



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

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS  
WILL BE HELD  
WEDNESDAY, DECEMBER 2, 2015 AT 7:00pm  
Azalea Hall, 1620 Pickett Road  
McKinleyville, California**

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## **AGENDA**

### **A. CALL TO ORDER**

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions to the Agenda

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

**NO CLOSED SESSION SCHEDULED**

### **B. PUBLIC HEARINGS**

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

**NO PUBLIC HEARING SCHEDULED**

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

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

## **D. CONSENT CALENDAR**

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

- D.1 Approve the Minutes of the Board of Directors Regular Meeting of November 4, 2015 **Pg. 4**  
Attachment 1 – Draft Minutes from November 4, 2015 **Pg. 5**
- D.2 Approve the of October Treasurer's Report **Pg. 11**  
Attachment 1 – Treasurer's Report October 2015
- D.3 Compliance with State Double Check Valve (DCV) Law – Violations **Pg. 32**

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

- E.1 Community Forest Presentation presented by Green Diamond **Pg. 33**  
Attachment 1 – PowerPoint Presentation **Pg. 34**
- E.2 Summary Information Related to the Partnership between the Boys & Girls Club of the Redwoods and McKinleyville Community Services District in Regards to the Teen Center **Pg. 50**  
Attachment 1 – Teen Center Budget Scenarios years 1-2 **Pg. 52**  
Attachment 2 – Draft Business Plan Outline **Pg. 54**
- E.3 Approve Budget Modification for Measure B Fund **Pg. 57**  
Attachment 1 – McKinleyville Community Services District FY2015-16 Governmental Funds Summary Budget – Revised **Pg. 58**
- E.4 Review the McKinleyville Community Services District Conflict of Interest Code and Adopt Resolution 2015-31 Approving Suggested Updates and Changes **Pg. 59**  
Attachment 1 – Conflict of Interest Code with red-lined revisions **Pg. 60**  
Attachment 2 – Resolution 2015-31 and Exhibit A, the revised Conflict of Interest Code **Pg. 75**
- E.5 Approve Change Order Request and Budget Modification for Teen Center Construction Project **Pg. 90**  
Attachment 1 – Change Order Analysis **Pg. 92**  
Attachment 2 – Change Order Log **Pg. 93**  
Attachment 3 – Change Order Number 1 **Pg. 94**

## **F. REPORTS**

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

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

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

- |   |                |
|---|----------------|
| a. Support Services Department (Colleen M.R. Trask) | <b>Pg. 95</b>  |
| b. Operations Department (James Henry)              | <b>Pg. 96</b>  |
| c. Parks & Recreation Department (Lesley Frisbee)   | <b>Pg. 101</b> |
| d. General Manager (Greg Orsini)                    | <b>Pg. 105</b> |
| Attachment 1 – WWMF Monthly Self Monitoring Report  | <b>Pg. 107</b> |

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

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

## **G. ADJOURNMENT**

**Posted 5:00 pm on November 25, 2015**

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

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

December 2, 2015

TYPE OF ITEM: **ACTION**

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**ITEM: D.1**                      **Approve the Minutes of the Board of Directors' Regular Meeting of November 4, 2015**

**PRESENTED BY:**              **Becky Schuette, Board Secretary**

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

### **Recommendation:**

Staff recommends that the Board review the draft minutes from the November 4, 2015 Regular Board Meeting, recommend edits and adopt.

### **Discussion:**

The Draft Minutes are attached for the above listed meeting.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Draft Minutes from November 4, 2015 Board Meeting



**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT HELD ON WEDNESDAY, NOVEMBER 4, 2015 AT 7:00PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

**AGENDA ITEM A CALL TO ORDER**

**A.1 CALL TO ORDER and ROLL CALL:** The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:03 pm with President Corbett, Directors Couch, Edwards, Mayo and Wheeler in attendance.

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

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

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

**A.3 Additions to the Agenda:** At this time, President Corbett announced that General Manager Orsini was celebrating his 25<sup>th</sup> year with the District. Cupcakes, balloons and gifts were part of the celebration and members of the public were encouraged to enjoy.

**A.4 Approval of Agenda:**

**MOTION: It was moved to approve the agenda.**

Motion: David Couch; Second: Helen Edwards

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

**MOTION SUMMARY:** Motion Passed

**A.5 Closed Session Discussion:** No Closed Session

**AGENDA ITEM B PUBLIC HEARINGS:** There were no public hearings scheduled.

**AGENDA ITEM C PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Corbett opened public comment and the following member of the public spoke:

Pat Higgins came forward to thank Directors Edwards and Corbett for running for the Board again and serving for another four years.

**AGENDA ITEM D CONSENT CALENDAR:**

**D.1** Consider approval of minutes of the Board of Directors' Regular Meeting of October 7, 2015

**D.2** Consider approval of September 2015 Treasurer's Report

**D.3** Compliance with State Double Check Valve (DCV) Law – No Violations

**MOTION: It was moved to adopt the consent calendar items D.1 – D.3.**

Motion: Helen Edwards; Second: George Wheeler

There were no objections and no comments by the public.

**ROLL CALL:** Ayes; Couch, Edwards, Mayo, Wheeler and Corbett  
**MOTION SUMMARY:** Motion Passed

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

**E.1 Announce the Kickoff for the Mad River Flood Plain Enhancement Project, Coho Rearing Ponds and Interpretive Trail:** Mary Burke from CalTrout provided a review and update of the project using a PowerPoint presentation. She advised that there had been a kickoff meeting in which the development of recreation areas, public access and restoration design were all discussed. President Corbett requested that a pamphlet be put together to provide information to promote information about the project and also possibly use for lobbying purposes for funding opportunities.

The following member of the public commented:

Pat Higgins thinks this is a really good idea for the Coho habitat.

This item was information only, no action taken.

**E.2 Sea Level Rise Presentation by Aldaron Laird:** Aldaron Laird provided the public and the Board with a PowerPoint presentation regarding the Humboldt Bay Sea Level Rise Adaptation Planning Project, its phases and the current working group or stakeholders for the project. McKinleyville area specific impacts included shoreline erosion, saltwater intrusion, tidal inundation and backwater flooding. A lengthy question and answer period followed.

The following member of the public commented:

Pat Higgins from the Harbor District stated they really valued Aldaron's knowledge base and advised this was a challenge for cooperation that they intend to rise to.

This item was information only, no action taken.

At this time, President Corbett requested that item E.8 be called out of order.

**E.8 Review, Consider and, If Approved, Authorize MCSD Board President to Issue Letter to the Humboldt County Board of Supervisors Supporting Community Forest Development in MCSD Service Boundaries and Approve Resolution 2015-30 Directing Staff to Seek and/or Solicit Acquisition Grant Funding:** General Manager Orsini presented his staff report regarding the availability of approximately 600 acres of land in the Green Diamond owned McKinleyville Tract that could be purchased for a Community Forest. Both the Humboldt County Board of Supervisors and Green Diamond are in support of MCSD developing this property as it is within the MCSD service boundaries. Supervisor Ryan Sundberg spoke to the Board and advised that earlier in the week, the Humboldt County Board of Supervisors had unanimously voted to support the project and have MCSD take the lead.

The following members of the public commented:

Ben Shepherd, McKinleyville, advised that the MMAC would have this topic on their agenda on November 18<sup>th</sup> and that they were hoping to gauge the public support of the project at that time.

Meighan O'Brien, McKinleyville, had a question about Community Forests and the property above the Beau Pre Subdivision that is currently being used for biking and hiking.

Greg Jaso of the McKinleyville Land Trust wanted to thank the Board for embracing this idea.

Pat Higgins, Dows Prairie, stated this was an opportunity to enhance quality of life in McKinleyville and the property values adjacent and brand McKinleyville as something even more special.

President Corbett advised that this was just the beginning of a very long process and that it would all take several years before anything really happened with the project and that it would be driven by grants funding. Director Edwards advised that her concerns for the project were going to be financial and related to future maintenance of the project area.

**MOTION: It was moved to adopt the Resolution per staff recommendation.**

Motion: Helen Edwards; Second: Dennis Mayo

General Manager Orsini wanted to make it clear that this resolution was strictly for authorization to begin searching for funds and in no way would authorize the procurement of property.

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

**MOTION SUMMARY:** Motion Passed

President Corbett called for a five minute recess at 8:54 pm

The meeting reconvened at 9:05 and General Manager Orsini requested that agenda item E.5 be called next as the President of Auburn Constructors was here from out of town.

**E.5 Declare Auburn Constructors, Inc. Lowest Responsible and Responsive bidder for the Wastewater Management Facility Improvement Project and authorize Board President to execute construction contract with Auburn Constructors, Inc. contingent on State Water Board Determination of the bid Packet with an approved Funding Agreement:** General Manager Orsini reviewed the item and indicated that there is the potential for a bid protest and that the formal protest needed to be received by Friday afternoon. He then introduced Dean Bailey of Auburn Constructors, Inc., who offered himself to the Board for any questions.

**MOTION: It was moved to accept staff recommendation contingent on approval of the funding agreement with the State Water Board and the State Revolving Fund.**

Motion: Helen Edwards; Second: George Wheeler

There was no public comment.

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

**MOTION SUMMARY:** Motion Passed

**E.3 Select a Candidate for the California Special Districts Association (CSDA) Board of Directors for the 2015 Election for the Northern Network, Region 1, Seat A position:** The item was briefly explained by Board Secretary Becky Schuette. General Manager Orsini advised that both candidates have vast experience with different backgrounds. He indicated that he was the person who had encouraged Ralph Emerson to run for the position, but believes that both candidates would be great Board members. Directors Edwards and Wheeler wanted Ralph Emerson; however there were concerns about how busy he appeared to be from his bio. Director Mayo knows Mark Peterson, however he normally pushes for regional connections here locally, therefore he would support Mr. Emerson.

**MOTION: It was moved to nominate Ralph Emerson.**

Motion: Helen Edwards; Second: George Wheeler

There was no public comment.

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

**MOTION SUMMARY:** Motion Passed

**E.4 Review the Strategic Plan for FY2016-17:** Board Secretary, Becky Schuette advised that the item was strictly for information to the Directors as the item would be returning to the agenda in January in workshop format for updates and modifications. Director Edwards advised that she would not be present at the January meeting but that the topic in item 7.12 regarding evaluations needs to be a focus. There was a lengthy discussion regarding the evaluation process.

There was no public comment.

This item was informational only.

**E.6 Consider and Adopt Resolution 2015-28 Approving the Application for Grant Funds from the CalRecycle Tire Derived Product Grant Program:** Recreation Director Lesley Frisbee reviewed the item which led into a lengthy discussion among the Board and Staff regarding the safety of the Tire Derived Products. Director Mayo is concerned that the chemicals in tires that are released from the rubber is dangerous and studies show it may lead to cancer in children. The other argument was that without them, there is a higher risk of traumatic head injuries in children.

There was no public comment.

**MOTION: It was moved to accept the recommendation of staff to adopt Resolution 2015-28**

Motion: Helen Edwards; Second: Dennis Mayo

**ROLL CALL:** Ayes; Couch, Edwards, Wheeler and Corbett; Noes: Mayo

**MOTION SUMMARY:** Motion Passed

**E.7 Adopt Resolution 2015-18 Approving Modifications to the Reserves Policy:** General Manager Orsini reviewed the agenda item and deferred to Finance Director Colleen Trask for report of her findings related to the GASB 68 report. She had been assisted by Larry Wood and Scott Gordon of Jackson & Eklund Accounting to translate the report and put together journal entries. The changes resulting from the GASB 68 report and new requirements require a change to the policy, of which were noted in track changes in the Board packet.

**MOTION: It was moved per staff recommendation to approve the modifications to the Reserves Policy**

Motion: Dennis Mayo; Second: Helen Edwards

Director Wheeler asked for clarification regarding the “will” and “may” language in the policy and it was explained by Finance Director Trask.

There was no public comment.

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

**MOTION SUMMARY:** Motion Passed

## **AGENDA ITEM F REPORTS:**

### **F1. Active Committee Reports**

- a. **Recreation Advisory Committee (Wheeler/Couch (alternate)):** Director Wheeler advised that the committee had reviewed Chapter 4 of the Master Plan and discovered that it was a

problem. Recreation Director Lesley Frisbee will be working on re-writing that chapter. The pickleball tournament had brought in \$700 and had generated a great deal of interest in the community. Plans are in the works to create court time for the public beginning in January. A report was given by Charlie Caldwell who is on the skate park committee advising that they are still looking for property for a skate park.

- b. **Area Fund (John Kulstad/Edwards):** Director Edwards advised that Ann and Cal Cheney have had to leave the committee and two new members will be joining in January.
- c. **Redwood Region Economic Development Commission (Mayo/Edwards (alternate)):** Director Mayo reported that Humboldt County Treasurer/Tax Collector John Bartholomew was present to discuss the transient occupancy tax in relation to the Air Hub and similar entities. No update on the airport.
- d. **McKinleyville Senior Center Advisory Committee (Edwards):** President Corbett had attended the meeting, but no report was provided.
- e. **Audit (Corbett/Edwards):** Did not meet.
- f. **Employee Negotiations (Couch/Edwards):** Did not meet.
- g. **Water Task Force (Wheeler/Corbett (alternate)):** Did not meet.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch (alternate)):** Did not meet.
- i. **McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate)):** Director Edwards reported that they had met, but that there were very few agenda items. A handout was provided and a brief discussion about unmet transit needs funding through HCOG. November 18<sup>th</sup> the agenda will include the community forest topic as well as a status update of the marijuana ordinance in the County.
- j. **Cornerstone Committee (Couch):** Director Couch reported that there had been several meetings and there will be another one next week..
- k. **Groundwater Sustainability Committee (Edwards/Corbett, Mayo):** Director Corbett had attended the county meeting. He advised that the Farm Bureau was requesting that an option be kept to opt out of the program. Monitoring and data had been covered.

## **F.2 Staff Reports:**

- a. **Support Services Department:** Finance Director Colleen Trask reported that the reserves account was nearly at the halfway point. The audit process continues and the draft finance report will be coming soon for the committee. She also reported that there will be a small budget modification in the title of the line item designation for Measure B.
- b. **Operations Department:** Operations Director James Henry had nothing further to add at this time.
- c. **Parks and Recreation Department:** Recreation Director Lesley Frisbee had nothing further to add.

**d. General Manager:** General Manager Orsini had nothing further to add.

**F.3 President's Report:** President Corbett had nothing to report.

**F.4 Board comments, announcements, reports and agenda item requests:** Directors Edwards reported that she will be out of the country most of November. Director Mayo reported that he had been re-elected to his position with ACWA. General Manager Orsini provided clarification to Director Wheeler about the lengthy agenda packet and the attorney's recommendation to include the engineering report.

**AGENDA ITEM G ADJOURNMENT:**

President Corbett adjourned the meeting at 10:15 pm

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**Becky Schuette, Board Secretary**

**McKinleyville Community Services District  
Treasurer's Report  
Oct 2015**

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**McKinleyville Community Services District**  
**Investments & Cash Flow Report**  
**As of Oct 31, 2015**

Petty Cash & Change Funds 940.00

**Cash**

Operating & Money Market - Beginning Balance 866,424.22

**Cash Receipts:**

Utility Billings	428,082.59	
Money Market Account Interest	153.36	
Transfers from County Funds #2560, #4240, CalTRUST	251,747.82	
Other Cash Receipts	101,192.54	
<b>Total Cash Receipts</b>		781,176.31

**Cash Disbursements:**

Payroll Related Expenditures	(202,812.61)	
Debt Service	(78,990.49)	
Capital & Other Expenditures	(359,239.35)	
<b>Total Cash Disbursements</b>		(641,042.45)

Operating & Money Market - Ending Balance 1,006,558.08

Total Cash 1,007,498.08

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

<b>LAIF - Beginning Balance</b>	128,741.38	
Interest Income	103.66	
<b>LAIF - Ending Balance</b>		128,845.04

<b>Humboldt Co. #2560 - Beginning Balance</b>	1,518,426.88	
Property Taxes and Assessments	-	
Transfer to/from Operating Cash	-	
Interest Income	999.63	
<b>Humboldt Co. #2560 - Ending Balance</b>		1,519,426.51

<b>Humboldt Co. #4240 - Beginning Balance</b>	3,725,907.13	
Property Taxes	-	
Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	20,000.00	
Interest Income	2,029.36	
<b>Humboldt Co. #4240 - Ending Balance</b>		3,747,936.49

<b>Humboldt Co. #9390 - Beginning Balance</b>	562,191.88	
Reserves Recovery Deposits	-	
Interest Income	-	
<b>Humboldt Co. #9390 - Ending Balance</b>		562,191.88

<b>USDA Bond Reserve Fund - Beginning Balance</b>	108,422.02	
Bond Reserve Payment	7,979.17	
Debt Service Payment	-	
Interest Adjustment	1.72	
<b>USDA Bond Reserve Fund - Ending Balance</b>		116,402.91

Market Valuation Account (180.00)

<b>Umpqua Bank Meas.B Loan Proceeds - Beginning Balance</b>	1,210,342.35	
Net Transfer to/from Loan Cash Holding Acct	(252,549.22)	
Debt Service Payment	-	
Interest Income/Unrealized Gain/Loss	871.73	
<b>Umpqua Bank Meas.B Loan Proceeds - Ending Balance</b>		958,664.86

Total Investments 7,033,287.69

Total Cash & Investments - Current Month 8,040,785.77

Total Cash & Investments - Prior Month 8,121,215.86

Net Change to Cash & Investments This Month (80,430.09)

**Cash & Investment Summary**

Cash & Cash Equivalents	7,164,855.35
Davis-Grunsky Loan Reserve	599,393.86
Waste Water Capital Reserve	100,133.65
USDA Bond Reserve	116,402.91
I-Bank Loan Reserve	60,000.00

Total Cash & Investments 8,040,785.77



**McKinleyville Community Services District**  
**Consolidated Balance Sheet by Fund**  
**As of Oct 31, 2015**

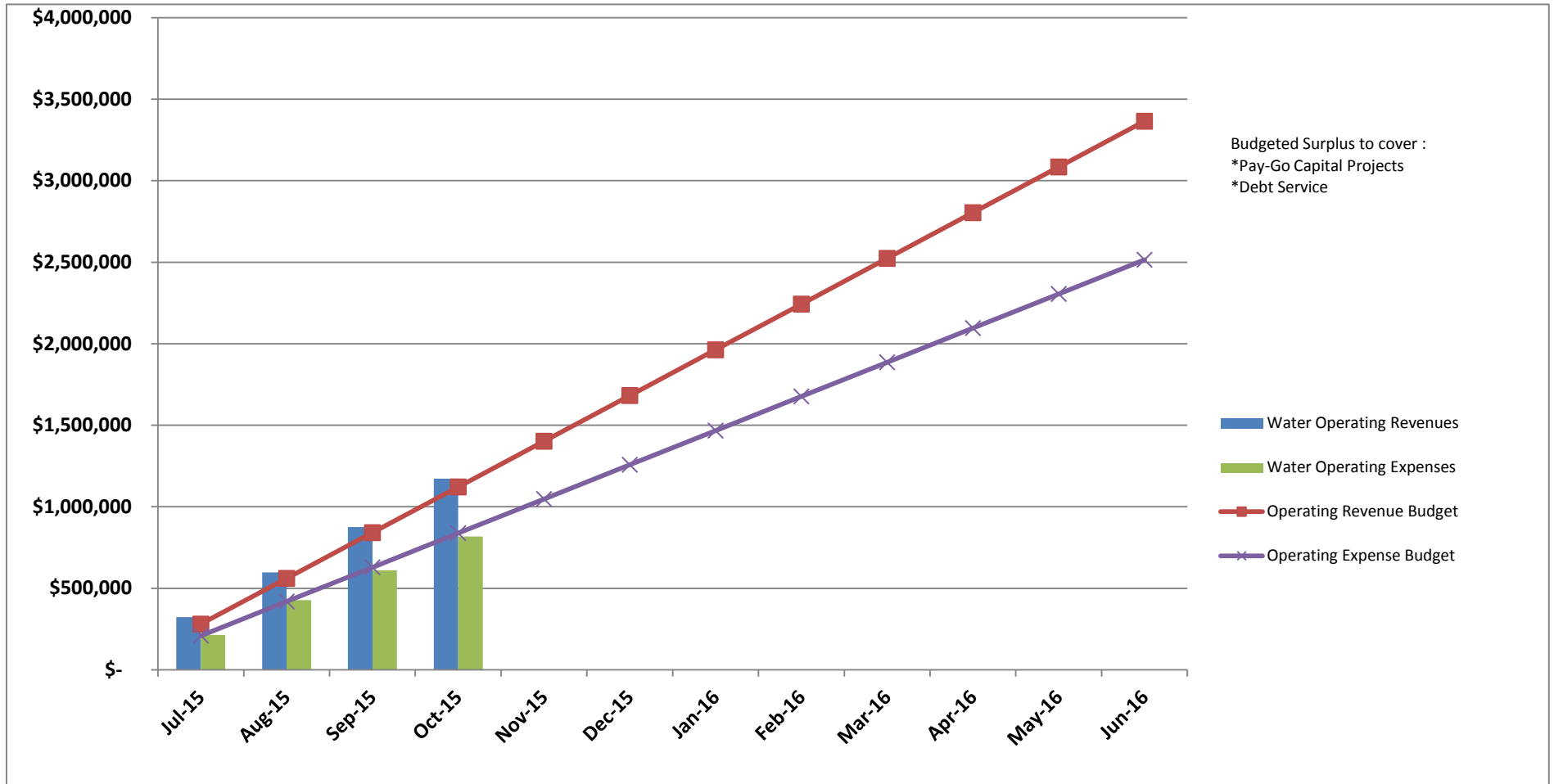
	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
<b>ASSETS</b>						
Current Assets						
Unrestricted cash & cash equivalents	\$ 705,786.42	\$ 976,260.22	\$ (36,629.73)	\$ 2,532,330.66	\$ 3,068,045.34	\$ 7,245,792.91
Accounts receivable	3,713.80	-	4,504.76	313,052.50	260,701.29	581,972.35
Prepaid expenses & other current assets	37,073.70	-	1,665.07	93,444.43	45,086.99	177,270.19
Total Current Assets	746,573.92	976,260.22	(30,459.90)	2,938,827.59	3,373,833.62	8,005,035.45
Noncurrent Assets						
Restricted cash & cash equivalents	181,234.07	-	-	659,393.86	216,536.56	1,057,164.49
Other noncurrent assets	-	-	-	44,530.00	48,704.00	93,234.00
Capital assets (net)	-	-	-	7,915,731.18	13,320,678.15	21,236,409.33
Total Noncurrent Assets	181,234.07	-	-	8,619,655.04	13,585,918.71	22,386,807.82
<b>TOTAL ASSETS</b>	<b>\$ 927,807.99</b>	<b>\$ 976,260.22</b>	<b>\$ (30,459.90)</b>	<b>\$ 11,558,482.63</b>	<b>\$ 16,959,752.33</b>	<b>\$ 30,391,843.27</b>
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
Current Liabilities						
Accounts payable & other current liabilities	\$ 65,836.81	\$ 510.78	\$ 474.14	\$ 293,743.29	\$ 116,164.62	\$ 476,729.64
Accrued payroll & related liabilities	85,224.88	-	-	37,695.90	37,778.35	160,699.13
Total Current Liabilities	151,061.69	510.78	474.14	331,439.19	153,942.97	637,428.77
Noncurrent Liabilities						
Long-term debt	-	-	-	3,026,379.20	748,810.71	3,775,189.91
Other noncurrent liabilities	-	-	-	837,118.87	885,399.61	1,722,518.48
Total Noncurrent Liabilities	-	-	-	3,863,498.07	1,634,210.32	5,497,708.39
<b>TOTAL LIABILITIES</b>	<b>151,061.69</b>	<b>510.78</b>	<b>474.14</b>	<b>4,194,937.26</b>	<b>1,788,153.29</b>	<b>6,135,137.16</b>
Fund Balance/Net Assets						
Fund balance	63,613.76	975,749.44	(30,934.04)	-	-	1,008,429.16
Net assets	713,132.54	-	-	2,474,193.39	2,599,731.60	5,787,057.53
Investment in capital assets, net of related debt	-	-	-	4,889,351.98	12,571,867.44	17,461,219.42
Total Fund Balance/Net Assets	776,746.30	975,749.44	(30,934.04)	7,363,545.37	15,171,599.04	24,256,706.11
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 927,807.99</b>	<b>\$ 976,260.22</b>	<b>\$ (30,459.90)</b>	<b>\$ 11,558,482.63</b>	<b>\$ 16,959,752.33</b>	<b>\$ 30,391,843.27</b>
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,942,685.91					
General Long-term Liabilities						
PG&E Streetlights Loan	82,769.75					
Meas. B Loan: Teen/Community Center	1,393,420.00					
OPEB Liability	276,539.23					
CalPERS Pension Liability/Deferred Inflows-Outflows	542,861.00					
Accrued Compensated Absences	61,161.36					
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 2,356,751.34</b>					

**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget**  
**Oct 2015**

Department Summaries	October	% of Year 33.33% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b><u>Water</u></b>						
Water Sales	275,866	1,110,158	989,736	120,422	12.17%	Budget spread evenly over 12 months - actual water sales vary seasonally
Other Revenues	30,176	351,752	131,820	219,932	166.84%	Includes YTD Capacity Fees of \$32,853 and Contrib. Construction of \$256,860
Total Operating Revenues	306,041	1,461,910	1,121,556	340,354	30.35%	
Salaries & Benefits	79,330	298,866	278,471	20,395	7.32%	
Water Purchased	73,222	289,031	319,117	(30,086)	-9.43%	
Other Expenses	27,847	120,556	135,795	(15,239)	-11.22%	Correction of duplicated invoices - will adjust out next month
Depreciation	27,200	108,800	105,000	3,800	3.62%	
Total Operating Expenses	207,599	817,253	838,383	(21,130)	-2.52%	
Net Operating Income	98,442	644,657	283,173	319,224		
Interest Income	1,033	4,095	2,771	1,324	47.78%	Interest rate higher than originally estimated
Interest Expense	(6,109)	(24,552)	(24,534)	18	0.07%	
<b>Net Income (Loss)</b>	<b>93,365</b>	<b>624,200</b>	<b>261,410</b>	<b>362,790</b>		
<b><u>Sewer</u></b>						
Sewer Service Charges	221,454	872,097	797,741	74,356	9.32%	Budget spread evenly over 12 months - actual sewer charges vary seasonally
Other Revenues	20,035	399,034	131,756	267,278	202.86%	Includes YTD Capacity Fees of \$58,917 and Contrib. Construction of \$310,090
Total Operating Revenues	241,489	1,271,131	929,497	341,634	36.75%	
Salaries & Benefits	66,188	302,007	311,480	(9,473)	-3.04%	
Other Expenses	39,881	152,218	185,973	(33,755)	-18.15%	Budget spread evenly over 12 months - actual repair/maintenance expenses vary
Depreciation	39,150	156,600	160,000	(3,400)	-2.13%	
Total Operating Expenses	145,219	610,825	657,453	(46,628)	-7.09%	
Net Operating Income	96,270	660,306	272,044	388,262		
Interest Income	1,394	5,766	6,667	(901)	-13.51%	
Interest Expense	(2,849)	(11,791)	(13,924)	(2,133)	-15.32%	
<b>Net Income (Loss)</b>	<b>94,815</b>	<b>654,282</b>	<b>264,787</b>	<b>389,495</b>		
<b>Enterprise Funds Net Income (Loss)</b>	<b>188,180</b>	<b>1,278,482</b>	<b>526,197</b>	<b>752,285</b>		

# McKinleyville Community Services District Oct 2015

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

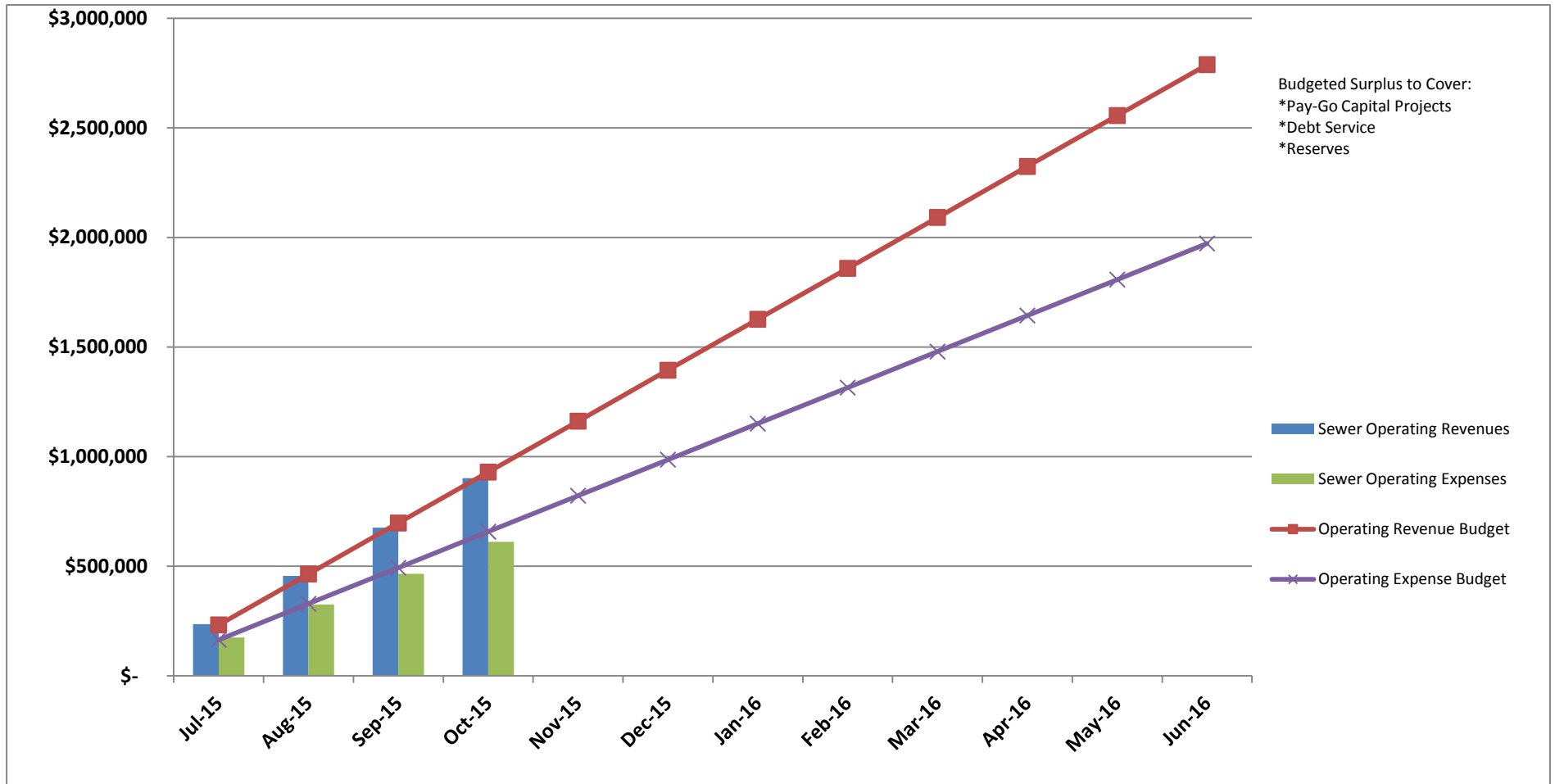


Treasurer's Report Page 5, Selected Graphic Comparisons

# McKinleyville Community Services District

## Oct 2015

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



Treasurer's Report Page 6, Selected Graphic Comparisons

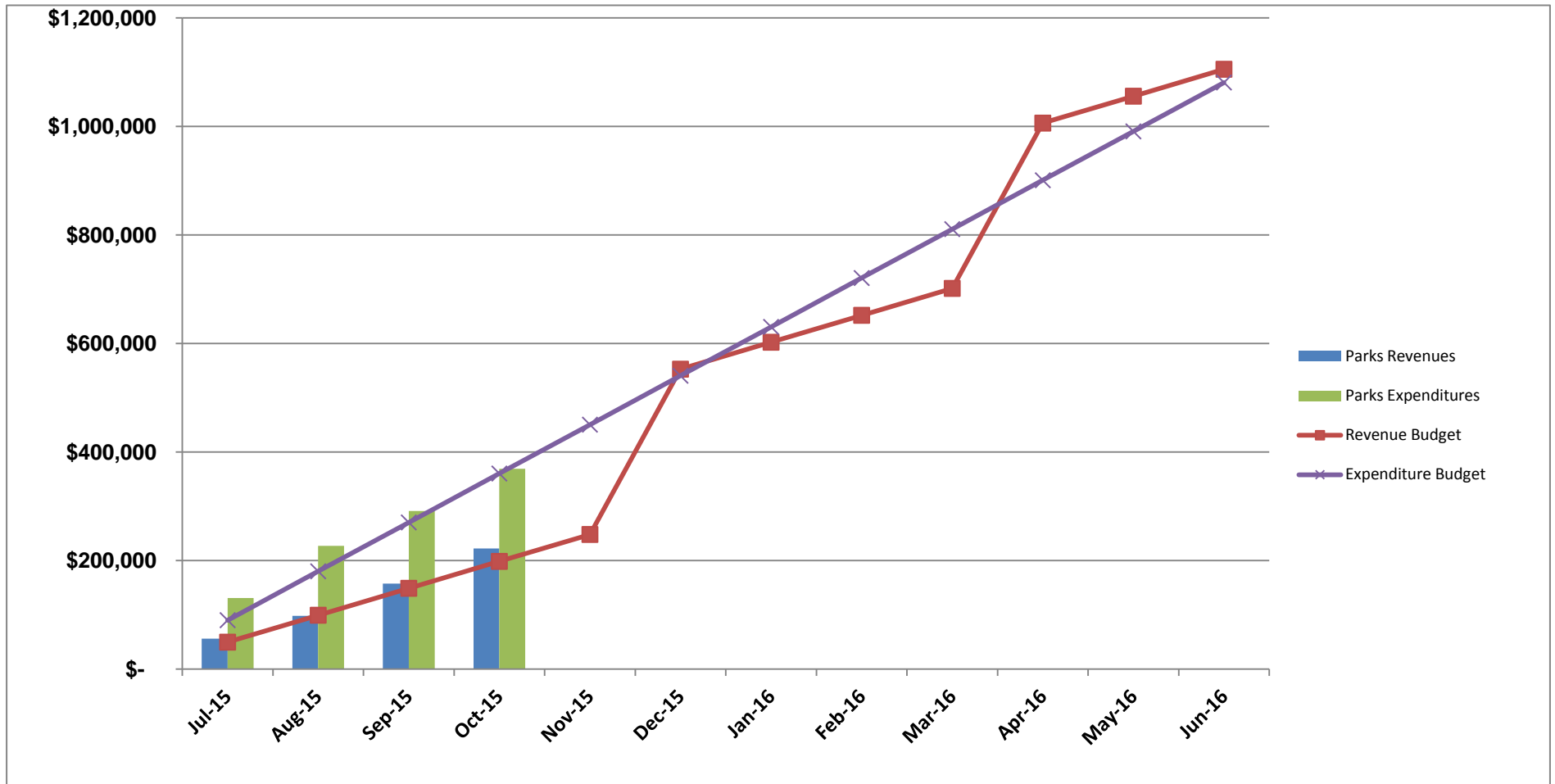
**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget**  
**Oct 2015**

Department Summaries	October	% of Year 33.33% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b><u>Parks &amp; Recreation</u></b>						
Program Fees	48,431	139,598	118,116	21,482	18.19%	Budget is spread evenly across 12 months, but actuals vary with programs
Rents & Related Fees	6,488	21,567	25,074	(3,507)	-13.99%	Budget is spread evenly across 12 months, but actuals vary with rentals
Property Taxes	-	-	170,000	(170,000)	-100.00%	County Tax remittance scheduled in December and April
Other Revenues	8,723	57,067	52,500	4,567	8.70%	
Interest Income	874	3,819	2,733	1,086	39.73%	Interest rate higher than originally estimated
Total Revenues	64,515	222,051	368,423	(146,372)	-39.73%	
Salaries & Benefits	59,489	269,993	270,800	(807)	-0.30%	
Other Expenditures	18,548	69,464	70,721	(1,257)	-1.78%	
Capital Expenditures	-	29,830	18,773	11,057	58.90%	CIP costs posted with purchases/payments, not spread over 12 months
Total Expenditures	78,036	369,288	360,294	8,994	2.50%	
<b>Excess (Deficit)</b>	<b>(13,521)</b>	<b>(147,237)</b>	<b>8,129</b>	<b>(155,366)</b>		
<b><u>Measure B Assessment</u></b>						
Draw from Restricted Reserves	-	572,671	466,667	106,004	22.72%	Draw on Restricted Reserves to cover Teen Center Construction costs
Total Revenues	64	4,992	216,667	(211,675)	-97.70%	County Tax remittance scheduled in December, April
Salaries & Benefits	6,737	31,210	36,569	(5,359)	-14.66%	Includes unrealized gains/losses on cash assets
Other Expenditures	511	4,810	46,159	(41,349)	-89.58%	Salaries post with repairs and maintenance, not spread over 12 months
Capital Expenditures	2,344	627,698	600,000	27,698	4.62%	Includes periodic payments of Meas. B debt, not spread over 12 months
Total Expenditures	9,592	663,718	682,728	(19,010)	-2.78%	
<b>Excess (Deficit)</b>	<b>(9,528)</b>	<b>(86,055)</b>	<b>606</b>	<b>(86,661)</b>		
<b><u>Street Lights</u></b>						
Total Revenues	7,696	31,274	31,279	(5)	-0.02%	
Salaries & Benefits	3,045	13,831	13,478	353	2.62%	
Other Expenditures	2,284	8,482	10,413	(1,931)	-18.54%	Pole maintenance not yet scheduled
Capital Expenditures/Loan Repayment	1,655	6,622	7,368	(746)	-10.13%	PG&E LED Project Debt repayment
Total Expenditures	6,984	28,934	31,259	(2,325)	-7.44%	
<b>Excess (Deficit)</b>	<b>711</b>	<b>2,340</b>	<b>20</b>	<b>(2,320)</b>		
<b>Governmental Funds Excess (Deficit)</b>	<b>(22,337)</b>	<b>(230,952)</b>	<b>8,755</b>	<b>(239,707)</b>		

# McKinleyville Community Services District

## Oct 2015

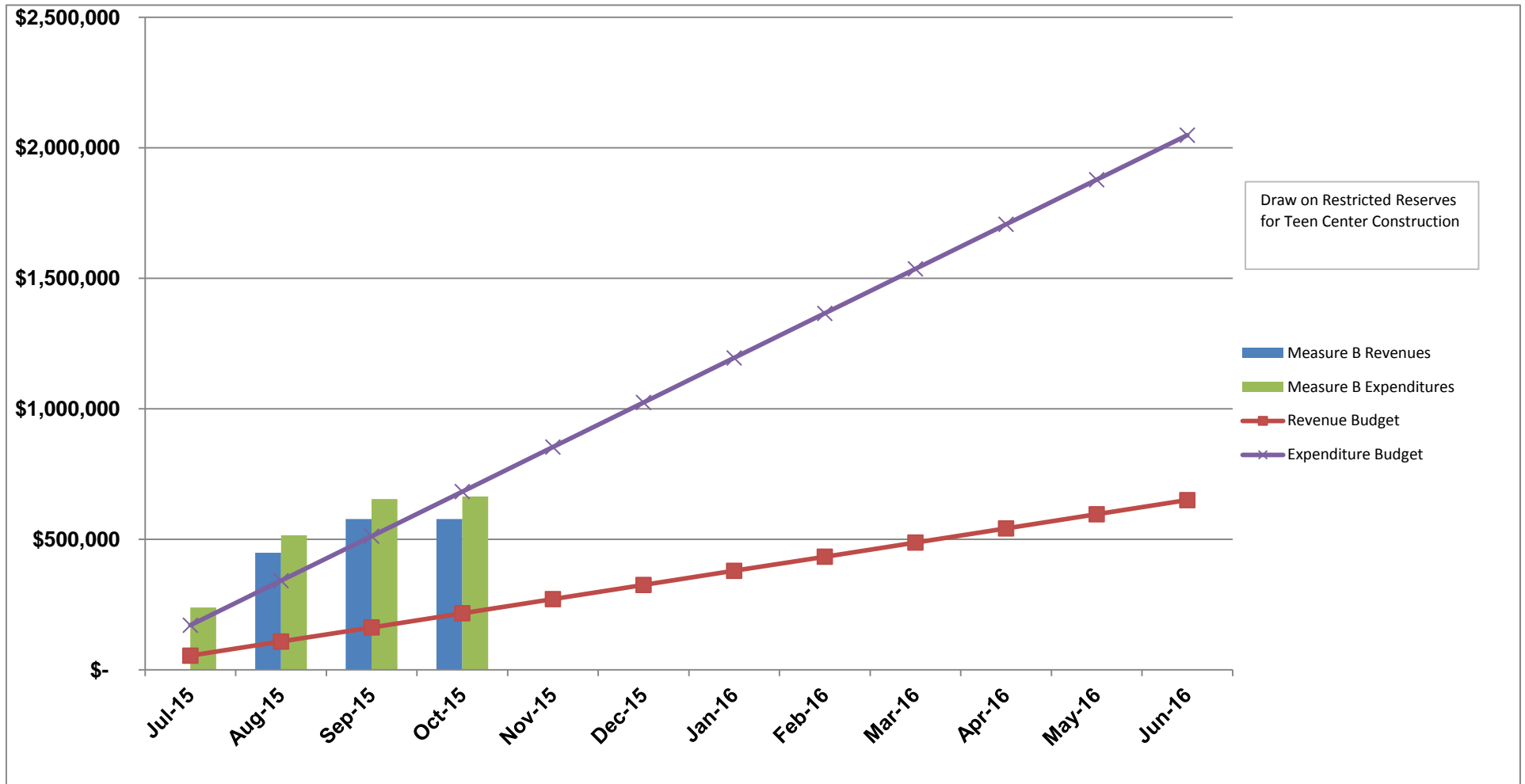
### Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



Treasurer's Report Page 8, Selected Graphic Comparisons

# McKinleyville Community Services District Oct 2015

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

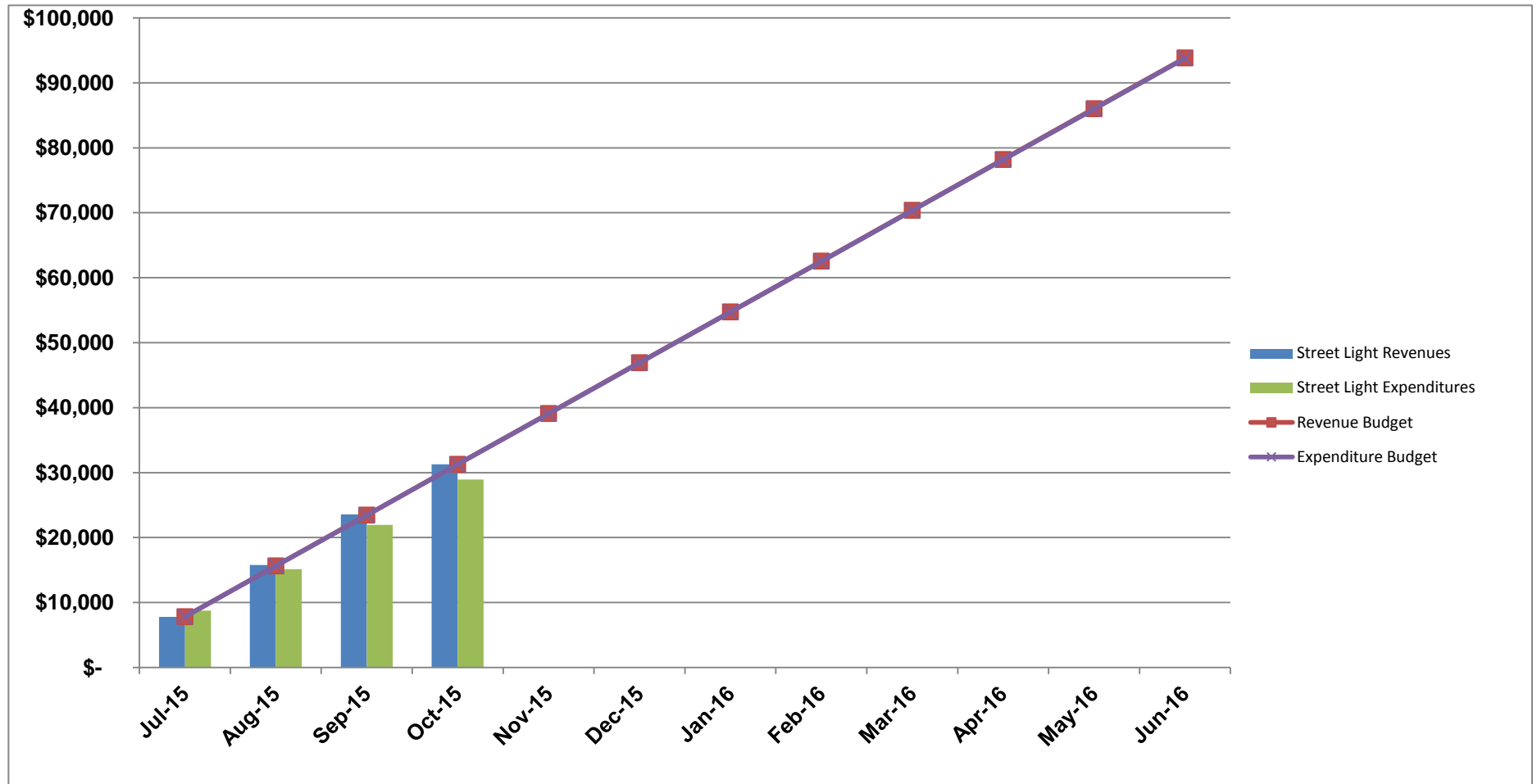


Treasurer's Report Page 9, Selected Graphic Comparisons

# McKinleyville Community Services District

## Oct 2015

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



Treasurer's Report Page 10, Selected Graphic Comparisons



**McKinleyville Community Services District**  
**Capital Expenditure Report**  
**As of Oct 31, 2015**

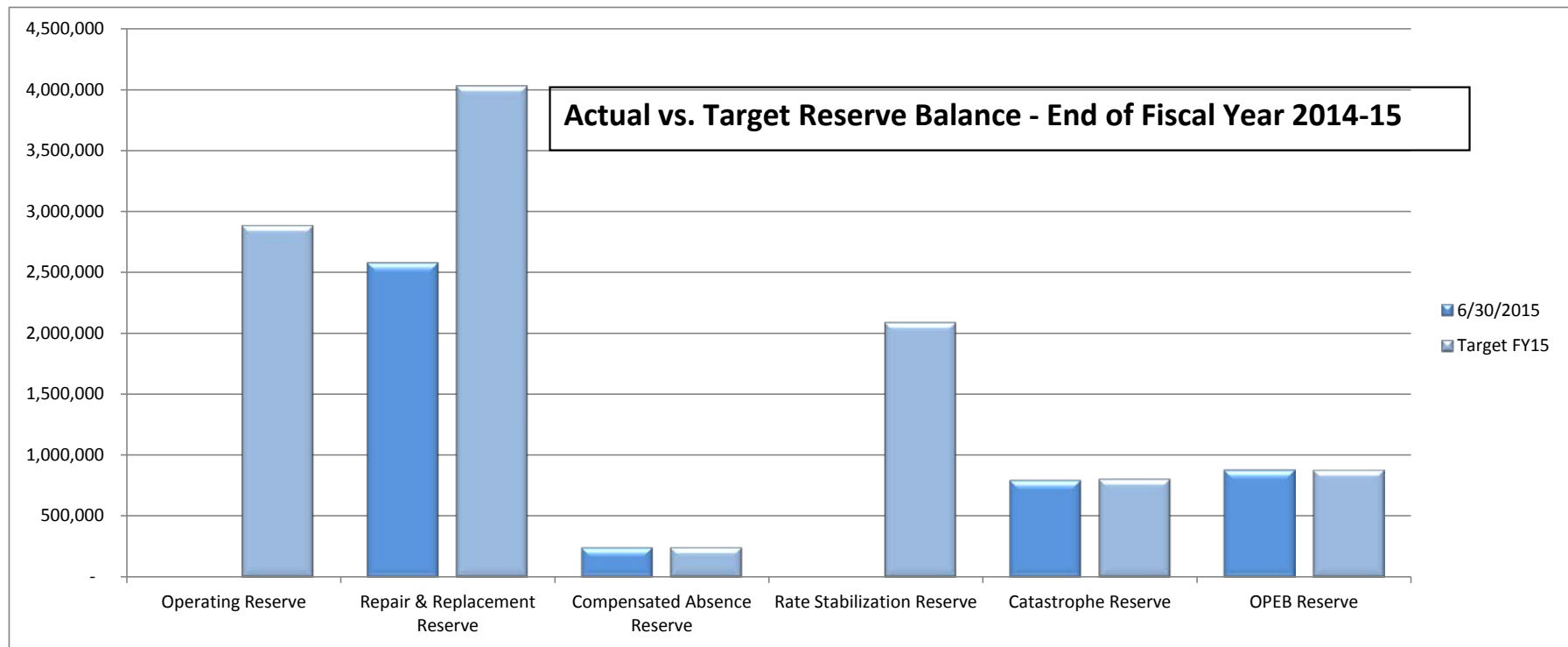
	October	YTD Total	FY 15-16 Budget	Remaining		
				Budget \$	Budget %	Notes
<b><u>Water Department</u></b>						
Water Tank Upgrade	-	-	350,000	350,000	100%	Tank Painting
4.5m New Water Tank	-	-	30,000	30,000	100%	Drilling, LACO Assoc.
Emergency Water Supply	-	8,881	40,000	31,119	78%	Emergency Water Supply
Fire Hydrant System Upgrade	-	-	13,000	13,000	100%	Fire Hydrant System Upgrade
Customer Radio Meter Replacements	76,602	76,631	131,000	54,369	42%	Radio meters purch/install
Water Main Rehab & Replacement	-	-	100,000	100,000	100%	Water Main Rehab
Property Purchase & Improvements	-	-	200,000	200,000	100%	Property Purch/Improvements
<b>Subtotal</b>	<b>76,602</b>	<b>85,512</b>	<b>864,000</b>	<b>778,488</b>	<b>90%</b>	
<b><u>Sewer Department</u></b>						
Sewer Main Rehab & Replacement	-	-	50,000	50,000	100%	Sewer Main Rehab
WWMF & Fischer Lift Stn Grinder Upgrade	-	-	15,000	15,000	100%	WWMF/Fischer Lift Stn Grinder
Sewer Main Camera Unit	-	-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	2,046	57,773	13,000,000	12,942,227	100%	WWMF design & start construction
Radio Telemetry Upgrade	-	-	30,000	30,000	100%	Radio Telemetry upgrade
Sewer Lift Station Pump/Gen Upgrades	-	-	175,000	175,000	100%	
Customer Radio Meter Replacements	74,190	74,190	131,000	56,810	43%	Radio meters purch/install
Underground Locator Pipe & Camera	-	-	5,000	5,000	100%	
SCBA Apparatus and Bottles	-	-	6,000	6,000	100%	
<b>Subtotal</b>	<b>76,236</b>	<b>131,962</b>	<b>13,442,000</b>	<b>13,310,038</b>	<b>99%</b>	
<b><u>Water &amp; Sewer Operations</u></b>						
Heavy Equipment	-	-	100,000	100,000	100%	Dump Truck, Tractor attachmts
Utility Vehicles	-	-	62,000	62,000	100%	Car, 3/4 or 1-ton Pickup Truck
Office, Corporate Yard & Shops	-	-	-	-	#DIV/0!	Facilities upgrade/sealcoat
Computers & Software	-	-	19,000	19,000	100%	File Server, Office13, Projector
GIS/SEMS/CADD Equipment/Software	-	-	4,000	4,000	100%	SCADA, AutoCAD, GIS computers
Fischer Ranch - Barn & Fence upgrades, Undergr.Valving	-	-	5,000	5,000	100%	Barn & Fence upgrades
Fischer Ranch -Disposal Site Upgrade	-	-	1,500,000	1,500,000	100%	Disposal Site Upgrade
Small Equipment & Other	-	-	15,000	15,000	100%	Ops Office Eq./Emergency Eqp
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>1,705,000</b>	<b>1,705,000</b>	<b>100%</b>	
<b>Enterprise Funds Total</b>	<b>152,838</b>	<b>217,475</b>	<b>16,011,000</b>	<b>15,793,525</b>	<b>99%</b>	
<b><u>Parks &amp; Recreation Department</u></b>						
Hiller Park & Sports Complex	-	2,072	9,000	6,928	77%	Signage & Landscaping
Pierson Park Upgrades	-	-	-	-	#DIV/0!	
Washington Avenue Park Project	-	-	-	-	#DIV/0!	
Azalea Hall Projects	-	3,971	5,000	1,029	21%	PA system - Audio/Visual
McKinleyville Activity Center Upgrades	-	3,971	13,000	9,029	69%	Flooring replacement
Law Enforcement Facility Improvements	-	-	-	-	#DIV/0!	
Projects Funded by Quimby/Other Funds	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	2,344	627,698	115,000	(512,698)	-446%	Teen Center Project
Other Parks Projects & Equipment	-	19,815	29,000	9,185	32%	Vehicles and Equipment
<b>Subtotal</b>	<b>2,344</b>	<b>657,529</b>	<b>171,000</b>	<b>(486,529)</b>	<b>-285%</b>	
<b><u>Streetlights</u></b>						
Pole Replacement	-	-	2,000	2,000	100%	Pole Replacement
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>100%</b>	
<b>Governmental Funds Total</b>	<b>2,344</b>	<b>657,529</b>	<b>173,000</b>	<b>(484,529)</b>	<b>-280%</b>	
<b>All Funds Total</b>	<b>155,182</b>	<b>875,003</b>	<b>16,184,000</b>	<b>15,308,997</b>	<b>95%</b>	

**McKinleyville Community Services District**  
**Summary of Long-Term Debt Report**  
**As of Oct 31, 2015**

**Principal Maturities and Scheduled Interest**

			<b>Maturity</b>	<b>Balance - Sep</b>	<b>Balance - Oct 31,</b>		
	<b>%</b>		<b>Date</b>	<b>30, 2015</b>	<b>2015</b>	<b>FY-16</b>	<b>Thereafter</b>
<b>Water Fund:</b>							
I-Bank			8/1/30 P	801,513.49	801,513.49	-	801,513.53
Interest	3.37%		I			27,694.63	219,225.52
State of CA Energy Commission (ARRA)			12/22/26 P	134,932.55	134,932.55	11,125.84	123,806.70
Interest	1.0%		I			1,325.20	6,926.83
State of CA (Davis Grunsky)			1/1/33 P	1,783,306.35	1,783,306.35	79,660.44	1,703,645.91
State of CA (Davis Grunsky) Deferred Interest			1/1/33 P	306,626.81	306,626.81	17,035.12	289,591.69
Interest	2.5%		I			44,582.66	408,486.72
Total Water Fund-Principal				3,026,379.20	3,026,379.20	107,821.40	2,918,557.83
Total Water Fund-Interest						73,602.49	634,639.07
<b>Total Water Fund</b>				<b>3,026,379.20</b>	<b>3,026,379.20</b>	<b>181,423.89</b>	<b>3,553,196.90</b>
<b>Sewer Fund:</b>							
State of CA WRCB (SCEP I)			4/15/16 P	40,920.10	40,920.10	40,920.10	-
Interest	0.0%		I			-	
State of CA WRCB (SCEP II)			3/27/18 P	79,524.80	79,524.80	25,838.70	53,686.60
Interest	2.6%		I			2,067.64	2,102.41
Umpqua Bank			12/4/17 P	117,479.85	113,365.81	33,488.58	79,721.79
Interest	5.5%		I			3,667.26	3,506.57
USDA (Sewer Bond)			8/1/22 P	515,000.00	515,000.00	-	515,000.00
Interest	5.0%		I			13,575.00	90,875.00
Total Sewer Fund-Principal				752,924.75	748,810.71	100,247.38	648,408.39
Total Sewer Fund-Interest						19,309.90	96,483.98
<b>Total Sewer Fund</b>				<b>752,924.75</b>	<b>748,810.71</b>	<b>119,557.28</b>	<b>744,892.37</b>
<b>Meas. B Fund: Teen/Comm Center Loan</b>			11/1/29 P	1,432,701.00	1,393,420.00	36,227.00	1,357,193.00
	3.55%		I			24,787.38	362,864.53
<b>Streetlights Fund: LED Proj Loan, PG&amp;E</b>			P	84,425.15	82,769.75	14,598.60	69,526.55
	0.0%		I				-
Total Principal				5,296,430.10	5,251,379.66	258,894.38	4,993,685.77
Total Interest						117,699.77	1,093,987.58
<b>Total</b>				<b>5,296,430.10</b>	<b>5,251,379.66</b>	<b>376,594.15</b>	<b>6,087,673.35</b>

**McKinleyville Community Services District**  
**Board Designated Reserve Balances**  
**As of Oct 31, 2015**



- Utility Accounts Receivable Turnover Days      As of Oct 31, 2015      14.8 Days
- YTD Breakeven Revenue, Water Fund: 714,152.81      - YTD Actual Water Sales: 1,110,158.16
- Days of Cash on Hand - Operations Checking Account      75.6 Days

**McKinleyville Community Services District**  
**Cash Disbursement Report**  
**For the Period October 1 through October 30, 2015**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
9999	10/19/2015	EIC01	JENNIFER EICHSTEDT	845.00	B51019P	REISSUE OF VOIDED CHECK
30187	10/5/2015	ADV01	ADVANCED SECURITY SYSTEM	454.50	314432	ALARMS FOR OCTOBER 2015
30188	10/5/2015	AGB01	AMERICAN GEOPHYSICAL	1,330.00	0M15-1629	ANNUAL INSPECTION
30189	10/5/2015	COA01	COASTAL BUSINESS SYSTEMS	397.54	17592817	EQUIP. LEASE - COPIER
30190	10/5/2015	COR01	CORBIN WILLITS SYSTEMS, INC	858.42	B50921	MOMS MAINTENANCE AGREEMENT
30191	10/5/2015	COR07	JOHN W. CORBETT	125.00	B50921	BOARD MTG ON 09/02/2015
30192	10/5/2015	COS02	COSTCO MEMBERSHIP	220.00	B51001	MEMBERSHIP RENEWAL
30193	10/5/2015	COU09	DAVID R. COUCH	125.00	B50921	BOARD MTG ON 09/02/2015
30194	10/5/2015	EDW01	HELEN L. EDWARDS	125.00	B50921	BOARD MTG ON 09/02/2015
30195	10/5/2015	HAR13	The Hartford - Priority A	383.98	B50923	GROUP LIFE INSURANCE
30196	10/5/2015	JAC04	JACKSON & EKLUND, INC.	1,908.00	18664	ACCOUNTING SERVICES
30197	10/5/2015	MAY02	DENNIS MAYO	125.00	B50921	BOARD MTG ON 09/02/2015
30198	10/5/2015	NEC01	NEC FINANCIAL SERVICES,LLC	375.66	1839872	PHONE SERVICES FOR OCT 2015
30199	10/5/2015	ROA01	PAUL L. ROACH	525.00	B51005	CONTRACT UMPIRE PAYMENT
30200	10/5/2015	SAL01	MICHAEL SALMON	650.00	B51005	CONTRACT UMIRE PAYMENT

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30201	10/5/2015	SUD01	SUDDENLINK	134.95	B51001	INTERNET SERVICES FOR SEP
30202	10/5/2015	USB01	U.S. BANK TRUST N.A.	7,979.17	B50923	SEWER BOND PAYMENT
30203	10/5/2015	WHE02	GEORGE A. WHEELER JR.	125.00	B50921	BOARD MTG ON 09/02/2015
30204	10/5/2015	\C016	MQ CUSTOMER REFUND FOR CA	49.15	000B51001	MQ CUSTOMER REFUND FOR CA
30205	10/5/2015	\D013	MQ CUSTOMER REFUND FOR DR	161.19	000B51001	MQ CUSTOMER REFUND FOR DR
30206	10/5/2015	\E001	MQ CUSTOMER REFUND FOR EH	25.33	000B51001	MQ CUSTOMER REFUND FOR EH
30207	10/5/2015	\H006	MQ CUSTOMER REFUND FOR HE	50.26	000B51001	MQ CUSTOMER REFUND FOR HE
30208	10/5/2015	\H010	MQ CUSTOMER REFUND FOR HU	60.42	000B51001	MQ CUSTOMER REFUND FOR HU
30209	10/5/2015	\L007	MQ CUSTOMER REFUND FOR LA	72.99	000B51001	MQ CUSTOMER REFUND FOR LA
30210	10/5/2015	\L008	MQ CUSTOMER REFUND FOR LA	28.80	000B51001	MQ CUSTOMER REFUND FOR LA
30211	10/5/2015	\M020	MQ CUSTOMER REFUND FOR MA	70.61	000B51001	MQ CUSTOMER REFUND FOR MA
30212	10/5/2015	\P001	MQ CUSTOMER REFUND FOR PI	81.91	000B51001	MQ CUSTOMER REFUND FOR PI
30213	10/5/2015	\T003	MQ CUSTOMER REFUND FOR TA	33.50	000B51001	MQ CUSTOMER REFUND FOR TA
30214	10/5/2015	\T005	MQ CUSTOMER REFUND FOR TH	41.65	000B51001	MQ CUSTOMER REFUND FOR TH
30215	10/5/2015	\W014	MQ CUSTOMER REFUND FOR WO	35.41	000B51001	MQ CUSTOMER REFUND FOR WO
30216	10/6/2015	USP02	USPS: ARCATA BMEU	-	B51006u	Ck# 030216 Reversed
30217	10/6/2015	USP02	USPS: ARCATA BMEU	1,354.36	0B51006PP	POSTAGE FOR NEWSLETTER
30218	10/13/2015	*0001	DENNIS MAYO	100.00	B51008	AZALEA HALL DEPOSIT REFUN
30219	10/13/2015	*0002	DEBI FARBER BUSH	-	B51009u	Ck# 030219 Reversed
30220	10/13/2015	ACW01	CB&T/ACWA-JPIA	10,449.98	B51009	GRP. HEALTH INS

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30221	10/13/2015	ARC02	Arcata Stationers	295.07	B51008	OFFICE SUPPLIES
30222	10/13/2015	BAN01	BANKCARD CENTER	3,975.16	Sep-15	TRAVEL/MEALS/OFFICE SUPPL
30223	10/13/2015	CON01	CONNEY SAFETY PRODUCTS	486.64	4995038	SAFETY SUPPLIES
30224	10/13/2015	COS03	COSTCO WHOLESALE	422.17	B51006	OFFICE & REC SUPPLIES
30225	10/13/2015	HSU04	HUMBOLDT STATE UNIVERSITY	95.00	SF0001186	CLASS FOR ID#SF0001186
30226	10/13/2015	HUB02	HUB INTERNATIONAL INSURANCE	162.10	B51006	SPEC EVENT INS
30227	10/13/2015	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTR	72,508.34	B51006	WTR PURCHASED FOR SEPT
30228	10/13/2015	IBS01	IBS OF THE REDWOODS	379.96	B51009	REPAIRS/SUPPLIES
30229	10/13/2015	IND02	Industrial Electric Service	44.73	IN16945	REPAIRS/SUPPLY
30230	10/13/2015	KEN02	KENNEDY/JENKS CONSULTANTS	15,219.10	95431	WWMF UPGRADE
30231	10/13/2015	LDA01	LDA PARTNERS	2,100.00	29/635112	MCK TEEN CENTER
30232	10/13/2015	LES01	LES SCHWAB TIRE CENTER	17.00	68553	VEHICLE REPAIR
30233	10/13/2015	MAC02	MAC'S REFRIGERATION SVC.	123.10	B51006	PROFESSIONAL SERVICES
30234	10/13/2015	MAN03	MANDELL MUNICIPAL COUNSELLING	130.00	B51008	LEGAL SERVICES
30235	10/13/2015	MCK04	MCK ACE HARDWARE	283.10	B51009	REPAIRS/SUPPLY
30236	10/13/2015	MEN01	MENDES SUPPLY CO.	615.72	B51008	JANITORIAL SUPPLIES
30237	10/13/2015	NOR01	NORTH COAST LABORATORIES	2,739.00	B51009	LAB TESTING
30238	10/13/2015	NOR13	NOR. CALIFORNIA SAFETY CONSORTIUM	80.00	B51006	TRAINING SERVICES
30239	10/13/2015	NOR35	NORTHERN HUMBOLDT EMPLOYER SVCS	730.29	ES16-025	OPEN SPACE & P.PARK MAINT

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30240	10/13/2015	NOR40	NORTHCOAST EMPLOYER ADVISORY COMM	50.00	B51008	TRAINING
30241	10/13/2015	NYL01	NYLEX.NET	105.00	1096	PROFESSIONAL SERVICES
30242	10/13/2015	ORE01	O'REILLY AUTOMOTIVE, INC.	92.16	B51006	VEHICLE REPAIRS
30243	10/13/2015	PGE01	PG & E (Office & Field)	19,566.00	B51008	GAS & ELECTRIC
30244	10/13/2015	REN01	RENNER PETROLEUM	3,092.11	B51008	FUEL FOR SEPT 2015
30245	10/13/2015	SAF04	SAFEWAY INC. FILE # 72905	208.19	B51008	REC PROGRAM AND OFFICE SUPPL
30246	10/13/2015	SHN01	SHN ENGINEERING	244.00	86344	MCK TEEN CENTER
30247	10/13/2015	SIE02	SIERRA CHEMICAL CO.	1,715.28	B51008	CHLORINE AND CONTAINER DEPOSIT
30248	10/13/2015	UNI06	UNITED GROCERS	93.96	B51006	REC & BOARD SUPPLIES
30249	10/13/2015	VER01	VERIZON WIRELESS	112.63	B51006	CELL PHONES FOR SEPT. 2015
30250	10/13/2015	WEN02	WENNERHOLM CHIROPRACTIC	80.00	MEYSE000	DMV PHYSICAL
30251	10/13/2015	WHE03	GEORGE WHEELER	17.00	B51006	TRAVEL EXPESE REIMB.
30252	10/19/2015	*0003	P.PARK REFUND RB	40.00	B51019	P.PARK REFUND RB
30253	10/19/2015	AIR01	AIRGAS USA, LLC.	103.68	904355735	SAFETY SUPPLIES
30254	10/19/2015	ATT01	AT&T	643.60	B51019	PHONE SERVICES FOR OCT 2015
30255	10/19/2015	BEN02	BENTLEY SYSTEMS, INC.	771.00	47705385	SUBSCRIPTION
30256	10/19/2015	CAM01	CAMPTON ELECTRIC SUPPLY	345.83	17662073	REPAIRS/SUPPLY
30257	10/19/2015	COA01	COASTAL BUSINESS SYSTEMS	912.05	17662073	EQUIPMENT LEASE
30258	10/19/2015	DON01	DON'S RENT-ALL	174.71	134792	PROFESSIONAL SERVICES
30259	10/19/2015	FER04	FERNBRIDGE TRACTOR	69.93	21272	VEHICLE REPAIRS

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30260	10/19/2015	HAR03	HARVEY M. HARPER CO.	81.50	763804	VEHICLE REPAIRS
30261	10/19/2015	HUM08	HUMBOLDT SANITATION	979.60	59MCSD	TRASH SERVICE
30262	10/19/2015	MCM01	McMaster-Carr Supply Co.	253.00	40095969	REPAIRS & SUPPLIES
30263	10/19/2015	MCS01	MCSD C/O HUMBOLDT COUNTY	23,985.81	B51008	RESERVES RECOVERY SURCHARGE
30264	10/19/2015	MER03	MERCER, FRASER COMPANY	295.09	49662	REPAIR/ SUPPLIES
30265	10/19/2015	MIL01	Miller Farms Nursery	433.17	B51008	REPAIRS/SUPPLY
30266	10/19/2015	MIT01	Mitchell, Brisso, Delaney & Vrieze	2,444.50	36821	LEGAL SERVICES
30267	10/19/2015	PRE08	PRECISION INTERMEDIA	23.75	15-2794	PROFESSIONAL SERVICES
				23.75	15-2833	PROFESSIONAL SERVICES
			Check Total:	<u>47.50</u>		
30268	10/19/2015	SAM01	SAMEDAY AUTO SCRATCH & DENT REPAIR	250.00	22562	PROFESSIONAL SERVICES
30269	10/19/2015	STA11	STAPLES CREDIT PLAN	80.97	B51019	OFFICE SUPPLIES
30270	10/19/2015	THO02	Thomas Home Center	263.05	B51019	REPAIRS/SUPPLY
30271	10/19/2015	THR01	THRIFTY SUPPLY COMPANY	194.34	1389776	REPAIRS/ SUPPLIES
30272	10/19/2015	UPS01	UPS	38.41	B51019	LAB SHIPMENT
30273	10/19/2015	WAS01	WASTE WISE PRODUCTS INC.	877.52	378	REPAIRS/ SUPPLIES
30274	10/19/2015	WES13	WESTERN WEB	1,126.02	16394	NEWSLETTER PRINTING
30275	10/26/2015	*0004	AZALEA HALL DEPOSIT REFUND SS	100.00	B51022	AZALEA HALL DEPOSIT REFUND SS
30276	10/26/2015	*0005	AZALEA HALL REFUND GC	200.00	2	OVERPAYMENT FOR RENTAL FEE
				100.00	B51022	AZALEA HALL REFUND GC
			Check Total:	<u>300.00</u>		



Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30277	10/26/2015	ADA01	ADAMS COMMERCIAL GEN'L CONTRACTING	125,289.27	3	MCK TEEN CENTER
30278	10/26/2015	BAL01	AFLAC FLEX SPENDING REIMB DB	901.35	B51026	AFLAC FLEX SPENDING REIMB DB
30279	10/26/2015	CON01	CONNEY SAFETY PRODUCTS	22.14	5021052	SAFETY SUPPLIES
30280	10/26/2015	CRO03	CROWN TROPHY PETALUMA	81.19	22656	REC PROGRAM SUPPLIES
30281	10/26/2015	EUR06	EUREKA READY MIX	787.32	19612	REPAIRS/SUPPLY
30282	10/26/2015	EUR07	Eureka Rubber Stamp Co.	32.45	A18556	OFFICE SUPPLIES
30283	10/26/2015	HIT01	HITS AND KICKS	137.46	B51026	REC PROGRAM SUPPLIES
30284	10/26/2015	HUM46	HUMBOLDT COUNTY PLANNING	75.00	B51026	BIO FILTRATION PILOT STUDY
30285	10/26/2015	KEN02	KENNEDY/JENKS CONSULTANTS	27,107.61	95877	WWMF UPGRADE
30286	10/26/2015	MCS02	MCSD C/O HUMBOLDT COUNTY	20,000.00	B51026	BIOSOLIDS DISPOSAL RESERVE PMT
30287	10/26/2015	PGE02	PACIFIC GAS & ELECTRIC	2,907.23	B51026	STREETLIGHTS OCT 2015
30288	10/26/2015	PRO01	PROFESSIONAL CREDIT SERVICE	45.62	9330036	RECOVERY OF BAD DEBT
30289	10/26/2015	STA09	S.W.R.C.B.	230.00	B51022	CERTIFICATION RENEWAL
30290	10/26/2015	UMP04	UMPQUA BANK	64,711.44	B51026	LOAN PAYMENT - TEEN CTR
30291	10/28/2015	STA09	S.W.R.C.B.	120.00	B51028P	CERTIFICATION RENEWAL
30324	11/2/2015	WHE02	GEORGE A. WHEELER JR.	125.00	B51102P	BOARD MTG ON 10/07/2015
30347	11/9/2015	PGE01	PG & E (Office & Field)	(16,624.96)	B51106u	Ck# 030347 Reversed
30348	11/9/2015	S&S02	S & S WORLDWIDE, INC.	(107.42)	8811044u	Ck# 030348 Reversed
30349	11/9/2015	SLO01	DIANE SLOANE	(115.00)	B51105u	Ck# 030349 Reversed
30350	11/9/2015	STA09	S.W.R.C.B.	(155.00)	B51103u	Ck# 030350 Reversed

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30352	11/9/2015	THO02	Thomas Home Center	(796.28)	B51106u	Ck# 030352 Reversed
30353	11/9/2015	VER01	VERIZON WIRELESS	(215.05)	B51105u	Ck# 030353 Reversed
30354	11/9/2015	\E006	ESTRADA, MARIA	(67.68)	B51109u	Ck# 030354 Reversed
				414,388.56		
<b>Total Disbursements: Accounts Payable:</b>				<b><u>414,388.56</u></b>		

#### Payroll Related Disbursements

13164-13195	10/8/2015		Various Employees	18,604.13		Payroll Checks
13196	10/8/2015	CAL12	CalPERS 457 Plan	5,723.31	B51008	RETIREMENT
				503.86	1B51008	PERS 457 LOAN PMT
			Check Total:	<u>6,227.17</u>		
13197	10/8/2015	DIR01	DIRECT DEPOSIT VENDOR- US	26,084.02	B51008	Direct Deposit
13198	10/8/2015	EMP01	Employment Development	1,461.78	B51008	STATE INCOME TAX
				556.87	1B51008	SDI
			Check Total:	<u>2,018.65</u>		
13199	10/8/2015	EMP02	Employment Dev Department	3,301.89	B50930	SUI
13200	10/8/2015	HUM29	UMPQUA BANK--PAYROLL DEP.	5,349.92	B51008	FEDERAL INCOME TAX
				7,657.30	1B51008	FICA
				1,790.78	2B51008	MEDICARE
			Check Total:	<u>14,798.00</u>		
13201	10/8/2015	ACW01	CB&T/ACWA-JPIA	46,929.00	B50930	MED & DENTAL INSUR
13202	10/8/2015	PUB01	Public Employees PERS	15,551.58	B50930	PERS PAYROLL REMITTANCE
13203	10/20/2015		Various Employees	1,541.79		Payroll - Accrual Buyout EJ
13204-13232	10/22/2015		Various Employees	17,179.05		Payroll Checks

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
13233	10/22/2015	CAL12	CalPERS 457 Plan	5,142.20	B51022	RETIREMENT
				503.86	1B51022	PERS 457 LOAN PMT
			Check Total:	5,646.06		
13234	10/22/2015	DIR01	DIRECT DEPOSIT VENDOR- US	27,164.30	B51022	Direct Deposit
13235	10/22/2015	EMP01	Employment Development	167.50	B51020	STATE INCOME TAX
				1,419.87	B51022	STATE INCOME TAX
				22.84	1B51020	SDI
				547.22	1B51022	SDI
			Check Total:	2,157.43		
13236	10/22/2015	HUM29	UMPQUA BANK--PAYROLL DEP.	634.48	B51020	FEDERAL INCOME TAX
				5,303.18	B51022	FEDERAL INCOME TAX
				314.70	1B51020	FICA
				7,524.00	1B51022	FICA
				73.60	2B51020	MEDICARE
				1,759.58	2B51022	MEDICARE
			Check Total:	15,609.54		
			<b>Total Disbursements, Payroll:</b>	202,812.61		
			<b>Total Check Disbursements:</b>	<b>617,201.17</b>		

# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 2, 2015

TYPE OF ITEM: **ACTION**

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

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

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

### **Recommendation:**

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

### **Discussion:**

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

1st Notice	October 9, 2015
10 Day Notice	November 18, 2015
Board Meeting	December 2, 2015
Lock	January 4, 2016
<b>ROUTE 16</b>	

Account #	Address	Model of DCV	Date s/o out
16-925-000	2886 A McKinleyville	Febco 805Y	

Updated 11/20/15

# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 2, 2015

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.1**                      **Community Forest Presentation presented by Green Diamond**

**PRESENTED BY:**              **Greg Orsini, GM and Craig Compton, Green Diamond**

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

### **Recommendation:**

Staff recommends that the Board participate in the presentation, discuss and take public comment.

### **Discussion:**

Craig Compton, Green Diamond and the MCSD GM have had several conversations related to MCSD's interest in managing a Community Forest. The General Manager met with community members and learned that there was vast support for a community forest in McKinleyville.

The concept was brought to the Recreation Advisory Committee who made a recommendation to the Board of Directors. The Board of Directors then approved modifications to the McKinleyville Parks and Recreation Master Plan which adds policy support for a community forest. Community engagement and consideration of a location are also approved in the MCSD 2015-16 Strategic Plan. The concept of a trail system and community forest is also supported in the McKinleyville Area Plan.

In November, the Board Authorized the GM, through Resolution 2015-30, to apply for grants to secure funding for the Community Forest concept with the assistance of Trust for Public Land.

Tonight we would like to provide the Board with a presentation for the concepts and areas proposed.

### **Alternatives:**

N/A

### **Fiscal Analysis:**

N/A

### **Environmental Requirements:**

N/A

### **Exhibits/Attachments:**

- Attachment 1 – Power Point Presentation

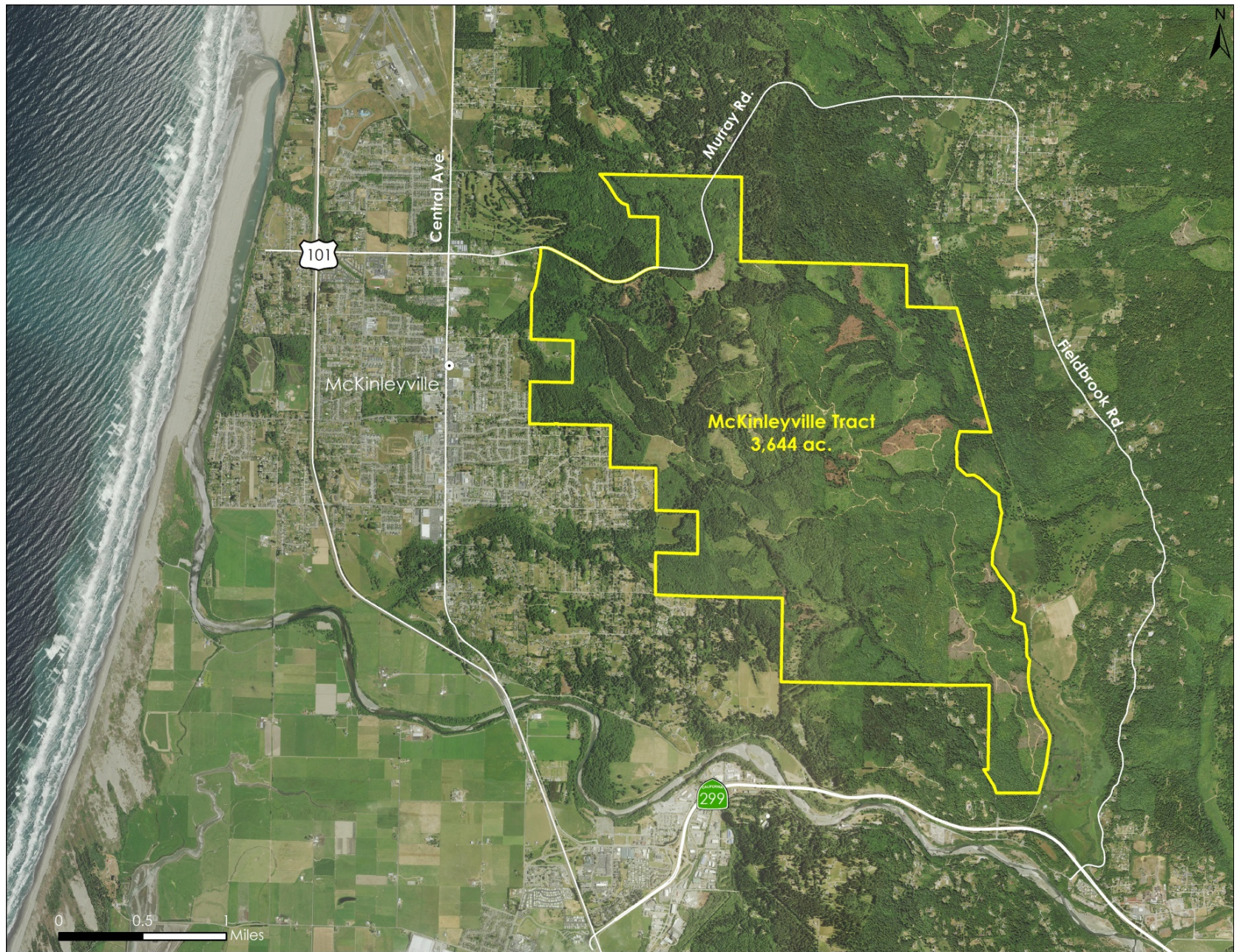
# MCKINLEYVILLE TRACT CONSERVATION STRATEGY

MCKINLEYVILLE MUNICIPAL ADVISORY COMMITTEE MEETING:  
NOVEMBER 18, 2015

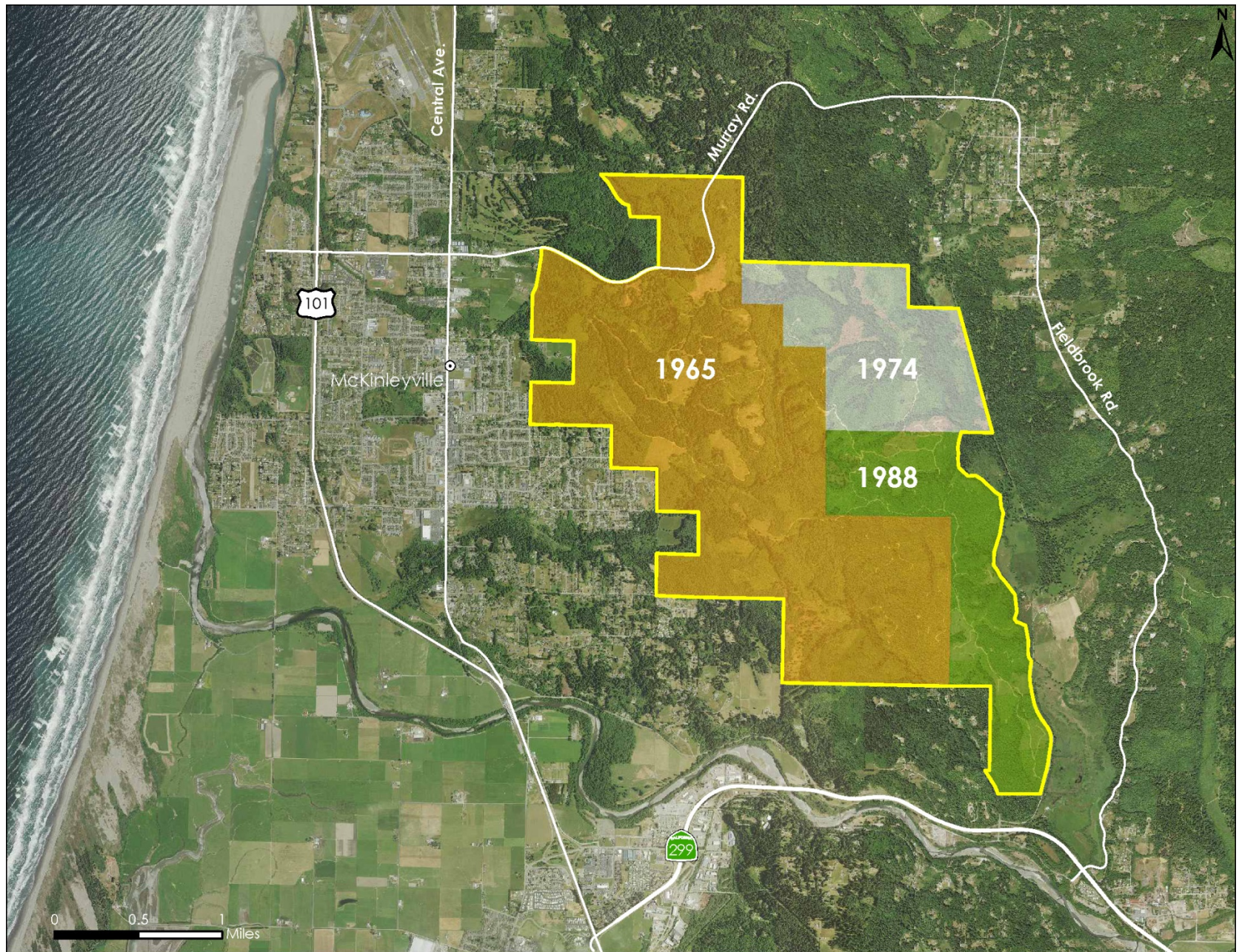


1. Overview of Property
2. Options 1-3
3. Trails
4. Partnerships
5. Potential Funding
6. Summary
7. Questions?

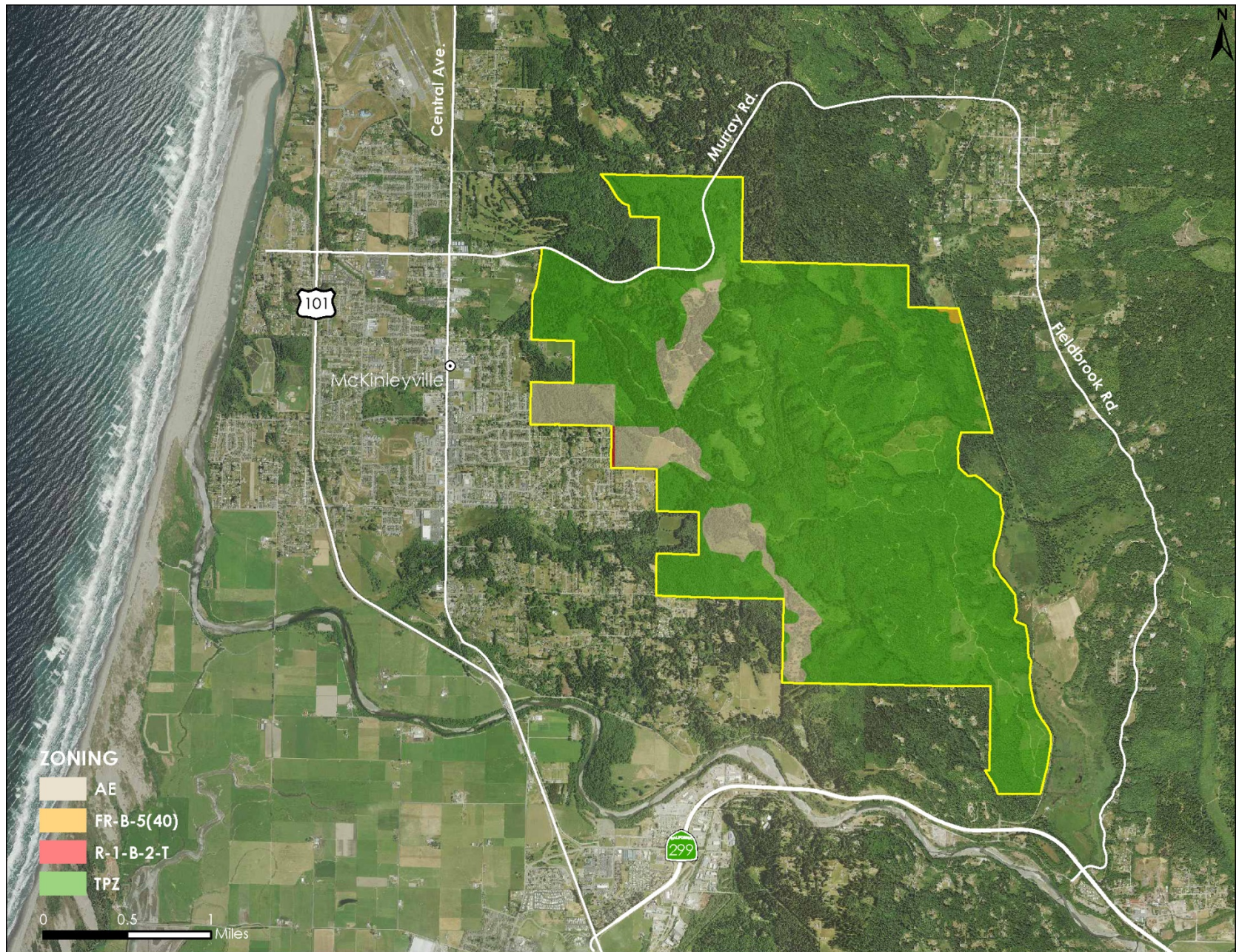




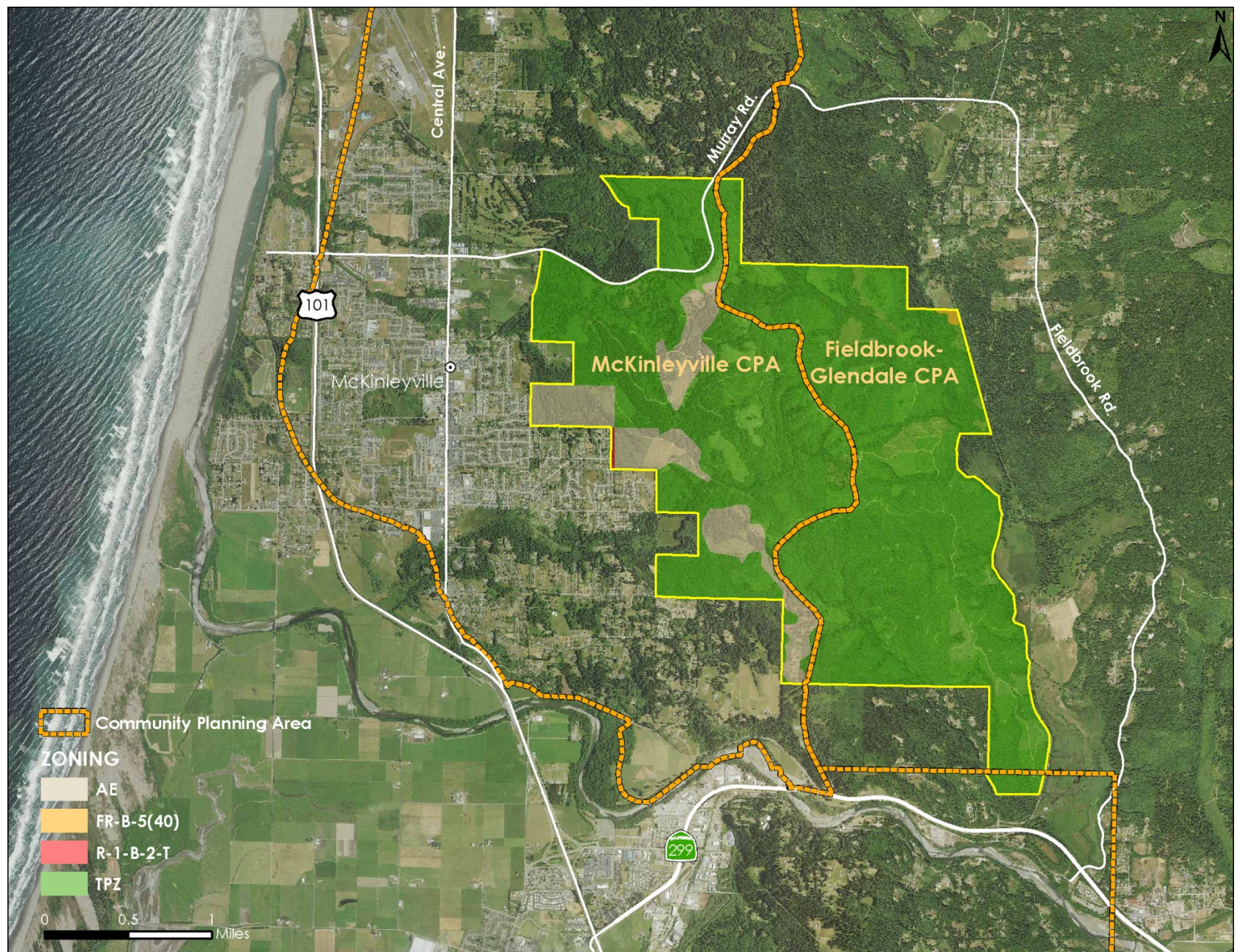




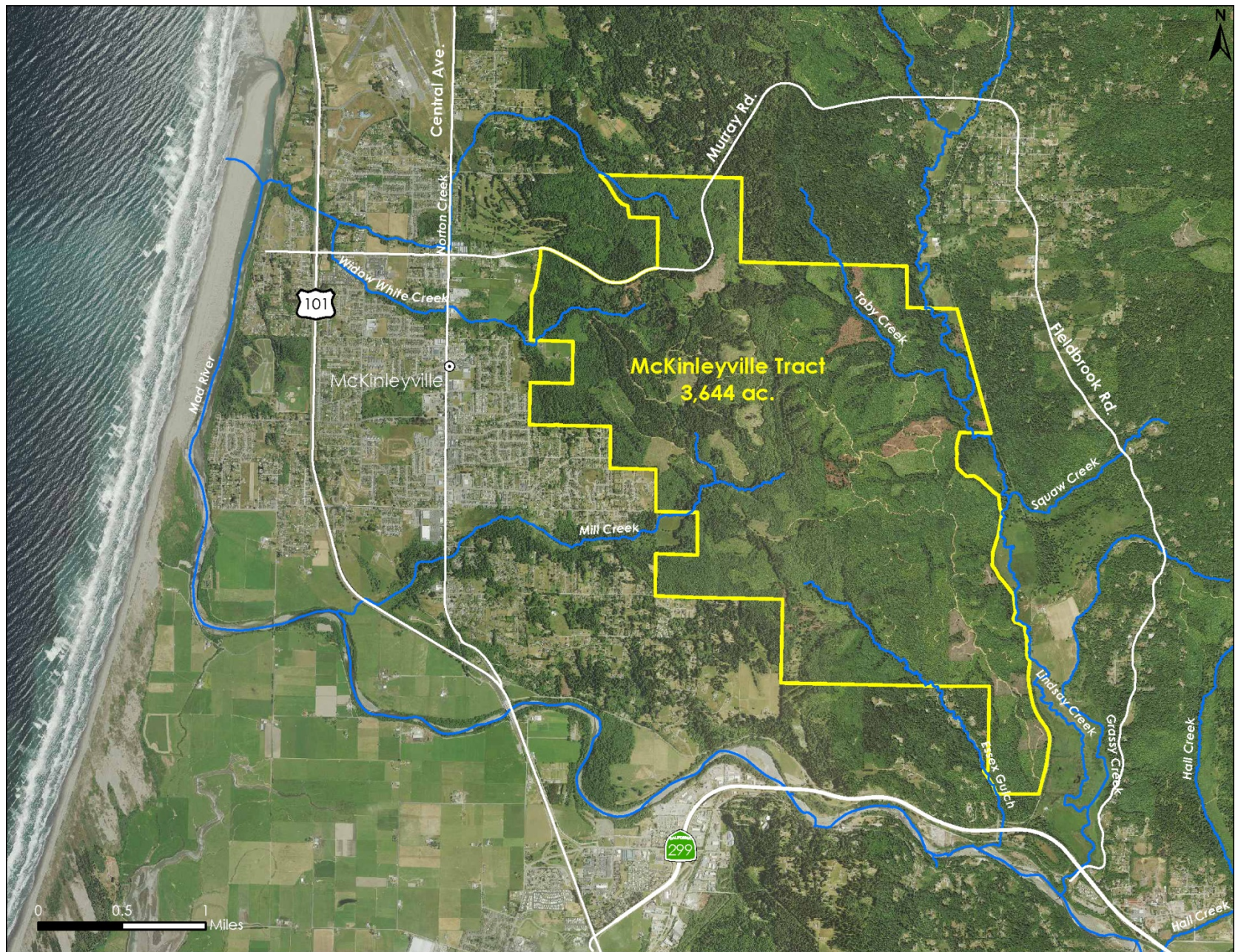




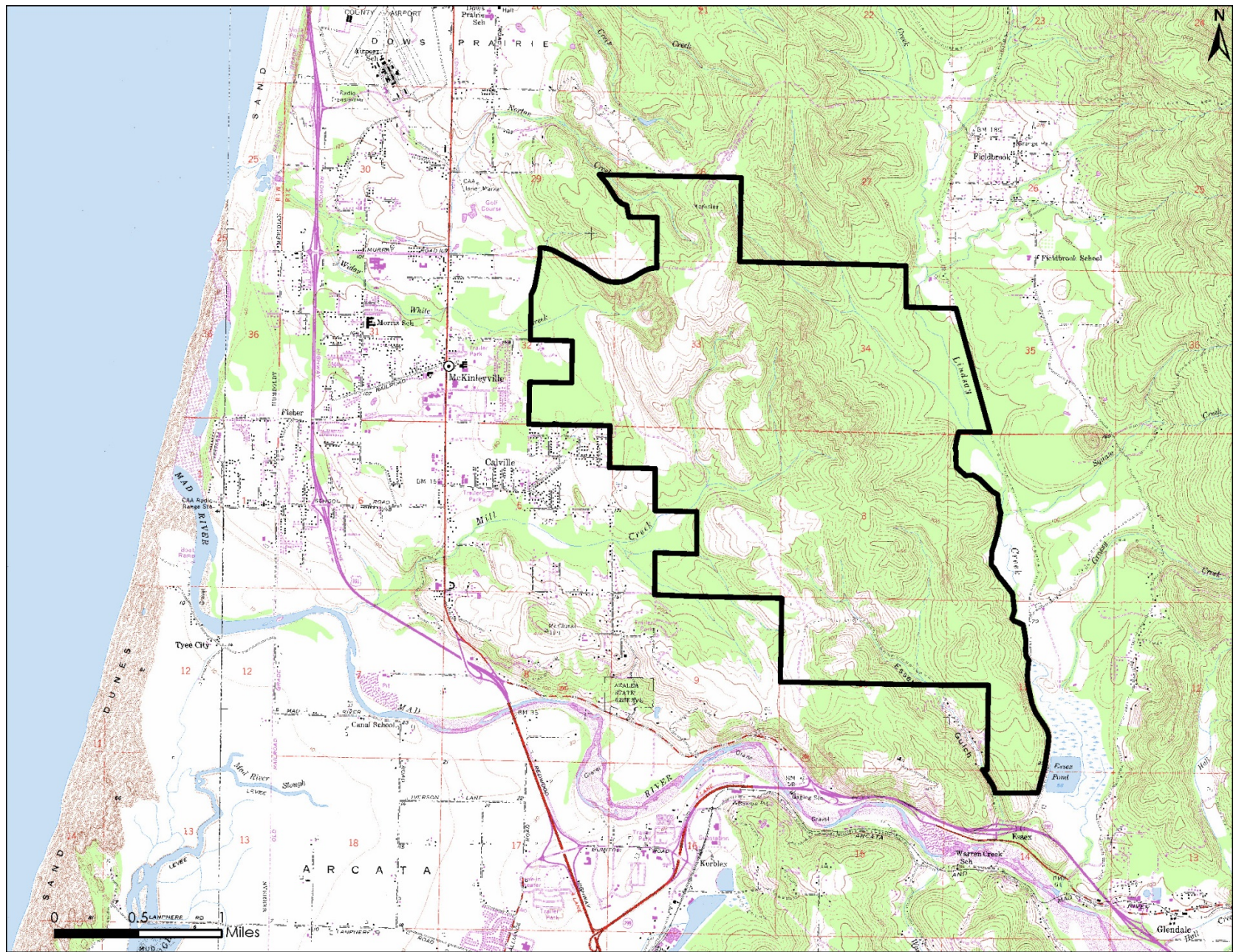








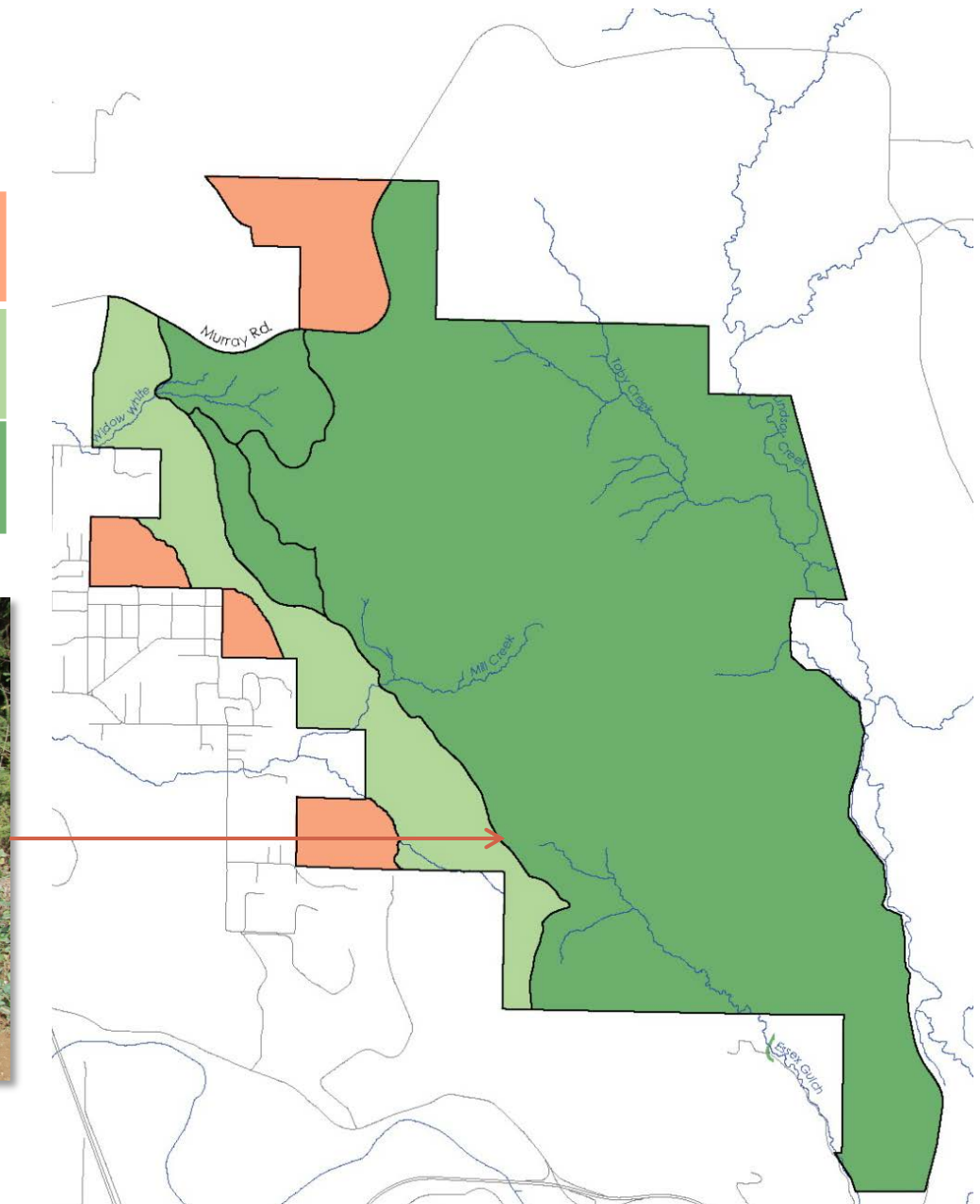






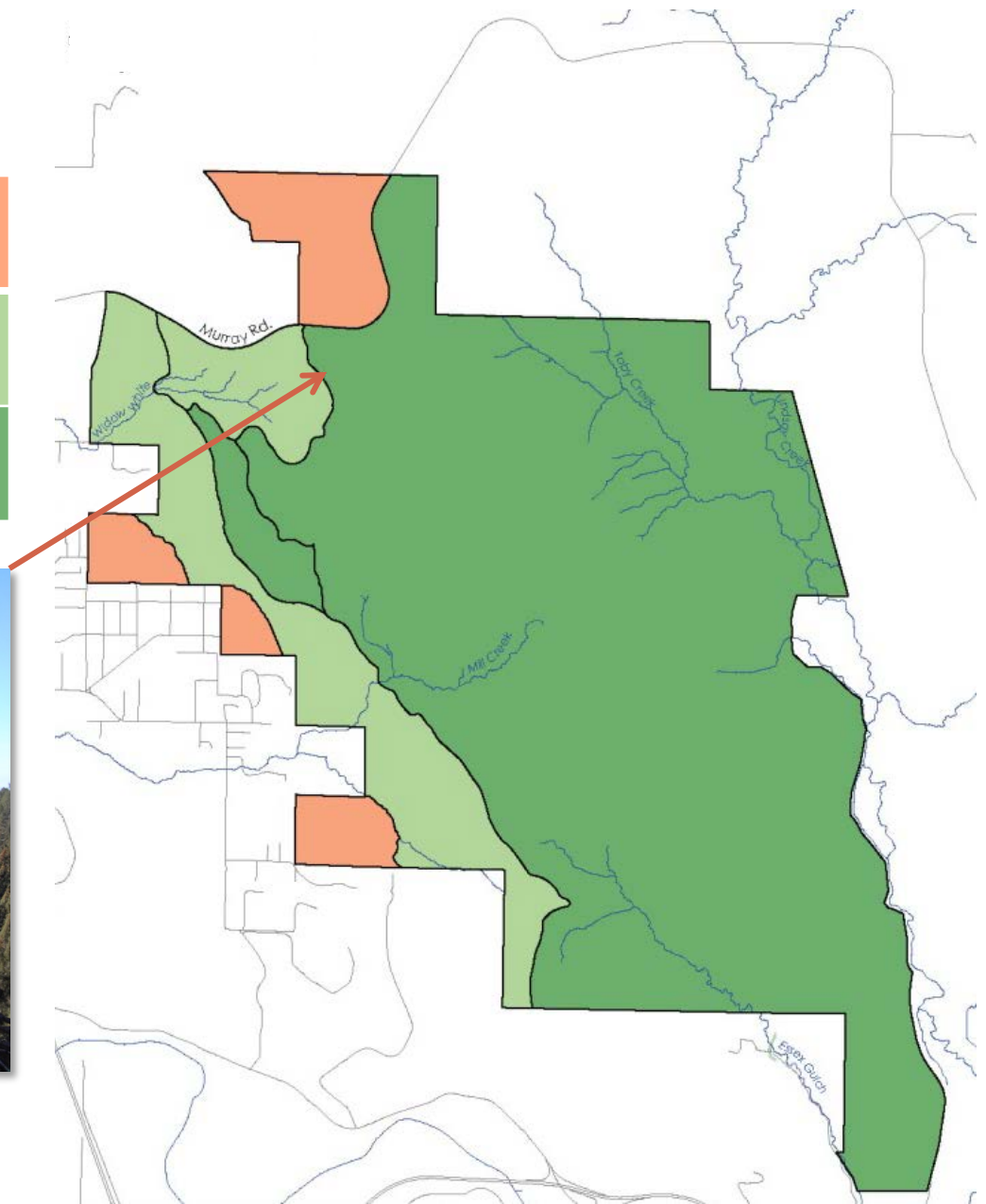
# Option 1

Development Potential	274 ac.
Community Forest	426 ac.
Conservation Easement	2,944 ac.



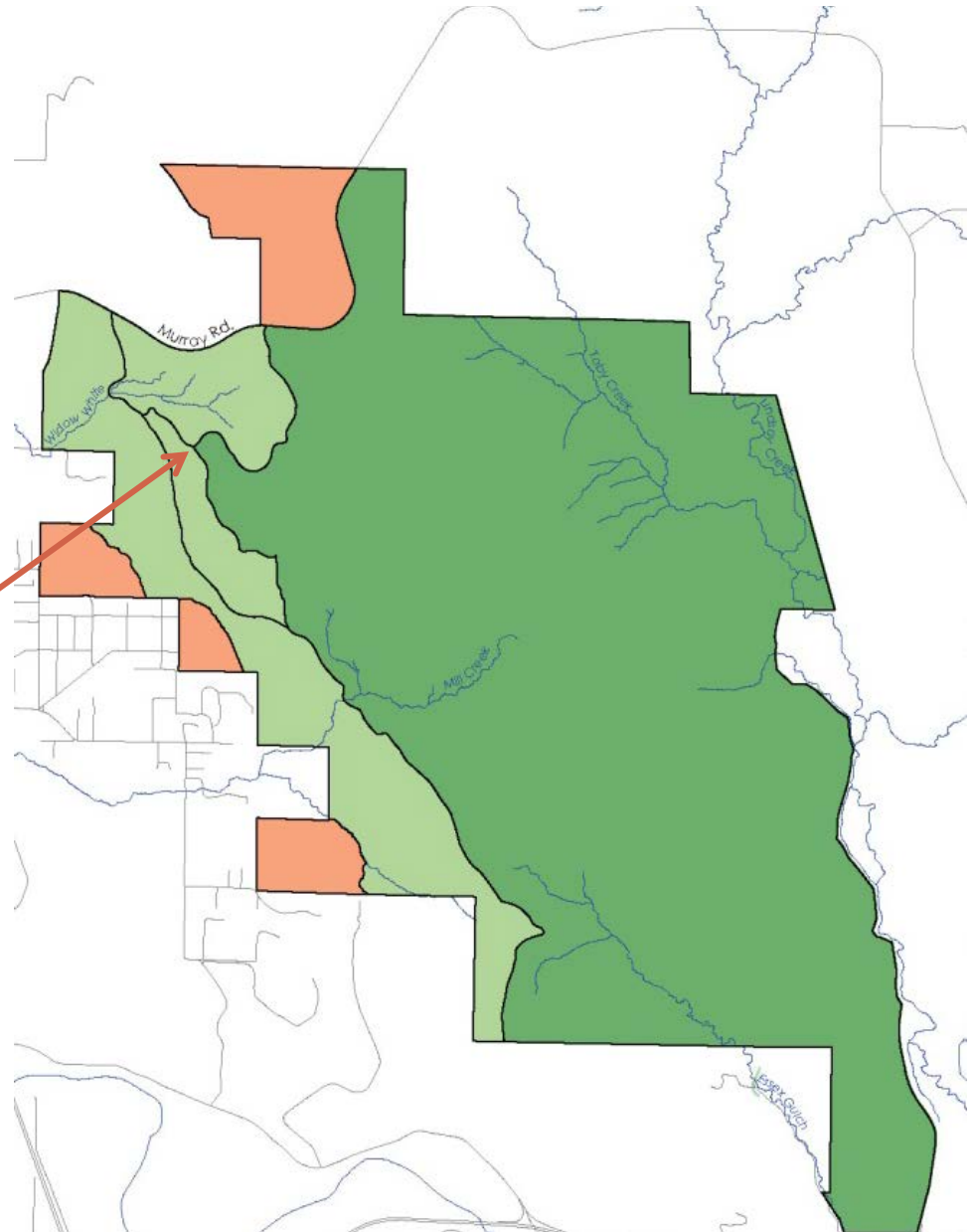
# Option 2

Development Potential	274 ac.
Community Forest	553 ac.
Conservation Easement	2,817 ac.



# Option 3

Development Potential	274 ac.
Community Forest	626 ac.
Conservation Easement	2,744 ac.





# McKinleyville Community Plan (2002)

## Pedestrian and Bicycle Circulation

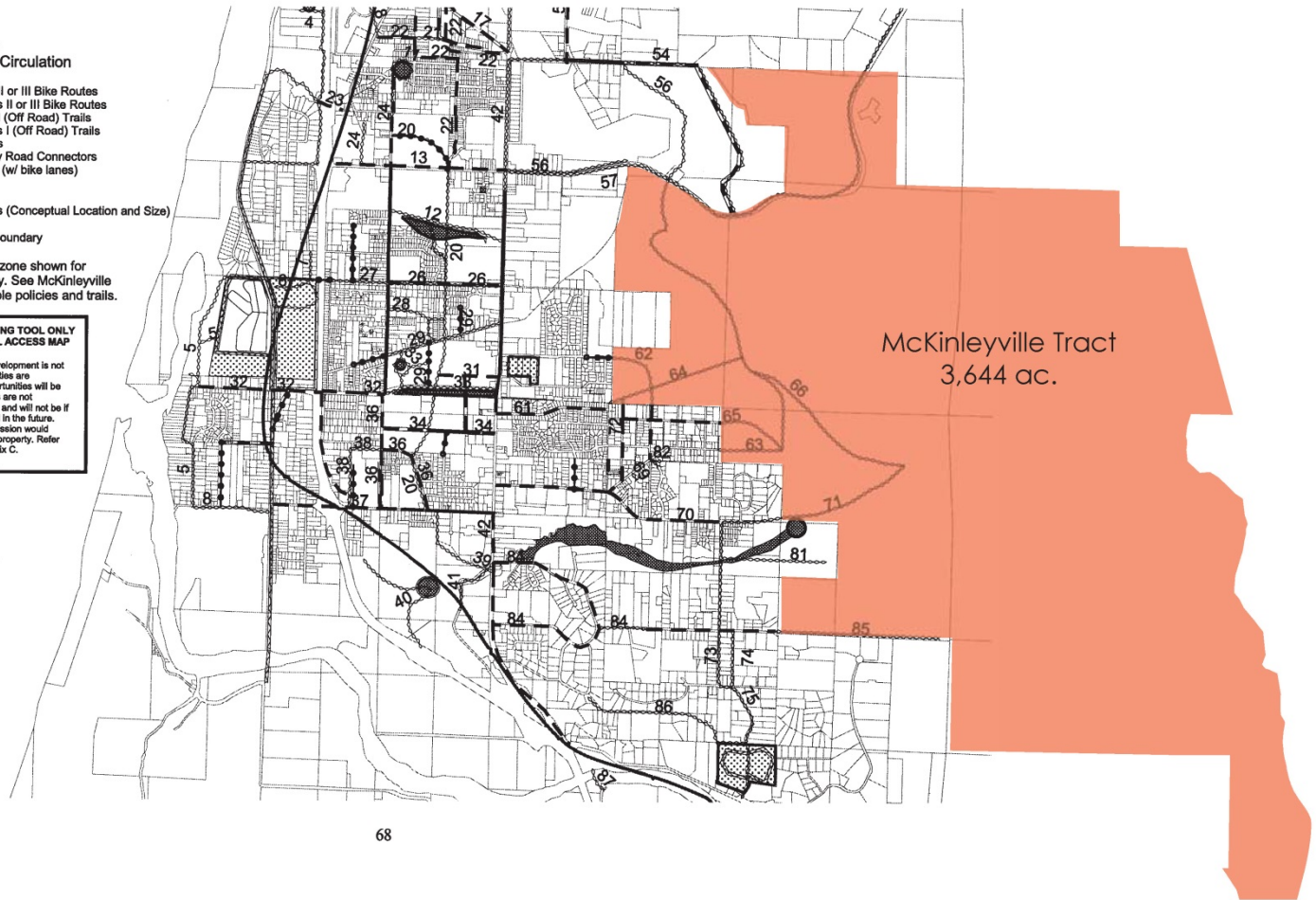
**FIGURE 12b**  
Pedestrian and Bicycle Circulation

- Trail Legend**
- Existing Class II or III Bike Routes
  - Proposed Class II or III Bike Routes
  - Existing Class I (Off Road) Trails
  - Proposed Class I (Off Road) Trails
  - Proposed Parks
  - New Secondary Road Connectors
  - New Collectors (w/ bike lanes)
- Park Legend**
- Existing Parks
  - Proposed Parks (Conceptual Location and Size)
  - Sewer Ponds
  - Coastal Zone Boundary

Note: Areas within coastal zone shown for informational purposes only. See McKinleyville Area Plan LCP for applicable policies and trails.

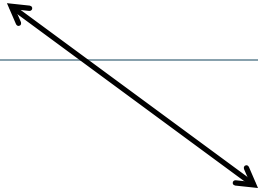
**NOTICE: THIS MAP IS A PLANNING TOOL ONLY  
THIS IS NOT A RECREATIONAL ACCESS MAP**

The reason trails shown where development is not now planned is that if these properties are developed in the future, trails opportunities will be lost. Many of these parks and trails are not available for public use at this time and will not be if these properties are not developed in the future. To enter these areas without permission would constitute trespassing on private property. Refer to trails descriptions within Appendix C.

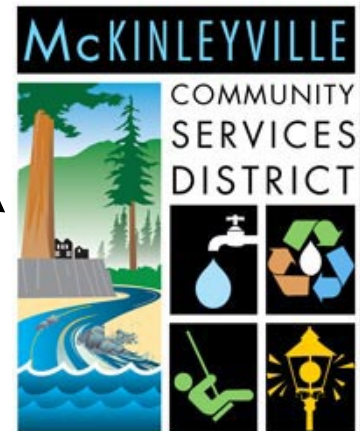




# Partnerships



# Partnerships



# Potential Funding

## Proposition 1

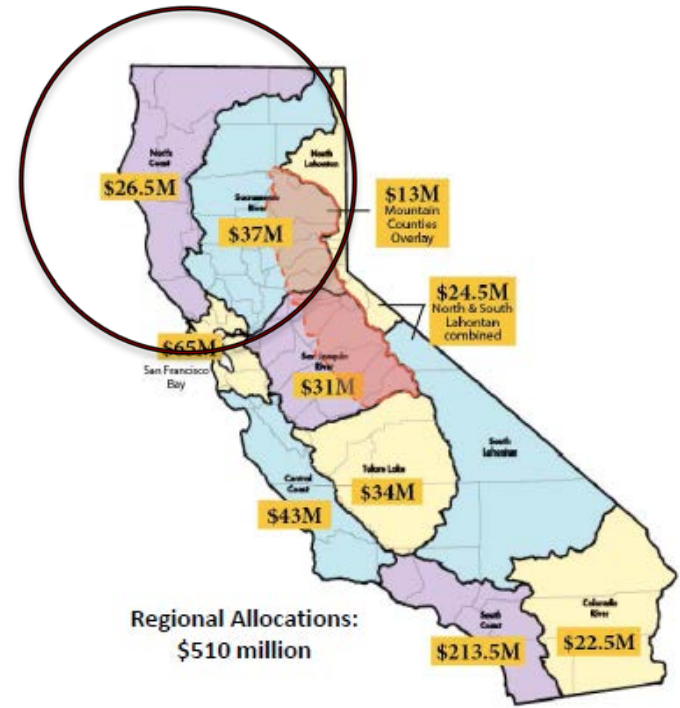


## Land and Water Conservation Fund (LWCF)



California Department of  
**Parks and Recreation**

## Other Federal, State & Private Funding Sources



# Summary

- Green Diamond understands that residents of both McKinleyville and Fieldbrook have concerns about potential development of the forests that border their communities.
- The proposed conservation strategy would permanently protect over 90% of the McKinleyville Tract, helping to preserve the current character of the surrounding communities and maintaining working forests in perpetuity.
- The McKinleyville Community Plan (adopted December 2002) – supports the conservation of timber resources and development of trails, parks, and other recreational facilities.

# Questions?

**John Bernstein, Senior Project Manager  
The Trust for Public Land  
Phone: 415-800-5281  
E-mail: [John.Bernstein@tpl.org](mailto:John.Bernstein@tpl.org)**

# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 2, 2015

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.2**                      **Summary of Information Related to the Partnership between the Boys & Girls Club of the Redwoods and McKinleyville Community Services District in Regards to Teen Center**

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

**TYPE OF ACTION:**          **Information Only**

### **Recommendation:**

Staff recommends that the Board review, discuss and consider the information presented in regards to the partnership development between Boys & Girls Club of the Redwoods (BGCR) and McKinleyville Community Services District (MCSD).

### **Discussion:**

For the last five months MCSD staff and BGCR staff have been working together in consultation with business advisor, Thomas Fumarelli, and two HSU MBA student interns to develop a business plan, financial model and Memorandum of Understanding to guide the partnership between MCSD and BGCR.

To date, the planning team has developed a budget outline for years 1-5. The budget reflects the possible scenarios both with and without investment from the SH Cowell Foundation. Based on recent conversations with the Youth Development Program Director from SH Cowell, the foundation could possibly grant 50% of the operating expenses for the first two years of operation.

Attachment 1 outlines the budget scenarios for years one and two. The scenarios estimate revenues and expenses based on the current operating budget for BGCR's Eureka teen center. The facility operating revenue and expense amounts were estimates based on an average of the last four years of Azalea Hall's actual revenues and expenses. The planning team is aware that the budget is, at best, a very rough guess, especially in terms of revenues.

Attachment 2 is a draft of the Business Plan outline. The planning team of BGCR staff, MCSD staff, Thomas Fumarelli, and HSU MBA interns are working on filling in the narrative details of the outline.

### **Alternatives:**

Take Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

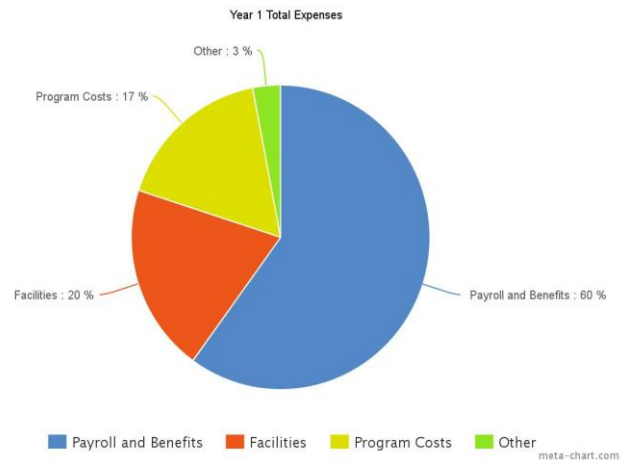
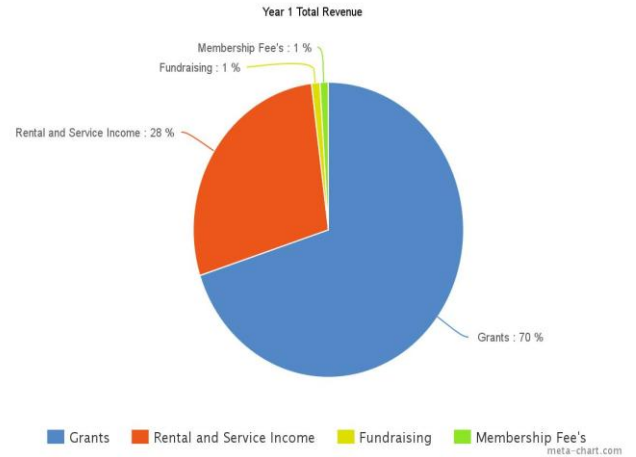
Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Teen Center Budget Scenarios years 1-2
- Attachment 2 – Draft Business Plan Outline

Boys & Girls Club of the Redwoods  
McKinleyville Teen and Community Center  
Estimated Financial Plan of Revenues and Expenditures ; CASH BASIS  
April 1, 2016 - December 31, 2016 - YEAR 1

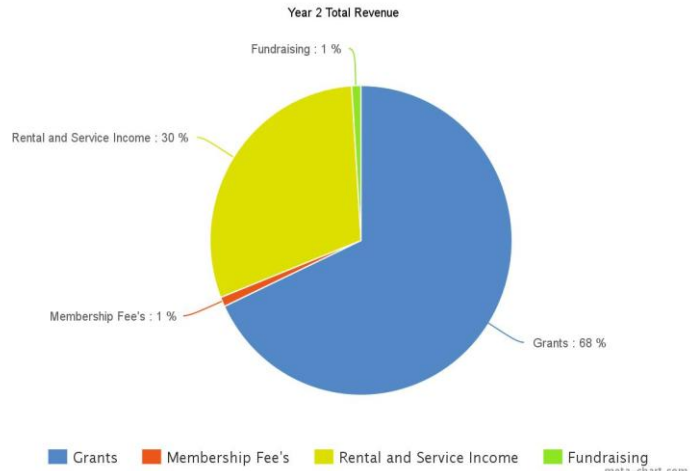
Description	Estimate with Normal Hours	Estimate with Reduced Hours
<b>Budgeted Revenues</b>		
Government Grants	\$ 12,750	\$ 12,750
<b>Total Government Grants</b>	\$ 12,750	\$ 12,750
<b>Foundation Grants</b>		
Cowell Foundation	\$ 53,571	\$ 44,295
Other	\$ 4,824	\$ 4,824
<b>Total Foundation Grants</b>	\$ 58,395	\$ 49,119
<b>Total Grants</b>	\$ 71,145	\$ 61,869
<b>Program Income inc. Rental, Prog.</b>		
Event Rental	\$ 14,847	\$ 14,847
Vendor contract	\$ 10,940	\$ 10,940
Event Services	\$ 2,567	\$ 2,567
<b>Total Rental &amp; Service Income</b>	\$ 28,355	\$ 28,355
<b>Sponsorships, Member Fees</b>	\$ 1,710	\$ 1,710
<b>Fundraising Income</b>	\$ 1,125	\$ 1,125
<b>Miscellaneous Revenues</b>	\$ 375	\$ 375
<b>Total Fees &amp; Misc Revenue</b>	\$ 3,210	\$ 3,210
<b>Total Revenues</b>	\$ 102,709	\$ 93,434
<b>Total Revenues without Cowell</b>	\$ 49,139	\$ 49,139
<b>Total Revenue without any grants</b>	\$ 31,565	\$ 31,565
<b>Budgeted Expenses</b>		
Payroll	\$ 76,343	\$ 58,793
Fringe Benefits	\$ 4,352	\$ 3,351
<b>Subtotal</b>	\$ 80,694	\$ 62,144
<b>Facilities and Equipment</b>		
Maintenance Staff	\$ 13,650	\$ 10,238
Building Repairs and Supplies	\$ 3,000	\$ 3,000
Utilities		
Trash	\$ 4,253	\$ 4,253
Telephone and Internet	\$ 1,350	\$ 1,350
PG&E	\$ 3,896	\$ 3,896
Security	\$ 261	\$ 261
<b>Facilities Subtotal</b>	\$ 26,410	\$ 22,998
<b>Program Costs</b>		
Programs	\$ 7,500	\$ 7,500
Tech Lab	\$ 10,000	\$ 10,000
Staff Development	\$ 3,750	\$ 3,750
Youth Leadership Development	\$ 1,500	\$ 1,500
<b>Program Costs Subtotal</b>	\$ 22,750	\$ 22,750
<b>Other Expenses</b>		
National Membership & Dues	\$ 675	\$ 675
Membership Tracking	\$ 147	\$ 147
Volunteer Appreciation	\$ 375	\$ 375
<b>Fundraising Expenses</b>		
Grand Opening	\$ 2,500	\$ 2,500
<b>Subtotal</b>	\$ 3,697	\$ 3,697
<b>Staff &amp; Program costs</b>	\$ 107,141	\$ 88,591
<b>Total Expenses</b>	\$ 133,551	\$ 111,588
<b>Net Loss with SH Cowell</b>	(\$30,842)	(\$18,155)
<b>Net Loss without SH Cowell</b>	(\$84,412)	(\$62,450)



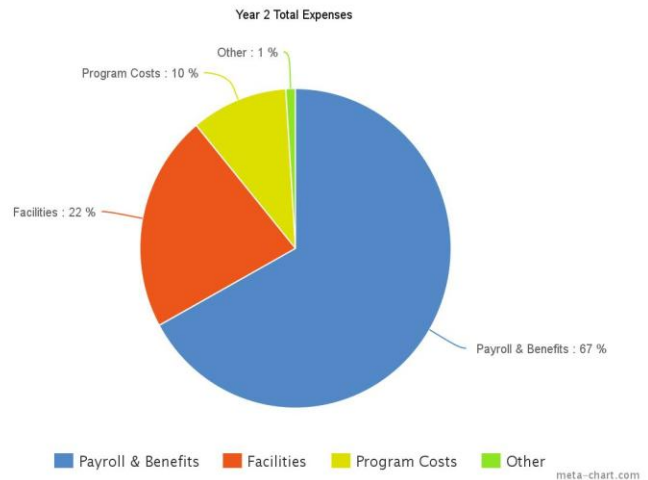


Boys & Girls Club of the Redwoods  
McKinleyville Teen and Community Center  
Estimated Financial Plan of Revenues and Expenditures ; CASH BASIS  
January 1, 2017 - December 31, 2017 - YEAR 2

Description	Estimate with Normal Hours	Estimate with Reduced Hours
<b>Budgeted Revenues</b>		
Government Grants	\$ 17,000	\$ 17,000
<b>Total Government Grants</b>	\$ 17,000	\$ 17,000
<b>Foundation Grants</b>		
Cowell Foundation	\$ 64,708	\$ 51,970
Other	\$ 6,432	\$ 6,432
<b>Total Foundation Grants</b>	\$ 71,140	\$ 58,402
<b>Total Grants</b>	\$ 88,140	\$ 75,402
<b>Description</b>		
<b>Program Income inc. Rental, Prog.</b>		
Event Rental	\$ 19,796	\$ 19,796
Vendor contract	\$ 14,587	\$ 14,587
Event Services	\$ 3,423	\$ 3,423
<b>Total Rental &amp; Service Income</b>	\$ 37,806	\$ 37,806
<b>Sponsorships, Member Fees</b>	\$ 2,280	\$ 2,280
<b>Fundraising Income</b>	\$ 1,500	\$ 1,500
<b>Miscellaneous Revenues</b>	\$ 500	\$ 500
<b>Total Fees &amp; Misc Revenue</b>	\$ 4,280	\$ 4,280
<b>Total Revenues</b>	\$ 130,226	\$ 117,488
<b>Total Revenues without Cowell</b>	\$ 65,518	\$ 65,518
<b>Total Revenue without any grants</b>	\$ 42,086	\$ 42,086



Description	Estimate with Normal Hours	Estimate with Reduced Hours
<b>Budgeted Expenses</b>		
Payroll	\$ 104,844	\$ 80,742
Fringe Benefits	\$ 5,976	\$ 4,602
<b>Subtotal</b>	\$ 110,820	\$ 85,344
<b>Description</b>		
<b>Facilities and Equipment</b>		
Maintenance Staff	\$ 18,746	\$ 14,060
Building Repairs and Supplies	\$ 4,000	\$ 4,000
Utilities		
Trash	\$ 5,670	\$ 5,670
Telephone and Internet	\$ 1,800	\$ 1,800
PG&E	\$ 5,195	\$ 5,195
Security	\$ 348	\$ 348
<b>Facilities Subtotal</b>	\$ 35,759	\$ 31,073
<b>Program Costs</b>		
Programs	\$ 10,000	\$ 10,000
Tech Lab	\$ -	\$ -
Staff Development	\$ 5,000	\$ 5,000
Youth Leadership Development	\$ 2,000	\$ 2,000
<b>Program Costs Subtotal</b>	\$ 17,000	\$ 17,000
<b>Other Expenses</b>		
National Membership & Dues	\$ 900	\$ 900
Membership Tracking	\$ 196	\$ 196
Volunteer Appreciation	\$ 500	\$ 500
<b>Fundraising Expenses</b>		
	\$ -	\$ -
<b>Subtotal</b>	\$ 1,596	\$ 1,596
<b>Staff &amp; Program costs</b>	\$ 129,416	\$ 103,940
<b>Total Expenses</b>	\$ 165,175	\$ 135,013
<b>Net Loss with SH Cowell</b>	\$ (34,949)	\$ (17,525)
<b>Net Loss without SH Cowell</b>	\$ (99,657)	\$ (69,495)



## MCSD / BGCR McKinleyville Teen & Community Center Business Plan Outline

- Mission & Vision of MCSD/BGCR Partnership
- History
- Key Milestones
- “The Need”
- Market Landscape
  - MBA class
    - Survey of Community Stakeholders
      - Teens/Students
      - Other foundations about their Donors
      - BGCR Employees
- Structure & Governance
  - Roles & Responsibilities of each organization
  - Governance/Decision making structure *What decisions are each of these responsible for making?*
    - BGCR & MCSD Boards
    - Chain of Command
      - Organizational Chart for each Org
    - Teen Center Lead Staff
    - Community Collaborative -Advisory and Fundraising
      - Cornerstones
  - Process for revising policies / procedures - Included in MOU
- Financial Model
  - Revenue sources
    - Rentals, Classes, Programs
    - Fundraisers
    - Grants
  - Fundraising
    - Capital Fundraising
    - Operational (on going) Fundraising
    - How are donations received (both financial and in-kind) -- by whom, who decides to accept/deny a donation? - *in the MOU*
    - Solicitation of funds from the community -- overlap of BGCR development strategy and MTC fundraising -- not competing with ourselves - *in the MOU*
      - BGCR & MCSD funding toward Teen Center
    - Collaborative events: Where do funds raised go? - in the MOU
    - Legal Reporting Requirements for each org. - in the MOU
      - Donor tracking and reporting
      - Record keeping requirements to satisfy Audit process
  - Financial Sustainability-Long term
    - 1-3-5 year financial plans
      - “Scaled down version” of budget
    - SH Cowell Funding *Narrative*
      - The role it will play and for how long.

- Asset Inventory - In MOU - *Narrative describing the types of items each entity owns (i.e. MCSD has ownership of fixed furnishings)*
  - What is each Organization bringing into the partnership
    - Supplies, equipment and furnishings - ownership, upkeep and replacement - *to be kept up and replaced by owner*
- Operations - Lesley, Chris & Monica
  - Schedules of Use - in the MOU
    - Facility access - Who and when?
      - Program hours
      - Staff access outside of program hours
    - Teen Center using facility outside of normal hours
      - Special events
      - Outline parameters for last minute reservations of space
    - Types of Use
      - BGCR Programs
      - MCSD Programs
      - Public
      - Non-profit/vendor
  - Facility Use Policies - in MOU
    - Rentals - Who manages? Who/What is the oversight for care and clean up? Where does the revenue go?
  - Maintenance Plan - in MOU
    - Responsibility of Building owner (MCSD)
  - Staffing - Separate Document: *Staff Handbook ( to be created later)*
    - Staff Training
      - staff participating in trainings put on by the other organization
      - cross-training - in MOU
- Marketing & Media Plan
  - Target Market for Teen Use of Boys & Girls Club of the Redwoods' Teen Center
    - Primary - Teen Members and Parents
    - Secondary - Teen & Youth Non-Members and Parents
  - Pricing Strategy
    - Memberships **(\$55.00/year)**
    - Dances and other special events \*\*
  - Key Offerings
    - Entertaining messages following teen trends and news. Loaded content spreading awareness for parents showing the value for the teens and parents. Information that would naturally entice secondary audience to get involved with the teen center.
  - Marketing Message (Built for teens BY teens)
    - Primary: Keep members and parents informed and connected to what is going on at the Teen Center
    - Secondary: Show value to teens (non-members) and parents to drive them to get involved with Teen Center.
  - Target Market for Community Engagement
    - Primary - Volunteers supporting teen events and daily programs
    - Secondary - Donors supporting activity of the Center

- Pricing Strategy
      - Donations and Fundraising \*\*
    - Key Offerings
      - Announcement of volunteer opportunities, gain experience and give back to the local community. Deliverables and infographics for donors (How are my donations making an impact?) Legacy bricks/tree!
    - Marketing Message (Giving back to the community)
      - Primary: Alert community of volunteer opportunities and express how it can be valuable for volunteers
      - Secondary: Call to action! Donate to Teen Center and make a difference in the community.
  - Target Market for Facility Usage
    - Primary - Community groups and special events
    - Secondary - Other on-going partnerships (i.e. Chamber of Commerce, Service Clubs, Church)
  - Pricing Strategy
    - Entire Space \*\*
    - Individual rooms \*\*
      - Public
      - Non-profit/Vendors
  - Key Offerings
    - Advertisements and notifications for facility rental, content that features all of the amenities the Teen Center has to offer, Examples of past events and opportunities.
  - Marketing Message (This is an awesome place for your next event)
    - Primary: Persuasive and appealing content that would sway someone to use the Teen Center for their next event.
    - Secondary: Choose our venue for your next event/meeting/occasion/celebration/etc!
- Technology Plan
    - Telecommunications and Network infrastructure
  - Legal Requirements
    - Indemnifications
    - MOU
    - Other?

## **McKinleyville Community Services District**

### **BOARD OF DIRECTORS**

December 2, 2015

TYPE OF ITEM: **ACTION**

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**ITEM: E.3**                      **Approve Budget Modification for Measure B Fund**

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

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

#### **Recommendation:**

Staff recommends that the Board review the information provided, discuss, take public comment, and approve the proposed Budget Modification for the Measure B Fund.

#### **Discussion:**

The loan acquired by the District to fund construction of the Teen & Community Center was a legally restricted loan that had to be provably spent on the project specified. During the budget process, staff conservatively interpreted that restriction to mean that the funds were not 'legally available' until project expenditures were made. Therefore, in FY2015-16, the budget for Measure B showed a revenue line titled 'Loan Proceeds,' for \$1,400,000.

That interpretation was overruled during the audit process for FY2014-15. The final opinion was the loan funds met the definition of 'legally available' as of 30 June 2015, even though no project expenditures had been made. The loan proceeds passed through the FY2014-15 Measure B Fund Statement of Activities to a Restricted Fund Balance. Therefore, the budget for FY2015-16 must be revised to show that those funds are being drawn from a Restricted Fund Balance, rather than being Loan Proceeds revenue.

#### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

#### **Fiscal Analysis:**

There is no cash impact for this Budget Modification. The only future change will be in the FY2015-16 Measure B Statement of Activities, which will not show matching loan revenue set against Teen Center construction expenditures. At the end of FY2015-16, the construction expenditures will also flow through the Statement of Activities into the Measure B Fund Balance.

#### **Environmental Requirements:**

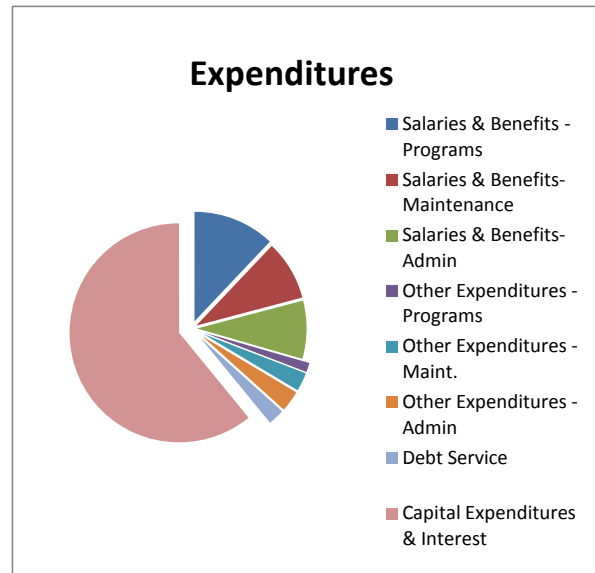
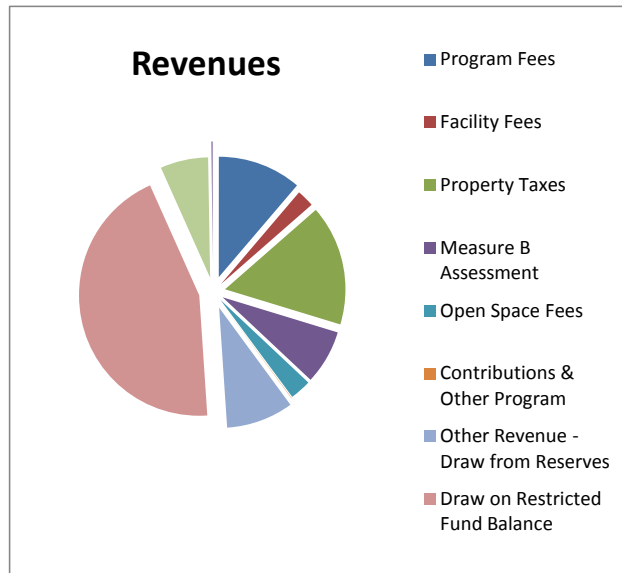
Not applicable

#### **Exhibits/Attachments:**

- Attachment 1 - McKinleyville Community Services District FY2015-16 Governmental Funds Summary Budget - Revised

**McKinleyville Community Services District**  
**Governmental Funds Summary Budget - Revised**  
**FY 2015-16**

Description	Parks/General Fund		Measure B Assessment Fund		Total (Memorandum Only)	
Revenues						
Program Fees	354,349	32%	-	-	354,349	11%
Facility Fees	73,450	7%			73,450	2%
Property Taxes	510,000	46%	-	-	510,000	16%
Measure B Assessment	-	-	230,000	11%	230,000	7%
Open Space Fees	90,000	8%	-	-	90,000	3%
Contributions & Other Program	1,500	0%	-	-	1,500	0%
Other Revenue - Draw from Reserves	14,772	1%	270,000	13%	284,772	9%
Draw on Restricted Fund Balance	-	-	1,400,000	68%	1,400,000	44%
Quimby Fees/ Grants/Loans	53,000	5%	150,000	7%	203,000	6%
Interest Revenue	8,200	0.7%	-	-	8,200	0.3%
Total Revenues	1,105,271	100%	2,050,000	100%	3,155,271	100%
Expenditures						
Salaries & Benefits - Programs	377,413	35%	-		377,413	12%
Salaries & Benefits- Maintenance	166,552	15%	109,708	5%	276,260	9%
Salaries & Benefits- Admin	268,434	25%	-		268,434	9%
Other Expenditures - Programs	42,600	4%	-		42,600	1%
Other Expenditures - Maint.	75,776	7%	9,750	0.5%	85,526	3%
Other Expenditures - Admin	93,786	9%	3,000	0.1%	96,786	3%
Debt Service	-	-	75,508	3.7%	75,508	0.02
Capital Expenditures & Interest	56,320	5%	1,850,218	90%	1,906,538	61%
Total Expenditures	1,080,881	100%	2,048,184	100%	3,129,064	100%
Excess (Deficit)	24,390		1,816		26,207	



# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 2, 2015

TYPE OF ITEM: **ACTION**

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**ITEM: E.4**                      **Review the McKinleyville Community Services District  
Conflict of Interest Code and Adopt Resolution 2015-31  
Approving Suggested Updates and Changes**

**PRESENTED BY:**              **Becky Schuette, Board Secretary**

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

### **Recommendation:**

Staff recommends that the Board review the information provided, take public comment and adopt Resolution 2015-31 to modify the McKinleyville Community Services District (MCSD) Conflict of Interest Code with the revisions noted.

### **Discussion:**

The MCSD Conflict of Interest Code was last reviewed during the required Bi-Annual review on August 6, 2014 and approved with no revisions. The last revisions were approved on September 5, 2012.

Restructuring of the Parks and Operations Departments staff has effected who is required to file the Conflict of Interest as a Designated Employee.

MCSD Counsel has also made numerous updates and modifications to the code based on updates to state law in which the language is taken straight from the Fair Political Practices Commission (FPPC) Regulations and those are also noted in the update.

Attachment 1 represents a red-lined (track changes) version of the Conflict of Interest Code while the Resolution, Attachment 2, contains the clean, final version as Exhibit A.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Conflict of Interest Code with red-lined revisions
- Attachment 2 – Resolution 2015-31 and Exhibit A, the revised Conflict of Interest Code

# McKINLEYVILLE



## COMMUNITY SERVICES DISTRICT



### MCKINLEYVILLE COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST CODE

[MCSD Conflict of Interest Code](#) [September 5, 2012](#) [Page 1 of 15](#) [MCSD Conflict of Interest Code](#) [September 5, 2012](#) [Page 1 of 11](#)

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## Section 1. INTRODUCTION

In compliance with the Political Reform Act of 1974, California Government Code Section 81000, et seq., and specifically with Section 87300, et seq., the McKinleyville Community Services District hereby adopts this Conflict of Interest Code, which shall be applicable to all designated employees of the agency. The requirements of this Code are in addition to other requirements of the Act such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to any other state or local laws pertaining to conflicts of interest.

## Section 2. DEFINITION OF TERMS

The definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission (2 Cal. Adm. Code Sections 18100 et seq.) and any amendments of the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

## Section 3. DESIGNATED EMPLOYEES

The persons holding positions listed in Section ~~11-16~~ are designated employees. It has been determined that these officers and employees make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

## Section 4. DISCLOSURE ~~STATEMENTS~~CATEGORIES

A designated employee shall report income and investments within the disclosure categories set forth in ~~Appendix C and as further defined in Section 17~~~~Section 12~~. It has been determined that the financial interests set forth in the disclosure categories are the types of financial interest which he or she foreseeably can effect materially through the conduct of his or her office. Each designated employee shall file statements of economic interests disclosing his or her financial interests as required by the applicable disclosure category.

## Section 5. PLACE OF FILING

All designated employees required to submit a statement of economic interests shall file the original with the Board Secretary who shall be the filing officer for all designated employees including the members of the Board of Directors.

Members of local government agencies, boards, or commissions who manage public investments on behalf of their agency shall file one original with the filing officer of the local agency, board, or commission who shall make and retain a copy and forward the original to the Fair Political Practices Commission which shall be the filing officer. At its

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discretion, the Fair Political Practices Commission may provide that the original be filed directly with the local government agency, board or commission.

## Section 6. TIME OF FILING

- (a) Initial Statements. All designated employees employed by the agency on the effective date of this Code shall file initial statements within thirty days after the effective date of this Code.
- (b) Assuming Office Statements. All persons appointed, promoted or transferred to designated positions after the effective date of the Code, shall file initial statements within thirty (30) days after assuming office.
- (c) Annual Statements. Effective in 1981, all designated employees shall file annual statements no later than April 1 of each year.
- (d) Leaving Office Statements. All persons who leave designated positions shall file leaving office statements within thirty days after leaving office.
- (e) Candidate Statements. All candidates for election to office shall file statements within 5 days after the final date for filing nomination petitions. This subsection shall not apply to candidates who have filed a disclosure statement with the agency within sixty (60) days of filing a nomination petition for candidacy. All candidates who have filed nomination papers prior to the effective date of this Code shall file candidate statements within 30 days after the effective date of this Code.

## Section 7. CONTENTS OF STATEMENTS

- (a) Contents of Initial Statements. Initial statements shall disclose any reportable investments and interests in real property held on the effective date of the Code.
- (b) Assuming Office Statements. Assuming office statements shall disclose any reportable investments, ~~and~~ interests in real property, income and business positions held or received during the preceding twelve (12) months.
- (c) Contents of Annual Statements. Annual Statements shall disclose any reportable investments, interests in real property, ~~and~~ income and business positions held or received during the previous calendar year provided, ~~however,~~ that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office, whichever is later.
- (d) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, ~~and~~ income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.
- (e) Contents of Candidate Statements. Candidate statements shall disclose any reportable investments and interests in real property held during the preceding twelve (12) months.

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## Section 8. MANNER OF REPORTING

Disclosure statements shall be made on forms supplied by the McKinleyville Community Services District, and shall contain the following information:

- (a) Contents of Investments and Real Property Reports - When an investment or interest in real property is required to be reported, the statement shall contain the following:<sup>1</sup>

- (1) A statement of the nature of the investment or interest;
- (2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
- (3) The address or other precise location of the real property;
- (4) A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000) but does not exceed ten thousand dollars (\$10,000), whether it exceeds ten thousand dollars (\$10,000) but does not exceed one hundred thousand dollars (\$100,000), whether it exceeds one hundred thousand dollars (\$100,000) but does not exceed one million dollars (\$1,000,000), or whether it exceeds one million dollars (\$1,000,000).

- (b) Contents of Personal Income Reports. When personal income is required to be reported the statement shall contain:

- (1) The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.
- (2) A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), ~~or~~ greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
- (3) A description of the consideration, if any, for which the income was received;
- (4) In the case of a gift, the name, and address and business activity of the donor and any intermediary through which the gift was made, a description of the gift, the amount or value of the gift, and the date on which the gift was received.
- (4)(5) In the case of a loan, the annual interest rate and security, if any, given for the loan and the term of the loan.

- (c) Contents of Business Entity Income Reports. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

<sup>1</sup> For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

- (1) The name, address, and a general description of the business activity of the business entity;
- (2) The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- (3) When a payment, including an advance or reimbursement, for travel is required to be reported pursuant to this section, it may be reported on a separate travel reimbursement schedule which shall be included in the filer's statement of economic interest. A filer who chooses not to use the travel schedule shall disclose payments for travel as a gift, unless it is clear from all surrounding circumstances that the services provided were equal to or greater in value than the payments for the travel, in which case the travel may be reported as income.

(d) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(d)(e) Acquisition or Disposal during Reporting Period. In the case of an annual or Leaving Office Statement, if an investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

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## **Section 9. PROHIBITION ON RECEIPT OF HONORARIA**

(a) No designated employee shall accept any honorarium from any source, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(b) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

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## **Section 10. PROHIBITION ON RECEIPT OF GIFTS IN EXCESS OF \$460**

(a) No designated employee shall accept gifts with a total value of more than \$460 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(b) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

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## **Section 11. LOANS TO PUBLIC OFFICIALS**

(a) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

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(b) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(c) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(d) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(e) This section shall not apply to the following:

(1) Loans made to the campaign committee of an elected officer or candidate for elective office.

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(2) Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person

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making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

(3) Loans from a person which, in the aggregate, do not exceed \$500 at any given time.

(4) Loans made, or offered in writing, before January 1, 1998.

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## **Section 12. LOAN TERMS FOR TO PUBLIC OFFICIALS**

(a) Except as set forth in subdivision (b), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

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(b) This section shall not apply to the following types of loans:

(1) Loans made to the campaign committee of the elected officer.

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(2) Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

(3) Loans made, or offered in writing, before January 1, 1998.

(c) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

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## **Section 13. PERSONAL LOANS TO DESIGNATED EMPLOYEES**

(a) Except as set forth in subdivision (b), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

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(1) If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

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(2) If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

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(A). The date the loan was made.

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(B) The date the last payment of \$100 or more was made on the loan.

(C) The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months

(b) This section shall not apply to the following types of loans:

(1) A loan made to the campaign committee of an elected officer or a candidate for elective office.

(2) A loan that would otherwise not be a gift as defined in this title.

(3) A loan that would otherwise be a gift as set forth under subdivision (a), but on which the creditor has taken reasonable action to collect the balance due.

(4) A loan that would otherwise be a gift as set forth under subdivision (a), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

(5) A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(c) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

#### **Section 14. DISQUALIFICATION**

Designated employees must disqualify themselves from making, participating in the making or using their official positions to influence the making of any governmental decision which he or she has reasons to know will ~~foreseeably~~ have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the employee or immediate family member of the employee ~~or on; distinguishable from its effect on the public generally, on;~~

- (a) Any business entity in which the designated employee has a direct or indirect investment worth more than two thousand dollars (\$2,000);
- (b) Any real property in which the designated employee has a direct or indirect interest worth more than two thousand dollars (\$2,000)
- (c) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred (\$500) dollars or more in value provided to, received by or promised to the designated employee within twelve months prior to the time when the decision is made; or

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(d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

~~(d)(e)~~ Any donor of, or intermediary or agent for a donor of, a gift or gifts aggregating \$460 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

No designated employee shall be prevented from making or participating in the making of any decisions to the extent his or her participation is legally required for the decision to be made. The fact that a director's vote is needed to break a tie does not make his or her participation legally required for purposes of this section.

### Section ~~10~~**15. MANNER OF DISQUALIFICATION**

A designated employee, other than a member of the Board of Directors, required to disqualify himself or herself shall do so in writing to the general manager, who shall record the employee's disqualification. Upon receipt of such statement, the supervisor shall reassign the matter to another employee.

In the case of a designated employee who is a member of the Board of Directors, notice of disqualification shall be given at the meeting during which consideration of the decision takes place and shall be made part of the official record of the board or commission.

### Section ~~11~~**16. WHO MUST FILE**

Those persons required to file the statements under this Code are ~~members of the Board of Directors, the Treasurer, the General Manager for the District, the District's Legal Consultant, the District's Consulting Engineer, members of the Recreation Advisory Committee and members of standing committees.~~those persons holding the designated positions listed in Appendix B hereto.

### Section ~~12~~**17. DISCLOSURE REQUIREMENTS**

Those persons listed in Section ~~11-16~~ must disclose investments in business entities and sources of income from business entities or persons who manufacture, distribute, sell or supply the following goods or services: Motor vehicles and specialty vehicles and parts therefore; construction and building materials; office equipment and supplies; petroleum products; electrical or electrical generating equipment and supplies; irrigation equipment and supplies—pipes, valves, fittings, tanks, pumps, meters, etc.; agricultural equipment and supplies; well drilling equipment and supplies; safety equipment, facilities, and instructional material; real property; farming; real estate firms and appraisals; engineering services; printing or reproduction services; publications, and distribution; educational and medical services and materials; preparation of actions leading to taking in eminent domain; soil test, compaction and other agreements on grading requirements; banks and lending

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~~MCSD Conflict of Interest Code~~ ~~September 5, 2012 Page 11 of 15~~  
~~MCSD Conflict of Interest Code~~ ~~September 5, 2012 Page 1 of 11~~

Page 11

institutions; EPA agreements and research; insurance companies; public utilities; and audit agreements and contracts.

## **Section 1318. CHALLENGES TO DISCLOSURE SUFFICIENCY**

No person shall commence any suit, challenging the sufficiency of any designated employees disclosure statement without first furnishing the District and the employee whose statement is challenged a written notice stating as follows:

- (a) The specific item or items alleged to be insufficiently described in the employees disclosure statement on file;
- (b) That unless the statement on file is amended so as to provide the information requested in sub-paragraph (a) hereof within the time limit specified herein, suit will be commenced to compel compliance with the disclosure law.

The designated employee whose disclosure statement is questioned as described herein shall have 20 days from the date notice is furnished, as set forth above, to amend the disclosure statement so as to comply with the requirements of this Code. No action shall be commenced until the expiration of said 20-day period.

All notices, including the notice to the designated employee, shall be delivered or mailed to the District office in McKinleyville, California:

1656 Sutter Road  
P. O. Box 2037  
McKinleyville, CA 95519

## **Section 19. ASSISTANCE OF THE COMMISSION AND COUNSEL**

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

## **Section 20. VIOLATIONS**

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

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## APPENDICES

### APPENDIX A

#### CONFLICT OF INTEREST CODE FOR THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

The Political Reform Act, Government Code Section 81000, et seq. requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation [Title 2, Division 6](#), California Code of Regulations, Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the amendments to the Political Reform Act. Therefore, the terms of [Title 2, Division 6](#), California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix [B](#) in which the Board members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the McKinleyville Community Services District.

Designated employees [listed in Appendix B](#), shall file statements of economic interest with the agency ~~whethat~~ will make the statements available for public inspection and reproduction (Government Code Section 81008). Upon receipt of statements of the designated employees, the agency shall make and retain a copy and forward the original of these statements to the Humboldt County Elections Division, County Clerk's Office. Statements of all other designated employees will be retained by the agency.

## APPENDIX B

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>
Board of Directors Members	All
General Manager	All
<del>Parks &amp; Recreation Dept.</del> Director	All
Finance Director	All
Operations Dept. Director	All
Legal Counsel	All
Engineer (contract)*	All
Consultant*	All
Recreation Advisory Committee Members	All
Standing Committee Members	All

\* The Board may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements described in these categories. Where such a determination is adopted it shall be forwarded to the Humboldt County Board of Supervisors. Nothing herein excuses any such consultant from any other provision of the Conflict of Interest Code.

## APPENDIX C

### General Provisions

When a designated employee is required to disclose investments, sources of income and business positions, he/she need only disclose investments and positions in business entities and sources of income (other than gifts) which do business in the jurisdiction, plan to do business in the jurisdiction or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction. Gifts must be disclosed without regard to location of the donor. When a designated employee is required to disclose interests in real property, he/she need only disclose real property that is located in whole or in part within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the McKinleyville Community Services District.

Designated employees shall disclose their financial interests pursuant to the appropriate disclosure categories indicated [in Appendix A below](#).

### Disclosure Categories

Category 1: Investments and sources of income (including loans and gifts)

Category 2: All interests in real property

Category 3: All Business positions



**RESOLUTION 2015 - 31**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE  
COMMUNITY SERVICES DISTRICT ADOPTING THE RECOMMENDED  
MODIFICATIONS TO THE CONFLICT OF INTEREST CODE**

**WHEREAS**, the Political Reform Act, Government Code Section 81,000 et seq. requires that each governmental agency keep current a local Conflict of Interest Code; and

**WHEREAS**, the McKinleyville Community Services District (MCSD) Board of Directors on February 11, 1999 (Resolution 1999-02) adopted a code applicable to MCSD and subsequently voted on amendments on April 13, 2000, August 4, 2004, August 18, 2010 and September 5, 2012; and

**WHEREAS**, the MCSD Conflict of Interest Code has been reviewed by Staff, the Board and District Legal Counsel who have recommended updates and changes;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby accept all provisions of the Conflict of Interest Code as presented, and attached as Exhibit A, with revisions and the recommended changes;

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on December 2, 2015 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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George Wheeler, Acting President

Attest:

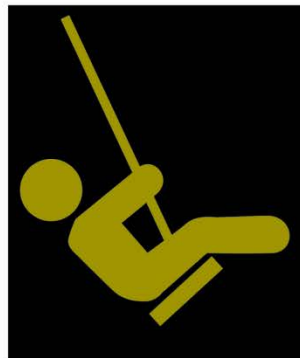
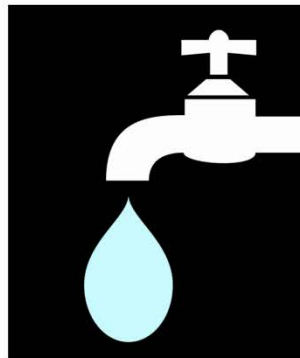
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Becky Schuette, Board Secretary

# McKINLEYVILLE



## COMMUNITY SERVICES DISTRICT



### **MCKINLEYVILLE COMMUNITY SERVICES DISTRICT CONFLICT OF INTEREST CODE**

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## **Section 1. INTRODUCTION**

In compliance with the Political Reform Act of 1974, California Government Code Section 81000, et seq., and specifically with Section 87300, et seq., the McKinleyville Community Services District hereby adopts this Conflict of Interest Code, which shall be applicable to all designated employees of the agency. The requirements of this Code are in addition to other requirements of the Act such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to any other state or local laws pertaining to conflicts of interest.

## **Section 2. DEFINITION OF TERMS**

The definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission (2 Cal. Adm. Code Sections 18100 et seq.) and any amendments of the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

## **Section 3. DESIGNATED EMPLOYEES**

The persons holding positions listed in Section 16 are designated employees. It has been determined that these officers and employees make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

## **Section 4. DISCLOSURE CATEGORIES**

A designated employee shall report income and investments within the disclosure categories set forth in Appendix C and as further defined in Section 17. It has been determined that the financial interests set forth in the disclosure categories are the types of financial interest which he or she foreseeably can effect materially through the conduct of his or her office. Each designated employee shall file statements of economic interests disclosing his or her financial interests as required by the applicable disclosure category.

## **Section 5. PLACE OF FILING**

All designated employees required to submit a statement of economic interests shall file the original with the Board Secretary who shall be the filing officer for all designated employees including the members of the Board of Directors.

Members of local government agencies, boards, or commissions who manage public investments on behalf of their agency shall file one original with the filing officer of the local agency, board, or commission who shall make and retain a copy and forward the original to the Fair Political Practices Commission which shall be the filing officer. At its discretion, the Fair Political Practices Commission may provide that the original be filed directly with the local government agency, board or commission.

## **Section 6. TIME OF FILING**

- (a) Initial Statements. All designated employees employed by the agency on the effective date of this Code shall file initial statements within thirty days after the effective date of this Code.
- (b) Assuming Office Statements. All persons appointed, promoted or transferred to designated positions after the effective date of the Code, shall file initial statements within thirty (30) days after assuming office.
- (c) Annual Statements. Effective in 1981, all designated employees shall file annual statements no later than April 1 of each year.
- (d) Leaving Office Statements. All persons who leave designated positions shall file leaving office statements within thirty days after leaving office.
- (e) Candidate Statements. All candidates for election to office shall file statements within 5 days after the final date for filing nomination petitions. This subsection shall not apply to candidates who have filed a disclosure statement with the agency within sixty (60) days of filing a nomination petition for candidacy. All candidates who have filed nomination papers prior to the effective date of this Code shall file candidate statements within 30 days after the effective date of this Code.

## **Section 7. CONTENTS OF STATEMENTS**

- (a) Contents of Initial Statements. Initial statements shall disclose any reportable investments and interests in real property held on the effective date of the Code.
- (b) Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the preceding twelve (12) months.
- (c) Contents of Annual Statements. Annual Statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office, whichever is later.
- (d) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.
- (e) Contents of Candidate Statements. Candidate statements shall disclose any reportable investments and interests in real property held during the preceding twelve (12) months.

## Section 8. MANNER OF REPORTING

Disclosure statements shall be made on forms supplied by the McKinleyville Community Services District, and shall contain the following information:

(a) Contents of Investments and Real Property Reports - When an investment or interest in real property is required to be reported, the statement shall contain the following:<sup>1</sup>

- (1) A statement of the nature of the investment or interest;
- (2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
- (3) The address or other precise location of the real property;
- (4) A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000) but does not exceed ten thousand dollars (\$10,000), whether it exceeds ten thousand dollars (\$10,000) but does not exceed one hundred thousand dollars (\$100,000), whether it exceeds one hundred thousand dollars (\$100,000) but does not exceed one million dollars (\$1,000,000), or whether it exceeds one million dollars (\$1,000,000).

(b) Contents of Personal Income Reports. When personal income is required to be reported the statement shall contain:

- (1) The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.
- (2) A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
- (3) A description of the consideration, if any, for which the income was received;
- (4) In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made, a description of the gift, the amount or value of the gift, and the date on which the gift was received.
- (5) In the case of a loan, the annual interest rate and security, if any, given for the loan and the term of the loan.

(c) Contents of Business Entity Income Reports. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

- (1) The name, address, and a general description of the business activity of the business entity;

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<sup>1</sup> For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

- (2) The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
  - (3) When a payment, including an advance or reimbursement, for travel is required to be reported pursuant to this section, it may be reported on a separate travel reimbursement schedule which shall be included in the filer's statement of economic interest. A filer who chooses not to use the travel schedule shall disclose payments for travel as a gift, unless it is clear from all surrounding circumstances that the services provided were equal to or greater in value than the payments for the travel, in which case the travel may be reported as income.
- (d) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.
- (e) Acquisition or Disposal during Reporting Period. In the case of an annual or Leaving Office Statement, if an investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

## **Section 9. PROHIBITION ON RECEIPT OF HONORARIA**

- (a) No designated employee shall accept any honorarium from any source, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.
- (b) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

## **Section 10. PROHIBITION ON RECEIPT OF GIFTS IN EXCESS OF \$460**

- (a) No designated employee shall accept gifts with a total value of more than \$460 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.
- (b) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

## **Section 11. LOANS TO PUBLIC OFFICIALS**

- (a) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a



personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

- (b) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (c) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
- (d) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (e) This section shall not apply to the following:
  - (1) Loans made to the campaign committee of an elected officer or candidate for elective office.
  - (2) Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
  - (3) Loans from a person which, in the aggregate, do not exceed \$500 at any given time.
  - (4) Loans made, or offered in writing, before January 1, 1998.

## **Section 12. LOAN TERMS FOR TO PUBLIC OFFICIALS**

- (a) Except as set forth in subdivision (b), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.
- (b) This section shall not apply to the following types of loans:
  - (1) Loans made to the campaign committee of the elected officer.
  - (2) Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
  - (3) Loans made, or offered in writing, before January 1, 1998.
- (c) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

## **Section 13. PERSONAL LOANS TO DESIGNATED EMPLOYEES**

- (a) Except as set forth in subdivision (b), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:
  - (1) If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
  - (2) If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
    - A. The date the loan was made.
    - B. The date the last payment of \$100 or more was made on the loan.
    - C. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months
- (b) This section shall not apply to the following types of loans:
  - (1) A loan made to the campaign committee of an elected officer or a candidate for elective office.
  - (2) A loan that would otherwise not be a gift as defined in this title.
  - (3) A loan that would otherwise be a gift as set forth under subdivision (a), but on which the creditor has taken reasonable action to collect the balance due.
  - (4) A loan that would otherwise be a gift as set forth under subdivision (a), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving

that the decision for not taking collection action was based on reasonable business considerations.

(5) A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(c) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

## **Section 14. DISQUALIFICATION**

Designated employees must disqualify themselves from making, participating in the making or using their official positions to influence the making of any governmental decision which he or she has reasons to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the employee or immediate family member of the employee or on:

- (a) Any business entity in which the designated employee has a direct or indirect investment worth more than two thousand dollars (\$2,000);
- (b) Any real property in which the designated employee has a direct or indirect interest worth more than two thousand dollars (\$2,000)
- (c) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred (\$500) dollars or more in value provided to, received by or promised to the designated employee within twelve months prior to the time when the decision is made; or
- (d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.
- (e) Any donor of, or intermediary or agent for a donor of, a gift or gifts aggregating \$460 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

No designated employee shall be prevented from making or participating in the making of any decisions to the extent his or her participation is legally required for the decision to be made. The fact that a director's vote is needed to break a tie does not make his or her participation legally required for purposes of this section.

## **Section 15. MANNER OF DISQUALIFICATION**

A designated employee, other than a member of the Board of Directors, required to disqualify himself or herself shall do so in writing to the general manager, who shall record the employee's disqualification. Upon receipt of such statement, the supervisor shall reassign the matter to another employee.

In the case of a designated employee who is a member of the Board of Directors, notice of disqualification shall be given at the meeting during which consideration of the decision takes place and shall be made part of the official record of the board or commission.

## **Section 16. WHO MUST FILE**

Those persons required to file the statements under this Code are those persons holding the designated positions listed in Appendix B hereto.

## **Section 17. DISCLOSURE REQUIREMENTS**

Those persons listed in Section 16 must disclose investments in business entities and sources of income from business entities or persons who manufacture, distribute, sell or supply the following goods or services: Motor vehicles and specialty vehicles and parts therefore; construction and building materials; office equipment and supplies; petroleum products; electrical or electrical generating equipment and supplies; irrigation equipment and supplies—pipes, valves, fittings, tanks, pumps, meters, etc.; agricultural equipment and supplies; well drilling equipment and supplies; safety equipment, facilities, and instructional material; real property; farming; real estate firms and appraisals; engineering services; printing or reproduction services; publications, and distribution; educational and medical services and materials; preparation of actions leading to taking in eminent domain; soil test, compaction and other agreements on grading requirements; banks and lending institutions; EPA agreements and research; insurance companies; public utilities; and audit agreements and contracts.

## **Section 18. CHALLENGES TO DISCLOSURE SUFFICIENCY**

No person shall commence any suit, challenging the sufficiency of any designated employees disclosure statement without first furnishing the District and the employee whose statement is challenged a written notice stating as follows:

- (a) The specific item or items alleged to be insufficiently described in the employees disclosure statement on file;
- (b) That unless the statement on file is amended so as to provide the information requested in sub-paragraph (a) hereof within the time limit specified herein, suit will be commenced to compel compliance with the disclosure law.

The designated employee whose disclosure statement is questioned as described herein shall have 20 days from the date notice is furnished, as set forth above, to amend the disclosure statement so as to comply with the requirements of this Code. No action shall be commenced until the expiration of said 20-day period.

All notices, including the notice to the designated employee, shall be delivered or mailed to the District office in McKinleyville, California:

1656 Sutter Road  
P. O. Box 2037  
McKinleyville, CA 95519

## **Section 19. ASSISTANCE OF THE COMMISSION AND COUNSEL**

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and

Regulations 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

## **Section 20. VIOLATIONS**

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

## APPENDICES

### APPENDIX A

#### CONFLICT OF INTEREST CODE FOR THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

The Political Reform Act, Government Code Section 81000, et seq. requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation Title 2, Division 6, California Code of Regulations, Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the amendments to the Political Reform Act. Therefore, the terms of Title 2, Division 6, California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix B in which the Board members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the McKinleyville Community Services District.

Designated employees listed in Appendix B, shall file statements of economic interest with the agency that will make the statements available for public inspection and reproduction (Government Code Section 81008). Upon receipt of statements of the designated employees, the agency shall make and retain a copy and forward the original of these statements to the Humboldt County Elections Division, County Clerk's Office. Statements of all other designated employees will be retained by the agency.

## APPENDIX B

### DESIGNATED POSITIONS

### DISCLOSURE CATEGORIES

Board of Directors Members	All
General Manager	All
Recreations Director	All
Finance Director	All
Operations Dept. Director	All
Legal Counsel	All
Engineer (contract)*	All
Consultant*	All
Recreation Advisory Committee Members	All
Standing Committee Members	All

\* The Board may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements described in these categories. Where such a determination is adopted it shall be forwarded to the Humboldt County Board of Supervisors. Nothing herein excuses any such consultant from any other provision of the Conflict of Interest Code.

## APPENDIX C

### General Provisions

When a designated employee is required to disclose investments, sources of income and business positions, he/she need only disclose investments and positions in business entities and sources of income (other than gifts) which do business in the jurisdiction, plan to do business in the jurisdiction or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction. Gifts must be disclosed without regard to location of the donor. When a designated employee is required to disclose interests in real property, he/she need only disclose real property that is located in whole or in part within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the McKinleyville Community Services District.

Designated employees shall disclose their financial interests pursuant to the appropriate disclosure categories indicated below.

### Disclosure Categories

Category 1: Investments and sources of income (including loans and gifts)

Category 2: All interests in real property

Category 3: All Business positions



## **McKinleyville Community Services District**

### **BOARD OF DIRECTORS**

December 2, 2015

TYPE OF ITEM: **ACTION**

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**ITEM: E.5**                      **Approve Change Order Request and Budget Modification for Teen Center Construction Project**

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

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

#### **Recommendation:**

- Staff recommends that the board review the information presented, take public comment,
- Authorize General Manager to execute Change Order Number 1, included as Attachment 3, and
- Authorize a budget modification of \$41,000.

#### **Discussion:**

Adams Commercial Contracting has submitted several Potential Change Order (PCO) Requests as part of the project. These requests are not uncommon during construction and more so with remodels. The result of several items: specifically unclear direction on the Contract documents, additional requests by the Owner, simple modifications to components due to material or construction changes, or even new information of how a facility is intended to be used.

Attachment 1 is the description for proposed individual Change Order items for The McKinleyville Teen Center. Some PCO descriptions are grouped together, as they relate to a singular construction trade. Additionally, the current PCO log, Attachment 2, is for tracking of project costs.

Normally a contingency of up to 10% is added to the bid amount when management requests authorization from the board to proceed with construction. That action was not taken when this project was brought to the board for approval in July 2015.

#### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

#### **Fiscal Analysis:**

5% in change orders for a project of this size is not uncommon for new construction projects and this project includes some remodeling. Should these PCO's be approved, it would reflect a Change Order rate of 2.05% of the original construction cost. The probability for more changes is minimal due to the extent of the construction completed.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Change Order Analysis
- Attachment 2 – Change Order Log
- Attachment 3 – Change Order Number 1

## **McKinleyville Teen Center**

Change Order Analysis

12 November 2015

### **PCO #001:**

Attachment 3, includes all PCOs

### **PCO #002:**

This Proposed Change Order includes the installation of a security system through the Center. This included sirens, motion detectors, door contacts, and other appurtenances. A security system was identified as future for the project and not part of the original project Scope. However, it was determined to be more cost effective to install this system during construction in order to minimize any post occupancy conflicts.

### **PCO #004-R1**

During construction it was discovered that portions of an existing exterior stairway was out of accessibility compliance. Since this stairway is adjacent to the new path of travel under construction, it is our recommendation to replace the stairways to meet current accessibility standards. By replacing these stairs, it also eliminates an area of potential liability. The cost of this replacement was negotiated down from its original proposed cost.

### **PCO #005 & 009**

During submittal review, it was discovered that a component indicating the locations of tinted glazing was missing from the project documents. While the tinting schedule was included in the project documents, it was unclear as to where certain parts of the tinted glazing occurred throughout the project. The particular glazing specified helps increase the overall thermal resistance of the glazing system and, by extension, the building.

### **PCO #006**

During the submittal review, a few pieces of the casework were modified to better accommodate modifications to data and electrical boxes that had been requested by the District.

### **PCO #007, 010 & 014**

During the course of construction, several lighting and electrical modifications were requested by either the District or Architect. These modifications included increased lighting in the restrooms and entry for security and function, deletion of excess lighting on the roof, consolidation of circuiting for ease of operation from District Staff to additional outlets and data drops for increased long term functionality.

### **PCO #008**

During construction it was discovered that a gas and water line indicated on existing record drawings to the Activity Center were installed in the exterior wall common to the Teen Center, contrary to their locations indicated on the existing Record Drawings. These lines must be relocated in order to provide a pathway to the existing Activity Center.

### **PCO #012**

This PCO reflects modifications to the Quiet Room (Study & Computer Lab) roof structure and ceiling and also the current “false dormer” to be utilized as clerestory natural lighting.

### **PCO # 013**

The elimination of door #009 from the exterior to the existing Activity Center. After reviewing the project with District staff in the field it was determined the door was unnecessary and could be deleted from the project.

**RFI LOG**

Project Name: McKinleyville Teen Center

Project No:

Contractor: Adams Comercail Contracting

Date:

**Change Order LOG**

PROJECT: McKinleyville Teen Center  
 CONTRACTOR: Adams Commercial Contracting

Project Number: XXXXX



PCO #	Date Received	Initiated By	PCO Description	REFERRED			ACTION							Notes	
				To	Date Sent	Date Ret'd to LDA	PCO Response	Action by LDA	Submitted Amount	Approved Amount	CONTRACTOR	OWNER	FIELD		FILE
1	8/18/2015	LDA	Mop Sink and faucet at Rm 116	Arc-Sine	8/5/2015		District will decline to install at this time	Decline	\$ 1,697.37	\$ -					Declined by MCSD
2	8/31/2015	MCSD	Security System	MCSD			Approved	Approved	\$ 6,737.43	\$ 6,737.43					
3	9/30/2015	Adams	Kitchen HVAC	Arc Sine	9/30/2015	10/5/2015	Per Arc sine most if not all items in question are within the Base Bid. Per CSD lets discuss with Adams Const.	SENT BACK	\$ 17,020.80						Sent back with red lines
4	10/7/2015	Discovery	New Stairs to replace non-compliant stairs & landing	SHN			Approved	Approved with Modifications	\$ 9,482.06	\$ 7,534.96					verbally agreed to approx \$7500
5	10/26/2015	LDA	Tinted Glass				Approved	Approved	\$ 1,405.87	\$ 1,405.87					
6	10/27/2015	LDA	Casework Revisions				Approved	Approved	\$ -	\$ -					
7	10/27/2015	LDA/MCSD	Lighting Revisions				Approved	Approved	\$ 6,492.26	\$ 6,492.26					
8		Discovery	Re-roroute Gas/water/elect lines found in common wall	Arc Sine			Approved	Approved	\$ 5,598.40	\$ 5,598.40					
9	10/28/2015	LDA	Tinted glass at sectional door				Approved	Approved	\$ 597.93	\$ 597.93					
10	11/3/2015	MCSD	Additional Elect request per RFI 14 and Owner				Approved	Approved	\$ 733.34	\$ 733.34					
11	11/3/2015	MCSD	Additional Elect per ASI #6				Approved	Approved	\$ 6,200.76	\$ 6,200.76					
12	11/3/2015	MCSD	Quiet Room dormer roof modifications	Lawder			Approved	Approved	\$ 6,919.46	\$ 6,919.46					
13	11/9/2015	MCSD	Delete door and frame #009				Approved	Approved	\$ (1,989.00)	\$ (1,898.00)					
14															
15															
16															
TOTALS:										\$ 60,896.68	\$ 40,322.41				

Contract amount:	\$ 1,962,410
Recommened Contingency @ 5%	\$ 98,121
% of CO submitted relative to Contract amount	3.10%
% of approved CO relative to Contract amount	2.05%



## CHANGE ORDER

**PROJECT: MCKINLEYVILLE TEEN CENTER**  
1705 Gwin Road, McKinleyville, CA

**CO NO. 001**

**CONTRACTOR: Adams Commercial General Contracting**  
217 E Street, Eureka, CA

**DATE: 11/9/15**

**The Contract is changed as follows:**

PCO-002 Security System	\$ 6,737.43	PCO-010 Additional Electrical per RFI-014	\$ 733.34
PCO-004-R1 Grades @ Ramp	\$ 7,534.96	PCO-011 Electrical/Data Modifications ASI-6	\$ 6,200.76
PCO-005 Add Grey-Tinted + Low E Glass to SF	\$ 1,405.87	PCO-012 Quiet Room Roof Revisions (+ 3 days)	\$ 6,919.46
PCO-006 Casework Revisions per Sketches	\$ 00.00	PCO-013 Delete Door/Frame/HW #009	<\$ 1,898.00>
PCO-007 Lighting Revisions	\$ 6,492.26		
PCO-008 Replace/Move Exist Water & Gas Lines	\$ 5,598.40		
PCO-009 Upgrade Glass @ Sect OH Doors	\$ 597.93		

The original Contract Sum was: \$ 1,962,410.00

The Net Change by previously authorized Change Orders: \$ 00.00

The Contract Sum prior to this Change Order was: \$ 1,962,410.00

The Contract Sum will be increased by this Change Order in the amount of: \$ 40,322.41

The new Contract Sum, including this Change Order, will be: \$ 2,002,732.41

The Contract Time will be changed by ( 3 ) days.

The date of Substantial Completion as of the date of this Change Order, therefore, is: April 21, 2016

NOT VALID UNTIL SIGNED BY ARCHITECT, CONTRACTOR AND OWNER

LDA PARTNERS

ADAMS COMMERCIAL GENERAL CONTRACTING, INC.

MCKINLEYVILLE COMM SERVICES DISTRICT

ARCHITECT

CONTRACTOR

OWNER

By (Signature)

By (Signature)

By (Signature)

Date

Date

Date



## **McKinleyville Community Services District**

### **BOARD OF DIRECTORS**

December 2, 2015

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.2.A. Support Services - December 2015 Report**

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

**TYPE OF ACTION: None**

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

The District has deposited \$451,607.40 to date into the Trust Account for reserves recovery as of October 31, 2015.

The District has deposited \$60,093.56 to date into the Trust Account for the next Biosolids Disposal project.

Audit Update: Draft Financial Statements are being reviewed. As soon as the internal review and auditor's review are complete, the Draft Financials will be presented to the Audit Committee for review in December 2015. The final audited statements are scheduled to be brought to the Board in January 2016.

Treasurer's Report Highlights: The October Treasurer's Report revenue includes capacity fees of \$32,853 for the Water Fund and \$58,917 for the Sewer Fund this month. Neither Capital Contributions nor Capacity fees are included in the income vs. expenses graphs.

The Measure B Fund now has a line above Total Revenues that shows what has been drawn from Restricted Reserves to pay for construction of the Teen Center. A formal budget modification showing this change is part of this month's Board Agenda. These funds are also shown in the graphic representation of Measure B Revenue and Expenditures.

### **OTHER UPDATES**

Capacity Fees Reserve for the Water Fund (\$440,388.67) have been moved into the CalTRUST accounts for better return and ease of access.

The drought has not yet appreciably impacted the rate study estimate of budgeted water sales for FY15-16. However, July, August, September, and October are traditionally the months of highest use. Projecting those sales on an annual basis skews the results. When we have data for months of lower water use, the water sales projections will give us a more realistic view of how much the drought has impacted District revenue.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

December 2, 2015

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.2.B**                      **Operations Department – October 2015 Report**

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

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

### **Water Department:**

#### **Water Statistics:**

The district pumped 37.3 million gallons of water in October. Seven water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted.

#### **Double Check Valve Testing:**

Annual routine testing was completed in Routes 17 and 18 along with a minimal number of retests. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

#### **Average and Maximum Water Usage:**

The maximum water usage day was 1.5 million gallons and the average usage per day was 1.2 million gallons. During the summer months, the District's water consumption typically increases dramatically. To save costs, the District only pumps water during off peak hours which is from 7:00 pm to 11:45 am, unless there is an emergency.

#### **Water Distribution Maintenance:**

Weekly Bacteria Samples were collected on Schedules 1, 2, 5 and 6 which represent different locations in the water system. The schedules are made up of a sample taken in each pressure zone. Phase 3 of the meter replacement program has begun and will continue into January (approximately 20% completed). Several leaking angle-stops that were identified during meter replacements were repaired. Several water leak repair and new service installation patches were saw-cut along with permanent paving installed. A water service developed a leak due to tree roots. The service line was replaced from the main to the angle-stop. The 3" meter for the Ocean West Park was found to be not registering. Staff opened up the meter and replaced the broken mechanical parts and put the meter back into service.

#### **Water Station Maintenance:**

The header pipe at the North Bank Station was prepped and painted. Fence repairs were completed at the Cochran Tank site. The altitude pit was also cleaned along with cleaning the valves and piping. The generator developed a small water leak from the water pump which was repaired by staff. The annual tightening and maintenance of the redwood tanks was completed in house. Staff was trained by outside contractor last

year to take this task over and cut down on costs. The springs were tightened and lubed according to the contractor's specs. Intellimac clocks at all stations were set to reflect daylight savings time.

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

### **Water Usage Comparison in Million Gallons**

	<b>2013</b>	<b>2014</b>	<b>% Reduction</b>	<b>2014 Recycled</b>	R- GPCD
<b>July</b>	54.757	50.668	7	14.297	
<b>August</b>	55.908	46.600	17	13.040	
<b>September</b>	45.702	40.619	12	17.434	
<b>October</b>	39.439	36.393	8	16.077	
<b>November</b>	34.879	30.795	12	13.807	
<b>December</b>	35.203	33.146	6	0	
	<b>2013</b>	<b>2015</b>	<b>% Reduction</b>	<b>2015 Recycled</b>	R- GPCD
<b>January</b>	38.263	32.781	14	0	52
<b>February</b>	33.751	29.867	12	0	52
<b>March</b>	36.244	33.456	8	0	51
<b>April</b>	39.755	33.238	16	0	52
<b>May</b>	49.407	38.200	23	15.1	57
<b>June</b>	51.337	41.847	19	15.6	64
<b>July</b>	54.757	44.946	18	11.7	69
<b>August</b>	55.908	41.747	25	16.1	61
<b>September</b>	45.702	41.670	9	15.7	69
<b>October</b>	39.439	37.320	6	12.3	59

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

**New Construction Inspections:**

CVS; Still waiting on a set of corrected as-builts.

**Sewer Department:****Waste Water Statistics:**

24.2 million gallons of wastewater were collected and pumped to the W.W.M.F. 23.1 million gallons of wastewater were treated and discharged to land disposal or reclamation in October.

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

**Sewer Station Maintenance:**

Wet well washing was conducted at the B Street sewer lift stations. This is done to prevent grease and rags from plugging up the pumps. Tree trimming around the site was also conducted at B Street. Cleaning and painting was performed at the Letz Sewer Lift Station. The wet well blower at the Fischer Station was cleaned due to being partially plugged with debris. The Fischer Station flow meter was found to be inaccurate during the daily inspection. After extensive troubleshooting, the display unit was not communicating with the transducer. The display unit is being sent off for repairs. The flow is being directed through another meter in order to record daily flow from the station. The grit pump at the Fischer Station was pulled to replace bearings. Intellimac clocks at all sewer stations were changed to reflect daylight savings time.

**Sewer Collection System:**

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. The semi-annual hydro-cleaning of 8200 feet of sewer main was completed using 3000 psi of water through a spinning nozzle to remove grease and debris. This route was developed from problem areas that have caused sewer spills in the past. Hydro-cleaning and running the camera was completed on Myers Road due to a customer having repeat sewer plugs in their house. After investigating the main, it was determined that the issue was in the customer's lateral.

**Wastewater Management Facility:**

The Chlorine Contact Basin was drained and cleaned with fire hoses. An aerator was repaired in Pond 1B due to rags plugging it up. Bollards around the LP tank were prepped and painted.

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

Daily observations and pipe moving were conducted along with daily reports filled out. Weekly well monitoring was conducted along with the Fischer Ranch tree farm as part of the tree farm pilot study. The demolition of the old calf barn is still under way and will continue to be used as fill in work. Material from the barn is in the process of being hauled away. Tree limbs and brush were cleared and chipped from the lower west Fischer Ranch fence line.

**Street Light Department:**

One streetlight complaints was reported in October due to a bad photo cell.

**Promote Staff Training and Advancement:** Weekly tailgate meetings and training associated with job requirements. Brad attended a refresher on Reasonable Suspicion of Drug and Alcohol.

**Special Notes:**

Tractors, Dump Truck and Vac-con were greased and lubed to prevent wear.  
An IPM meeting was held with staff to review and work on the Plan.  
Parking lot parking lines were painted at the District Office.  
Siding replacement and painting is ongoing on the East Shop.  
Semi-annual oil changes started on all District equipment.  
Quarterly well samples were conducted as per our NPDES permit.  
Annual inspection of generator connections was completed.  
A new projector and screen was installed at Azalea Hall.  
Monthly river samples were completed.  
Monthly Self Monitoring Reports (DMR/SMR) were submitted.  
Public Water Monthly Monitoring report was submitted.  
Monthly Water Quality report was sent to the Dept. of Health.  
Monthly Pesticide applicator report was submitted to Department of Agriculture.  
Daily inspections were conducted on the Teen Center construction project.  
Staff attended the Annual CWEA awards banquet in Fortuna.  
Staff worked on the Strategic Plan Matrix.

**WWMF upgrade status:**

Rain water was pumped from pond 1A to pond 1B in order to keep the pond floor dry for construction. The time lapse camera footage is still being collected and will continue through the construction phase.

**Parks:**

Several open space zones received mowing, hedging and maintenance as part of the Open Space Maintenance Zone agreement. The Facilities were mowed and cleaned as part of the weekly schedule along with rental events. Gophers continue to be a problem at the sports site. Traps are being set daily and holes are being filled in. A plan has been put in place to help eliminate gopher issues. Staff finished clearing alder trees out of the Fernwood detention basin and chipped up the trees to use as landscape material at the Botanical Garden. The landscape cloth and chips will be installed by Community Service Worker labor. There was also a large pile of limbs on the Washington property that was chipped up and hauled away. Electrical and video wires were installed at Azalea Hall for the new projector and screen.



**Teen Center:**

On the exterior, the metal soffit covers have been delivered and are being installed, starting on the western most edge of the building. The front awning support has been installed by O&M Industries, and a few of the exterior doors have been put in place. The new sidewalks in front of the Activity Center have been poured, as well as the handicap ramp at the northeast corner of the Activity Center.

Inside, a large portion of the HVAC ductwork is in place. Copper hot and cold water lines are in place, as well as the gas lines and vents. The fire suppression system plumbing is in place. The grease trap, including cleanouts, has been set in place.

Electrically, the light cans are wired and in place, and most, if not all, of the wiring is roughed in throughout the building, leading to the currently empty mechanical room. The security wiring is currently in the process of being installed this week.

The sheet rock has been delivered and sits in wrapped piles down the center of the construction.

**GIS:****Sewer Model:**

Troubleshoot several areas with error (mostly from and to junctions switched)  
Corrected all Errors in model and it was given to SHN to be reviewed.

**Plans and Programs Update**

CalARP Program RMP/ERP: Completed and submitted to EPA.  
Revised Hazard assessment section of Cal ARP as suggested.  
Prepared CalARP binder for field office and DHHS.

Urban Water Management Plan: Reviewed current 2013 UWMP.  
Attended Workshop in Red Bluff and prepared summary of workshop. Summary was shared at the HBMWD UWMP meeting.

Worked on Draft Standard Operating Procedures for the Arcata/Mckinleyville intertie.

**Maps:**

Calculated Parks grass square footage for fertilizer application.  
Green Diamond Mather Tract map.  
Manhole survey map  
School Road Trail Acreage map  
Eureka Ready Mix map.  
Created an updated map book for field personnel to use.

## McKinleyville Community Services District

### BOARD OF DIRECTORS

December 2, 2015

TYPE OF ITEM: **INFORMATION**

**ITEM: F.2.C Parks & Recreation Director's Report for November 2015**

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

**TYPE OF ACTION: None**

#### **PARKS & RECREATION MASTER PLAN UPDATE:**

Staff has completed updating information and editing the format of Chapters 1 & 2 of the Parks & Recreation Master Plan. The Recreation Advisory Committee (RAC) is reviewing the changes made to the chapters and they will be finalized at the January meeting.

Moving forward in the updating process, both staff and the Recreation Advisory Committee feel that the Master Plan will be a better and more useful tool for guiding planning and decisions if it better reflected the opinions and needs of the community, as determined by a community needs assessment or survey. Staff will be contacting HSU, with guidance from RAC member Jeff Dunk, to see if a community survey would be a viable project for students. If staff is unable to secure volunteers to conduct a survey, other strategies for addressing and determining more accurate community needs and developing goals and objectives for future planning will be reviewed and discussed by staff and the RAC. The last community survey done for the Parks & Recreation Master Plan was completed in 2003.

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

Staff has been focused on fundraising for the furnishings and equipment for the interior of the Teen & Community Center. Paver bricks are being sold for \$200 - \$500 each depending on the size selected. Giving Tree recognition leaves are available for donations ranging from \$100 - \$1000 or more. Brochures and written materials are being distributed to the public.

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

<b>Organization</b>	<b>Amount</b>	<b>Purpose</b>
Mad River Rotary-Donation	\$25,000	Commercial Kitchen
Mad River Rotary-Grant	\$2,000	Commercial Kitchen
McKinleyville Area Fund	\$3,000	Audio-Sound System
Humboldt Area Foundation	\$10,000	Tables & Chairs for Classrooms
<b>TOTAL:</b>	<b>\$40,000</b>	

Several proposals for the naming of the Teen & Community Center have been submitted. A committee has been formed and is comprised of two teen representatives, two community members, one Recreation Advisory Committee member, and MCSD staff. The Naming Committee had their first meeting on Wednesday, October 28, 2015. The committee met again on November 18, 2015. A recommendation of potential names will be presented to the Board in January 2016

## **HUMBOLDT STATE UNIVERSITY RECREATION ADMINISTRATION PROGRAM PROJECTS**

Staff is working with REC 320-Organization, Administration & Facility Planning.

REC 320: Two groups from this class are working on a facility assessment project for Azalea Hall. Students are tasked with assessing the structural components and equipment of the building to determine current lifespan of the structure, timelines for necessary feature replacements, and cost analysis for replacements. Staff is meeting with students as requested by each student group to assist in the facilitation of this project.

This past month Students have conducted interviews with facility users including senior center members, representatives from New Heart Community Church, MCSD maintenance staff, programs staff and leisure class instructors. Additionally students have been researching the materials and replacement costs for facility components such as roof, siding and HVAC systems.

Students are finishing up there projects and Staff will be attending a presentation of the completed projects on December 10, 2015.

## **RECREATION ADVISORY COMMITTEE:**

The Recreation Advisory Committee met on Thursday, November 19, 2015. The committee reviewed and discussed:

- Master Plan Update:
  - Staff presented Drafts of updated Chapters 1 & 2 for the committee to review.
  - Committee discussed Chapter 3 regarding Recreation Standards. It was agreed that a better representation of what the community feels regarding recreation services and opportunities can be created through a survey process. Member Jeff Dunk suggested that a community survey project could be a project done by an HSU class. He will look into who to contact to see about the feasibility of partnering with HSU for conducting a community survey.
- Strategic Plan Review:
  - Staff reviewed the Parks & Recreation elements of the MCSD Strategic plan with the committee.
  - Comments were made regarding the planned actions for the Washington Property suggesting that perhaps BMX is not necessarily what that property needs and even more maybe not what the residents living

nearest that property want. John Kulstad commented that it is an area of the community that is underserved in terms of neighborhood parks.

- It was suggested that soliciting public input from the residents in that area would be beneficial to planning for future development.

- Botanical Garden:

- Jeff Dunk asked about the status of windbreak trees that were planned to be planted this fall.
  - Staff reported that the potential solar project may have distracted the general manager from the tree planting. Staff will inquire with the GM regarding the windbreak.

- Community Garden:

- A public meeting to discuss the challenges and solutions to the maintenance and improvement of the community garden as been scheduled for Monday, December 7<sup>th</sup>. Past and current community garden plot holders will be invited to attend.

## **RECREATION UPDATES:**

Kids' Club After School Program: Kids' Club After School: Two new staff have been hired this month which has allowed us to open up enrollment for both sites.

Youth Basketball League: We are currently hiring staff (referees and gym supervisors) for the 2016 season. Registration continues to come in. The deadline to register is December 4<sup>th</sup>.

Kindersports: Basketball: This session just ended. Both the 2-3 year old class and the 3-5 year old class were full.

Jr. High Dance: The last dance on Nov. 13<sup>th</sup> had 460 students in attendance. 163 tickets were sold in advance. Staff are pushing advanced ticket sales in an attempt to better manage the crowd and make the entry process at the dance more efficient. In January tickets will be \$10 in advance (same as current price) and \$15 at the door.

Leisure Classes: We are seeking interested people to teach a variety of classes. The new Teen & Community Center will have classroom space available for classes during the daytime hours. We've had individuals interested in offering a lacrosse clinic for youth, a football clinic or camp for youth, jujitsu for all ages and archery for teens and adults. Staff is reviewing proposals for these potential programs to be offered in 2016.

Pickleball: Pickle ball will be offered beginning in late January or early February on Mondays & Wednesdays 9:30am-12:30pm

## **OTHER UPDATES:**

Staff attended the McKinleyville Senior Center Board meeting on Friday, November 20, 2015. The following was reported during the meeting:

- The Senior Center Board of Directors have eliminated the Executive Director position due to the financial strain the position was putting on the organization.

The duties of the executive director are being divided among volunteer board members.

- The Board is reviewing and will be making changes to the organizations By-Laws in the coming year. A By-Laws committee was created to take on that task.
- The board reported that a meeting of the Advisory Committee is being scheduled for sometime in February.



## McKinleyville Community Services District

### BOARD OF DIRECTORS

December 2, 2015

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.2.D General Manager's Report for December 2015 Meeting**

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

**TYPE OF ACTION: Information Only**

#### **A summary of activity for the month of November 2015**

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

• Accounting Firm Discount	\$1,057
• Office Supplies Due to Negotiating Prices	\$27
• Discount for Classified Advertisement	\$13
• SWAP	\$1,160
• Northern Humboldt Employment Services	\$1,736
• Community Service Workers	\$2,581
• In House Equipment Repair	\$180
• In House Mechanical Repairs to emergency Generator	\$270
• Electrical Wiring Modifications at Azalea Hall	\$540

Total cost savings for November are \$7,564

***The cumulative cost saving to the District to date  
from July 1, 2015 is \$73,005***

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

**Teen Center Construction** – With all construction projects there are unknown issues that arise. These matters are addressed through a process called change orders. During the month of November a list of changes to design and modification requested by MCSD were reviewed and the associated change orders were processed. The board will be asked to approve these changes at the December meeting. The business plan and budget development process continue for the MCSD and Boys and Girls Club Joint Venture, preliminary drafts will be presented at the December meeting.

**WWMF Improvement Project** – The bid protest by Wahlund Construction filed shortly after the November board meeting has required a tremendous amount of effort from MCSD staff. Coordination of resources by MCSD management of District Counsel, secured specific for the case and the Design Consultant have been the main priority. On November 9<sup>th</sup> we received notification from the State Board that the low bidder had submitted everything necessary for funding. A Public

Bid Protest Hearing by the MCSD Board of Directors is scheduled for December 9<sup>th</sup> with the last day for the contractors to present information for their arguments being December 2<sup>nd</sup>.

**Review of the MOU for Boyd Road** – During the last meeting between MCSD and the City of Arcata, management for both agencies met to discuss the annexation. LAFCo requested a MOU be developed, amicable to both agencies that would determine the provision of water for the area requesting annexation. MCSD has reviewed the first draft and recommended minor modifications. Legal Counsels for both agencies are working to finalize the draft prior to presentation to our governing bodies for approval.

**Integrated Pest Management Plan** – Staff has been reviewing, modifying and considering community comment of the IPM. Review of the draft plan includes application of the policy approved by the MCSD Board of Directors and feasibility of implementation. Thus far roughly 70 community comments, some with compound elements and quite lengthy have been considered, many have been applied. The IPM will be presented to the board in the coming months for an update.

**Community Forest** – The concept of a community forest was brought back to near the top of the list in November. Green Diamond has been busy presenting to officials including the Board of Supervisors, the McKinleyville Municipal Advisory Committee and planned for the MCSD Board of Directors meeting in December. Management participated in a conference call with Trust for Public Lands to discuss strategies for funding the project.

**American Society of Civil Engineers (ASCE) Water Infrastructure Report Card** – Many cities and Water Districts in Humboldt County are participating in the ASCE Infrastructure Report Card to rate local agencies ability to supply safe and ample drinking water over multiple planning cycles. Some of the criteria used to grade the systems are current infrastructure, strategic and capitol plans and sufficient reserves and rates to support the maintenance and upgrades. MCSD staff is participating by supplying relevant information to assess our distribution, booster and storage systems. These report cards will have the potential to impact local distribution of grants. When the survey is completed it will be presented in report card form and made available to the public. ASCE most recently completed a Roads and Bridge Report Card <http://blogs.asce.org/wp-content/uploads/2014/09/ASCE-Humboldt-County-CA-Report-Card-FINAL1.pdf> and will begin work on the Wastewater Report Card next.

**Meetings** – The General Manager attended various meetings this month, including a CSDA Board of Directors Meeting in Sacramento on November 13<sup>th</sup>. The GM also attending a Principals of Leadership Training in November presented by a Lieutenant Commander retired from the USMC.

### **Exhibits/Attachments**

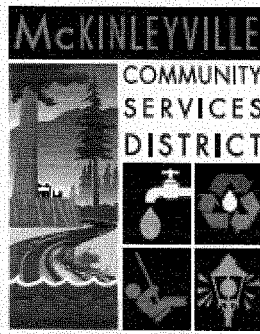
- Attachment 1 – WWMF Monthly Self Monitoring Report

**PHYSICAL ADDRESS:**

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FAX: (707) 839-5964

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

November 17, 2015

**RE: MONTHLY MONITORING REPORT**

Dear Justin:

Enclosed is the Monthly Monitoring Report for October 2015 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number WQ 2011-0008-DWQ.

The normal discharge of effluent was 31 days to Discharge Point 002, 003, 004 and 006. The required monitoring and water quality constituents that were tested and reported were in compliance in October.

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

The requirement for TSS is 83 mg/L for the monthly average with five weekly tests in October which represent one criteria. The TSS results for October 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 October and was in compliance.

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

Monthly River Monitoring was conducted in October.

Quarterly testing was conducted in October.

WWMF Upgrade Status: Bids were opened on October 22, 2015 and were sent to Kennedy/Jenks for review. The State Revolving Fund has accepted the qualifications in the bids received. At this time we are waiting out the protest window. Staff and engineers are still working on the NPDES permit renewal.

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

**OCTOBER 2015**

Discharge Monitoring	002 M-003	002 M-003	004 M-005	003 M-004	006 M-007	005 M-006	001 M-002				
DATE	INFLUENT MGD	EFFLUENT MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	0.754	0.930	974			0.669		0.261		0.930	0.000
2	0.741	0.882	967		0.412	0.322		0.148		0.470	0.000
3	0.795	0.746	528		0.746					0.000	0.000
4	0.832	0.738	525		0.738					0.000	0.000
5	0.793	0.803	1034		0.260	0.292	0.072	0.179		0.543	0.000
6	0.756	0.907	973			0.568	0.081	0.258		0.907	0.000
7	0.771	0.832	891			0.572		0.260		0.832	0.000
8	0.754	0.828	793			0.563		0.265		0.828	0.000
9	0.740	0.981	786		0.475	0.371		0.135		0.506	0.000
10	0.776	0.904	633		0.904					0.000	0.000
11	0.841	0.899	632		0.899					0.000	0.000
12	0.801	0.891	625		0.891					0.000	0.000
13	0.769	0.738	821		0.319	0.294		0.125		0.419	0.000
14	0.771	0.674	720			0.419		0.255		0.674	0.000
15	0.759	0.578	631			0.321		0.257		0.578	0.000
16	0.750	0.763	793		0.410	0.216		0.137		0.353	0.000
17	0.799	0.750	526		0.750					0.000	0.000
18	0.853	0.741	530		0.741					0.000	0.000
19	0.789	0.281	552		0.198	0.083				0.083	0.000
20	0.766	0.420	1554			0.215	0.078	0.127		0.420	0.000
21	0.764	0.670	689			0.323	0.083	0.264		0.670	0.000
22	0.753	0.546	677			0.287		0.259		0.546	0.000
23	0.741	0.754	840		0.411	0.210		0.133		0.343	0.000
24	0.786	0.741	525		0.741					0.000	0.000
25	0.857	0.730	519		0.730					0.000	0.000
26	0.777	0.700	780		0.265	0.187	0.076	0.172		0.435	0.000
27	0.757	0.665	666			0.322	0.077	0.266		0.665	0.000
28	0.808	0.660	789			0.391		0.269		0.660	0.000
29	0.776	0.862	818			0.599		0.263		0.862	0.000
30	0.755	0.799	776		0.326	0.329		0.143		0.472	0.000
31	0.808	0.615	436		0.615					0.000	0.000
TOTAL	24.192	23.028		0.000	10.831	7.553	0.467	4.176	0.000	12.196	0.001
AVERAGE	0.780	0.743	742	0.000	0.570	0.360	0.078	0.209	0.000	0.393	0.000
MAXIMUM	0.857	0.981	1554	0.000	0.904	0.669	0.083	0.269	0.000	0.930	0.000
MINIMUM	0.740	0.281	436	0.000	0.198	0.083	0.072	0.125	0.000	0.000	0.000
DAYS	31	31		0	19	21	6	20	0	21	0
DAYS WITH NO DISCHARGE = 0											



McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
MONITORING DATA

YEAR: 2015

MONTH: OCTOBER

DATE	INFLUENT FLOW M.G.D.		EFFLUENT FLOW M.G.D.		EFFLUENT MAXIMUM GPM		RIVER CFS		INFLUENT MONITORING B.O.D. mg/L N.F.R. mg/L		EFFLUENT MONITORING						3X5 TOTAL COLIFORM		
											pH	(C° ) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL <sub>2</sub> RES.	RIVER CL <sub>2</sub> RES	SETTLABLE SOLIDS	
1	0.754	0.930		974							7.1	17				34	3.7		
2	0.741	0.882		967		220			270		7.1	17.4	13	18		32	3.3		<0.1
3	0.795	0.746		528															
4	0.832	0.738		525															
5	0.793	0.803		1034							7.3	16.8				36	3.6		<1.8
6	0.756	0.907		973							6.8	17.1				34	2.8		
7	0.771	0.832		891							7.1	17.0				34	3.1		
8	0.754	0.828		793							7.1	16.8				30	2.9		
9	0.740	0.981		786		270			230		7.1	17.2	28	19		34	2.8	<0.1	
10	0.776	0.904		633															
11	0.841	0.899		632															
12	0.801	0.891		625															
13	0.769	0.738		821							7.1	17				30	3.5		<1.8
14	0.771	0.674		720							7.1	16.8				30	2.6		
15	0.759	0.578		631							7.1	17.1				30	1.9		
16	0.750	0.763		793							7.0	17.0	18	34		32	2.7	<0.1	
17	0.799	0.750		526		190			220										
18	0.853	0.741		530															
19	0.789	0.281		552							7.1	17.5				36	0.8		<1.8
20	0.766	0.420		1554							6.9	17.5				34	8.7		
21	0.764	0.670		689							7.1	16.8				32	0.2		
22	0.753	0.546		677							7.0	16.6				28	2.8		
23	0.741	0.754		840		240			260		7.1	16.3	26	18		32	3.1	<0.1	
24	0.786	0.741		525															
25	0.857	0.730		519															
26	0.777	0.700		780															
27	0.757	0.665		666							6.9	16.4				32	3.7		<1.8
28	0.808	0.660		789							6.9	16.3				34	3.3		
29	0.776	0.862		818							7.0	16.7				30	3.4		
30	0.755	0.799		776							6.9	16.1				34	3.7		
31	0.808	0.615		436		270			210		7.1	15.8	17	12		32	3.2	<0.1	

SPILLS:

None to report
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Semi-Annual Tests		Value in ug/l
Bis phthalate		N/A
alph-BHC		N/A
4,4' -DDT		N/A
carbon tetrachloride		N/A

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

Quarterly Tests		Value in ug/l
Dichlorobromomethane	Bromomethane	
Chlorodibromomethane	Chloroform	1.24

30 DAY AVERAGE		BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	NFR % Removal
20	143	91	20	139	91		

ACUTE TOXICITY

DATE	% Survival
	N/A

Rainbow Trout  
C. dubia

CHRONIC TOXICITY		SURVIVAL
TESTED	MINNOW	
C. Dubia	Algae	N/A

Total Coliform
Monthly
MEDIAN
<1.8
Daily
Maximum
<1.8

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

REMARKS:

Indicates Permit Exceedance