

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

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

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

Wednesday, January 8, 2014
Special Meeting: 6:00 P.M.
Regular Meeting: 7:00 P.M.

AGENDA

Special Meeting: 6:00 P.M.

A.1 CALL TO ORDER

A.1.a

Introduce November 5, 2013, Election Results, Administer Oath of Office to Newly Elected Directors and Adopt Resolution No. 2014-04, Accepting Election Results and Seating Newly Elected Directors

Pg. 5

- a. Attachment 1 – Resolution 2014-04 with Exhibit “A” the Certificate of Results of Canvass and Statement of Votes Cast

Pg. 7

A.2 ROLL CALL

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

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

A.4 REPORT OUT OF CLOSED SESSION

Regular Meeting: 7:00 P.M.

A.1 CALL TO ORDER

A.2 ROLL CALL

A.3 PLEDGE OF ALLEGIANCE

A.4 ADDITIONS TO AGENDA

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

A.5 APPROVAL OF THE AGENDA

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

- D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of December 4, 2013. **Pg. 10**
 - a. Attachment 1 – Minutes12.04.13 **Pg. 11**
- D.2 Consider approval of November, 2013 Treasurer's Report **Pg. 15**
- D.3 DCV Violations this month. **Pg. 35**

E. CONTINUED AND NEW BUSINESS

- E.1 Consider adopting Resolution 2014-02 honoring Bill Wennerholm for twelve (12) years of service **Pg. 36**
 - a. Attachment 1 – Resolution 2014-02 **Pg. 38**
- E.2 MCSD Employee of the year presentation to William McBroome **Pg. 39**
- E.3 Consider adopting Resolution 2014-03 recognizing, honoring and commending Jason Patton III for ten (10) years of service **Pg. 41**
 - a. Attachment 1 – Resolution 2014-03 **Pg. 42**
- E.4 Accept the District's annual audit report for the fiscal year ending June 30, 2013 **Pg. 43**
- E.5 Consider Approving Resolution 2014-05 Water Rate Evaluation and Initiate Proposition 218 process **Pg. 44**
 - a. Attachment 1- Willdan Memorandum **Pg. 48**
 - b. Attachment 2 -Draft Proposition 218 Public Notice **Pg. 50**
 - c. Attachment 3 -Rate Analysis Presentation **Pg. 53**
 - d. Attachment 4 -Resolution 2014-05 **Pg. 57**
 - Exhibit "A" GUIDELINES FOR THE SUBMISSION AND TABULATION OF PROTESTS **Pg. 59**
- E.6 Election of Board Officers and Committee Appointments for 2014 Calendar Year **Pg. 61**
 - a. Attachment 1 – 2013 Positions, Staff Member Appointments and 2013 Committee Assignments **Pg. 63**

- E.7 Review California Special District Association (CSDA) training
"How to be an Effective Board Member" for interested Board
members **Pg. 64**
- E.8 Consider adopting Resolution 2014-01 accepting the District's
section of the Humboldt Operational Area Hazard Mitigation
Plan **Pg. 66**
 - a. Attachment 1-McKinleyville
Community Services District
Annex of the Humboldt
Operational Area Hazard
Mitigation Plan **Pg. 70**
 - b. Attachment 2-Draft Resolution
2014-01 **Pg. 77**
- E.9 4-year rotation schedule for Chair and Vice-Chair **Pg. 79**
 - a. Attachment 1 – Blank Rotation
Schedule **Pg. 82**

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. 83**
- b. Operations Department (James Henry) **Pg. 84**
- c. Parks and Recreation Department (Jason Sehon) **Pg. 86**
- d. General Manager (Greg Orsini) **Pg. 89**
 - a. Attachment 1- WWMF Report for
November 2013 **Pg. 91**

F.3. PRESIDENT'S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on January 3, 2014

McKinleyville Community Services District

BOARD OF DIRECTORS

January 8, 2014

TYPE OF ITEM: **ACTION**

ITEM: A.1.a **Introduce November 5, 2013, Election Results, Administer Oath of Office to Newly Elected Directors and Adopt Resolution No. 2014-04, Accepting Election Results and Seating Newly Elected Directors**

PRESENTED BY: **Kathy Wilson**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Introduce November 5, 2013 Election Results, Administer Oath of Office to Newly Elected Directors and Adopt Resolution No .2014-04, Accepting Election Results and Seating Newly Elected Directors.

Discussion:

Each year following an election involving the McKinleyville Community Services Board of Directors the District receives a confirmation of the election results from the County of Humboldt Elections Office. Find attached as Exhibit "A" the Certificate of Results of Canvass and Statement of Votes Cast for acceptance by Resolution 2014-04.

	Votes	Percentage
David R. Couch	1288	25.18%
Dennis Mayo	1311	25.63%
George A. Wheeler	1341	26.21%

Staff would like to congratulate Director Couch, Director Mayo and Director Elect Wheeler on their successful election to the Board of Directors of MCSD by the McKinleyville Community and the voters that represent this community.

Alternatives:

None

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 – Resolution 2014-04 with Exhibit “A” the Certificate of Results of Canvass and Statement of Votes Cast

RESOLUTION 2014-04

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT ACCEPTING THE
CERTIFICATION FROM THE HUMBOLDT COUNTY CLERK/REGISTRAR OF VOTERS OF RESULTS
OF VOTES CAST FOR THE NOVEMBER GENERAL ELECTION**

WHEREAS, on November 5, 2013, a Consolidated District Election was held, and three Directors were elected to serve on the Board of Directors for McKinleyville Community Services District; and

WHEREAS, pursuant to California Elections Code § 15301, et. seq., the Humboldt County Registrar of Voters did canvass the returns of the votes cast at the November 5, 2013, election; and

WHEREAS, the Humboldt County Registrar of Voters did certify the whole number of votes cast in said election; and

WHEREAS, the Certificate of Results of Canvass and Statement of Votes Cast is attached as Exhibit "A" and incorporated herein; and

WHEREAS, the three candidates with the highest number of votes were David R. Couch, Dennis Mayo and George A. Wheeler.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors accepts the certified election results. David R. Couch, Dennis Mayo and George A. Wheeler, shall serve a four year term as Directors on the Board of Directors of the McKinleyville Community Services District. The Board Secretary shall immediately sign and deliver to each person elected a Certificate of Election signed by the Board Secretary and administer to each person elected the Oath of Office prescribed in the Constitution of the State of California and shall have them subscribe to it and return the original Certificates of Election and Oaths of Office to the Humboldt County Elections Office.

PASSED, APPROVED AND ADOPTED this 8th day of January, 2014 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Dennis Mayo, Board President

Kathy Wilson, Board Secretary

**Certificate of Results of Canvass
November 5, 2013, Consolidated District Election
McKinleyville Community Services District**

STATE OF CALIFORNIA)
) SS
COUNTY OF HUMBOLDT)

I, Carolyn Crnich, Registrar of Voters of the County of Humboldt, do hereby certify that pursuant to the provisions of Section 15301 et. al., of the California Elections Code, I did canvass the return of votes cast in the November 5, 2013, Consolidated District Election, and that the Statement of Votes Cast to which this Certification is attached shows the total number of votes cast and the total number of votes cast for each candidate and/or measure in each respective precinct therein and that the totals for each candidate and/or measure are true and correct.

WITNESS MY HAND AND OFFICIAL SEAL this 25th day of November, 2013.

CAROLYN CRNICH
REGISTRAR OF VOTERS

BY: 
Judith Hedgpeth, Deputy

HUMBOLDT COUNTY, CALIFORNIA — CONSOLIDATED DISTRICT ELECTION — November 05, 2013

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11/25/2013 02:09 PM
Precincts Reporting 83 of 83 = 100.00%

Total Number of Voters : 14,644 of 67,451 = 21.71%

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, GOVERNING BOARD MEMBER

Precinct	Mail Ballot Ballots Cast	Election Ballots Cast	Total Ballots Cast	Registered Voters	Percent Turnout	GEORGE A. WHEELER	BILL WENNERHOLM	DAVID R. COUCH	DENNIS MAYO	Unqualified Write-Ins	Totals
5MK-1	277	129	406	1645	24.68%	264	190	238	196	7	895
5MK-2	215	126	341	1340	25.45%	205	168	195	196	1	765
5MK-4	213	84	297	1288	23.06%	163	171	158	194	8	694
5MK-5	278	154	432	1714	25.20%	278	209	240	238	1	966
5MK-6	197	99	296	1521	19.46%	159	151	165	179	5	659
5MK-7	301	138	439	1562	28.10%	244	241	267	279	3	1034
SPAS	47	0	47	99	47.47%	28	21	25	29	0	103
Totals	1528	730	2258	9169		1341	1151	1288	1311	25	5116

McKinleyville Community Services District

BOARD OF DIRECTORS

January 8, 2014

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of Minutes from the Board of Directors' December 4, 2013 Regular 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 December 4, 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

- Attachment 1-Draft Minutes from December 4, 2013 Regular Meeting

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON WEDNESDAY, DECEMBER 4, 2013 AT 7:00 PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

AGENDA ITEM A.1 thru A.3 - CALL TO ORDER, ROLL CALL, and PLEDGE OF ALLEGIANCE: At 7:05 pm
Vice President Couch called the meeting to order with the following Directors and staff in attendance:

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

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

President Mayo was absent.

Vice President Couch led the pledge of allegiance.

AGENDA ITEM A.4 – ADDITIONS TO THE AGENDA: General Manager Orsini explained that an old Agenda template was used which only allowed for PUBLIC COMMENT at the end of the meeting; he asked that the Board allow for public comment at the beginning of tonight's meeting as well as at the end.

AGENDA ITEM A.5 – APPROVAL OF THE AGENDA:

MOTION: It was moved to adopt the agenda with the addition of adding public comment to the beginning of the Agenda. Motion by Corbett; second by Wennerholm

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

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

PUBLIC COMMENT: Vice President Couch opened public input and no public input was offered.

AGENDA ITEM B – PUBLIC HEARINGS: No public hearings scheduled

AGENDA ITEM D – CONSENT CALENDAR:

D.1 Consider approval of the minutes of the Board of Directors' Regular Meeting of November 6, 2013

D.2 Consider approval of October, 2013 Treasurer's Report

D.3 No DCV Violations this month

D.4 Approve conveyance for developments related to water and sewer facilities in referenced projects

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

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

MOTION SUMMARY: Motion Passed – 4 AYES; 0 NAYS

AGENDA ITEM E – CONTINUED AND NEW BUSINESS:

E.1 MCSD Election results (Final Election Night Unofficial Results): Board Secretary Kathy Wilson presented the Certificate of Results of Final Canvass of total votes received from the Humboldt County Elections Department and congratulated Director Couch, Mayo and Director Elect Wheeler on their successful election to the Board of Directors of McKinleyville Community Services District (MCSD). Director Corbett thanked Director Wennerholm for his twelve (12) years of service.

INFORMATIONAL ITEM: No action required or taken by the Board

E.2 Presentation of CWEA nominations and awards: Operations Director James Henry gave an overview of the awards received at the annual California Water Environment Association (CWEA) Awards Banquet. MCSD and staff received two awards; Safety Plant of the Year awarded to MCSD and Electrical/Instrumentation Person of the Year awarded to Bill McBroome.

INFORMATONAL ITEM: No action required or taken by the Board

E.3 Consider approval of the FY 2015 STRATEGIC PLAN after annual workshop for update to reflect current and future conditions and improved format: General Manger Orsini presented the revised Strategic Plan for Fiscal Years 2014/15-2019/20 specifically the new improved matrix format. Brief discussion took place between the Board and staff regarding items to explore for future years. General Manager Orsini noted that the Strategic Plan will be brought back for annual review as a predecessor to the acceptance of the budget. Director Edwards commended staff for an outstanding job. Vice President Couch opened for public input and no public input was offered.

MOTION: It was moved to approve the FY2014/15-2019/20 Strategic Plan. Motion by Wennerholm; second by Corbett

MOTION VOTE: Corbett, Couch, Edwards and Wennerholm

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

E.4 Accept revisions to Board Policy Manual: General Manger Orsini presented for review and acceptance the revisions to the Board Policy Manual that were made at the November 6, 2013 Board Meeting/Workshop. All revisions were reviewed and accepted with one additional change to Rule 4-5: Constituent Requests will now read;

RULE 4-5: CONSTITUENT REQUESTS -- When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through the GM. The GM will then date stamp, log in the request, delegate to staff for the appropriate response as needed and upon resolution follow up with the Board within fourteen days.

Vice President Couch opened for public input and no public input was offered.

MOTION: It was moved to approve revisions made to the Board Policy Manual including the additional revision made to Rule 4-5: CONSTITUENT REQUESTS. Motion by Wennerholm; second by Corbett

MOTION VOTE: Corbett, Couch, Edwards and Wennerholm

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

E.5 Accept New Board Member Orientation Process: General Manger Orsini presented the newly created Board Member Orientation Process for the Board's review and acceptance. Director Corbett thanked staff for making the suggested changes addressed at the November 6, 2013 Board Meeting. Vice President Couch opened for public input. One member of the public spoke;

1. Jeff Dunk thought the New Board Member Orientation was a really good idea. He suggested the New Board Member, GM and Current Board President meet with the lawyer to ask questions he/she may have.

Brief discussion took place. General Manager Orsini indicated he had already planned for such a meeting to occur.

MOTION: It was moved to accept the New Board Member Orientation Process. Motion by Corbett; second by Edwards

MOTION VOTE: Corbett, Couch, Edwards and Wennerholm

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

AGENDA ITEM F-REPORTS:

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

Jason Sehon will give the update during his Staff Report

F.1.b Area Fund (John Kulstad)

Nothing to report.

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

Director Edwards reported they met on November 25, 2013. She brought with her an entire packet for Director Elect Wheeler to review what they do and what they cover. Basically they make loans. They have acquisitioned a new air carrier at the airport. They recently approved a \$1,400.00 mini grant for a consultant to look at the feasibility of a charter airline service.

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

Didn't meet.

F.1.e Audit (Corbett/Edwards)

The Audit Committee Meeting is scheduled for December 23, 2013 @ 9:00 am.

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

Nothing to report.

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

Nothing to report.

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

Nothing to report.

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

Director Corbett reported that Sheriff Downey made a presentation and spoke to the severe cuts Humboldt County Law Enforcement suffered in 2010. The Sheriff wanted to make sure that the public is getting proper service by the Sheriff's Department and welcomed feedback. Also discussed was the design for Central Avenue by the County and on-going discussion of security and what the options are for McKinleyville on police security. The next scheduled meeting will be January 29, 2014.

F.2.a - SUPPORT SERVICES DEPARTMENT: Finance Director Colleen Trask thanked the Board for adoption of the final Strategic Plan stating now the budget can be finalized and the draft watermark removed. The FY2012-13 audit is expected to be presented to the Audit Committee this month. As Director Corbett noted the meeting has been set for December 23, 2013. The submission of the final report will be in January of 2014. The Document Management project hardware and software has been installed and implemented. Accounts payable is already seeing good results. Training is scheduled to begin for support staff and other departments.

F.2.b - OPERATIONS DEPARTMENT: Operations Director James Henry reported the Light-Emitting Diode (LED) Street Light project is 70% completed. General Manager Orsini asked James to give an update on the outcome of the Humboldt Bay Municipal Water District major water valves replacement of their system that prevented MCSD from taking water for 25 hour duration. MCSD was able to provide its customers with normal water use during this outage. No water quality complaints were reported during the shut-down. Director Corbett commended Operations Director Henry on a job well done.

F.2.c - PARKS & RECREATION DEPARTMENT: Parks & Recreation Director Jason Sehon gave an update on the botanical garden at Hiller Park. Progress is being made with flower beds underway and pathways identified. The first grant has been received for the Teen and Community Center from the Humboldt Area Foundation in the amount of \$9,000.00 for the Audio Visual System. Pierson Park has a new playground because of the \$10,000.00 grant from Coast Central Credit Union. The ribbon cutting ceremony is scheduled for December 5, 2013 at 2:00 pm to show our appreciation for the new playground equipment. This is the second grant received from Coast Central Credit Union; five years ago we received a grant for new playground equipment for Hiller Park. Brief discussion took place regarding property along the North Bank River and progress being made.

F.2.d - GENERAL MANAGER: General Manager invited everyone to attend the "Thank You" party for Dr. Bill Wennerholm on December 19, 2013 from 12:00 pm to 1:30 pm to be held at the District's conference room. California Special District Association (CSDA) and California Forward (CAFwd) partnered and created a Special

District Transparency Portal which launched in November creating a transparency website. This special district tool allows you to view any city or special district's budget, reserves, revenues and expenses in California. GM Orsini reported that the rate analysis is complete and will be brought back to the Board at the January 8, 2014 Meeting. Finance Director Trask and GM Orsini have spent numerous hours scrutinizing the rate analysis. The new 218 process will be initiated at the same time and will also be given the same thorough examination. A brief discussion took place regarding an update on the Fischer Ranch Property.

AGENDA ITEM F.3 PRESIDENT'S REPORT: Nothing to report.

AGENDA ITEM F.4. BOARD COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS: Nothing to report.

AGENDA ITEM G – PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: Vice President Couch opened public input and no public input was offered.

AGENDA ITEM H – CLOSED SESSION DISCUSSION: NO CLOSED SESSION SCHEDULED

AGENDA ITEM I – ADJOURNMENT:

MOTION: It was moved to adjourn the meeting at 8:07 pm. Motion by Corbett; second by Edwards

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

MOTION SUMMARY: Motion Passed-4 AYES; 0 NAYS

Respectfully Submitted,

Kathy Wilson,
Board Secretary

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

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**McKinleyville Community Services District
Investments & Cash Flow Report
As of November 30, 2013**

Petty Cash & Change Funds 940.00

Cash

Operating & Money Market - Beginning Balance		295,410.93
Cash Receipts:		
Utility Billings	245,944.42	
Money Market Account Interest	36.31	
Transfers from County Funds #2560, #4240	-	
Other Cash Receipts	54,052.33	
Total Cash Receipts		300,033.06
Cash Disbursements:		
Payroll Related Expenditures	(179,767.92)	
Debt Service	(7,645.83)	
Capital & Other Expenditures	(221,296.05)	
Total Cash Disbursements		(408,709.80)
Operating & Money Market - Ending Balance		186,734.19
Total Cash		187,674.19

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

LAIF - Beginning Balance	128,098.28	
Interest Income	82.86	
LAIF - Ending Balance		128,181.14
Humboldt Co. #2560 - Beginning Balance	424,436.58	
Property Taxes	-	
Transfer to Operating Cash	-	
Interest Income	236.98	
Humboldt Co. #2560 - Ending Balance		424,673.56
Humboldt Co. #4240 - Beginning Balance	4,672,400.39	
Property Taxes	-	
Transfer to/from Operating Cash	-	
Interest Income	2,317.82	
Humboldt Co. #4240 - Ending Balance		4,674,718.21
Humboldt Co. #9390 - Beginning Balance	110,584.48	
Interest Income	-	
Humboldt Co. #9390 - Ending Balance		110,584.48
USDA Bond Reserve Fund - Beginning Balance	115,499.20	
Bond Reserve Payment	7,646.37	
Debt Service Payment	-	
Interest Adjustment	2.36	
USDA Bond Reserve Fund - Ending Balance		123,147.93
Market Valuation Account		(180.00)

Total Investments 5,461,125.32

Total Cash & Investments - Current Month 5,648,799.51

Total Cash & Investments - Prior Month 5,747,189.86

Net Change to Cash & Investments This Month (98,390.35)

Cash & Investment Summary

Cash & Cash Equivalents	4,770,039.04
Davis-Grunsky Loan Reserve	597,040.82
Waste Water Capital Reserve	98,571.72
USDA Bond Reserve	123,147.93
I-Bank Loan Reserve	60,000.00
Total Cash & Investments	5,648,799.51

McKinleyville Community Services District
Consolidated Balance Sheet by Fund
As of November 30, 2013

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Sewer	Total (Memorandum Only)
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 557,444.70	\$ 241,902.09	\$ (157,236.30)	\$ 877,788.60	\$ 3,249,954.35	\$ 4,769,853.44
Accounts receivable	3,749.65	-	4,611.53	261,708.25	189,224.50	459,293.93
Prepaid expenses & other current assets	11,966.60	-	1,526.48	81,432.76	44,516.34	139,442.18
Total Current Assets	573,160.95	241,902.09	(151,098.29)	1,220,929.61	3,483,695.19	5,368,589.55
Noncurrent Assets						
Restricted cash & cash equivalents	300,395.67	-	-	657,040.82	221,719.65	1,179,156.14
Other noncurrent assets	4,454.00	-	-	-	-	4,454.00
Capital assets (net)	-	-	-	6,853,522.68	11,646,819.61	18,500,342.29
Total Noncurrent Assets	304,849.67	-	-	7,510,563.50	11,868,539.26	19,683,952.43
TOTAL ASSETS	\$ 878,010.62	\$ 241,902.09	\$ (151,098.29)	\$ 8,731,493.11	\$ 15,352,234.45	\$ 25,052,541.98
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 69,882.53	\$ 24.50	\$ 4,173.05	\$ 221,219.23	\$ 73,562.93	\$ 368,862.24
Accrued payroll & related liabilities	77,425.30	-	-	36,451.18	36,451.18	150,327.66
Total Current Liabilities	147,307.83	24.50	4,173.05	257,670.41	110,014.11	519,189.90
Noncurrent Liabilities						
Long-term debt	-	-	-	3,315,737.05	1,090,225.04	4,405,962.09
Other noncurrent liabilities	4,454.00	-	-	204,042.01	205,498.16	413,994.17
Total Noncurrent Liabilities	4,454.00	-	-	3,519,779.06	1,295,723.20	4,819,956.26
TOTAL LIABILITIES	151,761.83	24.50	4,173.05	3,777,449.47	1,405,737.31	5,339,146.16
Fund Balance/Net Assets						
Fund balance	(65,646.80)	241,877.59	(155,271.34)	-	-	20,959.45
Net assets	791,895.59	-	-	1,416,258.01	3,389,902.57	5,598,056.17
Investment in capital assets, net of related debt	-	-	-	3,537,785.63	10,556,594.57	14,094,380.20
Total Fund Balance/Net Assets	726,248.79	241,877.59	(155,271.34)	4,954,043.64	13,946,497.14	19,713,395.82
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 878,010.62	\$ 241,902.09	\$ (151,098.29)	\$ 8,731,493.11	\$ 15,352,234.45	\$ 25,052,541.98
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	<u>\$ 3,476,782.18</u>					
General Long-term Liabilities						
OPEB Liability	147,783.23					
Accrued Compensated Absences	29,647.36					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 177,430.59					

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

Department Summaries	October	November	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>							
Water Sales	149,002	161,375	913,809	878,787	35,022	3.99%	
Other Revenues	22,182	86,804	185,146	107,938	77,208	71.53%	Capacity Fees greater than expected at this point in the fiscal year.
Total Operating Revenues	171,184	248,179	1,098,955	986,725	112,230	11.37%	
Salaries & Benefits	66,512	53,271	294,428	314,514	(20,086)	-6.39%	
Water Purchased	67,484	67,158	342,080	344,167	(2,087)	-0.61%	
Other Expenses	36,197	24,473	149,769	153,665	(3,896)	-2.54%	
Depreciation	25,250	25,250	125,100	120,833	4,267	3.53%	
Total Operating Expenses	195,442	170,152	911,377	933,179	(21,802)	-2.34%	
Net Operating Income	(24,258)	78,027	187,578	53,546	90,428		
Interest Income	478	745	3,142	5,000	(1,858)	-37.16%	County rate remains lower than anticipated at 0.67%
Interest Expense	(6,674)	(6,674)	(36,234)	(33,460)	2,774	8.29%	Budget spread evenly across 12 months, but actuals vary w/debt payments
Net Income (Loss)	(30,455)	72,098	154,486	25,086	129,400		
<u>Sewer</u>							
Sewer Service Charges	143,875	150,730	757,768	708,333	49,435	6.98%	Actual sewer charges fluctuate with water use, up to the prescribed limit.
Other Revenues	25,154	3,275	93,228	124,229	(31,001)	-24.95%	Includes Contributed Capital, which varies with completion of developments
Total Operating Revenues	169,029	154,005	850,996	832,562	18,434	2.21%	
Salaries & Benefits	80,149	63,041	332,614	316,105	16,509	5.22%	
Other Expenses	35,801	42,032	182,680	247,910	(65,230)	-26.31%	Budget is spread evenly across 12 months, but actuals vary with payments
Depreciation	38,550	38,550	192,600	192,917	(317)	-0.16%	
Total Operating Expenses	154,501	143,624	707,895	756,932	(49,037)	-6.48%	
Net Operating Income	14,528	10,381	143,101	75,630	67,471		
Interest Income	1,112	1,655	6,376	8,333	(1,957)	-23.48%	Interest returns remaining lower than expected - see note to Water Fund
Interest Expense	(3,944)	(3,897)	(19,996)	(24,477)	(4,481)	-18.31%	Budget spread evenly across 12 months, but actuals vary w/debt payments
Net Income (Loss)	11,696	8,140	129,481	59,486	69,995		
Enterprise Funds Net Income (Loss)	(18,759)	80,238	283,968	84,572	199,396		

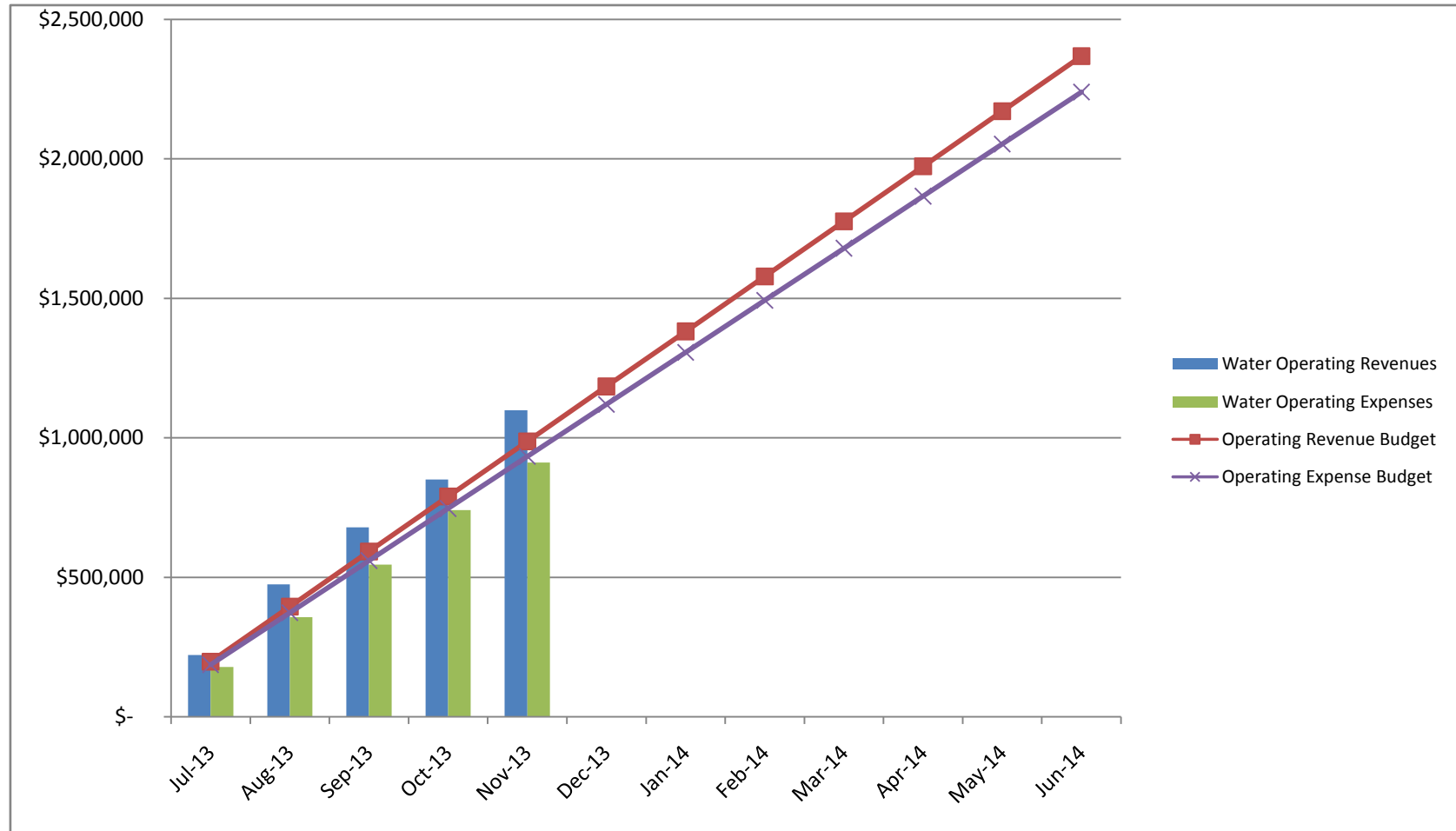
McKinleyville Community Services District
Activity Summary by Fund, Original Budget
November 2013

Department Summaries	October	November	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Parks & Recreation</u>							
Program Fees	19,582	27,093	128,007	139,292	(11,285)	-8.10%	
Rents & Related Fees	5,530	3,815	28,659	31,846	(3,187)	-10.01%	
Property Taxes	-	-	17,381	212,500	(195,119)	-91.82%	County Tax remittance scheduled in December and April
Other Revenues	8,433	6,868	33,981	76,375	(42,394)	-55.51%	Revenue budget spread evenly across 12 months, but actuals vary w/receipts
Interest Income	233	261	1,147	1,313	(166)	-12.66%	Interest returns remaining lower than expected - see note to Water Fund
Total Revenues	33,777	38,037	209,175	461,326	(252,151)	-54.66%	
Salaries & Benefits	72,984	56,511	328,982	323,803	5,179	1.60%	
Other Expenditures	23,453	18,251	108,200	94,600	13,600	14.38%	Expense budget spread evenly across 12 months, but actuals vary w/payments
Capital Expenditures	1,504	18,580	154,177	42,917	111,260	259.25%	Purchase of Washington Avenue parcel, playground equipment for Pierson Park
Total Expenditures	97,941	93,341	591,359	461,320	130,039	28.19%	
Excess (Deficit)	(64,164)	(55,305)	(382,185)	6	(382,191)		
<u>Measure B Assessment</u>							
Total Revenues	39	36	135	87,135	(87,000)	-99.85%	County Tax remittance scheduled in December and April
Salaries & Benefits	9,913	5,322	28,560	39,983	(11,423)	-28.57%	Maintenance salary & supplies expended before Measure B revenue received
Other Expenditures	6	25	2,238	3,542	(1,304)	-36.82%	Expense budget spread evenly across 12 months, but actuals vary w/payments
Capital Expenditures	-	-	468	43,259	(42,791)	-98.92%	Vendor invoices not yet received for Teen Center design work
Total Expenditures	9,919	5,347	31,266	86,784	(55,518)	-63.97%	
Excess (Deficit)	(9,880)	(5,311)	(31,131)	351	(31,482)		
<u>Street Lights</u>							
Total Revenues	7,159	22,659	51,592	78,500	(26,908)	-34.28%	
Salaries & Benefits	5,329	4,707	20,696	16,583	4,113	24.80%	LED project - fixtures received and installation proceeding
Other Expenditures	4,262	3,884	18,482	18,338	144	0.78%	Cost savings from Streetlights LED project not yet realized
Capital Expenditures	833	43,213	96,575	41,667	54,908	131.78%	LED project - fixtures received and installation proceeding
Total Expenditures	10,424	51,803	135,752	76,588	59,164	77.25%	
Excess (Deficit)	(3,264)	(29,144)	(84,160)	1,912	86,072		
Governmental Funds Excess (Deficit)	(77,308)	(89,759)	(497,476)	2,269	(499,745)		

McKinleyville Community Services District

November 2013

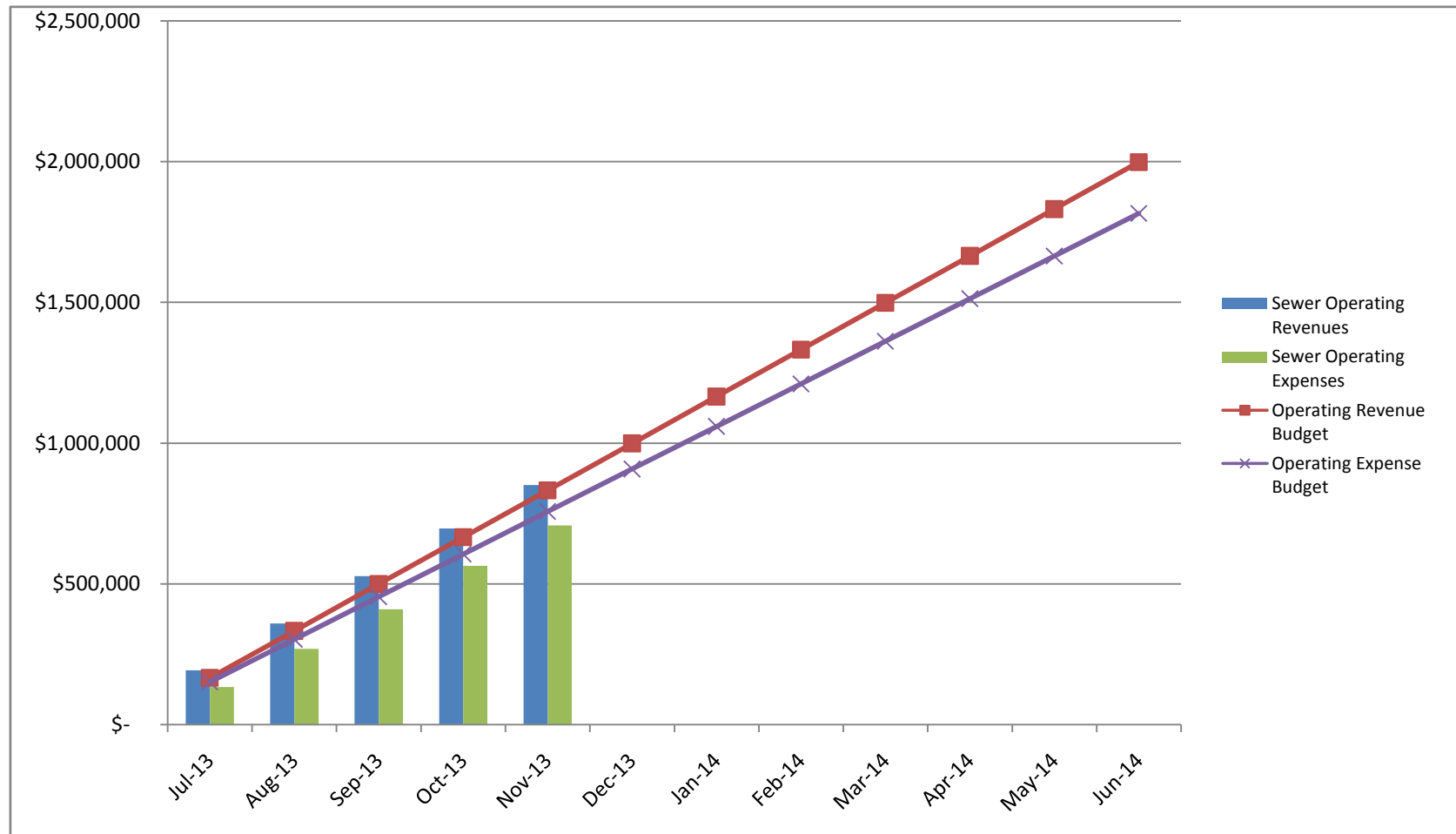
Comparison of Water Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District

November 2013

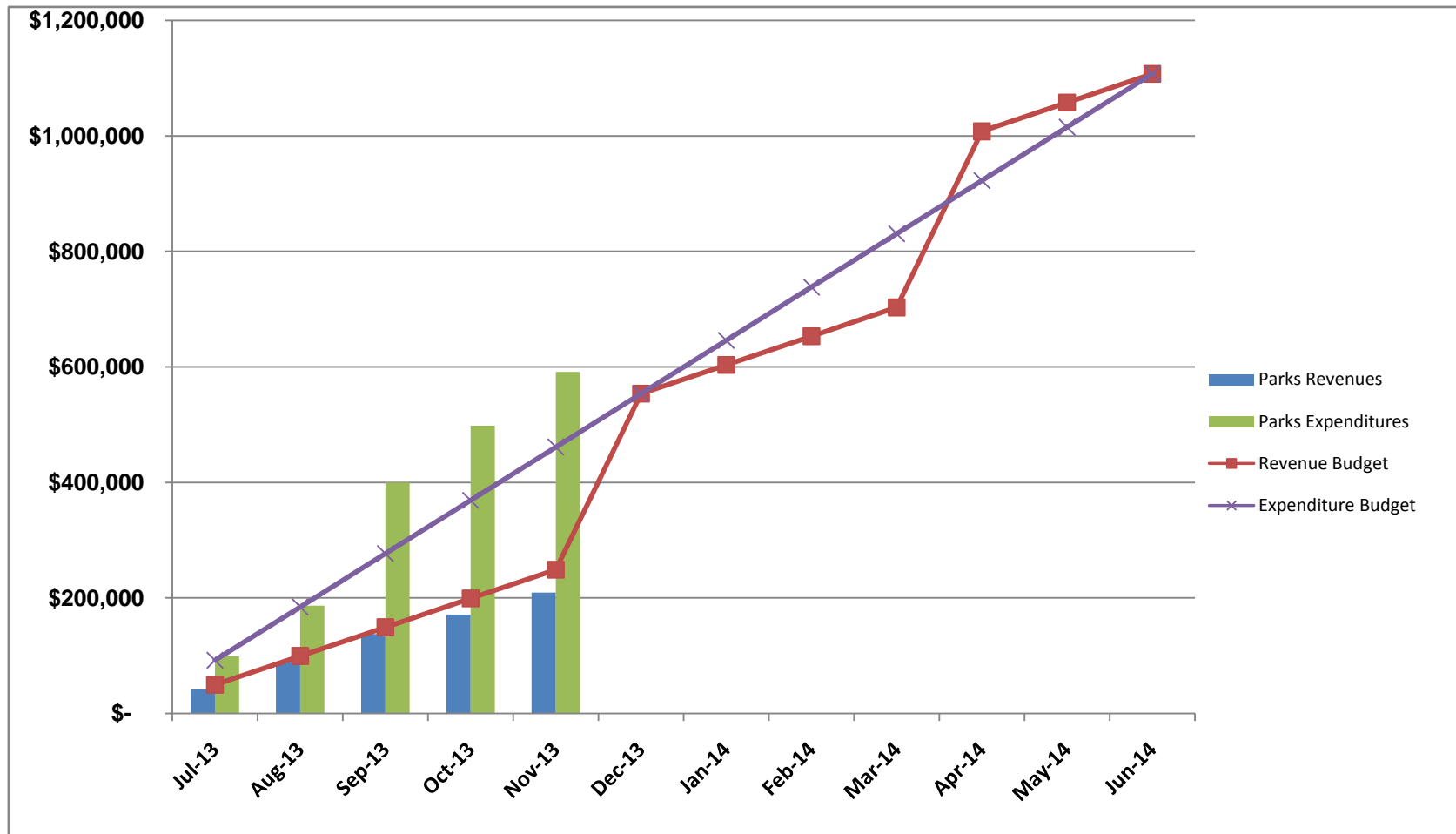
Comparison of Sewer Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District

November 2013

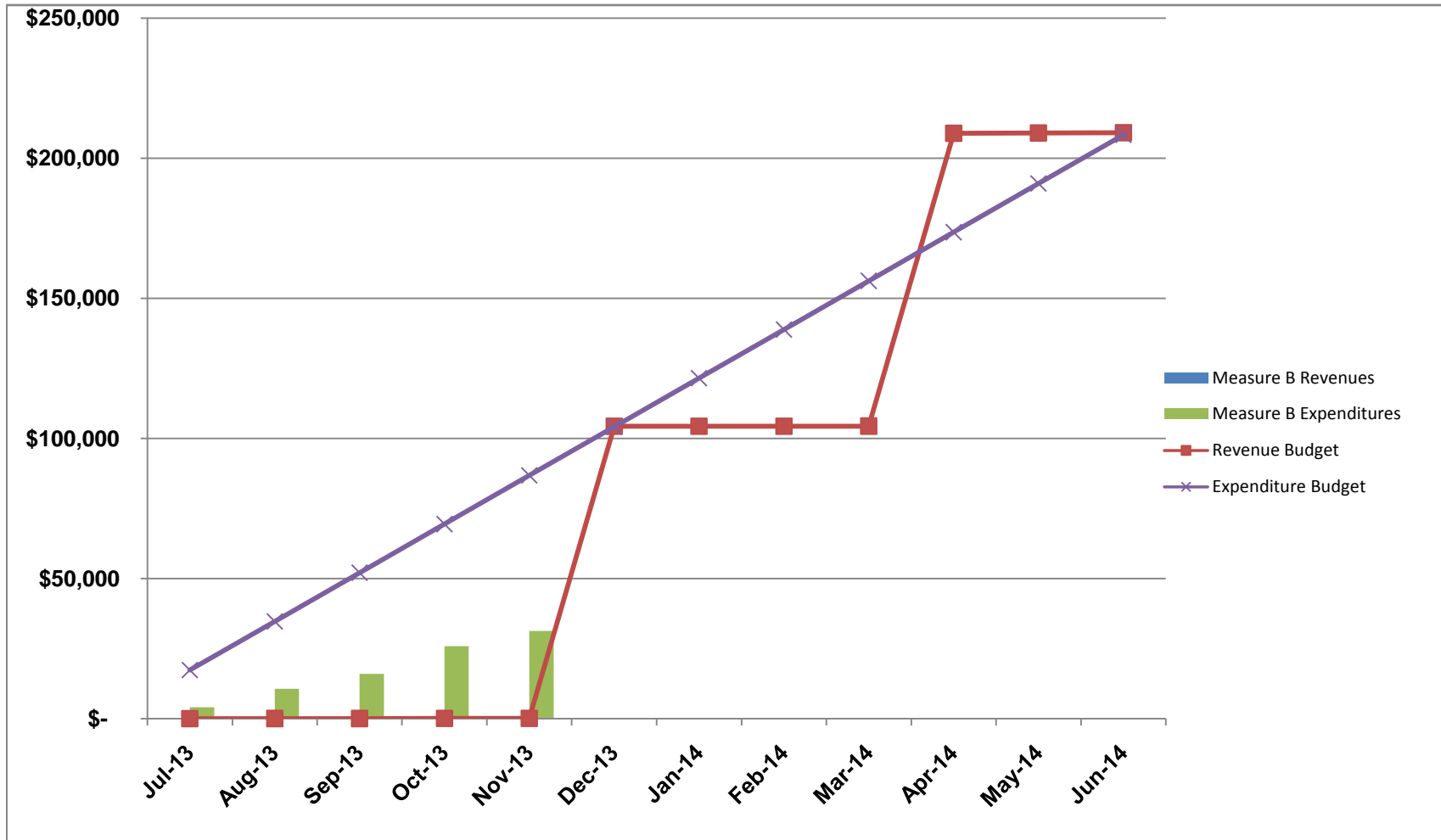
Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



McKinleyville Community Services District

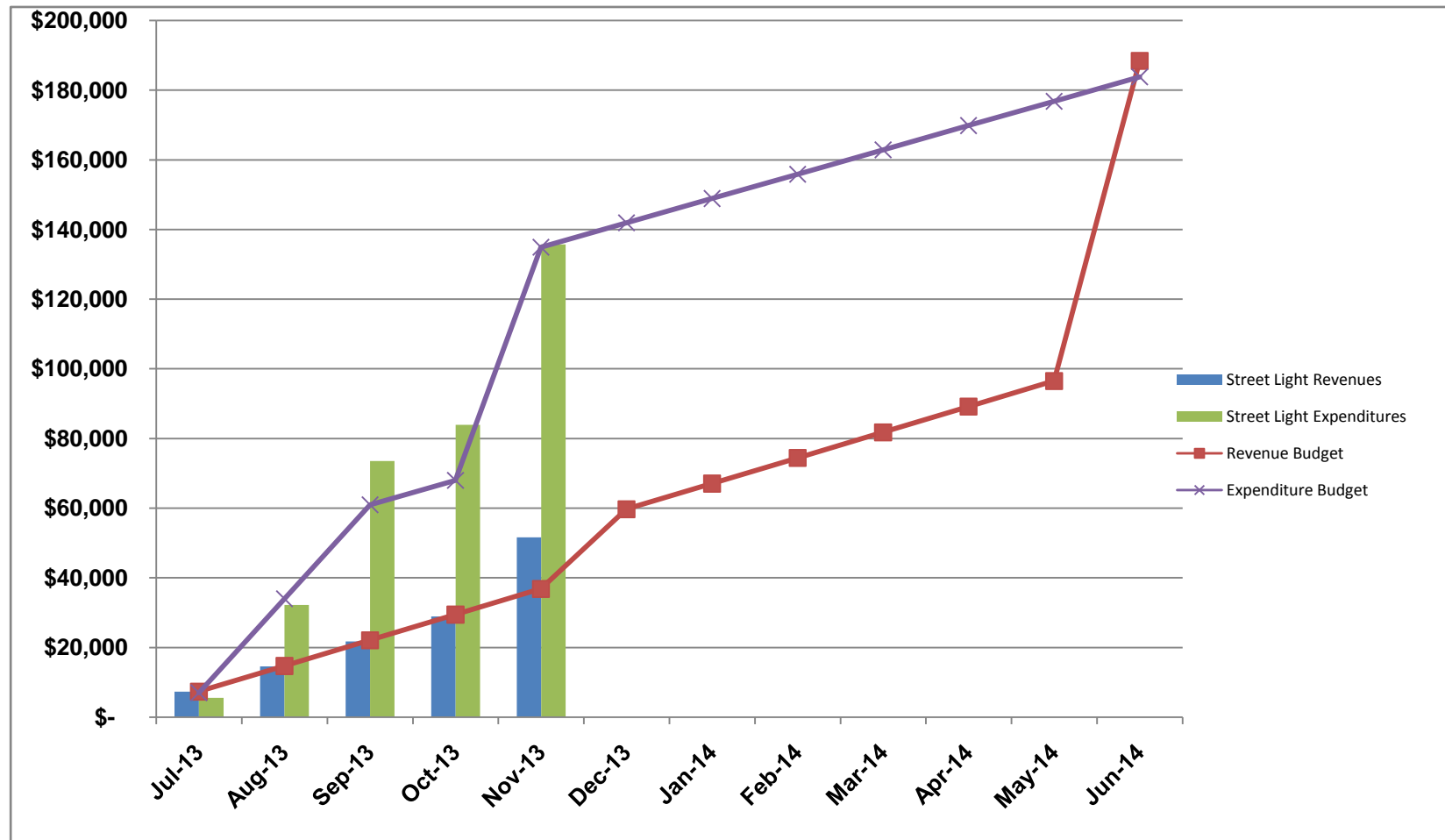
November 2013

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District November 2013

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



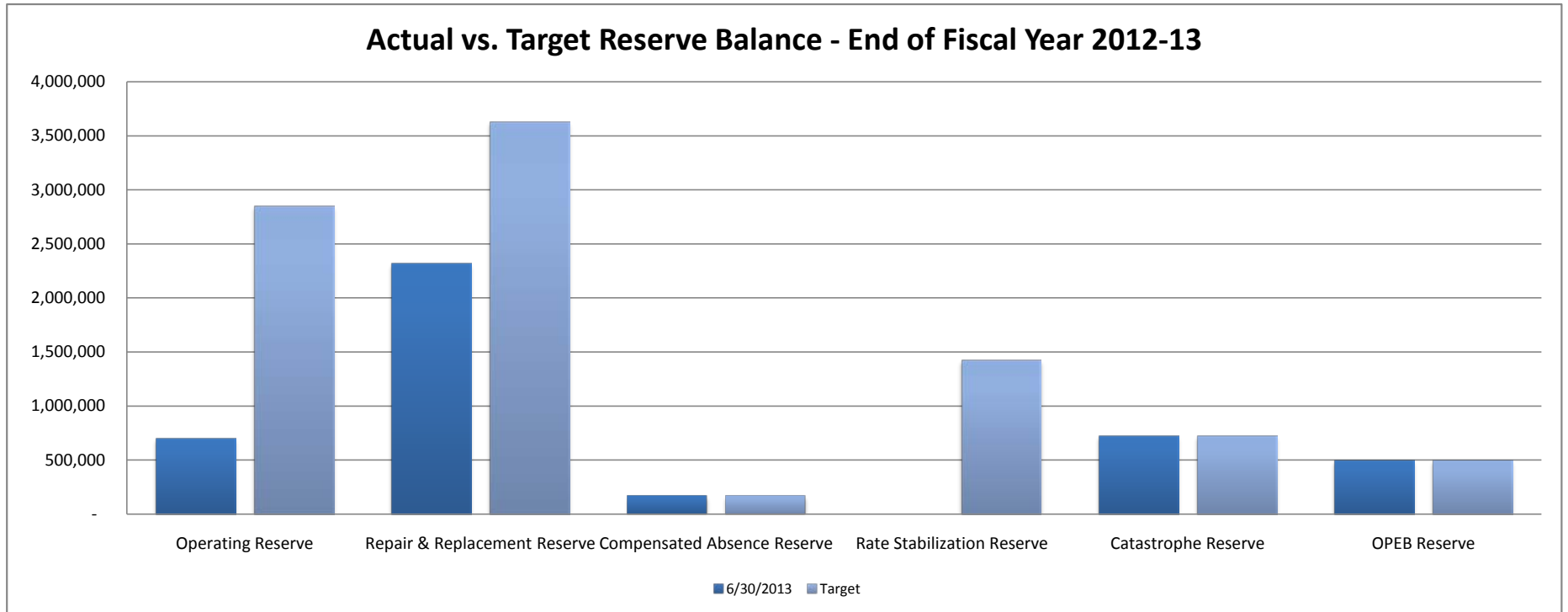
McKinleyville Community Services District
Capital Expenditure Report
As of November 30, 2013

	November	YTD Total	FY 13-14 Budget	Remaining		
				Budget \$	Budget %	Notes
<u>Water Department</u>						
Ramey Pump Upgrades	-	-	-	-	#DIV/0!	
Emergency Water Line River Crossing	741	3,441	2,000,000	1,996,559	100%	OLA Assoc - design work
Fire Hydrant System Upgrade		-	8,000	8,000	100%	
Customer Meter Replacements		-	90,000	90,000	100%	
Radio Telemetry Upgrade		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	741	10,073	2,135,000	2,124,927	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	25,498	231,337	853,000	621,663	73%	WWMF design - Kennedy Jenks
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	25,498	231,337	1,333,000	1,101,663	83%	
<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	20,092	21,243	20,000	(1,243)	-6%	Document Mgmt system impl
GIS/SEMS/CADD Equipment/Software			4,000	4,000	100%	
Fischer Ranch - Undergr.Valving/Piping		-	8,000	8,000	100%	
Fischer Ranch -Disposal Site Upgrade			1,000,000	1,000,000	100%	
Small Equipment & Other	-	-	15,000	15,000	100%	
Subtotal	20,092	21,243	1,197,000	1,175,757	98%	
Enterprise Funds Total	46,331	262,653	4,665,000	4,402,347	94%	
<u>Parks & Recreation Department</u>						
Pierson Park Upgrades	18,330	18,330	25,000	6,670	27%	Playground Equipment
Azalea Hall Projects			5,000	5,000	100%	Furnace Replacement
McKinleyville Activity Center Upgrades	-	-	5,000	5,000	100%	Saber Floor Scrubber
Projects Funded by Quimby/Other Funds	-	133,558	68,000	(65,558)	-96%	Washington Ave Parcel, Picnic Ar
Projects Funded by Measure B Renewal	-	640	104,000	103,360	99%	Teen Center Project
Other Parks Projects & Equipment	-	1,400	-	(1,400)	#DIV/0!	Washington Parcel
Subtotal	18,330	153,927	207,000	53,073	26%	
<u>Streetlights</u>						
LED	43,213	96,575	125,000	28,425	23%	LED Streetlights
Subtotal		96,575	125,000	28,425	23%	
Governmental Funds Total	61,543	250,502	332,000	81,498	25%	
All Funds Total	107,874	513,155	4,997,000	4,483,845	90%	

McKinleyville Community Services District
Summary of Long-Term Debt Report
As of November 30, 2013

				Principal Maturities and Scheduled Interest					
		Maturity		Balance - Oct.	Balance - Nov.	Remaining			
	%	Date		31, 2013	30, 2013	for FY-14	FY-15	FY-16	Thereafter
Water Fund:									
I-Bank		8/1/30	P	881,333.57	881,333.57	-	39,248.69	40,571.37	801,513.53
Interest	3.37%		I			14,850.47	29,039.60	27,694.63	219,225.52
State of CA Energy Commission (ARRA)		12/22/26	P	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				3,315,737.05	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				3,315,737.05	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	129,241.57	129,241.57	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	206,948.74	203,223.17	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	635,000.00	635,000.00	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				1,093,950.61	1,090,225.04	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				1,093,950.61	1,090,225.04	213,166.19	214,810.20	211,810.20	744,892.37
Total Principal				4,409,687.66	4,405,962.09	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				4,409,687.66	4,405,962.09	380,744.86	436,827.55	433,805.46	4,298,089.27

McKinleyville Community Services District
Board Designated Reserve Balances
As of November 30, 2013



- Utility Accounts Receivable Turnover Days As of November 30, 2013 13.8 Days

Beg. A/R	End A/R	Avg A/R	Net Util Sales	# of Times
112,852.00	195,362.76	154,107.425	167,157.22	10.84683116

- YTD Breakeven Revenue, Water Fund: 909,921.86 - YTD Actual Water Sales: 913,809.13

501 Ops Exp	501 COGS	501 Wtr Sales
569,297.13	342,080	913,809.13

- Days of Cash on Hand - Operations Checking Account 36.5 Days

McKinleyville Community Services District
Cash Disbursement Report
For the Period November 1 through November 30, 2013

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
Accounts Payable Disbursements						
27261	11/4/2013	*0009	JAIME COSSEBOOM	614.15	B31031	EQUIP/MATERIAL DEPOSIT REFUND
27262	11/4/2013	*0010	HUMBOLDT PETROLEUM	16.75	B31031	EQUIP/MATERIALS DEPOSIT REFUND
27263	11/4/2013	COR01	CORBIN WILLITS SYSTEMS, INC	858.42	B310151	MOMS MONTHLY MAINTENANCE
27264	11/4/2013	CRO03	CROWN TROPHY PETALUMA	327.67	18691	OFFICE SUPPLIES
27265	11/4/2013	FLE01	FLEET PRIDE	51.57	57302448	VEHICLE REPAIRS
27266	11/4/2013	FRI05	LESLEY FRISBEE	519.56	B31031	PACIFIC LEADERSHIP CONFERENCE
27267	11/4/2013	LDA01	LDA PARTNERS	640.00	11/635 1	TEEN CENTER DESIGN
27268	11/4/2013	LES01	LES SCHWAB TIRE CENTER	13.50	71621	VEHICLE REPAIRS
27269	11/4/2013	NEC01	NEC FINANCIAL SERVICES,LLC	286.59	1659030	PHONE SYSTEM
27270	11/4/2013	NOR35	NOR. HUMBOLDT EMPL SERVICES	603.63	ES14-048	OPEN SPACE MAINTENANCE
27271	11/4/2013	NOR36	NORTH COAST PARTS & SUPPLIES	185.17	B31031	REPAIRS/ SUPPLIES
27272	11/4/2013	RES05	RESERVE ACCOUNT	1,500.00	B31031	POSTAGE METER REFILL
27273	11/4/2013	SDR01	SDRMA	-	B31031u	Ck# 027273 Reversed
27274	11/4/2013	SEC03	SECURITY LOCK & ALARM	120.83	83103	REPAIRS/ SUPPLIES
27275	11/4/2013	SIE02	SIERRA CHEMICAL CO.	960.74	258904	CHLORINE/ DEPOSIT
27276	11/4/2013	STA01	STATEWIDE TRAFFIC	1,002.46	1643/9	SAFETY SUPPLIES
27277	11/4/2013	SUD01	SUDDENLINK	154.90	B31031	INTERNET SERVICES
27278	11/4/2013	TER01	TEREX UTILITIES INC.	359.39	90148692	VEHICLE REPAIRS

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27279	11/4/2013	THR01	THRIFTY SUPPLY COMPANY	1,308.26	1351573	REPAIRS/ SUPPLIES
27280	11/4/2013	USB01	U.S. BANK TRUST N.A.	7,645.83	B31021	SEWER BOND PAYMENT FOR NOV.
27281	11/4/2013	\A011	MQ CUSTOMER REFUND FOR AN	55.41	000B31101	MQ CUSTOMER REFUND FOR AN
27282	11/4/2013	\B005	MQ CUSTOMER REFUND FOR BA	17.74	000B31101	MQ CUSTOMER REFUND FOR BA
27283	11/4/2013	\B044	MQ CUSTOMER REFUND FOR BI	45.19	000B31101	MQ CUSTOMER REFUND FOR BI
27284	11/4/2013	\B045	MQ CUSTOMER REFUND FOR BR	45.99	000B31101	MQ CUSTOMER REFUND FOR BR
27285	11/4/2013	\B046	MQ CUSTOMER REFUND FOR BU	76.27	000B31101	MQ CUSTOMER REFUND FOR BU
27286	11/4/2013	\G025	MQ CUSTOMER REFUND FOR GA	56.70	000B31101	MQ CUSTOMER REFUND FOR GA
27287	11/4/2013	\J017	MQ CUSTOMER REFUND FOR JO	2.05	000B31101	MQ CUSTOMER REFUND FOR JO
27288	11/4/2013	\L012	MQ CUSTOMER REFUND FOR LE	4.79	000B31101	MQ CUSTOMER REFUND FOR LE
27289	11/4/2013	\M023	MQ CUSTOMER REFUND FOR MA	70.26	000B31101	MQ CUSTOMER REFUND FOR MA
27290	11/4/2013	\M024	MQ CUSTOMER REFUND FOR MA	74.33	000B31101	MQ CUSTOMER REFUND FOR MA
27291	11/4/2013	\M058	MQ CUSTOMER REFUND FOR MO	29.27	000B31101	MQ CUSTOMER REFUND FOR MO
27292	11/4/2013	\M059	MQ CUSTOMER REFUND FOR MO	83.07	000B31101	MQ CUSTOMER REFUND FOR MO
27293	11/4/2013	\M060	MQ CUSTOMER REFUND FOR MU	60.00	000B31101	MQ CUSTOMER REFUND FOR MU
27294	11/4/2013	\P019	MQ CUSTOMER REFUND FOR PA	43.59	000B31101	MQ CUSTOMER REFUND FOR PA
27295	11/4/2013	\R005	MQ CUSTOMER REFUND FOR RI	87.59	000B31101	MQ CUSTOMER REFUND FOR RI
27296	11/4/2013	\S010	MQ CUSTOMER REFUND FOR SI	76.82	000B31101	MQ CUSTOMER REFUND FOR SI
27297	11/4/2013	\T007	MQ CUSTOMER REFUND FOR TO	37.71	000B31101	MQ CUSTOMER REFUND FOR TO
27298	11/7/2013	*0011	REC PROGRAM DEPOSIT REFUND HG	100.00	B31105	REC PROGRAM DEPOSIT REFUND HG
27299	11/7/2013	ADV01	ADVANCED SECURITY SYSTEM	106.50	243079	HILLER SPORTS COMPLEX SECURITY
27300	11/7/2013	AGS01	AG SALES	29.59	75808	REPAIRS/ SUPPLIES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27301	11/7/2013	AJI01	HAIDER AJINA	60.00	B31107	CONTRACTED REFEREE
27302	11/7/2013	ARC02	Arcata Stationers	386.44	B31024	OFFICE SUPPLIES
27303	11/7/2013	BAS01	BASIC LABORATORY INC.	181.00	1309996	LAB TESTING
27304	11/7/2013	BAY02	BAY WEST SUPPLY, INC.	754.15	B31104	JANITORIAL SUPPLIES FOR OCT
27305	11/7/2013	CAM01	CAMPTON ELECTRIC SUPPLY	468.42	S1128778	REPAIRS/SUPPLY
				340.25	S1128913	REPAIRS/SUPPLY
			Check Total:	808.67		
27306	11/7/2013	COR07	JOHN W. CORBETT	125.00	B31107	DIRECTORS FEES
27307	11/7/2013	COS03	COSTCO WHOLESALE	75.68	B31104	SUPPLIES PURCHASED
27308	11/7/2013	COU09	DAVID R. COUCH	125.00	B31107	DIRECTORS FEES
27309	11/7/2013	CPR02	CPRS DISTRICT 2	69.00	B31107	TRAINING
27310	11/7/2013	DOW01	DOWNEY BRAND ATTORNEYS LLC	368.50	458761	LEGAL
27311	11/7/2013	EUR05	Eureka Oxygen Co	72.64	65547	REPAIRS/ SUPPLIES
				94.27	65723	INV 481059-REPAIRS/ SUPPL
				294.97	402941	REPAIRS/ SUPPLIES
				214.20	402942	REPAIRS/ SUPPLIES
			Check Total:	676.08		
27312	11/7/2013	FRE05	NICHOLAS FREITAS	29.99	B31104	REC PROGRAM SUPPLIES
27313	11/7/2013	HEL01	KEVIN HELD	375.00	B31021	DJ FOR JR HIGH DANCE
27314	11/7/2013	HEN01	HENSELL MATERIALS INC.	228.47	482980	REPAIRS/SUPPLY
27315	11/7/2013	HUB02	HUB INTERNATIONAL INSURANCE	125.98	B31107	SPECIAL EVENT INSURANCE
27316	11/7/2013	HUM01	HUMB. BAY MUNI WATER DISTRICT	67,979.61	B31104	WTR PURCHASED
27317	11/7/2013	HUM08	HUMBOLDT SANITATION	1,098.60	B31107	TRASH SERVICE
27318	11/7/2013	MAN03	MANDELL MUNICIPAL COUNSELLING	1,762.50	B31107	PROFESSIONAL SERVICES
27319	11/7/2013	MAY02	DENNIS MAYO	125.00	B31107	DIRECTORS FEES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27320	11/7/2013	MCK04	MCK ACE HARDWARE	1,582.88	B31107	REPAIRS/SUPPLY
27321	11/7/2013	MCK06	MCKINLEYVILLE HIGH SCHOOL	75.00	B31107	ADVERTISEMENT
27322	11/7/2013	MEN01	MENDES SUPPLY CO.	962.78	M051410	REPAIRS/SUPPLY
				49.99	M051767	REPAIRS/SUPPLY
				272.53	M052073	REPAIRS/SUPPLY
			Check Total:	<u>1,285.30</u>		
27323	11/7/2013	MIL04	JESSE MILES	48.28	B31104	MILEAGE REIMBURSEMENT
27324	11/7/2013	NOR40	N. COAST EMPLOYER ADVISORY COUNCIL	18.00	B31105	SEMINAR @ RED LION
27325	11/7/2013	ORE01	O'REILLY AUTOMOTIVE, INC.	50.42	B31104	REPAIRS/SUPPLY
27326	11/7/2013	PGE01	PG & E (Office & Field)	13,482.98	B31104	GAS & ELECTRIC
27327	11/7/2013	REE06	CHRIS REED	179.96	B31105	SAFETY REIMBURSEMENT
27328	11/7/2013	REN01	RENNER PETROLEUM	3,416.66	B31104	FUEL FOR OCT 2013
27329	11/7/2013	SHN01	SHN ENGINEERING	2,262.50	80914	PROFESSIONAL SERVICES
27330	11/7/2013	STO06	P. KYLE STONE	119.06	B31107	SAFETY REIMBURSEMENT
27331	11/7/2013	THO02	Thomas Home Center	332.54	B31105	REPAIRS/SUPPLY
27332	11/7/2013	UMP03	UMPQUA BANK--VISA	180.17	3	SUPPLIES PURCHASED IN OCT
				199.00	4	SUPPLIES PURCHASED IN OCT
				421.02	5	SUPPLIES PURCHASED IN OCT
				113.49	6	SUPPLIES PURCHASED IN OCT
				156.18	B31105	SUPPLIES PURCHASED IN OCT
			Check Total:	<u>1,069.86</u>		
27333	11/7/2013	USP02	USPS: ARCATA BMEU	1,500.00	B31028	REFILL PERMIT 202 BULK MA
27334	11/7/2013	VER01	VERIZON WIRELESS	106.98	B31105	CELL PHONES FOR OCT 2013
27335	11/7/2013	WEN01	WILLIAM WENNERHOLM, DC	125.00	B31107	DIRECTORS FEES
27336	11/12/2013	BAL01	DAVID BALDOSSER	318.66	B31112	AFLAC FLEX SPENDING REIMB
27337	11/12/2013	MAY02	DENNIS MAYO	264.00	B31112	TRAVEL ADVANCE-MEALS PER DIEM

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27338	11/15/2013	*0012	AZALEA HALL DEPOSIT REFUND JF	100.00	B31114	AZALEA HALL DEPOSIT REFUND JF
27339	11/15/2013	ACW01	CB&T/ACWA-JPIA	9,364.02	B31108	GRP. HEALTH INSURANCE
27340	11/15/2013	ACW02	ASSOC. OF CA WATER AGENCIES	8,230.00	B31105	SUBSCRIPTIONS
27341	11/15/2013	ARC02	Arcata Stationers	90.58	B31107	OFFICE SUPPLIES
27342	11/15/2013	ATT01	AT&T	588.49	B31115	PHONE SERVICES
27343	11/15/2013	CAM01	CAMPTON ELECTRIC SUPPLY	42,287.50	1124603	LED STREETLIGHTS
27344	11/15/2013	COL05	COLANTUONO & LEVIN, PC	158.40	26059	LEGAL
27345	11/15/2013	CON01	CONNEY SAFETY PRODUCTS	216.30	4554096	SAFETY SUPPLIES
27346	11/15/2013	CWE01	CWEA	87.00	B31115	CERTIFICATE RENEWAL
27347	11/15/2013	EUR06	EUREKA READY MIX	1,516.83	A9084	REPAIRS/SUPPLY
27348	11/15/2013	GHD01	GHD	2,184.25	77126	WWMF UPGRADE
27349	11/15/2013	KER01	KERNEN CONSTRUCTION	228.20	48868	REPAIRS/ SUPPLIES
27350	11/15/2013	KEY01	KEY EQUIPMENT FINANCE	312.40	1312	EQUIPMENT LEASE
27351	11/15/2013	MAY02	DENNIS MAYO	284.00	B31115	ACWA 2013 FALL CONFERENCE
27352	11/15/2013	MIL01	Miller Farms Nursery	951.28	B31105	REPAIRS/SUPPLY
27353	11/15/2013	MIT01	Mitchell, Brisso, Delaney	-	33406u	Ck# 027353 Reversed
27354	11/15/2013	NOR01	NORTH COAST LABORATORIES	3,958.00	B31107	LAB TESTS
27355	11/15/2013	NOR03	N. COAST VETERINARY HOSPITAL	154.00	35975	GOAT CARE/ TREATMENT
27356	11/15/2013	NOR13	NOR. CALIFORNIA SAFETY CONSORTIUM	80.00	19920	MONTHLY SUBSCRIPTION
27357	11/15/2013	NOR35	NOR. HUMBOLDT EMPL. SERVICES	594.68	B31115	OPEN SPACE MAINTENANCE
27358	11/15/2013	NSP01	NSP3	12,625.53	14521	PLAY STRUCTURE FOR PIERSON PARK
27359	11/15/2013	NYL01	NYLEX.NET	720.00	74626	PROFESSIONAL SERVICES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
				216.00	74676	PROFESSIONAL SERVICES
			Check Total:	<u>936.00</u>		
27360	11/15/2013	O&M01	O & M INDUSTRIES	105.54	50221	REPAIRS/ SUPPLIES
27361	11/15/2013	OCC01	OCCUPATIONAL HEALTH	85.00	523*10-13	DMV PHYSICAL
27362	11/15/2013	ORI01	ORIENTAL TRADING CO. INC.	294.55	660078758	REC PROGRAM SUPPLIES PURCHASE
27363	11/15/2013	SWR02	SWRCB FEES	7,932.00	WD0088447	ANNUAL PERMIT FEES
				1,940.00	WD0089474	ANNUAL PERMIT FEES
			Check Total:	<u>9,872.00</u>		
27364	11/15/2013	THR01	THRIFTY SUPPLY COMPANY	1,594.28	1351370	REPAIRS/ SUPPLIES
				289.94	1352136	REPAIRS/ SUPPLIES
			Check Total:	<u>1,884.22</u>		
27365	11/15/2013	THR02	THREE G'S HAY & GRAIN	153.77	77635	SUPPLIES PURCHASED
27366	11/15/2013	UPS01	UPS	2.76	B31115	LAB SHIPMENT
				217,210.34		
			Total Disbursements, Accounts Payable:	<u>217,210.34</u>		

Payroll Related Disbursements

11446-11469	11/5/2013		Various Employeeess	16,782.83		Payroll Checks
11470	11/5/2013	CAL12	CalPERS 457 Plan	3,631.46	B31105	RETIREMENT
11471	11/5/2013	DIR01	DIRECT DEPOSIT VENDOR- US	27,358.63	B31105	Direct Deposit
11472	11/5/2013	EMP01	Employment Development	1,610.14	B31105	STATE INCOME TAX
				538.56	1B31105	SDI
			Check Total:	<u>2,148.70</u>		
11473	11/5/2013	HUM29	UMPQUA BANK--PAYROLL DEP.	5,158.73	B31105	FEDERAL INCOME TAX
11473	11/5/2013	HUM29	UMPQUA BANK--PAYROLL DEP.	7,271.28	1B31105	FICA
				1,700.54	2B31105	MEDICARE
			Check Total:	<u>14,130.55</u>		
11474	11/5/2013	ACW01	CB&T/ACWA-JPIA	39,847.40	B31031	MED & DENTAL INSUR
11475	11/5/2013	AFL01	AFLAC	43.30	B31031	AFLAC (PRE-TAX)

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
11476	11/5/2013	PUB01	Public Employees PERS	16,286.57	B31031	PERS PAYROLL REMITTANCE
				56.08	1B31031	PERS CONTRIBUTION
			Check Total:	<u>16,342.65</u>		
11477-11505	11/22/2013		Various Employeeess	14,894.62	120,285.52	Payroll Checks
11506	11/22/2013	CAL12	CalPERS 457 Plan	3,597.95	B31122	RETIREMENT
11507	11/22/2013	DIR01	DIRECT DEPOSIT VENDOR- US	25,611.39	B31122	Direct Deposit
11508	11/22/2013	EMP01	Employment Development	1,476.94	B31122	STATE INCOME TAX
				496.71	1B31122	SDI
			Check Total:	<u>1,973.65</u>		
11509	11/22/2013	HUM29	UMPQUA BANK--PAYROLL DEP.	5,073.43	B31122	FEDERAL INCOME TAX
				6,752.24	1B31122	FICA
				1,579.12	2B31122	MEDICARE
			Check Total:	<u>13,404.79</u>		
				179,767.92	59,482.40	
			Total Disbursements, Payroll:	<u>179,767.92</u>		
			Total Check Disbursements:	396,978.26		

McKinleyville Community Services District

BOARD OF DIRECTORS

January 8, 2014

TYPE OF ITEM: **Consent Calendar Item**

ITEM: D.3. Compliance with State Double Check Valve Law

PRESENTED BY: James Henry, Operations Director

TYPE OF ACTION: Consent Calendar

Recommendation:

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

Discussion:

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

1st Notice	November 1, 2013
10 Day Notice	December 18, 2013
Board Meeting	January 8, 2014
Lock	February 10, 2014
ROUTES 8 & 18	

Account #	Address	Model of DCV	Date s/o out
8-475-000	1700 Bird Ave	capped well	
18-350-000	4192 Bush Ave	Watts	
18-355-000	4176 Bush Ave	Febco	
18-475-000	4407 Central Ave	Febco	12/5/2013
18-700-000	4740 Kjer	Febco	

Updated: 12/18/2013

McKinleyville Community Services District

BOARD OF DIRECTORS

January 8, 2014

TYPE OF ITEM: **ACTION**

ITEM: E.1. Consider adopting Resolution 2014-02 honoring Dr. Bill Wennerholm for twelve (12) years of service

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: Roll Call Vote

Recommendation:

Staff recommends that the Board listen to the presentation honoring Dr. Bill Wennerholm for twelve (12) years of service to the community of McKinleyville, take public comment and adopt Resolution 2014-02.

Discussion:

Staff would like to present Dr. Bill Wennerholm with Resolution 2014-02 for his commitment and dedication to serve the community of McKinleyville. During his three (3) terms as a McKinleyville Community Services District (MCSD) Board Member Dr. Bill Wennerholm provided leadership, consenting votes and by participating in the:

- Development of the Hiller Sports Complex
- WWMF Treatment Marsh and Storm Water Marsh Upgrade
- Grant Ramey Booster Station Upgrade
- Adoption of the Wastewater 20 Year Facility Plan
- Enhancement of Pierson park to include a community garden, Bocci Ball Courts and an addition to the Library
- Work on the recently adopted Five Year Strategic Plan
- WWMF Improvement Project Design
- Work on the soon to be Teen Center and
- Acquisition of strategic land and development parcels

All of which serves the current and long-range needs of the citizenship and community he lives and works in.

He also chaired the MCSD Board of Director as President in 2005 and as Vice President in 2004, 2008 and 2009

Staff would also like to recognize Dr. Bill's active committee participation for:

- Redwood Region Economic Development Commission
- McKinleyville Senior Center Advisory and
- Employee Negotiations

As stated so eloquently by a McKinleyville resident during the November 2013 Election, "MCSD does not need a complete redo, just an occasional adjustment to remain performing at an optimum level". We express our deepest gratitude for the contributions and "adjustments" made for the betterment of the District and the future of McKinleyville.

MCSD hereby recognizes the service of Dr. Bill Wennerholm and the benefit that his service has brought to the District and would like to present to the Board of Directors for adoption Resolution 2014-02 honoring Dr. Bill Wennerholm for twelve (12) years of service.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 – Resolution 2014-02

RESOLUTON 2014-02**A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING DR. BILL WENNERHOLM FOR SERVING ON THE BOARD OF DIRECTORS OF MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR TWELVE (12) YEARS**

WHEREAS, Dr. Bill Wennerholm has served the McKinleyville Community Services District (MCSD) with distinction as an MCSD Board of Director from December 19, 2001 to December 5, 2013; and

WHEREAS, throughout his years of dedicated service he provided an insight into the future, benefitting McKinleyville in the present and for years to come; and

WHEREAS, he approached his duties in a logical straightforward manner always cognizant to represent the best interests of the ratepayers through consensus minus personal agenda; and

WHEREAS, his efforts extended to local service groups, various active committees, the McKinleyville community, and his continued support of MCSD's staff throughout the years will not soon be duplicated or forgotten; and

WHEREAS, we express our deepest gratitude for the contributions and "adjustments" made for the betterment of the District and the future of McKinleyville; and

NOW, THEREFORE, BE IT RESOLVED the McKinleyville Community Services District's desire to publically recognize and honor Dr. Bill Wennerholm for his leadership, communication, commitment and dedication of service to the citizens of McKinleyville Community Services District as an elected official over a term of twelve (12) years.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 8th day of January 2014 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dennis Mayo, Board President

Attest:

Kathy Wilson, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

January 8, 2014

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.2. MCSD Employee of the Year presentation to William McBroome

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: None

Recommendation:

Recognize William McBroome as Employee of the year and participate in the presentation of this award to him.

Discussion:

Each year, McKinleyville Community Services District (MCSD) employees vote for Employee of the Year. This award and recognition was started by Norman Shopay in 2009.

Sharon Denison was the first employee of the year for 2009, followed by Tony Rutten in 2010, James Henry in 2011 and Lesley Frisbee in 2012.

The employee of the year is a person who has brought about significant positive change, eliminates obstacles in achieving District goals and objectives, is resourceful, contributes constructively, innovative, exceeds expectations, inspires others, proactively identifies and resolves challenges. The 2013 Employee of the Year award went to Bill McBroome, Utility II.

In November 2013, the MCSD Board of Directors adopted Resolution 2013-26 recognizing and commended Bill for serving MCSD for ten (10) continuous years.

Throughout his years of service, Bill has demonstrated unwavering loyalty and dedication to MCSD. Bill lends his talents, experience and leadership to the development and service to the District having served in a variety of positions, such as Electrician (which he has earned multiple California Water Environment Association awards for), Treatment Plant Operator and Streetlight Technician.

Bill has taught several training classes on the subjects of Electrical troubleshooting and Chlorine Safety not only for MCSD employees, but also for surrounding organizations.

Bill has assisted in many projects resulting in substantial cost savings to the District for motor repairs, pump rehabilitation, and his gifted troubleshooting skills, which makes him a valuable asset to MCSD.

Bill will hold this distinction for the 2014 calendar year with a new employee of the year crowned at the end of 2014. The employee of the year is chosen through a secret ballot by their peers judged on merit.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- None

McKinleyville Community Services District

BOARD OF DIRECTORS

January 8, 2014

TYPE OF ITEM: **ACTION**

ITEM: E.3. **Consider adopting Resolution 2014-03 recognizing, honoring and commending Jason Patton III for ten (10) years of service**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board of Directors consider adoption of Resolution 2014-03 honoring Jason Patton III for his ten (10) continuous years of service at the McKinleyville Community Services District, take public comment and arrive at a consensus.

Discussion:

Attached for the Board of Directors' review is Resolution 2014-03 recognizing, honoring and commending Jason Patton III for his ten (10) continuous years of service. Please join us in presenting Mr. Patton with a Resolution and longevity award acknowledging him for his continuing contributions to the McKinleyville Community Services District.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 – Resolution 2014-03

RESOLUTION 2014-03

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

WHEREAS, JASON PATTON III, having faithfully served ten (10) continuous years as an employee of the McKinleyville Community Services District (the "District") from January 1, 2004 to January 1, 2014; and

WHEREAS, throughout his years of service, Jason has demonstrated unwavering loyalty and dedication; and

WHEREAS, Jason lends his talents and experience to the service of the District, having served in both operational and administrative positions, exhibiting professionalism and a strong commitment to excellent customer service and proving to be a valuable asset to the customer service team; and

WHEREAS, Jason has assisted the District in coordinating with the Humboldt Operational Area, created the District's portion of the Hazard Mitigation Plan, and coordinated the District's Emergency Operations preparations; and

WHEREAS, Jason's experience in meter reading and working in the field has been highly beneficial in assisting customers with leak detection and other operational questions; and

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

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 8th day of January 2014 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dennis Mayo, Board President

Attest:

Kathy Wilson, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

January 8, 2014

TYPE OF ITEM: **ACTION**

ITEM: E.4. Accept the District's annual audit report for the fiscal year ending June 30, 2013

PRESENTED BY: Colleen M. R. Trask

TYPE OF ACTION: Roll Call Vote

Recommendation:

Staff recommends that the Board accept the District's audited financial statements for the fiscal year ending June 30, 2013.

Discussion:

The District's annual audit for the fiscal year ending June 30, 2013 is complete and was presented and discussed with the MCSD Audit committee and staff.

The independent auditor issued an unqualified opinion on the District's financial statements which have been included as an attachment.

The Audit Committee has reviewed and accepted the auditor's report.

The Board will be provided with bound copies and the audit has been posted to the MCSD website.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- MCSD Basic Financial statements with the report of the independent auditor for the fiscal year ending June 30, 2013.
<http://mckinleyvillecsd.com/sites/mckinleyvillecsd.com/files/documents/MCSD%20Audit%206-30-13.pdf>

McKinleyville Community Services District

BOARD OF DIRECTORS

January 8, 2014

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Consider Approving Resolution 2014-05 Water Rate Evaluation and Initiation of Proposition 218 process**

PRESENTED BY: **Gregory Orsini, GM/ Willdan Financial**

TYPE OF ACTION: **Role Call Vote**

Recommendation:

Staff recommends that Board review Willdan presentation and pertinent information, discuss, take public comment and consider approving Resolution 2014-05 authorize staff to proceed with Proposition 218 majority protest notice to consider the matter of adjusting water rates in accordance with the Willdan Water Rate Analysis to accurately reflect the cost to provide water and surcharge to recoup revenues not collected for water used.

Discussion:

In 2012 MCSD secured the services of Willdan Financial (Willdan) to analyze the cost to deliver safe and adequate water and wastewater collection, treatment and reclamation. A schedule to collect the revenues necessary for the day to day short and long-term operational, capital and debt service were components of this process.

In March 2012, Willdan completed its financial analysis and rate study for the MCSD water and sewer utilities, and provided its Final Report of the Water and Sewer Rate Analysis (2012 Analysis). At the March 2012 meeting the MCSD Board of Directors (Board) approved the Proposition 218 announcement notice.

At the June 2012 Board Meeting with a negligible protest the Board approved a five year plan for an incremental annual adjustment in the water and wastewater rates.

In May 2013 MCSD alerted Willdan to an apparent deficiency in water revenue being collected. Eight months of actual water revenues for FY 2012, were compared to water revenues expected during that same time period using the approved July 1, 2012 water rates. After further discussion between MCSD and Willdan, completion of additional analysis of revenue being collected, vs. expected, and an examination of the financial plan and water rate model that was constructed as part of the 2012 Analysis; it was found that the cost of water purchased from Humboldt Bay Municipal Water District

(HBMWD) for resale to MCSD customers, was not included as a cost component of the 2012 water rates, and was therefore not being collected from MCSD customers, resulting in a revenue shortfall, thereby causing a deficit in required revenues.

To address this situation, updated water rates are being proposed for implementation in March 2014. As part of these updated rates, MCSD will pass the entire wholesale cost of water purchased by MCSD from the Humboldt Bay Municipal Water District directly through to customers.

This pass through is necessary to ensure cost recovery of commodity water charges imposed by HBWMD which are beyond the control of MCSD. The HBMWD Pass Through will be included as a separate line item on customer water bills, and will reflect only the direct cost of the water purchased from HBMWD for resale to MCSD customers. The amount of the HBMWD Pass Through charge for each customer will be based upon the amount of water used.

In addition, as part of the 2014 proposed water rates, there will be a wholesale water surcharge added to customer bills for the next four years. The purpose of this surcharge is to recover the cost of water that was purchased from HBMWD over the past 18 months, which was not collected from MCSD customers through the 2012 water rates as originally intended.

This will help restore MCSD's financial reserves, which were depleted as a result of this issue with the 2012 rates, to appropriate levels. A healthy reserve fund is critical to the ability of MCSD to serve its customers, provide for capitol replacement of aging infrastructure and respond to unforeseen and unpredictable costs associated with the water system.

The wholesale purchase of water from HBMWD constitutes roughly 37% of the total cost to provide water to MCSD customers.

If the Board approves the announcement of the Proposition 218 Notification protest ballots will be circulated to water customers and/or the owner of record of property that receives water service. This notice describes proposed changes to the water rates and gives information about a public hearing to be held on March 5, 2014 during the Board Meeting regarding these proposed changes. If the protest ballot is less than 50% plus one the rates will be adjusted on March 6th to accurately reflect the expense to provide this service.

Proposition 218 also established a number of substantive requirements that are generally deemed to apply to utility service charges, including:

- Cost of Service – Revenues derived from the fee or charge cannot exceed the funds required to provide the service.
- Intended Purpose – Revenues derived from the fee or charge can only be used for the purpose for which they fee was imposed.

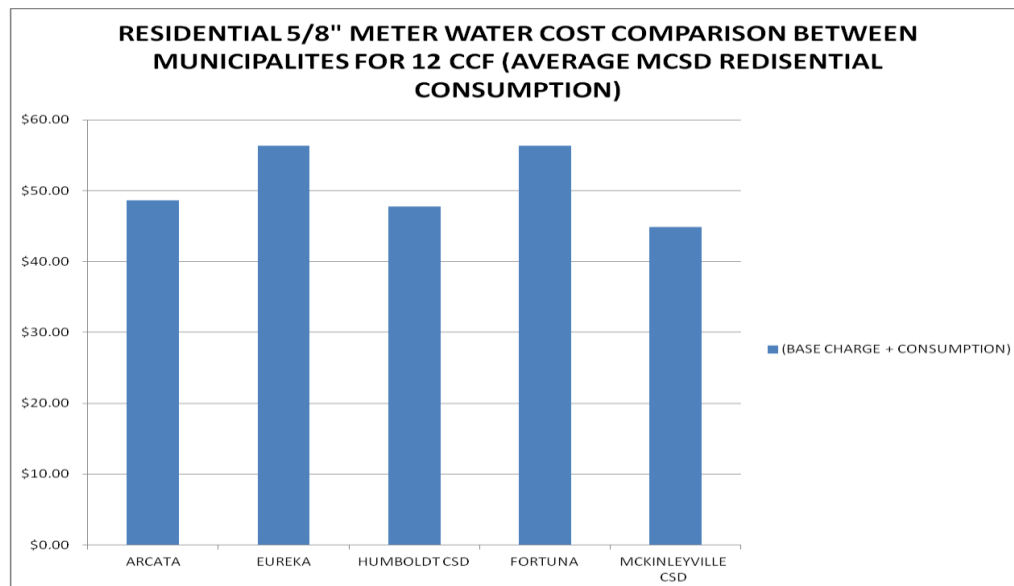
- **Proportional Cost Recovery** – The amount of the fee or charge levied on any customer shall not exceed the proportional cost of service attributable to that customer

Proposition 218 requires that the District ensure that its water rates reasonably reflect the cost of providing service to each customer. Consistent with this law, it is appropriate for rates to recover costs for operations, capital needs, debt service, administration, as well as costs related to prudent long-term operational or financial management of the utilities, such as maintaining adequate fund reserves and planning for contingencies.

In addition to the current Base and Volumetric charges, MCSD will pass through to customers the entire wholesale cost of water obtained by MCSD from the HBMWD. This pass through is necessary to ensure cost recovery of commodity water charges imposed by HBMWD and beyond the control of MCSD. The HBMWD Pass Through will be included as a separate line item on customer water bills, and will reflect only the direct cost of the water purchased from HBMWD for resale to MCSD customers. The amount of the HBMWD Pass Through charge for each customer will be based upon the amount of water used.

Finally, as part of this proposed rate structure, there will be a wholesale water surcharge added to customer fixed rate for the next four years. The purpose of this surcharge is to restore MCSD's financial reserves to preexisting levels. This surcharge is being amortized over four years to lessen the impact on the customers. When the costs are recovered the surcharge will be discontinued.

The following chart compares our proposed rates to the existing rates for the Cities of Arcata, Eureka and Fortuna and Humboldt Community Services District. As demonstrated our rates will still be lower and after four years the surcharge will be discontinued lower our rates by \$3.66 per equivalent residential unit per month.



A Rate Analysis Report was scheduled for inclusion in this Board Packet even though it is not legally required but due to circumstances beyond MCSD control, it was not included. The report will be available the date of the Board Meeting at MCSD Office and distributed at Azalea Hall prior to the meeting. All the information in the report is provided in the staff note, Proposition 218 Notice and Willdan Memorandum which are provided here.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1- Willdan Memorandum
- Attachment 2 -Draft Proposition 218 Public Notice
- Attachment 3 -Rate Analysis Presentation
- Attachment 4 -Resolution 2014-05
- Exhibit "A" GUIDELINES FOR THE SUBMISSION AND TABULATION OF PROTESTS

MEMORANDUM

To:	Gregory Orsini, General Manager
From:	Chris Fisher
Date:	December 30, 2013
Client:	McKinleyville Community Services District
Project:	2013 Revised Water Rate Analysis
Subject:	Explanation of Deficiency Resulting from 2012 Water Rate Adjustment

In June 2012, Willdan Financial Services (Willdan) completed its financial analysis and rate study for the McKinleyville Community Services District (MCSD) water and sewer utilities, and provided its Final Report of the Water and Sewer Rate Analysis (2012 Analysis). The purposes of the 2012 Analysis were to provide financial, revenue and customer rate recommendations relative to MCSD's water and sewer operations, so that MCSD would have sufficient revenues to meet its short and long-term operational, capital and debt service obligations. A five-year financial plan was established for the Water and Sewer utilities which proposed a series of rates, which were enacted, effective July 1 of each year, beginning on July 1, 2012 and ending on July 1, 2016.

In May 2013 MCSD alerted Willdan to an apparent deficiency in water revenue being collected, based upon MCSD's monitoring of approximately 8 months of actual water revenues for FY 2012, compared to water revenues expected during that same time period using the approved July 1, 2012 water rates. After further discussion between MCSD and Willdan, completion of additional analysis of revenue being collected, vs. expected, and an examination of the financial plan and water rate model that was constructed as part of the 2012 Analysis; it was found that the cost of water purchased from Humboldt Bay Municipal Water District (HBMWD) for resale to MCSD customers, was not included as a cost component of the 2012 water rates, and was therefore not being collected from MCSD customers, resulting in a revenue shortfall.

The HBMWD purchased water component of the 2012 water rates was intended to represent the cost of water purchased from HBWMD, and to directly recover it from customers by including it as a specific portion of the water rates. After consideration of several scenarios for the treatment of the HBWMD purchased water costs in the 2012 rates, the intent was for the base cost of HBWMD purchased water to be recovered directly through the water rates, with annual increases in the cost of water purchased from HBWMD passed through to customers in the form of a separate HBWMD Pass Through charge. This Pass Through amount was to be based on the actual additional cost per hundred cubic feet of water purchased from HBWMD. However, due to an issue with the 2012 water rate model, the base cost of HBWMD purchased water was not included in final 2012 water rates, meaning from MCSD's perspective, no revenue was collected from customers to offset the cost of water purchased from HBMWD, and that MCSD customers were not paying for the cost of water purchased for their use, by MCSD, from HBMWD.

To address this situation, updated water rates are being proposed for implementation in March 2014. As part of these updated rates, MCSD will pass the wholesale cost of water purchased by MCSD from the Humboldt Bay Municipal Water District directly through to customers. This pass through is necessary to ensure cost recovery of commodity water charges imposed by HBWMD which are beyond the control of MCSD. The HBMWD Pass Through will be included as a separate line item on customer water bills, and will reflect only the direct cost of the water purchased from HBMWD for resale to MCSD customers. The amount of the HBMWD Pass Through charge for each customer will be based upon the amount of water used.

In addition, as part of the 2014 proposed water rates, there will be a wholesale water surcharge added to customer bills for the next four years. The purpose of this surcharge is to recover the cost of water that was purchased from HBMWD over the past 18 months, which was not collected through the 2012 water rates as originally intended. This will help restore MCSD's financial reserves, which were depleted as a result of this issue with the 2012 rates, to appropriate levels. A healthy reserve fund is critical to the ability of MCSD to serve its customers and respond to unforeseen and unpredictable costs associated with the water system. The reserves, like all elements of the water charges, may only be used to fund costs associated with the water system.



NOTICE TO PROPERTY OWNERS OF PUBLIC HEARING REGARDING PROPOSED WATER RATES

Attachment 2

Hearing Date & Time: March 5th, 2014 7:00 PM
Hearing Location: Azalea Hall
1620 Pickett Road, McKinleyville

Why are you receiving this notice?

The McKinleyville Community Services District (MCS D) is mailing this notice to you because you are a water customer or are the owner of record of a property that receives water service. This notice describes proposed changes to the water rates and gives information about a public hearing to be held on March 5, 2014 at the Azalea Hall, 1620 Pickett Road, McKinleyville, CA, 95519 regarding these proposed changes.

What do water rates fund?

MCS D provides water service to over 5,000 residential and commercial customers. Monthly water rates charged to system users (customers) are the primary source of revenue to operate the water system, and are used solely for this purpose. Water rate revenue provides funding for costs related to wholesale water purchased from Humboldt Bay Municipal Water District (HBMWD), system operations, capital projects, debt service, administration, as well as costs related to prudent long-term operational or financial management of the utility, such as maintaining adequate fund reserves and planning for contingencies.

The proposed rates are based on a comprehensive rate study and financial plan. MCS D will annually review revenues and expenditures for the water fund to ensure that sufficient and appropriate revenues are collected to effectively provide for the short and long-term water service needs of the community.

Why are rate increases needed?

In 2012, an independent consultant conducted a financial rate study, which determined that MCS D's existing water rates were not sufficient to fund MCS D's costs for purchased water, system operations and maintenance, and capital projects. At the conclusion of this study, MCS D adopted updated water rates that were intended to address these deficiencies. However, due to an error in the model that was used during the process of developing the new water rates, the cost of wholesale water purchased from HBMWD was not included in the final customer rates. As a result, MCS D was not fully recovering from its customers the cost of purchasing water from HBMWD and has been drawing on operating reserves to fund ongoing water expenses. These new proposed water rates are needed in order to correct this problem by including the wholesale cost of water purchased from HBMWD and a recovery surcharge for previously purchased water.

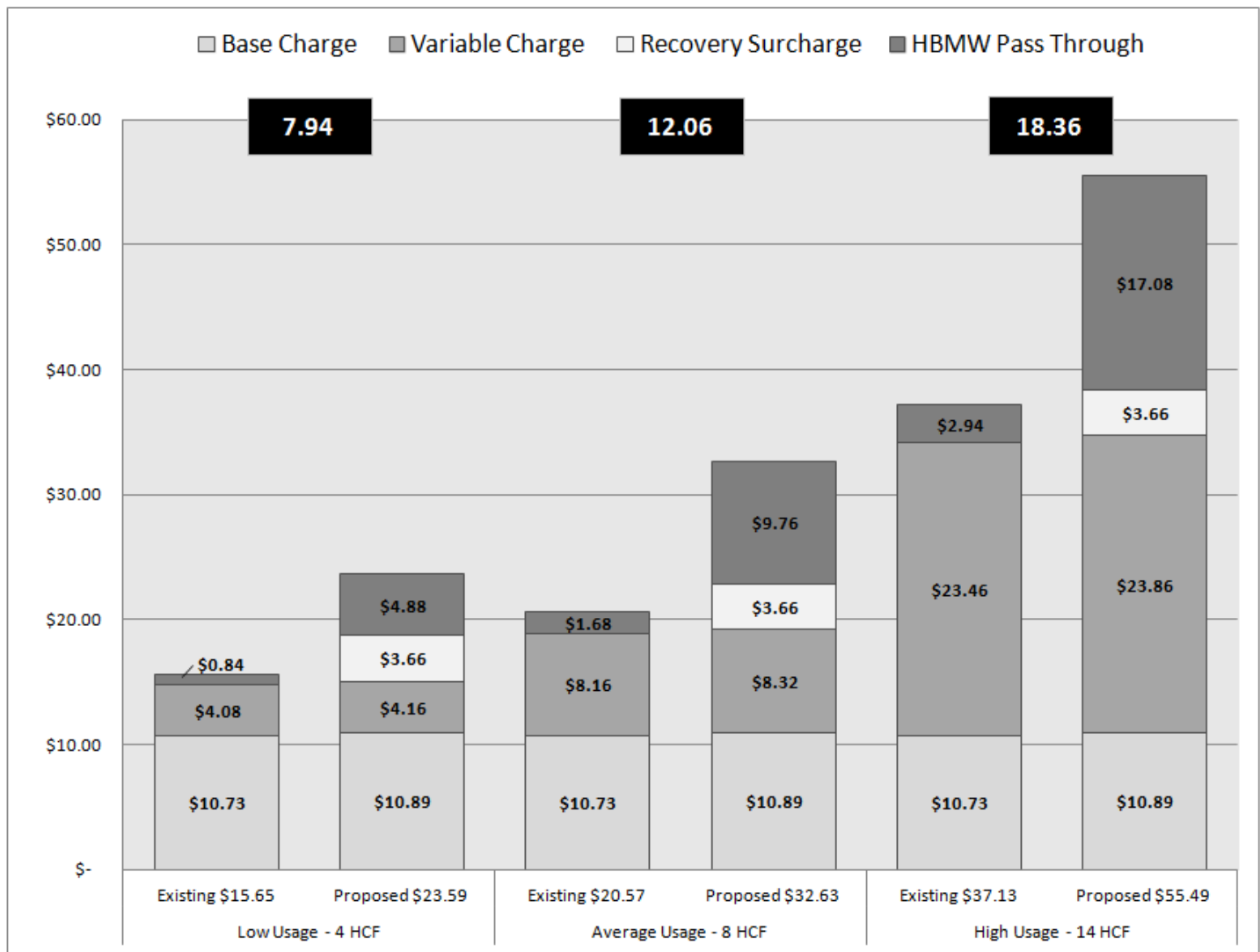
The proposed rates have been calculated based on MCS D's cost to provide water service to users. Required revenue is based on projected expenses for operations, maintenance, and required repairs and/or replacement for capital facilities and equipment. Projected expenses are allocated between monthly Base (fixed) Charges and Volume Charges. The monthly Base Charge is based on the size of the meter and recovers fixed costs of providing water service, with costs allocated based on number of accounts and the size of a customer's water meter. The Volume Charge recovers the variable costs of providing water service and costs associated with the delivery of water. The rate structure was designed so that each system user will be charged an amount that is proportional to the cost of serving that user.

In addition to the Base and Volumetric charges described above, MCS D will pass through to customers the wholesale cost of water obtained by MCS D from the Humboldt Bay Municipal Water District. This pass through is necessary to ensure cost recovery of commodity water charges imposed by HBMWD and beyond the control of MCS D. The HBMWD Pass Through will be included as a separate line item on customer water bills, and will reflect only the direct cost of the water purchased from HBMWD for resale to MCS D customers. The amount of the HBMWD Pass Through charge for each customer will be based upon the amount of water used.

Finally, as part of this proposed rate structure, there will be a wholesale water surcharge added to customer bills for the next four years. The purpose of this surcharge is to restore MCSD's financial reserves to appropriate levels. A healthy reserve fund is critical to the ability of MCSD to serve its customers and respond to unforeseen and unpredictable costs associated with the water system. The reserves, like all elements of the water charges, may only be used to fund costs associated with the water system.

Impact on your bill

Per the proposed rates, effective March 1, 2014, a typical single family home that uses 8 HCF (hundred cubic feet) of water per month, the water portion of your bill would increase from \$20.57 per month currently to \$32.63 per month. The accompanying graph provides a summary of existing and proposed water rates under three usage scenarios. The black boxes represent the total increases by usage level.



New water rates

MCSD is proposing to phase in the new rates as a series of annual water rate adjustments. The rate adjustments will take place March 1st of each year, starting on March 1, 2014. The following table summarizes the proposed residential rates. Note that, as discussed previously, the HBMWD Pass-Through Charge will be adjusted on an ongoing basis to reflect wholesale water charges adopted by HBMWD. Furthermore, the Volume and Fixed charges will be adjusted annually for inflation based on the GDP Implicit Price Deflator as published annually in the Energy Information Administration's Annual Energy Outlook.

Water Rates

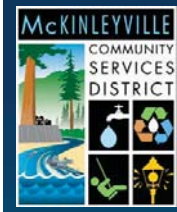
		Existing	2014	2015	2016	2017	2018
Monthly Base Charge (\$/Mtr/Month)							
<u>Meter Size</u>	<u>ERU</u>						
5/8	1	\$ 10.73	\$ 10.89	\$ 12.14	\$ 13.30	\$ 14.57	\$ 15.39
3/4	1.5	14.04	14.24	15.88	17.40	19.06	20.13
1	2.5	20.65	20.94	23.36	25.59	28.03	29.60
1 1/2	5	37.18	37.70	42.05	46.07	50.46	53.29
2	8	57.01	57.82	64.48	70.65	77.38	81.72
3	15	103.29	104.75	116.83	128.00	140.18	148.05
4	25	169.40	171.79	191.60	209.93	229.90	242.81
6	50	334.68	339.39	378.53	414.74	454.21	479.70
8	80	533.02	540.52	602.86	660.52	723.38	763.98
Volume Charge (\$/HCF)							
Up to 8 HCF		\$ 1.02	\$ 1.04	\$ 1.16	\$ 1.27	\$ 1.39	\$ 1.47
Over 8 HCF		2.55	2.59	2.89	3.16	3.46	3.66
Humboldt Bay Municipal Water District Pass Through (\$/HCF)							
			\$ 1.22	TBD	TBD	TBD	TBD
Recovery Surcharge (\$/ERU/month)							
			\$ 3.66	\$ 3.66	\$ 3.66	\$ 3.66	\$ -

How do you file a protest or participate in the public hearing?

MCSD will consider the new rate structure and proposed revenue increase at a public hearing on Wednesday, March 5, 2014 at 7:00 p.m. at the Azalea Hall, 1620 Pickett Road, in McKinleyville. You are invited to present oral or written testimony at the public hearing.

Any owner or customer of record of a parcel subject to the proposed rates may submit a written protest against the proposed rate revisions. If written protests are filed with respect to a majority of the affected property parcels, the proposed rate revisions will not be adopted.

A written protest must contain the street address or Assessor's Parcel Number (APN) for the parcel(s) with respect to which the protest is made. The protest must also be signed by the owner or customer. Protests may be mailed or hand delivered to the District's offices at 1656 Sutter Road, McKinleyville, California 95519. Protests may also be delivered to the District Secretary at the public hearing. To be valid, a signed written protest must be received by the Board Secretary at or before the time of the protest hearing.



McKinleyville Community Services District

Presentation for

UPDATED WATER RATES

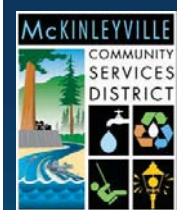
*Presented by
Chris Fisher
Willdan Financial
Services*

PRESENTATION CONTENTS

- Background & Process
- Results of Analyses
 - Assumptions
 - Customer Information
 - Financial Outlook
- Questions and Discussion



Presentation to the McKinleyville Community Service District | Water Rate Study Update | 2



McKinleyville Community Services District

BACKGROUND & PROCESS

BACKGROUND

- Original study completed, rates implemented in July 2012
 - Annual rate adjustments beginning in July 1, 2012: 20%, 12%, 10%, 8%, 8%
- Goals of 2012 rate study:
 - Develop rates that fund water operations, maintenance, capital costs
 - Provide for revenue sufficiency, stability
 - Systematically fund reserves
 - Compliance with Proposition 218 – cost based rates and public process
- Water utility background
 - Increasing operating, maintenance, and capital costs
 - Increasing cost of purchased water from Humboldt Bay MWD



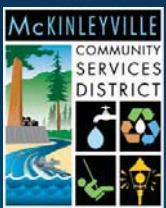
Presentation to the McKinleyville Community Service District | Water Rate Study Update | 4

BACKGROUND

- Previous study issues
 - Rates intended to include base cost of water purchased from HBMWD
 - Increases from HBMWD included in future rates as a Pass Through
- Adjustment needed in MCSD rates
 - 2012 rates did not include base direct cost of HBMWD purchased water
 - Surcharge needed to recover cost of water purchased
- Objectives
 - Recover cost of previously purchased water
 - Restore reserve fund balance (used to offset unrecovered water cost)
 - Incorporate ability to pass through cost of purchased water from HBMWD
 - Including increases
 - Incorporate inflation adjustment

RATE ANALYSIS PROCESS

- Revenue Requirements – required revenue needed to ensure sufficient level of cash flow to meet water system costs
 - Revenues and O&M projections
 - Capital facilities requirements (CIP)
 - Financial plan development (Best Management Practices)
- Cost of Service – distribution of revenue requirements to customer classes
 - O&M and capital cost allocations
 - Customer costs allocated based on demand placed on water utility
- Rate Structure – equitable and reasonable cost recovery



McKinleyville Community Services District

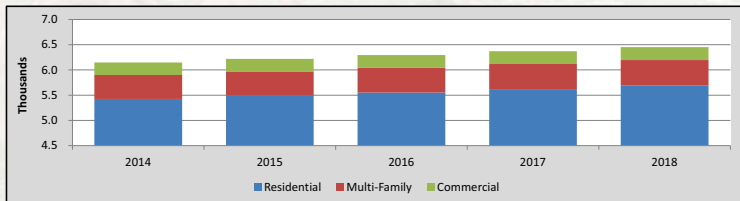
RESULTS OF ANALYSES

MAJOR ASSUMPTIONS/RESULTS

- Customer growth and usage characteristics developed from historical trends and reviewed with MCSD management
- FY 2014 Budget served as basis for projected operating expenditures
 - Escalated based on historical trends
 - Adjusted to reflect management input
- Annual inflationary adjustment incorporated to water rates
- Updated 10-yr Capital Improvement Plan
- Reserve Target:
 - O&M reserve of 180 days
- Incorporated HBMWD Pass Through – ensures ability to recover future cost of water purchased from Humboldt Bay MWD
- Incorporated Recovery Surcharge through FY2017 – will recover the cost of water purchased since July 2012

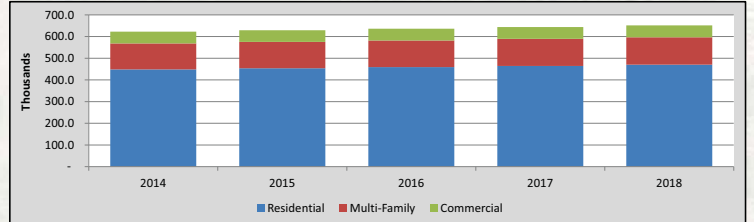
CUSTOMER INFORMATION

Description	Growth	2014	2015	2016	2017	2018
Accounts:						
Residential	1.19%	5,426	5,489	5,553	5,620	5,688
Multi-Family	1.73%	473	481	489	498	507
Commercial	0.83%	248	250	252	254	256
Total Accounts		6,147	6,220	6,295	6,372	6,452
New Accounts		71	73	75	77	80
Total Meter Equivalents		7,240	7,326	7,415	7,507	7,602



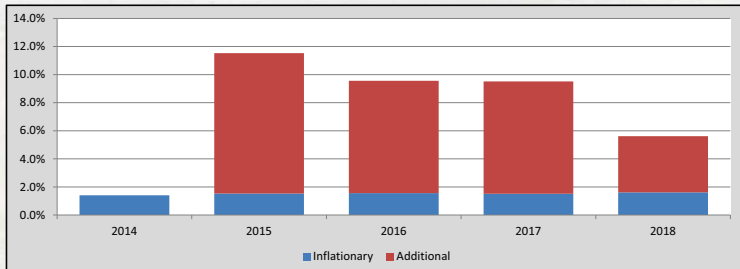
CUSTOMER INFORMATION

Description	Growth	2014	2015	2016	2017	2018
Consumption:						
Residential	1.22%	448,332	453,632	459,096	464,738	470,574
Multi-Family	1.22%	120,070	121,520	123,002	124,515	126,062
Commercial	0.37%	53,902	54,099	54,299	54,503	54,709
Total Consumption		622,304	629,252	636,397	643,756	651,345
Average per Account		101.24	101.17	101.10	101.03	100.96



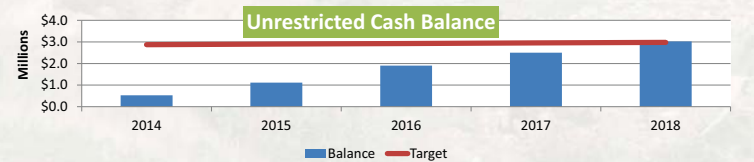
BASE RATE ADJUSTMENTS

Description	2014	2015	2016	2017	2018
Rate Adjustment:					
Inflationary Adjustment	1.41%	1.53%	1.56%	1.52%	1.61%
Previous Approved Rate Adjustments	0.00%	10.00%	8.00%	8.00%	4.00%
Total Annual Adjustment	1.41%	11.53%	9.56%	9.52%	5.61%



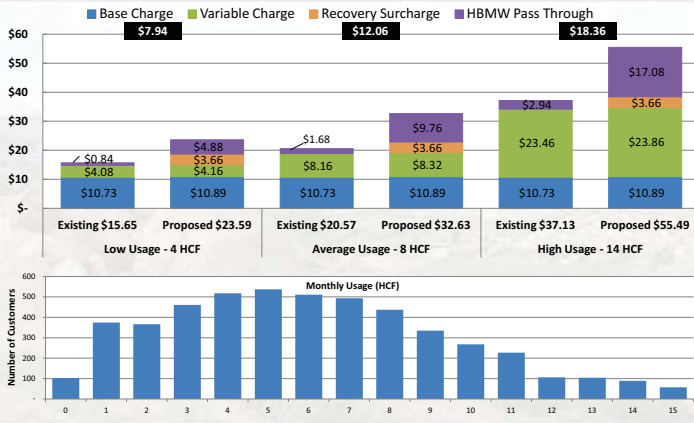
FINANCIAL OUTLOOK

Description	2014	2015	2016	2017	2018
Revenues [1]	\$ 2,291	\$ 3,072	\$ 3,320	\$ 3,594	\$ 3,792
Less:					
Operating Expenses [2]	\$ 1,910	\$ 1,961	\$ 2,013	\$ 2,068	\$ 2,125
Debt Service	\$ 275	\$ 278	\$ 280	\$ 661	\$ 663
Net Operating Income	\$ 106	\$ 833	\$ 1,027	\$ 865	\$ 1,004
Capital Expenditures (Cash)	\$ 98	\$ 197	\$ 212	\$ 191	\$ 461
Cash Flow	\$ 8	\$ 636	\$ 815	\$ 674	\$ 543

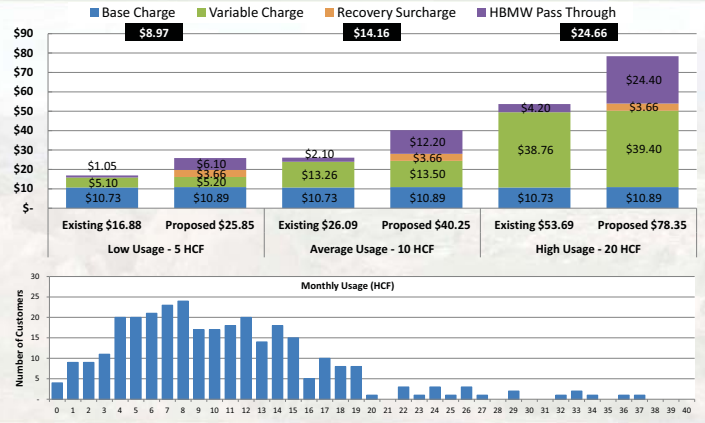


[1] Excludes Capacity Fees & Capital Contributions - Infrastructure
[2] Excludes depreciation expense

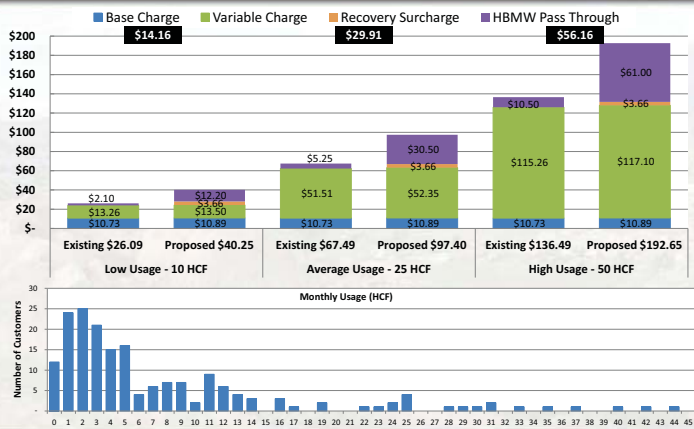
Monthly Bill Comparison - Residential



Monthly Bill Comparison – Multi-Family

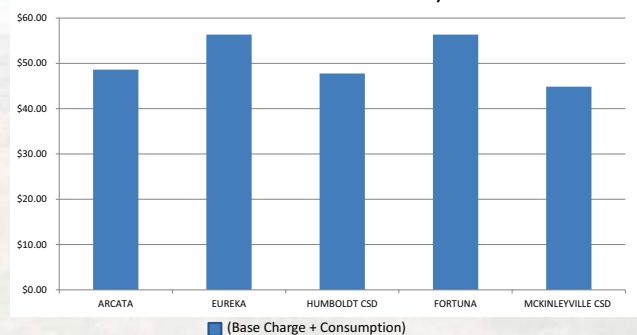


Monthly Bill Comparison – Commercial



Monthly Water Cost Comparison

RESIDENTIAL 5/8" METER WATER COST COMPARISON BETWEEN MUNICIPALITIES FOR 12 CCF (AVERAGE MCSD REDISENTIAL CONSUMPTION)



RESOLUTION 2014-05

A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT PROPOSING WATER RATES AND ESTABLISHING PROCEDURES RELATING TO PROTESTS

WHEREAS, Pursuant to Government Code Sections 61115 and 61123, the District imposes service charges for water service; and

WHEREAS, The District engaged Willdan Financial Services to study the rates necessary to support the water operations of the District and to ensure that each customer is charged no more than the cost of providing service to that customer; and

WHEREAS, Willdan has filed with the District a report proposing a revised rate structure, which report is on file in the District offices and available for public inspection; and

WHEREAS, Establishment of revised rates requires that the Board conduct a protest hearing pursuant to Article XIII D, Section 6(a)(1) of the California Constitution and Government Code Section 61123(b); and

WHEREAS, The Board desires to conduct water rate proceedings and to establish procedures governing the acceptance and tabulation of protests.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The Board proposes to adopt the water rates set forth in the Willdan Report.

Section 3. The Board sets 7:00 PM on March 5th, 2014 at Azalea Hall, 1620 Pickett Road, in McKinleyville as the time, date and place for a public hearing on the proposed water rates. At the hearing, the Board will hear and consider all oral and written testimony and protests with respect to the proposed water rates. Staff is directed to give notice of the hearing as required by law or otherwise desirable.

Section 4. The Board adopts the guidelines set forth in Exhibit "A" hereto, which is incorporated herein by reference to govern the acceptance and tabulation of protests at the public hearing.

PASSED, APPROVED AND ADOPTED this 8th day of January 2014 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dennis Mayo, Board President

ATTEST:

Kathy Wilson, Board Secretary

EXHIBIT “A”

GUIDELINES FOR THE SUBMISSION AND TABULATION OF PROTESTS (Applicable to Property-Related Fees)

Submission of Protests

1. Any property owner or water customer may submit a written protest to the District, either by delivery to the Office of the District or by submitting the protest at the public hearing. Protests must be received by the end of the public hearing. No postmarks will be accepted.
2. Each protest must identify the affected property (by assessor’s parcel number or street address) and include the signature of the record property owner or water customer. Email protests cannot be accepted. Although oral comments at the public hearing will not qualify as a formal protest unless accompanied by a writing, the City Council welcomes input from the community during the public hearing on the proposed fees.
3. If a parcel is owned by more than a single record owner or has more than one water customer, each owner or customer may submit a protest, but only one protest will be counted per parcel and any one protest submitted in accordance with these rules will be sufficient to count as a protest for that property.
4. In order to be valid a protest must bear the original signature of the record owner or water customer with respect to the property identified on the protest. Protests not bearing the original signature of a record owner or water customer shall not be counted.
5. Any person who submits a protest may withdraw it by submitting to the District a writing requesting that the protest be withdrawn. The withdrawal of a protest shall contain sufficient information to identify the affected parcel and the name of the record owner or record customer who submitted both the protest and the request that it be withdrawn.
6. A fee protest proceeding is not an election.
7. To ensure transparency and accountability in the fee protest tabulation, protests shall constitute disclosable public records from and after the time they are received.

Tabulation of Protests.

1. The General Manager or his or her designee shall determine the validity of all protests. That person (the “Tabulator”) shall not accept as valid any protest if the District determines that any of the following conditions exist:
 - a. The protest does not identify a property subject to the property-related fee.
 - b. The protest does not bear an original signature of a record owner or water customer of the parcel identified on the protest.
 - c. The protest does not state its opposition to the proposed fees.
 - d. The protest was not received by the District before the close of the public hearing on the proposed fees.

e. A request to withdraw the protest is received prior to the close of the public hearing on the proposed fees.

3. The Tabulator's decision that a protest is not valid shall constitute a final action of the District and shall not be subject to any internal appeal.

4. A majority protest exists if written protests are timely submitted and not withdrawn with respect to a majority of the properties subject to the proposed fee.

5. At the conclusion of the public hearing, the Tabulator shall complete the tabulation of all protests received, including those received during the public hearing and shall report the results of the tabulation to the Board upon completion. If review of the protests received demonstrates that the number received is manifestly less than one-half of the parcels served by the District with respect to the fee which is the subject of the protest, then the Tabulator may advise the Board of the absence of a majority protest without determining the validity of all protests.

McKinleyville Community Services District

BOARD OF DIRECTORS

January 8, 2014

TYPE OF ITEM: **ACTION**

ITEM: E.6. Election of Board Officers and Committee Appointments for 2014 Calendar Year

PRESENTED BY: Gregory Orsini/Kathy Wilson

TYPE OF ACTION: Voice Vote

Recommendation:

Elect a MCSD Board President and Vice-President for the 2014 Calendar Year. (Voice Vote)

Discuss and consider various committee assignments that will be appointed by the Board President and also designate committee chair/co-chair if appropriate. (Appointments by Board President)

Discussion:

Annually the Board selects a President and Vice-President for the new calendar year. In addition to selection of a President and Vice-President the Board Policy Manual states that the Finance Director shall perform the duties of Treasurer and the General Manager shall select a staff member to serve as Board Secretary.

PART 3 -- BOARD STRUCTURE

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

Following the selection of officers the Board President shall appoint committee assignments for the 2014 Calendar Year as stated in the Board Policy Manual.

RULE 3-2: PRESIDENT -- The President shall perform the duties of presiding officer at all meetings of the Board of Directors and shall carry out the resolutions and orders of the Board of Directors and perform such other duties as the Board of Directors prescribes including appointment of

members to serve on committees of the Board and designation of committee chairs, except for the Recreation Advisory Committee. The Board President is responsible for leadership at public meetings and for exerting every effort to unite the Board into a working, cohesive group by preserving order and decorum. The Board President shall decide questions of order subject to appeal to the Board. This requires the assistance and cooperation of all of the Board Members.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1-2013 Positions, Staff Member Appointments and 2013 Committee Assignments

2013 ROSTER for MCSD

Attachment 1

2013 Board positions are as follows:

1. President Dennis Mayo
2. Vice-President David Couch

Directors: John Corbett, Helen Edwards and Bill Wennerholm

Staff Members Appointed as Board Officers:

1. Treasurer Finance Director, Colleen M.R. Trask
2. Secretary Kathy Wilson

2013 Committee Assignments are as follows:

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

McKinleyville Community Services District

BOARD OF DIRECTORS

January 8, 2014

TYPE OF ITEM: **ACTION**

ITEM: E.7. Consider California Special District Association (CSDA) training “How to be an Effective Board Member” for interested Board Members

PRESENTED BY: Kathy Wilson, Board Secretary

TYPE OF ACTION: Voice Vote

Recommendation:

Staff recommends that the Board review the information provided; take public comment and consider authorization for interested Board Member(s) to attend the CSDA training “How to be an Effective Board Member”.

Discussion:

CSDA is offering a training titled “How to be an Effective Board Member” on January 30, 2013 in Sacramento, CA. The workshop begins with registration at 8:30 am and ending at 4:00 pm. The instructor will be David Aranda, General Manager for the North of the River Municipal Water District.

The workshop details as provided by CSDA’s educational calendar are listed below:

Leading a special district as an experienced or newly elected/appointed official is both exciting and challenging. You have accepted the responsibility of representing your constituents and customers in the most effective and professional manner possible. This will demand that you acquire or maintain the necessary skills to govern a special district.

The “How to be an Effective Board Member” training has been designed specifically for special district board members and board chairs/presidents in order to provide the tools, background and overall knowledge necessary to help navigate the first year of governing a special district and be an effective leader. Unique to this series of trainings is the programs have been developed by special districts for special districts.

CSDA Member: \$225.00

08:30 am – 09:00 am Registration

09:00 am – 12:00 pm Workshop

12:00 pm – 01:00 pm Lunch

01:00 pm – 04:00 pm Workshop

Start Date: Thursday, January 30, 2014

End Date: Thursday, January 30, 2014

Address: California District Attorneys Association
921 11th Street, 3rd Floor
Sacramento, CA 95814

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

The one day seminar is being held in Sacramento, CA on January 30, 2013 from 9:00 am to 4:00 pm. The cost for a CSDA member is \$225.00. The cost for lodging will be \$95.00 plus tax per night. Per Diem rate is \$61.00. The ***estimated*** cost will be \$442.00. Transportation expenses to and from Sacramento are not included.

Environmental Requirements:

Not applicable

Exhibits/Attachments

-

McKinleyville Community Services District

BOARD OF DIRECTORS

January 8, 2014

TYPE OF ITEM: **ACTION**

ITEM: E.8. Consider Adopting Resolution 2014-01 accepting the District's section of the Humboldt Operational Area Hazard Mitigation Plan

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: Roll Call Vote

Recommendation:

Adopt Resolution 2014-01 accepting the District's section of the Humboldt Operational Area Hazard Mitigation Plan.

Background:

Hazard Mitigation Planning for the Humboldt Operational Area:

In December of 2012, a coalition of Humboldt County cities and special services districts embarked on a planning process to prepare for and lessen the impacts of specified natural hazards by updating the Humboldt County Operational Area hazard Mitigation plan. Responding to federal mandates in the Disaster Mitigation Act of 2000 (Public Law 106-390), the coalition was formed to pool resources and create a uniform hazard mitigation strategy that can be consistently applied to the defined planning area and used to ensure eligibility for specified grant funding sources.

The 32 member coalition of partners involved in this program includes the County of Humboldt, all 7 incorporated cities, and 24 special districts. The planning area for the hazard mitigation plan encompasses the Humboldt Operational Area which includes the incorporated and unincorporated jurisdictional areas of Humboldt County in addition to all participating special service districts. The result of the organizational efforts has been to produce a Federal Emergency Management Agency (FEMA) and State Emergency Management Agency (CalEMA) – approved multi-agency multi-hazard mitigation plan including a countywide flood mitigation plan.

Mitigation is defined in this context as any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event. Mitigation planning is the systematic process of learning about the hazards that can affect the

community, setting clear goals, identifying appropriate actions and following through with an effective mitigation strategy. Mitigation encourages long-term reduction of hazard vulnerability and can reduce the enormous cost of disasters to property owners and all levels of government. Mitigation can also protect critical community facilities, reduce exposure to liability, and minimize post-disaster community disruption.

The hazard identification and profiling in the hazard mitigation plan addresses the following hazards considered to be of paramount importance within the Humboldt Operational Area:

1. Dam and Levee Failures
2. Drought
3. Earthquake
4. Wildfire
5. Flood
6. Mass Movement (Landslides, land subsidence and related phenomenon)
7. Severe Weather
8. Tsunami

The County of Humboldt has taken the lead agency role in developing the hazard mitigation plan. All 7 cities within the county, as well as the other participating local jurisdictions have been responsible for assisting in the development of the hazard and vulnerability assessments and the mitigation action strategies for their respective jurisdictions and organizations. The plan presents the accumulated information in a unified framework to ensure a comprehensive and coordinated plan covering the entire Humboldt County Operational Area. Each jurisdiction has been responsible for the review and approval of their individual sections of the plan.

The plan was prepared in accordance with the California Emergency Management Agency Local Hazard Mitigation Plan and Flood Mitigation Plan preparation guidelines. Additionally, the plan has been aligned with the goals, objectives and priorities of the State's multi-hazard mitigation plan and flood mitigation plan.

A 14 member Hazard Mitigation Steering Committee (HMSC) composed of representative stakeholders was formed early in the planning process to guide the development of the Plan. In addition, citizens were asked to contribute by sharing local knowledge of their individual areas via a multi-media campaign that included

public meetings, web-based information, questionnaires and progress updates via the news media.

The full plan is viewable at: <http://co.humboldt.ca.us/natural-resources/hazardmitigation/>

Why adopt this Plan?

Once the hazard mitigation plan is adopted by all of the jurisdictional partners and approved by FEMA, the partnership will collectively and individually become eligible to apply for hazard mitigation project funding from both the Pre-Disaster Mitigation Grant Program (PDM) and the Hazard Mitigation Grant Program (HMGP).

What is the Pre-Disaster Mitigation competitive grant program?

The PDM competitive grant program provides funds to State, Tribal, and local governments for pre-disaster mitigation planning and projects primarily addressing natural hazard events before a natural disaster strikes, thus reducing overall risks to the population and structures, while also reducing reliance on funding from actual disaster declarations.; Funds will be awarded on a competitive basis for mitigation planning and project applications intended to make local governments more resistant to the impacts of future natural disasters (For more details on this program see Attachment 1).

What is the Hazard Mitigation Grant Program?

Authorized under Section 404 of the Stafford Act, the HMGP administered by FEMA provides grants to States and local governments to implement long-term hazard mitigation measures after a major disasters and to enable mitigation measures to be implemented during immediate recovery from a disaster (For more details on this program see Attachment 1).

Where do we go from here?

Upon adoption of Volume I and McKinleyville Community Services District Annex of Volume II of the Humboldt Operational Area Hazard Mitigation Plan Update (HOAHMP) and subsequent approval of said plan by State OES and FEMA, the District will be eligible to apply for specified grants. The grants funds are made available to states and local governments and can be used to implement the long-term hazard mitigation measures specified within the McKinleyville Community

Services District's annex of the HOAHMP before and after a major disaster declaration. The HOAHMP is considered a living document such that, as awareness of additional hazards develops and new strategies and projects are conceived to offset or prevent losses due to natural disasters, the HOAHMP will be evaluated and revised on a continual 5 year time frame.

ATTACHMENTS:

1. McKinleyville Community Services District Annex of the Humboldt Operational Area Hazard Mitigation Plan
2. Draft Resolution 2014-01

Attachment 1

McKinleyville Community Services District Jurisdictional Annex of the Humboldt Operational Area Hazard Mitigation Plan Update

Chapter 13.

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT UPDATE ANNEX

13.1 HAZARD MITIGATION PLAN POINT OF CONTACT

Primary Point of Contact

Gregory P. Orsini, General Manager
P.O. Box 2037
McKinleyville, CA 95519
Telephone: (707) 839-3251
Email: mcsdgm@mckinleyvillecsd.com

Alternate Point of Contact

James G. Henry, Ops Director
P.O. Box 2037
McKinleyville, CA 95519
Telephone: (707) 839-3251
jhenry@mckinleyvillecsd.com

13.2 JURISDICTION PROFILE

McKinleyville Community Services District is a small community located just north of the Mad River in Humboldt County. The District was formed on April 14, 1970 when the District residents voted for water and sewer services. The District serves an area of about 12,140 acres located between Little River on the north and the Mad River on the south. At later dates, drainage, street lights, parks and recreation and library services were added to the District's authorities. The District is governed by a five member publicly elected Board that meets monthly. The District purchases all drinking water from Humboldt Bay Municipal Water District. Wastewater is collected and treated within the District, then discharged to the Mad River in winter. During summer, treated effluent is recycled by pasture irrigation to ranch lands.

The District serves a population of about 15,997 with 5400 water services 4500 sewer services. Most water and sewer revenues are from monthly service charges. The District does receive a small percentage of property tax to fund the park and recreation department. Additionally, Proposition 218 assessment districts for the library, park and recreation, street lights and open space have been voted in by the area residents. McKinleyville is primarily a residential area with light commercial and no heavy industry.

The following is a summary of key information about the jurisdiction:

- **Population Served:** 15,997 as of 2012
- **Land Area Served:** 12,140 acres
- **Value of Area Served:** The estimated value of the area served by the jurisdiction is \$1,045,763,764.00
- **Land Area Owned:** 356 acres
- **Critical Infrastructure and Equipment Owned:**
 - I. Water Reservoirs: six water reservoirs with capacity of 5.25 MG;
 - II. Wastewater Treatment Plant: a thirty-acre site, control building, with six treatment ponds and headworks
 - III. Water Distribution System: 85 miles of pipe, an 18" transmission line under the Mad River, three reservoir sites and three water distribution pumping stations.
 - IV. Sewer Collection system: 65 miles of sewer main and four sewer pumping stations.
 - V. Wastewater Disposal Areas: A 150-acre Ranch for wastewater disposal.
 - VI. Storm water Marsh System: a 10-acre storm water marsh consisting of four separate marshes.
 - VII. Street Lights (303)
- **Total Value of Critical Infrastructure and Equipment:** \$178.242 million
- **Critical Facilities Owned:**
 - I. Wastewater Treatment Facility
 - II. Main & Field Offices/Garages
 - III. Activities Center/Law Enforcement building/Library
 - IV. Fischer Ranch/Barns
- **Total Value of Critical Facilities:** \$14.343 million
- **Current and Anticipated Service Trends:** During our last Hazard Mitigation Plan, we had been experiencing a 3% growth rate for sewer and water services over the prior 25 years. Growth during the last 5 years has leveled off, as McKinleyville builds out. The population growth is averaging around 1.8% annually but has been dropping steadily as more seniors and single parents move into our area. Expansion projects will include a new water reservoir, waste treatment plant upgrade, and upgraded pumping stations for water and sewer to accommodate the expected growth. We do expect growth to slow over the next 5 year cycle due to infrastructure costs and land availability.

13.3 JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

TABLE 13-1 NATURAL HAZARD EVENTS			
Type of Event	FEMA Disaster # (if applicable)	Date	Preliminary Damage Assessment
Winter storms, flooding, landslides, mud flows	DR – 1044	1/9/1995	\$10,000.00 \$15 million countywide
Flooding, severe winter storms, and landslides	DR-1628	2/3/2006	\$85,000.00 \$20,208,206.00 countywide

Table 13-1 lists all past occurrences of natural hazards within the jurisdiction.

13.4 HAZARD RISK RANKING

TABLE 13-2 HAZARD RISK RANKING		
RANK	HAZARD TYPE	RISK RATING SCORE (PROBABILITY X IMPACT)
1	Earthquake	48
2	Flood	45
3	Severe Weather	42
4	Tsunami	20
5	Landslide	18
6	Wild fire	12
7	Drought	9

Table 13-2 presents the ranking of the hazards of concern.

13.5 APPLICABLE REGULATIONS AND PLANS

The following existing codes, ordinances, policies or plans are applicable to this hazard mitigation plan:

- County of Humboldt Emergency Operations Plan
- MCSD Risk Control and Safety Plan (Emergency Operations Plan)
- Process Safety Management Plan (For Accidental Release of Chlorination and Sulfur Dioxide)
- Hazard Communication Control Plan (Humboldt County Requirement)
- Security Vulnerability Assessment Template (EPA requirement)

13.6 COMMUNITY MITIGATION PROGRAM CLASSIFICATIONS

TABLE 13-3 COMMUNITY CLASSIFICATIONS			
	PARTICIPATING?	CLASSIFICATION	DATE CLASSIFIED
PUBLIC PROTECTION	NO	--	--
STORM READY	NO	--	--
FIREWISE	NO	--	--
TSUNAMI READY (IF APPLICABLE)	NO	--	--

Classifications under various community mitigation programs are presented in Table 13-3

13.7 HAZARD MITIGATION ACTION PLAN

TABLE 13-4. HAZARD MITIGATION ACTION PLAN MATRIX							
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline	Included in Previous Plan?
MCSD- #1	EARTHQUAKE	Mitigate for loss of water transmission line under the Mad River					

Existing	EQ, Tsunami	1,2	MCSD	High	Capital Reserves	Long-term, ongoing	Yes
MCSD	ALL HAZARDS	Water well for backup system supply					
New and existing	All Hazards	1,2,4,5	MCSD	High	Capital Reserves	Short-term, ongoing	Yes
MCSD	ALL HAZARDS	Continue to support countywide initiatives identified in Volume 1 of this plan					
New and Existing	All Hazards	All Objectives	MCSD	Low	General Fund	Ongoing	No

Table 13-4 lists the initiatives that make up the jurisdiction's hazard mitigation plan.

13.8 PRIORITY OF RECOMMENDED INITIATIVES

<p>TABLE 13-5 MITIGATION STRATEGY PRIORITY SCHEDULE</p>							
INITIATIVE #	# OF OBJECTIVES MET	BENEFITS	COSTS	DO BENEFITS EQUAL OR EXCEED COSTS?	IS PROJECT GRANT-ELIGIBLE?	CAN PROJECT BE FUNDED UNDER EXISTING PROGRAMS/BUDGETS?	
MCSD-1	2	HIGH	HIGH	YES	YES	YES	HIGH
MCSD-2	4	HIGH	HIGH	YES	YES	NO	MED
MCSD-3	12	HIGH	LOW	NO	NO	YES	HIGH
a. See Chapter 1 for definitions of high, medium and low priorities.							

Table 13-5 identifies the priority for each initiative.

13.9 ANALYSIS OF RECOMMENDED INITIATIVES

TABLE 13-6 PREVIOUS ACTION PLAN IMPLEMENTATION STATUS						
	Initiative Addressing Hazard, by Mitigation Type*					
HAZARD TYPE	1.PREVENTION	2.PROPERTY PROTECTION	3.PUBLIC EDUCATION AND AWARENESS	NATURAL RESOURCE PROTECTION	EMERGENCY SERVICES	STRUCTURAL PROJECT
DAM FAILURE	MCSD-3	MCSD-2	MCSD-3		MCSD-3	
DROUGHT	MCSD-3	MCSD-2	MCSD-3		MCSD-3	
EARTHQUAKE	MCSD-3	MCSD-2	MCSD-3		MCSD-3	MCSD-1
FISH LOSSES	MCSD-3	MCSD-2	MCSD-3		MCSD-3	
FLOOD	MCSD-3	MCSD-2	MCSD-3		MCSD-3	
LANDSLIDE	MCSD-3	MCSD-2	MCSD-3		MCSD-3	
SEVERE WEATHER	MCSD-3	MCSD-2	MCSD-3		MCSD-3	
TSUNAMI	MCSD-3	MCSD-2	MCSD-3		MCSD-3	MCSD-1
WILDFIRE	MCSD-3	MCSD-2	MCSD-3		MCSD-3	
*See Chapter 1 for description of mitigation types.						

Table 13-6 summarizes the mitigation initiatives by hazard of concern and the six mitigation types.

13.10 STATUS OF PREVIOUS PLAN INITIATIVES

TABLE 13-7 PREVIOUS ACTION PLAN IMPLEMENTATION STATUS				
Action Status				
Action #	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	Comments
MCSD-1		X		MCSD-1
MCSD-2	X			This addressed flooding and river bank stabilization on Mad River east bank. MCSD, along with several other planning partners, worked to stabilize the Mad River's eastern bank. The project used several different types of protection, including planting willow trees, rip rap, etc. This has helped to stabilize the eastern bank more than adequately.
MCSD-3		X		

Attachment # 2

Resolution NO. 2014-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE
COMMUNITY SERVICES DISTRICT AUTHORIZING THE ADOPTION OF THE
HUMBOLDT COUNTY NATURAL HAZARDS MITIGATION PLAN**

WHEREAS; all of Humboldt County has exposure to natural hazards that increase the risk to life, property, environment and the County's economy; and

WHEREAS; pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS; The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre and post disaster hazard mitigation programs; and

WHEREAS; A coalition of Humboldt County, Cities and Special Purpose Districts with like planning objectives has been formed to pool resources and create consistent mitigation strategies within the Humboldt Operational Area; and

WHEREAS; the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy;

NOW, THEREFORE, BE IT RESOLVED THAT THE McKinleyville Community Services District:

- 1) Adopts in its entirety, Volume I and parts 1, the City of Fortuna jurisdictional annex of part 2, part 3 and the appendices of Volume II of the Humboldt Operational Area Hazard Mitigation Plan (HOAHMP).
- 2) Will use the adopted and approved portions of the HOAHMP to guide pre and post disaster mitigation of the hazards identified.
- 3) Will coordinate the strategies identified in the HOAHMP with other planning programs and mechanisms under its jurisdictional authority.
- 4) Will continue its support of the Steering Committee and continue to participate in the Coalition Partnership as described by the HOAHMP.

- 5) Will help to promote and support the mitigation successes of all HOAHMP Coalition Partners.

PASSED AND ADOPTED on this 8th day of January, 2014, by the following vote:

AYES:

NOES:

ABESNT:

ABSTAIN:

Board President

ATTEST:

Board Secretary, Kathy Wilson

McKinleyville Community Services District

BOARD OF DIRECTORS

January 8, 2014

TYPE OF ITEM: **ACTION**

ITEM: E.9. 4-Year rotation schedule for Chair and Vice-Chair

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: Voice Vote

Recommendation:

Staff recommends that the Board review and discuss the proposed 4-Year rotation schedule for Chair and Vice-Chair, take public comment and arrive at a consensus to create a rotation schedule

Discussion:

At the November 6, 2013 board meeting the Board discussed and moved to accept the proposal for a Board Structure with a strong preference for a rotation schedule. It was agreed that it is best practice to move from the open seating of Board President to a rotation schedule. The rotation process removes the potential for political manipulation of the seats that can happen. It respects the understanding that all board members are equal, and it is an ultimately open and fair way to move forward.

The revised MCSD Board of Directors Policy Manual now reads:

Part 3 – Board Structure in the Board Policy Manual

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

Listed below for purpose of discussion is a chart reflecting the names of the Director's holding the position of Chair and Vice-Chair for the last ten (10) years. Historically the Director holding the position of Vice-Chair for one year moved into the position of Chair.

SCHEDULE FOR CHAIR AND VICE-CHAIR		
YEAR	CHAIR (C)	VICE-CHAIR (VC)
2003	REID	CORBETT
2004	CORBETT	WENNERHOLM
2005	WENNERHOLM	MASTERS
2006	TREPANIER	DUNK
2007	REID	DUNK
2008	CORBETT	WENNERHOLM
2009	CORBETT	WENNERHOLM
2010	EDWARDS	MAYO
2011	EDWARDS	MAYO
2012	MAYO	COUCH
2013	MAYO	COUCH

The President shall perform the duties of presiding officer at all meetings of the Board of Directors and shall carry out the resolutions and orders of the Board of Directors and perform such other duties as the Board of Directors prescribes including appointment of members to serve on committees of the Board and designation of committee chairs, except for the Recreation Advisory Committee. The Board President is responsible for leadership at public meetings and for exerting every effort to unite the Board into a working, cohesive group by preserving order and decorum. The Board President shall decide questions of order subject to appeal to the Board. This requires the assistance and cooperation of all of the Board Members.

In the absence of the President, the Vice-President shall perform the President's duties. When the President disqualifies himself/herself from participating in an agenda item or declares himself/herself partisan in the debate on any such item, the Vice-President shall perform the duties of the presiding officer.

Staff has provided a blank schedule for use in creating a rotation schedule marked as **Attachment 1** for this discussion.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 – Blank Rotation Schedule

BLANK ROTATION SCHEDULE

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Term Expiration												
Corbett												
Edwards												
Mayo												
Couch												
Wheeler												

C = Chair VC = Vice-Chair

EXPERIENCE/YEARS SERVED ON BOARD OF DIRECTORS

John Corbett - 11 years

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

Served 14 months from 2002 to 2003

Elected 2003 to 2007 (4 yr term)

Re-Elected 2007 to 2011 (4 yr term)

Re-Elected 2011 to 2015 (4 yr term)

Helen Edwards - 6 years

Assumed Office 12.19.2007

Elected 2007 to 2011 (4 yr term)

Re-Elected 2011 to 2015 (4 yr term)

Dennis Mayo - 5 years

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

Served 13 months from 2008 to 2009

Elected 2009 to 2013 (4 yr term)

Re-Elected 2013 to 2017 (4 yr term)

David Couch - 4 years

Assumed Office 12.13.2009

Elected 2009 to 2013 (4 yr term)

Re-Elected 2013 to 2017 (4 yr term)

George Wheeler - Installation/Oath January 8, 2014

Assumed Office 1.8.2014

Elected 2013 to 2017 (4 yr term)

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Support Services Department Report
08 January, 2014

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

DISTRICT FINANCIAL, AUDIT & BUDGET INFORMATION

The FY2012-13 audit was presented to the Audit Committee in December 2013.

The Water and Wastewater Funds are both showing revenue greater than expected in the budget due to an unanticipated influx of capacity fees.

SUPPORT STAFF PROJECTS & OTHER CURRENT PROJECTS

The Document Management project hardware and software has been installed by Coastal Business Systems. Training is ongoing for Support Staff, and is being scheduled for other departments. A new copier lease agreement has been executed with Coastal Business Systems.

In the process of finalizing rates on telephone expenses, we found that we did not have a dedicated alarm line at Azalea Hall and the Library. In addition to cancelling the unused telemetry lines and securing a significant monthly discount for the District, we have reduced the risk of being unable to call 911 at the Library if the alarm line was going off and have also developed process improvements in the front office.

The next Emergency Operations table-top exercise has been scheduled for February 2014.

We are looking into a new online process for those accounts currently being sent out to collections. The intent is to streamline the collection of bad debt accounts, saving the District money on reduced staff time and providing better metrics on our bad debt collections.

We have started the process of analyzing costs for a possible revision of reconnection charges relating to the locking of customer accounts along with other adjustments to the Rules & Regs that reflect current legislative requirements.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Board Agenda Background: Department Report

December 23, 2013

To: MCSD Board

From: James Henry, Operations Director

Subject: Agenda Item: F.2.B. –January 8, 2013 Board Meeting
Operations Department – November 2013 Report

Water Department:

◇ **Water Statistics:**

The district pumped 35 million gallons of water in November.

Five 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 18 and 19 was completed in November and a minimal number of retests were conducted. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

◇ **Average and Maximum Water Usage:**

The maximum water usage day was 1.9 million gallons and the average usage per day was 1.2 million gallons.

Water Distribution Maintenance:

Two service line leaks were repaired, backfilled, saw cut and repaved. Permanent paving was also completed on two previous leak repairs.

Pressure washing pumps and buildings was completed at the North Bank Station.

HBMWD replaced two major valves which prevented us from taking water for a 26 hour period.

Tank levels were monitored throughout the night and status was reported back to them.

The altitude valve controller at Cochran was rebuilt due to inconsistent opening and closing set points when filling the tanks.

◇ **New Construction Inspections:**

Airport 17 Hanger Unit, waiting for asbuilts to sign off on this project. Betty Court Health Club, Waiting on asbuilts to be delivered before signing off.

Sewer Department:

◇ **Waste Water Statistics:**

25.1 million gallons of wastewater was collected and pumped to the W.W.M.F. 27.9 million gallons of wastewater was treated and discharged to land disposal or reclamation in November. Daily, weekly and monthly inspections of all sewer facilities were conducted.

◇ **Sewer Station Maintenance:**

The Fischer Sewer Lift Station wet well was washed along with pumping the grit pits and wiping down the hand rails and light fixtures. The B Street wet well was also washed. This is done quarterly to prevent grease and rags from plugging up the pumps. The grit removal prevents the build-up of hydrogen sulfide which is very destructive to concrete and steel.

Gate posts were replaced at the B Street Station due to rot.

Two 6" Gorman Rupp pumps that were donated to the District are currently being prepped to use for a pump upgrade at the Letz Station. Sand blasting and painting was completed in November.

The Letz Station building exterior was pressure washed along with cleaning off the asphalt.

◇

◇ **Sewer Collection System:**

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. The semi-annual hydro-cleaning route was performed in November. Customers were notified in advance. This route was generated from sewer overflow spots we had in the past. Grease and debris was cleaned from the collection system using 3000 psi of water through a spinning nozzle. 8200 feet of the collection system was cleaned during this route.

◇ **Wastewater Management Facility:**

The Chlorine Contact Chamber was drained and washed with fire hoses. Painting was also conducted on the pumps, surge tank and piping.

◇ **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.

◇ **Street Light Department:**

80 LED conversions were completed in November. This project is 90% complete.

Promote Staff Training and Advancement: Weekly tailgate meetings and training associated with job requirements. Staff attended a Sanitary Sewer Overflow webinar.

Special Notes:

Tractors, Dump Truck and Vac-con were greased and lubed to prevent unnecessary wear.

Grading of the access road to the Perc. Ponds was completed in November.

Semi-annual oil changes were completed on all equipment and generators.

Station clocks were programmed to match daylight savings time.

Lisa Bernard with the State Water Resources Control Board conducted an inspection of our WWMF and irrigation sites.

Operations Department assisted Parks and Rec. with hauling playground rubber at Pierson Park and hauling dirt for the Hiller botanical garden.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Board Agenda Background - Department Report
January 8, 2013

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

HILLER PARK BOTANICAL GARDEN:



Above: Don Wallace from Singing Tree Gardens and Brad Hayman, Maintenance Supervisor



Above: Brad Hayman, Jason Sehon, Don Wallace and Sabra Steinbeck: With the first Rhododendron in the ground



Above: Greg Orsini plants a Rhododendron



Above: A happy park maintenance crew after finishing planting all the Rhododendrons

Progress continues with the botanical garden at Hiller Park. A map of plants has been identified. Irrigation has been installed and the area has been graded to create the future pathways. Temporary fencing and signage has been installed to keep people and dogs out until early spring. Topsoil has been added to each of the three (3) the beds. I met with Don Wallace from Singing Tree Gardens at his nursery to inspect Rhododendrons that he has generously offered to donate. Don's staff dug up several

large Rhododendrons and our parks crew picked them up and delivered them to the garden site on Thursday, December 19, 2013. All of the Rhododendrons were planted by the end of the day on Friday, December 20, 2013.

In the coming weeks, staff and volunteers will begin to plant some of the smaller plants throughout the garden beds. Once all the plants are in the ground, staff will install a drip irrigation system and redwood bark for mulch. Staff and a member of the Recreation Advisory Committee are currently seeking a donation of wood chips from Green Diamond Resource Company so that we can spread them throughout the pathways.

The area will remain closed until February or March 2014. At that time, staff will hold a ribbon cutting ceremony and open the area up to the public.

TEEN & COMMUNITY CENTER:

We recently learned from representatives from the Humboldt Area Foundation that we were successful in obtaining \$9,000 in grant funding from the Schulze-Kronenberg Memorial Fund, a fund of the Humboldt Area Foundation.

Our staff is very appreciative of receiving this generous grant award to support the Teen & Community Center Multipurpose Room. The funds will specifically be used to purchase and install the audio and visual elements of the new facility.

After the first of the year, staff will work with the Architect firm to finalize the exterior design and begin the permitting process.

Our staff is very impressed with the recent success of our teen program, "Youth Driven." Youth Driven is an open recreation program for youth in 6th through 12th grades. It is held every Saturday evening at the McKinleyville Activity Center from 7:00 pm to 9:30 pm. Teens can hang out, have snacks and have FUN! Typical activities include playing basketball, board games, Xbox 360 Kinect on the big screen, Wii, and more...

We have recently increased our promotion of this program by going to schools and improving our social media promotions. Our goal is for this program to feed into the teen & community center and help attract teens once it is built.

WASHINGTON AVE PROPERTY:

Our parks staff recently cleared the property line at the 3.10 acre property at/near Washington Ave. In the next few weeks, the invasive and non-native Scotch Broom that is located throughout the property will be removed. Some of the smaller plants will be pulled using a Weed Wrench, while the more mature plants will be grinded down to the soil. Our staff will continue to mow so that the Scotch Broom doesn't continue to spread.

AZALEA HALL MAINTENANCE:

Each year, we close Azalea Hall and the Senior Center so that our parks crew can inspect Azalea Hall and it gets thoroughly cleaned from top to bottom. Some of the major tasks our staff will complete are as follows:

- Strip and wax all floors

- Paint all trim
- Deep cleaning of kitchen area
- Clean and organize janitor's closets
- Inspect and replace all light bulbs and ballasts
- Pressure wash and paint exterior as needed
- Organize table & chair storage room
- Other minor repairs identified from our inspections

RECREATION COORDINATOR POSITION:

Our new Recreation Coordinator joined our team on Monday, December 16, 2013. Her name is Kirsten Messmer and she moved here from Tahoe City where she worked as a Recreation Leader II for the Tahoe City Public Utility District. Kirsten has a Bachelor's of Science in Parks & Recreation Administration from Fresno State and has extensive experience working a variety of recreation programs.

NEWSLETTER AND RECREATION ACTIVITY GUIDE:

Staff is busy putting the finishing touches on the McKinleyville Newsletter and Recreation Activity Guide. The publication will be mailed to more than 5,000 MCSD customers. It will also be available to view on the MCSD website, and available to pick up at several locations throughout McKinleyville. We anticipate the publication will be printed and mailed during the week of January 13, 2013.

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 two (2) CalWORKS staff member working within the Parks Department. We are still seeking individuals interested in working for the Park Maintenance. This is a great program for the workers and for the MCSD. It gives the employees great on the job experience and it aids MCSD in its daily operations. The County pays all wages for a six-month period (with possible extensions of time), and workers compensation is also under the County's umbrella.

GRAFFITI & VANDALISM UPDATE:

No major vandalism to report.

McKinleyville Community Services District

BOARD OF DIRECTORS

January 8, 2014

TYPE OF ITEM: **INFORMATION**

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

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: None

A summary of activity for the month of December, 2013

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

• Arcata Stationers Office Supply Discount	\$ 201	Quarterly
• Workman's Comp. Discount Payment	\$4,241	
• Jackson & Ecklund Discount	\$1,148	
• SWAP Crews	\$10,000	
• Teen Center Grant for Sound System	\$9,000	
• CalWORKS	\$5,000	
• Playground Grant from Coast central CU	\$10,000	
• Community Service Workers	\$1,000	
• Donations for Botanical Garden	\$2,000	
• Botanical Garden Irrigation and Planting	\$1,500	
• Assorted in house repairs to Parks and Rec. Shop	\$300	
• Cochran Tank Altitude Valve Rehab	\$600	
• Street Light Replacement	\$2,400	
• West Shop Siding Repairs	\$600	
• Letz Pump Station in house Upgrade	\$26,000	
• 100,000 mile tune up for Unit 13	\$600	
• Repair Approach to P&R Bay	\$450	
• Improve Booster Station Drain Discharge	\$1300	

Total cost savings for December is \$76,340

***The cumulative cost saving to the District to date
from July 1, 2013 is \$295,858***

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.

Patrick's Creek CSD (PCCSD) Annexation and Research on Road Maintenance Powers – MCSD staff met with two representatives of the PCCSD to discuss steps forward related to their consideration of annexation. They requested

a letter of intent to present at the next PCCSD Board Meeting scheduled for January. Staff has drafted a letter and will provide it prior to their agenda signed, by MCSD GM. Management will be exploring activation of latent road maintenance authorities and necessary steps to activate those powers.

New Board Member Orientation and Facility Tours – Orientation and facility tours were conducted for Director Elect Wheeler consistent with new Board Orientation procedures.

Rate Analysis- A majority of the month was consumed preparing to bring the Proposition 218 announcement with a cogent explanation of the cause and a remedy to the January Board Meeting. Staff was involved in finalization of the rate analysis, review of the Prop. 218 Announcement and Board Presentation.

Prop 50 Grant and MCSD/ City of Arcata Intertie- Construction on the intertie is scheduled to begin on the southern intertie in January and on the northern side in the spring.

Teen and Community Center- January will see the beginning of the permitting and environmental portions of the project.

Waste Water Management Facility (WWMF) Improvement Project Design – Value Engineering (VE) finalization will conclude in January and we will receive a complete Basis of Design shortly after. Discussions concerning further review have been ongoing and a proposal for work related to these items will be brought to the Board in February.

HCAOG Meeting – On December 19th MCSD request for a seat on the Technical Advisory Committee was considered. The item was postponed as the Board wanted more information, the item will be brought back at the February 2014 meeting. HCAOG is interested in Public Works Director Tom Mattson's opinion and an accurate accounting of the actual streets MCSD is responsible for the maintenance.

Geotechnical for Proposed Tank Site- Boring and sample collections were performed for the proposed 4.5 million gallon tank site. A report will be produced and available in late January. The preliminary assessment of the soil conditions were considered satisfactory.

Meetings – The General Manager attended various meetings in December dealing to MCSD business including, meeting with the Board President of Patrick's Creek CSD and a meeting with Humboldt County Public Works Director, Tom Mattson to discuss the difficulties with getting our facilities included in the their projects, Integrated Services Planning meeting was held to discuss the feasibility for a county facility in McKinleyville

Attachment 1 WWMF Report for November 2013

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

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McKINLEYVILLE, CA 95519

**MAIN OFFICE:**

PHONE: (707) 839-3251
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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

December 20, 2013

RE: MONTHLY MONITORING REPORT

Dear Lisa:

Enclosed is the Monthly Monitoring Report for November 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 30 days discharge to reclamation M-004, 5, & 7 and land disposal M-003. The required monitoring and water quality constituents that were tested and reported were in compliance in November.

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

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

Monthly River Monitoring was conducted in November.

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

NOVEMBER 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	0.801	1.078	1261		0.235	0.540	0.145	0.158		0.843	0.000
2	0.860	0.424	301		0.424					0.000	0.000
3	0.915	0.430	310		0.430					0.000	0.000
4	0.866	1.177	1332		0.167	0.637	0.157	0.216		1.010	0.000
5	0.802	1.509	1349			0.988	0.175	0.346		1.509	0.000
6	0.819	1.420	1343			0.975	0.101	0.344		1.420	0.000
7	0.822	1.149	1078			0.703	0.099	0.347		1.149	0.000
8	0.806	0.859	1033		0.324	0.347	0.029	0.159		0.535	0.000
9	0.843	0.579	416		0.579					0.000	0.000
10	0.870	0.578	410		0.578					0.000	0.000
11	0.888	0.574	409		0.574					0.000	0.000
12	0.836	0.216	466		0.190	0.026				0.026	0.000
13	0.827	0.645	1395			0.445	0.070	0.130		0.645	0.000
14	0.809	1.207	940			0.786	0.070	0.351		1.207	0.000
15	0.800	0.858	790		0.332	0.359		0.167		0.526	0.000
16	0.863	0.626	442		0.626					0.000	0.000
17	0.909	0.636	453		0.636					0.000	0.000
18	0.834	1.113	1021		0.245	0.652		0.216		0.868	0.000
19	0.837	1.503	1188			1.150		0.353		1.503	0.000
20	0.847	1.508	1190			1.148		0.360		1.508	0.000
21	0.834	1.527	1205			1.169		0.358		1.527	0.000
22	0.807	1.051	1033		0.340	0.545		0.166		0.711	0.000
23	0.861	0.641	453		0.641					0.000	0.000
24	0.873	0.644	455		0.644					0.000	0.000
25	0.834	1.254	1268		0.246	0.788		0.220		1.008	0.000
26	0.817	1.599	1257			1.237		0.362		1.599	0.000
27	0.838	1.101	1243		0.368	0.571		0.162		0.733	0.000
28	0.849	0.668	472		0.668					0.000	0.000
29	0.782	0.667	471		0.667					0.000	0.000
30	0.811	0.666	471		0.666					0.000	0.000
31										0.000	0.000
TOTAL	25.160	27.907		0.000	9.580	13.066	0.846	4.415	0.000	18.327	0.000
AVERAGE	0.839	0.930	849	0.000	0.456	0.726	0.106	0.260	0.000	0.591	0.000
MAXIMUM	0.915	1.599	1395	0.000	0.668	1.237	0.175	0.362	0.000	1.599	0.000
MINIMUM	0.782	0.216	301	0.000	0.167	0.026	0.029	0.130	0.000	0.000	0.000
DAYS	30	30		0	21	18	8	17	0	30	0
DAYS WITH NO DISCHARGE = 0											

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

MONTH: NOVEMBER

YEAR: 2013

					3X5										
		INFLUENT MONITORING		EFFLUENT MONITORING											
DATE	INFLUENT FLOW MG.D.	EFFLUENT FLOW MG.D.	EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING						SETTLABLE SOLIDS	TOTAL COLIFORM	
					B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL ₂ RES.			RIVER CL ₂ RES
1	0.801	1.078	1261		280	240	6.9	11.9	25	12	38	3.8		<0.1	
2	0.860	0.424	301												
3	0.915	0.430	310				6.9	12.3			30	8.4			<1.8
4	0.866	1.177	1332				7.1	12.2			34	5.8			
5	0.802	1.509	1349				7.1	12.3			36	4.1			
6	0.819	1.420	1343				7.0	12.7			30	3.4			
7	0.822	1.149	1078				7.1	12.7	21	21	34	2.5		<0.1	
8	0.806	0.859	1033		270	240									
9	0.843	0.579	416												
10	0.870	0.578	410												
11	0.888	0.574	409												
12	0.836	0.216	466				7.1	13.4			36	3.2			<1.8
13	0.827	0.645	1395				6.8	13.7			30	2.9			
14	0.809	1.207	940				6.9	12.8			34	0.2			
15	0.800	0.858	790		260	170	6.9	12.2	15	15	34	8.0		<0.1	
16	0.863	0.626	442												
17	0.909	0.636	453												
18	0.834	1.113	1021				7.0	12.6			32	7.9			<1.8
19	0.837	1.503	1188				6.9	12.3			36	1.5			
20	0.847	1.508	1190				6.9	12.4			36	1.7			
21	0.834	1.527	1205				7.0	12.0			36	2.7			
22	0.807	1.051	1033		290	230	7.1	11.5	22	18	36	6.6		<0.1	
23	0.861	0.641	453												
24	0.873	0.644	455												
25	0.834	1.254	1268				6.9	10.7			32	8.2			<1.8
26	0.817	1.599	1257				7.1	10.8			30	9.9			
27	0.838	1.101	1243		330	280	7.1	10.7	29	20	34	6.1		<0.1	
28	0.849	0.668	472												
29	0.782	0.667	471												
30	0.811	0.666	471												
31															

MONTHLY TESTS			
DATE	TDS	AMMONIA	NITRATE
11/30/2013	320	29.0	ND
			BORON
			320

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

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

30 DAY AVERAGE

DATE	BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	NFR % Removal
22	22	167	92	17	127	92

SPILLS:

None to report

ACUTE TOXICITY		% Survival
DATE		
		N/A
		N/A
		N/A

Rainbow Trout
C. dubia

Indicates Permit Exceedance

CHRONIC TOXICITY		% Survival
TESTED		
Minnow		N/A
C. Dubia		N/A
Algae		N/A

TUC

SIGNATURE:

James Henry

REMARKS:

Total Coliform
Monthly
MEDIAN
<1.8
Daily
Maximum
<1.8