

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

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS
WILL BE HELD
WEDNESDAY, FEBRUARY 1, 2017 AT 7:00pm
Azalea Hall, 1620 Pickett Road
McKinleyville, California**

AGENDA

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions to the Agenda

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

NO CLOSED SESSION SCHEDULED

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

- | | | |
|-----|--|---------------|
| D.1 | Consider Approval of the Minutes of the Board of Directors Regular Meeting of January 4, 2017 | Pg. 5 |
| | Attachment 1 – Draft Minutes from January 4, 2017 | Pg. 6 |
| D.2 | Consider Approval of December 2016 Treasurer's Report | Pg. 10 |
| D.3 | Compliance with State Double Check Valve (DCV) Law – Violations | Pg. 33 |
| D.4 | Consider Approval of Recreation Program Fees for 2017 Kids Camp Summer Day Camp and Summer Youth Basketball Programs | Pg. 34 |
| | Attachment 1 – Proposed Program Fee Schedule for Kids' Camp Summer Day Camp and Summer Youth Basketball Programs | Pg. 35 |

E. CONTINUED AND NEW BUSINESS

- | | | |
|-----|--|---------------|
| E.1 | Pettlon/Professional Property Management Variance Request Regarding Leak Adjustment Policy | Pg. 36 |
| | Attachment 1 – John Pettlon Variance Application, Original Leak Adjustment Request, and Original Leak Adjustment Calculation | Pg. 38 |
| | Attachment 2 – Calculated Four-Month Leak Adjustment | Pg. 43 |
| | Attachment 3 – Resolution 2011-10 Water Leak Adjustment Policy | Pg. 48 |
| E.2 | Consider Adoption of Resolution 2017-03 Recognizing, Honoring and Commending David Baldosser for Twenty (20) Years of Service | Pg. 49 |
| | Attachment 1 – Resolution 2017-03 | Pg. 50 |
| E.3 | Consider Attendance to Association of California Water Agencies (ACWA) 2017 Legislative Symposium in Sacramento, CA on March 8, 2017 | Pg. 51 |
| | Attachment 1 – Pricing Reference Sheet | Pg. 52 |
| | Attachment 2 – Registration Terms & Conditions | Pg. 53 |
| E.4 | Review Information for the Draft Capital Improvement Plan for the Parks & General Fund, FY2017-18 | Pg. 54 |
| | Attachment 1 – Draft Capital Improvement Plan for the Fiscal Years ending June 30, 2018 – 2027 for the Parks and General Fund | Pg. 55 |
| | Attachment 2 – Draft Capital Improvement Plan Narrative for Fiscal Year 2017-18 | Pg. 59 |

E.5	Consider Approval of the Strategic Plan 2017-2021 with Requested Modifications	Pg. 61
	Attachment 1 – Strategic Plan 2017-2021 Final	Pg. 62
E.6	Consider Approval of Memorandum of Understanding (MOU) Between McKinleyville Community Services District (MCSD) and the McKinleyville Chamber of Commerce (Chamber) for Beautification and Decoration within the County Right of Way Along Central Avenue in McKinleyville, CA	Pg. 103
	Attachment 1 – Proposal by the McKinleyville Chamber	Pg. 105
	Attachment 2 – Bracket Specifications	Pg. 107
	Attachment 3 – MOU MCSD and Chamber	Pg. 108

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

F.2 STAFF REPORTS

- a. Support Services Department (Colleen M.R. Trask) **Pg. 112**
- b. Operations Department (James Henry) **Pg. 114**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 119**
 - Attachment 1 – RAC Meeting Notes 1-19-17 **Pg. 122**
- d. General Manager (Greg Orsini) **Pg. 124**
 - Attachment 1 – WWMF Monthly Self Monitoring Report **Pg. 127**

F.3 PRESIDENT’S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on January 27, 2017

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

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

McKinleyville Community Services District

BOARD OF DIRECTORS

February 1, 2017

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Consider Approval of the Minutes of the Board of Directors Regular Meeting on January 4, 2017**

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

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

Recommendation:

Staff recommends that the Board review the draft minutes from January 4, 2017 Regular Board Meeting; recommend edits and adopt.

Discussion:

The Draft Minutes are attached for the above listed meeting.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Minutes from January 4, 2017

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, JANUARY 4, 2017 AT 7:00 PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

AGENDA ITEM A. CALL TO ORDER

A.1 Roll Call: The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:00 pm with President Mayo, Director Corbett and Director Wheeler present. Director Couch was absent.

Dennis Mayo, President
John Corbett, Director
George Wheeler, Director

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

A.2 Pledge of Allegiance: The Pledge of Allegiance was led by President Mayo.

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

A.4 Approval of the Agenda:

Motion: It was moved to adopt the agenda.

Motion By: Director Corbett; Second: Director Wheeler

There were no comments from the Board or Public.

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

Motion Summary: Motion Passed

A.5 Closed Session Discussion: No closed session.

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

AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS: President Mayo opened the public comment portion of the meeting and the following members of the public spoke:

Mary Burke of McKinleyville announced that she is running to fill the vacant board seat and gave reasons why she makes a good candidate.

David Coelho of McKinleyville announced that he is also running to fill the vacant board seat and gave reasons why he makes a good candidate.

Chad Sefcik of McKinleyville shared his concern that there is not an ordinance prohibiting smoking in McKinleyville parks and asked for the Board's support in drafting a letter to the County.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors' Regular Meeting on December 7, 2016

D.2 Consider approval of November 2016 Treasurer's Report

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

Motion: It was moved to approve the consent calendar.

Motion By: Director Corbett; Second: Director Wheeler

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

Motion Summary: Motion Passed

AGENDA ITEM E. CONTINUED AND NEW BUSINESS:

E.1 Presentation of the Community Builder Award to Aaron Ostrom, Founder of McKinleyville Community Watch (MCW). President Mayo introduced Aaron Ostrom as the recipient of the Community Builder Award and shared his support of McKinleyville Community Watch. Aaron spoke about the success of the group and that it is a direct result of membership. Board comments by Wheeler, Corbett and Mayo. Aaron was presented with a plaque and photos were taken with the Board and General Manager. Public comment opened with comments from Mary Burke and Brandi Easter, both in support of Aaron receiving this award. No action taken.

E.2 Presentation of the McKinleyville Community Services District Employee of the Year Award to Chris Jones. General Manager Orsini reviewed the staff note with the qualifications for Employee of the Year, the past recipients and announced this year's winner, Chris Jones. President Mayo asked Chris Jones if he would like to say a few words at which point Chris thanked his peers for voting for him. The award was presented and photos were taken with the Board and General Manager. No action taken.

E.3 Accept FY2015-16 Audited Financial Statements. Presented by Jeff Trump and Donna Taylor from Hunter, Hunter and Hunt, LLP Certified Public Accountants. Jeff and Donna addressed and discussed key points of the audit. President Mayo opened up for Board questions or comments. Director Corbett noted that MCSD hires outside accountants to appraise throughout the year and asked Jeff and Donna if they think it beneficial. Jeff and Donna both agreed that it is a good idea because of the complexity and size of the District. President Mayo commented and asked about CalPERS rate increase. Director Corbett commented on CalPERS, District cash flow and restricted funds. Comments by Finance Director Colleen Trask and General Manager Orsini. Public comment opened, no comments, public comment closed.

Motion: Moved to approve the District's audited financial statements for Fiscal Year 2015-16.

Motion By: Director Corbett; Second: Director Wheeler

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

Motion Summary: Motion Passed

E.4 Consider Approval of the Strategic Plan 2017-2021. Board Secretary Emily Abfalter reviewed the agenda item. Revision of section 7.1, second paragraph regarding employee health benefits, recommendations by Wheeler, Corbett and Mayo. Director Corbett recommended new verbiage for section 7.9 regarding solar. President Mayo opened for public comment. Brandi Easter asked about the availability of the Strategic Plan and General Manager Orsini responded that it is published on MCSD's website. Director Wheeler gave Brandi his copy of the Strategic Plan from his board packet. Public comment closed. This item will be brought back to the February agenda for approval after review of the changes and recommendations made during tonight's meeting. No action taken.

E.5 Discuss and Consider Committee Assignments and Appointment of Committee Chairs by the Board President for the 2017 Calendar Year. President Mayo reviewed the list of current committees and assignments. On his authority as President, the current 2016 list of assignments will remain in effect for the 2017 calendar year. Public comment opened, no comments, public comment closed.

E.6 Approve Resolution 2017-01 to Approve, Without Amendments, the MCSD Policies and Procedures Related to Governance, Ethics, Board Conduct, Reimbursement/Compensation, District Finances, and Reserves as Related to District of Distinction Reaccreditation Process. Presented by Board Secretary Emily Abfalter. General Manager Orsini added that the District is almost in its fourth year of holding this accreditation. President Mayo commented the importance of maintaining this distinction. Public comment opened, no comments, public comment closed.

Motion: Approve Resolution 2017-01 to approve, without amendments, the MCSD policies and procedures related to governance, ethics, board conduct, reimbursement/compensation, District finances, and reserves as related to District of Distinction reaccreditation process.

Motion By: Director Wheeler; Second: Director Corbett

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

Motion Summary: Motion Passed

E.7 Review Information Pertaining to the Agreement with the American Red Cross for the Provision of an Emergency Disaster Shelter at the McKinleyville Activity Center. Presented by Recreation Director Lesley Frisbee. Directors Corbett and Wheeler commented their approval. Director Wheeler added that he would like to volunteer during the practice scenario. President Mayo commented his support. Public comment opened, no comments, public comment closed. No action taken.

E.8 Advise Staff on Policy Considerations to Authorize the Placement of Decorations within the County of Humboldt's Right of Way within the Central Avenue Open Space Maintenance Zone (OSMZ). Presented by General Manager Orsini. Director Wheeler asked for clarification on third party reference and General Manager Orsini responded that it refers to the Chamber. President Mayo questioned why MCSD has anything to do with this matter and why the Chamber is not working directly with the County. General Manager Orsini responded that the main reason is due to the Chamber's intention to hang flower baskets on MCSD light polls. Director Corbett commented that MCSD does have an interest in this matter and as long as all parties are working well together, then we should let the events play out. Public comment opened, no comments, public comment closed.

Motion: Approve staff to communicate to the parties involved that McKinleyville Community Services District (MCSD) will not solely grant or authorize permission to modify, including the placement of decorations, within any right of way owned by the County of Humboldt.

Motion By: Director Corbett; Second: Director Wheeler

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

Motion Summary: Motion Passed

E.9 Approve Resolution 2017-02 Authorizing the Acceptance and Recordation of a Quitclaim Deed for Real Property Located in McKinleyville, CA (APN 507-141-021). Presented by General Manager Orsini. President Mayo asked for any Board comments, none. Public comment opened. Mary Burke expressed her excitement about opening up river access at this location. President Mayo thanked management for the effort involved. Director Corbett commented and thanked management for work in obtaining property which have potential for the future. Mary Burke addressed the Board and commented that grant funding options are available through Fish and Wildlife Prop 1. Property development discussion by Board and General Manager Orsini.

Motion: Approve Resolution 2017-02 to authorize the acceptance and recordation of the Quitclaim Deed for the transfer of APN 507-141-021 for access to the River Property APN 507-141-017.

Motion By: Director Wheeler; Second: Director Corbett

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

Motion Summary: Motion Passed

AGENDA ITEM F. REPORTS

F.1 ACTIVE COMMITTEE REPORTS

- a. **Recreation Advisory Committee (Wheeler/Couch):** Director Wheeler reported that they did meet and to refer to the meeting minutes written by Recreation Director Lesley Frisbee. He also noted that of the four who filed to fill the vacant Board seat, two of them are RAC members.

- b. **Area Fund (John Kulstad):** Not present.
- c. **Redwood Region Economic Development Commission (Mayo/Wheeler):** Did not meet.
- d. **McKinleyville Senior Center Advisory Committee (Wheeler, Mayo):** Meeting January 18th.
- e. **Audit (Corbett/Couch):** Refer to item E.3.
- f. **Employee Negotiations (Couch/Corbett):** Did not meet.
- g. **Water Task Force (Wheeler/Corbett):** Did not meet.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch):** Did not meet.
- i. **McKinleyville Municipal Advisory Committee (Corbett /Wheeler):** Director Corbett reported that he we unable to attend the meeting but is looking forward to the next one which will discuss agenda access and broadening the agenda. President Mayo requested to have the McKinleyville Area Plan brought up at the next meeting and if it goes nowhere, suggested that the topic come back to the Board as an item to discuss drafting a letter to the MMAC. Director Corbett and Wheeler agreed.
- j. **Cornerstone Committee (Couch):** Not present.
- k. **Groundwater Sustainability Committee (Corbett, Mayo):** Director Corbett attended a Board of Supervisors meeting and met with committee to discuss attendance. Committee approved text to go to the State for an exception.

F.2 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director Colleen Trask reviewed her report.
- b. **Operations Department (James Henry):** Operations Director James Henry shared that MCSD facilities were recently closed for deep cleaning, noting the spotless condition of Azalea Hall.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director Lesley Frisbee had nothing further to add to her written report.
- d. **General Manager (Greg Orsini):** General Manager Orsini had nothing further to add to his written report.

F.3 PRESIDENT'S REPORT: President Mayo had nothing to report.

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

REQUESTS: No agenda items were requested. Director Wheeler thanked both Mary Burke and Brandi Easter for sitting through the entire meeting.

G. ADJOURNMENT: 9:21pm

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

Emily Abfalter, Board Secretary

**McKinleyville Community Services District
Treasurer's Report
December 2016**

Table of Contents

Page 2	Investments & Cash Flow Report
Page 3	Consolidated Balance Sheet by Fund
Page 4	Activity Summary by Fund with 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 December 31, 2016

Petty Cash & Change Funds		8,892.60
<u>Cash</u>		
Operating & Money Market - Beginning Balance		2,716,249.63
Cash Receipts:		
Utility Billings & Other Receipts	551,590.03	
Money Market Account Interest	491.19	
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	-	
Other Cash Receipts (incl. WWMF SRF Loan disb#02)	-	
Total Cash Receipts		552,081.22
Cash Disbursements:		
Transfers to County Funds #2560, #4240, CalTRUST	-	
Payroll Related Expenditures	(204,582.00)	
Debt Service	(134,086.40)	
Capital & Other Expenditures	(1,068,724.44)	
Total Cash Disbursements		(1,407,392.84)
Operating & Money Market - Ending Balance		1,860,938.01
Total Cash		1,869,830.61
<u>Investments</u>	<i>(Interest and Market Valuation will be re-calculated as part of the year-end close, if material)</i>	
LAIF - Beginning Balance	129,485.27	
Interest Income	-	
LAIF - Ending Balance		129,485.27
Humboldt Co. #2560 - Beginning Balance	819,189.25	
Property Taxes and Assessments	409,834.57	
Transfer to/from Operating Cash	-	
Interest Income (net of adjustments)	2,842.95	
Humboldt Co. #2560 - Ending Balance		1,231,866.77
Humboldt Co. #4240 - Beginning Balance	2,827,996.43	
Transfer to/from Operating Cash	-	
Transfer to/from Biosolids Reserve	60,000.00	
Interest Income	8,811.73	
Humboldt Co. #4240 - Ending Balance		2,896,808.16
Humboldt Co. #9390 - Beginning Balance	790,554.51	
Reserves Recovery Deposits/Other Bal Withdrawals	-	
Interest Income	-	
Humboldt Co. #9390 - Ending Balance		790,554.51
USDA Bond Reserve Fund - Beginning Balance	131,364.01	
Bond Reserve Payment	7,687.50	
Debt Service Payment, Principal/Interest	-	
Interest Adjustment	10.47	
USDA Bond Reserve Fund - Ending Balance		139,061.98
Market Valuation Account		6,017.48
Meas.B Loan Proceeds, Umpqua - Beginning Balance	488.19	
Net Transfer to/from Loan Cash Holding Acct	(488.19)	
Interest Income	-	
Meas.B Loan Proceeds, Umpqua - Ending Balance		-
CalTRUST - Beginning Balance	1,238,007.45	
Net Transfer to/from Meas. B Teen Ctr Funds	-	
Net Transfer to/from Water Fund Capacity Fees Acct	-	
Net: Interest Income/Unrealized Gain/Loss	20.10	
CalTRUST - Ending Balance		1,238,027.55
Total Investments		6,431,821.72
Total Cash & Investments - Current Month		8,301,652.33
Total Cash & Investments - Prior Month		8,668,244.82
Net Change to Cash & Investments This Month		(366,592.49)
<u>Cash & Investment Summary</u>		
Cash & Cash Equivalents		7,396,648.37
Davis-Grunsky Loan Reserve		604,102.16
Waste Water Capital Reserve		101,839.82
USDA Bond Reserve		139,061.98
I-Bank Loan Reserve		60,000.00
Total Cash & Investments		8,301,652.33

McKinleyville Community Services District
Consolidated Balance Sheet by Fund
As of December 31, 2016

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 1,029,512.91	\$ (431,172.85)	\$ (21,678.40)	\$ 3,395,972.42	\$ 3,497,978.41	\$ 7,470,612.49
Accounts receivable	2,285.30	-	3,367.06	240,784.95	242,142.41	488,579.72
Prepaid expenses & other current assets	31,319.13	-	1,284.48	95,687.87	42,212.82	170,504.30
Total Current Assets	1,063,117.34	(431,172.85)	(17,026.86)	3,732,445.24	3,782,333.64	8,129,696.51
Noncurrent Assets						
Restricted cash & cash equivalents	194,578.92	-	-	664,102.16	240,901.80	1,099,582.88
Other noncurrent assets	-	-	-	38,216.52	41,750.04	79,966.56
Capital assets (net)	-	-	-	8,069,222.44	20,183,049.36	28,252,271.80
Total Noncurrent Assets	194,578.92	-	-	8,771,541.12	20,465,701.20	29,431,821.24
TOTAL ASSETS	\$ 1,257,696.26	\$ (431,172.85)	\$ (17,026.86)	\$ 12,503,986.36	\$ 24,248,034.84	\$ 37,561,517.75
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 70,823.84	\$ 1,385.16	\$ 435.31	\$ 223,422.02	\$ 246,307.77	\$ 542,374.10
Accrued payroll & related liabilities	87,893.74	-	-	42,244.94	42,331.93	172,470.61
Total Current Liabilities	158,717.58	1,385.16	435.31	265,666.96	288,639.70	714,844.71
Noncurrent Liabilities						
Long-term debt	-	-	-	2,772,327.59	6,329,810.51	9,102,138.10
Other noncurrent liabilities	-	-	-	898,973.99	948,294.66	1,847,268.65
Total Noncurrent Liabilities	-	-	-	3,671,301.58	7,278,105.17	10,949,406.75
TOTAL LIABILITIES	158,717.58	1,385.16	435.31	3,936,968.54	7,566,744.87	11,664,251.46
Fund Balance/Net Assets						
Fund balance	67,454.88	(432,558.01)	(17,462.17)	-	-	(382,565.30)
Net assets	1,031,523.80	-	-	3,270,122.97	2,828,051.12	7,129,697.89
Investment in capital assets, net of related debt	-	-	-	5,296,894.85	13,853,238.85	19,150,133.70
Total Fund Balance/Net Assets	1,098,978.68	(432,558.01)	(17,462.17)	8,567,017.82	16,681,289.97	25,897,266.29
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,257,696.26	\$ (431,172.85)	\$ (17,026.86)	\$ 12,503,986.36	\$ 24,248,034.84	\$ 37,561,517.75
Difference in Reclass from Cap Assets to Net Assets:						
				-	-	
Investment in General Capital Assets	\$ 3,262,420.34					
General Long-term Liabilities						
PG&E Streetlights Loan	59,524.53					
Meas. B Loan: Teen/Community Center	1,312,046.00					
OPEB Liability	384,500.56					
CalPERS Pension Liability/Deferred Inflows-Outflows	525,363.06					
Accrued Compensated Absences	74,391.78					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 2,355,825.93					

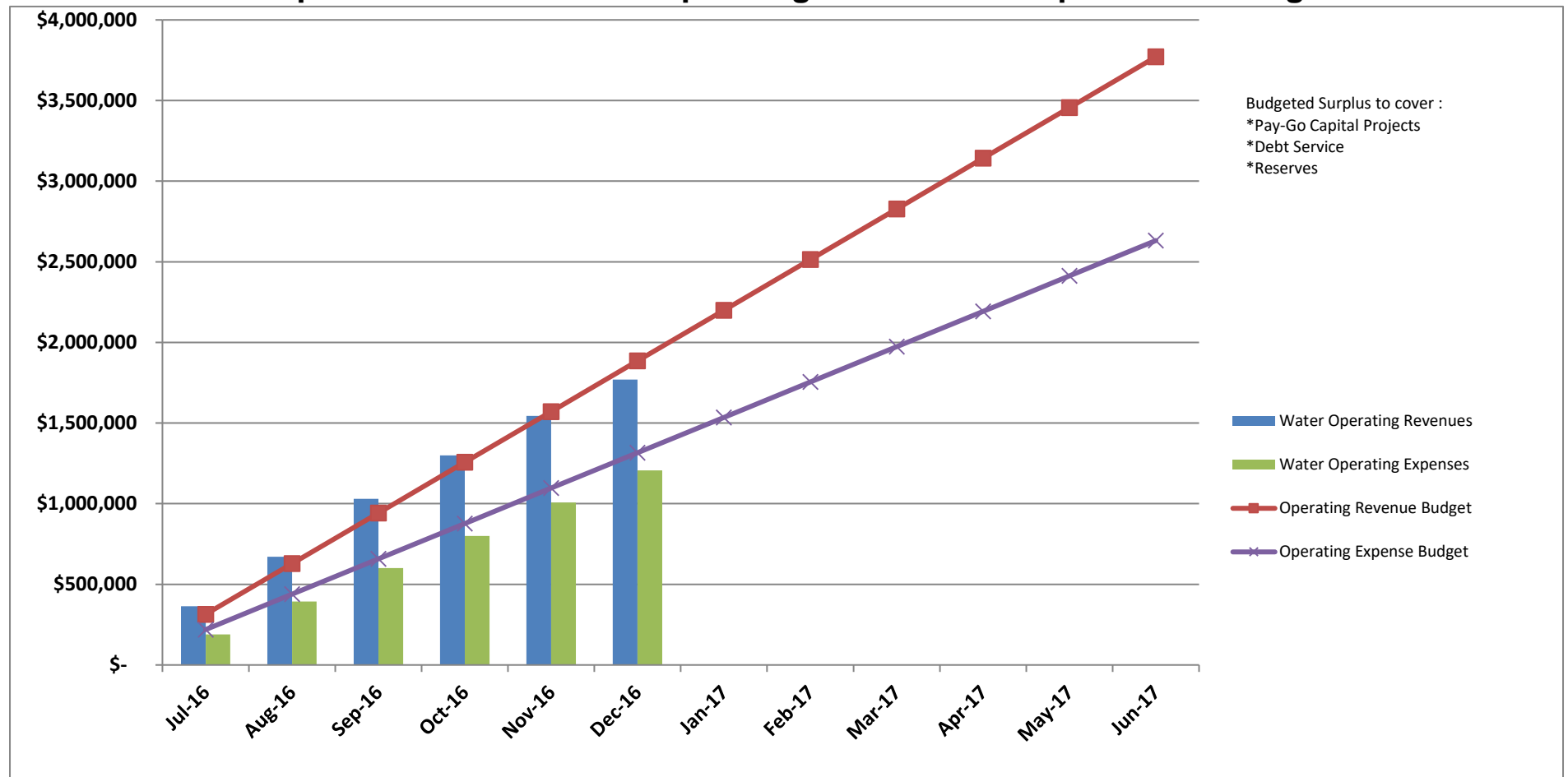
McKinleyville Community Services District
Activity Summary by Fund, Original Budget
December 2016

Department Summaries	December	% of Year 50.00% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>						
Water Sales	218,564	1,707,515	1,721,065	(13,550)	-0.79%	
Other Revenues	6,054	143,638	164,270	(20,632)	-12.56%	Includes YTD Capacity Fees of \$81,443.00. No Contrib. Construction at this time
Total Operating Revenues	224,619	1,851,153	1,885,335	(34,182)	-1.81%	
Salaries & Benefits	65,342	402,350	435,303	(32,953)	-7.57%	
Water Purchased	79,410	475,405	483,618	(8,213)	-1.70%	
Other Expenses	24,773	156,422	221,945	(65,523)	-29.52%	Budget is spread evenly across 12 months, but actuals vary by scheduling
Depreciation	29,000	172,200	175,000	(2,800)	-1.60%	
Total Operating Expenses	198,526	1,206,377	1,315,866	(109,489)	-8.32%	
Net Operating Income	26,093	644,776	569,469	(143,671)		
Interest Income	6,433	14,785	6,750	8,035	119.03%	Budget is spread evenly across 12 months, but actuals vary by month
Interest Expense	(5,928)	(35,560)	(35,053)	507	1.45%	
Net Income (Loss)	26,598	624,000	541,166	82,834		
<u>Wastewater</u>						
Wastewater Service Charges	228,734	1,530,603	1,526,624	3,979	0.26%	
Other Revenues	6,637	190,708	224,435	(33,727)	-15.03%	Includes YTD Capacity Fees of \$142,910.00. No Contrib. Construction at this time
Total Operating Revenues	235,371	1,721,311	1,751,059	(29,748)	-1.70%	
Salaries & Benefits	75,936	414,644	467,824	(53,180)	-11.37%	Not all seasonal positions filled, GIS position turnover
Other Expenses	54,112	237,846	355,745	(117,899)	-33.14%	Budget is spread evenly across 12 months, but actuals vary by month
Depreciation	40,000	239,150	240,000	(850)	-0.35%	
Total Operating Expenses	170,049	891,640	1,063,569	(171,929)	-16.17%	
Net Operating Income	65,323	829,672	687,490	142,182		
Interest Income	5,081	13,131	10,000	3,131	31.31%	
Interest Expense	(9,937)	(43,457)	(14,235)	29,222	205.28%	Budget is spread evenly across 12 months, but actuals vary by month
Net Income (Loss)	60,466	799,346	683,255	116,091		
Enterprise Funds Net Income (Loss)	87,064	1,423,346	1,224,421	198,925		
Treasurer's Report Page 4						

McKinleyville Community Services District

December 2016

Comparison of Water Fund Operating Revenues & Expenses to Budget

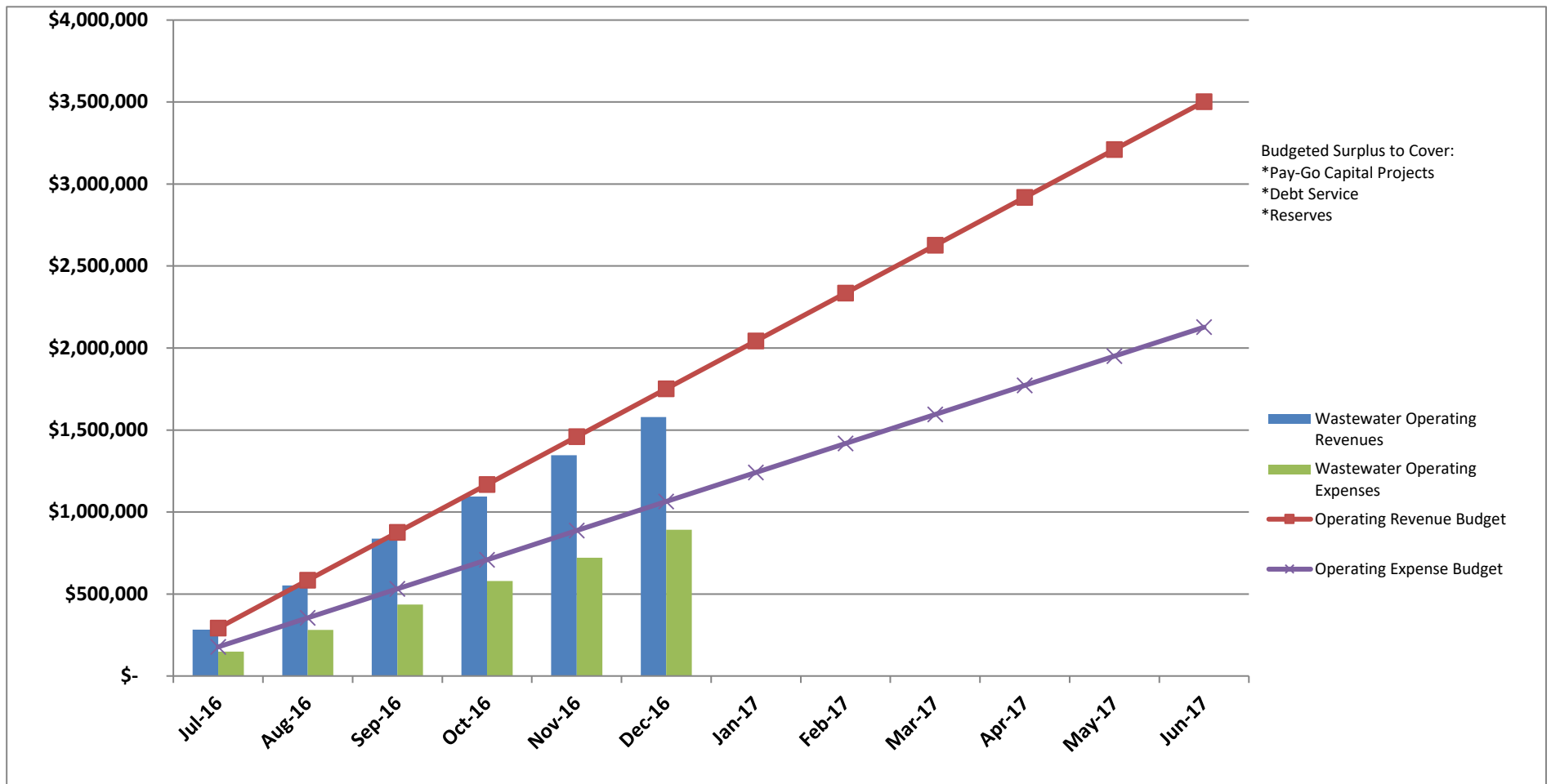


Treasurer's Report Page 5, Selected Graphic Comparisons

McKinleyville Community Services District

December 2016

Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



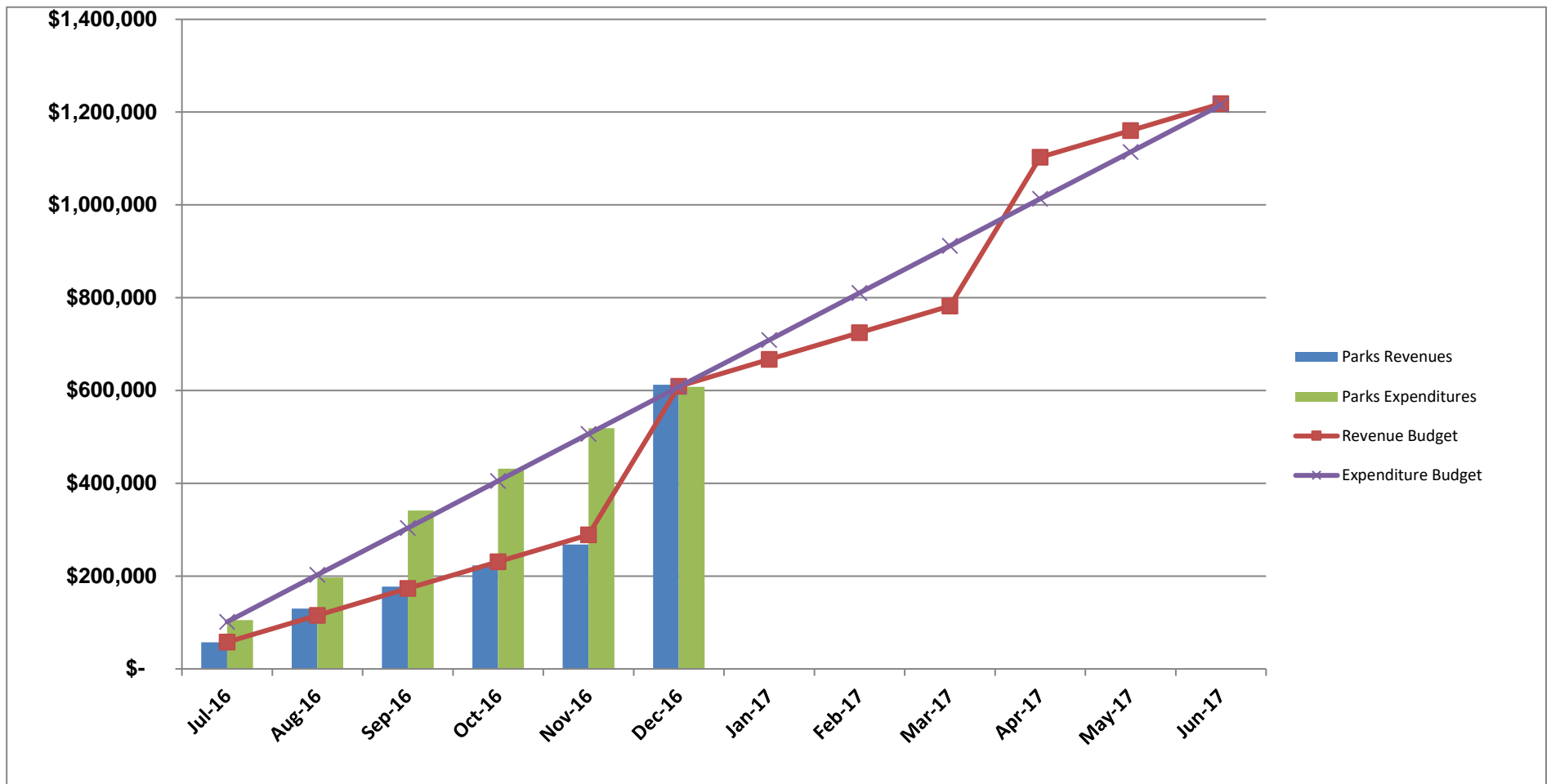
Treasurer's Report Page 6, Selected Graphic Comparisons

McKinleyville Community Services District
Activity Summary by Fund, Original Budget
December 2016

Department Summaries	December	% of Year 50.00% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Parks & Recreation</u>						
Program Fees	32,577	213,843	186,695	27,148	14.54%	Collection of fees for Kid's Club After School program
Rents & Related Fees	9,965	48,772	55,361	(6,589)	-11.90%	Budget is spread evenly across 12 months, but actuals vary by month
Property Taxes	289,115	289,115	262,500	26,615	10.14%	County Tax remittance April/December
Other Revenues	8,266	52,622	99,505	(46,883)	-47.12%	Budget is spread evenly across 12 months, but actuals vary by month
Interest Income	4,107	7,941	5,000	2,941	58.81%	Interest on County Trust Account higher than anticipated.
Total Revenues	344,030	612,292	609,061	3,231	0.53%	
Salaries & Benefits	67,953	442,298	456,066	(13,768)	-3.02%	
Other Expenditures	20,897	110,710	129,493	(18,783)	-14.51%	Budget is spread evenly across 12 months, but actuals vary by month
Capital Expenditures	-	54,843	22,160	32,683	147.48%	Comm'l kitchen fixtures/appliances/installation for Teen Center
Total Expenditures	88,850	607,851	607,719	132	0.02%	
Excess (Deficit)	255,180	4,441	1,342	3,099		
<u>Measure B Assessment</u>						
Total Revenues	121,637	119,955	106,750	13,205	12.37%	Interest & unrealized gains/losses; County Tax remittance April/December
Salaries & Benefits	1,191	22,022	27,880	(5,858)	-21.01%	Budget is spread evenly across 12 months, but actuals vary by month
Other Expenditures	31	23,060	15,125	7,935	52.46%	Teen Center interior furnishings moved to supplies
Capital Expenditures	1,659	41,751	63,726	(21,975)	-34.48%	Teen Center kitchen/interior furnishings/landscaping
Total Expenditures	2,880	86,834	106,731	(19,897)	-18.64%	
Excess (Deficit)	118,757	33,121	19	33,102		
<u>Street Lights</u>						
Total Revenues	8,139	50,459	47,930	2,529	5.28%	
Salaries & Benefits	2,568	16,685	20,524	(3,839)	-18.71%	Budget is spread evenly across 12 months, but actuals vary by month
Other Expenditures	3,206	15,110	16,319	(1,209)	-7.41%	
Capital Expenditures/Loan Repayment	1,655	9,932	10,933	(1,001)	-9.15%	LED Project Debt repayment
Total Expenditures	7,429	41,727	47,776	(6,049)	-12.66%	
Excess (Deficit)	710	8,732	154	(8,578)		
Governmental Funds Excess (Deficit)	374,646	46,294	1,515	44,779		

McKinleyville Community Services District December 2016

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget

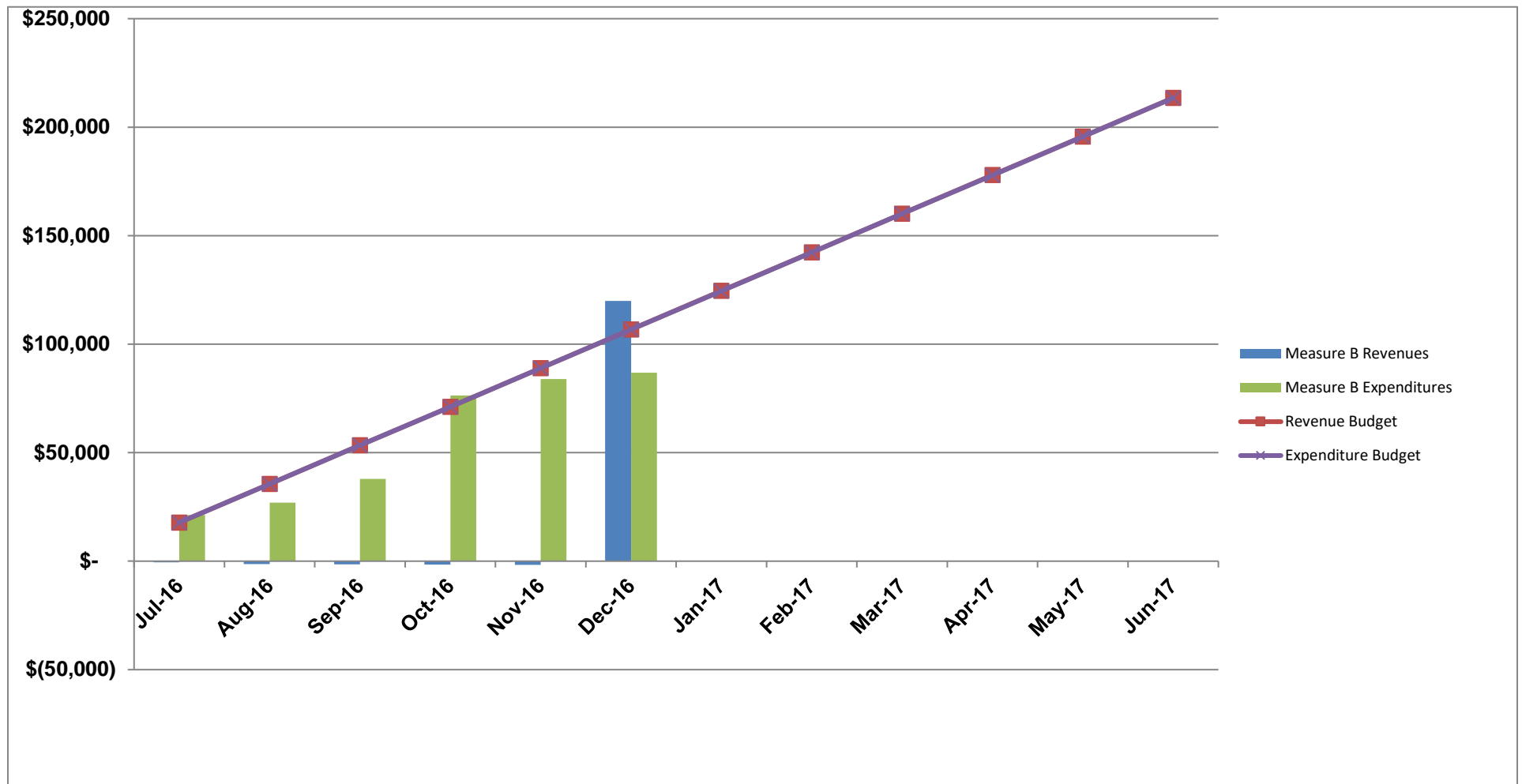


Treasurer's Report Page 8, Selected Graphic Comparisons

McKinleyville Community Services District

December 2016

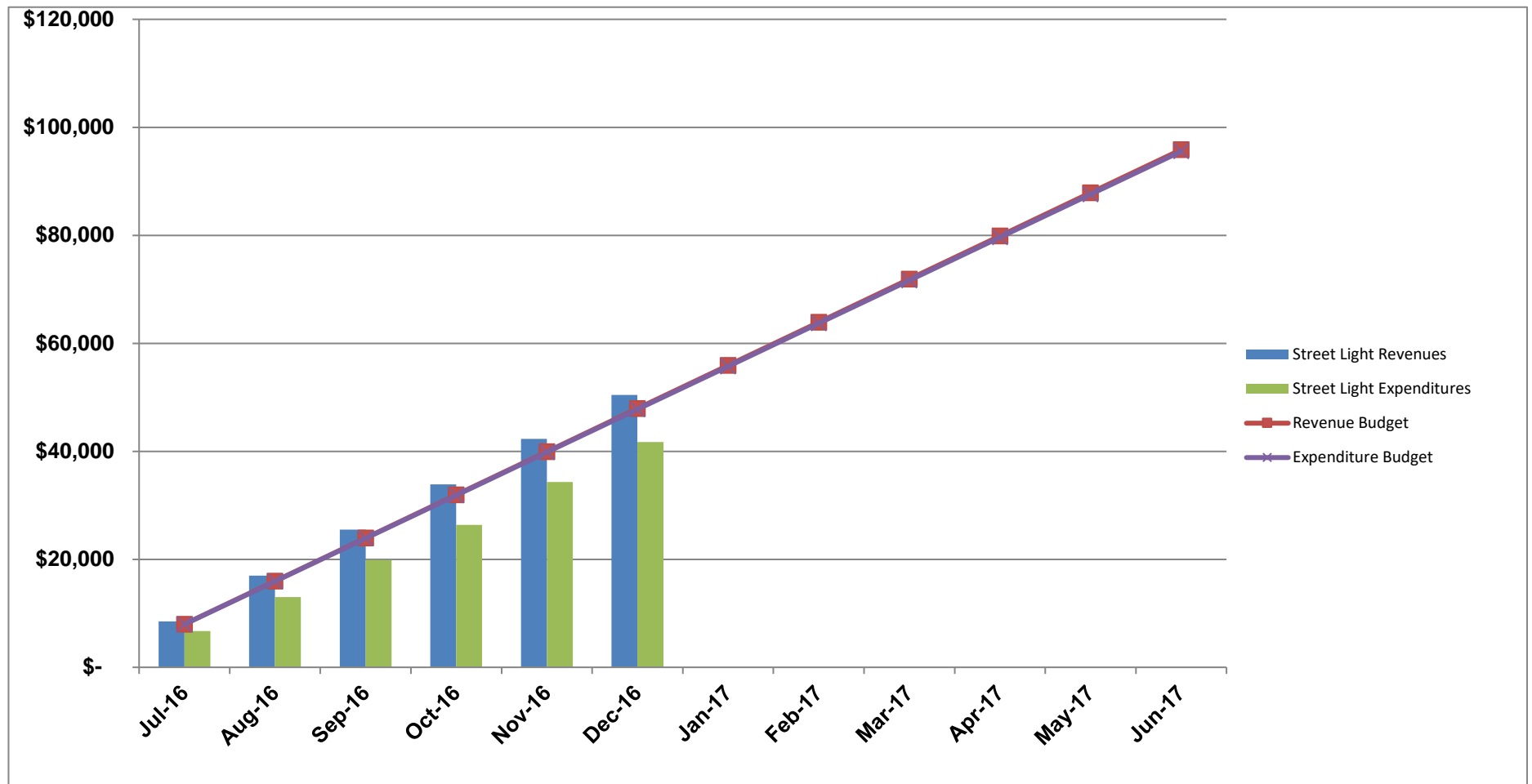
Comparison of Measure B Fund Total Revenues & Expenditures to Budget



Treasurer's Report Page 9, Selected Graphic Comparisons

McKinleyville Community Services District December 2016

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



Treasurer's Report Page 10, Selected Graphic Comparisons

McKinleyville Community Services District
Capital Expenditure Report
As of December 31, 2016

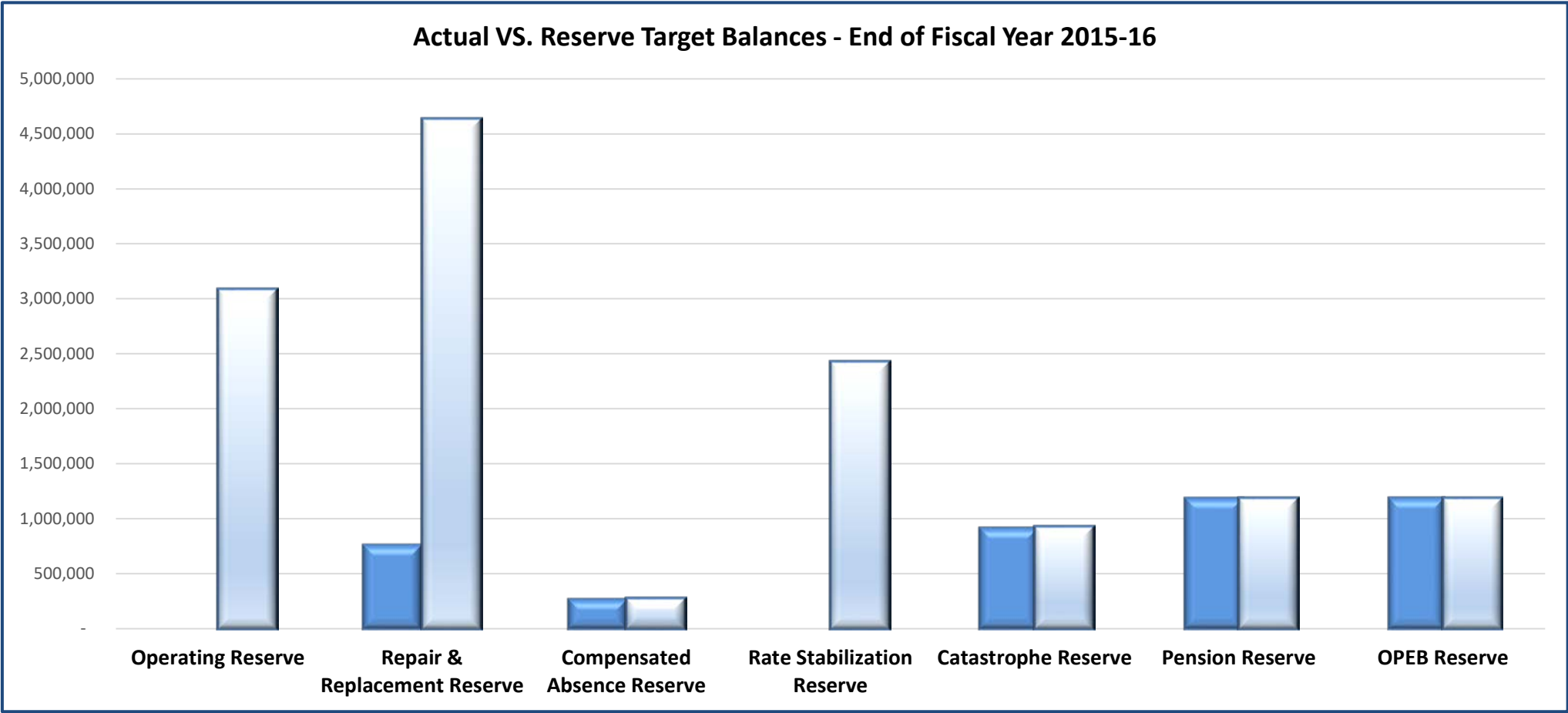
	November	December	YTD Total	FY 16-17 Budget	Remaining		
					Budget \$	Budget %	Notes
<u>Water Department</u>							
Ramey Pump Upgrades	-	-	-	-	-	#DIV/0!	
Water Tank Upgrade	22,816	118,214	270,953	491,600	220,647	45%	Tank Painting
4.5m New Water Tank	-	-	-	700,000	700,000	100%	Drilling, LACO Assoc.
Production Meter Replacements	-	-	-	8,000	8,000	100%	Production Meter Replacement
Emergency Water Supply	-	5,673	6,235	40,000	33,765	84%	Emergency Water Supply
Emergency Response Equipment	-	-	-	50,000	50,000	100%	Emergency Generator
Fire Hydrant System Upgrade	-	-	-	14,000	14,000	100%	Fire Hydrant System Upgrade
Customer Radio Meter Replacements	60,899	-	81,412	260,000	178,588	69%	Radio meters purch/install
Radio Telemetry Upgrade	-	-	-	-	-	#DIV/0!	Equipment purchased
Meter Reading Equipment Replacement	-	-	-	-	-	#DIV/0!	Equipment purchased
Water Main Rehab & Replacement	-	-	1,294	100,000	98,706	99%	Water Main Rehab
Property Purchase & Improvements	-	-	-	200,000	200,000	100%	Property Purch/Improvements
Subtotal	83,715	123,886	359,894	1,863,600	1,503,706	81%	
<u>Wastewater Department</u>							
Sewer Main Rehab & Replacement	-	-	-	100,000	100,000	100%	Sewer Main Rehab
WWMF Biosolids Project	-	-	-	240,000	240,000	100%	to County Trust Acct#9390
Fischer Lift Station Generator	-	-	2,309	80,000	77,692	97%	Fischer Lift Stn Generator
Sewer Main Camera Unit	-	-	-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	60,984	518,506	3,620,741	13,000,000	9,379,259	72%	WWMF construction
Radio Telemetry Upgrade	-	-	-	30,000	30,000	100%	Radio Telemetry upgrade
WWMF Engr Study (next NPDES Permit)	-	-	-	50,000	50,000	100%	
Customer Radio Meter Replacements	58,981	-	78,848	260,000	181,152	70%	Radio meters purch/install
Underground Locator Pipe & Camera	-	-	-	5,000	5,000	100%	
SCBA Apparatus and Bottles	-	-	-	6,000	6,000	100%	
Subtotal	119,965	518,506	3,701,898	13,801,000	10,099,102	73%	
<u>Water & Wastewater Operations</u>							
Heavy Equipment	-	-	-	410,000	410,000	100%	Hydrocleaner; Tractor attachmt
Utility Vehicles	-	990	1,643	63,000	61,357	97%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	-	-	10,000	10,000	100%	Facilities upgrade/sealcoat
Computers & Software	-	4,828	4,828	65,000	60,172	93%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tr	-	-	11,416	5,000	(6,416)	-128%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Und	-	-	1,850	17,000	15,150	89%	Underground valving/piping
Fischer Ranch -Disposal Site Upgrade	1,638	1,638	3,276	1,500,000	1,496,724	100%	Disposal Site Upgrade
Small Equipment & Other	-	-	-	20,000	20,000	100%	Ops Office Eq./Emergency Eqp
Subtotal	1,638	5,819	23,013	2,090,000	2,066,987	99%	
Enterprise Funds Total	205,317	649,849	4,084,806	17,754,600	13,669,795	77%	
<u>Parks & Recreation Department</u>							
Hiller Park & Sports Complex	-	-	-	5,000	5,000	100%	Other Equipment & Signage
Azalea Hall Projects	-	-	-	11,000	11,000	100%	PA sys, Parking Lot resurfacing
McKinleyville Activity Center Upgrades	-	-	-	-	-	#DIV/0!	
Law Enforcement Facility Improvements	-	-	-	5,000	5,000	100%	Paving/Sealing
Projects Funded by Quimby/Other Funds	-	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	2,409	1,659	115,063	237,000	121,937	51%	Teen Center Constr&Loan svc
Other Parks Projects & Equipment	-	-	-	23,000	23,000	100%	Vehicles and Equipment
Subtotal	2,409	1,659	115,063	281,000	165,937	59%	
<u>Streetlights</u>							
Pole Replacement	-	-	-	2,000	2,000	100%	Pole Replacement
Subtotal	-	-	-	2,000	2,000	100%	
Governmental Funds Total	2,409	1,659	115,063	283,000	167,937	59%	
All Funds Total	207,726	651,507	4,199,869	18,037,600	13,837,731	77%	

McKinleyville Community Services District
Summary of Long-Term Debt Report
As of December 31, 2016

**Principal Maturities and
Scheduled Interest**

	%	Maturity Date		November 30, 2016	Balance - December 31, 2016	FY-17	Thereafter
Water Fund:							
I-Bank		8/1/30	P	759,574.85	759,574.85	-	759,574.90
Interest	3.37%		I			12,798.84	192,921.18
State of CA Energy Commission (ARRA)		12/22/26	P	118,202.22	118,202.22	5,636.03	112,565.98
Interest	1.0%		I			589.39	5,716.71
State of CA (Davis Grunsky)		1/1/33	P	1,703,645.91	1,621,993.95	-	1,621,993.95
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	289,591.69	272,556.57	-	272,556.57
Interest	2.5%		I			21,179.20	365,895.58
Total Water Fund-Principal				2,871,014.67	2,772,327.59	5,636.03	2,766,691.40
Total Water Fund-Interest						34,567.43	564,533.47
Total Water Fund				2,871,014.67	2,772,327.59	40,203.46	3,331,224.87
Wastewater Fund:							
WWMF SRF Loan		7/31/47	P	5,777,179.00	5,777,179.00	-	24,724,009.73
Interest	1.6%		I			-	
State of CA WRCB (SCEP II)		3/27/18	P	53,686.10	53,686.10	26,510.50	27,176.10
Interest	2.6%		I			1,395.84	706.57
Umpqua Bank		12/4/17	P	58,326.22	53,945.41	26,703.65	27,061.53
Interest	5.5%		I			1,163.23	433.07
USDA (Sewer Bond)		8/1/22	P	445,000.00	445,000.00	-	445,000.00
Interest	5.0%		I			11,125.00	66,875.00
Total Wastewater Fund-Principal				6,334,191.32	6,329,810.51	53,214.15	25,223,247.36
Total Wastewater Fund-Interest						13,684.07	68,014.64
Total Sewer Fund				6,334,191.32	6,329,810.51	66,898.22	25,291,262.00
Meas. B Fund: Teen/Comm Center Loan		11/1/29	P	1,312,046.00	1,312,046.00	39,281.00	1,277,225.00
	3.55%		I			23,468.10	315,381.41
Streetlights Fund: LED Proj Loan, PG&E			P	61,179.93	59,524.53	11,197.80	49,961.75
	0.0%		I				-
Total Principal				10,578,431.92	10,473,708.63	109,328.98	29,317,125.51
Total Interest						71,719.60	947,929.52
Total				10,578,431.92	10,473,708.63	181,048.58	30,265,055.03

McKinleyville Community Services District
Board Designated Reserve Balances
As of December 31, 2016



- Utility Accounts Receivable Turnover Days

As of December 31, 2016

12.0 Days
- YTD Breakeven Revenue, Water Fund:

1,013,014.98

 - YTD Actual Water Sales:

1,707,515.05
- Days of Cash on Hand - Operations Checking Account

139.8 Days

McKinleyville Community Services District
Cash Disbursement Report
For the Period December 1 through December 31, 2016

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
31906	12/5/2016	BAY01	BAY AREA COATING CONSULTANTS	11,304.17	E05722	TANK COATING PROJECT
31907	12/5/2016	COA01	COASTAL BUSINESS SYSTEMS	355.03	19731792	COPIER MAINT. AGREEMENT
31908	12/5/2016	COR01	CORBIN WILLITS SYSTEMS, INC	888.42	B611151	EQUIP. MAINT.
31909	12/5/2016	COR07	JOHN W. CORBETT	125.00	B61201	BOARD MEETING NOV. 2016
31910	12/5/2016	COU09	DAVID R. COUCH	125.00	B61201	BOARD MEETING NOV. 2016
31911	12/5/2016	EUR05	Eureka Oxygen Co	51.83	428589	SAFETY SUPPLIES
31912	12/5/2016	GHD01	GHD	1,700.00	72711	PROFESSIONAL SERVICES
				1,325.25	72715	PROFESSIONAL SERVICES
			Check Total:	3,025.25		
31913	12/5/2016	GRA02	GRAINGER	77.37	928648317	SAFETY SUPPLIES
				206.77	929384233	REPAIRS/ SUPPLIES
			Check Total:	284.14		
31914	12/5/2016	HAC01	HACH COMPANY	238.28	B61202	LABT TESTING SUPPLIES
				1,027.38	10171102	LAB TESTING SUPPLIES
			Check Total:	1,265.66		
31915	12/5/2016	HAR03	HARPER MOTORS CO.	998.94	B61202	VEHICLE REPAIRS
31916	12/5/2016	HAR13	The Hartford - Priority A	413.27	B61201	GRP. HEALTH INS
31917	12/5/2016	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	79,471.48	B61202	WTR PURCHASED

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31918	12/5/2016	IND01	INDEPENDENT BUS. FORMS	399.48	33237	OFFICE SUPPLIES
31919	12/5/2016	MAY02	DENNIS MAYO	125.00	B61201	BOARD MEETING NOV. 2016
31920	12/5/2016	MCB02	BILL MCBROOME	51.00	B61202	REPAIRS/ SUPPLIES REIMB
31921	12/5/2016	MCK03	MCKINLEYVILLE OFFICE SUPPLY	43.28	48376	POSTAGE
31922	12/5/2016	MEN01	MENDES SUPPLY CO.	297.89	B61202	REPAIRS/SUPPLY
31923	12/5/2016	OCC01	OCCUPATIONAL HEALTH	470.00	B61130	PROFESSIONAL SERVICES
31924	12/5/2016	PER01	ASHLEY PEREZ	17.81	B61202	REC PROGRAM SUPPLIES REIMB
31925	12/5/2016	PIN01	JONATHAN THOMAS PINI	135.00	B61202	CONTRACT FUTSAL REFEREE PMT
31926	12/5/2016	REE06	CHRIS REED	181.97	B61202	SAFETY EXP REIMB
31927	12/5/2016	RES05	RESERVE ACCOUNT	1,500.00	B61201	POSTAGE METER REFILL
31928	12/5/2016	SUD01	SUDDENLINK	192.05	B61128	TEEN CENTER INTERNET
				134.95	B61130	INTERNET SERVICES
			Check Total:	<u>327.00</u>		
31929	12/5/2016	USB01	U.S. BANK TRUST N.A.	7,687.50	B61201	SEWER BOND PAYMENT
31930	12/5/2016	USP02	USPS: ARCATA BMEU	1,500.00	B61201	PERMIT 202
31931	12/5/2016	VER01	VERIZON WIRELESS	62.23	B61201	CELL PHONE SERVICES
31932	12/5/2016	WEN02	WENNERHOLM CHIROPRACTIC	160.00	B61202	DMV PHYSICALS
31933	12/5/2016	WHE02	GEORGE A. WHEELER JR.	125.00	B61201	BOARD MEETING NOV. 2016
31934	12/5/2016	\B018	MQ CUSTOMER REFUND FOR BA	6.88	000B61201	MQ CUSTOMER REFUND FOR BA
31935	12/5/2016	\D001	MQ CUSTOMER REFUND FOR DA	323.20	000B61201	MQ CUSTOMER REFUND FOR DA

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31936	12/5/2016	\F010	MQ CUSTOMER REFUND FOR FR	20.65	000B61201	MQ CUSTOMER REFUND FOR FR
31937	12/5/2016	\G016	MQ CUSTOMER REFUND FOR GO	67.95	000B61201	MQ CUSTOMER REFUND FOR GO
31938	12/5/2016	\G017	MQ CUSTOMER REFUND FOR GO	44.12	000B61201	MQ CUSTOMER REFUND FOR GO
31939	12/5/2016	\H001	MQ CUSTOMER REFUND FOR HA	22.01	000B61201	MQ CUSTOMER REFUND FOR HA
31940	12/5/2016	\H002	MQ CUSTOMER REFUND FOR HI	26.98	000B61201	MQ CUSTOMER REFUND FOR HI
31941	12/5/2016	\M006	MQ CUSTOMER REFUND FOR MA	414.65	000B61201	MQ CUSTOMER REFUND FOR MA
31942	12/5/2016	\M029	MQ CUSTOMER REFUND FOR MO	120.00	000B61201	MQ CUSTOMER REFUND FOR MO
31943	12/5/2016	\O001	MQ CUSTOMER REFUND FOR OW	55.60	000B61201	MQ CUSTOMER REFUND FOR OW
31944	12/5/2016	\P006	MQ CUSTOMER REFUND FOR PE	47.05	000B61201	MQ CUSTOMER REFUND FOR PE
31945	12/5/2016	\S011	MQ CUSTOMER REFUND FOR SC	82.76	000B61201	MQ CUSTOMER REFUND FOR SC
31946	12/5/2016	\V001	MQ CUSTOMER REFUND FOR VA	41.33	000B61201	MQ CUSTOMER REFUND FOR VA
31947	12/5/2016	\W005	MQ CUSTOMER REFUND FOR WI	6.92	000B61201	MQ CUSTOMER REFUND FOR WI
31948	12/5/2016	\Y001	MQ CUSTOMER REFUND FOR YA	3.11	000B61201	MQ CUSTOMER REFUND FOR YA
31949	12/12/2016	*0042	REC PROGRAM REFUND AB	165.00	B61207	REC PROGRAM REFUND AB
31950	12/12/2016	*0043	AZALEA HALL DEPOSIT TW	100.00	B61208	AZALEA HALL DEPOSIT TW
31951	12/12/2016	ACW01	CB&T/ACWA-JPIA	4,381.24	B61212	GRP. HEALTH INS
31952	12/12/2016	ACW02	ASSOC. OF CALIFORNIA WATER AGENCIES	9,800.00	B61102	ANNUAL MEMBERSHIP
31953	12/12/2016	ATT01	AT&T	845.15	B61212	PHONE SERVICES FOR DEC 20
31954	12/12/2016	BAN01	BANKCARD CENTER	1,559.88	NOV 2016	TRAINING TRAVEL OFFICE SUPPLIES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31955	12/12/2016	COU02	HUMBOLDT COUNTY ASSESSOR	7.40	B61208	MEASURE B MAPS
31956	12/12/2016	CWE01	CWEA	93.00	B61128	TRAINING
31957	12/12/2016	CWE03	CWEA NORTH COAST SECTION	100.00	B61209	PROFESSIONAL SERVICES
31958	12/12/2016	DON01	DON'S RENT-ALL	141.37	152037	TEEN CENTER
31959	12/12/2016	HUM08	HUMBOLDT SANITATION	1,429.80	B61207	TRASH SERVICE
31960	12/12/2016	IND02	Industrial Electric Serv	19.25	IN21474	REPAIRS/SUPPLY
				47.10	IN21644	REPAIRS/SUPPLY
			Check Total:	<u>66.35</u>		
31961	12/12/2016	KER01	KERNEN CONSTRUCTION	62.97	1115	TEEN CENTER
31962	12/12/2016	LES01	LES SCHWAB TIRE CENTER	853.77	B61202	VEHICLE REPAIRS
31963	12/12/2016	MAN03	MANDELL MUNICIPAL COUNSELLING	234.00	B61207	LEGAL SERVICES
31964	12/12/2016	MAY03	DENNIS MAYO	53.20	B61208	ACWA 2016 FALL CONFERENCE
31965	12/12/2016	MCS02	MCSD C/O HUMBOLDT COUNTY	20,000.00	B61209	BIOSOLIDS DISPOSAL RESERV
31966	12/12/2016	MUD01	MUDDY WATERS COFFEE CO.,INC	37.50	17494	OFFICE SUPPLIES
31967	12/12/2016	MUN02	MUNICIPAL MAINTENANCE	267.96	114620	CONSTRUCTION EQUIPMENT REPAIR
31968	12/12/2016	NAT06	NATIONAL METER & AUTOMATION	59,940.00	77477	RADIO READ METERS
31969	12/12/2016	NYL01	NYLEX.NET	1,539.00	2761	SUBSCRIPTION
				105.00	2791	PROFESSIONAL SERVICES
			Check Total:	<u>1,644.00</u>		
31970	12/12/2016	ORE01	O'REILLY AUTOMOTIVE, INC.	125.29	B61207	REPAIRS/SUPPLY

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31971	12/12/2016	OSC01	OSCAR LARSON & ASSOCIATES	4,985.82	8711	COCHRAN TANK RECOATING PR
				6,525.69	B61207	COCHRAN TANK RECOATING
			Check Total:	11,511.51		
31972	12/12/2016	PGE01	PG & E (Office & Field)	17,456.29	B61207	GAS & ELECTRIC
31973	12/12/2016	PGE10	PG&E STREETLIGHTS	3.08	B61209	STREETLIGHTS NOV 2016
31974	12/12/2016	PRE08	PRECISION INTERMEDIA	71.25	B61207	PROFESSIONAL SERVICES
31975	12/12/2016	SCA01	SCADA SUPPORT GROUP	6,790.00	1611-MCSD	WWMF UPGRADE
31976	12/12/2016	SIX03	SIX RIVERS MECHANICAL	1,492.81	1203	PROFESSIONAL SERVICES/ RE
31977	12/12/2016	STA11	STAPLES CREDIT PLAN	678.79	B61212	OFFICE SUPPLIES
31978	12/12/2016	THO02	Thomas Home Center	293.23	B61208	REPAIRS/SUPPLY
31979	12/19/2016	*0044	YOUTH BBALL REFUND TL	55.00	B61219	YOUTH BBALL REFUND TL
31980	12/19/2016	ARC02	Arcata Stationers	4.53	B61201	OFFICE SUPPLIES
31981	12/19/2016	AUB01	AUBURN CONSTRUCTORS, INC.	403,668.30	9	WWMF UPGRADE
31982	12/19/2016	CAM01	CAMPTON ELECTRIC SUPPLY	31.35	448551	REPAIRS/SUPPLY
31983	12/19/2016	COA01	COASTAL BUSINESS SYSTEMS	945.07	B61219	COPIER MAINT AGREEMENT
31984	12/19/2016	COS03	CAPITAL ONE COMMERCIAL (COSTCO)	222.67	B61202	SUPPLIES PURCHASED
31985	12/19/2016	CWE01	CWEA	172.00	B61219	MEMBERSHIP RENEWAL
31986	12/19/2016	DOA01	NIKKI DOAN	75.00	B61219	MCSD XMAS PARTY
31987	12/19/2016	FAS01	FASTENAL COMPANY	17.95	CAEUR7990	REPAIRS/ SUPPLIES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31988	12/19/2016	GHD01	GHD	758.25	73321	PROFESSIONAL SERVICES
31989	12/19/2016	HUC01	DELILAH HUCK	780.00	B61219	CONTRACT INSTRUCTOR PMT
31990	12/19/2016	MCK04	MCK ACE HARDWARE	440.25	B61209	REPAIRS/SUPPLY
31991	12/19/2016	MCK11	MCKINLEYVILLE SENIOR CENTER	32.91	B61219	P/R SHARE OF INTERNET SER
31992	12/19/2016	MCS01	MCSD C/O HUMBOLDT COUNTY	24,333.51	NOV 2016	REVENUE RECOVERY SURCHARG
				24,567.75	OCT-2016	REVENUE RECOVERY SURCHARG
			Check Total:	<u>48,901.26</u>		
31993	12/19/2016	MCS02	MCSD C/O HUMBOLDT COUNTY	20,000.00	1	BIOSOLIDS DISPOSAL RESERV
31994	12/19/2016	MIL01	Miller Farms Nursery	4,534.20	B61209	REPAIRS/SUPPLY
31995	12/19/2016	NAP02	NAPA AUTO PARTS	49.65	B61207	REPAIRS/ SUPPLIES
31996	12/19/2016	NAT06	NATIONAL METER & AUTOMATION	59,940.00	S1078134	RADIO READ METERS
31997	12/19/2016	NOR01	NORTH COAST LABORATORIES	3,152.00	B61219	LAB TESTS
31998	12/19/2016	NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	80.00	B61208	SAFETY TRAINING
31999	12/19/2016	NOR35	NORTHERN HUMBOLDT EMPLOYMENT SVCS	769.80	B61202	OPEN SPACE/ CENTRAL AVE M
32000	12/19/2016	REN01	RENNER PETROLEUM	4,305.48	B61202	GAS/OIL/LUBE
32001	12/19/2016	SCA01	SCADA SUPPORT GROUP	5,117.00	1612-MCSD	WWMF UPGRADE
32002	12/19/2016	SCH04	SCHILLINGER ENGINEERING	493.00	95-OSMZ	PROFESSIONAL SERVICES
32003	12/19/2016	STA03	STATE OF CALIFORNIA	103,063.90	B61212	DAVIS GRUNSKY LOAN PMT
				17,035.12	1701D5001	DAVIS GRUNSKY LOAN PMT
			Check Total:	<u>120,099.02</u>		

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
32004	12/19/2016	SWR02	SWRCB FEES	7,932.00	WD0117840	ANNUAL PERMIT FEES
				2,088.00	WD0121027	ANNUAL PERMIT FEES
			Check Total:	10,020.00		
32005	12/19/2016	THR01	THRIFTY SUPPLY COMPANY	1,697.38	B61201	TEEN CENTER, FISHER RANCH
32006	12/21/2016	BAS01	BASIC LABORATORY INC.	713.50	1612181	LAB TESTING
32007	12/21/2016	BAY01	BAY AREA COATING CONSULTANTS	20,670.74	E05813	TANK COATING PROJECT
32008	12/21/2016	BEN02	BENTLEY SYSTEMS, INC.	792.00	47790110	SUBSCRIPTION
32009	12/21/2016	BLA04	BLASTCO, INC.	-	47718u	Ck# 032009 Reversed
32010	12/21/2016	BOR01	BORGES & MAHONEY CO.	149.59	138474	REPAIRS/SUPPLIES
32011	12/21/2016	CPR01	CALIFORNIA PARK & RECREATION	480.00	20128	SUBSCRIPTIONS
32012	12/21/2016	E&M01	E & M ELECTRIC	49,346.02	293744	WWMF UPGRADE
32013	12/21/2016	GRA02	GRAINGER	28.23	930856665	REPAIRS/ SUPPLIES
32014	12/21/2016	JAC04	JACKSON & EKLUND, INC.	6,200.00	187685	PROFESSIONAL SERVICES
32015	12/21/2016	KEN02	KENNEDY/JENKS CONSULTANTS	60,029.04	107031	WWMF UPGRADE
32016	12/21/2016	KER01	KERNEN CONSTRUCTION	74.55	1284	TEEN CENTER REPAIRS/ SUPP
32017	12/21/2016	LAC01	Laco Associates	5,672.50	38502	PROFESSIONAL SERVICES
32018	12/21/2016	MCS02	MCSD C/O HUMBOLDT COUNTY	20,000.00	1	BIOSOLIDS DISPOSAL RESERV
32019	12/21/2016	MIT01	Mitchell, Brisso, Delaney & Vrieze	535.00	38633	LEGAL SERVICES
32020	12/21/2016	MUD01	MUDDY WATERS COFFEE CO.,INC	37.50	17569	OFFICE SUPPLIES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
32021	12/21/2016	NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	1,100.00	B61221	SAFETY TRAINING
32022	12/21/2016	PGE05	PG&E	1,978.84	B61221	OBF LED LOAN AGMT 4190997497
32023	12/21/2016	PGE06	PG&E-STREETLIGHTS	14.83	B61221	STREETLIGHTS DEC 2016
32024	12/21/2016	PGE07	PG&E STREETLIGHTS	921.31	B61221	STREETLIGHTS DEC 2016
32025	12/21/2016	PGE08	PG&E STREETLIGHTS	14.15	B61221	STREETLIGHTS DEC 2016
32026	12/21/2016	PGE09	PG&E-STREETLIGHTS	71.89	B61221	STREETLIGHTS DEC 2016
32027	12/21/2016	PRO08	PROFORMA	109.50	OD4700658	OFFICE SUPPLIES
32028	12/21/2016	SEQ01	Sequoia Gas Co.	16.08	E025477	HILLER SPORTS SITE FUEL
32029	12/21/2016	UPS01	UPS	284.50	B61221	SHIPMENTS
32030	12/21/2016	WES09	WEST COAST PLUMBING	72.31	I-203862	TEEN CENTER
				1,108,553.55		
Total Disbursements, Accounts Payable:				1,108,553.55		

Payroll Related Disbursements						
14178	12/2/2016		Various Employees	1,071.06		Accrual buyouts
14179-14207	12/8/2016		Various Employees	11,751.30		Payroll Checks
14208	12/8/2016	CAL12	CalPERS 457 Plan	5,865.42	B61208	RETIREMENT
				452.47	1B61208	PERS 457 LOAN PMT
			Check Total:	6,317.89		
14209	12/8/2016	DIR01	DIRECT DEPOSIT VENDOR- US	32,894.40	B61208	Direct Deposit

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
14210	12/8/2016	EMP01	Employment Development	-	B61122A	STATE INCOME TAX
				116.36	B61202	STATE INCOME TAX
14210	12/8/2016	EMP01	Employment Development	1,598.41	B61208	STATE INCOME TAX
				(2.86)	1B61122A	SDI
				15.87	1B61202	SDI
				508.89	1B61208	SDI
				-	2B61122	STATE INCOME TAX
				2.86	3B61122	SDI
			Check Total:	<u>2,239.53</u>		
14211	12/8/2016	HUM29	UMPQUA BANK--PAYROLL DEP.	(5.50)	B61122A	FEDERAL INCOME TAX
				440.77	B61202	FEDERAL INCOME TAX
				5,547.26	B61208	FEDERAL INCOME TAX
				(39.38)	1B61122A	FICA
				218.62	1B61202	FICA
				7,000.80	1B61208	FICA
				(9.20)	2B61122A	MEDICARE
				51.12	2B61202	MEDICARE
				1,795.78	2B61208	MEDICARE
				5.50	3B61122	FEDERAL INCOME TAX
				39.38	4B61122	FICA
				9.20	5B61122	MEDICARE
			Check Total:	<u>15,054.35</u>		
14212	12/9/2016	ACW01	CB&T/ACWA-JPIA	48,728.18	B61130	MED-DENTAL-EAP INSUR
14213	12/9/2016	PUB01	Public Employees PERS	16,510.60	B61130	PERS PAYROLL REMITTANCE
14214-14237	12/21/2016		Various Employees	13,219.12		Payroll Checks
14238	12/21/2016	CAL12	CalPERS 457 Plan	5,890.95	B61221	RETIREMENT
				452.47	1B61221	PERS 457 LOAN PMT
			Check Total:	<u>6,343.42</u>		

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
14239	12/21/2016	DIR01	DIRECT DEPOSIT VENDOR- US	33,397.08	B61221	Direct Deposit
14240	12/21/2016	EMP01	Employment Development	1,608.33	B61221	STATE INCOME TAX
				529.07	1B61221	SDI
			Check Total:	<u>2,137.40</u>		
14241	12/21/2016	HUM29	UMPQUA BANK--PAYROLL DEP.	5,754.69	B61221	FEDERAL INCOME TAX
				7,297.74	1B61221	FICA
				1,865.24	2B61221	MEDICARE
			Check Total:	<u>14,917.67</u>		
			Total Disbursements, Payroll:	<u>204,582.00</u>		
			Total Check Disbursements:	1,313,135.55		

McKinleyville Community Services District

BOARD OF DIRECTORS

February 1, 2017

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

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

Discussion:

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

1st Notice	December 16, 2016
10 Day Notice	January 18, 2017
Board Meeting	February 1, 2017
Lock	March 6, 2017
ROUTE 16	

Account #	Address	Model of DCV	Date s/o out
19-484-900	1711 Baird	Febco 805Y	

Updated 1/25/17

McKinleyville Community Services District

BOARD OF DIRECTORS

February 1, 2017

TYPE OF ITEM: **ACTION**

ITEM: D.4 **Consider Approval of Recreation Program Fees for 2017 Kids' Camp Summer Day Camp and Summer Youth Basketball Programs**

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

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

Recommendation:

Staff recommends that the Board review the Proposed Program Fee Schedule for the Kids' Camp Summer Day Camp and the Summer Youth Basketball Program and approve the fees as stated.

Discussion:

From the MCSD Rules and Regulations:

Rule 45.03.d. RECREATION PROGRAM FEES - the District shall charge participants program fees based on the direct expenses associated with each individual program. Program fees shall be determined each year and as programs are added to the Department's current services index. Program fees shall be adopted by the Board within two months of the inception or change of fees.

Staff prepares a Recreation Activity Guide three (3) times annually. The guide is distributed each February, June and October and is distributed throughout the community as well as with the McKinleyville Newsletter.

The proposed fee increases will be included in the next Recreation Activity Guide scheduled to be printed February 8, 2017 mailed February 10, 2017.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Fees for leisure and recreation programs are designed to cover the cost of the program. Staff routinely audit's recreation program fees to make sure they are set accurately. Staff is recommending fee increases for these two summer recreation programs given the minimum wage increases that continue to impact program budgets.

Exhibits/Attachments:

- Attachment 1 – Proposed Program Fee Schedule for Kids' Camp Summer Day Camp and Summer Youth Basketball programs

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
Schedule of Proposed Fee Increases for
Kids' Camp Summer Day Camp &
Summer Youth Basketball

Summer 2016 Fees (approved February 2016)

Kids' Camp Summer Day Camp Program:

- Full Day-Full Week\$140 resident / \$145 non-resident
- Full Day-Single Day\$35 resident / \$36 non-resident
- Half Day-Full Week\$90 resident / \$95 non-resident
- Half Day-Single Day\$20 resident / \$21 non-resident

Summer Youth Basketball Program:

- Resident\$40
- Non-Resident\$45

Proposed Summer 2017 Fees

Kids' Camp Summer Day Camp Program:

- Full Day-Full Week\$145 resident / \$150 non-resident
- Full Day-Single Day\$36 resident / \$37 non-resident
- Half Day-Full Week\$95 resident / \$100 non-resident
- Half Day-Single Day\$21 resident / \$22 non-resident

Summer Youth Basketball Program:

- Resident\$45
- Non-Resident\$50

McKinleyville Community Services District

BOARD OF DIRECTORS

February 1, 2017

TYPE OF ITEM: **ACTION**

ITEM: E.1 **Pettlon/Professional Property Management Variance Request Regarding Leak Adjustment Policy**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided, take public comment, and determine whether to grant a leak adjustment variance for John Pettlon/Professional Property Management.

Discussion:

Mr. Pettlon is requesting a leak adjustment of \$4,000.00 for the 8 units on Walker Road, McKinleyville. There were multiple leaks in different units, including one inside a wall and another underneath a unit. Diagnosis and repair of all the leaks took longer than the one-month period normally used to calculate leak adjustments according to MCSD policy.

Normal usage for account PET0070 is approximately \$380-500 per month. Bills during the leak months were as follows:

August 2016	\$1,484.98
September 2016	\$2,310.42
October 2016	\$1,996.19
November 2016	<u>\$1,395.87</u>
Total	\$7,187.46

Bills for December and January have dropped back into the normal range; the leaks have been repaired. The one-month leak adjustment proposed for October 2016 is higher than the \$500 leak-adjustment limit that the General Manager is allowed to offer without a Board-approved variance.

Staff believes that the calculation and adjustment proposed in **Attachment 2** is equitable but not necessarily applying the policy as intended.

Alternatives:

Staff analysis consists of the following potential alternatives

- Grant the \$4,000.00 leak adjustment requested by Mr. Pettlon
- Grant the \$2,262.40 leak adjustment calculated per MCSD policy, but extending over four months.

- Grant the \$598.18 single-month leak adjustment calculated per MCSD policy.
- Take No Action. Mr. Pettlon will receive the maximum non-variance leak adjustment of \$500.00

Fiscal Analysis:

One-month leak adjustment calculation of \$598.18, maximum leak adjustment of \$500 per MCSD policy, **Attachment 1.**

Four-month leak adjustment totaling \$2,262.40, calculated per MCSD policy, but considering diagnosis and repair efforts from August through November 2016, **Attachment 2.**

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – John Pettlon Variance Application, Original Leak Adjustment Request, and Original Leak Adjustment Calculation
- Attachment 2 – Calculated Four-Month Leak Adjustment
- Attachment 3 – Resolution 2011-10 Water Leak Adjustment Policy

RECEIVED

JAN 12 2017

McK. C.S.D.

VARIANCE APPLICATION

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

1. NAME: John Pettchen / Care of Professional Property Management
 2. MAILING ADDRESS: C/O PPM 710 E St Suite 140, Eureka, CA 95501
 3. TELEPHONE ADDRESS: (707) 444-3835 ext 117 4. Account # PET 0070
 5. VARIANCE REQUESTED: \$4,000

This property has 8 total stand alone units. None have individual shut-offs. We went inside every unit and leak was very hard to find. We thought we had found it two previous times before finding one inside a wall and underneath a unit.

6. EXPLAIN UNIQUE NATURE OF SITUATION: Multiple plumbing leaks in different units. We had plumber go through every unit. Leak was found inside a wall and under a unit.

7. EXPLAIN HARDSHIP IF STANDARD ENFORCED: Extremely high bill.

8. EXPLAIN HOW APPROVAL WOULD NOT DEFEAT PURPOSE OF STANDARD
we do alot of business with you This is a very rare occurance. We paid the bill in good faith every month believing we solved the problem.

Signed: Harry Stank Date: 1/12/2017

Receipt #: 28352 Date: 1/12/17

NOTE: \$25 FILING FEE IS NON-REFUNDABLE

RECEIVED

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

Professional Property Management

DEC 22 2016

DEC 21 2016

McK. C.S.D.

RECEIVED

Water Leak Adjustment Request

Date: 12/20/2016

Name: Professional Property Mgmt Phone Number: (707) 444-3835 ext 117 (Henry)

Service Address: 2040 Walker Ave, McKinleyville

Explanation of leak repair : This is a multi-unit property without separate meters. A representative from your company called us to notify us there may be a leak. We hired a plumber to go through every unit. He fixed numerous leaky faucets and toilets that did not completely fix the issue, but helped. The following month he located an underground leak underneath a unit.

Date repaired: 11/15/2016

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

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

Signature: Henry Hanks

(Units = 96 on sewer)

FOR OFFICE USE ONLY

Customer # PET0070 Rte/Svc 011-1063

Customer Notified _____ Water Credit \$ 500⁰⁰/₁₂

Listed In File _____ Sewer Credit \$ 0

Line 11 Noted _____ Total Credit \$ 500⁰⁰/₁₂

Adjustment Done _____

Supervisor Approval [Signature]

General Manager Approval [Signature]

1/9/17
8:23 AM
LM
to call accept

RECEIVED JOB INVOICE

TIM'S PLUMBING
& DRAIN CLEANING

NOV 08 2016

32158

P.O. Box 52 • Eureka, CA 95502

Professional Property Management

(707) 444-3483

TO:

PHONE:

DATE:

11/2/16

PURCHASE ORDER NO.

STARTING DATE:

TERMS:

CASH

CHARGE

2046 All units
Walker Rd McKinleyville

QTY:	MATERIAL	PRICE	AMT.	DESCRIPTION OF WORK
				Look at every house for leak - Shut off water on the back of every house - See if leak - found leak
				OTHER CHARGES:
				It's not fixed yet got it stopped - May need to Re-pipe Don't want that house out
				TOTAL OTHER
				LABOR
				HRS. RATE AMT
				3 75 225
				TOTAL LABOR
				TOTAL MATERIALS
				TOTAL OTHER
				TAX
				TOTAL

DATE COMPLETED: TOTAL MATERIALS

WORK ORDERED BY:

SIGNATURE:

I hereby acknowledge satisfactory completion of the above described work.

TERMS: DUE UPON COMPLETION. A 2% Service Charge (24% Per Annum) will be charged to all accounts over 30 days.

Thank You

Water Leak Adjustment PET0070
 Leak Month: 10/2016
 Application for Leak Credit Date: 12/2016
 # of Units: 8

Water Use in leak month	326.00	ccf
Average Water Use Prior 12 months	83	ccf

		Month 0	326.0
Total Water Charge	\$1,513.82	Month -1	44.00
Total Water Charge Prior 12 Months Average Use	\$374.15	Month -2	29.00
	-----	Month -3	45.00
Excess Water Use Charges	\$1,139.67	Month -4	58.00
	x 50%	Month -5	47.00
	-----	Month -6	34.00
Water Leak Adjustment	\$569.84	Month -7	37.00
		Month -8	27.00
Sewer Charge	\$209.28	Month -9	29.00
Average Sewer Charge Prior 12 months	\$180.94	Month -10	39.00
	-----	Month -11	217.00
Sewer Leak Credit	\$28.34	Month -12	393.00

Total Excess Charges	\$598.18	Total	999.0
		Average	83

REPORT.: 01/20/17
 RUN....: 01/20/17 TIME: 11:22
 Run By.: DAVID BALDOSSER

McKinleyville C.S.D.
 Transaction History Print
 Customer PET0070

PAGE: 001
 ID #: MQCM
 CTL.: MCK

Customer Id.: PET0070
 Location Id.: 0003016
 Rte/Service.: 011/1063
 Serv. Addr.: 2040 WALKER AVENUE
 Serv. Addr.: 2072 WALKER AVENUE
 City/St/Zip.: MCKINLEYVILLE, CA. 95519

Name.....: PETTLON, JOHN
 Status.....: Owner, Active Customer
 Mailing Addr.: C/O PPM
 Mailing Addr.: PO BOX 117
 Mailing Addr.:
 City/St/Zip.: EUREKA, CA. 95502 0117 17 B807

Last Billed...: 01/16/17
 Last Service.: 01/16/17
 Current Due...: 440.17
 Late Due.....: 0.00
 Total Due.....: 440.17

Date	Water Base	WATER USE	SEWER	HBMWD	Payment	Billed	
08/15/16					-526.29		
08/16/16	64.37	670.60	418.00	332.01		1484.98	NOV
09/13/16					-1484.98		
09/21/16	64.37	1226.76	418.00	601.29		2310.42	SEPT
10/13/16					-2310.42		
10/18/16	64.37	1015.04	418.00	498.78			
10/27/16					-1996.19	1996.19	OCT
11/16/16	64.37	610.56	418.00	302.94			
11/28/16					-1395.87	1395.87	NOV
12/14/16	64.37	44.92	250.14	29.07			
12/27/16					-388.50	388.50	
01/16/17	68.76	69.94	263.22	38.25		440.17	> NORMAL
Totals..:	390.61	3637.82	2185.36	1802.34	-8102.25	8016.13	

SUMMARY
 ADD:
 555.25
 395.57
 598.18
 213.40
 2,262.40 TOTAL

WATER USAGE HISTORY

FISC	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
2016	22	26	17	44	29	45	58	47	34	37	27	29
2017	39	217	393	326	198	19	25	0	0	0	0	0

AVERAGE...: 68

Water Leak Adjustment PET0070
 Leak Month: 08/2016
 Application for Leak Credit Date: 01/2017
 # of Units: 8

Water Use in leak month	217.00	ccf
Average Water Use Prior 12 months	36	ccf

		Month 0	217.0
Total Water Charge	\$1,002.61	Month -1	26.00
Total Water Charge Prior 12 Months Average Use	\$153.72	Month -2	17.00
	-----	Month -3	44.00
Excess Water Use Charges	\$848.89	Month -4	29.00
	x 50%	Month -5	45.00
	-----	Month -6	58.00
Water Leak Adjustment	\$424.45	Month -7	47.00
		Month -8	34.00
Sewer Charge	\$209.28	Month -9	37.00
Average Sewer Charge Prior 12 months	\$78.48	Month -10	27.00
	-----	Month -11	29.00
Sewer Leak Credit	\$130.80	Month -12	39.00

Total Excess Charges	\$555.25	Total	432.0
		Average	36

Water Leak Adjustment PET0070
 Leak Month: 09/2016
 Application for Leak Credit Date: 01/2017
 # of Units: 8

Water Use in leak month	393.00	ccf
Average Water Use Prior 12 months	52	ccf

		Month 0	393.0
Total Water Charge	\$1,828.05	Month -1	17.00
Total Water Charge Prior 12 Months Average Use	\$228.76	Month -2	44.00
	-----	Month -3	29.00
Excess Water Use Charges	\$1,599.29	Month -4	45.00
	x 50%	Month -5	58.00
	-----	Month -6	47.00
Water Leak Adjustment	\$799.65	Month -7	34.00
		Month -8	37.00
Sewer Charge	\$209.28	Month -9	27.00
Average Sewer Charge Prior 12 months	\$113.36	Month -10	29.00
	-----	Month -11	39.00
Sewer Leak Credit	\$95.92	Month -12	217.00

Total Excess Charges	\$895.57	Total	623.0
		Average	52

Water Leak Adjustment PET0070
 Leak Month: 10/2016
 Application for Leak Credit Date: 01/2017
 # of Units: 8

Water Use in leak month	326.00	ccf
Average Water Use Prior 12 months	83	ccf

		Month 0	326.0
Total Water Charge	\$1,513.82	Month -1	44.00
Total Water Charge Prior 12 Months Average Use	\$374.15	Month -2	29.00
	-----	Month -3	45.00
Excess Water Use Charges	\$1,139.67	Month -4	58.00
	x 50%	Month -5	47.00
	-----	Month -6	34.00
Water Leak Adjustment	\$569.84	Month -7	37.00
		Month -8	27.00
Sewer Charge	\$209.28	Month -9	29.00
Average Sewer Charge Prior 12 months	\$180.94	Month -10	39.00
	-----	Month -11	217.00
Sewer Leak Credit	\$28.34	Month -12	393.00

Total Excess Charges	\$598.18	Total	999.0
		Average	83

Water Leak Adjustment PET0070
 Leak Month: 11/2016
 Application for Leak Credit Date: 01/2017
 # of Units: 8

Water Use in leak month	198.00	ccf
Average Water Use Prior 12 months	107	ccf

		Month 0	198.0
Total Water Charge	\$913.50	Month -1	29.00
Total Water Charge Prior 12 Months Average Use	\$486.71	Month -2	45.00
	-----	Month -3	58.00
Excess Water Use Charges	\$426.79	Month -4	47.00
	x 50%	Month -5	34.00
	-----	Month -6	37.00
Water Leak Adjustment	\$213.40	Month -7	27.00
		Month -8	29.00
Sewer Charge	\$209.28	Month -9	39.00
Average Sewer Charge Prior 12 months	\$209.28	Month -10	217.00
	-----	Month -11	393.00
Sewer Leak Credit	\$0.00	Month -12	326.00

Total Excess Charges	\$213.40	Total	1,281.0
		Average	107

RESOLUTION 2011-10**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT ESTABLISHING A POLICY FOR BILLING ADJUSTMENTS DUE TO WATER LEAKS**

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

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

CONDITIONS:

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

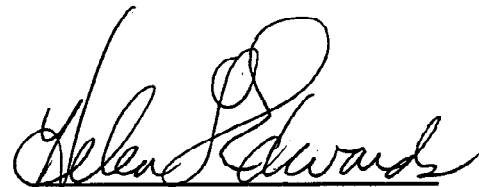
PASSED, APPROVED AND ADOPTED this 18th day of May, 2011 by the following roll call vote:

AYES: CORBETT, COUCH, MAYO, WENNERHOLM, EDWARDS

NOES: NONE

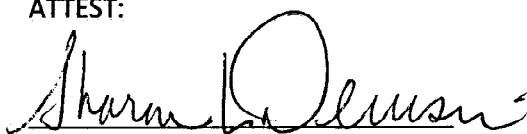
ABSTAIN: NONE

ABSENT: NONE



Helen Edwards, Board President

ATTEST:



Sharon L. Denison, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

February 1, 2017

TYPE OF ITEM: **ACTION**

ITEM: E.2 **Consider Adoption of Resolution 2017-03 Recognizing, Honoring and Commending David Baldosser for Twenty (20) Years of Service**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board of Directors consider adoption of Resolution 2017-03 honoring David Baldosser for his twenty (20) continuous years of service at the McKinleyville Community Services District.

Discussion:

Attached for the Board of Directors' review is Resolution 2017-03 recognizing, honoring, and commending David Baldosser for his twenty (20) continuous years of service. Please join us in presenting David Baldosser with a Resolution and longevity award acknowledging his continuing outstanding contributions to the McKinleyville Community Services District.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2017-03

RESOLUTION 2017 - 03**A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING DAVID BALDOSSER FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR TWENTY (20) CONTINUOUS YEARS.**

WHEREAS, DAVID BALDOSSER, having faithfully served twenty (20) continuous years as an employee of the McKinleyville Community Services District (the "District") from February 3, 1997 to February 3, 2017; and

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

WHEREAS, David lends his talents, experience, and leadership to the District, first as a Customer Service Representative and now as the Customer Service Supervisor, capably leading and coordinating the efforts of the Customer Service team; and

WHEREAS, David has supported the District in the capacity of acting Board Secretary and continues to maintain Notary certification so those services are available to the District whenever needed; and

WHEREAS, David continually demonstrates an outstanding commitment to customer service, routinely going the extra mile to assist customers with a wide variety of complex and difficult utility service and billing issues; and

WHEREAS, David provides research and decision-support information to the General Manager, Department Heads, and co-workers in all matters under his purview; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District hereby confers upon David Baldosser its highest commendation for the dedicated service he has performed for the District and the community, and further marks his historic accomplishment as a McKinleyville Community Services District employee for twenty (20) years.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 1st day of February 2017 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dennis Mayo, Board President

Attest:

Emily Abfalter, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

February 1, 2017

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Consider Attendance to Association of California Water Agencies (ACWA) 2017 Legislative Symposium in Sacramento on March 8, 2017**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information, allow public comment and consider attendance to the Association of California Water Agencies Legislative Symposium on March 8, 2017 at the Sacramento Convention Center in Sacramento for interested Board members.

Discussion:

The Association of California Water Agencies (ACWA) 2017 Legislative Symposium will be held on March 8, 2017 at the Sacramento Convention Center. ACWA's Legislative Symposium has been an annual Sacramento event engaging water district Directors, General Managers, attorney, and staff from across the state with up-to-date information on critical policy issues. Online registration and cancellation deadline is February 24, 2017.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Registration cost is \$245 per attendee. An overnight stay at the Hyatt Regency Sacramento is approximately \$189, excluding taxes, if registration is made prior to February 14th. A second night may be necessary if attendees are unable to return home after the symposium ends. Per Diem is \$112 per person for two days and the District car can be utilized for interested attendees. An approximate total will be between \$575-\$775 per attendee.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Pricing Reference Sheet
- Attachment 2 – Registration Terms & Conditions



2017 LEGISLATIVE SYMPOSIUM

March 8, 2017 • Sacramento Convention Center

Register Online at www.acwa.com

REGISTRATION & CANCELLATION DEADLINE IS FEBRUARY 24, 2017

PRICING REFERENCE SHEET

REGISTRATION FEES

Advantage (For ACWA public agency members, affiliates & associates ONLY)

\$245

\$265

Standard (Applies to non-members of ACWA)

\$370

\$390

Your registration fee includes: continental breakfast, lunch and materials.

HOTEL INFORMATION

You must be registered for the ACWA Legislative Symposium in order to make hotel reservations at the special room rate.

Hyatt Regency Sacramento

1209 L Street, Sacramento, CA

800-223-1234

Special Hotel Rate: \$189 per night + taxes & fees (The cut-off date to receive this special rate is February 14, 2017)

Reservations can be made by one of the following ways:

ONLINE: <https://resweb.passkey.com/go/ACW5>

PHONE: Call 888-421-1442 (Please identify yourself as part of the Association of California Water Agencies)

Any reservation made after February 14, 2017 is subject to the hotel's regular room rate and based on availability.

Hotel Questions, Cancellation or Changes: Contact hotel directly at 888-421-1442

PAYMENT INFORMATION

☒ Check payable to ACWA – 910 K Street, Ste. 100 • Sacramento, CA 95814

☒ Charge credit card: MasterCard or Visa

Questions? Contact us at 916.441.4545, toll free 888.666.2522 (Event terms and conditions available at acwa.com in the event section.)

REGISTRATION TERMS & CONDITIONS

ACWA 2017 Legislative Symposium

March 8, 2017 | Sacramento Convention Center

Register online @ acwa.com

Regular registration and cancellation deadline is February 24, 2017 • 4:30 p.m. (PST)

WHO IS ELIGIBLE FOR "ACWA ADVANTAGE" PRICING?

ACWA Advantage pricing is available to the following registrants:

- An officer or director of an ACWA member agency.
- A person directly employed by an ACWA public agency member, affiliate or associate organization. This does not include independent contractors, service providers, or third-party vendors.
- Any ACWA board member whose fee is paid for by member agency.
- Any state or federal administrative or legislative personnel in elected, appointed or staff positions.
- Staff of ACWA/JPIA and Water Education Foundation.
- Any individual or honorary life member of ACWA.

MEMBERSHIP INFORMATION - *Become a Member & Save on ACWA Events*

If you are interested in learning more about becoming an Associate Friend of ACWA, contact Paula Currie at PaulaC@acwa.com. For public agency membership, please contact Tiffany Giammona at TiffanyG@acwa.com.

CANCELLATIONS & CHANGES

All registration changes and cancellations must be made in writing by the event registration deadline. Valid cancellation requests will receive a refund of any registration fees paid minus a \$50 processing charge. For payments originally made by credit card, refunds can be issued back onto the credit card within 60 days. Otherwise, a refund will be issued by check. No refunds or registration changes will be granted after the registration deadline. Submit request in writing to Teresa Taylor at TeresaT@acwa.com.

SUBSTITUTIONS

Event registrations are transferable from one participant to another within the same organization. Please submit your request in writing before the event registration deadline to Teresa Taylor at TeresaT@acwa.com. Include the original registrant's name, the new person's name, title and email address with your request. After the registration deadline, substitutions will be handled on-site. Only one substitution is permitted per original registrant. The individual submitting the substitution request is responsible for all financial obligations (including any balance due) associated with the original registration. There is no fee to transfer an eligible registration.

SPECIAL REQUESTS & ACCOMMODATIONS

Special requests must be submitted in writing to Teresa Taylor at TeresaT@acwa.com. Participants are encouraged to submit changes and special requests as soon as possible. If you have a disability that requires an accommodation, please contact Teresa Taylor at TeresaT@acwa.com or call toll free at (888) 666-2292 to discuss your needs.

REFUNDS

Except as otherwise provided in this document, all payments and fees are nonrefundable after the registration deadline.

NONATTENDANCE

Registrants who fail to attend the event, in part or in whole, are not eligible for a refund or credit and will be billed for any balance due.

CONSENT TO USE OF PHOTOGRAPHIC IMAGES

Registration and attendance at, or participation in, this event constitutes an agreement by the registrant to ACWA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions and audiotapes.

McKinleyville Community Services District

BOARD OF DIRECTORS

February 1, 2017

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.4 **Review Information for the Draft Capital Improvement Plan for the Parks & General Fund, FY2017-18**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review and discuss the Draft Capital Improvement Plan for the Parks and General Fund and take public comment.

Discussion:

The detailed draft of the Fiscal Year 2017-18 Capital Improvement Plan (CIP) for the Parks & General Fund is attached, **Attachment 1**, covering the next ten fiscal years. The majority of budgeted expenditures are anticipated to be covered by assessments and user fees. This allows the District to take a structured approach to future user fees as these projects are undertaken. Funding for certain projects depends on grants awarded. Smaller projects that do not meet the definition of Fixed Assets will be treated as regular expenditures, and are anticipated to be paid from operating funds.

The attached Narrative, **Attachment 2**, provides further detail. The final summarized CIP will be brought back to the Board for review and approval with the complete Fiscal Year 2017-18 Budget in June 2017.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Capital Improvement Plan for the Fiscal Years ending June 30, 2018 – 2027 for the Parks and General Fund
- Attachment 2 – Draft Capital Improvement Plan Narrative for Fiscal Year 2017-18

McKinleyville Community Services District
General Fund (Parks & Recreation) Capital Improvement Project Budget
For the Fiscal Years Ending June 30, 2018 - 2027

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9
	2018	2019	2020	2021	2022	2023	2024	2025	2026
1. Hiller Park & Sports Complex Projects									
Park landscaping & signage									
Emergency equipment repair/replacement	5	5	6	6	6	6	6	7	7
Totals:	5	5	6	6	6	6	6	7	7
2. Pierson Park Projects									
Park landscaping & signage									
Emergency equipment repair/replacement									
Totals:	0	0	0	0	0	0	0	0	0
3. Azalea Hall Projects									
Furnace replacement					6				
Replace flooring	5								
Emergency equipment repair/replacement									
Roof replacement									
Parking lot resurfacing									
Wall Covering replacement									
Hot water Heater		6							
Kitchen equipment replacement	5				5				
Replace tables & chairs	5								
P/A system and audio-visual	1								
Floor scrubber									
Totals:	16	6	0	0	11	0	0	0	0
4. McKinleyville Activity Center Projects									
Park landscaping & signage									
Flooring replacement									

Attachment 1

McKinleyville Community Services District
General Fund (Parks & Recreation) Capital Improvement Project Budget
For the Fiscal Years Ending June 30, 2018 - 2027

(All numbers in \$000s)

1 2 3 4 5 6 7 8 9

	2018	2019	2020	2021	2022	2023	2024	2025	2026
Roof replacement	2								
Emergency equipment repair/replacement		5	5	6	6	6	6	6	6
Parking lot resurfacing									
Bleacher replacement				11					
Hot water heater			6						
Tables & chairs									
Furnace replacement						6			
Saber floor scrubber									
Totals:	2	5	11	17	6	12	6	6	6

5. Other Park Projects & Equipment

Computers & software & copiers						5	5	5	5
Playground equipment replacement									
Mower & landscaping equipment			14			16			
Light duty utility truck/van/car	3	10			10		11		11
Mobile Radio Upgrade									
Emergency response equipment/supplies	3								
Emergency equipment repair/replacement	2	8	8	8	8	9	9	9	9
Land Acquisition		120							
Totals:	8	138	22	8	18	30	25	14	25

6. Law Enforcement Facility Projects

Furnace replacement								6	
Hot water heater				6					
Roof replacement									
LEF/Library sealing/paving	5					5			
Totals:	5	0	0	6	0	5	0	6	0

Attachment 1

McKinleyville Community Services District
General Fund (Parks & Recreation) Capital Improvement Project Budget
For the Fiscal Years Ending June 30, 2018 - 2027

(All numbers in \$000s)

1 2 3 4 5 6 7 8 9

	2018	2019	2020	2021	2022	2023	2024	2025	2026
7. McKinleyville Library Projects									
Carpet replacement	8								
Furnace replacement							6		
Hot water heater replacement									
Roof replacement									
Totals:	8	0	0	0	0	0	6	0	0

8. Teen & Community Center - Measure B									
Future Fixtures/Equip replacement-Teen Ctr									
Other Measure B projects + O&M									
Totals:	0	0	0	0	0	0	0	0	0

9. Projects Contingent Upon Grant Funding									
Covered Picnic Area at Pierson Park									
Community Forest									
Totals:	0	0	0	0	0	0	0	0	0

10. Projects Funded by Quimby & Other Funds									
Dog park									
Playground equipment replacement	15								
Pole Barn									
Skate park									
Hewitt Ranch improvements									
New Park Improvements									
Granite (Mad River) Property									
Land acquisition									
Totals:	15	0	0	0	0	0	0	0	0

McKinleyville Community Services District
General Fund (Parks & Recreation) Capital Improvement Project Budget
For the Fiscal Years Ending June 30, 2018 - 2027

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9
	2018	2019	2020	2021	2022	2023	2024	2025	2026
Total Planned Capital Expenditures	59	154	39	37	41	53	43	33	38

***Draft Capital Improvement Plan
Parks and General Fund
Fiscal Year 2017-18***

General Fund capital asset purchases and projects are significantly dependent upon property tax revenues and assessments. The Measure B Maintenance Assessment District -- Parks, Open Space, and Recreational Facilities was renewed in FY2012-13 for 20 years.

CAPITAL IMPROVEMENT PROGRAM PROJECT DISCUSSION

Utility Vehicles and Equipment

In 1998, the Board adopted a Fleet Replacement Plan to insure that MCSD's aging fleet of service vehicles would be replaced in an approximately ten-year cycle. \$3,000 has been budgeted in the Parks & General Fund for the purchase of a utility trailer with sufficient width to accommodate larger equipment this next fiscal year. Where possible, the District has started to exchange some of the heavier utility vehicles with light compact trucks for savings in capital and operating costs.

Facility Projects

\$16,000 has been allotted to Azalea Hall. Planned projects include replacing carpet in the rooms used by the Senior Center, replacing the ice machine, tables, chairs and other kitchen equipment, and upgrading the PA system.

Funds have been designated to replace gutters and downspouts at the McKinleyville Activity Center. The MAC and the Teen Center are also scheduled to be equipped with Automated External Defibrillators (AEDs).

The only capital-level budgeted expenditure for the Teen Center going forward is \$127,000 construction debt service. This will appear in the final budget as a debt-service line item, rather than a capital expenditure.

The Law Enforcement Facility and the McKinleyville Library have \$5,000 set aside for sealing and paving the parking lot. The Library has funds designated, \$8000 for carpet replacement.

A \$15,000 grant is being sought for playground equipment replacement. This expenditure will only be made if the grant is awarded.

Parks and Trails Projects

Staff has committed to greater use of MCSD's Quimby Funds, which are held in trust by the County. The majority of Quimby Funds have been committed for use in the Teen Center.

The District will continue to pursue additional grant funding for new projects, which may be included in the budget in future years, but are contingent upon successfully receiving grants. No specific dollars have yet been allocated for the proposed Community Forest. As more information becomes available for that project, more accurate projections for required funding will be possible. If McKinleyville continues to grow as anticipated, other regular acquisitions of new parkland are planned throughout the 10-20 year planning horizon.

Small Equipment, Contingency and Other

A total of \$7,000 has been set aside for unanticipated emergency equipment repair and replacement. \$5,000 of this is listed for the Hiller Park and Sports Complex. Smaller and less expensive (more than \$500 but less than \$5,000) new equipment and emergency replacement of existing equipment cannot generally be anticipated. These are considered expenditures, rather than capital assets, and will be included in the repairs/maintenance/supplies line of the Parks & General Fund Operating Budget.

Note on Attachment 1 – Parks & General Fund Draft Capital Improvement Plan

Attachment 1 contains the detail lines of the Parks and General Fund Capital Improvement Program's planned capital expenditures (in thousands: 10 = \$10,000). The planning horizon for the Program is 10 years. It should be noted that all estimated replacement costs are in current year dollars, since future inflation is unknown. Since the CIP is a dynamic plan that is updated annually, future costs will be regularly evaluated.

McKinleyville Community Services District

BOARD OF DIRECTORS

February 1, 2017

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Consider Approval of the Strategic Plan 2017-2021 with Requested Modifications**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review, take public comment and approve the five (5) year Strategic Plan for publication.

Discussion:

At the January 4, 2017 Board of Directors' meeting, in a workshop format, the Board discussed the draft Strategic Plan for 2017-2021 and requested modifications. Revisions were made to sections 7.1 and 7.9 based on the recommendations of the Board and are reflected in the final version of the Strategic Plan 2017-2021, **Attachment 1**.

Staff continues to update the strategic plan by meeting regularly to reflect continued progress that MCSD makes with projects, finances and improvement programs. 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.

The Strategic Plan will continue to be presented to the Board on a calendar year basis for approval.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Strategic Plan 2017-2021 Final

Strategic Plan

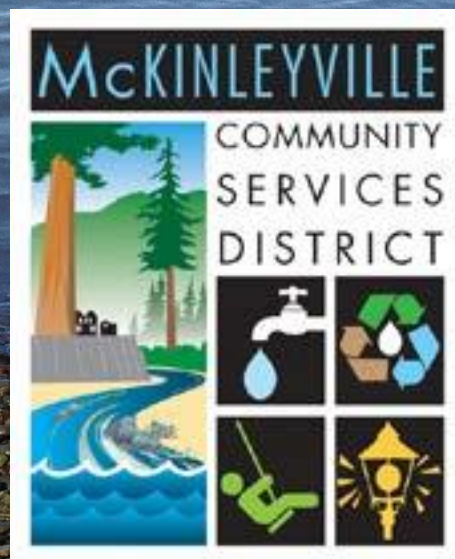
2017-21

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 R. Couch, Director
John Corbett, Director
George Wheeler, Director

District Management Team

Greg Orsini, General Manager
Colleen Trask, Finance Director
James Henry, Operations Director
Lesley Frisbee, Recreation Director
Emily Abfalter, Board Secretary

Strategic Plan Consultant – BHI Management Consulting

Brent H. Ives, Principal



Table of Contents

INTRODUCTION	5
STRATEGIC PLANNING DEFINITIONS	6
STRATEGIC PLAN DEVELOPMENT	7
CONTINUATION PROCESS OF THE PLAN	8
MISSION AND VISION STATEMENTS	9
STRATEGIC ELEMENTS	10
1.0 WATER	11
1.1 MAINTENANCE PROGRAMS	11
1.2 WATER STORAGE TANK PROJECT	11
1.3 EMERGENCY WATER CROSSING	12
1.4 EMERGENCY WATER SUPPLY	12
1.5 DIGITAL CONTROL UPGRADE	12
1.6 WATER MAIN REHABILITATION AND REPLACEMENT	12
1.7 RADIO READ METERS	13
1.8 FIRE HYDRANT UPGRADE AND INSTALLATION	13
1.9 EMERGENCY GENERATOR UPGRADE	13
2.0 WASTEWATER	14
2.1 20-YEAR FACILITY PLAN	14
2.2 WWMF IMPROVEMENT PROJECT	14
2.3 COLLECTION SYSTEM UPGRADES	15
2.4 SEWER MAIN IMPROVEMENT AND REHABILITATION	15
2.5 DIGITAL CONTROL UPGRADE	15
2.6 SEWER LIFT STATION GENERATOR UPGRADES	16
2.7 PRE-TREATMENT PROGRAM	16
2.8 I&I PREVENTION	16
2.9 RECLAMATION SITE EXPANSION	17
2.10 PERCOLATION SITE DECOMMISSIONING	17
3.0 STREETLIGHTS	18
3.1 MAINTENANCE PROGRAMS	18
4.0 PARKS AND RECREATION	19
4.1 TEEN AND COMMUNITY CENTER	19
4.2 HEWITT RANCH PROPERTY	20
4.3 WASHINGTON AVE PROPERTY	20
4.4 COMMUNITY FOREST	21
4.5 MAD RIVER PROPERTIES	21
4.6 STANDARDS & SPECIFICATIONS: OSMZ/PARKS	21
4.7 MAINTENANCE STANDARDS	22
4.8 ANNUAL COST BENEFIT ANALYSIS OPEN SPACE ZONES (OSMZ)	22
4.9 ANNUAL COST BENEFIT ANALYSIS PROGRAMS	22
4.10 UPDATE PARKS AND RECREATION MASTER PLAN	22
5.0 PARTNERSHIPS	23

5.1 FOSTER REGIONAL COOPERATION.....	23
5.2 IMPROVE POLITICAL TIES – COUNTY SUPERVISORS, STATE LEGISLATURE, FEDERAL LEGISLATURE	24
5.3 PARTICIPATE WITH COMMUNITY GROUPS, VOLUNTEER GROUPS AND PROFESSIONAL ASSOCIATIONS	25
6.0 PERSONNEL/ORGANIZATION	26
6.1 EMPLOYEE RETENTION.....	26
6.2 TRAINING AND DEVELOPMENT	26
6.3 EMPLOYEE COMMUNICATION	27
6.4 EMPLOYEE SAFETY PROGRAM	27
6.5 EVALUATION AND PERFORMANCE MANAGEMENT PROGRAM	27
7.0 ADMINISTRATIVE MANAGEMENT	28
7.1 DISTRICT POLICIES AND PROCEDURES	28
7.2 RECORDS RETENTION.....	29
7.3 CUSTOMER SERVICE	29
7.4 BUILD PUBLIC INFORMATION PROGRAM	30
7.5 BOARD DEVELOPMENT	31
7.6 ANNUAL REVIEW AND UPDATE OF THE DISTRICT'S STRATEGIC PLAN	31
7.7 EMERGENCY PREPAREDNESS AND RESPONSE	32
7.8 ACHIEVE BEST PRACTICES DISTINCTION AWARDS	32
7.9 EXPLORE OPTIONS FOR INCREASES IN ENERGY EFFICIENCY AND ALTERNATIVE ENERGY SOURCES	33
7.10 PLANNING AND LATENT POWERS.....	33
7.11 INTEGRATED PEST MANAGEMENT PLAN (IPM)	34
8.0 FINANCES	35
8.1 RESERVE POLICY IMPLEMENTATION	35
8.2 BUDGET DEVELOPMENT AND COMMUNICATION.....	35
8.3 CAPITAL BUDGET MANAGEMENT	36
8.4 DEVELOPMENT OF FINANCIAL MANAGEMENT SYSTEM	36
8.5 FINANCIAL AUDIT	36
8.6 RESERVES RECOVERY.....	37
8.7 RATE STUDIES	37
TABLE 1 - Strategic Plan Matrix	37

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 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*

- *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. 38).**

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

The 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. Geo Tech was performed on the prospective parcel.

1.3 EMERGENCY WATER CROSSING

The connection between MCSD and Arcata is completed. Standard Operating Procedures will be jointly written between MCSD and Arcata to cover maintenance and operation.

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. Locations are being developed where the potential for groundwater can be explored.

1.5 DIGITAL CONTROL UPGRADE

Due to age of existing digital control at tank sites and booster stations, MCSD has completed updating this equipment. These system upgrades ensure public safety and have supervisory control of remote infrastructure; these systems must perform in a reliable manner. MCSD will be exploring a new or updated digital control strategy to update the water stations and execute a contract to complete the task when an acceptable approach satisfies the District.

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 valves and AC pipe with C900 as upgrades or repairs occur is also part of the District's improvement strategy. A study will be completed for rehabilitation and replacement strategies. Humboldt State students

worked with MCSD as a project on pipe replacement strategies, costs and materials. This information will be used to help offset engineering costs.

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 replacing older meters with radio meters. The radio head retrofits were completed in 2015. This process will be ongoing for the next two years.

1.8 FIRE HYDRANT UPGRADE AND INSTALLATION

MCSD has agreed to “cost share” with the Arcata Fire Protection District to install fire hydrants where needed in commercial and residential areas. The fire department will cover 50% of the time and material cost to install new fire hydrants.

1.9 EMERGENCY GENERATOR UPGRADE

The Cochran Tank Site generator is nearing the end of its life cycle. The District plans to upgrade the generators to meet emission regulations and to allow for future pump upgrades during this planning period. An engineer will be contracted to design the generator size and installation to meet future needs.

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 Board 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 to avoid future fines. The bid process was completed and a general contractor chosen for the construction of a new WWMF to meet current and future discharge limitations. The project is scheduled for completion during this planning period with an estimated completion date of June 2017. As of the end of the 2016 year, the clarifiers have been poured and tested, the mechanical building is 60% completed, the headworks is poured and tested along with underground pipe and valves installed. A biosolids management plan will also be developed as part of the upgrade. A State Revolving Fund low interest loan was secured to cover the costs of planning, design and construction.

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 inadequate to handle the flow increase without causing sewer back-ups and possible spills. A Technical Memorandum will be completed for the proposed Thiel crossing as part of the Sewer Main Improvement and Rehabilitation Plan (item 2.4) along with collecting flow data. The Board has determined Thiel will be the crossing upgraded with the other two crossings not needing an upgrade in the CIP horizon.

2.4 SEWER MAIN IMPROVEMENT AND REHABILITATION

The Board has made the prevention of infiltration a priority. Preventing 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 and adopt methods to assess the condition of the pressure sewer mains at the sewer lift stations.

2.5 DIGITAL CONTROL UPGRADE

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 during the improvement project as well as updating the sewer stations and execute a contract to complete the task when an acceptable approach satisfies the District.

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. An engineer will be contracted to design the generator size and installation to meet future needs. Grant funding opportunities are being researched to help offset replacement costs.

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 can play a major factor in sewer spills. By direction of the Board, the sewer use ordinance was updated and discharge permits were issued to non-domestic discharges. Customers with grease traps will be issued permits in FY 16/17 to meet the Food Oil Grease program requirements. This State mandated program will be fully implemented in this planning period. Due to the new marijuana regulations, research is being conducted to regulate the discharge from the permitted facilities along with the District issuing them a discharge permit.

2.8 I&I PREVENTION

Inflow and Infiltration is costly 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 identifies these issues. Keeping the public educated on not pulling cleanouts or connecting storm 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.

2.9 RECLAMATION SITE EXPANSION

Staff is researching ways to expand the District's reclamation area to meet future demand. Crop species are being studied along with purchasing property within the NPDES permit boundaries. A bio-filtration pilot study is in design phase and will be implemented. The funding for this study is being provided through Land and Conservation Act grant funds. Irrigation infrastructure will be installed in areas that will benefit from the reclaimed water.

2.10 PERCOLATION SITE DECOMMISSIONING

Due to ongoing restrictions and regulatory pressures MCSD has determined it is effective and efficient to decommission our Percolation Ponds west of the Fischer Property adjacent to the lower pasture as noted in the MCSD Wastewater Facilities Plan approved by the Board in December of 2011. The Flood Plain Enhancement Project will be designed and constructed using various grants. This project will coincide with the decommissioning of the Percolation Ponds.

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 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 locations of new poles will be collected 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 to consider future needs for the Parks & Recreation Department. The results of this survey showed support for building a Teen Center in McKinleyville. In 2012, the 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.

Staff completed the business plan and MOU for the partnership between MCSD and Boys & Girls Club of the Redwoods (BGCR) in time for the facility to be open for teen programming and community use on August 22, 2016. Staff continue to work with BGCR staff on fundraising to support the programs and operations of the facility.

The commercial kitchen will be complete and ready for public use by end of January 2017.

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. In April 2007 the MCSD Board encumbered \$25,000 in Quimby Inland Park Dedication Funds for the development of an interpretive trail system, informal disc golf course and a small gravel parking lot. Since then staff has continued to seek a solution for access to the property. Currently staff is working toward acquiring property adjacent to the Cochran water tank site which will provide an access point and a location for a small parking lot. The development of this property is dependent upon access, which would be contingent on the purchase of the property adjacent to the Cochran tanks Site.

Staff will continue to seek funding sources for planning and development and intends to have funding options available for presentation to the MCSD Board in 2018, as well as a development plan in 2019-2020.

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.

Invasive Scotch broom plants have been removed. Parks staff continues to keep the property mowed on an approximately quarterly basis.

There is a possibility that Staff may be working with the BMX community and USA BMX to evaluate the feasibility of building a BMX Bike Track at the location. If the location is suitable for a BMX Bike Track, staff will ask the Recreation Advisory Committee to make a recommendation to the Board.

4.4 COMMUNITY FOREST

The McKinleyville Area Plan has identified the importance of a community forest in McKinleyville. Property has been identified for the purposes of a McKinleyville Community Forest. Acquisition of property is dependent upon adequate funding for not only acquisition but also development and ongoing maintenance.

Staff will continue discussions with stakeholders and pursue grant funding during this planning period.

4.5 MAD RIVER PROPERTIES

The access point acquisition to this property will be finalized in 2017. Staff will consider environmental requirements for access development, seek recommendation from the Recreation Advisory Committee followed by Board approval and then pursue funding for creating adequate public access.

This property has been identified as having recreational potential and staff will seek funding in the form of grants and donations for future development.

4.6 STANDARDS & SPECIFICATIONS: OSMZ/PARKS

Standards and Specifications for parks, facilities and open space maintenance zones will provide a planning document for these amenities. The goal for completion is in FY 2016/17.

The priority for completion of this project has been changed but will be completed in the proposed time frame.

Once the document is completed, it will be brought to the Board for approval.

4.7 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.

Staff is working to draft written Maintenance Standards and Operating Procedures which will serve as a guiding document for staff, the Board and community.

4.8 ANNUAL COST BENEFIT ANALYSIS OPEN SPACE ZONES (OSMZ)

Staff has developed an efficient method for tracking time and material for each specific OSMZ. This information will be used to help manage time spent and calculate time needed for each zone. The data will be reviewed annually which will set the schedule for the following year.

4.9 ANNUAL COST BENEFIT ANALYSIS PROGRAMS

Staff will analyze participation, revenue and expense data for all programs to determine best practices in program offerings and development. Data will be reviewed on a quarterly basis throughout each year so that decisions for changes can be made annually.

4.10 UPDATE PARKS AND RECREATION MASTER PLAN

The Parks and Recreation Master Plan is updated every 5 years as necessary or determined by development. It is a living document intended to guide priorities and decisions for the Parks and Recreation opportunities in the community.

Staff is currently working with the Recreation Advisory Committee to update the Master Plan, last updated in 2012. A community survey will be conducted in early 2017 and the Plan will be finalized by December 2017.

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 or other projects that are beneficial to the District, our relationships with them 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), the State Water Resources Control Board (SWRCB) and the California Parks & Recreation Society (CPRS). We will also monitor opportunities for inclusion in other organizations that will increase the Districts political influence.

In addition to maintaining and nurturing ties with associations and groups, it is also important to continue to work closely with our local, state and federal government representatives. We will maintain those relationships with current positions and reach out to foster new relationships with newly elected officials. It is our goal to meet with these officials, at minimum, bi-annually or as opportunities present themselves, more frequently.

5.3 PARTICIPATE WITH COMMUNITY GROUPS, VOLUNTEER GROUPS AND 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
- McKinleyville Land Trust
- McKinleyville Municipal Advisory Committee

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. To facilitate improvements to employee communication we maintain and follow a current Organizational Chart; hold regularly scheduled staff and management meetings; maintain and update the current Employee Handbook and Supervisors' Manual through regular legal and management review; and provide multiple avenues and informal channels of 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 along with requesting annual site visits from OSHA for educational and compliance purposes; 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. 360 evaluations may be considered for 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.

In 2016, the Board had requested that the General Manager begin a proactive effort to control the escalation of employee benefits costs. A policy proposal will be brought to the Board for discussion and action, that will allow the District to address the long-term uncertainty of health insurance benefits currently offered to our employees due to market volatility and other extraneous circumstances.

As the District's reserves recover and increase under present rate structures, the Board and General Manager will need to develop broad investment policy guidelines for the appropriate investment of various reserve funds. The Board may designate an existing committee, such as the Audit Committee, to address this issue or they may create a separate Finance or Investment Committee.

During Calendar Year 2017 the Board and General Manager will create a Committee Responsibilities Section for the Board Policy Manual that will contain guiding principles that the Committees may reference for the exaction of their duties.

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. Records retention policy will be reviewed by District legal counsel on a regular basis to maintain compliance.

Document management software has been installed, staff has been trained and historical records in the District Office have been scanned. Historical records held in the archives will be scanned as the District has staff capacity. Current documents are being scanned in as they are created. This program has added a level of technological redundancy and information security to our present retention and filing system. The ability to identify and retrieve data remains of primary importance.

New policies are being developed 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.

- Formalized Board/General Manager communication plan
- Periodically update the new Board Member Orientation Manual

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

It is important that each year the Board and Management 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, regularly scheduled training including set-up and "tabletop exercises" and National Incident Management Systems (NIMS)/Standardized Emergency Management Systems (SEMS) training included in Individual Development Plans.

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.

The District has been awarded both the District Transparency Certificate of Excellence and the District of Distinction Awards by the Special District Leadership Foundation (SDLF). The District will continue to work towards re-certification of these awards on a bi-annual basis.

Each Director has the opportunity to achieve the Recognition in Special District Governance Certificate. The District can achieve Silver Recognition by SDLF when a majority of the Board holds this certificate and Gold Recognition when the entire Board has their certificates. As of April of 2015, MCSD is a Silver Certificate holder.

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

Staff was directed to develop as soon as possible, but not later than five years, a comprehensive solar plan to profitably power all District electrical needs. The plan should have as components:

- Detailed implementation steps
- Rough price estimates of different options
- Feasibility results for the District, such as the sewer plant, recreational park areas and public buildings as sites
- Capital needs, a budgeting plan and possible partnership need to be specified

The General Manager will report back to the Board annually, at a minimum, on work progress.

While the current direction is for a comprehensive plan, if such plan shall not be considered feasible in a timely manner then serial or smaller solar projects should be reviewed.

Given the worldwide, U.S. and California changes to energy sources and support of different types of energy, the Board and the General Manager reserve the right to bring the solar strategic plan back to the Board.

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.

7.11 INTEGRATED PEST MANAGEMENT PLAN (IPM)

Staff is working to develop an IPM for the past two years. Information was posted on the MCSD website asking community members to provide input. A team of staff was formed to review and incorporate comments from the community. Comments were evaluated and a revised plan was presented to the Board. Staff has completed the draft Guide to Reduced-risk Pesticide List and will be bringing it to the Board for review. Staff is currently working on a matrix to include costs to maintain facilities using different techniques.

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 Board-approved 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. Upgrade implementation will be timed to minimize disruption to overall District operations. 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 or lender requirements, and to provide additional perspective on internal controls and financial processes.

8.6 RESERVES RECOVERY

Part of the most recent study of Water Rates was the inclusion of a surcharge to recover the reserves used as working capital during the period when the water rates were not adequate to cover operating costs. We have been tracking the collection of this surcharge on a monthly basis and depositing the funds in a separate Trust Account with the County of Humboldt. We expect to fully recover the expended reserves by December 2017. At that time, we will remove the surcharge from customers' bills. Progress is tracked on the monthly Treasurer's report, on a graph on the District website and on a manual graph in the front office.

8.7 RATE STUDIES

To maintain adequate revenues for water and sewer operation frequent rate analysis should be conducted to smooth the necessary adjustment of rates. Per Proposition 218, fee adjustments must be reauthorized every five years. The current Water Rate Study authorizes these adjustments every January 1, from 2014 through 2018. Concurrently the Sewer Rate Study period authorizes adjustments every July 1, from 2015 through 2019.

TABLE 1 - Strategic Plan Matrix

The following pages contain the matrix model for the strategic plan which includes the associated strategic element number, project name, project manager, current fiscal year capital improvement dollars budgeted, five years of project plans, an estimated completion date, total project completion percentage and any associated notations.

McKinleyville CSD Strategic Plan 2017-2021

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
1.0 Water											
1.1	Maintenance Programs	OD	\$ 491,600.00	Tank recoating/test SOP's	Valve exercising/fire hydrant insp. and exercise	Valve exercising/fire hydrant insp. and exercise	Valve exercising/fire hydrant insp. and exercise	Valve exercising/fire hydrant insp. and exercise			
1.2	Water Storage Tank Project	OD	\$ 200,000.00	Pursue grant funding/property purchased	Design & build	Build	Place in operation		2020	5%	Geotech complete and complete negotiations
1.3	Emergency Water Crossing	OD	n/a	Test SOP					2017	99%	
1.4	Emergency Water Supply	GM/OD	\$ 40,000.00	Pursue grant funding and water exploration on properties	Groundwater Mgmt Plan & Test Wells	Groundwater Mgmt Plan	Design	Emergency Source implementation	2020	5%	
1.5	Digital Control Upgrade	OD	\$ 150,000.00	Execute updated digital control strategy	Execute updated digital control strategy				2018	5%	
1.6	Water Main Rehab and Replacement	OD	\$ 100,000.00	Complete technical memorandum for rehab/replacement strategies	Build up reserves and determine workforce increase or contract work	Build up reserves, prioritize areas of concern	Start rehab and replacement	Start rehab and replacement		5%	Reserves will be built up to replace water mains when needed
1.7	Radio Read Meters	OD	\$ 260,000.00	Phase 3	Phase 3	Annual replacements	Annual replacements	Annual replacements	2017	50%	Success contingent upon a source of financing
1.8	F/H upgrade and installation in commercial area	OD	\$ 13,000.00	Install fire hydrants where requested by the fire department	Install fire hydrants where requested by the fire department				2018	40%	Cost share with Fire Department
1.9	Cochran Emergency Generator Replacement	OD	\$ 50,000.00	Design & implementation					2017	0%	
2.0 Wastewater											
2.1	20-yr Facility Plan	GM & Board	n/a	Annual review	Annual review	Annual review	Annual review	Annual review		100%	
2.2	WWMF Improvement Proj/Biosolids Maint.	GM/OD	\$ 13,000,000.00	Construction completed	Create Biosolids Mgmt Plan	Implement Biosolids Mgmt Plan	Sludge depths (Biosolids Mgmt Plan)	Sludge depths (Biosolids Mgmt Plan)	2017	60%	Funding Agreement Completed by 2015
2.3	Collection Sys Upgrades	OD	\$ 50,000.00	Sewer flow analysis memo/complete tech memo for proposed upgrades of Thiel crossing & sewer main line rehab	Implement tech memo for main line rehab & upgrade monitor capacity of all 3 basin crossings	Design for Thiel crossing	Construct of Thiel crossing	Monitor capacity of all 3 basins		5%	This will be scheduled and completed when build-out requires upgrade
2.4	Sewer Main Rehab and Replacement	OD	\$ 50,000.00	Repair I&I when found/ memorandum for pipe replacement plan including pressure mains, rehab select areas	Implement tech memo for main line rehab & upgrade monitor capacity of all 3 basin crossings	Repair I&I when found, prioritize pipe replacement plan	Repair I&I when found, prioritize pipe replacement plan	Repair I&I when found, implement pipe replacement plan		5%	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	Digital Control Upgrade	OD	\$ 150,000.00	Execute updated digital control strategy	Execute updated digital control strategy				2017		Sewer stations will be completed after the WWMF upgrade.
2.6	Sewer Lift Stn Gen. Upgrades	OD	\$ 175,000.00	Pursue grant funding to replace Letz & Fischer Gen.					2017	10%	Pursuing grant funding

McKinleyville CSD Strategic Plan 2017-2021

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
2.7	Pre-Treatment Program	OD	n/a	Issue & administer grease trap permits/complete industrial discharge audit/consider local limits changes for marijuana cultivation & manufacture	Administering pre-treatment program/ annual testing	Administering pre-treatment program/ annual testing	Administering pre-treatment program/ annual testing	Administering pre-treatment program/ annual testing			
2.8	I&I Prevention	OD	n/a	Annually insp. and flow testing	Annually insp. and flow testing	Annually insp. and flow testing	Annually insp. and flow testing	Annually insp. and flow testing			Inspected and repaired annually
2.9	Reclamation Site Expansion and Upgrade	OD	\$ 5,000.00	Expand reclamation area/explore purchasing more property and implement findings of bio-filtration pilot study	Negotiate purchase of more property	Finalize procurement of reclamation site	Design irrigation system	Install/implement design	2021	10%	Coastal Conservancy grant for design of pilot project
2.10	Percolation site decommissioning	GM/OD	n/a	Decommission percolation ponds & construct Coho Rearing					2017	25%	Fish & Wildlife and Coastal Conservancy Grant
3.0 Streetlights											
3.1	Maintenance Programs	OD	n/a	Pole inspections on 10-year rotation, due: FY2022							Poles will be inspected for rot every 10 years. Completed 6/11
4.0 Parks & Recreation											
4.1	Teen & Community Center	GM/RD	\$ 110,000.00	Funding and program development/fully implement kitchen					2017	99%	Kitchen funded through donations
4.2	Hewitt Ranch Park	OD/RD	to be determined	Pursue access from Cochran Rd.	Funding options brought to Board & consider environmental planning contingent on tank property purchase	Funding options brought to Board & consider environmental planning	Planning for parking area/create plan for development	Planning for programming & use			This project is dependent on access from Cochran Road and tank site development
4.3	Washington Ave. Property	GM/OD/RD	to be determined	Survey community to see if a BMX track is something worth pursuing for property development	Possible park development (depending on funding)	Possible park development (depending on funding)	Possible park development (depending on funding)				Invasives have been removed, staff continues to mow quarterly
4.4	Community Forest	GM	to be determined	Property has been identified & grant funding pursued	Continue discussions with local stakeholders and pursue grant funding	Pursue property acquisition and analyze revenue and expense	Pursue property acquisition		2020		Working with TPL for grant funding
4.5	Mad River Property	GM/OD/RD	to be determined	Finalize access, consider environmental requirements, get recommendation from RAC, seek Board approval/create access/pursue funding	Upgrade access	Develop existing trails	Develop existing trails	Open for public use	2021	5%	County property will be quit claimed to MCSD for title fees
4.6	Standards & Specs for OSMZ/Parks	GM/OD	n/a	Standards and Specifications being developed for all parks, facilities and open space maintenance zones	Policy finalized and implemented				2018	25%	Central Ave tree policy and planting list completed
4.7	Maintenance Standards	OD	n/a	Develop written SOP's	Seek Board approval, staff training	Staff training	Staff training		2020	25%	

McKinleyville CSD Strategic Plan 2017-2021

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
4.8	Annual Cost Benefit Analysis OSMZ	OD	n/a	Conduct annual review	Conduct annual review	Conduct annual review	Conduct annual review	Conduct annual review		Ongoing	
4.9	Annual Cost Benefit Analysis Programs	RD	n/a	Conduct annual review	Conduct annual review	Conduct annual review	Conduct annual review	Conduct annual review		Ongoing	
4.10	Update Parks & Recreation Master Plan	RD	n/a	Complete Community Survey and complete plan	Conduct annual review	Conduct annual review	Conduct annual review	Update process	2017	5%	Update every 5 years
5.0 Partnerships											
5.1	Foster Regional Cooperation	GM & Board	n/a	Quarterly meetings with 5th District Supervisor	Meet with all five Humboldt County Supervisors	Quarterly meetings with 5th District Supervisor	Meet 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	Bi-annual meetings with State Representatives	Initiate bi-annual meetings w/new State Senator & Assembly person	Bi-annual meetings with State Representatives	Initiate bi-annual meetings w/new State Senator & Assembly person			Ongoing	Monitor the elections and make contact with newly elected representatives
5.3	Participate in Community Groups	GM /RD	n/a	Ongoing community outreach	Ongoing community outreach	Ongoing community outreach	Ongoing community outreach	Ongoing community outreach		Ongoing	Continue to participate with local groups representing various constituents
6.0 Personnel/Organization											
6.1	Employee Retention	GM/Dept. Heads	n/a	Initiate scheduled survey & continue to foster healthy work environment & coaching	Complete scheduled survey of salary/benefits due in FY 2017/18	Continue to foster healthy work environment & coaching	Continue to foster healthy work environment & coaching	Continue to foster healthy work environment & coaching		Ongoing	Next scheduled salary survey due in FY 2017/18
6.2	Training & Development	GM/Admin Assist.	n/a	Work on Succession Plan	Succession Plan completed & implemented/Annual Review & Revision	Annual review & revision	Annual review & revision	Annual review & revision		Ongoing	
6.3	Employee Communication	GM/Dept. Heads	n/a	Complete review of Supervisors Manual and Employee Handbook	Next scheduled review Employee Handbook	Next scheduled reviews of Supervisors Manual & Employee Handbook	Next scheduled review Employee Handbook	Next scheduled reviews of Supervisors Manual & Employee Handbook		Ongoing	
6.4	Employee Safety Program	GM/OD	n/a	Annual safety audit & training/Initiate OSHA consultation for corp yard and water system	Initiate OSHA consultation for sewer system & WWMF	Annual safety audit & training	Annual safety audit & training	Annual safety audit & training		Ongoing	
6.5	Eval & Performance Mgmt	GM/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	Annual evaluations scheduled per hire dates		Ongoing	
7.0 Administrative Management											
7.1	District Policies & Procedures	GM & Board	n/a	Annual review of District Reserves & development of Investment Policy/board committee responsibilities	Annual review Board Policy Manual/ development of Benefit Escalation Policy	Annual review	Annual review	Annual review		Ongoing	Annual reviews are done for Conflict of Interest.
7.2	Records Retention	Admin Assist	n/a	Bring updated records retention policy to Board for approval/records backlog completed	Review/update Records Retention Policy & continue management of current documents	Continue management of current documents	Continue management of current documents	Continue management of current documents	2017	80%	Ongoing
7.3	Customer Service	GM/Dept. Heads	n/a	Ongoing monitoring & training	Ongoing monitoring & training	Ongoing monitoring & training	Ongoing monitoring & training	Ongoing monitoring & training		Ongoing	
7.4	Continue to build upon Public Information Program	RD	n/a	Website, newsletter, PSA's, social networking	Website, newsletter, PSA's, social networking	Website, newsletter, PSA's, social networking	Website, newsletter, PSA's, social networking	Website, newsletter, PSA's, social networking		Ongoing	

McKinleyville CSD Strategic Plan 2017-2021

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
7.5	Board Development Policy	GM & Board	n/a	Ongoing annual AB 1234 Ethics training	Ongoing annual AB 1234 Ethics training	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	Annual review & revision	Annual review & revision	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	Conduct table top exercise/training and review EOP	Conduct table top exercise/training and review EOP	Conduct table top exercise/training and review EOP	Conduct table top exercise/training and review EOP	Conduct table top exercise/training and review EOP		50%	EOP Manual Update Complete
7.8	Achieve Best Practices Awards	GM & Board & Board Secretary	n/a	Re-apply for the SDLF "District of Distinction" accreditation program & re-apply for Transparency Certificate	Achieve 6 hours of governance training as required	Re-apply for the SDLF "District of Distinction" accreditation program & re-apply for Transparency Certificate	Achieve 6 hours of governance training as required	Re-apply for the SDLF "District of Distinction" accreditation program & re-apply for Transparency Certificate		Ongoing	One Board Member still needs Governance Certificate
7.9	Explore Alternative Energy Options	GM & Board	n/a	Staff will work to create an alternative energy master plan	Make decision to develop solar energy at WWMF and energy efficiency grant opportunities	Continue to explore opportunities for alternative energy and storage	Continue to explore opportunities for alternative energy and storage	Complete comprehensive solar Master Plan		Ongoing	Continue working towards energy independence
7.10	Planning and Latent Powers	GM & Board	n/a	Propose phasing work to allow Board to consider the value of each step related to cost	Propose phasing work to allow Board to consider the value of each step related to cost					Ongoing	Review and report to Board annually
7.11	Integrated Pest Mgmt Plan	GM/OD	n/a	Complete reduced toxicity list & cost matrix /plan implemented	Annual Review, monitoring and report	Annual Review, monitoring and report	Annual Review, monitoring and report	Annual Review, monitoring and report		Ongoing	Review and update every 5 years
8.0 Finance											
8.1	Reserve Policy Implementation	GM/FD	n/a	Review & monitor	Review & monitor	Review & monitor	Review & monitor	Review & monitor		Ongoing	Review and Update as required
8.2	Budget Development	FD	n/a	Information collection started	Review & adjust	Review & adjust	Review & adjust	Review & adjust	FY2015-16 @ 100%	Ongoing	
8.3	Capital Budget Mgmt	GM/FD	n/a	Information collection started	Review & adjust	Review & adjust	Review & adjust	Review & adjust	FY2015-16 @ 100%	Ongoing	
8.4	Development of Financial Mgmt System	GM/FD	n/a	Review & evaluate available software	RFP, choose vendor, lay out implementation plan	Begin implementation	Complete implementation		2020	3%	
8.5	Financial Audit	FD	n/a	3-yr RFP for audit completed	Conduct annual audit	Conduct annual audit	Conduct annual audit	3-yr RFP for audit completed	Dec-15	95%	
8.6	Monitor Reserves Recovery	FD	n/a	Expected completion December 2017					2017	64%	
8.7	Rate Studies	GM & Board	n/a		Water & sewer rate analysis			Capacity fee review and Prop 218		Ongoing	

McKinleyville Community Services District

BOARD OF DIRECTORS

February 1, 2017

TYPE OF ITEM: **ACTION**

ITEM: E.6 **Consider Approval of Memorandum of Understanding (MOU) Between McKinleyville Community Services District (MCSD) and the McKinleyville Chamber of Commerce (Chamber) for Beautification and Decoration within the County Right of Way Along Central Avenue in McKinleyville, CA**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review information provided, discuss, take public comment and authorize Board President to execute the MOU between MCSD and the Chamber for beautification and decoration within the County Right of Way along Central Avenue in McKinleyville, CA, with any recommended modifications, **Attachment 3**.

Discussion:

During the May 2016 MCSD Board of Directors Meeting, Heather Vina of the McKinleyville Chamber of Commerce presented a concept to the MCSD Board to beautify Central Ave. within the downtown area. The concept involves hanging flower baskets from our streetlight poles and solar powered lights on the trees, **Attachments 1 & 2**. Currently the Board has approved the Chamber to install a test strip, for a period of six months, to give MCSD a chance to evaluate the viability of the concept and if favorable, to draft a MOU between MCSD and the Chamber.

In December of 2016, staff met with Bob Bronkall, Department of Public Works (Public Works) and Heather Vina, Chamber to discuss the project in more detail. During that meeting we were unable to reach consensus with Public Works on a requirement that any third party would be obligated to obtain an encroachment permit or some form of written authorization from Public Works to make modifications within their right of way.

Staff requested an opinion from MCSD General Counsel related to this matter and it was Mr. Gans' opinion that any modification by a third party not directly related to the maintenance of the Central Ave. OSMZ should be authorized by the owner of the right of way.

During the January 2017 MCSD Board of Directors Meeting, the Board approved staff to communicate to the Chamber and Public Works that MCSD will not solely

grant or authorize permission to modify, including the placement of decorations, within any right of way owned by the County of Humboldt. Thus requiring the Chamber to apply for an encroachment permit with the County of Humboldt, in addition to executing an MOU with MCSD.

Staff brings this matter before the Board to authorize the Board President to execute the MOU with the Chamber.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Proposal by the McKinleyville Chamber
- Attachment 2 – Bracket Specifications
- Attachment 3 – MOU MCSD and Chamber

McKinleyville Chamber of Commerce

McKinleyville Improvement Committee

Proposal: add flower pots to light posts and lighting to trees down Central Ave. from School Road to Railroad Ave.

The McKinleyville Chamber of Commerce has spent the last few years talking with local businesses about their needs and wishes to help their businesses grow. The request that we have heard the most is to make McKinleyville more attractive and inviting to help bring people to our town. Many suggestions were made and this proposal is the response from the chamber to these requests and suggestions.

Flower Pots on light polls down Central Ave.

Location: There are 33 polls from School Road to Railroad Ave.

Details:

- two 18-20" pots hanging from brackets at each poll (see picture A)
- brackets are held in place by tension (please see attached spec sheet)
- weight of flower pots in full bloom would be approximately 50# each

Timeline: Pots would be put up the end of May (prior to Pony Express Days) and maintained thru September (beer and wine walk)

Maintenance: The contact person for the MCSD would be Heather Vina at the Chamber, but the maintenance would be contracted out through Miller Farms Nursery.

Responsibility: The McKinleyville Chamber would be responsible for all costs to purchase and maintain the flowers and required supplies as well as the contracted party for maintenance.

Goal: The chamber's goal is to do a test strip this season on the block from Nursery Way to Heartwood in order to get a feel for what is required for the maintenance. We would proceed to cover the area down Central Avenue from School Road to Railroad Avenue.

Solar Lights on Trees Down Central Ave.

Location: placed on specific trees down Central Ave. from School Road to Railroad Ave. at intervals as to be aesthetically pleasing.

Details: strands of LED lights that are solar powered (see picture B)

Maintenance and Responsibility: The McKinleyville Chamber would be responsible for costs to purchase and maintain the lights as well as contracting for the upkeep. Heather Vina would be the contact person.

Timeline: these lights would be kept up year round

Goal: To obtain approval from MCSD as well as permitting through the county and have them up as soon as funding was obtained, starting with

the test strip in the same area as the flower pots, then expanding the area to cover Central Avenue from School Road to Railroad Avenue.

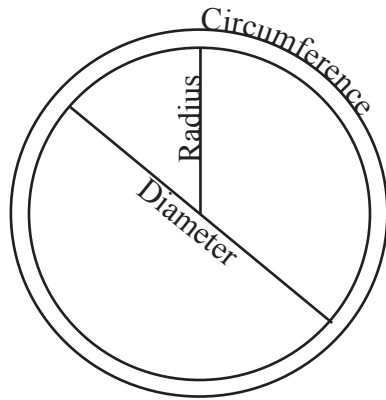
Picture A



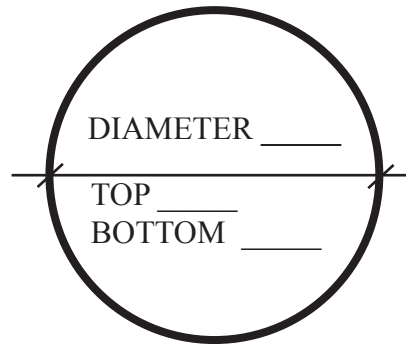
Picture B



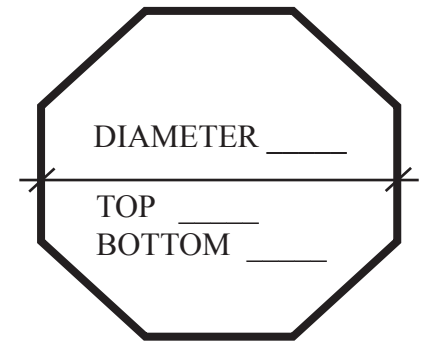
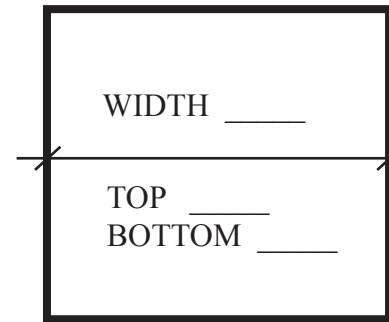
Circumference is measured
around the edge of the Post



CHECK POST SHAPE



TAPERED POST? YES / NO (Please Circle)

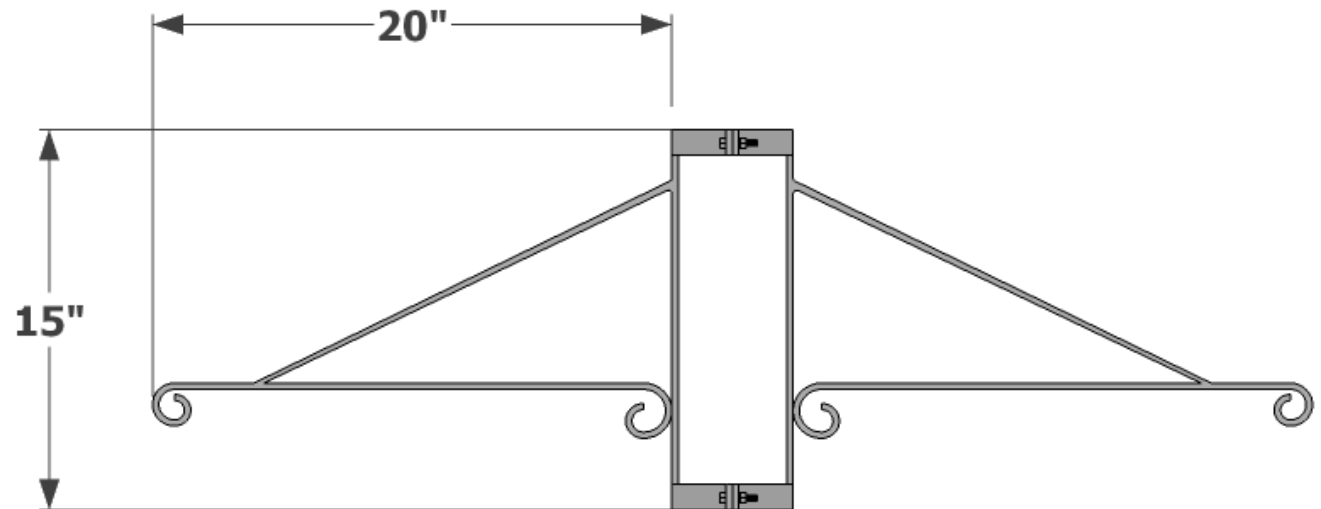
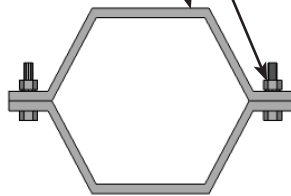


If your post is a different
shape than shown on this
drawing please note the
shape and diameter here:

Bracket Clamps may differ in
shape than your post. They are
designed to use tension to stay
in place

3/8" Dia Holes

**1"W x 1/4"Thk
Flat Bar**



PLEASE MEASURE AT THE HEIGHT/LOCATION THE BRACKET WILL BE MOUNTED ON POST

Date:
Scale: NTS
DB: JL
CB:
Rep:
Order#:

Content: Two-Way Scroll Arm Pole Mount Bracket
PN:
Color/Finish: Black Powder Coat
Customer Approval: _____

Design by Planters Unlimited
All visual representations and designs
are the intellectual property of Planters
Unlimited and protected under copyright
law. Any duplication of this design is in
direct violation of the law and will result in
legal action. © Copyright 2008-2014

**PLANTERS
UNLIMITED**
By Hooks & Lattice • www.PlantersUnlimited.com
T:888-320-0626 F:760-598-9888

**MEMORANDUM OF UNDERSTANDING
BETWEEN
McKINLEYVILLE COMMUNITY SERVICES DISTRICT and
THE MCKINLEYVILLE CHAMBER OF COMMERCE**

**FOR BEAUTIFICATION AND DECORATION WITHIN THE COUNTY RIGHT OF WAY
ALONG CENTRAL AVENUE IN McKINLEYVILLE, CA**

This Memorandum of Understanding (MOU) is entered into effective _____, by and between the McKinleyville Community Services District, herein referred to as (MCSD), the McKinleyville Chamber of Commerce herein referred to as (CHAMBER).

The term of this agreement shall commence on the above date and shall terminate on _____.

Purpose and Background:

The purpose of this MOU is to establish MCSD and CHAMBER respective roles, duties and responsibilities that each party hereby agrees to perform and undertake with respect to beautification and decoration within the Central Avenue Open Space Maintenance Zone (OSMZ), located along Central Avenue, a County right of way.

This cooperation serves the mutual interest of both parties and the public.

The Central Ave OSMZ extends north along Central Avenue, a County right of way, from the intersection of Central Avenue and Anna Sparks Way to the intersection of Central Avenue and 110 feet north of Bates Avenue. Located within the Central Avenue OSMZ are 77 parcels that front Central Avenue. The CHAMBER wishes to hang flower baskets on a select number of poles and to string solar powered lights on a select number of trees within the Central Ave. OSMZ. (See Attachment 1 for the map delineating selected poles and trees).

MCSD and CHAMBER hereby wish to establish a cooperative relationship under the terms and conditions set forth below.

Nothing in this MOU shall alter, amend, or otherwise affect the rights and responsibility of those property owners owning property that fronts Central Avenue within the Central Avenue OSMZ. Those property owners remain responsible for maintaining the condition of the sidewalk along the linear footage of their respective properties.

Respective Roles, Duties and Responsibilities of MCSD and CHAMBER:

Section A: As to CHAMBER:

1. CHAMBER agrees to assume responsibility for all labor, equipment and materials required for the hanging of flower baskets on light polls, and for the stringing of solar powered lights on trees within the Central Ave. OSMZ.
2. CHAMBER agrees to assume responsibility for all maintenance related to the flower baskets and lighting on trees.
3. CHAMBER agrees to provide proof of Worker's Compensation coverage for all labor performed on behalf of the CHAMBER within the Central Ave. OSMZ.
4. CHAMBER agrees to not allow the hanging, removal, maintenance or any other activity related to the flower baskets and/or lights, to interfere with the open space maintenance responsibilities of MCSD.
5. CHAMBER agrees to coordinate with MCSD in the scheduling of the installation and removal of flower baskets and/or lights to ensure said activities do not interfere with MCSD's scheduled maintenance of the Central Ave. OSMZ.
 - a. Scheduling of the annual installation and removal of flower baskets will be as follows:
 - i. Baskets will be hung within the last two weeks of May, prior to Pony Express Days celebrations and removed by the end of October each year.
6. CHAMBER agrees to obtain and maintain throughout the term of this agreement, comprehensive general public liability insurance issued by an insurance carrier acceptable to MCSD naming the CHAMBER as insured and MCSD as additionally insured against any injuries or damages to persons or property caused by or arising out of the CHAMBERS occupation and/or activities within the Central Ave. OSMZ under this agreement in amounts of not less than \$1,000,000 for any individual claimant and \$2,000,000 per occurrence.

Section B: As to MCSD:

1. MCSD agrees to grant CHAMBER access to requested areas within the Central Ave. OSMZ for the purposes of hanging flower baskets, installing solar powered string lights on trees and the maintenance and/or removal of said amenities.

2. MCSD agrees to coordinate maintenance scheduling of the Central Ave. OSMZ in order to facilitate the CHAMBER's access to areas as requested by the CHAMBER.

Section C: CHAMBER, MCSD Further Agree and Acknowledge that:

1. MCSD and CHAMBER agree to mutually hold harmless, indemnify and defend the other party from and against any and all claims for personal injuries or property damages which arise out of the indemnifying party's performance of the terms of this agreement.
2. This MOU and the rights, duties, and responsibilities set forth herein are contingent upon the CHAMBER successfully acquiring a Right of Way Encroachment Permit from the County of Humboldt Department of Public Works for access to the Central Ave. right of way.
3. This MOU and the rights, duties, and responsibilities set forth herein are contingent and conditioned upon the continued approval of the affected property owners within the Central Avenue OSMZ.
4. This MOU shall remain effective and renew annually unless and until the Central Avenue OSMZ is dissolved. MCSD acknowledge that MCSD will seek reauthorization to continue the Central Avenue OSMZ every five (5) years from the affected property owners.
5. The General Manager of MCSD, the CEO of the CHAMBER agree to review the status of this MOU every year, within two (2) months of the annual renewal date
6. This MOU may be revised or modified only with the written consent of both parties.

SIGNATURES

By:_____ Date:_____

Dennis Mayo, Board President
McKinleyville Community Services District

By:_____ Date:_____

Heather Vina, CEO
McKinleyville Chamber of Commerce

McKinleyville Community Services District

BOARD OF DIRECTORS

February 1, 2017

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has deposited \$790,554.51 to date into the Trust Account for reserves recovery as of December 31, 2016. This represents 72.7% of the \$1,087,684.00 total reserve that need to be recovered.

The District has \$323,431.14 to date in the Trust Account for the next Biosolids Disposal project.

Budget Update: The Draft Capital Improvements budget for Parks is part of this month's Board Packet. Operations Department Draft Capital Improvement budget will be presented next month. The Board approved Strategic Plan provides the basis for creating the Capital budgets for each department.

Treasurer's Report Highlights: No Water Fund capacity fees were collected during December, leaving the total year-to-date at \$81,443.00. Wastewater Fund capacity fees increased by \$2,587.00 for a total of \$142,910.00. Neither Capital Contributions nor Capacity fees are included in the income vs. expenses graphs of the Treasurer's Report.

The Capital Projects page provides a list of all capital projects approved by the Board through the strategic plan and budget process. As funds are spent on these projects each month, they are listed, along with the total spent for the fiscal year to date. This is compared to the annual budget for each project, with additional columns for dollars remaining and percent unspent.

Projects solely for the Water Fund are listed first, followed by the Wastewater Fund. Capital projects that are shared are listed next, with Parks and Streetlights after that. This information is reported so the Board may track the progress of major projects in each Fund and provides an opportunity for questions and clarification.

OTHER UPDATES

The sixth disbursement from the State Revolving Fund loan for construction costs related to the new Wastewater Management Facility was received at the beginning of January. Disbursement request #07 has been reviewed and returned by the State Revolving Fund with a request that some of the information be moved to a different form. Disbursement request #08 is being processed. On the Debt page of the Treasurer's Report, the loan principal amounts will be accumulated until the SRF provides a final loan amount after construction is finished in FY2017-18.

The District's Financial information was submitted to the State Controller's Office ahead of the January 31, 2017 deadline. The Taxable Possessory Interest report is due to the County of Humboldt by February 15th.

McKinleyville Community Services District

BOARD OF DIRECTORS

February 1, 2017

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.B **Operations Department – December 2016 Report**

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 34.8 million gallons of water in December. Eight water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted. One new water service was installed.

Double Check Valve Testing:

Annual testing and calibration was conducted on the DCV test kit.

Average and Maximum Water Usage:

The maximum water usage day was 1.4 million gallons and the average usage per day was 1.1 million gallons.

Water Distribution Maintenance:

Weekly Bacteria Samples were collected on Schedules 1,2, 3, and 6 which represent different locations in the water system. The schedules are made up of a sample taken in each pressure zone. A broken water main was repaired on D Street. The water had displaced a lot of the gravel on the road, so rock was delivered and road repairs were made. A service line leak that was caused by an old crimp, was repaired on Dow's Prairie Road. Several leak patches were saw cut in order to prep for permanent paving. Valves were exercised as part of the Valve Exercise Program. A report is filled out for each valve when completed. Any issues found in the field are flagged for repairs. The meter replacement program is still ongoing. Approximately 55% of the system is now radio reads. A fire hydrant was repaired on Pishka due to a car bumping into it.

Water Station Maintenance:

The Cochran Road 1.5 Million Gallon Tank Painting Project is in process. At this point, the interior is completed, tank has been filled, sampling has been collected and staff is waiting on results. The cathodic protection has been installed in the tank and will stay powered off until 11 months have passed. The contractor will return in April to paint the exterior due to current weather conditions.

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

Water Usage Comparison in Million Gallons

	2013	2015	% Reduction	2015 Recycled	R- GPCD
November	34.879	28.939	17	9.6	52
December	35.203	29.937	15	5.2	50
	2013	2016	% Reduction	2016 Recycled	R- GPCD
January	38.241	33.054	14	0	49
February	33.751	31.319	9	0	51
March	36.244	33.761	7	0	49
April	39.755	34.892	13	0	51
May	49.407	36.635	26	11.3	53
June	51.337	44.589	14	22	61
July	54.757	47.992	13	14.7	61
August	55.908	46.442	17	16.1	64
September	45.702	45.201	2	6	69
October	39.439	36.613	8	14.7	59
November	34.879	33.224	5	0	50
December	35.203	34.782	2	0	49

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

New Construction Inspections:

Central Estates Phase 2D; All water main and services have been installed. All sewer mains and laterals have been installed. Testing will take place after PG&E have completed their underground work. McKinleyville BMW Expansion; A 4" fire service was tapped and installed. DCV and sampling still remains on the check list. Grocery Outlet; The water main crossing Central Avenue should happen soon.

Sewer Department:

Waste Water Statistics:

35 million gallons of wastewater were collected and pumped to the W.W.M.F. 43.6 million gallons of wastewater were treated and discharged to land disposal or reclamation in December.

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

Sewer Station Maintenance:

The eaves at the B Street lift station were showing rot. Staff replaced the eaves. Vacuum gauges were replaced at the B Street and Kelly lift stations due to gauges sticking. Staff painted the valves, piping and pumps at the Fischer lift station.

Sewer Collection System:

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. The flow totalizer was installed in selected manholes to collect wet weather flow. This data will be used against dry weather flow to help locate inflow and infiltration. This process will take approximately 2 months to complete. Several sewer main leaks were found and repaired with grout.

Wastewater Management Facility:

The Chlorine Contact Basin was drained and cleaned with fire hoses. The drain pump was pulled from the contact chamber due to failure. The pump will be replaced due to the expense to rebuild the existing one. The gas sensor was calibrated as part of the monthly inspection.

Daily Irrigation and Observation of Reclamation Sites:

Weekly well monitoring was conducted along with the Fischer Ranch tree farm as part of the tree farm pilot study. An irrigation plan is still pending. Wells will be used to monitor the uptake of each tree species.

Street Light Department:

Four streetlight complaints were reported in December due to photo cells.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff attended the annual Asbestos pipe training. Several staff members attended sexual harassment training.

Special Notes:

Batteries were changed in the Intellimacs as part of the maintenance program. Tractors, Dump Truck and Vac-con were greased and lubed to prevent wear. Monthly river samples were completed. Monthly Self Monitoring Reports (DMR/SMR) were submitted.

Public Water Monthly Monitoring report was submitted.
Monthly Water Quality report was sent to the Dept. of Health.
Monthly Pesticide applicator report was submitted to Department of Agriculture.
IPM group held a couple meetings to work on the Matrix.
Acute samples were collected and sent to the lab.
Staff attended an audit by SDRMA
Staff attended an audit by EPA which included Tetra Tech and the regional board.
Staff attended a meeting and site inspection by Water Resources

WWMF upgrade status:

The Clarifiers have been water tested and backfilled around the exterior walls. The maintenance building, Vac-con dump area and headworks are approximately 85% completed. Contractors have been installing a majority of the underground piping. The contractors have been dealing with wet weather and trying to keep the site manageable. The time lapse camera footage is still being collected and will continue through the construction phase. Weekly meetings have been held to discuss progress and scheduling.

Parks:

Several open space zones received mowing, hedging and maintenance as part of the Open Space Maintenance Zone agreements. The Facilities were mowed and cleaned as part of the weekly schedule along with rental events. The Activity Center and Azalea hall were closed for 1 week to perform the annual maintenance, painting and cleaning. Holiday banners were removed from Central Avenue. The Cal Trans crew was used to mow around the Hiller Sports Site and clear a detention basin. Tree trimming and pruning was conducted in the Central Open Space Zone. This is a 3-year rotation to keep trees healthy and manageable.

GIS:

Management Plans:

Updated Plans and Programs (PP) binder to reflect added plans to binder and recent safety meeting trainings.
Added all programs created for SDRMA visit (see SDRMA Visit below).
Updated table of contents for PP binder.
Updated cover page for PP binder.
Inserted Water Safety SOP to SOP binder in field office and at treatment plant (see SDRMA Visit below).
Continued working on calendar to track necessary trainings for MCSD programs/plans.
Added recent safety meeting logs to respective management plan binders.
Updated binder to track plans requiring training 'upon initial assignment'.
Continued development of Respiratory Protection Plan.
Completed first draft of Respiratory Protection Plan

Maps Completed:

Created multiple maps for USAN.
Created MCSD Facility Map for Engineer.

Created Map for Clay Rd.
Calculated square footage of soccer field at Hiller Sports Complex.
Updated MCSD interactive map on ArcGIS Online.

SDRMA Visit:

Reviewed Checklist from SDRMA.
Updated Injury and Illness Prevention Plan.
Developed Hoist and Crane Safety Program.
Developed Water Safety Standard Operating Procedure (SOP).
Developed Safety Program for Hand Tools.
Developed Safety Program for Power Lawn Mowers/Tractors.
Had blood borne pathogen kits ordered and put into all work trucks.

EPA Audit:

Completed Legal Review Checklist prior to Audit date. Involved reviewing MCSD Rules and Regulations and citing document sections for Tetra Tech.
Met with Orin Plocher from Freshwater Environmental to discuss requirements for Pretreatment Audit.
Attended Audit on 1/23.

Misc. Work Completed:

Service Orders
USA training

McKinleyville Community Services District

BOARD OF DIRECTORS

February 1, 2017

TYPE OF ITEM: **INFORMATION**

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

PRESENTED BY: Lesley Frisbee, Recreation Director

TYPE OF ACTION: None

TEEN & COMMUNITY CENTER:

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

Organization	Amount	Purpose
Mad River Rotary-Donation	\$25,000	Commercial Kitchen
Mad River Rotary-Grant (2015)	\$2,000	Commercial Kitchen
Mad River Rotary-Grant (2016)	\$3,000	Music equipment
McKinleyville Area Fund (2014)	\$3,000	Audio-Sound System
McKinleyville Area Fund (2016)	\$2,500	TV's and Blue Ray player
Humboldt Area Foundation	\$10,000	Tables & Chairs for Classrooms
McKinleyville Kiwanis Club	\$2,000	Computer equipment
Legacy Path & Giving Tree donations	\$21,595	Unrestricted
Karaoke Night event	\$593	Unrestricted
Pints for Non-Profits	\$743	Unrestricted
Umpqua Bank	\$1,200	Landscaping
TOTAL:	\$71,631	

Staff continue to solicit donations for the Teen & Community Center through brick and leaf sales. The second order of bricks will be placed by the middle of February. The turnaround time for the engraved bricks is 6-8 weeks. Staff plans to have the second round of bricks installed by May 2017.

Boys & Girls Club of the Redwoods Teen Club in McKinleyville is serving 35-40 youth per day in the after school hours. Most of these youth are in the middle school age range. BGCR staff continue to reach out to the high school to increase connections with high school age teens.

The kitchen installation is 95% complete. The hood and fire suppression system installation has taken longer than hoped or anticipated. We are looking forward to having the Kitchen complete. BGCR staff are eager to incorporate a cooking program for their club members.

MCSD and BGCR co-hosted a McKinleyville Chamber Mixer on Thursday, January 26, 2017 at the McKinleyville Teen & Community Center.

RECREATION ADVISORY COMMITTEE:

The Recreation Advisory Committee met on Thursday, January 19, 2017. The notes from the meeting are attached as **Attachment 1**.

RECREATION PROGRAM UPDATES:

- Kids' Club After School Program- continues to serve 80 elementary school kids per day.
- Playgroup- meets 3 days per week and hosts 20-30 families per day. Music instruction is offered once per month and is sponsored by First 5 of Humboldt.
- Jiu Jitsu- is serving 10 kids every Tuesday and Thursday
- Breakout- Presidents week Breakout is Feb. 20-24. Registration is currently being accepted.
- Jr. High Dances- January Dance was held Friday, January 20th and hosted 332 students. The January dance is historically the lowest attended dance each year.
- Youth Basketball League- the league is serving 220 participants; first 2 weeks of games have gone well. We have a lot of return staff which helps make the league administrators job easier and saves on staff training time and costs.
- Drop in Pickleball- Due to scheduling conflict in the gym for basketball league practices, Pickleball is running only one day per week (Wed. 9am-12pm) The program continues to be successfully staffed by volunteers, saving the District labor costs.
- Drop in Basketball- continues to have 20-30 participants per week. This is a popular drop in program.
- Dog Obedience classes- We currently offer two types of dog training classes, Obedience training and agility training. These classes run on Monday and Tuesday evenings at Azalea Hall.

OTHER UPDATES:

- The Recreation staff welcomed an HSU Student Intern this month. Audrey Cole began her internship on January 18, 2017. She will complete 270 hours of service over the next 5 months. She is particularly interested in coordinating and implementing special events and learning the behind the scenes administration aspects of recreation program provision.
- Staff has been working on updating the Hiller Sports Site Use Agreements for Youth Sports Organizations. These agreements will be brought to the Board of Directors for approval at the March 1, 2017 Board meeting.
- Staff has been working to restructure the toddler sports program formerly called KinderSports. The independent contractor who brought the KinderSports program to McKinleyville, no longer lives in the area and has had trouble retaining coaching staff locally. Staff are opting to hire and train staff to run a similar program as the demand for it has been consistently high over the years.
- The Spring-Summer Newsletter and Activity Guide will be mailed by February 10, 2017.
- Staff have begun preparing for the 12th Annual Humboldt Hoops Youth 3 on 3 Basketball tournament. The tournament will be held March 24-25, 2017. It is

open to youth in 3rd-12th grades. \$140 per team. Teams may have 3-5 players. Teams must register by March 17, 2017.

- Staff has been updating the McKinleyville Parks & Recreation data in the National Park & Recreation Parks Metrics community assessment tool. This tool allows communities to compare services, amenities and related costs and revenues to other communities within the state and/or across the country.

Exhibits/Attachments

- Attachment 1 – RAC Meeting Notes 1-19-17

Thursday, January 20, 2017

6:30pm

Recreation Advisory Committee Meeting

NOTES

Members Present: John Kulstad, Bill Prescott, George Wheeler, Chad Sefcik, Charlie Caldwell, David Coelho, Addison O'Hanen, Jeff Dunk, Johnny Calkins, Kevin Collins

Members Absent: Greg Moss, Mary Burke

Guest/Public: Robert Jensen, Ally Seeger, Travis Kull (all of the Humboldt Skate Park Collective)

Meeting Notes:

Communications:

- No Communications

Public Comment:

- Representatives of the Humboldt Skate Park Collective (Rob Jensen, Ally Seeger, & Tom Kull) spoke during public comment on behalf of the work the HSPC is willing to undertake in order to steward the development of a skate park in McKinleyville.
- The comments were enthusiastic from both the public and the RAC members. The HSPC intends to develop a presentation to be presented to the RAC and then the MCSD Board of Directors outlining a plan and strategy for development of a skate park. This presentation will not happen before the March RAC meeting as the HSPC does not meet again until March 1, 2017.

Election of Officers:

- In lieu of a nomination, member Bill Prescott moved that the current officers remain the same for another term. Member Jeff Dunk, seconded the motion.
- Chair John Kulstad called for a motion to close nominations after asking for other nominations. Member Jeff Dunk moved to close nominations, member John Calkins seconded the motion. Motion passed unanimously.
- Chair John Kulstad then called the vote on the original motion that officers remain the same for another term. Motion passed unanimously.
- 2017 Chair: John Kulstad
- 2017 Vice-Chair: Charlie Caldwell.

Review of Committees and Committee Assignments:

- Members discussed existing committees and elected to eliminate the Teen & Community Center committee as well as the Hiller Park Botanical Garden Committee being that both of these projects have been completed.
- All other committees remain and the members assigned to them will continue as previously assigned.

Conflict of Interest Form 700:

- Staff distributed Conflict of Interest Form 700 to all members present and gave instructions for completion and the deadline for submitting. All present members completed the forms at the time and returned completed forms to Staff.

Recreation Program Reports:

- *Kids' Club After School Program*- continues to serve 80 elementary school kids per day.

- *Playgroup*- meets 3 days per week and hosts 20-30 families per day. Music instruction is offered once per month and is sponsored by First 5 of Humboldt.
- *Jiu Jitsu*- is serving 10 kids every Tuesday and Thursday
- *Breakout*- Presidents week Breakout is Feb. 20-24. Registration is currently being accepted.
- *Jr. High Dance*- January Dance is tomorrow night. As of this evening we have pre-sold just over 200 tickets
- *Youth Basketball League*- the league is in its second week of practices; first week of games went well. We have a lot of return staff which helps make the league administrators job easier and saves on staff training time and costs.
- *Drop in Pickleball*- Due to scheduling conflict in the gym for basketball league practices, Pickleball is running only one day per week (Wed. 9am-12pm) The program continues to be successfully staffed by volunteers, saving the District labor costs.
- *Drop in Basketball*- continues to have 20-30 participants per week. This is a popular drop in program.
- *Dog Obedience classes*- We currently offer two types of dog training classes, Obedience training and agility training. These classes run on Monday and Tuesday evenings at Azalea Hall.

Committee Reports:

- Hewitt Ranch (John Kulstad): Nothing to report
- Skate Park (Charlie Caldwell): covered in Public comment.
- Property at School Road and Washington Ave (Chad Sefcik): Nothing to report
- Riverfront property (Jeff Dunk): Nothing to report
- Fischer Ranch Estuary Project (Mary Burke): Nothing to report
- BMX Bike Track (Charlie Caldwell): Nothing to report

Agenda Items for February Meeting:

- DRAFT Recreation Program Budgets

Adjournment:

- Moved by J. Dunk, second by J. Calkins
- Adjourned at 7:48pm

McKinleyville Community Services District

BOARD OF DIRECTORS

February 1, 2017

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.D General Manager's Report for February 2017 Meeting

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: Information Only

A summary of activity for the month of January 2017

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

- | | |
|---|---------|
| • Accountant Discount | \$409 |
| • Office Supply Discount | \$52 |
| • Troubleshoot Digital Control and Replace Backup Battery | \$40 |
| • Humboldt County Inmate Crew | \$5,626 |
| • SWAP | \$5,568 |
| • Community Service Workers | \$1,932 |
| • Northern Humboldt Employment Services | \$1,587 |

Total cost savings for **January** are \$15,214

The cumulative cost savings to the District to date from July 1, 2016 is \$128,605

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

Water and Wastewater Mainline Upgrade, Replacement and Rehabilitation Facility Plan – Staff met with the consultant to define a path forward for the studies necessary for the project. During those discussions, it was determined to separate the study into three distinct phases. Phase 1 will consist of three specific tasks, data collection, Wastewater Master Plan and Water Master Plan. The Master Plans produced from Phase 1 will be high-level summary planning assessments that lay out system parameters and whole system replacement costs. During Phase 2 the Plans will focus on more detail oriented cost estimates, phasing for systematic replacement, and cost estimates. During this phase, specific areas will be assessed and appropriate replacement methodologies developed, lining versus bursting versus direct replacement, including construction cost estimates. At that time, the costs will be budgeted out for the next 50, 75 or 100 years. The information will allow a rate study to be performed to determine the revenues necessary to implement

the repairs. In Phase 3 the effort will likely consist of direct assessment of specific portions of the system to determine piping conditions and to prioritize the schedule for replacement.

Potential Alternative Energy Considerations and WWMF .68 megawatt System – Due to modifications of the Strategic Plan associated with alternative energy, staff will be considering a path forward to meet the Board's policy directive. At this point, it seems practical to consider the development of an Alternative Energy Master Plan. This plan would define the immediate and future demands for energy, analyze potential alternative energy solutions and find MCSD properties able to support alternative energy infrastructure.

Recoating of Tank 1A – The tank interior was finally cleaned, disinfected and filled. Testing for coliform and volatile organics were conducted and if all goes well, the tank will be back on line by the Board Meeting. Staff has approved suspension of the project due to weather until April. At that time, the contractor will return and complete the exterior recoating process.

Integrated Pest Management Plan – Due to extensive workload pertaining to the budget process, staff only attended one IPM meeting in January. The formulas necessary to link the cost for the control alternatives has required a significant amount of work on the spreadsheet but will save time during the annual update process.

Teen Center – The ventilation system in the Teen Center Kitchen was installed and preliminary air mass testing conducted. Minor details remain prior to completion of the project.

Camino Way OSMZ – The survey was distributed to the Camino Way residents to determine their wishes related to the Open Space Zone assessment. The deadline to return the surveys is February 10 as of this date we have two votes to dissolve and three votes to reassess.

WWMF Improvements – A weekly meeting is attended by staff to discuss the three-week rolling schedule, submittals for materials, requests for information and progress to that point. Due to the seasonally high precipitation rates, work was impacted significantly. During January, the control building was the focus of for the electricians and carpenters. Leaving minor sheet rock work and painting prior to setting the electrical gear and pulling wire. The secondary clarifier mechanisms are being set in place but final coating of all interior concrete surfaces will require dryer weather.

Total Compensation Survey – The survey was distributed to ten agencies to gather the necessary compensation information necessary for our study. Seven of the ten agencies have returned their survey with three requesting more time. After the data is received and collated a comparative analysis will be accomplished to give management metrics to determine wage and benefit levels for our staff.

Wastewater Pretreatment Audit – The Regional Board contracts with a consultant to conduct audits of major discharger's pretreatment programs. In 2010, MCSD received our first audit, following that audit staff updated the MCSD Sewer Use Ordinance and Local Limits and the updates were approved in the Rules and Regulations. In January, MCSD received its second audit, which consists of a daylong review of program components. The results of the audit will be provided to the Regional Board and comments from the Regional Board to MCSD. Preliminary findings from our staff indicate that we have some minor updates to complete. A full report will be provided to the board for their review.

Digital Control, SCADA and Telemetry Upgrade Project – Due to the age of existing hardware on the wastewater system and unreliable support for the water system staff will be soliciting proposals for a design build project to update the entire digital control system for our water and sewer stations and tanks. Review of the Request for Proposals is being conducted now, with the proposal being circulated in March.

Update Formal Contractor Work Order and Construction Contract – Due to changes in state law MCSD contract documents for construction and repair work were reviewed and updated for compliance with current labor laws. The vast majority of the updates are related to the tightening of prevailing wage requirements for public works projects over \$1000.

Special District Risk Management – A representative of our liability insurer toured MCSD water, sewer and public facilities. These visits occur biannually and provide useful information for staff to assess risk management of district facilities. A formal report will be submitted for review and modifications implemented in areas of concern.

Measure B Intent to Collect – The annual procedure to remain Proposition 218 compliant is underway with submission of the FY 2017/18 budget worksheet. It will be the basis for the engineer's report; will validate the assessment and the allocation of the revenues collected. The Intent proceedings are scheduled for the March Board of Director's meeting.

Meetings – The General Manager attended various meetings this month including the first CSDA Board of Director's meeting of 2017 in Sacramento.

Exhibits/Attachments

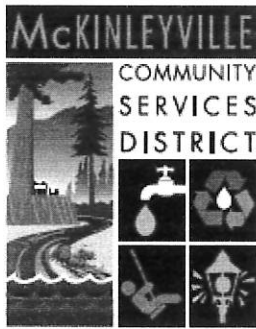
- Attachment 1 – WWMF Monthly Self Monitoring Report

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



mckinleyvillecsd.com

MAIN OFFICE:

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

PARKS & RECREATION OFFICE:

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

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

January 25, 2017

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for December 2016 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number WQ 2011-0008-DWQ.

The normal discharge of effluent was 30 days to Discharge Point 001. The required monitoring and water quality constituents that were tested and reported were in compliance in December.

The requirement for BOD is 45 mg/L, 604 lbs/day and 65% removal for the monthly average with five weekly tests in December that represent thirteen criteria. The BOD results for December are in compliance.

The requirement for TSS is 83 mg/L, 1108 lbs/day and 65% removal for the monthly average with five weekly tests in December which represent three criteria. The TSS results for December 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 December 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 December are as follows. Median was <1.8 and a Maximum of <1.8. Four samples were collected in the month of December and were in compliance.

Monthly River Monitoring was conducted in December.

Acute testing for November was conducted using Rainbow Trout and C.Dubia. Rainbow Trout had a 100% survival and C.Dubia had a 100% survival.

WWMF Upgrade Status: Clarifier "A" and "B" were water tested and passed. The headworks and maintenance building are 85% completed. The aeration basins 1 is completed and lined. Aeration basin 2 is still under construction. The biosolids basin is lined. The rain has slowed the project down a little. Backfilling around the clarifiers is in process. Weekly meeting have been conducted with District staff, contractors, engineers and the project manager. Contractors have 521 days to complete the project. They have projected to be completed by July 2017.

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

DECEMBER 2016

Discharge Monitoring	M-INF	M-001		002 M-003	002 M-003	004 M-005	003 M-004	006 M-007	005 M-006		001 M-002
DATE	INFLUENT MGD	EFFLUENT MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	1.002	1.547	1086							0.000	1.547
2	0.974	1.558	1093							0.000	1.558
3	0.996	1.556	1092							0.000	1.556
4	1.045	1.556	1091							0.000	1.556
5	0.973	0.669	1094							0.000	0.669
6	0.969	0.000	0	Washed CCB						0.000	0.000
7	0.961	0.653	741							0.000	0.653
8	0.999	0.961	701							0.000	0.961
9	1.120	0.418	640							0.000	0.418
10	1.329	0.448	614							0.000	0.448
11	1.248	0.876	625							0.000	0.876
12	1.142	0.897	632							0.000	0.897
13	1.103	1.234	1015							0.000	1.234
14	1.360	1.587	1299							0.000	1.587
15	1.693	1.439	1310							0.000	1.439
16	1.340	1.547	1364							0.000	1.547
17	1.268	1.968	1388							0.000	1.968
18	1.240	1.997	1408							0.000	1.997
19	1.173	2.021	1415							0.000	2.021
20	1.139	2.026	1424							0.000	2.026
21	1.112	1.437	1428							0.000	1.437
22	1.096	1.545	1354							0.000	1.545
23	1.200	1.933	1353							0.000	1.933
24	1.250	1.928	1353							0.000	1.928
25	1.129	1.837	1356							0.000	1.837
26	1.130	1.781	1252							0.000	1.781
27	1.079	1.773	1240							0.000	1.773
28	1.057	1.764	1238							0.000	1.764
29	1.033	1.471	1249							0.000	1.471
30	1.000	1.476	1269							0.000	1.476
31	1.053	1.769	1246							0.000	1.769
TOTAL	35.213	43.672		0.000	0.000	0.000	0.000	0.000	0.000	0.000	43.672
AVERAGE	1.136	1.409	1109	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.409
MAXIMUM	1.693	2.026	1428	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2.026
MINIMUM	0.961	0.000	0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
DAYS	31	30		0	0	0	0	0	0	0	30
DAYS WITH NO DISCHARGE = 1											

McKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY RIVER CFS - EFFLUENT FLOWS -										
				M-004	RIVER DILUTION					
December 2016				M-005						
				M-006						
DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	EFFLUENT MAXIMUM GPM	M-003 PERK PONDS MGD	M-007 IRRIGATE MGD	M-002 RIVER MGD	RIVER DILUTION 100:1	MAXIMUM G.P.M. DISCHARGE FOR 100:1	RIVER FLOW IN CFS	RIVER FLOW IN GPS
1	1.002	1.547	1086			1.547	1219	13241	2950	22069
2	0.974	1.558	1093			1.558	924	10099	2250	16832
3	0.996	1.556	1092			1.556	740	8079	1800	13466
4	1.045	1.556	1091			1.556	617	6733	1500	11222
5	0.973	0.669	1094			0.669	611	6688	1490	11147
6	0.969	0.000	0			0.000	0	5880	1310	9800
7	0.961	0.653	741			0.653	751	5566	1240	9276
8	0.999	0.961	701			0.961	1005	7047	1570	11745
9	1.120	0.418	640			0.418	2069	13241	2950	22069
10	1.329	0.448	614			0.448	10308	63289	14100	105482
11	1.248	0.876	625			0.876	6686	41789	9310	69648
12	1.142	0.897	632			0.897	4091	25854	5760	43091
13	1.103	1.234	1015			1.234	1703	17281	3850	28802
14	1.360	1.587	1299			1.587	1327	17236	3840	28727
15	1.693	1.439	1310			1.439	6579	86181	19200	143635
16	1.340	1.547	1364			1.547	4443	60596	13500	100994
17	1.268	1.968	1388			1.968	2484	34472	7680	57454
18	1.240	1.997	1408			1.997	1635	23027	5130	38378
19	1.173	2.021	1415			2.021	1180	16698	3720	27829
20	1.139	2.026	1424			2.026	949	13511	3010	22518
21	1.112	1.437	1428			1.437	789	11266	2510	18777
22	1.096	1.545	1354			1.545	703	9516	2120	15860
23	1.200	1.933	1353			1.933	634	8573	1910	14289
24	1.250	1.928	1353			1.928	1234	16698	3720	27829
25	1.129	1.837	1356			1.837	967	13107	2920	21845
26	1.130	1.781	1252			1.781	853	10683	2380	17805
27	1.079	1.773	1240			1.773	735	9112	2030	15186
28	1.057	1.764	1238			1.764	682	8439	1880	14064
29	1.033	1.471	1249			1.471	600	7496	1670	12493
30	1.000	1.476	1269			1.476	545	6912	1540	11521
31	1.053	1.769	1246			1.769	508	6329	1410	10548
TOTAL	35.213	43.672		0.000	0.000	43.672				
AVERAGE	1.136	1.409	1109	0.000	0.000	1.409	1857	18859	4202	31432
MAXIMUM	1.693	2.026	1428	0.000	0.000	2.026	10308	86181	19200	143635
MINIMUM	0.961	0.000	0	0.000	0.000	0.000	508	5566	1240	9276
DAYS	31	30	30	0	0					
DAYS WITH NO DISCHARGE TO THE MAD RIVER = 1										

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

MONTH: DECEMBER

YEAR: 2016

DATE	INFLUENT FLOW		EFFLUENT FLOW		RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING							3X5 TOTAL COLIFORM	
	M.G.D.		M.G.D.	MAXIMUM GPM		B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL ₂ RES.	RIVER CL ₂ RES	SETTLABLE SOLIDS	
1	1.002		1.547	1086	2950			7.0	11.1			32	1.9	0.00		
2	0.974		1.558	1093	2250		260	7.3	10.9	40	47	32	2.3	0.00	<0.1	
3	0.996		1.556	1092	1800								2.2	0.00		
4	1.045		1.556	1091	1500								2.3	0.00		
5	0.973		0.669	1094	1490			7.0	10.2			32	2.3	0.00	<1.8	
6	0.969		0.000	0				Washed CCB								
7	0.961		0.653	741	1240			7.1	10.1			32	1.4	0.00		
8	0.999		0.961	701	1570			7.0	11.7			28	2.4	0.00		
9	1.120		0.418	640	2950		170	7.0	11.2	24	28	28	2.5	0.00	<0.1	
10	1.329		0.448	614	14100								1.9	0.00		
11	1.248		0.876	625	9310								2.4	0.00		
12	1.142		0.897	632	5760							34	1.5	0.00		<1.8
13	1.103		1.234	1015	3850			6.9	11.2			32	1.3	0.00		
14	1.360		1.587	1299	3840			6.9	11.2			32	2.4	0.00		
15	1.693		1.439	1310	19200			6.9	11.4			32	0.3	0.00		
16	1.340		1.547	1364	13500		120	7.0	10.8	19	24	32	2.9	0.00	<0.1	
17	1.268		1.968	1388	7680							1.0	0.00			
18	1.240		1.997	1408	5130								2.4	0.00		
19	1.173		2.021	1415	3720			6.9	10.0			32	2.1	0.00		<1.8
20	1.139		2.026	1424	3010			6.8	11.7			28	1.7	0.00		
21	1.112		1.437	1428	2510			6.9	9.7			30	1.9	0.00		
22	1.096		1.545	1354	2120		180	6.9	9.3	13	22	32	3.4	0.00	<0.1	
23	1.200		1.933	1353	1910								1.4	0.00		
24	1.250		1.928	1353	3720								1.7	0.00		
25	1.129		1.837	1356	2920								2.0	0.00		
26	1.130		1.781	1252	2380								3.1	0.00		
27	1.079		1.773	1240	2030								24	3.0	0.00	<1.8
28	1.057		1.764	1238	1880			6.8	8.9			28	2.9	0.00		
29	1.033		1.471	1249	1670			7.0	8.8			28	3.0	0.00		
30	1.000		1.476	1269	1540		130	6.8	8.9			28	3.0	0.00		
31	1.053		1.769	1246	1410			6.9	9.3	25	44	26	3.7	0.00	<0.1	

SPILLS:

None to report

DATE	MONTHLY TESTS			
	TDS	AMMONIA	NITRATE	BORON
12/7/2016	250	26.0	ND	210

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

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

30 DAY AVERAGE

BOD mg/L	BOD LBS/DAY	% Removal	BOD mg/L	BOD LBS/DAY	% Removal	NFR	NFR	NFR	% Removal
24	265	91	33	369	80				

ACUTE TOXICITY

DATE	% Survival
12/13/2016	100%
12/13/2016	100%

Rainbow Trout
C. dubia

CHRONIC TOXICITY	
TESTED	SURVIVAL
Minnow	N/A
C. Dubia	N/A
Algae	N/A
	TUc

Total Coliform	Monthly
Median	<1.8
Daily	Maximum
	<1.8

SIGNATURE: _____

REMARKS:

Indicates Permit Exceedance