

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
WEDNESDAY, AUGUST 3, 2016 AT 7:00pm
Azalea Hall, 1620 Pickett Road
McKinleyville, California**

AGENDA

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions to the Agenda

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.

NO CLOSED SESSION SCHEDULED

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the McKinleyville Community Services District; however, any matter that requires action will

*be referred to staff for a report of action at a subsequent Committee or Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board when the matter is considered. **Comments are limited to 3 minutes.** Letters should be used for complex issues.*

D. CONSENT CALENDAR

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

- | | | |
|-----|---|---------------|
| D.1 | Consider Approval of the Minutes of the Board of Directors
Regular Meeting of July 6, 2016 | Pg. 4 |
| | Attachment 1 – Draft Minutes from July 6, 2016 | Pg. 5 |
| D.2 | Consider approval of June 2016 Draft Treasurer's Report | Pg. 10 |
| D.3 | DCV Violations this Month | Pg. 33 |
| D.4 | Consider approval of Memorandum of Understanding between
McKinleyville Community Services District and the McKinleyville Union School
District for the Kids Club After School Program | Pg. 34 |
| | Attachment 1 – Memorandum of Understanding | Pg. 35 |
| D.5 | Approve appointment of John Calkins
to the Recreation Advisory Committee | Pg. 39 |
| | Attachment 1 – John Calkins Letter of Application | Pg. 41 |

E. CONTINUED AND NEW BUSINESS

- | | | |
|-----|---|---------------|
| E.1 | Consider applicants for the Recreation Advisory Committee
and appoint regular voting members and alternates
from the eligible applicants presented. | Pg. 42 |
| | Attachment 1 – Janelle Jones Letter of Application | Pg. 44 |
| | Attachment 2 – David Coelho Letter of Application | Pg. 45 |
| | Attachment 3 – Kevin Collins Letter of Application | Pg. 46 |
| | Attachment 4 – Greg Moss Letter of Application | Pg. 47 |
| E.2 | Consider the Regular Board Meeting Dates, Time and Location
for the 2017 Calendar Year | Pg. 48 |
| | Attachment 1 – Proposed 2017 MCSD Regular Board Meeting
Schedule | Pg. 50 |
| E.3 | Determine if Board members are interested in attending ACWA 2016 Regulatory
Summit October 3-4, 2016 Hilton Sacramento Arden West Sacramento | Pg. 51 |
| | Attachment 1 – 2016 Regulatory Summit Event Information | Pg. 53 |
| | Attachment 2 – 2016 Regulatory Summit Preliminary Agenda | Pg. 54 |
| | Attachment 3 – 2016 Regulatory Summit Registration Form | Pg. 55 |
| | Attachment 4 – 2016 Regulatory Summit Terms and Conditions | Pg. 56 |
| E.4 | Appoint New Vice President to MCSD Board of Directors and Board President
reassign committee seats vacated by Ms. Edwards' resignation | Pg. 57 |
| | Attachment 1 – 2016 Committee Assignments | Pg. 60 |
| | Attachment 2 – Board Rotation Schedule 2016 | Pg. 61 |

- E.5 Determine whether the District or the candidates are going to pay for the publication of a statement of qualifications **Pg. 62**

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

F.2 STAFF REPORTS

- a. Support Services Department (Colleen M.R. Trask) **Pg. 64**
- b. Operations Department (James Henry) **Pg. 66**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 71**
- d. General Manager (Greg Orsini) **Pg. 78**
Attachment 1 – WWMF Monthly Self Monitoring Report **Pg. 81**

F.3 PRESIDENT'S REPORT

F.4 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEMS REQUESTS

G. ADJOURNMENT

Posted 5:00 pm on July 29, 2016

Pursuant to California Government Code Section 54957.5, this agenda and complete Board packet are available for public inspection on the web at McKinleyvillecsd.com/minutes or upon request at the MCSD office, 1656 Sutter Road, McKinleyville. A complete packet is also available for viewing at the McKinleyville Library at 1606 Pickett Road, McKinleyville. If you would like to receive the complete packet via email, free of charge, contact the Board Secretary at (707)839-3251 to be added to the mailing list.

McKinleyville Community Services District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the Board Secretary at (707) 839-3251. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements for accommodations.

McKinleyville Community Services District

BOARD OF DIRECTORS

August 3, 2016

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of the Minutes from the Board of Directors' Regular Meeting on July 6, 2016**

PRESENTED BY: **David A. Baldosser, Board Secretary**

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

Recommendation:

Staff recommends that the Board review the draft minutes from the July 6, 2016 Regular Board Meeting; recommend edits and adopt.

Discussion:

The Draft Minutes are attached for the above listed meeting.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from July 6, 2016

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, JULY 6, 2016 AT 7:00PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

AGENDA ITEM A CALL TO ORDER

A.1 Roll Call: The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:02 pm with President Wheeler, Director Corbett, Director Couch and Director Mayo present. Vice President Edwards was absent.

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

Gregory Orsini, General Manager
Colleen M.R. Trask, Finance Director
James Henry, Operations Director
Lesley Frisbee, Recreation Director
David A. Baldosser, Board Secretary

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

A.3 Additions to the Agenda: There were no additions to the agenda.

A.4 Approval of the Agenda:

MOTION: It was moved to adopt the agenda.

Motion by: Director Couch; Second: Director Corbett

There was no comment from the Board or the public.

ROLL CALL: Ayes; Corbett, Couch, Mayo and Wheeler. Nays; none Absent; Edwards

MOTION SUMMARY: Motion Passed

A.5 Closed Session Discussion: There was no closed session.

AGENDA ITEM B PUBLIC HEARINGS:

AGENDA ITEM B.1 Take Public Comment on the 2015 Urban Water Management Plan, Approve Plan for Submittal and Adopt Resolution 2016-11. The item was presented by Operations Director James Henry. President Wheeler opened the item for discussion by the Board and there was none. Then President Wheeler opened the item for public comment; none was offered. The item was brought back to the Board. President Wheeler, Director Corbett and Director Mayo commented. General Manager Orsini requested that the public hearing be formally opened for procedure's sake. President Wheeler formally opened the public hearing, received no comments from the public, and closed the public hearing.

Initial Motion: Adopt Resolution 2016-11

Motion by: Director Couch Second: Director Corbett

Roll Call: Ayes; Corbett, Couch, Mayo and Wheeler Nays; none Absent; Edwards

Motion Summary: motion passed

Due to the lack of authorization to submit the Urban Water Management plan to the Department of Water Resources in the original motion, the motion was modified.

Modified Motion: Adopt Resolution 2016-11 adopting the District's 2015 Urban Water Management Plan with changes as necessary and authorize submission to the Department of Water Resources

Motion by: Director Couch Second: Director Corbett

Roll Call: Ayes; Corbett, Couch, Mayo and Wheeler Nays; none Absent; Edwards

Motion Summary: motion passed

Agenda Item B.2 Consider approval of the final engineer's report and revised water and sewer capacity fee rates for new services connections. Presented by GM Orsini. Then Robert Ryall from Willdan provided an overview of the process of how the study was prepared and a summary of the study. Director Corbett and President Wheeler commented on the presentation. President Wheeler formally opened the public hearing; no public comment was received; closed the public hearing and brought the item back to the Board. Director Corbett commented and so did President Wheeler.

Motion: Accept per staff recommendation to adopt Resolution 2016-14 amending rules 5.11, 21.02(d) and 21.02(f) of the MCSD rules and regulations to adjust the rates of the District's water and sewer capacity fees

Motion by: Director Corbett; Second Director Mayo

Roll call: Ayes Corbett, Couch, Mayo and Wheeler Nays: none

Motion Summary: Motion passed.

AGENDA ITEM C PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Wheeler opened the public comment portion of the meeting.

Linda Doerflinger of McKinleyville commented on John Calkins and his application to serve on the Recreation Advisory Committee.

Patrick Higgins of McKinleyville also commented on John Calkins and his application to serve on the Recreation Advisory Committee.

No other public comment was offered or received. The public comment section was closed.

AGENDA ITEM D CONSENT CALENDAR:

D.1 Consider approval of the Minutes of the Board of Directors' Regular Meeting of June 1, 2016

D.2 Consider approval of the May 2016 Treasurer's Report

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

D.4 Consider Approval of a Facilities Extension Agreement for Central Estates Subdivision Phase 2D

D.5 Consider approval to declare the 1988 Dump Truck Surplus.

MOTION: It was moved to approve the consent calendar.

Motion by: John Corbett; Second: David Couch

There were no comments from the Board or the public.

ROLL CALL: Ayes; Corbett, Couch, Mayo and Wheeler. Absent; Edwards

MOTION SUMMARY: Motion Passed

AGENDA ITEM E CONTINUED AND NEW BUSINESS:

Agenda Item E.1 Consider approval of a conflict waiver consenting to Mitchell, Brisso, Delaney & Vrieze, LLP's concurrent representation of McKinleyville Community Services District (MCSD) and

Green Diamond Resource Company in connection with a real property transaction involving a dedication of certain forest lands to MCSD by and through the Trust for Public Land. Presented by Russ Gans, District Counsel. Board comments by Corbett, Wheeler. No public comment offered

MOTION: Approve the conflict letter

Motion by Director Corbett, Second Director Couch

Roll Call: Ayes; Corbett, Couch, Mayo and Wheeler Nays: none

MOTION SUMMARY: Motion passed.

Agenda Item E.2 Announcement of Director Edwards resignation and approve process to fill vacant Board of Directors' seat. Item was presented by GM Orsini. Two options were detailed in the presentation. Director Couch and President Wheeler commented. Public comment opened, none received, public comment closed.

Motion: Proceed per option 2 as presented by staff to fill the vacancy during the March 7, 2017 election and to formally accept Director Edwards resignation.

Motion by: Director Corbett Second Director Mayo

Roll Call: Ayes; Corbett, Couch, Mayo and Wheeler Nays: none

MOTION SUMMARY: Motion passed.

GM Orsini requested and President Wheeler authorized addressing Item E. 4 prior to item E. 3 to accommodate the large number of the public in attendance.

Agenda Item E.4 Direction to staff to resolve community concerns for Camino Way Open Space Maintenance Zone(OSMZ) #16. Item presented by GM Orsini. No discussion from the Board. Public Comment opened.

Camino Way residents Kathy Rodriguez, Milton Abbott, Linda Adorador, Terri Uyeki, Donna Weiss and Thomas Dols addressed the Board concerning the Camino Way Open Space Zone. Public comment was closed. Item was brought back to the Board. Director Corbett commented, Director Mayo commented. Director Corbett requested that staff investigate with County Planning to determine if they have any objections to dissolving the maintenance zone.

President Wheeler directed General Manager Orsini to contact the proper County authority to get written confirmation that the District is able to dissolve the zone and to contact District Counsel to determine if funds collected can be used discretionarily or only as outlined in the presentation. A future meeting will be required to complete this item.

Agenda Item E.3 Approve and authorize Board President to sign and execute the Revised Agreement between McKinleyville Community Services District and the Boys & Girls Club of the Redwoods Regarding Provision of the McKinleyville Teen & Community Center Facility. The item was presented by Lesley Frisbee, Recreation Director.

MOTION: Approve and authorize Board President to sign and execute the Revised Agreement between McKinleyville Community Services District and the Boys & Girls Club of the Redwoods Regarding Provision of the McKinleyville Teen & Community Center Facility

Motion by: Director Mayo, Second Director Corbett

Roll Call: Ayes; Corbett, Couch, Mayo and Wheeler Nays: none

MOTION SUMMARY: Motion passed.

Agenda Item E.5 Consider Attendance to the California Special District's Association (CSDA) 2016 Annual Conference, October 10-13, 2016 in San Diego, CA Presented by GM Orsini, public comment opened, none received, public comment closed. No further Board comment.

Motion: Authorize Board Members and General Manager to attend California Special District's Association (CSDA) 2016 Annual Conference, October 10-13, 2016 in San Diego, CA

Motion by: Director Mayo, Second Director Couch

Roll Call: Ayes; Corbett, Couch, Mayo and Wheeler Nays: none

MOTION SUMMARY: Motion passed.

Agenda Item E.6 Distribution of the Annual Board Self-Evaluation Presented by GM Orsini. Informational item only. No Board comments. Public comment opened, none offered, closed. Self-Evaluation Packets were handed out at the end of the meeting.

Agenda Item E.7 Consider Approving Request for Proposal (RFP) to design, manage and inspect recoating project for Cochran 1.5-million-gallon water tank. Presented by Operation Director Henry. Board Comments offered by President Wheeler and Director Couch. Public comment opened, none offered, closed. Brought back to the Board for a motion.

Motion: Approve, per staff recommendation, to award the service contract to Oscar Larson & Associates, authorize the General Manager to execute a professional services agreement not to exceed \$39,000, with a 10% (\$3,900) contingency totaling \$42,900 and direct staff with the aid of the consultant to prepare bids and advertise at the earliest possible date.

Motion by: Director Corbett, Second Director Couch

Roll Call: Ayes; Corbett, Couch, Mayo and Wheeler Nays: none

MOTION SUMMARY: Motion passed.

AGENDA ITEM F REPORTS:

F1. Active Committee Reports

- a. **Recreation Advisory Committee (Wheeler):** Nothing to report
- b. **Area Fund (John Kulstad/TBD):** Nothing to report
- c. **Redwood Region Economic Development Commission (Mayo/TBD (alternate)):** Nothing to report
- d. **McKinleyville Senior Center Advisory Committee (TBD):** Nothing to report
- e. **Audit (Corbett/ TBD):** Did not meet
- f. **Employee Negotiations (Couch/ TBD):** Did not meet

- g. **Water Task Force (Wheeler/Corbett (alternate)):** Did not meet
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch (alternate)):** Did not meet
- i. **McKinleyville Municipal Advisory Committee (TBD /Corbett (alternate)):** Director Corbett relayed information that was discussed regarding solar facilities at the airport.
- j. **Cornerstone Committee (Couch):** Did not meet
- k. **Groundwater Sustainability Committee (TBD /Corbett, Mayo):** Director Corbett does not believe they met.

F.2 Staff Reports:

- a. **Support Services Department:** Finance Director Trask covered certain items from her report.
- b. **Operations Department:** Operations Director Henry had nothing to add at this time.
- c. **Parks and Recreation Department:** Recreation Director Lesley Frisbee had nothing to add to her report. She did remind the Board that Lawn Games in the Park starts July 7, 2016 and extended an invitation to all.
- d. **General Manager:** GM Orsini stated his appreciation for Senator McGuire and his staff in their effort to assist the District in various projects. Westhaven Solar was referred to the District by Director Couch and they have made contact with GM Orsini. The District is no longer required to meet a mandatory reduction in water use as of June 1, 2016. Only State mandated requirements that residents do not irrigate within 48 hours of measureable precipitation, do not wash a car without a nozzle on the hose that shuts off when not in use, do not allow irrigation to run off into the gutter or onto neighboring properties, remain in effect.

F. 3 President's Report: President Wheeler stated his desire to have identifiable resources committed to solar energy programs in the future revisions of the Capital Improvement Plan. President Wheeler commented on Blue Lake Rancheria and their status of an emergency "island" and Federal Emergency Management Agency grant money used to create a large solar project.

F.4 Board comments, announcements, reports and agenda item requests: Director Corbett questioned the impact on McKinleyville of the County's displacement of the homeless camps. GM Orsini stated that the homeless population in McKinleyville has doubled since the Palco Marsh was cleared. Director Mayo addressed the concerns that were raised during public comment section earlier in the meeting.

AGENDA ITEM G ADJOURNMENT:

David A. Baldosser, Board Secretary

**McKinleyville Community Services District
Treasurer's Report - **DRAFT**
June 2016**

Table of Contents

Page 2	Investments & Cash Flow Report
Page 3	Consolidated Balance Sheet by Fund
Page 4	Activity Summary by Fund with Selected Graphic Comparisons
Page 11	Capital Expenditure Report
Page 12	Summary of Long-Term Debt Report
Page 13	Reserves Graph
Page 14	Cash Disbursement Report

McKinleyville Community Services District
Investments & Cash Flow Report - DRAFT
As of June 30, 2016

Petty Cash & Change Funds		7,728.30
<u>Cash</u>		
Operating & Money Market - Beginning Balance		1,881,192.24
Cash Receipts:		
Utility Billings	524,005.71	
Money Market Account Interest	288.39	
Transfers from County Funds #2560, #4240, CalTRUST	1,074,151.14	
Other Cash Receipts (incl. WWMF SRF Loan disb#01)	374,583.49	
Total Cash Receipts		1,973,028.73
Cash Disbursements:		
Transfers to County Funds #2560, #4240, CalTRUST	(796,955.98)	
Payroll Related Expenditures	(206,234.82)	
Debt Service	(41,683.67)	
Capital & Other Expenditures	#####	
Total Cash Disbursements		(2,207,880.48)
Operating & Money Market - Ending Balance		1,646,340.49
Total Cash		1,654,068.79
<u>Investments</u>	<i>(Interest and Market Valuation will be re-calculated as part of the year-end close, if material)</i>	
LAIF - Beginning Balance	129,113.16	
Interest Income	175.66	
LAIF - Ending Balance		129,288.82
Humboldt Co. #2560 - Beginning Balance	1,738,492.30	
Property Taxes and Assessments	40,131.90	
Transfer to/from Operating Cash	(963,566.66)	
Interest Income (net of adjustments)	652.23	
Humboldt Co. #2560 - Ending Balance		815,709.77
Humboldt Co. #4240 - Beginning Balance	2,732,107.55	
Property Taxes	-	
Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	-	
Interest Income	6,812.57	
Humboldt Co. #4240 - Ending Balance		2,738,920.12
Humboldt Co. #9390 - Beginning Balance	730,855.66	
Reserves Recovery Deposits/Other Bal Withdrawals	(110,584.48)	
Interest Income	-	
Humboldt Co. #9390 - Ending Balance		620,271.18
USDA Bond Reserve Fund - Beginning Balance	159,470.44	
Bond Reserve Payment	7,979.17	
Debt Service Payment, Principal/Interest	-	
Interest Adjustment	25.31	
USDA Bond Reserve Fund - Ending Balance		167,474.92
Market Valuation Account		(180.00)
Meas.B Loan Proceeds, Umpqua - Beginning Balance	203,622.10	
Net Transfer to/from Loan Cash Holding Acct	-	
Interest Income	58.58	
Meas.B Loan Proceeds, Umpqua - Ending Balance		203,680.68
CalTRUST - Beginning Balance	1,203,554.76	
Net Transfer to/from Catastrophe Reserves	796,955.98	
Net Transfer to/from Water Fund Capacity Fees Acct	-	
Interest Income/Unrealized Gain/Loss	6,930.92	
CalTRUST - Ending Balance		2,007,441.66
Total Investments		6,682,607.15
Total Cash & Investments - Current Month		8,336,675.94
Total Cash & Investments - Prior Month		8,783,920.11
Net Change to Cash & Investments This Month		(447,244.17)
<u>Cash & Investment Summary</u>		
Cash & Cash Equivalents		7,405,898.62
Davis-Grunsky Loan Reserve		602,212.37
Waste Water Capital Reserve		101,090.03
USDA Bond Reserve		167,474.92
I-Bank Loan Reserve		60,000.00
Total Cash & Investments		8,336,675.94

McKinleyville Community Services District
Consolidated Balance Sheet by Fund - **DRAFT**
As of June 30, 2016

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 1,087,766.56	\$ (248,589.97)	\$ (19,776.08)	\$ 3,110,617.59	\$ 3,508,051.78	\$ 7,438,069.88
Accounts receivable	2,124.39	-	3,400.03	255,486.50	211,714.33	472,725.25
Prepaid expenses & other current assets	1,679.83	-	-	76,452.24	27,647.82	105,779.89
Total Current Assets	1,091,570.78	(248,589.97)	(16,376.05)	3,442,556.33	3,747,413.93	8,016,575.02
Noncurrent Assets						
Restricted cash & cash equivalents	194,578.92	-	-	662,212.37	268,564.95	1,125,356.24
Other noncurrent assets	-	-	-	44,530.00	48,704.00	93,234.00
Capital assets (net)	-	-	-	7,881,227.96	15,647,847.45	23,529,075.41
Total Noncurrent Assets	194,578.92	-	-	8,587,970.33	15,965,116.40	24,747,665.65
TOTAL ASSETS	\$ 1,286,149.70	\$ (248,589.97)	\$ (16,376.05)	\$ 12,030,526.66	\$ 19,712,530.33	\$ 32,764,240.67
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 86,327.29	\$ 1,354.38	\$ 441.47	\$ 207,100.03	\$ 1,051,065.21	\$ 1,346,288.38
Accrued payroll & related liabilities	103,404.81	-	-	37,695.90	37,778.35	178,879.06
Total Current Liabilities	189,732.10	1,354.38	441.47	244,795.93	1,088,843.56	1,525,167.44
Noncurrent Liabilities						
Long-term debt	-	-	-	2,918,558.00	1,816,991.88	4,735,549.88
Other noncurrent liabilities	-	-	-	818,504.07	866,784.81	1,685,288.88
Total Noncurrent Liabilities	-	-	-	3,737,062.07	2,683,776.69	6,420,838.76
TOTAL LIABILITIES	189,732.10	1,354.38	441.47	3,981,858.00	3,772,620.25	7,946,006.20
Fund Balance/Net Assets						
Fund balance	383,285.06	(249,944.35)	(16,817.52)	-	-	116,523.19
Net assets	713,132.54	-	-	3,085,998.70	2,109,054.51	5,908,185.75
Investment in capital assets, net of related debt	-	-	-	4,962,669.96	13,830,855.57	18,793,525.53
Total Fund Balance/Net Assets	1,096,417.60	(249,944.35)	(16,817.52)	8,048,668.66	15,939,910.08	24,818,234.47
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,286,149.70	\$ (248,589.97)	\$ (16,376.05)	\$ 12,030,526.66	\$ 19,712,530.33	\$ 32,764,240.67
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 5,478,133.69					
General Long-term Liabilities						
PG&E Streetlights Loan	69,526.55					
Meas. B Loan: Teen/Community Center	1,352,733.00					
OPEB Liability	276,539.23					
CalPERS Pension Liability/Deferred Inflows-Outflows	533,553.60					
Accrued Compensated Absences	61,161.36					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 2,293,513.74					

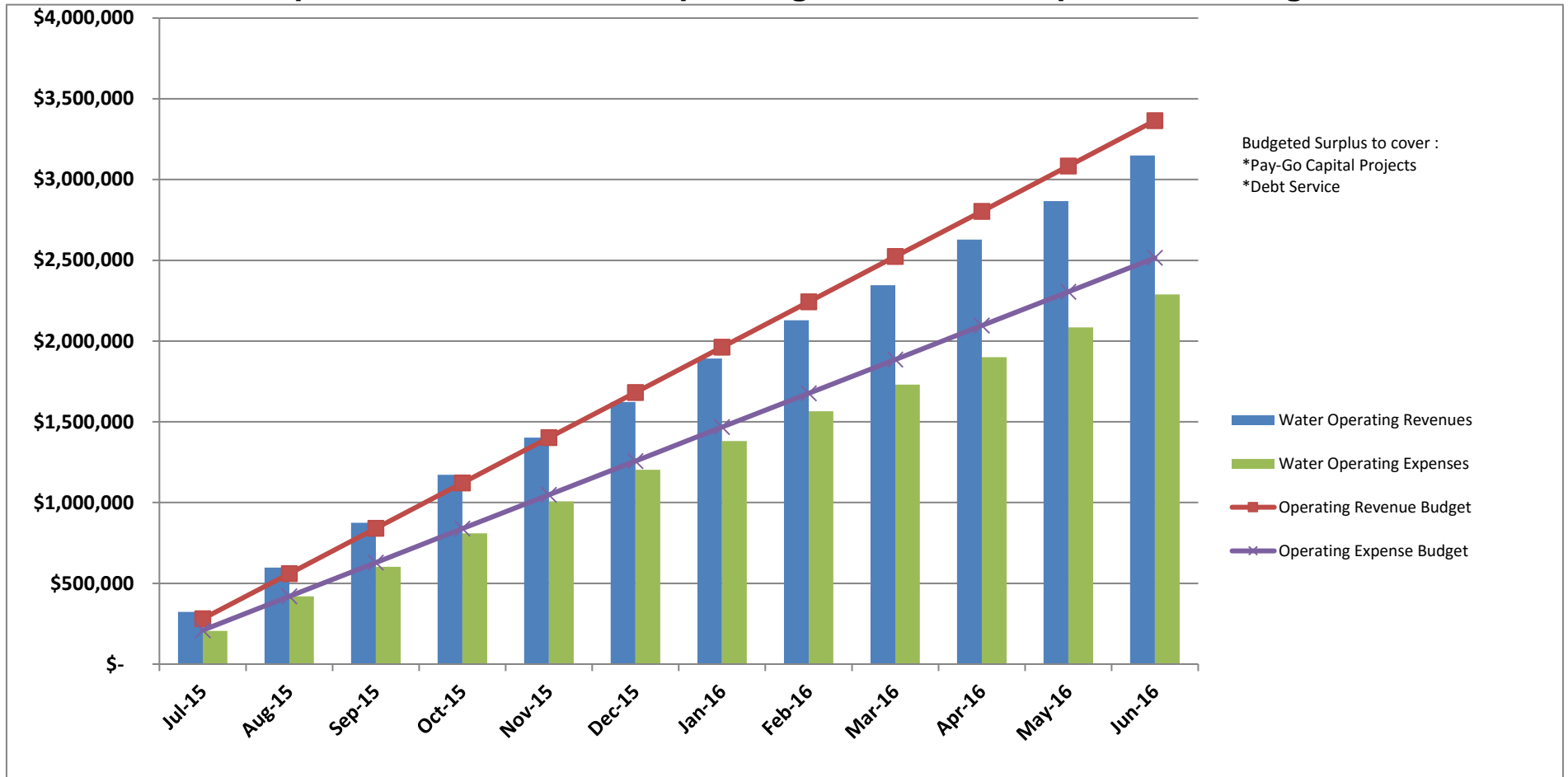
McKinleyville Community Services District
Activity Summary by Fund, Original Budget - DRAFT
June 2016

Department Summaries	May	June	% of Year 100.00% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>							
Water Sales	231,350	253,333	2,980,039	2,969,207	10,832	0.36%	
Other Revenues	16,854	119,472	677,933	395,459	282,474	71.43%	Includes YTD Capacity Fees of \$175,404 and Contrib. Construction of \$333,225
Total Operating Revenues	248,204	372,805	3,657,972	3,364,666	293,306	8.72%	
Salaries & Benefits	64,548	73,257	815,890	835,412	(19,522)	-2.34%	
Water Purchased	70,503	71,090	855,642	957,352	(101,710)	-10.62%	PF2 discount from HBMWD included in total
Other Expenses	21,586	32,823	290,696	407,386	(116,690)	-28.64%	Cost cutting measures used, budget for emergency repairs not used
Depreciation	27,200	27,200	326,400	315,000	11,400	3.62%	
Total Operating Expenses	183,838	204,370	2,288,628	2,515,150	(226,522)	-9.01%	
Net Operating Income	64,366	168,434	1,369,344	849,516	66,784		
Interest Income	1,143	5,271	19,797	8,312	11,485	138.18%	Interest rates higher than originally estimated
Interest Expense	(5,889)	(5,889)	(72,104)	(73,602)	(1,498)	-2.04%	
Net Income (Loss)	59,620	167,816	1,317,037	784,226	532,811		
<u>Wastewater</u>							
Wastewater Service Charges	202,728	207,330	2,512,480	2,393,222	119,258	4.98%	
Other Revenues	27,770	158,595	718,815	395,267	323,548	81.86%	Includes YTD Capacity Fees of \$307,966.20 and Contrib. Construction of \$310,090
Total Operating Revenues	230,497	365,925	3,231,295	2,788,489	442,806	15.88%	
Salaries & Benefits	72,412	81,957	871,185	934,441	(63,256)	-6.77%	
Other Expenses	40,695	52,642	455,610	557,919	(102,309)	-18.34%	Cost cutting measures used, budget for emergency repairs not used
Depreciation	39,150	39,150	469,800	480,000	(10,200)	-2.13%	
Total Operating Expenses	152,257	173,749	1,796,595	1,972,360	(175,765)	-8.91%	
Net Operating Income	78,240	192,176	1,434,700	816,129	618,571		
Interest Income	1,102	4,190	21,557	20,000	1,557	7.79%	
Interest Expense	(2,662)	(2,625)	(33,665)	(41,772)	(8,107)	-19.41%	Interest expense less than original debt schedule estimates
Net Income (Loss)	76,680	193,742	1,422,593	794,357	628,236		
Enterprise Funds Net Income (Loss)	136,300	361,558	2,739,630	1,578,583	1,161,047		

McKinleyville Community Services District

June 2016

Comparison of Water Fund Operating Revenues & Expenses to Budget

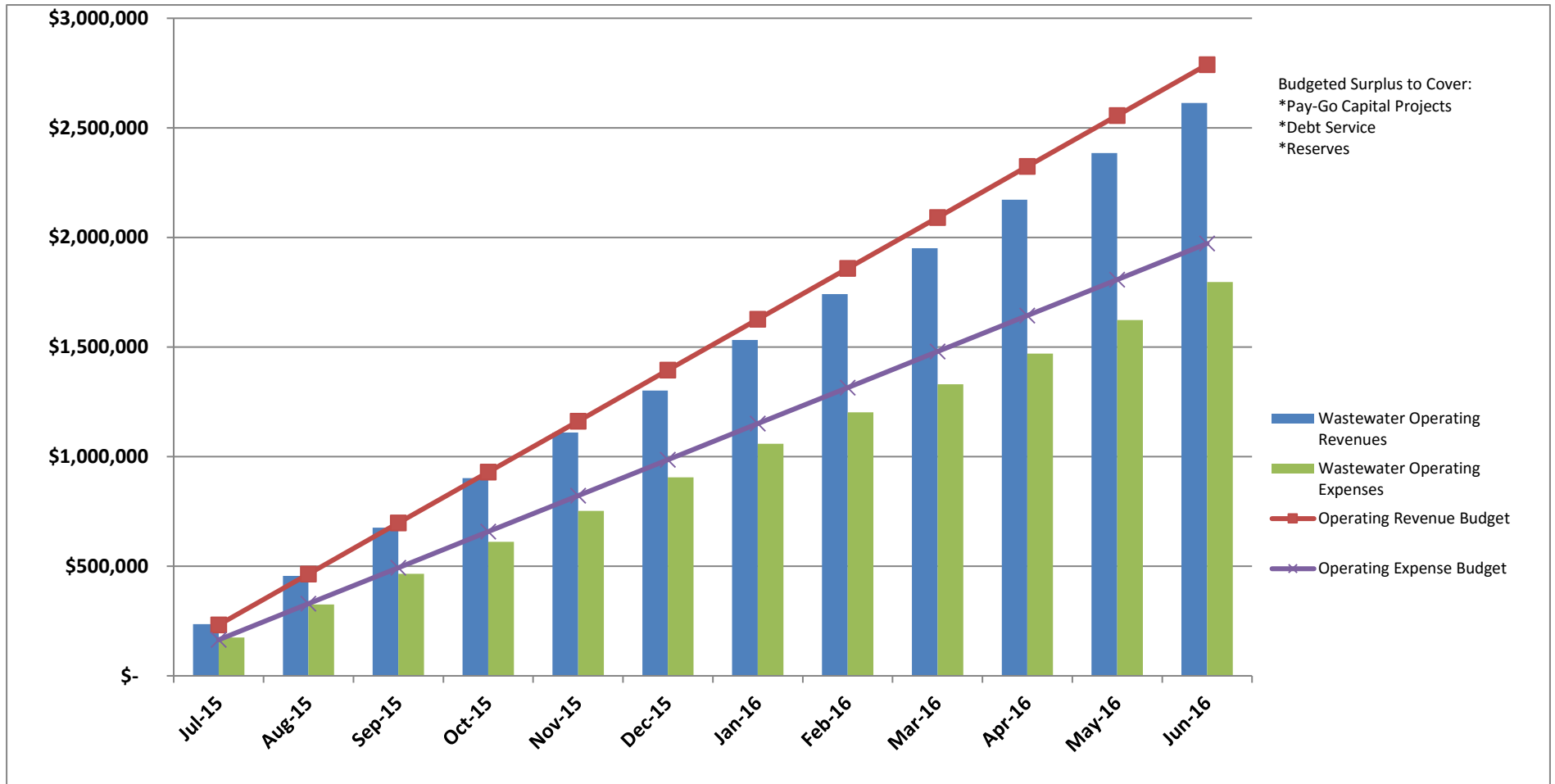


Treasurer's Report Page 5, Selected Graphic Comparisons

McKinleyville Community Services District

June 2016

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



Treasurer's Report Page 6, Selected Graphic Comparisons

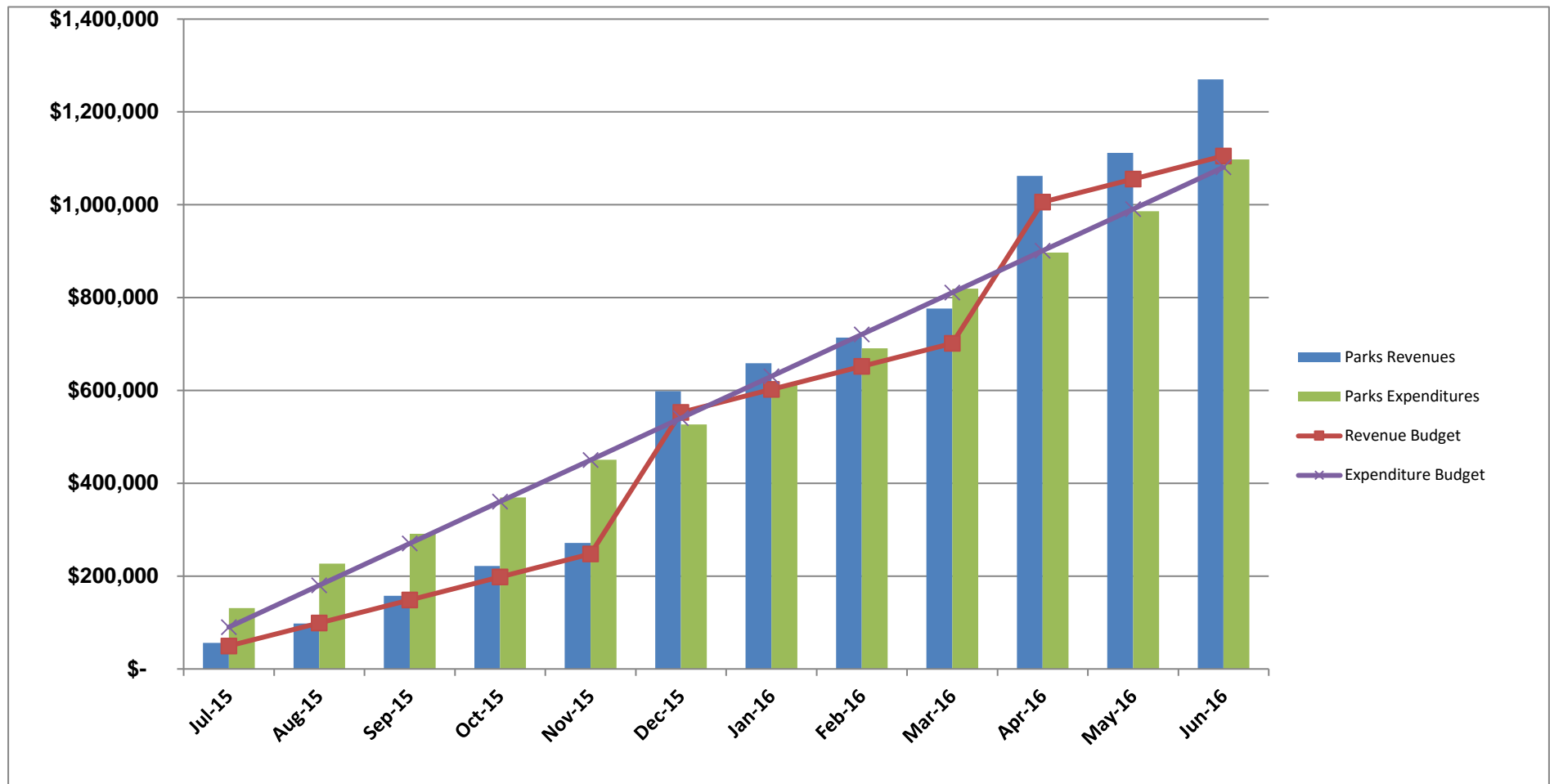
McKinleyville Community Services District
Activity Summary by Fund, Original Budget - DRAFT
June 2016

Department Summaries	May	June	% of Year 100.00% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Parks & Recreation</u>							
Program Fees	30,698	34,464	400,759	354,349	46,410	13.10%	Rec'd program grants
Rents & Related Fees	3,139	8,753	86,057	75,222	10,835	14.40%	Renewal of vendor contracts for Hiller Sports Site, Azalea Hall, and MAC
Property Taxes	-	30,174	547,214	510,000	37,214	7.30%	
Other Revenues	14,416	82,149	223,021	157,500	65,521	41.60%	Teen Center donations & refunds rec'd from the State for PRA/Brown Act 2009+
Interest Income	1,030	2,775	12,962	8,200	4,762	58.07%	Interest rate higher than originally estimated
Total Revenues	49,283	158,314	1,270,012	1,105,271	164,741	14.91%	
Salaries & Benefits	72,757	74,554	789,176	812,399	(23,223)	-2.86%	
Other Expenditures	14,985	21,378	209,022	212,162	(3,140)	-1.48%	
Capital Expenditures	1,669	15,325	99,380	56,320	43,060	76.46%	Completion of grant-dependent projects this year
Total Expenditures	89,412	111,257	1,097,578	1,080,881	16,697	1.54%	
Excess (Deficit)	(40,129)	47,058	172,434	24,390	148,044		
<u>Measure B Assessment</u>							
Draw from Restricted Reserves	234,986	39,263	1,820,453	1,400,000	420,453	30.03%	Draw on Restricted Reserves to cover Teen Center Construction costs
Total Revenues	474	12,676	223,024	650,000	(426,976)	-65.69%	County Tax remittance at 97% of budget; Draw on Reserves & Quimby not shown
Salaries & Benefits	3,219	5,824	76,007	109,707	(33,700)	-30.72%	Revenue total includes unrealized gains/losses on cash assets
Other Expenditures	6	924	138,850	138,477	373	0.27%	Some salary exp reversed, posted to Parks/Gen'l Fund
Capital Expenditures	236,153	40,138	1,892,587	1,800,000	92,587	5.14%	
Total Expenditures	239,378	46,887	2,107,444	2,048,184	59,260	2.89%	
Excess (Deficit)	(238,905)	(34,211)	(63,967)	1,816	(65,783)		
<u>Street Lights</u>							
Total Revenues	8,313	8,524	93,109	93,837	(728)	-0.78%	
Salaries & Benefits	3,061	3,077	42,431	40,433	1,998	4.94%	
Other Expenditures	2,243	2,617	27,600	31,239	(3,639)	-11.65%	Budget for emergency repair projects not used
Capital Expenditures/Loan Repayment	1,655	1,655	19,865	22,105	(2,240)	-10.13%	LED Project Debt repayment - final loan amount less than originally budgeted
Total Expenditures	6,960	7,349	89,896	93,777	(3,881)	-4.14%	
Excess (Deficit)	1,353	1,175	3,213	60	(3,153)		
Governmental Funds Excess (Deficit)	(277,681)	14,022	111,681	26,266	85,415		

McKinleyville Community Services District

June 2016

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget

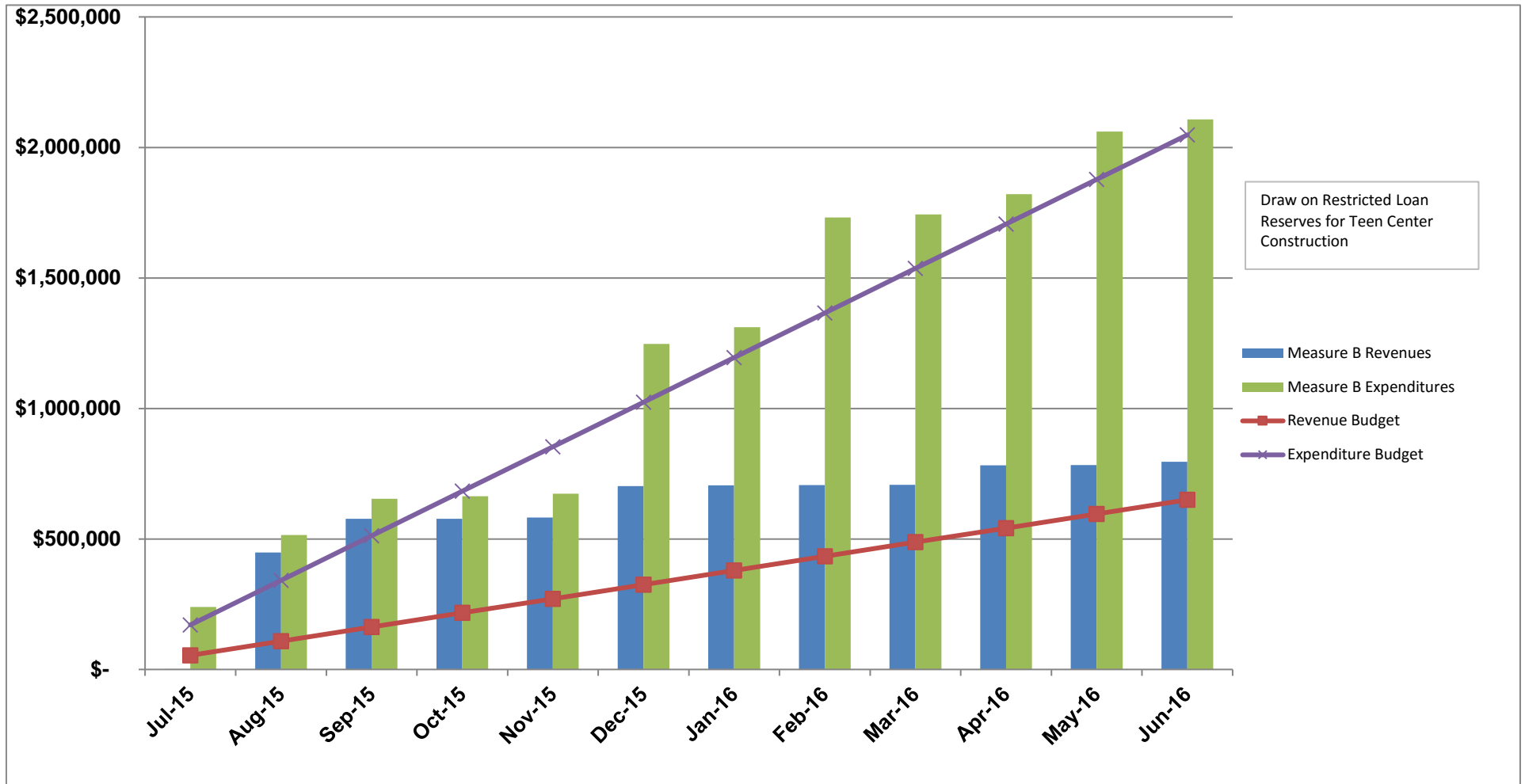


Treasurer's Report Page 8, Selected Graphic Comparisons

McKinleyville Community Services District

June 2016

Comparison of Measure B Fund Total Revenues & Expenditures to Budget

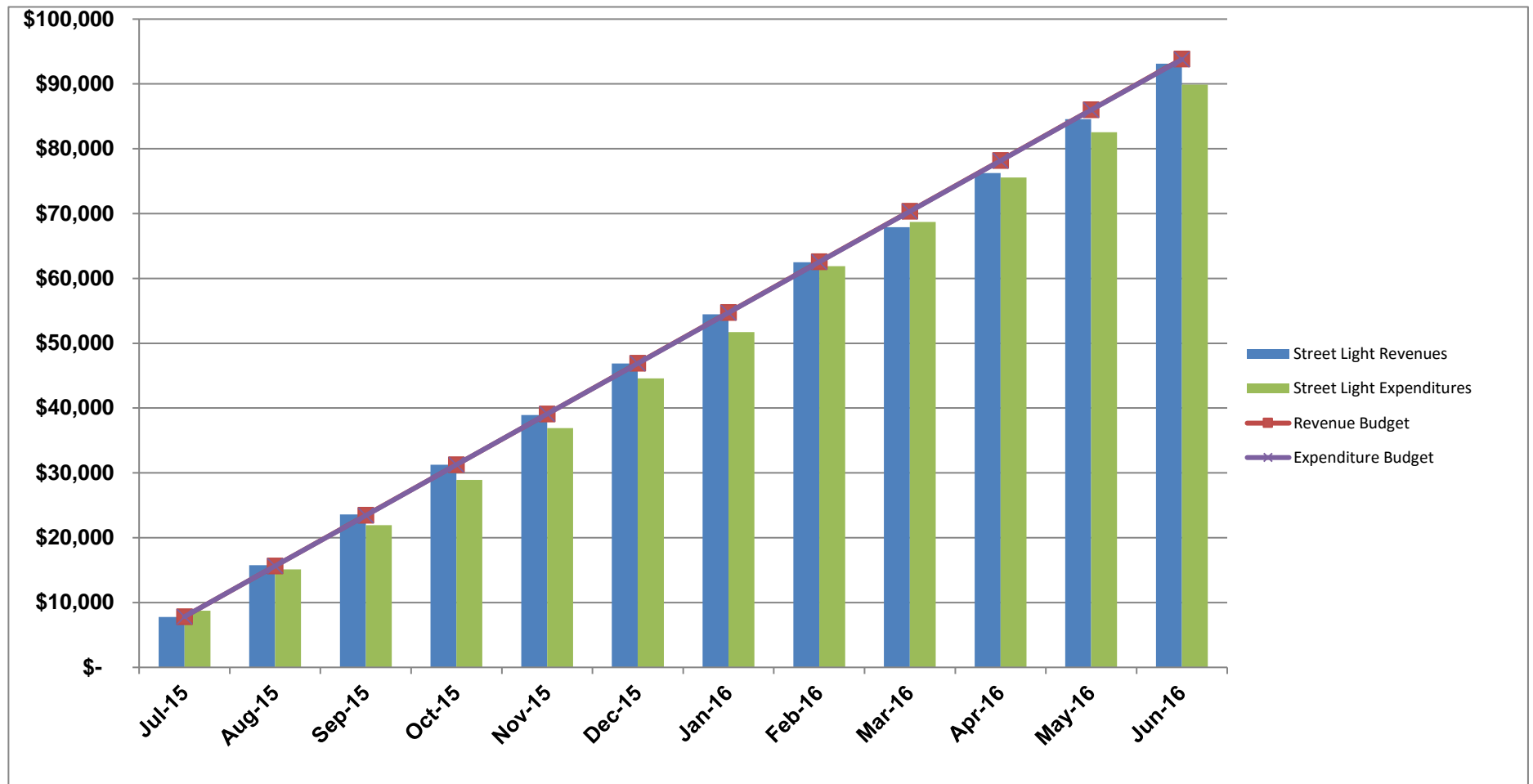


Treasurer's Report Page 9, Selected Graphic Comparisons

McKinleyville Community Services District

June 2016

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



Treasurer's Report Page 10, Selected Graphic Comparisons

McKinleyville Community Services District
Capital Expenditure Report - DRAFT
As of June 30, 2016

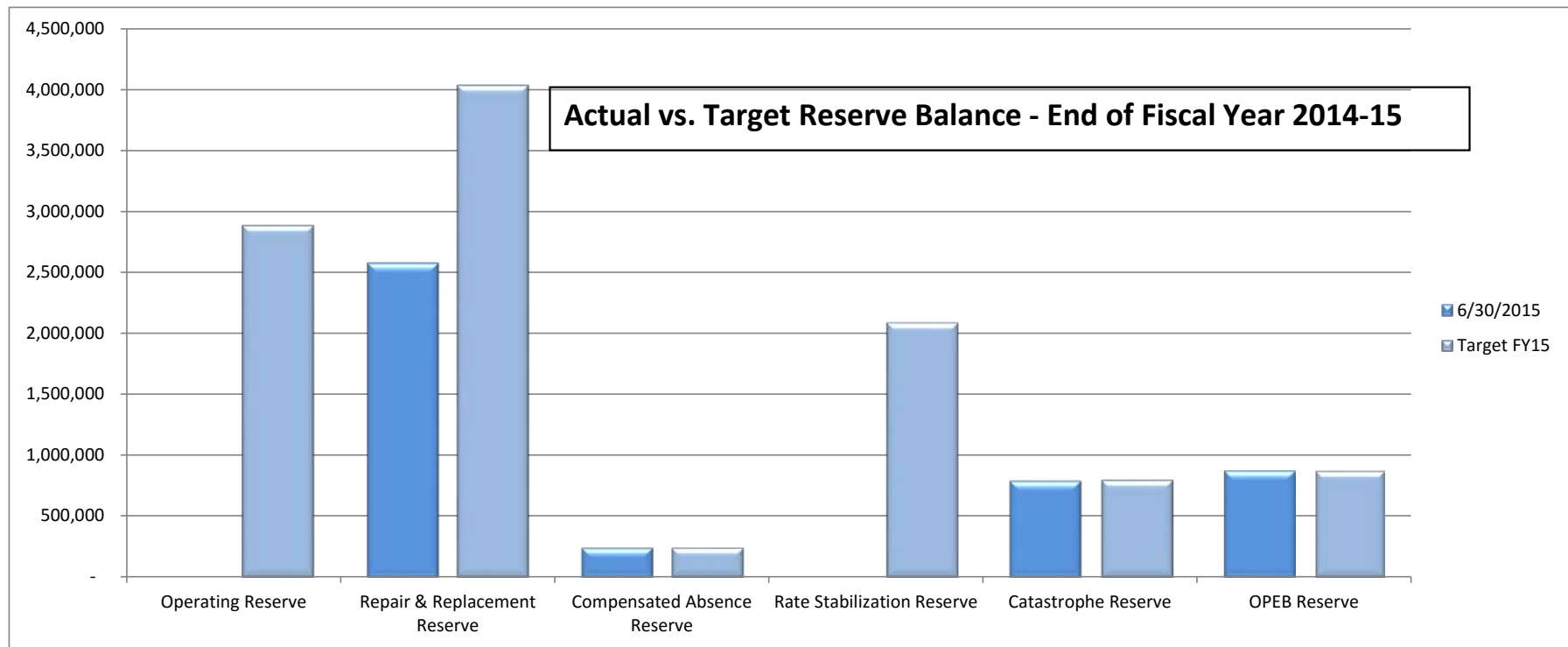
	June	YTD Total	FY 15-16 Budget	Remaining		
				Budget \$	Budget %	Notes
<u>Water Department</u>						
Water Tank Upgrade	-	-	350,000	350,000	100%	Tank Painting
4.5m New Water Tank	-	-	30,000	30,000	100%	Drilling, LACO Assoc.
Emergency Water Supply	-	8,881	40,000	31,119	78%	Emergency Water Supply
Fire Hydrant System Upgrade	-	-	13,000	13,000	100%	Fire Hydrant System Upgrade
Customer Radio Meter Replacements	-	127,904	131,000	3,096	2%	Radio meters purch/install
Water Main Rehab & Replacement	-	-	100,000	100,000	100%	Water Main Rehab
Property Purchase & Improvements	-	-	200,000	200,000	100%	Property Purch/Improvements
Subtotal	-	136,785	864,000	727,215	84%	
<u>Wastewater Department</u>						
Sewer Main Rehab & Replacement	-	-	50,000	50,000	100%	Sewer Main Rehab
WWMF & Fischer Lift Stn Grinder Upgrade	-	-	15,000	15,000	100%	WWMF/Fischer Lift Stn Grinder
Sewer Main Camera Unit	-	-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	1,493,054	2,594,530	13,000,000	10,405,470	80%	WWMF design & start construction
Radio Telemetry Upgrade	-	-	30,000	30,000	100%	Radio Telemetry upgrade
Sewer Lift Station Pump/Gen Upgrades	-	-	175,000	175,000	100%	
Customer Radio Meter Replacements	-	119,207	131,000	11,793	9%	Radio meters purch/install
Underground Locator Pipe & Camera	-	-	5,000	5,000	100%	
SCBA Apparatus and Bottles	-	-	6,000	6,000	100%	
Subtotal	1,493,054	2,713,737	13,442,000	10,728,263	80%	
<u>Water & Wastewater Operations</u>						
Heavy Equipment	-	73,966	100,000	26,034	26%	Dump Truck, Tractor attachmts
Utility Vehicles	24,734	24,734	62,000	37,266	60%	Car, 3/4 or 1-ton Pickup Truck
Office, Corporate Yard & Shops	-	-	-	-	#DIV/0!	Facilities upgrade/sealcoat
Computers & Software	-	7,490	19,000	11,510	61%	File Server, Office16, Projector
GIS/SEMS/CADD Equipment/Software	-	-	4,000	4,000	100%	SCADA, AutoCAD, GIS computer
Fischer Ranch - Barn & Fence upgrades, Undergr.Valving/Pi	-	4,333	5,000	667	13%	Barn & Fence upgrades
Fischer Ranch -Disposal Site Upgrade	-	-	1,500,000	1,500,000	100%	Disposal Site Upgrade
Small Equipment & Other	-	-	15,000	15,000	100%	Ops Office Eq./Emergency Eqp
Subtotal	24,734	110,524	1,705,000	1,594,476	94%	
Enterprise Funds Total	1,517,788	2,961,046	16,011,000	13,049,954	82%	
<u>Parks & Recreation Department</u>						
Hiller Park & Sports Complex	-	30,091	9,000	(21,091)	-234%	Signage & Landscaping
Pierson Park Upgrades	-	24,438	-	(24,438)	#DIV/0!	
Washington Avenue Park Project	-	-	-	-	#DIV/0!	
Azalea Hall Projects	-	3,971	5,000	1,029	21%	PA system - Audio/Visual
McKinleyville Activity Center Upgrades	7,416	11,473	13,000	1,527	12%	Flooring replacement
Law Enforcement Facility Improvements	-	-	-	-	#DIV/0!	
Projects Funded by Quimby/Other Funds	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	48,047	2,103,188	115,000	(1,988,188)	-1729%	Teen Center Project
Other Parks Projects & Equipment	-	19,815	29,000	9,185	32%	Vehicles and Equipment
Subtotal	55,463	2,192,976	171,000	(2,021,976)	-1182%	
<u>Streetlights</u>						
Pole Replacement	-	-	2,000	2,000	100%	Pole Replacement
Subtotal	-	-	2,000	2,000	100%	
Governmental Funds Total	55,463	2,192,976	173,000	(2,019,976)	-1168%	
All Funds Total	1,573,251	5,154,023	16,184,000	11,029,977	68%	

McKinleyville Community Services District
Summary of Long-Term Debt Report - DRAFT
As of June 30, 2016

Principal Maturities and Scheduled Interest

		Maturity		Balance - May	Balance - June 30,		
	%	Date		31, 2016	2016	FY-16	Thereafter
Water Fund:							
I-Bank		8/1/30	P	801,513.49	801,513.49	-	801,513.53
Interest	3.37%		I			-	219,225.52
State of CA Energy Commission (ARRA)		12/22/26	P	129,383.64	123,806.91	0.00	123,806.70
Interest	1.0%		I			-	6,926.83
State of CA (Davis Grunsky)		1/1/33	P	1,703,645.91	1,703,645.91	-	1,703,645.91
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	289,591.69	289,591.69	-	289,591.69
Interest	2.5%		I				408,486.72
Total Water Fund-Principal				2,924,134.73	2,918,558.00	0.00	2,918,557.83
Total Water Fund-Interest						-	634,639.07
Total Water Fund				2,924,134.73	2,918,558.00	0.00	3,553,196.90
Wastewater Fund:							
WWMF SRF Loan		7/31/47	P	1,168,549.00	1,168,549.00	-	24,724,009.73
Interest	1.6%		I			-	
State of CA WRCB (SCEP II)		3/27/18	P	53,686.10	53,686.10	-	53,686.60
Interest	2.6%		I			-	2,102.41
Umpqua Bank		12/4/17	P	84,038.78	79,756.78	-	79,721.79
Interest	5.5%		I			0.00	3,506.57
USDA (Sewer Bond)		8/1/22	P	515,000.00	515,000.00	-	515,000.00
Interest	5.0%		I			-	90,875.00
Total Wastewater Fund-Principal				1,821,273.88	1,816,991.88	-	25,372,418.12
Total Wastewater Fund-Interest						0.00	96,483.98
Total Sewer Fund				1,821,273.88	1,816,991.88	0.00	25,468,902.10
Meas. B Fund: Teen/Comm Center Loan		11/1/29	P	1,352,733.00	1,352,733.00	-	1,357,193.00
	3.55%		I			-	362,864.53
Streetlights Fund: LED Proj Loan, PG&E			P	71,181.95	69,526.55	-	69,526.55
	0.0%		I				-
Total Principal				6,169,323.56	6,157,809.43	0.00	29,717,695.50
Total Interest						0.00	1,093,987.58
Total				6,169,323.56	6,157,809.43	0.00	30,811,683.08

McKinleyville Community Services District
Board Designated Reserve Balances
As of June 30, 2016



- Utility Accounts Receivable Turnover Days As of June 30, 2016 **13.4** Days

- YTD Breakeven Revenue, Water Fund: **2,010,149.04** - YTD Actual Water Sales: **2,980,038.95**

- Days of Cash on Hand - Operations Checking Account **126.7** Days

McKinleyville Community Services District
Cash Disbursement Report
For the Period June 1 through June 30, 2016

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
31141	6/6/2016	*0059	TIME AND MAT'L DEPOSIT REFUND EN	398.07	B60602	TIME AND MAT'L DEPOSIT REFUND EN
31142	6/6/2016	*0060	TIME AND MAT'L DEPOSIT REFUND MB	304.86	B60602	TIME AND MAT'L DEPOSIT REFUND MB
31143	6/6/2016	COA01	COASTAL BUSINESS SYSTEMS	355.03	18783906	COPIER MAINTENANCE AGREEMENT
31144	6/6/2016	COR01	CORBIN WILLITS SYSTEMS, INC	750.00	B60515	A/P ACH W/TRAINING
				888.42	B605151	MOMS MONTHLY MAINTENANCE
			Check Total:	<u>1,638.42</u>		
31145	6/6/2016	COR03	JOHN CORBETT	-	B60602	Ck# 031145 Reversed
31146	6/6/2016	COR07	JOHN W. CORBETT	125.00	B60601	BOARD MTG 05/04/16
31147	6/6/2016	COU09	DAVID R. COUCH	125.00	B60601	BOARD MTG 05/04/16
31148	6/6/2016	EDW01	HELEN L. EDWARDS	125.00	B60601	BOARD MTG 05/04/16
31149	6/6/2016	GOL01	GOLDEN GATE BRIDGE TOLL	7.25	B60601	BRIDGE TOLL
31150	6/6/2016	HAR13	The Hartford - Priority A	403.60	B60601	GROUP LIFE INSURANCE
31151	6/6/2016	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTR	70,503.46	B60606	WATER PURCHASED FOR MAY 2016
31152	6/6/2016	HUM17	HUMBOLDT COUNTY DEPT.	3,436.27	B60512	TAXES & ASSESS.
31153	6/6/2016	KEN03	KEN'S AUTO PARTS	29.42	B60602	VEHICLE REPAIRS
31154	6/6/2016	MAN02	MANTOVA'S TWO STREET MUSIC	3,045.74	B60523	TEEN CENTER SUPPLIES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31155	6/6/2016	MIL01	Miller Farms Nursery	591.24	B60602	REPAIRS/SUPPLY
31156	6/6/2016	NOR08	NORTHERN CALI GLOVES	224.05	38546	SAFETY SUPPLIES
31157	6/6/2016	ORS01	GREG ORSINI	130.00	B60414	CSDA GM LEADERSHIP CONF
31158	6/6/2016	PAC05	PACIFIC ECORISK	3,491.46	B60523	LAB TESTS
31159	6/6/2016	REN01	RENNER PETROLEUM	2,909.93	B60602	GAS/OIL/LUBE
31160	6/6/2016	SEM01	SEMS TECHNOLOGIES	5,500.00	A5917	SUBSCRIPTION RENEWAL
31161	6/6/2016	STA01	STATEWIDE TRAFFIC	708.64	9001428	SAFETY SUPPLIES
31162	6/6/2016	SUD01	SUDDENLINK	134.95	B60602	INTERNET SERVICES FOR JUNE 2016
31163	6/6/2016	VER01	VERIZON WIRELESS	25.65	B60602	CELL PHONES FOR MAY 2016
31164	6/6/2016	WHE02	GEORGE A. WHEELER JR.	125.00	B60601	BOARD MTG 05/04/16
31165	6/6/2016	\C001	MQ CUSTOMER REFUND FOR CO	15.32	000B60601	MQ CUSTOMER REFUND FOR CO
31166	6/6/2016	\C006	MQ CUSTOMER REFUND FOR CU	16.06	000B60601	MQ CUSTOMER REFUND FOR CU
31167	6/6/2016	\F007	MQ CUSTOMER REFUND FOR FO	32.15	000B60601	MQ CUSTOMER REFUND FOR FO
31168	6/6/2016	\G003	MQ CUSTOMER REFUND FOR GA	35.17	000B60601	MQ CUSTOMER REFUND FOR GA
31169	6/6/2016	\H018	MQ CUSTOMER REFUND FOR HO	5.00	000B60601	MQ CUSTOMER REFUND FOR HO
31170	6/6/2016	\K005	MQ CUSTOMER REFUND FOR KO	81.80	000B60601	MQ CUSTOMER REFUND FOR KO
31171	6/6/2016	\N005	MQ CUSTOMER REFUND FOR NA	46.32	000B60601	MQ CUSTOMER REFUND FOR NA
31172	6/6/2016	\O004	MQ CUSTOMER REFUND FOR OR	89.95	000B60601	MQ CUSTOMER REFUND FOR OR
31173	6/6/2016	\P004	MQ CUSTOMER REFUND FOR PR	24.26	000B60601	MQ CUSTOMER REFUND FOR PR

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31174	6/6/2016	\R009	MQ CUSTOMER REFUND FOR RO	43.08	000B60601	MQ CUSTOMER REFUND FOR RO
31175	6/6/2016	\R010	MQ CUSTOMER REFUND FOR RO	68.40	000B60601	MQ CUSTOMER REFUND FOR RO
31176	6/6/2016	\S002	MQ CUSTOMER REFUND FOR SA	56.48	000B60601	MQ CUSTOMER REFUND FOR SA
31177	6/6/2016	\S007	MQ CUSTOMER REFUND FOR ST	72.88	000B60601	MQ CUSTOMER REFUND FOR ST
31178	6/6/2016	\T004	MQ CUSTOMER REFUND FOR TJ	18.02	000B60601	MQ CUSTOMER REFUND FOR TJ
31180	6/8/2016	*0037	AZALEA HALL DEPOSIT REFUND SD	100.00	B60608P	AZALEA HALL DEPOSIT REFUND SD
31181	6/8/2016	USP02	USPS: ARCATA BMEU	1,347.59	B60608P	NEWSLETTER POSTAGE
31182	6/13/2016	ACW01	CB&T/ACWA-JPIA	9,904.71	B60613	GROUP. HEALTH INS
31183	6/13/2016	ARC02	Arcata Stationers	63.18	B60601	OFFICE SUPPLIES
31184	6/13/2016	ASC02	ASCAP	336.46	B60601	SUBSCRIPTION
31185	6/13/2016	ATT01	AT&T	663.82	B60613	PHONE SERVICES FOR JUNE 2016
31186	6/13/2016	BAN01	BANKCARD CENTER	2,793.30	MAY 2016	TRAVEL, MEALS, TRAINING SUPPLIES
31187	6/13/2016	COA02	COASTAL BUSINESS SYSTEMS	1,647.45	52428	DOCSTAR MAINTENANCE AGREEMENT
31188	6/13/2016	COS03	CAPITAL ONE COMMERCIAL (COSTCO)	44.94	B60606	REC PROGRAM SUPPLIES
31189	6/13/2016	DEP05	DEPARTMENT OF JUSTICE	160.00	168510	REC PROGRAM FINGERPRINTING
31190	6/13/2016	DIS03	DISCOUNT SCHOOL SUPPLY	171.51	B60606	REC PROGRAM SUPPLIES
31191	6/13/2016	HUM08	HUMBOLDT SANITATION	1,003.05	B60606	TRASH SERVICE
31192	6/13/2016	KEN02	KENNEDY/JENKS CONSULTANTS	56,430.65	101640	WWMF UPGRADE
31193	6/13/2016	LDA01	LDA PARTNERS	1,045.15	37/635-1-	MCK TEEN CENTER

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31194	6/13/2016	MAY03	DENNIS MAYO	12.00	B60607	PARKING REIMBURSEMENT
31195	6/13/2016	MCK04	MCK ACE HARDWARE	137.66	B60606	REPAIRS/SUPPLY
31196	6/13/2016	MEN01	MENDES SUPPLY CO.	481.01	B60606	REPAIRS/SUPPLY
31197	6/13/2016	NEC01	NEC FINANCIAL SERVICES,LLC	375.66	1911326	PHONE SERVICES FOR JUNE 2016
31198	6/13/2016	NOR01	NORTH COAST LABORATORIES	3,222.00	B60607	LAB TESTS
31199	6/13/2016	NOR13	NORTHERN CALIF SAFETY CONSORTIUM	80.00	22378	SAFETY TRAINING
31200	6/13/2016	NYL01	NYLEX.NET	115.00	115	PROFESSIONAL SERVICES
31201	6/13/2016	ORE01	O'REILLY AUTOMOTIVE, INC.	24.15	B60606	VEHICLE REPAIRS/SUPPLIES
31202	6/13/2016	SIE02	SIERRA CHEMICAL CO.	2,858.04	B60607	CHLORINE & CONTAINER DEPOSITS
31203	6/13/2016	STA02	STATE OF CALIFORNIA ENERGY	6,225.42	9635	ARRA LOAN PMT
31204	6/13/2016	THO02	Thomas Home Center	215.76	B60608	REPAIRS/SUPPLY
31205	6/13/2016	USB01	U.S. BANK TRUST N.A.	7,979.17	B60613	SEWER BOND PAYMENT
31206	6/13/2016	USP01	USPS POSTMASTER	224.00	B60608	P.O. BOX RENEWAL FOR 1 YEAR
31207	6/13/2016	WIL09	WILLDAN FINANCIAL SERVICE	5,810.00	010-31202	WATER/SEWER CONNECTION FEE STUDY
31208	6/13/2016	HUM17	HUMBOLDT COUNTY DEPT.	972.66	B60613P	TAXES & ASSESS.
31209	6/20/2016	*0061	AZALEA HALL DEPOSIT REFUND JF	100.00	B60615	AZALEA HALL DEPOSIT REFUND JF
31210	6/20/2016	*0062	AZALEA HALL DEPOSIT REFUND CO	100.00	B60615	AZALEA HALL DEPOSIT REFUND CO
31211	6/20/2016	*0063	AZALEA HALL DEPOSIT REFUND LH	100.00	B60615	AZALEA HALL DEPOSIT REFUND LH
31212	6/20/2016	*0064	CHANGING TIDES DEPOSIT REFUND	44.77	B60615	CHANGING TIDES DEPOSIT REFUND

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31213	6/20/2016	*0065	REC PROGRAM REFUND MP	65.00	B60620	REC PROGRAM REFUND MP
31214	6/20/2016	*0066	ROYCE CORNELSON	30.00	B60620	FINGERPRINTING
31215	6/20/2016	ACT01	ACTION RENTAL	200.10	19449	REC PROGRAM SUPPLIES
31216	6/20/2016	ADA01	ADAMS COMMERCIAL GC	39,262.50	11	MCK TEEN CENTER
31217	6/20/2016	AUB01	AUBURN CONSTRUCTORS, INC.	468,486.80	3	WWMF UPGRADE
31218	6/20/2016	COA01	COASTAL BUSINESS SYSTEMS	945.07	B60616	COPIER MAINTENANCE PMT
31219	6/20/2016	COR02	CORNERSTONE COMPUTERS	1,582.73	3618 3613	MCK TEEN CENTER
31220	6/20/2016	CWE01	CWEA	164.00	B60616	MEMBERSHIP RENEWAL
31221	6/20/2016	CWE02	CALIFORNIA WATER	91.00	B60620	CERT RENEWAL
31222	6/20/2016	EPI02	EPIC SPORTS	459.41	2182276	REPAIRS/SUPPLIES
31223	6/20/2016	EUR03	EUREKA BROADCASTING CO. INC	500.00	16050617	ADVERTISEMENT
31224	6/20/2016	FAN01	RODRIGO FANTI	718.25	B60615	CONTRACTED INSTRUCTOR PMT
31225	6/20/2016	GAY01	GAYNOR TELESYSTEMS, INC	90.00	31246	PROFESSIONAL SERVICES
31226	6/20/2016	HUM02	HUMBOLDT CSD	-	3262	Ck# 031226 Reversed
31227	6/20/2016	IBS01	IBS OF THE REDWOODS	118.47	15823	REPAIRS/ SUPPLIES
31228	6/20/2016	IND01	INDEPENDENT BUS. FORMS	2,038.85	B60615	OFFICE SUPPLIES
31229	6/20/2016	IND02	Industrial Electric Service	48.72	IN19445	REPAIRS/SUPPLY
31230	6/20/2016	JAC04	JACKSON & EKLUND, INC.	166.00	186417	PROFESSIONAL SERVICES
31231	6/20/2016	MAD02	MAD RIVER UNION	60.00	39106	ADVERTISING

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
				40.00	B60615	SUBSCRIPTIONS
			Check Total:	100.00		
31232	6/20/2016	MCK02	MCKINLEYVILLE GLASS CO.	210.01	B60607	REPAIRS/SUPPLIES
31233	6/20/2016	MCK11	MCKINLEYVILLE SENIOR CENTER	32.91	B60620	P/R SHARE OF INTERNET SERVICE
31234	6/20/2016	MER03	MERCER, FRASER COMPANY	490.93	B60606	REPAIRS/ SUPPLIES
31235	6/20/2016	MES01	KIRSTEN MESSMER	9.69	B60620	REC PROGRAM SUPPLIES REIMB
31236	6/20/2016	MIL04	JESSE MILES	10.79	B60620	REPAIRS/ SUPPLIES REIMB
31237	6/20/2016	MIT01	Mitchell, Brisso, Delaney & Vrieze	1,308.00	37834	LEGAL SERVICES
31238	6/20/2016	NAP02	NAPA AUTO PARTS	30.99	B60616	VEHICLE REPAIRS
31239	6/20/2016	NOR02	NORTH COAST JOURNAL, INC.	88.00	B60606	ADVERTISING
31240	6/20/2016	NYL01	NYLEX.NET	288.75	2104	PROFESSIONAL SERVICES
31241	6/20/2016	PGE01	PG & E (Office & Field)	19,862.60	B60616	GAS & ELECTRIC
31242	6/20/2016	PGE02	PACIFIC GAS & ELECTRIC	1,328.04	B60620	STREETLIGHTS JUNE 2016
31243	6/20/2016	PGE05	PG&E	1,655.40	B60620	STRLTS LOAN AGRMT 4190997497
31244	6/20/2016	PIN01	JONATHAN THOMAS PINI	135.00	B60616	CONTRACT FUTSAL PMT
31245	6/20/2016	RES05	RESERVE ACCOUNT	1,500.00	B60620	POSTAGE METER
31246	6/20/2016	ROU01	ROUND TABLE DEVELOPMENT CORP	107.46	125405	REC PROGRAM SUPPLIES
31247	6/20/2016	S&S02	S & S WORLDWIDE, INC.	487.76	B60616	ACTIVITY SUPPLY
31248	6/20/2016	SAF04	SAFEWAY INC. FILE # 72905	78.44	B60616	REC PROGRAM & OFFICE SUPPLIES
31249	6/20/2016	SHN01	SHN ENGINEERING	340.00	88130	PROFESSIONAL SERVICES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31250	6/20/2016	STA03	STATE OF CALIFORNIA	21,179.20	1607D5001	DAVIS GRUNSKY LOAN PMT
31251	6/20/2016	STA09	S.W.R.C.B.	55.00	B60616	CERT RENEWAL
31252	6/20/2016	THR01	THRIFTY SUPPLY COMPANY	947.48	B60607	WWMF UPGRADE, REPAIRS/SUP
31253	6/20/2016	TUN01	TUNDRA RESTAURANT SUPPLY,	3,291.54	50867673	TEEN CENTER SUPPLIES
31254	6/20/2016	UNI06	UNITED GROCERS	26.70	B60620	REPAIRS/ SUPPLIES
31255	6/20/2016	USP02	USPS: ARCATA BMEU	1,500.00	B60620	BULK MAIL-PERMIT 202
31256	6/28/2016	*0067	AZALEA HALL DEPOSIT REFUND KH	100.00	B60627	AZALEA HALL DEPOSIT REFUND KH
31257	6/28/2016	*0068	AZALEA HALL DEPOSIT REFUND LM	100.00	B60627	AZALEA HALL DEPOSIT REFUND LM
31258	6/28/2016	*0069	AZALEA HALL DEPOSIT REFUND LM	100.00	B60627	AZALEA HALL DEPOSIT REFUND LM
31259	6/28/2016	*0070	REC PROGRAM REFUND SM	80.00	B60627	REC PROGRAM REFUND SM
31260	6/28/2016	COU02	HUMBOLDT COUNTY ASSESSOR	6.50	B60627	MEASURE B MAPS
31261	6/28/2016	DEL02	DELFINO, MADDEN, O'MALLEY	825.00	6211	LEGAL SERVICES
31262	6/28/2016	GAN01	GAN CONFERENCING	9.04	25758	AUDIO CONFERENCES
31263	6/28/2016	GHD01	GHD	7,500.00	65047	HAZARD MITIGATION GRANT A
31264	6/28/2016	HUM02	HUMBOLDT CSD	500.00	3262	UWMP RADIO CAMPAIGN
31265	6/28/2016	IND01	INDEPENDENT BUS. FORMS	360.16	32428	OFFICE SUPPLIES
31266	6/28/2016	NYL01	NYLEX.NET	52.50	2174	PROFESSIONAL SERVICES
31267	6/28/2016	PRE08	PRECISION INTERMEDIA	1,140.00	16-1578	PROFESSIONAL SERVICES
				285.00	16-1614	PROFESSIONAL SERVICES
			Check Total:	<u>1,425.00</u>		

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31268	6/28/2016	HAR03	HARPER MOTORS CO.	-	B60628P	Ck# 031268 Reversed
31298	7/6/2016	HAR03	HARPER MOTORS CO.	24,734.27	B60706P	2016 F250SD WORK TRUCK
				805,556.10		
Total Disbursements, Accounts Payable:				805,556.10		

Payroll Related Disbursements

13753-13783	6/9/2016		Various Employees	14,690.73		Payroll Checks
13784	6/9/2016	CAL12	CalPERS 457 Plan	6,321.69	B60609	RETIREMENT
				452.47	1B60609	PERS 457 LOAN PMT
Check Total:				6,774.16		
13785	6/9/2016	DIR01	DIRECT DEPOSIT VENDOR- US	29,836.23	B60609	Direct Deposit
13786	6/9/2016	EMP01	Employment Development	1,569.06	B60609	STATE INCOME TAX
				562.86	1B60609	SDI
Check Total:				2,131.92		
13787	6/9/2016	HUM29	UMPQUA BANK--PAYROLL DEP.	5,450.11	B60609	FEDERAL INCOME TAX
				7,739.10	1B60609	FICA
				1,809.96	2B60609	MEDICARE
Check Total:				14,999.17		
13788	6/9/2016	ACW01	CB&T/ACWA-JPIA	50,732.58	B60531	MED-DENTAL-EAP INSUR
13789	6/9/2016	PUB01	Public Employees PERS	15,478.72	B60531	PERS PAYROLL REMITTANCE
13790-13793	6/11/2016		Voided Payroll checks	-		Voided Payroll checks
13794-13797	6/11/2016		Various Employees	2,804.60		Accrual Buy-outs
13798	6/21/2016		Employee	160.86		Accrual Buy-out
13799-13827	6/22/2016		Various Employees	13,261.04		Payroll Checks

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
13828	6/22/2016	CAL12	CalPERS 457 Plan	6,367.63	B60622	RETIREMENT
				452.47	1B60622	PERS 457 LOAN PMT
			Check Total:	<u>6,820.10</u>		
13829	6/22/2016	DIR01	DIRECT DEPOSIT VENDOR- US	28,584.30	B60622	Direct Deposit
13830	6/22/2016	EMP01	Employment Development	58.02	B60609A	STATE INCOME TAX
				17.48	B60621	STATE INCOME TAX
				1,454.39	B60622	STATE INCOME TAX
				29.55	1B60609A	SDI
				2.38	1B60621	SDI
				531.07	1B60622	SDI
			Check Total:	<u>2,092.89</u>		
13831	6/22/2016	HUM29	UMPQUA BANK--PAYROLL DEP.	170.31	B60609A	FEDERAL INCOME TAX
				66.20	B60621	FEDERAL INCOME TAX
				5,048.83	B60622	FEDERAL INCOME TAX
				407.22	1B60609A	FICA
				32.84	1B60621	FICA
				7,319.26	1B60622	FICA
				95.26	2B60609A	MEDICARE
				7.68	2B60621	MEDICARE
				1,711.72	2B60622	MEDICARE
			Check Total:	<u>14,859.32</u>		
13732-13833	6/30/2016		Employee	1,919.44		Final & Severance
13834	6/30/2016	CAL12	CalPERS 457 Plan	176.76	B60630	RETIREMENT
13835	6/30/2016	EMP01	Employment Development	27.04	B60630	STATE INCOME TAX
				17.03	1B60630	SDI
				57.98	2B60630	STATE INCOME TAX
				7.91	3B60630	SDI
			Check Total:	<u>109.96</u>		
13836	6/30/2016	HUM29	UMPQUA BANK--PAYROLL DEP.	166.21	B60630	FEDERAL INCOME TAX
				228.40	1B60630	FICA

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
13836	6/30/2016	HUM29	UMPQUA BANK--PAYROLL DEP.	53.42	2B60630	MEDICARE
				219.61	3B60630	FEDERAL INCOME TAX
				108.92	4B60630	FICA
				25.48	5B60630	MEDICARE
			Check Total:	802.04		
			Total Disbursements, Payroll:	206,234.82		
			Total Check Disbursements:	1,011,790.92		

McKinleyville Community Services District

BOARD OF DIRECTORS

August 3, 2016

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

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

Discussion:

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

1st Notice	June 10, 2016
10 Day Notice	July 20, 2016
Board Meeting	August 3, 2016
Lock	September 6, 2016
ROUTES 9 & 11	

Account #	Address	Model of DCV	Date s/o out
11-650-000	1091 Hiller	Neptune 550	

Updated 07-26-16

McKinleyville Community Services District

BOARD OF DIRECTORS

August 3, 2016

TYPE OF ITEM: **ACTION**

ITEM: D.4 **Consider Approval of Memorandum of Understanding between McKinleyville Community Services District and the McKinleyville Union School District for the Kids Club Afterschool Program**

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

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

Recommendation:

Staff recommends the Board approve the Memorandum of Understanding (MOU) as submitted, authorize the Board President to execute the agreement, and direct staff to continue working closely with McKinleyville Union School District (MUSD) to ensure the success of the programs.

Discussion:

Over the course of the past several years, McKinleyville Union School District (MUSD) and McKinleyville Community Services District (MCSD) have negotiated a collaboration to provide after school programming for the community of McKinleyville.

Kids Club after school program is offered at both Morris Elementary and Dows Prairie Elementary Schools.

This agreement was reviewed by MCSD General Counsel.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 - Memorandum of Understanding

Memorandum of Understanding

McKinleyville Community Services District, Parks and Recreation Department and McKinleyville Union School District Regarding Provision of After School Program

This is a Memorandum of Understanding between the McKinleyville Community Services District (the DISTRICT) and the McKinleyville Union School District (MUSD).

It is expressly understood and agreed by both the DISTRICT and MUSD as follows:

- I. Purpose:** The purpose of this Memorandum of Understanding is to establish and maintain an effective working relationship between parties.
- II. Term:** The term of the Memorandum of Understanding shall commence on August 29, 2016, and shall extend through June 16, 2017. The term shall renew on an annual basis concurrent with each fiscal year (July-June) unless one party gives notice of termination as provided herein. No party shall make changes to the agreement during the term without the consent of the other.
- III. Philosophy:** The parties agree that there is a need to provide youth with safe, fun, and healthy recreation opportunities that build self-esteem and teach social harmony, conflict resolution, wellness, and an appreciation of education. The parties agree that in order to provide necessary services a cooperative use agreement is in the best interest of the community.

IV. DISTRICT Description of services:

McKinleyville Community Services District will:

- A. Provide organizational structure for management of said programs; and
- B. Provide opportunities for MUSD to evaluate the viability of the Memorandum of Understanding and its appreciation.

V. MUSD Description of Services:

McKinleyville Union School District will:

- A. Provide for and coordinate use of requested MUSD facilities during those programs, days, dates, and times outlined in Exhibit 1 at no charge to the DISTRICT.
- B. Attempt to accommodate, at no charge, all additional DISTRICT use requests for said programs at MUSD facilities provided those requests do not interrupt regularly scheduled school programs. School programs are defined as those

programs offered at all MUSD school sites, which are sponsored by the school or school district.

- C. Provide DISTRICT with a cleaning policy and procedure packet for staff to utilize in maintaining facilities.
- D. Provide the DISTRICT with a secure storage area for equipment. Specifically, space for recreation and arts equipment.
- E. Provide opportunities for the DISTRICT to evaluate the viability of the Memorandum of Understanding and its application.

VI. Facility Orientation Policy: Both parties agree that all employees or representatives who shall be supervising, leading, or offering programs described in Exhibit 1, shall attend a facility orientation seminar arranged by MUSD.

VII. Facility Cleaning Policy: Both parties agree that all employees or representatives who shall be supervising, leading, or offering programs described in Exhibit 1, shall leave said facility in a clean, safe manner and in the same condition in which it was found.

VIII. Facility and Equipment Repairs/Damages Policy: Both parties agree to share equally the costs incurred to either party for facility and equipment repairs or damages regardless of fault during DISTRICT sponsored program. Payment for repair or replacement shall be due thirty (30) days after presentation of bill by the party sustaining such damages.

IX. Termination: The Memorandum of Understanding may be terminated by the failure of any party to comply with the terms of this agreement of standards set forth in the facility orientation policy, cleaning policy, and facility equipment repairs/damages policy by a thirty (30) day written notice of cancellation by any party, or at the end of the term. This agreement may not be assigned, in whole or in part, by any, without the express written consent of the others.

X. Contingencies: It is expressly understood and agreed to by all parties that the DISTRICT, while carrying out and complying with any terms and conditions of this Memorandum of Understanding, is not an employee of MUSD; further that MUSD is not an employee of the DISTRICT. Therefore;

- A. The DISTRICT agrees to indemnify, defend and hold harmless MUSD, it's officers, agents, employees, and volunteers, from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material, men , laborers, and any other person, firm, or cooperation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims or losses

accruing or resulting to any person, firm or cooperation who may be injured or damaged by the DISTRICT in the performance of this agreement.

- B. MUSD agrees to indemnify, defend and hold harmless the DISTRICT, its officers, agents, employees, and volunteers, from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material, men, laborers, and any other person, firm, or cooperation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims or losses accruing or resulting to any person, firm or cooperation who may be injured or damaged by MUSD in the performance of this agreement.
- C. The DISTRICT shall maintain throughout the period of this agreement, comprehensive General Liability insurance with a minimum coverage of \$1,000,000 combined single limit. The DISTRICT shall provide for thirty (30) days written notice of cancellation. Said coverage shall include MUSD as additional insured.
- D. MUSD shall maintain throughout the period of this agreement, comprehensive General Liability insurance with a minimum coverage of \$1,000,000 combined single limit. MUSD shall provide for thirty (30) days written notice of cancellation. Said coverage shall include DISTRICT as additional insured.
- E. In the Event of any litigation arising between the parties regarding the terms of this agreement, the prevailing party shall be entitled to recover reasonable attorney's fees in addition to other relief provided by law.

McKinleyville Community Services District

McKinleyville Union School District

George Wheeler
President, Board of Directors

Name: _____

Title: _____

Attest:

David A. Baldosser
Secretary to the Board of Directors

Name: _____

Title: _____

KidsClub After School Program Description

Kids' Club offers a safe environment that provides peace of mind for late working parents, giving children a fun place to spend their time productively at the end of the school day.

Children attending Kids' Club, offered daily after school until 5:30 p.m., participate in a variety of activities designed to develop socialization and leadership skills while increasing self-esteem and self-confidence. Each day includes a scheduled homework period where participants receive assistance with their school projects. A nutritious snack is also provided.

At Kids' Club, we recognize that many parents have different scheduling needs, so we have several enrollment options available. Spaces can be reserved for as little as one day per week or up to as many as five days per week. Fees are reasonable and vary, based on the grade of the participant and attendance option chosen.

- Who: Any child who is in the K through 5th grades
- Where: Morris Elementary School Rooms 33 & 35 and Dows Prairie Elementary School Room 22
- When: Monday through Friday, August 29, 2016 - June 16, 2017, after school until 5:30 p.m.
- Fees: \$14.00/day for K - 2nd graders and \$12.00/day for 3rd - 5th graders

McKinleyville Community Services District

BOARD OF DIRECTORS

August 3, 2016

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Approve appointment of applicant John Calkins for vacant position on the Recreation Advisory Committee (RAC)**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board consider staff's presentation, air questions, take public comment and vote on the appointment of John Calkins to the Recreation Advisory Committee (RAC) for a four (4) year term as a voting member.

Discussion:

It is the duty of the Board of Directors to vet and select the most qualified candidates to become members of the RAC. The Board of Directors is obligated to interview all candidates, discuss the candidates' qualifications, and select most qualified candidates to serve on the committee by majority vote.

At the June 1, 2016 meeting of the MCSD Board of Directors, Mr. Calkins was introduced as an applicant for the RAC. After interview by the Board of Directors and subsequent discussion by the Board of Directors, it was decided to postpone the vote to appoint Mr. Calkins to a vacant position on the RAC until then Director Edwards was present to address the Board of Directors. Since Ms. Edwards has resigned her seat on the Board to relocate her place of residence and Mr. Calkins was vetted by the Board of Directors in June. This item is being brought before the Board of Directors as a consent calendar item to complete the appointment process by majority vote.

There are currently two (2) regular openings, one (1) student opening and two (2) alternate openings on the RAC. Staff has posted sufficient notice through local media and at District facilities of the vacancies for the RAC.

Mr. John Calkins submitted a letter of application (Attachment 1) in May 2016 and it was presented to the MCSD Board in June 2016.

John Calkins has been a Humboldt County resident since 1997 and a McKinleyville resident since 2009. He has worked on various trail projects in the community in his work with the California Conservation Corps. He values and appreciates the parks and trail amenities provided by MCSD and has volunteered

himself to help resurface the bocce ball courts and install a new swing set at Pierson Park.

Current RAC members speak highly of him and would like him to be a member of the committee.

Alternatives:

Staff analysis consists of the following potential alternative:

Since it is the Board of Directors obligation to interview all candidates, discuss the candidates' qualifications, and select most qualified candidates to serve on the committee by majority vote, board members have the ability to pull this item from the consent calendar and include Mr. Calkins with the other prospective applicants that will be considered in Continued and New Business for the open RAC positions.

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Letter of Interest (John Calkins)

DEAR MCSD BOARD,

I AM WRITING TO LET YOU KNOW I AM INTERESTED IN SERVING ON THE RECREATION AND PARKS ADVISORY COMMITTEE.

I HAVE READ THE BY LAWS AND UNDERSTAND THE ROLE AND COMMITMENT REQUIRED.

I HAVE BEEN A RESIDENT OF HUMBOLDT COUNTY SINCE 1997 AND RESIDED IN MCKINNEVILLE SINCE 2009.

I AM A USER AND APPRECIATOR OF THE COMMUNITY PARKS AND TRAILS MANAGED BY THE MCSD. AS PROJECT SUPPORT PERSON WITH THE OLL/OLL WASTE CENTER I WORKED WITH THE MCSD ON SEVERAL TRAILS PROJECTS. AS A VOLUNTEER I HELPED RECONSTRUCT THE BOULE COURTS AND CONTINUE TO MAINTAIN THEM.

I WOULD APPRECIATE THE OPPORTUNITY TO SERVE MY COMMUNITY IN THIS ADVISORY CAPACITY.

THANK YOU FOR YOUR CONSIDERATION,

JOHN CALKINS


McKinleyville Community Services District

BOARD OF DIRECTORS

August 3, 2016

TYPE OF ITEM: **ACTION**

ITEM: E.1 **Consider applicants for the Recreation Advisory Committee (RAC) and appoint regular voting members and alternates from the eligible applicants presented.**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board consider staff's presentation, interview applicants, take public comment and vote on the appointment of eligible applicants to the RAC for current committee vacancies consisting of: two (2) regular voting member and two (2) alternate members.

Discussion:

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

Rule numbers 40.02 and 40.03 of MCSD's Rules and Regulations outline the appointment and qualifications of Recreation Advisory Committee members as follows:

***Rule 40.02. APPOINTMENT** - the committee members shall be appointed as follows:*

- (a) The Board of Directors shall announce each vacancy and shall state they are seeking applicants, setting forth the qualifications, if any required.*
- (b) The Board of Directors shall interview each applicant, after which a majority of the Board of Directors, may select the most qualified to fill the vacancy.*

***Rule 40.03. MEMBER QUALIFICATIONS** - all members, other than the high school member, shall be resident electors of the McKinleyville Community Services District; the student members shall be a resident of McKinleyville. No members of the Recreation Advisory Committee shall be a family member or related to a full-time MCSD employee.*

There are currently two (2) regular openings, one (1) student opening and two (2) alternate openings on the RAC. Staff has posted sufficient notice through local

media and at District facilities of the vacancies for the RAC. The appointments will be for terms of 4 years.

The following applicants have recently submitted letters of application and have been invited to this Board meeting:

- Janelle Jones, her letter is attached as Attachment 1.
- David Coelho, his letter is attached as Attachment 2.
- Kevin Collins, his letter is attached as Attachment 3.
- Greg Moss, his letter is attached as Attachment 4.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1—Janelle Jones letter of application
- Attachment 2—David Coelho letter of application
- Attachment 3—Kevin Collins letter of application
- Attachment 4—Greg Moss letter of application

Application Letter- McKinleyville Community Services District Recreation Advisory Committee

McKinleyville Parks and Recreation

1656 Sutter Rd.

McKinleyville Ca 95519

June 27, 2016

Dear MCSD Board of Directors,

Please consider me as an applicant for you park and recreation advisory committee member. I am currently owner and operator of a small fitness practice Guns and Buns in McKinleyville. I have a degree in Kinesiology with an emphasis in teaching/coaching from Humboldt State University. The skills I have acquired academically and through volunteer and work experiences reinforce my strong interest in this field.

I have had many different types of experiences that make me a well prepared applicant. I have coached basketball at all different levels. The highest level being varsity girls' basketball for 2 years at Fortuna High school. Most recently I have been coaching two of my oldest boys' basketball teams. Last year I coached for the City of Arcata 1st and 2nd grade boys, and for McKinleyville 3rd and 4th grade boys. Along with my experience in coaching youth sports I also have valuable teaching experience in my home studio where I lead small groups in a variety of exercise programs designed to fit their individual needs.

I hope we can meet for an interview and discuss my application. You may reach me on my cell 707-616-0467. Please let me know if you have any additional questions.

Thank you,

Janelle Jones

Dear MCSD Board of Directors,

My Name is David Coelho, I am interested in being a part of the Recreational Advisory Committee. I have lived in McKinleyville for over ten years and I feel it is my obligation as a citizen of this community to be apart of the growth of the only place I know as home. I am a recent graduate of McKinleyville High School, where I was a part of the ArMack Jazz Band, playing Pep-Band music at many sporting events. As a child I played in the McKinleyville Little League. I am also an active member in The Boy Scouts of America, where I am inches away from earning my Eagle Scout, the highest rank in scouting. For my Eagle Scout Project, I built a sign for the McKinleyville Land Trust to show the public of the Dow's Prairie Educational Wetland. I attended Morris Elementary and McKinleyville Middle School, suffice to say McKinleyville has always been the backdrop my life.

Now that I am older I wish to return the favor. It's time that I serve the community that I grew up in. It's time that I give back to my community, and I feel this opportunity to be apart of the Recreational Advisory Committee may be the perfect place for me to start. Please consider me as a potential member of the Committee. Thank you.

Sincerely,

David Coelho



July 18, 2016

To MCSD, (Park and Recreation Department);

Dear Sirs,

My name is Kevin Collins and I am 29. I am a 2 year resident of McKinleyville. I am interested in filling one of the vacant positions on the Park and Recreation Committee. As my new home, I find McKinleyville, a warm and inviting home and I would like to serve the community with my past experience in sports. As a child, I was and still a big sports fan. I have played soccer, both indoor and outdoor soccer leagues, as well on a traveling soccer skilled team. I also played a few years in basketball, football, and I wrestled in high school as well. I was a coach for a few soccer teams along with referees for a basketball league, indoor soccer league. The teams that I coached, I was a head coach for a few soccer teams, and an assistant coach for the Heavy Weight Class for a wrestling team. I am also an independent web designer and those skills might of value to the Park and Recreation Department as future possibility's arise. Thank you for all that you do for our community for all the kids and I look forward to serving if possible.

Sincerely,

Kevin Collins

707-757-4194

Doogman87@gmail.com

Greg Moss

1655 Camellia Dr.

McKinleyville, CA 95519

(707) 599 - 1681

Board of Directors

McKinleyville Community Services District

1656 Sutter Rd.

McKinleyville, CA 95519

07/22/2016

My name is Greg Moss and I am respectfully submitting my candidacy to serve on the Recreation Advisory Committee.

I am 53 years old and have lived in McKinleyville for 4 years. I have lived and worked most of my life in Redding, California. In that time, I have served in many volunteer groups and am familiar with the rules and procedures of participating and running board meetings. Those groups include;

- Member, McKinleyville Kiwanis, McKinleyville, CA, 2014 to present.
- Leader of the McKinleyville Kiwanis Pancake Breakfast, McKinleyville, CA, 2016.
- Coach, McKinleyville Youth Football, McKinleyville, CA, 2012.
- Coach, Enterprise Youth Football, Redding, CA, 2006 to 2011.
- Board Member, Redding Chamber of Commerce, Redding, CA, 2008 to 2009.
- Board Member, Enterprise Youth Football League, Redding, CA, 2006 to 2009.
- Founding President, Presidio Insurance Company, 2005 to 2009.
- All chairs and President, Lumber Association of California and Nevada, Sacramento, CA, 1996 to 2008.
- Coach, Foothill Area Little League, Palo Cedro, CA, 2006 to 2007.
- Participant, Redding City Basketball League, Redding, CA, 1980 to 2000.
- Participant, Anderson City Basketball League, Anderson, CA, 1980 to 2000.
- Participant, Redding Fastpitch Softball League, Redding, CA, 1988 to 1998.
- Treasurer and President, Shasta Cascade Lumberman's Fraternity, Redding, CA, 1987 to 1991.

In all of these endeavors, I demonstrated the ability to get people to work together in the interest of achieving the intended goals.

After observing the RAC meeting of July 21st, I feel I would provide a valuable asset to the committee by providing a community minded view of moving things forward while being fiscally responsible. I have a strong belief in participating in my community to make it a better place. In my short 4 years here, I have developed a passion for this community, as well as seeing a bright future for all of us if we can make the right decisions.

In closing, what I have laid out before you does not completely describe why I am a good candidate for this committee. I will be happy to answer more question at the MCSD board meeting in August.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Moss', with a long, sweeping horizontal stroke extending to the right.

Greg Moss

McKinleyville Community Services District

BOARD OF DIRECTORS

August 3, 2016

TYPE OF ITEM: **INFORMATION**

ITEM: E.2 **Consider the Regular Board Meeting Dates, Time and Location for the 2017 Calendar Year**

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

TYPE OF ACTION: **Information, No Action Required**

Recommendation:

Staff recommends the Board review and consider the proposed 2017 Schedule for McKinleyville Community Services District Regular Board Meetings, held on the first Wednesday of each month, for the 2017 calendar year. Outside of the Board Meeting, Directors are requested to review the attachment and provide any conflicting dates to the Board Secretary, either in person or in an email format. This item will be scheduled again for the October 5, 2016 Board Meeting, at which time the Board members can make a final decision.

Discussion:

Both the MCSD Rules and Regulations (under Regulation 61, Board Meetings, Rule 61.0, Regular Meetings) and the Board of Directors Policy Manual (under Part 5, Board Meeting Procedures, Rule 5-1: Regular Meetings) address this topic – Regular meetings of the Board of Directors shall be held on the first Wednesday of each calendar month at 7:00 PM at either Azalea Hall 1620 Pickett Road or the District Office 1656 Sutter Road, as specified by the agenda. The date, time, and place of the regular meetings shall be reconsidered annually.

Dates for known conference events:

- ACWA's 2017 Spring Conference & Exhibition is set for May 9-12
- CSDA 2017 Special District Legislative Days May 16-17
- CSDA 2017 Annual Conference September 25-28
- ACWA's 2017 Fall Conference & Exhibition is set for November 28-December 1

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action
- Change the meeting dates

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Proposed 2017 MCSD Regular Board Meeting Schedule

(Proposed) 2017 MCSD Board Meetings

First Wednesday's of the month for year 2017 – In the event the first Wednesday fell on a Holiday the meeting was moved to the second Wednesday of the month.

DATE	LOCATION
January 4, 2017	Azalea Hall
February 1, 2017	Azalea Hall
March 1, 2017	Azalea Hall
April 5, 2017	Azalea Hall
May 3, 2017	Azalea Hall
June 7, 2017	Azalea Hall
July 5, 2017	Azalea Hall
August 2, 2017	Azalea Hall
September 6, 2017	Azalea Hall
October 4, 2017	Azalea Hall
November 1, 2017	Azalea Hall
December 6, 2017	Azalea Hall

McKinleyville Community Services District

BOARD OF DIRECTORS

August 3, 2016

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Consider attendance to the Association of California Water Agencies (ACWA) 2016 Regulatory Summit October 3rd (optional tour) and 4th, 2016 at Hilton Sacramento Arden, West Sacramento**

PRESENTED BY: **David A. Baldosser, Board Secretary**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided for the ACWA 2016 Regulatory Summit, take public comment and consider authorization for interested Board Members to attend.

Discussion:

The ACWA 2016 Regulatory Summit will be held on Monday October 3rd and Tuesday October 4th at the Hilton Hotel in West Sacramento. An optional tour of the Placer County Water Agency – Middle Fork Project Hydroelectric Facilities is on Monday October 3rd. The 2016 Regulatory Summit Event occurs on Tuesday October 4th, 2016 at the Hilton Hotel in West Sacramento. Price information in fiscal analysis section is predicated upon our membership in ACWA.

For reference, the MCSD Board of Directors meeting is October 5, 2016. The Regulatory summit should not interfere with board meeting attendance.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Registration deadline is Monday September 26, 2016. Optional tour on Monday October 3rd is \$45.00 and for ACWA 2016 Regulatory Summit Event on Tuesday October 4th is \$250.00 for possible total cost of \$295.00 per attendee. The tour on the 3rd includes transportation and a box lunch and on Tuesday the 4th a continental breakfast and lunch are included as well as conference materials.

A special hotel rate of \$139.00 per night is available if reserved by Monday September 19, 2016 and the Group Code: ACW is used.

Meals and incidentals per diem is \$64.00 per day for Sacramento.

Estimated cost for attending only Tuesday the 4th is \$656.00 per attendee. This includes 2 nights lodging, 2 days per diem and event registration.

Estimated cost to attend on Monday the 3rd and Tuesday the 4th is approximately \$904.00 per attendee. This includes 3 nights lodging, 3 days per diem and event registration.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – ACWA 2016 Regulatory Summit Event Information
- Attachment 2 – ACWA 2016 Regulatory Summit Preliminary Agenda
- Attachment 3 – ACWA 2016 Regulatory Summit Registration Form
- Attachment 4 – ACWA 2016 Regulatory Summit Terms and Conditions

ACWA's 2016 REGULATORY

Summit

Water and Energy: Beyond the Nexus

October 3–4, 2016 • Hilton Sacramento Arden West, Sacramento

Join us for ACWA's 2016 Regulatory Summit on October 3–4 at the Hilton Sacramento Arden West in Sacramento, CA

Driven by statewide greenhouse gas emissions reduction goals, aggressive renewable energy targets, and increased customer generation, California's energy grid is undergoing a major transformation. But what does this mean for water agencies? Are these changes a threat or an opportunity? Learn about the regulatory changes that are being made to address the challenges posed by increased amounts of renewable energy in the state's energy mix, the impact these changes could have on your agency, and some of the innovative ways that water agencies around the state are taking advantage of new opportunities to provide energy grid services.

OPTIONAL TOUR - OCTOBER 3, 2016

Participate in a tour of Placer County Water Agency - Middle Fork Project Hydroelectric Facilities *(space is limited)*

Join us for a Networking Reception immediately following the tour at the Hilton Sacramento Arden West.

Registration and event information available at www.acwa.com

Premier Sponsor



Aspen Environmental Group is an expert interdisciplinary environmental services firm focused on providing services for water and energy infrastructure projects.

Questions? Please contact ACWA's Member Services & Events at events@acwa.com or call 916.441.4545.

This program is presented in cooperation with:



California Special
Districts Association
Districts Stronger Together

ALL PROGRAMS ARE SUBJECT TO CHANGE WITHOUT NOTICE.
PLEASE VISIT WWW.ACWA.COM FOR MORE INFORMATION.



REGISTRATION

Online registration available at
www.acwa.com

Regular registration and
cancellation deadline is
September 26, 2016,
4:30 p.m. (PST).

Advantage Pricing

Regular: \$250 Onsite: \$270

Standard Pricing

Regular: \$375 Onsite: \$395

Program materials, continental breakfast
and lunch are included.

To be eligible for "Advantage" Pricing you
MUST be an ACWA Public Agency member,
Associate or Affiliate.



HOTEL

Hilton Sacramento Arden West
2200 Harvard Street
Sacramento, CA 95815

Phone: 916-922-4700

Group Rate: \$139/night
(subject to applicable state & local
taxes/assessments)

The cut-off date to receive this special
rate is **September 19, 2016.**

Make your reservation online at:
[http://www.hilton.com/en/hi/groups/
personalized/S/SMFHIHF-ACW-20161003/
index.jhtml?WT.mc_id=POG](http://www.hilton.com/en/hi/groups/personalized/S/SMFHIHF-ACW-20161003/index.jhtml?WT.mc_id=POG)
Group Code: **ACW**



EXHIBITORS

There will be a tabletop exhibit
area during the summit. For more
information, please contact Melanie
Medina at MelanieM@acwa.com
or call 916-441-4545.



**Association of
California Water Agencies**
Since 1910
Leadership • Advocacy • Information • Service



2016 ACWA REGULATORY SUMMIT AGENDA

OCTOBER 3–4, 2016 | HILTON SACRAMENTO ARDEN WEST, SACRAMENTO

WATER AND ENERGY: BEYOND THE NEXUS

MONDAY, OCTOBER 3, 2016

9:00 a.m. – 4:00 p.m. **Tour of Placer County Water Agency - Middle Fork Project Hydroelectric Facilities**
(shuttle service & box lunch provided)

5:00 – 6:00 p.m. **Networking Reception (at Hilton Sacramento)**

TUESDAY, OCTOBER 4, 2016

8:00 – 9:00 a.m. **Registration & Continental Breakfast**

9:00 – 9:15 a.m. **Opening Remarks**

9:15 – 10:30 a.m. **General Session Panel #1**

The Greening of the Grid

Increased amounts of renewable energy in California's energy mix, coupled with the potential loss of traditional generation sources such as natural gas and nuclear, are creating new conditions and challenges for the state's electric grid. These challenges range from potential electric over-supply conditions to power outages, and are driving regulatory changes in the electricity sector. Learn about the changes that are happening, new pilot programs and market designs that are being developed in response to these changes, and the potential impact on your agency.

10:30 – 10:45 a.m. **Break**

10:45 a.m. – Noon **General Session Panel #2**

Tools We can Use: Providing Grid Services

When it comes to long-term energy procurement planning, challenges can also mean new opportunities for innovation. Hear from a panel of experts on technologies that can be incorporated into your water system's operations to provide services that are beneficial to both your agency and the electric grid.

Noon – 1:30 p.m. **Networking Luncheon**

1:30 – 2:45 p.m. **TRACKS: Choose T1 or T2**

T1. Navigating the Permitting Process

Is your agency considering developing a renewable energy project? How do you actually get your project connected to the grid? Come to this session to learn about recent changes to the Electric Rule 21 tariff, the process for interconnecting to the transmission grid, and how the Regulatory and Permitting Information Desktop (RAPID) Toolkit can help your agency navigate federal and state renewable energy and bulk transmission regulatory processes.

T2. To Be Announced

2:45 – 3:00 p.m. **Break**

3:00 – 4:00 p.m. **Closing Program**

Opportunities for Water and Energy Utility Partnerships

Prolonged drought conditions over the past several years have underscored the deep connection between water and energy in California. Changing hydrologic conditions have impacted electricity generation statewide, while water conservation has presented new opportunities for water and energy efficiency programs. Learn about some of the existing water and energy utility partnerships in the state, as well as pilot programs that are demonstrating how utility collaboration can leverage your agency's resources.

4:00 – 4:15 p.m. **Closing Remarks**

Premier Sponsor



Aspen Environmental Group is an expert interdisciplinary environmental services firm focused on providing services for water and energy infrastructure projects.

This program is presented in cooperation with:



**California Special
Districts Association**
Districts Stronger Together



ACWA 2016 Regulatory Summit

REGISTRATION FORM

Hilton Sacramento Arden West, Sacramento, CA

OCT
3-4
2016

Register online @ acwa.com

Registration and cancellation deadline is September 26, 2016 • 4:30 p.m. (PST)

ATTENDEE INFORMATION

First Name	Last Name	
Title		
Organization		
Address		
City	State	Zip
Phone	Attendee E-mail	

CC E-mail (If registering on someone's behalf, include YOUR e-mail to receive a copy of the confirmation)

REGISTRATION FEE (Please select one)	REGULAR	ONSITE	AMOUNT
Advantage (ACWA public agency members, affiliates & associates ONLY)	\$250	\$270	_____
Standard (Applies to non-members of ACWA)	\$375	\$395	_____

Registration fee includes continental breakfast, lunch and materials on Tuesday, October 4th.

OPTIONAL TOUR SPACE IS LIMITED	REGULAR	ONSITE	AMOUNT
Tour of Placer County Water Agency - Middle Fork Project Hydroelectric Facilities (Monday, October 3)	\$45	\$45 if space avail.	_____
Tour fee includes transportation and box lunch on Monday, October 3rd.			
Total Due to ACWA			_____

PAYMENT INFORMATION

We encourage you to please register online at www.acwa.com.

Enclosed is check payable to ACWA – 910 K Street, Ste. 100 • Sacramento, CA 95814

Please charge my credit card. *For your security, you must call the ACWA office at 916-441-4545 and provide your credit card information over the phone.*

Hotel Information: The hotel information will be provided in your confirmation email.

Submit Registration: **REGISTER ONLINE** at www.acwa.com or e-mail completed form to TeresaT@acwa.com

Questions? Contact us at 916.441.4545, toll free 888.666.2292, or e-mail events@acwa.com

Registration terms and conditions available at acwa.com in the event section.

Office Use Only: RS16 Ent _____ Date _____



REGISTRATION TERMS & CONDITIONS

ACWA 2016 Regulatory Summit

Hilton Sacramento Arden West, Sacramento, CA

OCT
3-4
2016

Register online @ acwa.com

Registration and cancellation deadline is September 26, 2016 • 4:30 p.m. (PST)

WHO IS ELIGIBLE FOR “ACWA ADVANTAGE” PRICING?

ACWA Advantage pricing is available to the following registrants:

- An officer or director of an ACWA member agency.
- A person directly employed by an ACWA public agency member, affiliate or associate organization. This does not include independent contractors, service providers, or third-party vendors.
- Any ACWA board member whose fee is paid for by member agency.
- Any state or federal administrative or legislative personnel in elected, appointed or staff positions.
- Staff of ACWA/JPIA and Water Education Foundation.
- Any individual or honorary life member of ACWA.

If you are interested in learning more about becoming an Associate Friend of ACWA, contact Melanie Medina at melaniem@acwa.com. For public agency membership, please contact Tiffany Giammona at tiffanyg@acwa.com.

CANCELLATIONS & CHANGES

All registration changes and cancellations must be made in writing by the event registration deadline. Valid cancellation requests will receive a refund of any registration fees paid minus a \$50 processing charge. For payments originally made by credit card, refunds can be issued back onto the credit card within 60 days. Otherwise, a refund will be issued by check. No refunds or registration changes will be granted after the registration deadline. Submit request in writing to Teresa Taylor at teresat@acwa.com.

SUBSTITUTIONS

Event registrations are transferable from one participant to another within the same organization. Please submit your request in writing before the event registration deadline to Teresa Taylor at teresat@acwa.com. Include the original registrant's name, the new person's name, title and email address with your request. After the registration deadline, substitutions will be handled on-site. Only one substitution is permitted per original registrant. The individual submitting the substitution request is responsible for all financial obligations (including any balance due) associated with the original registration. There is no fee to transfer an eligible registration.

SPECIAL REQUESTS & ACCOMMODATIONS

Special requests must be submitted in writing to Teresa Taylor at teresat@acwa.com. Participants are encouraged to submit special requests as soon as possible.

If you have a disability that requires an accommodation, please contact Melanie Medina at melaniem@acwa.com or call toll free at (888) 666-2292 to discuss your needs.

REFUNDS

Except as otherwise provided in this document, all payments and fees are nonrefundable after the registration deadline.

NONATTENDANCE

Registrants who fail to attend the event, in part or in whole, are not eligible for a refund or credit and will be billed for any balance due.

Questions? Contact us at 916.441.4545, toll free 888.666.2292, or e-mail events@acwa.com.

McKinleyville Community Services District

BOARD OF DIRECTORS

August 3, 2016

TYPE OF ITEM: **ACTION**

ITEM: E.4 **Appoint New Vice Chair to MCSD Board of Directors and Board President reassign committee seats vacated by Ms. Edwards' resignation**

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

TYPE OF ACTION: **Roll Call Vote/ Board President Appointments**

Recommendation:

Staff recommends that the Board review the information provided, take public comment and the Board President make committee appointments for the remainder of the 2016 calendar year effective immediately and the Board select a new Vice President including succession to Board President in 2017 and select a Vice Chair for 2017.

Discussion:

Committee assignments were briefly discussed at the July meeting due to Ms. Edwards' resignation. The matter is brought back to correct for the vacated positions.

From the Board Policy Manual:

Rule 3-4: COMMITTEES - Committees of the Board, whether standing or ad hoc, may, from time to time, be established by the President of the Board, subject to confirmation by the Board. Unless authority to perform a duty is expressly delegated by the Board to a committee, committee motions and recommendations shall be advisory to the Board. Committees shall not commit the District to any policy, act or expenditure nor may any committee direct staff to perform specific duties unless authorized by the Board. The Committee Chair is authorized to schedule committee meetings as deemed necessary and to preside at any such meeting.

Where the Board has agreed to designate a Director or Directors to serve on a non-District Committee, the President shall appoint said Directors for Board ratification.

Attachment 1 includes all committee assignments for 2016. Government Code § 54952(b) defines an *advisory committee* as a committee which is comprised solely of less than a quorum of the members of the legislative body that created the advisory body. A *standing committee* is a committee which has continuing jurisdiction over a particular subject matter (e.g., budget, finance, legislation) or if the committee's meeting schedule is fixed by charter, ordinance, resolution or other formal action of the legislative body that created it. With this information in

mind, the Board may also choose to discuss the necessity for existing active committees.

Ms. Edwards' committee assignments included:

- Redwood Region Economic Development Commission
Dennis Mayo; alternate Helen Edwards
- McKinleyville Senior Center Advisory Committee
Helen Edwards; alternate Dennis Mayo
- Audit
John Corbett; Helen Edwards
- Employee Negotiations
David Couch; Helen Edwards
- McKinleyville Municipal Advisory Committee
Helen Edwards; alternate John Corbett
- Groundwater Sustainability Committee
Helen Edwards, Chair; Corbett, Vice Chair; Mayo, alternate

Staff recommends President Wheeler assign the alternate to the primary position and poll the remaining members for interest in the alternate position. The Audit Committee and Employee Negotiation Committee have two seats and will require a timely appointment.

From the Board Policy Manual:

Rule 3-1: OFFICERS - Annually, at the regular January Board Meeting, the Board shall update the rotation schedule for the coming years. Appointment of officers shall be subject to the affirmative vote of the Board with a strong preference for a rotation schedule. The Finance Director shall perform the duties of Treasurer and the General Manager shall select a staff member to serve as Board Secretary.

BOARD ROTATION SCHEDULE FOR CHAIR AND VICE CHAIR											
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Term Expiration											
Corbett	C										
Edwards		VC	C								
Mayo			VC	C							
Couch											
Wheeler	VC	C									
C = Chair											

Ms. Edwards position as Vice Chair and inline for the position of Board Chair for 2017 staff recommends the Board fill the vacated Vice Chair position for the remainder of 2016 with Director Mayo and Chair in 2017 as he was selected to be Vice Chair in 2017. Staff would further recommend for continuity staff the Vice Chair for 2017 also be selected.

Attachment 2 is the 2016 Board Rotation Schedule.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – 2016 Positions, Staff Member Appointments and 2015 Committee Assignments
- Attachment 2 – 2016 Board Rotation Schedule

2016 ROSTER for MCSD

2016 Board positions are as follows:

1. President George Wheeler
2. Vice-President Helen Edwards

Directors: John Corbett, David Couch and Dennis Mayo

Staff Member Officers:

1. Treasurer Finance Director, Colleen M.R. Trask
2. Secretary Becky Schuette

2016 Committee Assignments are as follows:

1. Recreation Advisory committee
George Wheeler; alternate David Couch
2. McKinleyville Area Fund
John Kulstad
3. Redwood Region Economic Development Commission
Dennis Mayo; alternate Helen Edwards
4. McKinleyville Senior Center Advisory Committee
Helen Edwards; alternate Dennis Mayo
5. Audit
John Corbett; Helen Edwards
6. Employee Negotiations
David Couch; Helen Edwards
7. Water Task Force
George Wheeler; alternate John Corbett
8. AdHoc No Drugs & Toxics Down the Drain
George Wheeler; alternate David Couch
9. McKinleyville Municipal Advisory Committee
Helen Edwards; alternate John Corbett
10. Cornerstone Committee
David Couch
11. Groundwater Sustainability Committee
Helen Edwards, Chair; Corbett, Vice Chair; Mayo, alternate

BOARD ROTATION SCHEDULE FOR CHAIR AND VICE CHAIR

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Term Expiration											
Corbett	C										
Edwards		VC	C								
Mayo			VC	C							
Couch											
Wheeler	VC	C									

C = Chair

EXPERIENCE/YEARS SERVED ON BOARD OF DIRECTORS

John Corbett - 13 years

Assumed Office 8.21.2002 (To fill in vacancy created when Fluery left until General Election in November 2003)

Served 14 months from 2002 to 2003

Elected 2003 to 2007 (4 yr term)

Re-Elected 2007 to 2011 (4 yr term)

Re-Elected 2011 to 2015 (4 yr term)

Appointed 2015 to 2019 - insufficient number of nominees (4 yr term)

Helen Edwards - 8 years

Assumed Office 12.19.2007

Elected 2007 to 2011 (4 yr term)

Re-Elected 2011 to 2015 (4 yr term)

Appointed 2015 to 2019 - insufficient number of nominees (4 yr term)

Dennis Mayo - 7 years

Assumed Office 9.17.2008 (To fill in vacancy created when Reid left until General Election in November 2009)

Served 13 months from 2008 to 2009

Elected 2009 to 2013 (4 yr term)

Re-Elected 2013 to 2017 (4 yr term)

David Couch - 6 years

Assumed Office 12.13.2009

Elected 2009 to 2013 (4 yr term)

Re-Elected 2013 to 2017 (4 yr term)

George Wheeler - 2 Years

Assumed Office 1.8.2014

Elected 2013 to 2017 (4 yr term)

McKinleyville Community Services District

BOARD OF DIRECTORS

August 3, 2016

TYPE OF ITEM: **ACTION**

ITEM: E.5. Determine whether the District or the candidates are going to pay for the publication of a statement of qualifications

PRESENTED BY: Greg Orsini, General Manager

TYPE OF ACTION: Roll Call Vote

Recommendation:

Staff recommends the board listen to the information provided, take public comment and require the candidates pay all publishing costs for the candidate's statement and statements be limited to 200 words

Discussion:

During the July 6th, 2016 MCSD Board of Directors meeting it was decided MCSD would fill the vacated Board of Director seat during the March 7, 2017 election.

By August 21, 2016 MCSD must deliver a notice to the county elections official stating:

- That the board seat is to be filled at the next election;
- that the seat is for an unexpired term; and
- whether the district or the candidates are going to pay for the publication of a statement of qualifications. (Gov. Code, § 1780(e)(1); Elec. Code, § 10509.)

The Board must decide whether the candidates or the District will pay for the publishing costs of the candidate statements and determine the maximum length of the statement. For the last several elections the Board determined the candidates would be responsible for the cost of publishing their statement and set the length of the statement at 200 words.

After this element is determined staff will issue the notice to the County of Humboldt per government code.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Per County Elections office for last contested election the minimum cost per candidate for publishing costs if the statement is 200 words:

- One Candidate - cost \$606.00
- Two Candidates - cost \$303.00 per person
- Three Candidates – cost \$202.00 per person

Environmental Requirements:

Not applicable

Exhibits/Attachments

- None

McKinleyville Community Services District

BOARD OF DIRECTORS

Aug 3, 2016

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.A **Support Services - July 2016 Report**

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

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has deposited \$620,271.18 to date into the Trust Account for reserves recovery as of June 30, 2016.

The District has \$181,451.13 to date in the Trust Account for the next Biosolids Disposal project. The June payments for both of these accounts have been postponed until July to keep the year-end balance in Accounts Payable accurate.

Audit Update: The on-site portion of the audit has been completed. Fixed asset information is being reviewed by Scott Gordon of Jackson & Eklund. The GASB 45 Actuarial study for OPEB liabilities by Geoff Kischuk at Total Compensation Systems has been completed. The GASB 68 reports made available by CalPERS are being reviewed by Larry Wood of Jackson & Eklund.

Treasurer's Report Highlights: Water Fund capacity fees collected during June bring the total up to \$175,404. Wastewater Fund capacity fees now total \$307,966 year-to-date. Neither Capital Contributions nor Capacity fees are included in the income vs. expenses graphs of the Treasurer's Report.

Water, Wastewater, & Streetlights funds "Other Expenses" categories are more than 10% under budget – money set aside for emergency repairs was not used.

Parks/General Fund rents and program revenues both came in slightly more than 10% over budget for the fiscal year. "Other Revenues" come in at more than 40% over budget. The majority of that is due to unexpected reimbursements from the State of California for Brown Act compliance and Public Records Act Requests going back to 2009. Contributions to the Teen Center were also greater than expected.

Actual and Target reserve balances for the end of Fiscal Year 2015-16 will be calculated when the final June 2016 financials are closed. The new graph will be available on next month's Treasurer's Report.

OTHER UPDATES

The third disbursement request to the State Revolving Fund loan for construction costs related to the new Wastewater Management Facility has been sent to the SRF. The second request has been approved and sent to the State Controller's Office for payment. On the Debt page of the Treasurer's Report, the loan principal amounts will be accumulated until the SRF provides a final loan amount after construction is finished in FY2017-18.

The pass-through rate from Humboldt Bay Municipal Water District was adjusted again once the HBMWD Board approved their final operating budget for FY2016-17 in July. The rate decreased from \$1.54 per unit to \$1.53. This has been put into effect on the first billing cycle after the information was received.

McKinleyville Community Services District

BOARD OF DIRECTORS

August 3, 2016

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.B **Operations Department – June 2016 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 44.5 million gallons of water in June.
Nine water quality complaints were investigated and rectified.
Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Annual routine testing was conducted in Routes 12 and 13 along with a minimal number of retests. 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 1.9 million gallons and the average usage per day was 1.5 million gallons.

Water Distribution Maintenance:

Weekly Bacteria Samples were collected on Schedules 1, 2, 3, 5 and 6 which represent different locations in the water system. The schedules are made up of a sample taken in each pressure zone. Two angle-stops were replaced due to leaking by when turned off. Hydrants were exercised, inspected and documented in the log book. Any discrepancies were flagged to generate work orders for repairs. Phase 3 of the meter replacement program was started. Due to a minimal response to the seasonal positions, the replacement program is off to a slow start. Other options are being looked at for getting personnel to replace meters. The water R.O.W. was cleared on Little Pond. They are cleared on an as needed schedule to prevent trees and brush from growing over the mains which prevents staff from locating leaks or the trees from root wrapping the mains and causing leaks.

Water Station Maintenance:

String trimming and building wash down was completed at the North Bank pump Station. The Norton and Hewitt tanks sites were also string trimmed and mowed. The dormer vents on Tank 3 A and B were sealed due to the flashing lifting. The annual inspections were conducted on the Norton and Cochran tanks cathodic protection system. During the inspection, the system is checked by a certified inspector and adjustments are made to prevent the steel tanks from rusting.

As of July 2014, the District is required to submit a Public Water Monthly Monitoring Report to compare water usage to last year's usage in the same month. I will keep the Board updated each month using the Table below.

Water Usage Comparison in Million Gallons

	2013	2015	% Reduction	2015 Recycled	R- GPCD
April	39.755	33.238	16	0	52
May	49.407	38.200	23	15.1	57
June	51.337	41.847	19	15.6	64
July	54.757	44.946	18	11.7	69
August	55.908	41.747	25	16.1	61
September	45.702	41.670	9	15.7	69
October	39.439	37.320	6	12.3	59
November	34.879	28.939	17	9.6	52
December	35.203	29.937	15	5.2	50
	2013	2016	% Reduction	2016 Recycled	R- GPCD
January	38.241	33.054	14	0	49
February	33.751	31.319	9	0	51
March	36.244	33.761	7	0	49
April	39.755	34.892	13	0	51
May	49.407	36.635	26	11.3	53
June	51.337	44.589	14	22	61

*Recycled water is reclaimed water that is used for irrigating crops.

New Construction Inspections:

Central Estates Phase 2D; Site grading and cutting in roads are in process. Underground work including water and sewer installation should start next month. McKinleyville BMW Expansion; A 4" fire service was tapped and installed. Five existing sewer laterals were capped back at the property line and inspected with the push camera.

Sewer Department:**Waste Water Statistics:**

24 million gallons of wastewater were collected and pumped to the W.W.M.F. 26.6 million gallons of wastewater were treated and discharged to land disposal or reclamation in June.

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

Sewer Station Maintenance:

Intellimac batteries were replaced at the Hiller pump station due to low battery voltage test results during the monthly inspection. The bubbler compressor was replaced at the Fischer Station. B Street station pump 1 was ragged up causing the pump to log longer hours. Staff opened up pump, removed rags and put the pump back into service.

Sewer Collection System:

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. The sewer R.O.W. was cleared on Little Pond. They are cleared on an as needed schedule to prevent trees and brush from growing over the mains which prevents staff from locating spills or the trees from root wrapping the mains and causing infiltration.

Wastewater Management Facility:

The Chlorine Contact Basin was drained and cleaned with fire hoses. Pennywart was removed from Pond B. Pennywart removal is ongoing maintenance to prevent it from taking over and covering the ponds. The annual inspection and rebuild was conducted on one CL2 and SO2 regulator. This is done to prevent the corroded parts from causing leaks.

Daily Irrigation and Observation of Reclamation Sites:

Weekly well monitoring was conducted along with the Fischer Ranch tree farm as part of the tree farm pilot study. The tree farm pilot study required staff to build a fence around a 3 acre parcel and auger 700 holes for tree planting. Trees will be planted by the end of July. An irrigation system is being researched using the reclaimed wastewater. There will be assorted trees planted in 3 different plots along with wells installed to monitor the uptake of each tree species.

Street Light Department:

The semi-annual inspection was completed on the Kristin Way and Pierson Park lights. No streetlight complaints were reported in June.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. The District hosted a pump and electric panel class that staff member Bill McBroome taught. Staff also attended chlorine training in partnership with HBMWD. During the training new staff members were trained how to repair leaks in a 1 ton cylinder along with a refresher for the more experienced staff.

Special Notes:

The pendant was repaired on the Vac-con.
Tractors, Dump Truck and Vac-con were greased and lubed to prevent wear.
Monthly river samples were completed.
Monthly Self Monitoring Reports (DMR/SMR) were submitted.
Quarterly and Semi-annual DMR/SMR were submitted.
Public Water Monthly Monitoring report was submitted.
Monthly Water Quality report was sent to the Dept. of Health.
Monthly Pesticide applicator report was submitted to Department of Agriculture.
Daily inspections were conducted on the Teen Center construction project.
Interviewed and hired a full time parks maintenance worker.
Quarterly well samples were collected and sent to the lab.
Oil changes were performed on equipment and generators.
Reviewed bid documents and specifications for the Cochran tank recoating project.
Meeting with Teen Challenge and the High Rock Group to discuss labor possibilities.
IPM group held a couple meetings to work on the Matrix.

WWMF upgrade status:

The Clarifier concrete base has been poured. The clarifier walls are being poured in stages. Electrical conduits have been installed to the lab and the concrete is being poured around them to prepare for the headworks and Maintenance building. The pond fill has started off slow due to wet spots not drying out but has progressed. The north side of the Pond A (the biosolids area) has been cut to grade and will be ripped to help dry out the soil. The time lapse camera footage is still being collected and will continue through the construction phase. Weekly meetings have been held to discuss progress and scheduling. Materials, such as piping valves and vaults have arrived and are on site.

Parks:

Several open space zones received mowing, hedging and maintenance as part of the Open Space Maintenance Zone agreements. The Facilities were mowed and cleaned as part of the weekly schedule along with rental events. Oil and blades were changed on the Toro and Walker mower due to wear and tear. The Hiller Sports Complex has been mowed weekly. A concrete cap was formed and poured with concrete over a well that was located at the Hewitt Preserve. New bases and base mounts were installed on the Hiller Sports Site softball field. An irrigation valve was repaired at Pierson Park. The baby changing station in the Library was repaired due to worn out hardware. The speed bump at Hiller Park was repainted yellow to give drivers advance warning.

Teen Center:

The Teen and Community Center is completed. There is a little bit of tin repair needed on the front of the building but the contractor is taking care of it. Staff has been working on landscaping layouts and schedule for getting it done.

In the kitchen, Lesley is working with a few different vendors on getting proposals for the kitchen furniture and exhaust, complete with fire suppression.

GIS:**Urban Water Management Plan UWMP 2015**

Submitted Final Document and tables to the Department of Health.

Mailed digital copy to the California State Library

Mailed notification letters to County, cities and HBMWD informing them of the UWMP completion and location.

Central Avenue Open Space Zone Reformation

Drafted and mailed letters to customers informing them of reformation

Updated engineers report to include increase in annual subsidy from County

Created power point presentation detailing reformation details.

Maps Completed

Grocery Outlet Site Map

Dollar General Site map

Easement and R.O.W. maps

Brian has been trained and is responding to USA underground mark and locates.

McKinleyville Community Services District

BOARD OF DIRECTORS

August 3, 2016

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.C Parks & Recreation Director's Report for July 2016

PRESENTED BY: Lesley Frisbee, Recreation Director

TYPE OF ACTION: None

TEEN & COMMUNITY CENTER:

To date, the following funding has been secured for the Teen & Community Center:

Organization	Amount	Purpose
Mad River Rotary-Donation	\$25,000	Commercial Kitchen
Mad River Rotary-Grant (2015)	\$2,000	Commercial Kitchen
Mad River Rotary-Grant (2016)	\$3,000	Music equipment
McKinleyville Area Fund (2014)	\$3,000	Audio-Sound System
McKinleyville Area Fund (2016)	\$2,500	TV's and Blue Ray player
Humboldt Area Foundation	\$10,000	Tables & Chairs for Classrooms
Legacy Path & Giving Tree donations	\$18,200	Unrestricted
Karaoke Night event	\$593	Unrestricted
Pints for Non-Profits (Auction only)	\$337	Unrestricted
TOTAL:	\$64,630	

The Tables and Chairs for the classroom/multi-purpose room have been purchased and delivered. In the next month, Staff will complete the final grant report to be reimbursed \$10,000 from the Humboldt Area Foundation for the purchase of the tables and chairs.

The landscaping design for the exterior of the facility has been completed. Staff has been working with Miller Farms and Michelle O'Brien Umpqua Bank to plan the implementation of the landscaping project. Umpqua Bank is dedicated to not only giving monetarily to the project, but also assisting with additional fundraising as well as providing volunteer labor for the actual planting. Miller Farms has agreed to donate top soil and is helping with providing the necessary plants and educating staff on care and maintenance for the plants. The planting portion of the project will take place in October, when it is nearer to the rainy season. Planting at that time will also enable BGCR to get their teen participants involved in the project as they will be running regular program hours every day after school by then.

Staff continues to work with BGCR in preparation for staffing and programming. Regular program hours will begin within the first two weeks of August.

Work towards furnishing the facility continues. Staff met with a representative from Castino Restaurant Equipment and Supply regarding the appliances and worktables for the kitchen. An updated proposal for the purchase and installation of kitchen equipment and furniture is expected any day now.

RECREATION ADVISORY COMMITTEE:

The Recreation Advisory Committee met in July. The notes from the meeting are attached as Attachment 1. Since the June Board meeting four (4) additional letters of application for vacant RAC positions have been received.

RECREATION UPDATES:

- Summer Basketball League-*currently serving 45 youth in 3rd-8th grades*
- Kids' Camp Summer Day Camp-*averaging 73 youth per day; weekly revenues \$6500-\$6900*
- Kids' Club After School Program-*enrollment for the Dows Prairie site, serving TK-1st grade is 90% of capacity. Enrollment for the Morris site serving 2nd-5th grade is at 30% of capacity. Enrollment is expected to pick-up in the next month as summer comes to an end.*
- Playgroup-*currently averaging 14-20 kids per day at the summer site. Summer participation typically drops off, due to vacations.*
- Jiu Jitsu-*the second session of jiu-jitsu started July 11th. Enrollment is down to 11 from 20 in the first session. It is suspected that summer vacation has impacted enrollment.*
- Drop in Pickleball-*summer scheduling includes Friday evenings 6-8 pm and Sunday afternoons 2-5 pm. This program is now staffed by volunteers. 10-16 participants are playing each day.*
- Drop in Basketball-*Summer participation has dropped a little bit, and the program has been getting 15- 20 participants each week.*
- Lawn Games in the Park-*Lawn Games is a free activity in Pierson Park each Thursday in July and August. It is a free event designed to encourage residents to get out and enjoy their park through play for the whole family. The first three weeks, several families have enjoyed the variety of games set-up by the Recreation staff.*
- Co-Ed Wood Bat Softball-*the league has grown by one team from last season. This season will begin on Sunday, July 31st and will host 11 teams.*
- World Wide Day of Play-*Staff have begun planning the event, which will be held at Hiller Sports Site on Saturday, September 24, 2016*

OTHER UPDATES:

- Staff has been working on evaluation and analysis of the Hiller Sports Fields maintenance costs and use revenues. A meeting of MCSD staff and Youth Sport Organization representatives has been scheduled for early August. Fee increases and use agreements will be discussed in order to address the challenges of shared use by multiple organizations as well as the increasing costs for maintaining the fields.
- Staff received the Draft Community Survey created by HSU Graduate students in the Spring 2016 semester. Staff will edit the Survey and create a plan for

implementing the survey by the end of 2016. The goal is to complete the community survey and use the results for the purpose of updating the Parks & Recreation Master Plan by the end of 2017.

- Staff attended the Senior Center Board meeting on Friday, July 29, 2016

Thursday, July 21, 2016

6:30pm

Recreation Advisory Committee Meeting

NOTES

Members Present: John Kulstad, Bill Prescott, George Wheeler, Mary Burke, Chad Sefcik,

Members Absent: Charlie Caldwell, Addison O'Hanen, Jeff Dunk

Guests: Dennis Mayo, Kevin Collins, Greg Moss

Meeting Notes:

- Communications:
 - Staff informed all members of the vacant MCSD Board seat and that there will be an election in March 2017
- Public Comment:
 - None
- Garden Reports:
 - Community Garden is going well. 14 plots currently in use. The Botanical Garden needs weeding. No volunteers have responded to the volunteers needed signs posted at Hiller Park. Staff will include the volunteer opportunity in future promotional emails.
 - Dennis Mayo reported that he has woodchips whenever we may need them for the garden.
- RAC Vacancies:
 - John Calkins has submitted a letter of application and was interviewed by the MCSD Board at the June meeting. The recommendation for his appointment to the RAC will be on the August MCSD Board meeting agenda again.
 - Janelle Jones, David Coelho and Kevin Collins have each submitted a letter of application and they will be brought before the MCSD Board at the August meeting as well, where the Board will have the opportunity to interview them and decide whether to appoint them to the RAC or not.
 - Greg Moss (Guest attendee) let the committee know that he would be submitting a letter of application in time to also be on the agenda for the next meeting of the MCSD Board.
 - Staff informed all current committee members that it is important that they attend the August 3rd MCSD Board meeting and speak on behalf of any of the candidates they would like to see selected for the committee.
- Teen Center Update:
 - The finishing touches and final details of the construction will be completed within the next two weeks. The classroom furniture will be delivered between July 26-28, 2016. A ping pong table has been donated. Staff is working to get the commercial kitchen completed. A landscaping plan has been created. Staff is

working with Miller Farms & Nursery as well as Umpqua bank to get the landscaping project completed.

- Boys & Girls Club of the Redwoods will begin programming at the Teen & Community Center in early August.
- Dennis Mayo reported that the McClean Foundation in Fortuna is interested in learning more about the Teen & Community Center and possibly providing some support for it. He said a tour with the McClean Foundation's Board president is in the works.

- Hiller Sports Site Use Agreements 2017

- Staff will be meeting with the Youth Sports Organizations (YSO's) with current use agreements for Hiller Sports Site in August to discuss fee increases and changes for future use agreements.
- The cost of maintaining the fields at HSS are significantly higher than the revenues. Historical agreements with YSO's included an option for organizations to provide volunteer labor for mowing, string trimming and other landscape maintenance in exchange for credit to go toward field use fees. These kinds of agreements are proving difficult to impossible to enforce and in this last year the impact of such agreements failing, has taxed the capacity of the parks maintenance crew. A new strategy and agreements around that strategy are needed in order to provide adequate maintenance of the sports fields.
- The failed agreement with Little League will cost the District approximately \$8,430 this sport season (March-October, and caused other maintenance to be put off, in order to take care of maintenance that our crew had not planned or scheduled as Little League had agreed to do it. Little League will pay for the labor but we cannot make up the productivity lost on other projects due to the last minute scheduling.
- If the District eliminates the option for working off field use fees and all users pay the fees, enabling the district to hire either a part-time maintenance worker who is dedicated to maintaining the sports fields only (20-25 hours per week), The district will ensure the fields are maintained and will be able to plan accordingly for the workload.
- Staff reported that the fees charged by other area municipalities are much higher than the fees currently charged by MCSD.
- Staff is scheduling a meeting with representatives of YSO's currently under agreement for early next month so organizations can participate in brainstorming solutions to current maintenance challenges and be able to plan ahead for the impact that increased user fees will have on their organization and asked that one member of the RAC attend that meeting.

- Update on Recreation Programs:

- Summer Basketball League-*currently serving 45 youth in 3rd-8th grades*
- Kids' Camp Summer Day Camp-*averaging 73 youth per day; weekly revenues \$6500-\$6900*
- Kids' Club After School Program-*enrollment for the Dows Prairie site, serving TK-1st grade is 90% of capacity. Enrollment for the Morris site serving 2nd-5th grade*

- is at 30% of capacity. Enrollment is expected to pick-up in the next month as summer comes to an end.*
- *Playgroup-currently averaging 14-20 kids per day at the summer site. Summer participation typically drops off, due to vacations.*
 - *Jiu Jitsu-the second session of jiu-jitsu started July 11th. Enrollment is down to 11 from 20 in the first session. It is suspected that summer vacation has impacted enrollment.*
 - *Drop in Pickleball-summer scheduling includes Friday evenings 6-8pm and Sunday afternoons 2-5pm. This program is now staffed by volunteers. 10-16 participants are playing each day.*
 - *Drop in Basketball-Summer participation has dropped a little bit, and the program has been getting 15- 20 participants each week.*
 - *Lawn Games in the Park-Lawn Games is a free activity in Pierson Park each Thursday in July and August. It is a free event designed to encourage residents to get out and enjoy their park through play for the whole family. The first two weeks, several families have enjoyed the variety of games set-up by the Recreation staff.*
 - *Co-Ed Wood Bat Softball-the league has grown by one team from last season. This season will begin on Sunday, July 31st and will host 11 teams.*
- Review of Board Actions: The following actions were reviewed by the RAC members. No discussion followed.
 - June 1, 2016 Board Meeting:
 - *E.2 Consider appointment of applicant John Calkins for vacant position on the Recreation Advisory Committee:*
 - **MOTION: It was moved to postpone the vote.**
 - *Motion: Dennis Mayo; Second: None*
 - *Motion Failed*
 - *There was further discussion and debate while Director Mayo spoke at length about his objection to the appointment. Director Corbett then agreed to the postponement due to the controversial statements being made. Director Couch had no objections to the postponement. Mr. Calkins had no problem with the postponement either. The previous motion was seconded.*
 - **MOTION: It was moved to continue the vote to the next meeting.**
 - **MOTION SUMMARY:** Motion Passed
 - *E.9 Consider adoption of Resolution 2016-12 amending the Rules and Regulations Rule 45.03.b Facility Use Fees and 45.03.c Event Service Fees:*
 - **MOTION: It was moved to accept staff's recommendation**
 - **MOTION SUMMARY:** Motion Passed
 - July 6, 2016 Board Meeting:
 - *ITEM: E.3 Approve and authorize Board President to sign and execute the Revised Agreement between McKinleyville Community Services District and the Boys & Girls Club of the Redwoods Regarding Provision of the McKinleyville Teen & Community Center Facility*
 - **MOTION: It was moved to accept staff's recommendation**

- **MOTION SUMMARY:** *Motion Passed*
- Dennis Mayo asked a question regarding SH Cowell funding of Teen Center programs which led to staff providing a brief description of the SH Cowell Foundation and their role and history in McKinleyville over the last 3 years.
- Ad Hoc Committee Reports:
 - John Kulstad reported that he had recently been out to the Hewitt Ranch and commending the mowing.
 - Chad Sefcik volunteered to fill the vacancy on the School Rd. property Ad Hoc Committee
 - Staff reported on recent discussion with Charlie Caldwell regarding the skate ramps being at Lawn Games in the Park, and future collaboration between Parks & Recreation and the Skate Park Collaborative to offer skate camps.
 - Mary Burke reported on the Fischer Ranch Estuary project and the current status of the different components of the project.
- Next Meeting: August 18, 2016
 - Chad Sefcik asked if the topic of the Central Ave. Landscaping policies and procedures was something under the purview of the RAC, and if so could it be on the next agenda. It was determined to not be in the purview of the RAC.
 - Mary Burke asked if the potential Community Forest is a topic the RAC should start discussing. Both Director Wheeler and Director Mayo commented on her question. It was determined that a Community forest is still a long way from becoming a responsibility of MCSD's and therefore it is not yet something the RAC needs to be discussing.
- Adjournment:
 - Meeting adjourned at 7:54pm

McKinleyville Community Services District

BOARD OF DIRECTORS

August 3, 2016

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.D General Manager's Report for August 2016 Meeting

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: Information Only

A summary of activity for the month of July 2016

Cost Savings Related to District Activities – The following is a review of some of the recent cost savings opportunities District staff identified for the previous month:

• Accountant Discount	\$162
• Office Supplies	\$69
• PG&E Credit	\$540
• Liability Insurance Savings	\$17,576
• Workmen's Comp Insurance Savings	\$3,500
• Retail Discount on Craft Supplies	\$22
• Cal Trans Crew	\$1,856
• SWAP	\$4,176
• Northern Humboldt Employment Services	\$3,117
• Community Service Workers	\$116
• Humboldt County Inmate Work Crew	\$1,856
• In House Install Safety Beacon on Unit 25	\$160
• Various Station Repairs Conducted In House	\$300
• Tree Removal at WWMF	\$640
• Hot water Heater Repair in Front Office	\$80

Total cost savings for July are \$34,170

The cumulative cost saving to the District to date from July 1, 2016 is \$34,170

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

Camino Way OSMZ – This item was heard at the July 2016 Board of Directors Meeting and was scheduled to be brought back in August for dissolution. The Board had questions related to this matter that required inquiry to Humboldt County. Those answers were received. It was proposed by a member of the public that any money paid for the open space maintenance and not used should be returned. The accounting necessary to validate

the financial situation has been time consuming due to past practices of work orders and record keeping related to labor and equipment charges. In the late 90's maintenance of the OSMZ was contracted out and communications with the contractor had to be reestablished. Since the amount of information being gathered was significant and other alternatives may be presented that have the potential to be amicable with the Camino Way residents, staff chose to postpone this item until September.

Water and Wastewater Mainline Upgrade, Replacement and Rehabilitation Facility

Plan – Consistent with MCSD's Strategic Plan, staff will be soliciting Requests for Qualifications to retain the services of a qualified professional to provide the services necessary to plan the long term effort and funding necessary to address in-the-ground water and wastewater infrastructure upgrades and repairs. To this point staff has reviewed the proposal request and will schedule the solicitation in the following weeks.

Whistle Blower Policy and Expenditure Control/ Emergency Acquisitions – MCSD

finalized a Whistle Blower Policy that will protect employees from retaliation if they report illegal activity being conducted on behalf of the District or by District personnel. This policy will reinforce our commitment to the rate payers of McKinleyville that MCSD is transparent and custodian of the community trust. Expenditure Control Guidelines dictate the processes for procurement of goods and services by establishing written controls. Staff added the Emergency Acquisition section to legitimize the process for procurement during MCSD Board declared emergencies. This effort was accomplished to satisfy compliance with the CSD High Performing District Checklist.

Teen Center – Staff is still waiting for a resubmittal for kitchen equipment from the equipment supplier that provided the lowest bid. County Public Works has signed off on all the improvements on the street side of the project. A very limited number of minor deficiencies remain on the punch list and are being accomplished slowly but surely. Staff continues to purchase and furnish the facility as things arrive. Phone, cable, security and fire alarm services are being arranged or are active. Boys and Girls Club is scheduled to begin programming mid-August.

Capacity Fee Renewal and Prop 218 Process – By the August board Meeting date the waiting period for the implementation of the updated capacity fees will 30 days. To date we have had no feedback on the adjustment of fees.

WWMF Improvements – Weekly construction meetings are attended by staff to discuss the three-week rolling schedule, submittals for materials, requests for information and progress to that point. Work continues on the improvements at a favorable pace. Fill is being hauled in almost on a daily basis. Clarifier #2 final section of wall was poured last Thursday and forming on Clarifier #1 walls and the stripping of Clarifier #2 forms will be in progress by the time of the board meeting. The head works base is poured and the rebar work is being accomplished prior to forming. The conduit ducts below the control building were completed in July and slurry applied.

Recoating of Tank 1A – 90% design specifications were received and being reviewed by staff. The Bid Pack is scheduled to be advertised by August 8th.

Central Ave OSMZ– Consistent with Proposition 218 we have completed the Maintenance Plan and had it stamped by an engineer. We have started public outreach with a mailer to all customers on Central. We will be scheduling a public outreach meeting prior to the initiation process that is scheduled for September.

Minor Note – The amount of effort to deal with “campers” has been steadily increasing for the past several months. This added expense in staff time and costs to dispose of trash and belongings left behind is not accounted for in rates or assessments, so in essence these activities are impacting our ability to provide regular services.

Meetings – The General Manager attended various meetings this month.

Exhibits/Attachments

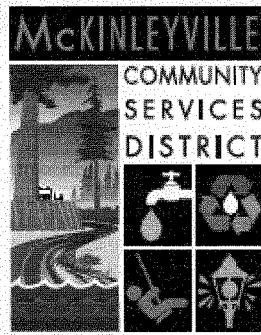
- Attachment 1 – WWMF Monthly Self Monitoring Report

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

July 22, 2016

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for June 2016 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 29 days to Discharge Points 002, 004, 005 and 006. The required monitoring and water quality constituents that were tested and reported were in compliance in June.

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

The requirement for TSS is 83 mg/L, for the monthly average with four weekly tests in June which represent one criteria. The TSS results for June 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 June 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 April are as follows. Median was <1.8 and a Maximum of 2. Four samples were collected in the month of June and were in compliance.

Monthly River Monitoring was conducted in June.

WWMF Upgrade Status: The Clarifier concrete is being poured in stages. Electrical conduits have been installed where the slab to the new maintenance building will be built. The contractors are setting up forms and installing pipe for the new headworks. The fill is being placed and compacted in the pond bottom. Weekly meeting have been conducted with District staff, contractors, engineers and the project manager. Contractors have 521 days to complete the project. They have projected to be completed by February 2017.

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

JUNE 2016

Discharge Monitoring	002 M-003	002 M-003	004 M-005	003 M-004	006 M-007	005 M-006	001 M-002				
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	0.823	1.368	1408			1.241		0.127		1.368	0.000
2	0.799	1.162	1084			1.162				1.162	0.000
3	0.798	1.119	988	0.466		0.608		0.045		0.653	0.000
4	0.811	0.825	588	0.825						0.000	0.000
5	0.873	0.826	591	0.826						0.000	0.000
6	0.837	0.319	830	0.301		0.018				0.018	0.000
7	0.800	0.000	0	Washed CCB						0.000	0.000
8	0.816	0.632	1247			0.474		0.158		0.632	0.000
9	0.798	1.261	1127			0.998		0.263		1.261	0.000
10	0.790	1.174	1098	0.460		0.549		0.165		0.714	0.000
11	0.803	0.821	590	0.821						0.000	0.000
12	0.866	0.815	585	0.815						0.000	0.000
13	0.821	0.893	1105	0.319		0.413		0.161		0.574	0.000
14	0.804	1.208	1111			0.938		0.270		1.208	0.000
15	0.826	1.147	1079			0.872		0.275		1.147	0.000
16	0.801	1.129	1084			0.861		0.268		1.129	0.000
17	0.803	0.893	745	0.396		0.331		0.166		0.497	0.000
18	0.807	0.714	508	0.714						0.000	0.000
19	0.836	0.711	507	0.711						0.000	0.000
20	0.808	0.680	782	0.267		0.149		0.165	0.099	0.413	0.000
21	0.789	0.841	912			0.543		0.120	0.178	0.841	0.000
22	0.798	0.956	842			0.776			0.180	0.956	0.000
23	0.788	0.988	929			0.254		0.563	0.171	0.988	0.000
24	0.761	0.936	808	0.392		0.445			0.099	0.544	0.000
25	0.768	0.705	503	0.705						0.000	0.000
26	0.799	0.700	494	0.700						0.000	0.000
27	0.786	0.788	950	0.259		0.481		0.048		0.529	0.000
28	0.773	1.052	967			0.998		0.054		1.052	0.000
29	0.780	1.047	967			0.986		0.061		1.047	0.000
30	0.774	0.968	974			0.916		0.052		0.968	0.000
TOTAL	24.136	26.678		8.977	0.000	14.013	0.000	2.961	0.727	17.701	0.000
AVERAGE	0.805	0.889	847	0.000	0.000	0.667	#DIV/0!	0.174	0.000	0.590	0.000
MAXIMUM	0.873	1.368	1408	0.826	0.000	1.241	0.000	0.563	0.180	1.368	0.000
MINIMUM	0.761	0.000	0	0.259	0.000	0.018	0.000	0.045	0.099	0.000	0.000
DAYS	30	29		16	0	21	0	17	5	21	0

DAYS WITH NO DISCHARGE = 1

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

YEAR: 2016

MONTH: JUNE

DATE	INFLUENT FLOW		EFFLUENT FLOW		EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING							3X5 TOTAL COLIFORM	
	M.G.D.	M.G.D.	M.G.D.	M.G.D.			B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL ₂ RES.	RIVER CL ₂ RES	SETTLABLE SOLIDS	
1	0.823	1.368		1408				7.0	18.8			24	2.5				
2	0.799	1.162		1084				7.1	18.8			26	2.9				
3	0.798	1.119		988	250		220	7.1	19.1	13	14	22	2.9		<0.1		
4	0.811	0.825		588													
5	0.873	0.826		591													
6	0.837	0.319		830				7.0	19.4			24	3.9			2	
7	0.800	0.000		0				Washed CCB									
8	0.816	0.632		1247				7.0	19.8			26	1.8				
9	0.798	1.261		1127				6.8	19.2			28	1.0				
10	0.790	1.174		1098	320		210	6.8	18.8	14	19	26	2.0		<0.1		
11	0.803	0.821		590													
12	0.866	0.815		585													
13	0.821	0.893		1105				6.9	19.0			24	4.1			<1.8	
14	0.804	1.208		1111				6.9	18.8			26	1.5				
15	0.826	1.147		1079				7.0	18.6			28	1.8				
16	0.801	1.129		1084				7.0	19.2			26	2.1				
17	0.803	0.893		745	250		190	6.9	19.6	13	22	28	2.8		<0.1		
18	0.807	0.714		508													
19	0.836	0.711		507													
20	0.808	0.680		782				6.9	19.7			26	3.8			<1.8	
21	0.789	0.841		912				7.1	19.5			26	2.0				
22	0.798	0.956		842				6.8	19.7			28	1.2				
23	0.788	0.988		929				7.0	19.7			28	0.9				
24	0.761	0.936		808	300		200	7.0	20.1	15	28	28	1.5		<0.1		
25	0.768	0.705		503													
26	0.799	0.700		494													
27	0.786	0.788		950				7.1	19.6			28	3.1			<1.8	
28	0.773	1.052		967				7.1	19.4			28	1.7				
29	0.780	1.047		967				7.0	19.2			30	1.6				
30	0.774	0.968		974				6.9	19.4			30	1.2				

SPILLS:

None to report

DATE	MONTHLY TESTS			BORON
	TDS	AMMONIA	NITRATE	
6/30/2016	240	27.0	ND	180

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

Quarterly Tests		Value in ug/l
Dichlorobromomethane		N/A
Bromoform		N/A
Chlorodibromomethane		N/A
Chloroform		N/A

ACUTE TOXICITY

DATE	% Survival
	N/A
	N/A
	N/A

Rainbow Trout
C. dubia

CHRONIC TOXICITY		SURVIVAL
TESTED	Minnow	N/A
	C. Dubia	N/A
	Algae	N/A
		TUC

SIGNATURE: _____

REMARKS: _____

Indicates Permit Exceedance

Total Coliform	
Monthly	
MEDIAN	<1.8
Daily	
Maximum	2