

**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, JUNE 1, 2016 AT 7:00pm  
Azalea Hall, 1620 Pickett Road  
McKinleyville, California**

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## **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 HEARINGS 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 from the Board of Directors Regular Meeting on May 4, 2016 **Pg. 5**  
Attachment 1 – Draft Minutes from May 4, 2016 **Pg. 6**
- D.2 Consider approval of April 2016 Treasurer's Report **Pg. 12**
- D.3 Compliance with State Double Check Valves (DCV) Law – Violations **Pg. 34**
- D.4 Consider approval of 2016 Summer-Fall Recreation Activity Guide and Recreation Program Fees **Pg. 35**  
Attachment 1 – 2016 Summer-Fall Recreation Activity Guide **Pg. 36**
- D.5 Consider approval of the 2015 Consumer Confidence Report (CCR) **Pg. 44**  
Attachment 1 – Consumer Confidence Report **Pg. 46**

## E. CONTINUED AND NEW BUSINESS

- E.1 Consider approval of a conflict waiver consenting to Mitchell, Brisso, Delaney & Vrieze, LLP's concurrent representation of McKinleyville Community Services District (MCSD) and Green Diamond Resource Company in connection with a real property transaction involving a dedication of certain forest lands to MCSD by and through the Trust for Public Land **Pg. 54**  
Attachment 1 – MCSD-GDRC Conflict Waiver **Pg. 56**
- E.2 Consider appointment of applicant John Calkins for vacant position on the Recreation Advisory Committee **Pg. 62**  
Attachment 1 – Letter of Interest (John Calkins) **Pg. 64**
- E.3 Consider Authorization for Director Corbett to attend the Annual California Water Law & Policy Mandatory Continued Legal Education (MCLE) Conference in San Francisco June 13-14, 2016 **Pg. 65**  
Attachment 1 – Conference Brochure & Schedule **Pg. 67**
- E.4 Consider adoption of the use of the Special District Leadership Foundation (SDLF) High Performing District checklist for use in the areas of Finance and Human Resources **Pg. 71**  
Attachment 1 – SDLF Checklist and MCSD's performance and responsibilities in specified areas **Pg. 73**  
Attachment 2 – Checklist resources for categories with deficiencies **Pg. 79**

E.5	Consider Approval of FY2016-17 Proposed Budget and Appropriations Limit	<b>Pg. 80</b>
	Attachment 1 – Budget for FY2016-17	<b>Pg. 81</b>
	Attachment 2 – Resolution 2016-13	<b>Pg. 125</b>
E.6	Consider approval of the Memorandum of Understanding (MOU) for Central Avenue Right of Way Landscape Maintenance with Humboldt County Department of Public Works (DPW)	<b>Pg. 125</b>
	Attachment 1 – Central Avenue Memorandum of Understanding	<b>Pg. 127</b>
E.7	Land Transfer Agreement with Humboldt County for North Bank Road Park Property APN 507-141-021	<b>Pg. 132</b>
	Attachment 1 – Transfer Agreement between MCSD and County of Humboldt	<b>Pg. 134</b>
	Attachment 2 – Map designating parcel APN 507-141-021	<b>Pg. 151</b>
E.8	Presentation by Mitch Weiss, Deputy Director, California Transportation Commission regarding the California Road Charge Pilot Program	<b>Pg. 152</b>
	Attachment 1 – California Road Charge Brochure	<b>Pg. 153</b>
E.9	Consider Adoption of Resolution 2016-12 amending the Rules and Regulations Rule 45.03.b Facility Use Fees and 45.03.c Event Service Fees	<b>Pg. 157</b>
	Attachment 1 – Resolution 2016-12	<b>Pg. 160</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 (Wheeler/Couch)
- b. Area Fund (John Kulstad/Edwards)
- c. Redwood Region Economic Development Commission (Mayo/Edwards)
- d. McKinleyville Senior Center Advisory Committee (Edwards, Mayo)
- e. Audit (Corbett/Edwards)
- f. Employee Negotiations (Couch/Edwards)
- g. Water Task Force (Wheeler/Corbett)
- h. AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch)
- i. McKinleyville Municipal Advisory Committee (Edwards/Corbett)
- j. Cornerstone Committee (Couch)
- k. Groundwater Sustainability Committee (Edwards/Corbett, Mayo)

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

- |   |                |
|---|----------------|
| a. Support Services Department (Colleen M.R. Trask) | <b>Pg. 163</b> |
| b. Operations Department (James Henry)              | <b>Pg. 164</b> |
| c. Parks & Recreation Department (Lesley Frisbee)   | <b>Pg. 169</b> |
| Attachment 1 – RAC Meeting Notes 5-19-16            | <b>Pg. 172</b> |
| d. General Manager (Greg Orsini)                    | <b>Pg. 175</b> |
| Attachment 1 – WWMF Monthly Self-Monitoring Report  | <b>Pg. 177</b> |

F.3 PRESIDENT'S REPORT

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

**G. ADJOURNMENT**

**Posted 5:00 pm on May 27, 2016**

*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**

June 1, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: D.1**                      **Consider Approval of the Minutes from the Board of Directors' Regular Meeting on May 4, 2016**

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

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

### **Recommendation:**

Staff recommends that the Board review the draft minutes from the May 4, 2016 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 May 4, 2016

**MINUTES OF THE REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT HELD ON WEDNESDAY, MAY 4, 2016 AT 6:30PM  
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 6:30 pm with President Wheeler, Vice President Edwards, Director Corbett and Director Couch present. Director Mayo was absent attending the ACWA Conference.

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

Gregory Orsini, General Manager  
Becky Schuette, Board Secretary

**A.2 Closed Session Discussion:** PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code § 54954.5 and 54957) Title: General Manager—Gregory Orsini.

The meeting was adjourned to closed session at 6:31 pm.

**A.3 Report out of Closed Session:** President Wheeler advised that there was no report.

**A.1 CALL TO ORDER and ROLL CALL:** The regular meeting of the Board of Directors of McKinleyville Community Services District convened at 7:06 pm with President Wheeler, Vice President Edwards, Director Corbett and Director Couch present. Director Mayo was absent.

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

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

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

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

**A.4 Approval of Agenda:**

**MOTION:** It was moved to approve the agenda.

Motion: John Corbett; Second: Helen Edwards

There was no comment from the Board or the public.

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

**MOTION SUMMARY:** Motion Passed

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

**AGENDA ITEM C PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:** President Wheeler opened public comment and there was none.

#### **AGENDA ITEM D CONSENT CALENDAR:**

**D.1** Consider approval of the Minutes of the Board of Directors' Regular Meeting of April 6, 2016

**D.2** Consider approval of the March 2016 Treasurer's Report

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

**D.4** Approve and authorize Board President to sign and execute the Hiller Sports Complex Facility Use Agreement Contract for Mad River Youth Soccer League

**D.5** Approve and authorize Board President to sign and execute the approval of Hiller Park Caretaker Agreement

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

Motion: Helen Edwards; Second: John Corbett

There was no comment from the Board or the public.

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

**MOTION SUMMARY:** Motion Passed

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

**E.1 Consider authorization for participation in and approval of a 30% cost share for the Household Hazardous Waste (HHW) Collection Event at Pierson Park on July 16, 2016:** General Manager Orsini presented the item and asked Brent Whitener from HHW to come forward to speak with the Board. Mr. Whitener advised the Board about the event that has been occurring for the past eight years with strong participation from the McKinleyville community. He advised the event is free to MCSD customers and \$5 for non MCSD customers. Director Corbett complemented the program.

There were no comments from the public.

Prior to the vote, General Manager Orsini requested a minor modification to the staff recommendation. The date in the staff note was incorrect and should read that the event is being held on July 16, 2016.

**MOTION: It was moved to accept staff recommendation as modified.**

Motion: Helen Edwards; Second: John Corbett

There was no comment from the Board or the public.

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

**MOTION SUMMARY:** Motion Passed

**E.2 Consider Authorization for the McKinleyville Chamber of Commerce to Utilize McKinleyville Community Services District streetlight poles down Central Avenue from School Road to Railroad Avenue and Lighting to Trees:** General Manager Orsini advised that the Chamber had previously met with the MCSD and the County regarding this topic and then requested that Chamber President, Heather Vina, come to the podium to address the topic with the Board. The Chamber is requesting a "test run" for the Central Avenue area between School Road and Railroad Avenue which could have the trees lit with solar lights and hanging baskets placed on streetlight poles. This test run would take place this season in order to work out any problems or issues that may arise. The hope is that by next season everything will be worked out. There were no comments from the Board. General Manager Orsini advised that this was intended to be a six-month verbal agreement with the Chamber and a more permanent Memorandum of Understanding (MOU) would follow for the future.

**MOTION: It was moved to accept staff recommendation.**

Motion: John Corbett; Second: Helen Edwards

There was no comment from the public.

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

**MOTION SUMMARY:** Motion Passed

**E.3 Update on the Memorandum of Understanding (MOU) for Central Avenue Right of Way Maintenance with Humboldt County Public Works Department:** General Manager Orsini reported on the history of the need for the MOU and then requested Tom Mattson, Humboldt County Public Works Director to come forward and speak to the Board. Director Mattson advised the Board that the guarantee of the use of SWAP crews could not be made and that General Manager Orsini had been waiting on him to finish up the MOU. Director Edwards had a question about the previous conversations regarding the tree replacement on Central Avenue and if that problem had been reconciled. Director Matson assured her that the types of trees were specified in the MOU and they are much better choices for our area than the ones currently planted.

There was no further Board comment and no comments from the public. This item was information only.

**E.4 Consider Authorization for the General Manager to sign letters of support for Humboldt County Public Works regarding the McKinleyville Avenue Safe Routes for Schools and Hammond Trail Bridge Projects:** Humboldt County Public Works Director Tom Mattson was already at the podium for the previous agenda item; at this time he advised the Board that the County had two active transportation programs that involved the MCSD service area. One was the McKinleyville Avenue Safe Routes for Schools, which would be widening shoulder areas on McKinleyville Avenue, adding crosswalks and installing flashing beacons. The second project was the demolition and replacement of the Hammond Trail Bridge. General Manager Orsini recommended that the Board allow him to sign the support letters for the projects that were addressed to Caltrans. GM Orsini reminded the Board that the safe routes will be a great improvement to the safety of school children and also that we have infrastructure on the Hammond Trail Bridge. There were no comments from the Board or the public.

**MOTION: It was moved to accept staff recommendation.**

Motion: John Corbett; Second: David Couch

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

**MOTION SUMMARY:** Motion Passed

**E.5 Mad River Floodplain Restoration Update Presentation:** General Manager Orsini provided history of the property related to the project, then introduced Mary Burke, Cal Trout Project Manager. Mary Burke introduced all of the present team members for the project before she and Rose Patenaude, Design Engineer, provided a presentation to the Board and public. The PowerPoint included the timeline, objectives, history, existing conditions, constraints and opportunities, data collected and synthesized, and finally, concept designs for the restoration. President Wheeler had a few questions and comments. There were no further comments from the Board and the following member of the public commented:

Mitch Farrow who is a property owner near the site.

The presentation group and members of the public moved to the Senior Room for a planned public input and discussion session. The item was informational only.

President Wheeler called for a five-minute recess at 8:25 pm and the meeting reconvened at 8:31 pm.

**E.6 Review and Discuss the 2016 Report Card for Humboldt County's Water Infrastructure:**

Operations Director James Henry introduced Cameron Muir from the American Society of Civil Engineers (ASCE), North Coast Branch. Muir then introduced his assistants for the project, Michael Layton and Nick Cordtz and this was followed by a PowerPoint presentation breaking down the report. The information included criteria of the report card grades, the report card committees, evaluation criteria categories and associated percentages, existing conditions, a summary of the report card grade for MCSD (B-Good: Adequate for now), deferred maintenance and future need/funding and recommendations. Operations Director Henry advised the Board that the recommendations being specified were already on the District's radar and in the Capital Improvement Plan. General Manager Orsini added that the report card is a document that can be utilized in the future to help obtain grant funding. He advised that there was a great deal of data which was compiled in a very scientific process and that he was very happy with the outcome. Directors Edwards, Corbett and Wheeler had a few comments about the report as well.

This item was information only.

**E.7 Review Operations Draft Budget for Water, Wastewater, and Streetlights Funds FY2016/17:**

General Manager Orsini requested that Finance Director Trask review portions of the water, sewer and streetlights budget with the Directors. Finance Director Trask reported that this draft budget are the best estimates at this point and highlighted a few of the new items added to the expenses portion this year.

This item was information only.

**E.8 Provide feedback to the General Manager regarding his participation in the Last Chance Upgrade public outreach program:**

General Manager Orsini reported that he had been contacted by Brian Papstein of KINS radio whose listeners were being encouraged to contact Barbara Boxer regarding the project. GM Orsini is requesting input from the Board regarding his participation and assistance with radio spots that are forthcoming. Director Corbett had a great deal to say about this topic which included his support for the General Manager to participate. The Directors are all encouraging General Manager Orsini to contribute through his participation.

Director Wheeler pointed out, for the record, that the public had left after item E.5 and questions or comment were not offered to the public as there were no members of the public present.

Information only, no action taken.

**AGENDA ITEM F REPORTS:****F1. Active Committee Reports**

- a. **Recreation Advisory Committee (Wheeler/Couch (alternate)):** President Wheeler reported that rate increases were again discussed at the meeting. John Calkins was present at the last meeting and expressed interest in applying for an opening, however no formal letter of request had been submitted to date. Charlie Caldwell is broaching the skate park topic again and intends to ask for a right of entry soon. Director Edwards referred back to the community survey from 2010 that indicated that there was little interest in a skate park and she requested Mr. Caldwell be reminded of that information and that any information be brought to the RAC first. The RAC will then bring their recommendation to the Board. President Wheeler added that the new swing sets were up, the botanical garden had been weeded and bark spread and the community garden had been weeded and raised beds for the disabled had been built.

- b. **Area Fund (John Kulstad/Edwards):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Edwards (alternate)):** Director Mayo had attended the meeting but he was not present for a report.
- d. **McKinleyville Senior Center Advisory Committee (Edwards):** Director Edwards had not attended, however General Manager Orsini did attend. He reports that they are working on creating a Board from the community members and are currently operating strongly on volunteers with no Executive Director. He added that the Advisory Committee is searching for an attorney to be part of the Board.
- e. **Audit (Corbett/Edwards):** Nothing to report.
- f. **Employee Negotiations (Couch/Edwards):** Nothing to report.
- g. **Water Task Force (Wheeler/Corbett (alternate)):** Nothing to report.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Couch (alternate)):** Did not meet. General Manager Orsini advised that the National Pollutants Discharge Elimination System (NPDES) permit requires a commercial survey every five years and that it was getting close to being time to do it again.
- i. **McKinleyville Municipal Advisory Committee (Edwards/Corbett (alternate)):** Did not meet.
- j. **Cornerstone Committee (Couch):** Did not meet.
- k. **Groundwater Sustainability Committee (Edwards/Corbett, Mayo):** Director Corbett reported that the committee did meet and he was on the committee. He advised that the big issue for discussion is whether, after the initial fact finding, an alternative on the exemption from the process will be warranted. There is plenty of water and a lot of history on the wells. The only issue may be the salt water intrusion and there should be some data on that. The county stated that they were hoping to use their approach county wide. The farm bureau was adamant that they did not want the program expanded and timber was against it as well.

## **F.2 Staff Reports:**

- a. **Support Services Department:** Finance Director Colleen Trask reviewed her staff report and updated the Board on the amount in Reserves Recovery and in the Biosolids account. She also verbally reported on several sections of her written staff report.
- b. **Operations Department:** Operations Director James Henry had nothing further to add.
- c. **Parks and Recreation Department:** Recreation Director Lesley Frisbee thanked the members of the Board that were able to attend the Ribbon Cutting Ceremony for the Teen & Community Center. She added that at the ceremony Lube Central had donated the drum set for the music room; the Bi-lingual Eco Club had donated \$1000 and the McKinleyville Area Fund had donated an additional \$1500. She reminded the Board of the Pints for non-profits being held at Six Rivers Brewery on Thursday, May 12.
- d. **General Manager:** General Manager Orsini reported to the Board on the Active Shooter Training that the entire District staff had attended.

**F.3 President's Report:** President Wheeler wanted to wait to make an announcement but wanted Director Mayo to be present. He had nothing further to add.

**F.4 Board comments, announcements, reports and agenda item requests:** Director Corbett advised he is going to be working with the General Manager, and possibly the McKinleyville Municipal Advisory Committee, for the number for the past twenty years of county building permits for MCSD and the number of low income houses built for that same twenty-year time period. We will then obtain that same data from the Cities of Eureka, Arcata and Fortuna and some of the surrounding areas and the county as a whole. This will then be a checklist for whether the general plan is working or not working. It may take another ten years to solve the problems. He believes that other areas of the county have recovered more quickly than others from the building recession.

**AGENDA ITEM G ADJOURNMENT:**

Director Corbett moved to adjourn the meeting and the motion was seconded by Director Edwards. President Wheeler adjourned the meeting at 9:51 pm.

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Becky Schuette, Board Secretary



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

**Table of Contents**

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

**McKinleyville Community Services District**  
**Investments & Cash Flow Report**  
**As of Apr. 30, 2016**

**Petty Cash & Change Funds** 5,691.90

**Cash**

**Operating & Money Market - Beginning Balance** 1,398,677.94

**Cash Receipts:**

Utility Billings	369,739.90
Money Market Account Interest	144.43
Transfers from County Funds #2560, #4240, CalTRUST	-
Other Cash Receipts	97,671.54

**Total Cash Receipts** 467,555.87

**Cash Disbursements:**

Payroll Related Expenditures	(215,324.85)
Debt Service	(120,623.23)
Capital & Other Expenditures	(388,181.30)

**Total Cash Disbursements** (724,129.38)

**Operating & Money Market - Ending Balance** 1,142,104.43

**Total Cash** 1,147,796.33

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

**LAIF - Beginning Balance** 128,964.29

Interest Income 148.87

**LAIF - Ending Balance** 129,113.16

**Humboldt Co. #2560 - Beginning Balance** 1,423,976.15

Property Taxes and Assessments 312,434.95

Transfer to/from Operating Cash -

Interest Income 937.45

**Humboldt Co. #2560 - Ending Balance** 1,737,348.55

**Humboldt Co. #4240 - Beginning Balance** 2,706,279.55

Property Taxes -

Transfer to/from Operating Cash -

Transfer to/from Biosolids Reserve 20,000.00

Interest Income 4,465.46

**Humboldt Co. #4240 - Ending Balance** 2,730,745.01

**Humboldt Co. #9390 - Beginning Balance** 706,725.28

Reserves Recovery Deposits 24,130.38

Interest Income -

**Humboldt Co. #9390 - Ending Balance** 730,855.66

**USDA Bond Reserve Fund - Beginning Balance** 143,500.77

Bond Reserve Payment 7,979.17

Debt Service Payment, Principal/Interest -

Interest Adjustment 11.33

**USDA Bond Reserve Fund - Ending Balance** 151,491.27

**Market Valuation Account** (180.00)

**Meas.B Loan Proceeds, Umpqua - Beginning Balance** 203,503.05

Net Transfer to/from Loan Cash Holding Acct -

Interest Income 58.54

**Meas.B Loan Proceeds, Umpqua - Ending Balance** 203,561.59

**CalTRUST - Beginning Balance** 1,202,655.28

Net Transfer to/from Meas. B Loan Umpqua Acct -

Net Transfer to/from Water Fund Capacity Fees Acct -

Interest Income/Unrealized Gain/Loss 962.58

**CalTRUST - Ending Balance** 1,203,617.86

**Total Investments** 6,886,553.10

**Total Cash & Investments - Current Month** 8,034,349.43

**Total Cash & Investments - Prior Month** 7,919,794.21

**Net Change to Cash & Investments This Month** 114,555.22

**Cash & Investment Summary**

Cash & Cash Equivalents 7,121,038.09

Davis-Grunsky Loan Reserve 601,072.55

Waste Water Capital Reserve 100,747.52

USDA Bond Reserve 151,491.27

I-Bank Loan Reserve 60,000.00

**Total Cash & Investments** 8,034,349.43

**McKinleyville Community Services District**  
**Consolidated Balance Sheet by Fund**  
**As of Apr. 30, 2016**

	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetlights	Water	Wastewater	Total (Memorandum Only)
<b>ASSETS</b>						
<b>Current Assets</b>						
Unrestricted cash & cash equivalents	\$ 1,039,957.95	\$ 25,006.04	\$ (29,701.08)	\$ 2,818,761.01	\$ 3,295,913.43	\$ 7,149,937.35
Accounts receivable	3,163.29	-	6,779.00	304,067.16	255,336.76	569,346.21
Prepaid expenses & other current assets	11,713.97	-	416.23	79,699.10	31,168.25	122,997.55
<b>Total Current Assets</b>	<b>1,054,835.21</b>	<b>25,006.04</b>	<b>(22,505.85)</b>	<b>3,202,527.27</b>	<b>3,582,418.44</b>	<b>7,842,281.11</b>
<b>Noncurrent Assets</b>						
Restricted cash & cash equivalents	181,234.07	-	-	661,072.55	252,238.79	1,094,545.41
Other noncurrent assets	-	-	-	44,530.00	48,704.00	93,234.00
Capital assets (net)	-	-	-	7,923,260.82	13,910,805.26	21,834,066.08
<b>Total Noncurrent Assets</b>	<b>181,234.07</b>	<b>-</b>	<b>-</b>	<b>8,628,863.37</b>	<b>14,211,748.05</b>	<b>23,021,845.49</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,236,069.28</b>	<b>\$ 25,006.04</b>	<b>\$ (22,505.85)</b>	<b>\$ 11,831,390.64</b>	<b>\$ 17,794,166.49</b>	<b>\$ 30,864,126.60</b>
<b>LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>						
<b>Current Liabilities</b>						
Accounts payable & other current liabilities	\$ 65,801.99	\$ 1,834.92	\$ 150.64	\$ 229,652.38	\$ 563,316.65	\$ 860,756.58
Accrued payroll & related liabilities	80,777.78	-	-	37,695.90	37,778.35	156,252.03
<b>Total Current Liabilities</b>	<b>146,579.77</b>	<b>1,834.92</b>	<b>150.64</b>	<b>267,348.28</b>	<b>601,095.00</b>	<b>1,017,008.61</b>
<b>Noncurrent Liabilities</b>						
Long-term debt	-	-	-	2,924,134.73	656,969.75	3,581,104.48
Other noncurrent liabilities	-	-	-	818,504.07	866,784.81	1,685,288.88
<b>Total Noncurrent Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,742,638.80</b>	<b>1,523,754.56</b>	<b>5,266,393.36</b>
<b>TOTAL LIABILITIES</b>	<b>146,579.77</b>	<b>1,834.92</b>	<b>150.64</b>	<b>4,009,987.08</b>	<b>2,124,849.56</b>	<b>6,283,401.97</b>
<b>Fund Balance/Net Assets</b>						
Fund balance	376,356.97	23,171.12	(22,656.49)	-	-	376,871.60
Net assets	713,132.54	-	-	2,822,277.47	2,415,481.42	5,950,891.43
Investment in capital assets, net of related debt	-	-	-	4,999,126.09	13,253,835.51	18,252,961.60
<b>Total Fund Balance/Net Assets</b>	<b>1,089,489.51</b>	<b>23,171.12</b>	<b>(22,656.49)</b>	<b>7,821,403.56</b>	<b>15,669,316.93</b>	<b>24,580,724.63</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE/NET ASSETS</b>	<b>\$ 1,236,069.28</b>	<b>\$ 25,006.04</b>	<b>\$ (22,505.85)</b>	<b>\$ 11,831,390.64</b>	<b>\$ 17,794,166.49</b>	<b>\$ 30,864,126.60</b>
Difference in Reclass from Cap Assets to Net Assets:				171.00	(171.00)	
<b>Investment in General Capital Assets</b>	<b>\$ 5,184,848.71</b>					
<b>General Long-term Liabilities</b>						
PG&E Streetlights Loan	72,837.35					
Meas. B Loan: Teen/Community Center	1,352,733.00					
OPEB Liability	276,539.23					
CalPERS Pension Liability/Deferred Inflows-Outflows	533,553.60					
Accrued Compensated Absences	61,161.36					
<b>TOTAL GENERAL LONG-TERM LIABILITIES</b>	<b>\$ 2,296,824.54</b>					

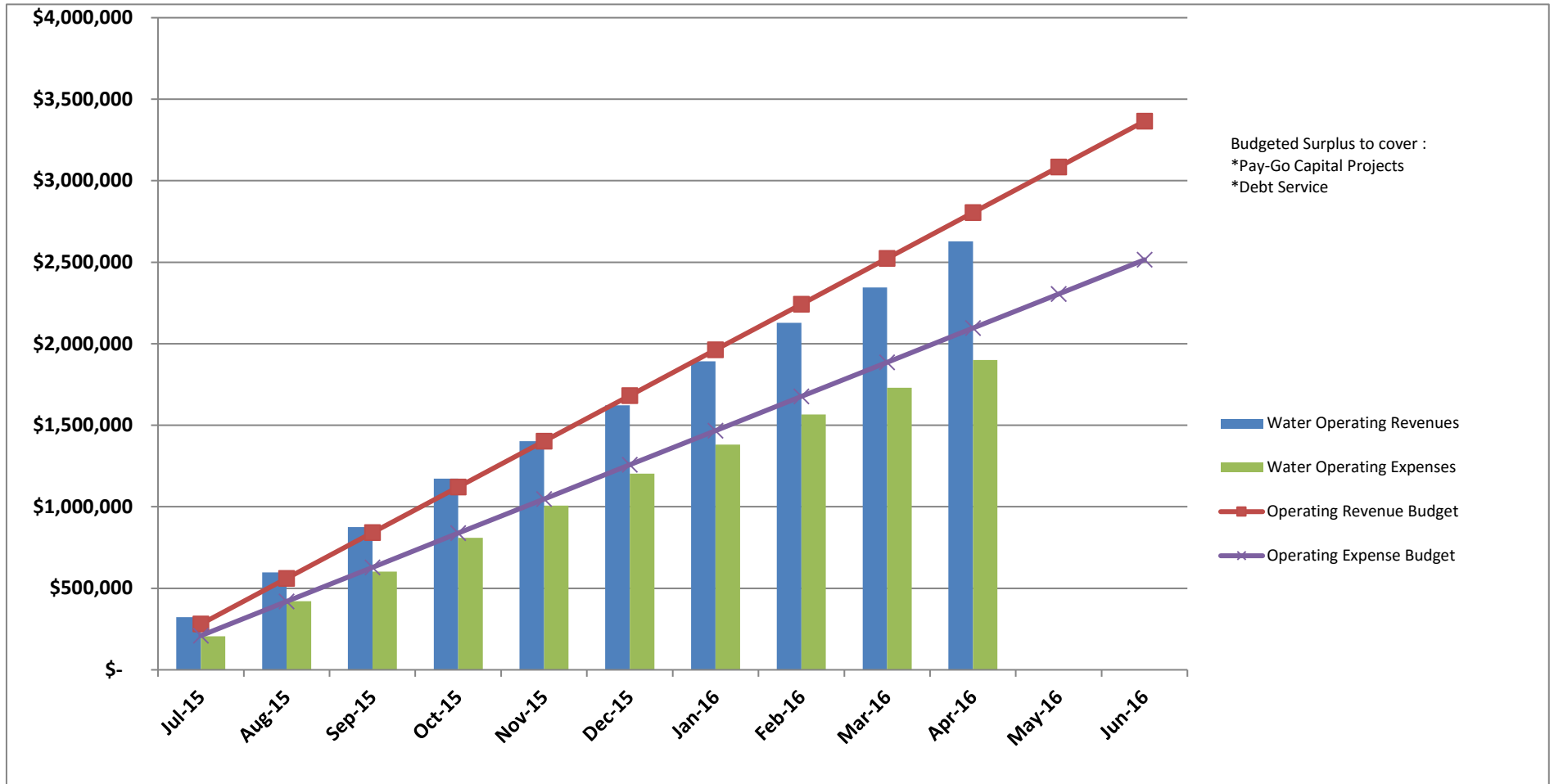
**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget**  
**Apr 2016**

Department Summaries	April	% of Year 83.33% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b><u>Water</u></b>						
Water Sales	258,927	2,495,356	2,474,339	21,017	0.85%	Budget spread evenly over 12 months - actual water sales vary seasonally
Other Revenues	23,538	541,607	329,549	212,058	64.35%	Includes YTD Capacity Fees of \$75,804 and Contrib. Construction of \$333,225
Total Operating Revenues	282,464	3,036,964	2,803,888	233,076	8.31%	
Salaries & Benefits	61,547	678,086	696,177	(18,091)	-2.60%	
Water Purchased	70,201	714,049	797,793	(83,744)	-10.50%	Budget spread evenly over 12 months - actual expenses vary per customer usage
Other Expenses	11,668	236,286	339,488	(103,202)	-30.40%	Budget spread evenly over 12 months - actual expenses vary per schedule
Depreciation	27,200	272,000	262,500	9,500	3.62%	
Total Operating Expenses	170,615	1,900,420	2,095,958	(195,538)	-9.33%	
Net Operating Income	111,849	1,136,544	707,930	37,538		
Interest Income	2,661	13,384	6,927	6,457	93.21%	Interest rate higher than originally estimated
Interest Expense	(5,889)	(60,326)	(61,335)	(1,009)	-1.64%	
<b>Net Income (Loss)</b>	<b>108,621</b>	<b>1,089,601</b>	<b>653,522</b>	<b>436,079</b>		
<b><u>Wastewater</u></b>						
Wastewater Service Charges	215,740	2,102,422	1,994,352	108,070	5.42%	Budget spread evenly over 12 months - actual sewer charges vary seasonally
Other Revenues	31,167	532,450	329,389	203,061	61.65%	Includes YTD Capacity Fees of \$152,167 and Contrib. Construction of \$310,090
Total Operating Revenues	246,907	2,634,872	2,323,741	311,131	13.39%	
Salaries & Benefits	71,916	716,815	778,701	(61,886)	-7.95%	
Other Expenses	28,897	362,274	464,933	(102,659)	-22.08%	Budget spread evenly over 12 months - actual repair/maintenance expenses vary
Depreciation	39,150	391,500	400,000	(8,500)	-2.13%	
Total Operating Expenses	139,963	1,470,589	1,643,634	(173,045)	-10.53%	
Net Operating Income	106,944	1,164,283	680,107	484,176		
Interest Income	1,345	16,266	16,667	(401)	-2.41%	
Interest Expense	(2,695)	(28,378)	(34,810)	(6,432)	-18.48%	Interest expense less than original debt schedules
<b>Net Income (Loss)</b>	<b>105,594</b>	<b>1,152,170</b>	<b>661,964</b>	<b>490,206</b>		
<b>Enterprise Funds Net Income (Loss)</b>	<b>214,216</b>	<b>2,241,772</b>	<b>1,315,486</b>	<b>926,286</b>		
Treasurer's Report Page 4						

# McKinleyville Community Services District

## Apr 2016

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

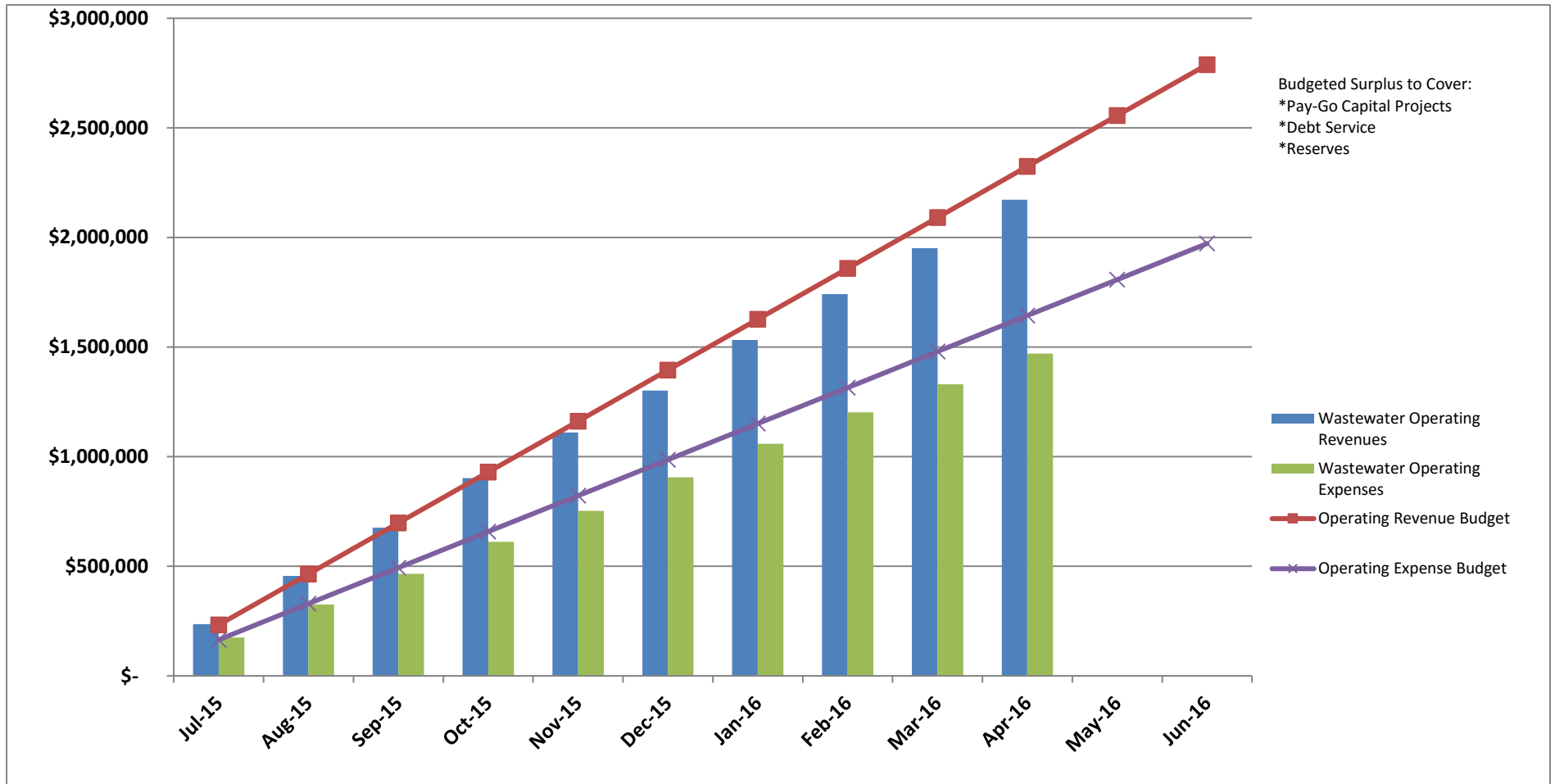


Treasurer's Report Page 5, Selected Graphic Comparisons

# McKinleyville Community Services District

## Apr 2016

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



Treasurer's Report Page 6, Selected Graphic Comparisons

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

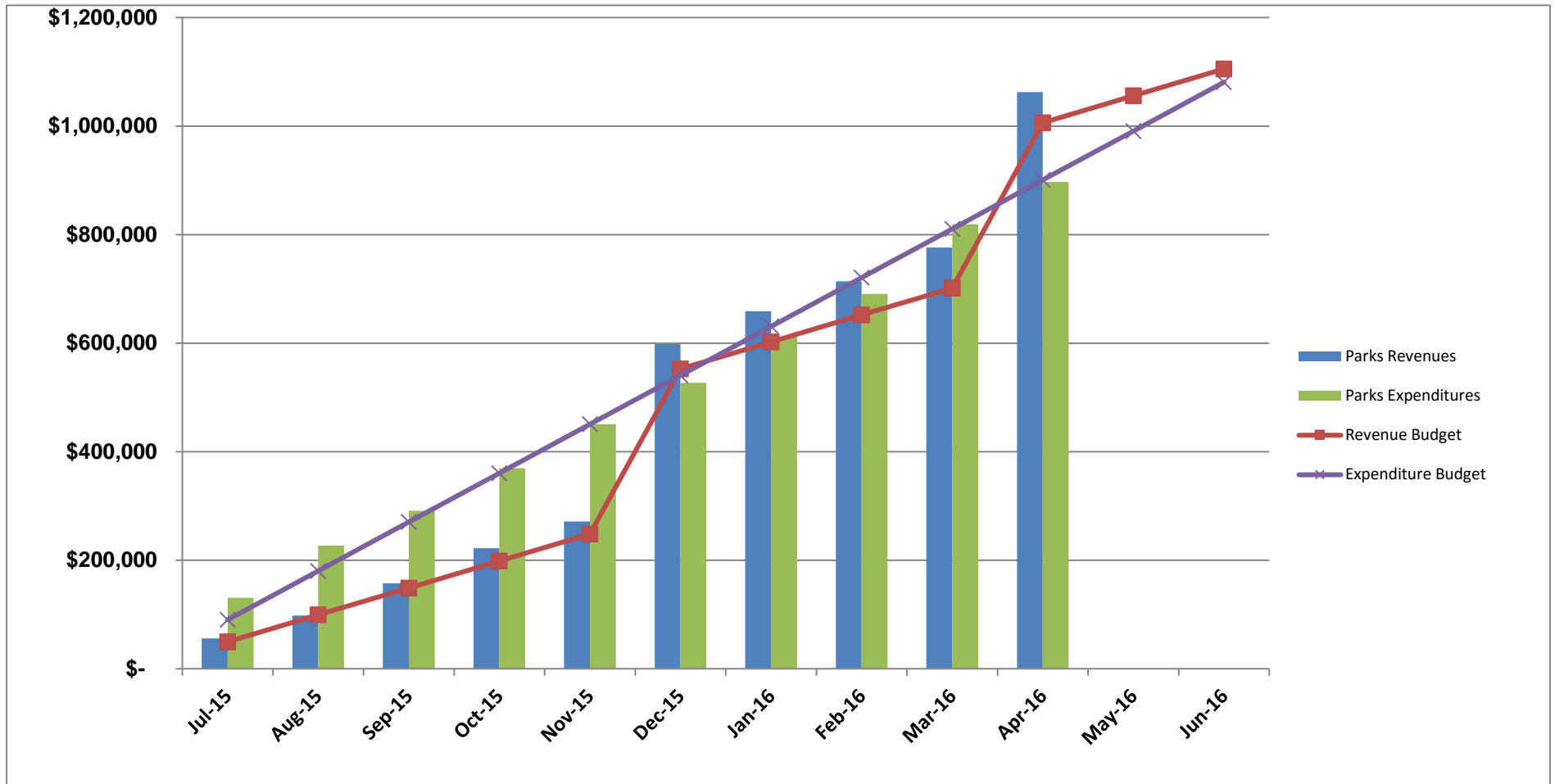
	April	% of Year 83.33% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<b>Department Summaries</b>						
<b><u>Parks &amp; Recreation</u></b>						
Program Fees	33,101	335,596	295,291	40,305	13.65%	Rec'd program grants
Rents & Related Fees	5,020	74,165	62,685	11,480	18.31%	Renewal of vendor contracts for Hiller Sports Site, Azalea Hall, and MAC
Property Taxes	237,568	517,040	425,000	92,040	21.66%	County Tax remittance scheduled in December and April
Other Revenues	9,217	126,457	131,250	(4,793)	-3.65%	
Interest Income	1,272	9,157	6,833	2,324	34.01%	Interest rate higher than originally estimated
Total Revenues	286,178	1,062,416	921,059	141,357	15.35%	
Salaries & Benefits	64,738	641,864	676,999	(35,135)	-5.19%	
Other Expenditures	12,788	172,658	176,802	(4,144)	-2.34%	
Capital Expenditures	100	82,387	46,933	35,454	75.54%	Budget spread evenly over 12 months - grant-dependent projects incomplete this year
Total Expenditures	77,626	896,909	900,734	(3,825)	-0.42%	
<b>Excess (Deficit)</b>	<b>208,551</b>	<b>165,506</b>	<b>20,325</b>	<b>145,181</b>		
<b><u>Measure B Assessment</u></b>						
Draw from Restricted Reserves	-	1,546,205	1,166,667	379,538	32.53%	Draw on Restricted Reserves to cover Teen Center Construction costs
Total Revenues	74,893	209,874	541,667	(331,793)	-61.25%	County Tax remittance scheduled in December, April Revenue total includes unrealized gains/losses on cash assets
Salaries & Benefits	6,048	66,964	91,423	(24,459)	-26.75%	Some salary exp reversed, posted to Parks/Gen'l Fund
Other Expenditures	66,155	137,919	115,398	22,521	19.52%	Includes periodic payments of Meas. B debt, not spread over 12 months
Capital Expenditures	5,772	1,616,295	1,500,000	116,295	7.75%	Construction costs not spread evenly over 12 months
Total Expenditures	77,975	1,821,178	1,706,821	114,357	6.70%	
<b>Excess (Deficit)</b>	<b>(3,082)</b>	<b>(65,100)</b>	<b>1,513</b>	<b>(66,613)</b>		
<b><u>Street Lights</u></b>						
Total Revenues	8,389	76,272	78,198	(1,926)	-2.46%	
Salaries & Benefits	2,986	36,294	33,694	2,600	7.72%	
Other Expenditures	2,234	22,739	26,033	(3,294)	-12.65%	Expenditures slightly less than originally budgeted
Capital Expenditures/Loan Repayment	1,655	16,554	18,421	(1,867)	-10.14%	LED Project Debt repayment - final loan amount less than originally budgeted
Total Expenditures	6,876	75,587	78,148	(2,561)	-3.28%	
<b>Excess (Deficit)</b>	<b>1,514</b>	<b>685</b>	<b>50</b>	<b>(635)</b>		
<b>Governmental Funds Excess (Deficit)</b>	<b>206,983</b>	<b>101,092</b>	<b>21,888</b>	<b>79,204</b>		



# McKinleyville Community Services District

## Apr 2016

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

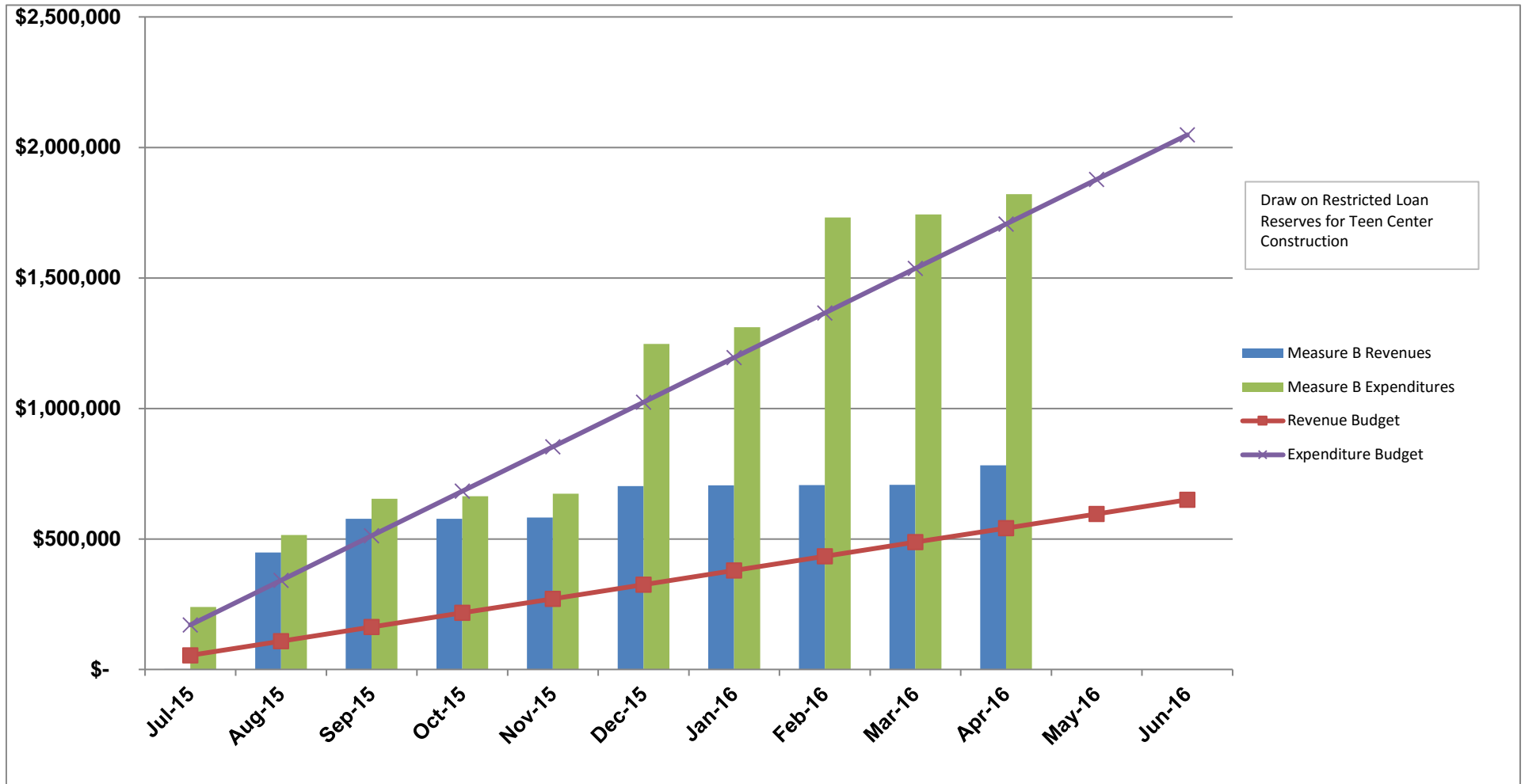


Treasurer's Report Page 8, Selected Graphic Comparisons

# McKinleyville Community Services District

## Apr 2016

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

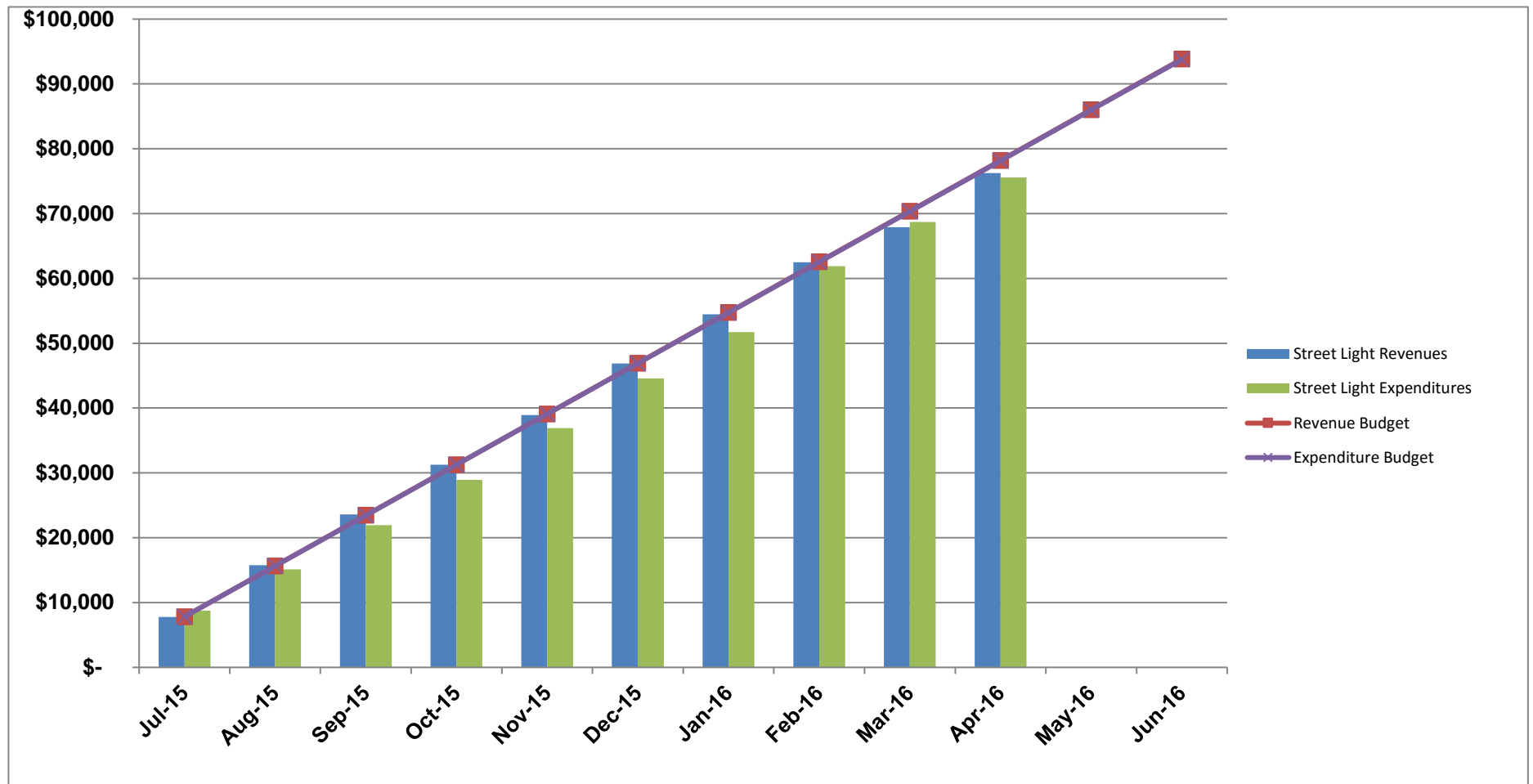


Treasurer's Report Page 9, Selected Graphic Comparisons

# McKinleyville Community Services District

## Apr 2016

### Comparison of Street Light Fund Total Revenues & Expenditures to Budget



Treasurer's Report Page 10, Selected Graphic Comparisons

**McKinleyville Community Services District**  
**Capital Expenditure Report**  
**As of Apr. 30, 2016**

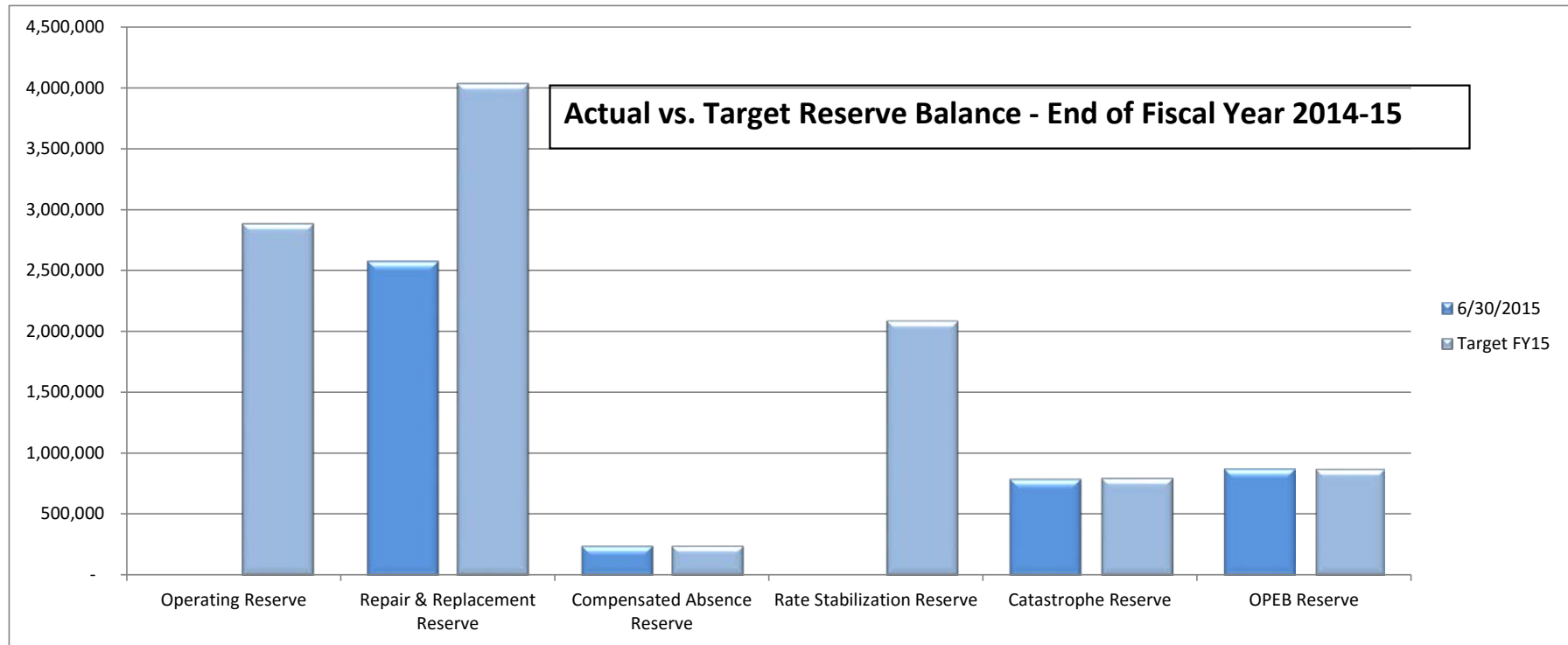
	April	YTD Total	FY 15-16 Budget	Remaining		
				Budget \$	Budget %	Notes
<b>Water Department</b>						
Water Tank Upgrade	-	-	350,000	350,000	100%	Tank Painting
4.5m New Water Tank	-	-	30,000	30,000	100%	Drilling, LACO Assoc.
Emergency Water Supply	-	8,881	40,000	31,119	78%	Emergency Water Supply
Fire Hydrant System Upgrade	-	-	13,000	13,000	100%	Fire Hydrant System Upgrade
Customer Radio Meter Replacements	-	127,904	131,000	3,096	2%	Radio meters purch/install
Water Main Rehab & Replacement	-	-	100,000	100,000	100%	Water Main Rehab
Property Purchase & Improvements	-	-	200,000	200,000	100%	Property Purch/Improvements
<b>Subtotal</b>	<b>-</b>	<b>136,785</b>	<b>864,000</b>	<b>727,215</b>	<b>84%</b>	
<b>Wastewater Department</b>						
Sewer Main Rehab & Replacement	-	-	50,000	50,000	100%	Sewer Main Rehab
WWMF & Fischer Lift Stn Grinder Upgrade	-	-	15,000	15,000	100%	WWMF/Fischer Lift Stn Grinder
Sewer Main Camera Unit	-	-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	555,691	791,555	13,000,000	12,208,445	94%	WWMF design & start construction
Radio Telemetry Upgrade	-	-	30,000	30,000	100%	Radio Telemetry upgrade
Sewer Lift Station Pump/Gen Upgrades	-	-	175,000	175,000	100%	
Customer Radio Meter Replacements	-	119,207	131,000	11,793	9%	Radio meters purch/install
Underground Locator Pipe & Camera	-	-	5,000	5,000	100%	
SCBA Apparatus and Bottles	-	-	6,000	6,000	100%	
<b>Subtotal</b>	<b>555,691</b>	<b>910,762</b>	<b>13,442,000</b>	<b>12,531,238</b>	<b>93%</b>	
<b>Water &amp; Wastewater Operations</b>						
Heavy Equipment	73,966	73,966	100,000	26,034	26%	Dump Truck, Tractor attachmts
Utility Vehicles	-	-	62,000	62,000	100%	Car, 3/4 or 1-ton Pickup Truck
Office, Corporate Yard & Shops	-	-	-	-	#DIV/0!	Facilities upgrade/sealcoat
Computers & Software	-	7,490	19,000	11,510	61%	File Server, Office16, Projector
GIS/SEMS/CADD Equipment/Software	-	-	4,000	4,000	100%	SCADA, AutoCAD, GIS computer
Fischer Ranch - Barn & Fence upgrades, Unc	4,333	4,333	5,000	667	13%	Barn & Fence upgrades
Fischer Ranch -Disposal Site Upgrade	-	-	1,500,000	1,500,000	100%	Disposal Site Upgrade
Small Equipment & Other	-	-	15,000	15,000	100%	Ops Office Eq./Emergency Eqp
<b>Subtotal</b>	<b>73,966</b>	<b>85,789</b>	<b>1,705,000</b>	<b>1,619,211</b>	<b>95%</b>	
<b>Enterprise Funds Total</b>	<b>633,990</b>	<b>1,133,337</b>	<b>16,011,000</b>	<b>14,877,663</b>	<b>93%</b>	
<b>Parks &amp; Recreation Department</b>						
Hiller Park & Sports Complex	-	30,091	9,000	(21,091)	-234%	Signage & Landscaping
Pierson Park Upgrades	-	24,438	-	(24,438)	#DIV/0!	
Washington Avenue Park Project	-	-	-	-	#DIV/0!	
Azalea Hall Projects	-	3,971	5,000	1,029	21%	PA system - Audio/Visual
McKinleyville Activity Center Upgrades	-	3,971	13,000	9,029	69%	Flooring replacement
Law Enforcement Facility Improvements	-	-	-	-	#DIV/0!	
Projects Funded by Quimby/Other Funds	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	5,772	1,817,405	115,000	(1,702,405)	-1480%	Teen Center Project
Other Parks Projects & Equipment	-	19,815	29,000	9,185	32%	Vehicles and Equipment
<b>Subtotal</b>	<b>5,772</b>	<b>1,899,691</b>	<b>171,000</b>	<b>(1,728,691)</b>	<b>-1011%</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>5,772</b>	<b>1,899,691</b>	<b>173,000</b>	<b>(1,726,691)</b>	<b>-998%</b>	
<b>All Funds Total</b>	<b>639,762</b>	<b>3,033,028</b>	<b>16,184,000</b>	<b>13,150,972</b>	<b>81%</b>	

**McKinleyville Community Services District**  
**Summary of Long-Term Debt Report**  
**As of Apr. 30, 2016**

**Principal Maturities and Scheduled Interest**

				Principal Maturities and Scheduled Interest			
				Maturity	Balance - Mar	Balance - Apr 30,	
				%	31, 2016	2016	
				Date			
							FY-16
							Thereafter
<b>Water Fund:</b>							
I-Bank	8/1/30	P	801,513.49		801,513.49	-	801,513.53
Interest	3.37%	I				13,505.50	219,225.52
State of CA Energy Commission (ARRA)	12/22/26	P	129,383.64		129,383.64	5,583.93	123,806.70
Interest	1.0%	I				648.52	6,926.83
State of CA (Davis Grunsky)	1/1/33	P	1,703,645.91		1,703,645.91	-	1,703,645.91
State of CA (Davis Grunsky) Deferred Interest	1/1/33	P	289,591.69		289,591.69	-	289,591.69
Interest	2.5%	I				22,108.11	408,486.72
Total Water Fund-Principal			2,924,134.73		2,924,134.73	5,583.93	2,918,557.83
Total Water Fund-Interest						36,262.13	634,639.07
<b>Total Water Fund</b>			2,924,134.73		2,924,134.73	41,846.06	3,553,196.90
<b>Wastewater Fund:</b>							
State of CA WRCB (SCEP I)	4/15/16	P	40,920.10		-	-	-
Interest	0.0%	I				-	-
State of CA WRCB (SCEP II)	3/27/18	P	53,686.10		53,686.10	-	53,686.60
Interest	2.6%	I				-	2,102.41
Umpqua Bank	12/4/17	P	92,495.52		88,283.65	8,406.42	79,721.79
Interest	5.5%	I				882.54	3,506.57
USDA (Sewer Bond)	8/1/22	P	515,000.00		515,000.00	-	515,000.00
Interest	5.0%	I				-	90,875.00
Total Wastewater Fund-Principal			702,101.72		656,969.75	8,406.42	648,408.39
Total Wastewater Fund-Interest						882.54	96,483.98
<b>Total Sewer Fund</b>			702,101.72		656,969.75	9,288.96	744,892.37
<b>Meas. B Fund: Teen/Comm Center Loan</b>	11/1/29	P	1,393,420.00		1,352,733.00	-	1,357,193.00
	3.55%	I				-	362,864.53
<b>Streetlights Fund: LED Proj Loan, PG&amp;E</b>		P	74,492.75		72,837.35	3,310.80	69,526.55
	0.0%	I					-
Total Principal			5,094,149.20		5,006,674.83	17,301.15	4,993,685.77
Total Interest						37,144.67	1,093,987.58
<b>Total</b>			<b>5,094,149.20</b>		<b>5,006,674.83</b>	<b>54,445.82</b>	<b>6,087,673.35</b>

**McKinleyville Community Services District**  
**Board Designated Reserve Balances**  
**As of Apr. 30, 2016**



- Utility Accounts Receivable Turnover Days

As of Apr. 30, 2016

18.0 Days

- YTD Breakeven Revenue, Water Fund: 1,661,936.04

- YTD Actual Water Sales: 2,495,356.46

- Days of Cash on Hand - Operations Checking Account

88.4 Days

**McKinleyville Community Services District**  
**Cash Disbursement Report**  
**For the Period April 1 through April 30, 2016**

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
28468	4/5/2016	\S039	Ck# 028468 Reversed VS	(45.25)	000B40801u	Ck# 028468 Reversed VS
30884	4/4/2016	*0018	REISSUE OF LOST CHECK JF	25.00	B60401	REISSUE OF LOST CHECK JF
30885	4/4/2016	*0019	REISSUE OF LOST CHECK WB	80.00	B60401	REISSUE OF LOST CHECK WB
30886	4/4/2016	*0032	AZALEA HALL DEPOSIT REFUND RH	100.00	B60401	AZALEA HALL DEPOSIT REFUND RH
30887	4/4/2016	*0033	REC PROGRAM REFUND EP	85.00	B60401	REC PROGRAM REFUND EP
30888	4/4/2016	*0034	REC PROGRAM REFUND HW	272.40	B60401	REC PROGRAM REFUND HW
30889	4/4/2016	ADV01	ADVANCED SECURITY SYSTEM	454.50	333230	SECURITY SYSTEMS
30890	4/4/2016	ARC02	Arcata Stationers	692.41	B60401	OFFICE SUPPLIES
30891	4/4/2016	BAS01	BASIC LABORATORY INC.	1,864.75	1602351	LAB TESTING
30892	4/4/2016	COA01	COASTAL BUSINESS SYSTEMS	355.03	18485049	COPIER MAINTENANCE AGREEMENT
30893	4/4/2016	COR01	CORBIN WILLITS SYSTEMS, INC	858.42	B60315	MOMS MAINTENANCE AGREEMENT
30894	4/4/2016	COS03	COSTCO WHOLESALE	305.37	B60401	REC PROGRAM/OFFICE SUPPLIES
30895	4/4/2016	EIC01	JENNIFER EICHSTEDT	585.00	B60401	CONTRACTED INSTRUCTOR
30896	4/4/2016	HAR13	The Hartford - Priority A	396.73	B60404	GRP LIFE INSURANCE
30897	4/4/2016	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	70,284.73	B60401	WTR PURCHASED



Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30898	4/4/2016	IND02	Industrial Electric Service	217.50	IN18785	REPAIRS/SUPPLY
30899	4/4/2016	MCK03	MCKINLEYVILLE OFFICE SUPPLY	18.58	49166	SHIPMENT WWMF UPGRADE
30900	4/4/2016	NEC01	NEC FINANCIAL SERVICES,LLC	375.66	1894901	PHONE SERVICES FOR APRIL
30901	4/4/2016	PIT01	PITNEY BOWES	374.07	MR16	POSTAGE METER LEASE
30902	4/4/2016	SHN01	SHN ENGINEERING	285.00	87206	ENGINEERING SERVICES
30903	4/4/2016	STA08	SWRCB ACCOUNTING OFFICE	40,920.10	B60308	SRF LOAN PAYMENT
30904	4/4/2016	SUD01	SUDDENLINK	134.95	B60404	INTERNET SERVICES FOR MAR
30905	4/4/2016	USP02	USPS: ARCATA BMEU	1,500.00	B60404	REFILL PERMIT 202-BULK MA
30906	4/4/2016	\B012	REISSUE OF LOST CHECK VB	45.87	B60401	REISSUE OF LOST CHECK VB
30907	4/4/2016	\C026	MQ CUSTOMER REFUND CO	16.18	000B60401	MQ CUSTOMER REFUND CO
30908	4/4/2016	\G001	REISSUE OF LOST CHECK BG	80.00	B60401	REISSUE OF LOST CHECK BG
30909	4/4/2016	\G013	MQ CUSTOMER REFUND GI	55.64	000B60401	MQ CUSTOMER REFUND GI
30910	4/4/2016	\I001	MQ CUSTOMER REFUND IW	51.02	000B60401	MQ CUSTOMER REFUND IW
30911	4/4/2016	\J003	REISSUE OF LOST CHECK SJ	43.13	B60401	REISSUE OF LOST CHECK SJ
30912	4/4/2016	\J007	MQ CUSTOMER REFUND JO	41.45	000B60401	MQ CUSTOMER REFUND JO
30913	4/4/2016	\K007	REISSUE OF LOST CHECK CK	-	B60401u	REISSUE OF LOST CHECK CK
30914	4/4/2016	\M026	MQ CUSTOMER REFUND FOR MI	101.71	000B60401	MQ CUSTOMER REFUND FOR MI
30915	4/4/2016	\P015	REISSUE OF LOST CHECK	37.79	B60401	REISSUE OF LOST CHECK
30916	4/4/2016	\S023	MQ CUSTOMER REFUND FOR SK	81.13	000B60401	MQ CUSTOMER REFUND FOR SK

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30917	4/4/2016	\S024	MQ CUSTOMER REFUND FOR SU	58.86	000B60401	MQ CUSTOMER REFUND FOR SU
30918	4/4/2016	\W016	MQ CUSTOMER REFUND FOR WO	38.87	000B60401	MQ CUSTOMER REFUND FOR WO
30919	4/5/2016	\S039	REISSUE OF CK28468 VS	45.25	B60405P	REISSUE OF CK28468 VS
30920	4/11/2016	*0035	AZALEA HALL DEPOSIT REFUND LA	100.00	B60405	AZALEA HALL DEPOSIT REFUND LA
30921	4/11/2016	*0036	REC PROGRAM REFUND SH	65.00	B60405	REC PROGRAM REFUND SH
30922	4/11/2016	*0037	AZALEA HALL DEPOSIT REFUND SD	100.00	B60405	AZALEA HALL DEPOSIT REFUND SD
30923	4/11/2016	*0038	AZALEA HALL DEPOSIT REFUND KC	100.00	B60405	AZALEA HALL DEPOSIT REFUND KC
30924	4/11/2016	*0039	AZALEA HALL DEPOSIT REFUND HT	100.00	B60408	AZALEA HALL DEPOSIT REFUND HT
30925	4/11/2016	ACW01	CB&T/ACWA-JPIA	7,745.82	B60408	GRP. HEALTH INS
30926	4/11/2016	BAN01	BANKCARD CENTER	2,809.01	MAR-2016	TRAINING/OFFICE SUPPLIES/
30927	4/11/2016	COR07	JOHN W. CORBETT	125.00	B60407	BOARD MTG ON 3/2/16
30928	4/11/2016	COU02	HUMBOLDT COUNTY ASSESSOR	11.00	B60406	MEASURE B MAPS
30929	4/11/2016	COU09	DAVID R. COUCH	125.00	B60407	BOARD MTG ON 3/2/16
30930	4/11/2016	DOW03	DOWNTOWN FORD SALES	73,966.18	236044	UTILITY VEHICLES
30931	4/11/2016	EDW01	HELEN L. EDWARDS	125.00	B60407	BOARD MTG ON 3/2/16
30932	4/11/2016	FRE07	FRESHWATER ENVIRONMENTAL	720.00	1024	PROFESSIONAL SERVICES
30933	4/11/2016	HAY01	BRAD HAYMAN	152.14	B60406	SAFETY SUPPLIES
30934	4/11/2016	HEN01	HENSELL MATERIALS INC.	83.19	0522902IN	REPAIRS/SUPPLY
30935	4/11/2016	HUC01	DELILAH HUCK	243.75	B60405	CONTRACTED INSTRUCTOR PMT

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30936	4/11/2016	HUM08	HUMBOLDT SANITATION	1,028.40	B60406	TRASH SERVICE
30937	4/11/2016	KEN02	KENNEDY/JENKS CONSULTANTS	450.00	100146	WWMF UPGRADE
30938	4/11/2016	MAY02	DENNIS MAYO	125.00	B60407	BOARD MTG ON 3/2/16
30939	4/11/2016	MCK04	MCK ACE HARDWARE	134.16	B60404	REPAIRS/SUPPLY
30940	4/11/2016	MCK11	MCKINLEYVILLE SENIOR CENTER	32.91	B60408	PARKS DEPT SHARE OF INTERNET SERVICE
30941	4/11/2016	NOR01	NORTH COAST LABORATORIES	3,834.00	B60405	LAB TESTS
30942	4/11/2016	NSP01	NSP3	48,876.00	16138	P.PARK & HILLER PARK UPGRADE
30943	4/11/2016	NYL01	NYLEX.NET	488.12	1792	PROFESSIONAL SERVICES
30944	4/11/2016	PGE01	PG & E (Office & Field)	15,991.16	B60406	GAS & ELECTRIC
30945	4/11/2016	REN01	RENNER PETROLEUM	1,994.64	B60406	GAS/OIL/LUBE
30946	4/11/2016	SEC03	SECURITY LOCK & ALARM	29.31	96921	REPAIRS/ SUPPLIES
				12.00	96933	REPAIRS/ SUPPLIES
				10.00	96986	REPAIRS/ SUPPLIES
			Check Total:	<u>51.31</u>		
30947	4/11/2016	USB01	U.S. BANK TRUST N.A.	7,979.17	B60407	SEWER BOND PAYMENT
30948	4/11/2016	WHE02	GEORGE A. WHEELER JR.	125.00	B60407	BOARD MTG 3/2/16
30949	4/11/2016	\M027	MQ CUSTOMER REFUND FOR MI	2,141.73	000B60501	MQ CUSTOMER REFUND FOR MI
30950	4/12/2016	\W017	MQ CUSTOMER REFUND FOR WA	250.52	000B60501	MQ CUSTOMER REFUND FOR WA
30952	4/19/2016	*0040	HUMBOLDT HOOPS REFUND GW	125.00	B60414	HUMBOLDT HOOPS REFUND GW
30953	4/19/2016	*0041	HUMBOLDT HOOPS REFUND AD	140.00	B60414	HUMBOLDT HOOPS REFUND AD

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30954	4/19/2016	*0042	HUMBOLDT HOOPS REFUND JS	125.00	B60414	HUMBOLDT HOOPS REFUND JS
30955	4/19/2016	*0043	HUMBOLDT HOOPS REFUND RC	125.00	B60414	HUMBOLDT HOOPS REFUND RC
30956	4/19/2016	*0044	REC PROGRAM REFUND MW	73.00	B60414	REC PROGRAM REFUND MW
30957	4/19/2016	ADV04	ADVANCED DISPLAY AND SIGN	97.93	512411	REPAIRS/ SUPPLIES
30958	4/19/2016	ATT01	AT&T	651.72	B60414	PHONE SERVICES FOR APRIL
30959	4/19/2016	AYA01	JULIO AYALA	45.00	B60414	CONTRACT REFEREE PMT
30960	4/19/2016	BAR01	NEAL BARSANTI	75.00	B60414	CONTRACT REFEREE PMT
30961	4/19/2016	BRU04	REBECCA J. BRUINEKOOL	1,823.25	B60414	CONTRACT INSTRUCTOR PMT
30962	4/19/2016	CAM01	CAMPTON ELECTRIC SUPPLY	572.50	438655	REPAIRS/SUPPLY
30963	4/19/2016	COA01	COASTAL BUSINESS SYSTEMS	1,156.79	18556867	COPIER MAINTENANCE AGREEMENT
30964	4/19/2016	COR01	CORBIN WILLITS SYSTEMS, INC	65.00	B60331	INSTALLATION ON ADD'L COMPUTER
30965	4/19/2016	DEP05	DEPARTMENT OF JUSTICE	64.00	157339	FINGERPRINTING REC PROGRAM
30966	4/19/2016	FUN01	FUNDRAISERS LTD.	888.25	45096	TEEN CENTER BRICKS
30967	4/19/2016	GAM01	GAMETIME	97.00	PJI-03268	REPAIRS/ SUPPLIES
30968	4/19/2016	HAR03	HARVEY M. HARPER CO.	1,102.67	B60406	VEHICLE REPAIRS
30969	4/19/2016	HEN03	JAMES G. HENRY	256.00	B60406	CWEA ANNUAL CONFERENCE
30970	4/19/2016	LDA01	LDA PARTNERS	637.80	#35/635-1	TEEN CENTER
30971	4/19/2016	MAY03	DENNIS MAYO	22.00	B60414	ACWA BOARD OF DIRECTORS MTG
30972	4/19/2016	MCS01	MCSD C/O HUMBOLDT COUNTY	24,086.46 24,110.25	B60404 FEB 2016	RECOVERY SURCHARGE-MARCH RECOVERY SURCHARGE-FEB

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
Check Total:				48,196.71		
30973	4/19/2016	MCS02	MCSD C/O HUMBOLDT COUNTY	20,000.00	B60404	BIOSOLIDS RESERVE-FUND 4240
30974	4/19/2016	MEN01	MENDES SUPPLY CO.	394.83	B60406	REPAIRS/SUPPLY
30975	4/19/2016	MIL01	Miller Farms Nursery	2,608.63	B60406	REPAIRS/SUPPLY
30976	4/19/2016	NAT06	NATIONAL METER & AUTOMATION	4,763.18	S1070239	WATER METERS
				232.38	S1070323	METER ADAPTER
Check Total:				4,995.56		
30977	4/19/2016	NOR13	NORTHERN CALIFORNIA SAFETY CONSORTIUM	80.00	22229	SAFETY TRAINING
				100.00	22246	TRAINING
Check Total:				180.00		
30978	4/19/2016	NOR35	NORTHERN HUMBOLDT EMPLOYMENT SVCS	1,146.22	B60406	P.PARK & CENTRAL AVE MAINTENANCE
30979	4/19/2016	ORE01	O'REILLY AUTOMOTIVE, INC.	63.91	B60405	REPAIRS/SUPPLY
30980	4/19/2016	PAR06	PARCEL QUEST	1,199.00	58446	SUBSCRIPTION RENEWAL
30981	4/19/2016	PLA02	PLAYWORLD	119.56	1601958	REPAIRS/ SUPPLIES
				119.56	1601959	REPAIRS/ SUPPLIES
Check Total:				239.12		
30982	4/19/2016	PRE08	PRECISION INTERMEDIA	142.50	16-890	PROFESSIONAL SERVICES
30983	4/19/2016	SIE02	SIERRA CHEMICAL CO.	2,021.28	B60406	CHLORINE & CONTAINER DEPOSIT
30984	4/19/2016	STA11	STAPLES CREDIT PLAN	232.35	B60414	OFFICE SUPPLIES
30985	4/19/2016	THO01	THOMAS & ASSOCIATES	1,671.96	228782	REPAIRS/ SUPPLIES
30986	4/19/2016	THO02	Thomas Home Center	765.68	B60414	REPAIRS/SUPPLY
30987	4/19/2016	THR02	THREE G'S HAY & GRAIN	4,142.68	25620	BARN & FENCE UPGRADES

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
30988	4/19/2016	UPS01	UPS	297.34	B60414	LAB SHIPMENT
30989	4/25/2016	*0045	YOUTH BBALL REFUND EM	60.00	B60420	YOUTH BBALL REFUND EM
30990	4/25/2016	*0046	REC PROGRAM REFUND LL	70.00	B60420	REC PROGRAM REFUND LL
30991	4/25/2016	*0047	AZALEA HALL DEPOSIT REFUND BS	100.00	B60420	AZALEA HALL DEPOSIT REFUND BS
30992	4/25/2016	*0048	AZALEA HALL DEPOSIT REFUND LS	100.00	B60420	AZALEA HALL DEPOSIT REFUND LS
30993	4/25/2016	*0049	AZALEA HALL DEPOSIT REFUND KG	100.00	B60420	AZALEA HALL DEPOSIT REFUND KG
30994	4/25/2016	*0050	AZALEA HALL DEPOSIT REFUND TC	100.00	B60421	AZALEA HALL DEPOSIT REFUND TC
30995	4/25/2016	AIR01	AIRGAS USA, LLC.	44.57	905034364	REPAIRS/ SUPPLIES
30996	4/25/2016	CHA03	CHASE INC.	1,360.46	4-16	REC PROGRAM SUPPLIES
30997	4/25/2016	CRO03	CROWN TROPHY PETALUMA	171.39	23619	REC PROGRAM SUPPLIES
30998	4/25/2016	HOM03	JOE HOMEM	135.00	B60421	CONTRACT REFEREE PMT
30999	4/25/2016	HUM41	HUMBOLDT WASTE MGMT AUTHORITY	4,331.97	B60421	HAZARDOUS WASTE COLLECTION EVENT
31000	4/25/2016	IND02	Industrial Electric Service	74.31	IN19282	SAFETY SUPPLIES/TRAINING
31001	4/25/2016	KEN02	KENNEDY/JENKS CONSULTANTS	41,331.58	100313	WWMF UPGRADE
31002	4/25/2016	MAY03	DENNIS MAYO	291.00	B60307	ACWA 2016 SPRING CONFERENCE
31003	4/25/2016	NYL01	NYLEX.NET	52.50	1873	PROFESSIONAL SERVICES
31004	4/25/2016	OCC01	OCCUPATIONAL HEALTH	70.00	523*03-16	PROFESSIONAL SERVICES
31005	4/25/2016	PGE02	PACIFIC GAS & ELECTRIC	1,328.04	B60421	STREETLIGHTS
31006	4/25/2016	PGE05	PG&E OBF FINANCING	1,655.40	B60421	STREETLIGHT LOAN AGR 419097497

Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
31007	4/25/2016	RES05	RESERVE ACCOUNT	1,500.00	B60414	POSTAGE METER REFILL
31008	4/25/2016	SAF04	SAFEWAY INC. FILE # 72905	140.72	B60425	OFFICE/REC PROGRAM SUPPLIES
31009	4/25/2016	SOU01	SOUND ADVICE	3,479.41	51784	MAC TEEN CENTER
31010	4/25/2016	TOT02	TOTAL COMPENSATION SYSTEMS	1,400.00	B60421	PROFESSIONAL SERVICES
31011	4/28/2016	UMP04	UMPQUA BANK	65,424.08	B60428P	TEEN CTR CONSTR. LOAN PAYMENT
D00001	4/15/2016	COR01	CORBIN WILLITS SYSTEMS, INC	-	B60415u	Ck# D00001 Reversed

510,671.17

**Total Disbursements, Accounts Payable: 510,671.17**

#### Payroll Related Disbursements

13611	4/4/2016		Various Employees	1,300.75		Accrual Buy-out
13612-13642	4/7/2016		Various Employees	16,013.31		Payroll Checks
13643	4/7/2016	CAL12	CalPERS 457 Plan	5,505.61	B60407	RETIREMENT
				452.47	1B60407	PERS 457 LOAN PMT
			Check Total:	5,958.08		
13644	4/7/2016	DIR01	DIRECT DEPOSIT VENDOR- US	29,703.48	B60407	Direct Deposit
13645	4/7/2016	EMP01	Employment Development	-	B60404	STATE INCOME TAX
				1,626.83	B60407	STATE INCOME TAX
13645	4/7/2016	EMP01	Employment Development	12.68	1B60404	SDI
				569.21	1B60407	SDI
			Check Total:	2,208.72		
13646	4/7/2016	EMP02	Employment Dev Department	12,351.54	B60331	SUI
13647	4/7/2016	HUM29	UMPQUA BANK--PAYROLL DEP.	-	B60404	FEDERAL INCOME TAX
				5,597.61	B60407	FEDERAL INCOME TAX
				174.66	1B60404	FICA



Check Number	Check Date	Vendor Number	Name	Net Amount	Invoice #	Description
				7,826.22	1B60407	FICA
				40.84	2B60404	MEDICARE
				1,830.36	2B60407	MEDICARE
			Check Total:	<u>15,469.69</u>		
13648	4/7/2016	ACW01	CB&T/ACWA-JPIA	50,964.31	B60331	MED-DENTAL-EAP INSURANCE
13649	4/7/2016	PUB01	Public Employees PERS	16,078.26	B60331	PERS PAYROLL REMITTANCE
13650-13677	4/22/2016		Various Employees	15,017.30		Payroll Checks
13678	4/22/2016	CAL12	CalPERS 457 Plan	5,549.10	B60422	RETIREMENT
				452.47	1B60422	PERS 457 LOAN PMT
			Check Total:	<u>6,001.57</u>		
13679	4/22/2016	DIR01	DIRECT DEPOSIT VENDOR- US	27,948.15	B60422	Direct Deposit
13680	4/22/2016	EMP01	Employment Development	1,446.39	B60422	STATE INCOME TAX
				537.44	1B60422	SDI
			Check Total:	<u>1,983.83</u>		
13681	4/22/2016	HUM29	UMPQUA BANK--PAYROLL DEP.	5,209.20	B60422	FEDERAL INCOME TAX
				7,388.70	1B60422	FICA
				1,727.96	2B60422	MEDICARE
			Check Total:	<u>14,325.86</u>		
				215,324.85		
			<b>Total Disbursements, Payroll:</b>	<u><b>215,324.85</b></u>		
			<b>Total Check Disbursements:</b>	<b>725,996.02</b>		

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 1, 2016

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	April 8, 2016
10 Day Notice	May 18, 2016
Board Meeting	June 1, 2016
Lock	July 5, 2016
<b>ROUTES 5 &amp; 6</b>	

Account #	Address	Model of DCV	Date s/o out
6-020-000	1495 School Road	Wilkins	
6-370-000	1061 Hayes	Wilkins	
6-950-314	1480 Central Avenue	Febco	

Updated 5/23/16

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: D.4**                      **Consider approval of 2016 Summer-Fall Recreation Activity Guide and Recreation Program Fees**

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

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

### **Recommendation:**

Staff recommends that the Board review the draft Summer-Fall 2016 Activity Guide and approve upcoming recreation programs and fees.

### **Discussion:**

From the MCSD Rules and Regulations:

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

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

Staff determined the best way for the Board to approve recreation program fees is to ask the Board to approve the Recreation Activity Guide, which includes program fees in the document.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Fees for leisure and recreation programs are designed to cover the cost of the program. Staff routinely audit's recreation program fees to make sure they are set accurately. Staff is recommending fee increases for several recreation programs given the minimum wage increases that have impacted all of the program budgets in the last year and a half.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Draft 2016 Summer-Fall Activity Guide

# Parks & Recreation Activity Guide

Facilities and Facility Rentals	9
Parks and Picnic Area Rentals	9
Lawn Games in the Park	9
Kids Camp	10
Summer Basketball	11
Summer Flag Football	11
KinderSports T-Ball & Soccer	11
Youth Basketball League	11
Youth Driven	12
Kids Club After-school Program	12
McKinleyville Playgroup	12
Junior High School Dances	12
Birthday Parties	12
World Wide Day of Play	13
Hoop @ Night	14
Adult Futsal	14
Adult Wood Bat Softball League	14
Simply Fit	14
North Coast Agility & Dog Training	15
Delilah's Top Dog	15
Advertisements	15

## Registration Information

Register in person at the Parks & Recreation Office at 1656 Sutter Road. Registration forms are also available on our website: [www.mckinleyvillecsd.com](http://www.mckinleyvillecsd.com). *\*Residents (R) are those persons living or owning property inside the MCSD Boundary. All others pay a non-resident (NR) fee.*

## Online Registration Available

Look for the "mouse" to find out which of our programs offer online registration! Click on the links to **Online Registration** on our website or go to [rec.mckinleyvillecsd.com](http://rec.mckinleyvillecsd.com) to register!

## Facilities & Facility Rentals

We have facilities available to rent for all your special event or meeting needs. For information regarding rental policies and procedures, please contact the Parks and Recreation office at 839-9003, or check out our website at [www.mckinleyvillecsd.com/facility-rentals](http://www.mckinleyvillecsd.com/facility-rentals).



## Parks & Picnic Area Rentals

We have park picnic areas available to rent for all your party needs. Each picnic area is equipped with tables and a BBQ. For more information please contact the Parks and Recreation office at 839-9003, or check out our website at [www.mckinleyvillecsd.com/park-rentals](http://www.mckinleyvillecsd.com/park-rentals).



## Lawn Games in the Park

Join us for classic lawn games in the park every Thursday evening in July and August from 5:30pm to 7:30pm. Bring your family out to play games like Cornhole, Badminton, Croquet, Wiffle Ball, Bocce, and Horseshoes! It's FREE!!!





its that time of the year again

McKinleyville

# Kids Camp

june 20 - august 19

McKinleyville activity center

6 to 12 years old\*

full day: 7:30am-5:30pm

weekly full day: \$140/\$145 non-res.

daily full day: \$35/\$36 non-res.

am half day: 7:30am-12:30pm

pm half day: 12:30pm-5:30pm

weekly half day: \$90/\$95 non-res.

daily half day: \$20/\$21 non-res.

preregistration required. register at 1656 sutter road, mckinleyville. more info: 839-9003. \*may be 5 if completed kindergarten

Join McKinleyville Parks & Recreation for a dynamic summer day camp program in which youth ages 6-12 years old will have the opportunity to choose their summer experience.

Participants will have a choice of a variety of options for each "Activity" segment of the daily schedule. Summer is a time for fun and freedom, so we like to provide each participant the opportunity for freedom of choice whenever possible. We offer opportunities for free play both indoors and outdoors each day. Roller Skating is a weekly activity. Participants are welcome to bring their own skates or borrow some of ours!

We are no longer able to offer Field trips each week on Wednesdays (due to a change in the School District's Insurance).

\*\*Payment for first week of attendance is due in full at time of registration.

A \$3 per day deposit can be placed on all future dates to reserve your child's spot.

# Summer Basketball

This co-ed Basketball program offers youth entering 3rd-8th grades a chance to play some basketball during the busy summer season. Have a vacation planned, and don't want to miss out? No worries, players are not on assigned teams. Players who show up are divided into teams to play reffed games.

Entering Grades 3rd-4th | McKinleyville Activity Center  
**June 21-August 2 | T | 6:30pm-8:00pm | \$40R/\$45NR**

Entering Grades 5th-8th | McKinleyville Activity Center  
**June 23-August 4 | Th | 6:30pm-9:00pm | \$40R/\$45NR**

# Youth Flag Football League

McKinleyville Parks & Recreation is excited to offer a youth coed flag football league this Summer. This is a great opportunity for our youth to play football and learn fundamental skills in a safe and supervised environment. Skills assessments are on June 16- June 17. Games will be played at Hiller Sports Complex. Team Practices are 1 hour. Games are two 20 minute halves. **Registration deadline is June 10, 2016.**

Boys & Girls aged 7-14 | Hiller Sports Complex | \$75R/\$80NR  
**5:30-7:30pm | Games: T, Th from July 5-July 28**  
**Practices: M, W from June 27-July 27**

# Brazilian Jiu Jitsu

Through the principles of Gracie Combatives students will learn that commitment, respect, focus, self-discipline, hard work and effort will make for positive rewarding experiences. Classes will focus on learning the fundamental techniques of Brazilian Jiu Jitsu and applying them. These classes will not only focus on beginners but the more advanced student as well. Here they can sharpen and refine their basic techniques under instructor Rodrigo Fanti, a black belt trained professional.

5 to 13 years old | Location: TBD | \$55R/\$60NR  
**July 11-August 16 | M & T | 5:30pm-6:30pm**

14 years old to adults | Location: TBD | \$75R/\$80NR  
**July 11-August 16 | M & T | 6:45pm-7:45pm**

## Mark Your Calendars: Youth Basketball League

Registration begins September 1st!  
The league starts in January of 2017.



LAST CHANCE Registration & Skills Assessment:  
McKinleyville High School Softball Field  
Saturday, Feb. 27, 2016 10 am - 4 pm  
Sunday, Feb. 28, 2016 noon - 2 pm  
[www.mckinleyvillelittleleague.com](http://www.mckinleyvillelittleleague.com)  
707-845-6661 [mckinleyville.llbaseball@gmail.com](mailto:mckinleyville.llbaseball@gmail.com)

### McKinleyville Health & Karate Center

*Working  
together for  
healthy bodies &  
healthy attitudes*

707-839-5255  
1944 Central Ave.,  
McKinleyville (at rear)  
[www.healthandkarate.com](http://www.healthandkarate.com)



McKinleyville's Oil Change Experts since 1997



- OIL & FILTER CHANGE
- LUBRICATION
- VACUUM INTERIOR
- CHECK ALL FLUIDS

[www.lube-central.com](http://www.lube-central.com)

839-2171

1590 Nursery Rd., McKinleyville, CA 95519



# Youth Driven

Teens check out the place to be on Saturday nights! Drop by to participate in various activities like shooting some hoops, playing board games, playing on the Xbox and Wii, or just to hang out with friends.

Grades 6th-12th | McKinleyville Activity Center | Free  
**Dates to be Determined | 7:00pm-9:30pm**



[facebook.com/youthdrivenmcsd](https://facebook.com/youthdrivenmcsd)

# Kids Club

Kids Club is an after-school enrichment program for students attending Dow's Prairie and Morris Elementary Schools. A variety of activities such as games, arts and crafts, sports, and homework time are offered each day. A healthy snack is provided each day.

**Registration Opens July 1, 2016!!!**

Grades K-2nd | \$14 per day  
**Starting Aug. 29 | M, T, W, Th, F | After-school until 5:30pm**

Grades 3rd-5th | \$12 per day  
**Starting Aug. 29 | M, T, W, Th, F | After-school until 5:30pm**

# McKinleyville Playgroup

Playgroup is a great opportunity for children 0-5 years old and their parents to meet new people and make new friends. A variety of toys and activities for young children are provided. Come check it out! A \$3 donation is greatly appreciated!

Families with 0-5 year olds | Morris Elementary Room #1  
**June 23-August 19 | Th, F | 10:00am-12:00pm | Free**

Families with 0-5 year olds | McKinleyville Activity Center  
**August 30-Oct. 14 | T, Th, F | 10:00am-12:00pm | Free**

# Junior High Dances

Join us for an evening of fun and dancing! A student body ID card and legible dance contract are REQUIRED. Admission fees are collected at the door. Arrive early, have your ID ready, and bring exact change to help us get you in the door faster!!! Don't forget extra money for Pizza, Drinks, and Snacks!!!



# Birthday Parties

Book your child's next birthday party with us! Private parties are scheduled around other programs at the Activity Center. Choose from a roller skating, basketball, indoor soccer, dodgeball, or a Playgroup Toddler Party!

McKinleyville Activity Center | Call for scheduling  
**Starting at \$150 for 20 Participants**

**Check it Out!**

**new heart**

community church

Sundays 8:30am @ Azalea Hall &  
10:30am @ The Activity Center  
Pierson Park, McKinleyville

(707) 839-8015  
[www.newheart.com](http://www.newheart.com)



2016

# Worldwide Day of Play

Saturday, September 24

12:00 pm-3:00 pm

Hiller Sports Complex

Turn off your TV, computers, video games and gadgets!  
It's time to get out and PLAY! This FREE family event will  
host a variety of activities including:

Relay Races, Lawn Games, Wiffle Ball, Dodgeball,  
Kickball, Disc Golf, a Tot Area and MORE!

If you or your organization would like to volunteer to host an activity at the Worldwide Day  
of Play please contact us at 707-839-9003 or email: [lesley@mckinleyvillecsd.com](mailto:lesley@mckinleyvillecsd.com)



## Hoop @ Night

Our Drop-in Basketball program happens almost every Sunday evening at the Activity Center. Bring your friends and get a workout that is also fun!

Adults 18 years & older | McK Activity Center  
**Ongoing | Su | 7:00pm-10:00pm | \$4/Day**

## Adult Futsal

Join our fastest growing co-ed adult sports league. Futsal is a style of indoor soccer played with a slightly smaller and denser ball. Drop in play is also available for \$10 per day per player.

Adults 18 years & older | McK Activity Center  
**July 13-Aug. 31 | W | 6:00pm-9:30pm | \$60R/\$65NR**

## Adult Wood Bat Softball

Get your team together and lets "Play Ball!" Join us at Hiller Sports Complex on Sundays for another great co-ed wood bat softball season for players 16 years and older. Teams consist of 12 to 16 players. Sign up your team for this league by Monday, July 20.

16 years & older | Hiller Sports Complex | July 31-Oct. 2  
**\$600/team of 12 players\***  
**\*Additional players \$50R/\$55NR**

## Pickleball Drop In

Pickleball is a fun, fast paced paddle sport sometimes described as a cross between tennis & ping pong. Drop In to play one of the fastest growing sports in America.

Adults 18 years+ | McK Activity Center | \$3/person  
**June 26-August 21 | Su | 2:00pm-5:00pm**  
**August 31-December 14 | W | 9:00am-12:00pm**

## Better Photos with Patti

Join us as we share tons of fun tips & tricks to get great images from your cell phone, tablet or camera, and cool ways to share your photos! Instructor Patti Stammer has taught and worked with photography for almost 45 years. She has taught at CR, HSU and Foothill College. In Part 1, Patti will give you an introduction focusing on the basic elements of design and composition, then challenge you to take and print photos using the techniques you have learned. In Part 2, Patti will build upon the techniques learned in Part 1, as well as, teach you how to edit, store and publish your images. Photography is important...let's learn to do it better, enjoy every minute, and share it! Please bring your smart phone, tablet or camera to all classes. Fee does not include minimal materials cost.

Better Photos Part 1 | McK Library Conference Rm  
**June 14-July 5 | T | 5:30pm-7:00pm | \$40R/\$45NR**

Better Photos Part 2 | McK Library Conference Rm  
**Sept. 6-27 | T | 5:30pm-7:00pm | \$40R/\$45NR**

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This two day workshop will focus on Vacation photography! Get the crash course on planning for, taking the photos and sharing them on social media!

Better Vacation Photos | McK Library Conference Rm  
**July 18 & 19 | M & T | 5:30pm-7:00pm | \$20R/\$25NR**

## Advertisements

Did you know you can place an advertisement in this Newsletter and Activity Guide? We direct mail this full color guide to over 5,000 McKinleyville Residents, emailed to over 1,500 customers, posted online and it is available to pick up at many locations throughout McKinleyville. Three come out each year and you can advertise in all three for as little \$160!!! Call the office today to place your ad at 707-839-9003.

# North Coast Agility & Dog Training

Instructor Sally Dunn competes at the “Excellent” level and has taught obedience, both formal and family, for over 20 years. The Rally Obedience class is for those looking to or already are competing in the sport of Rally Obedience. The class is a great way to sharpen your dog’s skills in the obedience ring and beyond! The class max is 8.

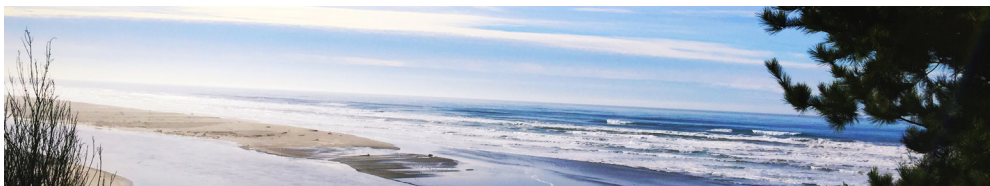
Rally Obedience | Azalea Hall | T | 5:30pm-6:30pm  
**June 7-July 12 | \$75R/\$80NR**  
**Aug. 2-Sept. 6 | \$75R/\$80NR**  
**Sept. 27-Nov. 1 | \$75R/\$80NR**

Instructor Jennifer Eichstedt's classes are perfect for dogs of all ages! Summer Class schedule TBD.

## Delilah’s Top Dog

Instructor Delilah Huck has been teaching people to train their dogs for over 30 years. The Basic Dog and Puppy Training class is perfect for new puppy owners to learn the tools for solving problems like digging and chewing, as well as teaching your puppy to come, sit down, stand, walk on loose lead, not jumping, and go to bed. The Basic Dog and Puppy Training class helps to teach owners to become the leader in their relationships with their dogs, by teaching them to heel on a leash, down stay, sit stay, and keep your dog’s attention around distractions.

Basic Dog & Puppy Training | Azalea Hall | M | 6pm-7pm  
**July 11-August 15 | \$75R/\$80NR**  
**September 12-October 17 | \$75R/\$80NR**  
**November 7-December 12 | \$75R/\$80NR**



## Our Sponsors Rock!!!

*The McKinleyville Parks and Recreation Department would like to give a shout out to all of our sponsors! Without their support many of our recreation programs would not be as affordable as they are to our participants and our special events may not exist. Thank you:*

**Lube Central - 4 Sponsorships!!!!**  
**Coast Central Credit Union - 3 Sponsorships!!!**  
**Jackson & Eklund Accounting - 3 Sponsorships!!!**  
**Travis Carmesin Construction - 2 Sponsorships!!**  
**Wright Management Services - 2 Sponsorships!!**

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Humboldt Outfitters  
Humboldt Sanitation  
Judy Davis Insurance  
Linda Sundberg Insurance Agency  
Mad River Builders  
Mad River Youth Soccer  
May, Abrahamsen & Barsanti CPAs  
McKinleyville Kiwanis Club  
McKinleyville Union School District  
North Coast Fabricators  
Points West Surveying  
Sholes Overhead Door  
Six Rivers Brewery  
Stove Doctors  
Sushi Spot  
Women of the Moose





Presort Standard  
US Postage  
PAID  
Arcata, CA  
Permit No. 239

## Upcoming Public Meetings

MCSD Board Meetings are held at:  
Azalea Hall  
1620 Pickett Road  
McKinleyville, CA 95519

Recreation Advisory Committee  
(RAC) Meetings are held at:  
1656 Sutter Road  
McKinleyville, CA 95519

For more information please visit our  
website at  
[www.mckinleyvillecsd.com](http://www.mckinleyvillecsd.com)

### June

1 MCSD Board Meeting 7:00pm  
16 RAC Meeting 6:30pm

### July

6 MCSD Board Meeting 7:00pm  
21 RAC Meeting 6:30pm

### August

3 MCSD Board Meeting 7:00 m  
18 RAC Meeting 6:30pm

### September

7 MCSD Board Meeting 7:00pm  
15 RAC Meeting 6:30pm

### October

5 MCSD Board Meeting 7:00pm  
20 RAC Meeting 6:30pm

### November

2 MCSD Board Meeting 7:00pm  
17 RAC Meeting 6:30pm

*\*All meetings are subject to change, please visit our website at [www.mckinleyvillecsd.com](http://www.mckinleyvillecsd.com) for the most up to date information.*



2016  
Summer-Fall

Newsletter and Activity Guide



# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: D.5**                      **Consider approval of the 2015 Consumer Confidence Report (CCR)**

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

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

### **Recommendation:**

Staff recommends that the Board approve the Consumer Confidence Report for distribution in the Summer/Fall News Letter.

### **Discussion:**

In 1996, Congress amended the Safe Drinking Water Act, adding a requirement that water systems deliver to their customers a brief annual water quality report, similar to the Annual Water Quality Report (AWQR) that California water systems began distributing in 1990. However, the CCR regulatory requirements are more specific and detailed in terms of content and format than those for the AWQR. These CCRs summarize information that our water system already collects to comply with regulations.

The CCR includes information on source water, levels of any detected contaminants, and compliance with drinking water regulations (including monitoring requirements), plus some educational information.

MCSD is required to deliver the annual CCR to consumers by July 1 of each year. The CCRs are based on data collected between January and December 2015. The CCR will be distributed as part of the MCSD Summer News Letter.

MCSD 2015 CCR is compliant with Title 22, Chapter 15, Article 20 and the California Health and Safety Code, section 116470 and was drafted using the 2015 CCR Guidance Template.

As part of the federal drinking water program, United States Environmental Protection Agency (USEPA) issues a list of currently unregulated contaminants to be tested by Public Water Systems throughout the nation. This process occurs every five years pursuant the Unregulated Contaminant Monitoring Rule (UCMR). The purpose of the UCMR program is to determine the prevalence of unregulated contaminants in drinking water. Results of this testing help USEPA determine whether or not to regulate new contaminants for protection of public health.

The District participated in the current UCMR 3 testing in 2014. The District tested 28 constituents on USEPA's List 1 (Assessment Monitoring). Of the 28 constituents tested, 24 were non-detected and four had results. The attachment

shows the four constituents with results above their minimum reporting levels (MRL). Although unregulated by USEPA, two of the four have maximum contaminant levels (MCL) established or proposed by State Water Board (SWB). Information on the likely source and potential health effects is also included.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – 2015 Consumer Confidence Report

May 18, 2016

## McKinleyville Community Services District (MCSD)

### 2015 Consumer Confidence Report

Este informe contiene información muy importante sobre su agua potable. Tradúzcalo o hable con alguien que lo entienda bien.

Last year, as in years past, your tap water met all United State Environmental Protection Agency (USEPA) and State drinking water health standards. MCSD vigilantly safeguards its water infrastructure and once again, we are proud to report that our system did not violate a maximum contaminant level or any other water quality standard in 2015.

#### **Introduction and Background**

For a number of years, California State Law has required that water systems prepare an *Annual Water Quality Report* for its customers providing information regarding the quality of water delivered to them. The 1996 amendments to the federal Safe Drinking Water Act introduced new reporting requirements - namely preparation of a *Consumer Confidence Report* - with essentially the same purpose as that of the *California Water Quality Report*. Since 1999, California water systems must comply with federal reporting requirements. This report represents the McKinleyville Community Service District's 2015 Consumer Confidence Report. It is a snapshot of the quality of the water we provided last year. Included are details about where your water comes from, what it contains, and how it compares to State standards.

If you have any questions about this report or the quality of your drinking water, please call Greg Orsini, General Manager at 839-3251. You may also attend one of the regularly scheduled meetings of our Board of Directors, which are held the first Wednesday of each month at 7:00 p.m. at Azalea Hall (1620 Pickett Road).

#### **Water Source**

Drinking water delivered by the McKinleyville Community Services District (MCSD) is supplied by the Humboldt Bay Municipal Water District (HBMWD). HBMWD water is drawn from wells located in the bed of the Mad River northeast of Arcata along Highway 299. These wells, called Ranney Wells, extract water from the sands and gravel of the riverbed at depths of 60 to 90 feet, thereby providing a natural filtration process. In low rainfall periods, this naturally filtered water is then disinfected via chlorination and delivered, without further treatment, to the HBMWD's wholesale municipal and retail customers in the Humboldt Bay area. The District's source water has been classified by the State Water Resources Control Board (SWRCB) as groundwater. The classification is important with respect to the regulations that a water system must follow to ensure water quality.

In the late 1990s heavy winter rainfalls and high river levels were accompanied by increased turbidity (cloudiness) in the District's water. While turbidity itself is not a health concern, there is concern that it may interfere with the disinfection process. In 1997, DHS mandated that the District take steps to control the turbidity in its drinking water. Together with its wholesale customers, the new Turbidity Reduction Facility (TRF) was constructed and became operational in late 2002. For the first time in many years the District met the State's secondary maximum contaminant level standard for turbidity of less than 5 NTU (the unit which turbidity is measured). The TRF operates only during winter months.

#### **General Water Quality**

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking WATER hotline (1-800-426-4791) or visiting the USEPA website (<http://water.epa.gov/drink/index.cfm>).

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and can pick up substances resulting from the presence of animals or human activity. Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.
- Inorganic contaminants such as salts and metals, that can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- Radioactive contaminants that can be naturally-occurring or be the result of oil and gas production and mining activities.
- Organic chemical contaminants including synthetic and volatile organic chemicals, that are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, agriculture application, and septic systems.

Some people may be more vulnerable to contaminants in drinking water than the general population.

Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, persons with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA and the Center for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbial contaminants are available from the USEPA's Safe Drinking Water Hotline (1-800-426-4791) or visiting their website (<http://water.epa.gov/drink/standards/hascience.cfm>).

HBMWD consistently and frequently monitors for the presence of giardia and cryptosporidium in its drinking water. Since the mid-1990s, when the EPA approved the testing technique for these contaminants, HBMWD has never had a confirmed detection of either contaminant.

### **Water Quality Testing Results**

In order to ensure that tap water is safe to drink, the U.S. Environmental Protection Agency and the State Water Resources Control Board (State Board) prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. HBMWD treats its water and performs annual monitoring and testing, in accordance with the USEPA and the State Board regulations and requirements, to ensure its water is safe to drink. In addition, MCSD performs separate monitoring and testing, in accordance with the USEPA and the State Board regulations and requirements, to ensure that the water quality remains high within the MCSD storage and distribution systems. Additional monitoring performed by MCSD includes laboratory analysis for coliform bacteria, disinfection byproducts and lead/copper. Test results for disinfection byproducts and lead/copper are included in the MCSD test results table. The MCSD testing for coliform produced zero results. Test results for disinfection byproducts have been below the Maximum Contaminant Level (MCL).

In 2015, HBMWD conducted approximately 470 water quality tests for over 50 contaminants. MCSD also performed approximately 226 water quality tests during 2015. The results from both the HBMWD's and the MCSD's 2015 monitoring and testing programs indicate that our water quality is very high, as has consistently been the case in past years.

The tables enclosed in the newsletter list all the drinking water contaminants that were monitored during 2015. Additionally, the State requires that both Districts monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Therefore, results from prior years are included if such a contaminant was detected. There are very few entries in the tables because very few contaminants were actually detected in prior years. It is once again important to note that the presence of these contaminants does not necessarily indicate that the water poses a health risk.



If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. MCSD is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at (<http://www.epa.gov/safewater/lead>).

During 2014, the District was also required to test for unregulated contaminants as part of the Unregulated Contaminant Monitoring Rule (UCMR) 3. This testing and results are described on the next page. It is important to note that the presence of contaminants does not necessarily indicate that the water poses a health risk.

### **Definitions of Terms Used in This Report:**

You will find many terms and abbreviations in the table below. To help you understand these terms, the following definitions are provided:

- **Public Health Goal (PHG):** The level of a contaminant in drinking water, below 9 which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.
- **Maximum Contaminant Level Goal (MCLG):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency.
- **Maximum Contaminant Level (MCL):** The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs cover the aesthetic quality of the water such as odor, taste and appearance.
- **Primary Drinking Water Standard (PDWS):** MCLs for contaminants that affect health along with monitoring, reporting requirements and water treatment requirements.
- **Maximum Residual Disinfectant Level (MRDL):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **Maximum Residual Disinfectant Level Goal (MRDLG):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **Regulatory Action Level (RAL):** The concentration of a contaminant which, when exceeded, triggers treatment or other requirements that a water system must follow.
- **Treatment Technique (TT):** A Required process intended to reduce the level of a contaminant in drinking water.
- **Variances and Exemptions:** State Board permission to exceed an MCL or not comply with a treatment technique under certain conditions.
- **n/a:** not applicable
- **ND:** not detectable at testing limit
- **ppb:** parts per billion or micrograms per liter ( $\mu\text{g/L}$ )
- **ppm:** parts per million or milligrams per liter ( $\text{mg/L}$ )
- **pCi/l:** picocuries per liter (**a measure of radiation**)
- **$\text{mgCaCO}_3/\text{L}$ :** milligrams of calcium carbonate per liter (**a measure of hardness**)
- **microseimens/cm :** a measure of specific conductance ( $\mu\text{S/cm}$ )
- **NTU:** Nephelometric Turbidity Units
- **Detection Limit for Purposes of Reporting (DLR):** The DLR is a parameter that is set by state regulation for each reportable contaminant. The presence of these contaminants in the drinking water at its DLR does not necessarily indicate that the water poses a health risk and can be below its MCL.
- **Minimum Reporting Level (MRL):** The MRL is defined by the USGS National Water Quality Laboratory as the smallest measured concentration of a substance that can be reliably measured by using a given analytical method.



**Humboldt Bay Municipal Water District Testing: RAW SOURCE WATER**

TABLE 1 – SAMPLING RESULTS SHOWING THE DETECTION OF COLIFORM BACTERIA							
Microbiological Contaminants (complete if bacteria detected)	Highest No. of Detections	No. of months in violation	MCL	MCL G	Typical Source of Bacteria		
Total Coliform Bacteria	(In a mo.) 1	0	More than 1 sample in a month with a positive detection	0	Naturally present in the environment		
Fecal Coliform or <i>E. coli</i>	(In the year) 0	0	A routine sample and a repeat sample detect total coliform and either sample also detects fecal coliform or <i>E. coli</i>	0	Human and animal fecal waste		
TABLE 2 – SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER							
Lead and Copper (complete if lead or copper detected in the last sample set)	Sample Date	No. of samples collected	90 <sup>th</sup> percentile level detected	No. sites exceeding AL	AL	PHG	Typical Source of Contaminant
Lead (µg/L)	2014	5	2.0	0	15	0.2	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers, erosion of natural deposits
Copper (mg/L)	2014	5	0.925	0	1.3	0.3	Internal corrosion of household plumbing; erosion of natural deposits; leaching from wood preservatives

<b>TABLE 3 – SAMPLING RESULTS FOR SODIUM AND HARDNESS</b>						
<b>Chemical or Constituent</b> (and reporting units)	<b>Sample Date</b>	<b>Level Detected</b>	<b>Range of Detections</b>	<b>MCL</b>	<b>PHG (MCLG)</b>	<b>Typical Source of Contaminant</b>
Sodium (mg/L)	2007	3.6		none	none	Salt present in the water and is generally naturally occurring
Hardness (mg/L as CaCO <sub>3</sub> )	2007	68		none	none	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

*\*Any violation of an MCL or AL is asterisked. Additional information regarding the violation is provided later in this report.*

<b>TABLE 4 – DETECTION OF CONTAMINANTS WITH A <u>PRIMARY</u> DRINKING WATER STANDARD</b>						
<b>Chemical or Constituent</b> (and reporting units)	<b>Sample Date</b>	<b>Level Detected</b>	<b>Range of Detections</b>	<b>MCL [MRDL]</b>	<b>PHG (MCLG) [MRDLG]</b>	<b>Typical Source of Contaminant</b>
TTHMs (µg/L) – (Total Trihalomethanes)	2015	Average = 8.0		80	n/a	By-product of drinking water chlorination
HAA5 (µg/L) (Haloacetic Acids)	2015	Average = 5.2		60	n/a	By-product of drinking water chlorination
Chlorine (mg/L)	2015	Average = 0.67		4	4	Drinking water disinfectant added for treatment.
Aluminum (mg/L)	2015	0.011		1	0.6	Discharges from industrial manufacturers, erosion of natural deposits
<b>TABLE 5 – DETECTION OF CONTAMINANTS WITH A <u>SECONDARY</u> DRINKING WATER STANDARD</b>						
<b>Chemical or Constituent</b> (and reporting units)	<b>Sample Date</b>	<b>Level Detected</b>	<b>Range of Detections</b>	<b>MCL</b>	<b>PHG (MCLG)</b>	<i>Typical Source of Contaminant</i>
Chloride (mg/L)	2007	Average = 2.8		500	n/a	Runoff/leaching from natural deposits, or seawater influence
Sulfate (mg/L)	2007	Average = 9.5		500	n/a	Runoff/leaching from natural deposits; industrial wastes
Specific Conductance (µS/cm)	2015	Average = 160		1,600	n/a	Substances that form ions when in water
Total Dissolved Solids (mg/L)	2007	Average = 93		1,000	n/a	Runoff/leaching from natural deposits
Turbidity (NTU)	2015	Average = 0.07	0.02 – 0.61	5	n/a	Turbidity has no health effects. However, high levels of turbidity can interfere with disinfection and provide a medium for microbial growth. Turbidity may indicate the presence of disease-causing organisms. These organisms include bacteria, viruses, and parasites that can cause symptoms such as nausea, cramps, diarrhea and associated headaches.

### **Unregulated Contaminant Monitoring Rule (UCMR)3 – 2013 Testing Results**

As part of the federal drinking water program, USEPA issues a list of currently unregulated contaminants to be tested by Public Water Systems throughout the nation. This process occurs every five years pursuant the Unregulated Contaminant Monitoring Rule (UCMR). The purpose of the UCMR program is to determine the prevalence of unregulated contaminants in drinking water. Results of this testing help USEPA determine whether or not to regulate new contaminants for protection of public health.

There have been three cycles of monitoring: UCMR 1 (2001-2003), UCMR 2 (2008-2010), and UCMR 3 (2013-2015). The District participated in UCMR1 and UCMR2 in which 37 constituents were tested; all results were non-detect. The District also participated in the UCMR 3 testing in 2013. The District tested 28 constituents on USEPA’s List 1 (Assessment Monitoring) and List 2 (Screening Survey). Of the 28 constituents tested, 24 were non-detect and four had results. The table below shows the four constituents with results above their minimum reporting levels (MRL). Although unregulated by USEPA, two of the four have MCLs established or proposed by SWRCB. Information on the likely source and potential health effects are also included.

**TABLE 6 – DETECTION OF UNREGULATED CONTAMINANTS**

<b>Chemical or Constituent</b> (and reporting units)	<b>Sample Date</b>	<b>Range of Detections</b>	<b>Notification Level</b>	<b>MCL</b>	<b>PHG</b>	<b>Health Effects Language</b>
Chromium 6+ (µg/L)	2013	0.18 - 0.23	n/a	10 <sup>1</sup>	0.02	Naturally occurring from geological formations, also from manufacturing of textile dyes, wood preservation, leather tanning, and anti-corrosion coatings.
Chromium, Total (µg/L)	2013	0.20 – 0.39	n/a	50	n/a	Discharge from steel and pulp mills and chrome plating; erosion of natural deposits. Some people who use water containing chromium in excess of the MCL over many years may experience allergic dermatitis.
Strontium, Total (µg/L)	2013	240 – 310	n/a	n/a	n/a	Strontium is a silvery metal that rapidly turns yellowish in air. Strontium is found naturally as a non-radioactive element. Strontium has 16 known isotopes. Naturally occurring strontium is found as four stable isotopes Sr-84, -86, -87, and -88. Twelve other isotopes are radioactive.
Vanadium, Total (µg/L)	2013	0.38 – 0.65	50	n/a	n/a	Naturally-occurring; the primary possible contaminating activity is steel manufacturing and in association with hazardous waste sites. The babies of some pregnant women who drink water containing vanadium in excess of the notification level may have an increased risk of developmental effects, based on studies in laboratory animals.

<sup>1</sup>The MCL for Chromium 6+ became effective on July 1, 2014.

McKinleyville Community Services District Testing: DISTRIBUTION SYSTEM

Contaminant and units	Level Detected	MCL	PHG (or MCLG)	Likely Source and Potential Effects (if above MCL)
Microbiological Contaminants -- 212 Samples				
Total Coliform Bacteria	Zero positive	More than one positive sample monthly	Zero positives	Naturally present in the environment
Fecal Coliform And E. coli. Bacteria	Zero positive	A routine sample and a repeat sample are total coliform positive, and one is also fecal coliform positive	Zero positive	Fecal coliform and E. coli. are bacteria whose presents indicates that water may be contaminated with human waste or animal fecal waste
Disinfection Byproducts and Disinfectant Residuals				
TTHMs – Total (µg/L) Trihalomethanes	Average= 13.4	80 µg/L	n/a	By-product of drinking water chlorination
HAA5 (µg/L) Halo acetic Acids	Average= 6.5	60 µg/L	n/a	By-product of drinking water chlorination
Chlorine (mg/L)	Average= 0.51	4 mg/L	4	Drinking water disinfection
Lead and Copper				
Copper (mg/L)*	Thirty sites tested none above the AL 90 <sup>th</sup> percentile= 1.21	AL = 1.3 mg/L	0.3 mg/l	Internal corrosion of household plumbing; erosion of natural deposit
Lead (µg/L)*	Thirty sites tested none above the AL 90 <sup>th</sup> percentile= 2.63	AL = 15 µg/L	0.2 µg/L	Internal corrosion of household plumbing systems; discharges from industrial manufactures, erosion of natural deposits

\*Samples taken in 2013

Additional Water Characteristics  
Sodium and Hardness

Although sodium and hardness do not have MCLs, they are of interest to many consumers who are concerned about sodium intake. **Hardness** is the sum of polyvalent cations present in water, generally magnesium and calcium. The cations are, usually naturally occurring. **Sodium** refers to salt present in water and is generally naturally occurring.

Sodium (ppm) *	Average = 3.6	Samples Taken in 2007
Hardness * (mgCaCO <sub>3</sub> /L)	Range = 57 – 80 Average = 67	Samples Taken in 2005

**Unregulated Contaminant Monitoring Rule (UCMR) 3 – 2014 Testing Results**

As part of the federal drinking water program, USEPA issues a list of currently unregulated contaminants to be tested by Public Water Systems throughout the nation. This process occurs every five years pursuant the Unregulated Contaminanat Monitoring Rule (UCMR). The purpose of the UCMR program is to determine the prevalence of unregualted contaminants in drinking water. Results of this testing help USEPA determine whether or not to regulate new contaminants for protection of public health.

The District participated in the current UCMR 3 testing in 2014. The District tested 28 constituents on USEPA’s List 1 (Assessment Monitoring). Of the 28 constituents tested, 24 were non-detected and four had results. The table below shows the four constituents with results above their minimum reporting levels (MRL). Although unregulated by USEPA, two of the four have MCL’s established or proposed by CDPH. Information on the likely source and potential health effects is also included.

**McKinleyville Community Services District Testing: UCMR 3**

Contaminant and Units	Level Detected	Levels & Goals (see last page for definitions)			Likely Source and Potential Effects (if above MCL)
		MRL	MCL	PHG	
Unregulated Contaminant Monitoring Rule 3 – Detected Chemicals					
Chromium 6 +	Range = 0.34 – 0.45 µg/L	0.03 µg/L	10 µg/L	0.02 µg/L	Naturally occurring from geological formations, also from manufacturing of textile dyes, wood preservation, leather tanning, and anti-corrosion coatings.
Chromium, Total	Range = 0.25 – 0.34 µg/L	0.20 µg/L	50 µg/L	n/a	Discharge from steel and pulp mills and chrome plating; erosion of natural deposits. Some people who use water containing chromium in excess of the MCL over many years may experience allergic dermatitis.
Strontium, Total	Range = 347 – 348 µg/L	3.00 µg/L	n/a	n/a	Strontium is a silvery metal that rapidly turns yellowish in air. Strontium is found naturally as a non-radioactive element. Strontium has 16 known isotopes. Naturally occurring strontium is found as four stable isotopes Sr-84, -86, -87, and -88. Twelve other isotopes are radioactive.
Vandium, Total	Range = 0.68 – 0.70 µg/L	0.20 µg/L	n/a	n/a	Naturally-occurring; the primary possible contaminating activity is steel manufacturing and in association with hazardous waste sites. The babies of some pregnant women who drink water containing vanadium in excess of the notification level may have an increased risk of developmental effects, based on studies in laboratory animals.

*Note: Vanadium has Notification level of 50 µg/L*

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.1**                      **Consider approval of a conflict waiver consenting to Mitchell, Brisso, Delaney & Vrieze, LLP's concurrent representation of McKinleyville Community Services District (MCSD) and Green Diamond Resource Company in connection with a real property transaction involving a dedication of certain forest lands to MCSD by and through the Trust for Public Land**

**PRESENTED BY:**              **Russ Gans, District Counsel**

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

### **Recommendation:**

Staff recommends that the Board review the information provided, take public comment, discuss and authorize the Board President to sign and execute a conflict waiver consenting to Mitchell, Brisso, Delaney & Vrieze, LLP's concurrent representation of McKinleyville Community Services District and Green Diamond Resource Company in connection with a real property transaction involving a dedication of certain forest lands to MCSD by and through the Trust for Public Land.

### **Discussion:**

District General Counsel, Russell Gans of Mitchell, Brisso, Delaney & Vrieze, LLP, has requested the District's written consent to his concurrent representation of the District and Green Diamond Resource Company in connection with the proposed real property transaction involving a dedication of certain forest lands to the District by and through the Trust for Public Land.

Mitchell, Brisso, Delaney & Vrieze, LLP, with Russell Gans as the principal attorney, has and does represent Green Diamond in a number of unrelated matters, including a very similar transaction involving the McKay Tract community forest and related conservation easement. Based on Mr. Gans' knowledge and past experience in negotiating the similar McKay Tract transaction, Green Diamond has requested Mr. Gans' assistance in the proposed MCSD transaction.

Mr. Gans explains in his letter issues regarding the concurrent representation of Green Diamond and MCSD during different phases of this transaction, and the apparent basis for concluding the interests are not directly adverse as each will separately negotiate with the Trust for Public Lands during different phases of the

transaction. However, he does explain that if facts and circumstances change and the interests of the District and Green Diamond become adverse or if any direct negotiation between the District and Green Diamond becomes necessary, he will inform the District and seek additional written consent or withdraw from representation of either (or both) the District and Green Diamond if withdrawal is warranted/necessary.

**Alternatives:**

Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – MCSD-GDRC Conflict Waiver

**MITCHELL, BRISSE, DELANEY & VRIEZE, LLP**

CLIFFORD B. MITCHELL (1927-2010)  
PAUL A. BRISSE  
NANCY K. DELANEY  
JOHN M. VRIEZE  
WILLIAM F. MITCHELL  
RUSSELL S. GANS  
NICHOLAS R. KLOEPPEL  
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EMERY F. MITCHELL (1896 - 1991)  
WALTER J. CARTER (1949 - 1993)  
R.C. DEDEKAM (1929-2011)

May 25, 2016

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

Galen Schuler  
Green Diamond Resource Company  
1301 Fifth Street, Suite 2700  
Seattle, WA 98191-2613

Re: Consent to Potential Conflict of Interest  
McKinleyville Community Services Agreement/Green Diamond Resource  
Company

Dear Directors and Mr. Schuler:

This letter requests the consent of the McKinleyville Community Services District (the "MCSD") and Green Diamond Resource Company ("Green Diamond") to Mitchell, Brisse, Delaney & Vrieze, LLP's concurrent representation of Green Diamond and MCSD in connection with the proposed real property transaction involving a dedication of certain forest lands to MCSD by and through the Trust for Public Land ("Trust").

As you are aware, Green Diamond has engaged in preliminary negotiations with the Trust for the sale of timberlands to the Trust for purposes of conservation. As part of the proposed transaction, the Trust would then dedicate a designated portion of the real property to MCSD at no cost to MCSD to be used as a community forest. MCSD would thereafter maintain and operate the dedicated land for the benefit of the public. In many respects, the proposed transaction is similar to the McKay Tract transaction involving Green Diamond, the Trust, and the County of Humboldt.



As it did for the McKay Tract transaction, Green Diamond has requested this law firm's assistance in negotiating and transacting the sale of the real property to the Trust. This law firm has and currently does represent Green Diamond in a number of unrelated matters.

This law firm, with the undersigned acting as principal attorney, has and does represent MCSD as general counsel.

By this letter, I ask for your written, informed consent for this law firm to engage in the concurrent representation of Green Diamond and MCSD in the proposed real property transaction.

#### Existing Relationships

Both MCSD and Green Diamond are existing and valued clients.

#### Proposed Transaction

The proposed transaction involves real property owned by Green Diamond, located in and near McKinleyville, California. While the particulars of the proposed transaction have yet to be negotiated, the basic structure of the proposed transaction is as follows: (a) Green Diamond and the Trust will negotiate and enter into an agreement whereby the Trust will purchase a significant number of acres of forest land from Green Diamond; (b) the land will be held by the Trust for purposes of conservation; and (c) the Trust will dedicate a designated portion of the real property to MCSD to be used as a community forest for the benefit of the public.

As currently contemplated, MCSD will receive the dedication at no cost, but subject to certain restrictive covenants and reserved access rights, some of which are for the benefit of Green Diamond.

As currently contemplated, Green Diamond and MCSD will not directly negotiate any part of the proposed transaction with each other. MCSD will negotiate the portion of property it receives from the Trust directly with the Trust. Green Diamond will likewise negotiate the sale of the real property directly with the Trust. Nevertheless, as set forth in more detail below, there is a possibility that the interests of MCSD and the interests of Green Diamond will become adverse and/or direct negotiation is necessary. If such a circumstance arises, you will be so informed and your written consent will be requested or this firm will withdraw from further representation.

### Conflicts of Interest

Our firm's representation of Green Diamond and MCSD in the proposed transaction creates potential conflicts of interest related to our duty of loyalty and confidentiality to existing clients. In my opinion, no actual conflict exists at this time. This is because the interests of Green Diamond and MCSD in the proposed transaction are not adverse, as Green Diamond will negotiate a sale the property to the Trust and the Trust will dedicate certain portions of the property to MCSD at no cost to MCSD. As currently contemplated, both Green Diamond and MCSD will negotiate directly with the Trust and not each other. Consequently, I believe this firm can adequately represent Green Diamond and MCSD in the proposed transaction without any material limitations placed upon such representation because of a duty owed to one or both of you.

In undertaking the concurrent representation of each of you in the proposed transaction, we cannot and will not advise either of you as to any matters upon which an actual conflict of interest develops among you. In particular, if additional facts come to our attention or if the proposed transaction is modified in a way which lead us to believe that: (i) we could not maintain our duty of loyalty and confidentiality to either of you, (ii) the transaction requires any direct negotiation between Green Diamond and MCSD; (iii) our representation of one of you will adversely affect the other; or (iv) we have obtained confidential information from one of you which is material to our representation of the other, we would require further written consent from both of you before we would continue our representation of either of you.

As stated above, since we are concurrently representing each of you in this proposed transaction, we cannot represent or advise you with respect to these issues.

You should also be aware that by consenting to this concurrent representation you are not waiving any attorney-client privileges that exist between this law firm and each of you. Your communications to me and this firm will remain privileged and not subject to disclosure to the other because of the concurrent representation. However, as explained above, if additional facts come to our attention or the proposed transaction is modified such that we cannot fulfill by duties of loyalty and confidentiality to each of you, we will seek your informed consent or withdraw from the representation of each of you.

### Consent

As attorneys where we have a relationship with multiple parties a potential and/or actual conflict of interest must be disclosed and informed written consent obtained from

both parties. Accordingly, we are seeking the informed written consent of Green Diamond Resource Company and the McKinleyville Community Services District before representing either of you in the proposed transaction.

Request

If, after considering the foregoing, you are willing to consent, please sign and return to us the enclosed copy of this letter (i) acknowledging that we have informed you of our existing relationship with the other; (ii) acknowledging that you have each been advised of the potential conflict of interest associated with our concurrent representation of each of you in the proposed transaction; and (iii) indicating that you consent to our representation as described in this letter.

If the either of you is not willing to consent, we will declare a conflict as to both of you and assist each of you in locating alternate counsel for the matter.

If you have any questions regarding this letter, please call us before signing and returning the enclosed copy of this letter.

Very truly yours,

MITCHELL, BRISSO, DELANEY & VRIEZE, LLP

Russell S. Gans

**CONSENT**

Mitchell, Brisso, Delaney & Vrieze, LLP (“MBDV”) has explained the potential conflict of interest related to MBDV’s concurrent representation of Green Diamond Resource Company and the McKinleyville Community Services District in connection with the real property transaction described above. We acknowledge the disclosure of MBDV’s past and continuing representation of Green Diamond Resource Company in unrelated matters, the potential conflicts arising from such concurrent representation, and the consequences of any actual conflicts that may arise in the future. The undersigned nevertheless provides its informed written consent to MBDV’s concurrent representation of Green Diamond Resource Company and the McKinleyville Community Services District in connection with the proposed real property transaction described above.

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_

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

Date: \_\_\_\_\_

**CONSENT**

Mitchell, Brisso, Delaney & Vrieze, LLP (“MBDV”) has explained the potential conflict of interest related to MBDV’s concurrent representation of Green Diamond Resource Company and the McKinleyville Community Services District in connection with the real property transaction described above. We acknowledge the disclosure of MBDV’s past and continuing representation of the McKinleyville Community Services District in unrelated matters, the potential conflicts arising from such concurrent representation, and the consequences of any actual conflicts that may arise in the future. The undersigned nevertheless provides its informed written consent to MBDV’s concurrent representation of Green Diamond Resource Company and the McKinleyville Community Services District in connection with the proposed real property transaction described above.

GREEN DIAMOND RESOURCE COMPANY

By: \_\_\_\_\_

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

Date: \_\_\_\_\_

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **ACTION**

**ITEM: E.2**                      **Consider appointment of applicant John Calkins for vacant position on the Recreation Advisory Committee**

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

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

### **Recommendation:**

Staff recommends that the Board listen to staff's presentation, air questions, take public comment and decide on the appointment of John Calkins to the Recreation Advisory Committee (RAC).

### **Discussion:**

According to MCSD's Rules and Regulations rule numbers 40.02 and 40.03 outline the appointment and qualifications of Recreation Advisory Committee members as follows:

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

- (a) The Board of Directors shall announce each vacancy and shall state they are seeking applicants, setting forth the qualifications, if any required.*
- (b) The Board of Directors shall interview each applicant, after which a majority of the Board of Directors, may select the most qualified to fill the vacancy.*

***Rule 40.03. MEMBER QUALIFICATIONS** - all members, other than the high school member, shall be resident electors of the McKinleyville Community Services District; the student members shall be a resident of McKinleyville. No members of the Recreation Advisory Committee shall be a family member or related to a full-time MCSD employee.*

There are currently three (3) regular openings, one of them being a student opening and two (2) alternate openings on the RAC. Staff has posted sufficient notice through local media and at District facilities of the vacancies for the RAC.

We have received one letter of interest from Mr. John Calkins (Attachment 1).

John Calkins has been a Humboldt County resident since 1997 and a McKinleyville resident since 2009. He has worked on various trail projects in the community in his work with the California Conservation Corps. He values and appreciates the parks and trail amenities provided by MCSD and has volunteered

himself to help resurface the bocce ball courts and install a new swing set at Pierson Park.

Current RAC members speak highly of him and would like him to be a member of the 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 Interest (John Calkins)

DEAR MCSD BOARD,

I AM WRITING TO LET YOU KNOW I AM INTERESTED IN SERVING ON THE RECREATION AND PARKS ADVISORY COMMITTEE.

I HAVE READ THE BY LAWS AND UNDERSTAND THE ROLE AND COMMITMENT REQUIRED.

I HAVE BEEN A RESIDENT OF HUMBOLDT COUNTY SINCE 1997 AND RESIDED IN MCKINNEYVILLE SINCE 2009.

I AM A USER AND APPRECIATOR OF THE COMMUNITY PARKS AND TRAILS MANAGED BY THE MCSD. AS PROJECT SUPPORT PERSON WITH THE OLL/OLL WASTE CENTER I WORKED WITH THE MCSD ON SEVERAL TRAILS PROJECTS. AS A VOLUNTEER I HELPED RECONSTRUCT THE BOULE COURTS AND CONTINUE TO MAINTAIN THEM.

I WOULD APPRECIATE THE OPPORTUNITY TO SERVE MY COMMUNITY IN THIS ADVISORY CAPACITY.

THANK YOU FOR YOUR CONSIDERATION,

JOHN CALKINS  




# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **ACTION**

---

**ITEM: E.3**                      **Consider Authorization for Director Corbett to attend the Annual California Water Law & Policy Mandatory Continued Legal Education (MCLE) Conference in San Francisco June 13-14, 2016**

**PRESENTED BY:**              **Becky Schuette, Board Secretary/John Corbett, Director**

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

### **Recommendation:**

Staff recommends that the Board listen to the information provided, discuss, take public comment and authorize Director Corbett to attend the Annual California Water Law & Policy MCLE Conference in San Francisco June 13-14, 2016.

### **Discussion:**

The past several years have taught us that long-term water planning is crucial to survive the feast-or-famine nature of California's water supply. But the drought isn't over for everyone, and changing climate adds to water supply uncertainty.

With this in mind, this year's conference has assembled a comprehensive and practical two-day California Water Law Conference that focuses on long-term water supply issues facing the state: How state and federal agencies are planning future management decisions; the limits of State Water Resources Control Board authority during droughts; developments with the Cal WaterFix project; water transfers as a means of coping with unpredictable supplies; and big questions related to reforming California's water law system.

Attendees will learn how to navigate water supply assessments for development, strategies for Sustainable Groundwater Management Act implementation, and how disputes over regional water assets are progressing.

Representatives of state regulatory agencies, environmental organizations, the academic community, consulting firms, top water attorneys from throughout the state, and a Keynote Presentation from Thomas Gibson, Deputy Secretary and Chief Counsel of the California Resources Agency will also be present.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Conference registration is \$695; two nights at the Hotel Nikko San Francisco is \$650; per diem is \$166 for travel and the conference days. One of the District vehicles will be utilized for travel. An approximate cost for attendance is \$1510.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Conference Brochure & Schedule

## 31st Conference Program!

June 13-14, 2016 • Hotel Nikko • San Francisco



Publications and MCLE Conference Programs  
for the California Water Bar since 1989

# California Water Law & Policy

El Niño has brought a sigh of relief to water suppliers and agencies tasked with overseeing California's water systems. But the drought isn't over for everyone, and the vagaries brought on by a changing climate add to water supply uncertainty. If the past several years have taught us anything it's that long-term water planning is crucial to survive the feast-or-famine nature of California's water supply.

With this in mind, this year we have assembled for you a comprehensive and practical two-day California Water Law Conference that focuses on long-term water supply issues facing the state: How state and federal agencies are planning future management decisions; the limits of State Water Resources Control Board authority during droughts; developments with the Cal WaterFix project; water transfers as a means of coping with unpredictable supplies; and big questions related to reforming California's water law system.

You'll also learn how to navigate water supply assessments for development, strategies for Sustainable Groundwater Management Act implementation, and how disputes over regional water assets are progressing.

You'll hear from representatives of state regulatory agencies, environmental organizations, the academic community, consulting firms, top water attorneys from throughout the state, and a Keynote Presentation from Thomas Gibson, Deputy Secretary and Chief Counsel of the California Resources Agency.

This year more than ever, your participation will be crucial to your effectiveness as an attorney, water district staff or board member, federal or state government representative, consulting engineer, city or county counsel or planner, environmental organization representative, developer or agricultural business owner. This is a must attend event!

Be sure to register today for this informative conference and find out what impact these critical topics will have on each other—and how the potential outcomes will impact your practice, agency or organization in the future.

Conference Co-Chairs,



Kevin M. O'Brien, Esq.  
Downey Brand  
Sacramento



Steven Anderson, Esq.  
Best, Best & Krieger  
Riverside

The *only* California Water Law & Policy conference produced by the Publishers of the *California Water Law & Policy Reporter* and co-sponsored by many of the state's top legal firms.



### Conference Co-Sponsors:



**DOWNEY BRAND**



Always in San Francisco,  
always in the Spring.

**REGISTER TODAY!**

800-419-2741

<register@argentco.com>

### DAY ONE

7:30	Registration and Continental Breakfast
8:30	<b>Conference Overview with Critical Detail</b> (Co-Chairs: Kevin M. O'Brien, Esq., Steven Anderson, Esq.)
8:45	<b>Recent Developments in California Water Law</b> (Prof. Jennifer Harder, McGeorge School of Law, Sacramento)
9:45	<b>Climate Change and California's Water: Global Weirding or Business as Usual?</b> • <b>Long-term Projections and Statewide Planning</b> (Michael Anderson, State Climatologist, California Department of Water Resources, Sacramento) • <b>Managing Surface Water Infrastructure in Light of Changing Climate</b> (Michelle H. Denning, Regional Planning Manager, Division of Planning, USBR, Sacramento)
10:45	BREAK
11:00	<b>Establishing the Limits of State Water Board Authority during Droughts</b> • <b>Overview of SWRCB Actions during the Recent Drought</b> (Meredith Nikkel, Esq., Downey Brand, Sacramento) • <b>Role of State Water Board— Depends on the Weather?</b> (Nicole Kuenzi, Sr. Staff Counsel, Office of Chief Counsel, SWRCB, Sacramento) • <b>Water Users' Disparate Views on State Water Board Authority</b> (Rebecca Akroyd, Esq., Kronick Moskovitz, Tiedemann & Girard, Sacramento)
12:00	LUNCH (On Your Own)
1:15	<b>KEYNOTE: The Water Component of the California Resources Agency's Climate Change Action Plan</b> (Thomas Gibson, Deputy Secretary and Chief Counsel, Resources Agency, Sacramento)
1:45	<b>Developments on the Delta Tunnels Project</b> • <b>The Exporter Perspective: Toward a Sustainable Water Supply</b> (Thomas Berliner, Esq., Duane Morris, San Francisco) • <b>The Fix Is in for the Bay-Delta Estuary</b> (George Torgun, Managing Attorney, San Francisco Baykeeper, San Francisco) • <b>Cal WaterFix Is No Fix at All</b> (George Hartmann, Esq., The Hartmann Law Firm, Stockton)
2:45	BREAK
3:00	<b>Serving Development in Times of Scarcity</b> • <b>Addressing Drought-Related Supply Uncertainties in Water Supply Assessments and Verifications</b> (Clark Morrison, Cox Castle & Nicholson, San Francisco) • <b>Navigating New State and Local Water Conservation Requirements</b> (Amy Steinfeld, Esq., Brownstein Hyatt Farber Schreck, Santa Barbara)
4:00	<b>Water Law Reform... on the Table?</b> • <b>Is California Destined for Fundamental Reform of Its Water Law System?</b> (Barton H. "Buzz" Thompson, Jr., Stanford Law School, Stanford) • <b>What Can We Learn about Water Law Reform from Down Under? The Australian Example</b> (Ryan Bezerra, Esq., Bartkiewicz, Kronick & Shanahan, Sacramento)
5:00	Q&A and Adjourn to Networking Reception

### DAY TWO

7:30	Registration and Continental Breakfast
8:30	<b>Overview of Day Two (Co-Chairs)</b>
8:45	<b>Water Transfers as a Means of Coping with Unpredictable Supplies</b> • <b>Reclamation's Long-Term Water Transfers—A Programmatic Approach</b> (Richard Woodley, Regional Resources Manager, Division of Resources Management, USBR, Sacramento) • <b>Recommendations to Improve the Water Transfer Process and Enhance Access to Voluntary Water Markets</b> (Timothy Quinn, Executive Director, Association of California Water Agencies, Sacramento) • <b>A Panacea, or a Limited Safety Valve in a Stressed System?</b> (Chris Scheuring, Managing Counsel, California Farm Bureau Federation, Sacramento)
10:00	BREAK
10:15	<b>Navigating SGMA Implementation: Insights and Experiences</b> • <b>What Do All These New DWR Regulations Mean?</b> (Wesley Miliband, Esq., Stoel Rives, Sacramento) • <b>Legislative Amendments and Proposals Regarding SGMA</b> (Kristin Garcia, Esq., Jackson Tidus, Irvine) • <b>Achieving True GSA Representation for Private Pumper Interests: Negotiate, Adjudicate, or Both?</b> (Derek Hoffman, Esq., Gresham Savage, Nolan & Tilden, San Bernardino)
11:30	<b>Hetch Hetchy and Competing Interests: Valley or Reservoir?</b> (Restore Hetch-Hetchy v. SFPUC) • <b>Yosemite or Water Storage: Is Hetch Hetchy a Reasonable Method of Diversion under California Law?</b> (Michael Lozeau, Esq., Lozeau Drury, Oakland) • <b>The 1913 Raker Act: What Did Congress Intend?</b> (Joshua Milstein, Deputy City Attorney, San Francisco)
12:15	LUNCH (On Your Own)
1:30	<b>The Ongoing Battle over Sacramento River Basin Water Use</b> • <b>Hydrology of the Sacramento River Basin</b> (Walter Bourez, III, P.E., MBK Engineers, Sacramento) • <b>Managing Sacramento River Water Supplies for Agriculture and Multiple Beneficial Uses</b> (Brittany Lewis-Roberts, Esq., Somach, Simmons & Dunn, Sacramento)
2:15	<b>Water Law Litigation and Adjudication Update</b> • <b>May U.S. Army Corps CWA Wetlands Determinations Be Challenged in Court?</b> (United States Army Corps of Engineers v. Hawkes Co. (Peter Prows, Esq., Briscoe Ivester & Bazell, San Francisco) • <b>Public Trust Doctrine Boundaries for Groundwater and Related Resources</b> (Christian Marsh, Esq., Downey Brand, San Francisco) • <b>The Antelope Valley Adjudication: Lessons Learned</b> (Jeffrey Dunn, Esq., Best, Best & Krieger, Irvine)
3:30	Q&A and Adjourn

### Conference Co-Chairs:

**Steven Anderson** focuses on environmental, water and natural resources law including practice under the ESA, Clean Water Act and under state water quality and water rights laws.

**Kevin O'Brien** assists clients throughout California in water rights, water quality, endangered species and environmental matters including litigating in state and federal courts and at administrative hearings.

### Conference Faculty:

**Rebecca Akroyd** represents public and private clients in the areas of natural resources and water law and focuses on regulatory compliance.

**Michael Anderson** advises the Department of Water Resources on climate, climate change and water supply patterns.

**Thomas Berliner** advises public and private clients on water supply, hydropower, energy, natural resources and environmental law.

**Ryan Bezerra** represents clients on water rights and quality issues, litigation of groundwater rights, the ESA, and water-supply assessments.

**Walter Bouerez** represents clients in water basin, river and water resource engineering modeling.

**Michelle Denning** is a regional planning manager for the Mid-Pacific Region of the USBR on water storage and supply.

**Jeffrey Dunn** represents cities and public water suppliers in disputes over groundwater rights, and in other water law disputes and litigation matters.

**Kristin Garcia** represents private and public clients in environmental matters, including groundwater, air quality, climate change, energy, and land use law.

**Thomas Gibson** {Keynote} oversees programs and counsels the State of California in the areas of natural resources and water supply.

**Jennifer Harder** is an assistant professor and teaches courses in water law and environmental law.

George Hartmann advises clients on water right acquisitions and transfers, water and reclamation district law, and water delivery systems.

**Derek Hoffman** represents clients in transactional and litigation matters in the areas of water rights, business, real estate and eminent domain.

**Nicole Keunzi** counsels the water board members and staff on matters related to water rights, drought response, and groundwater.

**Brittany Lewis-Roberts** provides legal advice on public agency matters, renewing water quality permits, maintaining permit compliance, and litigating water issues.

**Michael Lozeau** represents public interest clients on matters involving the CWA and the California Porter-Cologne Water Quality Control Act.

**Christian Marsh** represents clients on endangered species, water rights, water quality, wetlands, environmental review, and the public trust doctrine.

**Wesley Miliband** represents clients on securing, protecting and assisting with water supplies and water rights transfers.

**Joshua Milstein** represents the City of San Francisco and practices in the operation of a large urban water utility, including environmental law, water rights, and real estate.

**Clark Morrison** represents clients in the area of real property development including law related to federal endangered species, wetlands, public lands, and other natural resources.

**Meredith Nikkel** advises clients on water law, water supply development and management, and serves as special and general counsel to cities, counties and special districts.

**Peter Prows** counsels public and private clients on water, land use, and boundary delimitation, endangered species, wetlands, real property and the law of the sea issues.

**Timothy Quinn** oversees a statewide association of local public water agency members helping shape significant developments in state water policy.

**Chris Scheuring** is counsel to a non-governmental, non-profit California Corporation whose purpose is to protect and promote agricultural interests throughout California.

**Amy Steinfeld** represents public water agencies, special districts, private landowners and water utilities on a broad range of water and land use issues.

**Barton H. "Buzz" Thompson, Jr.** is Professor of Natural Resources Law and the Director, of the Woods Institute for the Environment.

**George Torgun** oversees a not-for profit's CWA citizen suit enforcement program and serves as lead in-house counsel.

**Richard Woodley** is a regional resources manager of reclamation projects and water storage and supply for the USBR.

### Location and Lodging:

The site of the program is the Hotel Nikko, 222 Mason St., San Francisco, CA 94102. A block of rooms has been reserved at a special negotiated rate of \$279. To register for your room at the discounted rate, [CLICK HERE](#), or call 866-NIKKO-SF, and ask for the "2016 Water Law & Policy Conference" discount. Space is limited, so register by the May 27, 2016 cut-off date!

### Tuition:

Conference tuition is \$895. A discount of \$100 is available for individuals from government agencies, public interest groups, or academia; for current subscribers to the *California Water Law & Policy Reporter*; or for each attendee when two or more people from one firm or organization register together.

Tuition includes attendance, program materials, continental breakfasts, morning and afternoon refreshment breaks, and a three-month electronic subscription to the *California Water Law & Policy Reporter* (a \$200 value).



### Five Ways to Register:

Early registration is encouraged. To register: (1) Online for both the conference and hotel, [CLICK HERE](#); (2) Mail the completed registration form on the reverse to: Argent Communications Group, PO Box 506, Auburn, CA 95604-0506; (3) Complete the registration form and fax to 530-852-0360; (4) Email it to <register@argentco.com>; or (5) Call 800-419-2741. Full payment or purchase order is due with registration.

### MCLE Credit:

MCLE accreditation has been requested for this program. Pending MCLE accreditation approval by the State Bar of California for up to 11 hours.

### Cancellation Policy:

Full refunds (less a \$50 processing fee) will be made only if notice is received by June 6, 2016. Substitutions are encouraged. Argent Communications Group reserves the right to cancel any program and assumes no responsibility for personal loss.



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# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **ACTION**

---

**ITEM: E.4**                      **Consider adoption of the use of the Special District Leadership Foundation (SDLF) High Performing District checklist for use in the areas of Finance and Human Resources**

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

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

### **Recommendation:**

Staff recommends that the Board listen to the presentation, take public comment, discuss and consider adoption of the SDLF High Performing District checklist for reference in the areas of Finance and Human Resources for MCSD and the inclusion in the Strategic Plan.

### **Discussion:**

In 1999, the Special District Leadership Foundation (SDLF), a 501(c)(3) organization, was formed to provide educational opportunities to special district officials and employees to enhance service to the public. It is dedicated to excellence in local government. To date, SDLF has designed and implemented the following programs: Special District Administrator Certification; Recognition in Special District Governance; District of Distinction; and District Transparency Certificate of Excellence. The Mission Statement of SDLF is "To promote and recognize excellence in the governance and management of special districts".

McKinleyville Community Services District continues to maintain excellence in special district leadership as well as transparency by cultivating good practices and upholding the mission and values of the District.

SDLF has provided a new tool to special districts which, similar to the Transparency Certification and District of Distinction Accreditation, is designed and approved to assist with best practices. This checklist under discussion is specific to the areas of Finance and Human Resources.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

None

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – SDF Checklist and MCSD's performance and responsibilities in specified areas
- Attachment 2 – Checklist resources for categories with deficiencies



Topic	Responsibility	Location supporting documentation is found
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### **BEST PRACTICES - FINANCE**

#### **Training**

Board & staff obtain regular training on finance/fiscal accountability.	General Manager/Board Secretary	Checklist resources P drive/Board/SDLF
Board & designated employees complete ethics training as required by law, including initial and biennial training requirements.	Board Secretary	Certificates stored in TargetSolutions & P:Board/Board Training/Certificates

#### **Reporting**

All financial reports are filed on time and in compliance with applicable laws and recognized standards for best management/reporting practices (including Governmental Accounting Standards Board):	Finance Director	In the Board packets and the annual audit
- Comprehensive annual financial report (CAFR)	Finance Director	Not applicable: not a municipality, lack property tax authority and demographic information required to complete a CAFR Statistical Section. All other CAFR information is provided in our report.
- Annual Audit	Finance Director	MCSD Website-General Info Tab/Audits and Documents Library/Audits
- State Controller's Financial Transaction Report	Finance Director	State Controllers website
- State Controller's Compensation Report	Finance Director	State Controllers website
The district requires board members and designated employees to prepare and file statements of economic interests (FPPC Form 700) to identify and disclose potential conflicts of interest.	Board Secretary	Board member originals mailed to Elections office. Copies stored in Board Secretary file cabinet and scanned into DocStar. Original staff documents & contract agencies stored in Board Secretary file cabinet

#### **Governance**

Board establishes and periodically reviews strategic, financial, and other goals.	Board of Directors	Board annually reviews and approves the Strategic Plan and Budget during Board Meetings
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Topic	Responsibility	Location supporting documentation is found
Board approves an annual balanced budget in an open and public meeting and periodically reviews revenue and expenses for compliance with the budget.	Board of Directors	Annually at the June Board meeting and monthly review of interim financials
Board approves capital improvement plans in an open and public meeting and periodically reviews revenue and expenses for compliance with the plans.	Board of Directors	Each department CIP is considered and discussed during Board meeting beginning in February annually
Board sets rates and fees in compliance with applicable state laws and District ensures its revenues maintain financial stability and support its commitments.	Board of Directors	Rate studies are conducted consistent with Prop 218

### **Policies**

The district has written, board-approved codes of conduct and ethics policies, including compliance with conflicts of interest laws and proper financial management.	General Manager	Policy Documents are located P:Policy Manuals
Board establishes and periodically reviews fund balances and reserve policies that meet district's needs.	Board of Directors	Fund balances reviewed monthly and Board approved Reserve policy located under Policy Manuals on the P drive
Board establishes and periodically reviews sound fiscal and internal control policies and procedures (including checks and balances) sufficient to (1)safeguard its assets and resources, (2)deter and detect errors, fraud, waste, abuse and theft, (3)ensure accuracy and completeness of its accounting data, and (4) produce reliable and timely financial and management information.	Board of Directors	Established and approved policy documents reviewed annually and found on the P drive
District has an investment policy describing approved investments, and management periodically reports investment information (types of investments held, market values, maturity dates, etc.) to the board, according to a board approved policy.	Board of Directors	We are in the process of creating an investment policy

Topic	Responsibility	Location supporting documentation is found
The district has adopted and implements policies and procedures concerning the payment of claims, bills, and invoices, the issuance, approval and signing of district checks/warrants, and the use of district credit cards.	Board of Directors	Expenditure Control Guidelines located at P:Policy Manuals/Expenditure Control Guidelines and District Rules and Regulations
District actively adopts mechanisms to prevent, detect, and /or report fraud, waste, and abuse.	General Manager/Finance Director	Expenditure Control Guidelines located at P:Policy Manuals/Expenditure Control Guidelines and District Rules and Regulations

### **General Administration**

Board & employee travel and other expense reimbursements are supported by receipts, and are reviewed and approved by an appropriate supervisor and manager to ensure that expenses are appropriate and comply with a board-approved policy.	Department Heads	Expenditure Control Guidelines
Management periodically reports financial information to the board, according to a board-approved policy.	Finance Director	Reported by the Finance Director at Board meetings monthly-policy unknown
If a prior audit was qualified or reported an adverse finding related to a financial or performance issue, the district promptly implemented effective corrective action.	Finance Director	No adverse findings
The district has available cash, funds and short-term investments to pay its short-term obligations on time.	Finance Director	Yes
The district's revenues and funds are sufficient to meet its long-term debt, pension and other postemployment benefit obligations.	General Manager/Finance Director	Yes
The district has implemented accounting and bookkeeping systems and records in accordance with generally accepted accounting principles for local government agencies.	Finance Director	Yes
The district maintains a blanket performance or fidelity bond or insurance to protect against employee mishandling and theft of district funds.	Finance Director	Liability policy with SDRMA specifically protects against employee mishandling and theft of District assets, including monetary assets

Topic	Responsibility	Location supporting documentation is found
If the district has received federal or state grant or loan funds, the district carefully administers the grant or loan in accordance with the applicable grant or loan agreement and related requirements.	Finance Director	Yes

### **Procurement**

Board approved policy establishes purchasing authorization levels for appropriate district positions, including authorization levels or contract change orders.	Board of Directors	Expenditure Control Guidelines
A competitive process for purchasing goods and materials is established and followed according to a board approved policy.	Board of Directors	Expenditure Control Guidelines and State Law
District uses a competitive process for awarding construction and construction-related contracts (for construction, project management, architectural services, etc.) that complies with state law.	General Manager	Yes
District uses a competitive process for awarding contracts for general professional services unless appropriate criteria are met for not using a competitive process (sole-source procurement).	General Manager	Yes
Board approval or oversight is required for high-dollar, lengthy, or other sensitive procurement contracts.	Board of Directors	Expenditure Control Guidelines
Board approved policy establishes emergency procurement procedures, compliant with state law.	Board of Directors	Samples on P drive/Board/SDLF
Board directs staff to include in procurement documents processes for unsuccessful vendors, proposers and/or vendors to protest the award of a contract.	Board of Directors	Yes

### **BEST PRACTICES - HUMAN RESOURCES**

#### **Ethics**

Board & appropriate staff obtain regular training on human resources.	General Manager/Board Secretary	Checklist Resources P drive/Board/SDLF
---	---------------------------------	--

Topic	Responsibility	Location supporting documentation is found
Board & supervisor employees complete sexual harassment and discrimination prevention training biennially.	Department Heads/Human Resources	TargetSolutions-All staff and Board

### **Governance**

Board approves general manager job description and the organization structure.	Board of Directors	Yes
Board establishes and regularly evaluates board and employee salary structures and benefit packages using, when appropriate, a salary survey that allows for comparison with other agencies by region, agency type (services provided), and agency size (annual budget, number of employees and population served). All compensation complies with state and federal laws.	Board of Directors	Board and employees negotiate the compensation package. Board directs the GM with oversight by the employee negotiations committee to propose salary structure. Approved by the Board during the annual budget.
A board approved policy or agreement establishes the processes for hiring and firing, evaluating the performance of, and adjusting the compensation of the general manager.	Board of Directors	Board Policy Manual located at P:Policy Manuals/Board Manual

### **General Administration**

Management uses written processes for hiring employees, evaluating performance, imposing progressive discipline, adjusting compensation and benefits, and accruing and using leave.	General Manager/Department Heads	Personnel Policy Manual and Supervisors Manual
Employee job descriptions, duties, and financial control responsibilities are effectively communicated and periodically reviewed.	General Manager/Department Heads	Reviewed annually during IDP process
District policies and procedures are reviewed on an annual basis to ensure compliance with new laws	General Manager/Department Heads	Completed as needed, more frequent than annual

Topic	Responsibility	Location supporting documentation is found
District policies and procedures communicate important information about management's expectations for each district process. Policies are deployed thoughtfully and conscientiously to ensure that required actions are reasonable. Procedures articulate the distinct responsibility and accountability of each individual involved in the process.	General Manager/Department Heads	Yes
Management uses written fraud (Whistle Blower)reporting policy that includes procedure for employees to follow to report suspected fraud. Employees are periodically reminded of the policy.	General Manager/Department Heads	Samples on P drive/Policy Manuals/Sample Whistle Blower Policies

**RESOURCES related to Board and staff obtain regular training on finance and fiscal accountability.**

***Coursework:***

[Special District Leadership Academy](#)

[Webinars – Live](#)

[Webinars – On-Demand: Introduction to Special District Finances](#)

***Books/References:***

[What You Should Know About Your Local Government's Finances](#)

[Budget Tools-Financial Methods in the Public Sector, 2nd Ed](#)

[Key Ethics Law Principles for Public Servants](#)

[Public Service Ethics-Perk Issues, Including Compensation, Use of Public Resources](#)

[Public Service Ethics-Fair Process Laws & Merit-Based Decision Making](#)

[Public Service Ethics-Personal Financial Gains Laws](#)

[Public Service Ethics-Transparency Laws](#)

**RESOURCES related to Board & appropriate staff obtain regular training on human resources**

***Coursework:***

[HR Workshops & Webinars](#)

[Special District Leadership Academy Conference: Board's Role in Human Resources](#)

***Webinars – On-Demand:***

[Annual Employment Law Update](#)

[Understanding Board Member & District Liability Issues](#)



# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **ACTION**

---

**ITEM: E.5**                      **Consider approval of the FY2016-17 Budget and Appropriations Limit**

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

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

### **Recommendation:**

- Staff recommends that the Board review, take public comment, and approve the FY2016-17 Budget, and
- Approve Resolution 2016-13 establishing Appropriations Limits for FY2016-17

### **Discussion:**

The proposed FY2016-17 Budget differs, in some respects, from the draft budget elements presented to and discussed by the Board in previous months. It reflects updated assumptions regarding revenue streams, grants, and capital projects. The Budgets, graphs, historical trend analysis, capital projects budgets, and narratives are included in the final budget document, as is the Appropriations Limits calculation.

Appropriation Limits are an annual item required by State law, which limits the amount of property tax revenue that may be spent by local governments, including Special Districts. It is calculated based on population growth and other factors.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Budgetary fiscal analysis: see Exhibits 1-5 of the proposed FY2016-17 Budget.

Appropriations Limit fiscal analysis: As the proposed expenditures subject to the Limit are \$587,288 under the Appropriations Limit threshold, no additional analysis is required.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Budget for FY2016-17
- Attachment 2 – Resolution 2016-13



## **BUDGET**

**For the Fiscal Year Ending June 30, 2017**

Adoption Date: June 1, 2016

### **MCSD BOARD OF DIRECTORS**

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

**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
**1656 Sutter Road**  
**McKinleyville, CA 95519**  
**Capital and Operating Budget**

**For the Fiscal Year Ending June 30, 2017**

**INTRODUCTION AND BUDGET GUIDE**

This budget is intended to serve as a management tool for operation of the McKinleyville Community Services District (MCSD) during fiscal year July 1, 2016 through June 30, 2017. The Budget sets forth goals and priorities for staff to accomplish during the year in the four district operating departments. This budget is dynamic in that it can be amended as the Board adds goals and changes priorities.

- Page 3 includes information about McKinleyville and the McKinleyville Community Services District.
- The Mission Statement, a brief overview of the goals included in MCSD's Strategic Plan, the Organization Chart, and the calculated Full-Time Employee Equivalents for the fiscal year are included beginning at Page 5.
- Budgets and accompanying graphs for the Governmental Funds & the Enterprise Funds are shown beginning at Page 9. Detailed line item budgets are available for review by the Board and the public, but are not included in this policy-level document.
- Historical Data is presented beginning at Page 14.
- MCSD's Capital Improvement Program Budgets and Narratives are shown in Appendix A, beginning at Page 18.
- MCSD's Board approved Strategic Plan Matrix is shown in Appendix B, beginning at Page 26
- The Appropriations Limit calculations required by law for the Fiscal Year 2016-17 are included in Appendix C, starting on Page 33.

## DESCRIPTION OF THE COMMUNITY

McKinleyville is an unincorporated community of Humboldt County in the north coastal region of California 300 miles north of San Francisco. McKinleyville has an approximate population of 15,177 according to 2010 data from the U. S. Census Bureau. It is the third largest community population area in Humboldt County behind Eureka (27,191) and Arcata (17,231). McKinleyville borders the Pacific Ocean and has a mild climate year round with frequent fog and moderate to heavy precipitation mainly between October and April. Because of the combination of coastal, mountain and valley areas, residents have the opportunity for a wide range of recreational activities. Just minutes from McKinleyville, you can surf, fish for salmon and steelhead, hike underneath the world's tallest trees and bike the Pacific Coast Trail.

The original settlers of McKinleyville were the Wiyot Indians who occupied the area for hundreds of years before the first white settlers arrived. Historian Edie Neilson estimates that there were three thousand Wiyots in the vicinity when the first white settlers arrived in the 1850s; by 1900, there were only 150 Wiyots left. Joseph Dow built his cabin in 1862 on the high prairie area near the future site of the Humboldt County Airport. For many years the area from the Mad River to the Little River was known as Dow's Prairie.

Dow's Prairie was isolated from the rest of the north coast communities by the bridgeless rivers to the north and south and the dense forest to the east. When passable, fording the Mad River to get supplies in Arcata was a two-day trip. In 1897, Arcata businessman Isaac Minor built a general store with a post office, a hotel and a creamery here. The general store quickly became the social center for the community and the people decided to call their town Minor in his honor. When President William McKinley was assassinated in 1901, Isaac Minor and the townspeople agreed to change the name of the community to McKinleyville.

The McKinleyville Union School District was founded in 1948 and includes Dow's Prairie School, McKinleyville Middle School and Morris School. MUSD is McKinleyville's largest employer with a payroll of over \$4 million. Graduates of MUSD attend McKinleyville High School, which was opened for the fall 1961 school year. Mack High is one of two high schools in the Northern Humboldt Union High School District.

Opportunities for higher education are nearby. Arcata's Humboldt State University, a four-year college with a full spectrum of curriculum and graduate programs, is a 10-minute drive from McKinleyville. Eureka, located 20 minutes south of McKinleyville, is the largest city and county seat of Humboldt County. The main branch of College of the Redwoods, a community college system offering comprehensive programs in many academic and technical fields, is located in Eureka.

## DESCRIPTION OF THE DISTRICT

McKinleyville Community Services District (MCSD) was created on April 14, 1970 when McKinleyville's residents voted 592 "yes" against 154 "no" to form the District. Initially, the District had authority to serve water and treat sewer wastes. In 1972 the voters added street lighting powers. In 1985 the voters added recreational powers and in 1995 the voters authorized construction of the McKinleyville Library. The District boundaries encompass 12,140 acres ranging from North Bank Road on the south to Patrick Creek on the north. MCSD is an independent governmental unit organized under the Community Services District Law, pursuant to Title 6 Division 3 of the Government Code Section 61000, et seq. A five member Board of Directors elected to four-year rotating terms in odd-numbered years governs the District. The Directors meet on the first Wednesday of each month at Azalea Hall, 1620 Pickett Road, to set policy, consider projects and settle disputes. The District office is located at 1656 Sutter Road just east of Central Avenue.

MCSD's principal activities include water, sewer, parks, recreation, street lighting and open space maintenance services. In recent years, the District has dramatically expanded its recreational services by developing approximately 44 acres of community parks: Hiller Park Playground and Picnic Area, Hiller Park Loop Trails, Hiller Sports Complex, Pierson Park and Larissa Park. In addition, the District has constructed three state-of-the-art buildings to provide indoor sports and recreation (McKinleyville Activity Center), a community activities center (Azalea Hall) and a library (a branch of the Humboldt County Library). In 1999, the Mad River Rotary Club completed the fund-raising and construction of a Law Enforcement Facility on District land adjacent to the Library and Azalea Hall. The facility was then donated to the District and is leased to the Humboldt County Sheriff's Department.

MCSD purchases its wholesale water supply from the Humboldt Bay Municipal Water District, which diverts water from its million-gallon tank on Essex Hill under the Mad River to MCSD's Grant A. Ramey Pump Station at North Bank and Azalea Roads. Water is then pumped to storage tanks at McCluski Hill, Cochran Road and Norton Road; MCSD's six storage tanks have a combined capacity of 5.25 million gallons, approximately a 36 hour supply for our 6,300 water customers.

All sewage for MCSD's 5,100 customers is treated at the Wastewater Management Facility at Hiller Park. MCSD maintains approximately 65 miles of sewer mains. MCSD recycles treated wastewater for agricultural irrigation at the Fischer Irrigation Site and at Hiller Park. MCSD is committed to maintaining its sewage collection, treatment and disposal systems as a model for other communities.

Additional information and photographs of MCSD facilities are available on MCSD's website ([www.mckinleyvillecsd.com](http://www.mckinleyvillecsd.com)). District staff and Directors can be reached by e-mail at [mcsd@mckinleyvillecsd.com](mailto:mcsd@mckinleyvillecsd.com).

## **MISSION STATEMENT**

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

## **STRATEGIC PLAN MATRIX**

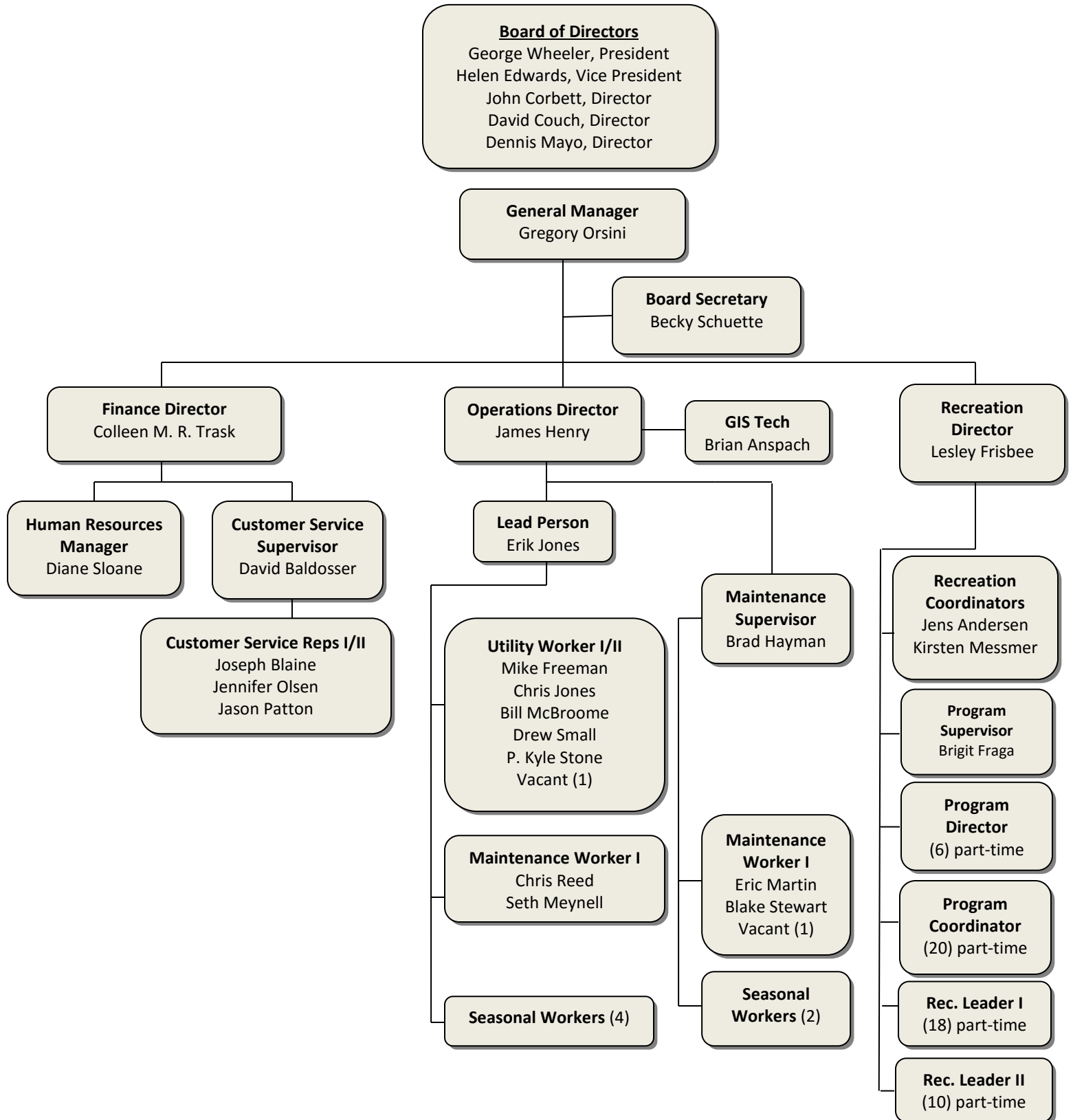
The District's Goals for any given year derive from the Board-approved Strategic Plan, which has a five-year planning horizon that is updated by the Board in January of each year. The updated Strategic Plan is incorporated into the approved Budget by reference (at the pleasure of the Board) upon annual approval of the budget. The Strategic Plan Elements are summarized below and the complete Matrix, listed by Element, is included as Appendix B:

- 1.0 WATER
- 2.0 WASTEWATER
- 3.0 STREETLIGHTS
- 4.0 PARKS & RECREATION
- 5.0 PARTNERSHIPS
- 6.0 PERSONNEL / ORGANIZATION
- 7.0 ADMINISTRATIVE MANAGEMENT
- 8.0 FINANCE

# McKINLEYVILLE COMMUNITY SERVICES DISTRICT

## Organization Chart: Fiscal Year 2016-17

Revised May 2016





**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
**Full Time Equivalents**  
**For the Fiscal Year ending June 30, 2017**

	<b>Full-Time Benefitted</b>	<b>Part-Time &amp; Seasonal</b>	<b>Total FTEs</b>
<b>General Manager</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>Support Services</b>	<b>7</b>	<b>0</b>	<b>7</b>
<b>Operations</b>	<b>10</b>	<b>4</b>	<b>13</b>
<b>Parks &amp; Recreation</b>	<b>7</b>	<b>56</b>	<b>14</b>
<b>Total</b>	<b>25</b>	<b>60</b>	<b>35</b>

# **McKinleyville Community Services District**

## **Exhibits of Financial Information**

**Budget for the year ending June 30, 2017**

### **Table of Contents**

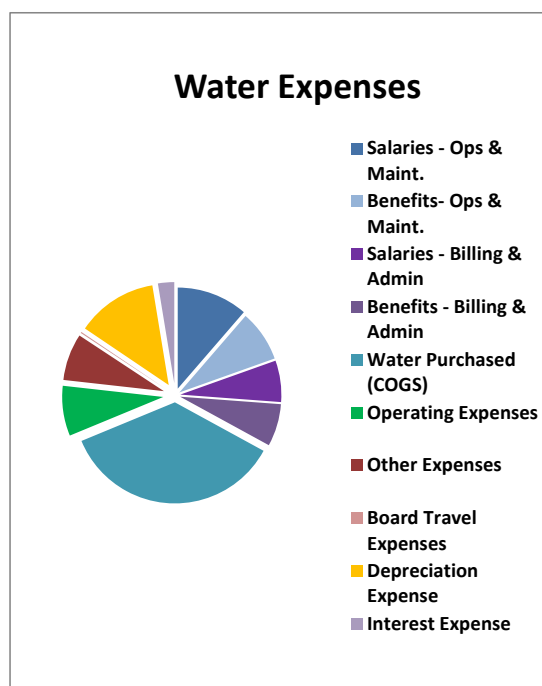
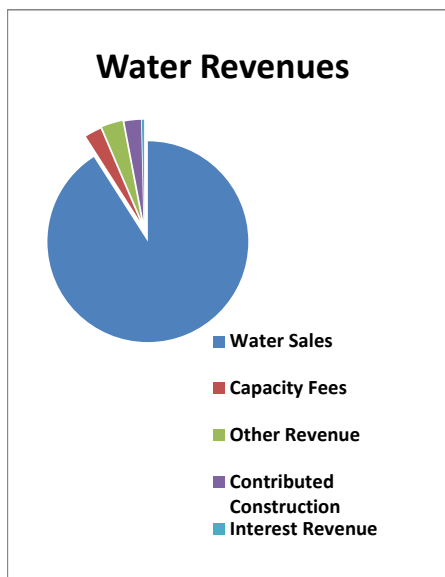
<i>Page 09</i>	<i>Exhibit 1 – Fund Budget Summary and Projected Fund Balance</i>
<i>Page 10</i>	<i>Exhibit 2 – Budget &amp; Graphs, Water Fund</i>
<i>Page 11</i>	<i>Exhibit 3 – Budget &amp; Graphs, Wastewater Fund</i>
<i>Page 12</i>	<i>Exhibit 4 – Budget &amp; Graphs, Streetlights Fund</i>
<i>Page 13</i>	<i>Exhibit 5 – Budget &amp; Graphs, General/Parks &amp; Measure B Funds</i>
<i>Page 14</i>	<i>Exhibit 6-9 – Historical Data</i>
<i>Page 18</i>	<i>Exhibit 10 – 10 Year Capital Improvement Plans</i>
<i>Page 21</i>	<i>Appendix A – Capital Expenditures Overview and Narratives</i>
<i>Page 26</i>	<i>Appendix B – Strategic Plan Matrix</i>
<i>Page 33</i>	<i>Appendix C – Appropriations Limit Calculations</i>

**McKinleyville Community Services District**  
**Summary Budgets - All Funds**  
**FY 2016-17**

Description	Water Fund	Wastewater Fund	Streetlights Fund	Gen'l/Parks & Meas. B Funds	Total (Memorandum Only)
<b>Revenues</b>					
Water Sales	3,442,130				3,442,130
Sewer Service Charges		3,053,247			3,053,247
Capacity Fees	100,000	120,000			220,000
Streetlight Charges			79,084		79,084
Program Fees	-			373,389	373,389
Facility Fees	-			109,300	109,300
Property Taxes	-			525,000	525,000
Measure B Assessment	-			210,000	210,000
Open Space Fees	-			103,500	103,500
Contributions & Other Program	-			1,500	1,500
Other Revenue	128,539	78,869	16,750	18,932	243,090
Contributed Construction	100,000	250,000		-	350,000
Proceeds from Long Term Debt (Gov't only)	-		-	-	-
Quimby Fees/Capital Proj. Grants	-			80,000	80,000
Interest Revenue	13,500	20,000	25	10,000	43,525
<b>Total Revenues</b>	<b>3,784,169</b>	<b>3,522,116</b>	<b>95,859</b>	<b>1,431,621</b>	<b>8,833,765</b>
<b>Expenditures</b>					
Salaries & Benefits - Operations & Maint.	528,273	589,085	2,554		1,119,912
Salaries & Benefits - Billing & Admin	362,332	366,559	38,492		767,383
Salaries & Benefits - Rec Programs	-			340,727	340,727
Salaries & Benefits- Parks Maintenance	-			274,624	274,624
Salaries & Benefits- Parks&Rec Admin	-			352,537	352,537
Water Purchased (COGS)	967,236				967,236
Water & Electrical Expense		219,200			219,200
Operating Expenses	216,400	269,950	14,700		501,050
Other Expenses	202,690	197,540	17,458		417,688
Other Expenditures - Rec Programs	-			42,449	42,449
Other Expenditures - Parks Maintenance	-			139,316	139,316
Other Expenditures - Parks&Rec Admin	-			105,870	105,870
Depreciation Expense	350,000	480,000			830,000
Board Travel Expense	4,800	4,800	480	1,920	12,000
Debt Service			19,865	79,968	99,833
Interest Expense	70,106	28,469		47,483	146,058
Parks/Meas.B Capital Expenditures	-		2,000	44,320	46,320
<b>Total Expenditures</b>	<b>2,701,837</b>	<b>2,155,603</b>	<b>95,549</b>	<b>1,429,214</b>	<b>6,382,203</b>
<b>Excess (Deficit)</b>	<b>1,082,332</b>	<b>1,366,513</b>	<b>310</b>	<b>2,407</b>	<b>2,451,562</b>
 <b>Fund Balance - July 1, 2015</b>	 <b>6,731,632</b>	 <b>14,517,317</b>	 <b>(39,896)</b>	 <b>2,559,092</b>	 <b>23,768,145</b>
Projected Excess (Deficit) FY2015-16	1,174,229	1,324,787	5,965	(1,867,621)	637,360
Debt Principal FY2015-16 (Enterprise only)	(148,393)	(176,607)			(325,000)
New Borrowing FY2015-16(Enterprise only)	-	-			-
Capital Expenditure FY2015-16(Enterprise)	(199,680)	(1,594,299)			(1,793,979)
<b>Projected Fund Balance June 30, 2016</b>	<b>7,557,788</b>	<b>14,071,197</b>	<b>(33,931)</b>	<b>691,471</b>	<b>22,286,526</b>
Budgeted Excess (Deficit) FY2016-17	1,082,332	1,366,513	310	2,407	2,451,562
Anticipated Borrowing FY2016-17(Enterprise)	-	19,839,730			19,839,730
Capital Project grant funding (contingent)	-	-			-
Debt Principal FY2016-17 (Enterprise only)	(151,886)	(149,171)			(301,057)
Capital Expenditure FY2016-17(Enterprise)	(2,006,000)	(15,807,000)			(17,813,000)
<b>Projected Fund Balance June 30, 2017</b>	<b>6,482,234</b>	<b>19,321,270</b>	<b>(33,621)</b>	<b>693,878</b>	<b>26,463,761</b>

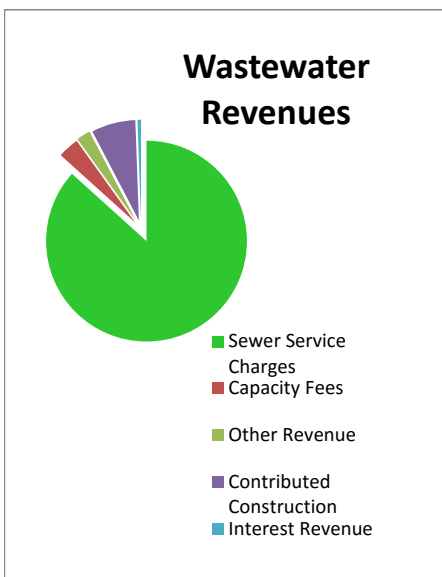
**McKinleyville Community Services District**  
**Enterprise Funds: Water Summary Budget**  
**FY 2016-17**

Description	Water Fund	
<b>Water Revenues</b>		
Water Sales	3,442,130	91%
Capacity Fees	100,000	3%
Other Revenue	128,539	3%
Contributed Construction	100,000	3%
Interest Revenue	13,500	0%
<b>Total Revenues</b>	<b>3,784,169</b>	<b>100%</b>
<b>Water Expenses</b>		
Salaries - Ops & Maint.	306,519	11%
Benefits- Ops & Maint.	221,754	8%
Salaries - Billing & Admin	179,096	7%
Benefits - Billing & Admin	183,236	7%
Water Purchased (COGS)	967,236	36%
Operating Expenses	216,400	8%
Other Expenses	202,690	8%
Board Travel Expenses	4,800	0%
Depreciation Expense	350,000	13%
Interest Expense	70,106	3%
<b>Total Expenses</b>	<b>2,701,836</b>	<b>100%</b>
<b>Excess (Deficit)</b>	<b>1,082,333</b>	



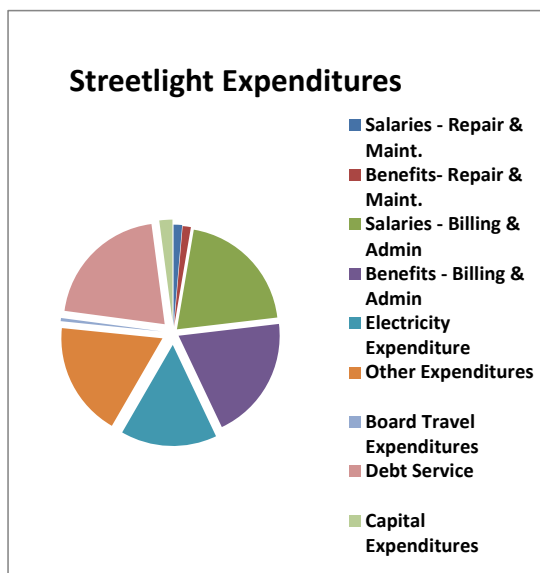
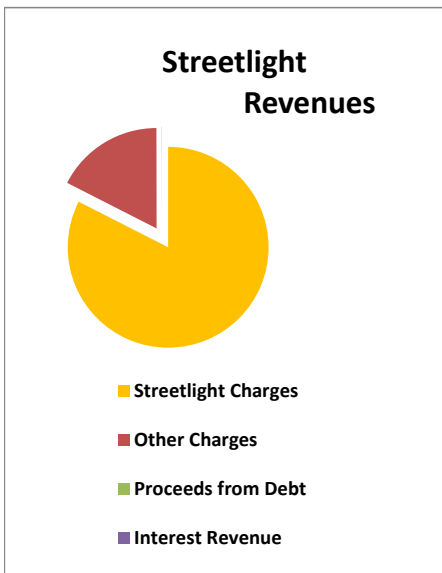
**McKinleyville Community Services District**  
**Enterprise Funds: Wastewater Summary Budget**  
**FY 2016-17**

Description	Wastewater Fund	
<b>Wastewater Revenues</b>		
Sewer Service Charges	3,053,247	87%
Capacity Fees	120,000	3%
Other Revenue	78,869	2%
Contributed Construction	250,000	7%
Interest Revenue	20,000	1%
<b>Total Revenues</b>	<b>3,522,116</b>	<b>100%</b>
<b>Wastewater Expenses</b>		
Salaries - Ops & Maint.	341,257	16%
Benefits- Ops & Maint.	247,828	11%
Salaries - Billing & Admin	181,587	8%
Benefits - Billing & Admin	184,972	9%
Water & Electrical Expense	219,200	10%
Operating Expenses	269,950	13%
Other Expenses	197,540	9%
Board Travel Expense	4,800	0%
Depreciation Expense	480,000	22%
Interest Expense	28,469	1%
<b>Total Expenditures</b>	<b>2,155,603</b>	<b>100%</b>
<b>Excess (Deficit)</b>	<b>1,366,513</b>	



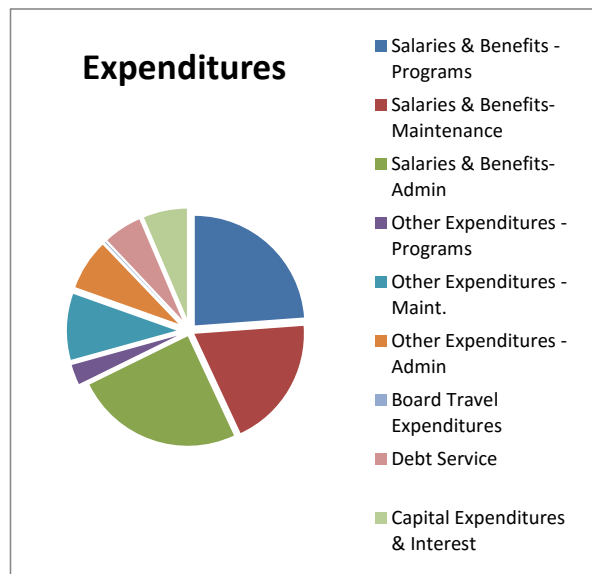
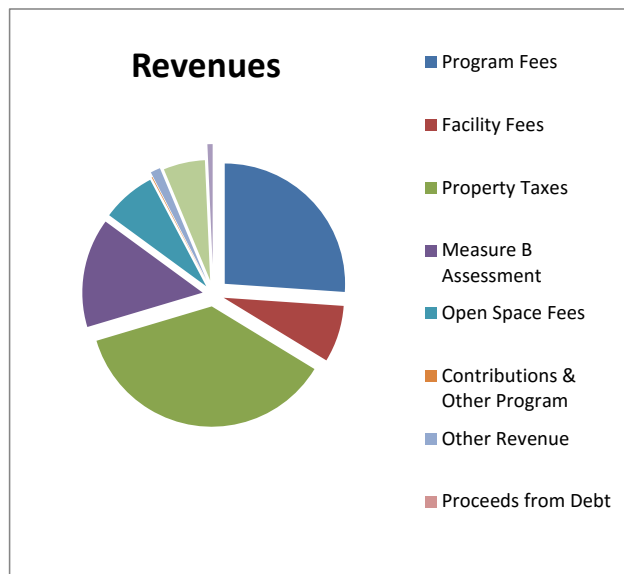
**McKinleyville Community Services District**  
**Governmental Funds: Streetlights Budget**  
**FY 2016-17**

Description	Streetlights Fund	
<b>Streetlight Revenues</b>		
Streetlight Charges	79,084	83%
Other Charges	16,750	17%
Proceeds from Debt	-	-
Interest Revenue	25	0.0%
<b>Total Revenues</b>	<b>95,859</b>	<b>100%</b>
<b>Streetlight Expenditures</b>		
Salaries - Repair & Maint.	1,302	1%
Benefits- Repair & Maint.	1,252	1%
Salaries - Billing & Admin	19,549	20%
Benefits - Billing & Admin	18,943	20%
Electricity Expenditure	14,700	15%
Other Expenditures	17,458	18%
Board Travel Expenditures	480	1%
Debt Service	19,865	21%
Capital Expenditures	2,000	2%
<b>Total Expenditures</b>	<b>95,549</b>	<b>100%</b>
<b>Excess (Deficit)</b>	<b>310</b>	



**McKinleyville Community Services District**  
**Governmental Funds Operating Budget**  
**FY 2016-17**

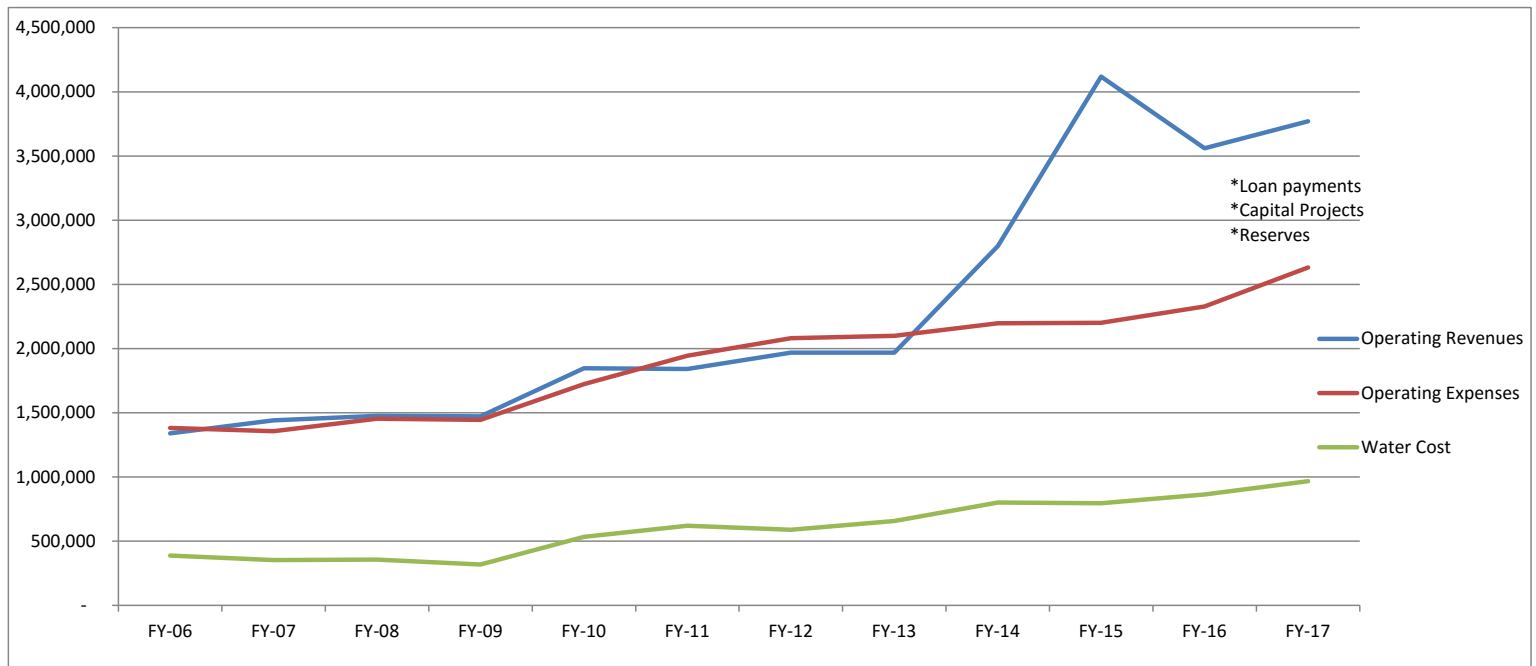
Description	Parks/General Fund		Measure B Assessment Fund		Total (Memorandum Only)	
Revenues						
Program Fees	373,389	31%	-	-	373,389	26%
Facility Fees	109,300	9%			109,300	8%
Property Taxes	525,000	43%	-	-	525,000	37%
Measure B Assessment	-	-	210,000	98%	210,000	15%
Open Space Fees	103,500	8%	-	-	103,500	7%
Contributions & Other Program	1,500	0%	-	-	1,500	0%
Other Revenue	15,432	1%	3,500	2%	18,932	1%
Proceeds from Debt	-	-	-	0%	-	0%
Quimby Fees/ Grants/Loans	80,000	7%	-	0%	80,000	6%
Interest Revenue	10,000	0.8%	-	-	10,000	0.7%
Total Revenues	1,218,121	100%	213,500	100%	1,431,621	100%
Expenditures						
Salaries & Benefits - Programs	340,727	28%	-		340,727	24%
Salaries & Benefits- Maintenance	218,865	18%	55,759	26%	274,624	19%
Salaries & Benefits- Admin	352,537	29%	-		352,537	25%
Other Expenditures - Programs	42,449	3%	-		42,449	3%
Other Expenditures - Maint.	109,066	9%	30,250	14.2%	139,316	10%
Other Expenditures - Admin	105,870	9%	-	0.0%	105,870	7%
Board Travel Expenditures	1,920	0%	-	0.0%	1,920	0%
Debt Service	-	-	79,968	37.5%	79,968	0.06
Capital Expenditures & Interest	44,320	4%	47,483	22%	91,803	6%
Total Expenditures	1,215,754	100%	213,461	100%	1,429,215	100%
Excess (Deficit)	2,367		39		2,406	





**McKinleyville Community Services District**  
**Water Enterprise Fund**  
**Historical Analysis**  
**Fiscal Years Ended (Ending) June 30, 2006-2017**

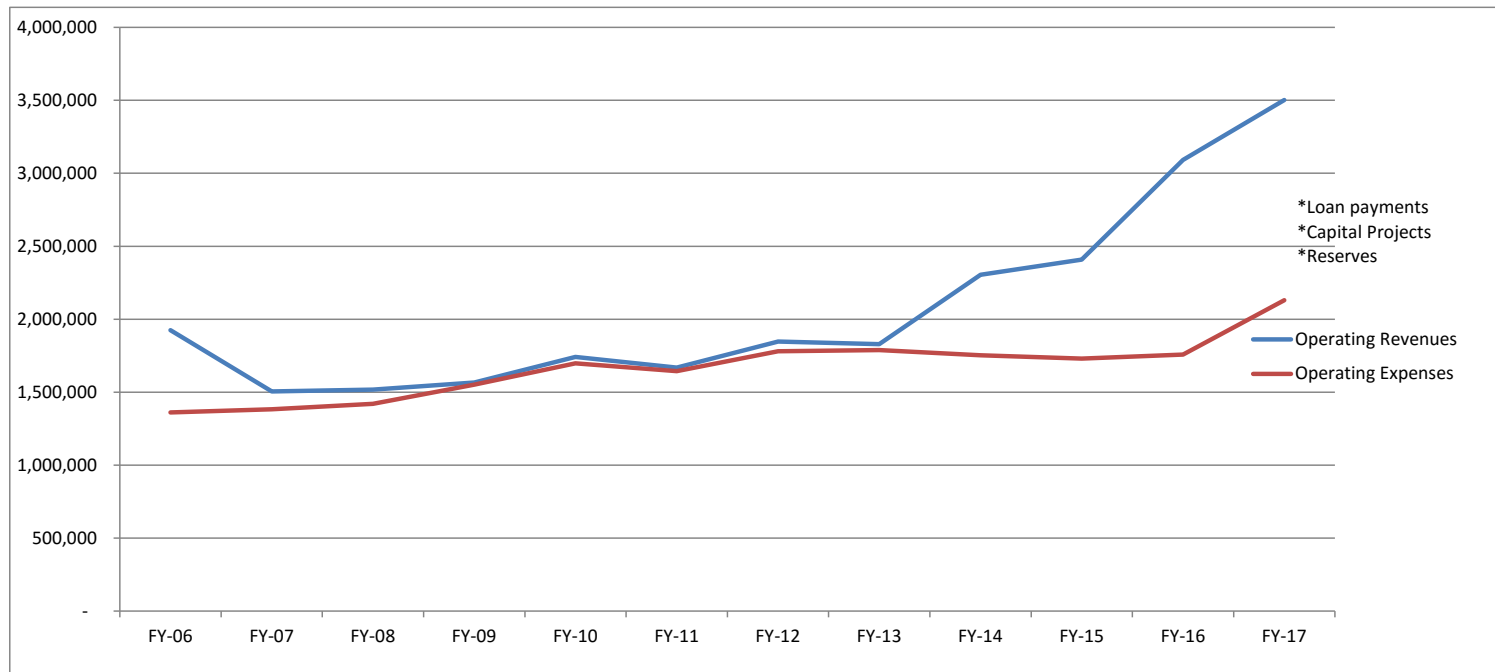
	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual Est.	2017 Budget
<b>Operating Revenues</b>												
Water Sales	1,224,279	1,305,455	1,337,042	1,360,169	1,566,024	1,559,779	1,545,469	1,665,273	2,237,058	2,855,251	3,071,140	3,442,130
Other Water Revenues	115,568	135,596	139,331	111,300	280,648	281,235	422,166	302,600	561,962	1,263,244	489,177	327,539
<b>Total Operating Revenues</b>	<b>1,339,847</b>	<b>1,441,051</b>	<b>1,476,373</b>	<b>1,471,469</b>	<b>1,846,672</b>	<b>1,841,014</b>	<b>1,967,635</b>	<b>1,967,873</b>	<b>2,799,019</b>	<b>4,118,496</b>	<b>3,560,316</b>	<b>3,769,669</b>
<b>Operating Expenses</b>												
Salaries & Benefits	529,427	560,844	594,924	661,031	729,285	737,395	724,139	776,264	766,832	820,713	835,541	870,605
Water Cost	387,780	352,935	356,842	318,159	533,961	620,952	589,650	657,440	801,270	795,098	862,833	967,236
Other Expenses	243,424	222,740	282,010	243,853	235,842	322,277	477,803	363,133	325,537	258,732	303,935	443,889
Depreciation	220,709	219,925	220,727	221,484	224,099	264,365	288,634	302,545	303,585	325,895	326,400	350,000
<b>Total Operating Expenses</b>	<b>1,381,340</b>	<b>1,356,444</b>	<b>1,454,502</b>	<b>1,444,527</b>	<b>1,723,187</b>	<b>1,944,989</b>	<b>2,080,227</b>	<b>2,099,382</b>	<b>2,197,224</b>	<b>2,200,438</b>	<b>2,328,708</b>	<b>2,631,730</b>
<b>Net Operating Income (Loss)</b>	<b>(41,492)</b>	<b>84,607</b>	<b>21,870</b>	<b>26,942</b>	<b>123,485</b>	<b>(103,975)</b>	<b>(112,592)</b>	<b>(131,509)</b>	<b>601,796</b>	<b>1,918,057</b>	<b>1,231,608</b>	<b>1,137,938</b>
Interest Income	63,422	97,279	114,973	76,662	39,897	19,437	17,492	10,565	11,079	15,510	14,248	13,500
Interest Expense	(61,241)	(59,666)	(58,130)	(56,318)	(54,701)	(53,948)	(82,524)	(86,060)	(81,588)	(75,483)	(73,131)	(70,106)
<b>Net Income (Loss)</b>	<b>(39,311)</b>	<b>122,220</b>	<b>78,713</b>	<b>47,286</b>	<b>108,681</b>	<b>(138,487)</b>	<b>(177,624)</b>	<b>(207,005)</b>	<b>531,286</b>	<b>1,858,084</b>	<b>1,172,725</b>	<b>1,081,333</b>



FY 2016-17 Budget

**McKinleyville Community Services District**  
**Wastewater Enterprise Fund**  
**Historical Analysis**  
**Fiscal Years Ended (Ending) June 30, 2006-2017**

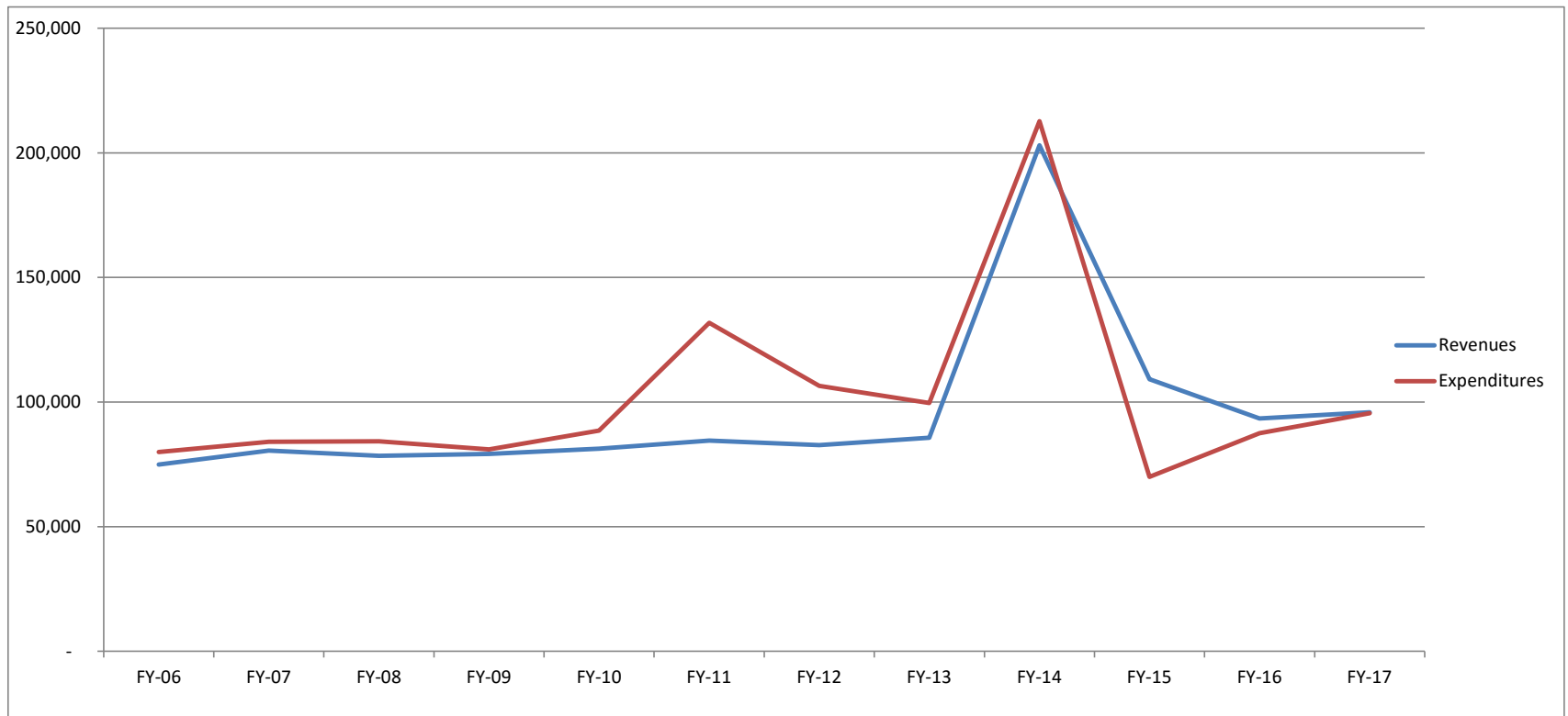
	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual Est.	2017 Budget
<b>Operating Revenues</b>												
Wastewater Service Charges	1,134,167	1,161,794	1,216,130	1,298,515	1,404,897	1,424,263	1,401,100	1,502,097	1,768,170	2,062,271	2,530,907	3,053,247
Other Wastewater Revenues	791,360	343,314	301,106	267,940	336,252	243,841	445,849	326,569	536,218	345,588	559,943	448,869
<b>Total Operating Revenues</b>	<b>1,925,527</b>	<b>1,505,108</b>	<b>1,517,235</b>	<b>1,566,455</b>	<b>1,741,149</b>	<b>1,668,104</b>	<b>1,846,949</b>	<b>1,828,665</b>	<b>2,304,387</b>	<b>2,407,859</b>	<b>3,090,850</b>	<b>3,502,116</b>
<b>Operating Expenses</b>												
Salaries & Benefits	565,167	605,798	628,773	702,632	755,611	748,348	764,920	798,884	843,382	865,751	838,090	935,644
Other Expenses	397,018	376,114	390,676	441,707	529,281	447,098	555,245	527,474	446,363	394,667	449,960	714,563
Depreciation	399,033	401,102	400,055	407,597	412,230	448,174	460,549	462,065	462,621	469,397	469,800	480,000
<b>Total Operating Expenses</b>	<b>1,361,218</b>	<b>1,383,014</b>	<b>1,419,504</b>	<b>1,551,936</b>	<b>1,697,122</b>	<b>1,643,620</b>	<b>1,780,714</b>	<b>1,788,423</b>	<b>1,752,365</b>	<b>1,729,815</b>	<b>1,757,850</b>	<b>2,130,207</b>
<b>Net Operating Income (Loss)</b>	<b>564,309</b>	<b>122,093</b>	<b>97,732</b>	<b>14,519</b>	<b>44,027</b>	<b>24,484</b>	<b>66,235</b>	<b>40,243</b>	<b>552,022</b>	<b>678,044</b>	<b>1,333,000</b>	<b>1,371,909</b>
Interest Income	58,701	112,998	138,349	89,781	46,165	27,485	28,519	20,701	18,989	20,496	19,990	20,000
Interest Expense	(46,855)	(46,855)	(56,232)	(49,915)	-	(64,670)	(50,190)	(37,857)	(37,521)	(31,558)	(28,193)	(25,396)
<b>Net Income (Loss)</b>	<b>576,154</b>	<b>188,236</b>	<b>179,848</b>	<b>54,386</b>	<b>90,192</b>	<b>(12,701)</b>	<b>44,564</b>	<b>23,087</b>	<b>533,489</b>	<b>666,982</b>	<b>1,324,797</b>	<b>1,366,513</b>



FY 2016-17 Budget

**McKinleyville Community Services District**  
**Streetlight Fund**  
**Historical Analysis**  
**Fiscal Years Ended (Ending) June 30, 2006-2017**

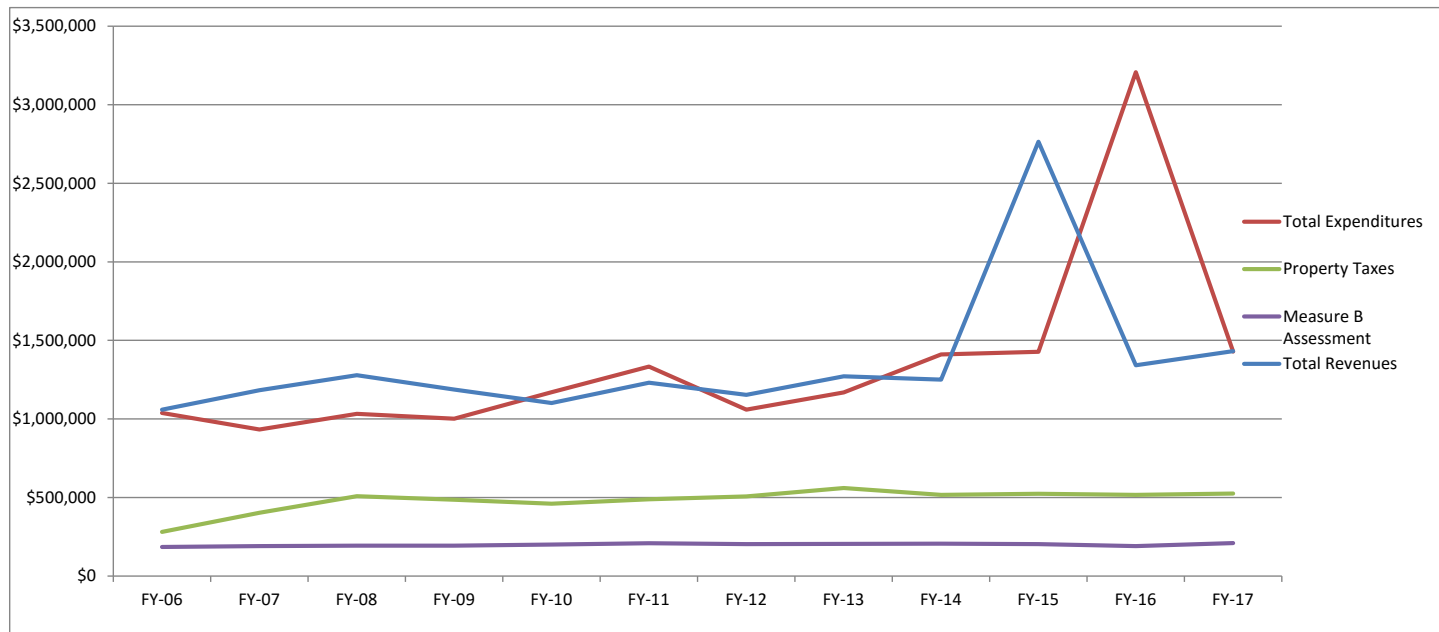
	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual Est	2017 Budget
<b>Revenues</b>	<b>74,911</b>	<b>80,560</b>	<b>78,413</b>	<b>79,207</b>	<b>81,317</b>	<b>84,510</b>	<b>82,665</b>	<b>85,658</b>	<b>203,009</b>	<b>109,123</b>	<b>93,445</b>	<b>95,859</b>
<b>Expenditures</b>												
Salaries & Benefits	24,651	26,088	29,860	28,060	29,290	39,195	32,501	35,260	45,591	35,942	39,339	41,046
Other Expenditures	36,234	34,937	37,101	36,219	38,663	67,679	53,501	47,119	43,141	31,804	28,276	32,638
Debt Service	19,055	19,055	17,305	16,746	17,305	23,056	-	-	-	-	19,865	19,865
Capital Expenditures	-	4,000	-	-	3,271	1,857	20,520	17,250	123,950	2,229	-	2,000
<b>Total Expenditures</b>	<b>79,940</b>	<b>84,080</b>	<b>84,266</b>	<b>81,025</b>	<b>88,529</b>	<b>131,786</b>	<b>106,523</b>	<b>99,629</b>	<b>212,681</b>	<b>69,975</b>	<b>87,480</b>	<b>95,549</b>
<b>Excess (Deficit)</b>	<b>(5,029)</b>	<b>(3,520)</b>	<b>(5,853)</b>	<b>(1,818)</b>	<b>(7,212)</b>	<b>(47,276)</b>	<b>(23,858)</b>	<b>(13,971)</b>	<b>(9,672)</b>	<b>39,148</b>	<b>5,965</b>	<b>310</b>



FY 2016-17 Budget

**McKinleyville Community Services District**  
**Parks & Recreation, Measure B Assessment, & General Fund**  
**Historical Analysis**  
**Fiscal Years Ended (Ending) June 30, 2006-2017**

	Fiscal Year Ended (Ending) June 30,											
	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual Est.	2017 Budget
<b>Revenues</b>												
Programs	267,216	266,947	301,191	283,861	265,596	263,409	262,680	309,625	324,140	320,470	349,502	350,300
Rentals	68,961	76,128	68,175	57,921	56,953	60,974	57,321	58,779	66,980	67,407	89,495	109,300
Property Taxes	281,141	403,353	508,445	486,297	460,625	489,313	506,315	560,445	516,221	523,970	517,472	525,000
Measure B Assessment	185,245	190,263	194,044	193,724	201,114	209,068	203,432	205,420	206,270	202,749	191,038	210,000
State Bonds & Grants	154,722	126,913	67,983	47,097	-	12,000	-	-	10,000	25,000	-	-
Other Revenue	88,180	97,129	103,849	87,824	98,611	189,883	120,948	134,120	120,119	1,612,221	175,686	227,021
Interest Revenue	13,617	21,698	34,943	30,308	18,992	5,889	3,047	3,216	6,755	12,773	18,491	10,000
<b>Total Revenues</b>	<b>1,059,083</b>	<b>1,182,430</b>	<b>1,278,630</b>	<b>1,187,032</b>	<b>1,101,891</b>	<b>1,230,536</b>	<b>1,153,743</b>	<b>1,271,604</b>	<b>1,250,484</b>	<b>2,764,590</b>	<b>1,341,683</b>	<b>1,431,621</b>
<b>Expenditures</b>												
Salaries & Benefits	481,106	510,737	554,654	624,909	612,125	738,710	764,022	786,004	846,593	909,802	854,134	952,800
Other Expenditures	126,480	148,624	187,830	165,891	180,202	311,230	273,307	309,326	386,777	348,872	2,244,592	352,127
Debt Service	210,992	210,992	210,992	191,609	191,609	255,320	-	-	-	36,228	78,560	79,968
Capital Expenditures	219,503	62,614	79,115	19,138	186,355	27,559	21,902	73,024	177,463	132,323	29,849	44,320
<b>Total Expenditures</b>	<b>1,038,082</b>	<b>932,968</b>	<b>1,032,591</b>	<b>1,001,547</b>	<b>1,170,291</b>	<b>1,332,819</b>	<b>1,059,231</b>	<b>1,168,355</b>	<b>1,410,834</b>	<b>1,427,225</b>	<b>3,207,135</b>	<b>1,429,215</b>
<b>Excess (Deficit)</b>	<b>21,001</b>	<b>249,462</b>	<b>246,039</b>	<b>185,485</b>	<b>(68,400)</b>	<b>(102,283)</b>	<b>94,513</b>	<b>103,249</b>	<b>(160,349)</b>	<b>1,337,365</b>	<b>(1,865,452)</b>	<b>2,406</b>



FY 2016-17 Budget

**McKinleyville Community Services District**  
**Enterprise Funds Capital Improvement Project Budget**  
**For the Fiscal Years Ending June 30, 2017 - 2026**

	1	2	3	4	5	6	7	8	9	10
(All numbers in \$000s)										
	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023	June 30, 2024	June 30, 2025	June 30, 2026
1. Heavy Equipment										
Totals:	410	60	10	20	50	0	0	10	0	107
2. Utility Vehicles										
Totals:	63	48	55	22	34	34	34	63	34	60
3. Water System										
Totals:	1,722	5,057	272	517	1,167	1,021	1,007	1,007	14	7
4. Sewer System										
Totals:	13,801	310	406	1,315	260	1,483	345	1,757	240	262
5. Office, Corporation Yard & Shops										
Totals:	10	0	160	150	0	400	0	10	0	10
6. Computers, Software & Equipment										
Totals:	65	135	5	25	5	6	25	6	5	29
7. Fischer Ranch										
Totals:	1,522	40	200	135	100	100	127	0	0	5
8. Small Equipment & Other										
Totals:	20	35	20	15	20	15	15	15	20	35
<b>Total Planned Expenditures</b>	<b>17,613</b>	<b>5,685</b>	<b>1,128</b>	<b>2,199</b>	<b>1,636</b>	<b>3,059</b>	<b>1,553</b>	<b>2,868</b>	<b>313</b>	<b>515</b>
<b>Departmental Allocations:</b>										
Water Fund	2,006	5,196	397	633	1,222	1,249	1,044	1,059	44	128
Wastewater Fund	15,807	489	731	1,566	415	1,811	509	1,809	270	388
<b>Total</b>	<b>17,813</b>	<b>5,685</b>	<b>1,128</b>	<b>2,199</b>	<b>1,636</b>	<b>3,059</b>	<b>1,553</b>	<b>2,868</b>	<b>313</b>	<b>515</b>

Exhibit 10

**McKinleyville Community Services District  
Streetlights Fund Capital Improvement Project Budget  
For the Fiscal Years Ending June 30, 2017 - 2026**

	1	2	3	4	5	6	7	8	9	10
	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023	June 30, 2024	June 30, 2025	June 30, 2026
1. <b>Heavy Equipment</b>										
<b>Totals:</b>	0	0	0	83	0	0	0	0	0	0
2. <b>Poles and Lights</b>										
<b>Totals:</b>	2	2	2	2	2	40	2	0	0	0
<b>Total Planned Expenditures</b>	2	2	2	85	2	40	2	0	0	0

**McKinleyville Community Services District**  
**General Fund (Parks & Recreation) Capital Improvement Project Budget**  
**For the Fiscal Years Ending June 30, 2017 - 2026**

(All numbers in \$000s)

	1	2	3	4	5	6	7	8	9	10
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
1. <b>Hiller Park &amp; Sports Complex Projects</b>										
<b>Totals:</b>	5	5	5	6	6	6	6	6	7	7
2. <b>Pierson Park Projects</b>										
<b>Totals:</b>	0	0	0	0	0	0	0	0	0	0
3. <b>Azalea Hall Projects</b>										
<b>Totals:</b>	11	21	11	5	5	16	5	5	5	5
4. <b>McKinleyville Activity Center Projects</b>										
<b>Totals:</b>	0	5	5	11	17	6	12	6	6	6
5. <b>Other Park Projects &amp; Equipment</b>										
<b>Totals:</b>	23	8	138	22	8	18	30	25	14	25
6. <b>Law Enforcement Facility Projects</b>										
<b>Totals:</b>	5	0	0	0	6	0	5	0	6	0
7. <b>McKinleyville Library Projects</b>										
<b>Totals:</b>	0	8	0	0	0	0	0	6	0	0
8. <b>Projects Funded With Measure B Renewal</b>										
<b>Totals:</b>	127	127	127	127	127	127	127	127	127	115
9. <b>Projects Contingent Upon Grant Funding</b>										
<b>Totals:</b>	0	0	0	0	0	0	0	0	0	0
10. <b>Projects Funded by Quimby &amp; Other Funds</b>										
<b>Totals:</b>	0	0	0	0	0	0	0	0	0	0
<b>Total Planned Capital Expenditures</b>	171	174	286	171	169	173	185	175	165	158



## Appendix A

### ***Capital Improvement Plan Water and Sewer Funds Fiscal Year 2016-17***

Water and Sewer Fund capital asset purchases and projects depend largely on grants, loans, and the strategic use of District Reserves. The Board has made a commitment to not defer scheduled maintenance, repair, and replacement of current service delivery systems. This must be balanced against the Board's equal commitment to fiscal responsibility. Under the leadership of the General Manager and Finance Director, staff has taken steps to honor both of these commitments in the budget process by ensuring that the potential financing sources of each project are discussed at the time of project proposal and included with each project's detail notes.

### **CAPITAL IMPROVEMENT PROGRAM PROJECT DISCUSSION**

#### **Heavy Equipment and Utility Vehicles**

In 1998, the Board adopted a Fleet Replacement Plan to insure that MCSD's fleet of heavy equipment and utility vehicles would be replaced in an approximately ten-year cycle. At present, the Wastewater Fund is planning to replace the Vac-Con hydro-cleaner which will cost approximately \$400,000. Funds have also been set aside for replacement tractor parts and attachments as they are needed.

One utility truck, costing \$33,000, is currently scheduled for replacement, with others being replaced later in sequence. Various options are being discussed for replacement of the camera vehicle. There is \$30,000 budgeted for a CCTV truck, however the District is looking into using a 7' by 14' enclosed trailer. The District will consider leasing these assets rather than purchasing outright but will maintain the pay-go policy when reserves are sufficient. The District has exchanged some of the heavier utility vehicles with light compact trucks for savings in both capital and operating costs.

#### **Water System**

The largest proposed Water project for FY2016-17 is the design phase of the proposed 4.5 million gallon new storage tank. \$900,000 is budgeted in FY2016-17 for design and property purchase. Recoating Cochran Tank 1B, which will cost approximately \$350,000 is also scheduled to be completed in fiscal year 2016-17. This project will mirror the Norton Tank 2B that was completed in 2012. Each tank recoating will cycle around every 20 years as preventative maintenance to avoid corrosion and maintain structural integrity.

Other projects currently proposed for the Water Fund include completion of a property purchase for the Cochran Tank Site. The Cochran generator is scheduled for

replacement as well (\$50,000). The changeover to radio-read meters for our customers will continue in FY2016-17, budgeting \$260,000 and should be finished in FY2017-18. This will include an upgrade to the equipment that processes customer meter information at the District office.

The fire hydrant system is scheduled to be upgraded at a cost of \$28,000; however, the Arcata Fire Protection District is covering half of this cost, so the cost to the District will total only \$14,000. If the Arcata Fire Protection District does not have sufficient budget for this project, it will be delayed until they do.

\$100,000 was budgeted for an engineering technical memorandum that is scheduled for the Water Main Rehabilitation/Replacement project. The District is pursuing an alternative water source study for the Dow's Prairie area (\$40,000), in partnership with HSU's Engineering Department. A test-well in that area is planned for this year. Funding for these projects will come from the Reserves created by the Board for maintenance and replacement of capital infrastructure.

### **Sewer System**

The Waste Water Management Facility (WWMF) Improvement Project construction takes the greatest share of the Sewer Fund CIP budget (\$13 million) and the project is scheduled to be finished in fiscal year 2016-17. Project financing has been secured through a loan from the State Water Resources Control Board. \$240,000 is now being set aside annually to pay for the next bio-solids project, which should occur on a five-to-seven year cycle once the new WWMF is completed.

Lining of sewer pipes on Central Avenue is scheduled for the Sewer Main Rehabilitation/Replacement Project. Funds have been earmarked for the replacement of the generator at the Fischer Lift Station. Current estimated cost for this project has been reduced from \$300,000 to less than \$100,000. Other projects include an upgrade to the digital control system, SCBA apparatus, and an underground pipe locator/camera unit. Funding for these projects will come from the Reserves created by the Board for maintenance and replacement of capital infrastructure.

### **Office, Corporation Yard, Computers and Software**

\$50,000 has been budgeted to upgrade the District's SCADA computer and software to mirror the computer being installed at the Wastewater Management Facility. There are also funds budgeted for regularly scheduled upgrades of various operational and administrative computers and printers.

### **Fischer Ranch**

As regulations change, methods for land application will undoubtedly become more stringent. \$1.5 Million will be earmarked and moved year to year for land procurement as it becomes feasible. Replacement and maintenance of underground valves and pipes is scheduled, along with building and fencing improvements.

## **Small Equipment and Other**

Various types of emergency equipment comprise the majority of this line item.

## **Streetlights**

Regular pole replacement is scheduled for fiscal year 2016-17. No further Capital Improvement Projects are planned for this fiscal year in the Streetlights Fund.

## **Note on Attachment 1 – Water & Sewer Funds Capital Improvement Program**

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

## Appendix A

### ***Capital Improvement Plan Parks and General Fund Fiscal Year 2016-17***

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

#### **CAPITAL IMPROVEMENT PROGRAM PROJECT DISCUSSION**

##### **Utility Vehicles and Equipment**

In 1998, the Board adopted a Fleet Replacement Plan to insure that MCSD's aging fleet of service vehicles would be replaced in an approximately ten-year cycle. \$9,000 has been budgeted in the Parks & General Fund for the replacement of a utility truck this next fiscal year by purchasing a truck from the Operations Department. The District has started to exchange some of the heavier utility vehicles with light compact trucks for savings in capital and operating costs. Parks is also planning to spend \$6,000 to replace an aging mower in FY2016-17.

##### **Facility Projects**

\$15,000 has been allotted for resurfacing and painting the parking lot at Azalea Hall, the Law Enforcement Facility and the McKinleyville Library.

Construction and interior furnishing of the Teen and Community Center is planned to be complete in FY2015-16. The only capital-level budget for the Teen Center is \$127,000 construction debt service scheduled to be paid in FY2016-17.

A new sound system is scheduled for Azalea Hall next year, now that the new projector has been installed.

##### **Parks and Trails Projects**

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

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

regular acquisitions of new parkland are planned throughout the 10-20 year planning horizon.

### **Small Equipment, Contingency and Other**

\$8000 is budgeted for unplanned emergency repair or replacement of capital items. Smaller and less expensive (more than \$500 but less than \$5,000) new equipment and emergency replacement of existing equipment cannot generally be anticipated. These are considered expenditures, rather than capital assets, and will be included in the repairs/maintenance/supplies line of the Parks & General Fund Operating Budget.

### **Note on Exhibit 10 – Parks & General Fund Draft Capital Improvement Plan**

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

## McKinleyville CSD Strategic Plan 2016-2020

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2016	CY 2017	CY 2018	CY 2019	CY 2020	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
<b>1.0 Water</b>											
1.1	Maintenance Programs	OD	\$ 350,000.00	tank 1B recoating/continue creating SOP's	tank recoating/create SOP's	valve exercising/fire hydrant insp. and exercise	valve exercising/fire hydrant insp. and exercise				
1.2	Water Tank Storage Project	OD	\$ 200,000.00	property negotiation & design	pursue grant funding	build	build	Place in operation	2020	5%	Geotech complete and complete negotiations
1.3	Emergency Water Crossing	OD	n/a	Complete and test SOP					2016	99%	SOP's will be written by MCSD and Arcata.
1.4	Emergency Water Supply	GM/OD	\$ 40,000.00	pursuing grant funding and water exploration on Mather property	Groundwater Mgmt Plan & Test Wells	Groundwater Mgmt Plan	Design	Emergency Source implementation	2020	5%	
1.5	Radio Telemetry Upgrade	OD	n/a		exploration of new or updated digital control strategy				2017	0%	
1.6	Water Main Rehab and Replacement	OD	\$ 100,000.00	technical memorandum for rehab/replacement strategies	build up reserves and determine workforce increase or contract work	build up reserves, prioritize areas of concern	start rehab and replacement	start rehab and replacement		0%	Reserves will be built up to replace water mains when needed.
1.7	Radio Read Meters	OD	\$ 260,000.00	phase 2	phase 3	annual replacements	annual replacements	annual replacements	2017	50%	Success of this project is contingent upon a source of financing
1.8	F/H upgrade and installation in commercial area	OD	\$ 13,000.00	install fire hydrants where requested by the fire department.	install fire hydrants where requested by the fire department.	install fire hydrants where requested by the fire department.			2018	40%	Cost share with Fire Department
1.9	Cochran Emergency Generator Replacement	OD	n/a	design	implementation				2017	0%	

## McKinleyville CSD Strategic Plan 2016-2020

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2016	CY 2017	CY 2018	CY 2019	CY 2020	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
<b>2.0 Wastewater</b>											
2.1	20-yr Facility Plan	GM & Board	n/a	annual review	annual review	annual review	annual review	annual review		100%	
2.2	WWMF Improvement Proj/Biosolids Maint.	GM/OD	\$ 13,000,000.00	construction	construction completed	Biosolids Mgmt Plan	Biosolids Mgmt Plan	Biosolids Mgmt Plan	2017	10%	Funding Agreement Completed by 2015
2.3	Collection Sys Upgrades	OD	\$ 50,000.00	sewer flow analysis memo/ technical memorandum for proposed upgrades of Thiel crossing	monitor capacity of all 3 basin crossings	monitor capacity of all 3 basin crossings	design for Thiel crossing	construct of Thiel crossing		5%	This will be scheduled and completed when build-out requires upgrade.
2.4	Sewer Main Rehab and Replacement	OD	\$ 50,000.00	adopt method to assess condition of pressure sewer mains at lift stations/ repair I&I when found	repair I&I when found/ memorandum for pipe replacement plan including pressure mains	repair I&I when found contingency for pipe replacement plan	repair I&I when found, prioritize pipe replacement plan	repair I&I when found, prioritize pipe replacement plan		5%	There is no completion date to this maintenance. I&I will be repaired when found and a plan for replacing pipe will be developed
2.5	Radio Telemetry Upgrade	OD	\$ 30,000.00	sewer stations will be upgraded.	sewer stations will be upgraded.				2017		Sewer stations will be completed after the WWMF upgrade.
2.6	Sewer Lift Stn Gen. Upgrades	OD	\$ 175,000.00	engineering and design	replace Letz Gen.	replace Fischer Gen.	replace Fischer Gen.	replace Fischer Gen.	2017		Pursuing grant funding
2.7	Pre-Treatment Program	OD	n/a	issue grease trap permits	administering pre-treatment program/ annual testing	administering pre-treatment program/ annual testing	administering pre-treatment program/ annual testing	administering pre-treatment program/ annual testing			
2.8	I&I Prevention	OD	n/a	annually insp. and flow testing during wet weather flows	annually insp. and flow testing during wet weather flows	annually insp. and flow testing during wet weather flows	annually insp. and flow testing during wet weather flows	annually insp. and flow testing during wet weather flows			Inspected and repaired annually
2.9	Reclamation Site Expansion and Upgrade	OD	n/a	expand reclamation area and research crop species with increased water demand design pilot project	explore purchasing more property and implement findings of bio-filtration pilot study	negotiate purchase of more property			2019	10%	Coastal Conservancy grant for design of pilot project
2.10	Percolation site decommissioning	GM/OD	n/a	initiate plan for design and construction of Coho Rearing Ponds	decommission percolation ponds				2017	10%	Fish & Wildlife and Coastal Conservancy Grant



## McKinleyville CSD Strategic Plan 2016-2020

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2016	CY 2017	CY 2018	CY 2019	CY 2020	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
<b>3.0 Streetlights</b>											
3.1	Maintenance Programs	OD	n/a	pole inspections on 10-year rotation, due: FY2022							Poles will be inspected for rot every 10 years. Completed 6/11
<b>4.0 Parks &amp; Recreation</b>											
4.1	Teen & Community Center	GM/RD	\$ 2,000,000.00	doors open	funding and program development	funding and program development	funding and program development		2016	50%	
4.2	Hewitt Ranch Park	OD/RD	to be determined	pursue access from Cochran Rd.	funding options brought to Board & consider environmental planning	pursue funding	pursue funding	planning for parking area			This project is dependent on access from Cochran Road and tank site development
4.3	Washington Ave. Property	GM/OD/RD	to be determined	continue mowing quarterly/ work with local BMX group to consider feasibility	consider approaching Board to see if a BMX track is something worth pursuing	possible park development (depending on funding)	possible park development (depending on funding)	possible park development (depending on funding)			Invasives have been removed, staff continues to mow quarterly
4.4	Community Forest	GM	to be determined	continue discussions with local stakeholders and pursue grant funding	pursue property acquisition and analyze revenue and expense	pursue property acquisition	pursue property acquisition		2020		Working with TPL for grant funding
4.5	Mad River Property	GM/OD/RD	to be determined	finalize access, consider environmental requirements, get recommendation from RAC, seek Board approval/create access/pursue funding	upgrade access	develop existing trails	develop existing trails			5%	County property will be quit claimed to MCSD for title fees
4.6	Standards & Specs for OSMZ/Parks	GM/OD	n/a	Standards and Specifications being developed for all parks, facilities and open space maintenance zones	Standards and Specifications being developed for all parks, facilities and open space maintenance zones	Policy finalized and implemented			2018	25%	Central Ave tree policy and planting list completed

## McKinleyville CSD Strategic Plan 2016-2020

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

## 5.0 Partnerships

5.1	Foster Regional Cooperation	GM & Board	n/a	meet with all five Humboldt County Supervisors	quarterly meetings with 5th District Supervisor	meet with all five Humboldt County Supervisors	quarterly meetings with 5th District Supervisor	meet with all five Humboldt County Supervisors		Ongoing	Continue efforts to gain a seat on the TAC
5.2	Improve Political Ties	GM & Board	n/a	bi-annual meetings with State Representatives	initiate bi-annual meetings w/new State Senator & Assembly person	bi-annual meetings with State Representatives	initiate bi-annual meetings w/new State Senator & Assembly person	bi-annual meetings with State Representatives		Ongoing	Monitor the elections and make contact with newly elected representatives
5.3	Participate in Community Groups	GM /RD	n/a	ongoing community outreach	ongoing community outreach	ongoing community outreach	ongoing community outreach	ongoing community outreach		Ongoing	Continue to participate with local groups representing various constituents

## McKinleyville CSD Strategic Plan 2016-2020

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2016	CY 2017	CY 2018	CY 2019	CY 2020	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
<b>6.0 Personnel/Organization</b>											
6.1	Employee Retention	GM/Dept. Heads	n/a	continue to foster healthy work environment & mentoring	continue to foster healthy work environment & mentoring	next scheduled survey of salary/benefits due in FY 2017/18	continue to foster healthy work environment & mentoring	continue to foster healthy work environment & mentoring		Ongoing	Next scheduled salary survey due in FY 2017/18
6.2	Training & Development	GM/Dept. Heads	n/a	Start Succession Plan Process	Succession Plan completed & implemented/Annual Review & Revision	annual review & revision	annual review & revision	annual review & revision		Ongoing	
6.3	Employee Communication	GM/Dept. Heads	n/a	Complete review of Supervisors Manual and Employee Handbook	next scheduled review Employee Handbook	next scheduled reviews of Supervisors Manual & Employee Handbook	next scheduled review Employee Handbook	next scheduled reviews of Supervisors Manual & Employee Handbook		Ongoing	
6.4	Employee Safety Program	GM/Dept. Heads	n/a	SDRMA annual safety audit	SDRMA annual safety audit	SDRMA annual safety audit	SDRMA annual safety audit	SDRMA annual safety audit		Ongoing	
6.5	Eval & Performance Mgmt	GM/Dept. Heads	n/a	annual evaluations scheduled per hire dates	annual evaluations scheduled per hire dates	annual evaluations scheduled per hire dates	annual evaluations scheduled per hire dates	annual evaluations scheduled per hire dates		Ongoing	
<b>7.0 Administrative Management</b>											
7.1	District Policies & Procedures	GM & Board	n/a	annual review Board Policy Manual/ development of Benefit Escalation Policy	annual review development of District Reserves Investment Policy	annual review	annual review	annual review		Ongoing	Annual reviews are done for Conflict of Interest.
7.2	Records Retention	FD	n/a	review Records Retention Policy & update	records backlog completed	review/update Records Retention Policy & continue management of current documents	Continue management of current documents	Continue management of current documents	2017	80%	Ongoing
7.3	Customer Service	GM/Dept. Heads	n/a	ongoing monitoring & training	ongoing monitoring & training	ongoing monitoring & training	ongoing monitoring & training	ongoing monitoring & training		Ongoing	

## McKinleyville CSD Strategic Plan 2016-2020

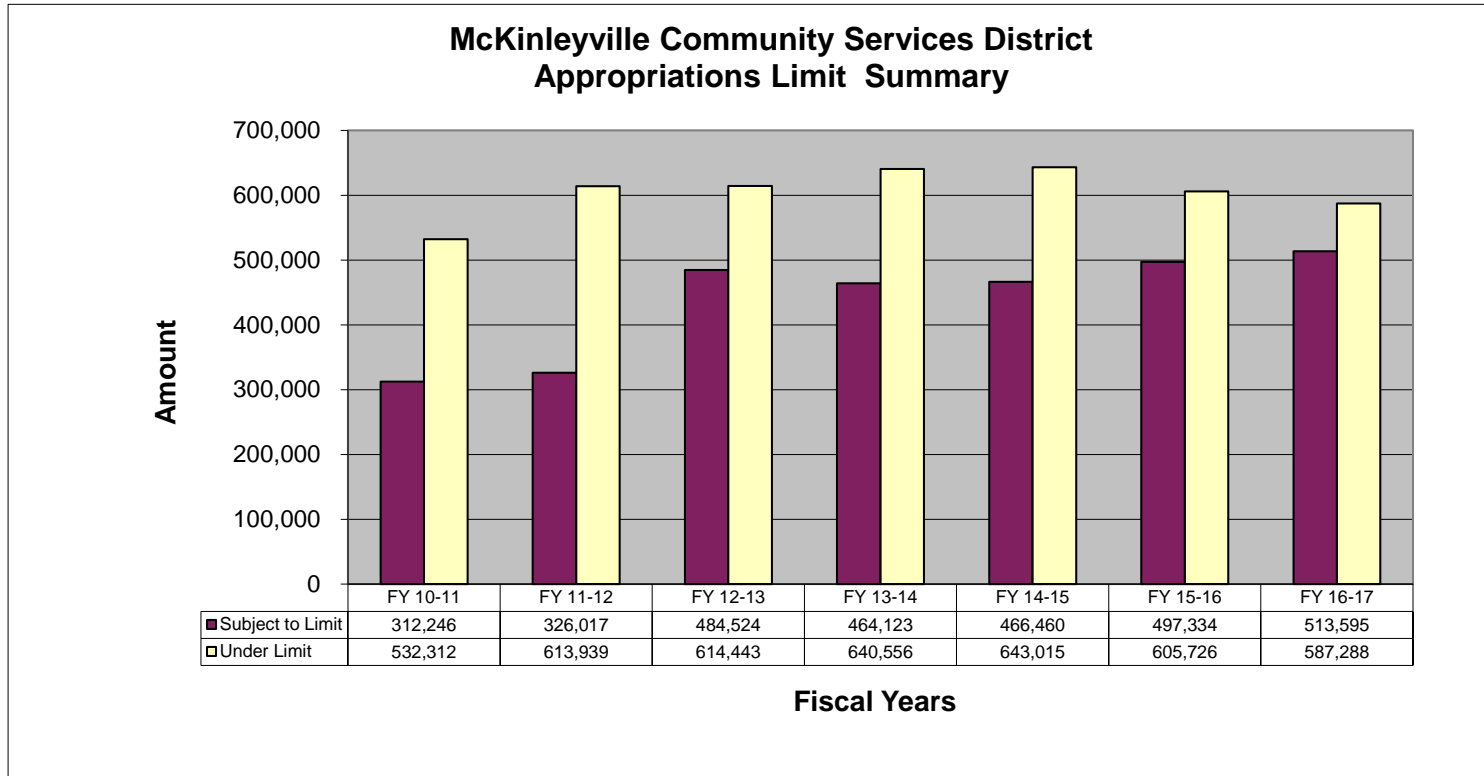
STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CURRENT 2016	CY 2017	CY 2018	CY 2019	CY 2020	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
7.4	Continue to build upon Public Information Program	RD	n/a	website, newsletter, PSA's, social networking	website, newsletter, PSA's, social networking	website, newsletter, PSA's, social networking	website, newsletter, PSA's, social networking	website, newsletter, PSA's, social networking		Ongoing	
7.5	Board Development Policy	GM & Board	n/a	ongoing annual AB 1234 Ethics training & update orientation packet	ongoing annual AB 1234 Ethics training	ongoing annual AB 1234 Ethics training	ongoing annual AB 1234 Ethics training	ongoing annual AB 1234 Ethics training		Ongoing	Additional continuing education courses encouraged to promote ethical and
7.6	Review/Update Strategic Plan	GM & Board	n/a	annual review & revision	annual review & revision	annual review & revision	annual review & revision	annual review & revision		Ongoing	When do we think the Board will approve this?
7.7	Emergency Preparedness and Response	GM & Dept. Heads	n/a	conduct table top exercise/training and review EOP	conduct table top exercise/training and review EOP	conduct table top exercise/training and review EOP	conduct table top exercise/training and review EOP	conduct table top exercise/training and review EOP		50%	EOP Manual Update Complete
7.8	Achieve Best Practices Awards	GM & Board & Board Secretary	n/a	achieve 6 hours of governance training as required and attain SDLF Gold Recognition when the final Director has Governance Certificate	Re-apply for the SDLF "District of Distinction" accreditation program & re-apply for Transparency Certificate	achieve 6 hours of governance training as required	Re-apply for the SDLF "District of Distinction" accreditation program & re-apply for Transparency Certificate	achieve 6 hours of governance training as required	2016	99%	One Board Member still needs Governance Certificate
7.9	Explore Alternative Energy Options	GM & Board	n/a	bring proposal back to Board for implementation	Continue to explore opportunities for alternative energy and storage	Make decision to develop solar energy at WWMF	Continue to explore opportunities for alternative energy and storage	Continue to explore opportunities for alternative energy and storage		Ongoing	Continue working towards energy independence
7.10	Planning and Latent Powers	GM & Board	n/a	propose phasing work to allow Board to consider the value of each step related to cost	propose phasing work to allow Board to consider the value of each step related to cost	propose phasing work to allow Board to consider the value of each step related to cost				Ongoing	Review and report to Board annually
7.11	Integrated Pest Mgmt Plan	GM/OD	n/a	continue working on developing an IPM/seek Board approval	plan implemented	Annual Review, monitoring and report	Annual Review, monitoring and report	Annual Review, monitoring and report		Ongoing	Review and update every 5 years
7.12	Board of Director's Self-Evaluation	GM & Board	n/a	Implement policy approved by the Board							

## McKinleyville CSD Strategic Plan 2016-2020

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

**McKinleyville Community Services District**  
**Appropriations Limit Calculation Summary**  
**FY 16-17 Budget**

<b>Prior Year Final Appropriation Limit</b>		<b>\$ 1,103,060</b>
<b>Allowed Compounded Percentage Increase from Prior Year <sup>(1)</sup></b>		
Non-Residential Assessed Valuation Percent Change	-0.297%	
MCSD Unincorporated County Population Percent Change	0.100%	
Compounded Percentage as an Adjustment Factor	-0.197%	
Annual Adjustment Amount to Appropriation Limit		<u>(2,176)</u>
<b>Current Year Appropriation Limit</b>		<u><b>1,100,883</b></u>
<b>Current Year Adopted Budget Appropriations From Proceeds of Taxes <sup>(2)</sup></b>		
Proceeds of Taxes From Adopted Budget <sup>(3)</sup>	528,812	
Less Allowable Exclusion of Certain Appropriations <sup>(3)</sup>	<u>(15,216)</u>	
<b>Current Year Appropriations Subject to Appropriation Limit</b>		<u><b>513,595</b></u>
<b>Current Year Appropriations Under the Appropriation Limit <sup>(3)</sup></b>		<u><u><b>\$ (587,288)</b></u></u>
<b>Percentage Under the Limit</b>		<u><u><b>-53%</b></u></u>



(1) From State Department of Finance, as required by State Law

(2) Proceeds of Taxes are certain revenues as defined by State Law and League of California Cities Article XIII B Appropriations Limit Uniform Guidelines - March 1991. See Worksheets for details.

(3) Summary of worksheets for above calculations of Appropriations Limit and Appropriations Subject to Limit.

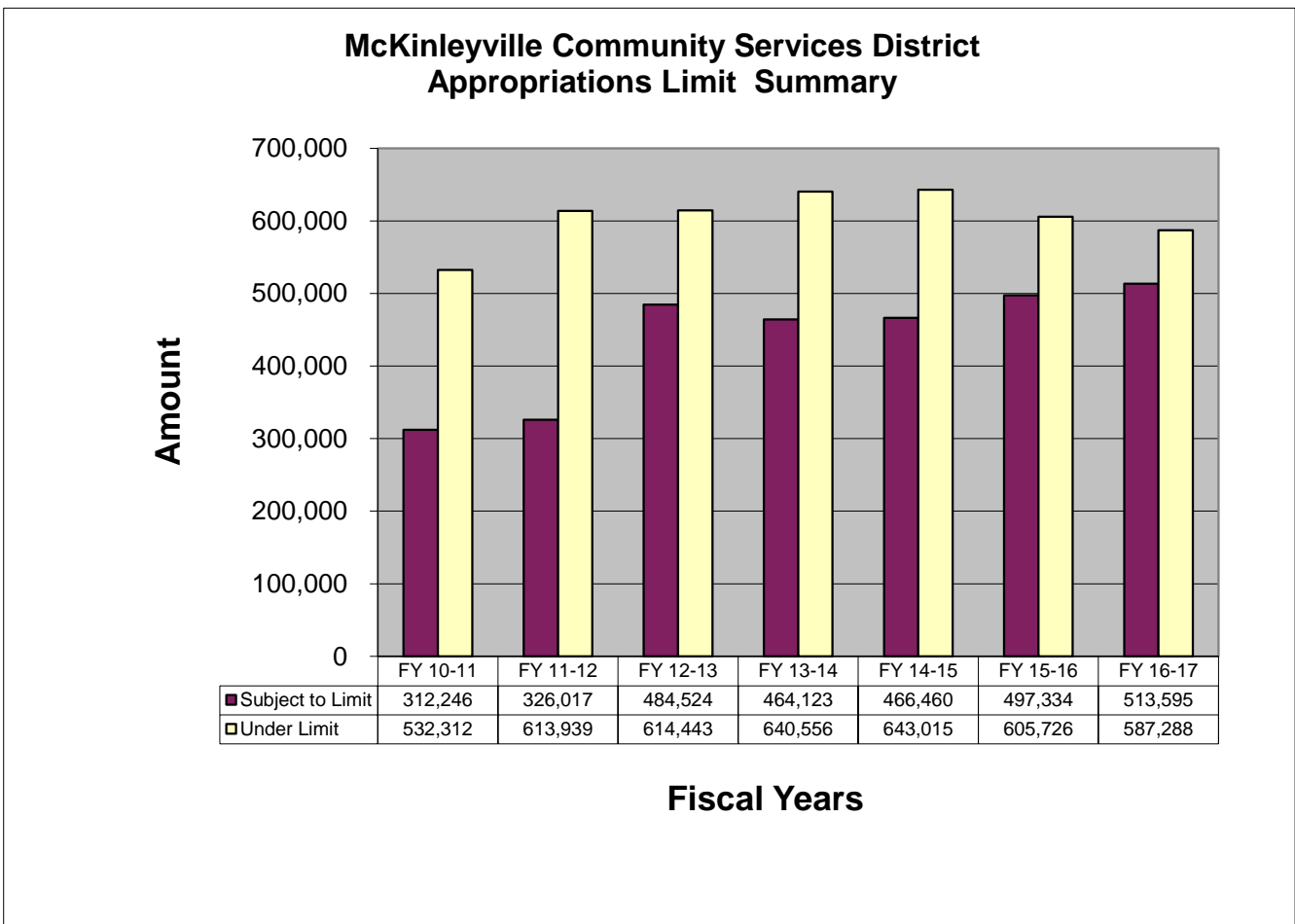
Summary of Appropriations From Proceeds of Taxes	From Non Proceeds of Taxes	From Proceeds of Taxes	Total Appropriations
General Fund	899,309	528,812	1,428,121
Street Lighting Fund	95,859	-	95,859
Water Fund	3,784,169	-	3,784,169
Wastewater Fund	3,522,116	-	3,522,116
<b>Total Proceeds and Non Proceeds of Taxes</b>	<b>8,301,453</b>	<b>528,812</b>	<b>8,830,265</b>
<b>Summary of Exclusions</b>			
Court Order Costs	-		
Federal Mandates	15,216		
Qualified Capital Equipment	-		
Qualified Debt Service	-		
<b>Total Exclusions to Appropriations Subject to Limit</b>	<b>15,216</b>		



**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**

**Summary Charts**

Fiscal Year	Appropriations Limit Revised	Subject to Limit	Under Limit
FY 10-11	844,558	312,246	532,312
FY 11-12	939,956	326,017	613,939
FY 12-13	1,098,967	484,524	614,443
FY 13-14	1,104,678	464,123	640,556
FY 14-15	1,109,476	466,460	643,015
FY 15-16	1,103,060	497,334	605,726
FY 16-17	1,100,883	513,595	587,288



**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**  
**FY 16-17 Budget**

**User Fees in Excess of Costs Analysis**  
**(Worksheet #1 of Guidelines)**

	Estimated User Fees Revenues & Expenditures	Allocation By Activity			
		Parks	Street Lighting	Water Operations	Wastewater Operations
<b>GENERAL FUND - Parks</b>					
Charges for Services	456,000	456,000			
Miscellaneous Fees & Reimbursements	15,532	15,532			
<b>Total General Fund</b>	<b>471,532</b>	<b>471,532</b>	-	-	-
<b>Street Lighting Fund</b>	95,859		95,859		
<b>Water Operations Fund</b>	3,784,169			3,784,169	
<b>Wastewater Operations Fund</b>	3,522,116				3,522,116
<b>Total Estimate of User Fees</b>	<b>7,873,676</b>	<b>471,532</b>	<b>95,859</b>	<b>3,784,169</b>	<b>3,522,116</b>
<b>Current Year Adopted Budget</b>					
Operations & Equipment	6,210,432	1,257,444	95,549	2,701,836	2,155,603
Allocations for Improvements	-				
<b>User Fees (Under) or in Excess of Costs</b>	<b>1,663,244</b>	<b>(785,912)</b>	<b>310</b>	<b>1,082,333</b>	<b>1,366,513</b>

**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**  
**FY 16-17 Budget**

**Calculation of Proceeds of Taxes and Interest  
Allocation (Worksheets #2 & #3 of Guidelines)**

PROCEEDS AND NON-PROCEEDS OF TAXES REVENUE ANALYSIS	Revenue Estimates (1)	Use of Reserves or Fund Balances (2)	Net of Other Uses or Transfers To Other Funds	Net of Other Sources or Transfers From Other Funds	Total Appropriation of Funds (3)	Appropriations From	
						Non-Proceeds of Taxes	Proceeds of Taxes
<b>General Fund</b>							
Property Tax	525,000				525,000	-	525,000
Special Assessment	210,000				210,000	210,000	-
Charges for Services	456,000				456,000	456,000	-
Grants	28,089				28,089	28,089	-
Development Fees	183,500				183,500	183,500	-
Interest (4)	10,000				10,000	6,188	-
Miscellaneous Fees & Reimbursements	15,532				15,532	15,532	3,812
Other Financing Sources					-	-	-
Other Sources					-	-	-
<b>TOTAL GENERAL FUND REVENUES</b>	<b>1,428,121</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,428,121</b>	<b>899,309</b>	<b>528,812</b>
<b>Street Lighting Fund</b>	95,859	(310)				95,859	
<b>Water Fund</b>	3,784,169	(1,082,333)				3,784,169	
<b>Wastewater Fund</b>	3,522,116	(1,366,513)				3,522,116	
<b>Debt Service Fund</b>	-					-	
<b>Total All Funds</b>	<b>8,830,265</b>	<b>(2,449,156)</b>	<b>-</b>	<b>-</b>	<b>1,428,121</b>	<b>8,301,453</b>	<b>528,812</b>

(1) See Worksheet 2.1 for Detail to all Funds

(2) Use of reserves or fund balances are considered non-proceeds of taxes due to prior year appropriation of all fund balances to reserves. A (negative) amount reflects a budgetary increase to reserves or ending fund balance which will be reflected in the final budget appropriations.

(3) Includes all appropriations from all funds to reconcile to adopted budget resolutions.

(4) Interest is allocated between Proceeds and Non-Proceeds on a proportional basis.

**McKinleyville Community Services District**  
**Revenue Estimates Detail**  
**FY 16-17 Budget**

**Proceeds Detail (Worksheet 2.1  
of Guidelines)**

Fnd	Acct	Estimated Revenue (2)	Less Non- Proceeds of Taxes	Net Proceeds of Taxes	Comments
<b>General Fund - Parks</b>					
41050	ADMIN FEE	4,700	4,700		Reimbursement for Services
42020	PROC. FEES	1,400	1,400		User Fees for Services
42030	BAD CHECK FEES	60	60		Miscellaneous Fees and Reimbursements
43002	REFUNDS/REBATES	-	-		Miscellaneous Fees and Reimbursements
43195	OTHER OP. REV.	1,100	1,100		Miscellaneous Fees and Reimbursements
43197	LEASE REVENUE	2,172	2,172		Use of Property fees
44000	OPEN SPACE FEES	96,500	96,500		Development Fees
45000	OPEN SPACE FEES	7,000	7,000		Development Fees
47050	MSC PAYROLL REM	-	-		Miscellaneous Fees and Reimbursements
47999	EVENT RENTALS	42,700	42,700		User Fees for Services
48000	COMM. EVENTS	-	-		User Fees for Services
48001	VENDOR CONTRACT	60,250	60,250		User Fees for Services
48002	EVENT SERVICES	4,800	4,800		User Fees for Services
48010	INSURANCE FEES	800	800		User Fees for Services
48020	AD INCOME	750	750		User Fees for Services
48040	COMMISSIONS VND	-	-		User Fees for Services
48050	REC. PROGRAMS	350,300	350,300		User Fees for Services
48051	FRF DISCOUNT	(5,000)	(5,000)		User Fees for Services
48055	PROGRAM GRANTS	28,089	28,089		Related to Restricted Grants
48070	SALE OF SCRAP	-	-		Use of Property fees
50001	INT. REVENUE	10,000	6,188	3,812	Allocated
51001	SECURED TAXES	525,000		525,000	
51060	MEASURE B ASSMT	210,000	210,000		Special Assessment Restricted Specific Use
52000	OTHER INCOME	1,500	1,500		Miscellaneous Fees and Reimbursements
53001	CONTRIBUTIONS	1,500	1,500		Donations
53002	QUIMBY FEES	80,000	80,000		Development fees
54001	STATE GRANTS	-	-		Related to Restricted Grants
56000	GAIN ON DISPOSAL	4,500	4,500		Miscellaneous Fees and Reimbursements
<b>Total General Fund</b>		<b>1,428,121</b>	<b>899,309</b>	<b>528,812</b>	

**Street Lighting**

41050	ADMIN FEE	13,250	13,250		
42020	PROC. FEES	3,500	3,500		
43195	OTHER OP. REV.	-	-		
47001	ST. LIGHT CHGS	73,584	73,584		
47001	ST. LIGHT CHGS	5,500	5,500		
50001	INT. REVENUE	25	25		
<b>Total Street Lighting</b>		<b>95,859</b>	<b>95,859</b>	<b>-</b>	User Fees for Services

**Water Fund**

40000	WATER BASE CHG	1,235,871	1,235,871		
40001	MTR. WATER SALE	2,206,259	2,206,259		
41001	NEW SVC. FEES	20,000	20,000		
41002	INSTALLATION FEES	-	-		
41020	PL. CK. FEE DEP	500	500		
42001	PERMIT FEES	-	-		
42010	CONN. FEES	100,000	100,000		
42020	PROC. FEES	17,000	17,000		
42030	BAD CHECK FEES	450	450		
42040	RECONN. FEES	20,000	20,000		
42050	DCV INSPECTION	21,000	21,000		
43010	REC. BAD DEBTS	1,400	1,400		
43190	CELL TOWER REV.	12,139	12,139		
43195	OTHER OP. REV.	10,000	10,000		

# McKinleyville Community Services District

## Revenue Estimates Detail

### FY 16-17 Budget

Proceeds Detail (Worksheet 2.1 of Guidelines)

Fnd	Acct	Estimated Revenue (2)	Less Non- Proceeds of Taxes	Net Proceeds of Taxes	Comments
43197	LEASE REVENUE	3,600	3,600		
43198	PAVING FEES	1,000	1,000		
43199	SERVICE UPGRADE	-	-		
46000	AFTER HRS CHGS	750	750		
48060	EQUIP USAGE FEE	-	-		
48070	SALE OF SCRAP	2,700	2,700		
50001	INT. REVENUE	13,500	13,500		
50005	LATE CHARGES	15,000	15,000		
51011	CONTRIB CONST	100,000	100,000		
56000	GAIN ON DISPOSAL	3,000	3,000		

**Total Water** 3,784,169 3,784,169 0 User Fees for Services

### Wastewater Fund

40002	SWR SVC CHGS.	3,053,247	3,053,247		
40010	STORM WATER FEE	300	300		
41001	NEW SVC. FEES	18,000	18,000		
41002	INSTALLATION FEES	-	-		
41020	PL. CK. FEE DEP	-	-		
41040	SWR CONST PRMT	1,000	1,000		
42001	INSPECTION FEES	-	-		
42010	CONN. FEES	120,000	120,000		
42020	PROC. FEES	-	-		
42030	BAD CHECK FEES	250	250		
42040	RECONN. FEES	-	-		
42050	DCV INSPECTION	-	-		
43010	REC. BAD DEBTS	1,200	1,200		
43190	CELL TOWER REV.	13,219	13,219		
43195	OTHER OP. REV.	8,000	8,000		
43197	LEASE REVENUE	20,400	20,400		
43198	PAVING FEES	500	500		
46000	AFTER HRS CHGS	-	-		
48060	EQUIP USAGE FEE	-	-		
48070	SALE OF SCRAP	-	-		
50001	INT. REVENUE	20,000	20,000		
50005	LATE CHARGES	14,000	14,000		
51011	CONTRIB CONST	250,000	250,000		
56000	GAIN ON DISPOSAL	2,000	2,000		

**Total Wastewater** 3,522,116 3,522,116 0 User Fees for Services

### Debt Service

**Total Debt Service** - - - Debt Related

**Total All Funds** 8,830,265 8,301,453 528,812

**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**  
**FY 16-17 Budget**

<b>Calculation of Appropriations Subject to  Limit (Worksheet #4 of Guidelines)</b>
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	<u>Adopted Budget</u>
Total Appropriations From Proceeds of Taxes (From Worksheet # 2)	\$ 528,812
Less Allowed Exclusions (From Worksheet #7)	(15,216)
Current Year Appropriations Subject to Limit	<u>\$ 513,595</u>
Current Year Appropriations Limit (From Worksheet #6)	1,100,883
Current Year Appropriations Over or (Under) Limit	<u>\$ (587,288)</u>
Percentage Over or (Under) Limit	<u><u>-53%</u></u>

**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**  
**FY 16-17 Budget**

**Population and Growth Factors (Worksheet #5 of Guidelines)**

	Percent Change Indices		Percent Change in Population [1]		Allowed Annual Percent Growth in Appropriations Limit	Revised Appropriations Limit [2]
	Percent Change in Per Capita Personal Income [3]	Percent Change in Annual Non-Residential Assessed Valuation growth to Total Growth [4]	MCSD (Unincorporated County)	Humbolt County Total		
<b>FY 04-05</b>	<b>3.28</b>	<b>-0.10</b>	<b>1.16</b>	<b>0.94</b>	104.47805%	<b>321,919</b>
<b>FY 05-06</b>	<b>5.26</b>	<b>-42.46</b>	<b>0.85</b>	<b>0.70</b>	106.15471%	<b>341,732</b>
<b>FY 06-07</b>	<b>3.96</b>	<b>21.98</b>	<b>0.10</b>	<b>0.38</b>	122.44352%	<b>418,429</b>
<b>FY 07-08</b>	<b>4.42</b>	<b>-14.41</b>	<b>0.17</b>	<b>0.44</b>	104.87945%	<b>438,846</b>
<b>FY 08-09</b>	<b>4.29</b>	<b>22.13</b>	<b>0.83</b>	<b>0.64</b>	123.14368%	<b>540,411</b>
<b>FY 09-10</b>	<b>0.62</b>	<b>12.02</b>	<b>0.57</b>	<b>0.45</b>	112.65851%	<b>608,820</b>
<b>FY 10-11</b>	<b>-2.54</b>	<b>37.77</b>	<b>0.69</b>	<b>0.53</b>	138.72061%	<b>844,558</b>
<b>FY 11-12</b>	<b>2.51</b>	<b>10.50</b>	<b>0.72</b>	<b>0.66</b>	111.29560%	<b>939,956</b>
<b>FY 12-13</b>	<b>3.77</b>	<b>16.80</b>	<b>0.10</b>	<b>0.00</b>	116.91680%	<b>1,098,967</b>
<b>FY 13-14</b>	<b>3.10</b>	<b>0.02</b>	<b>0.50</b>	<b>0.40</b>	100.51970%	<b>1,104,678</b>
<b>FY 14-15</b>	<b>-0.23</b>	<b>0.50</b>	<b>-0.1</b>	<b>-0.03</b>	100.43433%	<b>1,109,476</b>
<b>FY 15-16</b>	<b>3.82</b>	<b>-0.08</b>	<b>-0.5</b>	<b>-0.30</b>	99.42169%	<b>1,103,060</b>
<b>FY 16-17</b>	<b>5.37</b>	<b>-0.30</b>	<b>0.1</b>	<b>0.00</b>	99.80269%	<b>1,100,883</b>

[1] From State Department of Finance per Article XIII B of the California Constitution every May 1st for following Fiscal Year Appropriations Calculation. A 1991 amendment to Article XIII-B dropped use of the CPI and allowed for revising limit with PCI or Growth in non-residential assessed valuation and City or County population growth factors back to FY 87-88. The MCSD may selection by resolution the growth factors to be used to calculate the annual Appropriations Limit. The **Bold type** indicate Factor used in calculation for the individual Fiscal Year.

[2] Appropriations Limit calculation have been revised to correct factors and mathematical calculations. Previous Appropriations limits and combined percentage growth from June 20, 2007 Board Agenda report.

[3] PCI = Per Capita Personal Income - California 4th Quarter - Calculated by State Department of Finance. See Price-Population Letter, Annual

[4] Percent of annual growth in non-residential assessed valuation is from information provided by the Humboldt County Assessor's office on values and property classifications and is calculated as the percent of change in non-residential property valuation to the change in total valuation. Application of the percent change in non-residential valuation is from the prior fiscal year change. For example, the percent change in FY 03-04 of 8.14% was the change in non-residential assessed valuation in FY 02-03 from FY 01-02.



**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**  
**FY 16-17 Budget**

<b>Appropriations Limit Calculation (Worksheet #6 of Guidelines)</b>
--

Prior Year Appropriations Limit (From Worksheet #5)	\$	1,103,060
Current Year Growth Factors (From Worksheet #5)		
Non-Residential Assessed Valuation Percent Change		-0.30%
MCSD Unincorporated County Population Percent Change		0.10%
Compounded Total Percentage Adjustment Factor		<hr/> -0.197%
Current Year Annual Adjustment Amount	\$	(2,176)
Other Adjustments to Limit (see detail worksheets)		
Reduction In Limit		
Loss of Responsibility		0
Transfer of Services to Private Sector		0
Transfer of Services to Fees		0
Increase in Limit		
Assumed Responsibility of Services		0
Total Adjustments to Limit	\$	<hr/> - <hr/>
Current Year Appropriations Limit	\$	<hr/> 1,100,883 <hr/>

**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**  
**FY 16-17 Budget**

<b>Exclusions to Appropriations Limit (Worksheet #7  from Guidelines)</b>
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	<b>Exclusions</b>
<b>Court Orders</b>	
	-
<b>Federal Mandates</b>	
Fair Labor Standards Act Payments	-
FICA and Medicare Payments	12,992
Unemployment Payments	2,224
<b>Total Federal Mandates</b>	<b>15,216</b>
<b>Qualified Capital Outlays (Assets of over \$100,000 )</b>	-
<b>Total Qualified Capital Outlays Paid From Proceeds of Taxes</b>	-
<b>Qualified Debt Service</b>	
<b>Total Qualified Debt Service Paid From Proceeds of Taxes</b>	-
<b>Total Exclusions</b>	<b>15,216</b>

**RESOLUTION 2016 – 13****A RESOLUTION ESTABLISHING APPROPRIATIONS LIMITS FOR MCKINLEYVILLE  
COMMUNITY SERVICES DISTRICT IN FISCAL YEAR 2016-17 PURSUANT TO ARTICLE  
XIIIB OF THE CALIFORNIA CONSTITUTION.**

**WHEREAS**, PURSUANT TO Article XIIIB of the California Constitution, the McKinleyville Community Services District is required to establish, by resolution, the limit to which funds derived from ad valorem taxes may be appropriated during Fiscal Year 2015-16; and

**WHEREAS**, the District staff has obtained from the California Department of Finance a Population Change Estimate for the area within the McKinleyville Community Services District; and

**WHEREAS**, the results of the Population Change Estimate have been included within the determination of the McKinleyville Community Services District appropriations limit for Fiscal Year 2016-17; and

**WHEREAS**, the McKinleyville Community Services District has determined that such limit should be established at \$1,100,883; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby establish the limit to which funds derived from ad valorem taxes may be appropriated during the Fiscal Year 2016-17 pursuant to the provisions of Article XIIIB of the California Constitution as \$1,100,883

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on the 1<sup>st</sup> day of June, 2016, by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

George Wheeler, Board President

Attest:

---

Becky Schuette, Board Secretary

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.6**                      **Consider approval of the Memorandum of Understanding (MOU) for Central Avenue Right of Way Landscape Maintenance with Humboldt County Department of Public Works (DPW)**

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

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

### **Recommendation:**

Staff recommends that the Board listen to the information provided, discuss, take public comment and authorize the Board President to execute the MOU between MCSD and Humboldt County Department of Public Works for the landscape maintenance within the County right of way along Central Avenue.

### **Discussion:**

During the July 2014 meeting of the MCSD Board of Directors Meeting, staff approached the Board with a proposal for a tree removal policy for the Central Avenue Open Space Maintenance Zone (OSMZ).

During the discussion the Board learned there was no formal agreement between MCSD and Humboldt County, so it was determined by the Board that an MOU should be produced that clearly identified duties and responsibilities.

The difficulty in coming to an agreement revolved around DPW committing Humboldt County Sherriff Department (HCSD) resources, Sheriff's Work Alternative Program (SWAP) crews for shared labor in the Open Space Zone. After many meetings that included DPW, HCSD, MCSD and Supervisor Sundberg, we were finally able to reach an agreement.

At the May 2016 Board meeting, DPW Director Mattson updated the Board on the status of this process and tonight staff presents the MOU for Board approval.

The MOU has been reviewed and approved by MCSD General Counsel.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

\$10,000 of shared cost will be provided by the County of Humboldt, however, the property owners are assessed for the maintenance of their frontage on Central Avenue, above that amount.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Central Avenue Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
McKINLEYVILLE COMMUNITY SERVICES DISTRICT and  
THE COUNTY OF HUMBOLDT DEPARTMENT OF PUBLIC WORKS**

**FOR LANDSCAPE MAINTENANCE WITHIN THE COUNTY RIGHT OF WAY ALONG  
CENTRAL AVENUE IN McKINLEYVILLE, CA**

This Memorandum of Understanding (MOU) is entered into effective July 1, 2016, by and between the McKinleyville Community Services District, herein referred to as (MCSD), the County of Humboldt Department of Public Works herein referred to as (DPW).

The term of this agreement shall commence on the above date and shall terminate on June 30, 2021.

**Purpose and Background:**

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

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

The Central Ave OSMZ extends north along Central Avenue, a County right of way, from the intersection of Central Avenue and Anna Sparks Way to the intersection of Central Avenue and 110 feet north of Bates Avenue. Located within the Central Avenue OSMZ are 77 parcels that front Central Avenue. (See Exhibit A for the site map).

Historically and currently, the maintenance and landscaping of the Central Avenue OSMZ is accomplished through a cooperation of MCSD and DPW.

MCSD and DPW hereby wish to continue this cooperative relationship under the terms and conditions set forth below.

Nothing in this MOU shall alter, amend, or otherwise affect the rights and responsibility of those property owners owning property that fronts Central Avenue within the Central

Avenue OSMZ. Those property owners remain responsible for maintaining the condition of the sidewalk along the linear footage of their respective properties.

**Respective Roles, Duties and Responsibilities of MCSD and DPW:**

**Section A: As to MCSD:**

1. MCSD agrees to initiate and complete proceedings pursuant to the Landscape and Lighting Act of 1972 for the levy of a real property assessment for the maintenance and landscaping of the Central Avenue OSMZ.
2. MCSD agrees to coordinate with the Sheriff's Department for the scheduling of Sheriff's Work Alternative Crews ("SWAP"). Under this agreement with the Sheriff's Department the Sheriff's Department agrees to provide to MCSD a SWAP crew on a monthly basis to assist with maintenance and landscaping as set forth more particularly below.
3. MCSD agrees to coordinate with the DPW for the removal of green waste from the Babler Road site. MCSD shall provide the County with at least 2 weeks' notice of when assistance is required.
4. MCSD agrees to provide landscape maintenance within the Central Avenue OSMZ, including weeding, pruning, planting, mulching, and trail repair on an as needed basis.
5. MCSD agrees to hang and remove Central Avenue banners twice annually.

**Section B: As to the DPW:**

1. The DPW agrees to reimburse MCSD up to \$10,000 annually for costs incurred by MCSD to provide landscape maintenance as set forth in Section A above. This reimbursement includes, but is not limited to, landscape materials for the Central Avenue OSMZ, including without limitation, replacement plantings, shrubbery, and trees as required. Funds may also be used to hire private contract labor if SWAP labor is not available.
2. MCSD shall submit periodic invoices to the DPW for payment and the DPW agrees to promptly tender payment to MCSD. The DPW agrees to increase the \$10,000 maximum reimbursement limit annually based upon the Consumer Price Index prepared by the United States Department of Labor, Bureau of Labor

Statistics using the weighted average of Consumer Price Indexes (All Urban Consumers for the State of California) for the period of April of the prior year to April of the current year.

3. The DPW agrees to provide personnel, equipment and dump trucks to haul green waste away from Babler Road upon request from MCSD twice per year. MCSD shall provide the County with at least 2 weeks' notice of when assistance is required.
4. The DPW agrees to maintain its Central Avenue right of way and control the issuance of encroachment permits authorizing the removal of trees and shrubs.
5. DPW agrees to provide to MCSD a SWAP crew on a monthly basis, as available, to assist with maintenance and landscaping of the Central Avenue Open Space Maintenance Zone.

**Section D: MCSD, DPW Further Agree and Acknowledge that:**

1. This MOU and the rights, duties, and responsibilities set forth herein are contingent and conditioned upon successful completion of proceedings pursuant to the Landscape and Lighting Act of 1972 for the levy of an assessment and the continued approval of the Central Avenue OSMZ by the affected property owners.
2. This MOU shall remain effective unless and until the Central Avenue OSMZ is dissolved. The County and MCSD acknowledge that MCSD will seek reauthorization to continue the Central Avenue OSMZ every five (5) years from the affected property owners.
3. The General Manager of MCSD and the Director of Public Works of the County agree to review the status of this MOU every five (5) years, within one (1) month of the affected property owners' re-authorizing the Central Avenue OSMZ.
4. This MOU may be revised or modified only with the written consent of both parties.



## SIGNATURES

By: \_\_\_\_\_ Date: \_\_\_\_\_

George Wheeler, Board President  
McKinleyville Community Services District

By: \_\_\_\_\_ Date: \_\_\_\_\_

Thomas K. Mattson, Director of Public Works  
Humboldt County





## Central Ave. Landscape Area



Central Ave Landscape Maintenance Area

131 Exhibit A

OSMZ #6

1 inch = 600 feet



# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.7**                      **Land Transfer Agreement with Humboldt County for North Bank Road Park Property APN 507-141-021**

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

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

### **Recommendation:**

Staff recommends that the Board listen to the information provided, discuss, take public comment and authorize the Board President to execute the Transfer Agreement, Attachment 1, with the County of Humboldt for the transfer of APN 507-141-021 for access to the River Property APN 507-141-017.

### **Discussion:**

In April 2012 the MCSD Board of Directors approved Resolution 2012-14, authorizing the Board President to sign a purchase agreement for the purchase of approximately thirty-three acres of property along North Bank Road near Azalea Avenue, APN 507-141-017 the (River Property).

The majority of the property is covered with trees such as alder, cottonwood, and other riparian species. The parcel extends west to the middle of the Mad River, south to a parcel owned by Eureka Ready Mix and east to property owned by the Hunt Family.

Since finalization of the sale, staff worked to gain access to the property through property owned by the County of Humboldt, adjacent to North Bank Road.

Staff is finally able to bring a proposed arrangement back to the Board for consideration and approval. Negotiations for this deal have been in process for two years and we are nearing completion.

Upon approval, the conditions of transfer, will proceed with the following:

1. Board of Supervisors will be recommended to publish notice of intent to transfer property in the Times Standard.
2. After 1 week of being published, (which will be 2 weeks later in the Board meeting dates) the Board of Supervisors will find and recommend that the property is not needed by the County, that they adopt and sign a Resolution for transfer, that they execute the deed and they authorize staff to finalize the transfer with the title company.

3. The MCSD Board will then accept the property through a Resolution of Acceptance for the recordation of the deed.

To conclude, the title company will finalize the transfer.

MCSD General Counsel has reviewed and approved the Transfer Agreement.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

The purchase price of the property is \$0 but transfer fees and title fees are to be determined.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Transfer Agreement between MCSD and County of Humboldt
- Attachment 2 – Map designating parcel APN 507-141-021

TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

LAND TRANSFER FROM COUNTY OF HUMBOLDT TO  
MCKINLEYVILLE COMMUNITY SERVICES DISTRICT

TRANSFER AGREEMENT

This Transfer Agreement, hereinafter referred to as AGREEMENT, dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016, between the COUNTY OF HUMBOLDT, a political subdivision of the State of California, hereinafter referred to as COUNTY, and MCKINLEYVILLE COMMUNITY SERVICES DISTRICT, a special district of the State of California, hereinafter referred to as MCSD;

WITNESSETH:

WHEREAS, COUNTY represents and warrants that it is the owner in fee of a parcel of land situated in the West Half of Section 9 and the East Half of Section 8 in Township 6 North, Range 1 East of the Humboldt Meridian, and is identified as Assessor's Parcel Number 507-141-021. As such, COUNTY has the exclusive right to enter into the AGREEMENT; and

WHEREAS, COUNTY obtained the parcel with the intent that it would be used as fishing access to the Mad River, and has retained the parcel as unimproved park property; and

WHEREAS, MCSD was established and duly organized through COUNTY'S Board of Supervisors Resolution 70-36 for the purpose of supplying the residents of its district with, amongst other things, recreation; and

WHEREAS, MCSD would like to own and maintain the parcel described herein for the purpose of providing recreation, fishing access to the Mad River, and to facilitate parking for park and recreation purpose on the property and adjacent lands owned by MCSD; and

WHEREAS, MCSD has requested COUNTY to sign and deliver to MCSD a quitclaim deed, subject to conditions herein, for said property.

NOW, THEREFORE, it is mutually agreed as follows:

1. COUNTY, as requested, shall execute and deliver to MCSD a quitclaim deed for the conveyance of all rights to the real estate of the parcel, subject to the conditions of transfer herein and as defined by law. Parcel is shown outlined in a red color, on Exhibit A, attached hereto and made a part hereof. Delivery of said quitclaim deed for the parcel made expressly subject to the terms and conditions set forth herein.
2. MCSD shall pay to the order of COUNTY the sum of Zero Dollars (\$0.00) as just compensation for the property rights conveyed in this transaction. COUNTY and MCSD

TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

understand that valuation of the property is not necessary unless MCSD fails to uphold the conditions of the transfer of the property.

3. MCSD agrees that it will use the property solely for the express purpose as a park, pursuant to Government Code Section 25581.
4. MCSD agrees that, should it use the parcel for any non-park purposes, MCSD shall pay COUNTY for the value of the land, valued by fair market comparison at the time of the repurposing, or transfer to COUNTY its own sufficient, equivalent and unsullied land for COUNTY to enable the replacement of park land for the general public's right to use, pursuant to Public Resources Code Section 5401.
5. MCSD agrees to pay all title report, escrow fees and deed issuance fees associated with the transfer of the property.
6. COUNTY agrees to pay all recording fees in conjunction with this transaction.
7. MCSD shall defend, indemnify, and hold harmless COUNTY from all loss, damage, expense, and liability resulting from injury to or death of any person or damage to or destruction of any property actually resulting from any grossly negligent act, error, or omission by MCSD, its employees, agents, and contractors in the performance of this AGREEMENT.
8. The term of this AGREEMENT, shall commence upon execution of this AGREEMENT by both parties and shall terminate upon completion of said project.
9. No obligation other than those set forth herein will be recognized.

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TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

IN WITNESS WHEREOF, this AGREEMENT has been executed in duplicate.

**COUNTY:**

**MCKINLEYVILLE COMMUNITY  
SERVICES DISTRICT:**

By: \_\_\_\_\_

CHAIRPERSON  
BOARD OF SUPERVISORS  
COUNTY OF HUMBOLDT

By: \_\_\_\_\_

PRESIDENT  
BOARD OF DIRECTORS  
MCKINLEYVILLE COMMUNITY  
SERVICES DISTRICT

ATTEST:  
(SEAL)

ATTEST:  
(SEAL)

By: \_\_\_\_\_

CLERK  
BOARD OF SUPERVISORS  
COUNTY OF HUMBOLDT

By: \_\_\_\_\_

CLERK  
BOARD OF DIRECTORS  
MCKINLEYVILLE COMMUNITY  
SERVICES DISTRICT

TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

EXHIBIT A

SHEET 1: REGIONAL LOCATION





TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

EXHIBIT A

SHEET 2

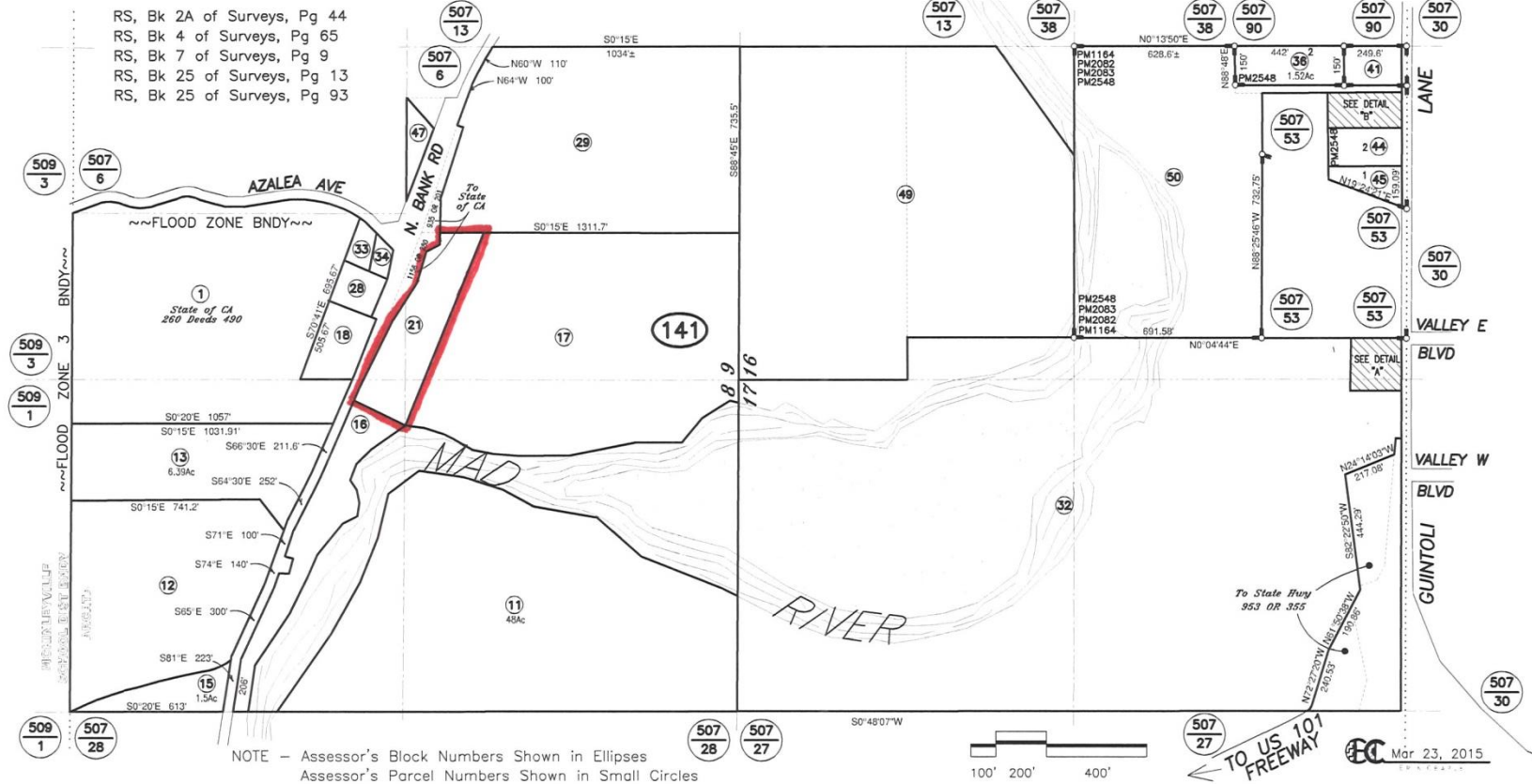
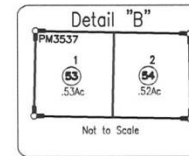
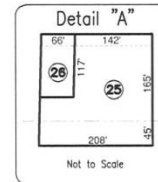
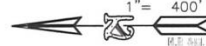
Assessor's Map Bk. 507, Pg. 14  
County of Humboldt, CA.

PTN SECS 8,9,16 & 17, T6N R1E  
H B & M

507-14

**ASSESSOR'S PARCEL MAP**  
1. THIS MAP WAS PREPARED FOR  
ASSESSMENT PURPOSES ONLY.  
2. NO LIABILITY IS ASSUMED FOR  
THE ACCURACY OF THE DATA SHOWN.  
3. ASSESSOR'S PARCELS MAY NOT  
COMPLY WITH LOCAL LOT-SPLIT  
OR BUILDING SITE ORDINANCES.

PM1164, Bk 10 of Parcel Maps, Pgs 70-71  
PM2082, Bk 18 of Parcel Maps, Pgs 74-75  
PM2083, Bk 18 of Parcel Maps, Pgs 76-77  
PM2548, Bk 22 of Parcel Maps, Pgs 145-147  
PM3537, Bk 35 of Parcel Maps, Pgs 3-5



TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

ESCROW INSTRUCTIONS

Prepared on: \_\_\_\_\_ day of \_\_\_\_\_, 2016

1. OFFER

A. THIS IS AN OFFER FROM McKinleyville Community Services District, a special district of the State of California ("Buyer"), made to the County of Humboldt, a political subdivision of the State of California ("Seller").

B. THE REAL PROPERTY to be acquired is situated in an unincorporated area of Humboldt County, California, 95519, Assessor's Parcel Number 507-141-021 ("Property").

C. THE PURCHASE PRICE is Zero Dollars and Zero Cents (\$0.00)

D. CLOSE OF ESCROW shall occur upon \_\_\_\_ day of \_\_\_\_\_, 2016.

E. Buyer and Seller are referred to herein as the "Parties."

2. FINANCE TERMS: Buyer represents that any funds associated with the transfer of Property will be good when deposited with Escrow Holder.

A. INITIAL DEPOSIT: Monetary deposit shall be waived for transfer of Property. In lieu of any deposit, Buyer shall provide Seller with a copy of Property's current Title Report which Buyer has obtained using its own funds.

B. TOTAL PURCHASE PRICE: \$0.00

C. VERIFICATION OF DEPOSIT AND CLOSING COSTS: Buyer shall deliver to Seller its copy of Property's Title Report and written verification of Buyer's closing costs. ( ☐ Verification attached.)

D. APPRAISAL CONTINGENCY: This Agreement is NOT contingent upon a written appraisal of the Property by a licensed or certified appraiser, unless Buyer repurposes the Property as defined in Section 3B of these Instructions.

3. TRANSFER OF PROPERTY:

A. This Agreement is contingent upon the Buyer's continued use of the Property for park and recreation use, including establishing vehicle parking for residents

TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

ESCROW INSTRUCTIONS

participating in recreation at Property or Buyer's adjacent property, pursuant to Government Code Section 25581.

B. At any time following the transfer of Property to Buyer, any repurposing of the Property for any non-park purpose shall cause the Buyer to pay Seller for the value of the Property as determined by fair market valuation methods at the time of repurposing, or Buyer shall transfer to Seller its own sufficient, equivalent and unsullied land for Seller to enable the replacement of park land for the general public's right to use, pursuant to Public Resources Code Section 5401.

4. ALLOCATION OF COSTS:

A. ESCROW AND TITLE:

1. Buyer shall pay escrow fee.
2. Buyer shall pay for Seller's title insurance policy. Seller's title policy to be issued by Fidelity National Title.

B. ENVIRONMENTAL HAZARD INSPECTIONS: Buyer may perform an Environmental Hazard Inspection of the property. Buyer shall pay for costs associated with Inspection, including any soils testing, chemical laboratory testing and/or analysis pertaining to potential hazards found during Inspection of Property. Buyer shall deliver Inspection Report, upon its completion, to Seller.

5. CLOSING AND POSSESSION:

A. Buyer intends to occupy the Property as a park and recreation site open to the general public for the purpose of recreation.

B. Seller's Vacant Property: Possession shall be delivered to Buyer upon index ordered recordation of County of Humboldt Board of Supervisors' Resolution to convey property to McKinleyville Community Services District; Quitclaim Deed granted from County of Humboldt to McKinleyville Community Services District; and McKinleyville Community Services District Board of Directors' Resolution of Acceptance of property conveyed from County of Humboldt.

6. DISCLOSURES

A. Seller shall deliver to Buyer a fully completed Natural Hazard Disclosure Statement and Real Estate Transfer Disclosure Statement.

B. NOTICE REGARDING GAS AND HAZARDOUS LIQUID TRANSMISSION PIPELINES: This notice is being provided simply to inform you that information about the general location of gas and hazardous liquid transmission pipelines is available to the public via the National Pipeline Mapping System (NPMS) Internet Web site maintained by the United States Department of Transportation at <http://www.npms.phmsa.dot.gov/>. To seek further information about possible

TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

ESCROW INSTRUCTIONS

transmission pipelines near the Property, you may contact your local gas utility or other pipeline operators in the area. Contact information for pipeline operators is searchable by ZIP Code and county on the NPMS Internet Website.

7. CONDITION OF PROPERTY: Unless otherwise agreed in writing: (i) the Property is a) sold "AS-IS" in its PRESENT physical condition as of the date of Acceptance and b) subject to Buyer's Investigation rights. Buyer is advised to conduct investigations of the entire Property in order to determine its present condition. Seller may not be aware of all defects affecting the Property. Seller has not made improvements to the Property; any improvements that may exist on the Property have been made without Seller's permission or acknowledgement and may not have permits issued.

8. BUYER'S INVESTIGATION OF PROPERTY:

A. Buyer shall have the right at its own expense to conduct inspections, investigations, tests, surveys and other studies ("Investigations"), as Buyer deems necessary. Buyer shall provide Seller with complete copies of any Investigation reports produced from said Investigations.

B. Seller shall not restrict Buyer from entering Property to perform Investigations.

9. TITLE AND VESTING:

A. Title is taken in its present condition subject to all encumbrances, easements, covenants, conditions, restrictions, rights and other matters, whether of record or not, as of the date of Recordation of documents as listed in Section 5 of these Instructions.

B. At close of escrow, Buyer shall receive a Quitclaim deed, attached hereto, conveying title and any oil, mineral and water rights if currently owned by Seller. Title shall vest as designated in Buyer's supplemental escrow instructions.

C. Buyer may obtain, at its own cost, CLTA Owner's Policy of Title Insurance, as applicable to Property and Buyer.

10. CLOSE OF ESCROW:

A. The CLOSE OF ESCROW for this Agreement shall occur upon accomplishment, in the Escrow, of all of the following in the order stated:

1. Execution and deposit in Escrow of this Agreement, Quitclaim Deed and accompanying authorizations by the Parties.

2. Fulfillment of all other conditions precedent to closing and passage of title contained within this Agreement and compliance with any additional escrow instructions duly submitted by the Parties.

3. Ordered recordation of the documents, in the following order:

a) Complete Preliminary Change of Ownership Report .

b) Fully executed Quitclaim deed conveying Property to Buyer.

TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

ESCROW INSTRUCTIONS

- c) Fully executed McKinleyville Community Services District Certificate of Acceptance.

B. If the CLOSE OF ESCROW has not occurred by December 31, 2016 then Escrow may be terminated at the discretion of either Party upon thirty (30) days written notice to the other Party, and the provisions of this Agreement shall be null and void. Alternatively, the Parties may agree to extend the CLOSE OF ESCROW to a subsequent date but no later than June 30, 2017.

11. JOINT INSTRUCTIONS TO ESCROW HOLDER: This Agreement constitutes the joint escrow instructions of Buyer and Seller to Escrow Holder, which Escrow Holder is to use along with any related addenda and additional mutual instructions to close escrow. Buyer and Seller will execute additional instructions, documents and forms provided by Escrow Holder that are reasonably necessary to close the escrow.

12. ASSIGNMENT: Parties shall not assign any part of or the entire interest subject of this Agreement.

13. ADDENDA

- A. Verification of Buyer's closing costs
- B. Natural Hazard Disclosure Statement
- C. Real Estate Transfer Disclosure Statement
- D. Quitclaim Deed

14. ACCEPTANCE OF OFFER: Seller's representative warrants that Seller is the owner of the Property and has authority to execute this Agreement. Seller agrees to sell the Property on the above terms and conditions, and agrees to the above confirmation of relationships. Seller has read and acknowledges receipt of a Copy of this Agreement.

SELLER \_\_\_\_\_ DATE \_\_\_\_\_  
THOMAS K. MATTSON  
DIRECTOR, PUBLIC WORKS  
COUNTY OF HUMBOLDT

ESCROW HOLDER ACKNOWLEDGMENT:

TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

ESCROW INSTRUCTIONS

Escrow Holder acknowledges receipt of a Copy of this Agreement, Buyer's deposit or authorized purchase order, and agrees to act as Escrow Holder subject to this Agreement and any supplemental instructions.

Escrow Holder: \_\_\_\_\_ Escrow #: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

License #: \_\_\_\_\_ License Issued By: \_\_\_\_\_

TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

VERIFICATION OF BUYERS CLOSING COSTS

TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

NATURAL HAZARD DISCLOSURE STATEMENT

This statement applies to the following property: APN 507-141-021.

The transferor and his or her agent(s) or a third-party consultant disclose the following information with the knowledge that even though this is not a warranty, prospective transferees may rely on this information in deciding whether and on what terms to purchase the subject property. Transferor hereby authorizes any agent(s) representing any principal(s) in this action to provide a copy of this statement to any person or entity in connection with any actual or anticipated sale of the property. The following are representations made by the transferor and his or her agent(s) based on their knowledge and maps drawn by the state and federal governments. This information is a disclosure and is not intended to be part of any contract between the transferee and transferor.

THIS REAL PROPERTY LIES WITHIN THE FOLLOWING HAZARDOUS AREA(S): A SPECIAL FLOOD HAZARD AREA (Any type Zone "A" or "V") designated by the Federal Emergency Management Agency. Yes ☒ No ☐ Do not know and information not available from local jurisdiction \_\_\_\_\_

AN AREA OF POTENTIAL FLOODING shown on a dam failure inundation map pursuant to Section 8589.5 of the Government Code. Yes ☒ No ☐ Do not know and information not available from local jurisdiction \_\_\_\_\_

A VERY HIGH FIRE HAZARD SEVERITY ZONE pursuant to Section 51178 or 51179 of the Government Code. The owner of this property is subject to the maintenance requirements of Section 51182 of the Government Code. Yes ☐ No ☒

A WILDLAND AREA THAT MAY CONTAIN SUBSTANTIAL FOREST FIRE RISKS AND HAZARDS pursuant to Section 4125 of the Public Resources Code. The owner of this property is subject to the maintenance requirements of Section 4291 of the Public Resources Code. Additionally, it is not the state's responsibility to provide fire protection services to any building or structure located within the wildlands unless the Department of Forestry and Fire Protection has entered into a cooperative agreement with a local agency for those purposes pursuant to Section 4142 of the Public Resources Code. Yes ☐ No ☒

AN EARTHQUAKE FAULT ZONE pursuant to Section 2622 of the Public Resources Code. Yes ☒ No ☐



TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

NATURAL HAZARD DISCLOSURE STATEMENT

A SEISMIC HAZARD ZONE pursuant to Section 2696 of the Public Resources Code.

Yes (Landslide Zone) \_\_\_\_\_ No   x   Map not yet released by state \_\_\_\_\_

Yes (Liquefaction Zone)   x   No \_\_\_\_\_ Map not yet released by state \_\_\_\_\_

THESE HAZARDS MAY LIMIT YOUR ABILITY TO DEVELOP THE REAL PROPERTY, TO OBTAIN INSURANCE, OR TO RECEIVE ASSISTANCE AFTER A DISASTER. THE MAPS ON WHICH THESE DISCLOSURES ARE BASED ESTIMATE WHERE NATURAL HAZARDS EXIST. THEY ARE NOT DEFINITIVE INDICATORS OF WHETHER OR NOT A PROPERTY WILL BE AFFECTED BY A NATURAL DISASTER.

Transferee(s) AND Transferor(s) MAY WISH TO OBTAIN PROFESSIONAL ADVICE REGARDING THOSE HAZARDS AND OTHER HAZARDS THAT MAY AFFECT THE PROPERTY.

TRANSFEROR:

\_\_\_\_\_  
THOMAS K. MATTSON  
DIRECTOR, PUBLIC WORKS  
COUNTY OF HUMBOLDT

\_\_\_\_\_  
DATE

Check only one of the following:

  X   Transferor(s) and their agent(s) represent that the information herein is true and correct to the best of their knowledge as of the date signed by the transferor(s) and agent(s).

\_\_\_\_ Transferor(s) and their agent(s) acknowledge that they have exercised good faith in the selection of a third-party report provider as required in Civil Code Section 1103.7, and that the representations made in this Natural Hazard Disclosure Statement are based upon information provided by the independent third-party disclosure provider as a substituted disclosure pursuant to Civil Code Section 1103.4.

\_\_\_\_ Neither transferor(s) nor their agent(s) (1) has independently verified the information contained in this statement and report or (2) is personally aware of any errors or inaccuracies in the information contained on the statement. This statement was prepared by the provider below:

Third-Party Disclosure Provider(s) \_\_\_\_\_ Date: \_\_\_\_\_

TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

NATURAL HAZARD DISCLOSURE STATEMENT

Transferee represents that he or she has read and understands this document. Pursuant to Civil Code Section 1103.8, the representations made in this Natural Hazard Disclosure Statement do not constitute all of the transferor's or agent's disclosure obligations in this transaction.

TRANSFEE:

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GEORGE WHEELER  
PRESIDENT, BOARD OF DIRECTORS  
MCKINLEYVILLE COMMUNITY  
SERVICES DISTRICT

---

DATE

TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

REAL ESTATE TRANSFER DISCLOSURE STATEMENT

(California Civil Code § 1102, et seq.)

This disclosure statement concerns the real property situated in the unincorporated portion of the County of Humboldt, state of California, described as APN 507-141-021.

This statement is a disclosure of the condition of the above-described property in compliance with Section 1102 of the Civil Code as of the \_\_\_\_ day of \_\_\_\_\_, 2016. It is not a warranty of any kind by the seller(s) or any agent(s) representing any principal(s) in this transaction, and it is not a substitute for any inspections or warranties the principal(s) may wish to obtain.

**I. Coordination with Other Disclosure Forms**

This Real Estate Transfer Disclosure Statement is made pursuant to Section 1102 of the Civil Code. Other statutes require disclosures, depending upon the details of the particular real estate transaction (for example: special study zone and purchase-money liens on residential property).

**Substituted Disclosures:** The following disclosures and other disclosures required by law, including the Natural Hazard Disclosure Report/Statement that may include airport annoyances, earthquake, fire, flood, or special assessment information, have or will be made in connection with this real estate transfer, and are intended to satisfy the disclosure obligations on this form, where the subject matter is the same: Inspection reports completed pursuant to the contract of sale or receipt for deposit.

Additional inspection reports or disclosures:

(List all substituted disclosure forms to be used in connection with this transaction.)

**II. Seller's Information**

The Seller discloses the following information with the knowledge that even though this is not a warranty, prospective Buyers may rely on this information in deciding whether and on what terms to purchase the subject property. Seller hereby authorizes any agent(s) representing any principal(s) in this transaction to provide a copy of this statement to any person or entity in connection with any actual or anticipated sale of the property.

THE FOLLOWING ARE REPRESENTATIONS MADE BY THE SELLER(S) AND ARE NOT THE REPRESENTATIONS OF THE AGENT(S), IF ANY. THIS INFORMATION IS A DISCLOSURE AND IT IS NOT INTENDED TO BE PART OF ANY CONTRACT BETWEEN THE BUYER AND SELLER.

- A. Seller is not occupying the property.
- B. The subject property has no improvements.
- C. Are you (Seller) aware of any of the following:

TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

REAL ESTATE TRANSFER DISCLOSURE STATEMENT

1.	Substances, materials, or products that may be an environmental hazard such as, but not limited to, asbestos, formaldehyde, radon gas, lead-based paint, mold, fuel or chemical storage tanks, and contaminated soil or water on the subject property.	Yes	No X
2.	Features of the property shared in common with adjoining landowners, such as walls, fences, and driveways, whose use or responsibility for maintenance may have an effect on the subject property.	Yes	No X
3.	Any encroachments, easements, or similar matters that may affect your interest in the subject property.	Yes X	No
4.	Room additions, structural modifications, or other alterations or repairs made without necessary permits.	Yes	No X
5.	Room additions, structural modifications, or other alterations or repairs not in compliance with building codes.	Yes	No X
6.	Fill (compacted or otherwise) on the property or any portion thereof.	Yes	No X
7.	Any settling from any cause, or slippage, sliding, or other soil problems.	Yes	No X
8.	Flooding, drainage, or grading problems.	Yes	No X
9.	Major damage to the property or any other structures from fire, earthquake, floods, or landslides	Yes	No X
10.	Any zoning violations, nonconforming uses, or violations of "setback" requirements	Yes	No X
11.	Neighborhood noise problems or other nuisances.	Yes	No X
12.	CC&Rs or other deed restrictions or obligations	Yes X	No
13.	Homeowners' association that has any authority over the subject property.	Yes	No X
14.	Any "common area" (facilities such as pools, tennis courts, walkways, or other areas co-owned in undivided interest with others).	Yes	No X
15.	Any notices of abatement or citations against the property.	Yes	No X
16.	Any lawsuits by or against the Seller threatening to or affecting this real property, including any lawsuits alleging a defect or deficiency in this real property or "common areas" (facilities such as pools, tennis courts, walkways, or other areas co-owned in undivided interest with others).	Yes	No X

*If the answer to any of these is yes, explain:*

(3.) State right of way easement; (12.) Land use restrictions pursuant to Government Code Section 25581 and Public Resources Code Section 5401.

TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS  
APN 507-141-021

REAL ESTATE TRANSFER DISCLOSURE STATEMENT

Seller certifies that the information herein is true and correct to the best of the Seller's knowledge as of the date signed by the Seller.

SELLER:

\_\_\_\_\_  
THOMAS K. MATTSON  
DIRECTOR, PUBLIC WORKS  
COUNTY OF HUMBOLDT

\_\_\_\_\_  
DATE

Buyer(s) and Seller(s) may wish to obtain professional advice and/or inspections of the property and to provide for appropriate provisions in a contract between buyer(s) and seller(s) with respect to any advice/inspection/defects. I/We Acknowledge Receipt of a Copy of this Statement.

SELLER:

\_\_\_\_\_  
THOMAS K. MATTSON  
DIRECTOR, PUBLIC WORKS  
COUNTY OF HUMBOLDT

\_\_\_\_\_  
DATE

BUYER:

\_\_\_\_\_  
GEORGE WHEELER  
BOARD PRESIDENT  
MCKINLEYVILLE COMMUNITY  
SERVICES DISTRICT

\_\_\_\_\_  
DATE

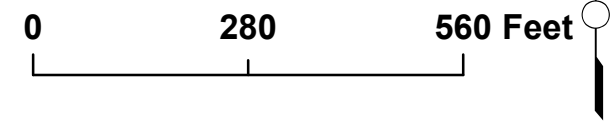




# MCSD and County of Humboldt Property Transfer APN 507-141-021

This map was created with  
McKinleyville Community Services District  
GIS data 2014

1 inch = 250 feet





# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **INFORMATIONAL**

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**ITEM: E.8**                      **Presentation by Mitch Weiss, Deputy Director, California Transportation Commission regarding the California Road Charge Pilot Program**

**PRESENTED BY:**              **President Wheeler/Mitch Weiss, Deputy Director California Transportation Commission**

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

### **Recommendation:**

Staff recommends that the Board listen to the information provided, air questions and take public comment on the presentation from Mitch Weiss, Deputy Director of the California Transportation Commission, regarding the California Road Charge Pilot Program.

### **Discussion:**

As Californians, our transportation system is facing a serious problem. Historically, annual investment in roadway maintenance and preservation hasn't kept pace with needs. Making the problem worse, the money collected to pay for roadway maintenance and repair has declined each year since 2007. Having less money to repair our roadways means that our transportation system will continue to get worse each year without funds to maintain them.

Mitch Weiss, Deputy Director of the California Transportation Commission is present tonight to speak on a program that is a study of road charging as a potential replacement to the gas tax. Road charging is a system where drivers would pay for road maintenance and repairs based on the number of miles they drive rather than how much gas they consume.

The state is now recruiting volunteers for the California Road Charge Pilot Program, with a goal of having 5,000 volunteers that reflect the geographic, socio-economic, and ethnic diversity of California. One of the areas of focus is the participation of rural drivers.

### **Alternatives:**

Take Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – California Road Charge Brochure



# California Road Charge

HELP FIX CALIFORNIA'S ROADWAYS, ONE MILE AT A TIME.

CaliforniaRoadChargePilot.com

January 2016

## OUR ROADWAYS ARE DETERIORATING

As Californians, our transportation system is facing a serious problem. Historically, annual investment in roadway maintenance and preservation hasn't kept pace with needs.

Making the problem worse, the money collected to pay for roadway maintenance and repair has declined each year since 2007. Having less money to repair our roadways means that our transportation system will continue to get worse each year without funds to maintain them.

## WHY IS THIS HAPPENING?

**Aging Roadways** - The majority of our major roadways are more than 40 years old and have reached or exceeded their design life. The older our aging roadway system gets, the more repairs it needs.

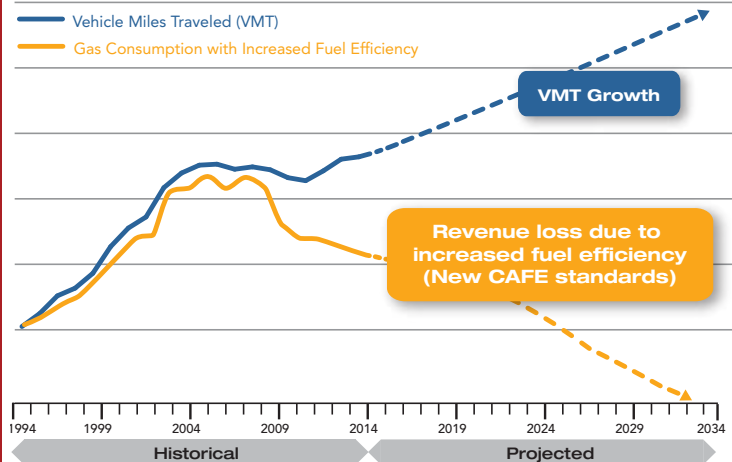
**Shrinking Funding** - The base excise gas tax (currently a fixed 18 cents per gallon of gas sold) is the primary source of funding used to pay for road repairs. The base excise gas tax has not been raised in more than 20 years. Inflation has decreased the buying power of the gas tax by approximately 50 percent. In other words, 18 cents in 1994 is worth about 9 cents today.

**Increased Costs** - Despite major efforts to reduce costs and increase efficiencies, the cost of maintaining and replacing our roadways continues to rise significantly.

**More Fuel-Efficient Vehicles** - High fuel-efficiency cars, like hybrids and electric vehicles, are currently paying little or no base excise gas tax. They are contributing only a fraction to the overall cost of road repairs.

Today, nine out of the top 15 hybrid markets in the U.S. are located in California. As a result, less gas is sold, which means less money is available to pay for road repairs and maintenance.

## California Revenue Loss Due to Increases in Fuel Economy



The chart above shows that roadway use will continue to increase, and that our current funding mechanism is declining significantly. We must correct the falling funding trend as soon as possible. The shortfall between actual roadway needs and funding availability is already in the billions of dollars annually.

## HOW SERIOUS IS THE PROBLEM?

A 2012 RAND Corporation publication states, "Transportation funding shortfalls will grow even more acute in the coming years as improved vehicle fuel economy and the adoption of alternative-fuel vehicles will reduce federal and state fuel tax revenues by billions of dollars per year." Because these trends will continue, now is the best time to begin studying alternative funding mechanisms before it is too late.

According to the 2015 Ten-Year State Highway Operation and Protection Program Plan, Caltrans will need approximately \$80 billion over the next ten years to address current and future needs of the state highway system—a projected funding shortfall of nearly \$57 billion in available revenue.





## WHAT IS THE GOAL OF AN IDEAL FUNDING SOURCE

An ideal funding source for roadway maintenance would be equitable (fair to everyone), sustainable (reliable and stable over time), and support future innovation. California's reliance on the gas tax is clearly unsustainable.

## WHAT ARE SOME FUNDING OPTIONS?

**1 Increase the Gas Tax:** Increasing the state gas tax is simple, and the option is certainly available.

**Could it be done?** Yes, it could be done in the short term, but attempts to raise the gas tax have been unsuccessful for more than 20 years.

**Could it raise enough money?** Yes, a significant increase could generate the needed short-term funding, but as more fuel-efficient and electric vehicles use the roads, this option would not raise the necessary funding without frequent increases. Due to the widening differences in contributions by vehicles of varying fuel economies, this option would also place more burden of funding our road maintenance and repair on those driving less fuel-efficient cars.

**2 Increase the Vehicle License Fee (VLF) or the Vehicle Registration Fee (VRF):** By law, the VLF and VRF are dedicated to specific activities. The VLF pays for local government services. The VRF pays for motorist services such as the CHP and the DMV. Currently, no VLF or VRF funds are available for maintenance or preservation of our roadways.

**Could it be done?** Yes, but it would likely be very publicly and politically unpopular. California voters have repeatedly turned this option down at the polls. Also, a VLF or VRF increase doesn't account for actual road usage. A motorist who drives 2,000 miles per year pays the same amount as someone who drives 20,000 miles per year.

**Could it raise enough money?** Yes, but the increase would need to be set quite high (perhaps double its current fee level), and new legislation would need to be created to redirect a portion of the funding to road repairs and maintenance.

**3 Tolling:** Tolls are user fees charged to drivers who choose to drive in special express lanes or on dedicated toll roads.

**Could it be done?** Not on a broad scale. Federal law restricts tolling on existing roads and would certainly be unpopular. Land for new toll facilities is scarce. California has several dedicated toll roads and tolled express lanes in metropolitan areas. Senate Bill (SB) 194 signed into law in October 2015 expands the potential for toll facilities in California, however tolling is predominately viewed as a method for increasing efficiency of the system and not as a revenue generating option. The revenues generated by these facilities support maintenance, operations and in some cases, debt payments of those facilities.

**Could it raise enough money?** No. Tolls can help build, finance and maintain new and existing toll roads, but they won't generate enough money to pay for the rest of the transportation system.

**4 Road Charge (RC):** A Road Charge is a "user pays" funding concept where drivers pay for maintenance and upkeep of the State roadway network based on how much they drive. This is much like water, electricity and other utilities. The more you use, the more you pay. In the case of RC, drivers pay for their roadway usage based on distance they drive on public roads. This method appears to be equitable as it charges based on road usage, regardless of the type and fuel efficiency of the vehicle driven.

**Could it be done?** Yes. After 12 years of study and two pilot programs, the state of Oregon passed legislation in 2013 to begin transitioning from the gas tax to a RC model. Although a California RC model would likely have some differences from what Oregon has done, it is feasible.

**Could it raise enough money?** Yes, provided the rates are set adequately and that there is an automatic indexing mechanism to adjust the rates as needed to keep pace with inflation and increasing road repairs and maintenance costs.

WHAT'S HAPPENING AT THE FEDERAL LEVEL?

In December, Congress passed and the President signed into law the Fixing America's Surface Transportation (FAST) Act. It is the first long-term authorization since 2005's SAFETEA-LU, which expired in 2009.

In the FAST Act, Congress recognized the need to explore a user fee model (road charge) as an option to maintain the long-term solvency of the Federal Highway Trust Fund. The enactment of the FAST Act created a five-year, \$95 million grant program which is eligible to a state or group of states to test the design, acceptance, and implementation of a future road charge alternative revenue mechanism.

WHAT ARE OTHER STATES DOING?

California is not alone. At least 22 other states are struggling with shortfalls in their transportation funding, which is due primarily to an over-reliance on the gas tax.

Other states that have studied an RC model, such as Oregon, Washington and Nevada are finding that RC has the potential to deliver reliable, long-term funding that is also fair.

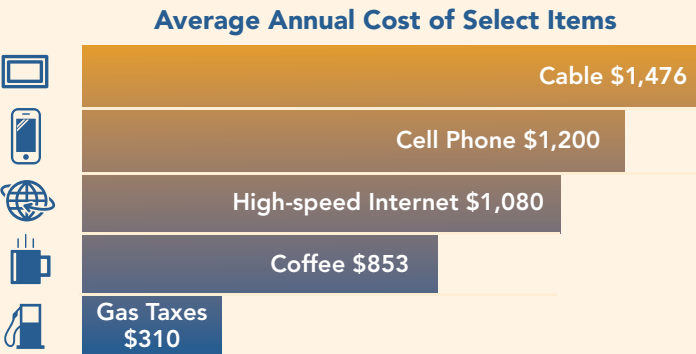
IS CALIFORNIA GOING TO IMPLEMENT RC?

At this point, no decisions have been made, other than to conduct a Demonstration Program to study the feasibility of RC as a potential source of equitable and sustainable funding for maintaining and preserving our roadway system.

On September 29, 2014, Governor Brown signed SB 1077 into law. Under the requirements of SB 1077, the California Transportation Commission (CTC) formed a RC Technical Advisory Committee (TAC). The TAC reviewed alternatives and developed recommendations on the design and evaluation criteria for a RC Demonstration Program, presenting them to the Secretary of the State Transportation Agency (CalSTA) in December 2015. Based on the recommendations of the TAC, by July 1, 2016, CalSTA will implement a Demonstration Program to identify and evaluate issues related to the potential implementation of a RC program in California. CalSTA will report on the results of the Demonstration Program to the CTC and Legislature prior to June 30, 2017.

HOW MUCH DOES THE AVERAGE DRIVER PAY FOR ROADS ANNUALLY?

The average California driver pays \$310 per year in gas taxes (which includes federal, state and local gas and sales taxes). The total gas tax is about 60 cents per gallon. Only the base excise gas tax (18 cents per gallon) goes to road repairs and maintenance. The remaining 42 cents per gallon is split among major roadway expansion and rehabilitation, local needs and mass-transit projects.



The amount the average California driver pays to support maintenance and repair of our roadways is significantly less than what they spend for other necessities.

TAC PILOT RECOMMENDATIONS:

- 5,000 participants statewide – include a broad cross-section of individuals, households, businesses, and at least one government agency.
- Diversity in vehicle types – vehicles reflective of the fleet currently using California's road network.
- Commercial and State account managers – offer drivers a choice in account managers.
- Multiple mileage reporting methods – offer drivers a choice in either manual or automated mileage recording methods including one which does not require any mileage reporting.
- Protect privacy – pilot should feature specific governance, accountability, and legal protection approaches for protecting privacy.
- Ensure data security – the pilot will test ten data security features.



## Road Charge Activity Timeline

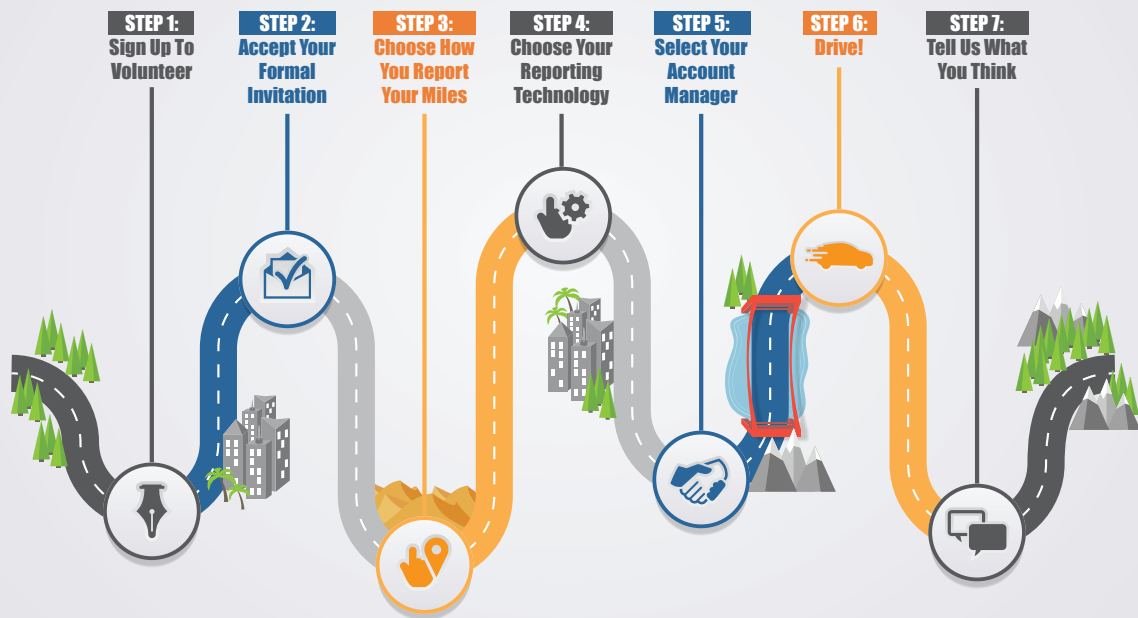
Pilot Development  
January 2016

Live Pilot  
July 2016

Final Report  
to Legislature  
June 2017

Recommendations  
to Legislature  
December 2017

## A STEP BY STEP PROCESS FOR VOLUNTEERS



## KEY QUESTIONS ABOUT RC

### How does the California RC pilot work?

The California RC pilot is a field trial of road charging concepts. Volunteers throughout California will test various road charging methods to identify and evaluate issues related to the potential implementation of a RC program and to assess the potential for mileage-based revenue collection for California's roads and highways as an alternative to the gas tax system. At a minimum, the pilot will:

1. Analyze alternative means of collecting road usage data, including manual alternatives that do not rely on electronic vehicle location data.
2. Collect a minimum amount of personal information including location tracking information, necessary to implement the road charge program.
3. Ensure that processes for collecting, managing, storing, transmitting, and destroying data are in place to protect the integrity of the data and safeguard the privacy of drivers.

### Will the pilot cost volunteers money?

No, there will be no out of pocket costs required for pilot participants. In fact, the pilot will not actually collect fees from participants, but will give participants the choice of submitting a simulated payment via mail or a secure website for testing purposes.

### Does RC require a location-based device in every car?

No, a location-based device is not required for RC. California is studying a number of ways to measure distance travelled without location-based technology, ranging from flat annual fees to manual odometer reading to automated reporting of distance only (without vehicle location information).

### What about privacy?

SB 1077 specifically requires that privacy implications are taken into account, especially with regard to location data. Privacy issues were addressed through the TAC process and privacy protections will be incorporated in the pilot.

### How will the RC be tested during the pilot?

The pilot will give participants several options for reporting mileage, including several which do not require technology in the vehicle and one which does not require any mileage reporting. These options include:

- Time permit: Similar to a vehicle registration fee, the participant purchases unlimited road use for a specific period of time.
- Mileage permit: The participant pre-pays to drive a certain number of miles.
- Odometer charge: The participant pays a fee per mile based on periodic odometer readings.
- Automated mileage reporting: In-vehicle equipment reports mileage traveled to a third party account manager which invoices the participant. The equipment also provides an option of allowing for reporting of general location data so the participant is credited for travel out-of-state or on private roads. Technology options recommended by the TAC for this option include in-vehicle telematics, smartphone apps, and plug-in devices for the vehicle's OBD-II data port

### How can I volunteer for the pilot program?

Signing up for pilot is easy. Our website will step you through the volunteer sign-up process at [www.CaliforniaRoadChargePilot.com](http://www.CaliforniaRoadChargePilot.com).





# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **ACTION**

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**ITEM: E.9**                      **Consider Adoption of Resolution 2016-12 amending the Rules and Regulations Rule 45.03.b Facility Use Fees and 45.03.c Event Service Fees**

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

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

### **Recommendation:**

Staff recommends that the Board listen to the presentation, take public comment, discuss, and consider adoption of Resolution 2016-12 amending the Rules and Regulations Rule 45.03.b Facility Use Fees and 45.03.c Event Service Fees.

### **Discussion:**

In 2015 the MCSD Board approved facility fee increases of 30%-35% given that facility fees had not been adequately adjusted on an annual basis and that increases had not been made since 2012.

Considering the annual rise of costs, staff recommends applying small increases annually in order to keep up with the costs of maintenance and operations of the facilities rather than applying larger periodic increases. The addition of the McKinleyville Teen & Community Center to the District's facility inventory also warrants an update to Rule 45.03.b to include the new facility.

Staff researched similar facilities locally, analyzed maintenance and operation costs of existing facilities, and discussed the proposed fees with the Recreation Advisory Committee at both the April and May RAC meetings. The Recreation Advisory Committee recommends the increase as proposed below which represents an approximate 5% increase of existing fees.

The changes to the Rules and Regulations Rule 45.03.b Facility Use Fees and 45.03.c Event Service Fees are reflected in track changes below and appear with the revisions in **Attachment 1**, Resolution 2016-12:

**Rule 45.03.b. FACILITY USE FEES** - the District shall charge the following rates for use of a District-owned facility for each use specified below:

#### **ACTIVITY CENTER**

Non-Profit Groups/Vendors	<del>\$33.00</del> <u>\$35.00</u> /hour
Private Citizen/Business	<del>\$48.00</del> <u>\$50.00</u> /hour

AZALEA HALL-ENTIRE FACILITY

Non-Profit Groups/Vendors	<del>\$58.00</del> <u>61.00</u> /hour
Private Citizen/Business	<del>\$77.00</del> <u>81.00</u> /hour

AZALEA HALL-HEWITT ROOM

Non-Profit Groups/Vendors	<del>\$45.00</del> <u>47.00</u> /hour
Private Citizen/Business	<del>\$55.00</del> <u>58.00</u> /hour
All Day Rate	<del>\$486.00</del> <u>510.00</u>
Half Day Rate	<del>\$288.00</del> <u>302.50</u>

AZALEA HALL-MEETING ROOM

Non-Profit Groups/Vendors	<del>\$16.00</del> <u>17.00</u> /hour
Private Citizen/Business	<del>\$22.00</del> <u>23.00</u> /hour

AZALEA HALL-KITCHEN

All Users	<u>\$17.00/hour</u>
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LIBRARY CONFERENCE ROOM

Non-Profit Groups/Vendors	<del>\$24.00</del> <u>25.00</u> /hour
Private Citizen/Business	<del>\$27.00</del> <u>28.00</u> /hour

TEEN CENTER-ENTIRE FACILITY

Non-Profit/Vendors	<u>\$64.00/hour</u>
Private Citizen/Business	<u>\$80.00/hour</u>
All Day (12 hr) Rate	<u>\$875.00</u>
Half Day (6 hr) Rate	<u>\$450.00</u>

TEEN CENTER-MULTI PURPOSE ROOM

Non-Profit/Vendors	<u>\$37.00/hour</u>
Private Citizen Business	<u>\$45.00/hour</u>

TEEN CENTER-MUSIC ROOM

Non-Profit/Vendors	<u>\$24.00/hour</u>
Private Citizen Business	<u>\$30.00/hour</u>
All Day (8 hr) Rate *weekends only	<u>\$200.00</u>

TEEN CENTER-KITCHEN

All Users	<u>\$35.00/hour</u>
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PARKS

Gazebo Picnic Area	<del>\$50.00</del> <u>53.00</u> /4 hrs
Picnic Pavilion	<del>\$100.00</del> <u>105.00</u> /4 hrs
Special Event	<del>\$150.00</del> <u>158.00</u> /day
*Commercial Events	<del>\$250.00</del> <u>263.00</u> /day
*Requires Facility Host @ \$35.00 per hour unless overtime wages apply	

### SPECIAL EVENT SERVICES

Event Staff \$18.00/hour

#### Event Setup

Events with less than 100 persons \$~~77.00~~81.00

Events with 101-200 persons \$~~107.00~~112.00

Events with more than 200 persons \$~~135.00~~142.00

#### Event Cleanup

Events with less than 100 persons \$~~135.00~~142.00

Events with 101-200 persons \$~~165.00~~173.00

Events with more than 200 persons \$~~200.00~~210.00

**Rule 45.03.c. EVENT SERVICES FEES** - the District shall charge a fee of \$18 per hour for an event host for those events requiring such a host. The minimum charge shall be two hours. Other events service fees shall be determined each year and are based on the direct expense associated with providing said service. Such event fees shall be established and adopted by the Board.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Facility fees are set to be competitive with similar regional facilities while also providing necessary support for the maintenance and operations. Staff researched similar facilities locally, analyzed maintenance and operation costs of existing facilities as well as analyzed annual usage and the impact the recommended fee increase would have on vendors. Based on the information available to staff it was determined that a 5% increase in fees would maintain the marketability of facilities, while providing additional maintenance and operations support.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Resolution 2016-12

## RESOLUTION 2016 - 12

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AMENDING THE RULES AND REGULATIONS RULE 45.03.B FACILITY USE FEES AND 45.03.C EVENT SERVICE FEES

**WHEREAS**, the Board wishes to provide quality parks and recreation services to its constituents; and

**WHEREAS**, the Board has determined that fees and charges should reflect District costs of providing services and maintaining facilities; and

**WHEREAS**, the District has certain fees which may no longer be covering operating expenses; and

**WHEREAS**, the completion of the McKinleyville Teen & Community Center requires the need to add use fees to the fee schedule; and

**WHEREAS**, the Board may revise and/or increase facility rental fees as deemed necessary by Board action; and

**WHEREAS**, the amended Rules and Regulations will be duly accepted for implementation effective on July 1, 2016.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby amend the Rules and Regulations as follows:

**Rule 45.03.b. FACILITY USE FEES** - the District shall charge the following rates for use of a District-owned facility for each use specified below:

#### ACTIVITY CENTER

Non-Profit Groups/Vendors	\$35.00/hour
Private Citizen/Business	\$50.00/hour

#### AZALEA HALL-ENTIRE FACILITY

Non-Profit Groups/Vendors	\$61.00/hour
Private Citizen/Business	\$81.00/hour

#### AZALEA HALL-HEWITT ROOM

Non-Profit Groups/Vendors	\$47.00/hour
Private Citizen/Business	\$58.00/hour
All Day Rate	\$510.00
Half Day Rate	\$302.50

#### AZALEA HALL-MEETING ROOM

Non-Profit Groups/Vendors	\$17.00/hour
Private Citizen/Business	\$23.00/hour



AZALEA HALL-KITCHEN

All Users \$17.00/hour

LIBRARY CONFERENCE ROOM

Non-Profit Groups/Vendors \$25.00/hour

Private Citizen/Business \$28.00/hour

TEEN CENTER-ENTIRE FACILITY

Non-Profit/Vendors \$64.00/hour

Private Citizen/Business \$80.00/hour

All Day (12 hr) Rate \$875.00

Half Day (6 hr) Rate \$450.00

TEEN CENTER-MULTI PURPOSE ROOM

Non-Profit/Vendors \$37.00/hour

Private Citizen Business \$45.00/hour

TEEN CENTER-MUSIC ROOM

Non-Profit/Vendors \$24.00/hour

Private Citizen Business \$30.00/hour

All Day (8 hr) Rate \*weekends only \$200.00

TEEN CENTER-KITCHEN

All Users \$35.00/hour

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SPECIAL EVENT SERVICES

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Events with more than 200 persons \$142.00

Event Cleanup

Events with less than 100 persons \$142.00

Events with 101-200 persons \$173.00

Events with more than 200 persons \$210.00

**Rule 45.03.c. EVENT SERVICES FEES** - the District shall charge a fee of \$18 per hour for an event host for those events requiring such a host. The minimum charge shall be two hours. Other events service fees shall be determined each year and are based on the direct expense associated with providing said service. Such event fees shall be established and adopted by the Board.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on June 1, 2016 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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George Wheeler, Board President

Attest:

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Becky Schuette, Board Secretary

## McKinleyville Community Services District

### BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **INFORMATION**

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**ITEM: F.2.A**                      **Support Services - May 2016 Report**

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

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

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

The District has deposited \$620,271.18 to date into the Trust Account for reserves recovery as of April 30, 2016.

The District has \$180,836.34 to date in the Trust Account for the next Biosolids Disposal project.

Budget Update: The final proposed Budget for FY2016-17 has been submitted to the Board this month for review and approval. All Funds are budgeted within their revenue limits. Surpluses sufficient to cover debt service and pay-go capital projects are planned, including contributions to reserves.

Audit Update: With the retirement of Kim Windsor from Hunter, Hunter, and Hunt this year, our principal auditor will be Jeff Trump. Donna Taylor will remain the HH&H partner overseeing our audit for FY2016-17. A meeting to review this year's schedule of audit deliverables is being planned.

Treasurer's Report Highlights: Water Fund capacity fees collected during April bring the total up to \$75,804. Wastewater Fund capacity fees now total \$127,287 year-to-date. Neither Capital Contributions nor Capacity fees are included in the income vs. expenses graphs of the Treasurer's Report.

### **OTHER UPDATES**

The second disbursement request to the State Revolving Fund loan for construction costs related to the new Wastewater Management Facility has been prepared, reviewed, and submitted.

The next actuarial study for GASB 45 compliance has been started with Total Compensation Systems. GASB 45 deals with the calculation of other post-employment benefit (OPEB) liabilities.

The District has received notification that GASB 68 reports are available from CalPERS.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **INFORMATION**

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

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

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

### **Water Department:**

#### **Water Statistics:**

The district pumped 34.9 million gallons of water in April.  
Four water quality complaints were investigated and rectified.  
Daily, weekly and monthly inspections of all water facilities were conducted.

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

Annual routine testing was conducted in Routes 7 and 8 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 1.6 million gallons and the average usage per day was 1.1 million gallons.

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

Weekly Bacteria Samples were collected on Schedules 1, 2, 3 and 4 which represent different locations in the water system. The schedules are made up of a sample taken in each pressure zone. The Bacteria Sample Site Plan is updated and submitted to the State Water Resources Control Board every 5 years. The Plan was updated and submitted in April. During the update, staff replaced collection sites that became difficult to grab samples with locations with easier access. Customers are approached to volunteer as collection sites. The annual Hydrant Inspection is in process and will run into June (60% completed). Hydrants will be exercised, inspected and documented in a log book. Any discrepancies will be flagged to generate work orders for repairs. A 2" service line leak on Central Avenue was repaired. PG&E was contacted to come out and hold the pole with their boom truck as a precautionary due to the leak being located at the base of the power pole. When the leaking service line was exposed, it was found to be an old brittle pipe without a shutoff at the main. A new valve was installed along with a new 2" service line to the meter box. An angle-stop on Hiller was replaced due to it being broken by the customer operating it. The customer was billed for repairs.

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

Site clearing and string trimming was conducted at the North Bank and Norton sites. The back-up battery power for the radio at the Tank 3 site was not charging. After

troubleshooting, it was found that the charging board had to be replaced. Staff replaced the board with a spare board on hand and fixed the problem.

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>2015</b>	<b>% Reduction</b>	<b>2015 Recycled</b>	<b>R- GPCD</b>
<b>April</b>	39.755	33.238	16	0	52
<b>May</b>	49.407	38.200	23	15.1	57
<b>June</b>	51.337	41.847	19	15.6	64
<b>July</b>	54.757	44.946	18	11.7	69
<b>August</b>	55.908	41.747	25	16.1	61
<b>September</b>	45.702	41.670	9	15.7	69
<b>October</b>	39.439	37.320	6	12.3	59
<b>November</b>	34.879	28.939	17	9.6	52
<b>December</b>	35.203	29.937	15	5.2	50
	<b>2013</b>	<b>2016</b>	<b>% Reduction</b>	<b>2016 Recycled</b>	<b>R- GPCD</b>
<b>January</b>	38.241	33.054	14	0	49
<b>February</b>	33.751	31.319	9	0	51
<b>March</b>	36.244	33.761	7	0	49
<b>April</b>	39.755	34.892	13	0	51

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

#### **New Construction Inspections:**

No new construction is active at this time.

## **Sewer Department:**

### **Waste Water Statistics:**

30.2 million gallons of wastewater were collected and pumped to the W.W.M.F. 29.7 million gallons of wastewater were treated and discharged to land disposal or reclamation in April.

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

### **Sewer Station Maintenance:**

The bubbler, which reads the wet well level at the Fischer station, was not reading correctly. Staff traced the tubing and found a hole in the air line which was causing the faulty readings. The tubing was replaced and the bubbler returned to normal operation. String trimming and site clearing was conducted at the Fischer, B Street and Letz stations.

### **Sewer Collection System:**

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. The flow totalizer has been installed in selected manholes to collect data to compare wet weather flow to dry weather flow in the same locations. The data collected will show if there is infiltration or inflow in the collection system. The quarterly and semi-annual hydro-cleaning was completed using 3000 psi of water through a spinning nozzle from the Vac-Con. There was 21,000 feet of sewer main cleaned during this time. A minor sewer spill occurred on Washington, spilling 78 gallons of sewer from a manhole. The cause was determined to be from grease build up in the main. A report was submitted on-line and a phone call made to RWQCB. The main was cleared and the spill was cleaned up using the Vac-Con. The camera van was used to locate a blockage in the sewer main on Betty Court. It was determined to be an excess of toilet paper coming from a customer's lateral.

### **Wastewater Management Facility:**

The Chlorine Contact Basin was drained and cleaned with fire hoses. An aerator was deragged in Pond 1B. Staff has started a pretreatment process in the headworks to the influent before it goes into Pond 1B to help cut the odor down. After 4 weeks of pretreatment and sunshine the odor appears to be 90% better. A locking mechanism was repaired on the lab door due to being difficult to lock. The chlorine analyzer pump motor went bad. Staff replaced the motor with one on hand has ordered another back-up motor. As of May 13<sup>th</sup> the river discharge was turned off and land application was started.

### **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. Irrigation sites were mowed along with setting out irrigation pipe. Irrigation pipe is being moved daily along with site observation.

**Street Light Department:**

1 Streetlight photo cells was replaced.

**Promote Staff Training and Advancement:**

Weekly tailgate meetings and training associated with job requirements. James attended First Aid, CPR and Reasonable Suspicion for Drug and Alcohol. Chris Reed attended water distribution training.

**Special Notes:**

Pony Express banners were hung on Central Avenue.  
Bill taught an electrical panel class to a sold out crowd.  
The Sheriff Department driveway was graded to remove potholes.  
District staff attended Active Shooter training.  
Warning beacon and radio was installed on the new dump truck.  
Tractors, Dump Truck and Vac-con were greased and lubed to prevent wear.  
Monthly river samples were completed.  
Monthly Self Monitoring Reports (DMR/SMR) were submitted.  
Public Water Monthly Monitoring report was submitted.  
Monthly Water Quality report was sent to the Dept. of Health.  
Monthly Pesticide applicator report was submitted to Department of Agriculture.  
Daily inspections were conducted on the Teen Center construction project.  
Acute toxicity samples were collected and sent to the lab.  
Quarterly well samples were completed in April.

**WWMF upgrade status:**

Contractors have excavated the clarifier locations and have installed dewatering wells to keep the groundwater below the work surface. Concrete has been poured in the clarifier area along with plumbing that runs under the clarifier. The contractors have been working on trying to get compaction on the pond floor in order to build it up in lifts. 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. Materials, such as piping and valves have arrived and are on site.

**Parks:**

Several open space zones received mowing, hedging and maintenance as part of the Open Space Maintenance Zone agreement. The Facilities were mowed and cleaned as part of the weekly schedule along with rental events. A toilet was repaired in the Activity Center due to the flushing mechanism not working. A picnic table was repaired at the dog park. A lot of time in May has been focused on Central Avenue to get it looking good for the Pony Express Days, Staff trimmed all the hedges, pulled weeds and installed shredded bark. The Central Avenue labor comes from staff, Northern Humboldt Employment Services, SWAP and Community Service Workers.



**Teen Center:**

The project is very near completion and Adams Construction is close to the point of needing a final punchlist to meet that goal. Items that need to be finished include installation of the front lamp post and the kitchen roll up door. We are awaiting a quote from Eureka Flooring on patching in the flooring in the Activity Center from the gym floor to the Teen Center pass through locations.

The Parking lot paving is complete, and the lines are painted. The Handicap Parking signs are in place on the Activity Center, with one needing to be mounted on a pole and another sign to be mounted at the entrance.

The landscaping still needs to be addressed in front of the facility. The planter areas near the walkways, between the asphalt and the Gwin Road sidewalk, and the storm water retention basin all need to be filled and planted. The area to the west is in need of seeding, and the viewing knoll to the north has yet to be constructed.

There will be other items to be completed that will come to light during the final punch list period, but as of now, it looks to be very close to completion.

**GIS:****Urban Water Management Plan UWMP 2015**

Incorporated HBMWD data into the UMWP.

Brian has been trained and is responding to USA underground mark and locates.

## McKinleyville Community Services District

### BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **INFORMATION**

**ITEM: F.2.C Parks & Recreation Director's Report for May 2016**

**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
Humboldt Area Foundation	\$10,000	Tables & Chairs for Classrooms
Legacy Path & Giving Tree donations	\$13,800	Unrestricted
Karaoke Night event	\$593	Unrestricted
Pints for Non-Profits (Auction only)	\$337	Unrestricted
<b>TOTAL:</b>	<b>\$60,230</b>	

Fundraising through subsequent rounds of brick sales and Giving Tree Leaves will continue. The next deadline for brick purchases is set for June 17, 2016.

The Pints for Non-Profits event at 6 Rivers Brewery on Thursday, May 12, 2016 was a success. At the writing of this report staff had not received the final amount in Pints profits from 6 Rivers. The small raffle staff conducted at the event raised \$337.

Staff are preparing to host an open house at the Teen & Community Center on Saturday, June 4 12:00pm-4:00pm during the Pony Express Days Festival. The facility will be open to community members who wish to stop by and see the space. The Xbox Kinect will be set up and available to play, some of the music instruments will be set up and available for folks to play, board games and other activities will also be available. Staff will be present to educate community members on the fundraising for the facility and accept purchases of personalized bricks and/or leaves for the Giving Tree.

MYLS participants are currently planning a Grand Opening event for teens to take place on June 4, 2016.

Staff participated sat on the interview panel for the prospective BGCR Unit Directors to oversee the programming for BGCR at the Teen & Community Center. BGCR is hoping to complete hiring for the McKinleyville staff by mid-June and be ready to open programs by mid-July.

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

The Recreation Advisory Committee met on May 19, 2016. The notes from the meeting can be read in Attachment 1.

#### **COMMUNITY GARDEN:**

The Community Garden Committee has held a number of work days making needed improvements to the garden, including the installation of 2 handicap accessible raised beds. There are currently 12 plots in use and 11 remaining available to rent.

#### **RECREATION UPDATES:**

Pee Wee Basketball League—Halfway through the season and the league is running smoothly. Last game day is Saturday June 11<sup>th</sup>.

Youth Summer Basketball—The summer basketball program for youth in 3<sup>rd</sup>-8<sup>th</sup> grades will begin June 28, 2016. This is an informal recreational basketball program providing youth an opportunity to practice skills and participate in scrimmage games in a low competition environment.

Kids' Club After School Program—Program is currently full at Dows Prairie and 90% full at Morris. School ends on June 16, 2016. Registration for the 2016-2017 school year will open on July 1, 2016.

Kids' Camp Summer Day Camp—Registration for summer day camp is open. New this year is online registration. Staff is very excited about this as it is a time consuming process registering participants for an entire summer in our office. Staff is excited to have 12 Leaders-in-Training this summer, gaining valuable on the job work experience in youth leadership and programming.

Playgroup—Program is running smoothly. We've hired a new leader and are preparing for summer. The program will move to a summer site at Morris Elementary school June 17<sup>th</sup> and the schedule will change from 3 days per week, Tuesday, Thursday and Friday down to 2 days per week, Thursday and Friday beginning June 23<sup>rd</sup>.

KinderSports—Soccer just finished. The program will break for the summer while the contractor re-builds her team of program coaches. We anticipate the next Kindersport session to start in the fall.

Jiu Jitsu—21 youth are participating in the class running two evenings per week. The program meets Monday and Tuesday evenings in the Activity Center and is open to youth 5 years to 13 years old.

Drop in Pickleball—Attendance remains consistent averaging 12 participants per week. Currently offered on Wednesday mornings, the schedule will shift to Sunday afternoons on June 26<sup>th</sup>, due to change in facility availability on Wednesdays.

Drop in Basketball—Attendance remains consistent averaging 25-30 participants per week

Adult Futsal—Currently has 52 participants playing each Wednesday evening

3 on 3 Adult Basketball—Season ends Thursday, June 2, 2016. 6 teams are competing weekly.

**OTHER UPDATES:**

Staff attended the meeting of the McKinleyville Senior Center Board on May 27, 2016.

**ATTACHMENTS:**

- Attachment 1-Recreation Advisory Committee Notes from May 19, 2016 meeting

**Thursday, May 19, 2016**

**6:30pm**

Recreation Advisory Committee Meeting

NOTES

**Members Present:** John Kulstad, Bill Prescott, Jeff Dunk, George Wheeler, Mary Burke, Chad Sefcik, Addison O'Hanen.

**Members Absent:** Charlie Caldwell, Stephanie Hartley

**Meeting Notes:**

- Communications:
  - Staff reminded RAC members that one of the program fee increases presented to them in January will be going to the Board for approval at the June Board meeting.
  - Mary Burke communicated that she has been approached by various community members who had asked her about the current RAC members and where someone from the public might find that information. Staff reported that it is not listed publicly anywhere but the names could be listed on the MCSD website if members did not have any objections to having their name publicly listed there. No members objected.
- Public Comment:
  - None
- Facility Fee Review:
  - Staff provided information to the committee regarding current fees and possible increase percentages of 1% to up to 5%. Staff showed the potential annual revenues under each proposed percentage increase.
  - Staff provided a graph outlining the breakdown of revenues and expenses for facilities so that RAC members could visualize the gap between revenues and expenses for facilities to inform their recommendation for fee increases.
  - Jeff Dunk suggested that given the gap between revenues and expenses it might be wise to consider the 5% increase to help close that gap.
  - Chad Sefcik expressed concerns that an increase at the 5% level could negatively impact our vendors and customers. Staff presented the history of recent fee increases and informed the committee of the maximum impact to our largest facility vendor. Chad made a motion that the RAC recommend an increase of 3%. The motion died due to lack of a second. Jeff Dunk made a motion to recommend an increase of 5%, Addison O'Hanen seconded and all members agreed.
- Community Garden:
  - Staff reported that there are currently 12 plots in use and 11 available to rent.

- Botanical Garden:
  - Staff reported on the placement of shredded redwood bark at the Botanical Garden which took place on April 30, 2016. John Kulstad requested staff to find out how many yards of shredded bark were needed to fully cover the rest of the garden.
- RAC Vacancies:
  - John Calkins submitted a formal letter of interest for joining the RAC and it will be brought before the MCSD Board of Directors on June 1, 2016.
- Teen Center Update:
  - Staff reported that the finishing touches on the interior are being completed, the final inspection by the Architect is being scheduled. A final completion date has not been determined. An open house for the facility will be hosted during the Pony Express Days Festival on Saturday, June 4<sup>th</sup> from 12:00pm-4:00pm. A teen only grand opening event is being planned by the MYLS to take place from 6:00pm-9:00pm on Saturday, June 4, 2016.
    - Staff asked RAC members if they would be interested in volunteering to chaperone the Teen Grand Opening. No members volunteered at the time.
  - Chad Sefcik inquired about the Gatorade machine at the Activity Center and wants to know what needs to be done to get the vending machines out of the facility. He expressed concern for childhood obesity and would like to see the Parks and Recreation Department follow the example of school districts in removing sugary beverages and junk foods from our facilities. Chad asked if he needed to make this request to the MCSD Board.
    - Staff reported that vending machines are not available to participants in our day camps programs. Participants who are minors are only able to make purchases from them when a parent or guardian is present. Staff reported that such a request does not need to be brought to the board. Staff would bring it up with the General Manager
- Update on Recreation Programs:
  - Pee Wee Basketball League—Halfway through the season and the league is running smoothly. Last game day is Saturday June 11<sup>th</sup>.
  - Kids' Club After School Program—Program is currently full at Dows Prairie and 90% full at Morris.
  - Kids' Camp Summer Day Camp—Registration for summer day camp is open. New this year is online registration. Staff is very excited about this as it is a time consuming process registering participants for an entire summer in our office.
  - Playgroup—Program is running smoothly. We've hired a new leader and are preparing for summer. The program will move to a summer site and the schedule change from 3 days to 2 days per week.
  - KinderSports—Soccer just finished. The program will break for the summer while the contractor re-builds her team of program coaches. We anticipate offering the next Kindersport session in the fall.

- Jr. High School Dances—The last dance of the 2016-2017 school year hosted 400 students. The dances continue to be one of our most popular programs. Staff is very grateful to SCOP for their presence and assistance at each of the dances.
- Jiu Jitsu—21 youth are participating in the class running two evenings per week.
- Drop in Pickleball—Attendance remains consistent averaging 12 participants per week. Currently offered on Wednesday mornings, the schedule will shift to Sunday afternoons on June 26<sup>th</sup>, due to change in facility availability on Wednesdays.
- Drop in Basketball—Attendance remains consistent averaging 25-30 participants per week
- Adult Futsal—Currently has 52 participants playing each Wednesday evening
- 3 on 3 Adult Basketball—Season ends Thursday May 26<sup>th</sup>. 6 teams are competing weekly Review of Board Actions:
- Staff reported that the Facility Use Agreement for the use of Hiller Sports Site by Mad River Youth Soccer league was approved.
- Ad Hoc Committee Reports:
  - John Kulstad reported that he had recently been out to the Hewitt Ranch and that it needed to be mowed.
  - Mary Burke reported on the Fischer Ranch Estuary project and the presentation given to the public at the May meeting of the MCSD Board.
- Meeting in June: CANCELLED
  - Next Meeting will be July 21, 2016
- Adjournment:
  - Meeting adjourned at 8:05pm



## McKinleyville Community Services District

### BOARD OF DIRECTORS

June 1, 2016

TYPE OF ITEM: **INFORMATION**

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

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

**TYPE OF ACTION: Information Only**

#### **A summary of activity for the month of May 2016**

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

- |   |         |
|---|---------|
| • Office Supplies                       | \$224   |
| • Accountant Discount                   | \$26    |
| • SWAP                                  | \$7,192 |
| • Northern Humboldt Employment Services | \$1,506 |
| • Community Service Workers             | \$3,016 |
| • Prepare New Dump Truck for Duty       | \$250   |
| • CL2 Analyzer Repair                   | \$90    |
| • Roof Repairs on Tank 3A               | \$180   |

Total cost savings for May are \$12,484

***The cumulative cost saving to the District to date  
from July 1, 2015 is \$221,246***

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

**General Manager was Away on Family Matters** – Appears that this report is less than usual because I was away on family matters during May. The resulting absence required several days of catching up on phone correspondences, email and staff briefings, to get back up to speed.

**Teen Center** – The community came together on April 29 for the ribbon cutting ceremony. Everyone present was able to witness how much work went into this facility. Since then, minor punch list items have been addressed and staff continues to order the interior items necessary to complete the Teen Center. Staff has reviewed and approved the landscape design that will consist primarily of trees and bushes that produce eatable fruit.

**Capacity Fee Renewal and Prop 218 Process** – Staff reviewed and provided comments to our consultant on the draft Engineer's Analysis. We then reviewed the resulting draft and determined it to be satisfactory. Due to last minute timing issues, the Capacity Fee Engineer's report was not included in the June Board Packet. It has been completed and staff plans to notice this item and include it on the July agenda. A notice 15 days prior to the meeting is necessary and, if approved, a 60 day waiting period prior to initiation of the new fees will be required. A great deal of effort from staff was put into providing accurate information for this analysis and reviewing the draft reports. Management is highly confident in results contained in the report.

**WWMF Improvements** – Weekly construction meetings are attended by staff to discuss the three-week rolling schedule, submittals for materials, requests for information and progress to that point. May saw a significant amount of work. The clarifier subgrade excavation was completed and the center columns were formed and poured. All the piping under the clarifiers was installed and forms have been stripped from the concrete poured so far. The return activated sludge vaults are being formed as the remaining biosolids are being removed. Soil continues to be imported and compacted to fill in areas that will be brought to grade so facilities can be constructed. An area of concern for our construction management team and staff was related to the quality and compaction of imported and existing materials. Staff met with the geologists to devise a plan for rectification and the plan was communicated to the General Contractor. Staff will monitor the situation to verify the issues are resolved. Disbursal Request #2 has been submitted and we are waiting on that check.

**Recoating of Tank 1A** – Staff is preparing a request for qualifications (RFQ) to solicit proposals for the process to select a consultant to assist in the design, construction management and selection of a coating inspector for the preparation and painting of Tank A at Cochran Tank Site. Due to humidity and temperature constraints this project must be accomplished during the summer months. The RFQ has been drafted and circulated to a select group of consulting firms staff feel are qualified to perform these services.

**MOU for Central Ave Right of Way** – The MOU was finalized by the county and reviewed by staff and will be presented to the Board at the June Meeting.

**County Property Adjacent to North Bank Road** – The county finalized the transfer agreement and staff reviewed it to verify it met the spirit of the agreement. I will also be included in the June Board Meeting.

**Meetings** – The General Manager attended various meetings this month. Various meetings were held related to the WWMF Improvement Project. Staff attended Active Shooter Training sponsored by MCSD. The training was conducted by Humboldt County Sheriff's Department. With the potential for this type of random violence becoming more prevalent it was good for our staff to become familiar with how to survive this type of incident at work or when they are out in public.

#### **Exhibits/Attachments**

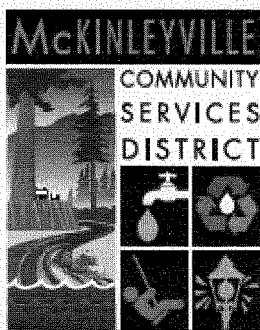
- Attachment 1 – WWMF Monthly Self Monitoring Report

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



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**MAIN OFFICE:**

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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

May 11, 2016

**RE: MONTHLY MONITORING REPORT**

Dear Justin:

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

The normal discharge of effluent was 29 days to Discharge Point 001. The required monitoring and water quality constituents that were tested and reported were in compliance in April.

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

The requirement for TSS is 83 mg/L, 1108 lbs/day and 65% removal for the monthly average with five weekly tests in April which represent three criteria. The TSS results for April 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 April 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 2. Four samples were collected in the month of April and were in compliance.

Monthly River Monitoring was conducted in April.

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

Quarterly testing for Monitoring Wells and Disinfection Byproducts were completed in April.

WWMF Upgrade Status: The Clarifier excavation is near completion. The Contractors continue to pump from the dewatering wells. Concrete forming and rebar placement is in process. Materials are showing up on site to lay the new water main and valves. 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.

A 78 gallon sewer spill occurred on April 25<sup>th</sup>. RWQCB was notified by phone along with electronic SSO reporting.

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

**APRIL 2016**

Discharge Monitoring	M-INF	M-001		002 M-003	002 M-003	004 M-005	003 M-004	006 M-007	005 M-006		001 M-002
DATE	INFLUENT MGD	EFFLUENT MGD	MAXIMUM GPM	N.POND MGD	S.POND MGD	FISCHER MGD UPPER	FISCHER MGD LOWER	PIALORSI MGD	HILLER MGD	IRRGATE TOTAL MGD	RIVER MGD
1	1.081	0.956	820							0.000	0.956
2	1.106	0.748	526							0.000	0.748
3	1.161	0.745	526							0.000	0.745
4	1.075	0.291	536							0.000	0.291
5	1.053	0.000	0		Washed CCB					0.000	0.000
6	1.043	0.612	729							0.000	0.612
7	1.026	0.949	671							0.000	0.949
8	1.003	0.938	658							0.000	0.938
9	1.012	0.942	661							0.000	0.942
10	1.026	0.941	661							0.000	0.941
11	0.966	0.941	664							0.000	0.941
12	0.940	0.941	667							0.000	0.941
13	0.987	0.971	696							0.000	0.971
14	1.017	0.972	683							0.000	0.972
15	0.986	1.085	824							0.000	1.085
16	0.967	1.183	834							0.000	1.183
17	1.023	1.180	833							0.000	1.180
18	0.962	1.171	832							0.000	1.171
19	0.946	1.156	816							0.000	1.156
20	0.944	1.145	807							0.000	1.145
21	0.922	1.146	810							0.000	1.146
22	1.009	1.155	838							0.000	1.155
23	0.994	1.159	814							0.000	1.159
24	1.037	1.166	826							0.000	1.166
25	0.987	1.174	832							0.000	1.174
26	0.953	1.172	829							0.000	1.172
27	0.983	1.178	834							0.000	1.178
28	0.951	1.171	825							0.000	1.171
29	0.922	1.219	935							0.000	1.219
30	0.944	1.332	938							0.000	1.332
TOTAL	30.026	29.739		0.000	0.000	0.000	0.000	0.000	0.000	0.000	29.739
AVERAGE	1.001	0.991	731	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.991
MAXIMUM	1.161	1.332	938	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.332
MINIMUM	0.922	0.000	0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
DAYS	30	29		0	0	0	0	0	0	0	29
DAYS WITH NO DISCHARGE = 1											



McKINLEYVILLE COMMUNITY SERVICES DISTRICT WASTEWATER MANAGEMENT FACILITY RIVER CFS - EFFLUENT FLOWS -										
				M-004	RIVER DILUTION					
				M-005						
April 2016				M-006						
DATE	M-INF INFLUENT MGD	M-001 EFFLUENT MGD	EFFLUENT MAXIMUM GPM	M-003 PERK PONDS MGD	M-007 IRRIGATE MGD	M-002 RIVER MGD	RIVER DILUTION 100:1	MAXIMUM G.P.M. DISCHARGE FOR 100:1	RIVER FLOW IN CFS	RIVER FLOW IN GPS
1	1.081	0.956	820			0.956	1030	8443	1881	14072
2	1.106	0.748	526			0.748	1442	7586	1690	12643
3	1.161	0.745	526			0.745	1314	6912	1540	11521
4	1.075	0.291	536			0.291	1198	6419	1430	10698
5	1.053	0.000	0	Washed CCB		0.000	0	5790	1290	9650
6	1.043	0.612	729			0.612	720	5252	1170	8753
7	1.026	0.949	671			0.949	729	4893	1090	8154
8	1.003	0.938	658			0.938	723	4758	1060	7930
9	1.012	0.942	661			0.942	693	4578	1020	7631
10	1.026	0.941	661			0.941	679	4489	1000	7481
11	0.966	0.941	664			0.941	654	4345	968	7242
12	0.940	0.941	667			0.941	631	4206	937	7010
13	0.987	0.971	696			0.971	594	4134	921	6890
14	1.017	0.972	683			0.972	636	4345	968	7242
15	0.986	1.085	824			1.085	714	5880	1310	9800
16	0.967	1.183	834			1.183	534	4453	992	7421
17	1.023	1.180	833			1.180	476	3963	883	6606
18	0.962	1.171	832			1.171	435	3622	807	6037
19	0.946	1.156	816			1.156	419	3420	762	5701
20	0.944	1.145	807			1.145	388	3133	698	5222
21	0.922	1.146	810			1.146	352	2855	636	4758
22	1.009	1.155	838			1.155	369	3088	688	5147
23	0.994	1.159	814			1.159	656	5341	1190	8902
24	1.037	1.166	826			1.166	587	4848	1080	8079
25	0.987	1.174	832			1.174	664	5521	1230	9202
26	0.953	1.172	829			1.172	541	4489	1000	7481
27	0.983	1.178	834			1.178	376	3133	698	5222
28	0.951	1.171	825			1.171	637	5252	1170	8753
29	0.922	1.219	935			1.219	400	3743	834	6239
30	0.944	1.332	938			1.332	337	3160	704	5267
TOTAL	30.026	29.739		0.000	0.000	29.739				
AVERAGE	1.001	0.991	731	0.000	0.000	0.991	631	4735	1055	7892
MAXIMUM	1.161	1.332	938	0.000	0.000	1.332	1442	8443	1881	14072
MINIMUM	0.922	0.000	0	0.000	0.000	0.000	0	2855	636	4758
DAYS	30	29	29	0	0					
DAYS WITH NO DISCHARGE TO THE MAD RIVER = 1										

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
MONITORING DATA

YEAR: 2016

MONTH: APRIL

DATE	INFLUENT		EFFLUENT		EFFLUENT MONITORING		INFLUENT MONITORING		EFFLUENT MONITORING						3X5 TOTAL COLIFORM		
	FLOW M.G.D.	FLOW M.G.D.	MAXIMUM GPM	RIVER CFS	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	1.081	0.956	820	1030	130	150	6.9	15.1	16	16	28	3.8	0.00	<0.1			
2	1.106	0.748	526	1442			7.3	15.9				2.6	0.00				
3	1.161	0.745	526	1314			7.3	15.4				1.6	0.00				
4	1.075	0.291	536	1198			6.9	15.3			28	1.6	0.00		<1.8		
5	1.053	0.000	0	0			Washed CCB										
6	1.043	0.612	729	720			7.0	16.0			24	2.7	0.00				
7	1.026	0.949	671	729			6.9	16.3			20	1.7	0.00				
8	1.003	0.938	658	723	330	200	6.8	16.6	20	11	28	2.2	0.00	<0.1			
9	1.012	0.942	661	693			7.1	17.1				3.5	0.00				
10	1.026	0.941	661	679			7.1	16.9				3.4	0.00				
11	0.966	0.941	664	654			7.1	16.3			28	3.7	0.00		<1.8		
12	0.940	0.941	667	631			7.0	16.3			28	2.9	0.00				
13	0.987	0.971	696	594			7.1	16.3			28	2.2	0.00				
14	1.017	0.972	683	636			7.2	16.0			26	2.4	0.00				
15	0.986	1.085	824	714	250	190	6.9	15.8	20	12	24	2.4	0.00	<0.1			
16	0.967	1.183	834	534			6.9	16.0				6.4	0.00				
17	1.023	1.180	833	476			6.8	16.5				3.4	0.00				
18	0.962	1.171	832	435			6.9	16.9			24	3.2	0.00		<1.8		
19	0.946	1.156	816	419			7.0	17.3			24	2.9	0.00				
20	0.944	1.145	807	388			7.1	17.6			26	2.6	0.00				
21	0.922	1.146	810	352			6.9	18.1			26	3.0	0.00				
22	1.009	1.155	838	369	330	210	7.0	17.5	27	22	24	2.1	0.00	<0.1			
23	0.994	1.159	814	656			7.2	17.1				2.9	0.00				
24	1.037	1.166	826	587			7.0	17.2				2.9	0.00				
25	0.987	1.174	832	664			7.2	16.0			24	2.2	0.00		2		
26	0.953	1.172	829	541			7.2	16.1			32	2.3	0.00				
27	0.983	1.178	834	376			7.1	16.5			26	2.2	0.00				
28	0.951	1.171	825	637			7.2	16.3			24	2.0	0.00				
29	0.922	1.219	935	400	260	230	7.0	16.7	16	21	24	2.3	0.00	<0.1			
30	0.944	1.332	938	337			7.2	16.5				2.4	0.00				

SPILLS:

75 gallon sewer spill which was reported on April 25 2016									
BOD mg/L	BOD LBS/DAY	BOD % Removal	BOD mg/L	NFR	NFR LBS/DAY	NFR % Removal	NFR	NFR	NFR
21	181	91	15	134	92				

Quarterly Tests	Value in ug/l
Dichlorobromomethane	DNQ
Bromochloromethane	ND
Chlorodibromomethane	ND
Chloroform	0.82

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

ACUTE TOXICITY

DATE	% Survival
4/4/2016	100%
4/4/2016	100%

Rainbow Trout  
C. dubia

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

Total Coliform	Monthly	Median	Daily	Maximum
	<1.8	<1.8	<1.8	2

Indicates Permit Exceedance

REMARKS:

SIGNATURE: