



**HUMBOLDT COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
REGULAR SCHEDULED MEETING**

**AGENDA**

**DATE:** Tuesday, May 13, 2025

**TIME:** 5:00 p.m.

**LOCATION:** 5055 Walnut Drive, Eureka, CA

Teleconference locations: 5055 Walnut Drive, Eureka, CA  
20 Via Ravello Road, Henderson, NV

*The HCSD Boardroom is open to the public during the meeting's open session segment. This meeting is also held by video/teleconference, per CA Govt Code § 54953(b). If a member of the public cannot attend in person and would like to speak on an agenda item, including Public Participation, please join through the Zoom website (<https://zoom.us>) by entering Meeting ID 388 963 6754 and Passcode 202520. Access may also be achieved via telephone only by dialing 1-669-900-9128.*

**A. ROLL CALL**

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

**B. PLEDGE OF ALLEGIANCE**

**C. CONSENT CALENDAR**

- |   |      |
|---|------|
| 1. Approval of May 13, 2025 Agenda                              | p. 1 |
| 2. Approval of Minutes of the Regular Meeting of April 22, 2025 | p. 3 |

**D. REPORTS**

- |                              |       |
|------------------------------|-------|
| 1. <u>General Manager</u>    |       |
| a) District Update           | p. 9  |
| 2. <u>Finance Department</u> |       |
| b) April 2025 Check Register | p. 11 |
| 3. <u>Engineering</u>        |       |
| 4. <u>Planning</u>           |       |
| a) Update                    | p. 19 |
| 5. <u>Legal Counsel</u>      |       |

6. Director Reports

7. Other

**E. PUBLIC PARTICIPATION**

Members of the public may comment on items not on the agenda. Please use the information above to participate via Zoom. The Board requests that speakers please state their name and where they are from, be concise, and limit communications to 3 to 5 minutes. After all oral communications, the Board or staff may briefly respond with information in response to comments; however, the Brown Act prohibits discussion of matters not on the published agenda. Matters requiring discussion or action will be placed on a future agenda.

**F. NEW BUSINESS**

1. Consideration of Director Nomination for the ACWA (Association of California Water Agencies) Region 1 Call for Candidates; Adopt Resolution 2025-05 Supporting the Nomination p. 21

**G. OLD BUSINESS**

1. Consideration of McKay Ranch Subdivision Request for Annexation and Planned Services; Adopt Resolution 2025-04 Supporting the Annexation p. 33

**H. ADJOURNMENT**

Next Res: 2025-06

Next Ord: 2025-01

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Robert Christensen at (707) 443-4558, ext. 210, or by email at [asm@humboldtcsd.org](mailto:asm@humboldtcsd.org). Notification 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102 – 35.104 ADA Title II).

Pursuant to §54957.5(a) of the California Government Code, any public record writings relating to an agenda item for an open session of a regular meeting of the Board of Directors, not otherwise exempt from public disclosure, are available for public inspection upon request at the District offices located at 5055 Walnut Drive, Monday through Friday (holidays excepted) during regular business hours.

DRAFT MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT

The Humboldt Community Services District Board of Directors met in regular session at 5:00 p.m. on Tuesday, April 22, 2025, at 5055 Walnut Drive, Eureka, California, with public participation available via Zoom tele/video conference.

**A. CALL TO ORDER AND ROLL CALL**

Present upon roll call: Directors Benzonelli, Gardiner, Hansen, Matteoli, and Ryan.  
Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), Assistant Engineer Rawal (AE), and Utility Services Planner McNeill (USP)

**B. PLEDGE OF ALLEGIANCE**

President Matteoli invited those present to join in the Pledge of Allegiance.

**C. CONSENT CALENDAR**

1. Approval of April 22, 2025 Agenda
2. Approval of Minutes of the Regular Meeting of April 8, 2025

**IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN, TO APPROVE THE APRIL 22, 2025, CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

**D. CORRESPONDANCE**

1. Department of Public Works, County of Humboldt re: Measure O – Roads, Utility Coordination

GM stated that the Humboldt County Public Works Department is coordinating with public utilities to ensure that, where possible, planned underground utility replacement projects are completed before roads are overlaid. The County is also collecting data to develop an underground utility layer in the County's geographic information system. The District will verify that information about the District's infrastructure won't be public on the County's GIS platform before submitting it to the County.

2. ACWA JPIA re: Liability, Property, and Workers' Compensation Risk Assessment

The District's ACWA JPIA Risk Analyst, Paul Myers, provided a summary of his visit with the District on March 27, 2025. During his visit Myers toured the Brier Tank, Hoover Lift Station, Truesdale Booster Station and the Spruce Point Well.

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
APRIL 22, 2025  
**E. REPORTS**

1. General Manager

a) District Update

GM reported that on Tuesday, April 15, HCSD staff and Board members visited the Humboldt Bay Municipal Water District's (HBMWD) Turbidity Reduction Facility (TRF). The TRF typically operates during the rainy season and is taken offline during the summer because storms and runoff cause the clarity of the raw water to be insufficient for drinking. This summer, HBMWD is upgrading its chlorine contact chamber, and the TRF will continue to operate through the season.

2. Finance Department

a) February 2025 Revised Budget Statement

FM noted that the February 2025 Revised Budget Statement includes the District's sewer treatment operations and maintenance expenditure.

b) March 2025 Budget Statement

FM reported that March 2025 was a fairly standard month. FM has been analyzing service charges from local banks and plans to provide a report on his analysis at the next Board meeting.

3. Engineering

a) Update

AE reported that the Crane Street Steel Main Replacement (SMR) project has commenced and is scheduled to conclude by the end of June. The project includes replacing 750 feet of steel water main lines with C-900 PVC and reinstalling 20 individual water service connections. The District will also replace analog meters on the street with electronic AMRs. Two new fire hydrants will be installed to improve emergency fire flow to the neighborhood.

4. Planning

USP reported that the District recently performed scheduled water quality testing at the Spruce Point Well. The test included analyzing for 31 different volatile organic compounds. Results indicated that most constituents were not detected, and the constituents that showed measurable levels were within the range of normal and safe to drink.

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
APRIL 22, 2025

5. Legal Counsel

No report.

6. Director Reports

No report.

**F. PUBLIC PARTICIPATION**

None.

**G. OLD BUSINESS**

1. Consideration of Bid Results and Award of Contract for the Doctor's Office Lane Sewer Rehabilitation Project

AE reported that at the April 8, 2025, meeting, the board requested further evaluation of Mercer Fraser's bid by staff and a conversation with Mercer Fraser to better understand the cost justifications of their submitted bid. AE contacted Mercer Fraser, and it was confirmed that the relatively high cost of the project was due to the overall project scale. The District researched potential cost savings on the project and determined that including the project as part of a larger-scale project would likely result in substantial cost savings.

**IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR BENZONELLI, TO REJECT ALL BIDS AND REBID THE PROJECT AT A LATER DATE. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

2. Consideration of Certificate of Deposit Options at Local Credit Unions and Banks.

FM reported that the board requested additional information on certificate of deposit options from local financial institutions to consider investing a portion of the District's reserves. FM contacted Coast Central Credit Union (CCCU) and Redwood Capital Bank. CCCU did not offer a certificate of deposit product that would completely insure the District's expected principal contributions. Redwood Capital Bank provides certificates of deposit utilizing the Certificate of Deposit Account Registry Service (CDARS), which fully insures all invested funds. FM summarized the different terms and yields available and compared them to the yields from investment options with the County of Humboldt, CA CLASS JPA and California Local Agency Investment Fund (LAIF). The Board discussed current economic conditions that could effect future returns

**IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR BENZONELLI,** TO INVEST \$2,000,000 IN A 52-WEEK TERM CERTIFICATE OF DEPOSIT WITH AN ANNUALIZED YIELD OF 3.50% AT REDWOOD CAPITAL BANK. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

#### **H. NEW BUSINESS**

1. Consideration of Exception to District Leak Relief Policy for 2706 Manzanita Avenue

USP reported that the District received a letter from a property management company on behalf of their tenant. When the tenant was out of town for an extended period, a large leak occurred in the property's irrigation system. The leak resulted in the resident being billed for 895 hundred cubic feet (HCF) of water consumption, totaling \$5,128.35 in water charges. Average monthly household consumption is 5 HCF. After confirming that the leak had been fixed, the District provided the customer with a \$1,000 leak relief credit, the maximum allowed under the District's leak relief policy. The property management company requests that the Board of Directors consider an exception to the policy and grant additional relief.

Director Gardiner asked what the net cost of the water to the District lost in the leak was. GM replied that the approximate cost of the water to the District was \$4,500. The Board discussed alternative ways to provide relief to the ratepayer, including an extended payment plan. The Board also discussed potential future technologies that could enable the District or a ratepayer to be immediately notified of a consistent leak.

**IT WAS MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR RYAN,** TO REJECT THE REQUEST FOR EXCEPTION TO THE DISTRICT'S LEAK RELIEF POLICY FOR 2706 MANZANITA. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE.

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
APRIL 22, 2025

**I. ADJOURNMENT**

Without further business, **IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR RYAN**, TO ADJOURN. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN  
NOES: NONE  
ABSENT: NONE

THE BOARD ADJOURNED ITS REGULAR MEETING OF APRIL 22, 2025 AT 6:18 P.M.

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Submitted, Board Secretary

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# Humboldt Community Services District

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*Dedicated to providing high quality, cost effective water and sewer service for our customers*

## MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: May 9, 2025

SUBJECT: General Manager Report for May 13, 2025 Board Meeting

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### Retirements

Three long term District employees have announced their intention to retire in December of 2025. These are folks that have been with the District for decades, and at least seven General Managers. These people have seen the District through thick and thin and deserve our respect and have definitely earned our gratitude.

#### *Bill Bitner*

Bill started work for the District while he was still a student studying Engineering Technology at the College of the Redwoods. He has served the District faithfully since 1992. Bill spent his entire career at HCSD as the Engineering Technician. He has developed maps of the entire water and sewer systems, responded to countless callouts, marked out thousands of USAs and has been instrumental in the design of hundreds of District projects over the years.

#### *Brian McNeill*

Brian started working for the District in 2003 as a Utility Worker in the Customer Service department. Brian earned his Distribution 4 and his Cross Connection Control Specialist certifications while working for the District. After spending decades reading meters, executing service orders, maintaining Air Vac valves and testing backflow devices, Brian accepted a promotion to the Utility Services Planner role. As the Planner, Brian has been updating the District's plans, responding to building referrals from the County and mentoring the next generation of District employees.

#### *Mark Taylor*

Mark also started working for the District in 2003 as a Utility Worker in the Construction Department. Mark worked his way up the ranks and currently serves as the Construction Foreman. Mark has built more District infrastructure than any other individual currently employed by the District. Mark has also responded to more call-outs than any other current

District employee, often making critical repairs in the middle of the night to keep the water flowing.

### *Succession*

While we all acknowledge that these individuals have contributed significantly to HCSD and they will be missed, we must plan for the future. We are currently working on the District's fiscal year budget and as part of that, we are planning to solicit and hire (or promote) qualified replacements to fill these roles. While the shoes will be difficult to fill, we will give the next generation the best chance of success by providing as much overlap as is feasible between the new hires and our faithful friends.

# Accounts Payable

## Checks by Date - Detail by Check Date

User: FM  
Printed: 5/7/2025 11:16 AM

Humboldt Community Services District  
5055 Walnut Drive – Eureka CA 95503  
PO Box 158 – Cutten CA 95534 (707) 443-4558

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57932	U410	United Way of Humboldt	04/01/2025	
		PR Batch 00001.02.2025 UNITED WAY	PR Batch 00001.02.2025 UNI	2.13
		PR Batch 00001.02.2025 UNITED WAY	PR Batch 00001.02.2025 UNI	1.45
		PR Batch 00001.02.2025 UNITED WAY	PR Batch 00001.02.2025 UNI	0.42
		PR Batch 00002.02.2025 UNITED WAY	PR Batch 00002.02.2025 UNI	1.75
		PR Batch 00002.02.2025 UNITED WAY	PR Batch 00002.02.2025 UNI	1.65
		PR Batch 00002.02.2025 UNITED WAY	PR Batch 00002.02.2025 UNI	0.60
		PR Batch 00001.03.2025 UNITED WAY	PR Batch 00001.03.2025 UNI	0.90
		PR Batch 00001.03.2025 UNITED WAY	PR Batch 00001.03.2025 UNI	1.85
		PR Batch 00001.03.2025 UNITED WAY	PR Batch 00001.03.2025 UNI	1.25
		PR Batch 00002.03.2025 UNITED WAY	PR Batch 00002.03.2025 UNI	1.20
		PR Batch 00002.03.2025 UNITED WAY	PR Batch 00002.03.2025 UNI	1.30
		PR Batch 00002.03.2025 UNITED WAY	PR Batch 00002.03.2025 UNI	1.50
Total for Check Number 57932:				16.00
Total for 4/1/2025:				16.00
57933	UB*02133	ESTER ARAIZA	04/02/2025	
		Repalce voided check		74.37
		Repalce voided check		51.93
Total for Check Number 57933:				126.30
Total for 4/2/2025:				126.30
57934	A790	Automation Direct	04/15/2025	
	1736883	Enclousrue and wire for donna		445.01
	1736883	Enclousrue and wire for donna		202.57
Total for Check Number 57934:				647.58
57935	C036	Corporate Payment Systems	04/15/2025	
	02619830	DT/Maintenance supplies		200.70
	03212025	DT/E Waste		75.60
	03312025	FINANCE CHG.		14.50
	08-12734-28044	DT/SCADA Van Mirror		35.64
	291809043	TW/Utility Worker I/II Craigslist Ad		40.00
	366247	DT/E Waste		46.60
	40	TW/Employee Lunch NA/JDD/TK		50.00
	5045	MM/Microsoft - Exchange Email		104.00
	5045	MM/Microsoft - Projects for KR		30.00
	5817	MM/DRI Crash Plan		29.97
	5942	MM/Headset for office phone (RC)		137.92
	5943	MT/Cell phone cord to tranfer photos/contacts to		15.28
	7829552786	TW/Utility Worker I/II Craigslist Ad Renewal		20.00
	7831525325	TW/Utility Worker I/II Craigslist Ad Renewal		20.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	7831526229	TW/Crane Truck Unit 4B Craigslist Ad		5.00
	7831526462	TW/Crane Truck Unit 4B Craigslist Ad		5.00
	7831526753	TW/Crane Truck Unit 4B Craigslist Ad		5.00
Total for Check Number 57935:				835.21
57936	C180	Canon Solutions America Inc.	04/15/2025	
	6011387701	Office/Black Copies WXD03492-		29.65
	6011387701	Office/Color Copies WXD03492-		87.32
Total for Check Number 57936:				116.97
57937	C410	City of Eureka: SW	04/15/2025	
	022025	Humboldt Hill 21% - FEB 2025		35,380.80
	022025	General 79% - FEB 2025		133,099.20
	032025	General 79% - MARCH 2025		133,099.20
	032025	Humboldt Hill 21% - MARCH 2025		35,380.80
Total for Check Number 57937:				336,960.00
57938	C450	City of Eureka: Water Test	04/15/2025	
	INV07329	Microbiological Testing - FEB 2025		422.00
Total for Check Number 57938:				422.00
57939	C495	Colantuono, Highsmith, Whatley, PC	04/15/2025	
	64659	SPECIAL LEGAL SERVICES THROUGH 03.3		189.00
Total for Check Number 57939:				189.00
57940	C730	Cummins Pacific LLC	04/15/2025	
	Y7-250310913	Trouble shoot Hoover SLS Generator		551.65
Total for Check Number 57940:				551.65
57941	D910	Don's Rent-All Inc	04/15/2025	
	257668	SCAFFOLDING EQUIPMENT RENTAL		77.57
Total for Check Number 57941:				77.57
57942	E330	Englund Marine and Industrial Supply	04/15/2025	
	545412/7	PROLATCH, HEAD PLUGS		26.19
	545663/7	BALL VALVE 1/4, SS TEE 1/4", SS NIPPLES		53.73
Total for Check Number 57942:				79.92
57943	E485	Cooney Parris and Rieke Corp	04/15/2025	
	177606/3	CM ADJUSTABLE WRENCH, COUPLING		38.76
	177652/3	LED HEADLAMP - CHUCH PPE		53.86
	177715/3	HARDWARE SCREWS		70.99
	177799/3	GARDEN KNEELER, TERRA WEEDER STEE		34.03
	177810/3	DIRECTOR CHAIR		64.64
	177833/3	CONCRETE MIX 60# QUIKRETE		22.60
	177867/3	ACETONE QT, SILICONE II K&B CLR2 8 OZ		24.33
	177931/3	CM RATCHET 72 TEETH 1/4'		25.85
	178019/3	LYSOL AVD LEMON, CORD STRAP, EX COI		88.97
	178158/3	BATTERIES FOR GENERATOR REMOTE - U		15.07
	178452/3	CARTON SEAL TAPE CLEAR		27.77
	178517/3	WIRE CLOTHES, BOLT EYE LAG, WIRE RO		41.73
	178548/3	FLASHING NO-CALK1.25 & 1.5, BAR HOLDI		27.98
	179039/3	TOOLS UNIT#1 - MET CUTTING WHL 5PK, 1		66.77

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 57943:				603.35
57944	E558	NAPA Auto Parts of Eureka	04/15/2025	
	439970	PURPLE POWER CAR WASH		25.11
	440734	#18 - 2.5 BLUE DEF		37.12
	441263	#20 - PREMIUM CAPSULES		60.19
	441543	#12, WIPER BLADES		42.59
Total for Check Number 57944:				165.01
57945	E650	Eureka Ready Mix	04/15/2025	
	101155	5CY 6 SACK GROUT, 5 CY SHORT LOAD		985.10
Total for Check Number 57945:				985.10
57946	F049	Fastenal Company	04/15/2025	
	CAEUR136383	BLUE LATEX GLOVES XL		108.78
	CAEUR136383	BEIGE INDUST GRAIN COWHIDE THUMB I		37.47
	CAEUR136383	BLACK CHISEL TIP SHARPIE		3.31
	CAEUR136383	PURELL HAND SANITIZER GEL 12OZ		36.20
	CAEUR136462	BLACK ELECT TAPE		8.60
	CAEUR136462	XL ORANGE NITRILE DIAMOND TXTR DIS		92.18
	CAEUR136462	BRUSH TOP CAN PIPE THREAD SEALANT		25.66
	CAEUR136538	AA DURACELL ALKALINE BATTERY		4.59
	CAEUR136538	POWERLOCK TAPE RULER		57.84
	CAEUR136538	IRON GRIP DUCT TAPE ROLL		62.61
	CAEUR136538	WHITE INDUST WATER-BASED MARKING		32.17
	CAEUR136538	XL ORANGE NITRILE DIAMOND TXTRD D		62.36
Total for Check Number 57946:				531.77
57947	F050	Fastenal Industrial	04/15/2025	
	CAEUR136384	STNLSS STEEL ROUND HEAD CARRIAGE I		14.78
	CAEUR136384	STNLSS STEEL WING NUT		41.48
	CAEUR136461	CNTR PULL TWL ROLL		118.39
	CAEUR136461	WHT MLTI FLD PAPER HAND TWLS		49.71
Total for Check Number 57947:				224.36
57948	H410	Humboldt Bay Municipal Water D	04/15/2025	
	03312025	PF-2 RECONCILIATION CREDIT/CHG FROM		-179.55
	17560000	Water Purchased - Month		96,024.60
Total for Check Number 57948:				95,845.05
57949	H660	Humboldt County Clerk Recorder	04/15/2025	
	25-4354	COPIES		7.00
	25-5387	COPIES		12.00
Total for Check Number 57949:				19.00
57950	H810	Humboldt Waste Management Auth	04/15/2025	
	1000013373	HWMA - SOLID WASTE SELF HAUL 02.20.21		103.90
	1000013373	HWMA - SOLID WASTE SELF HAUL 02.20.21		309.78
	1000013373	HWMA - SOLID WASTE SELF HAUL 02.21.21		130.84
	1000013633	HWMA - SOLID WASTE SELF HAUL 03.05.21		23.09
	1000013788	HWMA - SOLID WASTE SELF HAUL 03.12.21		40.41
	1000013788	HWMA - SOLID WASTE SELF HAUL 03.13.21		46.18
	1000013788	HWMA - SOLID WASTE SELF HAUL 03.10.21		111.60
	1000014047	HWMA - SOLID WASTE SELF HAUL 03.24.21		98.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 57950:				863.93
57951	I401	Industrial Electric Arcata Inc	04/15/2025	
	IN52894	Misc. for solar panel		136.81
	IN52972	Conduit for solar panel and tank psi transmitter		301.19
	IN52985	Conduit Lock rings and plugs for solar panel and		88.04
	IN53044	Fuses for control power		177.86
	IN53062	conduit from scada panel to control panel		158.21
	IN53138	plugs for holes in control panel		11.39
	IN53210	Conduit for antenna mount		151.94
	IN53225	Hand off auto switches for control panel		378.96
	IN53229	Condulet to solar system		15.36
	IN53323	Conduit and contactor to rewire control system		250.96
	IN53324	Power cable to remote mounted radio		128.57
	IN53334	Conduit and breakers for rewiring to code		64.04
	IN53406	Conduit and and back panel		316.43
	IN53428	Antenna and power cable suport grips to tower		250.90
Total for Check Number 57951:				2,430.66
57952	I525	Infosend	04/15/2025	
	283931	UB/Process and Mail/Bills - 02.28.25 - 03.27.25		6,375.65
Total for Check Number 57952:				6,375.65
57953	J700	John's Auto Electric	04/15/2025	
	081399	Diagnostic old unit #4 crane truck.		560.72
Total for Check Number 57953:				560.72
57954	J800	Johnson's Mobile Rentals LLC	04/15/2025	
	193950	Temp. fencing Ridgewood tank 12x6		297.39
	195088	Temp. fencing Ridgewood tank 12x6		303.34
Total for Check Number 57954:				600.73
57955	M230	Mendes Supply Co	04/15/2025	
	M277000	DONNA DR TANK DISINFECTION		89.67
	M277275	30 GAL CARBOY BACTICIDE, DRUM DEPO		947.91
Total for Check Number 57955:				1,037.58
57956	M350	Mid-City Motor World	04/15/2025	
	5222748	Shock absorber assy. unit 11.		172.13
Total for Check Number 57956:				172.13
57957	M450	Mission Linen	04/15/2025	
	523433193	Uniforms/Mats		219.24
	523474598	Uniforms/Mats		423.33
	523517444	Uniforms/Mats		224.67
	523562531	Uniforms/Mats		425.36
Total for Check Number 57957:				1,292.60
57958	N710	North Coast Unified Air Qualit	04/15/2025	
	7561	ANNUAL RENEWAL FEES / DIESEL GENER		6,329.60
Total for Check Number 57958:				6,329.60
57959	P006	PACE Supply Corp.	04/15/2025	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0210071489	325 5/8- inch water meters		56,663.84
	0210071489	325 5/8- inch water meters		42,246.62
Total for Check Number 57959:				98,910.46
57960	P190	Pacific Paper Co	04/15/2025	
	230713	OFFICE SUPPLIES, PENS, POST IT NOTES, 1		400.00
	230713.1	OFFICE SUPPLIES - BLOTTER PAPER		64.21
Total for Check Number 57960:				464.21
57961	P430	Pierson Building Center	04/15/2025	
	03312025	DISCOUNT - STATEMENT 03.31.2025		-14.54
	249070	CDX PLYWOOD 3 / 4X4X8, CA LUMBER AS		202.82
	249106	P PRO EXT 8X1-3/4 1LB 48596		10.91
	249338	2/4/14 STD AND BTR D/F S4S, 1X2X48 FIR S		83.80
	249342	P PRO INT 8X2 1LB 48581, CARPENTER PEN		10.59
	249672	PIPE INSULATION 3/4X6, ANGLE BROOM		33.29
	249702	GATE HK W / STPLS 5 ZC		9.82
	249940	SHOP - GROUT SPONGE XL, MILW #2 PHIL		11.67
	250269	MILW 6 PC PRECISION DRIVERS 2606		29.49
	250296	ACE POLY SPRAYER 1/2 GAL, ROUNDUP C		78.64
	250999	LAG SCREW 1/4X4 - 1/2 100, USG WASHER		51.87
	251003	2X4X20 STD & BTR D/F S4S, CA LUMBER A		66.10
	253249	COMPRESSION NEEDLE, NIPPLE, CONNEC		80.54
	253401	CDX PLYWOOD 3/ 4X4X8, LMBR ASSMNT,		165.32
	253497	BRASS CONNECTORS, COMPRSSN NEEDL		-26.70
	253499	COMPRESSION INSERT, COMPRESSION CC		11.97
Total for Check Number 57961:				805.59
57962	P490	Pitney Bowes Inc.	04/15/2025	
	1027043322	AnnMaint/LetterOpener/STDSLA		220.00
Total for Check Number 57962:				220.00
57963	P550	Pitney Bowes Inc	04/15/2025	
	1027087762	QRTRLY RENT BASE C SERIES		40.91
	1027087762	QRTRLY RENT BASE C SERIES		84.36
	1027087762	EQUIPMENT SERVICE AGREEMENT		11.20
Total for Check Number 57963:				136.47
57964	P557	Rexel USA Inc.	04/15/2025	
	6B88801	CONDUIT, STRUT, APP T125, APP K125&150		540.37
	6B97485	APP T125-M 1-1/4 FORM 35 TYPE, GALV NII		125.97
	6C08729	CONDUIT, 2-HOLE COND CLAMP, 3/4 UF C		25.54
	6C08886	APP AJ125-150, THB 692TB 1-IN MALL CON		149.34
	6C19167	THB 692TB 1-IN MALL COND SPPT		129.41
	6C82067	COPPER GRND ROD, SOL BARE ARMRD GI		64.36
Total for Check Number 57964:				1,034.99
57965	P785	Powell Landscape Materials	04/15/2025	
	03312025	FINANCE CHARGE		3.80
	5018A	Concrete for sidewalk repair - 1159 KIRKBY		233.80
Total for Check Number 57965:				237.60
57966	R250	Recology Humboldt County	04/15/2025	
	33751876	Garbage Service -		612.65

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 57966:				612.65
57967	S670 INV-019502 TM INV-008482	Springbrook Holding Company LLC Upgrade to Springbrook 7.18, less fees paid for c Progress work on Upgrade to 7/18	04/15/2025	7,216.56 447.50
Total for Check Number 57967:				7,664.06
57968	S750 00-649299-0082	Standard Insurance Company SHORT & LONG TERM EMP DISABILITY - 3	04/15/2025	1,676.85
Total for Check Number 57968:				1,676.85
57969	T810 130474	Tony Gosselin Tire Service New front tires for unit # 8	04/15/2025	699.71
Total for Check Number 57969:				699.71
57970	U330 971127	United Rentals, Northwest Inc PUMP 3" TRASH, 3/20 HOSE PVC SUCTION	04/15/2025	209.04
Total for Check Number 57970:				209.04
57971	U730 INV00653794 INV00660909 INV00669172	USA Bluebook QR INJECTOR VALVE, VAL-MATIC AIR REL "4X2" BUSHING MXF GALVANIZED NIBCO GLOBE STYLE SILENT CHECK VAL	04/15/2025	1,263.25 81.84 2,191.26
Total for Check Number 57971:				3,536.35
57972	V500 6109118907	Verizon Wireless Cellular Service - 02.22.25 - 03.21.25	04/15/2025	515.21
Total for Check Number 57972:				515.21
57973	V700 FC25 0331 INV 25-877110 INV 25-881405 INV 25-882216 INV 25-887883	Valley Pacific Petroleum Services Inc FINANCE CHARGE MOTOR OIL YARD FUEL YARD FUEL YARD FUEL	04/15/2025	9.78 793.52 4,354.42 40.28 3,805.97
Total for Check Number 57973:				9,003.97
57974	W208 1071 1072	Watt's Cleaning Services OFFICE CLEANING - FEBRUARY OFFICE CLEANING - MARCH	04/15/2025	950.00 1,960.00
Total for Check Number 57974:				2,910.00
57975	W570 383030	Western Chain Saw PARTS FOR CONCRETE SAW	04/15/2025	139.89
Total for Check Number 57975:				139.89
57976	W875 9489	WINCAN Sewer Camera van annual tech support	04/15/2025	2,650.00
Total for Check Number 57976:				2,650.00
Total for 4/15/2025:				589,344.19





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# Humboldt Community Services District

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*Dedicated to providing high quality, cost effective water and sewer service for our customers*

## MEMORANDUM

TO: Board of Directors

FROM: Brian McNeill, Utility Services Planner

DATE: May 9, 2025

SUBJECT: Utility Services Planner Report for May 13, 2025 Board Meeting

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The California State Water Resources Control Board requires the District to perform Lead and Copper sampling every three years to comply with the Lead and Copper Rule Sampling schedule. The Lead and Copper Rule requires water systems to monitor lead and copper levels at the consumers' taps. The samples are to be collected by the resident at a kitchen or bathroom cold water faucet after the water has stood undisturbed in the pipes for a minimum of six hours, but not more than twelve. Three years has passed since the last required sampling event, so staff has sent out letters to the residents of 30 homes that have participated in the past. Sample bottles are being secured from Microbac laboratory to distribute to the residents. The sampling must be completed and submitted by September 30<sup>th</sup>.

June is the busiest month of the year for backflow prevention assembly testing within the District. To meet the California State Water Resources Control Board requirement to ensure every backflow prevention assembly is tested annually, staff sent out 46 letters to customers whose devices are due for testing in June.

Day to day operations in the planning department continue with tasks varying from responding to building and planning referrals, providing information to customers regarding the location of water and sewer lines on their property, and reviewing applications from customers to receive fill dirt from the District.

Quarterly raw water quality sampling of the Spruce Point and South Bay wells as required by the California State Water Resources Control Board has been completed and submitted. As always, weekly bacteriological water quality samples were collected from throughout the District and all monthly required reporting to the various State agencies has been completed and submitted.

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# Humboldt Community Services District

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*Dedicated to providing high quality, cost effective water and sewer service for our customers*

## AGENDA REPORT

**For HCSD Board of Directors Regular Meeting of:**

May 13, 2025

**AGENDA ITEM:** F.1. (New Business)

**TITLE:** Consideration of Director Nomination for the ACWA (Association of California Water Agencies) Region 1 Call for Candidates; Adopt Resolution 2025-05 Supporting the Nomination

**PRESENTED BY:** Terrence Williams, General Manager

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### **Recommendation:**

Discuss the opportunity and determine if any Board members are interested/available to take on the responsibility of serving as a Region 1 Board Member for ACWA. If so, adopt resolution 2025-05 supporting the nomination.

### **Summary:**

The Association of California Water Agencies (ACWA) is the largest statewide coalition of public water agencies in the US. Their mission, "To provide comprehensive leadership, advocacy and resources for California public water agencies to ensure a high quality and reliable water supply in an environmentally sustainable and fiscally responsible manner." To that end, ACWA has developed a five-year strategic plan. The plan has six core elements, as identified below, to serve as guiding principles for ACWA.

- Advocacy: Advocate for member interests on legislation, regulations and funding.
- Connections: Build strong, lasting and trusted partnerships that provide interconnectivity among all sectors of the water industry.
- Education: Invest in California's water future by providing opportunities through education, information and professional development for ACWA members, staff and the public.
- Resources: Deliver high quality member services to support the mission of ACWA's member agencies.
- Organizational Strength: Foster a collaborative and mutually respectful culture to ensure a positive experience for ACWA members and staff and continually invest in the financial health and organizational well-being of the association.
- Innovation: Lead the industry on proactive advancements for the betterment of the communities, agricultural operations and businesses that ACWA members serve.

ACWA's Region 1 serves Marin, Napa, Sonoma, Lake, Mendocino, Trinity, Siskiyou, Del Norte and Humboldt Counties. The current Region 1 Board consists of members from the Russian River Flood Control District, City of Santa Rosa, Humboldt Bay MWD, Sonoma Water, McKinleyville CSD, and Brooktrails Township CSD and there is currently a call for candidates to serve on the Region 1 Board.

ACWA's policy agenda is driven by its Board of Directors through the adoption of policy principles and identification of goals in the association's Five-Year Strategic Plan. In addition, ACWA's various policy committees, including the State Legislative Committee, help identify issues of importance to member

agencies. If there is state or federal policy that one or more of you feel passionate about, this is an excellent opportunity to amplify the voice of Humboldt CSD.

If a nomination is to be made, please adopt resolution 2025-05 supporting the nomination. A fact sheet describing the roles of the Region 1 Board members is included with this report. To complete the nomination, a nomination form will need to be filled out that includes a description of the nominee's ACWA-related activities that help qualify them for the office, a written bio of the nominee and a photo of the nominee. The application deadline is June 20.

**Fiscal Impact:**

Unknown

## MEMORANDUM

**Date:** April 21, 2025

**To:** ACWA Region 1 General Manager and Board Presidents  
(sent via e-mail)

**From:** ACWA Region 1 Nominating Committee

- **Adam Gaska**, Redwood Valley County Water District
- **Hannah Davidson**, Hidden Valley Lake Community Services District
- **Terrance Williams**, Humboldt Community Services District
- **Tony Williams**, North Marin District

**Subject:** Call for Candidates for Region Boards

The Region 1 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 1 for the 2026-'27 term. The Nominating Committee is currently seeking candidates for the Region 1 Board, which is comprised of Chair, Vice Chair and up to five Board Member positions. In a separate but concurrent process, ACWA's Election Committee has announced its call for candidates for ACWA President and Vice President. **More information about both processes is available at [www.acwa.com/elections](http://www.acwa.com/elections).** The leadership of ACWA's 10 geographical regions is integral to the leadership of ACWA. The Chair and Vice Chair of Region 1 serve on ACWA's statewide Board of Directors and recommend all committee appointments for Region 1. The members of the Region 1 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members and serve as a key role in ACWA's grassroots outreach efforts.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 1 Board Member, please familiarize yourself with the [role and responsibilities](#) of the region boards and the [Region 1 Rules and Regulations](#) and submit the following documents by **June 20:**

- [A candidate nomination form](#)
- **A signed resolution of support from your agency's Board of Directors** ([A sample resolution is available online](#))

In addition to the required documents, you may also send a short biography and a headshot photo to be included in the candidate section of ACWA's elections webpage; however, these are not required.

The election will begin on July 21 with electronic ballots emailed to General Managers and Board Presidents. The ballot will include the Nominating Committee's recommended slate and any additional candidates interested in the region board positions who meet the qualification criteria.

All region ballots must be submitted by Sept. 19. One ballot per agency will be counted. Election results announced Sept. 26 and the newly elected Region 1 Board Members will begin their two-year term of service on Jan. 1, 2026.

If you have any questions, please visit [www.acwa.com/elections](http://www.acwa.com/elections) or contact Senior Regional Affairs Representative Jennifer Rotz at [JenniferR@acwa.com](mailto:JenniferR@acwa.com) or (916) 669-2373



## 2025 ACWA Region Election Timeline 2026-'27 Term

**February 28:**

### **NOMINATING COMMITTEES APPOINTED**

- With concurrence of the region board, the region chairs appoint at least three region members to serve as the respective region's Nominating Committee
- Those serving on nominating committees are ineligible to seek region offices
- Nominating Committee members are posted online at [www.acwa.com](http://www.acwa.com)

**March 1-31:**

### **NOMINATING COMMITTEE TRAINING**

- Nominating Committee packets will be e-mailed out to each committee member
- ACWA staff will hold a training session via Zoom with each nominating committee to educate them on their specific role and duties
  - Regions 1-10 Nominating Committees: via Zoom Meetings

**April 21:**

### **CALL FOR CANDIDATES**

- The call for candidate nominations will be announced in an ACWA advisory and information will be made available on the ACWA website.

**June 20:  
(By 5:00 p.m.)**

### **DEADLINE FOR COMPLETED NOMINATION FORMS**

- Deadline to submit all Nomination Forms and board resolutions of support for candidacy for region positions
- Nominating Committee members may need to solicit additional candidates in person to achieve a full complement of nominees for the slate

**June 20:**

### **CANDIDATE INFORMATION TO NOMINATING COMMITTEES**

- All information submitted by candidates will be forwarded from ACWA staff to the respective region Nominating Committee members with a cover memo explaining their task

**June 23 – July 10: RECOMMENDED SLATES SELECTED**

- Nominating Committees will meet to determine the recommended individuals for their region. The slate will be placed on the election ballot.
- Nominating Committee Chairs will inform their respective ACWA Regional Affairs Representative of their recommended slate by July 10
- Candidates will be notified of the recommended slate by July 14
- The Nominating Committee Chair will approve the official region ballot

**July 21:****ELECTIONS BEGIN**

- All 10 official electronic ballots identifying the recommended slate and any additional candidates for consideration for each region will be produced and e-mailed to ACWA member agencies only
- Only one ballot per agency will be counted

**September 19:****ELECTION BALLOTS DUE**

- ***Deadline for all region elections. All region ballots must be received by ACWA by September 19, 2025***

**September 26:****ANNOUNCEMENT OF ELECTION RESULTS**

- Newly-elected members of the region boards will be contacted accordingly
- An ACWA Advisory will be distributed electronically to all members reporting the statewide region election results
- Results will be posted at [acwa.com](http://acwa.com) and will be published in the October issue of ACWA News

# REGION BOARD CANDIDATE '25 NOMINATION FORM



Submit completed form by **June 20, 2025** to **regionelections@acwa.com**

Name of Candidate:	Title:	
Agency:	Agency Phone:	
Direct Phone:	E-mail:	
Address:	ACWA Region:	County:

Region Board Position Preference
<i>If you are interested in more than one position, please indicate priority - 1st, 2nd and 3rd choice.</i>
Chair:
Vice Chair:
Board Member:

If you are not chosen for the recommended slate, would you like to be listed in the ballot's individual candidate section?	
<i>If neither is selected, your name will <b>NOT</b> appear on the ballot.</i>	
Yes	No

Agency Function(s)
<i>Check all that apply</i>
Wholesale
Urban Water Supply
Ag Water Supply
Sewage Treatment
Retailer
Wastewater Reclamation
Flood Control
Groundwater Management / Replenishment
Other:

**Describe your ACWA-related activities that help qualify you for this office:**

**Write below or attach a half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership.** Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community. You may share a candidate photo along with your application. Candidate photos and bios will be shared on the ACWA region election webpage.

*I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating in region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.*

*I hereby submit my name for consideration by the Nominating Committee.*

Signature	Title	Date
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*ACWA Regions provide the grassroots support to advance ACWA's legislative and regulatory agenda.*

## Background

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

## Primary Charge of Regions

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

*Note: Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.*

## GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS

### Region Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement. Appoints Outreach Captain to help lead outreach effort within the region.
- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.
- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

### Region Vice Chair

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Performs duties of the Region Chair in the absence of the chair.
- Serves as a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

### Region Board Member

- Participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.
- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.

# REGION MAP



## ACWA Public Water Agency Members by County

Last Updated: February 7, 2025

**RESOLUTION NO. 2025-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
PLACING IN NOMINATION (NOMINEE NAME)  
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES  
REGION 1**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT AS FOLLOWS:

**A. Recitals**

- a. The Board of Directors (Board) of the Humboldt Community Services District does support the participation of its members in the affairs of the Association of California Water Agencies (ACWA)
- b. (Nominee Name) has indicated a desire to serve as a (Position) of ACWA Region 1.

**B. Resolves**

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT

- a. Does place its full unreserved support in the nomination or (Nominee Name) for the (Position) of ACWA Region 1.
- b. Does hereby determine that the expenses attendant with the service of (Nominee Name) in ACWA Region 1 shall be borne by Humboldt Community Services District

Adopted and approved this 13<sup>th</sup> day of May, 2025

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(Nominee Name), (Title)  
Humboldt Community Services District

ATTEST:

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Robert Christensen, Board Secretary

I, Robert Christensen, Secretary to the Board of Directors of Humboldt Community Services District, hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the 13<sup>th</sup> day of May, 2025, and was adopted at that meeting by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST:

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Robert Christensen, Secretary to the Board of Directors of Humboldt Community Services District



# Humboldt Community Services District

*Dedicated to providing high quality, cost effective water and sewer service for our customers*

## AGENDA REPORT

**For HCSD Board of Directors Regular Meeting of:** May 13, 2025

**AGENDA ITEM:** G.1 (Old Business)

**TITLE:** Consideration of McKay Ranch Subdivision Request for Annexation and Planned Services; Adopt Resolution 2025-04 Supporting the Annexation

**PRESENTED BY:** Terrence Williams, General Manager

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### Recommendation:

Discuss the project proponent's proposal to annex to the District, open the public hearing, hear public comment, close public hearing and then adopt resolution 2025-04 supporting the annexation.

### Summary:

Kramer Properties, Inc. and Fairhaven Cottages, LLC, are proposing a subdivision project in the District's sphere of influence, outside of the District's current boundary. In order to receive water, wastewater and street lighting services from the District, the property where the project is proposed to be constructed must be annexed into the District. During the Board Meeting on April 8, 2025, the Board decided to move forward with this annexation through a motion and roll call vote. In order to proceed, the District is required to adopt a resolution supporting the annexation. This public hearing was advertised in the North Coast Journal legal notices during the week of April 17, 2025 in compliance with California Government Code Section 56654 and Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

Several documents are included with this agenda report for review.

- 1) A copy of the advertisement published in the North Coast Journal during the week of April 17, 2025
  - a. California Government Code requires that the public hearing for annexation be published in a newspaper of general circulation at least 21-days prior to the public hearing and adoption of the resolution supporting annexation.
- 2) Draft application for annexation.
  - a. Humboldt LAFCo requires that an agency apply for a Change of Organization or Reorganization in order to annex additional property. District staff has completed the draft application form included in this Board Packet for your review and comment.
- 3) Resolution
  - a. Humboldt LAFCo requires the District to adopt a resolution to annex property into the District. A proposed resolution is included in this Board Packet for adoption.
  - b. One clause of the resolution requires the Board to independently review and consider the information contained in the Final EIR, Findings, SOC, and MMRP, and adopt the County's Findings, SOC, and MMRP for the annexation. This information can be found at the following link to the County's website:

<https://humboldt.legistar.com/LegislationDetail.aspx?ID=6051332&GUID=E9B43739-6F29-4551-8377-7F04EDEBF3C4&Options=&Search=>

- 4) Draft Plan for Services
  - a. Humboldt LAFCo requires a plan for services to document the District's ability to provide the requested services to the proposed annexation. A plan for services is included in this Board Packet for review.
- 5) Various maps of the proposed subdivision and how they correlate to the District.

**Fiscal Impact:**

Unknown

**NOTICE OF PUBLIC HEARING  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
NOTICE OF CONSIDERATION  
OF A RESOLUTION OF  
APPLICATION REQUESTING  
ANNEXATION OF THE NORTH  
MCKAY RANCH SUBDIVISION  
PROJECT (PURSUANT TO  
CALIFORNIA GOVERNMENT  
CODE SECTION 56654)**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Humboldt Community Services District (HCSD) will consider the adoption of a Resolution of Application Requesting the Humboldt Local Agency Formation Commission (LAFCo) to Initiate Proceedings for the Annexation of the North McKay Ranch Subdivision Project into the District's service boundaries.

The proposed action is made pursuant to California Government Code Section 56654 and the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.).

DATE OF HEARING: Tuesday, May 13, 2025 TIME: 5:00 p.m. LOCATION: Humboldt Community Services District Office 5055 Walnut Drive, Cutten, CA 95503

The proposed Resolution of Application includes:

A request for annexation of property located east of Walnut Drive, commonly known as the North McKay Ranch Subdivision Project;

Authorization for HCSD to provide water and sewer service and street-lighting to the annexed area;

A request for amendment of the District's Sphere of Influence, if required;

A map and legal description of the territory proposed to be annexed, including five parcels associated with the North McKay Ranch Subdivision Project (APNs 017-032-003, 017-071-009, 017-072-003, 017-073-007, and one parcel associated with the Redwood Empire Little League 017-073-008, owned by Field Committee Corp all of which are located within the District's adopted sphere of influence

A statement of consistency with applicable state law.

If approved by the Board, the Resolution will be submitted to Humboldt LAFCo for further processing, public review, and potential approval of the proposed annexation. Final approval of annexation is subject to LAFCo's determination, including any conditions it may impose.

Members of the public are invited to attend and provide oral or written comments. Written comments may be submitted in advance to the address listed below. All comments received before the close of the public hearing will be entered into the official record.

For more information or to review the draft resolution and related documents, please contact:

Humboldt Community Services District Attn: Board Secretary 5055 Walnut Drive, Eureka, CA 95503  
Phone: (707) 443-4558 Email: asm@humboldtcsd.org

Dated: April 17, 2025 Published by: Humboldt Community Services District By: Robert Christensen, Board Secretary



**CHANGE OF ORGANIZATION  
OR REORGANIZATION APPLICATION FORM**  
(Updated January 2023)

**Proposal Description**

1. Type of proposal:

	<i>Subject Agencies (Cities and/or Special Districts)</i>	<i>Related Jurisdictional Changes (Annexation, Detachment, Sphere Amendment, etc.)</i>
1.	Humboldt Community Services District (HCSD)	Annexation
2.		
3.		
4.		

2. Title of proposal:

HCSD McKay Ranch Subdivision Annexation

3. Who initiated the proposal? *(LAFCo proposals may be initiated by resolution of application adopted by an affected city, county or special district, or by petition of landowners or registered voters of the affected area. In both cases, a notice of intent must be submitted to LAFCo.)*

The following is attached to this application form:

Agency Resolution of Application

Landowner Petition

Registered Voter Petition

The annexation was initiated by resolution of application of HCSD. The property owner Fairhaven Cottages LLC has requested HCSD expand their jurisdictional boundary to provide water, wastewater, and street lighting services to the following APN's: 017-032-003, 017-072-003, 017-073-007, and 017-07-009. In addition, one parcel associated with the Redwood Empire Little League (APN 017-073-008) owned by Field Committee Corporation is proposed for annexation due to the proximity of the land entirely surrounded by the North McKay Ranch Subdivision Project. All parcels proposed for annexation are within the HCSD's Sphere of Influence.

4. Does the proposal have 100 percent consent of all property owners? *(If so, please submit a letter of consent from each property owner to process the application without public notice or hearing.)*

Yes

No

5. Applicant:

<i>City/District/Chief Petitioner</i>	Humboldt Community Services District
<i>Street Address</i>	5055 Walnut Dr.
<i>City/State/Zip</i>	Eureka CA 95503

6. Designated Contact Person:

<i>Name</i>	Brian McNeill
<i>Telephone</i>	707-443-4559
<i>E-mail</i>	bmcneill@humboldtcasd.org

### General Information

1. Explain in detail the reasons for the proposal and why it is necessary.

To obtain services for water, sewer and street lighting.

2. Describe any terms and conditions that are requested as part of the proposed action by LAFCo.

Prior to the issuance of a building permit for any residential or commercial structures, the Building Permit for the installation of a new 250,000 gallon water tank at the Ridgewood Tank Site shall be issued. Furthermore, prior to the final inspection sign-off and/or final approval of an occupancy permit of any residential or commercial structures, the water tank shall be installed and operational. This condition does not apply to Phase 1 development along the extension of Manzanita Street.

All costs associated with the North McKay Ranch Subdivision Project shall be borne by the Developer including all onsite and offsite improvements.

The Developer will enter into and comply with the terms of mainline extension agreement(s) for each phase of the Subdivision Project.

If street lighting services will be provided by the Humboldt Community Services District, a streetlighting assessment zone will be established and funded by the developer.

3. Describe the general location and physical features of the subject territory.

See attached map.

4. What is the current population of the subject territory?

1 SFH

5. If the proposal includes development, what is the estimated population of the subject territory?

320 dwelling units

6. Number of registered voters within the subject territory.

Unknown.

7. Number of parcels within the subject territory.

See Map

### **Proposal Boundaries**

1. A map and geographic description of the proposal area meeting State Board of Equalization requirements must be submitted.

The following is attached to this application form:

Vicinity Map

Boundary Map

Boundary Description

2. Describe how the boundaries of the proposal were determined.

The boundaries of the proposal were determined by the North McKay Ranch Subdivision project proponent; Kramer Properties.

3. Would this proposal create an island of non-agency territory? If yes, please explain.

No

4. Total land area included in proposal:

(90+ Acres)

### **Land Use Information**

1. What is the total assessed value of properties (land and improvements) within the subject territory? (Note: you are encouraged to provide this information along with any existing assessments in a separate spreadsheet).

APN	Land	Structural Impr	Total
017-032-003	258,552	310,097	568,649
017-072-003	145,104	-	145,104
017-073-007	231,952	-	231,952
017-071-009	115,349	-	115,349
017-073-008	244,013	255,189	499,202
	994,970.00	565,286.00	1,560,256.00

2. Describe the existing uses within and surrounding the subject territory. Be specific regarding existing commercial corridors, residential communities, relevant structures, etc.

- North: Timber forests, gulch occupied by Ryan Creek, and residential development at the end of Manzanita Avenue,
- East: Ryan Slough, Pacific Gas and Electric (PG&E) powerline, the McKay Community Forest (owned by Humboldt County), and Green Diamond Industrial Timberland,
- South: Timber forests and Glen Paul School, and
- West: Redwood Fields Ballpark and residential development farther east.

3. What is the current land use and zoning designation(s) within the subject territory?

The proposed project parcels are zoned Residential Single Family (R-1), with combining zones indicating Planned Unit Development (P), Recreation (R), and Greenway with Open Space (GO).

4. Describe any proposed change in land use or zoning as a result of the proposal. (For city annexations, attach a copy of the adopted pre-zoning ordinance).

- **Humboldt County General Plan:** A General Plan Amendment would be proposed to change the land use designation from RL 1-7 units/acre to Residential Medium Density (RM) 7-16 units/acre, and Commercial General (CG).
- **Zoning:** The project site would require rezoning from R-1, to R-1, R, GO, Apartment Professional (R-4), and Neighborhood Commercial (C-1) with a P overlay.

5. Is the proposal consistent with city or county general plans, specific plans, and or other adopted land use policies?

Yes

6. Will the proposal result in development of property now or in the near future? Describe the type of development proposed (type of business or industry, single-family or multi-family residential, etc., and the number of units or facilities).

Yes. This project site is in the unincorporated community of Cutten, California. The proposed project would include the subdivision of seven parcels, for a total of approximately 81 acres, into mixed-use lots to develop up to 320 residential units and approximately 22,000 square feet of commercial. The proposed land uses would include single-family dwellings, multifamily dwellings, and neighborhood commercial. The residential mix could include 146 single-family houses and 174 multi-family units. Two commercial parcels are also proposed as part of the proposed project, which would contain approximately 22,000 square feet of commercial space. Approximately 21.73 acres would be left as undeveloped open space that would be dedicated to the County for future trail management. The proposed project is anticipated to be developed in nine phases over a period of 20 years, but a final phasing plan will be based on market conditions. Several on-site and off-site improvements are planned as part of the proposed project development.

7. If development is proposed, what discretionary approvals are needed? Be specific regarding subdivision maps, conditional use permits or other entitlements.

The project proponent has a subdivision plan approved by the County of Humboldt.

8. What is the effect of this proposal on agricultural or open-space lands within and adjacent to the subject territory? If the subject territory is subject to a Williamson Act contract, please provide a copy of the contract(s) along with any amendments.

The development provides public trail access as the phases are built out.

## Public Services

1. List which agencies presently provide public services to the subject territory, and which are proposed to provide service. If not applicable or no change, please indicate accordingly.

	<i>Present Provider</i>	<i>Proposed Provider</i>
<i>Sewer</i>		<b>HCSD</b>
<i>Water</i>		<b>HCSD</b>
<i>Fire</i>		<b>Humboldt Bay Fire/ Cal Fire</b>
<i>Police</i>		<b>Humboldt County Sheriff's Office</b>
<i>Recreation</i>		<b>County of Humboldt</b>
<i>Roads</i>		<b>County of Humboldt</b>
<i>Drainage</i>		<b>County of Humboldt</b>
<i>Street Lighting</i>		<b>HCSD</b>
<i>Other</i>	<b>Open Space</b>	<b>County of Humboldt</b>

2. How would the proposal affect the type or level of services within the subject territory?



Little or no impact. (In-fill development) See subdivision approval for cumulative impacts.

3. If, as a result of this proposal, increased service demand exceeds the existing capacity, describe what will be done by the service provider to increase capacity of services.

As identified in the Water Supply Assessment, a new 250,000 gallon water storage tank as well as upsizing the water main between Holly Street and Cypress Avenue to 12-inch diameter will be required to meet the increased capacity demands. These items will be funded by the project proponent and are included as Conditions of Approval.

A new sewer lift station will also need to be added to the northeastern portion of the project site which is planned by the North McKay Ranch Subdivision project proponent.

The Humboldt Community Services District is undertaking a project to increase sewer transmission capacity from the Cutten area by connecting the Hemlock Sewer Main to the Martin Slough Interceptor at the City's O Street metering station. This project must be completed before the collection system from phases 2 through 5 of the North McKay Ranch Subdivision Project can be connected to the Humboldt Community Services District system.

4. Will the future delivery of services by any other public agency or service provider be affected by this proposal? If yes, list the agencies and indicate any comments received from these agencies. (Note: applicants must contact affected agencies prior to filing an application with LAFCo)

No.

5. For proposals submitted by resolution of application by a local agency, a plan for providing services within the affected territory must be prepared pursuant to Government Code Section 56653.

A Plan for Services is attached to this application form:

Yes

Not applicable

## Financial Information

1. How will public services be financed? List any assessments, taxes, fees or other charges to be levied as part of this proposal, or levied in the near future. (Note: a fiscal analysis and/or budget may be required).

Privately funded – current plans. All costs associated with this project will be funded by the Developer. Water and sewer services will be provided per the current Humboldt Community

Services District rate and charge schedule. All new construction will be subject to Humboldt Community Services District's capacity charges for water and sewer services. Street lighting services can be provided by Humboldt Community Services District if the developer establishes street lighting assessment zone(s).

2. Does any affected agency have existing bonded indebtedness for which the subject territory will become/remains liable? If so, please indicate taxpayer cost.

No.

3. Does the resolution of application by a local agency include documentation that the agency is in agreement with a standing Master Tax Exchange Agreement, has negotiated a tax exchange agreement pursuant to [Section 99](#) of the Revenue and Taxation Code, or has made a determination that the proposal is revenue neutral?

Yes

### Sphere of Influence

1. Is the subject territory within the existing sphere of influence of the affected agency?

Yes

No

2. If the proposal includes a request for a city or district sphere of influence amendment/update, justify the proposed changes with respect to the five sphere criteria listed in Government Code Section 56425(e):

- a. "The present and planned land uses in the area, including agricultural and open-space lands."

N/A

- b. "The present and probable need for public facilities and services in the area."

N/A

- c. "The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide."

N/A

- d. "The existence of any social or economic communities of interest in the area."

N/A

- e. "For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or

structural fire protection...the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence."

N/A

3. If the proposal includes a city sphere of influence amendment/update, provide a written statement that describes whether an agreement on the sphere change between the city and county was achieved pursuant to Government Code Section 56425(b-d). Describe the elements of the agreement (such as, development standards, boundaries, and zoning requirements) and provide a copy of the written agreement.

N/A

4. If the proposal includes a special district sphere of influence amendment/update, provide a written statement, pursuant to Government Code Section 56425(i-j), that specifies the following: (a) the functions or classes of services provided by those districts; and (b) the nature, location, and extent of any functions or classes of services provided by existing districts.

N/A

### Environmental Determination

1. Copies of environmental documentation, pursuant to the California Environmental Quality Act (CEQA), prepared by the lead agency (including an initial study, technical reports, and written comments or recorded public testimony relative to the environmental documents) should be submitted with the application. Please include a copy of the Notice of Determination/Notice of Exemption showing the date filed with the County Clerk, and the environmental filing fee receipt from the California Department of Fish and Wildlife.

The following environmental document has been prepared:

Statutory or Categorical Exemption

Negative Declaration

Mitigated Negative Declaration

Environmental Impact Report

Other:

2. Was the environmental documentation (Notice of Preparation/Notice of Intent) circulated to LAFCo prior to adoption by the Lead Agency?

Yes

No

## Notification

Provide the names and contact information of the primary persons or agents who are to receive information requests, staff reports and notices:

<i>Name</i>	<i>Telephone</i>	<i>E-mail Address</i>
Travis Green	707-599-7206	travis@kkramer.com
Rex Bohn	707-498-2228	<a href="mailto:rbohn@co.humboldt.ca.us">rbohn@co.humboldt.ca.us</a>

## Indemnification Agreement

LAFCo policy requires that all applicants sign a volunteer indemnification agreement specifying whether they agree to indemnify LAFCo in the event of litigation concerning the approval of an application.

The following is included with this application form:

Signed Voluntary Indemnification Agreement

## Filing Fees

Applicants are required to pay fees in accordance with LAFCo's adopted fee schedule to cover the administrative and staff costs required to evaluate proposals. Checks must be made payable to: "Humboldt LAFCo".

The following is included with this application form:

Check for Filing Fees  
Signed Fee Agreement  
Other (please explain):

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## Certification

The undersigned hereby certifies that all LAFCo filing requirements will be met and that the statements made in this application are complete and accurate to the best of their knowledge.

(Signature)

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(Printed Name)

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(Title)

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(Date)

## **RESOLUTION 2025-04**

### **A RESOLUTION OF APPLICATION BY THE HUMBOLDT COMMUNITY SERVICES DISTRICT REQUESTING THE HUMBOLDT LOCAL AGENCY FORMATION COMMISSION INITIATE PROCEEDINGS FOR THE ANNEXATION OF THE NORTH MCKAY RANCH SUBDIVISION PROJECT**

**WHEREAS**, the Humboldt Community Services District (herein referred to as “HCSD” or “District”) provides water, wastewater, and street lighting services pursuant to Community Services District Law (Government Code Section 61000 et seq.);

**WHEREAS**, the HCSD Board of Directors desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code, for a change of organization consisting of annexation of the North McKay Ranch area to the District; and

**WHEREAS**, pursuant to California Government Code Section 56654, notice of intent to adopt this resolution of application was given to the Humboldt Local Agency Formation Commission (herein referred to as “LAFCo”), interested agencies and subject agencies at least twenty-one (21) days before the adoption of this resolution; and

**WHEREAS**, the annexation area consists of nine parcels total, including five parcels associated with the North McKay Ranch Subdivision Project (APNs 017-032-003, 017-071-009, 017-072-003, 017-073-007, and one parcel associated with the Redwood Empire Little League 017-073-008, owned by Field Committee Corp all of which are located within the District’s adopted sphere of influence; and

**WHEREAS**, the principal reasons for the proposed annexation are as follows:

1. The proposed annexation of the North McKay Ranch Subdivision Project was initiated by Kramer Properties, Inc. in order to receive District services; and
2. The proposed annexation of the Redwood Empire Little League parcels is necessary due to the proximity of the land entirely surrounded by the North McKay Ranch Subdivision Project; and
3. The proposed annexation would provide for logical boundaries and service provision in the area.

**WHEREAS**, the territory subject to the proposed annexation is uninhabited, and a map of the exterior boundary of the territory is set forth in Exhibit “A” attached hereto and by this reference incorporated herein; and

**WHEREAS**, all property owners have provided written consent to the annexation and for purposes of enabling LAFCo to make determinations on the proposal and to waive protest proceedings entirely in accordance with Government Code Section 56662; and

**WHEREAS**, pursuant to the provisions of the California Environmental Quality Act (CEQA), the Humboldt County Board of Supervisors (County), acting as Lead Agency, certified the North McKay Ranch Subdivision Project (Project) Final Environmental Impact Report (Final EIR, SCH#2019049166), adopted the Findings of Facts (Findings), Statement of Overriding Considerations (SOC) and Mitigation and Monitoring and Reporting Program (MMRP), and approved the Project on March 7, 2022, for the development of the proposed annexation parcels, and the District, as Responsible Agency under

CEQA, is required to review and consider the information contained in the Final EIR and MMRP, and adopt County's findings, SOC, and MMRP, prior to approval of the formal terms and conditions for the annexation;

**WHEREAS**, the Board of Directors has considered all information related to this matter, including any supporting reports by District staff and all oral and/or written testimony made by any interested person or agencies appearing at the public hearing on the Resolution of Application.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Humboldt Community Services District adopts Resolution 2025-04 thereby resolving as follows:

**Section 1:** The Board of Directors, acting as Responsible Agency under CEQA, has independently reviewed and considered the information contained in the Final EIR, Findings, SOC, and MMRP, and hereby adopts the County's Findings, SOC, and MMRP for the annexation and directs staff to file a Notice of Determination ("NOD") with the Humboldt County Clerk and the State of California.

**Section 2:** The Board of Directors hereby approves this Resolution of Application and requests that Humboldt Local Agency Formation Commission (LAFCo) take proceedings for the proposed annexation in the manner provided by the Cortese-Knox-Hertzberg Government Reorganization Act of 2000.

**Section 3:** The proposed annexation is requested to be subject to the following terms and conditions:

1. Per the Water Supply Analysis performed by SHN Consulting Engineers and the Condition of Approval set forth by the County of Humboldt, the developer shall ensure that, prior to the issuance of a building permit for any residential or commercial structures, the Building Permit for the installation of the new 250,000-gallon water tank at the Ridgewood Tank Site shall be issued. This requirement can also be met by entering into a cost sharing arrangement for a larger tank that has sufficient capacity to serve this project if a tank project is initiated by others. Furthermore, prior to the final inspection sign-off and/or final approval of an occupancy permit for any residential or commercial structure, sufficient water storage must be installed and operational. This condition does not apply to Phase 1 development along the extension of Manzanita Street.
2. Per the Water Supply Analysis performed by SHN Consulting Engineers, the developer shall ensure that, prior to the final inspection sign-off and/or final approval of an occupancy permit of any residential or commercial structures the section of watermain within Walnut Drive between Holly Street and Cypress Avenue shall be increased to 12-inch diameter. This condition may be met by constructing adequate water storage within the North McKay Ranch Subdivision capable of providing adequate fire flow. This condition does not apply to Phase 1 development along the extension of Manzanita Street.
3. The developer shall enter into and comply with main line extension agreement(s) with Humboldt Community Services District for water and sewer infrastructure for each phase of the North McKay Ranch Subdivision project.
4. If street lighting services are to be provided by the Humboldt Community Services District, the developer shall install all necessary infrastructure at no cost to HCSD and establish street lighting assessment zones compliant with Article 6 of the Humboldt Community Services District Code

5. Ensure that all existing services are not disrupted by the construction, implementation, and deployment of this development, including but not limited to the service to APN 017-071-002-000.
6. Comply with all conditions of approval set forth by the County of Humboldt
7. Pursuant to Revenue and Taxation Code Section 99.01, prior to a jurisdictional change that will result in a special district providing services to an area where those services have not previously been provided, the special district must negotiate an exchange of property tax increment to be generated in the area subject to the jurisdictional change.
8. Upon effective date of the annexation, the affected territory will be subject to all previously authorized charges, fees, assessments, and taxes that were lawfully enacted by the Humboldt Community Services District. The affected territory will also be subject to all of the rates, rules, regulations, and ordinances of the District.

**Section 4:** Staff is directed to prepare and submit to Humboldt LAFCo an application for annexation that includes the territory as shown in Exhibit "A".

PASSED AND ADOPTED by the Board of Directors of the Humboldt Community Services District on May 13, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Michael Hansen, Board Vice President

ATTEST:

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Robert Christensen, Board Secretary



# Humboldt Community Services District

*Dedicated to providing high quality, cost effective water and sewer service for our customers*

## North McKay Ranch Subdivision Project PLAN FOR SERVICES

### INTRODUCTION & PURPOSE

The purpose of this document is to outline a Plan for Services to support an application submitted to the Humboldt Local Agency Formation Commission (Humboldt LAFCo) for the service territory annexation by the Humboldt Community Services District. Humboldt Community Services District (HCSD or District) intends to submit an application to Humboldt LAFCo on behalf of property owner Fairhaven Cottages LLC, a subsidiary of Kramer Properties, inc. (Developer), to approve the extension of the existing HCSD boundary to include the following APNS: 017-032 -003, 017-071-009, 017-072-003, 017-073-007 and 017-073-008, which are currently within the District's Sphere of Influence, so that HCSD can provide street lighting, water and sewer services to the proposed project.

Note: parcel 017-073-008 is part of the sports fields owned by Field Committee Corporation and is not property of Developer. This property is being annexed along with the others listed above so as not to create an "island" within District boundaries.

### Proposed Development Description

The proposed subdivision will be accessed by an extension of Redwood Street approximately forming a loop around the Redwood Fields recreation area. The loop will have several cul-de-sacs and a secondary looped road. The development is proposed to commence in phases, with the initial phases centered in the project footprint, and the branched cul-de-sacs progressing afterward. The first phase also includes three units at the end of Manzanita Avenue. See the Appendix for the proposed subdivision and phasing maps. The development consists of a mix of small lot single-family, single-family, multifamily, and commercial units. Additionally, full-sized single-family residential lots are expected to be allowed to develop accessory dwelling units.

In total, 50 small lot single-family units, 96 single-family units, 174 multi-family units, and 2 commercial lots are proposed to be constructed. An additional 34 accessory dwelling units are estimated to be developed at full build out.

### EXISTING INFRASTRUCTURE/SERVICE

#### Water

Water services within the project area will be provided by HCSD. HCSD supplies water to 7,698 active connections, approximately 97 percent of which are residential and 3

percent commercial. Water service is not provided to any industrial users. In 2015, a total of 740.2 million gallons of water were distributed to customers within the HCSD service area. Average daily use for HCSD customers is estimated at 2.03 MGD in 2015, and peak daily use estimated at 3.6 MGD (Humboldt County 2017). HCSD receives approximately 74 percent of its water from Humboldt Bay Municipal Water District (HBMWD) and the City of Eureka. HCSD also maintains two water supply wells that supplement the water supply, with a rated capacity of 1,580 GPM, or 2.28 MGD. HCSD's active connection with the City of Eureka has a capacity of 800 GPM, or 1.15 MGD. The contract with the HBMWD allows for a peak rate allocation of 2.9 MGD. Therefore, the combined source capacity is estimated at 6.33 MGD.

### **Wastewater**

HCSD currently maintains 6,326 sewer service accounts, 97 percent of which are associated with residential users, with the remainder associated with commercial users (SHN Engineers and Geologists 2014). HCSD's wastewater infrastructure includes 28 wastewater pumping stations, and 78 miles of sewer mains. Five of HCSD's lift stations are located in the Pine Hill area, five in the Rosewood area, five in the Cutten and Ridgewood areas, six in the Myrtle town area, three in the King Salmon area, and five in the Humboldt Hill area. HCSD's peak daily wastewater flow is approximately 1.92 MGD, with an average wastewater flow of 0.92 MGD (SHN Engineers and Geologists 2014). HCSD has an agreement with the City of Eureka to purchase approximately 30 percent of the capacity at the City of Eureka Elk River Wastewater Treatment Plant (WWTP), which has a current peak dry weather treatment capacity of 8.6 MGD and peak wet weather treatment capacity of 12 MGD (Order No. RI - 2023-0016 NPDES No. CA0024449) (RWQCB2023).

## **ANTICIPATED SERVICE DEMANDS**

### **Water Supply Study**

A Water Supply Assessment Study was completed by SHN Consulting Engineers and Integral Consulting in October, 2020 as a requirement of the Project's Environmental Impact Report that was used to inform this plan for services.

### **Domestic Water Usage**

Domestic water use estimates were obtained from HCSD's meter data for single-family and multi-family residential units. The meter data was compared against HCSD's usage goal of 113 gallons per capita per day with an estimated 3 persons per equivalent dwelling unit (EDU) or 339 gallons per day per EDU (gpd/ EDU). This data was also compared with meter data from a single-family development in Eureka and a previous water supply assessment in HCSD's sphere of influence, both of which used approximately the same consumption basis per EDU. For the purposes of the Water Supply Assessment Study, small lot single family homes and accessory dwelling units were considered to have the same estimated water usage as a typical single-family unit. For the purpose of modeling demand, a typical single-family residence is estimated to

use 339 gpd on an average day. In total, 180 EDUs are associated with the single-family units. Multi-family residence buildings may be metered separately for each unit. Given that meter data from HCSD does not reflect the number of units per account and the design of the multi-family development has not begun, we assume 2.5 persons per multi-family unit for an average demand of 283 gpd/unit. Therefore, a multifamily unit is estimated to be 83.5% of the demand of a residential EDU. The multi-family count for the development is 145 EDUs (174 multi-family dwelling units x 83.5%).

### **Commercial Water Usage**

The size and type of commercial development has not been determined; therefore, typical commercial usage data from HCSD was utilized in the Water Supply Assessment Study. The two proposed commercial lot sizes are approximately 42,000 and 53,000 square feet. An estimate of the maximum size of each of the building footprints, accounting for setbacks and parking, is approximately 8,000 square feet. For the purposes of the Water Supply Assessment study, it was assumed that each commercial building will include four separate units.

According to HCSD's 2023 rate study, HCSD defines commercial accounts by wastewater strength. According to the study, light-, medium-, and high-strength connections have an average water usage of 615 gpd, 2,092 gpd, and 1,321gpd, respectively. The proposed commercial development is assumed to be a mix of light and medium strength accounts and, for the purposes of modeling, the Water Supply Assessment Study assumes one medium-strength and three light-strength units per commercial lot. Thus, the total combined water usage per day is estimated at 7,874 gpd on average for a total of approximately 23 EDUs. Because the building design and occupancy have not yet been completed, the water usage is a rough estimate that is considered to be conservative, and should be revisited in the planning phase of the commercial units.

## **PROPOSED SERVICE INFRASTRUCTURE**

### **Water Infrastructure**

Underground potable water pipelines will be extended to the project site at no cost to the District, and potable water supplies will be supplied by HCSD. Additionally, the Water Supply Assessment Study has determined that a new 250,000-gallon water storage tank will be required to serve the proposed project. The proposed water storage tank will be located approximately 2.5 miles south of the proposed project, near Ridgewood, California, adjacent to HCSD's existing water storage tank (Ridgewood Tank Site). A water supply study has been completed that identifies the exact size and location of the water storage tank.

The proposed water storage tank will be permitted before any building permits are issued for phase 2 and beyond. Further, the water storage tank will be in service before any of the new construction associated with phase 2 and beyond are certified for

occupancy (phase 1 consists of three single family homes on the extension of Manzanita Ave.).

The development agreement between the Developer and Humboldt County is valid until December 18, 2044. The Ridgewood Tank Site is ideally situated to supply water for future developments in Cutten, Ridgewood, and Elk River. The District estimates that approximately 5,000 undeveloped housing units in the area could be served by water stored at the Ridgewood Tank Site. Between now and when the Developer is ready to proceed with phase 2 of the North McKay Ranch Subdivision, other developers may express interest in developing properties that could rely on water supplied by the Ridgewood Tank Site. The District may also seek outside funding in the form of grants or other funding mechanisms to construct a tank capable of serving future developments near the Ridgewood Tank Site.

If either of these scenarios occurs, the storage tank requirement tied to the Water Supply Assessment Study will be reevaluated. The Developer may then meet the requirement for a water storage tank identified in the Water Supply Assessment Study by participating in a cost-sharing arrangement for a tank appropriately sized to supply all projects.

The District must act as stewards of its real property and assets. The Ridgewood tank site has a limited amount of space for the development of additional water storage. The District must implement a plan that does not restrict future capacity at the Ridgewood Tank Site to a single development. If funding for a water storage project at the Ridgewood Tank Site becomes available from other sources, the Developer will participate in a cost sharing agreement at that time or relinquish any claim to access water storage capacity resulting from the project or any claim to District property.

Alternatively, the Developer may choose to forgo using the Ridgewood Tank Site and construct an adequately sized water storage tower at a different location (either within the subdivision or on other land owned by the Developer) to meet the water supply requirements outlined in the Water Supply Assessment Study.

To provide additional flexibility, this Plan for Services allows for the possibility of adjusting timelines and responsibilities as the development landscape evolves. In the event that unforeseen changes arise, such as alterations in the timeline for the North McKay Ranch Subdivision or shifts in the region's development priorities, the parties may renegotiate the terms of the water supply and storage solutions. This could include the option for the Developer to collaborate with other stakeholders or pursue alternative strategies that align with the needs of the District and the broader community. If new development proposals emerge, the District and the Developer may explore various avenues for sharing resources, including but not limited to grants, enhanced infrastructure financing district(s), joint ventures, partnerships, or phased construction to ensure the efficient use of the Ridgewood Tank Site or an alternative location. Both parties agree to remain open to these possibilities and will work together in good faith to

address future challenges in a way that benefits the area's long-term water infrastructure and growth.

The Water Supply Assessment Study has also determined that the main on Walnut Drive between Holly Avenue and Cypress will need to be upsized to 12 inches to accommodate the proposed development and fire flow requirements. This condition of approval will be implemented before any new construction associated with phase 2 and beyond will be certified for final occupancy.

Due to the determination by SHN Consulting Engineers and Integral Consulting during the Water Supply Assessment that the water main within Walnut Drive will require upsizing to service the project, all associated costs of implementation will be funded privately or come from other sources and shall be at no cost to District. Given that the replacement of the line will be less than 1000 feet and will replace an existing facility, impacts associated with temporary service interruptions, noise, air quality and dust emissions from construction activities were estimated to account for this line replacement. As such, the previously circulated EIR sections accounted for a range of construction-based impacts, including utility replacements.

The Developer will enter into and comply with the terms of the mainline extension agreement(s) with HCSD to extend water service to the proposed North McKay Ranch subdivision project.

The developer or others will install all infrastructure required to provide drinking water services for this project at no cost to the District.

### **Wastewater**

Underground wastewater pipelines will be extended to the project site at no cost to the District, and wastewater collection and treatment services will be provided by HCSD. A new sewer lift station will be constructed by the developer at the northeastern portion of the subdivision that is planned to remain open space. The lift station will be designed and constructed by the Developer to the District's standards and specifications. All sewage within the subdivision will gravity flow to the low point at the north end of the subdivision to the new sewage lift station. The sewage will be pumped to the existing sanitary sewer manhole located on Hemlock Street at the intersection of Hemlock and Walnut Street via a new sewer line (forcemain) to be installed between the project site and the intersection of Walnut Drive and Hemlock Street by the Developer. The new sewer line will extend west onto Redwood Street, turning north onto Walnut Drive, and then connect to the existing sewer system manhole located on Hemlock Street at the intersection of Hemlock and Walnut Street. All utility work will occur in the existing right-of-way. All costs associated with wastewater improvements in relation to this project, will be funded privately or come from other sources and shall be at no cost to District. The Developer will enter into and comply with the terms of (a) main line extension agreement(s) with HCSD for extension of wastewater service to the proposed North McKay Ranch subdivision project.



All infrastructure required to provide wastewater services for this project will be designed and constructed to the District's standards and specifications by the Developer or others at no cost to the District.

### **Hemlock Sewer Transmission Line**

The Humboldt Community Services District is undertaking a project to increase sewer transmission capacity from the Cutten area by connecting the Hemlock Sewer Main to the Martin Slough Interceptor at the City's O Street metering station. This project must be completed before the collection system from phases 2 and beyond of the North McKay Ranch Subdivision Project can be connected to the Humboldt Community Services District system (phase 1 consists of three single family homes on the extension of Manzanita Ave.). The Hemlock Sewer Transmission Line project will be funded by HCSD.

### **Street Lighting**

Consistent with County Code Section 314-31.1.6.5.4, all utilities associated with the proposed project will be placed underground (Humboldt County 2017b). Lots are to be served by community water, wastewater, and street lighting services, which will be extended from HCSD. The HCSD prepared a Municipal Services Review (MSR) for expansion of its SOI that includes the project site. The developer will establish street lighting assessment zone(s) if street lighting services are to be provided by HCSD, funding for these services and all associated street lighting costs may be done privately or come from other sources and shall be at no cost to District.

Lighting of the project site currently contains existing outdoor lighting around Redwood Fields Park and its associated parking areas. The new roadways and commercial buildings will have street lighting installed for security purposes. All new outdoor lighting will be the minimum lumens required for security purposes, directed downward, and shielded to prevent light spillover onto adjacent properties.

All infrastructure required to provide street lighting services for this project will be installed by the Developer or others through private funding or other sources and shall be at no cost to the District.

Services for the proposed project will be extended to the affected territory within the twenty-year period established in the executed Development Agreement by and between the County of Humboldt and Fairhaven Cottages LLC./Kramer Properties, Inc. relating to the North McKay Subdivision Project that extends until December 18, 2044, or ninety (90) days following the Project Build-out, whichever is earlier. Funding for these services may be done privately or come from other sources and shall be at no cost to the District.









**CHANGE OF ORGANIZATION  
OR REORGANIZATION APPLICATION FORM**  
(Updated January 2023)

**Proposal Description**

1. Type of proposal:

	<i>Subject Agencies (Cities and/or Special Districts)</i>	<i>Related Jurisdictional Changes (Annexation, Detachment, Sphere Amendment, etc.)</i>
1.	Humboldt Community Services District (HCSD)	Annexation
2.		
3.		
4.		

2. Title of proposal:

HCSD McKay Ranch Subdivision Annexation

3. Who initiated the proposal? *(LAFCo proposals may be initiated by resolution of application adopted by an affected city, county or special district, or by petition of landowners or registered voters of the affected area. In both cases, a notice of intent must be submitted to LAFCo.)*

The following is attached to this application form:

Agency Resolution of Application

Landowner Petition

Registered Voter Petition

The annexation was initiated by resolution of application of HCSD. The property owner Fairhaven Cottages LLC has requested HCSD expand their jurisdictional boundary to provide water, wastewater, and street lighting services to the following APN's: 017-032-003, 017-072-003, 017-073-007, and 017-07-009. In addition, one parcel associated with the Redwood Empire Little League (APN 017-073-008) owned by Field Committee Corporation is proposed for annexation due to the proximity of the land entirely surrounded by the North McKay Ranch Subdivision Project. All parcels proposed for annexation are within the HCSD's Sphere of Influence.

4. Does the proposal have 100 percent consent of all property owners? *(If so, please submit a letter of consent from each property owner to process the application without public notice or hearing.)*

Yes

No

5. Applicant:

<i>City/District/Chief Petitioner</i>	Humboldt Community Services District
<i>Street Address</i>	5055 Walnut Dr.
<i>City/State/Zip</i>	Eureka CA 95503

6. Designated Contact Person:

<i>Name</i>	Brian McNeill
<i>Telephone</i>	707-443-4559
<i>E-mail</i>	bmcneill@humboldtcsd.org

### General Information

1. Explain in detail the reasons for the proposal and why it is necessary.

To obtain services for water, sewer and street lighting.

2. Describe any terms and conditions that are requested as part of the proposed action by LAFCo.

Prior to the issuance of a building permit for any residential or commercial structures, the Building Permit for the installation of a new 250,000 gallon water tank at the Ridgewood Tank Site shall be issued. Furthermore, prior to the final inspection sign-off and/or final approval of an occupancy permit of any residential or commercial structures, the water tank shall be installed and operational. This condition does not apply to Phase 1 development along the extension of Manzanita Street.

All costs associated with the North McKay Ranch Subdivision Project shall be borne by the Developer including all onsite and offsite improvements.

The Developer will enter into and comply with the terms of mainline extension agreement(s) for each phase of the Subdivision Project.

If street lighting services will be provided by the Humboldt Community Services District, a streetlighting assessment zone will be established and funded by the developer.

3. Describe the general location and physical features of the subject territory.

See attached map.

4. What is the current population of the subject territory?

1 SFH

5. If the proposal includes development, what is the estimated population of the subject territory?

320 dwelling units

6. Number of registered voters within the subject territory.

Unknown.

7. Number of parcels within the subject territory.

See Map

### **Proposal Boundaries**

1. A map and geographic description of the proposal area meeting State Board of Equalization requirements must be submitted.

The following is attached to this application form:

Vicinity Map

Boundary Map

Boundary Description

2. Describe how the boundaries of the proposal were determined.

The boundaries of the proposal were determined by the North McKay Ranch Subdivision project proponent; Kramer Properties.

3. Would this proposal create an island of non-agency territory? If yes, please explain.

No

4. Total land area included in proposal:

(90+ Acres)

### **Land Use Information**

1. What is the total assessed value of properties (land and improvements) within the subject territory? (Note: you are encouraged to provide this information along with any existing assessments in a separate spreadsheet).

APN	Land	Structural Impr	Total
017-032-003	258,552	310,097	568,649
017-072-003	145,104	-	145,104
017-073-007	231,952	-	231,952
017-071-009	115,349	-	115,349
017-073-008	244,013	255,189	499,202
	994,970.00	565,286.00	1,560,256.00

2. Describe the existing uses within and surrounding the subject territory. Be specific regarding existing commercial corridors, residential communities, relevant structures, etc.

- North: Timber forests, gulch occupied by Ryan Creek, and residential development at the end of Manzanita Avenue,
- East: Ryan Slough, Pacific Gas and Electric (PG&E) powerline, the McKay Community Forest (owned by Humboldt County), and Green Diamond Industrial Timberland,
- South: Timber forests and Glen Paul School, and
- West: Redwood Fields Ballpark and residential development farther east.

3. What is the current land use and zoning designation(s) within the subject territory?

The proposed project parcels are zoned Residential Single Family (R-1), with combining zones indicating Planned Unit Development (P), Recreation (R), and Greenway with Open Space (GO).

4. Describe any proposed change in land use or zoning as a result of the proposal. (For city annexations, attach a copy of the adopted pre-zoning ordinance).

- **Humboldt County General Plan:** A General Plan Amendment would be proposed to change the land use designation from RL 1-7 units/acre to Residential Medium Density (RM) 7-16 units/acre, and Commercial General (CG).
- **Zoning:** The project site would require rezoning from R-1, to R-1, R, GO, Apartment Professional (R-4), and Neighborhood Commercial (C-1) with a P overlay.

5. Is the proposal consistent with city or county general plans, specific plans, and or other adopted land use policies?

Yes

6. Will the proposal result in development of property now or in the near future? Describe the type of development proposed (type of business or industry, single-family or multi-family residential, etc., and the number of units or facilities).

Yes. This project site is in the unincorporated community of Cutten, California. The proposed project would include the subdivision of seven parcels, for a total of approximately 81 acres, into mixed-use lots to develop up to 320 residential units and approximately 22,000 square feet of commercial. The proposed land uses would include single-family dwellings, multifamily dwellings, and neighborhood commercial. The residential mix could include 146 single-family houses and 174 multi-family units. Two commercial parcels are also proposed as part of the proposed project, which would contain approximately 22,000 square feet of commercial space. Approximately 21.73 acres would be left as undeveloped open space that would be dedicated to the County for future trail management. The proposed project is anticipated to be developed in nine phases over a period of 20 years, but a final phasing plan will be based on market conditions. Several on-site and off-site improvements are planned as part of the proposed project development.

7. If development is proposed, what discretionary approvals are needed? Be specific regarding subdivision maps, conditional use permits or other entitlements.

The project proponent has a subdivision plan approved by the County of Humboldt.

8. What is the effect of this proposal on agricultural or open-space lands within and adjacent to the subject territory? If the subject territory is subject to a Williamson Act contract, please provide a copy of the contract(s) along with any amendments.

The development provides public trail access as the phases are built out.

## Public Services

1. List which agencies presently provide public services to the subject territory, and which are proposed to provide service. If not applicable or no change, please indicate accordingly.

	<i>Present Provider</i>	<i>Proposed Provider</i>
<i>Sewer</i>		<b>HCSD</b>
<i>Water</i>		<b>HCSD</b>
<i>Fire</i>		<b>Humboldt Bay Fire/ Cal Fire</b>
<i>Police</i>		<b>Humboldt County Sheriff's Office</b>
<i>Recreation</i>		<b>County of Humboldt</b>
<i>Roads</i>		<b>County of Humboldt</b>
<i>Drainage</i>		<b>County of Humboldt</b>
<i>Street Lighting</i>		<b>HCSD</b>
<i>Other</i>	<b>Open Space</b>	<b>County of Humboldt</b>

2. How would the proposal affect the type or level of services within the subject territory?

Little or no impact. (In-fill development) See subdivision approval for cumulative impacts.

3. If, as a result of this proposal, increased service demand exceeds the existing capacity, describe what will be done by the service provider to increase capacity of services.

As identified in the Water Supply Assessment, a new 250,000 gallon water storage tank as well as upsizing the water main between Holly Street and Cypress Avenue to 12-inch diameter will be required to meet the increased capacity demands. These items will be funded by the project proponent and are included as Conditions of Approval.

A new sewer lift station will also need to be added to the northeastern portion of the project site which is planned by the North McKay Ranch Subdivision project proponent.

The Humboldt Community Services District is undertaking a project to increase sewer transmission capacity from the Cutten area by connecting the Hemlock Sewer Main to the Martin Slough Interceptor at the City's O Street metering station. This project must be completed before the collection system from phases 2 through 5 of the North McKay Ranch Subdivision Project can be connected to the Humboldt Community Services District system.

4. Will the future delivery of services by any other public agency or service provider be affected by this proposal? If yes, list the agencies and indicate any comments received from these agencies. (Note: applicants must contact affected agencies prior to filing an application with LAFCo)

No.

5. For proposals submitted by resolution of application by a local agency, a plan for providing services within the affected territory must be prepared pursuant to Government Code Section 56653.

A Plan for Services is attached to this application form:

Yes

Not applicable

## Financial Information

1. How will public services be financed? List any assessments, taxes, fees or other charges to be levied as part of this proposal, or levied in the near future. (Note: a fiscal analysis and/or budget may be required).

Privately funded – current plans. All costs associated with this project will be funded by the Developer. Water and sewer services will be provided per the current Humboldt Community

Services District rate and charge schedule. All new construction will be subject to Humboldt Community Services District's capacity charges for water and sewer services. Street lighting services can be provided by Humboldt Community Services District if the developer establishes street lighting assessment zone(s).

2. Does any affected agency have existing bonded indebtedness for which the subject territory will become/remains liable? If so, please indicate taxpayer cost.

No.

3. Does the resolution of application by a local agency include documentation that the agency is in agreement with a standing Master Tax Exchange Agreement, has negotiated a tax exchange agreement pursuant to [Section 99](#) of the Revenue and Taxation Code, or has made a determination that the proposal is revenue neutral?

Yes

### Sphere of Influence

1. Is the subject territory within the existing sphere of influence of the affected agency?

Yes

No

2. If the proposal includes a request for a city or district sphere of influence amendment/update, justify the proposed changes with respect to the five sphere criteria listed in Government Code Section 56425(e):

- a. "The present and planned land uses in the area, including agricultural and open-space lands."

N/A

- b. "The present and probable need for public facilities and services in the area."

N/A

- c. "The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide."

N/A

- d. "The existence of any social or economic communities of interest in the area."

N/A

- e. "For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or

structural fire protection...the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence."

N/A

3. If the proposal includes a city sphere of influence amendment/update, provide a written statement that describes whether an agreement on the sphere change between the city and county was achieved pursuant to Government Code Section 56425(b-d). Describe the elements of the agreement (such as, development standards, boundaries, and zoning requirements) and provide a copy of the written agreement.

N/A

4. If the proposal includes a special district sphere of influence amendment/update, provide a written statement, pursuant to Government Code Section 56425(i-j), that specifies the following: (a) the functions or classes of services provided by those districts; and (b) the nature, location, and extent of any functions or classes of services provided by existing districts.

N/A

### Environmental Determination

1. Copies of environmental documentation, pursuant to the California Environmental Quality Act (CEQA), prepared by the lead agency (including an initial study, technical reports, and written comments or recorded public testimony relative to the environmental documents) should be submitted with the application. Please include a copy of the Notice of Determination/Notice of Exemption showing the date filed with the County Clerk, and the environmental filing fee receipt from the California Department of Fish and Wildlife.

The following environmental document has been prepared:

Statutory or Categorical Exemption

Negative Declaration

Mitigated Negative Declaration

Environmental Impact Report

Other:

2. Was the environmental documentation (Notice of Preparation/Notice of Intent) circulated to LAFCo prior to adoption by the Lead Agency?

Yes

No



## Notification

Provide the names and contact information of the primary persons or agents who are to receive information requests, staff reports and notices:

<i>Name</i>	<i>Telephone</i>	<i>E-mail Address</i>
Travis Green	707-599-7206	travis@kkramer.com
Rex Bohn	707-498-2228	<a href="mailto:rbohn@co.humboldt.ca.us">rbohn@co.humboldt.ca.us</a>

## Indemnification Agreement

LAFCo policy requires that all applicants sign a volunteer indemnification agreement specifying whether they agree to indemnify LAFCo in the event of litigation concerning the approval of an application.

The following is included with this application form:

Signed Voluntary Indemnification Agreement

## Filing Fees

Applicants are required to pay fees in accordance with LAFCo's adopted fee schedule to cover the administrative and staff costs required to evaluate proposals. Checks must be made payable to: "Humboldt LAFCo".

The following is included with this application form:

Check for Filing Fees  
Signed Fee Agreement  
Other (please explain):

--

## Certification

The undersigned hereby certifies that all LAFCo filing requirements will be met and that the statements made in this application are complete and accurate to the best of their knowledge.

(Signature)

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(Printed Name)

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(Title)

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(Date)

## **RESOLUTION 2025-04**

### **A RESOLUTION OF APPLICATION BY THE HUMBOLDT COMMUNITY SERVICES DISTRICT REQUESTING THE HUMBOLDT LOCAL AGENCY FORMATION COMMISSION INITIATE PROCEEDINGS FOR THE ANNEXATION OF THE NORTH MCKAY RANCH SUBDIVISION PROJECT**

**WHEREAS**, the Humboldt Community Services District (herein referred to as “HCSD” or “District”) provides water, wastewater, and street lighting services pursuant to Community Services District Law (Government Code Section 61000 et seq.);

**WHEREAS**, the HCSD Board of Directors desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code, for a change of organization consisting of annexation of the North McKay Ranch area to the District; and

**WHEREAS**, pursuant to California Government Code Section 56654, notice of intent to adopt this resolution of application was given to the Humboldt Local Agency Formation Commission (herein referred to as “LAFCo”), interested agencies and subject agencies at least twenty-one (21) days before the adoption of this resolution; and

**WHEREAS**, the annexation area consists of nine parcels total, including five parcels associated with the North McKay Ranch Subdivision Project (APNs 017-032-003, 017-071-009, 017-072-003, 017-073-007, and one parcel associated with the Redwood Empire Little League 017-073-008, owned by Field Committee Corp all of which are located within the District’s adopted sphere of influence; and

**WHEREAS**, the principal reasons for the proposed annexation are as follows:

1. The proposed annexation of the North McKay Ranch Subdivision Project was initiated by Kramer Properties, Inc. in order to receive District services; and
2. The proposed annexation of the Redwood Empire Little League parcels is necessary due to the proximity of the land entirely surrounded by the North McKay Ranch Subdivision Project; and
3. The proposed annexation would provide for logical boundaries and service provision in the area.

**WHEREAS**, the territory subject to the proposed annexation is uninhabited, and a map of the exterior boundary of the territory is set forth in Exhibit “A” attached hereto and by this reference incorporated herein; and

**WHEREAS**, all property owners have provided written consent to the annexation and for purposes of enabling LAFCo to make determinations on the proposal and to waive protest proceedings entirely in accordance with Government Code Section 56662; and

**WHEREAS**, pursuant to the provisions of the California Environmental Quality Act (CEQA), the Humboldt County Board of Supervisors (County), acting as Lead Agency, certified the North McKay Ranch Subdivision Project (Project) Final Environmental Impact Report (Final EIR, SCH#2019049166), adopted the Findings of Facts (Findings), Statement of Overriding Considerations (SOC) and Mitigation and Monitoring and Reporting Program (MMRP), and approved the Project on March 7, 2022, for the development of the proposed annexation parcels, and the District, as Responsible Agency under

CEQA, is required to review and consider the information contained in the Final EIR and MMRP, and adopt County's findings, SOC, and MMRP, prior to approval of the formal terms and conditions for the annexation;

**WHEREAS**, the Board of Directors has considered all information related to this matter, including any supporting reports by District staff and all oral and/or written testimony made by any interested person or agencies appearing at the public hearing on the Resolution of Application.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Humboldt Community Services District adopts Resolution 2025-04 thereby resolving as follows:

**Section 1:** The Board of Directors, acting as Responsible Agency under CEQA, has independently reviewed and considered the information contained in the Final EIR, Findings, SOC, and MMRP, and hereby adopts the County's Findings, SOC, and MMRP for the annexation and directs staff to file a Notice of Determination ("NOD") with the Humboldt County Clerk and the State of California.

**Section 2:** The Board of Directors hereby approves this Resolution of Application and requests that Humboldt Local Agency Formation Commission (LAFCo) take proceedings for the proposed annexation in the manner provided by the Cortese-Knox-Hertzberg Government Reorganization Act of 2000.

**Section 3:** The proposed annexation is requested to be subject to the following terms and conditions:

1. Per the Water Supply Analysis performed by SHN Consulting Engineers and the Condition of Approval set forth by the County of Humboldt, the developer shall ensure that, prior to the issuance of a building permit for any residential or commercial structures, the Building Permit for the installation of the new 250,000-gallon water tank at the Ridgewood Tank Site shall be issued. This requirement can also be met by entering into a cost sharing arrangement for a larger tank that has sufficient capacity to serve this project if a tank project is initiated by others. Furthermore, prior to the final inspection sign-off and/or final approval of an occupancy permit for any residential or commercial structure, sufficient water storage must be installed and operational. This condition does not apply to Phase 1 development along the extension of Manzanita Street.
2. Per the Water Supply Analysis performed by SHN Consulting Engineers, the developer shall ensure that, prior to the final inspection sign-off and/or final approval of an occupancy permit of any residential or commercial structures the section of watermain within Walnut Drive between Holly Street and Cypress Avenue shall be increased to 12-inch diameter. This condition may be met by constructing adequate water storage within the North McKay Ranch Subdivision capable of providing adequate fire flow. This condition does not apply to Phase 1 development along the extension of Manzanita Street.
3. The developer shall enter into and comply with main line extension agreement(s) with Humboldt Community Services District for water and sewer infrastructure for each phase of the North McKay Ranch Subdivision project.
4. If street lighting services are to be provided by the Humboldt Community Services District, the developer shall install all necessary infrastructure at no cost to HCSD and establish street lighting assessment zones compliant with Article 6 of the Humboldt Community Services District Code

5. Ensure that all existing services are not disrupted by the construction, implementation, and deployment of this development, including but not limited to the service to APN 017-071-002-000.
6. Comply with all conditions of approval set forth by the County of Humboldt
7. Pursuant to Revenue and Taxation Code Section 99.01, prior to a jurisdictional change that will result in a special district providing services to an area where those services have not previously been provided, the special district must negotiate an exchange of property tax increment to be generated in the area subject to the jurisdictional change.
8. Upon effective date of the annexation, the affected territory will be subject to all previously authorized charges, fees, assessments, and taxes that were lawfully enacted by the Humboldt Community Services District. The affected territory will also be subject to all of the rates, rules, regulations, and ordinances of the District.

**Section 4:** Staff is directed to prepare and submit to Humboldt LAFCo an application for annexation that includes the territory as shown in Exhibit "A".

PASSED AND ADOPTED by the Board of Directors of the Humboldt Community Services District on May 13, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Michael Hansen, Board Vice President

ATTEST:

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Robert Christensen, Board Secretary

# Humboldt Community Services District

*Dedicated to providing high quality, cost effective water and sewer service for our customers*

## North McKay Ranch Subdivision Project PLAN FOR SERVICES

### INTRODUCTION & PURPOSE

The purpose of this document is to outline a Plan for Services to support an application submitted to the Humboldt Local Agency Formation Commission (Humboldt LAFCo) for the service territory annexation by the Humboldt Community Services District. Humboldt Community Services District (HCSD or District) intends to submit an application to Humboldt LAFCo on behalf of property owner Fairhaven Cottages LLC, a subsidiary of Kramer Properties, inc. (Developer), to approve the extension of the existing HCSD boundary to include the following APNS: 017-032 -003, 017-071-009, 017-072-003, 017-073-007 and 017-073-008, which are currently within the District's Sphere of Influence, so that HCSD can provide street lighting, water and sewer services to the proposed project.

Note: parcel 017-073-008 is part of the sports fields owned by Field Committee Corporation and is not property of Developer. This property is being annexed along with the others listed above so as not to create an "island" within District boundaries.

### Proposed Development Description

The proposed subdivision will be accessed by an extension of Redwood Street approximately forming a loop around the Redwood Fields recreation area. The loop will have several cul-de-sacs and a secondary looped road. The development is proposed to commence in phases, with the initial phases centered in the project footprint, and the branched cul-de-sacs progressing afterward. The first phase also includes three units at the end of Manzanita Avenue. See the Appendix for the proposed subdivision and phasing maps. The development consists of a mix of small lot single-family, single-family, multifamily, and commercial units. Additionally, full-sized single-family residential lots are expected to be allowed to develop accessory dwelling units.

In total, 50 small lot single-family units, 96 single-family units, 174 multi-family units, and 2 commercial lots are proposed to be constructed. An additional 34 accessory dwelling units are estimated to be developed at full build out.

### EXISTING INFRASTRUCTURE/SERVICE

#### Water

Water services within the project area will be provided by HCSD. HCSD supplies water to 7,698 active connections, approximately 97 percent of which are residential and 3

percent commercial. Water service is not provided to any industrial users. In 2015, a total of 740.2 million gallons of water were distributed to customers within the HCSD service area. Average daily use for HCSD customers is estimated at 2.03 MGD in 2015, and peak daily use estimated at 3.6 MGD (Humboldt County 2017). HCSD receives approximately 74 percent of its water from Humboldt Bay Municipal Water District (HBMWD) and the City of Eureka. HCSD also maintains two water supply wells that supplement the water supply, with a rated capacity of 1,580 GPM, or 2.28 MGD. HCSD's active connection with the City of Eureka has a capacity of 800 GPM, or 1.15 MGD. The contract with the HBMWD allows for a peak rate allocation of 2.9 MGD. Therefore, the combined source capacity is estimated at 6.33 MGD.

### **Wastewater**

HCSD currently maintains 6,326 sewer service accounts, 97 percent of which are associated with residential users, with the remainder associated with commercial users (SHN Engineers and Geologists 2014). HCSD's wastewater infrastructure includes 28 wastewater pumping stations, and 78 miles of sewer mains. Five of HCSD's lift stations are located in the Pine Hill area, five in the Rosewood area, five in the Cutten and Ridgewood areas, six in the Myrtle town area, three in the King Salmon area, and five in the Humboldt Hill area. HCSD's peak daily wastewater flow is approximately 1.92 MGD, with an average wastewater flow of 0.92 MGD (SHN Engineers and Geologists 2014). HCSD has an agreement with the City of Eureka to purchase approximately 30 percent of the capacity at the City of Eureka Elk River Wastewater Treatment Plant (WWTP), which has a current peak dry weather treatment capacity of 8.6 MGD and peak wet weather treatment capacity of 12 MGD (Order No. RI - 2023-0016 NPDES No. CA0024449) (RWQCB2023).

## **ANTICIPATED SERVICE DEMANDS**

### **Water Supply Study**

A Water Supply Assessment Study was completed by SHN Consulting Engineers and Integral Consulting in October, 2020 as a requirement of the Project's Environmental Impact Report that was used to inform this plan for services.

### **Domestic Water Usage**

Domestic water use estimates were obtained from HCSD's meter data for single-family and multi-family residential units. The meter data was compared against HCSD's usage goal of 113 gallons per capita per day with an estimated 3 persons per equivalent dwelling unit (EDU) or 339 gallons per day per EDU (gpd/ EDU). This data was also compared with meter data from a single-family development in Eureka and a previous water supply assessment in HCSD's sphere of influence, both of which used approximately the same consumption basis per EDU. For the purposes of the Water Supply Assessment Study, small lot single family homes and accessory dwelling units were considered to have the same estimated water usage as a typical single-family unit. For the purpose of modeling demand, a typical single-family residence is estimated to



use 339 gpd on an average day. In total, 180 EDUs are associated with the single-family units. Multi-family residence buildings may be metered separately for each unit. Given that meter data from HCSD does not reflect the number of units per account and the design of the multi-family development has not begun, we assume 2.5 persons per multi-family unit for an average demand of 283 gpd/unit. Therefore, a multifamily unit is estimated to be 83.5% of the demand of a residential EDU. The multi-family count for the development is 145 EDUs (174 multi-family dwelling units x 83.5%).

### **Commercial Water Usage**

The size and type of commercial development has not been determined; therefore, typical commercial usage data from HCSD was utilized in the Water Supply Assessment Study. The two proposed commercial lot sizes are approximately 42,000 and 53,000 square feet. An estimate of the maximum size of each of the building footprints, accounting for setbacks and parking, is approximately 8,000 square feet. For the purposes of the Water Supply Assessment study, it was assumed that each commercial building will include four separate units.

According to HCSD's 2023 rate study, HCSD defines commercial accounts by wastewater strength. According to the study, light-, medium-, and high-strength connections have an average water usage of 615 gpd, 2,092 gpd, and 1,321gpd, respectively. The proposed commercial development is assumed to be a mix of light and medium strength accounts and, for the purposes of modeling, the Water Supply Assessment Study assumes one medium-strength and three light-strength units per commercial lot. Thus, the total combined water usage per day is estimated at 7,874 gpd on average for a total of approximately 23 EDUs. Because the building design and occupancy have not yet been completed, the water usage is a rough estimate that is considered to be conservative, and should be revisited in the planning phase of the commercial units.

## **PROPOSED SERVICE INFRASTRUCTURE**

### **Water Infrastructure**

Underground potable water pipelines will be extended to the project site at no cost to the District, and potable water supplies will be supplied by HCSD. Additionally, the Water Supply Assessment Study has determined that a new 250,000-gallon water storage tank will be required to serve the proposed project. The proposed water storage tank will be located approximately 2.5 miles south of the proposed project, near Ridgewood, California, adjacent to HCSD's existing water storage tank (Ridgewood Tank Site). A water supply study has been completed that identifies the exact size and location of the water storage tank.

The proposed water storage tank will be permitted before any building permits are issued for phase 2 and beyond. Further, the water storage tank will be in service before any of the new construction associated with phase 2 and beyond are certified for



occupancy (phase 1 consists of three single family homes on the extension of Manzanita Ave.).

The development agreement between the Developer and Humboldt County is valid until December 18, 2044. The Ridgewood Tank Site is ideally situated to supply water for future developments in Cutten, Ridgewood, and Elk River. The District estimates that approximately 5,000 undeveloped housing units in the area could be served by water stored at the Ridgewood Tank Site. Between now and when the Developer is ready to proceed with phase 2 of the North McKay Ranch Subdivision, other developers may express interest in developing properties that could rely on water supplied by the Ridgewood Tank Site. The District may also seek outside funding in the form of grants or other funding mechanisms to construct a tank capable of serving future developments near the Ridgewood Tank Site.

If either of these scenarios occurs, the storage tank requirement tied to the Water Supply Assessment Study will be reevaluated. The Developer may then meet the requirement for a water storage tank identified in the Water Supply Assessment Study by participating in a cost-sharing arrangement for a tank appropriately sized to supply all projects.

The District must act as stewards of its real property and assets. The Ridgewood tank site has a limited amount of space for the development of additional water storage. The District must implement a plan that does not restrict future capacity at the Ridgewood Tank Site to a single development. If funding for a water storage project at the Ridgewood Tank Site becomes available from other sources, the Developer will participate in a cost sharing agreement at that time or relinquish any claim to access water storage capacity resulting from the project or any claim to District property.

Alternatively, the Developer may choose to forgo using the Ridgewood Tank Site and construct an adequately sized water storage tower at a different location (either within the subdivision or on other land owned by the Developer) to meet the water supply requirements outlined in the Water Supply Assessment Study.

To provide additional flexibility, this Plan for Services allows for the possibility of adjusting timelines and responsibilities as the development landscape evolves. In the event that unforeseen changes arise, such as alterations in the timeline for the North McKay Ranch Subdivision or shifts in the region's development priorities, the parties may renegotiate the terms of the water supply and storage solutions. This could include the option for the Developer to collaborate with other stakeholders or pursue alternative strategies that align with the needs of the District and the broader community. If new development proposals emerge, the District and the Developer may explore various avenues for sharing resources, including but not limited to grants, enhanced infrastructure financing district(s), joint ventures, partnerships, or phased construction to ensure the efficient use of the Ridgewood Tank Site or an alternative location. Both parties agree to remain open to these possibilities and will work together in good faith to

address future challenges in a way that benefits the area's long-term water infrastructure and growth.

The Water Supply Assessment Study has also determined that the main on Walnut Drive between Holly Avenue and Cypress will need to be upsized to 12 inches to accommodate the proposed development and fire flow requirements. This condition of approval will be implemented before any new construction associated with phase 2 and beyond will be certified for final occupancy.

Due to the determination by SHN Consulting Engineers and Integral Consulting during the Water Supply Assessment that the water main within Walnut Drive will require upsizing to service the project, all associated costs of implementation will be funded privately or come from other sources and shall be at no cost to District. Given that the replacement of the line will be less than 1000 feet and will replace an existing facility, impacts associated with temporary service interruptions, noise, air quality and dust emissions from construction activities were estimated to account for this line replacement. As such, the previously circulated EIR sections accounted for a range of construction-based impacts, including utility replacements.

The Developer will enter into and comply with the terms of the mainline extension agreement(s) with HCSD to extend water service to the proposed North McKay Ranch subdivision project.

The developer or others will install all infrastructure required to provide drinking water services for this project at no cost to the District.

### **Wastewater**

Underground wastewater pipelines will be extended to the project site at no cost to the District, and wastewater collection and treatment services will be provided by HCSD. A new sewer lift station will be constructed by the developer at the northeastern portion of the subdivision that is planned to remain open space. The lift station will be designed and constructed by the Developer to the District's standards and specifications. All sewage within the subdivision will gravity flow to the low point at the north end of the subdivision to the new sewage lift station. The sewage will be pumped to the existing sanitary sewer manhole located on Hemlock Street at the intersection of Hemlock and Walnut Street via a new sewer line (forcemain) to be installed between the project site and the intersection of Walnut Drive and Hemlock Street by the Developer. The new sewer line will extend west onto Redwood Street, turning north onto Walnut Drive, and then connect to the existing sewer system manhole located on Hemlock Street at the intersection of Hemlock and Walnut Street. All utility work will occur in the existing right-of-way. All costs associated with wastewater improvements in relation to this project, will be funded privately or come from other sources and shall be at no cost to District. The Developer will enter into and comply with the terms of (a) main line extension agreement(s) with HCSD for extension of wastewater service to the proposed North McKay Ranch subdivision project.

All infrastructure required to provide wastewater services for this project will be designed and constructed to the District's standards and specifications by the Developer or others at no cost to the District.

### **Hemlock Sewer Transmission Line**

The Humboldt Community Services District is undertaking a project to increase sewer transmission capacity from the Cutten area by connecting the Hemlock Sewer Main to the Martin Slough Interceptor at the City's O Street metering station. This project must be completed before the collection system from phases 2 and beyond of the North McKay Ranch Subdivision Project can be connected to the Humboldt Community Services District system (phase 1 consists of three single family homes on the extension of Manzanita Ave.). The Hemlock Sewer Transmission Line project will be funded by HCSD.

### **Street Lighting**

Consistent with County Code Section 314-31.1.6.5.4, all utilities associated with the proposed project will be placed underground (Humboldt County 2017b). Lots are to be served by community water, wastewater, and street lighting services, which will be extended from HCSD. The HCSD prepared a Municipal Services Review (MSR) for expansion of its SOI that includes the project site. The developer will establish street lighting assessment zone(s) if street lighting services are to be provided by HCSD, funding for these services and all associated street lighting costs may be done privately or come from other sources and shall be at no cost to District.

Lighting of the project site currently contains existing outdoor lighting around Redwood Fields Park and its associated parking areas. The new roadways and commercial buildings will have street lighting installed for security purposes. All new outdoor lighting will be the minimum lumens required for security purposes, directed downward, and shielded to prevent light spillover onto adjacent properties.

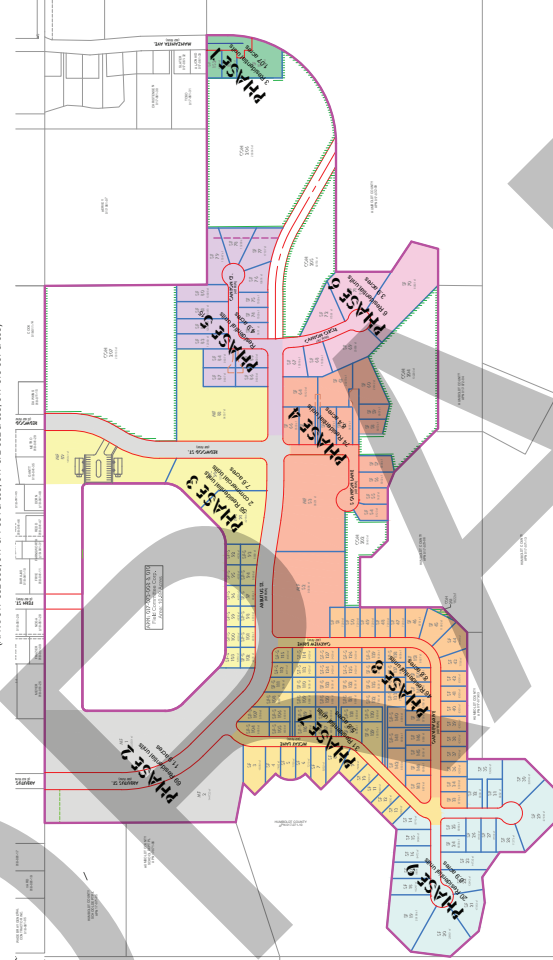
All infrastructure required to provide street lighting services for this project will be installed by the Developer or others through private funding or other sources and shall be at no cost to the District.

Services for the proposed project will be extended to the affected territory within the twenty-year period established in the executed Development Agreement by and between the County of Humboldt and Fairhaven Cottages LLC./Kramer Properties, Inc. relating to the North McKay Subdivision Project that extends until December 18, 2044, or ninety (90) days following the Project Build-out, whichever is earlier. Funding for these services may be done privately or come from other sources and shall be at no cost to the District.

# MCKAY RANCH SUBDIVISION TENTATIVE MAP FOR A PLANNED DEVELOPMENT

LOCATED IN THE NORTHWEST QUARTER OF SECTION 36,  
TOWNSHIP 5 NORTH, RANGE 1 WEST, 11M,  
IN THE UNINCORPORATED AREA OF  
HUMBOLDT COUNTY, CALIFORNIA

(APNs 017-032-003, 017-071-004 & 009, 017-072-002 & 003, 017-073-007 & 009)



## PROJECT DESCRIPTION

- The subject property is located in the Northwest Quarter of Section 36, Township 5 North, Range 1 West, 11M, Humboldt County, California. The subject property is approximately 110 acres in size and is currently zoned for agricultural use. The proposed subdivision is for a planned development of residential lots.
- The proposed subdivision is for a planned development of residential lots. The lots are to be developed in nine phases, with each phase containing a different number of lots. The lots are to be developed in a manner that is consistent with the surrounding area and the overall goals of the subdivision.
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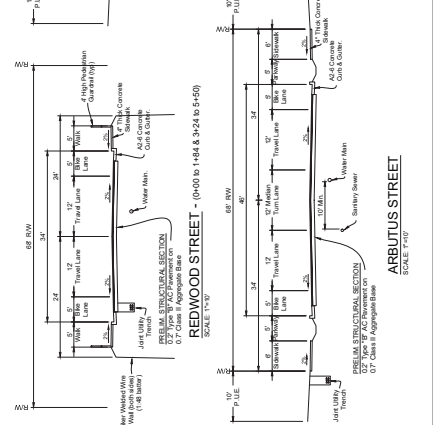
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## EASEMENTS & ENCUMBRANCES

(ANNOTATED IN SCHEDULE OF THE TITLE REPORT)

ITEM	DESCRIPTION
1	174 Main Family (lots 1-2, 5-16 & 88-89)
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CONSULTING ENGINEERS AND ARCHITECTS  
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Chris Hilkeisen  
Professional Engineer  
No. 10000  
Exp. 12/31/2025

Owner: **Kramer Investment Corp.**  
Address: **174 Main Family, Suite B  
Folsom, CA 95630**  
Phone: **(916) 992-1100**  
Fax: **(916) 992-1101**  
Contact: **Chris Hilkeisen**

Project Name: **MCKAY RANCH SUBDIVISION  
TENTATIVE MAP FOR A  
PLANNED DEVELOPMENT**

APNs: 017-032-003, 017-071-004 & 009, 017-072-002 & 003, 017-073-007 & 009

Sheet Title: **PHASING PLAN  
and  
ROAD SECTIONS**

Scale Information:  
Horizontal: 1" = 400'  
Vertical: 1" = 20'  
Road Sections: 1" = 40'

Revision History:  
1. Initial Design  
2. Final Design  
3. Final Design

Submitted: 10/10/2024  
Reviewed: 10/10/2024  
Approved: 10/10/2024

Submitted By: **CHS**  
Reviewed By: **CHS**  
Approved By: **CHS**

Submitted Status: **PLANNING KOP REVIEW**

Sheet List:  
C1.0 - TITLE SHEET  
C2.0 - PHASING PLAN AND ROAD SECTIONS  
C3.0 - TENTATIVE MAP FOR A  
C4.0 - PRELIMINARY GRADING AND DRAINAGE PLAN  
C5.0 - PRELIMINARY UTILITY PLAN

Sheet: **C1.0**  
Of: **5**

