

***Mission statement of McKinleyville Community Services District:***  
*"Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner."*

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
WILL BE HELD AT:**

**Azalea Hall  
1620 Pickett Road  
McKinleyville, California**

**Wednesday, May 7, 2014  
7:00 P.M.**

**AGENDA**

**A.1 CALL TO ORDER**

**A.2 ROLL CALL**

**A.3 PLEDGE OF ALLEGIANCE**

**A.4 ADDITIONS TO AGENDA**

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

**A.5 APPROVAL OF THE AGENDA**

**B. PUBLIC HEARINGS**

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

**B.1 Public Hearing on the proposed assessment and the formation of the Street Light Zone # 97 and Consider Adopting Resolution 2014-16 to Initiate Street Light Zone # 97** **Pg. 4**

**Attachment 1-Resolution 2014-16 Exhibit A** **Pg. 6**

**Attachment 2-Engineer's Report Exhibit A** **Pg. 8**

**Ballot Exhibit B** **Pg. 12**

## **C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS**

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

## **D. CONSENT CALENDAR**

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

- D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of April 2, 2014 **Pg. 15**
- D.2 Consider approval of March 2014 Treasurer's Report **Pg. 23**
- D.3 No DCV Violations this month.
- D.4 Consider approval of Party Program fee increases for the McKinleyville Activity Center **Pg. 44**
- D.5 Consider Approval of a Facilities Extension Agreement for Central Estates Subdivision Phase 2C **Pg. 48**

## **E. CONTINUED AND NEW BUSINESS**

- E.1 Consider Adoption of Resolution 2014-17 recognizing, honoring and commending Lesley Frisbee for ten (10) years service  
**Pg. 52**  
Attachment 1-Resolution 2014-17 **Pg. 53**
- E.2 Consider participation in household hazardous waste collection event at Pierson Park Saturday, July 26, 2014 **Pg. 54**  
Attachment 1-HWMA letter **Pg. 56**
- E.3 Review Water/Sewer/Streetlights *DRAFT* Operating Budget **Pg. 57**  
Attachment 1-Draft Operating Budget **Pg. 58**
- E.4 Approve Professional Services Agreement for California Environmental Act (CEQA) Compliance Related to Wastewater Management Facility (WWMF) Improvement Project **Pg. 61**  
Attachment 1-CEQA Proposal **Pg. 63**

## **F. REPORTS**

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

### **F.1. ACTIVE COMMITTEE REPORTS**

- a. Recreation Advisory Committee (Wheeler/Couch (alternate))
- b. Area Fund (John Kulstad)
- c. Redwood Region Economic Development Commission (Mayo/Edwards (alternate))
- d. McKinleyville Senior Center Advisory Committee (Edwards)
- e. Audit (Corbett/Edwards)
- f. Employee Negotiations (Couch/ Edwards)
- g. Water Task Force (Wheeler/Corbett (alternate))
- h. AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch (alternate))
- i. McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate))

### **F.2. STAFF REPORTS**

- a. Support Services Department (Colleen M.R.Trask) **Pg. 70**
- b. Operations Department (James Henry) **Pg. 71**
- c. Parks and Recreation Department (Jason Sehon) **Pg. 73**
- d. General Manager (Greg Orsini) **Pg. 77**
  - Attachment 1-WWMF Report **Pg. 79**
  - Attachment 2-Fischer Certification **Pg. 83**

### **F.3. PRESIDENT'S REPORT**

### **F.4. BOARD MEMBERS' COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS**

## **G. ADJOURNMENT**

# McKinleyville Community Services District

## BOARD OF DIRECTORS

May 7, 2014

TYPE OF ITEM: **ACTION**

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**ITEM: B.1**                      **Public Hearing on Proposed Assessment and Formation of Street Light Zone #97 and consider adoption of Resolution 2014-16 for Street Light Zone #97**

**PRESENTED BY:**              **Greg Orsini, General Manager**

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

**Recommendation:**

Staff recommends that the Board review the Ballot Packet, Attachment 2 discuss; conduct a public hearing and consider adopting Resolution 2014-16 Formation of Central Estates Phase 2 A&B Street Light Zone #97, Attachment 1 by roll call vote.

**Discussion:**

Mr. Furtado is developing the sixty-three (63) lot Central Estates Phase 2 A&B Subdivision. Mr. Furtado represents a majority of the property owners within the proposed Street Lightening Zone, and is required to form an assessment zone as a condition of development. The Street Light Assessment Zone allows the District to perform the role of owner and collection agent in regard to paying the monthly PG&E charges for the streetlights to be installed in conjunction with the development. The developer has constructed the necessary street lights to District standards, and has dedicated the completed facilities to the District.

Attached, as **Attachment 2** is a Ballot Packet detailing the expected monthly costs for the assessment district as shown on the attached **Exhibit B** and site plan showing approximate locations attached as **Exhibit A**. **Attachment 1** is draft Resolution 2014-16 forming the Zone. Pursuant to Proposition 218, the process included preparation of the Engineer's Report and ballot. The Engineer's Report and ballot were mailed to the developer, as majority owner of the properties included in the proposed Street Lighting Zone. The ballot was returned with a vote in support of the proposed assessment.

Staff has posted notice of this hearing and has mailed notice to the developer. The Board should note that this is a protest hearing.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

The Draft Engineer's Report **Attachment 2** distributes the direct expense of all costs for the street lights to the owners of the property within the proposed zone. A monthly administrative fee for the District's estimated administration cost for billing of the energy costs is included in the cost division formula. Therefore, the proposed zone will have no fiscal impact on the District.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1 Resolution of Initiation 2014-16 Exhibit A
- Attachment 2 Engineers Report Exhibit A and B

**RESOLUTION 2014-16**

**A RESOLUTION OF  
THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
ESTABLISHING CENTRAL ESTATES PHASE 2A& 2B SUBDIVISION STREET  
LIGHT ZONE # 97 AND CONFIRMING AN ONGOING ASSESSMENT IN  
CONNECTION WITH SUCH ZONE**

**Whereas**, the development of the Central Estates Phase 2A& 2B Subdivision (the "Subdivision") will necessitate the District's operation and maintenance of the street lights (the "Improvements") within a proposed project area described as APN 508-252-001 and

**Whereas**, Section 61122 of the California Government Code authorizes the District to levy benefit assessments for operations and maintenance consistent with the requirements of Article XIII D of the California Constitution; and

**Whereas**, Article 5 of the District's Rules and Regulations authorizes the formation of Street Light Zones as a manner of exercising the District's authority under Section 61122 of the California Government Code; and

**Whereas**, by its Resolution No. 2014-16 (the "Initiating Resolution"), the District Board proposed the formation of its Central Estates Phase 2A& 2B Subdivision Street Light Zone # 97 (the "Zone") to fund the operation and maintenance of the Improvements through the levy of an assessment (the "Assessment") in the Project Area; and

**Whereas**, the boundaries of the Zone are the boundaries of the Project Area; and

**Whereas**, the Initiating Resolution preliminarily approved an Engineer's Report for the Zone (the "Engineer's Report"), which is on file in the District's offices and available for public inspection; and

**Whereas**, on May 7, 2014, the District Board held a full and fair public hearing (the "Hearing") regarding the proposed Assessment and the formation of the Zone; and

**Whereas**, notice of the Hearing, including assessment ballots, was mailed to the record owners of all parcels as required by Article XIII D, Section 6 of the California Constitution ; and

**Whereas**, at the Hearing, a revised Engineer's Report (the "Final Engineer's Report"), which is on file in the District's offices and available for public inspection, was presented to the District Board to provide additional detail that is not inconsistent with the contents of the Engineer's Report preliminarily approved by the District Board; and

**Whereas**, the District has accepted and tabulated returned assessment ballots in the manner required by Attachment 2 to the Initiating Resolution; and

**Whereas**, there being no majority protest against the Assessment, the District Board now desires to form the Zone and levy the Assessment.

**NOW, THEREFORE BE IT RESOLVED** that the Board

1. Approves the Final Engineer's Report and makes reference to the Engineer's Report for a complete description of the boundaries of the Zone, of the nature of the Improvements, and of the amount of the Assessment;
2. Forms the Zone, orders the Improvements and confirms the Assessment;
3. Finds that:
  - a. There is no majority protest against the Assessment pursuant to Article XIII D, Section 4(e) of the California Constitution.
  - b. The Final Engineer's Report is the "detailed engineer's report" describing the Assessment.
  - c. No Assessment levied with respect to a parcel will exceed the reasonable cost of the proportional special benefit conferred upon that parcel by the operation and maintenance of the Improvements.
  - d. The Assessment, as approved by this Resolution, includes the implementation in future years of the inflation adjustment set forth in the Final Engineer's Report. Such implementation does not constitute an increase of the Assessment.

**PASSED AND ADOPTED** at the duly called meeting of the Board of Directors of the McKinleyville Community Services District on May 7, 2014 by the following polled vote:

**AYES:**

**NOES:**

**ABSENT:**

**ATTEST:**

\_\_\_\_\_  
David R. Couch, Board President

\_\_\_\_\_  
Sharon Denison, Acting Secretary

**ENGINEER'S REPORT**  
**CENTRAL ESTATES PHASES 2A & 2B STREET LIGHTING ZONE # 97**  
**DEVELOPER INITIATED STREET LIGHTING ZONE**

**COPY**

This report outlines a proposed Street Lighting Zone for **CENTRAL ESTATES PHASES 2A & 2B**. The site plan, which constitutes a map of the Zone and delineates the boundaries of the Zone, is attached hereto as Exhibit A and incorporated herein by reference.

The facilities to be operated, maintained and serviced include ALL street lights within the subdivision.

**Exhibit A – SITE PLAN**

The site plan shows the approximate locations of the facilities included in the Zone. All facilities are to be constructed to specifications of the County of Humboldt and the McKinleyville Community Services District.

All residential lots within the Zone will equally share the cost of utilities, maintenance and overhead for the facilities. There are 63 residential lots within the Zone.

**Exhibit B – COST ESTIMATE**

The cost estimate attached and incorporated herein by reference, details the current estimated costs and expenses for utilities, maintenance and overhead of the street lights in the Zone.

Present monthly costs per lot are summarized as follows:

**\$2.16** per month (1/63 share) of the estimated cost for utilities,  
maintenance, and overhead

**\$0.50** per month charge for Administrative fees

**\$2.66** total assessment per lot per month

The cost estimate is a determination of the cost of the special benefit to each parcel within the Zone from the operation, maintenance and servicing of the street lighting facilities shown on the site plan. Street lighting facilities specially benefit assessed parcels by (i) providing security lighting for the fronts of parcels, (ii) lighting sidewalks used to access the parcels, and (iii) lighting street parking areas adjacent to the parcels.

There is no general benefit from the facilities because the assessed parcels constitute all of the residential parcels within the geographically distinct subdivision that constitutes



the Zone. It is unlikely that persons not associated with assessed parcels will make use of the facilities because (i) The Zone is an isolated residential subdivision, which can be anticipated to have little pass-through traffic at night, and (ii) the facilities are low-level lighting, and are not designed to provide substantial lighting to travel lanes. Parcels outside of the Zone are in a different geographically distinct area, served by different facilities, and are not illuminated by the facilities in this Zone. Furthermore, the street lights are geographically disbursed within the Zone, and will be built along with each residential phase, meaning that each assessed parcel will have essentially equal proximity to (and special benefit from) improvements regardless of the parcel's location within the Zone.

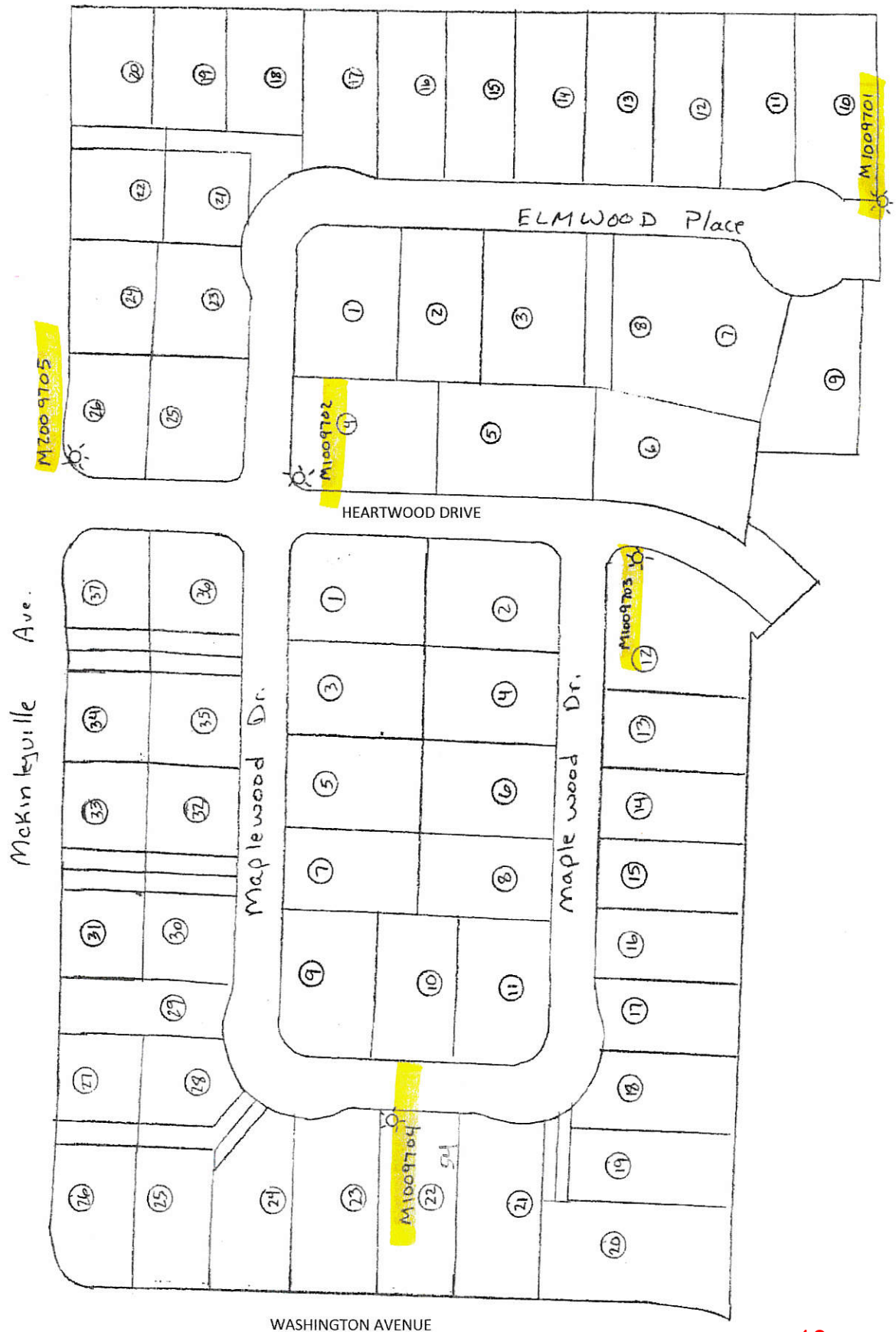
The assessed parcels are planned as single family residential parcels, of roughly similar size, meaning that each parcel will receive an equal share of the special benefit. The parcels in the Zone that are not in residential use constitute homeowner association parcels that serve the residential parcels. Homeowner association parcels are commonly owned by the owners of residential parcels and therefore are not separately assessed

The total assessment per lot per month is estimated in 2014 dollars. This monthly assessment (aside from the fifty cent administrative fee) may be adjusted annually, beginning **February 2015**, to reflect the change in prices as set forth in the California Department of Finance's "Price and Population" calculation. However in no event will the assessment per lot be increased higher than the upcoming year's total expected cost of utilities, maintenance, and overhead divided by the number of parcels subject to the assessment.

The assessment will be collected on the water/sewer bill and administered pursuant to Regulation 56 of the District.



MARCH 20, 2014



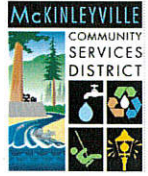
Street Light Zone#97Management Plan 2014-15

**Central Estates Phase 2A& 2B**

EXHIBIT B

		Monthly Charge	electr/mo	electr/year	avg of all lights (regardless of size)
Current Actual Average Energy Cost	\$6.43				
			\$3.22	\$1,250.64	
Current actual pole replacement cost	\$2,250.00				
		Life Cycle in Months			
		360			
		Visits Per Lifecycle			30 year life
Actual Loaded Labor for .5 hours	\$26.26	2	\$0.22		
		Visits Per Lifecycle			
Actual Boom Truck cost .5 hour visit	\$41.72	2	\$0.35		
		Photo Cells per life cycle			
Actual Average Photo Cell Cost	\$13.71	2	\$0.11		
		Life Cycle in Months			
Current Average LED light Fixture Cost	\$394.50	240	\$0.61		20 year life
		Visits Per Life Cycle			
Pole Inspections/ Pole	\$100.60	3	\$10.06		
		Total Direct Cost	\$14.72		
	per month				
Admin/Billing Labor Costs per month	\$2,990.42		\$7.69 per light		
Overhead/Fixed Costs (Insurance, etc.)	\$1,884.06		\$4.84 per light		
		Total Cost per Fixture	\$27.25 per month		5 Fixture Count in Zone 97
		Total Cost for SLZ # 97	\$136.27 per month		389 Fixture Count For MCSD
		Proposed Lots			
		63	\$2.16 per month per lot		





McKinleyville Community Services District  
 P.O. Box 2037  
 McKinleyville, CA 95519  
 (707) 839-3251

JIM FURTADO  
 3329 HALFWAY AVE.  
 MCKINLEYVILLE, CA 95519

### OFFICIAL ASSESSMENT BALLOT

#### CENTRAL ESTATES PHASE 2A & 2B SUBDIVISION STREET LIGHT ZONE # 97

To complete your ballot, mark an (X) in the voting square before the word "YES" or after the word "NO" below, sign and date the ballot, and return the entire ballot to the McKinleyville CSD. If you wrongly mark, tear, or deface this ballot, return it to the McKinleyville CSD Office to obtain a replacement ballot. Please see the back of this sheet for information about your assessment ballot and instructions for completion and delivery of the assessment ballot. This ballot will be accepted and tabulated pursuant to adopted "Procedures for the Completion, Return, and Tabulation of Assessment Ballots." All ballots must be *received* by the CSD no later than the close of testimony at the public hearing scheduled for May 7, 2014 at 7:00 pm at Azalea Hall, 1620 Pickett Road, McKinleyville, CA.

Assessor's Parcel Number: 508-252-001

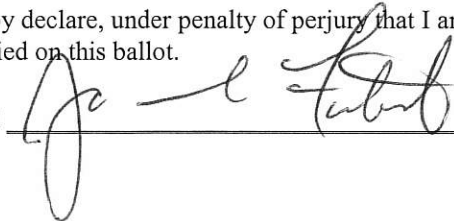
Your Parcel's Proposed Monthly Assessment Amount is: \$2.66 per month for each developed residential parcel, subject to inflation adjustment as disclosed on the attached notice.

☒ Yes, I support the proposed assessment with respect to the property identified on this ballot.

☐ No, I oppose the proposed assessment with respect to the property identified on this ballot.

I hereby declare, under penalty of perjury that I am the record owner or the authorized representative of the property identified on this ballot.

Signed



Date

4-30-14

BALLOT

**INFORMATION ABOUT YOUR ASSESSMENT BALLOT AND  
INSTRUCTIONS FOR COMPLETION AND DELIVERY OF ASSESSMENT BALLOT PROCEDURE**




**To Cast Your Ballot:** Completed ballots may be personally delivered to the McKinleyville CSD located at 1656 Sutter Rd, McKinleyville, California 95519; or may be mailed to the McKinleyville CSD Office at that address. (A return envelope has been provided for your convenience). Ballots can also be submitted at the public hearing. If you return your ballot by mail, please be sure to allow time for mail delivery; the McKinleyville CSD must receive all ballots no later than the end of the public testimony at the Public Hearing scheduled for May 7, 2014 at 7:00 pm. If you damage or misplace your ballot, a replacement ballot can be obtained from the McKinleyville CSD Office upon request. **All ballots returned must be submitted in a sealed envelope that clearly indicates an Assessment Ballot is enclosed and the ballot must be clearly marked to indicate either a "Yes" or "No" vote and signed, otherwise the ballot will be rejected and not counted.** A ballot previously submitted, may be withdrawn at any time prior to the close of the public hearing by request to the McKinleyville CSD Office by the person(s) that signed the submitted ballot. An assessment ballot may be changed at any time prior to the end of the Public Hearing by requesting a withdrawal of the previous ballot and requesting a replacement ballot. Only the person signing the ballot may make such a request. The replacement ballot must be received by the Secretary of the Board prior to the deadline set forth above.

**If you have questions:** Should you have any questions prior to the public hearing, you may call Gregory Orsini, General Manager at (707) 839-3251 during regular business hours.

McKinleyville CSD  
1656 Sutter Road  
McKinleyville, CA 95519

*Completed ballots MUST be received by the Secretary of the Board no later than the close of the public testimony portion of the Public Hearing which is scheduled to begin on **May 7, 2014 at 7:00 pm.**, at Azalea Hall located at the 1620 Pickett Road, McKinleyville, CA*

How to cast your ballot:

1.  Check Yes or No
2.  Sign and date it
3.  Return to the McKinleyville CSD on or before Wednesday, May 7, 2014 in accordance with the deadlines referenced above



**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
**NOTICE OF PUBLIC HEARING AND PROPOSED ASSESSMENT**  
**CENTRAL ESTATES PHASE 2A & 2B SUBDIVISION STREET LIGHT ZONE # 97**

On May 7, 2014, by its Resolution No. 2014-16, the Board of Directors of the McKinleyville Community Services District proposed the formation of Central Estates Phase 2A & 2B Subdivision Street Light Zone # 97 (the "Zone"). You are being provided this notice because you are the majority owner of the land in the Zone that will be subject to a special assessment if the Zone is formed.

The purpose of the Zone is to fund maintenance and operation of street lighting facilities in the Zone.

The proposed assessment is \$2.66 per month for each developed residential parcel, to be collected on the water and sewer bill for the parcel. This includes fifty cents per month to cover administrative costs. At build out, with 63 assessable parcels, the total assessment within the Zone will be \$167.58 per month. This is an ongoing assessment that will be collected indefinitely without sunset. This monthly assessment (aside from the fifty cent administrative fee) may be adjusted annually to reflect the change in prices as set forth in the California Department of Finance's "Price and Population" calculation. However in no event will the assessment per lot be increased higher than the upcoming year's total expected cost of utilities, maintenance and overhead associated with the street light facilities divided by the number of parcels subject to the assessment.

Reference is made to the Engineer's Report for the proposed Zone (attached) for a more complete description of the facilities and landscaping to be maintained and operated, as well as a map of the Zone.

**Public Hearing**

On **May 7, 2014 at 7:00 pm at Azalea Hall, 1620 Pickett Road, McKinleyville, CA** the Board of Directors of the CSD will hold a public hearing on the formation of the Zone and on the proposed assessment. At the hearing, the Board will consider oral and written testimony (and written objections and protests) regarding the proposed assessments. The enclosed assessment ballot may be return to the CSD at the hearing, or may be mailed or hand delivered to the CSD prior to the hearing. The Board will not impose the assessment if, upon the conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. In tabulating the ballots, the ballots will be weighted according to the proportional financial obligation of the affected property (ie the amount of the assessment).

If you have questions about this notice or the proposed assessment, please contact Gregory Orsini, Genbral Manager at (707) 0839-3251. Completed Assessment Ballots, as well as written comments and protests for the Board's consideration at the hearing, can be delivered to to CSD at its offices located at 1656 Sutter Rd, McKinleyville, California.

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

May 7, 2014

TYPE OF ITEM: **ACTION**

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**ITEM: D.1**                      **Consider Approval of Minutes from the Board of Directors' April 2, 2014 Regular Meeting.**

**PRESENTED BY:**              **Sharon Denison, Acting Secretary**

**TYPE OF ACTION:**              **Voice Vote-Consent Calendar**

**Recommendation:**

Staff recommends that the Board review the draft minutes from the April 2, 2014 Regular Board Meeting, recommend edits and provide staff with direction.

**Discussion:**

The Draft Minutes are attached for the above listed meetings.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1-Draft Minutes from April 2, 2014 Board Meeting



**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
HELD ON WEDNESDAY, APRIL 2, 2014 AT 6:00PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

**AGENDA ITEM A.1 thru A.2 – CALL TO ORDER, ROLL CALL:** The Closed Session meeting of the Board of Directors of McKinleyville Community Services District convened at 6:02pm with the following Directors and staff in attendance:

David Couch, President  
Helen Edwards, Director  
Dennis Mayo, Director  
George Wheeler, Director

Gregory Orsini, General Manager  
Kathy Wilson, Board Secretary

Director Corbett, arrived at 6:03pm.

**A.3 CLOSED SESSION DISCUSSION:** President Couch announced they would be going into closed session, but first asked for public input and no public input was offered.

At 6:04pm the Board and Staff adjourned into closed session.

**A.3.a CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION-MCKINLEYVILLE COMMUNITY SERVICES DISTRICT v COUNTY OF HUMBOLDT, BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT, CASE NO. CV110632 LITIGATION,** pursuant to Government Code § 54956.9(a).

**A.4 REPORT OUT OF CLOSED SESSION:** At 7:08pm President Couch announced no reportable action taken.

**AGENDA ITEM A.1 & A.3 – CALL TO ORDER, and PLEDGE OF ALLEGIANCE:** The Regular meeting of the Board of Directors of McKinleyville Community Services District reconvened at 7:08pm.

President Couch led the pledge of allegiance.

**AGENDA ITEM A.4 - ADDITIONS TO THE AGENDA:** There were no additions to the agenda. President Couch asked for public input and no public input was offered.

**AGENDA ITEM A.5 – APPROVAL OF THE AGENDA:**

**MOTION:** It was moved to adopt the agenda. Motion Corbett; second by Edwards

**MOTION VOTE:** Ayes; Corbett, Couch, Edwards, Mayo and Wheeler  
Nays; None  
Absent; None  
Abstain; None

**MOTION SUMMARY:** Motion Passed – 5 Ayes; 0 Nays

**AGENDA ITEM B – PUBLIC HEARINGS:** No public hearings scheduled.

**AGENDA ITEM C - PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Couch opened public input and no public input was offered.

**AGENDA ITEM D – CONSENT CALENDAR:**

- D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of March 5, 2014
- D.2 Consider approval of February, 2014 Treasurer's Report
- D.3 DCV Violations this month.



- D.4 Consider approval of Independent Contractor Agreement for Hiller Park  
D.5 Consider approval of proposed Hiller Sports Complex Facility Use Agreement Contracts

**MOTION:** It was moved to adopt the consent calendar item D.1 through D.5. No objections were made. Motion by Edwards; second by Corbett

**MOTION VOTE:** Ayes: Corbett, Couch, Edwards, Mayo and Wheeler  
Nays: None  
Absent: None  
Abstain: None

**MOTION SUMMARY:** Motion Passed – 5 Ayes; 0 Nays

**AGENDA ITEM A.2 - ROLL CALL:** After brief discussion President Couch took a second Roll Call, with the following Directors and staff in attendance:

David Couch, President  
John Corbett, Director  
Helen Edwards, Director  
Dennis Mayo, Director  
George Wheeler, Director

Gregory Orsini, General Manager  
Colleen M.R. Trask, Finance Director  
James Henry, Operations Director  
Jason Sehon, Parks and Recreation Director  
Kathy Wilson, Board Secretary

At 7:12pm Director Couch continued with Continued and New Business.

#### **AGENDA ITEM E – CONTINUED AND NEW BUSINESS:**

**E.1 Consider adopting Resolution 2014-14 recognizing, honoring and commending Chris Jones for ten (10) years of service:** Operations Director James Henry recognized and honored Chris Jones for his ten (10) years of service. Chris Jones addressed the Board and staff and thanked everyone for being present in his honor this evening. General Manger Orsini thanked Chris for being a dedicated and hard working employee with an emphasis on his practical joking throughout the last ten (10) years. President Couch asked for public input and no public input was offered.

**MOTION:** It was moved to adopt RESOLUTION 2014-14 recognizing, honoring and commending Chris Jones for tem (10) years of service. Motion by Edwards; second by Corbett

**ROLL CALL VOTE:** Ayes: Corbett, Couch, Edwards, Mayo and Wheeler  
Nays: None  
Absent: None  
Abstain: None

**MOTION SUMMARY:** Motion Passed – 5 Ayes; 0 Nays

**E.2 Employee negotiations regarding proposed one (1) year compensation contract with District employees:** General Manger Orsini presented the negotiations regarding proposed one (1) year compensation contract with District employees. Director Corbett asked for clarification regarding longevity pay increase. Discussion continued between Directors and staff regarding the General Manager's alternative. General Manager Orsini indicated that the effect of his alternative would be minimal. President Couch asked for public input and the following people spoke:

1. Erik Jones, McKinleyville, CA - Thanked the Board of Directors and his fellow negotiators for making this a very open and positive experience. He thanked the entire Board for being complimentary of the work that is done and their support of the MCSD employees.
2. David Baldosser, Blue Lake, CA – Thanked the Board for the opportunity to work at MCSD and indicated this is a very good place to work. He appreciates the working relationships with fellow employees, Board and supervisors.

Director Corbett commended and thanked the staff for making this a great organization to be a Board Member on and stated that staff is doing a great job.

**MOTION:** It was moved to approve the one year term agreement with the employees as delineated in the staff report. Motion by Corbett; second by Mayo

Director Mayo asked for clarification of the motion specifically as to # 4 the PERS 457 Plan Deferred Compensation.

The motion was amended to strike the language in # 4 that reads: General Manager's Alternative, Approve a District match increase of .5% for a District match of 2.5%.

1. Maintain the current general benefit package in terms of holidays, vacation, sick time, life, medical and dental insurance in addition to other current general employee benefits.
2. Maintain the current longevity pay increase of a 2.5% salary increase at 10, 15, and 20 years of full time (40 hours per week). This would continue to be calculated based on full time employment working 40 hours per week. Persons working who have worked less than 40-hours per week are not considered full time employees for purposes of calculating time worked for this benefit. In addition, this will be calculated based on continuous, uninterrupted employment service to the District.
3. Approve this year's COLA increase of 1.55%. The COLA calculation will continue to use the same indices for the average of the West City CPI-W and the SF/Oakland CPI-W CPI indices.
4. The PERS 457 Plan Deferred Compensation related to the District matching contribution will continue as previously approved District match of 2.0 %with the following changes:

Approve a District match increase of 1% for a total District match of 3.0 %

~~General Manager's Alternative, Approve a District match increase of .5% for a total District match of 2.5%~~

5. State Disability Insurance (SDI). In 2012 MCSD shifted from self-insured to the State of California System. Currently MCSD covers 100% of this cost. This 1% of total payroll expense is typically a responsibility of the employee at other agencies and businesses. Considering SDI was not discussed during the negotiation, management recommends maintaining the status quo.

**After additional discussion the maker of the motion accepted the amendment and the amended motion reads:**

**AMENDED MOTION:** It was moved to incorporate all of the staff report with amendments. Amended Motion by Corbett; second by Mayo

1. Maintain the current general benefit package in terms of holidays, vacation, sick time, life, medical and dental insurance in addition to other current general employee benefits.
2. Maintain the current longevity pay increase of a 2.5% salary increase at 10, 15, and 20 years of full time (40 hours per week). This would continue to be calculated based on full time employment working 40 hours per week. Persons working who have worked less than 40-hours per week are not considered full time employees for purposes of calculating time worked for this benefit. In addition, this will be calculated based on continuous, uninterrupted employment service to the District.
3. Approve this year's COLA increase of 1.55%. The COLA calculation will continue to use the same indices for the average of the West City CPI-W and the SF/Oakland CPI-W CPI indices.
4. The PERS 457 Plan Deferred Compensation related to the District matching contribution will continue as previously approved District match of 2.0 %with the following changes:

**Approve a District match increase of 1% for a total District match of 3.0 %**

5. State Disability Insurance (SDI). In 2012 MCSD shifted from self-insured to the State of California System. Currently MCSD covers 100% of this cost. This 1% of total payroll expense is typically a responsibility of the employee at other agencies and businesses. Considering SDI was not discussed during the negotiation, management recommends maintaining the status quo.

**MOTION VOTE:** Ayes: Corbett, Couch, Edwards, Mayo and Wheeler  
Nays: None  
Absent: None  
Abstain: None

**MOTION SUMMARY:** Motion Passed – 5 Ayes; 0 Nays

**E.3 Initiate process for General Manager Performance Evaluation:** General Manager Orsini read an excerpt from the Board Policy Manual initiating the annual performance evaluation on the anniversary date for the General Manager. A copy of the final consolidated performance evaluation from the Board and Department Heads will be filed with the District's attorney. President Couch asked for public input and one member of the public spoke:

1. Jeff Dunk, McKinleyville CA – Addressed the Board indicating that this instrument and approach is great and is being done at a good time rather than when in crisis. By design, this solicits employees' input and is a great step forward.

**MOTION:** It was moved to initiate the process for the General Manager Performance Evaluation appointing Helen Edwards to consolidate all Board Member and Department Heads evaluation with the following schedule in place:

1. Complete and return sealed evaluation to Board Secretary by **April 30, 2014**.
2. Helen Edwards will retrieve the evaluations on **May 2, 2014**.
3. Closed Session for the General Manager's performance evaluation is scheduled for **June 4, 2014 at 6:00pm**.

Motion by Edwards; second by Corbett

**MOTION VOTE:** Ayes: Corbett, Couch, Edwards, Mayo and Wheeler  
Nays: None  
Absent: None  
Abstain: None

**MOTION SUMMARY:** Motion Passed – 5 Ayes; 0 Nays

**E.4 Consider adopting Resolution 2014-15 for Initiating Street Light Zone # 97:** General Manager Orsini recommended the Board review the Draft Engineer's Report and consider adopting Resolution 2014-15 Initiating Central Estates Phase 2 A&B Street Light Zone # 97. Brief discussion took place between the Board and staff. President Couch asked for public input and no public input was offered.

**MOTION:** It was moved to adopt RESOLUTION 2014-15 for Initiating Street Light Zone # 97. Motion by Edwards; second by Corbett

**ROLL CALL VOTE:** Ayes: Corbett, Couch, Edwards, and Wheeler  
Nays: Mayo  
Absent: None  
Abstain: None

**MOTION SUMMARY:** Motion Passed – 4 Ayes; 1 Nay

#### **E.5 Approve Resolution 2014-12, amending the Rules and Regulations, Rule 45.03.d. RECREATION**

**PROGRAM FEES:** Parks and Recreation Director Jason Sehon recommended that the Board revise the Rules and Regulations, Rule 45.03.d RECREATION PROGRAM FEES language. Discussion regarding the adjustment at a management level instead of by the Board of Directors developed. President Couch asked for public input and no public input was offered.

**1<sup>st</sup> MOTION:** It was moved to adopt Resolution 2014-12, amending the Rules and Regulations, Rule 45.03.d RECREATION PROGRAM FEES. Motion by Edwards; second by Wheeler

Director Corbett opposed the motion. Discussion took place regarding the final authority for establishing fees. The Board and staff worked on proper language for amending the Rules and Regulations, Rule 45.03.d

RECREATION PROGRAM FEES. The public has recourse by addressing the Board with their concern or objections. President Couch asked for public input and one member of the public spoke:

1. Jeff Dunk, McKinleyville, CA – Suggested a reasonable compromise of; program fees shall be adopted by the Board within two months of the initiation of a new program or change in fees for an existing program, this could then show up in the consent calendar.

**Director Edwards withdrew her motion and Director Wheeler withdrew his second. After additional discussion between the Board and staff, Director Corbett accepted the language proposed for the second motion.**

**2<sup>nd</sup> MOTION:** It was moved to adopt Resolution 2014-12 with the amended language; Program fees shall be adopted by the Board within two months of the inception or change of fees. Motion by Corbett; second by Mayo

**Rule 45.03.d. RECREATION PROGRAM FEES.** The District shall charge participants program fees based on the direct expenses associated with each individual program. Program fees shall be determined each year and as programs are added to the Department's current services index. ~~Program fees shall be established and adopted by the Board prior to registration being accepted for said programs.~~ **Program fees shall be adopted by the Board within two months of the inception or change of fees.**

**ROLL CALL VOTE:** Ayes: Corbett, Couch, Edwards, Mayo and Wheeler  
Nays: None  
Absent: None  
Abstain: None

**MOTION SUMMARY:** Motion Passed – 5 Ayes; 0 Nays

**E.6 Consider Board President to Execute Lease Extension Agreement for Fischer Ranch:** General Manager Orsini presented information regarding the lease extension to the Board and asked the Board to authorize President Couch to execute the lease extension agreement for Fischer Ranch. Director Edwards and Wheeler commended Mr. Peachey for being the best lessee of the Fischer Ranch and praised him for being a good neighbor. President Couch asked for public input and no public input was offered.

**MOTION:** It was moved to authorize President David Couch to execute the Lease Extension Agreement for Fischer Ranch. Motion by Mayo; second by Edwards

**MOTION VOTE:** Ayes: Corbett, Couch, Edwards, Mayo and Wheeler  
Nays: None  
Absent: None  
Abstain: None

**MOTION SUMMARY:** Motion Passed – 5 Ayes; 0 Nays

**E.7 Review Regulation 16. RATES specifically Rule 27.04. Sewer Charges and approve annual increase which is scheduled for July 1, 2014 as per MCSD Rules and Regulations:** General Manager Orsini recommended that the Board authorize the annual increase scheduled for July 1, 2014 as outlined in Regulation 16.-Rates; Rule 27.04. Sewer Charges. President Couch asked for public input and two members of the public spoke:

1. David Baldosser, McKinleyville, CA-Suggested that adjustments of this nature be included in the MCSD Newsletter to keep the public informed.  
2. Jeff Dunk, McKinleyville, CA-Asked staff if the sewer rates were proportional to the water use.

**MOTION:** It was moved to authorize the rate change for sewer service scheduled for July 1, 2014 as outlined in Regulation 16.-Rates; Rule 27.04. Sewer Charges. Motion by Edwards; second by Corbett

**MOTION VOTE:** Ayes: Corbett, Couch, Edwards, Mayo and Wheeler  
Nays: None  
Absent: None  
Abstain: None

**MOTION SUMMARY:** Motion Passed – 5 Ayes; 0 Nays

**E.8 Parks & General Fund Operating Budget – Draft 1:** Finance Director Colleen Trask presented the Draft Operating Budget for the Parks/General Fund and Measure B Fund. Brief discussion took place regarding presentation of information. President Couch asked for public input and no public input was offered.

**INFORMATIONAL ITEM: No action required or taken by the Board.**

**E.9 Approve revisions to the Parks & Recreation Master Plan to include the possible installation of an observation deck for bird watching at a District Property:** Parks and Recreation Director Jason Sehon outlined revisions to the Parks & Recreation Master Plan to include the possible installation of an observation deck for bird watching at a District Property. Discussion took place regarding the size of the project, support for the project and who will be responsible for the repairs. President Couch asked for public input and no public input was offered.

**MOTION:** It was moved to approve revisions to the Parks & Recreation Master Plan to include the possible installation of an observation deck or decks for bird watching at a District Property. Motion by Corbett; second by Mayo

**MOTION VOTE:** Ayes: Corbett, Couch, Edwards, Mayo and Wheeler  
Nays: None  
Absent: None  
Abstain: None

**MOTION SUMMARY:** Motion Passed – 5 Ayes; 0 Nays

**E.10 Consider nominations for District Board member to serve on Local Agency Formation Commission (LAFCo):** The Board of Directors discussed the importance of participation on the Humboldt Local Agency Formation Commission (LAFCo) who facilitates changes in local governmental structure and boundaries that fosters orderly growth and development. President Couch asked for public input and no public input was offered.

**MOTION:** It was moved to nominate Director George Wheeler to stand in an election for a seat on the Humboldt Local Agency Formation Commission (LAFCo). Motion by Corbett; second by Edwards

**ROLL CALL VOTE:** Ayes: Corbett, Couch, Edwards, Mayo and Wheeler  
Nays: None  
Absent: None  
Abstain: None

**MOTION SUMMARY:** Motion Passed – 5 Ayes; 0 Nays

#### **AGENDA ITEM F-REPORTS:**

**F.1.a Recreation Advisory Committee (Wheeler/Couch (alternate))**

Director Wheeler gave a short recap of the meeting consisting of increase in fees; change of language for observation decks; review of the rough draft for the integrated pest management plan; makeover of the Parks & Recreation website; update on pending grants; Teen Center update; Botanical Garden grand opening tentatively set for end of April; minimum wage increase; announcement that Jason Sehon is now a Board Member on the California Parks and Recreational Society for Region 1 for Northern California and reported on the walk at the river front property.

**F.1.b Area Fund (John Kulstad)**

Director Edwards reported that the McKinleyville Area Fund received a larger number of applications than ever before. A total of \$11,000 was given to approximately 10 or 11 applicants. The Teen & Community Center received \$3,000.

**F.1.c Redwood Region Economic Development Commission (Mayo/Edwards (alternate))**

Director Mayo reported that Dennis Mullins gave a PowerPoint presentation about the State of the County in Numbers and that a horse facility is now located in McKinleyville.

**F.1.d McKinleyville Senior Center Advisory Committee (Edwards)**

Director Edwards attended a Regular Board Meeting as a guest.

**F.1.e Audit (Corbett/Edwards)**

Nothing to report.



**F.1.f Employee Negotiations (Couch/Edwards)**

A Closed Session will be scheduled next January 2015 to address the proposed employee compensation contract.

**F.1.g Water Task Force (Wheeler/Corbett (alternate))**

Next meeting is set for April 14, 2014 at 3:00pm.

**F.1.h AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch (alternate))**

Nothing to report.

**F.1.i McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate))**

Director Edwards attended two meetings and gave an update on both. At the regular meeting they received an update on the social service activities and the generating of funds for more sheriff security. Director Edwards attended the workshop for improvements from Anna Sparks Way to Hiller Road and stated it was well attended and several good ideas were crafted. The next Advisory Committee meeting is set for April 30, 2014.

**F.2.a - SUPPORT SERVICES DEPARTMENT:** Finance Director Trask reported that the Revenue Recovery surcharge collected each month will be deposited in a trust account with the County of Humboldt. Discussion ensued between Board and staff crafting ideas to keep the public informed of the amount being recouped. Director Trask stated the document management project is continuing at a commendable pace and finished with this month's overview on the Balance Sheet.

**F.2.b - OPERATIONS DEPARTMENT:** Operations Director Henry reported that the lost pallet of LED streetlights was located and they are now roughly twenty (20) streetlights away from being done with this project.

**F.2.c - PARKS & RECREATION DEPARTMENT:** Parks and Recreation Director Jason Sehon pointed out that they recently received a \$3,000 grant from the McKinleyville Area Fund to purchase cooking equipment for cooking classes that will be held at the Teen and Community Center. The Botanical Garden ribbon cutting will be scheduled for the end of April, 2014 when the flowers are in bloom. Hiller Sports Complex improvements continue in preparation for the spring baseball & softball season. The four (4) day Teen Leadership Summit is coming together with the emphasis to create youth leaders who will help with the operation of the new teen center once it is completed.

**F.2.d - GENERAL MANAGER:** General Manager Orsini announced that the Medication Round-Up held by Humboldt Waste Management Authority is scheduled for Saturday, April 26, 2014 from 9:00am to 2:00pm. The Cramer Easement has been executed and recorded with the County of Humboldt. The Mad River Estuary Off-Channel Habitat Restoration Design grant application has been submitted.

**AGENDA ITEM F.3 PRESIDENT'S REPORT:** President Couch reported that four (4) of our five (5) Board Members attended the workshop for improvements from Anna Sparks Way to Hiller Road and stated it was well attended and no Brown Act violations occurred.

**AGENDA ITEM F.4 BOARD COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:** Director Mayo reported the Water Bond is on the ballot and polling at over fifty percent. The ground water basin plans are getting a lot of movement and he encouraged us to shore up our local control. The Region 1 conference is slated to be held in Humboldt County this June, 2014. Specific dates are not yet confirmed, but June 16<sup>th</sup> and 17<sup>th</sup> were suggested. Director Mayo would like to see us stop using plastic and use glass. He volunteered to help with the dish washing.

**AGENDA ITEM G – ADJOURNMENT:**

**MOTION:** It was moved to adjourn the meeting at 9:43pm. Motion by Corbett; second by Edwards

**MOTION VOTE:** Ayes; Corbett, Couch, Edwards, Mayo and Wheeler  
Nays; None  
Absent; None  
Abstain; None

**MOTION SUMMARY:** Motion Passed-5 AYES; 0 NAYS

**Submitted by:**

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**Kathy Wilson, Board Secretary**

**McKinleyville Community Services District  
Treasurer's Report  
March 2014**

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**McKinleyville Community Services District  
Investments & Cash Flow Report  
As of March 31, 2014**

Petty Cash & Change Funds 940.00

**Cash**

<b>Operating &amp; Money Market - Beginning Balance</b>		315,859.81
<b>Cash Receipts:</b>		
Utility Billings	337,060.24	
Money Market Account Interest	34.00	
Transfers from County Funds #2560, #4240	-	
Other Cash Receipts	122,675.26	
<b>Total Cash Receipts</b>		459,769.50
<b>Cash Disbursements:</b>		
Payroll Related Expenditures	(176,320.49)	
Debt Service	(4,644.48)	
Capital & Other Expenditures	(208,353.60)	
<b>Total Cash Disbursements</b>		(389,318.57)
<b>Operating &amp; Money Market - Ending Balance</b>		386,310.74
<b>Total Cash</b>		387,250.74

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

<b>LAIF - Beginning Balance</b>	128,263.73	
Interest Income	-	
<b>LAIF - Ending Balance</b>		128,263.73
<b>Humboldt Co. #2560 - Beginning Balance</b>	637,927.70	
Property Taxes	-	
Transfer to/from Operating Cash	-	
Interest Income	366.81	
<b>Humboldt Co. #2560 - Ending Balance</b>		638,294.51
<b>Humboldt Co. #4240 - Beginning Balance</b>	4,683,717.85	
Property Taxes	-	
Transfer to/from Operating Cash	-	
Interest Income	2,387.16	
<b>Humboldt Co. #4240 - Ending Balance</b>		4,686,105.01
<b>Humboldt Co. #9390 - Beginning Balance</b>	110,585.40	
Reserves Recovery Deposits	23,303.22	
Interest Income	-	
<b>Humboldt Co. #9390 - Ending Balance</b>		133,888.62
<b>USDA Bond Reserve Fund - Beginning Balance</b>	137,865.01	
Bond Reserve Payment	-	
Debt Service Payment	-	
Interest Adjustment	-	
<b>USDA Bond Reserve Fund - Ending Balance</b>		137,865.01
<b>Market Valuation Account</b>		(180.00)

**Total Investments** 5,724,236.88

**Total Cash & Investments - Current Month** 6,111,487.62

**Total Cash & Investments - Prior Month** 6,014,792.93

**Net Change to Cash & Investments This Month** 96,694.69

**Cash & Investment Summary**

Cash & Cash Equivalents	5,217,479.75
Davis-Grunsky Loan Reserve	597,305.39
Waste Water Capital Reserve	98,837.47
USDA Bond Reserve	137,865.01
I-Bank Loan Reserve	60,000.00
<b>Total Cash &amp; Investments</b>	6,111,487.62



**McKinleyville Community Services District**  
**Consolidated Balance Sheet by Fund**  
**As of March 31, 2014**

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
<b>ASSETS</b>						
Current Assets						
Unrestricted cash & cash equivalents	\$ 766,179.56	\$ 286,322.72	\$ (156,056.51)	\$ 861,944.85	\$ 3,458,824.13	\$ 5,217,214.75
Accounts receivable	2,689.08	-	3,926.25	253,640.77	163,812.45	424,068.55
Prepaid expenses & other current assets	14,372.79	-	654.20	73,844.38	36,552.18	125,423.55
Total Current Assets	783,241.43	286,322.72	(151,476.06)	1,189,430.00	3,659,188.76	5,766,706.85
Noncurrent Assets						
Restricted cash & cash equivalents	171,213.67	-	-	657,305.39	236,702.48	1,065,221.54
Other noncurrent assets	4,454.00	-	-	-	-	4,454.00
Capital assets (net)	-	-	-	6,970,135.35	11,733,052.81	18,703,188.16
Total Noncurrent Assets	175,667.67	-	-	7,627,440.74	11,969,755.29	19,772,863.70
<b>TOTAL ASSETS</b>	<b>\$ 958,909.10</b>	<b>\$ 286,322.72</b>	<b>\$ (151,476.06)</b>	<b>\$ 8,816,870.74</b>	<b>\$ 15,628,944.05</b>	<b>\$ 25,539,570.55</b>
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
Current Liabilities						
Accounts payable & other current liabilities	\$ 71,970.83	\$ 44,959.34	\$ 6,801.27	\$ 212,872.72	\$ 82,297.50	\$ 418,901.66
Accrued payroll & related liabilities	87,393.66	-	-	36,451.18	36,451.18	160,296.02
Total Current Liabilities	159,364.49	44,959.34	6,801.27	249,323.90	118,748.68	579,197.68
Noncurrent Liabilities						
Long-term debt	-	-	-	3,217,441.00	993,844.37	4,211,285.37
Other noncurrent liabilities	4,454.00	-	-	204,042.01	205,498.16	413,994.17
Total Noncurrent Liabilities	4,454.00	-	-	3,421,483.01	1,199,342.53	4,625,279.54
<b>TOTAL LIABILITIES</b>	<b>163,818.49</b>	<b>44,959.34</b>	<b>6,801.27</b>	<b>3,670,806.91</b>	<b>1,318,091.21</b>	<b>5,204,477.22</b>
Fund Balance/Net Assets						
Fund balance	3,195.02	241,363.38	(158,277.33)	-	-	86,281.07
Net assets	791,895.59	-	-	1,393,369.48	3,571,644.40	5,756,909.47
Investment in capital assets, net of related debt	-	-	-	3,752,694.35	10,739,208.44	14,491,902.79
Total Fund Balance/Net Assets	795,090.61	241,363.38	(158,277.33)	5,146,063.83	14,310,852.84	20,335,093.33
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 958,909.10</b>	<b>\$ 286,322.72</b>	<b>\$ (151,476.06)</b>	<b>\$ 8,816,870.74</b>	<b>\$ 15,628,944.05</b>	<b>\$ 25,539,570.55</b>
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	<b>\$ 3,581,557.35</b>					
General Long-term Liabilities						
OPEB Liability	147,783.23					
Accrued Compensated Absences	29,647.36					
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 177,430.59</b>					

**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget**  
**March 2014**

<b>Department Summaries</b>	<b>March</b>	<b>YTD</b>	<b>Original YTD Budget</b>	<b>Over (Under) YTD Budget</b>	<b>Over (Under) YTD Budget %</b>	<b>Notes</b>
<b><u>Water</u></b>						
Water Sales	190,986	1,524,148	1,581,817	(57,669)	-3.65%	
Other Revenues	39,174	485,785	194,288	291,497	150.03%	Includes Contributed Capital \$181,815 and Capacity Fees \$118,065
Total Operating Revenues	230,160	2,009,933	1,776,105	233,828	13.17%	
Salaries & Benefits	58,016	525,045	566,126	(41,081)	-7.26%	
Water Purchased	65,428	605,895	619,500	(13,605)	-2.20%	
Other Expenses	25,734	252,476	276,596	(24,120)	-8.72%	
Depreciation	25,250	226,100	217,500	8,600	3.95%	
Total Operating Expenses	174,428	1,609,516	1,679,722	(70,206)	-4.18%	
Net Operating Income	55,732	400,417	96,383	163,622		
Interest Income	795	8,343	9,000	(657)	-7.31%	
Interest Expense	(6,447)	(62,253)	(60,227)	2,026	3.36%	
<b>Net Income (Loss)</b>	<b>50,079</b>	<b>346,506</b>	<b>45,156</b>	<b>301,350</b>		
<b><u>Sewer</u></b>						
Sewer Service Charges	135,915	1,317,530	1,275,000	42,530	3.34%	
Other Revenues	49,694	451,567	223,613	227,954	101.94%	Includes Contributed Capital \$206,580 and Capacity Fees \$175,377
Total Operating Revenues	185,609	1,769,097	1,498,613	270,484	18.05%	
Salaries & Benefits	58,851	584,534	568,989	15,545	2.73%	
Other Expenses	35,153	323,818	446,237	(122,419)	-27.43%	Budget is spread evenly across 12 months, but actuals vary with payments
Depreciation	38,550	346,800	347,250	(450)	-0.13%	
Total Operating Expenses	132,554	1,255,152	1,362,476	(107,324)	-7.88%	
Net Operating Income	53,055	513,944	136,137	377,807		
Interest Income	1,599	14,954	15,000	(46)	-0.31%	
Interest Expense	(4,616)	(35,061)	(44,058)	(8,997)	-20.42%	Budget spread evenly across 12 months, but actuals vary w/debt payments
<b>Net Income (Loss)</b>	<b>50,038</b>	<b>493,837</b>	<b>107,079</b>	<b>386,758</b>		
<b>Enterprise Funds Net Income (Loss)</b>	<b>100,117</b>	<b>840,343</b>	<b>152,235</b>	<b>688,108</b>		

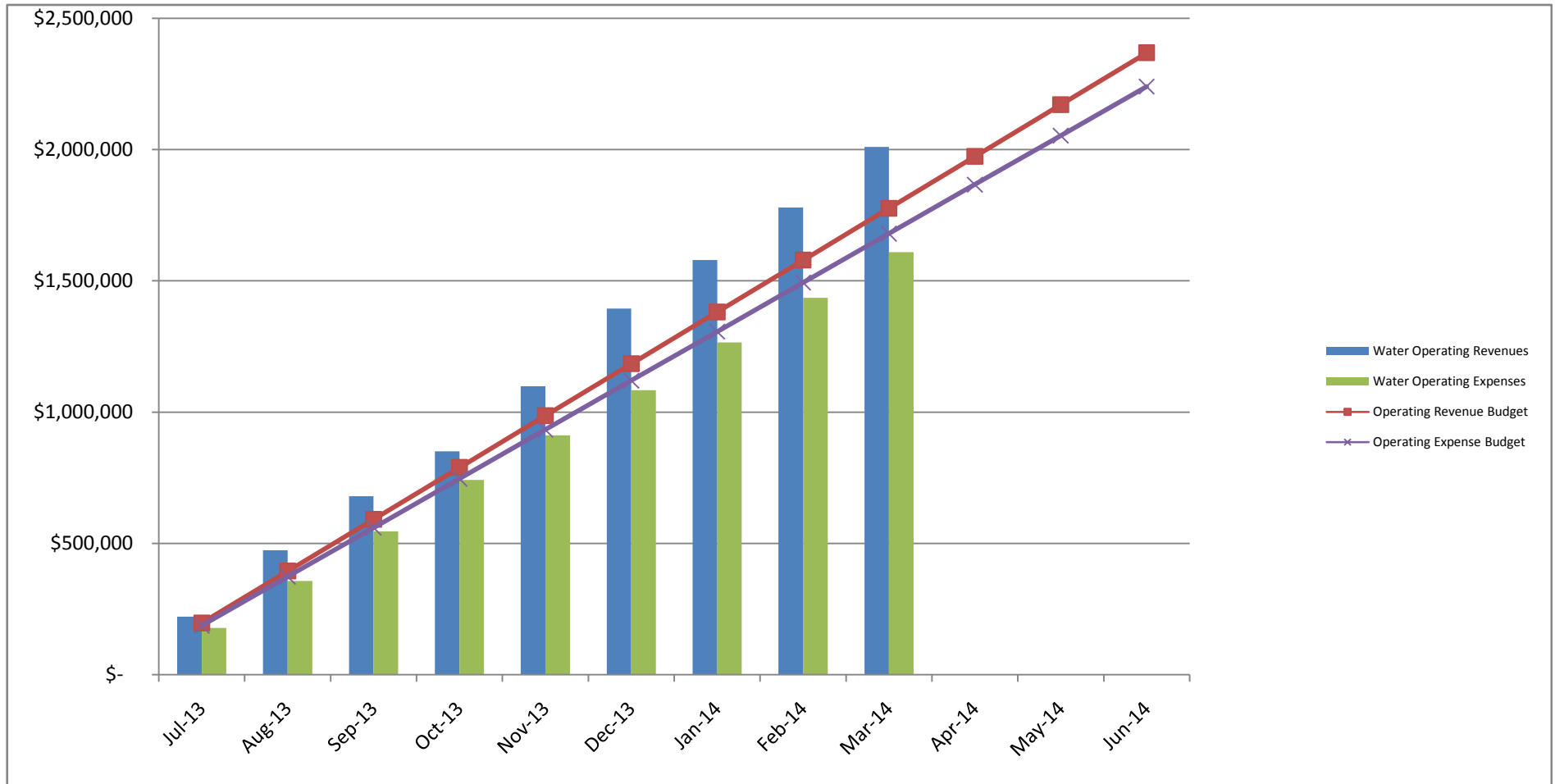
**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget**  
**March 2014**

Department Summaries	March	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b><u>Parks &amp; Recreation</u></b>						
Program Fees	31,730	241,410	250,725	(9,315)	-3.72%	County Tax remittance scheduled in December and April Revenue budget spread evenly across 12 months, but actuals vary w/receipts
Rents & Related Fees	9,466	52,068	57,323	(5,255)	-9.17%	
Property Taxes	-	260,677	382,500	(121,823)	-31.85%	
Other Revenues	7,232	72,311	137,475	(65,164)	-47.40%	
Interest Income	381	2,634	2,363	271	11.46%	
Total Revenues	48,808	629,100	830,386	(201,286)	-24.24%	
Salaries & Benefits	63,325	576,213	582,845	(6,632)	-1.14%	Expense budget spread evenly across 12 months, but actuals vary w/payments Purchase of Washington Avenue parcel, playground equipment for Pierson Park
Other Expenditures	27,334	196,728	170,280	26,448	15.53%	
Capital Expenditures	1,616	169,502	77,250	92,252	119.42%	
Total Expenditures	92,274	942,443	830,375	112,068	13.50%	
<b>Excess (Deficit)</b>	<b>(43,466)</b>	<b>(313,343)</b>	<b>11</b>	<b>(313,354)</b>		
<b><u>Measure B Assessment</u></b>						
Total Revenues	29	118,751	156,844	(38,093)	-24.29%	County Tax remittance scheduled in December and April
Salaries & Benefits	7,943	63,235	71,970	(8,735)	-12.14%	Maintenance salary & supplies expended before Measure B revenue received
Other Expenditures	7	2,266	6,375	(4,109)	-64.45%	Expense budget spread evenly across 12 months, but actuals vary w/payments
Capital Expenditures	67,853	84,913	77,867	7,046	9.05%	
Total Expenditures	75,803	150,415	156,212	(5,797)	-3.71%	
<b>Excess (Deficit)</b>	<b>(75,773)</b>	<b>(31,664)</b>	<b>632</b>	<b>(32,296)</b>		
<b><u>Street Lights</u></b>						
Total Revenues	7,581	81,301	141,300	(59,999)	-42.46%	PG&E loan proceeds will not be received until LED project is complete
Salaries & Benefits	2,807	34,953	29,849	5,104	17.10%	LED project - fixtures received and installation proceeding
Other Expenditures	3,350	32,402	33,008	(606)	-1.84%	
Capital Expenditures	4,538	101,112	75,000	26,112	34.82%	LED project - fixtures received and installation proceeding
Total Expenditures	10,695	168,467	137,857	30,610	22.20%	
<b>Excess (Deficit)</b>	<b>(3,114)</b>	<b>(87,166)</b>	<b>3,443</b>	<b>90,609</b>		
<b>Governmental Funds Excess (Deficit)</b>	<b>(122,353)</b>	<b>(432,172)</b>	<b>4,086</b>	<b>(436,258)</b>		

# McKinleyville Community Services District

## March 2014

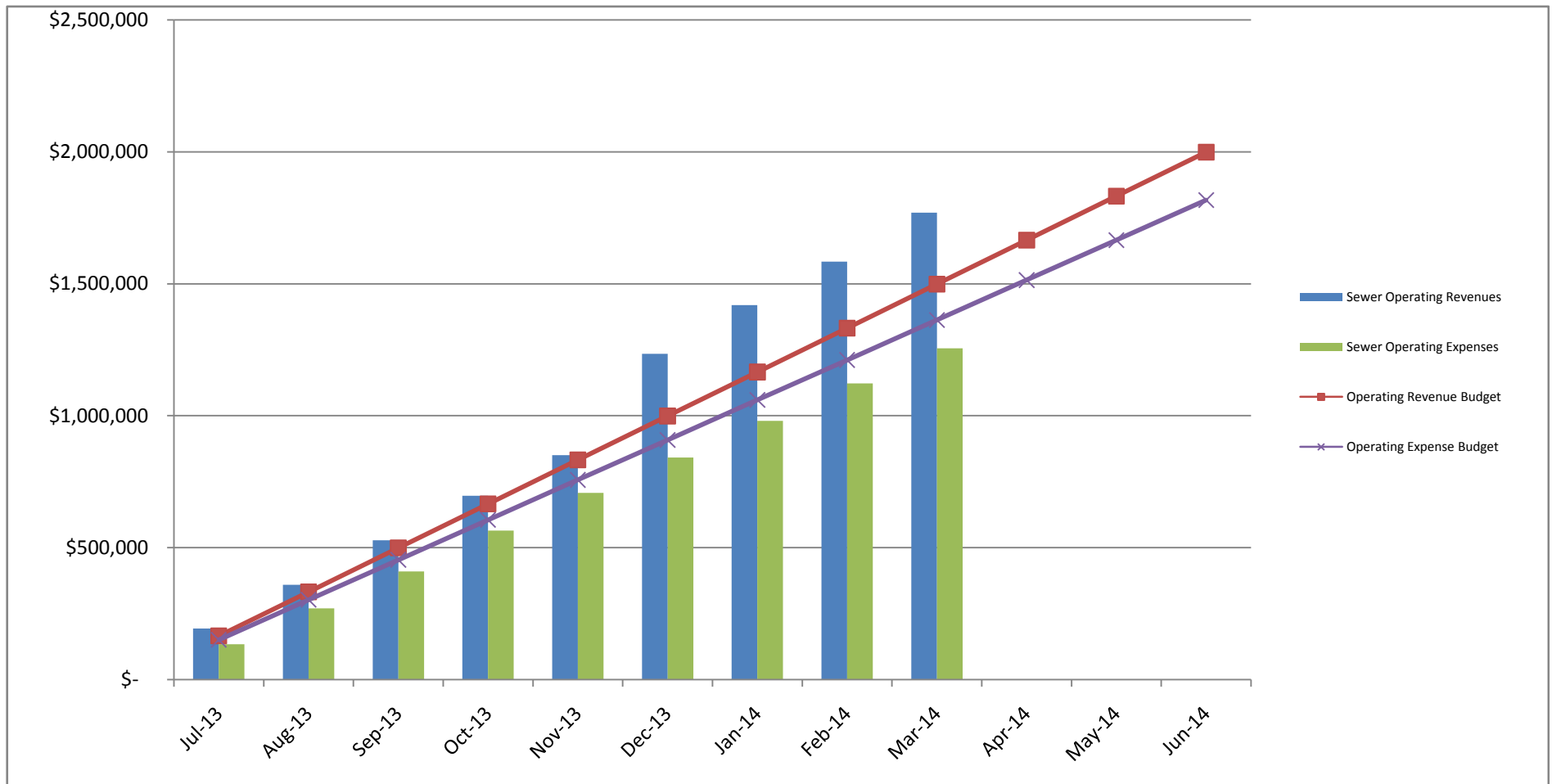
### Comparison of Water Fund Operating Revenues & Expenses to Budget



# McKinleyville Community Services District

## March 2014

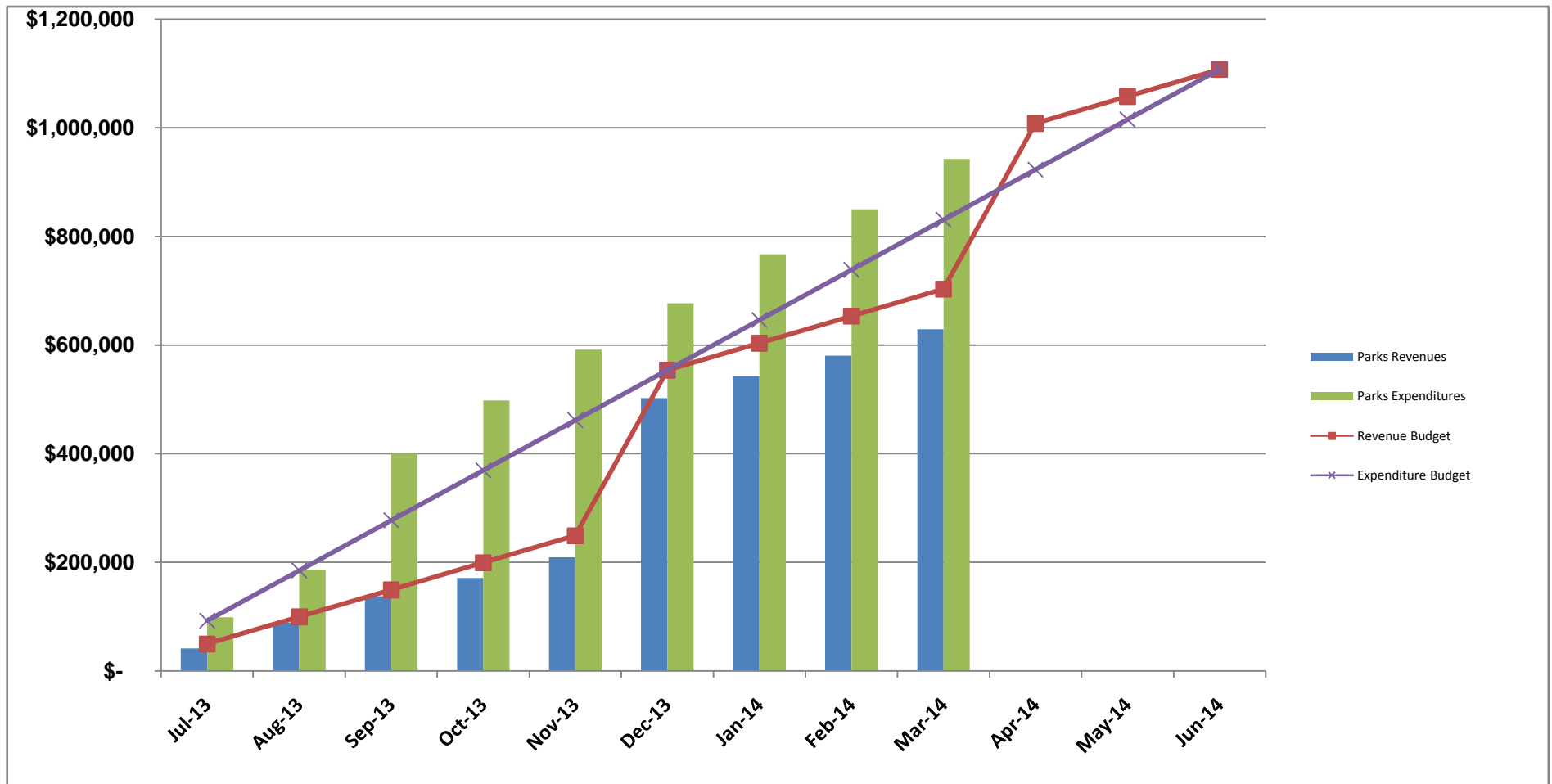
### Comparison of Sewer Fund Operating Revenues & Expenses to Budget



# McKinleyville Community Services District

## March 2014

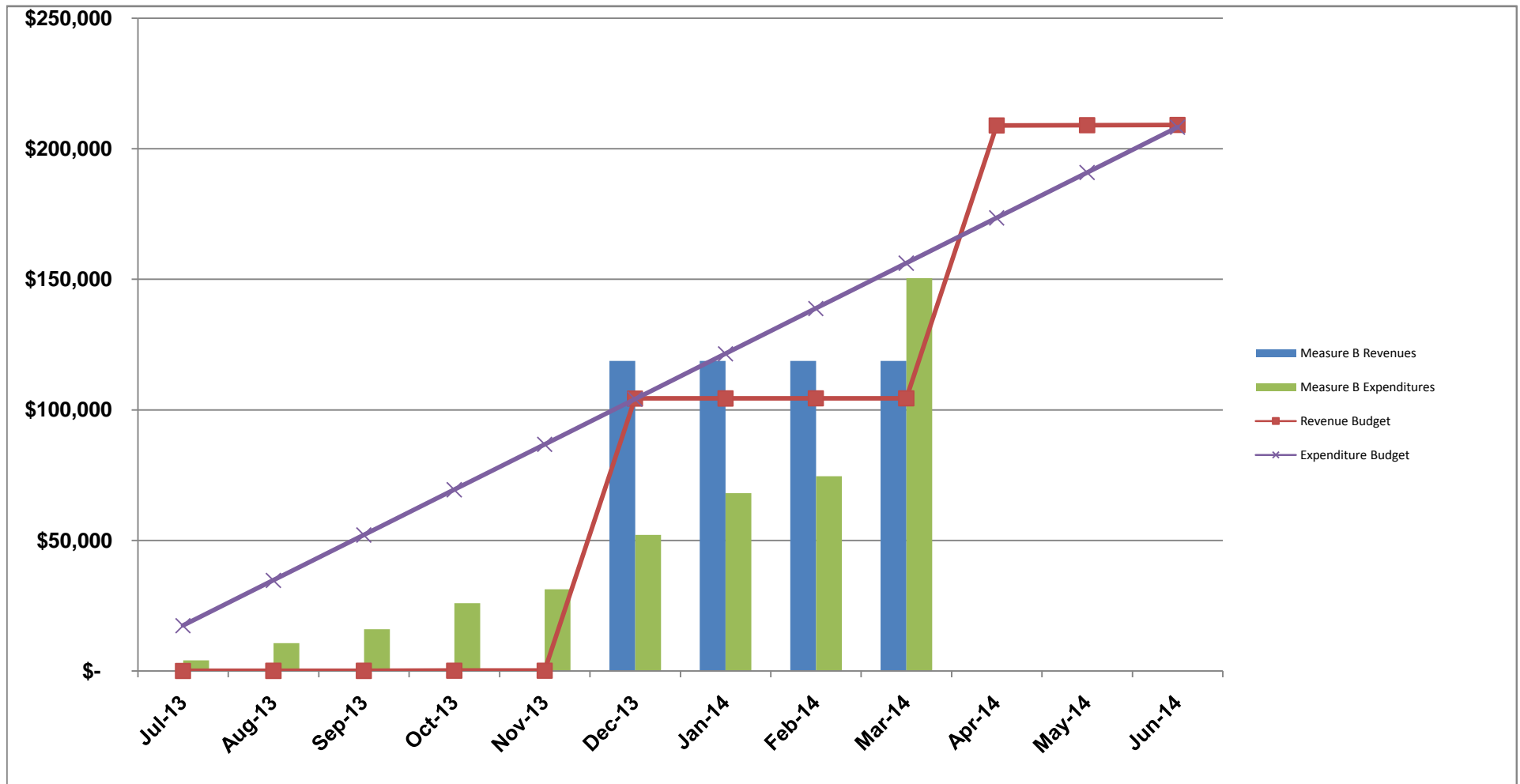
### Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



# McKinleyville Community Services District

## March 2014

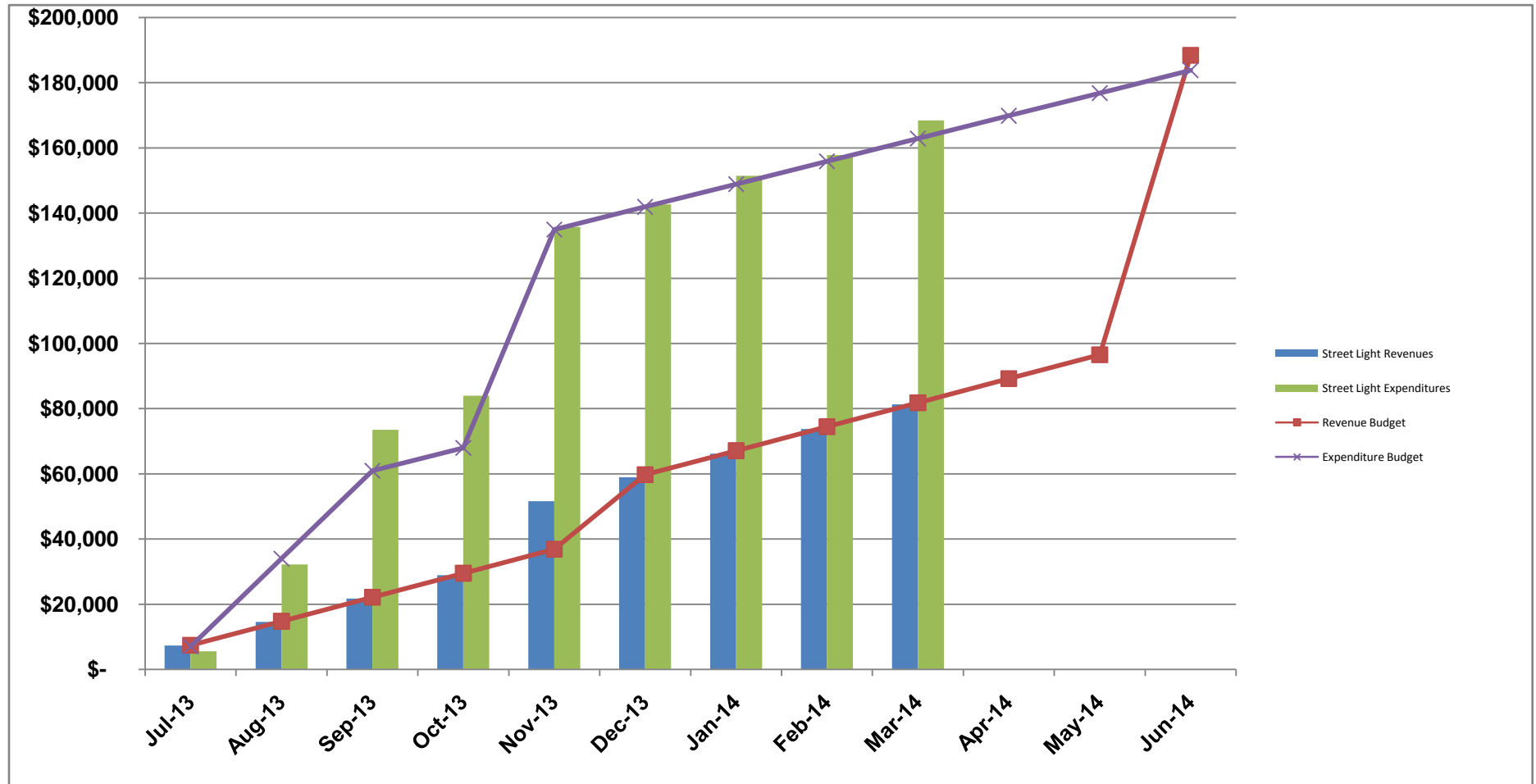
### Comparison of Measure B Fund Total Revenues & Expenditures to Budget



# McKinleyville Community Services District

## March 2014

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





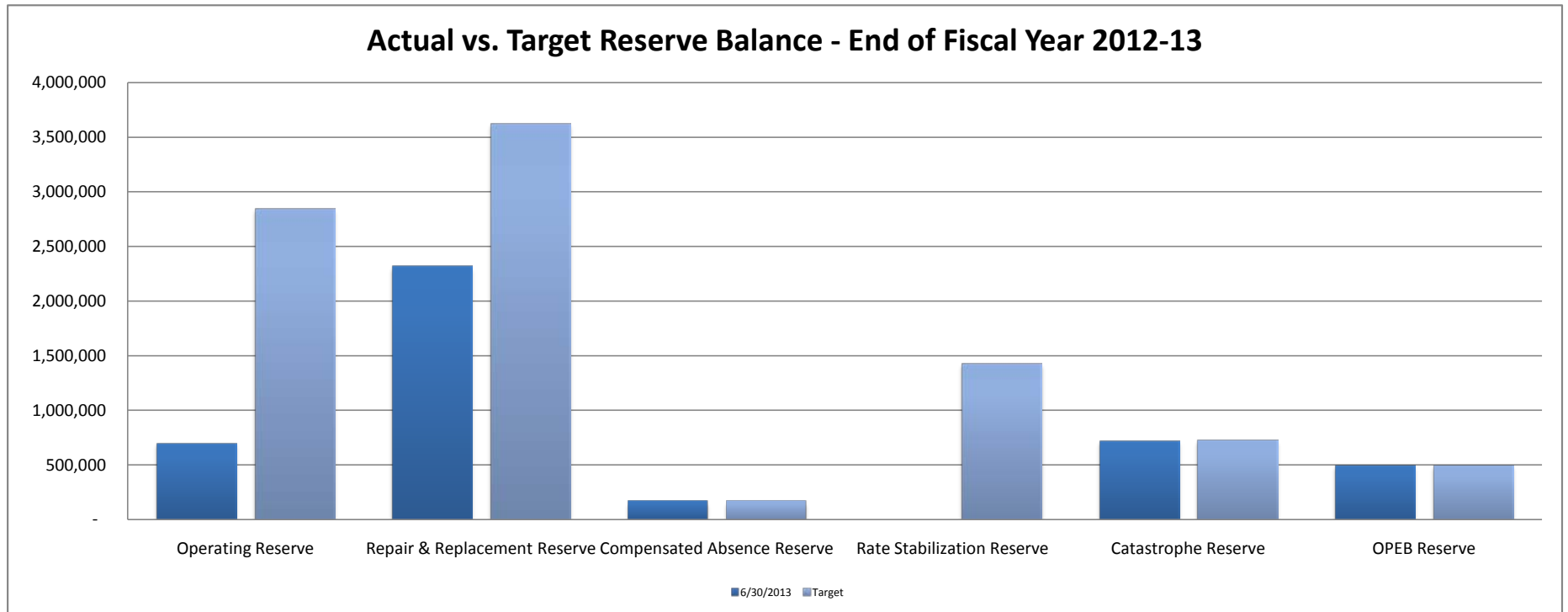
**McKinleyville Community Services District**  
**Capital Expenditure Report**  
**As of March 31, 2014**

	March	YTD Total	FY 13-14 Budget	Remaining		
				Budget \$	Budget %	Notes
<b><u>Water Department</u></b>						
Ramey Pump Upgrades		-	-	-	#DIV/0!	
Emergency Water Line River Crossing	11,362	15,158	2,000,000	1,984,842	99%	purchase of Cramer easement
Water Tank Upgrade	164	164	-	(164)	#DIV/0!	
4.5m New Water Tank	-	14,726	-	(14,726)	#DIV/0!	Drilling, LACO Assoc.
Fire Hydrant System Upgrade	-	-	8,000	8,000	100%	
Customer Radio Meter Replacements	3,684	3,684	90,000	86,316	96%	
Radio Telemetry Upgrade	-	11,871	25,000	13,129	53%	Equipment purchased
Meter Reading Equipment Replacement	-	-	6,000	6,000	100%	
Property Purchase & Improvements		-	6,000	6,000	100%	
Subtotal	15,210	45,603	2,135,000	2,089,397	98%	
<b><u>Sewer Department</u></b>						
Sewer Main Rehab & Replacement	-	-	50,000	50,000	100%	
WWMF Roof Replacement	-	-	10,000	10,000	100%	
WWMF Sludge Disposal & Handling		-	250,000	250,000	100%	
WWMF & Fischer Lift Stn Grinder Upgrade		-	15,000	15,000	100%	
Sewer Main Camera Unit		-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	16,034	257,985	853,000	595,015	70%	WWMF design & value engr
Radio Telemetry Upgrade	-	-	10,000	10,000	100%	
Sewer Lift Station Other Upgrades		3,333	5,000	1,667	33%	
Sewer Lift Station Pump/Gen Upgrades		-	20,000	20,000	100%	
Customer Radio Meter Replacements	3,684	3,684	90,000	86,316	96%	
Subtotal	19,717	265,001	1,333,000	1,067,999	80%	
<b><u>Water &amp; Sewer Operations</u></b>						
Heavy Equipment	-	-	90,000	90,000	100%	Dump Truck
Utility Vehicles	-	-	60,000	60,000	100%	Car, 3/4 or 1-ton Pickup Truck
Computers & Software	-	21,243	20,000	(1,243)	-6%	Document Mgmt system impl
GIS/SEMS/CADD Equipment/Software		-	4,000	4,000	100%	
Fischer Ranch - Undergr.Valving/Piping		-	8,000	8,000	100%	
Fischer Ranch -Disposal Site Upgrade		-	1,000,000	1,000,000	100%	
Small Equipment & Other	-	-	15,000	15,000	100%	
Subtotal	-	21,243	1,197,000	1,175,757	98%	
Enterprise Funds Total	34,927	331,848	4,665,000	4,333,152	93%	
<b><u>Parks &amp; Recreation Department</u></b>						
Pierson Park Upgrades	-	27,683	25,000	(2,683)	-11%	Playground Equipment
Azalea Hall Projects		-	5,000	5,000	100%	Furnace Replacement
McKinleyville Activity Center Upgrades		-	5,000	5,000	100%	Saber Floor Scrubber
Projects Funded by Quimby/Other Funds		133,558	68,000	(65,558)	-96%	Washington Ave Parcel, Picnic Area
Projects Funded by Measure B Renewal	69,468	86,529	104,000	17,471	17%	Teen Center Project
Other Parks Projects & Equipment		6,395	-	(6,395)	#DIV/0!	Washington Parcel, Hiller Proj
Subtotal	69,468	254,165	207,000	(47,165)	-23%	
<b><u>Streetlights</u></b>						
LED	4,538	101,112	125,000	23,888	19%	LED Streetlights
Subtotal	4,538	101,112	125,000	23,888	19%	
Governmental Funds Total	74,006	355,277	332,000	(23,277)	-7%	
All Funds Total	108,933	687,125	4,997,000	4,309,875	86%	

**McKinleyville Community Services District**  
**Summary of Long-Term Debt Report**  
**As of March 31, 2014**

				Principal Maturities and Scheduled Interest					
		Maturity		Balance - Feb.	Balance - Mar.	Remaining			
		%	Date	28, 2014	31, 2014	for FY-14	FY-15	FY-16	Thereafter
<b>Water Fund:</b>									
I-Bank		8/1/30	P	881,333.57	881,333.57	-	39,248.69	40,571.37	801,513.53
Interest	3.37%		I			14,850.47	29,039.60	27,694.63	219,225.52
State of CA Energy Commission (ARRA)		12/22/26	P	151,421.65	151,421.65	10,856.01	11,018.72	11,125.84	123,806.70
Interest	1.0%		I			1,533.95	1,432.12	1,325.20	6,926.83
State of CA (Davis Grunsky)		1/1/33	P	1,861,023.85	1,861,023.85	75,821.96	77,717.50	79,660.44	1,703,645.91
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	323,661.93	323,661.93	17,035.12	17,035.12	17,035.12	289,591.69
Interest	2.5%		I			47,481.16	46,525.60	44,582.66	408,486.72
Total Water Fund-Principal				3,217,441.00	3,217,441.00	103,713.09	145,020.03	148,392.77	2,918,557.83
Total Water Fund-Interest						63,865.58	76,997.32	73,602.49	634,639.07
<b>Total Water Fund</b>				<b>3,217,441.00</b>	<b>3,217,441.00</b>	<b>167,578.67</b>	<b>222,017.35</b>	<b>221,995.26</b>	<b>3,553,196.90</b>
<b>Sewer Fund:</b>									
State of CA WRCB (SCEP I)		4/15/16	P	122,760.30	81,840.20	40,920.10	40,920.10	40,920.10	-
Interest	0.0%		I			-	-	-	
State of CA WRCB (SCEP II)		3/27/18	P	104,695.85	104,695.85	24,546.06	25,183.91	25,838.70	53,686.60
Interest	2.6%		I			3,360.28	2,722.43	2,067.64	2,102.41
Umpqua Bank		12/4/17	P	191,948.33	188,183.32	41,041.12	47,186.72	49,848.42	79,721.79
Interest	5.5%		I			10,048.63	8,547.04	5,885.34	3,506.57
USDA (Sewer Bond)		8/1/22	P	619,125.00	619,125.00	60,000.00	60,000.00	60,000.00	515,000.00
Interest	5.0%		I			33,250.00	30,250.00	27,250.00	90,875.00
Total Sewer Fund-Principal				1,038,529.48	993,844.37	166,507.28	173,290.73	176,607.22	648,408.39
Total Sewer Fund-Interest						46,658.91	41,519.47	35,202.98	96,483.98
<b>Total Sewer Fund</b>				<b>1,038,529.48</b>	<b>993,844.37</b>	<b>213,166.19</b>	<b>214,810.20</b>	<b>211,810.20</b>	<b>744,892.37</b>
Total Principal				4,255,970.48	4,211,285.37	270,220.37	318,310.76	324,999.99	3,566,966.22
Total Interest						110,524.49	118,516.79	108,805.47	731,123.05
<b>Total</b>				<b>4,255,970.48</b>	<b>4,211,285.37</b>	<b>380,744.86</b>	<b>436,827.55</b>	<b>433,805.46</b>	<b>4,298,089.27</b>

**McKinleyville Community Services District**  
**Board Designated Reserve Balances**  
**As of March 31, 2014**



- Utility Accounts Receivable Turnover Days	As of March 31, 2014	<b>14.6</b> Days										
<table border="0"> <tr> <td>Beg. A/R</td> <td>End A/R</td> <td>Avg A/R</td> <td>Net Util Sales</td> <td># of Times</td> </tr> <tr> <td>148,214.00</td> <td>158,259.54</td> <td>153,237.265</td> <td>284,167.63</td> <td>18.5442088</td> </tr> </table>			Beg. A/R	End A/R	Avg A/R	Net Util Sales	# of Times	148,214.00	158,259.54	153,237.265	284,167.63	18.5442088
Beg. A/R	End A/R	Avg A/R	Net Util Sales	# of Times								
148,214.00	158,259.54	153,237.265	284,167.63	18.5442088								
- YTD Breakeven Revenue, Water Fund:	<b>1,665,844.70</b>	- YTD Actual Water Sales: <b>1,524,147.70</b>										
<table border="0"> <tr> <td>501 Ops Exp</td> <td>501 COGS</td> <td>501 Wtr Sales</td> </tr> <tr> <td>1,003,621.20</td> <td>605,895</td> <td>1,524,147.70</td> </tr> </table>			501 Ops Exp	501 COGS	501 Wtr Sales	1,003,621.20	605,895	1,524,147.70				
501 Ops Exp	501 COGS	501 Wtr Sales										
1,003,621.20	605,895	1,524,147.70										
- Days of Cash on Hand - Operations Checking Account		<b>31.7</b> Days										

**McKinleyville Community Services District**  
**Cash Disbursement Report**  
**For the Period March 1 through March 31, 2014**

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
27677	3/26/2014	\A014	MQ CUSTOMER REFUND FOR EA	(66.05)	000B40201u	Ck# 027677 Reversed
27777	3/4/2014	*0016	SKATE PARTY REFUND AT	114.00	B40303	SKATE PARTY REFUND AT
27778	3/4/2014	*0017	REIMB: PLANTS PURCHASED, SS	445.41	B40303	REIMB: PLANTS PURCHASED, SS
27779	3/4/2014	AJI01	HAIDER AJINA	135.00	B40303	CONTRACTED REFEREE
27780	3/4/2014	ANS02	BRIAN ANSPACH	800.00	14002	PROFESSIONAL SERVICES
27781	3/4/2014	BAY02	BAY WEST SUPPLY, INC.	237.04	B40303	JANITORIAL SUPPLIES
27782	3/4/2014	COA01	COASTAL BUSINESS SYSTEMS	328.46	14949857	MONTHLY LEASE PAYMENT
27783	3/4/2014	COR01	CORBIN WILLITS SYSTEMS, INC	858.42	B402151	MONTHLY PAYMENT FOR MOMS
27784	3/4/2014	COR07	JOHN W. CORBETT	125.00	B40304	DIRECTORS FEES
27785	3/4/2014	COU09	DAVID R. COUCH	125.00	B40304	DIRECTORS FEES
27786	3/4/2014	EDW01	HELEN L. EDWARDS	125.00	B40304	DIRECTORS FEES
27787	3/4/2014	HAY01	BRAD HAYMAN	252.92	B40304	CLASS B PERMIT REIMB
27788	3/4/2014	JWK01	J.W. KERNS, INC.	2,781.70	PO 8162	SUPPLIES REPAIRS
27789	3/4/2014	MAI01	MARK MAILLIE	97.43	B40303	UNIFORMS
27790	3/4/2014	MAY02	DENNIS MAYO	125.00	B40304	DIRECTORS FEES
27791	3/4/2014	WHE02	GEORGE A. WHEELER JR.	125.00	B40304	DIRECTORS FEES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27792	3/4/2014	\A021	MQ CUSTOMER REFUND FOR AT	76.45	000B40301	MQ CUSTOMER REFUND FOR AT
27793	3/4/2014	\C001	MQ CUSTOMER REFUND FOR CL	54.67	000B40301	MQ CUSTOMER REFUND FOR CL
27794	3/4/2014	\C006	MQ CUSTOMER REFUND FOR CO	37.85	000B40301	MQ CUSTOMER REFUND FOR CO
27795	3/4/2014	\G002	MQ CUSTOMER REFUND FOR GR	4.20	000B40301	MQ CUSTOMER REFUND FOR GR
27796	3/4/2014	\G003	MQ CUSTOMER REFUND FOR GR	472.46	000B40301	MQ CUSTOMER REFUND FOR GR
27797	3/4/2014	\J011	MQ CUSTOMER REFUND FOR JO	88.92	000B40301	MQ CUSTOMER REFUND FOR JO
27798	3/4/2014	\M027	MQ CUSTOMER REFUND FOR MA	80.57	000B40301	MQ CUSTOMER REFUND FOR MA
27799	3/4/2014	\M028	MQ CUSTOMER REFUND FOR MA	10.17	000B40301	MQ CUSTOMER REFUND FOR MA
27800	3/4/2014	\M029	MQ CUSTOMER REFUND FOR MU	18.36	000B40301	MQ CUSTOMER REFUND FOR MU
27801	3/4/2014	\M063	MQ CUSTOMER REFUND FOR MU	72.74	000B40301	MQ CUSTOMER REFUND FOR MU
27802	3/4/2014	\O004	MQ CUSTOMER REFUND FOR OB	76.41	000B40301	MQ CUSTOMER REFUND FOR OB
27803	3/4/2014	\O008	MQ CUSTOMER REFUND FOR OW	68.71	000B40301	MQ CUSTOMER REFUND FOR OW
27804	3/4/2014	\S002	MQ CUSTOMER REFUND FOR SO	83.77	000B40301	MQ CUSTOMER REFUND FOR SO
27805	3/4/2014	\S007	MQ CUSTOMER REFUND FOR ST	84.47	000B40301	MQ CUSTOMER REFUND FOR ST
27806	3/4/2014	\W002	MQ CUSTOMER REFUND FOR WI	66.81	000B40301	MQ CUSTOMER REFUND FOR WI
27807	3/4/2014	\Z001	MQ CUSTOMER REFUND FOR ZE	4.45	000B40301	MQ CUSTOMER REFUND FOR ZE
27808	3/5/2014	HUM11	HUMBOLDT LAND TITLE CO.	645.00	B40305P	REF#00147870-001-TH-CRAMER
27809	3/5/2014	HUM11	HUMBOLDT LAND TITLE CO.	10,545.00	01P	REF#00147870-001-TH CRAMER
27810	3/10/2014	ACW01	CB&T/ACWA-JPIA	9,415.49	B40307	HEALTH/DENTAL INSURANCE
27811	3/10/2014	ADV04	ADVANCED DISPLAY AND SIGN	120.45	509673	REPAIRS/ SUPPLIES
27812	3/10/2014	COA02	COASTAL BUSINESS SYSTEMS	368.96	90787A	PROFESSIONAL SERVICES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27813	3/10/2014	HAR03	HARVEY M. HARPER CO.	625.67	B40307	VEHICLE REPAIRS
27814	3/10/2014	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	65,512.18	B40303	WTR PURCHASED
27815	3/10/2014	HUM08	HUMBOLDT SANITATION	966.50	B40306	TRASH SERVICE
27816	3/10/2014	JAC04	JACKSON & EKLUND, INC.	365.00	177984	PROFESSIONAL SERVICES
27817	3/10/2014	NEC01	NEC FINANCIAL SERVICES,LLC	373.92	1689944	PHONE SYSTEM
27818	3/10/2014	NOR01	NORTH COAST LABORATORIES	2,586.00	B40306	LAB TESTING FOR FEB 2014
27819	3/10/2014	PGE01	PG & E (Office & Field)	12,330.97	B40307	GAS & ELECTRIC
27820	3/10/2014	PRE08	PRECISION INTERMEDIA	30.00	14-457	WEB HOSTING FOR MARCH 2014
27821	3/10/2014	REN01	RENNER PETROLEUM	2,375.40	B40306	FUEL FOR FEB 2014
27822	3/10/2014	SUD01	SUDDENLINK	159.90	B40306	INTERNET SERVICES
27823	3/10/2014	UMP03	UMPQUA BANK--VISA	583.28	3	TRAVEL / PARKING
				267.02	4	EMPLOYEE FUND REIMB
				57.46	5	TRAVEL/ FUEL/ TRAINING
				43.57	2	SUPPLIES PURCHASED/ OFFICE
				58.12	B40310	REC PROGRAM SUPPLIES
			Check Total:	<u>1,009.45</u>		
27824	3/10/2014	UPS01	UPS	227.26	B40306	SHIPMENT
27825	3/10/2014	VER01	VERIZON WIRELESS	100.12	B40306	CELL PHONES FOR FEB 2014
27826	3/17/2014	*0025	AZALEA HALL DEPOSIT REFUND NC	100.00	B40314	AZALEA HALL DEPOSIT REFUND NC
27827	3/17/2014	*0026	UTILITY BILLING REFUND FM	17.89	B40314	UTILITY BILLING REFUND FM
27828	3/17/2014	BEL07	BELL'S HEATING	150.00	2922	PROFESSIONAL SERVICES
27829	3/17/2014	BOR01	BORGES & MAHONEY CO.	61.44	135085	REPAIRS/ SUPPLIES
27830	3/17/2014	COA01	COASTAL BUSINESS SYSTEMS	877.10	15001906	EQUIPMENT LEASE

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27831	3/17/2014	COS03	COSTCO WHOLESALE	131.18	B40310	SUPPLIES PURCHASED IN FEB
27832	3/17/2014	CRO03	CROWN TROPHY PETALUMA	31.39	19221	REC PROGRAM SUPPLIES
27833	3/17/2014	DEP05	DEPARTMENT OF JUSTICE	32.00	21071	FINGERPRINTING FOR REC PROGRAM
27834	3/17/2014	EUR06	EUREKA READY MIX	1,011.58	B40310	REPAIRS/SUPPLY
27835	3/17/2014	FRI05	LESLEY FRISBEE	1,115.01	B40314	TRAVEL REIMBURSEMENT
27836	3/17/2014	GAN01	GAN CONFERENCING	20.76	17497	SERVICES RENDERED
27837	3/17/2014	HAC01	HACH COMPANY	427.05	878090	REPAIRS/SUPPLY
27838	3/17/2014	HEL01	KEVIN HELD	375.00	B40314	JR.HIGH DANCE DJ PAYMENT
27839	3/17/2014	IND02	Industrial Electric Serv	116.49	IN11464	TELEMETRY UPGRADE
27840	3/17/2014	LDA01	LDA PARTNERS	22,900.00	B40314	TEEN & COMMUNITY CENTER DESIGN
27841	3/17/2014	MAD02	MAD RIVER UNION	135.00	35672	LEGAL AD
27842	3/17/2014	MAN01	MANNING ENVIRONMENTAL,INC	47.69	5248	LAB TESTING SUPPLIES
27843	3/17/2014	MCK04	MCK ACE HARDWARE	682.80	B40310	REPAIRS/SUPPLY
27844	3/17/2014	MEN01	MENDES SUPPLY CO.	65.34	M056801	SAFETY SUPPLIES
27845	3/17/2014	MIL01	Miller Farms Nursery	264.00	B40310	REPAIRS/SUPPLY
27846	3/17/2014	NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	872.00	20172	SAFETY TRAINING
				80.00	20230	SAFETY TRAINING
			Check Total:	<u>952.00</u>		
27847	3/17/2014	NOR35	NORTHERN HUMBOLDT	590.76	ES14-0125	OPEN SPACE MAINTENANCE
27848	3/17/2014	NOR36	NORTH COAST PARTS & SUPPLIES	45.97	B40310	REPAIR/SUPPLIES
27849	3/17/2014	PRO08	PROFORMA	680.74	OD4700551	OFFICE SUPPLIES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27850	3/17/2014	SDR01	SDRMA	6,326.00	46149	WORKERS COMPENSATION
27851	3/17/2014	SEC03	SECURITY LOCK & ALARM	464.15	84841	REPAIRS & SUPPLIES
27852	3/17/2014	SIE02	SIERRA CHEMICAL CO.	4,913.09	B40310	CHLORINE/ CONTAINER DEPOSIT
27853	3/17/2014	STA11	STAPLES CREDIT PLAN	64.32	B40314	OFFICE SUPPLIES
27854	3/17/2014	THO02	Thomas Home Center	121.61	B40310	REPAIRS/SUPPLY
27855	3/17/2014	THR01	THRIFTY SUPPLY COMPANY	318.32	1357303	SUPPLIES/REPAIRS
27856	3/17/2014	UPS01	UPS	729.33	Y6R493	LAB SHIPMENT
27857	3/24/2014	*0027	CLOSING BILL REFUND JH	7.53	B40319	CLOSING BILL REFUND JH
27858	3/24/2014	*0028	FINGERPRINTING REIMB. AS	20.00	B40319	FINGERPRINTING REIMB. AS
27859	3/24/2014	*0029	REC PROGRAM REFUND SC	15.00	B40321	REC PROGRAM REFUND SC
27860	3/24/2014	*0030	REC PROGRAM REFUND MM	45.00	B40321	REC PROGRAM REFUND MM
27861	3/24/2014	*0031	AZALEA HALL DEPOSIT REFUND JC	100.00	B40321	AZALEA HALL DEPOSIT REFUND JC
27862	3/24/2014	10102	101 NETLINK	80.00	20140301	SUBSCRIPTION
27863	3/24/2014	AJI01	HAIDER AJINA	135.00	B40319	CONTRACTED REFEREE
27864	3/24/2014	ANS02	BRIAN ANSPACH	1,010.00	14003	PROFESSIONAL SERVICES
27865	3/24/2014	ATT01	AT&T	553.26	B40319	PHONE SERVICES FOR MARCH
27866	3/24/2014	CAS01	CASH	183.12	B40321	SUPPLIES PURCHASED
27867	3/24/2014	CRO03	CROWN TROPHY PETALUMA	106.03	19344	OFFICE SUPPLIES
27868	3/24/2014	CWE01	CWEA	148.00	B40321	MEMBERSHIP RENEWAL
27869	3/24/2014	ESR01	E.S.R.I. INC.	1,452.50	92785228	SUBSCRIPTIONS
27870	3/24/2014	GHD01	GHD	2,567.75	80802	WWMF UPGRADE/CEQA/PERMITTING



Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27871	3/24/2014	HEN03	JAMES G. HENRY	92.00	B40321	SDRMA TRAVEL REIMBURSEMENT
27872	3/24/2014	HUM11	HUMBOLDT LAND TITLE CO.	46.00	10000015	CRAMER AP507-282-001/507-
27873	3/24/2014	IND02	Industrial Electric Service	126.63	IN11661	REPAIRS/SUPPLY
				146.07	IN11681	WATER TANK UPGRADE
			Check Total:	<u>272.70</u>		
27874	3/24/2014	JAC04	JACKSON & EKLUND, INC.	282.00	178453	PROFESSIONAL SERVICES
27875	3/24/2014	KEN02	KENNEDY/JENKS CONSULTANTS	8,926.25	80347	WATER TANK UPGRADE
27876	3/24/2014	MAN03	MANDELL MUNICIPAL COUNSEL	940.00	B40321	LEGAL SERVICES
27877	3/24/2014	MIT01	Mitchell, Brisso, Delaney	3,084.00	34172	LEGAL SERVICES
27878	3/24/2014	NAT06	NATIONAL METER & AUTOMATION	7,367.25	S1051048	METER REPLACEMENTS
27879	3/24/2014	OCC01	OCCUPATIONAL HEALTH	170.00	B40314	PROFESSIONAL SERVICES
27880	3/24/2014	OSC01	OSCAR LARSON & ASSOCIATES	63.34	3908	EMERGENCY WATER LINE
27881	3/24/2014	PEA01	PEACHY AG.	200.00	2220	SUPPLIES & REPAIRS
27882	3/24/2014	PIT01	PITNEY BOWES	374.07	2887297	EQUIPMENT RENTAL
27883	3/24/2014	REM01	REMY, MOOSE AND MANLEY,LLC	2,462.50	97838	LEGAL SERVICES
				7,017.25	97901	LEGAL SERVICES
			Check Total:	<u>9,479.75</u>		
27884	3/24/2014	RES05	RESERVE ACCOUNT	1,500.00	B40321	POSTAGE METER
27885	3/24/2014	ROB01	ROBINSON, STAFFORD & RUDE	4,452.50	14301D-2	WWMF UPGRADE
27886	3/24/2014	SAF04	SAFEWAY INC. FILE # 72905	5.00	B40321	OFFICE SUPPLIES
27887	3/24/2014	SHN01	SHN ENGINEERING	892.50	81796	PROFESSIONAL SERVICES
27888	3/24/2014	USP02	USPS: ARCATA BMEU	1,500.00	B40321	PERMIT 202 BULK MAIL

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27889	3/24/2014	WIL02	KATHY WILSON	52.21	B40314	TRAVEL REIMBURSEMENT
27890	3/24/2014	YP001	YP	192.64	B40321	ADVERTISING IN YELLOW PAGES
27891	3/27/2014	FID01	Fidelity National Title	-	B40327u	Ck# 027891 Reversed
27893	3/27/2014	FID01	Fidelity National Title	830.00	02P	TEEN CENTER TITLE SEARCH
27894	3/27/2014	HUM46	HUMBOLDT COUNTY PLANNING	785.50	02P	TEEN CENTER APPLICATION
27895	3/27/2014	*0050	AZALEA HALL DEPOSIT REFUND CT	-	B40327u	Ck# 027895 Reversed
27896	3/27/2014	*0050	AZALEA HALL DEPOSIT REFUND CT	-	2u	Ck# 027896 Reversed
27897	3/27/2014	*0050	AZALEA HALL DEPOSIT REFUND CT	100.00	3P	AZALEA HALL DEPOSIT REFUND CT
				207,466.52		
<b>Total Disbursements, Accounts Payable:</b>				<b>207,466.52</b>		

#### Payroll Related Disbursements

11707-11737	3/7/2014	Various Employees	13,761.86		Payroll Checks
11738	3/7/2014	CAL12 CalPERS 457 Plan	3,731.16	B40307	RETIREMENT
11739	3/7/2014	DIR01 DIRECT DEPOSIT VENDOR- US	24,681.84	B40307	Direct Deposit
11740	3/7/2014	EMP01 Employment Development	1,346.40	B40307	STATE INCOME TAX
			517.00	1B40307	SDI
		Check Total:	1,863.40		
11741	3/7/2014	HUM29 UMPQUA BANK--PAYROLL DEP.	4,536.75	B40307	FEDERAL INCOME TAX
11741	3/7/2014	HUM29 UMPQUA BANK--PAYROLL DEP.	6,403.92	1B40307	FICA
			1,497.68	2B40307	MEDICARE
		Check Total:	12,438.35		
11742	3/7/2014	ACW01 CB&T/ACWA-JPIA	44,100.81	B40228	MED & DENTAL INSURANCE
11743	3/7/2014	AFL01 AFLAC	43.30	B40228	AFLAC (PRE-TAX)
11744	3/7/2014	PUB01 Public Employees PERS	15,574.32	B40228	PERS PAYROLL REMITTANCE

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
				56.08	1B40228	PERS CONTRIBUTION
			Check Total:	<u>15,630.40</u>		
11745-11777	3/21/2014		Various Employees	15,349.22		Payroll Checks
11778	3/21/2014	CAL12	CalPERS 457 Plan	3,765.17	B40321	RETIREMENT
11779	3/21/2014	DIR01	DIRECT DEPOSIT VENDOR- US	25,836.70	B40321	Direct Deposit
11780	3/21/2014	EMP01	Employment Development	1,413.96	B40321	STATE INCOME TAX
				551.52	1B40321	SDI
			Check Total:	<u>1,965.48</u>		
11781	3/21/2014	HUM29	UMPQUA BANK--PAYROLL DEP.	4,812.78	B40321	FEDERAL INCOME TAX
				6,832.18	1B40321	FICA
				1,597.84	2B40321	MEDICARE
			Check Total:	<u>13,242.80</u>		
				176,410.49		
			<b>Total Disbursements, Payroll:</b>	<u><b>176,410.49</b></u>		
			<b>Total Check Disbursements:</b>	<b>383,877.01</b>		

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

May 7, 2014

TYPE OF ITEM: **ACTION**

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**ITEM: D.4. Consider approval of Party Program fee increases for the McKinleyville Activity Center**

**PRESENTED BY: Jason Sehon, Parks & Recreation Director**

**TYPE OF ACTION: Voice Vote**

**Recommendation:**

Staff recommends that the Board of Directors approve increasing regular birthday party program fees to \$150.00 and "Playgroup" party fees to \$175.00.

**Discussion:**

Our current birthday party program fees haven't been increased in several years. Staff is proposing to increase our fees by approximately 21% effective July 1, 2014. Our current basic party fees are \$124.00 for up to 20 participants. Staff is proposing to increase the basic party fees to \$150.00.

For the last several weeks, our recreation staff has been researching and comparing different venues families can rent and host birthday parties. We looked at what activities each venue offered as well as what their fees are.

Our parties offer a variety of themes that participants can choose from, such as skating, basketball, floor hockey, indoor soccer and dodgeball. We have also created a new party theme called "Playgroup." The Playgroup theme includes additional equipment for toddlers. The proposed party fee for this new theme is \$175.00, which covers the additional staff time required for the set up and take down of the equipment.

We researched Blue Lake Recreation, Arcata Recreation, Cyber City Laser Tag, Bounce-a-Palooza, Fortuna Recreation and Eureka Recreation. We have found that we can potentially increase our fees while still being competitive with other venues in the area.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

Each birthday party is for two (2) hours and requires one (1) staff member.  
The following is an estimated breakdown of costs to the District:

Staff:	\$40.00
Supplies:	\$10.00
*Overhead:	\$26.00
**2-hour rental of space:	<u>\$74.00</u>
TOTAL:	\$150.00

\* The 2-hour rental of space helps cover the cost of operation and maintenance of the facility, utilities and wear and tear on equipment.

\*\* The overhead helps cover the cost for promoting the program and administrative staff in the office.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments**

- Attachment 1-Proposed new Birthday Party Reservation Brochure

Party options and Fees

Basic Party

Our Basic Party is a private party up to two hours in length. Fee includes admission for 20 participants, party theme of your choice, banquet tables, and chairs, decorations of your choice, plates, napkins, utensils, cups, and staff to lead special games and activities.

Party fee	\$ 150
“Playgroup” Party Fee	\$ 175
Add ons	
Additional Hours	\$ 28/hr
Additional Guests	\$ 2/guest

Party Themes

We offer the following Party Themes:

- Skating
- Basketball
- Floor Hockey
- Indoor Soccer
- Dodge Ball
- “Playgroup” Toddler Party \*Additional Fee

Party Decorations

The following are you options for basic decorations:

- ~ Basic Birthday
- ~ Princess
- ~ All Star Sports
- ~ NASCAR
- ~ No Decorations Needed

Providing great facilities and excellent service to help make your party a success

McKINLEYVILLE PARKS & RECREATION  
A Department of McKinleyville Community Services District  
P.O. Box 2037  
McKinleyville, CA 95519



Birthday Party Reservations



Parks and Recreation Department

1656 Sutter Road Ph. (707) 839-9003  
PO Box 2037 Fax (707) 839-8456  
McKinleyville, CA 95519



## Introduction

The Activity Center is a great place to have an exciting party. Parties can be planned for people of all ages. Our staff will provide a safe, fun and exciting party for you and your friends. Our most popular party options are roller skating parties and sports parties. All parties are held at the Activity Center. Depending on the option you choose, we will provide everything you need from plates and napkins to cake and pizza.

## Party planning in 3 easy steps

1. Check availability and fill out the Reservation Form by stopping by the McKinleyville Parks and Recreation Department Office at 1656 Sutter Road or calling the office at 707-839-9003.
2. Pay the Party Fees no later than 5 business days prior to the date of the party.
3. Send out your invitations!

## Activity Center



All parties are held at our Activity Center at 1705 Gwin Road, McKinleyville, CA 95519

## What You Need to Provide

- Invitations
- Cake (unless purchased w/party option)
- Candles
- Beverages
- Snacks/food
- Goody bags
- Camera



## What we will Provide

- ✓ Semi-Private room
- ✓ Party staff (set-up, hosting, & clean-up)
- ✓ Tables, chairs, and basic decorations
- ✓ Paper plates, napkins, and utensils
- ✓ Cake and/or Pizza (if paid for w/party option)
- ✓ Special games and activities as requested
- ✓ Use of rental roller skates and sporting equipment

*The District advises all potential users to reserve their facility of choice as far in advance as possible so as to increase the likelihood of availability. The Party Reservation Form is available on our website at [www.mckinleyvillecsd.com](http://www.mckinleyvillecsd.com).*

## Invitations

Once your Reservation Form is turned in and the date has been confirmed, it is time for you to get your invitations out! Invitations should include:

- Date and Time of the Party
- Directions to the Activity Center
- Instructions on the Liability Release Form
- If participants want to bring their own roller skates or blades they can, but they have to be inspected by our staff for safety
- Parents and guests are welcome to stay and observe at no charge!

## Fees, Cancellations, and Refunds

Once your party is confirmed payment is due no later than 5 business days prior to the reservation date. Fees can be paid at the Parks and Recreation office during normal business hours, Monday-Friday from 9am-5pm, or by mailing a check in (made out to MCSD), or by using a credit card over the phone during normal business office.

If you decide to cancel your party and give at least 5 business days notice, you will receive a full refund. Refunds less than 5 business days in advance may be subject to an administrative surcharge.

*For more information on our Birthday Parties, please call 707-839-9003.*

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

May 7, 2014

TYPE OF ITEM: **ACTION**

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**ITEM: D.5. Consider Approval of a Facilities Extension Agreement for Central Estates Subdivision Phase 2C**

**PRESENTED BY: Greg Orsini, General Manager**

**TYPE OF ACTION: Voice Vote-Consent Calendar**

**Recommendation:**

Approve the Facilities Extension Agreement for the Central Estates Subdivision Phase 2C. All facilities in the Subdivision will be dedicated to the District if constructed and they pass inspection in accordance to the District Rules and Regulations.

**Discussion:**

Jim Furtado has obtained permits and is starting construction of the 63-unit Central Estates Subdivision Phase 2C. This is located off Heartwood Drive to the north and west of Nursery Way. Water mains will require extensions from Heartwood Drive and loop Sagewood Way and extended from Heartwood Drive to Parcel E Access Easement. The sewer main will require extension form Heartwood Drive north and then west and back to the south on Sagewood Way and to Parcel E Access Easement. Seven Streetlights will be installed and fees paid. Open Space fees for trails and Detention Basins will be required.

The Applicant has completed the application that requires Board approval. All deposits and fees have been paid as required. (See attached Application) This subdivision will extend 3380 feet of 6 and 8 inch water main and 2456 feet of 6 inch sewer main.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

The Applicant will plan and construct the facilities and dedicate these to the District when completed and approved by the District. Additionally, the



applicant will pay the customary water and sewer fees for the two lots as a condition of service.

The Application fees for plan check and inspections total \$457.50. The connection fees will be paid prior to building permits being granted.

**Environmental Requirements:**

Not Applicable

**Exhibits/Attachments**

- Attachment 1-Application for Extension of Water Sewer, Streetlights Trails and Open Space

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
APPLICATION FOR EXTENSION OF WATER/SEWER/STREET LIGHTING  
AND/OR OPEN SPACE MAINTENANCE SERVICE  
FOR THE **CENTRAL ESTATES PHASE 2C SUBDIVISION**

DATE: **April 28, 2014**

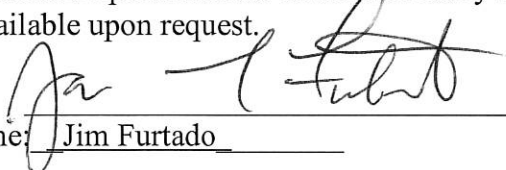
#1 **Purpose of Proposed Extension:** Water and sewer main extensions for the 62-lot subdivision; a Street Light Zone with six streetlights and an Open Space Zone with detention basin and trail.

				STREET		OPEN		FIRE	
WATER:	YES	SEWER:	YES	LIGHTING:	YES	SPACE:	YES	SERVICE	NO

MAP OF PROPOSED MAIN EXTENSION AND FINAL ENVIRONMENTAL DOCUMENT  
MUST ACCOMPANY THIS APPLICATION

Assessors Parcel No. 508-252-001 Parcel Address: PHASE 2C A PHASED DEVELOPMENT

REMARKS: I do hereby agree to comply with the applicable provisions of the Rules and Regulations and the Standard Specifications of the McKinleyville Community Services District, copies of which are available upon request.

Signature of Owner: 

Print Name: Jim Furtado

Address: 3329 Halfway Ave. McKinleyville, CA 95519

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Name of Agent: (Please Print) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

#2 **Report:**

Length of Extension Required:

Water: 3380' of eight inch and six inch PVC water mains

Sewer: 2456' of six inch sewer mains

No. of Street Lights Required: Seven lights (LED street lights)

Open Space: 1.1 acre detention Basin (Parcel Y) and a 1007 foot trail to connect to the Mid Town Trail.

Detention Basin "Parcel G" dedication (1.1 acres)

Remarks: The Basin noted as Parcel F is not for this Phase

#3 **Action by Board of Directors:**

Date: May 7, 2014 Granted: \_\_\_\_\_ Denied: \_\_\_\_\_

Amount to be paid by Applicant \$ 19,000

Is refund agreement part of this application? Yes \_\_\_\_\_ No X

District Manager: Gregory Orsini

#4 Date Deposit is Received: \_\_\_\_\_

#5 Date Main Extension is started: \_\_\_\_\_

#6 Date Main Extension is completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

May 7, 2014

TYPE OF ITEM: **ACTION**

---

**ITEM: E.1. Consider Adoption of Resolution 2014-17 recognizing, honoring and commending Lesley Frisbee for ten (10) years of service**

**PRESENTED BY: Jason Sehon, Parks & Recreation Director**

**TYPE OF ACTION: Roll Call Vote**

### **Recommendation:**

Staff recommends that the Board of Directors consider adoption of Resolution 2014-17 honoring Lesley Frisbee for her ten (10) continuous years of service at the McKinleyville Community Services District, take public comment and arrive at a consensus.

### **Discussion:**

Attached for the Board of Directors' review is Resolution 2014-17 recognizing, honoring and commending Lesley Frisbee for her ten (10) continuous years of service. Please join us in presenting Lesley with a Resolution and longevity award acknowledging her for her continuous service at the McKinleyville Community Services District.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- Attachment 1-Resolution 2014-17

**RESOLUTION 2014-17**

**A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING LESLEY FRISBEE FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR TEN (10) CONTINUOUS YEARS.**

**WHEREAS,** LESLEY FRISBEE, having faithfully served ten (10) continuous years as an employee of the McKinleyville Community Services District (MCSD) from May 3, 2004 to May 3, 2014; and

**WHEREAS,** throughout her years of service, Lesley continually demonstrates a commitment and dedication to the recreational needs of our community; and

**WHEREAS,** Lesley lends her vast knowledge of recreation and programs to enhance and progress the MCSD Parks and Recreation Department; and

**WHEREAS,** Lesley exhibits attributes that make her a valuable member of the MCSD team; and

**WHEREAS,** Lesley has made significant improvements to recreation programs she is responsible for; and

**WHEREAS,** under Lesley's leadership the Recreation staff who work at our program sites are well trained; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of McKinleyville Community Services District hereby confers upon Lesley Frisbee its highest commendation for the dedicated service she has performed for the District and the community and, further marks her historic accomplishment as a McKinleyville Community Services District's employee for ten (10) years.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 7th day of May 2014 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

David R. Couch, Board President

Attest:

---

Sharon Denison, Acting Board Secretary

## McKinleyville Community Services District

### BOARD OF DIRECTORS

May 7, 2014

TYPE OF ITEM: **ACTION**

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**ITEM: E.2.**                      **Consider participation in household hazardous waste collection event to be held at Pierson Park on Saturday July 26, 2014**

**PRESENTED BY:**              **Gregory Orsini, General Manager**

**TYPE OF ACTION:**          **Voice Vote**

**Recommendation:**

Approve participation in the household hazardous waste collection event to be held at Pierson Park on Saturday July 26, 2014 by approving a 30% cost share not to exceed \$10,000 for those households that can be actually identified and verified to be within the MCSD service area.

**Discussion:**

The previous household hazardous collection event held at Pierson Park on July 20, 2013 saw a total of 77% participation by 180 households within the MCSD service area with an overall participation count of 234 vehicles served. This level of response is about the same as the event held at Pierson Park in 2012. That previous event was once again made possible by a cost sharing agreement between MCSD and Humboldt Waste Management Authority (HWMA).

HWMA is planning another event in McKinleyville on Saturday, July 26, 2014 at Pierson Park. Last year McKinleyville contributed \$4,932.00 toward the event. The total cost of the event was \$16,366.00.

Benefits of this participation included diverting potential hazardous chemicals and medications from the MCSD waste water management facility to an approved disposal facility.

HWMA is requesting that the Board approve a 30% cost share not to exceed \$10,000 total.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

- Approve an amount less than \$10,000 and/or reduce the maximum percentage cost share

**Fiscal Analysis:**

- The sewer fund would be charged the amount approved by the Board.
- The FY 14/15 budget will include an amount not to exceed \$10,000 in anticipation of this event.

**Environmental Requirements:**

- Not applicable

**Exhibits/Attachments**

- April 10, 2014 letter from HWMA





April 10, 2014

Attachment 1

Mr. Greg Orsini  
General Manager  
McKinleyville Community Services District  
P.O. Box 2037  
McKinleyville, CA 95519

Dear Mr. Orsini:

We are planning the annual Household Hazardous Waste event in McKinleyville, currently slated for Saturday, July 26<sup>th</sup> at Pierson Park, and would again ask for a thirty percent cost share allocation from MCSD. Last year your contribution totaled \$4,932.00, set against a total event cost of \$16,366.

The July 2013 collection event saw 77% participation by 180 households within the MCSD service area, with an overall participation count of 234 vehicles served. This level of response is about the same as the event held in 2012, and down somewhat from the first HHW McKinleyville event held in 2009.

The staff at HWMA believes that this trend indicates that the availability of these events is allowing participants a collection mechanism that discourages illegal or inappropriate disposal of their home generated hazardous waste. This is of obvious benefit to the MCSD wastewater treatment system and the Mad River watershed.

Your staff was kind enough to place us on the MCSD Board agenda for the May 7<sup>th</sup> meeting and we look forward to discussing the upcoming event with the directors and staff at that time. Again, we thank you for being such gracious hosts for these events.

Sincerely,

A handwritten signature in dark ink, appearing to read "Brent Whitener", is written over the printed name.

Brent Whitener  
Programs Manager

**RECEIVED**

APR 14 2014

**McK. C.S.D.**

Humboldt Waste  
Management  
Authority  
1059 West Hawthorn Street  
Eureka, California 95501

707-268-8680  
FAX 707-268-8927  
www.hwma.net

# McKinleyville Community Services District

## BOARD OF DIRECTORS

May 7, 2014

TYPE OF ITEM: **INFORMATIONAL**

---

**ITEM: E.3.**                      **Informational overview of FY 2014-15 Draft Operating Budget for Water, Sewer, and Streetlights Funds**

**PRESENTED BY:**              **Colleen M. R. Trask, Finance Director**

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

**Recommendation:**

Staff recommends that the Board review the Draft Operating Budget for the Water, Sewer, and Streetlights Fund.

**Discussion:**

The budget was developed based on current costs, trends, and best estimates. Information from the Capital Improvements draft budget that was previously presented to the Board is incorporated into the Streetlights budget. Capital Improvements for the Water and Sewer Funds are tracked on the Balance Sheet, rather than the Revenue & Expense budget. Questions from the Directors on any revenue or expense category, specific line item or on the budget overall are welcome and may be brought to the Finance Director. The finalized budget will be presented to the Board for formal approval in June.

**Alternatives:**

Take Action

**Fiscal Analysis:**

See attached FY 2014-15 Draft Operating Budgets for Water, Sewer, and Streetlights Funds.

**Environmental Requirements:**

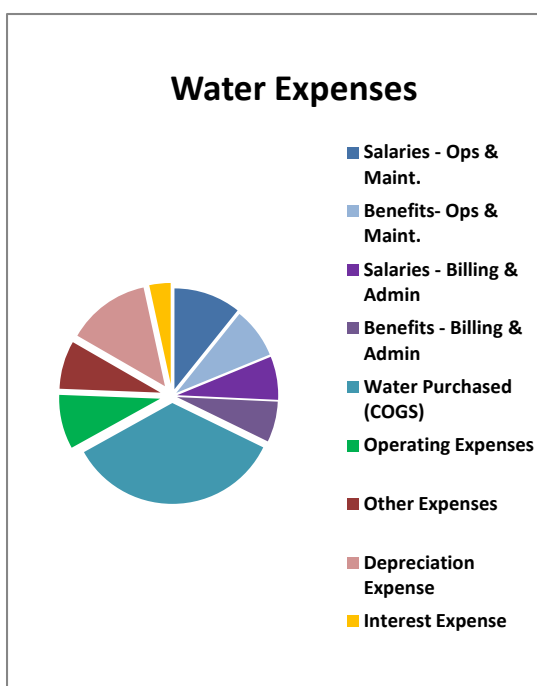
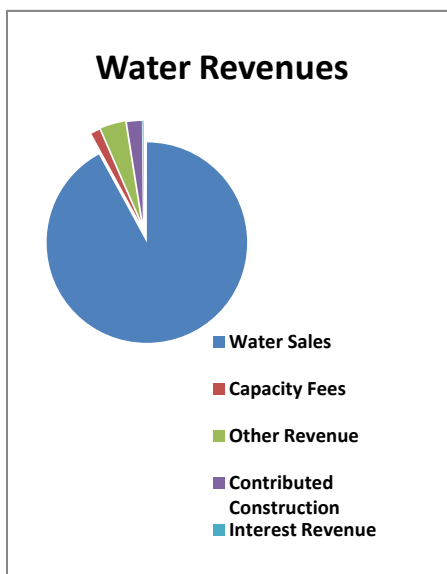
Not applicable

**Exhibits/Attachments**

- Attachment 1-FY 2014-15 Draft Operating Budget for Water, Sewer, and Streetlights Funds.

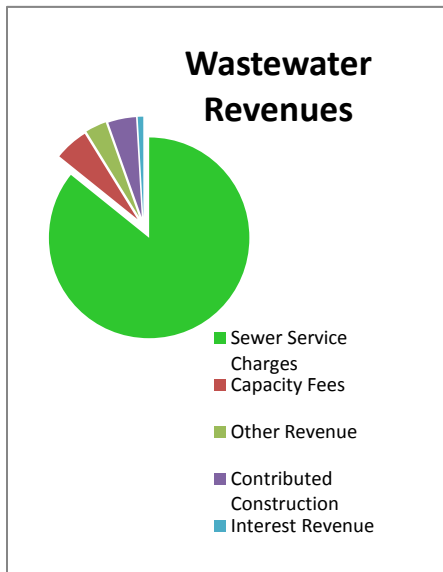
**McKinleyville Community Services District**  
**Enterprise Funds: Water Summary Budget - DRAFT**  
**FY 2014-15**

Description	Water Fund	
<b>Water Revenues</b>		
Water Sales	2,933,424	92%
Capacity Fees	45,592	1%
Other Revenue	127,550	4%
Contributed Construction	75,000	2%
Interest Revenue	4,907	0%
<b>Total Revenues</b>	<b>3,186,473</b>	<b>100%</b>
<b>Water Expenses</b>		
Salaries - Ops & Maint.	267,522	11%
Benefits- Ops & Maint.	200,532	8%
Salaries - Billing & Admin	171,964	7%
Benefits - Billing & Admin	161,888	7%
Water Purchased (COGS)	863,768	35%
Operating Expenses	215,800	9%
Other Expenses	191,751	8%
Depreciation Expense	330,000	13%
Interest Expense	85,000	3%
<b>Total Expenses</b>	<b>2,488,225</b>	<b>100%</b>
<b>Excess (Deficit)</b>	<b>698,248</b>	



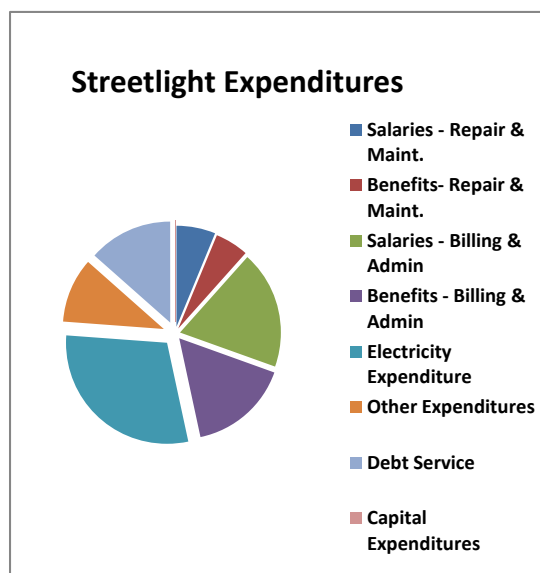
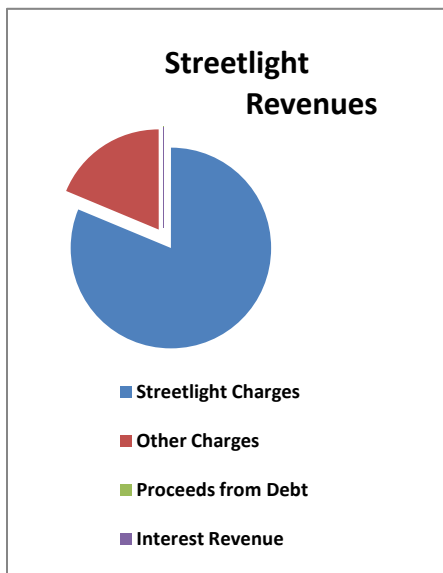
**McKinleyville Community Services District**  
**Enterprise Funds: Wastewater Summary Budget - DRAFT**  
**FY 2014-15**

Description	Wastewater Fund	
Wastewater Revenues		
Sewer Service Charges	1,900,000	86%
Capacity Fees	120,000	5%
Other Revenue	74,970	3%
Contributed Construction	100,000	5%
Interest Revenue	20,000	1%
Total Revenues	2,214,970	100%
Wastewater Expenses		
Salaries - Ops & Maint.	267,522	14%
Benefits- Ops & Maint.	200,532	11%
Salaries - Billing & Admin	173,367	9%
Benefits - Billing & Admin	163,052	9%
Water & Electrical Expense	124,000	7%
Operating Expenses	222,050	12%
Other Expenses	213,500	11%
Depreciation Expense	480,000	25%
Interest Expense	41,519	2%
Total Expenditures	1,885,542	100%
Excess (Deficit)	329,428	



**McKinleyville Community Services District**  
**Governmental Funds: Streetlights Summary Budget - DRAFT**  
**FY 2014-15**

Description	Streetlights Fund	
<b>Streetlight Revenues</b>		
Streetlight Charges	72,958	81%
Other Charges	16,800	19%
Proceeds from Debt	-	-
Interest Revenue	-	0.0%
<b>Total Revenues</b>	<b>89,758</b>	<b>100%</b>
<b>Streetlight Expenditures</b>		
Salaries - Repair & Maint.	5,569	6%
Benefits- Repair & Maint.	4,771	5%
Salaries - Billing & Admin	16,833	19%
Benefits - Billing & Admin	14,390	16%
Electricity Expenditure	26,335	30%
Other Expenditures	9,235	10%
Debt Service	12,000	13%
Capital Expenditures	-	0%
<b>Total Expenditures</b>	<b>89,133</b>	<b>100%</b>
<b>Excess (Deficit)</b>	<b>625</b>	



# McKinleyville Community Services District

## BOARD OF DIRECTORS

May 7, 2014

TYPE OF ITEM: **ACTION**

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**ITEM: E.4. Approve Professional Services Agreement for California Environmental Act (CEQA) Compliance Related to Wastewater Management Facility (WWMF) Improvement Project**

**PRESENTED BY: Greg Orsini, General Manager**

**TYPE OF ACTION: Voice Vote**

**Recommendation:**

- Staff recommends that Board review the information, discuss, take public comment;
- Authorize General Manager to enter into an agreement with GHD to provide services for California Environmental Act Documents related to Wastewater Management Facility Improvement Project and
- Approve a budget amendment of \$43,875 which includes a 10% contingency.

**Discussion:**

Attached is a scope of service from GHD to complete California Environmental Quality Act (CEQA) compliance for McKinleyville Community Services District's (MCSD) Wastewater Management Facility (WWMF) Improvement Project. Our original approach was to see if the project may qualify for a Categorical Exemption under CEQA. However, based on GHD's review of the project components as presented in the June 2013 Preliminary Design Report prepared by Kennedy-Jenks, several components, in particular, the need for 25,000 cubic yards of fill and the installation of the two new 50-foot diameter clarifiers, will trigger the need for a higher level document, and the attached scope is to complete a Mitigated Negative Declaration for the project.

As GHD is assisting the District with completion of a Clean Water State Revolving Fund (SWSRF) financial assistance application to the State Water Resources Control Board (SWRCB), we understand that certain Federal regulations referenced in the National Environmental Quality Act (NEPA) must be addressed. These items are addressed through a federal cross cutting environmental regulation form and do not require completion of NEPA document. The attached scope of service includes the additional analysis

needed to address the cross cutting requirements which will be required as part of the CWSRF process.

Due to the intricacies of satisfying CEQA, the rigors of the SWSRF application and the relationship of these two aspects of the project, management feels it is appropriate and efficient to secure the services of GHD for both.

**Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

**Fiscal Analysis:**

Task Description		FEE
Task 1	Prepare Administrative Draft Initial Study and Proposed Mitigated Negative Declaration	\$ 20,924
Task 2	Prepare Initial Study and Proposed Mitigated Negative Declaration	\$ 2,571
Task 3	Circulate Initial Study and Proposed Mitigated Negative Declaration	\$ 2,745
Task 4	Public Meeting	\$ 1,623
Task 5	Consider Comments on Initial Study and Proposed Mitigated Negative Declaration and Attend Adoption Meeting	\$ 5,172
Task 6	Federal Cross-cutting Environmental Regulations Evaluation Form and SWRCB Coordination	\$ 6,851
TOTAL FEE ALL TASKS		\$ 39,886

Include a 10% contingency for a total not to exceed \$43,875

**Environmental Requirements:**

The scope of this service will satisfy environmental requirements for the WWMF Improvement Project.

**Exhibits/Attachments**

- CEQA Scope of Work for WWMF Improvement Project





April 17, 2014

Mr. Gregory P. Orsini  
General Manager  
McKinleyville Community Services District  
1656 Sutter Road  
McKinleyville, CA 95519

RE: Proposal for CEQA Services for the Wastewater Management Facility

Dear Greg,

Please find attached to this letter a scope of service from GHD to complete California Environmental Quality Act (CEQA) Compliance for McKinleyville Community Services District's (District) Wastewater Management Facility (WWMF). As we have discussed, our original approach was to see if the project may qualify for a Categorical Exemption under CEQA. However, based on GHD's review of the project components as presented in the June 2013 Preliminary Design Report prepared by Kennedy-Jenks, several components, in particular, the need for 25,000 cubic yards of fill and the installation of the two new 50-foot diameter clarifiers, will trigger the need for a higher level document, and the attached scope is to complete a Mitigated Negative Declaration for the project.

As GHD is assisting the District with completion of a Clean Water State Revolving Fund financial assistance application to the State Water Resources Control Board (SWRCB), we understand that certain Federal regulations referenced in the National Environmental Quality Act (NEPA) must be addressed. These items are addressed through a federal cross cutting environmental regulation form and do not require completion of NEPA document. The attached scope of service includes the additional analysis needed to address the cross cutting requirements which will be required as part of the CWSRF process.

If you have any questions, please do not hesitate to contact me. Thank you for the opportunity to present the District with this scope of service.

Sincerely,  
GHD Inc.

A handwritten signature in black ink that reads "Rebecca Crow". The signature is written in a cursive, flowing style.

Rebecca Crow  
Project Manager  
707-267-2244

ATTACHMENTS

Scope of Work and Fee Table for McKinleyville Community Services District Wastewater Management Facility Improvements California Environmental Quality Act and SWRCB Federal Cross Cutting Environmental Regulation Compliance



**Scope of Work  
for  
McKinleyville Community Services District  
Wastewater Management Facility Improvements  
California Environmental Quality Act and  
SWRCB Federal Cross Cutting Environmental Regulation Compliance**

This agreement is based on a prime agreement between the McKinleyville Community Services District (MCSD or District) and GHD Inc. (GHD), dated December 23, 2010. All provisions of the prime agreement apply to this agreement unless noted otherwise in this agreement.

## **INTRODUCTION**

The MCSD oversees water, sewer, streetlights, and parks and recreation for the community of McKinleyville. This scope of work is based on assisting the District complete California Environmental Quality Act (CEQA) compliance for the MCSD Wastewater Management Facility (WWMF) Improvements and to complete the federal cross cutting environmental regulation requirements of the State Water Resources Control Board (SWRCB) a potential project funder. WWMF improvements include a new headworks facility, aeration basins, a blower/electrical/maintenance building, two new secondary clarifiers, return activated sludge/waste activated sludge (RAS/WAS) pumping system, and a biosolids storage basin.

## **SCOPE OF WORK**

The following tasks define our Scope of Work:

### ***Environmental Documentation - CEQA Initial Study and Proposed Mitigated Negative Declaration***

#### ***Task 1: Prepare Administrative Draft Initial Study and Proposed Mitigated Negative Declaration***

GHD will prepare an Administrative Draft Initial Study and Proposed Mitigated Negative Declaration for the MCSD Wastewater Management Facility Improvements project (project). The most current version of the Initial Study checklist (Appendix G of the 2014 CEQA Guidelines) will be used. GHD will rely primarily on existing studies, data, and technical reports prepared for the project.

Our approach for the CEQA checklist resource categories to be included in the Administrative Draft Initial Study and Proposed Mitigated Negative Declaration is as follows:

- Project Description – A detailed project description will be prepared including but not limited to project background, environmental setting and existing conditions, improvement project components, construction schedule, other public agency approvals, and environmental protection actions incorporated into the project. MCSD will provide the project Preliminary Design Report and information on the current project configuration which will be used as the basis for the project description.
- Aesthetics – The existing visual setting of the project area will be described. Visual aspects of the proposed project components will be analyzed. This scope of work does not include visual simulations.
- Agriculture and Forest Resources – The existing agricultural and forest land setting, including agricultural zoning, Williamson Act contracts, and timberland production zoned lands, within the project area will be described and potential agricultural and forest land resources impacts will be



analyzed. Since all work will be done within the existing WWTP footprint, no impacts are anticipated. A Land Evaluation and Site Assessment (LESA) model is not anticipated and not a part of this scope of work.

- Air Quality – The potential air quality impacts associated with the project would be emissions from construction vehicles and equipment, and operational emissions from project facilities improvements. The North Coast Unified Air Quality Management District does not require the quantification of construction emissions but does require compliance with best available dust control measures. Dust control measures will be described, sensitive receptors in the vicinity of the project site will be identified, and if applicable, appropriate mitigation measures will be incorporated. The scope and cost do not include an emissions model run.
- Biological Resources – Potential biological resources impacts will be described and, if appropriate, mitigation measures will be identified. No biological resources studies are proposed in this scope of work.
- Cultural Resources – Potential cultural resource impacts will be described and, if appropriate, mitigation measures will be identified. No cultural resources study is proposed in this scope of work.
- Geology/Soils – Potential seismic impacts will be identified. Potential erosion impacts associated with project construction will be described, and if appropriate, mitigation measures will be identified.
- Greenhouse Gas Emissions – The existing environmental setting and regulations will be described and analyzed against proposed project activities, as required by CEQA.
- Hazards and Hazardous Materials – A qualitative description of potential hazards and hazardous materials impacts will be provided. A Phase 1 Environmental Site Assessment is not included in this scope of work.
- Hydrology/Water Quality – Potential impacts of the proposed project on water quality and hydrology will be identified. Existing studies prepared for the project will be utilized in the analysis of this resource category.
- Land Use and Planning – The existing General Plan Land Use and Zoning designations in the project area and regulations affecting the proposed project will be described and analyzed.
- Mineral Resources – Any existing mineral resources in the project area will be identified and analyzed against proposed project activities.
- Noise – The existing noise environment in the project area will be described and nearby sensitive receptors identified. The potential noise impacts associated with the proposed project would be from temporary construction activities and are not expected to be significant as part of operation. This scope of work does not include noise measurements or a noise study.
- Population and Housing – The existing population and housing stock in the project area will be described and analyzed for potential effects from the proposed project.
- Public Services – Existing public services and utilities in the project area will be described and analyzed based on information obtained from various McKinleyville resources.
- Recreation – The existing recreational amenities in the project area will be described and analyzed for potential effects from the proposed project.
- Transportation/Traffic – Daily vehicle trips to and from the project site during construction are expected to be minor. Truck trips associated with project construction will be analyzed. Temporary impacts to roadways and bicycle/pedestrian paths will be described and mitigation measures identified as appropriate. A traffic impact study is not a part of this scope of work.
- Utilities and Service Systems – The existing utilities and service systems in the project area will be described and analyzed for potential effects from the proposed project. Existing reports will be utilized.



**Deliverables:**

- Administrative Draft Initial Study and Mitigated Negative Declaration – 2 hard copies and 1 electronic copy

***Task 2: Prepare Initial Study and Proposed Mitigated Negative Declaration***

GHD will prepare the Initial Study and Proposed Mitigated Negative Declaration based on District comments received on the Administrative Draft Initial Study and Proposed Mitigated Negative Declaration. It is expected that one master set of responses will be returned to GHD for incorporation into the final version of the document for distribution.

**Deliverables:**

- Initial Study and Proposed Mitigated Negative Declaration - 30 hard copies (15 to State Clearinghouse) produced for distribution according to the Client-provided mailing list
- Initial Study and Proposed Mitigated Negative Declaration - 1 electronic copy

***Task 3: Circulate Initial Study and Proposed Mitigated Negative Declaration***

GHD will circulate the Initial Study and Proposed Mitigated Negative Declaration on behalf of the District according to the MCSD-approved project mailing list (distribution of up to 30 copies). This includes the Notice of Completion for the State Clearinghouse and the Notice of Intent to adopt a Mitigated Negative Declaration to be published in a local newspaper of general circulation.

**Deliverables:**

- No deliverables for this task

***Task 4: Public Meeting***

GHD staff will attend one District public meeting (regularly scheduled Board meeting) on the Initial Study and Proposed Mitigated Negative Declaration to accept comments on the environmental issues of the project. GHD will prepare a PowerPoint presentation describing the project and summarizing the environmental issues associated with implementation of the project.

**Deliverables:**

- Attendance at one District Board meeting to accept comments on the Proposed Mitigated Negative Declaration

***Task 5: Consider Comments on Initial Study and Proposed Mitigated Negative Declaration and Attend Adoption Meeting***

GHD will review comment letters received on the Initial Study and Proposed Mitigated Negative Declaration, and either respond to the commenting agency/organization directly, or, if warranted, make edits to the Proposed Mitigated Negative Declaration directly, based on the District's independent judgment and direction. GHD will assume and respond to up to five (5) letters of comment (with up to four specific comments within each letter) from public/agency/other representatives related to the Initial Study and Proposed Mitigated Negative Declaration that require a minimal level of response (i.e. no new/additional technical studies or analysis). Additional comment letter responses will be on a time and materials basis.

GHD will attend one District Board meeting to adopt the Proposed Mitigated Negative Declaration.



GHD will develop a Mitigation Monitoring and Reporting Plan for the project and also prepare the Administrative Record and deliver an electronic copy to the District.

**Deliverables:**

- Attendance at one District Board meeting to adopt the Proposed Mitigated Negative Declaration
- Mitigation Monitoring and Reporting Plan - 2 hard copies and 1 electronic copy
- Administrative Record - 1 electronic copy

***Task 6: Federal Cross-cutting Environmental Regulations Evaluation Form***

GHD will complete the Federal Cross-cutting Environmental Regulations Evaluation Form required by the SWRCB for funding through the Clean Water State Revolving Fund. The completion of the evaluation form will require additional analysis for the following federal regulations:

- Federal Endangered Species Act (ESA), Section 7
- Magnuson-Stevens Fishery Conservation and Management Act, Essential Fish Habitat (EFH)
- National Historic Preservation Act (NHPA), Section 106
- Clean Air Act
- Coastal Zone Management Act
- Coastal Barriers Resources Act
- Farmland Protection Policy Act
- Floodplain Management – Executive Order 11988
- Migratory Bird Treaty Act (MBTA)
- Protection of Wetlands – Executive Order 11990
- Wild and Scenic Rivers Act
- Safe Drinking Water Act, Source Water Protection
- Environmental Justice – Executive Order No. 12898

The analysis will be incorporated into the CEQA document as appropriate. Under this task the evaluation form will be completed for submission to the SWRCB. In addition, this task includes direct coordination with the SWRCB on needed requirements to meet the federal cross cutting requirements and complete CEQA. Coordination includes conference calls, preparation of clarification memos and email requests on behalf of the District, and responses to questions from the SWRCB Division of Financial Assistance Environmental Review Unit.

**Assumptions:**

- Client will advertise the public meeting in a newspaper of general circulation
- GHD will prepare required forms (NOI, findings, resolution, NOD) and will conduct all CEQA procedural tasks (submittal of NOI and NOD)
- Client will pay NOD filing fee (including CDFW filing fee)

**SCHEDULE**

A detailed schedule will be prepared within two weeks of signed contract.

**COMPENSATION**

The above scope will be completed on a time and materials basis for a not to exceed fee of **\$39,886**, based on the task allocations presented below. GHD reserves the right to move fund between tasks



without exceeding the total budget. If through the course of research and analysis, any resource category(ies) are found to be potentially significant and/or require further analysis or special study(ies), GHD will notify the District and either prepare an amendment to this scope of work and fee or develop a separate scope of work and fee.

Task Description		FEE
Task 1	Prepare Administrative Draft Initial Study and Proposed Mitigated Negative Declaration	\$ 20,924
Task 2	Prepare Initial Study and Proposed Mitigated Negative Declaration	\$ 2,571
Task 3	Circulate Initial Study and Proposed Mitigated Negative Declaration	\$ 2,745
Task 4	Public Meeting	\$ 1,623
Task 5	Consider Comments on Initial Study and Proposed Mitigated Negative Declaration and Attend Adoption Meeting	\$ 5,172
Task 6	Federal Cross-cutting Environmental Regulations Evaluation Form and SWRCB Coordination	\$ 6,851
TOTAL FEE ALL TASKS		\$ 39,886

Invoices will be prepared monthly and are due and payable by the District within 30 days of the date of the invoice.

#### **AGREED**

McKinleyville Community Services District

GHD Inc.

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Gregory P. Orsini, General Manager, Date

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Steven Allen, Managing Principal, Date



## PROJECT ESTIMATING SHEET

PROJECT NAME: MCSD Wastewater Management Facility Improvements CEQA Compliance ☐ PROJECT DIRECTOR: Rebecca Crow  
 PROJECT NUMBER: Estimated by: GHD PROJECT MANAGER: James Alcorn  
 Reviewed by: Rebecca Crow & Misha Schwarz

**April 24, 2014**

		GHD									
		Crow	Schwarz	Alcorn	Davidson	Mann	Clerical	HOURS		FEE	
Task Description		Principal	Sr. Proj Env	Proj Env	GIS	Proj Coord	Project				
Environmental Documentation - CEQA Initial Study and Proposed Mitigated Negative Declaration		161	171	121	106	81	71				
Task 1	Prepare Administrative Draft Initial Study and Proposed Mitigated Negative Declaration	24	8	120	8	4		164		\$20,924	
Task 2	Prepare Initial Study and Proposed Mitigated Negative Declaration		2	16	2	1		21		\$2,571	
Task 3	Circulate Initial Study and Proposed Mitigated Negative Declaration		4	11		2	8	25		\$2,745	
Task 4	Public Meeting		1	12				13		\$1,623	
Task 5	Consider Comments on Initial Study and Proposed Mitigated Negative Declaration and Attend Adoption Meeting	1	1	40				42		\$5,172	
Task 6	Federal Cross-cutting Environmental Regulations Evaluation Form	18		32		1		51		\$6,851	
	<b>TOTAL HOURS ALL TASKS</b>	<b>43</b>	<b>16</b>	<b>231</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>316</b>		<b>n/a</b>	
	<b>TOTAL FEE ALL TASKS</b>	<b>\$6,923</b>	<b>\$2,736</b>	<b>\$27,951</b>	<b>\$1,060</b>	<b>\$648</b>	<b>\$568</b>	<b>n/a</b>		<b>\$39,886</b>	

Note: Fee includes \$6 consumables.



McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Support Services Department Report  
07 May, 2014

**AGENDA ITEM:** F.2.A.  
**PRESENTED TO:** MCSD Board of Directors  
**FROM:** Colleen M. R. Trask, Finance Director  
**SUBJECT:** Support Services Department Report

## **DISTRICT FINANCIAL, AUDIT & BUDGET INFORMATION**

The District has so far deposited two months of Revenue Recovery surcharges (RRS) in the Trust Account with the County of Humboldt. We are tracking the recovered reserve funds on a graph in the office and are creating a "thermometer" on the website so our customers can see our progress. Once the full amount is recovered, the surcharge will be eliminated from all customer water bills.

The budget cycle is continuing with a draft of the Operating Budget this month. Line Item detail is available for all summary budget lines. The Water & Wastewater fund budgets show a surplus that contributes both to Reserves and to the major capital projects that are coming up for these funds. The Streetlights fund breaks even, and includes a substantial expected reduction in electricity costs from the LED conversion project, which is offset by debt service on the PG&E loan for the project.

The final budget will be presented to the Board in June and will include a review of the strategic plan, the Appropriations Limit calculations required by the State, and final CIP and budget figures for all funds.

Treasurer's Report Highlights: The Water and Wastewater Funds are both showing revenue greater than expected in the budget due to capacity fees and contributed capital assets from completed subdivisions.

The overview this month is the Income Statement, which can be summed up in three words: "the bottom line." Each fund's revenues and expenses for the month are shown separately. We also show the accumulated revenue and expenses for the year to date and compare those with the Board approved budget. Any line that shows more than a 10% difference from budget has a comment in the Notes section. We also present this information graphically, showing actual revenue and expenses against what was forecasted for the year for each fund.

## **SUPPORT STAFF PROJECTS & OTHER CURRENT PROJECTS**

The District's 2014 Audit RFP has already received one bid. The deadline for postmarking or receiving bids is May 16, 2014.

Emergency Operations supplies are being updated and Joseph Blaine from Support Services has joined Lesley Frisbee from Parks in taking a HAM radio class, so they can act as backup for the Emergency Operations plan.

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**

**Board Agenda Background: Department Report**

**April 24, 2014**

**To:** MCSD Board

**From:** James Henry, Operations Director

**Subject:** Agenda Item: F.2.B. –May 7, 2014 Board Meeting  
Operations Department – March 2014 Report

**Water Department:**

◇ **Water Statistics:**

The district pumped 35 million gallons of water in March.

Eight water quality complaints were investigated and rectified.

One service line leak was reported and repaired.

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

◇ **Double Check Valve Testing:**

Annual routine testing was completed in Routes 5 & 6 and a minimal number of retests were conducted. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

◇ **Average and Maximum Water Usage:**

The maximum water usage day was 1.4 million gallons and the average usage per day was 1.1 million gallons.

**Water Distribution Maintenance:**

Semi-annual Pressure Reducing Station inspections and exercising was completed. Incoming and outgoing pressures were recorded and adjustments were made where needed.

The annual Valve Exercising Program continued in March. (52% completed) Valves will be exercised and documented in the log book. Any discrepancies will be flagged to generate work orders for repairs.

A 3" meter was replaced on Sutter Road due to age and becoming unreliable.

Due to an earthquake incident in March, all stations were inspected for damage. No damage was found.

North Bank pumps 1 & 2 have been removed while pumps 3 & 4 are still in process of being removed. Reusable parts will be stored in the shop and the rest will go to the recycling center.

A water leak was repaired on a 2" service line on Blackhawk.

The McClusky Tank telemetry was upgraded to Swampfox radio communication.

Blake Station pump motors were removed and refurbished with new bearings and windings.

All stations were string trimmed and mowed.

◇ **New Construction Inspections:**

There are currently no active jobs requiring inspections.

**Sewer Department:**

◇ **Waste Water Statistics:**

30.2 million gallons of wastewater was collected and pumped to the W.W.M.F. 34 million gallons of wastewater was treated and discharged to land disposal or reclamation in March.

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

◇

◇

◇ **Sewer Station Maintenance:**

Semi-annual pump shimming was completed at all sewer stations. Pumps are inspected for clearance and wear plate/impeller conditions. New impellers, wear plates and shims were installed where needed to maximize pumping efficiency.

Due to an earthquake incident in March, all stations were inspected for damage. No damage was found.

The Fischer wet well blower on/off switch was replaced along with replacing a leaking seal water line.

Letz pump prepping and painting was completed in March.

◇ **Sewer Collection System:**

The remaining Manholes were raised to grade on School Road due to being paved over during the County project. One manhole has paving pending.

Quarterly hydro-cleaning 13,000 feet of sewer main was conducted in March. Grease and debris was removed from mains using 3000 psi of water from the Vac-con. Each pull is documented for condition and amount of water required to complete the task.

All stations were string trimmed and mowed.

◇ **Wastewater Management Facility:**

A leak in the lab roof was found during Monthly inspections around the bathroom vent jack and was repaired.

The Chlorine Contact Basin was drained and cleaned with fire hoses.

String trimming and mowing was conducted at the WWMF site.

Pennywort was removed from the Pond 5 outlets to prevent flow restrictions.

The composite sampler pressure switch was replaced due to malfunction in sampling volumes.

◇ **Daily Irrigation and Observation of Reclamation Sites:**

Weekly well monitoring was conducted at the Fischer Ranch tree farm as part of the tree farm pilot study. The annual ranch inspection was performed. A couple of items were noted for repairs. Overall the ranch looks good and has been managed well.

◇

◇ **Street Light Department:**

This project is 99% complete. The final 17 fixtures were ordered and will ship on May 5<sup>th</sup>.

Promote Staff Training and Advancement: Weekly tailgate meetings and training associated with job requirements. Chris Jones attended USA locating training. Kyle Stone attended First Aid and CPR training. Bill McBroome attended CPR training. Erik Jones attended Target Solutions and Doc Star training. Multiple employees attended Defensive Driving training.

**Special Notes:**

Tractors, Dump Truck and Vac-con were greased and lubed to prevent unnecessary wear. Semi-annual amp and meg all motors were completed at all stations.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Board Agenda Background - Department Report  
May 7, 2014

**AGENDA ITEM:** F.2.C.  
**PRESENTED TO:** MCSD Board of Directors  
**FROM:** Jason Sehon, Parks & Recreation Director  
**SUBJECT:** Parks & Recreation Department Report

**PONY EXPRESS DAYS:**

This years' Pony Express Days will kick off on Wednesday, June 4 and will run through Sunday, June 8, 2014. Our staff has been busy making sure Pierson Park looks great for Saturday's event. We have also been working on Central Avenue landscaping to make sure it looks good for the parade. The events this year are as follows:

**Wednesday, June 4, 2014:** Chili Cook-Off

**Thursday, June 5, 2014:** Fireman's Muster

**Friday, June 6, 2014:** Barn Dance at A & L Feed

**Saturday, June 7, 2014:** Pony Express Parade  
Family Festival at Pierson Park  
Craft booths, food, music & kids activities  
Gymkhana at the McKinleyville Rodeo Grounds

**Sunday, June 8, 2014:** Gymkhana at the McKinleyville Rodeo Grounds

**HILLER SPORTS COMPLEX:**

Hiller Sports Complex is busy with youth playing soccer, baseball and softball this spring and summer. Our parks staff has done a great job maintaining the facility. McKinleyville Little League (MLL) currently mows Fields 1, 2, 3 & 4 in order to work off their bill at the end of the season. MLL has also hired Northern Humboldt Employment Services to help mow and clean the facility on a daily basis.

**GRANTS:**

Staff continues to actively research grant opportunities on a weekly basis. Grants received and active are as follows:

- \$64,000.00 from the S.H. Cowell Foundation to support the teen & community center. This grant was a partnership with the Boys & Girls Club of the Redwoods
- \$9,000 match from Humboldt Area Foundation for audio and visual equipment for the Teen & Community Center
- \$25,000 match from Land & Water Conservation Fund to fund the construction of a covered picnic area at Pierson Park

- We recently received a \$3,000 grant from the McKinleyville Area Fund to purchase sound equipment for the sound proof music room at the Teen & Community Center
- We received a \$2,000 grant from Humboldt Sponsors to purchase cooking supplies to assist with teaching culinary arts classes in the teen & community center once it is built

With construction of the teen & community center starting soon, staff is actively pursuing local and regional grants to help furnish the facility.

### **TEEN & COMMUNITY CENTER:**



Using funding from a \$64,000 grant from the S.H. Cowell Foundation, we have been working with the Youth Leadership Institute for the last several weeks to host a four (4) day Teen Leadership Summit for youth ages 13 to 17. The theme of the event was “Our Time, Our Place, Our voice.” The entire event was intended to create youth leaders who will help us with the operation of the new teen center once it’s built.

The 4-day Summit was held during the week of April 21, 2014 at the Boy

Scouts Camp in Eureka. The camp ended up being a very rewarding experience for our staff and the participants.

Throughout the week, teens were engaged in a variety of games and activities centering around leadership and how youth can make their voice heard. Staff from the Boys and Girls Club of the Redwoods, staff from our parks and recreation department and staff from the Youth Leadership Institute worked together to facilitate the summit.

On Thursday, April 24, 2014, we invited adults to take part of a “Youth and Adult Fishbowl Activity.” This was a very important activity for the teens and they had preparing for it all week.



After the Fishbowl Activity, we held a debriefing with the teens to see how they felt it went. The response was powerful. They were extremely appreciative that so many adults attended, especially having to drive so far from McKinleyville.

A few of the comments made from the teens were:



- “I was so impressed with their cooperation and that they were attentive and taking notes.”
- “I felt like the adults in the room were serious about wanting to know what we think.”
- “I felt like adults really care what we think; I’ve never felt that way before.”
- “I thought I would be nervous, but I felt really comfortable. I think it helped that many of the adults started off by telling us someone who has inspired them as a youth.”

At one point, we shared with the teens how much connection with our community and other residents those adults had. We explained it by saying, in attendance, there were two (2) middle school teachers, two (2) middle school Board members, the Kiwanis Club President, two (2) Kiwanis Key Club advisors, four (4) Rotary Club members including a past president, two (2) MCSD Board members, MCSD’s General Manager, and two (2) Managers from Coast Central Credit Union. They were quite impressed by this.



This whole process will help pave the way as we begin to construct and operate the teen & community center in McKinleyville.

There will be more opportunities coming up soon, such as Adult Allies Training and we would like to encourage adults to continue to be a part of the process.

#### **CALIFORNIA CONSERVATION CORPS (CCC):**

MCSD has a contractual agreement with the CCC where in exchange for us providing space for the use of the Pierson Park Trailer and the parking lot at Pierson Park, the CCC provides MCSD with 5 ½ weeks of crews. The estimated value of this agreement is \$25,000 annually.

#### **SHERIFF WORK ALTERNATIVE PROGRAM (SWAP):**

MCSD and County staff worked out an agreement to keep a SWAP crew working twelve (12) days per year. In addition, the County has agreed to provide between two (2) and five (5) individual SWAP members to report to work for MCSD each Saturday. This partnership is still working very well.

#### **COMMUNITY SERVICE WORKERS:**

Our Parks staff continues to utilize the Community Service Worker (CSW) program daily. This program helps us to maintain Pierson Park, Hiller Park, Hiller Sports Complex, Azalea Hall, and the McKinleyville Activity Center.

**WORK EXPERIENCE (CalWORKS PROGRAM)**

We do not currently have any CalWORKS staff members working within the Parks Department. We are still seeking individuals interested in working for the Park Maintenance. This is a great program for the workers and for the MCSD. It gives the employees great on the job experience and it aids MCSD in its daily operations. The County pays all wages for a six-month period (with possible extensions of time), and workers compensation is also under the County's umbrella.

**GRAFFITI & VANDALISM UPDATE:**

No major vandalism to report.



## McKinleyville Community Services District

### BOARD OF DIRECTORS

May 7, 2014

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.2.D. General Manager's Report for April 2014**

**PRESENTED BY: Gregory Orsini, General Manager**

**TYPE OF ACTION: None**

#### **A summary of activity for the month of April, 2014**

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

• Office Supplies Discount	\$195
• Jackson & Ecklund Discount	\$21
• SWAP Crews	\$10,000
• California Conservation Corps	\$5,000
• Community Service Workers	\$500
• Eagle Scout Project at Norton Creek Wildlife area	\$1,500
• Humboldt Sponsors Grant	\$2,000
• Various Volunteers	\$2,500
• Repair Fischer Wet Well Blower	\$75
• North Bank Pump (old #1 & #2) Removal	\$1,200
• Rebuild Hiller Pump#1	\$900
• Ranch House Sewer Line Repair	\$1,200
• Repair Chlorine Analyzer	\$225
• Repair WWMF Pond B Inlet	\$4640

Total cost savings for April is \$29,956

***The cumulative cost saving to the District to date  
from July 1, 2013 is \$478,792***

District staff are acknowledged and commended for their continued efforts in looking for cost savings, the use of internal labor and grant opportunities that result in real savings for the District, rate payers, and the community.

**Covered Picnic Area** – Plans have been in the works and grant funding has been authorized for a new covered picnic area in Pierson Park for some time. The original design was put out to bid and the cost was over double the amount budgeted. Management brought the design back to the table and through modification of and creative use of materials, construction methods, and in house labor for the majority of the project we were able to bring the costs back in line with money available. The modification of design will not impact the size or the aesthetics of the overall project.

**Photo Voltaic Feasibility** - Management continues to investigate the feasibility and financial implications of harvesting solar power at all MCSD sites. Preliminary information is being reviewed and when we have financial data we will bring the full report to the Board.

**Water Rate Adjustment Status-** We continue to see revenues forecasted by the rate analysis. The pass through surcharge revenues are being deposited in a reserve account and will be tracked and reported on by the Finance Director.

**Prop 50 Grant and MCSD/ City of Arcata Intertie-** The Sothern Intertie is nearly complete from Giuntoli Lane to the south end of Mad River Bridge. The Northern Intertie is scheduled to begin in mid May. MCSD Staff will be responsible for notification related to road closures on North Bank Road.

**Attachment J** – Management reviewed and provided comment and suggested changes to Attachment J for the County Housing Element related to MCSD’s ability to provide services. Our recommended changes were incorporated into the final draft.

**Teen and Community Center-** We are awaiting review and modification of the lot lines by County of Humboldt. Design is nearing completion with finalization of the kitchen area and the lead architect should be at the June meeting to provide a status report. The Finance Director have been pursuing leads for financing this project for some time and the GM signed a request for financing review with CSDA Financing Corporation. The terms and interest are in line with our assumptions.

**Waste Water Management Facility (WWMF) Improvement Project Design** – 90% contract and design documents for the Biosolids Removal of Pond 1A were reviewed and we received 30% Design Drawings for the Improvement project while design continues. After careful consideration it was deemed unfeasible due to high costs to use biosolids to build another marsh in Pond 3. The cost to haul off the solids will be about half the cost of constructing another marsh. The Board will be reviewing and the Scope of Work for CEQA during May meeting.

**Attachment 2** – As you are all aware Marvin Peachy leases the Fischer Ranch from MCSD. The ranch is an integral element of our reclaimed wastewater process. The fodder crop raised using this recycled water must be harvested regularly to maintain compliance with our discharge permit. Mr. Peachy is in the process of certifying the hay on the upper portion of the ranch as organic.

**Meetings** – The General Manager attended various meetings in April dealing with MCSD business, including the Humboldt County Planning Commission Meetings dealing with the Housing Element, CSDA commitments for the Board of Directors and Legislative Committee Meetings. The GM also attended a Youth Leadership Summit meeting with Director Edwards and Mayo at Camp Riggs. The Youth Leadership Summit cultivates leadership skills in willing youth and our role was to listen to what the kids had to say.

Attachment 1 WWMF Report for March 2014

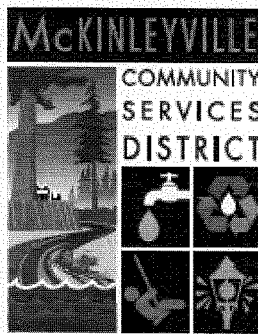
Attachment 2 Organic Certification Request for Fischer Ranch

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



mckinleyvillecsd.com

**MAIN OFFICE:**

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

**PARKS & RECREATION OFFICE:**

PHONE: (707) 839-9003  
FAX: (707) 839-5964

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

April 24, 2014

RE: MONTHLY MONITORING REPORT

Dear Lisa:

Enclosed is the Monthly Monitoring Report for March 2014 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number WQ 2011-0008-DWQ.

The normal discharge of effluent was 30 days discharge to Discharge Location 001 Mad River. The required monitoring and water quality constituents that were tested and reported were in compliance in March.

The requirement for BOD is 45 mg/L, 604 lbs/day and 65 % removal for the monthly average with four weekly tests in March that represent eleven criteria. The BOD results for March are in compliance.

The requirement for TSS is 83 mg/L, 1108 lbs/day and a minimum of 65% removal for the monthly average with four weekly tests in March which represent three criteria. The TSS results for March are in compliance.

The requirement for Nitrate as Nitrogen in the effluent is a monthly average of 10 mg/L. One test was conducted in March and was in compliance.

Total Coliform Organisms MPN/100 ml. The Monthly Median not to exceed MPN of 23 and the daily maximum not to exceed MPN of 230. The reported results for the month of March are as follows. Median was <1.8 and a Maximum of <1.8. Five samples were collected in the month of March and were in compliance.

Monthly River Monitoring was conducted in March.

Acute Toxicity testing was conducted in March. The result for Rainbow Trout was 95% survival and the survival of C. dubia was 85%. Monthly testing was in compliance.

Annual Chronic testing was conducted in March.

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

**MARCH 2014**

Discharge Monitoring	<b>M-INF</b>	<b>M-001</b>		<b>002 M-003</b>	<b>002 M-003</b>	<b>004 M-005</b>	<b>003 M-004</b>	<b>006 M-007</b>	<b>005 M-006</b>		<b>001 M-002</b>
DATE	INFLUENT MGD	EFFLUENT MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	0.901	1.085	773							0.000	1.085
2	0.940	1.082	760							0.000	1.082
3	0.951	1.122	823							0.000	1.122
4	0.920	1.163	819							0.000	1.163
5	0.929	1.166	820							0.000	1.166
6	0.900	1.113	810							0.000	1.113
7	0.874	1.262	1014							0.000	1.262
8	0.910	1.434	1003							0.000	1.434
9	1.227	1.414	998							0.000	1.414
10	1.229	0.562	952							0.000	0.562
11	1.063	0.000	0							0.000	0.000
12	1.002	0.804	906							0.000	0.804
13	0.981	1.075	920							0.000	1.075
14	0.934	1.067	1016							0.000	1.067
15	0.970	1.437	1009							0.000	1.437
16	0.998	1.432	1013							0.000	1.432
17	0.939	1.429	1000							0.000	1.429
18	0.909	1.433	1016							0.000	1.433
19	0.915	1.422	1003							0.000	1.422
20	0.898	1.207	1003							0.000	1.207
21	0.875	1.116	843							0.000	1.116
22	0.901	1.207	852							0.000	1.207
23	0.976	1.211	881							0.000	1.211
24	0.898	1.205	845							0.000	1.205
25	0.896	1.199	843							0.000	1.199
26	0.957	1.058	841							0.000	1.058
27	0.929	0.890	658							0.000	0.890
28	1.066	0.924	673							0.000	0.924
29	1.158	0.909	839							0.000	0.909
30	1.113	0.902	636							0.000	0.902
31	1.054	0.908	641							0.000	0.908
TOTAL	30.213	34.238		0.000	0.000	0.000	0.000	0.000	0.000	0.000	34.238
AVERAGE	0.975	1.104	845	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.104
MAXIMUM	1.229	1.437	1016	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.437
MINIMUM	0.874	0.000	0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
DAYS	31	30		0	0	0	0	0	0	0	30

DAYS WITH NO DISCHARGE = 1



McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
RIVER CFS - EFFLUENT FLOWS -

M-004

RIVER DILUTION

M-005

M-006

MARCH 2014

DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	EFFLUENT MAXIMUM GPM	M-003 PERK PONDS MGD	M-007 IRRIGATE MGD	M-002 RIVER MGD	RIVER DILUTION 100:1	MAXIMUM G.P.M. DISCHARGE FOR 100:1	RIVER FLOW IN CFS	RIVER FLOW IN GPS
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1	0.901	1.085	773			1.085	426	3295	734	5491
2	0.940	1.082	760			1.082	360	2738	610	4563
3	0.951	1.122	823			1.122	384	3160	704	5267
4	0.920	1.163	819			1.163	2121	17371	3870	28951
5	0.929	1.166	820			1.166	1067	8753	1950	14588
6	0.900	1.113	810			1.113	1690	13690	3050	22817
7	0.874	1.262	1014			1.262	1151	11670	2600	19451
8	0.910	1.434	1003			1.434	998	10010	2230	16683
9	1.227	1.414	998			1.414	935	9336	2080	15560
10	1.229	0.562	952			0.562	6554	62392	13900	103986
11	1.063	0.000	0			0.000		27380	6100	45634
12	1.002	0.804	906			0.804	1749	15845	3530	26408
13	0.981	1.075	920			1.075	1249	11491	2560	19151
14	0.934	1.067	1016			1.067	870	8843	1970	14738
15	0.970	1.437	1009			1.437	712	7182	1600	11970
16	0.998	1.432	1013			1.432	598	6060	1350	10099
17	0.939	1.429	1000			1.429	548	5476	1220	9127
18	0.909	1.433	1016			1.433	473	4803	1070	8005
19	0.915	1.422	1003			1.422	432	4331	965	7219
20	0.898	1.207	1003			1.207	394	3954	881	6591
21	0.875	1.116	843			1.116	290	2442	544	4070
22	0.901	1.207	852			1.207	219	1863	415	3105
23	0.976	1.211	881			1.211	190	1670	372	2783
24	0.898	1.205	845			1.205	178	1508	336	2514
25	0.896	1.199	843			1.199	175	1477	329	2461
26	0.957	1.058	841			1.058	273	2294	511	3823
27	0.929	0.890	658			0.890	941	6194	1380	10324
28	1.066	0.924	673			0.924	747	5027	1120	8379
29	1.158	0.909	839			0.909	4087	34293	7640	57155
30	1.113	0.902	636			0.902	4764	30298	6750	50497
31	1.054	0.908	641			0.908	3053	19570	4360	32617

TOTAL	30.213	34.238		0.000	0.000	34.238				
AVERAGE	0.975	1.104	845	0.000	0.000	1.104	1254	11110	2475	18517
MAXIMUM	1.229	1.437	1016	0.000	0.000	1.437	6554	62392	13900	103986
MINIMUM	0.874	0.000	0	0.000	0.000	0.000	175	1477	329	2461
DAYS	31	30	30	0	0					

DAYS WITH NO DISCHARGE TO THE MAD RIVER = 1

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
MONITORING DATA

YEAR: 2014

MONTH: MARCH

DATE	INFLUENT		EFFLUENT		RIVER	INFLUENT MONITORING		EFFLUENT MONITORING							3X5 TOTAL COLIFORM
	FLOW M.G.D.	FLOW M.G.D.	MAXIMUM GPM	CFS		B.O.D. mg/L	N.F.R. mg/L	pH	(°C) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL <sub>2</sub> RES.	RIVER CL <sub>2</sub> RES	
1	0.901	1.085	773	734				6.8	12.2				4.6	0.00	
2	0.940	1.082	760	610				6.8	13.2				3.1	0.00	
3	0.951	1.122	823	704				6.8	13.8			30	2.0	0.00	<1.8
4	0.920	1.163	819	3870				6.9	13.7			32	1.2	0.00	
5	0.929	1.166	820	1950				6.7	13.9			36	1.3	0.00	
6	0.900	1.113	810	3050				6.8	13.9			36	1.0	0.00	
7	0.874	1.262	1014	2600				6.8	13.7	29	21	28	4.7	0.00	<0.1
8	0.910	1.434	1003	2230				7.3	14.1				0.6	0.00	
9	1.227	1.414	998	2080				7.0	14.8				1.2	0.00	
10	1.279	0.562	952	13900				6.8	14.4			32	2.8	0.00	<1.8
11	1.063	0.000	0	6100			Washed CCB								
12	1.002	0.804	906	3530				6.9	13.8			34	3.2	0.00	
13	0.981	1.075	920	2560				6.9	13.0			32	1.1	0.00	
14	0.934	1.067	1016	1970		300	260	6.8	13.0	26	21	34	3.1	0.00	<0.1
15	0.970	1.437	1009	1600				7.0	14.2				0.1	0.00	
16	0.998	1.432	1013	1350				7.0	14.1				0.7	0.00	
17	0.939	1.429	1000	1220				7.1	13.5			32	3.8	0.00	<1.8
18	0.909	1.433	1016	1070				7.0	13.0			26	1.6	0.00	
19	0.915	1.422	1003	965				6.9	13.0			34	3.9	0.00	
20	0.898	1.207	1003	881				7.0	13.4			26	5.1	0.00	
21	0.875	1.116	843	544		270	260	6.9	12.6	19	18	34	4.7	0.00	<0.1
22	0.901	1.207	852	415				6.9	12.8				2.1	0.00	
23	0.976	1.211	881	372				6.9	13.0				1.8	0.00	
24	0.898	1.205	845	336				6.8	13.0			32	1.0	0.00	<1.8
25	0.896	1.199	843	329				6.9	13.0			34	1.0	0.00	
26	0.957	1.058	841	511				6.8	14.1			34	0.4	0.00	
27	0.929	0.890	658	1380				6.9	13.4			34	2.9	0.00	
28	1.066	0.924	673	1120		190	230	6.8	13.8	16	19	38	3.8	0.00	<0.1
29	1.158	0.909	839	7640				7.3	14.9				6.3	0.00	
30	1.113	0.902	636	6750				6.9	13.7				0.8	0.00	
31	1.054	0.908	641	4360				6.9	13.5			34	2.8	0.00	<1.8

SPILLS:

None to report

DATE	MONTHLY TESTS			
	TDS	AMMONIA	NITRATE	BORON
3/31/2014	250	30.0	ND	250

Semi-Annual Tests		Value in ug/l
Bis phthalate		NA
alpha-BHC		NA
4,4' -DDT		NA
carbon tetrachloride		NA

Quarterly Tests		Value in ug/l
Dichlorobromomethane		NA
Bromochloromethane		NA
Chlorodibromomethane		NA
Chloroform		NA

30 DAY AVERAGE

BOD mg/L	23	BOD LBS/DAY	209	BOD % Removal	91	NFR mg/L	20	NFR LBS/DAY	180	NFR % Removal	92
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ACUTE TOXICITY

DATE	% Survival
3/4/2014	95%
3/4/2014	85%

Rainbow Trout

C. dubia

CHRONIC TOXICITY

TESTED	SURVIVAL
Minnow	1.3
C. Dubia	1.3
Algae	1.3
	TUc

Total Coliform

Monthly

MEDIAN

<1.8

Daily

Maximum

<1.8

SIGNATURE: \_\_\_\_\_

REMARKS:

Indicates Permit Exceedance



# PEACHY AG.

SPECIALIZING IN HAY & FORAGE

Attachment 2

PEACHY AG.  
PO BOX 715  
Fortuna CA 95540  
Tel: 707-601-8776  
FAX: 707-725-4200

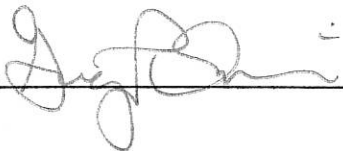
4/22/2014

To Whom it may concern: In Relation to Organic Certifying of Hay Fields owned by McKinleyville Community Services District: (MCSD).

These Signatures verify that MCSD owner of hay fields in McKinleyville, referred to as Fischer Ranch, is agreed to have Marvin Peachy; Cut, Rake & Bale the grass hay on above said property, in the same manner as done the past yr. of 2013, which is approved by Global Culture Organic Certifiers.

Greg Orsini, GENERAL MANAGER, MCSD

Marvin Peachy

Signature: 

Signature 