



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, JANUARY 6, 2016 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 Approve the Minutes of the Board of Directors Regular Meeting on December 2, 2015 and the Special Meetings on December 9 and 21, 2015 **Pg. 4**
 - Attachment 1 – Draft Minutes from December 2, 2015 Regular Meeting **Pg. 5**
 - Attachment 2 – Draft Minutes from December 9, 2015 Special Meeting **Pg. 9**
 - Attachment 3 – Draft Minutes from December 21, 2015 Special Meeting **Pg. 13**
- D.2 Approve the November Treasurer's Report **Pg. 14**
 - Attachment 1 – Treasurer's Report November 2015
- D.3 Compliance with State Double Check Valve (DCV) Law – No Violations

E. CONTINUED AND NEW BUSINESS

- E.1 McKinleyville Community Services District Employee of the Year Award Presentation to Diane Sloane **Pg. 36**
- E.2 Presentation of the Community Builder Award to Supervisor Ryan Sundberg **Pg. 37**
 - Attachment 1 – Supervisor Sundberg's responses to Interview Questions **Pg. 38**
- E.3 Consider Approval of the Strategic Plan 2016-2020 **Pg. 40**
 - Attachment 1 – Strategic Plan 2016 Draft **Pg. 41**
- E.4 Discuss and Consider Committee Assignments and Appointment of Committee Chairs by the Board President for the 2016 Calendar Year **Pg. 84**
 - Attachment 1 – 2015 Positions, Staff Member Appointments and 2015 Committee Assignments **Pg. 86**
- E.5 Consider Approval of Resolution 2016-01 Approving Changes in Health Care Plans Offered to Employees of the District Hired After January 1, 2016 **Pg. 87**
 - Attachment 1 – Resolution 2016-01 **Pg. 89**
- E.6 Presentation and Recommendation of Potential Teen Center Names **Pg. 91**

E.7	Integrated Pest Management Plan (Plan) Update	Pg. 93
	Attachment 1 – Draft #2 of the Integrated Pest Management Plan	Pg. 95
	Attachment 2 – Public Input Tracking Matrix	Pg. 106
E.8	Consider authorization for Director Mayo to Attend ACWA 2016 DC Conference in Washington D.C. February 23-25, 2016	Pg. 125
	Attachment 1 – Pricing Reference Sheet	Pg. 126
	Attachment 2 – Terms and Conditions	Pg. 127

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

F.2 STAFF REPORTS

- a. Support Services Department (Colleen M.R. Trask) **Pg. 128**
- b. Operations Department (James Henry) **Pg. 129**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 134**
- d. General Manager (Greg Orsini) **Pg. 137**
- Attachment 1 – WWMF Monthly Self Monitoring Report **Pg. 139**

F.3 PRESIDENT'S REPORT

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

G. ADJOURNMENT

Posted 12:00 pm on December 31, 2015

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

McKinleyville Community Services District

BOARD OF DIRECTORS

January 6, 2016

TYPE OF ITEM: **ACTION**

ITEM: D.1 **Approve the Minutes of the Board of Directors' Regular Meeting on December 2, 2015 and the Special Meetings on December 9 and 21, 2015**

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

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

Recommendation:

Staff recommends that the Board review the draft minutes from the December 2, 2015 Regular Board Meeting and the Special Board Meetings from December 9 and 21, 2015; 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 December 2, 2015 Regular Meeting
- Attachment 2 – Draft Minutes from December 9, 2015 Special Meeting
- Attachment 3 – Draft Minutes from December 21, 2015 Special Meeting

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, DECEMBER 2, 2015 AT 7:00PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

AGENDA ITEM A CALL TO ORDER

A.1 ROLL CALL: The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:00 pm with Vice President Wheeler, Director Couch and Director Edwards present. President Corbett and Director Mayo were absent.

George Wheeler, Vice President
David Couch, Director
Helen Edwards, Director

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

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

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

A.4 Approval of Agenda:

MOTION: It was moved to approve the agenda.

Motion: Helen Edwards; Second: David Couch

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

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: Vice President Wheeler opened public comment and no members of the public spoke.

AGENDA ITEM D CONSENT CALENDAR:

D.1 Consider approval of minutes of the Board of Directors' Regular Meeting of November 4, 2015

D.2 Consider approval of October 2015 Treasurer's Report

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

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

Motion: Helen Edwards; Second: David Couch

There were no objections and no comments by the public.

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

MOTION SUMMARY: Motion Passed

AGENDA ITEM E CONTINUED AND NEW BUSINESS:

E.1 Community Forest Presentation presented by Green Diamond: General Manager Orsini introduced Craig Compton from Green Diamond who provided a PowerPoint presentation of the potential community forest project. Mr. Compton provided an overview which included the three options under consideration, each of which contains housing development potential, community forest and conservation easements. Other items included were trails, partnerships and potential funding options. Vice President Wheeler asked if the Board could receive a tour of the property and he was referred to the Trust for Public Land for that option. Director Couch asked if the property included any way to make money by logging some of the property and Mr. Compton advised that it could potentially be managed in that manner.

The following member of the public commented:

Charles Wilson commented on the environmental impacts of the community forest location, the County's prohibition of pedestrians and that this may be an opportunity to mitigate the Central Avenue freeway problem by diversion and putting a major highway on the easterly side to create a boundary.

Vice President Wheeler commented that most people who he has spoken to about this project are in favor of it.

This item was information only, no action taken.

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

Recreation Director Lesley Frisbee introduced the topic and reviewed the agenda item before bringing Executive Director of the Boys & Girls Club of the Redwoods, Liz Smith to the podium to answer questions. Each of the Directors present had questions for Ms. Smith which were answered prior to General Manager Orsini commenting about the presented budget. He advised this was a good start but that more effort will be required.

The topic was opened for public comment and there were none.

This item was information only, no action taken.

E.3 Approve Budget Modification for Measure B Fund: Finance Director Colleen Trask reviewed the agenda item and explained the need for her recommendation.

MOTION: It was moved to approve the budget modification.

Motion: Helen Edwards; Second: David Couch

There was no public comment.

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

MOTION SUMMARY: Motion Passed

E.4 Review the McKinleyville Community Services District Conflict of Interest Code and Adopt Resolution 2015-31 Approving Suggested Updates and Changes: Board Secretary, Becky Schuette advised that the item began with minor changes due to the restructuring of the Parks & Recreation Department and who was required to file the Form 700. However, after being submitted to District Counsel, many other changes had been added.

MOTION: It was moved to accept staff recommendation and adopt Resolution 2015-31.

Motion: Helen Edwards; Second: David Couch

There was no public comment.

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

MOTION SUMMARY: Motion Passed

E.5 Approve Change Order Request and Budget Modification for Teen Center Construction

Project: General Manager Orsini reviewed the agenda item and explained the need for the construction change orders to the McKinleyville Teen Center and believes these are the total of what will be needed through the completion of the project.

MOTION: It was moved to approve the change order request and fund the budget change for **\$41,000.**

Motion: Helen Edwards; Second: David Couch

There was no public comment.

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

MOTION SUMMARY: Motion Passed

AGENDA ITEM F REPORTS:

F1. Active Committee Reports

- a. **Recreation Advisory Committee (Wheeler/Couch (alternate)):** Director Wheeler was very impressed with the meeting and encouraged Recreation Director Frisbee to provide the report later with her Staff Report.
- b. **Area Fund (John Kulstad/Edwards):** No report.
- c. **Redwood Region Economic Development Commission (Mayo/Edwards (alternate)):** Director Mayo was not present for a report and the alternate had not attended the meeting.
- d. **McKinleyville Senior Center Advisory Committee (Edwards):** Director Edwards had not been present for the meeting, however Recreation Director Frisbee advised that the Board had eliminated the Executive Director position and that the positions tasks were being divvied up among the Senior Center Board. Their next meeting will be held on December 18, 2015 at 10:00am.
- e. **Audit (Corbett/Edwards):** Meeting scheduled for December 8, 2015 at 11:30am.
- f. **Employee Negotiations (Couch/Edwards):** Meeting scheduled for December 8 at 11:00am.
- g. **Water Task Force (Wheeler/Corbett (alternate)):** Did not meet.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch (alternate)):** Did not meet.
- i. **McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate)):** General Manager Orsini had attended the meeting and advised that Green Diamond had provided the same PowerPoint presentation as ours tonight and that the meeting had been very well attended. There had been questions about zone changes and he advised that most people in attendance were supportive of the community forest.

- j. **Cornerstone Committee (Couch):** Director Couch reported that they had met and discussed the budget that had been in this week's board packet. Director Edwards had asked about the naming and she was advised that the topic is currently scheduled for the January and February Board meetings.
- k. **Groundwater Sustainability Committee (Edwards/Corbett, Mayo):** Did not meet.

F.2 Staff Reports:

- a. **Support Services Department:** Finance Director Colleen Trask reported that the reserves account was approximately 46% funded. She also reported that there was \$60,000 in the reserve account for the next bio-solids removal project. She then added that the drought had not yet impacted the rate study estimate of budgeted water sales for the next fiscal year, however, more time needs to pass to provide a more realistic view.
- b. **Operations Department:** Operations Director James Henry had nothing further to add at this time. Director Edwards asked for clarification of what an altitude pit was and was provided an answer by Operations Director Henry. Vice President Wheeler had asked for an explanation of RGPD (residential gallons per capita day) and was given the explanation as well as the formula from which it is derived.
- c. **Parks and Recreation Department:** At the request of Vice President Wheeler, Recreation Director Lesley Frisbee reported on the Recreation Advisory Committee (RAC) and advised that the Master Plan update continues. Chapters 1 and 2 were reviewed and chapter 3 discussed. The RAC is recommending a more current community survey in order to better understand what the community really wants in the Master Plan. The RAC had also reviewed the MCSD Strategic Plan at their meeting. A public meeting for the Community Garden will be held on December 7, 2015 at 5:30pm to discuss the future of the gardens. The property near Washington Street and its future was also a topic at the RAC meeting.
- d. **General Manager:** General Manager Orsini briefed the Board about the Bid Protest being held at the Special Board Meeting next Wednesday, December 9, 2015. He reported that the cutoff date for final comments from the involved parties had been earlier that day. GM Orsini had reported that Wahlund's attorney had made a request to postpone the protest hearing as he had a trial to prepare for next week. Progress is being made with the Integrated Pest Management Plan (IPM). Seventy comments had been vetted and reviewed, but there are at least that many more that still need to be reviewed. GM Orsini advised that the District is still about a year out from completion of the IPM. A question and answer period about the bid protest procedure followed.

F.3 President's Report: President Corbett was not present and Vice President Wheeler had nothing further to add.

F.4 Board comments, announcements, reports and agenda item requests: The other Directors present had nothing further to add.

AGENDA ITEM G ADJOURNMENT:

President Corbett adjourned the meeting at 8:27 pm

Becky Schuette, Board Secretary

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES
DISTRICT HELD ON WEDNESDAY, DECEMBER 9, 2015 AT 7:00PM
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

AGENDA ITEM A CALL TO ORDER: The special meeting of the Board of Directors of McKinleyville Community Services District convened at 7:00 pm with President Corbett, Directors Couch, Edwards, Mayo and Wheeler in attendance.

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

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

President Corbett called for the Pledge of Allegiance prior to item A.1

A.3 Pledge of Allegiance: The Pledge of Allegiance was led by Director Edwards.

A.1 Introduce November 3, 2015 Election Results, Administer Oath of Office to Re-elected Directors and Adopt Resolution 2015-32 Accepting Certificate of Appointment in Lieu of Election by the Humboldt County Board of

Supervisors: The Board Secretary reviewed the item and recommended adoption of the resolution and the following motion was made:

MOTION: It was moved to adopt Resolution 2015-32.

Motion: David Couch; Second: George Wheeler

There was no public comment.

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

MOTION SUMMARY: Motion Passed

The Board Secretary asked Directors Corbett and Edwards to stand and raise their right hand for administration of the Oath of Office.

A.2 Roll Call: President Corbett advised that the Roll Call for the resolution would also serve as the roll call for all Directors in attendance for the meeting.

A.4 Additions to the Agenda: Director Mayo advised that he had accepted an award at the ACWA Conference on behalf of the District and wanted to present it at this time. The five Directors and General Manager Orsini posed for photos with the new award for Outstanding Outreach Participation for Region 1 from the Association of California Water Agencies.

Board Secretary Schuette requested notation of a correction to the agenda. On item A.1, the Resolution was listed with two different numbers. The correct one, which was listed correctly on the actual resolution, was 2015-32. President Corbett, as Chair, accepted the correction as immaterial.

A.5 Approval of Agenda:

MOTION: It was moved to approve the agenda.

Motion: Helen Edwards; Second: George Wheeler

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

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

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

John Damon, a civil engineer with 40 years in construction. He advises he has been attempting to work with the County regarding wells and groundwater in the Dows Prairie area. Mr. Damon would like to offer assistance for any monitoring program that the District may consider undertaking.

President Corbett requested a letter from Mr. Damon regarding the topic and his services.

AGENDA ITEM D CONSENT CALENDAR: There were no consent calendar items scheduled.

AGENDA ITEM E CONTINUED AND NEW BUSINESS:

E.1 Consistent with MCSD Wastewater Management Facility Improvements bid documents, conduct Bid Protest hearing Requested by Wahlund: General Manager Orsini advised that although the hearing had been scheduled for this special meeting, on December 7, 2015 an email had been received from Ken Wahlund withdrawing his protest. A formal letter had been received in the office December 9, 2015 at 4:50 pm. General Manager Orsini reported that having received the withdrawal, Auburn Constructors, their legal counsel and the MCSD legal counsel were informed they would not be required to attend the meeting. President Corbett requested confirmation that Ken Wahlund and his attorney were not told that they did not need to attend the bid protest. It was clarified that by withdrawal and choice, Ken Wahlund and his attorney voluntarily did not attend.

MOTION: It was moved to uphold the General Managers findings and (item was read verbatim for the record) Find, based on all information and documentation submitted, that Auburn's bid is responsive; and find, based on all information and documentation submitted, that any deviation in Auburn's bid is immaterial and inconsequential and therefore waived; enter Wahlund's Bid Protest Withdrawal dated December 8, 2015 into the record; Wahlund by not being present defaults the protest; and Authorize the Board President to Award the contract for the Wastewater Management Facility Improvements to Auburn Constructors, Inc., MCSD Contract no. 2015-01.

Motion: George Wheeler; Second: Dennis Mayo

There was no public comment and no Board discussion.

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

MOTION SUMMARY: Motion Passed

E.2 Review Board Rotation Schedule, Board Officers and Committee Appointments for the 2016 Calendar Year: Director Mayo advised that he would like to stay with the same committees he is currently on, but not add any more. Director Edwards advised that she would be absent from the January meeting, but requested she also remain on the same committees. Director Couch added that he too would also like the same committee assignments. Director Wheeler advised that he would take

everyone's requests under consideration when he, as President, appoints committee assignments next month.

This item was informational only, no action was taken.

E.3 Proposed Modification of the Board Policy Manual to add Part 11 Draft Board Self-Evaluation:

General Manager Orsini reviewed his staff note indicating that the Self-Evaluation was a request by the Board during the review of the Strategic Plan last year. There was a lengthy conversation among the Board and the General Manager as to some of the language points in the written portion Rule 11.1 Policy and the word "its or it" being used. The language will be changed to replace "its" and "it" with "the board" and will now read:

***Rule 11-1: Policy** – The Board is committed to assessing its own performance as a board in order to identify ~~its~~ the board's strengths and areas in which ~~it~~ the board may improve its functioning. The goals of the self-evaluation are to clarify roles, to enhance harmony and understanding among Board members, and to improve the efficiency and effectiveness of the Board meetings. The ultimate goal is to improve MCSD policies for the benefit of the McKinleyville community and employees of the District.*

Additional discussion continued regarding who was actually being evaluated and what would be presented publicly as the procedure indicated. It was requested that clarifying language be added to the procedure indicating the manner in which the assessment form would be presented in order to allow the Directors to evaluate themselves, but still keep some anonymity about their personal rating when it was presented to the public. Additional wordsmithing and bullet points will be added to the procedure before it will be approved by the Board at a later meeting. Finally, the Directors requested the assessment form have the following modifications as well:

Item number 4: Have a good working relationship with ~~MCSD staff~~ the General Manager

Item number 8: Act knowledgeably and prudently when making recommendations about MCSD finances and financial policies (adding) in consideration of the District as a whole.

Item number 9: Focus your attention on long-term and significant policy issues rather than short-term administrative matters. Changed to: While considering short-term administrative matters, are you also focusing on long-term and significant policy issues and impacts?

President Corbett also requested another rating item be added: Act respectfully to all while conducting District business.

A "comments" section will also be added at the end of the survey.

This item was for discussion and information only. It will be returned as an agenda item at a later date.

AGENDA ITEM F REPORTS:

F.1 President's Report: President Corbett added a few words about the legal issues with the bid process. General Manager Orsini clarified for President Corbett that our normal District Counsel had had to disqualify himself from the Protest as he had represented Mr. Wahlund in the past. He reported that our attorney for this matter was Treven Tilbury with DowneyBrand LLP. President Corbett added that he was pleased that the Governor had again nominated him for the State Water Board.

F.2 Board comments, announcements, reports and agenda item requests: Director Mayo had several things to add at this point. He advised that he had returned from the ACWA Conference with one version of a very good document called "California's Most Significant Droughts – Comparing

Historical and Recent Conditions.” He would like the book left in the District office and requested the other Directors take a look at it as it is very good. Director Mayo also reported that he and President Corbett had attended a webinar workshop hosted by the State Water Board regarding Urban Conservation Regulations. He advised that Paul Helliker from Humboldt Bay Municipal Water District had submitted a letter to the Board for the meeting regarding the drought situation, or lack thereof, here in Humboldt County. President Corbett and Director Mayo had supported the letter and wanted to make sure the committee was aware of that fact. Director Mayo also advised that this same meeting had resulted in a commitment from the Board regarding water for salmon here on the north coast. Finally, Director Mayo presented his schedule for the ACWA Board of Directors for the 2016 year and requested a change to the May Board Meeting date be agendaized.

Director Wheeler had questions regarding the earlier comments on the Dows Prairie area having too many wells and if a committee should be formed for researching this problem. President Corbett advised that he would first like to see a letter from John Damon (who had brought up the subject earlier in the meeting).

General Manager Orsini reminded the Directors about the meeting opportunity with Senator McGuire on December 21st. If a quorum will be attending, then it will need to be noticed as a special meeting.

AGENDA ITEM G ADJOURNMENT:

President Corbett adjourned the meeting at 7:58 pm

Becky Schuette, Board Secretary

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT HELD ON WEDNESDAY, DECEMBER 21, 2015 AT 1:30PM
MCSD CONFERENCE ROOM 1656 SUTTER ROAD, MCKINLEYVILLE, CA**

AGENDA ITEM A CALL TO ORDER: The special meeting of the Board of Directors of McKinleyville Community Services District convened at 1:30 pm with President Corbett, Directors Couch, Edwards, Mayo and Wheeler in attendance for a meeting with Senator Mike McGuire.

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

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

AGENDA ITEM B PUBLIC COMMENT: There was no public comment.

AGENDA ITEM C GENERAL MEETING WITH SENATOR MIKE MCGUIRE: President Corbett opened the meeting with comments of appreciation for the meeting. General Manager Orsini then provided a PowerPoint presentation regarding the District, each of the departments and the major projects currently in the works. There was back and forth discussion, questions and answers throughout the meeting. This was an informational meeting only and no action was taken by the Board.

AGENDA ITEM D ADJOURNMENT:

The meeting adjourned at 2:30 pm

Becky Schuette, Board Secretary

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

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McKinleyville Community Services District
Investments & Cash Flow Report
As of Nov 30, 2015

Petty Cash & Change Funds		940.00
<u>Cash</u>		
Operating & Money Market - Beginning Balance		1,006,558.08
Cash Receipts:		
Utility Billings	489,897.16	
Money Market Account Interest	156.01	
Transfers from County Funds #2560, #4240, CalTRUST	-	
Other Cash Receipts	90,075.42	
Total Cash Receipts		580,128.59
Cash Disbursements:		
Payroll Related Expenditures	(194,017.66)	
Debt Service	(20,504.47)	
Capital & Other Expenditures	(487,893.66)	
Total Cash Disbursements		(702,415.79)
Operating & Money Market - Ending Balance		884,270.88
Total Cash		885,210.88
<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	128,845.04	
Interest Income	-	
LAIF - Ending Balance		128,845.04
Humboldt Co. #2560 - Beginning Balance	1,519,426.51	
Property Taxes and Assessments	-	
Transfer to/from Operating Cash	-	
Interest Income	1,012.95	
Humboldt Co. #2560 - Ending Balance		1,520,439.46
Humboldt Co. #4240 - Beginning Balance	3,747,936.49	
Property Taxes	-	
Transfer to/from Operating Cash	(440,388.67)	
Transfer to/from Biosolids Reserve	-	
Interest Income	2,059.03	
Humboldt Co. #4240 - Ending Balance		3,309,606.85
Humboldt Co. #9390 - Beginning Balance	562,191.88	
Reserves Recovery Deposits	48,114.36	
Interest Income	-	
Humboldt Co. #9390 - Ending Balance		610,306.24
USDA Bond Reserve Fund - Beginning Balance	116,402.91	
Bond Reserve Payment	7,979.17	
Debt Service Payment	-	
Interest Adjustment	1.92	
USDA Bond Reserve Fund - Ending Balance		124,384.00
Market Valuation Account		(180.00)
Meas.B Loan Proceeds, Umpqua - Beginning Balance	203,176.20	
Net Transfer to/from Loan Cash Holding Acct	-	
Interest Income	63.23	
Meas.B Loan Proceeds, Umpqua - Ending Balance		203,239.43
CalTRUST - Beginning Balance	755,488.66	
Net Transfer to/from Meas. B Loan Umpqua Acct	-	
Net Transfer to/from Water Fund Capacity Fees Acct	440,388.67	
Interest Income/Unrealized Gain/Loss	(449.84)	
CalTRUST - Ending Balance		1,195,427.49
Total Investments		7,092,068.51
Total Cash & Investments - Current Month		7,977,279.39
Total Cash & Investments - Prior Month		8,040,785.77
Net Change to Cash & Investments This Month		(63,506.38)
<u>Cash & Investment Summary</u>		
Cash & Cash Equivalents		7,093,301.12
Davis-Grunsky Loan Reserve		599,393.86
Waste Water Capital Reserve		100,200.41
USDA Bond Reserve		124,384.00
I-Bank Loan Reserve		60,000.00
Total Cash & Investments		7,977,279.39

McKinleyville Community Services District
Consolidated Balance Sheet by Fund
As of Nov 30, 2015

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
ASSETS						
Current Assets						
Unrestricted cash & cash equivalents	\$ 671,574.52	\$ 972,622.22	\$ (35,325.87)	\$ 2,549,796.18	\$ 3,016,552.84	\$ 7,175,219.89
Accounts receivable	3,253.76	-	4,503.75	276,124.86	243,433.59	527,315.96
Prepaid expenses & other current assets	32,942.10	-	1,456.93	91,363.07	43,005.63	168,767.73
Total Current Assets	707,770.38	972,622.22	(29,365.19)	2,917,284.11	3,302,992.06	7,871,303.58
Noncurrent Assets						
Restricted cash & cash equivalents	181,234.07	-	-	659,393.86	224,584.41	1,065,212.34
Other noncurrent assets	-	-	-	44,530.00	48,704.00	93,234.00
Capital assets (net)	-	-	-	7,932,608.60	13,414,402.64	21,347,011.24
Total Noncurrent Assets	181,234.07	-	-	8,636,532.46	13,687,691.05	22,505,457.58
TOTAL ASSETS	\$ 889,004.45	\$ 972,622.22	\$ (29,365.19)	\$ 11,553,816.57	\$ 16,990,683.11	\$ 30,376,761.16
LIABILITIES & FUND BALANCE/NET ASSETS						
Current Liabilities						
Accounts payable & other current liabilities	\$ 61,665.01	\$ 1,763.86	\$ 253.62	\$ 352,649.02	\$ 67,538.69	\$ 483,870.20
Accrued payroll & related liabilities	82,413.15	-	-	37,695.90	37,778.35	157,887.40
Total Current Liabilities	144,078.16	1,763.86	253.62	390,344.92	105,317.04	641,757.60
Noncurrent Liabilities						
Long-term debt	-	-	-	2,924,134.73	744,660.36	3,668,795.09
Other noncurrent liabilities	-	-	-	837,118.87	885,399.61	1,722,518.48
Total Noncurrent Liabilities	-	-	-	3,761,253.60	1,630,059.97	5,391,313.57
TOTAL LIABILITIES	144,078.16	1,763.86	253.62	4,151,598.52	1,735,377.01	6,033,071.17
Fund Balance/Net Assets						
Fund balance	31,793.75	970,858.36	(29,618.81)	-	-	973,033.30
Net assets	713,132.54	-	-	2,393,744.18	2,585,563.82	5,692,440.54
Investment in capital assets, net of related debt	-	-	-	5,008,473.87	12,669,742.28	17,678,216.15
Total Fund Balance/Net Assets	744,926.29	970,858.36	(29,618.81)	7,402,218.05	15,255,306.10	24,343,689.99
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 889,004.45	\$ 972,622.22	\$ (29,365.19)	\$ 11,553,816.57	\$ 16,990,683.11	\$ 30,376,761.16
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,946,395.25					
General Long-term Liabilities						
PG&E Streetlights Loan	81,114.35					
Meas. B Loan: Teen/Community Center	1,393,420.00					
OPEB Liability	276,539.23					
CalPERS Pension Liability/Deferred Inflows-Outflows	542,861.00					
Accrued Compensated Absences	61,161.36					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 2,355,095.94					

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

Department Summaries	October	November	% of Year 41.67% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>							
Water Sales	275,866	217,849	1,328,007	1,237,170	90,837	7.34%	Budget spread evenly over 12 months - actual water sales vary seasonally
Other Revenues	30,176	23,693	375,445	164,775	210,670	127.85%	Includes YTD Capacity Fees of \$44,433 and Contrib. Construction of \$256,860
Total Operating Revenues	306,041	241,542	1,703,452	1,401,945	301,507	21.51%	
Salaries & Benefits	79,330	69,582	368,448	348,088	20,360	5.85%	
Water Purchased	73,222	71,510	360,541	398,897	(38,356)	-9.62%	
Other Expenses	27,847	29,523	150,080	169,744	(19,664)	-11.58%	Budget spread evenly over 12 months - actual expenses vary per schedule
Depreciation	27,200	27,200	136,000	131,250	4,750	3.62%	
Total Operating Expenses	207,599	197,815	1,015,069	1,047,979	(32,910)	-3.14%	
Net Operating Income	98,442	43,727	688,384	353,966	268,597		
Interest Income	1,033	1,055	5,150	3,463	1,687	48.72%	Interest rate higher than originally estimated
Interest Expense	(6,109)	(6,109)	(30,661)	(30,668)	(7)	-0.02%	
Net Income (Loss)	93,365	38,673	662,873	326,761	336,112		
<u>Sewer</u>							
Sewer Service Charges	221,454	201,444	1,073,542	997,176	76,366	7.66%	Budget spread evenly over 12 months - actual sewer charges vary seasonally
Other Revenues	20,035	25,921	424,955	164,695	260,260	158.03%	Includes YTD Capacity Fees of \$78,821 and Contrib. Construction of \$310,090
Total Operating Revenues	241,489	227,365	1,498,496	1,161,871	336,625	28.97%	
Salaries & Benefits	66,188	69,579	371,586	389,350	(17,764)	-4.56%	
Other Expenses	39,881	33,434	185,652	232,466	(46,814)	-20.14%	Budget spread evenly over 12 months - actual repair/maintenance expenses vary
Depreciation	39,150	39,150	195,750	200,000	(4,250)	-2.13%	
Total Operating Expenses	145,219	142,163	752,988	821,816	(68,828)	-8.38%	
Net Operating Income	96,270	85,202	745,508	340,055	405,453		
Interest Income	1,394	1,317	7,083	8,333	(1,250)	-14.99%	
Interest Expense	(2,849)	(2,812)	(14,603)	(17,405)	(2,802)	-16.10%	
Net Income (Loss)	94,815	83,707	737,989	330,983	407,006		
Enterprise Funds Net Income (Loss)	188,180	122,380	1,400,861	657,744	743,117		

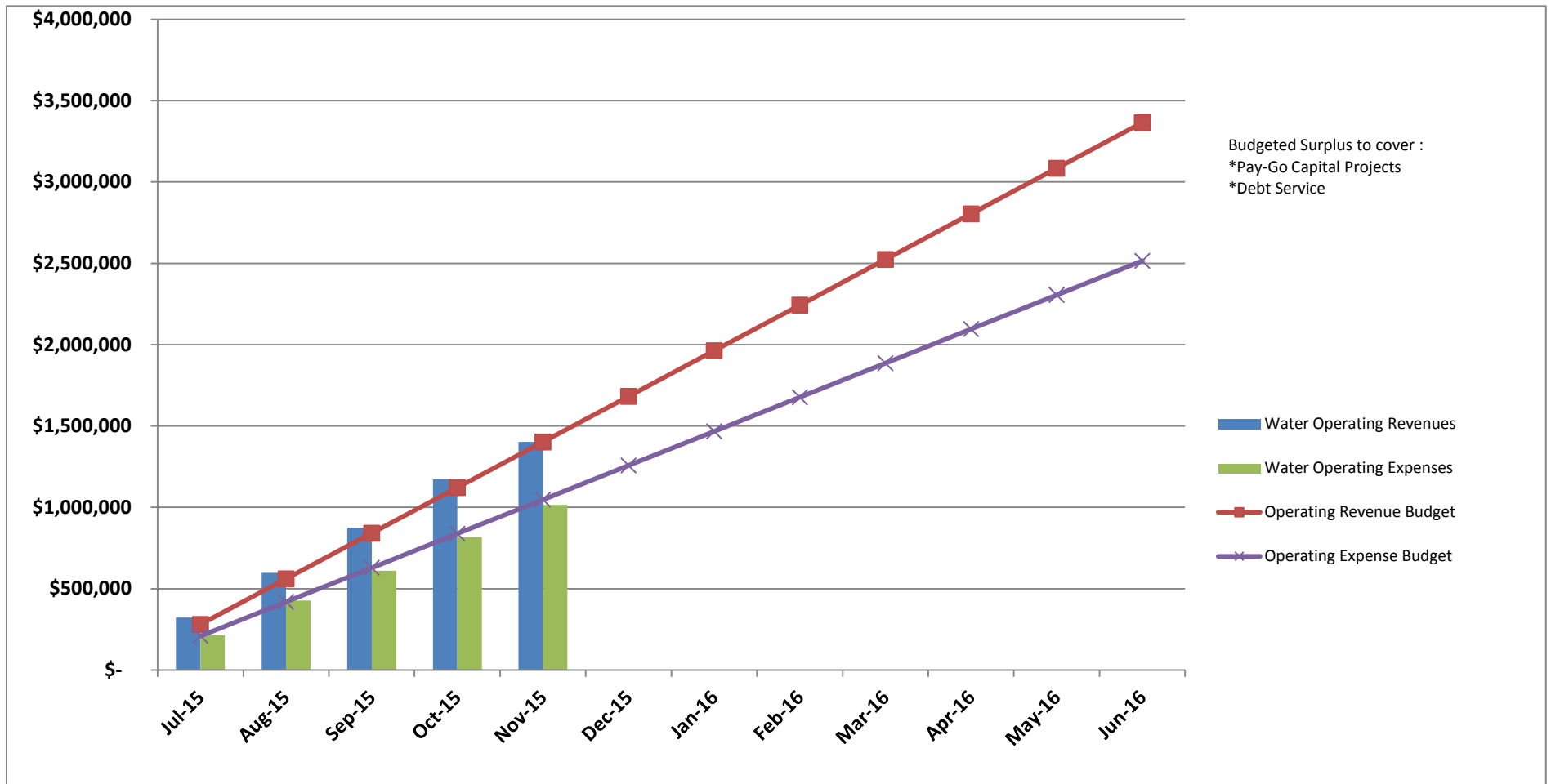
McKinleyville Community Services District
Activity Summary by Fund, Original Budget
Nov 2015

	October	November	% of Year 41.67% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
Department Summaries							
<u>Parks & Recreation</u>							
Program Fees	48,431	33,960	173,557	147,645	25,912	17.55%	Budget is spread evenly across 12 months, but actuals vary with programs
Rents & Related Fees	6,488	7,044	28,611	31,343	(2,732)	-8.72%	Budget is spread evenly across 12 months, but actuals vary with rentals
Property Taxes	-	-	-	212,500	(212,500)	-100.00%	County Tax remittance scheduled in December and April
Other Revenues	8,723	7,456	64,523	65,625	(1,102)	-1.68%	
Interest Income	874	874	4,693	3,417	1,276	37.35%	Interest rate higher than originally estimated
Total Revenues	64,515	49,334	271,384	460,530	(189,146)	-41.07%	
Salaries & Benefits	59,489	60,205	330,198	338,500	(8,302)	-2.45%	
Other Expenditures	18,548	20,949	90,413	88,401	2,012	2.28%	
Capital Expenditures	-	-	29,830	23,467	6,363	27.12%	CIP costs posted with purchases/payments, not spread over 12 months
Total Expenditures	78,036	81,154	450,441	450,368	73	0.02%	
Excess (Deficit)	(13,521)	(31,820)	(179,057)	10,162	(189,219)		
<u>Measure B Assessment</u>							
Draw from Restricted Reserves	-	162,566	735,238	583,333	151,905	26.04%	Draw on Restricted Reserves to cover Teen Center Construction costs
Total Revenues	64	4,603	9,595	270,833	(261,238)	-96.46%	County Tax remittance scheduled in December, April
Salaries & Benefits	6,737	5,666	36,875	45,711	(8,836)	-19.33%	Includes unrealized gains/losses on cash assets
Other Expenditures	511	119	4,929	57,699	(52,770)	-91.46%	Salaries post with repairs and maintenance, not spread over 12 months
Capital Expenditures	2,344	3,709	631,408	750,000	(118,592)	-15.81%	Includes periodic payments of Meas. B debt, not spread over 12 months
Total Expenditures	9,592	9,494	673,212	853,410	(180,198)	-21.12%	
Excess (Deficit)	(9,528)	(4,891)	71,620	756	70,864		
<u>Street Lights</u>							
Total Revenues	7,696	7,653	38,927	39,099	(172)	-0.44%	
Salaries & Benefits	3,045	2,706	16,537	16,847	(310)	-1.84%	
Other Expenditures	2,284	3,631	12,114	13,016	(902)	-6.93%	Pole maintenance not yet scheduled
Capital Expenditures/Loan Repayment	1,655	1,655	8,277	9,210	(933)	-10.13%	PG&E LED Project Debt repayment
Total Expenditures	6,984	7,993	36,927	39,073	(2,146)	-5.49%	
Excess (Deficit)	711	(340)	2,000	26	(1,974)		
Governmental Funds Excess (Deficit)	(22,337)	(37,051)	(105,437)	10,944	(116,381)		

McKinleyville Community Services District

Nov 2015

Comparison of Water Fund Operating Revenues & Expenses to Budget

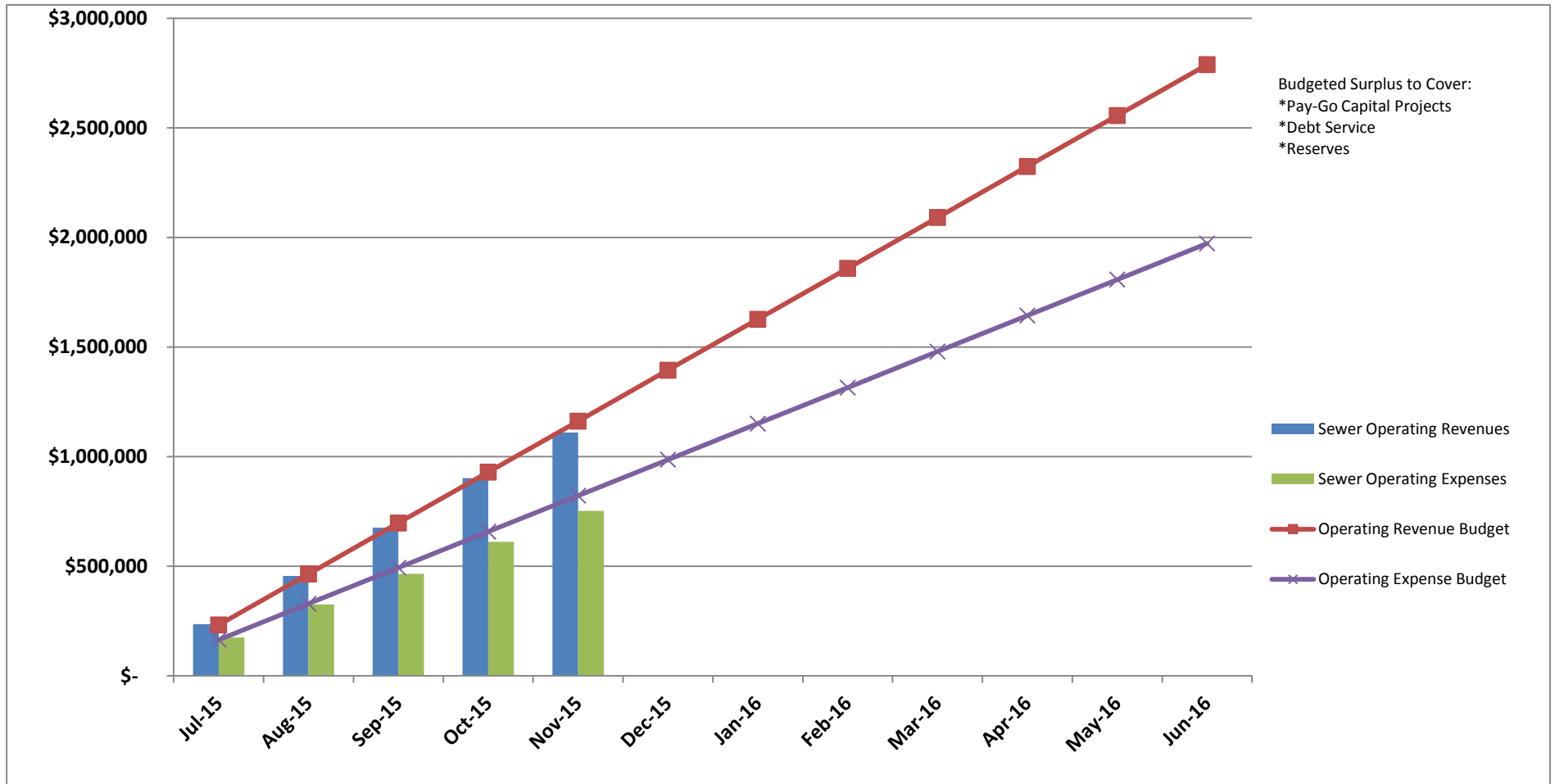


Treasurer's Report Page 5, Selected Graphic Comparisons

McKinleyville Community Services District

Nov 2015

Comparison of Sewer Fund Operating Revenues & Expenses to Budget

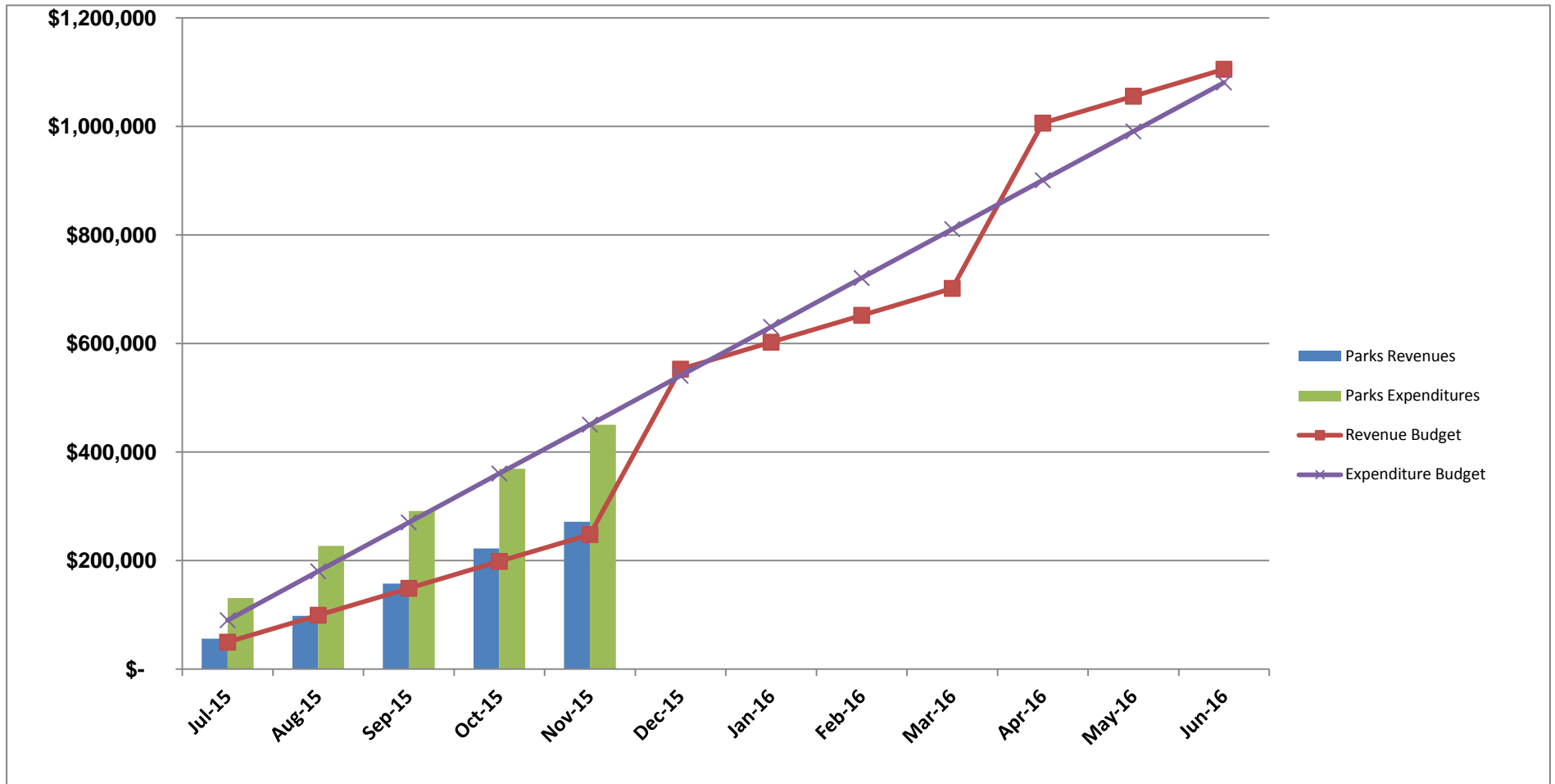


Treasurer's Report Page 6, Selected Graphic Comparisons

McKinleyville Community Services District

Nov 2015

Comparison of Parks & Recreation Total Revenues & Expenditures to Budget

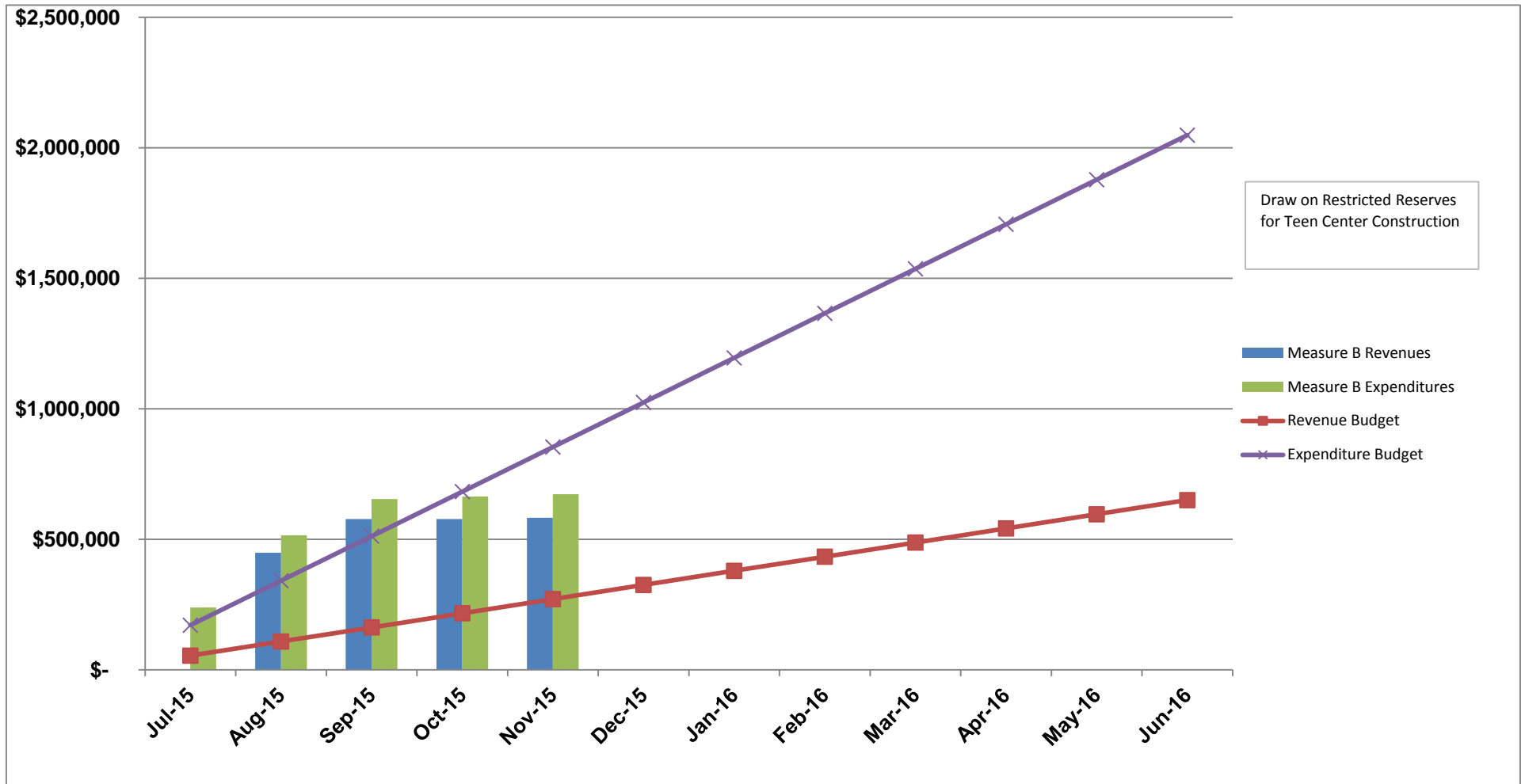


Treasurer's Report Page 8, Selected Graphic Comparisons

McKinleyville Community Services District

Nov 2015

Comparison of Measure B Fund Total Revenues & Expenditures to Budget

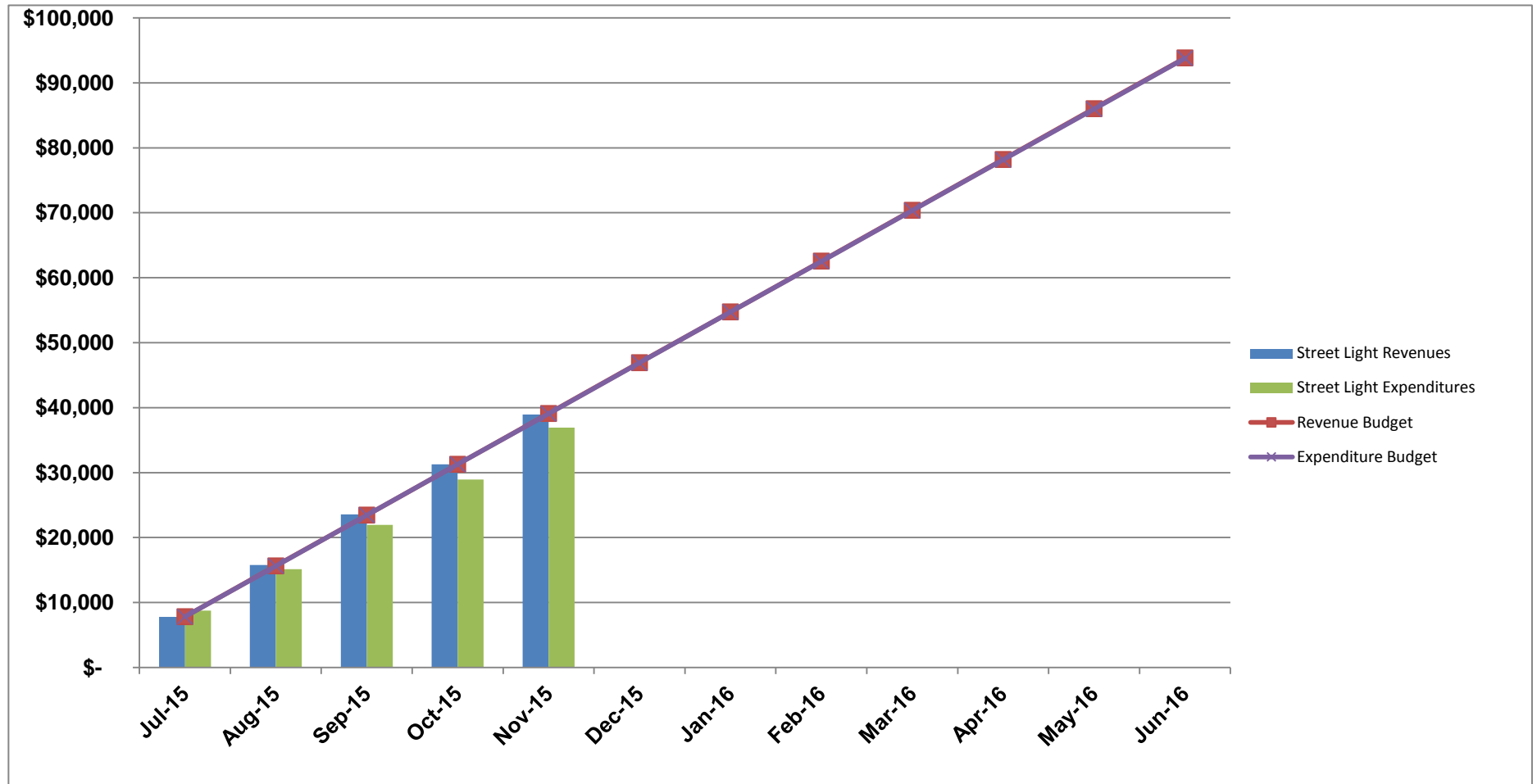


Treasurer's Report Page 9, Selected Graphic Comparisons

McKinleyville Community Services District

Nov 2015

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



Treasurer's Report Page 10, Selected Graphic Comparisons

McKinleyville Community Services District
Capital Expenditure Report
As of Nov 30, 2015

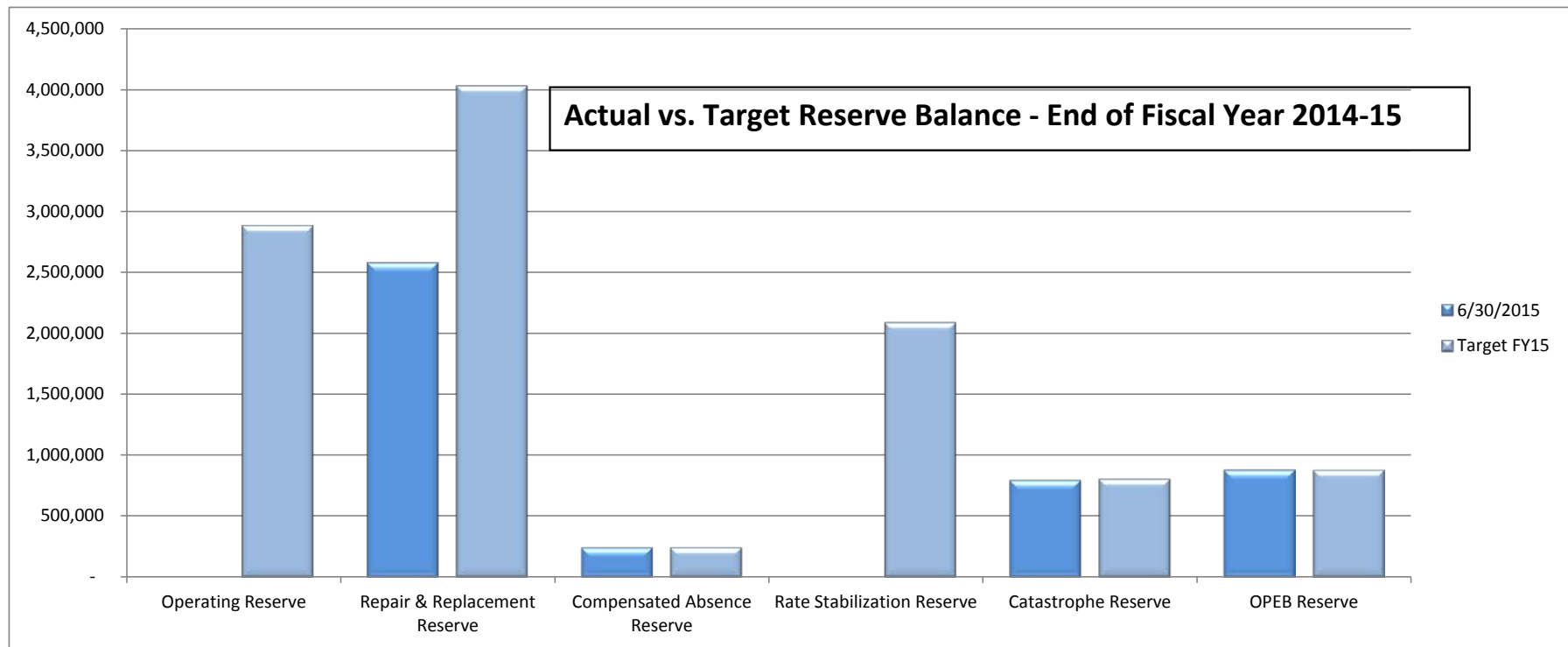
	November	YTD Total	FY 15-16 Budget	Remaining		
				Budget \$	Budget %	Notes
<u>Water Department</u>						
Water Tank Upgrade	-	-	350,000	350,000	100%	Tank Painting
4.5m New Water Tank	-	-	30,000	30,000	100%	Drilling, LACO Assoc.
Emergency Water Supply	-	8,881	40,000	31,119	78%	Emergency Water Supply
Fire Hydrant System Upgrade	-	-	13,000	13,000	100%	Fire Hydrant System Upgrade
Customer Radio Meter Replacements	40,601	117,232	131,000	13,768	11%	Radio meters purch/install
Water Main Rehab & Replacement	-	-	100,000	100,000	100%	Water Main Rehab
Property Purchase & Improvements	-	-	200,000	200,000	100%	Property Purch/Improvements
Subtotal	40,601	126,113	864,000	737,887	85%	
<u>Sewer Department</u>						
Sewer Main Rehab & Replacement	-	-	50,000	50,000	100%	Sewer Main Rehab
WWMF & Fischer Lift Stn Grinder Upgrade	-	-	15,000	15,000	100%	WWMF/Fischer Lift Stn Grinder
Sewer Main Camera Unit	-	-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	90,089	147,862	13,000,000	12,852,138	99%	WWMF design & start construction
Radio Telemetry Upgrade	-	-	30,000	30,000	100%	Radio Telemetry upgrade
Sewer Lift Station Pump/Gen Upgrades	-	-	175,000	175,000	100%	
Customer Radio Meter Replacements	39,322	113,512	131,000	17,488	13%	Radio meters purch/install
Underground Locator Pipe & Camera	-	-	5,000	5,000	100%	
SCBA Apparatus and Bottles	-	-	6,000	6,000	100%	
Subtotal	129,412	261,374	13,442,000	13,180,626	98%	
<u>Water & Sewer Operations</u>						
Heavy Equipment	-	-	100,000	100,000	100%	Dump Truck, Tractor attachmts
Utility Vehicles	-	-	62,000	62,000	100%	Car, 3/4 or 1-ton Pickup Truck
Office, Corporate Yard & Shops	-	-	-	-	#DIV/0!	Facilities upgrade/sealcoat
Computers & Software	-	-	19,000	19,000	100%	File Server, Office13, Projector
GIS/SEMS/CADD Equipment/Software	-	-	4,000	4,000	100%	SCADA, AutoCAD, GIS computers
Fischer Ranch - Barn & Fence upgrades, Undergr.Valving/P	-	-	5,000	5,000	100%	Barn & Fence upgrades
Fischer Ranch -Disposal Site Upgrade	-	-	1,500,000	1,500,000	100%	Disposal Site Upgrade
Small Equipment & Other	-	-	15,000	15,000	100%	Ops Office Eq./Emergency Eqp
Subtotal	-	-	1,705,000	1,705,000	100%	
Enterprise Funds Total	170,013	387,487	16,011,000	15,623,513	98%	
<u>Parks & Recreation Department</u>						
Hiller Park & Sports Complex	-	2,072	9,000	6,928	77%	Signage & Landscaping
Pierson Park Upgrades	-	-	-	-	#DIV/0!	
Washington Avenue Park Project	-	-	-	-	#DIV/0!	
Azalea Hall Projects	-	3,971	5,000	1,029	21%	PA system - Audio/Visual
McKinleyville Activity Center Upgrades	-	3,971	13,000	9,029	69%	Flooring replacement
Law Enforcement Facility Improvements	-	-	-	-	#DIV/0!	
Projects Funded by Quimby/Other Funds	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	3,709	631,408	115,000	(516,408)	-449%	Teen Center Project
Other Parks Projects & Equipment	-	19,815	29,000	9,185	32%	Vehicles and Equipment
Subtotal	3,709	661,238	171,000	(490,238)	-287%	
<u>Streetlights</u>						
Pole Replacement	-	-	2,000	2,000	100%	Pole Replacement
Subtotal	-	-	2,000	2,000	100%	
Governmental Funds Total	3,709	661,238	173,000	(488,238)	-282%	
All Funds Total	173,722	1,048,725	16,184,000	15,135,275	94%	

McKinleyville Community Services District
Summary of Long-Term Debt Report
As of Nov 30, 2015

Principal Maturities and Scheduled Interest

			Maturity	Balance - Oct	Balance - Nov 30,	Principal Maturities and Scheduled Interest	
	%		Date	31, 2015	2015	FY-16	Thereafter
Water Fund:							
I-Bank		8/1/30	P	801,513.49	801,513.49	-	801,513.53
Interest	3.37%		I			27,694.63	219,225.52
State of CA Energy Commission (ARRA)		12/22/26	P	134,932.55	129,383.64	5,583.93	123,806.70
Interest	1.0%		I			648.52	6,926.83
State of CA (Davis Grunsky)		1/1/33	P	1,783,306.35	1,703,645.91	-	1,703,645.91
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	306,626.81	289,591.69	-	289,591.69
Interest	2.5%		I			22,108.11	408,486.72
Total Water Fund-Principal				3,026,379.20	2,924,134.73	5,583.93	2,918,557.83
Total Water Fund-Interest						50,451.26	634,639.07
Total Water Fund				3,026,379.20	2,924,134.73	56,035.19	3,553,196.90
Sewer Fund:							
State of CA WRCB (SCEP I)		4/15/16	P	40,920.10	40,920.10	40,920.10	-
Interest	0.0%		I			-	
State of CA WRCB (SCEP II)		3/27/18	P	79,524.80	79,524.80	25,838.70	53,686.60
Interest	2.6%		I			2,067.64	2,102.41
Umpqua Bank		12/4/17	P	113,365.81	109,215.46	29,338.23	79,721.79
Interest	5.5%		I			3,173.13	3,506.57
USDA (Sewer Bond)		8/1/22	P	515,000.00	515,000.00	-	515,000.00
Interest	5.0%		I			13,575.00	90,875.00
Total Sewer Fund-Principal				748,810.71	744,660.36	96,097.03	648,408.39
Total Sewer Fund-Interest						18,815.77	96,483.98
Total Sewer Fund				748,810.71	744,660.36	114,912.80	744,892.37
Meas. B Fund: Teen/Comm Center Loan		11/1/29	P	1,393,420.00	1,393,420.00	36,227.00	1,357,193.00
	3.55%		I			24,787.38	362,864.53
Streetlights Fund: LED Proj Loan, PG&E			P	82,769.75	81,114.35	12,943.20	69,526.55
	0.0%		I				-
Total Principal				5,251,379.66	5,143,329.44	150,851.16	4,993,685.77
Total Interest						94,054.41	1,093,987.58
Total				5,251,379.66	5,143,329.44	244,905.57	6,087,673.35

McKinleyville Community Services District
Board Designated Reserve Balances
As of Nov 30, 2015



- Utility Accounts Receivable Turnover Days As of Nov 30, 2015 16.4 Days
- YTD Breakeven Revenue, Water Fund: 898,447.37 - YTD Actual Water Sales: 1,328,007.14
- Days of Cash on Hand - Operations Checking Account 67.2 Days

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

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Accounts Payable Disbursements						
28949	12/1/2014	\E006	Ck# 028949 Reversed	(67.68)	B51109H	Ck# 028949 Reversed
28957	11/9/2015	\T002	Ck# 028957 Reversed	(21.38)	000B41201u	Ck# 028957 Reversed
29229	11/9/2015	*0021	Ck# 029229 Reversed	(34.47)	B50205u	Ck# 029229 Reversed
29512	11/9/2015	\K012	Ck# 029512 Reversed	(28.37)	000B50401u	Ck# 029512 Reversed
29612	11/9/2015	\K013	Ck# 029612 Reversed	(36.62)	000B50501u	Ck# 029612 Reversed
29721	11/16/2015	\M014	Ck# 029721 Reversed	(41.27)	000B50601u	Ck# 029721 Reversed
30292	11/2/2015	*0002	AZALEA HALL DEPOSIT REFUND AF	100.00	B51102	AZALEA HALL DEPOSIT REFUND AF
30293	11/2/2015	*0006	PIERSON PARK DEPOSIT REFUND MP	50.00	B51029	PIERSON PARK DEPOSIT REFUND MP
30294	11/2/2015	*0007	AZALEA HALL DEPOSIT REFUND EF	100.00	B51029	AZALEA HALL DEPOSIT REFUND EF
30295	11/2/2015	ANS02	BRIAN ANSPACH	195.74	B51029	SAFETY SUPPLIES REIMBURSEMENT
30296	11/2/2015	ARC02	Arcata Stationers	497.46	B51102	OFFICE SUPPLIES
30297	11/2/2015	COA01	COASTAL BUSINESS SYSTEMS	342.09	17730052	COPIER MAINTENANCE AGREEMENT
30298	11/2/2015	COR01	CORBIN WILLITS SYSTEMS, INC	858.42	B510151	MOMS MAINTENANCE AGREEMENT
30299	11/2/2015	COU09	DAVID R. COUCH	125.00	B51022	BOARD MTG ON 10/07/2015
30300	11/2/2015	DMV03	DMV RENEWAL	50.00	B51029	TRAILER/GENERATOR TAG RENEWAL
30301	11/2/2015	MAY02	DENNIS MAYO	125.00	B51022	BOARD MTG ON 10/07/2015
30302	11/2/2015	MCK03	MCKINLEYVILLE OFFICE SUPPLY	121.05	46866	COPIES MADE FOR DOCSTAR

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30303	11/2/2015	SDR01	SDRMA	1,588.26	52404	PROPERTY/ LIABILITY PROGRAM
30304	11/2/2015	STA09	S.W.R.C.B.	300.00	B51029	CERT RENEWAL
30305	11/2/2015	SUD01	SUDDENLINK	134.95	B51029	INTERNET SERVICES FOR OCT 2015
30306	11/2/2015	SWR02	SWRCB FEES	2,603.94	LW-100162	ANNUAL PERMIT FEES
30307	11/2/2015	USB01	U.S. BANK TRUST N.A.	7,979.17	B51022	SEWER BOND PAYMENT
30308	11/2/2015	\A002	MQ CUSTOMER REFUND FOR AN	24.61	000B51101	MQ CUSTOMER REFUND FOR AN
30309	11/2/2015	\B014	MQ CUSTOMER REFUND FOR BE	86.98	000B51101	MQ CUSTOMER REFUND FOR BE
30310	11/2/2015	\B015	MQ CUSTOMER REFUND FOR BR	63.58	000B51101	MQ CUSTOMER REFUND FOR BR
30311	11/2/2015	\C017	MQ CUSTOMER REFUND FOR CA	205.13	000B51101	MQ CUSTOMER REFUND FOR CA
30312	11/2/2015	\C018	MQ CUSTOMER REFUND FOR CA	146.95	000B51101	MQ CUSTOMER REFUND FOR CA
30313	11/2/2015	\C019	MQ CUSTOMER REFUND FOR CO	88.69	000B51101	MQ CUSTOMER REFUND FOR CO
30314	11/2/2015	\D002	MQ CUSTOMER REFUND FOR DI	5.74	000B51101	MQ CUSTOMER REFUND FOR DI
30315	11/2/2015	\G001	MQ CUSTOMER REFUND FOR GR	80.00	000B51101	MQ CUSTOMER REFUND FOR GR
30316	11/2/2015	\H011	MQ CUSTOMER REFUND FOR HU	6.99	000B51101	MQ CUSTOMER REFUND FOR HU
30317	11/2/2015	\K007	MQ CUSTOMER REFUND FOR KU	54.79	000B51101	MQ CUSTOMER REFUND FOR KU
30318	11/2/2015	\L009	MQ CUSTOMER REFUND FOR LE	62.36	000B51101	MQ CUSTOMER REFUND FOR LE
30319	11/2/2015	\P015	MQ CUSTOMER REFUND FOR PE	37.79	000B51101	MQ CUSTOMER REFUND FOR PE
30320	11/2/2015	\S016	MQ CUSTOMER REFUND FOR SA	27.07	000B51101	MQ CUSTOMER REFUND FOR SA
30321	11/2/2015	\S017	MQ CUSTOMER REFUND FOR SC	8.92	000B51101	MQ CUSTOMER REFUND FOR SC
30322	11/2/2015	\V003	MQ CUSTOMER REFUND FOR VO	51.69	000B51101	MQ CUSTOMER REFUND FOR VO
30323	11/2/2015	\Z004	MQ CUSTOMER REFUND FOR ZE	55.16	000B51101	MQ CUSTOMER REFUND FOR ZE

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30325	11/9/2015	ACW01	CB&T/ACWA-JPIA	10,449.98	B51109	GRP. HEALTH INSURANCE
30326	11/9/2015	ADV01	ADVANCED SECURITY SYSTEM	340.95	316444	PROFESSIONAL SERVICES-SECURITY
30327	11/9/2015	ANS02	BRIAN ANSPACH	51.00	B51109	UWMP WORKSHOP
30328	11/9/2015	BAN01	BANKCARD CENTER	1,047.47	B51106	TRAINING/OFFICE SUPPLIES/
30329	11/9/2015	COS03	COSTCO WHOLESALE	32.96	B51105	REC PROGRAM SUPPLIES
30330	11/9/2015	COU02	HUMBOLDT COUNTY ASSESSOR	6.50	B51103	MEASURE B MAPS
30331	11/9/2015	DEP05	DEPARTMENT OF JUSTICE	96.00	130059	REC PROGRAM FINGERPRINTING
30332	11/9/2015	EUR06	EUREKA READY MIX	258.51	20373	REPAIRS/SUPPLY
30333	11/9/2015	GRA02	GRAINGER	36.36	986870806	REPAIRS/ SUPPLIES
30334	11/9/2015	HAR13	The Hartford - Priority A	383.98	B51103	GROUP LIFE INSURANCE
30335	11/9/2015	HEL01	KEVIN HELD	400.00	B51109	DJ FOR JR HIGH DANCE
30336	11/9/2015	HUC01	DELILAH HUCK	287.63	B51105	CONTRACT INSTRUCTOR PAYMENT
30337	11/9/2015	HUM01	HUMBOLDT BAY MUNICIPAL WA	73,221.67	B51103	WATER PURCHASED IN OCT 2015
30338	11/9/2015	HUM08	HUMBOLDT SANITATION	-	B51103	Ck# 030338 Reversed
30339	11/9/2015	LES01	LES SCHWAB TIRE CENTER	519.72	B51105	VEHICLE REPAIRS
30340	11/9/2015	MAY03	DENNIS MAYO	79.00	B51022	ACWA BOARD OF DIRECTORS MTG
30341	11/9/2015	MEN01	MENDES SUPPLY CO.	2,093.28	B51103	JANITORIAL SUPPLIES
30342	11/9/2015	NAT06	NATIONAL METER & AUTOMATION	150,768.00	S1064367	RADIO READ METER UPGRADE
30343	11/9/2015	NEC01	NEC FINANCIAL SERVICES, LLC	375.66	B51105	PHONE SERVICE FOR NOV 2015
30344	11/9/2015	NOR13	NORTHERN CAL SAFETY CONSORTIUM	80.00	21831	SAFETY TRAIING
30345	11/9/2015	NOR40	NC EMPLOYER ADVISORY COUNCIL	20.00	B51022	TRAINING

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30346	11/9/2015	NYL01	NYLEX.NET	52.50	1171	PROFESSIONAL SERVICES
				52.50	1228	PROFESSIONAL SERVICES
			Check Total:	105.00		
30347	11/9/2015	PGE01	PG & E (Office & Field)	-	B51106u	Ck# 030347 Reversed
30348	11/9/2015	S&S02	S & S WORLDWIDE, INC.	107.42	8811044	REC PROGRAM SUPPLIES
30349	11/9/2015	SLO01	AFLAC FLEX SPENDING REIMB DS	115.00	B51105	AFLAC FLEX SPENDING REIMB DS
30350	11/9/2015	STA09	S.W.R.C.B.	155.00	B51103	CERT RENEWAL
30351	11/9/2015	SWR02	SWRCB FEES	-	WD0109873/W	Ck# 030351 Reversed
30352	11/9/2015	THO02	Thomas Home Center	796.28	B51106	REPAIRS/SUPPLY
30353	11/9/2015	VER01	VERIZON WIRELESS	215.05	B51105	CELL PHONES FOR OCT 2015
30354	11/9/2015	\E006	REISSUE OF CK ME	67.68	B51109	REISSUE OF CK ME
30355	11/9/2015	\K012	REISSUE OF CHECK JK	-	B51109	Ck# 030355 Reversed
30356	11/9/2015	\K013	REISSUE OF CHECK PJ	-	B51109	Ck# 030356 Reversed
30357	11/9/2015	\M008	REISSUE OF CHECK PM	-	B51109	Ck# 030357 Reversed
30358	11/9/2015	\M009	REISSUE OF CUST REFUND MM	-	B51109	Ck# 030358 Reversed
30359	11/9/2015	\T002	REISSUE OF CHECK AT	-	B51109	Ck# 030359 Reversed
30360	11/9/2015	PGE01	PG & E (Office & Field)	16,624.96	B51109	GAS & ELECTRIC
30361	11/9/2015	S&S02	S & S WORLDWIDE, INC.	107.42	8811044	REC PROGRAM SUPPLIES
30362	11/9/2015	SLO01	AFLAC FLEX SPENDING REIMB DS	115.00	B51109	AFLAC FLEX SPENDING REIMB DS
30363	11/9/2015	STA09	S.W.R.C.B.	155.00	B51109	CERT RENEWAL
30364	11/9/2015	SWR02	SWRCB FEES	9,925.00	B51109	ANNUAL PERMIT FEES
30365	11/9/2015	THO02	Thomas Home Center	796.28	B51109	REPAIRS/SUPPLY

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30366	11/9/2015	VER01	VERIZON WIRELESS	215.05	B51109	CELL PHONES FOR OCT 2015
30367	11/9/2015	\E006	REISSUE OF CHECK ME	67.68	2	REISSUE OF CHECK ME
30368	11/9/2015	\K012	REISSUE OF CHECK JK	28.37	2	REISSUE OF CHECK JK
30369	11/9/2015	\K013	REISSUE OF CHECK PJ	36.62	2	REISSUE OF CHECK PJ
30370	11/9/2015	\M008	REISSUE OF CHECK PM	34.47	2	REISSUE OF CHECK PM
30371	11/9/2015	\M009	REISSUE OF CHECK MM	56.49	2	REISSUE OF CHECK MM
30372	11/16/2015	AIR01	AIRGAS USA, LLC.	136.66	904450802	REPAIRS/SUPPLIES
30373	11/16/2015	BAS01	BASIC LABORATORY INC.	188.50	1510125	LAB TESTING
30374	11/16/2015	BEN01	BEN MEADOWS	383.76	S10201918	LAB TESTING SUPPLIES
30375	11/16/2015	COA01	COASTAL BUSINESS SYSTEMS	912.05	17808424	SHARP COPIER MONTHLY PMT
30376	11/16/2015	DEL05	DELL MARKETING L.P.	1,008.23	XJT626898	COMPUTER-LAP TOP
30377	11/16/2015	EDW02	EDWARD SCHILLINGER ENGINEERING	3,500.00	B51109	OPEN SPACE-CENTRAL AVE
30378	11/16/2015	HAC01	HACH COMPANY	370.93	9612344	LAB TESTING SUPPLIES
30379	11/16/2015	HAJ01	HAJOCA CORPORTATION	136.07	8696412	REPAIRS/SUPPLY
30380	11/16/2015	HEN01	HENSELL MATERIALS INC.	36.74	516508	REPAIRS/SUPPLY
30381	11/16/2015	JAC04	JACKSON & EKLUND, INC.	9,511.00	183879	PROFESSIONAL SERVICES
30382	11/16/2015	LDA01	LDA PARTNERS	2,100.00	30/635-1-	TEEN CENTER
30383	11/16/2015	MCK04	MCK ACE HARDWARE	999.79	B51105	REPAIRS/SUPPLY
30384	11/16/2015	MIL01	Miller Farms Nursery	255.98	B51103	REPAIRS/SUPPLY
30385	11/16/2015	MIT01	Mitchell, Brisso, Delaney	4,030.90	36967	LEGAL SERVICES
30386	11/16/2015	NAP02	NAPA AUTO PARTS	39.53	B51116	REPAIRS/ SUPPLIES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30387	11/16/2015	NAT06	NATIONAL METER & AUTOMATION	39.82	S1064959	REPAIRS SUPPLIES
30388	11/16/2015	NOR01	NORTH COAST LABORATORIES	3,255.75	B51116	LAB TESTS
30389	11/16/2015	REN01	RENNER PETROLEUM	2,472.67	B51105	FUEL FOR OCT 2015
30390	11/16/2015	SAF04	SAFEWAY INC. FILE # 72905	76.61	B51105	OFFICE/ REC PROGRAM SUPPL
30391	11/16/2015	SHE03	SHERWIN-WILLIAMS CO.	116.12	B51105	REPAIRS/ SUPPLIES
30392	11/16/2015	SIE02	SIERRA CHEMICAL CO.	1,715.28	B51105	CHLORINE & CONTAINER DEPOSITS
30393	11/16/2015	SOU01	SOUND ADVICE	6,474.28	51494	COMPUTERS/ SOFTWARE/EQUIP
30394	11/16/2015	STA11	STAPLES CREDIT PLAN	147.17	B51116	OFFICE SUPPLIES
30395	11/16/2015	THR01	THRIFTY SUPPLY COMPANY	1,252.45	B51106	REPAIRS/ SUPPLIES
30396	11/16/2015	\M014	REISSUE OF CHECK AM	41.27	B51116	REISSUE OF CHECK AM
30397	11/16/2015	\T002	REISSUE OF CHECK AT	21.38	B51116	REISSUE OF CHECK AT
30398	11/20/2015	CSD01	CSDA	6,089.00	B51022	MEMBERSHIP RENEWAL
30399	11/20/2015	CWE01	CWEA	164.00	B51103	CWEA MEMBERSHIP
30400	11/20/2015	MAY03	DENNIS MAYO	225.00	B50909	ACWA FALL CONFERENCE
30401	11/20/2015	*0008	CUST PAID TAX LIEN/COUNTY LB	857.93	B51120P	CUST PAID TAX LIEN/COUNTY LB
30402	11/23/2015	HUM08	HUMBOLDT SANITATION	1,041.10	B51123P	TRASH SERVICE
30403	11/30/2015	*0009	AZALEA HALL DEPOSIT REFUND SB	100.00	B51123	AZALEA HALL DEPOSIT REFUND SB
30404	11/30/2015	*0010	REC PROGRAM REIMB KC	58.50	B51130	REC PROGRAM REIMB KC
30405	11/30/2015	ATT01	AT&T	655.48	B51123	PHONES FOR NOV 2015
30406	11/30/2015	AWW03	AMERICAN WATER WORKS ASSOC	1,920.00	700108845	SUBSCRIPTIONS
30407	11/30/2015	BRU04	REBECCA J. BRUINEKOOL	1,859.00	B51123	CONTRACT INSTRUCTOR

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30408	11/30/2015	BUT03	DEVIN BUTOR	1,075.30	B51123	CONTRACT INSTRUCTOR
30409	11/30/2015	COU02	HUMBOLDT COUNTY ASSESSOR	24.50	B51123	MEASURE B MAPS
30410	11/30/2015	CPR01	CALIFORNIA PARK & RECREATION	480.00	B51123	SUBSCRIPTION
30411	11/30/2015	CWE01	CWEA	91.00	B51123	CERT RENEWAL
30412	11/30/2015	CWE03	CWEA NORTH COAST SECTION	30.00	B51123	TRAINING
30413	11/30/2015	DEL02	DELFINO, MADDEN, O'MALLEY	2,268.00	4699	LEGAL SERVICES
30414	11/30/2015	EIC01	JENNIFER EICHSTEDT	443.63	B51123	CONTRACT INSTRUCTOR
30415	11/30/2015	EUR05	Eureka Oxygen Co	301.64	426461	SERVICES RENDERED
30416	11/30/2015	GHD01	GHD	641.75	55008	ENGINEERING
30417	11/30/2015	HOO01	HOOVEN & CO., INC.	2,046.00	16126	WWMF UPGRADE
30418	11/30/2015	HUC01	DELILAH HUCK	243.75	B51123	CONTRACT INSTRUCTOR
30419	11/30/2015	IND02	Industrial Electric Serv	269.49	B51103	REPAIRS/SUPPLY
30419	11/30/2015	IND02	Industrial Electric Serv	378.73	IN17510	REPAIRS/SUPPLY
			Check Total:	<u>648.22</u>		
30420	11/30/2015	JAC04	JACKSON & EKLUND, INC.	7,000.00	184039	PROFESSIONAL SERVICES
30421	11/30/2015	KEN02	KENNEDY/JENKS CONSULTANTS	18,013.88	96780	WWMF UPGRADE
30422	11/30/2015	KER01	KERNEN CONSTRUCTION	808.42	B51124	REPAIRS/SUPPLIES
30423	11/30/2015	MCS01	MCSD C/O HUMBOLDT COUNTY	24,000.45	B51124	RESERVES RECOVERY SURCHARGE
				24,113.91	B51130	RESERVES RECOVERY SURCHARGE
			Check Total:	<u>48,114.36</u>		
30424	11/30/2015	MUN01	Munnell & Sherrill, Inc.	344.73	156660	REPAIRS/SUPPLY
30425	11/30/2015	MUN02	MUNICIPAL MAINTENANCE	283.35	105495-IN	VEHICLE REPAIRS
30426	11/30/2015	NOR02	NORTH COAST JOURNAL, INC.	149.60	1150&49	ADVERTISEMENT

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30427	11/30/2015	NOR35	N. HUMBOLDT EMPLOYMENT SERVICES	1,232.97	ES16-042	OPEN SPACE AND CENTRAL AV
30428	11/30/2015	NYL01	NYLEX.NET	877.50	1295	PROFESSIONAL SERVICES
30429	11/30/2015	PGE02	PACIFIC GAS & ELECTRIC	2,907.44	B51124	STREETLIGHTS NOV 2015
30430	11/30/2015	PGE03	PG&E	70,668.53	B51124	WWMF UPGRADE
30431	11/30/2015	PRE08	PRECISION INTERMEDIA	95.00	15-3192	PROFESSIONAL SERVICES
30432	11/30/2015	PRO01	PROFESSIONAL CREDIT SERVICES	17.93	B51124	RECOVERED BAD DEBTS
30433	11/30/2015	RCS01	RC SYSTEMS, INC.	550.00	16614	SUBSCRIPTION
30434	11/30/2015	STA02	STATE OF CALIFORNIA ENERGY	6,225.42	B51124	ARRA LOAN PMT
30435	11/30/2015	SUD01	SUDDENLINK	134.95	B51130	INTERNET SERVICES FOR NOV 2015
30436	12/7/2015	ADA01	ADAMS COMM'L GEN'L CONTRACTING	162,566.10	004P	MCK TEEN CENTER CONSTRUCTION
				666,697.10		
Total Disbursements, Accounts Payable:				666,697.10		

Payroll Related Disbursements

13237-13268	11/9/2015	Various Employees	17,072.76		Payroll Checks
13269	11/9/2015	CALPERS 457 Plan	5,190.72	B51106	RETIREMENT
			503.86	1B51106	PERS 457 LOAN PMT
		Check Total:	5,694.58		
13270	11/9/2015	DIRECT DEPOSIT VENDOR- US	28,102.93	B51106	Direct Deposit
13271	11/9/2015	Employment Development	1,512.93	B51106	STATE INCOME TAX
			538.23	1B51106	SDI
		Check Total:	2,051.16		
13272	11/9/2015	UMPQUA BANK--PAYROLL DEP.	5,404.87	B51106	FEDERAL INCOME TAX
			7,662.90	1B51106	FICA
			1,792.10	2B51106	MEDICARE
		Check Total:	14,859.87		

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
13273	11/9/2015	ACW01	CB&T/ACWA-JPIA	46,929.00	B51031	MED & DENTAL INSUR
13274	11/9/2015	PUB01	Public Employees PERS	15,593.45	B51031	PERS PAYROLL REMITTANCE
13275-13311	11/20/2015		Various Employees	16,910.07		Payroll Checks
13312	11/20/2015	CAL12	CalPERS 457 Plan	5,095.06	B51120	RETIREMENT
				503.86	1B51120	PERS 457 LOAN PMT
			Check Total:	<u>5,598.92</u>		
13313	11/20/2015	DIR01	DIRECT DEPOSIT VENDOR- US	25,614.70	B51120	Direct Deposit
13314	11/20/2015	EMP01	Employment Development	1,304.32	B51120	STATE INCOME TAX
				476.62	1B51120	SDI
			Check Total:	<u>1,780.94</u>		
13315	11/20/2015	HUM29	UMPQUA BANK--PAYROLL DEP.	4,915.72	B51120	FEDERAL INCOME TAX
				7,207.82	1B51120	FICA
				1,685.74	2B51120	MEDICARE
			Check Total:	<u>13,809.28</u>		
				194,017.66		
			Total Disbursements, Payroll:	<u>194,017.66</u>		
			Total Check Disbursements:	860,714.76		

McKinleyville Community Services District

BOARD OF DIRECTORS

January 6, 2016

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.1 **MCSD Employee of the Year Presentation to Diane Sloane**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends the Board participate in the presentation and recognize Diane Sloane as Employee of the Year.

Discussion:

Each year, McKinleyville Community Services District (MCSD) employees vote for Employee of the Year. This award and recognition was started by Norman Shopay in 2009 and has been continued due to overwhelming staff support.

The Employee of the Year is chosen through a secret ballot by their peers and judged on merit of the employee's contributions to MCSD.

The Employee of the Year must be a person who has brought about significant positive change, one who eliminates obstacles in achieving District goals and objectives, is resourceful, contributes constructively, innovates, exceeds expectations, inspires others, and proactively identifies and resolves challenges.

Sharon Denison was the first employee of the year for 2009, followed by Tony Rutten in 2010, James Henry in 2011, Lesley Frisbee in 2012, William (Bill) McBroom in 2013 and David Baldosser in 2014.

The 2015 Employee of the Year honor was awarded to Diane Sloane, who truly exemplifies the qualifications required. Diane can be counted on to put forth effort beyond standards and her candor is valued by her supervisor and management.

Diane will hold this distinction for the 2016 calendar year, and a new Employee of the Year will be chosen at the end of 2016.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- None

“Community Building Award” Interview Questions

1. How long have you (or your business or organization) been involved with the McKinleyville community?

I was born in Arcata and lived in the McKinleyville community my entire life. Before being elected as the 5th District Supervisors for the County of Humboldt, I attended McKinleyville High School, Humboldt State University and ultimately worked as an agent for Farmers Insurance. I also served on the Tribal Council for the Trinidad Rancheria who owns property in McKinleyville.

2. What do you like best about McKinleyville?

McKinleyville is diverse and beautiful. McKinleyville is a big town that still feels small. I love its rural atmosphere and the kindness of its residents.

3. What do you like about McKinleyville Community Services District?

MCSD's responsiveness to the citizens they serve and their forward thinking strategies in planning future projects for the benefit of the McKinleyville Community.

4. In your opinion, what are the key ingredients for creating a vibrant, connected and engaged community?

An active, engaged community that participates in the decisions that affect the community.

5. Are there any other contributions you've made to the community that you feel are significant to McKinleyville's quality of life?

I am active in Rotary and the McKinleyville Chamber of Commerce. Also, as the 5th District Supervisor for the County of Humboldt, I've worked within the McKinleyville community to address issues and improve the quality of life of all the citizens within my District. I live in the community of McKinleyville, and my wife Kim is a teacher at Fieldbrook Elementary School and my daughter Sofie attends school in the McKinleyville area. I know first-hand the issues facing McKinleyville and am committed to working with all the stakeholders to bring about the necessary changes that will allow McKinleyville to continue to thrive.

6. Can you name a person who has had a tremendous impact or influence on you as a leader? Maybe someone who has been a mentor to you? Why and how did this person impact your life?

My Uncle, Garth Sundberg – Uncle Garth stepped in as a father-figure when my own father passed away from a logging accident when I was a young boy. Uncle Garth was not only an incredible mentor but also taught me the importance of partnership and community involvement as a way of giving back.

7. What do you see as the biggest challenge facing communities, or McKinleyville in particular, today?

Dealing with homelessness and negative environmental impacts from code enforcement violations resulting in health and safety issues.

8. What advice would you give someone going into a leadership position for the first time?

My best advice for going into leadership is to be a listener first. Get to know the people you work with and understand how they operate and what they respond to. People will follow you if they believe in you and if you believe in them.

Keep an open mind, be a good listener and be open to new and innovative ideas. Everyone has something to contribute, and don't judge a book by its cover.....especially in McKinleyville.

9. Do you have any additional comments you would like to add?

We live in a great town that I am very proud of. We keep building community gems like our parks, trails, sports fields, and with the leadership of the MCSD we may have a beautiful new community forest.

McKinleyville Community Services District

BOARD OF DIRECTORS

January 6, 2016

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.2 **Presentation of the Community Builder Award to Supervisor Ryan Sundberg**

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

TYPE OF ACTION: **Information Only**

Recommendation:

Staff recommends that the Board listen to staff's presentation, air questions, take public comment and present the Community Builder Award to Supervisor Ryan Sundberg.

Discussion:

The "Community Builder Award" is an award the District presents to local individuals, businesses, and organizations for their volunteer service, sponsorship, promotion of programs and events, outstanding service in the interest of the District, and for other contributions significant to McKinleyville's quality of life.

District staff has identified Supervisor Ryan Sundberg as a worthy individual to receive the award.

Ryan Sundberg was born and raised here in Humboldt County, having gone to school here, played sports, attended college and served as an elected official for both the Trinidad Rancheria Tribal Council and the Humboldt County Board of Supervisors. His roots are buried deep and this is reflected in the manner that he cares about this area and its people. He leads by example and listens with an open mind when community members speak out. He believes everyone in a community has something to contribute and is always open to new and innovative ideas.

Supervisor Sundberg provides continual support and dedication to McKinleyville from paying for garbage removal to assist the McKinleyville Community Watch to support of agencies such as the McKinleyville Organizing Committee and the Family Resource Center.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Supervisor Sundberg's Response to Interview Questions

McKinleyville Community Services District

BOARD OF DIRECTORS

January 6, 2016

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Consider Approval of the Strategic Plan 2016-2020**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

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

Discussion:

The McKinleyville Community Services District Strategic Plan process began in August of 2012, with Board approval.

The Strategic Plan was returned to the Board On December 4, 2013 where it received the final approval of the MCSD Board.

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.

Tonight in a workshop format we would encourage the Board to discuss, add and modify policy related issues to provide staff and management direction for the coming five (5) years.

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

Alternatives:

Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Strategic Plan 2016 Draft

Strategic Plan

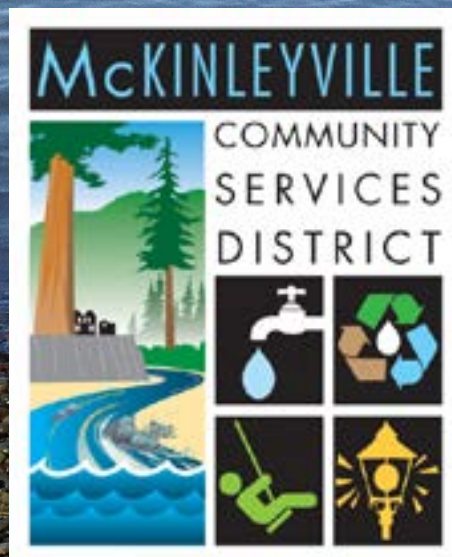
2016-20

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

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

District Management Team

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

Strategic Plan Consultant – BHI Management Consulting

Brent H. Ives, Principal



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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 continue 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. 37).**

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 RADIO TELEMETRY UPGRADES

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 when the sewer station digital controls are updated.

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 Technical Memorandum 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. 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 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 RADIO TELEMETRY UPGRADES

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

2.6 SEWER LIFT STATION GENERATOR UPGRADES

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

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.

The design was completed in FY 2013/14. The project went out to bid in October 2014 with bid opening on Thursday, November 20, 2014. We received three bids. The lowest responsive bid was \$264,000 above the Architect's estimate of construction cost of \$1,850,000. The design was modified to reduce square footage and the project went out to bid again in May of 2015. The construction contract was awarded to Adams Commercial General Contracting and construction began July 13, 2015. Estimated completion date is April 2016

Staff has been working with the Boys & Girls Club of the Redwoods (BGCR) to develop a partnership, a business plan and an MOU for the operation of the teen center once it's built.

4.2 HEWITT RANCH PROPERTY

This park has been identified as a necessary enhancement to the McKinleyville community through a series of Public Meetings held in 2007. Ultimately, the MCSD Board encumbered \$25,000 in Quimby Inland Park Dedication Funds for the project and directed staff to pursue matching grant funding for the park expansion. Based on staff recommendations and public input, the Board approved enhancements to include an interpretive trail system, a disc golf course and small gravel parking lot. Funding options will be developed and brought to the Board for consideration in 2017.

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.

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. Green Diamond Enterprises has proposed a tract of forest 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 2016. 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 will begin meeting to discuss Maintenance Standards and continue training.

4.8 MOU WITH HUMBOLDT COUNTY FOR CENTRAL AVENUE LANDSCAPING

Staff has met with Humboldt County to discuss developing an MOU for the maintenance of Central Avenue Landscaping. Once complete, it will be brought to the Board for approval. Challenges remain related to the County's labor contributions for the zone. Until these difficulties can be resolved, the MOU cannot be completed.

4.9 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.

4.10 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.

4.11 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 2016 and the Plan will be finalized in 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) 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; 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.

This year, the Board has 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 unsustainability of the health insurance benefits currently offered.

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.

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

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

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

7.10 PLANNING AND LATENT POWERS

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

7.11 INTEGRATED PEST MANAGEMENT PLAN (IPM)

Staff has been 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 are evaluated and a revised draft plan will be presented to the Board when completed.

7.12 BOARD OF DIRECTOR'S SELF-EVALUATION

The General Manager and the Board of Director's will work together to develop a Board policy that will allow the Board members a process for self-evaluation to determine their successes and weaknesses. The goal would be to improve upon their successes and establish methods to identify and improve in areas they may have deficiencies.

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. When we have recovered the expended reserves, we will remove the surcharge from customers' bills. Progress is tracked on a graph on the District website and on a manual graph in the front office.

8.7 RATE STUDIES

A rate study is being conducted to verify that projected capacity fee revenues are sufficient to meet future requirements for expansion, construction, and operation of the District's infrastructure.

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 2016-2020

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2016	CY 2017	CY 2018	CY 2019	CY 2020	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
1.0 Water											
1.1	Maintenance Programs	OD	\$ 350,000.00	tank 1B recoating/continue creating SOP's	tank recoating/create SOP's	valve exercising/fire hydrant insp. and exercise	valve exercising/fire hydrant insp. and exercise				
1.2	Water Tank Storage Project	OD	\$ 200,000.00	property negotiation & design	pursue grant funding	build	build	Place in operation	2020	5%	Geotech complete and complete negotiations
1.3	Emergency Water Crossing	OD	n/a	Complete and test SOP					2016	99%	SOP's will be written by MCSD and Arcata.
1.4	Emergency Water Supply	GM/OD	\$ 40,000.00	pursuing grant funding and water exploration on Mather property	Groundwater Mgmt Plan & Test Wells	Groundwater Mgmt Plan	Design	Emergency Source implementation	2020	5%	
1.5	Radio Telemetry Upgrade	OD	n/a		exploration of new or updated digital control strategy				2017	0%	
1.6	Water Main Rehab and Replacement	OD	\$ 100,000.00	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		0%	Reserves will be built up to replace water mains when needed.
1.7	Radio Read Meters	OD	\$ 260,000.00	phase 2	phase 3	annual replacements	annual replacements	annual replacements	2017	50%	Success of this project is 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.	install fire hydrants where requested by the fire department.			2018	40%	Cost share with Fire Department
1.9	Cochran Emergency Generator Replacement	OD	n/a	design	implementation				2017	0%	

McKinleyville CSD Strategic Plan 2016-2020

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2016	CY 2017	CY 2018	CY 2019	CY 2020	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
2.0 Wastewater											
2.1	20-yr Facility Plan	GM & Board	n/a	annual review	annual review	annual review	annual review	annual review		100%	
2.2	WWMF Improvement Proj/Biosolids Maint.	GM/OD	\$ 13,000,000.00	construction	construction completed	Biosolids Mgmt Plan	Biosolids Mgmt Plan	Biosolids Mgmt Plan	2017	10%	Funding Agreement Completed by 2015
2.3	Collection Sys Upgrades	OD	\$ 50,000.00	sewer flow analysis memo/ technical memorandum for proposed upgrades of Thiel crossing	monitor capacity of all 3 basin crossings	monitor capacity of all 3 basin crossings	design for Thiel crossing	construct of Thiel crossing		5%	This will be scheduled and completed when build-out requires upgrade.
2.4	Sewer Main Rehab and Replacement	OD	\$ 50,000.00	adopt method to assess condition of pressure sewer mains at lift stations/ repair I&I when found	repair I&I when found/ memorandum for pipe replacement plan including pressure mains	repair I&I when found contingency for pipe replacement plan	repair I&I when found, prioritize pipe replacement plan	repair I&I when found, prioritize 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	Radio Telemetry Upgrade	OD	\$ 30,000.00	sewer stations will be upgraded.	sewer stations will be upgraded.				2017		Sewer stations will be completed after the WWMF upgrade.
2.6	Sewer Lift Stn Gen. Upgrades	OD	\$ 175,000.00	engineering and design	replace Letz Gen.	replace Fischer Gen.	replace Fischer Gen.	replace Fischer Gen.	2017		Pursuing grant funding
2.7	Pre-Treatment Program	OD	n/a	issue grease trap permits	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 during wet weather flows	annually insp. and flow testing during wet weather flows	annually insp. and flow testing during wet weather flows	annually insp. and flow testing during wet weather flows	annually insp. and flow testing during wet weather flows			Inspected and repaired annually
2.9	Reclamation Site Expansion and Upgrade	OD	n/a	expand reclamation area and research crop species with increased water demand design pilot	explore purchasing more property and implement findings of bio-filtration pilot	negotiate purchase of more property			2019	10%	Coastal Conservancy grant for design of pilot project
2.10	Percolation site decommissioning	GM/OD	n/a	initiate plan for design and construction of Coho Rearing Ponds	decommission percolation ponds				2017	10%	Fish & Wildlife and Coastal Conservancy Grant

McKinleyville CSD Strategic Plan 2016-2020

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2016	CY 2017	CY 2018	CY 2019	CY 2020	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
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	\$ 2,000,000.00	doors open	funding and program development	funding and program development	funding and program development		2016	50%	
4.2	Hewitt Ranch Park	OD/RD	to be determined	pursue access from Cochran Rd.	funding options brought to Board & consider environmental planning	pursue funding	pursue funding	planning for parking area			This project is dependent on access from Cochran Road and tank site development
4.3	Washington Ave. Property	GM/OD/RD	to be determined	continue mowing quarterly/ work with local BMX group to consider feasibility	consider approaching Board to see if a BMX track is something worth pursuing	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	continue discussions with local stakeholders and pursue grant funding	pursue property acquisition and analyze revenue and expense	pursue property acquisition	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	upgrade access	develop existing trails	develop existing trails			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	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

McKinleyville CSD Strategic Plan 2016-2020

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2016	CY 2017	CY 2018	CY 2019	CY 2020	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
4.7	Maintenance Standards	OD	n/a	develop written SOP's	seek Board approval, staff training	staff training	staff training	staff training	2017	25%	
4.8	MOU with Humboldt County for Central Ave Landscaping	GM/OD	n/a	work on MOU with the County, bring to Board					2016	75%	Waiting on County to define supplemental labor
4.9	Annual Cost Benefit Analysis OSMZ	OD	n/a	Conduct annual review	Conduct annual review	Conduct annual review	Conduct annual review	Conduct annual review		Ongoing	
4.10	Annual Cost Benefit Analysis Programs	RD	n/a	Conduct annual review	Conduct annual review	Conduct annual review	Conduct annual review	Conduct annual review		Ongoing	
4.11	Update Parks & Recreation Master Plan	RD	n/a	Complete Community Survey and Draft plan	Complete	Conduct annual review	Conduct annual review	Conduct annual review	2017	5%	Update every 5 years

5.0 Partnerships

5.1	Foster Regional Cooperation	GM & Board	n/a	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	meet with all five Humboldt County Supervisors		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	bi-annual meetings with State Representatives		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

McKinleyville CSD Strategic Plan 2016-2020

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2016	CY 2017	CY 2018	CY 2019	CY 2020	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
6.0 Personnel/Organization											
6.1	Employee Retention	GM/Dept. Heads	n/a	continue to foster healthy work environment & mentoring	continue to foster healthy work environment & mentoring	next scheduled survey of salary/benefits due in FY 2017/18	continue to foster healthy work environment & mentoring	continue to foster healthy work environment & mentoring		Ongoing	Next scheduled salary survey due in FY 2017/18
6.2	Training & Development	GM/Dept. Heads	n/a	Start Succession Plan Process	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/Dept. Heads	n/a	SDRMA annual safety audit	SDRMA annual safety audit	SDRMA annual safety audit	SDRMA annual safety audit	SDRMA annual safety audit		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 Board Policy Manual/ development of Benefit Escalation Policy	annual review development of District Reserves Investment Policy	annual review	annual review	annual review		Ongoing	Annual reviews are done for Conflict of Interest.
7.2	Records Retention	FD	n/a	review Records Retention Policy & update	records backlog completed	review/update Records Retention Policy & 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	

McKinleyville CSD Strategic Plan 2016-2020

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2016	CY 2017	CY 2018	CY 2019	CY 2020	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
7.4	Continue to build upon Public Information	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	
7.5	Board Development Policy	GM & Board	n/a	ongoing annual AB 1234 Ethics training & update orientation	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
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	achieve 6 hours of governance training as required and attain SDLF Gold Recognition when the final Director has Governance Certificate	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	2016	99%	One Board Member still needs Governance Certificate
7.9	Explore Alternative Energy Options	GM & Board	n/a	bring proposal back to Board for implementation	Continue to explore opportunities for alternative energy and storage	Make decision to develop solar energy at WWMF	Continue to explore opportunities for alternative energy and storage	Continue to explore opportunities for alternative energy and storage		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	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	continue working on developing an IPM/seek Board approval	plan implemented	Annual Review, monitoring and report	Annual Review, monitoring and report	Annual Review, monitoring and report		Ongoing	Review and update every 5 years
7.12	Board of Director's Self-Evaluation	GM & Board	n/a	Implement policy approved by the Board							

McKinleyville CSD Strategic Plan 2016-2020

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2016	CY 2017	CY 2018	CY 2019	CY 2020	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
8.0 Finance											
8.1	Reserve Policy Implementation	GM/FD	n/a	review & monitor, update	review & monitor	review & monitor	review & monitor	review & monitor		Ongoing	Review and Update as required
8.2	Budget Development	FD	n/a	information collection started	not yet started	not yet started	not yet started	not yet started	FY2015-16 @ 100%	Ongoing	
8.3	Capital Budget Mgmt	GM/FD	n/a	information collection started	not yet started	not yet started	not yet started	not yet started	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		2019	3%	
8.5	Financial Audit	FD	n/a	conduct annual audit	3-yr RFP for audit completed	conduct annual audit	conduct annual audit	conduct annual audit	Dec-15	95%	
8.6	Monitor Reserves Recovery	FD	n/a	monitor	monitor	complete			2018	46%	
8.7	Rate Studies	GM & Board	n/a	capacity fee review and Prop 218		water & sewer rate analysis				Ongoing	

McKinleyville Community Services District

BOARD OF DIRECTORS

January 6, 2016

TYPE OF ITEM: **ACTION**

ITEM: E.4 **Discuss and Consider Committee Assignments and Appointment of Committee Chairs by the Board President for the 2016 Calendar Year**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board take public comment and the Board President make the committee appointments for the 2016 calendar year effective immediately.

Discussion:

Committee assignments were briefly discussed at the December meeting, in anticipation that the 2016 Board President would be prepared to make the assignments at the January 6, 2016 meeting.

Discuss and consider various committee assignments that will be appointed by the Board President and also designate committee chair/co-chair as well as Treasurer (Colleen M.R. Trask, Finance Director).

Board Secretary (Becky Schuette) is appointed by the General Manager per Board Policy Manual.

Government Code § 54952(b) defines an *advisory committee* as a committee which is comprised solely of less than a quorum of the members of the legislative body that created the advisory body. A *standing committee* is a committee which has continuing jurisdiction over a particular subject matter (e.g., budget, finance, legislation) or if the committee's meeting schedule is fixed by charter, ordinance, resolution or other formal action of the legislative body that created it. With this information in mind, the Board may also choose to discuss the necessity for existing active committees. The current committees include:

- Recreation Advisory Committee (RAC)
- McKinleyville Area Fund
- Redwood Region Economic Development Commission (RRDEC)
- McKinleyville Senior Center Advisory Committee
- Audit
- Employee Negotiations
- Water Task Force
- AdHoc No Drugs & Toxins Down the Drain

- McKinleyville Municipal Advisory Committee (MMAC or McMAC)
- Cornerstone Committee
- Groundwater Sustainability Committee

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – 2015 Positions, Staff Member Appointments and 2015 Committee Assignments

2015 ROSTER for MCSD

2015 Board positions are as follows:

- | | |
|-------------------|----------------|
| 1. President | John Corbett |
| 2. Vice-President | George Wheeler |

Directors: Helen Edwards, Dennis Mayo and David Couch

Staff Member Officers:

- | | |
|--------------|--------------------------------------|
| 1. Treasurer | Finance Director, Colleen M.R. Trask |
| 2. Secretary | Becky Schuette |

2015 Committee Assignments are as follows:

1. Recreation Advisory committee
George Wheeler; alternate David Couch
2. McKinleyville Area Fund
John Kulstad
3. Redwood Region Economic Development Commission
Dennis Mayo; alternate Helen Edwards
4. McKinleyville Senior Center Advisory Committee
Helen Edwards; alternate Dennis Mayo
5. Audit
John Corbett; Helen Edwards
6. Employee Negotiations
David Couch; Helen Edwards
7. Water Task Force
George Wheeler; alternate John Corbett
8. AdHoc No Drugs & Toxics Down the Drain
George Wheeler; alternate David Couch
9. McKinleyville Municipal Advisory Committee
Helen Edwards; alternate John Corbett
10. Cornerstone Committee
David Couch
11. Groundwater Sustainability Committee
Helen Edwards, Chair; Corbett, Vice Chair; Mayo, alternate

McKinleyville Community Services District

BOARD OF DIRECTORS

January 6, 2016

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Consider Approval of Resolution 2016-01 Approving Changes in Health Care Plans Offered to Employees of the District Hired After January 1, 2016**

PRESENTED BY: **Gregory Orsini, General Manager; Colleen M. R. Trask, Finance Director**

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided, discuss, take public comment, and approve Resolution 2016-01 for the proposed change in the District's health insurance premium contribution for new hires.

Discussion:

The cost of health insurance premiums has risen faster than inflation for many years. This trend has had a direct and negative impact on the District's finances, with health insurance premiums taking up a greater and greater percentage of the payroll budget every year. While this is not currently endangering the District's solvency, the long term trend is unsustainable.

The District's present practice is to pay for 100% of employee premiums, regardless of the plan chosen. Staff's proposal is that the District pay 100% of the Advantage PPO plan offered by our insurance carrier. Any new hire desiring a more expensive plan would be responsible for paying for the difference. These payments can be made 'pre-tax,' providing the extra benefit of reducing the employee's taxable income.

Any new hire desiring a less expensive option than the Advantage PPO would have the District apply the difference in premium to the Health Savings Account (HSA) that accompanies the less expensive option. Employees may also contribute to their own Health Savings Account, in addition to the District's contribution, up to the annual limit set by the IRS. These employee contributions would also be 'pre-tax,' reducing the employee's taxable income.

This proposal will not impact anyone currently employed at the District. All employees currently covered at 100% of their plan premium will continue to be covered, for all available plans, contingent on Employee/ Board negotiations. This proposal will only apply to employees hired after January 1st 2016. It is intended to become a baseline policy that cannot be overturned or revised during employee negotiations. Revising or reversing this policy would require the action of the entire Board.

Over the long run, this will gradually help the District to bring its health care costs under control by requiring that employees participate in funding their premiums if they desire any of the more expensive health care options. This practice is in line with what other local Districts and municipalities are requiring of their employees, for largely the same reasons.

Management considers this modification to MCSD benefit package to be in line with what new hires could expect at other like sized community services districts.

Advantage PPO coverage summary is:

80/20 coverage until out of pocket exceeded	Single	Family
Deductable	\$500	\$1,000
Out of Pocket	\$3,000	\$6,000

Alternatives:

Take No Action

Fiscal Analysis:

Anthem Blue Cross - Monthly	2016 Incentive Rates (-4%)		
	Single	Two-Party	Family
Classic PPO	\$ 780.59	\$ 1,589.84	\$ 2,137.05
Advantage PPO	\$ 657.28	\$ 1,337.05	\$ 1,796.70
CalCare HMO	\$ 793.09	\$ 1,575.18	\$ 2,179.32
Value HMO	\$ 730.43	\$ 1,449.95	\$ 2,005.77
Consumer Driven Health Plan	\$ 626.45	\$ 1,273.85	\$ 1,711.61

Difference w/current CalCare HMO	\$ 135.81	\$ 238.13	\$ 382.62
Annual Differences:	\$ 1,629.72	\$ 2,857.56	\$ 4,591.44

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2016-01

RESOLUTION 2016 - 01**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT APPROVING CHANGES IN HEALTH CARE PLANS OFFERED TO EMPLOYEES OF THE DISTRICT HIRED AFTER JANUARY 1, 2016**

WHEREAS, the cost of healthcare insurance premiums has risen faster than inflation for many years; and

WHEREAS, health insurance premiums are taking up an ever-greater percentage of the payroll budget every year, thereby having a direct and negative impact on the District's finances; and

WHEREAS, although the District's solvency is not currently endangered, the long term trend is unsustainable; and

WHEREAS, the District's present practice is to pay for 100% of employee premiums, regardless of the plan chosen.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby approve the following changes to the healthcare plan:

1. The District will pay 100% of the Advantage PPO plan offered by our insurance carrier;
2. Any new hire desiring a more expensive plan would be responsible for paying the difference between the two plans;
3. These payments can be made pre-tax under Section 125 of the IRS code;
4. Any new hire desiring a Health Savings Account compatible plan that costs less than the Advantage PPO would have the option for the District to apply the difference in premium to a Health Savings Account (HSA) for that plan;
5. Employees may also contribute to their own Health Savings Account in addition to the District's contribution, up to the annual limit set by the Internal Revenue Service;
6. Employee HSA contributions will also be pre-tax contributions;
7. These changes are intended to become a baseline policy not subject to employee negotiations that can only be overturned or revised by an official action of the entire Board.

BE IT FURTHER RESOLVED that this resolution will only apply to employees hired after January 1, 2016, not those currently employed by the District who are presently covered at 100% of their plan premium.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on January 6, 2016 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

George Wheeler, Board President

Attest:

Becky Schuette, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

January 6, 2016

TYPE OF ITEM: Information

ITEM: E.6 **Presentation and Recommendation of Potential Teen Center Names**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review the material and take public comment on the naming recommendation of the new facility currently referred to as the Teen & Community Center as per the adopted policy for the naming of new District facilities.

Discussion:

In September and October 2015 a Request for Proposals of possible names for the Teen & Community Center was made to the public. Staff received six (6) proposals from the public. A Naming Committee was created which is comprised of MCSD Recreation Director, Lesley Frisbee; two McKinleyville High School students, Mary Elise Conzelmann & Coco Lyell; one member of the Recreation Advisory Committee, Chad Sefcik; and two community members, Joe Wahlund and Mark Rynearson. The Naming Committee met to review the proposals submitted. One proposal suggested the McKinleyville Recreation Center as a name and the remaining proposals submitted by the public recommended naming the facility in memory of Eleanor Sullivan with a variety of suggested names.

The Committee discussed these options and agreed that it is important to commemorate and recognize Eleanor Sullivan in some way. To this point, and with the support of the Naming Committee, District staff intends to name the commercial kitchen within the new facility "Gram's Kitchen" with the intent to recognize and commemorate Eleanor Sullivan.

The Committee also discussed the importance of "branding" and how the Teen and Community Center project has already developed a level of branding in the community. This became evident when McKinleyville High School students were asked to provide input on the naming of the new facility and a majority of teen responses indicated that the facility was already branded and named as the McKinleyville Teen & Community Center or the McKinleyville Teen Center. Informally, through the long process of making this facility a reality, a name for it has been adopted by much of the community.

The Naming Committee considered the feedback from the high school students very seriously. We also discussed the criteria in the naming policy and the extent to which a facility name should be timeless and meaningful for generation after generation. It was agreed by the committee that names after individuals have the potential of losing meaning and relevance over time. Geographic identifiers have a longer lasting relevance.

After thoughtful consideration, the Naming Committee recommends naming the new facility the McKinleyville Teen and Community Center.

Alternative names the Naming Committee considered include:

- The Teen Center at Pierson Park
- Eleanor Sullivan Teen Center
- The Azalea Teen & Family Center (based on the proposals submitted and feedback from committee member polls of their peers).

As per the Policy for Naming new facilities, this item is brought before the Board today as an information item. Given the Board does not request any further action by Staff, it will come back before the Board in February as an action item.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

None

McKinleyville Community Services District

BOARD OF DIRECTORS

January 6, 2016

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.7 **Integrated Pest Management Plan (Plan) Update**

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

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

Recommendation:

Since this is strictly an informational item staff recommends that the Board review information, air questions and take public comment.

Discussion:

The development of the Plan has been a shifting priority for MCSD for several years now. Work has continued steadily but scheduling of other project timelines, the volume and the minute detail of the community comment has impacted progress.

In April of 2014, the Recreation Advisory Committee recommended the MCSD Board develop a district wide Plan. In June of 2014, staff proposed a process for Plan development whereby workshops would be conducted during regularly scheduled board meetings. These workshops would occur after public comment had been received via the MCSD Website.

In February of 2015 the first public work shop was conducted during a regularly scheduled board meeting. Staff's intent was to review public input and allow MCSD Board time to consider the Plan's content. Members of the public were invited to provide input on the Draft Plan. This process proved to be cumbersome and the time taken for minor improvements was unsatisfactory.

During the February meeting, members of the Board proposed staff return with a draft policy. The Board would then modify, through consensus, and accept the resulting policy that would provide direction to staff in the creation of a Plan. It was also the consensus of the Board that staff would draft the Plan outside the Board Room, for review by the Board in open session.

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

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

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

Since that time, staff has considered at least 103 comments, some of which are quite lengthy and provided by only seven members of the public. It should be noted that these comments total 6,138 words, while the IPM itself contains only 2,906 words. Staff would like the Board and public to grasp the level of effort that has been brought to bear on the Plan so far. All modifications to the plan whether proposed by the public or staff, had to be consistent with the MSCD IPM Policy before they were considered and included in the Plan.

Alternatives:

Take Action

Fiscal Analysis:

At this time the fiscal impact of effort required by staff to consider all the public input and to draft this plan has only been tracked since June on 2014 but was not prepared for the meeting, it is in the thousands of dollars.

The actual ramifications to the ongoing cost for the implementation of the Plan to the District will be considered during the matrix development and has the potential to be significant.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft #2 of the Integrated Pest Management Plan
- Attachment 2 – Public Input Tracking Matrix

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Integrated Pest Management Plan

Draft #2

Effective Date: **Date here**

Comment [JS1]: Add table of contents

1. SCOPE AND APPLICATION POLICY

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

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

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

2. SCOPE AND PURPOSE

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

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

~~The goal of MCSD's IPM plan is to utilize the most environmentally sound approaches to pest management, and to eliminate or reduce where feasible the use of pesticides (see Section 3 for definition) and to minimize environmental and health impacts of pest and vegetation management in all cases.~~

3. DEFINITIONS

Comment [K2]: Save for the end as we will add to this

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

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

75 fungus, weed, or any other form of terrestrial or aquatic plant or animal life
76 or virus, bacteria, or other micro-organism (except viruses, bacteria, or
77 other micro-organisms on or in living man or other living animals) which the
78 Administrator of the EPA declares to be pest under section 25(e)(1) [7
79 USCA 136w(e)(1)].

80 ~~G.B.~~

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

86
87 The following products are not pesticides:

- 88
89 1. Deodorizers, bleaching agents, disinfectants and substances for which
90 no pesticidal claim is made in the sale or distribution thereof, and
91 2. Fertilizers and plant nutrients.

92
93 **D. Reasonable Alternative:** a feasible option for pest control which takes into
94 account the economic, social, and environmental costs and benefits of the
95 proposed choices.

96
97 **E. Emergency:** A pest outbreak that poses an immediate threat to public
98 health or will cause significant economic or environmental damage.

99
100 **F. Environment:**

101
102 **E.G. Sensitive Areas:**

103 4. MCSD IPM COORDINATOR

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

- 107
108
109
110
 - Coordination with MCSD departments, contractors and lessees on weed
 - 111 and pest control issues
 - Publication of the annual IPM report
 - Coordination of the Interdepartmental IPM Review Group
 - 113 ~~• Development of an MCSD weed management plan, in accordance with~~
 - 114 ~~state law~~
 - 115 • Coordination of the development implementation of the IPM in accordance
 - 116 with state law
 - 117 • Recommendations on IPM strategies
 - 118 • Assist MCSD departments with staff training needs
 - 119 • Outreach to citizens regarding IPM
 - 120
 - 121

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Comment [j3]: Discuss this (How this position is filled and by who? What's the criteria?)

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

130
131 **B. Interdepartmental IPM Review Group.** The General Manager may
132 designate at least one staff member from each department as a
133 representative to the Interdepartmental IPM Review Group. This group will
134 be coordinated by the MCSD IPM Coordinator and will include designated
135 MCSD staff. The Group shall meet at least semiannually and meetings will
136 include development of annual MCSD IPM goals, review and evaluation of
137 the plan, as well as opportunities for information exchange, education and
138 cooperation. The Interdepartmental IPM Review Group shall also review
139 interdepartmental issues and make policyPlan recommendations to the
140 General Manager prior to presenting to the Board that advance the
141 objectives of the IPM Plan and reduce reliance on chemical pest control.

Comment [K4]:

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142 5. DEPARTMENTAL OBLIGATIONS

143
144
145 The following departments conduct pest control operations that use or
146 potentially use pesticides:

Comment [JS5]: Use different word?

- 147 • Parks & Recreation Department
- 148 • Operations Department
- 149 • Support Department

Comment [JS6]: Or should we simply state "at all MCSD owned properties? What about open space we don't own in fee?"

150
151
152 **A. Integrated Pest Management Plan.** Each of these departments and any
153 others using pest control methods in the future, shall use the procedures
154 guidance provided by outlined in this Plan. This plan shall be submitted to
155 the MCSD IPM Coordinator by November 1. The plan will be reviewed and
156 updated as necessary, to incorporate adaptive management changes
157 consistent with the MCSD IMPMP Plan and updated at least every or at
158 least every five years. Plans will be reviewed annually and updated at least
159 every five years. The General Manager may designate at least one staff
160 member from each department as a representative to the
161 Interdepartmental IPM Review Group.

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at: 1 + Alignment: Left + Aligned at: 0.25" +
Indent at: 0.5"

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162 **A.**
163 **B. Record-keeping and Evaluation.** Each department shall keep accurate
164 records of all Integrated Pest Management treatments used and the
165 results. Information on all treatments (including non-chemical ones) shall
166 include how, when, where and why the treatment was applied and the
167 name of the applicator. This information will be submitted available to the
168 MCSD IPM Coordinator yearly, as and will be the basis for the Annual IPM
169 Report. It should also be available for review at the Interdepartmental IPM

Review Group meetings. The MCSD IPM Coordinator will review pest management treatments with MCSD departments to evaluate the successes and failures of the IPM program, and to plan **more** efficient and effective pest management strategies.

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The following information shall be maintained:

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

Comment [j7]: This entire section must match our reporting template.

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

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

~~D. MCSD will inform pest management contractors of MCSD's IPM Policy Plan and provide a written copy of this policy Plan and other documents as appropriate (i.e. departmental procedures or Best Management Practices). The General Manager shall approve all pest management treatments.~~

Comment [j8]: GM all treatments even if non pesticide? Clean this up.

6. INTEGRATED PEST MANAGEMENT (IPM) PROCEDURE

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

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

225
226 Ranking, inventory, mapping, monitoring and evaluation are methods used
227 for determining pest management priorities. Maps and inventories depict
228 infestations in terms of pest species, size, location and threats to
229 resources. Departments shall monitor infestations or pest populations and
230 evaluate treatments over time to assess the effectiveness of various
231 treatment strategies and their effects on target and non-target organisms.

232
233 All monitoring methods and data shall be specified in the departmental IPM
234 plan, systematically recorded, and available for review at the
235 Interdepartmental IPM Review Group meetings. Departments shall
236 coordinate and utilize standardized pest mapping protocols.

Comment [JS9]: Remove this word?

Comment [JS10]: Discuss

Comment [JS11]: James didn't like these sections. Jason does.

237
238 **B. Establishing Threshold Levels.** To determine if treatment is warranted,
239 an acceptable threshold level of treatment for each target pest and site
240 should be established. The IPM Coordinator will contain the threshold
241 levels for common pests, determined by individual work groups, ~~in~~
242 ~~conjunction with the MCSD IPM Coordinator.~~ In some instances, treatment
243 may be required by federal, ~~or~~ state or county laws ~~or County~~. The
244 assessment will be based on the following:

- 245
246 1. The tolerable level of environmental, aesthetic and economic damage
247 as a result of the pest population(s) and the tolerable level of risk to
248 human health as a result of the pest population(s);

249
250 OR

- 251
252 2. The size, ~~or~~ density or growth rate of the pest population that must be
253 present to cause unacceptable environmental, aesthetic and/or
254 economic damage; and the size, density and type of pest population
255 that must be present to create a human health risk.

256
257 **C. Treatment Selection Criteria.** Upon determining that treatment is
258 necessary, the following criteria in descending order ~~should~~ shall be used
259 to help select the appropriate IPM treatment strategy:

- 260
261 1. Least-disruptive of natural controls
262 2. Least-hazardous to human health
263 3. Least-toxic to non-target organisms
264 4. Least-damaging to the general environment

5. Most likely to produce a permanent reduction in the environment's ability to support target pests

6. Cost-effectiveness in the short- and long-term

~~6-7.~~ Designated no pesticide zones

Comment [j12]: The order of these will need to be decided by the Board.

D. Treatment Strategies.

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

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

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

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

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

- a. Selection and placement of materials that provide life-support mechanisms for pest enemies and competitors.
- b. Modification of pest habitat by reducing pest harborage, food supply and other life support requirements.
- c. Vegetation management including irrigation, mulching, fertilization, aeration, seeding, pruning and thinning.
- d. Waste management and proper food storage.

- e. Barriers and traps.
- f. Heat, cold, humidity, desiccation or light applied to affected regions.
- g. Prescribed grazing.

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

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

Comment [JS13]: Replace with string trimming?

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

- a. Conservation and augmentation of the pest's natural enemies
- b. Introduction of host-specific enemy organisms

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

- a. The type, methods and timing of chemical treatment shall be determined **after** consideration has been given to protection of public health and the environment, ~~non-target organisms (including threatened or endangered species), protection of water quality, pest biology, soil types, anticipated adverse weather (winds, precipitation, etc) and temperature.~~
- b. Initial review of potential chemicals shall begin with the least toxic compounds, i.e. chemicals in EPA Toxicity Categories III and IV. The use of compounds in EPA Toxicity Categories I and II shall be avoided if possible or used in situations where exposure to the active ingredient is limited (i.e. baits or soil/trunk injections).
- c. If, after a thorough evaluation of alternatives, the only effective or practical chemical control is an EPA Toxicity Category I or II compound, the MCSD ~~IPM Coordinator~~ General Manager, and, if practical, ~~IPM Coordinator the Interdepartmental IPM Review Group~~, will review the decision-making process and make a recommendation to the ~~General Manager~~ Board of Directors for approval. This may be done on a yearly basis for specific pest treatments. The decision-making process and lack of alternatives shall be documented.

- d. Staff will review the information available on potential chemicals for persistence in the environment~~soil~~ and the potential impacts from persistence. These factors will be considered along with the potential for more frequent application of chemicals that have lower persistence in the environment~~do not persist in the environment~~.
- e. If chemical treatment is warranted in a riparian area, applications will generally be plant specific and limited to wick applications. If broader applications are needed, the MCSD IPM coordinator shall confer with the Interdepartmental IPM Review Group, to review the decision-making process and make a recommendation to the General Manager for approval. If EPA Toxicity Categories I or II are necessary Board approval will be required. This may be done on a yearly basis.
- f. Potential chemical approaches
1. pheromones and other attractants to confuse pests and/or act as bait
 2. insecticidal soaps
 3. juvenile hormones that arrest pest development
 4. repellants
 5. allelopathins
 6. sterilants or contraceptives to reduce breeding
 7. contact, stomach or other poisons
 8. fumigants
 9. combinations of above (baits with poisons)
 10. herbicides, insecticides
- g. All pesticides shall be applied in conformance with label specifications and all applicable federal, state and municipal laws, regulations and ordinances.
- h. All pesticide applications shall comply with the appropriate pre and post notification requirements, ~~according to MCSD's IPM~~. For all MCSD pesticide applications, notification will be posted at least 24 hours in advance, unless there is an extreme public safety concern. This includes soil and trunk injections, spot spraying, hand-wicking and broadcast spraying on all MCSD lands or property open to the public

Comment [JS14]: Need to go through these.

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

Comment [J15]: We need to go through these.

7.8. CONTRACTOR/LESSEE RESPONSIBILITIES & REQUIREMENTS

All contractors working for MCSD are required to abide by MCSD's IPM [PolicyPlan](#). The contractor will return a signed statement to the appropriate Department Head certifying they have read and understand the [policyPlan](#) prior to any work being done for MCSD. The contractor shall maintain records as listed in [Section 5, B](#).

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

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

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

- Information addressing all the elements listed in [Section 6-4](#) of the IPM
- Types and estimated rates, to the extent possible, of the pesticides that the contractor may need to apply to MCSD property during its contract
- An outline of the actions the contractor will take to meet the MCSD IPM [policyPlan](#)
- The primary IPM contact for the contractor

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

8.9. INTERPRETATION

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

Comment [JS16]: James doesn't like this

9.10. EXCEPTIONS/MODIFICATIONS/CHANGES

~~This [policyPlan](#) supersedes all previous policies covering the same or similar topics. Any [exception-modification](#) to this [policyPlan](#) may be granted only by~~

455 | the Board of Directors with the recommendation of the General Manager. This
456 | policyPlan may be reviewed and changed at any time.

Comment [GO17]: Modified by GO by request
of GW

457
458 | Notes:

- 459 |
- Add a section that discusses MCSD staff certifications.

Name	Received	Line # (s)	Comments	Incorporated?/notes
Emelia Berol	12/03/14	54-58	3. Definitions B. Pest: A list of common local pests would be helpful, both plant and animal. Language needs to be more specific.	For inclusion in matrix.
Emelia Berol	12/03/14	363	Consider being very specific about educating the public. We will learn from the district how to manage our own properties - to not use poisons plant helpful vegetation, etc.	This not an educational document. This is a policy document for staff to execute Board policy.
Jennifer Wheeler	11/30/14	6-7	Title suggests this document is a Plan, but it is not. In reading the document, there are many references to this document being a policy (lines 23, 34, 134, 179, 180, 415) and further this document directs development of departmental plans (line 42). The document reads more like a framework or a guiding policy. Perhaps change the title to Integrated Pest Management District Framework or Policy to resolve confusion.	Changed title to Integrated Pest Management Policy.
Jennifer Wheeler	11/30/14	42	The objectives of this policy are to “* require planning and development of an IMP program for all departments”, thus, to reiterate, the TITLE of this document should be IMP Policy or Framework, since it seems to direct development of detailed plans using these policy guidelines. This document really not a plan - a plan would detail what pests are being managed for, and how they are being managed, using these policy guidelines.	See comment above.
Jennifer Wheeler	11/30/14	83	Suggest change to ...”with MCSD departments, contractors and lessees...”	Comment accepted.
Jennifer Wheeler	11/30/14	86-87	Combine these two lines into one bullet, as they seem a bit redundant. Also, it again advises to develop and IPM plan, so, the title of this document can’t be that this is an IPM plan. It’s a policy/framework.	Partially accepted
Jennifer Wheeler	11/30/14	101-109	Complements on the Interdepartmental IPM review group. I like the semi-annual department review of goals, IPM plans, etc, and annual goal setting. I like the information exchange, and that the intent is to make any policy recommendations that advance the objectives of this IPM policy document to reduce reliance on chemical pest control. This is great language and positive intent. Do make sure that the policy recommendations are clarified to be made to the General Manager for forwarding to the Board of Directors for consideration.	Accepted, we added" to the General Manager to present to the Board ."
Jennifer Wheeler	11/30/14	132	Title. Maybe include an (s) on the title, since there would be more than one Plan, as there are multiple departments.	Not accepted, (1) policy will cover all departments.
Jennifer Wheeler	11/30/14	133-134	Suggest change to “...shall use the guidance provided by this policy” and KEEP to develop a department or divisional Integrated Pest Management Plan. (So that Line 135 makes sense).	Partially accepted.
Jennifer Wheeler	11/30/14	135-136	This plan shall be submitted...by NEED A DATE.	Already exists (November 1).

Jennifer Wheeler	11/30/14	136-137	As stated in the Interdepartmental IPM review group section (Lines 104-105), departmental plans will be reviewed semi-annually. Here, it says they will be reviewed annually. There should be consistency between the two sections.	Interdepartmental IPM Review Group meets semi-annually. Review of IPM Policy will be annually.
Jennifer Wheeler	11/30/14	137	Suggest change to “reviewed and updated, as necessary, to incorporate adaptive management changes consistent with the MCSD IMP Policy/Framework, or at least every five years.”	Accepted.
Jennifer Wheeler	11/30/14	141-150	Include mention of how long MCSD will retain application records.	Application records will be retained consistent with MCSD's Record Retention Policy.
Jennifer Wheeler	11/30/14	168	Add item 13. Date of advance public notice posted and form of posting (physical sign, web posting, newspaper, etc.). (While this may or may not be legally required depending upon the chemical applied, it is out of courtesy, safety and respect to the public you serve that they should be made aware of any application in an area they may be visiting).	Accepted & modified in # 8.
Jennifer Wheeler	11/30/14	243	Cost effectiveness as an equally-weighted criteria relative to the other 5 criteria is a serious concern as it can trump all the other five, well-intended criteria. As a policy, I think it is risky to declare cost effectiveness with equal decision making weight as cost effectiveness will almost always direct decisions toward the least expensive treatment(s), i.e., use of chemical control. Alternative treatments with often increased costs may indeed require more innovative funding or labor generation efforts, but would pay off with similar results, local economic stimulation often involving young adult jobs, greater community stewardship and awareness, and a biologically and ecologically healthier environment. Perhaps, weight the other five criteria over cost.	This is a decision that the Board will have to make.
Jennifer Wheeler	11/30/14	315-316	Include a table describing the EPA Toxicity Categories...otherwise the Board, or public reader, has no idea what sections b and c are really saying.	This will be a table that will be added as an appendix.

Jennifer Wheeler	11/30/14	319-339	<p>The sequence of procedures described through sections c through e are confusing. Need to better define.</p> <p>Current sequence</p> <p>Section C- Staff believes use of more toxic poison necessary... make recommendation to GM for approval to use</p> <p>Section D - ...then staff again reviews the information available on impacts to soil and persistence... the overall analysis and authorization request?)</p> <p>Section E – riparian area wick application versus broader application need/review/analysis.</p> <p>SUGGESTION – Reorder sequence to:</p> <p>Sections D and E should come BEFORE Section C. AND THEN, once a recommendation is made to the GM for approval to use an EPA Toxicity Category 1 or 2 poison, potential policy could be that the Final Authorization for this should come before the Board. If not, the criteria to permit the use of an EPA Toxicity Category 1 or 2 poison could be clearly defined in the guiding policy, to the satisfaction of the general public. MCSD has an opportunity to not only meet legal requirements, but also go one step further to demonstrate safety, courtesy and respect to the public it serves and the environment it works within.</p>	This will be a policy consideration that the Board will have to make after the toxicity categories and acceptable chemicals are determined.
Jennifer Wheeler	11/30/14	347	7. contact, stomach or other poisons Huh? What are these?	It's a type of poison.
Jennifer Wheeler	11/30/14	355-356	State that “all ...applications shall comply with ...notification requirements, according to MCSD’s IPM.” MCSD’s IPM what??? Plan or Policy? It does not say if the notification requirements are expected to be described within a departmental PLAN or in this POLICY document. I think it should be described within this POLICY document because this is the level of public involvement. The Board represents the public, who elected them. Board develops policy, thus it make sense that this document warrants good public involvement. As long as the IPM plans are consistent with approved Board IPM policy, the public ought not to be functionally more involved. I would suggest that MCSD public notice requirements go above and beyond label requirements out of courtesy, safety, and respect to the local public you serve.	Procedures for notification will be identified during the classification and acceptable chemical list.
Jennifer Wheeler	11/30/14	369	Suggest modification to: Contractor/Lessee responsibilities and requirements	Accepted.
Jennifer Wheeler	11/30/14	371	Suggest change to ...All contractors and lessees in binding agreements with MCSD...	Accepted.
Jennifer Wheeler	11/30/14	413	Strike ‘Exceptions/Change’ and rename ‘Modifications’	Accepted.
Jennifer Wheeler	11/30/14	414	Move “This policy supersedes all previous policies covering the same or similar topics” to the Scope and Application section at the beginning of this document, Section 1.	Accepted.

Jennifer Wheeler	11/30/14	414-416	Change second sentence and strike third sentence. Suggest change to: “Any modification(s) to this policy may be granted only by the Board of Directors with recommendation by the General Manager.”	Accepted.
Colin Fiske	12/01/14	35-36	I suggest including “air quality” in the list of targets for protection, as well as including all non-target species rather than just those considered legally at risk. Alternatively, the language could be broadened to simply state the goal of protecting “public health and the environment,” or it could be clarified that the list is non-exclusive. Similar comments apply to lines 311-13.	Accepted.
Colin Fiske	12/01/14	51-52	The phrase “minimal impacts...are considered” is not a clear or strong statement of the goal of IPM. In particular, the word “considered” should be changed. The goal of the Plan is not to simply consider these impacts, but to minimize them.	Revised section for better understanding
Colin Fiske	12/01/14	54-58	The citation to federal law is incomplete. It should say “Section 25(c)(1) of the Federal Insecticide, Fungicide and Rodenticide Act.” The citation to US Code also contains a typo: it reads “7 USCA 136w(c)(1)” and should read “7 USC 136w(c)(1)” or “7 USC § 136w(c)(1).” Finally, it is enough to adopt this definition by reference, rather than paraphrasing it as well. The paraphrasing simply creates confusion. So, for example, the definition could simply read: “Any form of plant or animal life which the Administrator of the United States Environmental Protection Agency (US EPA) declares to be a pest pursuant to Section 25(c)(1) of the Federal Insecticide, Fungicide and Rodenticide Act [7 USC § 136w(c)(1)].”	Accepted.
Colin Fiske	12/01/14	60-61, 67-68 & 306	A substance should be considered a pesticide if it is used for destroying or repelling a pest, not just if it is “intended” for that purpose. Similarly, at lines 67-8, these substances should be exempt only if they are used for the advertised purpose; they should not be exempt if they are used as a pesticide, regardless of the “claim made in the sale or distribution thereof.” Alternately, it should be explicitly stated that MCSD personnel or contractors will never use for pesticidal purposes a chemical or mixture of chemicals which is not labeled and registered for that use. This could be added in an explicit manner at line 354, for example.	Group doesn't recommend any of this because it would limit our ability to use alternative approaches to pest management. This policy would prohibit, for example, the use of rabbit urine to control gophers or the egg & water formula we use to repel deer.
Colin Fiske	12/01/14	71-73	The definition of “Reasonable Alternative” should be clarified. “Takes into account” is not clear – the apparent intent is that the alternative “strives to minimize” these impacts, and this should be explicitly stated.	Group prefers "Takes into account."
Colin Fiske	12/01/14	71-73	It may be wise to reserve the right not just to consider reasonable alternatives, but in extreme cases to ban the use of certain pesticides or pest control strategies entirely.	Group doesn't recommend this as it may limit options.

Colin Fiske	12/01/14	77-90	Will the IPM Coordinator be a new full-time hire? An existing employee with other responsibilities as well? How will this be determined?	Determined by the General Manager
Colin Fiske	12/01/14	92-99	It might be wise to set a deadline for when the report must be filed each year.	January of each year
Colin Fiske	12/01/14	95 & 142	At several places in the draft Plan, including the line numbers listed, the wording conveys that only “IPM efforts” or “IPM treatments” are covered by the rules. However, since this is the IPM plan, intended to regulate pest control activities, this wording is somewhat circular. It should be clarified that the annual report will contain not just information on “IPM efforts,” but information on all pest control activities. Similarly, “Integrated Pest Management treatments” at line 142 should be, more generally, “pest management activities.” Any action on its own doesn’t constitute IPM; IPM is the policy and procedure for decision making, not the actual activity.	It should be assumed that pest management and IPM are interchangeable and that all pest management actions will be governed by the IPM.
Colin Fiske	12/01/14	134-135	At several places in the draft Plan, including the line numbers listed, the wording conveys that only “IPM efforts” or “IPM treatments” are covered by the rules. However, since this is the IPM plan, intended to regulate pest control activities, this wording is somewhat circular. It should be clarified that the annual report will contain not just information on “IPM efforts,” but information on all pest control activities. Similarly, “Integrated Pest Management treatments” at line 142 should be, more generally, “pest management activities.” Any action on its own doesn’t constitute IPM; IPM is the policy and procedure for decision making, not the actual activity.	See Above.
Colin Fiske	12/01/14	134-135	It appears to be the intent to require each department to develop a plan, but the phrase “to develop a...Plan” at lines 134-5 has been deleted, leaving it unclear what plan is referred to later in the paragraph. Other apparent references to departmental plans still exist in the document, e.g., lines 42 & 200-1.	Fixed to show there is only one plan.
Colin Fiske	12/01/14	145-146	It should be clarified that departments must provide relevant records to the IPM Coordinator at any time upon reasonable request, not just once a year. Such records will doubtless be important in allowing the Coordinator to do his/her job effectively throughout the year.	Accepted.
Colin Fiske	12/01/14	167	An item should be added to the record-keeping checklist requiring detailed descriptions of non-chemical treatments, in addition to the records kept for chemical treatments.	Non-Chemical treatments will be listed in items 3 and 7.
Colin Fiske	12/01/14	176-177	Why is the bid preference language deleted? This is a potentially important tool in allowing the MCSD discretion to select contractors who will willingly comply with the letter and spirit of the IPM Plan.	Partially Accepted

Colin Fiske	12/01/14	187-188 & 307	It would be appropriate to expand these precautionary statements to state that in addition to being potentially dangerous to human health, pesticides should be assumed to be definitely dangerous to the ecosystem in which they are applied. No matter the class of pesticide, it can always kill not only the target organism(s), but also non-pest native species or otherwise desirable organisms.	The MSDS/SDS Sheets list this information, simply stating environmental health covers it all.
Colin Fiske	12/01/14	203	It would be helpful to provide specific definitions of these terms as they apply to this IPM Plan.	There is a Definitions Section.
Colin Fiske	12/01/14	215-231	Threshold levels make sense for some pests but perhaps not for all. The idea of a threshold level assumes relatively stable or slowly changing population sizes. However, many pests exhibit large, rapid fluctuations in population size, or may exhibit extremely fast population growth or decline. It would be a good idea to develop a standard protocol for dealing with these types of situations as well.	Accepted
Colin Fiske	12/01/14	217	The statement that “the IPM [Plan] will contain the threshold levels” is confusing, as this document is the IPM Plan, and it does not contain threshold levels.	Fixed.
Colin Fiske	12/01/14	237-243	It should be clarified whether the treatment selection criteria are listed in ranked order of importance, or if they should all be given equal weight, or if the relative importance of each criterion should be determined on a case-by-case basis. (There are strengths and weaknesses to each of these possible approaches.)	The Matrix will care of that
Colin Fiske	12/01/14	252-253	It is hard to support this general directive stating that a combination of approaches is always most effective. It should be modified to simply advise that a combination of approaches “may be” most effective.	Accepted
Colin Fiske	12/01/14	298-300	The warning regarding introduction of non-native biological controls is important. It may even be appropriate to strengthen the warning to emphasize the importance of extreme caution, as a new species, once introduced, is very often impossible to completely remove from an ecosystem at a later date. Also, similar warnings should be provided for prevention, cultural and mechanical controls. It is quite possible to decimate an ecosystem using non-chemical methods to destroy pests or make the environment less hospitable for them!	Partially accepted.
Colin Fiske	12/01/14	315-316	The EPA Toxicity Categories are based on tests of acute toxicity. This is important. However, it is also very important to consider chronic toxicity, carcinogenicity, endocrine disruption potential, and other long-term effects of substances in determining their priority of use. Similarly, it is important to consider factors in addition to human health, most notably the potential for environmental disruption.	We are following EPA standards, feel free to contact them if you would like them changed.

Colin Fiske	12/01/14	320, 325, 334, & 338	The language should be modified slightly to allow the IPM Coordinator & Review Group to make a recommendation against approval, or to recommend instead another alternative, based on the results of their review. As it is currently worded, the Plan appears to require a recommendation of approval. This defeats the purpose of the review.	This process is covered in steps a. through h.
Colin Fiske	12/01/14	329	The language should be broadened to allow for consideration of persistence of chemicals not just in the soil, but also in other parts of the environment, such as air, water, or other physical or (living) biological media.	Accepted
Colin Fiske	12/01/14	357	The draft language states that notice will be in accordance with MCSD's "IPM [Plan]." Yet the document itself is the IPM Plan, and nowhere else in the document is specific guidance provided for notice procedures and requirements. For example, when is signage sufficient, and when should active outreach to public land users and neighboring properties be required? What type of signage shall be deemed sufficient?	Removed.
Colin Fiske	12/01/14	382, 386, & 402-403	Requirements should apply to contractors who conduct any pest control activities, not just those applying chemical pesticides and/or biological controls.	This is addressed in Section 8.
Colin Fiske	12/01/14	414-416	Sufficient flexibility is built into the IPM approach generally, and this IPM Plan specifically, to allow for almost any eventuality. The Plan requires a procedure but does not absolutely restrict or proscribe specific actions or outcomes. Exceptions to the Plan would thus be exemptions from the IPM decision making process, and the possibility of granting such exceptions undermines the purpose of implementing this process in the first place. Therefore, the General Manager should not be empowered to grant exceptions to the policy, nor should the policy be subject to change at any time except following review and approval by the Board.	Already addressed and fixed.
Ken Miller	12/12/14	34-35	protect public health...AIR & water quality, PETS, ...	Changed to Public Health and environment.
Ken Miller	12/12/14	40-43	Objectives: Add something like: "The IPM policy will simplify public participation and education by virtue of timely disclosures, understandable planning, adaptive management, and outreach to community. Sharing the positive benefits of MCSD's IPM plan with the community can reduce the potential for chemical contamination in our local environment." (see Education)	These comments are handled throughout the IPM and are not considered objectives.
Ken Miller	12/12/14	52	Change "considered" to critical	This section was revised and this comment is no longer pertinent.

Ken Miller	12/12/14	71-73: Please see 189-191	NOTE: Refer to Ken's email dated 12/12/14 for clarification.	These are definitions, staff's recommendation is to not mix procedures with definitions. We will consider these comments in Section 6.
Ken Miller	12/12/14	132-139	It is not clear whether each department will create its own IPM plan based on a unified format, or if there will be one main Plan. I can imagine benefits to both, but a single Plan that is sufficiently agile to allow each department appropriate flexibility seems preferable. Zones and Appendices aid such flexibility.	Already fixed, there is one plan.
Ken Miller	12/12/14	145-146 & 169-171	It might be more useful to have this information accessible more frequently than yearly or semi-annually, or on request. Could it be posted to the web under IPM?	Already fixed. The Annual Report will be available as part of the Board Packet.
Ken Miller	12/12/14	176-177	see 5C. Contractor above: Please re-instate preference for non-chemical approaches in any bid. Add the intent to consult first with a Contractor who can avoid registered pesticides. This can result in contractors developing more non-toxic tools in order to remain competitive. Cultivating specific go-to consultants for input before using pesticides would be a good addition to this Plan."	Partially accepted.
Ken Miller	12/12/14	176-177	Please re-instate preference for non-chemical approaches in any bid, and add the intent to consult first with a Contractor who can avoid toxic pesticides. This can result in contractors developing more non-toxic tools in order to remain competitive. Cultivating specific go-to consultants for input before using pesticides, and making consultations with respective experts part of the BMP hierarchy, would be worth considering as additions to this Plan.	See above.
Ken Miller	12/12/14	182-183	In accordance with this IPM policy, any intent to use pesticides shall be brought to the MCSD Board for approval. If, after consulting appropriate expert(s), the GM determines that a situation requires urgent intervention that requires the use of a pesticide, and there is no time to wait for a Board meeting, an exception to Board approval is appropriate.	Stricken.

Ken Miller	12/12/14	189-191 (And 243)	<p>Please elaborate a bit on cost-effectiveness/benefit to conform with Director Wheeler’s hierarchy, in which monetary costs are not predominant:</p> <p>“Conducting a cost-benefit analysis of proposed IPM strategies is not based solely, (or even primarily, KM), on the monetary costs. It is based on four main parameters: monetary, environmental/ecological health and function, aesthetic benefits, and human health protection.”</p> <p>(From national IPM model) IPM should save money over time with fewer contractors and expensive chemicals, as well as potential health effects on workers.</p> <p>(see D 71-73 above).</p>	It's covered in Section 6. C.
Ken Miller	12/12/14	191	<p>Why change from “For all pest control activities” to “When chemical application...?” Isn’t the IPM applicable to pest management in general? I prefer the phrase that has been deleted.</p>	The procedures detailed in this section only deal with chemical application.
Ken Miller	12/12/14	194A	Data: Graphing Zones	Not enough information provided to understand what you want changed.
Ken Miller	12/12/14	215-231	<p>Heirarchy of actions, including thresholds Graphics can organize and represent data, BMPs and thresholds in ways that are readily tailored to the MCSD IPM Plan, and make the IPM transparent and adaptable. For example, from Davis:</p> <p>“It could be said that if risk reduction is the destination, then IPM would be a vehicle used to move towards it. The Pesticide Hazard and Reduction Zones [PHAER] Zone System would be the map providing guidance and gauging progress towards the goal.” http://ipm.cityofdavis.org/phaer-zone-maps</p> <p>The following comments pertain to creating matrices that graphically document with specificity the information contained in this section. The liberal use of Appendices, the contents of which can be updated easily and regularly without changing the Plan, also seems like a good idea.</p> <p>The Cities of Davis and Eugene IPM, and many others, use this format because it is so user friendly.</p>	Portions of this will be addressed in the matrix. At this time creating ariel maps of all the facilities is labor intensive and will prolong the completion of this project, but will take this comment into consideration for a more web friendly version.

Ken Miller	12/12/14	215-231	<p>Parks & Recreation, Operations, and Support Departments would develop and map Zones of their assets to be managed, based on selected factors, such as vegetation type, use, proximity to water, pets, neighbors or activities, etc.</p> <p>Three types of matrices that would include information currently in DRAFT 215-361 include:</p> <p>I. Zones or sites:</p> <ul style="list-style-type: none"> •Zones representing uses (Playground, sports field, walking, facility, etc), or with similar features, ie vegetation, topography, proximity to water, traffic, etc 	Portions of this will be addressed in the matrix. At this time creating ariel maps of all the facilities is labor intensive and will prolong the completion of this project, but will take this comment into consideration for a more web friendly version.
Ken Miller	12/12/14	215-231	<p>II. Vegetation</p> <ul style="list-style-type: none"> •For each zone, specify the characteristics of the vegetation <p>III.Pests and Weeds</p> <ul style="list-style-type: none"> •Associated with the other matrices, for each potential pest or weed, a brief description of characteristics, location(s), including life cycle and management strategies based on BMPs 	Portions of this will be addressed in the matrix. At this time creating ariel maps of all the facilities is labor intensive and will prolong the completion of this project, but will take this comment into consideration for a more web friendly version.
Ken Miller	12/12/14	245	Treatment Strategies: Add “No Pesticide Zones”	Accepted.
Ken Miller	12/12/14	305-338	This entire section would be changed to reflect Board approval, and generally moved to Pesticide Appendices and graphed	Portions accepted.
Ken Miller	12/12/14	305-338	<p>Since IPM is an anticipatory document, and since it is the intention of the MCSD Board to develop a policy that uses IPM as a tool to avoid pesticides, that prior to the use of any pesticide it (or they) be approved by the MCSD Board in a noticed Public Hearing at a regularly scheduled Board meeting.</p> <p>Since pesticides are used so rarely, this policy would impose no significant hardship on staff or Board. Although current staff avoids pesticide use, this POLICY will guide future administrations too, and because we have such a sterling staff, now is a good time to perfect this approach.</p> <p>Avoiding pesticide use has been a national priority (in theory) since at least 1992*, so it seems worth creating as much incentive as possible to do so.</p>	Portions accepted, other portions not consistent with MCSD Board Policy.

Ken Miller	12/12/14	305-338	<p>*In 1992, IPM was adopted as a policy by USDA and the EPA. The explicit goal was the reduction of pesticides nationally, with recognition of the "increased risks for cancer, neurological disorders, endocrine and immune system dysfunction, pollution of our water supplies, and harm to fish and wildlife." http://www.gao.gov/products/GAO-01-815</p> <p>Board approval creates a compelling incentive to make IPM work without pesticides, and affords the public, and Board, the opportunity to learn from staff, and contribute relevant information and potential alternatives not considered by staff. A hearing involves the community in helping develop this IPM plan, and communicates a commitment to avoid toxins, which sets a beneficial example for all of us. And a hearing respects the public's rightfully growing concerns over pesticide use in general, especially where kids and pets play and within such proximity to precious habitat.</p>	This comment is only applicable to EPA Toxicity Categories I and II per Board Policy.
Ken Miller	12/12/14	305-338	<p>Advance notice of such a hearing may result in a member of the public offering a non-toxic option, thereby obviating the need for the pesticide and the hearing.</p> <p>Dealing with the rare emergency, and more routine u</p>	Advanced Notice is given for all Board Meeting Agenda items already.
Ken Miller	12/22/14	309-331	<p>This would be a regularly updated list of all pesticides and other IPM agents that are in the MCSD inventory, their characteristics graphed in matrix formats. In this way, the generalities in the DRAFT are replaced with specific data and proposed hierarchies of action matched to zones of activities, vegetation and pests.</p> <p>CHEMICAL INVENTORY</p> <p>For each chemical, all the characteristics listed in the DRAFT IPM, would be included: 309-331, incorporating breakdown products and their toxicity, half-lives and environmental fate. (Please see attached Excel spreadsheets for examples of graphing characteristics of some common pesticides in a readily understood format.</p> <p>Based on the above matrices, chemical use could be categorized into four broad categories, Appendices A, B, C, D., for example:)</p>	Section D. 5 is not a repository for chemical inventory, MCSD will strive to minimize any chemical kept. The Matrix will designate chemicals on hand.
Ken Miller	12/12/14	314-316	<p>Aside from EPA categories of acute toxicity and MSDS, please include information from other sources to capture chronic toxicity and susceptibility of vulnerable populations.</p>	Gathering information from multiple sources outside of the EPA could become labor intensive and carry no regulatory authority.

Ken Miller	12/03/14	314-327	2. Lines 314-327 describes chemical use. I request that appendices be added to the IPM which name all potential pesticides that MCSD might use. For example, Appendix A would be the most benign, like soaps and hormones, with the subsequent 2 appendices listing Class 3&4 in Appendix B, Classes 1&2 in Appendix C. For each compound that could be used by MCSD, please include mechanism of action, environmental fate, acute and chronic toxicities, relying not just on EPA but other credible sources as well. The public benefits from this knowledge, and may have serious concerns regarding some, and useful information regarding others. This specificity is important, instead of the universe of possible poisons referred to in this draft.	This will be addressed in the Matrix.
Ken Miller	12/03/14	357-358	1. Lines 357-8 call for public notice 24 hrs in advance of any chemical applications. Since it is rare for any emergent applications, and since there are accommodations for emergencies, I request that there be a 10-day window for public notice to afford opportunities for the public to recommend non-toxic or other options in time for staff to consider. The 10-day window also allows for timing publication in the MRU, for effective public notice. This is less onerous, and less public, than Arcata, which requires a public hearing. Perhaps the 10-day window could apply only to Classes B&C (see below).	Staff will have already gone through non-toxic steps before arriving at this point. EPA Toxicity Category I and II require Board Approval, which gives the public opportunity to comment.
Ken Miller	12/22/14	341-346	Based on the above matrices, chemical use could be categorized into four broad categories, Appendices A, B, C, D., for example:) A: Least toxic, persistent, mobile, drift: •Agents included in 341-346, includes mechanical or biological tools •The McKinleyville School District IPM relies on Products consisting solely of active and inert ("other") ingredients on the FIFRA's 25(b) list (40 CFR part 152.24(g)(1) as listed on the Federal Registration (PR) Notice 2000-6; B: Limited Use Chemicals: Use Requires MCSD Board Approval • See Mck School District IPM for pesticide use (These require approval by Governing Board)	Portions of this will be in the Matrix, other portions are explained already in Section 6. D. 5.

Ken Miller	12/03/14	357-358	<p>1. Lines 357-8: I revise my request for a public notice to include a public MCSD Board hearing if any Class 1&2 pesticide use is contemplated.</p> <p>2. Our MCSD IPM could endeavor to qualify for Bee Friendly status, similar to Bee friendly farming "Partners for Sustainable Pollination (PFSP). Since 2007 this volunteer- run nonprofit based in Santa Rosa, California, has worked with farmers across the nation on how they and consumers can become part of the solution in promoting healthy hon- eybee and native pollinator populations." http://pfspbees.org/sites/pfspbees.org/files/news-pdfs/bee-friendly-articleacres-u.s.a.pdf</p>	Accepted in Section D. 5. c.
Ken Miller	12/03/14	357-358	<p>3. Any signage should include: the trade and chemical names of the pesticide product to be applied, the date of pesticide application, the specific area(s) in which the pesticide will be/has been applied (e.g., along fence lines or around tree wells), and the contact number for the supervisor of the responsible POS crew.</p> <p>4. Will there be pesticide free zones, except for emergencies?</p>	3. Comment will be considered. 4. Yes, there are pesticide free zones.
Ken Miller	12/12/14	367	<p>Over time, MCSD could publicize methods developed in this IPM plan that might help McKinleyville residents reduce our own pesticide use, thereby decreasing the total pesticide burden in our surface, ground and treated waters.</p> <p>The City of Davis has successfully implemented "Our Water Our World (OWOW) Program" "This program provides "Less Toxic" fact sheets and shelf tags set adjacent to pesticides. In addition to the written materials, store employees are given training regarding what products are environmentally conscience alternatives for pest control." "All the stores cooperate in this enthusiastically. Trainings have been conducted for the staff at Ace, which is done after hours and employees are trained on an annual basis. The redwood barn and CVS pharmacy employees get updates on current pests and pesticides of concern and the least toxic way to manage them when the OWOW coordinator comes to town."</p>	The IPM Plan and Matrix (which will be updated) will be available to the public, it is up to the public whether or not or how they use it.
Ken Miller	12/12/14	367	<p>•Our MCSD IPM could qualify for Bee/Insect Friendly status, similar to Bee friendly farming ("Partners for Sustainable Pollination (PFSP) in Santa Rosa). http://pfspbees.org/sites/pfspbees.org/files/news-pdfs/bee-friendly-article-acres-u.s.a.pdf</p>	This comment will be considered.

Ken Miller	12/12/14	400-403, 182-183, 319-327	If our IPM policy requires a Board Hearing prior to pesticide use by MCSD, that requirement should apply to Contractors as well.	Fixed.
Ken Miller	12/03/14	415-416	3. Lines 415-16 provides no public process for changing the IPM once adopted. Seems there should be.	During the annual review process the public will have sufficient opportunity to comment.
Jeff Dunk	02/06/15	78-92	under IPM coordinator's responsibilities – I recommend that they also include collaboration with Arcata, Eureka, and other muni's IPM coordinators – so we can learn from each other too. Similarly, time should be allotted for them to peruse the web for other information (stay abreast of current approaches, what works and doesn't...what works better.)	Staff will have time allotted for research.
		94-99	IPM report – should include monitoring the effects of strategies, not just implementation (how the monitoring was done, what the results (even if preliminary) are, etc.. As written it says “The report will include a review of new IPM strategies as well as trends in IPM techniques over time.” I agree with these, but am recommending that the report also include a full articulation of the IPM strategies MCSD used during the previous year (or interval since the previous report), as well as the extent of monitoring that was implemented.	Strategies and trends will be considered when we produce the matrix.
		142-156	Lines 142-156 seem to presuppose that only pesticides will be used – I'd say this should include all methods in the IPM “arsenal” – including preventative measures (“cultural”) and biological control. In some cases it may be best to evaluate two or more approaches simultaneously – to learn which works better (more effective, cheaper, lower toxicity) than the others (the adaptive management that you wrote of earlier formally involves doing this sort of thing...including having a priori criteria (criterion) articulated on how the “best” approach will be determined --- i.e., what weight will cost, toxicity, and effectiveness be given in the evaluation?	We will apply this in the appropriate section.

		181-187(really 191-197)	<p>On line 185, I'd recommend inserting after "sensitive areas" a parenthetical (e.g., nearby a school, playground, or other area of concentrated use by children; or where runoff into nearby streams, wetlands, or ponds is likely) – that is, give examples of what you mean by sensitive areas.</p> <p>On the next section on data collection mapping and monitoring – I would be happy to check with colleagues at HSU to see if they'd be willing to have students do some of the initial mapping and assist in the monitoring – if that is something you'd be interested in.</p>	We will add Sensitive Areas to Definitions.
		201	what, specifically, is meant by "treatment" – chemical or any?	Yes, any treatments.
		220	"should be used" – is very discretionary. How about "unless justified by....this order will be followed..."or something like that?	Changed to shall.
		245-257	I would recommend including something in this section noting that preventative measures sometimes means that the upfront costs of a project are a bit higher, but that long-term maintenance is lower because of the preventative actions (like doing more work up front to make sure that ball fields drain well – which reduces the likelihood of crane fly outbreaks).	Accepted.
		294-296	I'd reword to say "The type, methods and timing of chemical treatment shall be determined after consideration has been given to protection of public health and the environment. Such consideration and the rationale to use chemicals will be documented in writing. Doing so will allow for adaptive management (learning by doing) and provide a record for district personnel to subsequently consider."	Addressed in Section 5. B.
		300-302	"The use of compounds in EPA Toxicity Categories I and II shall be avoided if possible or used in..." Define "if possible". Perhaps, "....shall be avoided unless their use is justified based on the threat posed by not using them, and the proven inability of other less toxic methods, or ????"	This is covered in Section 6. D. 5. c.
		312-314	you say "These factors will be considered along with the potential for more frequent application of chemicals that do not persist in the environment." You should probably replace "that do not persist", with "that have lower persistence in the environment." All chemicals have some persistence time – even if it's hours or days, as opposed to weeks or years.	Accepted.
		390-394	"modifications to this policy may be granted only by the board of directors with the recommendation of the general manager." I'd strike the "with the recommendation" – what if the GM recommends against something? This suggests that the board couldn't act then.	The board can choose to disregard the General Manager's recommendation at any time.

Patty Clary	12/05/14		<p>Another objection is to the definition of a pesticide. Clorox, a common bleaching agent, and others with the same active ingredient, don't advertise nor are sold as a pesticide but are registered pesticides. You can see the registration information on the bleach label. So the language stating that if a bleaching agent is not sold as a pesticide it isn't consistent with the state of California's definition. Dept of Pesticide Regulation has a helpful fact sheet at http://www.cdpr.ca.gov/docs/dept/factshts/what2.pdf</p> <p>Regarding use of toxicity category i and ii pesticides, inserting the phrase "shall be avoided If POSSIBLE" (my emphasis) is weak. It should be that these chemicals cannot be used by the district. Further, it should be understood that EPA toxicity categories are limited in scope regarding toxic impacts. The categories refer to ACUTE--i.e. immediate or short term--toxicity and do not take into account sub-clinical or chronic exposures which may be equally devastating. Roundup, for example, has a toxicity iii classification. Garlon is classified as toxicity category iii or iv. Our observations of the activity of these pesticide formulations in the environment do not indicate that they are almost non-toxic, as this classification would indicate. Again, if all non-exempt pesticides are banned for use by MCSD and the use of any others to be voted on by the board at a regular meeting, the possibility is that future staff--unknown at this time and not part of the current process--may mistakenly use a chemical many would consider too toxic for McKinleyville neighborhoods and parks.</p>	This does not address a specific line number, which is required for consideration.
Patty Clary	12/05/14		<p>Thanks for the opportunity to respond. If you'd like, I can send these comments directly to the District board and staff. If there is a meeting where it would make sense for me to deliver my critique and be available for questions (or attack! for weighing in so late in the process) please let me know when. At this point it seems fair to send to you first.</p>	This does not address a specific line number, which is required for consideration.

George Wheeler	12/22/14		<p>I can imagine a matrix model that has two axis "Zone" and "Possible/Potential Pests" with Best Management Practices detailed in the boxes. Select the "Pierson Park" zone and "Gophers" and in that intersection, will be links/reference to information on all the possible responses of our District, to a gopher problem in Pierson Park:</p> <p>Thresholds for action. Actions ranked in order of application. Down to and including poison and we could end that drill down with, "We don't use gopher poisons in Pierson Park".</p> <p>There are two formats I can imagine our IPM might take:</p> <p>1) Written, so a citizen or a contractor or lessee could come in off the street, sit down in the conference room and find exactly what they are looking for, in the binders in front of them. The good, the bad, and the ugly in those binders ... no need to corral our General Manger and say, "How do you handle" The information is in the binder, right in front of us. I am imagining the written binder would be, basically, screen captures of web pages, referenced by page number, instead of hypertext links.</p> <p>2) The other format could be web based. Begin our research on a pest in a zone, for example, see a word that interests ... hover on it and a pop up box appears, with in depth detail, want action thresholds, hover on the words: We get a pop up box. Possible poisons, hover on the word, acute and chronic toxicity? Hover on the words and the latest thinking on toxicity pops up. How about order of action? Ditto.</p>	This does not address a specific line number, which is required for consideration.
George Wheeler	12/22/14		<p>We could have another matrix, using the same hierarchy, that captures historical information about Pierson Park and gophers.</p> <p>This could be an important tool for our staff, a legacy of information that those who come after us; looking back at what worked and what didn't.</p> <p>Director Wheeler</p>	This does not address a specific line number, which is required for consideration.
Ken Miller	12/22/14	4A. Annual Report	Is there a deadline for this, eg "by 2nd MCSD Board Meeting of the Year?"	This does not address a specific line number, which is required for consideration.

Ken Miller	12/22/14		<p>C. Banned Use Products</p> <p>Pesticides with the following health risks will not be used:</p> <p>Those linked to cancer, (US EPA Class A, B and C carcinogens and Proposition 65); birth defects, reproductive or developmental harm (US EPA or Proposition 65 as reproductive or developmental toxins); interfere with human hormones; Neurotoxic pesticides; Foggers, bombs, fumigants or sprays that contain pesticides identified by the state of California as potentially hazardous to human health (CFR 6198.5); ingredients with moderate or high probability of leaching, drift or volatilization, or with a prolonged soil half-life; Wildlife warnings: Any chemical with specific labeled precautionary statements including 'toxic' to bees, birds, fish, aquatic invertebrates, wildlife or other non-target organisms;</p>	This does not address a specific line number, which is required for consideration.
Ken Miller	12/22/14		<p>Groundwater contaminants (Section 6800(a) and (b) of CCR; Any chemical with contaminants and metabolites that are toxic and/or persistent.</p> <ul style="list-style-type: none"> •Combinations such as Weed n Feed (Weed-B-Gon, Kilprop) which combines nitrogen with three poisons, 2,4 D, Dicamba, Mecoprop, so dangerous it has been banned in Canada. Aside from its poisonous effects, it results in nitrogen induced algae blooms when it leaches into water, birds eat the grit, and it tracks indoors exposing pets, kids, pregnant women. 	This does not address a specific line number, which is required for consideration.
Colin Fiske	01/13/15		<p>Greg et al,</p> <p>I've been thinking more about the draft IPM plan, and particularly about the proposal - which I believe I first heard at the December Board meeting - to require a public hearing before the use of toxic pesticides (except in emergency situations). The more I think about it, the more I think this is a good idea. I am writing to add to my previous Draft 1 comments by putting my support for this proposal on the record.</p> <p>In brief, here is why I think it would be a good idea to require a public hearing before the use of a toxic pesticide:</p>	Already addressed.

Colin Fiske	01/13/15		<p>Although public hearings are not generally required for most other actions by District staff, pest management is different from other core District functions, and deserves its own approach.</p> <ul style="list-style-type: none"> -Pesticide use is inherently risky, so there should be a high bar for approval. -Pesticide use by MCSD is already rare, so a high bar for approval would not be hard to implement. -All else being equal, more public involvement in local government is a good thing! -If the public hearing requirement turns out to be prohibitively difficult to implement, it can be changed. The IPM Plan will, by its nature and by its design, change over time. It's important to have a plan and to follow it, but we're not locked in forever to what we choose now. 	Already addressed.
Colin Fiske	01/13/15		<p>I would also like to register my support for the idea that certain areas - particularly areas with high levels of use by children and other members of the public - should be off limits for chemical pesticide spraying altogether, except in an emergency.</p> <p>Thank you for your continued hard work on developing this plan - everyone in McKinleyville will benefit from it in the long run!</p>	Already addressed.

McKinleyville Community Services District

BOARD OF DIRECTORS

January 6, 2016

TYPE OF ITEM: **ACTION**

ITEM: E.8 **Consider Authorization for Director Mayo to Attend
ACWA 2016 DC Conference in Washington D.C.
February 23-25, 2016**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided for the Association of California Water Agencies (ACWA) DC 2016 Conference, February 23-25, 2016; take public comment and consider authorization for Director Mayo to attend and for the District to pay his conference registration fees.

Discussion:

The ACWA's 2015 Washington, D.C. Conference is set for February 23-25, 2016 at the Mayflower Hotel in Washington, D.C. Attendees will learn firsthand the priorities of Congress and Obama Administration; get the latest on the budget and funding for programs of interest; meet and join fellow Water Agencies to show the importance of California water issues and better develop federal legislative and regulatory strategies. Additionally, attendees will hear from top officials at EPA, Army Corps, Bureau of Reclamation and Department of Justice; learn the 2016 agenda for members of the California Congressional Delegation; and Hear from DC Insiders' about the 2016 Elections.

Board Members require authorization for travel to conferences via motion and majority vote at a public meeting of the board.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Full Conference Registration & Meals Package is \$625.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – ACWA DC 2016 Pricing Reference Sheet
- Attachment 2 – ACWA DC 2016 Terms and Conditions

PRICING REFERENCE SHEET

ACWA DC2016
Annual Washington D.C. Conference

February 23–25, 2016
Mayflower Hotel, Washington, D.C.

Register online @ acwa.com

Regular registration and cancellation deadline is February 5, 2016 • 4:30 p.m. (PST)

REGISTRATION FEES & OPTIONS	REGULAR	ONSITE
Advantage (For ACWA public agency members, affiliates & associates ONLY)	(ends 2/5/16)	
Full Conference Registration & Meals Package	\$625	Not Avail.
Full Conference Registration Only	\$535	\$555
Wednesday (Feb. 24) Conference Registration Only	\$300	\$320
Thursday (Feb. 25) Conference Registration Only	\$250	\$270
Standard (Applies to non-members of ACWA)		
Full Conference Registration Only	\$800	\$820
Wednesday (Feb. 24) Conference Registration Only	\$450	\$470
Thursday (Feb. 25) Conference Registration Only	\$375	\$395
Guest (Guest registration is not available to anyone with a professional reason to attend.)		
Guest Conference Registration Only	\$45	\$45

MEAL FUNCTIONS	REGULAR	ONSITE
Tuesday – February 23		
Congressional Reception	No Added Charge	No Added Charge
Wednesday – February 24		
Full Breakfast	\$50	\$55
Lunch & Tour	\$60	\$65
Networking Reception	No Added Charge	No Added Charge
Thursday – February 25		
Full Breakfast	\$50	\$55

HOTEL INFORMATION

You must be registered for the ACWA D.C. Conference in order to make hotel reservations at the special room rate.

Mayflower Hotel

1127 Connecticut Ave. NW, Washington, DC 20036
Reservations Toll Free: 877-212-5752

Special Hotel Rate: \$309 per night + 14.5% taxes (The cut-off date to receive this special rate is January 25, 2016)

Reservations can be made in ONE of the following methods:

- 1) CALL toll free at 877-212-5752 (Please identify yourself as part of ACWA)
- 2) ONLINE at >> https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=12479918

Any reservation made after January 25, 2016 is subject to the hotel's regular room rate and based on availability.

Hotel Questions, Cancellation or Changes: Contact hotel directly at 877-212-5752.

PAYMENT METHODS

- ☒ Check payable to ACWA – 910 K Street, Ste. 100 • Sacramento, CA 95814
- ☒ Bill me
- ☒ Charge credit card: MasterCard or Visa

If you select check or bill me payment option, to expedite the check-in process onsite, ACWA must receive payment two weeks prior to the event.

Questions? Contact us at 916.441.4545, toll free 888.666.2292.
Conference terms and conditions available at acwa.com in the event section.

REGISTRATION TERMS & CONDITIONS

ACWA DC2016 ~ Annual Washington D.C. Conference

Mayflower Hotel, Washington, D.C.

FEB
23-25
2016

Register online @ acwa.com

Regular registration and cancellation deadline is February 5, 2016 • 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 Jacob Rowe at jacobr@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 \$75 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.

MEAL TICKETS

After the registration deadline, meal tickets are not eligible for exchange, refund or credit after the event 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.

GUEST REGISTRATION

Guest registration is available to a spouse, companion or guest of an ACWA event registrant. Guest registration is not available to any employees of a public agency, associate or affiliate/mutual water company. Guest registration is also not available to anyone with a professional reason to attend for purposes of learning or business. The guest registration includes admission to the receptions and the ability to purchase meal tickets and attend meal functions.

Questions? Contact us at 916.441.4545, toll free 888.666.2292.

McKinleyville Community Services District

BOARD OF DIRECTORS

January 6, 2016

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.A. Support Services - January 2016 Report

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

TYPE OF ACTION: None

FINANCIAL, AUDIT, & BUDGET INFORMATION

The District has deposited \$499,721.76 to date into the Trust Account for reserves recovery as of November 30, 2015.

The District has \$60,133.62 to date into the Trust Account for the next Biosolids Disposal project.

Audit Update: The Draft Financials were reviewed by the Audit Committee in December 2015. Our auditors have now also reviewed the draft statements and provided a list of questions that need to be addressed before the audited statements are finalized.

The Audit Committee has requested a second meeting with the auditors, our consultants at Jackson & Eklund, and District staff, before the final statements are brought to the Board. This, along with additional time required to address the new GASB 68 pension calculations and various scheduling conflicts, have delayed the audit past the originally expected due date.

Budget Update: Scheduling has commenced for the FY2016-17 Budget process. The Capital Improvements budget for Parks is scheduled first, followed by Operations. The Board approved Strategic Plan will provide the basis for creating the Capital budgets for each department.

Treasurer's Report Highlights: The November Treasurer's Report revenue includes capacity fees totaling \$44,433 for the Water Fund and \$78,821 for the Sewer Fund as of the end of this month. Neither Capital Contributions nor Capacity fees are included in the income vs. expenses graphs.

OTHER UPDATES

The next regularly scheduled adjustment of the water rates approved by the Board will go into effect on January 1, 2016. A \$20 adjustment to the deposit amount will also go into effect. Appendix A of the Rules and Regulations has been updated accordingly.

The regularly scheduled publication of the District's unclaimed checks list is due this month. If the checks remain unclaimed for 50 days from the date of publication, the District will be able to void them and remove them permanently from our books. Since some of these checks are customer refunds, we list them by customer ID rather than publishing the customer's name. We will check photo identification of any claimant against the identity listed in our billing software.

McKinleyville Community Services District

BOARD OF DIRECTORS

January 6, 2016

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 29 million gallons of water in November.
Four water quality complaints were investigated and rectified.
Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Annual routine testing was completed in Route 19 along with a minimal number of retests. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

Average and Maximum Water Usage:

The maximum water usage day was 1.5 million gallons and the average usage per day was 1.0 million gallons.

Water Distribution Maintenance:

Weekly Bacteria Samples were collected on Schedules 1, 2, 5 and 6 which represent different locations in the water system. The schedules are made up of a sample taken in each pressure zone. Phase 3 of the meter replacement program has begun and will continue into January (approximately 40% completed). Several leaking angle-stops that were identified during meter replacements were repaired. The annual Hydrant Inspection program has started and will run into January (15% completed). Hydrants will be exercised, inspected and documented in a log book. Any discrepancies will be flagged to generate work orders for repairs. An air relief on North Bank Road was damaged by a mower. The repairs were made along with a bollard installation to prevent future damage.

Water Station Maintenance:

Due to storm damage at the Hewitt Tank Site, fence repairs were needed to secure the site. The access road to the Hewitt Tank Site was graded to remove grass that was growing over the gravel base. The semi-annual expansion joint inspection was conducted on piping at all water facilities. The fuel day tank at the North Bank Station was investigated due to generator running out of fuel during a long running period. It was found that the fuel pump needed to be recalibrated to allow for longer pumping time which will keep up with longer generator run times.

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	2014	% Reduction	2014 Recycled	R- GPCD
July	54.757	50.668	7	14.297	
August	55.908	46.600	17	13.040	
September	45.702	40.619	12	17.434	
October	39.439	36.393	8	16.077	
November	34.879	30.795	12	13.807	
December	35.203	33.146	6	0	
	2013	2015	% Reduction	2015 Recycled	R- GPCD
January	38.263	32.781	14	0	52
February	33.751	29.867	12	0	52
March	36.244	33.456	8	0	51
April	39.755	33.238	16	0	52
May	49.407	38.200	23	15.1	57
June	51.337	41.847	19	15.6	64
July	54.757	44.946	18	11.7	69
August	55.908	41.747	25	16.1	61
September	45.702	41.670	9	15.7	69
October	39.439	37.320	6	12.3	59
November	34.879	28.939	17	9.6	52

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

New Construction Inspections:

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

Sewer Department:**Waste Water Statistics:**

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

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

Sewer Station Maintenance:

Wet well washing was conducted at the Kelly, Letz and Fischer sewer lift stations. This is done to prevent grease and rags from plugging up the pumps. Grit pit pumping and hand rail cleaning was also conducted at Fischer during the wet well washing. The Fischer drywell, pumps and piping were degreased and cleaned. The pumps were also painted. The parts arrived to repair the Fischer Station Pump 1. The rotating assembly was installed and the pump was put back into service. Spare assembly parts were ordered to rebuild pump 2 and stock the shelves for emergency repairs. The semi-annual expansion joint inspection was conducted on piping at all sewer facilities.

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 quarterly hydro-cleaning of 13,000 feet of sewer main was completed using 3,000 psi of water through a spinning nozzle to remove grease and debris. This route was developed from problem areas that accumulate grease due to bellies (low spots) in the main or history of grease from customers. The collection system is monitored during wet weather conditions for flow discrepancies. If an increase in flow is noticed, then staff breaks into teams and starts lifting manhole lids to try to locate the reason for the increase. If a problem is found before the storm event ends, then staff either corrects the problem or informs their supervisor to schedule for repairs.

Wastewater Management Facility:

The Chlorine Contact Basin was drained and cleaned with fire hoses. String trimming was completed around the entry to the WWMF.

Daily Irrigation and Observation of Reclamation Sites:

Daily observations and pipe moving were conducted along with daily reports filled out. Weekly well monitoring was conducted along with the Fischer Ranch tree farm as part of the tree farm pilot study. String trimming was completed around the entry gates to the percolation ponds. Due to river CFS going up and wet weather, discharge is now going to the river instead of land applying which complies with our NPDES permit.

Street Light Department:

Three streetlight complaints were reported in November due to bad power from PG&E. PG&E was notified to send a technician out to resolve the power issue.

Promote Staff Training and Advancement: Weekly tailgate meetings and training associated with job requirements. Operations staff attended the annual HAZWOPER 8 hour refresher course.

Special Notes:

Several portable pumps were repaired due to faulty pull chord or diaphragm.
The Sullair compressor was repaired due to shutting down from high temp.
Tractors, Dump Truck and Vac-con were greased and lubed to prevent wear.
An IPM meeting was held with staff to review and work on the Plan.
Staff met with Senator McGuire to go over projects.
Siding replacement and painting is ongoing on the East Shop.
Semi-annual samples were conducted as per our NPDES permit.
Monthly river samples were completed.
Monthly Self Monitoring Reports (DMR/SMR) were submitted.
Public Water Monthly Monitoring report was submitted.
Monthly Water Quality report was sent to the Dept. of Health.
Monthly Pesticide applicator report was submitted to Department of Agriculture.
Daily inspections were conducted on the Teen Center construction project.
Staff worked on the Strategic Plan Matrix.
Staff met with Little League to discuss field changing requests.

WWMF upgrade status:

Rain water was pumped from pond 1A to pond 1B in order to keep the pond floor dry for construction. The time lapse camera footage is still being collected and will continue through the construction phase. A contractor was chosen and a pre-construction meeting is planned for the middle of January.

Parks:

Several open space zones received mowing, hedging and maintenance as part of the Open Space Maintenance Zone agreement. The Facilities were mowed and cleaned as part of the weekly schedule along with rental events. Oil changes and greasing was conducted on equipment and generators. A bathroom door at the Hiller Park was repaired due to being difficult to operate. Annually the Activity Center and Azalea Hall are closed for a week to conduct deep cleaning and painting. During this time, floors are stripped, sealed and waxed. Some minor plumbing repairs were also conducted at this time. The work performed during the week is work that can't be done while the facility is rented out.

Teen Center:

The teen center has been undergoing some pretty dramatic changes in the past month. Redwood Empire Roofing has fully sheeted the roof. The soffits have been flashed, the gutters are in place, and they are well on their way to completing the edge flashing. Eureka Glass, the window subcontractor, has most of the windows in.

The general contractor, ACGC, currently has crews performing a variety of tasks on the Teen Center, one of which is the installation of exterior siding. The entire lower west face has been planked, as well as portions of the north and south walls.

On the interior, crews have nearly completed installing the fiberglass insulation, and the sheet rockers have been very busy as well. The quiet room, classrooms, and music room all have sheetrock on the walls, as well as do the restroom ceilings. The pass-throughs into the Activity Center were hampered by existing gas and water lines in the walls, but these lines were relocated up and over the openings. These openings are now prepared to receive proper doorway installation when the time arises.

GIS:

Sewer Model:

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

Plans and Programs Update

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

Urban Water Management Plan:

Reviewed Guidebook and appendices, Reviewed Population tool and began compiling number of connections and usage from 2000-2015, Created service area boundary KML file for upload into population tool, Created map showing census tract versus McK service Area, Reviewed calculations from SBX7-7 2010 plan and compared them with preliminary SBX7-7 numbers from 2015 plan, Calculated new 2015 population projections using; Humboldt county population growth and began reviewing data for and calculating water loss.

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

Developed Digital Data Request Form:

This form allows outside agencies and organizations to purchase/acquire proprietary digital data, images, and GIS data from the District. The form contains General terms and conditions, price, warranties and limitation of liability.

Maps:

Census Tract vs Service area for Mckinleyville
Central Estates Phase 2c parcels for transfer
Sunnygrove R.O.W. to show utilities going through property for sale
Fire station facilities

McKinleyville Community Services District

BOARD OF DIRECTORS

January 6, 2016

TYPE OF ITEM: **INFORMATION**

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

PRESENTED BY: Lesley Frisbee, Recreation Director

TYPE OF ACTION: None

PARKS & RECREATION MASTER PLAN UPDATE:

The Parks & Recreation Master Plan Update has been added to the MCSD Strategic Plan. Staff has contacted a professor at HSU per a recommendation by RAC Chair Jeff Dunk and will be working on completing a community survey assessing McKinleyville's Parks & Recreation opportunities in 2016, and will complete the Plan update in 2017. The last community survey done for the Parks & Recreation Master Plan was completed in 2003.

TEEN & COMMUNITY CENTER:

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

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

Organization	Amount	Purpose
Mad River Rotary-Donation	\$25,000	Commercial Kitchen
Mad River Rotary-Grant	\$2,000	Commercial Kitchen
McKinleyville Area Fund	\$3,000	Audio-Sound System
Humboldt Area Foundation	\$10,000	Tables & Chairs for Classrooms
Legacy Path & Giving Tree donations	\$1,600	Unrestricted
TOTAL:	\$41,600	

HUMBOLDT STATE UNIVERSITY RECREATION ADMINISTRATION PROGRAM PROJECTS

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

REC 320: Two groups from this class completed a facility assessment project for Azalea Hall. Students assessed the structural components and equipment of the building to determine current lifespan of the structure, timelines for necessary feature replacements, and cost analysis for replacements.

Students interviewed facility users including senior center members, representatives from New Heart Community Church, MCSD maintenance staff, program staff and leisure class instructors.

Staff attended the presentation of each group's completed assessment on December 10, 2015. While the completed projects did not prove to be as comprehensive as staff had hoped, the students did provide useful information that will help in future budgeting and planning for the continued maintenance of the facility.

RECREATION ADVISORY COMMITTEE:

The Recreation Advisory Committee did not meet in December. The next meeting will be January 21, 2016.

COMMUNITY GARDEN:

Rentals of garden plots have dropped significantly in the last two years. We consistently get feedback and requests for more maintenance and upgrades to the garden. The Community Garden does not have the revenue to provide upgrades or maintenance. It was intended to be a community driven and community maintained opportunity, but that vision has become lost over the years. Staff is seeking more community members to take an active role in making the community garden a sustainable and long lasting amenity for our community.

Staff hosted a public meeting to discuss the future of the Community Garden at Pierson Park on December 7, 2015. All current and past users were invited to the discussion. Only 3 people showed up to the meeting. Despite the low attendance the discussion was productive and useful. Those that use the garden value the opportunity it provides. Staff will host another meeting on January 25, 2016.

RECREATION UPDATES:

Kids' Club After School Program: We are currently serving 121 youth in grades pre-K through 5th in the after school hours. Staff turnover continues to be a challenge to the management of the program. Many of the part-time employees working the program are students with changing schedules or students with financial needs that the program shifts cannot fulfill. Two staff gave notice this month due to finding other employment offering more hours and/or higher wages.

Youth Basketball League: We have secured staff and have recruited volunteer coaches for the 2016 season. The deadline to register without late fees was December 4, 2015. At that time we had 180 participants registered. At the writing of this report we have 209 participants registered. We will continue to accept registration through the first week of January. The league begins January 11, 2016 and runs through March 26, 2016.

Kindersports: We are currently accepting registration for the next session of Kindersports schedule to begin January 23, 2016.

Jr. High Dance: The next dance is on January 22, 2016. Staff is pushing advanced ticket sales in an attempt to better manage the crowd and make the entry process at the dance more efficient. January tickets will be \$10 in advance (same as current price) and \$15 at the door. The attendance at the dances is so high that staff feels we can capitalize on the programs popularity to increase revenues by increasing the at the door fee, while also encouraging advanced ticket purchasing.

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

Pickleball: Pickle ball will be offered beginning in late January on Wednesdays 9:30am-12:30pm. If this program proves popular we will increase the number of days per week we offer it.

OTHER UPDATES:

Staff attended the McKinleyville Senior Center Board meeting on Friday, December 18, 2015. The following was reported during the meeting:

- The carpet in the Senior Room is scheduled for cleaning on Monday, December 21, 2015.
- The treasurer's report was reviewed.
- \$310 was raised as a result of the fundraiser night at Round Table Pizza
- The Spaghetti Dinner fundraiser to be held in January is practically sold out.
 - Auction items are still being solicited and collected
- The Board requested a volunteer for the positions of:
 - Correspondence Secretary
 - Member at large for the Executive Board
- A meeting of the Senior Center Advisory Board was scheduled for the latter half of January.

McKinleyville Community Services District

BOARD OF DIRECTORS

January 6, 2016

TYPE OF ITEM: **INFORMATION**

ITEM: F.2.D General Manager's Report for January 2016 Meeting

PRESENTED BY: Gregory Orsini, General Manager

TYPE OF ACTION: Information Only

A summary of activity for the month of December 2015

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

• Accounting Firm Discount	\$2,121
• SWAP	\$1,368
• Northern Humboldt Employment Services	\$1,736
• Community Service Workers	\$1,972
• Various Pump Repairs	\$1,680
• In House Emergency Generator Circuit Board Repair	\$600
• Furnace Repair at Azalea Hall	\$240
• Heavy Equipment Repair	\$210

Total cost savings for December are \$9,927

***The cumulative cost saving to the District to date
from July 1, 2015 is \$82,932***

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

WWMF Improvements and Bid Process – Prior to the special meeting held on December 9, 2015 significant effort was expended preparing the information necessary for this item. After the protest withdrawal and the Board's determination in favor of Auburn Constructors, staff set about finalizing the construction contract by securing the support documentation and signatures necessary to award the contract to Auburn. The Notice to Proceed was issued on December 29, 2015 and the Preconstruction meeting will be held January 19, 2016. In parallel with the contract, staff continued to provide the information necessary for the State Board to finalize the SRF funding agreement.

Strategic Plan finalization – Annually staff review and update the Strategic Plan as a precursor to the CIP and Operating Budgets. This task falls squarely on the shoulders of the GM and Department Heads. The Plan will be presented to the Board for approval at the January Meeting.

Integrated Pest Management Plan – Staff will be presenting the IPM to the Board at the January Meeting as a status update on the progress of the Plan. To date, all provided comments have been considered for their consistency with the Policy approved by the Board. Next major steps in the process will include update of definitions and creation of a Matrix.

Teen and Community Center – After action by the Board at the December Meeting staff processed the Change Orders approved during the meeting. Progress on construction continues with the exterior being the main focus. Staff conducted a site walk with the Architect for the final inspection prior to insulation and sheetrock on the interior.

Visit By Senator McGuire – Senator Mike McGuire was able to spend an hour with the MCSD Board on December 21, 2015. The Board and staff were able to provide the Senator a summary of what MCSD does for our community and brief the Senator on what projects are in the pipeline for the District. Senator McGuire and his staff will be working with MCSD staff in the coming months to categorize future projects in the District and identify funding sources for those projects.

Inclement Weather – December saw 150% of our seasonal rainfall with high winds, hail and a thunderstorm for good measure. On December 9, 2015 we experience wide spread power outages due to high winds and trees falling across power lines. Our facilities and infrastructure fared well but some fence damage by tree limbs did occur. Other than a failure of one of our generators all of our emergency systems responded correctly. That generator was waiting on a circuit board that controlled the voltage regulator. This storm was a reminder of standard wintertime weather we have not experienced for several years. The higher than normal rainfall continued into the next week and caused levels at the WWMF to become critical. The Operations Staff responded appropriately and managed pond levels by increasing and manipulating flows. The statuses of all systems are back to normal.

Boyd Road MCSD/ City of Arcata MOU – An MOU with the City of Arcata is nearing completion and should be ready to be presented to our Board in the coming months. The MOU is a requirement imposed on Arcata by LAFCo prior to the annexation of the Eureka Ready Mix subdivision. Our counsel with Arcata's counsel has reviewed the document and we are close to agreement.

Meetings – The General Manager attended various meetings this month, including a CSDA Executive Committee Meeting in Sacramento on December 11th. Staff has had meeting with the Youth Soccer and Little League this month to discuss the coming season for both leagues.

Exhibits/Attachments

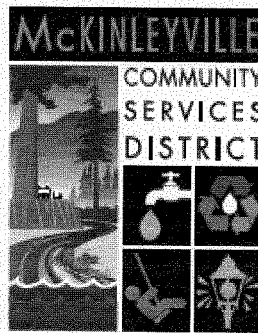
- Attachment 1 – WWMF Monthly Self Monitoring Report

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

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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

December 10, 2015

RE: MONTHLY MONITORING REPORT

Dear Justin:

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

The normal discharge of effluent was 30 days to Discharge Point 002, 003, 004 and 006. The required monitoring and water quality constituents that were tested and reported were in compliance in November.

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

The requirement for TSS is 83 mg/L for the monthly average with four weekly tests in November which represent one criteria. The TSS results for November 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 November 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 November are as follows. Median was <1.8 and a Maximum of <1.8. Four samples were collected in the month of November and were in compliance.

Monthly River Monitoring was conducted in November.

Quarterly well samples were conducted in November.

WWMF Upgrade Status: The District entered into contract with Auburn Constructors as the General on the Upgrade Project. The State Revolving Fund has accepted the qualifications in the bids received. Staff and engineers are still working on the NPDES permit renewal.

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

NOVEMBER 2015

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	0.884	0.603	427		0.603					0.000	0.000
2	0.656	0.634	637		0.204	0.430				0.430	0.000
3	0.457	0.701	616			0.576		0.125		0.701	0.000
4	0.683	0.868	860			0.611		0.257		0.868	0.000
5	0.764	0.956	866			0.692		0.264		0.956	0.000
6	0.758	0.823	753		0.420	0.263		0.140		0.403	0.000
7	0.783	0.752	539		0.752					0.000	0.000
8	0.870	0.745	533		0.745					0.000	0.000
9	0.813	0.821	780		0.258	0.376	0.058	0.129		0.563	0.000
10	0.810	0.820	884			0.499	0.061	0.260		0.820	0.000
11	0.804	1.000	887			0.813		0.187		1.000	0.000
12	0.756	1.106	1044			0.841		0.265		1.106	0.000
13	0.743	0.941	746		0.262	0.547		0.132		0.679	0.000
14	0.799	0.465	336		0.465					0.000	0.000
15	0.934	0.464	349		0.464					0.000	0.000
16	0.819	0.209	355			0.209				0.209	0.000
17	0.798	0.251	1160			0.251				0.251	0.000
18	0.833	0.722	807			0.593		0.129		0.722	0.000
19	0.813	1.021	811			0.759		0.262		1.021	0.000
20	0.806	0.944	810		0.433	0.376		0.135		0.511	0.000
21	0.820	0.786	555		0.786					0.000	0.000
22	0.854	0.784	556		0.784					0.000	0.000
23	0.806	1.018	935		0.283	0.735				0.735	0.000
24	0.855	1.352	961			1.352				1.352	0.000
25	0.833	1.081	966		0.441	0.640				0.640	0.000
26	0.841	0.788	566		0.788					0.000	0.000
27	0.769	0.784	564		0.784					0.000	0.000
28	0.799	0.783	562		0.783					0.000	0.000
29	0.857	0.782	559		0.782					0.000	0.000
30	0.807	1.204	1081		0.285	0.919				0.919	0.000
TOTAL	23.824	24.208		0.000	10.322	11.482	0.119	2.285	0.000	13.886	0.000
AVERAGE	0.794	0.807	717	0.000	0.543	0.604	0.060	0.190	0.000	0.000	0.000
MAXIMUM	0.934	1.352	1160	0.000	0.788	1.352	0.061	0.265	0.000	1.352	0.000
MINIMUM	0.457	0.209	336	0.000	0.204	0.209	0.058	0.125	0.000	0.000	0.000
DAYS	30	30		0	19	19	2	12	0	14	0.000

DAYS WITH NO DISCHARGE = 0

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

YEAR: 2015

MONTH: NOVEMBER

DATE	INFLUENT FLOW M.G.D.		EFFLUENT FLOW M.G.D.		EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING			EFFLUENT MONITORING							3X5 TOTAL COLIFORM
	INFLUENT FLOW M.G.D.	INFLUENT FLOW M.G.D.	EFFLUENT FLOW M.G.D.	EFFLUENT FLOW M.G.D.			B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL ₂ RES.	RIVER CL ₂ RES	SETTLABLE SOLIDS	
1	0.884	0.603	0.603	427													
2	0.656	0.634	0.634	637									32	2.3			<1.8
3	0.457	0.701	0.701	616									34	2.8			
4	0.683	0.868	0.868	860									34	2.2			
5	0.764	0.956	0.956	866									32	5.2			
6	0.758	0.823	0.823	753									32	5.2			
7	0.783	0.752	0.752	539													
8	0.870	0.745	0.745	533													
9	0.813	0.821	0.821	780									32	7.4			<1.8
10	0.810	0.820	0.820	884									34	5.9			
11	0.804	1.000	1.000	887										5.6			
12	0.756	1.106	1.106	1044									32	6.2			
13	0.743	0.941	0.941	746									34	8.7			
14	0.799	0.465	0.465	336													
15	0.934	0.464	0.464	349													
16	0.819	0.209	0.209	355													
17	0.798	0.251	0.251	1160									32	4.0			<1.8
18	0.833	0.722	0.722	807									30	6.0			
19	0.813	1.021	1.021	811									34	0.2			
20	0.806	0.944	0.944	810									36	8.1			
21	0.820	0.786	0.786	555									32	7.2			<.01
22	0.854	0.784	0.784	556													
23	0.806	1.018	1.018	935													
24	0.855	1.352	1.352	961									36	6.0			<1.8
25	0.833	1.081	1.081	966									34	8.1			
26	0.841	0.788	0.788	566									34	6.2			<.01
27	0.769	0.784	0.784	564													
28	0.799	0.783	0.783	562													
29	0.857	0.782	0.782	559													
30	0.807	1.204	1.204	1081									34	7.4			

SPILLS:

None to report

DATE	MONTHLY TESTS			
	TDS	AMMONIA	NITRATE	BORON
11/30/2015	340	34.0	ND	280

Semi-Annual Tests		Value in ug/l
Bis phthalate		N/A
aliph-BHC		N/A
4,4'-DDE		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	25	BOD LBS/DAY	206	BOD % Removal	91	NFR mg/L	13	NFR LBS/DAY	112	NFR % Removal	94
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ACUTE TOXICITY

DATE	% Survival
	N/A
	N/A

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	<1.8
Maximum	<1.8

SIGNATURE: _____

REMARKS:

Indicates Permit Exceedance