

Mission statement of McKinleyville Community Services District:

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

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

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

**Wednesday, December 4, 2013
7:00 P.M.**

AGENDA

A.1 CALL TO ORDER

A.2 ROLL CALL

A.3 PLEDGE OF ALLEGIANCE

A.4 ADDITIONS TO AGENDA

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

A.5 APPROVAL OF THE AGENDA

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

D. CONSENT CALENDAR

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

- D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of November 6, 2013 **Pg.4**
 - a. Attachment 1-Draft Minutes from November 6, 2013 Regular Meeting **Pg.5**
- D.2 Consider approval of October, 2013 Treasurer's Report **Pg.11**
- D.3 No DCV Violations this month
- D.4 Approve conveyance for developments related to water and sewer facilities in referenced projects **Pg.34**
 - a. Attachment 1-Central Estates Phase 2b Subdivision APN 508-252-001 **Pg.35**
 - b. Attachment 2-Santos Subdivision Phase 1 & 2 APN 508-232-3 & 508-351-39 **Pg.36**

E. CONTINUED AND NEW BUSINESS

- E.1 MCSD Election results (Final Election Night Unofficial Results) **Pg.37**
 - a. Attachment 1-Post Election Update – Unofficial dated 11.13.13 **Pg.40**
- E.2 Presentation of CWEA nominations and awards **Pg.41**
 - a. Attachment 1-James Henry nomination for Supervisor of the Year **Pg.43**
 - b. Attachment 2-Bill McBroome nomination for Electrical person of the Year **Pg.44**
 - c. Attachment 3-Chris Jones nomination for Mechanical Tech. of the Year **Pg.45**
 - d. Attachment 4-John Morgan nomination for Operator of the Year **Pg.46**
 - e. Attachment 5-MCSD nomination for Safety: Plant of the Year **Pg.47**
- E.3 Consider approval of the FY 2015 STRATEGIC PLAN (SP) after annual workshop for update to reflect current and future conditions and improved format **Pg.48**
 - a. Attachment 1-McKinleyville Community Services District Strategic Plan for Fiscal Years 2015-2020 **Pg.50**
- E.4 Accept revisions to Board Policy Manual (BPM) **Pg.86**
 - a. Attachment 1-Selected sections of MCSD Board Policy Manual (proposed changes in red) **Pg.87**
- E.5 Accept New Board Member Orientation Process **Pg.94**

F. REPORTS

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

F.1. ACTIVE COMMITTEE REPORTS

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

F.2. STAFF REPORTS

- a. Support Services Department (Colleen M.R.Trask) **Pg.96**
- b. Operations Department (James Henry) **Pg.97**
- c. Parks and Recreation Department (Jason Sehon) **Pg.100**
- d. General Manager (Greg Orsini) **Pg.104**
 - a. Attachment-1 WWMF Report for October 2013 **Pg.107**
 - b. Attachment-2 Letter of appreciation from HWMA for use of MCSD conference room **Pg.110**

F.3. PRESIDENT'S REPORT

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

G. 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.*

H. 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

I. ADJOURNMENT

Posted 5:00 pm on November 27, 2013

McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2013

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of Minutes from the Board of Directors' November 6, 2013 Regular Meeting.**

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

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

Recommendation:

Staff recommends that the Board review the draft minutes from the November 6, 2013 Regular Board Meeting, recommend edits and provide staff with direction.

Discussion:

The Draft Minutes are attached for the above listed meetings.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1-Draft Minutes from November 6, 2013 Regular Meeting

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
HELD ON WEDNESDAY, NOVEMBER 6, 2013 AT 6:30 PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA.**

AGENDA ITEM A.1 thru A.3 - CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE: At 6:32 pm
President Mayo called the meeting to order with the following Directors and staff in attendance:

Dennis Mayo, Board President
David Couch, Vice President
Bill Wennerholm, Director
John Corbett, Director (arrived at 6:33 pm)
Russ Gans, Counsel

Gregory P. Orsini, General Manager
Jason Sehon, Parks and Recreation Director
Kathy Wilson, Board Secretary

Chair Mayo led the pledge of allegiance.

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

AGENDA ITEM A.5 – APPROVAL OF THE AGENDA:

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

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

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

AGENDA ITEM A.6 CLOSED SESSION DISCUSSION:

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

Recessed to closed session at 6:35 pm

Reconvened out of closed session at 7:05 pm

AGEND ITEM - A.7 REPORT OUT OF CLOSED SESSION: NO ACTION TO REPORT.

The regular meeting of the Board of Directors of McKinleyville Community Services District reconvened at 7:05 pm with the following Directors and staff in attendance:

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

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

Director Edwards was absent.

AGENDA ITEM B – PUBLIC HEARINGS: No public hearings scheduled

AGENDA ITEM C – PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Mayo opened public input and no public input was offered.

AGENDA ITEM D – CONSENT CALENDAR:

D.1 Consider approval of the minutes of the Board of Directors' Regular Meeting of October 2, 2013

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

D.3 DCV Violations this month

MOTION: It was moved to adopt the consent calendar item D.1 through D.3. Motion by Corbett; second by Couch

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

MOTION SUMMARY: Motion Passed – 4 AYES; 0 NAYS

AGENDA ITEM E – CONTINUED AND NEW BUSINESS:

E.1 Consider approving Resolution 2013-22; and Resolution 2013-23 offering our sincere appreciation to the community leaders who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special Districts Leadership Foundation: General Manager Orsini acknowledged the support of Carol Rische and Ryan Sundberg for completing their review and check list in support of MCSD's quest. Carol Rische and Ryan Sundberg addressed the Board and staff commending MCSD on their efforts in transparency and openness to the community. The Board thanked both recipients for making the special appearance this evening.

MOTION: It was moved to adopt Resolution 2013-22 and Resolution 2013-23 offering our sincere appreciation to Carol Rische and Ryan Sundberg who supported the District in its quest for the District Transparency Certificate of Excellence sponsored by the Special Districts Leadership Foundation. Motion by Corbett; second by Couch

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

MOTION SUMMARY: Motion Passed – 4 AYES; 0 NAYS

Carol Rische, General Manager Humboldt Bay Municipal Water District spoke briefly to the replacement of two fifty year old critical isolation valves. GM Rische commented on the support and coordination from the community in preparation of the replacement project which will take place on November 20, 2013. The replacement of the critical isolation valves will improve water supply reliability in the future.

E.2 Consider adoption of the following resolutions recognizing, honoring and commending William McBroome for ten (10) years of service; Jason Sehon for ten (10) years of service; James Henry for fifteen (15) years of service; and Erik Jones for ten (10) years of service: General Manager Orsini and Operations Director James Henry commended their staff for their dedicated service at the McKinleyville Community Services District (MCSD). Staff was honored for their individual accomplishments and commitment to serve MCSD. The Board praised the staff being honored this evening.

MOTION: It was moved to adopt Resolution 2013-26 honoring William McBroome; Resolution 2013-27 honoring Jason Sehon; Resolution 2013-28 honoring James Henry and Resolution 2013-29 honoring Erik Jones. Motion by Couch; second by Corbett

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

MOTION SUMMARY: Motion Passed – 4 AYES; 0 NAYS

E.3 Presentation by staff and LDA Partners, architectural firm regarding the updated draft design of the Teen & Community Center: Jason Sehon opened the discussion by summarizing events over the past 12 months leading up to the design of the Teen and Community Center. Several community meetings have been held to contract ideas for the design and functionality of the Teen Center. Eric Wohle and Carolyn Natividad with LDA Partners were present this evening. Eric presented an overview of the proposed draft design of the Teen and Community Center. He focused on the importance of the feedback obtained from the teens regarding amenities the center will offer. Brief discussion took place regarding purchasing of local organic staples and incorporating native décor in the design of the center. A community meeting is scheduled for November 7, 2013 6:00 pm at Azalea Hall for additional input from the community and teens of McKinleyville. President Mayo opened for public input and no public input was offered.

INFORMATIONAL ITEM: No action required or taken by the Board

E.4 Consider travel to the 2013 Special District Leadership Academy (SDLA) Conference scheduled in Napa, CA: The Board discussed the importance of training for newly elected Board Members. If the November SDLA conference isn't feasible for the newly elected board member to attend, the Board suggests other training be scheduled. President Mayo opened for public input and no public input was offered.

MOTION: It was moved to approve interested Board Members to travel to the 2013 Special District Leadership Academy Conference scheduled in Napa, CA. Motion by Corbett; second by Wennerholm

MOTION VOTE: Corbett, Couch, Wennerholm and Mayo

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

General Manager Orsini requested that item E.6 be taken out of order and be presented before item E.5. The Board agreed to address item E.6 first.

E.6 Consider Accepting Rosenberg's Rules of Order as general guidelines for conducting public meetings: Discussion took place between Board members regarding parliamentary procedure. President Mayo opened for public input and no public input was offered.

MOTION: It was moved to accept Rosenberg's Rules of Order as general guidelines for conducting public meetings. Motion by Corbett; second by Couch

MOTION VOTE: Corbett, Couch, Wennerholm and Mayo

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

E.5 Discuss Board/GM Communications Review and direct staff to make appropriate changes to Board Policy Manual: General Manager Orsini presented information for Board review regarding long term best practices creating good sound practices based on open and trustful communication. Discussion took place between staff and the Directors on the workshop support document as outlined below. GM Orsini will bring the revised Board Policy Manual back as an agenda item at the December 4, 2013 meeting to be approved by the Board. President Mayo opened for public input and no public input was offered throughout the discussion.

PART 3-BOARD STRUCTURE

Rule 3-1: OFFICERS

Revision: add the Board *"shall give strong preference for rotation of board chairs and a schedule established"*

Rule 3-2: BOARD STRUCTURE

Revision: add *"The Presiding Officer shall preserve order and decorum and shall decide questions of order subject to appeal to the Board."*

PART 4-CODE OF ETHICS

Rule 4-2: INFORMATION

Revision: add approach the General Manager *"only"* to obtain...

Rule 4-5: CONSTITUENT REQUESTS

Revision: add *"routing their questions to the appropriate channel, the GM"*

PART 5-BOARD MEETING PROCEDURES

Rule 5-6: ORDER OF AGENDA

Revision: change the number of days from seventeen to *"fourteen days"* prior to the Board meeting.

PART 6-BOARD MEETING CONDUCT

Rule 6-1: CONDUCTED GUIDELINES - already addressed in item E.6 – Rosenberg's Rules of Order is adopted as general guidelines for conducting public meetings.

Rule 6-7: DIRECTIONS

Revision: "A formal motion may be made to *resolve* a disputed directive, ~~on a future agenda for Board consideration~~ or to take some other action."

PART 7-PARLIAMENTARY PROCEDURE

Rule 7-10: ORDER OF DEBATE

Revision: add "*through the GM*, the Board may ask...."

MOTION: It was moved to adopt the proposals per staff except as amended by staff and the Board. Motion by Corbett; second by Couch

MOTION VOTE: Corbett, Couch, Wennerholm and Mayo

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

E.7 Consider Accepting General guidelines for new Board Member Orientation Process: Discussion took place between staff and the Directors regarding the importance of an orientation process for new board members as well as ongoing training for current members. In addition to the elements commissioned by GM Orsini, Director Corbett asked that we also include information related to Conflict of Interest; Brown Act; Prejudicial Statements; CEQA and Bidding Process. Director Wennerholm commented on the importance of an expanded facilities tour. President Mayo opened for public input and no public input was offered.

MOTION: It was moved to adopt General Guidelines for New Board Member Orientation pursuant per staff and Board as amended. Motion by Corbett; second by Wennerholm

MOTION VOTE: Corbett, Couch, Wennerholm and Mayo

MOTION SUMMARY: Motion Passed – 4 Ayes; 0 Nays

E.8 Provide Direction to staff on proceeding with investigation of MCSD Boundaries and return with proposal on annexation of specific areas: General Manager Orsini introduced Rosalind Litzky, Environmental Planner, SHN Consulting Engineers. Ms Litzky, the Board and staff discussed the proposal on annexation of specific areas. If the Board directs staff to move forward the next step will be to define the entire process and associated estimated costs.

The Board approved staff to continue to review the potential annexation of the areas that are currently provided water or are within a natural boundary north of the Mad River and return to the Board a proposal for the next phase of work. GM Orsini will direct a letter to Patrick's Creek Community Services District proposing the annexation.

President Mayo opened for public input and no public input was offered.

E.9 Consider Resolution 2013-30 approving Regular Board Meeting Dates, Time and Location for 2014

Calendar Year: The board secretary recited the 2014 proposed Regular Board Meeting Dates, Time and Location for the 2014 Calendar Year. Director Mayo opened for public input and no public input was offered.

MOTON: It was moved to adopt Resolution 2013-30 Regular Board Meeting Dates, Times and Location for 2014 Calendar Year. Motion by Corbett; second by Couch

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

MOTION SUMMARY: Motion Passed – 4 AYES; 0 NAYS

E.10 Announcement for the 2014-2015 Association of California Water Agencies (ACWA) elected board representatives for Region 1 and consider travel to ACWA 2013 Fall Conference in Los Angeles, CA:

Director Mayo commented on California Environmental Quality Act (CEQA) mitigation that ACWA is proposing. He will bring back more information for Board to review at the next Board Meeting. President Mayo opened for public input and no public input was offered.

MOTION: It was moved to approve interested Board Members to attend the 2013 ACWA Fall Conference in Los Angeles, CA. Motion by Corbett; second by Wennerholm
MOTION VOTE: Corbett, Couch, Wennerholm and Mayo
MOTION SUMMARY: **Motion Passed** – 4 Ayes; 0 Nays

AGENDA ITEM F-REPORTS:

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

Didn't meet.

F.1.b Area Fund (John Kulstad)

Nothing to report.

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

Director Wennerholm attended the meeting and reported on the special presentation from "Taste at Humboldt Bay Tourism Center". The idea is to take the best of the area with a restaurant that features it all. The Tourism Center has received outstanding recommendations. No additional information is available on the Airport at this time.

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

Didn't meet.

F.1.e Audit (Corbett/Edwards)

Nothing to report.

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

Nothing to report.

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

Nothing to report.

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

Nothing to report.

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

Director Corbett stated that the meeting was well attended. GM Orsini, Director Mayo, Director Wennerholm all were in attendance. The next agenda item to be addressed is security in McKinleyville.

F.2.a - SUPPORT SERVICES DEPARTMENT: Colleen Trask reported that the FY2012-2013 final financials are ready to be presented to the Audit Committee this month. The District's financial statement information was uploaded to the State Controller's website by deadline. The document management system is moving forward. A review of the phone services is being done due to the contract ending with AT&T. Additional information will be brought back to the Board at a later date. Colleen reviewed the attached graphs to her report revealing the power costs for water pumping and water usage.

F.2.b - OPERATIONS DEPARTMENT: James Henry reported the LED retrofit project is 50 percent complete.

F.2.c - PARKS & RECREATION DEPARTMENT: Jason Sehon gave an update on the exterior lighting retrofit at Pierson Park reporting the estimated cost savings each year would be approximately \$1,200.00. The playground is being replaced and should be completed by Monday. The Family Fall Fest & Kids' Health Fair is scheduled for this Saturday, November 9, 2013. Lastly, this Friday the irrigation system is scheduled to be installed for the Botanical Gardens. The public seems very excited about the project.

F.2.d - GENERAL MANAGER: Gregory Orsini asked the Board for their input regarding the attachments listed on the Agenda. The Directors agreed to keep it and give it a try for awhile.

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

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

Director Couch reported that the McKinleyville Organizing Committee is conducting a meeting scheduled for November 13, 2013 to address bicycle paths and pedestrian safety.

AGENDA ITEM G – ADJOURNMENT:

MOTION: It was moved to adjourn the meeting at 9:12 pm. Motion by Corbett; second by Couch

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

MOTION SUMMARY: Motion Passed-4 AYES; 0 NAYS

Respectfully Submitted,

Kathy Wilson,
Board Secretary

DRAFT

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

Table of Contents

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

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

Petty Cash & Change Funds 940.00

Cash

Operating & Money Market - Beginning Balance		213,192.78
Cash Receipts:		
Utility Billings	375,126.07	
Money Market Account Interest	39.55	
Transfers from County Funds #2560, #4240	264,193.54	
Other Cash Receipts	69,492.86	
Total Cash Receipts		708,852.02
Cash Disbursements:		
Payroll Related Expenditures	(141,187.31)	
Debt Service	(12,290.31)	
Capital & Other Expenditures	(473,156.25)	
Total Cash Disbursements		(626,633.87)
Operating & Money Market - Ending Balance		295,410.93
Total Cash		296,350.93

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

LAIF - Beginning Balance	128,098.28	
Interest Income	-	
LAIF - Ending Balance		128,098.28
Humboldt Co. #2560 - Beginning Balance	550,906.94	
Property Taxes	-	
Transfer to Operating Cash	(126,681.54)	
Interest Income	211.18	
Humboldt Co. #2560 - Ending Balance		424,436.58
Humboldt Co. #4240 - Beginning Balance	4,808,321.06	
Property Taxes	-	
Transfer to/from Operating Cash	(137,512.00)	
Interest Income	1,591.33	
Humboldt Co. #4240 - Ending Balance		4,672,400.39
Humboldt Co. #9390 - Beginning Balance	110,584.48	
Interest Income	-	
Humboldt Co. #9390 - Ending Balance		110,584.48
USDA Bond Reserve Fund - Beginning Balance	107,850.72	
Bond Reserve Payment	7,646.15	
Debt Service Payment	-	
Interest Adjustment	2.33	
USDA Bond Reserve Fund - Ending Balance		115,499.20
Market Valuation Account		(180.00)

Total Investments 5,450,838.93

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

Total Cash & Investments - Prior Month 5,919,714.26

Net Change to Cash & Investments This Month (172,524.40)

Cash & Investment Summary

Cash & Cash Equivalents	4,876,133.13
Davis-Grunsky Loan Reserve	597,040.82
Waste Water Capital Reserve	98,516.71
USDA Bond Reserve	115,499.20
I-Bank Loan Reserve	60,000.00
Total Cash & Investments	5,747,189.86

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

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Sewer	Total (Memorandum Only)
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 616,122.96	\$ 247,188.14	\$ (130,279.03)	\$ 893,353.30	\$ 3,249,582.16	\$ 4,875,967.53
Accounts receivable	1,981.14	-	3,169.21	139,961.11	149,849.26	294,960.72
Prepaid expenses & other current assets	14,403.53	-	1,744.55	83,613.45	46,901.28	146,662.81
Total Current Assets	632,507.63	247,188.14	(125,365.27)	1,116,927.86	3,446,332.70	5,317,591.06
Noncurrent Assets						
Restricted cash & cash equivalents	300,395.67	-	-	657,040.82	214,015.91	1,171,452.40
Other noncurrent assets	4,454.00	-	-	-	-	4,454.00
Capital assets (net)	-	-	-	6,867,824.81	11,649,986.47	18,517,811.28
Total Noncurrent Assets	304,849.67	-	-	7,524,865.63	11,864,002.38	19,693,717.68
TOTAL ASSETS	\$ 937,357.30	\$ 247,188.14	\$ (125,365.27)	\$ 8,641,793.49	\$ 15,310,335.08	\$ 25,011,308.74
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 64,750.17	\$ -	\$ 762.01	\$ 203,617.68	\$ 36,078.04	\$ 305,207.90
Accrued payroll & related liabilities	86,599.53	-	-	36,451.18	36,451.18	159,501.89
Total Current Liabilities	151,349.70	-	762.01	240,068.86	72,529.22	464,709.79
Noncurrent Liabilities						
Long-term debt	-	-	-	3,315,737.05	1,093,950.61	4,409,687.66
Other noncurrent liabilities	4,454.00	-	-	204,042.01	205,498.16	413,994.17
Total Noncurrent Liabilities	4,454.00	-	-	3,519,779.06	1,299,448.77	4,823,681.83
TOTAL LIABILITIES	155,803.70	-	762.01	3,759,847.92	1,371,977.99	5,288,391.62
Fund Balance/Net Assets						
Fund balance	(10,341.99)	247,188.14	(126,127.28)	-	-	110,718.87
Net assets	791,895.59	-	-	1,329,857.81	3,382,321.23	5,504,074.63
Investment in capital assets, net of related debt	-	-	-	3,552,087.76	10,556,035.86	14,108,123.62
Total Fund Balance/Net Assets	781,553.60	247,188.14	(126,127.28)	4,881,945.57	13,938,357.09	19,722,917.12
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 937,357.30	\$ 247,188.14	\$ (125,365.27)	\$ 8,641,793.49	\$ 15,310,335.08	\$ 25,011,308.74
Investment in General Capital Assets	\$ 3,415,239.14					
General Long-term Liabilities						
OPEB Liability	147,783.23					
Accrued Compensated Absences	29,647.36					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 177,430.59					

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

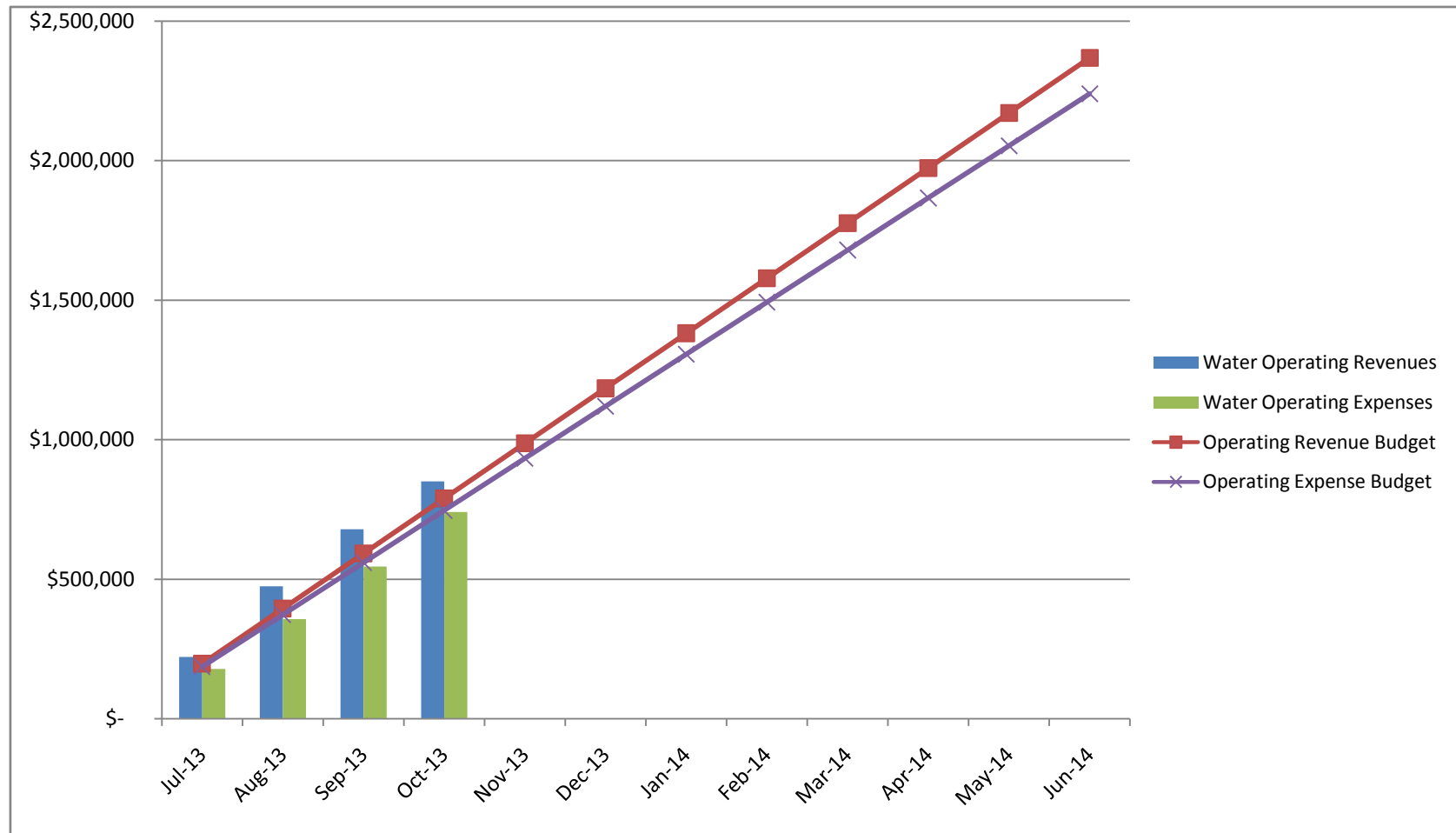
Department Summaries	October	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>						
Water Sales	149,002	752,434	703,030	49,404	7.03%	
Other Revenues	22,182	98,342	86,350	11,992	13.89%	Capacity Fees greater than expected at this point in the fiscal year.
Total Operating Revenues	171,184	850,776	789,380	61,396	7.78%	
Salaries & Benefits	66,512	241,157	251,611	(10,454)	-4.15%	
Water Purchased	67,484	274,922	275,333	(411)	-0.15%	
Other Expenses	36,197	125,296	122,932	2,364	1.92%	
Depreciation	25,250	99,850	96,667	3,183	3.29%	
Total Operating Expenses	195,442	741,225	746,543	(5,318)	-0.71%	
Net Operating Income	(24,258)	109,551	42,837	56,078		
Interest Income	478	2,397	4,000	(1,603)	-40.08%	County rate remains lower than anticipated at 0.46%
Interest Expense	(6,674)	(29,560)	(26,768)	2,792	10.43%	Budget spread evenly across 12 months, but actuals vary w/debt payments
Net Income (Loss)	(30,455)	82,388	20,069	62,319		
<u>Sewer</u>						
Sewer Service Charges	143,875	607,038	566,667	40,371	7.12%	Actual sewer charges fluctuate with water use, up to the prescribed limit.
Other Revenues	25,154	89,953	99,383	(9,430)	-9.49%	Includes Contributed Capital, which varies with completion of developments
Total Operating Revenues	169,029	696,991	666,050	30,941	4.65%	
Salaries & Benefits	80,149	269,573	252,884	16,689	6.60%	
Other Expenses	35,801	140,648	198,328	(57,680)	-29.08%	Budget is spread evenly across 12 months, but actuals vary with payments
Depreciation	38,550	154,050	154,333	(283)	-0.18%	
Total Operating Expenses	154,501	564,271	605,545	(41,274)	-6.82%	
Net Operating Income	14,528	132,720	60,505	72,215		
Interest Income	1,112	4,721	6,667	(1,946)	-29.19%	Interest returns remaining lower than expected - see note to Water Fund
Interest Expense	(3,944)	(16,100)	(19,581)	(3,481)	-17.78%	Budget spread evenly across 12 months, but actuals vary w/debt payments
Net Income (Loss)	11,696	121,341	47,591	73,750		
Enterprise Funds Net Income (Loss)	(18,759)	203,729	67,660	136,069		

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

Department Summaries	October	YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Parks & Recreation</u>						
Program Fees	19,582	100,914	111,433	(10,519)	-9.44%	
Rents & Related Fees	5,530	24,844	25,477	(633)	-2.48%	
Property Taxes	-	17,381	170,000	(152,619)	-89.78%	County Tax remittance scheduled in December and April
Other Revenues	8,433	27,113	61,100	(33,987)	-55.62%	Revenue budget spread evenly across 12 months, but actuals vary w/receipts
Interest Income	233	886	1,050	(164)	-15.65%	Interest returns remaining lower than expected - see note to Water Fund
Total Revenues	33,777	171,138	369,060	(197,922)	-53.63%	
Salaries & Benefits	72,984	272,471	259,042	13,429	5.18%	
Other Expenditures	23,453	89,949	75,680	14,269	18.85%	Expense budget spread evenly across 12 months, but actuals vary w/payments
Capital Expenditures	1,504	135,598	34,333	101,265	294.95%	Purchase of Washington Avenue parcel
Total Expenditures	97,941	498,018	369,055	128,963	34.94%	
Excess (Deficit)	(64,164)	(326,880)	5	(326,885)		
<u>Measure B Assessment</u>						
Total Revenues	39	98	69,708	(69,610)	-99.86%	County Tax remittance scheduled in December and April
Salaries & Benefits	9,913	23,238	31,987	(8,749)	-27.35%	Maintenance salary & supplies expended before Measure B revenue received
Other Expenditures	6	2,213	2,833	(620)	-21.88%	Expense budget spread evenly across 12 months, but actuals vary w/payments
Capital Expenditures	-	468	34,607	(34,139)	-98.65%	Vendor invoices not yet received for Teen Center design work
Total Expenditures	9,919	25,919	69,427	(43,508)	-62.67%	
Excess (Deficit)	(9,880)	(25,821)	281	(26,102)		
<u>Street Lights</u>						
Total Revenues	7,159	28,933	62,800	(33,867)	-53.93%	
Salaries & Benefits	5,329	15,989	13,266	2,723	20.53%	LED project - fixtures received and installation proceeding
Other Expenditures	4,262	14,598	14,670	(72)	-0.49%	Cost savings from Streetlights LED project not yet realized
Capital Expenditures	833	53,361	33,333	20,028	60.09%	LED project - fixtures received and installation proceeding
Total Expenditures	10,424	83,949	61,269	22,680	37.02%	
Excess (Deficit)	(3,264)	(55,016)	1,531	56,547		
Governmental Funds Excess (Deficit)	(77,308)	(407,716)	1,817	(409,533)		

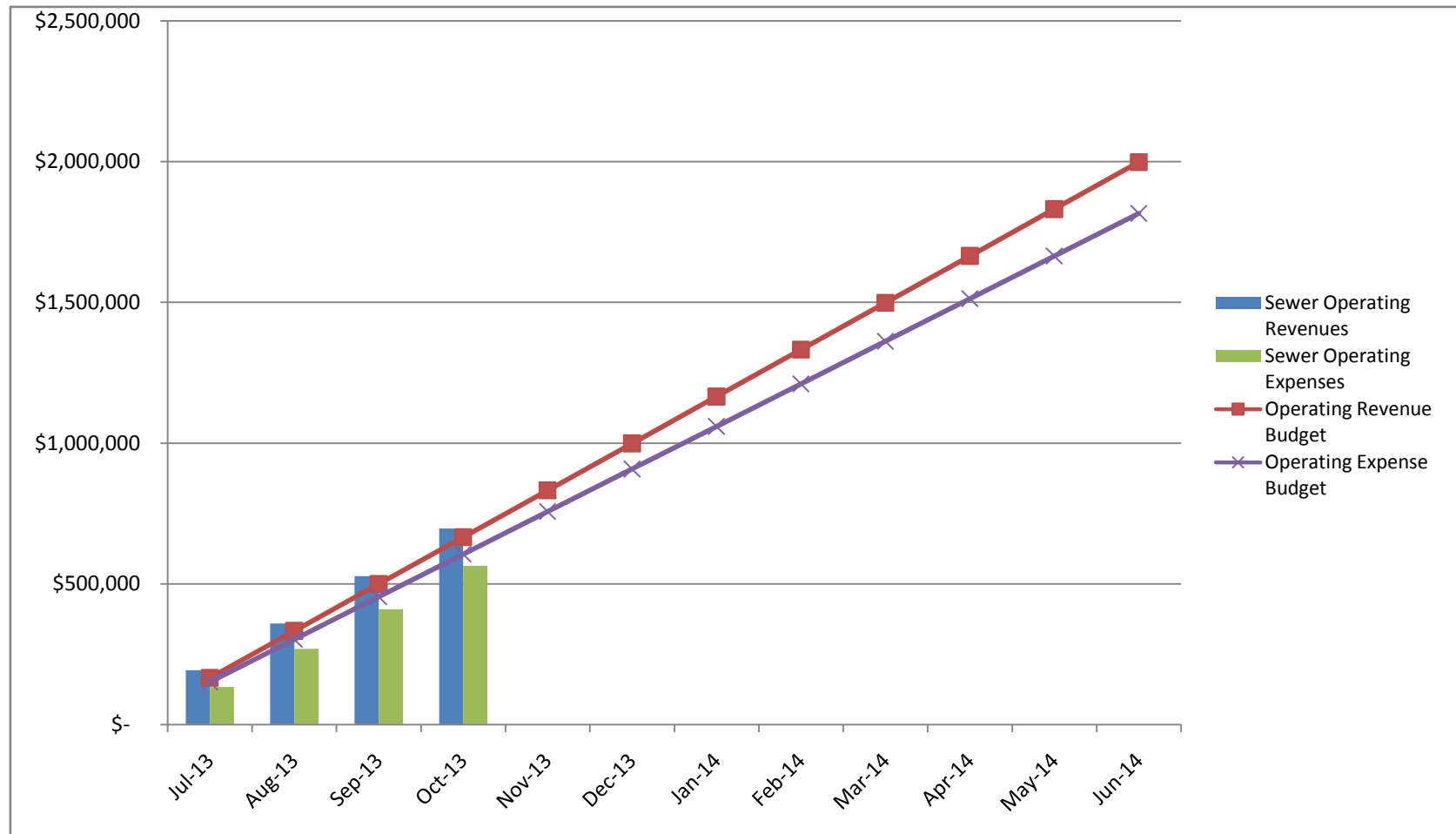
McKinleyville Community Services District October 2013

Comparison of Water Fund Operating Revenues & Expenses to Budget



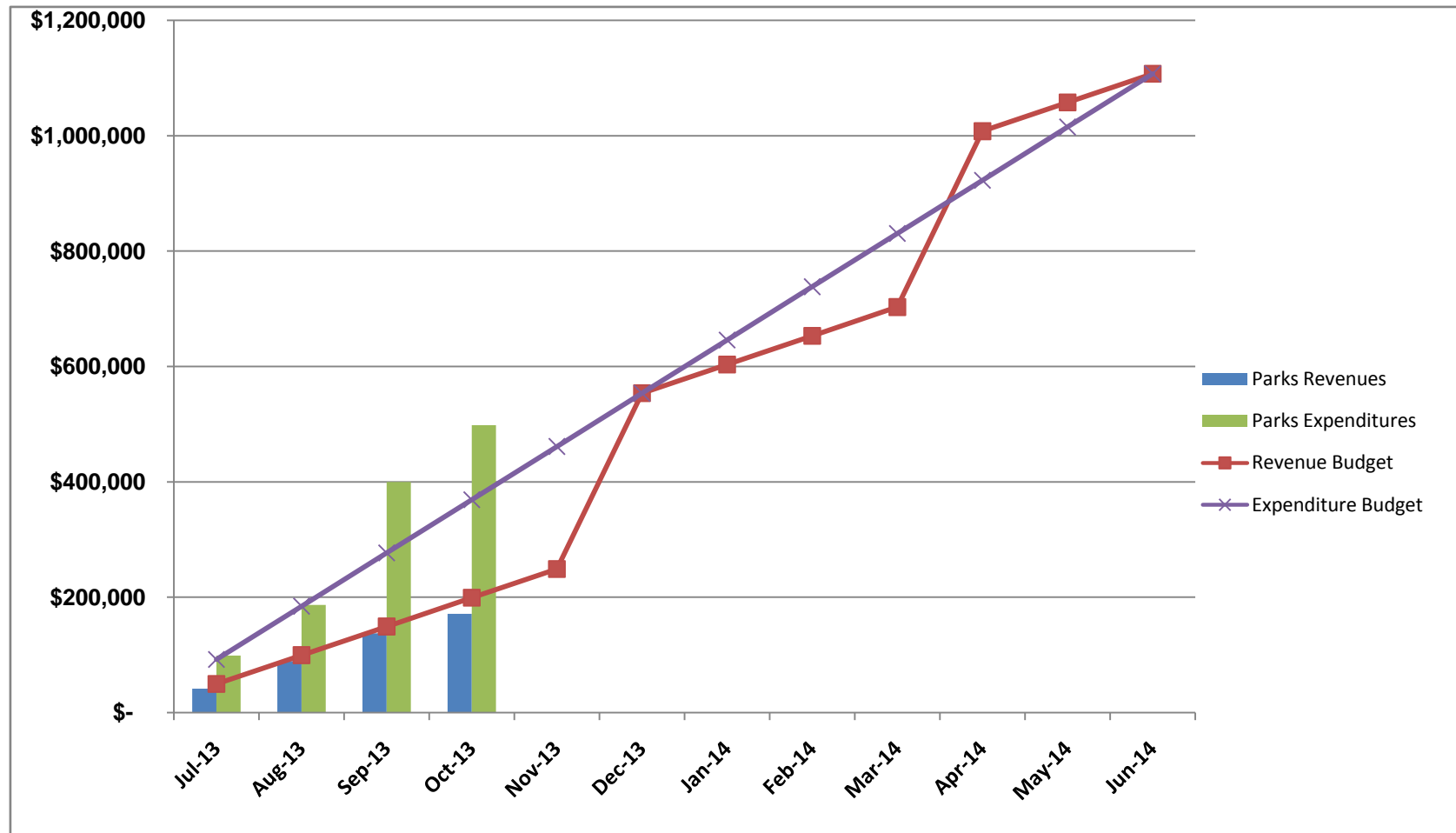
McKinleyville Community Services District October 2013

Comparison of Sewer Fund Operating Revenues & Expenses to Budget



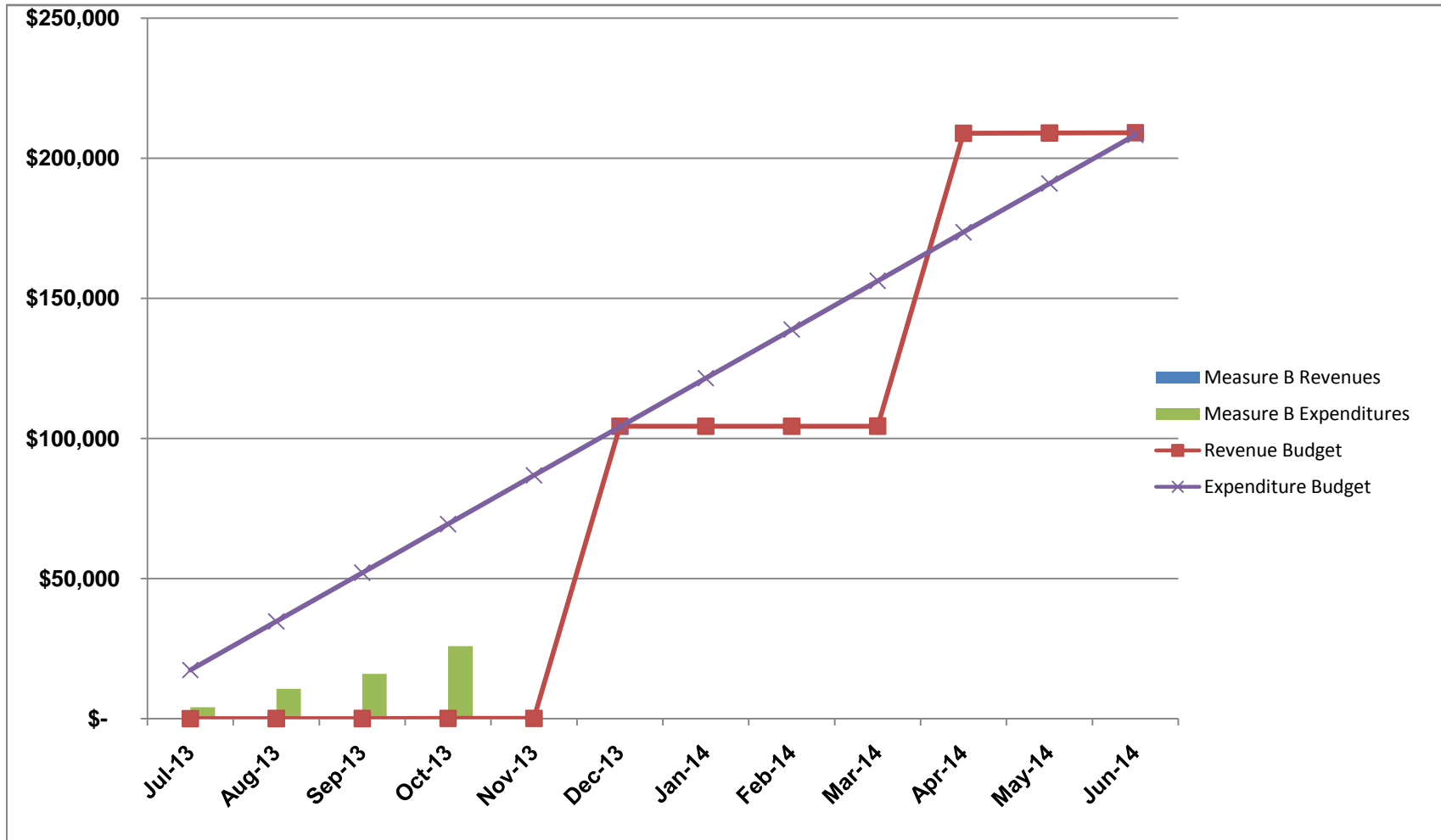
McKinleyville Community Services District October 2013

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget



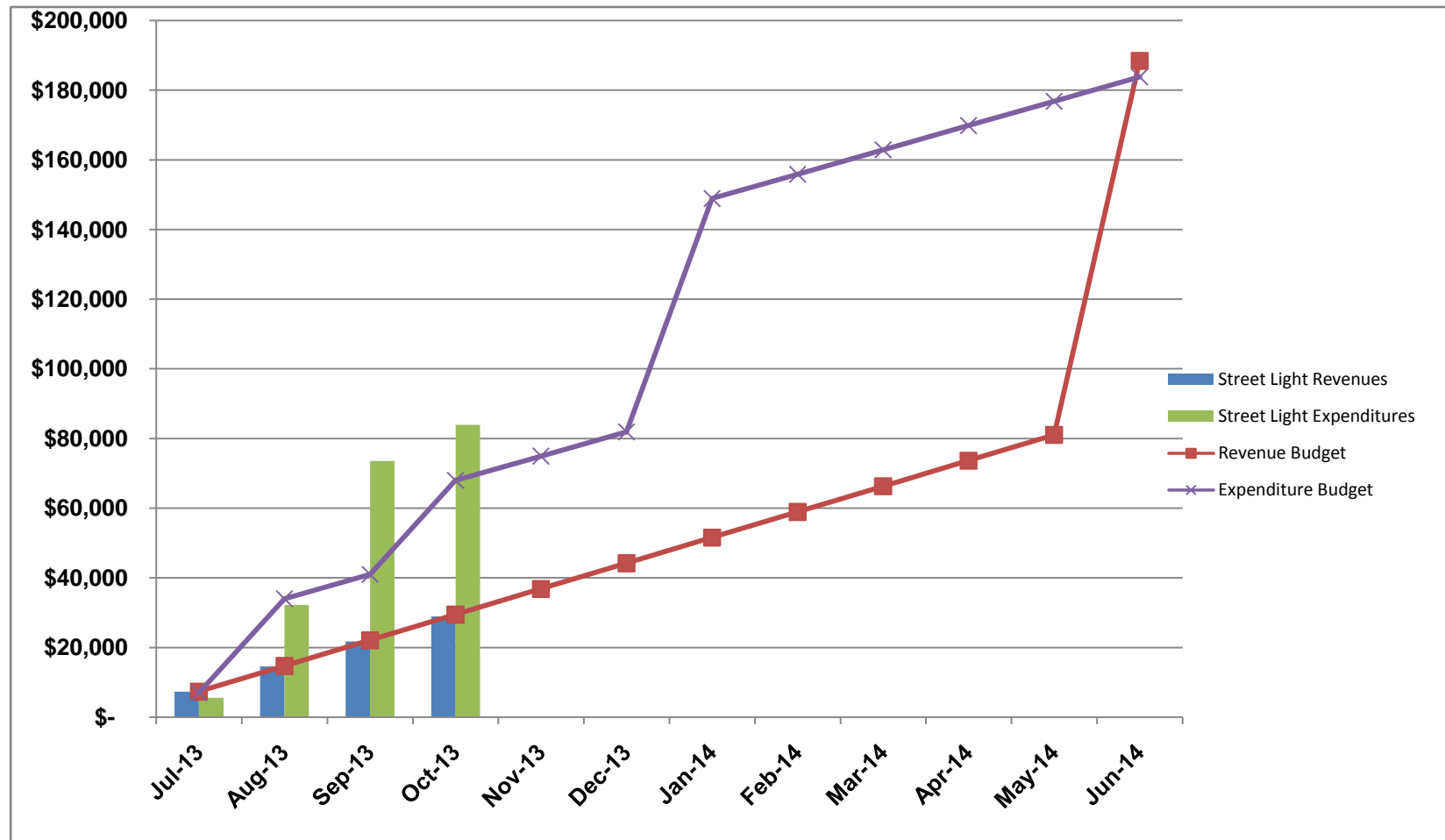
McKinleyville Community Services District October 2013

Comparison of Measure B Fund Total Revenues & Expenditures to Budget



McKinleyville Community Services District October 2013

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



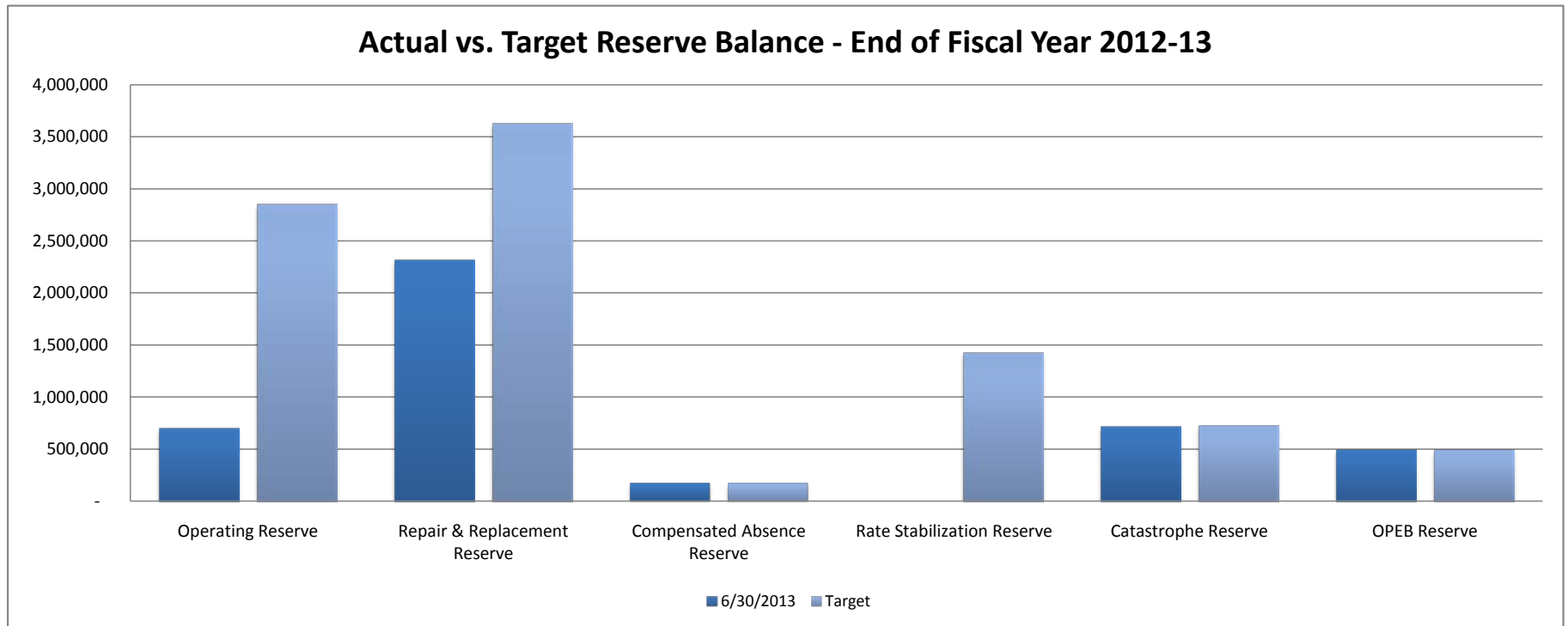
McKinleyville Community Services District
Capital Expenditure Report
As of October 31, 2013

	October	YTD Total	FY 13-14 Budget	Remaining		
				Budget \$	Budget %	Notes
<u>Water Department</u>						
Ramey Pump Upgrades	-	-	-	-	#DIV/0!	
Emergency Water Line River Crossing	895	2,700	2,000,000	1,997,300	100%	OLA Assoc - design work
Fire Hydrant System Upgrade		-	8,000	8,000	100%	
Customer Meter Replacements	-	-	90,000	90,000	100%	
Radio Telemetry Upgrade		6,632	25,000	18,368	73%	
Meter Reading Equipment Replacement		-	6,000	6,000	100%	
Property Purchase & Improvements	-	-	6,000	6,000	100%	
Subtotal	895	9,332	2,135,000	2,125,668	100%	
<u>Sewer Department</u>						
Sewer Main Rehab & Replacement	-	-	50,000	50,000	100%	
WWMF Roof Replacement	-	-	10,000	10,000	100%	
WWMF Sludge Disposal & Handling		-	250,000	250,000	100%	
WWMF & Fischer Lift Stn Grinder Upgrade		-	15,000	15,000	100%	
Sewer Main Camera Unit		-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	67,256	205,839	853,000	647,161	76%	WWMF design - Value Engineering
Radio Telemetry Upgrade		-	10,000	10,000	100%	
Sewer Lift Station Other Upgrades	-	-	5,000	5,000	100%	
Sewer Lift Station Pump/Gen Upgrades		-	20,000	20,000	100%	
Customer Radio Meter Replacements		-	90,000	90,000	100%	
Subtotal	67,256	205,839	1,333,000	1,127,161	85%	
<u>Water & Sewer Operations</u>						
Heavy Equipment	-	-	90,000	90,000	100%	Dump Truck
Utility Vehicles	-	-	60,000	60,000	100%	Car, 3/4 or 1-ton Pickup Truck
Computers & Software	-	1,152	20,000	18,848	94%	
GIS/SEMS/CADD Equipment/Software			4,000	4,000	100%	
Fischer Ranch - Undergr.Valving/Piping		-	8,000	8,000	100%	
Fischer Ranch -Disposal Site Upgrade			1,000,000	1,000,000	100%	
Small Equipment & Other	-	-	15,000	15,000	100%	
Subtotal	-	1,152	1,197,000	1,195,848	100%	
Enterprise Funds Total	68,150	216,322	4,665,000	4,448,678	95%	
<u>Parks & Recreation Department</u>						
Pierson Park Upgrades	-	-	25,000	25,000	100%	Covered Picnic Area
Azalea Hall Projects			5,000	5,000	100%	Furnace Replacement
McKinleyville Activity Center Upgrades	-	-	5,000	5,000	100%	Saber Floor Scrubber
Projects Funded by Quimby/Other Funds	864	133,558	68,000	(65,558)	-96%	Washington Ave Parcel, Picnic Ar
Projects Funded by Measure B Renewal	640	640	104,000	103,360	99%	Teen Center Project
Other Parks Projects & Equipment	-	1,400	-	(1,400)	#DIV/0!	Washington Parcel
Subtotal	1,504	135,598	207,000	71,402	34%	
<u>Streetlights</u>						
LED	833	53,361	125,000	71,639	57%	LED Streetlights
Subtotal		53,361	125,000	71,639	57%	
Governmental Funds Total	2,337	188,959	332,000	143,041	43%	
All Funds Total	70,488	405,281	4,997,000	4,591,719	92%	

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

				Principal Maturities and Scheduled Interest					
		Maturity		Balance - Sept.	Balance - Oct.	Remaining			
		%	Date	30, 2013	31, 2013	for FY-14	FY-15	FY-16	Thereafter
Water Fund:									
I-Bank		8/1/30	P	881,333.57	881,333.57	-	39,248.69	40,571.37	801,513.53
Interest	3.37%		I			14,850.47	29,039.60	27,694.63	219,225.52
State of CA Energy Commission (ARRA)		12/22/26	P	156,860.62	156,860.62	10,856.01	11,018.72	11,125.84	123,806.70
Interest	1.0%		I			1,533.95	1,432.12	1,325.20	6,926.83
State of CA (Davis Grunsky)		1/1/33	P	1,936,845.81	1,936,845.81	75,821.96	77,717.50	79,660.44	1,703,645.91
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	340,697.05	340,697.05	17,035.12	17,035.12	17,035.12	289,591.69
Interest	2.5%		I			47,481.16	46,525.60	44,582.66	408,486.72
Total Water Fund-Principal				3,315,737.05	3,315,737.05	103,713.09	145,020.03	148,392.77	2,918,557.83
Total Water Fund-Interest						63,865.58	76,997.32	73,602.49	634,639.07
Total Water Fund				3,315,737.05	3,315,737.05	167,578.67	222,017.35	221,995.26	3,553,196.90
Sewer Fund:									
State of CA WRCB (SCEP I)		4/15/16	P	122,760.30	122,760.30	40,920.10	40,920.10	40,920.10	-
Interest	0.0%		I			-	-	-	
State of CA WRCB (SCEP II)		3/27/18	P	129,241.57	129,241.57	24,546.06	25,183.91	25,838.70	53,686.60
Interest	2.6%		I			3,360.28	2,722.43	2,067.64	2,102.41
Umpqua Bank		12/4/17	P	210,626.50	206,948.74	41,041.12	47,186.72	49,848.42	79,721.79
Interest	5.5%		I			10,048.63	8,547.04	5,885.34	3,506.57
USDA (Sewer Bond)		8/1/22	P	635,000.00	635,000.00	60,000.00	60,000.00	60,000.00	515,000.00
Interest	5.0%		I			33,250.00	30,250.00	27,250.00	90,875.00
Total Sewer Fund-Principal				1,097,628.37	1,093,950.61	166,507.28	173,290.73	176,607.22	648,408.39
Total Sewer Fund-Interest						46,658.91	41,519.47	35,202.98	96,483.98
Total Sewer Fund				1,097,628.37	1,093,950.61	213,166.19	214,810.20	211,810.20	744,892.37
Total Principal				4,413,365.42	4,409,687.66	270,220.37	318,310.76	324,999.99	3,566,966.22
Total Interest						110,524.49	118,516.79	108,805.47	731,123.05
Total				4,413,365.42	4,409,687.66	380,744.86	436,827.55	433,805.46	4,298,089.27

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



- Utility Accounts Receivable Turnover Days	As of October 31, 2013	12.7 Days										
<table border="0" style="width: 100%; font-size: small;"> <tr> <td>Beg. A/R</td> <td>End A/R</td> <td>Avg A/R</td> <td>Net Util Sales</td> <td># of Times</td> </tr> <tr> <td>174911.24</td> <td>#####</td> <td>143881.665</td> <td>1359471.69</td> <td>9.44854016</td> </tr> </table>			Beg. A/R	End A/R	Avg A/R	Net Util Sales	# of Times	174911.24	#####	143881.665	1359471.69	9.44854016
Beg. A/R	End A/R	Avg A/R	Net Util Sales	# of Times								
174911.24	#####	143881.665	1359471.69	9.44854016								
- YTD Breakeven Revenue, Water Fund:	734,771.36	- YTD Actual Water Sales: 752,433.81										
<table border="0" style="width: 100%; font-size: small;"> <tr> <td>501 Ops Exp</td> <td>501 COG</td> <td>501 Wtr Sales</td> </tr> <tr> <td>466,303.29</td> <td>#####</td> <td>752,433.81</td> </tr> </table>			501 Ops Exp	501 COG	501 Wtr Sales	466,303.29	#####	752,433.81				
501 Ops Exp	501 COG	501 Wtr Sales										
466,303.29	#####	752,433.81										
- Days of Cash on Hand - Operations Checking Account		71.1 Days										

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

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
Accounts Payable Disbursements						
27104	10/1/2013	*0019	AZALEA HALL DEPOSIT REFUND HL	105.00	B30924	AZALEA HALL DEPOSIT REFUND HL
27105	10/1/2013	*0021	FACILITY CANCELLATION AJ	100.00	B30924	FACILITY RESERVATION CANCELLATION AJ
27106	10/1/2013	*0022	AZALEA DEPOSIT REFUND JN	100.00	B30924	AZALEA DEPOSIT REFUND JN
27107	10/1/2013	AJI01	HAIDER AJINA	30.00	B30926	CONTRACTED REFEREE
27108	10/1/2013	ATT01	AT&T	1,025.18	B30926	PHONE SYSTEMS
27109	10/1/2013	BRO02	BROOKS APPRAISAL SERVICE	3,500.00	B30925	PROFESSIONAL SERVICES
27110	10/1/2013	C&S01	C & S FIRE-SAFE SERVICES	445.00	35177	ANNUAL KITCHEN EXHAUST CLEANING
27111	10/1/2013	COA02	COASTAL BUSINESS SYSTEMS	1,917.56	34777	QUARTERLY MAINTENANCE AGREEMENT
27112	10/1/2013	COR07	JOHN W. CORBETT	125.00	B31001	DIRECTORS FEES
27113	10/1/2013	COU02	HUMBOLDT COUNTY ASSESSOR	6.30	B30923	MEASURE B MAPS
27114	10/1/2013	COU09	DAVID R. COUCH	125.00	B31001	DIRECTORS FEES
27115	10/1/2013	EDW01	HELEN L. EDWARDS	125.00	B31001	DIRECTORS FEES
27116	10/1/2013	EUR01	EUREKA BOILER WORKS	59.09	59151	REPAIRS/ SUPPLIES
27117	10/1/2013	HAR13	The Hartford - Priority A	1,217.73	B30926	GRP LIFE INSURANCE
27118	10/1/2013	HUM41	HUMBOLDT WASTE MGMT AUTHORITY	4,932.30	B30923	HAZARDOUS WASTE COLLECTION
27119	10/1/2013	MAN01	MANNING ENVIRONMENTAL,INC	27.21	5031	LAB TESTS SUPPLIES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27120	10/1/2013	MAY02	DENNIS MAYO	125.00	B31001	DIRECTORS FEES
27121	10/1/2013	MCM01	McMaster-Carr Supply Co.	142.49	59556749	REPAIRS/ SUPPLIES
27122	10/1/2013	NOR35	NORTH HUMBOLDT EMPLOYMENT SVCS	317.52	ES14-026	PROFESSIONAL SERVICES
				435.37	ES14-027	PROFESSIONAL SERVICES
			Check Total:	<u>752.89</u>		
27123	10/1/2013	OCC01	OCCUPATIONAL HEALTH	55.00	523-08-13	PROFESSIONAL SERVICES
27124	10/1/2013	PIT01	PITNEY BOWES	374.07	SP13	POSTAGE METER RENTAL
27125	10/1/2013	RES05	RESERVE ACCOUNT	1,500.00	B30925	POSTAGE METER
27126	10/1/2013	S&S02	S & S WORLDWIDE, INC.	712.32	7851156	REC PROGRAM SUPPLIES
27127	10/1/2013	SHN01	SHN ENGINEERING	3,185.00	80071	PROFESSIONAL SERVICES
27128	10/1/2013	THR01	THRIFTY SUPPLY COMPANY	289.94	1348744	REPAIRS/ SUPPLIES
				47.02	1348805	REPAIRS/ SUPPLIES
			Check Total:	<u>336.96</u>		
27129	10/1/2013	USB01	U.S. BANK TRUST N.A.	7,645.83	B30925	SEWER BOND PAYMENT
27130	10/1/2013	WEN01	WILLIAM WENNERHOLM, DC	125.00	B31001	DIRECTORS FEES
27131	10/1/2013	WES09	WEST COAST PLUMBING	37.32	I-184075	REPAIRS/ SUPPLIES
27132	10/1/2013	WIL02	KATHY WILSON	46.00	B30925	NOTARY BOND FILING/RECORD
27133	10/1/2013	\A010	MQ CUSTOMER REFUND FOR AL	42.62	000B31001	MQ CUSTOMER REFUND FOR AL
27134	10/1/2013	\B043	MQ CUSTOMER REFUND FOR BR	26.24	000B31001	MQ CUSTOMER REFUND FOR BR
27135	10/1/2013	\C021	MQ CUSTOMER REFUND FOR CH	7.51	000B31001	MQ CUSTOMER REFUND FOR CH
27136	10/1/2013	\G024	MQ CUSTOMER REFUND FOR GE	43.51	000B31001	MQ CUSTOMER REFUND FOR GE
27137	10/1/2013	\H014	MQ CUSTOMER REFUND FOR HE	43.78	000B31001	MQ CUSTOMER REFUND FOR HE

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27138	10/1/2013	\H016	MQ CUSTOMER REFUND FOR HE	59.19	000B31001	MQ CUSTOMER REFUND FOR HE
27139	10/1/2013	\J016	MQ CUSTOMER REFUND FOR JO	2.80	000B31001	MQ CUSTOMER REFUND FOR JO
27140	10/1/2013	\L011	MQ CUSTOMER REFUND FOR LA	24.83	000B31001	MQ CUSTOMER REFUND FOR LA
27141	10/1/2013	\N005	MQ CUSTOMER REFUND FOR NA	53.80	000B31001	MQ CUSTOMER REFUND FOR NA
27142	10/1/2013	\P004	MQ CUSTOMER REFUND FOR PE	16.46	000B31001	MQ CUSTOMER REFUND FOR PE
27143	10/1/2013	\S026	MQ CUSTOMER REFUND FOR SC	41.88	000B31001	MQ CUSTOMER REFUND FOR SC
27144	10/1/2013	\S027	MQ CUSTOMER REFUND FOR SI	11.21	000B31001	MQ CUSTOMER REFUND FOR SI
27145	10/1/2013	\S028	MQ CUSTOMER REFUND FOR SM	50.98	000B31001	MQ CUSTOMER REFUND FOR SM
27146	10/1/2013	\S029	MQ CUSTOMER REFUND FOR SO	28.62	000B31001	MQ CUSTOMER REFUND FOR SO
27147	10/1/2013	\S063	MQ CUSTOMER REFUND FOR SW	100.00	000B31001	MQ CUSTOMER REFUND FOR SW
27148	10/1/2013	\V004	MQ CUSTOMER REFUND FOR VA	30.18	000B31001	MQ CUSTOMER REFUND FOR VA
27149	10/7/2013	*0001	AZALEA HALL DEPOSIT REFUND PW	44.00	B31004	AZALEA HALL DEPOSIT REFUND PW
27150	10/7/2013	*0002	AZALEA HALL DEPOSIT REFUND EG	72.00	B31004	AZALEA HALL DEPOSIT REFUND EG
27151	10/7/2013	ADV01	ADVANCED SECURITY SYSTEM	325.50	241158	ALARM SYSTEM
27152	10/7/2013	BHI01	BHI MANAGEMENT CONSULTING	3,500.00	013-62	PROFESSIONAL SERVICES
27153	10/7/2013	CRO03	CROWN TROPHY PETALUMA	83.89	18458	REC PROGRAM SUPPLIES
27154	10/7/2013	DOW01	DOWNEY BRAND ATTORNEYS LLC	1,375.30	457786	PROFESSIONAL SERVICES
27155	10/7/2013	EDW02	EDWARD SCHILLINGER ENGINEERING	300.00	B30930	PROFESSIONAL SERVICES
27156	10/7/2013	GOL01	GOLDEN GATE BRIDGE TOLL	6.00	I13099435	TRAVEL-TOLL PAYMENT
27157	10/7/2013	GRA02	GRAINGER	210.78	924371169	SUPPLIES/ REPAIRS

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27158	10/7/2013	HUM01	HUMBOLDT BAY MUNI WATER DISTRICT	68,743.81	B31004	WTR PURCHASED
27159	10/7/2013	IBS01	IBS OF THE REDWOODS	139.70	5734	VEHICLE REPAIRS
27160	10/7/2013	IND02	Industrial Electric Service	33.02	IN9951	REPAIRS/SUPPLY
27161	10/7/2013	JAC04	JACKSON & EKLUND, INC.	2,727.00	176811	PROFESSIONAL SERVICES
27162	10/7/2013	KEN02	KENNEDY/JENKS CONSULTANTS	41,189.00	#3	WWMF IMPROVEMENT PROJECT
				96,323.00	#4	WWMF IMPROVEMENT PROJECT
			Check Total:	<u>137,512.00</u>		
27163	10/7/2013	LES01	LES SCHWAB TIRE CENTER	890.24	65194	VEHICLE REPAIRS
27164	10/7/2013	MEN01	MENDES SUPPLY CO.	174.60	M050656	SAFETY SUPPLIES
27165	10/7/2013	NAT06	NATIONAL METER & AUTOMATION	5,562.00	S1047451	WATER METER/SUPPLIES
27166	10/7/2013	NEC01	NEC FINANCIAL SERVICES,LLC	472.73	1651529	PHONE SYSTEMS
27167	10/7/2013	NOR01	NORTH COAST LABORATORIES	3,604.00	B31004	LAB TESTS
27168	10/7/2013	NOR13	NOR CAL SAFETY CONSORTIUM	80.00	19855	MONTHLY SUBSCRIPTION
27169	10/7/2013	NYL01	NYLEX.NET	48.00	74480	PROFESSIONAL SERVICES
				504.00	74482	PROFESSIONAL SERVICES
				48.00	74550	PROFESSIONAL SERVICES
			Check Total:	<u>600.00</u>		
27170	10/7/2013	PGE01	PG & E (Office & Field)	15,979.39	B31004	GAS & ELECTRIC
27171	10/7/2013	POI01	POINTS WEST SURVEYING CO.	1,575.00	10474	PROFESSIONAL SERVICES
27172	10/7/2013	REM01	REMY, MOOSE AND MANLEY,LLC	3,923.04	96828	PROFESSIONAL SERVICES
27173	10/7/2013	REN01	RENNER PETROLEUM	3,863.52	B31004	FUEL FOR SEPT 2013
27174	10/7/2013	ROU01	ROUND TABLE DEVELOPMENT CO.	106.16	959	REC PROGRAM SUPPLIES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27175	10/7/2013	SAF04	SAFEWAY INC. FILE # 72905	28.35	B31004	REC PROGRAM SUPPLIES
27176	10/7/2013	SED01	SARAH SEDLACK	100.00	B31004	CONTRACTED UMPIRE
27177	10/7/2013	SIE02	SIERRA CHEMICAL CO.	2,553.12	257080	CHLORINE/ CONTAINER DEPOSIT
27178	10/7/2013	SOU01	SOUND ADVICE	87.97	1420	REPAIRS/ MAINTENANCE
27179	10/7/2013	SUD01	SUDDENLINK	152.73	B31004	INTERNET SERVICES
27180	10/7/2013	THO02	Thomas Home Center	36.63	B31004	REPAIRS/SUPPLY
27181	10/7/2013	UMP03	UMPQUA BANK--VISA	1,865.11	B31004	SUPPLIES PURCHASED IN SEPT
27182	10/7/2013	VER01	VERIZON WIRELESS	98.28	B31004	CELL PHONES
27184	10/15/2013	ACW01	CB&T/ACWA-JPIA	2,935.38	2	GRP DENTAL INSURANCE
				46,389.26	B31011	GRP. HEALTH INS
			Check Total:	<u>49,324.64</u>		
27185	10/15/2013	AGB01	AMERICAN GEOPHYSICAL	1,295.00	M13-1460	ANNUAL INSPECTION
27186	10/15/2013	ARC02	Arcata Stationers	51.25	B30923	OFFICE SUPPLIES
				160.17	B30930	OFFICE SUPPLIES
			Check Total:	<u>211.42</u>		
27187	10/15/2013	BAY02	BAY WEST SUPPLY, INC.	592.20	B31004	JANITORIAL SUPPLIES
27188	10/15/2013	COS02	COSTCO MEMBERSHIP	275.00	B31001	RENEWAL OF DISTRICT MEMBERSHIP
27189	10/15/2013	COS03	COSTCO WHOLESALE	440.51	B31004	OFFICE SUPPLIES
27190	10/15/2013	DEP05	DEPARTMENT OF JUSTICE	32.00	994814	FINGERPRINTING
27191	10/15/2013	EUR05	Eureka Oxygen Co	59.13	402224	REPAIRS/ SUPPLIES
27192	10/15/2013	GRA04	MEASURE B TAX REFUND DG	30.00	B31011	MEASURE B TAX REFUND DG
27193	10/15/2013	HAR03	HARVEY M. HARPER CO.	760.80	B31011	VEHICLE REPAIRS

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27194	10/15/2013	HUB02	HUB INTERNATIONAL INSURANCE	251.96	B31011	SPECIAL EVENT SERVICES
27195	10/15/2013	HUM08	HUMBOLDT SANITATION	1,098.50	B31004	TRASH SERVICE
27196	10/15/2013	IND02	Industrial Electric Service	652.60	IN10027	REPAIRS/SUPPLY
27197	10/15/2013	LDA01	LDA PARTNERS	467.84	#10/635-1	MCK TEEN/ COMMUNITY CENTER
27198	10/15/2013	LES01	LES SCHWAB TIRE CENTER	1,050.36	B31011	VEHICLE REPAIRS
27199	10/15/2013	MIL01	Miller Farms Nursery	475.99	B31011	REPAIRS/SUPPLY
27200	10/15/2013	MIL03	THE MILL YARD	283.32	B30924	REPAIRS/ SUPPLIES
27201	10/15/2013	NAT03	NATIONAL SEMINARS TRAINING	299.00	B31004	HR SEMINAR
27202	10/15/2013	NOR36	NORTH COAST PARTS & SUPPLY	41.91	B31004	REPAIRS/ SUPPLIES
27203	10/15/2013	ORE01	O'REILLY AUTOMOTIVE, INC.	34.38	B31004	REPAIRS/SUPPLY
27204	10/15/2013	PRE08	PRECISION INTERMEDIA	77.50	19038	WEB HOSTING
27205	10/15/2013	SLO01	DIANE SLOANE	183.00	B31004	TRAVEL COST REIMB FOR TRAINING
27206	10/15/2013	*0003	REC PROGRAM REFUND AW	45.00	B31015	REC PROGRAM REFUND AW
27207	10/15/2013	CAM01	CAMPTON ELECTRIC SUPPLY	33,990.50	B31015	LED STREETLIGHTS
27208	10/15/2013	KER01	KERNEN CONSTRUCTION	375.97	48400	REPAIRS/ SUPPLIES
27209	10/15/2013	MCK04	MCK ACE HARDWARE	593.24	B31015	REPAIRS/SUPPLY
27210	10/15/2013	NOR40	N.C. EMPLOYER ADVISORY COUNCIL	36.00	B31015	AFFORDABLE CARE ACT TRAINING
27211	10/15/2013	SEC03	SECURITY LOCK & ALARM	64.95	82843	REPAIRS/ SUPPLIES
27212	10/15/2013	STA11	STAPLES CREDIT PLAN	496.91	B31015	OFFICE SUPPLIES
27213	10/15/2013	UPS01	UPS	29.01	Y6R493403	LAB SHIPMENT

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27214	10/15/2013	WES13	WESTERN WEB	1,093.40	12944	NEWSLETTERS PRINTING
27215	10/21/2013	*0004	AZALEA HALL DEPOSIT REFUND DS	100.00	B31018	AZALEA HALL DEPOSIT REFUND DS
27216	10/21/2013	*0005	AZALEA HALL DEPOSIT REFUND TC	100.00	B31018	AZALEA HALL DEPOSIT REFUND TC
27217	10/21/2013	*0006	REC PROGRAM REFUND DC	50.00	B31018	REC PROGRAM REFUND DC
27218	10/21/2013	ATT01	AT&T	589.61	B31018	PHONE SYSTEMS
27219	10/21/2013	CWE01	CWEA	148.00	B31018	CERT RENEWAL
27220	10/21/2013	DEP02	CAL. DEPT. OF PUBLIC HEALTH	7,589.36	1360069	WATER SYSTEM FEES-SYSTEM
27221	10/21/2013	EDW02	EDWARD SCHILLINGER ENGINEERING	-	B31018	Ck# 027221 Reversed
27222	10/21/2013	EUR07	Eureka Rubber Stamp Co.	11.44	A12971	OFFICE SUPPLIES
27223	10/21/2013	FRE07	FRESHWATER ENVIRONMENTAL	880.00	739	PROFESSIONAL SERVICES
27224	10/21/2013	PRO03	PROFESSIONAL CREDIT MGMT	7.00	B31018	RECOVERY OF BAD DEBTS
27225	10/21/2013	ROA01	PAUL L. ROACH	725.00	B31018	CONTRACTED UMPIRE
27226	10/21/2013	S&S02	S & S WORLDWIDE, INC.	13.96	7868099	REC PROGRAM SUPPLIES
27227	10/21/2013	SEC03	SECURITY LOCK & ALARM	300.00	82956	OFFICE EQUIPMENT MAINTENANCE
27228	10/21/2013	ACW04	ACWA JOINT POWERS	15.00	2107	TRAINING
27229	10/21/2013	EDW02	EDWARD SCHILLINGER ENGINEERING	1,050.00	MCSD70	PROFESSIONAL SERVICES
27230	10/21/2013	MAN03	MANDELL MUNICIPAL COUNSELING	728.50	B31021	PROFESSIONAL SERVICES
27231	10/21/2013	MCB02	BILL MCBROOME	233.80	B31021	SAFETY SUPPLIES REIMB
27232	10/21/2013	MCM01	McMaster-Carr Supply Co.	35.84	61329305	REPAIRS/ SUPPLIES
27233	10/21/2013	REM01	REMY, MOOSE AND MANLEY,LL	711.79	96904	PROFESSIONAL SERVICES

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27234	10/28/2013	*0007	AZALEA HALL DEPOSIT REFUND LC	100.00	B31021	AZALEA HALL DEPOSIT REFUND LC
27235	10/28/2013	*0008	REC PROGRAM REFUND DG	35.00	B31021	REC PROGRAM REFUND DG
27236	10/28/2013	AJI01	HAIDER AJINA	45.00	B31022	CONTRACTED REFEREE
27237	10/28/2013	CAM01	CAMPTON ELECTRIC SUPPLY	813.80	1128519	LED LIGHTS
27238	10/28/2013	COR01	CORBIN WILLITS SYSTEMS, INC	858.42	B31028	MOMS MONTHLY MAINTENANCE
27239	10/28/2013	COU02	HUMBOLDT COUNTY ASSESSOR	6.30	B31028	MEASURE B MAPS
27240	10/28/2013	DEP03	DEPT OF HEALTH SERVICES	60.00	B31022	CERT RENEWAL
27241	10/28/2013	DEP04	CA DEPT OF PUBLIC HEALTH-	60.00	B31022	CERT RENEWAL
27242	10/28/2013	EUR05	Eureka Oxygen Co	183.84	A480947	REPAIRS SUPPLIES
27243	10/28/2013	EUR06	EUREKA READY MIX	1,164.90	B31028	REPAIRS/SUPPLY
27244	10/28/2013	GAN01	GAN CONFERENCING	5.02	15839	AUDIO CONFERENCES
27245	10/28/2013	HAR03	HARVEY M. HARPER CO.	262.96	B31022	VEHICLE REPAIRS
27246	10/28/2013	HAR13	The Hartford - Priority A	1,217.73	B31028	GRP LIFE INSURANCE
27247	10/28/2013	HUC01	DELILAH HUCK	442.00	B31021	CONTRACTED INSTRUCTOR PAYMENT
27248	10/28/2013	IND02	Industrial Electric Service	462.05	IN10195	SUPPLIES /REPAIRS
27249	10/28/2013	JAC04	JACKSON & EKLUND, INC.	2,578.00	176988	PROFESSIONAL SERVICES
27250	10/28/2013	KEY01	KEY EQUIPMENT FINANCE	363.29	1311	EQUIPMENT LEASE
27251	10/28/2013	LES01	LES SCHWAB TIRE CENTER	922.71	71338	VEHICLE REPAIRS
27252	10/28/2013	MIT01	Mitchell, Brisso, Delaney	3,365.00	33309	LEGAL SERVICES
27253	10/28/2013	MUN02	MUNICIPAL MAINTENANCE	426.62	85525	CONSTRUCTION EQUIPMENT MAINT.

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
27254	10/28/2013	OSC01	OSCAR LARSON & ASSOCIATES	894.72	3807	PROFESSIONAL SERVICES
27255	10/28/2013	PGE02	PACIFIC GAS & ELECTRIC	2,782.19	B31028	GAS & ELECTRIC
27256	10/28/2013	PIT01	PITNEY BOWES	211.04	312018	INK FOR POSTAGE METER
27257	10/28/2013	PRE08	PRECISION INTERMEDIA	23.75	19117	WEBSITE SERVICES
27258	10/28/2013	ROB01	ROBINSON, STAFFORD & RUDE	65,071.43	14301D-1	PROFESSIONAL SERVICES - V. ENGR WWMF
27259	10/28/2013	SHN01	SHN ENGINEERING	867.50	80650	PROFESSIONAL LEGAL SERVICES
27260	10/28/2013	USP02	USPS: ARCATA BMEU	1,500.00	B31021	PERMIT 202 BULK MAIL
				478,962.34		
Total Disbursements, Accounts Payable:				478,962.34		

Payroll Related Disbursements

11377-11405	10/9/2013	Various Employees	15,802.32		Payroll Checks
11406	10/9/2013	CAL12 CalPERS 457 Plan	3,591.47	B31009	RETIREMENT
11407	10/9/2013	DIR01 DIRECT DEPOSIT VENDOR- US	25,899.04	B31009	Direct Deposit
11408	10/9/2013	EMP01 Employment Development	1,471.60	B31009	STATE INCOME TAX
			554.54	1B31009	SDI
		Check Total:	2,026.14		
11409	10/9/2013	EMP02 Employment Dev Department	2,824.56	B30930	SUI
11410	10/9/2013	HUM29 UMPQUA BANK--PAYROLL DEP.	4,759.90	B31009	FEDERAL INCOME TAX
			6,869.36	1B31009	FICA
			1,606.54	2B31009	MEDICARE
		Check Total:	13,235.80		
11411	10/9/2013	AFL01 AFLAC	43.30	B30930	AFLAC (PRE-TAX)
11412	10/9/2013	PUB01 Public Employees PERS	15,578.36	B30930	PERS PAYROLL REMITTANCE
			56.08	1B30930	PERS CONTRIBUTION

Check Number	Check Date	Vendor Number	Name	Amount	Invoice #	Description
Check Total:				15,634.44		
11413	10/11/2013		Employee	1,605.40		Vacation Buyout
11414	10/18/2013		Employee	295.17		Vacation Buyout
11415-11441	10/24/2013		Various Employees	15,455.22		Payroll checks
11442	10/24/2013	CAL12	CalPERS 457 Plan	3,585.48	B31024	RETIREMENT
11443	10/24/2013	DIR01	DIRECT DEPOSIT VENDOR- US	25,685.34	B31024	Direct Deposit
11444	10/24/2013	EMP01	Employment Development	-	B31011	STATE INCOME TAX
				-	B31015	STATE INCOME TAX
				1,433.08	B31024	STATE INCOME TAX
				18.90	1B31011	SDI
				3.20	1B31015	SDI
				523.38	1B31024	SDI
Check Total:				1,978.56		
11445	10/24/2013	HUM29	UMPQUA BANK--PAYROLL DEP.	140.00	B31011	FEDERAL INCOME TAX
				-	B31015	FEDERAL INCOME TAX
				4,681.91	B31024	FEDERAL INCOME TAX
				234.36	1B31011	FICA
				39.64	1B31015	FICA
				6,779.62	1B31024	FICA
				54.80	2B31011	MEDICARE
				9.26	2B31015	MEDICARE
				1,585.48	2B31024	MEDICARE
Check Total:				13,525.07		
				141,187.31		
Total Disbursements, Payroll:				141,187.31		
Total Check Disbursements:				620,149.65		

McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2013

TYPE OF ITEM: **ACTION**

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

PRESENTED BY: **Greg Orsini**

TYPE OF ACTION: **Voice Vote**

Recommendation:

Adopt acceptance of the facilities as recommended by staff included as attached and listed by name and Assessor's Parcel Number (APN).

Central Estates Phase 2b Subdivision	APN 508-252-001
Santos Subdivision Phase 1 & 2	APN 508-232-3 & 508-351-39

All facilities are the property of the District and will be maintained by District personnel.

Discussion:

All subdivisions that install facilities such as water mains and services, sewer mains and laterals, and street light zones when required are eventually completed and dedicated to the District. These projects are brought to the Board during the application phase for approval prior to start of the project. All facilities are constructed to District Specifications, tested and inspected prior to a letter being sent to the County Public Works for approval at the recordation of the final map.

Staff sends a final letter of approval that starts the date for the one-year period of acceptance. If any defects are in evidence during this first year, it is the responsibility of the developer/contractor to remedy the problem. After a period of one-year the District is responsible to make repairs unless fraud is evident.

Exhibits/Attachments

AGREEMENT FOR CONVEYANCE AND ACCEPTANCE OF

Attachment 1Central Estates Phase 2b Subdivision APN 508-252-001

Attachment 2Santos Subdivision Phase 1 & 2 APN 508-232-3 & 508-351-39

AGREEMENT FOR CONVEYANCE AND ACCEPTANCE OF
CENTRAT ESTATES PHASE 2B SUBDIVISION SYSTEM

This Agreement is made by and between the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, hereinafter referred to as “McKinleyville”, and Jim Furtado, hereinafter referred to as “Developer”, this 4th day of December 2013.

1. Developer hereby grants and conveys to McKinleyville that certain Central Estates Phase 2B Subdivision system constructed and owned by Developer which system is described as follows:

Water System:

989'	6" Water main
2	6" Gate Valve
2	Fire Hydrant Assembly
37	Single Water Services

Sewer System:

1127'	6" Sewer Main
4	Sewer Manholes
37	Sewer Laterals
3	Mainline Cleanouts
34	Sewer Laterals C.O

and all related appurtenances.

The facilities are located on AP# 508-252-001 and are more specifically described in the service application dated June 6, 2010.

Together with an easement 20 feet in width in the public right of way and the right to lay, construct, reconstruct, install, replace, operate, repair, remove, alter, inspect, and maintain pipes, pipelines, facilities and appurtenances for water, sewer and other public utility services and facilities, together with the free right of ingress and egress thereto, and such other rights and benefits necessary and convenient to GRANTEE'S full use and enjoyment of the rights herein granted.

2. McKinleyville accepts the grant and conveyance from Developer of said Water and Sewer system and agrees to maintain and operate it as part of its MCSD Distribution and Collection system.

IN WITNESS WHEREOF the parties hereto have executed this agreement effective the date first above written.

Developer

McKinleyville Community Services District

Dennis Mayo, Board President

Kathy Wilson, Board Secretary

AGREEMENT FOR CONVEYANCE AND ACCEPTANCE OF
SANTOS PHASE 1 & 2 SUBDIVISION SYSTEM

This Agreement is made by and between the MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, hereinafter referred to as “McKinleyville”, and Domingo Santos, hereinafter referred to as “Developer”, this 4th day of December 2013.

1. Developer hereby grants and conveys to McKinleyville that certain Santos Phase 1 & 2 Subdivision system constructed and owned by Developer which system is described as follows:

Water System:

651'	8" Water main
1377	6" Water main
4	8" Gate Valve
6	6" Gate Valve
4	Fire Hydrant Assembly
45	Single Water Services
4	2" Blow-offs

Sewer System:

2219'	6" Sewer Main
8	Sewer Manholes
45	Sewer Laterals and Laterals C.O
3	Mainline Cleanouts

and all related appurtenances.

The facilities are located on AP# 508-232-003 and 508-351-039 and are more specifically described in the service application dated June 2, 2010.

Together with an easement 20 feet in width in the public right of way and the right to lay, construct, reconstruct, install, replace, operate, repair, remove, alter, inspect, and maintain pipes, pipelines, facilities and appurtenances for water, sewer and other public utility services and facilities, together with the free right of ingress and egress thereto, and such other rights and benefits necessary and convenient to GRANTEE'S full use and enjoyment of the rights herein granted.

2. McKinleyville accepts the grant and conveyance from Developer of said Water and Sewer system and agrees to maintain and operate it as part of its MCSD Distribution and Collection system.

IN WITNESS WHEREOF the parties hereto have executed this agreement effective the date first above written.

Developer

McKinleyville Community Services District

Dennis Mayo, Board President

Kathy Wilson, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2013

TYPE OF ITEM: **INFORMATIONAL**

**ITEM: E.1. McKinleyville Community Services District (MCSD)
Election Results (Final Election Night Unofficial
Results)**

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: None

Recommendation:

Staff Requests the Board listen to information regarding the MCSD Board election results.

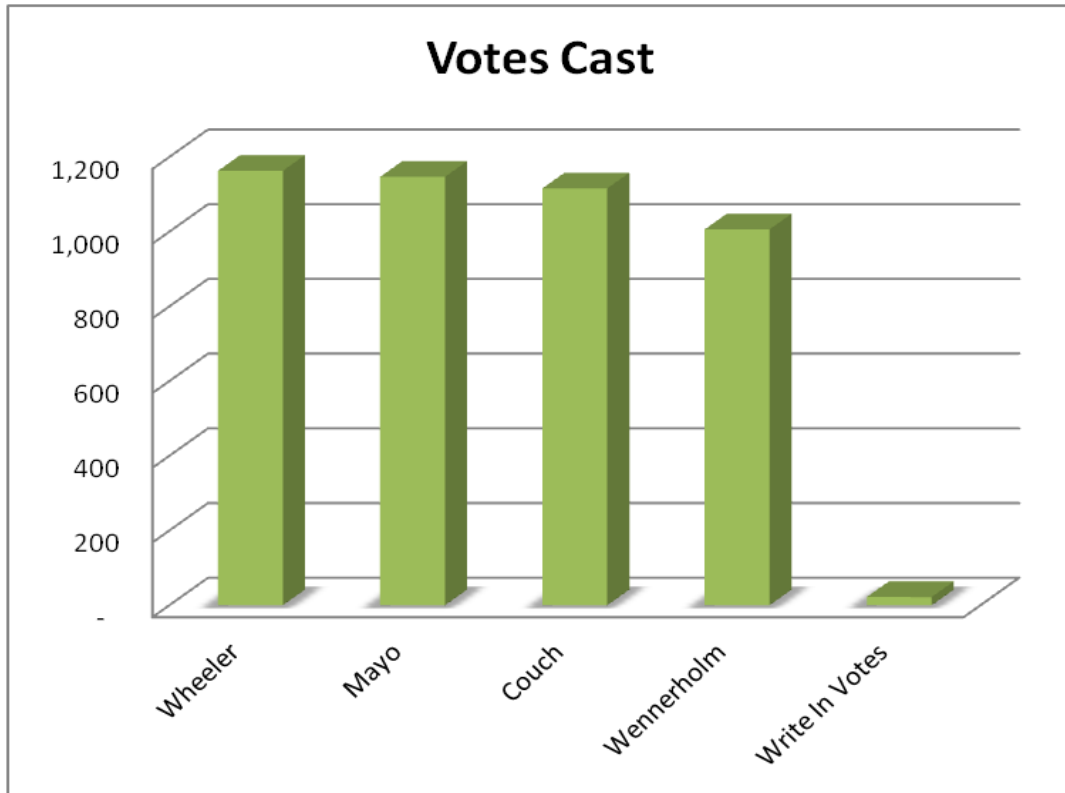
Discussion:

The Post Election Update (unofficial) results dated November 13, 2013 at 4:30 PM reported 5,116 votes cast with the following individuals who appear to be the winners of the election as voted by the McKinleyville Community:

	Votes	Percentage
George Wheeler	1341	26.21%
Bill Wennerholm	1151	22.50%
David Couch	1288	25.18%
Dennis Mayo	1311	25.63%

We will be waiting for the final certified results for the election from the County. We anticipate receiving that information within the next 2 weeks.

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



Candidates	%	Votes
Wheeler	26.21%	1,341
Mayo	25.63%	1,311
Couch	25.18%	1,288
Wennerholm	22.50%	1,151
Write In Votes	0.49%	25
Total Votes		5,116

Alternatives:

N/A

Fiscal Analysis:

Cost information for the November 5, 2013 Uniform Districts Election is not yet available. Humboldt County Elections Department staff will be sending out statements in Mid-December, 2013. The cost to MCSD for the November 8, 2011 contested District Election was over \$14,000.00.

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 – Post Election Update – Unofficial dated 11.13.13

Post Election Update — Unofficial

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

Attachment 1

Page 4 of 5

11/13/2013 04:30 PM

Total Number of Voters : 14,634 of 67,451 = 21.70%

Precincts Reporting 83 of 83 = 100.00%

Party	Candidate	Mail Ballot	Election	Total
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MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, GOVERNING BOARD MEMBER, Vote For 3

GEORGE A. WHEELER	879	25.19%	462	28.41%	1,341	26.21%
BILL WENNERHOLM	829	23.75%	322	19.80%	1,151	22.50%
DAVID R. COUCH	857	24.56%	431	26.51%	1,288	25.18%
DENNIS MAYO	909	26.05%	402	24.72%	1,311	25.63%
Unqualified Write-Ins	16	0.46%	9	0.55%	25	0.49%

Cast Votes:	3,490	76.13%	1,626	74.25%	5,116	75.52%
Over Votes:	1	0.07%	0	0.00%	1	0.04%
Under Votes:	1,091	23.80%	564	25.75%	1,655	24.43%

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
7	7	100.00%	2,258	9,169	24.63%

ARCATA FIRE PROTECTION DISTRICT, DIRECTOR DIVISION 1 - TWO YEAR TERM, Vote For 1

RENE GEORGIANNA CAMPBELL	300	44.91%	122	38.61%	422	42.89%
DENNIS LINDSTROM	367	54.94%	194	61.39%	561	57.01%
Unqualified Write-Ins	1	0.15%	0	0.00%	1	0.10%

Cast Votes:	668	85.10%	316	80.82%	984	83.67%
Over Votes:	2	0.25%	0	0.00%	2	0.17%
Under Votes:	115	14.65%	75	19.18%	190	16.16%

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
4	4	100.00%	1,176	4,820	24.40%

ARCATA FIRE PROTECTION DISTRICT DIRECTOR DIVISION 2, Vote For 1

JEFF SCHWARTZ	271	39.91%	119	45.25%	390	41.40%
LINDA SUNDBERG	406	59.79%	142	53.99%	548	58.17%
Unqualified Write-Ins	2	0.29%	2	0.76%	4	0.42%

Cast Votes:	679	85.30%	263	77.58%	942	83.00%
Over Votes:	6	0.75%	0	0.00%	6	0.53%
Under Votes:	111	13.94%	76	22.42%	187	16.48%

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
6	6	100.00%	1,135	4,550	24.95%

McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2013

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.2. Presentation of CWEA nominations and awards

PRESENTED BY: James Henry, Operations Director

TYPE OF ACTION: None

Recommendation:

Staff requests the Board listen to presentation of nominations and awards received at the annual California Water Environment Association (CWEA) Awards Banquet.

Discussion:

Established in 1929, CWEA awards program has grown to acknowledge outstanding achievement in 13 categories. Each one has been designed to honor exceptional CWEA members and California wastewater professionals, facilities and agencies. The program seeks to recognize outstanding achievements within the wastewater field, improve the professional status of all personnel working in the wastewater industry and related fields and stimulate public awareness of the importance of wastewater treatment to public health and the water environment.

In the past years MCSD and staff have been nominated and awarded several awards in various categories.

MCSD and staff received two awards at the 2013 North Coast Section awards ceremony which include MCSD; Safety Plant of the Year and Bill McBroome; Electrical/Instrumentation Person of the Year

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1 – James Henry nomination for Supervisor of the Year
- Attachment 2 – Bill McBroome nomination for Electrical person of Year
- Attachment 3 – Chris Jones nomination for Mechanical Tech. of Year
- Attachment 4 – John Morgan nomination for Operator of the Year
- Attachment 5 – MCSD nomination for Safety: Plant of the Year

North Coast Section California Water Environmental Association 2013 Awards Nomination Form			
(Make Selection Here)			
	Collection Systems: Person of the Year		
	Collection Systems: System of the Year	Miles of Pipe	
	Electrical/Instrumentation: Person of the Year		
	Engineering Achievement Award		
	Research Achievement Award		
	Laboratory: Person of the Year		
	Mechanical Technician of the Year		
	Operations: Operator of the Year		
	Treatment Plant - Overall: Plant of the Year	Plant Flow in MGD	
	Pretreatment Pollution Prevention & Stormwater: Person of the Year		
	Safety: Plant of the Year Award	Number of Employees	
X	Supervisor of the Year		
	Public Education: Program of the Year	Budget in Dollars	
Nominations are due by October 4, 2013 to the address below.			
Name of Nominee:	James Henry		
Title:	Operations Director		
Employer:	McKinleyville CSD	Phone #:	707-839-8818
Address:	PO Box 2037 McKinleyville CA, 95519		
Describe below or as an attachment, why this person/ agency qualifies to receive this award. Use specific examples whenever possible and attach any supporting information. The more complete the information the better the chance for nominee. The winning NCS applicant will need to provide additional information later and fill out the online application if they desire to proceed with the state CWEA competition. Contact Mike Veach for more information on the state nomination process.			
<p>My nomination for Supervisor of the Year goes to James Henry. Recently, McKinleyville CSD tragically lost it's General Manager, and our then Operations Director Greg Orsini and James Henry, his Leadman, were asked to shoulder not only the burden of their own duties, but those of the General Manager, as well. Both of these men performed admirably under some very demanding circumstances. Sometime later, Mr. Orsini was selected as our new General Manager, and he appointed James our Operations Director. James assumed the role without hesitation, knowing the challenges that awaited him stepping into a position vacated by someone that would have to concentrate on their own new duties. Mr. Henry has met every obstacle placed in front of him and has worked diligently to keep McKinleyville CSDs Operations Department running smoothly. During this time, he worked many late evenings holding the Operation Director and Leadman duties, making sure that nothing slipped by. When the time came to train a new Leadman, James retained the majority of those duties for the short term in an effort to ease the learning curve. He has taken the time to explain each task clearly and patiently. James has proven to be a very caring supervisor over the years. Not only is he conscious of employee morale and productivity, he has the health and well being of our system and our community at the forefront of his mind. He has a very strong working knowledge of our infrastructure, a firm grasp on what is expected of him from above, the desire to work with our neighbors and regulators to make life easier on everyone, and the respect of his employees and his peers. We are very impressed with all he has accomplished and are proud to work for him here at McKinleyville Community Services District.</p>			
Nominator:	Erik Jones	Title:	Leadman
Employer:	McKinleyville CSD	Phone #:	707-839-3251

North Coast Section California Water Environmental Association 2013 Awards Nomination Form			
(Make Selection Here)			
	Collection Systems: Person of the Year		
	Collection Systems: System of the Year	Miles of Pipe	
X	Electrical/Instrumentation: Person of the Year		
	Engineering Achievement Award		
	Research Achievement Award		
	Laboratory: Person of the Year		
	Mechanical Technician of the Year		
	Operations: Operator of the Year		
	Treatment Plant - Overall: Plant of the Year	Plant Flow in MGD	
	Pretreatment Pollution Prevention & Stormwater: Person of the Year		
	Safety: Plant of the Year Award	Number of Employees	
	Supervisor of the Year		
	Public Education: Program of the Year	Budget in Dollars	
Nominations are due by October 4, 2013 to the address below.			
Name of Nominee:	Bill McBroome		
Title:	Utility Person II		
Employer:	McKinleyville CSD	Phone #:	707-839-8818
Address:	PO Box 2037 McKinleyville CA, 95519		
Describe below or as an attachment, why this person/ agency qualifies to receive this award. Use specific examples whenever possible and attach any supporting information. The more complete the information the better the chance for nominee. The winning NCS applicant will need to provide additional information later and fill out the online application if they desire to proceed with the state CWEA competition. Contact Mike Veach for more information on the state nomination process.			
Bill McBroome has been an invaluable employee for the District for many years. His expertise in the electrical field has saved our organization costly downtime and the hiring of outside technicians to handle many of our more delicate control issues. Mr. McBroome excels at troubleshooting control issues and interfaces well with any IT professionals that work on our systems. During routine inspections, Bill is adept at rooting out potential future electrical issues, whether it be with a pump motor or a control system, which allows us the time to remedy the situation without it progressing to an emergency repair. His input on our upcoming wastewater treatment facility upgrade has rooted out multiple potential issues that will be addressed prior to construction and has saved the district not only unnecessary construction costs but will improve the efficiency of the plant. We are all proud to count Mr. Bill McBroome among our team at McKinleyville CSD.			
Nominator:	Erik Jones	Title:	Leadman
Employer:	McKinleyville CSD	Phone #:	707-839-3251
Address:	PO Box 2037 McKinleyville CA 95519		
Signature:			
Send, email or Fax Applications to: Mike Veach at SHN 812 W. Wabash Ave Eureka, CA 95501-2138 Phone: 441-8855 Fax: 441-8877 mveach@shn-engr.com			

North Coast Section California Water Environmental Association 2013 Awards Nomination Form			
(Make Selection Here)			
	Collection Systems: Person of the Year		
	Collection Systems: System of the Year	Miles of Pipe	
	Electrical/Instrumentation: Person of the Year		
	Engineering Achievement Award		
	Research Achievement Award		
	Laboratory: Person of the Year		
X	Mechanical Technician of the Year		
	Operations: Operator of the Year		
	Treatment Plant - Overall: Plant of the Year	Plant Flow in MGD	
	Pretreatment Pollution Prevention & Stormwater: Person of the Year		
	Safety: Plant of the Year Award	Number of Employees	
	Supervisor of the Year		
	Public Education: Program of the Year	Budget in Dollars	
Nominations are due by October 4, 2013 to the address below.			
Name of Nominee:	Chris Jones		
Title:	Utility Person II		
Employer:	McKinleyville CSD	Phone #:	707-839-8818
Address:	PO Box 2037 McKinleyville CA, 95519		
Describe below or as an attachment, why this person/ agency qualifies to receive this award. Use specific examples whenever possible and attach any supporting information. The more complete the information the better the chance for nominee. The winning NCS applicant will need to provide additional information later and fill out the online application if they desire to proceed with the state CWEA competition. Contact Mike Veach for more information on the state nomination process.			
Chris Jones is our go-to guy for anything mechanical. Whether it's repairing a hydraulic leak deep in up to recesses of our hyro-cleaner or rebuilding and retrofitting one of our Gorman-Rupp pumps, Chris is always up to the task. Mr. Jones is integral in keeping our service fleet in top shape;he takes the lead in rooting out potential issues and has the drive and expertise to keep us on the road. His work maintaining the districts on-site and portable generators ensures that our pumping stations will continue to operate heedless of the rugged north coast storms. Chris is a highly knowledgeable and effective employee that proves his worth each and every day.			
Nominator:	Erik Jones	Title:	Leadman
Employer:	McKinleyville CSD	Phone #:	707-839-3251
Address:	PO Box 2037 McKinleyville CA 95519		
Signature:			
Send, email or Fax Applications to: Mike Veach at SHN 812 W. Wabash Ave Eureka, CA 95501-2138 Phone: 441-8855 Fax: 441-8877 mveach@shn-engr.com			

North Coast Section California Water Environmental Association 2013 Awards Nomination Form			
(Make Selection Here)			
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	Collection Systems: System of the Year	Miles of Pipe	
	Electrical/Instrumentation: Person of the Year		
	Engineering Achievement Award		
	Research Achievement Award		
	Laboratory: Person of the Year		
	Mechanical Technician of the Year		
X	Operations: Operator of the Year		
	Treatment Plant - Overall: Plant of the Year	Plant Flow in MGD	
	Pretreatment Pollution Prevention & Stormwater: Person of the Year		
	Safety: Plant of the Year Award	Number of Employees	
	Supervisor of the Year		
	Public Education: Program of the Year	Budget in Dollars	
Nominations are due by October 4, 2013 to the address below.			
Name of Nominee:	John Morgan		
Title:	Utility Person II		
Employer:	McKinleyville CSD	Phone #:	707-839-8818
Address:	PO Box 2037 McKinleyville CA, 95519		
Describe below or as an attachment, why this person/ agency qualifies to receive this award. Use specific examples whenever possible and attach any supporting information. The more complete the information the better the chance for nominee. The winning NCS applicant will need to provide additional information later and fill out the online application if they desire to proceed with the state CWEA competition. Contact Mike Veach for more information on the state nomination process.			
<p>John Morgan has been an integral part of what we do at McKinleyville CSD nearly from its inception. His overall knowledge of the Districts infrastructure is unrivaled. When perusing our exhaustive set of as-builts, John can always be consulted for first-hand knowledge of the actual construction. Mr. Morgan holds a Class-A contractors license and excels at installing new facilities, ensuring that laterals are safely and efficiently constructed to the Districts specifications. His many years inspecting contractors work has given him an in-depth knowledge of MCSDs Rules and Regs, which he has used to ensure that no infiltration issues are added to our collection system.</p> <p>In the decades that he has labored in our area, John has networked with many other companies, and these relationships have proven of great worth time and time again. Materials and information are always just moments away when John picks up the phone.</p> <p>John is also very conscientious of employee safety and is always up to the task of training others in how to work safely and efficiently. Although he is a fun-loving guy, he takes his work as seriously as anyone I've ever met. His work ethic serves as an example to us all.</p> <p>John Morgan's expertise and dedication make him an ideal candidate for Operator of the Year.</p>			
Nominator:	Erik Jones	Title:	Leadman
Employer:	McKinleyville CSD	Phone #:	707-839-3251
Address:	PO Box 2037 McKinleyville CA 95519		
Signature:			
Send, email or Fax Applications to: Mike Veach at SHN 812 W. Wabash Ave Eureka, CA 95501-2138 Phone: 441-8855 Fax: 441-8877 mveach@shn-engr.com			

North Coast Section California Water Environmental Association 2013 Awards Nomination Form			
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	Mechanical Technician of the Year		
	Operations: Operator of the Year		
	Treatment Plant - Overall: Plant of the Year	Plant Flow in MGD	
	Pretreatment Pollution Prevention & Stormwater: Person of the Year		
X	Safety: Plant of the Year Award	Number of Employees	26
	Supervisor of the Year		
	Public Education: Program of the Year	Budget in Dollars	
Nominations are due by October 4, 2013 to the address below.			
Name of Nominee:		McKinleyville CSD	
Title:			
Employer:		McKinleyville CSD	Phone #: 707-839-8818
Address:		PO Box 2037 McKinleyville CA, 95519	
Describe below or as an attachment, why this person/ agency qualifies to receive this award. Use specific examples whenever possible and attach any supporting information. The more complete the information the better the chance for nominee. The winning NCS applicant will need to provide additional information later and fill out the online application if they desire to proceed with the state CWEA competition. Contact Mike Veach for more information on the state nomination process.			
I would like to nominate McKinleyville Community Services District for the Safety: Plant of the Year. We take great pride in our safety record, and strive to maintain a hazard-free work environment for ourselves and the members of our community.			
The foundation of our safety program is training. This includes formal training such as trenching and shoring classes, confined space entry courses, and CPR/First Aid should these skills be necessary. Our education doesn't stop there, however. We spend a great deal of time instructing and reviewing safe work practices for the many potentially hazardous activities we may encounter in our day to day duties. This includes safe operation of district equipment, proper use of PPE, and standard operating procedures for hazardous duties.			
All this training pays off. Our staff is encouraged to bring any safety concerns to their supervisor and have the authority to correct any hazardous situation they detect. This empowerment fully engages each person and creates a sense of teamwork... the goal of which is to see that every employee makes it home safely each night.			
Nominator:	Erik Jones	Title:	Leadman
Employer:	McKinleyville CSD	Phone #:	707-839-3251
Address:	PO Box 2037 McKinleyville CA 95519		
Signature:			
Send, email or Fax Applications to: Mike Veach at SHN 812 W. Wabash Ave Eureka, CA 95501-2138 Phone: 441-8855 Fax: 441-8877 mveach@shn-engr.com			

McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2013

TYPE OF ITEM: **ACTION**

ITEM: E.3. Consider approval of the FY 2015 STRATEGIC PLAN (SP) after annual workshop for update to reflect current and future conditions and improved format

PRESENTED BY: Gregory P. Orsini, General Manager

TYPE OF ACTION: Voice Vote

Recommendation:

Staff recommends the Board of Directors review in workshop format, take public comment and approve the proposed five (5) year Strategic Plan for publication with suggested modifications.

Discussion:

This plan is foundational to the District's long term financial health and stability yet provides annual reviews to stay grounded in the current and mid-term needs of the community we serve.

This process began in August of 2012, with Board approval. In the initial discussion, three phases were outlined:

1. Information Gathering
2. Board Strategic Planning Workshop
3. Document and Development of a Five Year Plan

At the July 10, 2013 Board meeting the Board asked that item be removed from the Agenda and Board President appointed a two member committee to work with staff to address concerns with the format and information.

Staff noted the recommendation of the committee and developed a matrix to delineate between Policy and Operational components of the SP. After approval of the updated format and Board inclusion of any new matters related to Policy the process will be complete and the Strategic Plan ready for Board approval and publishing.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Exhibits/Attachments

- Attachment 1 McKinleyville Community Services District Strategic Plan for Fiscal Years 2015-2020

Strategic Plan

For Fiscal Years 2015 – 2020

McKinleyville

Community Services District

Mission Statement:

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



Board of Directors

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

District Management Team

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

Strategic Plan Consultant – BHI Management Consulting

Brent H. Ives, Principal



Table of Contents

Plan Development Team	2
Introduction	4
Strategic Plan Development	6
Mission and Vision	8
Strategic Elements	9
1.0 Water	10
2.0 Wastewater	13
3.0 Streetlights	16
4.0 Parks and Recreation	17
5.0 Partnerships	19
6.0 Personnel/Organization	22
7.0 Administrative Management	24
8.0 Finances	29
Table 1- The Strategic Plan “ Matrix ”	31

Introduction

A Strategic Plan is a top level planning document for an organization to set clear direction over all operational aspects of its mission. It serves as a framework for decision making over a five-year period. It is a disciplined effort to produce fundamental decisions that shape what a District plans to accomplish by selecting a rational course of action. This planning process began with an environmental scan of the District's business environment including an objective assessment of the District's strengths, weaknesses, opportunities and threats. Input from various stakeholders was gathered and analyzed. Starting with that information the District's Mission, Core Values, Vision and the overall structure of this Strategic Plan were developed by the Board in workshop settings. Within the framework of that structure and the business environment, strategies and goals were developed to sustain and where appropriate improve the District over the next five years. At its highest level, this Strategic Plan seeks to strengthen and build upon opportunities while addressing areas of concern.

This plan also identifies actions, activities, and planning efforts that are currently underway and which are needed for continued success in operations and management of the District, and provides for periodic reviews and updates.

The strategic planning effort has focused on all of the following important areas:

- Ensuring the District's long term financial health and stability;
- Carefully managing the infrastructure needed to fulfill the District's Mission;
- Providing responsible stewardship of the water, wastewater parks & recreation, streetlights and other services with which we are entrusted;
- Sustaining a high performing, motivated and adaptable workforce;
- Sustaining sound management practices and good governance;
- Fostering partnerships when needed to better achieve our Mission; and
- Assuring clear, concise and consistent communications with the community we serve.

Strategic Planning Definitions

Mission Statement: A declaration of the District's purpose, which succinctly describes why the District exists. All activities of the District should be in support of the Mission Statement. The Mission Statement is adopted by the Board of Directors. The Mission Statement is reviewed annually but is intended to be constant over the long term.

Vision Statement: A statement that articulates where the District wants to be over the life of the Strategic Plan. It outlines at the highest level the key changes that must be achieved by the Strategic Plan. The Vision creates and drives strategy and tactics identified elsewhere in the Strategic Plan. The Vision Statement is adopted by the Board of Directors. The Vision Statement will be reviewed annually and will typically change more frequently than the Mission Statement to reflect the direction the Board wants to take the District over the five-year time horizon of the Strategic Plan.

Strategic Elements: The broad and primary areas of District operations, planning, and management that are addressed and supported by the Strategic Plan goals. These essentially serve as the outline and organization of the Strategic Plan. The Strategic Elements are adopted by the Board of Directors. The Strategic Elements are reviewed annually but are intended, absent major new issues to be faced, to be relatively constant over the life of the five year Strategic Plan.

Objective And Strategy Statement: A concise statement associated with each Strategic Element that describes the objective of that element. It explains why that element is important to the District's overall strategy and finishes with a statement that describes how the Objective for that Element will be achieved through a strategy.

Strategic Goals: A short statement of desired success. The goal statement is supported by a narrative that more fully explains the nature of the goal and the issues that the goal intends to address. The Strategic Goals are prepared by management

and accepted by the Board. The Strategic Goals will change from year-to-year when the annual assessment is made of the progress on each Strategic Element. The Strategic goals straddle the line between policy (Board responsibility) and implementation (management responsibility) and as such are a collaborative effort of both the Board and management.

Strategic Plan Development

In FYE 2012 the District retained the services of BHI Management Consulting (BHI) to facilitate and coordinate the development of the District's five-year Strategic Plan. BHI first gathered input from the District employees in a number of meetings so as to allow direct and "ground level" input to the Board during their deliberations on the Strategic Plan. A public meeting was then held to further gain a broad perspective on the future of the District. To prepare for Board workshops the Consultant interviewed the District Board members individually on matters they thought were most relevant to future strategy for the District. The following topics were discussed at all of the input gathering meetings:

- Mission;
- Vision;
- Strengths;
- Weaknesses;
- Opportunities; and
- Threats.

The Board supported this process as a way to allow all to participate in the foundation of the Strategic Plan. Two Board workshops were conducted. At these workshops the Board reviewed all input, revisited and refined the existing Mission Statement of the District, created a new Vision Statement for the District and discussed Core Values.

A steering committee, consisting of Senior Management and staff, worked with BHI to develop the Strategic Goals that support each Strategic Element. Using this process,

along with both external and internal input, the Strategic Plan was assembled in a way that best articulates the Board's Vision and Strategy for the District over the next five years.

Continuation Process of the Plan

A key part of the Strategic Planning process is to conduct an annual review to update the Plan. These reviews allow for regular maintenance of the Plan so that it reflects the actual progress and conditional needs of the District. The reviews will be documented and followed up with by either a Plan supplement or an updated Plan. A five-year planning horizon will be maintained with each review effort developing a new fifth year of actions, projects and initiatives.

Mission and Vision Statements

DISTRICT MISSION

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

DISTRICT VISION

In five years, MCSD will:

- *have continued our commitment to infrastructure maintenance*
- *have explored options for additional emergency water supplies*
- *have assured water reliability (distribution system)*
- *have converted customers to all radio read meters*
- *have secured funding and completed construction of the WWMF improvement project*
- *be proactive with regulatory compliance*
- *have converted to all LED streetlights*
- *have continued our commitment to maintenance of parks, facilities and trails*
- *have opened and are operating our Teen Center*
- *have identified funding sources for community forest development and maintenance*
- *be operating Mad River Park*
- *have secured funding for park and trails development*
- *have formalized relationships and collaborations with other governmental agencies*
- *have maintained a high quality and efficient workforce*
- *have continued our commitment to ensuring efficient and ethical governance*
- *have improved communications with the ratepayers and the entire McKinleyville Community.*
- *will have ensured continued planning and training for emergency operations*
- *have achieved a “best practices” distinction*
- *have long-term, financial sustainability in all District programs (debt, reserves, program costs, etc.)*

Strategic Elements

Strategic Elements represent the vital areas of the District's operation and management wherein strategy is placed. They assure that the implementation of strategy work to be performed in support of the Mission and Vision are comprehensive in nature and properly cover all areas of the District. Strategic elements are derived from the foundational Mission and Vision statements of the District. They are linked to action and results through the Strategic Goals written in each area and the Strategic Work Plan. The Strategic Work Plan contains the supportive actions and initiatives organized and prioritized by year within the planning period. It presents each Strategic Goal and consolidates actions in tabular form in **Table 1 - Strategic Plan "Matrix" (pg. 31).**

The Strategic Elements are:

- 1.0 Water
- 2.0 Wastewater
- 3.0 Streetlights
- 4.0 Parks and Recreation
- 5.0 Partnerships
- 6.0 Personnel/Organization
- 7.0 Administrative Management
- 8.0 Financial Sustainability

1.0 WATER

Objective: *The objective is to continue our commitment to supply safe and reliable drinking water to our present and future customers.*

Strategy: *We will do this by keeping replacement, repair and upgrading of our pipes, and pumps at a high level by ensuring adequate funding.*

1.1 MAINTENANCE PROGRAMS

Maintaining reliable water distribution and storage is the number one priority of MCSD. Through the use of our Preventative Maintenance work order software (SEMS) we will continue planned maintenance of all facilities. Annual and monthly inspections will be conducted on all aspects of the system. Results of these inspections will be used to prioritize and schedule repairs. These facilities include:

- All Booster Pumps and Motors
- Pressure Reducing Valves
- Fire Hydrants and Distribution Valves
- Emergency Chlorination Systems
- Emergency Generators
- Storage Tanks

During this planning period tank maintenance will include the recoating of Tank 1 B at Cochran Road and the replacement of the shingled roof on redwood tank 3 B at McCluski. Monitoring unaccounted for water will indicate potential leaks and initiate the search. At this time our unaccounted for water is within the industry standard, verifying the integrity of our distribution system.

1.2 WATER STORAGE TANK PROJECT

MCSD Board has determined the necessity to maintain a 5-day reserve of water due to our single source. We are in the process of negotiating the purchase of property adjacent to Cochran Tank Site. Upon completion of the procurement process a cost

benefit analysis on tank type will be conducted to determine whether the tanks design will be steel or concrete and design completed. Search for grant funding to offset costs.

1.3 EMERGENCY WATER CROSSING

Due to the vulnerability of the MCSD sole water source and the construction of the Highway 101 Bridge, a 12" pipe was installed during that construction. An intertie was then needed to link MCSD to another water source. The intertie design and agreement have been completed. Proposition 50 Grants funds are available due to a regional effort lead by MBMWD.

1.4 EMERGENCY WATER SUPPLY

MCSD is pursuing grant funding to develop a Ground Water Management Plan (GWMP). Due to the vulnerability of one source of water MCSD had determined an emergency ground water source is necessary. Through development of the GWMP, reliable sources of ground water will be developed in the event of an emergency.

1.5 RADIO TELEMETRY UPGRADES

Due to age of existing digital control at tank sites and booster stations MCSD is in the process of updating this equipment. These system upgrades ensure public safety and have supervisory control of remote infrastructure; these systems must perform in a reliable manner.

1.6 WATER MAIN REHABILITATION AND REPLACEMENT

The original MCSD water distribution system is 40 years old. The integrity of the system is still sound but since the rehabilitation of in-the-ground pipe is costly; funds will start being set aside for this particular project. Replacing AC pipe with C900 as upgrades or repairs occur is also part of the District's improvement strategy.

1.7 RADIO READ METERS

Radio read meter technology has matured to a point where it is now feasible and cost effective to utilize them. MCSD specification requires all new meters be radio read. As meters age to roughly 15 to 18 years they have been replaced in the past. MCSD is in the process of consolidating that process to either retrofit new meters with radio heads or replace older meters with radio meters. This process will be ongoing for the next two to three years.

DRAFT

2.0 WASTEWATER

Objective: *The objective is to continue our commitment to provide safe and reliable collection, treatment, recycling and disposal of wastewater to meet current and future regulatory requirements and community needs.*

Strategy: *We will do this by meeting current community wastewater needs and continuing to monitor proposed future regulatory and capacity requirements and ensuring adequate funding.*

2.1 20-YEAR FACILITY PLAN

A facility plan was completed and accepted by the MCSD Board of Directors in December of 2011. The three year long process evaluated the collection and treatment systems and the reclamation and discharge facilities. These evaluations were used to determine the adequacy of existing facilities so phasing of upgrade or replacement could be documented.

- WWMF
- Wastewater reclamation sites
- Collection system
- Lift stations

2.2 WWMF IMPROVEMENT PROJECT

MCSD's existing treatment facility is unable to meet current limitations as set forth in the NPDES permit and upcoming limitations will only become more stringent. An upgrade is necessary to be in compliance with upcoming State nutrient removal requirements and avoid future fines so MCSD is in the process of design with construction of new WWMF to meet current and future discharge limitations scheduled for completion in during this planning period. Utilization of grant options to help offset costs is a priority for this project.

2.3 COLLECTION SYSTEM UPGRADES

A sewer model was designed to locate undersized mains in the collection system. Scenarios were run using proposed growth and major rain events. Several locations were identified as being inefficient to handle the flow increase without causing sewer back-ups and possible spills. Upgrades will be necessary in these areas as development and population increases.

2.4 SEWER MAIN IMPROVEMENT AND REHABILITATION

The Board has prioritized maintaining the sewer mains tight and free of infiltration. Preventing the groundwater from mixing with the sewer saves on pumping and treatment costs. An internal pipe patch repair kit was purchased to make these trenchless repairs. It will not only repair the broken section of the main but also save excavation costs. Replacing AC pipe with SDR 35 as upgrades or repairs occur is also part of the District's improvement strategy. During the planning period the District will pursue the conception of a Sewer Mainline Replacement Plan.

2.5 RADIO TELEMETRY UPGRADES

Due to age of existing digital control, MCSD is in the process of updating this equipment. In order to ensure public safety and maintain proper supervisory control of remote infrastructure, these systems must perform in a reliable manner. The WWMF controls will be addressed along with the improvement project as well as the sewer lift stations are scheduled for this planning period.

2.6 SEWER LIFT STATION GENERATOR UPGRADES

The sewer lift station generators are nearing the end of their service life. There are also emission restrictions on these generators, which prevent the needed cycling of these generators. The District plans to upgrade the generators to meet emission regulations and to allow for future pump upgrades during this planning period.

2.7 PRE-TREATMENT PROGRAM

A pretreatment program is very important to regulate unwanted discharging into the sewer collection system, which can disrupt the treatment process; grease from cooking facilities also plays a major factor in sewer spills. By direction of the Board, discharge permits will be issued to non-domestic discharges and customers with grease traps to meet the Food Oil Grease program requirements. This State mandated program will be fully implemented in this planning period.

2.8 I&I PREVENTION

Inflow and Infiltration cost a lot of money to pump and treat. It can also overwhelm a sewer lift station and possibly cause sewer spills. Annual inspections of manholes, smoke testing and flow testing are ways MCSD identify these issues. Keeping the public educated on not pulling cleanouts or connecting drains and downspouts into their sewer laterals is a method of eliminating inflow problems. Gel grouting rehabilitation of manholes and pipe patching will continue to be a priority to eliminate infiltration. MCSD will continue to utilize the camera van and push camera to inspect discrepancies found during inspections. Through the use of multiple media channels new methods of community education will be implemented during this planning period.

3.0 STREETLIGHTS

Objective: *The objective is to continue our commitment to provide public safety through well-lit streets, intersections and neighborhoods.*

Strategy: *We will do this by implementing the most cost effective and reliable streetlight technology and through adequately funded continuing maintenance programs.*

3.1 CONVERTING TO LED LIGHTING

Due to improvements in technology that reduce carbon impact and costs, the Board has directed staff to proceed with the implementation of the LED streetlight retrofit. Funding and replacement of all streetlights with LED lighting is expected to be completed in this planning period. Through update of District Standards, all new developments will be required to meet the LED fixture specifications.

3.2 MAINTENANCE PROGRAMS

Through use of a new pole inspection program, poles will be replaced prior to becoming a safety hazard and as needed due to condition or collision. GIS locate new poles as new development occurs.

4.0 PARKS AND RECREATION

Objective: *The objective is to provide safe and high quality parks, facilities, trails and recreation programs for the McKinleyville community.*

Strategy: *We will do this by encouraging community participation to assess recreational needs; deliberately seeking broad funding for the support of parks, facilities, and trails.*

4.1 TEEN AND COMMUNITY CENTER

Over the course of the last several years, staff gained community feedback and conducted a community survey to consider future needs for the Parks & Recreation Department. The results of this input and the survey showed support of building a Teen Center in McKinleyville. In 2012, the MCSD Board approved Measure B and authorized staff to begin the process to design and construct a Teen and Community Center at Pierson Park. A majority of funding for the construction and a portion of the maintenance for this project has been secured through the successful passing of Measure B. Staff will continue working on fund raising efforts to help furnish the facility.

4.2 HEWITT RANCH PROPERTY

This park has been identified as a necessary enhancement to the McKinleyville community through a series of Public Meetings held in 2007. Ultimately, the MCSD Board encumbered \$25,000 in Quimby Inland Park Dedication Funds for the project and directed staff to pursue matching grant funding for the park expansion. Based on staff recommendations and public input, the Board approved enhancements to include an interpretive trail system, a disc golf course and small gravel parking lot. Funding options will be developed and brought to the Board for consideration in 2016.

4.3 WASHINGTON AVE PROPERTY

This 3.10 acre property was purchased in 2013. While there are no immediate plans for park development, the Board has expressed interest in creating access so that it will be available for the community to use as open space.

4.4 COMMUNITY FOREST

Staff will explore funding avenues for the operation and maintenance of a community forest at two potential locations in McKinleyville.

The McKinleyville Area Plan has identified the importance of a community forest in McKinleyville. Locations and funding will be researched and identified throughout this planning period.

4.5 MAD RIVER PROPERTY

This property has been identified as having recreational potential and staff will seek funding in the form of grants and donations for future development of this property in line with strategic directives. During this planning period, access and trail systems will be developed.

4.6 MAINTENANCE STANDARDS

The Board and members of the community have placed a priority on continuing a high standard of maintenance for our parks and facilities. Management will implement this priority by evaluating staffing levels and continuing employee training opportunities.

5.0 PARTNERSHIPS

Objective: *Our objective is to foster beneficial relationships to accomplish the broad, long-term strategies of the District.*

Strategy: *We will do this by embracing strategic ties with other organizations and agencies, working closely with regulators, supporting a deliberate legislative agenda and participating in professional associations.*

5.1 FOSTER REGIONAL COOPERATION

The infrastructure of the District is dependent on the interties of other agencies, i.e.; the County, surrounding city governments and special districts. It is through a combined effort that the services needed by our community are effectively and economically delivered. These relationships are built on our dependency upon inter-agency cooperation. As MCSD moves forward, the District must maintain and seek out additional areas of cooperation. This is critical to our continued growth and commitment of service. We will continue participating in Humboldt Bay Municipal Water District (HBMWD) Municipal water customer group meetings as well as in the Humboldt County Emergency Operations Plan (EOP) through interoperability and mutual aid agreements. District management will continue to meet with Humboldt County Board of Supervisors and with Humboldt County Sheriff Department and Arcata Fire Protection District. We will work to improve coordination with the Humboldt County Planning and Public Works Departments and foster an environment where elected officials from Arcata and McKinleyville can meet to discuss shared responsibilities. Additionally, we will continue partnerships that benefit MCSD by providing labor and project support, such as with SWAP, California Conservation Corps, Service Clubs, McKinleyville Family Resource Center, Eagle Scouts, etc.

5.2 IMPROVE POLITICAL TIES – COUNTY SUPERVISORS, STATE LEGISLATURE, FEDERAL LEGISLATURE –

The political ties present and available to MCSD are intertwined in the financial resources and support necessary to maintain existing infrastructure and services to the community. As demands are being met, these ties are daily nodes of information about additional resources available on a larger scale. As our political partners become aware of grants, financial resources and other projects beneficial to the District; our relationship gains importance.

It is critical to continue to contact and educate each organization in order to make them aware or enable them to provide valuable information and conduits for access to these resources. We will continue to seek inclusion in Humboldt County Association of Governments (HCAOG) either directly, or through Joint Powers Association (JPA) or through committee membership. Additionally, we will continue to participate with State level organizations, including Special Districts Risk Management Authority (SDRMA), California Special Districts Association (CSDA), California Water Environmental Association (CWEA), Association of California Water Agencies (ACWA) and the California Parks & Recreation Society (CPRS). We will also monitor opportunities for inclusion in other organizations that will increase the Districts political influence.

5.3 PARTICIPATE WITH COMMUNITY GROUPS – CHAMBER OF COMMERCE, VOLUNTEER GROUPS, PROFESSIONAL ASSOCIATIONS

It is important to participate with local groups representing various constituents in order to achieve and deliver services needed or seen as needed by the local community. Our relationships today foster cooperation and maintain links to our community. It is important to embrace these in the future as the community changes and demands different services or approaches to serving its needs. Local leaders provide access to the heartbeat of the community and the District will collaborate and

lead where necessary in leveraging those relationships. They include, but are not limited to:

- Humboldt Area Foundation
- Kiwanis Club of McKinleyville
- McKinleyville Area Fund
- Mad River Rotary Club
- Humboldt Sponsors
- Boy Scouts/Girl Scouts of America
- California Conservation Corps
- Headwaters Fund
- Moose Lodge
- McKinleyville Chamber of Commerce
- American Red Cross
- Humboldt County Probation Department
- Soroptimist Club
- Humboldt Regional Occupation Program
- McKinleyville Organizing Committee
- McKinleyville Family Resource Center
- Youth Advisory Council
- Boys & Girls Club of the Redwoods

6.0 PERSONNEL/ORGANIZATION

Objective: *The objective is to sustain a motivated, high quality and efficient workforce for an adaptable organization.*

Strategy: *We will do this by utilizing sound policies and personnel practices, offering competitive compensation and benefits, providing opportunities for training, development and professional growth and ensuring a safe and secure workplace.*

6.1 EMPLOYEE RETENTION

To ensure the District remains a desirable place to work and is thereby able to recruit and retain a high-performing workforce is a high priority. We will have periodic studies done to determine appropriate staffing levels, compensation and benefit competitiveness relative to local and regional labor markets. We will structure the salary schedule and professional growth opportunities to allow employees to see a clear and attainable career path at MCSD.

In order to attract and retain the best talent, we will provide opportunities for employees to enhance their job skills and knowledge in their career field. It is essential to offer opportunities for employees to be evaluated and recognized for superior job performance and rewarded for submitting valuable suggestions for improving business practices.

6.2 TRAINING AND DEVELOPMENT

Given the size of our District workforce, it is important that our staff be well trained in multiple job duties. Individual Development Plan reviews will continue to be done annually in order to ensure that the District can meet the regulatory requirements and provide excellent customer service. Employees will be encouraged to train in related disciplines that will meet District needs.

Cross training plans will continue to be provided to increase knowledge and skills within each job function, and development of a succession plan will ensure continuity of operation in the event of a staffing crisis.

6.3 EMPLOYEE COMMUNICATION

Effective communication is essential to the functioning of the District and to productive management/employee relations. Maintaining and following a current Organizational Chart; holding regularly scheduled staff and management meetings; maintaining and updating current Personnel Policy Manuals and Employee Handbooks through regular legal and management review; and providing multiple avenues and informal channels of communication in addition to official channels will facilitate improvements in employee communication.

6.4 EMPLOYEE SAFETY PROGRAM

A safe working environment is a number one priority for the District. This will be accomplished by holding regularly scheduled tailgate safety meetings and administrative safety meetings. Participation in SDRMA's annual safety audits; conducting regularly scheduled safety training; monthly safety inspections of all facilities, playgrounds and parks; weekly safety inspections of all equipment and vehicles are all essential elements in providing a safe working environment.

6.5 EVALUATION AND PERFORMANCE MANAGEMENT PROGRAM

High quality and ongoing staff evaluations are key to providing feedback and fostering excellent employee performance. This will be accomplished by requiring Annual Performance Evaluations for all staff and conducting 360 evaluations for the General Manager, Department Heads, and all other supervisory positions.

7.0 ADMINISTRATIVE MANAGEMENT

Objective: *The objective is to ensure efficient and ethical governance and sound management of the District.*

Strategy: *We will accomplish this by proactively managing organizational knowledge, being responsive, consistent and accountable to our public, following an effective self-assessment policy while adapting the management best practices necessary to support the evolving needs of the organization.*

7.1 DISTRICT POLICIES AND PROCEDURES

The current rules and regulations of the District provide a solid basis of operation. Additional demands of the community we serve, emerging regulations, and/or Board procedural or policy desires will require continued strategic development and maintenance of operating guidelines. These inform, educate and moderate the activities of the staff, community and partners of the District. We will continue the practice of regular review and update of the Rules and Regulations. Additionally, the Board Secretary, who is currently designated to document changes and insure timely and accurate reporting of the changes, will make sure that we comply and are up to date with all required policies and procedures.

7.2 RECORDS RETENTION

Legal requirements for record retention policies are established on a statewide basis. Adherence to these pre-established minimum standards and accepted guidelines is mandatory for record retention.

Implement a document management program to upgrade the retention and storage of those documents identified as critical to operations and infrastructure maintenance.

This program under assessment will add a level of technology to our present

retention and filing system. Of primary importance is the ability to identify and retrieve data.

New policies are being developed daily as MCSD grows in service to its citizens and as it coordinates these services with sister districts and agencies. As additional policies are necessary, management will update the rules and regulations manual in place. This responsibility for development lies within each department: yet will be coordinated through administration with proper Board approval. At present, all departments access these rules and regulations through the “P” drive; changes are presented by staff to the Board, approved and updated as required.

7.3 CUSTOMER SERVICE

The District recognizes the importance of customer service and strives to serve all elements to the best of its ability through ongoing training and adaptation to the evolving needs of the community.

As such, MCSD is constantly training staff in updated methods of customer service. This includes identification of service improvements and increased use of technology to deliver service to customers at the highest level. Staff is monitored through HR in their development and training in support of these customer service objectives. Additional activities on to customer feedback, community surveys and opportunities for public comment are part of this focused effort.

7.4 BUILD PUBLIC INFORMATION PROGRAM

The continued use and further development of the Public Information Program is designed to communicate activities to the general populace. These programs bring the community into the business of the District allowing a conduit of information between the District and the public. The District believes strongly in informing citizens of current activities, seeking support for those activities and maintaining the public's

access to information. The following resources and points of communication are being developed to further these efforts.

- **Website:** Provides an avenue for updating and distributing topical information in an economical and accessible manner.
- **Public Service Announcements (PSA):** Emphasizes important topics and events affecting each individual served in the community.
- **Newsletter:** Highlights events affecting the community and provides input from the community on the heartbeat of the District.
- **Recreational Activity Guide:** Allows for participation of the community in local and MCSD sponsored events throughout the year.
- **Flyers:** Brings awareness to special events affecting and promoting the District.
- **Posting Notices:** Keeps the populace aware of important meetings, events and public meetings, which are avenues for communication.
- **Development of social networking resources:** Communicates vital information in a timely manner to a new generation of District customers.

7.5 BOARD DEVELOPMENT

As new members are added to the Board, it is important to familiarize them with the laws governing Board management and policies including new Board member orientation procedures.

Additionally, experienced Board members are encouraged to seek additional training throughout the year to promote ethical and transparent government at the local level. This begins with the mandatory AB1234 training in ethics. Board members will also be encouraged to participate in professional development conferences or other trainings at least bi-annually.

Depending on participation in other agencies Boards and committees, each Board member is active in conference attendance and District representation. New ideas

are constantly being brought back from these events increasing and promoting awareness of new and better methods of providing service to the District. Regular attendance at Board meetings and appointment to other agency's committees is emphasized.

As new members are added to the Board, it is important to familiarize them with the laws governing Board management and policies. These are provided in the Board manual, in training on the Brown Act and Public Records Act. Legal representatives are present to guide and instruct the Board as needed.

- Formalize Board/General Manager communication plan
- Institute procedure for new Board Member Orientation

7.6 ANNUAL REVIEW AND UPDATE OF THE DISTRICT'S STRATEGIC PLAN

It is important that each year the Board and Sr. Staff work together to review and update this strategic plan. Updating annually assures that the plan remains current, that specific strategies and tactics remain viable, that our prioritization is still on-track and that we together have clarity for our strategy year after year. We will review and update the strategic plan each year in January or February in a workshop format, in conjunction with the annual budgeting process and will do a comprehensive update in five years.

7.7 EMERGENCY PREPAREDNESS AND RESPONSE

Participation in local Operational Area cooperative group, Humboldt County Hazard Mitigation Plan, MCSD's Emergency Operations Plan and regularly scheduled training including set-up and "tabletop exercises", NIMS training included in IDPs.

7.8 ACHIEVE BEST PRACTICES DISTINCTION AWARDS

During the strategic planning process, the Board recognized the achievement of a best practices award as a goal. There are many types of Excellence Awards available to Special Districts from various regional, state, or national professional groups including financial, management, operational, and others. Over the range of this strategic plan, we will review available awards and position the District to achieve a public acknowledgement of excellence for McKinleyville. Obtaining Special District Leadership Foundation's District Transparently Certificate of Excellence is a requirement and will be a necessary first step towards applying for the Districts of Distinction accreditation program.

7.9 EXPLORE OPTIONS FOR INCREASES IN ENERGY EFFICIENCY AND ALTERNATIVE ENERGY SOURCES

The Board and staff recognize the necessity of exploring alternative energy sources and reducing District energy consumption. This is important to minimize rates and reduce our carbon footprint.

This can be accomplished through energy efficiency audits and updating equipment with new efficient technologies.

7.10 PLANNING AND LATENT POWERS

In an effort to continue to provide services within MCSD's sphere of influence the District will review the potential annexation of areas that are currently provided water or are within a natural boundary. Annual reviews of MCSD's boundaries would be encouraged. Efforts to maintain continuity with the requirements of LAFCo will take precedence.

8.0 FINANCES

Objective: *Our objective is to manage public funds to assure financial stability, prudent fiscal management and demonstrate responsible stewardship.*

Strategy: *The District will ensure that adequate financial resources are available to fund current and future demands, utilizing funds to maximize value to the customer.*

8.1 RESERVE POLICY IMPLEMENTATION

The Board has set a goal to maintain reserve funding according to the 2012 Reserve Policy. To achieve that goal, management will analyze and monitor capital inflows and outflows and will control costs as much as possible in order to run operating surpluses in all Funds sufficient to offset losses accumulated from prior years. The end goal is to have fully funded reserves in all Board designated categories. We will also continue to monitor State policies that might endanger the District's critical strategic reserves and bring Reserve Policy adjustments to the Board for action to mitigate the risk of future State seizures of funding.

8.2 BUDGET DEVELOPMENT AND COMMUNICATION

The budgeting process is one of the most important financial planning tools available to the District. It is the foundation on which our strategy rests. Without adequate budget information and financial feedback, the Board and District management cannot make sound, fiscally responsible decisions about the starting, sequencing, or completion of projects and programs.

8.2.1 Our budget process will continue to be collaborative, with input from the Board for overall strategy, and from the General Manager and all Department Heads for operational accuracy. It will reflect projects, plans, and actions referenced to this strategic plan.

8.2.2 Our budget process will continue to incorporate past historical trends, current economic and demographic trends in the community, local and State governmental and regulatory environments, and annual operational forecasts.

8.2.3 The District budget will be presented to the board in Draft form each year in the months prior to official adoption so the Board can ensure adequate review and alignment with strategic objectives.

8.3 CAPITAL BUDGET MANAGEMENT

To facilitate long range strategic planning, the rolling 20-year Capital Improvement Plan Budget will be presented annually to the Board with a 10-year horizon for each Fund as part of the annual budgeting process. Each element in the Capital Budget shall have a funding notation – an estimate or assumption about where the funding for that budget item will be found. Some types of items have a generous grant environment, while others will need to be funded with long-term debt, or directly from Reserves or operating funds. This will allow adequate review of operational cash flow impacts and ensure that capital acquisitions are in alignment with strategic objectives.

8.4 DEVELOPMENT OF FINANCIAL MANAGEMENT SYSTEM

While the current financial management system used by the District is robust in some areas like utility billing, it is weak in others such as data collection, trend tracking and reporting. Over the next five years, all components of the system, both manual and computerized, will be reviewed for efficiency and functionality and upgraded, supplemented, or replaced as necessary. Planned replacements of large software components will be included in the Capital Budget for review and approval by the Board.

8.5 FINANCIAL AUDIT

A financial audit will be performed annually after the close of the fiscal year to ensure that District finances are compliant with Generally Accepted Accounting Principles (GAAP), the Government Accounting Standards Board (GASB) and other regulatory requirements, and to provide additional perspective on internal controls and financial processes.

McKinleyville CSD Strategic Plan 2014

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURR. FY2013-14	NEXT FY2014-15	NEXT FY2015-16	NEXT FY2016-17	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
1.0 Water										
1.1	Maintenance Programs	JH	n/a	create SOP's	Tank 1B recoating/create SOP's	Change copper tubing in PRV stations/ create SOP's				
1.2	Water Tank Storage Proj	JH	\$ -	geotech	purchase property	design	build	2018	5%	LACO contract for geotech complete
1.3	Emergency Water Crossing	JH	2,000,000.00	Awarded contract. Const. begins.	construction extended from current FY	Construction expected to be complete		2014	5%	Awarded contract to Mercer Frasier. Grant funding accepted.
1.4	Emergency Water Supply	JH	\$ -	Pursuing grant funding	Pursuing grant funding	Pursuing grant funding				
1.5	Radio Telemetry Upgrade	JH	25,000.00	Completed				2013	100%	
1.6	Water Main Rehab/Repl	JH	\$ -	Build up 10% reserves	Build up reserves	Build up reserves	Build up reserves		0%	Reserves will be built up to replace water mains when needed.
1.7	Radio Read Meters	JH	90,000.00	Phase 1	Phase2	Phase 3		2016	0%	

McKinleyville CSD Strategic Plan 2014

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURR. FY2013-14	NEXT FY2014-15	NEXT FY2015-16	NEXT FY2016-17	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
2.0 Wastewater										
2.1	20-yr Facility Plan	GM & Board	n/a	Annual Review	Annual Review	Annual Review	Annual Review		100%	
2.2	WWMF Improvement Proj	GM & JH	13,000,000.00	30% design. Valued Eng.	100% design	Construction	Construction completed	2016	5%	
2.3	Collection Sys Upgrades	JH		sewer flow analysis memorandum	memorandum for proposed upgrades of Thiel crossing	Monitor capacity of all 3 basin crossings	Monitor capacity of all 3 basin crossings		5%	This will be scheduled and completed when build-out requires upgrade.
2.4	Sewer Main Rehab/Repl	JH	50,000.00	Repair I&I when found	Repair I&I when found	Repair I&I when found/ Memorandum for pipe replacement plan	Repair I&I when found contingency for pipe replacement plan			There is no completion date to this maintenance. I&I will be repaired when found and a plan for replacing pipe will be developed
2.5	Radio Telemetry Upgrade	JH	10,000.00	20% completed	sewer stations will be upgraded.			2016		Sewer stations will be completed in 2015. WWMF radio will be upgraded during upgrade.
2.6	Sewer Lift Stn Gen. Upgrades	JH	20,000.00	engineering and design	look for grant funding	Replace Letz Gen.	Replace Fischer Gen.	2017		
2.7	Pre-Treatment Prog	EJ	n/a	Issued discharge permits	Issue grease trap permits.					
2.8	I&I Prevention	JH	n/a	annually insp. and flow testing during wet weather flows	annually insp. and flow testing during wet weather flows	annually insp. and flow testing during wet weather flows	annually insp. and flow testing during wet weather flows			Inspected and repaired annually

McKinleyville CSD Strategic Plan 2014

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURR. FY2013-14	NEXT FY2014-15	NEXT FY2015-16	NEXT FY2016-17	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
3.0 Streetlights										
3.1	Converting to LED	JH	125,000.00	retrofit 384 st. lights				2014	67%	
3.2	Maintenance Programs	JH	n/a							Poles will be inspected for rot every 10 years. Completed 6/11
4.0 Parks & Recreation										
4.1	Teen & Community Center	JS	104,000.00	Design	Construction	Doors open		2014/15	15%	
4.2	Hewitt Ranch Park	JS	\$ -	Pursue Access From Cochran Rd.	Pursue Access From Cochran Rd.	Funding Options brought to Board	Pursue Funding			
4.3	Washington Ave. Property	JS	68,000.00	Remove Invasives & create access, get RAC recommendations	Work with local BMX group to Pursue Funding	Pursue Funding	Possible Park Developmt (depending on funding)			
4.4	Community Forest	JS	\$ -	Pursue Property Acquisition	Pursue Property Acquisition get RAC recommendations	Pursue Property Acquisition	Pursue Property Acquisition			
4.5	Mad River Property	JS	\$ -	Acquired Humb County Property	Create Access/Pursue Funding get RAC recommendations	Pursue Funding	Pursue Funding			
4.6	Maintenance Standards	JS	n/a	Staff Training	Staff Training	Staff Training	Staff Training			

McKinleyville CSD Strategic Plan 2014

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURR. FY2013-14	NEXT FY2014-15	NEXT FY2015-16	NEXT FY2016-17	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
5.0 Partnerships										
5.1	Foster Regional Cooperation	GM & Board	n/a	Met with all five Humboldt County Supervisors	Quarterly meetings with 5th District Supervisor				Ongoing	Continue efforts to gain a seat on the TAC
5.2	Improve Political Ties	GM & Board	n/a	Met with District's local Assemblyman & Congressman	Schedule semi-annual meetings with State Representatives				Ongoing	
5.3	Participate in Community Groups	GM & JS	n/a						Ongoing	Continue to participate with local groups representing various constituents
6.0 Personnel/Organization										
6.1	Employee Retention	Dept. Heads	n/a						Ongoing	Next scheduled salary survey due in FY 2017/18
6.2	Training & Development	Dept. Heads	n/a	Continue cross-training	formalize succession plan	Annual Review & Revision	Annual Review & Revision		Ongoing	
6.3	Employee Communication	Dept. Heads	n/a				next scheduled reviews of Personnel Policy Manual and Employee Handbook		Ongoing	
6.4	Employee Safety Prog	Dept. Heads	n/a	SDRMA annual safety audit	SDRMA annual safety audit	SDRMA annual safety audit	SDRMA annual safety audit		Ongoing	
6.5	Eval & Performance Mgmt Prog	Dept. Heads	n/a	Annual Evaluations scheduled per hire dates	Annual Evaluations scheduled per hire dates	Annual Evaluations scheduled per hire dates	Annual Evaluations scheduled per hire dates		Ongoing	

McKinleyville CSD Strategic Plan 2014

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURR. FY2013-14	NEXT FY2014-15	NEXT FY2015-16	NEXT FY2016-17	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
7.0 Administrative Management										
7.1	District Policies & Procedures	GM & Board	n/a	Annual review	Annual review	Annual review	Annual review		Ongoing	Annual reviews are done for Conflict of Interest.
7.2	Records Retention	CMRT	20,000.00	DocStar installation	DocStar fully implemented	Records backlog started	Records backlog completed	2017	25%	Purchase agreement signed, hardware & software installed, training begun
7.3	Customer Service	Dept. Heads	n/a	ongoing monitoring & training	ongoing monitoring & training	ongoing monitoring & training	ongoing monitoring & training		Ongoing	
7.4	Build Public Information Program	JS	n/a	Website, newsletter, PSAs, social networking	Website, newsletter, PSAs, social networking	Website, newsletter, PSAs, social networking	Website, newsletter, PSAs, social networking			
7.5	Board Development Policy	GM & Board	n/a	Create new Board member orientation packet and formalize Board/GM communication plan	Ongoing annual AB 1234 Ethics training	Ongoing annual AB 1234 Ethics training	Ongoing annual AB 1234 Ethics training		Ongoing	Additional continuing education courses encouraged to promote ethical and transparent government
7.6	Review/Update Strategic Plan	GM & Board	n/a	Review & adoption	Annual Review & Revision	Annual Review & Revision	Annual Review & Revision		Ongoing	When do we think the Board will approve this?
7.7	Emergency Preparedness and Response	GM & Dept. Heads	n/a	Work out information flow; conduct Section Chief Level Exercise	Conduct full scale table top exercise; Review and update EOP	Conduct full scale table top exercise; Review and update EOP	Conduct full scale table top exercise; Review and update EOP		25%	Still working on information flow
7.8	Achieve Best Practices Awards	GM & Board	n/a	Completed SDLF "District Transparency Certificate of Excellence"	Achieve 6 hours of governance training for all Board members, GM and executive staff	Apply for the SDLF "Districts of Distinction" accreditation program			10%	Transparency Cert. Awarded in FY 14.
7.9	Explore Alternative Energy Options	GM & Board	n/a	commission review of solar array				2014	20%	Review and report to Board by end of FY 14
7.10	Planning and Latent Powers	GM & Board	n/a	Consider potential annexation of areas provided water within a natural boundary	Define entire process and associated estimated costs	Propose phasing work to allow Board to consider the value of each step related to cost			Ongoing	Review and report to Board by end of FY 14

McKinleyville CSD Strategic Plan 2014

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURR. FY2013-14	NEXT FY2014-15	NEXT FY2015-16	NEXT FY2016-17	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
8.0 Finance										
8.1	Reserve Policy Implementation	CT & GM	n/a	implemented & monitoring	review & monitor	review & monitor	review & monitor		Ongoing	
8.2	Budget Development	CT	n/a	completed & approved	information collection started	information collection started	not yet started	FY2014-15 @ 5%	Ongoing	
8.3	Capital Budget Mgmt	CT	n/a	completed & approved	information collection started	information collection started	not yet started	FY2014-15 @ 5%	Ongoing	
8.4	Development of Financial Mgmt System	CT	n/a	review & evaluate available software	RFP, choose vendor, lay out implementation plan	begin implementation	complete implementation	2017	3%	
8.5	Financial Audit	CT	n/a	95% complete	not yet started - new RFP	not yet started	not yet started	Dec-13	95%	

McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2013

TYPE OF ITEM: **ACTION**

ITEM: E.4. Accept Revisions to Board Policy Manual (BPM)

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: Voice Vote

Recommendation:

Staff recommends that the Board review the revisions made in red to select sections of the BPM, take public comment and arrive at a consensus to approve the revisions made to the BPM.

Discussion:

At the November 6, 2013 Board meeting the Board of Directors and staff discussed and made revisions to the BPM relating to communications. As stated earlier in the November staff report, good communication practices should be based in an open and trustful manner. These revisions are necessary so that the guidelines and formal protocols are very clear for the present and future Boards and GM's.

Staff would like the Board to consider approving the alternate language for inclusion to their Policy Manual.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

- Attachment 1- Selected sections of MCSD Board Policy Manual (proposed changes in red)

**POLICY MANUAL
OF THE BOARD OF DIRECTORS
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**

PART 1 -- GENERAL RULES

RULE 1-1: PURPOSE -- The purpose of this Policy Manual is to provide guidelines for the conduct of the Board of Directors of the McKinleyville Community Services District (MCSD) to help maintain the highest standard of ethics for its Board members. The objectives of this policy are to (1) provide guidance for dealing with ethical issues, (2) heighten awareness of ethics and values as critical elements in Board members' conduct, and (3) improve ethical decision-making and values-based management.

RULE 1-2: SUSPENSION OF RULES -- Any of the within rules not required by law may be suspended by a majority of the Board.

RULE 1-3: ALTERATION, AMENDMENT OR REPEAL -- Any rule may be altered, amended or repealed at a duly noticed meeting by a majority vote of the Board.

PART 2 -- BASIS OF AUTHORITY

RULE 2-1: AUTHORITY OF THE BOARD -- The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, individual Directors may not commit the District to any policy, act or expenditure.

RULE 2-2: REPRESENTATION -- The Board of Directors as a whole should not represent any factional segment of the community, but rather represent and act for the community as a whole. The proper operation of the District requires decisions and policy to be made within the proper channels of governmental structure, that public office not be used for personal gain, and that all individuals associated with the District remain objective, impartial and responsive to the needs of the public they serve.

RULE 2-3: GOVERNING LAWS -- Board Members are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Board Members will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure and open government meeting laws. Board Members will strive to work in cooperation with other public officials unless prohibited from so doing by law or officially-recognized confidentiality of their work.

PART 3 -- BOARD STRUCTURE

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

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

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

RULE 3-3: VICE-PRESIDENT – In the absence of the President, the Vice-President shall perform the President's duties. When the President disqualifies himself/herself from participating in an agenda item or declares himself/herself partisan in the debate on any such item, the Vice-President shall perform the duties of the presiding officer.

RULE 3-4: COMMITTEES -- Committees of the Board, whether standing or ad hoc, may, from time to time, be established by the President of the Board, subject to confirmation by the Board. Unless authority to perform a duty is expressly delegated by the Board to a committee, committee motions and recommendations shall be advisory to the Board. Committees shall not commit the District to any policy, act or expenditure nor may any committee direct staff to perform specific duties unless authorized by the Board. The Committee Chair is authorized to schedule committee meetings as deemed necessary and to preside at any such meeting.

Where the Board has agreed to designate a Director or Directors to serve on a non-District Committee, the President shall appoint said Directors for Board ratification.

PART 4 -- CODE OF ETHICS

RULE 4-1: OBJECTIVES -- The Board of Directors of MCSD are committed to providing excellence in legislative leadership that results in the provision of the highest quality services and representation to the District's constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following guidelines are recommended:

4-1A Respect: The dignity, style, values and opinions of each director shall be respected.

4-1B Listening: Responsive and attentive listening during communications is encouraged.

4-1C Representation: The needs and desires of the District's constituents shall be a priority of the Board of Directors.

4-1D Responsibility: The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the General Manager of the District.

4-1E Attitude: Directors should commit themselves to emphasis of a positive and professional attitude at all times.

4-1F Issue Orientation: Directors should commit themselves to focusing on issues and not personal attacks. The presentation of the opinions of others should be encouraged. The formation of voting blocs based on personal relationships rather than the merit of issues must be avoided.

4-1G Openness: Different viewpoints are healthy in the decision making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Directors takes action, Directors should support that action regardless of differing opinions..

4-1H Code of Ethics: Directors are required by law (AB1234, California Government Code § 53234, et seq.) to receive a minimum of two hours of training every two years in general ethics principals and law. Proof of completion must be provided to the District. If any one Board member is not in compliance the meeting compensation fee will be withheld for all Directors until compliance is met.

4-1I Conflict of Interest: Each Director is responsible for completion and submittal of an annual Conflict of Interest (Form 700) to the District Filing Officer. This form is then forwarded to the County Elections Office and is kept on file for public review.

RULE 4-2: INFORMATION -- Directors should practice the following procedures:

4-2A Clarification: In seeking clarification on informational and policy items, Directors should directly approach the General Manager only to obtain information needed to supplement, upgrade or enhance their knowledge to improve legislative decision making.

4-2B Complaints: In handling complaints from residents and property owners of the District, said complaints should be referred to the General Manager.

4-2C Safety: In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District Office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4-2D Policy: In seeking clarification for administrative policy related concerns, especially those involving personnel, legal action, land acquisition, finances, and programming, said concerns should be directed to the General Manager.

RULE 4-3: INTERACTION WITH STAFF -- When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager..

RULE 4-4: TEAM EFFORT -- The smooth working of the District is a team effort. All individuals should try to work together in the collaborative process, assisting each other in conducting the affairs of the District.

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

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

or threatened immediate disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required above. An emergency situation means a substantial emergency which severely impairs or threatens public health, safety or both, as determined by the Manager and Board President or Vice President in the Presidents absence.

5-3A Notification: Newspapers of general circulation in the District, radio stations and television stations which have requested notice of Special Meetings in accordance with the Ralph M. Brown Act shall be notified by at least one (1) hour prior to the emergency meeting. In the event that telephone services are not working, the notice requirement of one hour is waived, but the Manager, or his/her designee, shall notify such newspapers, radio stations or television stations of the fact of holding the Emergency Special Meeting and of any action taken by the Board, as soon after the meeting as possible.

5-3B New Business: No Closed Session may be held during an Emergency Special Meeting, and all other rules governing Special Meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the Emergency Special Meeting, a list of persons the Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

RULE 5-4: ADJOURNED MEETINGS -- A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda, to any time and place specified in the order of adjournment, except when a quorum is lacking at any Regular or Adjourned Meeting, the members present may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified above.

RULE 5-5: ANNUAL ORGANIZATIONAL MEETING -- The Board of Directors shall hold an annual meeting at its Regular Meeting in December. At this meeting the Board will elect a President and Vice-President from among its members to serve during the coming calendar year, and will appoint the Finance Director as the Board's Treasurer and the General Manager shall select a staff member to serve as the Board's Secretary. The Board is committed to periodically review and adjust rates and charges as needed and appropriate.

RULE 5-6: ORDER OF AGENDA -- The Presiding Officer of the meeting described herein shall determine the order in which the agenda items shall be considered for discussion and/or action by the Board. Any Director may place an item on a Board Meeting agenda by submitting a letter describing the item to be discussed at least ~~fourteen~~seventeen days prior to the Board Meeting.

RULE 5-7: MEETING ROOM PREPARATION -- The President and the Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

PART 6 -- BOARD MEETING CONDUCT

RULE 6-1: CONDUCT GUIDELINES -- Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. The latest edition of Rosenberg's Robert's Rules of Order, Revised shall also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in

conflict with ~~Rosenberg's~~Robert's Rules of Order, Revised. Members of the Board of Directors will fully comply with the provisions of the state's open meeting law for public agencies, the Brown Act.

RULE 6-2: CONDUCT OBJECTIVE -- The conduct of meetings shall to the fullest extent possible, enable Directors to consider problems to be solved; weigh evidence related thereto, and make wise decisions intended to solve the problems; receive, consider and take any needed action with respect to reports of accomplishments of District operations.

RULE 6-3: PUBLIC INPUT -- Provisions for permitting any individual or group to address the Board concerning items on the agenda of a Special Meeting, or to address the Board at a Regular Meeting on any subject that lies primarily within the jurisdiction of the Board President and as follows:

6-3A Time Limits: The President, unless a majority of the Board objects, may allot a maximum amount of time for each speaker and a maximum amount of time to each subject matter.

6-3B Disruptive Conduct: No disruptive, insulting, offensive, threatening, intimidating, demeaning, physically threatening, hostile or violent conduct, actions or speech shall be permitted at any Board meeting. Engaging in such conduct or speech shall be grounds for summary termination, by the President, of the speaker's privilege to address the Board and/or removal of the individual from the meeting.

RULE 6-4: WILLFUL DISRUPTION -- Willful disruption of any meeting of the Board of Directors shall not be permitted. If the President with the concurrence of the Directors finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.

6-4A New Business: In such an event, only matters appearing on the agenda may be considered in such a session.

6-4B Readmittance: After clearing the room, the President should permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room before any further business is conducted.

6-4C Media: Representatives of the news media, whom the President finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

RULE 6-5: QUORUM AND MAJORITY -- Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a minimum quorum is present, therefore, require all three (3) votes to be effective.

RULE 6-6: ABSTENTIONS -- Where a Director abstains in a vote with respect to a potential Conflict of Interest the Director shall be considered to be absent. Where a Director abstains in a vote for any reason other than a potential Conflict of Interest (see Rule 4-14, above), the abstention will be recorded as an abstention which has the same effect as a "NO" vote. Thus, if only three directors are present and one abstains, no action can be taken on the item because a "Majority of the Board" did not vote "YES".

RULE 6-7: DIRECTIONS -- The Board may give directions which are not formal action. Such directions include the Board's directives and instructions to the General Manager. The President shall determine by consensus a Board directive and shall state it for clarification. Should any two directors challenge the statement of the President, a voice vote may be requested. A formal motion may be made to ~~resolve place~~ a disputed directive ~~on a future agenda for Board consideration~~, or to take some other action (such as to refer the matter to the General Manager for review and recommendation, etc.). Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board Meeting during which said informal action is taken.

PART 7 -- PARLIAMENTARY PROCEDURE

RULE 7-1: PARLIAMENTARY DETERMINATIONS -- The Presiding Officer shall preserve order and decorum and shall decide questions of order subject to appeal to the Board.

RULE 7-2: AUTHORITY OF PRESIDING OFFICER -- The Presiding Officer shall not make motions or second motions but he/she may debate and vote on any matter under consideration. Where the President wishes to make or second a motion he/she should vacate the role of Presiding Officer until that item is resolved. Where the President has vacated the role of Presiding Officer for a particular agenda item, the Vice-President (or another director) shall become the Presiding Officer until all action on that agenda item is completed.

RULE 7-3: CALL FOR QUESTION -- A "call for question" shall be deemed a non-binding request that the Presiding Officer close debate and bring a motion to an immediate vote. The Presiding Officer may choose to continue discussion of the issue.

RULE 7-4: MOTION TO CLOSE DEBATE -- The "motion to close debate", if seconded, shall be a non-debatable motion, and shall have precedence over any other motion except for a parliamentary inquiry, or a motion to adjourn. Should the "motion to close debate" pass by a majority vote, the Presiding Officer shall thereafter immediately call the question on the pending motion.

RULE 7-5: AMENDMENTS TO MOTIONS -- A main motion may only be amended with the consent of the maker and seconder. Without this approval, no amendment to a motion shall be in order without a vote on the principal motion. A "substitute motion" shall be construed as an amendment to the main motion, and shall follow the process described in this rule.

RULE 7-6: RECONSIDERATION -- Any Director that voted for an approved motion on an agenda item may move to reconsider that item at a subsequent meeting. If seconded by any other Director and passed by a majority vote, the effect of the motion is to nullify the earlier motion so that a new motion may be debated at the subsequent meeting. Normally under no circumstances can such an item be reconsidered at the same meeting. An exception may be made if action is a legal requirement at the meeting in question. If the matter is to be reconsidered at a subsequent meeting, notice of that fact must be stated in the agenda for the subsequent meeting.

RULE 7-7: RECONSIDERATION (Subsequent to Meeting) -- Any two Directors may request that an item resolved at an earlier meeting be added to the agenda of a subsequent meeting. The Presiding Officer may reject this request if no new information

is presented in his/her opinion to warrant further debate. At the meeting where the item rejected by the President could have been considered a majority of the Board may place an item on a subsequent meeting's agenda.

RULE 7-8: MOTION TO CONTINUE -- Any Director may move that an item be continued to a specific future Board Meeting even if a main motion is pending consideration. If a motion to continue is seconded and passed all consideration on that item is halted and continued until the subsequent meeting.

RULE 7-9: MOTION TO TABLE -- Any Director may move that an item be tabled for an indefinite time, even if a main motion is pending consideration. If such a motion is seconded and passed all consideration on that item is halted until a Director requests consideration on a subsequent agenda.

RULE 7-10: ORDER OF DEBATE (Legislative Matter, Action Items) -- The Presiding Officer shall follow the following order of debate in the consideration of Legislative (Action/Decision) matters:

7-10A Presentation: Staff shall present the issue with any recommendations.

7-10B Questions of Staff by Board: ~~Through the GM to~~ The Board may ask questions of staff to clarify the issue or the recommendation.

7-10C Audience Input: Members of the audience may make statements or ask questions regarding the matter. Any person wishing to address the Board, shall, when recognized by the President, step to the rostrum, and give their name to the Board Secretary. All questions of staff from the public shall be addressed to the President. The President may impose reasonable limitations upon the amount of time each person can speak or the number of times any speaker can speak. After affording public comment, he or she may close the public comment period when necessary to allow the Board to complete its business.

7-10D Board Discussion and Resolution: Following closure of public input, the Board shall discuss the item and take the action it deems desirable by motion. Individual Directors may ask questions of members of the audience through the President but such questions and answers should not become a debate. All other audience input shall be deemed "out of order" by the Presiding Officer unless the Board determines that additional input is desirable.

RULE 7-11: ORDER OF DEBATE (Quasi Judicial) -- The Presiding Officer shall follow the following order of debate in the consideration of quasi judicial/adjudicative matters:

7-11A Presentation: Staff shall present the issue with any recommendations.

7-11B Questions of Staff by Board: The Board may ask questions of staff to clarify the issue or the recommendation.

7-11C Public Hearing: The Presiding Officer shall open the Public Hearing, call upon the Applicant to make a statement, and then receive any and all input from the public. Any person wishing to address the Board, shall, when recognized by the President, step to the rostrum, and give their name to the Board Secretary. All questions of staff from the public shall be addressed through the President. Following receipt of public comment, the applicant shall be given the opportunity to respond to comments received. The President may limit the amount of time

McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2013

TYPE OF ITEM: **ACTION**

ITEM: E.5. Accept New Board Member Orientation Guidelines

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: Voice Vote

Recommendation:

Staff recommends that the Board review the proposed New Board Member Orientation checklist and guidelines for the orientation of a new board member, take public comment and arrive at a consensus to approve the New Board Member Orientation Guidelines.

Discussion:

Staff introduced elements for the orientation of a new board member at the November 6, 2013 Board Meeting. The Board approved staff to create a checklist and packet using the expanded list of elements for orientation of a new board member. Board President, General Manager, Board Secretary and District Council will ensure training and coordination of completion elements as prescribed by the General Manager. Listed below for review are the collective elements for the packet and tasks required to set up the new board member:

Index

- **Mission/Vision/Strategic Plan**
 - **Communications Policy/Plan**
 - **Boards Development Plan**
- **Board Policy Manual/Code of Conduct/Prejudicial Statements**
 - **HR Philosophy/Policy/Practices/Limitations on Board Interactions**
 - **Overview of the role of a Board member**
 - **Rosenberg's Rules of Order**
 - **Guide to the Ralph M. Brown Act**
- **Guidelines for Efficient Communications Between Board and GM**
- **Conflict of Interest Code**
 - **2012/2013 Form 700 Statement of Economic Interests Reference Pamphlet**
 - **2012/2013 Form 700**
- **Minutes of Board Meetings for the past year**

- Annual District Board Meeting Calendar
- Budget
 - History of the District
 - Organization Chart
- Committee Memberships
- Labor Contracts/GM Contracts
 - Last GM performance evaluation
 - Job description
- Review of California Environmental Quality Act (CEQA)
- Overview of Bidding Process
- Board Travel Policy

Tasks

- Add to TargetSolutions
- Add as a MCSD user/Mike w/Nylex
- Photo for Website and Lobby
- Contact Information
- Update Organizational Chart
- Update Phone List
- Short Bio for Website
- Business Cards
- Register for AB 1234 Ethics Course
- Facilities Tour

While this may seem daunting, the process should take as much as a few days of collective time. Some of the elements are to be used as a resource for long term use.

Alternatives:

Staff's analysis includes the following potential alternative:

- Take no action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments

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

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

DISTRICT FINANCIAL, AUDIT & BUDGET INFORMATION

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

The FY2012-13 audit is expected to be presented to the Audit Committee this month. Final drafts of the financial statements and additional reports have been submitted to the auditor. The inclusion of the actuarial analysis of District retiree health insurance requirements and reserve calculations in the audited financials originally delayed submission of the draft financials and MD&A to the auditor, and the auditor's request for extensive additional analysis of the payroll system caused some further delay. The submission of the final report to the Board has been pushed back to the January 2014 meeting, two months later than originally expected, to allow the full Audit Committee to meet and review the results.

SUPPORT STAFF PROJECTS

The Document Management project hardware and software has been installed by Coastal Business Systems. Training is scheduled to begin later this month for Support Staff, and is being scheduled for other departments. The implementation of DocStar also coincides with the expiration of our copier lease agreement. We are reviewing copier/printer options with Coastal Business Systems that will not only provide the best value to the District, but will also best integrate with DocStar.

We have completed the process of comparing rates on telephone expenses. Several unused telemetry lines were cancelled, significantly reducing the District's costs. Other services have been offered to the District at a discount.

STAFF DEVELOPMENT & TRAINING

The ongoing, regular schedule of IDP training continues, including Human Resources training with NEAC, and a mandated training on materials safety.

OTHER CURRENT PROJECTS

We have started the process of analyzing costs for a possible revision of charges relating to the locking of customer accounts and bad debt.

We are in the process of reviewing the revised templates for the Water & Sewer Rate Study.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Board Agenda Background: Department Report

November 19, 2013

To: MCSD Board

From: James Henry, Operations Director

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

Water Department:

◇ **Water Statistics:**

The district pumped 39 million gallons of water in October.

Eight water quality complaints were investigated and rectified.

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

◇ **Double Check Valve Testing:**

Annual routine testing of Route 17 and 18 was completed in October and a minimal number of retests were conducted. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest. Semi-annual well cap inspections were conducted to verify customers are still in compliance.

◇ **Average and Maximum Water Usage:**

The maximum water usage day was 1.6 million gallons and the average usage per day was 1.3 million gallons. During the summer months, the District's water consumption typically increases dramatically and to save costs the District only pumps off peak from May to October. On peak is from 12:00 p.m. until 7:00 p.m. so during that time the pumps only run if there is an emergency. Energy costs during on peak are roughly \$0.23 per Kilowatt hour and \$0.11 per Kilowatt hour off peak. October marked the end of the peak pumping season. A recap of the peak pumping season is noted in the table below.

Million Gallons	Monthly Total	Maximum Day	Average Day
May	37	1.7	1.2
June	39	1.7	1.3
July	49	2.3	1.6
August	49	2.4	1.6
Sept.	46	2.1	1.5
October	39	1.6	1.3

Water Distribution Maintenance:

A fire hydrant was knocked off by a truck driver. Repairs were made and the driver's company was invoiced for time and material.

Two service line leaks were repaired, backfilled, saw cut and repaved. Paving was also completed on a new service installation.

The semi-annual inspection and exercise was performed on the Pressure Reducing Valves. Pressures were adjusted and recorded where needed.

Two angle-stops were replaced due to being unable to operate to turn off service.

Pressure washing and asphalt cleaning was performed at Tank 1 and 3.

◇ **New Construction Inspections:**

Santos Subdivision, This job is completed. A completion letter was sent out. Airport 17 Hanger Unit, waiting for asbuilts to sign off on this project. Betty Court Health Club, Waiting on asbuilts to be delivered before signing off.

Sewer Department:

◇ **Waste Water Statistics:**

25.8 million gallons of wastewater was collected and pumped to the W.W.M.F. 32.2 million gallons of wastewater was treated and discharged to land disposal or reclamation in October. Daily, weekly and monthly inspections of all sewer facilities were conducted.

◇ **Sewer Station Maintenance:**

The Fischer Sewer Lift Station was pressure washed and stained. String trimming, fence repair, replacing the light fixture over the diesel tank, fabricating a new safety shroud and a check valve replacement was also completed there in October.

The B Street R.O.W. road that is used to access manholes for hydro-cleaning was becoming unsafe due to erosion. A culvert was extended and compacted with backfill to prevent the Vac-con from sliding and possibly rolling on its side during wet weather conditions. A pump was also inspected due to high hours noted during inspection. Rags were removed from the impeller and pump was put back into service.

Two 6" Gorman Rupp pumps that were donated to the District are currently being prepped to use for a pump upgrade at the Letz Station.

String trimming and R.O.W. mowing was completed at the Bolier, Turner, Azalea and B Street R.O.W.'s along with Fischer Ranch fence line trimming.

◇ **Sewer Collection System:**

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule.

A manhole was repaired on Bella Vista.

Wet well washing was completed at the Hiller Sewer Lift Stations. This quarterly maintenance is performed to prevent the buildup of grease and grit, a major cause of damage to concrete and metal components in the wet wells.

◇ **Wastewater Management Facility:**

The Chlorine Contact Chamber was drained and washed with fire hoses. The goat and feed sheds were pressure washed painted and minor roof repairs. The lab building was pressure washed and stained. Painting was also conducted on the lab doors, fixtures, pumps and piping.

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

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

◇ **Street Light Department:**

60 LED conversions were completed in October. This project is 60% complete.

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

Special Notes:

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

Central Avenue banners were hung using the Boom Truck.

Drainage and gutters were inspected at all facilities to prevent damage during wet weather conditions.

Annual inspection was conducted on all fire extinguishers.

Grading of the access road to the Perc. Ponds was started and will continue into November.

The front and rear porches were pressure washed and stained on the Operations building.

HBMWD replaced two major water valves in their system that prevented MCSD from taking water for a 25 hour duration. The project originally was scheduled to take 14 hours but complications on site extended the time frame. MCSD was able to provide its customers with normal water use during this outage and was able to hold off taking water until other cities and municipalities had recovered. Staff closely monitored the system throughout the shut-down and ran calculations against existing trend data to verify that the water system would not be jeopardized. HBMWD did have some reserve built up for emergencies that were utilized, but not by MCSD. No water quality complaints, such as dirty water or low pressure, were reported during the shut-down.

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

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

TEEN & COMMUNITY CENTER:

LDA Partners, the architect firm designing the Teen and Community Center were in town on Wednesday and Thursday, November 6 & 7, 2013. The purpose of their visit was to update the McKinleyville community on the most current teen & community center design. The floor plan is nearly complete and the firm was seeking input on which of two (2) designs the community liked the best.

On Wednesday, November 6, 2013, the firm presented the design to the MCSD Board of Directors at its meeting. On Thursday, November 7, 2013 the firm met with several community members and staff in small meetings to gather additional input on the design.

That evening, the firm held a community meeting to unveil the design and gather additional input. While more than twenty (20) community members were in attendance, there were few teens at the meeting.

Staff feels it is extremely important to gather the input on the design from the teens in McKinleyville. In order to do so, staff will be working with the McKinleyville Union School District to meet with students in their classrooms at the school. Once we have enough input from the teens, we will notify the architect firm and continue forward with the project.

Below, please find Options A and B for the proposed elevation designs:

Option A:



Option B:



The design is available for review at the MCSD website at: www.mckinleyvillecsd.com.

We also encourage people to visit facebook.com/LDAPartners to vote on your favorite design.

According to LDA Partners, the following is a status schedule for the project:

1. Programming	Complete
2. Conceptual Design	Complete
3. Schematic Design	Complete
4. Meetings with Staff	Complete/On-going
5. Community Design Meeting	Complete
6. Construction Documents	Dec. – Jan.
7. Permitting	Jan. – Feb.
8. Out to Bid	March 2014
9. Construction	April 2014

HILLER PARK BOTANICAL GARDEN:

Staff has been working with community members to design the layout of the botanical garden at Hiller Park. We have mapped the beds and pathways at the location. The following has been completed:



- Irrigation has been installed to the area
- Plant design has been completed
- Bed elevations have been established
- The flower beds and pathways have been identified
- Search for wood chip donations has begun

The following is what should be happening in the near future:



- Add mulch to bed areas
- Add weed mat and install wood chips

- Install fencing to keep dogs and people out during construction
- Use tractor to dig out pathways and pile topsoil to raise some of the beds
- California Conservation Corps (CCC) will spread topsoil on the raised beds
- Mark where plants will be installed
- Install drip systems
- Utilize volunteers to plant

Our goal is to hold a grand opening ribbon cutting ceremony some time next spring.

FAMILY FALL FEST & KIDS' HEALTH FAIR:



Our 9th Annual Family Fall Fest & Kids' Health Fair was held on Saturday, November 9, 2013 from 1:00 pm to 4:00 pm at the McKinleyville Activity Center.

The event caters to families and is a Celebration of the Season. There was a variety of games, activities and booths promoting

healthy habits for the whole family to enjoy. Admission was free and many volunteers were utilized to keep costs down. The event was well attended by members of our community.



S.H. COWELL FOUNDATION:

Our parks and recreation staff continues to work with staff from the Boys & Girls Club of the Redwoods to submit a proposal for grant funding. We submitted our first proposal to the S.H. Cowell Foundation on Friday, November 15, 2013.

This initial proposal is to ask S.H. Cowell to grant funding to the Boys and Girls Club so that they can work with the Youth Leadership Institute (YLI) in order to help better position us for success and further strengthen relationships between McKinleyville Parks and Recreation, the Boys & Girls Club of the Redwoods, existing and burgeoning teen leaders and the McKinleyville community-at-large. In the proposal, the YLI would provide consulting staff to help prepare us for our work together, hold a four-day teen board academy and to increase the staff time it will take in order to accomplish this. The focus of strengthening relationships mentioned above is to ensure the success of the teen & community center once it is ready to open its doors.

I will keep the Board informed as we continue to work with staff from the S.H. Cowell Foundation.

RECREATION COORDINATOR POSITION:

After reviewing several application packets and interviewing the top six (6) candidates, staff recently made a job offer to fill our Recreation Coordinator position. We hope the individual will accept and be able to begin in early December.

CALIFORNIA CONSERVATION CORPS (CCC):

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

SHERIFF WORK ALTERNATIVE PROGRAM (SWAP):

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

COMMUNITY SERVICE WORKERS:

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

WORK EXPERIENCE (CalWORKS PROGRAM)

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

GRAFFITI & VANDALISM UPDATE:

No major vandalism to report.

McKinleyville Community Services District

BOARD OF DIRECTORS

December 4, 2013

TYPE OF ITEM: **INFORMATION**

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

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: None

A summary of activity for the month of November, 2013

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

• Arcata Stationers Office Supply Discount	\$ 92	
• SWAP Crews	\$10,000	
• CalWORKS	\$7,500	
• Special Event Volunteers	\$1,000	
• Community Service Workers	\$1,300	
• In House hanging of Holiday Banners	\$1,200	
• Measure B Engineers Report RFP reduction in contract	\$4,800	(annually)
• Assorted in house repairs to Operations Facilities	\$750	
• Street Light Replacement	\$1,200	
• Grading Access Road to Perk Ponds	\$1,200	
• Relocated Electrical Line at Park	\$400	
• Rehab of Pumps cases for Sewer Lift Station upgrades	\$600	
• Heavy Equipment support for Parks and Rec. Playground Structure Install	\$300	
• First of two LED Street Light Rebate Checks	\$15,500	

Total cost savings for November is \$45,842

The cumulative cost saving to the District to date from July 1, 2013 is \$219,518

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

Special District Transparency Portal Launches- A first-of-its-kind portal for information on California's special districts launched in November. Located on California Forward (CAFwd) <http://transparency.cafwd.org/portal/search/>, this new special district tool visualizes public information in a way that allows Californians to

better understand how core local services are funded. MCSD information can be found at <http://transparency.cafwd.org/portal/district-special/mckinleyville-community-services-district/>.

Rate Analysis- Review of the Water Rate Analysis has been completed with review of the Sewer Analysis due to be completed in early December. This item is scheduled to be brought back to the Board at the January Meeting

Prop 50 Grant and MCSD/ City of Arcata Intertie- Construction on the intertie portion of this project has been postponed. As more information becomes available I will update this report.

Teen and Community Center- Approximately seven meeting with LDA Partners were conducted in November including the November Board Meeting. The main focus was information on the status of the project and public scoping for the exterior appearance. Future major milestones will be permitting in early 2014 final design with bidding ready in the spring.

Waste Water Management Facility (WWMF) Improvement Project Design – Value Engineering (VE) Review draft report has been delivered. Staff and our design consultants have considered all the proposals from the VE team and are working on draft scope and fee estimate necessary on select recommendations that require further study to validate the VE assumptions.

Board/ GM Communication Protocol – The recommendations from the Board at the November meeting were incorporated into the Board Policy Manual and are presented at this meeting for your approval

Strategic Plan- The Strategic Plan Matrix was incorporated into the document and the plan was updated to reflect current conditions. A workshop for the annual update is also scheduled for December meeting. If the plan is accepted at the December meeting staff will have coherent guidance for producing the next ten year CIP and FY 14/15 annual budget process scheduled for the next several months.

Technical Advisory Meeting (TAC) – This item was pulled from the November HCAOG meeting due to a scheduling conflict with Supervisor Sundberg. The next meeting is scheduled for December 19th.

McKinleyville CSD Boundaries and Latent Authorities- Since the Board authorized communication with the Patrick's Creek CSD at the November meeting staff has drafted a letter to be included in there next public meeting. Staff is also in the process of gathering information related to public streets that the County of Humboldt has not accepted into their maintenance inventory.

Emergency Operations Plan (EOP) Training- Since completion of the EOP, management continues to focus on select elements of the process. Information gathering and dissemination is the current target. A revamp of the procedures and forms used for identifying, communicate and track damage are

being work through with attention on current technologies and streamlined forms that serve multiple processes. As these areas are improved tabletops are conducted to verify their adequacy.

Meetings – The General Manager attended various meetings in November dealing to MCSD business including, orientation of Director Elect Wheeler. I was invited and attended the McKinleyville Organizing Committee at the Joyful Healer Church where 250 members of the community attended. I attended the CSDA final board meeting of the year in Sacramento. I have been selected to Vice Chair the CSDA Legislative Committee for 2014.

Attachment 1 WWMF Report for October 2013

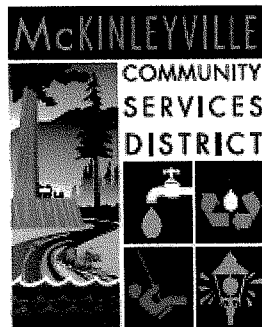
Attachment 2 Letter of appreciation from HWMA for use of MCSD conference room

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

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PARKS & RECREATION OFFICE:

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

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

November 19, 2013

RE: MONTHLY MONITORING REPORT

Dear Lisa:

Enclosed is the Monthly Monitoring Report for October 2013 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number WQ 2011-0008-DWQ.

The normal discharge of effluent was 30 days discharge to reclamation M-004, 5, & 7 and land disposal M-003. The required monitoring and water quality constituents that were tested and reported were in compliance in October.

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

The requirement for TSS is 83 mg/L monthly average with four weekly tests in October which represent one criteria. The TSS results for October are in compliance.

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

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

Monthly River Monitoring was conducted in October.

Quarterly monitoring for W-001, 2, 6, 7, 8, 9, 14, 15 and 16 was conducted in October.

Quarterly monitoring for disinfection byproducts was conducted in October.

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

October 2013

Discharge	002	002	004	003	006	005	001				
Monitoring	M-INF	M-001	M-003	M-003	M-005	M-004	M-002				
DATE	INFLUENT	EFFLUENT	MAXIMUM	N.POND	S.POND	FISCHER	FISCHER	PIALORSI	HILLER	IRRIGATE	RIVER
	MGD	MGD	GPM	MGD	MGD	MGD	MGD	MGD	MGD	TOTAL	MGD
						UPPER	LOWER			MGD	
1	0.842	1.282	1244			0.962	0.036	0.284		1.282	0.000
2	0.830	1.588	1527			1.267	0.035	0.286		1.588	0.000
3	0.827	1.435	1409			1.150		0.285		1.435	0.000
4	0.796	0.943	1078		0.378	0.383	0.024	0.158		0.565	0.000
5	0.828	0.686	484		0.686					0.000	0.000
6	0.881	0.686	483		0.686					0.000	0.000
7	0.831	0.256	488		0.256					0.000	0.000
8	0.818	0.000	0							0.000	0.000
9	0.813	0.955	1505			0.769	0.031	0.155		0.955	0.000
10	0.812	1.696	1510			1.367	0.039	0.290		1.696	0.000
11	0.797	1.226	1485		0.264	0.775	0.025	0.162		0.962	0.000
12	0.848	0.478	339		0.478					0.000	0.000
13	0.884	0.479	340		0.479					0.000	0.000
14	0.842	0.487	345		0.487					0.000	0.000
15	0.817	1.126	1506		0.186	0.683	0.092	0.165		0.940	0.000
16	0.814	1.797	1602			1.372	0.125	0.300		1.797	0.000
17	0.814	1.740	1570			1.620		0.120		1.740	0.000
18	0.802	1.278	1347		0.384	0.894				0.894	0.000
19	0.838	0.694	492		0.694					0.000	0.000
20	0.903	0.692	489		0.692					0.000	0.000
21	0.824	1.158	1421		0.264	0.701	0.032	0.161		0.894	0.000
22	0.832	1.742	1545			1.345	0.095	0.302		1.742	0.000
23	0.828	1.766	1594			1.342	0.120	0.304		1.766	0.000
24	0.826	1.379	1392			1.199		0.180		1.379	0.000
25	0.793	0.818	718		0.394	0.424				0.424	0.000
26	0.854	0.717	505		0.717					0.000	0.000
27	0.911	0.711	501		0.711					0.000	0.000
28	0.836	0.804	995		0.286	0.518				0.518	0.000
29	0.839	1.181	999			1.181				1.181	0.000
30	0.823	1.152	990			1.152				1.152	0.000
31	0.793	1.286	1251			1.161		0.125		1.286	0.000
TOTAL	25.796	32.238		0.000	8.042	20.265	0.654	3.277	0.000	24.196	0.000
AVERAGE	0.832	1.040	1005	0.000	0.473	1.013	0.059	0.218	0.000	0.781	0.000
MAXIMUM	0.911	1.797	1602	0.000	0.717	1.620	0.125	0.304	0.000	1.797	0.000
MINIMUM	0.793	0.000	0	0.000	0.186	0.383	0.024	0.120	0.000	0.000	0.000
DAYS	31	31		0	17	20	11	15	0	30	
DAYS WITH NO DISCHARGE = 1											

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

MONTH: OCTOBER
YEAR: 2013

					EFFLUENT MONITORING										3X5 TOTAL COLIFORM	
DATE	INFLUENT FLOW M.G.D.	EFFLUENT FLOW M.G.D.	EFFLUENT MAXIMUM GPM	RIVER FLOW CFS	INFLUENT MONITORING									SETTLABLE SOLIDS		
					B.O.D. mg/L	N.F.R. mg/L	pH	(°C) TEMP		B.O.D. mg/L	NFR mg/L	AMMONIA	CL ₂ RES.			RIVER CL ₂ RES
1	0.842	1.282	1244				7.0	16				34	0.6			
2	0.830	1.588	1527				6.8	16.2				34	3.7			
3	0.827	1.435	1409				6.9	16.1				30	4.1			
4	0.796	0.943	1078		220	210	7.0	16.4	18	14	30	6.6		<0.1		
5	0.828	0.686	484													
6	0.881	0.686	483													
7	0.831	0.256	488				7.0	15.6			34	6.0		<1.8		
8	0.818	0.000	0				Washed CCB									
9	0.813	0.955	1505				6.9	14.6			34	1.6				
10	0.812	1.696	1510				7.1	14.7			34	5.5				
11	0.797	1.226	1485		310	290	6.9	14.7	22	17	36	6.1		<0.1		
12	0.848	0.478	339													
13	0.884	0.479	340													
14	0.842	0.487	345													
15	0.817	1.126	1506				7.0	14.2			34	9.5		<1.8		
16	0.814	1.797	1602				7.0	14.0			34	6.4				
17	0.814	1.740	1570				7.0	13.4			36	1.4				
18	0.802	1.278	1347		220	280	6.8	13.4	16	11	38	2.9		<0.1		
19	0.838	0.694	492													
20	0.903	0.692	489													
21	0.824	1.158	1421				7.0	13.5			34	5.3		<1.8		
22	0.832	1.742	1545				7.1	13.5			34	2.4				
23	0.828	1.766	1594				7.1	14.1			36	1.8				
24	0.826	1.379	1392				7.1	13.4			38	2.8				
25	0.793	0.818	718		220	250	6.8	13.3	14	12	36	5.8		<0.1		
26	0.854	0.717	505													
27	0.911	0.711	501				7.0	12.7			36	4.6		<1.8		
28	0.836	0.804	995				7.1	12.4			34	4.7				
29	0.839	1.181	999				7.1	12.4			34	4.7				
30	0.823	1.152	990				7.0	12.7			32	3.4				
31	0.793	1.286	1251				7.2	12.4			32	3.7				

MONTHLY TESTS			
DATE	TDS	AMMONIA	NITRATE
10/3/2013	340	28.0	ND
			BORON
			330

Semi-Annual Tests		Value in ugi
Bis phthalate		N/A
aliph-BHC		N/A
4,4'-DDT		N/A
carbon tetrachloride		N/A

Quarterly Tests		Value in ugi
Dichlorobromomethane		DNG
Bromomethane		ND
Chlorobromomethane		ND
Chloroform		DNG

30 DAY AVERAGE

SPILLS:			
None to report			
BOD	BOD	BOD	NFR
mg/L	lbs/day	% Removal	lbs/day
18	158	93	14
			121
			95

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

Indicates Permit Exceedance

SIGNATURE: James Henry

REMARKS:

CHRONIC TOXICITY	
TESTED	SURVIVAL
Mittow	N/A
C. Dubia	N/A
Algae	N/A
	TUC

Total Coliform	
Monthly	Median
<1.8	<1.8
Daily	Maximum
<1.8	<1.8



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NOV 19 2013

McK. C.S.D.

November 15, 2013

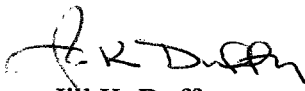
McKinleyville Community Services District
Board of Directors
1656 Sutter Road
McKinleyville, CA 95519

Dear Board of Directors,

HWMA extends our sincere appreciation to you and General Manager Orsini for the use of MCSD's conference facility on Friday, November 15th.

Being able to use the room as the first stop for the 'Meet and Greet' portion of our transportation and disposal of municipal solid waste facility tour was greatly appreciated. Especially since several of the participants were out of town contractors. MCSD's staff was gracious and accommodating and we appreciated all of their assistance.

Sincerely,


Jill K. Duffy
Executive Director

✓cc: Greg Orsini, MCSD General Manager