

Mission statement of McKinleyville Community Services District:

"Provide McKinleyville with safe, adequate and reliable utility, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner."

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

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

**Wednesday, September 4, 2013
6:30PM**

AGENDA

A.1 CALL TO ORDER

A.2 ROLL CALL

A.3 PLEDGE OF ALLEGIANCE

A.4 ADDITIONS TO AGENDA

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

A.5 APPROVAL OF THE AGENDA

**A CLOSED SESSION IS SCHEDULED FOR 6:30PM TO BE FOLLOWED
BY THE REGULARLY SCHEDULED MEETING AT 7:00PM (APPROXIMATE
TIME).**

A.6 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.

A.6.a CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION-
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT v COUNTY OF
HUMBOLDT, BOARD OF SUPERVISORS OF THE COUNTY OF
HUMBOLDT, CASE NO. CV110632 LITIGATION, pursuant to
Government Code § 54956.9(a).

A.7 REPORT OUT OF CLOSED SESSION

B. PUBLIC HEARINGS

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

**B.1 First reading of Ordinance 2013-01 amending Article IV of the
MCSD Rules and Regulations regarding park facility rental
descriptions and qualifications for members of the Recreation
Advisory Committee Pg. 4**

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of August 7, 2013 **Pg. 9**

D.2 Consider approval of July 2013 Treasurer's Report **Pg. 14**

D.3 No DCV Violations this month.

D.4 Consider Approval to declare certain equipment assets surplus
Pg. 37

E. CONTINUED AND NEW BUSINESS

E.1 Consider appointing member(s) to the Recreation Advisory Committee **Pg. 39**

E.2 Information on results of Hazardous Waste Collection Day
Pg. 44

- E.3 Committee recommendations for Strategic Plan **Pg. 45**
- E.4 Association of California Water Agencies (ACWA) committee appointment nominations **Pg. 49**
- E.5 Consider Association of California Water Agency (ACWA) Selection for Candidacy for the 2014-2015 Region 1 Board Term **Pg. 64**
- E.6 Consider approval of travel to the 2013 California Special District Association (CSDA) Annual Conference in Monterey, CA **Pg. 66**
- E.7 Announcement of General Manager Gregory Orsini's election for another 3-year term on the California Special District Association (CSDA) Board **Pg. 68**
- E.8 Review draft "Thank you" letter to Congressman Jared Huffman **Pg. 70**
- E.9 Sewer Main Pipe Patch Repair Information **Pg. 73**

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

F.2. STAFF REPORTS

- a. Support Services Department (Colleen M.R. Trask) **Pg. 75**
- b. Operations Department (James Henry) **Pg. 76**
- c. Parks and Recreation Department (Jason Sehon) **Pg. 78**
- d. General Manager (Greg Orsini) **Pg. 80**

F.3. PRESIDENT'S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on August 30th, 2013

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2013

TYPE OF ITEM: **ACTION**

ITEM: B.1. First reading of Ordinance 2013-01 amending Article IV of the MCSD Rules and Regulations regarding park facility rental descriptions and qualifications for members of the Recreation Advisory Committee

PRESENTED BY: Jason Sehon, Parks & Recreation Director

TYPE OF ACTION: Roll Call Vote

Discussion:

Revisions to park facility rental descriptions:

Last year, the MCSD Board of Directors increased fees for recreation programs and facility rentals. During the process, staff also made changes to park rentals in the Rules and Regulations.

Recently, staff has reviewed the titles of park rentals and would like to make a few minor changes as follows:

Existing language:

Parks:	\$50/4 hrs
Lg. Community Events:	\$150/day
Commercial Events:	\$250/day

Proposed new language:

PARKS

Picnic Area	\$50.00/4 hrs
Special Event	\$150.00/day
*Commercial Events	\$250.00/day

*Requires Facility Host @ \$35.00 per hour unless overtime wages apply

Update to eligibility for members of the Recreation Advisory Committee (RAC):

Staff would like to make a few minor revisions to the member qualifications to the RAC. Recently, a home schooled student from McKinleyville has expressed interest in serving as a student member of the RAC. The existing language in article IV of the Rules and Regulations states that a student member must be a student of McKinleyville High School. Staff would like to

revise the language so that any student in McKinleyville is eligible to apply to be a member of the RAC.

Staff would also like to revise Article IV of the Rules and Regulations so that no member of the RAC should be a family member or related to of any full-time MCSD employee.

Existing language:

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 member shall be a resident of the MCSD and a student of the McKinleyville High School.

Proposed new language:

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.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Exhibits/Attachments

- Ordinance 2013-01
- Revisions to District Rules and Regulations

Recommendation:

Staff Requests the Board open a public hearing for the first reading of Ordinance 2013-01, direct staff to make any required revisions to the Ordinance and set a public hearing for the second reading and adoption of the Ordinance at the October 2, 2013 meeting.

ORDINANCE 2013-01

AN ORDINANCE OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AMENDING THE MCSD RULES AND REGULATIONS REGARDING PARK FACILITY RENTAL DESCRIPTIONS AND QUALIFICATIONS FOR MEMBERS OF THE RECREATION ADVISORY COMMITTEE

WHEREAS, the Board wishes to provide quality parks and recreation services to its constituents; and

WHEREAS, the Board has determined that fees and charges should reflect District costs of providing services; and

WHEREAS, the District has determined that the description of Park Facility Rentals in the Rules and Regulations needs to be revised to better identify park rentals; and

WHEREAS, the District has determined that member qualifications for the Recreation Advisory Committee should updated; and

WHEREAS, the Board may revise and/or increase facility rental fees as deemed necessary by Board action; and

WHEREAS, the Board on September 4, 2013 held a duly noticed hearing to consider first reading of this ordinance; and

WHEREAS, notice of this hearing was posted and published in accordance with state law and copies of the draft ordinance have been made available for public inspection prior to the September 4, 2013 hearing on this ordinance; and

WHEREAS, the Board on October 2, 2013 held a duly noticed hearing to consider second reading of this ordinance; and

WHEREAS, notice of this hearing was posted and published in accordance with state law and copies of the draft ordinance have been made available for public inspection prior to the October 2, 2013 hearing on this ordinance; and

WHEREAS, the ordinance will be duly accepted for implementation effective on November 6, 2013

**NOW THEREFORE, THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE
COMMUNITY SERVICES DISTRICT DOES HEREBY AMEND THE MCSD RULES
AND REGULATIONS AS FOLLOWS:**

REGULATION 40. - RECREATION AND PARKS ADVISORY COMMITTEE

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.

REGULATION 45. - PERMITS, FEES AND DEPOSITS

Rule 45.03.b. FACILITY USE FEES. The District shall charge the following rates for use of a District-owned facility for each use specified below:

ACTIVITY CENTER

Non-Profit Groups/Vendors	\$25.00/hour
Private Citizen/Business	\$37.00/hour

AZALEA HALL-ENTIRE FACILITY

Non-Profit Groups/Vendors	\$43.00/hour
Private Citizen/Business	\$57.00/hour

AZALEA HALL-HEWITT ROOM

Non-Profit Groups/Vendors	\$33.00/hour
Private Citizen/Business	\$41.00/hour
All Day Rate	\$360.00
Half Day Rate	\$213.00

AZALEA HALL-MEETING ROOM

Non-Profit Groups/Vendors	\$12.00/hour
Private Citizen/Business	\$16.00/hour

LIBRARY CONFERENCE ROOM

Non-Profit Groups/Vendors	\$18.00/hour
Private Citizen/Business	\$20.00/hour

PARKS

Picnic Area	\$50.00/4 hrs
Special Event	\$150.00/day
*Commercial Events	\$250.00/day

*Requires Facility Host @ \$35.00 per hour unless overtime wages apply

SPECIAL EVENT SERVICES

Event Setup

Events with less than 100 persons	\$57.00
Events with 101-200 persons	\$79.00
Events with more than 200 persons	\$100.00

Event Cleanup

Events with less than 100 persons	\$100.00
Events with 101-200 persons	\$125.00
Events with more than 200 persons	\$150.00

First reading: September 4, 2013

Upon second reading on October 2, 2013, the foregoing ordinance will be duly accepted for implementation effective on November 6, 2013.

On a motion by Director _____,

seconded by Director _____,

the foregoing ordinance is duly accepted on second reading this 4th day of September 2013 by the following polled vote:

AYES:

NOES:

ABSENT:

Dennis Mayo, President, MCSD Board of Directors

Attest: I, Kathy Wilson, Secretary to the Board of Directors of the McKinleyville Community Services District, hereby certify that the foregoing is a full, true and correct copy of the ordinance duly adopted this 4th day of September 2013.

Secretary to the Board of Directors

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2013

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of Minutes from August 7, 2013
Regular Board Meeting**

PRESENTED BY: **Kathy Wilson, Board Secretary**

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

Recommendation:

Staff recommends that the Board review the draft minutes from the August 7, 2013 Regular Board Meeting, recommend edits and provide staff with direction.

Discussion:

The Draft Minutes are attached for the above listed meetings.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Exhibit D.1-Draft Minutes from August 7, 2013 Regular Meeting

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON WEDNESDAY, AUGUST 7, 2013 AT 7:00 PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:02 pm with the following Directors and staff in attendance:

Dennis Mayo, Board President
David Couch, Vice President
John Corbett, Director
Helen Edwards, Director
Bill Wennerholm, Director

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

REGULAR MEETING

AGENDA ITEM A.1 thru A.3 - CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE:

At 7:02 pm President Mayo called the regularly scheduled meeting to order; Directors Corbett, Couch, Edwards, Wennerholm and Mayo were present. President Mayo led in the pledge of allegiance.

AGENDA ITEM A.4 – ADDITIONS TO THE AGENDA: General Manager Orsini notified the board that Item E.3 of their packets is missing Appendix 1 – Detailed Budget pages 71-77. He corrected the deficiency by providing copies of the information to each board member and made copies available to the public for review. He stated that the packet posted on the McKinleyville Community Services Website was a complete packet with no deficiencies.

AGENDA ITEM A.5 – APPROVAL OF THE AGENDA:

MOTION: It was moved to approve the agenda. Motion by Corbett; second by Couch

MOTION VOTE: Ayes: Corbett, Couch, Edwards, Wennerholm, and Mayo

MOTION SUMMARY: Motion Passed – 5 Ayes; 0 Nays

AGENDA ITEM B – PUBLIC HEARINGS: President Mayo opened public input and no input was offered.

B.1 Approve Formation of the Central Estates Open Space Maintenance Zone #26

MOTION: It was moved to accept staff's recommendation and approve formation of the Central Estates Open Space Maintenance Zone #26. Motion by Edwards; second by Corbett

MOTION VOTE: ROLL CALL VOTE: AYES; Corbett, Couch, Edwards, Wennerholm and Mayo
NAYES; NONE
ABSENT; NONE
ABSTAIN; NONE

MOTION SUMMARY: Motion Passed - 5 AYES; 0 NAYS

AGENDA ITEM C – PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Mayo opened public input and no public input was offered. No written communications were presented. General Manager Orsini asked the Board if he could use this time to announce the new hires for McKinleyville Community Services District (MCSD). Parks and Recreation Director Jason Sehon introduced the two new hires for this department; Brad Hayman filling the Maintenance Supervisor position and Eric Martin filling the Maintenance Worker I position. Jason commended both Brad and Eric on how quickly they were learning. He also mentioned how good the parks and facilities look. This isn't an easy task with 25 and possibly 26 open spaces to maintain. Operations Director James Henry introduced the promotion of Erik Jones from Utility Worker II to Lead Person for his department. Erik has been with MCSD for 11 years and has done a very good job and has proven himself a worthy candidate for Lead Person. General Manager Orsini commented on the process for hiring the positions for the Parks and Recreation Department. He said the positions were well applied for and the process to single out the candidates was intense. He believes that Brad and Eric have the experience and quality required to fill the positions. Erik Jones has been a dedicated employee for 11 years. After careful consideration Greg and James

decided that Erik had proven himself more than qualified and worthy for the position of Lead Person. General Manager Orsini welcomed all three to the District or to their new position.

AGENDA ITEM D – CONSENT CALENDAR:

- D.1 Consider approval of the minutes of the Board of Directors' Regular Meeting of July 10, 2013
- D.2 Consider approval of June, 2013 Treasurer's Report
- D.3 No DCV Violations this month
- D.4 Consider Memorandum of Understanding with McKinleyville Union School District for the KidsClub Afterschool Program

President Mayo opened public input and no input was offered.

MOTION: It was moved to approve the consent calendar items D.1 through D.4. Motion by Edwards; second by Corbett

MOTION VOTE: Ayes: Corbett, Couch, Edwards, Wennerholm, and Mayo

MOTION SUMMARY: Motion Passed – 5 AYES; 0 NAYS

AGENDA ITEM E – CONTINUED AND NEW BUSINESS:

E.1 Consider participation on the Technical Advisory Committee (TAC) of Humboldt County Association of Governments (HCAOG): President Mayo opened public input and no input was offered. Director Corbett asked staff to add a paragraph that distinguishes us from the many special districts. We need to communicate that there is no comparable district to the same size and scope of services. General Manager Orsini indicated that we would incorporate another paragraph with this information. President Mayo will have the final review.

MOTION: It was moved to adopt the proposed letter to the TAC of the HCOAG. Motion by Corbett; second by Edwards

MOTION VOTE: Corbett, Couch, Edwards, Wennerholm, and Mayo

MOTION SUMMARY: Motion Passed – 5 AYES; 0 NAYS

E.2 Consider the Association of California Water Agencies (ACWA) Statewide positions of President and Vice President call for Candidates Nominations for the for 2014-2015 term: President Mayo opened public input and no input was offered. A brief conversation took place between the board and staff regarding Kathleen Tiegs' position on water issues for northern California.

MOTION: It was moved to adopt Resolution 2013-18 supporting the nomination of Kathleen Tiegs as the Association of California Water Agencies Vice-President. Motion by Corbett; Second by Edwards

MOTION VOTE: ROLL CALL VOTE: AYES; Corbett, Couch, Edwards, Wennerholm and Mayo

NAYES; NONE

ABSENT; NONE

ABSTAIN; NONE

MOTION SUMMARY: Motion Passed - 5 AYES; 0 NAYS

E.3 Consider Approval of Professional Services Agreement to enlist the services of Robinson, Stafford & Rude, Inc. (RSRI) to conduct Value Engineering Review of the WWMF Improvement Project: President Mayo opened public input and no input was offered.

MOTION: It was moved to accept the staff recommendation authorizing the General Manager to enter into an agreement with RSRI for the services described in the agreement as Attachment 1 at a cost of \$93,671 and authorize a budget modification not to exceed \$103,038 with a 10% contingency included. Motion by Edwards; second by Corbett

MOTION VOTE: Corbett, Couch, Edwards, Wennerholm, and Mayo

MOTION SUMMARY: Motion Passed – 5 AYES; 0 NAYS

E.4 Consider TARGETSOLUTIONS Courses for members of MCSD Board of Directors through Special District Risk Management Authority: Director Mayo asked the board secretary to include this information in their Friday mailing. President Mayo opened public input and no input was offered.

INFORMATIONAL ITEM: No action required or taken by the Board

E.5 Reconsider Selection of Candidates for Special District Risk Management Authority (SDRMA) Board of Directors: President Mayo opened public input and no input was offered.

MOTION: It was moved to nominate the three (3) incumbents; Muril Clift, Jean Bracy, David Aranda and candidate Mike Schaefer. Motion by Edwards; second by Corbett

MOTION VOTE: ROLL CALL VOTE: AYES; Corbett, Couch, Edwards, and Mayo
NAYES; Wennerholm
ABSENT; NONE
ABSTAIN; NONE

MOTION SUMMARY: Motion Passed - 4 AYES; 1 NAYS

E.6 Consider Approving Washington Ave. Property "Site Improvement Indemnity Agreement" between MCSD and McKinleyville Union School District: President Mayo opened public input and no input was offered

MOTION: It was moved to adopt staff's recommendation to allow MCSD management to make minor modifications if necessary with MCSD legal counsel approval and authorize Board President to enter into an agreement with McKinleyville Union School District. Motion by Edwards; second by Corbett

MOTION VOTE: Corbett, Couch, Edwards, Wennerholm, and Mayo

MOTION SUMMARY: Motion Passed – 5 AYES; 0 NAYS

AGENDA ITEM F-REPORTS:

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

Director Couch reported that the committee met, but did not have a quorum. The next scheduled meeting is set for Thursday, August 15, 2013.

F.1.b Area Fund (John Kulstad)

The next meeting is scheduled for November, 2013.

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

Director Wennerholm reported on the interest of the Arcata Eureka ACV Airport to bring in a Los Angeles route. They are working with United Airlines and Sky West. Discussions are ongoing.

F.1.d McKinleyville Senior Center Advisory Committee (Wennerholm)

Did not meet.

F.1.e Audit (Corbett/Edwards)

Nothing to report.

F.1.f Employee Negotiations (Wennerholm/Edwards)

Nothing to report.

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

Director Mayo reported that the Strategic Planning Committee for Humboldt Bay Municipal Water District will reassemble to address some water sales idea. They will meet on August 28th at 9:00am at the GHD Engineering, located at 718 3rd Street.

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

Director Mayo reported that the hazardous waste collection event sponsored through Humboldt Waste Management Authority was a huge success. Staff will be adding an informational item to report on the hazardous waste collection day and invite Mr. Brent Whitener to speak.

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

Did not meet.

F.2.a - SUPPORT SERVICES DEPARTMENT: Colleen Trask pointed out that the FY2012-13 audit financial statement for 06/30/13 is in draft form. The pages say preliminary and draft, once the audit adjustments are done

we will have a final which should be on the schedule this year. The loan funding for the LED streetlight conversion project through PG&E will not be given until after the project is complete. PG&E has informed the District that all credits for the LED Streetlight conversion will be calculated back to the installation date according to District Operations. When the project is complete, credits and rebates will be verifiable.

F.2.b - OPERATIONS DEPARTMENT: Nothing further to report.

F.2.c - PARKS & RECREATION DEPARTMENT: Jason Sehon commented on the Teen and Community Center and the hang up with the commercial kitchen. There was an issue with the architects which has now been resolved. The School District's culinary arts students will be able to use the commercial kitchen for their class. With this issue now resolved the project can move forward. Director Edwards asked about the SH Cowell Foundation. Jason explained how the foundation works and the benefit it would bring to the Boys and Girls Club and our Teen and Community Center. Jason will be attending a Boys and Girls Club conference next week and will continue to gather information about the SH Cowell Foundation programs.

F.2.d - GENERAL MANAGER: General Manager Orsini announced that US Congressman Jared Huffman will be at the District office on Monday, August 26, 2013 from 1:30pm – 2:00pm. All board members are invited to attend. The Prop 50 grant for the McKinleyville Community Services District and the City of Arcata intertie is well on its way. Bid opening is slated for August 26, 2013. Greg attended the mandatory pre bid meeting which was well attended. There were seven (7) qualified construction companies present. The project is on course.

AGENDA ITEM F.3 PRESIDENT'S REPORT: Chairman Mayo confirmed the date and time for the Webinars currently scheduled for: August 13, 2013 at 10:00am - Understanding Board Member & District Liability Issues and August 22, 2013 at 10:00am - Understanding the Brown Act: Core components, Updates, & Ensuring Compliance. All board members are welcome to attend. Director Mayo recently attended the Region 1 meeting in Santa Rosa, CA titled Drinking from the Tap. Discussion took place between the board and staff regarding Hydration Stations. MCSD's Parks and Recreation Department is active in water education by providing information to the children who attend the kid's club after school programs and break-out sessions. This community outreach keeps us in compliance with the Urban Water Management Plan.

AGENDA ITEM F.4. BOARD COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:

Director Wennerholm commented on the ongoing topic surrounding the Central Avenue Median. He suggested that our attendance at the McKinleyville Municipal Advisory Committee meetings is significant. Director Couch suggested that we sponsor a candidate forum in October. The League of Women Voters would coordinate the event and the District would provide the site. Director Couch provided information about the California Rural Water Association. He recently attended a class and will provide each Board Member with a magazine. While at the training Director Couch met a man who is a specialist in helping special districts get money from the state revolving fund. This gentleman recently moved to McKinleyville, CA. Director Couch would like to invite him to speak at a board meeting.

AGENDA ITEM G - ADJOURNMENT

MOTION: It was moved to adjourn the meeting at 9:14 pm. Motion by Corbett; second by Edwards

MOTION VOTE: Ayes: Corbett, Couch, Edwards, Wennerholm and Mayo

MOTION SUMMARY: Motion Passed-5 AYES; 0 NAYS

Respectfully Submitted,

Kathy Wilson,
Board Secretary

**McKinleyville Community Services District
Treasurer's Report
July 2013**

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**McKinleyville Community Services District
Investments & Cash Flow Report
As of July 31, 2013**

Petty Cash & Change Funds 940.00

Cash

Operating & Money Market - Beginning Balance		196,640.91
Cash Receipts:		
Utility Billings	379,439.19	
Money Market Account Interest	22.18	
Transfers from County Funds #2560, #4240	-	
Other Cash Receipts	116,064.68	
Total Cash Receipts		495,526.05
Cash Disbursements:		
Payroll Related Expenditures	(134,587.66)	
Debt Service	(68,757.61)	
Capital & Other Expenditures	(267,344.91)	
Total Cash Disbursements		(470,690.18)
Operating & Money Market - Ending Balance		221,476.78
Total Cash		222,416.78

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

LAIF - Beginning Balance	128,020.55	
Interest Income	77.73	
LAIF - Ending Balance		128,098.28
Humboldt Co. #2560 - Beginning Balance	534,049.04	
Property Taxes	-	
Transfer to Operating Cash	-	
Interest Income	213.62	
Humboldt Co. #2560 - Ending Balance		534,262.66
Humboldt Co. #4240 - Beginning Balance	4,802,641.93	
Property Taxes	-	
Transfer to/from Operating Cash	-	
Interest Income	1,658.28	
Humboldt Co. #4240 - Ending Balance		4,804,300.21
Humboldt Co. #9390 - Beginning Balance	110,584.48	
Interest Income	-	
Humboldt Co. #9390 - Ending Balance		110,584.48
USDA Bond Reserve Fund - Beginning Balance	162,024.06	
Bond Reserve Payment	7,897.98	
Debt Service Payment	-	
Interest Adjustment	3.04	
USDA Bond Reserve Fund - Ending Balance		169,925.08
Market Valuation Account		(180.00)

Total Investments 5,746,990.71

Total Cash & Investments - Current Month 5,969,407.49

Total Cash & Investments - Prior Month 5,934,720.97

Net Change to Cash & Investments This Month 34,686.52

Cash & Investment Summary

Cash & Cash Equivalents	5,044,564.04
Davis-Grunsky Loan Reserve	596,624.45
Waste Water Capital Reserve	98,293.92
USDA Bond Reserve	169,925.08
I-Bank Loan Reserve	60,000.00
Total Cash & Investments	5,969,407.49

McKinleyville Community Services District
Consolidated Balance Sheet by Fund
As of July 31, 2013

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Sewer	Total (Memorandum Only)
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 834,268.15	\$ 277,883.27	\$ (72,733.05)	\$ 724,940.98	\$ 3,279,562.76	\$ 5,043,922.11
Accounts receivable	16,639.58	-	3,208.48	154,529.46	149,056.91	323,434.43
Prepaid expenses & other current assets	7,760.79	-	2,398.76	90,187.55	54,212.58	154,559.68
Total Current Assets	858,668.52	277,883.27	(67,125.81)	969,657.99	3,482,832.25	5,521,916.22
Noncurrent Assets						
Restricted cash & cash equivalents	300,395.67	-	-	656,943.82	268,310.96	1,225,650.45
Other noncurrent assets	-	-	-	-	-	-
Capital assets (net)	-	-	-	6,936,362.29	11,554,065.00	18,490,427.29
Total Noncurrent Assets	300,395.67	-	-	7,593,306.11	11,822,375.96	19,716,077.74
TOTAL ASSETS	\$ 1,159,064.19	\$ 277,883.27	\$ (67,125.81)	\$ 8,562,964.10	\$ 15,305,208.21	\$ 25,237,993.96
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 23,614.29	\$ 825.29	\$ 834.95	\$ 184,472.42	\$ 40,349.51	\$ 250,096.46
Accrued payroll & related liabilities	104,031.00	-	-	36,451.18	36,451.18	176,933.36
Total Current Liabilities	127,645.29	825.29	834.95	220,923.60	76,800.69	427,029.82
Noncurrent Liabilities						
Long-term debt	-	-	-	3,315,737.05	1,164,963.56	4,480,700.61
Other noncurrent liabilities	-	-	-	152,005.01	152,849.16	304,854.17
Total Noncurrent Liabilities	-	-	-	3,467,742.06	1,317,812.72	4,785,554.78
TOTAL LIABILITIES	127,645.29	825.29	834.95	3,688,665.66	1,394,613.41	5,212,584.60
Fund Balance/Net Assets						
Fund balance	127,365.90	277,057.98	(67,960.76)	-	-	336,463.12
Net assets	904,053.00	-	-	1,256,985.60	3,521,493.36	5,682,531.96
Investment in capital assets, net of related debt	-	-	-	3,617,312.84	10,389,101.44	14,006,414.28
Total Fund Balance/Net Assets	1,031,418.90	277,057.98	(67,960.76)	4,874,298.44	13,910,594.80	20,025,409.36
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,159,064.19	\$ 277,883.27	\$ (67,125.81)	\$ 8,562,964.10	\$ 15,305,208.21	\$ 25,237,993.96
Difference in Reclass from Cap Assets to Net Assets:				(0.00)	0.00	
Investment in General Capital Assets	\$ 3,116,591.57					
General Long-term Liabilities						
OPEB Liability	95,777.23					
Accrued Compensated Absences	12,833.13					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 108,610.36					

McKinleyville Community Services District
Activity Summary by Fund, Original Budget
July 2013

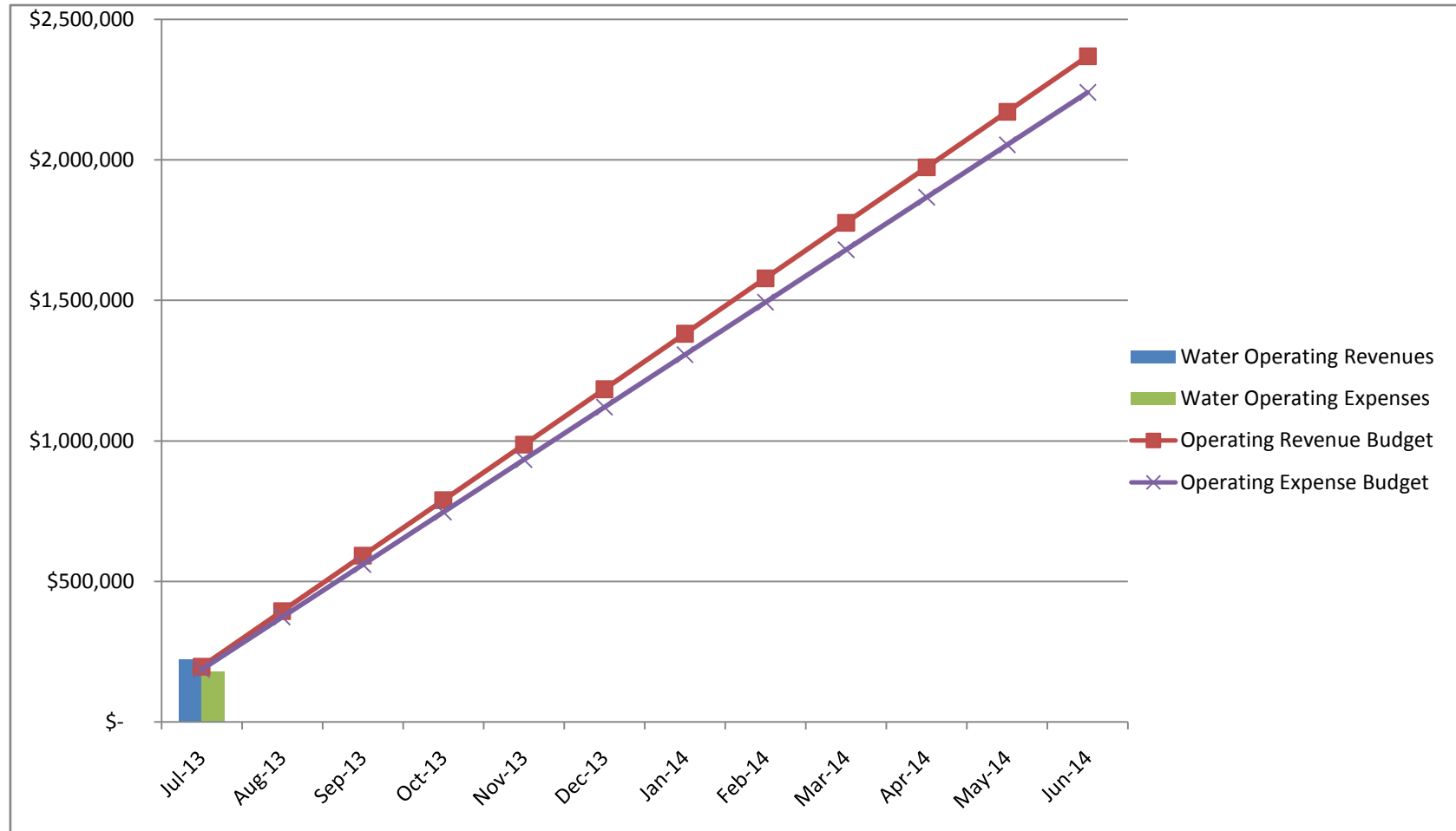
Department Summaries	July	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>						
Water Sales	184,453	184,453	175,757	8,696	4.95%	
Other Revenues	36,550	36,550	21,588	14,962	69.31%	Budget is spread evenly across 12 months, but actuals vary with receipts
Total Operating Revenues	221,003	221,003	197,345	23,658	11.99%	
Salaries & Benefits	62,732	62,732	62,903	(171)	-0.27%	
Water Purchased	70,040	70,040	68,833	1,207	1.75%	
Other Expenses	21,794	21,794	30,733	(8,939)	-29.09%	Budget is spread evenly across 12 months, but actuals vary with invoices
Depreciation	24,100	24,100	24,167	(67)	-0.28%	Current month actual is based on prior year's depreciable assets
Total Operating Expenses	178,666	178,666	186,636	(7,970)	-4.27%	
Net Operating Income	42,337	42,337	10,709	15,688		
Interest Income	517	517	1,000	(483)	-48.35%	County rate remains lower than anticipated at 0.48%
Interest Expense	(9,538)	(9,538)	(6,692)	2,846	42.53%	Budget spread evenly across 12 months, but actuals vary w/debt payments
Net Income (Loss)	33,316	33,316	5,017	28,299		
<u>Sewer</u>						
Sewer Service Charges	150,225	150,225	141,667	8,558	6.04%	
Other Revenues	42,969	42,969	24,846	18,123	72.94%	Budget is spread evenly across 12 months, but actuals vary with receipts
Total Operating Revenues	193,194	193,194	166,513	26,681	16.02%	
Salaries & Benefits	64,215	64,215	63,221	994	1.57%	
Other Expenses	31,845	31,845	49,582	(17,737)	-35.77%	Budget is spread evenly across 12 months, but actuals vary with payments
Depreciation	38,400	38,400	38,583	(183)	-0.47%	
Total Operating Expenses	134,459	134,459	151,386	(16,927)	-11.18%	
Net Operating Income	58,735	58,735	15,127	43,608		
Interest Income	1,191	1,191	1,667	(476)	-28.58%	Interest returns remaining lower than expected - see note to Water Fund
Interest Expense	(4,246)	(4,246)	(4,895)	(649)	-13.26%	Budget spread evenly across 12 months, but actuals vary w/debt payments
Net Income (Loss)	55,679	55,679	11,899	43,780		
Enterprise Funds Net Income (Loss)	88,995	88,995	16,916	72,079		

McKinleyville Community Services District
Activity Summary by Fund, Original Budget
July 2013

Department Summaries	July	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Parks & Recreation</u>						
Program Fees	29,987	29,987	27,858	2,129	7.64%	
Rents & Related Fees	4,837	4,837	6,369	(1,532)	-24.05%	Revenue budget spread evenly across 12 months, but actuals vary w/facilities use
Property Taxes	-	-	42,500	(42,500)	-100.00%	County Tax remittance scheduled in December and April
Other Revenues	6,204	6,204	15,275	(9,071)	-59.39%	Revenue budget spread evenly across 12 months, but actuals vary w/programs
Interest Income	248	248	263	(15)	-5.77%	
Total Revenues	41,276	41,276	92,265	(50,989)	-55.26%	
Salaries & Benefits	73,543	73,543	64,761	8,782	13.56%	Expense budget spread evenly across 12 months, but actuals vary w/programs
Other Expenditures	25,687	25,687	18,920	6,767	35.77%	Expense budget spread evenly across 12 months, but actuals vary w/programs
Capital Expenditures	-	-	8,583	(8,583)	-100.00%	
Total Expenditures	99,230	99,230	92,264	6,966	7.55%	
Excess (Deficit)	(57,954)	(57,954)	1	(57,955)		
<u>Measure B Assessment</u>						
Total Revenues	30	30	17,427	(17,397)	-99.83%	County Tax remittance scheduled in December and April
Salaries & Benefits	3,290	3,290	7,997	(4,707)	-58.86%	Maintenance salary & supplies expended before Measure B revenue received
Other Expenditures	825	825	708	117	16.57%	
Capital Expenditures	-	-	8,652	(8,652)	-100.00%	No expenditures on the Teen Center in July
Total Expenditures	4,116	4,116	17,357	(13,241)	-76.29%	
Excess (Deficit)	(4,086)	(4,086)	70	(4,156)		
<u>Street Lights</u>						
Total Revenues	7,312	7,312	15,700	(8,388)	-53.43%	
Salaries & Benefits	3,289	3,289	3,317	(28)	-0.84%	
Other Expenditures	2,256	2,256	3,668	(1,412)	-38.49%	Cost savings from Streetlights LED project not yet realized
Capital Expenditures	-	-	8,333	(8,333)	-100.00%	LED project - Central Avenue lights installed, next order not yet received
Total Expenditures	5,545	5,545	15,318	(9,773)	-63.80%	
Excess (Deficit)	1,767	1,767	382	(1,385)		
Governmental Funds Excess (Deficit)	(60,273)	(60,273)	453	(60,726)		

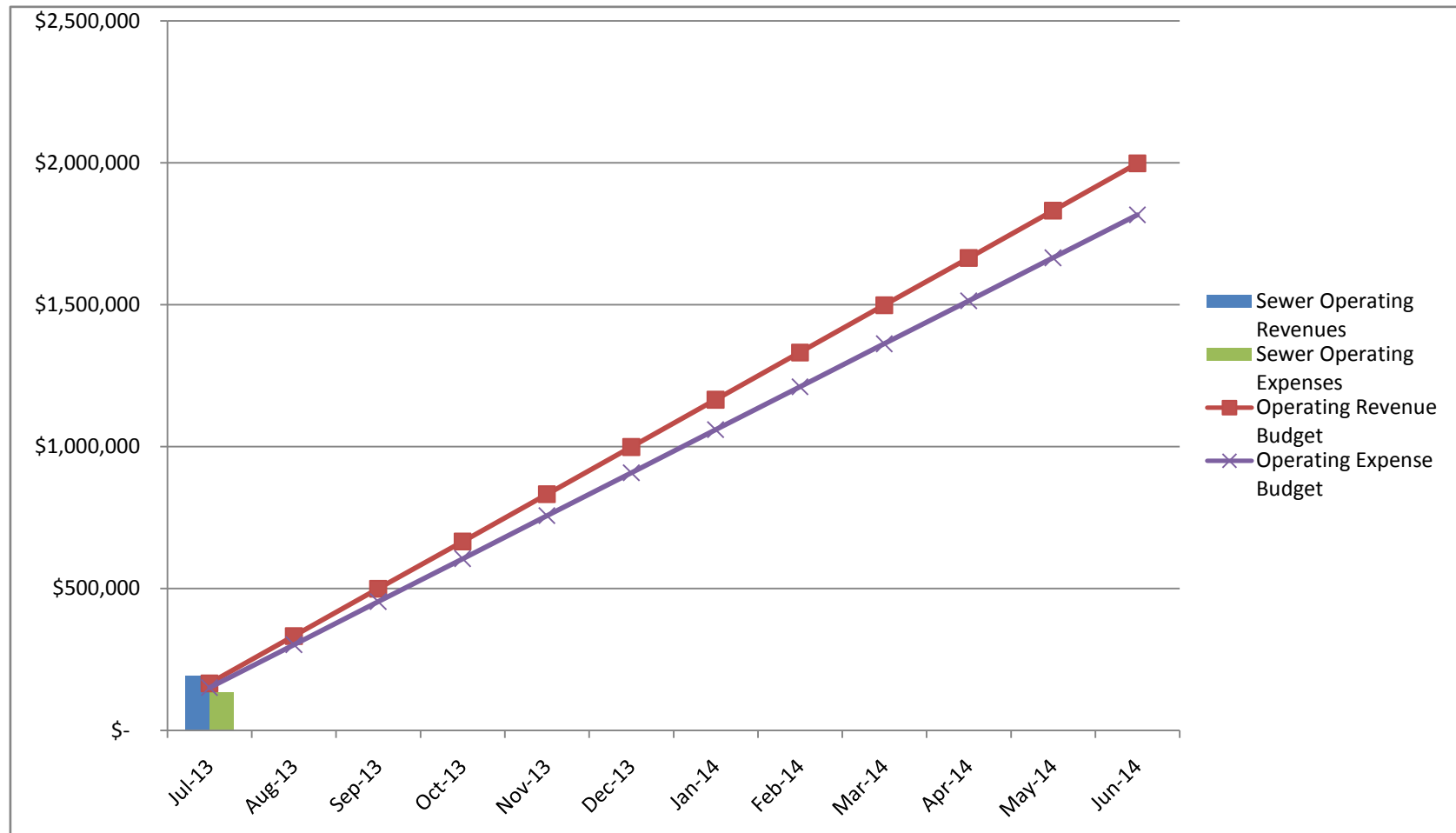
McKinleyville Community Services District July 2013

Comparison of Water Fund Operating Revenues & Expenses to Budget



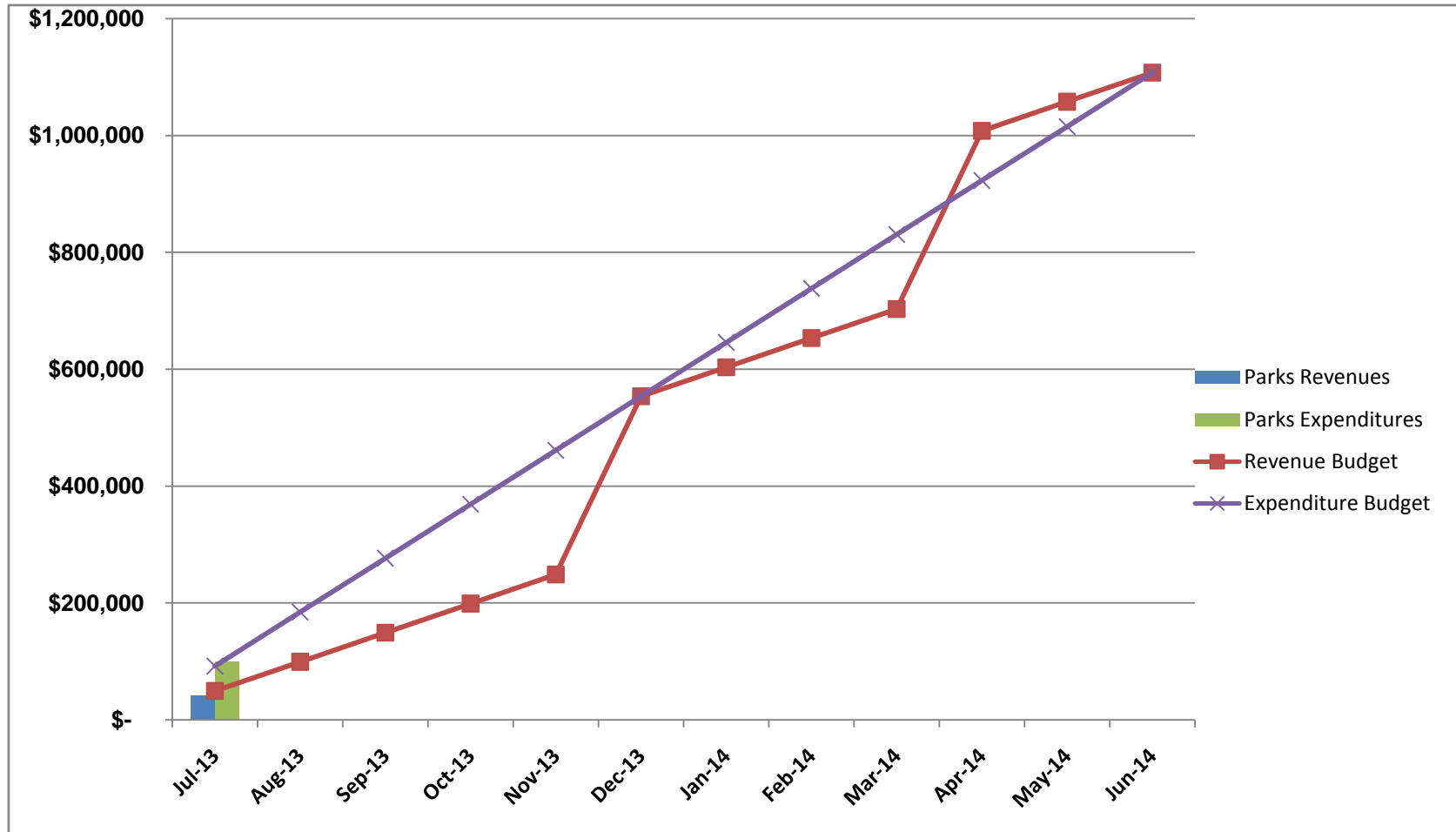
McKinleyville Community Services District July 2013

Comparison of Sewer Fund Operating Revenues & Expenses to Budget



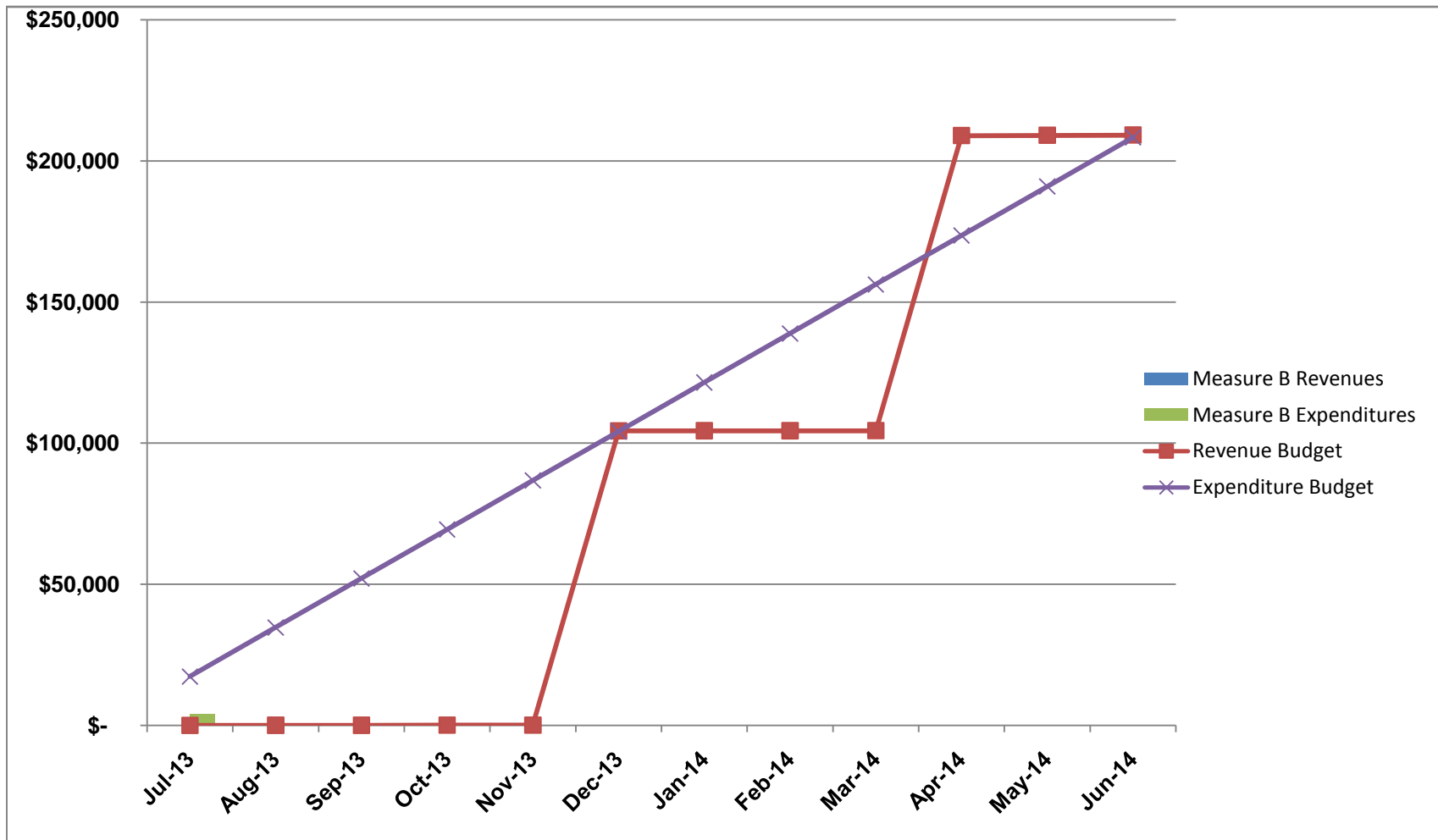
McKinleyville Community Services District July 2013

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



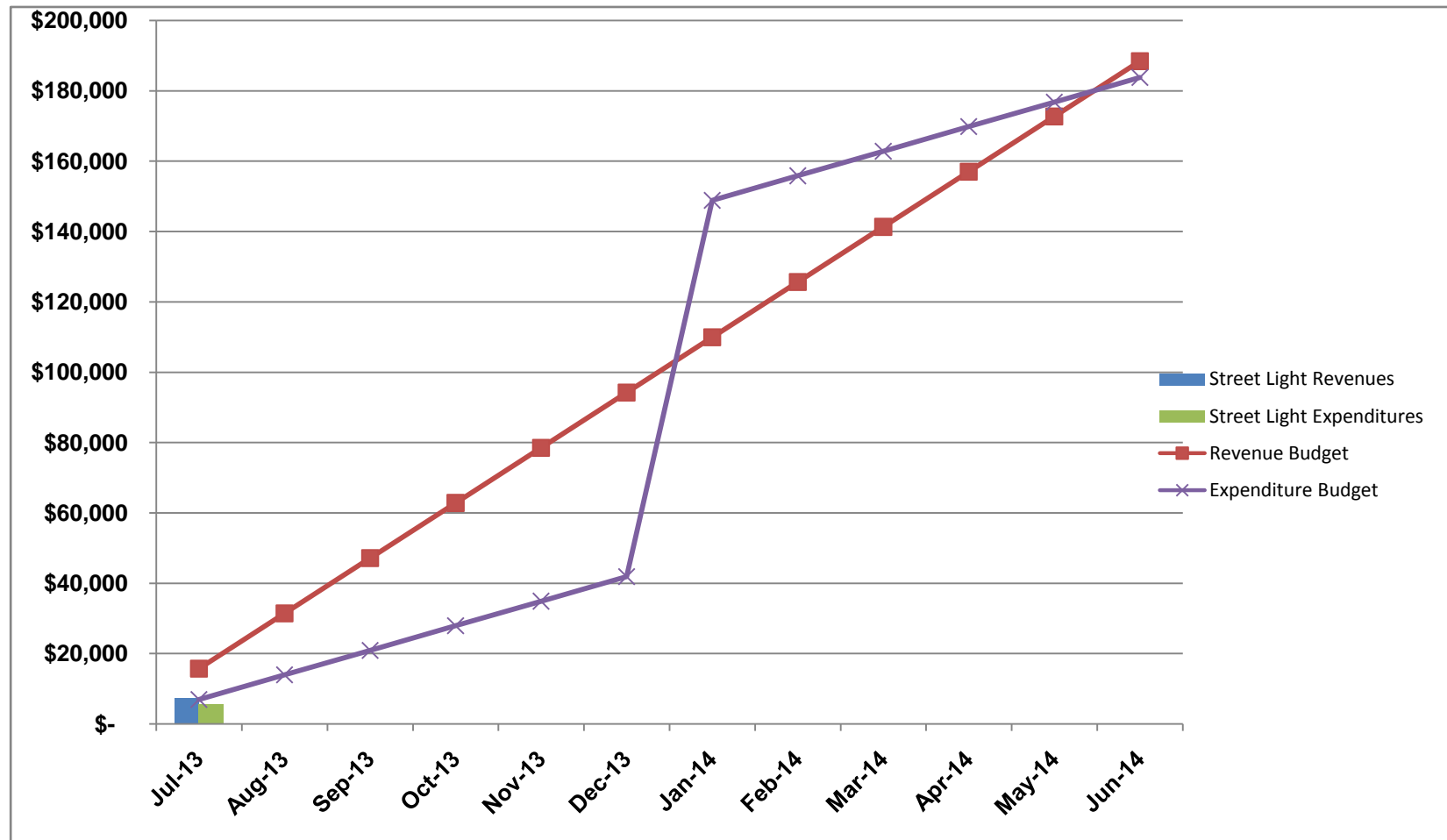
McKinleyville Community Services District July 2013

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District July 2013

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



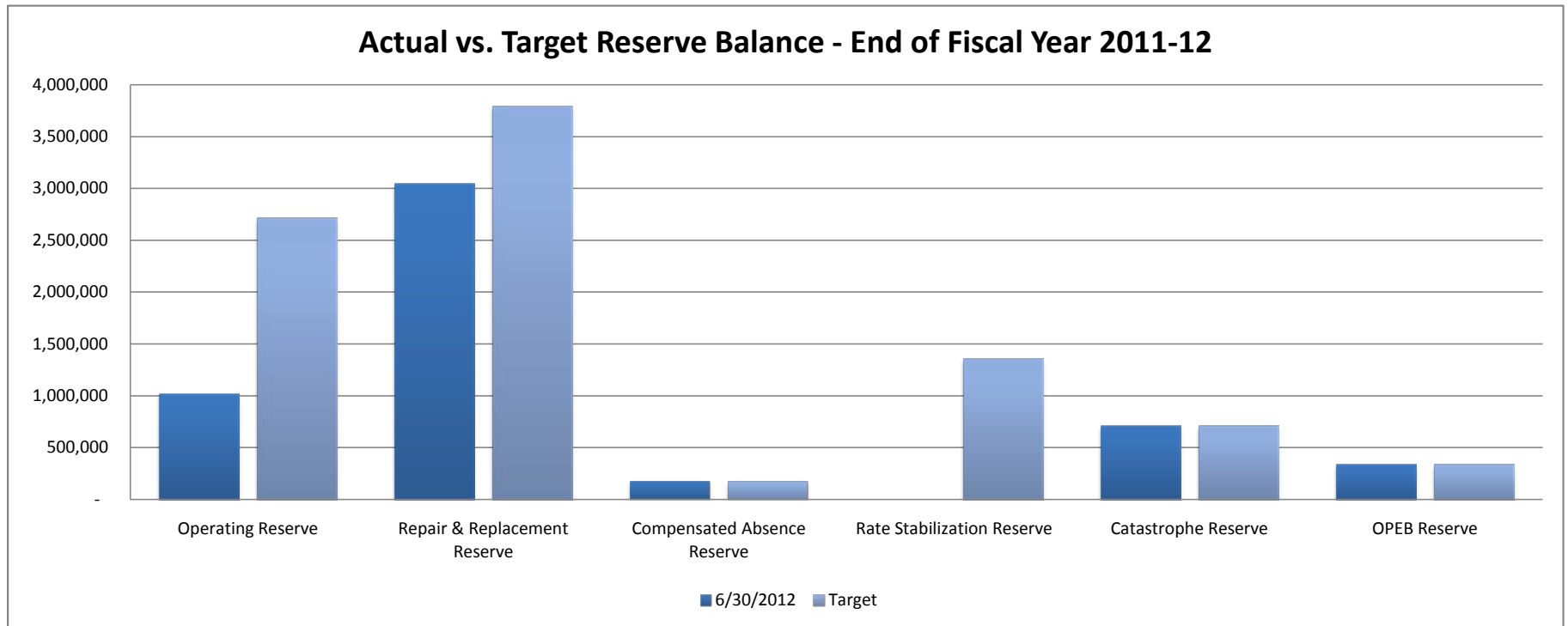
McKinleyville Community Services District
Capital Expenditure Report
As of July 31, 2013

	July	YTD Total	FY 13-14 Budget	Remaining		
				Budget \$	Budget %	Notes
<u>Water Department</u>						
Ramey Pump Upgrades		-	-	-	#DIV/0!	
Emergency Water Line River Crossing		-	2,000,000	2,000,000	100%	Intertie Project -Prop.50 funds
Fire Hydrant System Upgrade		-	8,000	8,000	100%	
Customer Meter Replacements	-	-	90,000	90,000	100%	
Radio Telemetry Upgrade	6,632	6,632	25,000	18,368	73%	
Meter Reading Equipment Replacement		-	6,000	6,000	100%	
Property Purchase & Improvements		-	6,000	6,000	100%	
Subtotal	6,632	6,632	2,135,000	2,128,368	100%	
<u>Sewer Department</u>						
Sewer Main Rehab & Replacement	-	-	50,000	50,000	100%	
WWMF Roof Replacement	-	-	10,000	10,000	100%	
WWMF Sludge Disposal & Handling		-	250,000	250,000	100%	
WWMF & Fischer Lift Stn Grinder Upgrade		-	15,000	15,000	100%	
Sewer Main Camera Unit		-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	-	-	853,000	853,000	100%	
Radio Telemetry Upgrade		-	10,000	10,000	100%	
Sewer Lift Station Other Upgrades		-	5,000	5,000	100%	
Sewer Lift Station Pump/Gen Upgrades		-	20,000	20,000	100%	
Customer Radio Meter Replacements		-	90,000	90,000	100%	
Subtotal	-	-	1,333,000	1,333,000	100%	
<u>Water & Sewer Operations</u>						
Heavy Equipment		-	90,000	90,000	100%	Dump Truck
Utility Vehicles		-	60,000	60,000	100%	Car, 3/4 or 1-ton Pickup Truck
Computers & Software	1,152	1,152	20,000	18,848	94%	
GIS/SEMS/CADD Equipment/Software			4,000	4,000	100%	
Fischer Ranch - Undergr.Valving/Piping		-	8,000	8,000	100%	
Fischer Ranch -Disposal Site Upgrade			1,000,000	1,000,000	100%	
Small Equipment & Other		-	15,000	15,000	100%	
Subtotal	1,152	1,152	1,197,000	1,195,848	100%	
Enterprise Funds Total	7,783	7,783	4,665,000	4,657,217	100%	
<u>Parks & Recreation Department</u>						
Pierson Park Upgrades	-	-	25,000	25,000	100%	Covered Picnic Area
Azalea Hall Projects			5,000	5,000	100%	Furnace Replacement
McKinleyville Activity Center Upgrades		-	5,000	5,000	100%	Saber Floor Scrubber
Projects Funded by Quimby/Other Funds		-	68,000	68,000	100%	Picnic Area, Bocce Ball Court
Projects Funded by Measure B Renewal		-	104,000	104,000	100%	Teen Center Project
Other Parks Projects & Equipment	-	-	-	-	#DIV/0!	
Subtotal	-	-	207,000	207,000	100%	
<u>Streetlights</u>						
LED		-	125,000	125,000	100%	LED Streetlights
Subtotal		-	125,000	125,000	100%	
Governmental Funds Total	-	-	332,000	332,000	100%	
All Funds Total	7,783	7,783	4,997,000	4,989,217	100%	

McKinleyville Community Services District
Summary of Long-Term Debt Report
As of July 31, 2013

				Principal Maturities and Scheduled Interest							
				Maturity	Balance -	Balance - July	Remaining				
				%	Date	June 30, 2013	31, 2013	for FY-14	FY-15	FY-16	Thereafter
Water Fund:											
I-Bank		8/1/30	P	919,302.71	881,333.57	-	39,248.69	40,571.37	801,513.53		
Interest	3.37%		I			14,850.47	29,039.60	27,694.63	219,225.52		
State of CA Energy Commission (ARRA)		12/22/26	P	156,860.62	156,860.62	10,856.01	11,018.72	11,125.84	123,806.70		
Interest	1.0%		I			1,533.95	1,432.12	1,325.20	6,926.83		
State of CA (Davis Grunsky)		1/1/33	P	1,936,845.81	1,936,845.81	75,821.96	77,717.50	79,660.44	1,703,645.91		
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	340,697.05	340,697.05	17,035.12	17,035.12	17,035.12	289,591.69		
Interest	2.5%		I			47,481.16	46,525.60	44,582.66	408,486.72		
Total Water Fund-Principal				3,353,706.19	3,315,737.05	103,713.09	145,020.03	148,392.77	2,918,557.83		
Total Water Fund-Interest						63,865.58	76,997.32	73,602.49	634,639.07		
Total Water Fund				3,353,706.19	3,315,737.05	167,578.67	222,017.35	221,995.26	3,553,196.90		
Sewer Fund:											
State of CA WRCB (SCEP I)		4/15/16	P	122,760.30	122,760.30	40,920.10	40,920.10	40,920.10	-		
Interest	0.0%		I			-	-	-			
State of CA WRCB (SCEP II)		3/27/18	P	129,254.93	129,254.93	24,546.06	25,183.91	25,838.70	53,686.60		
Interest	2.6%		I			3,360.28	2,722.43	2,067.64	2,102.41		
Umpqua Bank		12/4/17	P	221,587.70	217,961.69	41,041.12	47,186.72	49,848.42	79,721.79		
Interest	5.5%		I			10,048.63	8,547.04	5,885.34	3,506.57		
USDA (Sewer Bond)		8/1/22	P	695,000.00	695,000.00	60,000.00	60,000.00	60,000.00	515,000.00		
Interest	5.0%		I			33,250.00	30,250.00	27,250.00	90,875.00		
Total Sewer Fund-Principal				1,168,602.93	1,164,976.92	166,507.28	173,290.73	176,607.22	648,408.39		
Total Sewer Fund-Interest						46,658.91	41,519.47	35,202.98	96,483.98		
Total Sewer Fund				1,168,602.93	1,164,976.92	213,166.19	214,810.20	211,810.20	744,892.37		
Total Principal				4,522,309.12	4,480,713.97	270,220.37	318,310.76	324,999.99	3,566,966.22		
Total Interest						110,524.49	118,516.79	108,805.47	731,123.05		
Total				4,522,309.12	4,480,713.97	380,744.86	436,827.55	433,805.46	4,298,089.27		

McKinleyville Community Services District
Board Designated Reserve Balances
As of July 31, 2013



- Utility Accounts Receivable Turnover Days	As of July 31, 2013	<div style="border: 1px solid black; padding: 2px;">9.2</div> Days
- YTD Breakeven Revenue, Water Fund:	<div style="border: 1px solid black; padding: 2px;">175,123.14</div>	- YTD Actual Water Sales: <div style="border: 1px solid black; padding: 2px;">184,452.84</div>
- Days of Cash on Hand - Operations Account		<div style="border: 1px solid black; padding: 2px;">216.6</div> Days

McKinleyville Community Services District
Cash Disbursement Report
For the Period July 1 through July 31, 2013

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
26705	7/1/2013	*0032	REC PROGRAM REFUND JM	62.00	B30627	REC PROGRAM REFUND JM
26706	7/1/2013	*0033	AZALEA HALL DEPOSIT REFUND JR	100.00	B30627	AZALEA HALL DEPOSIT REFUND JR
26707	7/1/2013	ADV01	ADVANCED SECURITY SYSTEM	717.59	231346	SECURITY SYSTEMS
26708	7/1/2013	COR01	CORBIN WILLITS SYSTEMS, INC	858.42	B306151	MOMS SOFTWARE MAINTENANCE
26709	7/1/2013	COU02	HUMBOLDT COUNTY ASSESSOR	6.30	B30627	MEASURE B MAPS
26710	7/1/2013	FRE07	FRESHWATER ENVIRONMENTAL	1,280.00	696	PROFESSIONAL SERVICES
26711	7/1/2013	FRI05	LESLEY FRISBEE	39.74	B30627	REC PROGRAM REIMBURSEMENT
26712	7/1/2013	GUA01	GUARDIAN - APPLETON	4,137.13	B30627	GRP DENTAL INSURANCE
26713	7/1/2013	HAR13	The Hartford - Priority A	1,193.26	B30627	GRP LIFE INSURANCE
26714	7/1/2013	HSU04	HUMBOLDT STATE UNIVERSITY	220.00	AR16598	REC PROGRAM FIELDTRIP
26715	7/1/2013	HUM26	HUMBOLDT FASTENERS	19.92	241295	SUPPLIES PURCHASED
26716	7/1/2013	JON05	CHRISTOPHER G. JONES	246.77	B30701	SAFETY SUPPLIES REIMB
26717	7/1/2013	LES01	LES SCHWAB TIRE CENTER	60.34	52797	VEHICLE REPAIRS
26718	7/1/2013	MER03	MERCER, FRASER COMPANY	839.78	44988	REPAIRS/ SUPPLIES
26719	7/1/2013	MEY01	SETH MEYNELL	210.00	B30627	SAFETY BOOTS REIMB
26720	7/1/2013	SDR01	SDRMA	65,420.80	43428	PROPERTY LIABILITY PACKAGE
26721	7/1/2013	UPS01	UPS	9.80	B30701	SHIPMENT

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26722	7/1/2013	USB01	U.S. BANK TRUST N.A.	7,895.83	B30701	SEWER BOND PAYMENT
26723	7/1/2013	\A009	MQ CUSTOMER REFUND FOR AR	61.67	000B30701	MQ CUSTOMER REFUND FOR AR
26724	7/1/2013	\B003	MQ CUSTOMER REFUND FOR BI	22.24	000B30701	MQ CUSTOMER REFUND FOR BI
26725	7/1/2013	\B004	MQ CUSTOMER REFUND FOR BR	64.74	000B30701	MQ CUSTOMER REFUND FOR BR
26726	7/1/2013	\C017	MQ CUSTOMER REFUND FOR CA	16.14	000B30701	MQ CUSTOMER REFUND FOR CA
26727	7/1/2013	\D013	MQ CUSTOMER REFUND FOR DA	80.50	000B30701	MQ CUSTOMER REFUND FOR DA
26728	7/1/2013	\D015	MQ CUSTOMER REFUND FOR DO	27.95	000B30701	MQ CUSTOMER REFUND FOR DO
26729	7/1/2013	\F006	MQ CUSTOMER REFUND FOR FA	47.72	000B30701	MQ CUSTOMER REFUND FOR FA
26730	7/1/2013	\F007	MQ CUSTOMER REFUND FOR FR	13.70	000B30701	MQ CUSTOMER REFUND FOR FR
26731	7/1/2013	\G021	MQ CUSTOMER REFUND FOR GI	40.58	000B30701	MQ CUSTOMER REFUND FOR GI
26732	7/1/2013	\H011	MQ CUSTOMER REFUND FOR HO	41.58	000B30701	MQ CUSTOMER REFUND FOR HO
26733	7/1/2013	\J014	MQ CUSTOMER REFUND FOR JL	25.14	000B30701	MQ CUSTOMER REFUND FOR JL
26734	7/1/2013	\L023	MQ CUSTOMER REFUND FOR LE	81.64	000B30701	MQ CUSTOMER REFUND FOR LE
26735	7/1/2013	\L024	MQ CUSTOMER REFUND FOR LI	24.29	000B30701	MQ CUSTOMER REFUND FOR LI
26736	7/1/2013	\M018	MQ CUSTOMER REFUND FOR MA	73.33	000B30701	MQ CUSTOMER REFUND FOR MA
26737	7/1/2013	\M019	MQ CUSTOMER REFUND FOR MA	10.01	000B30701	MQ CUSTOMER REFUND FOR MA
26738	7/1/2013	\M051	MQ CUSTOMER REFUND FOR MA	17.05	000B30701	MQ CUSTOMER REFUND FOR MA
26739	7/1/2013	\M052	MQ CUSTOMER REFUND FOR MC	3.30	000B30701	MQ CUSTOMER REFUND FOR MC
26740	7/1/2013	\M053	MQ CUSTOMER REFUND FOR MI	18.77	000B30701	MQ CUSTOMER REFUND FOR MI
26741	7/1/2013	\M054	MQ CUSTOMER REFUND FOR MI	5.18	000B30701	MQ CUSTOMER REFUND FOR MI
26742	7/1/2013	\P001	MQ CUSTOMER REFUND FOR PH	71.91	000B30701	MQ CUSTOMER REFUND FOR PH

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26743	7/1/2013	\P015	MQ CUSTOMER REFUND FOR PI	68.31	000B30701	MQ CUSTOMER REFUND FOR PI
26744	7/1/2013	\P016	MQ CUSTOMER REFUND FOR PO	42.48	000B30701	MQ CUSTOMER REFUND FOR PO
26745	7/1/2013	\P017	MQ CUSTOMER REFUND FOR PR	79.03	000B30701	MQ CUSTOMER REFUND FOR PR
26746	7/1/2013	\R007	MQ CUSTOMER REFUND FOR RI	45.97	000B30701	MQ CUSTOMER REFUND FOR RI
26747	7/1/2013	\S009	MQ CUSTOMER REFUND FOR SA	77.14	000B30701	MQ CUSTOMER REFUND FOR SA
26748	7/1/2013	\S022	MQ CUSTOMER REFUND FOR SC	28.46	000B30701	MQ CUSTOMER REFUND FOR SC
26749	7/1/2013	\S023	MQ CUSTOMER REFUND FOR SM	53.99	000B30701	MQ CUSTOMER REFUND FOR SM
26750	7/1/2013	\T013	MQ CUSTOMER REFUND FOR TH	83.30	000B30701	MQ CUSTOMER REFUND FOR TH
26751	7/1/2013	\T014	MQ CUSTOMER REFUND FOR TH	41.01	000B30701	MQ CUSTOMER REFUND FOR TH
26752	7/1/2013	\T015	MQ CUSTOMER REFUND FOR TO	42.57	000B30701	MQ CUSTOMER REFUND FOR TO
26753	7/1/2013	\W036	MQ CUSTOMER REFUND FOR WA	47.66	000B30701	MQ CUSTOMER REFUND FOR WA
26754	7/1/2013	\W037	MQ CUSTOMER REFUND FOR WI	22.24	000B30701	MQ CUSTOMER REFUND FOR WI
26755	7/1/2013	\W038	MQ CUSTOMER REFUND FOR WR	63.08	000B30701	MQ CUSTOMER REFUND FOR WR
26756	7/8/2013	*0034	AZALEA HALL DEPOSIT REFUND JA	85.00	B30701	AZALEA HALL DEPOSIT REFUND JA
26757	7/8/2013	ABB01	ABBEE SYSTEMS, INC.	-	1180	Ck# 026757 Reversed
26758	7/8/2013	AJI01	HAIDER AJINA	45.00	B30702	CONTRACTED REFEREE
26759	7/8/2013	BHI01	BHI MANAGEMENT CONSULTING	5,922.83	013-42	PROFESSIONAL SERVICES
26760	7/8/2013	CWE01	CWEA	140.00	B30627	CERTIFICATE RENEWAL
26761	7/8/2013	HUB02	HUB INTERNATIONAL INSURANCE	125.98	B30702	SPECIAL EVENT INSURANCE
26762	7/8/2013	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	53,843.72	B30705	WTR PURCHASED
26763	7/8/2013	IND01	INDEPENDENT BUS. FORMS	30.10	26087	OFFICE SUPPLIES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26764	7/8/2013	IND02	Industrial Electric Serv	386.43	9337	REPAIRS/SUPPLY
26765	7/8/2013	MAY03	DENNIS MAYO	333.88	B30606	ACWA CONFERENCE-SANTA ROSA
26766	7/8/2013	MCK12	MCKINLEYVILLE UNION SCHOOL DISTRICT	1,870.80	B30705	REC PROGRAM SUPPLIES
26767	7/8/2013	NEC01	NEC FINANCIAL SERVICES,LLC	477.21	1628244	PHONE SYSTEM
26768	7/8/2013	NOR36	NORTH COAST PARTS & SUPPLY	2.85	B30708	REPAIRS/ SUPPLIES
26769	7/8/2013	NYL01	NYLEX.NET	336.00	74112	PROFESSIONAL SERVICES
26770	7/8/2013	PGE01	PG & E (Office & Field)	15,272.08	B30708	GAS & ELECTRIC
26771	7/8/2013	SUD01	SUDDENLINK	159.90	B30708	INTERNET SERVICES
26772	7/10/2013	ORS01	GREG ORSINI	355.00	B30710P	TRAVEL PER DIEM
26773	7/15/2013	BAY02	BAY WEST SUPPLY, INC.	638.72	B30705	JANITORIAL SUPPLIES
26774	7/15/2013	BLA03	BLANCHARD DATA	2,460.73	8	BASE STATION RADIO UPGRADE
26775	7/15/2013	COR07	JOHN W. CORBETT	125.00	B30712	DIRECTORS FEES
26776	7/15/2013	COS03	COSTCO WHOLESALE	73.93	B30712	OFFICE SUPPLIES
26777	7/15/2013	COU09	DAVID R. COUCH	125.00	B30712	DIRECTOR FEES
26778	7/15/2013	DEP03	DEPT OF HEALTH SERVICES	160.00	B30712	CERTIFICATE RENEWAL
26779	7/15/2013	DOW01	DOWNEY BRAND ATTORNEYS LLC	2,180.85	452916	PROFESSIONAL SERVICES
26780	7/15/2013	EDW01	HELEN L. EDWARDS	125.00	B30712	DIRECTORS FEES
26781	7/15/2013	EUR05	Eureka Oxygen Co	33.57	65171	SAFETY SUPPLIES
26782	7/15/2013	HUM08	HUMBOLDT SANITATION	972.10	B30712	TRASH SERVICE
26783	7/15/2013	LDA01	LDA PARTNERS	930.00	9/635-1-1	PROFESSIONAL SERVICES
26784	7/15/2013	MAY03	DENNIS MAYO	125.00	B30712	DIRECTORS FEES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26785	7/15/2013	MCK04	MCK ACE HARDWARE	314.02	B30705	REPAIRS/SUPPLY
26786	7/15/2013	MIL01	Miller Farms Nursery	2,108.86	B30705	REPAIRS/SUPPLY
26787	7/15/2013	MIL03	THE MILL YARD	197.68	B30705	REPAIRS/ SUPPLIES
26788	7/15/2013	ORE01	O'REILLY AUTOMOTIVE, INC.	30.03	B30705	REPAIRS/SUPPLY
26789	7/15/2013	PIT01	PITNEY BOWES	374.07	JN13	POSTAGE MTR RENTALS
26790	7/15/2013	RCS01	RC SYSTEMS, INC.	6,250.00	15738	REC PRO ANNUAL SUBSCRIPTION
26791	7/15/2013	REN01	RENNER PETROLEUM	2,812.23	B30712	GAS/OIL/LUBE
26792	7/15/2013	SLO01	AFLAC FLEX EMPLOYEE REIMB	153.00	B30712	AFLAC FLEX SPENDING REIMB
26793	7/15/2013	UMP03	UMPQUA BANK--VISA	1,145.51	B30712	SUPPLIES PURCHASED IN JUNE
26794	7/15/2013	WBC01	WBCO ELECTRIC SERVICE CO.	220.33	87781	REPAIRS/ SUPPLIES
26795	7/15/2013	WEN01	WILLIAM WENNERHOLM, DC	125.00	B30712	DIRECTORS FEES
26796	7/22/2013	*0001	REC PROGRAM WITHDRAWAL-REF KS	65.00	B30718	REC PROGRAM WITHDRAWAL-REF KS
26797	7/22/2013	AGS01	AG SALES	342.96	75184	SUPPLIES/ REPAIRS
26798	7/22/2013	ATT01	AT&T	1,020.16	B30718	PHONE SERVICES
26799	7/22/2013	BLA03	BLANCHARD DATA	24.19	9	RADIO TELEMETRY UPGRADE
26800	7/22/2013	CAP04	MERIT CAPE	29.25	B30718	CONTRACT INSTRUCTOR PAYMENT
26801	7/22/2013	COU02	HUMBOLDT COUNTY ASSESSOR	10.60	B30718	CENTRAL ESTATES SUBDIVISION
26802	7/22/2013	DEP03	DEPT OF HEALTH SERVICES	55.00	B30718	CERTIFICATE RENEWAL
26803	7/22/2013	DEP04	CA DEPT OF PUBLIC HEALTH-	60.00	B30718	CERTIFICATE RENEWAL
26804	7/22/2013	FRI05	LESLEY FRISBEE	177.73	B30718	REC PROGRAM SUPPLIES REIMB
26805	7/22/2013	GFO01	GOVERNMENT FINANCE OFFICE	60.00	154003	SUBSCRIPTIONS

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26806	7/22/2013	GHD01	GHD	894.75	73071	PROFESSIONAL SERVICES
				319.75	73396	PROFESSIONAL SERVICES
			Check Total:	<u>1,214.50</u>		
26807	7/22/2013	HAC01	HACH COMPANY	589.27	8378055	LAB TEST SUPPLIES
26808	7/22/2013	HAR03	HARVEY M. HARPER CO.	1,032.19	B30718	VEHICLE REPAIRS
26809	7/22/2013	IBA01	I-BANK WELLS FARGO BANK,	56,217.30	61269	LOAN PAYMENT
26810	7/22/2013	JAC04	JACKSON & EKLUND, INC.	637.00	176381	PROFESSIONAL SERVICES
26811	7/22/2013	KEY01	KEY EQUIPMENT FINANCE	312.40	1308	EQUIPMENT LEASE
26812	7/22/2013	MIT01	Mitchell, Brisso, Delaney	1,991.00	32810	PROFESSIONAL SERVICES
				611.00	32811	PROFESSIONAL SERVICES
			Check Total:	<u>2,602.00</u>		
26813	7/22/2013	NOR01	NORTH COAST LABORATORIES	4,010.00	B30718	LAB TESTS
26814	7/22/2013	NOR03	NO. COAST VETERINARY HOSPITAL	232.50	6430	GOAT CARE/ TREATMENT
26815	7/16/2013	WIL01	WILLS HEAVY EQUIPMENT SERVICE	332.50	7467P	SVC VEHICLE REPAIRS
26816	7/16/2013	CWE03	CWEA NORTH COAST SECTION	120.00	B30716P	TRAINING COURSE
26817	7/22/2013	*0002	PPARK DEPOSIT REFUND KM	50.00	B30722	PPARK DEPOSIT REFUND KM
26818	7/22/2013	*0003	REC PROGRAM REFUND AH	21.50	B30722	REC PROGRAM REFUND AH
26819	7/22/2013	*0004	AZALEA HALL DEPOSIT REFUND BF	100.00	B30722	AZALEA HALL DEPOSIT REFUND BF
26820	7/22/2013	ACW01	CB&T/ACWA-JPIA	2,643.56	2	GRP DENTAL INSURANCE
				49,074.70	B30722	GRP HEALTH INSURANCE
			Check Total:	<u>51,718.26</u>		
26821	7/22/2013	ALL01	ALLEN'S COMMERCIAL APPLIANCE	115.00	9570	REPAIRS/ SUPPLIES
26822	7/22/2013	CAS01	CASH	220.58	B30718	REPLENISHMENT OF PETTY CASH
26823	7/22/2013	CWE01	CWEA	140.00	B30722	MEMBERSHIP RENEWAL

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26824	7/22/2013	DEP04	CA DEPT OF PUBLIC HEALTH-	90.00	B30722	WATER DISTRIBUTION CERTIFICATION
26825	7/22/2013	DIS05	DISCOVERY MUSEUM	145.00	14	REC PROGRAM FIELD TRIP
26826	7/22/2013	E&O01	E & O BOWL	350.00	B30718	KIDS CAMP FIELD TRIP
26827	7/22/2013	HUM42	HUMBOLDT OUTFITTERS	378.72	7560	REC PROGRAM SUPPLIES
26828	7/22/2013	MAY03	DENNIS MAYO	469.68	B30722	ACWA STRATEGIC PLANNING
26829	7/22/2013	NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	80.00	19625	SUBSCRIPTION
26830	7/22/2013	NOR35	NORTHERN HUMBOLDT EMPLOYMENT SVCS	659.39	ES13-0210	PROFESSIONAL SERVICES
26831	7/22/2013	NYL01	NYLEX.NET	528.00	74156	PROFESSIONAL SERVICES
26832	7/22/2013	OCC01	OCCUPATIONAL HEALTH	125.00	523*06-13	PROFESSIONAL SERVICES
26833	7/22/2013	REM01	REMY, MOOSE AND MANLEY,LLC	525.00	96407	PROFESSIONAL SERVICES
26834	7/22/2013	SHE03	SHERWIN-WILLIAMS CO.	289.44	B30718	REPAIRS/ SUPPLIES
26835	7/22/2013	SIE02	SIERRA CHEMICAL CO.	953.24	251616	CHLORINE CONTAINER/ DEPOSIT
				960.74	253291	CHLORINE CONTAINER/ DEPOSIT
			Check Total:	<u>1,913.98</u>		
26836	7/22/2013	STA11	STAPLES CREDIT PLAN	176.44	B30718	OFFICE SUPPLIES
26837	7/22/2013	TER01	TEREX UTILITIES INC.	192.65	68344	VEHICLE REPAIRS
26838	7/22/2013	THO02	Thomas Home Center	244.06	B30718	REPAIRS/SUPPLY
26839	7/22/2013	TIM01	TIMES-STANDARD	497.90	651803	PROFESSIONAL SERVICES
26840	7/22/2013	UPS01	UPS	28.74	Y6R493283	LAB SHIPMENT
26841	7/22/2013	VER01	VERIZON WIRELESS	131.24	B30718	CELL PHONES
26842	7/29/2013	*0005	AZALEA HALL DEPOSIT REFUND JC	100.00	B30726	AZALEA HALL DEPOSIT REFUND JC
26843	7/29/2013	*0006	AZALEA HALL DEPOSIT REFUND JG	100.00	B30726	AZALEA HALL DEPOSIT REFUND JG

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26844	7/29/2013	ACT01	ACTION RENTAL	279.84	16439	REC PROGRAM SUPPLIES
26845	7/29/2013	ADA02	ADAPCO,INC	595.56	93824	SUPPLIES/ REPAIRS
26846	7/29/2013	CDW01	CDW GOVERNMENT, INC.	418.13	DK51790	OFFICE SUPPLIES
26847	7/29/2013	CYB01	CYBERCITY	240.00	B30729	ACTIVITY SUPPLY KID'S CAMP
26848	7/29/2013	EIC01	JENNIFER EICHSTEDT	351.00	B30729	CONTRACTED INSTRUCTOR
26849	7/29/2013	FRI05	LESLEY FRISBEE	260.53	B30729	TRAVEL/ MEALS
26850	7/29/2013	PGE02	PACIFIC GAS & ELECTRIC	1,398.34	B30729	STREETLIGHTS
26851	7/29/2013	PRO03	PROFESSIONAL CREDIT MGMT	12.39	B30729	RECOVERY OF BAD DEBT
26852	7/29/2013	SCA01	SCADA SUPPORT GROUP	6,471.85	1307	PROFESSIONAL SERVICES
				3,312.40	B30729	PROFESSIONAL SERVICES
			Check Total:	<u>9,784.25</u>		
26853	7/29/2013	SDR01	SDRMA	500.00	2	CLAIM PAYMENT
				500.00	B30729	CLAIM PAYMENT
			Check Total:	<u>1,000.00</u>		
26854	7/29/2013	SLO01	AFLAC FLEX EMPLOYEE REIMB	50.00	B30729	AFLAC FLEX SPENDING REIMB
26855	7/29/2013	TWO01	TWO BROTHERS CATHODIC SERVICE	1,600.00	405	PROFESSIONAL SERVICES
26856	7/29/2013	USP02	USPS: ARCATA BMEU	200.00	B30729	PERMIT 202 RENEWAL
26857	7/31/2013	WIL02	KATHY WILSON	283.50	B30731P	NOTARY CLASS @ HSU
				330,836.44		
			Total Disbursements - Accounts Payable:	<u>330,836.44</u>		

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Payroll Related Disbursements						
11197-11220	7/9/2013		Various Employees	15,515.22		Employee Payroll Checks
11221	7/9/2013	CAL12	CalPERS 457 Plan	3,083.07	B30709	RETIREMENT
11222	7/9/2013	DIR01	DIRECT DEPOSIT VENDOR- US	23,103.24	B30709	Direct Deposit
11223	7/9/2013	EMP01	Employment Development	1,289.57	B30709	STATE INCOME TAX
				509.92	1B30709	SDI
			Check Total:	<u>1,799.49</u>		
11224	7/9/2013	EMP02	Employment Dev Department	1,609.84	B30630	SUI
11225	7/9/2013	HUM29	UMPQUA BANK--PAYROLL DEP.	4,427.98	B30709	FEDERAL INCOME TAX
				6,312.86	1B30709	FICA
				1,476.40	2B30709	MEDICARE
			Check Total:	<u>12,217.24</u>		
11226	7/9/2013	AFL01	AFLAC	43.30	B30630	AFLAC (PRE-TAX)
11227	7/9/2013	PUB01	Public Employees PERS	14,030.41	B30630	PERS PAYROLL REMITTANCE
				56.08	1B30630	PERS CONTRIBUTION
			Check Total:	<u>14,086.49</u>		
11228	7/11/2013		Employee	1,823.51		Vacation buyout
11229-11252	7/24/2013		Various Employees	16,921.44		Employee Payroll Checks
11253	7/24/2013	CAL12	CalPERS 457 Plan	3,743.81	B30724	RETIREMENT
11254	7/24/2013	DIR01	DIRECT DEPOSIT VENDOR- US	24,615.89	B30724	Direct Deposit
11255	7/24/2013	EMP01	Employment Development	100.00	B30709A	STATE INCOME TAX
				1,474.82	B30724	STATE INCOME TAX
				23.54	1B30709A	SDI
				553.81	1B30724	SDI
			Check Total:	<u>2,152.17</u>		

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
11256	7/24/2013	HUM29	UMPQUA BANK--PAYROLL DEP.	250.00	B30709A	FEDERAL INCOME TAX
				4,798.17	B30724	FEDERAL INCOME TAX
				291.84	1B30709A	FICA
				6,860.30	1B30724	FICA
				68.26	2B30709A	MEDICARE
				1,604.38	2B30724	MEDICARE
			Check Total:	13,872.95		
				134,587.66		
			Total Disbursements, Payroll:	134,587.66		
			Total Check Disbursements:	465,424.10		

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2013

TYPE OF ITEM: **ACTION**

ITEM: D.4

Consider Approval to declare certain equipment assets surplus

PRESENTED BY:

Jason Sehon & James Henry

TYPE OF ACTION:

Voice Vote

Recommendation:

Staff recommends the Board declare the following items surplus and authorize staff to advertise for a closed minimum bid and award the purchase of the following items to the highest bidder.

- Model year 1991 Ford F 250 Utility Truck
- 1978 Ingersoll Rand 100 towable compressor
- 4 floating skimmers purchased approximately 30 years ago.

Discussion:

Parks & Recreation Department has a 1991 Ford F 250 utility truck that upon inspection it has been decommissioned due to necessary repairs. The vehicle is fully depreciated and has 108,000 miles and still runs. The exterior of the vehicle has many visual dents.

The compressor and parts are obsolete and this piece of equipment has been replaced. At this time the compressor is sitting in the shop taking up valuable space. This equipment does run and has been maintained.

The 4 floating skimmers were acquired as part of the original WWMF design. They too are not being used and are taking up shop space.

Alternatives:

- Take no action

Fiscal Analysis:

Since the equipment is fully depreciated and obsolete we will do our best to find fair market values for these items.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- None

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2013

TYPE OF ITEM: **ACTION**

ITEM: E.1. Consider appointing member(s) to the Recreation Advisory Committee

PRESENTED BY: Jason Sehon, Parks & Recreation Director

TYPE OF ACTION: Voice Vote

Recommendation:

Staff recommends the Board consider appointing Chad Cefcik as a member of the Recreation Advisory Committee (RAC), and appointing Haleigh Dunk and Addison O'Hanen as student members.

Discussion:

The RAC currently has two (2) member openings and two (2) student member openings. The regular member openings are terms that expire December 2015. The two student member openings are annual terms.

In addition, the RAC also has one (1) vacancy for an alternate member. The alternate member was added a few years back and is a voting member in the absence of another RAC member. RAC members are appointed by the MCSD Board of Directors.

The District has posted sufficient notice through local media and at District facilities of upcoming vacancies for the Recreation Advisory Committee.

We have received letters of interest from three (3) McKinleyville residents wishing to become members of the RAC.

The first letter was received by Chad Cefcik. Chad has attended previous RAC meetings and has served on the City of Arcata Open Space Committee. Chad moved to McKinleyville with his wife and children and would like to become involved with our parks and recreation department.

The second letter was received by Haleigh Dunk. Haleigh will be a senior at McKinleyville High School next year. Haleigh says she is interested in working with the committee and assisting with making recommendations for the Teen and Community Center. Roger Macdonald, Principal of McKinleyville High School has recommended Haleigh to the RAC.

Addison O'Hanen is also interested in becoming a student member of the RAC. Addison is a home schooled student and he is currently working on an

Eagle Scout project with our parks staff to install a park bench at Norton Creek Wildlife Area.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

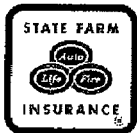
Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 - Letter of interest from Chad Sefcik
- Attachment 2 - Letter of interest from Haleigh Dunk
- Attachment 3 - Letter of interest from Addison O'Hanen

Attachment 1



August 9, 2013

McKinleyville Community Services District
Parks and Recreation Committee
C/O Jason Sehon
1656 Sutter Road
McKinleyville, CA 95519

RE: Position on Parks and Recreation Committee

Dear Jason,

I am sorry for the delay in getting this to you. We were on vacation. I would like the opportunity to serve the community of McKinleyville as a participant on the Parks and Recreation Committee. I have had experience on a committee – the City of Arcata Open Space Committee. I feel my two years there would help me on this committee.

Would you please accept this letter as interest in contributing on this committee? Please feel free to contact me at 707-616-3265 should you have any questions.

Sincerely,

Chad M. Sefcik
1960 Jordan Ct
McKinleyville, CA 95519

Jason Sehon

From: Haleigh Dunk [hcarson300@gmail.com]
Sent: Tuesday, July 09, 2013 6:06 PM
To: rmacdonald@nohum.k12.ca.us
Cc: Jason Sehon
Subject: MCSD Recreation Advisory Committee student

Dear Mr. Macdonald,

I am writing to ask if you would recommend me to be the student representative on the McKinleyville Community Services District's Recreation Advisory Committee. I will be a senior next year and I am a good student. I understand that one of the projects the committee will be making recommendations on is the new Teen center MCSD will be building soon. This is exciting to me and I would like to participate with the group. I would appreciate your support and a recommendation to Mr. Jason Sehon who is the Parks and Recreation director. Thanks for your consideration!

sincerely, Haleigh Dunk

Jason Sehon

Subject: FW: Recreation Advisory Committee

Dear Jason,

It would be an honor to sit on the MCSD Recreation Advisory Committee. For the past several years I have enjoyed holding multiple positions in my Boy Scout Troop; including Senior Patrol Leader and Junior Assistant Scout Master. Through this, I have learned valuable leadership skills and much about decision making for the greater good of the troop. I believe sitting on this committee would give me the opportunity to use the skills I have learned in scouting in a practical way for the community as well as further developing these leadership skills. Thank you for considering me for this position, I am truly hoping I may be selected and am looking forward to this experience.

Prepared to serve,

Addison O'Hanen

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2013

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.2 **Information on results of Hazardous Waste Collection Day**

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

TYPE OF ACTION: **None**

Recommendation:

Staff Requests the Board listen to the presentation by a representative of Humboldt Waste Management Authority.

Discussion:

Since 2009 McKinleyville Community Services District (MCSD) and Humboldt Waste Management Authority (HWMA) have partnered to provide an invaluable service to our community. On July 20, 2013 HWMA in conjunction with McKinleyville CSD hosted a hazardous waste pick up day.

Over the past 4 years this function reduced the disposal of hazardous waste into our wastewater system and routed it to the appropriate disposal location.

Mr. Brent Whitener from HWMA is here to present to the Board a recap on the event.

Alternatives:

Take Action

Fiscal Analysis:

Not to exceed \$10,000 and Mr. Whitener will recap the actual expense. The reductions in discharge violations from the Regional Water Quality Control Board are undeterminable.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- None

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2013

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.3. Committee recommendations for Strategic Plan

PRESENTED BY: Gregory Orsini, General Manager and Colleen Trask, Finance Director

TYPE OF ACTION: None

Recommendation:

Staff requests the Board listen to the information presented by the Strategic Plan review committee, then participate in discussion, take public comment and allow staff to proceed with recommended modifications.

Discussion:

At the July 10, 2013 Board Meeting the Board asked that the agenda item E.8 **Consider approval of the STRATEGIC PLAN** be removed from the agenda so that it could be further reviewed.

A committee was assigned to review the proposed Strategic Plan. Director Edwards and Director Couch met with General Manager Greg Orsini, Finance Director Colleen Trask and Board Secretary Kathy Wilson on July 25, 2013.

The committee reviewed the strategic plan and suggested revisions were noted. Specific consideration was given to *detailed measurement of the implementation of goals related to Board Policy*. A suggestion of reducing the number of goals was also discussed. Attached you will find the Table which provides "At a Glance" Strategic Elements and Goals with Estimated Completion Date. The committee highlighted in GREEN the proposed Goals that were selected to focus on as guidance for the Board of Directors to measure progress in the execution of their policies.

A few points for the existing format of the Strategic Plan and why staff recommends modification over complete overhaul:

1. The write-ups are intentional to provide information about what will be done and why it's important.
2. The Plan is not only intended for the Board but also staff. It is also intended for the public to see and understand as well as new Board Members, regulators, i.e. internal and external stakeholders.

3. The Plan provides staff the ability to be specific enough about the item so they can be assured that the Board recognizes them as they re-emerge as action items on future agendas.

Staff would recommend the Board allow staff to maintain the existing document and keep the basic structure but modify the “At a Glance” table to distinguish “Board Policy Directives” with detailed benchmarks added.

As stated in the July 10, 2013 staff report the plan is foundational to the District’s long term financial health and stability, yet provides annual reviews to stay grounded in the current and mid-term needs of the community we serve. Staff is asking the Board to review and entertain discussion as to the suggested revisions for the Strategic Plan.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Table “At a Glance” from the proposed Strategic Plan highlighting the goals chosen by the committee for review

Table 1 –The Strategic Plan “At a Glance”

STRATEGIC ELEMENTS	STRATEGIC GOALS	Estimated Completion Date
		Fiscal Year
1.0 WATER	1.1 Maintenance Programs	2013-2018
	1.2 Water Tank Storage Project	2018
	1.3 Emergency Water Crossing	2014
	1.4 Emergency Water supply	2018
	1.5 Radio Telemetry Upgrades	2014
	1.6 Water Main Rehabilitation and Replacement	2016-2018
	1.7 Radio Read Meters	2013-2016
2.0 WASTEWATER	2.1 20-Year Facility Plan	2013-2018
	2.2 WWMF Improvement Project	2016
	2.3 Collection System Upgrades	2013-2018
	2.4 Sewer Main Improvement and Rehabilitation	2014-2018
	2.5 Radio Telemetry Upgrades	2016
	2.6 Sewer Lift Station Generator Upgrades	2015
	2.7 Pre-treatment Program	2014
	2.8 I&I Prevention	2013-2018
3.0 STREETLIGHTS	3.1 Converting to LED Lighting	2013-2014
	3.2 Maintenance Program	2013-2018
4.0 PARKS AND RECREATION	4.1 Teen and Community Center	2013-2014
	4.2 Hewitt Park	2013-2018
	4.3 Washington Ave Park	2013-2018
	4.4 Community Forest	2013-2018
	4.5 Mad River Park	2013-2018
	4.6 Maintenance Standards	2013-2018

5.0 PARTNERSHIPS	5.1 Foster Regional Cooperation	2013-2018
	5.2 Improve Political Ties	2013-2018
	5.3 Participate in Community Groups	2013-2018
6.0 PERSONNEL/ ORGANIZATION	6.1 Employee Retention	2013-2018
	6.2 Training and Development	2013-2018
	6.3 Employee Communication	2013-2018
	6.4 Employee Safety Program	2013-2018
	6.5 Evaluation and Performance Management Program	2013-2018
	6.6 Employee Wellness Program	
	6.7 Emergency Preparedness and Response	
7.0 ADMINISTRATIVE MANAGEMENT	7.1 District Policies and Procedures	2013-2018
	7.2 Records Retention	2013-2018
	7.3 Customer Service	2013-2018
	7.4 Build Public Information Program	2013-2016
	7.5 Board Development Policy	2013-2018
	7.6 Review/Update Strategic Plan	Annual
		2013-2018
	7.8 Achieve Best Practices Awards	2018
	7.9 Explore Options for Increases in Energy Efficiency and Alternative Energy Sources	2016
8.0 FINANCES	8.1 Reserve Policy Implementation	2013
	8.2 Budget Development and Communication	Annual
	8.3 Capital Budget Management	2013
	8.4 Development of Financial Management System	2018
	8.5 Financial Audit	Annual

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2013

TYPE OF ITEM: **ACTION**

**ITEM: E.4. Association of California Water Agencies (ACWA)
committee appointment nominations**

**PRESENTED BY: Gregory Orsini, General Manager/ Dennis Mayo,
Board Chair**

TYPE OF ACTION: Voice Vote

Recommendation:

Staff requests the Board review the information provided, take public comment and arrive at a consensus for selection of appropriate committee's direct staff to complete Committee Consideration Form and authorize Board President Mayo to sign.

Discussion:

The Association of California Water Agencies (ACWA) is notifying all ACWA member agency board presidents and ACWA member agency general managers that the end of the current committee term is approaching. New officers will be elected at the fall conference by the general membership so it is time to submit ACWA committee appointment nominations for the 2014-2015 terms.

ACWA is very clear with the commitment of time that is required to participate on a committee. Attendance is an important part of helping the committee function as effectively as possible. ACWA's bylaws state, "Two consecutive, unexcused absences from an ACWA limited committee shall constitute a resignation and a replacement will be named as soon as possible." Members with repeated excused absences will be reviewed and considered for replacement.

The District will be responsible for all costs associated with participation of its representative on committees and staff has proposed a substantial cost savings measure by providing a vehicle for travel to and from the meetings.

The list of available committees and basic descriptions are contained in and appear as Attachment 2. Please review for discussion so the most appropriate committees are requested.

All correspondence and forms regarding committee appointments must be submitted to the ACWA office no later than September 30, 2013. Committee appointments will be made by the incoming ACWA president in December.

Alternatives:

Take Action

Fiscal Analysis:

The District will be responsible for all costs associated with participation of its representatives on committees.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 - ACWA POLICY COMMITTEE GUIDELINES
- Attachment 2 - ACWA COMMITTEE PURPOSES AND RESPONSIBILITIES
- Attachment 3 - COMMITTEE CONSIDERATION FORM
- Attachment 4 - *SAMPLE* COMMITTEE CONSIDERATION FORM
- Attachment 5 - CURRENT AGENCY COMMITTEE REPRESENTATION
- Attachment 6 - COMMITTEE TIMELINE

**ACWA POLICY
COMMITTEE GUIDELINES
Revised May 21, 2013**

GENERAL COMMITTEES

1. All committees of the Association shall strive to provide continuity in leadership, shall geographically distribute membership and shall ensure all regions are adequately represented.
2. All committee chairs, vice chairs, and members shall be appointed by the president, and shall serve for a term to coincide with that of the president.
3. Nominations for committee appointments shall be made in writing by members for consideration by the region chair and vice chair. If an agency chooses to designate a representative other than a director or salaried staff member, written confirmation to that effect must be received in the ACWA office prior to appointment consideration. Nomination forms (aka Committee Consideration Form) can be obtained from the Association office or on-line at www.acwa.com.
 - a. Where membership on a given ACWA committee is limited, only one representative from an agency may be appointed. Since we do not count the chairperson in the maximum count, then one person could be on the committee that is from the same agency as the chairperson. Other individuals representing an agency may serve on subcommittees of that committee.
 - b. Unlimited committees may have more than one representative from an agency on their committees.
4. The committee chairperson shall:
 - a. chair all meetings of the committee;
 - b. submit a written report regarding committee activities for all meetings of the Board of Directors (with assistance from the ACWA staff committee liaison).
 - c. pre-schedule meetings and check the ACWA calendar to foster total committee member attendance and avoid conflicts.

The vice chairperson shall assume those duties in the chairperson's absence.
5. All committee appointments are made by the ACWA president following recommendations submitted by the region chairs and vice chairs. The appointments are for two years and run simultaneously with the board term. Committee chairpersons may appoint subcommittees as necessary to carry out the committee responsibilities. **<The subchair must be a member of the full committee, subcommittee members do not need to be a member of the full committee.>**

ACWA COMMITTEES

PURPOSES AND RESPONSIBILITIES

IMPORTANT COMMITTEE INFORMATION

ATTENDANCE REQUIREMENTS FOR LIMITED COMMITTEES:

Two consecutive, unexcused absences from an ACWA limited committee shall constitute a resignation and a replacement will be named as soon as possible. Travel required to any area of the state where a committee meeting is being held, and lack of a travel budget will not constitute an excused absence.

****NOTE:** When a committee member is “unable” to attend a meeting and has asked for an excused absence in advance of the meeting, they may send a representative from their agency for monitoring purposes only. However, the committee member will still be recorded with an excused absence from the meeting. The representative does not have a voting right.**

STATE LEGISLATIVE COMMITTEE ONLY: The State Legislative Committee will allow a member of the committee with an excused absence to designate an alternate. The committee member will be required to secure the concurrence of the appropriate ACWA Region Chair for the alternate. The committee member should provide the name of the alternate to ACWA's Director of State Relations prior to the committee meeting. The alternate will be authorized to fully participate in all discussions of the committee and to vote on issues before the committee. Committee members, including alternates, act on behalf of the region for which they were appointed to represent.

GRASSROOTS OUTREACH:

As a member of the committee, you will be enrolled as an active participant in ACWA's Grassroots Outreach Program. See ACWA's website for more information on the grassroots outreach program which supports ACWA's legislative and regulatory efforts.

COMMITTEE VACANCIES WILL NOT BE FILLED AFTER THE SPRING CONFERENCE OF AN UPCOMING ELECTION YEAR.

BLUE INDICATES BYLAW COMMITTEE LANGUAGE.

COMMUNICATIONS COMMITTEE - *STANDING/LIMITED (40 MAXIMUM)*

ACWA COMMITTEE STAFF LIAISON: LISA LIEN-MAGER

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two at the Sacramento office between conferences

The purpose of the ACWA Communications Committee is to develop and make recommendations to the Board of Directors regarding a comprehensive internal and external communications program for the Association. Programs are crafted to support ACWA and its members' positions on legislative, regulatory, and policy issues.

The committee is responsible for developing and updating a comprehensive communications plan for ACWA. The committee promotes the development and implementation of sound public information and education programs and practices among member agencies. It prepares materials that can be duplicated or used by member agencies for their local public information/education efforts. The committee also provides guidance to ACWA's Communications Department.

ENERGY COMMITTEE – *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: ABBY SCHNEIDER

MEETINGS ARE HELD 2 TIMES A YEAR

- One at both the Fall and Spring conferences

The purpose of the Energy Committee is to recommend policies and programs to the Board of Directors and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. Work with staff in developing and making recommendations to the Board of Directors regarding:

- ♦ Programs to assure an adequate power supply for member agencies, including energy, availability, pricing, distribution and hydro generation
- ♦ Policy recommendations relating to the development of new power sources
- ♦ Recommended positions regarding state and federal legislation to the State Legislative and Federal Affairs Committees
- ♦ Assistance with the development, direction and work associated with representation before the Public Utilities Commission, the Federal Energy Regulatory Commission and other regulatory agencies dealing with energy
- ♦ Educate members on all energy matters having impact on their operations

FEDERAL AFFAIRS COMMITTEE - *STANDING/LIMITED* (5 PER REGION)

ACWA COMMITTEE STAFF LIAISON: DAVID REYNOLDS

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two between conferences (Jan & Sept) in the Sacramento office
- DC Conference ~ Attendance is not REQUIRED, but STRONGLY encouraged

The purpose of the Federal Affairs Committee is to review all federal legislative proposals and regulatory proposals affecting members of the Association, after consulting with other appropriate committees, and to develop Association positions consistent with existing policy, where it has been established; recommend sponsorship of bills that will resolve problems or improve conditions for members of the Association; and assist in the establishment of the Association's federal legislative program. The committee shall consist of at least one and no more than five individuals from each region. Coordinates with other ACWA committees regarding their input on any issues directly related to federal issues before both Congress and the Federal administrative branches.

The committee currently has four separate subcommittees. Committee members have the opportunity to sign-up for as many of the subcommittees as they want, plus being supplemented by other members with interest in a focused area. The subcommittees with areas of responsibility are:

- ♦ Drinking Water & Energy Subcommittee: Responsible for the oversight and policy direction on Environmental Protection Agency and Energy-Water Nexus.
- ♦ Water Supply Subcommittee: Responsible for oversight and policy direction on the Safe Drinking Water Act and Endangered Species Act.
- ♦ Infrastructure & Agriculture Subcommittee: Responsible for oversight and policy direction on the Clean Water Act, and agricultural issues.
- ♦ Finance, Technology & Research Subcommittee: Responsible for oversight and policy direction on financing water infrastructure legislation.

FINANCE COMMITTEE - *STANDING/LIMITED* (2 PER REGION – 1 SPOT IS FILLED BY REGION CHAIR OR VICE CHAIR; OTHER SPOT IS FILLED BY A REPRESENTATIVE FROM REGION WITH EXPERIENCE IN FINANCIAL MATTERS)

ACWA COMMITTEE STAFF LIAISON: FILI GONZALEZ

MEETINGS ARE HELD APPROXIMATELY 4-5 TIMES A YEAR

- One at both the Fall and Spring conferences
- All other meetings are held in the Sacramento office

The purpose of the Finance Committee is to make recommendations to the Board of Directors regarding annual budgets, dues formula and schedules and other revenue-producing income, annual audit and selection of an auditor, and investment strategies. Makes recommendations to the Board of Directors regarding annual budgets, investment strategies, annual audits and the selection of the auditor, the dues formula and schedules and other financial matters that may come before the committee. Each committee member will be expected to serve on at least one of the subcommittees, which are:

- ♦ Audit Subcommittee
- ♦ Budget Subcommittee
- ♦ Investment Subcommittee
- ♦ Revenue Subcommittee
- ♦ Education Subcommittee

GROUNDWATER COMMITTEE - *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: TO BE ASSIGNED

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- One in Northern California between conferences
- One in Southern California between conferences

The purpose of the Groundwater Committee is to recommend policies and programs to the Board of Director and to the State Legislative Committee and/or Federal Affairs Committee as appropriate. Monitors state and federal regulations and legislation that could affect the quality or quantity of groundwater, conducts studies, develops policies regarding the management of groundwater and coordinates with other ACWA committees on issues directly related to groundwater.

Committee members are expected to participate in a variety of activities including writing legislation, preparing comments for state or federal hearings on groundwater issues, developing programs for workshops and conferences, and providing input on state and federal legislation.

PERSONNEL AND BENEFITS COMMITTEE - *STANDING/LIMITED ~(2 PER REGION)*

ACWA COMMITTEE STAFF LIAISON: PAULA QUINN

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two in the Sacramento office

The purpose of the Personnel and Benefits Committee is to review, on a regular basis, membership salary survey, retirement issues, and other personnel, benefits, and administrative issues pertinent to the management

of members of the Association. Works with staff in developing, reviewing and making recommendations to the Board of Directors regarding the following:

- ♦ Sponsor special studies on personnel-related problems and issues
- ♦ Sponsor safety programs for risk management or workers' compensation claims
- ♦ Define the scope of any audit to be performed by an independent actuary, as needed
- ♦ Gather, develop and publish comparative data on salary ranges, employee benefits and other personnel and administrative data pertinent to the management of member agencies

LEGAL AFFAIRS COMMITTEE - *STANDING/LIMITED (45 MAXIMUM)*

ACWA COMMITTEE STAFF LIAISON: WHITNIE WILEY

MEETINGS ARE HELD APPROXIMATELY 2-3 TIMES A YEAR

- One at both the Fall and Spring conferences
- As needed in between the conferences

The purpose of the Legal Affairs Committee is to support the mission of the Association, and more particularly to deal with requests for assistance involving legal matters of significance to members of the Association, including but not limited to state and federal court litigation, water rights matters, selected regulatory and resources agency matters, proposed bylaw revisions, review of legislation as requested by the State Legislative Committee, etc. The committee shall consider matters and issues submitted to it in order to determine which ones are of major significance to members of the Association and, assuming a finding of major significance, recommend to the Board of Directors the position(s) which the committee believes the Association should take with respect thereto. The committee shall be composed of between 35 and 45 attorneys, each of whom shall be, or act as, counsel for a member of the Association, representing diverse interests within the Association, including but not limited to, different geographical areas throughout the state, large and small agencies, agricultural and urban agencies, agencies created under the various enabling statutes, etc. The committee's primary purpose is to support the mission of the Association, and more particularly, to deal with requests for assistance involving legal matters of significance to ACWA member agencies, water rights matters, proposed ACWA bylaw revisions, etc. The committee also works with staff to produce publications to assist water agency officials in complying with applicable state and federal laws. The committee's areas of responsibility include:

- ♦ Amicus curia filings on important cases
- ♦ Commenting on proposed regulations and guidelines of state agencies such as Fair Political Practices Commission regulations or opinions and CEQA implementation guidelines
- ♦ Entering a suit as primary litigant
- ♦ Dealing with any water rights matters of interest to member agencies

- ♦ Reviewing all proposed ACWA bylaws for technical competence and consistency with the nonprofit corporation law and other bylaws

LOCAL GOVERNMENT COMMITTEE - *STANDING/LIMITED (3 PER REGION)*

ACWA COMMITTEE STAFF LIAISON: WENDY RIDDERBUSCH

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two in between the conferences in the Sacramento office

The purpose of the Local Government Committee is to recommend policies to the State Legislative Committee, as appropriate, and Board of Directors on matters affecting water agencies as a segment of local government in California.

- ♦ Recommends policies to the State Legislative Committee and the Board of Directors on matters affecting water agencies as a segment of local government in California, such as planning issues and local government organization and finance
- ♦ Plans and presents a program at each ACWA conference relating to local governance issues affecting water agencies
- ♦ Gathers data and disseminates information on the value of special districts
- ♦ Disseminates information promoting excellence in service delivery
- ♦ As a member of the committee, you will be enrolled as an active participant in ACWA's Outreach Program.

MEMBERSHIP COMMITTEE - *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: TIFFANY GLAMMONA

MEETINGS ARE HELD 2 TIMES A YEAR

- One at both the Fall and Spring conferences

The purpose of the Membership Committee is to assist staff in developing membership recruitment and retention programs, make recommendations to the Board of Directors regarding membership policies, eligibility, and applications for membership and review and make recommendations to the Finance Committee regarding an equitable dues structure. Takes any suggestions regarding ACWA policy to the ACWA Board of Directors for approval, meets to review and make recommendations regarding membership eligibility and all membership applications; assists the staff with the development of recruitment and retention programs and reviews and makes recommendations regarding an equitable dues structure to the ACWA Finance Committee.

STATE LEGISLATIVE COMMITTEE - *STANDING/LIMITED (4 PER REGION)*

ACWA STAFF LIAISON: WENDY RIDDERBUSCH

MEETINGS ARE HELD APPROXIMATELY 10-12 TIMES A YEAR

- Every three weeks during Session in the Sacramento Office
- One planning meeting at the end of the year in the Sacramento Office

The purpose of the State Legislative Committee is to review all state legislative proposals affecting members of the Association and to establish Association positions, consistent with existing policy, where it has been established; sponsor bills that will resolve problems or improve conditions for members of the Association; and assist in the establishment of the Association's legislative program. Sets state legislative policy for the Associations. Committee members are responsible for reading relevant legislation, developing positions, working with staff to draft appropriate amendments to bills, providing input to the ACWA Board of Directors, and directing ACWA legislative staff on legislative matters.

WATER MANAGEMENT COMMITTEE - *STANDING/LIMITED (4 PER REGION)*

ACWA COMMITTEE STAFF LIAISON: DAVE BOLLAND

MEETINGS ARE HELD 4 TIMES A YEAR

- One at both the Fall and Spring conferences
- Two between conferences in the Sacramento office

The purpose of the Water Management Committee is to recommend policy and programs to the Board of Directors on any area of concern in water management. Work with staff in developing and making recommendations to the Board of Directors regarding policy and programs on significant areas of concern in water management, review and recommend positions regarding legislation and regulations as requested by other committees.

The committee is also responsible for the gathering and dissemination of information regarding management of agricultural and domestic water, conjunctive use, water management and conservation activities, development and use of water resources, and wastewater treatment and its reclamation and reuse.

WATER QUALITY COMMITTEE - *STANDING/UNLIMITED*

ACWA COMMITTEE STAFF LIAISON: TO BE ASSIGNED

MEETINGS ARE HELD BY SUBCOMMITTEES

Safe Drinking Water Subcommittee meets 4 times a year

- One at both Fall and Spring conferences
- One in Northern California between conferences
- One in Southern California between conferences

Clean Water Subcommittee meets 3 times a year

- One at both the Fall and Spring conferences

The purpose of the Water Quality Committee is to develop and recommend Association policy, positions, and programs to the Board of Directors, to promote cost-effective state and federal water quality regulations that protect the public health, to enable interested members of the Association to join together to develop and coordinate with other organizations, and to present unified comments regarding agricultural and domestic water quality regulations. This committee was established to recommend policy and programs to the Board of Directors, State Legislative Committee and/or Federal Affairs Committee; promote cost effective state and federal water quality regulations affecting both agricultural and domestic water agencies; and provide a means for members to work together to develop and present unified comments on water quality regulations, as well as to coordinate with other organizations. The ACWA bylaws provide authority to the committee to develop and recommend ACWA positions and testimony on water quality regulatory issues.

Revised: May 21, 2013



Association of California Water Agencies

Since 1910

Leadership • Advocacy • Information • Service

Attachment 3

COMMITTEE CONSIDERATION FORM ASSOCIATION OF CALIFORNIA WATER AGENCIES

910 K Street, Suite 100
Sacramento, California 95814-3577
(916) 441-4545 Fax (916) 325-4849

NAME/TITLE <small>Please print legibly</small>	COMMITTEE	Rank*	*Rank 1= 1st choice 2= 2nd choice 3= 3 rd choice

QUESTIONS? Please call Paula Quinn at ACWA (916) 441-4545 or email at paulaq@acwa.com.

FORM MUST BE COMPLETE TO BE PROCESSED.

RECOMMENDATION SUBMITTED BY:

District/Company Name _____

Phone _____

SIGNATURE: _____ Title _____

Either the Agency/District General manager or Board President must sign this form.



**COMMITTEE CONSIDERATION FORM
ASSOCIATION OF CALIFORNIA WATER AGENCIES**

910 K Street, Suite 100
Sacramento, California 95814-3577
(916) 441-4545 Fax (916) 325-4849

NAME/TITLE	COMMITTEE	Rank*
Please print legibly		
John Doe, General Manager	Federal Affairs Committee	1
John Doe, General Manager	State Legislative Committee	2
Barbara Smith, President	Legal Affairs Committee	1
T.O. Goode	Water Management Committee	1

*Rank
1= 1st choice
2= 2nd choice
3= 3rd choice

QUESTIONS? Please call Paula Quinn at ACWA (916) 441-4545 or email at paulaq@acwa.com.

FORM MUST BE COMPLETE TO BE PROCESSED.

RECOMMENDATION SUBMITTED BY:

District/Company Name _____

Phone _____

SIGNATURE: _____ Title _____

Either the Agency/District General manager or Board President must sign this form.



McKinleyville CSD

Mr. Dennis Mayo

Aquatic Species Subcommittee

Member

RECEIVED

AUG 13 2013

McK. C.S.D.

ACWA 2014-2015 COMMITTEE APPOINTMENT PROCESS TIMELINE

2013

August 8th	Committee Appointment Packets are sent to all Agency general managers, board presidents & Friends of ACWA contacts The packet contains: List of all agency staff, directors, associate/affiliate members currently serving on ACWA committees. Committee descriptions, purposes and responsibilities. Committee consideration form and sample for the 2014-2015 term. 2014-2015 Committee consideration process and timeline outline.
August 12th	Letters are sent to all current committee members notifying them of the process for reappointment to ACWA committees. IMPORTANT NOTE: All current committee members must stand again for reappointment by completing and submitting to ACWA a committee consideration form.
September 30th	DEADLINE: ALL committee consideration forms must be submitted to ACWA. Any consideration forms submitted after this date will be added to the waiting list after ACWA's President has made his/her committee selections.
October	Committee considerations are compiled and organized for recommendations by the new region chairs. Copy to region chairs and staff liaisons.
November 21st	DEADLINE: The incoming region chairs/vice chairs will make their recommendations for committee appointments. They will meet with the outgoing and incoming region chairs/vice chairs for training, input and continuity of the committee process.
November 11th - 22nd	Region recommendations are compiled and organized for the new ACWA President.
December 5th	Region committee recommendations are submitted to the incoming ACWA President and Vice President for their consideration.
December 20th	DEADLINE: for the ACWA President to complete committee appointments.
December 31st	ACWA sends official appointment letters to new committee members who will serve for the 2014-2015 term.
2014	
January	Executive Assistant/Clerk of the Board holds a conference call to ratify the chair/vice chair appointments. ACWA sends letters to those not receiving an appointment to ACWA committees and places those individuals on a waiting list for possible future appointment as vacancies occur.

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2013

TYPE OF ITEM: **ACTION**

ITEM: E.5. Consider Association of California Water Agency (ACWA) Selection for Candidacy for the 2014-2015 Region 1 Board Term

PRESENTED BY: Kathy Wilson, Board Secretary

TYPE OF ACTION: Voice Vote

Recommendation:

Staff recommends that the Board review the Candidate Nominations for the Region 1 Board and choose either the Nominating Committee's Recommended Slate or Select Individual Board Candidate Nominations, take public comment, arrive at a consensus and direct staff to complete the ballot and authorize the Board President sign the ballot.

Discussion:

Region 1 Nominating Committee has announced their recommended slate as noted on the Official Ballot. The Board may either vote for the slate recommended by the Region 1 Nominating Committee or vote for individual region board members. The Official Ballot is due by September 30, 2013. On October 4, 2013, election results will be announced. The newly elected Region 1 Board will begin their two-year term of service on January 1, 2014.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 – Official Region 1 Board Ballot – 2014-2015 Term

OFFICIAL

REGION 1 Board Ballot

2014-2015
TERM

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

**Please return completed ballot
by September 30, 2013**

E-mail: anat@acwa.com
Mail: ACWA
910 K Street, Suite 100
Sacramento, CA 95814

General Voting Instructions:

- 1 You may either vote for the slate recommended by the Region 1 Nominating Committee or vote for individual region board members. Please mark the appropriate box to indicate your decision.
- 2 Please complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

Submit

1

Nominating Committee's Recommended Slate

- ☐ I concur with the Region 1 Nominating Committee's recommended slate below.

Chair:

- **Aldaron Laird**, Humboldt Bay Municipal Water District

Vice Chair:

- **Judy Mirbegan**, Hidden Valley Lake Community Services District

Board Members:

- **Grant Davis**, Sonoma County Water Agency
- **David Guhin**, City of Santa Rosa
- **Dennis Mayo**, McKinleyville Community Services District

OR

Individual Board Candidate Nominations

- ☐ I do not concur with the Region 1 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

Candidates for Chair: (Choose one)

- ☐ **Aldaron Laird**, Humboldt Bay Municipal Water District

Candidates for Vice Chair: (Choose one)

- ☐ **Judy Mirbegan**, Hidden Valley Lake Community Services District

Candidates for Board Members: (Max of 5 choices)

- ☐ **Grant Davis**, Sonoma County Water Agency
- ☐ **David Guhin**, City of Santa Rosa
- ☐ **Dennis Mayo**, McKinleyville Community Services District
- ☐ **Judy Mirbegan**, Hidden Valley Lake Community Services District

2

AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2013

TYPE OF ITEM: **ACTION**

ITEM: E.6. **Consider approval of travel to the 2013 California Special District Association (CSDA) Annual Conference in Monterey, CA**

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

TYPE OF ACTION: **Voice Vote**

Recommendation:

Staff recommends that the Board review the information provided for Director Mayo's travel to the 2013 CSDA Annual Conference in Monterey, CA, take public comment and arrive at a consensus to approve his request for travel.

Discussion:

The 2013 CSDA Annual Conference & Exhibitor Showcase will be held in Monterey, CA from September 16 – September 19, 2013. The leadership conference for special districts will cover special district governance, trends, issues, and legislation.

The conference is designed to give special district's important and essential information. Education opportunity for district staff is available by attending specialized workshops and break out sessions focused on your districts needs.

The keynote and super session speakers will deliver information to inspire innovative leadership and organizational transformation; enforce humor as a powerful leadership tool and show how character impacts business and community.

CSDA encourages Directors and General Mangers to attend the annual conference. The opportunity to gain knowledge and inspiration is invaluable to our leadership and staff of special districts.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Travel arrangements have not been made so cost breakdown is not available.

Registration

Lodging

Meals

Travel Use of District vehicle and gas card

Environmental Requirements:

Not applicable

Exhibits/Attachments

-

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2013

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.7. Announcement of General Manager Gregory Orsini's election for another 3-year term on the California Special District Association (CSDA) Board

PRESENTED BY: Kathy Wilson, Board Secretary

TYPE OF ACTION: None

Recommendation:

Staff would like to announce the election results for CSDA's Region 1 Board of Directors; take public comment and congratulate Gregory Orsini on being elected for another 3-year term on CSDA's Board representing Region 1 (Seat B).

Discussion:

Candidate statements were submitted in June, 2013 to CSDA and in that statement General Manager Orsini expressed his commitment of time to the success of the Board and to further strengthen and enhance the lines of services provided by CSDA. His experience base is easily transferred and beneficial to the appointment as a director of the CSDA.

Executive Director Neil McCormick congratulated General Manager Orsini on being elected for another 3- year term on the CSDA Board and stated that he is looking forward to continuing to work with Mr. Orsini over the next 3 years.

General Manager Orsini will continue to contribute his experience and expertise to CSDA's overall function in policy development of legislative issues and policy decisions affecting CSDA's member services. His continued commitments to the issues that are specific to our region are of the highest priority to Mr. Orsini.

New board members will be recognized at the CSDA 2013 Annual Conference and Exhibitor Showcase in Monterey, California (Monterey Marriott) on September 16-19, 2013.

Alternatives:

Take Action

Fiscal Analysis:

Travel expenses for CSDA Board Meetings are reimbursed by CSDA.

Environmental Requirements:

Not applicable

Exhibits/Attachments

-

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2013

TYPE OF ITEM: **ACTION**

ITEM: E.8 **Review the draft “Thank you” letter to Congressman Jared Huffman**

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

TYPE OF ACTION: **Voice Vote**

Recommendation:

Staff requests the Board of Directors review the proposed letter, take public comment, suggest additional verbiage and direct staff to finalize for signature by all Board Members and the GM.

Discussion:

Staff recently invited Congressman Jared Huffman and members of his staff to visit McKinleyville Community Services District (MCSD). We were honored to have the Congressman and his staff meet with our Board Members and staff. Time allowed for a short question and answer exchange between parties in attendance.

MCSD staff acknowledged Congressman Huffman’s commitment to infrastructure and his continued commitment to being a steward of water and sewer infrastructure. This visit validates the Districts commitment to bridge strong ties with our neighbors and governmental agencies.

Staff has prepared a letter thanking the Congressman for taking time out of his busy schedule to meet with us and take an interest in our special district. We would like the Board to review the letter and give staff suggestions for edits or approve as written.

Alternatives:

Staff’s analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 - Proposed Letter to Congressman Huffman dated September 4, 2013

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



MAIN OFFICE:

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

PARKS & RECREATION OFFICE:

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

Jared Huffman
US Congressman
Eureka District Office
317 Third Street, Suite 1
Eureka, CA 95501

September 4, 2013

Dear Congressman Huffman:

We would like to personally thank you and your staff for taking the time to travel to McKinleyville Community Services District (MCSD) to meet with our Board Members and staff. Your experience as a past Director of the Marin Municipal Water District provides a unique understanding of the challenges we face. There is no comparable district to MCSD with the same size and scope of services. We appreciate the candid conversation that took place during your visit.

As the District continues to grow we will see the increased call for services and demands on existing services. We acknowledge your commitment to infrastructure and your commitment to being a steward of water and sewer infrastructure. Your visit supports our goal of building ties with our neighbors and governmental agencies. The District will continue to prudently manage and maintain the District's assets, honor the public's trust, and maintain public awareness and confidence in the District's activities.

Please don't hesitate to contact us should you have any questions or concerns. We look forward to a mutually beneficial relationship.

Sincerely,

Gregory P. Orsini
General Manager

Dennis Mayo
President

David Couch
Vice-President

John Corbett
Director

Helen Edward
Director

Bill Wennerholm
Director

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2013

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.9. Sewer Main Pipe Patch Repair Information

PRESENTED BY: James Henry, Operations Director

TYPE OF ACTION: None

Recommendation:

Staff requests the Board listen to the information presented by the Operations Department, then participate in discussion and take public comment.

Discussion:

Last year the Operations Department purchased a pipe patch repair kit to fix defects in the sewer main which allows groundwater infiltration into the sewer collection system. This allows for trenchless repairs resulting in a substantial cost savings on labor, material and equipment.

A 24" flow thru packer wrapped with an epoxy soaked fiberglass wrap is installed into the previously hydro-cleaned main through the manhole. It is designed to allow wastewater to flow through the center of the device to prevent blocking off the sewer flow. Push rods are used to push the packer to the desired spot. The push rods are hollow and also serve as the air line. A camera is positioned at the desired area to verify that the repair equipment is in the correct spot. Air is then introduced to the packer to expand the bladder and press the wrap against the pipe lining. The equipment sits for 1 hour to cure while maintaining 12 psi of air. After 1 hour the equipment is removed, cleaned and stored.

The equipment cost the District \$5200.00. The patches to make the repairs are approximately \$350.00. The patch takes approximately 1.5 – 2 hours to complete and has an indefinite life.

To dig up the street and cut in a new piece of pipe depending on paved or gravel road ranges from \$4000.00 to \$6500.00.

After just two repairs the equipment is paid for.

These figures do not include savings for pumping and treating groundwater.

Staff made two repairs which have resulted in removing a total of 10 gallons/minute from the sewer collection system. 10 gallons/minute equals 14,400 gallons/day amounting for 5 million gallons/year. The daily cost to pump and treat would be \$69.00. The annual cost to pump and treat this volume of groundwater is approximately \$25,000.00.

Alternatives:

Take Action

Fiscal Analysis:

For every 208 gallons of ground water that reaches the collection system, it cost \$1.00 to pump and treat. Example: a 10 gpm leak would cost \$25,000 per year to pump and treat.

Each patch will save the district \$3,000.00 - \$4,500 in time and materials.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Before and after pictures to present

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Support Services Department Report
04 September, 2013

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

LEGAL UPDATES

No additional legal updates at this time.

DISTRICT FINANCIAL & BUDGET INFORMATION

The budget for FY2013-14 will be finalized when the Board adopts the final Strategic Plan for FY2013-14.

The FY2012-13 audit preliminary financial statement for 06/30/2013 is complete. Year-end adjustments are being calculated and supporting documentation is being collected for the auditor's review. There have been some delays in the fixed assets and OPEB liability calculations, but these are now complete and the resulting trial balance is being reviewed by Jackson & Eklund prior to submission to the auditor.

SUPPORT STAFF PROCEDURES & PROJECTS

Another Emergency Operations planning session has been scheduled to work through the remaining logistics for a full-scale table-top exercise.

STAFF DEVELOPMENT & TRAINING

The ongoing, regular schedule of training continues. Nothing additional to report this month.

OTHER CURRENT PROJECTS

Nothing additional to report at this time.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Board Agenda Background: Department Report

August 28, 2013

To: MCSD Board

From: James Henry, Operations Director

Subject: Agenda Item: F.2.B. –September 4, 2013 Board Meeting
Operations Department – July 2013 Report

Water Department:

◇ Water Statistics:

The district pumped 53 million gallons of water in July.

Three 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 of Route 14 was completed in July and a minimal number of retests were conducted. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

◇ Average and Maximum Water Usage:

The maximum water usage day was 2.3 million gallons and the average usage per day was 1.8 million gallons.

Water Distribution Maintenance:

Station trimming was completed at the North Bank Station and Norton Tank site.

Two angle-stops were replaced due to a small leak and becoming unable to operate.

The North Bank pump canopy is completed. Gutters, final trim work and lighting were completed in July. This work was done in house resulting in a significant cost savings to the District.

The Norton Tank seismic valve was rebuilt. All work was done in house resulting in a substantial cost savings for the District.

Several meter boxes were raised to prevent them from being under water during the winter.

The sight gauge cable was repaired at the Norton Tank site. The cable separated from the float which resulted in staff not being able to get a visual level on one of the Norton tanks.

◇ New Construction Inspections:

Santos Subdivision, The punch list that was generated and delivered to the contractor is nearing completion. Airport 17 Hanger Unit, waiting for asbuilts to sign off on this project. Betty Court Health Club, 6" hot tap was done a fire detector check was installed. A new manhole for their 6" lateral was installed. Testing is pending.

Sewer Department:

◇ Waste Water Statistics:

25.6 million gallons of wastewater was collected and pumped to the W.W.M.F. 26 million gallons of wastewater was treated and discharged to land disposal or reclamation in July.

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

◇ Sewer Station Maintenance:

The wet well was washed at the Hiller sewer lift station. This is done quarterly to prevent wear and tear on pumps, eliminate grease that collects in the wet wells and prevents build-up of hydrogen sulfide gasses.

String trimming and R.O.W. mowing was completed at the Kelly and Fischer Stations along with the Percolation Pond mowing and tree trimming.

◇ 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.

◇ **Wastewater Management Facility:**

The Chlorine Contact Chamber was drained and washed with fire hoses.

Spray nozzles were installed on the Pond 5 outlet headers to assist in breaking the water surface to release hydrogen sulfide.

Pennywort removal took place in numerous ponds to prevent it from spreading and becoming impossible to manage.

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

Weekly well monitoring was conducted at the Fischer Ranch tree farm as part of the tree farm pilot study.

Irrigation pipe was picked up and relocated to allow Mr. Peachey to cut and wrap hay.

◇ **Street Light Department:**

Three street lights were reported and repairs were conducted in July.

Promote Staff Training and Advancement: Weekly tailgate meetings and training associated with job requirements.

Special Notes:

The radiator was replaced in Unit 17.

The Swamp Fox PLC's and two PLC panels for the telemetry upgrade at Norton and Cochran Stations was installed and programming was completed in July.

The second of the two seasonal employees started work in July. His duties will include moving irrigation pipe, site clearing and assisting staff on projects.

The PTO drive shaft was replaced on the John Deere tractor due to wear. Leaking hydraulic lines were replaced on the Bush Hog mower.

The annual cathodic protection inspection and calibration was conducted at the Norton and Cochran Tanks.

Lead and copper testing was performed along with the quarterly HAA5 and THM's.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Board Agenda Background - Department Report
September 4, 2013

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

TEEN & COMMUNITY CENTER UPDATE:

We have received determination that from the McKinleyville Union School District that DSA (Division of State Architect) certification is not required in order to allow the school district to utilize the commercial kitchen for their culinary arts program. With this new information, we can work on completing the design of the Teen & Community Center and present a draft design to community members and teens.

HILLER SPORTS COMPLEX:

McKinleyville Little League has started a fall ball league at Hiller Sports Complex. Mad River Youth Soccer League has begun their fall season. Staff has completed irrigation inspections and has made some necessary repairs.

OPEN SPACE MAINTENANCE ZONES:

Our parks crew has made lots of progress with our open space maintenance zones over the course of the last few months. Recently, we utilized the Sheriff Work Alternative Program (SWAP) to do some major maintenance to some detention basins that we maintain.

McKINLEYVILLE NEWSLETTER AND RECREATION ACTIVITY GUIDE:

Staff is nearing completion of the McKinleyville Newsletter and Recreation Activity Guide. They will be placed in the mail during the week of September 2, 2013. These mailings go out to more than 5,000 MCSD customers three times annually. They are also distributed at several locations in McKinleyville, such as the MCSD offices, Library, McKinleyville Chamber of Commerce, etc.

CALIFORNIA CONSERVATION CORPS (CCC):

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

SHERIFF WORK ALTERNATIVE PROGRAM (SWAP):

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

COMMUNITY SERVICE WORKERS:

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

WORK EXPERIENCE (CalWORKS PROGRAM)

We currently have three (3) CalWORKS staff members working within the Parks Department. We are still seeking individuals interested in working for the Park Maintenance. This is a great program for the workers and for the MCSD. It gives the employees great on the job experience and it aids MCSD in its daily operations. The County pays all wages for a six-month period (with possible extensions of time), and workers compensation is also under the County's umbrella.

GRAFFITI & VANDALISM UPDATE:

The door to the dugout storage on Field 3A was vandalized and broken into. The cost for repairs is estimated to be \$175.00.

McKinleyville Community Services District

BOARD OF DIRECTORS

September 4, 2013

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.D. General Manager's Report for September 2013

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: None

A summary of activity for the month of August, 2013

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

- Jackson & Eklund Services Agreement Discount \$ 143
- Arcata Stationers office supply discount \$ 619
- Early Payment of Streetlight invoice \$ 351
- California Conservation Corps \$ 5,000
- SWAP crews \$10,000
- CalWORKS \$ 7,500
- Kid's Camp Volunteer Staff \$ 4,500
- Volunteer Bocce Ball Court Maintenance \$ 350
- PLC Panel Retrofit \$ 350
- I&I Repairs of Sewer Collection System \$ 12,000 (remainder of year)
- In House Repairs at WWMF \$ 850
- Amp and Meg Check all Electric Motors \$ 2,200
- Fischer Road Lift Station In House Repairs \$ 250
- Labor Savings Installing Streetlights \$ 2,400

Total cost savings for July is \$46,513

***The cumulative cost saving to the District to date
from July 1, 2013 is \$116,299***

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

Jarred Huffman Meet and Greet- Congress Huffman was gracious enough to visit MCSD on August 26th. A brief Power Point was provided for the Congressman to illustrate the uniqueness of the MCSD as a special District and provide a description of the services we provide. The initiative to invite our elected

officials so when they hear McKinleyville CSD they have a face with the name will continue.

Rate Analysis- MCSD staff completed the data transfer to Willdan Financial related to the necessary information to conduct the rate analysis. It was necessary for staff to generate majority of the information into the required the format. This task was completed in an efficient and timely manner and staff should be commended.

Prop 50 Grant and MCSD/ City of Arcata Intertie- We received two bids for the prop 50 intertie projects as follows:

- 1) Mercer Fraser is the apparent low-bidder at \$2,291,908
- 2) Ranger Pipelines Inc.'s bid was \$4,364,800

The engineer's cost estimate for construction was \$2.3 million, so the project cost should come in under the grant amount. GHD has reviewed the responsiveness of their bid and it is complete. Humboldt Bay staff will recommend their Board of Directors award the contract for the community interties project to Mercer-Fraser Company. Construction will start this within 120 days.

Waste Water Management Facility (WWMF) Improvement Project Design – Since the MCSD Board of Directors approved the Value Engineering Review during the August meeting the location of the review has changed from San Francisco to Santa Rosa. Staff is working on the final arrangements to attend the week of September 9th.

Grant Funding Opportunities- The GM and Finance Director traveled to Ukiah in August to attend the California Financing Coordinating Committee 2013 Funding Fair. A verity of agencies gave presentation including:

- State Water Resources Control Board
- California Department of Public Health
- United States Department of Agriculture
- California Department of Housing and Community Development
- California Department of Water Resources
- California Infrastructure and Economic Development Bank (I-Bank)
- Bureau of Reclamation

Time was then provided to talk with the individual agencies. We provided a list of projects with brief descriptions and cost estimates. This function allowed us to find the best fit for financing and grant funding for our major and smaller projects.

Updating Proposition 218 processes for Street Light and Open Space Zones- As case law for Prop. 218 evolves staff must modify the process for accepting Street Light and Open Space Zones. Management has reviewed and will be making minor adjustments to the process for accepting these zones.

Washington Property- The indemnity agreement was signed by the School District representative and we are now ready to close escarole.

ACWA Regulatory Summit- General Manager attended a one day regulatory summit dealing with the latest issues surrounding ground water including new federally mandated UCMR3 sampling and testing. This unfunded mandate is very expensive and will undoubtedly evolve to more regulations and permanent monitoring of our potable water.

Meetings – The General Manager attended various meetings in August dealing to MCSD business. We met with the county to discuss the acceptance of trails, open space zones and detention basins among others.

Attachment 1 WWMF Report for July 2013

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

August 26, 2013

RE: MONTHLY MONITORING REPORT

Dear Lisa:

Enclosed is the Monthly Monitoring Report for July 2013 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 31 days discharge to reclamation M-004, 5, 6, & 7 and land disposal M-003. The required monitoring and water quality constituents that were tested and reported were in compliance in July.

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

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

Monthly River Monitoring was conducted in July.

Quarterly testing, including well samples, was conducted in July.

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

July 2013

Discharge Monitoring	M-INF	M-001		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	0.854	0.485	1174			0.401	0.045		0.039	0.485	0.00
2	0.856	0.587	1119			0.452		0.135	0.000	0.587	0.00
3	0.837	1.356	1222			0.681	0.237	0.284	0.154	1.356	0.00
4	0.821	1.456	1118			0.851	0.144	0.299	0.162	1.456	0.00
5	0.805	1.022	1186		0.262	0.504		0.166	0.090	0.760	0.00
6	0.814	0.495	349		0.495					0.000	0.00
7	0.878	0.498	352		0.498					0.000	0.00
8	0.876	0.901	1202		0.190	0.378	0.132	0.115	0.086	0.711	0.00
9	0.837	1.344	1308			0.906		0.284	0.154	1.344	0.00
10	0.842	1.293	1228			0.860		0.280	0.153	1.293	0.00
11	0.833	1.284	1247			0.803	0.040	0.286	0.155	1.284	0.00
12	0.833	0.905	1054		0.662			0.158	0.085	0.243	0.00
13	0.821	0.690	918		0.690					0.000	0.00
14	0.860	1.033	912		1.033					0.000	0.00
15	0.845	0.966	1060		0.266	0.462		0.150	0.088	0.700	0.00
16	0.814	1.189	1080			0.738		0.290	0.161	1.189	0.00
17	0.818	1.039	884			0.584		0.292	0.163	1.039	0.00
18	0.814	0.809	865			0.363		0.289	0.157	0.809	0.00
19	0.791	0.544	471		0.281	0.019		0.159	0.085	0.263	0.00
20	0.791	0.514	360		0.514					0.000	0.00
21	0.831	0.512	358		0.512					0.000	0.00
22	0.817	0.601	771		0.193	0.171		0.155	0.082	0.408	0.00
23	0.819	0.799	755			0.348		0.291	0.160	0.799	0.00
24	0.811	0.650	745			0.198		0.288	0.164	0.650	0.00
25	0.801	0.785	724			0.340		0.287	0.158	0.785	0.00
26	0.802	0.734	665		0.307	0.196		0.152	0.079	0.427	0.00
27	0.796	0.559	393		0.559					0.000	0.00
28	0.843	0.564	397		0.564					0.000	0.00
29	0.825	0.767	887		0.214	0.309		0.158	0.086	0.553	0.00
30	0.808	0.998	945			0.548		0.285	0.165	0.998	0.00
31	0.816	0.838	768			0.409		0.287	0.142	0.838	0.00
TOTAL	25.609	25.732		0.000	7.240	10.521	0.598	5.090	2.768	18.977	0.00
AVERAGE	0.826	0.858	855	#DIV/0!	0.453	0.478	0.120	0.231	0.120	0.612	0.00
MAXIMUM	0.878	1.456	1308	0.000	1.033	0.906	0.237	0.299	0.165	1.456	0.00
MINIMUM	0.791	0.495	349	0.000	0.190	0.019	0.040	0.115	0.000	0.000	0.00
DAYS	31	31		0	16	22	5	22	23	31	
DAYS WITH NO DISCHARGE = 0											

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

YEAR: 2013

MONTH: July

DATE	INFLUENT FLOW		EFFLUENT FLOW		RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING							3X5 TOTAL	
	M.G.D.	M.G.D.	M.G.D.	GPM		B.O.D. mg/L	N.F.R. mg/L	PH	(°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL ₂ RES.	RIVER CL ₂ RES	SETTLABLE SOLIDS	COLIFORM
1	0.854		0.485	1174				6.8	19.4			28	6.9			<1.8
2	0.856		0.587	1119				6.7	20.3			28	0.6			
3	0.837		1.356	1222		270	210	6.7	19.3	38	16	24	2.4			
4	0.821		1.456	1118				6.7	19.2			24	2.1			
5	0.805		1.022	1186				6.8	19.4			34	3.1		<0.1	
6	0.814		0.495	349												
7	0.878		0.498	352												
8	0.876		0.901	1202												
9	0.837		1.344	1308				6.8	18.6			26	5.6			<1.8
10	0.842		1.293	1228				6.8	18.6			34	0.1			
11	0.833		1.284	1247				6.7	18.3			32	1.1			
12	0.833		0.905	1054				6.8	18.4			32	1.7			
13	0.821		0.690	918		250	200	6.8	18.5	44	15	32	2.9		<0.1	
14	0.860		1.033	912												
15	0.845		0.966	1080												
16	0.814		1.189	1080				6.8	17.9			32	2.7			<1.8
17	0.818		1.039	884				6.8	18.1			32	0.6			
18	0.814		0.809	865				6.8	18.1			34	0.7			
19	0.791		0.544	471		250	160	6.8	17.9			30	0.6			
20	0.791		0.514	360				6.7	18.1	27	16	34	5.3		<0.1	
21	0.831		0.512	358												
22	0.817		0.601	771												
23	0.819		0.799	755				6.9	17.7			32	1.6			<1.8
24	0.811		0.650	745				7.0	17.4			30	0.7			
25	0.801		0.785	724				6.8	17.1			30	2.4			
26	0.802		0.734	665				6.8	17.3			30	1.6			
27	0.796		0.796	393		290	210	6.9	17.4	28	14	32	3.2		<0.1	
28	0.843		0.564	397												
29	0.825		0.767	887												
30	0.808		0.998	945				6.9	17.2			34	3.3			<1.8
31	0.816		0.836	768				6.7	17.1			34	3.0			
								6.8	17.2			34	2.3			

DATE	MONTHLY TESTS		
	TDS	AMMONIA	NITRATE
7/31/2013	410	22.0	ND

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		DNQ
Bromomethane		ND
Chlorodibromomethane		DNQ
Chloroform		3.97

SPILLS:

None to report

30 DAY AVERAGE

BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	NFR % Removal
33	209	87	15	91	92

ACUTE TOXICITY

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

Rainbow Trout
C. dubia

CHRONIC TOXICITY

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

Total Coliform	Monthly
MEDIAN	<1.8
Daily	Maximum
	<1.8

REMARKS:

SIGNATURE: *James Henry*

Indicates Permit Exceedance