117,310</b>	<b>54,339</b>	<b>90,416</b>	<b>1,187,434</b>	<b>584,588</b>	<b>143,309</b>	<b>3,177,396</b>	<b>15,795,000</b>	<b>12,617,604</b>	<b>80%</b>	

McKinleyville Community Services District  
 Capital Expenditure Quarterly Report  
 DRAFT as of December 31, 2024

	July	August	September	October	November	December	YTD Total	FY 24-25 Budget	Remaining		Notes
									Budget \$	Budget %	
<b><u>Parks &amp; Recreation Department</u></b>											
Hiller Park & Sports Complex	-	-	-	-	-	-	-	40,000	40,000	100%	Hiller Sports Sealcoat-CountyGrant
Pierson Park - Landscaping, Restrooms, Gazebo	-	-	-	-	-	-	-	112,000	112,000	100%	Pierson Pk-Landscape & signage
Azalea Hall Projects	-	-	-	-	-	-	-	19,000	19,000	100%	Major appliance replacemt
McKinleyville Activity Center Upgrades	-	-	-	-	-	-	-	25,000	25,000	100%	Flooring replacement
Teen & Community Center	-	-	-	-	-	-	-	5,000	5,000	100%	Parking Lot/Exterior Rehab
McKinleyville Library Projects	-	-	-	-	5,528	-	5,528	63,000	57,472	91%	Floor/Furnace/ADA
Projects Funded by Quimby/ Other	-	500	-	5,651	-	11,302	17,454	1,300,000	1,282,546	99%	BMX Track and Park Project
Projects Contingent upon Grant Funding	-	-	-	-	10,295	-	10,295	80,000	69,705	87%	Community Forest
Other Parks Projects & Equipment	-	-	15,867	-	-	-	15,867	27,000	11,133	41%	Utility truck from Ops?
<b>Subtotal</b>	<b>-</b>	<b>500</b>	<b>15,867</b>	<b>5,651</b>	<b>15,823</b>	<b>11,302</b>	<b>49,144</b>	<b>1,671,000</b>	<b>1,621,856</b>	<b>97%</b>	
<b><u>Streetlights</u></b>											
Pole Replacement	-	-	-	-	-	-	-	5,000	5,000	100%	Pole Replacement
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>100%</b>	
<b>Governmental Funds Total</b>	<b>-</b>	<b>500</b>	<b>15,867</b>	<b>5,651</b>	<b>15,823</b>	<b>11,302</b>	<b>49,144</b>	<b>1,676,000</b>	<b>1,626,856</b>	<b>97%</b>	
<b>All Funds Total</b>	<b>1,117,310</b>	<b>55,340</b>	<b>106,283</b>	<b>1,193,085</b>	<b>600,410</b>	<b>154,611</b>	<b>3,226,539</b>	<b>17,471,000</b>	<b>14,244,461</b>	<b>82%</b>	

McKinleyville Community Services District  
 Summary of Long-Term Debt Quarterly Report  
 DRAFT as of December 31, 2024

Principal Maturities and  
 Scheduled Interest

				Maturity	Balance- Sept	Balance- Dec		
	%	Date			30, 2024	31, 2024	FY-25	Thereafter
<b>Water Fund:</b>								
I-Bank		8/1/30	P		368,975.82	368,975.82	54,672.68	368,975.85
Interest	3.37%		I				13,355.72	38,504.72
State of CA Energy Commission (ARRA)		12/22/26	P		30,665.24	24,593.56	12,114.94	18,490.58
Interest	1.0%		I				275.02	185.39
State of CA (Davis Grunsky)		1/1/33	P		990,324.98	890,840.01	99,484.97	890,840.01
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P		153,310.73	136,275.61	17,035.12	136,275.61
Interest	2.5%		I				24,758.13	103,104.72
COPS - Series 2021A, Water Fund		8/1/51	P		4,575,520.19	4,558,950.53	90,000.00	4,095,000.00
Interest	2.93%	8/1/51	I				145,300.00	2,261,637.50
Total Water Fund-Principal					6,118,796.96	5,979,635.53	273,307.71	5,509,582.05
Total Water Fund-Interest							183,688.87	2,403,432.33
<b>Total Water Fund</b>					<b>6,118,796.96</b>	<b>5,979,635.53</b>	<b>456,996.58</b>	<b>7,913,014.38</b>
<b>Wastewater Fund:</b>								
WWMF SRF Loan		7/31/47	P		12,674,842.92	12,674,842.92	452,986.80	12,674,842.92
Interest	1.6%		I				210,045.28	2,574,894.92
Chase Bank (Pialorsi Property)		3/8/35	P		1,103,100.00	1,103,100.00	95,000.00	1,055,400.00
Interest	2.9%		I				21,408.25	108,419.70
COPS - Series 2021B, Wastewater Fund		9/15/51	P		3,702,286.63	3,689,449.16	80,000.00	3,656,759.63
Interest	2.93%	9/15/51	I				113,575.00	1,826,700.00
Microgrid SRF Loan		12/31/38	P		2,528,844.96	2,325,827.90	158,762.10	2,370,082.85
Interest	1.80%		I				34,266.37	332,315.80
Total Wastewater Fund-Principal					20,009,074.51	19,793,219.98	786,748.90	19,757,085.40
Total Wastewater Fund-Interest							379,294.90	4,842,330.42
<b>Total Sewer Fund</b>					<b>20,009,074.51</b>	<b>19,793,219.98</b>	<b>1,166,043.80</b>	<b>24,599,415.82</b>
<b>Meas. B Fund: Teen/Comm Center Loan</b>		11/1/29	P		672,720.00	570,416.00	105,968.00	516,500.00
	3.55%		I				21,485.38	47,709.67
Total Principal					26,800,591.47	26,343,271.51	1,166,024.61	25,783,167.45
Total Interest							584,469.15	7,293,472.42
<b>Total</b>					<b>26,800,591.47</b>	<b>26,343,271.51</b>	<b>1,750,493.76</b>	<b>33,076,639.87</b>

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

OPEB Liability	5,945,819.75
CalPERS Pension Liability	2,698,964.83

McKinleyville Community Services District  
 Summary of Project Funding  
 DRAFT as of December 31, 2024

Project	District Funding Sources	Initial Funding Amount	Required District Match	Remaining Funds Available	Estimated District Asset Value	Notes
4.5 Million Gallon Tank	CalOES Hazard Mitigation Grant	\$ 9,617,085	\$ 2,404,271	\$ 10,305,786	\$ 14,842,788	
	CalOES Subrecipient Management Costs Grant	\$ 11,494	\$ -	\$ -		
	Northcoast Resource Partnership Grant	\$ 879,209	\$ -	\$ 442,105		
	COP 2021A Water Bond	\$ 4,335,000	\$ -	\$ 1,082,922		
Sewer Undercrossings	CalOES Hazard Mitigation Grant	\$ 135,000	\$ 45,000	\$ -	\$ 180,000	Phase 1 funding is complete and the District was just awarded \$5.2 million in FEMA funding to complete this project.
Fischer Lift Station Upgrade	CalOES Hazard Mitigation Grant	\$ 230,760	\$ 23,076	\$ 98,659	\$ 4,000,000	
	CalOES Subrecipient Management Costs Grant	\$ 12,820	\$ -	\$ 10,936		
Microgrid Solar Project	SWRCB Energy Efficiency Grant	\$ 2,484,590	\$ 2,484,590	\$ -	\$ 4,969,180	The Microgrid Solar Project is now complete and will be capitalized at FY24/25 Year end. The required District match has been converted to a loan with the SWRCB with a maturity date of December 30, 2038.
Madraver Trail	CA State Dept of Parks & Rec - Habitat Conservation Fund	\$ 56,600	\$ -	\$ 13,203	\$ 56,600	
McCluski & Hewit Tanks	CalOES Hazard Mitigation Grant	\$ 116,812.45	\$ 29,203.11	\$ 167,651.15	\$2,800,000	Phase 1 is complete. Next phase funding not yet secured.
	CalOES Subrecipient Management Costs Grant	\$ 7,787.50		\$ 3,180.04		
BMX Track	State of CA Prop 68 Grant	\$ 2,331,375	\$ -	\$ 2,052,905	\$ 2,331,375	
Azalea Hall Upgrades	State of CA Prop 68 Per Capita Grant	\$ 177,952	\$ -	\$ 12,212	\$ 177,952	
Recycles Water Project	State Water Resource Control Board Grant	\$ 150,000	\$ -	\$ -	\$ 150,000	Phase 1 is complete. The District is in the process of applying for Phase 2 funding.

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
20548	11/22/2024	CAL12	CalPERS 457 Plan	(7,998.37)	C41120u	Ck# 020548 Reversed
				(483.75)	1C41120u	Ck# 020548 Reversed
				(300.70)	2C41120u	Ck# 020548 Reversed
			Check Total:	(8,782.82)		
037273	11/15/2024	B011V	M.C.S.D Customer	(11.56)	C41115H	VOID STALE DATED CHECK -
037276	11/15/2024	D002V	M.C.S.D Customer	(23.22)	C41115H	VOID CHECK FOR REISSUE -
037425	11/15/2024	CWE01	CWEA	(91.00)	C41115H	VOID STALE DATED CHECK -
037482	11/15/2024	B020V	M.C.S.D Customer	(9.77)	C41115H	VOID STALE DATED CHECK -
037483	11/15/2024	B021V	M.C.S.D Customer	(26.66)	C41115H	VOID CHECK FOR REISSUE -
037486	11/15/2024	C014V	M.C.S.D Customer	(120.00)	C41115H	VOID CHECK FOR REISSUE -
037592	11/15/2024	D014V	M.C.S.D Customer	(201.22)	C41115H	VOID CHECK FOR REISSUE -
037605	11/15/2024	JOH05	M.C.S.D Customer	(6.51)	C41115H	VOID CHECK FOR REISSUE -
037733	11/15/2024	P004V	M.C.S.D Customer	(62.13)	C41115H	VOID CHECK FOR REISSUE -
037877	11/15/2024	G004V	M.C.S.D Customer	(41.44)	C41115H	VOID STALE DATED CHECK -
038047	11/15/2024	0018V	M.C.S.D Customer	(879.21)	C41115H	VOID STALE DATED CHECK -
038075	11/15/2024	M002V	M.C.S.D Customer	(24.36)	C41115H	VOID CHECK FOR REISSUE -
038187	11/15/2024	C010V	M.C.S.D Customer	(8.05)	C41115H	VOID STALE DATED CHECK -
038190	11/15/2024	P007V	M.C.S.D Customer	(51.17)	C41115H	VOID STALE DATED CHECK -
038332	11/15/2024	P006V	M.C.S.D Customer	(45.41)	C41115H	VOID STALE DATED CHECK -
038431	11/15/2024	F016V	M.C.S.D Customer	(120.00)	C41115H	VOID STALE DATED CHECK -
038435	11/15/2024	V004V	M.C.S.D Customer	(15.12)	C41115H	VOID STALE DATED CHECK -
038513	11/15/2024	S008V	M.C.S.D Customer	(56.55)	C41115H	VOID STALE DATED CHECK -
043177	11/6/2024	UMP04	UMPQUA BANK	63,100.81	C41106	LOAN REPAYMENT
043178	11/7/2024	*0028	M.C.S.D Customer	100.00	C41106	SECURITY DEPOSIT
043179	11/7/2024	10102	101 NETLINK	80.00	0241101-1	BACKUP INTERNET SERVICES
043180	11/7/2024	ACC04	ACCURATE DRUG TESTING SERVICES	200.00	0012272	DOT PHYSICAL EXAM
043181	11/7/2024	ACW01	CB&T/ACWA-JPIA	16,401.61	0704325	GRP. HEALTH INSURANCE
043182	11/7/2024	APS01	APS WATER SERVICES CORP	201.38	50282	REPAIRS/SUPPLY
043183	11/7/2024	ATT07	AT&T ACCT 9391081626	182.21	022539740	PHONE LINES
043184	11/7/2024	COA01	COASTAL BUSINESS SYSTEMS	176.86	37793933	LEXMARK XM3250 COPIERS
043185	11/7/2024	CRA01	CRAWFORD & ASSOCIATES, INC	19,446.45	41876	4.5MG TANK

043186	11/7/2024	EAN01	EAN SERVICES, LLC	273.64	37368996	CAR RENTAL
043187	11/7/2024	EUR05	Eureka Oxygen Co	1,241.49	499102	FIRE SERVICES
043188	11/7/2024	EUR06	EUREKA READY MIX	1,548.37	98841	3/4 BASE CLASS II + PEA
043189	11/7/2024	FRI05	M.C.S.D Employee	509.87	C41107	REIMBURSEMENT CALPERS
043190	11/7/2024	HUM08	HUMBOLDT SANITATION	771.00	4AX01791	1620 PICKETT RD TRASH SER
				845.00	4AX01792	1656 SUTTER TRASH SERVICE
				771.00	4AX01793	1705 GWIN RD TRASH SERVIC
				384.35	4AX01794	675 HILLER RD TRASH SERVI
			Check Total:	2,771.35		
043191	11/7/2024	IND02	INDUSTRIAL ELECTRIC SERVI	12.91	IN51939	3AMP 250VOLT FAST ACTING
043192	11/7/2024	INF02	INFOSEND	3,645.40	274279	MAILING AND POSTAGE
043193	11/7/2024	INF03	INFINITE CONSULTING SERVI	5,160.00	12271	MONTHLY HOSTING FEE
043194	11/7/2024	MDG01	MELTON DESIGN GROUP INC	1,304.10	6573	BMX TRACK AND PARK
043195	11/7/2024	MIT01	MITCHELL LAW FIRM	37.00	5721	LEGAL SERVICES
043196	11/7/2024	MRC01	MRC GLOBAL	1,477.68	250574001	REPAIRS/SUPPLY
043197	11/7/2024	PGE01	PG & E (Office & Field)	29,084.28	C41107	GAS & ELECTRIC
043198	11/7/2024	ROJ01	ROJAS COMMUNICATIONS GROU	2,500.00	202455	GOVERNMENT RELATIONS/LOBB
043199	11/7/2024	STR01	STREAMLINE	375.00	F9E7-0049	SUBSCRIPTIONS
043200	11/7/2024	STR02	MARIE SCHAFER STRETCH	37.73	C41107	REIMBURSEMENT (PLAYGROUP
043201	11/7/2024	THR01	THRIFTY SUPPLY COMPANY	9,190.85	034093-01	REPAIRS/SUPPLY
				722.59	035553-01	REPAIRS/SUPPLY
			Check Total:	9,913.44		
043202	11/7/2024	THR02	DAZEY'S SUPPLY	70.03	7786	REPAIRS/SUPPLY
043203	11/7/2024	VAL01	VALLEY PACIFIC PETROLEUM	1,356.06	24-818790	GAS/OIL/LUBE
043204	11/7/2024	VAL02	VALLEY PACIFIC	3,848.58	24-818232	GAS/OIL/LUBE
043205	11/7/2024	\A008	AIRPORT BUSINESS PARK	471.16	000C41101	MQ CUSTOMER REFUND FOR AI
043206	11/7/2024	\B024	M.C.S.D Customer	157.61	000C41101	MQ CUSTOMER REFUND FOR BO
043207	11/7/2024	\C032	M.C.S.D Customer	31.55	000C41101	MQ CUSTOMER REFUND FOR CO
043208	11/7/2024	\F021	M.C.S.D Customer	37.93	000C41101	MQ CUSTOMER REFUND FOR FL
043209	11/7/2024	\F022	M.C.S.D Customer	14.85	000C41101	MQ CUSTOMER REFUND FOR FO
043210	11/7/2024	\F023	M.C.S.D Customer	44.55	000C41101	MQ CUSTOMER REFUND FOR FO
043211	11/7/2024	\M050	M.C.S.D Customer	20.93	000C41101	MQ CUSTOMER REFUND FOR MI
043212	11/7/2024	\M052	M.C.S.D Customer	28.64	000C41101	MQ CUSTOMER REFUND FOR MI
043213	11/7/2024	\O011	M.C.S.D Customer	31.50	000C41101	MQ CUSTOMER REFUND FOR OD
043214	11/7/2024	\W018	M.C.S.D Customer	103.78	000C41101	MQ CUSTOMER REFUND FOR WH
043215	11/14/2024	*0029	M.C.S.D Customer	100.00	C41114	SECURITY DEPOSIT (FACILIT
043216	11/14/2024	*0030	M.C.S.D Customer	48.13	C41114	CANCELLATION (FACILITY RE

043217	11/14/2024	*0031	M.C.S.D Customer	100.00	C41114	SECURITY DEPOSIT (FACILIT
043218	11/14/2024	*0032	M.C.S.D Customer	100.00	C41114	SECURITY DEPOSIT (FACILIT
043219	11/14/2024	AMA01	AMAZON CAPITAL SERVICES	1,399.90	LN14GMF44	AMAZON PURCHASES
043220	11/14/2024	ARC12	ARCATA USED TIRE AND WHEEL	1,023.10	103596	PARTS AND LABOR (UNIT #7)
				1,066.50	103597	PARTS AND LABOR (UNIT #1)
			Check Total:	2,089.60		
043221	11/14/2024	BOR01	BORGES & MAHONEY CO.	110.23	145531	PARTS/SUPPLIES
				257.25	145551	PARTS/SUPPLIES
			Check Total:	367.48		
043222	11/14/2024	CAL04	CALPERS-FINANCIAL REPORTING	400.00	017725073	RETIRED ANNUITANT LATE FE
043223	11/14/2024	FED01	FedEx Office	133.96	867617567	LAB SHIPPING
043224	11/14/2024	KEN02	KENNEDY/JENKS CONSULTANTS	53,713.48	175733	4.5MG TANK
043225	11/14/2024	KER01	KERNEN CONSTRUCTION	309.82	30642	1 1/2" MINUS QUARRY ROCK
043226	11/14/2024	LUB01	LUBE CENTRAL	99.99	16861	PARTS AND LABOR (UNIT #25)
				102.15	16871	PARTS AND LABOR (UNIT #7)
				145.74	16882	PARTS AND LABOR (UNIT #10)
				102.15	17007	PARTS AND LABOR (UNIT #8)
			Check Total:	450.03		
043227	11/14/2024	MAY03	DENNIS MAYO	193.00	C41114	REIMBURSEMENT (ACWA REGIO
043228	11/14/2024	MCB02	M.C.S.D Employee	160.85	C41114	REIMBURSEMENT (11/14/2024
043229	11/14/2024	MCK04	MCK ACE HARDWARE	806.73	C41114	REPAIRS/SUPPLY
043230	11/14/2024	MCM01	McMaster-Carr Supply Co.	128.05	36002362	REPAIRS/SUPPLY
043231	11/14/2024	MDG01	MELTON DESIGN GROUP INC	4,347.00	6608	BMX TRACK AND PARK
043232	11/14/2024	MIL01	Miller Farms Nursery	2,443.52	C41114	REPAIRS/SUPPLY
043233	11/14/2024	NOR01	MICROBAC LABORATORIES, IN	6,140.00	C41114	LAB TESTS
043234	11/14/2024	NOR13	NORTHERN CALIFORNIA SAFET	680.00	30114	GROUP CPR TRAINING
				120.00	30205	MONTHLY FEE
			Check Total:	800.00		
043235	11/14/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	32.31	37-229786	OIL FOR WAS PUMP (WWMF)
043236	11/14/2024	PGE10	PGE STREETLIGHTS	6.36	C41114	GAS & ELECTRIC S.L.- ZONE
043237	11/14/2024	STA02	STATE OF CALIFORNIA ENERGY	6,225.42	12132	ARRA LOAN PAYMENT
043238	11/14/2024	SUP02	SUPERIOR INSTALLS	1,507.38	606	PROFESSIONAL SERVICES
043239	11/14/2024	THO02	Thomas Home Center	377.82	C41114	REPAIRS/SUPPLY
043240	11/14/2024	UMP01	UMPQUA COMMERCIAL CARD	(227.41)	1124BDC	TRAVEL/TRAINING/SUPPLIES
				339.00	1124JH	TRAVEL/TRAINING/SUPPLIES
				170.36	1124KM	TRAVEL/TRAINING/SUPPLIES
				774.19	1124LF	TRAVEL/TRAINING/SUPPLIES
				2,395.72	1124PK	TRAVEL/TRAINING/SUPPLIES
				183.91	1124PARKS	TRAVEL/TRAINING/SUPPLIES
			Check Total:	3,635.77		
043241	11/18/2024	B021V	M.C.S.D Customer	26.66	C41115	REISSUE CH#37483
043242	11/18/2024	C014V	M.C.S.D Customer	120.00	C41115	REISSUE CH#37486

043243	11/18/2024	D002V	M.C.S.D Customer	23.22	C41115	REISSUE CH#37276
043244	11/18/2024	D014V	M.C.S.D Customer	201.22	C41115	REISSUE CH#37592
043245	11/18/2024	JOH05	M.C.S.D Customer	6.51	C41115	REISSUE CH#37605
043246	11/18/2024	M002V	M.C.S.D Customer	24.36	C41115	REISSUE CH#38075
043247	11/18/2024	P004V	M.C.S.D Customer	62.13	C41115	REISSUE CH#37733
043248	11/21/2024	ARC07	ARCATA FIRE PROTECTION	7,158.00	1561	ARCATA FIRE ASSESSMENT
043249	11/21/2024	ATT04	ATT	860.81	983635904	TELEMETRY
043250	11/21/2024	BAL04	BALDWIN, BLOMSTROM, WILKI	1,029.50	3705	PROFESSIONAL SERVICES (CO
043251	11/21/2024	BIN02	SCOTT BINDER	261.50	C41121	TRAVEL ADV (ACWA FALL CON
043252	11/21/2024	BLA02	BLACK DOG OUTFITTERS	3,017.00	574	EMPLOYEE APPRECIATION GIF
043253	11/21/2024	COA01	COASTAL BUSINESS SYSTEMS	1,184.87	37891427	OFFC EQUIP LEAS (SHARP)
043254	11/21/2024	COR01	CORBIN WILLITS SYSTEMS, I	1,182.27	00C411151	SUBSCRIPTIONS
043255	11/21/2024	DEP05	DEPARTMENT OF JUSTICE	49.00	773765	FINGERPRINTING
043256	11/21/2024	GHD01	GHD	3,995.11	0-0060815	SWSRF GRANT APP RECYCLED
				22,615.70	0-0060896	FISCHER LIFT STATION UPGR
			Check Total:	26,610.81		
043257	11/21/2024	MAY03	DENNIS MAYO	261.50	C41121	TRAVEL ADV (ACWA FALL CON
043258	11/21/2024	MER03	MERCER, FRASER COMPANY	503,139.65	C41121	4.5MG TANK MONTHLY PAYMEN
043259	11/21/2024	MER04	MERCER FRASER ESCROW48611	26,481.04	C41121	CIP: 4.5M TANK DESIGN.CON
043260	11/21/2024	NOR35	NORTHERN HUMBOLDT	1,798.94	ES25-056	WEEDING AND MULCHING CENT
				1,025.44	ES25-057	GROUNDS WORK PIERSON PARK
			Check Total:	2,824.38		
043261	11/21/2024	PGE05	PGE	677.24	C41121	GAS & ELECTRIC S.L.- ZONE
043262	11/21/2024	PGE06	PG&E-STREETLIGHTS	30.76	C41121	GAS & ELECTRIC S.L.- ZONE
043263	11/21/2024	PGE07	PG&E STREETLIGHTS	1,946.47	C41121	GAS & ELECTRIC
043264	11/21/2024	PGE08	PGE STREETLIGHTS	29.81	C41121	GAS & ELECTRIC S.L.- ZONE
043265	11/21/2024	PGE09	PGE-STREETLIGHTS	149.20	C41121	GAS & ELECTRIC S.L.- ZONE
043266	11/21/2024	PIT01	PITNEY BOWES GLOBAL FINAN	286.16	026421049	2 RED INK CARTRIDGES FOR
043267	11/21/2024	PRO01	PROFESSIONAL CREDIT SERVI	251.59	41695	REC. BAD DEBTS
				13.80	42690	REC. BAD DEBTS
			Check Total:	265.39		
043268	11/21/2024	SIX03	SIX RIVERS MECHANICAL	978.25	I8065	HVAC MAINTENANCE (MULT LO
043269	11/21/2024	STA03	STATE OF CALIFORNIA	17,035.12	2501D5001	DAVIS-GRUNSKY ACT
				111,931.68	501D50016	DAVIS-GRUNSKY ACT
			Check Total:	128,966.80		
043270	11/21/2024	STA09	S.W.R.C.B.	60.00	C41121	CERTIFICATION RENEWAL FOR
				90.00	C41121.2	CERTIFICATION RENEWAL FOR
			Check Total:	150.00		
043271	11/21/2024	STA10	SWRCB ACCOUNTING OFFICE	193,028.47	C41121	SRF LOAN PMT CONTRACT#D17



043272	11/21/2024	THR02	DAZEY'S SUPPLY	49.52	7978	STRAW FOR COMMUNITY FORES
043273	11/26/2024	BEN02	BENTLEY SYSTEMS, INC.	1,255.00	48566231	SUBSCRIPTION RENEWAL
043274	11/26/2024	KEN03	KEN'S AUTO PARTS	3,272.96	93-284043	PARTS AND SUPPLIES
043275	11/26/2024	LDA01	LDA PARTNERS	10,771.00	16/635022	ARCHITECTURAL SERVICES
043276	11/26/2024	LES01	LES SCHWAB TIRE CENTER	29.37	600620521	REPAIRS/SUPPLY (PARKS)
043277	11/26/2024	LUB01	LUBE CENTRAL	81.61	16869	PARTS AND LABOR (LIC# 154
043278	11/26/2024	MES01	M.C.S.D Employee	131.09	C41125	REIMBURSEMENT (PLAYGROUP
043279	11/26/2024	MUN02	MUNICIPAL MAINTENANCE	48.39	029196	NINE PIN RECEPTACLE
043280	11/26/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	46.05	37-230734	10W-30 OIL AND STARTING F
				67.63	37-230745	OIL (OIL CHANGES) + START
				13.99	37-231563	WINDEX + RAIN-X FOR UTILI
				66.78	37-231644	OIL FOR UNIT #6
				29.73	37-231660	AIR FILTER FOR UNIT #6
				26.93	37-231718	OIL (OIL CHANGES)
				17.21	37-231885	GAS CAP FOR UNIT #7
				133.57	37-231895	OIL (OIL CHANGES)
				(5.07)	37-231906C	FUEL CAP + CUEL CAP RETUR
			<u>Check Total:</u>	<u>396.82</u>		
043281	11/26/2024	PAC08	PACIFIC CRANE CERTIFICATI	1,945.00	24113	ANNUAL CRANE INSPECTION
043282	11/26/2024	PGE11	PGE STREETLIGHTS	22.95	C41125	GAS & ELECTRIC SEWER PUMP
043283	11/26/2024	PGE12	PGE	135.95	C41125	GAS & ELECTRIC HILLER SPO
043284	11/26/2024	ROB01	M.C.S.D Employee	222.37	C41125	SAFETY ALLOTMENT (BOOTS)
043285	11/26/2024	TPX01	TPx COMMUNICATIONS	2,237.63	3013493-0	INTERNET SERVICES
043286	11/26/2024	USA01	USA BLUEBOOK	3,406.65	V00541206	PARTS AND SUPPLIES
043287	11/26/2024	WECO1	WECO INDUSTRIES, LLC	399.25	054562-IN	INCANDESCENT REPLACEMENT
D00100	11/1/2024	BIN01	BINDER, SCOTT	250.00	C41031	DIRECTORS FEES
		BIT01	BITEMAN, JAMES	125.00	C41031	DIRECTORS FEES
		COU09	COUCH, DAVID	250.00	C41031	DIRECTORS FEES
		ORS01	ORSINI, GREG	250.00	C41031	DIRECTORS FEES
			<u>Check Total:</u>	<u>875.00</u>		
			<b><u>Total Disbursements, Accounts payable:</u></b>	<b><u>1,167,752.70</u></b>		

#### Payroll Related Disbursements

20460-20498	11/6/2024		M.C.S.D. Employees	27,439.11		PAYROLL 11/08/24
20499	11/6/2024	CAL12	CalPERS 457 Plan	8,235.24	C41106	RETIREMENT
				483.75	1C41106	PERS 457 LOAN PMT
				328.03	2C41106	ROTH 457
			<u>Check Total:</u>	<u>9,047.02</u>		
20500	11/6/2024	DIR01	DIRECT DEPOSIT VENDOR- US	47,282.87	C41106	Direct Deposit
20501	11/6/2024	EMP01	Employment Development	2,686.41	C41106	STATE INCOME TAX
				1,180.47	1C41106	SDI
			<u>Check Total:</u>	<u>3,866.88</u>		
20502	11/6/2024	HEA01	HEALTHEQUITY, ATTN: CLIENT	65.00	C41106	HSA
20503	11/6/2024	HUM29	UMPQUA BANK--PAYROLL DEP.	10,592.69	C41106	FEDERAL INCOME TAX

			13,333.60	1C41106	FICA
			3,118.30	2C41106	MEDICARE
		Check Total:	27,044.59		
20504	11/6/2024	ACW01 CB&T/ACWA-JPIA	60,753.83	C41031	MED-DENTAL-EAP INSUR
20505	11/6/2024	PUB01 Public Employees PERS	30,617.61	C41031	PERS PAYROLL REMITTANCE
20506	11/12/2024	M.C.S.D. Employees	559.06		SPECIAL PAYROLL 11/12/2024
20507-20547	11/25/2024	M.C.S.D. Employees			PAYROLL 11/25/2024
20548	11/22/2024	CAL12 CalPERS 457 Plan	7,998.37	C41120	RETIREMENT
			483.75	1C41120	PERS 457 LOAN PMT
			300.70	2C41120	ROTH 457
		Check Total:	8,782.82		
20549	11/22/2024	DIR01 DIRECT DEPOSIT VENDOR- US	45,486.52	C41120	Direct Deposit
20550	11/22/2024	EMP01 Employment Development	57.88	C41112	STATE INCOME TAX
			2,453.20	C41120	STATE INCOME TAX
			9.65	1C41112	SDI
			1,117.15	1C41120	SDI
		Check Total:	3,637.88		
20551	11/22/2024	HEA01 HEALTHEQUITY, ATTN: CLIENT	65.00	C41120	HSA
20552	11/22/2024	HUM29 UMPQUA BANK--PAYROLL DEP.	192.93	C41112	FEDERAL INCOME TAX
			9,859.42	C41120	FEDERAL INCOME TAX
			108.74	1C41112	FICA
			12,690.06	1C41120	FICA
			25.44	2C41112	MEDICARE
			2,967.84	2C41120	MEDICARE
		Check Total:	25,844.43		
20553	11/25/2024	Voided Check	8,782.82		Void Check #20548
20554	11/22/2024	M.C.S.D. Employees	4,497.07		Special Payroll 11/22/24
205543	11/22/2024	CAL12 CalPERS 457 Plan	8,775.61	C41122	457 AND LOAN
<b>Total Disbursements, Payroll</b>			<b>285,109.01</b>		
<b>TOTAL CHECK DISBURSEMENTS</b>			<b>1,452,861.71</b>		

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
043161	12/11/2024	*0027	M.C.S.D Customer	(45.00)	C41031u	Ck# 043161 Reversed
043238	12/19/2024	SUP02	SUPERIOR INSTALLS	(1,507.38)	606u	Ck# 043238 Reversed
043288	12/3/2024	MAY02	DENNIS MAYO	125.00	C41203	DIRECTORS FEES FOR 11/06/24
043289	12/3/2024	\B025	M.C.S.D Customer	101.22	000C41201	MQ CUSTOMER REFUND
043290	12/3/2024	\D019	M.C.S.D Customer	117.91	000C41201	MQ CUSTOMER REFUND
043291	12/3/2024	\G029	M.C.S.D Customer	97.70	000C41201	MQ CUSTOMER REFUND
043292	12/3/2024	\K010	M.C.S.D Customer	27.49	000C41201	MQ CUSTOMER REFUND
043293	12/3/2024	\M053	M.C.S.D Customer	413.71	000C41201	MQ CUSTOMER REFUND
043294	12/3/2024	\M054	M.C.S.D Customer	43.04	000C41201	MQ CUSTOMER REFUND
043295	12/3/2024	\O012	M.C.S.D Customer	32.00	000C41201	MQ CUSTOMER REFUND
043296	12/6/2024	*0033	M.C.S.D Customer	589.00	C41205	AZALEA HALL RENTAL REFUND
043297	12/6/2024	*0034	M.C.S.D Customer	100.00	C41205	DEPOSIT REFUND
043298	12/6/2024	10102	101 NETLINK	80.00	0241201-1	BACKUP INTERNET SERVICES
043299	12/6/2024	70701	707 PEST SOLUTIONS	85.00	78235	795 HILLER RD
				120.00	79259	1656 SUTTER
				175.00	79477	1705 GWIN RD
				150.00	79478	1620 PICKETT RD
			<u>Check Total:</u>	<u>530.00</u>		
043300	12/6/2024	ACC04	ACCURATE DRUG TESTING SERVICE	70.00	0012460	DRUG TESTING
043301	12/6/2024	ACW01	CB&T/ACWA-JPIA	21,384.45	0704595	GRP. HEALTH INS
043302	12/6/2024	AMA01	AMAZON CAPITAL SERVICES	2,569.26	43VX17GWP	AMAZON PURCHASES
043303	12/6/2024	ATT07	AT&T ACCT 9391081626	182.62	022685005	PHONE LINES
043304	12/6/2024	BAD01	BADGER METER, Inc.	425.39	80179115	MONTHLY FEE
043305	12/6/2024	COA01	COASTAL BUSINESS SYSTEMS	176.86	38008563	LEXMARK XM3250 COPIERS
043306	12/6/2024	EUR07	Eureka Rubber Stamp Co.	34.74	A39027	PREPARED BY/REVIEWED BY
043307	12/6/2024	FED01	FedEx Office	110.69	869084954	LAB SHIPPING
				95.55	870334279	LAB SHIPPING
			<u>Check Total:</u>	<u>206.24</u>		
043308	12/6/2024	HAR03	HARPER MOTORS CO.	138.00	859530	PARTS & LABOR (UNIT #7)
043309	12/6/2024	HAR13	The Hartford - Priority A	515.10	181802584	GRP. HEALTH INS
043310	12/6/2024	HEL01	DJ	600.00	C41205	DJ FOR JR HIGH DANCE
043311	12/6/2024	HUM01	HUMBOLDT BAY MUNICIPAL WATER	109,447.74	C41205	WTR PURCHASED
043312	12/6/2024	HUM08	HUMBOLDT SANITATION	771.00	4BX02646	1620 PICKETT RD TRASH SERVICE
				845.00	4BX02647	1656 SUTTER TRASH SERVICE
				771.00	4BX02648	1705 GWIN RD TRASH SERVICE

			384.35	4BX02649	675 HILLER RD TRASH SERVICE
		Check Total:	2,771.35		
043313	12/6/2024 HUM41	HUMBOLDT WASTE	134.32	000011718	WASTE DISPOSAL
043314	12/6/2024 INF02	INFOSEND	3,638.96	276140	MAILING AND POSTAGE
043315	12/6/2024 INF03	INFINITE CONSULTING SERVICES	483.68	12337	GRANDSTREAM FOR SCADA
			5,160.00	12359	MONTHLY HOSTING FEE
		Check Total:	5,643.68		
043316	12/6/2024 KEN03	KEN'S AUTO PARTS	48.39	93-284325	PARTS AND SUPPLIES
			157.46	93-284372	PARTS AND SUPPLIES
		Check Total:	205.85		
043317	12/6/2024 MCK04	MCK ACE HARDWARE	387.24	C41205	REPAIRS/SUPPLY
043318	12/6/2024 MEN01	MENDES SUPPLY CO.	1,713.42	C41205	REPAIRS/SUPPLY
043319	12/6/2024 MIT01	MITCHELL LAW FIRM	74.00	6023	LEGAL SERVICES
043320	12/6/2024 NAP02	NAPA AUTO PARTS	35.05	775599	OIL FOR TANK #3
043321	12/6/2024 NOR03	LOOMIS BASIN EQUINE MEDIC	491.00	1500984	REPAIRS/SUPPLY TREATMENT
043322	12/6/2024 NOR13	NORTHERN CALIFORNIA SAFET	120.00	30247	MONTHLY FEE
043323	12/6/2024 PGE02	PG&E	11,707.53	C41205	MCSD OFFICE REMODEL
043324	12/6/2024 ROJ01	ROJAS COMMUNICATIONS GROUP	2,500.00	202470	GOVERNMENT RELATIONS/LOBB
043325	12/6/2024 SEC03	SECURITY LOCK & ALARM	347.33	220033548	REKEYED HILLER BALL PARK
043326	12/6/2024 SEQ01	BLUE STAR GAS	233.08	1682045	FUEL
043327	12/6/2024 SIX01	SIX RIVERS BREWERY	1,861.92	ANQ121324	MCSD HOLIDAY PARTY
043328	12/6/2024 STR01	STREAMLINE	375.00	F9E7-0050	SUBSCRIPTIONS
043329	12/6/2024 THA01	THATCHER COMPANY, INC.	4,708.20	250106507	CHLORINE CYLINDER
			(1,000.00)	250901376C	CYLINDER CREDIT
			(1,077.50)	400900108C	CYLINDER CREDIT
			(1,077.50)	400900365C	CYLINDER CREDIT
		Check Total:	1,553.20		
043330	12/6/2024 THO02	Thomas Home Center	152.63	C41205	REPAIRS/SUPPLY
043331	12/6/2024 UMP01	UMPQUA COMMERCIAL CARD OP	1,081.67	1224BD	TRAVEL/TRAINING/SUPPLIES
			305.06	1224JH	TRAVEL/TRAINING/SUPPLIES
			190.95	1224LF	TRAVEL/TRAINING/SUPPLIES
			2,078.42	1224PK	TRAVEL/TRAINING/SUPPLIES
		Check Total:	3,656.10		
043332	12/6/2024 VAL01	VALLEY PACIFIC PETROLEUM	983.37	24-828222	GAS/OIL/LUBE
043333	12/6/2024 VAL02	VALLEY PACIFIC	3,641.57	24-827678	GAS/OIL/LUBE
043334	12/6/2024 VER01	VERIZON WIRELESS	70.10	979299501	PAGING/ALARMS
043335	12/12/2024 *0027	M.C.S.D. Cusomer	45.00	C41211	REISSUE FOR MISSING CHECK
043336	12/12/2024 *0035	M.C.S.D. Cusomer	100.00	C41211	SECURITY DEPOSIT REFUND
043337	12/12/2024 *0036	M.C.S.D. Cusomer	90.00	C41211	YOUTH BASKETBALL PROGRAM
043338	12/12/2024 CRA01	CRAWFORD & ASSOCIATES, INC.	6,518.28	42055	MCSD 4.5 MG WATER RESERVO
043339	12/12/2024 GHD01	GHD	340.03	800061812	MCSD MICROGRID ENGINEERIN
043340	12/12/2024 JAC04	JACKSON & EKLUND, INC.	2,745.00	442925	MICROGRI IRA TAX PREP

043341	12/12/2024	MIL01	Miller Farms Nursery	19,569.17	C41211	REPAIRS/SUPPLY
043342	12/12/2024	NOR01	MICROBAC LABORATORIES, INC.	5,305.00	C41211	LAB TESTS STMT 12-11-24
043343	12/12/2024	PGE01	PG & E (Office & Field)	30,765.04	C41211	GAS & ELECTRIC
043344	12/12/2024	SCH04	SCHILLINGER ENGINEERING	5,528.00	0224MCS	MCS LIBRARY/SHERIFFS ADA
043345	12/12/2024	SWR02	SWRCB FEES	619.00	SW0295092	ANNUAL PERMIT FEE 1 12C40
				563.00	WD0274524	ANNUAL PERMIT FEE 1B22150
				3,945.00	WD0278698	ANNUAL PERMIT FEE 1SSO100
				18,263.00	WD0278820	ANNUAL PERMIT FEE
				881.00	WD0278827	ANNUAL PERMIT FEE 4DW0026
			<u>Check Total:</u>	<u>24,271.00</u>		
043346	12/12/2024	TIM01	TIMES-STANDARD	351.81	1431249	ADS/MARKETING WASTEWATER
043348	12/20/2024	*0037	M.C.S.D. Cusomer	100.00	C41219	SECURITY DEPOSIT (FACILITY RENTAL)
043349	12/20/2024	*0038	M.C.S.D. Cusomer	80.00	C41219	REFUND (YOUTH BASKETBALL)
043350	12/20/2024	ADV01	ADVANCED SECURITY SYSTEM	1,212.75	718990	SECURITY ALARMS - MULT
043351	12/20/2024	ATT04	ATT	860.81	624006903	TELEMETRY
043352	12/20/2024	BAL04	BALDWIN, BLOMSTROM, WILKI	131.25	3723	PROFESSIONAL SERVICES
043353	12/20/2024	BNY01	BNY MELLON TRUST COMPANY,	71,750.00	C41219	LOAN CT2124630
043354	12/20/2024	BOR01	BORGES & MAHONEY CO.	471.07	145616	PARTS/SUPPLIES
				1,106.61	145670	PARTS/SUPPLIES
			<u>Check Total:</u>	<u>1,577.68</u>		
043355	12/20/2024	COA01	COASTAL BUSINESS SYSTEMS	1,184.87	38112492	OFFC EQUIP LEAS (SHARP)
043356	12/20/2024	COM04	COMPLIANCE ASSOCIATES	4,200.00	60384	2025 ENROLLMENT FEES
043357	12/20/2024	CPR01	CALIFORNIA PARK & RECREAT	555.00	C41219	MEMBERSHIP RENEWAL
043358	12/20/2024	CWE01	CWEA	239.00	C41219	MEMBERSHIP RENEWAL
043359	12/20/2024	DEP05	DEPARTMENT OF JUSTICE	128.00	780788	FINGERPRINTING
043360	12/20/2024	FED01	FedEx Office	203.07	871111599	LAB SHIPPING
043361	12/20/2024	FED02	C.J. BROWN & COMPANY CPAS	12,013.00	C41219	ACCT. / AUDIT (FY 23/24 )
043362	12/20/2024	IND01	INDEPENDENT BUS. FORMS	165.51	43653	1099 FORMS
043363	12/20/2024	MAD02	MAD RIVER UNION	140.00	457935	NOTICE TO ADOPT NEG. DEC.
043364	12/20/2024	MCK02	MCKINLEYVILLE GLASS CO.	511.75	51104	UNIT #15 BACK WINDOW
043365	12/20/2024	MCK03	MCKINLEYVILLE OFFICE SUPPLY	46.96	54554	FEDEX BACKFLOW TEST KIT
043366	12/20/2024	MCK06	MCKINLEYVILLE SCHOOLS PTO	842.50	C41219	MIDDLE SCHOOL DANCE 12/06
043367	12/20/2024	MDG01	MELTON DESIGN GROUP INC	11,302.20	6638	BMX TRACK AND PARK
043368	12/20/2024	NOR13	NORTHERN CALIFORNIA SAFET	500.00	30264	HAZWOPER
				600.00	30268	HAZWOPER
				500.00	30274	HAZWOPER
			<u>Check Total:</u>	<u>1,600.00</u>		
043369	12/20/2024	NOR35	NORTHERN HUMBOLDT	601.12	ES25-073	WEEDING AND MULCHING CENT
				1,016.60	ES25-074	GROUNDS WORK PIERSON PARK
			<u>Check Total:</u>	<u>1,617.72</u>		
043370	12/20/2024	ORE01	O'REILLY AUTOMOTIVE, INC.	26.86	37-234981	ELECTRICAL TAPE & ADAPTER
				147.63	37-235138	HBATTERY (UNIT #23)
			<u>Check Total:</u>	<u>174.49</u>		

043371	12/20/2024	PGE10	PGE STREETLIGHTS	6.38	C41219	GAS & ELECTRIC S.L.- ZONE
043372	12/20/2024	SEQ01	BLUE STAR GAS	1.08	0310846	TANK RENTAL
043373	12/20/2024	SIX03	SIX RIVERS MECHANICAL	8,850.88	18218	FURNACE FOR SHERIFF STATION
043374	12/20/2024	SMA04	SMARTCOVER SYSTEMS, INC.	3,902.00	36098	RENEWAL (4 MONTHS)
043375	12/20/2024	STA09	S.W.R.C.B.	60.00	C41219	CERTIFICATION RENEWAL
043376	12/20/2024	SUP02	SUPERIOR INSTALLS	1,507.38	606 #2	PROFESSIONAL SERVICES
043377	12/20/2024	THO01	THOMAS & ASSOCIATES	1,387.12	34397	REPAIRS/SUPPLY
043378	12/20/2024	VAL02	VALLEY PACIFIC	840.93	24-857790	GAS/OIL/LUBE
D00101	12/3/2024	BIN01	BINDER, SCOTT	125.00	C41203	DIRECTORS FEES FOR 11/06/24
		BIT01	BITEMAN, JAMES	125.00	C41203	DIRECTORS FEES FOR 11/06/24
		COU09	COUCH, DAVID	125.00	C41203	DIRECTORS FEES FOR 11/06/24
		ORS01	ORSINI, GREG	125.00	C41203	DIRECTORS FEES FOR 11/06/24
			Check Total:	500.00		
<b>Total Disbursements, Accounts payable:</b>				<b>402,072.45</b>		

#### Payroll Related Disbursements

20555	12/2/2024		M.C.S.D. Employees	3,357.40		Special Payroll 12/2/24
20556-20599	12/20/2024		M.C.S.D. Employees	21,387.14		Payroll 12/10/24
20600	12/5/2024	CAL12	CalPERS 457 Plan	7,575.92	C41205	RETIREMENT
				483.75	1C41205	PERS 457 LOAN PMT
				273.36	2C41205	ROTH 457
			Check Total:	33,077.57		
20601	12/5/2024	DIR01	DIRECT DEPOSIT VENDOR- US	43,446.39	C41205	Direct Deposit
20602	12/5/2024	EMP01	Employment Development	347.59	C41127	STATE INCOME TAX
				2,198.23	C41205	STATE INCOME TAX
				53.57	1C41122	SDI
				57.93	1C41127	SDI
				1,015.76	1C41205	SDI
			Check Total:	3,673.08		
20603	12/5/2024	HEA01	HEALTH EQUITY, ATTN: CLIEN	65.00	C41205	HSA
20604	12/5/2024	HUM29	UMPQUA BANK--PAYROLL DEP.	1,158.63	C41127	FEDERAL INCOME TAX
				8,639.44	C41205	FEDERAL INCOME TAX
				603.84	1C41122	FICA
				653.04	1C41127	FICA
				11,478.52	1C41205	FICA
				141.22	2C41122	MEDICARE
				152.72	2C41127	MEDICARE
				2,684.50	2C41205	MEDICARE
			Check Total:	25,511.91		
20605	12/5/2024	ACW01	CB&T/ACWA-JPIA	60,753.83	C41130	MED-DENTAL-EAP INSURANCE
20606	12/5/2024	PUB01	Public Employees PERS	27,378.46	C41130	PERS PAYROLL REMITTANCE
20607-20647	12/23/2024		M.C.S.D. Employees	25,199.93		Payroll 12/23/24
20648	12/20/2024		M.C.S.D. Employees	546.89		Special Payroll 12/20/24
20649	12/20/2024	CAL12	CalPERS 457 Plan	7,558.61	C41219	RETIREMENT
				483.75	1C41219	PERS 457 LOAN PMT
				293.86	2C41219	ROTH 457
			Check Total:	8,336.22		

20650	12/20/2024 DIR01	DIRECT DEPOSIT VENDOR- US	43,646.20	C41219	Direct Deposit
20651	12/20/2024 EMP01	Employment Development	2,171.55	C41219	STATE INCOME TAX
			1,073.08	1C41219	SDI
			6.97	3C41219	SDI
		<u>Check Total:</u>	<u>3,251.60</u>		
20652	12/20/2024 HEA01	HEALTHEQUITY, ATTN: CLIEN	65.00	C41219	HSA
20653	12/20/2024 HUM29	UMPQUA BANK--PAYROLL DEP.	9,123.46	C41219	FEDERAL INCOME TAX
			12,119.64	1C41219	FICA
			2,834.46	2C41219	MEDICARE
			38.38	3C41219	FEDERAL INCOME TAX
			78.58	4C41219	FICA
			18.38	5C41219	MEDICARE
		<u>Check Total:</u>	<u>24,212.90</u>		
		<u>Total Disbursements, Payroll</u>	<u>274,420.44</u>		
		<b>TOTAL CHECK DISBURSEMENTS</b>	<b>676,492.89</b>		

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**McKinleyville Community Services District**

**BOARD OF DIRECTORS**

February 5, 2025

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	November 25, 2024
10 Day Notice	January 22, 2025
Board Meeting	February 5, 2025
Lock	March 10, 2025
<b>Route 16</b>	

<b>Account #</b>	<b>Address</b>
16-410-000	3295 Barnett Ave

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **ACTION**

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**ITEM: D.4**                      **Consider Approval of the First Amendment to the Agreement Between McKinleyville Union School District and the McKinleyville Community Services District for the Provision of Staff to the 21<sup>st</sup> Century Community Learning Center After School Programs**

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

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

### **Recommendation:**

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

### **Discussion:**

After the approval of the 2024-25 MOU between MCS D and MUS D on June 5th, 2024, MUS D requested to change the end date of the MOU (which happens to be the Last Day of the School Year, June 13<sup>th</sup>) to extend through their Summer Programing to August 16, 2025, warranting an amendment to the MOU.

The First Amendment of the MOU between MCS D and MUS D (**Attachment 1**) for the provision of staff to the 21<sup>st</sup> Century Community Learning Center After School Program addresses the requested change to the end date of the MOU to include their Summer Extended Learning Programing, all other aspects of the original MOU approved in June remain the same.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

This agreement will be cost neutral. The 2024-25 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 – First Amendment to the MUSD and MCSD Memorandum of Understanding 2024-25

**First Amendment to the  
McKinleyville Union School District Agreement with McKinleyville Community Services  
District  
For 21<sup>st</sup> Century Community Learning Center After School Programs**

This Agreement is made and executed on this 5th day of February, 2025 (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 21<sup>st</sup> Century Community Learning Center program ("CCLC" or "Program"); and
- B. WHEREAS, MCSD is willing to provide staffing for the 21<sup>st</sup> 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 21<sup>st</sup> 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, COE 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 August 16, 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 August 16, 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 McKinlewillie 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: \_\_\_\_\_  
Julie Giannini-Previde, Superintendent

McKinleyville Community Services District

By \_\_\_\_\_ Date: \_\_\_\_\_  
Board President, James Biteman



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# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **ACTION**

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**ITEM: D.5**                                    **Consider Approval of Negotiated Three Year Compensation Contract with District Employees**

**PRESENTED BY:**                        **Directors Couch & Mayo, General Manager Kaspari**

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

### **Recommendation:**

Staff recommends the Board review the information presented, discuss, take public comment and consider approval of a three (3) year term agreement with employees as follows:

1. Maintain the current benefit package in terms of holidays, vacation, sick time, life insurance, medical insurance, 457 match, Employee Assistance Program (EAP), State Disability Insurance (SDI) and dental insurance, in addition to other current general employee benefits.
2. Approve this year's COLA increase of 2.25%.
3. This agreement will be in effect for three fiscal years, 2025/26, 2026/27 and 2027/28, with the following stipulation:
  - a. Due to the unpredictability of healthcare insurance, PERS employer contribution, inflation pressures and other associated expenses, MCSD Board or staff reserve the right to, at any time, request negotiations be reopened to discuss any and/or all of the elements of the MCSD employee wage and benefit package.

### **Discussion:**

It has been the practice of MCSD since the 1990s for Staff to negotiate with the MCSD Board of Directors for their benefit package.

In January 2024, the Board appointed Directors David Couch and Dennis Mayo to the Employee Negotiations Committee. The Committee met with Staff Employee Negotiations representatives of Eava Young, Christopher Jones, and Jens Andersen to discuss the current employee compensation package that will expire on June 30, 2025.

The staff Employee Negotiations representatives presented the Employee Negotiations Committee a memo regarding the retention of the current compensation package for a three (3) year term, included as Attachment 1.

On December 4, 2024, the Board met in closed session to review staff request and agreed to accept the Employees request to maintain the current benefits package. Upon consultation with District Legal Counsel, it was determined that

the Board vote to that effect must take place in open session and this item was returned to the Board to be voted upon in open session.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action
- Modify recommendation from the negotiating committee and continue further negotiations with staff.

**Fiscal Analysis:**

There will be no unbudgeted impacts to the budget as District Staff is not requesting any modifications to the current compensation package that were intended to be included in the Fiscal Year 2025/26 operating budget.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Memo from Staff Employee Negotiations Representatives

## **McKinleyville Community Services District**

### **Proposed Employee Compensation Package – 2024**

The McKinleyville Community Services District staff would like to extend our heartfelt thanks to the Board of Directors for meeting with us to discuss our future compensation package. We deeply value our partnership in striving to provide the highest quality service to our ratepayers, a goal we can only achieve through our collective efforts and shared focus.

Our staff nominated representatives for these discussions and shared our ideas for the future compensation package. After thorough deliberation, we would like to retain the current compensation package, which includes:

- A 3-year term agreement
- Medical and Dental Benefits
- PERS Retirement Program with a 4% District Match to the 457 program
- Current Vacation, Sick Time, and Paid Holidays
- Yearly Cost of Living Allowances based on our traditional indexes

At this time, given the board's decision to increase staff's salaries based upon the most recent salary survey, the staff at McKinleyville Community Services District wishes to make no further changes to our current compensation package. We appreciate your time and are grateful for everything the Board does for us at MCSD and for the community as a whole.

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **ACTION**

**ITEM: D.6**                      **Review of the 2024 Integrated Pest Management Plan Annual Report**

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

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

**Recommendation:**

Staff recommends that the Board review and accept the 2024 Integrated Pest Management Plan (IPM) annual report.

**Discussion:**

As stated in the IPM Scope, District staff will utilize the most environmentally sound approaches to pest management and eliminate, where feasible, the use of pesticides to minimize environmental and health impacts of pest and vegetation management. To accomplish this, staff will utilize physical, mechanical, cultural, biological and educational tactics as primary controls.

The plan is intended to provide procedural guidelines for the implementation as a basis for pest and vegetation management that will protect public health, the environment and aesthetic value of the District’s facilities.

As stated in Section 4.A of the IPM (**Found on the MCSD website here:** <https://www.mckinleyvillecsd.com/mcsd-integrated-pest-management-plan>), the MCSD coordinator will compile data from all participating departments and submit an annual report at the January Board meeting to the General Manager and the Board of Directors. Each department submitted their IPM Treatment Tracking Forms, **Attachment 1 Sample Form**, for review. Upon review of the forms, it was found that all methods were mechanical tactics other than dealing with ants. A table is provided below as an overview of the forms submitted. This staff report will serve the purpose of the annual report.

Category	Weed Abatement Hours	Ant Removal Hours	Wasp Removal Hours	Gopher Control Hours	Total Labor Hours	NHES Weed Abatement Hours	Swap Weed Abatement Hours	Cost
Tree	0	0	0	0	0			\$ 00.00
Turf	46	0	0	32	78			\$3,510.00
Hard Surface	374	12	0	0	386			\$21,230.00
Planter Bed	491	0	0	0	491	797	1520	\$83,060.00
Total	911	12	0	32	955	797	1520	\$ 107,800.00

The table is separated into categories and includes the time in each category to manually remove weeds in planter beds, remove weeds in asphalt or concrete and trap gophers. The table also includes the annual labor cost for performing these tasks. Most of the planter bed weed abatement is located in the Open Space Maintenance Zones, which include landscape strips. Most of the hard surface treatment is weeds growing around edges or cracks of asphalt and concrete at most of the stations along with gravel areas at the Treatment Plant. The major target pest is weed abatement, with gopher control also contributing to the labor costs. Most of the gopher control takes place at the Hiller Sports Site along with Pierson Park.

Ants have been a reoccurring issue in several facilities and most of the ant issues are related to the ants coming through the walls and foundations to get out of the wet weather. Due to the continuous ant problem, and not being able to keep them under control, the District decided to hire 707 Pest Solutions to treat the buildings monthly. The IPM Coordinator reviewed the treatments strategies that were proposed and chose the least hazardous methods they had to offer.

As stated above, there are a lot of man hours assigned to weed abatement. In 2018, staff conducted a pilot study at the Wastewater Management Facility to compare salt, vinegar solution and flame torching against manual weed pulling to try to find out which method works best to eliminate some of the labor costs. Salt had the best affect and would prevent new weed growth for about 30 days, but it required an abundant amount of salt and labor to apply the salt. Vinegar was also effective and is currently used in areas that are feasible. The remaining approaches only phased new weed growth for a couple days.

Gopher control can get quite extensive, from setting traps to blasting the tunnels. Due to the shallow tunneling from gophers, the turf collapses and creates depressions which become unsafe for the youth and adult leagues playing on the fields. Staff has found that blasting helps expose the shallow tunnels but requires a lot of labor to fill in the depressions after blasting occurs. Community work gatherings, made up of staff and volunteers, have been put together to help repair the turf each year mostly due to gophers. The work group and blasting was put on pause during the Covid times but we hope to have another work day in the near future.

**Alternatives:**

Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – IPM Treatment Tracking Forms

### MCS D IPM Treatment Tracking Form

Location (Map on Back) WWMF

Department:  Operations    Parks & Recreation    Support Services    Contractor/Lessee s

Authorized by IPM Coordinator:  Yes    No

Professional Pesticide Applicator Used:  Yes    No   If Yes, Applicator's Name and Licence # \_\_\_\_\_

Target Pest WEEDS

Population Levels/Injury Thresholds for Treatment \_\_\_\_\_

Final Treatment Decision \_\_\_\_\_

Treatment Method Used	Active Ingredient	EPA Toxicity Category	Quantity of Product Used	Date/Quarter	Time	Hours Spent	Public Notification Type	Results	Staff Initials
Prevention									
Cultural									
Mechanical	MOWING STRING TRIM					8.0			DS
Biological									
Chemical/Pesticide Name									

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2024

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.1**                      **Presentation of Community Builder Award to Mad River Rotary**

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

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

### **Recommendation:**

Staff recommends that the Board listen to Staff's presentation, air questions, take public comment, and present the Community Builder Award for 2024 to Mad River Rotary.

### **Discussion:**

The "Community Builder Award" is an award the District presents to local individuals, businesses, and organizations for their volunteer service, sponsorship, promotion of programs and events, outstanding service in the interest of the District, and for other contributions significant to McKinleyville's quality of life. District Staff has identified Mad River Rotary as recipient of the 2024 Community Builder Award.

The Mad River Rotary Club of McKinleyville was established in 1974. Since then, it has been a key partner with MCSD, the community of McKinleyville, Humboldt County, the State of California and the world. Mad River Rotary has assisted the District on several projects including the construction of the Sheriff's Substation, a new sound system and score board for the Activity Center, equipment for the Teen Center kitchen as well as active participation in fundraising for the Boys & Girls Club.

Each year, Mad River Rotary plays a key role in organizing Pony Express Days, a Thanksgiving lunch for the Senior Center, and scholarships for McKinleyville High seniors. They also host an annual lunch celebrating the top 10% of McKinleyville High seniors by grade point average and support student exchanges with high school students from around the world.

### **Alternatives:**

Not Applicable

### **Fiscal Analysis:**

Not Applicable

### **Environmental Requirements:**

Not Applicable

**Exhibits/Attachments:**

None

# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.2**                      **MCSD Employee of the Year Presentation to Eava Young**

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

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

**Recommendation:**

Recognize Eava Young as Employee of the Year and participate in the presentation of this award to her.

**Discussion:**

Each year, McKinleyville Community Services District (MCSD) employees vote for Employee of the Year. This award and recognition were started by Norman Shopay in 2009.

Previous awardees are:

- Sharon Denison, 2009
- Tony Rutten, 2010
- James Henry, 2011
- Lesley Frisbee, 2012
- William McBroome, 2013
- David Baldosser, 2014
- Diane Sloane, 2015
- Chris Jones, 2016
- Jennifer Olsen, 2017
- Erik Jones, 2018
- P. Kyle Stone, 2019
- Drew Small, 2020
- Joseph Blaine, 2021
- Seth Meynell, 2022
- Kirsten Messmer, 2023

The employee of the year is a person who has brought about significant positive change, eliminates obstacles in achieving District goals and objectives, is resourceful, contributes constructively, is innovative, exceeds expectations, inspires others, proactively identifies, and resolves challenges. The employee of the year is chosen through a secret ballot by

their peers as judged upon merit. The 2024 Employee of the Year Award goes to Eava Young.

Eava's natural leadership abilities have been a tremendous asset to the District. During a period of significant staff changes, including the onboarding of a new Finance Director and the retirement of two long-term Finance and Administration employees, Eava provided stability and focus to the front office. Eava's efforts ensured that MCSD ratepayers experienced minimal disruption during these transitions. Eava has refined, streamlined, and updated processes, significantly improving the overall efficiency of the District. Eava consistently goes above and beyond to facilitate clear communication and connection between departments, ensuring everyone remains on the same page. Eava is known for her kindness, reliability, and is a trusted colleague to everyone at the District.

Eava will hold this distinction for the 2025 calendar year with a new Employee of the Year crowned at the end of 2025.

**Alternatives:**

Take Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- None



# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **ACTION**

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**ITEM: E.3**                      **Discuss and Consider Approval of Resolution 2025-01 Establishing a Partnership between MCSD, Green Diamond, and Humboldt County Resource Conservation District to Implement the Vegetation Treatment Project and Adopt the Findings and Statement of Overriding Considerations for the Project Specific Analysis and Addendum**

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

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

### **Recommendation:**

Staff recommends that Board review the information, discuss, take public comment and approve Resolution 2025-01 (**Attachment 1**) which adopts the Findings and Statement of Overriding Considerations for the Project Specific Analysis and Addendum, agrees to partner with Green Diamond and HCRCD on the Project, and directs the General Manager to file the Notice of Determination with the State Clearinghouse and the Humboldt County Clerk Recorder within five business days.

### **Discussion:**

This project is the McKinleyville Vegetation Treatment Project, for which a Project Specific Analysis (PSA) and Addendum were prepared for the CALFIRE, California Vegetation Treatment Program (CalVTP) Environmental Impact Report, State Clearinghouse Number 2019012052. The project is located generally between the communities of McKinleyville and Fieldbrook in Humboldt County, California, and the District portion of the project will occur on the McKinleyville Community Forest property immediately east of McKinleyville.

McKinleyville CSD (MCSD) has been working with the Humboldt County Resource Conservation District (HCRCD) and Green Diamond Resource Company (Green Diamond) to prepare a Project-Specific Analysis and Addendum (PSA/Addendum) for the project as a later activity covered by the California Vegetation Treatment Project (CalVTP) Program Environmental Impact Report (EIR). **Attachment 2** consists of the first three chapters of the PSA, including the background, the Project Description, and the Environmental Checklist. The remaining 224 pages of the PSA can be found on the District website at <https://mckinleyvillecsd.ca.gov/news-and-project-updates>. The PSA and the CALFIRE EIR can also be found at the State of California ceqanet website at <https://ceqanet.opr.ca.gov/>.

The McKinleyville Vegetation Treatment Project (project or proposed project) consists of vegetation treatments for wildfire risk reduction and forest health improvement on approximately 3,641 acres, encompassing 3,043 acres of land owned by Green Diamond and approximately 598 acres of land owned by MCSD.

The project area consists of privately owned commercial forest land and a publicly owned community forest. The CalVTP treatment types that would be implemented are shaded fuel breaks and wildland-urban interface (WUI) fuel reduction. The proposed CalVTP treatment activities are mechanical vegetation treatment, manual vegetation treatment, prescribed fire, and targeted herbicide application. Biomass would be processed on-site in the form of pile burning or broadcast burning or vegetation that would be cut and piled, chipped, or lopped and scattered. Prescribed burning and herbicide treatments would not be implemented on MCSD lands.

Equipment used to implement fuel breaks and WUI fuel reduction would consist of:

- ▶ Mechanical Treatments: tracked feller-bunchers, wheeled skidding machines, skid steers, excavators, bulldozers, track or wheel mounted chippers, and/or track mounted masticators.
- ▶ Manual Treatments: chainsaws, hand saws, brush cutters, weed wrenches, chippers, and loppers.

Treatment activities would range from 3 days to 6 months for mechanical and manual treatments. Retreatment for maintenance of desired vegetation conditions in the areas initially treated for the proposed project would be ongoing and continuous in the treatment area, as funding and land management authorizations allow.

**Attachment 3** is the CEQA Findings and Statement of Overriding Considerations for the PSA/Addendum, which details the Project, Treatment Activities, the Environmental Review Process, the Mitigation & Monitoring Program, the Findings, and the Statement of Overriding Considerations.

The Notice of Determination (**See Attachment 4**) will be filed with the State Clearinghouse and the Humboldt County Recorder's Office and is to advise that the MCSD, acting as a Responsible Agency, has approved the above-described project for areas under its jurisdiction on February 5, 2025, and has made the following determinations related to the PSA/Addendum:

1. The project will have a significant effect on the environment.
2. The McKinleyville Vegetation Treatment Project PSA/Addendum (SCH# 2019012052) was prepared for this project pursuant to the provisions of CEQA.
3. The CalVTP Program EIR sufficiently analyzes and addresses potential environmental impacts from the project, and the project will not trigger any of the criteria requiring additional CEQA review pursuant to CEQA Guidelines Section 15162. The project will not result in new significant impacts or a substantial increase in the severity of the significant environmental impacts identified in the CalVTP Program EIR. The elements of the proposed project that would be implemented in areas outside the CalVTP treatable landscape from the CalVTP Program EIR would not result in the occurrence of any of the conditions described in State CEQA Guidelines Section 15162 calling for preparation of a subsequent EIR; therefore, an Addendum has been adopted to address these changes to the program.

4. Mitigation measures and standard project requirements from the CalVTP Program EIR were made a condition of the approval of the project; no new project-specific mitigation measures are required.
5. The implementation of applicable CalVTP Program EIR mitigation measures and standard project requirements will be monitored and reported pursuant to the Mitigation Monitoring and Reporting Program that was adopted for this project.
6. The previous statement of overriding considerations in the CalVTP Program EIR was reaffirmed and adopted for this project by the HCRCD.
7. Findings were made pursuant to the provisions of State CEQA Guidelines Section 15091.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

MCSD, in conjunction with HCRCD and Green Diamond are pursuing a CALFIRE Forest Health grant to fund the implementation of the proposed Vegetation Treatment Project. The grant request is for \$5,198,815.42 and will fund measures on 3043 acres of Green Diamond and 598 acres of MCSD land. The work on MCSD land will focus on the establishment of the shaded fuel break on the northern and western boundaries of the Community Forest. There is no cost share requirement for the grant; however the District will contribute Staff time toward the implementation of the project, estimated to be approximately \$5,000 worth of fully loaded effort. No other MCSD funds will be expended for the project and the project will not be implemented unless and until grant funds are procured.

**Environmental Requirements:**

This is the CEQA document for the Project. CEQA requires that the Board:

- Adopt the Findings and Statement of Overriding Considerations for the Project Specific Analysis and Addendum,
- Adopt the Mitigation Monitoring and Reporting Plan for the Project, and
- Approve the Project.
- The District is then required to file a Notice of Determination with the State Clearinghouse and County Recorder's office within five working days of the decision to approve a project.

All of these items are addressed in Attachment 1, Resolution 2025-01, and approval of the Resolution will enact the required Adoptions and Approvals and Direct the General Manager to file the Notice of Determination.

**Exhibits/Attachments:**

- Attachment 1 – Resolution 2025-01
- Attachment 2 – A portion of the CalVTP Project Specific Analysis and Addendum to the Program EIR for the McKinleyville Vegetation Treatment Project (see MCSD website for full document)
- Attachment 3 – CEQA Findings and Statement of Overriding Considerations
- Attachment 4 – Notice of Determination
- Attachment 5 – Project Map

**RESOLUTION 2025 – 01**

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT TO ESTABLISH A PARTNERSHIP BETWEEN THE DISTRICT, HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT, AND GREEN DIAMOND RESOURCE COMPANY FOR COOPERATIVELY IMPLEMENTING THE MCKINLEYVILLE VEGETATION TREATMENT PROJECT AND ADOPT THE FINDINGS AND STATEMENT OF OVERRIDING CONSIDERATION FOR THE PROJECT SPECIFIC ANALYSIS AND ADDENDUM**

**WHEREAS**, the Green Diamond Resource Company (Green Diamond), the Humboldt County Resource Conservation District (HCRCD) and McKinleyville Community Services District (MCSD) are co-sponsoring proposed vegetation treatments for the purpose of improving wildfire resilience, forest health, and community protection; and

**WHEREAS**, the proposed vegetation treatments would involve approximately 3,641 acres, encompassing 3,043 acres of land owned by Green Diamond and 598 acres of land owned by MCSD; and

**WHEREAS**, the proposed treatment types and treatment activities are consistent with those analyzed in the certified California Vegetation Treatment Program (CalVTP) Program EIR. Treatment types that would be implemented in the project area are wildland-urban interface (WUI) fuel reduction and shaded fuel break; and

**WHEREAS**, the proposed treatment activities on the District Community Forest Land that would be used to implement these treatment types are manual and mechanical treatments, and biomass disposal; and

**WHEREAS**, the District has completed environmental review of the proposal in compliance with the California Environmental Quality Act and Guidelines, and consistent with the California Vegetation Treatment Program (CalVTP); and

**WHEREAS**, the District seeks to work collaboratively in partnership with Green Diamond and HCRCD to implement wildfire resilience, forest health, and community protection actions in the project area; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby approve the following findings and actions:

1. Finds that the District Board has reviewed and considered the Project-Specific Analysis and Addendum to the California Vegetation Treatment Program Environmental Impact Report and found the analysis to comply with CEQA and State CEQA Guidelines, including Section 15168 of the State CEQA Guidelines regarding later activities within the scope of a program EIR, and use of an addendum for minor changes that do not result in a new significant effect or substantial increase in severity of a previously identified significant effect, in accordance with Section 15164 of the State CEQA Guidelines.
2. Adopts the CEQA findings and statement of overriding considerations for Project-Species Analysis and Addendum for the McKinleyville Vegetation Treatment Project.
3. Approves a commitment by the District to partner with the vegetation treatment project implementers, Green Diamond and HCRCD, in carrying out the proposed vegetation

treatments. HCRCD will support Green Diamond and MCSD in the pursuit of grant funding and administration of funds received through the HCRCD. HCRCD staff will also support the monitoring of Green Diamond's and MCSD's implementation of Standard Project Requirements and mitigation measures in accordance with the MMRP.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on February 5, 2025 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

James Biteman, Board President

Attest:

---

Joey Blaine, Board Secretary



CalVTP Project-Specific Analysis and Addendum to the Program EIR

# McKinleyville Vegetation Treatment Project

CalVTP Project ID: 2024-10



Prepared for:

**Humboldt  
County**



**RESOURCE  
CONSERVATION DISTRICT**

December 2024

CalVTP Project-Specific Analysis and Addendum to the Program EIR

# McKinleyville Vegetation Treatment Project

CalVTP Project ID: 2024-10



Prepared for:

**Humboldt County Resource Conservation District**  
5630 South Broadway  
Eureka, CA 95503

Contact:

**Jill Demers**  
Executive Director  
707.442.6058 ext. 5

Prepared by:

**Ascent Environmental, Inc.**  
455 Capitol Mall, Suite 300  
Sacramento, CA 95814

Contact:

**Marianne Lowenthal**  
Project Manager  
916.930.3197



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- A Mitigation Monitoring and Reporting Program
- B Biological Resources

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# LIST OF ABBREVIATIONS

Board	California Board of Forestry and Fire Protection
CAAQS	California Ambient Air Quality Standard
CalEPA	California Environmental Protection Agency
CalVTP	California Vegetation Treatment Program
CARI	California Aquatic Resources Inventory
CDFW	California Department of Fish and Wildlife
CEQA	California Environmental Quality Act
CESA	California Endangered Species Act
CNDDDB	California Natural Diversity Database
CNPS	California Native Plant Society
CRHR	California Register of Historical Resources
db	decibels
DBH	diameter at breast height
DPR	Department of Pesticide Regulation
DPS	Distinct Population Segment
EPA	US Environmental Protection Agency
ESA	Endangered Species Act
ESU	Evolutionary Significant Unit
EVEG	Existing Vegetation
GHG	greenhouse gas
GPS	geographic positioning system
HCRCDD	Humboldt County Resource Conservation District
LRA	Local Responsibility Area
MCSD	McKinleyville Community Services District
MMRP	mitigation monitoring and reporting program
NAAQS	National Ambient Air Quality Standard
NAHC	Native American Heritage Commission
NCCP	natural community conservation plan
NCUAQMD	North Coast Unified Air Quality Management District
NWI	National Wetlands Inventory
Program EIR	Program Environmental Impact Report
PSA	Project-Specific Analysis
PSA/Addendum	Addendum to the Program EIR
RPF	registered professional forester
SPR	standard project requirement
SR 299	State Route 299
SRA	State Responsibility Area
TAC	toxic air contaminant
US 101	US Highway 101
USFS	US Forest Service
USGS	US Geological Survey
VMT	vehicle miles traveled
WLPZ	watercourse and lake protection zone
WUI	wildland-urban interface

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# 1 INTRODUCTION

## 1.1 PROJECT OVERVIEW AND DOCUMENT PURPOSE

The California Board of Forestry and Fire Protection (Board) certified the Program Environmental Impact Report (Program EIR) for the California Vegetation Treatment Program (CalVTP) in December 2019. The Program EIR evaluates the potential environmental effects of implementing vegetation treatments throughout the State Responsibility Area (SRA) and adjacent portions of the Local Responsibility Area (LRA) in California. This document is a Project-Specific Analysis (PSA) and Addendum to the Program EIR (PSA/Addendum). The PSA process was designed during Program EIR preparation for use by State agencies, special districts, and local agencies to help increase the pace and scale of vegetation treatment by employing California Environmental Quality Act (CEQA) efficiency tools (i.e., a within-the-scope finding based on the PSA). An Addendum to the Program EIR is another CEQA efficiency tool designed to address those project components that are not within the scope of the Program EIR but have similar environmental effects. This PSA/Addendum comprises the joint implementation of these CEQA tools in a single document.

To facilitate an increase in the pace and scale of vegetation treatment through an efficient CEQA process, the Board is supporting the preparation of PSAs to create a library of example projects that help guide state and local agencies in preparing their own PSAs under the CalVTP Program EIR, as well as to achieve CEQA compliance for the proposed project. This PSA serves as one of the Board's examples for other agencies seeking to use the CalVTP Program EIR.

### 1.1.1 Proposed Project

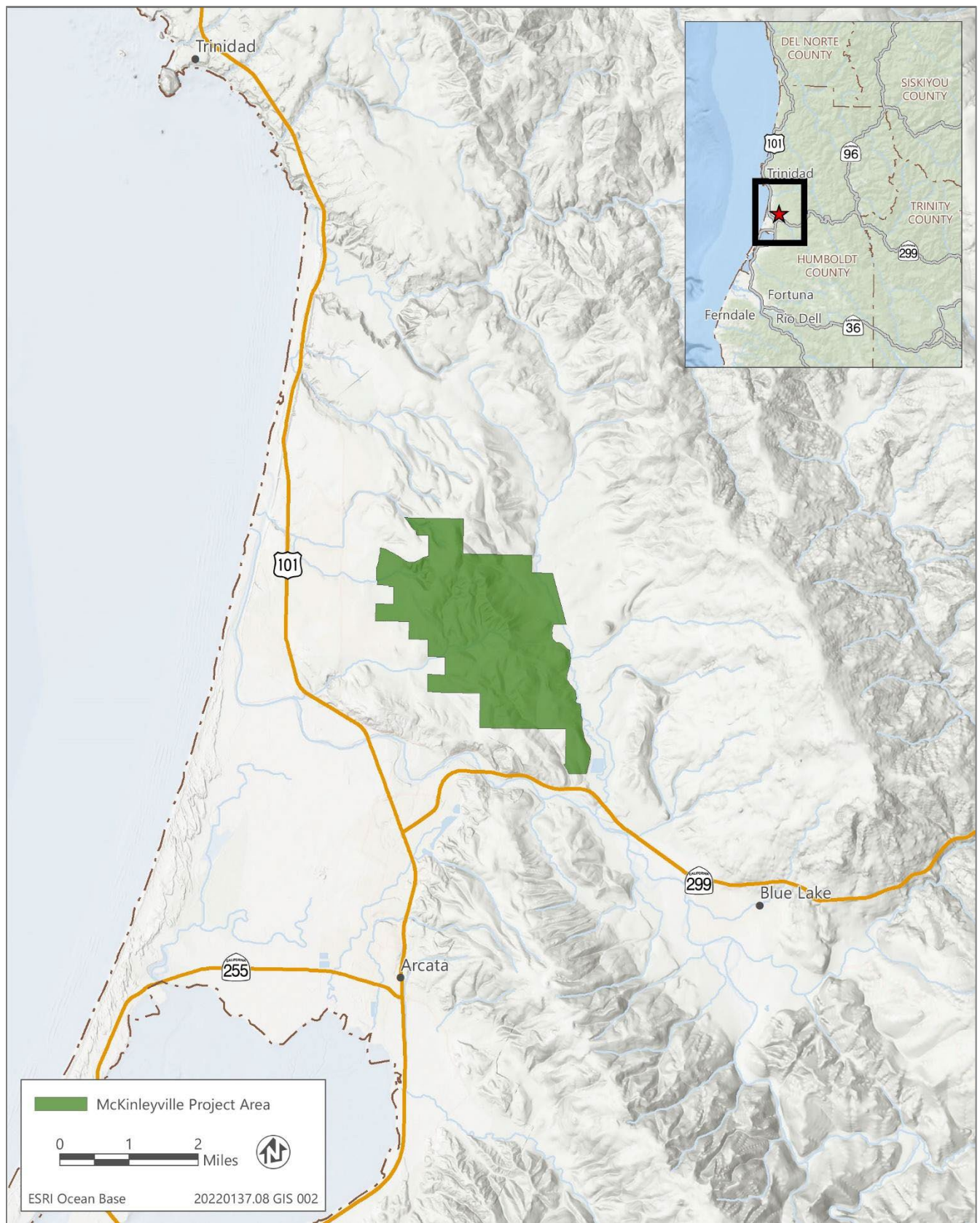
The McKinleyville Vegetation Treatment Project (project or proposed project) consists of vegetation treatments for wildfire risk reduction and forest health improvement on approximately 3,641 acres, encompassing 3,043 acres of land owned by Green Diamond Resource Company (Green Diamond) and approximately 598 acres of land owned by the McKinleyville Community Services District (MCSD) in western Humboldt County, between McKinleyville and Fieldbrook, two communities north of Arcata, California (Figure 1-1). The Green Diamond property is privately owned commercial forest land and the MCSD land is a publicly owned, community forest.

The proposed treatment types (i.e., shaded fuel breaks and wildland-urban interface [WUI] fuel reduction) and the treatment activities (i.e., mechanical vegetation treatment, manual vegetation treatment, prescribed burning, and targeted herbicide application) are consistent with those evaluated in the CalVTP Program EIR. Maintenance treatments are included as part of the project and would involve the same vegetation treatment types and activities used in the initial treatments.

### 1.1.2 Agency Roles

For the purposes of the CalVTP Program EIR and this PSA/Addendum, a project proponent is a public agency that provides funding for vegetation treatment or has land ownership, land management, or other regulatory responsibility in the treatable landscape and is seeking to fund, authorize, or implement vegetation treatments consistent with the CalVTP. This document is being prepared for the Humboldt County Resource Conservation District (HCRCD) to comply with CEQA in the implementation of vegetation treatments that require a discretionary action by a public agency. HCRCD is the CEQA lead agency, and Green Diamond is partnering with the HCRCD to implement the project on Green Diamond land. MCSD is a CEQA responsible agency for authorization of project implementation on land owned by MCSD within the McKinleyville Community Forest.

The HCRCD would support Green Diamond and MCSD in the pursuit of grant funding and administration of funds received through the HCRCD or other organizations to implement the proposed treatments. HCRCD staff would also support the monitoring of Green Diamond's implementation of CalVTP standard project requirements (SPRs) and mitigation measures in accordance with the mitigation monitoring and reporting program (MMRP). The HCRCD Board of Directors would approve a resolution establishing the partnership. In this PSA, Green Diamond and MCSD are referred to as the "implementing entities," reflecting their roles as the lead implementers of treatments and landowners and managers of the land within the treatment area.



Source: Adapted by Ascent in 2024.

Figure 1-1 Project Vicinity

### 1.1.3 Purpose of This PSA/Addendum

This document serves as a PSA to evaluate whether the proposed treatments would be within the scope of the CalVTP Program EIR. As stated above, the treatment types and treatment activities are consistent with the CalVTP. Among the other criteria for determining whether a treatment project is within the scope of the CalVTP Program EIR is whether it is within the CalVTP treatable landscape (i.e., the geographic extent of analysis covered in the Program EIR). If a proposed vegetation treatment project is covered by the evaluation of environmental effects in the Program EIR, it may be approved using a finding that the project is within the scope of the Program EIR for its CEQA compliance, consistent with CEQA Guidelines Section 15168(c)(2).

A portion of the project area extends outside of the treatable landscape described in the CalVTP Program EIR. In total, the area outside the treatable landscape encompasses approximately 3.4 acres of the 3,641-acre project area (refer to Chapter 2, "Treatment Description"). The scattered array of acres outside of the mapped CalVTP treatable landscape is due to the digital expression of the CalVTP treatable landscape that resulted in a pixelated mapping resolution. Using desktop applications to apply buffers around geographic and topographic features and demarcate jurisdictional boundaries (i.e., SRA and Local Responsibility Area [LRA]), the method resulted in some treatable landscape areas that are shown on maps to be disjointed and scattered and some that are inheld areas surrounded by the mapped treatable landscape. If the areas of the proposed project outside of the CalVTP treatable landscape have essentially the same, or at least substantially similar, landscape conditions as the adjacent areas within the treatable landscape, the environmental analysis in the Program EIR would be applicable to the adjacent areas.

An Addendum to an EIR is appropriate where a previously certified EIR has been prepared and some changes or revisions to the project are proposed, or the circumstances surrounding the project have changed, but none of the changes or revisions would result in new or substantially more severe significant environmental impacts, consistent with CEQA Section 21166 and CEQA Guidelines Sections 15162, 15163, 15164, and 15168. In this case, there are no changed circumstances, but the proposed revision or change in the project, compared to the Program EIR, is the inclusion of areas outside of and adjacent to the CalVTP treatable landscape. The PSA checklist (refer to Chapter 4, "Project-Specific Analysis/Addendum") includes the criteria to support an Addendum to the CalVTP Program EIR for the inclusion of treatment areas outside the CalVTP treatable landscape. The checklist evaluates each resource in terms of whether the later treatment project, including the "changed condition" of additional geographic area, would result in significant impacts that would be substantially more severe than those covered in the Program EIR or would result in any new impacts that were not covered in the Program EIR. If a new impact arises, the checklist analysis would provide substantial evidence about whether it would be a significant or potentially significant impact. If the new impact would not be significant, it could be addressed in the addendum to the Program EIR.

This document serves as both a PSA and an Addendum to the CalVTP Program EIR for HCRCD review and analysis under CEQA regarding the proposed McKinleyville Vegetation Treatment Project within and outside the treatable landscape covered by the Program EIR. It provides environmental information supported by substantial evidence to HCRCD in its consideration of approving grant funding allocations and implementation of the work by Green Diamond and MCSD. Attachment A provides the project-specific MMRPs that were prepared for each implementing entity (Green Diamond and MCSD). These MMRPs identify the CalVTP SPRs and mitigation measures applicable to the proposed project. The MMRPs include minor and non-substantive changes to the SPRs and mitigation measures presented in the CalVTP Program EIR. The SPRs identified in the MMRP have been incorporated into the proposed vegetation treatments as a standard part of treatment design and implementation.

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## 2 TREATMENT DESCRIPTION

The proposed project consists of vegetation treatments for wildfire risk reduction and forest health improvement on approximately 3,641 acres, encompassing 3,043 acres of land owned by Green Diamond Resource Company (Green Diamond) and approximately 598 acres of land owned by the McKinleyville Community Services District (MCSD) in western Humboldt County, between McKinleyville and Fieldbrook, two communities north of Arcata, California (Figure 1-1). The land has been managed for timber production by Green Diamond and its predecessors. MCSD recently purchased its portion of the property from Green Diamond for the purpose of providing forested community open space. Planning for the community area is forthcoming and would include trail improvements, watershed restoration, and tree planting.

HCRC is the CEQA lead agency, and Green Diamond is partnering with the HCRC to implement the project on Green Diamond land. MCSD is a CEQA responsible agency for authorization of project implementation on land owned by MCSD within the McKinleyville Community Forest.

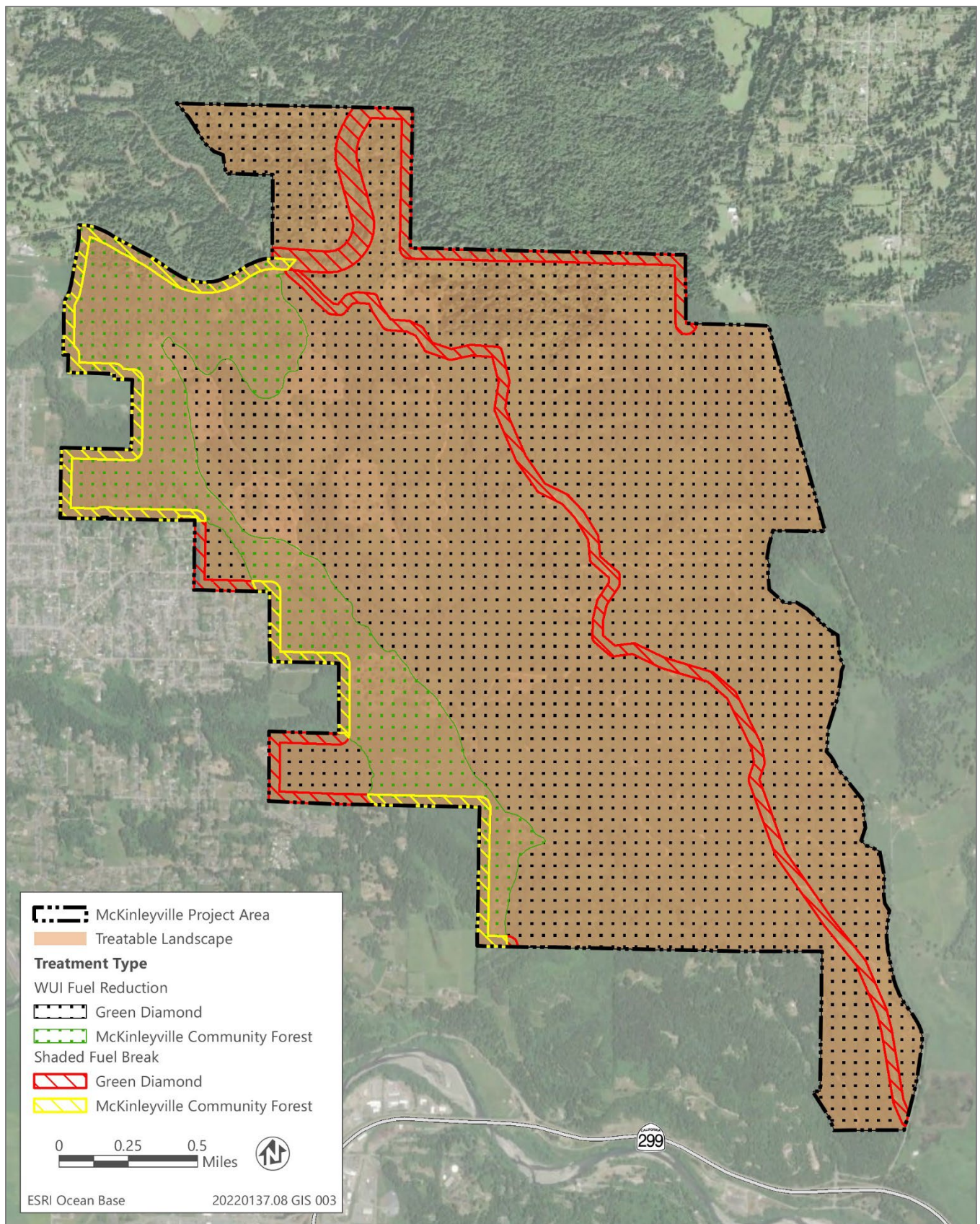
The project area includes some land that, due to site-specific conditions, may be left untreated or treatments would be limited because of expected or unforeseen restrictions, such as operational considerations (e.g., steep slopes, road limitations), economic feasibility, or the presence of sensitive resources, including cultural sites, special-status species, or sensitive habitats. For the purposes of the McKinleyville Vegetation Treatment Project PSA/Addendum, the term "project area" refers to the entire area, and "treatment areas" refer to discrete locations within the project area where treatments would be implemented.

The CalVTP treatment types that would be implemented are shaded fuel breaks and wildland-urban interface (WUI) fuel reduction. The proposed CalVTP treatment activities are mechanical vegetation treatment, manual vegetation treatment, prescribed burning, and targeted herbicide application. Locations of treatment types are shown in Figure 2-1. Table 2-1 summarizes the proposed project treatment areas and treatment types, and Table 2-2 summarizes the proposed treatment activities.

### 2.1 SITE DESCRIPTION

The project area consists of privately owned, commercial forest land and a publicly owned, community forest encompassing approximately 3,641 acres ranging in elevation from about 100 feet to about 600 feet near McKinleyville in western Humboldt County, California. The geomorphology of the project area is principally related to uplifted marine sedimentary deposits with downcutting near watercourses on upper slopes and alluvium in the lowlands.

Nearby fault systems seem to influence landforms. Major watercourses on the south and east sides of the project area, such as Tory and Lindsay Creeks, appear to exploit weakened rock parallel to major faults; the creeks trend northwest/southeast and flow to the south into the Mad River. Watercourses on the west side of the project area flow westward into Mill Creek and then into Mad River, except for one minor watercourse, Duke Creek, which flows into Strawberry Creek then westward into the Pacific Ocean. The seasonal and perennial watercourses that traverse the project area support diverse riparian habitat communities, and perennial watercourses (i.e., Essex Gulch, Lindsay Creek, Mill Creek, and Widow White Creek) are known to support populations of special-status salmonids. Approximately 1,099 acres within the project area occur in riparian management zones, as defined in Green Diamond's Aquatic Habitat Management Plan (NMFS and USFWS 2006).



Source: Adapted by Ascent in 2024.

Figure 2-1 Treatment Types

Based on information from the US Department of Agriculture Natural Resource Conservation Service Web Soil Survey, soils in the project area are generally Lepoil-Candymountain Complex, Lepoil-Espa-Candymountain Complex, and Coppercreek-Slidecreek-Tectah Complex with minor inclusions. These are productive timber soils that are well drained sand and clay loams with a restrictive layer occurring around 80 inches deep. Topography is generally moderate with slopes ranging from flat to about 40 percent, with steep slopes up to 65 percent occurring near watercourses and on the slopes above the headwaters of Mill Creek on the west and Tory and Lindsay Creeks on the east.

Timber stands consist of coast redwood (*Sequoia sempervirens*), Douglas-fir (*Pseudotsuga menziesii*), Grand fir (*Abies grandis*), sitka spruce (*Picea sitchensis*), and isolated Port Orford cedar (*Chamaecyparis lawsoniana*). Associated hardwood species include tanoak (*Notholithocarpus densiflorus*), big leaf maple (*Acer macrophyllum*), and red alder (*Alnus rubra*), which generally occur near watercourses or where high soil moisture persists.

Conifer stands occur in discrete management units tied to topography and road locations bisected by riparian management zones. Overall, young age classes are present with most stands 45 years or younger. A small portion of the project area consists of stands up to 90 years old. The stands are vigorously growing.

Sitka spruce is endemic to the site and reproduces prevalently. Where forest management techniques that favor redwood and Douglas-fir have been employed, spruce and grand fir are less prevalent. In general, spruce occurs near established stands on the north and western edges of the project area, and less in the interior and southern portions of the project area. Grand fir appears limited to the northern portion of the project area in limited occurrences. Port Orford cedar occurs individually or in small groups mostly in the northwest portion of the project area.

Dense brush occurs on site, typical for the region, consisting of a mix of salal (*Gaultheria shallon*) and huckleberry (*Vaccinium ovatum* and *V. parvifolium*), among others. Sword fern (*Polystichum munitum*) occurs in older stands with more open understories and bracken fern (*Pteridium aquilinum*) tends to appear in open areas. Pampas grass (*Cortaderia selloana*) is prevalent in recently harvested areas and stands under 20 years of age. There are occasional occurrences of knobcone pine (*Pinus attenuata*)/radiata pine (*Pinus radiata*) hybrid trees that have been planted in the early 1980s; the occurrences appear to be isolated and the trees are not thriving.

## 2.1.1 Post-Settlement Management

Post-European settlement, the project area has been historically managed for timber production with early harvests likely associated with the California Barrel Company, an Arcata-based barrel making company that made spruce barrels for the Spreckles Sugar Company and other dry goods merchants (The Times-Standard 2020).

Subsequently, redwood from the project area was logged in the 1930-1940s. Intensive forest management activities, including timber harvest, vegetation control (herbicide application), forest thinning, and stand improvement, have occurred since the 1980s. Timber harvest in the project area is conducted with ground-based and short-span yarding equipment. Although the vegetation types historically have co-existed ecologically with fire, the project area has not been subject to a wildfire event within the last 50 years.

Logging roads occur throughout the project area. Legacy roads near watercourses have been closed in some locations and preference has been given to using mid-slope and ridgetop roads where practicable. Encroachment from members of the public using the lands for recreational purposes, such as mountain biking, motorcycle and off-road vehicle use, and trail running, is apparent on legacy roads. Roads currently are used for forest management.

Lands owned by MCSD are located along the western and northern portions of the project area and are intended for general public use, although periodic timber harvest could occur in these areas. Green Diamond lands would continue to be managed for timber production with regular commercial timber harvests. With the proposed project, non-commercial fuel reduction and wildfire risk reduction activities would occur throughout the project area.

## 2.2 TREATMENT TYPES

Each treatment type (i.e., shaded fuel breaks and WUI fuel reduction) is described in more detail below and is consistent with the treatment types described in the CalVTP. Refer to Figure 2-1 for the location of each treatment type. Table 2-1 provides a summary of the proposed treatment areas and associated treatment types and activities.

**Table 2-1 Proposed CalVTP Treatment Areas and Treatment Type**

Treatment Type	Treatment Description	CalVTP Treatment Activity	Treatment Area Size by Land Ownership (acres)	
			Green Diamond Resource Company	McKinleyville Community Services District
Shaded Fuel Break	Implement shaded fuel breaks to reduce wildfire risk and aid in fire control and applying prescribed burning	Mechanical treatments (slopes less than 45%)	201	101
		Manual treatments (slopes greater than 45% and within riparian management zones where machinery is excluded)	223	11
		Targeted herbicide application	92	0
		Prescribed burning using piling and burning or broadcast burning	223	0
WUI Fuel Reduction	Reduce forest fuels by thinning understory and increasing the spacing between tree canopy, and applying prescribed burning	Mechanical treatments (slopes less than 45%)	2,098	384
		Manual treatments (slopes greater than 45% and within riparian management zones where machinery is excluded)	2,820	102
		Prescribed burning using piling and burning or broadcast burning	2,820	0
		Targeted herbicide application	2,110	0
<b>Total Project Area</b>			<b>3,043</b>	<b>598</b>

<sup>1</sup> In total, up to 3,641 acres may be treated, consisting of 3,043 acres on Green Diamond Resource Company land and 598 acres on McKinleyville Community Services District land. However, site-specific landscape conditions and implementation factors may preclude treatment within limited parts of the project area because of expected or unforeseen restrictions, such as operational considerations (e.g., steep slopes, road limitations), economic feasibility, or the presence of sensitive resources, including cultural sites, special-status species, or sensitive habitats.

### 2.2.1 Shaded Fuel Breaks

Fuel breaks are zones where vegetation (fire fuel) is modified in strategic locations, often in a linear layout, which reduces wildfire risk and supports fire suppression by providing responders with a staging area or access to a remote landscape for fire control actions. Fuel breaks also reduce the likelihood that a severe fire would occur within the fuel break by implementing maintenance treatments to manage regrowth over the long term. Additionally, fuel breaks may provide safe emergency egress during wildfires. Shaded fuel breaks retain a reduced portion of the canopy for its habitat and aesthetic values.

Shaded fuel breaks are proposed on up to 335 total acres of the project area (223 acres on Green Diamond lands and 112 acres on MCS D lands) with maximum widths of 200 feet. The fuel breaks are proposed along the western perimeter of the project area, along both sides of Murray Road, a public road along the northern perimeter of the project area, and along a north-south trending ridge that bisects the property from a gate at Murray Road to a gate at Timmons Lane. (Figure 2-1). The fuel breaks are intended to slow encroachment of a fire into or out of the project area and address fire risk associated with adjacent residences and public roads.

Within shaded fuel breaks, distances between vegetation would vary based on baseline conditions and feasibility of treatment. Trees would be spaced approximately 10 to 40 feet apart depending on stand age, and shrubs would typically be separated by 10 to 20 feet, depending on the size class of vegetation; where conditions vary, trees would be spaced consistent with basal area requirements of the California Forest Practice Rules. The remaining trees would be limbed approximately 10-15 feet in height to reduce the vertical continuity of fuels. Distances between retained vegetation may vary from this standard when safety or equipment limitations make access infeasible, or when vegetation retention conditions vary to protect sensitive resources. For example, retention of at least 75 percent surface cover is required within any watercourse and lake protection zone (WLPZ) pursuant to SPR HYD-4 where fuel breaks overlap the WLPZ.

In forested areas of the shaded fuel breaks, trees would be thinned, and some shrubs would be removed mechanically and/or manually to establish spacing between vegetation, both vertically and horizontally. The increased space between vegetation would decrease the likelihood of fire spread and intensity of fires. Meanwhile, retained vegetation would provide shade and reduce growth rates of the understory by blocking sunlight and keeping the microclimate cool and relative humidity high for longer periods of time. Fuel breaks also reduce the likelihood that a severe fire would occur within the treated area by managing regrowth over the long-term.

On Green Diamond lands, manual and mechanical treatments, prescribed burning, and targeted herbicide application (as appropriate) would be conducted within shaded fuel breaks. Understory fuel not removed by manual or mechanical treatments would be treated with herbicides shortly after establishing the fuel break. The fuel breaks would require retreatment over time to maintain the desired fuel levels and distribution. To maintain the fuel breaks, mechanical and manual treatments, targeted herbicide application and prescribed burning would likely be used to prevent and manage shrub and tree regrowth. On MCSD lands, only manual and mechanical treatments would be conducted to establish and maintain fuel breaks. Prescribed burning and herbicide application would not occur on MCSD lands.

## 2.2.2 WUI Fuel Reduction

The WUI is the geographic overlap of wildland and nearby structures or infrastructure. Infrastructure and wildland vegetation in the WUI are close enough that an ignition puts nearby infrastructure at risk, complicates wildland firefighting, and threatens human life and private property. Land uses immediately west of the project area include a golf course, single-family residential neighborhoods and scattered rural homes, and various industrial and commercial businesses within the community of McKinleyville. The proposed WUI fuel reduction treatments would strategically reduce vegetation density and remove fuel in the project area to directly protect nearby communities, which are at risk from wildfires originating in the adjacent wildlands. Additionally, treatment would protect the wildlands from fire ignitions which may start from human activities in developed areas. Where existing habitat within the WUI is degraded, such as by infestation of nonnative plant species, as well as needing fuel reduction, WUI treatments would also help enhance habitat quality.

WUI fuel reduction treatments encompass approximately 3,296 acres of the project area. Treatment methods proposed in the WUI fuel reduction areas are mechanical and manual treatment, prescribed burning, and herbicide application. Mechanical treatment methods would generally be restricted to slopes of less than about 45 percent. Manual treatment methods would generally be employed on slopes greater than 45 percent and within riparian management zones where the use of machinery is excluded. Prescribed burning and herbicide treatments would not be implemented on MCSD lands.

The objective of WUI fuel reduction treatment is to prepare the landscape for the occurrence of a fire so that fire behavior is ecologically beneficial rather than destructive. The prescription would reduce vegetative fuels so that vegetation is less connected, less dense, and is distributed evenly on the landscape. With the desired outcome, wildlife habitat function would be maintained through the retention standards described below. Soil and watershed processes would improve by reducing sources of ground-level fuels and overstory, which can lead to excessive adverse heat-related soil impacts when fire occurs under those conditions.

WUI fuel reduction treatments would occur in coastal mixed redwood, Douglas-fir, and spruce forests and minor other vegetation communities present in the project area. Tree species that would be retained would vary, but in general, would include redwood, Douglas-fir, and in discrete locations, grand fir and spruce. Within riparian areas, there would be retention of at least 75 percent of the overstory including alders and big leaf maple, and 50 percent of the understory canopy of native riparian vegetation.

Mechanical, manual, prescribed burning, and herbicide treatments would target invasive species (e.g., bromes [*Bromus* spp.]) that may occupy treatment areas, reduce vegetation in the overstocked understory, increase the average distance to the bottom of live crowns, and increase the spacing between canopy trees. Treatments would vary slightly depending on the vegetation type being treated and specific prescriptions would be reviewed by a registered professional forester (RPF) to maintain tree age class diversity and a sufficient number of young understory trees to facilitate forest regeneration and long-term maintenance of habitat function.

To maintain habitat function for special-status wildlife, WUI fuel reduction treatments would retain the following:

- ▶ hardwoods greater than 10 inches diameter at breast height (DBH) (e.g., alder, big-leaf maple) up to 5 percent of residual basal area;
- ▶ hardwoods greater than 12 inches DBH with basal hollows or other complex structural features;
- ▶ conifers greater than 14 inches DBH;
- ▶ up to three softwood snags per acre that are greater than 12 inches DBH and are more than 100 feet from structures and/or public roads;
- ▶ 50 percent of understory (i.e., shrubs, herbs) in WLPZs;
- ▶ downed woody debris larger than 18 inches diameter and 12 feet long; and
- ▶ canopy cover within forest habitats occupied or potentially occupied by northern spotted owl would be maintained at 60 percent or greater.

## 2.3 PROPOSED TREATMENT ACTIVITIES

The proposed vegetation treatment activities are mechanical treatments, manual treatments, targeted herbicide application, and prescribed burning (see Table 2-2). Each of these treatment activities is described in more detail below and is consistent with the treatment activities described in the CalVTP.

Treatment activities could occur during any time of year, although the nesting bird season (February 1 – August 31 or extended limited operating period for raptors as determined by a RPF or biologist) would be avoided when feasible. Treatment activities would generally occur Monday through Friday between 4:00 a.m. and 5:30 p.m. and when relative humidity is above 25 percent to increase fire safety during operation of mechanical equipment.

**Table 2-2 Proposed CalVTP Treatment Activities**

CalVTP Treatment Activity	Equipment Used for Treatments	Typical Duration of an Individual Treatment <sup>1</sup>	Maximum Treatment Size by Land Ownership (acres)		
			Green Diamond Resource Company	McKinleyville Community Services District	Total
Mechanical Treatments	Tracked feller-bunchers, wheeled skidding machines, skid steers, excavators, bulldozers, track or wheel mounted chippers, and/or track mounted masticators to implement treatments	3 days to 6 months	2,299	485	2,784
Manual Treatments	Chainsaws, hand saws, brush cutters, weed wrenches, chippers and loppers	3 months to 6 months	744	113	857
Herbicide Application <sup>2</sup>	Batch truck, passenger vehicle, back-pack spray equipment, and all-terrain vehicles	1 week to 6 months	2,202	0	2,202
Prescribed Burning <sup>2</sup>	Water truck, fire-truck, passenger vehicles, drip torch or propane torch, skidgine, fire hoses, bulldozers, skid steers & track mounted equipment to create fire line and other equipment suitable for fire suppression.	1 day to 7 days	3,043	0	3,043

<sup>1</sup> The duration of an individual treatment effort is based on the typical treatment effort conducted in a discreet treatment area, as described in the Program EIR. Many individual treatment efforts would occur over the course of the proposed project as a part of initial and maintenance treatment.

<sup>2</sup> Herbicide application and prescribed burning would not be used on McKinleyville Community Services District lands.

### 2.3.1 Mechanical Vegetation Treatment

Mechanical vegetation treatments are proposed on up to 2,784 acres of the project area. Mechanical treatments may include mechanical tree removal (i.e., felling and skidding), mowing, masticating, and piling. Depending on conditions, up to four crews may operate at the same time across the project area. Typically, one crew (i.e., 3-6 workers) would use tracked feller-bunchers, wheeled skidding machines, skid steers, excavators, bulldozers, track or wheel mounted chippers, and/or track mounted masticators to implement treatments. Typically, treatments would require several days to several months to complete. Equipment would be operated on appropriate slopes subject to operational restrictions near sensitive resources (e.g., watercourses). Mechanical treatments would occur on slopes generally up to 45 percent or as appropriate.

Mechanical treatment activities would include three categories: heavy, moderate, and light.

- ▶ **Heavy Conditions:** targets dense hardwoods and/or conifers (e.g., high tonnage of fuels per acre, such as saplings, poles, and small saw logs) and includes shrubs.
- ▶ **Moderate Conditions:** includes treating shrubs, small hardwoods, and small conifers (e.g., saplings and small poles).
- ▶ **Light Conditions:** typically occurs in previously treated areas and the vegetation that would be removed would include small trees (e.g., seedlings, saplings), grasses, and shrubs.

The overall vegetation retention standards provided under "WUI Fuel Reduction" above would apply to mechanical and manual treatment activities. Cut vegetation would be left on-site by lopping or chipping and scattering on the landscape. There are currently no feasible options to move non-commercial biomass off-site at this time. To reduce soil impacts and erosion, equipment-mounted brush rakes would be used to pile residual surface fuels, shrubs, and overstocked understory hardwoods and conifers, as appropriate.

## 2.3.2 Manual Vegetation Treatment

Manual vegetation treatments are proposed on up to 857 acres of the project area and would generally be confined to riparian management zones near watercourse areas and on slopes over 45 percent. Manual treatments would be implemented with hand crews of approximately eight to 20 members using hand tools and hand-operated power tools, such as chainsaws, hand saws, pole saws, chippers, brush cutters, weed wrenches and loppers or other hand tools, to cut, clear, and prune trees, herbaceous vegetation, and woody shrubs and increase space between trees. Trees would be limbed up to 10-15 feet in height to reduce the vertical continuity of fuels.

Typically, individual treatments would require 1 to 3 months to complete, depending on the treatment size, steepness of terrain, and type and density of vegetation. Manual treatment activities may occur within 100 feet of Class I or II streams to improve habitat and reduce undesirable wildfire hazards. Manual treatment within 100 feet of Class I or II streams would occur outside of bird nesting season, if feasible.

Cut vegetation would be left on-site by lopping or chipping and scattering on the landscape. In some areas, removed vegetation would be hauled off-site. The same general guidelines for tree and vegetation removal and retention would be followed as described above for WUI Fuel Reduction.

Proposed manual treatment activities are:

- ▶ Thinning and limbing trees with chainsaws, pole saws, loppers, chippers, brush cutters, weed wrenches, pruners or other hand tools; and
- ▶ cutting shrubs to restore characteristic densities for the vegetation community present.

## 2.3.3 Prescribed Burning

Prescribed burning is proposed on up to 3,043 acres of Green Diamond lands within the project area. No prescribed burning is proposed on MCSD lands. Prescribed burning consists of two general types: pile burning and broadcast burning. Both types of prescribed burning would be used to implement the project.

While pile burning is proposed to occur on up to 3,043 acres of the project area, the total acreage of pile burning would likely be much less, given limitations due to slope and proximity to watercourses. Biomass from manual and mechanical treatment would be piled using equipment (e.g., skid steer, tractor, bulldozer, or excavator) or hand crews and left on site to dry out before burning. If mechanical equipment is used, bulldozers equipped with a brush rake would be used to reduce soil displacement and create dirt-free piles for burning. Pile burning requires fewer crew members (2 to 10) than broadcast burning, and a nearby water source. A hand-held drip torch and/or propane torch would be used to ignite burn piles. Pile burning would take place under the overstory or in areas with little to no live overstory, including areas that have experienced previous vegetation treatment or prescribed burning.

Broadcast burning would use low-intensity, ground-level fire within specific, managed burn areas and could occur over time on up to 3,043 acres of the project area. Initial broadcast burn units would typically be 30 contiguous acres or less. Broadcast burning could occur in the existing and proposed fuel breaks or in the WUI fuel reduction treatment area. It would be used to promote forest health and native flora and reduce biomass and fuel loading in woodland and forest vegetation in areas that have not burned recently. It would also promote a more natural, sustainable, and wildfire-resilient native landscape. Pretreatment of vegetation using mechanical and manual activities or targeted herbicide application would occur in areas proposed for broadcast burning to create safe conditions for burning. The goal of broadcast burning is to consume targeted ground-level vegetation and forest litter fuels. Generally, not all fuel is consumed during broadcast burns and substantial portions of the groundcover and understory typically remain in a mosaic pattern.

Understory broadcast burning would be implemented using patterned lighting techniques during appropriate conditions and under the supervision of a qualified technician. Generally, appropriate conditions are those that occur during periods of high humidity and moderate-to-high fuel moisture content and/or in advance of an incoming wet weather event. Broadcast burning requires the construction of control lines using manual or mechanical methods or



wet lines using a fire hose. Control lines are linear lengths of bare soil that help stop the horizontal progression of a fire. Dense patches of vegetation may be trimmed or removed manually or mechanically in advance of burning. Vegetation could also be pretreated with herbicides to kill the aboveground plant parts and cause them to dry out so they would be better consumed by fire. Prescribed broadcast burning would require approximately 10 and 50 crew members, depending on the size and site characteristics of the burn unit, water trucks, fire engines, skidgine, rubber tire skidders, and excavators, mowers or dozers to clear control lines. Typically, each burn would last 1 day to 1 week.

Burning would occur throughout the year and in accordance with regulations regarding the use of prescribed burning, including limitations to suitable weather and vegetation moisture conditions. This would include the preparation and implementation of a burn plan that includes a smoke management plan.

### 2.3.4 Herbicide Application

Targeted herbicide application may occur over 2,202 acres of Green Diamond lands within the project area, as allowed by standard project requirements and application instructions. No herbicide application is proposed on MCSD lands. Actual treated acres would be highly dependent on crew size, ground conditions, and topography. Herbicide application operations would comply with all US Environmental Protection Agency (EPA) label directions, as well as California Environmental Protection Agency (CalEPA) and California Department of Pesticide Regulation (DPR) label standards. All herbicide applications would be performed by certified and licensed pesticide applicators in accordance with all local, State, and federal regulations. Only targeted, ground-level application would occur; there would be no aerial spraying of herbicides. Herbicide application would also comply with all requirements of SPR HYD-5 to protect non-target vegetation and special-status species from herbicides (Attachment A). Several herbicide application methods would be used, including paint-on stems, backpack hand-applicator, or hack and squirt.

Herbicide treatments would typically require a multiple-person crew(s) ranging from three to 16 people, a batch truck, a passenger vehicle to transport the crew, backpack sprayers, and all-terrain vehicles to move materials to treatment sites. All-terrain vehicles would only be driven on established roads and skid trails. Ground-based application would occur throughout the year, approximately 9 to 15 months following vegetation cutting. However, hack and squirt application may occur at least 3 months prior to cutting of hardwoods, and stump treatment immediately following cutting of hardwoods may also be implemented.

The application method chosen for a specific site would depend on the written recommendations of an independent Pest Control Advisor licensed by DPR. The application of herbicides would be widely and effectively used in the project area to help maintain a manageable understory for fuel breaks and to reduce fuel connectivity.

To restore characteristic herbaceous species composition for the vegetation community, pre-emergent herbicides may also be used. Herbicides would also be used to reduce the spread of invasive species such as bromes. Herbicides may also be used to restore characteristic shrub densities for the vegetation community.

Herbicides that may be applied include those listed below, consistent with those considered for use in the CalVTP Program EIR:

- ▶ Clopyralid (monoethanolamine salt);
- ▶ Glyphosate (isopropylamine salt, potassium salt, dimethylamine salt & diammonium salt);
- ▶ Velpar (hexazinone);
- ▶ Imazapyr (isopropylamine salt);
- ▶ Sulfometuron methyl;
- ▶ Triclopyr (butoxyethyl ester & triethylamine salt);
- ▶ Nonylphenol 9 Ethoxylates (NP9E); and
- ▶ Esplanade (Indaziflam)

## 2.3.5 Biomass Disposal

The vegetative biomass generated by the proposed project would be disposed by several methods:

- ▶ hauling off-site to a biomass facility as biomass utilization product,
- ▶ lopping and scattering within treatment boundaries,
- ▶ piling and pile burning,
- ▶ broadcast burning
- ▶ leaving piles for wildlife habitat, or
- ▶ chipping and scattering chips onto the ground as mulch, not exceeding 18 inches in depth.

Invasive plant and noxious weed biomass would be treated on-site to eliminate seeds and propagules or would be disposed off-site at an appropriate waste collection facility to prevent reestablishment or spread of invasive plants and noxious weeds. Invasive plants and noxious weeds would not be chipped and spread, scattered, or mulched on site.

## 2.4 TREATMENT MAINTENANCE

Maintenance, or retreatment, of the areas treated as part of the proposed project would be conducted to control vegetative regrowth and remove invasive species. Maintenance would use the same treatment activities as the initial treatments: mechanical treatments, manual treatments, prescribed burning, and targeted herbicide application. Like the initial treatments, prescribed burning and herbicide application are not proposed for maintenance of MCSD lands. Maintenance treatments would occur as needed and would generally treat smaller acreages and use less equipment than the initial treatments. The interval between initial treatments and subsequent maintenance would be based on site monitoring for the effectiveness of the initial treatment, available funding, and other factors. Maintenance cycles would be dependent on regrowth conditions and would differ by location.

Maintenance prescriptions would be developed with consideration of the location's vegetation type and its rates of regrowth; fire return intervals vary by vegetation type and disturbance intensity. Manual treatments could also occur, such as hand pulling of invasive plants or hand thinning.

Prior to implementing a maintenance treatment, the implementing entity (Green Diamond or MCSD) would verify that the expected site conditions as described in the PSA/Addendum are present in the treatment area. As time passes, the continued relevance of the PSA/Addendum would be considered by the project proponent and agencies seeking to use this PSA for later discretionary approvals in light of potentially changed conditions or circumstances. If environmental conditions evolve or project approaches change to the degree that the project proponent finds new significant or substantially more severe significant impacts may occur, Green Diamond or MCSD would determine whether a new PSA/Addendum or other environmental analysis is warranted. In addition to verifying that the PSA/Addendum continues to provide relevant CEQA coverage for treatment maintenance, the PSA/Addendum would be updated at the time a maintenance treatment is needed when more than 10 years have passed since the approval of the PSA/Addendum or the latest PSA/Addendum update. For example, a reconnaissance survey may be conducted to verify conditions are substantially similar to those anticipated in the PSA/Addendum. Updated information would be documented.

### 3 ENVIRONMENTAL CHECKLIST

#### VEGETATION TREATMENT PROJECT INFORMATION

1. **Project Title:** McKinleyville Vegetation Treatment Project
2. **CalVTP I.D. Number:** 2024-10
3. **Implementing Entity’s Name and Address:** Green Diamond Resource Company (Green Diamond)  
PO Box 68  
Korbel, CA 95550-0068  
  
McKinleyville Community Services District (MCSD)  
1656 Sutter Road  
McKinleyville, CA 95519  
707-839-3251
4. **Contact Person Information and Phone Number:** James H. Hawkins, RPF #2557  
Senior Planning Forester – California Timberlands Division  
Green Diamond Resource Company  
707-668-4464  
  
Patrick Kaspari, P.E.  
General Manager  
McKinleyville Community Services District  
707-839-3251
5. **Project Proponent Name and Address:** Humboldt County Resource Conservation District  
5630 South Broadway  
Eureka, CA 95503
6. **Contact Person Information and Phone Number:** Jill Demers, Executive Director  
Humboldt County Resource Conservation District  
707-442-6058 Ext. 5
7. **Project Location:** The project is located generally between the communities of McKinleyville and Fieldbrook in Humboldt County, California.
8. **Total Area to Be Treated (acres)** Up to 3,641 acres
9. **Description of Project:**

The following discussion includes a summary of the proposed project. See Chapter 2, “Project Description,” above for a detailed description of the proposed project.

The McKinleyville Vegetation Treatment Project (project or proposed project) consists of vegetation treatments for wildfire risk reduction and forest health improvement on approximately 3,641 acres, encompassing 3,043 acres of land owned by Green Diamond Resource Company (Green Diamond) and approximately 598 acres of land owned by the McKinleyville Community Services District (MCSD) in western Humboldt County, between McKinleyville and Fieldbrook, two communities north of Arcata, California.

The project area consists of privately owned commercial forest land and a publicly owned, community forest. The CalVTP treatment types that would be implemented are shaded fuel breaks and wildland-urban interface (WUI) fuel reduction. The proposed CalVTP treatment activities are mechanical vegetation treatment, manual vegetation treatment, prescribed burning, and targeted herbicide application. Prescribed burning and herbicide application are not proposed on MCSD lands. Biomass would be hauled off-site to a biomass facility or would be processed on-site

in the form of pile burning or broadcast burning or vegetation that would be cut and piled, chipped, or lopped and scattered.

Equipment used to implement fuel breaks and WUI fuel reduction would consist of:

- Mechanical Treatments: tracked feller-bunchers, wheeled skidding machines, skid steers, excavators, bulldozers, track or wheel mounted chippers, and/or track mounted masticators.
- Manual Treatments: chainsaws, hand saws, brush cutters, pole saws, weed wrenches, chippers and loppers or other hand tools.
- Herbicide Application: batch truck, passenger vehicle, back-pack spray equipment, and all-terrain vehicles.
- Prescribed burning: water truck, fire-truck, passenger vehicles, drip torch or propane torch, skidgine, fire hoses, bulldozers, skid steers, track mounted equipment and hand tools such as Pulaskis, McClouds, shovels to create fire line and other equipment suitable for fire suppression.

Treatment activities would range from 3 days to 6 months for mechanical and manual treatments, 1 week to 6 months for herbicide application, and 1 day to 7 days for prescribed burns.

Retreatment for maintenance of desired vegetation conditions in the areas initially treated for the proposed project would be ongoing and continuous in the treatment area, as funding and land management authorizations allow.

**a. Initial Treatment**

Initial treatments would include would involve Wildland Urban Interface (WUI) fuel reduction and shaded fuel break treatment types using mechanical treatment, manual treatment, targeted herbicide application, and prescribed burning. See Chapter 2, "Project Description," for additional details.

**Treatment Types** [See description in CalVTP Program EIR Section 2.5.1.]

- Wildland-Urban Interface Fuel Reduction
- Fuel Break
- Ecological Restoration

**Treatment Activities** [See description in CalVTP Program EIR Section 2.5.2.]

- Prescribed Burning (Broadcast), up to 3,043 acres
- Prescribed Burning (Pile Burning), up to 3,043 acres
- Mechanical Treatment, up to 2,784 acres
- Manual Treatment, up to 857 acres
- Prescribed Herbivory, \_\_\_\_\_ acres
- Herbicide Application, up to 2,202 acres

**Fuel Type** [See description in CalVTP Program EIR Section 2.5.2.]

- Grass Fuel Type
- Shrub Fuel Type
- Tree Fuel Type

**b. Treatment Maintenance**

Maintenance, or retreatment, of the areas treated as part of the proposed project would be conducted to control vegetative regrowth and remove invasive species. Maintenance treatments would involve the same treatment activities as the initial treatments (i.e., mechanical treatment, manual treatment, targeted herbicide application, and prescribed burning). The interval between initial treatments and subsequent maintenance would be based on site monitoring for the effectiveness of the initial treatment, available funding, and other factors. Maintenance

cycles would be dependent on regrowth conditions and would differ by location. See Section 2.3, "Treatment Maintenance," above for additional details.

**Treatment Types** [See description in CalVTP Program EIR Section 2.5.1, check every applicable category, and provide detail in description of initial treatment.]

- Wildland-Urban Interface Fuel Reduction
- Fuel Break
- Ecological Restoration

**Treatment Activities** [See description in CalVTP Program EIR Section 2.5.2.]

- Prescribed Burning (Broadcast), up to 3,043 acres
- Prescribed Burning (Pile Burning), up to 3,043 acres
- Mechanical Treatment, up to 2,784 acres
- Manual Treatment, up to 857 acres
- Prescribed Herbivory, \_\_\_\_\_ acres
- Herbicide Application, up to 2,202 acres

**Fuel Type** [See description in CalVTP Program EIR Section 2.5.2.]

- Grass Fuel Type
- Shrub Fuel Type
- Tree Fuel Type

#### Use of the PSA/Addendum for Treatment Maintenance

Prior to implementing a maintenance treatment, either Green Diamond or MCSD would verify that the expected site conditions as described in the PSA/Addendum are present in portions of the project area that each entity owns. As time passes, Green Diamond and MCSD would consider the continued relevance of the PSA/Addendum in light of potentially changed conditions or circumstances. Where Green Diamond or MCSD determines the PSA/Addendum is no longer sufficiently relevant, the entities would determine whether a new PSA or other environmental analysis is warranted.

In addition to verifying that the PSA/Addendum continues to provide relevant CEQA coverage for treatment maintenance, Green Diamond and MCSD would update the PSA/Addendum at the time a maintenance treatment is needed when more than 10 years have passed since the approval of the PSA/Addendum or the latest PSA/Addendum update. For example, Green Diamond or MCSD may conduct a reconnaissance survey to verify conditions are substantially similar to those anticipated in the PSA. Updated information would be documented.

#### 10. Regional Setting and Surrounding Land Uses:

The project area is situated east of McKinleyville in western Humboldt County, and is surrounded by private landowners. Surrounding land uses include private timberland, wildland-urban interface, rural small farmland, grazing land and suburban uses.

#### 11. Other Public Agencies Whose Approval Is Required: (e.g., permits)

- ▶ Pesticide application permit from Humboldt County Agricultural Commissioner

##### Coastal Act Compliance

- The proposed project is NOT within the Coastal Zone.
- The proposed project is within the Coastal Zone. (Check one of the following boxes.)

- A coastal development permit has been applied for or obtained from the local Coastal Commission district office or local government with a certified Local Coastal Plan, as applicable.
- The local Coastal Commission district office or local government with a certified Local Coastal Plan (in consultation with the local Coastal Commission district office) has determined that a coastal development permit is not required.

**12. Native American Consultation.** *The Board of Forestry and Fire Protection completed consultation pursuant to Public Resources Code Section 21080.3.1 during preparation of the Program EIR; however, CalVTP SPR CUL-2 requires further tribal coordination during PSA preparation.*

Pursuant to SPR CUL-2, a list of geographically affiliated Native American representatives was obtained from the Native American Heritage Commission (NAHC) on February 21, 2024. On July 31, 2024, HCRCD sent letters and emails inviting the following tribes to consult on the proposed project: Bear River Band of Rohnerville Rancheria, Blue Lake Rancheria, Cher-Ae Heights Indian Community of the Trinidad Rancheria, Hoopa Valley Tribe, Shasta Nation, Tsnungwe Council, Wiyot Tribe, and Yurok Tribe. HCRCD received a response from Blue Lake Rancheria, on August 1, 2024, requesting that inadvertent discovery protocols are in place and that the Tribe is notified of any inadvertent discoveries. No other responses from other tribes were received.

### DETERMINATION

On the basis of this PSA and the substantial evidence supporting it:

- I find that the effects of the proposed project (a) have been covered in the CalVTP Program EIR, and (b) all applicable Standard Project Requirements and mitigation measures identified in the CalVTP Program EIR will be implemented. The proposed project is, therefore, **WITHIN THE SCOPE** of the CalVTP Program EIR. **NO ADDITIONAL CEQA DOCUMENTATION** is required.
- I find that the presence of proposed project areas outside the CalVTP treatable landscape will not result in substantial changes in the project, no substantial changes in circumstances have occurred, and no new information of substantial importance has been identified. The inclusion of project areas outside the CalVTP treatable landscape will not result in any new or substantially more severe significant impacts. None of the conditions described in State CEQA Guidelines Section 15162 calling for preparation of a subsequent EIR have occurred; therefore, an **ADDENDUM** is adopted to address the project areas outside the geographic extent presented in the Program EIR.
- I find that the proposed project will have effects that were not covered in the CalVTP Program EIR. These effects are less than significant without any mitigation beyond what is already required pursuant to the CalVTP Program EIR. A **NEGATIVE DECLARATION** will be prepared.
- I find that the proposed project will have effects that were not covered in the CalVTP Program EIR or will have effects that are substantially more severe than those covered in the CalVTP Program EIR. Although these effects may be significant in the absence of additional mitigation beyond the CalVTP Program EIR's measures, revisions to the proposed project or additional mitigation measures have been agreed to by the project partners that would avoid or reduce the effects so that clearly no significant effects would occur. A **MITIGATED NEGATIVE DECLARATION** will be prepared.
- I find that the proposed project will have significant environmental effects that are (a) new and were not covered in the CalVTP Program EIR and/or (b) substantially more severe than those covered in the CalVTP Program EIR. Because one or more effects may be significant and cannot be clearly mitigated to less than significant, an **ENVIRONMENTAL IMPACT REPORT** will be prepared.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency

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# McKinleyville Community Services District CEQA Findings and Statement of Overriding Considerations for Project-Specific Analysis and Addendum *McKinleyville Vegetation Treatment Project*

## 1 INTRODUCTION

The McKinleyville Community Services District (MCS D), in the exercise of its independent judgment, makes and adopts the following findings regarding its decision to approve the McKinleyville Vegetation Treatment Project, referred to herein as "vegetation treatment project," "treatment project," or "project," as within the scope of the California Vegetation Treatment Program (CalVTP). In accordance with the California Environmental Quality Act (Pub. Resources Code, Sections 21000 et seq.) (CEQA) and the CEQA Guidelines (Cal. Code Regs., Tit. 14, Sections 15000 et seq.), the MCS D has considered the Program Environmental Impact Report prepared for the CalVTP, State Clearinghouse Number 2019012052, which was certified by the California Board of Forestry and Fire Protection in December 2019 ("CalVTP Program EIR"), and the Project-Specific Analysis (PSA) and Addendum thereto, dated December 2024. The project was approved by HCRC D on January 9, 2025; and MCS D approved the portion of the project within its jurisdiction on February 5, 2025.

The CalVTP Program EIR, including the information contained in the PSA/Addendum dated December 2024, contains the environmental analysis and information necessary to support approval of the project, as set forth below.

## 2 STATUTORY REQUIREMENTS FOR FINDINGS

Public Resources Code Section 21002 provides that "public agencies should not approve projects as proposed if there are feasible alternatives or feasible mitigation measures available which would substantially lessen the significant environmental effects of such projects[.]" The same section provides that the procedures required by CEQA "are intended to assist public agencies in systematically identifying both the significant effects of projects and the feasible alternatives or feasible mitigation measures which will avoid or substantially lessen such significant effects." (Pub. Resources Code, Section 21002.) Section 21002 goes on to provide that "in the event [that] specific economic, social, or other conditions make infeasible such project alternatives or such mitigation measures, individual projects may be approved in spite of one or more significant effects thereof."

The mandate and principles announced in Public Resources Code Section 21002 are implemented, in part, through the requirement that agencies must adopt findings before approving projects for which EIRs are required. (See Pub. Resources Code, Section 21081, subd. (a); CEQA Guidelines, Section 15091, subd. (a).) For each significant environmental effect identified in an EIR for a project, the approving agency must issue a written finding reaching one or more of three permissible conclusions:

- (1) Changes or alterations have been required in, or incorporated into, the project which avoid or substantially lessen the significant environmental effect as identified in the final EIR.
- (2) Such changes or alterations are within the responsibility and jurisdiction of another public agency and not the agency making the finding. Such changes have been adopted by such other agency or can and should be adopted by such other agency.

- (3) Specific economic, legal, social, technological, or other considerations, including provision of employment opportunities for highly trained workers, make infeasible the mitigation measures or project alternatives identified in the final EIR.

(CEQA Guidelines, Section 15091, subd. (a); Pub. Resources Code, Section 21081, subd. (a).) Public Resources Code Section 21061.1 defines “feasible” to mean “capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, environmental, social, legal, and technological factors.” (See also *Citizens of Goleta Valley v. Bd. of Supervisors* (1990) 52 Cal.3d 553, 565.)

With respect to a project for which significant impacts are not avoided or substantially lessened, a public agency, after adopting proper findings, may nevertheless approve the project if the agency first adopts a Statement of Overriding Considerations setting forth the specific reasons why the agency found that the project’s “benefits” rendered “acceptable” its “unavoidable adverse environmental effects.” (CEQA Guidelines, Sections 15093, 15043, subd. (b); see also Pub. Resources Code, Section 21081, subd. (b).) The California Board of Forestry and Fire Protection adopted Findings and a Statement of Overriding Considerations on December 30, 2019.

Here, as explained in the Board of Forestry and Fire Protection’s Findings and the Draft Program Environmental Impact Report (Draft Program EIR) and the Final Program EIR (collectively, the “Program EIR”), the CalVTP would result in significant and unavoidable or potentially significant and unavoidable environmental effects to the following: Aesthetics; Air Quality; Archaeological, Historical, and Tribal Cultural Resources; Biological Resources; Greenhouse Gas Emissions; Public Services, Utilities, and Service Systems; and Transportation. For reasons set forth in the Board of Forestry and Fire Protection’s Statement of Overriding Considerations, however, the Board of Forestry and Fire Protection determined that overriding economic, social, and other considerations outweigh the significant, unavoidable effects of the CalVTP.

When an agency approves a vegetation treatment project using a within-the-scope finding for all environmental impacts, it must adopt its own CEQA findings pursuant to Section 15091 of the State CEQA Guidelines, and if needed, a statement of overriding considerations, pursuant to Section 15093 of the State CEQA Guidelines. (See CEQA Guidelines section 15096(h).) When an agency approves a vegetation treatment project using an addendum, it must also adopt its own CEQA findings pursuant to CEQA Guidelines Section 15164. Although each agency must adopt its own findings, such agencies have the option of reusing, incorporating, or adapting all or part of the findings adopted by the Board of Forestry and Fire Protection for the CalVTP Program EIR to meet the agency’s own requirements to the extent the findings are applicable to the proposed vegetation treatment project. The following document sets forth the required findings for an agency’s project-specific approval that relies on and implements the CalVTP Program EIR.

The MCSD adopts these findings to document its exercise of its independent judgment regarding the potential environmental effects analyzed in the Program EIR and to document its approval for actions within its service area and consideration of the PSA/Addendum as approved by HCRCD.

## 3 BACKGROUND AND PROJECT DESCRIPTION

### 3.1 BACKGROUND

The Board of Forestry and Fire Protection is supporting the preparation of PSA documents to create a library of example vegetation treatment projects that help guide state and local agencies in preparing their own PSAs under the CalVTP Program EIR, as well as to achieve CEQA compliance for the proposed project. The Board of Forestry and Fire Protection selected the HCRCD’s proposed vegetation treatment project to be one of the PSAs that provides CEQA compliance for project approval and implementation and serves as an example PSA for other agencies seeking to use the CalVTP Program EIR to accelerate approval of their own vegetation treatment projects.

Vegetation treatments are proposed on up to 3,641 acres, encompassing 3,043 acres of land owned by Green Diamond Resource Company (Green Diamond) and approximately 598 acres of land owned by the McKinleyville Community Services District (MCSD) in western Humboldt County. HCRCD will support Green Diamond and MCSD in the pursuit of grant funding and administration of funds received through the HCRCD or other organizations to

implement the proposed treatments. HCRCD staff will also support the monitoring of Green Diamond's implementation of CalVTP Standard Project Requirements and mitigation measures in accordance with the MMRP. The HCRCD is the project proponent and Green Diamond and MCSD are the implementing entities. With regard to CEQA compliance, HCRCD is the lead agency and MCSD is a responsible agency.

## 3.2 PROJECT DESCRIPTION

The vegetation treatment project consists of vegetation treatments for wildfire risk reduction and forest health improvement on approximately 3,641 acres, encompassing 3,043 acres of land owned by Green Diamond and approximately 598 acres of land owned by MCSD in western Humboldt County, between McKinleyville and Fieldbrook, two communities north of Arcata, California. The Green Diamond property is privately owned commercial forest land and the MCSD land is a publicly owned, community forest. The project area includes some areas that due to site-specific conditions, may not be treated because of unforeseen restrictions, such as operational considerations (e.g., steep slopes, road limitations), economic feasibility, or to avoid sensitive resources, including cultural sites and presence of special-status species or habitat.

The proposed treatment types (i.e., shaded fuel breaks and wildland-urban interface [WUI] fuel reduction) and the treatment activities (i.e., mechanical vegetation treatment, manual vegetation treatment, prescribed burning, and targeted herbicide application) are consistent with those evaluated in the CalVTP Program EIR. Maintenance treatments are included as part of the project and would involve the same vegetation treatment types and activities used in the initial treatments. Existing staff would implement project treatments.

## 3.3 TREATMENT TYPES

Each treatment type (i.e., shaded fuel breaks and WUI fuel reduction) is described in more detail below and is consistent with the treatment types described in the CalVTP. Refer to Figure 2-1 for the location of each treatment type. Table 2-1 provides a summary of the proposed treatment areas and associated treatment types and activities.

**Table 2-1 Proposed CalVTP Treatment Areas and Treatment Type**

Treatment Type	Treatment Description	CalVTP Treatment Activity	Treatment Area Size by Land Ownership (acres)	
			Green Diamond Resource Company	McKinleyville Community Services District
Shaded Fuel Break	Implement shaded fuel breaks to reduce wildfire risk and aid in fire control and applying prescribed burning	Mechanical treatments (slopes less than 45%)	201	101
		Manual treatments (slopes greater than 45% and within riparian management zones where machinery is excluded)	223	11
		Targeted herbicide application	92	0
		Prescribed burning using piling and burning or broadcast burning	223	0
WUI Fuel Reduction	Reduce forest fuels by thinning understory and increasing the spacing between tree canopy, and applying prescribed burning	Mechanical treatments (slopes less than 45%)	2,098	384
		Manual treatments (slopes greater than 45% and within riparian management zones where machinery is excluded)	2,820	102
		Prescribed burning using piling and burning or broadcast burning	2,820	0
		Targeted herbicide application	2,110	0

Total Project Area <sup>1</sup>		3,043	598
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<sup>1</sup> In total, up to 3,641 acres may be treated, consisting of 3,043 acres on Green Diamond Resource Company land and 598 acres on McKinleyville Community Services District land. However, site-specific landscape conditions and implementation factors may preclude treatment within limited parts of the project area because of expected or unforeseen restrictions, such as operational considerations (e.g., steep slopes, road limitations), economic feasibility, or the presence of sensitive resources, including cultural sites, special-status species, or sensitive habitats.

### 3.3.1 Shaded Fuel Breaks

Fuel breaks are zones where vegetation (fire fuel) is modified in strategic locations, often in a linear layout, which reduces wildfire risk and supports fire suppression by providing responders with a staging area or access to a remote landscape for fire control actions. Fuel breaks also reduce the likelihood that a severe fire would occur within the fuel break by implementing maintenance treatments to manage regrowth over the long term. Additionally, fuel breaks may provide safe emergency egress during wildfires. Shaded fuel breaks retain a reduced portion of the canopy for its habitat and aesthetic values.

Shaded fuel breaks are proposed on up to 335 total acres of the project area (223 acres on Green Diamond lands and 112 acres on MCSD lands) with maximum widths of 200 feet. The fuel breaks are proposed along the western perimeter of the project area, along both sides of Murray Road, a public road along the northern perimeter of the project area, and along a north-south trending ridge that bisects the property from a gate at Murray Road to a gate at Timmons Lane. (Figure 2-1). The fuel breaks are intended to slow encroachment of a fire into or out of the project area and address fire risk associated with adjacent residences and public roads.

Within shaded fuel breaks, distances between vegetation would vary based on baseline conditions and feasibility of treatment. Trees would be spaced approximately 10 to 40 feet apart depending on stand age, and shrubs would typically be separated by 10 to 20 feet, depending on the size class of vegetation; where conditions vary, trees would be spaced consistent with basal area requirements of the California Forest Practice Rules. The remaining trees would be limbed approximately 10-15 feet in height to reduce the vertical continuity of fuels. Distances between retained vegetation may vary from this standard when safety or equipment limitations make access infeasible, or when vegetation retention conditions vary to protect sensitive resources. For example, retention of at least 75 percent surface cover is required within any watercourse and lake protection zone (WLPZ) pursuant to Standard Project Requirement (SPR) HYD-4 where fuel breaks overlap the WLPZ.

In forested areas of the shaded fuel breaks, trees would be thinned, and some shrubs would be removed mechanically and/or manually to establish spacing between vegetation, both vertically and horizontally. The increased space between vegetation would decrease the likelihood of fire spread and intensity of fires. Meanwhile, retained vegetation would provide shade and reduce growth rates of the understory by blocking sunlight and keeping the microclimate cool and relative humidity high for longer periods of time. Fuel breaks also reduce the likelihood that a severe fire would occur within the treated area by managing regrowth over the long-term.

On Green Diamond lands, manual and mechanical treatments, prescribed burning, and targeted herbicide application (as appropriate) would be conducted within shaded fuel breaks. Understory fuel not removed by manual or mechanical treatments would be treated with herbicides shortly after establishing the fuel break. The fuel breaks would require retreatment over time to maintain the desired fuel levels and distribution. To maintain the fuel breaks, mechanical and manual treatments, targeted herbicide application and prescribed burning would likely be used to prevent and manage shrub and tree regrowth. On MCSD lands, only manual and mechanical treatments would be conducted to establish and maintain fuel breaks. Prescribed burning and herbicide application would not occur on MCSD lands.

### 3.3.2 WUI Fuel Reduction

The WUI is the geographic overlap of wildland and nearby structures or infrastructure. Infrastructure and wildland vegetation in the WUI are close enough that an ignition puts nearby infrastructure at risk, complicates wildland firefighting, and threatens human life and private property. Land uses immediately west of the project area include a golf course, single-family residential neighborhoods and scattered rural homes, and various industrial and commercial businesses within the community of McKinleyville. The proposed WUI fuel reduction treatments would

strategically reduce vegetation density and remove fuel in the project area to directly protect nearby communities, which are at risk from wildfires originating in the adjacent wildlands. Additionally, treatment would protect the wildlands from fire ignitions which may start from human activities in developed areas. Where existing habitat within the WUI is degraded, such as by infestation of nonnative plant species, as well as needing fuel reduction, WUI treatments would also help enhance habitat quality.

WUI fuel reduction treatments encompass approximately 3,296 acres of the project area. Treatment methods proposed in the WUI fuel reduction areas are mechanical and manual treatment, prescribed burning, and herbicide application. Mechanical treatment methods would generally be restricted to slopes of less than about 45 percent. Manual treatment methods would generally be employed on slopes greater than 45 percent and within riparian management zones where the use of machinery is excluded. Prescribed burning and herbicide treatments would not be implemented on MCS D lands.

The objective of WUI fuel reduction treatment is to prepare the landscape for the occurrence of a fire so that fire behavior is ecologically beneficial rather than destructive. The prescription would reduce vegetative fuels so that vegetation is less connected, less dense, and is distributed evenly on the landscape. With the desired outcome, wildlife habitat function would be maintained through the retention standards described below. Soil and watershed processes would improve by reducing sources of ground-level fuels and overstory, which can lead to excessive adverse heat-related soil impacts when fire occurs under those conditions.

WUI fuel reduction treatments would occur in coastal mixed redwood, Douglas-fir, and spruce forests and minor other vegetation communities present in the project area. Tree species that would be retained would vary, but in general, would include redwood, Douglas-fir, and in discrete locations, grand fir and spruce. Within riparian areas, there would be retention of at least 75 percent of the overstory including alders and big leaf maple, and 50 percent of the understory canopy of native riparian vegetation.

Mechanical, manual, prescribed burning, and herbicide treatments would target invasive species (e.g., bromes [*Bromus* spp.]) that may occupy treatment areas, reduce vegetation in the overstocked understory, increase the average distance to the bottom of live crowns, and increase the spacing between canopy trees. Treatments would vary slightly depending on the vegetation type being treated and specific prescriptions would be reviewed by a registered professional forester (RPF) to maintain tree age class diversity and a sufficient number of young understory trees to facilitate forest regeneration and long-term maintenance of habitat function.

To maintain habitat function for special-status wildlife, WUI fuel reduction treatments would retain the following:

- ▶ hardwoods greater than 10 inches diameter at breast height (DBH) (e.g., alder, big-leaf maple) up to 5 percent of residual basal area;
- ▶ hardwoods greater than 12 inches DBH with basal hollows or other complex structural features;
- ▶ conifers greater than 14 inches DBH;
- ▶ up to three softwood snags per acre that are greater than 12 inches DBH and are more than 100 feet from structures and/or public roads;
- ▶ 50 percent of understory (i.e., shrubs, herbs) in WLPZs;
- ▶ downed woody debris larger than 18 inches diameter and 12 feet long; and
- ▶ canopy cover within forest habitats occupied or potentially occupied by northern spotted owl would be maintained at 60 percent or greater.

### 3.4 PROPOSED TREATMENT ACTIVITIES

The proposed vegetation treatment activities are mechanical treatments, manual treatments, targeted herbicide application, and prescribed burning (see Table 2-2). Each of these treatment activities is described in more detail below and is consistent with the treatment activities described in the CalVTP.

Treatment activities could occur during any time of year, although the nesting bird season (February 1 – August 31 or extended limited operating period for raptors as determined by a RPF or biologist) would be avoided when feasible. Treatment activities would generally occur Monday through Friday between 4:00 a.m. and 5:30 p.m. and when relative humidity is above 25 percent to increase fire safety during operation of mechanical equipment.

**Table 2-2 Proposed CalVTP Treatment Activities**

CalVTP Treatment Activity	Equipment Used for Treatments	Typical Duration of an Individual Treatment <sup>1</sup>	Maximum Treatment Size by Land Ownership (acres)		
			Green Diamond Resources Company	McKinleyville Community Services District	Total
Mechanical Treatments	Tracked feller-bunchers, wheeled skidding machines, skid steers, excavators, bulldozers, track or wheel mounted chippers, and/or track mounted masticators to implement treatments	3 days to 6 months	2,299	485	2,784
Manual Treatments	Chainsaws, hand saws, brush cutters, weed wrenches, chippers and loppers	3 months to 6 months	744	113	857
Herbicide Application	Batch truck, passenger vehicle, back-pack spray equipment, and all-terrain vehicles	1 week to 6 months	2,202	0	2,202
Prescribed Burning	Water truck, fire-truck, passenger vehicles, drip torch or propane torch, skidgine, fire hoses, bulldozers, skid steers & track mounted equipment to create fire line and other equipment suitable for fire suppression.	1 day to 7 days	3,043	0	3,043

<sup>1</sup> The duration of an individual treatment effort is based on the typical treatment effort conducted in a discreet treatment area, as described in the Program EIR. Many individual treatment efforts would occur over the course of the proposed project as a part of initial and maintenance treatment.

### 3.4.1 Mechanical Vegetation Treatment

Mechanical vegetation treatments are proposed on up to 2,784 acres of the project area. Mechanical treatments may include mechanical tree removal (i.e., felling and skidding), mowing, masticating, and piling. Depending on conditions, up to four crews may operate at the same time across the project area. Typically, one crew (i.e., 3-6 workers) would use tracked feller-bunchers, wheeled skidding machines, skid steers, excavators, bulldozers, track or wheel mounted chippers, and/or track mounted masticators to implement treatments. Typically, treatments would require several days to several months to complete. Equipment would be operated on appropriate slopes subject to operational restrictions near sensitive resources (e.g., watercourses). Mechanical treatments would occur on slopes generally up to 45 percent or as appropriate.

Mechanical treatment activities would include three categories: heavy, moderate, and light.

- ▶ **Heavy Conditions:** targets dense hardwoods and/or conifers (e.g., high tonnage of fuels per acre, such as saplings, poles, and small saw logs) and includes shrubs.
- ▶ **Moderate Conditions:** includes treating shrubs, small hardwoods, and small conifers (e.g., saplings and small poles).
- ▶ **Light Conditions:** typically occurs in previously treated areas and the vegetation that would be removed would include small trees (e.g., seedlings, saplings), grasses, and shrubs.

The overall vegetation retention standards provided under "WUI Fuel Reduction" above would apply to mechanical and manual treatment activities. Cut vegetation would be left on-site by lopping or chipping and scattering on the landscape. There are currently no feasible options to move non-commercial biomass off-site at this time. To reduce soil impacts and erosion, equipment-mounted brush rakes would be used to pile residual surface fuels, shrubs, and overstocked understory hardwoods and conifers, as appropriate.

### 3.4.2 Manual Vegetation Treatment

Manual vegetation treatments are proposed on up to 857 acres of the project area and would generally be confined to riparian management zones near watercourse areas and on slopes over 45 percent. Manual treatments would be implemented with hand crews of approximately eight to 20 members using hand tools and hand-operated power tools, such as chainsaws, hand saws, pole saws, chippers, brush cutters, weed wrenches and loppers or other hand tools, to cut, clear, and prune trees, herbaceous vegetation, and woody shrubs and increase space between trees. Trees would be limbed up to 10-15 feet in height to reduce the vertical continuity of fuels.

Typically, individual treatments would require 1 to 3 months to complete, depending on the treatment size, steepness of terrain, and type and density of vegetation. Manual treatment activities may occur within 100 feet of Class I or II streams to improve habitat and reduce undesirable wildfire hazards. Manual treatment within 100 feet of Class I or II streams would occur outside of bird nesting season, if feasible.

Cut vegetation would be left on-site by lopping or chipping and scattering on the landscape. In some areas, removed vegetation would be hauled off-site. The same general guidelines for tree and vegetation removal and retention would be followed as described above for WUI Fuel Reduction.

Proposed manual treatment activities are:

- ▶ Thinning and limbing trees with chainsaws, pole saws, loppers, chippers, brush cutters, weed wrenches, pruners or other hand tools; and
- ▶ cutting shrubs to restore characteristic densities for the vegetation community present.

### 3.4.3 Prescribed Burning

Prescribed burning is proposed on up to 3,043 acres of Green Diamond lands within the project area. No prescribed burning is proposed on MCS D lands. Prescribed burning consists of two general types: pile burning and broadcast burning. Both types of prescribed burning would be used to implement the project.

While pile burning is proposed to occur on up to 3,043 acres of the project area, the total acreage of pile burning would likely be much less, given limitations due to slope and proximity to watercourses. Biomass from manual and mechanical treatment would be piled using equipment (e.g., skid steer, tractor, bulldozer, or excavator) or hand crews and left on site to dry out before burning. If mechanical equipment is used, bulldozers equipped with a brush rake would be used to reduce soil displacement and create dirt-free piles for burning. Pile burning requires fewer crew members (2 to 10) than broadcast burning, and a nearby water source. A hand-held drip torch and/or propane torch would be used to ignite burn piles. Pile burning would take place under the overstory or in areas with little to no live overstory, including areas that have experienced previous vegetation treatment or prescribed burning.

Broadcast burning would use low-intensity, ground-level fire within specific, managed burn areas and could occur over time on up to 3,043 acres of the project area. Initial broadcast burn units would typically be 30 contiguous acres or less. Broadcast burning could occur in the existing and proposed fuel breaks or in the WUI fuel reduction treatment area. It would be used to promote forest health and native flora and reduce biomass and fuel loading in woodland and forest vegetation in areas that have not burned recently. It would also promote a more natural, sustainable, and wildfire-resilient native landscape. Pretreatment of vegetation using mechanical and manual activities or targeted herbicide application would occur in areas proposed for broadcast burning to create safe conditions for burning. The goal of broadcast burning is to consume targeted ground-level vegetation and forest litter fuels. Generally, not all fuel is consumed during broadcast burns and substantial portions of the groundcover and understory typically remain in a mosaic pattern.

Understory broadcast burning would be implemented using patterned lighting techniques during appropriate conditions and under the supervision of a qualified technician. Generally, appropriate conditions are those that occur during periods of high humidity and moderate-to-high fuel moisture content and/or in advance of an incoming wet weather event. Broadcast burning requires the construction of control lines using manual or mechanical methods or

wet lines using a fire hose. Control lines are linear lengths of bare soil that help stop the horizontal progression of a fire. Dense patches of vegetation may be trimmed or removed manually or mechanically in advance of burning. Vegetation could also be pretreated with herbicides to kill the aboveground plant parts and cause them to dry out so they would be better consumed by fire. Prescribed broadcast burning would require approximately 10 and 50 crew members, depending on the size and site characteristics of the burn unit, water trucks, fire engines, skidgine, rubber tire skidders, and excavators, mowers or dozers to clear control lines. Typically, each burn would last 1 day to 1 week.

Burning would occur throughout the year and in accordance with regulations regarding the use of prescribed burning, including limitations to suitable weather and vegetation moisture conditions. This would include the preparation and implementation of a burn plan that includes a smoke management plan.

### 3.4.4 Herbicide Application

Targeted herbicide application may occur over 2,202 acres of Green Diamond lands within the project area, as allowed by standard project requirements and application instructions. No herbicide application is proposed on MCSD lands. Actual treated acres would be highly dependent on crew size, ground conditions, and topography. Herbicide application operations would comply with all US Environmental Protection Agency (EPA) label directions, as well as California Environmental Protection Agency (CalEPA) and California Department of Pesticide Regulation (DPR) label standards. All herbicide applications would be performed by certified and licensed pesticide applicators in accordance with all local, State, and federal regulations. Only targeted, ground-level application would occur; there would be no aerial spraying of herbicides. Herbicide application would also comply with all requirements of SPR HYD-5 to protect non-target vegetation and special-status species from herbicides (Attachment A). Several herbicide application methods would be used, including paint-on stems, backpack hand-applicator, or hack and squirt.

Herbicide treatments would typically require a multiple-person crew(s) ranging from three to 16 people, a batch truck, a passenger vehicle to transport the crew, backpack sprayers, and all-terrain vehicles to move materials to treatment sites. All-terrain vehicles would only be driven on established roads and skid trails. Ground-based application would occur throughout the year, approximately 9 to 15 months following vegetation cutting. However, hack and squirt application may occur at least 3 months prior to cutting of hardwoods, and stump treatment immediately following cutting of hardwoods may also be implemented.

The application method chosen for a specific site would depend on the written recommendations of an independent Pest Control Advisor licensed by DPR. The application of herbicides would be widely and effectively used in the project area to help maintain a manageable understory for fuel breaks and to reduce fuel connectivity.

To restore characteristic herbaceous species composition for the vegetation community, pre-emergent herbicides may also be used. Herbicides would also be used to reduce the spread of invasive species such as bromes. Herbicides may also be used to restore characteristic shrub densities for the vegetation community.

Herbicides that may be applied include those listed below, consistent with those considered for use in the CalVTP Program EIR:

- ▶ Clopyralid (monoethanolamine salt);
- ▶ Glyphosate (isopropylamine salt, potassium salt, dimethylamine salt & diammonium salt);
- ▶ Velpar (hexazinone);
- ▶ Imazapyr (isopropylamine salt);
- ▶ Sulfometuron methyl;
- ▶ Triclopyr (butoxyethyl ester & triethylamine salt);
- ▶ Nonylphenol 9 Ethoxylates (NP9E); and
- ▶ Esplanade (Indaziflam)



### 3.4.5 Biomass Disposal

The vegetative biomass generated by the proposed project would be disposed by several methods:

- ▶ hauling off-site to a biomass facility as biomass utilization product,
- ▶ lopping and scattering within treatment boundaries,
- ▶ piling and pile burning,
- ▶ broadcast burning
- ▶ leaving piles for wildlife habitat, or
- ▶ chipping and scattering chips onto the ground as mulch, not exceeding 18 inches in depth.

Invasive plant and noxious weed biomass would be treated on-site to eliminate seeds and propagules or would be disposed off-site at an appropriate waste collection facility to prevent reestablishment or spread of invasive plants and noxious weeds. Invasive plants and noxious weeds would not be chipped and spread, scattered, or mulched on site.

## 3.5 TREATMENT MAINTENANCE

Maintenance, or retreatment, of the areas treated as part of the proposed project would be conducted to control vegetative regrowth and remove invasive species. Maintenance would use the same treatment activities as the initial treatments: mechanical treatments, manual treatments, prescribed burning, and targeted herbicide application. Like the initial treatments, prescribed burning and herbicide application are not proposed for maintenance of MCSD lands. Maintenance treatments would occur as needed and would generally treat smaller acreages and use less equipment than the initial treatments. The interval between initial treatments and subsequent maintenance would be based on site monitoring for the effectiveness of the initial treatment, available funding, and other factors. Maintenance cycles would be dependent on regrowth conditions and would differ by location.

Maintenance prescriptions would be developed with consideration of the location's vegetation type and its rates of regrowth; fire return intervals vary by vegetation type and disturbance intensity. Manual treatments could also occur, such as hand pulling of invasive plants or hand thinning.

Prior to implementing a maintenance treatment, the implementing entity (Green Diamond or MCSD) would verify that the expected site conditions as described in the PSA/Addendum are present in the treatment area. As time passes, the continued relevance of the PSA/Addendum would be considered by the project proponent and agencies seeking to use this PSA for later discretionary approvals in light of potentially changed conditions or circumstances. If environmental conditions evolve or project approaches change to the degree that the project proponent finds new significant or substantially more severe significant impacts may occur, Green Diamond or MCSD would determine whether a new PSA/Addendum or other environmental analysis is warranted. In addition to verifying that the PSA/Addendum continues to provide relevant CEQA coverage for treatment maintenance, the PSA/Addendum would be updated at the time a maintenance treatment is needed when more than 10 years have passed since the approval of the PSA/Addendum or the latest PSA/Addendum update. For example, a reconnaissance survey may be conducted to verify conditions are substantially similar to those anticipated in the PSA/Addendum. Updated information would be documented.

## 4 ENVIRONMENTAL REVIEW PROCESS

The project PSA/Addendum was prepared in compliance with CEQA to document the HCRCD's determination that the portions of the project area that are within the CalVTP treatable landscape are within the scope of the CalVTP Program EIR and that a subsequent or supplemental EIR is not required for the portions of the project area that extend outside of the CalVTP treatable landscape. The PSA/Addendum contains a detailed and comprehensive review of the project and the resulting impacts, and concludes that implementation of the project would not cause any new significant environmental impacts nor an increase in the severity of significant impacts previously identified and studied in the CalVTP Program EIR. There have not been any substantial changes with respect to the circumstances under which implementation of the project would be undertaken that would require major revisions to the previously certified CalVTP Program EIR. In addition, there is no new information of substantial importance, which was not known and could not have been known at the time that the CalVTP Program EIR was certified, showing that new or more severe environmental impacts not addressed in the CalVTP Program EIR would occur, that mitigation measures or alternatives found infeasible in the CalVTP Program EIR would in fact be feasible, or that different mitigation measures or alternatives from those analyzed in the CalVTP Program EIR would substantially reduce one or more significant impacts.

The PSA/Addendum analyzes the environmental effects of the project in relation to the environmental analysis in the CalVTP Program EIR with regard to the following environmental topic areas: Aesthetics; Agricultural and Forestry Resources; Air Quality; Archeological, Historical, and Tribal Cultural Resource; Biological Resources; Energy; Geology and Soils; Greenhouse Gas Emissions; Hazards and Hazardous Materials; Hydrology and Water Quality; Land Use and Planning and Population and Housing; Noise; Public Services, Utilities, and Service Systems; Recreation; Transportation; and Wildfire. It also identifies standard project requirements (SPRs) and mitigation measures adopted as part of the CalVTP Program EIR relevant to the project that have been incorporated into and must be implemented as part of the project. All SPRs and mitigation measures in the CalVTP Program EIR relevant to the project, as well as all components of the project described in the PSA/Addendum, are included in the Approval and are made conditions of the project.

The HCRCD followed the evaluation and reporting process outlined in the PSA and required under the CalVTP, as explained below.

On June 13, 2024, the HCRCD submitted to CAL FIRE the required information regarding this project when it began preparing the PSA. The submittal included:

- ▶ project location (as a point);
- ▶ project size;
- ▶ planned treatment types and activities; and
- ▶ contact information for a representative of the HCRCD.

Upon adoption of these findings and approval of the project, the HCRCD will submit this completed PSA and associated geospatial data to CAL FIRE at the time a Notice of Determination is filed. The submittal will include the following:

- ▶ The completed PSA Environmental Checklist;
- ▶ The completed Mitigation Monitoring and Reporting Program (using Attachment A to the Environmental Checklist);
- ▶ GIS data that include:
  - a polygon(s) of the project area, showing the extent of each treatment type included in the project (ecological restoration, fuel break, WUI fuel reduction)

As required under the CalVTP, the HCRCD will submit the following information to CAL FIRE after implementation of the treatment:

- ▶ GIS data that include a polygon(s) of the treated area, showing the extent of each treatment type implemented (ecological restoration, fuel break, WUI fuel reduction)
- ▶ A post-project implementation report (referred to by CAL FIRE as a Completion Report) that includes:
  - Size of treated area (typically acres);
  - Treatment types and activities;
  - Dates of work;
  - A list of the SPRs and mitigation measures that were implemented; and
  - Any explanations regarding implementation if required by SPRs and mitigation measures (e.g., explanation for feasibility determination required by SPR BIO-12; explanation for reduction of a no-disturbance buffer below the general minimum size described in Mitigation Measures BIO-1a and BIO-2b).

## 5 RECORD OF PROCEEDINGS

In accordance with Guidelines Section 15091 (b), the record of proceedings for the HCRCD's decision to approve the vegetation treatment project under the CalVTP includes the following documents at a minimum:

- ▶ The certified Final Program EIR for the CalVTP, including the Draft Program EIR, responses to comments on the Draft Program EIR, and appendices;
- ▶ All recommendations and findings adopted by the Board of Forestry and Fire Protection in connection with the CalVTP and all documents cited or referred to therein;
- ▶ All reports, studies, memoranda, maps, staff reports, or other planning documents relating to the treatment project prepared by the HCRCD, consultants to the HCRCD, or responsible or trustee agencies with respect to the HCRCD's compliance with the requirements of CEQA and with respect to the HCRCD's action on the CalVTP;
- ▶ Matters of common knowledge to the HCRCD, including but not limited to federal, state, and local laws and regulations; and
- ▶ Any documents expressly cited in these findings, in addition to those cited above.

After project approval, the substantial evidence in the record that supports the decision and the findings, in accordance with Guidelines Section 15091 (b), are available for review upon request during normal business hours at MCSD Office, 1656 Sutter Road, McKinleyville, CA 95519. The custodian of these documents is Pat Kaspari, P.E., General Manager. The certified Final CalVTP Program EIR and CalVTP Findings/Statement of Overriding Consideration are also available on the Board of Forestry and Fire Protection's CalVTP webpage.

## 6 MITIGATION MONITORING AND REPORTING PROGRAM

A Mitigation Monitoring and Reporting Program (MMRP) was adopted by the Board of Forestry and Fire Protection for the CalVTP, and the applicable SPRs and mitigation measures for this treatment project have been identified in the PSA/Addendum. The MCSD will use the MMRP to track compliance with the CalVTP mitigation measures and SPRs. The MMRP will remain available for public review during the compliance period. The Final MMRP is attached to and is approved in conjunction with the approval of the treatment project and adoption of these Findings.

## 7 FINDINGS FOR DETERMINATIONS OF LESS THAN SIGNIFICANT

The MCSD has reviewed and considered the information in the Final Program EIR for the CalVTP addressing potential environmental effects, proposed mitigation measures, and alternatives. The MCSD, relying on the facts and analysis in the Final Program EIR and the treatment project PSA/Addendum, which were presented to the MCSD Board of Directors and reviewed and considered prior to any approvals, has considered the conclusions of the Final Program EIR and the treatment project PSA/Addendum regarding the potential environmental effects of the CalVTP and the treatment project.

The MCSD has considered the conclusions in the Final Program EIR and treatment project PSA/Addendum that all of the following impacts will be less than significant or no impact:

### 7.1 AESTHETICS AND VISUAL RESOURCES

- Impact AES-1:** Result in Short-Term, Substantial Degradation of a Scenic Vista or Visual Character or Quality of Public Views, or Damage to Scenic Resources in a State Scenic Highway from Treatment Activities
- Impact AES-2:** Result in Long-Term, Substantial Degradation of a Scenic Vista or Visual Character or Quality of Public Views, or Damage to Scenic Resources in a State Scenic Highway from WUI Fuel Reduction, Ecological Restoration, or Shaded Fuel Break Treatment Types

### 7.2 AGRICULTURAL AND FORESTRY RESOURCES

- Impact AG-1:** Directly Result in the Loss of Forest Land or Conversion of Forest Land to a Non-Forest Use or Involve Other Changes in the Existing Environment Which, Due to Their Location or Nature, Could Result in Conversion of Forest Land to Non-Forest Use

### 7.3 AIR QUALITY

- Impact AQ-2:** Expose People to Diesel Particulate Matter Emissions and Related Health Risk
- Impact AQ-5:** Expose People to Objectionable Odors from Diesel Exhaust

### 7.4 ARCHAEOLOGICAL, HISTORICAL, AND TRIBAL CULTURAL RESOURCES

- Impact CUL-1:** Cause a Substantial Adverse Change in the Significance of Built Historical Resources
- Impact CUL-3:** Cause a Substantial Adverse Change in the Significance of a Tribal Cultural Resource
- Impact CUL-4:** Disturb Human Remains

### 7.5 BIOLOGICAL RESOURCES

- Impact BIO-6:** Substantially Reduce Habitat or Abundance of Common Wildlife
- Impact BIO-7:** Conflict with Local Policies or Ordinances Protecting Biological Resources
- Impact BIO-8:** Conflict with the Provisions of an Adopted Natural Community Conservation Plan, Habitat Conservation Plan, or Other Approved Habitat Plan

## 7.6 ENERGY RESOURCES

- Impact ENG-1:** Result in Wasteful, Inefficient, or Unnecessary Consumption of Energy

## 7.7 GEOLOGY, SOILS, AND MINERAL RESOURCES

- Impact GEO-1:** Result in Substantial Erosion or Loss of Topsoil
- Impact GEO-2:** Increase Risk of Landslide

## 7.8 GREENHOUSE GAS EMISSIONS

- Impact GHG-1:** Conflict with Applicable Plan, Policy, or Regulation of an Agency Adopted for the Purpose of Reducing the Emissions of GHGs

## 7.9 HAZARDOUS MATERIALS, PUBLIC HEALTH AND SAFETY

- Impact HAZ-1:** Create a Significant Health Hazard from the Use of Hazardous Materials
- Impact HAZ-2:** Create a Significant Health Hazard from the Use of Herbicides

## 7.10 HYDROLOGY AND WATER QUALITY

- Impact HYD-1:** Violate Water Quality Standards or Waste Discharge Requirements, Substantially Degrade Surface or Ground Water Quality, or Conflict with or Obstruct the Implementation of a Water Quality Control Plan Through the Implementation of Prescribed Burning
- Impact HYD-2:** Violate Water Quality Standards or Waste Discharge Requirements, Substantially Degrade Surface or Ground Water Quality, or Conflict with or Obstruct the Implementation of a Water Quality Control Plan Through the Implementation of Manual or Mechanical Treatment Activities
- Impact HYD-4:** Violate Water Quality Standards or Waste Discharge Requirements, Substantially Degrade Surface or Ground Water Quality, or Conflict with or Obstruct the Implementation of a Water Quality Control Plan Through the Ground Application of Herbicides
- Impact HYD-5:** Substantially Alter the Existing Drainage Pattern of a Treatment Site or Area

## 7.11 LAND USE AND PLANNING, POPULATION AND HOUSING

- Impact LU-1:** Cause a Significant Environmental Impact Due to a Conflict with a Land Use Plan, Policy, or Regulation
- Impact LU-2:** Induce Substantial Unplanned Population Growth

## 7.12 NOISE

- Impact NOI-1:** Result in a Substantial Short-Term Increase in Exterior Ambient Noise Levels During Treatment Implementation
- Impact NOI-2:** Result in a Substantial Short-Term Increase in Truck-Generated SENL's During Treatment Activities

## 7.13 PUBLIC SERVICES, UTILITIES, AND SERVICE SYSTEMS

- Impact UTIL-1:** Result in Physical Impacts Associated with Provision of Sufficient Water Supplies, Including Related Infrastructure Needs
- Impact UTIL-3:** Comply with Federal, State, and Local Management and Reduction Goals, Statutes, and Regulations Related to Solid Waste

## 7.14 RECREATION

- Impact REC-1:** Directly or Indirectly Disrupt Recreational Activities within Designated Recreation Areas

## 7.15 TRANSPORTATION

- Impact TRAN-1:** Result in Temporary Traffic Operations Impacts by Conflicting with a Program, Plan, Ordinance, or Policy Addressing Roadway Facilities or Prolonged Road Closures
- Impact TRAN-2:** Substantially Increase Hazards due to a Design Feature or Incompatible Uses

## 7.16 WILDFIRE

- Impact WIL-1:** Substantially Exacerbate Fire Risk and Expose People to Uncontrolled Spread of a Wildfire
- Impact WIL-2:** Expose People or Structures to Substantial Risks Related to Post-Fire Flooding or Landslides

# 8 SIGNIFICANT EFFECTS AND MITIGATION MEASURES

The Program EIR identified significant and potentially significant effects on the environment that the CalVTP will contribute to or cause. The Board of Forestry and Fire Protection determined that some of these significant effects can be fully avoided through the application of feasible mitigation measures. Other effects, however, cannot be avoided by the adoption of feasible mitigation measures or alternatives and thus will be significant or potentially significant and unavoidable. For reasons set forth in Section 10.2 of the Board of Forestry and Fire Protection's Findings and Statement of Overriding Considerations, however, the Board of Forestry and Fire Protection determined that overriding economic, social, and other considerations outweigh the significant, unavoidable effects of the CalVTP.

The Board of Forestry and Fire Protection adopted the findings required by CEQA for all direct and indirect significant impacts. The findings provided a summary description of each impact, described the applicable mitigation measures identified in the Program EIR and adopted by the Board of Forestry and Fire Protection, and stated the Board of Forestry and Fire Protection's findings on the significance of each impact after imposition of the adopted mitigation measures. A full explanation of these environmental findings and conclusions can be found in the Final Program EIR; and the Board of Forestry and Fire Protection incorporated by reference into its findings the discussion in those documents supporting the Final Program EIR's determinations. In making those findings, the Board of Forestry and Fire Protection ratified, adopted, and incorporated into the findings the analyses and explanations in the Draft Program EIR and Final Program EIR relating to environmental impacts and mitigation measures, except to the extent any such determinations and conclusions were specifically and expressly modified by the findings.

Not every individual treatment project will have all of the significant environmental impacts that the CalVTP was determined to contribute to or cause. The impacts and mitigation measures identified below reflect the conclusions of the PSA by indicating which of the CalVTP's impacts that this treatment project will contribute to or cause. By indicating the project-specific effects of this treatment project as follows, the MCSD's decisionmaker or decision making body is hereby making the required findings under CEQA regarding the application or feasibility of mitigation measures to reduce those impacts.

## 8.1 FINDINGS FOR IMPACTS MITIGATED TO LESS THAN SIGNIFICANT

The MCSD finds that changes or alterations have been required in, or incorporated into, the treatment project which avoid or substantially lessen the significant environmental effects indicated below, as identified in the Final Program EIR and the PSA. Implementation of the mitigation measures indicated below to be applicable to the treatment project, which have been required or incorporated into the project, will reduce these impacts to a less than significant level. The MCSD hereby directs that these mitigation measures be adopted.

### Biological Resources

- Impact BIO-1: Substantially Affect Special-Status Plant Species Either Directly or Through Habitat Modifications**
  - Mitigation Measure BIO-1a: Avoid Loss of Special-Status Plants Listed under ESA or CESA
  - Mitigation Measure BIO-1b: Avoid Loss of Special-Status Plants Not Listed Under ESA or CESA
  - Mitigation Measure BIO-1c: Compensate for Unavoidable Loss of Special-Status Plants
- Impact BIO-2: Substantially Affect Special-Status Wildlife Species Either Directly or Through Habitat Modifications (all wildlife species except bumble bees)**
  - Mitigation Measure BIO-2a: Avoid Mortality, Injury, or Disturbance and Maintain Habitat Function for Listed Wildlife Species and California Fully Protected Species (All Treatment Activities)
  - Mitigation Measure BIO-2b: Avoid Mortality, Injury, or Disturbance and Maintain Habitat Function for Other Special-Status Wildlife Species (All Treatment Activities)
  - Mitigation Measure BIO-3a: Design Treatments to Avoid Loss of Sensitive Natural Communities and Oak Woodlands
  - Mitigation Measure BIO-3b: Compensate for Loss of Sensitive Natural Communities and Oak Woodlands
  - Mitigation Measure BIO-3c: Compensate for Unavoidable Loss of Riparian Habitat
  - Mitigation Measure BIO-4: Avoid State and Federally Protected Wetlands
- Impact BIO-3: Substantially Affect Riparian Habitat or Other Sensitive Natural Community Through Direct Loss or Degradation that Leads to Loss of Habitat Function**
  - Mitigation Measure BIO-3a: Design Treatments to Avoid Loss of Sensitive Natural Communities and Oak Woodlands
  - Mitigation Measure BIO-3b: Compensate for Loss of Sensitive Natural Communities and Oak Woodlands
  - Mitigation Measure BIO-3c: Compensate for Unavoidable Loss of Riparian Habitat
- Impact BIO-4: Substantially Affect State or Federally Protected Wetlands**
  - Mitigation Measure BIO-4: Avoid State and Federally Protected Wetlands
- Impact BIO-5: Interfere Substantially with Wildlife Movement Corridors or Impede Use of Nurseries**
  - Mitigation Measure BIO-5: Retain Nursery Habitat and Implement Buffers to Avoid Nursery Sites

### Hazardous Materials, Public Health and Safety

- Impact HAZ-3: Expose the Public or Environment to Significant Hazards from Disturbance to Known Hazardous Material Sites**
  - Mitigation Measure HAZ-3: Identify and Avoid Known Hazardous Waste Sites

## 8.2 FINDINGS FOR SIGNIFICANT AND UNAVOIDABLE IMPACTS

The CalVTP Program EIR determined that some impacts of the program would be significant and unavoidable or potentially significant and unavoidable, even after implementation of all feasible mitigation. The Program EIR noted that the majority of qualifying treatments under the CalVTP would result in less-than-significant impacts or be potentially beneficial; however, because of uncertainty related to future predictions of environmental conditions or implementation of mitigation by other agencies, the Program EIR noted for CEQA purposes of good-faith disclosure that the possibility exists for impacts to be significant and unavoidable, although the expected outcome would be less than significant or potentially beneficial. Despite the expected less-than-significant outcomes or benefits of treatments, impacts determined to be significant or potentially significant and unavoidable in the Program EIR because of the uncertainties, are recognized as significant and unavoidable or potentially significant and unavoidable for the purpose of these Findings.

The MCSD finds that the treatment project would contribute to or cause the following significant and unavoidable or potentially significant and unavoidable impacts. Incorporating and implementing the following feasible mitigation measures indicated to be applicable to the treatment project will reduce the severity of this impact, but not to a less-than-significant level. The MCSD will adopt and implement these mitigation measures. The MCSD therefore finds that changes or alterations have been required in, or incorporated into, the treatment project that will substantially lessen, but not avoid, the significant environmental effect as identified in the Program EIR and PSA/Addendum.

The MCSD finds that fully mitigating these impacts to a less-than-significant level is not feasible; there are no feasible mitigation measures beyond those described below to reduce these impacts. These impacts will remain significant and unavoidable or potentially significant and unavoidable. The MCSD concludes, however, that the benefits of the CalVTP and the vegetation treatment project outweigh the significant or potentially significant unavoidable impacts of the Program and treatment project, as set forth in the Board of Forestry and Fire Protection's Statement of Overriding Considerations and the MCSD's own Statement of Overriding Considerations, if any.

### SIGNIFICANT AND UNAVOIDABLE IMPACTS

#### Archaeological, Historical, and Tribal Cultural Resources

**Impact CUL-2: Cause a Substantial Adverse Change in the Significance of Unique Archaeological Resources or Subsurface Historical Resources**

Mitigation Measure CUL-2: Protect Inadvertent Discoveries of Unique Archaeological Resources or Subsurface Historical Resources

Refer to Section 8.2.3, "Archaeological, Historical, and Tribal Cultural Resources," of the CalVTP CEQA Findings of Fact and Statement of Overriding Considerations for the CalVTP findings. The MCSD incorporates by reference the Board of Forestry and Fire Protection's CEQA findings for this impact.

### POTENTIALLY SIGNIFICANT AND UNAVOIDABLE IMPACTS

#### Air Quality

**Impact AQ-1: Generate Emissions of Criteria Air Pollutants and Precursors During Treatment Activities that Would Exceed CAAQS Or NAAQS and Conflict with Regional Air Quality Plans**

Mitigation Measure AQ-1: Implement On-Road Vehicle and Off-Road Equipment Exhaust Emission Reduction Techniques



Refer to Section 8.2.2, "Air Quality," of the CalVTP CEQA Findings of Fact and Statement of Overriding Considerations for the CalVTP findings. The MCSD incorporates by reference the Board of Forestry and Fire Protection's CEQA findings for this impact.

**Impact AQ-4: Expose People to Toxic Air Contaminants Emitted by Prescribed Burns and Related Health Risk**

No feasible mitigation is available

Refer to Section 8.2.2, "Air Quality," of the CalVTP CEQA Findings of Fact and Statement of Overriding Considerations for the CalVTP findings. The MCSD incorporates by reference the Board of Forestry and Fire Protection's CEQA findings for this impact.

**Impact AQ-6: Expose People to Objectionable Odors from Smoke During Prescribed Burning**

No feasible mitigation is available

Refer to Section 8.2.2, "Air Quality," of the CalVTP CEQA Findings of Fact and Statement of Overriding Considerations for the CalVTP findings. The MCSD incorporates by reference the Board of Forestry and Fire Protection's CEQA findings for this impact.

## Greenhouse Gas Emissions

**Impact GHG-2: Generate GHG Emissions through Treatment Activities**

Mitigation Measure GHG-2: Implement GHG Emission Reduction Techniques During Prescribed Burns

Refer to Section 8.2.5, "Greenhouse Gas Emissions," of the CalVTP CEQA Findings of Fact and Statement of Overriding Considerations for the CalVTP findings. The MCSD incorporates by reference the Board of Forestry and Fire Protection's CEQA findings for this impact.

## Transportation

**Impact TRAN-3: Result in a Net Increase in VMT for the Proposed CalVTP**

Mitigation Measure AQ-1: Implement On-Road Vehicle and Off-Road Equipment Exhaust Emission Reduction Techniques

Refer to Section 8.2.6, "Transportation," of the CalVTP CEQA Findings of Fact and Statement of Overriding Considerations for the CalVTP findings. The MCSD incorporates by reference the Board of Forestry and Fire Protection's CEQA findings for this impact.

## Public Services, Utilities and Service Systems

**Impact UTIL-2: Generate Solid Waste in Excess of State Standards or Exceed Local Infrastructure Capacity**

No feasible mitigation is available

Refer to Section 8.2.7, "Public Services, Utilities, and Service Systems," of the CalVTP CEQA Findings of Fact and Statement of Overriding Considerations for the CalVTP findings. The MCSD incorporates by reference the Board of Forestry and Fire Protection's CEQA findings for this impact.

## 9 STATEMENT OF OVERRIDING CONSIDERATIONS

As set forth in the Board of Forestry and Fire Protection’s adopted Findings, the Board of Forestry and Fire Protection determined that the CalVTP will result in significant adverse environmental effects that cannot be avoided even with the adoption of all feasible mitigation measures, and there are no feasible project alternatives that would mitigate or substantially lessen the impacts. Despite these effects, however, the Board of Forestry and Fire Protection, in accordance with CEQA Guidelines Section 15093, chose to approve the CalVTP because, in its view, the benefits to life, property, and other resources, and the other benefits of the CalVTP, will render the significant effects acceptable.

In the Board of Forestry and Fire Protection’s judgment, the CalVTP and its benefits outweigh its unavoidable significant effects. The Board of Forestry and Fire Protection’s Findings were based on substantial evidence in the record. The Board of Forestry and Fire Protection’s Statement of Overriding Considerations identified the specific reasons why, in the Board of Forestry and Fire Protection’s judgment, the benefits of the CalVTP as approved outweigh its unavoidable significant effects.

Exercising its independent judgment and review, the MCSD concurs that the benefits of the CalVTP and the treatment project outweigh the significant environmental effects and hereby incorporates by reference and adopts the Board of Forestry and Fire Protection’s Statement of Overriding Considerations for the CalVTP. The certified Final CalVTP Program EIR and CalVTP Findings/Statement of Overriding Consideration are available on the Board of Forestry and Fire Protection’s CalVTP webpage.

Any one of the reasons listed in the Statement of Overriding Considerations is sufficient to justify approval of the treatment project. Thus, even if a court were to conclude that not every reason is supported by substantial evidence, the MCSD would stand by its determination that each individual reason is sufficient. The substantial evidence supporting the various benefits can be found in the preceding findings, which are incorporated by reference into this section, and the documents found in the Record of Proceedings, which are described and defined under “Record of Proceedings,” above.

- ▶ The McKinleyville Vegetation Treatment Project, as an implementation action of the CalVTP, will reduce dire risks to life, property, and natural resources in California.
- ▶ The McKinleyville Vegetation Treatment Project, as an implementation action of the CalVTP, reflects the most current and commonly accepted science and conditions in California and allows for adaptation in response to potential evolution and changes in science and conditions.
- ▶ The McKinleyville Vegetation Treatment Project, as an implementation action of the CalVTP, reflects the Board of Forestry and Fire Protection’s and CAL FIRE’s goals. The CalVTP will help the Board of Forestry and Fire Protection and CAL FIRE achieve their central goals for reducing and preventing the impacts of fire in the state, as outlined in the *2018 Strategic Fire Plan for California*. The CalVTP will help to establish a natural environment that is more resilient and built assets that are more resistant to the occurrence and effects of wildland fire.
- ▶ The McKinleyville Vegetation Treatment Project, as an implementation action of the CalVTP, will help implement Executive Orders, including:
  - EO B-42-17: Governor Brown’s order issued to bolster the state’s response to unprecedented tree die-off through further expediting removal of millions of dead and dying trees across the state; and
  - EO B-52-18: Governor Brown’s order to improve forest management and restoration, provide regulatory relief, and reduce barriers for prescribed burning.
- ▶ The Board of Forestry and Fire Protection is required by law to comply with SB 1260, signed into law by Governor Brown in February 2018, which improves California forest management practices to reduce the risk of wildfire in light of the changing climate and includes provisions for the CalVTP Program EIR to serve as the programmatic CEQA coverage for prescribed burns within the SRA. The McKinleyville Vegetation Treatment Project, as an implementation action of the CalVTP, will bring the Board of Forestry and Fire Protection into compliance with these requirements.
- ▶ The McKinleyville Vegetation Treatment Project, as an implementation action of the CalVTP, will help to meet California’s GHG emission goals consistent with the California Forest Carbon Plan, California’s 2017 Climate Change Scoping Plan, Fire on the Mountain: Rethinking Forest Management in the Sierra Nevada, and California 2030 Natural and Working Lands Climate Change Implementation Plan.

**Notice of Determination**

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**To:**  Office of Planning and Research  
 PO Box 3044, 1400 Tenth Street, Room 222  
 Sacramento, CA 95812

**From:** Humboldt County Resource Conservation District  
 5630 South Broadway  
 Eureka, CA 95503  
 Jill Demers, Executive Director

**To:**  Humboldt County Clerk Recorder  
 825 5<sup>th</sup> Street  
 Eureka, CA 95501

**Subject: Filing of Notice of Determination  
 in Compliance with Section 21108 or 21152 of the Public Resource Code.**

**State Clearinghouse Number:** 2019012052

**Project Title:** McKinleyville Vegetation Treatment Project

**Project Location:** The project is located generally between the communities of McKinleyville and Fieldbrook in Humboldt County, California.

**Project Description:** The Humboldt County Resource Conservation District (HCRCD) has prepared a Project-Specific Analysis and Addendum (PSA/Addendum) for the project as a later activity covered by the California Vegetation Treatment Project (CalVTP) Program Environmental Impact Report (EIR).

The McKinleyville Vegetation Treatment Project (project or proposed project) consists of vegetation treatments for wildfire risk reduction and forest health improvement on approximately 3,641 acres, encompassing 3,043 acres of land owned by Green Diamond Resource Company (Green Diamond) and approximately 598 acres of land owned by the McKinleyville Community Services District (MCS D) in western Humboldt County, between McKinleyville and Fieldbrook, two communities north of Arcata, California.

The project area consists of privately owned commercial forest land and a publicly owned community forest. The CalVTP treatment types that would be implemented are shaded fuel breaks and wildland-urban interface (WUI) fuel reduction. The proposed CalVTP treatment activities are mechanical vegetation treatment, manual vegetation treatment, prescribed fire, and targeted herbicide application. Biomass would be processed on-site in the form of pile burning or broadcast burning or vegetation that would be cut and piled, chipped, or lopped and scattered. Prescribed burning and herbicide treatments would not be implemented on MCS D lands.

Equipment used to implement fuel breaks and WUI fuel reduction would consist of:

- ▶ Mechanical Treatments: tracked feller-bunchers, wheeled skidding machines, skid steers, excavators, bulldozers, track or wheel mounted chippers, and/or track mounted masticators.
- ▶ Manual Treatments: chainsaws, hand saws, brush cutters, weed wrenches, chippers, and loppers.
- ▶ Herbicide Application: batch truck, passenger vehicle, back-pack spray equipment, and all-terrain vehicles.
- ▶ Prescribed Fire: water truck, fire-truck, passenger vehicles, drip torch or propane torch, skidgine, fire hoses, bulldozers, skid steers and track mounted equipment to create fire line and other equipment suitable for fire suppression.

Treatment activities would range from 3 days to 6 months for mechanical and manual treatments, 1 week to 6 months for herbicide application, and 1 day to 7 days for prescribed burns. Retreatment for maintenance of desired vegetation conditions in the areas initially treated for the proposed project would be ongoing and continuous in the treatment area, as funding and land management authorizations allow.

This Notice of Determination is to advise that the MCSD ( Lead Agency or  Responsible Agency) has approved the above-described project, for areas under its jurisdiction, on February 5, 2025 and has made the following determinations related to the PSA/Addendum):

1. The project will have a significant effect on the environment.
2. The McKinleyville Vegetation Treatment Project PSA/Addendum (SCH# 2019012052) was prepared for this project pursuant to the provisions of CEQA.
3. The CalVTP Program EIR sufficiently analyzes and addresses potential environmental impacts from the project, and the project will not trigger any of the criteria requiring additional CEQA review pursuant to CEQA Guidelines Section 15162. The project will not result in new significant impacts or a substantial increase in the severity of the significant environmental impacts identified in the CalVTP Program EIR. The elements of the proposed project that would be implemented in areas outside the CalVTP treatable landscape from the CalVTP Program EIR would not result in the occurrence of any of the conditions described in State CEQA Guidelines Section 15162 calling for preparation of a subsequent EIR; therefore, an Addendum has been adopted to address these changes to the program.
4. Mitigation measures and standard project requirements from the CalVTP Program EIR were made a condition of the approval of the project; no new project-specific mitigation measures are required.
5. The implementation of applicable CalVTP Program EIR mitigation measures and standard project requirements will be monitored and reported pursuant to the Mitigation Monitoring and Reporting Program that was adopted for this project.
6. The previous statement of overriding considerations in the CalVTP Program EIR was reaffirmed and adopted for this project by the HCRCD.
7. Findings were made pursuant to the provisions of State CEQA Guidelines Section 15091.

This is to certify that the McKinleyville Vegetation Treatment Project PSA/Addendum and record of project approval is available to the general public at the MCSD Office, 1656 Sutter Road, McKinleyville, CA 95519 and on the MCSD's website: <https://mckinleyvillecsd.ca.gov/>.

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Dated Received for filing at OPR:  
Authority cited: Sections 21083 and 21087, Public Resources Code.  
Reference: Sections 21000-21174, Public Resources Code.



# McKinleyville Vegetation Treatment Project, Phase I

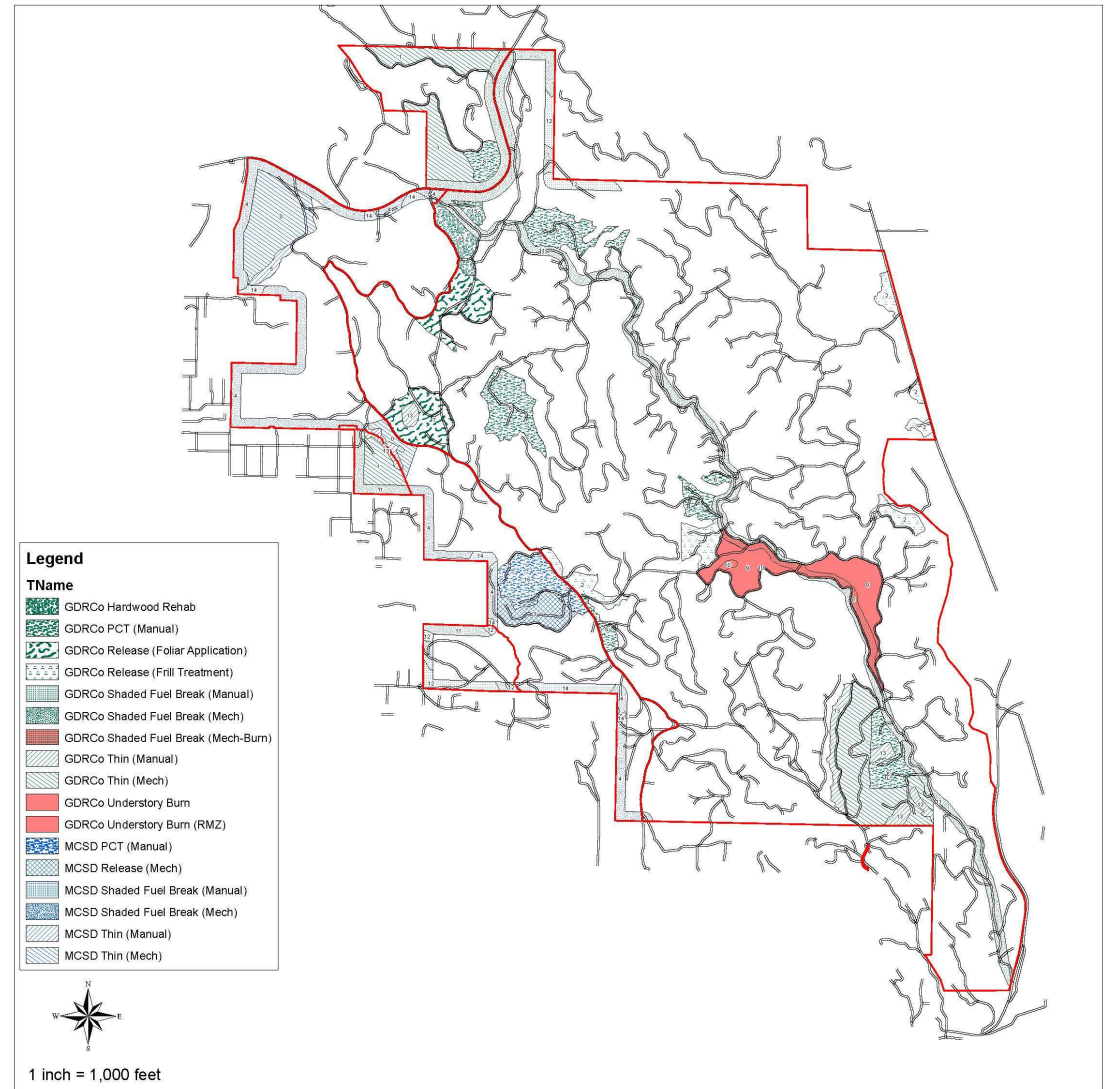
## Acres to include in Forest Health Grant

McKinleyville Community Forest – 221 acres of treatment

Green Diamond – 608 acres of treatment

Mechanical and manual treatments on both ownerships

Herbicide and Prescribed Fire on Green Diamond only



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# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **ACTION**

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**ITEM: E.4**                      **Discuss and Consider Approval of Resolution 2025-02 Adopting the Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program for the Wastewater Recycling Expansion Project, and Approving the Project based on Approval of Final Construction Funding**

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

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

**Recommendation:**

Staff recommends that Board review the information, discuss, take public comment and approve Resolution 2025-02 which adopts the Initial Study/Proposed Mitigated Negative Declaration (ISMND) and the Mitigation Monitoring Reporting Program, and approves the Wastewater Recycling Expansion Project, based on Board approval of final construction funding requirements.

**Discussion:**

The Wastewater Recycling Expansion Project (Project) includes the expansion of the MCSD's existing water recycling facilities to increase capacity, reduce operational costs, and offset groundwater extraction. The Project would not change capacity at the wastewater management facility (WWMF). The water recycling facilities currently utilize treated wastewater for irrigation, and the proposed Project would expand this existing use. The Project includes the installation of flood cells, new and replacement recycled water (recycled water (RW) pipe, three pivot irrigation sprinkler systems, and electrical conduit from the adjacent Fischer Road Pump Station. An initial Planning Study considered site capacity, geology, topography, environmental constraints and costs and determined this alternative to be feasible (GHD 2023). The Initial Study/Proposed Mitigated Negative Declaration (ISMND) includes review of Project preliminary conceptual layouts. A portion of the ISMND is included as **Attachment 1**. The entire ISMND can be found on the District's website <https://mckinleyvillecsd.ca.gov/news-and-project-updates> or the State Clearing House website, State Clearinghouse Number 2024110602, <https://ceqanet.opr.ca.gov/>

**Project Location**

The Project is located in McKinleyville, CA, a suburban residential community in Humboldt County, California (see **Attachment 1**, Appendix A, for all Figures). The Project is located in an area of open seasonally harvested, pastoral fields north of the Mad River, and includes 10.32 acres of ground disturbance, and would irrigate 132 acres of ground surface via recycled water irrigation including the Lower Fischer Ranch (43.9 acres), West Pjalorsi Ranch (34.7 acres) and East Pjalorsi Ranch (53.4 acres). All areas of disturbance and areas affected by the Project are owned by the MCSD or within a utility corridor right-of-way.

## Project Background

From October 1 through May 14th, the District chlorinates/dechlorinates and discharges treated wastewater to the Mad River when river flow is above 200 cubic feet per second (cfs). From May 15th through September 30<sup>th</sup>, or when the Mad River flow drops below 200 cfs, the District chlorinates and sends the effluent through polishing wetlands, and from there utilizes this effluence to irrigate land as recycled water where fodder is produced for organic dairy operations. When not discharged to the Mad River, recycled water is used in the Fischer Ranch and Pialorsi Ranch areas (see **Attachment 1, Figure 3**). The District's summer discharge options historically also included the use of two percolation ponds adjacent to the Mad River; however as of October 2022 these ponds have been decommissioned and restored to active floodplain for off-channel salmonid habitat under a separate project and are no longer available.

Removal of the two percolation ponds has increased the need for additional area to irrigate utilizing treated effluent as recycled water. The percolation ponds accounted for approximately 66 MG of recycled water disposal that will need to be redirected to irrigation uses during the dry months when effluent discharge to the Mad River is prohibited. RW pipe and surface-level line currently exists within the Pialorsi Ranch; however, is understood to be deficient respective of key operational and performance attributes associated with the goal of maximizing recycled water flows for irrigation to this property. The pipelines are sized between 6-in and 8-in and are not associated with appropriate irrigation facilities such as flood cells or adjustable sprinkler head irrigation systems that match those installed on Fischer Ranch. The irrigation infrastructure within Pialorsi Ranch is not currently capable of meeting District recycled water disposal needs if Fischer Ranch is unavailable for irrigation. Therefore, due to undersized and inadequate infrastructure within the Pialorsi Ranch and the limited disposal capacity of spray irrigation, the only available viable alternative to Mad River discharge is to send water to the Upper Fischer Ranch flood cells. When the Upper Fischer Ranch flood cells are being utilized at capacity, there leaves no other option for effluent discharge besides spraying which does not discharge water fast enough.

Under the proposed Project, the RW pipe between the pump station and the southern extent of Fischer Road will be replaced, thereby enabling installation of a more sophisticated sprinkler system and greater discharge of recycled water. The replacement of the existing RW pipe also supports the installation of flood cells within the northeast portion of the Pialorsi Ranch which will enable a much greater quantity of effluent discharge.

The Feasibility Study (GHD 2023) analyzed four alternatives:

- Alternative 1 – Concentrated Equal Size Flood Cells (installation of sprinkler irrigation piping and uniformly sized flood cells in one location on the upper Pialorsi Ranch bench)
- Alternative 2 – Varying Flood Cell Areas (installation of sprinkler irrigation piping and non-uniformly sized flood cells in one location on the upper Pialorsi Ranch bench)
- Alternative 3 – Split Upper Bench (installation of sprinkler irrigation piping and uniformly sized flood cells in two locations on the upper Pialorsi Ranch bench)
- No Project

The preferred alternative and Project analyzed in this ISMND is a derivative of Alternative 1, which includes excavation of flood cells within the Pialorsi Ranch - East upper bench, installation of replacement and new RW pipe, installation of a sophisticated sprinkler system, and installation of electrical conduit to support the sprinkler system between the pump station and the three sprinkler



locations. The electrical conduit will be located in the same footprint as the replacement and new RW pipe. The difference between Alternative 1 and the preferred alternative is the orientation of the flood cells and row configuration: Alternative 1 had two rows of northeast to southwest oriented flood cells, and the preferred alternative has three rows of north to south oriented flood cells.

### CEQA Process

An ISMND was prepared detailing the Project components and potential environmental impacts as required by the California Environmental Quality Act (see Attachment 1). The ISMND was publicly circulated from November 19, 2024 to December 19, 2024, and was filed with the State Clearing House (SCH# 2024110602) along with a Notice of Completion on November 19, 2024 (see **Attachment 5**). A Notice of Intent to adopt the ISMND (**Attachment 3**) was published in the Mad River Union on November 20, 2024 (see **Attachment 2**). One comment was received, and it was from the North Coast Regional Water Quality Control Board (see **Attachment 4**). The comment letter stated the need for the Project to comply with the States Recycled Water Policy, which the District already complies with and will continue to comply with. It also reiterated the need for the application rate of the recycled water to be applied at agronomic rates to minimize percolation of recycled water below the plants' root zone, and at rates which consider nutrient levels to minimize nutrient loading to groundwater. A Response to Comments document was developed which addresses these comments, and is included as **Attachment 7**. This Response to Comments document can be considered a component of the ISMND.

CEQA also requires that "When adopting a mitigative negative declaration, the lead agency shall also adopt a program for reporting on or monitoring the changes which it has either required in the project or made a condition of approval to mitigate or avoid significant environmental effects" (15074(d)). A Mitigation, Monitoring and Reporting Plan (MMRP) was prepared to satisfy this requirement and is included as **Attachment 8**. The MMRP details the mitigation measures contained in the ISMND, who is responsible for implementing the measure, and the timing of the action. The Board will need to Adopt the MMRP as part of the CEQA process.

### Alternatives:

Staff analysis consists of the following potential alternative to the Project

- Take No Action

### Fiscal Analysis:

This Project has been designed and will be constructed largely through public grant funds obtained from the State Water Resources Control Board. The District received a Water Recycling Funding Program Planning Grant in 2020 in the amount of \$150,000. This grant paid for the Initial Feasibility Study and Planning documents. The intent of the SWRCB Planning Grants are that the project then applies for a Construction Grant. The District has been working with GHD to apply for a Water Recycling Funding Program Construction Grant. These CEQA documents are the last part of that funding application.

Table 7.1, included as **Attachment 10**, is from the Water Recycling Planning Study, Aug. 30, 2023, GHD, and details the total costs for the final design, permitting, and construction of the proposed Project. The estimated total cost in 2026 dollars is \$5,017,427 and this is what will be included in the Grant Application. Final budgeting and project completion will depend on what grant funding is obtained. When this is know, the final project costs will be brought back to the District Board for final approval.

## **Environmental Requirements:**

This is the CEQA document for the Project. CEQA requires that the Board:

- Review and consider the public comment and Response to Comment document of the circulated ISMND,
- Adopt the ISMND for the project,
- Adopt the Mitigation Monitoring and Reporting Plan for the Project, and
- Approve the Project.
- The District is then required to file a Notice of Determination (Attachment 9) with the County Recorder's office within five working days of the decision to approve a project.

All of these items are addressed in **Attachment 6**, Resolution 2025-02, and Approval of the Resolution will enact the required Adoptions and Approvals and Direct the General Manager to file the Notice of Determination.

## **Exhibits/Attachments:**

- Attachment 1 – A portion of Wastewater Recycling Expansion Project Initial Study and Mitigated Negative Declaration, see the District's website or State Clearinghouse Link to see full document
- Attachment 2 – Proof of Publication
- Attachment 3 – Notice of Intent
- Attachment 4 – Comment Letters Received
- Attachment 5 – Notice of Completion & Environmental Document Transmittal
- Attachment 6 – Resolution 2025-02
- Attachment 7 – Response to Commends on ISMND
- Attachment 8 – Mitigation, Monitoring and Reporting Program
- Attachment 9 – Notice of Determination
- Attachment 10 – Construction Cost Estimate Table



# Wastewater Recycling Expansion Project

**Initial Study/Proposed Mitigated Negative  
Declaration**

McKinleyville Community Services District

November 01, 2024

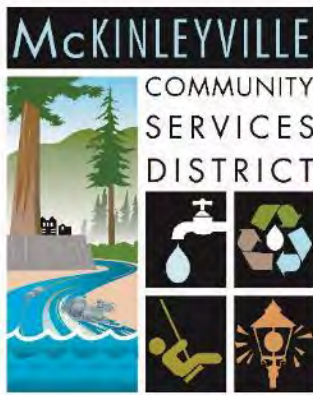
→ **The Power of Commitment**



# Initial Study/Proposed Mitigated Negative Declaration

## Wastewater Recycling Expansion Project

Prepared for:



McKinleyville Community Services District  
1656 Sutter Rd.,  
McKinleyville CA 95519

Prepared by:



GHD  
718 Third Street  
Eureka, CA 95501

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# 1. Project Information

<b>Project Title</b>	Wastewater Recycling Expansion Project
<b>Lead Agency Name &amp; Address</b>	McKinleyville Community Services District 1656 Sutter Rd. McKinleyville CA 95519
<b>Contact Person, Phone Number, Email</b>	Patrick Kaspari, General Manager, (707) 839-3251, pkaspari@mckinleyvillecsd.com
<b>Project Location and Assessor Parcel Numbers (APNs)</b>	McKinleyville, CA; 508-021-006, -007, -008, 508-091-037, 508-081-034, 508-031-001, 506-341-017.
<b>Project Sponsor's Name &amp; Address</b>	McKinleyville Community Services District 1656 Sutter Rd., McKinleyville CA 95519
<b>General Plan Land Use Designation</b>	Agricultural Exclusive Prime (AEP)
<b>Zoning</b>	AE-60/A,F,R= Agricultural, Flood Hazard Area, Riparian AE-60/F,R= Flood Hazard Area, Riparian

## 1.1 CEQA Requirements

This Project is subject to the requirements of the California Environmental Quality Act (CEQA). The lead agency is McKinleyville Community Services District (MCSD, District). The purpose of this Initial Study is to provide a basis for deciding whether to prepare an Environmental Impact Report, a Mitigated Negative Declaration or a Negative Declaration. This Initial Study is intended to satisfy the requirements of the California Environmental Quality Act, CEQA, (Public Resources Code, Div 13, § 21000-21177), and the CEQA Guidelines (California Code of Regulations, Title 14, § 15000-15387). CEQA encourages lead agencies and applicants to modify their Projects to avoid significant adverse impacts.

Section 15063(d) of the CEQA Guidelines states the content requirements of an Initial Study as follows:

- A description of the Project including the location of the Project;
- An identification of the environmental setting;
- An identification of environmental effects by use of a checklist, matrix, or other method, provided that entries on a checklist or other form are briefly explained to indicate that there is some evidence to support the entries;
- A discussion of the ways to mitigate the significant effects identified, if any;
- An examination of whether the Project would be consistent with existing zoning, plans; and other applicable land use controls; and
- The name of the person or persons who prepared or participated in the Initial Study.



## 1.2 Project Introduction

The Wastewater Recycling Expansion Project (Project) includes the expansion of the MCSD's existing water recycling facilities to increase capacity, reduce operational costs, and offset groundwater extraction. The Project would not change capacity at the wastewater management facility (WWMF). The water recycling facilities currently utilize treated wastewater for irrigation, and the proposed Project would expand this existing use. The Water Recycling Planning Study (GHD 2023) included evaluation of four Project alternatives (discussed in Section 1.6) and included the following components:

- Feasibility of extending the recycled water (RW) system to irrigate additional area(s) via flood cells (East Pialorsi Ranch);
- Evaluation of alternative pipeline and site configuration requirements;
- Regulatory compliance needs;
- Development of preliminary concept layouts for the preferred alternative.

The selected Project includes the installation of flood cells, new and replacement RW pipe, three pivot irrigation sprinkler systems ("Pivot Sprinklers #1-3"), and electrical conduit from the adjacent Fischer Road Pump Station (see Section 2 for additional detail). The Planning Study considered site capacity, geology, topography, environmental constraints and costs and determined this alternative to be feasible (GHD 2023). This Initial Study/Proposed Mitigated Negative Declaration (ISMND) includes review of Project preliminary conceptual layouts.

## 1.3 Project Location

The Project is located in McKinleyville, CA, a suburban residential community in Humboldt County, California (see **Appendix A, Figure 1 [Project Vicinity]**). McKinleyville is approximately 13 miles north of the City of Eureka and approximately 285 miles north of San Francisco. The Project is located in an area of open seasonally grazed and/or harvested, pastoral fields north of the Mad River, and includes 10.32 acres of ground disturbance, and would irrigate 132 acres of ground surface via recycled water irrigation including the Lower Fischer Ranch (43.9 acres), West Pialorsi Ranch (34.7 acres) and East Pialorsi Ranch (53.4 acres). All areas of disturbance and areas affected by the Project are owned by the MCSD or within a utility corridor right-of-way. The Project Area is comprised of the Area of Ground Disturbance. See **Appendix A, Figure 2 (Project Area)** for an overview of existing conditions at the Project Area site.

## 1.4 Project Background

The MCSD service area is comprised of approximately 12,140 acres and extends north from the Mad River to Patrick Creek, and east from the Pacific Ocean (see **Appendix A, Figure 1 [Project Vicinity]**). Due to the proximity to the Pacific Ocean, the climate, and level of annual precipitation, there is minimal demand for raw water and recycled water apart from agricultural beneficial reuse.

MCSD operates their (WWMF) approximately one mile north of the Project Area, that treats residential and commercial wastewater from the District and serves approximately 16,500 residents (see **Appendix A, Figure 1 [Project Vicinity]**). The WWMF provides advanced secondary treatment of wastewater that consists of headworks screening, in-basin extended aeration system, and secondary clarification.

From October 1 through May 14th, the District chlorinates/dechlorinates and discharges treated wastewater (effluent) to the Mad River when river flow is above 200 cubic feet per second (cfs). From May 15th through September 30<sup>th</sup>, or when the Mad River flow drops below 200 cfs, the District chlorinates and sends the

effluent through polishing wetlands, and from there utilizes this effluence to irrigate land as recycled water where fodder is produced for organic dairy operations. Treated effluent is only dechlorinated when discharging to the Mad River; dechlorination does not occur when the WWMF is producing recycled water for irrigation (see Section 1.5 for additional information). When not discharged to the Mad River, recycled water is used in the Fischer Ranch and Pialorsi Ranch areas (see **Appendix A, Figure 3 [Existing Recycled Water Irrigation Areas and Infrastructure]** for these locations). The District's summer discharge options historically also included the use of two percolation ponds adjacent to the Mad River, however as of October 2022 these ponds have been decommissioned and restored to active floodplain for off-channel salmonid habitat and are no longer available. **Table 1.4-1** displays the locations and average discharge of recycled water within each area during 2021 (when the percolation ponds were still available for use).

**Table 1.4-1 Summary of Water Recycling Use in 2021**

Recycled Water Use Area	Approx. Irrigation Area (acres)	Application Method	Type of Use	Million Gallons (MG) Discharged
Lower Fischer Ranch	45	Spray	Fodder	1.2
Upper Fischer Ranch	36	Flood (14 acres) and Spray (22 acres)	Fodder	76.0
Pialorsi Ranch – West	35	Spray	Fodder	16.2
Pialorsi Ranch – East	54	Spray	Fodder	
Percolation Ponds	2.3	Flood	Groundwater recharge	65.7
Totals - 2021	172.3			159.1

## 1.5 Existing Infrastructure

The irrigation pump station, located at the WWMF, is used to convey recycled water to each of the existing and proposed reuse areas (see **Appendix A, Figure 3 [Existing Recycled Water Irrigation Areas and Infrastructure]**). This station consists of three, constant speed, vertical turbine pumps with a firm capacity of 1,100 gallons per minute (gpm). This station also includes a 2,200-gallon hydropneumatic tank and flow meter. No changes or upgrades to the pump station are proposed under this Project.

An existing RW pipe exists between the pump station and the southern extent of Fischer Road. This segment of RW pipe will be replaced with a larger diameter pipe under the Project to accommodate increased flow of recycled water to the proposed flood cells and sprinklers (see **Appendix A, Figure 4 [Project Components]**).

## 1.6 Project Need

Removal of the two percolation ponds (which have been restored to active floodplain for salmonid habitat as part of a past separate project) has increased the need for additional area to irrigate utilizing treated effluent as recycled water. As shown in **Table 1.4-1**, the percolation ponds accounted for approximately 66 MG of recycled water disposal that will need to be redirected to irrigation uses during the dry months when effluent discharge to the Mad River is prohibited (May 15<sup>th</sup> through September 30<sup>th</sup>). RW pipe and surface-level line currently exists within the Pialorsi Ranch, however, is understood to be deficient respective of key operational and performance attributes associated with the goal of maximizing recycled water flows for

irrigation to this property. The pipelines are sized between 6-in and 8-in and are not associated with appropriate irrigation facilities such as flood cells or adjustable sprinkler head irrigation systems that match those installed on Fischer Ranch. The irrigation infrastructure within Pialorsi Ranch is not currently capable of meeting District recycled water disposal needs if Fischer Ranch is unavailable for irrigation. Therefore, due to undersized and inadequate infrastructure within the Pialorsi Ranch and the limited disposal capacity of spray irrigation, the only available viable alternative to Mad River discharge is to send water to the Upper Fischer Ranch flood cells. When the Upper Fischer Ranch flood cells are being utilized at capacity, there leaves no other option for effluent discharge besides spraying which does not discharge water fast enough.

Currently, irrigation at the Pialorsi Ranch – East and West typically includes use of approximately 68 MG of on-site well water annually for crop irrigation, in addition to the 16.2 MG of recycled water sprayed. Under the proposed Project, the RW pipe between the pump station and the southern extent of Fischer Road will be replaced, thereby enabling installation of a more sophisticated sprinkler system and greater discharge of recycled water and less use of well water. The replacement of the existing RW pipe also supports the installation of flood cells within the northeast portion of the Pialorsi Ranch which will enable a much greater quantity of effluent discharge.

The Feasibility Study (GHD 2023) analyzed four alternatives:

- Alternative 1 – Concentrated Equal Size Flood Cells (installation of sprinkler irrigation piping and uniformly sized flood cells in one location on the upper Pialorsi Ranch bench)
- Alternative 2 – Varying Flood Cell Areas (installation of sprinkler irrigation piping and non-uniformly sized flood cells in one location on the upper Pialorsi Ranch bench)
- Alternative 3 – Split Upper Bench (installation of sprinkler irrigation piping and uniformly sized flood cells in two locations on the upper Pialorsi Ranch bench)
- No Project

The preferred alternative and Project analyzed in this ISMND is a derivative of Alternative 1, which includes excavation of flood cells within the Pialorsi Ranch - East upper bench, installation of replacement and new RW pipe, installation of a sophisticated sprinkler system, and installation of electrical conduit to support the sprinkler system between the pump station and the three sprinkler locations. The electrical conduit will be located in the same footprint as the replacement and new RW pipe. The difference between Alternative 1 and the preferred alternative is the orientation of the flood cells and row configuration: Alternative 1 had two rows of northeast to southwest oriented flood cells, and the preferred alternative has three rows of north to south oriented flood cells.

## 1.7 Recycled Water Characteristics

### Raw Wastewater

Raw wastewater conveyed and treated at the WWMF is predominately from domestic (i.e., residential) sources with minimal commercial contributions. It is anticipated that additional future raw wastewater contributions will be from residential developments primarily as well. In addition, MCSD has a pretreatment program for grease and an Industrial Discharge Permit Program in effect to help control petroleum and other chemical impacts to the raw wastewater.

MCSD Sewer Ordinance Code, and local limits, prohibit the discharge of toxic chemicals and other harmful compounds to the wastewater sewer system. Residents and businesses routinely receive written materials describing substances that are prohibited from discharge into the wastewater sewer system for the protection of WWMF equipment or cause the recycled water to be unsuitable for irrigation.

## Treatment Process

Liquid treatment processes within the WWMF consist of raw wastewater screening, activated sludge extended aeration, secondary clarification, chlorination and dechlorination. Solids treatment processes include biosolids storage basin and periodically dredging and dewatering biosolids prior to off-site disposal. As mentioned, treated effluent is only dechlorinated when discharging to the Mad River; dechlorination does not occur when the WWMF is producing recycled water. During recycled water production, chemical addition at the WWMF is limited to occasional alkalinity boosting (magnesium hydroxide) as well as chlorine for disinfection.

## Recycled Water Quality Standards

The allowable applications, required treatment, and use area requirements are defined in the Water Recycling Criteria, Title 22, Division 4, Chapter 3 of the California Code of Regulations (CCR). The CCR sets the criteria for “disinfected secondary-23 recycled water” and the NPDES Permit lists other requirements associated with recycled water irrigation specific to MCSD and approved and permitted Recycled Water Use Areas. The following is a summary of pertinent numerical criteria:

- Average monthly five-day biochemical oxygen demand (BOD5) and total suspended solids (TSS) concentrations shall be equal to or less than 30 and 83 milligrams per liter (mg/L), respectively.
- Coliform bacteria must not exceed:
  - Most Probable Number (MPN) of 23 per 100 milliliters (mL), for samples collected during any calendar month, and
  - Never exceed a MPN of 240 per 100 ml.

Historically, recycled water produced by the District’s WWMF has met these criteria. The District’s water disposal methods, water quality standards and source documents are summarized in **Table 1.7-1**. In summary, the recycled water has undergone disinfected secondary treatment, looks like drinking water and contains no odor.

**Table 1.7-1 MCSD Water Disposal Summary**

Permitted Discharge / Recycled Water Use	Water Quality Requirements	Reference Document
Mad River (surface water discharge)	Numerical effluent limits; Table 7 NPDES	NPDES Permit
Percolation Ponds (groundwater) (no longer in use)	Numerical effluent limits; Table 7 NPDES	NPDES Permit
Hiller Storm Water Treatment Wetland and Forested Area (reuse) (not in use)	Disinfected secondary 23 recycled water and numerical BOD5 and TSS limits (see Table 8 of NPDES Permit)	NPDES Permit and this report (MCSD Title 22 Engineering Report) and NPDES Permit (Table 8)
Lower Fischer Ranch (reuse)		
Upper Fischer Ranch (reuse and land discharge)		
Pialorsi Ranch (reuse)		

## 2. Project Description

### 2.1 Project Components

The Project includes the installation of:

- ten flood cells of equal area (100-ft by 200-ft; 4.6 acres) on the northeast section of the Pialorsi Ranch – East upper bench. Each cell will be minimally graded (two foot below ground surface maximum) with a two foot berm around it;
- replacement of 2,075 linear feet (lf) of 16-inch RW pipe along Fischer Road;
- installation of 5,060 lf of new 16-inch RW pipe consisting of:
  - 1,775 lf to tee off of the replacement piping towards the northwest (towards Pivot Sprinkler 3);
  - 2,945 lf to tee off of the replacement piping to the east towards the flood cells;
  - 340 lf to tee off of the replacement piping to connect to Pivot Sprinklers #1 and #2; and
- installation of three pivot sprinkler irrigation systems (Pivot Sprinklers #1-3).

In total, Project implementation will result in approximately 10.32 acres of ground disturbance would occur. See **Appendix A, Figure 4 (Project Components)** for an overview of Project components.

The proposed sizing and number of flood cells (ten) matches that of the existing flood cells at Upper Fischer Ranch, which will support similar irrigation capacity (approximately 76 MG annually) and operational approach that District staff are familiar with. Establishing the number of flood cells to be a multiple of five, allows for a weekly operational approach that includes irrigation of one flood cell per day for a five-day work week, and allows for a total two week cycling for operation of the flood cells, which is consistent with the current approach used for the Upper Fischer Ranch flood irrigation system. This operational approach also prevents the application of irrigation water and nutrients from going over agronomic rates. The orientation of the flood cells aligns with the natural contours of the upper bench in order to minimize grading, with three “rows” of flood cells sufficient to fully utilize the area available on the upper bench. Each flood cell will be graded and contained by an approximate two-foot berm. Grading will be minimized, however maximum grading depth will not exceed two feet.

The flood cells will be served by approximately 2,945 lf of new 16-inch RW pipe that will tee off the existing pipeline on Fischer Road, and travel east along the path of an existing gravel access road. Additional tees and blow off valves are included in the conceptual layout to provide flexibility in future piping configurations to enable for irrigation of areas not directly covered by the flood irrigation and sprinkler irrigation systems. See **Appendix A, Figure 5** for a conceptual site plan. The flood cells will remain in seasonal agricultural production.

Along Fischer Road, approximately 2,075 lf of asbestos cement RW pipe that is at the end of it’s useful life will be replaced with C900/C905 RW piping that will be up to 16-inches in diameter. This pipe will replace the segment of RW piping between the pump station and the southern extent of Fischer Road. At the southern end of Fischer Road, approximately 340 lf of new up to 16-inch piping will be installed to support new sprinkler heads (Pivot Sprinkler #1 and #2), and approximately 1,775 lf of new up to 16-inch piping will be installed from the tee to the northwest to support Pivot Sprinkler #3.

The proposed sprinklers will use a fully automated pivot sprinkler irrigation system that will be optimized to cover the field with a quarter pivot. The pivot sprinkler wheel system will be connected to the RW pipes and the pivot sprinkler will be stationary but will provide irrigation over the entirety of the southern Irrigation

Areas as shown in **Figure 4 (Project Components)**. A “Big Gun” sprinkler will be connected to the end of the pivot wheel structure to allow for irrigation of the adjacent hillside.

Electrical and communications conduit will be installed from the pump station to each pivot sprinkler in the same footprint as the proposed RW pipe. Electrical and communications panels will be installed to serve electrical loads and provide control functionality to the pivot sprinkler assemblies. The existing recycled water irrigation infrastructure in Pialorsi Ranch, i.e. 6-inch and 8-inch piping, will be abandoned in place. Surface level infrastructure, i.e. mobile sprinklers, will be removed. There are no potable water pipelines within any of the existing recycled water use areas. Existing interior fencing and additional equipment or infrastructure in the Project Area will be removed. Agricultural fencing will remain onsite to support seasonal grazing.

## 2.2 Construction Details

Flood cells will be graded minimally to result in ten distinct cell basins adjacent to each other. Each cell will have berms along the sides to channel and contain surface recycled water flow. Depth of grading and excavation for the flood cell area is anticipated to be approximately two feet deep, and each berm will be up to two feet. Each cell will be connected via subsurface piping and surface-level nozzles to control recycled water conveyance into the cells. The flood cells will be re-seeded at the close of construction; fodder crop is anticipated to be harvested from the flood cells.

The proposed RW piping, including both replacement and new piping, will be installed at a depth of approximately three feet and will include open trenching construction to install the pipeline. The trench will be approximately four feet wide and will be backfilled with the excavated earthen material and re-seeded.

### Construction Schedule and Access

Construction will occur in the dry season, between June and October 2025 from 7 am to 7 pm Monday through Saturday. The Project Area will be accessed via Fischer Avenue.

### Stockpiling and Staging Areas

Stockpiling and staging areas will occur within previously disturbed portions of the Project Area, and are shown on **Appendix A, Figure 2**. No staging or stockpiling will occur in areas of one- or three-parameter wetlands.

Within the stockpiling and staging area, BMPs would be utilized to prevent materials and hazardous materials from impacting the environment. It is anticipated that materials excavated from the trench during waterline installation, will be placed adjacent to the trench. This material may remain adjacent to the open trench until the waterline is installed to a degree where the contractor deems it appropriate to backfill the trench. Excess soils (not sourced from trenching), and construction materials will be stored on site within designated stockpiling and staging areas (**Appendix A, Figure 2**). Excess materials may be re-used onsite for backfill and finished grading. Excess materials will not be stockpiled or disposed of onsite once the Project is complete. The contractor will haul additional excess materials off site for beneficial reuse, recycling, or legal disposal.

### Equipment

Equipment that may be utilized for construction include: excavator, backhoe, mini excavator, sump pumps, hosing, skid-steer, dump trucks, compactors, and additional specialized hand tools or smaller equipment. Equipment will not be refueled within 50 feet of the Mad River or three-parameter wetland.

## Dewatering

It is possible that groundwater may be encountered during installation of the RW piping due to the shallow water table. Should this occur, the groundwater will be pumped out of the trench or excavation area and discharged into the adjacent field to percolate. A silt bag will be placed over the pump hose to contain sediment. Discharge to regulated one- or three-parameter wetlands will not occur.

New subsurface piping to connect to Pivot Sprinkler #3 is proposed to cross an existing drainage ditch located between the Lower and Upper Fischer Ranch irrigation areas (see **Figure 4**). This drainage ditch is anticipated to be dry during construction because it is unlikely that substantial precipitation would have fallen prior to construction, and because the District will not utilize the Upper Fischer flood cells prior to construction of this Project which the drainage ditch is hydrologically connected to. Therefore, no dewatering of surface waters would occur, and no special status fish would be handled or relocated because they are not expected to occur in the ditch at that time because it will have dried up. If water is located within this section of the drainage ditch, it would be isolated by sand bags (or similar) and dewatered via pumping to the adjacent field. Aquatic species would be relocated downstream. No special status fish species would be handled or relocated because they are not expected to occur in the ditch due to its ephemeral nature. The drainage ditch would be restored to pre-construction conditions following installation of the pipe, and therefore no change to drainage pattern would occur.

## Environmental Considerations

A Project-level wetland delineation identified wetlands throughout the Project Area (which as mentioned in Section 1.3 equates to the Area of Ground Disturbance) (GHD 2024). Except for areas that will be unavoidably impacted during construction, resource areas to be avoided will be identified prior to construction. Erosion control Best Management Practices (BMPs) will be implemented, including placement of straw wattles at the southern and northwestern extents of the Project Area to limit earthen material from washing into the Mad River should an unseasonable rain event occur, and acquisition of a Construction General Permit which involves preparation of a Stormwater Pollution Prevention Plan (SWPPP) as described in **Section 2.6**. Additional erosion control BMPs will be implemented and maintained until the site is stabilized as required by Project permits.

## Considerations for Protected Species

No trees or woody vegetation will be removed to implement this Project, and fodder crop harvesting will occur on the District's regular schedule. Prior to construction, a survey for nesting birds will occur in the Project Area (**Appendix A, Figure 2**) and adjacent areas. If active nests are observed, a no-work construction buffer may be implemented to avoid disturbance to the nesting bird. Nests would be checked weekly until the nest is no longer considered active.

## Site Restoration and Closure

Following construction, the contractor will demobilize and remove equipment, supplies, and construction wastes. The disturbed areas will be restored to pre-construction conditions or stabilized with a combination of grass seed (broadcast or hydroseed), straw mulch, and/or rolled erosion control fabric. The site will remain utilized to support grazing and production of fodder crop. As mentioned, the proposed flood cells are anticipated to remain a source of fodder crop production. If required, revegetation would include replanting and any potential compliance monitoring in support of mitigation required by resource agencies for impacts to regulated habitats, such as wetlands.

## 2.3 Maintenance and Operation

Following construction, MCSD staff will maintain and operate the proposed flood cells, RW piping and sprinklers in accordance with their existing maintenance schedule. It is anticipated that additional MCSD staff time will be required to maintain the proposed flood cells, which will be maintained using the same approaches as is currently being implemented at the Upper Fischer Ranch flood cells.

## 2.4 Regulatory Permits, CEQA, and NEPA

The McKinleyville Community Services District is the CEQA lead agency for the Project.

It is anticipated that the Project will temporarily impact regulated jurisdictional three-parameter wetlands due to trenching. However, no permanent impacts to three-parameter wetlands, i.e. wetland fill, will occur, and pre-Project conditions will be restored following trenching. Therefore, the Project will require permits from the United States Army Corps of Engineering (USACE) under Section 404 of the Clean Water Act (CWA), and a corresponding Water Quality Certification from the North Coast Regional Water Quality Control Board (NCRWQCB) under Section 401 of the CWA. As part of the Section 404 permitting process, the USACE will review the Project under NEPA and Section 106 of the National Historic Preservation Act.

No permanent impacts to wetlands will occur under the Project (i.e. there will be no loss/conversion of wetlands from filling), rather temporary impacts to wetlands are expected. Therefore, compensatory mitigation for wetlands is not anticipated.

The Project will not directly or indirectly impact anadromous waterways due to the BMPs that will contain sediment within the Project Area and due to the forthcoming erosion control practices in the SWPPP; therefore, no consultation with the National Marine Fisheries Service (NMFS) under Section 7 of the Endangered Species Act will occur. The Project is not expected to require consultation with the United States Fish and Wildlife Service (USFWS), as potential impacts to federal special status plants or wildlife species are not anticipated. The Project also will not impact a stream, banks of stream or riparian vegetation so a permit from the CDFW is not anticipated.

The Project is located within the California Coastal Zone, specifically both within the State and Appeal jurisdictions. Therefore, it is anticipated the permit will be consolidated to the State jurisdiction by the California Coastal Commission. The Project includes improvements to infrastructure which can be considered development. Therefore, a Coastal Development Permit (CDP) will be required.

The Project Area is zoned AE – Agricultural Exclusive. According to Humboldt County zoning code, “Utilities, Minor” are considered a principally permitted land use within this zoning classification. Therefore, a Conditional Use Permit from Humboldt County is not anticipated to be required to implement this Project.

## 2.5 Tribal Consultation Under Assembly Bill 52

The MCSD has sent out requests for consultation of the proposed Project from California Native American tribes pursuant to Public Resources Code Section 21080.3.1. Under Assembly Bill (AB) 52, notification letters were sent to the Wiyot Tribe, Bear River Band of the Rohnerville Rancheria, Blue Lake Rancheria, and the Cher-ae Heights Indian Community of the Trinidad Rancheria on July 25, 2024. One response was received from the Blue Lake Rancheria on August 1, 2024 and is discussed in Section 4.18 Tribal Cultural Resources. No other responses were received as of August 25, 2024. However, the Bear River Band of the Rohnerville Rancheria emailed on September 10, 2024 and the Wiyot Tribe emailed on October 10, 2024, both requesting that a cultural monitor be onsite during excavations. Protocols for inadvertent discovery of cultural resources are addressed in Section 4.5 Cultural Resources.



## 2.6 Compliance with Existing Regulations and Standard BMPs

The Project would abide by the following regulations and industry-accepted BMPs to reduce or avoid potential adverse effects that could result from construction or operation of the Project. In addition to these BMPs, mitigation measures are presented in the analysis sections in Chapter 4 to reduce potentially significant environmental impacts to below a level of significance. The Project's Mitigation Monitoring and Reporting Program will include these actions to ensure implementation.

### Stormwater Pollution Prevention Plan (SWPPP)

The Project will obtain coverage under the North Coast Regional Water Quality Control Board (NCRWCB), Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction Activities (General Permit). The McKinleyville Community Services District will submit permit registration documents (notice of intent, risk assessment, site maps, SWPPP, annual fee, and certifications) to the Water Board. The SWPPP would address pollutant sources, BMPs, and other requirements specified in the Order. The SWPPP would include erosion and sediment control measures, dust control practices to prevent wind erosion, sediment tracking, and dust generation by construction equipment. A Qualified SWPPP Practitioner would oversee implementation of the Project SWPPP, including visual inspections, sampling and analysis, and ensuring overall compliance.

### 3. Environmental Factors Potentially Affected

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a “Potentially Significant Impact,” as indicated by the checklist on the following pages.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Aesthetics                  | <input type="checkbox"/> Agricultural & Forestry Resources | <input type="checkbox"/> Air Quality                        |
| <input type="checkbox"/> Biological Resources        | <input type="checkbox"/> Cultural Resources                | <input type="checkbox"/> Energy                             |
| <input type="checkbox"/> Geology & Soils             | <input type="checkbox"/> Greenhouse Gas Emissions          | <input type="checkbox"/> Hazards & Hazardous Materials      |
| <input type="checkbox"/> Hydrology & Water Quality   | <input type="checkbox"/> Land Use & Planning               | <input type="checkbox"/> Mineral Resources                  |
| <input type="checkbox"/> Noise                       | <input type="checkbox"/> Population & Housing              | <input type="checkbox"/> Public Services                    |
| <input type="checkbox"/> Recreation                  | <input type="checkbox"/> Transportation                    | <input type="checkbox"/> Tribal Cultural Resources          |
| <input type="checkbox"/> Utilities & Service Systems | <input type="checkbox"/> Wildfire                          | <input type="checkbox"/> Mandatory Findings of Significance |

#### 3.1 DETERMINATION (To be completed by the Lead Agency)

On the basis of this initial evaluation:

- I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION would be prepared.
- I find that although the proposed project could have a significant effect on the environment, there would not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION would be prepared.
- I find that the proposed MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- I find that the proposed project MAY have a “potentially significant impact” or “potentially significant unless mitigated” impact on the environment, but at least one effect: (1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and (2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- I find that the proposed project MAY have a “potentially significant impact” or “potentially significant unless mitigated” impact on the environment, but at least one effect: (1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and (2) has been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

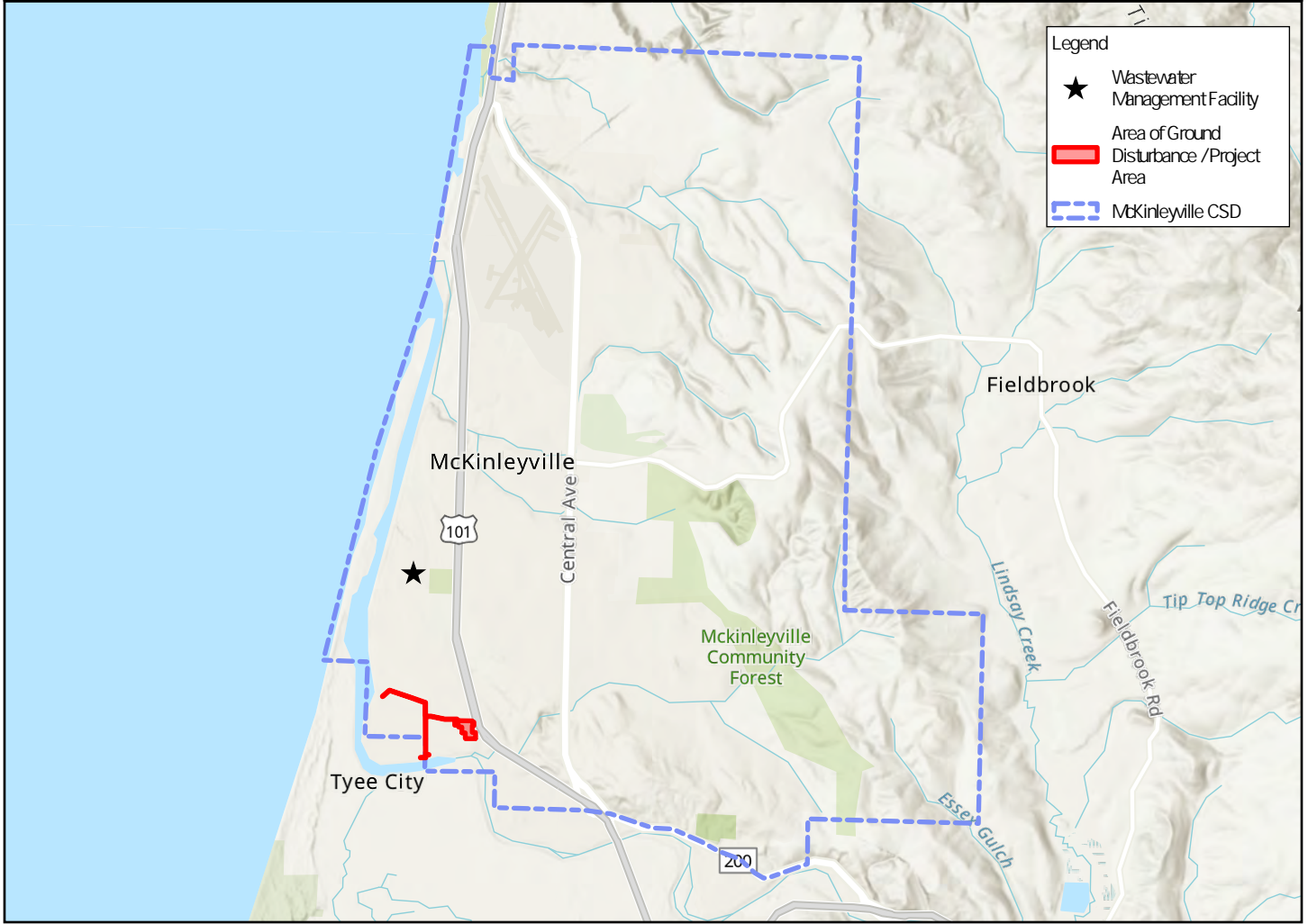
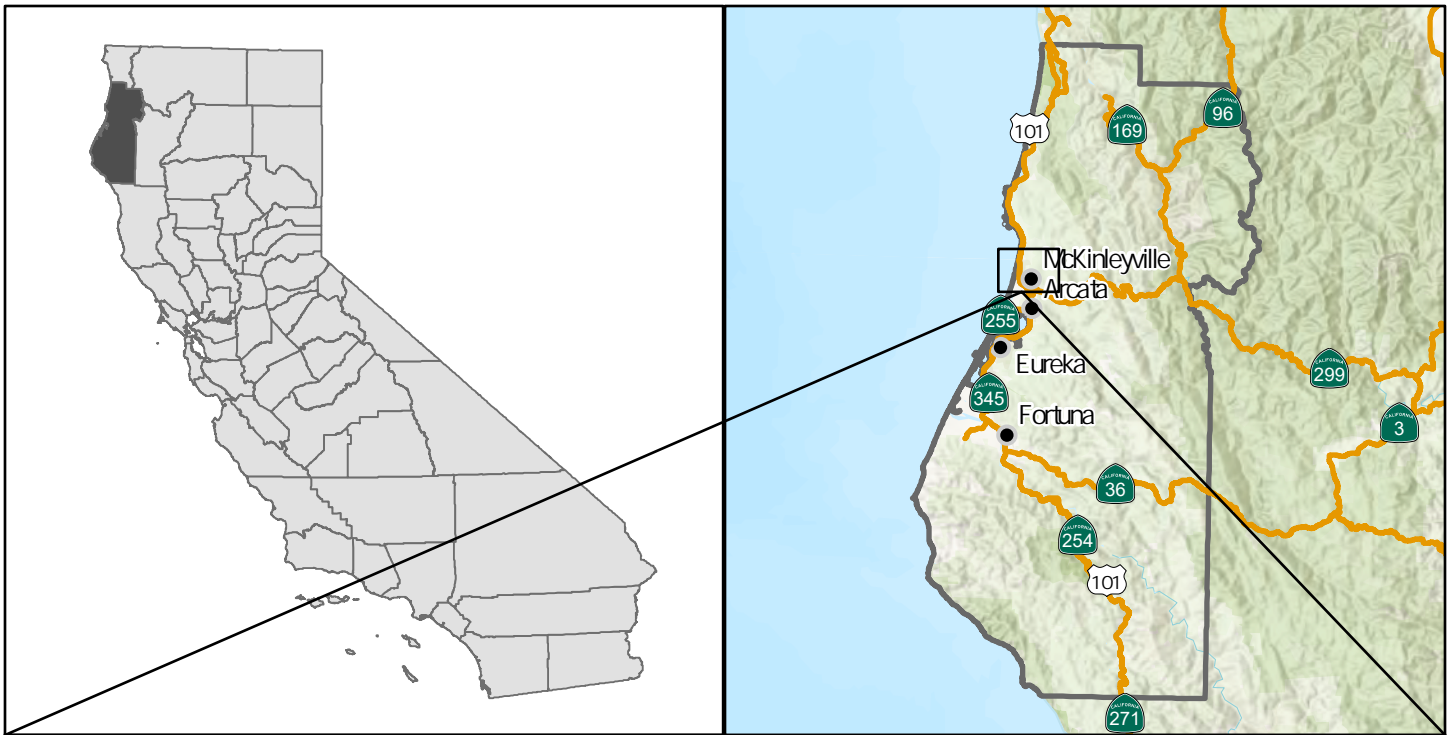
\_\_\_\_\_  
 Pat Kaspari  
 MCSD General Manager

\_\_\_\_\_  
 Date

# Appendix A

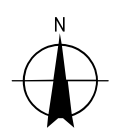
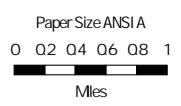
## Figures

- Figure 1      Project Vicinity**
- Figure 2      Project Area**
- Figure 3      Existing Recycled Water Irrigation Areas and Infrastructure**
- Figure 4      Project Components**
- Figure 5      Conceptual Site Plan**



**Legend**

- ★ Wastewater Management Facility
- ▭ Area of Ground Disturbance / Project Area
- ▭ McKinleyville CSD



McKinleyville Community Services District  
Wastewater Recycling Expansion Project

Project No. 12623402  
Revision No. -  
Date September 2024

Map Projection: Lambert Conformal Conic  
Horizontal Datum: North American 1983  
Grid: NAD 1983 StatePlane California II FIPS 0402 Feet

Project Vicinity

FIGURE 1

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- 12623402\_01\_Vicinity\_RevD Print date: 24 Sep 2024 - 1304

Date source: World Topographic Map; California State Parks; Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc., METANASA, USGS, Bureau of Land Management, EPA, NPS, USDA, USFWS, TIGERweb/Transportation; Source: U.S. Census Bureau; World Topographic Map - labels; California State Parks; Esri, TomTom, Garmin, FAO, NOAA, USGS, Bureau of Land Management, EPA, NPS, USFWS; World Hillshade; Esri, NASA, NGA, USGS, FEMA; World Hillshade; Esri, CGIAR, USGS. Created by: ethompson3



**Legend**

- Area of Ground Disturbance / Project Area
- Staging Area
- Irrigation Areas

Note: there will be no disturbance to existing structures from implementation of the Project



Map Projection: Lambert Conformal Conic  
 Horizontal Datum: North American 1983  
 Grid: NAD 1983 StatePlane California I FIPS 0401 Feet

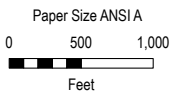


McKinleyville Community Services District  
 Wastewater Recycling Expansion Project

Project No. 12623402  
 Revision No. -  
 Date Sep 2024

Project Area

FIGURE 2



Map Projection: Lambert Conformal Conic  
 Horizontal Datum: North American 1983  
 Grid: NAD 1983 StatePlane California I FIPS 0401 Feet



**McKinleyville Community Services District  
 Wastewater Recycling Expansion Project**









Project No. 12623402  
 Revision No. -  
 Date Nov 2024

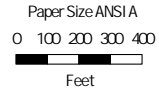
**Existing Recycled Water Irrigation Areas  
 and Infrastructure**

**FIGURE 3**



**Legend**

-  Sprinkler Pivot Point
-  Pump Station
-  New Recycled Water Piping
-  Replacement Recycled Water Piping
-  Flood Cells
-  Sprinkler Irrigation
-  Irrigation Areas
-  Parcel Boundary



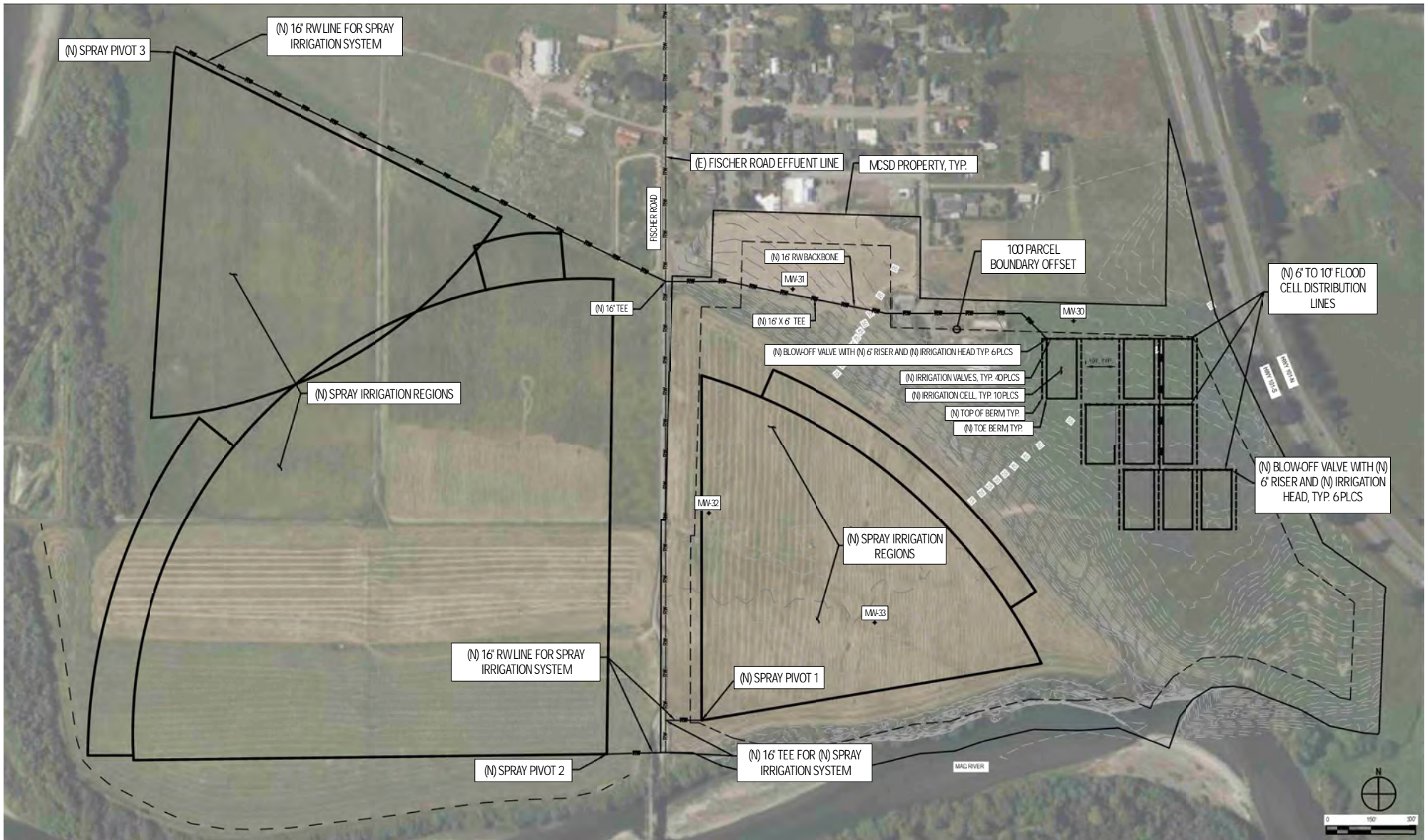
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 Grid: NAD 1983 StatePlane California I FIPS 0401 Feet

McKinleyville Community Services District  
 Wastewater Recycling Expansion Project

Project No. 12623402  
 Revision No. -  
 Date Sep 2024

Project Components

FIGURE 4



Paper Size ANSIA



McKinleyville Community Services District  
Wastewater Recycling Expansion Project

Project No. 12623402  
Revision No. -  
Date Sep 2024

Conceptual Site Plan

FIGURE 5



STATE OF CALIFORNIA



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County of Humboldt

PROOF OF PUBLICATION

Proof of Publication of: MCS D  
Notice of Intent to Adopt  
a Mitigated Neg. Dec.

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the matter referred to herein. I am the "principal" clerk of the publisher of the MAD RIVER UNION a newspaper of general circulation, published once a week, Wednesdays, in the City of Arcata, county of Humboldt, and which has been adjudged a newspaper of general circulation by the Superior Court of the County of Humboldt, State of California, under the date of Oct. 29, 2013, Court Decree Number CV130613; that the notice of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

Run Dates 11/20

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Arcata, Humboldt County, California  
this 19 day of November 2024  
Signature: \_\_\_\_\_

Kevin Hoover or Jack Durham  
(707) 826-7000

This space is for the County Clerk's Filing Stamp

Notice of Intent to Adopt a Mitigated Negative Declaration

To: Public Agencies, Interested Parties, and Humboldt County Clerk

Project Title: Wastewater Recycling Expansion Project

Lead Agency: McKinleyville Community Services District, 1656 Sutter Road, McKinleyville, CA 95519

Contact: Pat Kaspari, General Manager, McKinleyville Community Services District

Tel: (707) 839-3251; E: pkaspari@mckinleyvillecsd.com

Review Period: November 19, 2024, to December 19, 2024

The McKinleyville Community Services District (MCS D) has prepared this notice to inform agencies and interested parties that it is releasing a CEQA Initial Study and Proposed Mitigated Negative Declaration (IS/Proposed MND) for the Wastewater Recycling Expansion Project.

Project Description and Location  
The Wastewater Recycling Expansion Project includes the expansion of existing water recycling

facilities along Fischer Avenue and adjacent agricultural fields in McKinleyville, CA in order to increase recycled water irrigation capacity, reduce operational costs, and offset groundwater extraction. Specifically, the Project includes the installation of ten 100-ft by 200-ft flood cells in open agricultural land on a bluff, replacement of 2,075 linear feet of 16-inch pipe along Fischer Avenue, installation of 5,060 linear feet of 16-inch pipe in the agricultural fields approximately perpendicular to Fischer Avenue, and installation of three pivot sprinkler irrigation systems within the agricultural fields. In total, Project im-

plementation would result in 10.32 acres of ground disturbance. The Project is not located in the vicinity of hazardous waste sites enumerated under Section 65962.5 of the Government Code.

Providing Comments

A 30-day public review period for the IS/Proposed MND will occur from November 19 to December 19, 2024. The IS/Proposed MND will be available for public review online within the "News and Project Updates" section at www.mckinleyvillecsd.ca.gov, as well as at the MCS D office at 1656 Sutter Road, McKinleyville, California. Please e-mail any comments on the IS/Proposed MND by 5 PM on December 19, 2024, to Pat Kaspari at pkaspari@mckinleyvillecsd.com.

After the review period

closes, the MCS D Board of Directors will consider adopting the IS/Proposed MND and approving the Project during their regularly schedule Board Meeting scheduled for February 5, 2025, at 6:00 PM. We encourage you to check the MCS D's webpage to confirm the date, time, and location of the Board of Directors meeting at the following website address: www.mckinleyvillecsd.ca.gov.

11.20

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# Notice of Intent to Adopt a Mitigated Negative Declaration

**To: Public Agencies, Interested Parties, and Humboldt County Clerk**

**Project Title: Wastewater Recycling Expansion Project**

**Lead Agency: McKinleyville Community Services District, 1656 Sutter Road, McKinleyville, CA 95519**

**Contact: Pat Kaspari, General Manager, McKinleyville Community Services District  
Tel: (707) 839-3251; E: [pkaspari@mckinleyvillecsd.com](mailto:pkaspari@mckinleyvillecsd.com)**

**Review Period: November 19, 2024, to December 19, 2024**

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## Project Description and Location

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## Providing Comments

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After the review period closes, the MCSD Board of Directors will consider adopting the IS/Proposed MND and approving the Project during their regularly scheduled Board Meeting scheduled for February 5, 2025, at 6:00 PM. We encourage you to check the MCSD’s webpage to confirm the date, time, and location of the Board of Directors meeting at the following website address: [www.mckinleyvillecsd.ca.gov](http://www.mckinleyvillecsd.ca.gov).

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## North Coast Regional Water Quality Control Board

**TO:** Pat Kaspari, General Manager  
 McKinleyville Community Services District  
 1656 Sutter Road  
 McKinleyville, CA 95519  
 Email: [pkaspari@mckinleyvillecsd.com](mailto:pkaspari@mckinleyvillecsd.com)

**FROM:** Tina Low, P.E., Water Resource Control Engineer  
 North Coast Regional Water Quality Control Board

**DATE:** December 18, 2024

**SUBJECT:** Initial Study and Proposed Mitigated Negative Declaration for the McKinleyville Community Services District Wastewater Recycling Expansion Project

On November 19, 2024, the North Coast Regional Water Quality Control Board (Regional Water Board) received notice of the Initial Study and Proposed Mitigated Negative Declaration (IS/Proposed MND) for the McKinleyville Community Services District (McKinleyville CSD) Wastewater Recycling Project (Project). The Project proposes to extend McKinleyville CSD's existing recycled water use by expanding the infrastructure to irrigate additional areas via flood cells. The Project includes installation of flood cells, new and replacement recycled water pipelines, and recycled water application on 132 acres of pasture lands.

We appreciate the opportunity to review the IS/ Proposed MND and have the following comments:

- 1) **Regional Water Board Recycled Water Permitting:**  
 The State and Regional Water Boards regulate the production and use of recycled water in a manner that protects public health and the environment. Recycled water must be produced and used in compliance with the [Recycled Water Policy](#), California Code of Regulations, title 22 and all applicable state and federal water quality laws.
- 2) **Section 4.10 Hydrology and Water Quality:**  
 The Recycled Water Policy states that irrigation and other non-potable uses of recycled water, when in accordance with the policy, is to the benefit of the people of the State of California and that nonetheless, such use may impact groundwater quality. To minimize threats to groundwater quality, the Project should be designed to meet the following criteria:

HECTOR BEDOLLA, CHAIR | VALERIE QUINTO, EXECUTIVE OFFICER

**a. Recycled Water Application Rates:**

In all areas that receive recycled water (including the proposed flood cells), application of recycled water rates must be managed to minimize percolation of recycled water below the plants' root zone, i.e., in a manner (1) necessary to satisfy the plants' evapotranspiration requirements; (2) that considers allowances for supplemental water, irrigation uniformity, leaching, and climate; and (3) when the soil is not saturated. Hydraulic loading to use sites shall be at reasonable agronomic rates designed to minimize percolation of wastewater constituents below the root zone.

**b. Nutrient Management:**

The application of recycled water should also consider the nutrient levels in the water and the nutrient demands of the plants. To minimize nutrient loading to groundwater, recycled water must be applied at rates that do not exceed the water or nutrient demand of the crop or vegetation being irrigated.

We are providing these comments to help inform planning of the Project. If you have any questions regarding these comments, please contact me at (707)-576-2653 or email [Tina.Low@waterboards.ca.gov](mailto:Tina.Low@waterboards.ca.gov).

Best regards,

Tina Low, P.E.  
Water Resource Control Engineer

cc:

Kerry McNamee, Environmental Planner, GHD  
Email: [Kerry.mcnamee@ghd.com](mailto:Kerry.mcnamee@ghd.com)

State Clearinghouse, Office of Planning and Research  
[State.Clearinghouse@opr.ca.gov](mailto:State.Clearinghouse@opr.ca.gov)

North Coast Regional Water Quality Control Board  
[Northcoast@waterboards.ca.gov](mailto:Northcoast@waterboards.ca.gov)

**Notice of Completion & Environmental Document Transmittal**

Mail to: State Clearinghouse, P.O. Box 3044, Sacramento, CA 95812-3044 (916) 445-0613  
 For Hand Delivery/Street Address: 1400 Tenth Street, Sacramento, CA 95814

<b>SCH #</b>
--------------

**Project Title:** \_\_\_\_\_  
 Lead Agency: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

**Project Location:** County: \_\_\_\_\_ City/Nearest Community: \_\_\_\_\_  
 Cross Streets: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Longitude/Latitude (degrees, minutes and seconds): \_\_\_\_\_° \_\_\_\_\_' \_\_\_\_\_" N / \_\_\_\_\_° \_\_\_\_\_' \_\_\_\_\_" W Total Acres: \_\_\_\_\_  
 Assessor's Parcel No.: \_\_\_\_\_ Section: \_\_\_\_\_ Twp.: \_\_\_\_\_ Range: \_\_\_\_\_ Base: \_\_\_\_\_  
 Within 2 Miles: State Hwy #: \_\_\_\_\_ Waterways: \_\_\_\_\_  
 Airports: \_\_\_\_\_ Railways: \_\_\_\_\_ Schools: \_\_\_\_\_

**Document Type:**

CEQA:  NOP  Draft EIR NEPA:  NOI Other:  Joint Document  
 Early Cons  Supplement/Subsequent EIR  EA  Final Document  
 Neg Dec (Prior SCH No.) \_\_\_\_\_  Draft EIS  Other: \_\_\_\_\_  
 Mit Neg Dec Other: \_\_\_\_\_  FONSI \_\_\_\_\_

**Local Action Type:**

General Plan Update  Specific Plan  Rezone  Annexation  
 General Plan Amendment  Master Plan  Prezone  Redevelopment  
 General Plan Element  Planned Unit Development  Use Permit  Coastal Permit  
 Community Plan  Site Plan  Land Division (Subdivision, etc.)  Other: \_\_\_\_\_

**Development Type:**

Residential: Units \_\_\_\_\_ Acres \_\_\_\_\_  
 Office: Sq.ft. \_\_\_\_\_ Acres \_\_\_\_\_ Employees \_\_\_\_\_  Transportation: Type \_\_\_\_\_  
 Commercial: Sq.ft. \_\_\_\_\_ Acres \_\_\_\_\_ Employees \_\_\_\_\_  Mining: Mineral \_\_\_\_\_  
 Industrial: Sq.ft. \_\_\_\_\_ Acres \_\_\_\_\_ Employees \_\_\_\_\_  Power: Type \_\_\_\_\_ MW \_\_\_\_\_  
 Educational: \_\_\_\_\_  Waste Treatment: Type \_\_\_\_\_ MGD \_\_\_\_\_  
 Recreational: \_\_\_\_\_  Hazardous Waste: Type \_\_\_\_\_  
 Water Facilities: Type \_\_\_\_\_ MGD \_\_\_\_\_  Other: \_\_\_\_\_

**Project Issues Discussed in Document:**

Aesthetic/Visual  Fiscal  Recreation/Parks  Vegetation  
 Agricultural Land  Flood Plain/Flooding  Schools/Universities  Water Quality  
 Air Quality  Forest Land/Fire Hazard  Septic Systems  Water Supply/Groundwater  
 Archeological/Historical  Geologic/Seismic  Sewer Capacity  Wetland/Riparian  
 Biological Resources  Minerals  Soil Erosion/Compaction/Grading  Growth Inducement  
 Coastal Zone  Noise  Solid Waste  Land Use  
 Drainage/Absorption  Population/Housing Balance  Toxic/Hazardous  Cumulative Effects  
 Economic/Jobs  Public Services/Facilities  Traffic/Circulation  Other: \_\_\_\_\_

**Present Land Use/Zoning/General Plan Designation:**

**Project Description:** (please use a separate page if necessary)

Note: The State Clearinghouse will assign identification numbers for all new projects. If a SCH number already exists for a project (e.g. Notice of Preparation or previous draft document) please fill in.

## Reviewing Agencies Checklist

Lead Agencies may recommend State Clearinghouse distribution by marking agencies below with an "X".  
If you have already sent your document to the agency please denote that with an "S".

<input type="checkbox"/> Air Resources Board	<input type="checkbox"/> Office of Historic Preservation
<input type="checkbox"/> Boating & Waterways, Department of	<input type="checkbox"/> Office of Public School Construction
<input type="checkbox"/> California Emergency Management Agency	<input type="checkbox"/> Parks & Recreation, Department of
<input type="checkbox"/> California Highway Patrol	<input type="checkbox"/> Pesticide Regulation, Department of
<input type="checkbox"/> Caltrans District # _____	<input type="checkbox"/> Public Utilities Commission
<input type="checkbox"/> Caltrans Division of Aeronautics	<input type="checkbox"/> Regional WQCB # _____
<input type="checkbox"/> Caltrans Planning	<input type="checkbox"/> Resources Agency
<input type="checkbox"/> Central Valley Flood Protection Board	<input type="checkbox"/> Resources Recycling and Recovery, Department of
<input type="checkbox"/> Coachella Valley Mtns. Conservancy	<input type="checkbox"/> S.F. Bay Conservation & Development Comm.
<input type="checkbox"/> Coastal Commission	<input type="checkbox"/> San Gabriel & Lower L.A. Rivers & Mtns. Conservancy
<input type="checkbox"/> Colorado River Board	<input type="checkbox"/> San Joaquin River Conservancy
<input type="checkbox"/> Conservation, Department of	<input type="checkbox"/> Santa Monica Mtns. Conservancy
<input type="checkbox"/> Corrections, Department of	<input type="checkbox"/> State Lands Commission
<input type="checkbox"/> Delta Protection Commission	<input type="checkbox"/> SWRCB: Clean Water Grants
<input type="checkbox"/> Education, Department of	<input type="checkbox"/> SWRCB: Water Quality
<input type="checkbox"/> Energy Commission	<input type="checkbox"/> SWRCB: Water Rights
<input type="checkbox"/> Fish & Game Region # _____	<input type="checkbox"/> Tahoe Regional Planning Agency
<input type="checkbox"/> Food & Agriculture, Department of	<input type="checkbox"/> Toxic Substances Control, Department of
<input type="checkbox"/> Forestry and Fire Protection, Department of	<input type="checkbox"/> Water Resources, Department of
<input type="checkbox"/> General Services, Department of	
<input type="checkbox"/> Health Services, Department of	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Housing & Community Development	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Native American Heritage Commission	

### Local Public Review Period (to be filled in by lead agency)

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

### Lead Agency (Complete if applicable):

Consulting Firm: _____	Applicant: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Contact: _____	Phone: _____
Phone: _____	

**Signature of Lead Agency Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Authority cited: Section 21083, Public Resources Code. Reference: Section 21161, Public Resources Code.



**RESOLUTION 2025-02**

**A RESOLUTION OF MCKINLEYVILLE COMMUNITY SERVICES DISTRICT ADOPTING THE INITIAL STUDY AND MITIGATED NEGATIVE DECLARATION FOR THE WASTEWATER RECYCLING EXPANSION PROJECT (STATE CLEARING HOUSE NUMBER 2024110602); ADOPTING THE MITIGATION MONITORING AND REPORTING PROGRAM AND APPROVING THE PROJECT**

**THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE CSD FINDS:**

- A) On November 19, 2024, McKinleyville CSD submitted the Initial Study/Proposed Mitigated Negative Declaration (ISMND) for the Wastewater Recycling Expansion Project (Project) to the State Clearinghouse. The proposed Project will install new sprinkler systems at Fischer and Pialorsi, including piping and electrical, install flood cells on the East Upper Bench at the Pialorsi property.
- B) The District has evaluated potential environmental effects of the project through the preparation and circulation of the ISMND incorporated herein by this reference. This process included the following actions:
- 1) Review of the Project and its potential to cause environmental impacts within the resource categories listed in Appendix G of the CEQA Guidelines through preparation of an ISMND.
  - 2) A public 30-day review period for the MND was conducted from November 19, 2024 to December 19, 2024. MCSD submitted of a Notice of Intent to adopt the ISMND to the Mad River Union (published on November 20, 2024) which disclosed the duration of the public comment period and where the document could be accessed.
  - 3) MCSD submitted the Notice of Completion, ISMND and Notice of Intent to the State Clearinghouse for public review and distribution to responsible, trustee, and public agencies with jurisdiction over the resources affected by the Project on November 19, 2024 (State Clearinghouse number 2024110602). The NOC, ISMND and Copies of the draft documents were available for review at the District's office, and the District's website ([www. https://mckinleyvillecsd.specialdistrict.org/project-news](https://mckinleyvillecsd.specialdistrict.org/project-news)).
  - 4) One comment from the North Coast Regional Water Quality Control Board (NCRWQCB) on the ISMND was received by the District before the end of the 30-day review period on December 18, 2024. The comment letter stated the need for the Project to comply with the States Recycled Water Policy, and reiterated the need for the application rate of the recycled water to be applied at agronomic rates to minimize percolation of recycled water below the plants' root zone, and at rates which consider nutrient levels to minimize nutrient loading to groundwater
  - 5) A Response to Comments document was written in response to the comment letter received from the NCRWQCB which stated that the District complies (and will continue to comply) with the States Recycled Water Policy, and that the District will apply recycled water at agronomic rates which consider nutrient levels.
- C) All actions required to be taken by applicable law related to the preparation, circulation, and review of the MND have been taken.

- D) An ISMND has been prepared consisting of the Initial Study, and Mitigated Negative Declaration, This ISMND was posted on the District's website at <https://mckinleyvillecsd.specialdistrict.org/project-news> on November 19, 2024.
- E) A Notice of Intent to adopt the MND was published in the Mad River Union Newspaper on November 20, 2024.
- F) A Mitigation, Monitoring, and Reporting Plan (MMRP) has been prepared for the Project. The MMRP details the program for implementing the mitigation measures established in the ISMND to mitigate or avoid significant environmental effects.
- G) A comment was received from the NCRWQCB on December 18, 2024, and a Response to Comments document was prepared on January 6, 2025.
- H) District Staff, after considering the ISMND, public comment letter, Response to Comments documentation, the evidence and testimony before it, recommended that the District Board of Directors adopt the ISMND, adopt the CEQA findings, adopt the Mitigation Monitoring Reporting Program, and approve the Wastewater Recycling Expansion Project.
- I) The Board of Directors understands that grant applications to fund the construction of the Project have been submitted to the State Water Resources Control Board. The final approval of District in-kind and matching funds will be made at a subsequent meeting of the Board once these sources of funding are finalized.
- J) The District Board of Directors held a public hearing on February 5, 2025, to consider the ISMND, MMRP, and the Project. The Board of Directors, after staff analysis of the same, independently reviewed and analyzed reports, documents, and declarations which became a part of the record of this decision.
- K) The Board of Directors made its decision to adopt the ISMND for this Project in light of the record as a whole as set forth in these findings; and,
- L) The Board of Directors, in adopting the ISMND for this Project, of which these findings are a part, did so through the exercise of their independent judgment and review after finding substantial evidence, in light of the record as a whole, to support the adoption of the ISMND; and,
- M) The Board of Directors has made its decision to adopt the ISMND and the MMRP in the light of all the testimony and evidence presented at or prior to the close of the noticed public hearing, including letters, reports, comments, analyses, etc., which the Board after review and comment by its staff critically reviewed, corrected, and augmented where necessary, as set forth in the record and procedural findings on this Project; and,

THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT RESOLVES:

1. BOARD OF DIRECTORS INDEPENDENT JUDGMENT AND REVIEW. The Board of Directors adopts the Initial Study/Proposed Mitigated Negative Declaration presented to

the Board, which reviewed and considered the information contained in said Initial Study/Proposed Mitigated Negative Declaration prior to deciding whether to approve the proposed Project. The Initial Study/Proposed Mitigated Negative Declaration has been thoroughly reviewed and analyzed by the District's Staff, and the Board of Directors. The draft documents circulated for public review, and Response to Comment document reflect the District's own independent judgment and the Initial Study/Proposed Mitigated Negative Declaration as certified by this Resolution also reflects the independent judgment of the Board of Directors.

2. MITIGATION MONITORING AND REPORTING PROGRAM ADOPTED. The Board of Directors hereby adopts the Mitigation Monitoring and Reporting Program with established measures for implementing the mitigation measures set forth in the Initial Study/Proposed Mitigated Negative Declaration. The Mitigation Monitoring and Reporting Program is attached hereto as Attachment A and incorporated herein by this reference, as the Mitigation Monitoring and Reporting Program for the Wastewater Recycled Water Expansion Project. The Board of Directors finds that the Mitigation Monitoring and Reporting Program has been prepared in accordance with CEQA and the CEQA Guidelines and directs the General Manager to oversee the implementation of the program.
3. FILING OF NOTICE OF DETERMINATION. The Board of Directors hereby directs the General Manager to file a Notice of Determination within five (5) working days after approval of the Project.
4. AVAILABILITY OF PROJECT APPROVALS. The General Manager shall make the Project plans and other related materials that constitute the record of the proceedings upon which its decision is based available at the District office, 1656 Sutter Road, McKinleyville California, and in other locations the General Manager deems appropriate to facilitate public access to these documents.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on Feb. 5, 2025 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
James Biteman, Board Vice President

Attest:

\_\_\_\_\_  
Joseph Blaine, Board Secretary



# Response to Comments on ISMND

Wastewater Recycling Expansion Project  
McKinleyville Community Services District  
January 06, 2025

→ **The Power of Commitment**

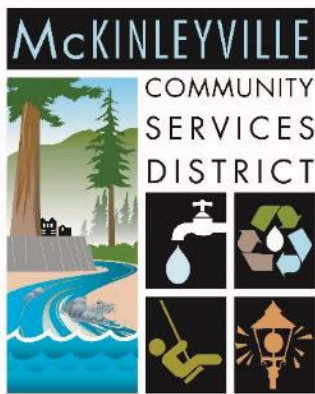


# Response to Comments on Initial Study/Proposed Mitigated Negative Declaration

## Wastewater Recycling Expansion Project

### SCH # 2024110602

Prepared for:



McKinleyville Community Services District  
1656 Sutter Rd.,  
McKinleyville CA 95519

Prepared by:



GHD  
718 Third Street  
Eureka, CA 95501

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# 1. Purpose of the Response to Comment and Errata of the Initial Study/Proposed Mitigated Negative Declaration

This document for the Response to Comments on ISMND (Project) consists of comments received during circulation of the Initial Study/Proposed Mitigated Negative Declaration (ISMND), the McKinleyville Community Services District (MCSD) responses to comments. The ISMND identified likely environmental consequences associated with the Project, and recommended mitigation measures to reduce potentially significant impacts.

## 2. Environmental Review Process

The MCSD, serving as the California Environmental Quality Act (CEQA) Lead Agency, prepared an ISMND for the Project. The ISMND was submitted to the Office of Planning and Research State Clearinghouse for review by state agencies, and to agencies with jurisdiction by law over resources affected by the Project on November 19, 2024. The public circulation period was from November 19, 2024 through December 19, 2024.

In accordance with the requirements of CEQA, the MCSD provided a Notice of Intent to Adopt a Mitigated Negative Declaration (NOI) to the public, responsible agencies, trustee agencies, Humboldt County Clerk, and the State Clearinghouse. The MCSD published the NOI in the Times Standard on November 19, 2024, and the NOI was posted at the Humboldt County Clerk's office for the 30-day public circulation period. The MCSD posted the ISMND on its website within the "News and Project Updates" section at [www.mckinleyvillecsd.ca.gov](http://www.mckinleyvillecsd.ca.gov), as well as at the MCSD office at 1656 Sutter Road, McKinleyville, California throughout the 30-day public circulation period.

The MCSD Board of Directors will hold a meeting Azalea Hall, 1620 Pickett Road, McKinleyville, CA 95519, on February 5, 2025, at 6:00 p.m., to consider adoption of the ISMND, including the comments received, and approval of the Project. Noticing and review periods required by CEQA have been satisfied. The ISMND was completed under the direction and supervision of the MCSD with support from their consultant team and reflects the MCSD's independent judgement and analysis of the potential environmental effects of the Project.

The contact person for the MCSD is:

Pat Kaspari, General Manager  
McKinleyville Community Services District  
1656 Sutter Road, McKinleyville, CA 95519  
Phone: (707) 839-3251  
Email: [pkaspari@mckinleyvillecsd.com](mailto:pkaspari@mckinleyvillecsd.com)



### **3. Comments and Responses**

The North Coast Regional Water Quality Control Board (NCRWQCB) submitted formal comments on the Project during the public circulation period. The MCSD received no other formal comments from the public or other agencies. The comment letter from NCRWQCB is enclosed below, and responses to comments received follow thereafter.

Slip sheet letter page 1

Slip sheet letter page 2

### **3.1 Comments and Responses**

The MCSD acknowledges comments expressed by the NCRWQCB comment letter and looks forward to ongoing collaboration with the agency to clarify Project details.

#### **Response to Comment 1 – Regional Water Board Recycled Water Permitting**

This comment states that the State and Regional Water Boards regulate the production and use of recycled water in a manner that protects public health and the environment. And that recycled water must be produced and used in compliance with the Recycled Water Policy, California Code of Regulations, title 22 and all applicable state and federal water quality laws. As mentioned in Section 1.7 of the ISMND, the allowable applications, required treatment, and recycled water use area requirements are defined in the Water Recycling Criteria, Title 22, Division 4, Chapter 3 of the California Code of Regulations. Section 1.7 also identifies the existing National Pollution Discharge Elimination System (NPDES) permit, held by the MCSD, to regulate their existing recycled wastewater program. The NPDES permit is a component of the federal Clean Water Act and is carried out by the regional waterboards. The proposed expansion of the MCSD recycled water operations would be in compliance with the Recycled Water Policy, and all applicable state and federal water quality laws.

#### **Response to Comment 2 – Section 4.10 Hydrology and Water Quality**

This comment states that irrigation and other non-potable uses of recycled water, when in accordance with the policy, is to the benefit of the people of the State of California and that nonetheless, this use may impact groundwater quality. To minimize threats to groundwater quality the Project should be designed to meet the following criteria (described in Comments 2a and 2b).

The MCSD doesn't anticipate that this Project would adversely impact groundwater quality because it would be applied at agronomic rates, i.e. the rate at which a plant uses recycled water for growth. Application of surplus recycled water beyond the agronomic rate would not occur.

#### **Response to Comments 2a – Recycled Water Application Rates**

This comment states that the recycled water application rates must be managed to minimize percolation of recycled water below the plants' root zone, and provides examples. This rate can also be considered the agronomic rate. The MCSD manages their existing recycled water operation in accordance with the Recycled Water Policy which requires water application at the agronomic rate. The proposed expansion of area to be treated with recycled wastewater would also be applied at the agronomic rate, to minimize percolation of recycled water below the plants' root zone, in accordance with the Recycled Water Policy. The water table is seasonally high in the winter and spring, however is lower during the summer and fall dry season. Recycled water would be applied during the dry season when the water table is lower and soil is not saturated. As the Project design progresses, the MCSD would adhere to the criteria listed in this comment.

#### **Response to Comments 2b – Nutrient Management**

This comment states that recycled water must be applied at rates that do not exceed the water or nutrient demand of the crop or vegetation being irrigated, and that nutrient levels in the water and nutrient demands of the plants should be considered prior to application of recycled wastewater. Similarly to the response to comment 2a, the MCSD carries out the existing recycled wastewater operations in accordance with the Recycled Water Policy and considers nutrient content of the recycled wastewater prior to application of recycled wastewater. The proposed recycled water expansion project area would be managed using the

same approach as the existing operations and would therefore not result in an exceedance of nutrient loading.



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## EXHIBIT “A”

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### MITIGATION MONITORING AND REPORTING PROGRAM MCKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER RECYCLING EXPANSION PROJECT

To avoid, reduce or mitigate significant effects resulting from the proposed Project, Public Resources Code Section 21081.6 requires that monitoring and reporting procedures take place through implementation of a Mitigation Monitoring and Reporting Program (MMRP). **Table A-1** provides the MMRP for the proposed Project in accordance with those guidelines.

**TABLE A-1**  
MITIGATION MONITORING AND REPORTING PROGRAM

Monitoring Measure	Individual Responsible for Implementing	Timing of Initial Action
<p><b>4.3 AIR QUALITY</b></p> <p><b>AQ-1 BMPs to Reduce Air Pollution</b></p> <p>The contractor shall implement the following BMPs during construction:</p> <ul style="list-style-type: none"> <li>• All exposed surfaces (e.g., parking areas, staging areas, soil piles, active graded areas, excavations, and unpaved access roads) shall be watered areas of active construction at a sufficient interval to avoid the migration of fugitive dust, anticipated to be two times per day or unless natural precipitation has occurred.</li> <li>• All haul trucks transporting soil, sand, or other loose material off-site shall be covered.</li> <li>• All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.</li> <li>• All vehicle speeds on unpaved roads shall be limited to 15 mph, unless the unpaved road surface has been treated for dust suppression with water, rock, wood chip mulch, or other dust prevention measures.</li> <li>• All roadways, driveways, and sidewalks to be paved shall be completed in a timely manner.</li> <li>• Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to five minutes.</li> <li>• All construction equipment shall be maintained and properly tuned in accordance with the manufacturer’s specifications.</li> <li>• Post a publicly visible sign with the telephone number and person to contact at the City regarding dust complaints. This person shall</li> </ul>	<p>MCSD’s Contractor</p>	<p>Project construction</p>



**MITIGATION MONITORING AND REPORTING PROGRAM**

**TABLE A-1**  
MITIGATION MONITORING AND REPORTING PROGRAM

Monitoring Measure	Individual Responsible for Implementing	Timing of Initial Action
respond and take corrective action within 48 hours. The NCUAQMD's phone number shall also be visible to ensure compliance with applicable regulations.		
<p><b>4.4 BIOLOGICAL RESOURCES</b></p> <p><b>BIO-1 Avoidance and Minimization Measures to Protect Special Status and Nesting Birds</b></p> <ul style="list-style-type: none"> <li>• Ground disturbance shall be conducted outside of the nesting bird season (which is generally assumed to primarily occur between March 15 – August 15). If ground disturbance or vegetation clearing cannot be confined to outside of the nesting bird season, a qualified biologist shall conduct a pre-construction survey in suitable habitat. This survey shall include a full area search for nesting activity within the Project Area and a buffered distance of 50 feet from the Project Area. In addition, this should include frequent visual raptor scans with binoculars within 300 feet of the Project Area.</li> <li>• If ground disturbance and vegetation removal work lapses for seven days or longer during the nesting season in the direct vicinity of the area surveyed, the qualified biologist shall conduct a supplemental nesting bird pre-construction survey before Project work is reinitiated.</li> <li>• If active nests are detected within the Project Area and 50-foot buffer or within the 300-foot area (for raptors), the biologist shall flag a buffer around each nest. Construction activities shall avoid nest sites until the biologist determines that the young have fledged or nesting activity has ceased. If nests are documented outside of the Project Area, but up to 300 feet of the Project Area, buffers would be implemented as needed. In general, the buffer</li> </ul>	MCSD's biologist	<p>Within seven days of ground disturbance if work occurs between March 15 and August 15.</p> <p>If work lapses in an area for seven days or longer than a new survey would be required.</p>

**TABLE A-1**  
MITIGATION MONITORING AND REPORTING PROGRAM

<b>Monitoring Measure</b>	<b>Individual Responsible for Implementing</b>	<b>Timing of Initial Action</b>
<p>size for common species would be determined on a case-by-case basis in consultation with CDFW (as needed) and, if applicable, with USFWS. Buffer sizes would take into account factors such as (1) noise and human disturbance levels at the construction site; (2) distance and amount of vegetation or other screening between the construction site and the nest; and (3) sensitivity of individual nesting species.</p> <ul style="list-style-type: none"> <li>The qualified biologist shall monitor all nests at least once per week to determine whether birds are being disturbed. If signs of disturbance or distress are observed, the qualified biologist shall immediately implement adaptive measures to reduce disturbance. These measures may include, but are not limited to, increasing buffer size, and/or halting disruptive construction activities in the vicinity of the nest until fledging is confirmed or nesting activity has ceased.</li> </ul>		
<p><b>BIO-2 Avoidance and Protection of Wetlands</b></p> <p>The Project shall implement the following avoidance and protection measures for juxtaposed Waters of the United States and Waters of the State that would not be impacted (filled or excavated) during Project construction:</p> <ul style="list-style-type: none"> <li>The Project shall attempt to avoid or minimize impacts to wetlands/waters to the greatest extent feasible in the final design plans.</li> <li>Juxtaposed wetlands (not proposed for disturbance) shall be clearly identified in the construction documents and reviewed by the McKinleyville Community Services District prior to issuing for bid to ensure they are clearly marked as equipment exclusion zones during construction.</li> </ul>	<p>MCSD’s biologist</p>	<p>Pre-construction</p>

**MITIGATION MONITORING AND REPORTING PROGRAM**

**TABLE A-1**  
MITIGATION MONITORING AND REPORTING PROGRAM

<b>Monitoring Measure</b>	<b>Individual Responsible for Implementing</b>	<b>Timing of Initial Action</b>
<ul style="list-style-type: none"> <li>Suitable perimeter control measures, such as silt fences, or straw wattles shall be placed below all construction activities at the edge of surface water features to intercept sediment before it reaches the waterway. These measures shall be installed prior to any clearing or grading activities.</li> </ul> <p>Wetlands temporarily disturbed during Project construction shall be restored to pre-Project topography and seeded with a CA native grass seed mix.</p>		
<p><b>4.5 CULTURAL RESOURCES</b></p> <p><b>CR-1 Tribal Cultural Monitoring and Monitoring Plan</b></p> <p>A Monitoring Plan shall be drafted in consultation with the Blue Lake Rancheria, Wiyot Tribe and Bear River Band of Rohnerville Rancheria. The Monitoring Plan shall include the following:</p> <ul style="list-style-type: none"> <li>specifics of post-implementation recording requirements,</li> <li>how discoveries will be addressed,</li> <li>how collections will be curated or reburied, and</li> <li>information to consult with the Native American Heritage Commission to determine the most likely descendant for the site may also be appropriate and will assist the consultation process should human remains be inadvertently discovered.</li> </ul> <p>All ground disturbing work shall be monitored by a Tribal Cultural Monitor who will ensure the proper treatment of inadvertently discovered resources in accordance with the Monitoring Plan.</p>	<p>MCS D in coordination with the Blue Lake Rancheria, Wiyot Tribe and Bear River Band of Rohnerville Rancheria.</p>	<p>Pre-construction and during construction</p>

**MITIGATION MONITORING AND REPORTING PROGRAM**

**TABLE A-1**  
MITIGATION MONITORING AND REPORTING PROGRAM

<b>Monitoring Measure</b>	<b>Individual Responsible for Implementing</b>	<b>Timing of Initial Action</b>
<p><b>CR-2 Inadvertent Discovery of Archaeological Material</b></p> <p>A pre-construction meeting shall be held with field contractors, where the protocols for inadvertent discovery (described below) shall be communicated. If cultural materials for example: chipped or ground stone, historic debris, building foundations, or bone are discovered during ground-disturbance activities, work shall be stopped within 20 meters (66 feet) of the discovery, per the requirements of CEQA (Title 14 CCR 15064.5 (f)). Work near the archaeological finds shall not resume until a professional archaeologist, who meets the Secretary of the Interior’s Standards and Guidelines, has evaluated the materials and offered recommendations for further action. Tribal representatives shall be notified.</p>	<p>MCSD’s Contractor</p>	<p>Pre-construction and during construction</p>
<p><b>CR-3 Inadvertent Discovery of Human Remains</b></p> <p>If human remains are discovered during project construction, work will stop at the discovery location, within 20 meters (66 feet), and any nearby area reasonably suspected to overlie adjacent to human remains (Public Resources Code, Section 7050.5). The Humboldt County coroner will be contacted to determine if the cause of death must be investigated. If the coroner determines that the remains are of Native American origin, it is necessary to comply with state laws relating to the disposition of Native American burials, which fall within the jurisdiction of the NAHC (Public Resources Code, Section 5097). The coroner will contact the NAHC. The descendants or most likely descendants of the deceased will be contacted, and work will not resume until they have made a recommendation to the landowner or the person responsible for the excavation work for means of treatment and disposition, with appropriate dignity, of the human remains and</p>	<p>MCSD’s Contractor</p>	<p>Project construction</p>

**MITIGATION MONITORING AND REPORTING PROGRAM**

**TABLE A-1**  
MITIGATION MONITORING AND REPORTING PROGRAM

Monitoring Measure	Individual Responsible for Implementing	Timing of Initial Action
any associated grave goods, as provided in Public Resources Code, Section 5097.98.		
<p><b>4.7 GEOLOGY AND SOILS</b></p> <p><b>GEO-1 Inadvertent Discovery of Paleontological Resources</b></p> <p>In the event that fossils are encountered during construction (i.e., bones, teeth, or unusually abundant and well-preserved invertebrates or plants), construction activities shall be diverted away from the discovery within 50 feet of the find, and a professional paleontologist shall be notified to document the discovery as needed, to evaluate the potential resource, and to assess the nature and importance of the find. Based on the scientific value or uniqueness of the find, the paleontologist may record the find and allow work to continue, or recommend salvage and recovery of the material, if it is determined that the find cannot be avoided. The paleontologist shall make recommendations for necessary treatment that is consistent with currently accepted scientific practices. Any fossils collected from the area shall then be deposited in an accredited and permanent scientific institution where they would be properly curated and preserved.</p>	MCSD's Contractor	Project construction
<p><b>EXISTING REGULATIONS/STANDARD BMPS:</b></p> <p><b>Environmental Protection Action 1 – Stormwater Pollution Prevention Plan</b></p> <p>The Project would seek coverage under State Water Resources Control Board (Regional Board) Order No. 2009-0009-DWQ, Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction and Land Disturbance Activities. The</p>	MCSD's Contractor	Project construction

**MITIGATION MONITORING AND REPORTING PROGRAM**

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**TABLE A-1**  
MITIGATION MONITORING AND REPORTING PROGRAM

<b>Monitoring Measure</b>	<b>Individual Responsible for Implementing</b>	<b>Timing of Initial Action</b>
<p>City would submit Construction General Permit registration documents (notice of intent, risk assessment, site maps, Storm Water Pollution Prevention Plan (SWPPP), annual fee, and certifications) to the Water Board. The SWPPP would address pollutant sources, best management practices, and other requirements specified in the Order. The SWPPP would include erosion and sediment control measures, and dust control practices to prevent wind erosion, sediment tracking, and dust generation by construction equipment. A Qualified SWPPP Developer would oversee the development of the SWPPP and a Qualified SWPPP Practitioner would oversee implementation of the Project SWPPP, including visual inspections, sampling and analysis, and ensuring overall compliance.</p>		

**Notice of Determination**

**Appendix D**

**To:**

Office of Planning and Research  
*U.S. Mail:* \_\_\_\_\_ *Street Address:* \_\_\_\_\_  
 P.O. Box 3044 1400 Tenth St., Rm 113  
 Sacramento, CA 95812-3044 Sacramento, CA 95814

County Clerk  
 County of: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

**From:**

Public Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: pkaspari@mckinleyvillecsd.com  
 Lead Agency (if different from above): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_

***SUBJECT: Filing of Notice of Determination in compliance with Section 21108 or 21152 of the Public Resources Code.***

State Clearinghouse Number (if submitted to State Clearinghouse): \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Applicant: \_\_\_\_\_

Project Location (include county): \_\_\_\_\_

Project Description:

This is to advise that the \_\_\_\_\_ has approved the above  
 ( Lead Agency or  Responsible Agency)

described project on \_\_\_\_\_ and has made the following determinations regarding the above  
 (date)  
 described project.

1. The project [ will  will not] have a significant effect on the environment.
2.  An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA.  
 A Negative Declaration was prepared for this project pursuant to the provisions of CEQA.
3. Mitigation measures [ were  were not] made a condition of the approval of the project.
4. A mitigation reporting or monitoring plan [ was  was not] adopted for this project.
5. A statement of Overriding Considerations [ was  was not] adopted for this project.
6. Findings [ were  were not] made pursuant to the provisions of CEQA.

This is to certify that the final EIR with comments and responses and record of project approval, or the negative Declaration, is available to the General Public at:

\_\_\_\_\_  
 Signature (Public Agency): \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date Received for filing at OPR: \_\_\_\_\_

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## 7.2 Cost Estimate

The following table provides a high-level, order of magnitude Class 5 cost estimate (-50% to +100%) to serve as a basis for capital project planning for the District.

Table 7.1 Project Cost Estimate

<b>Proposed Project</b>		
Recycled Water Pipeline & Fittings (e.g., PVC C900)		
<b>\$26 / in-dia. / LF</b>		
10-in Flood Cell Pipeline	1,860 LF	\$483,600
16-in RW Main to Flood Cells	1,340 LF	\$557,440
16-in RW Main to Pivots	1,900 LF	\$790,400
<b>Pipeline Subtotal</b>		<b>\$1,831,440</b>
Flood Cells		
100-ft x 200-ft \$10,000 ea. (includes grading only)	Qty 10	\$100,000
Tees, risers, alfalfa valves & appurtenances		\$100,000
<b>Flood Cell Subtotal</b>		<b>\$200,000</b>
Pivot Sprinkler Irrigation Systems		
Pivot 1: 1324' Pivot assembly with Valley Model 8000 USA Drive Train (400gpm).	25 acres	\$244,200
Pivot 2: 1592' Pivot assembly with Valley Model 8000 USA Drive Train (400gpm).	50 acres	\$272,400
Pivot 3: 1227' Pivot assembly with Valley Model 8000 USA Drive Train (400gpm).	12 acres	\$222,000
Electrical Conduit/Wire Installed from Pump Station to Pivots (\$20/ft)	5,400 feet	\$108,000
Misc. Electrical Equipment Installation & Wiring (i.e. Breakers, E-Panel, Control Panel) <sup>1</sup>		\$80,000
<b>Spray Irrigation Subtotal</b>		<b>\$926,600</b>
<b>CAPEX Subtotal</b>		<b>\$2,958,040</b>
Engineering (10%)		\$295,804
Construction Management (10%)		\$295,804
Environmental (5%)		\$147,902
Legal & Admin (3.5%)		\$103,531
<b>Soft Cost Subtotal</b>		<b>\$843,041</b>
<b>Project Cost Subtotal</b>		<b>\$3,801,081</b>
Contingency (20%)		\$760,216
<b>2024 Estimate Capital Cost</b>		<b>\$4,561,298</b>
<b>2025 Estimate Capital Cost (5% additional)</b>		<b>\$4,789,363</b>
<b>2026 Estimate Capital Cost (10% additional)</b>		<b>\$5,017,427</b>
<sup>1</sup> Cost does not include new electrical service drop		

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **INFORMATION**

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**ITEM: E.5**                      **Review Operational Data and Cost Savings for the Microgrid System Installed at the Wastewater Management Facility**

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

**TYPE OF ACTION:**          **Informational Only**

### **Recommendation:**

Staff recommends that the Board review the material provided, listen to the presentation, discuss, and take public comment on the Microgrid operational summary and cost savings.

### **Discussion:**

As the Board is aware, the District received a 50% grant and 50% loan from the State Water Resources Control Board, Energy Efficiency Grant Program. The \$5M grant/loan was used to upgrade our Hiller Lift Station, purchase Doppler flow meters to assess Inflow & Infiltration into the sanitary sewer system, and construct the \$3.8M Microgrid System at the Wastewater Treatment Facility. The Microgrid consists of a 500kW solar array with a 250kW Battery Energy Storage System (BESS) all tied into the existing 500kW diesel generator and a standalone control panel. The intent of the system is to provide multiple redundancy for the treatment plant, reduce PG&E costs to help reduce budget expenses and help ensure no upsets to the treatment process and quality of our effluent.

The solar array was completed and brought online in December 2022. The BESS intertie with PG&E was delayed considerably, mainly due to the extremely onerous permitting process with PG&E but was eventually brought online in July of 2024. We are still working some bugs out in the BESS and the Operating System, but the system is providing the redundancy and cost savings intended.

**Attachment 1** is a Power Point presentation assembled by Ameresco, the Prime Construction and O&M Contractor. General Manager Kaspari will walk the Board and Public through the presentation.

### **Alternatives:**

Not Applicable

### **Fiscal Analysis:**

Net Savings on PG&E costs total \$193,768 over the two years of operations, with a net savings of \$187,131 including the loan payments.

### **Environmental Requirements:**

Not Applicable

**Exhibits/Attachments:**

- Attachment 1 – MCSD Microgrid Operational Report Power Point Presentation



# McKinleyville CSD Microgrid Operational Report

January 6, 2025

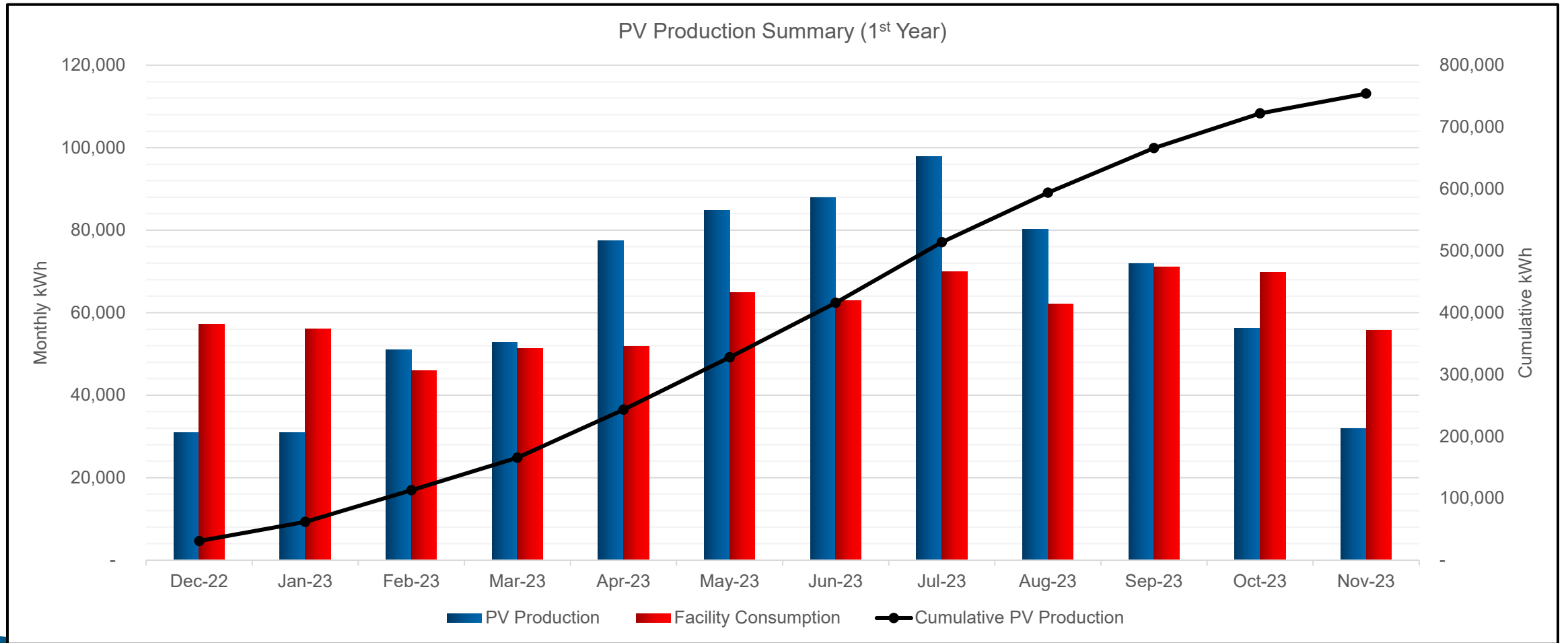
# Timeline

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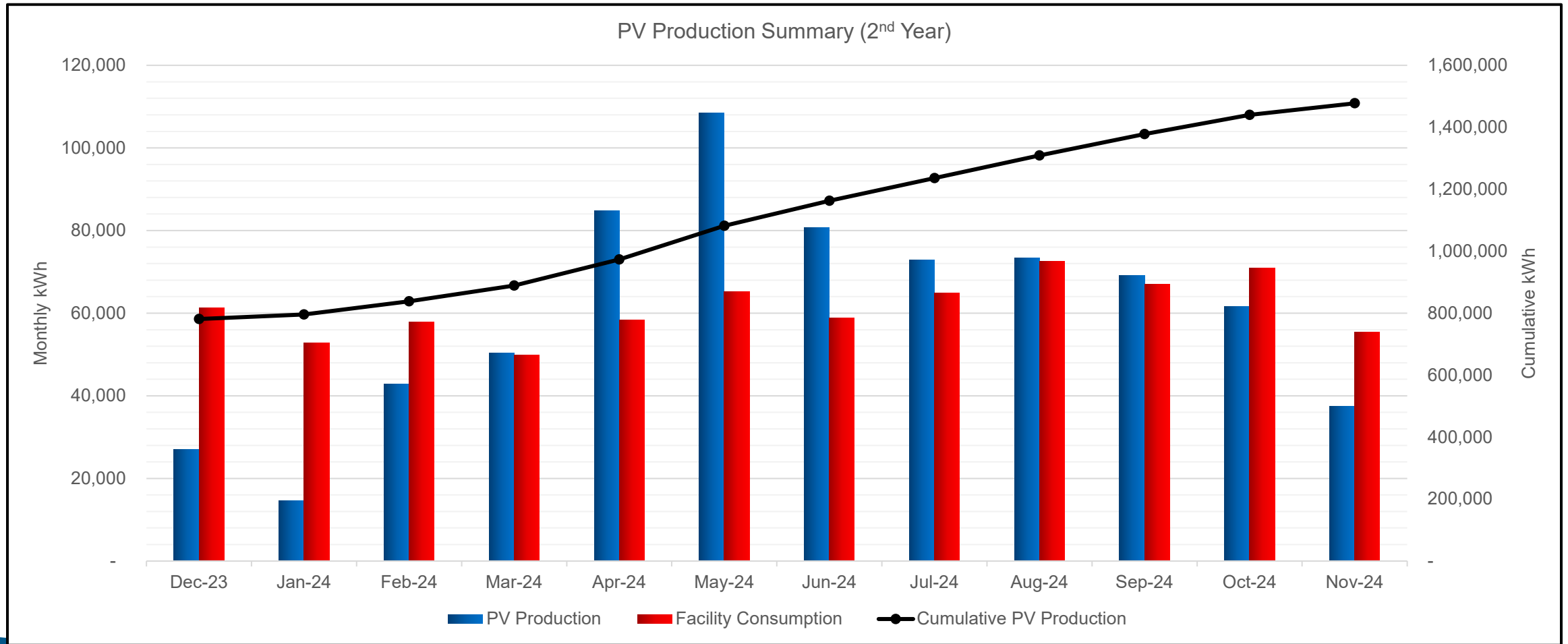
- Commercial operation of the PV array commenced in 2022
  - At this point, the array began generating energy for consumption at the WWMF and export to the electric grid, resulting in realized energy and cost savings
- Commercial operation of the BESS commenced July 1, 2024

Milestone	Date
Year 1	December 2022 – November 2023
Year 2	December 2023 – November 2024
Loan Payment #1	December 2024

# PV Production Summary (1<sup>st</sup> Year)

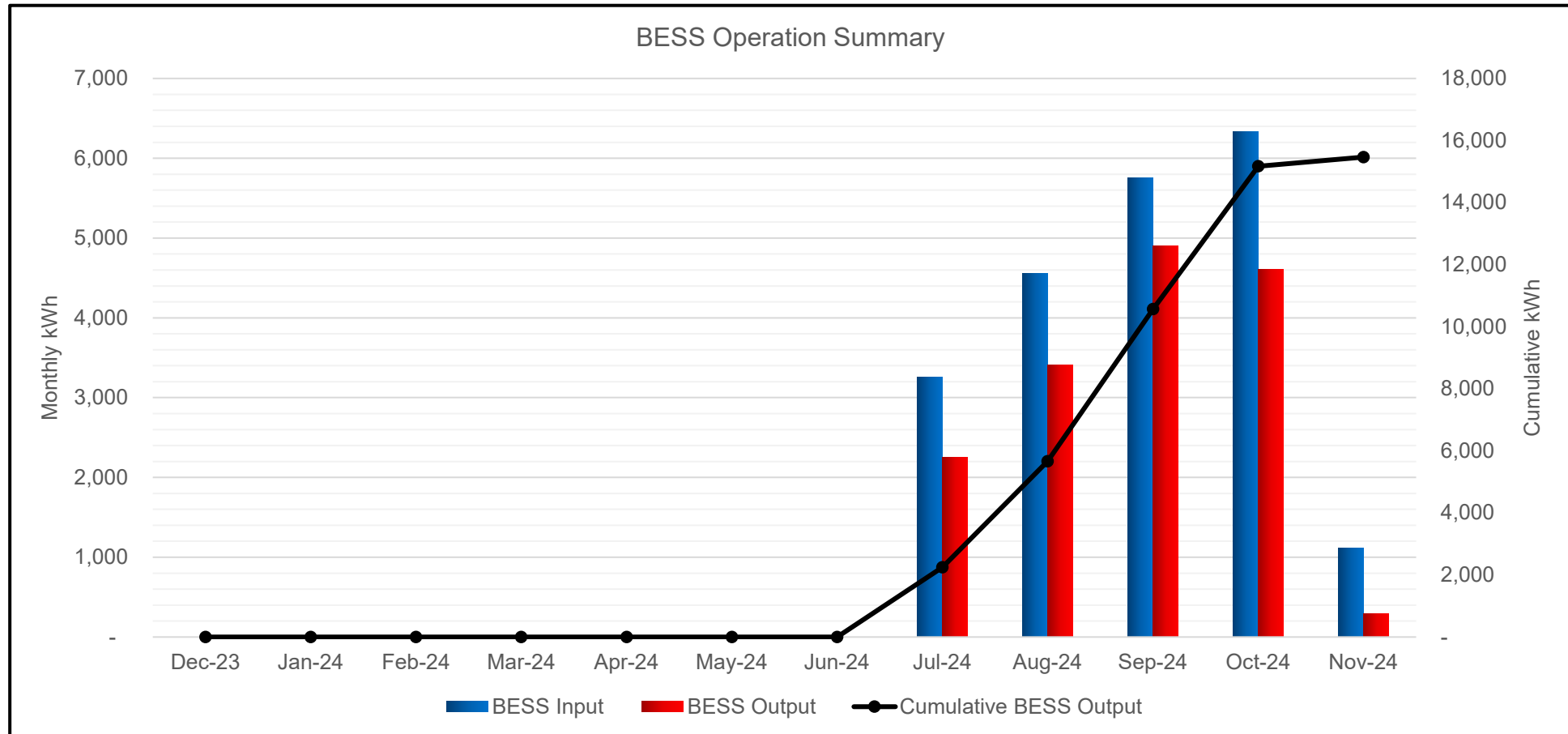


# PV Production Summary (2<sup>nd</sup> Year)





# BESS Operation Summary



\* BESS outage in November

# Performance Summary

MCSD Microgrid - Performance Summary						
Performance Period	Baseline	Performance Period (2022 - 2024)				
	Facility Consumption (kWh)	Guaranteed PV Production (kWh)	Gross PV Production (kWh)	BESS Output (kWh)	Facility Consumption (kWh)	Net Utility Consumption (kWh)
Year 1	733,006	513,104	754,048	-	718,762	(35,285)
Year 2	733,006	513,104	723,276	15,466	735,093	11,817
<b>Total</b>	<b>1,466,012</b>	<b>1,026,208</b>	<b>1,477,323</b>	<b>15,466</b>	<b>1,453,855</b>	<b>(23,468)</b>

\*Actual or Gross PV Production exceeds Guaranteed Production by 44%

Performance Period Facility Consumption = Gross PV Production + Net Utility Consumption

Net Utility Consumption from PG&E bills provided by MCSD

# Savings Summary

MCSD Microgrid - Cost Savings Summary					
Performance Period	Baseline		Performance Period		Net Savings <sup>5</sup> (\$)
	Utility Rate <sup>1</sup> (\$/kWh)	Utility Cost <sup>2</sup> (\$)	Utility Cost <sup>3</sup> (\$)	Loan Payment <sup>4</sup> (\$)	
Year 1	\$ 0.2980	\$ 218,470	\$ 83,017	\$ -	\$ 135,452
Year 2	\$ 0.3370	\$ 247,041	\$ 110,750	\$ 84,612	\$ 51,679
<b>Total</b>		<b>\$ 465,510</b>	<b>\$ 193,768</b>	<b>\$ 84,612</b>	<b>\$ 187,131</b>

<sup>1</sup>B-19 TOU (Option S) Secondary "Average" Bundled Total Rate

<sup>2</sup>Baseline Utility Cost = Baseline Utility Rate \* Baseline Facility Consumption

<sup>3</sup>From PG&E Bills provided by MCSD

<sup>4</sup>From Loan Payment Calculation using figures provided by MCSD

<sup>5</sup>Net Savings = Baseline Utility Cost - Performance Period Utility Cost - Loan Payment

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.6**                      **Review Information for the Draft Capital Improvement Plan for the Parks & General Fund, FY2025-26**

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

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

### **Recommendation:**

Staff recommends that the Board review and discuss the Draft Capital Improvement Plan for the Parks and General Fund and take public comment.

### **Discussion:**

The detailed draft of the Fiscal Year 2025-26 Capital Improvement Plan (CIP) for the Parks & General Fund is attached (**Attachment 1**), covering the next ten fiscal years. Budgeted expenditures which are not grant funded are anticipated to be covered by assessments and user fees. This allows the District to take a structured approach to future user fees as these projects are undertaken. Funding for certain projects depends on grant funds awarded. Smaller projects that do not meet the definition of capital assets will be treated as regular expenditures and are expected to be paid from operating funds.

The attached Narrative (**Attachment 2**) provides further detail. The final summarized CIP will be brought back to the Board for review and approval with the complete Fiscal Year 2025-26 Budget in June 2025.

### **Alternatives:**

Take Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 - Draft Capital Improvement Plan for the Fiscal Years ending June 30, 2026 – 2036 for the Parks and General Fund
- Attachment 2 – Draft Capital Improvement Plan Narrative for Fiscal Year 2025-26

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**McKinleyville Community Services District  
General Fund (Parks & Recreation) Capital Improvement Project Budget  
For the Fiscal Years Ending June 30, 2026 - 2035**

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10
	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
<b>1. Hiller Park &amp; Sports Complex Projects</b>										
Park landscaping & signage	5	5	5							
Playground Structure Replacement			132							
Concessions/RR Interior				9						
Roof Replacement-Concessions/RR					25					
Concessions/RR Exterior		10				45				
Roof Replacement-Hiller Park west RR		10								
Restroom Upgrade-Hiller Park West		75								
Parking Lot				16						
Back Stops	30									
Development of Caretaker Lot				80						
<b>Totals:</b>	<b>35</b>	<b>100</b>	<b>137</b>	<b>105</b>	<b>25</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2. Pierson Park Projects</b>										
Playground Structure Replacement				90						
Park Restrooms/Garage			250		15					
Gazebo Rehabilitation/Replacement	15	7		8						
Pavilion Rehabilitation/Replacement		11								15
Landscaping/Courts/Benches			8		80					
Skatepark										
ADA Sidewalk Replacements		20		20		20		20		
<b>Totals:</b>	<b>15</b>	<b>38</b>	<b>258</b>	<b>118</b>	<b>95</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>15</b>

McKinleyville Community Services District  
 General Fund (Parks & Recreation) Capital Improvement Project Budget  
 For the Fiscal Years Ending June 30, 2026 - 2035

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10
	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
<b>3. Azalea Hall Projects</b>										
Major Appliance Replacement	10	10	12	12	14	14	16	16		
Replace flooring	15	15								
Roof replacement					75					
Exterior Repairs/Replacement	50	50			15					
Parking lot resurfacing	16									
Wall/Window Covering replacement		10	10	10						
Replace tables & chairs				15					16	
P/A system and audio-visual					6					
<b>Totals:</b>	<b>91</b>	<b>85</b>	<b>22</b>	<b>37</b>	<b>110</b>	<b>14</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>0</b>
<b>4. McKinleyville Activity Center Projects</b>										
Landscaping & signage	5		5		5		5		5	
Flooring replacement		100								
Gymnasium Walls		25								
Roof replacement					100					
Siding repair/replacement		70								
Equipment rehabilitation/replacement		10								
Parking lot resurfacing			30							
Bleacher replacement		5		12						
Major Appliance replacement	32									8
Interior fixtures		10								
<b>Totals:</b>	<b>37</b>	<b>220</b>	<b>35</b>	<b>12</b>	<b>105</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>8</b>



McKinleyville Community Services District  
 General Fund (Parks & Recreation) Capital Improvement Project Budget  
 For the Fiscal Years Ending June 30, 2026 - 2035

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10
	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
<b>5. Other Park Projects &amp; Equipment</b>										
Mower & landscaping equipment		26				18		28		
Light duty utility truck/van/car/EV	11		12		12		80		18	
<b>Totals:</b>	<b>11</b>	<b>26</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>18</b>	<b>80</b>	<b>28</b>	<b>18</b>	<b>0</b>
<b>6. Law Enforcement Facility Projects</b>										
Flooring		19								
Furnace replacement		6								
Roof replacement								35		
Siding replacement			21							
LEF/Library Parking sealing/paving/fencing	14	5								
<b>Totals:</b>	<b>14</b>	<b>11</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35</b>	<b>0</b>	<b>0</b>
<b>7. McKinleyville Library Projects</b>										
Flooring replacement	25	16								
Furnace replacement	10	10	10	10	10					
Fire Suppression system	20									
Roof & Siding replacement		60								
ADA compliance	50									
<b>Totals:</b>	<b>105</b>	<b>86</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

McKinleyville Community Services District  
 General Fund (Parks & Recreation) Capital Improvement Project Budget  
 For the Fiscal Years Ending June 30, 2026 - 2035

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10
	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
<b>8. Teen &amp; Community Center</b>										
Flooring	18					40				
Interior rehabilitation/replacment						6				
Kitchen Equipment & Appliances	8	8	8	8	8	8	8	8	8	8
Roof & Siding replacement										
Equipment rehabilitation/replacement	10									
Parking lot resurfacing/Exterior Rehab		8								
Furnace & Water Heater			5							8
Tables & chairs		15								
<b>Totals:</b>	<b>36</b>	<b>31</b>	<b>13</b>	<b>8</b>	<b>8</b>	<b>54</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>16</b>
<b>9. Projects Contingent Upon Grant Funding</b>										
Playstructure replacement-Larissa Park		10								
Community Forest										
Hewitt Ranch Parking & Amenities Dev.				120						
<b>Totals:</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>10. Projects Funded by Quimby &amp; Other Funds</b>										
Hiller Sports Site - fence										
Pole Barn				60						
BMX Track and Park Project	1,400									
Granite (Mad River) Property										
<b>Skate Park/ Washington property proj Totals:</b>	<b>1,400</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

McKinleyville Community Services District  
 General Fund (Parks & Recreation) Capital Improvement Project Budget  
 For the Fiscal Years Ending June 30, 2026 - 2035

(All numbers in \$000s)

1 2 3 4 5 6 7 8 9 10

	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
<b>11 Community Forest</b>										
Placeholder for CF projects to be determined by committee	80									
<b>Totals:</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Total Planned Capital Expenditures</b>	<b>1,824</b>	<b>607</b>	<b>508</b>	<b>350</b>	<b>365</b>	<b>151</b>	<b>109</b>	<b>107</b>	<b>47</b>	<b>39</b>
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Grant-Funded Capital Projects	1,400
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**Capital Improvement Plan  
Parks and General Fund  
Fiscal Year 2025-26**

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 on capital and operating costs. One Park maintenance truck is scheduled to be replaced in fiscal year 2025-26 for which \$11,000 has been budgeted.

**Facility Projects**

Azalea Hall- \$50,000 has been budgeted to begin replacement of exterior siding; this is half of the expected cost to which the other half will be budgeted for in fiscal year 2026-27. \$15,000 has been budgeted to replace the kitchen floor and \$16,000 for the parking lot resurfacing. \$10,000 is budgeted for major appliance replacement in the event of unforeseen appliance failure.

McKinleyville Activity Center- \$5,000 has been budgeted for landscaping and signage. \$32,000 has been budgeted for the Fire Suppression System as it has exceeded its lifespan and during inspection, replacement was recommended.

Law Enforcement Facility- \$14,000 has been budgeted for parking lot resurfacing. This includes the parking lot shared by the library.

McKinleyville Library- Carpet replacement did not take place last fiscal year as planned, therefore \$25,000 has again been budgeted for fiscal year 2025-26; this is grant dependent. \$10,000 has been budgeted to replace the furnace and \$20,000 has been budgeted for the Fire Suppression System as it has exceeded its lifespan and during inspection, replacement was recommended. Additionally, \$50,000 has been budgeted to continue the ADA compliance upgrades.

Teen & Community Center- \$18,000 has been budgeted to replace the carpet and \$8,000 for unforeseen kitchen equipment/appliance failures. Miscellaneous equipment such as roll-up doors and sound room equipment may need replacement to which \$10,000 has been budgeted.

## **Parks and Trails Projects**

Hiller Park & Sports Complex- \$5,000 has been budgeted for landscaping and signage. Additionally, \$30,000 has been budgeted for backstop upgrades within the sports complex.

Pierson Park- \$15,000 has been budgeted for Gazebo Rehabilitation & Repairs. This will include new siding and new picnic tables.

BMX Track & Park- 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 begin in fiscal year 2024-25. \$1.4 Million has been budgeted in 2025-26 for completion of construction and subsequent projects and maintenance.

McKinleyville Community Forest- There are many projects that will need to be completed within the Community Forest during fiscal year 2025-26, however the committees have yet to identify and prioritize said projects. A placeholder of \$80,000 has been budgeted for now and the specific project allocations will be presented to the Board with the final budget in June 2025.

## **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.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **Action**

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**ITEM: E.7**                      **Discuss and Consider Committee Assignments and Appointments of Committee Chairs by the Board President for the 2025 Calendar Year**

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

**TYPE OF ACTION:**          **President Appointment**

### **Recommendation:**

Staff recommends that the Board review and discuss Appendix A of the Board Policy Manual (**Attachment 1**) regarding Board Direction for Committee Assignments, take public comment, and the Board President appoint committee assignments for the 2025 Calendar Year.

### **Discussion:**

The Board should discuss and consider various committee assignments that will be appointed by the Board President and also designate committee chairs/co-chairs.

Appendix A from the Board Policy Manual (Attachment 1) provides descriptions of the standing committees of the Board. The full list of committees (with 2024 appointments) are as follows:

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

Additionally, the Board may consider amendments to the above list. Any amendments would need to be formalized in the Board Policy Manual, which would occur at a subsequent Board Meeting.

### **Alternatives:**

- Take no action

### **Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Appendix A Board Policy Manual – Committee Assignments



## Appendix A

### Board Direction for Committee Assignments

The Board of Directors of the McKinleyville Community Services District (MCSD; District) currently (2020) has eleven (11) committees, nine of which are standing committees and two ad-hoc committees. A standing committee is a permanent committee established for the purpose of specializing in the consideration of a particular subject area. MCSD's standing committees include Parks and Recreation Committee, Area Fund, Redwood Region Economic Development Committee, Audit Committee, Employee Negotiations Committee, McKinleyville Municipal Advisory Committee, and Environmental Matters committee. An Ad-Hoc Committee is a committee formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective. The McKinleyville Senior Center Advisory Committee dissolved in March 2019, however the continued collaboration and agreement with the McKinleyville Senior Center still requires an MCSD Board Liaison.

**Parks and Recreation Committee:** The primary purpose of the Parks and Recreation Committee (PARC) is to make recommendations to the McKinleyville Community Services District (MCSD) Board of Directors regarding plans, policies, programs, and projects relating to McKinleyville's parks, facilities, open space maintenance zones, and recreation activities.

The PARC is appointed by the Board and should include one Director who will be appointed by the Board President. An alternate Director will be selected in the event the primary Director is unable to attend a PARC meeting. Members should represent, to the extent possible, various recreational interests of the community including but not limited to business, environmental, equestrian, sports, seniors, trails and youth. The Parks and Recreation Committee meet once a month on the 3<sup>rd</sup> Thursday at District's Conference Room, 1656 Sutter Road, McKinleyville. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings.

**Area Fund:** The primary purpose of the McKinleyville Area Fund is to help in the decision-making process to grant funds to deserving organizations and projects in the McKinleyville area.

The MCSD Board President will appoint a Director to serve as a member for the McKinleyville Area Fund annually. The committee meets on an "as needed" basis. The designated Board Member should report to the Board during the regular monthly Board of Directors meetings as applicable.

**Redwood Region Economic Development Commission:** The Redwood Region Economic Development Commission (RREDC) is a collaboration of Humboldt County communities dedicated to expanding economic opportunity in Humboldt County. The primary purpose of RREDC is to create opportunity and to support the growth of local businesses by leading

projects of regional significance, making loans, and offering technical assistance through partnership with the North Coast Small Business Development Center.

RREDC has nineteen members and is governed by a Board of Directors of elected officials appointed by member agencies. The MCSD Board President will appoint a Director to serve as a member for RREDC annually. An alternate Director will be selected in the event the primary Director is unable to attend a RREDC meeting. The RREDC Board of Directors meet once a month on the 4<sup>th</sup> Monday at 6:30pm at the Prosperity Center, 520 E Street, Eureka. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings.

**McKinleyville Senior Center Board Liaison:** The primary purpose of the McKinleyville Senior Center Board Liaison is to provide a line of communication to the McKinleyville Senior Center (MSC) regarding Azalea Hall and any other topics pertinent to active agreements.

The MCSD Board President will appoint a Director to serve as the Board Liaison for the McKinleyville Senior Center annually. The appointed member should attend all MSC executive and regular board meetings. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings to facilitate communications between MCSD and MSC. The MSC Board of Directors meet once a month on the third Wednesday at the Senior Center.

**Audit & Finance Committee:** The primary purpose of the Audit & Finance Committee is to provide oversight of the financial reporting process, the audit process, the system of internal controls, review of loans or bonds or other financing mechanisms and their terms, compliance with financial and audit related laws and regulations, and other financial matters as assigned by the Board or the Board President. The Audit & Finance Committee will consider internal controls and review their effectiveness. The Committee assists the Board of Directors to fulfill public governance and oversight.

The Audit & Finance Committee will be appointed by the Board President and include two Directors. The Committee should have one “financial expert” member who is knowledgeable and experienced in government accounting and auditing; Generally Accepted Accounting Principles for estimates, accruals, and reserves; and internal controls. If no member is qualified, the committee is permitted to engage an outside party for this purpose. To maintain the Committee’s independence and effectiveness, those with managerial responsibilities that fall within the scope of the audit should NOT serve as a member of the Audit & Finance Committee.

Specific Responsibilities of the Audit & Finance Committee include, but are not limited to:

- Submit Request for Proposals (RFP) to qualified audit firms every three years – soliciting bids, interviewing firms and making the recommendation to the Board of Directors when selecting the firm to be awarded the audit contract
- Review all significant GAAP or FASB rule changes and have a clear understanding of the effect of such changes on the financial condition of the District and needed changes in financial procedures

- Review annual audit in detail – presented to the Board by the auditors and accepted by the Board of Directors based upon the recommendation of the Committee. Such review shall encompass the overall condition of the MCSD finances, all audit recommendations for changes. and management letters
- Discuss financial statements directly with management, with independent auditors in private and privately among Committee members while maintaining an appropriate degree of professional skepticism
- Identify future financial challenges with auditors and management
- Monitor controls designed to prevent and detect senior management override of other controls
- Review annual true cost set asides to ensure that all cost centers of the District have a completed plan to amortize future costs, to recommend set asides for the Board of Directors, compliance with set asides and ensure management has developed a schedule of repayment for borrowings of these funds that is consistent with District financial integrity
- Establish procedures for complaints regarding accounting, internal controls or auditing matters – such procedures should specifically provide for the confidential, anonymous reporting by employees of concerns regarding questionable accounting or auditing matters
- Review financing decision to fund Capital Improvement Projects undertaken by the District
- Review the terms and conditions of substantive finance mechanisms, including loans and bonds/certificates of participation, to be undertaken by the District
- Other financial matters as assigned by the Board President and/or the Board
- Report annually to the full Board and the public on how it satisfied its duties and met its responsibilities

The Audit & Finance Committee should meet on a regular basis and report to the Board during the regular monthly Board of Directors meetings. The report should address or include at a minimum, the activities of the Committee, significant findings brought to the attention of the Committee, any indications of suspected fraud, waste or abuse, significant internal control findings and activities of the internal audit function.

**Employee Negotiations Committee:** The primary purpose of the Employee Negotiations Committee is to allow open communication between staff and the Board of Directors regarding staff's benefit package.

The committee is comprised of two Directors and a staff nominated representative from each department. The MCSD Board President will appoint the Directors to serve for the Employee Negotiations Committee annually. The designated Board Members should report back to the Board during the regular monthly Board of Directors meetings as necessary. The committee meets on an “as needed” basis when the term of the previous negotiation is close to expiration. The committee members will be called upon to meet with the General Manager to review wage studies and other proposed policy changes to MCSD benefit and compensation package. Committee members should as background be familiar with wage

comparisons of other similar entities, retirement benefit amortizations and medical benefit programs.

**McKinleyville Municipal Advisory Committee:** The primary purpose of the McKinleyville Municipal Advisory Committee (MMAC) is to provide a consistent forum for the public to hear about and advise the Humboldt County Board of Supervisors on local community issues.

The MMAC is tasked with gathering input from the community and providing advice on matters which relate to county services which are or may be provided to the greater McKinleyville area by the County or other local government agencies. The advice to be provided by the MMAC includes but is not limited to advice on matters of public health, safety, welfare, public works, public financing, and proposed annexations that may affect the local area covered by the MMAC.

An additional responsibility of the MMAC is to review, comment and provide advisory recommendations to the Planning Commission and the Board of Supervisors on proposed zoning amendments, and General Plan petitions and amendments located within the McKinleyville planning area related to conformance with the McKinleyville community plan. The MMAC will also discuss and provide input on long-range planning issues.

As outlined above, these community issues impact the District. The MMAC conducts business without any budget and with a limited staff support from the County of Humboldt. In an effort to increase support and collaboration, MCSD may provide a small stipend of \$3,000 of in-kind services to MMAC for community meetings and other MMAC meeting related expenses. This stipend may be budgeted for during each fiscal year budget process and provides for in-kind contributions of supplies and District staff/office support. Additionally, MCSD provides meeting space support at the McKinleyville Middle School and letters of support for grants as appropriate and approved by the Board. This support is conditional upon MCSD reserving any and all existing and future legal rights conferred upon the District by local, state, and federal law, and in no way defers or apports those rights to the MMAC.

The MMAC is comprised of eight voting members who reside, own property, or conduct a business in the greater McKinleyville area. Six of the MMAC committee members are appointed by the County Board of Supervisors and one is a representative of MCSD appointed by the MCSD Board President annually to a term of one year. General Manager also serves as a voting member of the MMAC. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings matters of relevance to the District. The MMAC meet once a month on the last Wednesday at 6:00pm at the McKinleyville Middle School, located at 2275 Central Ave, McKinleyville.

Additionally, the Board President, District General Manager, MMAC Chair, and the Humboldt County Fifth District Supervisor meets monthly. A joint meeting between the MMAC and MCSD Boards will take place annually.

**McKinleyville Community Forest Committee:** The committee's purpose is to assist the District in the development, operation and management of the Community Forest. This is a working committee. Members are expected to not only attend regular meetings of the committee, but to also dedicate time and expertise to matters pertaining to the development, operation and maintenance of the Community Forest in service to the McKinleyville community. The MCSD Directors will serve as Chairperson and Vice-Chairperson of the Committee. The MCSD Directors for this committee will be appointed by the MCSD Board President annually.

**HBMWD (Humboldt Bay Municipal Water District) Municipal Water Task Force:** The Board President shall appoint a primary and alternate to the HBWMD Water Task Force. The purpose of the Task Force is to work with HBMWD to consider and/or evaluate matters of a regional and significant nature within HBMWD's jurisdiction. The committee meets on an as needed basis.

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **ACTION**

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**ITEM: E.8**                      **Consider First Reading of Ordinance 2025-01 Codifying Article IX of the MCSD Rules and Regulations: Administrative Remedies Procedure**

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

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

### **Recommendation:**

Staff recommends that the Board review information provided, discuss, take Public Comment and approve the first reading of Ordinance 2025-01 (**Attachment 1**), by title only.

### **Discussion:**

On September 25, 2024, Assembly Bill (AB) 2257 was passed by the California legislature creating law which would prohibit, if a local agency complies with specified procedures, a person or entity from bringing a judicial action or proceeding alleging noncompliance with the Constitutional provisions for any new, increased, or extended fee or assessment unless that person or entity has timely submitted to the local agency a written objection to that fee or assessment that specifies the grounds for alleging noncompliance.

A requirement for the District's protection under the law is the creation of an exhaustion of administrative remedies procedure that requires ratepayers to bring an objection regarding a proposed property-related water or sewer fee or charge, or any special assessment, to the local public agency governing body's attention prior to the deadline establish by the local public agency as part of the rate or assessment consideration process.

To enjoy the protections when increasing or levying new fees, the public entity must do all of the following: (Gov. Code § 53759.1(c).)

1. Make available to the public the proposed fee or assessment no less than 45 days prior to the deadline for a ratepayer to submit an objection.
2. Post on its internet website a written basis for the fee or assessment.
3. In a written notice sent pursuant to subdivision (c) of Section 4 or paragraph (1) of subdivision (a) of Section 6 of Article XIII D of the California Constitution, additionally include a link to the internet website above.

4. Provide at least 45 days for a property owner to review the proposed fee or assessment and to timely submit a written objection to that fee or assessment that specifies the grounds for alleging noncompliance.
5. Consider and respond to written objection, including grounds for denial of objection, to any timely submitted written objections prior to the close of the protest hearing or ballot tabulation hearing required under Section 6 of Article XIII D of the California Constitution.

Staff has drafted an Administrative Remedies Procedure and Ordinance 2025-01 that codifies this procedure as Article IX of the MCSD Rules and Regulations. This proposed addition to the MCSD Rules and Regulations has been reviewed by District Legal Counsel.

If the first reading is approved, this item will return at the March 5, 2025 meeting for second reading.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

The proposed addition to the Rules and Regulations will assist in the protection of the financial integrity of the District by requiring potential litigants to go through all available administrative steps before challenging any fees, charges, or assessments imposed by the District under California's Constitution via a lawsuit.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 - Ordinance 2025-01, An Ordinance of the McKinleyville Community Services District Adopting An Administrative Remedies Procedure for Challenges to Fees, Charges, and Assessments



**ORDINANCE NO. 2025-01**

**AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT ADOPTING AN ADMINISTRATIVE REMEDIES PROCEDURE FOR CHALLENGES TO FEES, CHARGES, AND ASSESSMENTS**

**WHEREAS**, the McKinleyville Community Services District provides water, wastewater, parks and recreation, street lighting, open spaces, and library services to the residents of the District; and

**WHEREAS**, pursuant to section 61060 of the Government Code, the Board of Directors of the District has the authority to adopt by ordinance, rules and regulations for the administration and operation of the aforementioned services provided by the District; and

**WHEREAS**, on September 25, 2024 Assembly Bill (AB) 2257 “Local government: property-related water and sewer fees and assessments: remedies” was chaptered into law which would prohibit, if a local agency complies with specified procedures, a person or entity from bringing a judicial action or proceeding alleging noncompliance with the constitutional provisions for any new, increased, or extended fee or assessment, as defined, unless that person or entity has timely submitted to the local agency a written objection to that fee or assessment that specifies the grounds for alleging noncompliance, as specified; and

**WHEREAS**, staff has found it necessary to draft such specified procedures.

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

Article IX, Administrative Remedies Procedure, of the District’s adopted Rules and Regulations is created to read as follows:

**ARTICLE IX – ADMINISTRATIVE REMEDIES PROCEDURE**

**REGULATION 81 – EXHAUSTION OF ADMINISTRATIVE REMEDIES TO CHALLENGES FEES, CHARGES, AND ASSESSMENTS ON REAL PROPERTY**

**Rule 81.01. SCOPE** – The duty exhaust administrative remedies imposed by this regulation extends to:

- (a) Any fee or charge subject to Article XIII C or XIII D of the California Constitution.
- (b) Any assessment on real property levied by the District, and
- (c) The methodology used to develop and levy such a fee, charge, or assessment.

**Rule 81.02. DUTY TO EXHAUST ISSUES** – No person may bring a judicial action or proceeding alleging noncompliance with the California Constitution or other applicable law for any new, increased, or extended fee, charge, or assessment levied by the District unless that person submitted to the Board Secretary a timely, written objection to that fee, charge, or assessment specifying the ground for alleging noncompliance. The issues raised in any

such action or proceeding shall be limited to those raised in such an objection unless a court finds the issue could not have been raised in such an objection by those exercising reasonable diligence.

**Rule 81.03. PROCEDURES** – The District shall:

- (a) Make available to the public any proposed fee, charge, or assessment to which this section is to apply no less than 45 days before the deadline for a ratepayer or assessed property owner to submit an objection pursuant to subsection (d).
- (b) Post on its internet website a written basis for the fee, charge or assessment, such as a cost of service analysis or an engineer’s report, and include a link to the internet website in the written notice of the Hearing, including, but not limited to, a notice pursuant to subdivision (c) of Section 4 or paragraph (1) of subdivision (a) of Section 6 of Article XIII D of the California Constitution.
- (c) Mail the written basis described in (b) to a ratepayer or property owner on request.
- (d) Provide at least 45 days for a ratepayer or assessed property owner to review the proposed fee or assessment and to timely submit to the Board Secretary a written objection to that fee, charge, or assessment that specifies the grounds for alleging noncompliance. Any objection shall be submitted before the end of the public comment portion of a Hearing on the rate, charge, or assessment.
- (e) Include in a written notice of the Hearing, a statement in bold-faced type of 12 points or larger that:
  - i. All written objections must be submitted to the Board Secretary by the end of the public comment period at the Hearing and that a failure to timely object in writing bars any right to challenge that fee, charge, or assessment in court and that any such action will be limited to issues identified in such objections.
  - ii. All substantive and procedural requirements for submitting an objection to the proposed fee, charge, or assessment such as those specified for a property-related fee under California Constitution, article XIII D, section 6(a) or for an assessment on real property under California Constitution, article XIII D, section 4(e).

**Rule 81.04. BOARD CONSIDERATION** – District Responses: Before or during the Hearing, the Board of Directors shall consider and the District shall respond in writing to, any timely written objections. The Board may adjourn the Hearing to another date if necessary to respond to comments received after the agenda is posted for the meeting at which the Hearing occurs. The District’s responses shall explain the substantive basis for retaining or altering the proposed fee, charge, or assessment in response to written objections, including any reasons to reject requested amendments.

**Rule 81.04. BOARD DETERMINATIONS** – The Board of Directors, in exercising its legislative discretion, shall determine whether:

- (a) The written objections and the District’s response warrant clarifications to the proposed fee, charge, or assessment.
- (b) To reduce the proposed fee, charge or assessment.

- (c) To further review the proposed fee, charge, or assessment before determining whether clarification or reduction is needed
- (d) To proceed with the Hearing, to continue it, or to abandon the proposal.

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

Introduced at a regular meeting of the Board of Directors held on February 5, 2025 and passed and adopted by the Board of Directors on March 5, 2025 upon the motion of Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ and by the following polled vote:

AYES:  
NOES:       None  
ABSTAIN:   None  
ABSENT:     None

\_\_\_\_\_  
James Biteman, Board President

Attest:

\_\_\_\_\_  
Joseph Blaine, Board Secretary

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **Action**

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**ITEM: E.9**                      **Consider Attendance at the Association of California Water Agencies (ACWA) 2024 Spring Conference & Expo in Monterey, CA on May 13-15, 2025**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided for the ACWA 2024 Spring Conference and Expo being held in Sacramento, CA, May 13-15, 2024 and consider approval for interested Board Members to attend.

### **Discussion:**

This year's ACWA 2024 Spring Conference and Expo will be held in Sacramento, CA from May 13- 15, 2025. Regular registration and cancellation deadline is expected to be in mid-April.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Based on last year's information, the regular registration deadline is estimated to be Mid-April and the approximate total cost for travel, meals and attendance to the conference is anticipated to be approximately \$1254.00 per attendee. The remaining board travel budget for FY24-25 is approximately \$9,624. To maintain the lowest possible costs, if approved, Directors should notify the Board Secretary no later than February 19, 2025 of their desire to attend.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

None

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **ACTION**

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**ITEM: E.10**                      **Consider Attendance at the 2025 CSDA Special District Legislative Days in Sacramento, May 20-21, 2025**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, take public comment, and consider approval for interested Board Member(s) to attend the Special District Legislative Days in Sacramento, May 20-21, 2025

### **Discussion:**

The California Special District Association (CSDA) is sponsoring a two-day conference which will be held at the Sheraton Grand Sacramento Hotel on May 20-21, 2025. This will give Directors an opportunity to discuss policy changes impacting the District and exchange ideas with California's top decision-makers.

Special Districts legislative Days is the only opportunity for all types of special districts, large and small, north and south, rural and urban, to come together with one united voice. Issues like revenue, governance, labor, and public works matter to all districts, whether they provide water, sewer, fire protection, parks, libraries, or other essential services.

A full brochure is still being developed by CSDA, however an overview of this event is as follows:

#### **Day One: Advocacy Day**

- Get updated on what's happening in the Capitol, then join together with special district leaders from throughout California to take action on the priority issues facing special districts.
- Hear directly from State leadership on hot topics affecting local services and infrastructure.
- Participate in pre-arranged meetings with State Legislators and staff in their Capitol offices, followed by a private reception.
- Explore how decisions are really made in the Capitol and help shape their outcome.

#### **Day Two: Policy Day**

- Gain insights from legal experts and CSDA lobbyists on the newest laws and legal challenges to come out of Sacramento.

- Connect the action in the Capitol with the implementation in your community.
- Drill into hot topics through breakout sessions on key issues, which may affect your district's revenue, governance, public works, or personnel.
- Find answers to your tough questions from expert panels.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Early bird registration is \$395 before April 23, 2025 and hotel costs at the Sheraton Grand Sacramento Hotel are \$222 a night excluding taxes. The District vehicle can be utilized for attendees. An approximate total cost, including per diem is approximately \$1012.00 per attendee. The remaining board travel budget (not including possible travel cost for the ACWA Spring Conference and Expo) for FY24-25 is approximately \$14,630. To maintain the lowest possible costs, if approved, Directors should notify the Board Secretary no later than February 14, 2025 of their desire to attend.

**Environmental Requirements:**

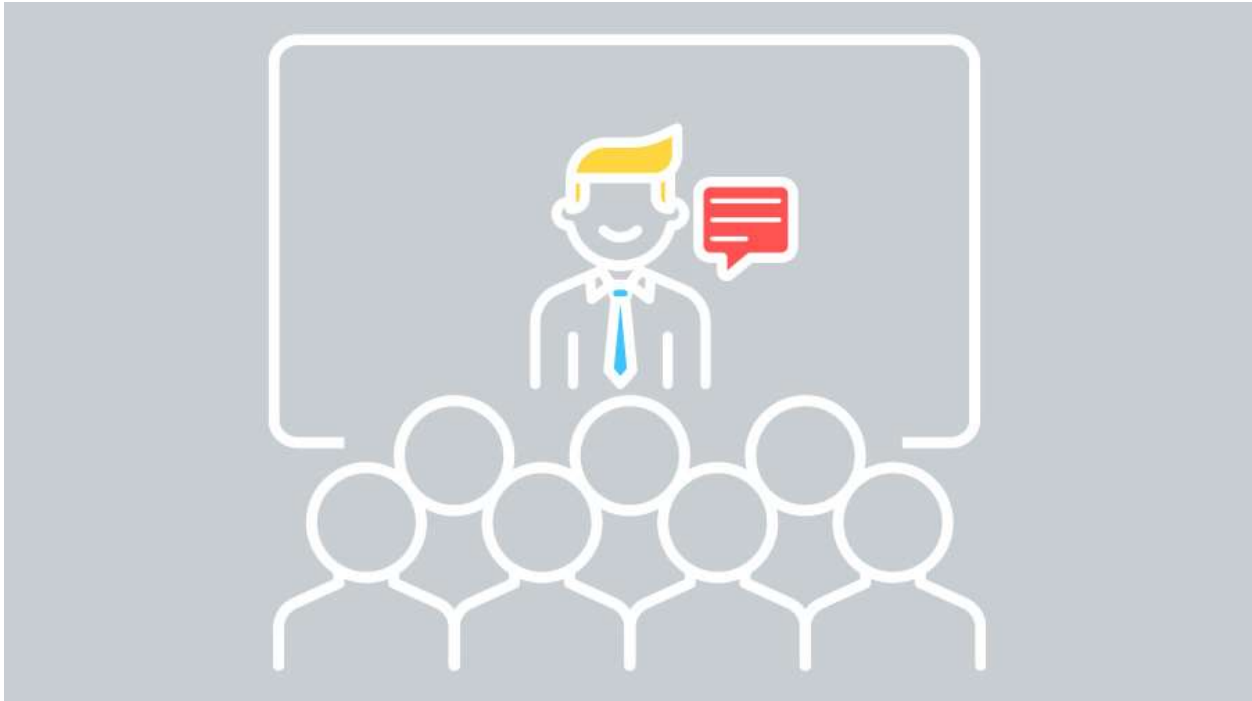
Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Special District Legislative Days Information from the CSDA Website



## 2025 Special Districts Legislative Days



With about 30 percent of the State Legislature turning over in the 2024 General Election, this year's Special Districts Legislative Days is a must-attend event. It is crucial that special districts come together to educate our newly-elected lawmakers on special districts and the communities and constituents we mutually serve.

The new legislative session promises to be another impactful year with a tenuous State Budget and ever-growing concern over challenging issues like housing, infrastructure, labor, governance, revenues, natural resources, and more that matter to all special districts whether they provide water, sewer, fire protection, parks, cemeteries, healthcare, mosquito abatement, ports, harbors, airports, libraries, or other essential services.

This is your chance to unite the voice of special districts on those issues that matter most to all of us. Don't miss this opportunity to hear from California's top decision-makers, build partnerships, and advocate for local control.

Every attendee is assigned to a group of special district leaders from your region to participate in pre-arranged Legislative Office Visits during Day One of the conference. These visits are pre-arranged to maximize coverage and avoid conflicting scheduling requests. By opting out of Legislative Office visits, you choose not to participate in this portion of the conference and forego this opportunity to join together to advocate for special districts. Please choose to participate or opt out by answering the question when registering.

**Tuesday, May 20, 2025 8:00 a.m. – 6:30 p.m.**

**Wednesday, May 21, 2025 8:00 – 11:30 a.m.**

**Attendee Pricing:**

Early Bird Registration on or before April 23, 2025

\$395 CSDA Member

\$790 Non-member

Regular Registration after April 23, 2025:

\$495 CSDA Member

\$990 Non-member

**HOTEL ROOM RESERVATIONS:** CSDA room reservations in the CSDA room block start at the rate of \$222 plus tax and fees per day. The room reservation cut-off is April 23, 2025; however, space is limited and may sell out before this date.

Information regarding hotel reservations and links to book in the CSDA room block will be emailed to the attendee only (not the individual registering the attendee) within 24 hours of registration.

**Interested in Exhibiting/Sponsoring? Check out all of the opportunities and register [here](#).**

**Cancellation Policy:**

Cancellations must be in writing and received by CSDA no later than April 23, 2025. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after April 23, 2025. Substitutions to another attendee are possible but only for Legislative Days (not transferable to another conference) and must be done in writing no later than May 14, 2025. Please submit any cancellation notice or substitution request to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.

**When**

5/20/2025 - 5/21/2025

**Where**

Sheraton Grand Sacramento Hotel 1230 J Street Sacramento, CA 95814 UNITED STATES

# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **Action**

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**ITEM: E.11**                      **Consider Attendance at the Association of California Water Agencies (ACWA) 2025 Legislative Symposium in Sacramento, CA on March 26, 2025**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided for the ACWA 2025 Spring Conference and Expo being held in Sacramento, CA, March 26, 2025 and consider approval for interested Board Members to attend.

### **Discussion:**

This year's ACWA 2025 Legislative Symposium will be held in Sacramento, CA on March 26, 2025. ACWA's Legislative Symposium has been an annual event engaging water district directors, general managers, attorneys, and staff from across California with up-to-date information on critical water policy issues.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Registration for the conference is \$385.00 per traveler. The approximate total cost for travel, meals and attendance to the conference is \$800.00 per attendee. The remaining board travel budget for FY24-25 is approximately \$9624.00. To maintain the lowest possible costs, if approved, Directors should notify the Board Secretary no later than February 19, 2025 of their desire to attend.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

None

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **INFORMATION**

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

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

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

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

Total Board Travel as of December 31, 2024, is \$12,476.30 which is 56.45% of the approved \$22,100 budget for this item. (GL# 001/005/501/551 62090/62155-888)

#### Audit/Budget Update:

The District's external auditors were at the District office November 18-20<sup>th</sup> and have completed the final field work for the 23/24 annual audit. The OPEB Actuarial Report has been received and delivered to the auditors for final review. The expected timeline for completion of the 2023-24 Annual Audit is as follows:

- State Controller's Report- First draft to be delivered to the Finance Director by 01/28/2025 to be filed 01/31/2025.
- Completion of open items in the 2023-24 annual audit-ETA 02/14/2025
- 2023-24 Single Audit Completion- ETA 02/14/2025
- First draft of audited financial statements to the Finance Director: ETA 02/24/2025.
- Audit and Finance Committee meeting to review final audit results, OPEB actuarial report, and other miscellaneous items- week of March 16, 2025.
- Delivery of final audit to the full Board- April 2, 2025.

District staff have drafted, and presented, the CIP budget for the Parks and Recreation Department. Staff will meet in February to draft the CIP budget for the Operations Department to be presented to the board at the March meeting. The Operating budget for the Parks and Recreation department will be drafted in March, presented to the board in April. The Operating budget for the Operations Department will be drafted in April, presented to the Board in May. The final complete budget will be presented to the Board for approval in June.

### Treasurer's Report Highlights:

The December Treasurer's report is the Quarterly Report. Reports included are still DRAFTS as the auditors work to finalize the 23/24 Financial Statements.

The Investment and Cash Flow report summarizes activities from October 1, 2024-December 31, 2024.

The Activity Summary by Fund provides information on revenues and expenses or expenditures for each fund by month for the full fiscal year. The Water and Wastewater funds are listed first, followed by the graphs showing revenue versus expenses versus budgets. Parks, Measure B, and Streetlights information is given next, with accompanying graphs for each. Grant Revenue has also been added to the graphs for Water, Sewer, and Parks. Please note, the Water fund is showing a \$30,112 loss for the month of December due to periodic expenses which include \$84,196.71 loan interest expense and \$23,138.24 for SWRCB Annual Permit Fees.

The 'Summary of Grants' page has been changed to 'Summary of Project Funding' to better fully identify how each capital project is being funded and to show how much money is remaining to date within each source.

As there was no board meeting in January to review the November financials, November and December Cash Disbursement Reports are included.

### Other Update

Umpqua Bank's Money Market interest rate must be renegotiated every 90 days. As of January 1, 2025, the District's Money Market is earning a rate of 2.25%. This is a drop of 0.24% from the previous two quarters but is still above the 0.01% baseline rate.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.B            Operations Department – December/Jan 2025 Report**

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

**TYPE OF ACTION: None**

### **Water Department:**

#### **Water Statistics:**

The district pumped 37.6 million gallons of water in December.

Four water quality complaints were investigated and rectified.

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

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

Testing of DCV's in Route 19 were conducted in November. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest. The DCV test kit was sent off in December to receive it's annual calibration and rebuild.

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

The maximum water usage day was 1.3 million gallons and the average usage per day was 1.2 million gallons.

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

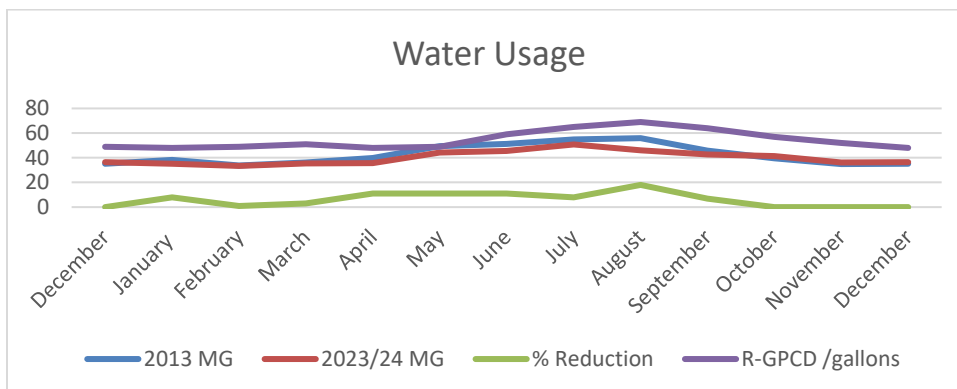
Weekly Bacteria Samples were collected on Schedules 1, 3, 4, 5 and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. There have been 9 service line leaks repaired as a result of the earthquake. In my experience we will see approximately 20 to 25 service line leaks when a good size earthquake hits. I will more than likely have more to report next month. The crew has also been paving trenches and repairing sidewalks that were excavated to make these repairs. Two angles-stop repairs were completed due to not operating as designed. Staff has been locating air reliefs and inputting them on the GIS Field map for the maintenance program. A new water service was installed on Adkins for new construction. HBMWD replaced the production meter. Staff worked with them to make sure the isolation valves were closed and customers were notified.

#### **Water Station Maintenance:**

Monthly inspections and daily routines were conducted at the water stations. Any minor issues found are repaired during inspections, but if they require parts or extensive labor, the issue is documented on the monthly sheet, which will then generate a work order for repairs. Pump vent covers were prepped and painted due to looking slightly corroded. Expansion joints were inspected for cracks at each station as part of the semi-annual station maintenance.

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
<b>December</b>	35.203	36.333	(-3)	49
<b>January</b>	38.241	35.266	8	48
<b>February</b>	33.751	33.388	1	49
<b>March</b>	36.244	35.425	3	51
<b>April</b>	39.755	35.754	11	48
<b>May</b>	49.407	44.278	11	49
<b>June</b>	51.337	45.509	11	59
<b>July</b>	54.757	50.797	8	65
<b>August</b>	55.908	46.175	18	69
<b>September</b>	45.702	42.568	7	64
<b>October</b>	39.439	41.252	(-4)	57
<b>November</b>	34.879	37.030	(-6)	52
<b>December</b>	35.203	37.638	(-6)	48



R-GPCD = Residential Gallons Per Capita Day



**New Construction Inspections:**

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

**Sewer Department:****Wastewater Statistics:**

34.8 million gallons of wastewater were collected and pumped to the WWMF. 42.4 million gallons of wastewater were treated and discharged to NPDES Permit EFF-001 River Discharge.

**Sewer Station Maintenance:**

Monthly inspections and daily routines were conducted at all sewer stations. The Letz and Kelly stations were serviced as part of the quarterly maintenance plan. During this time, pumps were inspected, and the wet well washed. This is done to prevent hydrogen sulfide build up which can deteriorate the concrete walls along with removing rags and debris to prevent plugging up the pumps. During this time, pumps at Letz were shimmed to meet proper tolerance for pumping efficiency.

**Sewer Collection System:**

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. Staff has been monitoring the sewer flow in manholes using the Smartcover flow totalizers. This data will be compared to the dry weather flow to try locating areas where inflow and infiltration is entering the sewer mains. These devices will be moved around to selected manholes during the winter. The Quarterly hydro-cleaning schedule was completed using the vac-con and high pressured water through a spinning nozzle to clean 14,700' 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. Staff also cleaned and ran a camera up the Letz Rd main due to the main backing up and staff finding rocks. Main looked good and assumptions were that rock was from nearby construction.

**Wastewater Management Facility:**

Daily and weekly maintenance continues at the treatment plant to perform required service on the equipment. Site mowing was conducted along with scheduled maintenance on equipment. The vacuum regulator semi-annual rebuild was conducted as part of the maintenance program, to help eliminate CL2 and SO2 leaks. A new secondary effluent motor was retrofitted and installed.

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

River discharge started back up in November.

**Street Light Department:**

There were 2 streetlight complaints in December due to bad photo control cells.

**Promote Staff Training and Advancement:**

Weekly tailgate meetings and training associated with job requirements. Staff received training on Avoiding Arc Flash, Confined Space Procedures and Asbestos Handling Procedures.

**Special Notes:**

Monthly river samples were completed.

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

Public Water Monthly Monitoring report was submitted.

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

Monthly Drought and Conservation report was completed

Attended Micro-Grid meetings

Attended meetings and inspections for 4.5 MG Tank project

Attended Community Forest meetings and Sub-committee meetings

Attended CWEA meeting and worked on calendar of events and trainings

Reviewed several design questions regarding the Fischer Sta. Upgrade.

Attended training required for Certifications

Reviewing truck order for new Utility Truck.

Submitted TRUCR, DOORS and CERS annual reports

CalArp inspection from DHHS. Not findings to report.

**GIS:****Plans & Programs**

- Annual Review of the Asbestos Safety and Handling Procedures
  - No Revisions to be made at this time

**General GIS/ Maps Created**

- Water As-Built Project
  - Began Digitizing each of the Water As-Built sheets and adding new facilities from developments
  - Project involves converting image files of As Built into AutoCAD drawing files which will make for cleaner and editable sheets.
  - Completed E Section and 5 Sheets from other sections
- Standards and Specifications Detail Drawings
  - Used AutoCAD to edit HCSDs Spec drawings to create MCSDs Specs
  - Consulted with staff on differences in MCSD Specs vs HCSDs specs in the document.
  - Updated specs were created for Water, Sewer and Streetlights.
- GIS Facilities Map Updates
  - Made various edits to discrepancies found by Operations Crew

### **Misc. Work Completed**

- USA's & Document Filing
- Office Weeding
- Avelar OSMZ sheet creation for Parks OSMZ Binder.
- Created 2025 Timecards for Operations Department
- Visited Cal Poly Humboldt to help review forestry Senior Project regarding the Community Forest

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

February 5, 2025

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.3.C**                      **Parks & Recreation Director's Report for December 2024 & January 2025**

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

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

### **STAFFING UPDATES:**

Mason Hooven's last day with the District as a Recreation Coordinator was January 8, 2024. The Recreation Coordinator Job Announcement and Description was posted on our website and shared on a few job recruitment sites. We received five viable applications and conducted four interviews. We offered the position to Kristin McDonald. We are happy to announce she has accepted the position. She has been working part-time for the District since June 16, 2000, and we are thrilled to bring her on in this role full time.

### **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 December 18, 2024. The PARC meeting for January was cancelled. The Approved Minutes from the November 20 PARC Meeting can be reviewed in **Attachment 1**.

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

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

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

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

We anticipate securing the necessary permit by early February 2025. Construction is

tentatively scheduled to begin on April 2, 2025, after the rainy season concludes.

### **MCKINLEYVILLE COMMUNITY FOREST COMMITTEE:**

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

### **COMMUNITY FOREST UPDATES:**

The McKinleyville Community Forest Committee (MCFC) held its latest meeting on January 21, 2025, in the Azalea Hall Hewitt Room. The December meeting was cancelled due to lack of actionable or informational items at the time of the meeting. At the January meeting, the MCFC discussed the potential establishment of a 501(c)3. The MCFC also got an update on the CalVTP/CAL FIRE Forest Health and California Forest Improvement Program (CFIP) grants.

The TICS Subcommittee December 24 meeting was cancelled due to the Holiday. At the TICS Subcommittee meeting on January 28, the committee discussed the draft Infrastructure Projects Rankings, changed their meeting time from 5:00pm to 5:15pm, considered a potential partnership with the Humboldt Trails Council and discussed Rule 47.02 regarding use of e-bikes.

The FMPFB Subcommittee met on December 3, 2024 and January 7, 2025. Chair Creed presented the work he has done to create the structure of the Forest Management Plan using the Framework as a guide. Representatives from BBW were able to attend both meetings and provide answers and clarification for the committee.

### **RECREATION PROGRAM UPDATES**

#### Recreation Program Updates

- Drop-in Pickleball is back on its normal school year schedule: Monday, Wednesday and Friday mornings 9:00am to 12:00pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball will return after the Youth Basketball Season concludes.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:45pm-7:15pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's is a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week. This will return after the Youth Basketball Season concludes.
- Staff are running the Youth Basketball Season now. As usual the Season runs January – March for 3<sup>rd</sup>-8<sup>th</sup> Graders. Registration is done 266 players have signed up.
- Registration is now open for the Pee Wee Basketball League, the league will run April 5 – May 17 and is for TK – 2<sup>nd</sup> graders.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old runs every Thursday from 10:30am-12:30pm through the school year minus Holiday Break Weeks.
- The next Tot-letics session will be Soccer and will run March 8-April 5, 2025. T-ball will likely be May 24 – June 21.

- Registration is open for Breakout for President's Week and Spring Break week, these weeks will include skating at the Skatepark (weather dependent).
- The last Cooking Basics Class for Kids focused on Bread and Soup, and it had 7/8 spots filled. The next class will likely be scheduled after the holidays. These classes take place in the Teen Center Kitchen on Saturdays.
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTOs reached out with an interest to partner on a dance. Four PTOs were selected lotto style via zoom. The line up for next year will be:
  - Friday, October 25, 2024 —Coastal Grove PTO
    - 267 Middle Schoolers attended the first dance!
  - Friday, December 6, 2024 – McKinleyville Schools PTO
    - 207 Middle Schoolers attended this dance
  - Friday, February 7, 2025 – Jacoby Creek PTO
  - Friday, April 18, 2025 – Pacific Union PTO

### **PARK & FACILITY MAINTENANCE UPDATES:**

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Avenue and Open Space Zone landscaping. The Saturday SWAP crews have been doing a great job working on the Central Avenue OSMZs. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

### **FACILITY RENTALS & USE**

December Rentals:

- 7 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 1 Pierson Park Rentals.
- 0 Teen Center Rentals.
- 2 Activity Center Rentals.
- 5 Activity Center and 2 Teen Center Birthday Party Program Rentals.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation.
- The Azalea Hall Kitchen has two regular Vendors renting it for food preparation.

January Rentals:

- 8 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 0 Pierson Park Rentals.
- 1 Teen Center Rentals.
- 20 Activity Center Rentals.
- 1 Activity Center and 1 Teen Center Birthday Party Program Rentals.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation.
- The Azalea Hall Kitchen has two regular Vendors renting it for food preparation.

### **OTHER UPDATES:**

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

accounts payable.

**ATTACHMENTS:**

- Attachment 1 – 2024-11-20 Approved PARC Meeting Minutes
- Attachment 2 – 2024-11-19 Approved MCFC Meeting Minutes



**MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE (PARC)  
HELD ON WEDNESDAY, NOVEMBER 20, 2024 at 6:00 P.M.  
IN PERSON AT THE MCSD OFFICE – 1656 SUTTER ROAD, MCKINLEYVILLE, CALIFORNIA**

**Agenda Item I –**

**a. Introductions, Call To Order, & Flag Salute**

The meeting was called to order at 6:04 p.m. with following committee members in attendance in person at the MCSD Office:

Phil Heidrick  
Charlie Caldwell  
Johnny Calkins  
Heidi Conzelmann  
Jane Fusek  
Dana Merrill  
Ciara Torres – Parent/Teacher Conf.

Julie Gianini-Previde – arrived at 6:45pm

Via Zoom:

\*\*Patti Stuart (alternate)

\*Scott Binder - MCSD Board Director (non-voting member)

Absent:

John Kulstad  
Jennifer Ortega - Vice Chair

Staff in Attendance:

Kirsten Messmer

Members of the Public:

Baby Jeffrey Merrill

The Pledge of Allegiance was led by Phil Heidrick.

**b. Approval of Agenda**

**Motion:** It was moved to approve the agenda, swapping Items VI and VII at align with the Staff Notes in the Packet.

**Motion by:** Committee Member Caldwell; **Second:** Committee Member Calkins  
There were no comments from the Committee or public.

**Roll Call:** Ayes: Heidrick, Caldwell, Calkins, Conzelmann, Fusek, Merrill, Torres Nays: None

Absent: Gianini-Previde, Kulstad, Ortega

**Motion Summary:** Motion passed.

**c. Approval of the October 16, 2024 Meeting Minutes**

**Motion:** It was moved to approve the Meeting Minutes, removing the Master Plan Update from Agenda Topics for Next Meeting.

**Motion by:** Committee Member Caldwell; **Second:** Committee Member Merrill  
There were no comments from the Committee or public.

**Roll Call:** Ayes: Heidrick, Caldwell, Calkins, Conzelmann, Fusek, Merrill, Torres Nays: None  
Absent: Gianini-Previde, Kulstad, Ortega  
**Motion Summary:** Motion passed.

## **Agenda Item II – Communications**

No Communications

## **Agenda Item III – Public Comment**

No Public Comment

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

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

## **Agenda Item V – Review and Consider Evan Schwartz's Application for the Open Alternate Committee Member Seat**

**Motion:** It was moved to recommend to the MCSD Board of Directors to appoint Evan Schwartz as an alternate to the PARC Committee.

**Motion by:** Committee Member Caldwell; **Second:** Committee Member Calkins

There were no comments from the Committee or public.

**Roll Call:** Ayes: Heidrick, Caldwell, Calkins, Conzelmann, Fusek, Merrill, Torres Nays: None

Absent: Gianini-Previde, Kulstad, Ortega

**Motion Summary:** Motion passed.

## **Agenda Item VI – McKinleyville Community Forest Report**

McKinleyville Community Forest PARC Appointee member Ortega was absent, so Director Messmer gave an update on the last MCFC Meeting. The subcommittee for the Forest Management Plan/Funding/Budget (FMPFB) at the time of the meeting has had no members of the public apply to be on the subcommittee. The Trails Plan/Infrastructure/Clean Ups/Security (TICS) subcommittee now has these public members added to the Subcommittee:

1. Charlie Caldwell
2. Kenneth Burton
3. Phil Heidrick
4. Shaun Fyfe
5. Justin Brown
6. Nancy Morelli (Alternate)

The next TICS Meeting is Tuesday November 26 at 5:00pm at the MCSD Office Conference Room. The MCFC voted to recommend that the MCSD Board adopt Resolution 2024-21 Affirming Board Support of the existing MOUs with MBTTA and RCMBA. They was also reports on the Subcommittee Meetings and an update on the CalVTP/CAL FIRE Grant.

## **Agenda Item VII – Plant Markers for the Botanical Garden**

Committee Discussion ensued. This was an informational item. No action was taken.

## **Agenda Item VIII – Parks & Recreation Director Report**

## RECREATION PROGRAM UPDATES

- Drop-in Pickleball is back on its normal school year schedule: Monday, Wednesday and Friday mornings 9:00am to 12:00pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball will have two fall sessions. Session 1 is November 7-21 on Thursday evenings from 6-8pm. Session 2 is December 5-19 on Thursday evenings from 6-8pm. Registration is full for Session 1. The Class Fee is \$40 for residents and \$45 for non-residents.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday's is a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- Staff are preparing for the upcoming Youth Basketball Season. As usual the Season runs January – March for 3<sup>rd</sup>-8<sup>th</sup> Graders. Registration is happening now, so far 119 players have signed up.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Playgroup for children 0-5 years old runs every Thursday from 10:30am-12:30pm through the school year minus Holiday Break Weeks.
- The Tot-letics Basketball Sessions are currently running and have filled 34 spots out of 40. This program is for 3-5 year olds and hosts 40 children per class series. Enrollment for this program usually fills up.
- Staff have been preparing for the upcoming Thanksgiving week Breakout camp.
- The last Cooking Basics Class for Kids focused on Bread and Soup, and it had 7/8 spots filled. The next class will likely be scheduled after the holidays. These classes take place in the Teen Center Kitchen on Saturdays.
- The Adult Wood Bat Softball League has finished up for the year with the Humdingers taking home the Championship trophy.
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTOs reached out with an interest to partner on a dance. Four PTOs were selected lotto style via zoom. The line up for next year will be:
  - Friday, October 25, 2024 – Coastal Grove PTO
    - 267 Middle Schoolers attended the first dance!
  - Friday, December 6, 2024 – McKinleyville Schools PTO
  - Friday, February 7, 2025 – Jacoby Creek PTO
  - Friday, April 18, 2025 – Pacific Union PTO

## PARK & FACILITY MAINTENANCE UPDATES:

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

## FACILITY RENTALS & USE

October Rentals:

- 5 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 4 Pierson Park Rentals.

- 4 Teen Center Rentals.
- 4 Activity Center rentals and 2 Birthday Party Program Rentals in the Activity Center.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation.

**OTHER UPDATES:**

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

**Agenda Item IX – Ad Hoc Committee Reports**

Skate Park (Charlie Caldwell) – Member Caldwell let the committee know there are now new fundraising signs for the Skatepark Phase II that he will be hanging up at facilities around the skatepark and that the Skatepark Collective will have the original construction crew come out this summer to do a seal on the concrete to help maintain the park.

Fischer Ranch Estuary Project (Johnny Calkins) – Member Calkins let the committee know that there are and will be Cal Poly students out there studying the animals and habitats.

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

Community Garden (Charlie Caldwell Ciara Torres) – Member Torres stepped up to take over reporting on the Community Garden, she also let the committee know that there is a Girl Scout Troop that would like to take on rehabbing the garden in the spring.

**Agenda Item X – Discuss Agenda Topics for Next Meeting (December 18, 2024)**

Agenda Items for next meeting:

- The committee would like to have a potluck at the next meeting.
- Parks & Recreation Master Plan Update due by end of 2025
- Nominations and appointments for the Chair, Vice-Chair and Secretary for 2025

**Agenda Item XI - ADJOURNMENT**  
**Meeting Adjourned at 6:55pm**



Kirsten Messmer, Parks & Recreation Director

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY  
FOREST COMMITTEE (MCFC) HELD ON TUESDAY, NOVEMBER 19, 2024 at 5:30 P.M.  
IN PERSON AT AZALEA HALL – 1620 PICKETT ROAD, MCKINLEYVILLE, CALIFORNIA  
and**

**TELECONFERENCE Via ZOOM & TELEPHONE:**

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

***NOTE: Items are listed in the chronological order in which they were considered.***

**Item I**

**a. Call To Order**

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

**b. Roll Call**

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

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

Absent: Jennifer Ortega, PARC Appointee Member

Nicole West arrived first out of the alternate members and therefore served as voting member in the absence of Jennifer Ortega.

**c. Flag Salute**

The Pledge of Allegiance was led by Desiree Early Dorvall.

**Item II - Approval of Agenda**

**Motion:** It was moved to approve the agenda.

**Motion by:** Creed **Second:** Messmer

**Roll Call:** Ayes: Kaspari, Henry, Messmer, Andersen, Conrad, West, Rink, Brown, Dorvall, Stephens, Truesdell, Creed

Nays: None

Absent: Ortega

**Motion Summary:** Motion passed.

**Item III – Approval of Minutes from the October 15, 2024 Meeting**

**Motion:** It was moved to approve October 15, 2024 meeting minutes.

**Motion by:** Messmer **Second:** West

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

Nays: None

Abstain: Conrad

Absent: Ortega

**Motion Summary:** Motion passed.

**Item IV – Consider Recommending Appointment of Nancy Morelli as Alternate Public Member of the Trails, Infrastructure, Clean-Ups, and Security Subcommittee**

MCSD Operations Director James Henry presented the item.

**Motion:** It was moved to recommend the appointment of Nancy Morelli as alternate public member of the Trails, Infrastructure, Clean-Ups, and Security Subcommittee.

**Motion by:** Conrad **Second:** Andersen

There were no further comments by the Committee or Public.

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

Nays: None

Absent: Ortega

**Motion Summary:** Motion passed.

**Item VII – Consider Recommendation to MCFC to Recommend MCSD Board Adopt Resolution 2024-21 Affirming Board Support of the Existing Memorandums of Understanding with the Redwood Coast Mountain Bike Association and the Mountain Bike Tribal Trail Alliance**

MCSD Recreation Coordinator Jens Andersen presented the item.

**Motion:** It was moved to recommend the MCSD Board of Directors adopt Resolution 2024-21.

**Motion by:** Brown **Second:** Messmer

There were no further comments by the Committee or Public.

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

Nays: None

Absent: Ortega

**Motion Summary:** Motion passed.

**Item V – Forest Management Plan and Funding/Budget Subcommittee Report**

MCSD Recreation Coordinator Jens Andersen reviewed the item.

Committee members made comments and asked clarifying questions.

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

**Item VI – Forest Management Plan and Funding/Budget Subcommittee Report**

MCSD Recreation Director Kirsten Messmer presented the item.

Committee members made comments and asked clarifying questions.

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

**Item IX – Update on CalVTP/CAL FIRE Forest Health and California Forest Improvement Program (CFIP) Grants**

MCSD General Manager Patrick Kaspari presented the item.

Committee members made comments and asked clarifying questions.

**Item IX – Committee Announcements & Future Agenda Items**


The next Trails, Infrastructure, Cleanups, and Security Subcommittee meeting will be on November 26 at 5:00 p.m. at the District Office.

The next Forest Management Plan, Funding, and Budget Subcommittee meeting will be on December 3 at 4:30 p.m. at the District Office.

Maya Conrad requested a future agenda item on erosion control as well as information on road/trail surfacing options.

**Item X – ADJOURNMENT**

Meeting Adjourned at 6:14 p.m.

  
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Joseph Blaine, Board Secretary

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# McKinleyville Community Services District

## BOARD OF DIRECTORS

Feb. 5, 2025

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: F.3.D**                      **General Manager’s Report for Feb. 5, 2025 Meeting**

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

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

### **A summary of activity for the months of Dec. 2024 & Jan. 2025**

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

• Use of NHE Services =	\$5,727
• WEX Labor Reimbursement =	\$0
• SWAP =	\$4,560
• Volunteer Pickleball Labor =	\$1,882
• CSW =	\$2,655
• Amazon Savings =	\$94
• Umpqua fee waivers & new interest rate =	\$10,551
• Install Flooring in Front Office =	\$1,880
• Retrofit SE Pump Motor Replacement =	\$425
• Repair 8 Service Line Leaks (from earthquake) =	\$5,832
• Identify Fischer Elec Runs for Upgrade =	\$450
• Repair Light at WWMF Mech Bldg =	\$255
• Replace Comminutor at Fischer =	\$520
• Reconfigure BSB Storm Related Outfall =	\$910
• Replace WWMF WAS Pump =	\$520
• <u>Repair Camera Trailer &amp; Camera =</u>	<u>\$850</u>
<b>TOTAL COST SAVINGS FOR DEC. &amp; JAN. =</b>	<b>\$37,111</b>

**TOTAL CURRENT COST SAVINGS FOR FY 24/25 = \$199,184**

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

**4.5 Gallon Water Tank Project** – Mercer Fraser continues to work on the installation of the waterline to the tank and the drain lines from the tank. We still need to leak test the tank and those items need to be completed before we can fill it with water. They also need to complete the rest of the underground piping, backfill around the tank, construct the road, and add the ladders and hatches. Colburn Electric’s work is proceeding well with the construction of the upgrade to the electrical system and generator. Still a lot of work to get done by the current contract completion date of February 28, 2025. It is highly unlikely that construction will be completed by then.

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

**Sewer Undercrossing Project** – Very good news for this project, FEMA has completed their National Environmental Policy Act (NEPA) review and released the Phase 2 funding of the grant to fund the final design and construction of the project. We are still waiting for the official word and the grant agreement from CalOES, but those should be forthcoming. The grant agreement, when received, will be taken to the Board for approval. This project will replace the three highway crossings, where the sewer mains from the east side of McKinleyville cross under Highway 101 to the west side and the District’s wastewater treatment facility.

This project would be funded by a Hazard Mitigation Grant from FEMA/CalOES. The grant request was for a total project cost of \$6,840,400, which would fund \$5,130,300 in grant and the District would match \$1,710,100. This fiscal years budget included \$100,000 for this project, to hopefully finish the design, with \$1M budgeted for the 2025/26 and \$6M budgeted for the 2026/27 Fiscal Years. The District’s match was intended to be funded from the Certificates of Participation, Series 2021B-Sewer bonds. We still need to receive and execute the grant agreement, and we will need to go through the Request for Qualification (RFQ) process prior to awarding the final engineering design. It is likely that the \$100,000 budgeted this year will not be spent. A further analysis will have to be completed to determine if the remaining Sewer Bond funds are sufficient to fund this project, or whether additional loan funding must be procured in conformance with the District’s Procurement Policy. This assessment will be brought to the Audit & Finance Committee and the full Board, likely as part of this year’s budget process.

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

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

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

**Fischer Lift Station Upgrade Project** – The District received a Phase 1 Hazard Mitigation Grant for the upgrade of the Fischer Sewer Lift station in November 2023. The grant will cover the complete retrofit of the Fischer Lift Station, which pumps wastewater from the entire southern half of McKinleyville to the wastewater management facility. This would include the replacement of the pumps and upgrading the electrical system, valves, and further seismically strengthening the building. GHD is finalizing the environmental and geotechnical work required for the CEQA/NEPA permitting and design. They anticipated that the design and environmental documentation will be completed and submitted to CalOES by the end of 2024, but

unfortunately, they realized that a County Coastal Development Permit is also required. This will not be able to be completed by the end of the year. The District has submitted an extension request to CalOES which was approved in November 2024 and extends the grant out to August 2025.

The seismic retrofit of the Fischer Sewer Lift Station is funded in part by a Hazard Mitigation Grant. The original grant application was for a total project cost of \$1,582,000 which would be funded by a 75% grant of \$1,186,500 with a 25% District match of \$395,500. Phase 1 of the project funding was approved on October 16, 2023 in the total amount of \$269,220, consisting of \$201,915 in Federal funding and a \$67,305 District match. The construction of the project is now estimated to be \$2.5M, and the contract amount for the design, permitting and construction oversight is \$410,000 for a total project cost of approximately \$2.9M. This is \$1,381,000 over the original grant project estimate. The District will request an increase in grant funding to cover the full 75% of the new overall project cost of \$2,175,000. If the full grant funding is obtained, the District's match will be \$725,000. If the additional grant funding is not obtained, the District's match will be \$1,713,500. Regardless, the District's match will be funded by the Certificates of Participation, Series 2021B-Sewer bonds. The Series 2021-B Sewer COPs currently has a fund balance of \$3,130,941.

**Microgrid Project** – The microgrid project is completed. As reported at the February 2025 Board Meeting, we are working through some bugs, mainly associated with the battery system and controls and switching from the batteries after a power outage. However, the system continues to power the plant and is resulting in substantial savings for the District. As part of the project bid, the winning contractors, Ameresco Inc., agreed to perform 10-years of operation and maintenance as well as reporting.

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

**Reporting by County Department** – A regular meeting has been scheduled with President Binder, GM Kaspari, Supervisor Madrone, and the MMAC Chair, Lisa Dugan. Jesse Miles, the Executive Director of the McKinleyville Chamber of Commerce, and Chris Emmons, Arcata Fire District Chief, have also begun to join us for these meetings. These meetings occur on the fourth Monday of every month to discuss various topics of

concern to all organizations and the community. The meeting in January was cancelled and they will start again in February.

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

As discussed, and approved at the November Board Meeting, we are also pursuing funding from the CAL FIRE Forest Health Program to fund the shaded fuel break and thinning of the Community Forest to prevent wildfires. This grant was submitted on January 15<sup>th</sup>.

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

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

As discussed at the February 2025, Board Meeting, we are also finishing up the design and assessment as part of the Recycled Water Grant for the Pialorsi property. We are in the process of turning this Planning Grant into a Construction grant application for the construction of the recycled water irrigation infrastructure for the Pialorsi property as well as upgrading the existing irrigation system for the Fischer property.

**Other Work** – December and January were busy with the ongoing construction of the 4.5MG tank and our regular construction meetings and work associated with that. We continue to work on the Microgrid project as well, meeting with Ameresco and GHD on

the transition phase between construction and operations. District legal counsel and Staff reviewed an Operations contract with Ameresco, and we have finalized that. The Community Forest continues to take up time with meetings. We also continue to hold design meetings with GHD on the Fischer Lift Station upgrade project and the Central Avenue Water & Sewer Rehab one year warranty review. The BMX Park construction is also slowly moving forward. The Contractor is working on his grading permit from the County, which also triggered a General Plan conformance meeting with the Humboldt County Planning Commission and a building permit review from the County. Staff is also working on the implementation of the new Food Truck regulations. The GM also attended a Community Forest Committee meeting, and the MCF Forest Management Plan Subcommittee meeting, HBMWD Muni Meetings, MMAC Incorporation and Regular meetings. The GM was also appointed to the Steering Committee for the update to the County's Multi-Hazard Mitigation Plan and has been attending those meetings. Things continue to be very busy at the District.

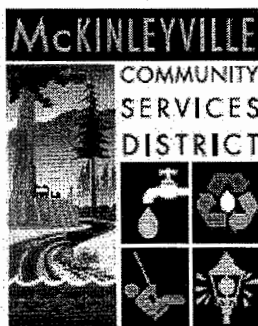
**Attachments:** Attachment 1 – WWMF Monthly Self-Monitoring Report

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

January 15, 2025

RE: MONTHLY MONITORING REPORT

Dear Sabrina:

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

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

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

Total Coliform Organisms MPN/100 ml. The Monthly Median not to exceed MPN of 23 and the daily maximum not to exceed MPN of 240. The reported results for the current month are as follows. Median was <1.8 and a Maximum of 4.5. Five samples were collected in the month of December and was in compliance.

Monthly River Monitoring was conducted in December.

Quarter 4 sampling was conducted in October.

Semi Annual Chronic Testing was conducted in December





McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY

**DECEMBER 2024**

RIVER CFS - EFFLUENT FLOWS -

M-003

M-004

M-005

RIVER DILUTION

M-006

EFF-001

DATE	INF-001 INFLUENT MGD	EFF-001 EFFLUENT MGD	EFFLUENT MAXIMUM GPM	M-002 PERK PONDS MGD	IRRIGATE MGD	RIVER MGD	RIVER DILUTION 100:1	MAXIMUM G.P.M. DISCHARGE FOR 100:1	RIVER FLOW IN CFS	RIVER FLOW IN GPS
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1	1.036	1.366	1290				515	6643	1480	11072
2	0.974	1.328	1299				415	5386	1200	8977
3	0.928	1.276	1249				358	4466	995	7444
4	0.927	1.301	1311				289	3793	845	6321
5	0.902	1.259	1238				265	3286	732	5476
6	0.899	1.262	1291				235	3034	676	5057
7	0.921	1.215	1195				225	2684	598	4474
8	0.982	1.223	1239				201	2496	556	4159
9	0.916	1.273	1314				172	2258	503	3763
10	0.891	1.207	1225				167	2047	456	3411
11	0.891	1.176	1226				155	1903	424	3172
12	0.983	1.273	1216				263	3200	713	5334
13	1.076	1.238	1287				589	7586	1690	12643
14	1.249	1.338	1113				3218	35819	7980	59698
15	1.190	1.415	1328				2238	29715	6620	49524
16	1.169	1.482	1401				1451	20333	4530	33889
17	1.098	1.364	1258				1488	18717	4170	31196
18	1.078	1.442	1362				1061	14453	3220	24089
19	1.055	1.315	1263				924	11670	2600	19451
20	1.016	1.375	1354				716	9695	2160	16159
21	1.062	1.308	1200				707	8483	1890	14139
22	1.073	1.234	1214				810	9830	2190	16383
23	1.134	1.292	1226				802	9830	2190	16383
24	1.552	1.385	1200				4414	52965	11800	88276
25	1.240	1.495	1341				2433	32632	7270	54387
26	1.254	1.511	1381				1651	22802	5080	38003
27	1.348	1.556	1307				3537	46233	10300	77054
28	1.375	1.598	1421				3633	51619	11500	86032
29	1.794	1.595	1409				5989	84386	18800	140643
30	1.488	1.665	1383				5225	72266	16100	120444
31	1.369	1.694	1501				2461	36941	8230	61569

TOTAL	34.870	42.461		0.000	0.000	0.000				
AVERAGE	1.125	1.370	1292	0.000	0.000	#DIV/0!	1503	19909	4435	33181
MAXIMUM	1.794	1.694	1501	0.000	0.000	0.000	5989	84386	18800	140643
MINIMUM	0.891	1.176	1113	0.000	0.000	0.000	155	1903	424	3172
DAYS	31	31		0	0	0				

DAYS WITH NO DISCHARGE TO THE MAD RIVER = 0