

**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, JULY 5, 2017 AT 7:00pm  
Azalea Hall, 1620 Pickett Road  
McKinleyville, California**

## **AGENDA**

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

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions to the Agenda

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

**NO CLOSED SESSION SCHEDULED**

### **B. PUBLIC HEARINGS**

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

**NO PUBLIC HEARING SCHEDULED**

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

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

## **D. CONSENT CALENDAR**

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

- |     |   |               |
|-----|---|---------------|
| D.1 | Consider Approval of the Minutes of the Board of Directors Regular Meeting of June 7, 2017  | <b>Pg. 5</b>  |
|     | Attachment 1 – Draft Minutes from June 7, 2017  | <b>Pg. 6</b>  |
| D.2 | Consider Approval of May 2017 Treasurer's Report  | <b>Pg. 11</b> |
| D.3 | Compliance with State Double Check Valve (DCV) Law – Violations   | <b>Pg. 34</b> |
| D.4 | Consider Approval to Declare 1979 Ford Van Surplus  | <b>Pg. 35</b> |
| D.5 | Approve and Authorize Board President to Sign and Execute the Agreement Between McKinleyville Community Services District and the Boys & Girls Club of the Redwoods Regarding Provision of the McKinleyville Teen & Community Center Facility | <b>Pg. 36</b> |
|     | Attachment 1 – McKinleyville Community Services District & Boys and Girls Club of the Redwoods Agreement Regarding Provision of the McKinleyville Teen & Community Center Facility  | <b>Pg. 38</b> |

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

- |     |  |               |
|-----|--|---------------|
| E.1 | Consider Adoption of Resolution 2017-20 Recognizing, Honoring and Commending Erik Jones for Fifteen (15) Years of Service  | <b>Pg. 48</b> |
|     | Attachment 1 – Resolution 2017-20  | <b>Pg. 49</b> |
| E.2 | Consider Attendance to the California Special District's Association (CSDA) 2017 Annual Conference, September 25 - 28, 2017 in Monterey, CA  | <b>Pg. 50</b> |
|     | Attachment 1 – CSDA Conference Complete Brochure   | <b>Pg. 52</b> |
| E.3 | Consider Approval of Bay Area Coating Consultants Inc. (BACC) Contract Extension to Perform Services Related to the Cochran Tank Recoating Project and Authorize General Manager to Accept Extension   | <b>Pg. 68</b> |
|     | Attachment 1 – BACC Request for Additional Funds   | <b>Pg. 69</b> |
| E.4 | Approve Resolution 2017-21 Allowing a Provisional Landowner Access Agreement Between McKinleyville Community Services District (MCSD) and California Trout, Inc. (CalTrout) for the Mad River Floodplain Restoration and Public Access Project | <b>Pg. 70</b> |
|     | Attachment 1 – Resolution 2017-21 Landowner Access Agreement   | <b>Pg. 71</b> |

E.5	Consider Authorizing Board President to Sign a Letter of Appreciation to Congressional Representative Jared Huffman for his Continued Support of Tax-Exempt Municipal Bonds to Finance Local Infrastructure	<b>Pg. 74</b>
	Attachment 1 – Letter of Appreciation	<b>Pg. 75</b>
	Attachment 2 – Letter of Support	<b>Pg. 76</b>
E.6	Select a Candidate for the California Special Districts Association (CSDA) Board of Directors for the 2017 Election for the Northern Network, Region 1, Seat C Position	<b>Pg. 89</b>
	Attachment 1 – CSDA 2017 Board Election Information and Ballot	<b>Pg. 90</b>
	Attachment 2 – Candidate Statements	<b>Pg. 92</b>
E.7	Distribution of the Annual Board Self-Evaluation	<b>Pg. 98</b>
	Attachment 1 – Board Self-Evaluation Policy & Procedure	<b>Pg. 99</b>
	Attachment 2 – Self-Evaluation Worksheet	<b>Pg. 100</b>
E.8	Consider Adoption of Resolution 2017-22 Recognizing, Honoring, and Commending Dr. Helen Edwards for her Service to McKinleyville and the McKinleyville Community Services District	<b>Pg. 102</b>
	Attachment 1 – Resolution 2017-22	<b>Pg. 103</b>

## **F. REPORTS**

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

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

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

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

- a. Support Services Department (Colleen M.R. Trask) **Pg. 104**
- b. Operations Department (James Henry) **Pg. 106**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 111**
- Attachment 1 – RAC Meeting Notes 6-15-17 **Pg. 114**
- d. General Manager (Greg Orsini) **Pg. 116**
- Attachment 1 – WWMF Monthly Self Monitoring Report **Pg. 119**

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

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

## **G. ADJOURNMENT**

**Posted 5:00 pm on June 30, 2017**

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

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



# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

July 5, 2017

TYPE OF ITEM: **ACTION**

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

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

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

### **Recommendation:**

Staff recommends that the Board review the draft minutes from June 7, 2017 Regular Board Meeting; recommend edits and adopt.

### **Discussion:**

The Draft Minutes are attached for the above listed meeting.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Draft Minutes from June 7, 2017

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

**AGENDA ITEM A. CALL TO ORDER**

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

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

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

**A.2 Pledge of Allegiance:** The Pledge of Allegiance was led by Recreation Advisory Committee Member, Kevin Collins.

**A.3 Additions to the Agenda:** Director Corbett presented General Manager Orsini with a cake for his job performance.

**A.4 Approval of the Agenda:**

**Motion:** It was moved to adopt the agenda.

**Motion By:** Director Corbett; Second: Director Burke  
There were no comments from the Board or Public.

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

**Motion Summary:** Motion Passed

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

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

**AGENDA ITEM C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Mayo opened the public comment portion of the meeting. There were no public comments.

**AGENDA ITEM D. CONSENT CALENDAR:**

D.1 Consider Approval of the Minutes of the Board of Directors' Special Meeting on April 26, 2017 and Regular Meeting on May 3, 2017

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

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

D.4 Consider Approval of a Facilities Extension Agreement for the Furber Subdivision and the Schirmann Sewer Mainline Extension

D.5 Consider Adoption of Resolution 2017-15 Amending the Rules and Regulations Rule 45.03.b Facility Use Fees and 45.03.c Event Service Fees

D.6 Consider Approval of Proposed Fees for Middle School Dances in the 2017-18 School Year

D.7 Consider Approval of the 2016 Consumer Confidence Report (CCR)

**Motion:** It was moved to approve the consent calendar.

**Motion By:** Director Corbett; Second: Director Wheeler  
There were no comments from the Board or Public.

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

**Motion Summary:** Motion Passed

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

**E.1 Consider Approval of FY2017-18 Proposed Budget and Appropriations Limit.** Presented by Finance Director, Colleen Trask. Comment and question offered by Director Corbett. General Manager Orsini requested to make the below correction to page 66, within the first paragraph:

“A five member Board of Directors elected to four-year rotating terms in ~~odd-numbered~~ even-numbered years governs the District.”

Additional comments from Board and staff. Public comment opened, none received, public comment closed.

**Motion:** Approve the FY2017-18 budget and Resolution 2017-16 per staff recommendation.

**Motion By:** Director Corbett; Second: Director Burke

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

**Motion Summary:** Motion Passed

**E.2 Consider Approval of Site Recommendation for Skate Park Development and Term Length for Right of Entry Agreement Between Humboldt Skate Park Collective and McKinleyville Community Services District.** Presented by Recreation Director, Lesley Frisbee. General Manager Orsini commented and strongly recommends the staff recommendation. Board comments by Directors Burke, Wheeler and Corbett. President Mayo opened for public comment. Charlie Caldwell, Humboldt Skate Park Collective, provided comment and stayed to answer any questions. Public comment closed.

**Motion:** Approve the site for skate park development and term length of 3 years for a Right of Entry Agreement per staff recommendation.

**Motion By:** Director Wheeler; Second: Director Corbett

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

**Motion Summary:** Motion Passed

**E.3 Consider Nomination of Director Dennis Mayo to the Association of California Water Agencies (ACWA) Region One (1) Committee Vice Chair Position and Approve Resolution 2017-17.** President Mayo explained his reasoning for stepping down to Vice Chair. Brief discussion by the Board.

**Motion:** Approve Resolution 2017-17 nominating President Mayo to the ACWA Region 1, Vice Chair Position for the 2018-19 term.

**Motion By:** Director Corbett; Second: Director Wheeler

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

**Motion Summary:** Motion Passed

**E.4 Consider Attendance at the CSDA Special District Leadership Academy (SDLA) in Napa, July 9-12, 2017.** Presented by Board Secretary, Emily Abfalter. Board comments from Directors Corbett, Wheeler and President Mayo. General Manager Orsini offered comment about District requirements to participate in training for CSDA recognition programs. Public comment opened, none received, public comment closed.

**Motion:** Authorize interested Board Members to attend

**Motion By:** Director Corbett; Second: Director Burke

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

**Motion Summary:** Motion Passed

**E.5 Discuss and Consider Authorization for Board President to Sign a Letter of Support for the Lindsay Creek Conservation Easement Acquisition Project.** Presented by General Manager Orsini.

Board and staff discussion regarding maintenance of the property, as well as, the property's boundary. Public comment opened, none received, public comment closed.

**Motion:** Authorize Board President to sign letter of support for the Lindsay Creek Conservation Easement Acquisition Project per staff recommendation.

**Motion By:** Director Corbett; Second: Director Wheeler

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

**Motion Summary:** Motion Passed

**E.6 Consider Approval of Proposal by Fedak & Brown LLP to Provide Audit Services for FY2017-18, FY2018-19 and FY2019-20.** Finance Director, Colleen Trask, reviewed the item. Director Corbett noted that the Audit Committee did meet to discuss the proposal and that the committee strongly supports staff's recommendation. Director Burke commented. Public comment opened, none received, public comment closed.

**Motion:** Authorize General Manager to execute Professional Services Agreement based on the proposal submitted by Fedak & Brown LLP not to exceed \$68,720 with a 10% (\$6,872) contingency totaling \$75,592 per staff recommendation.

**Motion By:** Director Corbett; Second: Director Burke

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

**Motion Summary:** Motion Passed

**E.7 Discuss and Consider Reappointment for the Senior Center Advisory Committee**

**Assignment.** Presented by Board Secretary, Emily Abfalter. President Mayo communicated his reasoning to reappoint the Senior Center Advisory Committee assignment and on his authority as President, assigned Director Burke as Chair and Director Wheeler as alternate. Board comments by Directors Burke, Wheeler and Corbett.

**E.8 Consider Approval or Discuss Modifications of the Senior Center Management Services and Usage Agreement.** Presented by Recreation Director, Lesley Frisbee. Board and staff discussion regarding the pros and cons of MCSD Board involvement with the Senior Center. Public comment opened, none received, public comment closed.

**Motion:** Approve the Senior Center Management Services and Usage Agreement as is, for a term of one (1) year and authorize Board President to execute per staff recommendation.

**Motion By:** Director Wheeler; Second: Director Burke

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

**Motion Summary:** Motion Passed

**E.9 Select Candidates for Special District Risk Management Authority (SDRMA) Board of Directors and Approve Resolution 2017-18.** Board Secretary, Emily Abfalter, reviewed item. President Mayo asked General Manager Orsini for his opinion. Additional discussion from Board and staff, after which they arrived at a consensus. Public comment opened, none received, public comment closed.

**Motion:** Approve Resolution 2017-18, selecting David Aranda, Michael Karen, Mike Scheafer and Jean Bracy on the ballot for the SDRMA Board of Directors.

**Motion By:** Director Corbett; Second: Director Burke

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

**Motion Summary:** Motion Passed

**E.10 Approve Resolution 2017-19 Awarding Contract to Lighthouse Electrical, Inc./ ICAD Automation as the Successful Bidder Related to Bids Received for the Digital Control System Upgrade Design/Build Project.** Presented by General Manager Orsini. Director Wheeler commented

and questioned the level of accessibility. Additional Board and staff discussion. Public comment opened, none received, public comment closed.

**Motion:** Approve Resolution 2017-19, awarding the contract to Lighthouse Electrical, Inc. as the successful bidder for the Digital Control System Upgrade Design/Build Project per staff recommendation.

**Motion By:** Director Wheeler; Second: Director Corbett

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

**Motion Summary:** Motion Passed

## **AGENDA ITEM F. REPORTS**

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

- a. **Recreation Advisory Committee (Couch/Wheeler):** Recreation Director, Lesley Frisbee, noted that the topics discussed were related to the skate park and dog park.
- b. **Area Fund (John Kulstad/Burke):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Corbett):** President Mayo commented that a draft fiber optic cable contract was reviewed.
- d. **McKinleyville Senior Center Advisory Committee (Wheeler, Burke):** Nothing further to add.
- e. **Audit (Corbett/Couch):** Director Corbett commented that they met and made recommendation to the Board.
- f. **Employee Negotiations (Couch/Corbett):** Director Corbett reported that they met to discuss the most recent wage survey.
- g. **Water Task Force (Wheeler/Burke):** Did not meet.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Burke):** Did not meet.
- i. **McKinleyville Municipal Advisory Committee (Corbett/Mayo):** Director Corbett reported that they met and primarily discussed the town center and the plan to draft a letter to the Board of Supervisors, requesting to make the McKinleyville Plan a priority.
- j. **Cornerstone Committee (Couch/Wheeler):** Did not meet.
- k. **Groundwater Sustainability Committee (Corbett, Burke):** Director Corbett commented that the application of exemption is still pending.

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

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, reviewed her report and noted that disbursement request number nine was received for construction of the new Wastewater facility.
- b. **Operations Department (James Henry):** Not present.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director Lesley Frisbee announced that the McKinleyville Middle School art class created the Giving Tree for the Teen Center, which should be installed next week.
- d. **General Manager (Greg Orsini):** General Manager Orsini had nothing further to add to his written report. Director Burke asked about the CSDA Chapter Planning meeting.

**F.3 PRESIDENT'S REPORT:** President Mayo commented that the Welcome to McKinleyville sign has been restored and is back up, with the plan to add a solar light.

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

**REQUESTS:** Recreation Director, Lesley Frisbee, introduced her mother, Karen Sutton, to the Board. No agenda items were requested. No additional Board comments.

**G. ADJOURNMENT: 9:44pm**

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

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Emily Abfalter, Board Secretary

DRAFT

**McKinleyville Community Services District  
Treasurer's Report  
May 2017**

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Page 13	Cash Disbursement Report

**McKinleyville Community Services District**  
**Investments & Cash Flow Report**  
**As of May 31, 2017**

Petty Cash & Change Funds 8,892.60

**Cash**

**Operating & Money Market - Beginning Balance** 1,886,341.79

**Cash Receipts:**

Utility Billings & Other Receipts	741,616.88
Money Market Account Interest	361.11
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	-
Other Cash Receipts (incl. WWMF SRF Loan disbursements)	1,654,314.72

**Total Cash Receipts** 2,396,292.71

**Cash Disbursements:**

Transfers to County Funds #2560, #4240, CalTRUST	-
Payroll Related Expenditures	(204,282.44)
Debt Service	(20,212.80)
Capital & Other Expenditures	(643,238.14)

**Total Cash Disbursements** (867,733.38)

**Operating & Money Market - Ending Balance** 3,414,901.12

**Total Cash** 3,423,793.72

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

**LAIF - Beginning Balance** 129,953.98

Interest Income	-
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**LAIF - Ending Balance** 129,953.98

**Humboldt Co. #2560 - Beginning Balance** 1,575,084.37

Property Taxes and Assessments	-
Transfer to/from Operating Cash	-
Interest Income (net of adjustments)	1,483.20

**Humboldt Co. #2560 - Ending Balance** 1,576,567.57

**Humboldt Co. #4240 - Beginning Balance** 2,909,089.62

Transfer to/from Operating Cash	-
Transfer to/from Biosolids Reserve	-
Interest Income	2,086.31

**Humboldt Co. #4240 - Ending Balance** 2,911,175.93

**Humboldt Co. #9390 - Beginning Balance** 912,655.77

Reserves Recovery Deposits/Other Bal Withdrawals	24,662.91
Interest Income	-

**Humboldt Co. #9390 - Ending Balance** 937,318.68

**USDA Bond Reserve Fund - Beginning Balance** 158,751.44

Bond Reserve Payment	7,687.50
Debt Service Payment, Principal/Interest	-
Interest Adjustment	25.22

**USDA Bond Reserve Fund - Ending Balance** 166,464.16

**CalTRUST - Beginning Balance** 1,243,731.30

Net Transfer to/from Meas. B Teen Ctr Funds	-
Net Transfer to/from Water Fund Capacity Fees Acct	-
Net: Interest Income/Unrealized Gain/Loss	2,266.15

**CalTRUST - Ending Balance** 1,245,997.45

**Total Investments** 6,973,495.25

**Total Cash & Investments - Current Month** 10,397,288.97

**Total Cash & Investments - Prior Month** 8,830,518.35

**Net Change to Cash & Investments This Month** 1,566,770.62

**Cash & Investment Summary**

Cash & Cash Equivalents	9,463,408.07
Davis-Grunsky Loan Reserve	604,956.98
Waste Water Capital Reserve	102,459.76
USDA Bond Reserve	166,464.16
I-Bank Loan Reserve	60,000.00

**Total Cash & Investments** 10,397,288.97



**McKinleyville Community Services District**  
**Consolidated Balance Sheet by Fund**  
**As of May 31, 2017**

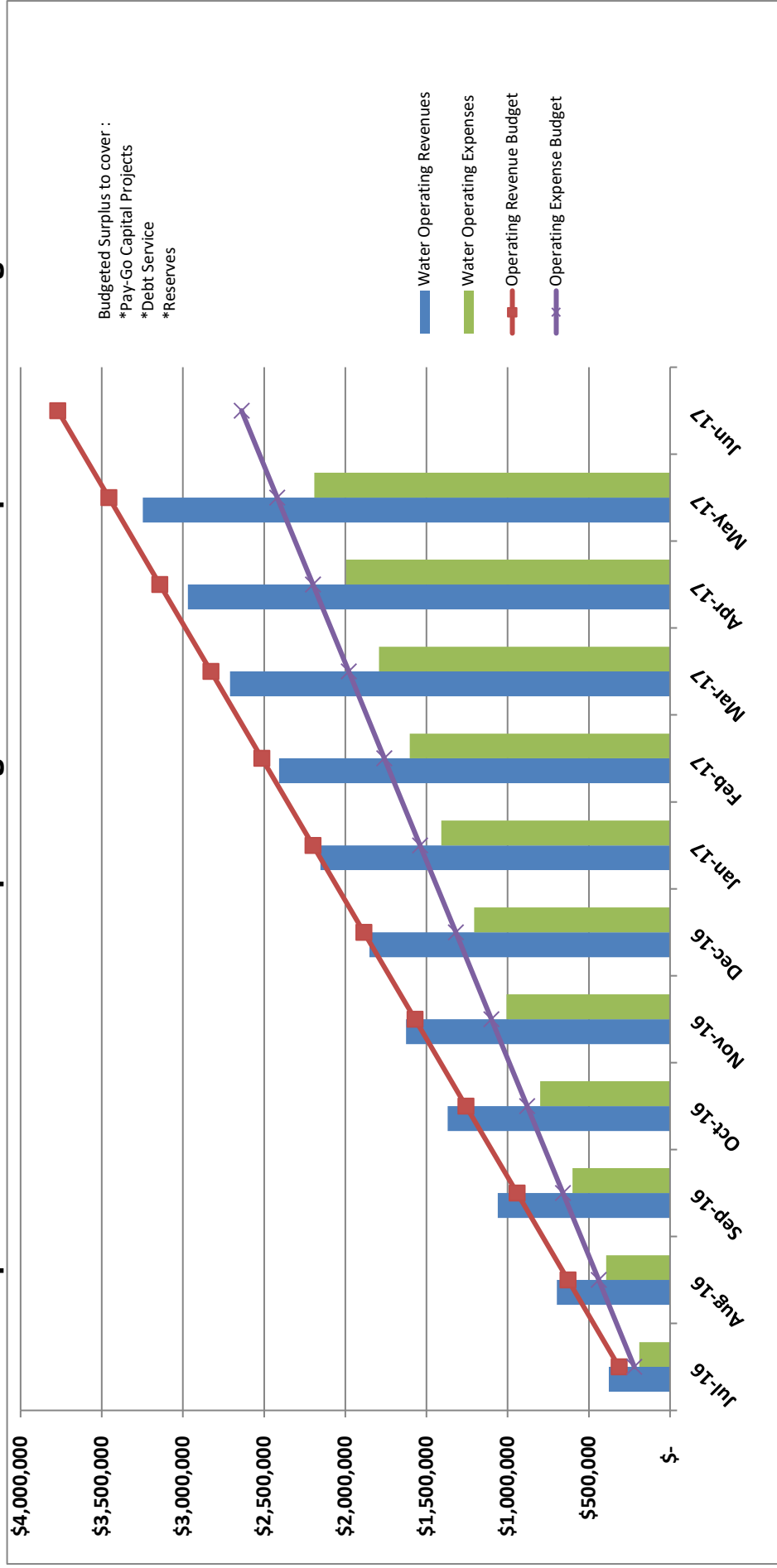
	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
<b>ASSETS</b>						
Current Assets						
Unrestricted cash & cash equivalents	\$ 1,170,270.12	\$ (476,149.17)	\$ (19,574.61)	\$ 3,817,617.35	\$ 5,062,732.19	\$ 9,554,895.88
Accounts receivable	72,504.27	-	3,816.11	247,543.79	237,680.00	561,544.17
Prepaid expenses & other current assets	9,579.43	-	214.03	85,254.44	31,766.68	126,814.58
Total Current Assets	1,252,353.82	(476,149.17)	(15,544.47)	4,150,415.58	5,332,178.87	10,243,254.63
Noncurrent Assets						
Restricted cash & cash equivalents	124,578.92	-	-	664,956.98	268,923.92	1,058,459.82
Other noncurrent assets	-	-	-	38,216.52	41,750.04	79,966.56
Capital assets (net)	-	-	-	8,089,772.11	23,007,155.46	31,096,927.57
Total Noncurrent Assets	124,578.92	-	-	8,792,945.61	23,317,829.42	32,235,353.95
<b>TOTAL ASSETS</b>	<b>\$ 1,376,932.74</b>	<b>\$ (476,149.17)</b>	<b>\$ (15,544.47)</b>	<b>\$ 12,943,361.19</b>	<b>\$ 28,650,008.29</b>	<b>\$ 42,478,608.58</b>
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
Current Liabilities						
Accounts payable & other current liabilities	\$ 70,394.76	\$ 26,882.07	\$ 1,156.57	\$ 274,400.59	\$ 321,697.02	\$ 694,531.01
Accrued payroll & related liabilities	93,941.85	-	-	42,244.94	42,331.93	178,518.72
Total Current Liabilities	164,336.61	26,882.07	1,156.57	316,645.53	364,028.95	873,049.73
Noncurrent Liabilities						
Long-term debt	-	-	-	2,766,691.56	10,117,050.27	12,883,741.83
Other noncurrent liabilities	-	-	-	898,973.99	948,294.66	1,847,268.65
Total Noncurrent Liabilities	-	-	-	3,665,665.55	11,065,344.93	14,731,010.48
<b>TOTAL LIABILITIES</b>	<b>164,336.61</b>	<b>26,882.07</b>	<b>1,156.57</b>	<b>3,982,311.08</b>	<b>11,429,373.88</b>	<b>15,604,060.21</b>
Fund Balance/Net Assets						
Fund balance	181,072.33	(503,031.24)	(16,701.04)	-	-	(338,659.95)
Net assets	1,031,523.80	-	-	3,637,969.56	4,330,529.22	9,000,022.58
Investment in capital assets, net of related debt	-	-	-	5,323,080.55	12,890,105.19	18,213,185.74
Total Fund Balance/Net Assets	1,212,596.13	(503,031.24)	(16,701.04)	8,961,050.11	17,220,634.41	26,874,548.37
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 1,376,932.74</b>	<b>\$ (476,149.17)</b>	<b>\$ (15,544.47)</b>	<b>\$ 12,943,361.19</b>	<b>\$ 28,650,008.29</b>	<b>\$ 42,478,608.58</b>
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,295,847.22					
General Long-term Liabilities						
PG&E Streetlights Loan	51,247.53					
Meas. B Loan: Teen/Community Center	1,269,902.00					
OPEB Liability	384,500.56					
CalPERS Pension Liability/Deferred Inflows-Outflows	525,363.06					
Accrued Compensated Absences	74,391.78					
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 2,305,404.93</b>					

**McKinleyville Community Services District**  
**Activity Summary by Fund, Approved Modified Budget**  
**May 2017**

Department Summaries		April	May	% of Year 91.67% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u>Water</u>								
Water Sales		239,939	244,335	2,983,662	3,155,286	(171,624)	-5.44%	
Other Revenues		18,953	32,930	262,758	301,161	(38,403)	-12.75%	Includes YTD Capacity Fees of \$141,826. No Contrib. Construction at this time
Total Operating Revenues		258,892	277,265	3,246,419	3,456,447	(210,028)	-6.08%	
Salaries & Benefits		79,180	66,895	742,787	798,056	(55,269)	-6.93%	
Water Purchased		76,003	76,268	857,572	886,633	(29,061)	-3.28%	
Other Expenses		16,982	24,926	273,742	413,572	(139,830)	-33.81%	Emergency Repairs not yet required; Election costs not yet rec'd from County
Depreciation		29,000	29,000	317,200	320,833	(3,633)	-1.13%	
Total Operating Expenses		201,164	197,090	2,191,301	2,419,094	(227,793)	-9.42%	
Net Operating Income		57,728	80,175	1,055,119	1,037,353	(437,821)		
Interest Income		4,443	1,816	26,528	12,375	14,153	114.37%	Higher-than-predicted interest rates on the County Trust Account
Interest Expense		(5,587)	(5,587)	(63,615)	(64,264)	(649)	-1.01%	
<b>Net Income (Loss)</b>		<b>56,583</b>	<b>76,404</b>	<b>1,018,032</b>	<b>985,464</b>	<b>32,568</b>		
<u>Wastewater</u>								
Wastewater Service Charges		238,537	238,318	2,755,577	2,798,810	(43,233)	-1.54%	
Other Revenues		32,034	48,069	342,294	411,463	(69,169)	-16.81%	Includes YTD Capacity Fees of \$250,670.00. No Contrib. Construction at this time
Total Operating Revenues		270,571	286,387	3,097,871	3,210,273	(112,402)	-3.50%	
Salaries & Benefits		75,726	79,312	806,133	857,676	(51,543)	-6.01%	
Other Expenses		20,387	44,302	433,169	454,833	(21,664)	-4.76%	
Depreciation		40,000	40,000	439,150	440,000	(850)	-0.19%	
Total Operating Expenses		136,113	163,614	1,678,452	1,752,509	(74,057)	-4.23%	
Net Operating Income		134,458	122,773	1,419,419	1,457,764	(38,345)		
Interest Income		4,154	1,928	25,519	18,333	7,186	39.20%	Higher-than-predicted interest rates on the County Trust Account
Interest Expense		(12,645)	(14,879)	(106,248)	(230,137)	(123,889)	-53.83%	Interest on the SRF WWMF constr draw budget revision approved
<b>Net Income (Loss)</b>		<b>125,967</b>	<b>109,821</b>	<b>1,338,691</b>	<b>1,245,960</b>	<b>92,731</b>		
<b>Enterprise Funds Net Income (Loss)</b>		<b>182,550</b>	<b>186,225</b>	<b>2,356,723</b>	<b>2,231,424</b>	<b>125,299</b>		
		Treasurer's Report Page 4						

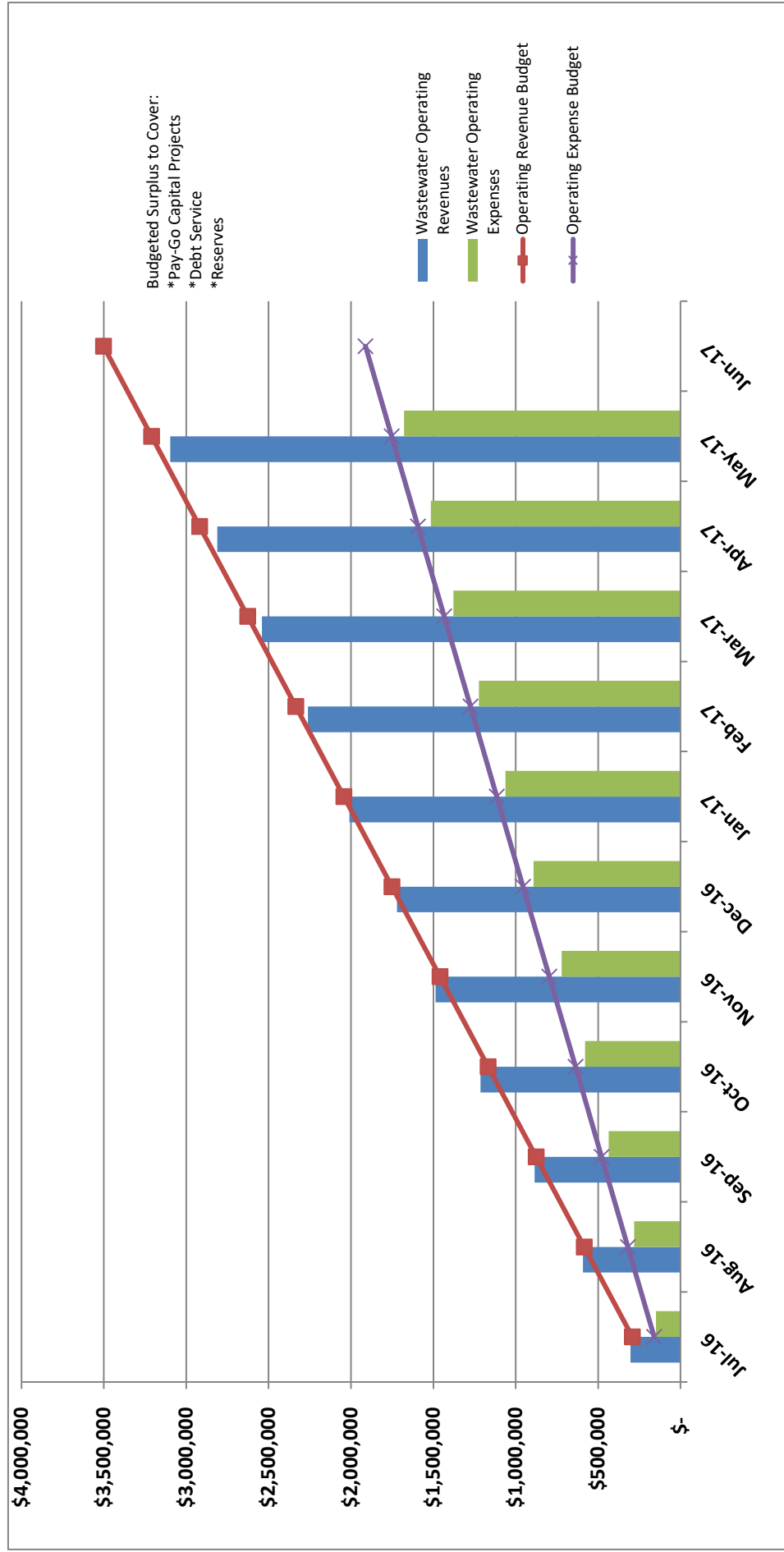
# McKinleyville Community Services District May 2017

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



# McKinleyville Community Services District May 2017

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



Treasurer's Report Page 6, Selected Graphic Comparisons

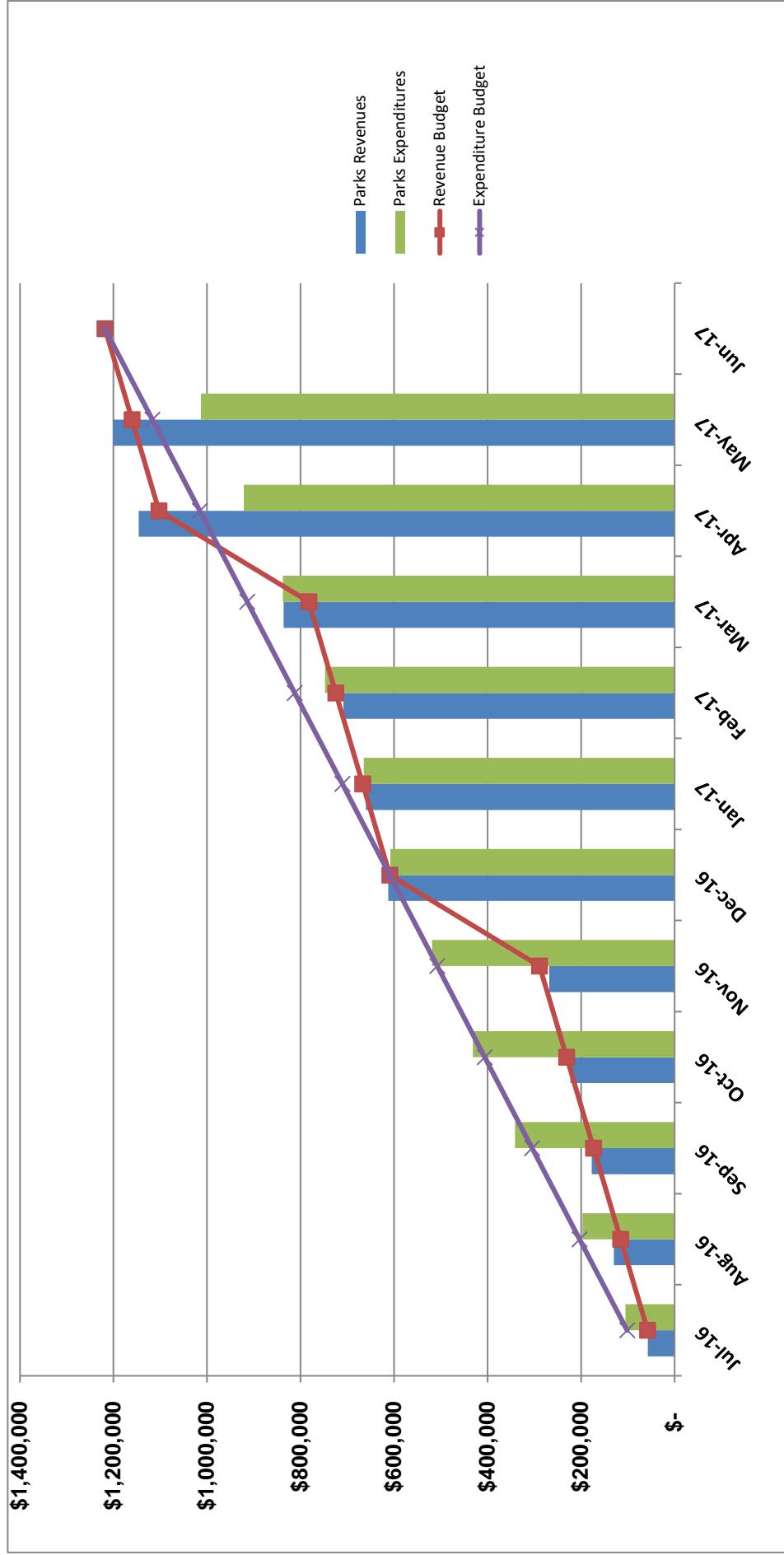
**McKinleyville Community Services District**  
**Activity Summary by Fund, Approved Modified Budget**  
**May 2017**

Department Summaries								
<u>Parks &amp; Recreation</u>								
	April	May	% of Year 91.67%	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes	
Program Fees	35,540	36,151	385,810	342,273	43,537	12.72%	Collection of fees for Kid's Club After School program	
Rents & Related Fees	5,616	8,766	87,089	101,495	(14,406)	-14.19%	Rentals less than anticipated.	
Property Taxes	255,933	-	545,048	481,250	63,798	13.26%	County Tax remittance December/April/June	
Other Revenues	11,532	8,548	168,766	182,426	(13,660)	-7.49%		
Interest Income	1,494	1,505	14,373	9,167	5,206	56.80%	Interest on County Trust Account higher than anticipated.	
Total Revenues	310,114	54,970	1,201,086	1,116,611	84,475	7.57%		
Salaries & Benefits	69,744	75,699	804,267	836,120	(31,853)	-3.81%		
Other Expenditures	13,806	15,874	208,760	240,073	(31,313)	-13.04%	Emergency Repairs not yet required; Election costs not yet rec'd from County	
Capital Expenditures	-	-	-	40,627	(40,627)	-100.00%	Parking lot resurfacing project delayed, emergency repairs not yet required	
Total Expenditures	83,550	91,573	1,013,027	1,116,820	(103,793)	-9.29%		
Excess (Deficit)	226,564	(36,603)	188,059	(209)	188,268			
<u>Measure B Assessment</u>								
Total Revenues	83,382	(72)	202,911	195,708	7,203	3.68%	Interest & unrealized gains/losses; County Tax remittance December/April/June	
Salaries & Benefits	4,071	3,732	42,273	51,113	(8,840)	-17.30%	Payroll Budget for emergency repairs on facilities not yet utilized	
Other Expenditures	24,670	1,334	55,435	27,729	27,706	99.92%	Teen Center interior furnishings (non-capital) greater cost than estimated	
Capital Expenditures/Loan Repayment	42,962	25,560	229,182	217,663	11,519	5.29%	Teen Center kitchen/interior furnishings/landscaping budget modified	
Total Expenditures	71,703	30,627	326,889	296,505	30,384	10.25%		
Excess (Deficit)	11,679	(30,698)	(123,978)	(100,797)	(23,181)			
<u>Street Lights</u>								
Total Revenues	8,660	8,859	93,514	87,871	5,643	6.42%		
Salaries & Benefits	3,274	4,050	33,875	37,627	(3,752)	-9.97%	Payroll Budget for emergency repairs not yet utilized	
Other Expenditures	1,694	2,117	26,881	30,586	(3,705)	-12.11%	Emergency Repairs not yet required; Election costs not yet rec'd from County	
Capital Expenditures/Loan Repayment	1,655	1,655	18,209	20,043	(1,834)	-9.15%	LED Project Debt repayment, capital projects not complete	
Total Expenditures	6,624	7,822	78,965	88,256	(9,291)	-10.53%		
Excess (Deficit)	2,036	1,037	14,549	(385)	(14,934)			
Governmental Funds Excess (Deficit)	240,279	(66,264)	78,630	(101,391)	180,021			

Treasurer's Report Page 7

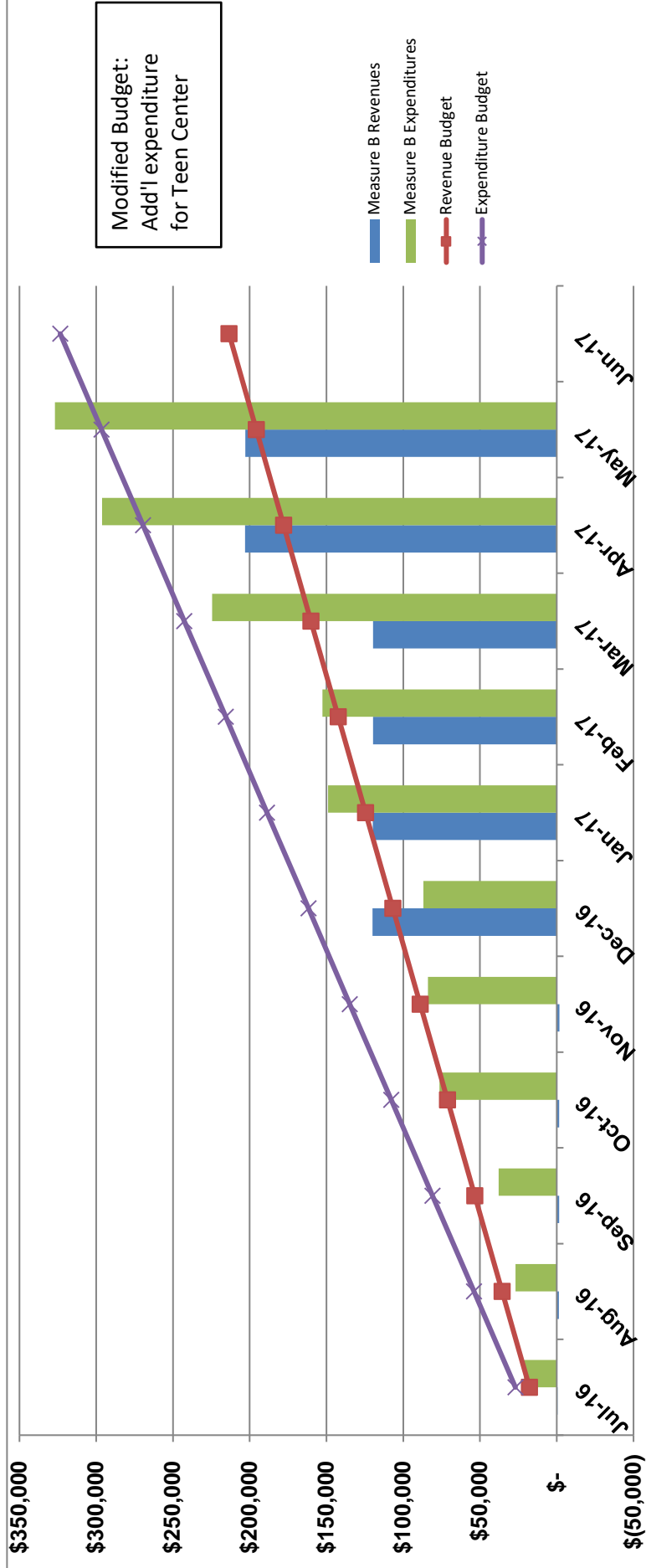
# McKinleyville Community Services District May 2017

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



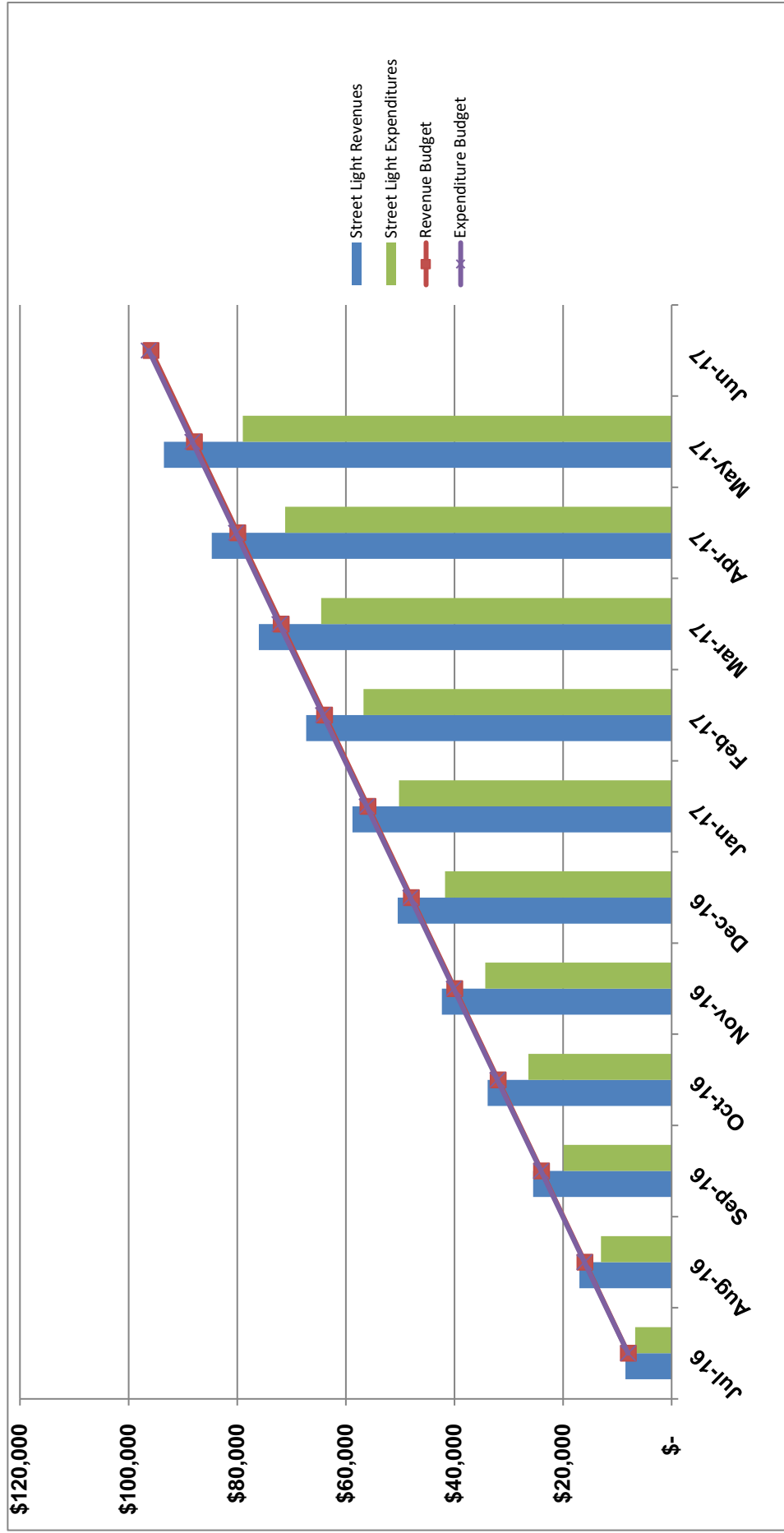
# McKinleyville Community Services District May 2017

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



# McKinleyville Community Services District May 2017

Comparison of Street Light Fund Total Revenues & Expenditures to Budget





**McKinleyville Community Services District**  
**Capital Expenditure Report**  
**As of May 31, 2017**

	May	YTD Total	FY 16-17 Budget	Remaining		
				Budget \$	Budget %	Notes
<b>Water Department</b>						
Ramey Pump Upgrades	-	-	-	-	#DIV/0!	
Water Tank Upgrade	65,343	372,138	491,600	119,462	24%	Tank Painting
4.5m New Water Tank	-	-	700,000	700,000	100%	Drilling, LACO Assoc.
Production Meter Replacements	-	-	8,000	8,000	100%	Production Meter Replacement
Emergency Water Supply	-	6,235	40,000	33,765	84%	Emergency Water Supply
Emergency Response Equipment	-	-	50,000	50,000	100%	Emergency Generator
Fire Hydrant System Upgrade	-	-	14,000	14,000	100%	Fire Hydrant System Upgrade
Customer Radio Meter Replacements	-	114,949	260,000	145,051	56%	Radio meters purch/install
Radio Telemetry Upgrade	2,884	2,884	-	(2,884)	#DIV/0!	Equipment purchased
Meter Reading Equipment Replacement	74	74	-	(74)	#DIV/0!	Equipment purchased
Water Main Rehab & Replacement	15,032	20,651	100,000	79,349	79%	Water Main Rehab
Property Purchase & Improvements	-	-	200,000	200,000	100%	Property Purch/Improvements
<b>Subtotal</b>	<b>83,333</b>	<b>516,930</b>	<b>1,863,600</b>	<b>1,346,670</b>	<b>72%</b>	
<b>Wastewater Department</b>						
Sewer Main Rehab & Replacement	14,559	20,000	100,000	80,000	80%	Sewer Main Rehab
WWMF Biosolids Project	-	-	240,000	240,000	100%	to County Trust Acct#9390
Collection System Upgrades	-	-	-	-	#DIV/0!	
Fischer Lift Station Generator	-	2,309	80,000	77,692	97%	Fischer Lift Stn Generator
Sewer Main Camera Unit	-	-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	298,899	6,564,706	13,000,000	6,435,294	50%	WWMF construction
WWMF Engineering Study	-	-	-	-	#DIV/0!	
Radio Telemetry Upgrade	5,317	10,016	30,000	19,984	67%	Radio Telemetry upgrade
WWMF Engr Study (next NPDES Permit)	-	-	50,000	50,000	100%	
Customer Radio Meter Replacements	71	111,400	260,000	148,600	57%	Radio meters purch/install
Underground Locator Pipe & Camera	-	-	5,000	5,000	100%	
Biofiltration (Tree Farm) proj	-	1,343	5,000	3,657	73%	Biofiltration (Tree Farm) proj
SCBA Apparatus and Bottles	5,782	5,782	6,000	218	4%	
<b>Subtotal</b>	<b>318,847</b>	<b>6,708,431</b>	<b>13,806,000</b>	<b>7,097,569</b>	<b>51%</b>	
<b>Water &amp; Wastewater Operations</b>						
Heavy Equipment	-	-	410,000	410,000	100%	Hydrocleaner; Tractor attachmt
Utility Vehicles	-	14,807	63,000	48,193	76%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	-	10,000	10,000	100%	Facilities upgrade/sealcoat
Computers & Software	-	5,033	65,000	59,967	92%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tr	-	11,416	5,000	(6,416)	-128%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Und	-	1,850	17,000	15,150	89%	Underground valving/piping
Fischer Ranch -Disposal Site Upgrade	-	3,276	1,500,000	1,496,724	100%	Disposal Site Upgrade
Small Equipment & Other	-	-	20,000	20,000	100%	Ops Office Eq./Emergency Eqp
<b>Subtotal</b>	<b>-</b>	<b>36,382</b>	<b>2,090,000</b>	<b>2,053,618</b>	<b>98%</b>	
<b>Enterprise Funds Total</b>	<b>407,961</b>	<b>7,268,867</b>	<b>17,759,600</b>	<b>10,497,857</b>	<b>59%</b>	
<b>Parks &amp; Recreation Department</b>						
Hiller Park & Sports Complex	-	-	5,000	5,000	100%	Other Equipment & Signage
Azalea Hall Projects	-	-	11,000	11,000	100%	PA sys, Parking Lot resurfacing
McKinleyville Activity Center Upgrades	-	-	-	-	#DIV/0!	
Law Enforcement Facility Improvements	-	-	5,000	5,000	100%	Paving/Sealing
Projects Funded by Quimby/Other Funds	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	25,560	141,477	237,000	95,523	40%	Teen Center Constr&Loan svc
Other Parks Projects & Equipment	-	7,013	23,000	15,987	70%	Land quitclaimed by County
<b>Subtotal</b>	<b>25,560</b>	<b>148,490</b>	<b>281,000</b>	<b>132,510</b>	<b>47%</b>	
<b>Streetlights</b>						
Pole Replacement	-	-	2,000	2,000	100%	Pole Replacement
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>100%</b>	
<b>Governmental Funds Total</b>	<b>25,560</b>	<b>148,490</b>	<b>283,000</b>	<b>134,510</b>	<b>48%</b>	
<b>All Funds Total</b>	<b>433,522</b>	<b>7,417,357</b>	<b>18,042,600</b>	<b>10,632,367</b>	<b>59%</b>	

**McKinleyville Community Services District**  
**Summary of Long-Term Debt Report**  
**As of May 31, 2017**

Summary of Long-Term Debt Report As of May 31, 2017							Principal Maturities and Scheduled Interest	
	%	Maturity Date	Balance - April 30, 2017	Balance - May 31, 2017	FY-17	Thereafter		
<b>Water Fund:</b>								
I-Bank Interest	3.37%	8/1/30	759,574.85	759,574.85	-	-	759,574.90	192,921.18
State of CA Energy Commission (ARRA) Interest	1.0%	12/22/26	118,202.22	112,566.19	-	-	112,565.98	5,716.71
State of CA (Davis Grunsky)		1/1/33	1,621,993.95	1,621,993.95	-	-	1,621,993.95	
State of CA (Davis Grunsky) Deferred Interest	2.5%	1/1/33	272,556.57	272,556.57	-	-	272,556.57	
					-	-	365,895.58	
Total Water Fund-Principal			2,772,327.59	2,766,691.56	-	-	2,766,691.40	
Total Water Fund-Interest					-	-	564,533.47	
<b>Total Water Fund</b>								
			2,772,327.59	2,766,691.56	-	-	3,331,224.87	
<b>Wastewater Fund:</b>								
WWMF SRF Loan Interest	1.6%	7/31/47	7,926,328.00	9,613,164.00	-	-	15,110,845.73	
State of CA WRCB (SCEP II) Interest	2.6%	3/27/18	27,175.60	27,175.60	-	-	27,176.10	706.57
Umpqua Bank Interest	5.5%	12/4/17	36,206.82	31,710.67	4,468.91	175.57	27,061.53	433.07
USDA (Sewer Bond) Interest	5.0%	8/1/22	445,000.00	445,000.00	-	-	445,000.00	66,875.00
Total Wastewater Fund-Principal			8,434,710.42	10,117,050.27	4,468.91	175.57	15,610,083.36	68,014.64
Total Wastewater Fund-Interest								
<b>Total Sewer Fund</b>								
			8,434,710.42	10,117,050.27	4,644.48		15,678,098.00	
<b>Meas. B Fund: Teen/Comm Center Loan</b>								
	3.55%	11/1/29	1,269,902.00	1,269,902.00	-	-	1,277,225.00	315,381.41
<b>Streetlights Fund: LED Proj Loan, PG&amp;E</b>								
	0.0%		52,902.93	51,247.53	1,665.40		49,961.75	
Total Principal			12,529,842.94	14,204,891.36	6,134.31		19,703,961.51	947,929.52
Total Interest					175.57			
<b>Total</b>			<b>12,529,842.94</b>	<b>14,204,891.36</b>	<b>6,309.88</b>		<b>20,651,891.03</b>	

**McKinleyville Community Services District**  
**Cash Disbursement Report**  
**For the Period May 1 through May 31, 2017**

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
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Accounts Payable Disbursements						
32504	5/1/2017	*0083	AZALEA HALL DEPOSIT REFUND DB	100.00	B70427	AZALEA HALL DEPOSIT REFUND DB
32505	5/1/2017	BUR01	MARY C. BURKE	250.00	B70501	BOARD MTGS 4/5/17 & 4/26/17
32506	5/1/2017	COA01	COASTAL BUSINESS SYSTEMS	368.01	B70501	COPIER MONTHLY PMT
32507	5/1/2017	COR01	CORBIN WILLITS SYSTEMS, INC	888.42	B70501	MOMS MONTHLY PMT
32508	5/1/2017	COR03	JOHN CORBETT	155.00	B70424	ACWA 2017 SPRING CONFERENCE
32509	5/1/2017	EIC01	JENNIFER EICHSTEDT	682.50	B70427	CONTRACT INSTRUCTOR PAYMENT
32510	5/1/2017	MAY02	DENNIS MAYO	250.00	B70501	BOARD MTGS 4/5/17 & 4/26/17
32511	5/1/2017	MAY03	DENNIS MAYO	285.00	B70322	ACWA 2017 SPRING CONFERENCE
32512	5/1/2017	PGE11	PG&E STREETLIGHTS	26.66	B70501	STREETLIGHTS
32513	5/1/2017	PGE12	PG&E STREETLIGHTS	69.39	B70501	STREETLIGHTS
32514	5/1/2017	SUD01	SUDDENLINK	315.29	B70501	INTERNET SERVICES
32515	5/1/2017	USB01	U.S. BANK TRUST N.A.	7,687.50	B70501	SEWER BOND PMT
32516	5/1/2017	\C004	MQ CUSTOMER REFUND FOR CO	120.00	000B70501	MQ CUSTOMER REFUND FOR CO
32517	5/1/2017	\C012	MQ CUSTOMER REFUND FOR CO	47.10	000B70501	MQ CUSTOMER REFUND FOR CO
32518	5/1/2017	\G007	MQ CUSTOMER REFUND FOR GA	120.00	000B70501	MQ CUSTOMER REFUND FOR GA

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
32519	5/1/2017	\H008	MQ CUSTOMER REFUND FOR HE	72.06	000B70501	MQ CUSTOMER REFUND FOR HE
32520	5/1/2017	\J006	MQ CUSTOMER REFUND FOR JE	84.56	000B70501	MQ CUSTOMER REFUND FOR JE
32521	5/1/2017	\J011	MQ CUSTOMER REFUND FOR JO	12.95	000B70501	MQ CUSTOMER REFUND FOR JO
32522	5/1/2017	\L005	MQ CUSTOMER REFUND FOR LE	16.21	000B70501	MQ CUSTOMER REFUND FOR LE
32523	5/1/2017	\L013	MQ CUSTOMER REFUND FOR LO	78.78	000B70501	MQ CUSTOMER REFUND FOR LO
32524	5/1/2017	\P009	MQ CUSTOMER REFUND FOR PE	35.95	000B70501	MQ CUSTOMER REFUND FOR PE
32525	5/1/2017	\S027	MQ CUSTOMER REFUND FOR SA	121.09	000B70501	MQ CUSTOMER REFUND FOR SA
32526	5/1/2017	\S030	MQ CUSTOMER REFUND FOR SE	41.58	000B70501	MQ CUSTOMER REFUND FOR SE
32527	5/1/2017	\T009	MQ CUSTOMER REFUND FOR TU	93.55	000B70501	MQ CUSTOMER REFUND FOR TU
32528	5/1/2017	\W001	MQ CUSTOMER REFUND FOR WI	30.79	000B70501	MQ CUSTOMER REFUND FOR WI
32529	5/3/2017	ALL03	ALLSTAR FIRE EQUIPMENT	5,781.76	197792P	SAFETY SUPPLIES PURCHASED
32530	5/8/2017	*0084	REC PROGRAM REFUND MB	65.00	B70503	REC PROGRAM REFUND MB
32531	5/8/2017	*0085	PIERSON PARK REFUND RH	105.00	B70503	PIERSON PARK REFUND RH
32532	5/8/2017	*0086	REC PROGRAM REFUND JW	55.00	B70503	REC PROGRAM REFUND JW
32533	5/8/2017	*0087	HILLER SPORTS SITE REFUND RL	100.00	B70504	HILLER SPORTS SITE REFUND RL
32534	5/8/2017	*0088	REC PROGRAM DEPOSIT REFUND KF	40.00	B70508	REC PROGRAM DEPOSIT REFUND KF
32535	5/8/2017	ARC07	ARCATA FIRE PROTECTION DISTRICT	75.00	B70503	FIT TESTING
32536	5/8/2017	BAN01	BANKCARD CENTER	2,693.19	B70508	TRAINING/OFFICE SUPPLIES/
32537	5/8/2017	CHA03	CHASE INC.	1,358.83	4-17	REC PROGRAM SUPPLIES

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
32538	5/8/2017	COS03	CAPITAL ONE COMMERCIAL (COSTCO)	71.56	B70503	SUPPLIES PURCHASED
32539	5/8/2017	DEL02	DELFINO, MADDEN, O'MALLEY	192.50	8597	LEGAL SERVICES
32540	5/8/2017	FOO01	FOOD SERVICE ASSIST	110.00	B70503	TRAINING
32541	5/8/2017	GHD01	GHD	1,575.75	78721	PROFESSIONAL SERVICES - Job A46
			Check Total:	<u>2,724.75</u>	79385	PROFESSIONAL SERVICES - Job A44
				<u>4,300.50</u>		
32542	5/8/2017	HAR13	The Hartford - Priority A	426.02	B70508	GRP LIFE INSURANCE
32543	5/8/2017	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	76,002.63	B70503	WATER PURCHASED
32544	5/8/2017	HUM08	HUMBOLDT SANITATION	1,429.80	B70503	TRASH SERVICE
32545	5/8/2017	KEN02	KENNEDY/JENKS CONSULTANTS	647.50	110830	WWMF UPGRADE
			Check Total:	<u>70,099.76</u>	110831	WWMF UPGRADE
				<u>70,747.26</u>		
32546	5/8/2017	MAY03	DENNIS MAYO	144.00	B70424	CSDA LEGISLATIVE DAYS
32547	5/8/2017	MCK03	MCKINLEYVILLE OFFICE SUPPLY	28.17	48656	WWMF UPGRADE SHIPMENT
32548	5/8/2017	MCM01	McMaster-Carr Supply Co.	182.31	23857555	REPAIRS/ SUPPLIES
32549	5/8/2017	MIL03	THE MILL YARD	370.40	B70504	REPAIRS/SUPPLIES
32550	5/8/2017	MIT01	Mitchell, Brisso, Delaney	1,107.00	39173	LEGAL SERVICES
32551	5/8/2017	NOR13	NOR. CALIFORNIA SAFETY CONSORTIUM	80.00	23231	SAFETY TRAINING
32552	5/8/2017	NYL01	NYLEX.NET	157.50	3377	PROFESSIONAL SERVICES
			Check Total:	<u>157.50</u>	3428	PROFESSIONAL SERVICES
				<u>315.00</u>		
32553	5/8/2017	ORS01	GREG ORSINI	144.00	B70424	CSDA LEGISLATIVE DAYS

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
32554	5/8/2017	OSC01	OSCAR LARSON & ASSOCIATES	194.51	8867	COCHRAN TANK RECOATING PROJ
32555	5/8/2017	REN01	RENNER PETROLEUM	2,518.50	B70504	GAS/OIL/LUBE
32556	5/8/2017	SAF04	SAFEWAY INC. FILE # 72905	43.41	B70505	SUPPLIES PURCHASED
32557	5/8/2017	WHE03	GEORGE WHEELER	144.00	B70501	CSDA LEGISLATIVE DAYS
32558	5/15/2017	*0089	STEPHEN CROCKETT	30.00	B70515	FINGERPRINTING REIMBURSEMENT
32559	5/15/2017	*0090	REC PROGRAM REFUND SL	32.50	B70515	REC PROGRAM REFUND SL
32560	5/15/2017	ACW01	CB&T/ACWA-JPIA	8,865.41	B70515	GRP. HEALTH INS
32561	5/15/2017	AIR01	AIRGAS USA, LLC.	202.76	906199872	SAFETY SUPPLIES
32562	5/15/2017	ARC02	Arcata Stationers	184.13	B70503	OFFICE SUPPLIES
32563	5/15/2017	ATT01	AT&T	172.67	B70515	PHONE SERVICES
32564	5/15/2017	BAS01	BASIC LABORATORY INC.	188.50	1704120	LAB TESTING
32565	5/15/2017	DIR03	DIR/CAL-OSHA DEPT OF INDUSTRIAL	3,225.00	1180735	OSHA FEES INSPECTION
32566	5/15/2017	ESR01	E.S.R.I. INC.	727.13	93284676	SOFTWARE MAINTENANCE RENEWAL
32567	5/15/2017	HAC01	HACH COMPANY	98.69	10425560	LAB TESTING SUPPLIES
32568	5/15/2017	HEL01	KEVIN HELD	400.00	B70501	DJ JR HIGH SCHOOL DANCE
32569	5/15/2017	HEN03	JAMES G. HENRY	64.00	B70515	WAVE 3 WORKSHOP
32570	5/15/2017	IBS01	IBS OF THE REDWOODS	185.33	5060745	REPAIRS/ SUPPLIES
32571	5/15/2017	JAC04	JACKSON & EKLUND, INC.	135.00	189372	PROFESSIONAL SERVICES
				108.00	189482	PROFESSIONAL SERVICES
			Check Total:	243.00		

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
32572	5/15/2017	MCK04	MCK ACE HARDWARE	371.57	B70504	REPAIRS/SUPPLY
32573	5/15/2017	MCK11	MCKINLEYVILLE SENIOR CENTER	37.89	B70509	PARKS DEPT SHARE OF INTERNET
32574	5/15/2017	MCS01	MCSD C/O HUMBOLDT COUNTY	24,483.57	B70504	REVENUE RECOVERY SURCHARGE
			Check Total:	24,501.87	B70509	REVENUE RECOVERY SURCHARGE
				<u>48,985.44</u>		
32575	5/15/2017	MEN01	MENDES SUPPLY CO.	627.03	B70504	REPAIRS/SUPPLY
32576	5/15/2017	MIL01	Miller Farms Nursery	1,096.58	B70504	REPAIRS/SUPPLY
32577	5/15/2017	NOR01	NORTH COAST LABORATORIES	2,975.00	B70504	LAB TESTING
32578	5/15/2017	NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	100.00	23173	SAFETY TRAINING
32579	5/15/2017	NOR35	NORTHERN HUMBOLDT EMPLOYMENT SVCS	1,078.66	B70504	OPEN SPACE/ P.PARK MAINTENANCE
32580	5/15/2017	O&M01	O & M INDUSTRIES	18.40	26773	REPAIRS/ SUPPLIES
32581	5/15/2017	PGE01	PG & E (Office & Field)	13,738.38	B70515	GAS & ELECTRIC
32582	5/15/2017	PGE10	PG&E STREETLIGHTS	3.05	B70515	GAS & ELECTRIC S.L.- ZONE
32583	5/15/2017	PRE08	PRECISION INTERMEDIA	47.50	171022	PROFESSIONAL SERVICES
32584	5/15/2017	PRO01	PROFESSIONAL CREDIT SERVICES	189.85	9330073	RECOVERY OF BAD DEBT
32585	5/15/2017	S&S02	S & S WORLDWIDE, INC.	92.04	41419316	REC PROGRAM SUPPLIES
32586	5/15/2017	SDR01	SDRMA	292.92	56066	PROPERTY/LIABILITY PROGRAM
32587	5/15/2017	SEC03	SECURITY LOCK & ALARM	90.00	103179	REPAIRS/ SUPPLIES
32588	5/15/2017	SEQ01	Sequoia Gas Co.	215.94	25292	HILLER SPORTS SITE FUEL
32589	5/15/2017	STA11	STAPLES CREDIT PLAN	318.73	B70515	OFFICE SUPPLIES

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
32590	5/15/2017	THO02	Thomas Home Center	399.66	B70509	REPAIRS/SUPPLY
32591	5/15/2017	THR01	THRIFTY SUPPLY COMPANY	213.64	1420745	REPAIRS/ SUPPLIES
32592	5/15/2017	VER01	VERIZON WIRELESS	71.13	B70508	CELL PHONES APRIL 2017
32593	5/15/2017	WEN02	WENNERHOLM CHIROPRACTIC	80.00	170329	DMV PHYSICALS
32594	5/15/2017	XYL01	XYLEM WATER SOLUTIONS USA	6,267.70	355695172	WWMF UPGRADE
32595	5/22/2017	*0091	REC PROGRAM REFUND RS	40.00	B70519	REC PROGRAM REFUND RS
32596	5/22/2017	*0092	REC PROGRAM REFUND MH	60.00	B70519	REC PROGRAM REFUND MH
32597	5/22/2017	*0093	AZALEA HALL DEPOSIT REFUND EC	100.00	B70519	AZALEA HALL DEPOSIT REFUND EC
32598	5/22/2017	10102	101 NETLINK	960.00	20170501-	INTERNET SERVICES BACKUP
32599	5/22/2017	ADV01	ADVANCED SECURITY SYSTEM	142.50	379750	ALARM SYSTEMS
32600	5/22/2017	ATT01	AT&T	454.98	B70519	WWMF SWITCHED ETHERNET SE
32601	5/22/2017	AUB01	AUBURN CONSTRUCTORS, INC.	201,736.35	14	WWMF UPGRADE
32602	5/22/2017	BTM01	BT METAL SALES & FABRICATION	68.49	27256	REPAIRS/SUPPLY
32603	5/22/2017	COA01	COASTAL BUSINESS SYSTEMS	978.13	20606368	MONTHLY COPIER PMT
32604	5/22/2017	GRA02	GRAINGER	17.52	944361914	SUPPLIES PURCHASED
32605	5/22/2017	HAR03	HARPER MOTORS CO.	411.81	B70519	VEHICLE REPAIRS
32606	5/22/2017	HUM22	HUMBOLDT COUNTY SHERIFF	125.00	B70519	ALARM PERMIT RENEWALS
32607	5/22/2017	IND02	INDUSTRIAL ELECTRIC SERVICE	500.28	B70504	REPAIRS/SUPPLY
32608	5/22/2017	NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	720.00	23264	SAFETY TRIANING



Check Number	Check Date	Vendor Number	Name	Net		Invoice #	Description
				Amount	Amount		
			Check Total:	80.00	800.00	23309	SAFETY TRAINING
32609	5/22/2017	NYL01	NYLEX.NET	78.75		3494	PROFESSIONAL SERVICES
32610	5/22/2017	OCC01	OCCUPATIONAL HEALTH	145.00		523*0417	PROFESSIONAL SERVICES
32611	5/22/2017	ORE01	O'REILLY AUTOMOTIVE, INC.	7.74		B70519	REPAIRS/SUPPLY
32612	5/22/2017	OSC01	OSCAR LARSON & ASSOCIATES	63.86		8896	COCHRAN TANK RECOATING PROJECT
32613	5/22/2017	PAC05	PACIFIC ECORISK	1,759.40		13105	LAB TESTING
32614	5/22/2017	PGE06	PG&E-STREETLIGHTS	14.74		B70519	GAS & ELECTRIC S.L.- ZONE
32615	5/22/2017	PGE08	PGE STREETLIGHTS	14.07		B70519	GAS & ELECTRIC S.L.- ZONE
32616	5/22/2017	PGE09	PGE-STREETLIGHTS	71.49		B70519	GAS & ELECTRIC S.L.- ZONE
32617	5/22/2017	RED04	REDWOOD COMMUNITY ACTION AGENCY	290.00		1	COMMUNITY FOREST
32618	5/22/2017	SAF04	SAFEWAY INC. FILE # 72905	40.14		B70519	SUPPLIES PURCHASED
32619	5/22/2017	TIM01	TIMES-STANDARD	650.44		B70522	PUBLIC NOTICE FOR BID
32620	5/22/2017	UPS01	UPS	271.47		B70519	LAB SHIPMENT
32621	5/22/2017	USP02	USPS: ARCATA BMEU	1,500.00		B70519	BULK MAIL-PERMIT 202
32622	5/22/2017	WEN02	WENNERHOLM CHIROPRACTIC	770.00		B70519	PROFESSIONAL SERVICES
32623	5/30/2017	*0094	AZALEA HALL DEPOSIT REFUND LG	100.00		B70523	AZALEA HALL DEPOSIT REFUND LG
32624	5/30/2017	*0095	REC PROGRAM REFUND SM	70.00		B70523	REC PROGRAM REFUND SM
32625	5/30/2017	ASB01	ASBURY ENVIRONMENTAL SERVICES	120.00		185029	USED OIL/MIXED OIL
32626	5/30/2017	ASC02	ASCAP	343.29		B70525	SUBSCRIPTION

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
32627	5/30/2017	BEN01	BEN MEADOWS	33.35	SI0334561	REPAIRS/ SUPPLIES
32628	5/30/2017	BLA04	BLASTCO, INC.	52,451.41	47733	WATER TANK UPGRADE
32629	5/30/2017	BOR01	BORGES & MAHONEY CO.	299.83	138922	REPAIRS/ SUPPLIES
32630	5/30/2017	COR03	JOHN CORBETT	50.61	B70526	ACWA 2017 SPRING CONFERENCE
32631	5/30/2017	COU02	HUMBOLDT COUNTY ASSESSOR	12.80	B70526	MEASURE B MAPS
32632	5/30/2017	CUM01	CUMMINS PACIFIC, LLC.	159.95	025-21395	REPAIRS/SUPPLY
32633	5/30/2017	CWE01	CWEA	93.00	B70519	TRAINING
32634	5/30/2017	DEV02	DEVELOPED EMPLOYMENT SERVICES	336.44	2316	PROFESSIONAL SERVICES
32635	5/30/2017	GHD01	GHD	12,124.00	80255	PROFESSIONAL SERVICES - 070
			Check Total:	3,772.50	80902	CWSRF GRANT
				<u>15,896.50</u>		
32636	5/30/2017	GOL01	GOLDEN GATE BRIDGE TOLL	7.50	B70526	BRIDGE TOLL
32637	5/30/2017	HUM17	HUMBOLDT COUNTY DEPT. OF ENVIR. HEALTH	4,487.93	B70503	HAZARDOUS MATERIALS FACILITY FEES
32638	5/30/2017	KEN02	KENNEDY/JENKS CONSULTANTS	71,551.50	111391	WWMF UPGRADE - 071
32638	5/30/2017	KEN02	KENNEDY/JENKS CONSULTANTS	1,665.00	111392	PROFESSIONAL SERVICES - 071
			Check Total:	<u>73,216.50</u>		
32639	5/30/2017	KER01	KERNEN CONSTRUCTION	489.38	2394	REPAIRS/SUPPLIES
32640	5/30/2017	3-May	DENNIS MAYO	30.00	B70526	ACWA 2017 SPRING CONFERENCE
32641	5/30/2017	MEL02	MELISSA DATA CORPORATION	1,290.00	3178857	ANNUAL INVOICE-POSTAGE
32642	5/30/2017	MOR07	DAN MORGAN	10.00	B70525	REIMB. OF MEAS. B ASSESSMENT
32643	5/30/2017	MUD01	MUDDY WATERS COFFEE CO.,INC	150.00	B70526	OFFICE SUPPLIES

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
32644	5/30/2017	ORS01	GREG ORSINI	19.83	B70526	CSDA LEGISLATIVE DAYS
32645	5/30/2017	PGE05	PG&E	1,977.08	B70526	STLT LOAN-AGMT 4190997497
32646	5/30/2017	PGE11	PG&E STREETLIGHTS	26.67	B70526	STREETLIGHTS
32647	5/30/2017	PGE12	PG&E	180.44	B70526	GAS & ELECTRIC STREETLIGHTS
32648	5/30/2017	PGE13	PG&E	1.99	B70526	GAS & ELECTRIC STREETLIGHTS
32649	5/30/2017	SIE02	SIERRA CHEMICAL CO.	4,989.53	B70526	CHLORINE/ CONTAINER DEPOSIT
32650	5/30/2017	STA02	STATE OF CALIFORNIA E.R.C.D. COMMISSION	6,225.42	9911	ARRA LOANT PMT
32651	5/30/2017	THR01	THRIFTY SUPPLY COMPANY	618.08	1421812	REPAIRS/ SUPPLIES
32652	5/30/2017	WES09	WEST COAST PLUMBING	31.97	I-206433	REPAIRS/ SUPPLIES
D00006	5/1/2017	COR07	JOHN W. CORBETT	250.00	B70501	BOARD MTG 4/5/17 & 4/26/1
				250.00	B70501	BOARD MTGS 4/5/17 & 4/26/
				250.00	B70501	BOARD MTGS 4/5/17 & 4/26/
			Check Total:	750.00		
D00007	5/9/2017	SCA01	SCADA SUPPORT GROUP	6,792.00	1705-MCSD	WWMF UPGRADE
				656,041.63		
			<b>Total Disbursements, Accounts Payable:</b>	<b>656,041.63</b>		

#### Payroll Related Disbursements

14528-14556	5/9/2017		Various Employees	12,247.91		Payroll Checks
14557	5/9/2017	CAL12	CalPERS 457 Plan	6,424.44	B70509	RETIREMENT
			Check Total:	508.70	1B70509	PERS 457 LOAN PMT
				6,933.14		
14558	5/9/2017	DIR01	DIRECT DEPOSIT VENDOR- US	29,453.23	B70509	Direct Deposit

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
14559	5/9/2017	EMP01	Employment Development	-	B70424A	STATE INCOME TAX
14559	5/9/2017	EMP01	Employment Development	1,405.77	B70509	STATE INCOME TAX
				1.11	1B70424A	SDI
			Check Total:	533.25	1B70509	SDI
				<u>1,940.13</u>		
14560	5/9/2017	HEA01	HEALTH EQUITY, ATTN: CLINT	92.00	B70509	HSA
14561	5/9/2017	HUM29	UMPQUA BANK--PAYROLL DEP.	-	B70424A	FEDERAL INCOME TAX
				5,164.13	B70509	FEDERAL INCOME TAX
				15.30	1B70424A	FICA
				7,337.40	1B70509	FICA
				3.58	2B70424A	MEDICARE
				1,716.00	2B70509	MEDICARE
			Check Total:	<u>14,236.41</u>		
14562	5/9/2017	ACW01	CB&T/ACWA-JPIA	53,482.48	B70430	MED-DENTAL-EAP INSUR
14563	5/9/2017	PUB01	Public Employees PERS	15,898.04	B70430	PERS PAYROLL REMITTANCE
14564-14590	5/24/2017		Various Employees	13,289.40		Payroll Checks
14591	5/24/2017	CAL12	CalPERS 457 Plan	6,565.44	B70524	RETIREMENT
				508.70	1B70524	PERS 457 LOAN PMT
			Check Total:	<u>7,074.14</u>		
14592	5/24/2017	DIR01	DIRECT DEPOSIT VENDOR- US	31,705.69	B70524	Direct Deposit
14593	5/24/2017	EMP01	Employment Development	1,666.95	B70524	STATE INCOME TAX
				573.98	1B70524	SDI
			Check Total:	<u>2,240.93</u>		
14594	5/24/2017	HEA01	HEALTH EQUITY, ATTN: CLINT	92.00	B70524	HSA

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
14595	5/24/2017	HUM29	UMPQUA BANK--PAYROLL DEP.	5,693.58	B70524	FEDERAL INCOME TAX
				7,898.52	1B70524	FICA
				1,847.26	2B70524	MEDICARE
			Check Total:	15,439.36		
14596	5/29/2017		Payroll Hand Check	157.58		Termination check
			<b>Total Disbursements, Payroll:</b>	204,282.44		
			<b>Total Check Disbursements:</b>	<b>860,324.07</b>		

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 5, 2017

TYPE OF ITEM: **ACTION**

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

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

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

### **Recommendation:**

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

### **Discussion:**

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

1st Notice	May 19, 2017
10 Day Notice	June 21, 2017
Board Meeting	July 5, 2017
Lock	August 7, 2017
<b>ROUTES 7 AND 8</b>	

Account #	Address	Model of DCV	Date s/o out
7-680-000	1525 Anderson	Watts 007M3	6/27/2017
7-785-000	887 Stapp	Watts	
8-570-000	1731 Ocean	Wilkins	

Updated:                      6/27/2017

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

July 5, 2017

TYPE OF ITEM: **ACTION**

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**ITEM: D.4**                      **Consider Approval to Declare 1979 Ford Van Surplus**

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

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

### **Recommendation:**

Staff recommends the Board declare the following item surplus, authorize staff to advertise for a closed minimum bid and award the purchase of the following item to the highest bidder:

- 1979 Ford Van

### **Discussion:**

Due to the District Vehicle Replacement Program, the Operations Department has a 1979 Ford Van with 79,000 miles that has been used as the Districts Closed Circuit Television (CCTV) vehicle to inspect and monitor the sewer mains. The CCTV Van has been replaced with a tow behind camera unit. The camera system has been transferred from the van into an enclosed trailer by staff.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Since the vehicle is fully depreciated we will do our best to find fair market value for this item. The revenue generated by the sale of this vehicle will be credited to the operating budget.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- None

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 5, 2017

TYPE OF ITEM: **ACTION**

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

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

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

**Recommendation:**

Staff recommends that the Board approve and authorize Board President to sign and execute the renewed Agreement Regarding the Provision of the McKinleyville Teen & Community Center Facility as presented and pertaining to the working partnership between Boys & Girls Club of the Redwoods (BGCR) and McKinleyville Community Services District (MCSD) at the McKinleyville Teen & Community Center.

**Discussion:**

MCSD and BGCR have successfully worked together for the past three and a half years building a partnership to provide dynamic space and programming to teens in the McKinleyville and surrounding communities. In the initial year of opening, over 147 youth have been served at the Teen & Community Center. Youth are engaged in a variety of BGCR programs and attendance is steady at 35-40 youth per day.

The MCSD Board of Directors approved the initial Agreement Regarding the Provision of McKinleyville Teen & Community Center Facility between BGCR and MCSD in July 2016 and it was effective August 1, 2016 through July 31, 2017. As the initial agreement is up for renewal an updated Agreement is presented as **Attachment 1** for approval.

MCSD general counsel has reviewed the agreement as presented.

**Alternatives:**

Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable



**Exhibits/Attachments:**

- Attachment 1 – McKinleyville Community Services District & Boys and Girls Club of the Redwoods Agreement Regarding Provision of the McKinleyville Teen & Community Center Facility

## **McKinleyville Community Services District and Boys & Girls Club of the Redwoods Agreement Regarding Provision of McKinleyville Teen & Community Center Facility**

This "Agreement" is effective on August 1, 2017 (the "Effective Date") and is entered into by and between the McKinleyville Community Services District (MCSD), a California Community Services District, and the Boys & Girls Club of the Redwoods (BGCR), a California not for profit corporation. Where collective reference is intended MCSD and BGCR are hereinafter referred to as the "Parties".

For good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, it is expressly understood and agreed by both MCSD and BGCR as follows:

**Section 1. Purpose.** The purpose of this Agreement is to establish and maintain an effective working relationship between both Parties as to BGCR's use of the newly constructed McKinleyville Community Services District Teen and Community Center located at 1705 Gwin Rd. as depicted in greater detail in **Exhibit A**, attached (the "Teen Center").

**Section 2. Term.** The term of this Agreement shall commence on August 1, 2017, and shall extend through July 31, 2018 (the "Term"). The Term shall renew on an annual basis unless one party gives written notice of termination as provided herein. No party shall make changes to this Agreement during the term without the written consent of the other party.

**Section 3. Philosophy.** The Parties agree that there is a need to provide youth with safe, fun, affordable and healthy opportunities that build self-esteem and teach social harmony, conflict resolution and wellness, and an appreciation of education. The Parties agree that in order to provide necessary services this Agreement is in the best interest of the community.

### **Section 4. MCSD Description of Duties and Obligations.**

During the Term of this Agreement, MCSD shall do all of the following:

- A. Provide to BGCR facility space within the Teen Center and unilaterally bear the costs and expenses associated with any repair and maintenance of the Teen Center, except for any repair and maintenance costs and expenses resulting from damage to the Teen Center for which BGCR must indemnify MCSD pursuant to this Agreement.
- B. Participate with BGCR in collaborative charitable fundraising efforts to support the operation of the Teen Center including BGCR program operations at the Teen Center.

- C. Promote BGCR programs at the Teen Center.
- D. Provide BGCR with a janitorial and maintenance orientation and checklist.
- E. Work with BGCR to establish hours of operation during which BGCR shall fulfill the duties and obligations assigned to it under this Agreement to staff and operate the Teen Center Club pursuant to this Agreement (the "Club Hours"), including but not limited to space and programming specific to youth in 6<sup>th</sup>-12<sup>th</sup> grades in accordance with Boys & Girls Clubs of America standards and practices.

## **Section 5. BGCR Description of Duties and Obligations.**

During the Term of this Agreement, the Boys & Girls Club of the Redwoods shall do all of the following:

- A. Staff the Teen Center according to established Club Hours.
- B. Develop and implement programs for teens during established Club Hours.
- C. Participate with MCSD in collaborative charitable fundraising efforts to support the operation of the Teen Center including facility maintenance costs.
- D. Provide adequate staff training for BGCR staff consistent with BGCR and MCSD procedures applicable to the Teen Center building use.
- E. Promote MCSD programs in the Teen Center.
- F. Work to accommodate all MCSD use requests at the Teen Center facility provided those requests do not interrupt regularly scheduled BGCR programs.
- G. Serve as good building stewards adhering to MCSD's established rules and policies for janitorial maintenance and general Teen Center sanitation and cleanliness.

**Section 6. Facility Cleaning Policy.** Both Parties agree that all employees or representatives who shall be supervising, leading, or offering programs described, shall leave the Teen Center in a clean, safe manner and in the same condition in which it was found. The Parties agree to follow the following maintenance and janitorial checklist with respect to Teen Center use, which is attached hereto as **Exhibit B** and incorporated herein by this reference: See Exhibit B: Maintenance and Janitorial checklist.

**Section 7. Asset Inventory.** All fixtures, furniture, cleaning supplies and other items within the Teen Center prior to the Effective Date belong to MCSD. Additional items acquired by MCSD or BGCR during the term of this Agreement shall be labeled and designated as owned by the acquiring party in respective inventory lists.

**Section 8. Facility and Equipment Repairs/Damages Policy.** Both Parties agree to bear the repair costs for Teen Center and equipment damages in accordance with the indemnity provisions stated in Section 15 of this Agreement, below. Payment for repair or

replacement shall be due thirty (30) days after presentation of a bill by the party sustaining such damages to the party that caused the damages.

### **Section 9. Schedules of Use.**

- A. Monday through Saturday during Club Hours, the Teen Center (with the exception of the commercial kitchen) will be available exclusively for youth programs.
  - i. The commercial kitchen will be available for public use and adult classes any time it is not expressly reserved for BGCR programs. Adults using this space during BGCR program times will enter and exit the kitchen through the McKinleyville Activity Center and will exclusively use Activity Center restrooms.
- B. BGCR program staff will not have access to, and cannot use, the Teen Center outside of established Club Hours without express written approval from MCSD.
- C. BGCR Saturday Club hours may be subject to cancellation or immediate termination by MCSD for Community Events upon written or oral notice to BGCR. If such cancellation or termination occurs, MCSD will give written or oral notice to BGCR immediately but no later than two weeks in advance.

### **Section 10. Facility Use Policy.**

- A. BGCR's use of the Teen Center will be governed by MCSD's established "Guidelines, Rules & Regulations Governing the Use of District Facilities" ("Guidelines"), and BGCR will follow said Guidelines at all times while in or operating at the Teen Center. Such Guidelines are attached hereto as **Exhibit C** and incorporated herein by this reference.
- B. MCSD staff will manage all reservations and calendars for rentals and use of the Teen Center. BGCR shall not assign, to any person or entity, any of its rights to occupy or use the Teen Center under this Agreement.

### **Section 11. Funds Policy.**

- A. BGCR and MCSD will continue to keep separate accounting records for their respective organizational operations. This includes the McKinleyville Teen Center. BGCR will be responsible for keeping separate financial records for all programming operations. MCSD will be responsible for keeping separate financial records for all facility and maintenance related operations.
- B. BGCR and MCSD will define joint fundraising strategies they will work on together to benefit the Teen Center operational programs and facilities budgets. These strategies will include but not be limited to grant writing, special events and charitable gift solicitation.

- C. The Parties will set up a fundraising plan for each fundraising strategy to define how it will be marketed and if it will benefit Teen Center operational programs, facilities, or both programs and facilities. Further, the Parties will also define how funds from each fundraising strategy will be allotted to each party in advance.
- D. The fundraising plan for each fundraising strategy will further define if BGCR or MCSD will receive and track donations. Such definition will be based on if BGCR or MCSD will receive the donations.
- E. If the fundraising strategy is only for programming operations, BGCR will receive, track, and acknowledge all donations in its donor and accounting tracking systems following its financial policies and procedures and ensuring the donor's request is followed. If funds are received by MCSD, they will be forwarded to BGCR accounting staff.
- F. If the fundraising strategy is only for building operations, MCSD will receive, track, and acknowledge all donations in its donor and accounting tracking systems following its financial policies and procedures and ensuring the donor's request is followed. If funds are received by BGCR, they will be forwarded to MCSD accounting staff.
- G. If the fundraising strategy is jointly for building operations and programming operations, each Party will work on a plan in advance to determine if MCSD or BGCR staff will receive, track, and acknowledge all donations and how funds will be distributed to the other Party.
- H. Each Party will keep and maintain separately, including cost, its own accounting and donor tracking systems.
- I. BGCR and MCSD will share donor information from their separate systems for joint fundraising strategies with each other if the other Party requests such donor information.
- J. Annual budgets and any budget revisions for both Teen Center operations and building operations will be prepared separately by BGCR and MCSD accounting staff. Budget timelines will be shared with each Party.
- K. BGCR will include MCSD in the review process of the Teen Center operations budget. Such review will happen no later than December 31 of each year.
- L. MCSD will include BGCR in the review process of the building operations budget. Such review will happen no later than June 30 of each year.
- M. Any annual surplus from the Teen Center operations budget will be utilized for the benefit of the Teen Center operations.

- N. MCSD will provide to BGCR by December 31 of each year, a record on facility in-kind provided for each calendar year for building operations and maintenance related to Teen Center programming.

**Section 12. Termination.** This Agreement may be terminated at any time by either BGCR or MCSD by providing a thirty (30) day written notice of cancellation to the other party. This Agreement cannot be assigned, in whole or in part, by either party without the express written consent of the other party.

**Section 13. Legal Reporting Requirements.** Each party shall comply with any and all reporting requirements adopted by the respective organizations and agrees to abide by all other applicable reporting requirements created by law.

**Section 14. BGCR Independent Contractor, No Landlord Tenant Relationship.** It is expressly understood and agreed to by the Parties that MCSD, while carrying out and complying with any terms and conditions of this Agreement, is not an employer or landlord of BGCR and further that the BGCR is not an employee or tenant to MCSD. It is expressly agreed that, for all purposes under this Agreement BGCR is and shall be deemed an "independent contractor" and **not** an agent, employee or representative of MCSD. BGCR shall exclusively control and supervise its employees, agents and representatives while at the Teen Center and control the method and manner BGCR fulfills its obligations under this Agreement. No employee, agent or representative of BGCR shall be deemed and employee, agent or representative of MCSD.

**Section 15. Indemnity.**

- A. BGCR agrees to indemnify, defend and hold harmless MCSD, its officers, directors, agents, employees, and volunteers, from and against any and all claims, causes of action, damages, losses, costs, expenses or liabilities of every type and nature (collectively "Claims") arising out of or in any way connected with BGCR's operations at the Teen Center under this Agreement including, without limitation, Claims for loss or damage to any property or for death or injury to any person or persons, arising out of or in connection with the use of the Teen Center by BGCR, its officers, agents, employees, representatives or contractors.
- B. MCSD agrees to indemnify, defend and hold harmless BGCR, its officers, directors, agents, employees, and volunteers, from and against any and all claims, causes of action, damages, losses, costs, expenses or liabilities of every type and nature (collectively "Claims"), including, without limitation, Claims for loss or damage to any property or for death or injury to any person or persons, to the extent such Claims arise out of the negligent or intentional acts or omissions of MCSD, its officers, agents, employees, representatives or contractors.

**Section 16. Insurance.** BGCR shall maintain throughout the Term of this Agreement comprehensive General Liability insurance with a minimum coverage of \$1,000,000

combined single limit; Employer Liability equal to \$1,000,000; Business Automobile with a combined single limit of not less than \$1,000,000; and Workers' Compensation as required by California law. BGCR insurance policies shall provide for thirty (30) days written notice of cancellation to MCSD. Said coverages shall include MCSD as additional insured.

**Section 17. Attorney's Fees.** If litigation arises between the Parties regarding the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs in addition to other relief provided by law.

McKinleyville Community Services District

Boys & Girls Club of the Redwoods

\_\_\_\_\_  
Dennis Mayo, Board President  
McKinleyville Community Services District

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attest:

\_\_\_\_\_

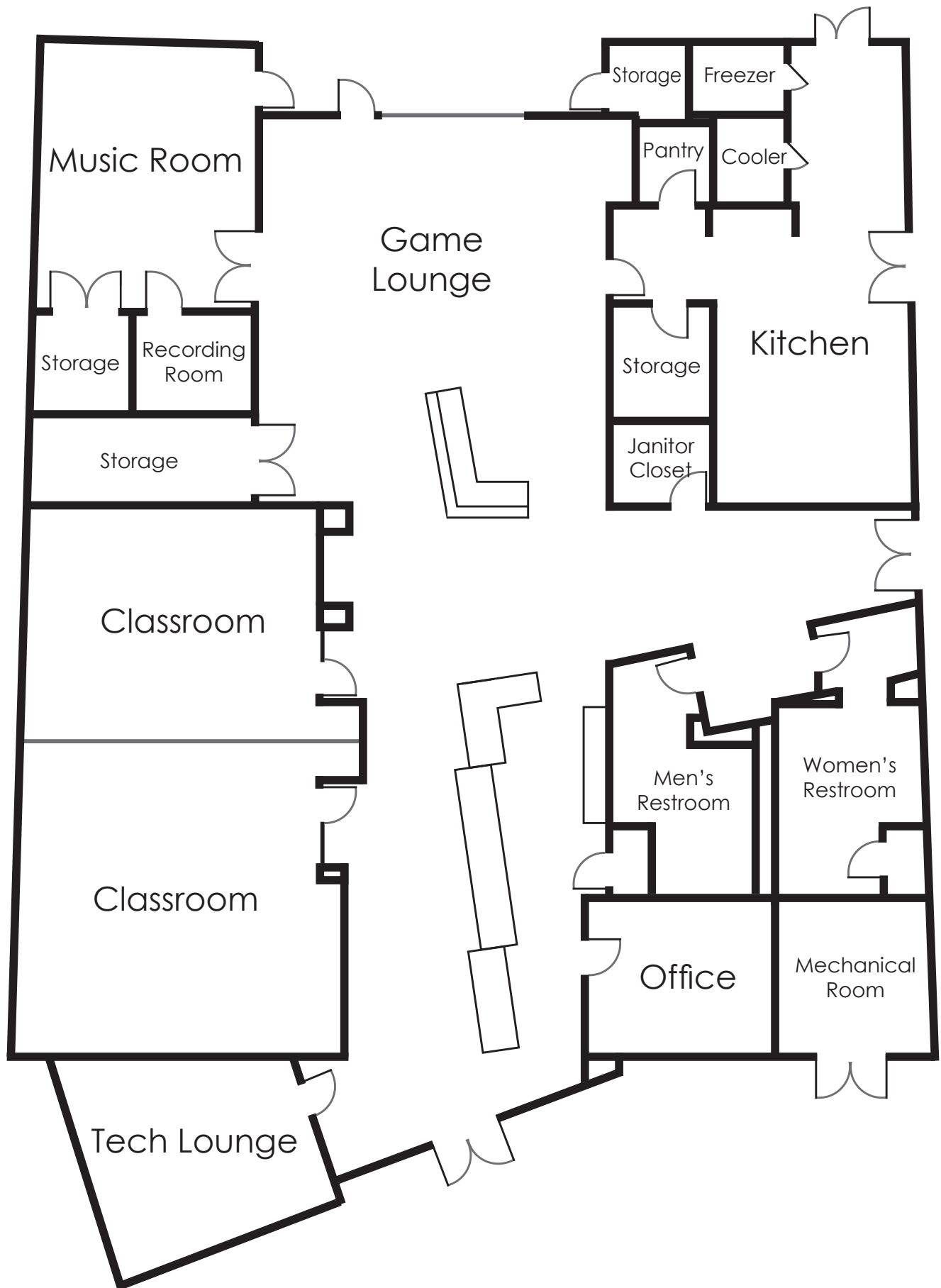
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Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_





McKinleyville Parks and Recreation Daily Cleaning Check list-Teen & Comm. Center Please complete and initial all the following tasks.	
	Initial
Tasks to be completed:	
<b>Lobby-Lounge-Game Areas</b>	
Clean Counter Tops and surfaces	
Organize & Clean under the counters	
Ensure paper materials are stored appropriately in designated area or in Office	
Sweep and vacuum ALL floors	
Empty all garbage cans, take garbage to dumpster	
Ensure all electronics are turned off and stored in locked cabinets	
Ensure all cabinets are locked	
Ensure all video games and gaming equipment are stored in locked cabinet	
<b>Office:</b>	
Ensure all food and drink garbage take out	
Vacuum as needed	
Organize office	
<b>Bathrooms: Boys and Girls room</b>	
Check all stalls in boys/girls room flush toilets/urinals	
Restock toilet paper and paper towels	
Clean mirrors	
Wipe down sinks	
Sweep and Mop floor	
Clean drinking fountains	
Empty all garbage	
<b>Multi-Purpose Classroom</b>	
Sweep and Mop floor	
Clean counters and surfaces	
Empty garbage's	
Clean exterior lids of garbage & recycle cans	
Clean door windows; as needed	
Clean and store table & chairs	
Store ALL supplies in cabinets as necessary.	
<b>Music Room</b>	
Ensure all instruments are stored appropriately	
Vacuum floor	
Empty Garbage	
<b>Check ACTIVITY CENTER next door--If not in use by other program, make sure ALL doors are locked and SET ALARM</b>	
<b>LOCK ALL DOORS AND SET ALARM</b>	

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
Guidelines, Rules & Regulations Governing Use of District Facilities

**GENERAL RENTAL REGULATIONS**

1. All users must submit a fully completed Facility Reservation Form at least 10 working days prior to the event. Reservations made less than 30 days in advance must be paid in full at the time of reservation and must be paid with cash, credit card or money order. **Checks will not be accepted less than 30 days prior to event.**
2. All potential users must pay a facility use deposit and complete the **Facility Reservation Form** in order to reserve the facility. All other corresponding fees are due and payable 30 working days prior to the scheduled event and all required permits, insurance and/or licenses are due 5 working days prior to the scheduled event. Please note the following:
  - A. Fees are as stated in the Facility Reservation Brochure.
  - B. The facility deposit is fully refundable provided the facility is restored to the appropriate condition. If additional cleanup is required or damage sustained to the facility or its equipment, a portion of or all of the deposit may be forfeited. Should additional cleanup or repairs be required, additional charges may apply. Should there be no additional cleanup or damages, the full deposit shall be refunded within 14 working days after the event.
  - C. An event host is required for all events where alcoholic beverages will be served or sold. A minimum charge will be a two-hour block, with the maximum being the duration of the event plus overtime if applicable. District event host requests must be followed at all times.
  - D. Users may be required to submit a certificate of insurance in the amount of \$1,000,000 which names the District as certificate holder and includes an endorsement to the policy with the District named as additional insured. Each certificate shall contain a 30-day cancellation notice to the District. Users proposing to sell or serve alcoholic beverages must submit a Certificate of Public Liability and Host Liquor Liability in the amount of \$500,000 naming the District as additional insured with a 30-day cancellation notice. Users unable to secure the coverage specified above may do so through the District.
  - E. Prior to the event, all users proposing to sell alcoholic beverages must submit proof of compliance with the regulations of the Alcohol and Beverage Control Board.
  - F. Prior to the event, all users proposing to sell food items must submit proof of compliance with the regulations of the County of Humboldt Department of Public Health.
3. All activities must be carried out in compliance with the executed facility reservation form and these rules and regulations. Activities not carried out pursuant to the facility reservation form and these rules and regulations are an infraction and may result in forfeiture of the scheduled event as well as forfeiture of deposit and all fees paid. Any damages exceeding the deposit will be charged to the person responsible for the rental.
4. Users are responsible to monitor and maintain the posted facility maximum occupancy. Exceeding the posted maximum occupancy will result in immediate cancellation of the event.
5. If, after the normal operating hours of the District, the user requires a District employee, other than the event host, to return to work to provide a service (i.e. the user setting the alarm off), the user may be charged a minimum two hour call out fee.
6. The District reserves the right of full access to all activities at any time to insure all rules and laws are being observed. The District reserves the right to suspend any individual or group from using any District facility if their behavior is determined to be abusive, destructive or in violation of any District rule, without refund. The District reserves the right to cancel a scheduled event, with a full refund.
7. For some events, the District may require users to provide outside security services at user's expense.
8. Adult Chaperones are required (1 per 20 youth age seventeen and younger) for all youth activities and must remain present at all times. Names and phone numbers of chaperones must be submitted to the District prior to the event.
9. In regard to rental of Azalea Hall, McKinleyville Senior Center property may not be used or moved.
10. In regard to the Activity Center, users may only utilize District designated recreation equipment and other equipment as provided by the user.
11. In regard to the Teen & Community Center, only spaces specifically requested on the reservation form will be available to renters. The recording studio and music equipment will not be available for rent with the entire building. Only rentals of the music room and recording studio will have access to the music equipment and instruments.
12. **Cancellation of Reservations:** Reservations may be cancelled up to 60 days prior to use with a full refund less a \$20 administrative fee. Cancellation 30-59 days prior to scheduled use will result in forfeiture of ½ the deposit. Cancellations 11-29 days prior to scheduled use will result in forfeiture of entire deposit. Cancellations 10 or fewer days prior to use will result in forfeiture of deposit and ½ rental and service fees paid. Such requests must be in writing or the Event Cancellation Notice must be signed and returned to the District's main office for the event to be recognized as officially cancelled.

**REGULATIONS PERTAINING TO ALCOHOLIC BEVERAGES**

13. Alcoholic beverages may be served and consumed at District facilities in connection with special events if requirements to do so are completed as outlined under 2D and 2E above.
14. Use of alcoholic beverages is only permitted to those 21 years or older.

**15. A District Event Host must be present at all times, including setup and cleanup, during an event where alcoholic beverages are served.**

16. The user is responsible to maintain sufficient control of the event – including participants, the facilities, and parking lot. Where the District determines there is insufficient control, an event may be cancelled. No refund will be given.

#### **REGULATIONS PERTAINING TO FACILITY SET-UP AND CLEAN-UP**

17. *The user is responsible to set up, take down, and restore the facility to the appropriate condition unless the user has purchased such services from the District. Failure to leave the facility in appropriate condition will result in loss of entire deposit.*

18. All beverage storage containers such as ice tubs, beer kegs, etc., are restricted to the kitchen only.

19. Entrance mats must be kept inside the building.

**20.** All decorations must be flameproof and removed at the end of the event. Candles may not be used unless they are not lit. Only decorations that can be fastened and supported by removable tape (i.e. Scotch Brand removable tape, 3M Picture Hanger with Command Adhesive, and 3M Wall Hooks with Command Adhesive) are allowed. **Nails, hooks, tacks, staples, or screws may not be used.**

A. If helium balloons are used and NOT removed the entire deposit will not be refunded.

21. All furniture and equipment, when utilized, must be used for its intended purpose.

**22. Birdseed, rice or confetti may not be thrown inside or outside the facility.**

23. Some cleaning supplies are available in marked designated areas; requests for additional items can be made to the Event Host.

#### **REGULATIONS PERTAINING TO DANCES, PARTIES AND AMPLIFIED MUSIC**

24. Sponsors of activities for persons under eighteen (18) years of age must enforce the "NO RE-ENTRY RULE", meaning no person will be allowed to leave the premises and re-enter.

25. Lighting for all dances must be sufficient to ensure the safety of all participants.

26. Should a participant be expelled from an event, user must ensure participant is removed from the premises, including the area surrounding the facility.

27. Amplified music shall only be allowed as follows: Mondays – Thursdays (prohibited unless otherwise approved by the District) Fridays and Saturdays – through 2:00 am; Sundays – through Midnight.

28. All doors and windows must be kept closed during those periods where amplified music is played.

29. Noise levels from the amplification system must comply with the noise regulations of Humboldt County.

30. Responsible individuals must make sure people are not littering or being noisy outside the facility.

31. Cleanup of the surrounding park is required immediately after your event, as part of your facility use agreement.

#### **ADDITIONAL FACILITY USE REGULATIONS**

Article IV of the District's Parks and Recreation - Rules and Regulations, governs the following rules:

32. No person shall:

- A. Willfully mark, deface, injure, tamper with, or displace or remove any property contained within the recreation and park system; and
- B. Trespass upon any area where prohibited; and
- C. Hunt, molest or otherwise harm wildlife and plant life within the recreation and park system.
- D. Discharge any weapon of any type for any reason within the recreation and park system.
- E. Pollute waters or dump refuse not created within the recreation and park system. For refuse created within the recreation and park system, not dump, deposit or leave any trash, except in proper receptacles.
- F. Operate motorized vehicles within the recreation and park system except in those areas designated as driveways or for parking.

33. Fires will be allowed on grounds only in those areas equipped with District-provided equipment designated for the containment of fires.

34. There is to be no camping or loitering permitted on the grounds of outdoor facilities between sunset and sunrise.

35. Pets may be off leash at outdoor facilities only in designated areas only and must be under voice control at all times. Animal owners are responsible for removal of animal excrement from the facility.

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The Rules and Regulations within this document are adopted from the District's Rules and Regulations regarding the Recreation and Park System. As such, this document does not represent all rules and regulations regarding facility use and is intended to cover those regulations considered most important by the District. Users must adhere to **ALL** District regulations regarding facility use. For a complete copy of referenced materials, please contact the Parks & Recreation office at (707) 839-9003.

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

July 5, 2017

TYPE OF ITEM: **ACTION**

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**ITEM: E.1**                      **Consider Adoption of Resolution 2017-20 Recognizing, Honoring and Commending Erik Jones for Fifteen (15) Years of Service**

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

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

### **Recommendation:**

Staff recommends that the Board of Directors consider adoption of Resolution 2017-20 honoring Erik Jones for his fifteen (15) continuous years of service at the McKinleyville Community Services District.

### **Discussion:**

Attached for the Board of Directors' review is Resolution 2017-20 recognizing, honoring, and commending Erik Jones for his fifteen (15) continuous years of service. Please join us in presenting Erik Jones with a Resolution and longevity award acknowledging his continuing outstanding contributions to the McKinleyville Community Services District.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Resolution 2017-20

**RESOLUTION 2017 - 20****A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING  
ERIK JONES FOR SERVING MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
FOR FIFTEEN (15) CONTINUOUS YEARS**

**WHEREAS**, Erik Jones, having faithfully served fifteen (15) continuous years as an employee of the McKinleyville Community Services District (the "District") from June 3, 2002 to June 3, 2017; and

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

**WHEREAS**, Erik lends his talents, experience, and leadership to the development and service of the District having served in a variety of positions, such as Backhoe Operator, Treatment Plant Operator, DCV Tester and currently as Lead Person;

**WHEREAS**, Erik has trained staff on DCV testing, equipment operation, woodworking, roofing and class B driving test preparation; and

**WHEREAS**, Erik's woodworking, contractor and project management skills have been utilized in several projects such as the Teen Center, Pavilion, Library Expansion, and North Bank pump awning which have resulted in significant cost savings to the District; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District hereby confers upon Erik Jones its highest commendation for the dedicated service he has performed for the District and the community, and further marks his historic accomplishment as a McKinleyville Community Services District employee for fifteen (15) years.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on July 5, 2017 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Dennis Mayo, Board President

Attest:

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Emily Abfalter, Board Secretary

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 5, 2017

TYPE OF ITEM: **ACTION**

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**ITEM: E.2**                      **Consider Attendance to the California Special District's Association (CSDA) 2017 Annual Conference, September 25 - 28, 2017 in Monterey, CA**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided for the California Special Districts Association (CSDA) Annual Conference in Monterey, CA; take public comment and consider authorization for interested Board members to attend.

### **Discussion:**

The 2017 CSDA Annual Conference will be held in Monterey, CA September 25-28, 2017. The leadership conference for special districts will cover special district governance, trends, issues, and legislation.

The conference is designed to give special district's important and essential information. Education opportunities for district staff is available by attending specialized workshops and breakout sessions focused on districts needs.

The keynote speakers will deliver information to encourage a new standard for organizations to enhance their culture and develop higher levels of commitment and performance; provide actionable techniques, frameworks, and insights to help lead your organization to a better tomorrow.

CSDA encourages Directors and General Managers to attend the annual conference. The opportunity to gain knowledge and inspiration is invaluable to the leadership and staff of special districts.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

The cost for early conference registration is \$580 (on/before August 25<sup>th</sup>) which includes 2.5 days of education and materials, 3 breakfasts, 2 luncheons and 3 receptions. Additional meal per diem will be \$155 per person for meals not provided through the conference. Hotel room reservations for the conference

begin at \$169 per night for a total of \$676 not including tax and are based on availability. In order to book a hotel room, you must first register for the conference in order to obtain a CSDA room reservation code. Approximate cost for travel and attendance to the conference is \$1411 per attendee if the District vehicle is utilized.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – CSDA Conference Complete Brochure

**Sept. 25–28, 2017**

*Monterey, California*

## **2017 CSDA ANNUAL CONFERENCE AND EXHIBITOR SHOWCASE**

**the leadership conference for special districts**



# **growth**

**KNOWLEDGE &  
EXPERIENCE**



# Growth

YEAR AFTER YEAR DUE TO  
Value Delivered to Attendees

## The one conference for you!

The CSDA Annual Conference & Exhibitor Showcase is the one conference special district leaders can't afford to miss! Cultivate new connections this September in Monterey.

Join 800-plus special district professionals and industry experts for a three day, must-attend education, and networking event. Develop new partnerships. Participate in inspiring and motivating keynote sessions. Walk away with strategies, new connections, and innovative ideas to move your district forward.



## Monterey Marriott & Portola Hotels

Room reservations for the CSDA Annual Conference and Exhibitor Showcase begin at \$169 plus tax and are based on availability. In order to book a hotel room, you must first register for the conference to obtain a CSDA room reservation code.



## What to Do?

Just 100 miles south of San Francisco, Monterey's breathtaking scenery, rich history, world-renowned attractions, and outdoor adventures invite one to grab life by the moments! Monterey is a dramatic setting for endless choices of activities all within minutes of convenient, charming overnight accommodations. Monterey is named a Top North American Golf Destination and the 2013 Top Ten Wine Travel Destination in the World. The Monterey Bay National Marine Sanctuary is home to favorite marine life that can be observed in one of the most amazing natural environments found anywhere in the United States. [www.SeeMonterey.com](http://www.SeeMonterey.com)



## Attendance at the CSDA Annual Conference Qualifies for CIPs

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.

The CSDA Annual Conference and Exhibitor Showcase **has something for everyone. From board members and trustees to clerks and general managers...from fire chiefs to legal counsel...we've got you covered with these breakout sessions and more!**

**IS HR YOUR THING? THEN YOU MIGHT LIKE...**

- Lions, Tigers and Comfort Animals - As the employer, what (and how) are you required to accommodate?
- CalPERS Update & How to Prepare for and Survive a CalPERS Audit
- Employment Law Update: Gender Identity in the Workplace

**ARE YOU A DIRECTOR OR TRUSTEE? DO YOU WORK WITH DIRECTORS AND TRUSTEES? WE THOUGHT SO...**

- Right this Way to a Better Board - Board Best Practices
- Better Boards Equal Better Districts
- The Empty Chair - Handling Board Vacancies and Appointments

**NOT A TECH GURU? THAT'S OK...**

- Being Open-Minded about Open Data
- Beyond Website Basics
- Open Government: Managing Public Meetings and Public Records in an Electronic Age

# breakouts

Which one is right for you?

**NOT A LEGAL EAGLE? US EITHER - BUT WE KNOW PEOPLE...**

- Look Before You Leap! Protecting Your District Before Litigation
- What's New in California Prevailing Wage Updates
- CEQA Basics and Hot Topics for Board Members and Staff

**STRUGGLING TO FIND THE RIGHT WORDS? WE CAN HELP WITH THAT...**

- Full Court Press: A Media Crash Course
- Tie in to TIERS - A New Framework for Practical Public Engagement at the Local Level
- Turning Public Perceptions of Your District from Negative to Positive: Dealing with Opposition, Complaints, Angry Customers, and Negative Media Coverage

**GOT MONEY ON YOUR MIND? CHECK THESE SESSIONS OUT...**

- Building a Solid Financial Foundation: Financial Policies and Internal Controls
- Understanding Special District Investments - What is the Trustee's Fiduciary Responsibility?
- Beyond the Next Budget: Fiscal Forecasts for Effective Planning

**“Everything went great. The breakout sessions were so informative and the speakers very helpful and willing to find info on any questions they couldn't immediately answer. The hotel was very comfy and the staff - hotel and conference alike - were very attentive.”**

CRYSTAL SMITH, DIRECTOR

## Pre-Conference Program Events - Monday, September 25, 2017



### Pre-conference Workshops

(pre-registration/payment required)

9:00 a.m. – 3:00 p.m.

#### Special District Leadership Academy Module 1: Governance Foundations

EARN SDRMA CIPS

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

**\$225 Member, \$340 Non-member**

.....

11:15 a.m. – 3:15 p.m.

#### Building Your District Strong - Principles for Sustained Success

BHI Management Consulting

This workshop will systematically examine each area of building a strong district from the foundation to the top-level, optimized best practices. The course is designed for boards and their managers to assess their district against a template for success.

**\$150 Member, \$225 Non-member**

.....



**SPECIAL DISTRICT  
LEADERSHIP FOUNDATION**

1:30 – 3:30 p.m.

#### Special District Administrator (SDA) Certification Exam

Special District Leadership Foundation

(OPTIONAL – MUST BE SCHEDULED PRIOR TO CONFERENCE)

### Golf Tournament

(pre-registration/payment required)



NEW! THE CSDA ANNUAL GOLF TOURNAMENT IS NOW THE **SDLF Scramble for Scholarships Golf Tournament**

9:00 a.m. – Shotgun Start

#### Del Monte Golf Course

Join special district elected officials, staff, and business

affiliates at this optional fun event. Great golf skills are not necessary! Proceeds benefit the Special District Leadership Foundation scholarship fund.

**\$115 includes golf with cart, lunch, and prizes!**

Transportation to/from on your own

“**This conference is a great, once-a-year opportunity for special district elected officials and managers to share and learn among our peers.**”

JOE BARGET, SDA  
GENERAL MANAGER



Elkhorn Slough Safari



Moss Landing Harbor District



Monterey Regional Airport District

## Pre-conference tours & more!

(pre-registration/payment required)

10:30 a.m. – 2:00 p.m.

PRE-CONFERENCE TOUR

### Elkhorn Slough Safari™ and Moss Landing Harbor District Tour

Elkhorn Slough Safari™ is an exciting way to visit Elkhorn Slough, where you will see a fantastic variety of wildlife such as playful sea otters, curious harbor seals, sea lions, and hundreds of species of birds. The tour will provide excellent opportunities to view and photograph wildlife close at hand.

These two-hour boat cruises include an in-depth look at various aspects of slough ecology, fascinating history, and birding in the company of a naturalist guide.

*\$60 per person includes transportation to/from the hotel, light snacks, and Elkhorn Slough Safari™*

Limited to 24 attendees!  
Early registration is encouraged.

12:00 – 3:00 p.m.

PRE-CONFERENCE TOUR

### Monterey Regional Airport District Tour

Check out what's new at the airport. That's right! Get a tour of Monterey Regional Airport and briefing on projects and initiatives. Monterey Airport (MRY) a 498 acre is a "Non-Hub" airport created in 1941. Four airlines serve Monterey: Alaska Airlines, American, Allegiant and United Airlines.

*\$50 per person includes lunch, tour, and transportation to/from the hotel.*

Limited to 45 attendees!  
Early registration is encouraged.

3:30 – 4:30 p.m.

### Chapter Roundtable Discussion

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities. *All attendees welcome.*

4:30 – 5:15 p.m.

### District NetWorks Meetings

Designed by local special district leaders to connect and interact with other leaders from throughout California; come take part in one of our six District NetWorks meetings. No matter where you are in the state, you belong to a district Network. Share challenges, solutions, and opportunities with your neighboring districts. Learn how you can take part in CSDA's grassroots advocacy and public outreach efforts. Take this opportunity to meet your public affairs field coordinator, connect with special district leaders, and grow your Network!

To learn more about CSDA District NetWorks efforts, visit: [www.csda.net/about-csda/district-networks/](http://www.csda.net/about-csda/district-networks/)





## CSDA Annual Conference begins!

5:30 – 7:30 p.m.

### President's Reception with the Exhibitors

*(All registered attendees welcome)*

Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Enjoy appetizers and refreshments as you meet with Monterey native and CSDA Board President Vincent Ferrante and CSDA board members from around the state.



CSDA Board President Vincent Ferrante



CSDA CEO Neil McCormick

## Tuesday, September 26, 2017

7:30 a.m. – 6:00 p.m.

Exhibitor Showcase Open



7:30 – 8:45 a.m.

Continental Breakfast with the Exhibitors *(Raffle)*



9:00 – 10:45 a.m.

OPENING KEYNOTE PRESENTATION:

### Eric Boles Moving to Great

Eric Boles, president and founder of The Game Changers, Inc., will be starting off CSDA's 2017 Annual Conference with his keynote session "Moving to Great." Through his company, Mr. Boles has been able to create several executive and emerging leader development programs that are used globally and have set a new standard for organizations to enhance their culture and develop higher levels of commitment and performance. Mr. Boles' presentation will prepare you for Annual Conference with a drive to move toward greatness.

11:00 a.m. – 12:15 p.m.

CSDA Finance Corporation Board and Annual Meeting

# Growth

11:15 a.m. - 12:15 p.m. **BREAKOUT SESSIONS**

### **Building a Solid Financial Foundation: Financial Policies and Internal Controls**

*James Marta & Company LLP CPAs*

Best practices start with board adopted policies and procedures in key financial areas and internal controls. Special districts that are financially well-managed have clearly articulated fiscal policies. Formal documentation and communication are critical for proper implementation and monitoring. In this session you will learn what policies are critical for financial management, security, internal control, and financial decision-making. Questions to consider: Do you have written fiscal policies, how often are they reviewed, what do they cover, and are your employees aware of the policies?

### **Full Court Press: A Media Crash Course** *CV Strategies*

Dealing with scrutiny from news media can be uncomfortable and even intimidating – especially going on-camera. In this hands-on workshop, hone real-world media skills from Emmy Award-winning former news insiders with decades of experience. Be prepared to step out of your comfort zone! In a safe setting, you'll stage a mock news conference complete with questions from our expert "reporters", discover the do's and don'ts of conducting an on-camera interview and come away with an increased awareness of how to face the media in even the most difficult of circumstances. Plus, learn about the latest industry best practices that combine the challenges and opportunities of managing an ever-evolving media landscape. Participants will leave with more self-confidence plus a state of the art "communications toolbox" complete with the tactics and tools they can't live without!

### **It's Getting Hot in Here – Climate Change Adaptation Recommendations for Special Districts**

*Local Government Commission and Office of Planning and Research*

Climate mitigation and adaptation are hot topics in California and for special districts, especially with the climate change focus of the Little Hoover Commission's special district study. The Commission's report is expected to include numerous recommendations for special districts to be more involved in climate adaptation efforts. This session is the perfect opportunity to be responsive and learn about ways all districts, large and small, can prepare for and adapt to changes in the environment due to climate change.

### **Lions, Tigers, and Comfort Animals – As an Employer, What (and How) Are You Required to Accommodate?**

*Kane Ballmer & Berkman*

This session will discuss the different categories of animals recognized by the Fair Employment and Housing Act, what the employer can ask the employee about the disability and the request for an accommodation, what the employer can demand in terms of documentation for the need for an accommodation and how the animal will assist the employee in performing the job functions, and importantly, what can the employer refuse to allow into the workplace?

### **Look Before You Leap! Protecting Your District Before Litigation**

*Stradling Yocca Carlson & Rauth*

Discuss and explanation of the various mistakes and pitfalls that districts make that impair the ability to defend against later litigation. Topics discussed will include preserving the protections of the Government Claims Act, the need for a records retention policy, steps that should be immediately taken if you think the district might be sued, learning the steps necessary to preserve the protection of the Government Claims Act, how to maintain records in the digital age to increase chances in litigation, and how to respond when you think your district might be sued.

### **Open Government: Managing Public Meetings and Public Records in an Electronic Age**

*Richards Watson Gershon*

Open government has taken on new meaning in this electronic age, and the legislature and courts are catching on. The result: new obligations for public agencies. Hear how other special districts have addressed electronic records and the use of personal email accounts and devices following the California Supreme Court's decision in *City of San Jose v. Superior Court*. How should your agency respond to Public Records Act requests for these, and other types, of records? What changes must be made to Brown Act practices in light of recent legislation? Find out during this update on open meeting and public records requirements.

### **Right this Way to a Better Board – Board Best Practices**

*BHI Management Consulting*

Based on the instructor's new book *Fifty-Two Ways to be a Better Board*, this session will narrow the 52 ways down to four overall concepts that he has correlated as the most important elements of being a board member.



12:15 – 1:45 p.m.

**Lunch with the Exhibitors**

*(All registered attendees welcome)*

Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management, accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you're looking for!

*Lunch is included in conference registration.*

2:00 - 3:15 p.m. **BREAKOUT SESSIONS**

**Being Open-Minded about Open Data**

*Lozano Smith*

Data increases geometrically on an almost daily basis. The methods by which you can harvest it and then put it to use for your district and those whom you serve increase in a similar manner. A general understanding of cyber-data, and how it can both benefit and compromise you, is critical in today's regulatory and business environment.

**CalPERS Update & How to Prepare for and Survive a CalPERS Audit**

*Liebert Cassidy Whitmore*

Many special districts have been audited by CalPERS and more will be audited in the future. This session will provide a timely update on CalPERS developments for 2017 and the critical topics that your districts should know to prepare for a CalPERS audit and have a successful outcome.

**Successful Strategies for Utilizing Debt**

*CSDA Finance Corporation*

Debt is not necessarily a four-letter word. Borrowing funds for mission-critical infrastructure can be a valuable strategy for protecting cash reserves while achieving your district's goals. Consultants from the CSDA Finance Corporation discuss ways to take advantage of low interest rates, including utilizing various financing structures, and refinancing of existing debt to save money in the long-term.

**Required Ethics AB1234**

**Compliance Training (PART 1)**

*Meyers Nave*

AB1234 mandates that local agency officials receive two hours of ethics training every two years. This two part training covers all the required topics, including laws relating to: (1) personal financial gain by public servants (conflict-of-interest, bribery), (2) claiming perquisites of office (gift, travel and mass mailing restrictions, use of public resources for personal or political purposes, free or discounted transportation), (3) government transparency (financial interest disclosure requirements, open meeting laws), and (4) fair process (incompatible offices, competitive bidding, nepotism).

**Special Districts Jeopardy!**

*CSDA and Panel of Legal Experts*

"I'll take special district laws for \$1,000 Alex." Join us for this fast-paced and informative session featuring a panel of attorneys answering questions commonly asked by special districts regarding various areas of law, including the Brown Act, Public Records Act, Proposition 218, elections, board training requirements, and more. The session will also feature a 'Lightning Round' to allow the audience to ask our experts general legal questions.

**Understanding Special District Investments – What is the Trustee's Fiduciary Responsibility**

*Wells Fargo Advisors and Orange County Cemetery District*

Presenters will cover the board's fiduciary responsibilities by reviewing the importance of having an Investment Policy Statement, the Prudent Investor Rule, an overview of permitted investments per California Government Code, and investment strategies for rising interest rates. Concluding with a special district case study from a general manager's perspective on the Investment Management Program.

**What's New in California Prevailing Wage Updates**

*Contractor Compliance and Monitoring Inc.*

Prevailing wage law in California is constantly changing. Attend this session to get the latest update on recent changes. Key topics will include when: Maintenance and Service work is covered by prevailing wages; preconstruction work is covered by prevailing wages; and, work can be exempt from prevailing wage by using agency staff, volunteers, CCC, and students. CCMI will also be sharing its Public Agency Prevailing Wage Checklist designed to help agencies understand and comply with prevailing wage requirements.



3:30 - 4:30 p.m. **BREAKOUT SESSIONS**

**A New Look at Design Immunity – Expanding Protection for Public Entities**

*Hanson Bridgett, LLP*

Design immunity is an incredibly powerful doctrine that is underutilized by public entities. It provides an absolute defense to dangerous condition of public property liability for public entities. With some creative thinking, public entities can use design immunity not only to shield them from liability for injuries caused by the structural design of their facilities, but also for the way in which those facilities are operated. Come learn about this significant defense to dangerous condition claims and get tips on proactive steps your agency can take to strengthen and expand this immunity to maximize the potential of obtaining design immunity when sued.

**Beyond the Next Budget: Fiscal Forecasts for Effective Planning**

*Hayward Area Recreation & Park District and Management Partners*

Many agencies base next year's budget on this year's, assuming that most details will remain the same. But the risks of this practice were revealed during the Great Recession, when many special districts had to scramble to recover from plunging revenues. Hayward Area Recreation and Park District recently worked with Management Partners to develop a five-year fiscal forecast, which will allow the district to see how pay increases, new debt, pension costs, revenue changes, possible recessions, and inflation will affect the district.

**Employee Engagement**

*CPS HR Consulting*

Leaders at all levels of government are under enormous pressure to maintain and improve performance, while managing increased turnover and doing more with less. One proven response to this difficult leadership challenge is to improve the level of employee engagement. This workshop provides participants with the knowledge and tools to understand what engagement is and why it matters, and measure and improve employee engagement. Participants will be able to apply what they learn to measure and improve employee engagement in their organizations.

**One Toke Over the Line: The Growing Specter of Marijuana in the Workplace**

*Atkinson, Andelson, Loya, Ruud & Romo*

Marijuana is more common place than ever. With this changing legal landscape, it is critical that public employers understand their rights in addressing employee marijuana use. When and how can a public employer conduct drug testing? What is the scope of acceptable marijuana use in the workplace? What affirmative steps can a public employer take to address issues of marijuana use with its employees? Join us for a discussion of these timely issues to ensure that your agency is not left high and dry.

**Required Ethics AB1234**

**Compliance Training (PART 2)**

*Meyers Nave*

See previous session description.

**Say What?!? Speaking Plainly Through Policy**

*BHI Management Consulting*

This session outlines the critical nature and importance of making long-lasting and meaningful policy as a board. Good policy is the most professional expression of a great board and agency. Yet special districts struggle with what policy means and how to make and use them. From BHI Management Consulting's President, Brent Ives, "Making good policy moves our board to the highest level of performance". Don't miss it.

**Tie in to TIERS – A New Framework for Practical Public Engagement at the Local Level**

*Institute for Local Government*

In this interactive session, participants will learn about a new public engagement framework created by the Institute for Local Government. The TIERS (Think-Initiate-Engage-Review-Shift) Framework provides a practical step-by-step approach for any local government, small to large. Share your challenges and hear from special districts that have begun to implement this framework.

4:30 – 6:00 p.m.

**Mix & Mingle in the Exhibit Hall: Grand Prize Drawings**

Root yourself and connect with exhibitors in the exhibit hall for a cocktail and appetizer before you go out on the town in Monterey for dinner.

Be sure to enter for one more chance to win one of our fabulous prizes!







8:15 – 9:00 a.m.

## SDRMA Sponsored Full Plated Breakfast

(All registered attendees welcome)

9:00 – 10:45 a.m.

SDRMA GENERAL SESSION, SAFETY AWARDS, KEYNOTE

## Manley Feinberg



### Reaching Your Next Summit! 9 Vertical Lessons to Lead with More Impact

Manley Feinberg, business leader and author of *Reaching Your Next Summit! 9 Vertical Lessons to Lead with More Impact* will be our keynote speaker on Wednesday. Prior to Mr. Feinberg's career as a speaker, he worked with Build-A-Bear Workshop and helped the company land on the FORTUNE 100 "Best Companies to Work For" List four years in a row with his award-winning business solutions. This keynote will leave with you many actionable techniques, frameworks, and insights to help lead your organization to a better tomorrow.

11:00 a.m. - 12:15 p.m. **BREAKOUT SESSIONS**

### Beyond Website Basics

#### Streamline

If your district has a website—regardless of the platform—and you're ready to take it to the next level, this is the session for you! We'll share resources for free, beautiful photos and iconography you can use to dress up your site; cover various tools for converting Word files to PDFs, and scanned PDFs to text files (important for upcoming compliance requirements!); demonstrate easy ways to engage with citizens using things like email signup forms, voting and polling tools; and discuss search engine optimization including submitting your site to search engines, and how to craft content for the best search results. You'll leave with handouts including additional resources to take back to your district or share with peers.

### CEQA Basics and Hot Topics for Board Members and Staff

#### Best Best & Krieger and Albert A. Webb Associates

CEQA is complex and fast changing but this panel of CEQA attorneys and consultants will break this crucial environmental law down to its essential components. A special emphasis on the latest CEQA developments relating to greenhouse gas emissions, tribal cultural resources, SGMA, and marijuana use and cultivation will also be provided, focusing on how these "CEQA hot topics" affect special districts.

### Employment Law Update: Gender Identity in the Workplace

#### Special District Risk Management Authority

In this session, we will discuss and provide examples of gender issues facing employers in California today. What is the current state of California law? What is an Employer's legal duty to accommodate LGBTQ employees and/or the public? Exactly how many restrooms do we need?

### Get in the Mix! Work-Life Blending

#### CPS HR Consulting

The concept of "work-life balance" is changing. With the ability to be connected all the time, we are moving to more of a work-life blend. How does that translate in the workplace? What does this look like for you and how can you find your right blend? By rethinking balance and seeking to blend, not only will you feel less guilty about mixing work and life together, but you will find it more realistic to feel fulfilled both at and outside of work.

**“The annual conference always gives me something I can use in my role as a board member.”**

MICHAEL SEAMAN,  
DIRECTOR



11:00 a.m. - 12:15 p.m. **BREAKOUT SESSIONS CONTINUED**

### Planning for the Future Through Effective Rate Setting

*Best Best & Krieger and Santa Margarita Water District*

Rate-setting is a necessary, yet often a difficult, obligation for every district. Districts must consider short-term financial requirements, including day-to-day operation and maintenance of water and wastewater systems, while simultaneously planning for the future through building reserves and preparing for future capital projects and improvements, and unexpected expenses. This session explores legal and technical requirements for rate-setting, as well as strategies for successful adoption and implementation of water rates designed for long-term financial stability from Santa Margarita Water District, based on experience.

### The Doctor Will See You Now: Assessing the Financial Health of Your District

*Mann, Urrutia, Nelson CPAs & Associates, LLP*

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. The presenter will cover: understanding the financial audit process and how to evaluate audit results, application of basic financial ratios to help assess the financial health of your district, and evaluating fraud risk and implementation of related internal controls.

### Turning Public Perceptions of Your District from Negative to Positive: Dealing with Opposition, Complaints, Angry Customers, and Negative Media Coverage

*Rauch Communication Consultants, Inc.*

Whether your district is seeking to overcome lack of support for an important program or buffeted and besieged by opposition, this seminar can help by providing clear examples and guidance on how to deal with difficult public issues and regain public trust, understanding, and support so your district can move forward.



12:30 – 1:45 p.m.

### **CSDA Annual Awards Luncheon**

*(All registered attendees welcome)*

Recognize and celebrate your peers! Join us as we celebrate the best of special districts with awards including: Board Member of the Year, General Manager of the Year, the prestigious William Hollingsworth Award of Excellence, Chapter of the Year, Special District Leadership Foundation (SDLF) awards, and more!

### **CSDA Recognizes the Best Among Special Districts**

*Do you have a board member, staff member, local chapter, or district program that you feel deserves recognition?*

Each year, CSDA presents various awards during the CSDA Annual Conference and Exhibitor Showcase. There are several different categories. Please consider outstanding individuals within your districts for individual awards. Chapter awards and district awards are also open for nominations. Visit the Awards section of our conference website at [conference.csda.net](http://conference.csda.net) for more information.

### **CSDA Awards Luncheon**

*(Guest Only, without a conference registration): \$45*

If you have any questions regarding the awards or the awards process, please contact Charlotte Lowe at 877.924.2732 or by email at [charlottel@csda.net](mailto:charlottel@csda.net).

Deadline for submissions is Friday, July 21, 2017. All applicants will be notified prior to the Annual Conference as to the winner.



2:00 - 3:30 p.m. **BREAKOUT SESSIONS**

**Before You Press Send: Public Records and Brown Act Considerations**

*Lozano Smith*

Questions regarding use of e-communication, and retention of and public access to electronic documents, continue to challenge board members and staff. Hear the latest on e-communication and the Brown Act; public records; social media implications; and use of personal devices for public business. This session will help attendees better understand how the law applies to the use of technology.

**Better Boards Equal Better Districts**

*Rauch Communication Consultants, Inc.*  
Best practices in board and committee meetings, role of the President, fostering healthy dialogue, board and general manager roles and relationships, and more. Streamline and update how your board operates. Gain ideas on how to make board meetings more effective, interesting, and meaningful. Learn how to evaluate whether to have committee meetings and if so, how to structure them. Get tips on how to ensure your board is focusing on the right information and issues, and providing clear policy direction to the manager. This is an interactive session full of examples and real world ideas.

**Effectively Communicating Financials and Key Questions Board Members Should be Asking**

*James Marta & Company LLP CPAs and Olivenhain Municipal Water District*

In this session, you will learn what key financial reports management and the board need for effective decision making and how to effectively present information to those with non-financial backgrounds to ensure a better understanding of the district's finances. Presenters will discuss the use of financial dashboards to summarize and present the most critical financial data needed on a regular basis, effective budget actual comparison, and multi-year analysis.

**LAFCOs and Special Districts: Pitfalls and Opportunities**

*Meyers Nave*

LAFCOs have significant authority over special districts and special care is needed to ensure that a district does not run afoul of its powers. This panel will look at specific instances where special districts can work with LAFCOs to avoid problems with other districts, evaluate new opportunities and understand where regional cooperation is the best policy for all involved.

**Required AB1825 & AB1661 Harassment Prevention Training for Officials and Supervisors (PART 1)**

*Burke Williams Sorensen*

AB1825 and AB1661 makes sexual harassment prevention training mandatory for supervisory employees and officials receiving any compensation. This legislation requires employers to ensure that all supervisors and officials receive at least two hours of sexual harassment prevention training every two years. Receive your AB1825/AB1661 compliance training for special districts with this breakout.

**Winning the War for Talent**

*Santa Clara Valley Water District and Management Partners*

The session will identify the key talent challenges identified in a series of focus groups involving senior leaders in local government and explore strategies and best practices to address the challenges and more.

**Workers' Compensation Update**

*Special District Risk Management Authority*  
Are all workplace accidents compensable under California Labor Code? What does Arising Out Of/Course of Employment (AOE/COE) mean? Join SDRMA for this lively and informative session that will answer these questions and more!



5:00 – 7:00 p.m.

SPECIAL DISTRICT LEADERSHIP FOUNDATION (SDLF)

**Taste of the City**

*(All registered attendees welcome)*

**Brews, Blues & BBQ**

This party was so much fun this last time – we are bringing it back for an encore performance. Sample local BBQ and craft brews while enjoying music from our DJ/auctioneer, games, and a silent auction.





3:45 - 5:00 p.m. **BREAKOUT SESSIONS**

## **FPPC Update: Conflicts of Interest**

*Fair Political Practices Commission*

This session presented by a representative from the FPPC will include a presentation regarding conflicts of interest under the Political Reform Act and Government Code Section 1090 and a discussion of recent advice letters.

## **Get On Board: Employee Orientation Requirements and Best Practices**

*Liebert Cassidy Whitmore*

Employee orientation is more than just a nice way to acquaint new employees with your history and mission. It's also a key tool to ensure employees work in compliance with your district's goals, policies and procedures, as well as to provide them with any applicable information about their legal protections in the workplace. This session will cover the best practices for districts, including best practices for districts with represented bargaining units.

## **Going to the Ballot?: Restrictions on the Use of Public Funds for Political Purposes**

*Hanson Bridgett*

Need to raise revenues or change the law, but confused by pitfalls and restrictions? Want to support a bill or local measure, or ask your residents to approve a property-related fee or assessment, but not sure whether or how to reach out to the public? Come learn about the laws governing public agency efforts surrounding ballot measure campaigns, grassroots lobbying and legislative advocacy. Hanson Bridgett's attorneys will provide you with a framework to figure out next steps for your agency to inform the public, state or federal government, about your agency's needs.

## **How'd You Do That? Panel Discussion with CSDA Award Winners**

*Communication Advantage*

Do you ever attend the CSDA Awards Luncheon and think "That's a great idea, but I wouldn't even know where to start on something like that"? This panel will explore such topics as where the great ideas come from, what additional resources are needed for implementation, how to gain board approval, and what factors help our judge select a winner. The panel will include representatives from winning agencies and an awards judge.

## **The Empty Chair – Handling Board Vacancies and Appointments**

*Meyers Nave*

Attendees will receive instruction and information on board vacancies and appointments. Discussion will also include board governance related to behavior and removal, including legal process and procedures.

## **Watch Out! Dangerous Condition of Public Property**

*Special District Risk Management Authority*

How dangerous does a condition have to be before a public entity is legally liable? What is a Trivial Defect? Are there immunities for recreational activities? These issues and more will be discussed during this informative session.

## **Required AB1825 & AB1661 Harassment Prevention Training for Officials and Supervisors (PART 2)**

*Burke Williams Sorensen*

See previous session description.

# Thursday, September 28, 2017



8:30 – 10:30 a.m.

## **Closing Breakfast**

### **2017 Legislative Impacts on Special Districts**

CSDA's lobbying team will present attendees with the most up-to-date information on the outcome of the biggest state budget and legislative issues impacting special districts in 2017, as well as a sneak peak of what to expect in 2018. Get all the latest legislative results and learn what they mean for special districts going forward.

10:30 a.m.

**Conference ends**



This party has a purpose. Attendees at this reception will have the opportunity to participate in the Special District Leadership Foundation (SDLF) silent auction to raise funds for scholarships.



A special wine raffle will be held at 6:30 p.m. Purchase your tickets throughout the conference for the chance to win a deluxe 35-bottle wine cellar fully stocked. You must be present to win!

# JOIN US FOR

## Taste of the City

MUSIC & GAMES



FUNDRAISER



SILENT AUCTION



RAFFLE

# BREWS BLUES AND BBQ

★ **September 27th** | **5:00 – 7PM** ★

This party has a purpose. Attendees at this reception will have the opportunity to participate in the Special District Leadership Foundation (SDLF) silent auction to raise funds for scholarships.



The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs. The SDLF and its activities are supported through the California Special Districts Association and Special District Risk Management Authority.



2017 CSDA ANNUAL CONFERENCE & EXHIBITOR SHOWCASE

## Attendee Registration Form

one form per attendee, please print

**Sept. 25-28, 2017**  
Monterey, California



### Three Ways to Register:

1. ONLINE by visiting the CSDA Annual Conference website at [conference.csdanet.net](http://conference.csdanet.net).
2. FAX your registration form to 916-520-2465. All faxed forms must include payment.
3. MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814, please include registration form with payment. Check should be made payable to: California Special Districts Association.

### Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cathrine Lemaire at [cathrinel@csda.net](mailto:cathrinel@csda.net) or call toll-free 877-924-2732.

### Full conference registration fee includes:

- President's Reception with the Exhibitors Monday evening
- Keynote Sessions
- Continental Breakfast with the Exhibitors on Tuesday
- Lunch with the Exhibitors on Tuesday
- Mix and Mingle in the Exhibit Hall on Tuesday
- SDRMA Full Plated Breakfast on Wednesday
- Awards Luncheon on Wednesday
- All Breakout Sessions on Tuesday, Wednesday, and Thursday
- SDFL "Taste of the City" Reception on Wednesday
- Closing Breakfast on Thursday

Name:		Title:	
District:			
Address:			
City:	State:	Zip:	
Phone:	Fax:		
Email:	Website:		
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member			
Emergency Contact:		<input type="checkbox"/> Vegetarian <input type="checkbox"/> Any Special Needs:	
<b>Conference Registration Fees</b>		<b>Early Bird (on /before Aug. 25, 2017)</b>	<b>Regular (after Aug. 25, 2017)</b>
<input type="checkbox"/> CSDA Member - Full Conference		\$580.00	\$630.00
<input type="checkbox"/> Non-member - Full Conference		\$870.00	\$945.00
<input type="checkbox"/> Guest - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$275.00	\$315.00
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$275.00 each day	\$290.00 each day
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$415.00 each day	\$435.00 each day
<b>Separate Registration Fees</b>		<b>Member</b>	<b>Non-member</b>
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sept. 25		\$225.00	\$340.00
<input type="checkbox"/> Pre-Conference Workshop: Building Your District Strong - Sept. 25		\$150.00	\$225.00
<input type="checkbox"/> Pre-Conference Tour: Monterey Regional Airport District - Sept. 25		\$ 50.00 (includes transportation/lunch) (limited to 45 attendees)	
<input type="checkbox"/> Pre-Conference Tour: Elk Horn Slough Safari & Moss Landing Harbor District - Sept. 25		\$ 56.00 (includes trans./two-hour boat tour) (limited to 24 attendees)	
<input type="checkbox"/> SDFL Scramble for Scholarships Golf Tournament - Sept. 25		\$ 115.00 (includes lunch)	
<input type="checkbox"/> CSDA Awards Luncheon (Guests only) - Sept. 27		\$ 45.00	
<input type="checkbox"/> SDFL "Taste of the City" Reception (Guests only) - Sept. 27		\$ 60.00 CSDA Member Guest	\$ 90.00 Non-member Guest
		<b>TOTAL</b>	
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:		Authorized Signature:	

**Cancellations/Substitution Policy:** Cancellations must be in writing and received by CSDA no later than Friday, September 1, 2017. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after September 1, 2017. Substitutions are acceptable and must be done in writing no later than September 15, 2017 at 5:00 p.m. Please submit any cancellation notice or substitution request to [emilyc@csda.net](mailto:emilyc@csda.net) or fax to 916-520-2465.

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.



**California Special Districts Association**

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## ATTENDEE REGISTRATION

*2017 CSDA Annual Conference and Exhibitor Showcase*



**The CSDA conference was a great blend of sessions developed to assist our industries and their needs as well as great keynote speakers who were particularly motivating and inspiring to help us breathe new life into our own positions, and to help our office staff do the same.**

SHERYL LANDRUM, SDA DISTRICT MANAGER



# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 5, 2017

TYPE OF ITEM: **ACTION**

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**ITEM: E.3**                      **Consider Approval of Bay Area Coating Consultants Inc. (BACC) Contract Extension to Perform Services Related to the Cochran Tank Recoating Project and Authorize General Manager to Accept Extension**

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

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

### **Recommendation:**

1. Staff recommends that the Board review the information presented, take public comment, and
2. Authorize General Manager to accept the contract extension, **Attachment 1**, and
3. Authorize a budget modification of \$46,765.97.

### **Discussion:**

BACC has submitted a request for additional funds in order to complete the Cochran Tank Recoating Project. The initial contract between BACC and McKinleyville Community Services District was \$40,100 for inspection of the specialized coatings to the Cochran Road 1.5-million-gallon water tank. Due to poor workmanship, rework and delays by the Contractor, BACC has exceeded the original estimate and is requesting an additional \$46,765.97 to cover the additional work performed and complete the project.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

The Contract extension amount is \$46,765.97. A Budget amendment is necessary as this amount exceeds the contingency of the contract. Due to language included in the construction general conditions all expenses incurred after the date of the final project date will be reimbursed by the Contractor.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – BACC Request for Additional Funds





*Experience & Integrity Since 1987*

Mr. Greg Orsini, General Manager  
McKinleyville Community Services District  
P.O. Box 2037  
McKinleyville, CA 95519

June 7, 2017

**Subject:** Cochran Reservoir Inspection / Request for Additional Funds

Dear Mr. Orsini:

Bay Area Coating Consultants, Inc. is requesting additional funds for the Cochran Reservoir recoating project for coating inspection work. Due to issues with the Contractor (Blastco) poor workmanship, rework and extensive delays with their completion schedule has caused BACC to exceed our original estimate (\$40,100.00). BACC is requesting additional funds for the completion of the project. BACC is requesting an additional amount of \$46,765.97 to cover the additional work performed and to completion. We have added another 40.0 hours to complete the project.

Respectfully submitted,

Ed Darrimon  
President  
Bay Area Coating Consultants, Inc.  
[edarrimon@bayareacoating.com](mailto:edarrimon@bayareacoating.com)  
[www.bayareacoating.com](http://www.bayareacoating.com)

**BACC Safety and Drug Testing Compliance Partner**



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# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 5, 2017

TYPE OF ITEM: **ACTION**

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**ITEM: E.4**                      **Approve Resolution 2017-21 Allowing a Provisional Landowner Access Agreement Between McKinleyville Community Services District (MCSD) and California Trout, Inc. (CalTrout) for the Mad River Floodplain Restoration and Public Access Project**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, discuss, take public comment, approve and Resolution 2017-21, **Attachment 1**, authorizing the General Manager to execute the Provisional Landowner Access Agreement between MCSD and CalTrout for the Mad River Floodplain Restoration and Public Access Project.

### **Discussion:**

The Provisional Access Agreement, **Exhibit A**, pertains to property owned by MCSD, an eastern riparian, pasture area and lower floodplain of the Mad River estuary, at the last major river bend upstream of the river mouth. CalTrout has been awarded funding for a habitat restoration project, trail design project, and a pilot biofiltration implementation project at this property.

This agreement will grant CalTrout permission to access MCSD property in order to conduct pre-project planning, habitat restoration, project tasks, trail monitoring and biofiltration implementation, for a term from the date of execution through project completion, October 1, 2018 and continuing for three years until October 1, 2021. The agreement can be amended only by prior written agreement of both MCSD and CalTrout, in addition to the Coastal Conservancy.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Resolution 2017-21 Landowner Access Agreement

**RESOLUTION 2017 - 21**

**A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
AUTHORIZING THE GENERAL MANAGER TO ENTER INTO AND EXECUTE THE  
LANDOWNER ACCESS AGREEMENT BY AND BETWEEN CALIFORNIA TROUT, INC.,  
AND MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, ALLOWING ACCESS ON  
PROPERTY OWNED BY MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR THE  
MAD RIVER FLOODPLAIN RESTORATION AND PUBLIC ACCESS PROJECT**

**WHEREAS**, California Trout, Inc., has been awarded funding by the California State Coastal Conservancy and California Department of Fish and Wildlife for a habitat restoration project, trail design project, and pilot biofiltration implementation project known as the Mad River Floodplain Restoration and Public Access Project; and

**WHEREAS**, The Mad River Floodplain Restoration and Public Access Project requires access to real property owned by McKinleyville Community Services District; and

**WHEREAS**, California Trout, Inc., and McKinleyville Community Services District (MCSD) have prepared and negotiated a "Landowner Access Agreement", a copy of which is attached hereto as "Exhibit A"; and

**WHEREAS**, The Landowner Access Agreement for purposes of the Mad River Floodplain Restoration and Public Access Project is categorically exempt from CEQA review pursuant to CEQA Guidelines section 15307 as an action taken by a regulatory agency to assure the maintenance, restoration, or enhancement of a natural resource; and

**WHEREAS**, The Landowner Access Agreement for purposes of the Mad River Floodplain Restoration and Public Access Project is categorically exempt from CEQA review pursuant to CEQA Guidelines section 15308 as an action taken by a regulatory agency to assure maintenance, restoration, enhancement, or protection for the environment.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby adopt the recitals and findings stated above and authorizes and directs the General Manager to execute the Landowner Access Agreement appended to this Resolution.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on July 5, 2017 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Dennis Mayo, Board President

Attest:

\_\_\_\_\_  
Emily Abfalter, Board Secretary

## Provisional Landowner Access Agreement for

**McKinleyville Community Services District**  
**1656 Sutter Rd. McKinleyville, CA 95519**

*and*

**California Trout, Inc.**  
**360 Pine Street 4<sup>th</sup> Floor, San Francisco, CA 94104**  
*for the*

### Mad River Floodplain Restoration and Public Access Project

#### **I. PURPOSE**

The following agreement details requirements of both the landowner and California Trout, hereinafter called "CalTrout" regarding the **Mad River Floodplain Restoration and Public Access Project**. Said property is located within the eastern riparian and pasture area and lower floodplain of the Mad River estuary, at the last major river bend upstream of the river mouth.

I, Greg Orsini, General Manager for the McKinleyville Community Services District, hereinafter called "Landowner", am aware that a habitat restoration project, trail design project, and pilot biofiltration implementation project have been awarded funding by the California State Coastal Conservancy and California Department of Fish and Wildlife. The projects have been explained to me by a representative of CalTrout. I support the goals of the projects.

#### **II. ACCESS PERMISSION**

Landowner hereby grants CalTrout, California State Coastal Conservancy, California Department of Fish and Wildlife and NOAA/NMFS representatives permission to enter onto real property owned by the Landowner to perform pre-project planning and all tasks necessary to complete the habitat restoration project. The Landowner hereby grants CalTrout and the California State Coastal Conservancy representatives permission to enter onto real property owned by the Landowner to perform project tasks and monitor the trails design projects and the implementation of the biofiltration project. Access shall be limited to those portions of Landowner's real property where actual planning, implementation, restoration or monitoring work is proposed to be performed and those additional portions of real property that must be traversed to gain access to the work site. The applicant will contact the Landowner at least 48 hours prior to any visit.

#### **III. DURATION OF NOTICE**

The term of this agreement shall be from the date of execution shown below through the work completion date, October 1, 2018 and continuing for 3 years until October 1, 2021. Following expiration of the term, this Agreement shall continue until such time that Landowner terminates the Agreement in Landowner's sole and absolute discretion, by providing thirty (30) days written notice of termination to CalTrout. The duration will allow access to the biofiltration pilot project throughout the three (3) year study period and the subsequent years for monitoring. Following the three year pilot study, the type of vegetation in the pilot project area may be altered depending upon the study results. The term of this agreement may exceed the duration of the pilot study, and the parties acknowledge the potential for changing conditions in the pilot study area depending upon the outcome of the pilot study. For the project duration, due to be complete in October 2018, the pilot project area will be maintained and not be used for any purpose other than biofiltration, natural resource enhancement or public access as allowable by any laws, ordinances, regulations or standards.

This is provided that CalTrout and/or the agency representatives shall give Landowner reasonable and actual notice and any necessary arrangements are made prior to each needed access. Reasonable and actual notice may be given by mail, in person, or by telephone.

This agreement can be amended only by prior written agreement of both parties executing this agreement, and with the concurrence of the Coastal Conservancy.

#### IV. LIABILITIES

1. In conducting activities relevant to this agreement, reasonable precautions will be exercised by California Trout and their subcontractors to avoid damage to persons and property.
2. To the fullest extent permitted by law and in addition to all other indemnities provided for in law or at equity or in the documentation for the transactions described in this agreement, CalTrout shall protect, indemnify, defend and hold the Property, Landowner and Landowner's directors, employees, agents, representatives, contractors, and invitees of all of the foregoing, (collectively, "Landowner Parties") free and harmless from and against any and all claims, damages, liens, stop notices, liabilities, losses, costs and expenses, including reasonable attorney's fees and court costs, arising out of or related (directly or indirectly) to CalTrout's uses of the property, as set forth in this agreement, except to the extent caused by the negligence or willful misconduct of Landowner. CalTrout shall keep the Property free and clear of any mechanics' liens or materialmen's liens related to CalTrout's right of inspection and the activities contemplated by Paragraphs II and III of this agreement. CalTrout's indemnification obligations set forth herein shall survive the termination of this agreement.
3. CalTrout shall not be held responsible for injury to anyone working under the express direction or supervision of Landowner on activities relevant to this Agreement.
4. CalTrout assumes no liability and shall not be held responsible with regard to injury incurred by trespassers on private lands because of activities relevant to this agreement.

#### V. GENERAL LIABILITY INSURANCE

CalTrout shall procure, and maintain at its own expense during the entire term of this Agreement, a policy of comprehensive general liability insurance with respect to the activities of CalTrout on the property. The required policy of insurance shall provide a per occurrence combined single limit coverage of not less than one million dollars (\$1,000,000). Landowner shall be listed as an additional insured on CalTrout's policy or policies of comprehensive general liability insurance, and CalTrout shall provide Landowner with current Certificates of Insurance evidencing CalTrout's compliance with this Paragraph.

---

If you are in agreement to the above, please sign and date below.

---

Gregory Orsini

---

Date

---

Curtis Knight

---

Date

General Manager  
McKinleyville Community Services District  
1656 Sutter Rd. McKinleyville, CA 95519

Executive Director  
California Trout  
360 Pine Street, 4th Floor

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 5, 2017

TYPE OF ITEM: **ACTION**

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**ITEM: E.5**                      **Consider Authorizing Board President to Sign a Letter of Appreciation to Congressional Representative Jared Huffman for his Continued Support of Tax-Exempt Municipal Bonds to Finance Local Infrastructure**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, take public comment and consider authorizing the board president to sign a Letter of Appreciation, **Attachment 1**, to Congressional Representative Jared Huffman for his continued support of tax-exempt municipal bonds to finance local infrastructure.

### **Discussion:**

The District's first wastewater infrastructure was financed with municipal bonds in the 1970s and refinanced in 1982, again with municipal bonds. Member of Congress, Representative Jared Huffman, is an advocate for the municipal bond and what it does for local infrastructure. On March 8, Representative Huffman demonstrated commitment to the municipal bond by signing a letter (**Attachment 2**) to Representatives Brady and Neal, the Chair and Ranking Member of the Ways and Means 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 – Letter of Appreciation
- Attachment 2 – Letter of Support

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



**MAIN OFFICE:**

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

**PARKS & RECREATION OFFICE:**

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

July 5, 2017

The Honorable Jared Huffman  
Longworth House Office Building, Room: 1406  
Independence and New Jersey Avenues, S.E.  
Washington, DC 20515

Dear Representative Huffman,

Thank you for your signature on the recently distributed letter to Ways & Means leadership expressing strong support of the tax-exempt municipal bond.

For more than a century, municipal bonds have enjoyed tax-exempt status and have been the primary method by which state and local governments finance public capital improvements and infrastructure construction. These projects are engines of job creation and economic growth in our jurisdiction; and it is imperative that the financing tool used to finance such projects remain unchanged.

Your signature on this important letter highlights the utility of the municipal bond interest exemption and its impact on infrastructure at a critical time. Our jurisdiction appreciates knowing that there are leaders in Washington looking out for local infrastructure and the most important financing tool used to deliver it.

Thank you for your continued support,

Dennis Mayo  
Board President  
McKinleyville Community Services District



**Congress of the United States**  
**Washington, DC 20515**

March 8, 2017

The Honorable Kevin Brady  
 Chairman  
 Committee on Ways & Means  
 U.S. House of Representatives

The Honorable Richard Neal  
 Ranking Member  
 Committee on Ways & Means  
 U.S. House of Representatives

Dear Chairman Brady and Ranking Member Neal:

As Congress considers tax reform and infrastructure financing, we, the undersigned, write to express our strong support for a potent tool already in hand – the tax-exempt municipal bond. For more than a century, states and local governments have depended on this reliable and efficient means of financing.

Nearly two-thirds of core infrastructure investments in the United States are financed with municipal bonds. In 2015 alone, more than \$400 billion in municipal bonds were issued to finance the projects that touch the daily lives of every American citizen and business. They are the roads we drive on, schools for our children, affordable family housing, water systems that supply safe drinking water, courthouses, hospitals and clinics to treat the sick, airports and ports that help move products domestically and overseas, and, in some cases, the utility plants that power our homes, businesses, and factories. These are the pro-growth investments which spur job creation, help our economies grow, and strengthen our communities.

A combination of local control and local responsibility makes municipal bonds an incredibly effective and efficient tool. Voters throughout the country overwhelmingly support tax-exempt municipal bonds, which are either approved by locally-elected officials or directly through bond referenda – fiscal federalism at its finest. This must help explain why the default rate is less than 0.01%. Federal tax exemption reduces the cost of issuing municipal bonds, but it is these voters who will pay the interest and principle on this debt. As a result, over the last decade overall state and local borrowing has actually declined in proportion to the economy, while still financing more than \$2 trillion in new infrastructure investments. And, if simply left alone, municipal bonds likely will finance another \$3 trillion in new infrastructure investments by 2026.

Furthermore, millions of Americans depend on municipal bonds for their economic security, and invest in them because of their low-risk nature. Nearly three-quarters of individual investors earn less than \$200,000 per year, and more than three-quarters are 55 or older. Businesses also rely on municipal bonds as a safe, stable, long-term investment.

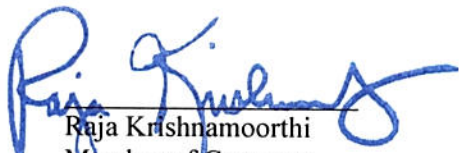
In conclusion, changes to the tax-code should recognize the vital role of tax-exempt municipal bonds. Any changes under consideration to the tax exempt status that would increase the cost of financing for states and local government should be provided very careful consideration. We believe the current tax-exempt status contributes to efficient economic growth that benefits all Americans.


Very Respectfully,


  
 Randy Hultgren  
 Member of Congress


  
 C.A. Dutch Ruppertsberger  
 Member of Congress

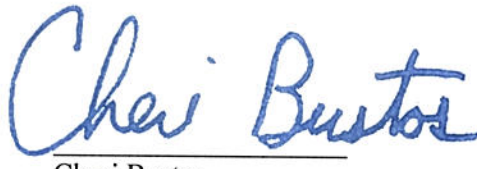


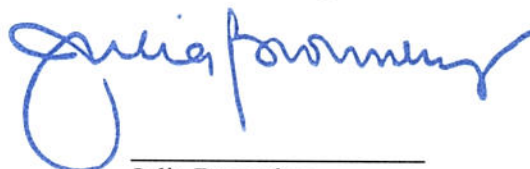
  
Raja Krishnamoorthi  
Member of Congress

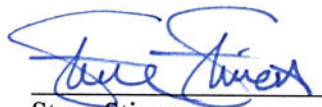
  
Vicente Gonzalez  
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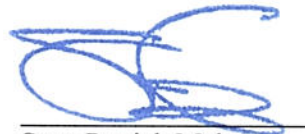
  
Ted W. Lieu  
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Raúl M. Grijalva  
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Debbie Wasserman Schultz  
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David Joyce  
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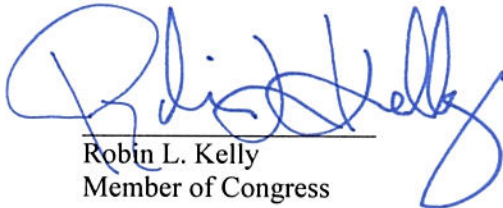
  
Ruben Gallego  
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Member of Congress



Stephanie Murphy  
Member of Congress



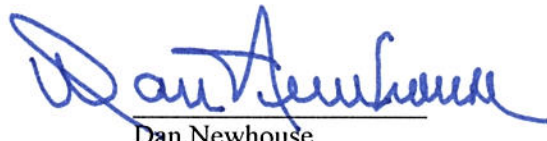
Robin L. Kelly  
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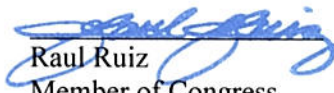
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Grace Meng  
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Dan Newhouse  
Member of Congress



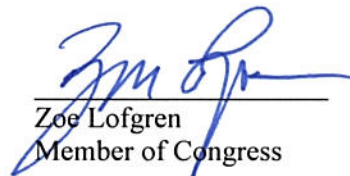
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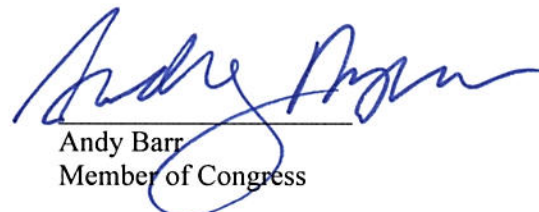
Jared Huffman  
Member of Congress




Michael Capuano  
Member of Congress





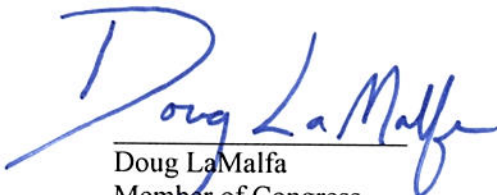
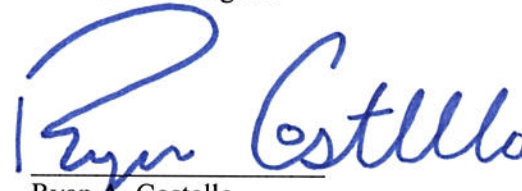
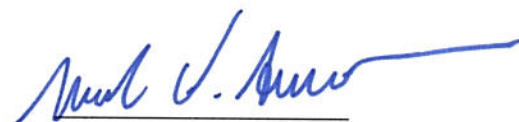
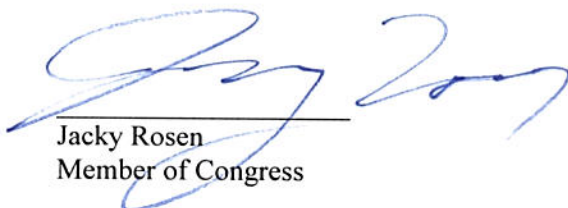
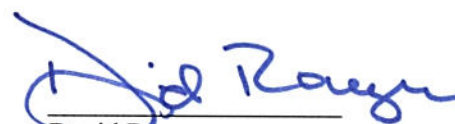
Mark Pocan  
Member of Congress

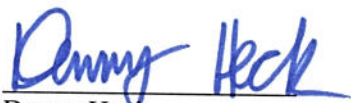


Andy Barr  
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David Scott  
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Barbara Comstock  
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Ruben Kihuen  
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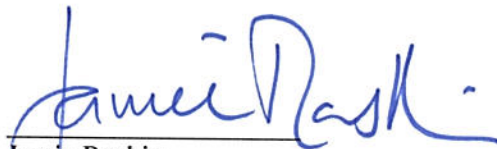
Denny Heck  
Member of Congress



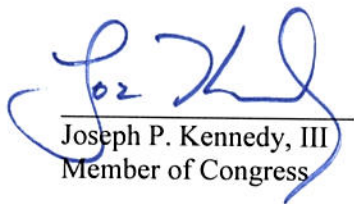
Charlie Crist  
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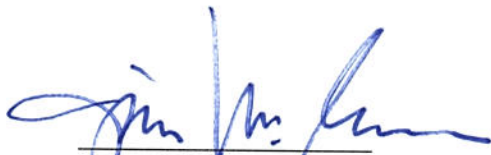
Jamie Raskin  
Member of Congress



Joseph P. Kennedy, III  
Member of Congress



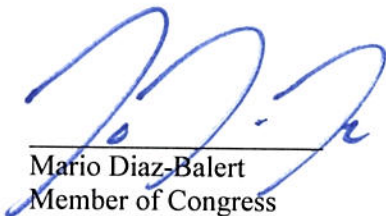
Dennis Ross  
Member of Congress



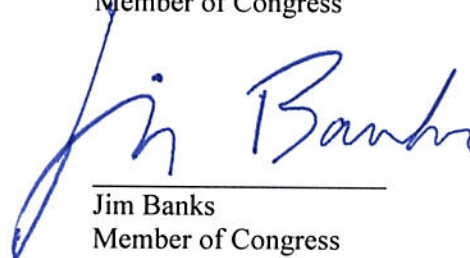
James P. McGovern  
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Suzanne Bonamici  
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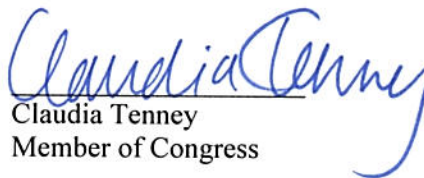
Mario Diaz-Balart  
Member of Congress



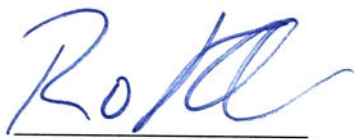
Jim Banks  
Member of Congress



Ted Yoho  
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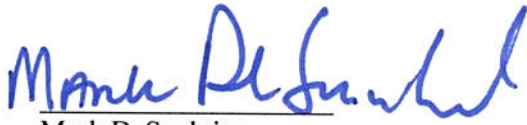


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Brian Fitzpatrick  
Member of Congress





Mark DeSaulnier  
Member of Congress



Debbie Dingell  
Member of Congress



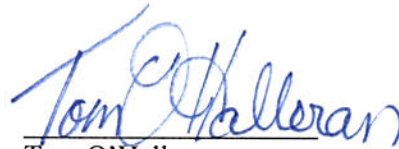
Bradley Byrne  
Member of Congress



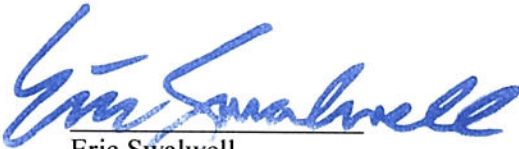
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Member of Congress



Alan Lowenthal  
Member of Congress



Tom O'Halleran  
Member of Congress



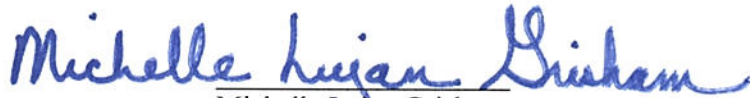
Eric Swalwell  
Member of Congress



John Yarmuth  
Member of Congress



Salud Carbajal  
Member of Congress



Michelle Lujan Grisham  
Member of Congress



Mia Love  
Member of Congress



Scott Tipton  
Member of Congress



Alma S. Adams  
Member of Congress



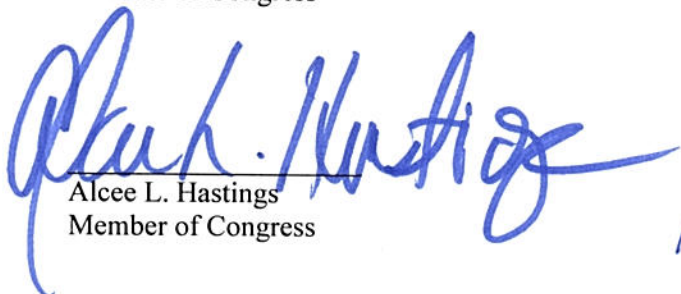
Robert Pittenger  
Member of Congress



Daniel Lipinski  
Member of Congress



William R. Keating  
Member of Congress



Alcee L. Hastings  
Member of Congress



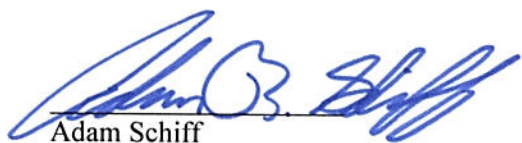
Nita M. Lowey  
Member of Congress



Rick Nolan  
Member of Congress



Jan Schakowsky  
Member of Congress



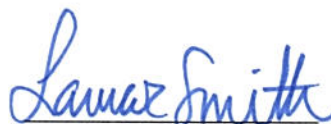
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Mo Brooks  
Member of Congress



Luis V. Gutiérrez  
Member of Congress



Lamar Smith  
Member of Congress



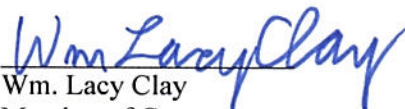
Steve Womack  
Member of Congress



Lois Frankel  
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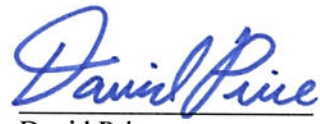
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David Price  
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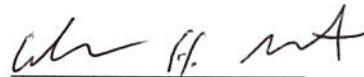
Gus Bilirakis  
Member of Congress



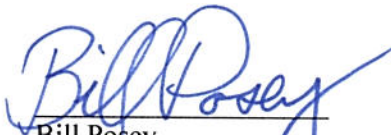
Rick Larsen  
Member of Congress



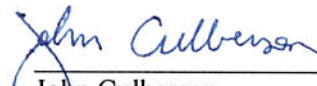
Peter DeFazio  
Member of Congress



Eleanor Holmes Norton  
Member of Congress




Bill Posey  
Member of Congress



John Culberson  
Member of Congress




Marcy Kaptur  
Member of Congress




Brad Sherman  
Member of Congress



Brian Mast  
Member of Congress



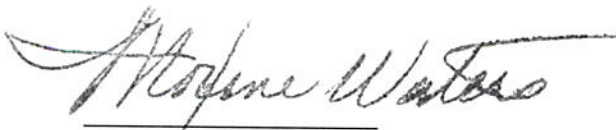
Terri Sewell  
Member of Congress



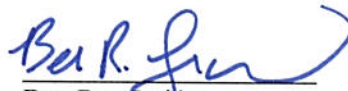
Collin C. Peterson  
Member of Congress



Steve King  
Member of Congress



Maxine Waters  
Member of Congress



Ben Ray Lujan  
Member of Congress



Pete Sessions  
Member of Congress



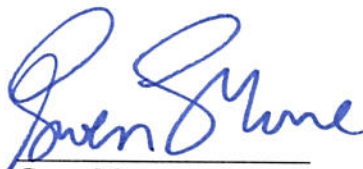
Gerald E. Connolly  
Member of Congress



Tom Marino  
Member of Congress



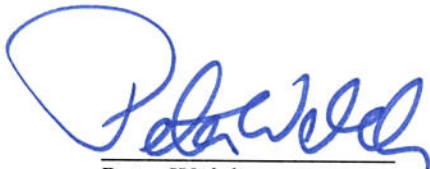
David N. Cicilline  
Member of Congress



Gwen Moore  
Member of Congress



Keith Ellison  
Member of Congress



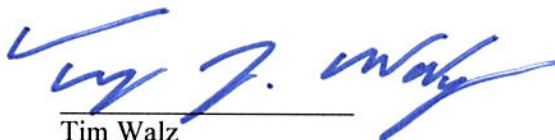
Peter Welch  
Member of Congress



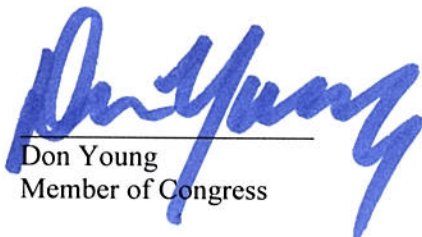
Lloyd Doggett  
Member of Congress



Doris Matsui  
Member of Congress



Tim Walz  
Member of Congress



Don Young  
Member of Congress

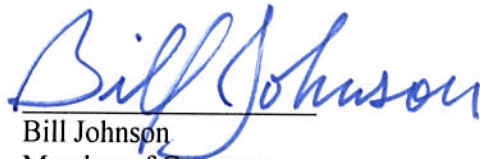


Sean Duffy  
Member of Congress

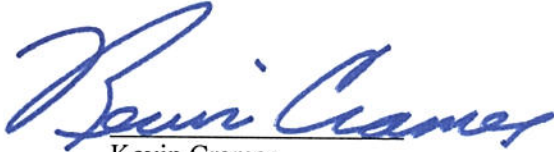




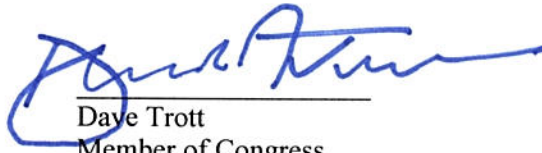
John Delaney  
Member of Congress



Bill Johnson  
Member of Congress



Kevin Cramer  
Member of Congress



Dave Trott  
Member of Congress



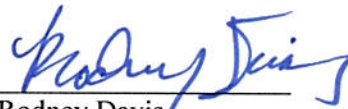
Rob Woodall  
Member of Congress



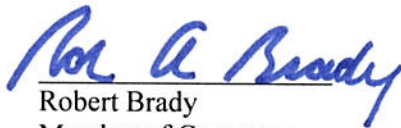
Kyrsten Sinema  
Member of Congress



David G. Valadao  
Member of Congress



Rodney Davis  
Member of Congress



Robert Brady  
Member of Congress



Lou Barletta  
Member of Congress



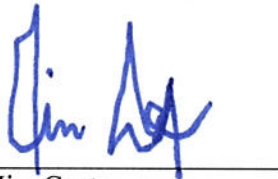
Kathy Castor  
Member of Congress



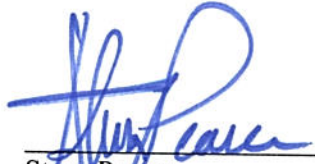
Robert J. Wittman  
Member of Congress



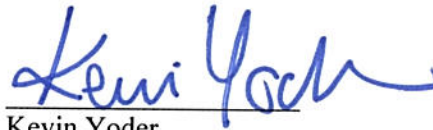
Paul A. Gosar D.D.S.  
Member of Congress



Jim Costa  
Member of Congress



Steve Pearce  
Member of Congress



Kevin Yoder  
Member of Congress



John Garamendi  
Member of Congress



Mike Coffman  
Member of Congress



Frederica S. Wilson  
Member of Congress



Bob Gibbs  
Member of Congress



Ted Deutch  
Member of Congress



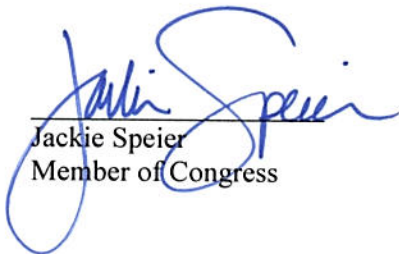
Robert E. Latta  
Member of Congress



Paul D. Tonko  
Member of Congress



Dina Titus  
Member of Congress



Jackie Speier  
Member of Congress



Tom Cole  
Member of Congress



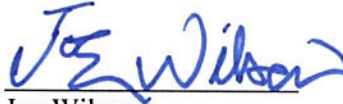
Darren Soto  
Member of Congress



Ami Bera  
Member of Congress



Bradley Schneider  
Member of Congress



Joe Wilson  
Member of Congress



Anthony Brown  
Member of Congress



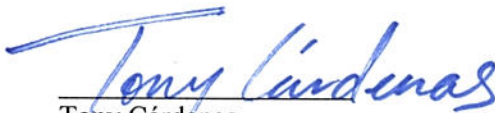
Mark Takano  
Member of Congress



Kathleen Rice  
Member of Congress



Derek Kilmer  
Member of Congress



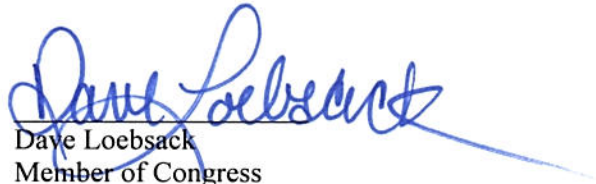
Tony Cárdenas  
Member of Congress



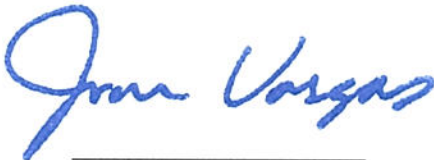
Don Bacon  
Member of Congress



Lee Zeldin  
Member of Congress



Dave Loebsack  
Member of Congress



Juan Vargas  
Member of Congress



Grace F. Napolitano  
Member of Congress

*Francis Rooney*

Francis Rooney  
Member of Congress

*Barbara Lee*

Barbara Lee  
Member of Congress

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 5, 2017

TYPE OF ITEM: **ACTION**

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**ITEM: E.6**                      **Select a Candidate for the California Special Districts Association (CSDA) Board of Directors for the 2017 Election for the Northern Network, Region 1, Seat C Position**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, discuss, take public comment and arrive at a consensus for the candidate of choice for the California Special Districts Association (CSDA) Board of Directors for the 2017 election for the Northern Network, Region 1, Seat C position.

### **Discussion:**

The leadership of the CSDA is elected from its six geographical regions. Each of the six (6) regions networks has three (3) seats on the Board of Directors with staggered 3-year terms. Serving on the Board requires interest in leading the direction of the CSDA in the issues confronting special districts statewide and each of the candidates is either a board member or management level employee of a member district located in our Network.

The mail in ballot, **Attachment 1**, is a representation of the original ballot which will be mailed upon the consensus of the MCSD Board. Candidate statements are contained in **Attachment 2**. Only one vote per district.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – CSDA 2017 Board Election Information and Ballot
- Attachment 2 – Candidate Statements



**California Special  
Districts Association**  
*Districts Stronger Together*

RECEIVED

JUN 6 2017

McK. C.S.D.

## **CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**

### **2017 BOARD ELECTIONS**

#### **MAIL BALLOT INFORMATION**

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat C.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat C, **unless otherwise noted on the actual ballot**, and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 4, 2017.**

If you do not use the enclosed envelope, please mail in your ballot to:

**California Special Districts Association  
Attn: 2017 Board Elections  
1112 I Street, Suite 200  
Sacramento, CA 95814**

Please contact Beth Hummel at 877.924.2732 or [bethh@csla.net](mailto:bethh@csla.net) with any questions.

# CSDA BOARD OF DIRECTORS 2017 ELECTION



**NORTHERN  
NETWORK**  
REGION 1

**SEAT C**

term ends 2020

*Please vote for only one.*

- ☐ **Fred Ryness\***  
*Burney Water District*
- ☐ **Rex Bohn**  
*North Coast Unified Air Quality  
Management District*
- ☐ **Jack Hathaway**  
*Burney Fire Protection District*

*All fields must be completed for ballot to be counted.*

*\* incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by **5pm, August 4, 2017**. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814





California Special  
Districts Association  
*Districts Stronger Together*

## 2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: FRED RYNESS

District/Company: BURNEY WATER DISTRICT

Title: Current Vice President, Past President

Elected/Appointed/Staff: Elected

Length of Service with District: Since Dec 2007 Presently Seated until 2020

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am currently on the Professional Development Committee and have been an active member throughout my tenure

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

No

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

I ran for a Shasta County LAFCO position in Feb. 2017. I came in second out of four contestants

4. List civic organization involvement:

I have been a volunteer fire fighter

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.



CANDIDATE STATEMENT  
ELECT FRED RYNESS  
NORTHERN NETWORK REPRESENTATIVE (Seat C)  
CSDA BOARD OF DIRECTORS

It has been a privilege to serve on the CSDA Board of Directors. I have also enjoyed my stint on the Burney Water District Board of Directors for the past ten years. I am presently on the CSDA Professional Development Committee and have been an active member throughout my tenure.

This past year I have contacted School Districts in my four-county responsibility area to see if it would be possible to present to Civics classes the story of Special Districts and the benefit to communities they serve.

There are four Special Districts in the town of Burney. I recently met with our new fire chief to introduce myself to offer any help I might be as a CSDA board member. This past year I visited with several Special Districts fire departments in my coverage area.

I was a Cal Fire Defensible Space Inspector for the Shasta-Trinity Unit. While as an inspector, I often visited with the personnel at these stations. I would mention to the chief or another high-ranking individual that I was on the CSDA board. In one instance I was able to meet the need of the Happy Valley Fire District in their fund-raising effort. I learned they sold Christmas trees to raise funds. I have been in the wholesale Christmas Tree business for many years and was able to line them up with the trees they needed for their fund raiser. This killed "three birds with one stone," Cal Fire visit, CSDA visit, Christmas Tree colleague visit.

I have enjoyed working with my Northern Network Colleagues and our field representative Dane Wadle. I would again consider it a privilege to serve you as a member of the CSDA Board of Directors, representing the Northern Network, (Seat C).

Thank you for your consideration,  
Fred Ryness  
Northern Network (Seat C)



California Special  
Districts Association  
*Districts Stronger Together*

## 2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Rex Bohn  
District/Company: North Coast Unified Air Quality Management District  
Title: Chair of Governing Board of Directors  
Elected/Appointed/Staff: Elected County Supervisor appointed to Governing Board  
Length of Service with District: 4 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Not currently

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

RCRC (Rural counties Representatives of CA), State Fair Board: 9<sup>th</sup> District  
Ag. Association, Cal Trans North District External Advisory

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Humboldt County Supervisors (3<sup>rd</sup> term), Work Force Development Board, Air Quality Board, Area 1 on Aging, Redwood Community Action Agency, Emergency Medical Services, Humboldt County Assoc. of Government, Golden State Finance Committee,

4. List civic organization involvement: Transit Authority, Waste Management Authority

Raise over \$1 million/year for local charity auctions for Special Olympics, Boys & Girls Club  
Soroptimists of Humboldt Bay, Humboldt Sponsors, Boy Scouts, CEO of Redwood Fields (2-acre recreation facility for youth sports) coached over 40 youth sports teams

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

Following a long career in the private sector that included running the family store; a stint as a long haul trucker; more than twenty years in sales and commercial account management for a petroleum distribution company; working his way up to Vice President of a local Pulp Mill; and owning his own business; Rex Bohn shifted his attention to becoming a Humboldt County Supervisor.

Supervisor Bohn has always found time to balance career with community. He has coached over 40 athletic teams, and raised over \$8 million in auctions and fundraising events for the Special Olympics, Humboldt Boys and Girls Club, Humboldt Sponsors, FFA, and Soroptimists of Eureka and Humboldt Bay; among others. Rex has been named "Citizen of the Year," "Volunteer of the Year," and "Distinguished Citizen of the Year" by local organizations.

Now in his third term, Supervisor Bohn's commitment to his community extends further than his own backyard. "We have an inordinate number of special districts in our county. In rural California we've found if you're not at the table, then you're on the menu! Representation on state boards levels the playing field." Rex is the Vice Chair of the Rural County Representatives of CA (RCRC), on the Boards of the Air Quality District, the Emergency Medical Services, Waste Management, Golden State Finance Authority, Transit Authority, and numerous other governing boards.

He has spoken at Assembly and Committee meetings in Sacramento regarding land use, transportation issues, telecommunications, and cannabis. He has also spoken at numerous conferences on issues facing Northern CA and their impacts on rural communities. Serving on the CSDA Board would be a perfect outlet for Supervisor Bohn's drive to represent the interests of our rural communities. Rex Bohn is the right balance of small town work ethics, business savvy and tenacity that we deserve!



California Special  
Districts Association  
*Districts Stronger Together*

## 2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: William Jack Harrington

District/Company: Burney Fire Protection District

Title: COMMISSIONER BURNLEY FIRE PROTECTION DISTRICT

Elected/Appointed/Staff: Elected / Appointed mid term

Length of Service with District: 4 or 5 months

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

No

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Not that I can think of.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

BFD / MAYERS MEMORIAL HOSPITAL DISTRICT

4. List civic organization involvement:

Not that I can think of.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**



## **BURNEY FIRE PROTECTION DISTRICT**

**Established 1939**

**RECEIVED**

**JUN 6 2017**

**McK. C.S.D.**

### **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS SEAT C CANDIDATE STATEMENT**

I have been interested in public service my entire life. Early on it was through Scouting that I was able to participate and have the most impact in my community. Now that I have grown up a little, and gained a little education, and experience, I am still looking for the best ways to serve my community and the people that bring it life. I work for Mayers Memorial Hospital District (MMHD) now, and I know the positive impact that districts can have on the areas that they serve, and I am aware that in rural areas they can be important vehicles for funding opportunities and services.

Any chance that I can have to assist in enhancing services, maintaining proper oversight, or improving life for the members of my community will be zealously pursued. I am currently serving as a Commissioner with the Burney Fire Protection District, and I work as a Director of Quality with MMHD. My education, in concert with my practical work experience which includes: private construction and sales, farm hand, firefighter, family law mediator, to where I sit today with Mayers, has allowed me to have a varied background where I was able to learn from many different people and apply what I was taught in many different ways.

As a representative of the community that I serve to the CSDA, I would continue my pursuit of growth and advocacy for my home and the people that make it great. I am privileged at the opportunity to serve and am honored to be entered into the field of candidates.

W. Jack Hathaway, MPA, JD  
Director of Quality Mayers Memorial Hospital District  
Commissioner Burney Fire Protection District

37072 MAIN STREET  
Phone (530) 335-2212

BURNEY  
\* \* \*

CALIFORNIA 96013  
Fax (530) 335-2235

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 5, 2017

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.7**                      **Distribution of the Annual Board Self-Evaluation**

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

**TYPE OF ACTION:**              **None - Information Only**

### **Recommendation:**

Staff recommends that the Board review, discuss and take public comment regarding the Annual Board Self-Evaluation.

### **Discussion:**

At the March 2016 Board meeting, a modification to the Board of Director's Policy Manual adding Part 11, Annual Board Self Evaluation, was approved. The policy provides the Directors with a tool to assess its own performance as a Board in order to help identify strengths and areas in which it may improve function.

At tonight's meeting, the evaluation worksheet is being distributed to each of the Director's for completion. Once completed, they shall be returned to the Board Secretary for compilation.

The worksheets are being distributed in unsealed envelopes marked confidential. They must be returned to the Board Secretary in the same envelopes, sealed, on or before the August 2, 2017 Regular Board Meeting.

The evaluation topic will be included on the agenda at the September 6, 2017 meeting for review, discussion and any appropriate action.

### **Alternatives:**

Take Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Board Self-Evaluation Policy & Procedure
- Attachment 2 – Self-Evaluation Worksheet

## **PART 11 -- ANNUAL BOARD SELF-EVALUATION**

**Rule 11-1: POLICY** - The Board is committed to assessing its own performance as a board in order to identify the Board's strengths and areas in which it may improve the Board's 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.

**Rule 11-2: PROCEDURE** – The Board has established the following procedure for self-evaluation:

- Annually, the Board shall conduct a self-evaluation utilizing the approved assessment form.
- The Board Secretary will distribute the assessment form to all Board members at the first meeting in July each year.
- The completed assessment forms shall be returned to the Secretary of the Board at or before the August meeting.
- The Secretary of the Board shall compile a summary of the results of the assessment which will be distributed at the September meeting and included as an agenda item for review, discussion and appropriate action.

**Rule 11-3: EVALUATIONS** – The evaluation instrument shall incorporate criteria contained in this Board Policy Manual regarding structure, ethics, policies and procedures. The Self-Evaluation Worksheet can be found as Attachment B in this document.

## McKinleyville Community Services District Board of Directors Self-Evaluation Worksheet

Using the below scale, while thinking specifically about **YOU**, circle the number that most accurately describes your perception for each item.

1 = Not Sure   2 = Not Satisfied   3 = Somewhat Satisfied   4 = Satisfied   5 = Very Satisfied

**DO YOU or ARE YOU:**

Understand the vision and mission of the McKinleyville Community Services District?	1	2	3	4	5
Support the vision and mission of MCSD?	1	2	3	4	5
Have a good working relationship with the other Board Members?	1	2	3	4	5
Have a good working relationship with the General Manager?	1	2	3	4	5
Knowledgeable about MCSD's major programs and services?	1	2	3	4	5
Follow trends and important developments in the industries and services that MCSD provides?	1	2	3	4	5
Read and understand MCSD's financial statements?	1	2	3	4	5
Act knowledgeably and prudently when making recommendations about MCSD finances and financial policies in consideration of the District as a whole?	1	2	3	4	5
While considering short-term administrative matters, are you also focusing on long-term and significant policy issues and impacts?	1	2	3	4	5



Recommend qualified individuals with relevant skills and experience as possible nominees for the Board and committees?	1	2	3	4	5
--	---	---	---	---	---

Prepare for and participate at Board and committee meetings, as well as other MCSD events?	1	2	3	4	5
--	---	---	---	---	---

Willingly volunteer and use your special skills to further the MCSD vision and mission?	1	2	3	4	5
---	---	---	---	---	---

Complete assignments and responsibilities in a responsible and timely manner?	1	2	3	4	5
---	---	---	---	---	---

Speak for the Board or MCSD only when authorized to do so?	1	2	3	4	5
--	---	---	---	---	---

Take advantage of opportunities to enhance the MCSD public image by periodically speaking to others about the work of the District?	1	2	3	4	5
---	---	---	---	---	---

Respectful to all while conducting District business?	1	2	3	4	5
---	---	---	---	---	---

ADDITIONAL COMMENTS:

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 5, 2017

TYPE OF ITEM: **ACTION**

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**ITEM: E.8**                      **Consider Adoption of Resolution 2017-22 Recognizing, Honoring, and Commending Dr. Helen Edwards for her Service to McKinleyville and the McKinleyville Community Services District**

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

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

### **Recommendation:**

Staff recommends that the Board listen to the presentation honoring Dr. Helen Edwards for nine years of exemplary service to the community of McKinleyville, take public comment and adopt Resolution 2017-22.

### **Discussion:**

With regret, Director Helen Edwards tendered her resignation on June 22, 2016. Due to medical reasons, Helen and her husband, Michael, relocated to Arizona. Staff intended to bring this item to the Board when Helen would be present to accept the Resolution and after her replacement was seated on the Board.

MCSD hereby recognizes the service of Dr. Helen Edwards and the benefit her service has brought to the District and would like to present to the Board of Directors for adoption Resolution 2017-22, **Attachment 1**, honoring Dr. Helen Edwards for nine years of service to the community of McKinleyville.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Resolution 2017-22

**RESOLUTION 2017 – 22****A RESOLUTION RECOGNIZING, HONORING, AND COMMENDING DR. HELEN EDWARDS FOR SERVING ON THE BOARD OF DIRECTORS OF MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR NINE (9) YEARS**

**WHEREAS**, Helen Edwards served with great distinction as an MCSD Board of Director from December 2007 to July 2016; and

**WHEREAS**, during her tenure Director Edwards served as Board President in 2010 and 2011; and

**WHEREAS**, Director Edwards sat on various committees throughout her years on the Board, including Redwood Region Economic Development Commission, Audit Committee, Employee Negotiations Committee, McKinleyville Municipal Advisory Committee, McKinleyville Senior Center Advisory Committee, McKinleyville Area Fund and Groundwater Sustainability Committee; and

**WHEREAS**, Director Edwards demonstrated to her constituents and colleagues the extent of her commitment to provide the best possible service to the community by pursuing and receiving the Recognition in Special District Governance Certification from the California Special District Association Special District Leadership Academy; and

**WHEREAS**, through her fiscal oversight, invaluable insights, perspectives and guidance Director Edwards was essential in creating sound financial policies; and

**WHEREAS**, during her tenure at MCSD she served as a remarkable and highly effective elected official, a passionate advocate for the rate payers of McKinleyville, and a talented spokesperson for MCSD during the County of Humboldt General Plan update process, conscientiously and consistently communicating and advocating for reasonable zoning for new development in our community; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby recognize and commend Director Edwards on her exemplary and dedicated service, bestowing this resolution of appreciation and commendation to Dr. Helen Edwards.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on July 5, 2017 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Dennis Mayo, Board President

Attest:

\_\_\_\_\_  
Emily Abfalter, Board Secretary

## McKinleyville Community Services District

### BOARD OF DIRECTORS

July 5, 2017

TYPE OF ITEM: **INFORMATION**

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

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

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

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

The District has deposited \$937,318.68 to date into the Trust Account for reserves recovery as of May 31, 2017. This represents 86.2% of the \$1,087,684.00 total reserve that need to be recovered.

The District has \$325,399.97 to date in the Trust Account for the next Biosolids Disposal project.

Customer adjustments year-to-date total \$14,539.26, which represents 21.2% over the annual \$12,000 budget for this sub-item. (GL# 501-62120)

Total Board Travel as of May 31, 2017 equals \$15,903.15, which is 12.6% under the approved \$18,200 budget for this item. (GL# 001/005/501/551 62090-888)

Audit Update: Auditors Fedak and Brown have accepted the District's Professional Services Agreement. The first installment of basic information has been sent to the auditor for the FY2016-17 audit.

Treasurer's Report Highlights: Water Fund capacity fees of \$20,946.00 were collected during May, for a year-to-date total of \$141,826.00. Wastewater Fund capacity fees increased by \$33,417.00 for a total of \$250,670.00. Capital Contributions and Capacity fees are included in the income vs. expenses graphs of the Treasurer's Report, but they are called out separately on the Budget to Actuals report.

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

Projects solely for the Water Fund are listed first, followed by the Wastewater Fund. Capital projects that are shared are listed next, with Parks and Streetlights after that.

This information is reported so the Board may track the progress of major projects in each Fund and provides an opportunity for questions and clarification.

## **OTHER UPDATES**

The Reserves page of the financial reports has been removed until a process is created that will adequately track reserves as separate from working capital and capital improvement expenditures.

The ninth disbursement from the State Revolving Fund loan for construction costs related to the new Wastewater Management Facility was received at the end of May. Disbursement request #10 was processed, reviewed by Kennedy-Jenks, and submitted to the State for payment. On the Debt page of the Treasurer's Report, the loan principal amounts will be accumulated until the SRF provides a final loan amount after construction is finished in FY2017-18.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 5, 2017

TYPE OF ITEM: **INFORMATION**

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

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

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

### **Water Department:**

#### **Water Statistics:**

The district pumped 37.6 million gallons of water in May.  
Seven water quality complaints were investigated and rectified.  
Daily, weekly and monthly inspections of all water facilities were conducted.  
One new water service was installed on Clay Road.

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

Annual routine testing was conducted on Routes 9 and 11 along with a minimal number of retests. Customers with failed DCV's were notified to make repairs and call the office to schedule a retest.

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

The maximum water usage day was 1.8 million gallons and the average usage per day was 1.2 million gallons.

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

Weekly Bacteria Samples were collected on Schedules 1,3,4,5 and 6 which represent different locations in the water system. The schedules are made up of a sample taken in each pressure zone. The meter replacement program has started back up and will continue through the summer. The entire system is approximately 60% completed. A service line leak was repaired on Central Avenue due to an old crimp in the service. Service leaks were repaired on Elm, Henry Lane and McKinleyville Avenue due to a split service line.

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

The Cochran Road 1.5 Million Gallon Tank Painting Project is completed for now. The exterior was not accepted due to aesthetic reasons which will not jeopardize the integrity of the tank. The contractors have requested to make those repairs when they return for the 11-month inspection. A purge valve was installed on the disinfection line at the North Bank station. It was found that one was needed while staff was creating Standard Operating Procedures for emergency disinfection. Several stations were mowed and cleaned. The North Bank pump station pumps received an oil change and lubing.

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

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

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

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

### **New Construction Inspections:**

Central Estates Phase 2D; All water main and services have been installed. All sewer mains and laterals have been installed. PG&E have started their underground installation. Testing will continue once they are done. McKinleyville BMW Expansion; A

4" fire service was tapped and installed. DCV and sampling still remains on the check list. Grocery Outlet; The water main crossing Central Avenue was completed along with the hydrant install at the property line.

## **Sewer Department:**

### **Waste Water Statistics:**

33 million gallons of wastewater were collected and pumped to the W.W.M.F. 32 million gallons of wastewater were treated and discharged to land disposal or reclamation in May.

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

### **Sewer Station Maintenance:**

Monthly inspections, daily routine and site clearing were conducted on all sewer stations. A check valve was replaced in the 30 hp pump at the Fischer sewer lift station. Wet wells were washed at the B Street and Fischer lift stations. This is done quarterly to remove grit, rags and grease and to prevent them from plugging up or causing wear on the pumps.

### **Sewer Collection System:**

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. A sewer main was cleaned on Beachwood Court due to a build-up of toilet paper. Saw cutting and preparation for paving a sewer trench was done on Boss Road. A new sewer service was installed on Clay Road.

### **Wastewater Management Facility:**

One of the pond aerators was ragged up. Staff removed the rags and placed the aerator back in service. The Chlorine Contact Chamber was drained and cleaned with fire hoses as part of the monthly maintenance.

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

Weekly well monitoring was conducted along with the Fischer Ranch tree farm as part of the tree farm pilot study. An irrigation plan is still pending. Wells will be used to monitor the uptake of each tree species. As of May 14<sup>th</sup> the irrigation started back up. Sites were mowed and prepped along with laying out irrigation pipe. An irrigation main line was installed to allow for more irrigation options. An irrigation riser head was repaired due to leaking.

### **Street Light Department:**

No streetlight complaints were reported in May.

### **Promote Staff Training and Advancement:**

Weekly tailgate meetings and training associated with job requirements. Staff members attended Bomb threat, Robbery, Fire and AED training. Chris received CPR and First Aid refresher training.



**Special Notes:**

Tractors, Dump Truck and Vac-con received their monthly service.  
Monthly river samples were completed.  
Monthly Self Monitoring Reports (DMR/SMR) were submitted.  
Public Water Monthly Monitoring report was submitted.  
Monthly Water Quality report was sent to the Dept. of Health.  
Monthly Pesticide applicator report was submitted to Department of Agriculture.  
IPM group held a couple meetings to work on the Matrix comments.  
Acute samples were collected and sent to the lab.  
Annual inventory was conducted on Operations materials and equipment.  
Replaced the switch on the Vac-con pendant.  
Replaced water heater at the Fischer ranch house

**WWMF upgrade status:**

The Clarifiers have been filled with water and are being tested. The maintenance building, Vac-con dump area and headworks are approximately 95% completed. Piping from mixed liquor to Aeration basin is being installed along with running wire. Aeration basin 2 is completed and now both basins are filled with water. System integration is in process and will develop as equipment is installed and tested. The blowers are running and are being tuned. Staff has been attending training on various equipment from the manufacturers reps. The time lapse camera footage is still being collected and will continue through the construction phase. Weekly meetings have been held to discuss progress and scheduling.

**Water and Sewer Mainline Rehabilitation Master Plan:**

GHD has completed the Data Collection and Background Research Task and gathered what we to believe is all the background reports, models, etc. required for the completion of the project. The outstanding questions on operational, system component and modeling results for the current systems were sent to the District this month. The District's responses to all questions have been incorporated into the Master Plan write-up.

GHD has completed the preliminary needs assessment for both the water distribution and wastewater collections systems. They have developed detailed engineering cost estimates for the replacement of the entire water distribution and wastewater collection systems. The detailed engineering cost estimates have been sent to Willdan Financial Services. Willdan has begun their analysis of the impacts to MCSD rates if these systems were to be replaced in a 50-, 75- or 100-year time frame, with the replacement beginning in approximately 2027. This information will feed into the replacement, rate impacts and funding recommendations section of the Master Plans.

GHD has also largely completed the analysis of near term replacement projects required for both the water and wastewater systems. The remaining component of this Task is the finalization of the alternatives analysis for the replacement of the Middle Crossing of the wastewater system from Thiel Avenue to the north end of Hiller Park. GHD has laid out two of the most cost effective alternatives and have begun preparing the cost estimates and the comparison of both alternatives.

They are also well into the write-ups for the Master Plan documents. I would estimate that we are 60% complete on the write-ups and mainly have to integrate the results from the Willdan analysis, and well as complete the conclusions and recommendations sections.

## **Parks:**

Several open space zones received mowing, hedging and maintenance as part of the Open Space Maintenance Zone agreements. The Facilities were mowed and cleaned as part of the weekly schedule along with rental events. Staff received soil sample results from the sports fields and treated the fields accordingly. Central Avenue and Pierson park received a lot of attention to prepare them for the Pony Express. Banners were hung along Central for the event. Repairs were made to the Activity Center

## **GIS:**

### **Management Plans:**

Continued Developing MCSD Disinfection Plan:

- Purge valve has been installed at Northbank Station and images have been taken and inserted into Disinfection Plan draft.
- Formulas were received from Humboldt Community Services District and have been typed up and ready to be reviewed for disinfection plan.
- Annual review of the MCSD Confined Space Program
- Reviewed MCSD plan and California Code of Regulations for any required updates. No updates were necessary.
- Updated Plans and Prog. binder, log, and Confined Space Program cover page.
- Completed compiling Standard Operating Procedures for Operation Crew's vehicle binder for first review.
- In the process of gathering all of the vehicles current accident report envelopes to make sure they are up to date and complete.
- Updated Plans and Programs (PP) binder to reflect added plans to binder and recent safety meeting trainings.
- Continued developing Outlook calendar to track necessary reviews, audits, and trainings for MCSD programs/plans.
- Attended a webinar hosted by Risk Management Professionals on how to prepare for an audit on CalARP.

### **Maps Completed/General GIS**

- Created multiple maps for USAN.
- Updated Water meter shape file to include Sagewood Development.
- Created Topo map for Thiel Sewer Crossing.
- Created soil sampling map for Hiller Sports Complex.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 5, 2017

TYPE OF ITEM: **INFORMATION**

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

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

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

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

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

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

Staff continue to solicit donations for the Teen & Community Center through brick and leaf sales. The second order of bricks have been installed.

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

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

The BGCR Board of Directors set a date for having hired a new Executive Director at

their June meeting. They opted to open the position up within their organization and to other Boys & Girls Club of America National employees, not to the general public. They anticipate having the position filled by mid-July. Monica Rose, the interim Executive Director did apply.

As of the writing of this report the funding request submitted to SH Cowell for renewed operational support had not gone before the SH Cowell board. The program officer however has reviewed the request and will be presenting it with her full support

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

Staff requested \$70,000 from the Quimby Inland Dedication fund to go towards the cost of completing the commercial kitchen. The request was approved and the check was received this month. The \$70,000 requested from the General Fund Reserve account for the kitchen will be reimbursed.

#### **RECREATION ADVISORY COMMITTEE:**

The Recreation Advisory Committee met on Thursday, June 15, 2017. The notes from that meeting are attached as Attachment 1.

#### **RECREATION PROGRAM UPDATES:**

- *Kids' Club After School Program*—2016-2017 year ends tomorrow. Planning for 2017-2018 year is underway. MUSD will be providing two classrooms at both school sites next year, eliminating the need to bus 2<sup>nd</sup> graders from Dows to Morris, and enabling us to serve more children each day.
- *Kids' Camp Summer Day Camp*—Enrollment is currently at 45-50 kids per day at the Day Camp. Camp staff are all returning from the previous summer and our Camp Directors have planned some fun guest presentations and entertaining excursions around McKinleyville.
- *Playgroup*—the Summer Schedule for Playgroup is Thursdays & Fridays only from June 22 thru August 11<sup>th</sup>. Summer Playgroup takes place at Morris Elementary School Room #1.
- *Jiu Jitsu*—The next session of Jiu Jitsu will begin June 26<sup>th</sup> and run through August 2<sup>nd</sup>.
- *Pee Wee Basketball*—This program ended on June 10<sup>th</sup>. It was a successful season serving 120 Kindergarten thru 2<sup>nd</sup> graders
- *Tot-Letics*—The next session of Tot-Letics will be focusing on the basics of tee-ball. This session begins July 8<sup>th</sup> and runs through August 12<sup>th</sup>. Enrollment for the next session is already at 30. Only 2 spots left.
- *Drop in Pickleball*—Averaging 12 participants a day. Summertime means that Wednesday morning drop-in has to be cancelled, due to Kids Camp. Friday nights are still on for Pickleball, 6:00pm-8:00pm at the Activity Center.

- *Summer Basketball*—Starts Tuesday June 27<sup>th</sup>. Runs Tuesdays and Thursdays evenings for youth heading into 3<sup>rd</sup> thru 8<sup>th</sup> grades. Enrollment is currently at 20 youth. Youth may also participate on a drop in basis.
- *Drop in Basketball*—Sunday evenings 7:00-9:30pm. 20-25 participants per day.

**OTHER UPDATES:**

- Community Survey responses from the initial mailing have been analyzed. Out of 500 survey's mailed, 50 responses were received and recorded. Based on the data, another round of surveys was distributed to a more targeted audience, as the residents with school age children were not represented in the initial responses.

**Attachments:**

- Attachment 1 – RAC Meeting Notes 6-15-17

**Thursday, June 15, 2017**

**6:30pm**

Recreation Advisory Committee Meeting

NOTES

**Members Present:** Bill Prescott, Charlie Caldwell, David Coelho, John Kulstad, Johnny Calkins, Kevin Collins, George Wheeler

**Members Absent:** Chad Sefcik, Addison O'Hanen, Jeff Dunk

**Guests:** John Corbett, Patrick Green

**Meeting Notes:**

Introductions: Patrick Green introduced himself as a Board member for McKinleyville Little League (MLL) and requested that MLL be placed on the Agenda for the next Recreation Advisory Committee meeting.

Communications:

- Upon request of the RAC Chair, Staff shared background information relating to MLL and the use of Hiller Sports Site and interactions between MLL representatives and MCSD staff in the last 2 months.

Public Comment:

- No Public Comment

Review of Community Survey Results

- Staff shared the compiled data from the Community Survey.
- Committee members discussed gaps in the data and brainstormed possible ways of collecting more input.

MCSD Park & Rec Property tour:

- Committee members discussed scheduling a tour of existing properties. Members present selected Saturday, July 8<sup>th</sup> as a possible date. The date will be confirmed once a 12 passenger van can be secured. J. Calkins is going to ask the CCC about borrowing a van.
- Properties to be visited are:
  - North Bank Rd. River property
  - Hewitt Ranch
  - School Rd. and Washington property
  - Larissa Park
  - Open Space zones

Hiller Dog Park Rule Awareness Strategy:

- Item postponed for discussion at the July meeting

Recreation Program Updates:

- Kids' Club After School Program—2016-2017 year ends tomorrow. Planning for 2017-2018 year is underway. MUSD will be providing two classrooms at both school sites next year, eliminating the need to bus 2<sup>nd</sup> graders from Dows to Morris, and enabling us to serve more children each day.
- Kids' Camp Summer Day Camp—Enrollment is currently at 45-50 kids per day at the Day Camp. Camp staff are all returning from the previous summer and our Camp Directors have planned some fun guest presentations and entertaining excursions around McKinleyville.

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- Drop in Basketball—Sunday evenings 7:00-9:30pm. 20-25 participants per day.

Review of Actions at Last MCSD Board mtg.:

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

AdHoc Committee Reports:

- J. Calkins reported that the Fischer Ranch Estuary project is currently in design phase for trails and will be completing CEQA requirements this summer.
- No other committee reports were made.

Agenda Items for July Meeting:

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

Adjournment:

- Moved by B. Prescott, 2<sup>nd</sup> by C. Caldwell
- Adjourned at 7:37pm

# McKinleyville Community Services District

## BOARD OF DIRECTORS

July 5, 2017

TYPE OF ITEM: **INFORMATION**

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

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

**TYPE OF ACTION: Information Only**

**A summary of activity for the month of June 2017**

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

- |   |           |
|---|-----------|
| • SDRMA Liability Insurance Discount Points | \$18,823  |
| • Sewer Infiltration Remediation            | \$167,056 |
| • Sewer Closed Circuit TV Unit Upgrade      | \$67,000  |
| • SWAP                                      | \$4,640   |
| • Community Service Workers                 | \$644     |
| • Northern Humboldt Employment Services     | \$2,156   |

Total cost savings for **June** are \$260,319

***The cumulative cost savings to the District to date from July 1, 2016 is \$447,340***

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

**Water and Wastewater Mainline Upgrade, Replacement and Rehabilitation Facility Plan** – Analysis and preparation of tables and figures for both the water and sewer systems detailing the size, pipe type, bury depths (for sewer), and age of the piping in both systems, and preparing a cost estimate of the replacement cost are completed. A draft cost estimate for both systems was submitted to staff. The two final steps in the process for this phase of the project are using the existing zoning designations to determine whether upgrades to sewer and water are necessary and then applying that information for the water and sewer rate analysis.

**Integrated Pest Management Plan** – Staff intended to bring the IPM narrative, the Guide to Reduced Toxicity Pesticide List, Control Alternatives and Cost Assumptions and supporting appendices to the Board for review in July but due to the volume of work and the necessity of more oversight during this phase of the WWMF project it was postponed until August. Another consideration is the potential for the reclassification Glyphosate. The Supreme



Court of California on June 26 became the first state to list it as a potentially carcinogenic substance. Starting July 7, glyphosate, will appear on the California list of potentially cancerous chemicals. It might be up to a year before the products containing the substance come with warning labels and a classification change in the MCSD IPM. Since MCSD staff have not used Roundup, the only product on our list with the glyphosate in many years this should have no impact on MCSD pest management.

**WWMF Improvements** – A weekly meeting is attended by staff to discuss the three-week rolling schedule, submittals for materials, requests for information and progress to that point. The volume of work accomplished in June was significant. All systems have been or are nearing completion. Fresh water is being recirculated through the system to test all pumps, valves and pipes. Some of the more noteworthy equipment startups that occurred in June included the secondary clarifiers, the turbine blowers and the aeration basins. As each component of the system is brought on line it is factory tested by a representative of the manufacturer to assure proper installation, this time also allows MCSD staff to receive training on the specific component. During this process, the digital controls and telemetry signals are monitored and tested to verify they are operational and being represented accurately on the SCADA system.

**NPDES Permit Renewal** – MCSD's current NPDES permit has been expired since April 2016. The Regional Board has allowed MCSD to operate on the expired permit until the new facility is up and running. Regional Board Staff recently identified three critical forms they did not include in the original list of forms requested. Consequently, with the permit scheduled for public comment in August or September this will require MCSD staff to rearrange priorities.

**Digital Control, SCADA and Telemetry Upgrade Project** – The lowest bidder was determined to be responsive and responsible, the MCSD Board approved the selection and authorized the Board President to execute the agreement for the design/ build contract and the notice of award was executed and acknowledged in June. The design/ build contract was mailed to Lighthouse Electrical and should be returned by the July board meeting. The project is scheduled to begin in early July.

**Alternative Energy** – Staff received two proposals for the first phase of the Alternative Energy Master Plan and will be entering into an agreement to review the potential for solar at MCSD facilities. Following that phase an RFQ for the Climate Action Plan will be developed to solicit proposals for that work.

**State Revolving Fund Energy Grant** – Staff met with our consultant to verify the location and cost of a potential solar array site specifically to offset the electrical demand at the WWMF. This proposed project has been in the planning stage for some time and has the potential for partial grant funding.

**Cal OES/ Hazzard Mitigation Grant** – Staff met for site visits with California state employees to tour the sites for a potential grant to replace two aging emergency generators. If MCSD is successful in being awarded these grants, they will cover at least half the costs of the projects.

**CSDA Chapter Planning Meeting** – During the June meeting MCSD staff met with other Humboldt County Special Districts that are members of CSDA and started drafting by-laws specific for a Humboldt County Chapter. The fledgling chapter will be meeting monthly until the it is affiliated.

**Off Channel Coho Habitat Project** – The 65% design drawing was submitted for review with a design review meeting scheduled in August.

**Meetings** – The General Manager attended various meetings this month including a CSDA Member Services, Professional Development, Fiscal and Legislative Committee Meetings via webinar in June. The GM also planned and attended the monthly CSDA Chapter Planning meeting in June.

#### **Exhibits/Attachments**

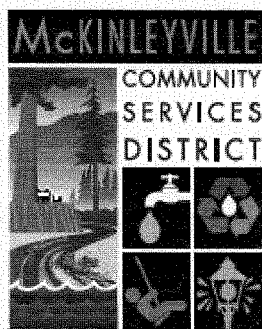
- Attachment 1 – WWMF Monthly Self Monitoring Report

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



mckinleyvillecsd.com

**MAIN OFFICE:**

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

**PARKS & RECREATION OFFICE:**

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

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

June 24, 2016

**RE: MONTHLY MONITORING REPORT**

Dear Justin:

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

The normal discharge of effluent was 13 days to Discharge Point 001 and 18 days to Discharge Points 002, 004, 005 and 006. The required monitoring and water quality constituents that were tested and reported were in compliance in May.

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

The requirement for TSS is 83 mg/L, 1108 lbs/day and 65% removal for the monthly average with four weekly tests in May which represent three criteria. The TSS results for May 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 May 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 April are as follows. Median was <1.8 and a Maximum of 4.5. Five samples were collected in the month of May and were in compliance.

Monthly River Monitoring was conducted in May.

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

WWMF Upgrade Status: The Clarifier concrete is being poured in stages. The Contractors have stopped pumping down the ground water due to dry weather. Electrical conduits have been installed. The fill is being placed and compacted in the pond bottom. Weekly meeting have been conducted with District staff, contractors, engineers and the project manager. Contractors have 521 days to complete the project. They have projected to be completed by February 2017.

Discharge to the River (Point 001) stopped on May 13<sup>th</sup> and land discharge began.

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

**MAY 2016**

Discharge Monitoring	002 M-003	002 M-003	004 M-005	003 M-004	006 M-007	005 M-006	001 M-002				
DATE	INFLUENT MGD	EFFLUENT MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	1.388	1.323	933							0.000	1.323
2	1.324	0.555	927							0.000	0.555
3	1.282	0.000	0	Washed CCB						0.000	0.000
4	1.263	0.652	780							0.000	0.652
5	1.296	1.162	881							0.000	1.162
6	1.251	1.251	888							0.000	1.251
7	1.289	1.240	879							0.000	1.240
8	1.321	1.247	885							0.000	1.247
9	1.264	1.232	873							0.000	1.232
10	1.231	1.329	980							0.000	1.329
11	1.235	1.392	975							0.000	1.392
12	1.231	1.392	975							0.000	1.392
13	1.198	0.938	979	0.257		Ended river discharge				0.000	0.681
14	1.235	0.458	326	0.458						0.000	0.000
15	1.300	0.458	327	0.458						0.000	0.000
16	1.215	0.450	531	0.178		0.180			0.092	0.272	0.000
17	1.204	0.598	649			0.430			0.168	0.598	0.000
18	1.192	0.865	1032			0.701			0.164	0.865	0.000
19	1.203	1.293	1147			1.109			0.184	1.293	0.000
20	1.165	1.185	1161	0.369		0.723			0.093	0.816	0.000
21	1.207	0.665	473	0.665						0.000	0.000
22	1.246	0.663	474	0.663						0.000	0.000
23	1.191	1.074	1391	0.255		0.730			0.089	0.819	0.000
24	1.168	1.666	1433			1.500			0.166	1.666	0.000
25	1.153	1.605	1412			1.436			0.169	1.605	0.000
26	0.827	1.631	1473			1.316		0.145	0.170	1.631	0.000
27	0.819	1.525	1485	0.480		0.815		0.143	0.087	1.045	0.000
28	0.801	0.860	616	0.860						0.000	0.000
29	0.797	0.853	610	0.853						0.000	0.000
30	0.874	0.846	611	0.846						0.000	0.000
31	0.835	1.157	1397	0.330		0.594		0.142	0.091	0.827	0.000
TOTAL	36.005	31.565		6.672	0.000	9.534	0.000	0.430	1.473	11.437	13.456
AVERAGE	1.161	1.018	887	0.000	0.000	0.867	0.000	0.143	0.000	0.369	0.434
MAXIMUM	1.388	1.666	1485	0.860	0.000	1.500	0.000	0.145	0.184	1.666	1.392
MINIMUM	0.797	0.000	0	0.178	0.000	0.180	0.000	0.142	0.087	0.000	0.000
DAYS	31	30		13	0	11	0	3	11	19	12
DAYS WITH NO DISCHARGE = 1											

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
RIVER CFS - EFFLUENT FLOWS -

MAY 2016

M-004

M-005

M-006

RIVER DILUTION

DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	EFFLUENT MAXIMUM GPM	M-003 PERK PONDS MGD	M-007 IRRIGATE MGD	M-002 RIVER MGD	RIVER DILUTION 100:1	MAXIMUM G.P.M. DISCHARGE FOR 100:1	RIVER FLOW IN CFS	RIVER FLOW IN GPS
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1	1.388	1.323	933			1.323	313	2922	651	4870
2	1.324	0.555	927			0.555	283	2626	585	4376
3	1.282	0.000	0		washed ccb	0.000	#DIV/0!	2509	559	4182
4	1.263	0.652	780			0.652	295	2303	513	3838
5	1.296	1.162	881			1.162	259	2285	509	3808
6	1.251	1.251	888			1.251	251	2231	497	3718
7	1.289	1.240	879			1.240	290	2550	568	4249
8	1.321	1.247	885			1.247	271	2397	534	3995
9	1.264	1.232	873			1.232	264	2303	513	3838
10	1.231	1.329	980			1.329	224	2199	490	3666
11	1.235	1.392	975			1.392	221	2150	479	3583
12	1.231	1.392	975			1.392	213	2074	462	3456
13	1.198	0.938	979	0.257		0.681	210	2056	458	3426
14						0.000	#DIV/0!	0		0
15						0.000	#DIV/0!	0		0
16						0.000	#DIV/0!	0		0
17						0.000	#DIV/0!	0		0
18						0.000	#DIV/0!	0		0
19						0.000	#DIV/0!	0		0
20						0.000	#DIV/0!	0		0
21						0.000	#DIV/0!	0		0
22						0.000	#DIV/0!	0		0
23						0.000	#DIV/0!	0		0
24						0.000	#DIV/0!	0		0
25						0.000	#DIV/0!	0		0
26						0.000	#DIV/0!	0		0
27						0.000	#DIV/0!	0		0
28						0.000	#DIV/0!	0		0
29						0.000	#DIV/0!	0		0
30						0.000	#DIV/0!	0		0
31						0.000	#DIV/0!	0		0

TOTAL	16.573	13.713		0.257	0.000	13.456				
AVERAGE	1.275	1.055	843	0.257	0.000	0.434	#DIV/0!	987	524	1645
MAXIMUM	1.388	1.392	980	0.257	0.000	1.392	#DIV/0!	2922	651	4870
MINIMUM	1.198	0.000	0	0.257	0.000	0.000	#DIV/0!	0	458	0
DAYS	13	13	13	1	0					

DAYS WITH NO DISCHARGE TO THE MAD RIVER = 18

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
MONITORING DATA

YEAR: 2016

MONTH: MAY

DATE	INFLUENT FLOW M.G.D.		EFFLUENT FLOW M.G.D.		EFFLUENT MAXIMUM GPM		RIVER CFS		INFLUENT MONITORING			EFFLUENT MONITORING						3X5 TOTAL COLIFORM	
									B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL <sub>2</sub> RES.	RIVER CL <sub>2</sub> RES	SETTLABLE SOLIDS	
1	1.388		1.323		933		651				7.1	17.3				2.0	0.00		<1.8
2	1.324		0.555		927		585				6.9	18.0			24	1.9	0.00		
3	1.282		0.000		0		559				Washed CCB								
4	1.263		0.652		780		513				7.2	17.5			26	0.6	0.00		
5	1.296		1.162		881		509				6.9	17.3			24	1.4	0.00		
6	1.251		1.251		888		497		260	300	6.9	16.9	8	18	24	3.2	0.00	<0.1	
7	1.289		1.240		879		568				6.9	17.1				3.2	0.00		
8	1.321		1.247		885		534				7.1	17.1				2.5	0.00		
9	1.264		1.232		873		513				6.9	16.8			26	2.6	0.00		2
10	1.231		1.329		980		490				7.0	16.8			24	2.9	0.00		
11	1.235		1.392		975		479				7.1	17.3			26	2.6	0.00		
12	1.231		1.392		975		462				7	17.2			24	2.4	0.00		
13	1.198		0.938		979		458		280	250	6.9	17.3	13	24	24	2.1	0.00	<0.1	
14	1.235		0.458		326														
15	1.300		0.458		327														
16	1.215		0.450		531						7.2	18.2			24	0.9			4.5
17	1.204		0.598		649						7.0	18.5			24	1.5			
18	1.192		0.865		1032						7.0	18.2			24	1.2			
19	1.203		1.293		1147						7.1	17.8			24	2.2			
20	1.165		1.185		1161				290	210	7.2	17.7	15	18	24	1.8		<0.1	
21	1.207		0.665		473														
22	1.246		0.663		474														
23	1.191		1.074		1391														
24	1.168		1.666		1433						7.0	18.4			24	3.8			<1.8
25	1.153		1.605		1412						6.8	18.5			24	1.7			
26	0.827		1.631		1473						7.0	18.7			24	2.5			
27	0.819		1.525		1485						6.9	18.6			24	2.8			
28	0.801		0.860		616						7.1	18.4	14	24	24	2.7		<0.1	
29	0.797		0.853		610														
30	0.874		0.846		611														
31	0.835		1.157		1397						7.0	18.5			22	2.8			<1.8

SPILLS:

None to report

MONTHLY TESTS			
TDS	AMMONIA	NITRATE	BORON
240	27.0	ND	180

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

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

30 DAY AVERAGE

BOD mg/L	BOD LBS/DAY	BOD % Removal	NFR mg/L	NFR LBS/DAY	NFR % Removal
13	128	96	21	215	91

ACUTE TOXICITY

DATE	% Survival
Rainbow Trout 5/9/2016	100%
C. dubia 5/9/2016	100%

CHRONIC TOXICITY

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

Total Coliform	Monthly
Median	<1.8
Daily	
Maximum	4.5

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

REMARKS: Stopped river discharge on May 13, 2016 and started Land Application.

Indicates Permit Exceedance