



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C-7**

Hearing Date: July 21, 2015  
To: Board of Supervisors  
From: Kevin R. Hamblin, Director Planning and Building Department *Kh*  
Subject: Approve Request for Disbursement to McKinleyville Community Services District of \$25,000 from McKinleyville Inland Parkland Trust Fund Number 3713 for the construction of a new covered picnic pavilion at Pierson Park.

RECOMMENDATIONS:

That the Board of Supervisors:

1. Receive Board Report.
2. Find that the McKinleyville Community Services District (MCSD) is a public agency, which provides recreational services and opportunities on a community-wide basis.
3. Find that the funds will be used consistent with Quimby Act requirements.
4. Authorize use of \$25,000 from Trust Fund No. 3713 by McKinleyville Community Services District for the construction of a new covered picnic pavilion at Pierson Park.

Prepared by \_\_\_\_\_  
Catherine Munsee, Business Manager

CAO Approval *Amy N. Vren*

REVIEW: Auditor \_\_\_\_\_ County Counsel *DS* Personnel \_\_\_\_\_ Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:  
Board Order No. \_\_\_\_\_  
Meeting of: \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
Upon motion of Supervisor *Bass* Seconded by Supervisor *Lovelace*  
Ayes *Sundberg, Lovelace, Fennell, Bohn, Bass*  
Nays \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *July 21, 2015*  
By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING: McKinleyville Inland Parkland Dedication Trust Fund, No. 3713

DISCUSSION: In September 1985, the Board adopted the Coastal Zoning Ordinance that included the Parkland Dedication (Quimby Act) Ordinance for McKinleyville. In 1996, the Board adopted an additional ordinance that established parkland fees for the inland portions of the community of McKinleyville.

Revenue generated by the ordinance is deposited into an account that can be used to develop parkland or recreational facilities to serve the residents of the subdivisions affected by the ordinance. In June 2008, the Board approved an agreement for allocation of these funds to be distributed 70% to MCSD and 30% to Humboldt County. This fund includes private developer contributions as a condition of coastal subdivisions.

The MCSD has requested \$25,000 from the McKinleyville Inland Parkland Dedication Trust Fund #3713 (Attachment A). The fund balance as of June 30, 2015 is \$199,244.93, with MCSD's portion of the total equaling \$139,471.50. If disbursed, the funds will be used to fund the construction of a covered picnic pavilion at Pierson Park.

The Quimby Act is the State legislation authorizing the payment of in-lieu parkland dedication fees. Humboldt County Quimby Ordinance requires the following findings be made in order to utilize the generated revenues:

1. The fees are to be used only for the purpose of developing new or rehabilitating existing neighborhood or community park or recreation facilities to serve the subdivision. {C.G.C. 66477(c)}
2. The legislative body has adopted a general plan or specific plan containing policies and standards for parks and recreation facilities, and the park and recreational facilities are in accordance with definite principles and standards. {C.G.C. 66477(d)}
3. The amount and location of land to be dedicated or the fees to be paid shall bear a reasonable relationship to the use of the park and recreational facilities by the future inhabitants of the subdivision. {C.G.C. 66477(e)}
4. The county or other local public agency to which the land or fees are conveyed or paid shall develop a schedule specifying how, when, and where it will use the land or fees, or both, to develop part or recreational facilities to serve the inhabitants of the subdivision. {C.G.C. 66477(f)}
5. Any fees collected shall be committed within five (5) years after the payment of such fees. {C.G.C. 66477(f)}

ANALYSIS OF FINDINGS:

Staff believes the above findings can be made because the proposed project involved improvements to an existing park located within McKinleyville. Staff affirms that the proposed improvements are consistent with the Quimby Act and believes the required findings can be met based on the following analysis:

1. The fees are to be used for construction of a new covered picnic pavilion at Pierson Park. Pierson Park is located in close proximity (within a mile) to coastal subdivisions serving this fund, and therefore will serve these subdivisions.
2. The adopted McKinleyville Community Plan (MCCP) supports the use of Quimby Act funds to construct improvements to existing parks. Consistent with the MCCP, MCSD prepared and adopted the McKinleyville Recreation Plan (Recreation Plan) in response to the Board's direction (adopted September 1991; updated June 1998). The reimbursement for construction of a picnic area at Pierson Park is consistent with the MCCP, MCSD Parks Master Plan and Open Space Element, and

Recreation Plan because Pierson Park is identified as an existing park in need of recreational facilities.

3. The funds are being conveyed to the local public agency which provides park and recreational services on a community-wide level. Because the site is centrally located and within the Urban Limit Line, it can be reasonably assumed that the general community of McKinleyville, including current and future residents of Coastal subdivisions, will make use of the park and improvements.
4. MCSD is the local agency which has assumed primary responsibility for providing and improving recreation facilities in McKinleyville. MCSD has adopted a Parks Master Plan which identifies the need for an additional Group Picnic Area in Pierson Park in order to serve the community (one group picnic facility for every 5,000 people), in addition to a timeframe for improvements to be completed.
5. The funds are being dispersed within five years of payment.

FINANCIAL IMPACT: This action represents a disbursement of funds already on deposit in Trust Fund 3713 from private property owner contributions, as conditions of approval of subdivisions. The Trust Fund balance as of June 30, 2015 is \$199,244.93. The MCSD has been allocated 70% of the contributions, which will be allocated toward the construction of a covered picnic pavilion at Pierson Park.

OTHER AGENCY INVOLVEMENT: McKinleyville Community Service District

ALTERNATIVES TO STAFF RECOMMENDATIONS: The Board of Supervisors may deny the request by finding that it is not consistent with the Quimby Act provisions. Staff is not recommending this alternative because we believe the required findings can be made that the improvements serve the subdivisions that paid into the fund.

The Board of Supervisors may deny the request by finding that the County Department of Public Works is the agency provides recreational services on a community-wide level. Staff is not recommending this alternative because we believe the MCSD provides more community-wide recreational services.

ATTACHMENTS:

Attachment A: McKinleyville Community Services District request for disbursement of funds

**ATTACHMENT A**

**McKinleyville Community Services District request for disbursement of funds**

**PHYSICAL ADDRESS:**

1656 BUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



**MAIN OFFICE:**

PHONE: (707) 839-3251  
FAX: (707) 839-8456

**PARKS & RECREATION OFFICE:**

PHONE: (707) 839-9003  
FAX: (707) 839-5984

May 28, 2015

Catherine Munsee, Business Manager  
County of Humboldt  
3015 H Street  
Eureka, CA 95501

**Subject:** Request for Release of Quimby Inland Park Dedication Funds

Dear Catherine:

This letter is the McKinleyville Community Service District's (District) formal request that the County of Humboldt release \$25,000 to the District from the Quimby Inland Park Dedication Fund for the construction of a new covered picnic pavilion at Pierson Park (See enclosed State Grant completion documents and photos of completed project).

This capital project is complete and eligible for Quimby funds due to its inclusion in the District's Parks Master Plan. As per the Agreement between the District and the County, the District is entitled to request release of up to 70% of the funds available for District use.

The \$25,000 represents a share of the portion of Quimby Inland Park Dedication Funds available to the District as of current. Specifically, the District has constructed a covered picnic pavilion at Pierson Park.

Should you require additional documentation, or have any questions, please feel free to contact me at the Parks & Recreation Office, 839-9003.

Sincerely,

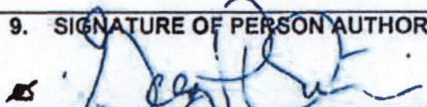

Lesley Frisbee  
Recreation Supervisor

Cc: Gregory Orsini, General Manager  
Colleen Trask, Finance Director  
File

State of California - The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

**Payment Request - Land and Water Conservation Fund -**

See Instructions on reverse.

1. PROJECT NUMBER 06-01732	2. CONTRACT NUMBER C8954008	3. EMPLOYEE IDENTIFICATION NO. 94-1729867
4. GRANTEE McKinleyville CSD		
5. PROJECT TITLE Pierson Park Covered Picnic Area		6. TYPE OF PAYMENT <input type="checkbox"/> Reimbursement <input checked="" type="checkbox"/> Final
7. PAYMENT INFORMATION (round to nearest dollar)		
Expenditures since last billing: \$ 82483.89		Date range of expenditures since last billing: May 2014 through March 2015
Rate of Reimbursement: 50 %		
8. SEND WARRANT TO:		
Grantee Name: McKinleyville CSD		
Street Address: P.O. Box 2037		
City/State/Zip Code: McKinleyville, CA 95519		
Attention: Lesley Frisbee		
<b>CERTIFICATION</b>		
I certify that the billing is correct and just and is based upon actual payment(s) of record by the participant or political subdivisions; that payment from the Federal Government has not been received; that the work and services are in accordance with the State of California Land and Water Conservation Fund grant Contract including amendments thereto; and, that the progress of the work and services under the grant Contract is satisfactory and is consistent with the amount paid. I further certify that the participant, political subdivision or public agency is not involved in any court litigation or law suits wherein it is alleged by private parties of the United States that persons were, on the grounds of race, color, or national origin, excluded from participation in, denied benefits of, or otherwise subject to discrimination in the outdoor recreation program or Facilities of the political subdivision or public agency.		
9. SIGNATURE OF PERSON AUTHORIZED IN RESOLUTION 	TITLE G.M.	DATE 3/30/2015
<b>FOR DEPARTMENT OF PARKS AND RECREATION USE ONLY</b>		
ITEM	THIS BILLING	CUMULATIVE
1. Total Eligible		
2. Surcharge _____ %		
3. Total		
4. Less Federal Share		
5. Less Surcharge		
6. Total Due Participant		
DPR PAYMENT APPROVAL SIGNATURE 		DATE

DPR 423 (Rev. 8/2007)(Front)(Word 8/20/2007)

### LABOR COSTS SUMMARY FORM

Project Number				
Work Auth. #	Unit Performing Work	Dates/ Pay Period	Purpose	Amount
A25	Operations & Parks	5/1/14-5/15/14	Shorten existing electrical	183.93
A25	Operations & Parks	5/16/14-5/31/14	Cut site, import rock, compaction	1971.94
A25	Operations & Parks	6/1/14-6/15/14	Dig footing, install forms	1811.34
A25	Operations & Parks	6/16/14-6/30/14	Fabricate column bases	704.7
A25	Operations & Parks	7/1/14-7/15/14	Fabricate rebar loops	690.61
A25	Operations & Parks	7/16/14-7/31/14	Roof design, BBQ design	206.83
A25	Operations & Parks	8/16/14-8/31/14	Install rebar in footing and pad	6132.74
A25	Operations & Parks	9/1/14-9/15/14	Pour concrete	608.03
A25	Operations & Parks	9/16/14-9/30/14	Prep pad and paint columns	972.13
A25	Operations & Parks	10/1/14-10/15/14	Paint columns	224.46
A25	Operations & Parks	10/16/14-10/31/14	Install columns	986.94
A25	Operations & Parks	11/1/14-11/15/14	Install headers/install trusses	4712.13
A25	Operations & Parks	11/16/14-11/30/14	Install trusses and blocking	2110.46
A25	Operations & Parks	12/1/14-12/15/14	Sheet roof	4201.18
A25	Operations & Parks	12/16/14-12/31/14	Sheet roof	2312.84
A25	Operations & Parks	1/1/15-1/15/15	Nail off roof sheeting	840.68
A25	Operations & Parks	1/16/15-1/31/15	Roofing, gable siding, electrical	4241.00
A25	Operations & Parks	2/1/15-2/15/15	Electrical, column bases, BBQ	3064.85
A25	Operations & Parks	2/16/15-2/28/15	Electrical, BBQ install, Paint	4560.39
A25	Operations & Parks	3/1/15-3/15/15	Sheeting ceiling, BBQ install	3842.75
A25	Operations & Parks	3/16/15-3/31/15	Asphalt, Painting, BBQ, Plumbing, Trim, dirt work	payroll not done
<b>Subtotal</b>				<b>\$44,379.93</b>
<b>Total</b>				<b>\$44,379.93</b>

## GRANT EXPENDITURE FORM

(Previously "Project Costs Summary Form")				
Project Number				
Warrant/Check Number	Date	Recipient	Purpose	Amount
28361	7/9/14	FASTENAL	Columns anchor fasteners	1,078.03
28633	9/4/14	THE MILL YARD	Form Boards/Stakes	566.01
28602	9/8/14	MCK ACE	Rebar Tools/Electrical Conduit	64.16
28607	9/8/14	NORTH COAST FABRICATORS	Column Bases	1,114.11
28616	9/8/14	THOMAS HOME CENTER	Rebar and sand for footings	131.24
28585	9/4/14	HUMBOLDT COUNTY PLANNING DIVISION	Permit fees	93.75
28618	9/11/14	HUMBOLDT COUNTY PLANNING DIVISION	Roof Plan revision approval	93.75
28748	10/2/14	THE MILL YARD	Brackets for tops of Column	756.84
28790	10/24/14	BONNIE OLIVER	Plan revision	224.82
28848	11/10/14	EUREKA READY MIX	Concrete For slab	5,867.51
28852	11/5/14	HENSELL MATERIALS INC.	Non-shrink grout for columns	105.03
28856	11/6/14	MCK ACE	Glulam paint, primer & supplies	199.92
28861	11/6/14	THE MILL YARD	slab rebar/ roofing, ceiling plywood	4,095.47
28864	11/6/14	NORTH COAST PARTS AND SUPPLIES	Spray gun & column paint supplies	105.80
28867	11/6/14	O&M INDUSTRIES	Columns	5,039.04
28887	11/17/14	POWELL CONCRETE PUMPING	Slab concrete pumping service	1,278.87
28890	11/17/14	SHERWIN-WILLIAMS CO.	Paint for columns	127.71
28869	11/10/14	THOMAS HOME CENTER	Header fasteners and nails	231.09
28976	12/9/14	MCK ACE	Forklift rental/trusses fastener	375.12
29023	12/2/14	THE MILL YARD	Blocking for trusses	83.20
28993	12/5/14	THOMAS HOME CENTER	Trusses	3,816.99
29148	1/6/15	HUMBOLDT FASTENERS	Nail gun rental roof sheeting	77.93
29111	1/7/15	THE MILL YARD	Metal roofing	3,624.10
<b>Subtotal</b>				<b>\$29,150.49</b>
<b>Total Labor Costs from Labor Costs Summary Form (if applicable)</b>				
<b>Total Equipment Costs from Equipment Costs Summary Form (if applicable)</b>				
<b>Grand Total</b>				<b>\$29,150.49</b>



## GRANT EXPENDITURE FORM

(Previously "Project Costs Summary Form")				
Project Number				
Warrant/Check Number	Date	Recipient	Purpose	Amount
29120	1/8/15	THOMAS HOME CENTER	Roof Sheeting	67.24
29165	1/19/15	THE STOVE DOCTORS	Chimney Parts	455.70
29198	2/2/15	MCK ACE	Beam & Facia paint supplies	272.78
29256	2/9/15	THE MILL YARD	Siding for end trusses	245.52
29266	2/9/15	THOMAS HOME CENTER	Photo control, eave flashing, paint	122.64
29350	3/9/15	EUREKA READY MIX	Sand to fill BBQ Base	70.47
29401	3/16/15	HENSELL MATERIALS INC.	Blocks & Brick for Grill Base	633.03
29403	3/16/15	INDUSTRIAL ELECTRIC	Wire, fixtures, breakers for lights	1,608.17
29362	3/9/15	MCK ACE	Electrical outlet parts	53.48
29375	3/9/15	THOMAS HOME CENTER	Light fixtures, grill mortar, fastener	216.15
29445	3/27/15	ADVANCE DISPLAY SIGN	Signs	66.25
29446	3/27/15	AIRGAS USA	Welding supplies for grill	116.37
29447	3/27/15	BAY TANK AND BOILER	Stainless steel for grill	28.73
29448	3/27/15	BELLS HEATING	Gutters	1,240.00
29449	3/27/15	FORTUNA IRON	Stainless steel for grill	582.28
29450	3/27/15	HENSELL MATERIALS	Concrete for grill countertop	364.10
29451	3/27/15	HUMBOLDT FASTENERS	Nails & gun rental for ceiling	94.18
29452	3/27/15	MCK ACE	Stove pipe and paint supplies	468.38
29454	3/27/15	THE MILL YARD	Ceiling trim boards	104.22
29456	3/27/15	THOMAS HOME CENTER	Grill & water faucet parts	191.74
29457	3/30/15	WBCO	Outlet covers	128.73
29458	3/27/15	O&M INDUSTRIES	Grill Hood	1,510.09
29459	3/30/15	MILL YARD	Ceiling end trim	274.03
29460	3/30/15	MILLER FARMS	Grass seed	39.19
<b>Subtotal Page 2 Mat.</b>				<b>\$8,953.47</b>
<b>Subtotal Page 1 Mat.</b>				<b>\$29,150.49</b>
<b>Total Labor Costs from Labor Costs Summary Form (if applicable)</b>				<b>\$44,379.93</b>
<b>Total Equipment Costs from Equipment Costs Summary Form (if applicable)</b>				<b>(if applicable)</b>
<b>Grand Total</b>				<b>\$82,483.89</b>

