

Mission statement of McKinleyville Community Services District:

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

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

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

**Wednesday, May 1, 2013
7:00 P.M.**

AGENDA

A.1 CALL TO ORDER

A.2 ROLL CALL

A.3 PLEDGE OF ALLEGIANCE

A.4 ADDITIONS TO AGENDA

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

A.5 APPROVAL OF THE AGENDA

B. PUBLIC HEARINGS

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

- B.1 Take public comment on the revised draft Urban Water
Management Plan

Pg. 4

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 April 3, 2013. **Pg. 74**
- D.2 Consider approval of March, 2013 Treasurer's Report **Pg. 79**
- D.3 No DCV Violations this month.
- D.4 Consider approval of 2012 Consumer Confidence Report **Pg. 99**
- D.5 Consider approval of a Mainline Extension agreement for County of Humboldt Hangar Project **Pg. 105**

E. CONTINUED AND NEW BUSINESS

- E.1 Consider adopting Resolution 2013-09 honoring local Artist Shelly Mortensen for donation of paintings **Pg. 108**
- E.2 Consider variance for customer Ray Christie regarding water leak adjustment **Pg. 111**
- E.3 Consider nomination of Gregory Orsini for election to the California Special District Association Board of Directors (CSDA) for Region 1, Seat B; discuss nominations for Special District Risk Management Authority (SDRMA) and Local Agency Formation Commission (LAFCo) **Pg. 122**
- E.4 Modify the Board Policy Manual (BPM) to include a process for General Manager Performance evaluation by Board of Directors and Department Heads (360 Degree) to be conducted annually **Pg. 145**
- E.5 Water/Sewer/Streetlights Operating Budget **Pg. 155**
- E.6 Consider support letters to secure passage of Senate Constitutional Amendment (SCA) 11 (Hancock) and Assembly Constitutional Amendment (ACA) 8 (Blumenfield) **Pg. 159**

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. 165**
- b. Operations Department (James Henry) **Pg. 166**
- c. Parks and Recreation Department (Jason Sehon) **Pg.168**
- d. General Manager (Greg Orsini) **Pg. 171**

F.3. PRESIDENT'S REPORT

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

G. CLOSED SESSION DISCUSSION

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

NO CLOSED SESSION SCHEDULED

H. ADJOURNMENT

Posted 5:00 pm on April 26th, 2013

McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2013

TYPE OF ITEM: **INFORMATION**

ITEM: B.1 **Take public comment on the revised draft Urban Water Management Plan**

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

TYPE OF ACTION: **Informational**

Recommendation:

Staff recommends the Board discuss and receive public comments on the revised draft Urban Water Management Plan update and direct staff to bring back to the Board a final draft copy for adoption at the June 12, 2013 Board meeting.

Discussion:

MCSD is required to update the Urban Water Management Plan (UWMP) every five years. The last update was in 2005. Upon review of the UWMP by the Department of Water Resources it was returned to McKinleyville Community Services District (MCSD) for minor modifications. Staff has been working with Humboldt Bay Municipal Water District and other municipal users for the past several months to help develop our plan and has attended several regional meetings to collaborate with those agencies. A copy of the draft plan is included in the Board of Directors Packet, a Draft copy is available for the public at the District office, 1656 Sutter Road, McKinleyville and a copy is posted at the District's website and notice of this public hearing was advertised in the McKinleyville Press. The UWMP requires the District to make projections out to 2030 for water use, service units and population growth.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1- URBAN WATER MANAGEMENT PLAN

McKinleyville Community Services District

1656 Sutter Road

McKinleyville, CA 95519

2010 Urban Water Management Plan

Modified April, 2013

Table of Contents

List of Acronyms and Abbreviations	5
Agency Coordination	7
Table 1 Coordination with appropriate agencies	7
Service Area Information	10
Climate	10
System Demands	15
Baselines and Targets	15
System Supplies	18
The Humboldt Bay Municipal Water District	19
Development of Desalinated Water	21
Transfer and Exchange Opportunities	21
Recycled Water Opportunities	21
Future Water Projects	22
Reliability of Supply	23
Humboldt Bay Municipal Water District	23
Projected Effect of Action Stages on Water Supply Reliability	28
Analysis of Revenue Impacts of Reduced Sales During Shortages	30
DMM's	31
Tables	38
Table 1 Coordination with appropriate agencies	38
Table 2 Population – Current and Projected	38
Table 3 Water Deliveries – actual 2005	39

Table of Contents

Table 4 Water Deliveries – actual 2010	39
Table 5 Water Deliveries – projected 2015	40
Table 6 Water Deliveries – projected 2020	40
Table 7 Water Deliveries – projected 2025, 2030, & 2035	41
Table 8 Low-income projected water demands	41
Table 9 Sales to other water agencies (Not Applicable to MCSD)	41
Table 10 Additional water uses and losses (Not Applicable to MCSD)	42
Table 11 Total water use	42
Table 12 Retail agency demand projections provided to wholesale suppliers	42
Table 13 Base period ranges	43
Table 14 Base daily per capita water use – 10 to 15 year range	43
Table 15 Base daily per capita water use – 5 year range	44
Table 16 Water supplies – current and projected	44
Table 17 Wholesale supplies – existing and planned sources of water	45
Table 18 Groundwater – volume pumped (Not Applicable to District)	45
Table 19 Groundwater – volume projected to be pumped (Not Applicable to MCSD)	45
Table 20 Transfer and exchange opportunities (Not Applicable to MCSD)	46
Table 21 Recycled water – wastewater collection and treatment	46
Table 22 Recycled water – non-recycled wastewater disposal (Not Applicable to MCSD)	46
Table 23 Recycled water – potential future use	47
Table 24 Recycled water – 2005 UWMP use projection compared to 2010 actual	48
Table 25 Methods to encourage recycled water use (Not Applicable to MCSD)	48
Table 26 Future water supply projects	49

Table of Contents

Table 27 Basis of water year data	49
Table 28 Supply Reliability – Historic conditions	49
Table 29 Factors resulting in inconsistency of supply	50
Table 30 Water quality – current and projected water supply impacts	50
Table 31 Supply Reliability – current water sources	51
Table 32 Supply and demand comparison – normal year	51
Table 33 Supply and demand comparison – single dry year	52
Table 34 Supply and demand comparison – multiple dry-year events	53
Table 35 Water shortage contingency – rationing stages to address water supply shortages	54
Appendix A UWMP Checklist	55
Appendix B Ordinance 10	61
Appendix C Adoption Resolution	66
Appendix D Proof of Publication	67
Appendix E DMM Cost Benefit Analysis	68

List of Acronyms and Abbreviations

AFY	acre-feet per year
BMP	Best Management Practices
CSD(s)	Community Services District(s)
CFS	cubic feet per second
County	Humboldt County
GIS	geographic information system
HBMWD	District Humboldt Bay Municipal Water District
HCPD	Humboldt County Planning Division
DMMs	Demand Management Measures
DWR	California Department of Water Resources
DOF	California Department of Finance
Guidebook	2010 UWMP Guidebook by DWR
GPU	Humboldt County's General Plan Update
MG	million gallons
MGD	million gallons per day
PRA	Peak Rate Allocation
Plan	Urban Water Management Plan
USGS	United States Geological Survey
UWMP	Urban Water Management Plan
UWMP	Act Urban Water Management Planning Act

Introduction

This Urban Water Management Plan (UWMP) for the McKinleyville Community Services District (MCSD or District) has been prepared in accordance with the California Urban Water Management Planning Act of 1983 (AB 797) (UWMP Act) as amended, including amendments made per the Water Conservation Bill of 2009 (SBX7-7) and AB 1420 (addressing Demand Management Measures, DMMs). The overall intent of the UWMP is to describe an urban water supplier's water supplies and demands, as well as conservation efforts. According to the UWMP Act, all water suppliers with more than 3,000 connections or distributing more than 3,000 acre-feet per year (AFY) of water shall complete an UWMP every five years ending in _5' and _0.' The 2010 UWMPs would normally have been due on December 31, 2010, but a six month extension was granted to provide more time for water suppliers to address new water conservation requirements adopted by the legislature as part of the Comprehensive Water Package. According to the California Department of Water Resources (DWR), adoption of the 2010 UWMP was due by July 1, 2011. The 2010 UWMP was prepared and adopted during the summer of 2011. This updated plan was prepared in April of 2013, and adopted in May of 2013 by board resolution. MCSD has or will make the plan available for public review during normal business hours at the District Office. It contains all information required by the California Water Code, Division 6, Part 2.6. The District's UWMP plan was submitted originally in December 2005. The District operates a regional water system and provides service at the retail level. Since the early 1970s, the District has reliably supplied water to customers in McKinleyville, California. The District is a water distributor. All water is purchased from a regional supplier. The District pumps potable water from the supplier, maintains stand-by chlorination and delivers water to over 5,300 customers (2011).

The data used for preparing this report comes primarily from the District's operational records. Figures relating to watershed runoff were obtained from the United States Geological Survey (USGS). Current and projected population figures for Humboldt County (County) are based on data from the California Department of Finance (DOF) with guidance from the Humboldt County Planning Department (HCPD). In some sections, tables of information suggested in the DWR Guidebook (Guidebook) are not applicable to the District. However, a majority of the

tables from the Guidebook have been incorporated into this UWMP to help DWR's review process, even if they are not applicable to the District.

Agency Coordination

During the original preparation of the 2010 UWMP contact was made with each of the other six municipal customers who also purchase water from our regional supplier. These municipal agencies qualify as an Urban Water Supplier as defined by the Urban Water Management Planning Act. The Humboldt Bay Municipal Water District (HBMWD), the regional supplier assisted all seven of the municipal agencies in the preparation of our Urban Water Management Plans. The seven agencies, and the HBMWD, had meetings over a of six month period to share information and complete the original 2010 UWMP. This update was completed to include additional information and descriptions.

Table 1							
Coordination with appropriate agencies							
Coordinating Agencies ^{1,2}	Participated in developing the plan	Commented on the draft	Attended public meetings	Was contacted for assistance	Was sent a copy of the draft plan	Was sent a notice of intention to adopt	Not involved / No information
Humboldt Bay Municipal Water District	X	X		X	X	X	
City of Arcata	X			X	X	X	
City of Eureka	X			X	X	X	
City of Blue Lake					X	X	
Humboldt Community Services District	X			X	X	X	
Manila Community Services District					X	X	
Fieldbrook–Glendale Community Services District					X	X	
Humboldt County Planning Department	X			X	X	X	
General public		X	X			X	
Other							
¹ Indicate the specific name of the agency with which coordination or outreach occurred. ² Check at least one box in each row.							

Figure 1

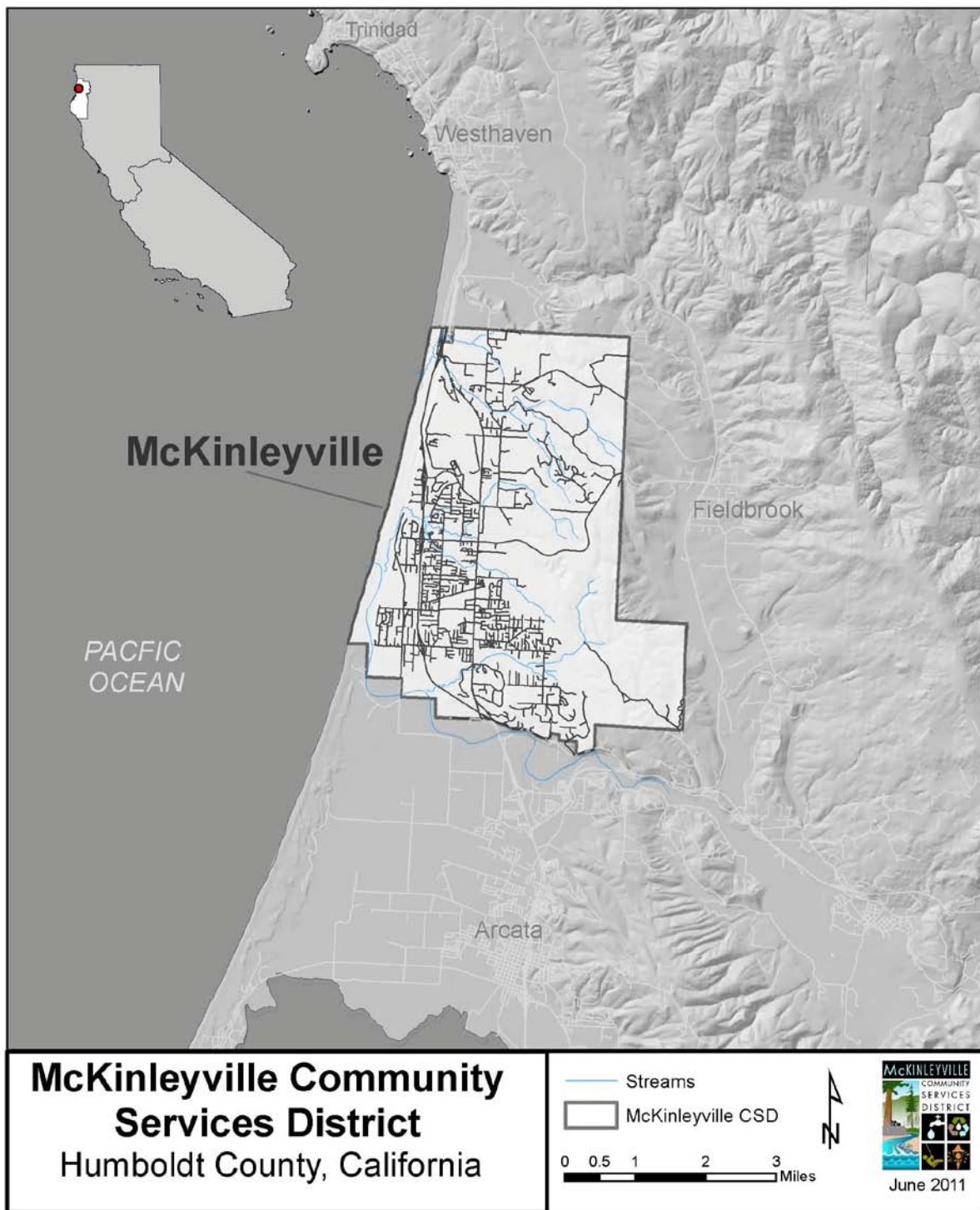
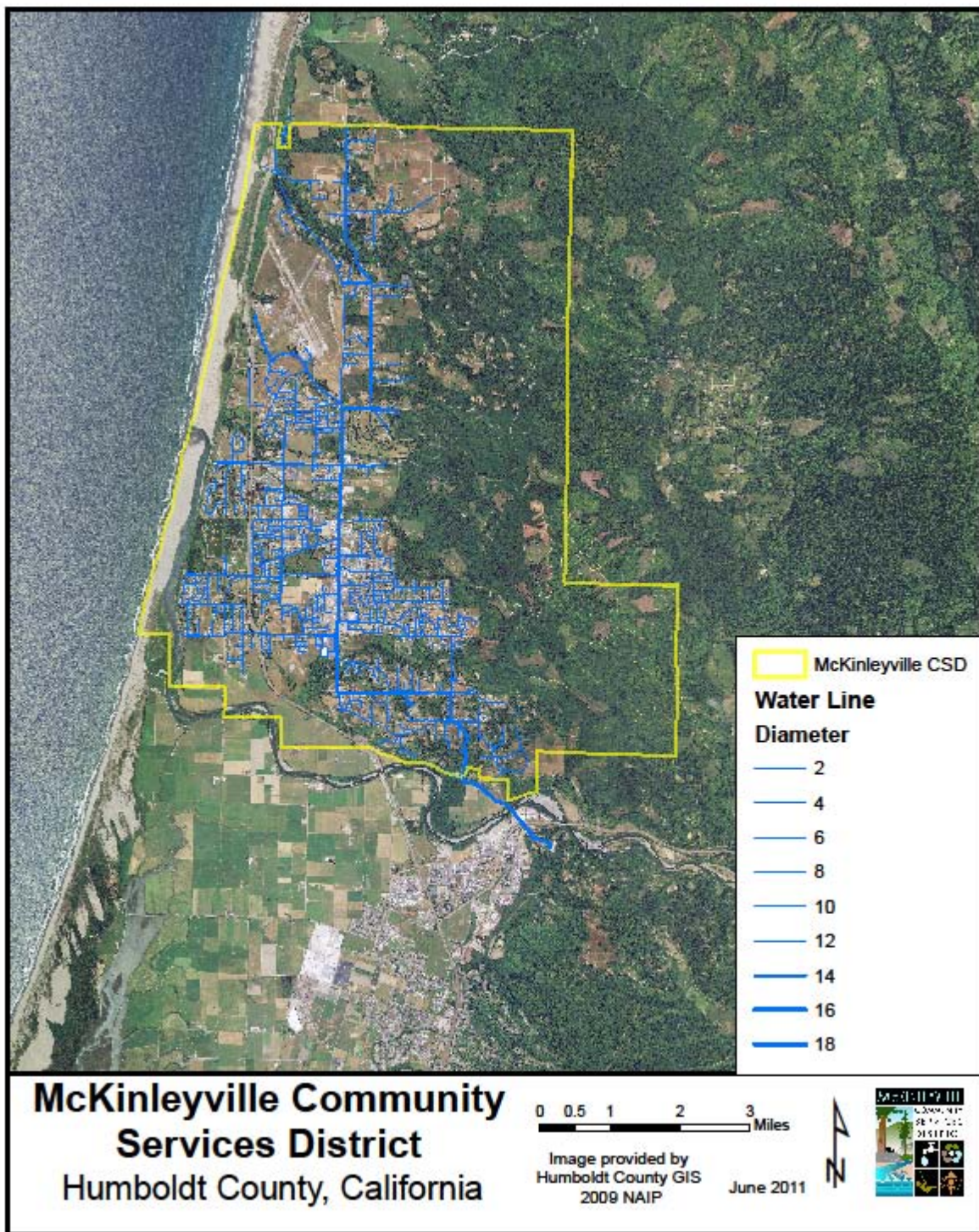


Figure 2



Service Area Information

MCSD History

McKinleyville Community Services District was created on April 7, 1970 when McKinleyville voters voted 589 "yes" votes against 151 "no" votes to form the District. Initially, the District had authority to serve water and treat sewer wastes. In 1972, the voters added street lighting powers, in 1985 the voters added recreational powers and in 1995 the voters authorized construction of the McKinleyville Library.

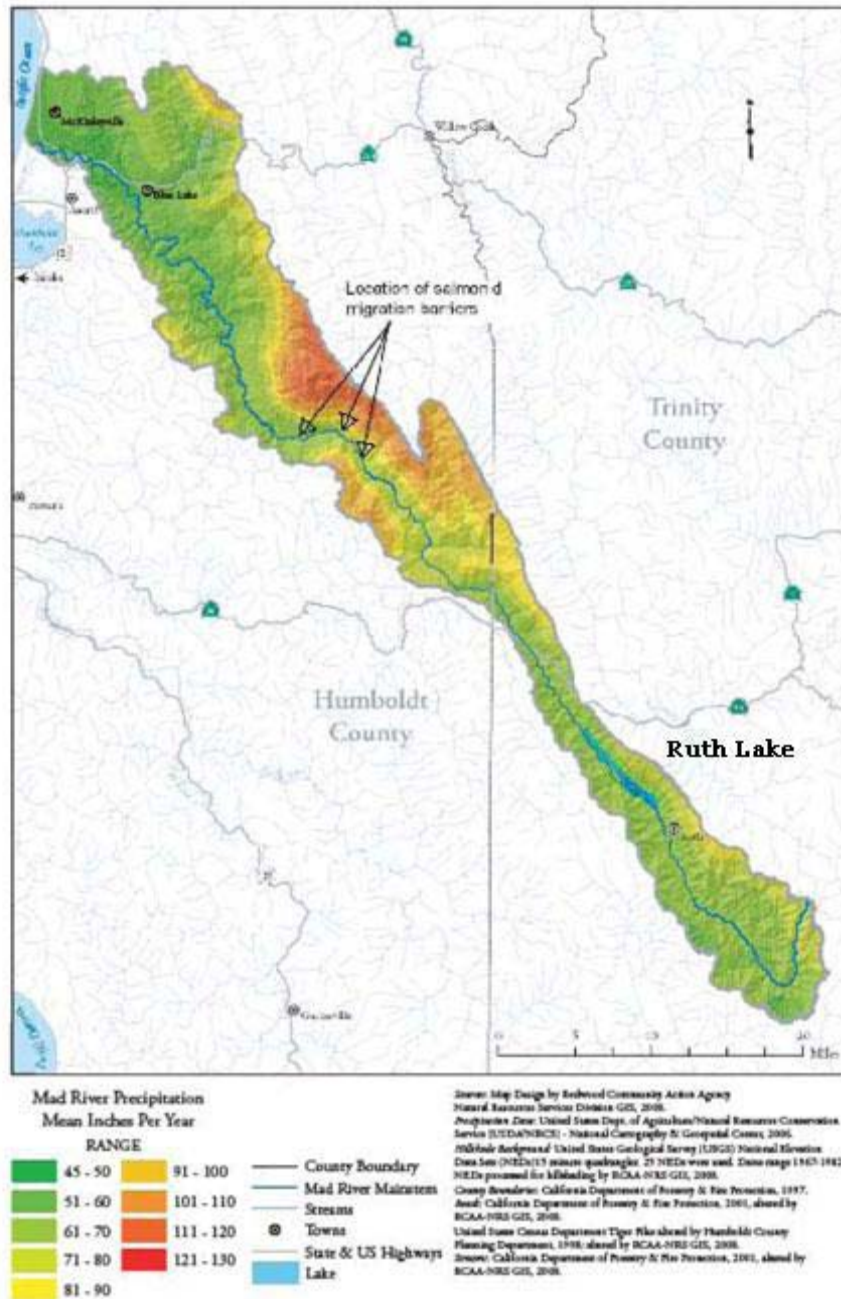
The District boundary encompasses 12,140 acres ranging from North Bank Road on the south to Patrick's Creek on the north. See Figure 1 and Figure 2. The District is an independent, special district governed by a five member Board of Directors elected by McKinleyville voters. The Board meets monthly on the third Wednesday of each month to set policy, consider projects and resolve disputes. The Board's directives are implemented by the District's 23 full-time and 42 part-time employees. The District office is located at 1656 Sutter Road; just east of Central Avenue. McKinleyville is the third largest community in Humboldt County after Eureka and Arcata with a population of 16,401 (2011). We currently have over 5,300 active water services. MCSD is proud of its record of solving problems. The Board has summed up its philosophy by adopting the following Mission Statement: "Provide McKinleyville with safe, adequate and reliable utility, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner."

Climate

Humboldt County's watersheds receive high annual rainfall. According to the National Oceanic and Atmospheric Administration (NOAA) and the Western Regional Climate Center (WRCC), rainfall at Eureka averages just less than 40 inches per year (data from 7/1/1948 to 9/30/2010). At Ruth, in Trinity County, where the Humboldt Bay Municipal Water District operates the R.W. Matthews Dam and the Ruth Reservoir, average rainfall is approximately 60 inches per year (data from 1/1/1930 to 7/31/1985). Some mountainous areas within the region often receive

more than 100 inches of rain per year, mostly during the period from November to April. The map below shows the mean annual precipitation in the Mad River Watershed.

Figure 2. Mad River Watershed Assessment: Mean Annual Precipitation



The following table shows average monthly rainfall, temperatures, and evapotranspiration (ETo) for the Ruth area.

Climate Month	Std Mo Avg ETo (Evapotranspiration) (Inches)	Average Rainfall (Inches)	Average Temperature Min - Max (Fahrenheit)
Jan	1.24	11.6	26.6 – 44.9
Feb	1.96	9.7	29.4 – 51.3
Mar	3.10	8.4	30.8 – 57.3
Apr	4.80	4.1	33.2 – 64.7
May	6.51	2.0	37.7 – 73.0
Jun	7.80	0.7	42.6 – 81.6
Jul	8.99	0.2	46.0 – 91.0
Aug	7.75	0.3	44.4 – 90.4
Sep	5.70	1.0	40.2 – 84.3
Oct	3.72	3.5	35.2 – 70.1
Nov	1.80	8.3	31.2 – 53.7
Dec	0.93	11.1	28.4 – 45.5
Annual	54.3	60.8	35.5 – 67.3

Rainfall and temperature data are from the Forest Glen weather data gathering station which is the closest station to the Ruth area. This information is provided by WRCC and NOAA under the U.S. Department of Commerce. The rainfall data is for the period from January 1, 1930 to July 31, 1985.

Evapotranspiration data for the Ruth area is from the statewide ETo Map and Table. This information is provided by the California Irrigation Management Information System (CIMIS) operated by the Office of Water Use Efficiency under the Department of Water Resources (DWR). According to DWR, evapotranspiration is the loss of water to the atmosphere by the combined process of evaporation, typically from soil and plant surfaces, and transpiration from plant tissues. The data above shows that more evapotranspiration occurs in the summer months versus the winter months. Evapotranspiration is a good indicator of how much water is needed by the surrounding vegetation for healthy growth and productivity.

The District maintains a weather station at our District Wastewater Treatment Facility. This area temperature is generally about 55 degrees with considerable fog and rain. Temperatures are typically in the low 50's and high 40's in the wintertime and high 50's to mid 60's all summer long due to heavy fog and strong north winds. The fall temperatures are in the mid 60's when the fog dissipates. Rainfall has averaged 63 inches for the last decade, with occasional rainfall up to 100 inches.

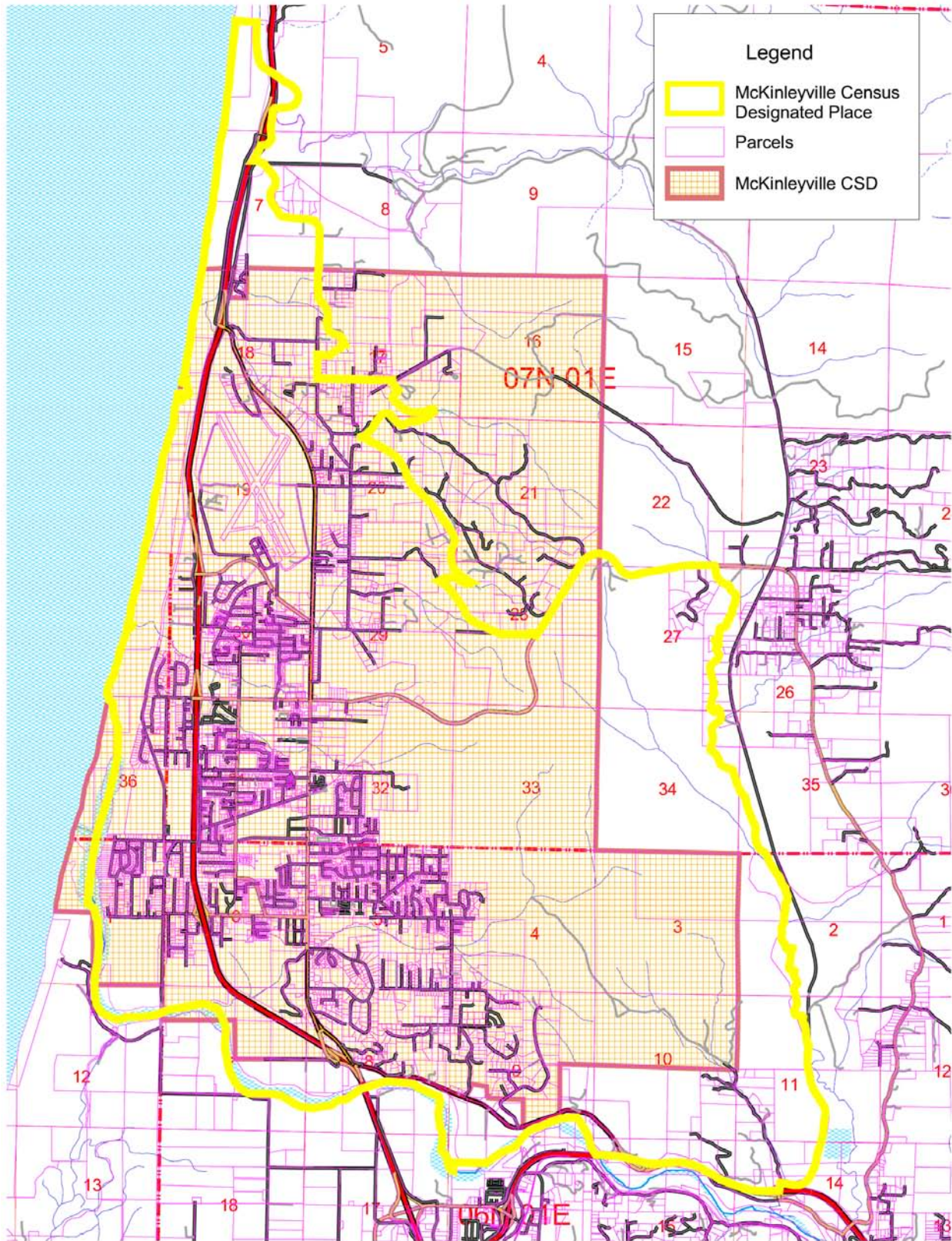
Population Estimate

MCSD used a persons per connection and census data to estimate the past population of the services area. The Humboldt County General Plan indicates that there are 2.48 persons per residence. The average population growth from 2001-2011 is 2.52%. Future population was estimated by projecting the past average population growth. Using this approach resulted in the service area population estimates below:

Year	Population
2001	12,499
2002	12,829
2003	13,159
2004	13,489
2005	13,821
2006	14,284
2007	14,763
2008	15,170
2009	15,542
2010	15,998
2011	16,401
2015	18,118
2020	20,518
2025	23,237
2030	26,317

The above population estimates were used in determining gallons per capita day (GPCD) water use.

The US Census population data (ACS Demographic and Housing Estimates) for 2011 for the McKinleyville Census Designated Place indicates a population of 16,701. The census area and the MCSD service area overlap to a great extent. This US Census data was used to validate the persons per connection method used by MCSD to estimate population. The MCSD population estimate for 2011 is 16,401. There is less than a 2% difference between the MCSD estimate and the US Census data referenced above. The figure below shows the geographic boundary of the MCSD service area and the area used in the US Census.



System Demands

The Water Conservation Bill of 2009 (SBX7-7) has a goal to achieve a 20 percent reduction in urban per capita water use statewide by 2020. Per capita water use rates in this region are low and likely benefit greatly from the moderate climate and abundant rainfall, as needs for agriculture and landscaping are often met with rainfall rather than municipal water. Section 3 of the DWR Guidebook and the California Water Code 10608.20(e) state that “An urban retail water supplier shall include in its urban water management plan ... due in 2010 the baseline daily per capita water use, urban water use target, interim urban water use target, and compliance daily per capita water use, along with the basis for determining those estimates, including references to supporting data.

Baselines and Targets

The Methodology contained in Calculating Baseline and Compliance Urban Per Capita Water Use, (California Department of Water Resources, 2011) was used to determine the target and baseline values for MCSD (Tables 13-15). The data used for determination of baseline and targets is included below:

Year	Million Gallons /day (HBMWD)	Gallons /day (HBMWD)	Population	GPCD	10-yr Rolling Average	5-yr Rolling Average	95% of 5 year baseline	2015 GPCD Interim Goal
2001	1.5358	1,535,770	12,499	122.9				
2002	1.5743	1,574,293	12,829	122.7				
2003	1.5722	1,572,233	13,159	119.5				
2004	1.6291	1,629,068	13,489	120.8				
2005	1.5723	1,572,268	13,821	113.8				
2006	1.4942	1,494,238	14,284	104.6				
2007	1.5229	1,522,879	14,763	103.2		112.3547	106.737	109.5458
2008	1.5119	1,511,929	15,170	99.7		108.3919	102.9723	105.6821
2009	1.4872	1,487,170	15,542	95.7		103.3753	98.20656	100.7909
2010	1.5146	1,514,556	15,998	94.7	109.74	99.55777	94.57988	97.06883
2011	1.5253	1,525,321	16,401	93.0	106.75	97.23642	92.3746	94.80551

MCSD calculated individual baselines and targets. In 2008, MCSD did not have at least 10% of its 2008 measured retail water demand met through recycled water and therefore used a 10-year baseline. Technical methodology # 1 was used to determine gross water use and Technical methodology # 2 was used to determine the services population area. The first base period (10-year continuous period) was selected from 2001 to 2010. The average gallons/capita day (GPCD) for the 10- year base period was 110 GPCD. Using Method # 3 (95% of the regional goal of 130) to calculate the 2020 GPCD goal for the District results in 123 GPCD. The second baseline (5-year continuous period) was selected from 2003 to 2007. The average GPCD for the 5-year baseline was 112 GPCD. Since 95% of the 5-year baseline is 107 GPCD, less than the 2020 GPCD goal using Method # 3 (123 GPCD), the adjusted 2020 GPCD goal is 107 GPCD. The interim target goal for 2015 is 110 GPCD. A summary of GPCD baselines and goals is included below:

10-year Base GPCD	110
80% (10-year Base GPCD)	88
North Coast Region Statewide Baseline (1995-2005)	165
North Coast Region Statewide Interim Target by 2015	151
North Coast Region Statewide Target by 2020	137
95% of the North Coast Region Statewide Target by 2020	123
5-year Base Daily Per Capita Water Use	112
95% of the 5-year Base GPCD/ adjusted 2020 Urban Water Use Target	107 (Maximum goal)
MCSD's Interim (2015) Goal	110
MCSD's 2020 Target	107

According to our new water service records, MCSD has slow but consistent growth of about 1.8% annual service growth since the last five-year plan. This has reduced slightly from the previous five-year period. The District experiences modest growth from new subdivisions, apartments and seniors relocating from other regions of California. Very few commercial accounts are added each year with most being residential. This area is essentially a “bedroom community” of the Arcata/Eureka area to the south.

According to California Department of Finance 2000 and 2010 Census data, the number of persons per residence has dropped from 2.87 to 2.31. The total persons per residence is reducing

in size from previous decades. This trend will probably continue downward slowly as more single parent families and seniors move into this area. The average monthly residential usage is about 7500 gallons per month. The Humboldt County General Plan indicates 2.48 persons per residence. Multifamily developments are a requirement of the housing codes, but often multiple units are on single meters. Typically, multiple units use about one-third to one-half of the water usage of a single-family household. See Tables 3 & 4 for data.

Agricultural water demand has dropped considerably for the MCSD over the past three decades. We do have some small agricultural users for growing blue berries and a few nurseries. The local dairies use locally plentiful groundwater for irrigation. The District uses reclaimed wastewater to irrigate two separate parcels of pasture, diminishing the need for potable water to be used for pasture irrigation. Agricultural land in this area is slowly being converted to residential development. The District categorizes and bills customers on the basis of water consumption measured through water meters, installed when the District formed, billed in hundred cubic foot increments. The District distinguishes industrial, commercial, multi-family and single family customers. In the event of a declared water shortage, the MCSD Board of Directors would specify water conservation measures in accordance with the HBMWD delivery schedules. The MCSD would then implement its adopted Ordinance 10 with the appropriate water rationing allocations.

The MCSD has light commercial area of shops, stores, restaurants and two smaller shopping centers. The District does track commercial areas but we do have many home based businesses and “cottage industries” that make accurate commercial service number and usage difficult, but we estimate about 310 commercial services in our community.

There are no industrial accounts with the MCSD. The MCSD has a small institutional/governmental sector: the MCSD, a County Airport and maintenance yard, two elementary schools, middle and a high school, an animal control facility and a Coast Guard Air Station. See Tables 3 thru 7.

In 2009, McKinleyville Community Services District went from a 2-tiered pay schedule to a 3-tiered system. For the years, 2000 thru 2005, our customers averaged 120 gpcd usages. From 2006 thru 2010, that dropped from 105 gpcd to 95 gpcd average. In the year 2010, the gpcd was

95, trending down from 105 gpcd in 2006. In July 2012, MCSD went to a new 2 tiered billing system. Customers are billed from 0 – 8 ccf \$0.89 per ccf, above 8 ccf is billed at \$2.24 per ccf. Current rates are as follows:

5/8” meter: \$9.41 + usage

¾” meter: \$12.31 + usage

1” meter: \$18.11 + usage

1 ½” meter: \$32..61 + usage

2” meter: \$50.01 + usage

McKinleyville residents are very aware of the preciousness of water. So, while our population has continued to grow year after year, customers are using less water. For our SBX7x7 data starting in 2000, customers of MCSD have already started conserving water. MCSD will continue to push the water conservation efforts of the State of California. See Tables 14 and 15.

System Supplies

The McKinleyville Community Services District has one source of water. Our sole source of water is purchased from The Humboldt Bay Municipal Water District (HBMWD). The water delivered from the HBMWD to the MCSD is through a single transmission main under the Mad River. The District then boosts the water from our North Bank Pump Station and sends water to two reservoir sites with 2.5 million gallons of storage at each site. The water distribution system has over 85 miles of mains and encompasses about 18 square miles. We maintain three separate pressure zones within the distribution system.

The Humboldt Bay Municipal Water District

The water distributed by Humboldt Bay Municipal Water District is from Ruth Lake, which is located in Trinity County. The Mad River R.W. Matthews Dam, located at river mile 79, impounds water in Ruth Lake (Figure 3). The District manages releases from the dam to ensure



Figure 3 – R.W. Matthews Dam and Ruth Lake

sufficient supplies downstream throughout the year.

At Humboldt Bay Municipal Water District's Essex Operations Center located just northeast of Arcata, water is diverted and pumped to meet demand. Municipal water is pumped from an aquifer beneath the Mad River by four wells, called Ranney wells (Figure 4), situated within the riverbed at depths ranging from approximately 60 to 90 feet. Industrial water is diverted by a surface diversion facility.

Humboldt Bay Municipal Water District has appropriative water rights permits from the State Water Resources Control Board through the year 2029 for surface water storage and diversion.



Figure 4 – Ranney Wells in Bed of Mad River

Diversion is accomplished in different ways for different uses as mentioned earlier.

Humboldt Bay Municipal Water District water rights permits allow it to store and divert a combined 75 million gallons a day (MGD) from the Mad River. This totals 84,000 AFY, which represents 8.5% of the average annual runoff (982,600 AFY) of the Mad River Basin for the period from 1963 to 2010 (average annual runoff data provided by USGS at Gage Station 1148100 on the Mad River near Arcata, CA).

The Humboldt Bay Municipal Water District operates Ruth Reservoir, a 48,000 acre foot reservoir about 79 miles east of the coastal areas. This reservoir impounds only about 3% of the watershed and fills at a very rapid rate in normal rainfall years. Approximately 11 MGD is delivered to the municipal/district customers and entitlement is limited by actions taken during water shortage emergencies. Of the delivered water, a peak flow rate of 2.8 MGD is committed to serve the MCSD customers.

The MCSD receives the water delivery at the North Bank Pump Station having a bank of five pumps. Standby chlorination is available at this site should the chlorine residual from delivered water drop below 0.2 ppm. The District has (2) 1.5 Million gallons tanks, (2) 1.0 million gallon

tanks, a 100,000 and 150,000 gallon redwood tank and three booster stations throughout the distribution system.

Development of Desalinated Water

There are no plans in this region for consideration of desalinated water. Due to our abundance of fresh water supply this is not a fiscally viable option.

Transfer and Exchange Opportunities

Currently, McKinleyville Community Services District does not have the capability to transfer or exchange water with any other entities. We are currently having a 12” water main installed into the northbound lanes of the new highway 101 bridge. This will allow McKinleyville and Arcata to intertie with flexible hose.

Recycled Water Opportunities

Due to our proximity to the Pacific Ocean, our climate, our abundance of precipitation, and our ETo, our residents, businesses and agriculture do not irrigate extensively. Water is abundant and relatively inexpensive in our area. Dual systems for recycle use would be extremely expensive for the piping installation. Additionally, tertiary treatment with nutrient removal would be required for recycle use in parks and lawn areas. Our pond plant produces secondary treatment but is not capable of producing such high quality effluent. Economics in this area simply will not allow such an expensive concept.

We irrigate pasture land for hay with 53% of our recycled wastewater, while an additional 5% goes to irrigating wetlands. Due to high rainfall in late fall, winter and spring, recycling is not a consideration, and accordingly, our recycled wastewater goes to the Mad River.

Future Water Projects

Water Storage Tanks: The District's current storage capacity for potable water is 5.25 million gallons in six storage tanks located on McCluski Hill (100,000 & 150,000 gal.), Cochran Road (1 million & 1.5 million gallons) and Norton Road (1 million & 1.5 million gallons). This can leave a 24 hour backup water supply for McKinleyville water customers at peak flow. Two new 3-million gallon tanks are also planned for construction on the District's Murray Road site. MCSD is in the process of determining the viability of the Murray Road Tank Site due to seismic considerations. A cost analysis will be conducted to determine the feasibility of design at that site opposed to purchase of a location in a less sensitive location. New tanks would increase the District's storage capacity, enhance fire flows during peak summer usage and provide additional system capacity for new growth. MCSD has determined it would be more advantageous to initiate phased construction of two tanks at this location to spread the cost over a longer period of time and to enhance the operational flexibility of the system by having two tanks to allow for maintenance and redundancy.

Emergency Water Supply: The underground supply line from HBMWD's facility on the Mad River to the Ramey Pump Station may be vulnerable to failure in a major earthquake. If such an event were to occur during high stream flows, it could be several months before the supply line under the river and freeway could be repaired, restoring water supply to the Ramey Pump Station. A 12" emergency water main will be placed in the north bound span of the Highway 101 Mad River crossing. This provides a viable alternative due to the ability to intertie the Arcata and McKinleyville water system in the event of a catastrophe. Design was completed and an RFP was advertised and the contract has been awarded. The interties, valves and piping to complete the project will take place in FY12/13.

Reliability of Supply

The North Coast is one of the only areas in California with an abundance of water. Droughts, while severe climatically, have not resulted in the level of water supply shortfalls that other areas of California routinely experience. The drought of 1976/1977 was the only declared water emergency on the North Coast. During that event, Ruth Lake storage was 52% of normal average volume and rainfall in the Ruth Lake area was 42% of historical average. The drought came to an end with heavy rains during November 1977. Even during the only declared water emergency on the North Coast MCSD did not experience restrictions. During this drought the MCSD supplies were sufficient to meet normal demand See Tables 27 and 28 for data.

Humboldt Bay Municipal Water District

Overview

The HBMWD provides potable water on a wholesale basis from its Domestic Water System to the cities of Arcata, Eureka, and Blue Lake; and to the Humboldt, Manila, Fieldbrook - Glendale and McKinleyville Community Services Districts (CSDs). Retail water service is provided to less than 200 customers who are generally located closer to the District's distribution system than to any other municipal water service. Raw water for industrial use from its Industrial Water System is available for any future industrial customer.

Wholesale water is provided to the HBMWD customers under long-term contracts. These contracts specifically assert the HBMWD's right, in accordance with the California Water Code, to suspend the water delivery requirements of the contracts if the District's Board declares that

an actual or potential water shortage exists, or if all wholesale customers and the District mutually agree to implement this Water Shortage Contingency Plan. During the 1976/77 drought, which was the only declared water emergency in the history of the District, it was the policy and practice of the District to set maximum use targets for its wholesale municipal customers, allowing them to choose how to meet those targets. Since the wholesale industrial customers could not operate effectively at significantly reduced water consumption levels, they were required to repair leaks and increase the efficiency of their water use. A reservoir capacity was set at which all deliveries to the industrial customers would cease. Fortunately, capacity did not fall to that level.

This plan operates on the same principles. The municipalities will retain responsibility for control of allotments provided under the provisions of this plan. Any potential wholesale industrial customers will face the reductions outlined in each action stage. HBMWD's 200 retail customers will be treated in accordance with the action stages of this plan.

MCSD is prepared to implement the measures as adopted in Ordinance 10 by the MCSD Board of Directors. This Ordinance 10 is in support of the *HBMWD Water Shortage Contingency Plan*; if a water shortage is declared. The MCSD Board of Directors must first declare that a water emergency exists, and then implement the Contingency Plan and enforce the measures of Ordinance 10.

Coordination and implementation of the Contingency Plan is assured through the activation of the HBMWD Drought Committee. This committee, established in 1977, is composed of wholesale customer representatives and the HBMWD. The committee's responsibilities include review of trigger data and input provisions regarding actual stage implementation. The HBMWD has a five stage rationing system to invoke during declared water shortages.

Coordination

Coordination in implementing this Water Shortage Contingency Plan is assured through the activation of the Water Task Force. The first task force was formed in 1977. This task force

would be convened as necessary to address drought conditions or other significant events which could result in a supply shortfall. It is composed of representatives of the District and each of its wholesale customers. The committee's responsibilities include:

1. Review the status of the water supply and forecasts.
2. Recommend specific actions in accordance with this plan and each entity's own water shortage plan.
3. Assure that priority of allocations meets legal requirements of consistency and non-discrimination.
4. Coordinate media releases and public announcements.
5. Coordinate interaction with regulatory agencies such as the California Departments of Water Resources, Fish and Game, and California Department of Public Health.
6. Review and make recommendations about requests for waivers from or exceptions to, actions taken pursuant to this plan.

Stages of Action

There are five defined drought action stages (Table 35). These stages may be implemented with or without a formal declaration of a water emergency by the HBMWD Board of Directors. In the event circumstances merit or require a declaration of a water shortage emergency, it is the intent of the HBMWD to rely on this plan to provide the primary framework to deal with such an emergency. The triggers attached to each stage are not intended to be absolute. Circumstances not currently foreseeable may dictate moving to a higher action stage before the trigger levels for that stage are reached. Conversely, action stage implementation may be postponed or suspended if there is sufficient natural flow in the river to meet downstream needs. Action stages will be terminated, in consultation with the Water Task Force, as rain, runoff, and lake levels permit.

Stages and Conditions

As HBMWD, through its Water Resource Planning efforts, plans to service wholesale industrial water users in the future, the following stages and conditions assume that the District still is operating at normal levels prior to loss of its wholesale industrial customers. Without wholesale industrial customers, triggering of these stages would not occur as quickly and there would be lower flow requirements in the river.

- **Stage 1 – Controlled Release from Storage**

This means releasing from storage only the amount of water needed for in stream and water supply purposes.

- **Stage 2 – Optimizing Available Supply**

Reduction of peaking by wholesale industrial customers (if there are any industrial customers), resulting in narrower production ranges and a lower flow requirement in the river.

General voluntary water conservation measures with the municipalities, including public education efforts encouraging water conservation.

Consideration to implement Stage 2 will be triggered when the volume in Ruth Lake falls to 65% of capacity (31,200 AF) and the accumulated rainfall in the Ruth area is 70% or less of the historical average (49 inches). Other triggers to be considered are damage to system by flood, earthquake or other destruction; and accidental or intentional toxic spills in supply. The Water Task Force will review the trigger data and make recommendations regarding actual implementation of Stage 2.

- **Stage 3 – General Reduction**

All wholesale and retail customers of the District will be required to reduce usage by 10% to 15% over the previous two-year average actual use. It is estimated that this will

save between 2.7 MGD and 4.0 MGD, or up to 370 AF per month, based on actual usage (including previous average industrial use).

Consideration to implement Stage 3 will be triggered when Ruth Lake reaches 40% of capacity (19,200 AF) and accumulated rainfall is 60% or less of historical average (42 inches). The Water Task Force will review the trigger data and provide input regarding actual implementation of Stage 3.

- **Stage 4 – Usage Allocations**

Wholesale industrial water usage (if there were any industrial customers) will be limited to a maximum of 80% of the previous two years of actual average use. Each wholesale industrial customer will provide certification that water use is being optimized and that wasteful use of water is not occurring.

Use allocations reflecting 16% to 30% reductions will be established for the municipalities and retail customers using the previous two years actual average usage. The specific reduction will be determined on a biweekly basis based on rate of supply reduction, weather and other relevant factors. It is estimated that this will save between 4.0 MGD and 6.6 MGD or up to 610 AF per month over current usage.

Consideration to implement Stage 4 will be triggered when Ruth Lake reaches 30% of capacity (14,400 AF) and accumulated rainfall is 50% or less of historical average (35 inches). The Water Task Force will review the trigger data and provide input regarding actual implementation of Stage 4.

- **Stage 5 – Rationing**

Wholesale industrial water usage (if there were any industrial customers) will be limited to the amounts required for human consumption, sanitation, and fire protection. No water will be available for industrial processes. Municipal and retail customer usage will be reduced on a basis of up to 50% as may be determined by the rate of use of available supply and weather conditions. It is estimated that this will save up to 21 MGD or 1,930 AF per month over current usage.

Consideration to implement Stage 5 will be triggered when Ruth Lake reaches 25% of capacity (12,000 AF) and accumulated rainfall for the Ruth area continues at 50% or less of historical average (35 inches). The Water Task Force will review the trigger data and provide input regarding the actual implementation of Stage 5.

Projected Effect of Action Stages on Water Supply Reliability

A primary goal of any Water Shortage Contingency Plan is to ensure, to the greatest extent possible, that the water supply will last until it can be replenished. To examine how well this plan might achieve that goal, some supply duration analyses have been performed. These analyses compare how long the water supply in the reservoir will last both with and without implementation of the plan. The calculations assume that no rainfall or other inflows to the reservoir occur and do not take into account minimum releases required for fish and wildlife, as these vary throughout the year. These analyses also assumed that the District was operating both its domestic and industrial systems and used a domestic water delivery of 11 MGD and an industrial water delivery of 16 MGD, totaling deliveries of 27 MGD. Flows for other water rights on the river were included; these total 1.585 MGD. Also, the calculations assumed that the action stages were put into effect as soon as the reservoir volume trigger point is reached and that the maximum reductions for each stage are implemented.

The analyses computed the number of days the supplies would last starting from the Stage 2 trigger point, which is when the lake reaches 65% of capacity (31,200 AF). If no reductions were made and the current delivery level of 27 MGD was maintained, this supply would last 352 days.

If the plan were followed as described above, the various stages would be implemented as follows:

- **Stage 2** would be implemented immediately. This stage doesn't require any reductions; deliveries would be maintained at the current level of 27 MGD.

- **Stage 3** would be reached on day 136 when the reservoir reached 40% of capacity (19,200 AF). This would lead immediately to 15% reductions to both municipal and industrial customers. This would reduce the production rate to 23 MGD.
- **Stage 4** would be reached on day 199 when the reservoir reached 30% of capacity (14,400 AF). This would lead immediately to 30% reductions in municipal deliveries and 20% reductions in industrial deliveries. This would reduce the production level to 21 MGD.
- **Stage 5** would be reached on day 235 when the reservoir reached 25% of capacity (12,000 AF). This would lead immediately to 50% reductions in municipal deliveries and reduce industrial water usage to amounts required for human consumption, sanitation, and fire protection (called 95% reduction for this analysis). This would reduce the production level to 8 MGD.
- Once in Stage 5, the supplies would last another 493 days, running out on day 728.

So, in this analysis, the duration of supplies more than doubled (from 352 days to 728 days) through the implementation of this Water Shortage Contingency Plan. An increase in normal water deliveries, especially HBMWD's entry into additional wholesale contracts for industrial water, would reduce the duration of the supplies.

If the above analyses were tested with the current scenario of a normal domestic water delivery of 9.90 MGD with no industrial water delivery, the supply would last 885.4 days with deliveries being maintained at 11.49 MGD (including flows for other water rights in the river). Therefore, HBMWD could continue delivering water to its seven municipal customers at a steady rate for approximately 2.42 years without triggering Stage 2 of the Water Shortage Contingency Plan.

Catastrophic Supply Interruption Plan

In the event of a major earthquake, McKinleyville Community Services District has steps in our EOP that detail our response. We would monitor our tanks, pumps, etc through our SCADA system. While having operators out in the field doing visual inspections of facilities. The District's Emergency Action Plan (EAP) provides response procedures for catastrophic supply interruptions involving the R.W. Matthews Dam and Reservoir (Ruth Lake) at Ruth, such as an

earthquake. The District's Operations Plan (OP) provides procedures for system failures. Hazardous materials incidents are covered by numerous response plans depending on the nature of the incident.

Preparation Actions for a Catastrophe

Possible Catastrophe	Summary of Actions/Plans
Regional Power Outage	Emergency Operations Plan-Power Outage Procedures
System Failure	Operations Plan for Water Supply, Treatment, and Distribution System
Earthquake	Emergency Operations Plan/ Emergency Action Plan (R.W. Matthews Dam at Ruth)
Hazardous Material Spill	Hazardous Materials Response Plans
Acts of Terrorism	Emergency Operations Plan-Security Procedures/ Emergency Action Plan (R.W. Matthews Dam at Ruth)

Analysis of Revenue Impacts of Reduced Sales During Shortages

In the event of reduced sales during a shortage, the McKinleyville Community Services District would stand to lose in Stage Three approximately \$24,600 per month. If the shortage continued beyond Stage Three into Stage Four, MCSD would stand to lose approximately \$49,200 per month. If the shortage pushed MCSD into Stage Five, MCSD would stand to lose approximately \$82,000. These numbers were compiled using the 2010 Treasurers Monthly Report.

Prohibitions, Consumption Reduction Methods, and Penalties

The MCSD Board of Directors adopted Ordinance No. 10 on June 17, 1977 that defines the conditions and procedures that will be adopted once a water emergency is declared. The initial stages are for a voluntary reduction of 10% of their fall usage. Voluntary reduction would apply

to outdoor uses such as washing cars, watering of plants, trees, vines, grass, porches, sidewalks, etc. Large users (over 50,000 gallons per month) shall not irrigate, sprinkle, water any shrubbery, ground cover, plants, gardens, trees or any other vegetation except as assigned the Manager after consultation.

At such time the General Manager determines that the water available to the MCSD is insufficient to meet the demand of customers of the District and that all water shall be reserved for human consumption, sanitation and fire protections and may order reduction of individual consumption as directed by the Board of Directors. Fines shall be levied of \$10.00 for the first offense, \$30.00 for the second offense and \$100.00 and a misdemeanor charge for the third offense. Further violations allow the General Manager to disconnect the water service. Reconnection shall not occur without all payment of fines and reconnection fees.

The Manager is instructed to see that water is distributed equitably to the customers in such a water emergency condition. These regulations shall remain in effect until the Board of Directors act to declare the water emergency no longer exists.

DMMs

We have recently replaced our Water Conservation Coordinator. Due to staff limitations, this position is now tasked to a Customer Service Representative II. As this employee gets his bearings in this position, special attention will be paid to the DMM's.

A: Water survey programs for single-family residential and multifamily residential customers:

No surveys of single-family units are offered at this time. According to our meter reading records, our customers use only 236 gallons per residence per day, or 95 Gallons Per Capita Day (GPCD). Due to this low usage amount water audits are not appropriate at this time. When a customers' usage exceeds 2ccf from the prior year, customer service representatives investigate to determine if usage is slowly moving up. If usage proves to be moving up, they will call the

customer and advise them of possible leak, and instruct them in how to locate their water meter and instruct them on locating a leak. If customer is unable to inspect for a leak, we send a service worker out to help.

B Residential plumbing retrofit:

This program consists of installing physical devices to reduce the amount of water used or to limit the amount of water, which can be served to the customer. In accordance with State Law, low flow fixtures have been required on all new construction since 1978. In addition, State legislation enacted in 1990 requires all new buildings after January 1, 1992 to install Ultra-Low Flush Toilets (ULFT).

Several studies suggest that savings resulting from miscellaneous interior retrofit fixtures can range between 25 and 65 gpd per housing unit. The studies also suggest that installation of retrofit fixtures in older single-family homes tends to produce more savings, while newer multi-family homes tend to produce fewer savings per housing unit.

MCSD performed a cost-benefit analysis on this DMM and found that it was not cost effective to implement. The cost-benefit analysis is included in Appendix E

C: System water audits, leak detection, and repairs.

The MCSD meters **ALL** uses and records **ALL** water sales and uses of parks facilities. System leaks are infrequent and immediately repaired. The water distribution system is only about 40 years old and the system is kept in excellent condition. The District experiences only a few service leaks per year and very infrequent main leaks. A water audit is performed each year on water purchased, purchased water sold and all known losses or uses. Our water loss for fiscal year 2010/11 was 8.5% of water purchased totaling about 188 acre-feet last year. This water loss amount can mostly be explained by older meters that are under-registering. With 85 miles of water mains this amount suggests further efforts would generate a very small return on the effort required to make an exhaustive water audit and aggressive leak-monitoring program. We monitor our system closely and consider our response level to be more than adequate at this time. We track and contact customers about unusual increases in their monthly usage and talk to them about any possible leaks and how to check their meters and plumbing. McKinleyville

Community Services District is in the process of replacing all meters with radio read meters. This will hopefully be finished by the 2015 UWMP. The new water meters will also help with water wastage as they will note if water is running 24 hours straight. This will be an immense help to meter readers as well as office staff, in locating leaks. The meters have a +/- .01% error factor. This process will take some time however, that will make our efforts to manage leaks and assist customers with locating leaks easier. In fiscal year 2010/11 McKinleyville Community Services District experienced zero main line leaks and 15 service leaks.

D: Metering with commodity rates for all new connections and retrofit of existing connections:

All 5300 services are metered in the district. Rates are two tiered to encourage low use and reward conservation. Use 800 cubic feet and under is charged at a rate of \$0.89 per hundred cubic feet and 900 cubic feet and over is billed at \$2.24 per hundred cubic feet.

E: Large landscape conservation programs and incentives:

All new subdivisions forming open space zones are required to install meters and encouraged to install drip systems and plant native plants that need little to no watering. The District manages many of these subdivision open space zones and ensures that conservation measures are met. The District encourages landscape watering via separate meters and drip systems. Residential subdivisions are often required to have front setbacks with landscape zones maintained through benefit assessment fees. The MCSD had accepted many of the open space and landscape zones as a condition of development.

There are twenty-eight such open space zones maintained by the District. Commercial business and apartments install irrigation meters since sewer fees are linked to water usage. Irrigation meters reward those customers by keeping their water rates lower without the additional sewer charge. The District currently has limited large landscapes, during the 2005 thru 2010 years the landscape accounts used less than 1% of our total gross water use. We do not expect additional landscape zones that are not planted with native vegetation.

F: High-efficiency washing machine rebate programs:

These units are very expensive, ranging in price from \$400 to upwards of \$1,000. In these difficult economic times, this is not a practical solution. Pacific Gas and Electric does offer incentive programs for those installing energy saving appliances and replaces many of these items at no charge for seniors. The amount of the incentive program is dependent upon the user's consumption patterns. The McKinleyville Community Services District would respectfully request an exemption to this DMM, due to lack of funds at this time. The District is currently going thru the process of having a rate study done, due to lower usage, we are losing revenue.

G: Public information programs:

McKinleyville Community Services District is currently undergoing a change of command in the Water Conservation Coordinator position. The new coordinator will be looking into the MCSD tri annual newsletters as well as, the educational opportunities at the local schools.

The District publishes a newsletter (every four months) and we frequently remind customers of the need to conserve and not dispose of hazardous material down the sewer due to environmental concerns. Lot sizes here are small. We emphasize early morning watering, drip systems or night time sprinkler systems to conserve energy and water. We provide system usage and give tips on how to detect leaks and keep their water usage to a minimum. The District mails out approximately 16,000 newsletters per year reminding and educating our customers to check for leaks. We show them how to check their water meters should they suspect high usage. We also advise them how to irrigate properly not to over-water lawns or gardens. In March of 2010, McKinleyville Community Services District sponsored a local nursery, while they put on a free landscape class, free to the public, at our offices. During the class, the nursery employees discussed proper watering, native vegetation integration, and landscape beautification. They then went on to replace the landscaping in front of the main office of the District. Now the landscaping requires no watering at all.

H: School education programs:

The Water Conservation Coordinator will meet with school groups or classes that request classroom presentations on the water cycle, recycling information, pollution concerns and water

supply interest. We pass out water conservation kits to children with rulers, erasers, balloons, note pads and other items to educate them on the effect of water leaks and protection of the water source. We purchase these kits to distribute to children of school age, targeted mainly to those in elementary school. McKinleyville Community Services District is getting its new Water Conservation Coordinator up and running and will be investigating new and improved ways to reach the local youth.

I: Conservation programs for commercial, industrial and institutional accounts:

No specific program is offered at this time. The District has no Industrial users, and most commercial uses are for small businesses that serve our residential community. Our water rate structure rewards low users both for water and sewer rates. In 2005, the entire commercial and institutional water usage accounted for only 8.9% of total water usage. In 2010, while we gained an additional 116 commercial accounts, the water usage in commercial/institutional usage only increased to 12.3%. Our commercial accounts located on the main thruway in McKinleyville also have our Parks and Recreation Department monitor water usage and is landscaped by the Parks and Recreation Department as well. The plants located in these open space zones are native to this area and require little to no irrigation at all.

MCSD performed a cost-benefit analysis on this DMM and found that it was not cost effective to implement. The cost-benefit analysis is included in Appendix E

J: Wholesale agency programs:

The MCSD is strictly a retailer for our local customers.

K: Conservation pricing:

Customers are billed from 0 – 8 per hundred cubic feet \$0.89 per hundred cubic feet, above 8 per hundred cubic feet is billed at \$2.24 per hundred cubic feet. Current rates are as follows:

5/8" meter: \$9.41 + usage

3/4" meter: \$12.31 + usage

1" meter: \$18.11 + usage

1 ½” meter: \$32..61 + usage

2” meter: \$50.01 + usage

Irrigation: \$9.41 if 5/8” meter + usage

Sewer Rate: residential is \$12.83 per living unit

Commercial is \$12.83 per unit + usage at \$1.09 per hundred cubic foot.

L: Water Conservation Coordinator:

Our Water Conservation Coordinator is a Customer Services Representative II. They will be publishing articles in the local newspaper and the District’s tri-annual newsletter. The Water Conservation Coordinator is responsible to conduct annual water loss audits of the distribution system. All identified leaks are immediately repaired and assistance is given to residents in timely repairs of their private plumbing facilities. There is no specific budget amount for this activity, but we are in the process of updating our conservation effort.

M: Water waste prohibition:

The District in 1977 has published in our Ordinances the prohibition of water wastage and authorized the General Manager to take immediate action up to and including turning off the water service if timely action by the resident does not occur to repair the leak.

Rule 7.02. WATER WASTE. No customer shall knowingly permit leaks or waste of water. Where water is wastefully or negligently used on a customer's premises, seriously affecting the general service, the District may discontinue the service if such conditions are not corrected within five days after giving the customer written notice.

McKinleyville Community Services District has Ordinance 10 which specifically targets water waste during a water emergency. It is located in Appendix B.

N: Residential ultra-low-flush toilet replacement programs:

The District does not have an active program to change out low-flush toilets. New homes and remodels all utilize low-flush units. Over time all the residences in the district will be changed

out by new construction or attrition. McKinleyville Community Services District is a small CSD. We have a population of approximately 16,000. A majority of our residents work in the surrounding cities of Eureka and Arcata. McKinleyville is a small, bedroom community for the larger cities.

MCSD performed a cost-benefit analysis on this DMM and found that it was not cost effective to implement. The cost-benefit analysis is included in Appendix E

Tables

Table 1							
Coordination with appropriate agencies							
Coordinating Agencies ^{1,2}	Participated in developing the plan	Commented on the draft	Attended public meetings	Was contacted for assistance	Was sent a copy of the draft plan	Was sent a notice of intention to adopt	Not involved / No information
Humboldt Bay Municipal Water District	X	X		X	X	X	
City of Arcata	X			X	X	X	
City of Eureka	X			X	X	X	
City of Blue Lake					X	X	
Humboldt Community Services District	X			X	X	X	
Manila Community Services District					X	X	
Fieldbrook–Glendale Community Services District					X	X	
Humboldt County Planning Department	X			X	X	X	
General public		X	X			X	
Other							
¹ Indicate the specific name of the agency with which coordination or outreach occurred. ² Check at least one box in each row.							

Table 2						
Population — current and projected						
	2010	2015	2020	2025	2030	Data source ²
Service area population ¹	15,998	18,118	20,518	23,237	26,317	1994-2010 water connections averaged to get total and divided by year county numbers, census al
¹ Service area population is defined as the population served by the distribution system. See Technical Methodology 2: Service Area Population (2010 UWMP Guidebook, Section M). ² Provide the source of the population data provided.						

Table 3

Water deliveries — actual, 2005

	2005				
	Metered		Not metered		Total
Water use sectors	# of accounts	Volume	# of accounts	Volume	Volume
Single family	4773	326	0	0	999
Multi-family	650	121	0	0	370
Commercial	194	56	0	0	172
Industrial	0	0	0	0	0
Institutional/governmental	11	14	0	0	43
Landscape	9	3	0	0	9
Agriculture	6	6	0	0	18
Other	0	0	0	0	0
Total	5643	525	0	0	525 acre-feet per year
Units (circle one): acre-feet per year <i>million gallons per year</i> cubic feet per year					

Table 4

Water deliveries — actual, 2010

	2010				
	Metered		Not metered		Total
Water use sectors	# of accounts	Volume	# of accounts	Volume	Volume
Single family	5061	330	0	0	330
Multi-family	1365	90	0	0	90
Commercial	310	33	0	0	33
Industrial	0	0	0	0	0
Institutional/governmental	10	5	0	0	5
Landscape	18	4	0	0	4
Agriculture	5	6	0	0	6
Other	0	0	0	0	0
Total	6769	466.62	0	0	466.62
Units (circle one): acre-feet per year <i>million gallons per year</i> cubic feet per year					

Table 5

Water deliveries — projected, 2015

	2015				
	Metered		Not metered		Total
Water use sectors	# of accounts	Volume	# of accounts	Volume	Volume
Single family	5,449	444	0	0	444
Multi-family	1,552	126	0	0	126
Commercial	340	28	0	0	28
Industrial	0	0	0	0	0
Institutional/governmental	10	1	0	0	1
Landscape	23	2	0	0	2
Agriculture	6	1	0	0	1
Other	0	0	0	0	0
Total	7,380	602	0	0	602

Units (circle one): acre-feet per year **million gallons per year** cubic feet per year

Table 6

Water deliveries — projected, 2020

	2020				
	Metered		Not metered		Total
Water use sectors	# of accounts	Volume	# of accounts	Volume	Volume
Single family	5,637	436	0	0	436
Multi-family	1,645	127	0	0	127
Commercial	370	29	0	0	29
Industrial	0	0	0	0	0
Institutional/governmental	10	1	0	0	1
Landscape	28	2	0	0	2
Agriculture	6	1	0	0	1
Other	0	0	0	0	0
Total	7,696	596	0	0	596

Units (circle one): acre-feet per year **million gallons per year** cubic feet per year

Table 7

Water deliveries — projected 2025, 2030, and 2035

	2025		2030		2035 - optional	
	metered		metered		metered	
Water use sectors	# of accounts	Volume	# of accounts	Volume	# of accounts	Volume
Single family	5,925	436	6213	439		
Multi-family	1,785	131	1925	136		
Commercial	400	30	430	31		
Industrial	0	0	0	0		
Institutional/governmental	10	1	10	1		
Landscape	33	3	38	3		
Agriculture	6	1	6	1		
Other						
Total	8,159	601	8,622	610	0	0

Units (circle one): acre-feet per year million gallons per year cubic feet per year

Table 8

Low-income projected water demands

Low Income Water Demands ¹	2015	2020	2025	2030	2035 - opt
Single-family residential	1211ccf	2421ccf	3631ccf	4841ccf	
Multi-family residential	1816ccf	3631ccf	5446ccf	7261ccf	
Total	0	0	0	0	0

Units (circle one): acre-feet per year million gallons per year cubic feet per year

¹Provide demands either as directly estimated values or as a percent of demand.

Table 9 (Not Applicable to MCSD)

Sales to other water agencies

Water distributed	2005	2010	2015	2020	2025	2030	2035 - opt
name of agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A
name of agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A
name of agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total	0	0	0	0	0	0	0

Units (circle one): acre-feet per year million gallons per year cubic feet per year

Table 10

Additional water uses and losses							
Water use ¹	2005	2010	2015	2020	2025	2030	2035 -opt
Saline barriers	0	0	0	0	0	0	0
Groundwater recharge	0	0	0	0	0	0	0
Conjunctive use	0	0	0	0	0	0	0
Raw water	0	0	0	0	0	0	0
Recycled water	0	0	0	0	0	0	0
System losses	49	82	60	59	60	61	0
Other (define)	0	0	0	0	0	0	0
Total	49	82	60	59	60	61	0
Units (circle one): acre-feet per year million gallons per year cubic feet per year							
¹ Any water accounted for in Tables 3 through 7 is not included in this table.							

Table 11

Total water use							
Water Use	2005	2010	2015	2020	2025	2030	2035 - opt
Total water deliveries (from Tables 3 to 7)	525	467	602	596	601	610	
Sales to other water agencies (from Table 9)							
Additional water uses and losses (from Table 10)	49	82	60	59	60	61	
Total	573.8	549	662	655	661	671	0
Units (circle one): acre-feet per year million gallons per year cubic feet per year							

Table 12

Retail agency demand projections provided to wholesale suppliers							
Wholesaler	Contracted Volume ³	Peak Rate Allocations	2010	2015	2020	2025	2030
Humboldt Bay Municipal Water District	N/A	2.8 MGD	549	662	655	661	671
Units (circle one): acre-feet per year million gallons per year cubic feet per year							
¹ Any water accounted for in Tables 3 through 7 is not included in this table.							

Table 13

Base period ranges			
Base	Parameter	Value	Units
10- to 15-year base period	2008 total water deliveries	552 MG	<i>see below</i>
	2008 total volume of delivered recycled water	0	<i>see below</i>
	2008 recycled water as a percent of total deliveries	0	Percent
	Number of years in base period ¹	10	Years
	Year beginning base period range	2001	
	Year ending base period range ²	2010	
5-year base period	Number of years in base period	5	Years
	Year beginning base period range	2003	
	Year ending base period range ³	2007	
<p>Units (circle one): acre-feet per year million gallons per year cubic feet per year</p> <p>¹If the 2008 recycled water percent is less than 10 percent, then the first base period is a continuous 10-year period. If the amount of recycled water delivered in 2008 is 10 percent or greater, the first base period is a continuous 10- to 15-year period.</p> <p>²The ending year must be between December 31, 2004 and December 31, 2010.</p> <p>³The ending year must be between December 31, 2007 and December 31, 2010.</p>			

Table 14

Base daily per capita water use — 10- to 15-year range				
Base period year		Distribution System Population	Daily system gross water use (mgd)	Annual daily per capita water use (gpcd)
Sequence Year	Calendar Year			
Year 1	1996	10138		
Year 2	1997	10344		
Year 3	1998	10567		
Year 4	1999	10703		
Year 5	2000	12169		
Year 6	2001	12499	1.5358	122.9
Year 7	2002	12829	1.5743	122.7
Year 8	2003	13159	1.5722	119.5
Year 9	2004	13489	1.6291	120.8
Year 10	2005	13821	1.5723	113.8
Year 11	2006	14284	1.4942	104.6
Year 12	2007	14763	1.5229	103.2
Year 13	2008	15170	1.5119	99.7
Year 14	2009	15542	1.4872	95.7
Year 15	2010	15998	1.5146	94.7
Base Daily Per Capita Water Use ¹				110
¹ Add the values in the column and divide by the number of rows.				

Table 15

Base daily per capita water use — 5-year range				
Base period year		Distribution System Population	Daily system gross water use (mgd)	Annual daily per capita water use (gpcd)
Sequence Year	Calendar Year			
Year 1	2003	13,159	1,5722	119.5
Year 2	2004	13,489	1,6291	120.8
Year 3	2005	13,821	1,5723	113.8
Year 4	2006	14,284	1,4942	104.6
Year 5	2007	14,763	1,5229	103.2
Base Daily Per Capita Water Use ¹				112
¹ Add the values in the column and divide by the number of rows.				

Table 16							
Water supplies — current and projected							
Water Supply Sources		2010	2015	2020	2025	2030	2035 – opt
Water purchased from ¹ :	Wholesaler supplied volume (yes/no)						
Humboldt Bay Municipal Water District	YES	549	662	655	661	671	
Supplier-produced groundwater ²							
Supplier-produced surface water							
Transfers in							
Exchanges In							
Recycled Water							
Desalinated Water							
Other							
Other							
Total		549	662	655	661	671	
Units (circle one): acre-feet per year million gallons per year cubic feet per year ¹ Volumes shown here should be what was purchased in 2010 and what is anticipated to be purchased in the future. If these numbers differ from what is contracted, show the contracted quantities in Table 17. ² Volumes shown here should be consistent with Tables 17 and 18.							

Table 17

Wholesale supplies — existing and planned sources of water

Wholesale sources ^{1,2}	Contracted Volume ³	2015	2020	2025	2030	2035 - opt
Humboldt Bay Municipal Water District	2.8 MGD	1,022	1,022	1,022	1,022	
(source 2)						
(source 3)						
<p>Units (circle one): acre-feet per year million gallons per year cubic feet per year</p> <p>¹Water volumes presented here should be accounted for in Table 16.</p> <p>²If the water supplier is a wholesaler, indicate all customers (excluding individual retail customers) to which water is sold. If the water supplier is a retailer, indicate each wholesale supplier, if more than one.</p> <p>³Indicate the full amount of water</p>						

Table 18 (Not Applicable to District)

Groundwater — volume pumped

Basin name(s)	2006	2007	2008	2009	2010
N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A
Total groundwater pumped	N/A	N/A	N/A	N/A	N/A
Groundwater as a percent of total water supply	N/A	N/A	N/A	N/A	N/A
Units (circle one): acre-feet per year million gallons per year cubic feet per year					
¹ Indicate whether volume is based on volumetric meter data or another method					

Table 19 (Not applicable to MCSD)

Groundwater — volume projected to be pumped

Basin name(s)	2015	2020	2025	2030	2035 - opt
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
Total groundwater pumped	N/A	N/A	N/A	N/A	N/A
Percent of total water supply	N/A	N/A	N/A	N/A	N/A
	N/A				
Units (circle one): acre-feet per year million gallons per year cubic feet per year					
Include future planned expansion					

Table 20 (Not Applicable to MCSD)

Transfer and exchange opportunities			
Transfer agency	Transfer or exchange	Short term or long term	Proposed Volume
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
Total			
Units (circle one): acre-feet per year million gallons per year cubic feet per year			

Table 21

Recycled water — wastewater collection and treatment							
Type of Wastewater	2005	2010	2015	2020	2025	2030	2035 - opt
Wastewater collected & treated in service area	1060	1,222	1,342	1,443	1,544	1,644	
Volume that meets recycled water standard							
Units (circle one): acre-feet per year million gallons per year cubic feet per year							

Table 22

Recycled water — non-recycled wastewater disposal						
Method of disposal	Treatment Level	2010	2015	2020	2025	2030
Agricultural irrigation	Secondary	553	771	765	818	871
Wetlands	Secondary	50	67	72	77	82
Name of method	Secondary	N/A		N/A		N/A
Name of method	Secondary	N/A		N/A		N/A
Total		603	838	0837	885	953
Units (circle one): acre-feet per year million gallons per year cubic feet per year						

Table 23

Recycled water — potential future use						
User type	Description	Feasibility ¹	2015	2020	2025	2030
Agricultural irrigation	RANCH IRRIGATION		53%	53%	53%	53%
Landscape irrigation ²						
Commercial irrigation ³						
Golf course irrigation						
Wildlife habitat						
Wetlands	MARSHES		5%	5%	5%	5%
Industrial reuse						
Groundwater recharge						
Seawater barrier						
Geothermal/Energy						
Indirect potable reuse						
Other (user type)	RIVER DISCHARGE		42%	42%	42%	42%
Other (user type)						
Total		0	100%	100%	100%	100%
<i>Units (circle one): acre-feet per year million gallons per year cubic feet per year</i> ¹ Technical and economic feasibility. ² Includes parks, schools, cemeteries, churches, residential, or other public facilities) ³ Includes commercial building use such as landscaping, toilets, HVAC, etc) and commercial uses (car washes, laundries, nurseries, etc)						

Table 24

Recycled water — 2005 UWMP use projection compared to 2010 actual

Use type	2010 actual use	2005 Projection for 2010 ¹
Agricultural irrigation	553	541
Landscape irrigation ²		
Commercial irrigation ³		
Golf course irrigation		
Wildlife habitat		
Wetlands	50	44
Industrial reuse		
Groundwater recharge		
Seawater barrier		
Geothermal/Energy		
Indirect potable reuse		
Other (user type)		
Other (user type)		
Total	603	585

Units (circle one): **acre-feet per year** million gallons per year cubic feet per year

¹From the 2005 UWMP. There has been some modification of use types. Data from the 2005 UWMP can be left in the existing categories or modified to the new categories, at the discretion of the water supplier.

²Includes parks, schools, cemeteries, churches, residential, or other public facilities)

³Includes commercial building use such as landscaping, toilets, HVAC, etc) and commercial uses (car washes, laundries, nurseries, etc)

Table 25 (Not applicable to MCSD)

Methods to encourage recycled water use

Actions	Projected Results					
	2010	2015	2020	2025	2030	2035 - opt
Financial incentives						
name of action						
name of action						
Total	0	0	0	0	0	0

Units (circle one): acre-feet per year million gallons per year cubic feet per year

Table 26

Future water supply projects								
Project name ¹	Projected start date	Projected completion date	Potential project constraints ²	Normal-year supply ³	Single-dry year supply ³	Multiple-dry year first year supply ³	Multiple-dry year second year supply ³	Multiple-dry year third year supply ³
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total			0	0	0	0	0	0
Units (circle one): acre-feet per year million gallons per year cubic feet per year ¹ Water volumes presented here should be accounted for in Table 16. ² Indicate whether project is likely to happen and what constraints, if any, exist for project implementation. ³ Provide estimated supply benefits, if available.								

Table 27

Basis of water year data	
Water Year Type	Base Year(s)
Average Water Year	2000
Single-Dry Water Year	1977
Multiple-Dry Water Years	1990, 1991, 1992

Table 28

Supply reliability — historic conditions					
Average / Normal Water Year	Single Dry Water Year	Multiple Dry Water Years			
		1990	1991	Year 3	Year 4
452.6	200	445	422.3	449.5	
Percent of Average/Normal Year:	44%	98.32%	93.31%	99.32%	

million gallons per year

Table 29

Factors resulting in inconsistency of supply

Water supply sources ¹	Specific source name, if any	Limitation quantification	Legal	Environmental	Water quality	Climatic	Additional information
Humboldt Bay Municipal Water District	Ruth Reservoir	1,022					

Units (circle one): acre-feet per year **million gallons per year** cubic feet per year

¹From Table 16.

Table 30

Water quality — current and projected water supply impacts

Water source	Description of condition	2010	2015	2020	2025	2030	2035 – opt
Mad River Storage & Diversions	Good	0	0	0	0	0	

Units (circle one): acre-feet per year million gallons per year cubic feet per year

Table 31

Supply reliability — current water sources

Water supply sources ¹	Average / Normal Water Year Supply ²	Multiple Dry Water Year Supply ²		
		Year 2011	Year 2012	Year 2013
Humboldt Bay Municipal Water District	452.6	556.74	562.31	567.93
Percent of normal year:	100.0%	123.01	124.24	125.48
<i>Units (circle one): acre-feet per year million gallons</i> <i>per year cubic feet per year</i> ¹ From Table 16. ² See Table 27 for basis of water type years.				

Table 32

Supply and demand comparison — normal year

	2015	2020	2025	2030	2035 - opt
Supply totals (from Table 16)	1,022	1,022	1,022	1,022	
Demand totals (From Table 11)	662	655	661	671	
Difference	360	367	361	351	
Difference as % of Supply	35%	36%	35%	34%	
Difference as % of Demand	54%	56%	55%	52%	
<i>Units are in acre-feet per year.</i>					

Table 33**Supply and demand comparison — single dry year**

	2015	2020	2025	2030	2035 - opt
Supply totals^{1,2}	1,022	1,022	1,022	1,022	
Demand totals^{2,3,4}	662	655	661	671	
Difference	360	367	361	351	
Difference as % of Supply	35%	36%	35%	34%	
Difference as % of Demand	54%	56%	55%	52%	

Units are in acre-feet per year.

¹Consider the same sources as in Table 16. If new sources of water are planned, add a column to the table and specify the source, timing, and amount of water.

²Provide in the text of the UWMP text that discusses how single-dry-year water supply volumes were determined.

³Consider the same demands as in Table 3. If new water demands are anticipated, add a column to the table and specify the source, timing, and amount of water.

⁴The urban water target determined in this UWMP will be considered when developing the 2020 water demands included in this table.

Table 34

Supply and demand comparison — multiple dry-year events

		2015	2020	2025	2030	2035 - opt
Multiple-dry year first year supply	Supply totals ^{1,2}	1,022	1,022	1,022	1,022	
	Demand totals ^{2,3,4}	662	655	661	671	
	Difference	360	367	361	351	
	Difference as % of Supply	35%	36%	35%	34%	
	Difference as % of Demand	54%	56%	55%	52%	
Multiple-dry year second year supply	Supply totals ^{1,2}	1,022	1,022	1,022	1,022	
	Demand totals ^{2,3,4}	662	655	661	671	
	Difference	360	367	361	351	
	Difference as % of Supply	35%	36%	35%	34%	
	Difference as % of Demand	54%	56%	55%	52%	
Multiple-dry year third year supply	Supply totals ^{1,2}	1,022	1,022	1,022	1,022	
	Demand totals ^{2,3,4}	662	655	661	671	
	Difference	360	367	361	351	
	Difference as % of Supply	35%	36%	35%	34%	
	Difference as % of Demand	54%	56%	55%	52%	

Units are in acre-feet per year.

¹ Consider the same sources as in Table 16. If new sources of water are planned, add a column to the table and specify the source, timing, and amount of water.

² Provide in the text of the UWMP text that discusses how single-dry-year water supply volumes were determined.

³ Consider the same demands as in Table 3. If new water demands are anticipated, add a column to the table and specify the source, timing, and amount of water.

⁴ The urban water target determined in this UWMP will be considered when developing the 2020 water demands included in this table.

Table 35

Water shortage contingency — rationing stages to address water supply shortages

Stage No.	Water Supply Conditions	% Shortage
Stage 1	Controlled Release from Storage	
Stage 2	Optimizing Available Supply	
Stage 3	General Reduction	10% to 15%
Stage 4	Usage Allocations	16% to 30%
Stage 5	Rationing	50%

One of the stages of action must be designed to address a 50 percent reduction in water supply.

APPENDIX A

Urban Water Management Plan checklist, organized by subject

No.	UWMP requirement ^a	Calif. Water Code reference	Additional clarification	UWMP location
PLAN PREPARATION				
4	Coordinate the preparation of its plan with other appropriate agencies in the area, including other water suppliers that share a common source, water management agencies, and relevant public agencies, to the extent practicable.	10620(d)(2)		PAGE 6
6	Notify, at least 60 days prior to the public hearing on the plan required by Section 10642, any city or county within which the supplier provides water that the urban water supplier will be reviewing the plan and considering amendments or changes to the plan. Any city or county receiving the notice may be consulted and provide comments.	10621(b)		APPENDIX D
7	Provide supporting documentation that the UWMP or any amendments to, or changes in, have been adopted as described in Section 10640 et seq.	10621(c)		APPENDIX C
54	Provide supporting documentation that the urban water management plan has been or will be provided to any city or county within which it provides water, no later than 60 days after the submission of this urban water management plan.	10635(b)		APPENDIX C
55	Provide supporting documentation that the water supplier has encouraged active involvement of diverse social, cultural, and economic elements of the population within the service area prior to and during the preparation of the plan.	10642		APPENDIX C
56	Provide supporting documentation that the urban water supplier made the plan available for public inspection and held a public hearing about the plan. For public agencies, the hearing notice is to be provided pursuant to Section 6066 of the Government Code. The water supplier is to provide the time and place of the hearing to any city or county within which the supplier provides water. Privately-owned water suppliers shall provide an equivalent notice within its service area.	10642		APPENDIX C
57	Provide supporting documentation that the plan has been adopted as prepared or modified.	10642		APPENDIX C
58	Provide supporting documentation as to how the water supplier plans to implement its plan.	10643		APPENDIX C
59	Provide supporting documentation that, in addition to submittal to DWR, the urban water supplier has submitted this UWMP to the California State Library and any city or county within which the supplier provides water supplies a copy of its plan no later than 30 days after adoption. This also includes amendments or changes.	10644(a)		APPENDIX C

No.	UWMP requirement ^a	Calif. Water Code reference	Additional clarification	UWMP location
60	Provide supporting documentation that, not later than 30 days after filing a copy of its plan with the department, the urban water supplier has or will make the plan available for public review during normal business hours	10645		APPENDIX C
SYSTEM DESCRIPTION				
8	Describe the water supplier service area.	10631(a)		PAGE 10
9	Describe the climate and other demographic factors of the service area of the supplier	10631(a)		PAGE 10
10	Indicate the current population of the service area	10631(a)	Provide the most recent population data possible. Use the method described in “Baseline Daily Per Capita Water Use.” See Section M.	PAGE 38
11	Provide population projections for 2015, 2020, 2025, and 2030, based on data from State, regional or local service area population projections.	10631(a)	2035 and 2040 can also be provided to support consistency with Water Supply Assessments and Written Verification of Water Supply documents.	PAGE 38
12	Describe other demographic factors affecting the supplier’s water management planning.	10631(a)		PAGE 10
SYSTEM DEMANDS				
1	Provide baseline daily per capita water use, urban water use target, interim urban water use target, and compliance daily per capita water use, along with the bases for determining those estimates, including references to supporting data.	10608.20(e)		PAGE 39
2	<i>Wholesalers:</i> Include an assessment of present and proposed future measures, programs, and policies to help achieve the water use reductions. <i>Retailers:</i> Conduct at least one public hearing that includes general discussion of the urban retail water supplier’s implementation plan for complying with the Water Conservation Bill of 2009.	10608.36 10608.26(a)	Retailers and wholesalers have slightly different requirements	APPENDIX C
3	Report progress in meeting urban water use targets using the standardized form.	10608.40		PAGE 15
25	Quantify past, current, and projected water use, identifying the uses among water use sectors, for the following: (A) single-family residential, (B) multifamily, (C) commercial, (D) industrial, (E) institutional and governmental, (F) landscape, (G) sales to other agencies, (H) saline water intrusion barriers, groundwater recharge, conjunctive use, and (I) agriculture.	10631(e)(1)	Consider ‘past’ to be 2005, present to be 2010, and projected to be 2015, 2020, 2025, and 2030. Provide numbers for each category for each of these years.	PAGE 31

No.	UWMP requirement ^a	Calif. Water	Additional clarification	UWMP location
		Code reference		
33	Provide documentation that either the retail agency provided the wholesale agency with water use projections for at least 20 years, if the UWMP agency is a retail agency, OR, if a wholesale agency, it provided its urban retail customers with future planned and existing water source available to it from the wholesale agency during the required water-year types	10631(k)	Average year, single dry year, multiple dry years for 2015, 2020, 2025, and 2030.	PAGE 32
34	Include projected water use for single-family and multifamily residential housing needed for lower income households, as identified in the housing element of any city, county, or city and county in the service area of the supplier.	10631.1(a)		PAGE 38
SYSTEM SUPPLIES				
13	Identify and quantify the existing and planned sources of water available for 2015, 2020, 2025, and 2030.	10631(b)	The ‘existing’ water sources should be for the same year as the “current population” in line 10. 2035 and 2040 can also be provided.	PAGE 23
14	Indicate whether groundwater is an existing or planned source of water available to the supplier. If yes, then complete 15 through 21 of the UWMP Checklist. If no, then indicate “not applicable” in lines 15 through 21 under the UWMP location column.	10631(b)	Source classifications are: surface water, groundwater, recycled water, storm water, desalinated sea water, desalinated brackish groundwater, and other.	N/A
15	Indicate whether a groundwater management plan been adopted by the water supplier or if there is any other specific authorization for groundwater management. Include a copy of the plan or authorization.	10631(b)(1)		N/A
16	Describe the groundwater basin.	10631(b)(2)		N/A
17	Indicate whether the groundwater basin is adjudicated? Include a copy of the court order or decree.	10631(b)(2)		N/A
18	Describe the amount of groundwater the urban water supplier has the legal right to pump under the order or decree. If the basin is not adjudicated, indicate “not applicable” in the UWMP location column.	10631(b)(2)		N/A
19	For groundwater basins that are not adjudicated, provide information as to whether DWR has identified the basin or basins as overdrafted or has projected that the basin will become overdrafted if present management conditions continue, in the most current official departmental bulletin that characterizes the condition of the groundwater basin, and a detailed description of the efforts being undertaken by the urban water supplier to eliminate the long-term overdraft condition. If the basin is adjudicated, indicate “not applicable” in the UWMP location column.	10631(b)(2)		N/A

No.	UWMP requirement ^a	Calif. Water	Additional clarification	UWMP location
		Code reference		
20	Provide a detailed description and analysis of the location, amount, and sufficiency of groundwater pumped by the urban water supplier for the past five years	10631(b)(3)		N/A
21	Provide a detailed description and analysis of the amount and location of groundwater that is projected to be pumped.	10631(b)(4)	Provide projections for 2015, 2020, 2025, and 2030.	N/A
24	Describe the opportunities for exchanges or transfers of water on a short-term or long-term basis.	10631(d)		PAGE 21
30	Include a detailed description of all water supply projects and programs that may be undertaken by the water supplier to address water supply reliability in average, single-dry, and multiple-dry years, excluding demand management programs addressed in (f)(1). Include specific projects, describe water supply impacts, and provide a timeline for each project.	10631(h)		PAGE 22
31	Describe desalinated water project opportunities for long-term supply, including, but not limited to, ocean water, brackish water, and groundwater.	10631(i)		PAGE 21
44	Provide information on recycled water and its potential for use as a water source in the service area of the urban water supplier. Coordinate with local water, wastewater, groundwater, and planning agencies that operate within the supplier's service area.	10633		PAGE 21
45	Describe the wastewater collection and treatment systems in the supplier's service area, including a quantification of the amount of wastewater collected and treated and the methods of wastewater disposal.	10633(a)		PAGE 46
46	Describe the quantity of treated wastewater that meets recycled water standards, is being discharged, and is otherwise available for use in a recycled water project.	10633(b)		PAGE 46
47	Describe the recycled water currently being used in the supplier's service area, including, but not limited to, the type, place, and quantity of use.	10633(c)		PAGE 48
48	Describe and quantify the potential uses of recycled water, including, but not limited to, agricultural irrigation, landscape irrigation, wildlife habitat enhancement, wetlands, industrial reuse, groundwater recharge, indirect potable reuse, and other appropriate uses, and a determination with regard to the technical and economic feasibility of serving those uses.	10633(d)		PAGE 48
49	The projected use of recycled water within the supplier's service area at the end of 5, 10, 15, and 20 years, and a description of the actual use of recycled water in comparison to uses previously projected.	10633(e)		PAGE 48
50	Describe the actions, including financial incentives, which may be taken to encourage the use of recycled water, and the projected results of these actions in terms of acre-feet of recycled water used per year.	10633(f)		PAGE 48

No.	UWMP requirement ^a	Calif. Water	Additional clarification	UWMP location
		Code reference		
51	Provide a plan for optimizing the use of recycled water in the supplier's service area, including actions to facilitate the installation of dual distribution systems, to promote recirculating uses, to facilitate the increased use of treated wastewater that meets recycled water standards, and to overcome any obstacles to achieving that increased use.	10633(g)		PAGE 48
WATER SHORTAGE RELIABILITY AND WATER SHORTAGE CONTINGENCY PLANNING ^b				
5	Describe water management tools and options to maximize resources and minimize the need to import water from other regions.	10620(f)		PAGE 49
22	Describe the reliability of the water supply and vulnerability to seasonal or climatic shortage and provide data for (A) an average water year, (B) a single dry water year, and (C) multiple dry water years.	10631(c)(1)		PAGE 23
23	For any water source that may not be available at a consistent level of use - given specific legal, environmental, water quality, or climatic factors - describe plans to supplement or replace that source with alternative sources or water demand management measures, to the extent practicable.	10631(c)(2)		N/A
35	Provide an urban water shortage contingency analysis that specifies stages of action, including up to a 50-percent water supply reduction, and an outline of specific water supply conditions at each stage	10632(a)		PAGE 28
36	Provide an estimate of the minimum water supply available during each of the next three water years based on the driest three-year historic sequence for the agency's water supply.	10632(b)		PAGE 28
37	Identify actions to be undertaken by the urban water supplier to prepare for, and implement during, a catastrophic interruption of water supplies including, but not limited to, a regional power outage, an earthquake, or other disaster.	10632(c)		PAGE 26
38	Identify additional, mandatory prohibitions against specific water use practices during water shortages, including, but not limited to, prohibiting the use of potable water for street cleaning.	10632(d)		PAGE 54
39	Specify consumption reduction methods in the most restrictive stages. Each urban water supplier may use any type of consumption reduction methods in its water shortage contingency analysis that would reduce water use, are appropriate for its area, and have the ability to achieve a water use reduction consistent with up to a 50 percent reduction in water supply.	10632(e)		PAGE 54
40	Indicated penalties or charges for excessive use, where applicable.	10632(f)		PAGE 54
41	Provide an analysis of the impacts of each of the actions and conditions described in subdivisions (a) to (f), inclusive, on the revenues and expenditures of the urban water supplier, and proposed measures to overcome those impacts, such as the development of reserves and rate adjustments.	10632(g)		PAGE 30

No.	UWMP requirement ^a	Calif. Water	Additional clarification	UWMP location
		Code reference		
42	Provide a draft water shortage contingency resolution or ordinance.	10632(h)		PAGE 61
~	Indicate a mechanism for determining actual reductions in water use pursuant to the urban water shortage contingency analysis.	10632(i)		PAGE 15
52	Provide information, to the extent practicable, relating to the quality of existing sources of water available to the supplier over the same five-year increments, and the manner in which water quality affects water management strategies and supply reliability	10634	For years 2010, 2015, 2020, 2025, and 2030	PAGE 15
53	Assess the water supply reliability during normal, dry, and multiple dry water years by comparing the total water supply sources available to the water supplier with the total projected water use over the next 20 years, in five-year increments, for a normal water year, a single dry water year, and multiple dry water years. Base the assessment on the information compiled under Section 10631, including available data from state, regional, or local agency population projections within the service area of the urban water supplier.	10635(a)		PAGE 53
DEMAND MANAGEMENT MEASURES				
26	Describe how each water demand management measures is being implemented or scheduled for implementation. Use the list provided.	10631(f)(1)	Discuss each DMM, even if it is not currently or planned for implementation. Provide any appropriate schedules.	PAGE 38
27	Describe the methods the supplier uses to evaluate the effectiveness of DMMs implemented or described in the UWMP.	10631(f)(3)		PAGE 38
28	Provide an estimate, if available, of existing conservation savings on water use within the supplier's service area, and the effect of the savings on the ability to further reduce demand.	10631(f)(4)		N/A
29	Evaluate each water demand management measure that is not currently being implemented or scheduled for implementation. The evaluation should include economic and non-economic factors, cost-benefit analysis, available funding, and the water suppliers' legal authority to implement the work.	10631(g)	See 10631(g) for additional wording.	PAGE 38
32	Include the annual reports submitted to meet the Section 6.2 requirements, if a member of the CUWCC and signer of the December 10, 2008 MOU.	10631(j)	Signers of the MOU that submit the annual reports are deemed compliant with Items 28 and 29.	N/A

The UWMP Requirement descriptions are general summaries of what is provided in the legislation. Urban water suppliers should review the exact legislative wording prior to submitting its UWMP.

b The Subject classification is provided for clarification only. It is aligned with the organization presented in Part I of this guidebook. A water supplier is free to address the UWMP Requirement anywhere with its UWMP, but is urged to provide clarification to DWR to facilitate review.

APPENDIX B

ORDINANCE NO. 10

AN ORDINANCE ESTABLISHING RULES AND REGULATIONS FOR RATIONING WATER DURING A WATER SHORTAGE EMERGENCY AND ESTABLISHING OPENALTIES FOR VIOLATIONS THEREOF

BE IT ORDAINED BY the Board of Directors of the McKinleyville Community Services District as follows:

Section 1. The Board of Directors of the McKinleyville Community Services District has declared that a water shortage emergency condition prevails in the area served by the McKinleyville Community Services District due to conditions prevailing throughout the State of California and especially in the service area of the Humboldt Bay Municipal Water district. This ordinance is intended to allocate equitably the water available to the McKinleyville Community Services District during such emergency to the end that sufficient water will be available to human consumption, sanitation, and fire protection.

The specific uses regulated or prohibited in this Ordinance are nonessential, if allowed would constitute wastage of water and should be prohibited pursuant to the Water Code Section 350 et seq., Water Code Section 71640 et seq., and the common law. The actions taken hereinafter are exempt from the provisions of the California Environmental Quality Act of 1970 as projects undertaken as immediate action necessary to prevent or mitigate an emergency pursuant to Section 15071 © of the State EIR Guidelines.

Section 2. Definitions. For the purpose of this ordinance the following terms, phrases, words, and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future; words in the plural number include the singular number. The work “shall” is always mandatory and not merely directory.

- a. “District” is McKinleyville community Services District.
- b. “Board of Directors” is the elected Board of Directors of the McKinleyville Community Services District.
- c. “Customer” is any person using water supplied by the McKinleyville Community Services District.
- d. “Manager” is the Manager of the McKinleyville Community Services District.
- e. “Person” is any person, firm partnership, association, corporation, company, or organization of any kind.
- f. “Water” is water from the McKinleyville Community Services District.
- g. “Outdoor surface” is any patio, porch, veranda, driveway, or sidewalk.

Section 3. Application. The provision of this ordinance shall apply to all customers using water both in and outside the McKinleyville Community Services District, regardless of whether any customer using water shall have a contract for water service with the McKinleyville Community Services District.

Section 4. Certain uses regulated. From and after the time this ordinance becomes effective, or is implemented as is hereinafter provided, until rescinded by the board of Directors, a voluntary system of water rationing shall apply to all irrigation, car and outdoor surface washing in the McKinleyville Community Services District as follows:

- a. Irrigation sprinkling or watering of shrubbery, trees, lawns, grass, ground covers, plants, vines, gardens, or any other vegetation, washing of cars, sidewalks, driveways, porches or other outdoor surfaces shall be regulated in a manner as to not exceed individual average flows for the months of October, November, and December 1976, less 10%. No fine or penalty shall

be imposed and no water service shall be terminated for failure to observe the provisions of this section.

Section 5. Large water users. The requirements of Sections 4 of this ordinance to the contrary notwithstanding, no person whose historic monthly average water use of any three month period exceeds 50,000 gallons per month, hereinafter called “large water users”, shall irrigate, sprinkle, or water any shrubbery, trees, lawns, grass, ground covers, plants, vines, gardens, vegetables, flowers, or any other vegetation except as assigned by the Manager after consultation with individual large water users.

Section 6. Further prohibition. No person or customer shall cause or permit any water furnished to him or her by the McKinleyville Community Services District to run to waste in any gutter or otherwise.

Section 7. Manager may prohibit swimming pool filling, car and outdoor surface washing and irrigation. Whenever the Manager determines that the water available to the McKinleyville Community Services District is insufficient to permit any swimming pool filling, car and outdoor surface washing, irrigation, watering, or sprinkling and that all water then available to said District should be used solely for human consumption, sanitation, and fire protection, he may order and direct individually or collectively that swimming pool filling, irrigation, watering, or sprinkling shall not be permitted by any person or customer. While such order is in effect, no person or customer shall fill, with District furnished water, any swimming pool, wash any car or any outdoor surface, irrigate, sprinkle, or water any shrubbery, trees, lawns, grass, ground covers, plants, vines, gardens, vegetables, flowers, or any other vegetation as indicated in order of the Manager. Violations shall be punished as provided in Section 9 of this ordinance. The manager shall use every available means to inform customers that such order is in effect.

Section 8. Manager may limit the amount of water delivered to customers. Whenever the Manager determines the water available to the McKinleyville Community Services District is insufficient to meet the demands of customers of the district and that all water available to said District should be used solely for human consumption, sanitation and fire protection, he may order limits be imposed on individual consumption as determined and specified by resolution of

the Board of Directors including penalties in addition to those specified in Section 9 of this ordinance.

a. While this ordinance is in effect, no additional water use by a customer, shall be permitted unless the Manager determines that the health, safety, or welfare of the public might be endangered.

Section 9. Fines and Penalties. Except as otherwise provided herein, violations of any provision of this ordinance shall be punished as follows:

<u>Violation</u>	<u>Classification</u>	<u>Penalty</u>
First Violation	Infraction	\$10.00
Second Violation	Infraction	\$30.00
Third Violation and Subsequent violations within a 6 month period	Misdemeanor	\$100.00

The manager shall forthwith direct and cause disconnection of the water service of any person or customer cited for a misdemeanor under this section. Such service shall be restored only upon payment of the turn-on charge fixed by the Board of Directors. Each day any violation of this ordinance is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

Section 10. Enforcement.

a. The Manager and all employees of the McKinleyville Community Services District have the duty and are authorized to enforce the provisions of this ordinance and shall have all the powers and authority contained in California Penal Code Section 836.5, including the power to issue written notice of violation.

Section 11. When ordinance is effective.

a. The provisions of this ordinance shall be in full force and effect only upon adoption by this Board of Directors of a resolution declaring that a water emergency condition prevails pursuant to California Water Code Section 350 and following.

b. The provisions of this ordinance shall be of no further force or effect when the Board of Directors determines that a water shortage no longer exists.

ADOPTED THIS 16TH DAY OF JUNE 1977

APPENDIX C

Resolution No. 2011-20

Resolution of the McKinleyville Community Services District Board of Directors Adopting the District's 2010 Urban Water Management Plan

Whereas, the Urban Water Management Planning Act of 1983, as amended (California Water Code Division 6, Part 2.6) requires the preparation and submission to the California Department of Water Resources of an Urban Water Management Plan by all water suppliers that qualify as urban water suppliers as defined by the act; and

Whereas, the McKinleyville Community Services District qualifies as an urban water supplier as defined by the Urban Water Management Planning Act; and

Whereas, the Urban Water Management Planning Act as amended requires urban water suppliers to address components of the Water Conservation Bill of 2009 (SBX7-7), which sets an overall goal of reducing the state's per capita urban water use by 20% by December 31, 2020; and

Whereas, the Urban Water Management Planning Act requires the submission of Urban Water Management Plans in years ending in 5 and 0; and

Whereas, the McKinleyville Community Services District last prepared and submitted an Urban Water Management Plan in 2005; and

Whereas, the 2010 Urban Water Management Plan must be adopted by July 1, 2011, after public review and hearing, and filed with the Department of Water Resources within thirty days of adoption; and

Whereas, the McKinleyville Community Services District has therefore prepared and made available for public review a draft of the Urban Water Management Plan, and a properly noticed public meeting regarding the Plan was held by the Board of Directors on July 20, 2011.

Now therefore be it resolved, that the Directors of the McKinleyville Community Services District adopts the 2010 Urban Water Management Plan and authorizes its submission to the California Department of Water Resources.

PASSED and ADOPTED at a Regular Meeting of the Board of Directors of the McKinleyville Community Services District this 17th day of August, 2011 by the following roll call vote:

AYES: CORBETT, COUCH, MAYO, EDWARDS

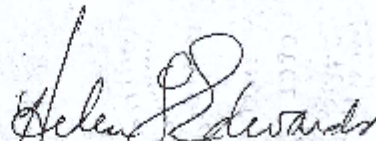
NOES: NONE

ABSTAIN: NONE

ABSENT: WENNER IOLM

Attest:


Sharon L. Denison, Board Secretary


Helen Edwards, Board President

APPENDIX D

McKinleyville Press

1660 Central Ave. Ste F
P.O. Box 2593
McKinleyville, CA 95519
(707) 839-0795

MCSD
P.O. BOX 2037
MCKINLEYVILLE, CA 95519

PROOF OF PUBLICATION (2015.5 C.C.P.)

STATE OF CALIFORNIA }
County of Humboldt

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years. I am the publisher of the McKinleyville Press, a newspaper of general circulation, published weekly in the town of McKinleyville, County of Humboldt, and which newspaper has been adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of the County of Humboldt, State of California, under the date of Feb. 15, 2000, Case No. CV000019. That the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit;

7/20
IN THE YEAR 2011

I certify (or declare) under penalty of perjury that the foregoing is true and correct
7/27/11

Dated at McKinleyville, California


Signature

This space is for the County Clerk's Filing Stamp

PAID

JUL 28 2011

McK. C.S.D.

Proof of Publication

McKinleyville CA. The purpose of the hearing is to invite and accept public input on the draft 2010 Urban Water Management Plan. The draft UWMP Plan is available for public review at the District Office at 1656 Sutter Road, McKinleyville or available on-line at www.mckinleyvillecsd.com. Please direct comments or questions to Norman Shopay, General Manager, 1656 Sutter Road, McKinleyville CA 95519 (707) 839-3251/fax (707) 839-8456.

Public Notice
McKinleyville Community Services District
Notice of Public Hearing
The McKinleyville Community Services District (MCSD) will hold a public hearing on Wednesday, July 20, 2011, at 7:00PM at Azalea Hall, 1620 Pickett Road,

APPENDIX E

Cost Benefit Analysis (five year)

	DMM B	DMM I	DMM N
	Residential plumbing retrofit	Conservation programs for commercial, industrial and institutional accounts	Residential ultra-low-flush toilet replacement programs
Program Costs			
Capital expenditures incurred by MCSD for equipment or conservation devices.	\$ 2,500.00	\$ -	\$ -
Financial incentives to other water suppliers or retail customers.	\$ -		\$ 2,500.00
Operating expenses for staff or contractor to plan, design, or implement the program.	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
Costs to the environment.			
Total	\$ 4,900.00	\$ 2,400.00	\$ 4,900.00

Program Benefits			
Cost avoided by MCSD of constructing production, transport, storage, treatment, distribution capacity and wastewater treatment facilities.	585.825	52.644	702.99
Operating costs avoided by MCSD, including but not limited to, energy, and labor associated with the water deliveries that no longer must be made.	\$ 585.83	\$ 52.64	\$ 702.99
Cost avoided of water purchases by MCSD.	\$ 1,701.36		\$ 2,041.63
Total	\$ 2,873.01	\$ 105.29	\$ 3,447.61

Benefit Cost Ratio	0.59	0.04	0.70
Cost of Water per million Gallon	\$ 1,243.00	\$ 1,243.00	\$ 1,243.00
Water Savings (MG/5 years)	1.37	0.12	1.64

	DMM B	DMM I	DMM N
	Residential plumbing retrofit	Conservation programs for commercial, industrial and institutional accounts	Residential ultra-low-flush toilet replacement programs
Program Costs			
Capital expenditures incurred by MCSD for equipment or conservation devices.	10-\$50 kits per year	NA	NA
Financial incentives to other water suppliers or retail customers.	NA	NA	10-\$50 incentives per year
Operating expenses for staff or contractor to plan, design, or implement the program.	Contractor \$1,600 program development \$800 per year operations	Contractor \$1,600 program development \$800 per year operations	Contractor \$1,600 program development \$800 per year operations
Costs to the environment.			

Program Benefits			
Cost avoided by MCSD of constructing production, transport, storage, treatment, distribution capacity and wastewater treatment facilities.	\$428 / MG	\$428 / MG	\$428 / MG
Operating costs avoided by MCSD, including but not limited to, energy, and labor associated with the water deliveries that no longer must be made.	\$428 / MG	\$428 / MG	\$428 / MG
Cost avoided of water purchases by MCSD.	\$1,243 / MG	\$1,243 / MG	\$1,243 / MG

Water Savings (MGY)	25 gallons per day per household, Year 1-20, Year 2-40, Year 3-60, Year 4-80, year 5-100	Commercial/Institutional 41 MGY	30 gallons per day per household Year 1-20, Year 2-40, Year 3-60, Year 4-80, year 5-100
Gallons per day per household (facility)	25	10% reduction over 5 years (.41 MG)	30
Year 1	91,250.00	8,200.00	109,500.00
Year 2	182,500.00	16,400.00	219,000.00
Year 3	273,750.00	24,600.00	328,500.00
Year 4	365,000.00	32,800.00	438,000.00
Year 5	456,250.00	41,000.00	547,500.00
Total Gallons	1,368,750.00	123,000.00	1,642,500.00

McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2013

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of Minutes from April 3, 2013 Regular Board Meeting**

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

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

Recommendation:

Staff recommends that the Board review the draft minutes from the April 3, 2013 Regular Board Meeting, recommend edits if any and provide staff with direction.

Discussion:

The Draft Minutes are attached for the above listed meetings.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Exhibit D.1-Draft Minutes from April 3, 2013 Regular Meeting

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON WEDNESDAY, APRIL 3, 2013 AT 7:00 PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:03pm with the following Directors and staff in attendance:

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

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

REGULAR MEETING

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

At 7:03 pm President Mayo called the Regularly Scheduled Meeting to order. Directors Corbett, Couch, Wennerholm and Mayo were present. Director Edwards was absent. President Mayo asked James Henry to lead in the pledge of allegiance.

AGENDA ITEM A.4 – ADDITIONS TO THE AGENDA: There were no additions to the agenda.

AGENDA ITEM A.5 – APPROVAL OF THE AGENDA:

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

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

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

AGENDA ITEM B – PUBLIC HEARINGS: Jason Sehon reported on the Measure B Assessment District ordering the Levy and Collection of Assessments (Fiscal Year 2013/2014) for the purpose of funding the maintenance of public recreation facilities including the McKinleyville Activity Center, Azalea Hall and Hiller Sports Site and for the development of a new Teen & Community Center. In order to levy the assessments each fiscal year, an Engineer's Report must be prepared and filed with the Board regarding the proposed assessments and the Board conduct a noticed public hearing. On February 13, 2013, the Board adopted Resolution 2013-03 which initiated the annual levy process and preparation of the Engineer's Report; and Resolution 2013-04 declared the Board's intention to levy the assessment for Fiscal Year 2013/2014; and set March 6, 2013 as the date for public hearing. Notice for the March 6, 2013 public hearing was not published timely in the newspaper. Therefore the public hearing was continued to April 3, 2013 and notice of that public hearing was published in the newspaper as required. The recommendation was for the Board of Directors to follow the process related to the proposed Annual Levy of Assessments for Fiscal Year 2013/2014 of the Measure B Assessment District, re-open public testimony, consider any public input and written protests, close public hearing and consider adopting Resolution 2013-08. President Mayo opened public input and no public input was offered.

B.1 Conduct Public Hearing for the Annual Levy of Assessments (Fiscal Year 2013/2014) for the Measure B Maintenance Assessment District -- Renewal for Parks, Open Space, and Recreational Facilities

Consider adopting Resolution 2013-08; Ordering The Levy And Collection Of Assessments Within The Measure B Maintenance Assessment District — Renewal For Parks, Open Space, And Recreational Facilities For Fiscal Year 2013-14

MOTION: It was moved to adopt Resolution 2013-08 ordering the levy and collection of assessments within the Measure B Maintenance Assessment District renewal for parks, open space, and recreational facilities for fiscal year 2013/2014. Motion by Corbett; second by Wennerholm

ROLL CALL VOTE: Ayes: Corbett, Couch, Wennerholm and Mayo

MOTION SUMMARY: Motion Passed – 4 AYES; 0 NAYS

AGENDA ITEM C – PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Mayo opened public input and the following people addressed the Board:

1. Resident Ray Christie addressed the Board regarding his February, 2013 water bill in the amount of \$5,573.45. On February 19, 2013 Mr. Christie filed a water leak adjustment request.

Interim General Manager Greg Orsini provided the Board with copies of the water leak adjustment, Mr. Christie's water bill and MCSD policy regarding the water leak adjustment. After discussion with staff and the Board of Directors, President Mayo directed staff to add Mr. Christie's request for a water leak adjustment to the next Regular Scheduled Board Meeting of May 1, 2013 as an action item to be addressed by the Board. The Board of Directors would like to discuss options such as an adjustment, variance or amortization. Director Couch asked staff to report back to the Board the wholesale cost of water paid to Humboldt Bay Municipal Water District. Public comment was closed.

AGENDA ITEM D – CONSENT CALENDAR:

D.1 Consider approval of minutes of the Board of Directors' Special Meeting of February 26, 2013

D.2 Consider approval of minutes of the Board of Directors' Regular Board Meeting of March 6, 2013

D.3 Consider approval of minutes of the Board of Directors' Special Meeting of March 12, 2013

D.4 Consider approval of February 2013 Treasurer's Report

D.5 DCV violations this month

MOTION: It was moved to approve the consent calendar. Motion by Corbett; second by Wennerholm

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

MOTION SUMMARY: Motion Passed – 4 AYES; 0 NAYS

AGENDA ITEM E – CONTINUED AND NEW BUSINESS:

E.1 Parks and Recreation Operating Budget – Draft 1: Finance Director Colleen Trask presented a revised view of the summary form. In past years the broad summary was followed by a line item budget that was too detailed to allow for adequate strategic review. Going forward, the summary will be presented with a mid-level of detail geared towards policy and strategic management. Ms. Trask handed out a sample summary form and asked for feedback. It is her intention that the new form will also provide the level of detail in a more visual format. She asked for input if the form appeared to be more useful and helpful. Director Mayo asked for public and staff input. Interim General Manager Greg Orsini noted that the form breaks out the revenue and expenditure by category and he found that to be helpful. The form presents the information without searching through the details of the document. The form presented was only for review of the new format and the numbers did not reflect accurate detail. The Board directed staff to go forward and use the new form for presentation.

INFORMATIONAL ITEM: No action required

E.2 Consider District Conference Room Rotating Art Show: District management is considering showcasing local artists work in the District's conference room. The art would be displayed on a six month rotation. Finance Director Colleen Trask presented the idea after local artist Shelly Mortensen made the suggestion. The proposed theme will be "The beauty of Humboldt". The Board appreciated the idea and encouraged staff to go forward. Director Couch noted we need a waiver from artists for liability purpose.

INFORMATIONAL ITEM: No action required

E.3 Review Regulation 16.RATES specifically Rule 16.01. Rate Schedule and Rule 27.04. Sewer Charges and approve annual increase which is scheduled for July 1, 2013 as per MCSD Rules and Regulations:

Interim General Manager reviewed for discussion the rate study completed in 2012. The Board adopted Resolution 2012-17 at the June 6, 2012 meeting. Proposition 218 protest process was conducted and the community supported the incremental adjustments for water and sewer rates. The Board has the latitude to adjust the rates as specified in the rules and regulations. McKinleyville Community Services District metered water delivery has decreased steadily in the past years and is impacting revenue adversely. Staff strongly recommends that the Board initiate the recommended adjustments to the water and sewer rates.

Director Mayo opened for discussion from staff and public the decline in water use for McKinleyville. One member from the public spoke. Staff and Directors continued with discussion regarding the decline in water use.

MOTION: It was moved to initiate the recommended rate increase for water and sewer as defined in Resolution 2012-17 effective July 1, 2013. Motion by Corbett; second by Wennerholm

MOTION VOTE: Corbett, Couch, Wennerholm, and Mayo

MOTION SUMMARY: Motion Passed – 4 AYES; 0 NAYS

E.4 Consider approval of path forward related to the LAFCo process for expanding sphere of influence to reflect current service:

MOTION: It was moved to direct staff to pursue an out of service agreement with LAFCo; and enter into negotiations with Arcata for an Intergovernmental Service Agreement. Motion Director Corbett; second by Wennerholm

1. Staff is directed to pursue an out of service agreement with LAFCo

2. Staff is directed to enter into negotiations with Arcata for an Intergovernmental Service Agreement

MOTION VOTE: Corbett, Wennerholm and Mayo – Director Couch Abstains

MOTION SUMMARY: Motion Passed – 3 AYES; 0 NAYS

AGENDA ITEM F-REPORTS:

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

Did not meet, nothing to report.

F.1.b Area Fund (John Kulstad)

Nothing to report.

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

Nothing to report.

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

Did not meet, nothing to report.

F.1.e Audit (Corbett/Edwards)

Nothing to report.

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

Nothing to report.

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

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))**

Did not meet, nothing to report.

A brief discussion followed:

1. Director Corbett indicated that he would attend the McKinleyville Municipal Advisory Committee meeting if Director Edwards was unavailable. Staff to notify Director Corbett by email of said meeting.
2. President Mayo comments on the attendance by Directors at Committee meetings. All Directors are welcome to attend. President Mayo reviewed protocol for meetings when one or more Board members are in attendance. **The Brown Act provides, when a majority of a legislative body attends an open and publicized meeting held by a person or organization, other than the local agency on a matter of local interest, the legislative body is not deemed to be conducting a meeting, so long as the members in attendance do not discuss among themselves, other than as part of the scheduled**

program, issues of a specific nature related to the subject matter jurisdiction of the body.

3. Interim General Manager Greg Orsini stated he would attach the MMAC committee meeting agenda to his report.

F.2.a - SUPPORT SERVICES DEPARTMENT: Finance Director Colleen Trask reported that she is waiting for information from CalPERS. They have not yet issued guidelines for government and county standards for statement number 67 & 68 that deal with accounting requirements for accounting and posting future pension liabilities. The PG&E loan committee recently requested three small additional items. Colleen indicated those would go out this week and then the loan process should be close to being done for LED Streetlight project.

F.2.b - OPERATIONS DEPARTMENT: Nothing to Report

F.2.c - PARKS & RECREATION DEPARTMENT: Jason Sehon reported he is beginning to work on the June Newsletter and asked the Board for any input or ideas.

F.2.d - GENERAL MANAGER: Nothing further to report.

AGENDA ITEM F.3 PRESIDENT'S REPORT: President Mayo reported as to the success of the initial meeting with Assemblyman Chesbro, Supervisor Sundberg and the two representatives from Senator Evans office. The second invitation was extended to Supervisor Fennell who recently met with Director Mayo, Interim General Manager Greg Orsini and Finance Director Colleen Trask. President Mayo stated he would continue to develop relationships with our partners in government.

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

President Mayo asked that Senate Constitutional Amendment 11 and Assembly Constitutional Amendment 8 be added to the May 1, 2013 Agenda for Board discussion.

AGENDA ITEM G- CLOSED SESSION DISCUSSION: Nothing scheduled

AGENDA ITEM H - ADJOURNMENT

MOTION: It was moved to adjourn the meeting at 8:35pm. Motion by Mayo; second by Corbett

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

MOTION SUMMARY: Motion Passed-4 AYES; 0 NAYS

Respectfully Submitted,

Kathy Wilson,
Board Secretary

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

Table of Contents

Page 2	Investments & Cash Flow Report
Page 3	Consolidated Balance Sheet by Fund
Page 4	Activity Summary by Fund
Page 6	Selected Graphic Comparisons
Page 11	Capital Expenditure Report
Page 12	Summary of Long-Term Debt Report
Page 13	Reserves Graph
Page 14	Cash Disbursement Report

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

Petty Cash & Change Funds 940.00

Cash

Operating & Money Market - Beginning Balance		278,337.55
Cash Receipts:		
Utility Billings	266,080.70	
Money Market Account Interest	47.06	
Transfers from County Funds #2560, #4240	-	
Other Cash Receipts	114,421.23	
Total Cash Receipts		380,548.99
Cash Disbursements:		
Payroll Related Expenditures	(119,571.13)	
Debt Service	(12,540.31)	
Capital & Other Expenditures	(184,425.09)	
Total Cash Disbursements		(316,536.53)
Operating & Money Market - Ending Balance		342,350.01
Total Cash		343,290.01

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

LAIF - Beginning Balance	127,600.46	
Interest Income	331.00	
LAIF - Ending Balance		127,931.46
Humboldt Co. #2560 - Beginning Balance	249,810.02	
Property Taxes	-	
Transfer to Operating Cash	-	
Interest Income	116.58	
Humboldt Co. #2560 - Ending Balance		249,926.60
Humboldt Co. #4240 - Beginning Balance	4,844,074.34	
Transfer to/from Operating Cash	-	
Interest Income	1,954.19	
Humboldt Co. #4240 - Ending Balance		4,846,028.53
Humboldt Co. #9390 - Beginning Balance	110,584.48	
Interest Income	-	
Humboldt Co. #9390 - Ending Balance		110,584.48
USDA Bond Reserve Fund - Beginning Balance	130,403.75	
Bond Reserve Payment	7,895.83	
Debt Service Payment	-	
Interest Adjustment	22.48	
USDA Bond Reserve Fund - Ending Balance		138,322.06
Market Valuation Account		(180.00)

Total Investments 5,472,613.13

Total Cash & Investments - Current Month 5,815,903.14

Total Cash & Investments - Prior Month 5,741,570.60

Net Change to Cash & Investments This Month 74,332.54

Cash & Investment Summary

Cash & Cash Equivalents	4,922,849.19
Davis-Grunsky Loan Reserve	596,531.81
Waste Water Capital Reserve	98,200.08
USDA Bond Reserve	138,322.06
I-Bank Loan Reserve	60,000.00
Total Cash & Investments	5,815,903.14

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

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Sewer	Total (Memorandum Only)
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 689,904.01	\$ 219,515.62	\$ (60,257.27)	\$ 780,314.50	\$ 3,292,241.62	\$ 4,921,718.48
Accounts receivable	1,951.26	-	4,026.90	137,350.63	167,780.81	311,109.60
Prepaid expenses & other current assets	(1,086.58)	-	943.65	80,744.59	43,435.53	124,037.19
Total Current Assets	690,768.69	219,515.62	(55,286.72)	998,409.72	3,503,457.96	5,356,865.27
Noncurrent Assets						
Restricted cash & cash equivalents	323,180.92	-	-	656,531.81	236,522.14	1,216,234.87
Other noncurrent assets	39,325.43	-	-	9,604.13	30,023.78	78,953.34
Capital assets (net)	-	-	-	6,966,499.30	11,603,348.64	18,569,847.94
Total Noncurrent Assets	362,506.35	-	-	7,632,635.24	11,869,894.56	19,865,036.15
TOTAL ASSETS	\$ 1,053,275.04	\$ 219,515.62	\$ (55,286.72)	\$ 8,631,044.96	\$ 15,373,352.52	\$ 25,221,901.42
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 24,496.14	\$ 5,765.60	\$ 3,028.05	\$ 202,733.98	\$ 75,102.19	\$ 311,125.96
Accrued payroll & related liabilities	91,442.38	-	-	36,984.95	36,984.95	165,412.28
Total Current Liabilities	115,938.52	5,765.60	3,028.05	239,718.93	112,087.14	476,538.24
Noncurrent Liabilities						
Long-term debt	-	-	-	3,359,122.45	1,203,150.50	4,562,272.95
Other noncurrent liabilities	39,325.43	-	-	150,802.69	151,646.84	341,774.96
Total Noncurrent Liabilities	39,325.43	-	-	3,509,925.14	1,354,797.34	4,904,047.91
TOTAL LIABILITIES	155,263.95	5,765.60	3,028.05	3,749,644.07	1,466,884.48	5,380,586.15
Fund Balance/Net Assets						
Fund balance	(6,041.91)	213,750.02	(58,314.77)	-	-	149,393.34
Net assets	904,053.00	-	-	1,274,024.04	3,506,269.90	5,684,346.94
Investment in capital assets, net of related debt	-	-	-	3,607,376.85	10,400,198.14	14,007,574.99
Total Fund Balance/Net Assets	898,011.09	213,750.02	(58,314.77)	4,881,400.89	13,906,468.04	19,841,315.27
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,053,275.04	\$ 219,515.62	\$ (55,286.72)	\$ 8,631,044.96	\$ 15,373,352.52	\$ 25,221,901.42
Investment in General Capital Assets	\$ 3,176,841.42					
General Long-term Liabilities						
OPEB Liability	95,777.23					
Accrued Compensated Absences	7,540.27					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 103,317.50					

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

Department Summaries	March	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>						
Water Sales	115,776	1,249,231	1,539,893	(290,662)	-18.88%	Overall usage/income remains below rate study predictions
Other Revenues	111,202	237,953	158,979	78,974	49.68%	Capital contributions (non-cash donations of infrastructure) are above estimates
Total Operating Revenues	226,978	1,487,184	1,698,872	(211,688)	-12.46%	
Salaries & Benefits	39,608	551,009	583,563	(32,554)	-5.58%	
Water Purchased	53,513	497,145	528,380	(31,235)	-5.91%	
Other Expenses	42,513	280,239	342,851	(62,612)	-18.26%	Cost savings and reduction of non-vital purchases
Depreciation	24,100	216,900	187,500	29,400	15.68%	Budget based on prior year's depreciable assets
Total Operating Expenses	159,733	1,545,292	1,642,294	(97,002)	-5.91%	
Net Operating Income	67,244	(58,109)	56,578	(308,690)		
Interest Income	606	8,408	15,000	(6,592)	-43.95%	Interest income allocated proportionately to net operating gain/loss
Interest Expense	(6,652)	(84,599)	(64,561)	20,038	31.04%	Budget spread evenly across 12 months, but actuals vary w/debt payments
Net Income (Loss)	61,198	(134,300)	7,017	(141,317)		
<u>Sewer</u>						
Sewer Service Charges	116,796	1,125,273	1,233,750	(108,477)	-8.79%	Overall usage/income remains somewhat below rate study predictions
Other Revenues	148,767	271,204	149,475	121,729	81.44%	Capital contributions (non-cash donations of infrastructure) are above estimates
Total Operating Revenues	265,563	1,396,478	1,383,225	13,253	0.96%	
Salaries & Benefits	63,573	566,534	599,834	(33,300)	-5.55%	
Other Expenses	40,346	382,487	454,632	(72,145)	-15.87%	Cost savings and reduction of non-vital purchases
Depreciation	38,400	345,600	306,000	39,600	12.94%	Budget based on prior year's depreciable assets
Total Operating Expenses	142,319	1,294,621	1,360,466	(65,845)	-4.84%	
Net Operating Income	123,244	101,856	22,759	79,097		
Interest Income	1,657	19,316	22,500	(3,184)	-14.15%	Interest returns remaining lower than expected
Interest Expense	(4,123)	(38,192)	(41,250)	(3,058)	-7.41%	
Net Income (Loss)	120,778	82,980	4,009	78,971		
Enterprise Funds Net Income (Loss)	181,975	(51,320)	11,026	(62,346)		

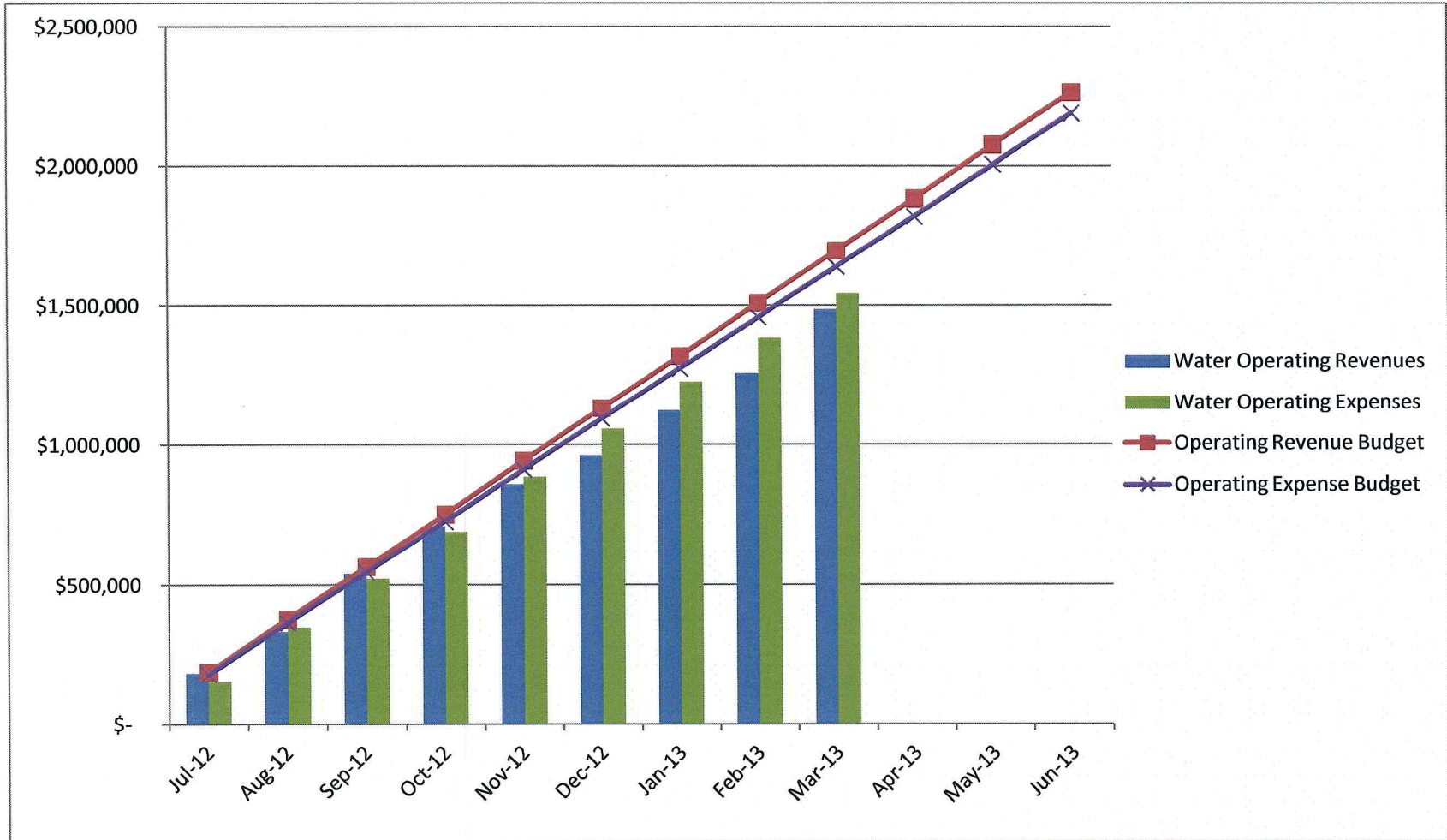
McKinleyville Community Services District
Activity Summary by Fund, Original Budget
March 2013

Department Summaries	March	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Parks & Recreation</u>						
Program Fees	36,373	234,080	259,350	(25,270)	-9.74%	
Rents & Related Fees	4,698	39,371	39,920	(549)	-1.38%	
Property Taxes	-	263,327	397,500	(134,173)	-33.75%	County Tax remittance scheduled in December and April/May
Other Revenues	6,275	74,587	180,416	(105,829)	-58.66%	Quimby Funds reimbursement requested but still not yet received
Interest Income	185	2,639	2,250	389	17.28%	Interest income allocated proportionately to fund balances including gains/losses
Total Revenues	47,531	614,003	879,436	(265,433)	-30.18%	
Salaries & Benefits	59,896	598,988	594,893	4,095	0.69%	
Other Expenditures	22,063	209,036	164,854	44,182	26.80%	Expense budget spread evenly across 12 months, but actuals vary w/programs
Capital Expenditures	2,800	62,523	118,500	(55,977)	-47.24%	Dec.2012 acquisition of property from Granite Construction
Total Expenditures	84,759	870,547	878,247	(7,700)	-0.88%	
Excess (Deficit)	(37,228)	(256,543)	1,189	(257,732)		
<u>Measure B Assessment</u>						
Total Revenues	33	118,960	156,750	(37,790)	-24.11%	County Tax remittance scheduled in December and April/May
Salaries & Benefits	-	95	29,250	(29,155)	-99.68%	Teen Center project just getting started
Other Expenditures	149	1,972	2,250	(278)	-12.34%	
Capital Expenditures	5,616	8,260	125,250	(116,990)	-93.41%	Teen Center project just getting started
Total Expenditures	5,766	10,327	156,750	(146,423)	-93.41%	
Excess (Deficit)	(5,732)	108,633	-	108,633		
<u>Street Lights</u>						
Total Revenues	7,328	63,640	179,122	(115,482)	-64.47%	Budget includes revenues from projects not yet started
Salaries & Benefits	3,946	27,843	30,020	(2,177)	-7.25%	
Other Expenditures	3,764	36,858	31,906	4,952	15.52%	Cost savings from Streetlights LED project not yet realized
Capital Expenditures	-	114	116,250	(116,136)	-99.90%	Budget includes expenses from projects not yet started
Total Expenditures	7,709	64,815	178,176	(113,361)	-63.62%	
Excess (Deficit)	(381)	(1,174)	946	2,120		
Governmental Funds Excess (Deficit)	(43,341)	(149,085)	2,135	(151,220)		

McKinleyville Community Services District

March 2013

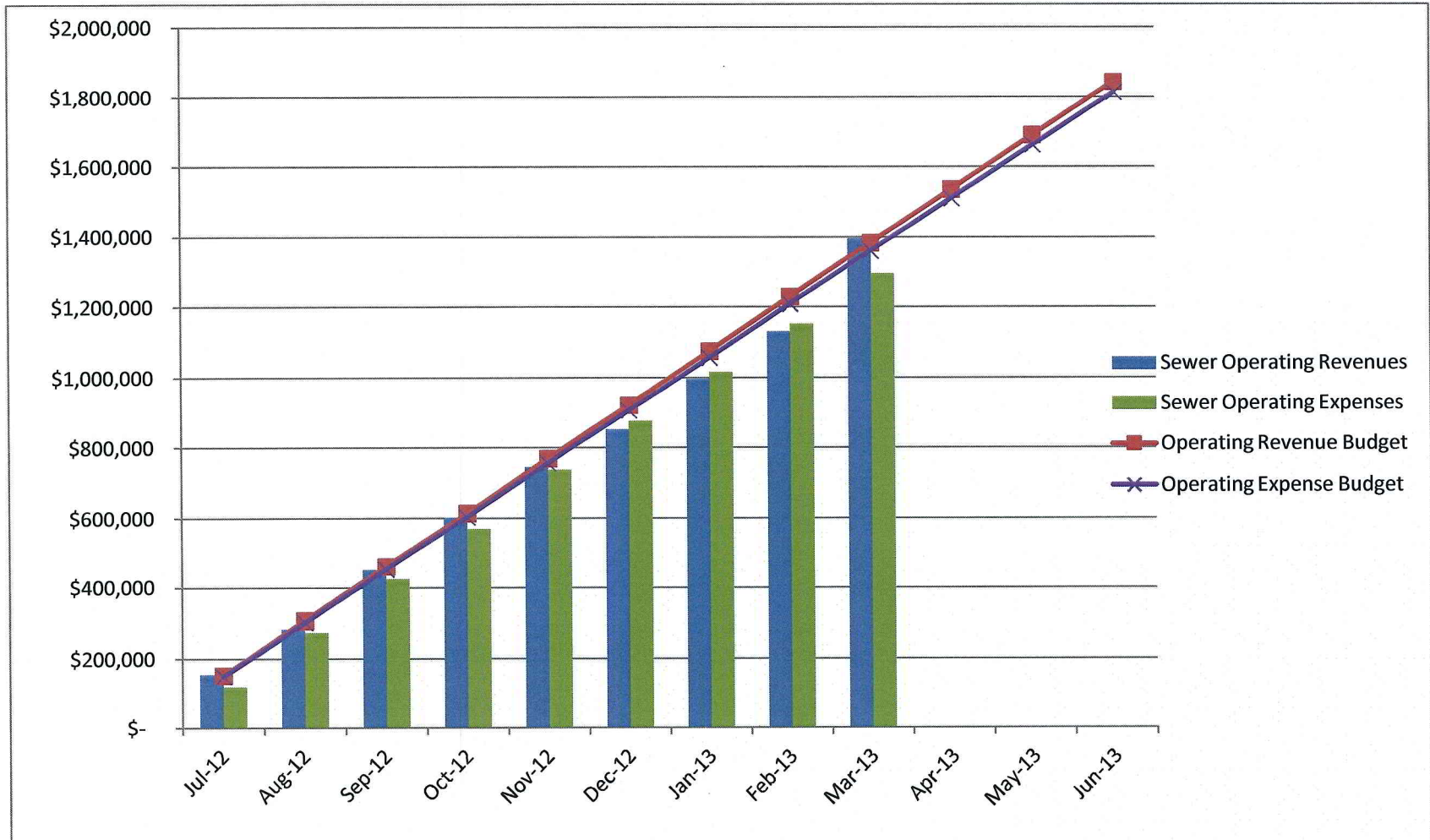
Comparison of Water Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District

March 2013

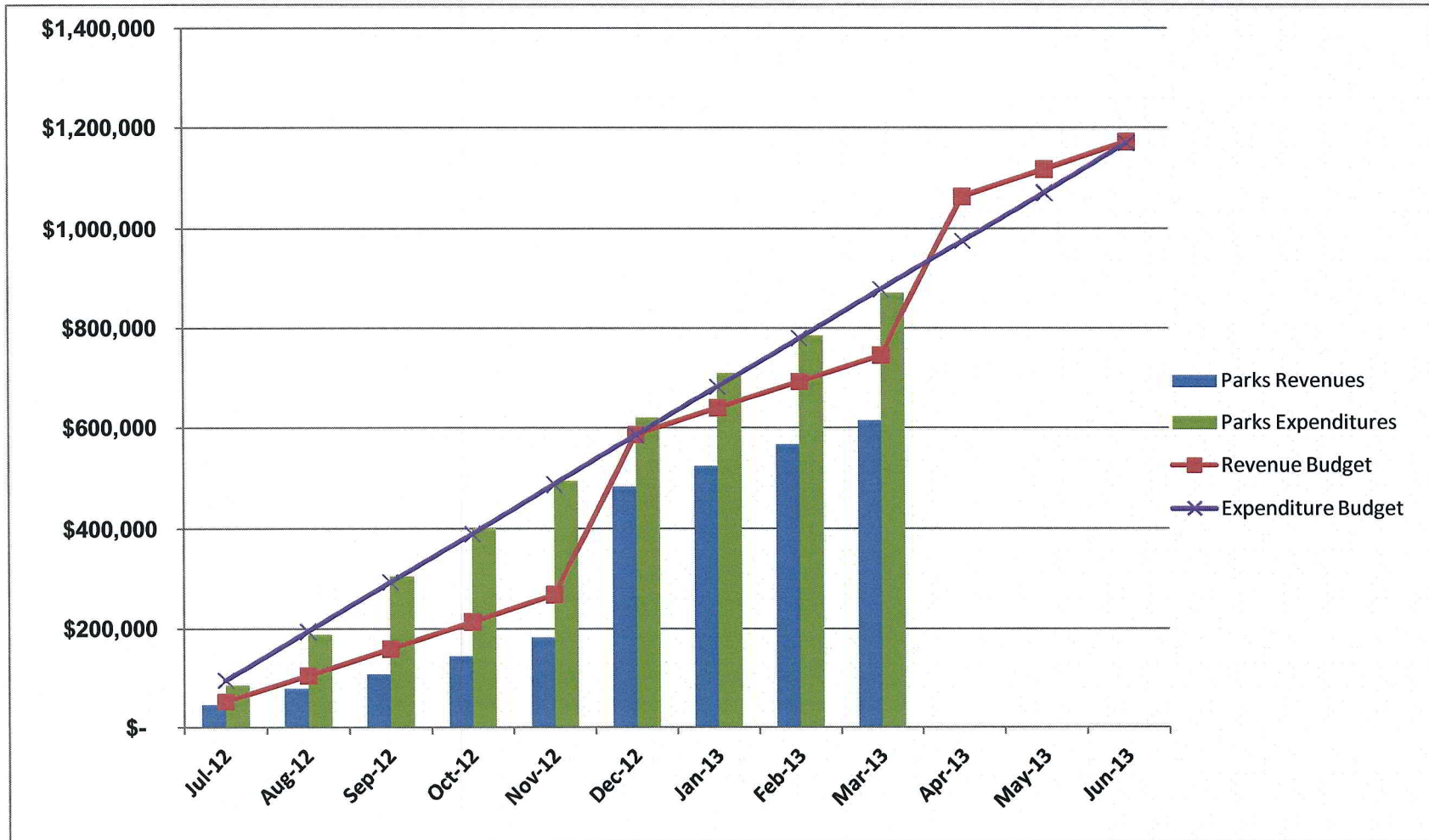
Comparison of Sewer Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District

March 2013

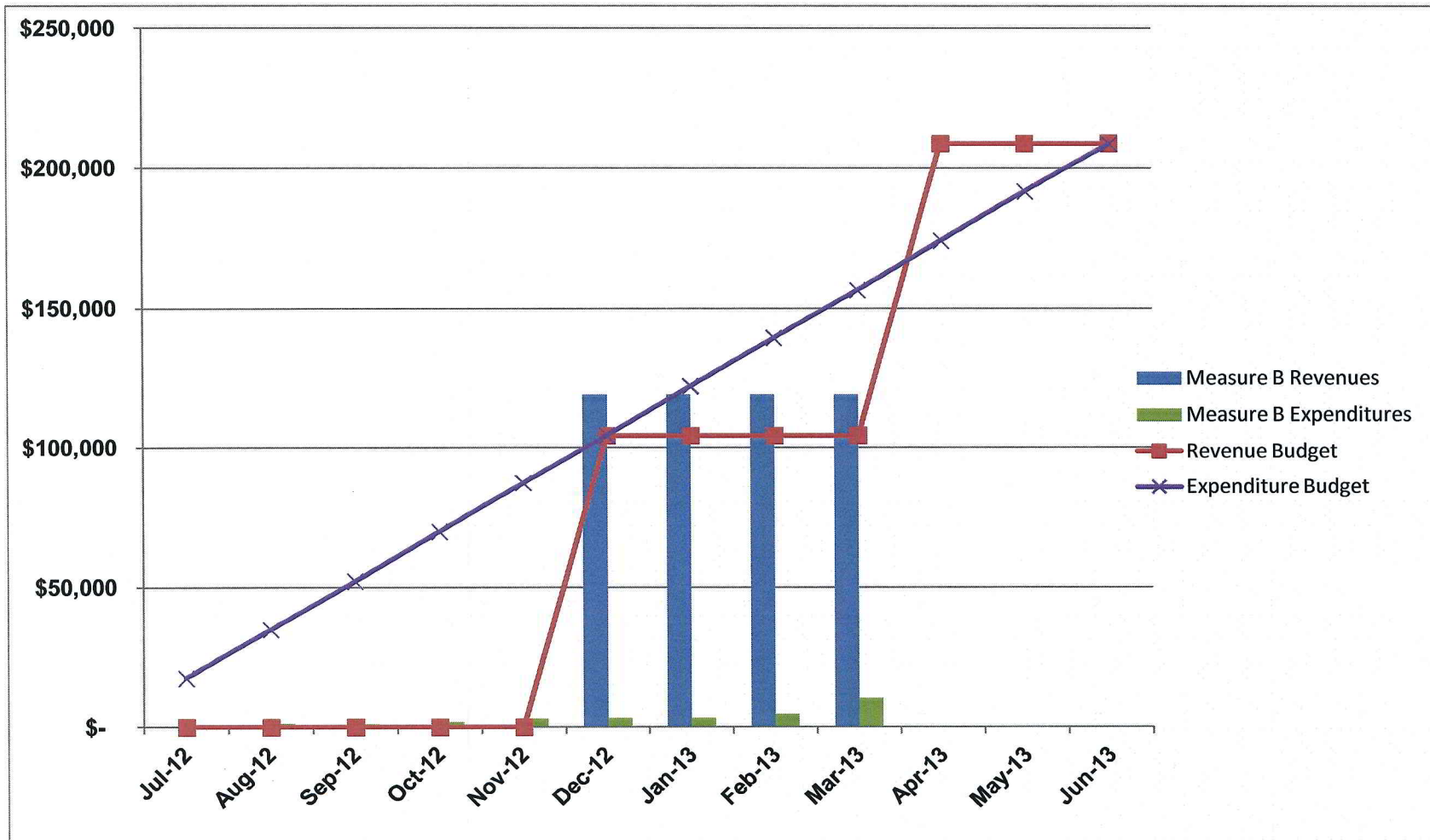
Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



McKinleyville Community Services District

March 2013

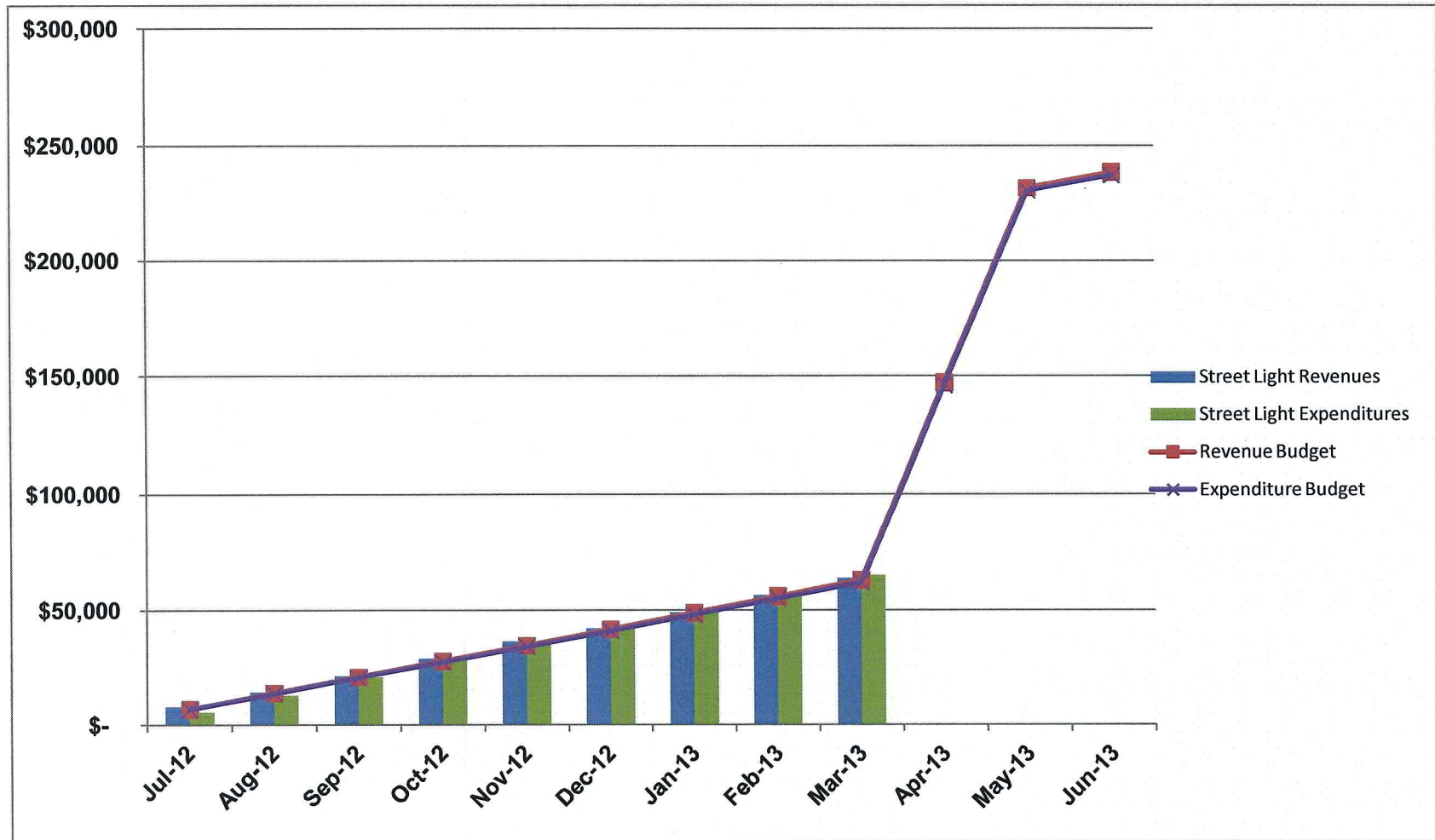
Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District

March 2013

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



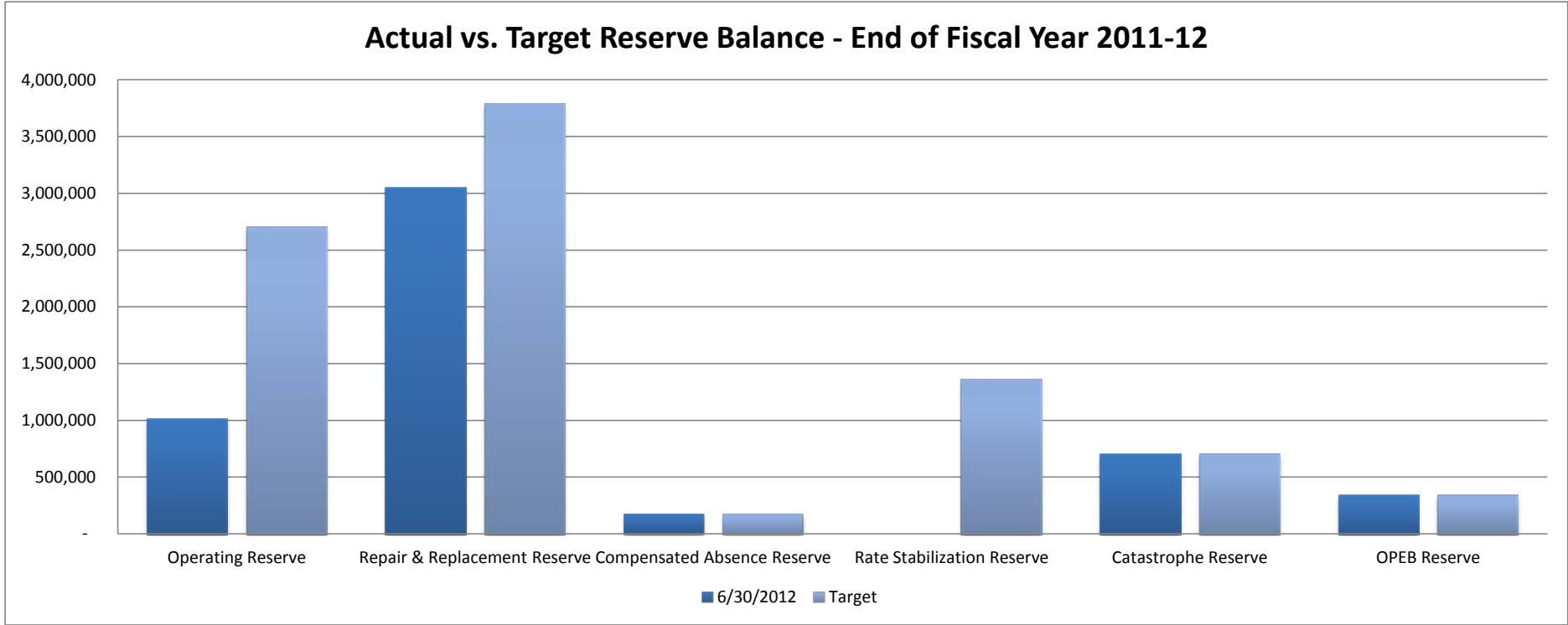
McKinleyville Community Services District
Capital Expenditure Report
As of March 31, 2013

	March	YTD Total	FY 13 Budget	Remaining		
				Budget \$	Budget %	Notes
<u>Water Department</u>						
Ramey Pump Upgrades		9,705	15,000	5,295	35%	Design - Pump Station Roof
Emergency Water Line River Crossing	8,663	71,680	129,300	57,620	45%	OLA Design - Northern Intertie
Water Tank Upgrade	-	18,916	8,000	(10,916)	-136%	
4.5m New Water Tank	-	-	3,500,000	3,500,000	100%	
Production Meter Replacements	-	-	-	-	#DIV/0!	
Emergency Water Supply	-	-	-	-	#DIV/0!	
Fire Hydrant System Upgrade	-	-	7,000	7,000	100%	
Customer Meter Replacements	-	1,177	1,300,000	1,298,823	100%	
Radio Telemetry Upgrade	2,897	2,897	20,000	17,103	86%	Radio Telemetry upgrade
Meter Reading Equipment Replacement	-	-	15,000	15,000	100%	
Water Main Replacement	-	-	60,000	60,000	100%	
Subtotal	11,561	104,375	5,054,300	4,949,925	98%	
<u>Sewer Department</u>						
Sewer Main Rehab & Replacement	-	-	50,000	50,000	100%	
WWMF Security Upgrades	-	-	4,000	4,000	100%	
WWMF Fencing & Gate	-	-	2,000	2,000	100%	
Collection System Upgrades	-	-	10,000	10,000	100%	
Irrigation & Pipe Fittings	-	-	3,000	3,000	100%	
Sewer Main Camera Unit	-	-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	490	19,751	750,000	730,249	97%	Project Mgmt - Brown&Caldwell
NPDES Permit/WWMF Engineering Study	108	108	50,000	49,892	100%	
Radio Telemetry Upgrade	2,897	2,897	30,000	27,103	90%	Radio Telemetry upgrade
WWMF SO2/Chlorine Injector Controllers	-	-	-	-	#DIV/0!	
Lift Station Pump Upgrade	-	-	20,000	20,000	100%	
Property Purchases & Improvements	-	-	10,000	10,000	100%	
Underground Locator Pipe & Camera	-	-	-	-	#DIV/0!	
Subtotal	3,495	22,757	959,000	936,243	98%	
<u>Water & Sewer Operations</u>						
Heavy Equipment	-	-	100,000	100,000	100%	
Utility Vehicles	-	-	60,000	60,000	100%	
Office, Corporate Yard & Shops	-	6,757	227,000	220,243	97%	
Computers & Software	-	4,943	35,000	30,057	86%	
Fischer Ranch	-	-	13,000	13,000	100%	
Small Equipment & Other	-	-	42,000	42,000	100%	
Subtotal	-	11,699	477,000	465,301	98%	
Enterprise Funds Total	15,056	138,832	6,490,300	6,351,468	98%	
<u>Parks & Recreation Department</u>						
Hiller Park & Sports Complex	-	1,434	-	(1,434)	#DIV/0!	
Pierson Park Upgrades	300	6,222	-	(6,222)	#DIV/0!	
Washington Avenue Park Project	2,500	7,478	-	(7,478)	#DIV/0!	
McKinleyville Activity Center Upgrades	-	-	-	-	#DIV/0!	
Law Enforcement Facility Improvements	-	-	-	-	#DIV/0!	
Projects Funded by Quimby/Other Funds		37,408	150,000	112,592	75%	
Projects Funded by Measure B Renewal		5,856	185,000	179,144	97%	
Other Parks Projects & Equipment		1,853	8,000	6,147	77%	
Subtotal	2,800	60,250	343,000	282,750	82%	
<u>Streetlights</u>						
LED	-	-	140,000	140,000	100%	
Pole Replacement	-	-	15,000	15,000	100%	
Subtotal			155,000	155,000	100%	
Governmental Funds Total	2,800	60,250	498,000	437,750	88%	
All Funds Total	17,856	199,081	6,988,300	6,789,219	97%	

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

			Principal Maturities and Scheduled Interest						
			Balance -	Balance -	Remaining for				
	Maturity		Feb.28, 2013	Mar.31, 2013	FY-13	FY-14	FY-15	FY-16	Thereafter
%	Date								
Water Fund:									
I-Bank	8/1/30	P	919,302.71	919,302.71	-	37,969.13	39,248.69	40,571.37	801,513.53
Interest	3.37%	I			15,490.26	30,340.72	29,039.60	27,694.63	219,225.52
State of CA Energy Commission (ARRA)	12/22/26	P	162,276.88	162,276.88	5,416.26	10,909.36	11,018.72	11,125.84	123,806.70
Interest	1.0%	I			1,007.16	1,541.48	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			-	48,421.14	46,525.60	44,582.66	408,486.72
Total Water Fund-Principal			3,359,122.45	3,359,122.45	5,416.26	141,735.57	145,020.03	148,392.77	2,918,557.83
Total Water Fund-Interest					16,497.42	80,303.34	76,997.32	73,602.49	634,639.07
Total Water Fund			3,359,122.45	3,359,122.45	21,913.68	222,038.91	222,017.35	221,995.26	3,553,196.90
Sewer Fund:									
State of CA WRCB (SCEP I)	4/15/16	P	163,680.40	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	153,178.64	153,178.64	23,923.71	24,545.72	25,183.91	25,838.70	53,686.60
Interest	2.6%	I			3,982.63	3,360.62	2,722.43	2,067.64	2,102.41
Umpqua Bank	12/4/17	P	239,419.72	232,211.56	28,197.69	44,667.13	47,186.72	49,848.42	79,721.79
Interest	5.5%	I			8,902.84	11,066.63	8,547.04	5,885.34	3,506.57
USDA (Sewer Bond)	8/1/22	P	695,000.00	695,000.00	-	60,000.00	60,000.00	60,000.00	515,000.00
Interest	5.0%	I			17,375.00	33,250.00	30,250.00	27,250.00	90,875.00
Total Sewer Fund-Principal			1,251,278.76	1,203,150.50	52,121.40	170,132.95	173,290.73	176,607.22	648,408.39
Total Sewer Fund-Interest					30,260.47	47,677.25	41,519.47	35,202.98	96,483.98
Total Sewer Fund			1,251,278.76	1,203,150.50	82,381.87	217,810.20	214,810.20	211,810.20	744,892.37
Total Principal			4,610,401.21	4,562,272.95	57,537.66	311,868.52	318,310.76	324,999.99	3,566,966.22
Total Interest					46,757.89	127,980.59	118,516.79	108,805.47	731,123.05
Total			4,610,401.21	4,562,272.95	104,295.55	439,849.11	436,827.55	433,805.46	4,298,089.27

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



- Utility Accounts Receivable Turnover Days As of March 31, 2013 11.4 Days

- YTD Breakeven Revenue, Water Fund: 2,566,762.41 - YTD Actual Water Sales: 1,249,231.12

Beg. A/R End A/R Avg A/R Net Util Sales # of Times
78259.52 ##### 99967.275 2374504.41 23.75281721
501 Ops Exp 501 COG 501 Wtr Sales
1545292.4 497145 1249231.12

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
26088	4/9/2013	MOR01	VOIDED CHECK	-	B30213u	Ck# 026088 Reversed
26137	3/4/2013	BAS01	BASIC LABORATORY INC.	181.00	1300762	LAB TESTING
26138	3/4/2013	BLA01	JOSEPH M. BLAINE	100.00	B30304	PAYROLL ADVANCE
26139	3/4/2013	CUM01	CUMMINS WEST, INC.	1,202.00	005-2692	RADIATOR FOR B ST GENERATOR
26140	3/4/2013	GUA01	GUARDIAN - APPLETON	4,874.70	B30221	GRP DENTAL INSURANCE
26141	3/4/2013	HAR13	The Hartford - Priority A	662.83	B30222	GRP LIFE INSURANCE
26142	3/4/2013	USB01	U.S. BANK TRUST N.A.	7,895.83	B30222	SEWER BOND PAYMENT
26143	3/4/2013	\A002	MQ CUSTOMER REFUND FOR AT	32.01	000B30301	MQ CUSTOMER REFUND FOR AT
26144	3/4/2013	\B012	MQ CUSTOMER REFUND FOR BL	25.54	000B30301	MQ CUSTOMER REFUND FOR BL
26145	3/4/2013	\D011	MQ CUSTOMER REFUND FOR DE	4.73	000B30301	MQ CUSTOMER REFUND FOR DE
26146	3/4/2013	\F003	MQ CUSTOMER REFUND FOR FU	65.29	000B30301	MQ CUSTOMER REFUND FOR FU
26147	3/4/2013	\G017	MQ CUSTOMER REFUND FOR GU	61.37	000B30301	MQ CUSTOMER REFUND FOR GU
26148	3/4/2013	\J010	MQ CUSTOMER REFUND FOR JA	28.97	000B30301	MQ CUSTOMER REFUND FOR JA
26149	3/4/2013	\M005	MQ CUSTOMER REFUND FOR MA	80.00	000B30301	MQ CUSTOMER REFUND FOR MA
26150	3/4/2013	\M016	MQ CUSTOMER REFUND FOR MA	53.45	000B30301	MQ CUSTOMER REFUND FOR MA

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26151	3/4/2013	\M048	MQ CUSTOMER REFUND FOR MA	61.12	000B30301	MQ CUSTOMER REFUND FOR MA
26152	3/4/2013	\R003	MQ CUSTOMER REFUND FOR RO	56.80	000B30301	MQ CUSTOMER REFUND FOR RO
26153	3/4/2013	\S005	MQ CUSTOMER REFUND FOR ST	67.06	000B30301	MQ CUSTOMER REFUND FOR ST
26154	3/4/2013	\W010	MQ CUSTOMER REFUND FOR WE	77.65	000B30301	MQ CUSTOMER REFUND FOR WE
26155	3/4/2013	\W011	MQ CUSTOMER REFUND FOR WO	60.00	000B30301	MQ CUSTOMER REFUND FOR WO
26156	3/4/2013	\W012	MQ CUSTOMER REFUND FOR WO	42.53	000B30301	MQ CUSTOMER REFUND FOR WO
26157	3/4/2013	HSU01	HSU-OFFICE OF DISTANCE EDUCATION	30.00	B30304P	TRAINING
26158	3/6/2013	PAU02	PAUL'S LIVE FROM NEW YORK	54.70	B30306P	CLOSED SESSION SUPPLIES
26159	3/8/2013	OLS03	JENNIFER OLSEN	200.00	B30308P	PAY ADVANCE
26160	3/11/2013	*0028	AZ HALL DEPOSIT REFUND	100.00	B30304	AZ HALL DEPOSIT REFUND
26161	3/11/2013	*0029	AZ HALL DEPOSIT REFUND	100.00	B30305	AZ HALL DEPOSIT REFUND
26162	3/11/2013	*0030	HUMBOLDT HOOPS REFUND	110.00	B30305	HUMBOLDT HOOPS REFUND
26163	3/11/2013	ACW01	ACWA JOINT POWERS INSURANCE	46,854.16	B30306	GRP. HEALTH INS
26164	3/11/2013	AJI01	HAIDER AJINA	90.00	B30304	FUTSAL REFEREE
26165	3/11/2013	ARC02	Arcata Stationers	335.98	B30305	OFFICE SUPPLIES
26166	3/11/2013	BRU04	REBECCA J. BRUINEKOOL	1,267.50	B30304	CONTRACT INSTRUCTOR
26167	3/11/2013	COR07	JOHN W. CORBETT	125.00	B30305	DIRECTORS FEES
				100.00	B30306	AZALEA HALL DEPOSIT REFUND
			Check Total:	<u>225.00</u>		
26168	3/11/2013	COS03	COSTCO WHOLESALE	205.61	B30304	SUPPLIES PURCHASED IN FEB
26169	3/11/2013	COU09	DAVID R. COUCH	250.00	B30305	DIRECTORS FEES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26170	3/11/2013	EDW01	HELEN L. EDWARDS	250.00	B30305	DIRECTORS FEES
26171	3/11/2013	EIC01	JENNIFER EICHSTEDT	846.65	B30304	CONTRACT INSTRUCTOR PAYMENT
26172	3/11/2013	HIG01	HIGH YIELD IND. PRODUCTS	144.88	152395	SAFETY SUPPLIES
26173	3/11/2013	HUB02	HUB INTERNATIONAL INSURANCE	146.62	B30304	SPEC EVENT INS
26174	3/11/2013	HUM01	HUMBOLDT BAY MUNICIPAL WTR DISTR	53,356.78	B30305	WTR PURCHASED
26175	3/11/2013	HUM08	HUMBOLDT SANITATION	943.30	B30304	TRASH SERVICE
26176	3/11/2013	IND01	INDEPENDENT BUS. FORMS	757.29	25397	OFFICE SUPPLIES
26177	3/11/2013	LES01	LES SCHWAB TIRE CENTER	35.60	38025	VEHICLE REPAIRS
26178	3/11/2013	MAY02	DENNIS MAYO	250.00	B30305	DIRECTORS FEES
26179	3/11/2013	MCK03	MCKINLEYVILLE OFFICE SUPPLY	3.32	45570	OFFICE SUPPLIES
26180	3/11/2013	MCK04	MCK ACE HARDWARE	284.11	B30305	REPAIRS/SUPPLY
26181	3/11/2013	NEC01	NEC FINANCIAL SERVICES,LLC	286.59	1596158	PHONE SYSTEM
26182	3/11/2013	NOR01	NORTH COAST LABORATORIES	2,742.00	B30306	LAB TESTS
26183	3/11/2013	OCC01	OCCUPATIONAL HEALTH	25.00	523*11-12	RESP REVIEW
26184	3/11/2013	ORE01	O'REILLY AUTOMOTIVE, INC.	3.43	B30311	REPAIRS/SUPPLY
26185	3/11/2013	PGE01	PG & E (Office & Field)	12,013.62	B30311	GAS & ELECTRIC
26186	3/11/2013	SEC01	SECRETARY OF STATE	40.00	B30305	EXAM FEE FOR NOTARY
26187	3/11/2013	SEM01	SEMS TECHNOLOGIES	2,000.00	1441	PROFESSIONAL SERVICES
26188	3/11/2013	SUD01	SUDDENLINK	154.89	B30305	MONTHLY INTERNET SERVICES
26189	3/11/2013	THO02	Thomas Home Center	73.74	B30305	REPAIRS/SUPPLY

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26190	3/11/2013	THR01	THRIFTY SUPPLY COMPANY	244.84	1337180	REPAIRS/ SUPPLIES
26191	3/11/2013	UMP03	UMPQUA BANK--VISA	2,095.90	B30311	SUPPLIES PURCHASED IN FEB
26192	3/11/2013	VER01	VERIZON WIRELESS	138.93	B30305	CELL PHONES FOR FEB 2013
26193	3/11/2013	WEN01	WILLIAM WENNERHOLM, DC	250.00	B30305	DIRECTORS FEES
26194	3/11/2013	HEL01	KEVIN HELD	350.00	B30311P	DJ FOR JR HIGH DANCE
26195	3/14/2013	\F004	CUSTOMER REFUND PAYABLES	98.51	000B30401P	CUSTOMER REFUND PAYABLES
26196	3/18/2013	*0031	KIDSClub REFUND	110.00	B30314	KIDSClub REFUND
26197	3/18/2013	*0032	AZALEA HALL DEPOSIT REFUND	100.00	B30314	AZALEA HALL DEPOSIT REFUND
26198	3/18/2013	*0033	AZALEA HALL DEPOSIT REFUND	100.00	B30314	AZALEA HALL DEPOSIT REFUND
26199	3/18/2013	ARC02	Arcata Stationers	193.75	88005	OFFICE SUPPLIES
				64.70	B30314	OFFICE SUPPLIES
			Check Total:	<u>258.45</u>		
26200	3/18/2013	BAY02	BAY WEST SUPPLY, INC.	614.99	B30304	JANITORIAL SUPPLIES
26201	3/18/2013	COR01	CORBIN WILLITS SYSTEMS, INC	923.42	B3012151	MOMS SOFTWARE MAINTENANCE
26202	3/18/2013	DEP05	DEPARTMENT OF JUSTICE	64.00	958388	REC PROGRAM FINGERPRINTING
26203	3/18/2013	HAR03	HARVEY M. HARPER CO.	189.93	B30314	VEHICLE MAINTENANCE
26204	3/18/2013	IND02	Industrial Electric Service	28.68	8392	REPAIRS/SUPPLY
26205	3/18/2013	LDA01	LDA PARTNERS	1,220.00	6/635/1/1	TEEN/COMMUNITY CENTER
26206	3/18/2013	MIL01	Miller Farms Nursery	1,103.00	B30305	REPAIRS/SUPPLY
26207	3/18/2013	MOR02	SHELLY MORTENSEN	1,000.00	B30318	OFFICE SUPPLIES
26208	3/18/2013	NOR13	NOR CALIFORNIA SAFETY CONSORTIUM	80.00	19341	MONTHLY SUBSCRIPTION

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26209	3/18/2013	NOR35	NORTHERN HUMBOLDT	651.58	ES13-0120	OPEN SPACE MAINTENANCE
26210	3/18/2013	NOR36	NORTH COAST PARTS & SUPPLIES	102.52	B30305	REPAIRS/ SUPPLIES
26211	3/18/2013	NYL01	NYLEX.NET	480.00	73570	PROFESSIONAL SERVICES
26212	3/18/2013	OSC01	OSCAR LARSON & ASSOCIATES	10,151.45	3673	PROFESSIONAL SERVICES
26213	3/18/2013	REN01	RENNER PETROLEUM	2,293.45	B30305	FUEL FOR FEB 2013
26214	3/18/2013	RES05	RESERVE ACCOUNT	1,500.00	B30314	POSTAGE METER
26215	3/18/2013	SIE02	SIERRA CHEMICAL CO.	599.88	246848	CHLORINE/ CONTAINER DEPOSIT
26216	3/18/2013	STA11	STAPLES CREDIT PLAN	163.68	B30315	OFFICE SUPPLIES
26217	3/18/2013	UMP03	UMPQUA BANK--VISA	55.35	B30314	CREDIT CARD PAYMENT
26218	3/18/2013	UPS01	UPS	209.14	B30314	LAB TESTING
26219	3/20/2013	BHI01	BHI MANAGEMENT CONSULTING	6,816.55	13-18P	PROFESSIONAL SERVICES
26220	3/25/2013	*0034	REC PROGRAM REFUND	110.00	B30318	REC PROGRAM REFUND
26221	3/25/2013	*0035	PHIL STANDISH	30.00	B30318	REC PROGRAM FINGERPRINTING
26222	3/25/2013	*0036	REC PROGRAM REFUND	90.00	B30322	REC PROGRAM REFUND
26223	3/25/2013	ATT01	AT&T	1,007.11	B30322	PHONE SYSTEMS
26224	3/25/2013	CRO03	CROWN TROPHY PETALUMA	106.03	17292	OFFICE SUPPLIES
26225	3/25/2013	FED01	FedEx Office	489.97	10990	WWMF ASBUILTS
				134.44	510600109	WWMF UPGRADE
			Check Total:	<u>624.41</u>		
26226	3/25/2013	JAC04	JACKSON & EKLUND, INC.	407.00	174880	PROFESSIONAL SERVICES
26227	3/25/2013	KEY01	KEY EQUIPMENT FINANCE	312.40	1304	EQUIPMENT LEASE

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
26228	3/25/2013	NAT06	NATIONAL METER & AUTOMATION	2,827.25	S1044224	REPAIRS/SUPPLIES
26229	3/25/2013	NOR02	NORTH COAST JOURNAL, INC.	205.00	WG2013-9	ADVERTISING
26230	3/25/2013	OCC01	OCCUPATIONAL HEALTH	85.00	523*02-13	DMV PHYSICAL
26231	3/25/2013	PIT01	PITNEY BOWES	374.07	MR13	POSTAGE MTR RENTAL
26232	3/25/2013	SDR01	SDRMA	7,068.00	42732	WORKERS COMP
26233	3/25/2013	USP02	USPS: ARCATA BMEU	1,500.00	B30319	BULK MAIL PERMIT 202
26234	3/25/2013	WAH02	WAHLUND CONSTRUCTION INC.	3,266.75	141201	PROFESSIONAL SERVICES
26235	3/26/2013	COU06	COUNTY OF HUMBOLDT	2,500.00	B30326P	DEPOSIT FOR SUBDIVISION
26236	3/27/2013	BAY01	VOIDED CHECK	-	B30327u	Ck# 026236 Reversed
26237	3/27/2013	BAY02	VOIDED CHECK	-	B30327u	Ck# 026237 Reversed
				192,320.92		
Total Disbursements, Accounts Payable:				192,320.92		

Payroll Related Disbursements

10904-10937	3/10/2013	Various Employees	12,621.40		EMPLOYEE PAYROLL CHECKS
10938	3/7/2013	CAL12 CalPERS 457 Plan	2,939.54	B30307	RETIREMENT
10939	3/7/2013	DIR01 DIRECT DEPOSIT VENDOR- US	21,447.36	B30307	Direct Deposit
10940	3/7/2013	EMP01 Employment Development	1,014.29	B30307	STATE INCOME TAX
			450.09	1B30307	SDI
		Check Total:	1,464.38		
10941	3/7/2013	HUM29 UMPQUA BANK--PAYROLL DEP.	3,727.55	B30307	FEDERAL INCOME TAX
10941	3/7/2013	HUM29 UMPQUA BANK--PAYROLL DEP.	5,571.14	1B30307	FICA
			1,302.96	2B30307	MEDICARE
		Check Total:	10,601.65		

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
10942	3/7/2013	AFL01	AFLAC	43.30	B30228	AFLAC (PRE-TAX)
10943	3/7/2013	PUB01	Public Employees PERS	13,979.80	B30228	PERS PAYROLL REMITTANCE
				56.08	1B30228	PERS CONTRIBUTION
			Check Total:	<u>14,035.88</u>		
10944	3/10/2013		Vacation Buyout	1,000.00		PAYROLL HAND CHECK
10945-10978	3/25/2013		Various Employees	15,163.32		EMPLOYEE PAYROLL CHECKS
10979	3/22/2013	CAL12	CalPERS 457 Plan	3,005.27	B30322	RETIREMENT
10980	3/22/2013	DIR01	DIRECT DEPOSIT VENDOR- US	23,133.64	B30322	Direct Deposit
10981	3/22/2013	EMP01	Employment Development	1,231.27	B30322	STATE INCOME TAX
				518.00	1B30322	SDI
			Check Total:	<u>1,749.27</u>		
10982	3/22/2013	HUM29	UMPQUA BANK--PAYROLL DEP.	4,453.14	B30322	FEDERAL INCOME TAX
				6,413.12	1B30322	FICA
				1,499.86	2B30322	MEDICARE
			Check Total:	<u>12,366.12</u>		
			Total Disbursements, Payroll:	<u><u>119,571.13</u></u>		

Total Check Disbursements: **311,892.05**

McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2013

TYPE OF ITEM: **ACTION**

ITEM: D.4 **Consider approval of 2012 Consumer Confidence Report (CCR)**

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

TYPE OF ACTION: **Consent Calendar**

Recommendation:

Approve the Consumer Confidence Report for distribution in the Summer News Letter.

Discussion:

In 1996, Congress amended the Safe Drinking Water Act, adding a requirement that water systems deliver to their customers a brief annual water quality report, similar to the Annual Water Quality Report (AWQR) that California water systems began distributing in 1990. However, the CCR regulatory requirements are more specific and detailed in terms of content and format than those for the AWQR. These CCRs summarize information that our water system already collects to comply with regulations.

The CCR includes information on source water, levels of any detected contaminants, and compliance with drinking water regulations (including monitoring requirements), plus some educational information.

MCSD is required to deliver the annual CCR to consumers by July 1 of each year. The CCRs are based on data collected between January and December 2012. The CCR will be distributed as part of the MCSD Summer News Letter

MCSD 2011 CCR is compliant with Title 22, Chapter 15, Article 20 and law California Health and Safety Code, section 116470 and was drafted using the CCR Guidance Manual 20120101

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- 2012 Consumer Confidence Report

McKinleyville Community Services District (MCSD)

2012 Consumer Confidence Report

Este informe contiene información muy importante sobre su agua potable. Tradúzcalo o hable con alguien que lo entienda bien.

Last year, as in years past, your tap water met all Federal and State Environmental Protection Agency (EPA) and State drinking water health standards. MCSD vigilantly safeguards its water infrastructure and once again, we are proud to report that our system did not violate a maximum contaminant level or any other water quality standard in 2012.

Introduction and Background

For a number of years, California State Law has required that water systems prepare an *Annual Water Quality Report* for its customers providing information regarding the quality of water delivered to them. The 1996 amendments to the federal Safe Drinking Water Act introduced new reporting requirements - namely preparation of a *Consumer Confidence Report* - with essentially the same purpose as that of the *California Water Quality Report*. Since 1999, California water systems must comply with federal reporting requirements. This report represents the McKinleyville Community Service District's 2012 Consumer Confidence Report. It is a snapshot of the quality of the water we provided last year. Included are details about where your water comes from, what it contains, and how it compares to State standards.

If you have any questions about this report or the quality of your drinking water, please call Greg Orsini, Interim General Manager at 839-3251. You may also attend one of the regularly scheduled meetings of our Board of Directors, which are held the first Wednesday of each month at 7:00 p.m. at Azalea Hall (1620 Pickett Road).

Water Source

Drinking water delivered by the McKinleyville Community Services District (MCSD) is supplied by the Humboldt Bay Municipal Water District (HBMWD). HBMWD water is drawn from wells located in the bed of the Mad River northeast of Arcata along Highway 299. These wells, called Ranney Wells, extract water from the sands and gravel of the riverbed at depths of 60 to 90 feet, thereby providing a natural filtration process. In low rainfall periods, this naturally filtered water is then disinfected via chlorination and delivered, without further treatment, to the HBMWD's wholesale municipal and retail customers in the greater Eureka/Arcata area. The District's source water has been classified by the State Department of Health Service as groundwater. The classification is important with respect to the regulations that a water system must follow to ensure water quality.

In the late 1990s heavy winter rainfalls and high river levels were accompanied by increased turbidity (cloudiness) in the District's water. While turbidity itself is not a health concern, there is concern that it may interfere with the disinfection process. In 1997, DHS mandated that the District take steps to control the turbidity in its drinking water. Together with its wholesale customers, the new Turbidity Reduction Facility (TRF) was constructed and became operational in late 2002. For the first time in many years the District met the State's secondary maximum contaminant level standard for turbidity of less than 5 NTU (the unit which turbidity is measured). The TRF operates only during winter months.

General Water Quality

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water

poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking WATER hotline (1-800-426-4791) or visiting their website (<http://water.epa.gov/drink/index.cfm>).

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and can pick up substances resulting from the presence of animals or human activity. Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.
- Inorganic contaminants such as salts and metals, which can be naturally-occurring or result from urban stormwater runoff, or industrial processes.
- Pesticides and herbicides, which may come from a variety of sources such as agriculture and residential uses.
- Radioactive contaminants, which are naturally occurring or be the result of oil and gas production and mining activity.
- Organic chemical contaminants which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff and septic systems.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, persons with HIV/AIDS or other immune system disorders, some elderly, and infants, may be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA and the Center for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791) or visiting their website (<http://water.epa.gov/drink/index.cfm>).

HBMWD consistently and frequently monitors for the presence of giardia and cryptosporidium in its drinking water. Since the mid-1990s, when the EPA approved the testing technique for these contaminants, HBMWD has never had a confirmed detection of either contaminant.

Water Quality Testing Results

In order to ensure that tap water is safe to drink, the California Department of Health Services (DHS) prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. HBMWD treats its water and performs annual monitoring and testing, in accordance with the DHS regulations and requirements, to ensure its water is safe to drink. In addition, MCSD performs separate monitoring and testing, in accordance with the DHS regulations and requirements, to ensure that the water quality remains high within the MCSD storage and distribution systems. Additional monitoring performed by MCSD includes laboratory analysis for coliform bacteria, disinfection byproducts and lead/copper. Test results for disinfection byproducts and lead/copper are included in the MCSD test results table. The MCSD testing for coliform produced no positive results and test results for disinfection byproducts have been below the Maximum Contaminant Level (MCL).

In 2012, HBMWD conducted approximately 380 water quality tests for 90 contaminants. MCSD also performed approximately 209 water quality tests during 2012. The results from both the HBMWD's and the MCSD's 2012 monitoring and testing programs indicate that our water quality is very high, as has consistently been the case in past years.

The tables enclosed in the newsletter list all the drinking water contaminants that were *monitored* during 2012. Additionally, the State requires that both Districts monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Therefore, results from prior years are included if such a contaminant was detected. There are very few entries in the tables because very few contaminants were actually detected in prior years. It is once again important to note that the presence of these contaminants does not necessarily indicate that the water poses a health risk.

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. MCS D is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at (<http://www.epa.gov/safewater/lead>).

Definitions of Terms Used in This Report:

You will find many terms and abbreviations in the table below. To help you understand these terms, the following definitions are provided:

- **Public Health Goal (PHG):** The level of a contaminant in drinking water, below 9 which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.
- **Maximum Contaminant Level Goal (MCLG):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency.
- **Maximum Contaminant Level (MCL):** The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs cover the aesthetic quality of the water such as odor, taste and appearance.
- **Primary Drinking Water Standard (PDWS):** MCLs for contaminants that affect health along with monitoring, reporting requirements and water treatment requirements.
- **Maximum Residual Disinfectant Level (MRDL):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **Maximum Residual Disinfectant Level Goal (MRDLG):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **Regulatory Action Level (RAL):** The concentration of a contaminant which, when exceeded, triggers treatment or other requirements that a water system must follow.
- **n/a:** not applicable
- **ND:** not detectable at testing limit
- **ppb:** parts per billion or micrograms per liter ($\mu\text{g/L}$)
- **ppm:** parts per million or milligrams per liter (mg/L)
- **pCi/l:** picocuries per liter (**a measure of radiation**)
- **mgCaCO₃/L:** milligrams of calcium carbonate per liter (**a measure of hardness**)
- **microseimens/ cm :** a measure of specific conductance ($\mu\text{S/cm}$)
- **NTU:** Nephelometric Turbidity Units

Humboldt Bay Municipal Water District Testing: RAW SOURCE WATER***McKinleyville Community Services District
2012 Consumer Confidence Report***

Contaminant and Units	Level Detected	MCL	PHG (or MCLG)	Likely Source and Potential Effects (if above MCL)
Disinfection Byproducts and Disinfectant Residuals				
TTHMs – Total Trihalomethanes (µg/L)	Average = 7.8	80 µg/L	n/a	By-product of drinking water chlorination.
HAA5 (µg/L) Halo acetic Acids	Average = 1.2	60 µg/L	n/a	By-product of drinking water chlorination.
Chlorine (mg/L)	Average= 0.68	4 mg/L	4 mg/L	Drinking water disinfection added for treatment.
Inorganic Contaminants				
Copper (mg/L)*	Five sites tested and none were above the AL; 90 th percentile= 0.965	AL = 1.3 mg/L	0.3 mg/L	Internal corrosion of household plumbing; erosion of natural deposits; leaching from wood preservatives
Lead (µg/L)*	Five sites tested none above the AL 90 th percentile= 8	AL = 15 µg/L	0.2 µg/L	Internal corrosion of household plumbing systems; discharges from industrial manufactures, erosion of natural deposits
Aluminum (mg/L)****	0.16	1 mg/L	0.6 mg/L	Discharges form industrial manufactures, erosion of natural deposits
Regulated Contaminants with Secondary MCLs (as defined above, secondary MCLs address aesthetic quality of the water such as odor, taste and appearance)				
Chloride (mg/L) ***	Average = 2.8	500 mg/L	n/a	Runoff/leaching from natural deposits, or seawater influence
Sulfate (mg/L) ***	Average = 9.5	500 mg/L	n/a	Runoff/leaching from natural deposits; industrial wastes
Specific Conductance (µS/cm)**	Average 120	1600 µS/cm	n/a	Substances form ions in water
Total Dissolved Solids (mg/L) ***	Average = 93	1000 mg/L	n/a	Runoff/leaching from natural deposits
Turbidity (NTU)	Range = 0.05-0.55 Average = 0.14	5 NTU	n/a	Turbidity has no direct health effect. However, high levels of turbidity can interfere with disinfection and provide a medium for microbial growth. Turbidity may indicate the presence of disease-causing organisms. These organisms include bacteria, viruses, and parasites that cause symptoms such as nausea, cramps, diarrhea and associated headaches.

*Samples taken in 2011**, Samples taken in 2008, ***Samples taken in 2007, **** Samples taken in 2006

McKinleyville Community Services District Testing: DISTRIBUTION SYSTEM

McKinleyville Community Services District 2012 Consumer Confidence Report

Contaminant and units	Level Detected	MCL	PHG (or MCLG)	Likely Source and Potential Effects (if above MCL)
Microbiological Contaminants -- 211 Samples				
Total Coliform Bacteria	Zero positive	More than one positive sample monthly	Zero positives	Naturally present in the environment
Fecal Coliform And E. coli. Bacteria	Zero positive	A routine sample and a repeat sample are total coliform positive, and one is also fecal coliform positive	Zero positive	Fecal coliform and E. coli. are bacteria whose presents indicates that water may be contaminated with human waste or animal fecal waste
Disinfection Byproducts and Disinfectant Residuals				
TTHMs – Total (µg/L) Trihalomethanes	Average= 12	80 µg/L	n/a	By-product of drinking water chlorination
HAA5 (µg/L) Halo acetic Acids	Average=3.3	60 µg/L	n/a	By-product of drinking water chlorination
Chlorine (mg/L)	Average= 0.49	4 mg/L	4	Drinking water disinfection
Lead and Copper				
Copper (mg/L)*	Thirty sites tested none above the AL 90 th percentile= .721	AL = 1.3 mg/L	0.3 mg/l	Internal corrosion of household plumbing; erosion of natural deposit
Lead (µg/L)*	Thirty sites tested none above the AL 90 th percentile= .007	AL = 15 µg/L	0.2 µg/L	Internal corrosion of household plumbing systems; discharges from industrial manufactures, erosion of natural deposits

***Samples taken in 2010**

Additional Water Characteristics

Sodium and Hardness

Although sodium and hardness do not have MCLs, they are of interest to many consumers who are concerned about sodium intake.

***Hardness** is the sum of polyvalent cations present in water, generally magnesium and calcium. The cations are, usually naturally occurring.*

***Sodium** refers to salt present in water and is generally naturally occurring.*

Sodium (ppm) *	Average = 3.6	Samples Taken in 2007
Hardness * (mgCaCO ₃ /L)	Range = 57 – 80 Average = 67	Samples Taken in 2005

McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2013

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Consider approval of a Mainline Extension agreement for County of Humboldt Hangar Project**

PRESENTED BY: **Greg Orsini**

TYPE OF ACTION: **Voice Vote**

Recommendation:

Approve the Facilities Extension Agreement for County of Humboldt Hangar Project. All water and sewer facilities in the Developments will be dedicated to the District when constructed and they pass inspection in accordance with the District Rules and Regulations.

Discussion:

County of Humboldt has obtained permits and is starting construction of the minor project. This project involves a mainline extension 1245' inside the airport complex. The Applicant has completed the application that requires Board approval. All deposits and fees have been paid as required.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

The Applicants will plan and construct facilities and dedicate these to the District when completed and approved by the District. Additionally, the applicants will pay the customary water/sewer fees for the lots as a condition of service. The Application fees for plan check and inspections total \$2,554.00 for the project. The connection fees will be paid prior to building permits being granted.

Exhibits/Attachments

- County of Humboldt Hangar Project Mainline Extension Agreement

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
APPLICATION FOR EXTENSION OF WATER/SEWER/STREET LIGHTING
AND/OR OPEN SPACE MAINTENANCE SERVICE
FOR THE COUNTY HANGAR WATER MAINLINE EXTENSION

DATE: **April 22, 2013**

#1 **Purpose of Proposed Extension:** Water main extension for the 17 Unit Hangar Development for the County of Humboldt

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

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

Assessors Parcel No. 511-351-009, Parcel Address: 1579 W. Grange Road McKinleyville

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

Signature of Owner: _____
Print Name: _____

Address: _____

Phone: (Home) _____ (Work) _____

Name of Agent: (Please Print) Ken Freed

Address: 1106 2nd Street, Eureka, CA 95501

Phone: (707) 445-7205 ext. 366

#2 **Report:**

Length of Extension Required:

Water: 1245' of four inch and six inch PVC water mains

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

Date: May 1, 2013 Granted: _____ Denied: _____

Amount to be paid by Applicant \$ 2,554.00

Is refund agreement part of this application? Yes_____ No_____X_____

District Manager: Gregory Orsini

#4 Date Deposit is Received:_____

#5 Date Main Extension is started:_____

#6 Date Main Extension is completed:_____

Remarks:_____

McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2013

TYPE OF ITEM: **ACTION**

ITEM: E.1. Consider adopting Resolution 2013-09 honoring local Artist Shelly Mortensen for donation of paintings

PRESENTED BY: Colleen Trask, Finance Director

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

This month, Staff would like to present local watercolor artist Shelly Mortensen with Resolution 2013-09 in honor of her donation of two pieces of her art work. Ms. Mortensen's generous donations of her two landscape paintings bring beauty and culture to McKinleyville Community Services District office. Staff recommends that the Board adopt Resolution 2013-09 to honor Artist Shelly Mortensen, take public comment, and provide staff with direction.

Discussion:

The display of the artist's work enhances our working atmosphere, offering a local and cultural flavor to the District's Office which is appreciated and available for the community to enjoy immediately and in the future.

At Ms. Mortensen's suggestion, staff took this a step further and has gained permission from the Board to seek out local artists interested in displaying their art here at the District Conference Room. The art will be displayed on a six month rotating basis showcasing "the beauty of Humboldt". The public and committee members attending community meetings will be able to view and appreciate the revolving art show displayed in the District Conference Room.

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 2013-09

Resolution 2013-09

A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HONORING ARTIST SHELLY MORTENSEN

WHEREAS: Ms. Mortensen donated two original watercolor paintings for display at the McKinleyville Community Services District (MCSD) administration office.

WHEREAS: Ms Mortensen's gift continues to provide MCSD with quality and unique artwork improving the working atmosphere of the office. The artwork provides a local and cultural flavor to the District which is appreciated and available for the community to enjoy immediately and in the future.

NOW, THEREFORE, BE IT RESOLVED: The Board of Directors of McKinleyville Community Service District wishes to publically recognize the charity of Ms. Mortensen and desires to honor her unique, local, talent with the display of this artwork for years to come. We express our deepest gratitude for the donation.

ADOPTED, SIGNED AND APPROVED: at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 1st day of May 2013 by the following polled vote:

Ayes:

Noes:

Absent:

Dennis Mayo, Board President

Attest:

Kathy Wilson, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2013

TYPE OF ITEM: **ACTION**

ITEM: E.2. Consider variance for customer Ray Christie regarding water leak adjustment

PRESENTED BY: Gregory Orsini, Interim General Manager

TYPE OF ACTION: **Voice Vote**

Recommendation:

Staff recommends that the Board enforce the water leak adjustment policy, take public comment and arrive at a consensus.

Discussion:

Resident Ray Christie attended the April 3, 2013 Regular Board Meeting addressing the Board regarding a leak discovered near a pond resulting in a monthly bill of \$5,573.45. Mr. Christie's monthly bill approximates \$438.24.

Historical data reflects adjustments have been provided to Mr. Christie in the past. Since 2002 Mr. Christie has received a total amount of \$2,057.37 in water leak adjustments.

- 07/24/2002 \$1,253.76
- 09/21/2006 \$497.86
- 03/26/2009 \$305.75

In May of 2011, the Board adopted Resolution 2011-10 addressing water leak adjustments limiting the exposure of the District. Under the resolution, the General Manager has the authority to provide a maximum \$500.00 adjustment. Amounts beyond that limit are at the discretion of the Board under Regulation 63-Variations.

Mr. Christie is requesting Board review.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action
- Stay within the allowed water leak adjustment amount of \$500.00.
Balance due after adjustment would equal \$5,073.45

- Stay within the allowed water leak adjustment amount with an amortized repayment of the balance owed (See staff analysis attached)
- Provide a water variance to be determined by the Board

Fiscal Analysis:

The wholesale cost of the leak is approximated at 1607 ccf at \$.992535 for a total cost to the District of \$1,595.00.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 - Resolution 2011-10
- Attachment 2 - Regulation 63- Variances
- Attachment 3 - McKinleyville Community Services District Water Leak Adjustment Policy
- Attachment 4 - Memorandum dated 4.23.13 RE: Crannel Blueberry Farm
- Attachment 5 - Memorandum dated 4.4.13 RE: Crannel Blueberry Farm
- Attachment 6 - Water Leak Adjustment Request dated 2.11.13
- Attachment 7 - Copy of water bill in the amount of \$5,573.45

RESOLUTION 2011-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT ESTABLISHING A POLICY FOR BILLING ADJUSTMENTS DUE TO WATER LEAKS

WHEREAS, The Board of Directors of the McKinleyville Community Services District wishes to establish an equitable policy for billing adjustments following water leaks occurring beyond a customer's control;

BE IT RESOLVED, The Board of Directors of the McKinleyville Community Services District hereby establishes the following conditions governing billing adjustments as a result of a water leak.

CONDITIONS:

1. The General Manager or designee is authorized to adjust a customer's water bill one month out of any 24-month period where the customer proves that excess usage occurred as a result of a water leak and that the leak has been repaired.
2. Customers may apply for the Water Leak Adjustment by completing a Water Leak Adjustment Request form at the MCSD office.
3. Customers will provide receipts for parts or a copy of the plumber's bill if available. If no receipts are provided, the District may wait until the next scheduled meter read date to verify that the leak has been repaired.
4. The adjustment may be calculated as up to 50% of the difference between the actual water charge for the month of the leak and the average monthly charge based on the previous 12 month use or the longest period of the customer's use, if less than 12 months.
5. The maximum amount of any single adjustment by the General Manager shall not exceed \$500.00.
6. The decision of the General Manager shall be final unless the Board Chairman finds there would be good cause for a Board hearing or appeal.

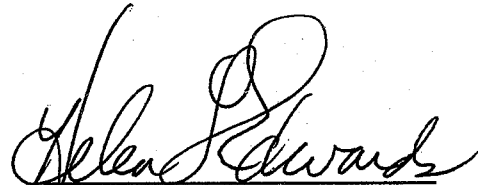
PASSED, APPROVED AND ADOPTED this 18th day of May, 2011 by the following roll call vote:

AYES: CORBETT, COUCH, MAYO, WENNERHOLM, EDWARDS

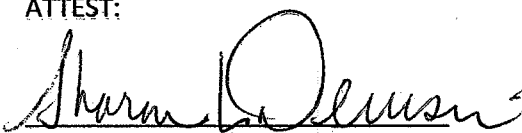
NOES: NONE

ABSTAIN: NONE

ABSENT: NONE


Helen Edwards, Board President

ATTEST:


Sharon L. Denison, Board Secretary

REGULATION 63. - VARIANCES

Rule 63.01. VARIANCES. The Board may, in specific cases, grant a variance from any provision of the standards incorporated into these Rules and Regulations whenever it finds:

- (A) that special circumstances exist in a particular case, and
- (B) that practical difficulties or unnecessary hardship would result from strict interpretation and enforcement of any standard, and
- (C) that the granting of such a variance would not tend to defeat the purposes of these Rules and Regulations. The Board may place conditions upon such variances.

Rule 63.02. VARIANCE APPLICATION. Any individual seeking a variance shall complete a variance application on the form provided by the District. A non-refundable fee of \$25.00 shall be paid by the applicant to the District for such application to be considered by the Board.

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

WATER LEAK ADJUSTMENT POLICY

In order to promote water conservation, The General Manager or designee is authorized to consider a potential adjustment to a customer's water and sewer bill one month out of any 24-month period where the customer proves that excess usage occurred as a result of a water leak and that the leak has been repaired. Listed below are the conditions required to be eligible for an adjustment:

1. Customers may apply for a water leak adjustment by completing a Water Leak Adjustment Request Form available at the MCSD office, 1656 Sutter Road, McKinleyville.
2. Customers will provide receipts for parts or a copy of the plumber's bill if available. If no receipts are provided, the District may wait until the next scheduled meter read date to verify that the leak has been repaired.
3. The adjustment may be calculated as up to 50% of the difference between the actual water charge for the month of the leak and the average monthly charge based on the previous 12 month use or the longest period of the customer's use, if less than 12 months.
4. The maximum amount of any single adjustment by the General Manager shall not exceed \$500.00.
5. The decision of the General Manager shall be final unless the Board Chairman finds there would be good cause for a Board hearing or appeal.

Attachment: Water Leak Adjustment Form

Revised May 18, 2011 by Board action

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519

**MAIN OFFICE:**

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

PARKS & RECREATION OFFICE:

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

MEMORANDUM

DATE: April 25, 2013

TO: Greg Orsini, Colleen Trask

FROM: David Baldosser

SUBJECT: Crannel Blueberry Farm

The historical average consumption for Crannel Blueberry Farm is 117 ccf per month. They have a 2 inch meter and are an out of district service. The base rate and consumption charges are billed at one and a half time the regular charges.

Average consumption 117 ccf	
Projected Current Monthly Charge on average	\$462.75
After July 1, 2013 increase HBWD @ \$0.21/ccf	\$548.06

Amortization
payment

1,607 ccf in January 2013, bill total:	\$5,573.45	\$464.45
If maximum leak credit applied	\$5,073.45	\$422.79

Monthly payment including amortization	no adjustment	\$927.20
	with adjustment	\$885.54

After July 1, 2013 increase	no adjustment	\$1,012.51
	with adjustment	\$970.85

Per Colleen the wholesale cost of the 1,607 ccf is \$1,595.00 (\$0.992535 per ccf) in the leak month.

PHYSICAL ADDRESS:

1656 SUTTER ROAD
MCKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
MCKINLEYVILLE, CA 95519



mckinleyvillecsd.com

MAIN OFFICE:

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


PARKS & RECREATION OFFICE:

PHONE: (707) 839-9003
FAX: (707) 839-5944

MEMORANDUM

DATE: April 4, 2013

TO: Greg Orsini, General Manager

FROM: David Baldosser 

SUBJECT: Crannell Blueberry Farm Leak Adjustment History

We have a log of the leak adjustments that have been processed. Crannell Blueberry Farm had adjustments of \$1,253.76 on July 24, 2002, \$497.98 on September 21, 2006 (426 ccf) and \$305.75 on March 26, 2009 (104 ccf). The ccf volume for the July 2002 adjustment is not available any longer. Attached are copies of the logged in entries.

I have sent a message to CWS to see if that historical data is available from some method I am unaware of.

.cc Colleen Trask, Kathy Wilson

McKinleyville Community Services District
1656 Sutter Road
McKinleyville, Ca 95519
(707) 839-3251

RECEIVED
FEB 19 2013
McK. C.S.D.

Water Leak Adjustment Request

Date: 2-11-2013

Name: Ray Christie

(CRA0009)

Phone Number: (707) 496-5115

Service Address: 5466-A Dows Prairie Rd. McKinleyville.

Explanation of leak and/or repair: In late January I was notified by David from MCS D that our water usage was extremely high. He said it was way higher than the previous month. We received our monthly statement with a balance due of \$5,573.45. As we checked the water lines at the ranch we noticed at the pump house near the pond that a water line
on back

Date repaired: February 5th, 2013

If available, please provide receipts for parts or a copy of the plumber's bill. IF NO RECEIPTS ARE PROVIDED, THE DISTRICT MAY WAIT UNTIL THE NEXT SCHEDULED METER READ DATE TO VERIFY THAT THE LEAK HAS BEEN REPAIRED.

IF THIS ADJUSTMENT IS ACCEPTED, YOU WOULD NOT BE ELIGIBLE FOR ANOTHER ADJUSTMENT FOR 2 YEARS.

Signature: Ray Christie

water only, service out of District

FOR OFFICE USE ONLY

Customer # CRA0009

Rte/Svc 019-1261

Customer Notified _____

Water Credit \$ 500⁻

Listed In File _____

Sewer Credit \$ 0

Line 11 Noted _____

Total Credit \$ 500⁻

Adjustment Done _____

Supervisor Approval _____

General Manager Approval 

had broke that was leading into the pond. We never noticed the leak because it wasn't on the ground. The leak was fixed immediately.

I would please ask if we could have an adjustment on this bill. I do not have the resources to pay such a high amount.

Thank you for your time. If you have any questions please call (707) 496-5115.

Thank you,
Ray Christie

P.S.

The pump house leading to the pond hasn't been used in years. It was there before we bought the property to water the blue berry fields.

	CRA0009
Leak Month:	01/2013
Leak Credit Date:	02/2013
# of Units:	1

Water Use	1,607.00 ccf
Average Water Use Prior 12 months	136 ccf

Water Use Charge
Average Water Use Charge Prior 12 months

\$5,383.36
\$438.24

Excess Water Use Charges

\$4,945.12
x 50%

Water Leak Adjustment

\$2,472.56

**MAXIMUM CREDIT PER
POLICY IS \$500.00**

Total Excess Charges

\$2,472.56

Month 0	1,607.0
Month -1	102.0
Month -2	107.0
Month -3	75.0
Month -4	89.0
Month -5	99.0
Month -6	176.0
Month -7	294.0
Month -8	171.0
Month -9	104.0
Month -10	189.0
Month -11	143.0
Month -12	81.0

Total	1,630.0
-------	---------

Average 136

SEE REVERSE SIDE

www.mckinleyvillecsd.com

McKINLEYVILLE COMMUNITY SERVICES DISTRICTP.O. BOX 2037 • 1656 SUTTER ROAD
McKINLEYVILLE, CA 95519 • (707) 839-3251

SERVICE FROM			SERVICE TO			CUSTOMER NUMBER
MO	DAY	YR	MO	DAY	YR	
12	18	12	01	30	13	CRA0009
PRIOR RDG.		CURRENT RDG.	CONSUMED	AMOUNT		
8310		9917	1607	5383.36W		
USAGE A YEAR AGO: 102						
WATER BASE RATE				75.02		
DCV				2.58		
HBMWD PASS THRU				112.49		
KEEP THIS PART AS YOUR RECORD						
MO	DAY	YR	DUE DATE	PLEASE PAY THIS TOTAL		
02	15	13		5573.45		

SERVICE ADDRESS

5466-A DOWS PRAIRIE

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
P.O. BOX 2037 • 1656 SUTTER ROAD
McKINLEYVILLE, CA 95519 • (707) 839-3251Presorted
First Class
U.S. Postage
PAID
Arcata, CA
Permit No. 202**ROUND-UP FOR RECREATION!**☐ (please check box)**DETACH AND RETURN THIS STUB WITH PAYMENT**

CUSTOMER NUMBER	AMOUNT
CRA0009	5573.45

5466-A DOWS PRAIRIE

019-1261 Due '02/15/13'

CRANNEL BLUEBERRY FARM

725 CRANNELL RD

TRINIDAD CA 95570-9737



McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2013

TYPE OF ITEM: **ACTION**

ITEM: E.3. **Consider nomination of Gregory Orsini for election to the California Special District Association Board of Directors (CSDA) for Region 1, Seat B; discuss nominations for Special District Risk Management Authority (SDRMA) and Local Agency Formation Commission (LAFCo)**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends the Board consider nomination of Interim General Manager Gregory Orsini for re-election to the CSDA Board of Directors and adopt Resolution 2013-10 nominating Gregory Orsini; discuss interest in nominations for SDRMA and adopt Resolution 2013-11 after discussion for candidate; review LAFCo vacancy and interest in nominations; take public comment and make recommendations.

Discussion:

Interim General Manager Greg Orsini has served on the CSDA Board of Directors since January, 2013 filling a vacancy due to the untimely death of Norman Shopay. Greg was voted to fill the open position and is now interested in re-election.

CSDA is conducting a call for nominations for a Region 1, Seat B Director for the 2014-2016 two year terms. Interim General Manager Greg Orsini, McKinleyville Community Services District currently holds Region 1, Seat B. The current term is nearing conclusion.

A Board member is expected to attend all board meetings held every other month usually on the second Friday of the month, at CSDA's office in Sacramento. Besides serving on the Board, each Board Member is expected to participate on at least one committee, which usually meets 3-4 times a year in Sacramento. CSDA reimburses directors for their related expenses for attendance at those meetings as outlined in Board Policy.

Interim General Manager Greg Orsini, representing McKinleyville Community Services District has graciously agreed to run for re-election. The deadline for receiving nominations is May 24, 2013.

SDRMA has four Directors seats up for election in August 2013. The nomination filing deadline is Friday, May 3, 2013. Directors are elected to a

4-year term of office. The term of office for the newly elected Directors will begin January 1, 2014 and expire December 31, 2017. Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy. Board Meetings are held on an average of eight meetings per year, with no more than one meeting per month. Meetings are held in Sacramento, CA. SDRMA provides risk management and risk financing for Special Districts and local governmental agencies. MCSD has been a member of SDRMA for many years.

LAFCo is seeking nominations to fill a vacancy created by the resignation of Humboldt County Board of Director, Kevin McKenny. The unexpired term of this district seat continues through June 30, 2014. Each district may make one nomination. Nominees must be Board members, not staff. The nomination form and qualification/resume must be received by LAFCo no later than May 10, 2013.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

CSDA - No Direct Cost to the District other than Interim General Manager Orsini's time away to attend meetings.

SDRMA – Board members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual and applicable laws.

LAFCo - Commissioners and alternates shall be entitled to reimbursement for all actual and necessary expenses incurred in the transaction of Commission business in accordance with provisions provided.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 – CSDA Information Letter and Nomination form
- Attachment 2 – CSDA Resolution 2013-10
- Attachment 3 – SDRMA Nomination Packet
- Attachment 4 - SDRMA Resolution 2013-11
- Attachment 5 – LAFCo Nomination Information



**California Special
Districts Association**
Districts Stronger Together

DATE: February 22, 2013

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2014 - 2016 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration.

Commitment: Serving on the Board requires one's interest in the issues confronting special districts statewide. A board member is expected to attend all board meetings held every other month, usually on the second Friday of the month, at CSDA's office in Sacramento. Besides serving on the Board, each Board Member is expected to participate on at least one committee, which usually meets 3-4 times a year in Sacramento. CSDA reimburses directors for their related expenses for Board and Committee meetings as outlined in Board Policy. In addition, all Board Members are expected to attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the Annual Conference (held in the fall) as part of their obligation to the CSDA membership; expenses for these two events are not reimbursed by CSDA, even if a board meeting or committee meeting is held in conjunction with the event.

Nomination Procedures: Any regular member Independent Special District is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of

Directors. A copy of the member district's resolution or minute action must accompany the nomination. The deadline for receiving nominations is May 24, 2013. Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 7th. The ballots must be received by CSDA no later than 5:00 p.m. August 2, 2013 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 6th. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September.

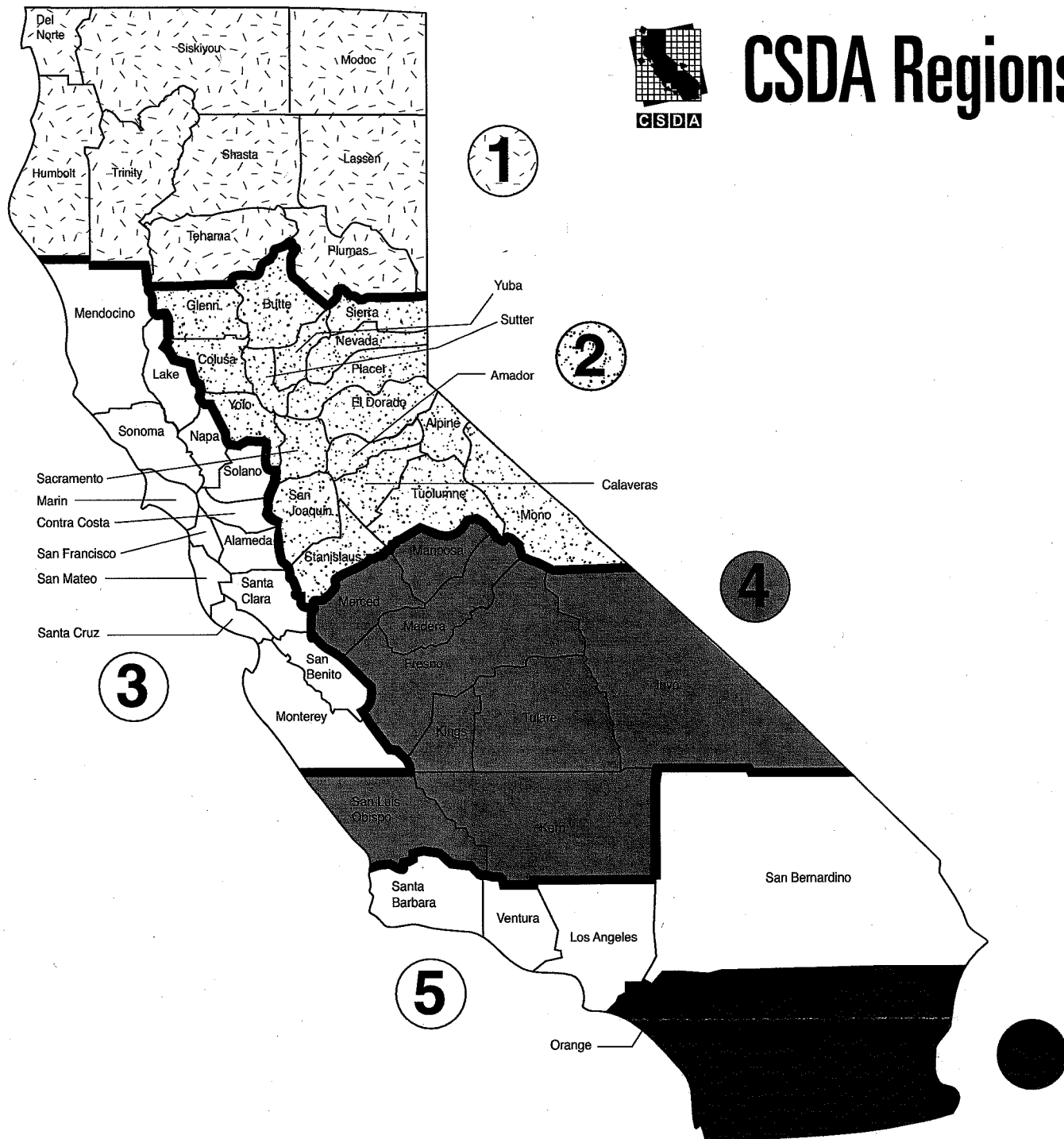
Expiring Terms

(See enclosed map for regional breakdown)

Region 1	Seat B	Greg Orsini, McKinleyville Community Services District
Region 2	Seat B	Ginger Root, Tuxedo Country-Club Rural Fire Protection*
Region 3	Seat B	Sherry Sterrett, Pleasant Hill Recreation and Park District*
Region 4	Seat B	Tim Ruiz, East Niles Community Services District*
Region 5	Seat B	Kathy Tiegs, Cucamonga Valley Water District*
Region 6	Seat B	Bill Nelson, Orange County Cemetery District*

(* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@csla.net.



2013 Board of Directors by Region

Region 1

David Edwards, *East Quincy Services District*
 Greg Orsini, *McKinleyville CSD*
 Phil Schoefer, *Western Shasta RCD*

Region 2

Pete Kampa, *Tuolumne Utilities District*
 Noelle Mattock, *El Dorado Hills CSD*
 Ginger Root, *Tuxedo Country Club FPD*

Region 3

Vincent Ferrante, *Moss Landing Harbor District*
 Sherry Sterrett, *Pleasant Hill RPD*
 Stanley Caldwell, *Mt. View Sanitary District*

Region 4

Steven Esselman, *North of the River MWD*
 Tim Ruiz, *East Niles CSD*
 Steve Perez, *Rosamond CSD*

Region 5

Elaine Freeman, *Rancho Simi RPD*
 Kathy Tiegs, *Cucamonga Valley Water District*
 Jim Acosta, *Saticoy Sanitary District*

Region 6

Jo MacKenzie, *Vista Irrigation District*
 Bill Nelson, *Orange County Cemetery District*
 Elaine Sullivan, *Leucadia Wastewater District*



**California Special
Districts Association**
Districts Stronger Together

BOARD OF DIRECTORS NOMINATION FORM

PLEASE BE SURE THE CANDIDATE'S PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE

Name of Candidate: _____

District: _____

**Mailing
Address:** _____

Region: _____ (see attached map)

Telephone: _____

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this **form and a Board resolution/minute action** supporting
the candidate by fax or mail to:

CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 24, 2013

RESOLUTON 2013-10

A RESOLUTION TO CONSIDER NOMINATION OF GREGORY ORSINI FOR ELECTION TO THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD OF DIRECTORS, REGION 1, SEAT B

WHEREAS: Gregory Orsini has served the McKinleyville Community Services District (MCSD) with knowledge and commitment from November 26, 1990 to present. On November 13, 2012 Operations Director, Gregory Orsini was selected by vote of the Board of Directors to fulfill the duties of Interim General Manager after the sudden passing of MCSD's General Manager Norman Shopay; and

WHEREAS: A vacancy occurred on the California Special District Association Board (CSDA). CSDA voted Interim General Manager to fill the vacant Region 1, Seat B position for the remainder of the 2012-2013 term, concluding December 31, 2013; and

WHEREAS: CSDA Board of Directors are calling for nominations for Region 1, Seat B for the 2014-2016 term. McKinleyville Community Services District Board of Directors desire CSDA to consider re-election of Interim General Manager Gregory Orsini for the Region 1, Seat B Director.

BE IT FURTHER RESOLVED: The Board of Directors of McKinleyville Community Services District hereby:

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 1st day of May, 2013 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dennis Mayo, Board President

Attest:

Kathy Wilson, Board Secretary



2013 Nomination Packet Checklist

SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 9, 2013, marked the official commencement of nominations for the SDRMA Board of Directors. Four seats on the Board of Directors are up for election in August 2013.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All document contained in this packet, as well as additional information regarding SDRMA Board elections are available on our website www.sdrma.org and/or by calling SDRMA Chief Financial Officer Paul Frydendal at 800.537.7790.

- ____ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** SDRMA Board of Directors has established a policy that requires candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or full-time management employee (per SDRMA Election Policy 2012-05, Section 4.1) of their respective member agency that is currently participating in **both** SDRMA's Property/Liability and Workers' Compensation Programs, and 2) nominated by resolution of the Board of Directors of their respective member agency. This document also reviews the Board of Directors' Role and Responsibilities along with additional information.

- ____ **Attachment Two:** **SDRMA Board of Directors 2013 Election Schedule:** Please review this document for important deadlines.

- ____ **Attachment Three:** **SDRMA Election Policy No. 2012-05:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.

- ____ **Attachment Four:** **Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.

- ____ **Attachment Five:** **Candidate Statement of Qualifications:** Please be advised that no statements are endorsed by SDRMA. Candidate statements of qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

Please complete and return all required nomination and election documents to:

SDRMA Election Committee
C/O Paul Frydendal, CFO
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies and providers of municipal services throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	7-Board Members: SDRMA Board of Directors consists of seven Board Members, who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, and ensuring accountability, <i>setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.</i>
Board of Directors' Responsibilities	<i>Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.</i>
Four (4) Seats For this Election	4-Seats: Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Four seats are up for election this year.
Term of Directors	4-Year Terms: Directors are elected for 4-year terms. Terms for directors elected this election begin January 1, 2014 and end on December 31, 2017.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2011-04 and applicable laws.
Number of Meetings per Year	8-Board Meetings Annually: Generally not more than one meeting per month, with an average of eight board meetings per year.
Meeting Location	SDRMA office in Sacramento, California.
Meeting Dates	Typically the first Tuesday afternoon and Wednesday morning of the month.
Meeting Starting Times	4:00 p.m. and 8:00 a.m.: Meetings are from 4:00 p.m. on Tuesday afternoon until 5:30 p.m. and Wednesday from 8:00 a.m. to noon.
Meeting Length	6 - 8 hours: Length of meetings on average.
Average Time Commitment	15 - 20 hours: Commitment per month.

"The mission of Special District Risk Management Authority is to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool to CSDA member districts, delivered in a timely, cost efficient manner, responsive to the needs of the districts."

2013 Election Schedule



TASK TIMELINE	
1/9	Board approved Election Schedule
1/24-25	Mail Notification of Election and Nomination Procedure to Members in January 90 days prior to mailing Ballots (110 actual days)
5/03	Deadline to return Nominations
5/09	Tentative Election Comm. Reviews Nominations
5/15-16	Mail Ballots 60 days prior to ballot receipt deadline (103 actual days)
8/27	Deadline to Receive Ballots
8/29	Tentative Election Committee Counts Ballots
8/30	Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule
9/18	Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session
10/29-30	Directors' Elect Invited to SDRMA Board Meeting
1/2014	Newly Elected Directors Seated and Election of Officers

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A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF
A SUPERVISING ELECTION COMMITTEE

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Financial Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during March of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a full-time management employee of an SDRMA member participating in both the

Property/Liability and Workers' Compensation Programs. To qualify as a "full-time management employee," the candidate must be a full-time, management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]

- 4.2. Each nominated candidate must submit a properly completed and signed "Statement of Qualifications" (required form attached) on or before the filing deadline in June in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed on or before the aforementioned deadline by (1) personal delivery to SDRMA's office; or (2) by U.S. mail received by the SDRMA office. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate that does not submit a Candidate's Statement of Qualifications which complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in June. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in June is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable more than ninety (90) days past due.
- 5.3. The Election Committee, as hereinabove defined and comprised, shall review all nominations received from members and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.
- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.

- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency (sample Resolution enclosed) and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.
- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.
- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

- 11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:
 - a) notify all then member entities that a vacancy has occurred; and
 - b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
 - c) the SDRMA Board shall establish the closing date for the receipt of applications; and
 - d) candidates shall submit the following, by the date specified in the notice:
 - i) a letter of interest; and
 - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
 - e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and

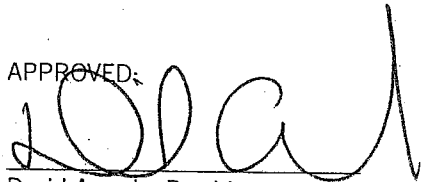
- f) upon verification or rejection of each application by the Election Committee, staff will mail acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
- h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

Revised and adopted this 27th day of June 2012, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

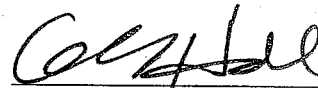
This policy rescinds the previous version of Policy No. 2011-02 which was approved on February 2, 2011 and all other policies inconsistent herewith.

APPROVED:

A handwritten signature in black ink, appearing to read "David Aranda", written over a horizontal line.

David Aranda, President
Board of Directors

ATTEST:

A handwritten signature in black ink, appearing to read "Gregory S. Hall", written over a horizontal line.

Gregory S. Hall, ARM
Chief Executive Officer

Special District Risk Management Authority Board of Directors Candidate's Statement of Qualifications
--

This information will be distributed to the membership with the ballot, “exactly as submitted” by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate _____
 District/Agency _____
 Work Address _____
 Work Phone _____ Home Phone _____

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

[illegible]

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

[illegible]

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)

What is your overall vision for SDRMA? (Response Required)

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date _____

RESOLUTON 2013-11

**A RESOLUTION OF THE GOVERNING BODY OF THE MCKINLEYVILLE
COMMUNITY SERVICES DISTRICT NOMINATING
_____ AS A
CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT
AUTHORITY BOARD OF DIRECTORS**

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be:

- 1) a member of the agency's governing body or full-time management employee per SDRMA Election Policy 2012-05, Section 4.1 and be an active member agency of **both** SDRMA's property/liability and workers' compensation programs, and
- 2) be nominated by resolution of their member agency's governing body, and
- 3) each nominated candidate must submit a completed and signed "Statement of Qualifications" on or before the May 3, 2013 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

- 1) The governing body of McKinleyville Community Services District nominates _____, its _____, as a candidate for the Board of Directors of the Special District Risk Management Authority.
- 2) The governing body of McKinleyville Community Services District further directs that a copy of this resolution be delivered to SDRMA on or before the May 3rd, 2013 filing deadline.

ADOPTED this 1st of May, 2013 by the Governing Body of McKinleyville Community Services District by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dennis Mayo, Board President

Attest:

Kathy Wilson, Board Secretary



NOTICE OF VACANCY

DATE: April 4, 2013
TO: Board of Directors of Independent Special Districts
FROM: George Williamson, Executive Officer
SUBJECT: Request for Nominations for District Member to Serve on LAFCo

The Humboldt Local Agency Formation Commission (LAFCo) is seeking nominations to fill a vacancy created by the resignation of Kevin McKenny, who retired after serving 26 years on the Board of Directors of the Humboldt Community Services District. His service to LAFCo has consisted of multiple terms as a special district member on the Commission.

The unexpired term of this district seat continues through June 30, 2014. LAFCo is requesting nominations for prospective candidates, which must be an elected or appointed Board member residing in Humboldt County. Following are the steps of the nomination and election process:

1. This request for nominations is sent to each Independent Special District.
2. Each district may make one nomination. Nominations must be approved by the District's governing body; a nomination form is enclosed. Nominees must be Board members, not staff.
3. Nominating districts may also forward nominee qualifications (form enclosed) and/or brief resumes for their nominees, describing the qualifications they have for this position. The nomination form and qualification/resume must be received by LAFCo no later than May 10, 2013.
4. Upon receipt of nominations, LAFCo staff will prepare a ballot and send it to each district. The ballot must be returned to LAFCo no later than the date stated on the ballot. The votes will be tallied and the results of the election will be sent to each district and nominee.

The nomination form and qualification form/resume must be returned no later than May 10, 2013, to the following address:

Humboldt LAFCo
1125 16th Street, Suite 202
Arcata, CA 95521

Please visit the LAFCo website (www.humboldtlaftco.org) for more information about LAFCo. If there are any questions regarding this district nomination and election process, please contact LAFCo staff at (707) 445-7508.

cc: LAFCo Members



**NOMINATION FORM
SPECIAL DISTRICT MEMBER**

Name of District:

Address:

Phone:

E-mail:

The Board hereby nominates _____ to serve on the Humboldt Local Agency Formation Commission.

Board action taken on the _____ day of _____, 2013, by the following vote:

AYES:

NOSE:

ABSENT:

ABSTAIN:

BOARD PRESIDENT:

Signature

Printed Name



**NOMINEE QUALIFICATIONS
SPECIAL DISTRICT MEMBER**

Name:

Phone:

E-mail:

Address:

Present Occupation:

Summary of Qualifications for Position:

Reasons for Applying:

Organization membership(s):

* An accompanying resume may be attached

McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2013

TYPE OF ITEM: **ACTION**

ITEM: E.4. Modify the Board Policy Manual (BPM) to include a process for General Manager Performance evaluation by Board of Directors and Department Heads (360 Degree) to be conducted annually

PRESENTED BY: Gregory Orsini, Interim General Manager

TYPE OF ACTION: Voice Vote

Discussion:

Staff recommends that the Board discuss, take public comment and arrive at a consensus to modify the Board Policy Manual per the recommended edits.

Discussion:

The Board recognizes the importance of General Manager Performance evaluation as an evaluation process and a communication tool and has requested a clear and concise process be described in the BPM for regular performance evaluations of the General Manager.

Attachment 1 includes modification to the BPM to recommend Annual Evaluations and the attached process with required forms.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 - RULE 4-6: INTERACTION WITH GENERAL MANAGER: and attached addendum with annual 360 degree performance evaluation process

RULE 4-6: INTERACTION WITH GENERAL MANAGER: The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly-convened Board and Committee meetings. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4-6A The Board shall conduct performance evaluations for the General Manager. As noted in the Supervisor's Policy Manual, 360 evaluations from Department Heads may also be requested by the Board. These evaluations should be conducted annually on the anniversary of the General Manager's hire date. Please see "Attachment A" for a written procedure.

This written procedure is provided to the Board of Directors as guidance in completing a 360 Degree Annual Performance Evaluation for the General Manager.

These evaluations should be conducted annually on the anniversary of the General Manager's hire date and use the standard MCSD GENERAL MANAGER EVALUATION Form attached as EXHIBIT 1, unless the Board of Directors determine it insufficient. At that time determine a more appropriate interval.

Simultaneously the Board should request District Department Heads participate in the evaluation by utilizing the GENERAL MANAGER 360 PERFORMANCE EVALUATION Form attached as EXHIBIT 2.

The process will begin with the Board requesting an item be placed on the agenda approximately one month prior to the anniversary date. This item should be titled "Initiate process for General Manager Performance Evaluation" and can be accomplished in an opened session.

During an open public meeting, the selection of one board member to consolidate all five Board Member and three Department Head evaluations will be determined by the Board President. Once a member of the Board has been selected a schedule should be established and should include:

- Date to complete and return sealed evaluations to Board Secretary,
- Date the appointed consolidator will retrieve the evaluations and
- A date for the closed session for the General Manager's performance evaluation.

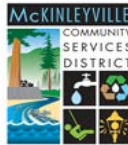
All five Board Members will receive the evaluation forms from the Board Secretary at that meeting with an envelope to seal and return with the forms completed. The Board will fill out the evaluations and provide them to the Board Secretary at the District Office in the sealed envelope in accordance with the schedule.

After the meeting the Board Secretary will distribute the GENERAL MANAGER 360 PERFORMANCE EVALUATION form to Finance Director, Operations Director and Parks and Recreation Director and coordinate the completion in accordance with the Board's schedule so the evaluations are all completed and ready simultaneously.

The Board Member selected to consolidate the evaluations will be notified by the Board Secretary that the evaluations by department heads and other Board Members are completed and ready to pick up. The evaluations will be consolidated by averaging each section and combining any written comments so there is one evaluation from the Board and one evaluation from the Department Heads.

During a properly noticed public meeting the board will convene a closed session to review the consolidated evaluation with the General Manager for the purpose of discussing the General Manager's performance. See the example below for noticing.

"PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code § 54954.5 and 54957): Title:
General Manager—*(Name Inserted Here)*"



MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
 Board of Directors' Evaluation Form - General Manager
 Performance Review Period (November 10, 2012 through March 6, 2013)

Board Member: _____

Date _____

A. BOARD/MANAGER RELATIONSHIP

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Provides sufficient staff reports and related agenda materials to allow for effective Board discussion/decision-making. Provides information to Board Members in a timely manner. Obtains and evaluates relevant information and implements or recommends appropriate solutions to problems.					
Displays a professional attitude/image that assures public confidence. Makes effort to be accessible and provides consistent and equal treatment to Board Members.					

B. COMMUNITY RELATIONS

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Represents the District well in presentations to civic groups, media and the public and provides a positive, professional image. Sought to develop cooperative working relationships with various outside governmental agencies and other outside groups.					
Promotes community involvement in the District as opportunity allows.					
Enhances community understanding of District's goals and objectives. Deals openly with conflict and District problems.					

C. LEADERSHIP

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Assumes leadership in establishing the immediate and long-range goals & objectives for the District.					
Demonstrates original thinking, ingenuity, and creativity by introducing new strategies or courses of action.					
Plans effectively and supports innovative problem-solving by involving others.					

D. COMMUNICATION

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Promotes and engages in two-way communication with Board					
Is accessible to Board Members. Communicates new ideas, suggestions, and concerns to the Board.					

E. MANAGING FINANCIAL AND MATERIAL RESOURCES

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Identifies District revenue enhancements and cost saving to ensure the District accomplishes important short-term and long-term goals.					
Demonstrates original thinking, ingenuity, and creativity by introducing new financial strategies or courses of action.					
Plans, implements, and directs a comprehensive financial program for the District's long-range economic development.					
Has a general understanding of technical issues affecting the District.					

F. ORGANIZATION

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory					
	5	4	3	2	1
Develops procedures in response to needs. Implements practices and monitoring results in support of Board policy. Anticipates changes in various situations and the ability to achieve goals despite these changes. Meets schedules (whether set by the General Manager or by others). Sets priorities, understands systems, practices time management, planning, and is committed to quality work.					

H. OVERALL EVALUATION

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory					
	5	4	3	2	1

Remarks/Comments:

**GENERAL MANAGER
360 PERFORMANCE EVALUATION**

EXHIBIT 2

Rating categories:

- I** - Improvement needed for performance to meet expected standards
- M** - Performance fully meets expected standards
- E** - Performance consistently exceeds standards

PERFORMANCE FACTORS	I	M	E	COMMENTS
1. QUALITY OF WORK: Consider the extent to which completed work is accurate, neat, well-organized, thorough, and effective				
2. RELATIONSHIPS WITH PEOPLE: Consider the extent to which the GM recognizes the needs and desires of other people, treats other with respect and courtesy, and inspires their respect and confidence, etc.				
3. WORK HABITS: Consider the GM's effectiveness in organizing and using work tools and time, in caring for equipment and materials, in following good practices of vehicle and personal safety, etc.				
4. TAKING ACTION INDEPENDENTLY: Consider the extent to which the GM shows initiative in making work improvements, identifying and correcting errors, initiating work activities, etc.				
5. ANALYZING SITUATIONS AND MATERIALS: Consider the extent to which the GM applies consistently good judgment in analyzing work situations and materials, and in drawing sound conclusions.				
6. MEETING WORK COMMITMENTS: Consider the extent to which the GM completes work assignments, meets deadlines, follows established policies and procedures, etc.				
7. TECHNICAL AND PRACTICAL KNOWLEDGE OF THE JOB: Extensive knowledge of technical elements in own program and related areas; willing to share technical knowledge; viewed as a knowledgeable resource; ability to effectively utilize a variety of resources to resolve administrative and/or program problems.				

**GENERAL MANAGER
360 PERFORMANCE EVALUATION**

Rating categories:

- I** - Improvement needed for performance to meet expected standards
M - Performance fully meets expected standards
E - Performance consistently exceeds standards

PERFORMANCE FACTORS	I	M	E	COMMENTS
8. SUPERVISING THE WORK OF OTHERS: Creates an environment in which employees are treated with respect. Employees possess a sense of ownership; satisfaction in the District's accomplishments; influence over how things are done, and an understanding of their personal importance to the MCSD. Provides appropriate control over staff activities. Provides timely performance appraisal of subordinate staff. Inspires continuous learning and development of staff. Recognizes and values the contributions of all members of a diverse work force.				
9. LEADERSHIP: Cooperates, inspires, motivates, persuades and guides others toward goal accomplishment; adapts leadership style to a variety of situations; models high standards of honesty, integrity, trust, openness and flexibility; makes sound decisions consistent with District objectives.				
10. FISCAL MANAGEMENT: Understands District costs, debt, cash flow, fixed assets and rate structures and is able to utilize these strategically; Analyzes budget forecasts for accuracy; maintains responsible District costs within Board approved budgets. Timely review and approval of bank reconciliations, journal entries, financial statements, invoices (AP) and payroll.				
11. COMMUNICATION: Proactively informing Board of Departmental and District issues and concerns; Timely collection of information and reports from Departments. Maintains confidentiality of communications.				
12. COMPLIANCE: Demonstrates the ability to maintain the District and all departments in compliance with laws, regulations and reporting requirements				
13. CUSTOMER SERVICE: Shows interest in and understanding of the needs, expectations and circumstance of internal and external customers. Explores options and pursues solutions until customers are satisfied. Is responsive, pleasant, professional and easy to do business with. Looks at the organization and its services from the customer's point of view. Seeks and uses customer feedback to improve services. Meets or exceeds internal and external customer expectations.				

**GENERAL MANAGER
360 PERFORMANCE EVALUATION**

Rating categories:

- I*** - Improvement needed for performance to meet expected standards
- M*** - Performance fully meets expected standards
- E*** - Performance consistently exceeds standards

14. EMPLOYEE SAFETY: Consider whether the employee maintains and ensures training, safety requirements and compliance for supervised employees (i.e. full time, part-time, seasonal, Cal-works, sub-contractors or visitors)				
15. POLICIES AND PROCEDURES: Consider the extent to which the employee maintains compliance with All District Policies and Procedures. Ensures staff is aware of Human Resource and EEO Policies.				
16: IDP: Develops IDP with supervised employees and ensures employee completes all training requirements.				

OTHER EVALUATOR COMMENTS:

SIGNATURE: _____ N/A

DATE: _____

GENERAL MANAGERS COMMENTS:

SIGNATURE: _____

DATE: _____

McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2013

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.5. **Informational overview of FY 2013/14 Draft Operating Budget for Water, Sewer, and Streetlights Funds**

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

TYPE OF ACTION: **None**

Recommendation:

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

Discussion:

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

Alternatives:

Take Action

Fiscal Analysis:

See attached FY 2013/14 Draft Operating Budgets for Water, Sewer, and Streetlights Funds.

Environmental Requirements:

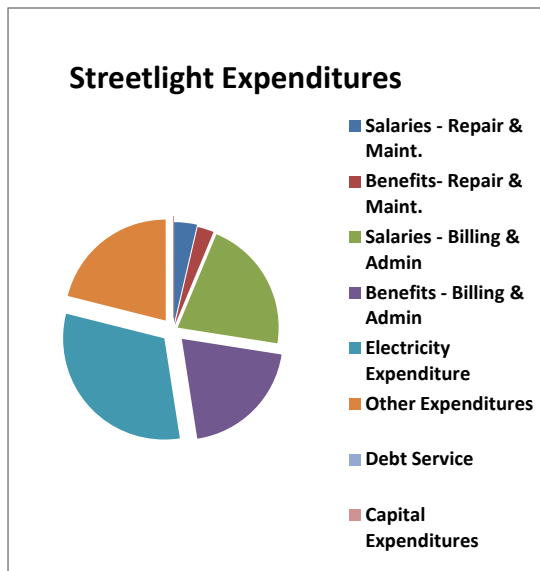
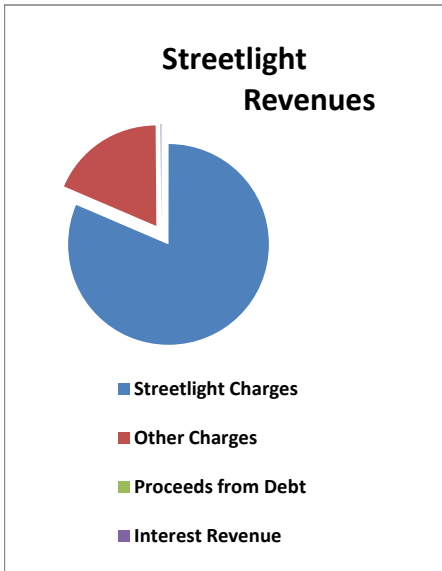
Not applicable

Exhibits/Attachments

- FY 2013/14 Draft Operating Budget for Water, Sewer, and Streetlights Funds.

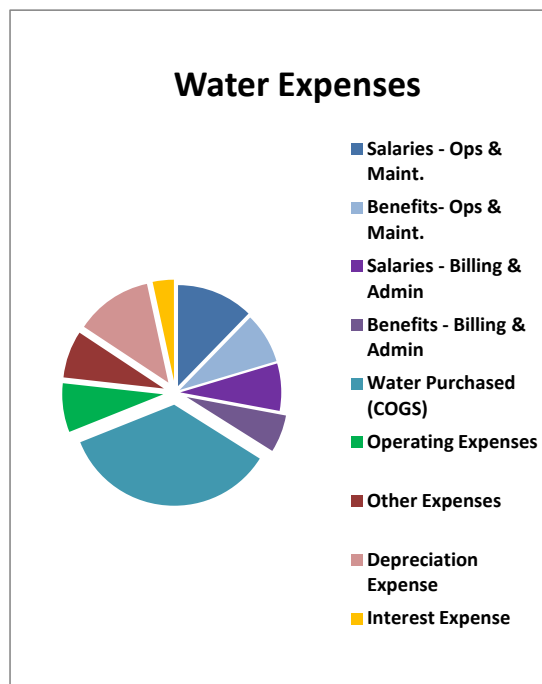
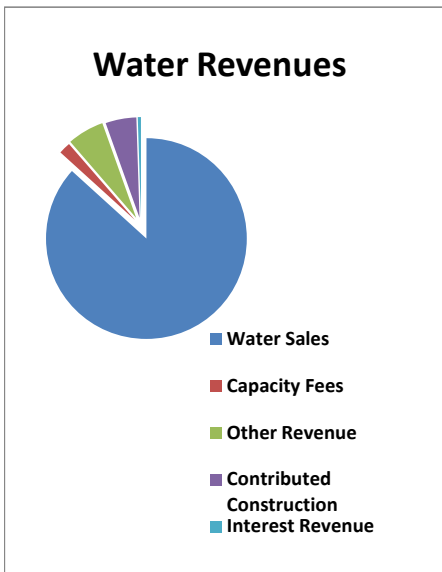
McKinleyville Community Services District
Governmental Funds: Streetlights Summary Budget - Draft
FY 2013-14

Description	Streetlights Fund	
Streetlight Revenues		
Streetlight Charges	72,000	81%
Other Charges	16,300	18%
Proceeds from Debt	-	-
Interest Revenue	100	0.1%
Total Revenues	88,400	100%
Streetlight Expenditures		
Salaries - Repair & Maint.	3,057	4%
Benefits- Repair & Maint.	2,203	3%
Salaries - Billing & Admin	17,798	21%
Benefits - Billing & Admin	16,832	20%
Electricity Expenditure	26,335	31%
Other Expenditures	17,675	21%
Debt Service	-	0%
Capital Expenditures	-	0%
Total Expenditures	83,900	100%
Excess (Deficit)	4,500	



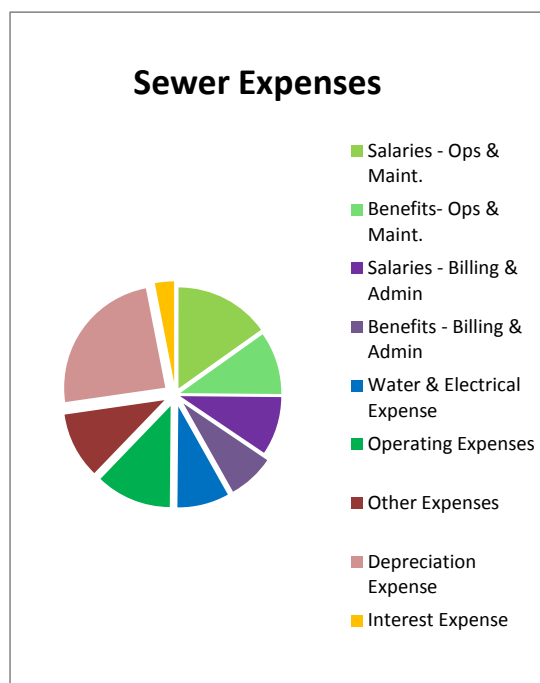
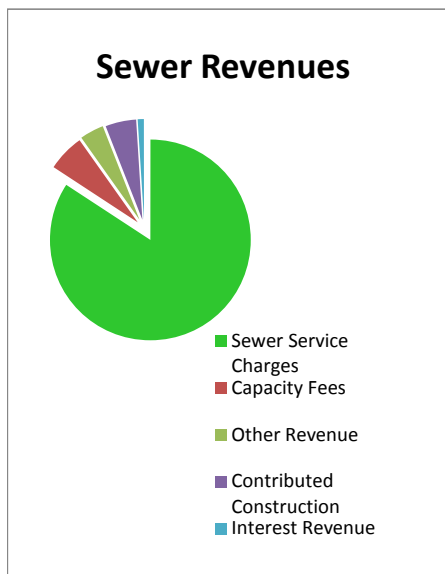
McKinleyville Community Services District
Enterprise Funds: Water Summary Budget - Draft
FY 2013-14

Description	Water Fund	
Water Revenues		
Water Sales	2,046,289	87%
Capacity Fees	45,000	2%
Other Revenue	139,050	6%
Contributed Construction	117,000	5%
Interest Revenue	12,000	1%
Total Revenues	2,359,339	100%
Water Expenses		
Salaries - Ops & Maint.	289,807	12%
Benefits- Ops & Maint.	191,133	8%
Salaries - Billing & Admin	177,978	8%
Benefits - Billing & Admin	141,578	6%
Water Purchased (COGS)	826,000	35%
Operating Expenses	184,300	8%
Other Expenses	177,995	8%
Depreciation Expense	290,000	12%
Interest Expense	80,303	3%
Total Expenses	2,359,094	100%
Excess (Deficit)	245	



McKinleyville Community Services District
Enterprise Funds: Sewer Summary Budget - Draft
FY 2013-14

Description	Sewer Fund	
Sewer Revenues		
Sewer Service Charges	1,700,000	84%
Capacity Fees	120,000	6%
Other Revenue	78,150	4%
Contributed Construction	100,000	5%
Interest Revenue	20,000	1%
Total Revenues	2,018,150	100%
Sewer Expenses		
Salaries - Ops & Maint.	289,807	15%
Benefits- Ops & Maint.	191,133	10%
Salaries - Billing & Admin	177,978	9%
Benefits - Billing & Admin	141,578	7%
Water & Electrical Expense	158,188	8%
Operating Expenses	230,400	12%
Other Expenses	201,395	11%
Depreciation Expense	463,000	24%
Interest Expense	58,744	3%
Total Expenditures	1,912,223	100%
Excess (Deficit)	105,927	



McKinleyville Community Services District

BOARD OF DIRECTORS

May 1, 2013

TYPE OF ITEM: **ACTION**

ITEM: E.6. **Consider support letters to secure passage of Senate Constitutional Amendment (SCA) 11 (Hancock) and Assembly Constitutional Amendment (ACA) 8 (Blumenfield)**

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

TYPE OF ACTION: **Voice Vote**

Recommendation:

Staff recommends the Board review the Legislative Alert for consideration of SCA 11 and ACA 8, take public comment and reach a consensus in support or protest of the amendments. Staff asks the Board for direction to respond to the State Legislators, Board of Supervisors or any other entity as directed.

Discussion:

California Special District Association (CSDA) supports SCA 11 and ACA 8, state constitutional amendments that give power to local communities to fund local services and infrastructure through a 55 percent voter threshold. If the legislation passes, the amendments would be placed on the 2014 General Election Ballot, and allow California's voters to decide whether special districts and other local agencies may secure local revenue and bond measures with 55 percent approval of their local voters. Voter threshold of 55 percent would empower local communities with additional flexibility to make their own local investment decisions and meet the needs of their community and financial system.

CSDA encourages special districts to support both ACA 8 and SCA 11. Staff presents to the Board and public for discussion and direction as to proposed Senate Constitutional Amendment (SCA 11) 11 and Assembly Constitutional Amendment (ACA) 8.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 – Sample Support Letter for Senate Constitutional Amendment 11
- Attachment 2 – Sample Support Letter for Assembly Constitutional Amendment 8
- Attachment 3 - California Special Districts Association (CSDA) Legislative Alert dated April 3, 2013

Attachment 1

DATE

The Honorable Lois Wolk
Chair, Senate Governance and Finance Committee
State Capitol, Room 408
Sacramento, CA 95814

Re: Senate Constitutional Amendment 11 (Hancock)—SUPPORT [As Introduced]

Dear Senator Wolk:

The **NAME OF DISTRICT** supports Senate Constitutional Amendment 11 (Hancock), relating to local revenue voter thresholds. **SHORT DESCRIPTION OF DISTRICT.**

While local general taxes, such as city and county sales tax measures, require a simple 50 percent majority voter approval, under current law, local special taxes require a two-thirds super-majority voter approval. SCA 11 would place a proposition on the 2014 General Election Ballot to allow California's electorate to decide whether special districts and other local agencies may secure local revenue with 55 percent approval from their local voters.

A special tax is dedicated to specific purposes, offering transparency and accountability to taxpayers. Because **NAME OF DISTRICT** services are focused on **TYPE OF SERVICE(S)**, any taxes supporting those services are inherently special taxes. A voter threshold of 55 percent would empower our community with additional flexibility to make its own local investment decisions and meet the demands of our ever-changing economy.

Over half of all two-thirds vote local ballot measures that fail passage receive greater than 55 percent of the vote. According to the California Local Government Finance Almanac, in elections held between 2001 and 2012, half of the two-thirds vote measures placed on the ballot by special districts, cities, counties and schools have failed. However, of the 475 measures that failed, 279 achieved greater than 55 percent voter approval.

SHORT SUMMARY OF LOCAL EXPERIENCE WITH SPECIAL TAX BALLOT MEASURES AND/OR EXPLANATION OF LOCAL BENEFIT FROM A 55 PERCENT VOTER THRESHOLD

For these reasons, **NAME OF DISTRICT** is pleased to support SCA 11 and respectfully requests your favorable consideration when the measure comes before the Committee on May 8. Please feel free to contact me if you have any questions.

Sincerely,

NAME
TITLE

CC: The Honorable Loni Hancock [FAX: 916-327-1997]
YOUR STATE SENATOR
Mr. Colin Grinnell, Senate Governance and Finance Committee [FAX: 916-322-0298]
Mr. Ryan Eisberg, Senate Republican Caucus [FAX: 916-445-3105]
California Special Districts Association [FAX: 916-520-2466]

Attachment 2

DATE

The Honorable Bob Blumenfield
California State Assembly
State Capitol, Room 6026
Sacramento, CA 95814
[Sent via FAX: 916-319-2145]

Re: Assembly Constitutional Amendment 8 (Blumenfield)—SUPPORT [As Introduced]

Dear Assembly Member Blumenfield:

The **NAME OF DISTRICT** supports your Assembly Constitutional Amendment 8, relating to local bond voter thresholds. **SHORT DESCRIPTION OF DISTRICT**.

In 2000, Californians approved Proposition 39, granting school districts the ability to secure local school bonds with a 55 percent voter threshold. ACA 8 would place a proposition on the 2014 General Election Ballot to allow California's electorate to decide whether special districts, cities and counties may secure local infrastructure bonds with the same 55 percent approval from their local voters.

A voter threshold of 55 percent would empower local communities with additional flexibility to make their own local investment decisions. Our state's formerly advanced infrastructure continues to fall behind in upkeep, not to mention the demands of our modern economy. By re-building this infrastructure, local agencies can re-establish the foundation of our state's economic engine and create thousands of construction jobs in the process.

Over half of all two-thirds vote local ballot measures that fail passage receive greater than 55 percent of the vote. According to the California Local Government Finance Almanac, in elections held between 2001 and 2012, half of the two-thirds vote measures placed on the ballot by special districts, cities, counties and schools have failed. However, of the 475 measures that failed, 279 achieved greater than 55 percent voter approval.

**SHORT SUMMARY OF LOCAL EXPERIENCE WITH BOND BALLOT MEASURES AND/OR
EXPLANATION OF LOCAL BENEFIT FROM A 55 PERCENT VOTER THRESHOLD**

For these reasons, **NAME OF DISTRICT** is pleased to support ACA 8. Please feel free to contact me if you have any questions.

Respectfully,

**NAME
TITLE**

CC: California Special Districts Association [FAX: 916-520-2466]

If you are on a mobile device or want to view this as a web page, please [click here](#).
To ensure receipt of our email, [please add 'CSDA@informz.net'](#) to your address book.



**California Special
Districts Association**
Districts Stronger Together

LEGISLATIVE ALERT

A proud California Special Districts Association member

Support Letters Requested – 55% Local Vote Threshold

Local decisions for local measures

Help secure passage of SCA 11 (Hancock) and ACA 8 (Blumenfield), state constitutional amendments that empower local communities to fund core local services and infrastructure through a 55 percent voter threshold.

Passage of this legislation would place the amendments on the 2014 General Election Ballot, and allow California's electorate to decide whether special districts and other local agencies may secure local revenue and bond measures with 55 percent approval of their local voters.

Download template support letters SCA 11 and ACA 8

CSDA requests you please fax a letter of support for each of these bills on behalf of your district. Download the template letters, customize them for your district, and send them to the fax numbers listed.

For more information, and to download the SCA 11 and ACA 8 Factsheets, please visit CSDA's [Grassroots Action Center](#).

BACKGROUND

While local general taxes, such as city and county sales tax measures, require a simple 50 percent majority voter approval, under current law local special taxes require a two-thirds vote.

A special tax is dedicated to a specific purpose, offering transparency and accountability to taxpayers. Because all special districts provide limited, focused services, all special district taxes are inherently special taxes.

Like special taxes, general obligation bonds for special district, city or county local infrastructure projects require two-thirds voter approval. However, in 2000, voters passed Proposition 39 to give school districts authority to pass such bonds with 55 percent approval.

A voter threshold of 55 percent would empower local communities with additional flexibility to make their own local investment decisions and meet the demands of our ever-changing economy.

Over half of all two-thirds vote local ballot measures that fail passage receive greater than 55 percent of the vote. According to the California Local Government Finance Almanac, in elections held between 2001 and 2012, half of the two-thirds vote measures placed on the ballot by special districts, cities, counties and schools have failed. However, of the 475 measures that failed, 279 achieved greater than 55 percent voter approval.

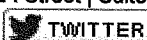
About SCA 11 and ACA 8

SCA 11 (Hancock) Local Revenue Threshold: Empowers communities to approve local special tax measures to fund core services provided by special districts and other local agencies. A special tax is dedicated to a specific, focused purpose that offers transparency and accountability to taxpayers. Under current law, special taxes require a two-thirds majority vote while general taxes, which can be used for any purpose, only require a 50 percent vote.

ACA 8 (Blumenfield) Local Bond Threshold - Makes electoral reforms allowing communities to pass local infrastructure bond measures for special districts and other local agencies with the same 55 percent majority that now applies to school bonds.

SCA 11 will be heard before the Senate Governance and Finance Committee on May 8 and ACA 8 has not been set for hearing at this time.

California Special Districts Association | 1112 I Street | Suite 200 | Sacramento, CA 95814



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McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Support Services Department Report
01 May, 2013

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

LEGAL UPDATES

None to report at this time.

DISTRICT FINANCIAL & BUDGET INFORMATION

The first draft of the Operations budgets for Water, Sewer, and Streetlights, has been presented to the Board at this meeting. The final budget will be presented to the Board in June.

Deborah Silva, a nationally known corporate trainer for Microsoft Office and a professor at College of the Redwoods, has developed a basic template for the monthly financial statements that will upload data directly from the accounting software as suggested by our auditor last year. As soon as her semester at CR ends, she will have time available to complete this project.

SUPPORT STAFF PROCEDURES & PROJECTS

Jason Patton III walked the emergency response team leaders through a “table-top” exercise with Rus Brown from the Northern California Safety Consortium, to review and improve our current emergency response procedures.

STAFF DEVELOPMENT & TRAINING

David Baldosser has initiated regularly scheduled staff training time, where staff can focus on in-house training resources. This saves the District both staff time and funds for training and professional development.

OTHER CURRENT PROJECTS

PG&E has approved the District’s loan for the Streetlights project, and the LED fixtures have been ordered. Jason Patton III and James Henry’s timely work on the streetlight verification process with PG&E’s local representatives was key in getting the project and loan approved.

WATER & SEWER RATE INCREASE

Following the Board’s direction to further investigate the revenue discrepancies from the rate study, we have expanded our research. There is some preliminary evidence that the lower water usage trend is not limited to McKinleyville, but is seen County-wide. David Baldosser has also run a “backwards compatibility” analysis, comparing the 2011 and 2012 rate structures at 2011 usage. The revenue differences are considerably smaller than the rate study indicated they should be. Since the District’s new rate implementation was reviewed and approved by the original study author, there may be some additional assumptions or possibly errors in the rate study that did not translate to the District’s new rate structure.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Board Agenda Background: Department Report

April 22, 2013

To: MCSD Board

From: James Henry, Interim Operations Director

Subject: Agenda Item: F.2.B. –May 1, 2013 Board Meeting
Operations Department – March 2013 Report

Water Department:

◇ **Water Statistics:**

The district pumped 37 million gallons of water in March.

Four water quality complaints were investigated and rectified.

One service line leak was reported and repaired.

Two new water services were installed.

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

◇ **Double Check Valve Testing:**

Annual routine testing of Routes 5 and 6 were completed in March 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 1.7 million gallons and the average usage per day was 1.2 million gallons.

Water Distribution Maintenance:

The annual valve exercising program was completed. 2263 valves and blow-offs were inspected and exercised. An inspection report was completed for each valve. Valves needing repairs were flagged to generate work orders.

The semi-annual Pressure Reducing Station inspections and exercise were conducted.

Incoming and outgoing pressures were recorded and adjustments were made where needed.

Touch up painting was performed on Tank 2A around vents and bolts.

Station trimming was completed at the North Bank and Blake Stations.

The semi-annual amp and meg all motors was accomplished at all water facilities.

◇ **New Construction Inspections:**

Central Estates, Job has been completed and signed off; Loren Ave Mainline, Paving is completed and a punch list was provided and Santos Subdivision, All of the facilities are completed and paving is completed. Valve cans were exposed and main was flushed. Work will continue when weather clears up.

Sewer Department:

◇ **Waste Water Statistics:**

30.8 million gallons of wastewater was collected and pumped to the W.W.M.F. 32 million

gallons of waste water was treated and discharged to land disposal or reclamation in March.

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

◇ **Sewer Station Maintenance:**

The semi-annual amp and meg all motors was completed at all sewer facilities.

Station trimming was completed at the package stations.

A new yagi was installed at the Kelly Lift Station to improve communications.

The semi-annual pump shimming was completed at all sewer stations. Pumps were opened up to inspect for wear and clearance. New impellers, wear plates and shims were installed where needed to maximize pumping efficiency.

Sewer Collection System:

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

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.

Staff met with Freshwater Environmental to discuss and draft industrial discharge permits for customers with oil/water separators.

The Southwood sewer R.O.W. was cleared. Brush was cut and removed along with string trimming.

◇ Wastewater Management Facility:

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

The Chanel Monster cutting knives were adjusted due to wear and performance.

A new Yagi was installed to improve communications and help eliminate interference.

Mowing and hedge trimming was completed along with site cleaning.

◇ Daily Irrigation and Observation of Reclamation Sites:

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

The annual ranch inspection was performed. A couple of items were noted to repair this summer. Overall the ranch looks good and has been managed well.

◇ Street Light Department:

Five street lights were reported and repairs were conducted in March. Staff has continued the researching and comparing of PG&E's billing inventory to the Districts street light inventory to verify that both lists are the same as far as pole numbers and ownership.

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

James Henry and Erik Jones attended a 14 hour Cal OSHA training.

Special Notes:

Staff removed and chipped small alder trees from the storm water marsh discharge ditch.

The Swamp Fox software was updated. This will continue to be performed annually.

The dump truck, tractors and Vac-con were greased. This is done monthly to prevent unnecessary wear and to prolong the life of the equipment.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
Board Agenda Background - Department Report
May 1, 2013

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

TEEN & COMMUNITY CENTER UPDATE:

LDA Partners is working on an updated design of the Teen & Community Center based on input received from staff, teens, and community leaders. We are currently coordinating with the firm to provide us with a draft design so that staff can present it and receive public input through a series of public meetings. We will also meet with a group of local chef's and culinary arts teachers to discuss the layout and design of the commercial kitchen. It is likely that these meetings will be held sometime in May 2013.

HILLER SPORTS COMPLEX:



I would like to commend our Parks staff for preparing Hiller Sports Complex for the start of the 2013 baseball and softball seasons. Staff worked extremely well with volunteers, SWAP crews, and the California Conservation Corps to make sure the fields were in excellent shape at the start of the season. I have received many compliments from coaches and players.

The Opening day For McKinleyville Little League also went extremely well.

Photo by Terrence McNally/Arcata Photo Studios

BOTANICAL GARDEN AT HILLER PARK:

Staff is preparing a budget for the first phase of installing a botanical garden at Hiller Park. Our goal is to begin phase 1 after the new fiscal year, beginning July 1, 2013. The first step will be to install irrigation to the area and plant several Leyland Cypress trees along the fence line of the Waste Water Management Facility (WWMF). These trees will act as a wind breaker for the playground area and also serve as a backdrop to the botanical garden. The Kiwanis Club of McKinleyville has expressed interest in assisting with the planting of the Leyland Cypress trees.

Also in the coming months, staff will seek sponsors from businesses and organizations who might be interested in sponsoring a specific area of the garden. Our goal for these sponsorships is to find groups who will adopt and help maintain a specific area by doing routine weed abatement, etc.

Last year, members of the Recreation Advisory Committee (RAC) suggested we form Ad Hoc Committees for a variety of projects. Staff is asking the RAC to consider adding a Hiller Park Garden Ad Hoc Committee and to identify its Chair.

WORLDWIDE DAY OF PLAY EVENT:



The Second Annual Worldwide Day of Play (WWDP) event will be held on Saturday, October 5, 2013 at Hiller Park. Last year the event was a huge success and we are looking forward to an even better event this year.

World Wide Day of Play is part of Nickelodeon's international, grassroots effort to get kids more physically active and to encourage positive, healthy, and playful lifestyles across the globe. Nickelodeon began this annual event in 2005 as the grand finale to their annual 'Let's Play' Campaign. Worldwide Day of Play is a fun, family oriented event to empower our youth, get them off of the couch and away from technological gadgets and video screens for lively active play.

PIERSON PARK:

Staff continues to prepare for the upcoming Pony Express Days, which will be held May 29 through June 2, 2013 at Pierson Park. This is a large community event and our staff takes pride in making sure the park is in good shape.

Staff is also in the process of converting the two (2) bocce ball courts from crushed oyster shell to decomposed granite.



When the courts were first installed, MCSD staff held a series of public meetings to ask the bocce ball court community what type of courts they would prefer. Drainage and court surface seemed to be the most important items brought up in the meetings. Many court surface ideas were also brought up, such as synthetic surface, turf grass, and oyster shell. After many discussions, the bocce ball community decided that crushed oyster shell and oyster shell powder was the preferred surface.

MCSD staff then began to design the courts, including a drainage system underneath the court surface. The groundbreaking for the court construction held on September 10, 2009 was very well attended by the community.

The courts were completed on April 16, 2010 and members of the bocce ball community began using the courts on a regular basis. A grand opening for the courts was held on April 29, 2010.

In the last couple years, many communities with bocce ball courts began converting their oyster shell surface to decomposed granite (D.G.). D.G. is a granite rock that has weathered to the point that it readily fractures into smaller pieces or chunks of weak rock. D.G. was not considered an option for the McKinleyville courts during the initial

community planning meetings. However, many local players have approached our staff to ask if we would consider converting our courts to D.G.

After further research and discussions with members of the local bocce ball community, our staff decided to give them what they want. After all, MCSD places high priority on meeting the needs of our community.

Due to the wet winter, we were unable to have the D.G. delivered until it dried out. We recently receive one (1) load of D.G. that has been added to court #1.

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.

Most recently, the CCC assisted with the maintenance of detention basins, Hiller Park Loop Trails and Open Space Maintenance Zones.

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, the McKinleyville Activity Center, and several of our Open Space Maintenance Zones.

WORK EXPERIENCE (CalWORKS PROGRAM)

We currently have one 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

May 1, 2013

TYPE OF ITEM: **INFORMATION**

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

PRESENTED BY: Gregory Orsini, Interim General Manager

TYPE OF ACTION: None

A summary of activity for the month of April, 2013.

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

- Switched Credit Card Processing to Eureka Payments \$ 350 (avg. monthly)
- FiServe electronic Payments \$ 590 (avg. monthly)
- Buying Local Paper \$ 566
- California Conservation Corps \$10000 (labor)
- SWAP crews: \$ 6,000 (labor)
- In house repairs for furnace at LEF \$ 750
- In house repairs of utility truck \$ 800
- In house repairs to a vehicle \$ 400
- Equipment repairs in house at WWMF \$ 1,200
- In House radio repairs \$ 190

Total cost savings for April is \$20,840

The cumulative cost saving to the District to date from July 1, 2012 is \$128,306

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.

Rate Analysis- As the Board is well aware we have been experiencing lower than expected water revenues. The Finance Director and I have spent substantial time searching for the reason. We have considered lower than projected water consumptions. So in an attempt to truth the water model done for the rate analysis I requested staff apply the new rates to the actual water consumption for July of 2011. With everything being equal the increase in revenues should have been roughly 20% but what we found was an increase of only 3%, leading us to believe there is a flaw in the rate model due to assumptions that are not accurate. I will be working closely with the consultant that conducted the study and have more information for the Board in the near future.

Meeting with Supervisor Bohn- Staff and Director Mayo met with the Supervisor to discuss issues pertinent the County of Humboldt and MCSD. Major projects on the horizon for MCSD were the main subjects. The importance of two way communication was agreed to be a mutual concern. A discussion of options for funding of a community forest for MCSD were also discussed.

Prop 50 Grant and Northern Intertie- Updated Facilities agreement between Humboldt Bay M.W.D, M.C.S.D., City of Eureka and Arcata was completed. Fine tuning of the easement language for the Cramer property has been completed and is being reviewed by Ms. Cramer and CA. D.P.H.

Emergency Operations Plan Table Top- Staff has been modernizing our Emergency Operations Plan for the last couple years. This plan is to walk MCSD staff through the process in the event of a disaster or crisis, major or minor. The exercise is intended to keep MCSD staff prepared to respond with excellence in the event of disaster and to coordinate with resources and staff to assess damages to our infrastructure and facilities so repair can be prioritized and carried out. Through the next few months we will be holding monthly trainings in this process.

Wage and Earning Survey/ Employee Negotiations – The wage and earning survey has been completed and the adjustments to the wage schedule will appear in the FY 13/14 budget. Board negotiating team will be meeting soon to be briefed on the wage survey and benefit package.

Waste Water Management Facility (WWMF) Improvement Project Design – Staff has reviewed a preliminary draft of the plan drawings and submitted comments for review. Survey work on the site is underway and measuring sludge quantities in the ponds is nearly completed.

Strategic Plan – Staff has been hard at work on drafting the various element of the Plan. A very high priority was assigned to the process and it was carried out in a highly professional manner. Upon completion of the work staff committed it was returned to our consultant for review well ahead of schedule. The Board will have a ‘Tone Check’ at the June meeting for input before finalization.

SMS Signup Notification – In an effort to keep the community up to date on current MCSD activities and improve notifications to our customers, staff has developed a SMS signup notification system for our website. Currently, there are three parts to these notifications for customers who wish to sign up:

- 1) Automatic email of the McKinleyville Newsletter,
- 2) Document notifications (Board agendas, minutes and other public documents),
- 3) Alert notifications (street closures, water outage, flooding, etc.

Customers will be able to receive this information via text or email depending on the notification. This option will be functional in a few weeks. Please see Attachment B for more details

HCAOG – HCAOG approved the JPA and Special District membership criteria. The criteria list is Attachment A. I am not clear as to whether the item was

passed without modification but will have more information by the time of the meeting.

Public Water Systems Statistics- annually we are required to submit a report detailing the amount of water metered to our customers and the quantity of water purchased for sale. These records are tabulated and submitted to the state. During this process it allows us to analyze water bought to water sold which in turn equated to unaccounted for water or water we purchase but do not receive revenue for. This year our unaccounted for water was roughly 7%. The AWWA standard states that anything less than 15% is acceptable. It is not uncommon for distribution systems to be 25 to 30%. Unaccounted for water this low is a testament to the quality of our workforce and their dedication.

Consumer Confidence Report - Annually in the spring per EPA requirement water systems are required to publish a report to all their customers detailing the quality of their water for the previous year. The report is in the consent section of this packet for Board approval.

Meetings – Quarterly Meeting for CSD was held in April in Sacramento. I have attached a list of legislative issues that are of concern to Special Districts. MMAC Meeting, JPA and CSD meeting.

Attachment A:	HCAOG Membership Criteria
Attachment B:	SMS Signup Notification
Attachment C:	CSDA Legislative Hot Sheet
Attachment D:	MMac Agenda
Attachment E:	District Transparency Certificate of Excellence
Attachment F:	WWMF Report for February 2013

ATTACHMENT A

Proposed Membership Criteria

Any individual entity listed in California Government Code section 6500, or a joint powers agency comprised entirely of such individual members, which entity or agency is not an incorporated city, is eligible to apply to the Association to become a member, if it conforms to each of the following membership criteria.

1. Any public agency, federally recognized Indian tribe, or joint powers agency comprised entirely of the same, must be located within Humboldt County.
2. The representative of the individual entity, or that of a joint powers agency, identified in condition No. 1 above, designated by that entity or agency to serve on the Association Board of Directors, shall be an elected official.
3. No public agency or federally recognized Indian tribe, including a joint powers agency, will be eligible for membership without its written consent first obtained, agreeing that said agency will adhere to all state laws and regulations in the conduct of its affairs. This agreement shall include, but is not limited to, the Brown Act, Public Records Act, Political Reform Act, and other public interest laws and regulations that ensure political transparency and accountability.
4. Any individual federally recognized Indian tribe or any tribal joint powers agency made up of such tribes, and each of a tribal joint powers agency's constituent member entities, must first consent in writing to refrain from making any campaign contributions to individuals running for the Humboldt County Board of Supervisors or any City Council of a City located in Humboldt County.
5. Each member of the Association shall ensure that its designated Association representative and alternate have not accepted campaign contributions from a federally recognized tribal government or from any tribal joint powers agency that is a member of the Association.
6. Any member agency that is not a direct recipient of housing allocations distributed by the Association through the Regional Housing Needs Assessment (RHNA) process shall not be permitted to participate or vote as a Board member on RHNA matters.
7. A public agency or federally recognized Indian tribe, including a joint powers agency must own and be responsible to maintain a public roadway system of more than five (5) miles. In the case of a joint powers agency, this threshold shall apply to the joint powers agency members collectively, and not to each of its individual constituent members.
8. Each public agency or federally recognized Indian tribe must have a population of at least three hundred (300) persons residing within the entity's jurisdictional boundaries. In the case of membership of a joint powers agency, this threshold shall apply to the joint powers agency collectively, and not to each of its individual constituent members.

9. A federally recognized Indian Tribe and any joint powers agency formed by such tribes for the purpose of Association membership must first agree in writing to the limited waiver of sovereign immunity specifically defined below, or as may be modified in the future, for their role in participating or enforcing provisions of this agreement.

Nothing in this Cooperative Agreement shall be deemed or construed to be a waiver of the sovereign immunity of any tribal government, or any joint powers agency formed by tribal governments, its officials, its entities, or employees, acting within their official or individual capacities except to the limited extent provided in this section. A member tribal government or any joint powers agency formed by tribal governments waives its sovereign immunity solely for declaratory and injunctive relief, and enforcement thereof, arising in relationship to the interpretation of the Cooperative Agreement as between member, or between members and the Association. A member Tribal Government does not waive its sovereign immunity to any action beyond those arising in relation to the interpretation of the Cooperative Agreement and does not waive sovereign immunity with respect to actions by non-parties to the Cooperative Agreement.



SMS Signup Notifications

[Printer-friendly version \(http://www.mckinleyvillecsd.com/print/newsletter-signup\)](http://www.mckinleyvillecsd.com/print/newsletter-signup)

Signup for the McKinleyville Community Services District newsletter to stay current. You'll receive email updates about what is going on in our community.

Our newsletter contains all the information that we are posting on the [website \(#\)](#). When we add upcoming events, announcements, or meetings, you'll receive notifications.

If you want to stay current with our official documents, you can sign up for instant notifications every time we post them.

Additionally we have instant notifications that get sent out to the community when there is a sudden alert or emergency. You can sign up to get these on your [cell phone \(#\)](#).

McKinleyville Community Services District Weekly Updates

Stay informed on our latest news!

Email: *

[Previous issues \(/newsletter/mckinleyville-community-services-district-newsletter\)](/newsletter/mckinleyville-community-services-district-newsletter)

Signup for Document Notifications

Receive notifications for our uploaded Board Agendas, Minutes and other public documents once they are posted.

☒ Posts of type Document

E-mail address:

Signup for Alert Notifications

Notifications will be sent directly to your cell phone when there is an issue in town (ie. street light outage, flooding pipe, etc)

Enter your Information

Cell Phone Number: *

Enter a US phone number. Ex. 707 888 4444

Carrier:

Select your wireless carrier.



LEGISLATIVE HOT SHEET – April 1, 2013

The Legislative Hot Sheet provides a summary of priority legislation that is of paramount importance to special districts' ability to deliver core local services to communities throughout California. This document is revised frequently to reflect late-breaking activity in the Capitol, so be sure to visit www.csdanet.org under the Legislative Access Services page, for the latest updates.

SUPPORT –

AB 416 (Gordon): Money for GHG Reduction Projects – Creates the *Local Emission Reduction Program* to allocate monies to local governments for grants and other financial assistance to develop and implement greenhouse gas emission reduction projects.

AB 792 (Mullin): Brown Act Online Posting Requirement – Sponsored by CSDA, clarifies current Brown Act open meeting law requirements related to online agenda posting, providing that local government agencies may continue conducting the business of the local agency even if they are unable to post agendas online, so long as specific requirements are met, including adhering to all other Brown Act open meeting laws.

ACA 8 (Blumenfield): 55% Local Bond Threshold – Makes electoral reforms allowing communities to pass local infrastructure bond measures for special districts and other local agencies with the same fifty-five percent majority that now applies to school bonds.

SB 184 (Senate Governance and Finance Committee): Interagency Intercept Collections – Would give special districts the same statutory authority that cities and counties have to request that the State Controller withhold state payments, such as income tax returns, to collect debts owed to special districts. Currently special districts may only participate to collect unpaid bridge and HOV tolls.

SCA 11 (Hancock): 55% Local Revenue Threshold – Empowers communities to approve local special tax measures to fund core services provided by special districts and other local agencies. A special tax is dedicated to a specific, focused purpose that offers transparency and accountability to taxpayers. Under current law, special taxes require a two-thirds majority vote while general taxes, which can be used for any purpose, only require a fifty percent vote.

PENDING –

AB 194 (Campos): Criminal Charges for Blocking Public Criticism – Creates unwarranted misdemeanor charges against local legislative body chairs who limit public criticism at public meetings, opening the door to unnecessary litigation and putting a chilling effect on civic leadership involvement.

SB 731 (Steinberg): CEQA Reform – Outlines intent language for a CEQA reform bill, including streaming infill and other projects, creating statewide thresholds of significance for specified environmental impacts, avoiding duplicative CEQA review, provide for a cure provisions for litigated CEQA documents and preventing data dumps.

AB 1080 (Alejo): Community Revitalization Investment Authorities – Offers a new tool to special districts and other local agencies to invest property tax increment and other available funding to improve infrastructure in disadvantaged communities, and clearly prohibits the shifting of revenue from local agencies without their consent.

McKinleyville Municipal Advisory Committee

Date: Wednesday, April 24, 2013

Time: 5:00 p.m.

Location: McKinleyville School District

Azalea Conference Center

2275 Central Avenue

McKinleyville, CA 95519

AGENDA

1. Flag Salute

2. Roll Call

3. Minutes from previous meeting.

Expected Action: The Committee will review the minutes from the meeting held on February 27, 2013 and either approve as presented or amend and approve as amended.

4. Public comments on items not on the agenda and within the purview of the MMAC

California law does not allow this committee to discuss items that are not on the agenda but the Committee may place items that arise from the audience on a future agenda.

5. Draft Outline of the Outdoor Cultivation of Medical Marijuana Ordinance.

The McKinleyville Municipal Advisory Committee will provide the public to join the discussion on a potential ordinance.

This meeting will invite the public to talk with County Representatives about the following topics and other thoughts and concerns:

- How the County got to this point
- Outdoor cultivation registration requirements
- Plant Count and Acreage
- Enforcement Options

8. Adjournment

The next regular scheduled meeting is for March 27, 2013.



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Duration

2 Years

Application Cost

FREE

District Receives

- Certificate for display (covering 2 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in CA Special District magazine and the CSDA eNews

Basic Requirements

CURRENT ETHICSTRAINING FOR ALL BOARD MEMBERS (*Government Code Section 53235*)

- ☐ Provide copies of training certificates along with date completed

COMPLIANCE WITH THE RALPH M. BROWN ACT (*Government Code Section 54950 et. al*)

- ☐ Provide copy of current policy related to Brown Act compliance
- ☐ Provide copy of a current meeting agenda (including opportunity for public comment)

ADOPTION OF POLICY RELATED TO HANDLING PUBLIC RECORDS ACT REQUESTS

- ☐ Provide copy of current policy

ADOPTION OF REIMBURSEMENT POLICY, IF DISTRICT PROVIDES ANY REIMBURSEMENT OF ACTUAL AND NECESSARY EXPENSES (*Government Code Section 53232.2 (b)*)

- ☐ Provide copy of current policy

ANNUAL DISCLOSURE OF BOARD MEMBER OR EMPLOYEE REIMBURSEMENTS FOR INDIVIDUAL CHARGES OVER \$100 FOR SERVICES OR PRODUCTS. THIS INFORMATION IS TO BE MADE AVAILABLE FOR PUBLIC INSPECTION. "INDIVIDUAL CHARGE" INCLUDES, BUT IS NOT LIMITED TO: ONE MEAL, LODGING FOR ONE DAY, OR TRANSPORTATION. (*Government Code Section 53065.5*)

- ☐ Provide copy of the most recent document and how it is accessible.

TIMELY FILING OF STATE CONTROLLER'S SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT - INCLUDES COMPENSATION DISCLOSURE. (*Government Code Section 53891*)

- ☐ Provide copy of most recent filing.

SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'

CONDUCT ANNUAL AUDITS (*Government Code Section 26909 and 12410.6*)

- ☐ Provide copy of most recent audit and management letter and a description of how/where documents were made available to the public

OTHER POLICIES – HAVE CURRENT POLICIES ADDRESSING THE FOLLOWING AREAS

Provide copies of each:

- ☐ Conflict of Interest
- ☐ Code of Ethics/Values/Norms or Board Conduct
- ☐ Financial Reserves Policy

Website Requirements

MAINTAIN A DISTRICT WEBSITE WITH THE FOLLOWING ITEMS REQUIRED. *(provide website link)*

Required items available to the public:

- ☐ Names of Board Members and their terms of office
- ☐ Name of general manager and key staff along with contact information
- ☐ Election procedure and deadlines
- ☐ Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1) and Government Code Section 54956 (a)*)
- ☐ District's mission statement
- ☐ Description of district's services/functions and service area
- ☐ Authorizing statute/Enabling Act (Principle Act or Special Act)
- ☐ Current District budget
- ☐ Most recent financial audit
- ☐ Archive of Board meeting minutes for at least the last 6 months
- ☐ List of compensation of Board Members and Staff and/or link to State Controller's webpage with the data

ADDITIONAL ITEMS – *website also must include at least 4 of the following items:*

- ☐ Post Board Member ethics training certificates
- ☐ Picture, biography and e-mail address of board members
- ☐ Last (3) years of audits
- ☐ Reimbursement and Compensation Policy
- ☐ Financial Reserves Policy
- ☐ Online/downloadable public records act request form
- ☐ Audio or video recordings of board meetings
- ☐ Map of district boundaries/service area
- ☐ Link to California Special Districts Association mapping program
- ☐ Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

Outreach/Best Practices Requirements

(Must complete at least 2 of the following items)

REGULAR DISTRICT NEWSLETTER OR COMMUNICATION (PRINTED AND/OR ELECTRONIC) THAT KEEPS THE PUBLIC, CONSTITUENTS AND ELECTED OFFICIALS UP-TO-DATE ON DISTRICT ACTIVITIES *(at least twice annually)*

- ☐ Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom.

COMMUNITY NOTIFICATION THROUGH PRESS RELEASE TO LOCAL MEDIA OUTLET ANNOUNCING UPCOMING FILING DEADLINE FOR ELECTION AND PROCESS FOR SEEKING A POSITION ON THE DISTRICT BOARD, PRIOR TO THAT ELECTION (OR PRIOR TO THE MOST RECENT DEADLINE FOR CONSIDERATION OF NEW APPOINTMENTS FOR THOSE DISTRICTS WITH BOARD MEMBERS APPOINTED TO FIXED-TERMS).

- ☐ Provide copy of the press release (and the printed article if available)

COMPLETE SALARY COMPARISON/BENCHMARKING FOR DISTRICT STAFF POSITIONS USING A REPUTABLE SALARY SURVEY (AT LEAST EVERY 5 YEARS)

- ☐ Provide brief description of the survey and process used as well as the general results

SPECIAL COMMUNITY ENGAGEMENT PROJECT

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- ☐ Submit an overview of the community engagement project reviewing the process undertaken and results achieved

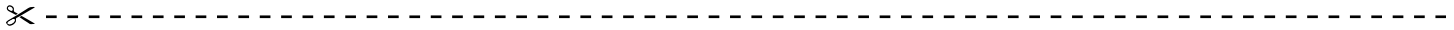
HOLD ANNUAL INFORMATIONAL PUBLIC BUDGET HEARINGS THAT ENGAGE THE PUBLIC (OUTREACH, WORKSHOPS, ETC.) PRIOR TO ADOPTING THE BUDGET

- ☐ Provide copy of most recent public budget hearing notice and agenda.

COMMUNITY TRANSPARENCY REVIEW

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- ☐ Chair of the County Civil Grand Jury
- ☐ Editor of a reputable local print newspaper (only one may count toward requirement)
- ☐ LAFCO Executive Officer
- ☐ County Auditor-Controller
- ☐ Local Legislator (only one may count toward requirement)
- ☐ Executive Director or President of local Chamber of Commerce
- ☐ General Manager of a peer agency (special district, city or county)
- ☐ Provide proof of completion signed by individuals completing Community Transparency Review



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Submit Application

Submit this application along with all required documentation to:

SPECIAL DISTRICT LEADERSHIP FOUNDATION

1112 I Street, Suite 200

Sacramento, CA 95814

Phone: 916-231-2939 • Fax: 916-442-7889

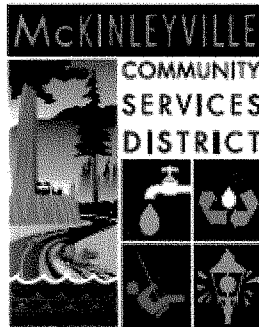
DISTRICT:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:		
CONTACT TITLE:		
PHONE:	FAX:	
EMAIL:	WEBSITE:	
ASSEMBLY MEMBER(S)*:		
SENATOR*:		
LOCAL NEWSPAPER(S):		
I CERTIFY THAT THE INFORMATION SUBMITTED IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.		SIGNATURE:

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



mckinleyvillecsd.com

MAIN OFFICE:

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

PARKS & RECREATION OFFICE:

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

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

March 29, 2013

RE: MONTHLY MONITORING REPORT

Dear Lisa:

Enclosed is the Monthly Monitoring Report for February 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 27 days discharge to Discharge Location 001 Mad River. The required monitoring and water quality constituents that were tested and were reported were in compliance for February.

The requirement for BOD is 45 mg/L, 604 lbs/day and 65% removal for the monthly average and a weekly average limit of 65 mg/L and 873 lbs/day. With four weekly tests in February, that constitutes seven criteria. The BOD results are in compliance.

The requirement for NFR is 83 mg/L, 1108 lbs/day and minimum of 65% removal for the monthly average. With four weekly tests in February, that constitutes three criteria. The NFR results 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 February and was in compliance.

Total Coliform Organisms MPN/100 ml., 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 February are as follows. Median was <1.8 and a Maximum of <1.8. Four samples were collected and were in compliance.

Acute Toxicity testing was conducted in February. The result for Rainbow Trout was 100% survival and the survival of *C. dubia* was 95%. Monthly testing was in compliance.

Monthly River Monitoring R-001 and 002 was conducted in February.

February 2013

183

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

WASTEWATER MANAGEMENT FACILITY

RIVER CFS - EFFLUENT FLOWS -

M-004

RIVER DILUTION

M-005

M-006

February 2013

DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	EFFLUENT MAXIMUM GPM	M-003 PERK PONDS MGD	M-007 IRRIGATE MGD	M-002 RIVER MGD	RIVER DILUTION 100:1	MAXIMUM G.P.M. DISCHARGE FOR 100:1	RIVER FLOW IN CFS	RIVER FLOW IN GPS
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1	1.050	1.100	823			1.100	660	5431	1210	9052
2	1.000	1.125	823			1.125	605	4982	1110	8304
3	1.054	1.180	825			1.180	555	4578	1020	7631
4	1.007	1.179	826			1.179	520	4296	957	7159
5	0.987	0.702	826			0.702	497	4107	915	6845
6	0.991	0.000	0			0.000	0	4076	908	6793
7	1.009	0.654	991			0.654	430	4264	950	7107
8	0.998	0.995	859			0.995	622	5341	1190	8902
9	1.060	1.390	1082			1.390	423	4578	1020	7631
10	1.085	1.568	1105			1.568	375	4138	922	6897
11	1.007	1.597	1123			1.597	344	3860	860	6434
12	0.987	1.608	1135			1.608	330	3743	834	6239
13	0.968	1.478	1125			1.478	315	3542	789	5903
14	0.951	1.205	938			1.205	363	3402	758	5671
15	0.945	1.089	766			1.089	386	2958	659	4930
16	0.978	1.087	763			1.087	378	2882	642	4803
17	0.986	1.093	770			1.093	365	2810	626	4683
18	0.978	1.092	768			1.092	354	2716	605	4526
19	0.977	1.098	783			1.098	387	3030	675	5050
20	0.949	1.091	776			1.091	460	3568	795	5947
21	0.946	1.088	766			1.088	403	3084	687	5139
22	0.933	1.085	766			1.085	380	2909	648	4848
23	0.978	1.081	765			1.081	413	3160	704	5267
24	1.051	1.085	770			1.085	428	3295	734	5491
25	0.976	1.083	759			1.083	396	3007	670	5012
26	0.939	1.086	769			1.086	368	2832	631	4721
27	0.947	1.087	771			1.087	349	2689	599	4481
28	0.965	1.073	752			1.073	367	2760	615	4601

TOTAL	27.702	30.999		0.000	0.000	30.999				
AVERAGE	0.989	1.107	829	0.000	0.000	1.107	410	3644	812	6074
MAXIMUM	1.085	1.608	1135	0.000	0.000	1.608	660	5431	1210	9052
MINIMUM	0.933	0.000	0	0.000	0.000	0.000	0	2689	599	4481
DAYS	28	27	27	0	0					
DAYS WITH NO DISCHARGE TO THE MAD RIVER = 1										

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

MONTH: FEBRUARY

YEAR: 2013

DATE	INFLUENT FLOW		EFFLUENT FLOW		EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING							3X5 TOTAL COLIFORM			
	M.G.D.	M.G.D.	M.G.D.	M.G.D.			B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL ₂ RES.	RIVER CL ₂ RES	SETTLABLE SOLIDS			
1	1.050		1.100	823		1210	230	440	6.7	9.5	31	14	30	2.0	0.00	<0.1			
2	1.000		1.125	823		1110			7.0	10.8				0.6	0.00				
3	1.054		1.180	825		1020			7.3	10.4				0.1	0.00				
4	1.007		1.179	826		957			7.3	10.5			12	0.7	0.00				
5	0.987		0.702	826		915			7.1	11.1			24	1.5	0.00		<1.8		
6	0.991		0.000	0		908			Shut down for CCB washdown										
7	1.009		0.654	991		950			7.0	11.0			28	0.8	0.00				
8	0.998		0.995	859		1190	280	250	7.0	9.8	24	11	20	2.8	0.00	<0.1			
9	1.060		1.390	1082		1020			7.3	9.7				2.5	0.00				
10	1.085		1.568	1105		922			7.3	9.7				2.9	0.00				
11	1.007		1.597	1123		860			7.4	9.9			24	2.7	0.00				
12	0.987		1.608	1135		834			7	9.4			20	1.3	0.00		<1.8		
13	0.968		1.478	1125		789			7.3	10.1			18	0.3	0.00				
14	0.951		1.205	938		758			6.9	11.2			24	1.7	0.00				
15	0.945		1.099	766		659	320	500	7.0	10.9	30	16	28	3.1	0.00	<0.1			
16	0.978		1.087	763		642			7.3	10.4				2.0	0.00				
17	0.986		1.093	770		626			7.0	10.1				1.1	0.00				
18	0.978		1.092	768		605			7.0	10.1				1.3	0.00				
19	0.977		1.098	783		675			7.1	10.3			24	3.2	0.00		<1.8		
20	0.949		1.091	776		795			7.6	9.7			26	1.3	0.00				
21	0.946		1.088	766		687			7.3	9.9			26	1.6	0.00				
22	0.933		1.085	766		648	290	300	7.1	10.0	26	16	28	1.2	0.00	<0.1			
23	0.978		1.081	765		704			7.0	9.7				0.9	0.00				
24	1.051		1.085	770		734			7.0	10.1				0.8	0.00				
25	0.976		1.083	759		670			7.2	10.0			16	1.8	0.00		<1.8		
26	0.939		1.086	769		631			7	10			28	1.8	0.00				
27	0.947		1.087	771		599			7	10			26	1.5	0.00				
28	0.965		1.073	752		615			7.1	11.5			28	1.0	0.00				
29																			
30																			
31																			

SIGATURE: _____

REMARKS: 2/6/2013 Shut down to wash CCB

INDICATES PERMIT EXCEEDANCE

MONTHLY TESTS

DATE	TDS	AMMONIA	NITRATE	BORON
2/1/2013	260	32.0	ND	170

SPILLS:

None to report

30 DAY AVERAGE

BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	NFR % Removal
28	248	90	14	127	96

ACUTE TOXICITY

DATE	% Survival
2/5/2013	100%
2/5/2013	95%

Rainbow Trout
C. dubia

CHRONIC TOXICITY

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

QUARTERLY TESTS

Value in ug/l
Dichlorobromomethane
Bromomethane
Chlorobromomethane
Chloroform

SEMI-ANNUAL TESTS

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

Total Coliform Monthly MEDIAN <1.8

Daily Maximum <1.8