

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

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD
WEDNESDAY, AUGUST 2, 2017 AT 7:00pm
Azalea Hall, 1620 Pickett Road
McKinleyville, California**

AGENDA

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions to the Agenda

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

NO CLOSED SESSION SCHEDULED

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

- | | | |
|-----|---|---------------|
| D.1 | Consider Approval of the Minutes of the Board of Directors Regular Meeting of July 5, 2017 | Pg. 4 |
| | Attachment 1 – Draft Minutes from July 5, 2017 | Pg. 5 |
| D.2 | Consider approval of June 2017 Treasurer's Report | Pg. 9 |
| D.3 | Compliance with State Double Check Valve (DCV) Law – No Violations | |
| D.4 | Consider Approval of Memorandum of Understanding Between McKinleyville Community Services District and the McKinleyville Union School District for the Kids Club After School Program | Pg. 30 |
| | Attachment 1 – Memorandum of Understanding | Pg. 31 |

E. CONTINUED AND NEW BUSINESS

- | | | |
|-----|---|---------------|
| E.1 | Informational Review of the Integrated Pest Management Plan (IPM or Plan) | Pg. 35 |
| | Attachment 1 – MCSD Integrated Pest Management Plan with Appendices | Pg. 39 |
| | Attachment 2 – MCSD IPM Guide to Reduced Toxicity Pesticide List with Appendices | Pg. 54 |
| E.2 | Consider the Regular Board Meeting Dates, Time and Location for the 2018 Calendar Year | Pg. 71 |
| | Attachment 1 – Proposed 2018 MCSD Regular Board Meeting Schedule | Pg. 72 |
| E.3 | Acknowledge the Resignation of Recreation Advisory Committee Member, Kevin Collins, and Authorize Staff to Announce Recreation Advisory Committee Vacancies to the Public | Pg. 73 |
| | Attachment 1 – Kevin Collins Written Resignation | Pg. 75 |
| E.4 | Discuss Venue, Dates, Time and Content for the MCSD Board Retreat | Pg. 76 |
| E.5 | Recreation Facility, Property and Open Space Site Tour | Pg. 77 |

F. REPORTS

No specific action is required on these items, but the Board may discuss any particular item as required.

F.1 ACTIVE COMMITTEE REPORTS

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

F.2 STAFF REPORTS

- | | |
|---|---------------|
| a. Support Services Department (Colleen M.R. Trask) | Pg. 78 |
| b. Operations Department (James Henry) | Pg. 80 |
| c. Parks & Recreation Department (Lesley Frisbee) | Pg. 85 |
| Attachment 1 – RAC Meeting Notes 7-20-17 | Pg. 87 |
| d. General Manager (Greg Orsini) | Pg. 90 |
| Attachment 1 – WWMF Monthly Self Monitoring Report | Pg. 93 |

F.3 PRESIDENT'S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on July 28, 2017

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

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

McKinleyville Community Services District

BOARD OF DIRECTORS

August 2, 2017

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of the Minutes of the Board of Directors Regular Meeting on July 5, 2017**

PRESENTED BY: **Emily Abfalter, Board Secretary**

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

Recommendation:

Staff recommends that the Board review the draft minutes from July 5, 2017 Regular Board Meeting; recommend edits and adopt.

Discussion:

The Draft Minutes are attached for the above listed meeting.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from July 5, 2017

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, JULY 5, 2017 AT 7:00 PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

AGENDA ITEM A. CALL TO ORDER

A.1 Roll Call: The regular session of the Board of Directors of McKinleyville Community Services District reconvened at 7:03 pm with the following Directors and staff in attendance:

Dennis Mayo, President	Gregory Orsini, General Manager
Mary Burke, Director	Colleen Trask, Finance Director
David Couch, Director	James Henry, Operations Director
John Corbett, Director	Lesley Frisbee, Recreation Director
George Wheeler, Director	Emily Abfalter, Board Secretary

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by Operations Director, James Henry.

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

A.4 Approval of the Agenda:

Motion: It was moved to adopt the agenda.

Motion By: Director Corbett; Second: Director Wheeler

There were no comments from the Board or Public.

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

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 Mayo opened the public comment portion of the meeting. There were no public comments.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting of June 7, 2017

D.2 Consider Approval of May 2017 Treasurer's Report

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

D.4 Consider Approval to Declare 1979 Ford Van Surplus

D.5 Approve and Authorize Board President to Sign and Execute the Agreement Between McKinleyville Community Services District and the Boys & Girls Club of the Redwoods Regarding Provision of the McKinleyville Teen & Community Center Facility

Motion: It was moved to approve the consent calendar.

Motion By: Director Corbett; Second: Director Burke

There were no comments from the Board or Public.

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Consider Adoption of Resolution 2017-20 Recognizing, Honoring and Commending Erik Jones for Fifteen (15) Years of Service. Presented by Operations Director, James Henry. Erik Jones spoke briefly about his time with the District. President Mayo thanked Erik for his service. General

Manager Orsini commented. Public comment opened, no comments, public comment closed. Erik was presented with an award and photos were taken with the Board and General Manager.

Motion: Approve Resolution 2017-20 Recognizing, Honoring and Commending Erik Jones for Fifteen (15) Years of Service.

Motion By: Director Corbett; Second: Director Burke

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

E.2 Consider Attendance to the California Special District's Association (CSDA) 2017 Annual Conference, September 25 - 28, 2017 in Monterey, CA. Presented by Board Secretary, Emily Abfalter. Public comment opened, no comments, public comment closed. No Board comments.

Motion: Approve interested Board members to attend the California Special District's Association (CSDA) 2017 Annual Conference in Monterey, CA.

Motion By: Director Corbett; Second: Director Wheeler

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

E.3 Consider Approval of Bay Area Coating Consultants Inc. (BACC) Contract Extension to Perform Services Related to the Cochran Tank Recoating Project and Authorize General Manager to Accept Extension. Presented by Operations Director, James Henry. General Manager Orsini provided additional information. Brief Board and staff discussion. Public comment opened, no comments, public comment closed. No additional Board comments.

Motion: Authorize General Manager to accept the contract extension and authorize a budget modification of \$46,765.97 per staff recommendation.

Motion By: Director Corbett; Second: Director Couch

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

E.4 Approve Resolution 2017-21 Allowing a Provisional Landowner Access Agreement Between McKinleyville Community Services District (MCSD) and California Trout, Inc. (CalTrout) for the Mad River Floodplain Restoration and Public Access Project. Director Burke excused herself from the room for the duration of the item due to a conflict of interest. Presented by General Manager Orsini. Board comments from President Mayo and Director Wheeler. Public comment opened, none received, public comment closed.

Motion: Approve Resolution 2017-21 authorizing the General Manager to execute the Provisional Landowner Access Agreement between MCSD and CalTrout for the Mad River Floodplain Restoration and Public Access Project.

Motion By: Director Corbett; Second: Director Wheeler

Roll Call: Ayes: Corbett, Couch, Mayo and Wheeler Nays: None Absent: Burke

Motion Summary: Motion Passed

E.5 Consider Authorizing Board President to Sign a Letter of Appreciation to Congressional Representative Jared Huffman for his Continued Support of Tax-Exempt Municipal Bonds to Finance Local Infrastructure. Presented by Finance Director, Colleen Trask. Director Burke provided comment and asked question. Director Corbett commented. Additional Board and staff discussion. Public comment opened, none received, public comment closed.

Motion: Authorize Board President to sign letter of appreciation to Congressional Representative Jared Huffman per staff recommendation.

Motion By: Director Corbett; Second: Director Couch

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

E.6 Select a Candidate for the California Special Districts Association (CSDA) Board of Directors for the 2017 Election for the Northern Network, Region 1, Seat C Position. General Manager Orsini reviewed the item and commented that he would withhold making a recommendation. Board discussion about which candidate to select. Public comment opened, none received, public comment closed.

Motion: Select Rex Bohn for the California Special Districts Association (CSDA) Board of Directors 2017 election for the Northern Network, Region 1, Seat C position.

Motion By: Director Corbett; Second: Director Wheeler

Roll Call: Ayes: Burke, Corbett, Mayo and Wheeler Nays: Couch Absent: None

Motion Summary: Motion Passed

E.7 Distribution of the Annual Board Self-Evaluation. Presented by Board Secretary, Emily Abfalter. Brief Board discussion regarding the deadline for submission of evaluations. Public comment opened, none received, public comment closed. Director Burke asked question of discussion at September meeting. Additional Board and staff discussion.

E.8 Consider Adoption of Resolution 2017-22 Recognizing, Honoring, and Commending Dr. Helen Edwards for her Service to McKinleyville and the McKinleyville Community Services District. Presented by General Manager Orsini. Public comment opened, none received, public comment closed. Board comments by Directors Burke, Corbett and President Mayo.

Motion: Approve Resolution 2017-22 Recognizing, Honoring, and Commending Dr. Helen Edwards for her service to McKinleyville and MCSD.

Motion By: Director Corbett; Second: Director Burke

Roll Call: Ayes: Burke, Corbett, Couch, Mayo and Wheeler Nays: None Absent: None

Motion Summary: Motion Passed

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Recreation Advisory Committee (Couch/Wheeler):** Director Wheeler attended and noted that one member of the public attended from McKinleyville Little League and to refer to Recreation Director, Lesley Frisbee's notes.
- b. **Area Fund (John Kulstad/Burke):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Corbett):** President Mayo commented that they met and discussed housing.
- d. **McKinleyville Senior Center Advisory Committee (Wheeler, Burke):** Director Burke attended the regular McKinleyville Senior Center Board meeting and relayed that Rosemary will stay for one more year.
- e. **Audit (Corbett/Couch):** Did not meet.
- f. **Employee Negotiations (Couch/Corbett):** Did not meet.
- g. **Water Task Force (Wheeler/Burke):** Did not meet.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Burke):** Met with Steve Gieder and discussed commercial and residential cannabis.
- i. **McKinleyville Municipal Advisory Committee (Corbett/Mayo):** Did not meet.

- j. **Cornerstone Committee (Couch/Wheeler):** Did not meet.
- k. **Groundwater Sustainability Committee (Corbett, Burke):** Did not meet.

F.2 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, reviewed her report.
- b. **Operations Department (James Henry):** Operations Director, James Henry, had nothing further to add to his written report.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director, Lesley Frisbee, added that SH Cowell approved the application for the Boys and Girls Club of the Redwoods.
- d. **General Manager (Greg Orsini):** General Manager Orsini briefly discussed the Integrated Pest Management Plan.

F.3 PRESIDENT'S REPORT: President Mayo commended General Manager Orsini for the letter in opposition of AB 1479.

F.4 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM

REQUESTS: Director Wheeler inquired about Quimby funds and is glad money is back in reserves. General Manager Orsini and Finance Director, Colleen Trask, offered comment regarding Quimby funds and reserves. Director Corbett would like to see the community survey and information about the coho project brought to the Board.

G. ADJOURNMENT: 9:04pm

Motion to adjourn made by Director Corbett; Second: Director Burke.

Emily Abfalter, Board Secretary

**McKinleyville Community Services District
DRAFT Treasurer's Report
June 2017**

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McKinleyville Community Services District
Investments & Cash Flow Report
As of June 30, 2017

Petty Cash & Change Funds 8,892.60

Cash

Operating & Money Market - Beginning Balance 3,414,901.12

Cash Receipts:

Utility Billings & Other Receipts	698,321.15
Money Market Account Interest	819.15
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	1,000,000.00
Other Cash Receipts (incl. WWMF SRF Loan disbursements)	-

Total Cash Receipts 1,699,140.30

Cash Disbursements:

Transfers to County Funds #2560, #4240, CalTRUST	-
Payroll Related Expenditures	(217,670.80)
Debt Service	(34,095.66)
Capital & Other Expenditures	(764,289.48)

Total Cash Disbursements (1,016,055.94)

Operating & Money Market - Ending Balance 4,097,985.48

Total Cash 4,106,878.08

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

LAIF - Beginning Balance 129,953.98

Interest Income	-
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LAIF - Ending Balance 129,953.98

Humboldt Co. #2560 - Beginning Balance 1,576,567.57

Property Taxes and Assessments	33,879.13
Transfer to/from Operating Cash	(1,000,000.00)
Interest Income (net of adjustments)	-

Humboldt Co. #2560 - Ending Balance 610,446.70

Humboldt Co. #4240 - Beginning Balance 2,911,175.93

Transfer to/from Operating Cash	-
Transfer to/from Biosolids Reserve	-
Interest Income	6,956.88

Humboldt Co. #4240 - Ending Balance 2,918,132.81

Humboldt Co. #9390 - Beginning Balance 937,318.68

Reserves Recovery Deposits/Other Bal Withdrawals	-
Interest Income	-

Humboldt Co. #9390 - Ending Balance 937,318.68

USDA Bond Reserve Fund - Beginning Balance 166,464.16

Bond Reserve Payment	7,687.50
Debt Service Payment, Principal/Interest	-
Interest Adjustment	27.90

USDA Bond Reserve Fund - Ending Balance 174,179.56

CalTRUST - Beginning Balance 1,245,997.45

Net Transfer to/from Meas. B Teen Ctr Funds	-
Net Transfer to/from Water Fund Capacity Fees Acct	-
Net: Interest Income/Unrealized Gain/Loss	269.84

CalTRUST - Ending Balance 1,246,267.29

Total Investments 6,022,316.50

Total Cash & Investments - Current Month 10,129,194.58

Total Cash & Investments - Prior Month 10,397,288.97

Net Change to Cash & Investments This Month (268,094.39)

Cash & Investment Summary

Cash & Cash Equivalents	9,185,872.18
Davis-Grunsky Loan Reserve	606,433.08
Waste Water Capital Reserve	102,709.76
USDA Bond Reserve	174,179.56
I-Bank Loan Reserve	60,000.00

Total Cash & Investments 10,129,194.58

McKinleyville Community Services District
DRAFT Consolidated Balance Sheet by Fund
As of June 30, 2017

<u>ASSETS</u>	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
Current Assets						
Unrestricted cash & cash equivalents	\$ 1,230,602.24	\$ (543,812.05)	\$ (20,170.22)	\$ 3,857,851.73	\$ 4,706,414.20	\$ 9,230,885.90
Accounts receivable	2,058.76	-	3,703.02	248,973.35	231,940.10	486,675.23
Prepaid expenses & other current assets	3,685.60	-	-	83,501.23	29,916.34	117,103.17
Total Current Assets	1,236,346.60	(543,812.05)	(16,467.20)	4,190,326.31	4,968,270.64	9,834,664.30
Noncurrent Assets						
Restricted cash & cash equivalents	124,578.92	-	-	666,433.08	276,889.32	1,067,901.32
Other noncurrent assets	-	-	-	38,216.52	41,750.04	79,966.56
Capital assets (net)	-	-	-	8,216,620.23	24,420,132.95	32,636,753.18
Total Noncurrent Assets	124,578.92	-	-	8,921,269.83	24,738,772.31	33,784,621.06
TOTAL ASSETS	\$ 1,360,925.52	\$ (543,812.05)	\$ (16,467.20)	\$ 13,111,596.14	\$ 29,707,042.95	\$ 43,619,285.36
<u>LIABILITIES & FUND BALANCE/NET ASSETS</u>						
Current Liabilities						
Accounts payable & other current liabilities	\$ 111,972.16	\$ 1,199.10	\$ 4,885.08	\$ 391,018.02	\$ 1,227,518.45	\$ 1,736,592.81
Accrued payroll & related liabilities	93,763.72	-	-	42,244.94	42,331.93	178,340.59
Total Current Liabilities	205,735.88	1,199.10	4,885.08	433,262.96	1,269,850.38	1,914,933.40
Noncurrent Liabilities						
Long-term debt	-	-	-	2,766,691.56	10,112,529.68	12,879,221.24
Other noncurrent liabilities	-	-	-	898,973.99	948,294.66	1,847,268.65
Total Noncurrent Liabilities	-	-	-	3,665,665.55	11,060,824.34	14,726,489.89
TOTAL LIABILITIES	205,735.88	1,199.10	4,885.08	4,098,928.51	12,330,674.72	16,641,423.29
Fund Balance/Net Assets						
Fund balance	123,665.84	(545,011.15)	(21,352.28)	-	-	(442,697.59)
Net assets	1,031,523.80	-	-	3,562,738.96	3,068,764.96	7,663,027.72
Investment in capital assets, net of related debt	-	-	-	5,449,928.67	14,307,603.27	19,757,531.94
Total Fund Balance/Net Assets	1,155,189.64	(545,011.15)	(21,352.28)	9,012,667.63	17,376,368.23	26,977,862.07
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,360,925.52	\$ (543,812.05)	\$ (16,467.20)	\$ 13,111,596.14	\$ 29,707,042.95	\$ 43,619,285.36
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,325,072.71					
General Long-term Liabilities						
PG&E Streetlights Loan	49,592.13					
Meas. B Loan: Teen/Community Center	1,269,902.00					
OPEB Liability	384,500.56					
CalPERS Pension Liability/Deferred Inflows-Outflows	525,363.06					
Accrued Compensated Absences	74,391.78					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 2,303,749.53					

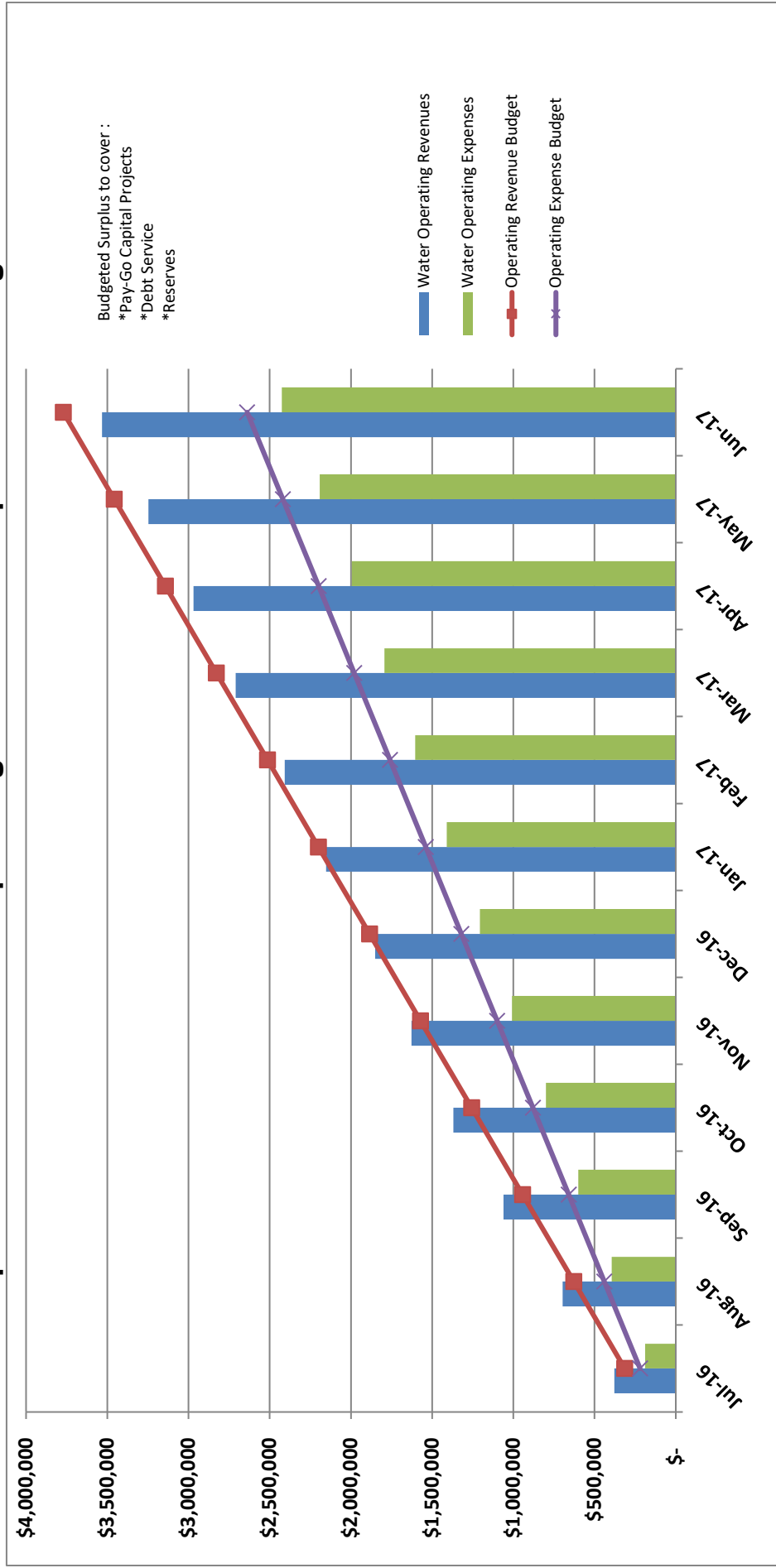
McKinleyville Community Services District
DRAFT Activity Summary by Fund, Approved Modified Budget
June 2017

Department Summaries		June	% of Year 100.00% YTD	Revised YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>							
Water Sales		266,601	3,250,263	3,442,130	(191,867)	-5.57%	
Other Revenues		19,846	282,604	328,539	(45,935)	-13.98%	Includes YTD Capacity Fees of \$152,299. No Contrib. Construction at this time
Total Operating Revenues		286,447	3,532,866	3,770,669	(237,803)	-6.31%	
Salaries & Benefits		71,693	814,480	870,606	(56,126)	-6.45%	
Water Purchased		76,336	933,907	967,236	(33,329)	-3.45%	
Other Expenses		57,615	331,357	451,169	(119,812)	-26.56%	Emergency Repairs not required; Election costs not rec'd from County
Depreciation		29,000	346,200	350,000	(3,800)	-1.09%	
Total Operating Expenses		234,643	2,425,944	2,639,011	(213,067)	-8.07%	
Net Operating Income		51,804	1,106,923	1,131,658	(450,870)		
Interest Income		5,351	31,879	13,500	18,379	136.14%	Higher-than-predicted interest rates on the County Trust Account
Interest Expense		(5,537)	(69,152)	(70,106)	(954)	-1.36%	
Net Income (Loss)		51,618	1,069,650	1,075,052	(5,402)		
<u>Wastewater</u>							
Wastewater Service Charges		246,700	3,002,278	3,053,247	(50,969)	-1.67%	
Other Revenues		25,642	367,936	448,869	(80,933)	-18.03%	Includes YTD Capacity Fees of \$269,318.00. No Contrib. Construction at this time
Total Operating Revenues		272,342	3,370,214	3,502,116	(131,902)	-3.77%	
Salaries & Benefits		76,128	882,261	935,647	(53,386)	-5.71%	
Other Expenses		(51,456)	381,713	496,181	(114,468)	-23.07%	Emergency Repairs not required; Election costs not rec'd from County
Depreciation		40,000	479,150	480,000	(850)	-0.18%	
Total Operating Expenses		64,671	1,743,124	1,911,828	(168,704)	-8.82%	
Net Operating Income		207,671	1,627,090	1,590,288	36,802		
Interest Income		4,459	29,978	20,000	9,978	49.89%	Higher-than-predicted interest rates on the County Trust Account
Interest Expense		(56,396)	(162,644)	(251,058)	(88,414)	-35.22%	Interest on the SRF WWMF constr.draw budget revision approved SRF WWMF interest adjusted to CIP for 06/30
Net Income (Loss)		155,734	1,494,424	1,359,230	135,194		
Enterprise Funds Net Income (Loss)		207,351	2,564,074	2,434,282	129,792		

Treasurer's Report Page 4

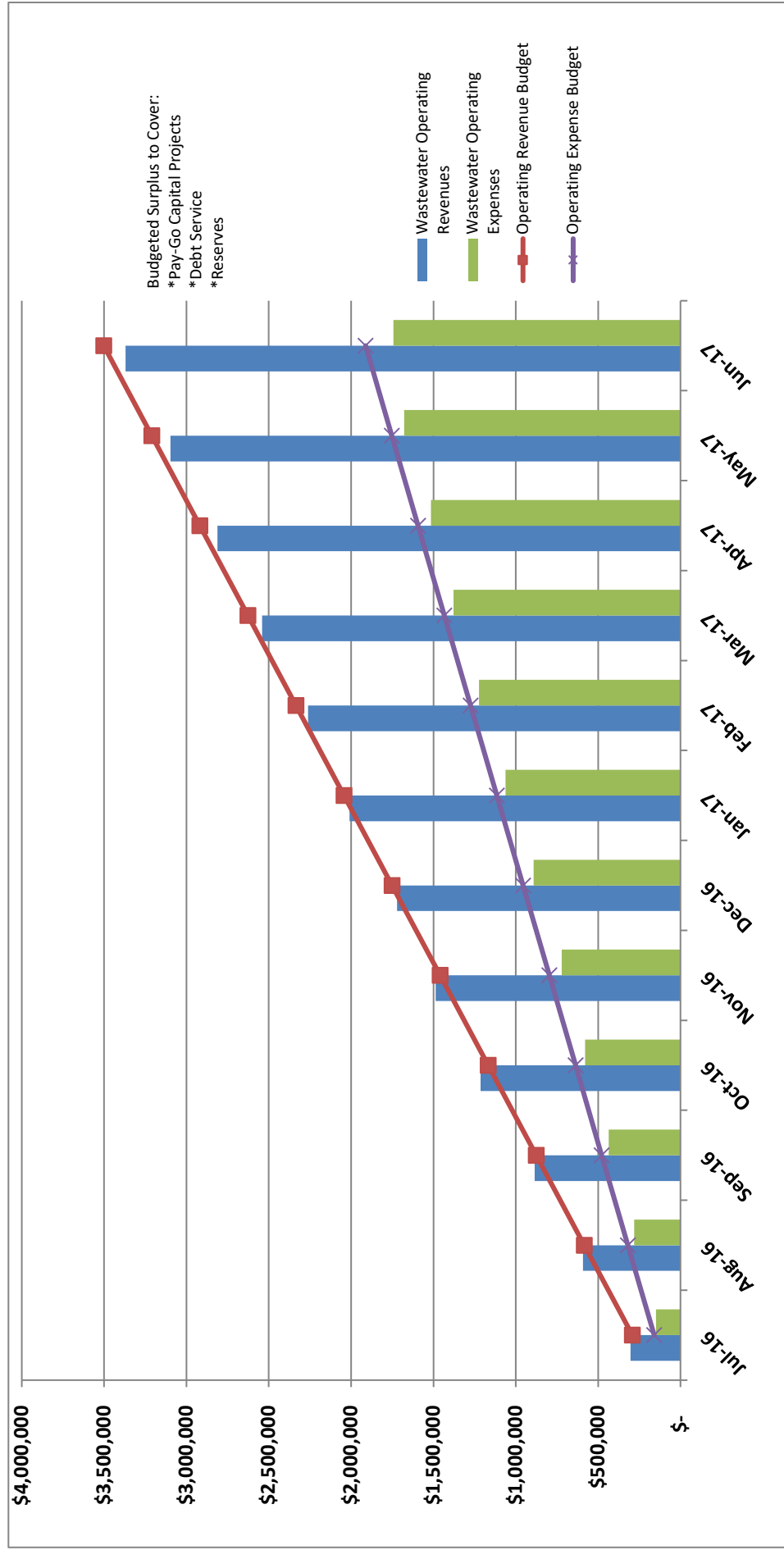
McKinleyville Community Services District June 2017

Comparison of Water Fund Operating Revenues & Expenses to Budget



McKinleyville Community Services District June 2017

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



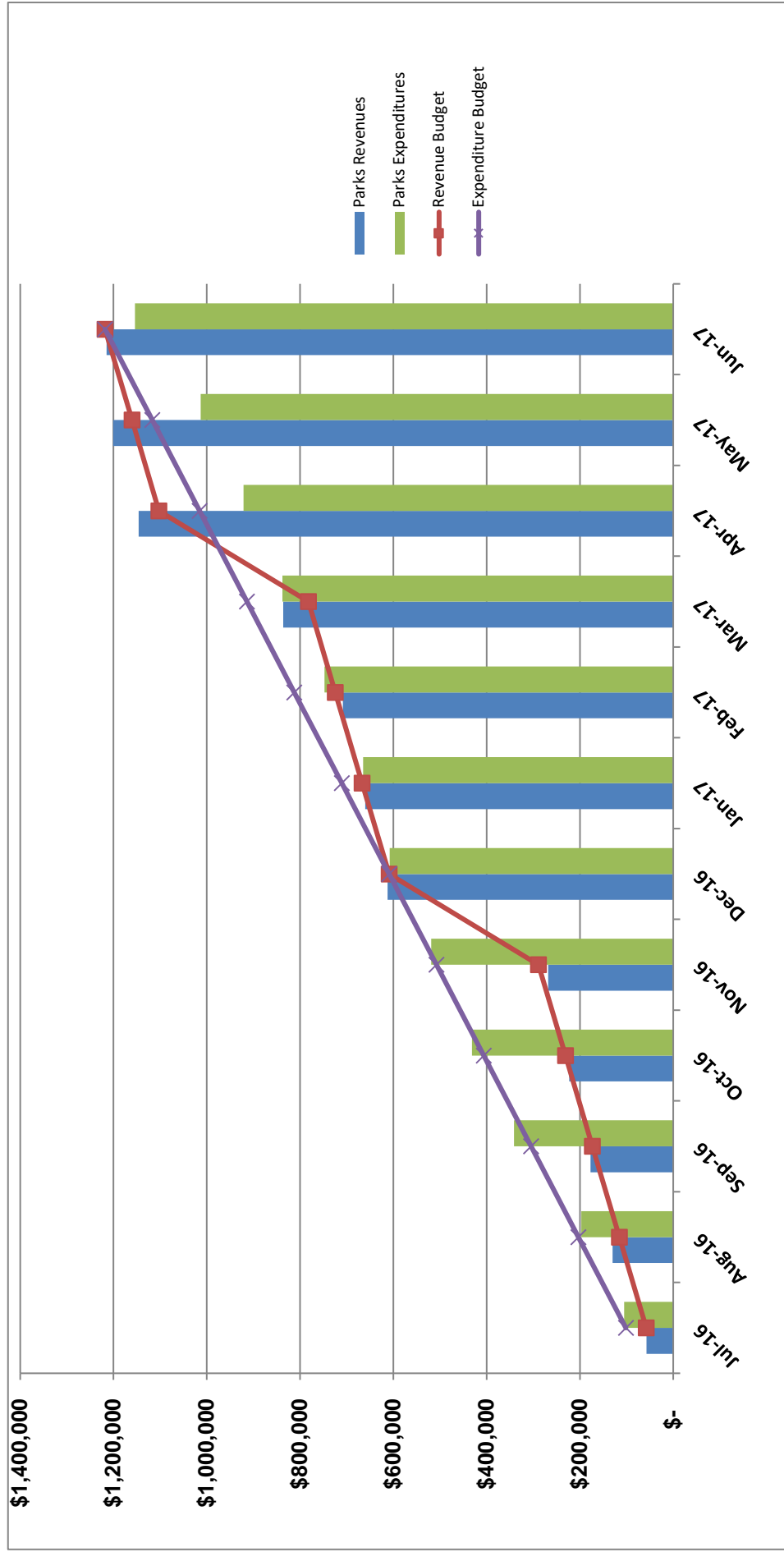
Treasurer's Report Page 6, Selected Graphic Comparisons

McKinleyville Community Services District
DRAFT Activity Summary by Fund, Approved Modified Budget
June 2017

Department Summaries							
<u>Parks & Recreation</u>							
Program Fees	38,627	424,437	373,389	51,048	13.67%	Collection of fees for Kid's Club After School program	
Rents & Related Fees	7,899	94,988	110,722	(15,734)	-14.21%	Rentals less than anticipated.	
Property Taxes	29,173	574,220	525,000	49,220	9.38%	County Tax remittance December/April/June	
Other Revenues	(61,675)	107,091	199,010	(91,919)	-46.19%	Quimby funds released from restrictions moved to Fund Balance	
Interest Income	(226)	14,148	10,000	4,148	41.48%	Interest on County Trust Account higher than anticipated.	
Total Revenues	13,798	1,214,884	1,218,121	(3,237)	-0.27%		
Salaries & Benefits	79,351	883,618	912,131	(28,513)	-3.13%		
Other Expenditures	31,439	240,200	261,898	(21,698)	-8.28%	Emergency Repairs not required; Election costs not rec'd from County	
Capital Expenditures	30,414	30,414	44,320	(13,906)	-31.38%	Parking lot resurfacing project delayed, emergency repairs not required	
Total Expenditures	141,205	1,154,232	1,218,349	(64,117)	-5.26%		
Excess (Deficit)	(127,406)	60,652	(228)	60,880			
<u>Measure B Assessment</u>							
Total Revenues	3,462	206,373	213,500	(7,127)	-3.34%	Interest & unrealized gains/losses; County Tax remittance December/April/June	
Salaries & Benefits	3,502	45,775	55,760	(9,985)	-17.91%	Payroll Budget for emergency repairs on facilities not utilized	
Other Expenditures	1,850	57,285	30,250	27,035	89.37%	Teen Center interior furnishings (non-capital) greater cost than estimated	
Capital Expenditures/Loan Repayment	(596)	228,585	237,451	(8,866)	-3.73%	Teen Center kitchen/interior furnishings/landscaping budget modified	
Total Expenditures	4,755	331,645	323,461	8,184	2.53%		
Excess (Deficit)	(1,293)	(125,271)	(109,961)	(15,310)			
<u>Street Lights</u>							
Total Revenues	9,230	102,744	95,859	6,885	7.18%		
Salaries & Benefits	3,232	37,106	41,048	(3,942)	-9.60%	Payroll Budget for emergency repairs not utilized	
Other Expenditures	4,028	30,909	33,366	(2,457)	-7.36%	Emergency Repairs not required; Election costs not rec'd from County	
Capital Expenditures/Loan Repayment	1,655	19,865	21,865	(2,000)	-9.15%	LED Project Debt repayment	
Total Expenditures	8,915	87,880	96,279	(8,399)	-8.72%		
Excess (Deficit)	315	14,864	(420)	(15,284)			
Governmental Funds Excess (Deficit)	(128,384)	(49,754)	(110,609)	60,855			

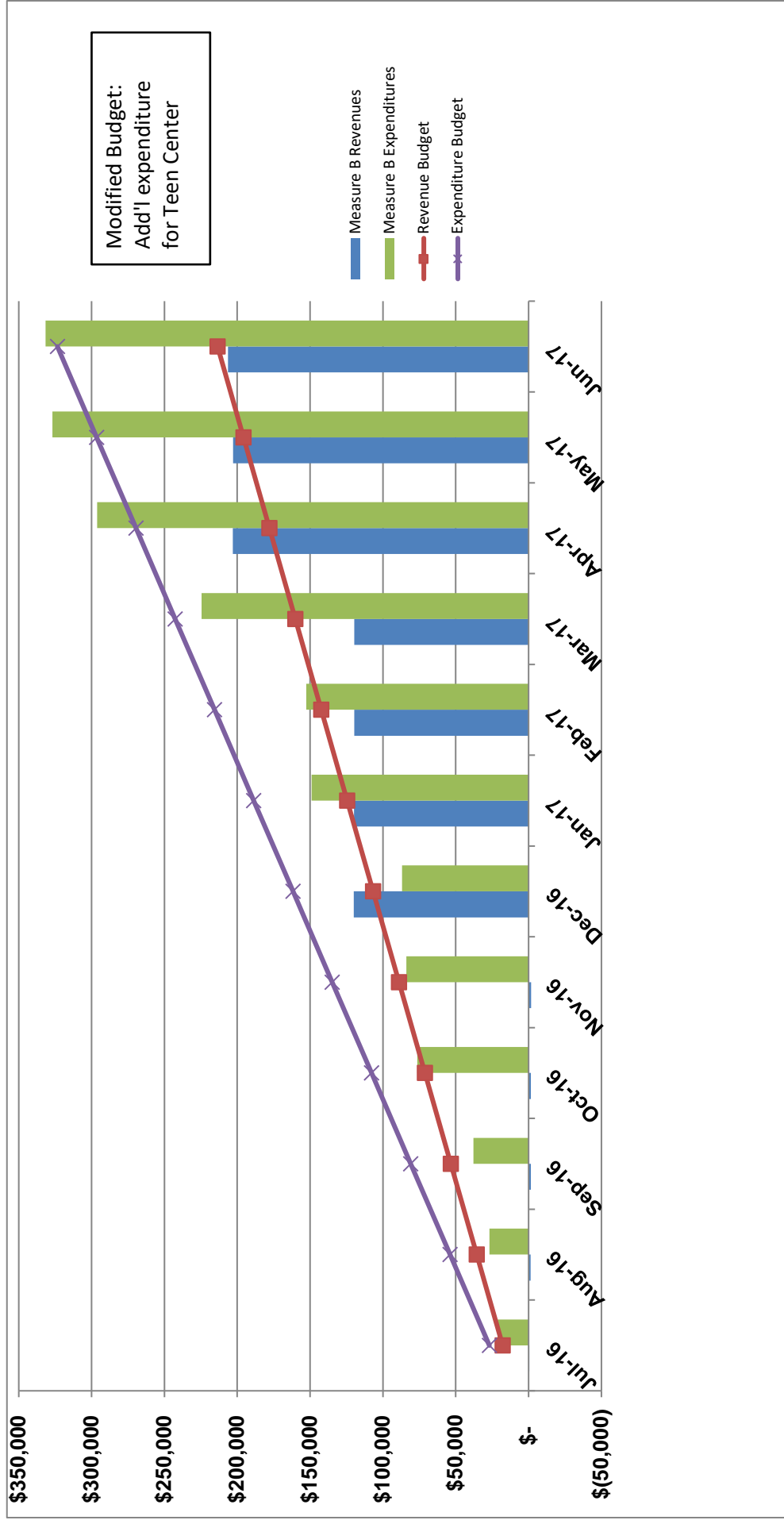
McKinleyville Community Services District June 2017

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



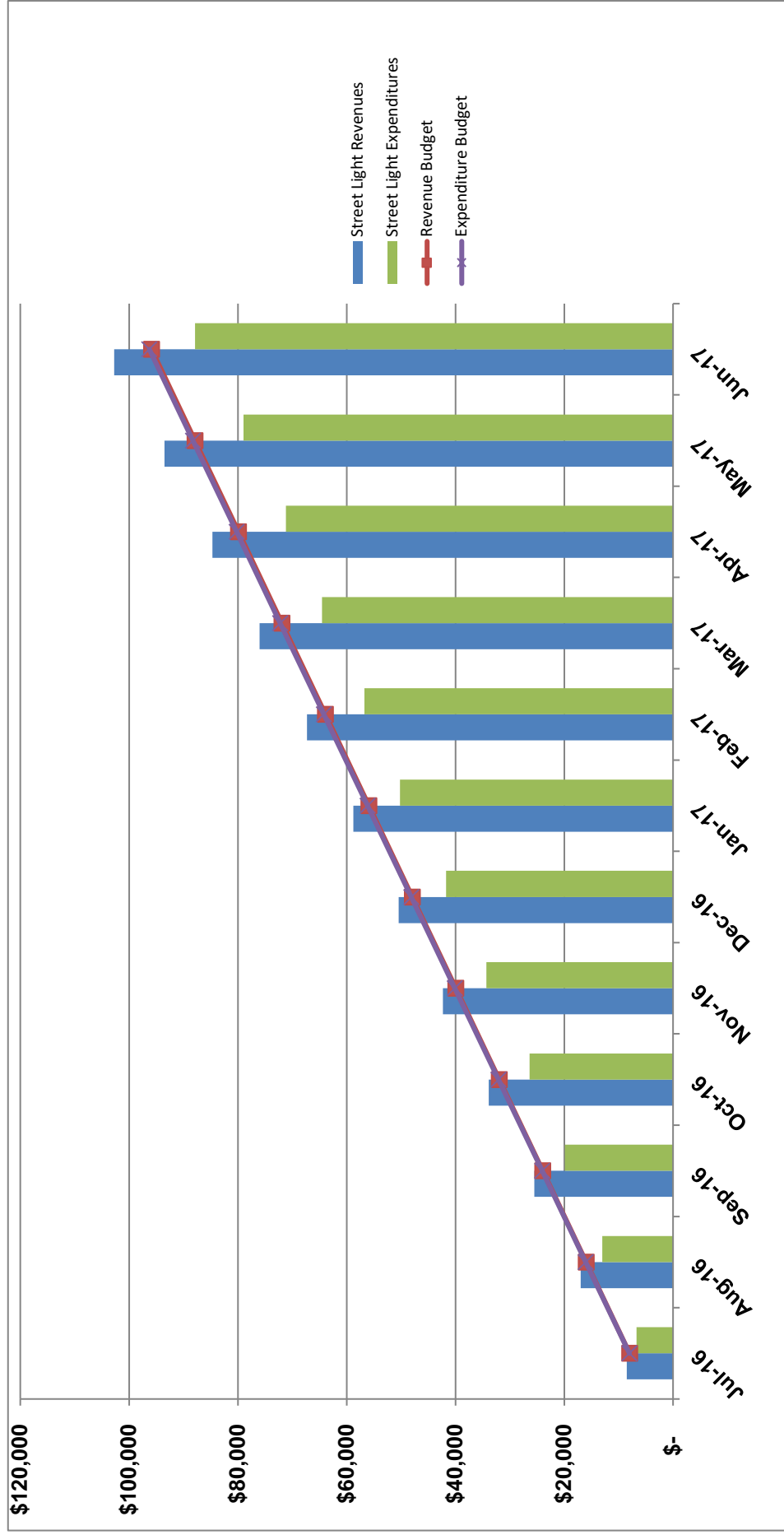
McKinleyville Community Services District June 2017

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District June 2017

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



Treasurer's Report Page 10, Selected Graphic Comparisons

McKinleyville Community Services District
DRAFT Capital Expenditure Report
As of June 30, 2017

	June	YTD Total	FY 16-17 Budget	Remaining		Notes
				Budget \$	Budget %	
<u>Water Department</u>						
Ramey Pump Upgrades	-	-	-	-	#DIV/0!	
Water Tank Upgrade	18,963	391,101	491,600	100,499	20%	Tank Painting
4.5m New Water Tank	-	-	700,000	700,000	100%	Drilling, LACO Assoc.
Production Meter Replacements	-	-	8,000	8,000	100%	Production Meter Replacement
Emergency Water Supply	-	6,235	40,000	33,765	84%	Emergency Water Supply
Emergency Response Equipment	-	-	50,000	50,000	100%	Emergency Generator
Fire Hydrant System Upgrade	-	-	14,000	14,000	100%	Fire Hydrant System Upgrade
Customer Radio Meter Replacements	47,553	162,503	260,000	97,497	37%	Radio meters purch/install
Radio Telemetry Upgrade	1,900	4,784	-	(4,784)	#DIV/0!	Equipment purchased
Meter Reading Equipment Replacement	-	74	-	(74)	#DIV/0!	Equipment purchased
Water Main Rehab & Replacement	-	20,651	100,000	79,349	79%	Water Main Rehab
Property Purchase & Improvements	-	-	200,000	200,000	100%	Property Purch/Improvements
Subtotal	68,417	585,347	1,863,600	1,278,253	69%	
<u>Wastewater Department</u>						
Sewer Main Rehab & Replacement	-	20,000	100,000	80,000	80%	Sewer Main Rehab
WWMF Biosolids Project	-	-	240,000	240,000	100%	to County Trust Acct#9390
Collection System Upgrades	-	-	-	-	#DIV/0!	
Fischer Lift Station Generator	-	2,309	80,000	77,692	97%	Fischer Lift Stn Generator
Sewer Main Camera Unit	40,524	40,524	30,000	(10,524)	-35%	Sewer Main Camera Unit
WWMF Upgrade/CEQA/Permitting	1,167,930	7,732,636	13,000,000	5,267,364	41%	WWMF construction
WWMF Engineering Study	-	-	-	-	#DIV/0!	
Radio Telemetry Upgrade	1,841	11,857	30,000	18,143	60%	Radio Telemetry upgrade
WWMF Engr Study (next NPDES Permit)	-	-	50,000	50,000	100%	
Customer Radio Meter Replacements	46,042	157,442	260,000	102,558	39%	Radio meters purch/install
Underground Locator Pipe & Camera	-	-	5,000	5,000	100%	
Biofiltration (Tree Farm) proj	187	1,529	5,000	3,471	69%	Biofiltration (Tree Farm) proj
SCBA Apparatus and Bottles	-	5,782	6,000	218	4%	
Subtotal	1,256,522	7,964,767	13,806,000	5,841,233	42%	
<u>Water & Wastewater Operations</u>						
Heavy Equipment	380,101	380,101	410,000	29,899	7%	Hydrocleaner; Tractor attachmt
Utility Vehicles	7,863	22,670	63,000	40,330	64%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	-	10,000	10,000	100%	Facilities upgrade/sealcoat
Computers & Software	-	5,033	65,000	59,967	92%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tr	-	11,416	5,000	(6,416)	-128%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Und	-	1,850	17,000	15,150	89%	Underground valving/piping
Fischer Ranch -Disposal Site Upgrade	-	3,276	1,500,000	1,496,724	100%	Disposal Site Upgrade
Small Equipment & Other	-	-	20,000	20,000	100%	Ops Office Eq./Emergency Eqp
Subtotal	387,964	424,346	2,090,000	1,665,654	80%	
Enterprise Funds Total	1,712,903	8,981,771	17,759,600	8,785,140	49%	
<u>Parks & Recreation Department</u>						
Hiller Park & Sports Complex	-	-	5,000	5,000	100%	Other Equipment & Signage
Azalea Hall Projects	10,652	10,652	11,000	348	3%	PA sys, Parking Lot resurfacing
McKinleyville Activity Center Upgrades	-	-	-	-	#DIV/0!	
Law Enforcement Facility Improvements	5,000	5,000	5,000	-	0%	Paving/Sealing
Projects Funded by Quimby/Other Funds	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	-	141,477	237,000	95,523	40%	Teen Center Constr&Loan svc
Other Parks Projects & Equipment	13,573	20,586	23,000	2,414	10%	Brush&LawnMowers/Trailer
Subtotal	29,225	177,715	281,000	103,285	37%	
<u>Streetlights</u>						
Pole Replacement	-	-	2,000	2,000	100%	Pole Replacement
Subtotal	-	-	2,000	2,000	100%	
Governmental Funds Total	29,225	177,715	283,000	105,285	37%	
All Funds Total	1,742,129	9,159,486	18,042,600	8,890,425	49%	

McKinleyville Community Services District
DRAFT Summary of Long-Term Debt Report
As of June 30, 2017

DRAFT Summary of Long-Term Debt Report As of June 30, 2017						
	Maturity		Balance - May 31, 2017	Balance - June 30, 2017	Principal Maturities and Scheduled Interest	
	%	Date			FY-17	Thereafter
Water Fund:						
I-Bank Interest	3.37%	8/1/30	759,574.85	759,574.85	-	759,574.90 192,921.18
State of CA Energy Commission (ARRA) Interest	1.0%	12/22/26	112,566.19	112,566.19	-	112,565.98 5,716.71
State of CA (Davis Grunsky)		1/1/33	1,621,993.95	1,621,993.95	-	1,621,993.95
State of CA (Davis Grunsky) Deferred Interest		1/1/33	272,556.57	272,556.57	-	272,556.57 365,895.58
Total Water Fund-Principal	2.5%		2,766,691.56	2,766,691.56	-	2,766,691.40 564,533.47
Total Water Fund-Interest						
Total Water Fund			2,766,691.56	2,766,691.56	-	3,331,224.87
Wastewater Fund:						
WWMF SRF Loan Interest	1.6%	7/31/47	9,613,164.00	9,613,164.00	-	15,110,845.73
State of CA WRCB (SCEP II) Interest	2.6%	3/27/18	27,175.60	27,175.60	-	27,176.10 706.57
Umpqua Bank Interest	5.5%	12/4/17	31,710.67	27,190.08	-	27,061.53 433.07
USDA (Sewer Bond) Interest	5.0%	8/1/22	445,000.00	445,000.00	-	445,000.00 66,875.00
Total Wastewater Fund-Principal			10,117,050.27	10,112,529.68	-	15,610,083.36
Total Wastewater Fund-Interest					-	68,014.64
Total Sewer Fund			10,117,050.27	10,112,529.68	-	15,678,098.00
Meas. B Fund: Teen/Comm Center Loan						
	3.55%	11/1/29	1,269,902.00	1,269,902.00	-	1,277,225.00 315,381.41
Streetlights Fund: LED Proj Loan, PG&E						
	0.0%		51,247.53	49,592.13	-	49,961.75
Total Principal			14,204,891.36	14,198,715.37	-	19,703,961.51
Total Interest					-	947,929.52
Total			14,204,891.36	14,198,715.37	-	20,651,891.03

McKinleyville Community Services District
Cash Disbursement Report
For the Period June 1 through June 30, 2017

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
31942	6/26/2017	\M029	Ck# 031942 Reversed DM	(120.00)	000B61201u	Ck# 031942 Reversed DM
32594	6/7/2017	XYL01	XYLEM WATER SOLUTIONS USA	(6,267.70)	355695172u	Ck# 032594 Reversed
32653	6/5/2017	*0096	REC PROGRAM REFUND NL	500.00	B70530	REC PROGRAM REFUND NL
32654	6/5/2017	BAY01	BAY AREA COATING CONSULTANTS	12,828.12	E06032	COCHRAN TANK PROJECT
32655	6/5/2017	BUR01	MARY C. BURKE	125.00	B70525	BOARD MTG 5/3/17
32656	6/5/2017	CAS04	CASTINO RESTAURANT EQUIPMENT	25,560.41	IP477592	TEEN CENTER
32657	6/5/2017	COA01	COASTAL BUSINESS SYSTEMS	368.01	20691585	COPIER MONTHLY PMT
32658	6/5/2017	COR01	CORBIN WILLITS SYSTEMS, INC	888.42	B70526	MOMS MONTHLY PMT
32659	6/5/2017	FAN01	RODRIGO FANTI	485.88	B70530	CONTRACT INSTRUCTOR PMT
32660	6/5/2017	FER04	FERNBRIDGE TRACTOR	79.39	01-39379	SUPPLIES PURCHASED
32661	6/5/2017	GHD01	GHD	5,676.25	81521	PROFESSIONAL SERVICES
				17,467.00	81599	PROFESSIONAL SERVICES
				1,874.25	81600	PROFESSIONAL SERVICES
			Check Total:	25,017.50		
32662	6/5/2017	HAR13	The Hartford - Priority A	426.02	B70605	GRP LIFE INSURANCE
32663	6/5/2017	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	76,268.37	B70605	WTR PURCHASED

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
32664	6/5/2017	HUM09	HUMBOLDT COUNTY	2,102.36	B70531	SPECIAL ELECTIONS
32665	6/5/2017	IND01	INDEPENDENT BUS. FORMS	43.44	34183	OFFICE SUPPLIES
32666	6/5/2017	MAY02	DENNIS MAYO	125.00	B70525	BOARD MTG 5/3/17
32667	6/5/2017	MCK03	MCKINLEYVILLE OFFICE SUPPLY	53.93	B70531	POSTAGE
32668	6/5/2017	MIT01	Mitchell, Brisso, Delaney	1,455.00	39377	LEGAL SERVICES
32669	6/5/2017	PGE07	PG&E STREETLIGHTS	899.10	B70605	STREETLIGHTS MAY 2017
32670	6/5/2017	REN01	RENNER PETROLEUM	4,411.51	B70601	GAS/OIL/LUBE
32671	6/5/2017	SEC03	SECURITY LOCK & ALARM	75.00	103912	PROFESSIONAL SERVICES
32672	6/5/2017	SEM01	SEMS TECHNOLOGIES LLC.	5,500.00	A6059	SUBSCRIPTION RENEWAL
32673	6/5/2017	SUD01	SUDDENLINK	315.29	B70531	INTERNET SERVICES
32674	6/5/2017	SUP02	SUPERIOR INSTALLS	170.00	1166	PROFESSIONAL SERVICES
32675	6/5/2017	USA01	USA BLUEBOOK	7,732.02	258385	WWMF UPGRADE
32676	6/5/2017	USB01	U.S. BANK TRUST N.A.	7,687.50	B70526	SEWER BOND PMT
32677	6/5/2017	USP02	USPS: ARCATA BMEU	1,338.27	B70605	POSTAGE FOR NEWSLETTERS
32678	6/5/2017	VER01	VERIZON WIRELESS	62.35	B70530	CELL PHONES FOR MAY 2017
32679	6/5/2017	\A013	MQ CUSTOMER REFUND FOR AL	30.18	000B70601	MQ CUSTOMER REFUND FOR AL
32680	6/5/2017	\B035	MQ CUSTOMER REFUND FOR BE	94.21	000B70601	MQ CUSTOMER REFUND FOR BE
32681	6/5/2017	\B036	MQ CUSTOMER REFUND FOR BR	65.36	000B70601	MQ CUSTOMER REFUND FOR BR
32682	6/5/2017	\D005	MQ CUSTOMER REFUND FOR DE	56.62	000B70601	MQ CUSTOMER REFUND FOR DE

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
32683	6/5/2017	\H003	MQ CUSTOMER REFUND FOR HU	16.06	000B70601	MQ CUSTOMER REFUND FOR HU
32684	6/5/2017	\J012	MQ CUSTOMER REFUND FOR JE	59.06	000B70601	MQ CUSTOMER REFUND FOR JE
32685	6/5/2017	\M004	MQ CUSTOMER REFUND FOR MA	87.85	000B70601	MQ CUSTOMER REFUND FOR MA
32686	6/5/2017	\M007	MQ CUSTOMER REFUND FOR MA	90.67	000B70601	MQ CUSTOMER REFUND FOR MA
32687	6/5/2017	\P002	MQ CUSTOMER REFUND FOR PA	69.11	000B70601	MQ CUSTOMER REFUND FOR PA
32688	6/5/2017	\S004	MQ CUSTOMER REFUND FOR SC	55.75	000B70601	MQ CUSTOMER REFUND FOR SC
32689	6/5/2017	\S035	MQ CUSTOMER REFUND FOR SC	2.42	000B70601	MQ CUSTOMER REFUND FOR SC
32690	6/5/2017	\T010	MQ CUSTOMER REFUND FOR TO	32.11	000B70601	MQ CUSTOMER REFUND FOR TO
32691	6/5/2017	\W006	MQ CUSTOMER REFUND FOR WH	11.25	000B70601	MQ CUSTOMER REFUND FOR WH
32692	6/7/2017	XYL01	XYLEM WATER SOLUTIONS USA	6,267.70	035569517P	WWMF UPGRADE
32693	6/12/2017	ACW01	CB&T/ACWA-JPIA	11,804.41	B70612	GRP. HEALTH INS
32694	6/12/2017	BAN01	BANKCARD CENTER	6,399.41	B70606	SUPPLIES PURCHASED IN MAY
32695	6/12/2017	CEM01	CEM CORPORATION	11,672.11	561505-A	WWMF UPGRADE
32696	6/12/2017	CON01	CONNEY SAFETY PRODUCTS	545.16	5348744	REC PROGRAM SUPPLIES
32697	6/12/2017	COS03	CAPITAL ONE COMMERCIAL (COSTCO)	22.38	B70606	SUPPLIES PURCHASED
32698	6/12/2017	COU02	HUMBOLDT COUNTY ASSESSOR	341.60	B70612	TAX ROLLS
32699	6/12/2017	CPR01	CALIFORNIA PARK & RECREATION	765.00	B70612	TRAINING
32700	6/12/2017	CUM01	CUMMINS PACIFIC, LLC.	759.75	025-21529	REPAIRS/SUPPLY
32701	6/12/2017	DEV02	DEVELOPED EMPLOYMENT SERVICES	772.17	2323	PROFESSIONAL SERVICES

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
32702	6/12/2017	HUB02	HUB INTERNATIONAL INSURANCE	100.18	B70606	SPECIAL EVENT INSURANCE
32703	6/12/2017	HUM08	HUMBOLDT SANITATION	1,429.80	B70606	TRASH SERVICE
32704	6/12/2017	JAC04	JACKSON & EKLUND, INC.	97.00	189748	PROFESSIONAL SERVICES
32705	6/12/2017	MAD02	MAD RIVER UNION	30.00	B70605	ADVERTISEMENT
32706	6/12/2017	MCB02	BILL MCBROOME	440.00	B70606	EXAM FEES REIMBURSED
32707	6/12/2017	MCK04	MCK ACE HARDWARE	436.41	B70605	REPAIRS/SUPPLY
32708	6/12/2017	MCK11	MCKINLEYVILLE SENIOR CENTER	37.89	B70612	PARKS SHARE OF INTERNET
32709	6/12/2017	MCM01	McMaster-Carr Supply Co.	97.55	29687968	WWMF UPGRADE
32710	6/12/2017	MCS01	MCSD C/O HUMBOLDT COUNTY	24,662.91	B70606	REVENUE RECOVERY SURCHARGE
32711	6/12/2017	MEN01	MENDES SUPPLY CO.	654.11	B70605	SUPPLIES PURCHASED
32712	6/12/2017	MIC01	MICROSCOPE LLC	4,360.67	200039283	WWMF UPGRADE
32713	6/12/2017	MIL03	THE MILL YARD	173.42	B70605	REPAIRS/ SUPPLIES
32714	6/12/2017	NAT04	NATURE JOES	250.00	B70504	REC PROGRAM FIELD TRIP
32715	6/12/2017	NOR35	NORTHERN HUMBOLDT	947.08	B70605	OEPN SPACE/CENTRAL AVE MAINT
32716	6/12/2017	ORE01	O'REILLY AUTOMOTIVE, INC.	63.70	B70606	REPAIRS/SUPPLY
32717	6/12/2017	PAC05	PACIFIC ECORISK	3,513.76	13219	LAB TESTING
32718	6/12/2017	PGE01	PG & E (Office & Field)	26,672.24	B70612	GAS & ELECTRIC
32719	6/12/2017	SEQ01	Sequoia Gas Co.	569.40	B70605	FUEL PURCHASED
32720	6/12/2017	STA09	S.W.R.C.B.	340.00	B70606	CERTIFICATION.

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
32721	6/12/2017	STA12	SWRCB ACCOUNTING OFFICE	20,630.00	LW1008953	WATER SYSTEM FEES
32722	6/12/2017	TH002	Thomas Home Center	369.82	B70606	REPAIRS/SUPPLY
32723	6/20/2017	ATT01	AT&T	182.63	0	PHONE SERVICES FOR JUNE 2
			Check Total:	837.25	B70620	WWMF SWITCHED ETHERNET SE
				1,019.88		
32724	6/20/2017	AUB01	AUBURN CONSTRUCTORS, INC.	452,284.55	15	WWMF UPGRADE
32725	6/20/2017	COA01	COASTAL BUSINESS SYSTEMS	978.13	20770369	COPIER MONTHLY PMT
32726	6/20/2017	COA02	COASTAL BUSINESS SYSTEMS	1,729.00	59815	DOCSTAR MAINTENANCE AGREEMENT
32727	6/20/2017	EUR06	EUREKA READY MIX	1,562.38	B70605	REPAIRS/SUPPLY
32728	6/20/2017	HAR03	HARPER MOTORS CO.	1,006.58	B70606	VEHICLE REPAIRS
32729	6/20/2017	HUC01	DELILAH HUCK	273.00	B70620	CONTRACT INSTRUCTOR PMT
32730	6/20/2017	IBS01	IBS OF THE REDWOODS	370.78	13272	REPAIRS/ SUPPLIES
32731	6/20/2017	IND02	INDUSTRIAL ELECTRIC SERVICE	148.58	IN23748	REPAIRS/SUPPLY
32732	6/20/2017	MES01	KIRSTEN MESSMER	37.10	B70614	REC PROGRAM SUPPLIES
32733	6/20/2017	MIL01	Miller Farms Nursery	826.17	B70605	REPAIRS/SUPPLY
32734	6/20/2017	NOR01	NORTH COAST LABORATORIES	4,730.00	B70606	LAB TESTS
32735	6/20/2017	PIN01	JONATHAN THOMAS PINI	195.00	B70620	CONTRACT FUTSAL REFEREE P
32736	6/20/2017	ROS02	ROSS RECREATION EQUIPMENT	1,452.96	I10878	REPAIRS/ SUPPLIES
32737	6/20/2017	S&S02	S & S WORLDWIDE, INC.	314.62	B70614	REC PROGRAM SUPPLIES
32738	6/20/2017	SEC03	SECURITY LOCK & ALARM	54.25	104113	REPAIRS/ SUPPLIES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
32739	6/20/2017	STA01	STATEWIDE TRAFFIC	94.45	9002403	SAFETY SUPPLIES
32740	6/20/2017	STA03	STATE OF CALIFORNIA	20,108.28	B70614	DAVIS GRUNSKY LOAN PMT
32741	6/20/2017	STA11	STAPLES CREDIT PLAN	492.97	B70614	OFFICE SUPPLIES
32742	6/20/2017	SUP02	SUPERIOR INSTALLS	453.75	1165	PROFESSIONAL SERVICES
32743	6/20/2017	THR01	THRIFTY SUPPLY COMPANY	96.38	B70605	REPAIRS/ SUPPLIES
			Check Total:	185.54	1422765	REPAIRS/ SUPPLIES
				281.92		
32744	6/20/2017	USP01	USPS POSTMASTER	234.00	B70614	P.O.BOX RENEWAL
32745	6/20/2017	WES13	WESTERN WEB	1,127.82	19113	NEWSLETTER PRINTING
32746	6/26/2017	*0097	AZALEA HALL DEPOSIT REFUND UF	100.00	B70626	AZALEA HALL DEPOSIT REFUND UF
32747	6/26/2017	*0098	AZALEA HALL DEPOSIT REFUND DT	100.00	B70626	AZALEA HALL DEPOSIT REFUND DT
32748	6/26/2017	HUC01	DELILAH HUCK	243.75	B70626	CONTRACTED INSTRUCTOR
32749	6/26/2017	MES01	KIRSTEN MESSMER	37.10	B70626	REIMB. for SUPPLIES PURCHASED
32750	6/26/2017	PGE10	PGE STREETLIGHTS	2.95	B70626	GAS & ELECTRIC S.L. - ZONE
32751	6/26/2017	ROU01	ROUND TABLE DEVELOPMENT CORP	107.45	128201	REC PROGRAM SUPPLIES
32752	6/26/2017	SAF04	SAFEWAY INC. FILE # 72905	120.79	B70626	SUPPLIES PURCHASED
32753	6/26/2017	STA07	STATEWIDE COLLECTIONS, DB	24.26	211400010	RECOVERY OF BAD DEBTS
32754	6/26/2017	UNI05	UNITED RENTALS NORTHWEST,	119.07	146894720	REPAIRS/ SUPPLIES
32755	6/26/2017	\M029	MQ CUSTOMER REFUND FOR MO	120.00	B70626	MQ CUSTOMER REFUND FOR MO
32763	7/19/2017	MCK03	MCKINLEYVILLE OFFICE SUPPLY	(81.96)	B70703u	Ck# 032763 Reversed

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
32856	7/18/2017	MUN01	Munnell & Sherrill, Inc.	(12,026.97)	0119014-lu	Ck# 032856 Reversed
D00008	6/5/2017	COR07	JOHN W. CORBETT	125.00	B70525	BOARD MTG 5/3/17
				125.00	B70525	BOARD MTG 5/3/17
				125.00	B70525	BOARD MTG 5/3/17
			Check Total:	375.00		
D00009	6/12/2017	SCA01	SCADA SUPPORT GROUP	7,102.00	1706-MCSD	WWMF UPGRADE
				780,146.08		
			Total Disbursements, Acctounts Payable:	780,146.08		

Payroll Related Disbursements

14597-14624			Various personnel	13,505.37		Payroll Checks
14625	6/7/2017	CAL12	CalPERS 457 Plan	6,707.95	B70607	RETIREMENT
				508.70	1B70607	PERS 457 LOAN PMT
			Check Total:	7,216.65		
14626	6/7/2017	DIR01	DIRECT DEPOSIT VENDOR- US	33,779.16	B70607	Direct Deposit
14627	6/7/2017	EMP01	Employment Development	-	B70530	STATE INCOME TAX
				1,821.42	B70607	STATE INCOME TAX
				1.54	1B70530	SDI
				602.53	1B70607	SDI
			Check Total:	2,425.49		
14628	6/7/2017	HEA01	HEALTH EQUITY, ATTN: C	92.00	B70607	HSA
14629	6/7/2017	HUM29	UMPQUA BANK--PAYROLL DEP.	-	B70530	FEDERAL INCOME TAX
				6,206.93	B70607	FEDERAL INCOME TAX
				21.16	1B70530	FICA
				8,310.48	1B70607	FICA
				4.94	2B70530	MEDICARE
				1,943.54	2B70607	MEDICARE
			Check Total:	16,487.05		

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
14630	6/7/2017	ACW01	CB&T/ACWA-JPIA	53,482.48	B70531	MED-DENTAL-EAP INSUR
14631	6/7/2017	PUB01	Public Employees PERS	17,497.69	B70531	PERS PAYROLL REMITTANCE
14632-14634	6/13/2017		Various personnel	764.15		Vacation Buyouts
14635-14659	6/22/2017		Various personnel	13,541.57		Payroll Checks
14660	6/22/2017	CAL12	CalPERS 457 Plan	6,553.57	B70622	RETIREMENT
			Check Total:	508.70	1B70622	PERS 457 LOAN PMT
				<u>7,062.27</u>		
14661	6/22/2017	DIR01	DIRECT DEPOSIT VENDOR- US	31,531.94	B70622	Direct Deposit
14662	6/22/2017	EMP01	Employment Development	77.59	B70613	STATE INCOME TAX
				1,600.47	B70622	STATE INCOME TAX
				10.58	1B70613	SDI
			Check Total:	575.11	1B70622	SDI
				<u>2,263.75</u>		
14663	6/22/2017	HEA01	HEALTH EQUITY, ATTN: C	92.00	B70622	HSA
14664	6/22/2017	HUM29	UMPQUA BANK--PAYROLL DEP.	243.89	B70613	FEDERAL INCOME TAX
				5,798.13	B70622	FEDERAL INCOME TAX
				145.76	1B70613	FICA
				7,913.82	1B70622	FICA
				34.08	2B70613	MEDICARE
			Check Total:	1,850.76	2B70622	MEDICARE
				<u>15,986.44</u>		
14665-14666	6/30/2017		Various Personnel	1,216.79		Separation Checks
14667	6/30/2017	CAL12	CalPERS 457 Plan	93.52	B70630	RETIREMENT
14668	6/30/2017	EMP01	Employment Development	20.44	B70630	STATE INCOME TAX
			Check Total:	11.19	1B70630	SDI
				<u>31.63</u>		

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
14669	6/30/2017	HUM29	UMPQUA BANK--PAYROLL DEP.	133.57	B70630	FEDERAL INCOME TAX
				154.20	1B70630	FICA
				36.06	2B70630	MEDICARE
			Check Total:	323.83		
14670	6/30/2017	EMP01	Employment Development	38.25	B70630A	STATE INCOME TAX
				5.22	1B70630A	SDI
			Check Total:	43.47		
14671	6/30/2017	HUM29	UMPQUA BANK--PAYROLL DEP.	144.89	B70630A	FEDERAL INCOME TAX
				71.86	1B70630A	FICA
				16.80	2B70630A	MEDICARE
			Check Total:	233.55		
			Total Disbursements, Payroll:	217,670.80		
			Total Check Disbursements:	997,816.88		

McKinleyville Community Services District

BOARD OF DIRECTORS

August 2, 2017

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

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

Discussion:

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

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

This agreement was reviewed by MCSD General Counsel.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 - Memorandum of Understanding

Memorandum of Understanding

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

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

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

- I. **Purpose:** The purpose of this Memorandum of Understanding is to establish and maintain an effective working relationship between parties.
- II. **Term:** The term of the Memorandum of Understanding shall commence on August 24, 2017, and shall extend through June 15, 2018. The term shall renew on an annual basis concurrent with each fiscal year (July-June) unless one party gives notice of termination as provided herein. No party shall make changes to the agreement during the term without the consent of the other.
- III. **Philosophy:** The parties agree that there is a need to provide youth with safe, fun, and healthy recreation opportunities that build self-esteem and teach social harmony, conflict resolution, wellness, and an appreciation of education. The parties agree that in order to provide necessary services a cooperative use agreement is in the best interest of the community.

IV. DISTRICT Description of services:

McKinleyville Community Services District will:

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

V. MUSD Description of Services:

McKinleyville Union School District will:

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

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

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

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

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

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

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

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

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

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

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

McKinleyville Community Services District

McKinleyville Union School District

Dennis Mayo
President, Board of Directors

Name: _____

Title: _____

Attest:

Emily Abfalter
Secretary to the Board of Directors

Name: _____

Title: _____

Kids' Club After School Program Description

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

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

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

Who:	Any child who is in the K through 5 th grades
Where:	Morris Elementary School Rooms 33 & 35 and Dows Prairie Elementary School Rooms 39-40
When:	Monday through Friday, August 24, 2017 - June 15, 2018, after school until 5:30 p.m.
Fees:	\$14.00/day for K - 2 nd graders and \$12.00/day for 3 rd - 5 th graders

McKinleyville Community Services District

BOARD OF DIRECTORS

August 2, 2017

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.1 **Informational Review of the Integrated Pest Management Plan (IPM or Plan)**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review the completed Integrated Pest Management Plan in its entirety, air questions and take public comment.

Discussion:

In May 2015, the Board of Directors approved an Integrated Pest Management Policy.

Since then, staff has worked diligently to complete the IPM narrative, the Guide to Reduced Toxicity Pesticide List, Control Alternatives and Cost Assumptions and supporting appendices. In April of 2017, all IPM documents were uploaded to the website for review. A number of comments were received and staff has spent the past few months working on responses to the comments regarding the Reduced Toxicity Pesticide List. Questions and answers (Q&A) are listed below:

Q. Why should exemptions for testing new products be granted as emergencies, rather than obtaining Board approval so that the public can comment, since there is no associated emergency?

A. Exemptions

The General Manager shall be granted a formal exemption and the authority to function in emergency situations, if it is not practical to go to the Board.

District Staff, shall be granted a formal exemption from the MCSD Board to use EPA Toxicity Category III or IV products not found on the Reduced Toxicity Pesticide List for pilot testing new, safer products.

Q. In Appendix A, "Chemical Application Very effective; politically sensitive" seems biased. How about "effective but potentially hazardous?"

A. In Appendix B it is cited multiple times and the IPM Coordinator believes it communicates to the staff the alternatives effectiveness and at the same time being politically sensitive.

Q. PYRETHROIDS: Please consider re-classifying all of these to II for the following reasons:

They are all non-selective poisons that kill many beneficial insects/pollinators and are highly toxic to aquatic organisms.

"Pyrethroids are toxic to beneficial insects such as [bees](#) and [dragonflies](#), and to fish and other aquatic organisms. At extremely small levels, such as 4 parts per trillion,[10] pyrethroids are lethal to [mayflies](#), [gadflies](#), and [invertebrates](#) that constitute the base of many aquatic and terrestrial [food webs](#).[11]"

A. District Staff does not have the authority to classify the EPA Toxicity Categories. The District has no control over the public using or disposing of these products in a manner they were not intended for, the District per the MCSD Reduced Toxicity Pesticide List specifies on the Use Limitations to not apply these products directly to water. This would remove Ace Wasp & Hornet Killer 4, Raid Multi and Hot Shot Fogger which are used strictly for matters of public safety to prevent stings and bites (which can cause allergic reactions) in MCSD facilities.

Ace Wasp & Hornet Killer 4 will be used to eliminate wasp and hornet stings that can cause allergic reactions.

Hot Shot Fogger will be used by staff in areas such as utility vaults where poisonous spiders are present and staff need access to work on them.

Use of these items in a way that would endanger bees, dragonflies or aquatic organisms would be counter to the labeling and would be an unauthorized use.

Q. They persist up to 8 months

WHO class II: moderately hazardous

They are neurotoxins, similar to DDT, probable carcinogens, with adverse reproductive effects

"Pyrethroids are unaffected by conventional secondary treatment systems at municipal [wastewater treatment](#) facilities. They appear in the effluent, usually at levels lethal to invertebrates.[12]"

A. Staff would not dispose of these chemicals in a way that would allow them to enter our treatment system. MCSD cannot dictate how private citizens would use these chemicals.

Q. Highly toxic to cats

"Earlier studies suggested that most **vertebrates** have sufficient enzymes for rapid breakdown of pyrethroids, except for cats. Pyrethroids are highly toxic to **cats** because they do not have **glucuronidase**, which participates in hepatic detoxifying metabolism pathways.[13]"

Found in rivers and streams

"Nearly all residential runoff samples were toxic to the amphipod, *Hyaella azteca*, and contained pyrethroids at concentrations exceeding acutely toxic thresholds, in many cases by 10-fold. Toxicity identification evaluation data were consistent with pyrethroids, particularly bifenthrin and cyfluthrin, as the cause of toxicity. Pyrethroids passed through secondary treatment systems at municipal wastewater treatment facilities and were commonly found in the final effluent, usually near *H. azteca* 96-h EC50 thresholds."

Urban and Agricultural Sources of Pyrethroid Insecticides to the Sacramento-San Joaquin Delta of California

Donald P. Weston*† and Michael J. Lydy‡ *Environ. Sci. Technol.*, 2010, **44** (5), pp 1833–1840, February 2, 2010, Copyright © 2010 American Chemical Society

DIPHACINONE: Should the use of this be limited to areas where non-target animals cannot be exposed, including exposure to poisoned target animals?

More potent rodenticide anticoagulant than warfarin

WHO acute hazard 1a extremely hazardous

US EPA label highly toxic

A. The two products on this list are only .005% of the active ingredient Diphacinone, the EPA signal word on the label for these products are Caution and thus Category III.

Q. I saw the new posting of the Reduced Toxicity Pesticide Guide, and there are a couple of chemicals on that list (Appendix A) that I don't think belong there.

The first is Roundup. Glyphosate was **recently declared "probably carcinogenic"** (Group 2A) by the IARC, and pursuant to the criteria laid out in the Guide, this would put it in Toxicity Category I, not III.

A. The current EPA Category for RoundUp Weed & Grass Killer Concentrate Plus is Category III. The Supreme Court of California on June 26 became the first state to list glyphosate as a potentially carcinogenic substance. Starting July 7,

glyphosate will appear on the California list of potentially cancerous chemicals. It might be up to a year before the products containing the substance come with warning labels and a classification change in the MCSD IPM. Since MCSD staff have not used Roundup since we began drafting the IPM, the only product on our list with the glyphosate, this should have no impact on MCSD pest management.

Q. The second is imidacloprid. This is a neonicotinoid, and as I'm sure you know, evidence is mounting of the danger this class of chemicals poses to pollinators and other organisms. Even in the grub control form, the MSDS lists it as toxic to aquatic invertebrates, which should by the Guide's criteria put it in Toxicity Category II.

A. Will add "Do not apply directly to water" to Use Limitations.

The Pesticide Use Policy, Integrated Pest Management Plan and IPM Guide to Reduced Toxicity Pesticides all provide a consistent framework for staff to operate within. That is; staff will utilize physical, mechanical, cultural, biological, and educational tactics as primary controls and that reduced-risk chemical controls will be used when necessary after primary control solutions have been exhausted.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – MCSD Integrated Pest Management Plan with Appendices
- Attachment 2 – MCSD IPM Guide to Reduced Toxicity Pesticide List with Appendices



Integrated Pest Management Plan

Effective Date: March 2nd, 2016

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1. POLICY

McKinleyville Community Services District will utilize the most environmentally sound approaches to pest management, eliminate where feasible the use of pesticides to minimize environmental and health impacts of pest and vegetation management in all cases. To accomplish this, staff will utilize physical, mechanical, cultural, biological, and educational tactics as primary controls.

Pests will be controlled to preserve the integrity of facilities, infrastructure, and public health. Reduced-risk chemical controls will be used when necessary after primary control solutions have been exhausted. In the event reduced-risk chemical controls are not effective Board action will be required before further treatment. Pesticides will not be used to control pests for aesthetic reasons alone.

2. SCOPE & PURPOSE

This Integrated Pest Management (IPM) Plan shall apply to all pest control activities and pesticide use in buildings and related facilities; grounds and open space; and other property owned or managed by the McKinleyville Community Services District (MCSD). Employees, lessees and contractors will receive a copy of and are required to meet the Plan standards and such other appropriate contract language as determined by the General Manager.

This plan is intended to provide procedural guidelines for implementation as a basis for pest and vegetation management that will protect public health, the environment (see Section 3 for definition) and the aesthetic value of MCSD's facilities. This plan supersedes all previous plans covering the same or similar topics.

3. DEFINITIONS

A. Integrated Pest Management: A decision making process which selects, integrates, and implements pest control strategies to prevent or control pest populations. Integrated Pest Management uses a "whole systems approach", looking at the target species as it relates to the entire ecosystem. The following are considered in choosing control strategies; minimal impacts to human health, the environment and non-target organisms.

B. Pest: Any form of plant or animal life which the Administrator of the United States Environmental Protection Agency (US EPA) declares to be a pest pursuant to Section 25(c)(1) of the Federal Insecticide, Fungicide and Rodenticide Act [7 USC § 136w(c)(1)].

C. Pesticide: Any substance or mixture of substances intended for destroying or repelling any pest. This includes without limitation fungicides, insecticides, nematocides, herbicides, and rodenticides and any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant.

The following products are not pesticides:

1. Deodorizers, bleaching agents, disinfectants and substances for which no pesticidal claim is made in the sale or distribution thereof; and
2. Fertilizers and plant nutrients.

D. Reasonable Alternative: A feasible option for pest control which takes into account the economic, social, and environmental costs and benefits of the proposed choices.

E. Emergency: A Pest outbreak that poses and immediate threat to public health or will cause significant economic or environmental damage.

F. Environment: The conditions that surround someone or something: the conditions and influences that affect the growth, health, progress, etc., of someone or something.

G. Sensitive Areas: Nearby a school, playground, or other area of concentrated use by children; or where runoff into nearby streams, wetlands, or ponds is likely.

4. MCSD IPM COORDINATOR

The General Manager shall designate an MCSD staff member as the IPM Coordinator, whose responsibilities shall include, but are not limited to, the following items:

- Coordination with MCSD departments, contractors and lessees on weed and pest control issues
- Publication of the annual IPM report
- Coordination of the Interdepartmental IPM Review Group
- Coordination of the implementation of the IPM in accordance with state law
- Recommendations on IPM strategies
- Assist MCSD departments with staff training needs
- Outreach to citizens regarding IPM

A. Annual IPM Report

The MCSD IPM Coordinator will compile data from all participating MCSD departments and submit an annual report at the January Board Meeting to the MCSD General Manager and Board of Directors. The report will detail the previous year's IPM efforts and shall contain information listed in Section 5, Departmental Obligations. Each department using pest control methods shall submit their information to the MCSD IPM Coordinator. The report will include a review of new IPM strategies as well as trends in IPM techniques over time.

B. Interdepartmental IPM Review Group

The General Manager may designate at least one staff member from each department as a representative to the Interdepartmental IPM Review Group. This group will be coordinated by the MCSD IPM Coordinator and will include designated MCSD staff. The Group shall meet at least semiannually and meetings will include development of annual MCSD IPM goals, review and evaluation of the plan, as well as opportunities for information exchange, education and cooperation. The Interdepartmental IPM Review Group shall also review interdepartmental issues and make Plan recommendations to the General Manager prior to presenting to the Board that advance the objectives of the IPM Plan and reduce reliance on chemical pest control.

5. DEPARTMENTAL OBLIGATIONS

The following departments conduct pest control operations that use or potentially use pesticides:

- Parks & Recreation Department
- Operations Department
- Support Department

A. Integrated Pest Management Plan

Each of these departments and any others using pest control methods in the future, shall use the guidance provided by this Plan. This plan shall be submitted to the MCSD IPM Coordinator by November 1. The plan will be reviewed and updated as necessary, to incorporate adaptive management changes consistent with the MCSD IPM Plan and updated at least every five years.

B. Record-keeping and Evaluation

Each department shall keep accurate records of all Integrated Pest Management treatments used and the results (see Appendix A: MCSD IPM Treatment Tracking Form). Information on all treatments (including non-chemical ones) shall include how, when, where and why the treatment was applied and the name of the applicator. This information will be available to the MCSD IPM Coordinator and will be the basis for the Annual IPM Report. It should also be available for review at the Interdepartmental IPM Review Group meetings. The MCSD IPM Coordinator will review pest management treatments with MCSD departments to evaluate the successes and failures of the IPM program, and to plan more efficient and effective pest management strategies.

The following information shall be maintained:

1. Target pest
2. Pest population levels or injury thresholds for treatment
3. Treatment selection criteria with final treatment decision (Section 6. C.)
4. Area treated (including type of location and size of area)
5. Pesticide (including product trade name, active ingredient and EPA toxicity category)
6. Quantity of product used
7. Treatment method used (i.e. bait, injection)
8. Location of application, time, date and type of noticing provided (physical sign, web posting, newspaper, etc.).
9. Time and date of pesticide application
10. Name(s) and license number(s) of Pesticide Applicator(s)
11. Name of the department contact authorizing work
12. Safety Data Sheets (SDS) and labels for all pesticides used

Application records shall be made available to the public upon request in accordance with MCSD's Records Retention Policy and all applicable state laws governing public access to information.

C. Contractor Notification

Departments bidding out contractual work for pest management must inform all bidders that MCSD has an IPM Plan, include its guidelines in bid specifics, and provide a written copy of the IPM Plan. Contractors are encouraged to submit bids that include nonchemical pest control methods.

6. INTEGRATED PEST MANAGEMENT (IPM) PROCEDURE

MCSO assumes that all pesticides are *potentially* hazardous to human and environmental health. Therefore, reasonable non-pesticide alternatives shall be given preference over chemical controls by following the IPM procedure. MCSO staff will evaluate alternatives to chemical treatment including the cost-effectiveness of the treatments. When chemical application is being considered, the IPM procedure outlined below shall be followed.

A. Initial Data Collection, Mapping and Monitoring

Each department considering pest control measures shall collect baseline data on the pest ecosystem(s) to determine pest population(s) occurrence, size, density and presence of any natural enemy population(s); gather information on pest biology and different control techniques available; and document sensitive areas and conditions that may limit control options. Data shall be collected in a standardized manner that is repeatable. This information may be included in departmental IPM plans.

Ranking, inventory, mapping, monitoring and evaluation are methods used for determining pest management priorities. Maps and inventories depict infestations in terms of pest species, size, location and threats to resources. Departments shall monitor infestations or pest populations and evaluate treatments over time to assess the effectiveness of various treatment strategies and their effects on target and non-target organisms.

All monitoring methods and data shall be specified in the departmental IPM plan, systematically recorded, and available for review at the Interdepartmental IPM Review Group meetings. Departments shall coordinate and utilize standardized pest mapping protocols.

B. Establishing Threshold Levels

To determine if treatment is warranted, an acceptable threshold level of treatment for each target pest and site should be established. The IPM Coordinator will contain the threshold levels for common pests, determined by individual work groups. In some instances, treatment may be required by federal, state or county laws. The assessment will be based on the following:

1. The tolerable level of environmental, aesthetic and economic damage as a result of the pest population(s) and the tolerable level of risk to human health as a result of the pest population(s);

OR

2. The size, density or growth rate of the pest population that must be present to cause unacceptable environmental, aesthetic and/or economic damage; and the size, density and type of pest population that must be present to create a human health risk.

C. Treatment Selection Criteria

Upon determining that treatment is necessary, the following criteria in descending order shall be used to help select the appropriate IPM treatment strategy:

1. Least hazardous to environment, non-target organisms and human health
2. Cost-effectiveness in the short and long-term
3. Least disruptive of natural controls
4. Most likely to produce a permanent reduction in the environment's ability to support target pests

D. Treatment Strategies

Each department in consultation with the MCSD IPM Coordinator shall make its own determination about appropriate and effective treatments, based on site-specific requirements. Commitment to the most environmentally sound approach is expected, with non-chemical methods considered first.

Prevention, cultural control, mechanical control, biological control and chemical control are the techniques used in integrated pest management. In general, a combination of treatments may be more effective than a single approach. Departments are encouraged to seek out and experiment with innovative IPM treatments (and combinations of treatments) and share this information at the Interdepartmental IPM Review Group meetings. The following treatments are listed in the order in which they should be executed:

D.1 Prevention – This is the most effective pest management strategy. By reducing the capacity of the ecosystem to support target pest populations through design and appropriate management, the opportunities for pest establishment can be reduced or eliminated.

- a. Use strategies that reduce the preferred harborage, food, water or other essential requirements of pests.
- b. Use weed-free materials for trail construction and maintenance.
- c. Use landscape and structural design that is appropriate to the specific habitat, climate and maintenance the area will receive.
- d. When designing projects, consider the potential impacts of pests and mitigate through the use of appropriate landscape design keeping in mind that initial costs of the project may be high, but can reduce long term maintenance costs (water requirements, weed barriers, etc)

D.2 Cultural – Cultural control is the use of management activities that prevent pests from developing due to enhancement of desired conditions. Specific examples are the following:

- a. Selection and placement of materials that provide life-support mechanisms for pest enemies and competitors.
- b. Modification of pest habitat by reducing pest harborage, food supply and other life support requirements.
- c. Vegetation management including irrigation, mulching, fertilization, aeration, seeding, pruning and thinning.
- d. Waste management and proper food storage.
- e. Barriers and traps.
- f. Heat, cold, humidity, desiccation or light applied to affected regions.
- g. Prescribed grazing.

D.3 Mechanical – Mechanical control is accomplished by using physical methods or mechanical equipment to control pest infestations.

- a. Mowing or weed-whipping
- b. Burning
- c. Hand-pulling of weeds
- d. Hand-removal of insect egg masses

D.4 Biological – Biological controls include the introduction or enhancement of natural enemy populations to target pests. Introduction of non-indigenous organisms has an associated risk factor and should be thoroughly evaluated prior to implementation due to new species may be impossible to completely remove at a later date. Biological methods include:

D.5 Chemical – Chemical control of pests is accomplished by using chemical compounds registered as pesticides. All pesticides shall be assumed to be *potentially* hazardous to human and environmental health.

- a. The type, methods and timing of chemical treatment shall be determined **after** consideration has been given to protection of public health and the environment.
- b. Initial review of potential chemicals shall begin with the least toxic compounds, i.e. chemicals in EPA Toxicity Categories III and IV. The use of compounds in EPA Toxicity Categories I and II shall be avoided if possible or used in situations where exposure to the active ingredient is limited (i.e. baits or soil/trunk injections).
- c. If, after a thorough evaluation of alternatives, the only effective or practical chemical control is an EPA Toxicity Category I or II compound, the MCSD General Manager, and, if practical, IPM Coordinator will review the decision-making process and make a recommendation to the Board of Directors for approval. This will be done on a case by case basis for specific pest treatments. The decision-making process and lack of alternatives shall be documented.
- d. Staff will review the information available on potential chemicals for persistence in the environment and the potential impacts from persistence. These factors will be considered along with the potential for more frequent application of chemicals that have lower persistence in the environment.
- e. If chemical treatment is warranted in a riparian area, applications will generally be plant specific and limited to wick applications. If broader applications are needed, the MCSD IPM coordinator shall confer with the Interdepartmental IPM Review Group, to review the decision-making process and make a recommendation to the General Manager for approval. If EPA Toxicity Categories I or II are necessary, Board approval will be required. This will be done on a case by case basis.
- f. Potential chemical approaches
 1. Pheromones and other attractants to confuse pests and/or act as bait
 2. insecticidal soaps
 3. juvenile hormones that arrest pest development
 4. repellants
 5. allelopathins
 6. sterilants or contraceptives to reduce breeding
 7. contact, stomach or other poisons
 8. fumigants
 9. combinations of above (baits with poisons)
 10. herbicides, insecticides

- g. All pesticides All pesticides shall be applied in conformance with label specifications and all applicable federal, state and municipal laws, regulations and ordinances.
- h. All pesticide applications shall comply with the appropriate pre and post notification requirements. For all MCSD pesticide applications, notification will be posted at least 24 hours in advance, unless there is an extreme public safety concern. This includes soil and trunk injections, spot spraying, hand-wicking and broadcast spraying on all MCSD lands or property open to the public.

E. Education

Education is a critical component of an IPM program. The MCSD IPM Coordinator will include IPM information on the MCSD website. Information will include the Annual IPM Report and other pertinent material. Individual departments and work groups may conduct additional specific educational activities.

7. CONTRACTOR/LESSEE RESPONSIBILITIES & REQUIREMENTS

All contractors working for MCSD are required to abide by MCSD's IPM Plan. The contractor will return a signed statement to the appropriate Department Head certifying they have read and understand the Plan prior to any work being done for MCSD (See Appendix B: Acknowledgement of Receipt of the MCSD Integrated Pest Management Plan). The contractor shall maintain records as listed in Section 5, B.

MCSD may periodically enter into contracts that authorize pest management, such as for building maintenance, project construction and maintenance, and weed and insect control.

When MCSD signs a new contract or extends the term of an existing contract with a contractor or lessee that may include or authorize the application of pesticides, the department shall review its IPM plan with the MCSD IPM Coordinator and update the plan to include the pesticide usage by the contractor or lessee.

Contractors/lessees who apply pesticides on MCSD owned or managed property shall submit a procedure to the appropriate MCSD department and the MCSD IPM Coordinator if the department has not provided a procedure. Their procedure shall include the following:

- Information addressing all the elements listed in Section 6 of the IPM
- Types and estimated rates, to the extent possible, of the pesticides that the contractor may need to apply to MCSD property during its contract
- An outline of the actions the contractor will take to meet the MCSD IPM Plan
- The primary IPM contact for the contractor

Contractors/lessees will provide background information on the decision-making process for treatment methods to MCSD upon request. The department and MCSD IPM Coordinator shall approve the plan before any chemical applications are made. Contractors/lessees shall notify their departmental contact when any biological or chemical treatments are conducted. The contractors/lessees shall comply with appropriate pre and post notification requirements, according to MCSD IPM and relevant internal MCSD protocols.

8. INTERPRETATION

Employees or contractors who have questions concerning possible conflict between their interests and those of MCSD, or the interpretation and application of any of these rules, should direct their inquiries to their Department Director. The Department Director shall refer the matter to the General Manager for final resolution.

9. MODIFICATIONS/CHANGES

Any modification to this Plan may be granted only by the Board of Directors after considering the recommendation of the General Manager. This Plan may be reviewed and changed at any time.

APPENDIX A: MCSD IPM TREATMENT TRACKING FORM

MCSD IPM Treatment Tracking Form

Employee Name _____ Date _____

Department: ☐ Operations ☐ Parks & Recreation ☐ Support Services ☐ Contractor/Lessee

Authorized by IPM Coordinator: ☐ Yes ☐ No

Professional Pesticide Applicator Used: ☐ Yes ☐ No If Yes, Applicator's Name and Licence # _____

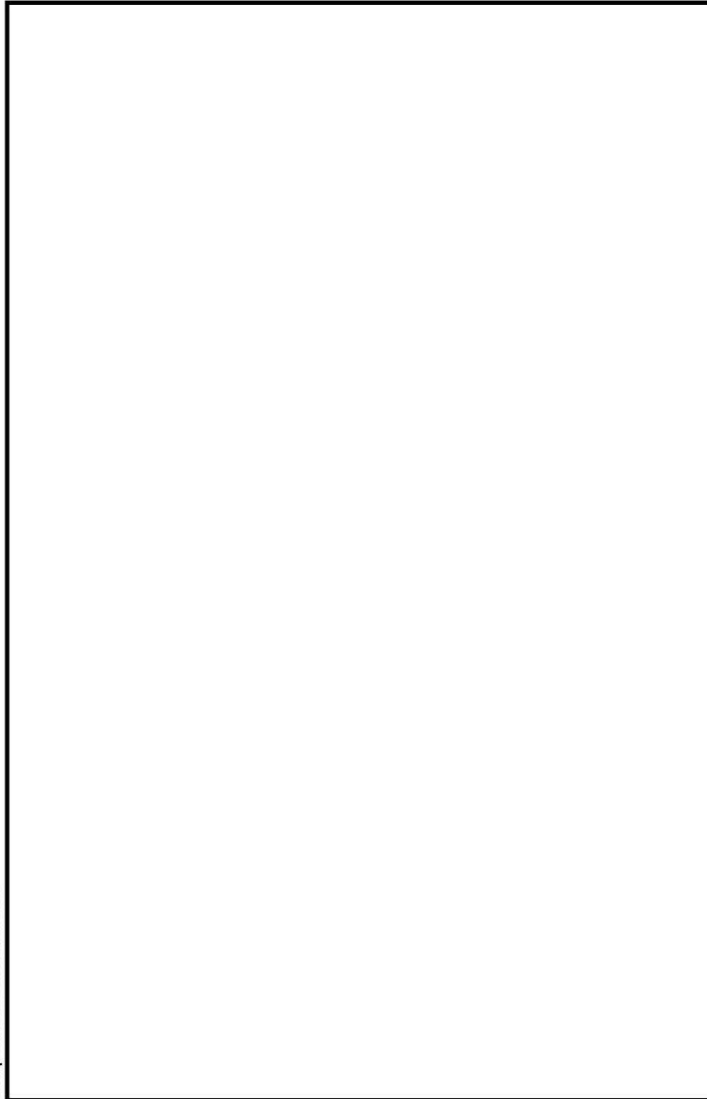
Target Pest _____

Population Levels/Injury Thresholds for Treatment _____

Final Treatment Decision _____

Pesticide Name	Active Ingredient	EPA Toxicity Category	Quantity of Product Used	Treatment Method Used	Location (Map on Backside)	Date	Time	Hours Spent	Public Notification Type

Map the Location Here:



APPENDIX B: ACKNOWLEDGEMENT OF RECEIPT OF MCSD INTEGRATED PEST MANAGEMENT PLAN; AGREEMENT TO INDEMNIFY MCSD

McKinleyville Community Services District

Acknowledgement of Receipt of the MCSD Integrated Pest Management Plan; Agreement to Indemnify MCSD

I, _____, hereby acknowledgement that I have received a copy of the McKinleyville Community Services District (hereafter referred to as “MCSD” or “the District”) MCSD Integrated Pest Management (IPM) Plan dated March 2, 2016 (hereafter referred to as the “IPM Plan”).

I have read the IPM Plan and understand its contents, and have had an opportunity to ask any questions I may have regarding it.

The IPM Plan is designed to help me get acquainted with MCSD’s Integrated Pest Management. It explains the District’s approach to Pest Management guided by the Board of Director’s Approved Policy Statement:

“McKinleyville Community Services District will utilize the most environmentally sound approaches to pest management, eliminate where feasible the use of pesticides to minimize environmental and health impacts of pest and vegetation management in all cases. To accomplish this, staff will utilize physical, mechanical, cultural, biological, and educational tactics as primary controls.

Pests will be controlled to preserve the integrity of facilities, infrastructure, and public health. Reduced-risk chemical controls will be used when necessary after primary control solutions have been exhausted. In the event reduced-risk chemical controls are not effective Board action will be required before further treatment. Pesticides will not be used to control pests for aesthetic reasons alone.”

I understand and agree to receive prior approval from the IPM Coordinator before conducting any Pest Treatment on MCSD owned property. I further agree that when performing any Pest Treatment on MCSD owned property to comply with the IPM Plan and any conditions of approval by the IPM Coordinator. Because MCSD is a growing and changing organization, I understand it reserves full discretion to add to, modify, or delete provisions of the IPM Plan, or the policies and procedures on which they may be based, at any time without advance notice. For this reason, I agree to first check with the IPM Coordinator, then the General Manager, to obtain current information regarding the status of any particular policy, procedure, or practice. Any modification must be in writing.

To the fullest extent allowable by law, I further agree to indemnify, defend, and hold harmless MSCD, and its directors, agents, and employees, from and against any and all claims, damages, injuries, causes of action, fines, penalties, and/or administrative orders that may be asserted by any person or entity as a result of or otherwise arising from any pest treatment on MCSD property, including without limitation, the use of any chemicals or pesticides, and whether or not such pest treatment is perform in accordance with the IPM Plan or applicable law or regulation.

I understand that the IPM Plan is the property of MCSD, and is intended for my use and reference as a Contractor/Lessee of the District.

Contractor/Lessee Signature

Date

Contractor/Lessee Printed Name



IPM Guide to Reduced Toxicity Pesticide List

Effective Date: April 11, 2017

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Introduction

The McKinleyville Community Services District's (MCSD) Integrated Pest Management Plan (IPM) Reduced Toxicity Pesticide List (RTP List, see Appendix A) is the result of a multi-step process that involves both environmental science and pest management. The first step is a hazard assessment of both the active ingredients and the formulated product. The second step is a consideration of the potential human and environmental exposure that may result from use of the product in the particular application proposed by MCSD staff. The third and final step combines the results of the hazard and exposure assessments into a decision by staff and the Board of Directors (Board) as to whether a product should be added to the RTP List, and label it an EPA Toxicity Category I, II, III, or IV.

Step 1: Hazard Assessment

MCSD summarizes the hazards associated with pesticide products and places the products into EPA Toxicity Categories based on the toxicity of the active ingredient(s) and the other ingredients (if they are identified) in the product. The specific hazards assessed are described in Table 2 and the ingredients in the product are evaluated for each category and ranked as high, moderate or low hazard, according to the criteria in Table 3.

Step 2: Exposure Assessment

The hazard review and category ranking process is only the first step toward placing a pesticide on the RTP List. A critical second step is review by the MCSD Interdepartmental IPM Review Group, which is composed of IPM Coordinator and District staff. This process will evaluate the MCSD IPM Control Alternatives & Cost Assumptions (Appendix B) and take into consideration the potential human and environmental exposure when selecting treatment method. The Committee discusses the selection criteria listed below when selecting a treatment method. Upon determining that treatment is necessary, the following criteria in descending order shall be used to help select the appropriate IPM treatment strategy:

1. Least hazardous to environment, non-target organisms and human health
2. Cost-effectiveness in the short and long-term
3. Least disruptive of natural controls
4. Most likely to produce a permanent reduction in the environment's ability to support target pests

MCSD Board approval is required for use of an EPA Toxicity Category I or II compound.

In the event of an emergency situation, the General Manager has the authority to function if not practical to go to the Board and then report to the Board when practical.

Step 3: Placement on the MCSD IPM Reduced Toxicity Pesticide List

The MCSD Interdepartmental IPM Review Group makes recommendations for treatment methods. These recommendations are then reviewed by the MCSD General Manager (GM) or MCSD Board depending on the EPA Category. If the decision is made to list a product, it is categorized in one of three ways:

- **Category III and IV (Signal Word: Caution or None)** These products are generally the least hazardous pesticides on the list.
- **Category II (Signal Word: Warning)** These products include specific restrictions on allowable situations. Use of Category II products must be justified at an annual Board Meeting.
- **Category I (Signal Word: Danger)** These are pesticide products that pose the greatest health or environmental concerns, but which are nevertheless considered the least-hazardous chemical alternative for a particular purpose. Use of Category I products must be justified on a case by case basis by the Board at a Board Meeting.

The MCSD IPM Coordinator will compile data from all participating MCSD departments and submit an annual report at the January Board Meeting to the MCSD General Manager and Board of Directors. The report will detail the previous year's IPM efforts, including additions to the List. The report will include a review of new IPM strategies as well as trends in IPM techniques over time.

Exemptions

The General Manager shall be granted a formal exemption and the authority to function in emergency situations, if it is not practical to go to the Board.

District Staff, shall be granted a formal exemption from the MCSD Board to use EPA Toxicity Category III or IV products not found on the Reduced Toxicity Pesticide List for pilot testing new, safer products.

Hazard Tier Review Process

Pesticide products are assigned a hazard tier ranking after evaluating the hazard indices listed in the following section. The product is assigned a ranking as High, Moderate, or Low for each characteristic based on the ranges or values shown in Table 3 below. If any of the criteria are in the High category, the product is an EPA Toxicity Category I. If the chemical does not have any criteria in the High category, but does have at least one criterion in the Moderate category, the product is an EPA Toxicity Category II. Products with criteria only in the Low category are either EPA Toxicity Category III or IV. See Table 1 for a summary of rankings, and Table 2 for a summary of data sources. See Appendix C: *Code of Federal Regulations, Title 40: Chapter 1- Environmental Protection Agency, Part 156* and Appendix D: .

Table 1: Rankings Derived from Hazard Screening

EPA Toxicity Category	Signal Word	Definition
EPA Toxicity Category I	Danger	Highest concern. At least one criterion in Table 3 placed in highest hazard category.
EPA Toxicity Category II	Warning	Moderate concern. At least one criterion in Table 3 placed in the moderate hazard category.
EPA Toxicity Category III & IV	Caution or None	Lowest concern.

Table 2: Hazards Evaluated and Data Sources Used

Hazard	Source(s) of Information Used
Acute toxicity	Product label: Signal word (Caution, Warning or Danger)
Restricted use	Product label: Use restricted to professional applicators
Cancer	Cancer classification of ingredient by US EPA, State of California (Proposition 65 list) ²⁰ , National Toxicology Program (Report on Carcinogens) ²¹ , or the International Agency for Research on Cancer (IARC Monographs) ²²
Reproductive or Developmental Toxicity	Designation of ingredient by the State of California (Proposition 65 list ²⁰), US EPA on the Toxics Release Inventory list ¹
Endocrine disruption	Designation of ingredient by the European Commission ² or included in the book
Water pollution potential	<i>Environmental Endocrine Disruptors</i> by Lawrence H. Keith ³ Ingredient listed under Clean Water Act Section 303(d). ⁴
Hazard to birds	Product label or MSDS: Presence and wording of bird hazard statement or LD50 or LC50 of product (if available).
Hazard to aquatic life	Product label or MSDS: Presence and wording of fish hazard statement or LC50 of product (if available).
Hazard to bees	Product label or MSDS: Presence and wording of bee hazard statement or LD50 or LC50 of product (if available).
Hazard to wildlife	Product label or MSDS: Presence and wording of wildlife hazard statement or LD50 or LC50 of product (if available).
Soil mobility	Soil mobility score (Groundwater Ubiquity Score or GUS) calculated from physical properties or CA DPR's assessment of groundwater contamination potential using physical properties. Physical property data available in the OSU Pesticide Properties Database, ⁵ CA DPR Pesticide Contamination Prevention Act Status Reports, ⁶ or the EU Footprint Pesticide Properties database. ⁷
Persistent, Bioaccumulative, Toxic substances (PBTs)	US EPA Waste Minimization priority chemical ⁸ or listed by the European Union as fulfilling PBT or Persistent Organic Pollutant (POP) criteria. ⁹

Table 3: Criteria for Hazard Signal Word Ranking

Hazard	High	Moderate	Low
Signal word	Danger	Warning	Caution or none
Restricted use	Yes	---	No
Cancer (see Table 1)	Known or Probable	Possible	Unclassifiable, Not Likely, Not Listed
Reproductive or Developmental Toxicity	Listed	---	Not listed
Endocrine disruption	EC category I or II	---	EC category III or not listed
Water pollution	303(d) listed	---	Not listed
Hazard to birds	"Extremely toxic" or "Highly toxic" according to product label, or high product toxicity based on LC50 or LD50 (see above)	"Toxic" according to product label, or moderate product toxicity based on LC50 or LD50 (see above)	No warning on product label, or low product toxicity based on LC50 or LD50 (see above)
Hazard to aquatic life	"Extremely toxic" or "Highly toxic" according to product label, or high product toxicity based on LC50 (see above)	"Toxic" according to product label, or moderate product toxicity based on LC50 (see above)	No warning on product label, or low product toxicity based on LC50 (see above)
Hazard to bees	"Extremely toxic" or "Highly toxic" according to product label, or high product toxicity based on LD50 (see above)	"Toxic" according to product label, or moderate product toxicity based on LD50 (see above)	No warning on product label, or low product toxicity based on LD50 (see above)
Hazard to wildlife	"Extremely toxic" or "Highly toxic" according to product label, or high product toxicity based on LC50 or LD50 (see above)	"Toxic" according to product label, or moderate product toxicity based on LC50 or LD50 (see above)	No warning on product label, or low product toxicity based on LC50 or LD50 (see above)
Soil mobility	---	GUS ≥ 2 or DPR classifies AI as exceeding SNVs	GUS < 2 and Not listed by DPR as exceeding SNVs.
PBT	Listed	---	Not listed

Appendix A

MCSD Reduced Toxicity Pesticide List

Product Name	Type	EPA #	Active Ingredient(s)	EPA Toxicity Category / Signal Word	Use Limitations	Changes	Usage 2017 (lbs)
Bayer Advanced Grub Control Plus Turf Revitalizer	FERTILIZER, INSECTICIDE	72155-36	IMIDACLOPRID 0.25%	Category II / Caution	No use in pesticide free parks and sports site. Do not apply directly to water.		
RoundUp Weed & Grass Killer Concentrate Plus	HERBICIDE	71995-29	GLYPHOSATE, ISOPROPYLAMINE SALT 18%, DIQUAT DIBROMIDE 0.73%	Category II / Caution	No use in pesticide free parks and sports site.		
Ace Wasp & Hornet Killer4	INSECTICIDE	9688- 325	CYPERMETHRIN 0.04%, PRALLETHRIN 0.02%	Category III / Caution	Do not apply directly to water.		
Amdro Kills Ants Ant Killing Bait	INSECTICIDE	1663-33	HYDRAMETHYLNON 1%	Category III / Caution			
Ortho Bug B Gon Insect Killer For Lawns & Gardens Concentrate	INSECTICIDE	239- 2718	BIFENTHRIN 0.3%, (S)-CYPERMETHRIN 0.075%	Category III / Caution			
Raid Multi Insect Killer 7	INSECTICIDE	4822- 569	PRALLETHRIN 0.1%, PHENOTHIN 0.125%	Category III / Caution	Do not apply directly to water.		
Terro Liquid Ant Bait	INSECTICIDE	149-8	BORAX 5.4%	Category III / Caution			
VectoLex FG	INSECTICIDE	73049- 20	BACILLUS SPHAEERICUS, SEROTYPE H-5A5B, STRAIN 2362 7.5%	Category III / Caution	To be used only at the Wastewater Management Facility.		
ZEP Hitman	INSECTICIDE	1270- 256	DELTAMETHRIN 0.02%	Category III / Caution			
Hot Shot Fogger 6 With Odor Neutralizer	MITICIDE, FUNGICIDE, INSECTICIDE	9688-309	CYPERMETHRIN 0.75%, TETRAMETHRIN 0.05 %	Category III / Caution	Do not apply directly to water.		
Espoma Organic Weed Preventer 9-0-0	PRE-EMERGENT	N/A	0	Category IV / No Signal Word			
Gopher Getter Type 2 Ag Bait by Wilco	RODENTICIDE	36029-23	DIPHACINONE 0.005%	Category III / Caution	No use in pesticide free parks and sports site.		
D-Con Bait Station XI Kills Mice	VERTEBRATE CONTROL	3282-102	DIPHACINONE 0.005%	Category III / Caution			
The Giant Destroyer	VERTEBRATE CONTROL	10551-1	SODIUM NITRATE 46.2%, SULFUR 34.8%, CARBON 8.7%	Category II / Warning	No use in pesticide free parks and sports site.		

Appendix B

MCSD IPM Control Alternatives & Cost Assumptions																									
Maintenance Task	Approach	Recommended Frequency (# of Times Annually)	Labor Hours (per 100 sq. ft.)	Equipment Codes				Total Equip Hours Cost (per 100 sq. ft.)	Materials Codes							Total Materials Cost (per 100 sq. ft.)	Actual Annual Cost (per 100 sq. ft.)	Effectiveness of Alternative							
Planter Bed																									
Weed Control	Cultivating	3	0.5	I	G			45								0	\$ 91.65			Labor	Cost/Hour	Code	Materials	Cost/100 Sq. Ft.	
(pre existing)	Chemical Application	2	0.1	I				35	13							1.62	\$ 42.84	Very effective; politically sensitive		Maint. Worker,	\$ 31.10	0	None	\$	
	Mulch	1	0.33	I	G			45	12							35	\$ 90.26	Somewhat effective				1	Ace Wasp & Hornet Killer4	\$ 5.49	
	Fabric Application	0.2	0.75	I				35	19							15.33	\$ 55.00	Somewhat effective; damaged by digging	Code	Equipment	Cost/Hour/	2	Amdro Kills Ants Ant Killing Bait	\$ 1.24	
																		\$ 55.00	Somewhat effective; costly on annual basis	A	Backhoe	\$ 70.00	3	Bayer Advanced Grub Control Plus Turf Revitalizer	\$ 0.16
Weed Control (existing)	Hand Weeding	3	0.5	I	G			45								0	\$ 91.65	Very effective; costly on annual basis	B	Boom Truck	\$ 81.00	4	D-Con Bait Station XI Kills Mice	\$ 4.00	
	Chemical Application (Spot)	2	0.1	I				35	13							1.62	\$ 42.84	Very effective; least costly; politically sensitive	C	BushHog	\$ 35.00	5	Espoma Organic Weed Preventer 9-0-0	\$ 5.67	
Pruning	Hand Pruning	1	1	I	G			45								0	\$ 76.10		D	Chipper	\$ 60.00	6	Fertilizer 12 12 12	\$ 0.45	
	Reduce Pruning (damage only)	0.5	0.5	I	G			45								0	\$ 52.78	Unattractive; weak plant material	E	Dump Truck	\$ 50.00	7	Gopher Getter Type 2 Ag Bait by Wilco	\$ 0.05	
Debris Collection	Raking/Collecting	2	0.5	I	G			45								0	\$ 76.10		F	John Deere	\$ 40.00	8	Grass Seed	\$ 0.50	
Turf Management																			G	Landscape	\$ 10.00	9	Hot Shot Fogger 6 With Odor Neutralizer	\$ 0.26	
Mowing	7 Day cycle	32	0.0083	I	H			65								0	\$ 73.26		H	Riding Mower	\$ 30.00	10	Ortho Bug B Gon Insect Killer For Lawns & Gardens Concentrate	\$ 0.36	
	10 Day cycle; Limit Watering	20	0.0083	I	H			65								0	\$ 70.16	Unattractive turf in summer	I	Utility Truck	\$ 35.00	11	Raid Multi Insect Killer 7	\$ 5.60	
Weed Control	Increase mowing height (2" to 3")	20	0.0083	I	H			65								0	\$ 70.16	Cost remains the same; less attractive	J	Vac Con	\$ 100.00	12	Redwood Mulch	\$ 35.00	
	Chemical Application (Spot)	2	0.1	I				35	6							0.45	\$ 41.67	Very effective; politically sensitive	Z	None	\$ -	13	RoundUp Weed & Grass Killer Concentrate Plus	\$ 1.62	
	Chemical Application (Saturation)	1	0.1	I				35	6							0.45	\$ 38.56	Most effective; more politically sensitive				14	Super Sweet Lime	\$ 0.40	
	Fertilization	3	0.0083	I				35	6							0.45	\$ 36.22	Somewhat effective; costly; improves appearance				15	Terro Liquid Ant Bait	\$ 1.50	
Hard Surface Care																						16	The Giant Destroyer	\$ 2.00	
Weed Removal (Spot)	Hand Removal	8	1	I	G			45								0	\$ 293.80					17	VectoLex FG	\$ 0.30	
	Chemical Application	3	0.0083	I				35	13							1.62	\$ 37.39	Very effective; reduces labor; politically sensitive				18	ZEP Hitman	\$ 2.78	
	Burning	6	0.25	I				35								0	\$ 81.65	Potential burying of surface				19	Weed Cloth	\$ 15.33	
Tree Care																									
Pruning	Safety & shaping	0.5	2	I	G	D	B	186								0	\$ 217.10								
	For safety only	1	1	I	G			45								0	\$ 76.10	Safety only							
Pest Control	Chemical Application	1						0								0	\$ -	Very effective; high labor cost; poltically sensitive							
	General Wash	1						0								0	\$ -	Somewhat effective; low labor cost; poltically acceptable							
	Biological	1						0								0	\$ -	Somewhat effective; low labor cost; poltically acceptable							

Appendix C



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direct or inform the user of actions to take to avoid the hazard or mitigate its effects.

(a) *Location of statements*—(1) *Front panel statements*. The signal word, child hazard warning, and, in certain cases, the first aid statement are required to appear on the front panel of the label, and also in any supplemental labeling intended to accompany the product in distribution or sale.

(2) *Statements elsewhere on label*. Hazard and precautionary statements not required on the front panel may appear on other panels of the label, and may be required also in supplemental labeling. These include, but are not limited to, the human hazard and precautionary statements, domestic animal statements if applicable, a Note to Physician, and physical or chemical hazard statements.

(b) *Placement and prominence*—(1) *Front panel statements*. All required front panel warning statements shall be grouped together on the label, and shall appear with sufficient prominence relative to other front panel text and graphic material to make them unlikely to be overlooked under customary conditions of purchase and use. The table below shows the minimum type size requirements for the front panel warning statements for various front panel sizes.

TYPE SIZES FOR FRONT PANEL WARNING STATEMENTS

Size of Label Front Panel (Square Inches)	Point Size	
	Signal Word (All Capital Letters)	Child Hazard Warning
5 and under	6	6
Over 5 to 10	10	6
Over 10 to 15	12	8
Over 15 to 30	14	10
Over 30	18	12

(2) *Other required statements*. All other hazard and precautionary statements must be at least 6 point type.

§ 156.62 Toxicity Category.

This section establishes four Toxicity Categories for acute hazards of pesticide products, Category I being the highest toxicity category. Most human hazard, precautionary statements, and human personal protective equipment statements are based upon the Toxicity Category of the pesticide product as sold or distributed. In addition, toxicity categories may be used for regulatory purposes other than labeling, such as classification for restricted use and requirements for child-resistant packaging. In certain cases, statements based upon the Toxicity Category of the product as diluted for use are also permitted. A Toxicity Category is assigned for each of five types of acute exposure, as specified in the table in this paragraph.

ACUTE TOXICITY CATEGORIES FOR PESTICIDE PRODUCTS

Hazard Indicators	I	II	III	IV
Oral LD ₅₀	Up to and including 50 mg/kg	>50 thru 500 mg/kg	>500 thru 5,000 mg/kg	>5,000 mg/kg
Dermal LD ₅₀	Up to and including 200 mg/kg	>200 thru 2000 mg/kg	>2000 thru 20,000 mg/kg	>20,000 mg/kg
Inhalation LC ₅₀	Up to and including 0.2 mg/liter	>0.2 thru 2 mg/liter	>2 thru 20 mg/liter	>20 mg/liter
Eye irritation	Corrosive; corneal opacity not reversible within 7 days	Corneal opacity reversible within 7 days; irritation persisting for 7 days	No corneal opacity; irritation reversible within 7 days	No irritation
Skin irritation	Corrosive	Severe irritation at 72 hours	Moderate irritation at 72 hours	Mild or slight irritation at 72 hours

§ 156.64 Signal word.

(a) *Requirement*. Except as provided in paragraph (a)(4), each pesticide product must bear on the front panel a signal

word, reflecting the highest Toxicity Category (Category I is the highest toxicity category) to which the product is assigned by any of the five routes of exposure in § 156.62. The signal word

must also appear together with the heading for the human precautionary statement section of the labeling (see § 156.70).

(1) *Toxicity Category I.* Any pesticide product meeting the criteria of Toxicity Category I for any route of exposure must bear on the front panel the signal word "DANGER." In addition, if the product is assigned to Toxicity Category I on the basis of its oral, inhalation or dermal toxicity (as distinct from skin and eye irritation), the word "Poison" must appear in red on a background of distinctly contrasting color, and the skull and crossbones symbol must appear in immediate proximity to the word "Poison."

(2) *Toxicity Category II.* Any pesticide product meeting the criteria of Toxicity Category II as the highest category by any route of exposure must bear on the front panel the signal word "WARNING."

(3) *Toxicity Category III.* Any pesticide product meeting the criteria of Toxicity Category III as the highest category by any route of exposure must bear on the front panel the signal word "CAUTION."

(4) *Toxicity Category IV.* A pesticide product meeting the criteria of Toxicity Category IV by all routes of exposure is not required to bear a signal word. If a signal word is used, it must be "CAUTION."

(b) *Use of signal words.* In no case may a product:

(1) Bear a signal word reflecting a higher Toxicity Category than indicated by the route of exposure of highest toxicity, unless the Agency determines that such labeling is necessary to prevent unreasonable adverse effects on man or the environment;

(2) Bear a signal word reflecting a lesser Toxicity Category associated with a diluted product. Although precautionary statements for use dilutions may be included on label, the signal word must reflect the toxicity of the product as distributed or sold; or

(3) Bear different signal words on different parts of the label.

§ 156.66 Child hazard warning.

(a) Each pesticide product must bear on the front panel of the label the statement "Keep Out of Reach of Chil-

dren." That statement, or any alternative statement approved by EPA, must appear on a separate line in close proximity to the signal word, if required. The statement is required on Toxicity Category IV products that do not otherwise require a signal word.

(b) In its discretion, EPA may waive the requirement, or require or permit an alternative child hazard warning, if:

(1) The applicant can demonstrate that the likelihood of exposure of children to the pesticide during distribution, marketing, storage or use is remote (for example, an industrial use product); or

(2) The pesticide is approved for use on children (for example, an insect repellent).

(c) EPA may approve an alternative child hazard warning that more appropriately reflects the nature of the pesticide product to which children may be exposed (for example, an impregnated pet collar). In this case, EPA may also approve placement on other than the front panel.

§ 156.68 First aid statement.

(a) *Product as sold and distributed.* Each product must bear a first aid statement if the product has systemic effects in Category I, II, or III, or skin or eye irritation effects in Category I or II.

(b) *Product as diluted for use.* If the product labeling bears directions for dilution with water prior to use, the label may also include a statement describing how the first aid measures may be modified for the diluted product. Such a statement must reflect the Toxicity Category(ies) of the diluted product, based upon data for the route of exposure (or calculations if appropriate). If the labeling provides for a range of use dilutions, only that use dilution representing the highest concentration allowed by labeling may be used as the basis for a statement pertaining to the diluted product. The statement for a diluted product may not substitute for the statement for the concentrate, but augments the information provided for the concentrate.

(c) *Heading.* The heading of the statement may be "First Aid" or "Statement of Practical Treatment."

Appendix D

Below are details on the hazard indices used in the evaluation:

- Acute Toxicity

EPA assigns every pesticide product to a hazard category based on the results of acute toxicity testing of the full product including inert ingredients. The testing includes the single dose required to cause death in test animals via ingestion, inhalation, and skin absorption. The testing also considers the degree of skin and eye irritation or damage. Based on the results of these tests, EPA assigns the product to a hazard category and requires a signal word such as Caution, Warning, or Danger to be placed on the label. Danger indicates the highest hazard, Warning indicates moderate hazard, and Caution indicates a lower hazard.

- Restricted Use

Some pesticides are restricted to use only by certified pesticide applicators and are not available to the general public because of high toxicity, particularly hazardous ingredients, or environmental hazards. Pesticides designed as restricted use are so indicated on the product label.

- Cancer (known ingredients only)

Various state, federal, and international organizations evaluate or list chemicals for carcinogenicity, their potential to cause cancer ^{19, 20, 21, 22} Due to the expense and difficulty of such evaluations, not all agencies have reviewed the same chemicals and not all reach the same conclusions on a given chemical. For this reason, we use the ratings of several agencies whenever possible. These ratings indicate the strength of the scientific evidence that a particular chemical can cause cancer in humans, but they do not consider the potency of the chemical, i.e. the number of cancers that will result from a standard level of exposure to a population. The various agencies use different words to describe the strength of evidence, such as possible, probable, likely, known, etc. In order to simplify the rating, we have assigned the various phrases used by the different agencies to a standard phrase used in the Hazard Tier assessment (see Table 4). The tier rating is based on the highest likelihood assigned by any agency that has evaluated the chemical.

Table 4: Standardized Cancer Rankings Used in Hazard Tier Assessment

Organization	Organization Rating	Standardized Rating for MCSD Hazard Tier
US EPA ¹⁹	<p>Group A: Known Human Carcinogen Known/Likely Likely to be Carcinogenic to Humans</p> <p>Group B: Probable Human Carcinogen B1: Sufficient evidence of carcinogenicity from animal studies with limited evidence of carcinogenicity from epidemiologic studies in humans B2: Sufficient evidence of carcinogenicity from animal studies with inadequate or no data from epidemiologic studies in humans</p> <p>Group C: Possible Human Carcinogen Likely to be Carcinogenic to Humans at High Doses, but Not Likely at Low Doses Suggestive Evidence of Carcinogenicity to Humans</p> <p>Group D: Not classifiable as to human carcinogenicity Data are inadequate for an assessment of human carcinogenic potential</p> <p>Group E: Not Likely to be Carcinogenic to Humans</p>	<p>Known or Probable Known or Probable Known or Probable Known or Probable</p> <p>Possible Possible</p> <p>Possible Unclassifiable Unclassifiable Not Likely</p>
IARC ²²	<p>Group 1: Carcinogenic to Humans</p> <p>Group 2A: Probably Carcinogenic to Humans</p> <p>Group 2B: Possibly Carcinogenic to Humans</p> <p>Group 3: Unclassifiable as to Carcinogenicity to Humans</p> <p>Group 4: Probably not Carcinogenic to Humans</p>	<p>Known or Probable Known or Probable Possible Unclassifiable</p> <p>Not Likely</p>
NIH/NTP ²¹	<p>Known to be a Human Carcinogen</p> <p>Reasonably Anticipated to be a Human Carcinogen</p> <p>Reviewed but not listed</p>	<p>Known or Probable Known or Probable Not Listed</p>
Proposition 65 ²⁰	Known to the State of California to Cause Cancer	Known or Probable

- Reproductive/Developmental Toxicants (known ingredients only)

Known ingredients in the products are screened against the State of California lists of known reproductive and developmental toxicants,²⁰ the US EPA Toxics Release Inventory (TRI) chemical hazard list,³² or the list from the National Toxicology Program's Health Assessment and Translation (formerly the Center for Evaluation of Risks to Human Reproduction).³³

• Endocrine Disruptors (known ingredients only)

Under the Food Quality Protection Act, the EPA is required to screen pesticide ingredients for endocrine system effects. Until that screening is done, a comprehensive list of endocrine disruptors will not be available. For purposes of this screening, we used the list of endocrine disruptors compiled by the European Commission²⁴ and in the book *Environmental Endocrine Disruptors* by Lawrence Keith.²⁵ Chemicals on the EU list are classified for both humans and wildlife as Category I: evidence for endocrine disruption in living organisms, Category II: evidence of potential to cause endocrine disruption, or Category III: low exposure concern, no scientific basis for inclusion, or insufficient information. The list of endocrine disruptors will likely be expanded at a later date, when US EPA publicizes the results of the Endocrine Disruptor Screening Program.

• Water Pollution (known ingredients only)

Section 303(d) of the federal Clean Water Act requires states to compile a list of water bodies with excessive contamination. The list of impaired water bodies in the area where the product will be used (available from the US EPA 303(d) web site³⁴) is searched for pesticide active ingredients. Based on a site-specific analysis of the water bodies, products are assessed as to whether they contain priority 303(d) pollutants for that area.

• Hazards to Birds, Aquatic Life, Bees, and Other Wildlife

The US EPA requires particular hazard warning statements on pesticide product labels depending on the toxicity of the active ingredients and the formulated product to particular off-target species, evidence that adverse effects have occurred, and the use for which the product is intended. The hazard assessment is based on whether such warnings appear on the specific product label or the acute toxicity of the product as described in the MSDS. This toxicity is expressed as an LC₅₀ (or LD₅₀) that is the lethal concentration (or dose) to 50% of the test organisms in a laboratory test. The criteria for defining toxicity for different species are shown in Table 5 below.

Table 5: Toxicity Reference Values for Terrestrial and Aquatic Wildlife

Category	Mammal and Bird LD ₅₀ (mg/kg) ³⁵	Mammal and Bird LC ₅₀ (mg/kg of food) ³⁶	Aquatic LC ₅₀ (mg/L) ³⁶	Bee LD ₅₀ (g/bee) ³⁷
High Toxicity	< 50	< 500	< 1	< 2
Moderate Toxicity	50–500	500–1,000	1–10	2–11
Low Toxicity	> 500	> 1,000	> 10	> 11

• Mobility in Soil (known ingredients only)

The potential for ground-water or surface-water pollution by pesticides is dependent on many factors, including persistence of the ingredients, water solubility, soil binding, amount of rainfall or irrigation, soil properties, amount and frequency of applications, soil slope, vegetation present, proximity to ground- or surface-water, etc. The hazard assessment only considers the properties that relate strictly to the pesticide itself. The potential for a pesticide moving to surface water or groundwater is thus assessed in one of three ways:

- 1) The Ground-water Ubiquity Score (GUS) is an empirically derived index that relates pesticide persistence and soil binding to mobility. The GUS index is defined mathematically as:

$$\text{GUS} = \log_{10}(\text{half-life}) \times [4 - \log_{10}(\text{K}_{\text{oc}})]$$

where K_{oc} is the soil sorption coefficient and half-life is the soil half-life in days. Information on pesticide K_{oc} values can be found in the OSU Pesticide Properties database,²⁷ the California Department of Pesticide Regulation groundwater Status Reports,²⁸ or in the EU Footprint Pesticide Properties database.²⁹

A pesticide movement rating ranging from “extremely low” to “very high” has been assigned to the numerical values by the researchers in the OSU Extension Pesticide Properties Database.²⁷ The values are shown in Table 6.

Table 6: Pesticide Mobility in Soil as a Function of Groundwater Ubiquity Score

GUS Value	Pesticide Movement Rating
<2	Low
>2.0–3.0	Moderate
>3.0	High

- 2) The California Department of Pesticide Regulation (DPR) lists pesticide active ingredients as potential groundwater contaminants when physical properties exceed Specific Numeric Values (SNVs). In order for a chemical to be listed, one of the following must be true:

Water solubility: > 3 ppm (mg/L), or

Soil adsorption coefficient (K_{oc}): < 1,900

cm³/g AND one of the following must be

true

Hydrolysis half-life: > 14 days, or

Aerobic soil metabolism half-life: > 610 days, or

Anaerobic soil metabolism half-life: > 9 days

The list of pesticides that exceed SNVs is available from DPR’s annual Groundwater Status Reports.²⁸

- 3) In addition to the GUS index and DPR's assessment, information on pesticide water contamination potential is noted from product label warnings. EPA requires two levels of warnings for products with characteristics that have been determined to result in likely contamination of groundwater from use as labeled. A lower level of warning is required if no actual detections have occurred or no field studies have been done. A higher level of warning is required if detections have occurred or field studies have shown that the chemical leaches. For purposes of the initial screening, the presence of either warning is considered an indication that the chemical has high mobility. In rare cases where a label ground-water advisory occurs but the GUS index or DPR assessment did not indicate high mobility, the label advisory is given priority.

Pesticides that have high soil mobility according to the criteria above, but are not otherwise toxic or bioaccumulative are classified as Tier 2.

• Persistent, Bioaccumulative, Toxic Chemicals (PBTs)

In recent years much attention has been paid to toxic chemicals that persist in the environment and bioaccumulate. PBTs pose a serious threat because they can build up in ecosystems, wildlife, and humans even when deposited slowly. Many organizations including the United Nations, International Joint Commission on the Great Lakes, U.S. EPA, and Washington State Department of Ecology have proposed strategies to reduce or eliminate them. The list used for this evaluation is EPA's Waste Minimization Priority Chemicals list or listed by the European Union as fulfilling PBT or Persistent Organic Pollutant (POP) criteria. New lists will be added as more information becomes available.

References

- ¹ US EPA. 2012. TRI-Listed Chemicals. <http://www2.epa.gov/toxics-release-inventory-tri-program/toxicity-data-category-tri-listed-chemicals>
- ² EC, 2000. Towards the establishment of a priority list of substances for further evaluation of their role in endocrine disruption, Annex 13 (List of 146 substances with endocrine disruption classifications prepared in the Expert meeting). European Commission. Final Report, November 2000. http://ec.europa.eu/environment/docum/01262_en.htm#bkh.
- ³ Keith LH. 1997. *Environmental Endocrine Disruptors: A Handbook of Property Data*. Wiley Interscience (New York, 1997)
- ⁴ US EPA. National Summary of Impaired Waters and TMDL Information. http://iaspub.epa.gov/waters10/attains_nation_cy.control?p_report_type=T.
- ⁵ OSU. OSU Extension Pesticide Properties Database. <http://npic.orst.edu/ingred/ppdmove.htm>.
- ⁶ CA DPR, Status Report Pesticide Contamination Prevention Act (issued annually). Environmental Monitoring Reports. California Department of Pesticide Regulation. <http://www.cdpr.ca.gov/docs/emon/pubs/ehapreps.htm>.
- ⁷ EU Footprint Database. 2011. <http://www.eu-footprint.org>.
- ⁸ US EPA. Waste Minimization Priority Chemicals List. National Waste Minimization Partnership Program. <http://www.epa.gov/epawaste/hazard/wastemin/priority.htm>.
- ⁹ EU. 2012. Persistent Bioaccumulative Toxins. European Commission Joint Research Centre, Institute for Health and Consumer Protection (IHCP). <http://esis.jrc.ec.europa.eu/index.php?PGM=pbt>.
- ¹⁹ US EPA, List of Chemicals Evaluated for Carcinogenic Potential. US Environmental Protection Agency. <http://www.epa.gov/opp00001/carlist/>.
- ²⁰ CA OEHHA, Proposition 65 List of Chemicals Known to Cause Cancer, Developmental or Reproductive ToxiDistrict. California Office of Environmental Health Hazard Assessment. http://oehha.ca.gov/prop65/prop65_list/Newlist.html.
- ²¹ NTP, 2011. 12th Report on Carcinogens. National Toxicology Program. <http://ntp.niehs.nih.gov/?objectid=03C9AF75-E1BF-FF40-DBA9EC0928DF8B15>
- ²² IARC, IARC Monographs on the Evaluation of Carcinogenic Risks to Humans. <http://monographs.iarc.fr/>
- ³² US EPA. 2012. TRI-Listed Chemicals. <http://www2.epa.gov/toxics-release-inventory-tri-program/toxiDistrict-data-category-tri-listed-chemicals>
- ³³ NTP. 2012. Health Assessment and Translation (Formerly CERHR). <http://ntp.niehs.nih.gov/?objectid=497C419D-E834-6B35-8AF15D389859AF07>.
- ³⁴ US EPA. *How's My Waterway?* <http://watersgeo.epa.gov/mywaterway/>.
- ³⁵ US EPA. *Series 870 Health Effects Test Guidelines: Acute ToxiDistrict Testing Background*, US EPA Office of Pollution Prevention and Toxic Substances Harmonized Test Guidelines, US EPA, <http://www.regulations.gov/#!documentDetail;D=EPA-HQ-OPPT-2009-0156-0002>.
- ³⁶ Kamrin, MA. 1997. *Pesticide Profiles: ToxiDistrict, Environmental Impact, and Fate*. Lewis Publishers. Boca Raton, FL.
- ³⁷ US EPA 2012. *Label Review Manual, Chapter 8: Environmental Hazards*. <http://www.epa.gov/oppfead1/labeling/lrm/>.

McKinleyville Community Services District

BOARD OF DIRECTORS

August 2, 2017

TYPE OF ITEM: **INFORMATION**

ITEM: E.2 **Consider the Regular Board Meeting Dates, Time and Location for the 2018 Calendar Year**

PRESENTED BY: **Emily Abfalter, Board Secretary**

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

Recommendation:

Staff recommends the Board review and consider the proposed 2018 Schedule for McKinleyville Community Services District Regular Board Meetings, held on the first Wednesday of each month, for the 2018 calendar year. Outside of the Board Meeting, Directors are requested to review the attachment and provide any conflicting dates to the Board Secretary, either in person or in an email. This item will be scheduled again for the October 4, 2017 Board Meeting, at which time the Board members can make a final decision.

Discussion:

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

The July meeting date falls on an observed holiday, July 4th, providing two options, either move the meeting to the following Wednesday or cancel the meeting and consolidate with August. The July and August meetings have a record of being shorter in length and annual items appearing in July are able to be moved to August while still meeting time requirements.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action
- Change the meeting dates

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Proposed 2018 MCSD Regular Board Meeting Schedule

2018 Proposed MCSD Board Meetings

First Wednesday's of the month for year 2018 – In the event the first Wednesday fell on a Holiday the meeting was moved to the second Wednesday of the month.

DATE	LOCATION
January 3, 2018	Azalea Hall
February 7, 2018	Azalea Hall
March 7, 2018	Azalea Hall
April 4, 2018	Azalea Hall
May 2, 2018	Azalea Hall
June 6, 2018	Azalea Hall
July 4, 2018	Azalea Hall
August 1, 2018	Azalea Hall
September 5, 2018	Azalea Hall
October 3, 2018	Azalea Hall
November 7, 2018	Azalea Hall
December 5, 2018	Azalea Hall

McKinleyville Community Services District

BOARD OF DIRECTORS

August 2, 2017

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Acknowledge the Resignation of Recreation Advisory Committee Member, Kevin Collins, and Authorize Staff to Announce Recreation Advisory Committee Vacancies to the Public**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board acknowledge the resignation of Recreation Advisory Committee member, Kevin Collins, and authorize Staff to announce the vacancy of one regular voting member seat on the Recreation Advisory Committee and two alternate member seats to the public.

Discussion:

On July 8, 2017 Kevin Collins submitted his resignation from the Recreation Advisory Committee via email (**Attachment 1**) as he has had to move out of the area.

According the MCSD Rules & Regulations Regulation 40- Recreation and Parks Advisory Committee:

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

(a) The Board of Directors shall announce each vacancy and shall state they are seeking applicants, setting forth the qualifications, if any required.

(b) The Board of Directors shall interview each applicant, after which a majority of the Board of Directors, may select the most qualified to fill the vacancy.

There is now currently, one vacant regular voting member seat and two vacant alternate member seats as well as a vacant student member seat on the Recreation Advisory Committee.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Kevin Collins Written Resignation

Lesley Frisbee

From: Kevin Collins <silverspurstech@gmail.com>
Sent: Saturday, July 8, 2017 11:54 AM
To: Lesley Frisbee
Subject: Resign from my seat

Lesley,

I am sorry that this is such short notice, but I have to give up my seat on the RAC committee. The reason why I am giving it up, is due to the fact that I have moved to Lewiston, Ca. I do thank you for the time I was able to serve. Again, I am sorry that this is such short notice.

Thank you,
Kevin Collins

--

Kevin Collins

-Owner, Silver Spurs Tech and Photography

707-757-4194

McKinleyville Community Services District

BOARD OF DIRECTORS

August 2, 2017

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.4 **Discuss Venue, Dates, Time and Content for the MCSD Board Retreat**

PRESENTED BY: **Gregory Orsini, GM & Dennis Mayo Board President**

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review and discuss the information provided.

Discussion:

At the July 2017 Board of Directors meeting, the Board expressed interest in participating in a Board Retreat. The purpose of the Board Retreat is for the Board to develop a personal common values assessment for each individual Board Member.

Per legal counsel, the MCSD Board of Directors may participate in a retreat, however, the retreat must be held in McKinleyville, be open to the public and notice of the meeting must be given pursuant to the Brown Act requirements for Special Meetings.

Tonight's meeting is a platform to discuss:

- Topics to develop during retreat
- Facilitation options
- Venue (within McKinleyville boundaries)
- Time and date
- Guest speaker

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

McKinleyville Community Services District

BOARD OF DIRECTORS

August 2, 2017

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.5 **Recreation Facility, Property and Open Space Site Tour**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review the information, take public comment, and discuss the special meeting of the board at 1:00 p.m. on Monday, August 14, 2017 for a tour of MCSD park properties and facilities.

Discussion:

A special meeting of the MCSD Board of Directors will be noticed for Monday, August 14, 2017 at 1:00 pm to coincide with Recreation Advisory Committee meeting and commencing at the MCSD District Office where upon Board members and Recreation Advisory Committee members will participate in a tour of MCSD's park properties, open spaces and facilities with District Staff.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

McKinleyville Community Services District

BOARD OF DIRECTORS

August 2, 2017

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.A **Support Services - July 2017 Report**

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

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has deposited \$937,318.68 to date into the Trust Account for reserves recovery as of June 30, 2017. This represents 86.2% of the \$1,087,684.00 total reserve that need to be recovered.

The District has \$326,193.95 to date in the Trust Account for the next Biosolids Disposal project.

Customer adjustments at year-end total \$14,501.94, which represents 20.8% over the annual \$12,000 budget for this sub-item. (GL# 501-62120)

Total Board Travel as of June 30, 2017 has not increased beyond the \$15,903.15 reported last month, which is 12.6% under the approved \$18,200 budget for this item. (GL# 001/005/501/551 62090-888)

Audit Update: Auditors from Fedak and Brown will be onsite August 1-3 to review source documents and processes.

Treasurer's Report Highlights: Water Fund capacity fees of \$10,473.00 were collected during June, for a year-to-date total of \$152,299.00. Wastewater Fund capacity fees increased by \$18,648.00 for a total of \$269,318.00. Capital Contributions and Capacity fees are included in the income vs. expenses graphs of the Treasurer's Report, but they are called out separately on the Budget to Actuals report.

The Cash Disbursement Report

The final several pages of the Treasurer's Report are a listing of all the District's check payments for a given month. This Cash Disbursement Report provides transparency and public disclosure for the expenditure of District funds. While all checks and vendor payments are listed, some information is redacted out of the report. Both law and ethics require that the District keep certain information confidential. Customer names and other customer identifying information are removed from refund checks which are run through the AP system. Likewise, payroll amounts paid to specific employees are

summarized, rather than listed individually. Total salary information is disclosed to the public as required by law on the State Controller's Office website each year for each District employment position.

OTHER UPDATES

The tenth disbursement from the State Revolving Fund loan for construction costs related to the new Wastewater Management Facility was received at the beginning of July, and so was not included in the June financial report. Disbursement request #11 is being processed for review by Kennedy-Jenks, and will be submitted to the State for payment. On the Debt page of the Treasurer's Report, the loan principal amounts will be accumulated until the SRF provides a final loan amount after construction is finished in FY2017-18.

McKinleyville Community Services District

BOARD OF DIRECTORS

August 2, 2017

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.B **Operations Department – June 2017 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 42.5 million gallons of water in June.
Ten water quality complaints were investigated and rectified.
Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Annual routine testing was conducted on Routes 12 and 13 along with a minimal number of retests. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

Average and Maximum Water Usage:

The maximum water usage day was 1.8 million gallons and the average usage per day was 1.4 million gallons.

Water Distribution Maintenance:

Weekly Bacteria Samples were collected on Schedules 2,3,4 and 5 which represent different locations in the water system. The schedules are made up of a sample taken in each pressure zone. The meter replacement program has started back up and will continue through the summer. The entire system is approximately 77% completed. A service line leak was repaired on Kellner Avenue and Avery Lane due to old crimps in the services. Several repair patches were dug out, saw cut and replaced with permanent paving. Staff delays patch repairs until there are enough patches to justify a truck load of asphalt to keep labor and customer costs down. An angle-stop was replaced to retrofit a smaller meter requested by the customer. A broken angle-stop was repaired on Hiller Road.

Water Station Maintenance:

The plumbing on the School Road pressure reducing station developed a leak. Staff repaired the plumbing and adjusted the flow per specifications. Several stations were mowed and cleaned. The North Bank pump station pumps received an oil change and lubing. The annual cathodic inspections were completed at the tank sites. This is done by a certified inspector to ensure the integrity of the tank shell.

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

Water Usage Comparison in Million Gallons

	2013	2016	% Reduction	2016 Recycled	R- GPCD
April	39.755	34.892	13	0	51
May	49.407	36.635	26	11.3	53
June	51.337	44.589	14	22	61
July	54.757	47.992	13	14.7	61
August	55.908	46.442	17	16.1	64
September	45.702	45.201	2	6	69
October	39.439	36.613	8	14.7	59
November	34.879	33.224	5	0	50
December	35.203	34.782	2	0	49
	2013	2017	% Reduction	2016 Recycled	R- GPCD
January	38.241	35.670	7	0	50
February	33.751	31.146	8	0	54
March	36.244	34.828	4	0	43
April	39.755	33.414	16	0	49
May	49.407	37.628	24	8.7	50
June	49.407	42.539	18	19.2	57

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

New Construction Inspections:

Central Estates Phase 2D; All water main and services have been installed. All sewer mains and laterals have been installed. PG&E have started their underground installation. Testing will continue once they are done. McKinleyville BMW Expansion; A 4" fire service was tapped and installed. DCV and sampling still remains on the check list. Grocery Outlet; The water main crossing Central Avenue was completed along with the hydrant install at the property line.

Sewer Department:**Waste Water Statistics:**

27.7 million gallons of wastewater were collected and pumped to the W.W.M.F. 28.6 million gallons of wastewater were treated and discharged to land disposal or reclamation in June.

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

Sewer Station Maintenance:

Monthly inspections, daily routine and site clearing were conducted on all sewer stations. The water heater was replaced in the ranch house by staff. Wet wells were cleaned at Letz, Kelly and Hiller Stations. This is done to remove grease and rags from possibly plugging up pumps and to reduce hydrogen sulfide buildup, which is corrosive to the well casings and equipment. Belts were replaced on pump 2 at Letz. The roof blower was replaced at the Fischer Station due to not operating to staff's satisfaction. The blower is used to replace the drywell air with clean air. Site clearing also took place at the Fischer station.

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. A new sewer service was installed on Clay Road.

Wastewater Management Facility:

One of the pond aerators was ragged up. Staff removed the rags and placed the aerator back in service. Pennywart was removed from the ponds as part of the preventative maintenance.

Daily Irrigation and Observation of Reclamation Sites:

Weekly well monitoring was conducted along with the Fischer Ranch tree farm as part of the tree farm pilot study. An irrigation plan is still pending. Wells will be used to monitor the uptake of each tree species. The ranch area and the easement to the perc ponds were cleared and mowed. Irrigation pipe was moved around to allow farmer to bail hay.

Street Light Department:

No streetlight complaints were reported in June.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff members attended. Staff received several days of WWMF training.

Special Notes:

Tractors, Dump Truck and Vac-con received their monthly service.

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.

IPM group held a couple meetings to work on the Matrix comments.

WWMF upgrade status:

Aquility has been hired by Auburn to start the new plant process. Seed sludge was hauled in to provide bug growth in the aeration basins. At this time, Aquility is trying to dial in the process to prepare for the 30-day acceptance test that should take place in August. The main tie-ins that redirect the pump station flow to the new headworks, has been completed. System integration is in process and will develop as equipment is installed and tested. Staff has been attending training on running the new plant and will continue to train as progress takes place. The time lapse camera footage is still being collected and will continue through the construction phase. Weekly meetings have been held to discuss progress and scheduling.

Water and Sewer Mainline Rehabilitation Master Plan:

GHD has completed the needs assessment for both the water distribution and wastewater collections systems. They have developed detailed engineering cost estimates for the replacement of the entire water distribution and wastewater collection systems. The detailed engineering cost estimates have been sent to Willdan Financial Services. Willdan has begun their analysis of the impacts to MCSD rates if these systems were to be replaced in a 50-, 75- or 100-year time frame, with the replacement beginning in approximately 2027. They have informed us they are 95% complete with the Water Rate Analysis.

GHD has also completed the analysis of near term replacement projects required for both the water and wastewater systems. The remaining component of this Task was the finalization of the alternatives analysis for the replacement of the Middle Crossing of the wastewater system from Thiel Avenue to the north end of Hiller Park. We were able to perform a site review with the engineers and had staff excavate the west end of the existing casing and pipe to see the end of the pipe exposed to confirm the type of pipe, the alignment of the sewer pipe in the casing pipe, and see how they sealed the casing. That allowed GHD to lay out two of the most cost effective alternatives for the upgrade for this crossing and finalize the cost estimates for the comparison of these alternatives.

GHD has also finished the write-ups of their portion of the Master Plan documents, and they are currently in internal Senior review process. As soon as they get the results from the Willdan analysis, they will incorporate this into their document and submit a

Draft copy for review. They anticipate that they will submit a Draft copy to the District the second or third week in August.

Parks:

Several open space zones received mowing, hedging and maintenance as part of the Open Space Maintenance Zone agreements. The Facilities were mowed and cleaned as part of the weekly schedule along with rental events. Irrigation pipe was repaired in Pierson Park due to leaks. The dog park water bowl drain was dug out to allow adequate draining. The grease trap at the Hiller Sports Site was repaired due to the lid being damaged by vehicle access. Damage from vandalism was also repaired on the Hiller Sports site bathroom. Posts were installed near Azalea Hall and the Library to allow notification signs to be displayed. The parking lots, both at the library and Azalea Hall, were seal coated. Striping is in process and should be completed by the first week in August. Staff participated in the annual clean-up days. This includes reorganizing shop space and equipment.

GIS:

MCSD Plans and Programs:

Continued Developing MCSD Disinfection Plan:

- Awaiting final review to begin next steps

Annual review of the MCSD Hearing Conservation Program

- Reviewed MCSD plan and California Code of Regulations for any required updates. No updates were necessary.

Updated Plans and Programs binder, log, and Hearing Conservation Program cover page.

Updated Plans and Programs (PP) binder to reflect added plans to binder and recent safety meeting trainings.

Continued developing Outlook calendar to track necessary reviews, audits, and trainings for MCSD programs/plans.

Created binder to hold all OSHA codes for MCSD plans

Maps Completed/General GIS:

Created multiple maps for USAN.

Created three maps for Proposed Ranch Acquisition.

Misc. Work Completed:

Weekly Safety meetings.

Vehicle inspections.

Videotaped trainings for WWMF

Began researching grants for water, sewer, and/or streetlights.

McKinleyville Community Services District

BOARD OF DIRECTORS

August 2, 2017

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.C **Parks & Recreation Director's Report for July 2017**

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

TYPE OF ACTION: **None**

TEEN & COMMUNITY CENTER:

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

Organization	Amount	Purpose
Mad River Rotary-Donation	\$25,000	Commercial Kitchen
Mad River Rotary-Grant (2015)	\$2,000	Commercial Kitchen
Mad River Rotary-Grant (2016)	\$3,000	Music equipment
McKinleyville Area Fund (2014)	\$3,000	Audio-Sound System
McKinleyville Area Fund (2016)	\$2,500	TV's and Blue Ray player
McKinleyville Area Fund (2017)	\$3,075	Kitchen Equipment
McKinleyville Lions Club	\$1,000	Kitchen Equipment
Humboldt Area Foundation	\$10,000	Tables & Chairs for Classrooms
McKinleyville Kiwanis Club	\$2,000	Computer equipment
Legacy Path & Giving Tree donations	\$22,595	Unrestricted
Karaoke Night event	\$593	Unrestricted
Pints for Non-Profits	\$743	Unrestricted
Umpqua Bank	\$1,200	Landscaping
TOTAL:	\$76,706	

The Commercial Kitchen is now complete with equipment and supplies necessary for

Boys & Girls Club of the Redwoods Teen Club in McKinleyville membership reached 175 in the last quarter of the fiscal year, with a total number of youth served reaching 214. The average daily attendance in the last quarter was reported at 48 youth in the afterschool hours. Summer hours have seen daily attendance fluctuate drastically each day. Some days 25-30 youth are at the Club and others less than 10. BGCR staff have noticed an increase in high school aged youth attending during the summer hours.

Staff continue to meet with the BGCR Teen Club Site members regularly to ensure adequate information sharing and exchange in regard to programs as well as shared facility use. Staff of both organizations also continue to explore collaborative event offerings as well as fundraising opportunities to support teen programs and activities. Staff from both organizations will be planning a Laser Tag tournament for the upcoming fall, as the first of three fundraising events.

As of the writing of this report, the Board of Directors of BGCR had not yet hired a for the Executive Director position.

The McKinleyville Middle School Art students have hung a variety of art works in the Teen & Community Center. The art work will remain up in the facility throughout the summer and a reception for the public will be held in July or August to coincide with McKinleyville's Arts Alive night. The 7th grade ceramics students did create a tree to serve as the donor recognition tree in the Teen & Community Center, unfortunately there was a small issue with the final firing of one of the pieces. It will be installed when it is ready.

RECREATION ADVISORY COMMITTEE:

The Recreation Advisory Committee met on Thursday, July 20, 2017. The notes from that meeting are attached as Attachment 1.

RECREATION PROGRAM UPDATES:

- *Kids' Camp Summer Day Camp* – Currently serving 65-70 kids per day. Charlie set up the skate ramps for camp this week and it was a huge hit!
- *Playgroup* – Meeting at the summer location at Morris Elementary school.
- *Jiu Jitsu* – Current session is serving 15 students
- *Summer Basketball* – Summer Basketball serving 36 youth.
- *Youth Flag Football* – Serving 17 youth.
- *Tot-Letits* – Tee ball started July 8th it is full and going very well.
- *Drop in Pickleball* – Pickelball continues to meet on Friday evenings, and continues to be run by volunteers.
- *Drop in Basketball* – Consistently has 25-30 players each Sunday.
- *Dodgeball tournament* – Our intern put on a Dodgeball tournament as her project. While participation did not meet our goals, it was a fun time and it raised over \$400 for the Teen Center.
- *Lawn Games in the Park*-beginning July 6th and running through August 31st, staff are setting up various lawn games at Pierson Park from 5:30pm-7:30pm for the entire community to enjoy. So far attendance has been light, but each week at least one or two new participants show up.

OTHER UPDATES:

- Staff continues to work on collecting data to inform the Parks & Recreation Master Plan update.
- Staff has created a campaign to acknowledge and thank responsible dog owners following the rules at the Hiller Dog Park which will be implemented in August.
- The Final Grant Report for the First 5 Humboldt Playgroup Grant was submitted June 24, 2017.
- Staff is working on acquiring grant funding to fund the replacement of the play structure at Larissa Park.

Attachments:

- Attachment 1 – RAC Meeting Notes 7-20-17

Thursday, July 20, 2017

6:30pm

Recreation Advisory Committee Meeting

NOTES

Members Present: Bill Prescott, David Coelho, Johnny Calkins, Jeff Dunk, David Couch, Chad Sefcik

Members Absent: Charlie Caldwell, Addison O'Hanen, John Kulstad

Guests: Jack Durham

Meeting Notes:

Communications:

- Staff reported that Agenda Item IV-McKinleyville Little League (MLL) was postponed to the August agenda at the request of the MLL President.
- Staff reported that member Kevin Collins had submitted his resignation from the committee due to his having to move out of the area.

Public Comment:

- No Public Comment

Property and Facility Tour for RAC and MCSD BOD

- Staff presented several dates for a tour of MCSD park and open space properties to be held in August in conjunction with the August MCSD meeting of the Board of Directors. RAC members agreed that Monday, August 14th was a date that most could attend.

Hiller Dog Park Rule Awareness Strategy:

- Staff reported that a "Catch them Being Good" campaign was being created for acknowledging and thanking dog owners at the park who get caught following the rules at Hiller Park in regard to keeping dogs on leash in specific areas and cleaning up after dogs.
- Member J. Calkins reported having had recent conversations with frequent dog park users regarding the importance of following the rules as posted and received positive feedback regarding the expectations of dog owners and a willingness from those he spoke to, to spread the word among other dog park users.
- Member J. Dunk happily reported seeing more dog park users following the leash rules recently

Master Plan Update Process:

- Staff shared an outline of the Parks & Recreation Master Plan and the completion status of each section of the outline (Exhibit 1).
- Staff reported that the DRAFT update will not be completed by the end of 2017 as originally planned, and has set a new goal of completing by the end of 2018.
- Staff will be conducting more public input meetings and collecting input through focus groups in the coming months.

Recreation Program Updates:

- *Kids' Camp Summer Day Camp* – Currently serving 65-70 kids per day. Charlie set up the skate ramps for camp this week and it was a huge hit!
- *Playgroup* – Meeting at the summer location at Morris Elementary school.
- *Jiu Jitsu* – Current session is serving 15 students
- *Summer Basketball* – Summer Basketball serving 36 youth.
- *Youth Flag Football* – Serving 17 youth.

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- *Lawn Games in the Park*-beginning July 6th and running through August 31st, staff are setting up various lawn games at Pierson Park from 5:30pm-7:30pm for the entire community to enjoy. So far attendance has been light, but each week at least one or two new participants show up.

Review of Actions at Last MCSD Board mtg.:

- Staff gave a report of actions pertinent to Parks & Recreation taken at the July 2017 meeting of the MCSD Board of Directors.

AdHoc Committee Reports:

- J. Calkins reported that the Fischer Ranch Estuary project is currently in design phase for trails and will be completing CEQA requirements this summer.
- Skate Park: staff reported the current status of the Right of Entry Agreement, it is in DRAFT form and comments are being exchanged between staff and the HSPC.
- No other committee reports were made.

Agenda Items for August Meeting:

- McKinleyville Little League
- Parks & Recreation Master Plan Update process
- Dog Park Awareness Campaign

Adjournment:

- Moved by B. Prescott, 2nd by J. Calkins
- Adjourned at 7:27pm

McKinleyville Parks & Recreation 2018-2019 Master Plan Update Outline

Exhibit 1

WHERE ARE WE NOW?

Chapter 1: Introduction

- Purpose of the Master Plan
- Community Description
- Demographic Details
- Terms & Definitions

100% Complete

Chapter 2: Existing Opportunities

- Parks (Developed space)
- Trails (Developed)
- Open Spaces (Undeveloped)
- Facilities
 - Outdoor
 - Indoor
- Programs/Activities/Events

90% Complete

WHERE DO WE WANT TO BE?

Chapter 3: Community Needs

- Needs assessed through
 - Community Survey data,
 - Focus Group/Public Input meetings
 - Stakeholder Input meetings
 - NRPA Metrics Data to inform Community Standards

In process less than 10% complete

Chapter 4: Recommendations for Meeting Needs

- Future Development
- Longterm Maintenance Strategies
- Renovation and Rehabilitation planning

Not started

HOW DO WE GET THERE?

Chapter 5: Implementation

- Funding Plan/Strategy
- 5-10 Cost Projections
- Overall Implementation Plan

Not started

McKinleyville Community Services District

BOARD OF DIRECTORS

August 2, 2017

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.D **General Manager's Report for the July 2017 Meeting**

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of July 2017

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:

- | | |
|---|---------|
| • Office Supply Savings | \$140 |
| • Volunteer Tournament Staffing for Recreation Activities | \$720 |
| • Field Inspections for Sewer Mainline Replacement | \$480 |
| • Staff Replaced Water Heater Opposed to Plumber | \$754 |
| • Operations Various In House maintenance and Repairs | \$1040 |
| • SWAP | \$3,480 |
| • Community Service Workers | \$1,472 |
| • Northern Humboldt Employment Services | \$3,485 |
| • Cal Trans Crew | \$1,392 |

Total cost savings for **July** are \$12,963

The cumulative cost savings for the District to date from July 1, 2017 is \$12,963

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, ratepayers, and the community.

Water and Wastewater Mainline Upgrade, Replacement and Rehabilitation Facility Plan – Recap of monthly activity from consultant is presented in the Operations Director's Report.

Integrated Pest Management Plan – The MCSD IPM Guide to Reduced Toxicity Pesticides was completed and will be presented to the Board for review at the August Board of Directors Meeting. The Pesticide Use Policy, Integrated Pest Management Plan and IPM Guide to Reduced Toxicity Pesticides all provide a consistent framework for staff to operate within. That is, staff will utilize physical, mechanical, cultural, biological, and educational tactics as primary controls and that reduced-risk chemical controls will be used when necessary after primary control solutions have been exhausted.

WWMF Improvements – A weekly meeting is attended by staff to discuss the three-week rolling schedule, submittals for materials, requests for information and progress to that point. The volume of work accomplished in July continues to be significant. The seven day clean water test was completed in July and the process to seed the aeration basins with the appropriate bacteria was started. Plant operators contracted by Auburn are tasked with starting the biological process and until it is stabilized, the thirty-day biological testing will not be initiated. Training for equipment and process control occurred throughout July and required staff to suspend their normal routine to attend. Testing of mechanical equipment and the integration with the digital control systems is being carried out. This requires the flow meters and level sensing devices to send the appropriate signals to the mechanical equipment by way of the logic controllers to ensure automated operation. Staff also participated in the first Operations and Maintenance Manual review. The volume of documentation for the new plant is staggering and is being organized so it is available electronically too.

NPDES Permit Renewal – During the July meeting I notified the Board of Directors that required forms for the renewal of our NPDES permit had not been identified by Regional Board Staff. Our staff was contacted again later in the month and informed that we would be required to perform a Title 22 Engineer's Report before the NPDES permit could be submitted for public review. The report is quite comprehensive and will require significant effort from staff to complete and will necessitate support from a licensed engineer. Our regulator has indicated the Regional Boards willingness to allow MCSD to operate on our current permit during this process.

Digital Control, SCADA and Telemetry Upgrade Project – Due to questions in the contract that were not clarified prior to the bids, staff and MCSD General Counsel have had to discuss these matters with the contractor. Two minor modifications were made to the contract and it was signed. This delayed the start of the project by three weeks.

Bio-Filtration Project – Staff met with our consultant at the tree farm pilot study project to review the condition of the study plots and discuss a method for irrigation. This study is grant funded and will research the feasibility that trees are a better crop for the bottom area at Fischer Ranch than pasture grasses, for uptake of water and nutrients for the reclamation of treated effluent from the WWMF.

PG&E Site Visit – Our PG&E Customer Relations Manager and the GM toured the WWMF site in July. During the visit, the process change and new equipment inspection occurred. The reason for the visit is due to MCSD having a potential to receive an energy efficiency incentive, the amount is estimated to be about \$75,000.00 if all the measures were built to design and everything passes post inspection.

CSDA Chapter Planning Meeting – Work on the Chapter By-Laws continue with interested CSDA member agencies meeting monthly to draft the documents for affiliation. The next meeting will be in August where we will elect officers, ratify the by-laws and sign the CSDA affiliation agreement. After that it will be up to the CSDA Board of Directors to approve the affiliation agreement.

Off Channel Coho Habitat Project – Director Corbett requested information on the Off Channel Habitat Project. The majority of this is from my monthly GM Reports and the rest is updated material. In March, staff attended the basis of design review meeting for Off Channel Habitat. Design alternatives and hydraulic analysis were reviewed and steps forward were considered. The Team proceeded to 30% design and at that time returned to the board with an update. In April, a necessary consideration for the project was the formal decommissioning of the Percolation Ponds and the necessary permitting the removal of Biosolids. This will be accomplished through a 401 Permit and any biosolids remediated from the site will be placed on the reclamation site. Staff participated in a phone conference with Region 1 staff about this matter. The conclusion of the meeting was MCSD's pending NPDES permit and WDRs to include language that allows for the reuse of biosolids as a soil amendment in their reclamation areas, per the requirements of the State Water Resources Control Board, waiving the clause that the General Order is not applicable in the California Coastal Zone. In July, the 65% design drawing were submitted for review, a design review meeting is scheduled for August 15th. Prior to the August Board Meeting, we reached out to the design team to inquire about the timing to present at the August Board meeting and it was determined to be too early. Per the design team, the public meeting should come after the agency design review meeting on August 15th. Furthermore, the team communicated they may or may not have time to pull the agency comments together from the agency meeting in time for the September Board meeting or the October meeting. We discussed the plan for CEQA and the MCSD Board to consider approving CEQA adoption once it is complete, but until that point the CEQA plan and progress are informational. The CEQA plan is still in development at this time.

Meetings – The General Manager attended various meetings the month of July. The GM also planned and attended the monthly CSDA Chapter Planning meeting in July.

Exhibits/Attachments

- Attachment 1 – WWMF Monthly Self Monitoring Report

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



mckinleyvillecsd.com

MAIN OFFICE:

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

PARKS & RECREATION OFFICE:

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

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

July 27, 2017

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for June 2017 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number WQ 2011-0008-DWQ.

The normal discharge of effluent was 30 days to Discharge Points 002, 004, 006 and 007. The required monitoring and water quality constituents that were tested and reported were in compliance in June.

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

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

The requirement for Nitrate as Nitrogen in the effluent is a monthly average of 10 mg/L. One test was conducted in June and was in compliance.

Total Coliform Organisms MPN/100 ml. The Monthly Median not to exceed MPN of 23 and the daily maximum not to exceed MPN of 230. The reported results for the month of June are as follows. Median was <1.8 and a Maximum of 2. Four samples were collected in the month of June and were in compliance.

Monthly River Monitoring was conducted in June.

WWMF Upgrade Status: Clarifier "A" and "B" mechanical equipment is installed and running. The headworks and maintenance building are 95% completed. Piping from Mixed liquor to Aeration basin is installed along with running wire. Aquality is working on getting bugs established in aeration basin #1 and dialing in the plant to prepare for the 30-day acceptance test. Staff training on new equipment is in process. Grading is ongoing and paving should take place next week. Weekly meetings have been conducted with District staff, contractors, engineers and the project manager. Contractors have 521 days to complete the project. They have projected to be completed by August 2017.

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

JUNE 2017

Discharge Monitoring DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	002 MAXIMUM GPM	002 M-003 N.POND MGD	002 M-003 S.POND MGD	004 M-005 FISCHER MGD UPPER	003 M-004 FISCHER MGD LOWER	006 M-007 PIALORSI MGD	005 M-006 HILLER MGD	IRRIGATE TOTAL MGD	001 M-002 RIVER MGD
1	0.928	1.233	1072			0.993		0.240		1.233	0.000
2	1.007	1.161	1059		0.480	0.546		0.135		0.681	0.000
3	1.193	0.877	616		0.877					0.000	0.000
4	1.165	0.874	614		0.874					0.000	0.000
5	1.014	0.854	924		0.331	0.403		0.120		0.523	0.000
6	0.932	0.919	951			0.649		0.270		0.919	0.000
7	0.923	1.024	941			0.776		0.248		1.024	0.000
8	0.940	1.052	938			0.780		0.272		1.052	0.000
9	0.899	1.038	933		0.451	0.459		0.128		0.587	0.000
10	0.939	0.817	578		0.817					0.000	0.000
11	0.989	0.820	586		0.820					0.000	0.000
12	0.937	0.977	1285		0.299	0.556		0.122		0.678	0.000
13	0.929	1.344	1296			1.080		0.264		1.344	0.000
14	0.924	1.164	1047			0.922		0.242		1.164	0.000
15	0.931	1.170	1037			0.920		0.250		1.170	0.000
16	0.910	1.096	1031		0.438	0.526		0.132		0.658	0.000
17	0.907	0.801	562		0.801					0.000	0.000
18	0.935	0.803	564		0.803					0.000	0.000
19	0.898	0.913	1066		0.304	0.488		0.121		0.609	0.000
20	0.886	1.238	1183			0.980		0.258		1.238	0.000
21	0.886	1.309	1198			0.986		0.261	0.062	1.309	0.000
22	0.872	1.000	1006			0.667		0.243	0.090	1.000	0.000
23	0.850	0.673	690		0.291	0.245		0.137		0.382	0.000
24	0.840	0.523	373		0.523					0.000	0.000
25	0.896	0.517	365		0.517					0.000	0.000
26	0.859	0.669	886		0.197	0.350		0.122		0.472	0.000
27	0.846	0.858	982			0.605		0.253		0.858	0.000
28	0.852	0.850	951			0.592		0.258		0.850	0.000
29	0.837	1.000	1101			0.749		0.251		1.000	0.000
30	0.828	1.064	1109		0.544	0.410		0.110		0.520	0.000
TOTAL	27.752	28.638		0.000	9.367	14.682	0.000	4.437	0.152	19.271	0.000
AVERAGE	0.925	0.955	898	0.000	0.551	0.667	0.000	0.202	0.000	0.000	0.000
MAXIMUM	1.193	1.344	1296	0.000	0.877	1.080	0.000	0.272	0.090	1.344	0.000
MINIMUM	0.828	0.517	365	0.000	0.197	0.245	0.000	0.110	0.062	0.000	0.000
DAYS	30	30		0	17	22	0	22	2	22	0
DAYS WITH NO DISCHARGE = 0											

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

YEAR: 2017

MONTH: JUNE

DATE	INFLUENT FLOW		EFFLUENT FLOW		RIVER CFS	INFLUENT MONITORING		pH	(C°) TEMP		B.O.D. mg/L	NFR mg/L	EFFLUENT MONITORING		RIVER CL ₂ RES	SETTLABLE SOLIDS	3X5 TOTAL COLIFORM
	M.G.D.	M.G.D.	M.G.D.	MAXIMUM GPM		B.O.D. mg/L	NFR mg/L						AMMONIA	CL ₂ RES.			
1	0.928	1.233	1.072			270	250	6.8	17.7		14	20	30	4.5			
2	1.007	1.161	1.059					7.1	18.3				28	2.4		<0.1	
3	1.193	0.877	616														
4	1.165	0.874	614														
5	1.014	0.854	924					7	17.7				32	2.5			2
6	0.932	0.919	951					6.9	18				32	3.4			
7	0.923	1.024	941					6.9	17.8				32	2.6			
8	0.940	1.052	938					7.0	18.0				30	2.3			
9	0.899	1.038	933			280	250	7.1	18.0		12	19	30	2.3		<0.1	
10	0.939	0.817	578														
11	0.989	0.820	586														
12	0.937	0.977	1285										32	0.7			2
13	0.929	1.344	1296					7.0	17.8				34	2.6			
14	0.924	1.164	1047					6.9	17.9				34	3.3			
15	0.931	1.170	1037					7.0	18.0				34	3.4			
16	0.910	1.096	1031			370	280	6.8	18.3		11	15	34	2.4		<0.1	
17	0.907	0.801	562						18.7				34				
18	0.935	0.803	564														
19	0.898	0.913	1066					6.8	19.0				32	4.5			<1.8
20	0.886	1.238	1183					7.0	18.5				32	3.5			
21	0.886	1.309	1198					6.9	19.1				32	3.3			
22	0.872	1.000	1006					7.2	19.3				30	3.9			
23	0.850	0.673	690			270	420	6.9	19.8		11	33	32	4.4		<0.1	
24	0.840	0.523	373														
25	0.896	0.517	365														
26	0.859	0.669	886					6.8	19.7				30	3.5			<1.8
27	0.846	0.858	982					6.8	19.2				30	1.5			
28	0.852	0.850	951					6.7	19.0				28	3.7			
29	0.837	1.000	1101					6.8	18.8				32	3.5			
30	0.828	1.064	1109			280	310	6.8	18.8		14	14	32	3.0		<0.1	

SPILLS:

None to report

DATE	TDS	AMMONIA	NITRATE	BORON
6/30/2017	220	32.0	ND	190

MONTHLY TESTS

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

Quarterly Tests	Value in ug/l
Dichlorobromomethane	N/A
Bromofom	N/A
Chlorodibromomethane	N/A
Chlorofom	N/A

30 DAY AVERAGE

BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	NFR % Removal
12	100	96	22	170	93

ACUTE TOXICITY

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

Rainbow Trout
C. dubia

CHRONIC TOXICITY

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

Indicates Permit Exceedance

SIGNATURE: _____

REMARKS:

Total Coliform
Monthly
MEDIAN
<1.8
Daily
Maximum
2