

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

## **AGENDA**

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

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions to the Agenda

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

**NO CLOSED SESSION SCHEDULED**

### **B. PUBLIC HEARINGS**

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

**NO PUBLIC HEARING SCHEDULED**

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

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

## **D. CONSENT CALENDAR**

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

- |     |  |               |
|-----|--|---------------|
| D.1 | Consider Approval of the Minutes of the Board of Directors Special Meeting on April 26, 2017 and Regular Meeting on May 3, 2017          | <b>Pg. 5</b>  |
|     | Attachment 1 – Draft Minutes from April 26, 2017   | <b>Pg. 6</b>  |
|     | Attachment 2 – Draft Minutes from May 3, 2017  | <b>Pg. 8</b>  |
| D.2 | Consider Approval of April 2016 Treasurer’s Report   | <b>Pg. 13</b> |
| D.3 | Compliance with State Double Check Valve (DCV) Law – Violations  | <b>Pg. 34</b> |
| D.4 | Consider Approval of a Facilities Extension Agreement for the Furber Subdivision and the Schirmann Sewer Mainline Extension              | <b>Pg. 35</b> |
|     | Attachment 1 – Furber Application for Extension of Water, Sewer, Streetlights, Trails and Open Space                                     | <b>Pg. 37</b> |
|     | Attachment 2 – Schirmann Application for Extension of Water, Sewer, Streetlights, Trails and Open Space                                  | <b>Pg. 39</b> |
| D.5 | Consider Adoption of Resolution 2017-15 Amending the Rules and Regulations Rule 45.03.b Facility Use Fees and 45.03.c Event Service Fees | <b>Pg. 41</b> |
|     | Attachment 1 – Resolution 2017-15  | <b>Pg. 44</b> |
|     | Attachment 2 – Supporting Information-Comparable Local Facility Fees   | <b>Pg. 47</b> |
| D.6 | Consider Approval of Proposed Fees for Middle School Dances in the 2017-18 School Year   | <b>Pg. 48</b> |
|     | Attachment 1 – Proposed Fee Structure for Middle School Dances   | <b>Pg. 50</b> |
| D.7 | Consider Approval of the 2016 Consumer Confidence Report (CCR)   | <b>Pg. 51</b> |
|     | Attachment 1 – Consumer Confidence Report  | <b>Pg. 53</b> |

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

- |     |   |                |
|-----|---|----------------|
| E.1 | Consider Approval of FY2017-18 Proposed Budget and Appropriations Limit   | <b>Pg. 62</b>  |
|     | Attachment 1 – Budget for FY2017-18   | <b>Pg. 63</b>  |
|     | Attachment 2 – Resolution 2017-16   | <b>Pg. 105</b> |
| E.2 | Consider Approval of Site Recommendation for Skate Park Development and Term Length for Right of Entry Agreement Between Humboldt Skate Park Collective and McKinleyville | <b>Pg. 106</b> |



	Community Services District Attachment 1 – Public Input Data Narrative for Skate Park Site Selection	<b>Pg. 108</b>
E.3	Consider Nomination of Director Dennis Mayo to the Association of California Water Agencies (ACWA) Region One (1) Committee Vice Chair Position and Approve Resolution 2017-17	<b>Pg. 117</b>
	Attachment 1 – ACWA Region 1 Call for Candidates Nomination Packet	<b>Pg. 119</b>
	Attachment 2 – Nomination Form for President Mayo	<b>Pg. 127</b>
	Attachment 3 – Resolution 2017-17	<b>Pg. 128</b>
E.4	Consider Attendance at the CSDA Special District Leadership Academy (SDLA) in Napa, July 9-12, 2017	<b>Pg. 129</b>
	Attachment 1 – SDLA 2017 Schedule of Events	<b>Pg. 130</b>
E.5	Discuss and Consider Authorization for Board President to Sign a Letter of Support for the Lindsay Creek Conservation Easement Acquisition Project	<b>Pg. 132</b>
	Attachment 1 – Letter to the California Natural Resources Agency	<b>Pg.133</b>
E.6	Consider Approval of Proposal by Fedak & Brown LLP to Provide Audit Services for FY2017-18, FY2018-19 and FY2019-20	<b>Pg. 134</b>
	Attachment 1 – Fedak & Brown LLP Audit Proposal	<b>Pg. 136</b>
E.7	Discuss and Consider Reappointment for the Senior Center Advisory Committee Assignment	<b>Pg. 163</b>
E.8	Consider Approval or Discuss Modifications of the Senior Center Management Services and Usage Agreement	<b>Pg. 164</b>
	Attachment 1 – Senior Center Management Services and Usage Agreement	<b>Pg. 166</b>
E.9	Select Candidates for Special District Risk Management Authority (SDRMA) Board of Directors and Approve Resolution 2017-18	<b>Pg. 177</b>
	Attachment 1 – SDRMA Election Instructions	<b>Pg. 178</b>
	Attachment 2 – Candidates Statement of Qualifications	<b>Pg. 179</b>
	Attachment 2 – Resolution 2017-18 and Official Ballot	<b>Pg. 193</b>
E.10	Approve Resolution 2017-19 Awarding Contract to Lighthouse Electrical, Inc./ ICAD Automation as the Successful Bidder Related to Bids Received for the Digital Control System Upgrade Design/Build Project	<b>Pg. 195</b>
	Attachment 1 – Resolution 2017-19	<b>Pg. 198</b>
	Attachment 2 – Contract Between MCSD and Lighthouse Electrical	<b>Pg. 204</b>
	Attachment 3 – Memo from GHD	<b>Pg. 304</b>
	Attachment 4 – Bid Results	<b>Pg. 308</b>

## F. REPORTS

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

### F.1 ACTIVE COMMITTEE REPORTS

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

### F.2 STAFF REPORTS

- a. Support Services Department (Colleen M.R. Trask) **Pg. 408**
- b. Operations Department (James Henry) **Pg. 410**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 416**  
Attachment 1 – RAC Meeting Notes 5-18-17 **Pg. 419**
- d. General Manager (Greg Orsini) **Pg. 421**  
Attachment 1 – WWMF Monthly Self Monitoring Report **Pg. 424**

### F.3 PRESIDENT'S REPORT

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

## G. ADJOURNMENT

**Posted 5:00 pm on June 2, 2017**

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

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

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

June 7, 2017

TYPE OF ITEM: **ACTION**

---

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

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

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

### **Recommendation:**

Staff recommends that the Board review the draft minutes from April 26, 2017 Special Board Meeting and May 3, 2017 Regular Board Meeting; recommend edits and adopt.

### **Discussion:**

The Draft Minutes are attached for the above listed meetings.

### **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 April 26, 2017
- Attachment 2 – Draft Minutes from May 3, 2017

**MINUTES OF THE SPECIAL MEETING OF THE MCKINLEYVILLE COMMUNITY SERVICES  
DISTRICT HELD ON WEDNESDAY, APRIL 26, 2017 AT 6:30 PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

**AGENDA ITEM A. CALL TO ORDER**

**A.1 Roll Call:** The special session of the Board of Directors of McKinleyville Community Services District convened at 6:32 pm with the following Directors and staff in attendance:

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

Gregory Orsini, General Manager  
Emily Abfalter, Board Secretary

President Mayo called for Additions to the Agenda and Approval of the Agenda prior to the Pledge of Allegiance.

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

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

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

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

There were no comments from the Board or Public.

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

**Motion Summary:** Motion Passed

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

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

President Mayo commented on written communications and thanked General Manager Orsini for writing and sending in letters of opposition to AB 1668, Water Management Planning, and AB 1669, Urban Water Conservation Standards. President Mayo noted that he wrote a letter on behalf of the Association for California Water Agencies and touched on a few different subjects. Director Corbett commented that the letters were well written.

**AGENDA ITEM C. CONTINUED AND NEW BUSINESS:**

**C.1 Discuss Proposed Amendments to the Humboldt County Code Regulating Commercial Cannabis Activities as Presented in the Notice of Preparation of a Draft Environmental Impact Report.** President Mayo introduced the item, thanked the audience for attending and explained why a special meeting was called for this item. General Manager Orsini reviewed the staff note. President Mayo opened for Board discussion and asked each Director for their thoughts.

Director Corbett noted that the County code should have very clear language, pertaining to special districts and/or other governmental agencies, that it is not meant to restrict their authority and that all rights are reserved as necessary to regulate. Director Corbett continued that it will be hard to predict what the problems will be, if any at all and recommended that all agriculture be treated equally. The District will not be directly regulating cannabis cultivation but will regulate the effects of water usage in various structures and the effects on our system.

Director Couch commented on the importance in monitoring pretreatment standards and that the new treatment plant should be able to treat the heavier load but those with heavier discharge should have to

pay more for the treatment. Director Couch also noted that within the District's cross connection program, the most stringent requirements should be followed.

Director Burke was curious about how this will affect our community in general. While working at the Arcata Marsh, trying to assess changes in nutrient loads posed an interesting dilemma. Director Burke questioned how we will be able to find the source of heavy discharge?

Director Wheeler commented that some of the chemistries used are impossible to remove and stated the need to be careful about what is dumped into the rivers, as it will eventually flow to our water source.

President Mayo commented that zero discharge is ideal, however, the District should think about a management plan to handle discharge of nutrients and perhaps narrow down timing to be prepared for heavier loads. President Mayo also noted his concern related to distance of activities to parks in an effort to preserve our natural resources.

Director Wheeler suggested that the District look into how Sun Valley Bulb Farm is handled in relation to their nutrient use.

President Mayo introduced and thanked, Supervisor Ryan Sundberg, Ben Shepherd and Barbara Georgianna of the MMAC, and Sgt. McCall of the Sheriff's Department for attending the meeting. President Mayo then opened for public comment and the following members of the public spoke, Paul Hagen, Supervisor Ryan Sundberg, Barbara Georgianna, Steve Gieder, Terra Carver, Chad Sefcik, Ben Shepherd, and Miles Raymer, with varying levels of involvement in the cannabis industry and discussion.

Director Couch suggested differentiating water for cannabis culture (Ag use) from domestic use water when handling conservation requirements and tracking. In closing, President Mayo noted that the District, wants to be neither obstructionists nor proponents of this activity but as a District, we want to protect the District's ability to continue to provide quality, cost effective and environmentally safe services to our rate payers in the community while we honor both the County's policies and our obligation to Federal regulations. The Board thanked those who attended the meeting and for providing valuable input.

#### **AGENDA ITEM D. REPORTS**

**D.1 PRESIDENT'S REPORT:** Nothing reported.

**D.2 BOARD MEMBER COMMENTS, ANNOUNCEMENTS, REPORTS AND AGENDA ITEM REQUESTS:** Nothing reported.

#### **AGENDA ITEM G. ADJOURNMENT: 8:12pm**

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

---

Emily Abfalter, Board Secretary

**MINUTES OF THE SPECIAL/REGULAR MEETING OF THE MCKINLEYVILLE COMMUNITY  
SERVICES DISTRICT HELD ON WEDNESDAY, MAY 3, 2017 AT 6:00 PM/7:00 PM  
AZALEA HALL, 1620 PICKETT ROAD, MCKINLEYVILLE, CA**

**AGENDA ITEM A CALL TO ORDER**

**A.1 Roll Call:** The special session of the Board of Directors of McKinleyville Community Services District convened at 6:18 pm with the following Directors and staff in attendance:

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

Gregory Orsini, General Manager  
Emily Abfalter, Board Secretary

Director Mary Burke arrived after roll call at 6:26 pm.

**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 6:32 pm.

**A.3 Report out of Closed Session:** No reportable action.

**AGENDA ITEM A. CALL TO ORDER**

**A.1 Roll Call:** The regular session of the Board of Directors of McKinleyville Community Services District reconvened at 7:01 pm with the following Directors and staff in attendance:

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

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

**A.2 Pledge of Allegiance:** The Pledge of Allegiance was led by General Manager, Gregory Orsini.

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

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

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

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

There were no comments from the Board or Public.

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

**Motion Summary:** Motion Passed

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

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

Dane Wadle, CSDA, introduced himself to the Board and spoke briefly about CSDA.

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

D.1 Consider Approval of the Minutes of the Board of Directors' Regular Meeting on April 5, 2017

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

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

Director Corbett requested to remove D.2 from the consent calendar.

**Motion:** It was moved to approve consent calendar items D.1 and D.3.

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

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

**Motion Summary:** Motion Passed

**D.2 Consider Approval of March 2017 Treasurer's Report.** Director Corbett asked Finance Director, Colleen Trask, about cash flow and operating expenses versus predicted.

**Motion:** It was moved to approve consent calendar item D.2.

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

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

**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 15, 2017.**

Presented by General Manager Orsini and Loral Uber of HWMA. Board comments by Directors Wheeler, Corbett and Burke. Public comment opened, none received, public comment closed.

**Motion:** Approve and authorize participation in the household hazardous waste collection event and a 30% cost share, not to exceed \$10,000.

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

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

**Motion Summary:** Motion Passed

**E.2 Review Redwood Coast Energy Authority's (RCEA) Humboldt County Community Choice Energy Program.**

General Manager Orsini introduced Richard Engel and Patrick Owen of RCEA. Mr. Engel and Mr. Owen presented a PowerPoint and answered various questions asked by the Board. Public comment opened, Steven Madrone of Trinidad offered comment, public comment closed. Information item only, no action taken.

**E.3 Consider Adopting Resolution 2017-13 Dissolving the Camino Way Open Space**

**Maintenance Zone (OSMZ #16).** General Manager Orsini reviewed the staff report and noted that the residents on Camino Way will receive notice of the action taken at tonight's meeting.

**Motion:** Adopt Resolution 2017-13 to dissolve the OSMZ #16.

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

Public comment opened, none received, public comment closed.

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

**Motion Summary:** Motion Passed

**E.4 Review Information Related to the Facility Use Fee for the McKinleyville Senior Center's use of the Azalea Hall Meeting Room, Office Space and Storage Spaces and MCSD Board**

**Assignee's Responsibilities to Chair the Senior Center Advisory Committee.** Recreation Director, Lesley Frisbee, reviewed the item and commented that the Senior Center Board is understanding of a facility fee increase. Board and staff discussion regarding level of involvement in Senior Center



Advisory Committee, Regular and Executive Senior Center meetings. Informational item only, no action taken.

**E.5 Consider Approval of REVISED Operating Budget FY2016-17.** Item presented by Finance Director, Colleen Trask. Director Corbett asked for clarification regarding paying interest early. Director Couch commented on Board travel. President Mayo was not present for discussion.

**Motion:** Approve revised operating budget FY2016-17 to increase Board travel expenditure 52% to \$18,200 and interest expense 72% to \$251,058, per staff recommendation.

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

Public comment opened, none received, public comment closed.

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

**Motion Summary:** Motion Passed

**E.6 Consider Adopting Resolution 2017-12 Approving the Application for Grant Funds for California Climate Investments Urban Greening Program.** General Manager Orsini reviewed the staff note and discussed the status of the application. President Mayo thanked staff for their effort. Director Corbett noted a couple questions that arose while reading through the application. Additional Board and staff discussion. Public comment opened, none received, public comment closed.

**Motion:** Adopt Resolution 2017-12 to approve the application for grant funds for the California Investments Urban Greening Program.

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

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

**Motion Summary:** Motion Passed

**E.7 Consider Approval of Professional Services Agreement for GHD to Provide Construction Management Service for MCSD Digital Control Upgrade and Authorize General Manager to Execute Contract.** Item presented by General Manager Orsini. Board comments and questions from Directors Corbett, Couch and Burke.

**Motion:** Authorize General Manager to execute Professional Services Agreement with GHD, not to exceed \$40,000 with a 10% contingency totaling \$44,000.

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

Public comment opened, none received, public comment closed.

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

**Motion Summary:** Motion Passed

**E.8 Review Leak Adjustment Policy, Impacts, and Policy Comparison Matrix.** Finance Director, Colleen Trask reviewed the item and provided further explanation of the attachments. General Manager Orsini asked for the Board to consider if the current policy is adequate or if it needs revision. Additional Board discussion about the Leak Adjust Policies Matrix. Informational item only, no action taken.

**E.9 Review Operations Draft Budget for Water, Wastewater, and Streetlights Funds FY2017-18.** Item presented by Finance Director, Colleen Trask. Director Wheeler asked for larger pie charts. Public comment opened, none received, public comment closed. Informational item only, no action taken.

**E.10 Discussion of 2016 Wastewater Management Facility Annual Report to the Regional Water Quality Control Board (RWQCB).** Item presented by Operations Director, James Henry. No comments from the Board or public. Informational item only, no action taken.



**E.11 Review Parks & General Fund DRAFT Operating Budget FY2017-18.** Presented by Finance Director, Colleen Trask. Director Wheeler asked for clarification regarding Quimby Funds. Director Burke asked about the FY2013-14 deficit. Director Corbett commented on a developing a plan for success.

**E.12 Discuss and Update Board Officer Rotation Schedule.** Presented by Board Secretary, Emily Abfalter. President Mayo suggested to stay with the pattern established in the Past Officer Rotation Schedule and place Director Burke where past Director Edwards was located in the table. No further comments from the Board or public.

**Motion:** Approve update to Board Officer Rotation Schedule as reflected below.

	2017	2018	2019	2020	2021	2022	2023	2024
Term Expiration								
Corbett			VC	C				VC
Burke				VC	C			
Mayo	C				VC	C		
Couch	VC	C				VC	C	
Wheeler		VC	C				VC	C

C = Chair VC = Vice Chair

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

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

**Motion Summary:** Motion Passed

**E.13 Consider Approval of Resolution 2017-14 Adopting MCSD's Debt Management and Capital Financing Policy.** Presented by Finance Director, Colleen Trask. General Manager Orsini briefly discussed the purpose of this item. Additional comments from Directors Corbett and Burke. Public comment opened, none received, public comment closed.

**Motion:** Adopt Resolution 2017-14 to accept the MCSD Debit Management and Capital Financing Policy.

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

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

**Motion Summary:** Motion Passed

**E.14 Consider Extension of General Manager's (GM) Contract through January 1, 2021.**

Presented by General Manager Orsini. No comments from the Board or public.

**Motion:** Approve extension of the Employment Contract with Gregory Orsini and authorize Board President to execute Amendment 2 of the GM's Employment Contract.

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

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

**Motion Summary:** Motion Passed

## AGENDA ITEM F. REPORTS

### F.1 ACTIVE COMMITTEE REPORTS

- Recreation Advisory Committee (Couch/Wheeler):** Director Wheeler reported that the skate park input meeting was successful and very well attended.
- Area Fund (John Kulstad/Burke):** Nothing to report.

- c. **Redwood Region Economic Development Commission (Mayo/Corbett):** President Mayo commented that the last meeting was at the airport and a tour was given of the restaurant/bar.
- d. **McKinleyville Senior Center Advisory Committee (Wheeler, Burke):** Nothing further to add.
- e. **Audit (Corbett/Couch):** Nothing to report.
- f. **Employee Negotiations (Couch/Corbett):** Nothing to report.
- g. **Water Task Force (Wheeler/Burke):** Nothing to report.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Burke):** Directors Wheeler and Burke plan to meet with Steve Gieder from Northcoast Horticulture Supply.
- i. **McKinleyville Municipal Advisory Committee (Corbett/Mayo):** No meetings scheduled.
- j. **Cornerstone Committee (Couch/Wheeler):** Did not meet.
- k. **Groundwater Sustainability Committee (Corbett, Burke):** Director Corbett commented that the application of exemption is still pending.

## F.2 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, had nothing further to add to her written report.
- b. **Operations Department (James Henry):** Operations Director, James Henry, had nothing further to add to his written report.
- c. **Parks & Recreation Department (Lesley Frisbee):** Recreation Director, Lesley Frisbee, noted that Six Rivers Brewery will host a Pints for Non-Profits to benefit the Boys and Girls Club of the Redwoods, Thursday May 11<sup>th</sup> and that community surveys were mailed out to 500 randomly selected McKinleyville households.
- d. **General Manager (Greg Orsini):** General Manager Orsini had nothing further to add to his written report.

**F.3 PRESIDENT'S REPORT:** President Mayo was saddened by the news that Shirley Green had passed. President Mayo attended the last Chamber mixer at Hooven & Co and the American Red Cross drill.

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

**REQUESTS:** Director Corbett and President Mayo shared that they both plan to attend a Marine Life Protection Act update seminar this Friday.

## G. ADJOURNMENT: 11:31pm

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

---

Emily Abfalter, Board Secretary

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

**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 April 30, 2017**

Petty Cash & Change Funds 8,892.60

**Cash**

Operating & Money Market - Beginning Balance 1,542,251.19

**Cash Receipts:**

Utility Billings & Other Receipts	600,353.17
Money Market Account Interest	333.70
Transfers from County Funds #2560, #4240, CalTRUST, Meas. B	-
Other Cash Receipts (incl. WWMF SRF Loan disbursements)	579,006.00

**Total Cash Receipts** 1,179,692.87

**Cash Disbursements:**

Transfers to County Funds #2560, #4240, CalTRUST	-
Payroll Related Expenditures	(232,724.18)
Debt Service	(79,420.20)
Capital & Other Expenditures	(523,457.89)

**Total Cash Disbursements** (835,602.27)

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

**Total Cash** 1,895,234.39

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

**LAIF - Beginning Balance** 129,705.83

Interest Income 248.15

**LAIF - Ending Balance** 129,953.98

**Humboldt Co. #2560 - Beginning Balance** 1,235,288.36

Property Taxes and Assessments 338,632.78

Transfer to/from Operating Cash -

Interest Income (net of adjustments) 1,163.23

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

**Humboldt Co. #4240 - Beginning Balance** 2,902,981.34

Transfer to/from Operating Cash -

Transfer to/from Biosolids Reserve -

Interest Income 6,108.28

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

**Humboldt Co. #9390 - Beginning Balance** 863,670.33

Reserves Recovery Deposits/Other Bal Withdrawals 48,985.44

Interest Income -

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

**USDA Bond Reserve Fund - Beginning Balance** 151,045.14

Bond Reserve Payment 7,687.50

Debt Service Payment, Principal/Interest -

Interest Adjustment 18.80

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

**CalTRUST - Beginning Balance** 1,242,458.23

Net Transfer to/from Meas. B Teen Ctr Funds -

Net Transfer to/from Water Fund Capacity Fees Acct -

Net: Interest Income/Unrealized Gain/Loss 1,273.07

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

**Total Investments** 6,935,283.96

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

**Total Cash & Investments - Prior Month** 8,082,300.50

**Net Change to Cash & Investments This Month** 748,217.85

**Cash & Investment Summary**

Cash & Cash Equivalents	7,904,446.56
Davis-Grunsky Loan Reserve	604,956.98
Waste Water Capital Reserve	102,363.37
USDA Bond Reserve	158,751.44
I-Bank Loan Reserve	60,000.00

**Total Cash & Investments** 8,830,518.35

**McKinleyville Community Services District**  
Consolidated Balance Sheet by Fund  
As of April 30, 2017

<u>ASSETS</u>	Governmental Funds			Proprietary Funds		
	Parks & General	Measure B	Streetslights	Water	Wastewater	Total (Memorandum Only)
Current Assets						
Unrestricted cash & cash equivalents	\$ 1,190,680.86	\$ (471,565.48)	\$ (22,844.42)	\$ 3,747,242.99	\$ 3,552,420.42	\$ 7,995,934.37
Accounts receivable	73,476.54	-	4,942.09	289,113.41	277,075.53	644,607.57
Prepaid expenses & other current assets	14,107.32	-	428.12	87,395.30	33,907.54	135,838.28
Total Current Assets	1,278,264.72	(471,565.48)	(17,474.21)	4,123,751.70	3,863,403.49	8,776,380.22
Noncurrent Assets						
Restricted cash & cash equivalents	124,578.92	-	-	664,956.98	261,114.81	1,050,650.71
Other noncurrent assets	-	-	-	38,216.52	41,750.04	79,966.56
Capital assets (net)	-	-	-	8,035,009.62	22,722,110.30	30,757,119.92
Total Noncurrent Assets	124,578.92	-	-	8,738,183.12	23,024,975.15	31,887,737.19
TOTAL ASSETS	\$ 1,402,843.64	\$ (471,565.48)	\$ (17,474.21)	\$ 12,861,934.82	\$ 26,888,378.64	\$ 40,664,117.41
<u>LIABILITIES &amp; FUND BALANCE/NET ASSETS</u>						
Current Liabilities						
Accounts payable & other current liabilities	\$ 70,756.21	\$ 767.49	\$ 263.82	\$ 263,742.19	\$ 352,228.63	\$ 687,758.34
Accrued payroll & related liabilities	82,888.21	-	-	42,244.94	42,331.93	167,465.08
Total Current Liabilities	153,644.42	767.49	263.82	305,987.13	394,560.56	855,223.42
Noncurrent Liabilities						
Long-term debt	-	-	-	2,772,327.59	8,434,710.42	11,207,038.01
Other noncurrent liabilities	-	-	-	898,973.99	948,294.66	1,847,268.65
Total Noncurrent Liabilities	-	-	-	3,671,301.58	9,383,005.08	13,054,306.66
TOTAL LIABILITIES	153,644.42	767.49	263.82	3,977,288.71	9,777,565.64	13,909,530.08
Fund Balance/Net Assets						
Fund balance	217,675.42	(472,332.97)	(17,738.03)	-	-	(272,395.58)
Net assets	1,031,523.80	-	-	3,621,964.08	2,823,413.12	7,476,901.00
Investment in capital assets, net of related debt	-	-	-	5,262,682.03	14,287,399.88	19,550,081.91
Total Fund Balance/Net Assets	1,249,199.22	(472,332.97)	(17,738.03)	8,884,646.11	17,110,813.00	26,754,587.33
TOTAL LIABILITIES & FUND BALANCE/NET ASSETS	\$ 1,402,843.64	\$ (471,565.48)	\$ (17,474.21)	\$ 12,861,934.82	\$ 26,888,378.64	\$ 40,664,117.41
Difference in Reclass from Cap Assets to Net Assets:						
Investment in General Capital Assets	\$ 3,270,286.81					
General Long-term Liabilities						
PG&E Streetslights Loan	52,902.93					
Meas. B Loan: Teen/Community Center	1,269,902.00					
OPEB Liability	384,500.56					
CalPERS Pension Liability/Deferred Inflows-Outflows	525,363.06					
Accrued Compensated Absences	74,391.78					
TOTAL GENERAL LONG-TERM LIABILITIES	\$ 2,307,060.33					

**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget**  
**April 2017**

Department Summaries		April	% of Year 83.33% YTD	Original YTD Budget	Over (Under) YTD Budget	Over (Under) YTD Budget %	Notes
<u><b>Water</b></u>							
Water Sales		239,939	2,739,327	2,868,442	(129,115)	-4.50%	
Other Revenues		18,953	229,828	273,783	(43,955)	-16.05%	Includes YTD Capacity Fees of \$120,880. No Contrib.Construction at this time
Total Operating Revenues		258,892	2,969,155	3,142,225	(173,070)	-5.51%	
Salaries & Benefits		79,180	675,892	725,505	(49,613)	-6.84%	
Water Purchased		76,003	781,303	806,030	(24,727)	-3.07%	
Other Expenses		16,982	248,816	375,974	(127,158)	-33.82%	Emergency Repairs not yet required; Election costs not yet rec'd from County
Depreciation		29,000	288,200	291,667	(3,467)	-1.19%	
Total Operating Expenses		201,164	1,994,211	2,199,176	(204,965)	-9.32%	
Net Operating Income		57,728	974,944	943,049	(378,035)		
Interest Income		4,443	24,712	11,250	13,462	119.66%	Higher-than-predicted interest rates on the County Trust Account
Interest Expense		(5,587)	(58,028)	(58,422)	(394)	-0.68%	
<b>Net Income (Loss)</b>		<b>56,583</b>	<b>941,628</b>	<b>895,877</b>	<b>45,751</b>		
<u><b>Wastewater</b></u>							
Wastewater Service Charges		238,537	2,517,259	2,544,373	(27,114)	-1.07%	
Other Revenues		32,034	294,225	374,058	(79,833)	-21.34%	Includes YTD Capacity Fees of \$217,253.00. No Contrib.Construction at this time
Total Operating Revenues		270,571	2,811,485	2,918,431	(106,946)	-3.66%	
Salaries & Benefits		75,726	726,821	779,706	(52,885)	-6.78%	
Other Expenses		20,387	388,868	413,484	(24,616)	-5.95%	
Depreciation		40,000	399,150	400,000	(850)	-0.21%	
Total Operating Expenses		136,113	1,514,838	1,593,190	(78,352)	-4.92%	
Net Operating Income		134,458	1,296,646	1,325,241	(28,595)		
Interest Income		4,154	23,592	16,667	6,925	41.55%	Higher-than-predicted interest rates on the County Trust Account
Interest Expense		(12,645)	(91,369)	(209,215)	(117,846)	-56.33%	Interest on the SRF WWMF constr.draw budget revision approved
<b>Net Income (Loss)</b>		<b>125,967</b>	<b>1,228,869</b>	<b>1,132,693</b>	<b>96,176</b>		
<b>Enterprise Funds Net Income (Loss)</b>		<b>182,550</b>	<b>2,170,497</b>	<b>2,028,570</b>	<b>141,927</b>		

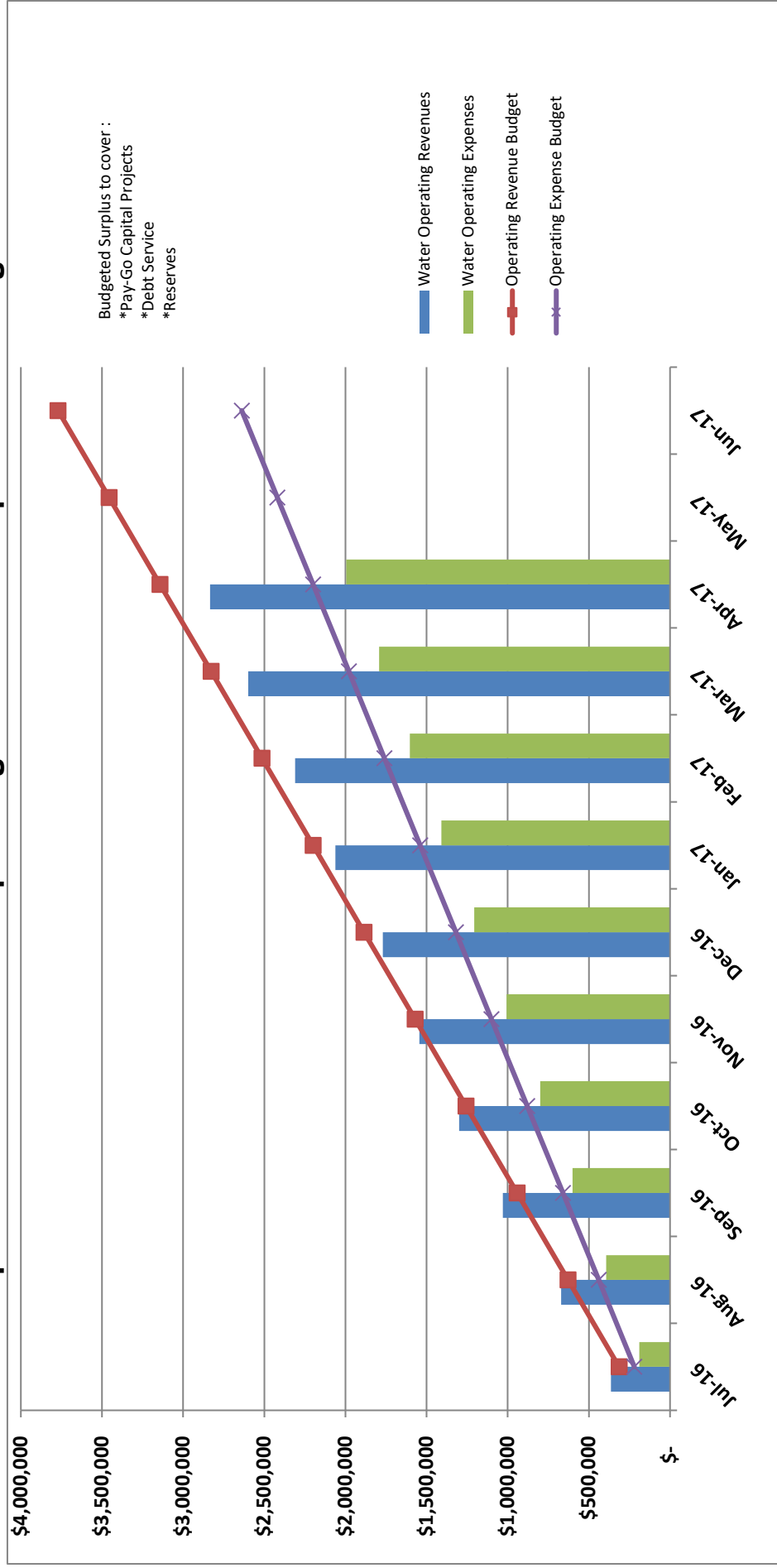
Treasurer's Report Page 4

**McKinleyville Community Services District**  
**Activity Summary by Fund, Original Budget**  
**April 2017**

Department Summaries						
<u>Parks &amp; Recreation</u>						
Program Fees	35,540	349,659	311,158	38,501	12.37%	Collection of fees for Kid's Club After School program
Rents & Related Fees	5,616	78,323	92,268	(13,945)	-15.11%	Budget is spread evenly across 12 months, but actuals vary by month
Property Taxes	255,933	545,048	437,500	107,548	24.58%	County Tax remittance December/April/June
Other Revenues	11,532	160,218	165,842	(5,624)	-3.39%	
Interest Income	1,494	12,869	8,333	4,536	54.43%	Interest on County Trust Account higher than anticipated.
Total Revenues	310,114	1,146,116	1,015,101	131,015	12.91%	
Salaries & Benefits	69,744	728,568	760,109	(31,541)	-4.15%	
Other Expenditures	13,806	192,887	218,248	(25,361)	-11.62%	Emergency Repairs not yet required; Election costs not yet rec'd from County
Capital Expenditures	-	-	36,933	(36,933)	-100.00%	Parking lot resurfacing project delayed, emergency repairs not yet required
Total Expenditures	83,550	921,454	1,015,290	(93,836)	-9.24%	
Excess (Deficit)	226,564	224,662	(189)	224,851		
<u>Measure B Assessment</u>						
Total Revenues	83,382	202,983	177,917	25,066	14.09%	Interest & unrealized gains/losses; County Tax remittance December/April/June
Salaries & Benefits	4,071	38,541	46,467	(7,926)	-17.06%	Payroll Budget for emergency repairs on facilities not yet utilized
Other Expenditures	24,670	54,101	25,208	28,893	114.62%	Teen Center interior furnishings (non-capital) greater cost than estimated
Capital Expenditures/Loan Repayment	42,962	203,621	197,876	5,745	2.90%	Teen Center Kitchen/interior furnishings/landscaping budget modified
Total Expenditures	71,703	296,263	269,551	26,712	9.91%	
Excess (Deficit)	11,679	(93,280)	(91,634)	(1,646)		
<u>Street Lights</u>						
Total Revenues	8,660	84,655	79,883	4,772	5.97%	
Salaries & Benefits	3,274	29,824	34,207	(4,383)	-12.81%	Payroll Budget for emergency repairs not yet utilized
Other Expenditures	1,694	24,765	27,805	(3,040)	-10.93%	Emergency Repairs not yet required; Election costs not yet rec'd from County
Capital Expenditures/Loan Repayment	1,655	16,554	18,221	(1,667)	-9.15%	LED Project Debt repayment, capital projects not complete
Total Expenditures	6,624	71,143	80,233	(9,090)	-11.33%	
Excess (Deficit)	2,036	13,512	(350)	(13,862)		
Governmental Funds Excess (Deficit)	240,279	144,894	(92,173)	237,067		

# McKinleyville Community Services District April 2017

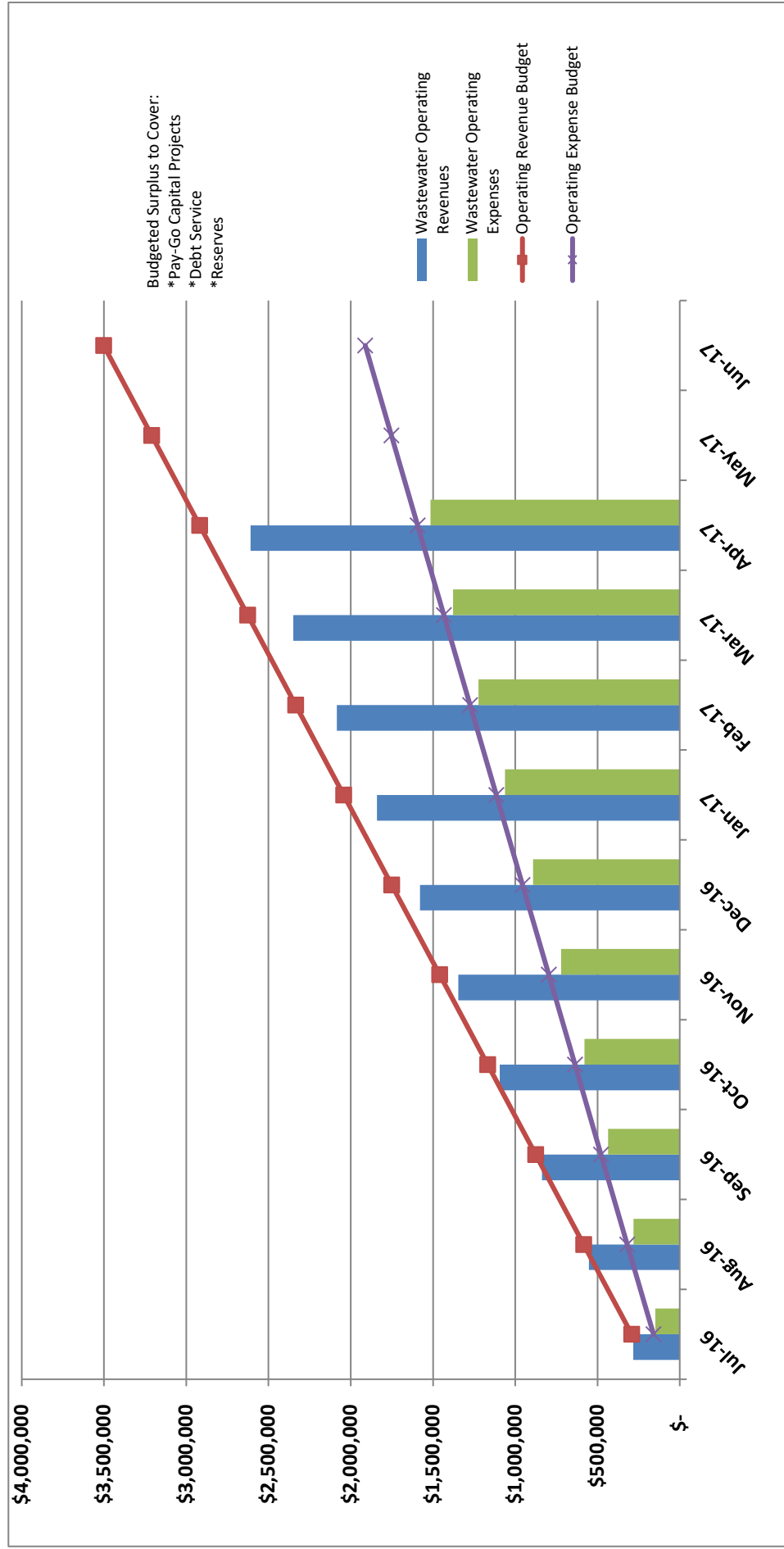
## Comparison of Water Fund Operating Revenues & Expenses to Budget





# McKinleyville Community Services District April 2017

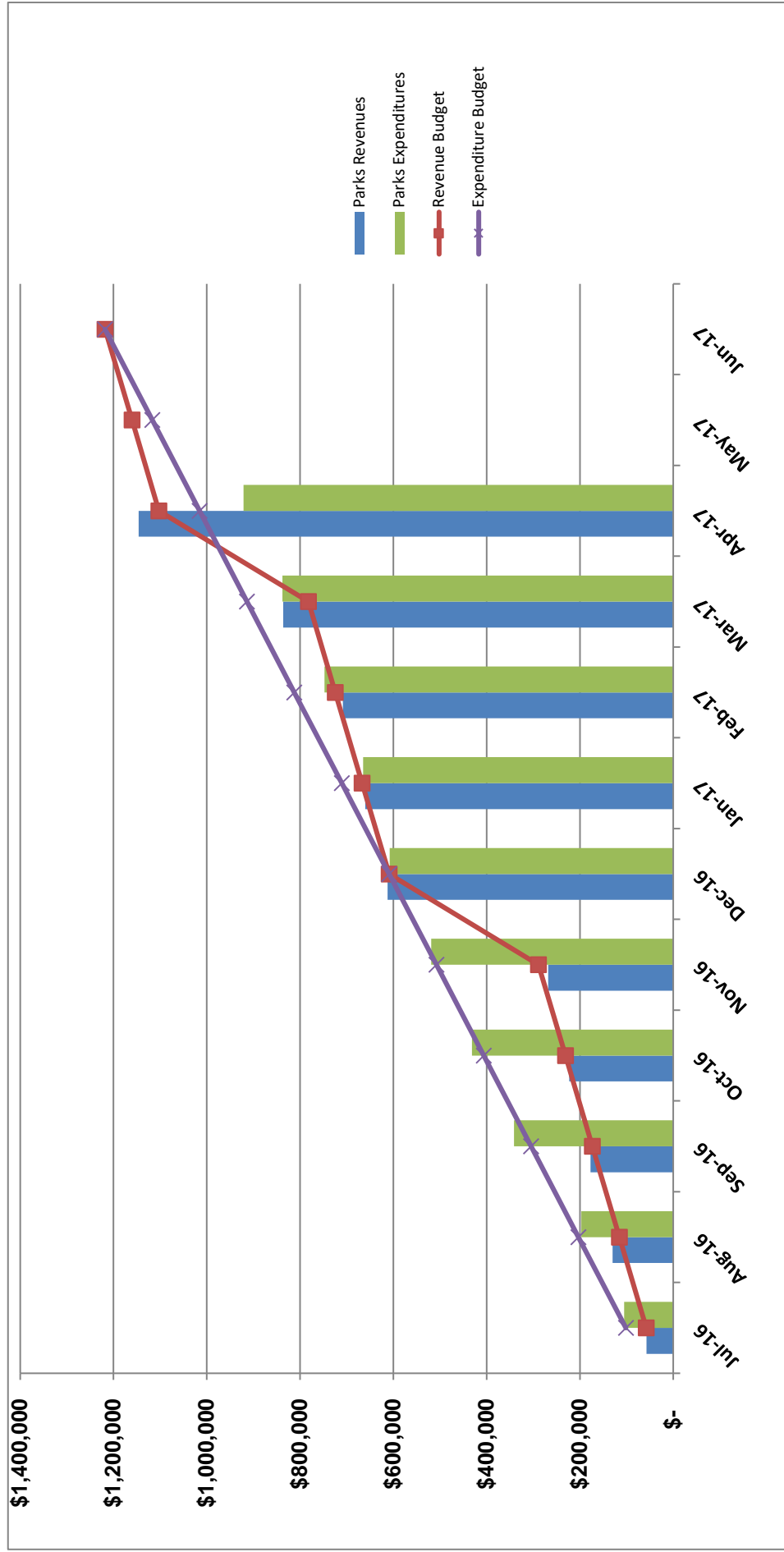
## Comparison of Wastewater Fund Operating Revenues & Expenses to Budget



Treasurer's Report Page 6, Selected Graphic Comparisons

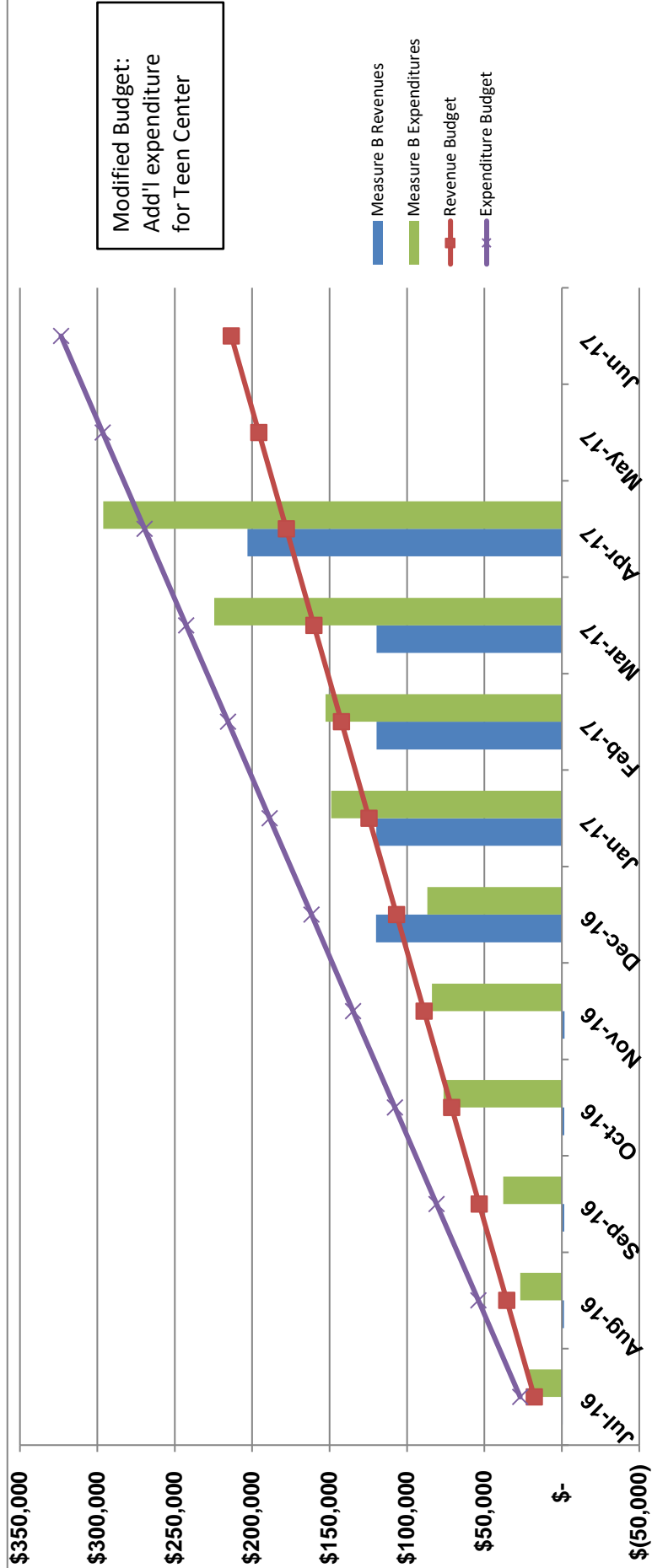
# McKinleyville Community Services District April 2017

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



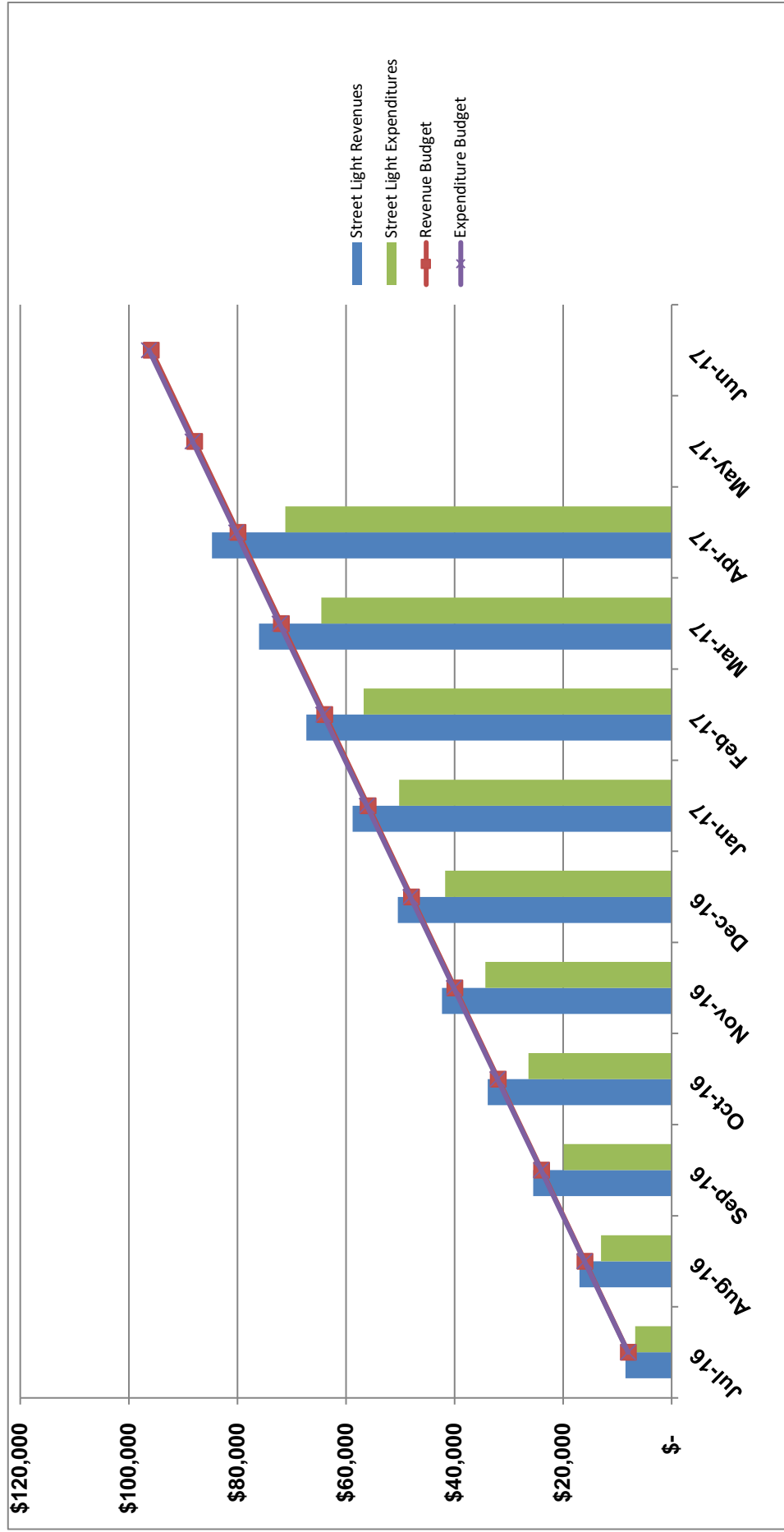
# McKinleyville Community Services District April 2017

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



# McKinleyville Community Services District April 2017

Comparison of Street Light Fund Total Revenues & Expenditures to Budget



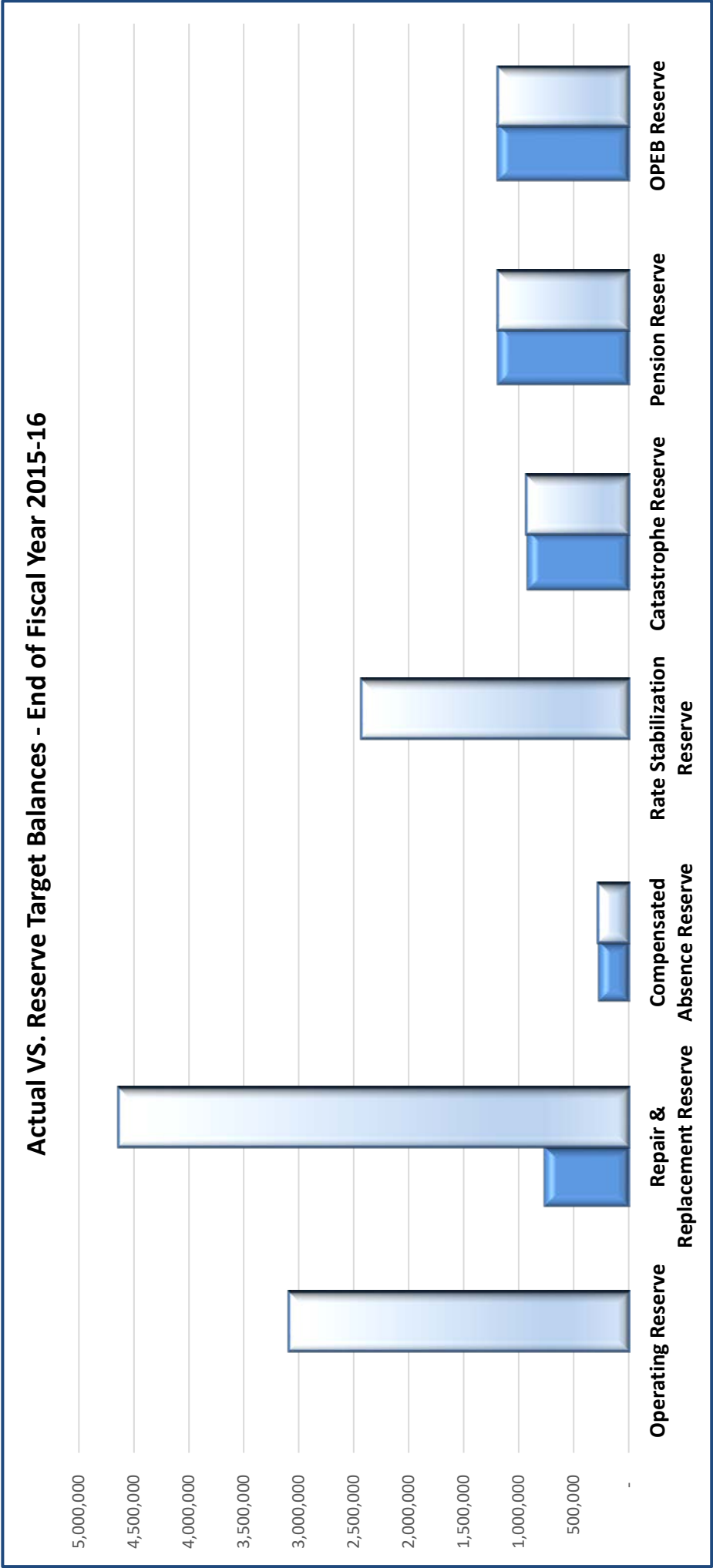
Treasurer's Report Page 10, Selected Graphic Comparisons

**McKinleyville Community Services District**  
**Capital Expenditure Report**  
**As of April 30, 2017**

	April	YTD Total	FY 16-17 Budget	Remaining		Notes
				Budget \$	Budget %	
<b>Water Department</b>						
Ramey Pump Upgrades	-	-	-	-	#DIV/0!	
Water Tank Upgrade	195	306,794	491,600	184,806	38%	Tank Painting
4.5m New Water Tank	-	-	700,000	700,000	100%	Drilling, LACO Assoc.
Production Meter Replacements	-	-	8,000	8,000	100%	Production Meter Replacement
Emergency Water Supply	-	6,235	40,000	33,765	84%	Emergency Water Supply
Emergency Response Equipment	-	-	50,000	50,000	100%	Emergency Generator
Fire Hydrant System Upgrade	-	-	14,000	14,000	100%	Fire Hydrant System Upgrade
Customer Radio Meter Replacements	-	114,949	260,000	145,051	56%	Radio meters purch/install
Radio Telemetry Upgrade	-	-	-	-	#DIV/0!	Equipment purchased
Meter Reading Equipment Replacement	-	-	-	-	#DIV/0!	Equipment purchased
Water Main Rehab & Replacement	-	5,618	100,000	94,382	94%	Water Main Rehab
Property Purchase & Improvements	-	-	200,000	200,000	100%	Property Purch/Improvements
<b>Subtotal</b>	<b>195</b>	<b>433,597</b>	<b>1,863,600</b>	<b>1,430,003</b>	<b>77%</b>	
<b>Wastewater Department</b>						
Sewer Main Rehab & Replacement	-	5,442	100,000	94,558	95%	Sewer Main Rehab
WWMF Biosolids Project	-	-	240,000	240,000	100%	to County Trust Acct#9390
Collection System Upgrades	-	-	-	-	#DIV/0!	
Fischer Lift Station Generator	-	2,309	80,000	77,692	97%	Fischer Lift Stn Generator
Sewer Main Camera Unit	-	-	30,000	30,000	100%	
WWMF Upgrade/CEQA/Permitting	410,584	6,265,806	13,000,000	6,734,194	52%	WWMF construction
WWMF Engineering Study	-	-	-	-	#DIV/0!	
Radio Telemetry Upgrade	1,576	4,699	30,000	25,301	84%	Radio Telemetry upgrade
WWMF Engr Study (next NPDES Permit)	-	-	50,000	50,000	100%	
Customer Radio Meter Replacements	-	111,329	260,000	148,671	57%	Radio meters purch/install
Underground Locator Pipe & Camera	-	-	5,000	5,000	100%	
Biofiltration (Tree Farm) proj	187	1,343	5,000	3,657	73%	Biofiltration (Tree Farm) proj
SCBA Apparatus and Bottles	-	-	6,000	6,000	100%	
<b>Subtotal</b>	<b>412,346</b>	<b>6,389,584</b>	<b>13,806,000</b>	<b>7,416,416</b>	<b>54%</b>	
<b>Water &amp; Wastewater Operations</b>						
Heavy Equipment	-	-	410,000	410,000	100%	Hydrocleaner; Tractor attachmt
Utility Vehicles	-	14,807	63,000	48,193	76%	CCTV truck, 3/4 or 1-ton Pickup
Office, Corporate Yard & Shops	-	-	10,000	10,000	100%	Facilities upgrade/sealcoat
Computers & Software	-	5,033	65,000	59,967	92%	Server, PCs, GIS/SEMS/CADD
Fischer Ranch - Reclamation Site Upgrade (tr	-	11,416	5,000	(6,416)	-128%	Match to 3rd party grant funding
Fischer Ranch - Barn & Fence upgrades, Und	-	1,850	17,000	15,150	89%	Underground valving/piping
Fischer Ranch -Disposal Site Upgrade	-	3,276	1,500,000	1,496,724	100%	Disposal Site Upgrade
Small Equipment & Other	-	-	20,000	20,000	100%	Ops Office Eq./Emergency Eqp
<b>Subtotal</b>	<b>-</b>	<b>36,382</b>	<b>2,090,000</b>	<b>2,053,618</b>	<b>98%</b>	
<b>Enterprise Funds Total</b>	<b>412,541</b>	<b>6,860,906</b>	<b>17,759,600</b>	<b>10,900,037</b>	<b>61%</b>	
<b>Parks &amp; Recreation Department</b>						
Hiller Park & Sports Complex	-	-	5,000	5,000	100%	Other Equipment & Signage
Azalea Hall Projects	-	-	11,000	11,000	100%	PA sys, Parking Lot resurfacing
McKinleyville Activity Center Upgrades	-	-	-	-	#DIV/0!	
Law Enforcement Facility Improvements	-	-	5,000	5,000	100%	Paving/Sealing
Projects Funded by Quimby/Other Funds	-	-	-	-	#DIV/0!	Covered Picnic Area
Projects Funded by Measure B Renewal	818	115,916	237,000	121,084	51%	Teen Center Constr&Loan svc
Other Parks Projects & Equipment	7,013	7,013	23,000	15,987	70%	Land quitclaimed by County
<b>Subtotal</b>	<b>7,831</b>	<b>122,930</b>	<b>281,000</b>	<b>158,070</b>	<b>56%</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>7,831</b>	<b>122,930</b>	<b>283,000</b>	<b>160,070</b>	<b>57%</b>	
<b>All Funds Total</b>	<b>420,372</b>	<b>6,983,835</b>	<b>18,042,600</b>	<b>11,060,107</b>	<b>61%</b>	

**McKinleyville Community Services District**  
**Summary of Long-Term Debt Report**  
**As of April 30, 2017**

Summary of Long-Term Debt Report As of April 30, 2017							Principal Maturities and Scheduled Interest		
	%	Maturity Date	Balance - March 31, 2017	Balance - April 30, 2017			FY-17	Thereafter	
<b>Water Fund:</b>									
I-Bank Interest	3.37%	8/1/30	P	759,574.85	759,574.85		-	759,574.90	
			I				-	192,921.18	
State of CA Energy Commission (ARRA) Interest	1.0%	12/22/26	P	118,202.22	118,202.22		5,636.03	112,565.98	
			I				589.39	5,716.71	
State of CA (Davis Grunsky)		1/1/33	P	1,621,993.95	1,621,993.95		-	1,621,993.95	
State of CA (Davis Grunsky) Deferred Interest		1/1/33	P	272,556.57	272,556.57		-	272,556.57	
	2.5%		I				21,179.20	365,895.58	
Total Water Fund-Principal				2,772,327.59	2,772,327.59		5,636.03	2,766,691.40	
Total Water Fund-Interest							21,768.59	564,533.47	
<b>Total Water Fund</b>				2,772,327.59	2,772,327.59		27,404.62	3,331,224.87	
<b>Wastewater Fund:</b>									
WWMF SRF Loan Interest	1.6%	7/31/47	P	7,347,322.00	7,926,328.00		-	16,797,681.73	
			I				-		
State of CA WRCB (SCEP II) Interest	2.6%	3/27/18	P	27,175.60	27,175.60		-	27,176.10	
			I				-	706.57	
Umpqua Bank Interest	5.5%	12/4/17	P	40,687.49	36,206.82		8,965.06	27,061.53	
			I				323.90	433.07	
USDA (Sewer Bond) Interest	5.0%	8/1/22	P	445,000.00	445,000.00		-	445,000.00	
			I				-	66,875.00	
Total Wastewater Fund-Principal				7,860,185.09	8,434,710.42		8,965.06	17,296,919.36	
Total Wastewater Fund-Interest							323.90	68,014.64	
<b>Total Sewer Fund</b>				7,860,185.09	8,434,710.42		9,288.96	17,364,934.00	
<b>Meas. B Fund: Teen/Comm Center Loan</b>									
	3.55%	11/1/29	P	1,312,046.00	1,269,902.00		-	1,277,225.00	
			I				-	315,381.41	
<b>Streetlights Fund: LED Proj Loan, PG&amp;E</b>									
	0.0%		P	54,558.33	52,902.93		2,920.80	49,961.75	
			I					-	
Total Principal				11,999,117.01	12,529,842.94		17,521.89	21,390,797.51	
Total Interest							22,092.49	947,929.52	
<b>Total</b>				<b>11,999,117.01</b>	<b>12,529,842.94</b>		<b>39,614.38</b>	<b>22,338,727.03</b>	



- Utility Accounts Receivable Turnover Days

As of April 30, 2017

16.5 Days

- YTD Breakeven Revenue, Water Fund:

1,696,890.23

- YTD Actual Water Sales:

2,739,326.73

- Days of Cash on Hand - Operations Checking Account

140.1 Days

**McKinleyville Community Services District**  
**Cash Disbursement Report**  
**For the Period April 1 through April 30, 2017**

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
<b>Accounts Payable Disbursements</b>						
32407	4/3/2017	*0073	REC PROGRAM REFUND SB	140.00	B70403	REC PROGRAM REFUND SB
32408	4/3/2017	*0074	REC PROGRAM REFUND CB	140.00	B70403	REC PROGRAM REFUND CB
32409	4/3/2017	*0075	REC PROGRAM REFUND PC	140.00	B70403	REC PROGRAM REFUND PC
32410	4/3/2017	*0076	REC PROGRAM REFUND SP	140.00	B70403	REC PROGRAM REFUND SP
32411	4/3/2017	ADV01	ADVANCED SECURITY SYSTEM	492.00	372332	SECURITY SYSTEM
32412	4/3/2017	BEA01	DUANEE BREAUX	135.00	B70403	CONTRACT BBALL REFEREE
32413	4/3/2017	BLA01	JOSEPH M. BLAINE	112.00	B70403	TRAINING-CAREER TRACK MGMT
32414	4/3/2017	BTM01	BT METAL SALES & FABRICATION	37.61	26561	REPAIRS/SUPPLY
32415	4/3/2017	COA01	COASTAL BUSINESS SYSTEMS	368.01	20357246	COPIER MAINTENANCE PMT
32416	4/3/2017	CON03	CONTRACTOR COMPLIANCE AND	120.00	8238	PROFESSIONAL SERVICES
32417	4/3/2017	COR01	CORBIN WILLITS SYSTEMS, INC	888.42	B70403	MOMS MONTHLY PMT
32418	4/3/2017	GRA03	PARKER GRAY	120.00	B70403	CONTRACT BBALL REFEREE
32419	4/3/2017	HAR13	The Hartford - Priority A	426.02	B70403	GROUP LIFE INSURANCE
32420	4/3/2017	HUM01	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	76,759.38	B70403	WATER PURCHASED
32421	4/3/2017	OSC01	OSCAR LARSON & ASSOCIATES	1,255.84	8835	COCHRAN TANK RECOATING



Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
32422	4/3/2017	SUD01	SUDDENLINK	315.29	B70403	INTERNET SERVICES
32423	4/3/2017	USB01	U.S. BANK TRUST N.A.	7,687.50	B70322	SEWER BOND PAYMENT
32424	4/3/2017	VER01	VERIZON WIRELESS	61.25	B70403	CELL PHONES FOR MARCH 2017
32425	4/3/2017	\A011	MQ CUSTOMER REFUND FOR AL	60.01	000B70401	MQ CUSTOMER REFUND FOR AL
32426	4/3/2017	\A012	MQ CUSTOMER REFUND FOR AN	73.68	000B70401	MQ CUSTOMER REFUND FOR AN
32427	4/3/2017	\B033	MQ CUSTOMER REFUND FOR BE	6.46	000B70401	MQ CUSTOMER REFUND FOR BE
32428	4/3/2017	\B034	MQ CUSTOMER REFUND FOR BO	40.00	000B70401	MQ CUSTOMER REFUND FOR BO
32429	4/3/2017	\C008	MQ CUSTOMER REFUND FOR CA	2.92	000B70401	MQ CUSTOMER REFUND FOR CA
32430	4/3/2017	\C010	MQ CUSTOMER REFUND FOR CO	35.28	000B70401	MQ CUSTOMER REFUND FOR CO
32431	4/3/2017	\D004	MQ CUSTOMER REFUND FOR DE	40.46	000B70401	MQ CUSTOMER REFUND FOR DE
32432	4/3/2017	\D015	MQ CUSTOMER REFUND FOR DU	84.69	000B70401	MQ CUSTOMER REFUND FOR DU
32433	4/3/2017	\F002	MQ CUSTOMER REFUND FOR FO	57.25	000B70401	MQ CUSTOMER REFUND FOR FO
32434	4/3/2017	\J004	MQ CUSTOMER REFUND FOR JL	25.43	000B70401	MQ CUSTOMER REFUND FOR JL
32435	4/3/2017	\K008	MQ CUSTOMER REFUND FOR KE	29.77	000B70401	MQ CUSTOMER REFUND FOR KE
32436	4/3/2017	\L004	MQ CUSTOMER REFUND FOR LU	81.59	000B70401	MQ CUSTOMER REFUND FOR LU
32437	4/3/2017	\R004	MQ CUSTOMER REFUND FOR RO	32.28	000B70401	MQ CUSTOMER REFUND FOR RO
32438	4/3/2017	\S003	MQ CUSTOMER REFUND FOR SC	64.32	000B70401	MQ CUSTOMER REFUND FOR SC
32439	4/6/2017	MCB02	BILL MCBROOME	64.00	B70405P	GRADE 4 WW EXAM TRAVEL
32440	4/6/2017	HEN03	JAMES G. HENRY	64.00	B70405P	GRADE 4 WW EXAM TRAVEL

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
32441	4/11/2017	*0077	AZALEA HALL DEPOSIT REFUND DM	100.00	B70405	AZALEA HALL DEPOSIT REFUND DM
32442	4/11/2017	*0078	AZALEA HALL DEPOSIT REFUND DG	85.00	B70405	AZALEA HALL DEPOSIT REFUND DG
32443	4/11/2017	*0079	REC PROGRAM REFUND MIF	60.00	B70411	REC PROGRAM REFUND MIF
32444	4/11/2017	ACW01	CB&T/ACWA-JPIA	18,103.86	B70411	GROUP HEALTH INSURANCE
32445	4/11/2017	BAN01	BANKCARD CENTER	8,174.47	B70411	TRAINING/TRVL/MEALS/SUPPLIES
32446	4/11/2017	COS03	CAPITAL ONE COMMERCIAL (COSTCO)	151.45	B70403	SUPPLIES PURCHASED MARCH
32447	4/11/2017	DIS03	DISCOUNT SCHOOL SUPPLY	107.38	P35513540	REC PROGRAM SUPPLIES
32448	4/11/2017	EUR07	Eureka Rubber Stamp Co.	28.09	A22851	OFFICE SUPPLIES
32449	4/11/2017	FAN01	RODRIGO FANTI	718.25	B70411	CONTRACT INSTRUCTOR PMT
32450	4/11/2017	GOV01	GOVINVEST	6,700.00	1121	SOFTWARE PURCHASE
32451	4/11/2017	HAR03	HARPER MOTORS CO.	85.68	B70405	VEHICLE REPAIRS
32452	4/11/2017	HUM08	HUMBOLDT SANITATION	1,429.80	B70405	TRASH SERVICE
32453	4/11/2017	MAD02	MAD RIVER UNION	80.00	40160	ADVERTISEMENT
32454	4/11/2017	MAY03	DENNIS MAYO	36.49	B70411	ACWA ENERGY SUMMIT/BOARD
32455	4/11/2017	MCK11	MCKINLEYVILLE SENIOR CENTER	37.89	B70411	P&R SHARE OF INTERNET
32456	4/11/2017	MCS01	MCSD C/O HUMBOLDT COUNTY	24,395.73	B70406	REVENUE RECOVERY SURCHARGE
32457	4/11/2017	MEN01	MENDES SUPPLY CO.	473.00	B70406	REPAIRS/SUPPLY
32458	4/11/2017	MIL01	Miller Farms Nursery	2,241.79	B70406	REPAIRS/SUPPLY
32459	4/11/2017	MIL03	THE MILL YARD	223.43	B70406	REPAIRS/ SUPPLIES

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
32460	4/11/2017	NOR35	NORTHERN HUMBOLDT EMPLOYMENT SVCS	861.16	B70406	CENTRAL AVE/OPEN SPACE MAINT
32461	4/11/2017	NYL01	NYLEX.NET	52.50	3265	PROFESSIONAL SERVICES
32462	4/11/2017	PGE01	PG & E (Office & Field)	18,834.41	B70406	GAS & ELECTRIC
32463	4/11/2017	PGE10	PGE STREETLIGHTS	3.06	B70411	GAS & ELECTRIC S.L.- ZONE
32464	4/11/2017	REN01	RENNER PETROLEUM	2,500.62	B70406	GAS/OIL/LUBE
32465	4/11/2017	ROU01	ROUND TABLE DEVELOPMENT CORP	107.21	127437	REC PROGRAM SUPPLIES
32466	4/17/2017	*0080	REC PROGRAM REFUND MJ	55.00	B70417	REC PROGRAM REFUND MJ
32467	4/17/2017	ARC02	Arcata Stationers	67.85	B70403	OFFICE SUPPLIES
32468	4/17/2017	ATT01	AT&T	56.65	B70417	PHONE SERVICES
32469	4/17/2017	BEN01	BEN MEADOWS	186.52	S10324645	SUPPLIES PURCHASED
32470	4/17/2017	COA01	COASTAL BUSINESS SYSTEMS	1,037.71	20444908	COPIER MAINTENANCE PMT
32471	4/17/2017	DEP05	DEPARTMENT OF JUSTICE	32.00	225034	FINGERPRINTING: REC PROGRAM
32472	4/17/2017	GHD01	GHD	7,280.50	78945	PROFESSIONAL SERVICES
32473	4/17/2017	GRA02	GRAINGER	399.45	938972926	SUPPLIES PURCHASED
32474	4/17/2017	HEN03	JAMES G. HENRY	192.00	B70309	CRWA EXPO
32475	4/17/2017	HUC01	DELILAH HUCK	487.50	B70417	CONTRACT INSTRUCTOR PMT
32476	4/17/2017	IND02	INDUSTRIAL ELECTRIC SERVICE	136.68	B70406	REPAIRS/SUPPLY
32477	4/17/2017	MCK04	MCK ACE HARDWARE	308.54	B70406	REPAIRS/SUPPLY
32478	4/17/2017	MCM01	McMaster-Carr Supply Co.	1,009.50	17352947	REPAIRS/ SUPPLIES

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
			Check Total:	213.27 1,222.77	20289834	REPAIRS/ SUPPLIES
32479	4/17/2017	NOR01	NORTH COAST LABORATORIES	4,605.00	B70417	LAB TESTS
32480	4/17/2017	ORE01	O'REILLY AUTOMOTIVE, INC.	11.61	B70406	REPAIRS/SUPPLY
32481	4/17/2017	SCH02	Schmidbauer Lumber, Inc.	34.52	162871	WWMF UPGRADE
32482	4/17/2017	SIE02	SIERRA CHEMICAL CO.	3,052.04	B70406	CHLORINE/ CONTAINER DEPOSIT
32483	4/17/2017	STA11	STAPLES CREDIT PLAN	300.81	B70417	OFFICE SUPPLIES
32484	4/17/2017	THO02	Thomas Home Center	505.62	B70406	REPAIRS/SUPPLY
32485	4/17/2017	UPS01	UPS	254.68	B70417	LAB SHIPMENT
32486	4/24/2017	*0081	AZALEA HALL DEPOSIT REFUND ES	28.00	B70424	AZALEA HALL DEPOSIT REFUND ES
32487	4/24/2017	*0082	AZALEA HALL DEPOSIT REFUND JP	100.00	B70424	AZALEA HALL DEPOSIT REFUND JP
32488	4/24/2017	ATT01	AT&T	793.25	B70424	WWMF SWITCHED ETHERNET SVC
32489	4/24/2017	AUB01	AUBURN CONSTRUCTORS, INC.	320,123.40	13	WWMF UPGRADE
32490	4/24/2017	BAL01	DAVID BALDOSSER	43.00	B70424	NOTARY FEES
32491	4/24/2017	FUN01	FUNDRAISERS SPORTS	818.00	47076	TEEN CENTER BRICKS
32492	4/24/2017	PAR06	PARCEL QUEST	1,199.00	4/20/4269	SUBSCRIPTION RENEWAL
32493	4/24/2017	PER01	ASHLEY PEREZ	23.48	B70424	REC PROGRAM SUPPLIES REIMB
32494	4/24/2017	PGE05	PG&E	1,977.17	B70424	STLT LOAN-AGMT 4190997497
32495	4/24/2017	PGE06	PG&E-STREETLIGHTS	14.75	B70424	GAS & ELECTRIC S.L.- ZONE
32496	4/24/2017	PGE07	PG&E STREETLIGHTS	916.20	B70424	GAS & ELECTRIC

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
32497	4/24/2017	PGE08	PG&E STREETLIGHTS	14.08	B70424	GAS & ELECTRIC S.L.- ZONE
32498	4/24/2017	PGE09	PG&E-STREETLIGHTS	71.51	B70424	GAS & ELECTRIC S.L.- ZONE
32499	4/24/2017	PRE08	PRECISION INTERMEDIA	190.00	17-801	PROFESSIONAL SERVICES
32500	4/24/2017	STA09	S.W.R.C.B.	170.00	B70424	CERT RENEWAL
32501	4/24/2017	THR01	THRIFTY SUPPLY COMPANY	2,912.29	B70424	REPAIRS/ SUPPLIES
32502	4/24/2017	UMP04	UMPQUA BANK	65,432.82	4514	LOAN PAYMENT
32503	4/24/2017	UPS01	UPS	45.84	B70424	LAB TEST SHIPMENT
D00004	4/3/2017	COR07	JOHN W. CORBETT	125.00	B70403	BOARD MTG 3/1/17
				125.00	B70403	BOARD MTG 3/1/17
				125.00	B70403	BOARD MTG 3/1/17
			Check Total:	375.00		
D00005	4/13/2017	SCA01	SCADA SUPPORT GROUP	5,600.00	1704-MCSD	WWMF UPGRADE
				596,766.97		
			<b>Total Disbursements, Accounts Payable:</b>	<b>596,766.97</b>		

#### Payroll Related Disbursements

14454-14482	4/7/2017		Various Employees	14,586.44		Payroll checks
14483	4/7/2017	CAL12	CalPERS 457 Plan	6,699.72	B70407	RETIREMENT
				508.70	1B70407	PERS 457 LOAN PMT
			Check Total:	7,208.42		
14484	4/7/2017	DIR01	DIRECT DEPOSIT VENDOR- US	33,490.31	B70407	Direct Deposit
14485	4/7/2017	EMP01	Employment Development	1,745.04	B70407	STATE INCOME TAX
				607.87	1B70407	SDI
			Check Total:	2,352.91		

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
14486	4/7/2017	EMP02	Employment Dev Department	11,268.95	B70331	SUI
14487	4/7/2017	HEA01	HEALTH EQUITY, ATTN: CLINT	92.00	B70407	HSA
14488	4/7/2017	HUM29	UMPQUA BANK--PAYROLL DEP.	6,075.58 8,384.50 1,960.84 <u>16,420.92</u>	B70407 1B70407 2B70407	FEDERAL INCOME TAX FICA MEDICARE
			Check Total:			
14489	4/7/2017	ACW01	CB&T/ACWA-JPIA	53,482.48	B70331	MED-DENTAL-EAP INSUR
14490	4/7/2017	PUB01	Public Employees PERS	17,400.87	B70331	PERS PAYROLL REMITTANCE
14491-14492	4/18/2017		Payroll hand checks	5,855.82		Vacation buy-outs
14491	4/19/2017		Voided Check	(4,154.33)		Voided check
14493	4/20/2017		Payroll hand check	6,315.26		Corr. Check re-issued
14494-14521	4/24/2017		Various Employees	12,451.23		Payroll checks
14522	4/24/2017	CAL12	CalPERS 457 Plan	6,469.74 508.70 <u>6,978.44</u>	B70424 1B70424	RETIREMENT PERS 457 LOAN PMT
			Check Total:			
14523	4/24/2017	DIR01	DIRECT DEPOSIT VENDOR- US	29,957.98	B70424	Direct Deposit
14524	4/24/2017	EMP01	Employment Development	636.18 (451.33) 1,479.77 86.76 (61.55) 541.12 - <u>61.55</u> <u>2,292.50</u>	B70417 B70419 B70424 1B70417 1B70419 1B70424 2B70419 3B70419	STATE INCOME TAX STATE INCOME TAX STATE INCOME TAX SDI SDI SDI STATE INCOME TAX SDI
			Check Total:			

Check Number	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Description
14525	4/24/2017	HEA01	HEALTH EQUITY, ATTN: CLINT	92.00	B70424	HSA
14526	4/24/2017	HUM29	UMPQUA BANK--PAYROLL DEP.	2,409.80 (1,709.60) 5,156.32 1,195.26 (847.96) 7,445.42 279.54 (198.32) 1,741.26 - 847.96 198.32 16,518.00	B70417 B70419 B70424 1B70417 1B70419 1B70424 2B70417 2B70419 2B70424 3B70419 4B70419 5B70419	FEDERAL INCOME TAX FEDERAL INCOME TAX FEDERAL INCOME TAX FICA FICA FICA MEDICARE MEDICARE MEDICARE FEDERAL INCOME TAX FICA MEDICARE
			Check Total:			
14527	4/26/2017		Payroll hand check	113.98		Separation chk-seasonal employee
			<b>Total Disbursements, Payroll:</b>	<b>232,724.18</b>		
			<b>Total Check Disbursements:</b>	<b>829,491.15</b>		

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **ACTION**

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

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

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

### **Recommendation:**

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

### **Discussion:**

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

1st Notice	April 14, 2017
10 Day Notice	May 24, 2017
Board Meeting	June 7, 2017
Lock	July 10, 2017
<b>ROUTES 5 &amp; 6</b>	

Account #	Address	Model of DCV	Date s/o out
5-249-986	1500 Heartwood	Wilkins	
5-700-000	1730 Bella Vista	Wilkins 550	
6-315-000	1894 McKinleyville	Febco 850Y	
8-190-000	1761 Lost Avenue		

Updated:                      6/1/2017



# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **ACTION**

---

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

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

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

### **Recommendation:**

Staff recommends that the Board approve the Facilities Extension Agreement for both the Furber Subdivision and the Schirmann Sewer Mainline Extension. All facilities in each Development will be dedicated to the District if constructed and they pass inspection, in accordance to the District Rules and Regulations.

### **Discussion:**

Both, Furber and Schirmann are in the process of obtaining permits and plan to start construction on their projects.

A water main extension will be required across Halfway Ave and west on Gassaway Rd. and two pressure sewer mains will extend east on Gassaway to Halfway intersection to provide water and sewer service. Furber is a minor two-lot subdivision.

Schirmann will require a sewer mainline extension east on Murray Rd. to provide sewer service to a commercial building beyond the sewer mainline.

The applicants have completed the application that requires Board approval. All deposits and fees are pending as required, **Attachment 1 and 2**.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

The Applicant will plan and construct the facilities and dedicate them to the District when completed and approved by the District. Additionally, the applicant will pay the customary water and sewer fees for the lots as a condition of service.

The Application fees for plan check and inspections are to be determined and will be paid prior to proceeding with construction of water or sewer facilities.

Connection fees will be calculated paid prior to building permits being granted. At this time, it appears that the existing capacity fees paid when the property was originally developed will cover any additional construction.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Furber Application for Extension of Water, Sewer, Streetlights, Trails and Open Space
- Attachment 2 – Schirmann Application for Extension of Water, Sewer, Streetlights, Trails and Open Space

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
APPLICATION FOR EXTENSION OF WATER/SEWER/STREET LIGHTING  
AND/OR OPEN SPACE MAINTENANCE SERVICE  
FOR THE **FURBER SUBDIVISION**

DATE: **May 30, 2017**

#1 **Purpose of Proposed Extension:** Water and sewer main extensions for the 2-lot subdivision;

				STREET		OPEN		FIRE	
WATER:	YES	SEWER:	YES	LIGHTING:	NO	SPACE:	NO	SERVICE	NO

MAP OF PROPOSED MAIN EXTENSION AND FINAL ENVIRONMENTAL DOCUMENT MUST ACCOMPANY THIS APPLICATION

Assessors Parcel No. 511-002-103 Parcel Address: ON OR ABOUT 1034 GASSAWAY RD.

REMARKS: I do hereby agree to comply with the applicable provisions of the Rules and Regulations and the Standard Specifications of the McKinleyville Community Services District, copies of which are available upon request.

Signature of Owner: \_\_\_\_\_

Print Name: Don Furber

Address: 1945 Golf Course Rd., Bayside, CA 95524

Phone: (Home) (707) 826-0602 (Work) \_\_\_\_\_

Name of Agent: (Please Print) \_\_\_\_\_

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

Phone: \_\_\_\_\_

#2 **Report:**

Length of Extension Required:

Water: 235' of 4 inch PVC water main

Sewer: 200' of 2 inch pressure sewer main

No. of Street Lights Required: No street lights required

Open Space: No open space required

**#3      Action by Board of Directors:**

Date: June 7, 2017    Granted:\_\_\_\_\_ Denied:\_\_\_\_\_

Amount to be paid by Applicant \$1,550

Is refund agreement part of this application?    Yes\_\_\_\_\_ No\_\_\_\_\_ X

Board President: Dennis Mayo \_\_\_\_\_

#4      Date Deposit is Received:\_\_\_\_\_

#5      Date Main Extension is started:\_\_\_\_\_

#6      Date Main Extension is completed:\_\_\_\_\_

Remarks:\_\_\_\_\_

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
APPLICATION FOR EXTENSION OF WATER/SEWER/STREET LIGHTING  
AND/OR OPEN SPACE MAINTENANCE SERVICE  
FOR THE **SCHIRMANN SEWER MAINLINE EXTENSION**

DATE: **May 30, 2017**

#1 **Purpose of Proposed Extension:** Sewer main extension.

				STREET		OPEN		FIRE	
WATER:	NO	SEWER:	YES	LIGHTING:	NO	SPACE:	NO	SERVICE	NO

MAP OF PROPOSED MAIN EXTENSION AND FINAL ENVIRONMENTAL DOCUMENT  
MUST ACCOMPANY THIS APPLICATION

Assessors Parcel No. Parcel Address: ADD PARCEL ADDRESS HERE

REMARKS: I do hereby agree to comply with the applicable provisions of the Rules and Regulations and the Standard Specifications of the McKinleyville Community Services District, copies of which are available upon request.

Signature of Owner: \_\_\_\_\_  
Print Name: Bill Schirmann

Address: 2177 Grace Ave., McKinleyville, CA 95519

Phone: (Cell) (707) 499-8623 (Work) (707) 497-4868

Name of Agent: (Please Print) \_\_\_\_\_

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

Phone: \_\_\_\_\_

#2 **Report:**

Length of Extension Required:

Water: No Water Main

Sewer: 300' 8" Sewer Main

No. of Street Lights Required: No Street Lights

Open Space: No Open Space

**#3      Action by Board of Directors:**

Date: June 7, 2017    Granted:\_\_\_\_\_ Denied:\_\_\_\_\_

Amount to be paid by Applicant \$1580

Is refund agreement part of this application?    Yes\_\_\_\_\_ No\_\_\_\_\_ X

Board President Dennis Mayo: \_\_\_\_\_

**#4      Date Deposit is Received:\_\_\_\_\_**

**#5      Date Main Extension is started:\_\_\_\_\_**

**#6      Date Main Extension is completed:\_\_\_\_\_**

Remarks:\_\_\_\_\_

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **ACTION**

---

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

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

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

### **Recommendation:**

Staff recommends that the board consider adoption of Resolution 2017-15 amending the Rules and Regulations Rule 45.03.b Facility Use Fees and 45.03.c Event Service Fees.

### **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. At that time the Board requested that facility fees be analyzed annually and adjusted incrementally as needed to keep up with inflating costs of maintenance and operations. In 2016 an increase of 5% was approved. This year we have finally reached a point of needing a very minimal increase of 0.75%-1%, to maintain marketability of facilities while also accounting for increased costs.

Staff researched similar facilities locally, analyzed maintenance and operation costs of existing facilities, and discussed the proposed fees with the Recreation Advisory Committee at the May RAC meetings. The Recreation Advisory Committee approved the increase as proposed below which represents an approximate 0.75%-1% 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 2017-15:

**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	\$35.50/hour
Private Citizen/Business	\$50.75/hour

AZALEA HALL-ENTIRE FACILITY

Non-Profit Groups/Vendors	\$61.75/hour
Private Citizen/Business	\$82.25/hour

AZALEA HALL-HEWITT ROOM

Non-Profit Groups/Vendors	\$47.50/hour
Private Citizen/Business	\$58.75/hour
All Day Rate	\$515.00
Half Day Rate	\$305.00

AZALEA HALL-MEETING ROOM

Non-Profit Groups/Vendors	\$17.25/hour
Private Citizen/Business	\$23.25/hour

AZALEA HALL-KITCHEN

All Users	\$17.25/hour
-----------	--------------

LIBRARY CONFERENCE ROOM

Non-Profit Groups/Vendors	\$25.50/hour
Private Citizen/Business	\$28.50/hour

TEEN CENTER-ENTIRE FACILITY

Non-Profit/Vendors	\$65.00/hour
Private Citizen/Business	\$81.25/hour
All Day (12 hr) Rate	\$880.00
Half Day (6 hr) Rate	\$455.00

TEEN CENTER-MULTI PURPOSE ROOM

Non-Profit/Vendors	\$37.50/hour
Private Citizen Business	\$45.50/hour

TEEN CENTER-MUSIC ROOM

Non-Profit/Vendors	\$24.25/hour
Private Citizen Business	\$30.50/hour
All Day (8 hr) Rate *weekends only	\$200.00

TEEN CENTER-KITCHEN

All Users	\$35.50/hour
-----------	--------------

PARKS

Gazebo Picnic Area	\$53.75/4 hrs
Picnic Pavilion	\$106.50/4 hrs
Special Event	\$160.00/day
*Commercial Events	\$265.00/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	\$82.25
Events with 101-200 persons	\$113.75
Events with more than 200 persons	\$144.00

### Event Cleanup

Events with less than 100 persons	\$144.00
Events with 101-200 persons	\$175.50
Events with more than 200 persons	\$213.00

**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 0.75-1% 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 2017-15
- Attachment 2 – Supporting Information-Comparable Local Facility Fees

**RESOLUTION 2017 - 15****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 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, 2017,

**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	\$35.50/hour
Private Citizen/Business	\$50.75/hour

**AZALEA HALL-ENTIRE FACILITY**

Non-Profit Groups/Vendors	\$61.75/hour
Private Citizen/Business	\$82.25/hour

**AZALEA HALL-HEWITT ROOM**

Non-Profit Groups/Vendors	\$47.50/hour
Private Citizen/Business	\$58.75/hour
All Day Rate	\$515.00
Half Day Rate	\$305.00

**AZALEA HALL-MEETING ROOM**

Non-Profit Groups/Vendors	\$17.25/hour
Private Citizen/Business	\$23.25/hour

**AZALEA HALL-KITCHEN**

All Users	\$17.25/hour
-----------	--------------

LIBRARY CONFERENCE ROOM

Non-Profit Groups/Vendors	\$25.50/hour
Private Citizen/Business	\$28.50/hour

TEEN CENTER-ENTIRE FACILITY

Non-Profit/Vendors	\$65.00/hour
Private Citizen/Business	\$81.25/hour
All Day (12 hr) Rate	\$880.00
Half Day (6 hr) Rate	\$455.00

TEEN CENTER-MULTI PURPOSE ROOM

Non-Profit/Vendors	\$37.50/hour
Private Citizen Business	\$45.50/hour

TEEN CENTER-MUSIC ROOM

Non-Profit/Vendors	\$24.25/hour
Private Citizen Business	\$30.50/hour
All Day (8 hr) Rate *weekends only	\$200.00

TEEN CENTER-KITCHEN

All Users	\$35.50/hour
-----------	--------------

PARKS

Gazebo Picnic Area	\$53.75/4 hrs
Picnic Pavilion	\$106.50/4 hrs
Special Event	\$160.00/day
*Commercial Events	\$265.00/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	\$82.25
Events with 101-200 persons	\$113.75
Events with more than 200 persons	\$144.00

Event Cleanup

Events with less than 100 persons	\$144.00
Events with 101-200 persons	\$175.50
Events with more than 200 persons	\$213.00

**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 7, 2017 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Dennis Mayo, Board President

Attest:

---

Emily Abfalter, Board Secretary

**Other Local Facilities rates comparable to MCSD facilities:****Wharfinger Building, City of Eureka:**

- **Great Room-2,100 sq. ft.** rents for \$185 for the first 3 hours (equivalent to \$61.67 per hour) then \$55 per hour each hour over 3.
  - All day rate M-F (11-14hrs): \$650
  - All day rate weekend: \$700
- **Bay Room-(compare to multi-purpose room at Teen Center)** rents for \$95 for the first 3 hours (equivalent of \$31.67 per hour) \$27 per hour over 3.
  - All day rate M-F (11-14 hrs): \$325
  - All day rate Weekend: \$350

**River Lodge, Fortuna (12 hour rates only)**

- **Entire building-6,000 sq. ft.**
  - \$980 private (\$82 per hr)--\$784 non-profit (\$65.33 per hr)
- **Chinook room-3,000 sq. ft.**
  - \$740 private (\$61.67 per hr)--\$592 non-profit (\$49.33 per hr)
- **Steelhead room-2,000 sq. ft.**
  - \$430 private (\$35 per hr)--\$344 non-profit (\$12.67 per hr)
- **Coho room-1,000 sq. ft.**
  - \$300 private (\$25 per hr)--\$240 non-profit (\$20 per hr)

**Arcata Community Center, City of Arcata**

- **Entire Building—8,800 sq. ft.**
  - \$800 up to 3 hrs
  - \$950 up to 5 hrs.
  - \$1750 over 5 hrs
- **Gym-Multi-purpose room—4,000 sq ft**
  - \$500 up to 3 hrs w/o kitchen--\$650 w/kitchen
  - \$600 up to 5 hrs w/o kitchen--\$775 w/ kitchen
  - \$850 over 5 hrs w/o kitchen--\$1000 w/kitchen
- **Sr. Dining room 900 sq. ft. (seats 122 assembly-96 dining)**
  - \$225 up to 3hrs w/o kitchen--\$275 w/kitchen
  - \$400 up to 5 hrs w/o kitchen--\$400 w/kitchen
  - \$400 over 5 hrs w/o kitchen--\$500 w/kitchen
- **Arts & Craft room—600 sq. ft. (equiv. to Teen Ctr Classroom)**
  - \$55 per hour
  - \$130 up to 3 hrs
  - \$150 up to 5 hrs
  - \$200 over 5 hrs.
- **Gymnasium-Court space**
  - \$50 per hr per court.

**D Street Community Center.-City of Arcata**

- **Entire Building-2,500 sq. ft**
  - \$150 up to 3 hrs
  - \$380 up to 5 hrs
  - \$500 over 5hrs
- **Kitchen**
  - \$35 per hr.

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **ACTION**

---

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

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

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

### **Recommendation:**

Staff recommends that the Board review and approve the proposed fees for Middle School Dances in the 2017-18 school.

### **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.*

In the 2016-17 school year, staff changed the admission procedures for the Middle School Dances and eliminated the option of purchasing tickets at the door in order to control the number of students attending. Prior to that change tickets purchased in advance were \$10 and tickets purchased at the door were \$15.

The switch to advance purchase only has served to mitigate risks of overcrowding at the dance as well as risk associated with having thousands of dollars in cash on site during the dance. However, it has impacted revenues in that all tickets sold in advance were \$10. Given the increases staff costs over the last year and the increased cost of the DJ for the dances, it is necessary to increase ticket prices.

Staff proposes a two-tiered price structure (**Attachment 1**) for dance tickets in the 2017-18 school year. Tickets will go on sale 3 weeks before the scheduled dance. Tickets will be \$12 if purchased during the early bird time frame of the first two weeks of sale. Tickets purchased the week of the dance will be sold for \$15. We want to encourage early ticket sales in order to lessen the last minute purchases the day of the dance.

### **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 the Middle School Dances given the increases in staff costs over the last year and the increased cost of the DJ for the dances.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Proposed Fee Structure for Middle School Dances

**Proposed Fee Structure for Middle School Dances 2017-18 School Year**

Dance tickets will go on sale 3 weeks before each scheduled dance. Early Bird discount tickets are available the first two weeks that tickets are on sale. Tickets sold the week of the scheduled dance will not be discounted.

- Early Bird Tickets: \$12.00
- Week of Dance Tickets: \$15.00



# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **ACTION**

---

**ITEM: D.7**                      **Consider Approval of the 2016 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 2016. The CCR will be distributed as part of the MCSD Summer News Letter.

MCSD 2016 CCR is compliant with Title 22, Chapter 15, Article 20 and the California Health and Safety Code, section 116470 and was drafted using the 2016 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 – 2016 Consumer Confidence Report

May 19, 2017

## McKinleyville Community Services District (MCSD)

### 2016 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 2016.

#### **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 2016 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://www.epa.gov/dwstandardsregulations/drinking-water-standards-and-health-advisory-tables>)

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://www.epa.gov/dwstandardsregulations/drinking-water-standards-and-health-advisory-tables>)

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. State Board regulations also establish limits for contaminants in bottled water that provide the same protection for public health. 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 2016, HBMWD conducted approximately 350 water quality tests for over 50 contaminants. MCSD also performed approximately 244 water quality tests during 2016. The results from both the HBMWD's and the MCSD's 2016 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 2016. 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**)
- **mgCaCO<sub>3</sub>/L:** milligrams of calcium carbonate per liter (**a measure of hardness**)

- **microseimens/ cm** : a measure of specific conductance ( $\mu\text{S}/\text{cm}$ )
- **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.
- **Secondary Drinking Water Standards (SDWS)**: MCLs for contaminants that affect taste, odor or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.

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.) 0	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
Lead (µg/L)	2014	5	2.0	0	15	0.2
Copper (mg/L)	2014	5	0.925	0	1.3	0.3

TABLE 3 – SAMPLING RESULTS FOR SODIUM AND HARDNESS						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Sodium (mg/L)	2016	3.7		none	none	Salt present in the water and is generally naturally occurring
Hardness (mg/L as CaCO3)	2016	87		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.

TABLE 4 – DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD					
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL [MRDL]	PHG (MCLG) [MRDLG]
TTHMs (µg/L) – (Total Trihalomethanes)	2016	Average = 7.7		80	n/a
HAA5 (µg/L) (Haloacetic Acids)	2016	Average = 1.1		60	n/a
Chlorine (mg/L)	2016	Average = 0.72		4	4
Aluminum (mg/L)	2015	0.011		1	0.6

TABLE 5 – DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD					
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)
Chloride (mg/L)	2016	Average = 3.9		500	n/a
Sulfate (mg/L)	2016	Average = 10.0		500	n/a
Specific Conductance (µS/cm)	2015	Average = 160		1,600	n/a
Total Dissolved Solids (mg/L)	2016	Average = 90		1,000	n/a
Turbidity (NTU)	2016	Average = 0.07	0.03 – 0.25	5	n/a

Typical Source of Contaminant

Runoff/leaching from natural deposits, or seawater influence

Runoff/leaching from natural deposits; industrial wastes

Substances that form ions when in water

Runoff/leaching from natural deposits

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**

Chemical or Constituent (and reporting units)	Sample Date	Range of Detections	Notification Level	MCL	PHG	Health Effects Language
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)
<b>Microbiological Contaminants -- 212 Samples</b>				
Total Coliform Bacteria	1 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
<b>Disinfection Byproducts and Disinfectant Residuals</b>				
TTHMs – Total (µg/L) Trihalomethanes	Average= 29.5	80 µg/L	n/a	By-product of drinking water chlorination
HAA5 (µg/L) Halo acetic Acids	Average= 10.9	60 µg/L	n/a	By-product of drinking water chlorination
Chlorine (mg/L)	Average= 0.50	4 mg/L	4	Drinking water disinfection
<b>Lead and Copper</b>				
Copper (mg/L)	Thirty sites tested none above the AL 90 <sup>th</sup> percentile=.30	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= 1.73	AL = 15 µg/L	0.2 µg/L	Internal corrosion of household plumbing systems; discharges from industrial manufactures, erosion of natural deposits

*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 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 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	
Unregulated Contaminant Monitoring Rule 3 – Detected Chemicals				
Chromium 6 +	Range = 0.34 – 0.45 µg/L	0.03 µg/L	10 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	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	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	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 7, 2017

TYPE OF ITEM: **ACTION**

---

**ITEM: E.1**                      **Consider approval of the FY2017-18 Budget and Appropriations Limit**

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

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

### **Recommendation:**

1. Staff recommends that the Board review, take public comment, and approve the FY2017-18 Budget, and
2. Approve Resolution 2017-16 establishing Appropriations Limits for FY2017-18

### **Discussion:**

The proposed FY2017-18 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 FY2017-18 Budget.

Appropriations Limit fiscal analysis: As the proposed expenditures subject to the Limit are \$603,821 under the Appropriations Limit threshold, no additional analysis is required.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – Budget for FY2017-18
- Attachment 2 – Resolution 2017-16



## **BUDGET**

**For the Fiscal Year Ending June 30, 2018**

Adoption Date: June 7, 2017

### **MCSD BOARD OF DIRECTORS**

Dennis Mayo, President  
David Couch, Vice President  
Mary Burke, Director  
John Corbett, Director  
George Wheeler, Director

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

**For the Fiscal Year Ending June 30, 2018**

**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, 2017 through June 30, 2018. 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 2017-18 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 state-of-the-art buildings to provide indoor sports and recreation (McKinleyville Activity Center), a community activities center (Azalea Hall), a Teen and Community Center, 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. With a major upgrade of the Wastewater Management Facility expected to be completed in this fiscal year, 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**

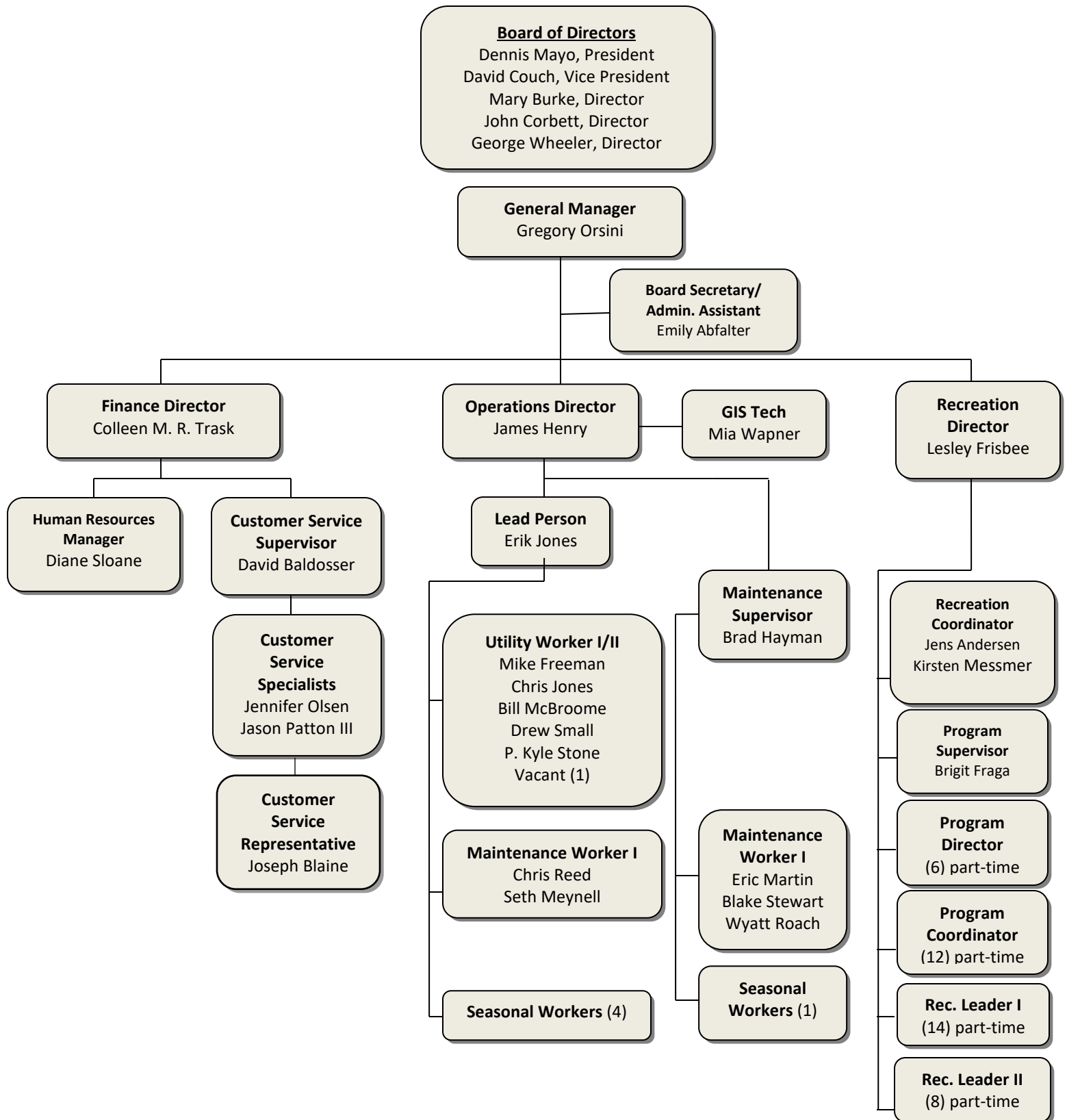
The District's Goals for any given year derive from the Board-approved Strategic Plan, which has a five-year planning horizon that is updated by the Board in January of each year. The updated Strategic Plan is incorporated into the approved Budget by reference (at the pleasure of the Board) upon annual 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 2017-18

Revised May 12, 2017



**McKINLEYVILLE COMMUNITY SERVICES DISTRICT**  
**Full Time Equivalents**  
**For the Fiscal Year ending June 30, 2018**

	<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>12</b>
<b>Parks &amp; Recreation</b>	<b>8</b>	<b>56</b>	<b>14</b>
<b>Total</b>	<b>26</b>	<b>60</b>	<b>34</b>

# **McKinleyville Community Services District**

## **Exhibits of Financial Information**

**Budget for the year ending June 30, 2018**

### **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 Fund</i>
<i>Page 14</i>	<i>Exhibit 6 – Budget &amp; Graphs, Measure B Fund</i>
<i>Page 15</i>	<i>Exhibit 7-10 – Historical Data</i>
<i>Page 19</i>	<i>Exhibit 11 – 10 Year Capital Improvement Plans</i>
<i>Page 23</i>	<i>Appendix A – Capital Expenditures Overview and Narratives</i>
<i>Page 28</i>	<i>Appendix B – Strategic Plan Matrix</i>
<i>Page 32</i>	<i>Appendix C – Appropriations Limit Calculations</i>

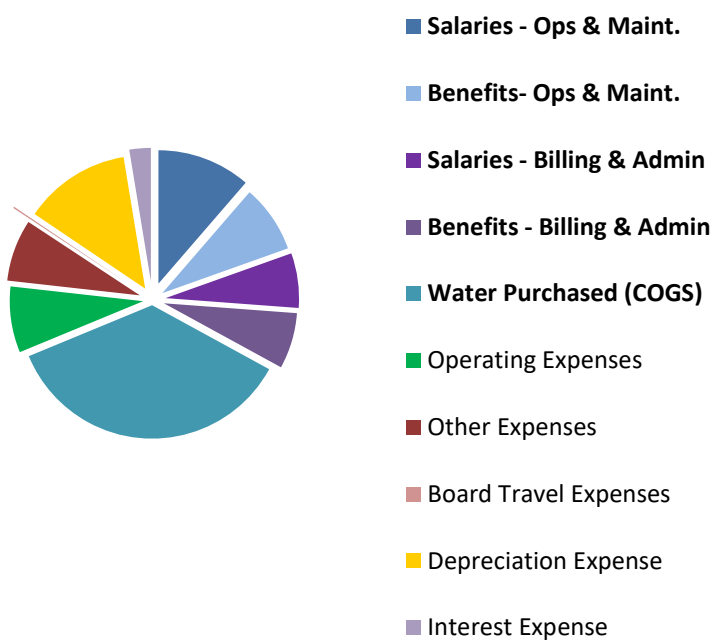
**McKinleyville Community Services District**  
**Summary Budgets - All Funds**  
**FY 2017-18**

Description	Water Fund	Wastewater Fund	Streetlights Fund	Gen'l/Parks & Meas. B Funds	Total (Memorandum Only)
<b>Revenues</b>					
Water Sales	3,633,137				3,633,137
Sewer Service Charges		3,392,157			3,392,157
Capacity Fees	100,000	175,000			275,000
Streetlight Charges			83,800		83,800
Program Fees	-			418,939	418,939
Facility Fees	-			118,000	118,000
Property Taxes	-			525,000	525,000
Measure B Assessment	-			214,662	214,662
Open Space Fees	-			104,077	104,077
Contributions & Other Program	-			2,000	2,000
Other Revenue	136,356	83,300	17,450	16,232	253,338
Contributed Construction	150,000	150,000		-	300,000
Proceeds from Long Term Debt (Gov't only)			-	-	-
Quimby Fees/Capital Proj. Grants	-			25,000	25,000
Interest Revenue	25,000	22,000	-	10,000	57,000
<b>Total Revenues</b>	<b>4,044,493</b>	<b>3,822,457</b>	<b>101,250</b>	<b>1,433,910</b>	<b>9,402,110</b>
<b>Expenditures</b>					
Salaries & Benefits - Operations & Maint.	542,684	605,869	2,649		1,151,202
Salaries & Benefits - Billing & Admin	384,718	388,889	40,901		814,508
Salaries & Benefits - Rec Programs	-			368,610	368,610
Salaries & Benefits- Parks Maintenance	-			245,385	245,385
Salaries & Benefits- Parks&Rec Admin	-			380,662	380,662
Water Purchased (COGS)	1,005,260				1,005,260
Water & Electrical Expense		225,600			225,600
Operating Expenses	227,300	300,250	16,500		544,050
Other Expenses	238,277	254,169	18,841		511,287
Other Expenditures - Rec Programs	-			36,585	36,585
Other Expenditures - Parks Maintenance	-			136,220	136,220
Other Expenditures - Parks&Rec Admin	-			99,095	99,095
Depreciation Expense	350,000	495,000			845,000
Board Travel Expense	13,200	3,200	320	1,280	18,000
CalPERS UAL - Gov't Funds only				32,106	
Debt Service			19,865	82,831	102,696
Interest Expense	67,000	932,069		44,619	1,043,688
Parks/Meas.B Capital Expenditures	-		2,000	42,000	44,000
<b>Total Expenditures</b>	<b>2,828,439</b>	<b>3,205,046</b>	<b>101,076</b>	<b>1,469,393</b>	<b>7,571,848</b>
<b>Excess (Deficit)</b>	<b>1,216,054</b>	<b>617,411</b>	<b>174</b>	<b>(35,483)</b>	<b>1,830,262</b>
 <b>Fund Balance - July 1, 2016</b>	 <b>7,943,019</b>	 <b>15,881,943</b>	 <b>36,216</b>	 <b>629,549</b>	 <b>24,490,727</b>
Projected Surplus (Deficit) FY2016-17	1,226,569	1,453,039	15,066	(96,605)	2,598,068
Debt Principal FY2016-17 (Enterprise only)	(151,866)	(149,171)			(301,037)
New Borrowing FY2016-17(Enterprise only)	-	10,122,328			10,122,328
Capital Expenditure FY2016-17(Enterprise)	(694,576)	(7,530,177)			(8,224,754)
<b>Projected Fund Balance June 30, 2017</b>	<b>8,323,145</b>	<b>19,777,961</b>	<b>51,282</b>	<b>532,944</b>	<b>28,685,332</b>
Budgeted Excess (Deficit) FY2017-18	1,216,054	617,411	174	(35,483)	1,798,156
Anticipated Borrowing FY2017-18(Enterprise)	-	14,601,682			14,601,682
Capital Project grant funding (contingent)	-	-			-
Debt Principal FY2017-18 (Enterprise only)	(155,434)	(124,238)			(279,671)
Capital Expenditure FY2017-18(Enterprise)	(1,552,000)	(17,306,682)			(18,858,682)
<b>Projected Fund Balance June 30, 2018</b>	<b>7,831,765</b>	<b>17,566,135</b>	<b>51,456</b>	<b>497,461</b>	<b>25,946,816</b>

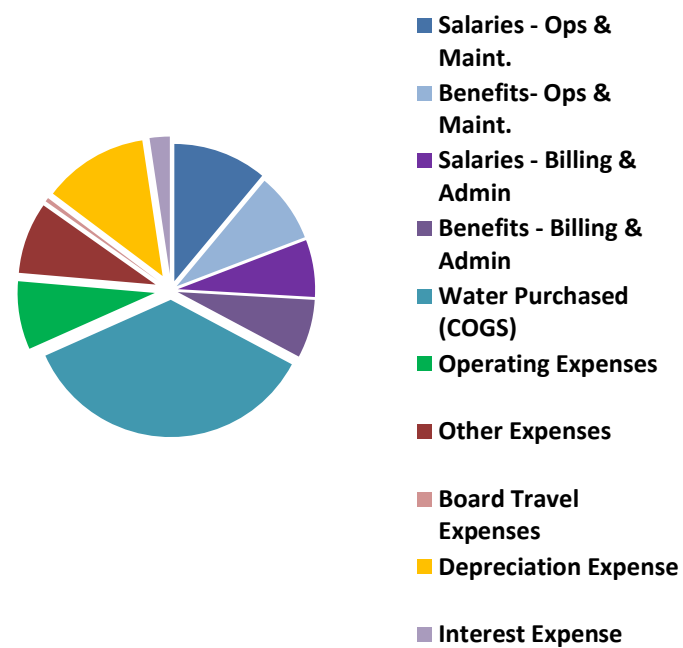
**McKinleyville Community Services District**  
**Enterprise Funds: Water Summary Budget**  
**FY 2017-18**

Description	Water Fund Approved Budget FY16-17		Water Fund Proposed Budget FY17-18		Difference (Memorandum Only)	
<b>Water Revenues</b>						
Water Sales	3,442,130	91%	3,633,137	90%	191,007	-1%
Capacity Fees	100,000	3%	100,000	2%	-	0%
Other Revenue	128,539	3%	136,356	3%	7,817	0%
Contributed Construction	100,000	3%	150,000	4%	50,000	1%
Interest Revenue	13,500	0.4%	25,000	1%	11,500	0%
<b>Total Revenues</b>	<b>3,784,169</b>	<b>100%</b>	<b>4,044,493</b>	<b>100%</b>	<b>260,324</b>	<b>6%</b>
<b>Water Expenses</b>						
Salaries - Ops & Maint.	306,519	11%	312,616	11%	6,097	-0.3%
Benefits- Ops & Maint.	221,754	8%	230,068	8%	8,314	-0.1%
Salaries - Billing & Admin	179,096	7%	190,227	7%	11,132	0.1%
Benefits - Billing & Admin	183,236	7%	194,491	7%	11,254	0.1%
Water Purchased (COGS)	967,236	36%	1,005,260	36%	38,024	-0.3%
Operating Expenses	216,400	8%	227,300	8%	10,900	0.0%
Other Expenses	202,690	8%	238,277	8%	35,587	1%
Board Travel Expenses	4,800	0.2%	13,200	0%	8,400	0.3%
Depreciation Expense	350,000	13%	350,000	12%	-	-1%
Interest Expense	70,106	3%	67,000	2%	(3,106)	-0.2%
<b>Total Expenses</b>	<b>2,701,836</b>	<b>100%</b>	<b>2,828,438</b>	<b>100%</b>	<b>126,602</b>	<b>4%</b>
<b>Excess (Deficit)</b>	<b>1,082,333</b>		<b>1,216,055</b>			

**Water Expenses  
FY16-17**



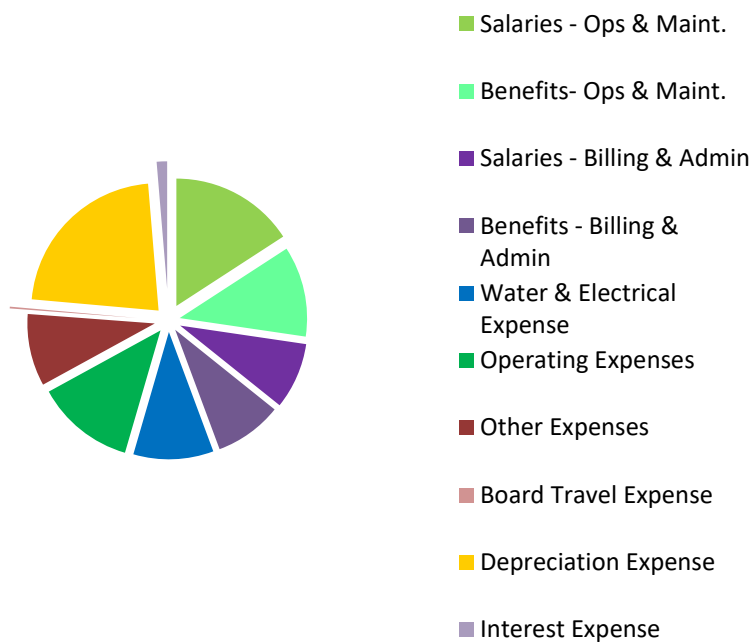
**Water Expenses  
FY17-18**



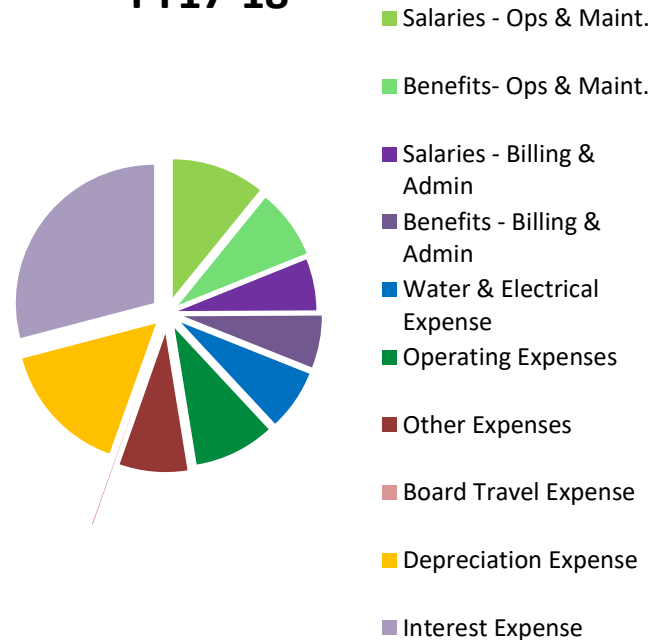
**McKinleyville Community Services District**  
**Enterprise Funds: Wastewater Summary Budget**  
**FY 2017-18**

Description	Wastewater Fund Approved Budget FY16-17		Wastewater Fund Proposed Budget FY17-18		Difference (Memorandum Only)	
<b>Wastewater Revenues</b>						
Sewer Service Charges	3,053,247	87%	3,392,157	89%	338,910	2%
Capacity Fees	120,000	3%	175,000	5%	55,000	1%
Other Revenue	78,868.96	2%	83,300	2%	4,431	-0.1%
Contributed Construction	250,000	7%	150,000	4%	(100,000)	-3%
Interest Revenue	20,000	1%	22,000	1%	2,000	0.01%
<b>Total Revenues</b>	<b>3,522,116</b>	<b>100%</b>	<b>3,822,457</b>	<b>100%</b>	<b>300,341</b>	<b>7.9%</b>
<b>Wastewater Expenses</b>						
Salaries - Ops & Maint.	341,257	16%	347,803	11%	6,546	-5%
Benefits- Ops & Maint.	247,828	11%	258,066	8%	10,238	-3%
Salaries - Billing & Admin	181,587	8%	192,870	6%	11,283	-2%
Benefits - Billing & Admin	184,972	9%	196,019	6%	11,047	-2%
Water & Electrical Expense	219,200	10%	225,600	7%	6,400	-3%
Operating Expenses	269,950	13%	300,250	9%	30,300	-3%
Other Expenses	197,539.67	9%	254,169	8%	56,629	-1%
Board Travel Expense	4,800	0%	3,200	0%	(1,600)	-0.1%
Depreciation Expense	480,000	22%	495,000	15%	15,000	-7%
Interest Expense	28,469	1%	932,069	29%	903,600	28%
<b>Total Expenditures</b>	<b>2,155,603</b>	<b>100%</b>	<b>3,205,046</b>	<b>100%</b>	<b>1,049,443</b>	<b>32.7%</b>
<b>Excess (Deficit)</b>	<b>1,366,513</b>		<b>617,411</b>			

**Wastewater Expenses  
FY16-17**

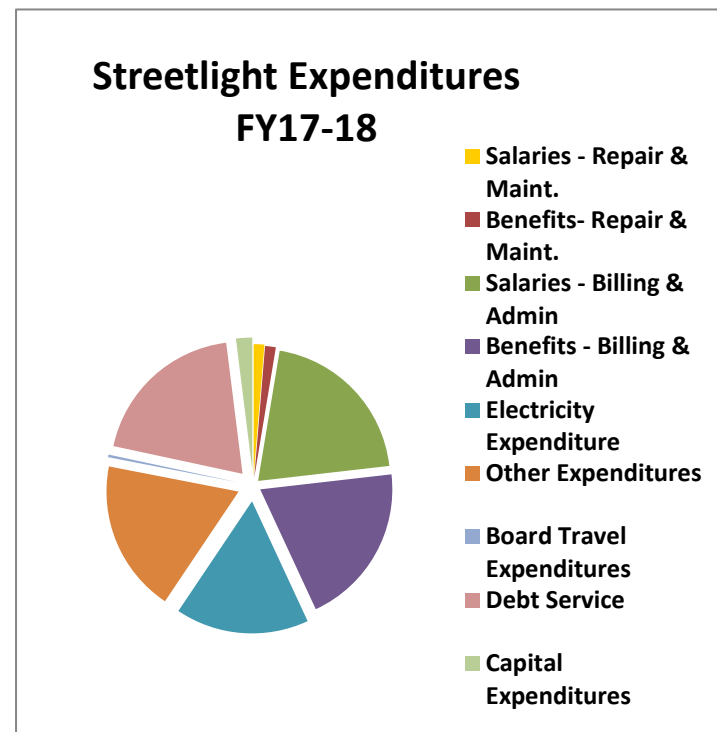
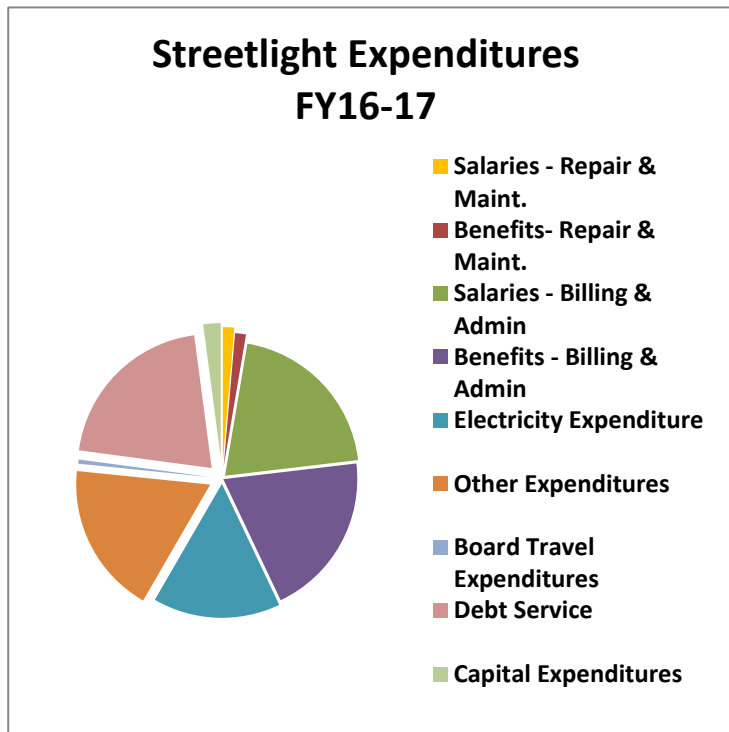


**Wastewater Expenses  
FY17-18**



**McKinleyville Community Services District**  
**Streetlights Fund Operating Budget**  
**FY 2017-18**

Description	Streetlights Fund Approved Budget FY16-17		Streetlights Fund Proposed Budget FY17-18		Difference (Memorandum Only)	
<b>Streetlight Revenues</b>						
Streetlight Charges	79,084.00	83%	83,800	83%	4,716	0.2%
Other Charges	16,750.00	17%	17,450	17%	700	-0.2%
Proceeds from Debt	-	0%	-	-	-	0.0%
Interest Revenue	-	0%	-	0.0%	-	0.0%
<b>Total Revenues</b>	<b>95,834</b>	<b>100%</b>	<b>101,250</b>	<b>100%</b>	<b>5,416</b>	<b>5%</b>
<b>Streetlight Expenditures</b>						
Salaries - Repair & Maint.	1,302	1%	1,319	1%	17	-0.1%
Benefits- Repair & Maint.	1,252	1%	1,330	1%	78	0.01%
Salaries - Billing & Admin	19,549	20%	20,784	21%	1,234	0.10%
Benefits - Billing & Admin	18,943	20%	20,117	20%	1,175	0.1%
Electricity Expenditure	14,700	15%	16,500	16%	1,800	0.9%
Other Expenditures	17,458	18%	18,841	19%	1,382	0.4%
Board Travel Expenditures	480	1%	320	0%	(160)	-0.2%
Debt Service	19,865	21%	19,865	20%	-	-1.1%
Capital Expenditures	2,000	2%	2,000	2%	-	-0.1%
<b>Total Expenditures</b>	<b>95,549</b>	<b>100%</b>	<b>101,075</b>	<b>100%</b>	<b>5,526</b>	<b>5%</b>
<b>Excess (Deficit)</b>	<b>285</b>		<b>175</b>			





**McKinleyville Community Services District**  
**Parks/General Fund Operating Budget**  
**Comparison FY2016-17 to FY 2017-18**

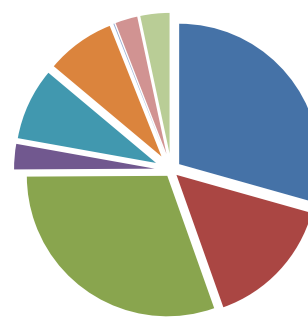
Description	Parks/General Fund Approved Budget FY2016-17		Parks/General Fund Proposed Budget FY2017- 18		Difference (Memorandum Only)	
<b>Revenues</b>						
Program Fees	377,889	31%	418,939	34%	41,050	3.5%
Facility Fees	109,300	9%	118,000	10%	8,700	0.7%
Property Taxes	525,000	43%	525,000	43%	-	0.1%
Open Space Fees	103,500	8%	104,077	9%	577	0.1%
Contributions & Other Program	1,500	0%	2,000	0.2%	500	0.0%
Other Revenue	15,432	1%	16,232	1%	800	0.1%
Quimby Fees/ Grants/Loans	80,000	7%	25,000	2%	(55,000)	-4.5%
Interest Revenue	10,000	0.8%	10,000	0.8%	-	0.0%
<b>Total Revenues</b>	<b>1,222,621</b>	<b>100%</b>	<b>1,219,248</b>	<b>100%</b>	<b>(3,373)</b>	<b>-0.3%</b>
<b>Expenditures</b>						
Salaries & Benefits - Programs	340,727	28%	368,610	29%	27,883	1.4%
Salaries & Benefits- Maintenance	218,865	18%	190,921	15%	(27,944)	-2.8%
Salaries & Benefits- Admin	352,537	29%	380,662	30%	28,125	1.4%
Other Expenditures - Programs	42,449	3%	36,585	3%	(5,864)	-0.6%
Other Expenditures - Maint.	109,066	9%	103,820	8.3%	(5,246)	-0.7%
Other Expenditures - Admin	105,870	9%	99,095	7.9%	(6,775)	-0.8%
Board Travel Expenditures	2,912	0.2%	1,280	0.1%	(1,632)	-0.1%
CalPERS UAL	-	0%	32,106	2.6%	32,106	2.6%
Capital Expenditures & Interest	44,320	4%	42,000	3%	(2,320)	-0.3%
<b>Total Expenditures</b>	<b>1,216,746</b>	<b>100%</b>	<b>1,255,079</b>	<b>100%</b>	<b>38,333</b>	<b>3.1%</b>
<b>Excess (Deficit)</b>	<b>5,875</b>		<b>(35,831)</b>			

**Expenditures  
FY16-17**



- Salaries & Benefits - Programs
- Salaries & Benefits- Maintenance
- Salaries & Benefits- Admin
- Other Expenditures - Programs
- Other Expenditures - Maint.
- Other Expenditures - Admin
- Board Travel Expenditures
- CalPERS UAL
- Capital Expenditures & Interest

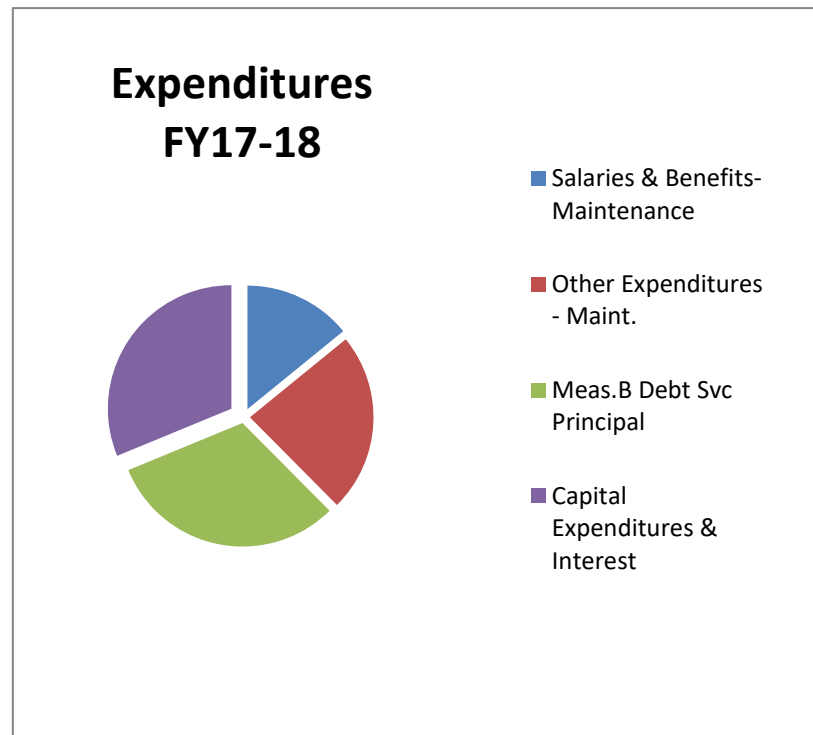
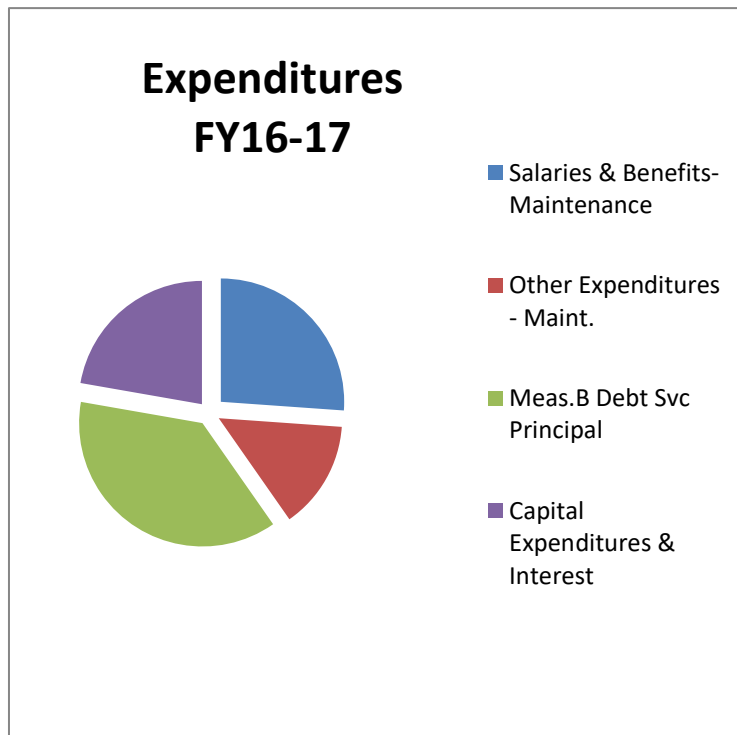
**Expenditures  
FY17-18**



- Salaries & Benefits - Programs
- Salaries & Benefits- Maintenance
- Salaries & Benefits- Admin
- Other Expenditures - Programs
- Other Expenditures - Maint.
- Other Expenditures - Admin
- Board Travel Expenditures
- CalPERS UAL
- Capital Expenditures & Interest

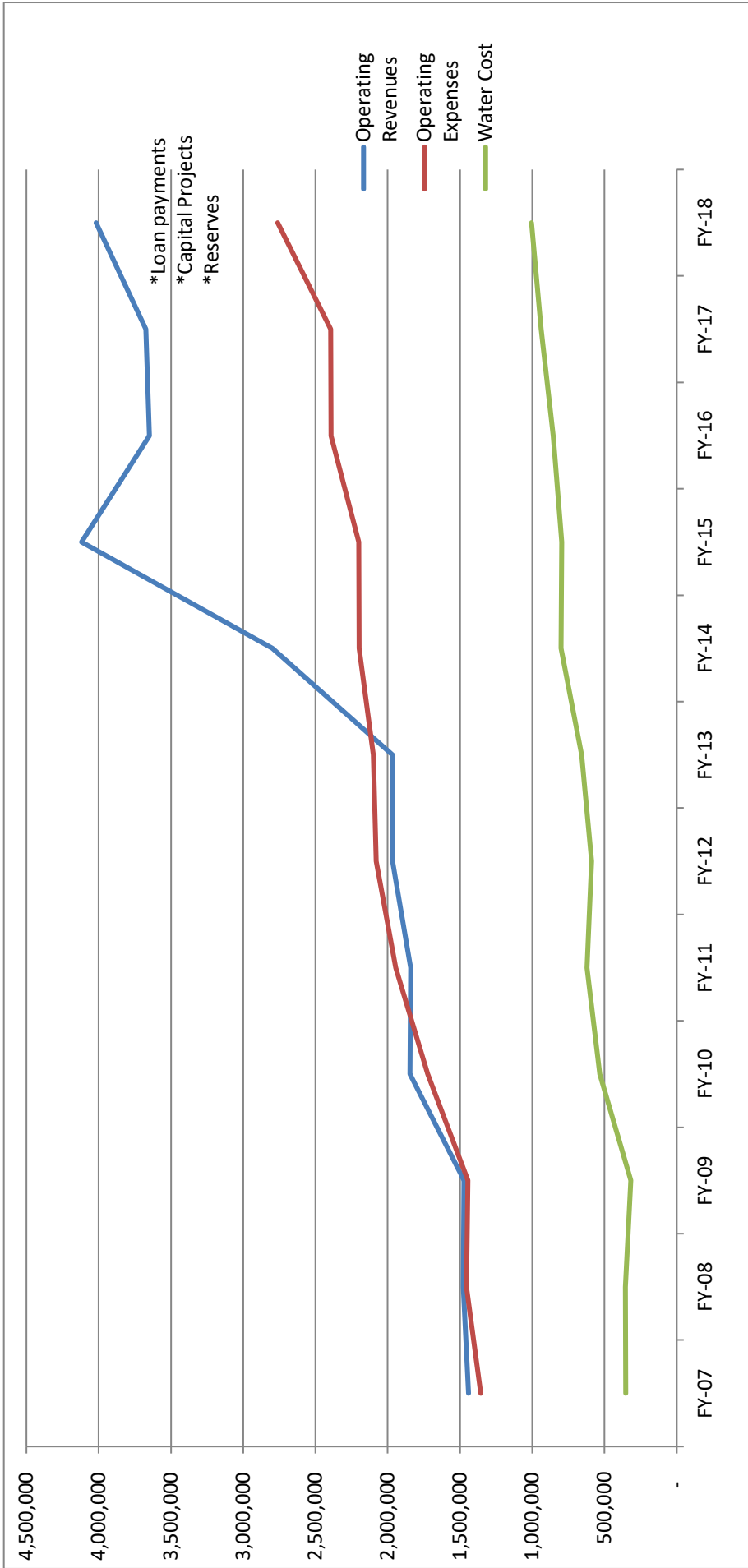
**McKinleyville Community Services District**  
**Measure B Fund Operating Budget**  
**FY 2017-18**

Description	Measure B Fund Approved Budget FY16- 17		Measure B Fund Proposed Budget FY17- 18		Difference (Memorandum Only)	
<b>Revenues</b>						
Measure B Assessment	210,000	98%	214,662	100%	4,662	2%
Grants/Contributions	-	0%	-	-	-	0%
Other Revenue	3,500	2%	-	0%	(3,500)	-2%
Proceeds from Debt	-	-	-	0%	-	0%
Quimby Fees/ ReservesDraw	-	0%	-	0%	-	0%
Interest Revenue	-	0.0%	-	-	-	0%
<b>Total Revenues</b>	<b>213,500</b>	<b>100%</b>	<b>214,662</b>	<b>100%</b>	<b>1,162</b>	<b>1%</b>
<b>Expenditures</b>						
Salaries & Benefits- Maintenance	55,759	26%	54,464	25%	(1,295)	-1%
Other Expenditures - Maint.	30,250	14%	32,400	15.1%	2,150	1%
Meas.B Debt Svc Principal	79,968	37%	82,831	38.6%	2,863	1%
Capital Expenditures & Interest	47,483	22%	44,619	21%	(2,864)	-1%
<b>Total Expenditures</b>	<b>213,461</b>	<b>100%</b>	<b>214,314</b>	<b>100%</b>	<b>854</b>	<b>0%</b>
<b>Excess (Deficit)</b>	<b>39</b>		<b>348</b>		<b>308</b>	



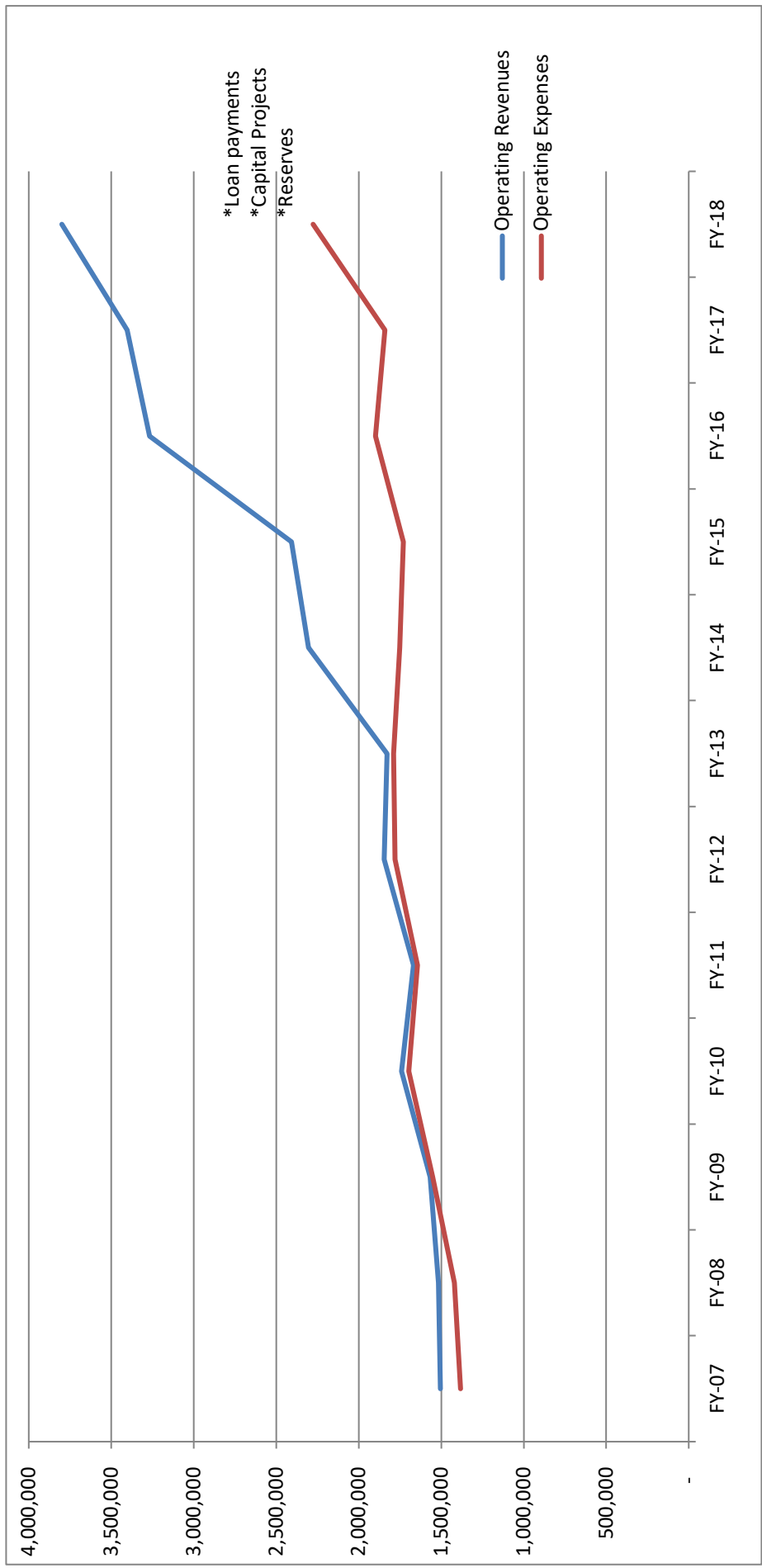
**McKinleyville Community Services District**  
**Water Enterprise Fund**  
**Historical Analysis**  
**Fiscal Years Ended (Ending) June 30, 2007-2018**

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual Est.
<b>Operating Revenues</b>											
Water Sales	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	2,971,172	3,336,647
Other Water Revenues	135,596	139,331	111,300	280,648	281,235	422,166	302,600	561,962	1,263,244	677,733	336,522
<b>Total Operating Revenues</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>3,648,905</b>	<b>3,673,170</b>
<b>Operating Expenses</b>											
Salaries & Benefits	560,844	594,924	661,031	729,285	737,395	724,139	776,264	766,832	820,713	901,568	787,531
Water Cost	352,935	356,842	318,159	533,961	620,952	589,650	657,440	801,270	795,098	855,642	939,495
Other Expenses	222,740	282,010	243,853	235,842	322,277	477,803	363,133	325,537	258,732	290,102	322,795
Depreciation	219,925	220,727	221,484	224,099	264,365	288,634	302,545	303,585	325,895	344,400	345,300
<b>Total Operating Expenses</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>2,391,712</b>	<b>2,395,121</b>
<b>Net Operating Income (Loss)</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>1,257,193</b>	<b>1,278,049</b>
Interest Income	97,279	114,973	76,662	39,897	19,437	17,492	10,565	11,079	15,510	19,797	27,267
Interest Expense	(59,666)	(58,130)	(56,318)	(54,701)	(53,948)	(82,524)	(86,060)	(81,588)	(75,483)	(72,104)	(70,106)
<b>Net Income (Loss)</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>1,204,887</b>	<b>1,235,210</b>



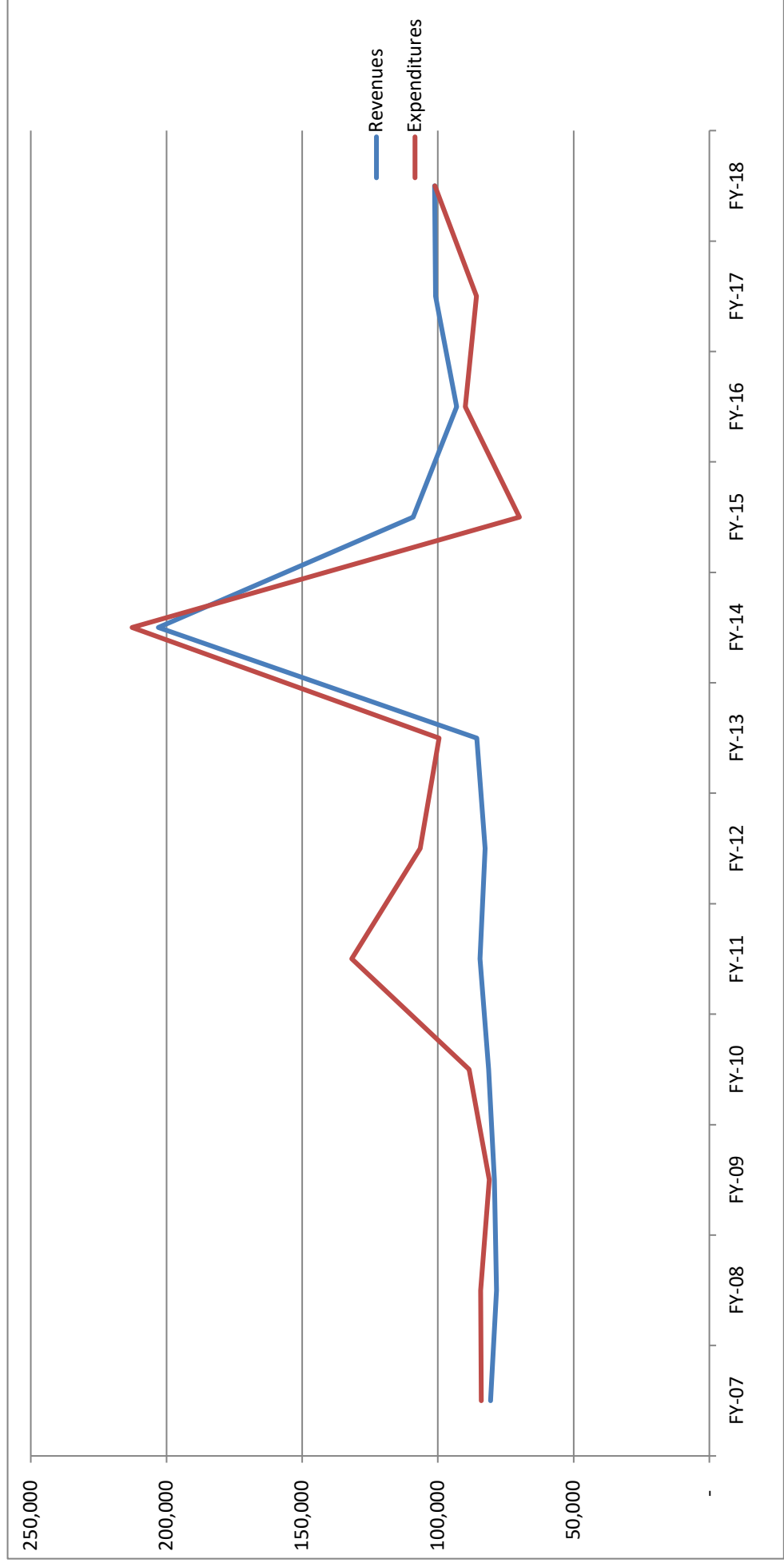
**McKinleyville Community Services District**  
**Wastewater Enterprise Fund**  
**Historical Analysis**  
**Fiscal Years Ended (Ending) June 30, 2007-2018**

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual Est.
<b>Operating Revenues</b>											
Wastewater Service Charges	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	2,519,832	3,034,886
Other Wastewater Revenues	343,314	301,106	267,940	336,252	243,841	445,849	326,569	536,218	345,588	748,865	368,832
<b>Total Operating Revenues</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>3,268,698</b>	<b>3,403,718</b>
<b>Operating Expenses</b>											
Salaries & Benefits	605,798	628,773	702,632	755,611	748,348	764,920	798,884	843,382	865,751	966,967	858,772
Other Expenses	376,114	390,676	441,707	529,281	447,098	555,245	527,474	446,363	394,667	467,984	501,646
Depreciation	401,102	400,055	407,597	412,230	448,174	460,549	462,065	462,621	469,397	464,200	480,725
<b>Total Operating Expenses</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>1,899,151</b>	<b>1,841,144</b>
<b>Net Operating Income (Loss)</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>1,369,546</b>	<b>1,562,574</b>
Interest Income	112,998	138,349	89,781	46,165	27,485	28,519	20,701	18,989	20,496	21,382	26,644
Interest Expense	(46,855)	(56,232)	(49,915)	-	(64,670)	(50,190)	(37,857)	(37,521)	(31,558)	(27,900)	(133,469)
<b>Net Income (Loss)</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>1,363,028</b>	<b>1,455,749</b>



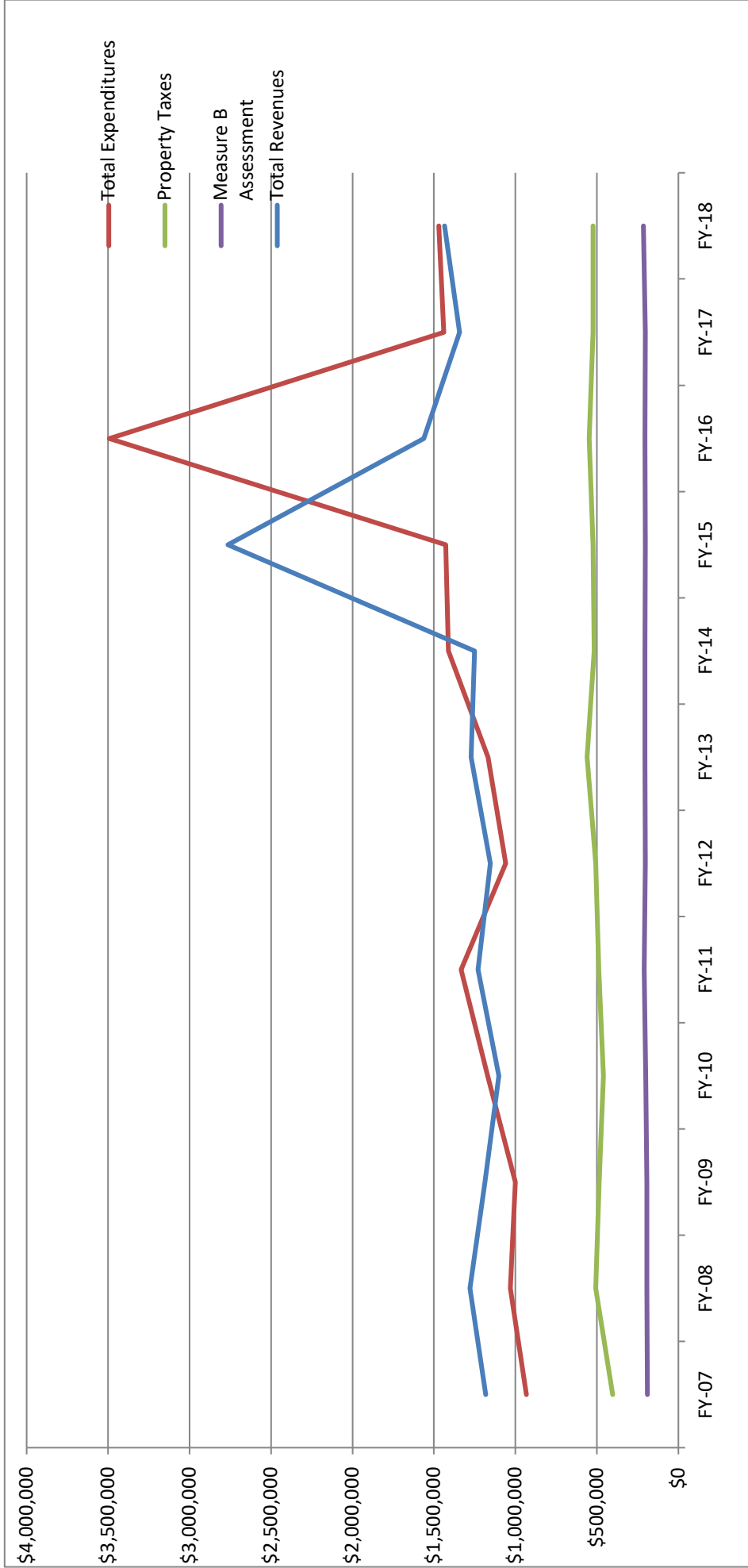
**McKinleyville Community Services District**  
**Streetlight Fund**  
**Historical Analysis**  
**Fiscal Years Ended (Ending) June 30, 2007-2018**

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual Est
<b>Revenues</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>93,109</b>	<b>100,859</b>
<b>Expenditures</b>											
Salaries & Benefits	26,088	29,860	28,060	29,290	39,195	32,501	35,260	45,591	35,942	40,767	34,457
Other Expenditures	34,937	37,101	36,219	38,663	67,679	53,501	47,119	43,141	31,804	29,261	31,471
Debt Service	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	-	-
<b>Total Expenditures</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>89,893</b>	<b>85,793</b>
<b>Excess (Deficit)</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>3,216</b>	<b>15,066</b>



**McKinleyville Community Services District**  
**Parks & Recreation, Measure B Assessment, & General Fund**  
**Historical Analysis**  
**Fiscal Years Ended (Ending) June 30, 2007-2018**

	Fiscal Year Ended (Ending) June 30,										
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual Est.
<b>Combined Revenues</b>											
Programs	266,947	301,191	283,861	265,596	263,409	262,680	309,625	324,140	320,470	360,399	361,153
Rentals	76,128	68,175	57,921	56,953	60,974	57,321	58,779	66,980	67,407	85,536	90,337
Property Taxes	403,353	508,445	486,297	460,625	489,313	506,315	560,445	516,221	523,970	547,214	524,115
Measure B Assessment	190,263	194,044	193,724	201,114	209,068	203,432	205,420	206,270	202,749	204,177	203,739
State Bonds & Grants	126,913	67,983	47,097	-	12,000	-	-	10,000	25,000	48,876	-
Other Revenue	97,129	103,849	87,824	98,611	189,883	120,948	134,120	120,119	1,612,221	296,868	148,298
Interest Revenue	21,698	34,943	30,308	18,992	5,889	3,047	3,216	6,755	12,773	19,661	16,058
<b>Total Revenues</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>1,562,731</b>	<b>1,343,699</b>
<b>Combined Expenditures</b>											
Salaries & Benefits	510,737	554,654	624,909	612,125	738,710	764,022	786,004	846,593	909,802	859,611	938,906
Other Expenditures	148,624	187,830	165,891	180,202	311,230	273,307	309,326	386,777	348,872	2,394,254	421,430
Debt Service	210,992	210,992	191,609	191,609	255,320	-	-	-	36,228	79,968	79,968
Capital Expenditures	62,614	79,115	19,138	186,355	27,559	21,902	73,024	177,463	132,323	158,519	-
<b>Total Expenditures</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>3,492,352</b>	<b>1,440,304</b>
<b>Combined Excess (Deficit)</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>(1,929,621)</b>	<b>(96,605)</b>



**McKinleyville Community Services District**  
**Enterprise Funds Capital Improvement Project Budget**  
**For the Fiscal Years Ending June 30, 2018 - 2027**

1      2      3      4      5      6      7      8      9      10

(All numbers in \$000s)

	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	June 30, 2027
<b>1. Heavy Equipment</b>										
<b>Totals:</b>	10	10	20	50	0	0	10	0	107	0
<b>2. Utility Vehicles</b>										
<b>Totals:</b>	48	55	22	34	34	34	63	34	60	34
<b>3. Water System</b>										
<b>Totals:</b>	1,465	4,757	1,017	1,267	1,021	1,007	1,007	14	7	7
<b>4. Sewer System</b>										
<b>Totals:</b>	1,073	396	1,315	260	1,483	355	1,767	240	262	1,346
<b>5. Office, Corporation Yard &amp; Shops</b>										
<b>Totals:</b>	69	310	0	0	400	0	10	0	10	0
<b>6. Computers, Software &amp; Equipment</b>										
<b>Totals:</b>	11	5	150	5	6	25	6	5	29	5
<b>7. Fischer Ranch</b>										
<b>Totals:</b>	1,545	205	135	105	105	127	5	5	5	5
<b>8. Small Equipment &amp; Other</b>										
<b>Totals:</b>	35	20	15	20	15	15	15	20	35	42
<b>Total Planned Expenditures</b>	<b>4,256</b>	<b>5,758</b>	<b>2,674</b>	<b>1,741</b>	<b>3,064</b>	<b>1,563</b>	<b>2,883</b>	<b>318</b>	<b>515</b>	<b>1,439</b>
<b>Departmental Allocations:</b>										
Water Fund	1,552	4,957	1,121	1,322	1,249	1,044	1,059	44	128	48
Wastewater Fund	2,705	801	1,554	420	1,816	519	1,824	275	388	1,392
<b>Total</b>	<b>4,256</b>	<b>5,758</b>	<b>2,674</b>	<b>1,741</b>	<b>3,064</b>	<b>1,563</b>	<b>2,883</b>	<b>318</b>	<b>515</b>	<b>1,439</b>

Exhibit 11-2

McKinleyville Community Services District  
Streetlights Fund Capital Improvement Project Budget  
For the Fiscal Years Ending June 30, 2018 - 2027

	1	2	3	4	5	6	7	8	9	10
	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	June 30, 2027
1. Heavy Equipment										
Totals:	0	0	83	0	0	0	0	0	0	0
2. Poles and Lights										
Totals:	2	2	2	2	40	2	0	0	0	0
Total Planned Expenditures	2	2	85	2	40	2	0	0	0	0



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

(All numbers in \$000s)

1      2      3      4      5      6      7      8      9

	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
<b>1. Hiller Park &amp; Sports Complex Projects</b>									
Totals:	5	5	6	6	6	6	6	7	7
<b>2. Pierson Park Projects</b>									
Totals:	0	0	0	0	0	0	0	0	0
<b>3. Azalea Hall Projects</b>									
Totals:	11	6	5	0	11	0	0	0	0
<b>4. McKinleyville Activity Center Projects</b>									
Totals:	18	5	11	17	6	12	6	6	6
<b>5. Other Park Projects &amp; Equipment</b>									
Totals:	5	138	28	8	18	30	25	14	25
<b>6. Law Enforcement Facility Projects</b>									
Totals:	0	0	0	6	0	5	0	6	0
<b>7. McKinleyville Library Projects</b>									
Totals:	0	0	8	0	0	0	6	0	0
<b>8. Teen &amp; Community Center - Measure B</b>									
Totals:	0	0	0	0	0	0	0	0	0

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

(All numbers in \$000s)

1 2 3 4 5 6 7 8 9

	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
9. Projects Contingent Upon Grant Funding									
Totals:	15	0	0	0	0	0	0	0	0
10. Projects Funded by Quimby & Other Funds									
Totals:	0	0	0	0	0	0	0	0	0
Total Planned Capital Expenditures	54	154	58	37	41	53	43	33	38

***Capital Improvement Plan  
Water, Sewer and Streetlights Funds  
Fiscal Year 2017-18***

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 Water and Wastewater Funds plan to replace two light utility trucks. Funds have also been set aside for replacement tractor parts and attachments, as they are needed.

**Water System**

The largest Water project for FY2017-18 is the design phase of the proposed 4.5 million gallon new storage tank. \$700,000 is budgeted in FY2017-18 for design and \$200,000 for property purchase. There are no recoating projects scheduled for the other tanks this year or next. Each tank recoating cycle is approximately every 20 to 30 years for preventative maintenance to avoid corrosion and maintain structural integrity.

Other projects currently proposed for the Water Fund include funding for upgrading the meter-reading software and hardware (\$8,000), and a major upgrade of the digital control system (\$150,000). The Cochran generator is scheduled for replacement as well (\$50,000). The changeover to radio-read meters for our customers should be finished in FY2017-18, with a budget of \$200,000 from the Water Fund and \$200,000 from the Wastewater Fund. \$50,000 from the Water Fund and \$50,000 from the Wastewater Fund has been budgeted to create an Alternative Energy Master Plan.

The fire hydrant system is still scheduled to be upgraded; however, the Arcata Fire Protection District is covering a portion of this cost, so the cost to the District will total

only \$7,000. If the Arcata Fire Protection District does not have sufficient budget for this project, it will be delayed until they do.

\$100,000 is budgeted for phases two and three of the Water Main Rehabilitation/Replacement Plan. The District is pursuing groundwater exploration (\$50,000) as part of the District's commitment to developing emergency water supplies. Funding for these projects will come from the Reserves created by the Board for maintenance and replacement of capital infrastructure.

### **Sewer System**

The new Waste Water Management Facility (WWMF) Improvement Project construction is expected to be completed and on-line in 2017, with \$200,000 budgeted in fiscal year 2017-18 for the biosolids removal in the remaining ponds. Project financing has been secured through a loan from the State Water Resources Control Board to pay for the Improvement Project. \$240,000 is now being set aside annually to pay for the next biosolids project, which should occur on a five-to-seven year cycle once the new WWMF is completed. \$50,000 has been set aside to fund engineering studies for the District's next NPDES permit.

Lining of sewer pipes on Central Avenue will continue in FY2017-18 for the Sewer Main Rehabilitation/Replacement Project and \$90,000 is budgeted for the Sewer Mainline Replacement Plan. \$20,000 has been earmarked for the design of the Hiller lift station pump upgrade. There is a potential for grant-funding of this project. An additional \$30,000 has been set aside for replacement of the Kelly sewer lift station generator. A major upgrade of the digital control systems at the sewer lift stations is scheduled for FY2017-18 with \$150,000 budgeted. Other projects include replacements and repairs at Fischer Lift Station, an upgrade to a six-inch pump at Letz, and the District's "Basis for Design" report for the Thiel Avenue undercrossing. 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 for architectural design of the District's operations office, which is scheduled, along with the main office, to be renovated next year. \$10,000 has been set aside to sealcoat the blacktop at the main office. 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. \$30,000 has therefore been budgeted for a technical memorandum for the Biofiltration (Tree Farm) project. \$1.5 million will be earmarked and moved year to year for land procurement as sites become available. Replacement and maintenance of

underground valves and piping is scheduled, along with building and fencing improvements.

### **Small Equipment and Other**

Evaluation and possible replacement of the GPS surveying equipment is scheduled in 2017- 18 for \$20,000. Various types of emergency equipment comprise the rest of this line item.

### **Streetlights**

Regular pole replacement is scheduled for fiscal year 2017-18. 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 11 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.

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

General Fund capital asset purchases and projects are significantly dependent upon property tax revenues and assessments. The Measure B Maintenance Assessment District -- 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. Where possible, the District has started to exchange some of the heavier utility vehicles with light compact trucks for savings in capital and operating costs. There is no plan for purchase or replacement of any parks utility vehicles or equipment in fiscal year 2017-2018.

**Facility Projects**

\$11,000 has been allotted to Azalea Hall. Planned projects include replacing carpet in the rooms used by the Senior Center, replace tables, chairs and, and purchase new microphones.

\$18,000 have been designated to replace gutters and downspouts and resurface the parking lot at the McKinleyville Activity Center. \$5,000 will go toward equipping the MAC and the Teen Center with Automated External Defibrillators (AEDs).

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

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

**Parks and Trails Projects**

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

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

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

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

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

Exhibit 11 contains the summary lines of the Parks and General Fund Capital Improvement Program's planned capital expenditures (in thousands: 10 = \$10,000). The planning horizon for the Program is 10 years. It should be noted that all estimated replacement costs are in current year dollars, since future inflation is unknown. Since the CIP is a dynamic plan that is updated annually, future costs will be regularly evaluated.

STRATEGIC PLAN SECTION#	PROJECT NAME	PROJECT MANAGER	CURR. FY CIP\$	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021	EST. COMPLETION	TOTAL PROJECT % COMPLETE	STATUS/COMMENTS
1.0 Water											
1.1	Maintenance Programs	OD	\$ 491,600.00	Tank recoating/test SOP's	Valve exercising/fire hydrant insp. and exercise	Valve exercising/fire hydrant insp. and exercise	Valve exercising/fire hydrant insp. and exercise	Valve exercising/fire hydrant insp. and exercise			
1.2	Water Storage Tank Project	OD	\$ 200,000.00	Pursue grant funding/property purchased	Design & build	Build	Place in operation		2020	5%	Geotech complete and complete negotiations
1.3	Emergency Water Crossing	OD	n/a	Test SOP					2017	99%	
1.4	Emergency Water Supply	GM/OD	\$ 40,000.00	Pursue grant funding and water exploration on properties	Groundwater Mgmt Plan & Test Wells	Groundwater Mgmt Plan	Design	Emergency Source implementation	2020	5%	
1.5	Digital Control Upgrade	OD	\$ 150,000.00	Execute updated digital control strategy	Execute updated digital control strategy				2018	5%	
1.6	Water Main Rehab and Replacement	OD	\$ 100,000.00	Complete technical memorandum for rehab/replacement strategies	Build up reserves and determine workforce increase or contract work	Build up reserves, prioritize areas of concern	Start rehab and replacement	Start rehab and replacement		5%	Reserves will be built up to replace water mains when needed
1.7	Radio Read Meters	OD	\$ 260,000.00	Phase 3	Phase 3	Annual replacements	Annual replacements	Annual replacements	2017	50%	Success contingent upon a source of financing
1.8	F/H upgrade and installation in commercial area	OD	\$ 13,000.00	Install fire hydrants where requested by the fire department	Install fire hydrants where requested by the fire department				2018	40%	Cost share with Fire Department
1.9	Cochran Emergency Generator Replacement	OD	\$ 50,000.00	Design & implementation					2017	0%	
2.0 Wastewater											
2.1	20-yr Facility Plan	GM & Board	n/a	Annual review	Annual review	Annual review	Annual review	Annual review		100%	
2.2	WWMF Improvement Proj/Biosolids Maint.	GM/OD	\$ 13,000,000.00	Construction completed	Create Biosolids Mgmt Plan	Implement Biosolids Mgmt Plan	Sludge depths (Biosolids Mgmt Plan)	Sludge depths (Biosolids Mgmt Plan)	2017	60%	Funding Agreement Completed by 2015
2.3	Collection Sys Upgrades	OD	\$ 50,000.00	Sewer flow analysis memo/complete tech memo for proposed upgrades of Thiel crossing & sewer main line rehab	Implement tech memo for main line rehab & upgrade monitor capacity of all 3 basin crossings	Design for Thiel crossing	Construct of Thiel crossing	Monitor capacity of all 3 basins		5%	This will be scheduled and completed when build-out requires upgrade
2.4	Sewer Main Rehab and Replacement	OD	\$ 50,000.00	Repair I&I when found/ memorandum for pipe replacement plan including pressure mains, rehab select areas	Implement tech memo for main line rehab & upgrade monitor capacity of all 3 basin crossings	Repair I&I when found, prioritize pipe replacement plan	Repair I&I when found, prioritize pipe replacement plan	Repair I&I when found, implement pipe replacement plan		5%	There is no completion date to this maintenance. I&I will be repaired when found and a plan for replacing pipe will be developed
2.5	Digital Control Upgrade	OD	\$ 150,000.00	Execute updated digital control strategy	Execute updated digital control strategy				2017		Sewer stations will be completed after the WWMF upgrade.
2.6	Sewer Lift Stn Gen. Upgrades	OD	\$ 175,000.00	Pursue grant funding to replace Letz & Fischer Gen.					2017	10%	Pursuing grant funding



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

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

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

## McKinleyville Community Services District

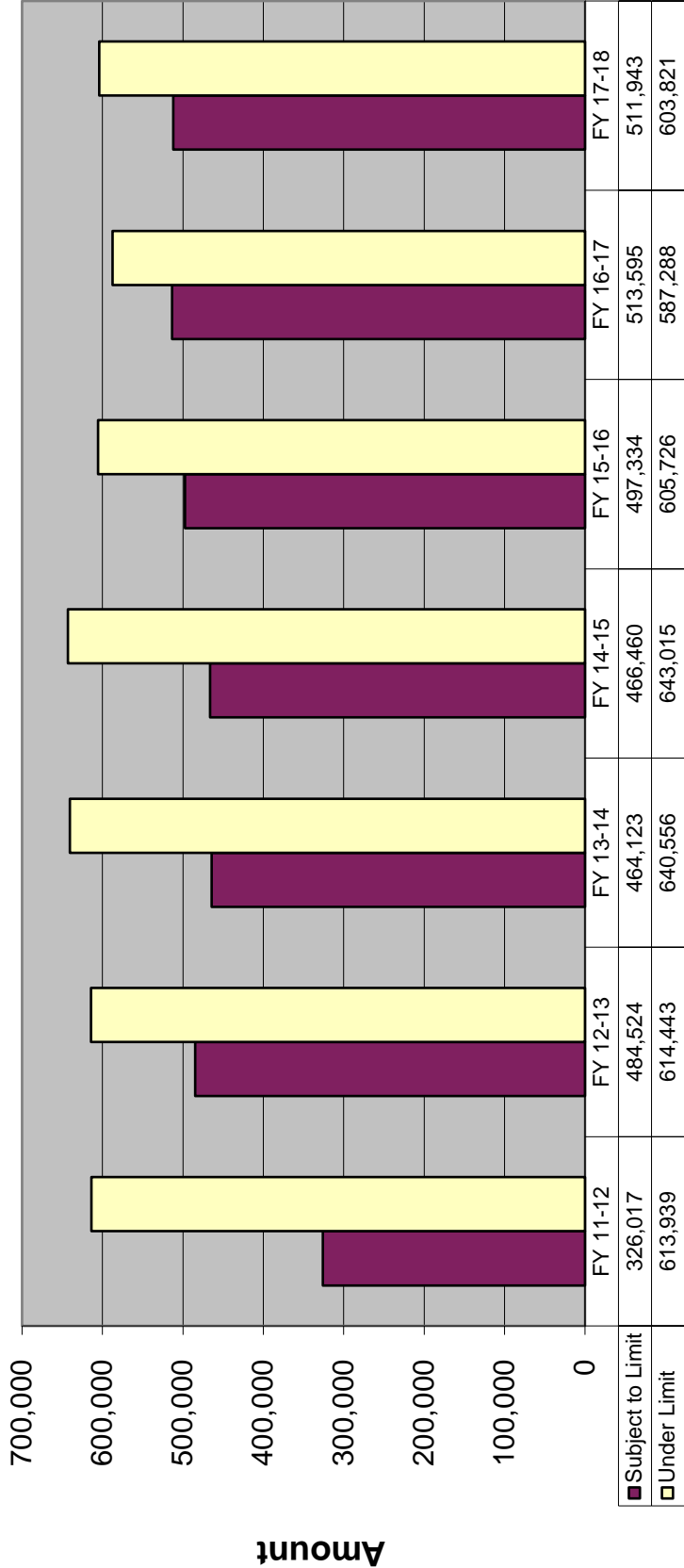
### Appropriations Limit Calculation Summary

#### FY 17-18 Budget

<b>Prior Year Final Appropriation Limit</b>			\$ 1,100,883
<b>Allowed Compounded Percentage Increase from Prior Year <sup>(1)</sup></b>			
Non-Residential Assessed Valuation Percent Change	0.249%		
MCSD Unincorporated County Population Percent Change	1.100%		
Compounded Percentage as an Adjustment Factor	1.352%		
Annual Adjustment Amount to Appropriation Limit		14,881	
<b>Current Year Appropriation Limit</b>		<u>1,115,765</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>(16,868)</u>		
<b>Current Year Appropriations Subject to Appropriation Limit</b>		<u>511,943</u>	
<b>Current Year Appropriations Under the Appropriation Limit <sup>(3)</sup></b>			
Percentage Under the Limit		<u>\$ (603,821)</u>	
		<u>-54%</u>	



McKinleyville Community Services District  
Appropriations Limit Summary



Fiscal Years

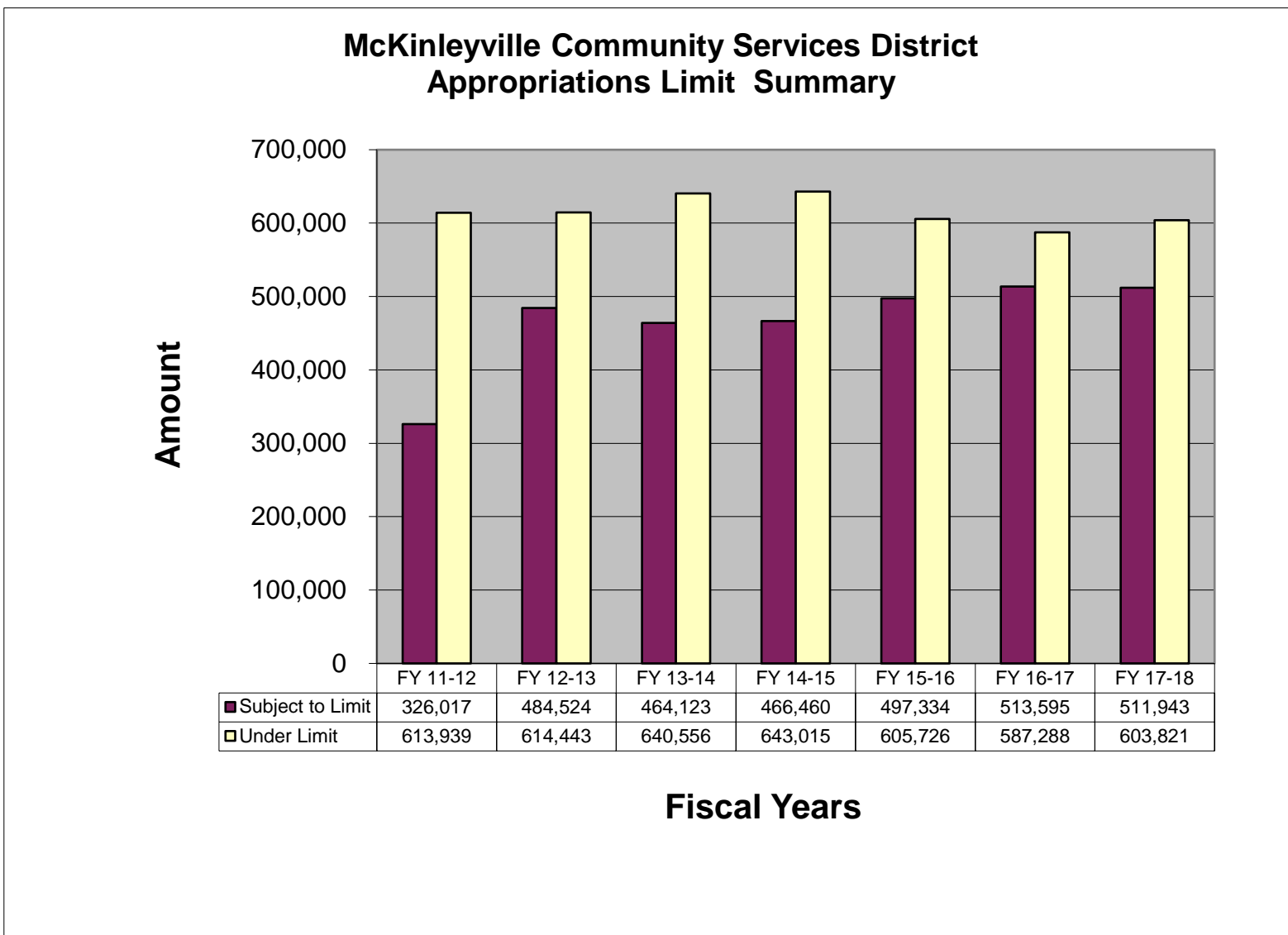
- (1) From State Department of Finance, as required by State Law  
 (2) Proceeds of Taxes are certain revenues as defined by State Law and League of California Cities Article XIII B Appropriations Limit Uniform Guidelines - March 1991. See Worksheets for details.  
 (3) Summary of worksheets for above 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		905,098	528,812	1,433,910
Street Lighting Fund		101,250	-	101,250
Water Fund		4,044,493	-	4,044,493
Wastewater Fund		3,822,457	-	3,822,457
Total Proceeds and Non Proceeds of Taxes		8,873,298	528,812	9,402,110
Summary of Exclusions				
Court Order Costs		-		
Federal Mandates		16,868		
Qualified Capital Equipment		-		
Qualified Debt Service		-		
Total Exclusions to Appropriations Subject to Limit		16,868		

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

**Summary Charts**

<b>Fiscal Year</b>	<b>Appropriations Limit Revised</b>	<b>Subject to Limit</b>	<b>Under Limit</b>
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
FY 17-18	1,115,765	511,943	603,821



**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**  
**FY 17-18 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	510,550	510,550			
Miscellaneous Fees & Reimbursements	16,532	16,532			
<b>Total General Fund</b>	<b>527,082</b>	<b>527,082</b>	-	-	-
<b>Street Lighting Fund</b>	101,250		101,250		
<b>Water Operations Fund</b>	4,044,493			4,044,493	
<b>Wastewater Operations Fund</b>	3,822,457				3,822,457
<b>Total Estimate of User Fees</b>	<b>8,495,282</b>	<b>527,082</b>	<b>101,250</b>	<b>4,044,493</b>	<b>3,822,457</b>
<b>Current Year Adopted Budget</b>					
Operations & Equipment	7,559,952	1,427,393	99,075	2,828,438	3,205,046
Allocations for Improvements	-				
<b>User Fees (Under) or in Excess of Costs</b>	<b>935,330</b>	<b>(900,311)</b>	<b>2,175</b>	<b>1,216,055</b>	<b>617,411</b>

McKinleyville Community Services District  
APPROPRIATIONS LIMIT CALCULATION  
FY 17-18 Budget

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

PROCEEDS AND NON-PROCEEDS OF TAXES REVENUE ANALYSIS	Use of Reserves					Net of Other		Total Appropriation of Funds (3)	Appropriations From	
	Revenue Estimates (1)	or Fund Balances (2)	Transfers To Other Funds	Uses or Transfers From Other Funds	Sources or Transfers From Other Funds	Non-Proceeds of Taxes	Proceeds of Taxes			
General Fund Property Tax Special Assessment Charges for Services Grants Development Fees Interest (4) Miscellaneous Fees & Reimbursements Other Financing Sources Other Sources	525,000					525,000	-	525,000		
	214,662					214,662	214,662	-		
	510,550					510,550	510,550	-		
	43,089					43,089	43,089	-		
	114,077					114,077	114,077	-		
	10,000					10,000	6,188	-		
	16,532					16,532	16,532	3,812		
	-					-	-	-		
	-					-	-	-		
	TOTAL GENERAL FUND REVENUES	1,433,910	0	0	0	0	1,433,910	905,098	528,812	
Street Lighting Fund Water Fund Wastewater Fund Debt Service Fund	101,250	(174)					101,250			
	4,044,493	(1,216,054)					4,044,493			
	3,822,457	(617,411)					3,822,457			
	-						-			
Total All Funds	9,402,110	(1,833,639)	-	-	-	1,433,910	8,873,298	528,812		

(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 17-18 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	4,800	4,800		Reimbursement for Services
42020	PROC. FEES	1,700	1,700		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.	1,500	1,500		Miscellaneous Fees and Reimbursements
43197	LEASE REVENUE	2,172	2,172		Use of Property fees
44000	OPEN SPACE FEES	94,077	94,077		Development Fees
45000	OPEN SPACE FEES	10,000	10,000		Development Fees
47050	MSC PAYROLL REM	-	-		Miscellaneous Fees and Reimbursements
47999	EVENT RENTALS	35,600	35,600		User Fees for Services
48000	COMM. EVENTS	-	-		User Fees for Services
48001	VENDOR CONTRACT	75,000	75,000		User Fees for Services
48002	EVENT SERVICES	6,000	6,000		User Fees for Services
48010	INSURANCE FEES	800	800		User Fees for Services
48020	AD INCOME	600	600		User Fees for Services
48040	COMMISSIONS VND	-	-		User Fees for Services
48050	REC. PROGRAMS	399,900	399,900		User Fees for Services
48051	FRF DISCOUNT	(9,050)	(9,050)		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	214,662	214,662		Special Assessment Restricted Specific Use
52000	OTHER INCOME	1,500	1,500		Miscellaneous Fees and Reimbursements
53001	CONTRIBUTIONS	2,000	2,000		Donations
53002	QUIMBY FEES	10,000	10,000		Development fees
54001	STATE GRANTS	15,000	15,000		Related to Restricted Grants
56000	GAIN ON DISPOSAL	4,500	4,500		Miscellaneous Fees and Reimbursements
<b>Total General Fund</b>		<b>1,433,910</b>	<b>905,098</b>	<b>528,812</b>	

**Street Lighting**

41050	ADMIN FEE	13,750	13,750		
42020	PROC. FEES	3,700	3,700		
43195	OTHER OP. REV.	-	-		
47001	ST. LIGHT CHGS	78,300	78,300		
47001	ST. LIGHT CHGS	5,500	5,500		
50001	INT. REVENUE	-	-		
<b>Total Street Lighting</b>		<b>101,250</b>	<b>101,250</b>	<b>-</b>	User Fees for Services

**Water Fund**

40000	WATER BASE CHG	1,321,739	1,321,739		
40001	MTR. WATER SALE	2,311,398	2,311,398		
41001	NEW SVC. FEES	20,000	20,000		
41002	INSTALLATION FEES	-	-		
41020	PL. CK. FEE DEP	500	500		
42001	PERMIT FEES	750	750		
42010	CONN. FEES	100,000	100,000		
42020	PROC. FEES	17,500	17,500		
42030	BAD CHECK FEES	497	497		
42040	RECONN. FEES	18,000	18,000		
42050	DCV INSPECTION	20,000	20,000		
43010	REC. BAD DEBTS	851	851		
43190	CELL TOWER REV.	14,500	14,500		
43195	OTHER OP. REV.	12,000	12,000		
43197	LEASE REVENUE	3,600	3,600		
43198	PAVING FEES	2,000	2,000		
43199	SERVICE UPGRADE	-	-		

**McKinleyville Community Services District**  
**Revenue Estimates Detail**  
**FY 17-18 Budget**

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

Fnd	Acct	Estimated Revenue (2)	Less Non- Proceeds of Taxes	Net Proceeds of Taxes	Comments
46000	AFTER HRS CHGS	912	912		
48060	EQUIP USAGE FEE	-	-		
48070	SALE OF SCRAP	4,000	4,000		
50001	INT. REVENUE	25,000	25,000		
50005	LATE CHARGES	15,246	15,246		
51011	CONTRIB CONST	150,000	150,000		
52000	OTHER INCOME	1,000	1,000		
56000	GAIN ON DISPOSAL	4,000	4,000		
57000	UNREALIZED GAIN/LOSS	1,000	1,000		

<b>Total Water</b>	<b>4,044,493</b>	<b>4,044,493</b>	<b>0</b>	User Fees for Services
--------------------	------------------	------------------	----------	------------------------

**Wastewater Fund**

40002	SWR SVC CHGS.	3,392,157	3,392,157		
40010	STORM WATER FEE	350	350		
41001	NEW SVC. FEES	25,000	25,000		
41002	INSTALLATION FEES	-	-		
41020	PL. CK. FEE DEP	-	-		
41040	SWR CONST PRMT	1,000	1,000		
42001	INSPECTION FEES	-	-		
42010	CONN. FEES	175,000	175,000		
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.	12,500	12,500		
43195	OTHER OP. REV.	5,000	5,000		
43197	LEASE REVENUE	20,000	20,000		
43198	PAVING FEES	1,000	1,000		
46000	AFTER HRS CHGS	-	-		
48060	EQUIP USAGE FEE	-	-		
48070	SALE OF SCRAP	-	-		
50001	INT. REVENUE	22,000	22,000		
50005	LATE CHARGES	14,000	14,000		
51011	CONTRIB CONST	150,000	150,000		
56000	GAIN ON DISPOSAL	2,000	2,000		
57000	UNREALIZED GAIN/LOSS	1,000	1,000		

<b>Total Wastewater</b>	<b>3,822,457</b>	<b>3,822,457</b>	<b>0</b>	User Fees for Services
-------------------------	------------------	------------------	----------	------------------------

**Debt Service**

<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	Debt Related
---------------------------	----------	----------	----------	--------------

<b>Total All Funds</b>	<b>9,402,110</b>	<b>8,873,298</b>	<b>528,812</b>
------------------------	------------------	------------------	----------------

**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**  
**FY 17-18 Budget**

<b>Calculation of Appropriations Subject to  Limit (Worksheet #4 of Guidelines)</b>
---

	<u>Adopted Budget</u>
Total Appropriations From Proceeds of Taxes (From Worksheet # 2)	\$ 528,812
Less Allowed Exclusions (From Worksheet #7)	(16,868)
Current Year Appropriations Subject to Limit	<u>\$ 511,943</u>
Current Year Appropriations Limit (From Worksheet #6)	1,115,765
Current Year Appropriations Over or (Under) Limit	<u>\$ (603,821)</u>
Percentage Over or (Under) Limit	<u><u>-54%</u></u>

# McKinleyville Community Services District

## APPROPRIATIONS LIMIT CALCULATION

### FY 17-18 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]	MCS D (Unincorporated County)	Humboldt County Total		
FY 05-06	5.26	-42.46	0.85	0.70	106.15471%	341,732
FY 06-07	3.96	21.98	0.10	0.38	122.44352%	418,429
FY 07-08	4.42	-14.41	0.17	0.44	104.87945%	438,846
FY 08-09	4.29	22.13	0.83	0.64	123.14368%	540,411
FY 09-10	0.62	12.02	0.57	0.45	112.65851%	608,820
FY 10-11	-2.54	37.77	0.69	0.53	138.72061%	844,558
FY 11-12	2.51	10.50	0.72	0.66	111.29560%	939,956
FY 12-13	3.77	16.80	0.10	0.00	116.91680%	1,098,967
FY 13-14	3.10	0.02	0.50	0.40	100.51970%	1,104,678
FY 14-15	-0.23	0.50	-0.1	-0.03	100.43433%	1,109,476
FY 15-16	3.82	-0.08	-0.5	-0.30	99.42169%	1,103,060
FY 16-17	5.37	-0.30	0.1	0.00	99.80269%	1,100,883
FY 17-18	3.69	0.25	1.1	1.00	101.35177%	1,115,765

[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 MCS D 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 17-18 Budget**

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

<b>Prior Year Appropriations Limit (From Worksheet #5)</b>	<b>\$</b>	<b>1,100,883</b>
<b>Current Year Growth Factors (From Worksheet #5)</b>		
Non-Residential Assessed Valuation Percent Change		0.25%
MCSD Unincorporated County Population Percent Change		1.10%
<b>Compounded Total Percentage Adjustment Factor</b>		<b>1.352%</b>
<b>Current Year Annual Adjustment Amount</b>	<b>\$</b>	<b>14,881</b>
<b>Other Adjustments to Limit (see detail worksheets)</b>		
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
<b>Total Adjustments to Limit</b>	<b>\$</b>	<b>-</b>
<b>Current Year Appropriations Limit</b>	<b>\$</b>	<b>1,115,765</b>

**McKinleyville Community Services District**  
**APPROPRIATIONS LIMIT CALCULATION**  
**FY 17-18 Budget**

<b>Exclusions to Appropriations Limit (Worksheet #7  from Guidelines)</b>
---

	<b>Exclusions</b>
<b>Court Orders</b>	
	-
<b>Federal Mandates</b>	
Fair Labor Standards Act Payments	-
FICA and Medicare Payments	13,698
Unemployment Payments	3,170
<b>Total Federal Mandates</b>	<b>16,868</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>16,868</b>

**RESOLUTION 2017 – 16**

**A RESOLUTION ESTABLISHING APPROPRIATIONS LIMITS FOR MCKINLEYVILLE  
COMMUNITY SERVICES DISTRICT IN FISCAL YEAR 2017-18 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 2017-18; 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 2017-18; and

**WHEREAS**, the McKinleyville Community Services District has determined that such limit should be established at \$1,115,765; 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 2017-18 pursuant to the provisions of Article XIIIB of the California Constitution as \$1,115,765

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on June 7, 2017 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Dennis Mayo, Board President

Attest:

---

Emily Abfalter, Board Secretary

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **ACTION**

---

**ITEM: E.2**                      **Consider Approval of Site Recommendation for Skate Park Development and Term Length for Right of Entry Agreement Between Humboldt Skate Park Collective and McKinleyville Community Services District**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, air questions, take public comment, and approve the site recommendation of the lot at Pierson Park south of the Law Enforcement facility and east of Umpqua Bank for skate park development and term length of 3 years for a Right of Entry Agreement between Humboldt Skate Park Collective (HSPC) and MCSD.

### **Discussion:**

At the March 1, 2017 meeting of the MCSD Board of Directors, staff presented the Humboldt Skate Park Collective's (HSPC) intention to request a Right of Entry Agreement for the development of a skate park in McKinleyville. The MCSD Board requested a recommendation from the Recreation Advisory Committee for the site of the proposed skate park.

The HSPC wants to develop an 18,000 sq. ft. skate park in McKinleyville preferably at the site originally encumbered and for which two designs had been purchased. The HSPC is confident that they will be able to raise the funds necessary to build the park within a 3-year Right of Entry Agreement. If the funds are not raised and construction of the park has not begun before the end of the Right of Entry Agreement, the HSPC will abandon the 18,000 sq. ft. park and build a park that is feasible given the funds they have at that time.

At the April 20, 2017 Recreation Advisory Committee (RAC) meeting the RAC and the HSPC conducted a public input process to help determine the best site for the proposed skate park. The data compiled from that process can be reviewed in Attachment 1. The data collected in the process was presented to the Recreation Advisory Committee at the May 18, 2017 meeting. RAC members discussed the process, the information collected and voted to recommend that the lot at Pierson Park south of the law enforcement facility and east of Umpqua Bank as the site for the Right of Entry Agreement between HSPC and MCSD and also voted to recommend the Right of Entry Agreement be for a term of 3 years.



Upon Board approval of the site and term length for the Right of Entry Agreement, staff will draft the agreement with HSPC and bring it back to the MCSD Board for approval in July.

**Fiscal Analysis:**

To be determined

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Public Input Data Narrative for Skate Park Site Selection

## Skate Park Location Public Input Process and Data

The Recreation Advisory Committee meeting held on Thursday, April 20, 2017 served as a Public Input meeting to collect public comment and opinion on the potential location of a skate park in McKinleyville. Over forty people attended the meeting. Notice of the meeting was sent out to an email list of over 1,900 recipients. 384 of those emails were opened. The meeting was also noticed on MCSD's Facebook page 4 different times in the ten days preceding the meeting. 322 people were reached via the MCSD Facebook page. Additionally, the McKinleyville Community Watch, which boasts over 4,000 members, also posted notice of the meeting on its Facebook page.

At the meeting, Recreation Director, Lesley Frisbee and RAC member, Charlie Caldwell, presented the potential properties and gave instruction on the process for ranking and providing input for each one. Attendees were instructed to rank each site on a scale of 1-5 in four different categories: Accessibility, Visibility, Activity and Comfort. Each of these criteria had specific questions for which the answers helped to determine the point value that should be given. The categories and questions were as follows:

**ACCESSIBILITY:** How easy is the site to get to? Consider the following questions when ranking:

- Can users walk/bike/skate to the site?
- Is it near schools, parks or other places where people hang out?
- Is it near public transportation?
- Is it near other places heavily used or visited? (i.e. shopping center, park etc.)
- What barriers exist that might impact accessibility? (i.e. topography of landscape, busy roads/highways, etc)

**VISIBILITY:** Can people passing by the park easily see into it? Consider the following when ranking:

- Does site have a sidewalk adjacent to it?
- Would skatepark be seen clearly from the road?
- Is nearest road heavily travelled?
- Would other attractions in the vicinity lead people to the Skate Park?
- Is the site near areas or structures that invite or allow for hidden nuisance behaviors? (i.e. drug & alcohol use, smoking, etc)
- Would the average person feel comfortable walking alone near the site whether at dusk or at night? (feeling unsafe walking alone, would indicate the site has poor visibility)

**ACTIVITY:** Is there a variety of activities happening near or at the site? Consider the following when ranking:

- A healthy space sees a lot of people coming together to share the space.
- How many different TYPES of activity occur at the site?
- Does the site get used by both men and women in relative equal numbers?
- Does the location attract children and young people?
- Does the location attract adults and elderly?
- Do people pass through the site enroute to somewhere else?
- How many attractions are at or near the site?
- Are there pathways, benches, water fountains at the site?

- Are there shopping opportunities nearby?

**COMFORT:** The measure of a site's ability to accommodate basic human biological and aesthetic needs. Consider the following when ranking:

**BIOLOGICAL NEEDS:**

- Access to/capacity for Restrooms
- Access to/capacity for drinking fountains
- Climate control elements—shade for cooling or sun for warming
- Access to/capacity for “safe” (non-skating area) nearby for spectating
- Clear separation between skating and vehicular traffic areas.

**AESTHETIC NEEDS:**

- Does the site feature natural elements—trees, shrubs, etc.
- What, if any impacts will noise of park have on surrounding area?
- Are nearby facilities and neighborhoods well maintained?

In addition to ranking locations with a point value, attendees were asked to list “Pros & Cons” for each location in order to assess the feasibility of developing a skate park in each location. Following is the compiled data, including comments, gleaned from the public input process.

**Site 1: Pierson Park**, 9,163 sq. ft. area between Teen & Community Center and Playground (see Exhibit 1)

Accessibility	166
Visibility	115
Activity	138
Comfort	71

No comments supporting the scores were given for this site.

**Feasibility:**

**Pros:**

- Close to Teen Center and Playground

**Cons:**

- Too close to playground (listed by two people)
- Already a very active location, spread the activity out.
- Poor visibility behind the buildings (listed by two people)
- Too small! We want 18,000 sq. ft.

**Site 2: Pierson Park**, 9,052 sq. ft. area just south of Azalea Hall (see Exhibit 1)

Accessibility	110
Visibility	89
Activity	94
Comfort	85

No Comments supporting the scores were given for this site.

**Feasibility:**

**Pros:**

- No Comments given

**Cons:**

- Too close to Azalea Hall, noise could upset users of the hall (listed by two people)
- Would eliminate a picnic area. *(this comment was listed, but MCSD would relocate the picnic tables and barbecues to another area of the park.*

**Site 3: Pierson Park**, two areas totaling 33,834 sq. ft. in lot east of Umpqua bank. (see Exhibit 1)

Accessibility	233
Visibility	223
Activity	209
Comfort	187

Supporting Comments:

Accessibility:

- Centrally located, multi-use park
- Close to shops, library, school, bus stop and teen center (listed by two people)
- Well lit at night. Parking and restrooms exist on site *(true for all Pierson Park sites)*
- Proximity to Sheriff station and fire station, library and school (listed by two people)
- I'd let my kids go there by themselves
- Right off main street, easy to access
- Close to a variety of services and school

Visibility:

- Visible from two roads and Sheriff station (listed by three people)
- Visible from road and park (listed by three people)
- Out in the open, near main road
- Easy for parents and MCSD to patrol and ensure safety

Activity:

- Very active park, a lot of different use
- Multiple use park (listed by two people)
- Multiple uses encourage cross pollination between different activity users
- Close to services and activities.

Comfort:

- Access to restrooms, shade and multi-use park
- Family oriented location-nearness to Sheriff station; very safe location for everyone
- Ease of access to transit and drop off points
- Close to teen center and park but out of the way enough to not interfere with other park events
- Close to many conveniences.
- Safe location, near fire and sheriff stations. Lots of activity and visibility

Feasibility:

Pros:

- Size is large enough to accommodate access and spectating
- Centralized location (listed by four people)
- Easy to access
- Original designs are for this location
- Quality of existing design will draw people to this park and bring money into McKinleyville.
- Right size for the designs
- If easiest to implement in this location, then why not?

- Need a place big enough for a world class park.

**Site 4: Hiller Park, 11,893 sq. ft. south of Hiller Park playground. (see Exhibit 2)**

Accessibility	48
Visibility	52
Activity	54
Comfort	54

No comments supporting the scores for Accessibility, Visibility or Activity were listed.

Comfort:

- Skateboarders, scooterers, bikers can be very loud and it would take away from peaceful walks on the trail. I live near Hiller Park and that is where I go to clear my head and feel at peace. I don't want to walk through a skate park to take a walk in nature.

Feasibility:

Pros:

- Family area, heavily used-lots of activity

Cons:

- Hiller Park has a lot of drug activity. I don't want my kids to go there alone.
- No sidewalks or bus access to get to the park
- Too far from food--restaurants/shops (listed by two people)
- Near waste water plant. Smells like poo.

**Site 5: Property at Washington & School Rd., 2 areas--one 62,061 sq. ft and other 45,598 sq ft. (see Exhibit 3)**

Accessibility	45
Visibility	51
Activity	54
Comfort	53

No comments supporting these scores were given.

Feasibility:

Pros:

- Would increase activity in that area-no existing park there.

Cons:

- Too far from food-shops
- No restrooms or facilities there (listed by two people)
- Not on Bus route.
- No parking area
- On fault line
- Isolated, not a lot of activity there.

**HSPC online survey data summary**

In addition to the data and input solicited at the public meeting on April 20, 2017, the Humboldt Skate Park Collective (HSPC) also created a survey which was sent out via email, and posted on the Facebook pages of the McKinleyville Skate Park, McKinleyville Community Watch and MCSD. 126 people completed the survey. The data summarized below represents only a few of the survey questions, the questions most pertinent to the ranking and selection of a location.

Of the 126 survey respondents the following sites were ranked as first choice sites for a skate park in McKinleyville:

- 79 respondents selected the original location at Pierson Park (lot east of Umpqua Bank) as their first choice
- 18 respondents selected the Hiller Park location as their first choice
- 12 respondents selected the property at Washington Ave. and School Rd. as their first choice
- 11 respondents selected the alternate sites at Pierson Park as first choice.

65 survey respondents do not visit skate parks. The following comments were listed by the respondent who do not visit skate parks:

- Hiller Park is more easily accessed via the Hammond Trail by bike.
- Where on School road would they put the park? Washington and School?
- Don't make a skatepark
- I teach in the Recreation Administration program at HSU. We are always looking for projects and way to work with the community. We have helped the Trinidad skate community with an evaluation of some of their options. Let me know what we could do!
- I think the skatepark would be a great addition to our community. It makes sense to me for the location to be centralized so the kids can access it easier- which is why I prefer the Pierson Park location.
- Keep up the good work
- I teach 2nd grade in a public school. I live very close to Pierson Park. I understand the need to provide our youth healthy activities. The following is what I have experienced along with all the seniors right next to the park/activity center and now teen center. A lot more cars on Gwin Rd. Gwin Road is a poorly maintained road with blind spots and pot holes. This road should have speed bumps and a sidewalk to name a few things. Junior high dances with extremely loud music. Now, the teen center. The teen center is a good idea. I walk my dog in the evenings and most of the time I see kids hanging out behind the building, where it's very dark. I'm sure you know that kids will tell their parents that they are going to the teen center, same kids the teen center was built for. Now you want to add a skate park. Why everything in one place? Pierson park is a community park. It should be called a youth emporium. Is there no consideration for the seniors? The roads are so unsafe. What you should do is expand the tiny community garden. Anyway we are looking to move because of the youth emporium.
- Roller skaters love skate parks, too😊
- I fully support construction of a skate park, even though I will never use and my kids won't likely be interested either. I think it's important to pick a central location such as Pierson Park so kids can readily and safely get there, but balance the specific location with proximity to playground and other areas frequented by families and smaller children. As a result I support the Pierson Park alternative sites.
- I think the skatepark would be a great addition to our community. It makes sense to me for the location to be centralized so the kids can access it easier- which is why I prefer the Pierson Park location.
- Traffic on Hiller Rd due to the park and sports fields is already out of control with the number of vehicles, speeding vehicles and no sidewalks. Speed limit should be 25mph not 35mph as it is currently. Very dangerous.
- I hope the kids enjoy it.

- save your money. Arcata's is a joke and druggies just hang out there.

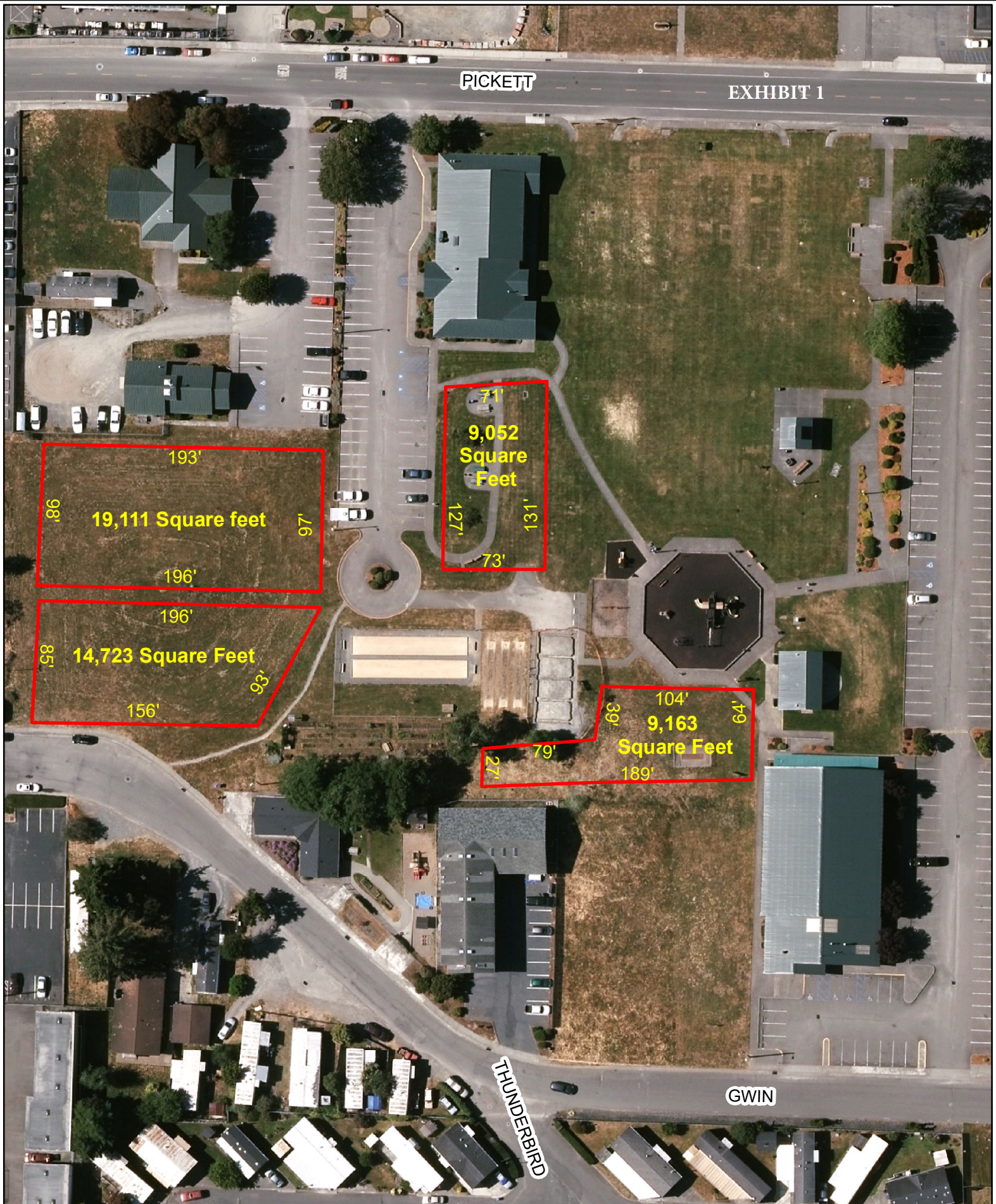
61 survey respondents either visit skate parks regularly or have children who do or know someone who would if there was a park in McKinleyville. Following are comments left by these respondents:

- Let's go skate
- Namaskate!
- Get a skate park build firm to do it right
- Will there be lights at the McK Skate park?
- The original location of Pierson park is the best due to access to public transportation, food, restrooms, sheriff's office and other park amenities. Thank you for helping to make this positive addition to the community a reality!
- Let's just get this done...McKinleyville NEEDS this!!
- Let's make it happen this time, McKinleyville needs a skate park
- Get it done
- Build it and they will come...
- I just want to see our kids outside doing activities that they love. A child that skateboards has few options on where to go besides neighborhoods and streets because skating anywhere near a business isn't allowed, it doesn't give our kids any safe alternative. Having a skate park anywhere in McKinleyville will be a positive thing for children.
- Let's do it! Skating is not going away. I started skating in the 1950's. Nailed my metal skates to a 2x4 and raced the other kids to the bottom of Mt. Vernon street. That got old quick so we put up obstacles and jumps and hit trash cans and got road rashes that made our mothers cry. It was great then and I imagine it is still great today.
- Hope we finally get this!! Been waiting for over 10 years!!
- All I know is that as a teenager, as soon as there was a skate park, it got us kids off of the street and out of trouble. I think it is essential for all communities to provide this outlet for the youth and the youth at heart.
- I think it would be great to have somewhere safe for kids to ride in our community :)
- My son is six and just becoming interested in the skate parks. Transient issues at Hiller park have grown a bit.
- I have personally donated hundreds of dollars to the McKinleyville skate park organization over past years in hopes of having this dream become a reality. Sadly, I have seen zero progression other than a sign. I hope this time you all can follow through with your promises and actually make this project come together. I know I'm not the only one who has been waiting for this. And I'm definitely not the only one who has donated to your organization. Stick to your word, and get us a skate park!
- Thank you for your concern and advocacy

Other questions on the survey which are not summarized in this report, as they are not pertinent to the selection of location are:

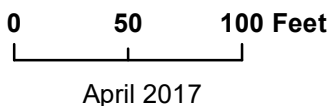
- Which communities are you a part of?
- How often do you go to skate parks?
- How do you get to the skate park?
- When you drive or get a ride, who else is with you?
- What do you like to do at the skate park?





# Potential Skate Park Zone: Pierson Park

This map was created with  
McKinleyville Community Services District  
GIS data 2017







Potential Skate Park Zone: Hiller Park

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

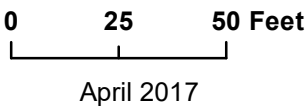
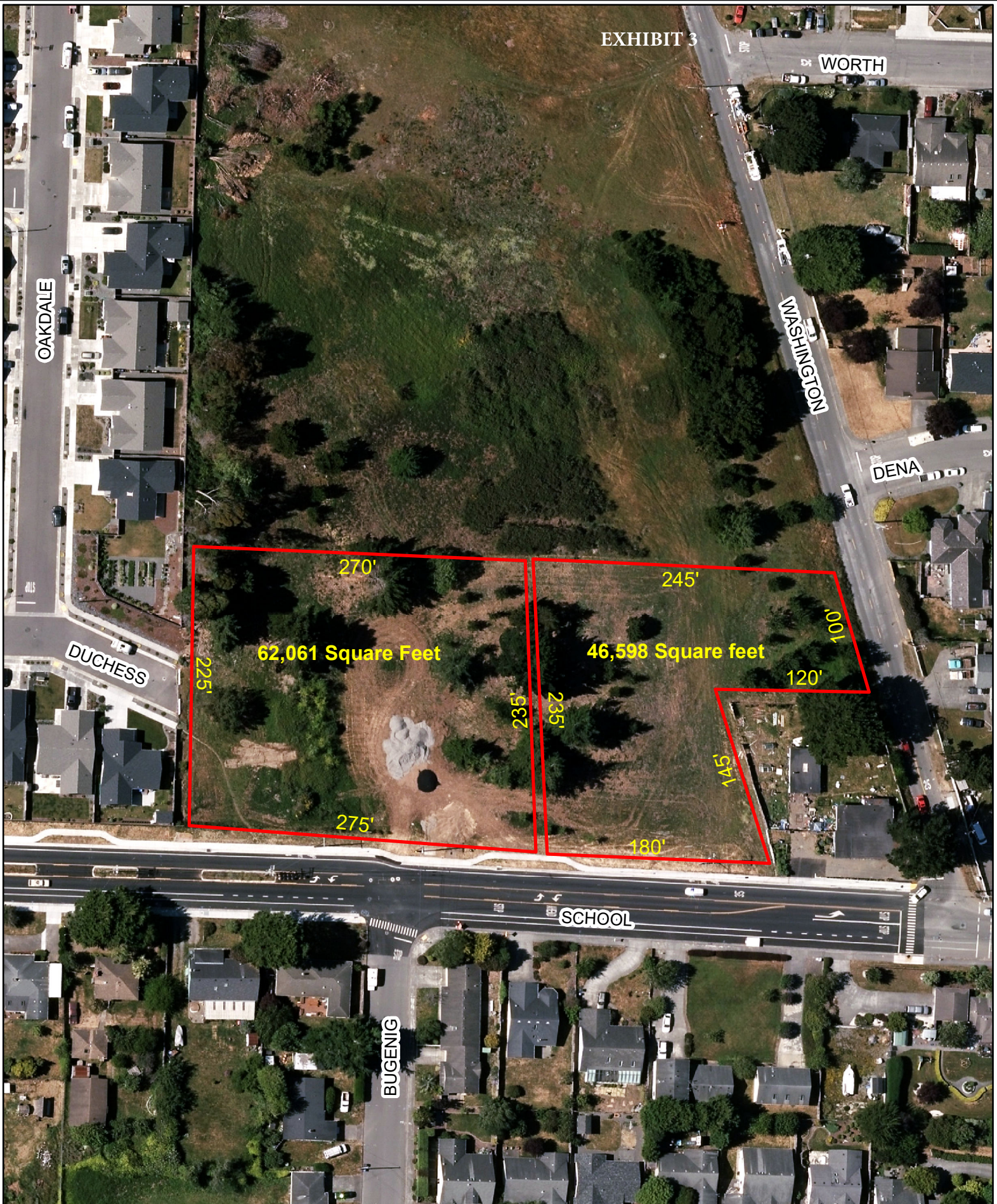




EXHIBIT 3



## Potential Skate Park Zone: School Rd

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

116

0 55 110 Feet

April 2017





# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **ACTION**

---

**ITEM: E.3**                      **Consider Nomination of Director Dennis Mayo to the Association of California Water Agencies (ACWA) Region One (1) Committee Vice Chair Position and Approve Resolution 2017-17**

**PRESENTED BY:**              **Emily Abfalter, Board Secretary/President Dennis Mayo**

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

### **Recommendation:**

Staff recommends that the Board listen to the information provided, air public comment, and approve Resolution 2017-17 nominating Director Mayo to the ACWA Region 1, Vice Chair Position for the 2018-19 term.

### **Discussion:**

The ACWA Region 1 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 1 for the 2018-19 term. The Nominating Committee is currently seeking candidates for the Region 1 Board which is comprised of Chair, Vice Chair and up to five Board Member positions.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 1 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 1. The members of the Region 1 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members.

For the past several years Director Mayo has been serving as Chair for the ACWA Board. He has served as a Region 1 Board member and had several committee assignments. Director Mayo finds Federal Affairs and Water Quality to be the most enjoyable committee assignments and finds it rewarding to represent Humboldt County on the Region 1 Board.

The Region 1 Nominating Committee will announce their recommended slate by July 31, 2017, which will mark the start of the election. The election will be completed by September 29, 2017. On October 5, 2017, election results will be announced. The newly elected Region 1 Board Members will begin their two-year term of service on January 1, 2018.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Travel expenses and per diem incurred for ACWA during the recent years are as follows:

FY 2015-16 \$5911.97

FY 2016-17 \$8995.49

Two year total - \$14,907.46 for an average of \$7,453.73 per year

This figure could be decreased by utilizing the phone conference option as frequently as possible. It is available for most meetings; however some meetings do require the presence of the Board member.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – ACWA Region 1 Call for Candidates Nomination Packet
- Attachment 2 – Nomination Form for Director Mayo
- Attachment 3 – Resolution 2017-17

## MEMORANDUM

Date: May 1, 2017

To: ACWA REGION 1 MEMBER AGENCY PRESIDENTS AND GENERAL MANAGERS  
(sent via e-mail)

From: ACWA REGION 1 NOMINATING COMMITTEE  
**Penny Cuadras**, Hidden Valley Lake Community Service District  
**Larry Dos**, Humboldt Bay Harbor, Recreation and Conservation District  
**Daniel Muelrath**, Valley of the Moon Water District  
**David Hull**, Humboldt Community Services District

The Region 1 Nominating Committee is looking for ACWA members who are interested in leading the direction of ACWA Region 1 for the 2018-2019 term. The Nominating Committee is currently seeking candidates for the Region 1 Board, which is comprised of Chair, Vice Chair and up to five Board Member positions.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 1 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 1. The members of the Region 1 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members and serve as a key role in ACWA's grassroots outreach efforts.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 1 Board Member, please familiarize yourself with the Role of the Regions and Responsibilities; the Election Timeline; and the Region 1 Rules and Regulations (all located at <http://www.acwa.com/content/region-elections>) and complete the following steps:

- **Complete the attached Region Board Candidate Nomination Form**
- **Obtain a Resolution of Support from your agency's Board of Directors**
- **Submit the requested information to ACWA as indicated by Friday, June 30, 2017**

The Region 1 Nominating Committee will announce their recommended slate by July 31, 2017. On August 1, 2017 the election will begin with ballots sent to General Managers and Board Presidents. One ballot per agency will be counted. The election will be completed by September 29, 2017. On October 5, 2017, election results will be announced. The newly elected Region 1 Board Members will begin their two-year term of service on January 1, 2017.

If you have any questions, please contact Members Services and Region Specialist II Ana Javid, at [AnaJ@acwa.com](mailto:AnaJ@acwa.com) or (916) 441-4545.



Name of Candidate: \_\_\_\_\_

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

Agency Phone: \_\_\_\_\_ Direct Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ ACWA Region: \_\_\_\_\_ County: \_\_\_\_\_

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

**Region Board Position Preference: (If you are interested in more than one position, please indicate priority – 1st, 2nd and 3rd choice)**

☐ Chair \_\_\_\_\_

☐ Vice Chair \_\_\_\_\_

☐ Board Member \_\_\_\_\_

**In the event, you are not chosen for the recommended slate, would you like to be listed on the ballot's individual candidate section?** (If neither is selected, your name will **NOT** appear on the ballot.)

☐ Yes

☐ No

**Agency Function(s):** (check all that apply)

☐ Wholesale

☐ Sewage Treatment

☐ Flood Control

☐ Urban Water Supply

☐ Retailer

☐ Groundwater Management / Replenishment

☐ Ag Water Supply

☐ Wastewater Reclamation

☐ Other: \_\_\_\_\_

**Describe your ACWA-related activities that help qualify you for this office:**

---

---

---

**In the space provided, please write or attach a brief, half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community.**

---

---

---

---

---

*I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating on region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.*

*I hereby submit my name for consideration by the Nominating Committee.*

*(Please attach a copy of your agency's resolution of support/sponsorship for your candidacy.)*

Signature

Title

Date

## **ACWA Region 1 Rules & Regulations**

*Each region shall organize and adopt rules and regulations for the conduct of its meetings and affairs not inconsistent with the Articles of Incorporation or bylaws of the Association (ACWA Bylaw V, 6.).*

### **Officers**

The chair shall appoint a secretary to the Board if one is deemed necessary.

### **Meetings**

Region 1 will meet quarterly, subject to call of the chair, with two of those meetings to be held at ACWA spring and fall conferences.

### **Attendance**

If a region chair or vice chair is no longer allowed to serve on the Board of Directors due to his / her attendance, the region board shall appoint from the existing region board a new region officer. (ACWA Policy & Guideline Q, 1.)

If a region chair or vice chair misses three consecutive region board / membership meetings, the same process shall be used to backfill the region officer position. (ACWA Policy & Guideline Q, 1.)

If a region board member has three consecutive unexcused absences from a region board meeting or general membership business meeting, the region board will convene to discuss options for removal of the inactive board member. If the vacancy causes the board to fail to meet the minimum requirement of five board members, the region must fill the vacancy according to its rules and regulations. (ACWA Policy & Guideline Q, 3.)

### **Vacancy**

If the chair's position becomes vacant, the vice chair will fill the chair's position.

If the vice chair's position becomes vacant, the alternate chair will fill the vice chair's position

### **Elections**

All nominations received for the region chair, vice chair and board positions must be accompanied by a resolution of support from each sponsoring member agency, signed by an authorized representative of the Board of Directors. Only one individual may be nominated from a given agency to run for election to a region board. Agencies with representatives serving on the nominating committees should strive not to submit nominations for the region board from their agency. (ACWA Policy & Guideline P, 2.)

Election ballots will be e-mailed to ACWA member agency general managers and presidents.

The nominating committee shall consist of three to five members.

The nominating committee should pursue qualified members within the region to run for the region board, and should consider geographic diversity, agency size and focus in selecting a slate.

*See the current region election timeline for specific dates.*

### **Endorsements**

ACWA, as a statewide organization, may endorse potential nominees and nominees for appointment to local, regional, and statewide commissions and boards. ACWA's regions may submit a recommendation for consideration and action to the ACWA Board of Directors to endorse a potential nominee or nominee for appointment to a local, regional or statewide commission or board. (ACWA Policy & Guideline P, 3.)

### **Committee Recommendations & Representation**

All regions are given equal opportunity to recommend representatives of the region for appointment to a standing or regular committee of the Association. If a region fails to provide full representation on all ACWA committees, those committee slots will be left open for the remainder of the term or until such time as the region designates a representative to complete the remainder of the term. (ACWA Policy & Guideline P, 4. A.)

At the first region board / membership meeting of the term, regions shall designate a representative serving on each of the standing and regular committees to serve as the official reporter to and from the committee on behalf of the region to facilitate input and communication. (ACWA Policy & Guideline P, 4. B.)

### **Tours**

ACWA may develop and conduct various tours for the regions. All tour attendees must sign a "release and waiver" to attend any and all region tours. Attendees agree to follow environmental guidelines and regulations in accordance with direction from ACWA staff; and will respect the rights and privacy of other attendees. (ACWA Policy & Guideline P, 6.)

### **Finances**

*See "Financial Guidelines for ACWA Region Events" document.*

### **Amending the Region Rules & Regulations**

ACWA policies and guidelines can be amended by approval of the ACWA Board of Directors.

The Region 1 Rules & Regulations can be amended by a majority vote of those present at any Region 1 meeting as long as a quorum is present.



## THE ROLE OF THE REGIONS

### Mission:

*ACWA Regions will provide the grassroots support to advance ACWA's legislative and regulatory agenda.*

### Background:

As a result of ACWA's 1993 strategic planning process, known as Vision 2000, ACWA modified its governance structure from one that was based on sections to a regional-based configuration. Ten regions were established to provide geographic balance and to group agencies with similar interests.

### The primary charge of regions:

- To provide a structure where agencies can come together and discuss / resolve issues of mutual concern and interest and based on that interaction, provide representative input to the ACWA board.
- To assist the Outreach Task Force in building local grassroots support for the ACWA Outreach Program in order to advance ACWA's legislative and regulatory priorities as determined by the ACWA Board and the State Legislative, Federal Affairs or other policy committees.
- To provide a forum to educate region members on ACWA's priorities and issues of local and statewide concern.
- To assist staff with association membership recruitment at the regional level.
- To recommend specific actions to the ACWA Board on local, regional, state and federal issues as well as to recommend endorsement for various government offices and positions.
  - *Individual region boards CANNOT take positions, action or disseminate communication on issues and endorsements without going through the ACWA Board structure.*

Region chairs and vice chairs, with support from their region boards, provide the regional leadership to fulfill this charge.

### ***GENERAL DUTIES / RESPONSIBILITIES FOR REGION OFFICERS***

#### Region Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Chair will also call at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Is a member of ACWA's Outreach Program, and encourages region involvement.
  - Appoints Outreach Captain to help lead outreach effort within the region.

- Presides over all region activities and ensures that such activities promote and support accomplishment of ACWA's Goals.
- Makes joint recommendations to the ACWA President regarding regional appointments to all ACWA committees.
- Appoints representatives in concurrence of the region board, to serve on the region's nominating committee with the approval of the region board.
- Facilitates communication from the region board and the region membership to the ACWA board and staff.

#### Region Vice Chair:

- Serves as a member of the ACWA Board of Directors at bimonthly meetings at such times and places as the Board may determine. The Vice Chair will also participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- In the absence of the chair and in partnership with the chair, exercises the powers and performs duties of the region chair.
- Is a member of ACWA's Outreach Program, and encourages region involvement.
- Makes joint recommendations to the ACWA president regarding regional appointments to all ACWA committees.

#### Region Board Member:

- May serve as alternate for the chair and/or vice chair in their absence (if appointed) to represent the region to the ACWA Board.
- Will participate in at least two Region membership meetings to be held at each of the ACWA Conferences and periodic Region Board meetings.
- Supports program planning and activities for the region.
- Actively participates and encourages region involvement in ACWA's Outreach Program.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
(DISTRICT NAME)  
PLACING IN NOMINATION (NOMINEE NAME)  
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES  
REGION \_\_\_\_ (POSITION)**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF (DISTRICT NAME) AS FOLLOWS:

A. Recitals

(i) The Board of Directors (Board) of the (District Name) does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA).

(ii) (Nominee Title), (Nominee Name) is currently serving as (Position) for ACWA Region \_\_\_\_

and/or

(iii) (Nominee Name) has indicated a desire to serve as a (Position) of ACWA Region \_\_\_\_.

B. Resolves

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF (DISTRICT NAME),

(i) Does place its full and unreserved support in the nomination of (Nominee Name) for the (Position) of ACWA Region \_\_\_\_.

(ii) Does hereby determine that the expenses attendant with the service of (Nominee Name) in ACWA Region \_\_\_\_ shall be borne by the (District Name).

Adopted and approved this \_\_\_\_ day of \_\_\_\_ (month) 2017.

(SEAL)

\_\_\_\_\_  
(Nominee Name), (Title)  
(District Name)

April 2017

ATTEST:

---

(Secretary Name), Secretary

I, (SECRETARY NAME), Secretary to the Board of Directors of (District Name), hereby certify that the foregoing Resolution was introduced at a regular meeting of the Board of Directors of said District, held on the \_\_\_\_ day of \_\_\_\_ (month) 2017, and was adopted at that meeting by the following roll call vote:

AYES:

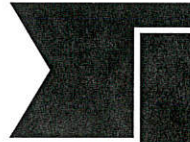
NOES:

ABSENT:

ATTEST:

---

(Secretary Name), Secretary to the  
Board of Directors of  
(District Name)



# REGION BOARD CANDIDATE NOMINATION FORM

Name of Candidate: Dennis Mayo  
 Agency: McKinleyville Community Services District Title: Board President  
 Agency Phone: (707) 839-3251 Direct Phone: (707) 832-9334  
 E-mail: dmayo@mckinleyvillecsd.com ACWA Region: One (1) County: Humboldt  
 Address: 1656 Sutter Rd. McKinleyville, CA 95519

**Region Board Position Preference: (If you are interested in more than one position, please indicate priority – 1st, 2nd and 3rd choice)**

☐ Chair \_\_\_\_\_ ☒ Vice Chair \_\_\_\_\_ ☐ Board Member \_\_\_\_\_

**In the event, you are not chosen for the recommended slate, would you like to be listed on the ballot's individual candidate section?** (If neither is selected, your name will **NOT** appear on the ballot.)

☒ Yes ☐ No

**Agency Function(s):** (check all that apply)

☐ Wholesale ☐ Sewage Treatment ☐ Flood Control  
☐ Urban Water Supply ☐ Retailer ☐ Groundwater Management / Replenishment  
☐ Ag Water Supply ☐ Wastewater Reclamation ☒ Other: Special District/Sewer & Water

**Describe your ACWA-related activities that help qualify you for this office:**

I have been a Region 1 Board Member and currently serve as President for Region 1.

**In the space provided, please write or attach a brief, half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community.**

I have served on several ACWA Committee assignments. I most enjoy Federal Affairs and Water Quality. Being Region 1 support from Humboldt County has been rewarding.

*I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating on region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.*

*I hereby submit my name for consideration by the Nominating Committee.*

*(Please attach a copy of your agency's resolution of support/sponsorship for your candidacy.)*

Board President May 23, 2017  
 Signature Title Date

Submit completed form by **June 30, 2017** to **regionelections@acwa.com**

**RESOLUTION 2017 - 17**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE  
COMMUNITY SERVICES DISTRICT PLACING IN NOMINATION DENNIS MAYO AS  
A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES REGION  
ONE (1) VICE CHAIR**

**WHEREAS**, The Board of Directors of the McKinleyville Community Services District does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA); and

**WHEREAS**, Director Dennis Mayo is currently serving as Chair for ACWA Region One (1); and

**WHEREAS**, Director Dennis Mayo has indicated a desire to serve as a Vice Chair of ACWA Region One (1);

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the McKinleyville Community Services District does hereby place its full and unreserved support in the nomination of Dennis Mayo for the Vice Chair of ACWA Region One (1) and does hereby determine that the expenses attendant with the service of Dennis Mayo in ACWA Region One (1) shall be borne by the McKinleyville Community Services District.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on June 7, 2017 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Dennis Mayo, Board President

Attest:

---

Emily Abfalter, Board Secretary

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **ACTION**

---

**ITEM: E.4**                      **Consider Attendance at the CSDA Special District Leadership Academy (SDLA) in Napa, July 9-12, 2017**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided for the California Special Districts Association (CSDA) Special District Leadership Academy Conference in Napa, CA, July 9-12, 2017, take public comment and consider authorization for interested Board Members to attend this training.

### **Discussion:**

The final session of the Special District Leadership Academy (SDLA) for 2017 will take place in Napa, July 9-12. In accordance with the Strategic Plan, Board members are required to maintain Governance Foundations training, one of the modules provided through SDLA. Additionally, six hours of basic governance training, satisfied by Governance Foundations, is a requirement to maintain MCSD's Districts of Distinction recognition. As a newly elected Board member, Director Burke will learn how to perform essential governance responsibilities, in addition to earning her Governance Foundations certificate and certificate of completion for the entire SDLA.

### **Alternatives:**

Staff's analysis includes the following potential alternative:

- Take no action

### **Fiscal Analysis:**

The cost for early conference registration is \$600 which includes 2.5 days of education and materials, 2 luncheons and 2 receptions. Additional meal per diem will be \$207.50 per person for meals not provided through the conference. Hotel stay at the Embassy Suites Napa Valley is \$169 per night for a total of \$579.25 including taxes. Total approximate cost for travel and attendance to the conference is \$1390 per attendee if the District vehicle is utilized.

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments**

- Attachment 1 – SDLA 2017 Schedule of Events



## Demonstrate your commitment to good governance.

During the course of this conference, you will complete the entire Academy.

### SUNDAY

5:30 – 7:00 p.m.

#### REGISTRATION AND NETWORKING RECEPTION



Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

### MONDAY

8:30 a.m. – 12:30 p.m. *(Break for all attendees from 10:00 - 10:30 a.m.)*

#### BUILDING A FOUNDATION FOR GOOD GOVERNANCE

In this informational session, the instructor will lay the ground work for good governance in your district. Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice
- How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and essential conditions for team building.

*This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*



**“Helped clarify my role as a new director.”**

– D. Albright, Director, Greater Vallejo Recreation District

12:30 – 1:30 p.m.

#### LUNCH PROVIDED *(all attendees)*

1:45 – 4:30 p.m. *(Break for all attendees from 3:00 - 3:30 p.m.)*

#### FULFILLING YOUR DISTRICT'S MISSION - CHARTING THE COURSE

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, and strategic goals and how to communicate those objectives to your constituents.

*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

5:30 – 7:00 p.m

#### SIP AND SAVOR EVENING RECEPTION

*Join us for a lively evening of networking and refreshments.*

*Sponsored by Special District Risk Management Authority*





You must attend all education sessions to earn your graduation certificate at the conclusion of the conference.

## TUESDAY

8:30 – 10:00 a.m.

### GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

This session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

10:00 – 10:30 a.m.

**BREAK** (all attendees)

10:30 a.m. – 12:00 p.m.

### DEFINING BOARD AND STAFF ROLES AND RELATIONSHIPS PART 1

This conference session will teach participants how to determine the Human Resource health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

*This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.*

12:00 – 1:00 p.m.

**LUNCH PROVIDED** (all attendees)

1:15 – 4:00 p.m. (Break for all attendees from 2:45 - 3:00 p.m.)

### DEFINING BOARD AND STAFF ROLES AND RELATIONSHIPS PART 2

## OPEN EVENING

## WEDNESDAY

8:30 a.m. – 12:00 p.m. (Break for all attendees from 10:00 - 10:30 a.m.)

### SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

*This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

12:00 – 12:30 p.m.

### GRADUATION - CERTIFICATE DISTRIBUTION

At the completion of the conference attendees will be awarded a certificate of completion for the Special District Leadership Academy.

**Attendees must attend all education sessions to receive credit.**



“The workshop on Setting Direction/Community Leadership was out-standing. The instructor defined roles and responsibilities which were essential to productive and conscientious board members. The Leadership Academy should be a requirement for all new board members.”

— Dave Kulchin, Board Member, Leucadia Wastewater District

# **McKinleyville Community Services District**

## **BOARD OF DIRECTORS**

June 7, 2017

TYPE OF ITEM: **ACTION**

---

**ITEM: E.5**                      **Discuss and Consider Authorization for Board President to Sign a Letter of Support for the Lindsay Creek Conservation Easement Acquisition Project**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, discuss, take public comment, approve and authorize the Board President to sign a letter supporting the Lindsay Creek Conservation Easement Acquisition Project.

### **Discussion:**

The Trust for Public Land (TPL) is working on a secondary project, in conjunction with the McKinleyville Community Forest project, by applying for Environmental Enhancement and Mitigation (EEM) funding for a conservation easement on 2,439 acres, also known as Lindsay Creek. Applying for EEM funding in no way conflicts with the community forest funding as discussed at the May 3, 2017 MCSD Board of Directors' meeting.

Funding for this project would ensure a permanent sustainable management of these working forestlands, establish connectivity to other sustainably managed forests, and remove the threat of development of these lands forever. TPL has asked that a letter of support be returned by June 9<sup>th</sup> in order to make it in with the application packet.

### **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 to the California Natural Resources Agency

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519

**MAIN OFFICE:**

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

**PARKS & RECREATION OFFICE:**

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

June 7, 2017

California Natural Resources Agency  
Attn: EEM Program Coordinator  
1416 Ninth Street, Suite 1311  
Sacramento, CA 95814

Re: Lindsay Creek Conservation Easement Acquisition Project

Dear EEM Program Coordinator:

I am writing in support of The Trust for Public Land's (TPL) application for Environmental Enhancement and Mitigation funds to support the Lindsay Creek Conservation Easement Acquisition Project.

McKinleyville Community Services District (MCSD) is currently in the process of securing grant funding to purchase forested land to the west of Lindsay Creek. If funds are acquired for Lindsay Creek Conservation Easement and MCSD is successful, a permanent forested buffer will be established to prevent urban sprawl and maintain separation of the communities of McKinleyville and Fieldbrook.

This project would acquire a conservation easement on 2,439 acres of resilient and climate change resistant North Coast redwood/conifer forest in Lindsay Creek and adjacent watersheds. It is part of a larger strategy by TPL and many others to protect the Lindsay Creek watershed, a tributary to the Mad River in Humboldt County. Lindsay Creek is the most important tributary on the Mad River for the recovery of the threatened coho salmon.

The project would ensure the sustainable management in perpetuity of these working forestlands, establish connectivity to other sustainably managed forests, and remove the threat of development of these lands forever. Many plant and animal species will be protected by this conservation easement, including coho and two other threatened salmonids that depend upon the passable streams on the property to get to and from the Mad River.

Millions of dollars in state and federal grant funding and countless community volunteer hours have gone into projects to restore the Lindsay Creek watershed. I hope you will leverage this investment and the community's commitment to the health of this watershed by supporting TPL's application for EEM Program funding for the project.

Thank you for your consideration.

Sincerely,

Dennis Mayo  
Board President

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **ACTION**

---

**ITEM: E.6**                      **Consider Approval of Proposal by Fedak & Brown LLP to Provide Audit Services for FY2017-18, FY2018-19 and FY2019-20**

**PRESENTED BY:**              **Colleen Trask, Finance Director**

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

### **Recommendation:**

Staff recommends that the Board review the information provided, including the recommendation by the Audit Committee, take public comment and authorize the General Manager to execute a Professional Services Agreement based on the proposal submitted by Fedak & Brown LLP, **Attachment 1**, not to exceed \$68,720 with a 10% (\$6,872) contingency totaling \$75,592.

### **Discussion:**

The District's contract for auditing services ended in January of 2017 with the presentation of the FY2015-16 audit to the Board. It is necessary to obtain the services of an Auditor for FY2017-18 through FY2019-20 contract period. Eight Requests for Proposals were mailed out at the end of April to the following firms:

- DeMello, McAuley, McReynolds & Holland
- Jackson & Eklund
- Aalfs, Evans & Company
- David L. Moonie & Company
- Hunter, Hunter, & Hunt
- Anderson, Lucas, Somerville & Borges
- J. Corsetti, CPA
- Fedak & Brown, LLP

Only one proposal was submitted from Fedak & Brown LLP. References for this firm were checked by staff and were positive. The bid amount is reasonable for the work proposed. Staff believes that Fedak & Brown is able to provide the audit services as requested. The Audit Committee reviewed the proposal after the board packet was published and will have a recommendation to present at the Board Meeting.

Two firms, Aalfs, Evans & Company, and Anderson, Lucas, Somerville & Borges, sent letters of declination. The remaining firms were contacted by phone. All firms but one cited capacity issues. One firm stated that they would no longer engage in audits for any government entity, due to both capacity issues and the high cost of the additional CPE required for governmental auditing. The one firm

that did not cite capacity issues was Jackson & Eklund. They stated that, as they have provided accounting support services to the District for the past several years, they are legally not qualified to respond to the bid.

Once an auditor is in place, the District plans to issue a request for proposal for audit support services, including quarterly external reviews of District financial reports. All of the local firms contacted indicated an interest in bidding on the audit support services proposal.

If the District is directed to re-bid the proposal for the current fiscal year, the length of the process is likely to negatively impact both the District's and the auditor's ability to complete the FY2016-17 audit timely.

**Alternatives:**

Staff analysis consists of the following potential alternatives:

- Develop a new list of out-of-area auditors and re-bid the proposal for Fiscal Year 2016-17.
- Negotiate a single-year term with Fedak & Brown, develop a new list of out-of-area auditors, and re-bid the proposal for Fiscal Year 2017-18.

**Fiscal Analysis:**

Contract amount is \$68,720 plus 10% contingency totaling \$75,592. No Budget amendment is necessary as this amount was included in the proposed Operating Budget for FY2017-18. However, the total amount over the life of the contract exceeds the General Manager's discretionary spending limit.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Fedak & Brown LLP Audit Proposal

# Technical Proposal for Annual Audit Services



## McKinleyville Community Services District

**Prepared by:**

**Fedak & Brown LLP**

Certified Public Accountants  
Cypress, California & Riverside, California  
(657) 214-2307      (951) 977-9888



**Contact Person:**

Christopher J. Brown, CPA, CGMA, Partner  
[chris@fedakbrownllp.com](mailto:chris@fedakbrownllp.com)

# **Table of Contents**

---

## **Section and Content**

- 1. Transmittal Letter**
- 2. Executive Summary – Audit Engagements**
- 3. Firm Provided Affirmations**
- 4. Firm Qualifications and Experience**
- 5. Partner, Supervisory, Staff Qualifications, and Experience**
- 6. Our Specific Approach to your Audit**
- 7. Client References**
- 8. Cost Proposal**



**Fedak & Brown LLP**  
Certified Public Accountants

Cypress Office:  
6081 Orange Avenue  
Cypress, California 90630  
(657) 214-2307  
FAX (714) 527-9154

Riverside Office:  
4204 Riverwalk Pkwy. Ste. 390  
Riverside, California 92505  
(951) 977-9888

May 15, 2017

Ms. Colleen M.R. Trask, Finance Director  
McKinleyville Community Services District  
1656 Sutter Road  
McKinleyville, California 95519-2037

**Re: Request for Proposal for Annual Audit Services**

Dear Ms. Trask

We appreciate the opportunity to submit our proposal to provide annual audit services for the McKinleyville Community Services District (District) for the fiscal years ending June 30, 2017 through 2019 and for the optional fiscal years ending June 30, 2020 through June 30, 2021.

In response to your inquiry of Fedak & Brown LLP (Firm), we have prepared a proposal that reflects our understanding of the District's audit service requirements and that demonstrates our capability and commitment to serve. Our intention is to establish that our Firm is the preferred professional services firm for the District.

We understand that you expect a timely audit service conducted in a professional manner in accordance with audit service standards specific to governmental entities such as yours. We are committed to meet all the requirements you have indicated, and we will issue the reports and meet the timing requirements you have requested. We believe we are uniquely qualified to provide the quality and scope of service that the District desires.

***Focused on the Special District Industry***

Our client service team members are specialists in the governmental special district sector. This means they each focus a substantial portion of their time serving special district governmental clients. We know and understand your organization and the climate within which you work.

**Our Firm audits approximately 60 governmental special districts in the State of California; as a result, this enables our Firm to continuously be immersed in the governmental, financial, and operational issues related to special districts.**

***Organized to Serve***

Our service approach ensures that the District will receive the highest quality, personalized service when and where you need it. By tailoring our approach, we guarantee that the District will receive timely and attentive service that forms the hallmark of our approach to serving clients. **Our governmental audit and consulting practice accounts for approximately 85% of our Firm's annual services.** Therefore, we have made a substantial commitment and investment to serve our governmental clients.



Ms. Colleen M.R. Trask, Finance Director  
McKinleyville Community Services District  
May 15, 2017  
Page 2

*Organized to Serve, continued*

While our governmental experience is substantial, it is not the only factor that sets us apart from other firms; moreover, it is the commitment to utilize our resources and experience for the benefit of our clients. **Simply put, the District will become one of our most important clients, and accordingly, will receive the priority service the District requires.**

Our approach to the engagement will be to establish a delivery system for providing a truly exceptional level of service. Each element of that system including staffing, audit approach, communication, and coordination will be examined and refined to fit the needs of the District. The hardest to quantify may be the relationship aspect of working with one professional service firm versus another. Because of the service delivery approach we are recommending and our history of working with many special district governmental units like the District's, we are confident that our Firm knows how to address the unique needs of the District.

Our staff members assigned to the District are experienced governmental professionals that have managed numerous audit and attest engagements. Each of our staff has extensive experience that allows for a new outlook with innovative suggestions to improve quality and efficiency. We believe that our references will show that we are the best selection for the District. The choice of an audit firm should be based upon several factors including, but not limited to, staff retention, training programs, proactively addressing governmental industry changes, and adherence to a strict quality control program.

We have assisted many of our clients in the completion of their Comprehensive Annual Financial Report (CAFR) and submit it to the Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officers (CSMFO) for the Annual Awards programs.

We are confident that we will provide the District with consistent staffing over the contract period as the continuity of staff is as important to us as it is to the District. We will be committed to the District and believe that our audit engagement team is the best selection for the District.

Our proposal represents our irrevocable offer for a period of 90 days from the date of this letter to provide audit services to the District for the fiscal years ending June 30, 2017 through 2019 and for the optional fiscal years ending June 30, 2020 and June 30, 2021. You may contact Christopher J. Brown or Charles Z. Fedak if you have any questions or need additional information. Chris and Chuck will be your primary contacts during the proposal evaluation period. They may be reached at (951) 977-9888 or (657) 214-2307, or by e-mail at [Chris@fedakbrownllp.com](mailto:Chris@fedakbrownllp.com) or [Chuck@fedakbrownllp.com](mailto:Chuck@fedakbrownllp.com), respectively.

We look forward to hearing from you soon.

Cordially,

*Fedak & Brown LLP*

**FEDAK & BROWN LLP**  
**CERTIFIED PUBLIC ACCOUNTANTS**

# Executive Summary – Audit Engagements

---

## Audit Engagements

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to audits contained in the Government Auditing Standards (2011 Revision) issued by the Comptroller General of the United States. The audit engagements will be comprised of the following elements:

- 1. Audit of the Basic Financial Statements of the District;**
- 2. Preparation of Management Reports for the District; and**
- 3. Provide guidance and technical assistance to the District in implementing Governmental Accounting Standards issued, including Annual Accounting Update Session (as required)**

## *Previous Audits Engagements*

The Government Auditing Standards (2011 Revision) Chapter 5, *Standards for Attestation Engagements*, Section 5.06 establishes that auditors should evaluate whether the audited entity must take appropriate corrective action to address findings and recommendations from previous engagements that could have a material effect on the subject matter, or an assertion about the subject matter, of the examination engagement.

## *Reporting Deficiencies in Internal Control, Fraud, Noncompliance with Provisions of Laws, Regulations, Contracts, and Grant Agreements, and Abuse*

The Government Auditing Standards (2011 Revision), Chapter 5, *Standards for Attestation Engagements*, Section 5.20 establishes that during the performance of Generally Accepted Governmental Auditing Standards (GAGAS) examination engagements, auditors should report, based upon the work performed, (1) significant deficiencies and material weaknesses in internal control; (2) instances of fraud and noncompliance with provisions of laws or regulations that have a material effect on the subject matter or an assertion about the subject matter and any other instances that warrant attention of those charge with governance; (3) noncompliance with provisions of contracts or grant agreements that has a material effect on the subject matter or an assertion about the subject matter of the examination engagement; and (4) abuse that has a material effect on the subject matter of the examination engagement.

Also, Government Auditing Standards requires an additional reporting standard that auditors must follow. It requires the auditor to communicate his/her responsibility in a financial statement audit, including responsibilities for testing and reporting on internal controls and compliance with laws and regulations.

## *Commitment to the Highest Professional Standards*

Our Firm is committed to the highest professional standards and our client service teams are fully versed in current professional guidance. Our Firm's extensive experience translates into a service approach that includes providing clients the educational tools to properly implement new accounting pronouncements. We encourage our clients to reach out with questions they may have. Our client service teams were integral to the implementation of Governmental Accounting Standards Board (GASB) No. 68 and 71 for Districts and Agencies throughout the State of California. Our client service approach includes review and assistance with current and pending GASB pronouncements.

## Firm Provided Affirmations

---

- A. Fedak & Brown LLP affirms that the Firm and all key professional staff are properly registered and licensed or supervised by certified public accountants in good standing duly authorized to practice in the State of California.
- B. Fedak & Brown LLP affirms that the Firm is independent of the District, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial and compliance audits contained in the *Government Auditing Standards (2011 Revision)*, issued by the Comptroller General of the United States.
- C. Fedak & Brown LLP affirms that the Firm currently maintains errors and omissions insurance coverage in the aggregate amount of one million dollars and general liability coverage of two million dollars. The Firm will provide the required insurance coverage and Accord insurance form to the District upon acceptance of the audit engagement.
- D. Fedak & Brown LLP affirms that it has the necessary experience to conduct high-quality audits of local government and enterprise special districts in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial and compliance audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States and the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
- E. Fedak & Brown LLP affirms that it will meet your timing requirements to begin and complete the audit of the District.
- F. Fedak & Brown LLP affirms that it will staff the audit of the District with experienced personnel and not use this audit as training grounds for new staff and that no person designated as “key” to the project shall be removed or replaced without the prior written consent of the District.
- G. Fedak & Brown LLP affirms that it has never been the subject of any lawsuits, claims of fraud, malpractice and/or disciplinary action by any State or Federal Agency in relation to the Firm’s governmental practice in its entire existence.
- H. Fedak & Brown LLP affirms that it has not been censured or disciplined from the State Board of Accountancy.
- I. Fedak & Brown LLP affirms that it will allow the District or their designee access to pertinent District audit work papers, financial reports, and management letters.
- J. Fedak & Brown LLP affirms that it has never filed bankruptcy, there is no pending litigation against the Firm, there are no planned office closings, there are no impending mergers, and there are no potential labor disputes that may impede us the ability to complete the audit for the District.

Signature of Authorized Official: \_\_\_\_\_



Name: \_\_\_\_\_ Christopher J. Brown, CPA, CGMA

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

Firm: \_\_\_\_\_ Fedak & Brown LLP

Date: \_\_\_\_\_ May 15, 2017

# Firm Qualifications and Experience

---

## *Identification of Proposer and Geographic Location to the District*

### **Fedak & Brown LLP, Certified Public Accountants, is celebrating over 35 years of client service.**

Our Firm is a full-service firm licensed to practice in the State of California providing accounting, audit, and consulting services for governmental and commercial enterprises, as well as extensive tax planning for domestic and international entities throughout the State of California. Our Governmental Services personnel are trained professionals with extensive experience in governmental accounting, auditing, and consulting services. Our main office has been located in Cypress, California, since 1981. In 2012, our firm opened a second office in Riverside, California.

Your main contact will be Mr. Christopher J. Brown. Our contact information can be located on our letterhead. All of the work for the District will be staffed directly out of our Cypress and Riverside offices and will not be subcontracted to any other firm.

## *Professional Education*

It is a requirement of the State Board of Accountancy for all public accounting firms who are involved in governmental auditing to allocate a specific portion of continuing education in governmental accounting and auditing every two years. Fedak & Brown LLP has met this requirement for all staff involved with governmental accounting and auditing. Our Firm's strict adherence to these continuing professional education standards ensures the highest quality of staff assigned to the District's audit over the term of our agreement. Our Firm also requires that all personnel at all organizational levels adhere to the independence rules, regulations, interpretations, and rulings of the AICPA, California State Society of CPAs, State Board of Accountancy, State Statute, and in some cases, the Securities and Exchange Commission and other regulatory agencies. Fedak & Brown LLP has never been the object of any disciplinary action in its entire existence.

## *Knowledge and Understanding of Local Environment*

The engagement team members strive to be experts within the governmental sphere. We keep ourselves apprised of current issues affecting the District's operating environment.

## *Experience and Technical Competence*

We have prepared a listing of some of our governmental audit clients on the next page. We believe this listing exemplifies that we have significant experience in conducting high-quality audits of local governments and enterprise special districts. Our governmental audit team has significant experience in auditing special district governmental agencies and our team members may have conducted some of these audits over the past year.

## Firm Qualifications and Experience, continued

### **“We Are Committed to the Governmental Special District Industry!”**

**The following is a listing of some of our Governmental Special District Clients that our Audit Teams have served by County!**

#### **Kern County**

*Bear Valley Community Services District  
Rosamond Community Services District  
Stallion Springs Community Services District*

#### **Los Angeles County**

*Castaic Lake Water Agency  
Crescenta Valley Water District  
La Puente Valley County Water District  
Long Beach Airport  
Long Beach Water Department  
Palmdale Water District  
Palos Verdes Library District  
San Gabriel Valley Municipal Water District  
Sanitation Districts of LA County  
Southern California Library Cooperative  
Valley County Water District  
Water Replenishment District*

#### **Orange County**

*Buena Park Library District  
Capistrano Bay Community Services District  
East Orange County Water District  
El Toro Water District  
Irvine Ranch Water District  
Mesa Consolidated Water District  
Nature Reserve of Orange County  
Rossmoor/Los Alamitos Area Sewer District  
Santiago County Water District  
Southern California Coastal Water Resource Authority  
Yorba Linda Water District*

#### **Riverside County**

*Beaumont-Cherry Valley Water District  
Cabazon Water District  
Coachella Valley Mosquito and Vector Control  
Idyllwild Fire Protection District  
Jurupa Community Services District  
Lake Elsinore & San Jacinto Watersheds Auth  
Lake Hemet Municipal Water District  
Northwest Mosquito and Vector Control  
Santa Ana Watershed Project Authority  
Western Municipal Water District  
Western Riverside County Regional Wastewater*

#### **Santa Barbara County**

*Goleta Water District  
Montecito Water District  
Santa Maria Public Airport Authority  
Santa Ynez Community Services District  
Summerland Sanitary District*

#### **San Bernardino County**

*Baldy Mesa Water District  
Big Bear City Community Services District  
Big River Community Services District  
Chino Basin Water Conservation District  
Chino Basin Watermaster  
Hi-Desert Water District  
Inland Empire Utilities Agency  
Joshua Basin Water District  
Mojave Water Agency  
Monte Vista Water District  
Phelan Pinon Hills Community Services District  
Pomona Valley Protective Agency  
San Bernardino Valley Water Conservation District  
Victor Valley Wastewater Reclamation Authority  
Victor Valley Water District  
Victorville Water District  
Water Facilities Authority - JPA  
West Valley Mosquito and Vector Control District  
West Valley Water District*

#### **San Diego County**

*Leucadia Wastewater District  
Public Agency Self-Insurance System  
Rincon Del Diablo Water District  
Vallecitos Water District*

#### **Ventura County**

*Oxnard Harbor District  
Pleasant Valley Recreation and Park District  
Saticoy Sanitary District  
Triunfo Sanitation District  
Ventura County Regional Energy Alliance  
Ventura County Resource Conservation District  
Ventura Regional Sanitation District*

#### **Northern California/ Bay Area**

*Avila Beach Community Services District  
Butte County Mosquito and Vector Control District  
North Coast County Water District  
North Marin Water District  
Novato Sanitary District  
Oakdale Irrigation District  
Purissima Hills Water District  
San Lorenzo Valley Water District  
Santa Clara County Open Space Authority  
Saratoga Cemetery District  
Scotts Valley Water District  
Soquel Creek Water District  
Westborough Water District*

## Firm Qualifications and Experience, continued

---

### *Quality Control*

The Board of Directors of the District can measure the quality of the opinions expressed by Fedak & Brown LLP by evaluating the level of professional standards maintained by our Firm as discussed in this proposal. The Board of Directors can also measure the performance and quality control of our Firm by evaluating our participation in the profession's peer review process as well as evaluating our Firm's professional standards and quality of work ethic in discussions with our Firm's current client base in the special district industry.

Fedak & Brown LLP is pleased to announce the successful completion of our most recent independent quality review of our accounting and auditing practice, which included a review of specific governmental audit engagements. Our Firm's governmental audit engagements were reviewed as they related to governmental agencies and other special districts in the field of governmental auditing. After a thorough study of our procedures and work practices, the reviewers concluded that our Firm complies with the stringent quality control standards established by the American Institute of Certified Public Accountants (AICPA). Our Firm has received an unmodified opinion in every independent quality review that it has participated in since its inception of the program by the profession.

A team of independent CPAs, who were appointed by the California Society of Certified Public Accountants, conducted the review. Using guidelines established by the AICPA, the reviewers determined that our Firm has an effective quality control system and that our accounting and auditing work conforms to professional standards. Our Firm has not had any clients who have been the subject of any desk reviews. ***Our Firm has never been the subject of any disciplinary action by any State or Federal Agency in its entire existence.***

Our continued participation in required periodic quality reviews, our voluntary membership in the AICPA and California Society of CPAs, as well as our continuing professional education supports our commitment to quality and our high standards for client service.

Fedak & Brown LLP is an equal opportunity employer and certifies that our Firm is in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable federal and state laws and regulations relating to equal opportunity employment, including Executive Order No. 11246 of September 24, 1965. Our Firm is committed to affirmative action in hiring practices.



## Firm Qualifications and Experience, continued

**Marcia J. Hein, CPA**

5922 Cromborough Drive

Windsor, CO 80550

Phone: (970) 775-7332 e-mail: [marcia@mjh-cpa.com](mailto:marcia@mjh-cpa.com)

### System Review Report

March 8, 2016

To the Partners

Fedak & Brown LLP (fka Charles Z. Fedak & Co.)

and the Peer Review Committee of the California Society of CPAs

I have reviewed the system of quality control for the accounting and auditing practice of Fedak & Brown LLP (fka Charles Z. Fedak & Co.) (the firm) in effect for the year ended September 30, 2015. My peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of my peer review, I considered reviews by regulatory entities, if applicable, in determining the nature and extent of my procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards*.

In my opinion, the system of quality control for the accounting and auditing practice of Fedak & Brown LLP (fka Charles Z. Fedak & Co.) in effect for the year ended September 30, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Fedak & Brown LLP (fka Charles Z. Fedak & Co.) has received a peer review rating of *pass*.

Marcia J. Hein, CPA

Marcia J. Hein, CPA

# Partner, Supervisory, Staff Qualifications, and Experience

---

## *Summary Qualification of Key Personnel*

Our Firm's philosophy is to take a team approach with our clients in conducting our audit engagements. A properly developed, mutually agreeable timeline results in the most efficient engagement. We want you to not only think of us as your auditor, but as a resource to be used whenever the need occurs. Also, it is our Firm's philosophy to have our partners, audit managers and audit supervisors involved in the day-to-day audit details of our clients.

You will have an Engagement Partner as well as a Technical Review Partner, a governmental audit manager and a governmental audit supervisor assigned to the District's audit; in addition, one or more staff accountants (governmental auditing staff only) will be assigned to the audit. All team members work in the field while the audit fieldwork is in process. Each team member has the following responsibilities:

The engagement partner is responsible for all services provided to the District. The engagement partner's responsibilities consist of the overall planning, supervision and review of the audit test work, and preparation of the audit report.

The governmental audit supervisor is responsible for coordinating the audit test work, which includes the on-site supervision of staff, and preparation of the audit report.

Once audit test work is completed, the supervisor will work with the staff to complete the reports for the District for all recipients. The supervisor will be your contact throughout the engagement year.

The governmental audit staff accountant will be in the field conducting the audit test work. The staff accountant is responsible for testing internal controls and substantive testing procedures and will interact with your staff at your staff's convenience.

Prior to discussions with your staff, the staff accountant will be sure that all facts have been evaluated to minimize utilizing your staff's time for audit assistance purposes.

## *Partner Participation*

The partner in charge of the audit will be available to attend meetings of the District's Management and the Boards of Directors to discuss and report on the audit process and the deliverables associated with the audit. We will provide the District with accounting advice regarding subjects that could affect the report, particularly those that will directly impact its recipients.



## Partner, Supervisory, Staff Qualifications, and Experience

---

### **CHARLES Z. FEDAK, CPA, MBA TECHNICAL REVIEW PARTNER**

Education:	Bachelor of Science – Business Administration: Accountancy – California State University, Long Beach 1973  Master of Business Administration – California State University, Long Beach 1984
License:	Certified Public Accountant - 1983
Continuing Education	Total hours were 136 hours in last two years of which 32 were in governmental accounting and auditing subjects. Mr. Fedak has the Governmental Auditing Standards requirement for governmental CPE.
Memberships	California Society of Certified Public Accountants American Institute of Certified Public Accountants National Association of Corporate Directors
Experience	<p>Charles Z. Fedak is a CPA in the State of California and has been in public accounting for forty-two plus years, having worked seven years at the national firm level before starting his own practice in January of 1981. Mr. Fedak holds a Bachelors of Science Degree in Accounting and a Masters in Business Administration from California State University, Long Beach. He has extensive experience in the audits of governmental entities including cities, towns, and special districts, while working at the national firm level as well as in our own Firm.</p> <p>Mr. Fedak's public accounting experience includes tenure with Big Four CPA Firms, Ernst &amp; Young ("EY") and KPMG. He is also involved in auditing of governmental and non-profit entities as well as medium to large manufacturing, construction and service oriented corporations. He has thorough knowledge of Generally Accepted Accounting Principles, Governmental Accounting, and Auditing Standards as well as the Single Audit Act. His work experience also includes tax planning and preparation at the corporate, individual, estate and trust levels.</p> <p>Member of Board of Directors – Molina Healthcare, Inc. (MOH) New York Stock Exchange since 2002</p> <ul style="list-style-type: none"><li>➤ Chairman, Compensation Committee – MOH; 2002 – 2006</li><li>➤ Chairman, Audit Committee – MOH; 2004 – Present</li></ul> <p>Mr. Fedak has also participated in various tours and educational trips sponsored by the Metropolitan Water District, including the southern section of the Colorado River and the northern portion of the California Delta as they both relate to the State Water Project.</p>

# Partner, Supervisory, Staff Qualifications, and Experience

---

## **CHRISTOPHER J. BROWN, CPA, CGMA ENGAGEMENT PARTNER**

Education:	Bachelor of Arts - Business Administration: Finance – California State University, San Bernardino 1995 Accountancy – California State University, San Bernardino 1999
License:	Certified Public Accountant – 2002
Continuing Education	Total hours were over 120 hours in last three years of which 24 were in governmental accounting and auditing subjects. Mr. Brown has the Governmental Auditing Standards requirement for governmental CPE.
Memberships	California Society of Certified Public Accountants American Institute of Certified Public Accountants Government Finance Officers Association California Society of Municipal Finance Officers Association
Experience	<p>Christopher J. Brown is a CPA in the State of California and has over seventeen years of experience in public accounting and auditing governmental entities having worked at a national firm. Mr. Brown holds a Bachelor's Degree from California State University, San Bernardino. He has extensive experience in the areas of governmental financial and compliance reporting.</p> <p>Mr. Brown's public accounting experience includes tenure with CPA firm RSM. He is also involved in auditing of governmental and non-profit entities as well as medium to large manufacturing, construction and service oriented corporations. Has thorough knowledge in Generally Accepted Accounting Principles, Governmental Accounting, and Auditing Standards as well as the Single Audit Act.</p> <p>Mr. Brown has provided significant audit and accounting services to various governmental entities. In these accounting engagements, he has been involved in the strategic planning processes, design and implementation of policies and procedures. He has also been involved in the implementation of performance management budgeting and planning processes.</p> <p>He is currently involved on the following major governmental engagements:</p> <ul style="list-style-type: none"><li>➤ Castaic Lake Water Agency</li><li>➤ Mojave Water Agency</li><li>➤ Monte Vista Water District</li><li>➤ Crescenta Valley Water District</li><li>➤ Hi-Desert Water District</li><li>➤ Joshua Basin Water District</li><li>➤ Victor Valley Wastewater Reclamation Authority</li><li>➤ Santa Maria Public Airport District</li><li>➤ Phelan Pinon Hills Community Services District</li><li>➤ Purissima Hills Water District</li><li>➤ Scotts Valley Water District</li><li>➤ Solano Irrigation District</li></ul>

## Partner, Supervisory, Staff Qualifications, and Experience

---

### **JONATHAN P. ABADESCO, CPA AUDIT MANAGER**

Education:	Bachelor of Science in Accountancy – Miriam College Foundation, Inc., Philippines 1999
License:	Certified Public Accountant – 2012
Continuing Education	Total hours were 186 hours in last three years of which 62 were in governmental accounting and auditing subjects. Mr. Abadesco has the Governmental Auditing Standards requirement for governmental CPE.
Memberships	California Society of Certified Public Accountants American Institute of Certified Public Accountants
Experience	<p>Jonathan P. Abadesco is a CPA in the State of California and has over twelve years of experience in public accounting and auditing governmental entities having worked at a national firm. He has served as CFO/Controller for a not-for-profit organization.</p> <p>Mr. Abadesco's public accounting experience includes tenure with CPA Firm, Ernst &amp; Young and PricewaterhouseCoopers. He is involved in performing financial, compliance and performance audits of governmental and non-profit entities, as well as medium to large global organizations. Has thorough knowledge in Generally Accepted Accounting Principles, Governmental Accounting, and Auditing Standards as well as the Single Audit Act.</p> <p>While working with his previous CPA firm, Mr. Abadesco was instrumental in preparing the agreed upon procedures that was utilized by the U.S. Department of Energy. Also, Mr. Abadesco has provided significant audit, accounting and consulting services to various governmental entities engaged in transportation including Los Angeles County Metropolitan Transportation Authority, Metro Gold Line Foothill Extension Construction Authority, Los Angeles Department of Transportation and Metropolitan Atlanta Rapid Transportation Authority.</p> <p>He is currently involved on the following governmental special districts engagements:</p> <ul style="list-style-type: none"><li>➤ Castaic Lake Water Agency</li><li>➤ Victor Valley Wastewater Reclamation Authority</li><li>➤ Hi-Desert Water District</li><li>➤ Scotts Valley Water District</li><li>➤ Soquel Creek Water District</li><li>➤ San Lorenzo Valley Water District</li><li>➤ Monte Vista Water District</li><li>➤ Lake Hemet Municipal Water District</li><li>➤ Joshua Basin Water District</li><li>➤ Oakdale Irrigation District</li></ul>

# Partner, Supervisory, Staff Qualifications, and Experience

---

## **ANDY BECK, CPA AUDIT MANAGER/SUPERVISOR**

Education:	Bachelor of Arts in Economics – University of California, Irvine 2001
License:	Certified Public Accountant – 2008
Continuing Education	Total hours were 90 hours in last two years of which 24 were in governmental accounting and auditing subjects. Mr. Beck has the Governmental Auditing Standards requirement for governmental CPE.
Memberships	California Society of Certified Public Accountants American Institute of Certified Public Accountants
Experience	<p>Over eleven years of experience in public accounting and auditing governmental entities, not-for-profit organizations, and employee benefit plans. Mr. Beck is involved in 40%-45% of the Special District clients served by our Firm.</p> <p>Mr. Beck has provided significant audit, accounting and consulting services to various governmental entities. In these attest engagements, he has been involved in the strategic planning processes, design and implementation of policies and procedures.</p> <p>He has been involved on the following governmental special districts engagements:</p> <ul style="list-style-type: none"><li>➤ Santa Clarita Valley Water District</li><li>➤ Southern California Coastal Water Research Project</li><li>➤ Scotts Valley Water District</li><li>➤ Soquel Creek Water District</li><li>➤ San Lorenzo Valley Water District</li><li>➤ Buena Park Library District</li><li>➤ Victor Valley Wastewater Reclamation Authority</li><li>➤ Santa Maria Public Airport District</li></ul>

# Partner, Supervisory, Staff Qualifications, and Experience

---

## **JEFF PALMER AUDIT SUPERVISOR**

Education:	Bachelor of Science – Business Administration: Accountancy & Finance – California State University, Long Beach 2005
License:	In Process
Continuing Education	Total hours were 74 hours in last three years of which 56 were in governmental accounting and auditing subjects. Mr. Palmer meets the Governmental Auditing Standards requirement for governmental CPE.
Memberships	California Society of Certified Public Accountants American Institute of Certified Public Accountants
Experience	Over eleven years of experience in public accounting and auditing of governmental, private, and non-profit entities. Relevant governmental experience includes: cities, special districts, airports, transportation agencies, and public financing authorities. He has extensive experience in conducting financial audits under GAO Yellow Book standards and compliance audits in accordance with OMB Circular A-133. He has assisted clients in publishing their Comprehensive Annual Financial Reports in compliance with GASB Statement No. 34.

Mr. Palmer has provided significant audit, accounting, and consulting services to various governmental entities. In these accounting and auditing engagements, he has been involved in the strategic planning processes, design and implementation of policies and procedures, performance management budgeting and planning processes, financial reviews, and cash management practices. In these consulting engagements, he has provided services including franchise tax compliance reviews, excise tax compliance and reporting reviews, and enterprise utility tax-exempt purchasing reviews.

He has been involved on the following governmental special districts engagements:

- Castaic Lake Water Agency
- Mojave Water Agency
- Crescenta Valley Water District
- Monte Vista Water District
- Indian Wells Valley Water District
- North Marin Water District
- Purissima Hills Water District
- Westborough Water District
- Victor Valley Wastewater Reclamation Authority
- Santa Maria Public Airport District
- Phelan Pinon Hills Community Services District

# Our Specific Approach to your Audit

---

## *Specific Audit Approach*

Our Firm's audit approach is tailored to each client in the following manner:

- We understand the significant work requirements of our clients. We work with our clients' schedules when scheduling segments of the audit or requesting documentation in order to minimize disruption during the audit process.
- We strive to utilize support already prepared by our clients in order to avoid duplication or unnecessary requests for audit supporting schedules.
- We have implemented a paperless audit process that utilizes CCH ProSystems fx Engagement ® and Practitioners Publishing Company software packages. These platforms provide for greater efficiency within the audit process. In addition, we fully embrace the utilization of data extraction capabilities within a client's reporting system to further increase efficiency and reduce demands on client staff time.
- Our staff is trained and familiar with government accounting and audit concepts, so you will see the difference in working with our professional staff.
- We audit various large and small governmental organizations, allowing us to consult with our clients on implementing various best-practices in their organizations.
- We believe that regular communication is the most important part of the audit process; as a result, we ask that if you ever have any questions about any financial, accounting, or audit issues, please contact us anytime throughout the year.

Our Firm is fully computerized in-house and utilizes portable computers on all audit engagements. We utilize CCH ProSystems fx Engagement ® Audit Software.

## *Interim Audit Planning and Testwork*

Planning is necessary to ensure a quality audit, efficient use of professional staff and timely delivery of reports. Adequate planning of the audit is essential to minimize disruption of the ongoing daily operations of the District and their recipients. We have developed a comprehensive, efficient planning process. We will begin the planning of the audit upon notification of award of the contract.

Tasks to be accomplished during the planning phase include:

- Conducting an Audit Entrance Conference with the District's Board of Directors and management to discuss the scope and timing of the audit test work, the availability of the District's accounting staff, prior audit problems encountered, the extent of interim audit test work to be performed, the establishment of a liaison for the audit, and the arrangements for workspace and other needs to conduct the audit test work.
- Reviewing the Board minutes, agreements/contracts, and applicable strategy for the audit period.
- Interviewing finance staff regarding internal controls.
- Discussing the status of prior year's audit findings, if any.
- Review of the District's internal control structure and communication of recommendations to the District's management team concerning District policies and procedures.
- Tests of controls of audit areas to determine the effectiveness of the District's internal control structure. Sample size is based on AICPA audit guide using stratified scope and random selection methodology.
- Evaluation of any unusual items noted from our analytical procedures.
- Reviewing of important contracts, debt issues, leases and joint power agreements.

# Our Specific Approach to your Audit, continued

---

## *Interim Audit Planning and Testwork, continued*

- Providing the District with suggestions regarding the closing of the District's books after year end. Our assistance and communication in the closing of the District's books is expected to minimize the number of audit adjustments required after the close of District's books.

After we obtain an understanding of the District's internal controls, evaluate their design and implementation and perform our interim test work we will determine the nature, scope, and timing for our final audit test work.

## *Final Audit Test Work*

After the final closing of the District's books and preparation of final trial balances and audit supporting schedule by District personnel, we will commence performing our *final audit testwork*.

Our final examination will include analysis of critical audit areas which we deem necessary, including:

- Analysis of cash and investment balances to online bank and brokerage websites.
- Analysis of bank reconciliations.
- Analysis of accounts receivable, delinquent balances and relative ratios.
- Analysis of unbilled receivables.
- Analysis of allocations of interest income.
- Analysis of capital assets: construction-in-progress, significant additions/disposals, and related depreciation.
- Analysis of deferred outflows of resources balances and related amortization.
- Analysis of accounts payable.
- Performance of a search for unrecorded liabilities.
- Analysis and proper valuation of the liabilities for compensated absences.
- Analysis of long term debt balances.
- Analysis of the annual roll-forward of net pension liability balances.
- Analysis of unearned revenue.
- Analysis of deferred inflows of resources balances and related amortization.
- Analysis of the proper establishment of reserves and designations.
- Analysis of significant grant agreements, awards and contracts.
- Analysis of significant events after year end (through the completion of our audit).
- Analysis of attorney letters for significant legal matters affecting the District's financial position.

The abovementioned analysis and inquiries are only a sample of the tests performed during the examination and is not meant to be all inclusive.

## *Audit Completion*

At the completion of the audit each year, we will meet with the District's management team to review our audit findings. We will communicate all deficiencies in controls which may assist the District in strengthening the internal control structure. Comments and recommendations relating to the accounting system will also be discussed. Finally, we will discuss all findings noted during the engagement. After discussion, the final report will be submitted to the District.

## **Our Specific Approach to your Audit, continued**

---

### ***Identification and Communication of Internal Control Matters***

The objective of our audit is to form an opinion on the District. Our objective is not to identify deficiencies in internal controls; however, when control deficiencies are identified in the course of our audit and if they constitute significant deficiencies or material weaknesses, we will communicate in writing those deficiencies to those charged with governance and the District's management.

### ***Audit Documentation***

We will document matters pertaining to our audit planning and audit test work. The audit documentation will clearly demonstrate procedures performed, evidence obtained, and conclusions reached.

### ***Communication with Management and the Board of Directors***

In addition to our written reports, we believe an oral presentation to the District's management, and the Board of Directors, to be a minimum service provided by our Firm and would be pleased to schedule a mutually convenient time for such a presentation at the conclusion of the engagement or any time during the progression of the audit.

### ***Other Assistance***

Providing management assistance requires more than having talented people on staff; it requires a proactive approach. First, we assign experienced senior level professionals to our engagements. Our client base of governmental entities and commercial companies demands broad business and industry experience, as well as technical expertise. Those talented professionals have to be exposed to clients and develop an in-depth understanding of particular situations.

Second, we actively look for opportunities to provide assistance. We try to initiate rather than respond. For instance, if we believe a situation is developing, we will approach the client, offer to investigate and provide recommendations. If a formal project to address the problem is required, we will define the approach, execute the assignment and follow through with implementation assistance.



## Our Specific Approach to your Audit, continued

### *Timing of Our Procedures*

We understand that the District is looking for value in the professional relationship they have with their auditors. Value comes from the knowledge, experience, and dedication that our Firm employs. We stress employs because all of the knowledge and expertise shown on paper will reap no benefit to you unless it is applied. This application equates to time well spent. We have developed an audit plan that we feel will accomplish the objectives of the District and will meet your special needs.

In order to accomplish our audit objectives and meet your deadlines for delivery, the sequence and timing of our procedures are critical. Per the District's schedule requirements, interim fieldwork will begin in April through June of each year (the District's preference of dates), concluding no later than July 31<sup>st</sup> (TBD) of each year. Final fieldwork will begin between August through October of each year (the District's preference of dates), concluding no later than November 7<sup>th</sup> of each year.

Delivery of the final reports to the District will be no later than December 15<sup>th</sup> of each fiscal year or earlier per the District's requirements.

In the table that follows, we provide a summary of our planned activities and their timing:

Timing	Activity
Between April through June (TBD)	Conduct audit entrance conference.  Commence interim audit fieldwork; Conduct interviews with key Finance personnel. Complete controls test work. Communication with District's management about fieldwork status and any potential findings or issues.  Send final fieldwork requirements by June 30 <sup>th</sup> .
Between August to October (TBD)	Conduct final audit fieldwork.
By November 15 <sup>th</sup> (TBD)	Conduct exit conference with the District management to discuss relevant findings and proposed audit adjustments.  Provide the draft audit reports and draft management letters (if appropriate) to District's management prior to final report.
By December 15 <sup>th</sup> (TBD)	Deliver the Final Reports to the District and then present the Financials to the Board.

TBD – To Be Determined with the client, if necessary

### *Proposed Hours and Segmentation of the Audit*

See our Cost Proposal for further information of the segmentation of the proposed audit process by hours and staffing.

# Client References

---

## References

Presented below are five client references of officials of California Special Districts and/or agencies who currently conduct enterprise type activities. Please do not hesitate to contact these references regarding our Firm and the high level of service we provide.

- |   |   |
|---|---|
| 1. Mr. Carlos Corrales, Controller<br><b>Castaic Lake Water Agency</b><br>27234 Bouquet Canyon Road<br>Santa Clarita, CA 91350                                | <b>Wholesale &amp; Retail Water Agency</b><br>Annual Audit - CAFR<br>661.297.1600 x 237 |
| 2. Ms. Cammie Morin, Finance Manager<br><b>Solano Irrigation District</b><br>810 Vaca Valley Parkway, Suite 201<br>Vacaville, CA 95688                        | <b>Irrigation District</b><br>Annual Audit – Financial Statement<br>707.448.6847        |
| 3. Ms. Kathy Cook, CFO<br><b>Oakdale Irrigation District</b><br>1205 East F Street<br>Oakdale, CA 95361   | <b>Irrigation District</b><br>Annual Audit - CAFR<br>209.840.5501                       |
| 4. Ms. Kathy Chang, Finance Manager<br><b>Scotts Valley Water District</b><br>2 Civic Center Drive<br>Scotts Valley, CA 95066                                 | <b>Retail Water District</b><br>Annual Audit<br>831.600.1904                            |
| 5. Ms. Stephanie Hill, Director of Finance<br>and Business Services<br><b>San Lorenzo Valley Water District</b><br>13060 Highway 9<br>Boulder Creek, CA 95006 | <b>Water/Wastewater District</b><br>Annual Audit – CAFR<br>831.430.4620                 |

# Cost Proposal for Annual Audit Services



## McKinleyville Community Services District

**Prepared by:**

**Fedak & Brown LLP**

Certified Public Accountants  
Riverside, California & Cypress, California  
(951) 977-9888 (657) 214-2307



**Contact Person:**

Christopher J. Brown, CPA, CGMA, Partner  
[chris@fedakbrownllp.com](mailto:chris@fedakbrownllp.com)



# Fedak & Brown LLP

Certified Public Accountants

Cypress Office:  
6081 Orange Avenue  
Cypress, California 90630  
(657) 214-2307  
FAX (714) 527-9154

Riverside Office:  
4204 Riverwalk Pkwy. Ste. 390  
Riverside, California 92505  
(951) 977-9888

May 15, 2017

Ms. Colleen M.R. Trask, Finance Director  
McKinleyville Community Services District  
1656 Sutter Road  
McKinleyville, California 95519-2037

**Re: Request for Proposal for Annual Audit Services**

Dear Ms. Trask:

Based on our understanding of the McKinleyville Community Services District (District) requirements, our fee for audit services at our discounted rates for the fiscal year ending June 30, 2017 will be **\$19,025**. This fee is based on our understanding of the District's audit requirements.

Assuming there is no substantial change in the District's activities and operations, our fee for audit services for the year ending June 30, 2018 and 2019 and optional fiscal years ending June 30, 2020 and 2021 will be **\$19,405**, **\$19,790**, **\$20,185**, and **\$20,605**, respectively.

Our estimate for out-of-pocket expenses is a separate estimate and may not be utilized in total to the amount estimated. Again, these fees are based on the estimated costs to complete the audit. The components of this audit services fee proposal and out-of-pocket costs for the fiscal year ending June 30, 2017 through 2019, and optional fiscal years ending June 30, 2020 and 2021, are itemized in the attached Exhibits.

Our not-to-exceed fee proposal is contingent upon our understanding of your requirements and the assistance we require as noted in our original audit technical proposal.

Additional services not included in this proposal will be based on our discounted billing rates based on the level of experience required. We would execute a separate contract for these services, if they are requested by the District.

I am authorized to make representations for Fedak & Brown LLP and am duly authorized to sign a contract with the District.

Christopher J. Brown, CPA CGMA

May 15, 2017

Date

## Exhibit I – Proposed Hours and Our Fees

### Proposed Hours and Our Fees

We anticipate that, for the fiscal years ending June 30, 2017 through 2019, and optional fiscal years 2020 and 2021, the audit of the District will require approximately 210 audit hours. These hours, by major area, are summarized as follows:

Breakout of Audit Hours					
Audit Steps	Partner	Manager	Supervisor	Staff	Total
Planning	6	4	8	9	27
Controls Testwork	4	8	20	36	68
Substantive Testwork	5	11	23	36	75
Reporting	10	12	14	4	40
	25	35	65	85	210

As shown above, we expect approximately 29% of engagement hours to come from the Partners and Managers assigned to the engagements.

Working on the premise that we will be provided with all the documents listed per our audit requirements (will be provided prior to commencement of fieldwork), we expect to perform the audit of the District at fees as stated in the attached Schedule of Professional Fees on Page 3 for the fiscal years ending June 30, 2017 through 2019, and optional fiscal years 2020 and 2021, respectively.

Our fees are based on the product of the time spent on the engagement and the billing rates of the individuals assigned, plus out-of-pocket costs (such as report reproductions, typing, postage, travel, copies, telephone, etc.). We will obtain the assistance of District's personnel to the extent possible and otherwise endeavor to keep these charges to a minimum. We will submit progress billings monthly to your office as our work progresses, which will be due and payable thirty days from the date of the invoice.

Based upon the present size and scope of the activities of the District, we expect to perform the services enumerated above at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the audit.

In accordance with your request for proposal and the Office of Management and Budget Circular A-128, we will maintain our work papers for a minimum of seven years and make them available to the District, state agencies, the General Accounting Office, and other parties upon the direction of the District. We have provided a breakdown of our current hourly rates, which would apply to this engagement on the attached Schedule of Professional Fees by Hours on Pages 4 through 5 of this cost proposal.

We want the Board to understand that we will provide any assistance and answer any questions that the District's staff or members of the Boards may have when they arise for the entire duration of our contract. We find it important to stay abreast of the District's activities and issues during the entire engagement.

We would like to thank you and the Board for the opportunity to submit a proposal for the auditing services of the District. Because of our experience in special districts and agencies, we will provide you with accounting updates (GASB) to assist in your operations as well as meet the audit needs of the organization. We will also continually make recommendations on these and other matters that come to our attention. We are proud of the professional services we provide and encourage you to make inquiries to any of our clients about their satisfaction with our services and the quality of our staff.

## Exhibit II – Schedule of Professional Fees

McKinleyville Community Services District			
<u>Engagement Fees By Fiscal Year</u>	<u>Audit Service Fees*</u>	<u>Not-to-Exceed Estimate of Out of Pocket Costs**</u>	<u>Total Engagement</u>
Fiscal Year 2017	\$ 19,025	3,500	22,525
Fiscal Year 2018	19,405	3,500	22,905
Fiscal Year 2019	19,790	3,500	23,290
Total Three Year Contract Price	\$ 58,220	10,500	68,720
<u>Optional Years</u>			
Fiscal Year 2020	\$ 20,185	3,500	23,685
Fiscal Year 2021	\$ 20,605	3,500	24,105

\* Professional audit services fees – labor only.

\*\* Estimate of out-of-pocket costs consist of: travel, mileage, postage and printing costs.  
Out-of-pocket costs may not be fully utilized.

## Exhibit III – Schedule of Professional Fees by Hours

<b>McKinleyville Community Services District</b> <b>Fiscal Year 2017</b>
---

**Breakdown of Fees by Hours**

<b>Fiscal Year 2017 Audit of:</b>	<u><b>Hours</b></u>		<u><b>Hourly Rates</b></u>		<u><b>Total</b></u>
District's Basic Financial Statements					
Partner - Engagement & Technical	25	\$	125	\$	3,125
Manager	35		105		3,675
Supervisor	65		90		5,850
Staff	85		75		6,375
<b>Total Financial Statement Audit for 2017</b>	<u><u><b>210</b></u></u>				<u><u><b>19,025</b></u></u>
<b>Out-of-Pocket Expenses (Travel, Postage &amp; Printing Costs)</b>					<u><u><b>3,500</b></u></u>
<b>Total Maximum for 2017</b>				<b>\$</b>	<u><u><b>22,525</b></u></u>

<b>McKinleyville Community Services District</b> <b>Fiscal Year 2018</b>
---

**Breakdown of Fees by Hours**

<b>Fiscal Year 2018 Audit of:</b>	<u><b>Hours</b></u>		<u><b>Hourly Rates</b></u>		<u><b>Total</b></u>
District's Basic Financial Statements					
Partner - Engagement & Technical	25	\$	128	\$	3,200
Manager	35		107		3,745
Supervisor	65		91		5,915
Staff	85		77		6,545
<b>Total Financial Statement Audit for 2018</b>	<u><u><b>210</b></u></u>				<u><u><b>19,405</b></u></u>
<b>Out-of-Pocket Expenses (Travel, Postage &amp; Printing Costs)</b>					<u><u><b>3,500</b></u></u>
<b>Total Maximum for 2018</b>				<b>\$</b>	<u><u><b>22,905</b></u></u>

<b>McKinleyville Community Services District</b> <b>Fiscal Year 2019</b>
---

**Breakdown of Fees by Hours**

<b>Fiscal Year 2019 Audit of:</b>	<u><b>Hours</b></u>		<u><b>Hourly Rates</b></u>		<u><b>Total</b></u>
District's Basic Financial Statements					
Partner - Engagement & Technical	25	\$	130	\$	3,250
Manager	35		108		3,780
Supervisor	65		93		6,045
Staff	85		79		6,715
<b>Total Financial Statement Audit for 2019</b>	<u><u><b>210</b></u></u>				<u><u><b>19,790</b></u></u>
<b>Out-of-Pocket Expenses (Travel, Postage &amp; Printing Costs)</b>					<u><u><b>3,500</b></u></u>
<b>Total Maximum for 2019</b>				<b>\$</b>	<u><u><b>23,290</b></u></u>

## Exhibit III – Schedule of Professional Fees by Hours

<b>McKinleyville Community Services District</b> <b>OPTIONAL YEAR 1 - Fiscal Year 2020</b>
---

### Breakdown of Fees by Hours

<b>Fiscal Year 2020 Audit of:</b>	<b>Hours</b>		<b>Hourly Rates</b>		<b>Total</b>
District's Basic Financial Statements					
Partner - Engagement & Technical	25	\$	131	\$	3,275
Manager	35		110		3,850
Supervisor	65		95		6,175
Staff	85		81		6,885
	<u>210</u>				
<b>Total Financial Statement Audit for 2020</b>					<b>20,185</b>
<b>Out-of-Pocket Expenses (Travel, Postage &amp; Printing Costs)</b>					<b>3,500</b>
<b>Total Maximum for 2020</b>				<b>\$</b>	<b>23,685</b>

<b>McKinleyville Community Services District</b> <b>OPTIONAL YEAR 2 - Fiscal Year 2021</b>
---

### Breakdown of Fees by Hours

<b>Fiscal Year 2021 Audit of:</b>	<b>Hours</b>		<b>Hourly Rates</b>		<b>Total</b>
District's Basic Financial Statements					
Partner - Engagement & Technical	25	\$	133	\$	3,325
Manager	35		112		3,920
Supervisor	65		97		6,305
Staff	85		83		7,055
	<u>210</u>				
<b>Total Financial Statement Audit for 2021</b>					<b>20,605</b>
<b>Out-of-Pocket Expenses (Travel, Postage &amp; Printing Costs)</b>					<b>3,500</b>
<b>Total Maximum for 2021</b>				<b>\$</b>	<b>24,105</b>



# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **ACTION**

---

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

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

**TYPE OF ACTION:**          **Board President Appointment**

**Recommendation:**

Staff recommends that the Board discuss, take public comment and for Board President to consider reappointment of the chair/co-chair for the Senior Center Advisory Committee for the remainder of the 2017 calendar year, effective immediately.

**Discussion:**

Based on information presented and discussed in previous MCSD Board of Directors' meetings, discuss and consider the reappointment of the Senior Center Advisory Committee chair/co-chair.

Current committee assignment: Wheeler and Burke

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Not applicable

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

None

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **ACTION**

---

**ITEM: E.8**                      **Consider Approval or Discuss Modifications of the Senior Center Management Services and Usage Agreement**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided; take public comment and consider approving the Senior Center Management Services and Usage Agreement as is or with modifications, for a term of One (1) year and authorize the Board President to execute the Agreement.

### **Discussion:**

For the past several years, the District and the McKinleyville Senior Center (MSC) have worked under a Management Services and Usage Agreement for the MSC use of Azalea Hall and the Meeting Room.

Staff recently presented section 15.03 of the Facility Usage Agreement between MCSD and the McKinleyville Senior Center, outlining the MCSD Board Assignee's responsibilities to the Board at the the May 3, 2017 meeting. There was discussion amongst the Directors and it was requested that some research on the history of this clause regarding why and when it became part of the agreement. Staff looked into the history of the Agreements between MCSD and the McKinleyville Senior Center and discovered that this clause first showed up in the 2015 Agreement. The section outlined below is as it is written in the 2017 agreement attached as **Attachment 1**.

*"15.03. DISTRICT Board of Directors shall maintain a standing committee, McKinleyville Senior Center Advisory Committee, chaired by a DISTRICT Board Member. This advisory position will attend all MSC executive and regular board meetings and report back to DISTRICT's Board of Directors to facilitate communications between the two entities."*

Section 16.01 outlines the monthly fee charged to the McKinleyville Senior Center for their use and occupation of the Meeting room at Azalea Hall. The monthly fee was last increased in 2015 when it went from \$400 per month to \$450. At the May 3, 2017 MCSD Board meeting the board agreed to staff's suggested increase to \$502.29 with a policy of analyzing the fee annually with the goal of having the fee to MSC cover 1/3 the cost of utilities, maintenance and janitorial supplies for Azalea Hall. This fee increase was presented to the MSC

Board at the April 28, 2017 meeting and was supported by the members present at the meeting.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Direct staff to modify the agreement, re-draft and present to the Board for approval at the July 5, 2017 meeting.

**Fiscal Analysis:**

MSC shall pay to DISTRICT an amount, agreed upon by both parties, of \$502.29 per month, for utilities and janitorial supplies as provided in Section 4. The utility and janitorial supplies charge may be adjusted by DISTRICT, on an annual basis, in consultation with MSC.

Utility and supply costs for Azalea Hall average \$1616 per month.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 - Senior Center Management Services and Usage Agreement

# McKINLEYVILLE COMMUNITY SERVICES DISTRICT

## *Azalea Hall – Senior Center*

### Management Services and Usage Agreement

This AGREEMENT made and entered into this 7th day of June, 2017 by and between the McKinleyville Community Services District, a California Community Services District, and the McKinleyville Senior Center, a non-profit organization, with reference to the following facts, which are acknowledged as true and correct by each of the parties:

- (a) As used in this AGREEMENT, the following terms shall have the following definitions:
1. "AGREEMENT" shall mean the Management Services and Usage Agreement.
  2. "DISTRICT" shall mean the McKinleyville Community Services District.
  3. "MSC" shall mean the McKinleyville Senior Center.
  4. "Azalea Hall" shall mean the DISTRICT owned facility located at 1620 Pickett Road.
  5. "General Manager" shall mean the employee of the DISTRICT serving in said capacity.
  6. "BOARD OF DIRECTORS" shall mean the five elected members of the McKinleyville Community Services District Board of Directors.
  7. "Facility Use Guidelines" shall mean those guidelines established in Article IV of the McKinleyville Community Services District Rules and Regulations, contained in the District Facility Use Handbook, and attached as Exhibit A, as well as any amendments to said documents, DISTRICT may adopt during the term of this Agreement.
  8. "Article IV of the McKinleyville Community Services District Rules and Regulations" shall mean the then current portion of the document containing the Rules and Regulations of the DISTRICT as adopted by the Board of Directors.
- (b) DISTRICT is the owner of Azalea Hall located at 1620 Pickett Road in McKinleyville.

- (c) MSC desires to occupy and use the Meeting Room at Azalea Hall as its primary base of operations and is willing to provide certain services to DISTRICT in consideration of said use and occupancy; and
- (d) MSC and DISTRICT each desires to secure and enter into an AGREEMENT in accordance with the foregoing; and
- (e) The documents which are part of the AGREEMENT, and each of which are incorporated herein by this reference as though set forth in full, are the following:
  - 1. Exhibit A: Article IV of the McKinleyville Community Services District Rules and Regulations
  - 2. Exhibit B: McKinleyville Senior Center Schedule for Use of Azalea Hall

NOW, THEREFORE, in consideration of their mutual covenants and promises set forth herein, the parties hereto agree to as follows:

### **Section 1. Grant of Facility Use**

- 1.01. DISTRICT grants MSC use of Azalea Hall as specifically described in Exhibit B. Facility use is subject to modification as a result of the provisions described in Section 20 of this AGREEMENT.
- 1.02. MSC shall adhere to the most current facility usage guidelines as adopted by DISTRICT and attached as Exhibit A. DISTRICT Board of Directors shall have the right to modify the guidelines, from time to time, in its sole discretion and any modifications shall become binding on MSC immediately after adoption.

### **Section 2. Required MSC Services**

- 2.01. During the term of this Agreement, DISTRICT may request MSC to provide certain services to DISTRICT. Tours of the facility for prospective renters are required by DISTRICT. Such other tasks as agreed upon in writing by both parties. MSC will not assume any obligation to provide any services in excess of those stated in this Agreement unless a written amendment to this Agreement is executed by both parties.

### **Section 3. Maintenance**

- 3.01. DISTRICT shall maintain Azalea Hall and provide repairs as needed.
- 3.02. MSC shall insure that any portion of Azalea Hall used by MSC shall be kept clean and well maintained on a daily basis, so that Azalea Hall is, at all times, in suitable condition for use by others.

#### **Section 4. Utilities**

- 4.01. MSC shall be responsible for the payment of telephone charges incurred by MSC in its usage of Azalea Hall.
- 4.02. DISTRICT shall pay all utility charges incurred to provide heat, water, electricity, and telephone services to Azalea Hall except those utilities specifically agreed to be paid by MSC as outlined in this section.
- 4.03. MSC and DISTRICT shall each pay 50% of the cost of maintaining internet services at the facility.

#### **Section 5. Equipment and Supplies Storage**

- 5.01. Storage of MSC's equipment at Azalea Hall shall be at MSC's sole risk and DISTRICT shall not warrant security of stored materials.
- 5.02. Storage of MSC's equipment must not interfere or compromise access to facility amenities available to other facility users.

#### **Section 6. Facility Use and Access**

- 6.01. MSC agrees to comply with DISTRICT's established facility use guidelines, as defined in Article IV of the McKinleyville Community Services District Rules and Regulations, and attached as Exhibit A and incorporated by reference herein.
- 6.02. MSC will sign for facility access keys; maintain custody of all keys during the term of this AGREEMENT; and return all keys upon completion of the term of this AGREEMENT. MSC shall not duplicate any keys or provide security codes to any other party. MSC will follow the procedures established by DISTRICT in opening building and closing building including activation and deactivation of alarm system. MSC will pay any charges levied resulting from false alarms caused by MSC's failure to comply with DISTRICT's security procedures. MSC will pay DISTRICT's actual cost to re-key Azalea Hall should MSC lose any key.
- 6.03. Should this AGREEMENT be terminated, MSC will surrender to DISTRICT, MSC's keys on or before the last day the AGREEMENT is still valid. Should this AGREEMENT be terminated, MSC also acknowledges that MSC's security codes will expire at Midnight on the last full day the Agreement is valid.

#### **Section 7. Use of Equipment**

- 7.01. MSC agrees not to use equipment owned by those other than MSC and DISTRICT and stored at Azalea Hall without first obtaining written

approval from the owner of said equipment. A copy of written approval must be provided to the DISTRICT.

## **Section 8. Entry by DISTRICT**

- 8.01. MSC shall permit DISTRICT, and DISTRICT's agents and assigns, at all reasonable times, to enter Azalea Hall (and those portions occupied by MSC), for the purposes of inspection, compliance with the terms of this AGREEMENT, exercise of all rights under this AGREEMENT, posting notices, and all other lawful purposes.

## **Section 9. Use Compatibility**

- 9.01. MSC agrees that all use of Azalea Hall by MSC shall be conducted in a manner within the intended use of Azalea Hall and compatible with respect to the surrounding neighborhood and community.

## **Section 10. Site Improvements**

- 10.01. Should MSC desire to have specific site improvements installed at Azalea Hall, MSC must first obtain written approval from the DISTRICT for such improvements and pay for all costs related to any pre-approved improvements.
- 10.02. It is understood and agreed between the parties that all installations, additions, and improvements constructed or installed at any time at Azalea Hall during the term of this AGREEMENT shall immediately become the property of and belong to the DISTRICT upon such construction or installation.

## **Section 11. Prohibited Actions**

- 11.01. MSC shall not:
- 11.01.a. Use Azalea Hall for any purpose other than as authorized in this AGREEMENT and described in Exhibit B and authorized by DISTRICT; and
- 11.01.b. Perform or permit to be done anything which may interfere with the effectiveness and accessibility of Azalea Hall; nor perform or permit to be done anything which may interfere with free access and passage in Azalea Hall or the public areas adjacent thereto; or hinder police, fire fighting, or other emergency personnel in the discharge of their duties; and

- 11.01.c. Rent, sell, lease, or offer any space for any articles whatsoever within or on Azalea Hall without the prior written consent of the DISTRICT; and
- 11.01.d. Place any additional lock of any kind upon any door, cabinet, or storage space, unless a key therefore is provided to the DISTRICT, and, upon expiration or termination of this AGREEMENT, to surrender to DISTRICT any and all keys, and in the event of loss of any keys furnished by DISTRICT, MSC shall pay DISTRICT the cost for replacement thereof; and
- 11.01.e. Use or allow Azalea Hall to be used for any improper purposes or for purposes in violation of Article IV of the McKinleyville Community Services District Rules and Regulations, as the same may be modified from time to time by DISTRICT.

## **Section 12. Equal Opportunity and Non-Discrimination Clause**

- 12.01. MSC shall not discriminate in its offering of programs and use of Azalea Hall and all duties related to such offering and use on the basis of race, color, national origin, religious creed, ancestry, sex, age, or physical handicap and shall comply with all applicable state and federal statutes and regulations pertaining to such matters.

## **Section 13. Americans with Disabilities Act Compliance**

- 13.01. DISTRICT shall indemnify, defend, and hold harmless MSC from any fines or penalties which may be imposed on MSC pursuant to the Americans with Disabilities Act as a result of DISTRICT's failure to make any required improvements to the premises as required by the Americans with Disabilities Act.
- 13.02. MSC shall be responsible for compliance with any and all requirements of the Americans with Disabilities Act with respect to the operation of MSC programs and use of Azalea Hall for which MSC is responsible. MSC shall indemnify, defend, and hold harmless DISTRICT from any fines or penalties which may be imposed upon it pursuant to the Americans with Disabilities Act as a result of MSC's failure to comply with any requirement of the Americans with Disabilities Act with respect to the operation of MSC programs and use of Azalea Hall for which MSC is responsible.

## **Section 14. Compliance with Law**

- 14.01. MSC shall comply with and conform to all laws and regulations, state, and federal and any and all requirements and orders of any state, or federal board or authority, present or future, in any way relating to the condition or use of Azalea Hall throughout the entire term of this AGREEMENT.



## **Section 15. Coordination, MSC Board and Staffing Requirements**

### **15.01. DISTRICT Coordination and Staffing**

15.01.a. DISTRICT shall designate a Parks & Recreation employee who shall be the primary contact person with the MSC.

### **15.02. MSC Meeting and Coordination Requirements**

15.02.a. During the term of this Agreement the MSC shall maintain an active Advisory Board of Directors which shall meet quarterly or as needed during each year this AGREEMENT is in effect.

15.02.b. DISTRICT General Manager shall be invited to each MSC Executive Meeting, Advisory Board Meeting and Regular meeting of the MSC Board of Directors, and an item shall be included at the beginning of each MSC meeting agenda to address Azalea Hall and issues pertinent to this AGREEMENT

15.03. DISTRICT Board of Directors shall maintain a standing committee, McKinleyville Senior Center Advisory Committee, chaired by a DISTRICT Board Member. This advisory position will attend all MSC executive and regular board meetings and report back to DISTRICT's Board of Directors to facilitate communications between the two entities.

## **Section 16. Compensation**

16.01. MSC shall pay to DISTRICT an amount, agreed upon by both parties, of \$502.29 per month, for utilities and janitorial supplies as provided in Section 4. The utility and janitorial supplies charge may be adjusted by DISTRICT, on an annual basis, in consultation with MSC.

16.02. Additional facility use fees to be paid by MSC shall be outlined in Exhibit B.

### **16.03. Payment Procedure**

16.03.a. MSC shall pay DISTRICT all sums required under this Agreement within thirty (30) days after receipt by MSC of payment statement for each month (or partial month) for which payments are due.

### **16.04. Delinquent Payment**

16.04.a. In the event MSC shall be delinquent by more than fifteen (15) days in the payment of any sums due under the terms of this

Section, such delinquencies shall be considered to be a breach of this AGREEMENT.

## **Section 17. Insurance**

### **17.01. Minimum Scope**

17.01.a. At MSC's cost, MSC shall obtain and maintain throughout the term of this AGREEMENT, comprehensive general public liability insurance, issued by an admitted carrier with a Best Company Rating of no less than "A" and acceptable to DISTRICT. Such insurance shall provide coverage for MSC's actions in performing this AGREEMENT and use of Azalea Hall and insuring DISTRICT against loss or liability caused by or connected with MSC's occupation and use of Azalea Hall under this AGREEMENT. Insured amounts shall be not less than \$1,000,000.00 per occurrence and DISTRICT, its officers, agents, assigns, and employees shall be designated as additional insured pursuant to said policy.

### **17.02. Proof of Insurance**

17.02.a. Prior to the commencement of this AGREEMENT and the inception of the term, MSC shall provide DISTRICT written notification from the insurance carrier, of the existence of such policies and shall also provide a certificate of insurance and separate endorsement in the amounts listed in 17.01. Coverage provided by the policy shall not be canceled or amended until the DISTRICT is first provided with at least thirty (30) days written notice concerning such cancellation or notice.

## **Section 18. Indemnity**

### **18.01. Hold Harmless**

Except for the active negligence or willful misconduct of DISTRICT, MSC undertakes and agrees to defend, indemnify, and hold harmless DISTRICT and all its officers, agents, assigns, and employees from and against any and all suits, actions, and causes of action, claims, liens, demands, obligations, proceedings, loss or liability of every kind and nature in connection with or arising directly or indirectly out of this AGREEMENT whatsoever, for death or injury to any person including DISTRICT's officers, agents, assigns, and employees, or damage or destruction of any property of either party hereto or of third parties, arising out of or in any manner by reason of, or incident to, the performance of this AGREEMENT, on part of MSC, its officers, agents, assigns, and employees of any tier.

## **Section 19. Unavoidable Delays**

19.01. The provisions of this Section shall be applicable if there shall occur, during the term of this AGREEMENT, any (a) inability to obtain labor or materials, or reasonable substitutes (other than lack of funds); or (b) acts of God, governmental restriction, regulations or controls, enemy or hostile government, civil commotion, fire, or other casualty; or (c) other conditions similar to those enumerated in this Section beyond reasonable control of the party obligated to perform (other than lack of funds). If DISTRICT or MSC shall, as the result of any of the above-described events, fail to provide or perform any obligation on its part under this AGREEMENT, then upon written notification to the other within ten (10) days of such event, such failure shall be excused and not be a breach of this AGREEMENT by the party claiming unavoidable delay, but only to the extent occasioned by such event. Notwithstanding anything contained herein to the contrary, this Section shall not be applicable to the obligation of the DISTRICT or MSC to pay any sums, monies, costs, charges, or expenses required paid pursuant to the terms of this AGREEMENT.

## **Section 20. Amendments and Assignments**

20.01. This AGREEMENT contains the complete and final AGREEMENT between DISTRICT and MSC. No AGREEMENT or other understanding in any way purporting to modify, add to, or supersede the terms and conditions hereof, shall be binding upon either party unless made in writing and duly executed by authorized representatives. This provision shall not limit or restrict DISTRICT's right to modify the Facility Use Guidelines, during the term of this Agreement.

20.02. This AGREEMENT may not be assigned or transferred, in whole or in part, by MSC without first obtaining the written consent of DISTRICT. Consent may be withheld, for any reason, in the DISTRICT's sole discretion.

20.03. This AGREEMENT may not be assigned or transferred, in whole or in part, by DISTRICT without first obtaining written consent of MSC and approval by MSC's Executive Board of Directors. Consent may be withheld, for any reason, in the MSC's sole discretion.

20.04. Furthermore, the DISTRICT agrees that proposals for amendments and assignments to this AGREEMENT shall not be submitted in any DISTRICT Board or Committee meeting packet, given to any Board or Committee member, or otherwise posted unless such amendments and assignments have been presented in writing to MSC's Executive Board of Directors.

## **Section 21. Taxes**

- 21.01. MSC shall be solely responsible for the payment, when due, for any possessory interest or other unsecured tax levied by any governmental authority with respect to the use and occupancy of Azalea Hall by MSC.

## **Section 22. Resolution of Disputes**

### **22.01. Process for Resolution**

- 22.01.a. Any dispute arising under the terms of this AGREEMENT, which is not resolved within a reasonable period of time by authorized representatives of the DISTRICT and the MSC shall be brought to the attention of DISTRICT General Manager (or designated representative of the DISTRICT) and the Chair of the MSC Board of Directors (or designated representative) of the MSC for joint resolution of the dispute. If these means are pursued without success, either party may seek resolution employing whatever remedies exist in law or equity beyond this AGREEMENT. Despite an unresolved dispute, the DISTRICT and MSC hereto shall continue without delay to perform its obligations under this AGREEMENT.

### **22.02. Attorney's Fee's**

- 22.02.a. In the event of any litigation arising between the parties regarding the terms of this AGREEMENT, the prevailing party shall be entitled to recover reasonable attorney's fees in addition to other relief provided by law.

## **Section 23. Law Governing**

- 23.01 The AGREEMENT shall be governed exclusively by the provisions hereof and by the laws of the State of California.

## **Section 24. Notices**

- 24.01 Any notice, demand, communication under or in connection with this AGREEMENT, may be served upon DISTRICT by personal service, or by mailing the same by certified mail in the United States Post Office, postage prepaid, and directed to the DISTRICT as follows:

General Manager  
McKinleyville Community Services District  
1656 Sutter Road / P.O. Box 2037  
McKinleyville CA 95519

And may likewise be served on MSC by personal service or by so mailing the same addressed to MSC as follows:

Board Chair  
McKinleyville Senior Center  
1620 Pickett Road  
McKinleyville CA 95519

Either DISTRICT or MSC may change such address by notifying the other party in writing as to such new address as DISTRICT or MSC may desire used and which address shall continue as the address until further written notice.

## **Section 25. Term and Extensions**

### **25.01 Term and Extensions**

25.01.a. Subject to the provisions of this AGREEMENT, the term of this AGREEMENT shall be for one (1) year, commencing on the date herein and shall continue through and including the 30th day of April, 2018.

Opportunities shall be made for DISTRICT and MSC to review this AGREEMENT on a yearly basis to enact amendments and assignments to this AGREEMENT as provided in Section 20 of this AGREEMENT.

### **25.02. Termination by DISTRICT**

25.02.a. Notwithstanding the foregoing, DISTRICT, in the case of MSC's breaches, may terminate this AGREEMENT by giving MSC written notice, to the address herein set forth, which notice shall identify MSC's deficiencies in performance of this AGREEMENT. If, within thirty (30) days of the date of said notice, MSC has not cured the deficiency in performance, DISTRICT may, by further written notice, terminate this AGREEMENT to be effective sixty (60) days following the date of said second written notice.

In the event this AGREEMENT is so terminated, it shall be lawful for DISTRICT immediately hereafter to remove all persons and property from the premises.

### **25.03. Termination by MSC**

25.03.a. Notwithstanding the foregoing, MSC, in the case of DISTRICT's breaches, may terminate this AGREEMENT by giving DISTRICT written notice to the address herein set forth which notice shall

identify DISTRICT's deficiencies in performance of this AGREEMENT. If, within thirty (30) days of the date of said notice, DISTRICT has not cured the deficiency in performance, MSC may, by further written notice, terminate this AGREEMENT to be effective sixty (60) days following the date of said second written notice.

#### 25.04. Obligations Upon Expiration or Termination

25.04.a. Upon the expiration or termination of this AGREEMENT, for any reason whatsoever, MSC shall promptly deliver the following to the DISTRICT's appointed agent:

All access keys and codes to Azalea Hall.

#### 25.05. Disposition of Certain Property

25.05.a. MSC hereby acknowledges and agrees that any and all equipment not directly owned by MSC and all DISTRICT-owned equipment and materials used in connection with Azalea Hall shall remain the property of the DISTRICT, and MSC acknowledges that it shall not be entitled to remove such property from Azalea Hall upon the expiration or termination of this AGREEMENT, regardless of reason.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT as of the day and year first above written.

McKinleyville Community Services District

McKinleyville Senior Center

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

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

Dennis Mayo, President  
MCSD Board of Directors

Chairman, MSC Board of Directors

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

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

Attest:

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

Emily Abfalter, Secretary to the Board of Directors

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **ACTION**

---

**ITEM: E.9**                      **Select Candidates for Special District Risk Management Authority (SDRMA) Board of Directors and Approve Resolution 2017-18**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, select up to four (4) candidates for the SDRMA Board of Directors, take public comment, arrive at a consensus and approve Resolution 2017-18, the official ballot for submission to SDRMA.

### **Discussion:**

SDRMA provides risk management and risk financing for Special Districts and local governmental agencies. McKinleyville Community Services District (MCSD) has been a member for many years. SDRMA is holding elections to fill four (4) seats on their Board of Directors. Attached is an official election ballot listing the seven (7) qualified candidates, their Statements of Qualifications and a Resolution, which needs to be returned prior to August 29, 2017.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

### **Fiscal Analysis:**

Not applicable

### **Environmental Requirements:**

Not applicable

### **Exhibits/Attachments:**

- Attachment 1 – SDRMA Election Instructions
- Attachment 2 – Candidates Statement of Qualifications
- Attachment 3 – Resolution 2017-18 and Official Ballot

## SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for four (4) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in February 2017.

On May 11, 2017, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-03 Establishing Guidelines for Director Elections. The Election Committee confirmed that seven (7) candidates met the qualification requirements and those names are included on the Official Election Resolution Ballot.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to four (4) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution Ballot MUST be sealed and received **by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Tuesday, August 29, 2017 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority  
Election Committee  
1112 "I" Street, Suite 300  
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2018 and terminate on December 31, 2021.
6. Important balloting and election dates are:

**August 29, 2017 - Deadline for members to return the signed Official Election Resolution Ballot**

August 30, 2017 - Ballots are opened and counted

August 31, 2017 - Election results are announced and candidates notified

September 27, 2017 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

November 1-2, 2017 – Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)

January 2018 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate Timothy Unruh  
 District/Agency Kern County Cemetery District No.1  
 Work Address 18662 Santa Fe Way, PO Box 354, Shafter, CA 93263  
 Work Phone 661-746-3921 Home Phone 661-746-6725

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

The work of SDRMA is critical to the everyday operations of a Special District. Knowing that the district and the board is protected gives a 'Peace of Mind' to our daily operations. Sitting on this Board will give me an opportunity to give back to SDRMA and its membership. As a manager of a moderate sized Special District, I am especially interested in maintaining an involvement from that small district perspective. It is imperative that SDRMA maintains cost effective service to the Special District community and it's important that smaller districts have a voice in their insurance needs.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I spent three years as a Director for CSDA including one year as Legislation Committee Chairman. I currently sit on the CSDA Legislation Committee and am a Special District Administrator (SDA). Our District is in its fourth term as a District of Distinction which now includes the Transparency Certification. I currently sit as a Director with a city appointment on Kern Mosquito and Vector board. I have been a Director of the California Association of Public Cemeteries for 15 years and currently am Chairman of the Legislation Committee. I have been involved with the Kern County Special Districts Association since 1995 from when we worked to obtain LAFCo representation for Special Districts.

Most importantly, I have been a manager for the Kern County Cemetery District for 30 years and work daily to keep our cemetery district strong and effective in our community. To that end, I have the SDRMA General Safety Specialist Certification and with that training I work for a compliant, safe and healthy working relationship with our staff.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I feel that community history is very important and am a volunteer with the local Historical Society. I also have sat on the local school board and have been involved with our youth through our church as well as our community through sports and especially by giving our young people a safe and entertaining place to visit after our home football games.

This being said, I feel that I am a committed and thorough person who knows that to get things done you must be involved and be able to think out of the box in difficult situations. You must listen to those around you and sometimes that means keeping one's mouth shut.

I have worked as a Manager for many years and understand the needs of special districts. What SDRMA offers is an integral part of special district operations and I feel that I can bring a passion for the practical needs of Special Districts.

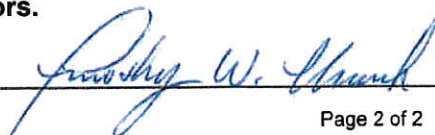
**What is your overall vision for SDRMA? (Response Required)**

SDRMA has shown great concern for the Special Districts in California as is seen in their commitment to meeting our insurance needs. This is done by listening to the membership and continuing to work on being a better and complete insurance stop. I feel that the Health Insurance part of their programs will be the next large growth area. As we deal with PERB's and the needs of our work force, this area will help to meet the needs of our agencies.

Their education is excellent and they have defined their role in local government very well. It will be necessary to maintain this role and work to educate the membership. SDRMA's commitment to be a cost-effective insurance provider has work well in the past and will continue to do so as long as the Board and staff work together to fulfill their mission statement.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date: April 24, 2017



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate	James M. Hamlin (Jim)
District/Agency	Burney Water & Sewer District
Work Address	20541 Burney Court, Burney, Ca. 96013
Work Phone	(530) 335-2040 Home Phone (530) 335-2040

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

Able to look at actuarial evidence. Being able to set adequate rates for both Insurance program and districts. SDRMA needs to operate as a business.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Served on hospital district for 24 1/2 years, California Hospital District board for 8 years, Burney Water Sewer board for three years. I had my own insurance brokerage for 43 years. I did not have an E & O Claim.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

**(Response Required)**

see previous question

What is your overall vision for SDRMA? **(Response Required)**

SDRMA must operate as a viable business. Many district carriers and board members are reluctant to raise rates. When I served on Ca. Hospital Board, many of the board members were not willing to operate as a business because it would affect their hospitals bottom line.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature

*James M. Hamlin* Date 4-1-2017

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate **MIKE SCHEAFER**  
District/Agency **COSTA MESA SANITARY DISTRICT**  
Work Address **1551-B BAKER ST, COSTA MESA, CA 92626**  
Work Phone **714-435-0300** Home Phone **714-552-9858**

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

As an incumbent on the SDRMA Board I wish to continue providing the service and knowledge that I have been consistent with during my current term. As an insurance professional for over 44 years I bring the experience needed to manage the risks Districts are faced with. Over my term I have consistently made decisions to provide the protections necessary at the most affordable cost. Districts continue to encounter new challenges to their risk management programs. My years of experience, my continued involvement in insurance education and my desire to protect make me a sound choice to continue on the Board of SDRMA.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Current SDRMA Board Member. President Costa Mesa Sanitary District Board of Directors. Former City Councilmember for the City of Costa Mesa. Former Parks and Recreation Commissioner for the City of Costa Mesa.

Leadership positions, including Board President for the following: Little League Baseball, Boys and Girls Club of the Harbor Area, Costa Mesa Senior Center, The Albert Dixon Memorial Foundation (non profit providing funds for other non-profit agencies).

Over 30 years experience with Lions Clubs International. Served as District Governor, Club President several times. Chaired the California Convention Committee several times. Membership in the organization continues.

My leadership role in all these organizations gave, and give, me experience in the risks that face each. My insurance experience helps me make prudent decisions when challenged with those risks.



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

Many of the organizations that I have either been elected to or volunteered for quickly put me in a leadership role. They recognized my ability to handle the risks and challenges the organizations meet. I was able to steer those organizations in a clear path to minimize the risk.

I continue to hold a teaching credential in Insurance Education with the local community college District. Additionally I was a professor of Insurance Continuing Education for many years. I have a passion for passing on the knowledge I have acquired over my career.

I have always faced the risk management challenges of any organization with the confidence that the desired outcomes would be realized. +

**What is your overall vision for SDRMA? (Response Required)**

My vision is to continue providing the protection and service to the Special Districts that make them strong in their risk management efforts. I will continue to work for those ends while keeping strong my conviction that rates need to be adequate yet affordable for the Districts.

New technologies, changes in legislation, make it extremely difficult for Districts to keep up with the factors posing new challenges to risk management, insurance, etc. My experience in those areas, my position as an elected official, make me keenly aware of how to protect the Districts.

I will continue to be committed to making SDRMA the leader in protecting the risk management needs of our Special Districts.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_



Date \_\_\_\_\_

4/25/17



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?**  
**(Response Required)**

I have been a business owner, and I am a Veteran of Desert Strike/Desert Storm. I am a member of the Apple Valley Chamber of Commerce, Victor Valley Republican, and the Community Emergency Response Team (CERT). I am an elected member of the Republican Central Committee as well as a Director for the Apple Valley Fire District. I have donated my time to seniors, the needy, and Salvation Army. I was also a Man About Town nominee for the High Desert Phoenix Foundation.

**What is your overall vision for SDRMA? (Response Required)**

As a Director, I would work to promote education in the districts. I would also build coalitions to keep the rates competitive. I hope to work with the board on any and all issues facing all of our districts. I would love to be elected to such a distinguished team!

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

**Candidate Signature**

Date \_\_\_\_\_

Page 2 of 2

November 2012



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate DAVID Aranda  
District/Agency Mountain Meadows Community Services District  
Work Address 17980 Highline Rd - Tehachapi CA 93561  
Work Phone 661-822-7616 Home Phone 661-300-1231

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

Working with six other board members and the staff,  
as a team is challenging and rewarding.

Over the years of my service on the SDRMA Board  
I hope the members have found my input to be  
beneficial and it is my desire to continue to look  
after the members receiving the best service at a  
fair cost.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Service on SDRMA

Service on SDWCA - I was part of the group that  
consolidate two entities into one entity which was  
very cost effective

Service on SDLF

Past Service on CSDA - current Education Committee member

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

**(Response Required)**

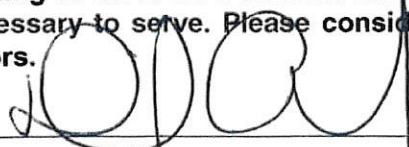
Serving as a General MANAGER over the past twenty plus years and serving as a Board Member ASISTS me in understanding the proper process that benefits the operation of SDRMA  
Eighteen years of experience with SDRMA provides a good knowledge base to benefit the members

What is your overall vision for SDRMA? **(Response Required)**

- 1) Continue to provide excellent service
- 2) Continue the balance of a financially strong pool that provides great policy coverage at the best pricing possible.
- 3) Serve the members with cutting edge software customer service oriented employees and a Board that remembers who we are serving.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-20-17



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates -- no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Cindi Beaudet		
District/Agency	Temecula Public Cemetery District		
Work Address	41911 C Street, Temecula CA 92592		
Work Phone	(951)699-1630	Home Phone	(951)541-8736

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

As a member of SDRMA, I've learned first hand the risk and challenges that comes with my type of Special District. I think it is important to have an active and knowledgeable voice representing our industry and districts and that understands the role special districts play and their importance. I will bring sound policy principles to the table and work with my fellow board members in the spirit of collaboration to ensure SDRMA continues to be a cost effective, high quality risk management service.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have played an active role in the cemetery industry in both the private sector and with special districts for almost two decades and was elected in 2006 to the Board of California Association of Public Cemeteries (CAPC). While on the Board for CAPC one of my roles was Education Committee Chair, working with executive staff to identify learning and certification opportunities for our members. This experience has provided me with the skills and knowledge of board development, procedures, protocol and policy development.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

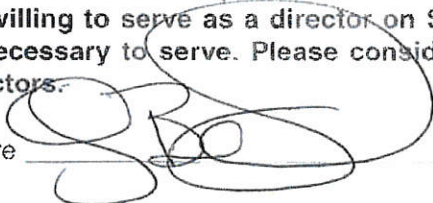
Since 2004 I have served as General Manager to the Temecula Public Cemetery District. I consider myself to be well versed in cemetery leadership, risk mitigation, best management practices and risk reduction. I hold a life insurance license from the State of California. I am an advocate for the cemetery profession, serving as a formal mentor for CAPC. I am engaged and involved heavily in my community and understand first hand the challenges and risk associated with cemetery operations and management.

**What is your overall vision for SDRMA? (Response Required)**

My overall vision for SDRMA is that it appropriately and accurately addresses the risk and mitigation needs of all its members in a thoughtful and deliberate manner; considering the size, scope and nuances of each type of public agency. This thoughtful consideration will provide better service to our members while maintaining the cost effective quality programs SDRMA continues to offer.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/27/17



## Special District Risk Management Authority Board of Directors Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Jean Bracy, SDA  
District/Agency Mojave Desert Air Quality Management District  
Work Address 14306 Park Ave., Victorville, CA 92392  
Work Phone 760-245-1661

### Why do you want to serve on the SDRMA Board of Directors?

I have served on the SDRMA Board of Directors since 2010. In 2017 I was elected by the Board to be the **Board President**. The Board strives to provide a variety of avenues for members to be successful and has adopted many important programs and policies aimed to provide members **cost effective coverage**. Each year, the Board **carefully considered** rates for services and from 2009 to 2016 voted to hold rates flat for the property/liability program. Through strategic planning SDRMA has a **strong financial base**. SDRMA has included **Cyber Coverage**; provided a **FREE Law Legal Hotline**; established a **multiple-policy discount** (5%) for each member who belongs to both the property/liability and the workers compensation programs; shares investment earnings with members through a **longevity distribution**; established the **loss prevention allowance funds** which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA **interactive website**; provided **FREE online training** through Target Solutions; launched a **Safety Specialist Certificate** program; and contracted with Company Nurse to provide **FREE screening services** for work-related injury cases. I have worked closely with **SDRMA for 17 years**. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

### What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I am serving my eighth year on the **SDRMA Board of Directors** and in 2017 I am the Board President. I am serving my fifth year on the Board of Directors for the **Special District Leadership Foundation (SDLF)** and I am the Board Secretary. On this Board I have been part of the continuing expansion of the SDLF programs, including the premier program, **District of Distinction**, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Deputy Director – Administration for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA), statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?**

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

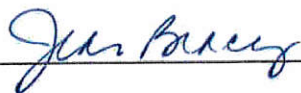
I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

**What is your overall vision for SDRMA?**

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to see members educated to be wise in their management to reduce costs and deliver their very important missions to their communities. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

2-27-17

## RESOLUTION 2017 - 18

### A RESOLUTION OF THE GOVERNING BODY OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

**WHEREAS**, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

**WHEREAS**, SDRMA's Board of Directors approved Policy No. 2017-03 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

**WHEREAS**, Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the McKinleyville Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(CONTINUED ON PAGE 2)

**OFFICIAL 2017 ELECTION BALLOT  
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY  
BOARD OF DIRECTORS**

**VOTE FOR ONLY FOUR (4) CANDIDATES**

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30p.m., Tuesday, August 29, 2017. Faxes or electronic transmissions are NOT acceptable.

- ☐ **TIMOTHY UNRUH**  
District Manager, Kern County Cemetery District No. 1
- ☐ **JAMES M. HAMLIN (Jim)**  
Board Director, Burney Water District
- ☐ **MIKE SCHEAFER (INCUMBENT)**  
Director/President, Costa Mesa Sanitary District
- ☐ **MICHAEL J. KAREN**  
Board Director, Apple Valley Fire Protection District
- ☐ **DAVID ARANDA (INCUMBENT)**  
General Manager, Mountain Meadows Community Services District
- ☐ **CINDI BEAUDET**  
General Manager, Temecula Public Cemetery District
- ☐ **JEAN BRACY, SDA (INCUMBENT)**  
Deputy Director – Administration, Mojave Desert Air Quality Management District

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on June 7, 2017 by the following polled vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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

Attest:

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



# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **ACTION**

---

**ITEM: E.10**                      **Approve Resolution 2017-19 Awarding Contract to Lighthouse Electrical, Inc./ ICAD Automation as the Successful Bidder Related to Bids Received for the Digital Control System Upgrade Design/Build Project**

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

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

### **Recommendation:**

Staff recommends that the Board review the information provided, take public comment and consider approving Resolution 2017-19, **Attachment 1** awarding the contract to Lighthouse Electrical, Inc., **Attachment 2** as the successful bidder related to bids received for the Digital Control System Upgrade Design/Build Project.

### **Discussion:**

McKinleyville Community Services District (MCSD) requested bids from firms qualified to design, provide all necessary hardware/software and related equipment, install and perform all necessary programming and integration of system upgrades to existing digital controls that are part of MCSD's Supervisory Control and Data Acquisition (SCADA) system.

Upgrades will consist of the specification and conversion of ten existing Remote Telemetry Units (RTUs) to Programmable Logic based Controllers (PLCs), the integration of the new PLCs to the existing controls and sensors at the pump stations per the existing I/O protocol. The specification and conversion of the ten PLCs to an updated communications system between the PLCs and the existing SCADA digital centralizer located at the District's office will be considered during the design phase.

The removal of existing RTUs, installation and connection of any new required communication equipment and lines to the digital centralizer. Programming of PLCs, ensuring seamless operation and communication of new equipment with the District's existing SCADA system, and training of MCSD personnel on operation of the new equipment and all other work required to complete the modifications as described in the Specifications.

Bids were accepted through May 3<sup>rd</sup> with two bidders responding as follows:

Item	Description	Lighthouse Electrical/ICAD Automation	Telstar Instruments Inc.
1	System Upgrade Design	\$37,669.50	\$33,330.00
2	Mobilization/Demobilization	\$15,500.00	\$9,987.00
3	Supply, install, program & integrate new PLC's, remove existing RTU controllers	\$61,744.16	\$136,520.00
4	Supply, install, program & integrate new digital centralizer, remove existing digital centralizer (RTU-99)	\$3,395.52	\$56,509.00
5	Supply, install, connect new radio based communications	\$50,624.33	\$37,720.00
6	Staff training including O&M Manuals for new equipment	\$18,699.50	\$24,630.00
	Total	\$187,633.02	\$298,696.00

Additional supporting material was requested from both contractors and received by 1:00 on Thursday, June 1, 2017 included in **Attachment 2 & 5**. The submittal material was reviewed for both bids, and it is the opinion of the consultant and staff that both bids were responsive and responsible. Lighthouse Electrical, Inc. / ICAC Automation is the apparent low bidder.

Based on the results of the ranking of the responses to this bids compiled by the consultant and staff included in **Attachment 3**, the consultant and staff recommend that the Board of Directors award the contract for the Digital Control System Upgrade Design/Build Project to Lighthouse Electrical, Inc./ ICAD Automation.

### **Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Contract amount is \$187,33.02 plus 10% contingency totaling \$206,396.02. No Budget amendment is necessary as this amount was included in the Operations Budget for FY 2017/18

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Resolution 2017-19
- Attachment 2 – Contract Between MCSD and Lighthouse Electrical
- Attachment 3 – Memo from GHD
- Attachment 4 – Bid Results
- Attachment 5 – Telstar Instruments Inc. Proposal

**RESOLUTION 2017 - 19****A RESOLUTION OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AWARDING  
THE DIGITAL CONTROL SYSTEM UPGRADE DESIGN/BUILD PROJECT TO  
LIGHTHOUSE ELECTRICAL, INC./ ICAD AUTOMATION**

**WHEREAS**, the Board of Directors of the McKinleyville Community Services District (the "District") determined that there is a pressing need to upgrade the existing digital controls that are part of the District's Supervisory Control and Data Acquisition (SCADA) systems, which operate the District's water and wastewater facilities; and

**WHEREAS**, the Board finds that the technological upgrades are necessary to enhance safety, security, and disaster preparedness; and

**WHEREAS**, the District, in consultation with GHD, Inc., prepared a Request for Qualifications and Request for Proposals for The Digital Control System Upgrade Design/Build Project ("Project") to solicit bids for the design and installation of the required system upgrades; and

**WHEREAS**, the District issued and publicized the Request for Qualifications and Request for Proposals in the manner required by the California Public Contract Code; and

**WHEREAS**, the Request for Qualifications and Request for Proposals required that all prospective bidders submit their proposals and supporting information to the District on or before 3:00 p.m. on Friday, May 12, 2017; and

**WHEREAS**, the District received proposals from Lighthouse Electrical, Inc. / ICAD Automation in the amount of \$187,633.02 and from Telstar Instruments, Inc. in the amount of \$298,696.00; and

**WHEREAS**, pursuant to a supplemental request for information, the District requested further information from the above-referenced bidders to further evaluate their qualifications to perform the Project; and

**WHEREAS**, the District, in consultation with GHD, Inc. finds that Lighthouse Electrical, Inc. / ICAD Automation is the lowest, responsible, responsive, and qualified bidder and desires to award the Project to Electrical, Inc. / ICAD Automation EXHIBIT A.

**NOW, THEREFORE, BE IT RESOLVED**

1. That the contract for design and construction services for The Digital Control System Upgrade Design/Build Project be awarded to the lowest responsible bidder Electrical, Inc. / ICAD Automation in the amount of \$187,633.02;
2. Include a 10% contingency in the amount of \$18,763.00 for a total contract amount not to exceed \$206,396.00
3. That the District Board President is authorized to execute a contract with Lighthouse Electrical, Inc. / ICAD Automation for construction services and, if necessary, that the General Manager is authorized to negotiate change orders within the overall Project budget in substantial conformance with the plans and specifications issued as part of the Request for Proposals;

4. That the General Manager is hereby authorized and directed to take such actions as he may deem necessary and proper to effectuate and consummate the contract, subject to final review and approval by District counsel.

**ADOPTED, SIGNED AND APPROVED** at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on June 7, 2017 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Dennis Mayo, Board President

Attest:

---

Emily Abfalter, Board Secretary



## Memorandum

June 1, 2017

To: Greg Orsini, General Manager, MCSD

Cc: James Henry, MCSD

From: Pat Kaspari, GHD

Tel: 707-443-8326

Subject: MCSD Digital Control System Upgrade Design/Build Project – Bid  
Award Recommendation

Job no.: 11136534

The District received two bids for the Digital Control System Upgrade Design/Build Project on Friday, May 12, 2017, with the following results:

Company	Lighthouse Electrical/ICAD Automation	Telstar Instrument., Inc.
Total Bid Amount	\$187,633.02	\$298,696

Additional supporting material was requested from both contractors and received by 1:00 on Thursday, June 1, 2017. I have reviewed the submittal material for both bids, and it is my opinion that both bids were responsive and responsible. Lighthouse Electrical is the apparent low bidder.

Based on the results of the ranking of the responses to this bid compiled by yourself, James Henry, and I (see attached Selection Criteria ranking sheet), I recommend that the Board of Directors award the contract for the Digital Control System Upgrade Design/Build Project to Lighthouse Electrical, Inc.

I have attached a copy of the complete tabulated bid results, Bid Completeness Check and Final Ranking Sheet to this memo. If you have any questions please don't hesitate to call me.

Patrick Kaspari, P.E.  
Associate Engineer

# McKinleyville CSD – Digital Control System Upgrades Design/Build

## SELECTION CRITERIA

The following is the proposed selection criteria to be used by the District in ranking the responses to this Bid:

	CRITERIA	POINT RANGE
1.	Bid Price	0-20
2.	Responsiveness of the Bid to the scope of services and overall understanding of the engagement	0-20
3.	Prior experience with similar scope of work projects	0-20
4.	Documented performance on similar projects	0-20
5.	Organization, size and structure of the firm	0-10
6.	Misc. criteria to be clearly documented on the evaluation form	0-10
	<b>Maximum Points to be awarded</b>	<b>100</b>

	ICAD Automation/Lighthouse Electrical	POINTS AWARDED
1.	Bid Price	20
2.	Responsiveness of the Bid to the scope of services and overall understanding of the engagement	18
3.	Prior experience with similar scope of work projects	15
4.	Documented performance on similar projects	18
5.	Organization, size and structure of the firm	8
6.	Misc. criteria to be clearly documented on the evaluation form APPARENT MORE TIME SPENT ON SCOPE PREP	2
	<b>Maximum Points to be awarded</b>	<b>81</b>

	Telstar Instruments	POINTS AWARDED
1.	Bid Price	10
2.	Responsiveness of the Bid to the scope of services and overall understanding of the engagement	18
3.	Prior experience with similar scope of work projects	18
4.	Documented performance on similar projects	18
5.	Organization, size and structure of the firm	9
6.	Misc. criteria to be clearly documented on the evaluation form	0
	<b>Maximum Points to be awarded</b>	<b>73</b>



# Bid Tabulation Results from May 12, 2017 Bids

**Owner:** McKinleyville Community Services District

**Project Name:** Digital Control System Upgrades Design/Build Project

**Project Location:** McKinleyville, CA

**Date of Bid:** 5/12/2017

**Prepared by:** Nathan Stevens

**Reviewed by:** Pat Kaspari

			ICAD Automation/ Lighthouse Electrical			Telstar Instruments					
Item No.	Description	Units	Quantity	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	System Upgrade Design	LS	1	\$37,669.50	\$37,669.50	\$33,330.00	\$33,330.00				
2	Mobilization/Demob	LS	1	\$15,500.00	\$15,500.00	\$9,987.00	\$9,987.00				
3	Supply, install, program & integrate new PLCs, remove existing RTU controllers	EA	10	\$6,174.42	\$61,744.20	\$13,652.00	\$136,520.00				
4	Supply, install, program & integrate new digital centralizer, remove existing digital centralizer (RTU-99)	EA	1	\$3,395.52	\$3,395.52	\$56,509.00	\$56,509.00				
5	Supply, install, connect new Radio base communications	EA	10	\$5,062.43	\$50,624.30	\$3,720.00	\$37,200.00				
6	Staff training including O&M Manuals for new equipment	LS	1	\$18,699.50	\$18,699.50	\$24,630.00	\$24,630.00				
<b>TOTAL BID AMOUNT</b>					<b>\$187,633.02</b>	<b>*\$298,696.00</b>					

\* Due to math error on line #5 the itemized and total bid price are off by \$520

Item	Contractor							
	Lighthouse Electrical		TelStar Instruments					
	Included?	Comments	Included?	Comments	Included?	Comments	Included?	Comments
Bid	X		X					
List of Subcontractors	X	Industrial Control & Design	X					
Bid Bond	X		X					
Authority to Sign Bid Proposal (if applicable)	X		X					
Power of Attorney (if bonds signed by attorney-in-fact)	X		X					
Description of Proposed PLC Equipment and Communication Network	X	A lot of qualifiers on Radio line item, but no real deal breakers, just making scope clear.	X	They don't call out exactly what PLC they are going to use				
Details of Three Completed Projects with Contact Information	X		X					
References	X	Called and all provided good references	X	Didn't call				
Attendance at Pre-Bid Meeting	X		X					
Acknowledge Bid Addendum	X		X					
Class A or C10 Contractor Lic. in good Standing with State of CA	X	Lisc #871256	X	Lisc # 422364				
Identify Shareholders, partners	X		X					
Worker's Comp and Safety Program	X		X					
Organizational Documents	X		X					

**AGREEMENT BETWEEN THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AND LIGHTHOUSE ELECTRICAL, INC. PROVIDING FOR CONSTRUCTION SERVICES ASSOCIATED WITH THE *DIGITAL CONTROL SYSTEM* UPGRADES DESIGN/BUILD PROJECT**

This AGREEMENT BETWEEN THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AND LIGHTHOUSE ELECTRICAL, INC., PROVIDING FOR CONSTRUCTION SERVICES ASSOCIATED WITH DIGITAL CONTROL SYSTEM UPGRADES DESIGN/BUILD PROJECT (this "Agreement"), is entered into as of June 7, 2017 (the "Effective Date"), between the McKinleyville Community Services District, a duly formed community services district pursuant to California Government Code § 6100, et seq. (hereinafter referred to as "District", "Owner" or "MCSD"), and LIGHTHOUSE ELECTRICAL, INC. a California corporation (hereinafter "Contractor").

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, MCSD and Contractor agree as follows:

**AGREEMENT**

**1. Scope of Work and Contract Documents**

Contractor shall furnish to the District, upon its request, the Work set forth in the "Scope of Work" (hereinafter "Work") described in the Contractor's proposal dated May 8, 2017, which is attached hereto as "**Attachment A**" and incorporated by reference. The Work shall be performed in accord with the "Specifications", as further described in "**Attachment B**". This Agreement, the Scope of Work, (**Attachment A**) and the Specifications (**Attachment B**) collectively constitute the "Contract Documents" as said term is used in this Agreement. Requests by the District to Contractor to perform under this Agreement will be made by the General Manager of the District, or an authorized representative thereof. Work provided at the District's request by Contractor under this Agreement will be performed in a manner consistent with the requirements and standards established by applicable federal, state and county laws, ordinances, regulations, and resolutions. Such laws, ordinances, regulations, and resolutions include, but are not limited to, those to which reference is made in this Agreement.

**2. Term and Progress Schedule**

The term of this Agreement shall be from July 1, 2017, through December 31, 2017, unless sooner terminated as provided below. The Work shall be weather-tight by December 31, 2017, and completed within 120 calendar days of the date following the District's provision of written Notice to Proceed to Contractor.

### **3. Standard of Care in Performing the Work**

Contractor represents and warrants to the District each of the following:

(i) Contractor is knowledgeable and experienced in providing services comparable to the Work, and will maintain all necessary licensure pursuant to Section 7 of this Agreement when performing the Work;

(ii) The Work will be performed in a manner consistent with the level of care and skill ordinarily exercised by other design and construction professionals under similar circumstances in accordance with customarily accepted good and sound professional practices and procedures;

(iii) Contractor and its agents, subordinates, and employees and any subcontractors performing Work under this Agreement shall perform every part of the Work hereunder in strict accordance with this Agreement, applicable federal, state, county and municipal laws, orders, rules, regulations and directives, including, but not limited to, EPA and OSHA regulations, environmental, health and safety laws, and laws pertaining to wages and other conditions of employment, as further set forth in this Agreement;

(iv) Contractor shall be strictly responsible for the proper design and performance of the Work and for any loss or damage to the District or to others by reason of Contractor's failure to properly design and perform the Work;

(v) The Contractor has carefully examined the Specifications and such Specifications set forth in Attachment B are full and complete, and are sufficient to have enabled the Contractor to determine the cost of the work therein in order to enter into this Agreement;

(vi) The Specifications are sufficient to enable Contractor to design and construct the Work outlined therein in accordance with applicable laws, statutes, building codes and regulations, and otherwise to fulfill all Contractor's obligations hereunder; and

(vii) The Contractor has visited the site, examined all conditions

affecting the Work, and is fully familiar with all of the conditions thereon and affecting the same.

#### **4. Contract Sum**

##### **A. Compensation and Progress Payments.**

The District shall pay Contractor the amounts recited and in accordance with the timing intervals set forth in the “Bid Schedule” (set forth in **Attachment A**) for the Work described in “Scope of Work” (set forth in **Attachment A**) which are performed by Contractor at the District’s request. The total project cost shall not exceed the total amount for the entirety of the Work set forth in the Bid Schedule, unless otherwise authorized by the District in writing prior to Contractor incurring additional expenses. Payment intervals shall be in accord with paragraph 4.E. of this Agreement, below.

##### **B. Travel and Per Diem.**

Unless otherwise agreed by the parties, Contractor will not be paid or reimbursed for travel expenses or per diem which Contractor incurs in providing the Work requested by the District under this Agreement.

##### **C. No Additional Consideration Absent Written Change Order.**

Except as expressly provided in paragraph 4.G. of this Agreement, below, Contractor shall not be entitled to, nor receive from the District, any additional consideration, compensation, salary, wages, or other type of remuneration in excess of the total amount set forth in the Bid Schedule set forth in Attachment A for services or work rendered under this Agreement. Specifically, Contractor shall not be entitled, by virtue of this Agreement, to consideration in the form of overtime, health insurance benefits, retirement benefits, disability retirement benefits, sick leave, vacation time, paid holidays, or other paid leaves of absence of any type or kind whatsoever.

##### **D. Limit Upon Amount Payable Under Agreement.**

The total sum of all payments made by the District to Contractor for the Work performed under this Agreement shall not exceed amounts specified in the Bid Schedule (set forth in **Attachment A**) and/or any authorized adjustments made consistent with the terms and conditions of this Agreement (hereinafter referred to as “Contract Limit”) and the Public Contract Code. The District expressly reserves the right to deny any payment or reimbursement requested by Contractor for services or work performed which is in excess of the Contract

Limit.

#### **E. Billing and Payment.**

Contractor shall submit to the District, not more than once per month, an itemized statement of all the Work described in the Scope of Work, which were done at the District's request. The statement to be submitted will cover the period from the first day of the preceding month through and including the last day of the preceding month. All statements submitted in request for payment should identify the date on which the Work were performed and describe the nature of the Work which were performed on each day. Invoicing shall be informative and concise regarding work performed during that billing period. The District shall make payment to Contractor within thirty (30) days of receipt of an itemized statement, but shall retain ten percent (10%) of each such payment in accordance with Section 9203 of the Public Contract Code until the project is completed. Should Contractor produce incorrect invoices, the District shall withhold payment until corrected.

#### **F. Federal and State Taxes.**

(1) The District will not withhold any federal or state income taxes or social security from any payments made by the District to Contractor under the terms and conditions of this Agreement.

(2) The District shall withhold California State income taxes from payments made under this Agreement to non-California resident independent contractors when it is anticipated that total annual payments to Contractor under this Agreement will exceed one thousand four hundred ninety-nine dollars (\$1,499.00).

(3) Except as set forth above, the District has no obligation to withhold any taxes or payments from sums paid by the District to Contractor under this Agreement. Payment of all taxes and other assessments on such sums is the sole responsibility of Contractor. The District has no responsibility or liability for payment of Contractor's taxes or assessments.

(4) The total amounts paid by the District to Contractor, and taxes withheld from payments to non-California residents, if any, will be reported annually by the District to the Internal Revenue Service and the California State Franchise Tax Board.

#### **G. Changes to Scope of the Work.**

If at any time during the progress of the Work the District desires to make any additions to, alterations of, deviations or omissions from the Work, District

Digital Control Upgrade/ Lighthouse Electrical Inc.

shall have the right to do so to the extent permitted by the California Public Contract Code and the same shall in no way affect or make void this Agreement. No extra work shall be made except on the District's written request by change order ("Change Order"). All Change Orders will be in writing and signed by the District and the District's Engineer. Each Change Order shall identify the proposed change in the Work and will include a proposed basis for adjustment, if any, in the Bid Schedule. The District may prepare a Change Order without invalidating the Agreement, order changes in the Work within the general scope of the Agreement consisting of additions, deletions, or other revisions, with the Bid Schedule being adjusted accordingly. Any changes that decrease the cost of the Work shall be evaluated on a lump-sum basis and deducted from the sums set forth in the Bid Schedule set forth in **Attachment A**. Any extra Work that increases the cost of the Work shall at District's option be evaluated (i) on a lump-sum basis, the amount thereof to be agreed on in writing before execution of the Work or (ii) on the basis of "Actual Necessary Cost" (defined below), plus ten percent (10%).

"Actual Necessary Cost" shall be limited to:

- (i) expenditures for materials, supplies, and labor (including foremen's wages) furnished by Contractor;
- (ii) additional cost to Contractor for insurance required because of authorized changes; and
- (iii) an allowance based on current market rental prices for the use of vehicles and equipment. The "Actual Necessary Cost" shall not include any allowance for Contractor's office expense, general superintendent, or other overhead or general expense.

Contractor shall not be entitled to compensation for any extra Work unless the District has issued a written Change Order designating in advance the amount of additional compensation to be paid for the extra Work prior to Contractor incurring the expense or performing the extra Work. Without limitation on the Contractor's obligation to comply with the extra Work and Change Order protocol, if main or trunkline utilities are not identified by the District in the Plans, Specifications and Drawings made a part of the Work, Contractor may be compensated for the costs of locating, repairing damage not due to the failure of the Contractor to exercise reasonable care, and removing or relocating such utility facilities not indicated in the Plans Specifications and Drawings, and for equipment on the project necessarily idled during such work and Contractor shall not be assessed any delay damages directly caused by the failure to identify the utilities in accord with Government Code Section 4215.



## **5. Work Schedule**

Upon the issuance of a formal written “Notice to Proceed” from the District, Contractor’s obligation is to perform, in a timely manner, the Work identified in the Scope of Work which is requested by the District. It is understood by Contractor that the performance of the Work will require a varied schedule. Contractor, in arranging its own schedule, will coordinate with the District to ensure that all Work requested by the District under this Agreement will be performed within the time frames set forth by the District in **Attachments A** and **B**. Contractor shall endeavor to perform the Work during normal business hours in order to limit the impacts of construction traffic and noise on surrounding property owners.

## **6. Guaranties and Warranties**

### **A. Manufacturer’s Specifications and Warranties—Assignment.**

The Contractor shall assemble for the District’s Architect and/or Engineer’s approval and transmittal to the District three (3) complete copies in looseleaf binders of all operating and maintenance data from all manufacturers whose equipment is installed in the Work. In addition, the Contractor shall secure and deliver to the District written warranties and guaranties from subcontractors, sub-subcontractors and suppliers bearing the date of Substantial Completion or some other date as may be agreed to by the District and stating the period of warranty.

### **B. Contractor’s Warranty.**

Contractor guarantees all equipment, material, supplies and Work furnished on the job against defective construction or workmanship for a period of one (1) year following recordation of a Notice of Completion on the Work for patent defects and for a period of ten (10) years following recordation of a Notice of Completion on the Work for latent defects, except when a longer guaranty is provided by the supplier or manufacturer of any equipment, material or supplies incorporated into the Work. Upon receipt of written notification from District that any Work is defective, Contractor shall immediately remedy, repair, or replace, without cost to District and to District's entire satisfaction, all such defective construction or workmanship. Contractor expressly agrees to act as coguarantor of any such equipment, material or supplies incorporated into the Work for the period during which any guaranty is effective. Contractor shall supply District with all warranty and guaranty documents relative to equipment and materials incorporated in the Work and guaranteed by the suppliers or manufacturers of such equipment and materials.

## **7. Required Licenses, Certificates and Permits**

Any licenses, certificates, or permits required by federal, state, county, or municipal governments for Contractor to provide the Work described in **Attachment A** must be procured by Contractor and be valid at the time Contractor enters into this Agreement. Further, during the term of this Agreement, Contractor must maintain such licenses, certificates, and permits in full force and effect. Licenses, certificates, and permits may include, but are not limited to, driver's licenses, professional licenses or certificates, contractor's licenses, and business licenses. Such licenses, certificates, and permits will be procured and maintained in force by Contractor at no expense to the District. Contractor will provide the District, upon execution of this Agreement, with evidence of current and valid licenses, certificates and permits which are required to perform the Work identified in **Attachment A**. Where there is a dispute between Contractor and the District as to what licenses, certificates, and permits are required to perform the Work identified in **Attachment A**, District reserves the right to make such determination for purposes of this Agreement.

## **8. Office Space, Supplies, Equipment, Etc.**

Contractor shall provide such office space, supplies, equipment, vehicles, reference materials, support services, and telephone service as is necessary for Contractor to provide the Work identified in **Attachment A** to this Agreement. The District is not obligated to reimburse or pay Contractor for any expense or cost incurred by Contractor in procuring or maintaining such items. The costs and expenses incurred by Contractor in providing and maintaining such items is the sole responsibility and obligation of Contractor.

## **9. District Property**

### **A. Personal Property of District.**

Any personal property such as, but not limited to, protective or safety devices, badges, identification cards, keys, uniforms, etc., provided to Contractor by the District pursuant to this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of the District. Contractor will use reasonable care to protect, safeguard, and maintain such items while they are in Contractor's possession. Contractor will be financially responsible for any loss or damage to such items, partial or total, which is the result of Contractor's negligence.

### **B. Products of Contractor's Work and Services.**

Any and all compositions, publications, plans, designs, specifications, blueprints, maps, formulas, processes, photographs, slides, video tapes, computer programs, computer disks, computer tapes, memory chips, films, audio-visual presentations, exhibits, reports, studies, patents, trademarks, copyrights, or intellectual properties of any kind which are created, produced, assembled, compiled by, or are the result, product or manifestation of, Contractor's services or work under this Agreement are, and at the termination of this Agreement remain, the sole and exclusive property of the District. At the termination of the Agreement, Contractor will convey possession and title to all such properties to District.

#### **10. Workers' Compensation Insurance**

Contractor shall provide workers' compensation insurance coverage, in the legally required amount, for all Contractors' employees utilized in providing Work pursuant to this Agreement. By executing a copy of this Agreement, Contractor acknowledges its obligations and responsibilities to its employees under the California Labor Code, and warrants that Contractor has complied and will comply during the term of this Agreement with all provisions of the California Labor Code with regard to its employees. Contractor, at the time of execution of this Agreement, will provide the District with evidence of the required workers' compensation insurance coverage.

#### **11. Public Work**

##### **A. Determination.**

The Work to be provided by Contractor under this Agreement constitute a Public Work within the meaning of California Labor Code Sections 1720 and 1720.3. Accordingly, and as required by Section 1771 of the California Labor Code, Contractor and any subcontractor under him, shall pay not less than the general prevailing rate of per diem wages, and not less than the general prevailing rate of per diem wages for holiday and overtime work, to all workers employed in the execution of those Work described in **Attachment A** of this Agreement.

##### **B. Prevailing Wage Rate.**

The general prevailing rate of per diem wages applicable to each class of worker employed in the execution of the Work that constitute a Public Work described in this Agreement has been determined by the Director of the California Department of Industrial Relations (hereinafter referred to as "Director"). The Director's determination is available through a link to CA Dept of Industrial Relations website (2015): <http://www.dir.ca.gov>.

### **C. Apprentices.**

Pursuant to Section 1777.5 of the California Labor Code, properly registered apprentices performing services and work that constitute a Public Work, if any, shall be paid the standard wage paid to apprentices under the regulations of the craft or trade at which he or she is employed, and shall be employed only at the work of the craft or trade to which he or she is registered.

### **D. Penalty for Non-Payment of Prevailing Wages.**

Pursuant to Section 1775 of the California Labor Code, Contractor, and any subcontractor under him, shall as a penalty to the District, forfeit not more than two hundred dollars (\$200.00) for each calendar day, or portion thereof, for each worker paid less than the general rate of per diem wages for the performance of services and work that constitute a Public Work, as determined by the Director of Industrial Relations, for the work or craft for which the worker is employed in the performance of the Work provided under this Agreement that constitute a Public Work, except as provided by subdivision (b) of Section 1775, of the California Labor Code.

### **E. Payroll Records.**

Pursuant to Section 1776 of the California Labor Code, Contractor, and any subcontractor under him, shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the performance of the Work requested by the District, as described in the Scope of Work of this Agreement. Failure to provide certified payrolls and supporting documentation within 10 days of request by the MCSD or the DIR may result in penalties of one hundred dollars (\$100.00) per day per worker for each day the requested information is late (beyond the initial 10 days).

### **F. Inspection of Payroll Records.**

Contractor, and any subcontractor under him, shall comply with each of the additional requirements set forth in California Labor Code Section 1776, regarding: (1) the form of records; (2) the provision of records upon request to the District, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the California Department of Industrial Relations; and, (3) the inspection of records by the public.

### **G. Posting of Prevailing Wages at Job Sites.**

Pursuant to California Labor Code Section 1773.2, Contractor shall post

at each job site in connection with this Agreement a copy of the Director's determination of the general prevailing rate of per diem wages for each classification of work required in the execution of the Work described in Attachment A of this Agreement that constitute a Public Work.

#### **H. Hours.**

Pursuant to Section 1810 of the California Labor Code, the time of services of any worker employed by Contractor, or by any subcontractor under him, in the performance of the Work described in the Scope of Work of this Agreement that constitute a Public Work, is limited and restricted to eight hours during any one calendar day, and 40 hours during any one calendar week, except as otherwise provided by the California Labor Code.

#### **I. Overtime.**

Pursuant to California Labor Code Section 1815, the performance of the Work, as described in the Scope of Work of this Agreement that constitute a Public Work, by employees of Contractor, or employees of any subcontractor under him, in excess of eight hours per calendar day at not less than one and one-half (1 ½ ) times the basic rate of pay.

#### **J. Records of Hours.**

Contractor, and any subcontractors under him, shall keep an accurate record showing the name of and actual hours worked each calendar day and each calendar week by each worker employed by him or her in connection with the performance of the Work requested by the District, as described in the Scope of Work of this Agreement. The record shall be kept open at all reasonable hours to the inspection of the District and to the Division of Labor Standards Enforcement as required by Labor Code Section 1812.

#### **K. Penalty for Violation of Overtime Hours.**

Pursuant to California Labor Section 1813, Contractor, and any subcontractors under him, shall, as a penalty to the District, forfeit twenty-five dollars (\$25.00) for each worker employed by the respective contractor or subcontractor in the execution of the Work requested by the District that constitute a Public Work, as described in the Scope of Work of this Agreement, for each calendar day during which the worker is required or permitted to work more than eight hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of the California Labor Code.

#### **L. Contractor Registration Requirements**

No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project, unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

All contractors/subcontractors and related construction services subject to prevailing wage, including but not limited to: trucking, surveying and inspection work must be registered with the Department of Industrial Relations as a “public works contractor”. Those who fail to register and maintain their status as a public works contractor shall not be permitted to perform work on the project.

#### **M. Department of Industrial Relations Jurisdiction**

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

#### **N. Payment Conditioned on Full Labor Compliance**

The District may withhold any portion of a payment; including the entire payment amount, until certified payroll forms and related documentation are properly submitted, reviewed and found to be in full compliance. In the event that certified payroll forms do not comply with the requirements of Labor Code Section 1720 et seq., the District may continue to hold sufficient funds to cover estimated wages and penalties under the contract.

### **12. Insurance**

#### **A. General Liability.**

Contractor shall procure, and maintain during the entire term of this Agreement, a policy of general liability insurance which covers all the Work to be performed by Contractor under this Agreement. Such policy shall have a per occurrence combined single limit coverage of not less than one million dollars (\$1,000,000). Such policy shall not exclude or except from coverage any of the Work required to be performed by Contractor under this Agreement. The required policy of insurance shall be issued by an insurer authorized to sell such insurance by the State of California, and have at least a “Best’s” policyholder’s rating of “A” or “A+”. Prior to commencing any work under this Agreement, Contractor shall provide the District: 1) a certificate of insurance documenting

Digital Control Upgrade/ Lighthouse Electrical Inc.

evidence of the required coverage; 2) an additional insured endorsement applying to the McKinleyville Community Services District, its agents, officers and employees; and, 3) a notice of cancellation or change of coverage endorsement indicating that the policy will not be modified, terminated, or canceled without thirty (30) days' written notice to the District.

### **B. Professional Liability Insurance.**

Contractor will file with the District, before beginning the Work, a certificate of insurance satisfactory to the District evidencing professional liability coverage of not less than \$1,000,000 per claim and annual aggregate, requiring 30 days notice of cancellation (10 days for non-payment of premium) to the District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by the District. The retroactive date (if any) is to be no later than the effective date of this Agreement. Contractor shall maintain such coverage continuously for a period of at least three years after the recordation of the Notice of Completion. Contractor shall purchase a one-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

### **C. Business Vehicle.**

Contractor shall procure and maintain in force throughout the duration of this Agreement, a business auto liability insurance policy with minimum coverage levels of one million dollars (\$1,000,000) per occurrence, combined single limit for bodily injury liability and property damage liability. The coverage shall include all Contractor-owned, non-owned, and hired vehicles employed by the Contractor in the performance of the Work requested by the District, as described in the Scope of Work (**Attachment A**). A certificate of insurance shall be provided to the District by Contractor prior to commencing any work under this Agreement. The policy shall maintain a provision prohibiting the cancellation or modification of said policy except upon thirty (30) days' written notice to the District.

### **D. Deductibles and Self-Insured Retentions.**

Any deductibles or self-insured retentions shall be declared by Contractor and must be approved by the District prior to Contractor commencing the Work requested by the District under this Agreement. If possible, the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the District, its officials, officers, employees, and volunteers, or Contractor shall provide evidence satisfactory to the District guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

### **E. Subcontractors.**

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein for Contractor.

### **F. Unemployment, Disability, and Liability Insurance.**

Contractor shall maintain, if so required by law, unemployment, disability and liability insurance in an amount to be determined by the State which is reasonable to compensate any person, firm, or corporation who may be injured or damaged by the Contractor in performing work associated with this Agreement.

## **13. Bonds**

Contractor shall furnish and maintain a performance bond in an amount equal to one hundred percent (100%) of the Contract Limit. Contractor shall also furnish and maintain a labor and materials payment bond in the amount equal to one hundred percent (100%) of the Contract Limit. The bonds shall comply with the requirements of California Civil Code Section 3248 and must be issued by an "Admitted Surety Insurer." For purposes of this Agreement, an Admitted Surety Insurer means a corporate insurer or inter-insurance exchange to which the California State Insurance Commissioner has issued a certificate of authority to transact surety insurance in California, as defined in Section 105 of the California Insurance Code. Bonds shall be in a form acceptable to the McKinleyville Community Services District Counsel. The Attorney-in-Fact (resident agent) who executes the bonds on behalf of the surety company must attach a copy of his Power of Attorney as evidence of his authority. A notary shall acknowledge this Power of Attorney as of the date of the execution of the surety bond that it covers. If any surety becomes unacceptable to the District or fails to furnish reports as to its financial condition as requested by the District, Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the District and of persons supplying labor or materials in the prosecution of the work contemplated by this Agreement.

## **14. Status of Contractor**

Contractor, its agents, officers, employees, and subcontractors shall constitute independent contractors, and not agents, officers, or employees of the District. Contractor, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of, or exercise any right or power vested in, the District, except as expressly provided by law or set forth in **Attachment A** of this



Agreement. No agent, officer, or employee of the District is to be considered an employee of Contractor. It is understood by both Contractor and the District that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.

As an independent contractor, Contractor: (1) shall determine the method, details, and means of performing the Work to be provided by Contractor under this Agreement (unless otherwise specified herein); (2) shall be responsible to the District only for the requirements and results specified in this Agreement and, except as expressly provided in this Agreement, shall be not be subjected to the District's control with respect to the physical action or activities of Contractor in fulfillment of this Agreement; and (3) Contractor, its agents, officers and employees are, and at all times during the term of this Agreement shall, represent and conduct themselves as independent contractors, and not as employees of District.

## **15. Defense and Indemnification**

Contractor shall defend, indemnify, and hold harmless the District, its agents, officers, and employees and retained engineers and/or architects from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from, or in connection with, the performance of this Agreement by Contractor, or Contractor's agents, officers, employees, or subcontractors. Contractor's obligation to defend, indemnify, and hold the District, its agents, officers, and employees and retained engineers and/or architects harmless applies to any actual or alleged personal injury, death, or damage or destruction to tangible or intangible property, including the loss of use. Contractor's obligation under this paragraph extends to any claim, damage, loss, liability, expense, or other cost which is caused in whole or in part by any act or omission of Contractor, its agents, employees, suppliers, or anyone directly or indirectly employed by any of them, or anyone for whose acts or omissions any of them may be liable. Contractor's obligation to defend, indemnify, and hold the District, its agents, officers, and employees and retained engineers and/or architects harmless under the provisions of this paragraph is not limited to, or restricted by, any requirement in this Agreement for Contractor to procure and maintain a policy of insurance.

## **16. Records and Audit**

### **A. Records.**

Contractor shall prepare and maintain all records required by the various provisions of this Agreement, and federal, state, county, and municipal law, ordinances, regulations, and directions. Contractor shall maintain these

records for a minimum of four (4) years from the termination or completion of this Agreement. Contractor may fulfill its obligation to maintain records as required by this paragraph by substitute photographs, micrographs, or other authentic reproduction of such records.

## **B. Inspections and Audits.**

Any authorized representative of the District shall have access to any books, documents, papers, and records, including, but not limited to, financial records of Contractor, which the District determines to be pertinent to this Agreement, for the purposes of making audit, evaluation, examination, excerpts, and transcripts during the period such records are to be maintained by Contractor. Further, the District has the right, at all reasonable times, to audit, inspect, or otherwise evaluate the work performed or being performed under this Agreement. In addition to the foregoing, Contractor acknowledges that all contracts for public works project with a contract sum in excess of \$10,000.00 are potentially subject to examination and audit by the California State Auditor pursuant to Government Code Section 8546.7 for three years after final payment.

## **17. Non-Discrimination**

During the performance of this Agreement, Contractor, its agents, officers, employees, and subcontractors shall not unlawfully discriminate in violation of any federal, state, or local law, against any employee, or applicant for employment, or person receiving services under this Agreement, because of race, religion, color, ancestry, national origin, physical handicap, medical condition, marital status, age, or sex. Contractor and its agents, officers, employees, and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), and the applicable regulations promulgated thereunder in the California Code of Regulations. Contractor shall also abide by the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said act.

## **18. District Termination and Cancellation Rights**

This Agreement may be canceled by the District without cause, and at will, for any reason by giving to Contractor 30 days' written notice ("Termination Notice") of such intent to cancel. Upon receipt of Termination Notice, Contractor shall stop all performance under this Agreement except as directed by the District. In the event of any such cancellation, Contractor shall be entitled to compensation for all work performed prior to receipt of the Termination Notice as well as work performed after receipt of the Termination Notice and prior to

expiration of the thirty (30) day notice period to the extent such post-notice work was performed at the direction of the District, assuming all of said work falls within the Scope of the Work commissioned by the District.

## **19. Assignment**

This is an agreement for the services of Contractor. The District has relied upon the skills, knowledge, experience, and training of Contractor as an inducement to enter into this Agreement. Contractor shall not assign or subcontract this Agreement, or any part of it, without the express written consent of the District. Further, Contractor shall not assign any monies due or to become due under this Agreement without the prior written consent of the District.

## **20. Default**

If Contractor abandons the Work, or fails to proceed with the Work requested by the District in a timely manner, or fails in any way as required to conduct the Work as required by this Agreement, the District may declare Contractor in default and terminate this Agreement upon five (5) days' written notice to Contractor. Contractor shall be liable to the District for all additional costs and expenses incurred by the District in finishing the Work as well as any damages incurred as a result of Contractor's default, which at the option of the District may be charged against any amounts due from the District to Contractor hereunder. Upon such termination by default, District will pay to Contractor all amounts owing to Contractor for services and work satisfactorily performed through the date of termination assuming said work falls within the Scope of the Work commissioned by the District, less any offsets the District is entitled under this Agreement. This Section 20 is not intended to constitute and shall not constitute a limitation on any damages the District may seek in the event of Contractor's default.

## **21. Waiver of Default**

Waiver of any default by either party to this Agreement shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach, and shall not be construed to be a modification of the terms of this Agreement unless this Agreement is modified as provided in paragraph 28 below.

## **22. Confidentiality**

Contractor agrees to comply with various provisions of the federal, state, and county laws, regulations, and ordinances providing that information

Digital Control Upgrade/ Lighthouse Electrical Inc.

and records kept, maintained, or accessible by Contractor in the course of providing the Work under this Agreement, shall be privileged, restricted, or confidential. Contractor agrees to keep confidential all such privileged, restricted or confidential information and records. Disclosure of such information or records shall be made by Contractor only with the express written consent of the District.

### **23. Conflicts**

Contractor agrees that it has no interest, and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the Work under this Agreement. Contractor agrees to complete and file a conflict of interest statement.

### **24. Post-Agreement Confidences**

Contractor agrees not to use any confidential, protected, or privileged information which is gained from the District in the course of providing the Work under this Agreement, for any personal benefit, gain, or enhancement.

### **25. Severability**

If any portion of this Agreement or application thereof to any person or circumstance shall be declared invalid by a court of competent jurisdiction, or if it is found in contravention of any federal, state, or local statute, ordinance, or regulation, the remaining provisions of this Agreement, or the application thereof, shall not be invalidated thereby, and shall remain in full force and effect to the extent that the provisions of this Agreement are severable.

### **26. Funding Limitations**

The ability of the District to enter into this Agreement is based upon available funding from various sources. In the event that such funding fails, is reduced, or is modified, from one or more sources, the District has the option to terminate, reduce, or modify this Agreement, or any of its terms, within ten (10) days of its notifying Contractor of the termination, reduction, or modification of available funding, except, however, the District can not reduce Contractor's right(s) to recover payments due for work performed prior to the notification. Any reduction or modification of this Agreement made pursuant to this provision must comply with the requirements (except the requirement of mutual consent) of paragraph 28 below.

### **27. Venue**

This Agreement shall be governed under the laws of the State of California and venue for any litigation under this Agreement shall be the county of Humboldt, State of California.

## **28. Amendment**

This Agreement may be extended, modified, amended, changed, added to, or subtracted from, by the mutual consent of the parties hereto, if such amendment or change is in written form, signed by authorized representatives of the parties, in full compliance with the Public Contract Code, and attached to the original Agreement to maintain continuity.

## **29. Notice**

Any notice, communication, amendments, additions, deletions to this Agreement, including change of address of either party during the term of this Agreement, shall be in writing and may be personally serviced, or sent by prepaid first class mail to the respective parties as follows:

### **McKinleyville Community Services District:**

Attention: Gregory Orsini, General Manager  
1656 Sutter Rd.  
P.O. Box 2037  
McKinleyville, CA 95519  
Phone: (707) 839-3251  
Fax: (707) 839-8456

### **Contractor:**

## **30. Entire Agreement**

This Agreement, along with ***Attachments A and B***, contain the entire agreement of the parties, and no representations, inducements, promises, or agreements otherwise between the parties not embodied herein or incorporated herein by reference, shall be of any force or effect. Further, no term of provision hereof may be changed, waived, discharged, or terminated, unless the same be in writing executed by the parties hereto.

**Signatures**

**MCKINLEYVILLE COMMUNITY SERVICES DISTRICT**

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

Name: Gregory Orsini

Title: General Manager

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

**CONTRACTOR**

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

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

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

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

ATTACHMENT A

**McKinleyville Community Services District**  
Digital Control System Upgrades Design/Build Project

**BID**

Proposal of Lighthouse Electrical Inc  
(hereinafter called "Bidder"), organized and existing under the laws of the State of California,  
doing business as a corporation \*.

To the McKinleyville Community Services District, (hereinafter called "Owner").

In compliance with your Advertisement for Bids, Bidder hereby proposes to perform all Work for the Digital Control System Upgrades Design/Build Project in strict accordance with the Contract Documents, within the time set forth therein, and at the prices stated below.

In the event of a difference between a price quoted in words and a price quoted in figures for the same quotation, the words shall be the amount bid. In the event that the product of a unit price and an estimated quantity does not equal the extended amount quoted, the unit price shall govern and the corrected product of the unit price and the estimated quantity shall be deemed to be the amount bid. If the sum of two or more items in a bidding schedule does not equal the total amounts quoted, the individual items amounts shall govern and the corrected total shall be deemed to be the amount bid.

By submission of this bid, each Bidder certifies, and in the case of a joint bid, each party certifies as to his own organization, that his bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other Bidder or with any competitor.

Bidder hereby agrees to commence Work under this Contract on or before a date to be specified in the Notice to Proceed and to fully complete the project and pay the liquidated damages as provided in Articles III and IV of the General Conditions.

\*Insert "a corporation," "a partnership," or "an individual" as applicable.



## **BID PROPOSAL**

Bidder agrees to perform all the Work described in the Contract Documents for the following prices. Bidder is advised to carefully review all sections of the Plans and Specifications in order to completely understand the Work and all constraints, including the schedule and material requirements.

The Work generally includes, but is not limited to, providing all labor, materials, equipment, and supervision required to design, provide all necessary hardware/software and related equipment, install and perform all necessary programming and integration of digital control system upgrades to the District's existing System Control and Data Acquisition (SCADA) system. Upgrades will generally consist of the specification and conversion of nine (9) existing Remote Telemetry Units (RTUs) (Intellimax and Swampfox pump station controllers) to Programmable Logic based Controllers (PLCs), the integration of the new PLCs to the existing controls and sensors at the pump station per the existing I/O protocol, the specification and conversion of the nine (9) PLCs to an updated communications system (e.g. local area network (LAN) based communication, radio based, virtual private network (VPN) based, etc.) between the PLCs and the existing SCADA digital centralizer located at the District's office, the removal of existing RTUs, installation and connection of any new required communication equipment and lines to the digital centralizer, programming of PLCs, ensuring seamless operation and communication of new equipment with the District's existing digital centralizer and SCADA Wonderware software system, and training of District personnel on operation of the new equipment and all other Work required to complete the modifications as described in the Specifications.

Contractor shall include with the Bid, equipment cut-sheets for the proposed PLCs that are included in the bid price provided below, as well as equipment cut-sheets and a narrative description of the proposed work included in the communications retrofit, system integration, and proposed staff training. Contractor shall clearly spell out any assumptions and exclusions used in the development of or included in the bid price provided below.

Contractor shall also include with their Bid a list of a minimum of three (3) completed projects over the last 5 years of similar size and complexity to the proposed work. Include for each project:

1. Project name and location.
2. Name of owner with contact number.
3. Original Bid Price and final Contract Price
4. Date of completion.

The following table has been provided for the Bidder's convenience to assist Bidder in quantifying the major components of the Work, and shall in no way be interpreted to be comprehensive. The bid shall be comprehensive and shall include all work associated with the project.

**McKinleyville Community Services District**  
**Digital Control System Upgrades Design/Build Project**

**BID SCHEDULE (REVISED PER ADDENDUM NO. 1)**

Item No.	Description	Unit	Qty.	Unit Cost	Total Cost
1.	System Upgrade Design	LS	1	\$ <u>\$37,669.50</u>	\$ <u>\$37,669.50</u>
2.	Mobilization/Demobilization	LS	1	\$ <u>\$15,500.00</u>	\$ <u>\$15,500.00</u>
3.	Supply, install, program & integrate new PLCs, remove existing RTU controllers	EA	910	\$ <u>\$6,174.42</u>	\$ <u>\$61,744.16</u>
4.	Supply, install, program & integrate new digital centralizer, remove existing digital centralizer (RTU-99)	EA	1	\$ <u>\$3,395.52</u>	\$ <u>\$3,395.52</u>
5.	Supply, install, connect new Radio based communications	EA	910	\$ <u>\$5,062.43</u>	\$ <u>\$50,624.33</u>
6.	Staff training including O&M Manuals for new equipment	LS	1	\$ <u>\$18,699.50</u>	\$ <u>\$18,699.50</u>
	<b>TOTAL</b>				\$ <u>\$187,633.02</u>
Alternative Bid Item 1	Supply, install, connect new LAN/VPN based communications	EA	910	\$ <u>N/A</u>	\$ <u>N/A</u>

Bid for McKinleyville Community Services District, Digital Control System Upgrades Design/Build Project, including all necessary labor, materials, equipment, supervision, sales tax, and all other applicable taxes and fees.

TOTAL OF BID (\$ \$187,633.02)

TOTAL OF BID IN WORDS: One hundred eighty seven thousand six hundred thirty three and two cents

Receipt of the following Addenda is acknowledged:

Addendum 1, Addendum 2

---



---



---




---

**McKinleyville Community Services District**  
Digital Control System Upgrades Design/Build Project

The representations made herein are made under penalty of perjury.

Respectfully submitted:

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Secretary  
Title

\_\_\_\_\_  
871256  
License Number

\_\_\_\_\_  
5/8/17  
Date

\_\_\_\_\_  
1/31/18  
License Expiration Date

\_\_\_\_\_  
1000024650  
DIR Registration Number

(SEAL - If Bid is by Corporation)

**SUBCONTRACTOR DETAILS**

The Bidder certifies that:

- A. ☐ I do not intend to subcontract any Work on this project.
- B. ☒ I do intend to subcontract portions of the Work on this project.

NOTE: The Bidder shall check box A or box B. If the Bidder does not check a box, it will be deemed that he has checked box A.

If awarded the Contract, the Bidder proposes to employ the following subcontractors who will perform Work or labor or render service to the Bidder in or about the Work in an amount in excess of one-half of one percent (0.5%) of the total amount of Bidder's proposal. If no subcontract Work is proposed, except within the one-half of one percent (0.5%) limit set forth, the Bidder shall so state.

NAME & ADDRESS OF SUBCONTRACTOR	DESCRIPTION OF WORK TO BE SUBCONTRACTED	SUBCONTRACTOR'S CALIF. LIC. NO.	SUB'S DIR NO.
Industrial Control & Design, Fresno CA	Engineering/Integration	N/A	1000024664

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned,

Lighthouse Electrical, Inc

as Principal, and

Merchants Bonding Company (Mutual)

, as Surety, are hereby held and firmly bound unto

McKinleyville Community Services District

, as

Owner, in the penal sum of Ten Percent (10%) of Bid Amount for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed this 25th day of April, 20 17.

The Condition of the above obligation is such that whereas the Principal has submitted to McKinleyville Community Services District a certain bid, attached hereto and hereby made a part hereof to enter into a contract in writing, for the:

Digital Control System Upgrades Design/Build Project

NOW, THEREFORE,

(a) If said bid shall be rejected, or

(b) If said bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said Bid), and shall furnish a bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said bid,

then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

SEAL:

Lighthouse Electrical, Inc

Principal

By: [Signature]

Title: Treasurer / Secretary

Merchants Bonding Company (Mutual)

Surety

By: [Signature]

Title

Daniel Peck

Attorney-In-Fact

**MERCHANTS**  
**BONDING COMPANY,™**  
**POWER OF ATTORNEY**

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

**Amy Bombini; Daniel Peck; Darren Johnson; Dustan Johnson; James G Parker III; Karen Simmons; Kathy Garrett; Nichole Fisher**

their true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver on behalf of the Companies, as Surety, bonds, undertakings and other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

**FIVE MILLION (\$5,000,000.00) DOLLARS**

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 24, 2011.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 15th day of August, 2015.



MERCHANTS BONDING COMPANY (MUTUAL)  
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*

President

STATE OF IOWA  
COUNTY OF Dallas ss.

On this 15th day of August, 2015, before me appeared Larry Taylor, to me personally known, who being by me sworn did say that he is President of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



(Expiration of notary's commission  
does not invalidate this instrument)

*Wendy Woody*  
Notary Public, Polk County, Iowa

I, William Warner, Jr., Secretary of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 25th day of April, 2017.



*William Warner Jr.*  
Secretary

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

County of Fresno )

On 4/25/17 before me, Megan Lorette Capuchino, Notary Public  
Date Here Insert Name and Title of the Officer

personally appeared Daniel Peck  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Megan Lorette Capuchino  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Bid Bond Document Date: 4/25/17  
Number of Pages: 2 Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: Daniel Peck

☐ Corporate Officer — Title(s): \_\_\_\_\_

☐ Partner — ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

☐ Corporate Officer — Title(s): \_\_\_\_\_

☐ Partner — ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

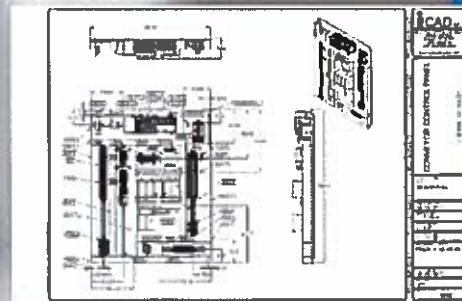
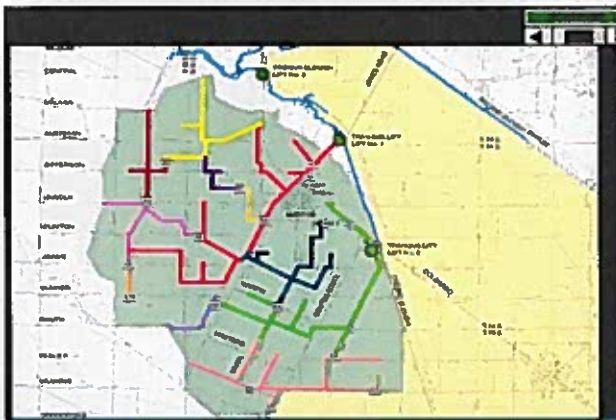
Signer Is Representing: \_\_\_\_\_





# TECHNICAL DESCRPTION & REFERENCES

MCSD CONTROL SYSTEM UPGRADE







[www.lighthouseelec.com](http://www.lighthouseelec.com)

3585 E. Date Avenue Fresno, CA 93725

(559) 498-0290

[www.icadautomation.com](http://www.icadautomation.com)

5/5/17

McKinleyville Community Services District

P.O. Box 2037, 1656 Sutter Road

McKinleyville, CA 95519

To: Dennis Mayo, President

Thank you for taking the time to consider our proposal for your Controls Upgrade Project. We are bidding this project using two companies: Lighthouse Electrical Inc (LEI) a C10 electrical contractor, as the prime contractor and Industrial Control and Design (ICAD), as the systems integrator. Both companies are owned by the same owners and operate out of the same address.

As you read our proposal and examine our references, I think you will find that ICAD is one of California's leading integration firms. Our history of reliable long-lasting systems, factory certifications and on-staff professional engineering resources make us an excellent fit for your project.

Our projects can be seen throughout California; examples of our municipal/water clients include City of Daly City, City of Kerman, City of Fresno, Tranquility Irrigation District, Root Creek Water District, Del Rey Community Services District, and Camp Roberts & Southern California Edison. We also provide sub-consultant services to leading civil engineering companies such as Provost & Pritchard and Blair, Church & Flynn.

If you need any additional information from us during the evaluation process, please don't hesitate to ask. We look forward to speaking with you further.

Sincerely,

Joel Ratto, PE

General Manager

Industrial Control and Design / Lighthouse Electrical Inc

## TABLE OF CONTENTS

Background .....	2
ICAD/LEI Advantages.....	2
Project Requirements .....	3
Our Solution .....	7
Timeline .....	11
Past Projects .....	12
Key Personnel .....	15
Appendix A – PLC Submittal.....	19
Appendix B - Radio Submittal .....	22

## Background

Started in 1991, ICAD has grown over the past 26 years to become a full service systems integrator employing approximately a dozen people with hundreds of successful projects in industrial and municipal markets throughout the United States. LEI was started by the owners of ICAD in 2005 as a C10 contractor to expand our services from design to design + installation. Our staff is a well versed group of individuals (many with 20 or more years of experience) with engineering backgrounds from the disciplines of electrical, mechanical, agricultural and water.

## ICAD/LEI Advantages

### FOCUS ON RELIABILITY

Some integrators have a reputation of having the lowest price, but the reliability of their designs is lacking. Many of these companies operate on a job to job basis; once the job is over, you will never hear from them again. Additionally, these companies lead with a low price but add change order after change order to make a profit.

ICAD/LEI goes against this trend. We stand behind our systems. We have systems operating for 20+ years and are still going strong. We also have customers that have been using us for 20+ years because of our reliability and commitment to customer satisfaction (including a fair price on change orders). Not many system integrators can say this. Period.



### COMMON OWNERSHIP

ICAD and LEI are under common ownership. This removes the possibility of "finger pointing" between the system integrator and electrical contractor.

### ON STAFF PE

ICAD does not just have access to a CA Licensed PE on a part time basis. We have a PE on staff, full time. Having this allows us to be experts in NEC code issues and the most robust engineering methods. Few other integrators can make this claim.

### ROCKWELL SYSTEMS INTEGRATOR



ICAD is a Rockwell Recognized System Integrator. Becoming a Recognized System Integrator requires an integrator to demonstrate a high level of understanding in Rockwell products along with real world project experience. If you are hiring an integrator to install a system to last the next 20 years, wouldn't you want them to be experts with the products they are installing?

## Project Requirements

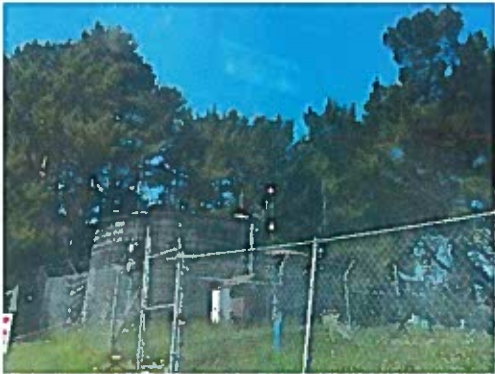
When designing the McKinleyville Controls upgrade we put the following priorities first:

- The need for radios to communicate reliably through vegetation & during varied weather conditions.
- A long life cycle.
- An open architecture, allowing future servicing of the system from any qualified individual (including the customer) rather than requiring to come back to us for any changes or issues that may arise.
- A quick implementation procedure of each site, with minimal downtime.

The design will encompass the following sites:

---

### MCKLUSKI HILL TANK SITE



The new repeater will be located at this site. Special design considerations must be made to ensure the necessary bandwidth is achieved to communicate with all sites through the existing vegetation.

A new radio and PLC will be retrofitted onto the existing backpanel at this site.

---

### COCHRAN RD TANK SITE



The Cochran Rd tank site is very close to the repeater site. There is some vegetation between the two sites but because of the relatively short distance, communication is not expected to be a problem.

The new radio and PLC will be retrofitted onto the existing backpanel at this site.

(Note: tank not shown in photo to respect no-trespassing signs of personal residence)

---

### NORTH BANK BOOSTER STATION



The North Bank Booster Station is relatively close to the McKluski Hill Tanks Site. Some vegetation and buildings appear to be within the line of site path between the site's antenna and the repeater.

The new radio and PLC will be retrofitted onto the existing backpanel at this site.

---

### FISCHER ROAD LIFT STATION



The Fischer Road Lift Station is located a medium distance from the McKluski Hill Tank Site. There appears be little vegetative disruptions between the antennas.

The new radio and PLC will be retrofitted onto the existing backpanel at this site.

---

### LETZ LANE



The Letz Lane Lift Station is located relatively far from the McKluski Hill Tank Site. Vegetation within the communication path appears to be heavy.

The new radio and PLC will be retrofitted onto the existing backpanel at this site.



---

## HILLER LIFT STATION



The Hiller Lift Station is located a medium distance from the McKluski Hill Tank Site. Relatively few vegetation or building obstructions appear to be within the communication path.

A new “stand alone” enclosure containing the PLC and radio will be mounted to the outside of the existing panel within the vault at this location.

---

## KELLY LIFT STATION



The Kelly Lift Station is located a medium distance from the McKluski Hill Tank Site. The antenna has some vegetative obstructions between it and the repeater.

A new “stand alone” enclosure containing the PLC and radio will be mounted to the outside of the existing panel within the vault at this location.

---

## B STREET LIFT STATION



The B Street lift station is located relatively close to the McKluski Hill Tank Site. Some vegetative obstructions are present.

A new “stand alone” enclosure containing the PLC and radio will be mounted to the outside of the existing panel at this location.

5/8/2017

---

#### NORTON TANK SITE



The Norton Tank Site is located the farthest distance from the McKluski Hill Tank Site. Vegetation is heavy within its radio antenna path.

The new radio and PLC will be retrofitted onto the existing backpanel at this site.

---

#### HBMWD METER

Picture not available.

The HBMWD meter transmits to the repeater at McKluski Hill.

The new radio and PLC will be retrofitted onto the existing backpanel at this site.

---

#### MCSD FIELD OFFICE



The MCSD Field Office communicates with the McKluski Hill Tank Site and contains the existing Wonderware application.

The data concentrator PLC will present all of the RTU's tags to the Wonderware system.

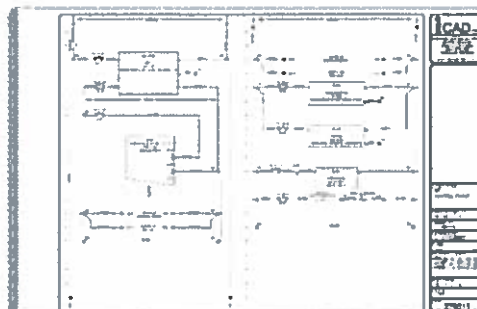
## Our Solution

### ITEM 1 SYSTEM UPGRADE DESIGN

#### DETAILS:

We will start the design process by performing a kickoff meeting/site visit. During this visit, we will meet with district personnel to answer questions and review the scope. We will also visit each site to determine exact measurements and wiring details related to integrating the new components with the existing system.

During this time, we also recommend a radio path survey to verify that the proposed solution will communicate effectively with for McKinleyville's specific terrain, environment and vegetation.



At the customer's request, the feasibility of hardwired connections between certain sites can be investigated before the 60% review.

The 60% review will contain submittals for recommended hardware along with basic drawings. After the 60% review, any feedback will be incorporated and detailed engineering of the wiring diagrams will be performed.

The 90% review will consist of the detailed engineering along with any new submittals. Any minor feedback will be then incorporated before the 100% review.

The 100% review will consist of a finalized set of engineering layouts and wiring diagrams along with submittals.

#### QUALIFICATIONS:

1. Each of the 60%, 90% 100% review meetings will be held via teleconference.
2. During the radio path survey, the existing radios may need to be taken offline to remove interference.

#### PRICING:

Base Bid: \$37,669.50

[Optional] Radio Path Survey: \$14,319.50

### ITEM 2 MOBILIZATION / DEMOBILIZATION

#### DETAILS:

Includes bonds and project management.

#### PRICING:

Base Bid: \$15,500



### ITEM 3 SUPPLY, INSTALL, PROGRAM AND INTEGRATE NEW PLC'S, REMOVE EXISTING RTU CONTROLLERS

#### DETAILS:



Seeing that the District is interested in 20+ year design life, we have chosen to use Allen Bradley PLC's due to their large market presence, proven reliability, and ease of maintenance.

Within the Allen Bradley product line, we are proposing the Micro 800 series due to its compact dimensions, extensive communication support and competitive price. The Micro 800 line has been around for 5+ years, so it is proven, but it is also at the beginning of the product life cycle, so it will be available for many years to come.

#### QUALIFICATIONS:

1. If the existing RTU's have local HMI's, these will be discarded but not be replaced as part of this proposal. These HMI's may contain controls required to make the functions of site work. This proposal does not include furnishing HMI's or addition of this functionality to the SCADA system.

#### PRICING:

Base Bid: \$61,744.16

### ITEM 4 SUPPLY, INSTALL, PROGRAM AND INTEGRATE NEW DIGITAL CENTRALIZER, REMOVE EXISTING DIGITAL CENTRALIZER (RTU-99)

#### DETAILS:

The new digital centralizer will consist of an Allen Bradley Micro 800 PLC capable of compiling all data from the other sites and presenting them to the Wonderware HMI via Ethernet.

#### QUALIFICATIONS:

1. The existing Wonderware registers will need to be re-addressed to the registers in the new system by district personnel. A list of all new registers will be given to the district.

#### PRICING:

Base Bid: \$3395.52

## ITEM 5 SUPPLY, INSTALL, CONNECT NEW RADIO BASED COMMUNICATIONS

### DETAILS:

The district is currently utilizing 450mhz radios. There are many newer options including radios in the 900mhz and 2.4Ghz bands. These radios do offer much larger throughput but may have issues with communication through the foliage and weather conditions encountered in McKinleyville. For this reason, we are proposing to stay with the 450mhz spectrum.



Before the 60% design review, a radio telemetry survey can be performed (extra cost option, see item 1). This would allow us to investigate if any of the new 900mhz, multihop radio technologies can be used in this setting. If 900mhz radios are found to be feasible the cost difference will be proposed at the 60% design review.

We have chosen Esteem radios due to their hardened construction and Encompass Partner certification with Rockwell products. These two items assure that they will provide trouble free communication for many years.

### QUALIFICATIONS:

1. Existing antennas and cabling are assumed to be in good serviceable condition and will be reused. If found to be bad or not compatible with the new 450mhz radios, a cost will be proposed at the 60% design review.
2. Radio performance cannot be guaranteed unless a site survey is performed. If the site survey dictates different hardware requirements from that proposed here, the cost difference will be proposed at the 60% design review.
3. Addendum 2 states that the existing repeater is running at 50 watts. The district's current license allows up to 4 watts of power. If the existing repeater is truly running at 50 watts due to the need to get through vegetation, 4 watt radios may not work in this application. LEI/ICAD is making this proposal on the assumption that legal (4 watt) radios will work in this application. If different radios or licensing is required, the cost difference will be proposed at the 60% design review.
4. Any relicensing fees or labor used towards relicensing are not included.
5. Each site is expected to have 1 day of local downtime to change out the radio and PLC.
6. If the existing radio frequencies are re-used, all old radios on the band will need to be turned off during change over period. This may leave a few days in which certain sites cannot communicate with the main SCADA until all sites can be upgraded. If this will be a problem, it is recommended that a new licensed band be acquired by the district. If requested, the cost of this can be proposed at the 60% design review.
7. All radios are expected to be accessible by ladder. The cost of any lifts or other equipment required to reach radios mounted at high positions is in addition to this proposal.

### PRICING:

Base Bid: \$50,624.33

[Option] Substitute 450mhz radios for 900mhz radios: \$TBD

## ITEM 6 STAFF TRAINING, INCLUDING O&M MANUALS FOR NEW EQUIPMENT

### DETAILS:

This item includes 1 day of onsite training. Also included are O&M manuals for each site containing updated as built copies of the 100% engineering and detailed operating procedures. 40 hours of support (to be used within 1 year of completion) are also included.

As built manuals will include an initial submission and a final submission per the contract documents.

### PRICING:

Base Bid: \$18,699.50

## ALTERNATIVE BID ITEM 1

### DETAILS:

Item deleted from scope per Addendum 2.

### GENERAL CONDITIONS

1. All project update meetings will be held by phone unless otherwise listed in this proposal.

## Timeline

The proposed timeline is as follows:

Task	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12-26				Wk27
Pre design kickoff																
Radio Survey (if requested)																
Prelim Engineering																
60% Design Review																
Customer Submittal Approval																
Detailed Engineering																
90% design review																
Customer Submittal Approval																
Final Engineering																
100% design review																
Customer Submittal Approval																
Installation																
Project Closeout																

## Past Projects

Our projects can be seen throughout California; examples of our municipal/water clients include City of Daly City, City of Kerman, City of Fresno, Tranquility Irrigation District, Riverstone Development Co, Del Rey Community Services District, and Camp Roberts & Southern California Edison. We also provide sub-consultant services to civil engineering companies such as Provost & Pritchard and Blair, Church & Flynn. Some highlights are as follows.

### ROOT CREEK WATER DISTRICT – RIVERSTONE WATER / WASTEWATER SCADA SYSTEM

MADERA, CA

(COMPLETED 2016)

#### SCOPE:

SCADA system consisting of:

- (3) Well Sites
  - VFD controlled pumps.
  - PLC with communications back to the main server.
- Water Tank
  - Multi stage booster pumps.
  - PLC with communications back to the main server.
- Waste Water Treatment Plant
  - Sewage lift and transfer pumps.
  - Interface with 3rd party water treatment equipment skids.
- Main Server
  - Rack mounted servers running SCADA and historian programs.
  - External alarming to operators.

#### SERVICES PROVIDED:

- Performance of radio telemetry site survey.
- Design of SCADA telemetry communication networks.
- Design of control panel layout drawings with bill of materials.
- UL508 Panel assembly of all panels.
- Programming of Allen Bradley PLC's & HMI's and Ignition SCADA.

#### PRICE:

Bid Price: \$970K

Final Price: \$980K

#### CONTACT:

Brian Partridge  
Valley Development Company, LLC  
265 E. River Park Circle, Suite 310  
Fresno, California 93720  
(559) 237-7000  
Number of years worked with contact:2+



5/8/2017

## TRANQUILITY IRRIGATION DISTRICT – SCADA SYSTEM

TRANQUILITY, CA

(MULTIPLE PROJECTS COMPLETED 2007 - 2016)

### SCOPE:

SCADA system consisting of the following:

- Radio communication between all sites.
- (6) Allen Bradley PLC RTU's located at lift stations throughout district to monitor drainage flows.
- (2) Wells w/ Allen Bradley PLC's.
- (1) Main water storage tank with Allen Bradley PLC.
- (1) Main water treatment skid with Allen Bradley PLC.
- (1) Main server located at office running Wonderware software with remote viewing and alarming capability.

### SERVICES PROVIDED:

- Provided design services consisting of:
  - PLC and HMI hardware selection.
  - Radio topography.
  - Radio selection.
  - Enclosure layout design.
  - PLC to SCADA PC communications.
- Provided integration services over several projects consisting of:
  - UL508A panel building.
  - PLC/HMI/SCADA programming.
  - Web-host software configuration.

### PRICE:

Bid Price: \$480K

Final Price: \$480K

### CONTACT:

Rodney Wade, Watermaster  
25390 W Silviera St  
Tranquility, CA 93668  
(559) 647-9211

Number of Years Worked with Contact: 5+ years



5/8/2017



## SOUTHERN CALIFORNIA EDISON – BIG CREEK DOMESTIC WATER TREATMENT PLANT UPGRADE

BIG CREEK, CA

(COMPLETED 2012)

### SCOPE:

- Complete revamp of controls in the domestic water treatment plant responsible for treatment of incoming lake water for municipal consumption. Included conversion of existing SLC500 based system to Compact Logix along with new process changes.

### SERVICES PROVIDED:

- Provided design services consisting of:
  - PLC and HMI hardware selection.
  - Enclosure layout design.
  - SCADA software selection.
- Provided integration services including:
  - UL508A panel assembly.
  - Conversion of existing PLC/HMI/SCADA programs and enhancement for new requirements.
  - Onsite installation through sister company, Lighthouse Electric with minimal downtime.

### PRICE:

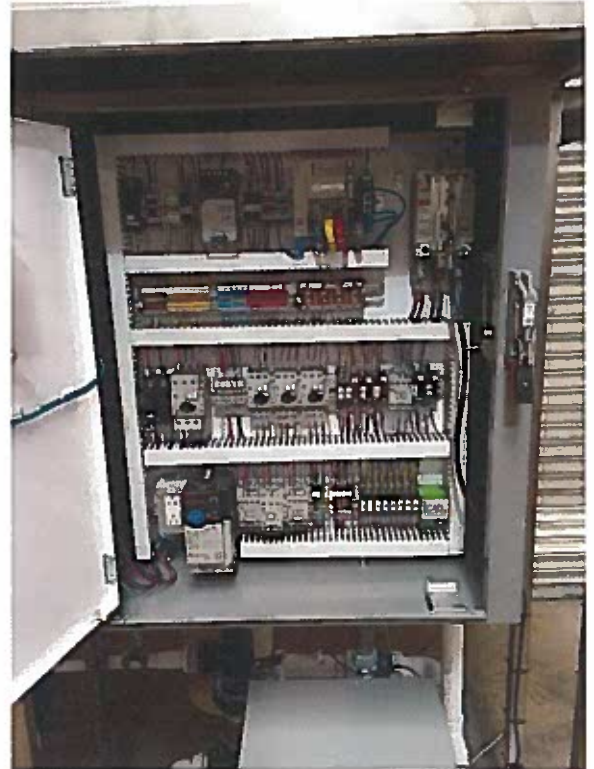
Bid Price: \$220K

Final Price: \$220K

### CONTACT:

Dave Mowry, PE, Principal  
451 Clovis Ave #200  
Clovis, CA 93612  
(559) 326-1400

Number of Years Worked with Contact: 5+ years



5/8/2017

## KEY PERSONNEL

### JOEL RATTO, PE

**Title:** General Manager/Engineer

**Job Responsibilities:** Engineering and programming, project management

**Years with company:** 9

**Degree / Year:** M.S. Integrated Technology Management (Cal Poly), 2009; B.S. Agricultural Engineering with concentration in Water Engineering (Cal Poly), 2006



#### **Key Projects**

**Customer/Location:** City of Daly City / Daly City, CA

**Project Description:** Pumping Station Design.

Designed electrical system for retrofit of Daly City pumping station from electrical service entrance onwards. Included design of 480V distribution with single line diagrams, low voltage control strategies with loop diagrams and specification of equipment and MCC's. Required interfacing new equipment with district's 3<sup>rd</sup> party SCADA vendor.

**Customer/Location:** Provost & Prichard / Fresno, CA

**Project Description:** SCADA Consulting.

Designed SCADA systems for multiple municipal domestic and waste water projects. Included design of layouts, network topologies, control panel wiring and specification of components and programming standards.

**Customer/Location:** Stion Corp / San Jose, CA; Hattiesburg, MS

**Project Description:** Plantwide SCADA System

Designed and managed construction of SCADA system integrating over 100 separate machines into a single network in a solar panel manufacturing facility. System displayed operating parameters of each machine and coordinated part flow between the machines in real time. System consisted of multiple SCADA data consolidation PLC's feeding a central SCADA server which then displayed process data on distributed HMI's through terminal sessions. Technologies used: VM Ware, Wonderware System Platform, Allen Bradley Control Logix PLC's, Omron PLC's, Beckoff PLC's, Automation Direct (Modbus) PLC's, Mitsubishi PLC's, and Prosoft communication modules.



Title: Engineering Manager

Job Responsibilities: Supervision of engineers while managing Individual projects

Years with company: 20

Degree / Year: B.S. Electrical Engineering (Cal Poly), 1992



**Key Projects**

**Customer/Location: Minarets High School / Madera, CA**

**Project Description:** Domestic and Waste Water SCADA system.

Designed and programmed SCADA system to integrate OEM equipment to be controlled from a central location. SCADA system monitors domestic water demand to coordinate start of well pumps and monitors the waste water sump levels to schedule waste flow into filter system. The system also includes alarming and paging of the operators. Technologies used: Allen Bradley Micrologix, Compact Logix, Panelview, Wonderware Intouch, SCADA Alarm.

**Customer/Location: Southern California Edison / Big Creek, CA**

**Project Description:** Integrate Upgraded MBR System into Existing Waste Water Treatment Plant Controls.

Programmed existing PLC system to integrate with new MBR system changes. Included sequencing of VFD blowers and flows to follow process conditions and integrating alarming into main system. Technologies used: Allen Bradley SLC500 PLC, Compact Logix, Panelview HMI, RsView 32 HMI.

**Customer/Location: City of Kerman / Kerman, CA**

**Project Description:** Domestic Water SCADA System.

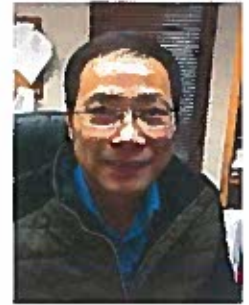
Designed and installed well site control system to integrate 10 well sites into a central location along with providing redundant local controls. Within the centrally located HMI, operators can monitor each well's pressure, start/stop setpoints and peak/off peak behaviors. An alarm system alerts the operator 24/7 with critical alarms. Technologies used: GE 90/30 PLC's, WonderWare Intouch, Win 911.

Title: Application Engineer

Job Responsibilities: HMI programming, IT

Years with company: 20

Degree / Year: B.S. Industrial Technology (Fresno State), 1995



**Key Projects**

**Customer/Location: Tranquility Irrigation District / Tranquility, CA**

**Project Description: Water SCADA System.**

Designed and implemented SCADA system to monitor canal flows throughout the district. Required use of radios to link all sites. All sites reported back to central server with extensive recording capabilities. Technologies used: Allen Bradley Micrologix, Compact Logix, WonderWare HMI, Rockwell Historian, Win 911.

**Customer/Location: Minarets High School / Madera, CA**

**Project Description: Domestic and Waste Water SCADA System.**

Networked various OEM control systems and touch screens across the high school through fiber optic cable. Programmed HMI screens for monitoring and data logging these OEM equipment data in a central location. Programmed alarm dialer software to call out alarms to maintenance's cell phone. Technologies used: Allen Bradley Micrologix, Compact Logix, Panelview, Wonderware Intouch, SCADA Alarm.

**Customer/Location: Southern California Edison / Big Creek, CA**

**Project Description: Domestic Water Treatment Plant Controls Upgrade.**

Programmed HMI computer system to monitor/control new PLC system for the domestic water treatment plant. Computer system included dual computers with control software, historian, data reporting, and alarm dialer. Technologies used: Allen Bradley Compact Logix PLC's, Wonderware Intouch, Dream Reports and Win911.

Title: Application Engineer

Job Responsibilities: PLC & HMI programming, control panel design, IT

Years with company: 4

Degree / Year: B.S. Electrical Engineering (Fresno State), 2010



**Key Projects**

**Customer/Location: Camp Roberts / Paso Robles, CA**

**Project Description: Waste Water PLC Control System.**

Programmed and implemented PLC control system to manage distribution of water within a waste water treatment plant. Included flows from headworks to effluent lift station. All control was linked to central HMI which could then be tied into customer's data acquisition systems. Technologies used: Allen Bradley PLC's, Panel View HMI.

**Customer/Location: Multiple**

**Project Description: VPN Design & Service**

Implemented a remote VPN service to link ICAD with many of our customers. This system allows ICAD to instantly troubleshoot the customers' PLC & HMI systems and perform preventative maintenance. Implementation required the use of various VPN protocols to match different customers' infrastructure along with knowledge of industry security standards. Technologies used: Cisco IPsec, Ewon, PPTP, L2TP, Open VPN.

**Customer/Location: Gleim Crown Pump / Fresno, CA**

**Project Description: Modular Pump VFD Controls.**

Designed and programmed modular pump control panel system. This is a modular system consisting of a PLC on each well. Each pump can operate as a standalone unit or be linked together within a SCADA system. Technologies used: Proface HMI, Fuji VFD's, Allen Bradley VFD's.

## APPENDIX A – PLC SUBMITTAL

## Micro850® Programmable Logic Controller

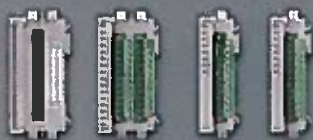


Bulletin 2080 and 2085 Product Profile

### Features and Benefits

- Equipped with same form factor, plug-in support, instruction/data size and motion capabilities as Micro830® 24-pt and 48-pt controllers
- EtherNet/IP™ for Connected Components Workbench™ programming, RTU applications and HMI connectivity. Client messaging for controlling drives and communications to other controllers using symbolic addressing.
- Designed for larger standalone machine applications that require higher density, higher precision analog and digital I/O as compared to Micro830 controller
- Expandable to a maximum of 132 digital I/O points on a 48-pt controller with Micro850 Expansion I/O modules
- Supports up to four Micro850 Expansion I/O modules
- Increased flexibility with removable terminal blocks
- Standard version of Connected Components Workbench software available as a free download

*Micro850 Expansion I/O modules empower flexibility and greater I/O performance*



Machine builders and end users looking for flexibility, personalization, greater I/O performance and space-saving solutions, the expandable Micro850 controller is just the right solution. Designed as the leading controller of the Micro800® family, it also brings Micro800 PLC family to a higher level of flexibility and customization with its space-saving Plug-in, Expansion I/O modules and its removable terminal blocks. Furthermore, Micro850 controller is equipped with the same form factor, Plug-in support, instruction/data size and embedded motion capabilities as the Micro830 24-pt and 48-pt controller. The embedded motion capabilities supports up to 3 axes of motion with TouchProbe instruction that registers position of an axis, more precisely than using interrupts. Especially designed for larger standalone machine applications, Micro850 Expansion I/O module value adds to achieving higher density, higher precision analog and digital I/O as required. Micro850 48-pt controller has the capacity to support up to 4 Expansion I/O modules at a maximum of 132 I/O points.

Connected Components Workbench software is used among the entire Micro800 family of controllers, as well as other component products, such as PanelView Component HMIs and PowerFlex drives. Based on proven Rockwell Automation and Microsoft Visual Studio technology, the new software provides controller programming, device configuration and data sharing with the HMI editor for PanelView Component operator products. In addition, the software supports three standard IEC programming languages: ladder diagram, function block diagram and structured text. For enhanced security, controller password protection is supported for all Micro800 controllers.

LISTEN.  
THINK.  
SOLVE.

Allen-Bradley • Rockwell Software

**Rockwell  
Automation**

## Bulletin 2080 and 2085

Catalog Number	Inputs		Relay	Outputs		Motion Axis <sup>†</sup>	HSC <sup>‡</sup>
	120/240V AC	12/24V		24V Sink	24V Source		
2080-LC50-24QWB	-	14	10	-	-	-	4 HSC
2080-LC50-48QWB	-	28	20	-	-	-	6 HSC
2080-LC50-24QBB	-	14	-	-	10	2 PTO	4 HSC
2080-LC50-48QBB	-	28	-	-	20	3 PTO	6 HSC
2080-LC50-24QVB	-	14	-	10	-	2 PTO	4 HSC
2080-LC50-48QVB	-	28	-	20	-	3 PTO	6 HSC
2080-LC50-24AWB	14 (120V AC only)	-	10	-	-	-	-
2080-LC50-48AWB	28 (120V AC only)	-	20	-	-	-	-

Micro850	24-pt	48-pt
Base Unit	Base Unit has embedded 24V DC Power Supply. Optional External 120/240V AC via Cat. No. 2080-PS120-240VAC	
Power Supply	Base Unit has embedded 24V DC Power Supply. Optional External 120/240V AC via Cat. No. 2080-PS120-240VAC	
Base Programming Port	Embedded USB 2.0 (non-isolated) Any standard USB printer cable will work	
Base Ethernet port	EtherNet/IP Class 3, Modbus TCP (10/100Mbps)	
Base Plug-in Slots	3	5
Base 100 KHz HSC <sup>‡</sup> max	4 HSC	6 HSC
I/O		
Digital I/O (In/Out)	24 (14/10)	48 (28/20)
Analog I/O Channels	Via Plug-In Modules or with Expansion I/O Modules	
Expansion I/O Modules	up to 4 modules	
Maximum Digital I/O (via Plug-In & Expansion I/O modules)	132	
Programming		
Software	Connected Components Workbench	
Program Steps (or Instructions)	10Ksteps	
Data (bytes)	20Kbytes	
IEC 61131-3 Languages	Ladder Diagram, Function Block, Structured Text	
User Defined Function Blocks	Yes	
Motion Instructions	Yes	
Floating Point Math	32-bit and 64-bit	
PID Loop Control	Yes	
Embedded Serial Port Protocols	RS232/485, Modbus RTU Master/Slave, ASCII, CIP	
Environmentals		
Certifications	c-UL-us CL1DIV2, CE, C-Tick, KC	
Temperature Range	-20°...65°C	
Dimensions (HxWxD, mm)	90 x 145 x 80	90 x 230 x 80

Catalog Number	Plug-in Modules
2080-IQ4	4-pt Digital Input, 12/24VDC, Sink/Source, Type3
2080-OB4	4-pt Digital Output, 12/24VDC, Source
2080-OV4	4-pt Digital Output, 12/24VDC, Sink
2080-OW4I	4-pt Relay Output, Individually Isolated, 2A
2080-IQ4OB4	8-pt Combo: 4-pt Digital Input, 12/24VDC, Sink/Source, Type3, and 4-pt Digital Output, 12/24VDC, Source
2080-IQ4OV4	8-pt Combo: 4-pt Digital Input, 12/24VDC, Sink/Source, Type3, and 4-pt Digital Output, 12/24VDC, Sink
2080-IF2, 2080-IF4	2/4-ch Analog Input, 0-20 mA, 0-10V, non-isolated 12-bit
2080-OF2	2-ch Analog Output 0-20 mA, 0-10V, non-isolated 12-bit
2080-SERIALISOL	RS232/485 Isolated serial port
2080-TRIMPOT5	6-ch Trimpot Analog Input
2080-RTD2	2-ch RTD, non-isolated, ±1.0 °C
2080-TC2	2-ch TC, non-isolated, ±1.0 °C
2080-MEMBAK-RTC	Memory Backup and High Accuracy RTC
2080-MOT-HSC	High Speed Counter, 250 KHz, Differential Line Receiver, 1 Digital Output
2080-DNET20	DeviceNet Scanner, 20 Nodes
Catalog Number	Expansion I/O Modules
2085-IQ16, 2085-IQ32T	16/32-pt Digital Input, 12/24VDC, Sink/Source
2085-OV16	16-pt Digital Output, 12/24VDC, Sink
2085-OB16	16-pt Digital Output, 12/24VDC, Source
2085-OWB, 2085-OW16	8/16-pt Relay output, 2A
2085-IA8	8-pt 120 VAC Input
2085-IM8	8-pt 240 VAC Input
2085-OA8	8-pt 120/240 VAC output
2085-IF4, 2085-IF8	4/8-ch Analog Input, 0-20mA, -10V ~ +10V, isolated, 14-bit
2085-OF4	4-ch Analog Output, 0-20mA, -10V ~ +10V, isolated, 12-bit
2085-IRT4	4-ch RTD and TC, isolated, ±0.5 °C
2085-ECR	End Cap Terminator
Catalog Number	Accessories
2080-PS120-240VAC	External 120/240V AC power supply

^ 12/24VDC and 24V AC supported

# Each Pulse Train Output Axis is shared with 2 HSC inputs so if max number of PTO is configured then number of HSC is zero

\* 2-wire High Speed Counter shown, divide by 2 to get number of 4-wire HSCs

Allen-Bradley, Connected Components Workbench, Micro850 and Micro850 are trademarks of Rockwell Automation, Inc. Trademarks not belonging to Rockwell Automation are property of their respective companies.

[www.rockwellautomation.com](http://www.rockwellautomation.com)

### Power, Control and Information Solutions Headquarters

American: Rockwell Automation, 1201 South Second Street, Milwaukee, WI 53204-2496 USA, Tel: (1) 414.382.2000, Fax: (1) 414.382.4444

Europe/Middle East/Africa: Rockwell Automation NV, Pegasus Park, De Kluisdreef 12a, 1831 Diegem, Belgium, Tel: (32) 2 663 0600, Fax: (32) 2 663 0640

Asia Pacific: Rockwell Automation, Level 14, Core F, Cyberport 3, 100 Cyberport Road, Hong Kong, Tel: (852) 2387 4788, Fax: (852) 2308 1846

Publication 2080-PP003B-EN-P - November 2013  
Supersedes Publication 2080-PP003A-EN-P - September 2012

Copyright ©2013 Rockwell Automation, Inc. All Rights Reserved. Printed in USA.

5/8/2017



## APPENDIX B - RADIO SUBMITTAL



## ESTeem 210C

The **ESTeem 210C** is a ruggedized, industrial wireless device designed and built for the Water/Wastewater, Energy and Utility markets to bring Ethernet connectivity to the FCC Licensed narrowband spectrum. With user selectable Quadrature Amplitude Modulation (QAM) that delivers up to **64.8 Kbps** of data rate, the **ESTeem 210C**

enables secure, modern IP based communication solutions for those terrain-challenging applications that demand the flexibility and range of a licensed frequency.

ESTeem's industrial-hardened **Industrial SMART RF** technology enables a scalable, self-healing wireless network architecture with built in redundancy for complete system reliability and stability over large geographical areas.



### Key Features

- ESTeem's scalable **Industrial SMART RF** technology enables redundant, self-healing networks to provide dependable and stable communications in extreme environmental conditions.
- Same device can be used for master, repeater and remote locations enabling superior network flexibility and scalability
- Private and Secure Communications
- Ethernet and serial interfaces
- Simple configuration
- 15+ Mile range
- 450-470 Mhz



Water/Wastewater



Oil & Gas



Mining



Power & Energy

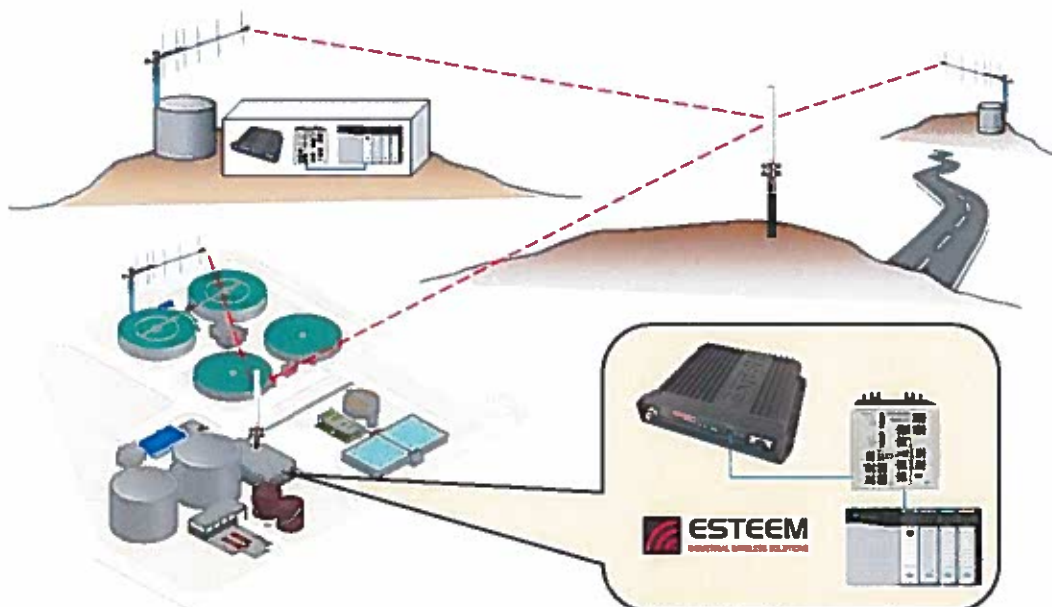
#### ESTeem Industrial Wireless Solutions

www.esteem.com  
Phone (509) 735-9092



Revised: 25 Apr 2017





ESTeem 210C Specifications	
<b>Transceiver</b>	
Frequency of Operation (Software Selectable)	450 to 470 MHz
Frequency Selectability	6.25 KHz
Frequency Stability	± 1.5 ppm
RF Data Rate @ 6.25 KHz Channel Bandwidth	9.6 Kbps (4 QAM), 19.2 Kbps (16 QAM), 38.4 Kbps (64 QAM) (software selectable)
RF Data Rate @ 12.5 KHz Channel Bandwidth	21.6 Kbps (16 QAM), 43.2 Kbps (64 QAM), 86.4 Kbps (256 QAM) (software selectable)
RF Output Power @ 50 ohms (Z)	2 Watts (average) 10 Watts (peak)
TX Duty Cycle	100%
Transmitter Spurious & Harmonics	> 55 dB down from carrier
Transmitter Rise Time	1 mSec
Rx Sensitivity	-109 dBm (4 QAM) to -100 dBm (64 QAM)
Receiver Spurious & Image Rejection	> 60 dB
Receiver Squelch Sensitivity	Software Adjustable
Receiver Adjacent Channel Rejection	> 70 dB
<b>LED Indicators</b>	
Front Panel	Power (On/Off) - Transmitter (On/Off) - Rx Carrier Detect (On/Off) - Status (On/Off) - RSSI (16 levels)
<b>Input/Output Interfaces</b>	
Ethernet Port (10/100/1G)	RJ-45 Female
Radio Configuration Port	Mini-USB Port
RS-232C Comm Port (2,400 to 115.2 K baud)	9 Pin D-Sub Female
Antenna Input/Outputs	TNC Female Connector (50 ohm)
Input Power	Mini-CombiCon, 3 pin Female
<b>Switches</b>	
CPU Reset	Front Panel (Push button)
<b>Power Requirements</b>	
Power Supply Voltage	10.8 to 15 VDC
Power Supply Current	400 mA Receive 2 A Transmit (2 W)
<b>Case</b>	
Temperature Range	-30 to +60 degrees C
Humidity	95% Non Condensing
Dimensions	2.45 in. (H) x 8.16 in. (W) x 9.37 in. (L)
Weight	8 lbs
Product Warranty	1 Year
<b>Type Acceptance</b>	
FCC (USA)	ENFES TEEM210C
Industry Canada	2160A-ESTEEM210C

**ESTeem Industrial Wireless Solutions**

*\* Specifications subject to change without notice*

www.esteem.com  
Phone (509) 735-9092

Revised: 25 Apr 2017

5/8/2017

## ATTACHMENT B

SECTION 01 11 00

SUMMARY OF WORK

PART 1    GENERAL

1.01   WORK COVERED BY CONTRACT DOCUMENTS

A.    General:

1.    The Contract Documents describe the Work to be performed under this Contract which includes, but is not limited to, furnishing all hardware/software, programming, design, plant, tools, equipment, materials, supplies, and manufactured articles for the Project. The Work generally includes, but is not limited to, providing all labor, materials, equipment, and supervision required to design, provide all necessary hardware/software and related equipment, install and perform all necessary programming and integration of digital control system upgrades to the District's existing Supervisory Control and Data Acquisition (SCADA) system. Upgrades will generally consist of the specification and conversion of nine (9) existing Intellimac and Swampfox pump station controllers to Programmable Logic based Controllers (PLCs), the specification and conversion of nine (9) existing remote telemetry units (RTUs) to an updated communications system (e.g. local area network (LAN) based, radio based, virtual private network (VPN) based, etc.) between the PLCs and the digital centralizer, the removal of existing controllers & RTUs and installation of the new PLCs, installation and connection of new communication equipment and lines to the digital centralizer, programming of PLCs, ensuring seamless operation and communication of new equipment with the District's existing digital centralizer and SCADA Wonderware software system, and training of District personnel on operation of the new equipment and all other Work required to complete the modifications as described in the Specifications. It shall also include the furnishing of all transportation and services, including fuel, power, water, and essential communications necessary for the performance of all labor, work, or other operations required for the performance of the Contract in accordance with the Contract Documents.
2.    The Contractor should carefully review all sections of the Specifications in order to completely understand the Work and all constraints including schedule, environmental, permit and material requirements.
3.    The Contractor is encouraged to proceed in an orderly and expeditious manner based on the constraints described in the Contract Documents and Specifications. All Work is to be constructed in strict accordance with the Contract Drawings and Specifications and subject to the terms and conditions of the Contract.

B.    Location of the Work:

1.    McKinleyville Community Services District's office and main control center is located at the District's office at 1656 Sutter Road, McKinleyville, CA. The pump stations and other PLC replacement sites are located in District owned property throughout McKinleyville.
2.    The Owner shall give access to the work sites. Work will be strictly confined to the designated areas.

C.    Contractor's Duties:

1.    Except as specifically noted, provide and pay for all:

- a. Final PLC & other ancillary equipment design and specification.
  - b. Secure LAN Connections from 9 existing stations to the District's main SCADA server
  - c. Necessary computer hardware and software.
  - d. Labor, materials, and equipment.
  - e. Tools, construction equipment, and machinery.
  - f. Utilities required for construction.
  - g. Final system integration and programming.
  - h. Training of District personnel on system operation.
  - i. All other facilities and services necessary for proper execution and completion of Work.
  - j. Provide O&M Manuals for all new equipment, As-builds of all shop and schematic drawings and Standard Operating Procedures for all system operations.
2. Pay legally required sales, consumer and use taxes.
3. Secure and pay for, as necessary for proper execution and completion of the Work, all applicable permits and licenses, except when explicitly noted otherwise.
4. Give required notices.
5. Comply with codes, ordinances, rules, regulations, orders and other legal requirements of public authorities which bear on performance of the Work including all necessary notification and licensing for communications devices and protocols.
6. Promptly submit written notice to Owner of observed variance of Contract Documents from legal requirements.
7. The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with this project. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to all persons on the jobsite and damage to existing District equipment and structures.
8. The Contractor shall be solely and completely responsible for conditions of the job site, including safety of all persons (including employees) and property during performance of the Work. This requirement shall apply continuously and not be limited to normal working hours.
9. Safety provisions shall conform to U.S. Department of Labor (OSHA), the California Occupational Safety and Health Act, and all other applicable Federal, State, County, and local laws, ordinances, codes, the requirements set forth below, and any regulations that may be detailed in other parts of these Specifications.
  - a. The Contractor shall have at the worksite copies of suitable extracts of the Construction Safety Orders of Cal-OSHA.
  - b. All work shall comply with the provisions of these and all other applicable laws, ordinances, and regulations.
- D. All equipment shall be maintained in proper working order.

## 1.02 CONTRACT DESCRIPTION

### A. Description:

1. The Contractor is advised to carefully review all sections of the Specifications in order to completely understand the Work and all constraints including the schedule, permit, and material requirements. The Work generally includes, but is not limited to, providing all labor, materials, equipment, and supervision required to design, provide all necessary hardware/software and related equipment, install and perform all necessary programming and integration of digital control system upgrades to the District's existing Supervisory Control and Data Acquisition (SCADA) system. Upgrades will generally consist of the specification and conversion of nine (9) existing Intellimac and Swampfox pump station controllers to Programmable Logic based Controllers (PLCs), the specification and conversion of nine (9) existing remote telemetry units (RTUs) to an updated communications system (e.g. local area network (LAN) based, radio based, virtual private network (VPN) based, etc.) between the PLCs and the existing SCADA digital centralizer located at the District's office, the removal of existing RTUs, installation and connection of any new required communication equipment and lines to the digital centralizer, programming of PLCs, ensuring seamless operation and communication of new equipment with the District's existing digital centralizer and SCADA Wonderware software system, and training of District personnel on operation of the new equipment and all other Work required to complete the modifications as described in the Specifications.
2. All Work is contained in this Contract. The limits of Work are confined to District owned facilities. It will be the Contractor's responsibility to coordinate their activities to resolve conflicts with the District's operations and other Contractors work on-site.
3. All risk of loss, damage or diminution to the Work shall rest with Contractor until final acceptance of the Work by the District.

## 1.03 WORK SEQUENCE AND CONSTRAINTS

- A. The Contractor shall note that only certain constraints are addressed in this section. All Work, whether or not addressed here, shall be governed by applicable parts of this section, and schedules and procedures further submitted for approval.
- B. The Contractor shall submit a complete work schedule to be approved by the Owner, within twenty (20) work days of the receipt of the Notice to Proceed. The Schedule shall detail out all aspects of the work from design through installation and divided by appropriate tasks. Contractor shall regularly update and submit updated copies of the schedule to adequately inform the Owner on the progress of the Work.
- C. The Contractor shall conduct work in an orderly sequence to assure efficient use of materials and equipment and so as to not cause unnecessary delays to the Owner or other contractors who might be present on the jobsite.
- D. The Contractor shall be responsible for providing transportation of personnel, equipment, and materials to and from the site.
- E. The Contractor shall coordinate access to the site with the Owner.

## 1.04 CONTRACT METHOD

- A. This Contract is made up of lump sum and unit price bid items.
- B. The Contractor shall include the requirements of the General Conditions of the Contract as a part of all its subcontract agreements.

**1.05 PROJECT MEETINGS**

- A. See Section 01 30 00 – Administrative Requirements: Pre-construction Meeting, Progress Meetings, and Pre-Installation Meetings

**1.06 CONTRACTOR USE OF PREMISES**

- A. Staging and laydown areas at the sites will be limited to those agreed upon with the Owner prior to the start of work.
- B. Construction corporation yards and/or storage areas are the responsibility of the Contractor.
- C. Confine operations at the site to areas permitted by the Contract Documents.
- D. Do not encumber site with materials or equipment.
- E. Assume full responsibility for protection and safekeeping of products stored on premises.
- F. Move any stored products which interfere with operations of the Owner or other contractors.
- G. Obtain and pay for use of additional storage of work area for operations.
- H. Return all surface areas, including vegetated areas, to their original condition upon completion of the work.

**1.07 UTILITIES AND FACILITIES**

- A. The Contractor may utilize Owner's existing electrical and SCADA systems (as specified in Section 01 50 00 of these specifications). However, the Contractor is responsible for extending and supplementing with temporary devices as needed to maintain specified conditions for construction operations. Contractor is responsible for maintaining safe connections and shall coordinate initial establishment of connections with Owner. Contractor is responsible for all grounding, circuit breakers and other equipment necessary for the safe utilization of the Owner's electrical and SCADA systems. Contractor is responsible for all repairs caused by improper use of the Owner's systems.
- B. Restore existing utilities and facilities used during construction to original condition.
- C. The Contractor is responsible for locking the access to each pump station site at the conclusion of each work day if Owner's personnel or representatives are not present.

**PART 2 PRODUCTS (NOT USED)**

**PART 3 EXECUTION (NOT USED)**

**END OF SECTION**

SECTION 01 15 00

MEASUREMENT AND PAYMENT

PART 1 GENERAL

1.01 GENERAL

- A. Unless otherwise specified in other individual sections of these Specifications, quantities of Work shall be determined from measurements or dimensions in horizontal planes or per each of specified units as detailed in Bid Schedule.
- B. Units of measurement shall be in accordance with U.S. Standard Measures.
- C. See the Contract Document for special provisions related to progress payments and payment schedule to the Contractor.

1.02 MATERIALS

- A. The measurement and payment items are listed below:
  - 1. The payments to the Contractor are based on the following items. It is the intent that the scope of the description of the following items encompasses the entire scope of the Work as described in these Specifications and Contract Documents. The bid amounts shall be for complete in place installations.

**BID SCHEDULE**

Item 1 – System Upgrade Design

Measurement for this item shall be on a lump sum basis. Payment shall correspond to percent complete as confirmed by the Owner. This Work covers all Contractor costs and effort associated with designing and specifying the PLC equipment and associated ancillary materials required for the upgrade, as well as the equipment, materials, protocols, and methodology for the communications upgrades. This Item shall include three design submittals to the Owner for review and commenting at the 60%, 90% and 100% design stages. Submittals shall consist of all drawings and text necessary to explain the proposed upgrades in sufficient detail to allow the Owner to fully understand and approve of the proposed design, and shall include a detailed list of advantages and disadvantages of the proposed options as well as any impacts to the bid price, either increases or decreases. Contractor shall obtain Owner comments/approval with design prior to moving onto the next stage of design. Submittals shall consist of two (2) hardcopies and one electronic copy in .pdf format of all drawings and text. Final As-built drawings of the completed system shall be submitted under Item 5-Staff Training and O&M Manuals.

Item 2 – Mobilization/ Demobilization

Measurement for this item shall be on a lump sum basis. Payment shall correspond to percent complete as confirmed by the Owner. This Work covers all Contractor costs and effort associated with purchasing and mobilizing equipment, materials, and labor to the project site as well as demobilization of the same for the Base Bid Schedule. Items covered by this include, but are not limited to, bonds, insurance, attendance of Contractor's staff at meetings, contracting and administrative costs, preparation and administrative costs for processing cost proposals, preparation of project schedules, updates to project schedules, costs associated with temporary facilities and utilities, punch list items, repairs of damaged property, site cleanup, and project maintenance and warranty.

When 10 percent of the total original Contract amount is earned from bid items, excluding amounts paid for materials on hand, 90 percent of the amount of the bid price for mobilization, or



10 percent of the total Contract amount, whichever is least, will be paid for mobilization. Upon completion of all Work on the project, payment of the balance of the bid amount for mobilization/demobilization will be paid.

Item 3 – Supply, install, program new PLCs, remove existing RTU Controllers

Measurement for this item shall be on a unit price basis per PLC installed, programmed, and successfully integrated with the District's SCADA and digital control system. Payment shall include full compensation for all materials, labor, equipment, and supervision necessary to provide and install the new PLCs at each of the existing pump stations, connect/integrate the PLC into the existing pump station controls and I/O protocols as detailed on I/O spreadsheet tables, ensure system operation and communication with the Owner's existing main SCADA digital centralizer, deconstruct and remove the existing RTUs (Intellimac and Swampfox controllers) as detailed in the Contract Documents and agreed upon in the final design submitted under Bid Item 1-System Upgrade Design. Removed Intellimac and Swampfox controllers and related materials become property of the Owner.

Item 4 – Supply, install, connect new Radio based communications

Measurement for this item shall be on a unit price basis per Station successfully connected via Radio networks protocols proposed and approved, to the District's main SCADA digital centralizer at the District's office. Payment shall include full compensation for all materials, labor, equipment, and supervision necessary to provide and install the new communication network system at each of the existing pump stations and at the District's Main Office, connect/integrate the PLCs at the pump stations to the existing digital centralizer server new and ensure system operation and communication with the Owner's main SCADA digital centralizer located at the District office. It is possible that a combination of Bid Item 4 and Alternative Bid Item 1 will be implemented as part of the final contract. The District will work with the Contractor during the System Design process to select the final communications system to be used for each station.

Item 5 –Staff Training and O&M Manuals

Measurement for this item shall be on a lump sum basis. Payment shall include full compensation for all materials, labor, equipment, and supervision necessary to provide one (1) training session to train up to six District staff personnel in the operation, programming and maintenance of the new PLC and the LAN communication systems. Contractor shall also provide a minimum of 40 hours of additional support after the initial training session to answer additional questions that may arise and/or to trouble shoot the PLC and LAN systems. Contractor shall also compile Operation and Maintenance Manuals for submittal to the District upon project completion. A hard copy of an O&M Manual shall be submitted for each site, as well as two hardcopies and an electronic copy of comprehensive O&M Manuals for all work performed. The O&M Manual shall consist of a bound document with a table of contents listing the information in each section, the original design plan documents marked up with As-Built changes, the summary text for the operation, programming and troubleshooting of the PLCs, and appendix with the manual provided by the Manufacturer for the PLCs, text describing the communication protocol and any Manufacturers manuals for the communications network equipment. Contractor shall also submit As-Built drawings of the complete system installation including single line drawings with circuit numbers of all circuits installed. As-Built drawings shall reflect all changes to the original design drawings implemented during construction. O&M Manuals shall also include Standard Operating Procedure (SOP) manuals for the systems installed, including detailed operational and programming procedures. Submittals for the O&M Manual, As-Built Drawings and SOP Manuals shall consist of two draft hardcopies of each for District review and comment, and one bound hard copy and one electronic copy for each site, and one overall Master hardcopies and one electronic copy of the Master Manuals & As-Built drawings which incorporate District comments on the Draft and includes all the Stations.

Alternative Bid Item 1 – Supply, install, connect new LAN/VPN based communications

As an alternative to Bid Item 4, the District would also like to explore a LAN based communication between the stations and the digital centralizer instead of Radio Based. During the initial design

phase, the District will work with the Contractor to select the final communication methodology to be used for each station. Measurement for this item shall be on a unit price basis per Station successfully connected via LAN and/or VPN protocols proposed and approved, to the District's main SCADA digital centralizer at the District's office. Payment shall include full compensation for all materials, labor, equipment, and supervision necessary to provide and install the new communication network system at each of the existing pump stations and at the District's Main Office, connect/integrate the PLCs at the pump stations to the existing digital centralizer server new and ensure system operation and communication with the Owner's main SCADA digital centralizer located at the District office

END OF SECTION

SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Coordination and project conditions
- B. Field engineering
- C. Pre-bid meeting
- D. Pre-design meeting
- E. Progress meetings

1.02 MEASUREMENT AND PAYMENT

- A. Measurement and payment for this item shall be included in the Mobilization/Demobilization Bid Item. No additional measurement or payment will be included for the requirements of this section.

1.03 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate scheduling, submittals, and Work of various sections of Project to ensure efficient and orderly sequence of installation of construction elements.

1.04 FIELD ENGINEERING

- A. Protect survey control points prior to starting site Work; preserve permanent reference points during construction.
- B. Promptly report to Engineer loss or destruction of reference point or relocation required for any reason.
- C. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to Engineer. The surveyor shall comply with the California Professional Land Surveyors' Act in replacement of all permanent survey monuments.

1.05 PRE-DESIGN MEETING

- A. Owner will schedule meeting after Notice of Award.
- B. Prior to the commencement of the design/construction, a pre-design meeting will be held at a mutually agreed time and place. The meeting shall be attended by the District representatives, Contractor's design project manager, Contractor's main design staff, key Subcontractors, and any other parties requested by the Contractor or the Owner.
- C. Unless previously submitted to the Owner, the Contractor shall bring to the pre-design meeting three (3) copies of each of the following:
  - 1. Draft design schedule
  - 2. Draft construction schedule.
  - 3. Procurement schedule of major equipment and materials and items requiring long lead time.
  - 4. Initial Concept Design for PLC and communications system installation.

5. Contact sheet listing primary contact information for Contractor's design project manager, construction project manager, site superintendent, and other key Contractor and Subcontractor personnel, and emergency contact information for after business hours (3 copies).
- D. At the pre-design meeting the Owner will provide the Contractor with three (3) sets of the Contract Documents. It shall be the Contractor's responsibility to arrange for and pay all costs for additional reproduction required by the Contractor.
- E. The purpose of the meeting is to designate responsible personnel and establish a working relationship. Matters requiring coordination will be discussed and procedures for handling such matters established.
- F. The Owner will preside at the pre-design meeting and will arrange for keeping the minutes and distributing the minutes to all persons in attendance.
- G. Sample Agenda:
  1. Notice to Proceed date.
  2. Distribution of Contract Documents.
  3. Contractor's tentative schedules.
  4. Submission of list of Subcontractors, list of products, and progress schedule.
  5. Critical work sequencing.
  6. Designation of personnel representing parties in Contract and Engineer.
  7. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
  8. Scheduling.
  9. Design concepts and proposed approach and Owner's preferences.
  10. Major equipment deliveries and priorities.
  11. Use of premises by Owner and Contractor.
  12. Owner's requirements and occupancy.
  13. Site Safety: Contractor's assignments for safety and first aid.
  14. Construction facilities and controls provided by Owner.
  15. Requirements for system shut down.
  16. Temporary utilities provided by Owner.
  17. Application for payment procedures.
  18. Procedures for testing.
  19. Requirement for training and final O&M Manuals.

#### 1.06 PROGRESS MEETINGS

- A. The Owner shall schedule, arrange and conduct progress meetings. These meetings shall be conducted for each design deliverable and once every week during construction, or as mutually agreed by Contractor and Owner, and shall be attended by the Contractor's superintendent and representatives of key Subcontractors, and others, who are active in the execution of the Work. The purpose of these meetings shall be to review the Contractor's schedule provided in accordance with this Section, resolve conflicts, and in general, coordinate and expedite the execution of the Work.

- B. Owner will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings and record the meeting minutes.
- C. Attendance Required: Job superintendent/Project Manager, key designer, key subcontractors, Owner, as appropriate to agenda topics for each meeting.
- D. Sample Agenda:
  - 1. Review and acceptance of minutes of previous meeting.
  - 2. Review of Work progress.
  - 3. Design/Field observations, problems, and decisions.
  - 4. Site Safety.
  - 5. Review of a Look Ahead Schedule (Contractor to provide and update schedule to "look ahead" a minimum of three weeks beyond current date).
  - 6. Identification of problems impeding planned progress.
  - 7. Review of submittals schedule and status of submittals.
  - 8. Review of delivery schedules.
  - 9. Maintenance of progress schedule.
  - 10. Corrective measures to regain projected schedules.
  - 11. Planned progress during succeeding work period.
  - 12. Coordination of projected progress.
  - 13. Maintenance of quality and work standards.
  - 14. Effect of proposed changes on progress schedule and coordination.
    - a. Progress Payment.
    - b. Change Orders.
    - c. Claims.
  - 15. Other business relating to Work.
- E. The Owner shall record minutes and distribute copies within two days after meeting to participants, with one copy each to Contractor, Owner, and those affected by decisions made.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION

*This page left blank intentionally.*

SECTION 01 33 00

SUBMITTAL PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Submittal procedures
- B. Design
- C. Construction progress schedules
- D. Product data and shop drawings
- E. Test reports
- F. Certificates

1.02 MEASUREMENT AND PAYMENT

- A. Measurement and payment for this item shall be included in the Bid Item to which it relates. No additional measurement or payment will be included for the requirements of this section.

1.03 SUBMITTAL PROCEDURES

- A. Submit on Submittal Form (format provided at the end of this Section) with information similar to the attached. Contractor shall submit one electronic version in PDF format.
- B. Sequentially number transmittal forms. Mark revised submittals with original number and sequential alphabetic suffix.
- C. Identify Project, Contractor, Subcontractor and supplier, pertinent drawing and detail number, and specification section number, appropriate to submittal.
- D. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information is in accordance with requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite Project, and deliver to James Henry at McKinleyville Community Services District, 1656 Sutter Road, McKinleyville, California, 95519, jhenry@mckinleyvillecsd.com. Coordinate submission of related items.
- F. For each submittal, allow fourteen (14) calendar days excluding delivery time to and from Contractor for review by Owner.
- G. Identify variations from Contract Documents, design, and product or system limitations which may be detrimental to successful performance of completed Work.
- H. When revised for resubmission, clearly identify changes made since previous submission.
- I. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report inability to comply with requirements.

1.04 PROGRESS SCHEDULES

- A. Submit an initial schedule electronically within twenty one (21) calendar days after date of Notice to Proceed. After review, resubmit required revised data within fourteen (14) calendar days. The initial schedule shall include draft schedules for both design and



construction, as well as a procurement schedule of major equipment and materials and items requiring long lead time.

- B. Submit revised Progress Schedules with each Application for Payment. During Construction Phase, Contractor shall submit three week Look Ahead Schedules and update for each weekly Construction Meeting.
- C. Distribute copies of reviewed schedules to Project site file, Subcontractors, suppliers, and other concerned parties.
- D. Instruct recipients to promptly report, in writing, problems anticipated by projections indicated in schedules.
- E. Show complete sequence of design and construction by activity, identifying Work of separate stages and other logically grouped activities.
- F. Indicate estimated percentage of completion for each item of Work at each submission.
- G. Revisions To Schedules:
  - 1. Indicate progress of each activity to date of submittal, and projected completion date of each activity.
  - 2. Identify activities modified since previous submittal, major changes in scope, and other identifiable changes.

#### 1.05 PRODUCT DATA AND SHOP DRAWINGS

- A. Product Data and Shop Drawings: Submit to Owner for review for limited purpose of checking for conformance with information given and design concept expressed in Contract Documents.
- B. Submit a single re-producible copy or email an electronic version of the submittal to the Owner.
- C. Mark submittal to clearly identify applicable products, models, options, and other data to be used on this project. Supplement manufacturers' standard data to provide information specific to this Project.

#### 1.06 TEST REPORTS

- A. Submit for to Owner for Owner's records.
- B. Submit test reports for information for limited purpose of assessing conformance with information given and design concept expressed in Contract Documents.

#### 1.07 CERTIFICATES

- A. When specified in individual specification sections, or when requested by Owner, submit certification by manufacturer, installation/application subcontractor, or Contractor to Owner, in quantities specified for Product Data.
- B. Indicate material or product conforms to or exceeds specified requirements or Owner preference. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or Product, but must be acceptable to Owner.

#### 1.08 REQUESTS FOR SUBMITTALS

- A. Contractor is directed to each Specification section for required submittals. The anticipated submittals shall consist of, but is not necessarily limited to, the following:

Section	Submittal Description
01 11 00	Initial complete work schedule detailing all the aspects of work, from design through installation, and divided into appropriate task groups
01 15 00	60% design – includes all drawings and text necessary to explain the proposed upgrades in sufficient detail to allow the Owner to fully understand and approve of the proposed design, and shall include a detailed list of advantages and disadvantages of the proposed options as well as any impacts to the bid price, either increases or decreases.
01 15 00	90% design – includes all drawings and text necessary to explain the proposed upgrades in sufficient detail to allow the Owner to fully understand and approve of the proposed design, and shall include a detailed list of advantages and disadvantages of the proposed options as well as any impacts to the bid price, either increases or decreases.
01 15 00	100% design – includes all drawings and text necessary to explain the proposed upgrades in sufficient detail to allow the Owner to fully understand and approve of the proposed design, and shall include a detailed list of advantages and disadvantages of the proposed options as well as any impacts to the bid price, either increases or decreases.
01 15 00	Operation and Maintenance (O&M) Manual that consists of a bound document with a table of contents listing the information in each section, the original design plan documents marked up with As-Built changes, the summary text for the operation, programming and troubleshooting of the PLCs, and appendix with the manual provided by the Manufacturer for the PLCs, text describing the LAN communication protocol and any Manufactures manuals for the LAN network equipment .
01 33 00	Progress schedule with each application for payment.
01 40 00	Qualifications of manufacturer's qualified staff personnel observing site conditions, start-up of equipment, etc.
01 60 00	All necessary permissions and approvals for use of laydown and storage areas and a signed statement from the property owner granting permission and holding the District harmless from any and all damages that may result from the Contractor's use of the site.
01 70 00	Notice of Completion and request for final inspection
01 70 00	Written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Owner's review

END OF SECTION

<b>McKinleyville Community Services District</b> <b>SUBMITTAL TRANSMITTAL FORM</b>					
<b>Date:</b>			<b>Contract Title:</b> Digital Control System Upgrades Design/Build Project  MCSD Job #:		
<b>To:</b> McKinleyville CSD 1656 Sutter Road McKinleyville, CA 95519 jhenry@mckinleyvillecsd.com  <b>Attention:</b> James Henry  Phone: (707) 839-3251 Fax: (707) 839-8456			<b>From:</b>   <b>Submitted By:</b>  <b>Signature:</b>		
Spec Section	Submittal No.	Rev. No.	Qty.	Subject of Shop Drawing or Submittal	Review Action
<b>Owner's Review Comments:</b>					
<b>Signature:</b>				<b>Date:</b>	
<b>Review Action Explanation:</b>					
NET: Reviewed, No Exceptions Taken		MCN: Make Corrections Noted (no resubmission required)		R&R: Revise/Resubmit      REJ: Rejected	

Shaded areas  for Engineer use only.

This review is only for general conformance with the design concept and the information given in the Construction Documents. Notations made on the submittals during this review do not relieve the Contractor from compliance with the requirements of the construction documents, including without limitation, the plans and specifications, and all applicable laws and codes. Review of that specific item shall not include review of an assembly of which the item is a component. The Contractor is responsible for: dimensions to be confirmed and correlated at the jobsite; information that pertains solely to the fabrication processes or to the means, methods techniques, sequences and procedures of construction; and coordination of the Work with all other trades and performing all Work in a safe and satisfactory manner. This review is not for constructability or Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto. This review is subject to all provisions of the Contract Documents.

*This page left blank intentionally.*

SECTION 01 40 00

QUALITY REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Quality control and control of installation
- B. Tolerances
- C. References
- D. Labeling
- E. Manufacturers' field services
- F. Examination
- G. Preparation

1.02 MEASUREMENT AND PAYMENT

- A. Measurement and payment for this item will be included in the Bid Item to which it relates. No additional measurement or payment shall be made for the requirements of this section.

1.03 QUALITY CONTROL AND CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. When manufacturers' instructions conflict with design, Owner preference, or Contract Documents, request written clarification from Owner before proceeding.
- D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Conform to State & Federal communication protocols and other applicable Codes & Regulations for all Work.
- F. Perform Work by persons qualified to produce required and specified quality.
- G. Verify field measurements as indicated on Shop Drawings or as instructed by manufacturer.
- H. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.

1.04 TOLERANCES

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. When manufacturers' tolerances conflict with design, Owner preference, or Contract Documents, request clarification from Owner before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

## 1.05 REFERENCES

- A. For products or workmanship specified by association, trade, or other consensus standards, comply with requirements of standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard by date of issue current on Notice to Proceed date of Contract Documents, except where specific date is established by code.
- C. Obtain copies of standards where required by product specification sections.
- D. When specified reference standards conflict with design, Owner preference, or Contract Documents, request written clarification from Owner before proceeding.
- E. Neither contractual relationships, duties, nor responsibilities of parties in Contract shall be altered from Contract Documents by mention or inference otherwise in reference documents.

## 1.06 LABELING

- A. Label Information: Include manufacturer's or fabricator's identification, approved agency identification, and the following information, as applicable, on each label:
  - 1. Model number.
  - 2. Serial number.
  - 3. Performance characteristics.

## 1.07 MANUFACTURERS' FIELD SERVICES

- A. When recommended by the manufacturer, or desired by the Owner or Contractor, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, testing and adjust of equipment as applicable, and to train Owner in use when necessary.
- B. Submit qualifications of observer to Owner thirty (30) calendar days in advance of required observations. Observer subject to approval of Owner.
- C. Report observations and site decisions or instructions given to installers that are supplemental or contrary to manufacturers' written instructions.

## PART 2 PRODUCTS (NOT USED)

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify existing site conditions and surfaces are acceptable for subsequent Work. Beginning new Work means Contractor acceptance of existing conditions.
- B. Verify the existing control or monitoring equipment function properly prior to integration with new PLC. Any compatibility issues with existing control, electronic or SCADA systems shall be brought to the attention of the owner prior to initiating the Work.
- C. Verify existing substrate is capable of structural support or attachment of new Work being applied or attached.
- D. Examine and verify specific conditions described in individual specification sections.

END OF SECTION

SECTION 01 50 00

TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary Utilities
- B. Temporary Field Office and Storage Facility
- C. Vehicular Access
- D. Parking
- E. Progress Cleaning and Waste Removal
- F. Barriers
- G. Security
- H. Removal of utilities, facilities, and controls

1.02 MEASUREMENT AND PAYMENT

- A. Measurement and payment for this item shall be included in the Mobilization/ Demobilization Bid Item, or other appropriate Bid Item to which it relates. No additional measurement or payment will be included for the requirements of this section.

1.03 RELATED SECTIONS

- A. Section 01 33 00 – Submittal Procedures

1.04 SUBMITTALS

- A. Section 01 33 00 - Submittal Procedures.

1.05 PRODUCT HANDLING

- A. Protection:
  - 1. Use all means necessary to maintain temporary facilities and controls in proper and safe condition throughout progress of the Work.

1.06 TEMPORARY UTILITIES

- A. General:
  - 1. The Contractor is responsible for coordinating all onsite utility connections and usage with the Owner.
- B. Temporary Water
  - 1. Potable water is generally available at the various sites for the Contractor's use.
- C. Temporary Electricity
  - 1. The owner has electric power at the various sites that is available to the Contractor for use. The Contractor shall coordinate with Owner personnel to identify points of electrical connections and for the shutdown and de-energizing of the necessary components of the electrical system. Contractor is responsible for confirming the suitability of all service connections and for making these connections. The Contractor shall be solely responsible for repair of any damage

to the Owner's or Contractor's equipment resulting from the connection and operation of electrical equipment connected to the Owner's electrical system. The Contractor shall repair or replace all damaged equipment required to return the system to original condition.

2. Contractor will pay cost of energy used and is responsible for all necessary permits, permissions, code and regulatory compliance associated with such use.

**D. Temporary Ventilation**

1. Contractor shall comply with all applicable OSHA requirements for working in confined spaces.

**E. Temporary Sanitary Facilities**

1. Provide and maintain required facilities and enclosures sufficient to accommodate Contractor and Subcontractor personnel at locations easily accessible from work. Existing facility use is generally not permitted unless approval is specifically given by the Owner. Provide facilities at time of project mobilization.
2. Contractor is responsible for cleaning, maintenance, security, placement, and removal of facilities.

**1.07 TEMPORARY FIELD OFFICE AND STORAGE FACILITY**

**A. Contractor and Subcontractors:**

1. The Contractor and their Subcontractors shall make arrangements for and maintain temporary field offices and storage facilities as may be necessary for the proper conduct of the Work. These shall be located so as to cause no interference with any Work to be performed on the site. It shall be the responsibility of the Contractor to coordinate with the Owner on the location of offices or storage facilities.
2. Upon completion of the project, or as directed by the Owner, the Contractor shall remove all such temporary structures and facilities from the site, and leave the premises in the condition required by the Owner.

**1.08 VEHICULAR ACCESS**

- A. Provide unimpeded access for Owner's vehicles.
- B. Use existing on-site roads for construction traffic.

**1.09 PARKING**

- A. Arrange for temporary surface parking areas to accommodate construction personnel.
- B. When site space is not adequate, provide additional off-site parking.
- C. Use of designated existing on-site streets and driveways used for construction traffic is permitted.
- D. Maintenance
  1. Maintain traffic and parking areas in sound condition free of excavated material, construction equipment, and products.
  2. Maintain existing areas used for construction and normal Owner operations.



**1.10 PROGRESS CLEANING AND WASTE REMOVAL**

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in clean and orderly condition.
- B. Collect and remove waste materials, debris, and rubbish from site weekly and dispose off-site.

**1.11 BARRIERS**

- A. Provide barriers to prevent unauthorized entry to construction areas and to protect existing facilities and adjacent properties from damage from construction operations.
- B. Protect vehicular traffic, stored materials, site, and structures from damage.

**1.12 SECURITY**

- A. Security Program
  - 1. Protect Work, existing premises and Owner's operations from theft, vandalism, and unauthorized entry.
  - 2. Initiate security program in coordination with Owner's existing security system at project mobilization.
  - 3. Maintain program throughout construction period until Owner acceptance precludes need for Contractor security.
- B. Entry Control
  - 1. Restrict entrance of persons and vehicles into Work site.
  - 2. The Owner will supply required gate keys to the Contractor. Keys shall be returned to the Owner upon project completion.
  - 3. The Contractor shall be for communicating and coordinating access with the Owner.
  - 4. Owner will control entrance of persons and vehicles related to Owner's operations.

**1.13 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS**

- A. Remove temporary utilities, equipment, facilities, and materials prior to Substantial Completion inspection.
- B. Clean and repair damage caused by installation or use of temporary work.
- C. Restore existing facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.

**PART 2 PRODUCTS (NOT USED)**

**PART 3 EXECUTION (NOT USED)**

END OF SECTION

*This page left blank intentionally.*

SECTION 01 56 00

SITE AND AREA CLEANUP

PART 1 GENERAL

1.01 DESCRIPTION

- A. Maintain work areas free from accumulations of waste, debris, and dust caused by Contractor's operations.
- B. Upon completion of Work, remove all waste materials, tools, equipment, machinery, and surplus materials. Leave the property clean. Leave all rights of way in a condition equal to that at the beginning of Work.

1.02 MEASUREMENT AND PAYMENT

- A. Measurement and payment for this item shall be included in the Mobilization/Demobilization Bid Item. No additional measurement or payment will be included for the requirements of this section.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION

3.01 PROTECTION

- A. The Contractor shall be solely responsible for the protection of adjacent properties, structures, streets and utilities. Any damage shall be repaired to its original condition or better, as determined by the Owner, at the Contractor's expense.
- B. The Contractor shall protect equipment and existing structures not identified for removal from damage or displacement.

3.02 REMOVAL

- A. Removed Intellimac and Swampfox controllers and related materials shall remain the property of the Owner. Equipment and materials removed as a part of this project that will not be required for future operation of any other equipment or components shall become the property of the Contractor, and shall be properly disposed of by the Contractor.
- B. Do not burn or bury materials on site. Leave site in clean condition.

3.03 DURING CONSTRUCTION

- A. Execute cleaning to ensure that all property, structures, grounds, access roads and public properties are maintained free from accumulation of waste materials, dust and debris.
- B. Demolition debris and all other dust, debris and materials generated during the performance of the work shall be contained at all times during the performance of the work and not allowed to be blown, tracked, or otherwise dispersed across the site and shall be removed and properly disposed of at regular intervals during the performance of the work and shall be completely removed and properly disposed of upon project completion.

- C. All waste materials, debris and rubbish shall be disposed of at sites to be chosen by Contractor.
- D. If, in the opinion of the Owner, the Contractor has not sufficiently cleaned the project area, the Owner shall issue a written notice to the Contractor stating that the Contractor shall clean the project area to the satisfaction of the Owner within forty-eight (48) hours. If the Contractor does not properly clean up (in the opinion of the Owner), then the Owner shall have the option of using outside equipment to perform the Work and such cost will be withheld from the Contract.

#### 3.04 AFTER CONSTRUCTION

- A. After construction is complete, all sanitary and other temporary facilities, construction materials, equipment, and other debris shall be completely removed from the site and recycled or disposed of properly by the Contractor.
- B. If, in the opinion of the Owner, the Contractor has not sufficiently cleaned the project area, the Owner shall issue a written notice to the Contractor stating that the Contractor shall clean the project area to the satisfaction of the Owner within forty-eight (48) hours. If the Contractor does not properly clean up (in the opinion of the Owner), then the Owner shall have the option of using outside equipment to perform the Work and such cost will be withheld from the Contract. Site shall be left in a condition equal to or better than existed prior to construction.

END OF SECTION

SECTION 01 60 00

PRODUCT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Products
- B. Product delivery requirements
- C. Product storage and handling requirements
- D. Product options

1.02 PRODUCTS

- A. Furnish products of qualified manufacturers suitable for intended use. Furnish products of each type by single manufacturer unless specified otherwise.
- B. Do not use materials and equipment removed from existing premises, except as specifically permitted by Contract Documents or as permitted by Owner.
- C. Furnish interchangeable components from same manufacturer for components being replaced.

1.03 MEASUREMENT AND PAYMENT

- A. Measurement and payment for this item shall be included in the Bid Item to which it relates. No additional measurement or payment will be included for the requirements of this section.

1.04 PRODUCT DELIVERY REQUIREMENTS

- A. Schedule delivery of products or equipment as required to allow timely installation and to avoid prolonged storage.
- B. Transport and handle products in accordance with manufacturer's instructions.
- C. Deliver products or equipment in manufacturer's original unbroken cartons or other containers designed and constructed to protect the contents from physical or environmental damage.
- D. Promptly inspect shipments to ensure products comply with requirements, quantities are correct, and products are undamaged.
- E. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.
- F. Clearly and fully mark and identify as to manufacturer, item and installation location.

1.05 PRODUCT STORAGE AND HANDLING REQUIREMENTS

- A. Store and protect products in accordance with manufacturer's instructions. Provide manufacturer's instructions for storage and handling.
- B. Store with seals and labels intact and legible.
- C. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
- D. For exterior storage of fabricated products, place on sloped supports above ground.

- E. Provide suitable off-site storage and protection when site does not permit on-site storage or protection.
- F. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- G. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- H. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

#### 1.06 STORAGE FACILITIES

- A. Contractor shall obtain all necessary laydown and storage areas necessary for the execution of the Work. The District has some space available for laydown and storage at the various sites and will attempt to accommodate the Contractor's needs. However, the Contractor is ultimately responsible for ensuring that there is adequate staging area for construction materials and equipment. Contractor shall obtain all necessary permissions and approvals for use of other laydown and storage areas.

#### 1.07 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any product meeting those standards or description.
- B. The Contractor shall specify products that are intended to be used for this project in the description of proposed PLC equipment and communication network that is included with the Contractor's bid. Products shall also be specified in the design submittals provided by the Contractor, and the Owner shall state whether or not the Owner is agreeable to the products specified by the Contractor. Deviations from the products specified in the Contractor's original bid will require Change Orders, either adding to or subtracting from the Contractor's original bid price.

#### PART 2 PRODUCTS (NOT USED)

#### PART 3 EXECUTION (NOT USED)

END OF SECTION

SECTION 01 70 00

EXECUTION REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Closeout procedures.
- B. Final cleaning.
- C. Protecting installed construction.
- D. Project record documents.
- E. Operation and maintenance data.
- F. Spare parts and maintenance products.

1.02 MEASUREMENT AND PAYMENT

- A. Measurement and payment for this item will be included in the Bid Item to which it relates. No additional measurement or payment will be made for the requirements of this section.

1.03 CLOSEOUT PROCEDURES

- A. Completion Submittal:
  - 1. File Contractor's Notice of Completion and Request for Final Inspection.
- B. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Owner's review.
- C. Provide submittals to Owner required by authorities having jurisdiction.
- D. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due.

1.04 FINAL CLEANING

- A. Execute final cleaning prior to final project assessment.
- B. Clean equipment and fixtures to sanitary condition with cleaning materials appropriate to surface and material being cleaned.
- C. Clean site as required under Section 01 56 00-Site & Area Cleanup.
- D. Remove waste and surplus materials, rubbish, and construction facilities from site.

1.05 PROTECTING INSTALLED CONSTRUCTION

- A. Protect installed Work and provide special protection where specified in individual specification sections.
- B. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- C. Provide protective coverings at conduit openings.

#### 1.06 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
  - 1. Drawings.
  - 2. Specifications.
  - 3. Addenda.
  - 4. Change Orders and other modifications to the Contract.
  - 5. Reviewed Shop Drawings, Product Data, and Samples.
  - 6. Manufacturer's instruction for assembly, installation, operation and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress, not less than weekly.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
  - 1. Manufacturer's name and product model and number.
  - 2. Product substitutions or alternates utilized.
  - 3. Changes made by Addenda and modifications.
- F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
  - 1. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
  - 2. Field changes of dimension and detail.
  - 3. Details not on final design submittal.
- G. Submit Record Documents to Owner with claim for final Application for Payment.

#### 1.07 OPERATION AND MAINTENANCE DATA

- A. Submit one (1) hardcopy and one (1) electronic copy of an Operations & Maintenance Manual for each site, including content listed below, as well as one (1) hardcopy and one (1) electronic copy of an overall O&M Manual that has data for all sites. Submit the one (1) electronic copy of the overall O&M Manuals in .pdf format.
- B. Submit data bound and organized in 8-1/2 x 11 inch (A4) text pages, three D side ring binders with durable covers.
- C. Prepare binder cover with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS", title of project, date of submittal.
- D. Internally subdivide binder contents with permanent page dividers, logically organized as described below; with tab titling clearly printed under reinforced laminated plastic tabs.
- E. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- F. Contents: Prepare Table of Contents for each volume, with each product or system description identified, typed on white paper, in three parts as follows:
  - 1. Part 1: Directory, listing names, addresses, and telephone numbers of Owner, Contractor, Subcontractors, and major equipment suppliers.



2. Part 2: Operation and maintenance instructions, arranged by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:
  - a. Significant design criteria.
  - b. List of equipment.
  - c. Parts list for each component.
  - d. Operating instructions.
  - e. Maintenance instructions for equipment and systems, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
  - f. The summary text for the operation, programming and troubleshooting of the PLCs, and appendix with the manual provided by the Manufacturer for the PLCs.
  - g. Text describing the communication protocol and any Manufacture's manuals for the communications network equipment.
  - h. As-Built drawings of the complete system installation including single line drawings with circuit numbers of all circuits installed. As-Built shall reflect all changes to the original design drawings implemented during construction.
  - i. Standard Operating Procedure (SOP) manuals for the systems installed, including detailed operational and programming procedures.
3. Part 3: Project documents and certificates, including the following:
  - a. Shop drawings and product data including single line drawings with circuits identified
  - b. Certificates.
  - c. Photocopies of warranties and bonds.

#### 1.08 SPARE PARTS AND MAINTENANCE PRODUCTS

- A. Furnish spare parts, maintenance, and extra products in quantities as recommended by manufacturer or as specified by Owner.
- B. Deliver to Project site and place in location as directed by Owner; obtain receipt prior to final payment.

#### PART 2 PRODUCTS (NOT USED)

#### PART 3 EXECUTION (NOT USED)

END OF SECTION

*This page left blank intentionally.*



# MCSD Facility Locations



Letz Lane  
Lift Station

Kelly  
Lift Station

WWMF Control Room

Hiller Lift Station

Norton Tank Site

B Street Lift Station

MCSD Field Office

Cochran Road  
Tank Site

Fischer Road  
Lift Station

McKluski Hill  
Tank Site

North Bank Booster Station

- Water Facility
- Sewer Facility
- Field Office



January 2017

289



# Communications Status

Telephone Number  
24FDDM-323904-001  
PAC Bell Repair Service  
1 (800) 332-1321

HBMWD Meter RTU 12



CKT 12

McCluski Hill RTU-4



12/13  
13:31

CKT 3

Cochran Rd RTU-11



12/13  
13:31

290

North Bank RTU-10



0707

WWTP RTU-5/13



RTU-5  
3514

RTU-13  
3520

Fischer Rd RTU-7



3739

Letz Lane RTU-8



3726

Hiller RTU-3



3646

Kelly RTU-9



3649

Norton Rd RTU-2



12/13  
13:27

B Street RTU-1



3602

Overview

Menu

Trends

1:31:44 PM  
12/13/2016

Communications Failure Alarm

Summary

Ask	Time In	Time Last	Node	Tagname	Status	Value	Description
✓	09:08:35:083	10:09:35:093	FX	R13_A9A	CFN		Fail WWTP Aerator 9 Fail
✓	17:58:12:552	10:10:53:593	FX	R13_A10A	CFN		Fail WWTP Aerator 10 Fail

Total Alarms: 7

Filter Priority >= "High"

Sort: Time In, Descending

Run

Acknowledge

[-----End of Block List-----]







[illegible]



NodeNameDatabase : MCSFile Name: D:\Dynamics\VP08\112128_MCSData - 12/18/2012		Time : 10:50:38 AM]		D153		D152		D151		D150		D149		D148		D147		D146		D145		D144		D143		D142		D141		D140		D139		D138		D137		D136		D135		D134		D133		D132		D131		D130		D129		D128		D127		D126		D125		D124		D123		D122		D121		D120		D119		D118		D117		D116		D115		D114		D113		D112		D111		D110		D109		D108		D107		D106		D105		D104		D103		D102		D101		D100		D99		D98		D97		D96		D95		D94		D93		D92		D91		D90		D89		D88		D87		D86		D85		D84		D83		D82		D81		D80		D79		D78		D77		D76		D75		D74		D73		D72		D71		D70		D69		D68		D67		D66		D65		D64		D63		D62		D61		D60		D59		D58		D57		D56		D55		D54		D53		D52		D51		D50		D49		D48		D47		D46		D45		D44		D43		D42		D41		D40		D39		D38		D37		D36		D35		D34		D33		D32		D31		D30		D29		D28		D27		D26		D25		D24		D23		D22		D21		D20		D19		D18		D17		D16		D15		D14		D13		D12		D11		D10		D9		D8		D7		D6		D5		D4		D3		D2		D1		D0		D-1		D-2		D-3		D-4		D-5		D-6		D-7		D-8		D-9		D-10		D-11		D-12		D-13		D-14		D-15		D-16		D-17		D-18		D-19		D-20		D-21		D-22		D-23		D-24		D-25		D-26		D-27		D-28		D-29		D-30		D-31		D-32		D-33		D-34		D-35		D-36		D-37		D-38		D-39		D-40		D-41		D-42		D-43		D-44		D-45		D-46		D-47		D-48		D-49		D-50		D-51		D-52		D-53		D-54		D-55		D-56		D-57		D-58		D-59		D-60		D-61		D-62		D-63		D-64		D-65		D-66		D-67		D-68		D-69		D-70		D-71		D-72		D-73		D-74		D-75		D-76		D-77		D-78		D-79		D-80		D-81		D-82		D-83		D-84		D-85		D-86		D-87		D-88		D-89		D-90		D-91		D-92		D-93		D-94		D-95		D-96		D-97		D-98		D-99		D-100		D-101		D-102		D-103		D-104		D-105		D-106		D-107		D-108		D-109		D-110		D-111		D-112		D-113		D-114		D-115		D-116		D-117		D-118		D-119		D-120		D-121		D-122		D-123		D-124		D-125		D-126		D-127		D-128		D-129		D-130		D-131		D-132		D-133		D-134		D-135		D-136		D-137		D-138		D-139		D-140		D-141		D-142		D-143		D-144		D-145		D-146		D-147		D-148		D-149		D-150		D-151		D-152		D-153		D-154		D-155		D-156		D-157		D-158		D-159		D-160		D-161		D-162		D-163		D-164		D-165		D-166		D-167		D-168		D-169		D-170		D-171		D-172		D-173		D-174		D-175		D-176		D-177		D-178		D-179		D-180		D-181		D-182		D-183		D-184		D-185		D-186		D-187		D-188		D-189		D-190		D-191		D-192		D-193		D-194		D-195		D-196		D-197		D-198		D-199		D-200		D-201		D-202		D-203		D-204		D-205		D-206		D-207		D-208		D-209		D-210		D-211		D-212		D-213		D-214		D-215		D-216		D-217		D-218		D-219		D-220		D-221		D-222		D-223		D-224		D-225		D-226		D-227		D-228		D-229		D-230		D-231		D-232		D-233		D-234		D-235		D-236		D-237		D-238		D-239		D-240		D-241		D-242		D-243		D-244		D-245		D-246		D-247		D-248		D-249		D-250		D-251		D-252		D-253		D-254		D-255		D-256		D-257		D-258		D-259		D-260		D-261		D-262		D-263		D-264		D-265		D-266		D-267		D-268		D-269		D-270		D-271		D-272		D-273		D-274		D-275		D-276		D-277		D-278		D-279		D-280		D-281		D-282		D-283		D-284		D-285		D-286		D-287		D-288		D-289		D-290		D-291		D-292		D-293		D-294		D-295		D
---	--	---------------------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	----	--	----	--	----	--	----	--	----	--	----	--	----	--	----	--	----	--	----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	-----	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	-------	--	---

[illegible]

Page 1 of 2

[illegible]

-----End of Block List-----



[illegible]



NodeName Database : MCSFile Name : D:\Dynamic Data - 12/18/2012																			
#A124	A08	D159	D01	DA312	DR117	CA7	PG#4	SSG-1000-008 - SSG overhead - work on proposals											
[BLOCK TYTAG										INITIAL SCSAN TIMESMOOTHING									
IA_NAME A_TAG		NEXT BLK		DESCRIPTION		A_DESC		A_ISCAN A_SCANT		A_IODV A_OIHT		A_IODV A_OIHT		A_IOSC A_ELO		A_IAD A_LOAD		A_IAD A_LOHT	
AI R10_LV1		R10_LV1_PV2_OUT		Level in Norton Rd Tank		A_NEXT		ON 4		ON 4		0 MB1		Lin 0 6,553.50 ft		M-40020		AUTO	
AI R11_LV2		R10_LV3_OUT		Level in McCluski Hill Tank		A_NEXT		ON 4		ON 4		0 MB1		Lin 0 6,553.50 ft		M-40022		AUTO	
AI R10_FLOW1		R10_LV2_PV1_OUT		Level in Cochran Rd Tank		A_NEXT		ON 4		ON 4		0 OPC		Server 0 5,000 gpm		ABBER56:RTU010:Values/MNone		AUTO	
AI R10_FLOW2		R10_FLOW1		HBWMD Flow Rate		A_NEXT		ON 1		ON 1		0 OPC		Server 0 65,535 gpm		ABBER56:Powerlink:Values/None		AUTO	
[BLOCK TYTAG										SIGNAL CO LOW EGU HIGH EGU LIMIT									
IA_NAME A_TAG		NEXT BLOCK		DESCRIPTION		A_DESC		A_ISCAN A_SCANT		A_IODV A_OIHT		A_IODV A_OIHT		A_IOSC A_ELO		A_IAD A_LOAD		A_IAD A_LOHT	
AO R10_LV3_OUT		R10_LV3_OUT		McCluski Reservoir Level sent to RTU10		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091002:No Access Path		None	
AO R10_LV2_PV1		R10_LV2_MIN		Cochran Tank Level sent to RTU10 as PV1		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091000:No Access Path		None	
AO R10_LV1_PV2		R10_LV1_MIN		Norton Tank Level sent to RTU10 as PV2		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091001:No Access Path		None	
[BLOCK TYTAG										INITIAL SCSAN TIMESMOOTHING									
IA_NAME A_TAG		NEXT BLK		DESCRIPTION		A_DESC		A_ISCAN A_SCANT		A_IODV A_OIHT		A_IODV A_OIHT		A_IOSC A_ELO		A_IAD A_LOAD		A_IAD A_LOHT	
DI R10_P3		R10_P3		North Bank Pump 3 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.2		Run	
DI R10_P4		R10_P4		North Bank Pump 4 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.3		Run	
DI R10_P1		R10_P1		North Bank Pump 1 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091000:No Access Path		None	
DI R10_P2		R10_P2		North Bank Pump 2 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091002:No Access Path		None	
DI R10_P5		R10_P5		North Bank Pump 5 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091003:No Access Path		None	
DI R10_PC		R10_PC		North Bank Chlorine Pump State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091004:No Access Path		None	
DI R10_GENON		R10_GENON		North Bank Generator ON		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091005:No Access Path		None	
[BLOCK TYTAG										SIGNAL CO LOW EGU HIGH EGU LIMIT									
IA_NAME A_TAG		NEXT BLOCK		DESCRIPTION		A_DESC		A_ISCAN A_SCANT		A_IODV A_OIHT		A_IODV A_OIHT		A_IOSC A_ELO		A_IAD A_LOAD		A_IAD A_LOHT	
AI R10_P3		R10_P3		North Bank Pump 3 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.2		Run	
AI R10_P4		R10_P4		North Bank Pump 4 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.3		Run	
AI R10_P1		R10_P1		North Bank Pump 1 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091000:No Access Path		None	
AI R10_P2		R10_P2		North Bank Pump 2 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091002:No Access Path		None	
AI R10_P5		R10_P5		North Bank Pump 5 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091003:No Access Path		None	
AI R10_PC		R10_PC		North Bank Chlorine Pump State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091004:No Access Path		None	
AI R10_GENON		R10_GENON		North Bank Generator ON		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091005:No Access Path		None	
[BLOCK TYTAG										SIGNAL CO LOW EGU HIGH EGU LIMIT									
IA_NAME A_TAG		NEXT BLOCK		DESCRIPTION		A_DESC		A_ISCAN A_SCANT		A_IODV A_OIHT		A_IODV A_OIHT		A_IOSC A_ELO		A_IAD A_LOAD		A_IAD A_LOHT	
AI R10_P3		R10_P3		North Bank Pump 3 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.2		Run	
AI R10_P4		R10_P4		North Bank Pump 4 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.3		Run	
AI R10_P1		R10_P1		North Bank Pump 1 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091000:No Access Path		None	
AI R10_P2		R10_P2		North Bank Pump 2 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091002:No Access Path		None	
AI R10_P5		R10_P5		North Bank Pump 5 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091003:No Access Path		None	
AI R10_PC		R10_PC		North Bank Chlorine Pump State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091004:No Access Path		None	
AI R10_GENON		R10_GENON		North Bank Generator ON		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091005:No Access Path		None	
[BLOCK TYTAG										SIGNAL CO LOW EGU HIGH EGU LIMIT									
IA_NAME A_TAG		NEXT BLOCK		DESCRIPTION		A_DESC		A_ISCAN A_SCANT		A_IODV A_OIHT		A_IODV A_OIHT		A_IOSC A_ELO		A_IAD A_LOAD		A_IAD A_LOHT	
AI R10_P3		R10_P3		North Bank Pump 3 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.2		Run	
AI R10_P4		R10_P4		North Bank Pump 4 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.3		Run	
AI R10_P1		R10_P1		North Bank Pump 1 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091000:No Access Path		None	
AI R10_P2		R10_P2		North Bank Pump 2 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091002:No Access Path		None	
AI R10_P5		R10_P5		North Bank Pump 5 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091003:No Access Path		None	
AI R10_PC		R10_PC		North Bank Chlorine Pump State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091004:No Access Path		None	
AI R10_GENON		R10_GENON		North Bank Generator ON		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091005:No Access Path		None	
[BLOCK TYTAG										SIGNAL CO LOW EGU HIGH EGU LIMIT									
IA_NAME A_TAG		NEXT BLOCK		DESCRIPTION		A_DESC		A_ISCAN A_SCANT		A_IODV A_OIHT		A_IODV A_OIHT		A_IOSC A_ELO		A_IAD A_LOAD		A_IAD A_LOHT	
AI R10_P3		R10_P3		North Bank Pump 3 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.2		Run	
AI R10_P4		R10_P4		North Bank Pump 4 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.3		Run	
AI R10_P1		R10_P1		North Bank Pump 1 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091000:No Access Path		None	
AI R10_P2		R10_P2		North Bank Pump 2 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091002:No Access Path		None	
AI R10_P5		R10_P5		North Bank Pump 5 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091003:No Access Path		None	
AI R10_PC		R10_PC		North Bank Chlorine Pump State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091004:No Access Path		None	
AI R10_GENON		R10_GENON		North Bank Generator ON		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091005:No Access Path		None	
[BLOCK TYTAG										SIGNAL CO LOW EGU HIGH EGU LIMIT									
IA_NAME A_TAG		NEXT BLOCK		DESCRIPTION		A_DESC		A_ISCAN A_SCANT		A_IODV A_OIHT		A_IODV A_OIHT		A_IOSC A_ELO		A_IAD A_LOAD		A_IAD A_LOHT	
AI R10_P3		R10_P3		North Bank Pump 3 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.2		Run	
AI R10_P4		R10_P4		North Bank Pump 4 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.3		Run	
AI R10_P1		R10_P1		North Bank Pump 1 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091000:No Access Path		None	
AI R10_P2		R10_P2		North Bank Pump 2 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091002:No Access Path		None	
AI R10_P5		R10_P5		North Bank Pump 5 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091003:No Access Path		None	
AI R10_PC		R10_PC		North Bank Chlorine Pump State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091004:No Access Path		None	
AI R10_GENON		R10_GENON		North Bank Generator ON		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091005:No Access Path		None	
[BLOCK TYTAG										SIGNAL CO LOW EGU HIGH EGU LIMIT									
IA_NAME A_TAG		NEXT BLOCK		DESCRIPTION		A_DESC		A_ISCAN A_SCANT		A_IODV A_OIHT		A_IODV A_OIHT		A_IOSC A_ELO		A_IAD A_LOAD		A_IAD A_LOHT	
AI R10_P3		R10_P3		North Bank Pump 3 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.2		Run	
AI R10_P4		R10_P4		North Bank Pump 4 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.3		Run	
AI R10_P1		R10_P1		North Bank Pump 1 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091000:No Access Path		None	
AI R10_P2		R10_P2		North Bank Pump 2 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091002:No Access Path		None	
AI R10_P5		R10_P5		North Bank Pump 5 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091003:No Access Path		None	
AI R10_PC		R10_PC		North Bank Chlorine Pump State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091004:No Access Path		None	
AI R10_GENON		R10_GENON		North Bank Generator ON		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091005:No Access Path		None	
[BLOCK TYTAG										SIGNAL CO LOW EGU HIGH EGU LIMIT									
IA_NAME A_TAG		NEXT BLOCK		DESCRIPTION		A_DESC		A_ISCAN A_SCANT		A_IODV A_OIHT		A_IODV A_OIHT		A_IOSC A_ELO		A_IAD A_LOAD		A_IAD A_LOHT	
AI R10_P3		R10_P3		North Bank Pump 3 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.2		Run	
AI R10_P4		R10_P4		North Bank Pump 4 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.3		Run	
AI R10_P1		R10_P1		North Bank Pump 1 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091000:No Access Path		None	
AI R10_P2		R10_P2		North Bank Pump 2 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091002:No Access Path		None	
AI R10_P5		R10_P5		North Bank Pump 5 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091003:No Access Path		None	
AI R10_PC		R10_PC		North Bank Chlorine Pump State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091004:No Access Path		None	
AI R10_GENON		R10_GENON		North Bank Generator ON		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091005:No Access Path		None	
[BLOCK TYTAG										SIGNAL CO LOW EGU HIGH EGU LIMIT									
IA_NAME A_TAG		NEXT BLOCK		DESCRIPTION		A_DESC		A_ISCAN A_SCANT		A_IODV A_OIHT		A_IODV A_OIHT		A_IOSC A_ELO		A_IAD A_LOAD		A_IAD A_LOHT	
AI R10_P3		R10_P3		North Bank Pump 3 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.2		Run	
AI R10_P4		R10_P4		North Bank Pump 4 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.3		Run	
AI R10_P1		R10_P1		North Bank Pump 1 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091000:No Access Path		None	
AI R10_P2		R10_P2		North Bank Pump 2 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091002:No Access Path		None	
AI R10_P5		R10_P5		North Bank Pump 5 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091003:No Access Path		None	
AI R10_PC		R10_PC		North Bank Chlorine Pump State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091004:No Access Path		None	
AI R10_GENON		R10_GENON		North Bank Generator ON		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091005:No Access Path		None	
[BLOCK TYTAG										SIGNAL CO LOW EGU HIGH EGU LIMIT									
IA_NAME A_TAG		NEXT BLOCK		DESCRIPTION		A_DESC		A_ISCAN A_SCANT		A_IODV A_OIHT		A_IODV A_OIHT		A_IOSC A_ELO		A_IAD A_LOAD		A_IAD A_LOHT	
AI R10_P3		R10_P3		North Bank Pump 3 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.2		Run	
AI R10_P4		R10_P4		North Bank Pump 4 State		A_NEXT		MB1		MB1		0 MB1		Lin 0 6,553.50 ft		M-40444.3		Run	
AI R10_P1		R10_P1		North Bank Pump 1 State		A_NEXT		OPC		Server		OPC		None 0		ABBER56:RTU010:Values/M091000:No Access Path		None	
AI R10_P2		R10_P2		North Bank Pump 2 State		A_NEXT													



AR	R10_CFT1	HBWMD Current Flow 7 OPC	Float	DECIMAL	AbbeySysPowerlink,Values/P012001.No Access Path	None	0	32,767 kgal	YES	DISABLE	ALL	NONE	NONE	USER FIELD 1	USER FIELD ESIG TYPE	ESIG ALLOC ESIG XMPRT ESIG UNSK ESIG TYPE	YES	NO	REJECT
BLOCK TYTAG		DESCRIPTION	A_IODV	A_IODV	A_IODV	A_IODV	A_IODV	A_IODV	A_IODV	A_IODV	A_IODV	A_IODV	A_IODV	A_IODV	A_IODV	A_IODV	A_IODV	A_IODV	A_IODV
DA	R10_LOA1	North Bank Low Level Alarm, Norton	MB1	M-40161:11	AUTO	ON	ON	2 NO	OK	Low	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_HA1	North Bank High Level Alarm, Norton	MB1	M-40161:12	AUTO	ON	ON	2 NO	OK	High	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_LOA2	North Bank Low Level Alarm, Cochran	MB1	M-40165:11	AUTO	ON	ON	2 NO	OK	Low	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_HA2	North Bank High Level Alarm, Cochran	MB1	M-40165:12	AUTO	ON	ON	2 NO	OK	High	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_P3A	North Bank Pump 3 Alarm	MB1	M-40444:10	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_P4A	North Bank Pump 4 Alarm	MB1	M-40444:11	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_P4A	North Bank Pump 4 Alarm	MB1	M-40444:11	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_CIA	North Bank Chlorine Leak Alarm	MB1	M-40446:1	AUTO	ON	ON	2 NO	OK	FAIL	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_CFA	North Bank Chlorine Low Flow Alarm	MB1	M-40446:2	AUTO	ON	ON	2 NO	OK	FAIL	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_COMA	North Bank Common Alarm	MB1	M-40446:15	AUTO	ON	ON	2 NO	OK	Alarm	DISABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_CFA1	North Bank Communications Fail North Bank	OPC	Server	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_P1A	North Bank Pump 1 Alarm	OPC	Server	AUTO	OFF	OFF	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_P2A	North Bank Pump 2 Alarm	OPC	Server	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_P2A	North Bank Pump 2 Alarm	OPC	Server	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_P5A	North Bank Pump 5 Alarm	OPC	Server	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_PCA	North Bank Chlorine Pump Alarm	OPC	Server	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_GENA	North Bank Generator Fail Alarm	OPC	Server	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_GENA	North Bank Generator Fail Alarm	OPC	Server	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_PWRA	North Bank Power Fail Alarm	OPC	Server	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_FIREA	North Bank Fire Alarm	OPC	Server	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_FIREA	North Bank Fire Alarm	OPC	Server	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_CCLV	North Bank Control Level Selector	OPC	Server	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_INTR	North Bank Intrusion Alarm	OPC	Server	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_INTR	North Bank Intrusion Alarm	OPC	Server	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_GENA	North Bank Generator Run-Too Long Alarm	OPC	Server	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_GENA	North Bank Generator Run-Too Long Alarm	OPC	Server	AUTO	ON	ON	2 NO	OK	Fail	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_HFA	North Bank High Flow Rate	OPC	Server	AUTO	ON	ON	2 NO	OK	High	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
DA	R10_HFA	North Bank High Flow Rate	OPC	Server	AUTO	ON	ON	2 NO	OK	High	ENABLE	NONE	NONE	A_SAI	A_SAI	A_SAI	NONE	NONE	REJECT
BLOCK TYTAG		DESCRIPTION	INPUT B	INPUT C	INPUT D	INPUT E	INPUT F	INPUT G	INPUT H	INPUT I	INPUT J	INPUT K	INPUT L	INPUT M	INPUT N	INPUT O	INPUT P	INPUT Q	INPUT R
CA	R10_LV11_MIN	Minimum Level in Norton Tank	A_GET2	A_GET3	A_GET4	A_GET5	A_GET6	A_GET7	A_GET8	A_GET9	A_GET10	A_GET11	A_GET12	A_GET13	A_GET14	A_GET15	A_GET16	A_GET17	A_GET18
CA	R10_LV12_MIN	Minimum Level in Cochran Tank	R10_LV12	0.01	0.01	R10_LV12	0.01	0.01	(A*(A-B))	(A*(A-B))	(A*(A-B))	(A*(A-B))	(A*(A-B))	(A*(A-B))	(A*(A-B))	(A*(A-B))	(A*(A-B))	(A*(A-B))	(A*(A-B))
BLOCK TYTAG		DESCRIPTION	INITIAL SCAN	INITIAL SCAN	INITIAL SCAN	INITIAL SCAN	INITIAL SCAN	INITIAL SCAN	INITIAL SCAN	INITIAL SCAN	INITIAL SCAN	INITIAL SCAN	INITIAL SCAN	INITIAL SCAN	INITIAL SCAN	INITIAL SCAN	INITIAL SCAN	INITIAL SCAN	INITIAL SCAN
IA_NAME	A_TAG	A_DESC	A_SCAN	A_SCAN	A_SCAN	A_SCAN	A_SCAN	A_SCAN	A_SCAN	A_SCAN	A_SCAN	A_SCAN	A_SCAN	A_SCAN	A_SCAN	A_SCAN	A_SCAN	A_SCAN	A_SCAN
[-----End of Block List-----]																			



## Memorandum

June 1, 2017

To: Greg Orsini, General Manager, MCSD

Cc: James Henry, MCSD

From: Pat Kaspari, GHD

Tel: 707-443-8326

Subject: MCSD Digital Control System Upgrade Design/Build Project – Bid  
Award Recommendation

Job no.: 11136534

The District received two bids for the Digital Control System Upgrade Design/Build Project on Friday, May 12, 2017, with the following results:

Company	Lighthouse Electrical/ICAD Automation	Telstar Instrument., Inc.
Total Bid Amount	\$187,633.02	\$298,696

Additional supporting material was requested from both contractors and received by 1:00 on Thursday, June 1, 2017. I have reviewed the submittal material for both bids, and it is my opinion that both bids were responsive and responsible. Lighthouse Electrical is the apparent low bidder.

Based on the results of the ranking of the responses to this bid compiled by yourself, James Henry, and I (see attached Selection Criteria ranking sheet), I recommend that the Board of Directors award the contract for the Digital Control System Upgrade Design/Build Project to Lighthouse Electrical, Inc.

I have attached a copy of the complete tabulated bid results, Bid Completeness Check and Final Ranking Sheet to this memo. If you have any questions please don't hesitate to call me.

Patrick Kaspari, P.E.  
Associate Engineer

# McKinleyville CSD – Digital Control System Upgrades Design/Build

## SELECTION CRITERIA

The following is the proposed selection criteria to be used by the District in ranking the responses to this Bid:

	CRITERIA	POINT RANGE
1.	Bid Price	0-20
2.	Responsiveness of the Bid to the scope of services and overall understanding of the engagement	0-20
3.	Prior experience with similar scope of work projects	0-20
4.	Documented performance on similar projects	0-20
5.	Organization, size and structure of the firm	0-10
6.	Misc. criteria to be clearly documented on the evaluation form	0-10
	<b>Maximum Points to be awarded</b>	<b>100</b>

	ICAD Automation/Lighthouse Electrical	POINTS AWARDED
1.	Bid Price	20
2.	Responsiveness of the Bid to the scope of services and overall understanding of the engagement	18
3.	Prior experience with similar scope of work projects	15
4.	Documented performance on similar projects	18
5.	Organization, size and structure of the firm	8
6.	Misc. criteria to be clearly documented on the evaluation form APPARENT MORE TIME SPENT ON SCOPE PREP	2
	<b>Maximum Points to be awarded</b>	<b>81</b>

	Telstar Instruments	POINTS AWARDED
1.	Bid Price	10
2.	Responsiveness of the Bid to the scope of services and overall understanding of the engagement	18
3.	Prior experience with similar scope of work projects	18
4.	Documented performance on similar projects	18
5.	Organization, size and structure of the firm	9
6.	Misc. criteria to be clearly documented on the evaluation form	0
	<b>Maximum Points to be awarded</b>	<b>73</b>

# Bid Tabulation Results from May 12, 2017 Bids

**Owner:** McKinleyville Community Services District

**Project Name:** Digital Control System Upgrades Design/Build Project

**Project Location:** McKinleyville, CA

**Date of Bid:** 5/12/2017

**Prepared by:** Nathan Stevens

**Reviewed by:** Pat Kaspari

			ICAD Automation/ Lighthouse Electrical			Telstar Instruments					
Item No.	Description	Units	Quantity	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	System Upgrade Design	LS	1	\$37,669.50	\$37,669.50	\$33,330.00	\$33,330.00				
2	Mobilization/Demob	LS	1	\$15,500.00	\$15,500.00	\$9,987.00	\$9,987.00				
3	Supply, install, program & integrate new PLCs, remove existing RTU controllers	EA	10	\$6,174.42	\$61,744.20	\$13,652.00	\$136,520.00				
4	Supply, install, program & integrate new digital centralizer, remove existing digital centralizer (RTU-99)	EA	1	\$3,395.52	\$3,395.52	\$56,509.00	\$56,509.00				
5	Supply, install, connect new Radio base communications	EA	10	\$5,062.43	\$50,624.30	\$3,720.00	\$37,200.00				
6	Staff training including O&M Manuals for new equipment	LS	1	\$18,699.50	\$18,699.50	\$24,630.00	\$24,630.00				
<b>TOTAL BID AMOUNT</b>					<b>\$187,633.02</b>	<b>*\$298,696.00</b>					

\* Due to math error on line #5 the itemized and total bid price are off by \$520

Item	Contractor					
	Lighthouse Electrical		TelStar Instruments			
	Included?	Comments	Included?	Comments	Included?	Comments
Bid	X		X			
List of Subcontractors	X	Industrial Control & Design	X			
Bid Bond	X		X			
Authority to Sign Bid Proposal (if applicable)	X		X			
Power of Attorney (if bonds signed by attorney-in-fact)	X		X			
Description of Proposed PLC Equipment and Communication Network	X	A lot of qualifiers on Radio line item, but no real deal breakers, just making scope clear.	X	They don't call out exactly what PLC they are going to use		
Details of Three Completed Projects with Contact Information	X		X			
References	X	Called and all provided good references	X	Didn't call		
Attendance at Pre-Bid Meeting	X		X			
Acknowledge Bid Addendum	X		X			
Class A or C10 Contractor Lic. in good Standing with State of CA	X	Lisc #871256	X	Lisc # 422364		
Identify Shareholders, partners	X		X			
Worker's Comp and Safety Program	X		X			
Organizational Documents	X		X			

# Bid Tabulation Results from May 12, 2017 Bids

**Owner:** McKinleyville Community Services District

**Project Name:** Digital Control System Upgrades Design/Build Project

**Project Location:** McKinleyville, CA

**Date of Bid:** 5/12/2017

**Prepared by:** Nathan Stevens

**Reviewed by:** Pat Kaspari

Item No.	Description	Units	Quantity	ICAD Automation/ Lighthouse Electrical			Telstar Instruments					
				Unit Cost	Total Cost		Unit Cost	Total Cost		Unit Cost	Total Cost	
1	System Upgrade Design	LS	1	\$37,669.50	\$37,669.50		\$33,330.00	\$33,330.00				
2	Mobilization/Demob	LS	1	\$15,500.00	\$15,500.00		\$9,987.00	\$9,987.00				
3	Supply, install, program & integrate new PLCs, remove existing RTU controllers	EA	10	\$6,174.42	\$61,744.20		\$13,652.00	\$136,520.00				
4	Supply, install, program & integrate new digital centralizer, remove existing digital centralizer (RTU-99)	EA	1	\$3,395.52	\$3,395.52		\$56,509.00	\$56,509.00				
5	Supply, install, connect new Radio base communications	EA	10	\$5,062.43	\$50,624.30		\$3,720.00	\$37,200.00				
6	Staff training including O&M Manuals for new equipment	LS	1	\$18,699.50	\$18,699.50		\$24,630.00	\$24,630.00				
<b>TOTAL BID AMOUNT</b>				<b>\$187,633.02</b>			<b>*\$298,696.00</b>					

\* Due to math error on line #5 the itemized and total bid price are off by \$520



**McKinleyville Community Services District**

**Digital Control System Upgrade Design/Build Project**

**Proposal and Bid**

**May 12, 2017**

**Table of Contents**

Telstar Company History

Project References

Projects in Progress

C-10 License

Approach and Proposed System

Bid Schedule

Bid Bond and Supporting Documentation

PLC and Radio Cut Sheets



## Company History

Telstar Instruments Inc. was founded in 1981 and has been working with Municipal clients in the Water/Waste Water markets providing SCADA systems integration, instrumentation & controls supply and services, Motor Control Centers, Switchboards, system design, planning and analysis, panel fabrication, custom programming, submittal, installation, startup, training, O&M's, and maintenance. We are one of the largest California based SCADA system integration contractors providing full service from conceptual design, equipment specification, installation, and control panel fabrication in our UL508 approved panel facility. Our control system and industrial electrical engineers are uniquely qualified in the specialized areas of system integration, engineering, procurement, factory testing, retrofits and upgrades. Projects and clients are serviced within California from office locations in Concord, Sacramento, and Hanford.

Telstar designs and implements plant power, process and control systems using open architecture methods and common high-level process models. This includes Power Pedestals, PLC/DCS and SCADA integrated systems communicating via hardwire, fiber optics, and radio including Wide Area Networks. We utilize GE iFIX, Wonderware, Rockwell Automation RSView, Citect, and many other major HMI software systems. PLC systems include Modicon, Allen Bradley, Siemens, PLC Direct, G.E., and many others.

Telstar is a California C-10 Electrical Contractor (Lic. No. 422364) and has worked with Instrumentation & Controls (I & C) for all of the 36 years we have been in business. Our instrumentation and SCADA systems support has been on-going including engineering, field instrumentation services, electrical services, troubleshooting, maintenance, and 24 hour emergency support for our clients' water and wastewater systems. Telstar supplies timely, cost effective support for our clients as well as on-going local 24/7 technical support of all hardware and software.

## Project References

Telstar Instruments, Inc. – Confidential and Proprietary Information

Project Title	<b>LESSALT Water Treatment Plant (25081)</b>
Owner	San Benito County Water District
Address	30 Mansfield Road, Hollister, CA 95023
Contract Dates	Aug 2013 / Aug. 2016
Contract Value	\$1,016,123
PLC	Allen Bradley / 1756 Compact Logix/ Qty (23)

This project consisted of improvements to an existing 2 MGD Lessalt WTP to add iron and manganese removal pressure filters, carbon pressure filters, treated water tank, associated pump stations and equipment. Telstar's scope included flow, level, analytical and pressure instruments. Control panels, water analyzer panels and Allen Bradley PLC were also provided. Power equipment included a main switchboard, MCC. Services provided were mobilization & project management, interconnection diagrams, SCADA/PLC programming, training, startup and commissioning for the plant and SCADA. Twelve months of preventative maintenance was also a part of this project.

Project Title	<b>Master SCADA Stations &amp; Wells (28738)</b>
Owner	TA Produce
Address	Woodland, CA
Contract Dates	Jan 2016 / Nov. 2016
Contract Value	\$175,000
PLC	Allen Bradley / 1769, Qty. (11)
	Luhdorff & Scalmanini Consulting Engineers. 500 First Street. Woodland, CA 95695. T: 530-661-0109. C: Jason Coleman, P.E.

This project involved integrating new well sites to a master station. Telstar constructed PLC panels for 4 sites that included Allen Bradley PLC. SCADA/PLC programming and hardware was also provided for every site. Instrumentation, radio system and startup and commissioning was also within Telstar's scope of the project.

Project Title	<b>Cement Hill Water Treatment Plant - Electrical &amp; Control Systems Rehabilitation</b>
Owner	Solano Irrigation District
Contact Person	Jim Daniels
Contact Information	(707) 455-4015; JDaniels@sidwater.org
Contract Dates	2015 – 2016
Contract Value	\$2.2M

Solano Irrigation District (SID) operates and maintains the Cement Hill Water Treatment Plant (CHWTP) located in Fairfield, California. CHWTP consists of two treatment trains, Plant 1 (constructed in 1978) and Plant 2 (constructed in 1992), with a combined design capacity of 10 MGD. This rehabilitation project included the design, procurement, installation, and start-up of the power distribution and control systems at both plants.

Phase 1 Design – Telstar researched and reviewed the CHWTP existing site conditions and drawings and proposed a new electrical and control system. Telstar generated Single-Lines, MCC and Switchboard Elevations, Demolition and Installation Drawings, and P&IDs. A new SCADA and controls system was design to meet the needs of the District's operations. Design Phase took place from September 2015 through December 2015. Contract Value: \$128,000

Telstar Instruments, Inc. – Confidential and Proprietary Information

Phase 2 Construction – Power system equipment was procured and installed, including an MSB, three MCCs, two ATs, transformers, panelboards, variable frequency drives, and harmonic filters. New control system equipment was procured included three PLC panels constructed at Telstar's facility, pressure instrumentation, level instrumentation, and Coriolis mass flowmeters. A new SCADA system was installed with both new hardware and software. Telstar reprogrammed the entire SCADA and PLC network utilizing new Allen Bradley PLCs, and a new ClearSCADA system (previously Wonderware).

Project Title	<b>Hanford Chlorination Project - Design and Build a Chlorination System Controlled through SCADA for the City of Hanford's 14 wells</b>
Owner	City of Hanford
Contact Person	Robert Sisneroz
Contact Information	(559) 469-4328; <a href="mailto:rsisneroz@ci.hanford.ca.us">rsisneroz@ci.hanford.ca.us</a>
Contract Dates	2014 – 2015
Contract Value	\$565,000

The City of Hanford operates 14 well sites to provide domestic water for its 55,000 citizens. During some piping replacement and repair work in 2014, Hanford's water system tests indicated higher than acceptable bacteria count, which required the City to upgrade and automate their SCADA system. The systems were being operated manually and monitored by an antiquated Bristol Babcock system. Telstar was contracted to automate and perform the monitoring necessary for the City water distribution system. Telstar designed and constructed new control panels with Allen Bradley PLC control and radio communications back to a new Wonderware InTouch SCADA system. During this controls system upgrade, the wells had to remain running at all times to supply water for the City. Telstar performed this SCADA controls system upgrade in a timely manner to meet the City's aggressive schedule and with no downtime for operations.

Project Title	<b>SCADA PLC Replacement Contract, Concord, CA (23721)</b>
Owner	Contra Costa Water District
Address	Various Locations in Concord, CA
Contract Dates	Jun 2012 – May 2015
Contract Value	\$313,000
PLC	Modicon / M340 /Qty (48)

This project consisted of replacing the existing PLC at 48 SCADA sites with new hardware. Telstar, in coordination with Carollo Engineers, oversaw and performed all tasks outlined as followed: Final Design Development & Submittals, Phase 1, 2 & 3 Construction and Final Punch List & Project Completion. PLC modifications to control panels and RTUs at each site were performed.

## Projects in Progress

Project Title	<b>Design and Completion of the SCADA System Upgrade</b>
Owner	Humboldt Bay MWD
Contract Value	\$525,000.00

Telstar is providing all labor, materials, equipment and supervision for the design and construction of the SCADA System Upgrade at the District's Essex and TRF Facilities. The main component of the project include SCADA System Servers, Computers, SCADA Software upgrade and upgrade of the PLC using Allen Bradley

Project Title	<b>WWTP Improvements</b>
Owner	City of Auburn
Contract Value	\$750,000.00

Telstar is providing Flowmeters, Level Transmitters, Float Switches, Pressure Gauges, DO Analyzers, PLC Panels, Load Interrupter Section, Transformer, Main Switchboard, MCCs, VFDs, Spare equipment, Miscellaneous, Design Testing, start-up and training.

Project Title	<b>North Bay Regional Water Treatment Plant - SCADA System Improvements Project</b>
Owner	City of Fairfield
Contact Person	Brandan Hiltman
Contact Information	(707) 437-5381; <a href="mailto:bhiltman@fairfield.ca.gov">bhiltman@fairfield.ca.gov</a>
Contract Dates	September 2016 – Present
Contract Value	\$765K, programming and software only

The City of Fairfield operates and maintains the North Bay Regional Water Treatment Plant (NBR) located in Fairfield, California. Built in 1990 with a treatment capacity of 40 MGD, NBR is a modern water treatment facility that supplies water to both the City of Fairfield and the City Vacaville. NBR's treatment processes include sedimentation basins, flocculation, filtration, washwater recovery, ozonation, and chlorination. The facility also maintains a 1 megawatt solar field which provides most of the plant's operating power.

The City is currently undertaking a SCADA system upgrade for the NBR facility, which includes upgrading all PLC hardware and SCADA system hardware and software. Existing Allen Bradley PLC-5 hardware is being replaced with the latest Allen Bradley Compact Logix controllers. The existing iFIX SCADA software is being replaced with Rockwell's FactoryTalk platform, utilizing PlantPax architecture. The existing networking infrastructure is also being upgraded to fiber and Ethernet.

Telstar is performing all PLC and SCADA programming for the City's NBR SCADA System Improvements Project. Custom programming is being provided for 13 PLCs based on new control descriptions. The PLCs are programmed utilizing Rockwell's PlantPax strict standards to ensure compatibility with new hardware systems. Telstar is also programming the new SCADA system using FactoryTalk View SE software on Rockwell's PlantPax platform. Telstar deployed the SCADA software utilizing Rockwell's virtual image templates running on VMware's vSphere. SCADA graphical screens are designed with object oriented programming instead of tag based. Telstar is also implementing Rockwell's FactoryTalk Historian for data storage, and preparing all State required water quality reports using XLReporter.



The NBR SCADA System Improvements Project is being implemented in stages, with upgrades to the PLC and SCADA system for each plant area occurring one at a time in a logical order. This allows the facility to continue normal operations with minimal disruptions to the operations staff. Startup of the various plant areas are currently underway, with an anticipated completion date for the Project of October 2017.

Project Title	<b>Kern County Sheriff's Office – Lerdo Campus Water &amp; Wastewater Improvements</b>
Owner	County of Kern
Contact Person	Kim Domingo
Contact Information	(661) 868-3020; domingok@co.kern.ca.us
Contract Dates	September 2015 – Present
Contract Value	\$980K

The Kern County Sheriff's office operates the Lerdo Campus Detention Facility that includes its own water and wastewater treatment facilities. The Lerdo Campus Water & Wastewater Improvements project encompasses the upgrade and expansion of the water and wastewater facilities. The water facility improvements include two new water wells, the installation of a one-million-gallon reservoir, new water treatment facilities, and a pressure boosting system including a fire pump facility. The wastewater facility improvements include the demolition and abandonment of the existing treatment plant and the installation of a new 0.68-million-gallon per day extended aeration treatment plant equipped with headworks, reactor basin, secondary clarifiers, sludge pumping, aerobic digestion, and effluent storage pumping.

As the Process Control System Supplier (PCSS), Telstar's responsibilities included furnishing instrumentation and control panel materials and equipment, as well as integration and programming labor and services required to achieve fully operational water and wastewater facilities.

The water and wastewater facilities are independently operated and thus required their own SCADA servers, SCADA workstations, and wireless access points. Telstar procured, configured, and installed new SCADA servers, networking components and workstations as part of this Project. Telstar also procured, configured and installed Rockwell FactoryTalk View SE and FactoryTalk Historian software on the new servers and workstations. The SCADA system was installed and configured on virtual machines utilizing VMware vSphere.

Telstar provided custom graphics programming utilizing the Rockwell FactoryTalk View SE SCADA software for all treatment plant and process areas. SCADA graphical screens were designed utilizing object oriented programming, including the use of standard symbology for pumps, valves, instrumentation and major equipment. All alarms, relevant test/operational data, and facility production information is displayed on SCADA. Telstar is also implementing the Rockwell FactoryTalk Historian for data storage.

Project Title	<b>Wastewater Pump Station &amp; Force Main</b>
Owner	City of Marysville, CA
Contract Value	\$364,000.00



Telstar is providing a Magmeter, Radar, Bubbler System, Float Switch, Pressure Switch, Control panel, HVAC, Local Control Station. Metering Cabinet, MCC, Power Panel, Transformer, PLC/SCADA Programming, Testing and Training, Flowmeters, Propeller Flowmeters, Submersible Lvl Xmtr, Pressure Transducers, Pressure Gauge, Control Panels, Switchboard, MCC, Harmonic Filter, VFD, Programming of SCADA, PLC, OIT, Testing, Certification, startup and Training.

Project Title	<b>Comprehensive Wastewater Master Plan - WWTP SCADA</b>
Owner	Rodeo Sanitary District , CA
Contract Value	\$273,991.00

Telstar is providing a control panel upgrade, radio communication, software programming of the PLC and SCADA. Telstar is providing testing, support and warranty service for the project.



# CONTRACTORS STATE LICENSE BOARD



## Contractor's License Detail for License # 422364

**DISCLAIMER:** A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure, a link for complaint disclosure will appear below. Click on the link or button to obtain complaint and/or legal action information.

Per B&P 7071.17, only construction related civil judgments reported to the CSLB are disclosed.

Arbitrations are not listed unless the contractor fails to comply with the terms of the arbitration.

Due to workload, there may be relevant information that has not yet been entered onto the Board's license database.

Data current as of 5/11/2017 7:27:03 PM

### Business Information

TELSTAR INSTRUMENTS  
1717 SOLAND WAY SUITE 34  
CONCORD, CA 94520  
Business Phone Number (925) 671-2888

Entity Corporation  
Issue Date 05/05/1982  
Expire Date 05/31/2018

### License Status

This license is current and active.

All information below should be reviewed.

### Classifications

C10 - ELECTRICAL  
C-7 - LOW VOLTAGE SYSTEMS  
A - GENERAL ENGINEERING CONTRACTOR

### Bonding Information

#### Contractor's Bond

This license filed a Contractor's Bond with AMERICAN CONTRACTORS INDEMNITY COMPANY.

Bond Number: 100201048

Bond Amount: \$15,000

Effective Date: 01/01/2016

Contractor's Bond History

#### Bond of Qualifying Individual

The qualifying individual ROBERT SIDNEY MARSTON JR certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.

Effective Date: 05/05/1982

This license filed Bond of Qualifying Individual number 100276289 for LODEVICO BUNGAY VILLANUEVA in the amount of \$12,500 with AMERICAN CONTRACTORS INDEMNITY COMPANY.

Effective Date: 05/22/2015

### Workers' Compensation

This license has workers compensation insurance with the CYPRESS INSURANCE COMPANY

Policy Number: TEWC808911

Effective Date: 02/17/2017

Expire Date: 02/17/2018

Workers' Compensation History

Other

Personnel listed on this license (current or disassociated) are listed on other licenses.



### Phase 1 – System Upgrade Design

- A. Telstar will perform an initial site visit with kickoff meeting to assess the complete status of the existing system. This meeting will be used to initiate scheduling, establish contract documentation and to allow Telstar personnel to familiarize themselves with McKinley CSD's standards and goals.
1. Telstar and the District will discuss the notice to proceed, the contractor's tentative schedules, shutdown requirements, critical work and delivery sequencing.
  2. Telstar and the District will finalize contract documentation and go over procedures regarding submittal, payment, legal change order and closeout documentation.
  3. Telstar and the District will go over site use guidelines, shutdown requirements, site safety, temporary facilities, procedures for testing, training and requirements for O&M Manuals.
  4. Discuss overall design of project.
- B. Telstar will assess the extent of the Main PLC replacement requirements.
- C. Telstar will prepare the following initial submittal documents for submittal:
1. Project Schedule as well as the sequencing based on initial meeting. This will include submittal, procurement, Demolition, Delivery and startup schedule
  2. Telstar will prepare the initial Technical documentation:
    - PLC and Radio Specification
    - One-Line and Layout Diagrams of all PLC Panels.
    - PLC Programming
    - Startup Schedule and Testing Plan
  3. Telstar will prepare change over plans based on coordination with the District. These plans will include times and dates of shut downs.
  4. Telstar will use the initial submittal to establish final specified PLC and Radio manufacture.
  5. There will be 3 sets of submittals at 60%, 90% and 100% based on approval by the District.
- D. The District will provide any pertinent information regarding the Wonderware SCADA system at the beginning of the contract and as it become available.
- E. After approval of the hardware, programming and schedule submittals Telstar will begin procurement and project fulfillment.

### Phase 2 – Procurement, Programming, Panel Fabrication

Telstar's overall hardware Scope:

Item	ID/Qty	Service/Description
<b>Full Control Panels</b>		
1	RTU-1*	B Street Lift Station - NEMA Enclosure, PLC, RTU(Radio) Supporting Equipment
2	RTU-3*	Hiller Lift Station - NEMA Enclosure, PLC, RTU(Radio) Supporting Equipment
3	RTU-9*	Kelly Lift Station - NEMA Enclosure, PLC, RTU(Radio) Supporting Equipment
4	RTU-99*	Digital Centralizer PLC Panel - NEMA Enclosure, PLC, RTU(Radio) Supporting Equipment

Telstar Instruments, Inc. – Confidential and Proprietary Information

Back Panels		
5	RTU-2*	Norton Tank Site - Backpanel, PLC, RTU(Radio) Supporting Equipment
6	RTU-4*	McKluski Hill Tank Site - Backpanel, PLC, RTU(Radio) Supporting Equipment
7	RTU-6/11*	Cochran Road Tanks - Backpanel, PLC, RTU(Radio) Supporting Equipment
8	RTU-7*	Fischer Road Lift Station - Backpanel, PLC, RTU(Radio) Supporting Equipment
9	RTU-8*	Letz Lane Lift Station - Backpanel, PLC, RTU(Radio) Supporting Equipment
10	RTU-10*	North Bank Booster Station - Backpanel, PLC, RTU(Radio) Supporting Equipment
11	RTU-12*	HBWMD Meter - Backpanel, PLC, RTU(Radio) Supporting Equipment

Telstar's basis of design is the Allen Bradley Compact Logix with MDS SD4 Radios. Both of these systems have an established track record and are benchmarks of the industry. These systems

**A. Procurement**

1. Telstar will procure equipment based on approved submittals.
2. Telstar will notify the District if there is going to be any delays in equipment.

**B. Telstar will fabricate Qty (3) Control Panels (7) Back Panels based and one Main Digital Centralizer Control Panel upon approved submittals.**

**C. Telstar currently does not plan to install HMIs in any of our panels.**

**D. Telstar will program the PLCs based on information gathered from the as-built drawings, existing programming information, district input and Wonderware programming by the district.**

**E. Testing of Control panels and back panels will occur in the Sacramento office before shipment.**

**F. Telstar will deliver Control Panel to the District.**

**G. Telstar will commit to and conduct progress meetings as required by the District. Telstar will also maintain the schedule and status updated on the progress of the project.**

**Phase 3 – Install New PLCs, Finalize Programming, Remove existing RTU Controllers**

**A. Telstar will stagger the installment of each PLC to each of the new stations.**

**B. Shutdown requirements per site will last no longer than 8-HR. These shutdowns will be schedule well ahead of time in advanced and only on approval by District Personnel.**

**C. Payment shall include full compensation for all**

**D. Telstar will provide necessary labor and supervision to remove existing Intellimac PLC and Swampfox RTU's from service. This existing equipment is to be returned to the District.**

**E. Telstar will ensure communications before system is fully engaged.**

**Phase 4 – Supply, install, connect new Radio based communications**

**A. Telstar will provide and install new communication network at**

1. Each of the existing pump station

Telstar Instruments, Inc. – Confidential and Proprietary Information

2. District's Main Office
- B. Connect/integrate the PLCs at the pump stations to the Digital Centralize and Server.
- C. Ensure System Operation and communication with the Owner's main SCADA digital centralizer.
- D. Telstar will plan on the existing Antenna system to remain in place and be used as is for the new radios since they will match the 450mhz frequency design.

**Phase 5 – Staff Training and O&M Manuals**

- A. Provide 1 training Session to train 6 District staff personnel
  1. Operation, programming, Maintenance of
  2. PLC and LAN Communications
- B. 40 hours of additional support after the initial training session.
- C. Operation and Maintenance Manuals for submittal to the District upon project completion.
  1. O&M manual hard copy for each of the sites.
  2. As-built drawings
  3. Summary text for the operation, programming and troubleshooting of the PLC.
  4. Summary text describing the communication protocol and any Manufacturers manual.
  5. Summary text for the communications network equipment.

**Phase 6 – Close-Out**

- A. Deliver all final documents to the District.
- B. Complete punch list items.
- C. Provide warranty services.

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SALES SERVICE**  
**SCADA • PLC/HMI • Telemetry • Calibration • Maintenance**

**Clarifications**

1. Quotation includes only those items LISTED ABOVE
  - a. Requests for additions/deletions from the Scope of Supply may require a change in price

**EXCEPTIONS/EXCLUSIONS (unless specifically noted above)**

1. Supply of special mounting brackets IS EXCLUDED
2. Supply of sun Shades IS EXCLUDED
3. Supply of field mounted disconnects and hand stations ARE EXCLUDED
4. Supply of pull boxes and junction boxes ARE EXCLUDED
5. Supply of Antenna masts ARE EXCLUDED
6. Supply of Security System IS EXCLUDED
7. Supply of power cable outside &/or between equipment (i.e. Gen., MCC, SWBD, ATS) IS EXCLUDED
8. Excavating, rebar, pouring/finishing of concrete, paving, and asphalt IS EXCLUDED
9. We assume no responsibility for performance, applicability, start-up, testing, or acceptance of any equipment NOT FURNISHED BY TELSTAR
10. Factory training IS EXCLUDED
11. Video Taping of training IS EXCLUDED
12. All Electrical Testing and Studies ARE EXCLUDED
13. All Seismic Calculations ARE EXCLUDED
14. SCADA supply, installation and programming IS EXCLUDED
15. Fiber-Optic Cable Installation, Termination, Testing and Certification IS EXCLUDED
16. Cost of bid items based on purchase of all items listed in scope. Any deletion/exclusion of any one bid item or more could result in an increase in cost of other bid items.

BID SCHEDULE (REVISED PER ADDENDUM NO. 1)

Item No.	Description	Unit	Qty.	Unit Cost	Total Cost
1.	System Upgrade Design	LS	1	\$ 33,330	\$ 33,330
2.	Mobilization/Demobilization	LS	1	\$ 9,987	\$ 9,987
3.	Supply, install, program & integrate new PLCs, remove existing RTU controllers	EA	910	\$ 13,652	\$ 136,520
4.	Supply, install, program & integrate new digital centralizer, remove existing digital centralizer (RTU-99)	EA	1	\$ 56,509	\$ 56,509
5.	Supply, install, connect new Radio based communications	EA	910	\$ 3,720	\$ 37,720
6.	Staff training including O&M Manuals for new equipment	LS	1	\$ 24,630	\$ 24,630
	<b>TOTAL</b>				<b>\$ 298,696</b>
Alternative Bid Item 1	<del>Supply, install, connect new LAN/VPN based communications</del>	<del>EA</del>	<del>910</del>	<del>\$</del>	<del>\$</del>

Bid for McKinleyville Community Services District, Digital Control System Upgrades Design/Build Project, including all necessary labor, materials, equipment, supervision, sales tax, and all other applicable taxes and fees.

TOTAL OF BID (\$ 298,696 )

TOTAL OF BID IN WORDS: Two Hundred & Ninety Eight Thousand, Six Hundred Ninety Six Dollars

Receipt of the following Addenda is acknowledged:

Addendum #1 is acknowledged.

Addendum #2 is acknowledged.

The representations made herein are made under penalty of perjury.

Respectfully submitted:

Michael Bortje  
Signature

Office Coordinator  
Title

422364  
License Number

5/12/17  
Date

5/31/2018  
License Expiration Date

1000000899  
DIR Registration Number

(SEAL - If Bid is by Corporation)

**BODEGA BAY PUBLIC UTILITIES DISTRICT**  
265 Doran Park Rd.  
Bodega Bay, California 94923

**BID BOND**

*(NOTE: Bidders must use this form, use of any other bond form may render a bid non-responsive)*

**KNOW ALL MEN BY THESE PRESENTS:**

That we, as PRINCIPAL, and Nationwide Mutual Insurance Company, a (sole proprietorship/corporation/partnership/joint venture) organized and existing under and by virtue of the laws of the State of Ohio and an admitted surety insurer authorized to do business in the State of California, as SURETY, are held and firmly bound unto the Bodega Bay Public Utilities District, as OBLIGEE, in a penal sum equal to ten-percent (10%) the total bid price including the base bid and alternates specified in the proposal of the PRINCIPAL, to the OBLIGEE for the work described below, which penal sum is ten percent of amount bid (\$ 10%) lawful money of the United States of America, for the payment of which sum well and truly to be made, we, and each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the PRINCIPAL has submitted the accompanying proposal dated May 11, 2017 to the OBLIGEE, for the #WD-002 SCADA IMPROVEMENT PROJECT (designated as the "Project") which proposal is hereby made a part hereof;

NOW THEREFORE, if the PRINCIPAL shall not withdraw said proposal within the ninety (90) day period following the opening of bids, and if the PRINCIPAL receives written notice that the Project is awarded to the PRINCIPAL and shall, within ten (10) calendar days of receiving such notice: enter into a written contract with the OBLIGEE in the form prescribed in the bid package issued by the OBLIGEE concerning the Project; and give insurance and bond with good and sufficient sureties guaranteeing the faithful performance and proper fulfillment of such contract and guaranteeing payment for labor and materials used for performance of the contract as required by law; and file with the OBLIGEE all required documents and do all other thing required in accordance with the bid package issued by the OBLIGEE concerning the Project for the contract between the PRINCIPAL and the OBLIGEE to become effective and for work to commence in accordance with the bid package issued by the OBLIGEE concerning the Project, or, in the event of withdrawal of the accompanying proposal within the ninety (90) day period following the opening of bids; or failure by the PRINCIPAL to enter into such contract with the OBLIGEE or to give the OBLIGEE such bonds or to file any other documents or to do any other things required in the bid package issued by the OBLIGEE for the Project, if the PRINCIPAL shall pay the OBLIGEE the difference between the total bid price in the accompanying proposal and the amount for which the OBLIGEE may procure the required performance, if the latter amount be in excess of the former, together with all costs incurred by the OBLIGEE in again attempting to let the Project, and if the said PRINCIPAL shall fully reimburse and save harmless the OBLIGEE from any damage sustained by the OBLIGEE through failure of the PRINCIPAL to enter into the written contract or to file the required performance or labor and material bonds, or to file any other required documents or to do any other things required for the contract between the PRINCIPAL and the OBLIGEE to become effective and the work to commence in accordance with the bid package issued by the OBLIGEE



concerning the Project, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect.

SURETY, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the bid or contract documents for the Project, or to the specifications included in the same, or to the work to be performed thereunder, or to the notice inviting bids, or to any other documents concerning the Project, shall in anywise affect SURETY's obligation under this bond, and SURETY hereby waives notice of any such change, extension of time, alteration or addition to such bid or contract documents.

In the event suit is brought upon this bond by the OBLIGEE and judgment is recovered, the SURETY shall pay all costs incurred by the OBLIGEE in such suit, including a reasonable attorney's fee to be fixed by the Court.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their several seals this 8th day of May 2017, the name and corporate seals of each corporate party being hereto affixed and these presents duly signed by their undersigned representatives, pursuant to authority of their governing bodies.

(Corporate Seal)

PRINCIPAL Telstar Instruments (Inc.)  
By R. J. S. MATSTON

(Acknowledgement)

Title PRESIDENT  
SURETY Nationwide Mutual Insurance Company  
(Corporate Seal)

By Stephen G. Sanker  
(Attorney-in-fact)

(Acknowledgement)

Title Stephen G. Sanker  
Attorney-in-Fact

*(NOTE TO SURETY COMPANY: A certified copy of unrevoked resolution of authority for the attorney-in-fact must be submitted with and attached to the executed bid bond.)*



Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation  
National Casualty Company, an Ohio corporation

AMCO Insurance Company, an Iowa corporation  
Allied Property and Casualty Insurance Company, an Iowa corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

Stephen G. Sanker La Mesa, CA

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

Four Hundred Thousand and No/100ths

\$ 400,000.00

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 1st day of May, 2017



*[Signature of Antonio C. Albanese]*

Antonio C. Albanese, Vice President of Nationwide Mutual Insurance Company, National Casualty Company, AMCO Insurance Company, Allied Property and Casualty Insurance Company

ACKNOWLEDGMENT

STATE OF NEW YORK, COUNTY OF NEW YORK, ss

On this 1st day of May, 2017, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.

BARRY T. BASSIS  
Notary Public, State of New York  
No. 02BA4656400  
Qualified in New York County  
Commission Expires April 30, 2019

*[Signature of Barry T. Bassis]*

Notary Public  
My Commission Expires  
April 30, 2019

CERTIFICATE

I, Laura B. Guy, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company, that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 8th day of May, 2017

This power of attorney expires: April 30, 2019

*[Signature of Laura B. Guy]*  
Assistant Secretary

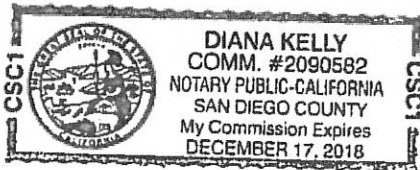
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

## ACKNOWLEDGMENT

State of California  
County of San Diego

On 5/8/17 before me, Diana Kelly, Notary Public, personally appeared Stephen G. Sanker who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.



WITNESS my hand and official seal.

Diana Kelly

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

County of CONTRA COSTA )

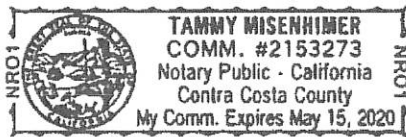
On MAY 11, 2017 before me, TAMMY MISENHIMER - NOTARY PUBLIC  
Date Here Insert Name and Title of the Officer

personally appeared ROBERT S. MARSTON  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Signature]  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_

- ☐ Corporate Officer — Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Individual ☐ Attorney in Fact  
☐ Trustee ☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

- ☐ Corporate Officer — Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Individual ☐ Attorney in Fact  
☐ Trustee ☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned,

Telstar Instruments (Inc.)

as Principal, and

Nationwide Mutual Insurance Company

, as Surety, are hereby held and firmly bound unto

McKinleyville Community Services District

as

Owner, in the penal sum of ten percent of amount bid for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed this 10th day of May, 20 17.

The Condition of the above obligation is such that whereas the Principal has submitted to McKinleyville Community Services District a certain bid, attached hereto and hereby made a part hereof to enter into a contract in writing, for the:

Digital Control System Upgrades Design/Build Project

NOW, THEREFORE,

- (a) If said bid shall be rejected, or
- (b) If said bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said Bid), and shall furnish a bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said bid,

then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

SEAL:

Telstar Instruments (Inc.)

By: Principal  
ROBERT S. MAESTON  
Title: PRESIDENT

Nationwide Mutual Insurance Company

By: Surety  
Stephen G. Sanker  
Title: Attorney-in-Fact

**McKinleyville Community Services District**  
Digital Control System Upgrades Design/Build Project

IMPORTANT - Surety companies executing bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

NOTE: Bidder shall provide current "Power of Attorney" for Attorney-in-fact who signs Bid Bond.

Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation  
National Casualty Company, an Ohio corporation

AMCO Insurance Company, an Iowa corporation  
Allied Property and Casualty Insurance Company, an Iowa corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

Stephen G. Sanker La Mesa, CA

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

Five Hundred Thousand and No/100ths

\$ 500,000.00

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company:

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 1st day of May, 2017.



*Antonio C. Albanese*

Antonio C. Albanese, Vice President of Nationwide Mutual Insurance Company, National Casualty Company, AMCO Insurance Company, Allied Property and Casualty Insurance Company

ACKNOWLEDGMENT

STATE OF NEW YORK, COUNTY OF NEW YORK: ss

On this 1st day of May, 2017, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.

BARRY T. BASSIS

Notary Public, State of New York  
No. 02BA4656400  
Qualified in New York County  
Commission Expires April 30, 2019

*Barry T. Bassis*

Notary Public  
My Commission Expires  
April 30, 2019

CERTIFICATE

I, Laura B. Guy, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 10th day of May, 2017.

This power of attorney expires: April 30, 2019

*Laura Guy*

Assistant Secretary

BDJ 1(05-17)00

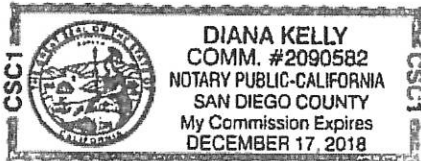
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

## ACKNOWLEDGMENT

State of California  
County of San Diego

On 5/10/17 before me, Diana Kelly, Notary Public, personally appeared Stephen G. Sanker who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/~~she~~/they executed the same in his/~~her~~/their authorized capacity(ies), and that by his/~~her~~/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.



WITNESS my hand and official seal.

Diana Kelly



**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

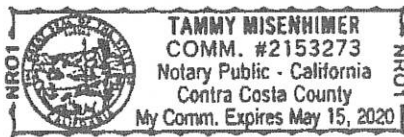
State of California )  
County of CONTRA COSTA )

On MAY 11, 2017 before me, TAMMY MISENHIMER - NOTARY PUBLIC  
Date Here Insert Name and Title of the Officer  
personally appeared ROBERT S. MARSTON  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature \_\_\_\_\_  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_

☐ Corporate Officer — Title(s): \_\_\_\_\_

☐ Partner — ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

☐ Corporate Officer — Title(s): \_\_\_\_\_

☐ Partner — ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

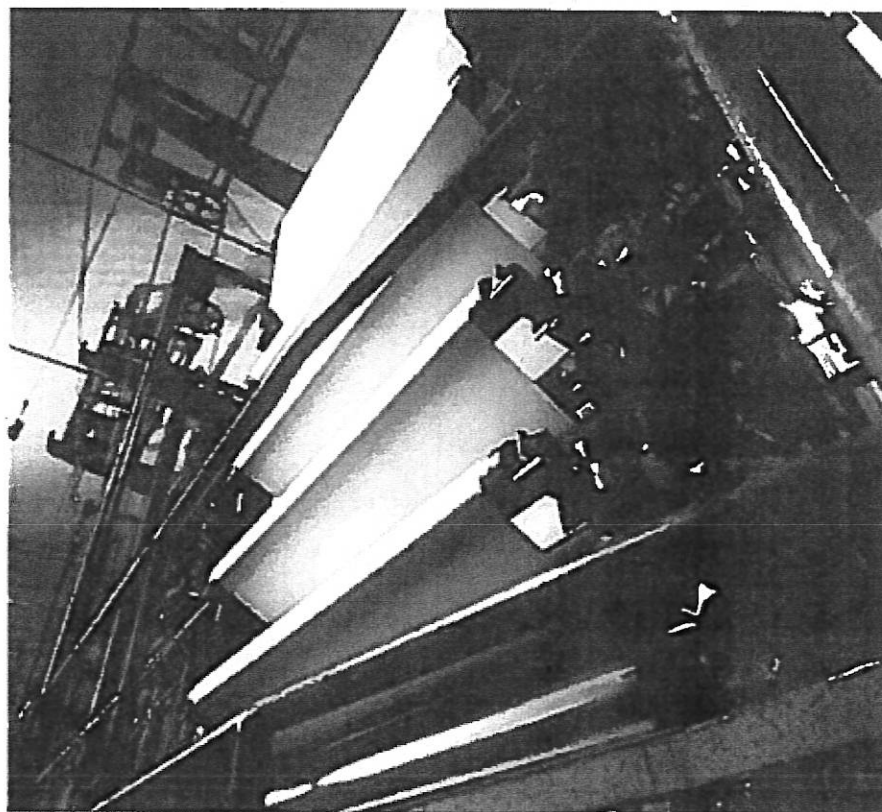
☐ Trustee ☐ Guardian or Conservator

☐ Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_



# CompactLogix Selection Guide



**1769 Compact I/O Modules**

**1768 CompactLogix Integrated Motion**

**1769 CompactLogix Communication Modules**

**1768 and 1769 CompactLogix Controllers**

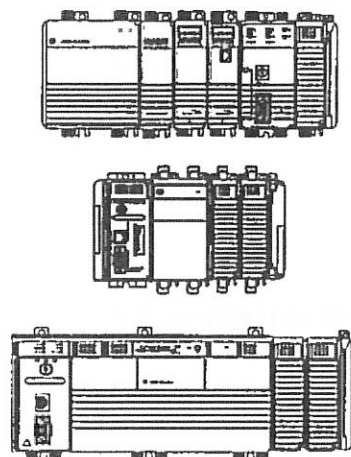
**1768 and 1769 CompactLogix Power Supplies**

## Logix Controllers Comparison

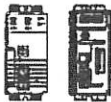
Characteristic	1756 ControlLogix	1756 GuardLogix	1768 CompactLogix	1769-L3x CompactLogix	1769-L23x CompactLogix	1789 SoftLogix5800	PowerFlex 700S Phase 2 with DriveLogix
Controller tasks	<ul style="list-style-type: none"> <li>• 32 tasks</li> <li>• 100 programs/task</li> <li>• Event tasks: all event triggers</li> </ul>	<ul style="list-style-type: none"> <li>• 32 tasks</li> <li>• 100 programs/task</li> <li>• Event tasks: all event triggers</li> </ul>	<ul style="list-style-type: none"> <li>• 16 tasks</li> <li>• Event tasks: consumed tag, EVENT instruction, axis, and motion event triggers</li> </ul>	<ul style="list-style-type: none"> <li>• 1769-L35x: 8 tasks</li> <li>• 1769-L32x: 6 tasks</li> <li>• 1769-L31: 4 tasks</li> <li>• Event tasks: consumed tag and EVENT instruction triggers</li> </ul>	<ul style="list-style-type: none"> <li>• 3 tasks</li> <li>• 16 programs/task</li> <li>• Event tasks: consumed tag and EVENT instruction triggers</li> </ul>	<ul style="list-style-type: none"> <li>• 32 tasks</li> <li>• 100 programs/task</li> <li>• Event tasks: all event triggers, plus outbound and Windows events</li> </ul>	<ul style="list-style-type: none"> <li>• 8 tasks</li> <li>• Event tasks: axis and motion event triggers</li> </ul>
User memory	1756-L61: 2 MB 1756-L62: 4 MB 1756-L63: 8 MB 1756-L64: 16 MB 1756-L65: 32 MB	1756-L61S: 2 MB Standard 1 MB Safety  1756-L62S: 4 MB Standard 1 MB Safety  1756-L63S: 8 MB Standard 1 MB Safety	1768-L43: 2 MB 1768-L45: 3 MB	1769-L31: 512 KB 1769-L32x: 750 KB 1769-L35x: 1.5 MB	512 KB	1789-L10: 2 MB; 1 controller, no motion  1789-L30: 64 MB; 3 controllers  1789-L60: 64 MB; 6 controllers	15 MB
Nonvolatile user memory	CompactFlash	CompactFlash	CompactFlash	CompactFlash	None	None	CompactFlash
Built-in communication ports	1 port RS-232 serial	1 port RS-232 serial	1 port RS-232 serial	• 1769-L31: 2 RS-232 ports • 1769-L32C, 1769-L35CR: 1 ControlNet port and 1 RS-232 serial port • 1769-L32E, 1769-L35E: 1 EtherNet/IP port and 1 RS-232 serial port	• 1769-L23E-0B1B: 1 EtherNet/IP port and 1 RS-232 serial port • 1769-L23E-0BFC1B: 1 EtherNet/IP port and 1 RS-232 serial port • 1769-L23-0BFC1B: 2 RS-232 serial ports	Depends on personal computer	• 1 port RS-232 serial
Communication options	<ul style="list-style-type: none"> <li>• EtherNet/IP</li> <li>• ControlNet</li> <li>• DeviceNet</li> <li>• Data Highway Plus</li> <li>• Remote I/O</li> <li>• SynchLink</li> </ul>	<ul style="list-style-type: none"> <li>• EtherNet/IP (standard and safety)</li> <li>• ControlNet (standard and safety)</li> <li>• DeviceNet (standard and safety)</li> <li>• Data Highway Plus</li> <li>• Remote I/O</li> <li>• SynchLink</li> </ul>	<ul style="list-style-type: none"> <li>• EtherNet/IP</li> <li>• ControlNet</li> <li>• DeviceNet</li> </ul>	<ul style="list-style-type: none"> <li>• EtherNet/IP</li> <li>• ControlNet</li> <li>• DeviceNet</li> </ul>	<ul style="list-style-type: none"> <li>• EtherNet/IP</li> <li>• DeviceNet</li> </ul>	<ul style="list-style-type: none"> <li>• EtherNet/IP</li> <li>• ControlNet</li> <li>• DeviceNet</li> </ul>	<ul style="list-style-type: none"> <li>• EtherNet/IP</li> <li>• ControlNet</li> <li>• DeviceNet</li> </ul>
Serial port communication	<ul style="list-style-type: none"> <li>• ASCII</li> <li>• DF1 full/half-duplex</li> <li>• DF1 radio modem</li> <li>• DH-485</li> <li>• Modbus via logic</li> </ul>	<ul style="list-style-type: none"> <li>• ASCII</li> <li>• DF1 full/half-duplex</li> <li>• DF1 radio modem</li> <li>• DH-485</li> <li>• Modbus via logic</li> </ul>	<ul style="list-style-type: none"> <li>• ASCII</li> <li>• DF1 full/half-duplex</li> <li>• DF1 radio modem</li> <li>• DH-485</li> <li>• Modbus via logic</li> </ul>	<ul style="list-style-type: none"> <li>• ASCII</li> <li>• DF1 full/half-duplex</li> <li>• DF1 radio modem</li> <li>• DH-485</li> <li>• Modbus via logic</li> </ul>	<ul style="list-style-type: none"> <li>• ASCII</li> <li>• DF1 full/half-duplex</li> <li>• DF1 radio modem</li> <li>• DH-485</li> <li>• Modbus via logic</li> </ul>	<ul style="list-style-type: none"> <li>• ASCII</li> <li>• DF1 full/half-duplex</li> <li>• DH-485</li> <li>• Modbus via logic</li> </ul>	<ul style="list-style-type: none"> <li>• ASCII</li> <li>• DF1 full/half-duplex</li> <li>• DF1 radio modem</li> <li>• DH-485</li> <li>• Modbus via logic</li> </ul>
Controller connections	250	250	250	100	100	250	100
Network connections	Per network module: <ul style="list-style-type: none"> <li>• 100 ControlNet (CN2/A)</li> <li>• 40 ControlNet (CNB)</li> <li>• 256 EtherNet/IP; 128 TCP (EN2x)</li> <li>• 128 EtherNet/IP; 64 TCP (EN8T)</li> </ul>	Per network module: <ul style="list-style-type: none"> <li>• 100 ControlNet (CN2/A)</li> <li>• 40 ControlNet (CNB)</li> <li>• 256 EtherNet/IP; 128 TCP (EN2x)</li> <li>• 128 EtherNet/IP; 64 TCP (EN8T)</li> </ul>	Per network module: <ul style="list-style-type: none"> <li>• 48 ControlNet</li> <li>• 64 EtherNet/IP; 32 TCP</li> </ul>	Per controller: <ul style="list-style-type: none"> <li>• 32 ControlNet</li> <li>• 32 EtherNet/IP; 32 TCP</li> </ul>	Per controller: <ul style="list-style-type: none"> <li>• 32 EtherNet/IP; 8 TCP</li> </ul>	Per network module: <ul style="list-style-type: none"> <li>• 48 ControlNet</li> <li>• 128 EtherNet/IP; 64 TCP</li> </ul>	Per network module: <ul style="list-style-type: none"> <li>• 32 ControlNet</li> <li>• 32 EtherNet/IP; 32 TCP</li> </ul>
Controller redundancy	Full support	None	Backup via DeviceNet	Backup via DeviceNet	Backup via DeviceNet	N/A	N/A
Simple motion	<ul style="list-style-type: none"> <li>• Stepper</li> <li>• Servo via DeviceNet</li> <li>• Analog or networked AC drive</li> </ul>	<ul style="list-style-type: none"> <li>• Stepper</li> <li>• Servo via DeviceNet</li> <li>• Analog or networked AC drive</li> </ul>	<ul style="list-style-type: none"> <li>• Stepper</li> <li>• Servo via DeviceNet</li> <li>• Analog or networked AC drive</li> </ul>	<ul style="list-style-type: none"> <li>• Stepper</li> <li>• Servo via DeviceNet</li> <li>• Analog or networked AC drive</li> </ul>	<ul style="list-style-type: none"> <li>• Stepper</li> <li>• Servo via DeviceNet</li> <li>• Analog or networked AC drive</li> </ul>	<ul style="list-style-type: none"> <li>• Stepper</li> <li>• Servo via DeviceNet</li> <li>• Analog or networked AC drive</li> </ul>	<ul style="list-style-type: none"> <li>• Stepper</li> <li>• Servo via DeviceNet</li> <li>• Analog or networked AC drive</li> </ul>
Integrated motion	SERCOS interface Analog options: <ul style="list-style-type: none"> <li>• Encoder input</li> <li>• LDT input</li> <li>• SSI input</li> </ul>	SERCOS interface Analog options: <ul style="list-style-type: none"> <li>• Encoder input</li> <li>• LDT input</li> <li>• SSI input</li> </ul>	SERCOS interface	N/A	N/A	SERCOS interface Analog encoder input	<ul style="list-style-type: none"> <li>• 1 full servo</li> <li>• 1 feedback axis</li> </ul>
Programming languages	<ul style="list-style-type: none"> <li>• Relay ladder</li> <li>• Structured text</li> <li>• Function block</li> <li>• Sequential function chart</li> </ul>	<ul style="list-style-type: none"> <li>• Relay ladder</li> <li>• Structured text</li> <li>• Function block</li> <li>• Sequential function chart</li> </ul>	<ul style="list-style-type: none"> <li>• Relay ladder</li> <li>• Structured text</li> <li>• Function block</li> <li>• Sequential function chart</li> </ul>	<ul style="list-style-type: none"> <li>• Relay ladder</li> <li>• Structured text</li> <li>• Function block</li> <li>• Sequential function chart</li> </ul>	<ul style="list-style-type: none"> <li>• Relay ladder</li> <li>• Structured text</li> <li>• Function block</li> <li>• Sequential function chart</li> </ul>	<ul style="list-style-type: none"> <li>• Relay ladder</li> <li>• Structured text</li> <li>• Function block</li> <li>• Sequential function chart</li> <li>• External routines (developed in C/C++)</li> </ul>	<ul style="list-style-type: none"> <li>• Relay ladder</li> <li>• Structured text</li> <li>• Function block</li> <li>• Sequential function chart</li> </ul>

## Select a CompactLogix System

### CompactLogix System



**Step 1**  
CompactLogix Controllers

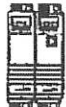


Page 11

Select:

- A controller with sufficient memory
- A CompactFlash card for 1769-L3x and 1768-L4x controllers
- Replacement batteries for 1769-L23x and 1769-L3x controllers (no battery needed for 1768-L4x controllers)

**Step 2**  
CompactLogix Communication Modules




Page 15

Select:

- Networks
- Communication interfaces
- Associated cables and network equipment

**Step 3**  
CompactLogix Integrated Motion




Page 26

Select:

- A 1768-L4x controller for integrated motion
- A SERCOS interface module
- Associated cables
- Drives, motors, and accessories (use the Motion Analyzer tool)

**Step 4**  
Compact I/O Modules




Page 30

Select:

- I/O modules
- A remote terminal block (RTB) or wiring system for each I/O module
- Expansion cables for multiple banks of I/O modules

**Step 6**  
CompactLogix Power Supplies



Page 37

Select:

- One 1768 power supply for each 1768-L4x controller
- One 1769 power supply for each 1769-L3x controller
- Additional 1769 power supplies as needed

**Optional Step**  
Visualization Products



Page 37

**Optional Step**  
Programming Software



Page 38

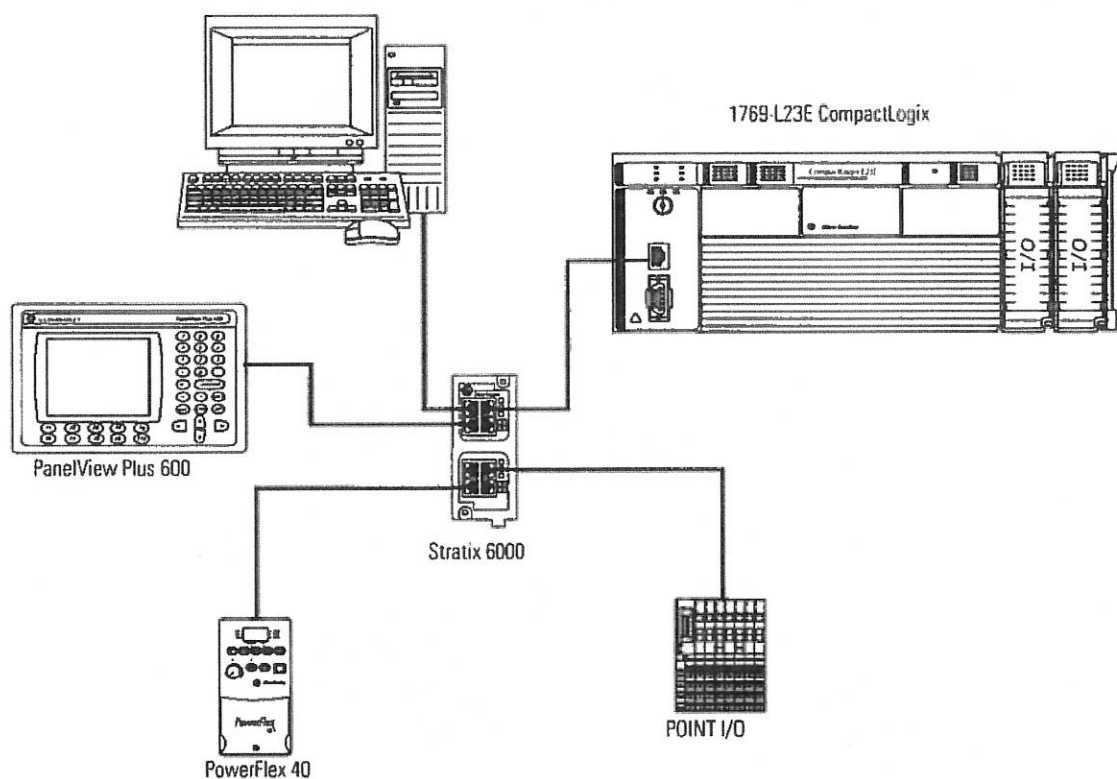
## CompactLogix System Overview

The CompactLogix system is designed to provide a Logix solution for small and mid-size applications. Typically, these applications are machine-level control applications with I/O requirements, network connectivity, and motion control requirements. A simple system can consist of a standalone controller with a single bank of I/O modules and DeviceNet communication. In a more complex system, add other networks and motion control. Multiple controllers can communicate across networks and share data.

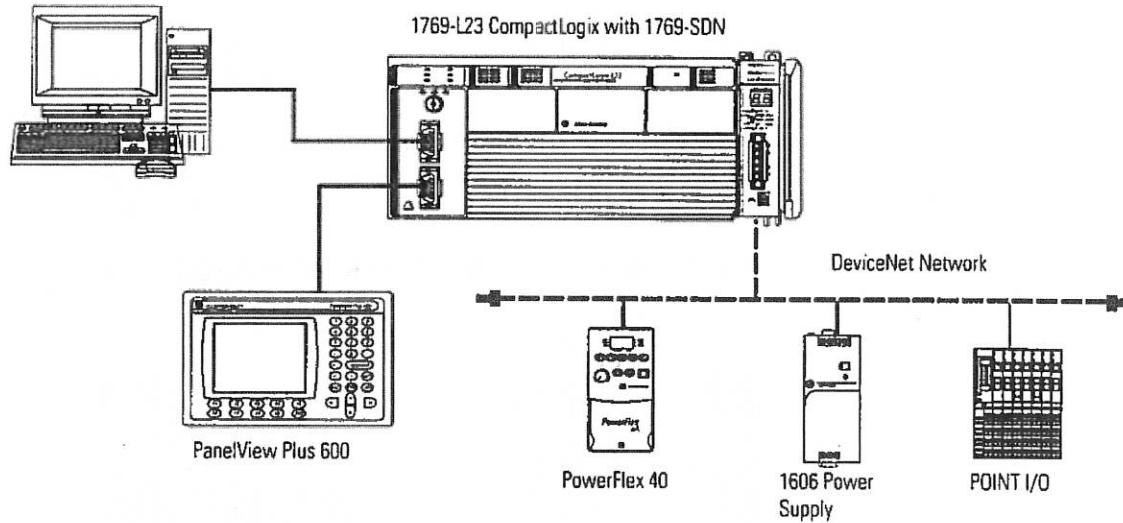
### Example Configuration - 1769-L23x CompactLogix System

The 1769-L23x CompactLogix system is a packaged controller for smaller, machine-level control applications. The controller comes preconfigured with combinations for embedded digital, analog, and high-speed counter I/O.

#### 1769-L23E Packaged Controller with an EtherNet/IP Network



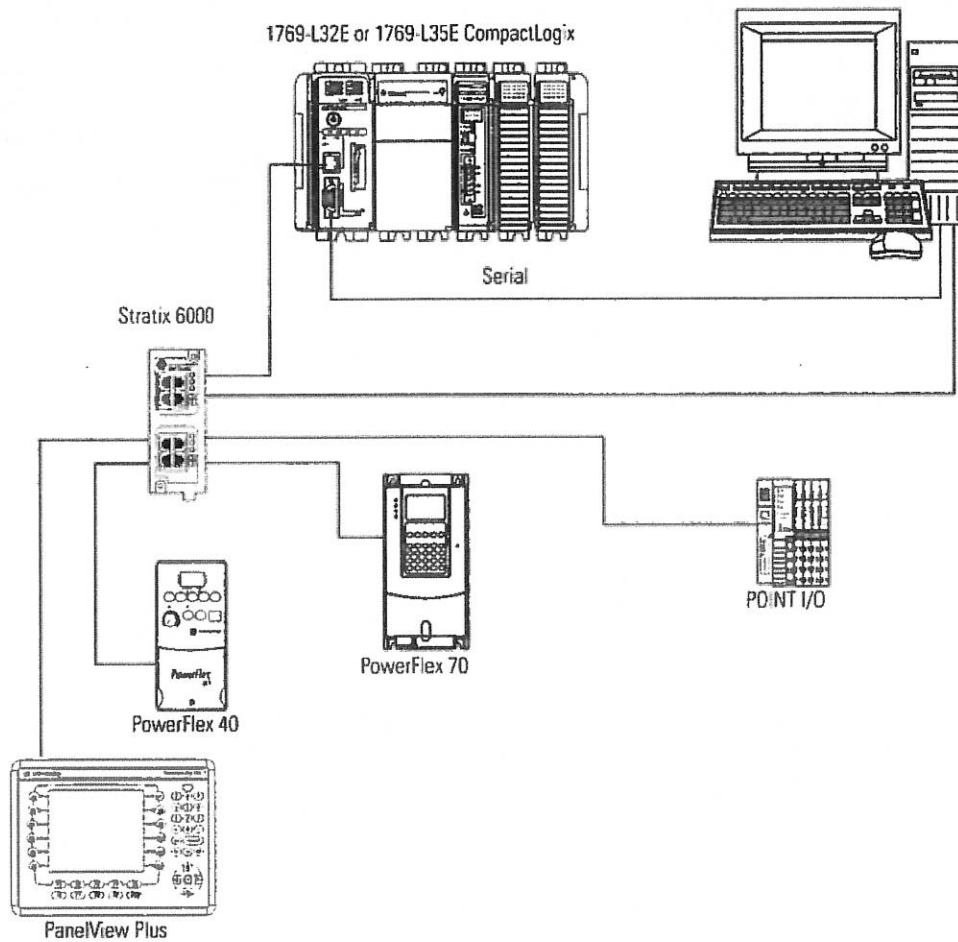
### 1769-L23-QBFC1B Packaged Controller with a Serial Network



## Example Configuration - 1769-L3x CompactLogix System

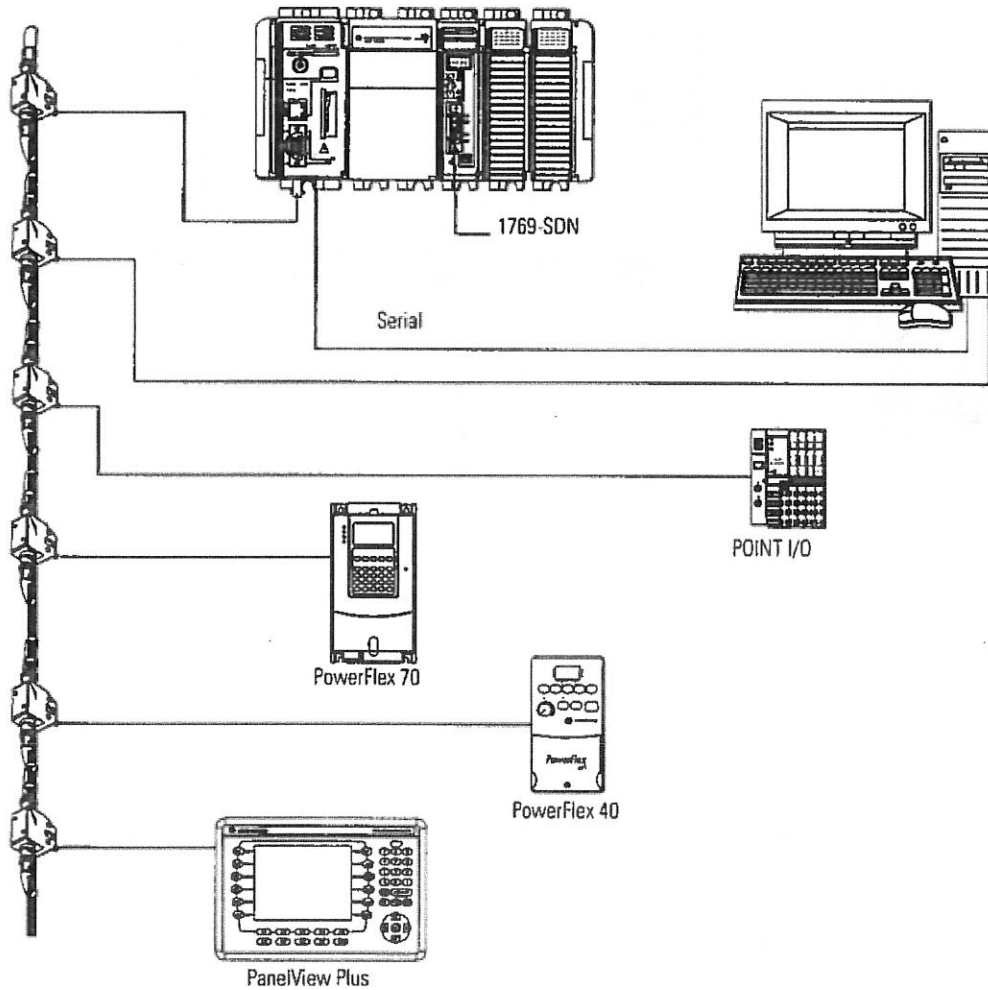
The 1769-L3x CompactLogix system provides a Logix solution for low-end to medium applications. Typically, these applications are machine-level control applications that require limited I/O quantities and limited communication capabilities. The 1769-L31 controller offers two serial ports. The 1769-L32C and 1769-L35CR controllers offer an integrated ControlNet port. The 1769-L32E and 1769-L35E controllers offer an integrated EtherNet/IP port.

### 1769-L32E, 1769-L35E Controller with an EtherNet/IP Network

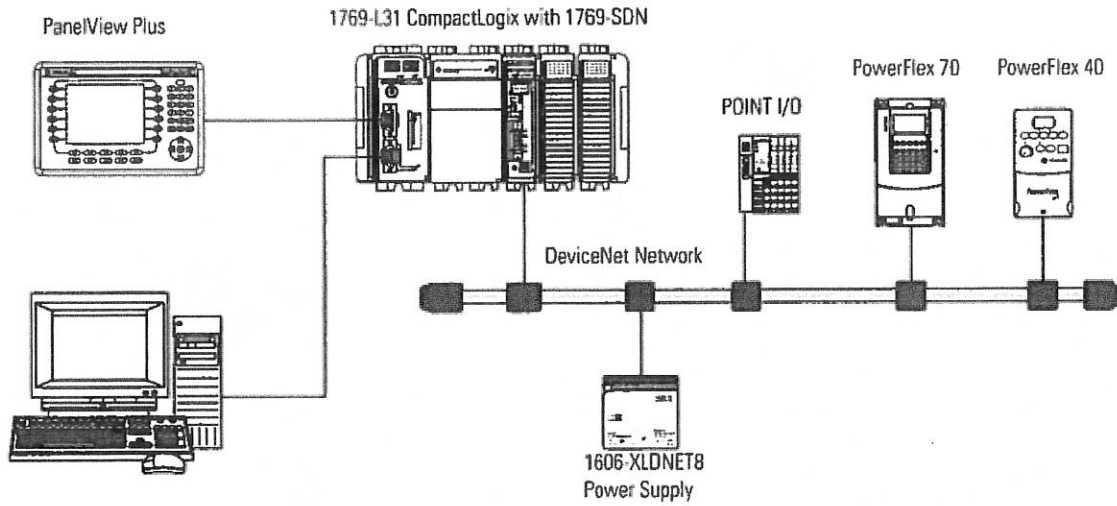


### 1769-L32C, 1769-L35CR CompactLogix Controller with a ControlNet Network

1769-L32C or 1769-L35CR CompactLogix



**1769-L31 CompactLogix Controller with a Serial Network**

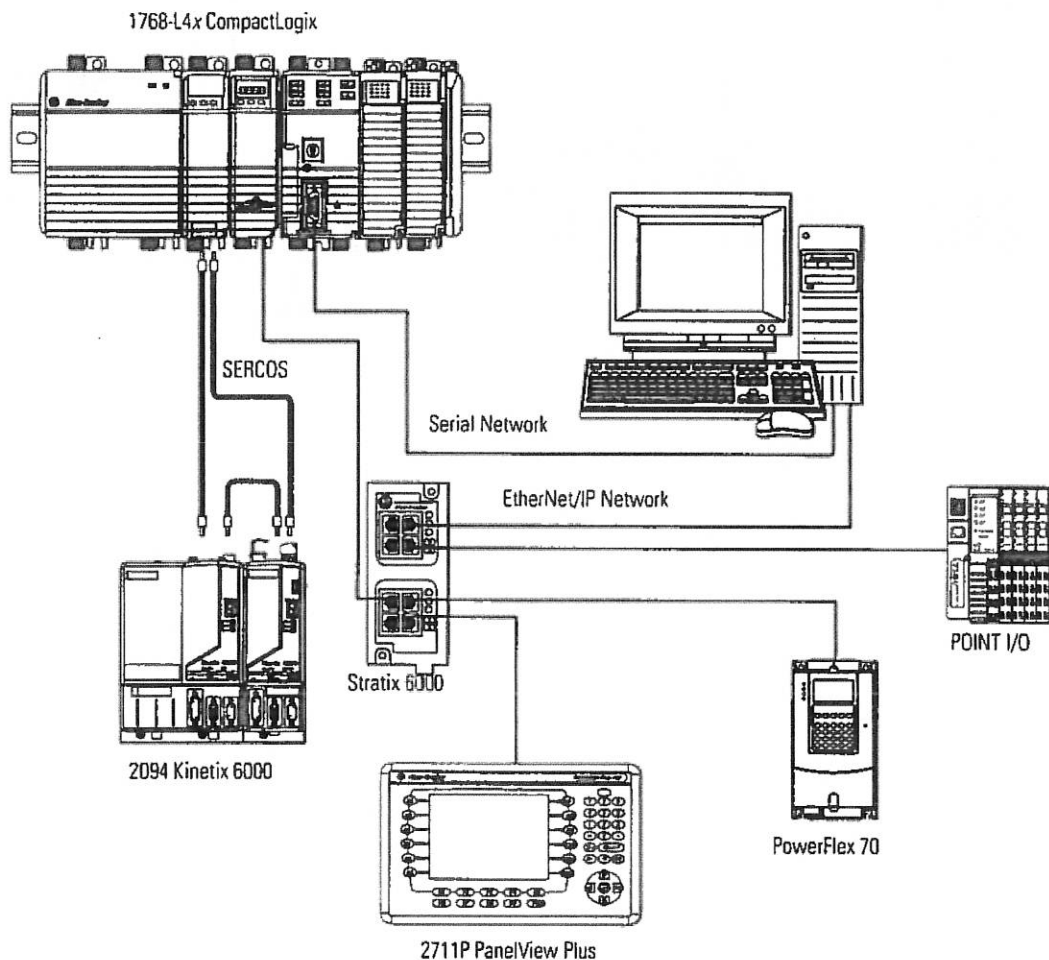




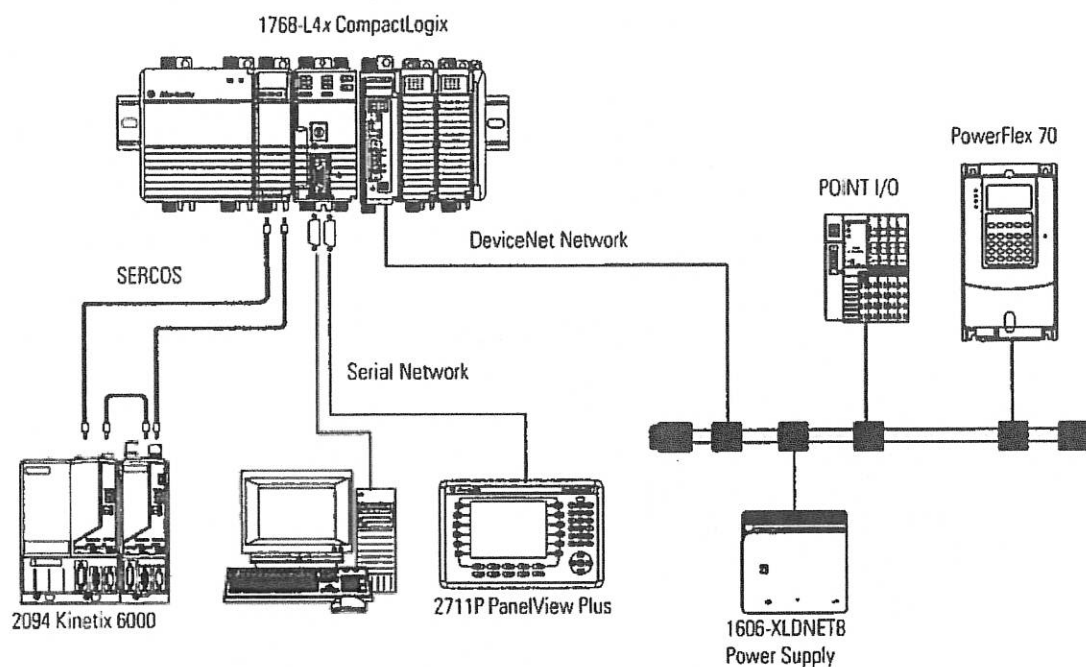
### Example Configuration - 1768-L4x CompactLogix System

The 1768 CompactLogix system combines a 1768 backplane for communication and motion support and a 1769 backplane for I/O support. The 1768 controller is designed for integrated motion applications and more complex communication requirements than the other CompactLogix controllers. The 1768 controller has one serial port. Add 1768 modules for motion control, EtherNet/IP communication, and ControlNet communication.

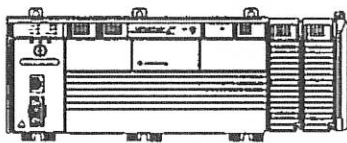
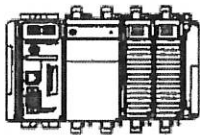
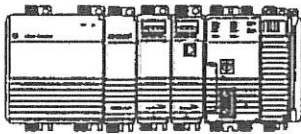
#### 1768-L4x CompactLogix Controller with an EtherNet/IP Network



### 1768-L4x CompactLogix Controller with a Serial Network



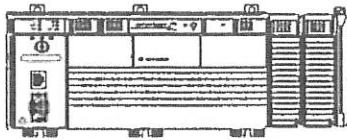
## CompactLogix Controllers



The CompactLogix platform brings together the benefits of the Logix platform—common programming environment, common networks, common control engine—in a small footprint with high performance. Combined with Compact I/O modules, the CompactLogix platform is perfect for tackling smaller, machine-level control applications, with or without simple motion, with unprecedented power and scalability. A CompactLogix platform is ideal for systems that require standalone and system-connected control over EtherNet/IP, ControlNet, or DeviceNet networks.

For detailed specifications, see CompactLogix Controllers Specifications, publication [1769-TD005](#).

	1769-L23x Controllers	1769-L3x Controllers	1768-L4x Controllers
Controller application	Small applications Embedded I/O modules	General purpose	Integrated motion
Controller tasks	<ul style="list-style-type: none"> <li>• 3 tasks</li> <li>• 16 programs/task</li> <li>• Only 1 continuous</li> <li>• Event tasks: consumed tag and EVENT instruction triggers</li> </ul>	<ul style="list-style-type: none"> <li>• 1769-L35x: 8 tasks</li> <li>• 1769-L32x: 6 tasks</li> <li>• 1769-L31: 4 tasks</li> <li>• Only 1 continuous</li> <li>• Event tasks: consumed tag and EVENT instruction triggers</li> </ul>	<ul style="list-style-type: none"> <li>• 16 tasks (only 1 continuous)</li> <li>• Event tasks: consumed tag, EVENT instruction, axis, and motion event triggers</li> </ul>
User memory	512 KB	1769-L31: 512 KB 1769-L32x: 750 KB 1769-L35x: 1.5 MB	1768-L43: 2 MB 1768-L45: 3 MB
Built-in communication ports	<ul style="list-style-type: none"> <li>• 1769-L23E-QB1B: 1 EtherNet/IP port and 1 RS-232 serial port</li> <li>• 1769-L23E-QBFC1B: 1 EtherNet/IP port and 1 RS-232 serial port</li> <li>• 1769-L23-QBFC1B: 2 RS-232 serial ports</li> </ul>	<ul style="list-style-type: none"> <li>• 1769-L31: 2 RS-232 ports (one DF1 only, other DF1 or ASCII)</li> <li>• 1769-L32C, 1769-L35CR: 1 ControlNet port and 1 RS-232 serial port (DF1 or ASCII)</li> <li>• 1769-L32E, 1769-L35E: 1 EtherNet/IP port and 1 RS-232 serial port (DF1 or ASCII)</li> </ul>	<ul style="list-style-type: none"> <li>• 1 port RS-232 serial (DF1 or ASCII)</li> </ul>
Communication options	<ul style="list-style-type: none"> <li>• EtherNet/IP</li> <li>• DeviceNet</li> </ul>	<ul style="list-style-type: none"> <li>• EtherNet/IP</li> <li>• ControlNet</li> <li>• DeviceNet</li> </ul>	<ul style="list-style-type: none"> <li>• EtherNet/IP</li> <li>• ControlNet</li> <li>• DeviceNet</li> </ul>

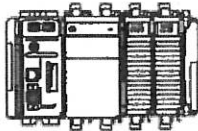


## 1769 Packaged CompactLogix Controllers with Embedded I/O

The 1769-L23x controller comes with:

- built-in power supply.
- either two serial ports or one serial and one EtherNet/IP port.
- combination of embedded digital, analog, and high-speed counter I/O.
- 1769-ECR right-end cap.

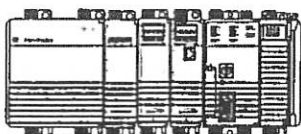
Characteristic	1769-L23-QBFC1B	1769-L23E-QB1B	1769-L23E-QBFC1B
Available user memory	512 KB	512 KB	512 KB
CompactFlash card	None	None	None
Communication ports	2 RS-232 ports (isolated DF1 or ASCII; nonisolated DF1 only)	1 EtherNet/IP port  1 RS-232 serial port (DF1 or ASCII)	1 EtherNet/IP port  1 RS-232 serial port (DF1 or ASCII)
Embedded I/O	<ul style="list-style-type: none"> <li>• 16 DC inputs</li> <li>• 16 DC outputs</li> <li>• 4 analog inputs</li> <li>• 2 analog outputs</li> <li>• 4 high-speed counters</li> </ul>	<ul style="list-style-type: none"> <li>• 16 DC inputs</li> <li>• 16 DC outputs</li> </ul>	<ul style="list-style-type: none"> <li>• 16 DC inputs</li> <li>• 16 DC outputs</li> <li>• 4 analog inputs</li> <li>• 2 analog outputs</li> <li>• 4 high-speed counters</li> </ul>
Module expansion capacity	Up to two additional 1769 modules	Up to three additional 1769 modules	Up to two additional 1769 modules
Embedded power supply	24V DC	24V DC	24V DC



## 1769 Standard CompactLogix Controllers

The 1769-L3x controller must be the leftmost module in the first bank of the system. The 1769 I/O modules can be placed to the left and the right of the power supply. As many as eight modules can be placed on each side of the power supply.

Characteristic	1769-L31	1769-L32C	1769-L32E	1769-L35CR	1769-L35E
Available user memory	512 KB	750 KB	750 KB	1.5 MB	1.5 MB
CompactFlash card	<ul style="list-style-type: none"> <li>• 1784-CF64</li> <li>• 1784-CF128</li> </ul>	<ul style="list-style-type: none"> <li>• 1784-CF64</li> <li>• 1784-CF128</li> </ul>	<ul style="list-style-type: none"> <li>• 1784-CF64</li> <li>• 1784-CF128</li> </ul>	<ul style="list-style-type: none"> <li>• 1784-CF64</li> <li>• 1784-CF128</li> </ul>	<ul style="list-style-type: none"> <li>• 1784-CF64</li> <li>• 1784-CF128</li> </ul>
Communication ports	2 RS-232 ports (isolated DF1 or ASCII; non-isolated DF1 only)	1 ControlNet port  1 RS-232 port (DF1 or ASCII)	1 EtherNet/IP port  1 RS-232 port (DF1 or ASCII)	1 ControlNet port  1 RS-232 port (DF1 or ASCII)	1 EtherNet/IP port  1 RS-232 port (DF1 or ASCII)
Module expansion capacity	16 1769 modules	16 1769 modules	16 1769 modules	30 1769 modules	30 1769 modules
Power supply distance rating	4 modules	4 modules	4 modules	4 modules	4 modules



## 1768 Standard CompactLogix Controllers

The 1769-L4x controller must be the rightmost module in the 1768 backplane. As many as eight 1769 modules can be attached to the right of the 1768 backplane.

Characteristic	1768-L43	1768-L45
Available user memory	2 MB	3 MB
CompactFlash card	<ul style="list-style-type: none"> <li>• 1784-CF64</li> <li>• 1784-CF128</li> </ul>	<ul style="list-style-type: none"> <li>• 1784-CF64</li> <li>• 1784-CF128</li> </ul>
Communication ports	1 RS-232 port	1 RS-232 port
Module expansion capacity	<ul style="list-style-type: none"> <li>• 2 1768 modules</li> <li>• 16 1769 modules</li> </ul>	<ul style="list-style-type: none"> <li>• 4 1768 modules</li> <li>• 30 1769 modules</li> </ul>
Power supply distance rating	—	—

## 1784 Industrial CompactFlash Cards

CompactFlash cards offer nonvolatile memory (flash) to permanently store a user program and tag data. You install the 1784 CompactFlash card in a socket on the controller. You can manually trigger the controller to save to or load from nonvolatile memory or configure the controller to load from nonvolatile memory on powerup.

The CompactFlash card offers nonvolatile memory (flash) to permanently store a user program and tag data on a controller. The 1769-L3x and 1768-L4x controllers support a CompactFlash card.

Attribute	1784-CF64	1784-CF128
Memory	64 MB	128 MB
Weight, approx.	14.2 g (0.5 oz)	

## 1769 CompactLogix Batteries

The 1769-L23x and 1769-L3x controllers come with one 1769-BA lithium battery. The 1768 controller does not require a battery. The controller uses internal flash memory to store its program during shutdown. Energy stored in the 1768 power supply maintains controller power long enough to store the program to internal flash memory (not the external CompactFlash card).

Attribute	1769-BA
Description	Lithium battery (0.59 g)
CompactLogix controllers	1769-L23-QBFC1B, 1769-L23E-QB1B, 1769-L23E-QBFC1B  1769-L31  1769-L32C, 1769-L35CR  1769-L32E, 1769-L35E

## CompactLogix Communication Modules

You can configure your system for information exchange between a range of devices and computing platforms and operating systems. Select a CompactLogix controller with integrated communication or the appropriate communication device for the networks that meet your needs.

### Networks

Application	Network	1769-L23x Controller	1769-L3x Controller	1768-L4x Controller
<ul style="list-style-type: none"> <li>Plant management (material handling)</li> <li>Configuration, data collection, and control on a single, high-speed network</li> <li>Time-critical applications with no established schedule</li> <li>Inclusion of commercial technologies (such as video over IP)</li> <li>Internet/Intranet connection</li> </ul>	EtherNet/IP network	<ul style="list-style-type: none"> <li>1769-L23E-QB1B controller</li> <li>1769-L23E-QBFC1B controller</li> </ul>	<ul style="list-style-type: none"> <li>1769-L32E controller</li> <li>1769-L35E controller</li> </ul>	<ul style="list-style-type: none"> <li>1768-ENBT scanner</li> <li>1768-EWEB interface</li> </ul>
<ul style="list-style-type: none"> <li>High-speed transfer of time-critical data between controllers and I/O devices</li> <li>Deterministic and repeatable data delivery</li> <li>Media redundancy</li> <li>Intrinsic safety</li> <li>Redundant controller systems</li> </ul>	ControlNet network	Not available	<ul style="list-style-type: none"> <li>1769-L32C controller (nonredundant media)</li> <li>1769-L35CR controller (redundant media)</li> </ul>	<ul style="list-style-type: none"> <li>1768-CNB scanner (nonredundant media)</li> <li>1768-CNBR scanner (redundant media)</li> </ul>
<ul style="list-style-type: none"> <li>Connections of low-level devices directly to plant floor controllers, without interfacing them through I/O modules</li> <li>Data sent as needed</li> <li>More diagnostics for improved data collection and fault detection</li> <li>Less wiring and reduced start-up time than a traditional, hard-wired system</li> </ul>	DeviceNet network	<ul style="list-style-type: none"> <li>1769-SDN scanner</li> <li>1769-ADN adapter</li> </ul>		
<ul style="list-style-type: none"> <li>Modems</li> <li>Supervisory control and data acquisition (SCADA)</li> </ul>	Serial network	<ul style="list-style-type: none"> <li>Built-in serial port on the controller</li> <li>1769-ASCII module</li> </ul>		
Connections to existing DH-485 networks	DH-485 network	Built-in serial port with a 1761-NET-AIC linking device		

For detailed specifications, see:

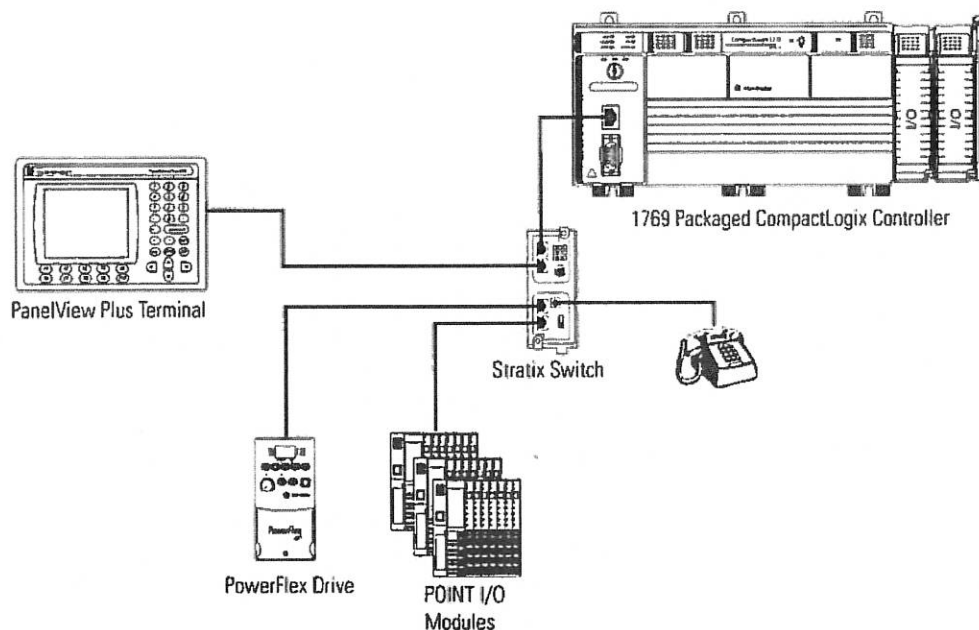
- CompactLogix Controllers Specifications, publication [1769-TD005](#).
- CompactLogix Communication Modules Specifications, publication [1769-TD007](#).

## EtherNet/IP Communication Modules

The Ethernet Industrial (EtherNet/IP) network protocol is an open industrial-networking standard that supports both real-time I/O messaging and message exchange. The EtherNet/IP network uses off-the-shelf Ethernet communication chips and physical media.

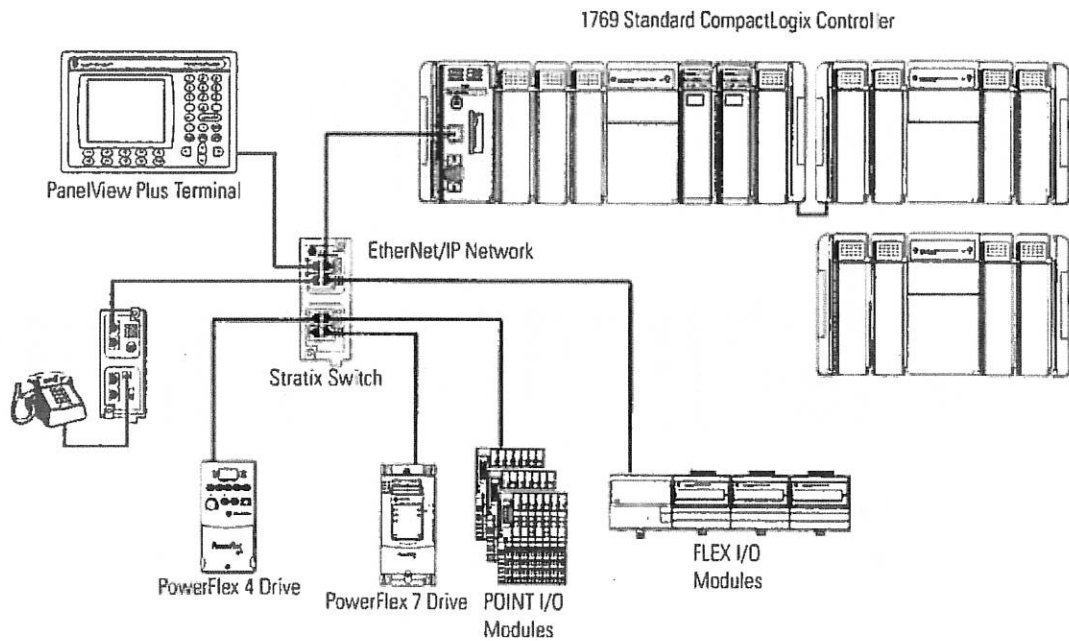
Cat. No.	Description	Communication Rate	TCP/IP Connections	Logix Connections
1769-L23E-QB1B 1769-L23E-QBFC1B	1769 packaged CompactLogix controller with integrated EtherNet/IP port	10/100 Mbps	8	32
1769-L32E 1769-L35E	1769 standard CompactLogix controller with integrated EtherNet/IP port	10/100 Mbps	32	32
1768-ENBT	1768 CompactLogix controller, EtherNet/IP communication bridge module	10/100 Mbps	32	64
1768-EWEB	1768 CompactLogix controller, Ethernet web server module	10/100 Mbps	32	64

### Example Configuration - 1769-L23E-QB1B, 1769-L23E-QBFC1B EtherNet/IP Configuration

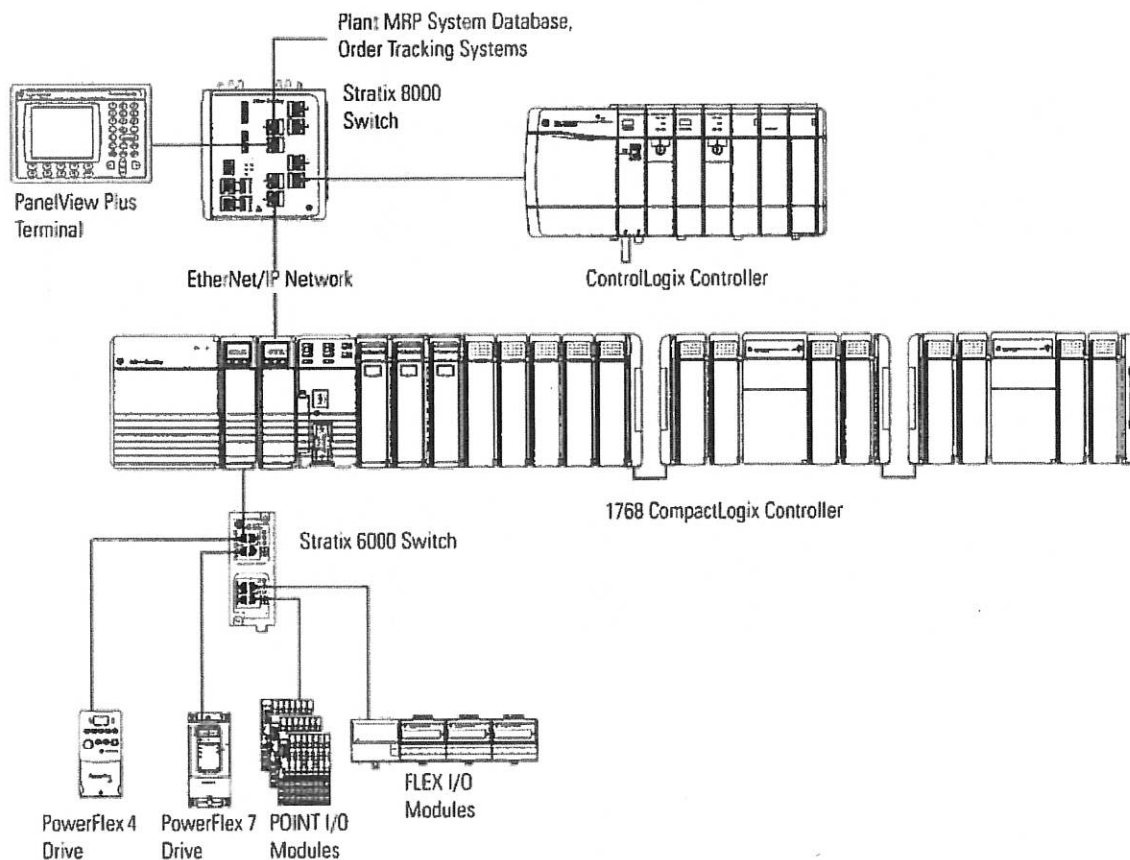




## Example Configuration - 1769-L32E, 1769-L35E EtherNet/IP Configuration



## Example Configuration - 1768-L43, 1768-L45 EtherNet/IP Configuration



## Accessories - EtherNet/IP Network

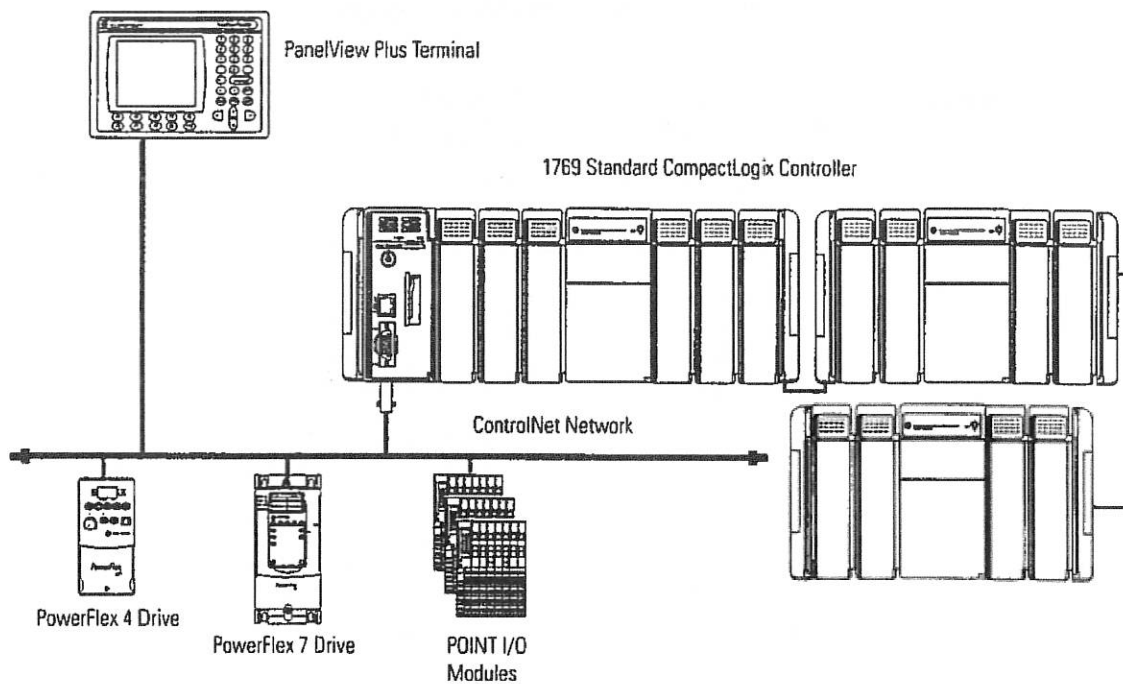
Cat. No.	Description	Specifications
1585J-M8PBJM-x	Ethernet RJ45 patchcord x = 2 (2 m), 5 (5 m), or 10 (10 m)	8-conductor, teal riser PVC cable (flex rated cable also available)
1585J-M8CC-H	RJ45 insulation displacement connector (IDC)	0.128...0.325 mm <sup>2</sup> (26...22 AWG), Cat. 6, IDC, no tool required
1585J-M8CC-C	RJ45 crimp connector with boot, qty = 50 pieces	0.128...0.205 mm <sup>2</sup> (26...24 AWG, Cat. 5e, requires crimp tool for assembly)
1585A-Jcrimp	Crimp tool	—
9300-RADES	Remote access dial-in kit	56 Kbps modem connection to devices on an Ethernet network, includes: <ul style="list-style-type: none"> <li>• Pre-configured modem</li> <li>• Communication module</li> <li>• DIN rail mounting hardware</li> <li>• Associated cables</li> </ul>

## ControlNet Communication Modules

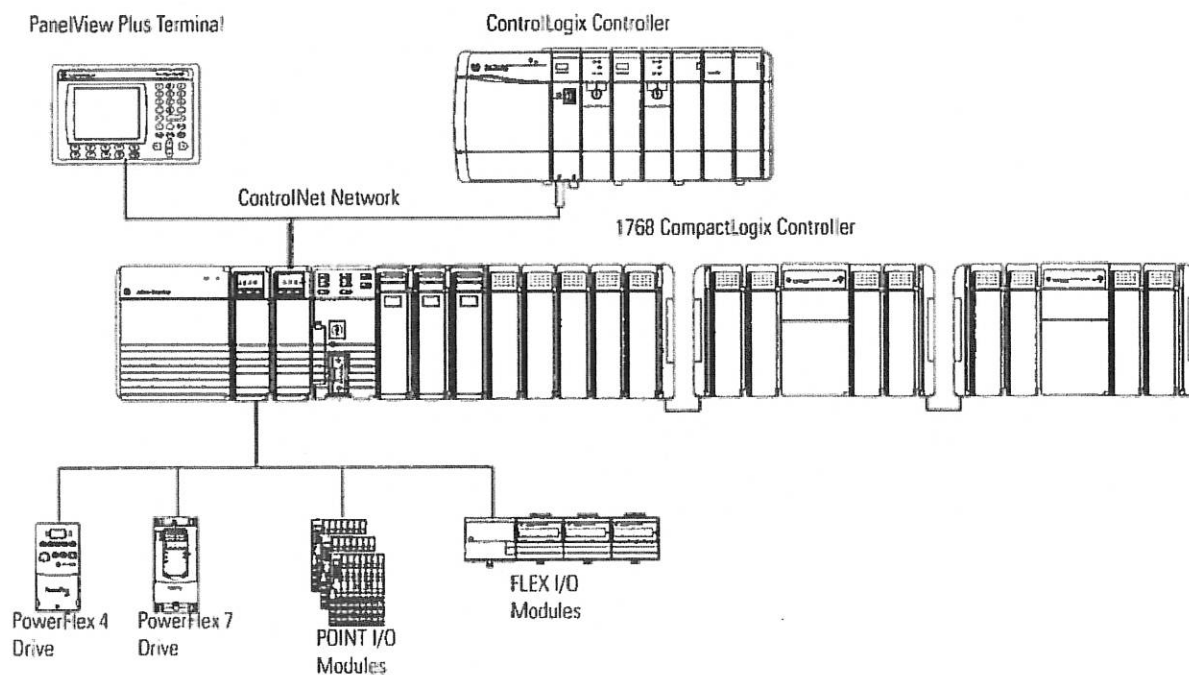
The ControlNet network is an open, control network for real-time, high-throughput applications. The ControlNet network uses the Common Industrial Protocol (CIP) to combine the functionality of an I/O network and a peer-to-peer network providing high-speed performance for both functions. The ControlNet network gives you deterministic, repeatable transfers of all mission-critical control data in addition to supporting transfers of non-time-critical data. I/O updates and controller-to-controller interlocking always take precedence over program uploads and downloads and messaging.

Cat. No.	Description	Communication Rate	Logix Connections
1769-L32C	1769 standard CompactLogix controller with integrated ControlNet port, single media	5 Mbps	32
1769-L35CR	1769 standard CompactLogix controller with integrated ControlNet port, redundant media	5 Mbps	32
1768-CNB	1768 CompactLogix controller, ControlNet communication bridge module, single media	5 Mbps	48
1768-CNBR	1768 CompactLogix controller, ControlNet communication bridge module, redundant media	10/100 Mbps	48

### Example Configuration - 1769-L32C, 1769-L35CR ControlNet Configuration



## Example Configuration - 1768-L43, 1768-L45 ControlNet Configuration



## Accessories - ControlNet Network

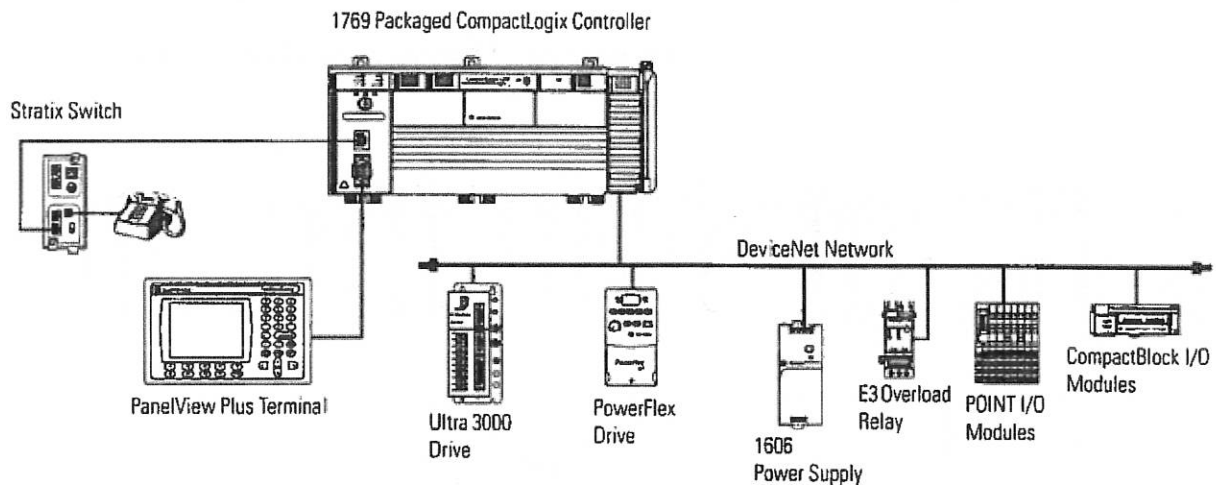
Category	Cat. No.	Description
Taps	1786-TPR	T-tap right angle
	1786-TPS	T-tap straight
	1786-TPYR	Y-tap right angle
	1786-TPYS	Y-tap straight
Cables	1786-CP	Programming cable to ControlNet RJ45 port
	1786-RG6	ControlNet network, shield high-flex cable
	1756-RG6F	ControlNet network, quad-shield high-flex coax cable
Other	1786-XT	ControlNet termination resistor
Repeaters	1786-RPA	ControlNet modular-repeater adapter
	1786-RPCD	ControlNet coaxial-hub repeater
	1786-RPFRL	ControlNet fiber-ring repeater, long
	1786-RPFRXL	ControlNet fiber-ring repeater, extra long
	1786-RPFS	ControlNet fiber-ring repeater, short
	1786-RPFM	ControlNet fiber-ring repeater, medium

## DeviceNet Communication Module

The DeviceNet network is an open, low-level network that provides connections between simple industrial devices (such as sensors and actuators) and higher-level devices (such as controllers and computers). The DeviceNet network uses the proven Common Industrial Protocol (CIP) to provide the control, configure, and data collection capabilities for industrial devices.

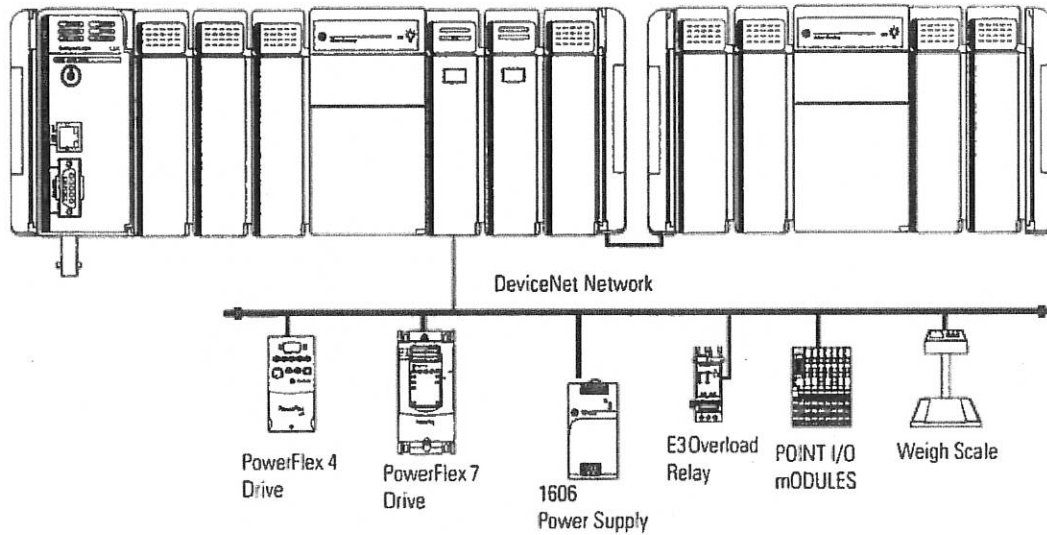
Cat. No.	Description	Communication Rate	Number of Nodes
1769-SDN	Compact I/O DeviceNet scanner module	125 Kbps (500 m max) 250 Kbps (250 m max) 500 Kbps (100 m max)	64
1769-ADN	Compact I/O DeviceNet adapter module	125 Kbps (500 m max) 250 Kbps (250 m max) 500 Kbps (100 m max)	64

### Example Configuration - 1769-L23x DeviceNet Configuration



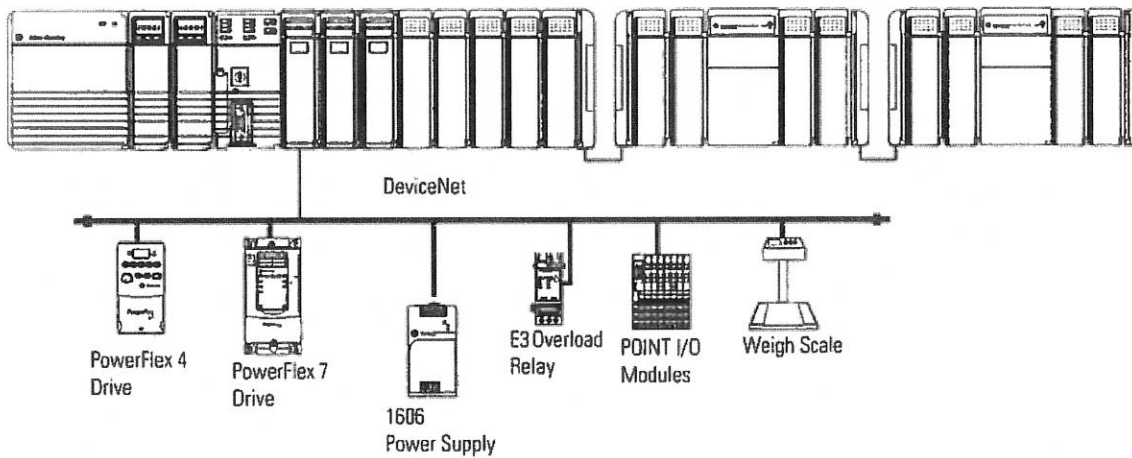
### Example Configuration - 1769-L3x DeviceNet Configuration

1769 Standard CompactLogix Controller



### Example Configuration - 1768-L4x DeviceNet Configuration

1768 CompactLogix Controller



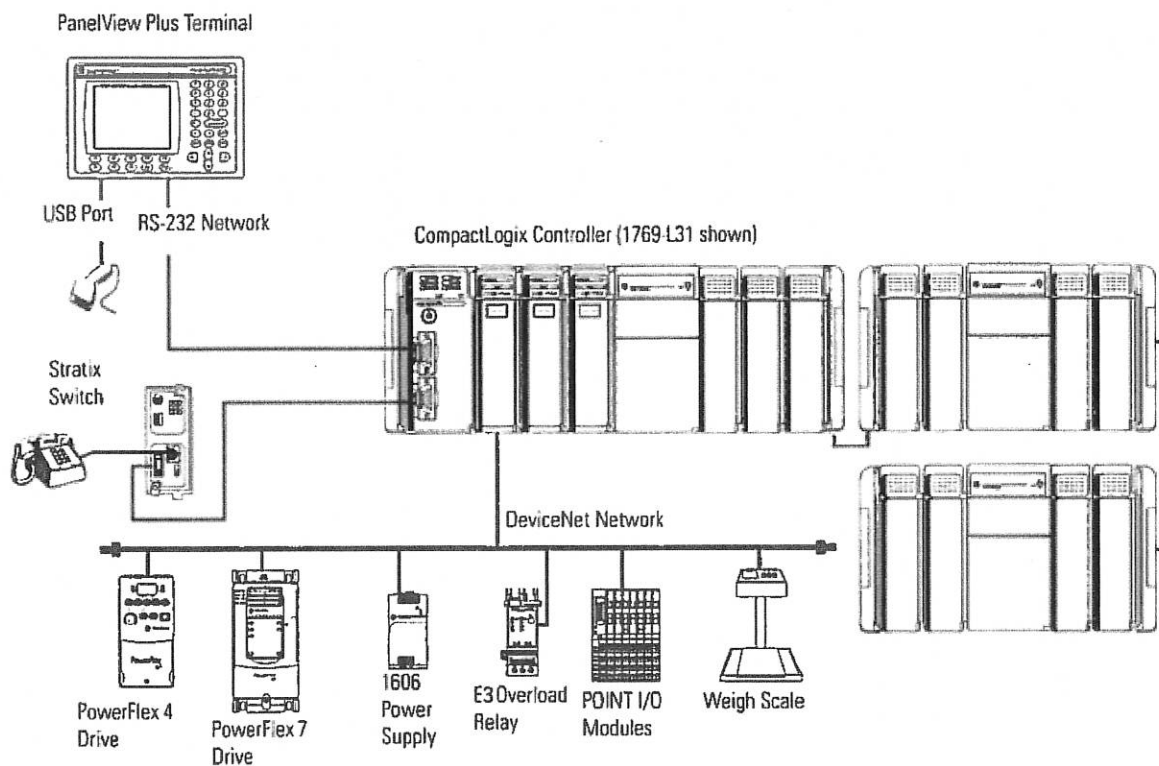
**Accessories - DeviceNet Network**

<b>Cat. No.</b>	<b>Description</b>
KwikLink Lite flat media	KwikLink Lite flat media is a newer, ODVA-approved solution for wiring DeviceNet networks. Drop-lines for connecting nodes are added by using the KwikLink Lite two-piece connectors. This cable system supports the intermixing of DeviceNet cable types (thin-round with flat). All of the KwikLink Lite connectors provide insulation displacement technology with reduced assembly time.
KwikLink flat media	The KwikLink flat media system provides a modular cabling method with its flat four-wire cable and insulation displacement connectors (IDCs). The KwikLink system allows nodes to be added to the network without severing the trunkline. Cutting or stripping of the trunkline is eliminated, as is the need for predetermined cable lengths.
Round media	Round trunk cable is available in bulk spools or as pre-molded cordsets or patchcords in varying lengths. A wide variety of rugged, durable DeviceNet components is available for use in round trunk systems. Stainless steel versions of round cable system components are also available. <ul style="list-style-type: none"><li>• Thick-trunk round media systems use thick cable for maximum DeviceNet trunk line length.</li><li>• Round media thin-trunk systems use thin cable to reduce maximum trunk line distances with a more compact and cost-effective installation for some applications. Thin-cable outer jacket material has thermoplastic elastomers (TPE) for additional chemical resistance.</li></ul>

## Serial Communication

The controller serial port is compatible with RS-232 serial communication. The serial port supports the DF1 protocol to communicate with other devices on the serial link.

## Example Configuration - Serial Communication



## Modbus Support

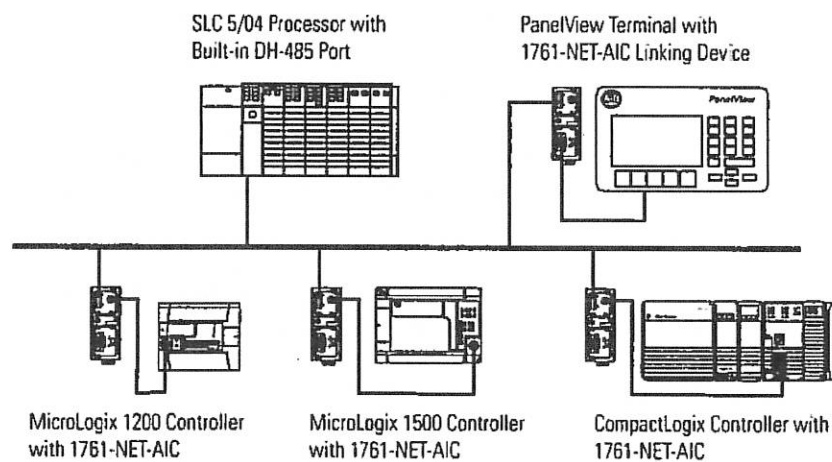
To use Logix5000 controllers on a Modbus network, you connect through the serial port and execute a specific ladder logic routine. The controller project is available with RSLogix 5000 Enterprise programming software. For more information, see Using Logix5000 Controllers as Masters or Slaves on Modbus Application Solution, publication [CIG-AP129](#).



## DH-485 Communication Module

The controller serial port is compatible with DH-485 communication. The DH-485 connection does support remote programming and monitoring via RSLogix 5000 software.

### Example Configuration - DH-485 Network



### Accessories - DH-485 Network

Cat. No.	Description	Specifications
1747-CP3	9-pin D-shell, straight; 9-pin D-shell, right angle	3 m (9.8 ft)
1761-CBL-AC00	9-pin D-shell, right angle; 9-pin D-shell, right angle	45 cm (17.7 in.)
1761-CBL-AP00	9-pin D-shell, right angle; 8-pin mini-DIN	45 cm (17.7 in.)
1761-CBL-PM02	9-pin D-shell, straight; 8-pin mini-DIN	2 m (6.5 ft)
1761-NET-AIC	Advanced Interface Converter (AIC+) connects each channel on the 1756-DH485 module to the DH-485 network	<ul style="list-style-type: none"> <li>20.4...28.8V DC power source required</li> <li>Typical 120 mA 24V DC current draw</li> </ul>
9300-RADKIT	Remote access dial-in kit	56 Kbps modem connection to devices on a DH+ network, includes: <ul style="list-style-type: none"> <li>Pre-configured modem</li> <li>Communication module</li> <li>DIN rail mounting hardware</li> <li>Associated cables</li> </ul>

## CompactLogix Integrated Motion

The Logix architecture supports motion control components that work in a wide variety of machine architectures.

- The Kinetix integrated-motion solution uses a SERCOS interface module to perform complex, multi-axis, synchronized motion. With a Kinetix system, you reap the full benefit of the Integrated Architecture platform because the integration does not stop at the controller. This system integrates the drive, the motor, and even the actuator at a lower cost per axis of motion. Use the same RSLogix 5000 programming software to configure, program, and commission your application.
- Logix integrated motion supports the analog family of servo modules for controlling drives/actuators. This solution is separate from the SERCOS interface. The analog family of servo modules provide a  $\pm 10$  voltage analog output and can interface with a variety of feedback device types including rotary/linear absolute and incremental.
- Networked motion provides the ability to connect via the DeviceNet network to a single axis drive to perform simple, point-to-point indexing. You need Ultraware software for drive and indexing configuration.

For detailed specifications, see CompactLogix Integrated Motion Specifications, publication 1768-TD001.

For more information, see the:

- Motion Analyzer CD to size your motion application and to make final component selection. Download the software from <http://www.ab.com/motion/software/analyzer.html>.
- Kinetix Motion Control Selection Guide, publication GMC-SG001, to verify drive, motor, and accessory specifications.

## SERCOS Interface Modules

The 1768-L4x controller supports integrated motion. You can communicate directly to a servo drive by using a motion interface or over a network.

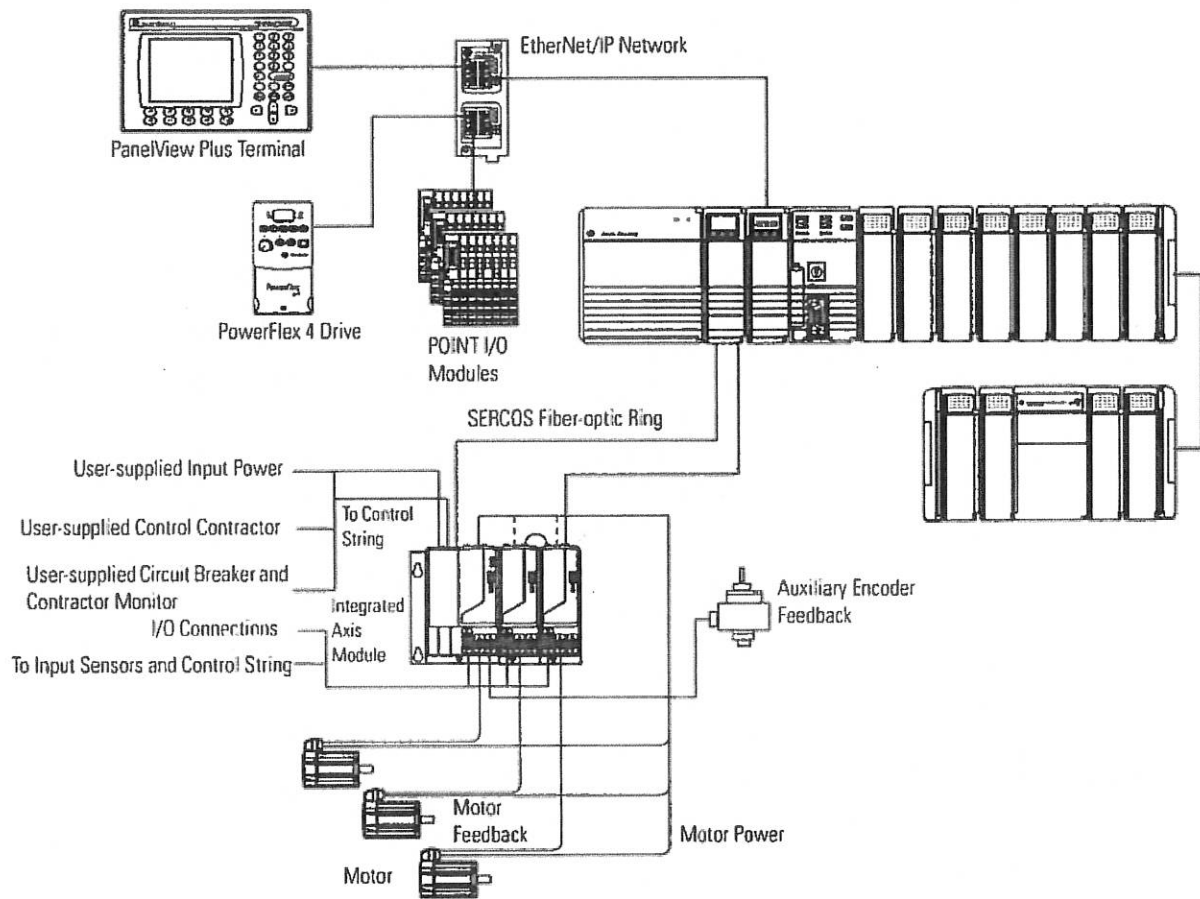
With this controller	You can have
1768-L43	<ul style="list-style-type: none"> <li>• Four axis</li> <li>• Two feedback axis</li> <li>• Six virtual axis</li> </ul>
1768-L45	<ul style="list-style-type: none"> <li>• Eight axis</li> <li>• Four feedback axis</li> <li>• Six virtual axis</li> </ul>

The SERCOS interface module can connect to these servo drives.

- 2093 Kinetix 2000 servo drive
- 2094 Kinetix 6000 servo drive
- 2099 Kinetix 7000 high-power servo drive
- 2098 Ultra3000 SERCOS servo drive
- 1394C SERCOS drive
- 8720MC spindle

Cat. No.	Description	Number of Axis
1768-M04SE	1768 CompactLogix SERCOS interface modules	4

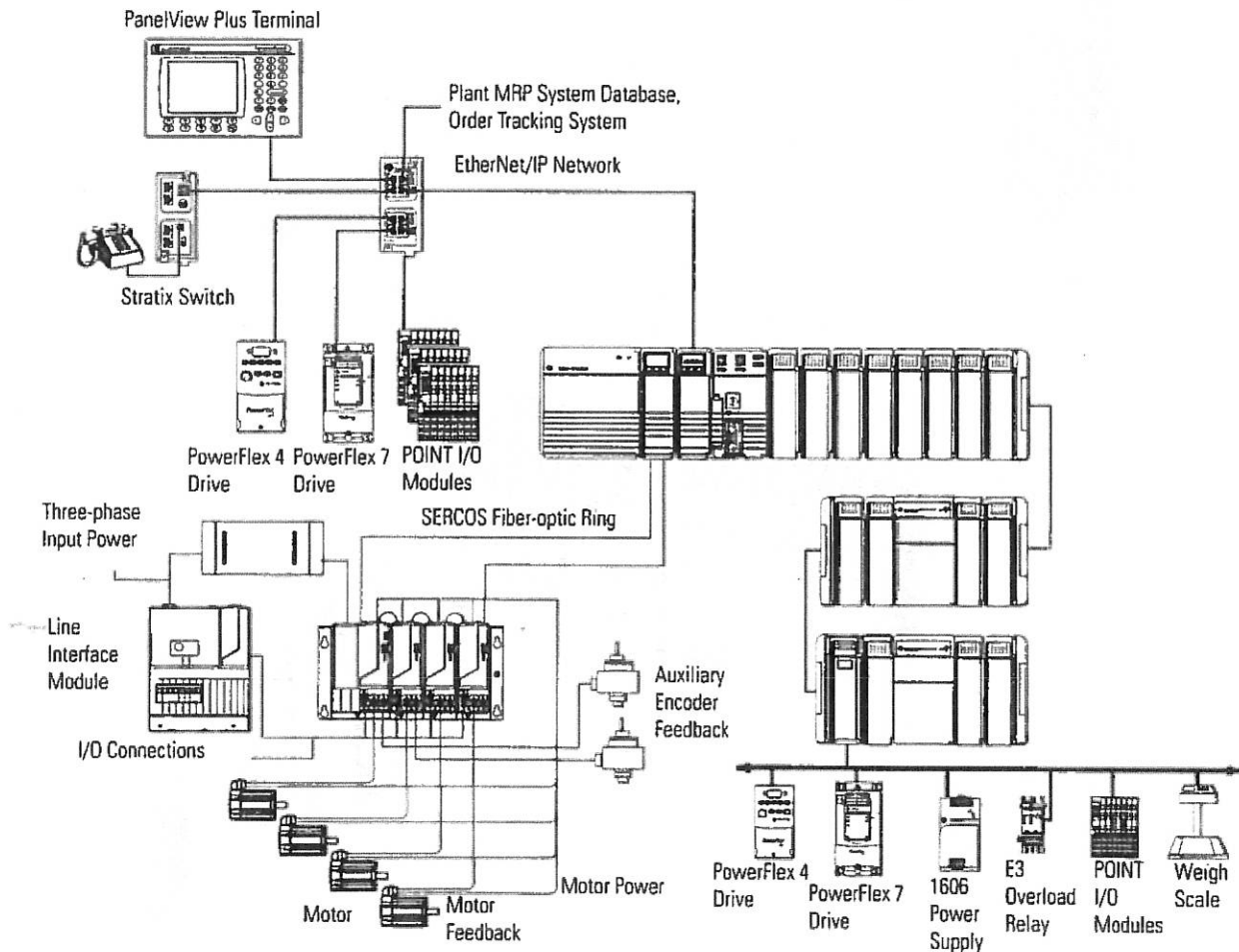
## Example Configuration - Three-axis Integrated Motion with Kinetix Servo Drives



A three-axis system with Kinetix drives supports:

- execution of 4 axes per 1 ms.
- velocity bandwidth > 400 Hz and current loop bandwidth > 1000 Hz.
- high resolution, unlimited travel, and absolute feedback features.
- two feedback ports per Kinetix drive.

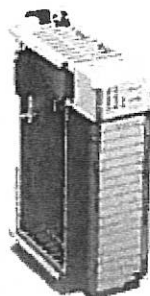
## Example Configuration - Four-axis Integrated Motion with Kinetix Drives and LIM Interface



A four-axis system with Kinetix drives supports:

- execution of 4 axes per 1 ms.
- velocity bandwidth > 400 Hz and current loop bandwidth > 1000 Hz.
- high resolution, unlimited travel, and absolute feedback features.
- two feedback ports per Kinetix drive.
- optional 2094 Line Interface Module (LIM) as the incoming power source for an entire control panel.

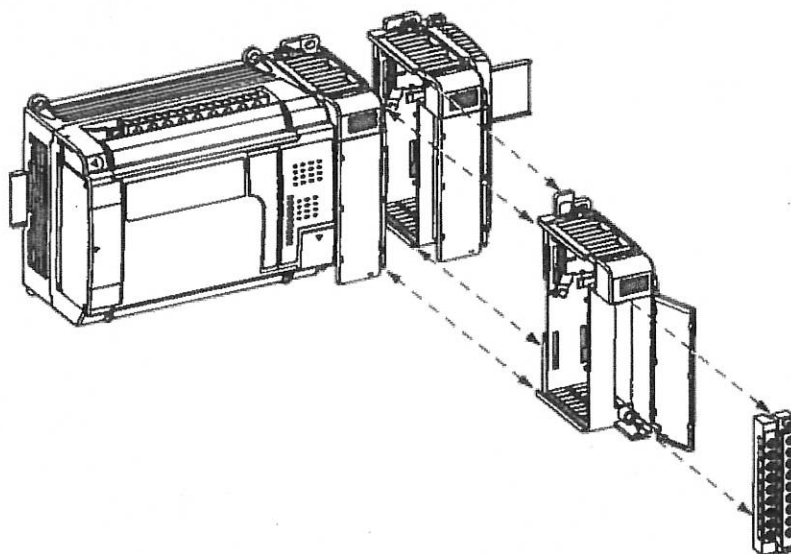
## Compact I/O Modules



The 1769 Compact I/O modules can be used with a CompactLogix controller, as well as for expansion I/O in a MicroLogix 1500 controller assembly or in an assembly with a 1769-ADN DeviceNet adapter module. Unless connected to a MicroLogix 1500 base, each bank of I/O modules must include its own power supply.

Install the I/O modules on a panel with two mounting screws or on a DIN rail. The modules mechanically lock together by means of a tongue-and-groove design and have an integrated communication bus that is connected from module to module by a moveable bus connector.

Each I/O module includes a built-in removable terminal block with finger-safe cover for connections to I/O sensors and actuators. The terminal block is behind a door at the front of the module. I/O wiring can be routed from beneath the module to the I/O terminals.



- Once the modules are locked together, the system becomes a rugged assembly.
- Upper and lower tongue-and-groove slots guide the module during installation and secure the module within the system.
- Removable terminal blocks help ease the wiring task.
- Self-lifting, field-wire pressure plates cut installation time.
- The patented bus connector with locking function enables reliable module and system communication.
- A color bar is provided on the front of the module.
- Digital and field circuits are optically isolated.

For detailed specifications, see 1769 Compact I/O Modules Specifications, publication [1769-TD006](#).

## About Power Supply Distance Ratings

Check each module's specification table for the power supply distance rating. This indicates how many slot positions the module can be from the power supply.

## AC Digital Input Modules

Cat. No.	Inputs/Outputs	Voltage Category	Operating Voltage Range	Power Supply Distance Rating
1769-IA8I	8 inputs, individually isolated	100/120V AC	79...132V AC, 47...63 Hz	8
1769-IA16	16 inputs	100/120V AC	79...132V AC, 47...63 Hz	8
1769-IM12	12 inputs	200/240V AC	159...265V AC, 47...63 Hz	8

## AC Digital Output Modules

Cat. No.	Inputs/Outputs	Voltage Category	Operating Voltage Range	Power Supply Distance Rating
1769-OA8	8 outputs	100/240V AC	85...265V AC 47...63 Hz	8
1769-OA16	16 outputs	100/240V AC	85...265V AC 47...63 Hz	8

## DC Digital Input Modules

Cat. No.	Inputs/Outputs	Voltage Category	Operating Voltage Range	Power Supply Distance Rating
1769-IG16	16 inputs	5V DC TTL	4.5...5.5V DC 50 mV peak-to-peak ripple max	8
1769-IQ16	16 inputs	24V DC sink/source	10...30V DC @ 30 °C (86 °F) 10...26.4V DC @ 60 °C (140 °F)	8
1769-IQ16F	16 inputs, high-speed	24V DC sink/source	10...30V DC @ 30 °C (86 °F) 10...26.4V DC @ 60 °C (140 °F)	8
1769-IQ32	32 inputs	24V DC sink/source	10...30V DC @ 30 °C (86 °F) 10...26.4V DC @ 60 °C (140 °F)	8
1769-IQ32T	32 inputs	24V DC sink/source	20.4...26.4V DC @ 60 °C (140 °F)	8

### DC Digital Output Modules

Cat. No.	Inputs/Outputs	Voltage Category	Operating Voltage Range	Power Supply Distance Rating
1769-OB8	8 outputs	24V DC source	20.4...26.4V DC	8
1769-OB16	16 outputs	24V DC source	20.4...26.4V DC	8
1769-OB16P	16 outputs, protected	24V DC source	20.4...26.4V DC	8
1769-OB32	32 outputs	24V DC source	20.4...26.4V DC	6
1769-OB32T	32 outputs	24V DC source	10.2...26.4V DC	8
1769-OG16	16 outputs	5V DC TTL	4.5...5.5V DC 50 mV peak-to-peak ripple max	8
1769-OV16	16 outputs	24V DC sink	20.4...26.4V DC	8
1769-OV32T	32 outputs	24V DC sink	10.2...26.4V DC	8

### DC Digital Combination Input and Output Module

Cat. No.	Inputs/Outputs	Voltage Category	Operating Voltage Range	Power Supply Distance Rating
1769-IQ6XOW4	6 inputs 4 outputs	24V DC sinking/sourcing input  AC/DC normally open relay contact outputs	10...30V DC @ 30 °C (86 °F) 10...26.4V DC @ 60 °C (140 °F)	8

### Contact Output Modules

Cat. No.	Inputs/Outputs	Operating Voltage Range	Power Supply Distance Rating
1769-OW8	8 outputs	5...265V AC 5...125V DC	8
1769-OW8I	8 outputs, individually isolated	5...265V AC 5...125V DC	8
1769-OW16	16 outputs	5...265V AC 5...125V DC	8



### Analog Input Modules

Cat. No.	Inputs/Outputs	Range	Resolution	Power Supply Distance Rating
1769-IF4	4 inputs, differential or single-ended	±10V 0...10V 0...5V 1...5V 0...20 mA 4...20 mA	14 bits (unipolar) 14 bits plus sign (bipolar)	8
1769-IF4I	4 inputs, differential or single-ended, individually isolated	±10V 0...10V 0...5V 1...5V 0...20 mA 4...20 mA	16 bits (unipolar) 15 bits plus sign (bipolar)	8
1769-IF8	8 inputs, differential or single-ended	±10V 0...10V 0...5V 1...5V 0...20 mA 4...20 mA	16 bits (unipolar) 15 bits plus sign (bipolar)	8
1769-IF16C	16 inputs, single-ended	0...20 mA 4...20 mA	16 bits (unipolar) 15 bits plus sign (bipolar)	8
1769-IF16V	16 inputs, differential	±10V 0...10V 0...5V 1...5V	16 bits (unipolar) 15 bits plus sign (bipolar)	8

### Analog RTD and Thermocouple Modules

Cat. No.	Inputs/Outputs	Range	Resolution	Power Supply Distance Rating
1769-IR6	6 RTD inputs	0...150 Ω 0...500 Ω 0...1000 Ω 0...3000 Ω	Input filter and configuration dependent	8
1769-IT6	6 thermocouple inputs	0...150 Ω 0...500 Ω 0...1000 Ω 0...3000 Ω	Input filter and configuration dependent	8 <sup>(1)</sup>

<sup>(1)</sup> To reduce the effects of electrical noise, install the 1769-IT6 module at least two slots away from the AC power supplies.

## Analog Output Modules

Cat. No.	Inputs/Outputs	Range	Resolution	Power Supply Distance Rating
1769-OF2	2 outputs, single-ended	±10V 0...10V 0...5V 1...5V 0...20 mA 4...20 mA	14 bits (unipolar) 14 bits plus sign (bipolar)  ±10V DC: sign + 14 bits, 0.64 mV 0...10V DC: sign + 13 bits, 0.64 mV 0...5V DC: sign + 14 bits, 0.64 mV 1...5V DC: sign + 14 bits, 1.28 µA 0...20 mA: sign + 13 bits, 0.64 mV 4...20 mA: sign + 14 bits, 1.28 µA	8
1769-OF4	4 outputs, single-ended	±10V 0...10V 0...5V 1...5V 0...20 mA 4...20 mA	15 bits plus sign unipolar and bipolar	8
1769-OF4CI	4 outputs, differential, individually isolated	0...20 mA 4...20 mA	16 bits (unipolar)  0...20 mA: 15.91 bits, 0.323 µA/bit 4...20 mA: 15.59 bits, 0.323 µA/bit	8
1769-OF4VI	4 outputs, differential, individually isolated	±10V 0...10V 0...5V 1...5V	15 bits plus sign (bipolar)  ±10V DC: 15.89 bits, 330 µV/bit 0...10V DC: 14.89 bits, 330 µV/bit 0...5V DC: 13.89 bits, 330 µV/bit 1...5V DC: 13.57 bits, 330 µV/bit	8
1769-OF8C	8 outputs, single-ended	0...20 mA 4...20 mA	16 bits (unipolar)  0...20 mA: 15.91 bits, 0.323 µA/bit 4...20 mA: 15.59 bits, 0.323 µA/bit	8
1769-OF8V	8 outputs, single-ended	±10V 0...10V 0...5V 1...5V	16 bits plus sign (bipolar)  ±10V DC: 15.89 bits, 330 µV/bit 0...10V DC: 14.89 bits, 330 µV/bit 0...5V DC: 13.89 bits, 330 µV/bit 1...5V DC: 13.57 bits, 330 µV/bit	8

### Analog Combination Input and Output Module

Cat. No.	Inputs/Outputs	Range	Resolution	Power Supply Distance Rating
1769-IF4XOF2	4 differential or single-ended inputs  2 single-ended outputs	0...10V 0...20 mA	Input: 8 bits plus sign  Output: 8 bits plus sign	8
1769-IF4FXOF2F	4 fast differential or single-ended inputs  2 fast single-ended outputs	±10V 0...10V 0...5V 1...5V 0...20 mA 4...20 mA	Input: 14 bits (unipolar) 14 bits plus sign (bipolar)  Output: 13 bits (unipolar) 13 bits plus sign (bipolar)	8

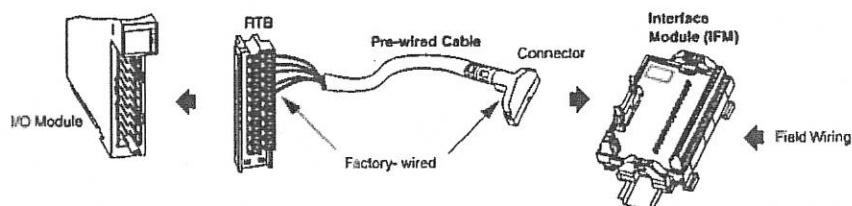
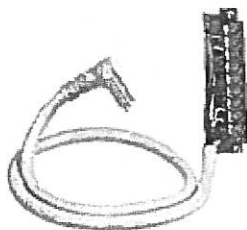
### Specialty I/O Modules

Cat. No.	Description	Power Supply Distance Rating
1769-ARM	Use a 1769-ARM address reserve module to reserve module slots. After creating an I/O configuration and user program, you can remove and replace any I/O module in the system with a 1769-ARM module once you inhibit the removed module in RSLogix 5000 programming software.	8
1769-ASCII	The 1769-ASCII module, a general purpose two-channel ASCII interface, provides a flexible network interface to a wide variety of RS-232, RS-485, and RS-422 ASCII devices. The module provides the communication connections to the ASCII device.	4
1769-BOOLEAN	Use the 1769-BOOLEAN module in applications that require repeatability, such as material handling and packaging, when there is a requirement to activate an output based on an input's transition. If the Boolean expression is true, the output is directed to the ON state. If the Boolean expression is false, the output channel is directed to the OFF state. There are four operators that you can configure as OR, AND, XOR, or none.	8
1769-HSC	Use the 1769-HSC when you need: <ul style="list-style-type: none"> <li>a counter module that is capable of reacting to high-speed input signals.</li> <li>to generate rate and time-between-pulses (pulse interval) data.</li> <li>as many as two channels of quadrature or four channels of pulse/count inputs.</li> </ul>	4
1769-SM1	The Compact I/O to DPI/SCANport module connects to PowerFlex 7-class drives, other DPI-based host devices, and SCANport-based host devices such as 1305 and 1336 PLUS II drives.	6
1769-SM2	The Compact I/O to DSI/Modbus module connects to PowerFlex 4-class drives and to other Modbus RTU slave devices, such as PowerFlex 7-class drives with 20-COMM-H RS485 HVAC adapters.	4

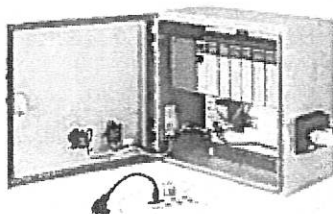
## Wiring Systems

As an alternative to buying removable terminal blocks (RTBs) and connecting the wires yourself, you can buy a wiring system of:

- interface modules (IFMs) that provide the output terminal blocks for digital I/O modules. Use the pre-wired cables that match the I/O module to the IFM.
- analog interface modules (AIFMs) that provide the output terminal blocks for analog I/O modules. Use the pre-wired cables that match the I/O module to the AIFM.
- I/O module-ready cables. One end of the cable assembly is an RTB that plugs into the front of the I/O module. The other end has individually color-coded conductors that connect to a standard terminal block.



## PanelConnect Modules



A PanelConnect module and its sensor connection system connect sensors directly to I/O modules by using convenient pre-built cables and connectors.

The PanelConnect module mounts on the enclosure and creates the correct seal for the entry of the sensor connections. You do not need to seal the opening where the sensor cables enter the enclosure, create custom connectors, or wire to those custom connectors.

## CompactLogix Power Supplies

Select power supplies based on the controller and the number of additional I/O banks.

For a	Select
1768-L4x controller	<ul style="list-style-type: none"> <li>One 1768 power supply for the controller and 1768 modules</li> <li>One 1769 power supply for each additional bank of I/O modules</li> </ul>
1769-L3x controller	<ul style="list-style-type: none"> <li>One 1769 power supply for the controller and local I/O</li> <li>One 1769 power supply for each additional bank of I/O modules</li> </ul>
1769-L23x controller	<ul style="list-style-type: none"> <li>No power supply as it is integral to the controller package</li> </ul>

## Power Supplies

Cat. No.	Description	Voltage Category	Operating Voltage Range
1768-PA3	1768 CompactLogix power supply	120V/220V AC	85...265V AC or 108...132V DC
1768-PB3		24V DC	16.8...31.2V DC
1769-PA2	1769 Compact I/O expansion power supply	120V/220V AC	85...265V AC
1769-PB2		24V DC	19.2...31.2V DC
1769-PA4		120V/220V AC	85...265V AC or 170...265V AC (switch selectable) 47...63 Hz
1769-PB4		24V DC	19.2...31.2V DC

For detailed specifications, see Compact Power Supplies Specifications, publication [1769-TD008](#).

## Visualization Products

The visualization strategy combines Rockwell Automation expertise in Allen-Bradley electronic operator interface and industrialized personal computer hardware with Rockwell Software supervisory control software. Current visualization products include:

- FactoryTalk View software.
- PanelView Plus operator interface.
- PanelView Plus CE operator interface.
- industrial computers and monitors.

For more information, see the Operator Interface catalog pages at <http://www.ab.com/cn/cpub/catalogs/12762/2181376/1239781/>.

## Programming Software

Your selection of modules and network configuration determines what software packages you need to configure and program your system.

### CompactLogix System Software

If you have	You need	Order
CompactLogix controller	RSLogix 5000 Enterprise Series software	9324 series
1768 SERCOS motion module		
1756-CN2, 1756-CN2R 1756-CNB, 1756-CNBR ControlNet communication module	RSNetWorx for ControlNet software (comes with the Standard/RSNetWorx and Professional Editions of RSLogix 5000 Enterprise Series software)	9324-RLD300NXENE (RSNetWorx option) or 9324-RLD700NXENE (RSLogix 5000 Professional software) or 9357-CNETL3 (RSNetWorx for ControlNet software)
1756-DNB DeviceNet communication module	RSNetWorx for DeviceNet software (comes with the Standard/RSNetWorx and Professional Editions of RSLogix 5000 Enterprise Series software)	9324-RLD300NXENE (RSNetWorx option) or 9324-RLD700NXENE (RSLogix 5000 Professional software) or 9357-DNETL3 (RSNetWorx for DeviceNet software)
1756-EN2F, 1756-EN2T 1756-ENBT, 1756-EWEB EtherNet/IP communication module (set the IP address)	RSLink software or BOOTP/DHCP server utility to set IP addresses (RSLink Lite and BOOTP server come with RSLogix 5000 Enterprise Series software)  Optional RSNetWorx for EtherNet/IP software (comes with the Standard/RSNetWorx and Professional Editions of RSLogix 5000 Enterprise Series software)	9324 series Optional 9357-ENETL3 (RSNetWorx for EtherNet/IP software)
1756-DHRIO communication module 1756-DH485 communication module	RSLink software	9324 series
1757-FFLD FOUNDATION Fieldbus linking device	RSFieldbus Configuration Software	9308 series
1788-CN2FF FOUNDATION Fieldbus linking device	NI-FBUS Configurator Software and one of the following: RSLink Gateway, OEM, or Professional software (RSLink Lite software is not sufficient)	1788-FFCT and 9355 series
Communication card in a workstation	RSLink software (RSLink Lite comes with RSLogix 5000 Enterprise Series software)	9324 series

## RSLogix 5000 Programming Software

RSLogix 5000 Enterprise Series software is designed to work with Logix5000 controller platforms. RSLogix 5000 Enterprise Series software is an IEC 61131-3 compliant software package that offers relay ladder, structured text, function block diagram, and sequential function chart editors for you to develop application programs. Create your own instructions by encapsulating a section of logic in any programming language into an Add-On Instruction.

### *RSLogix 5000 Enterprise Series Software Requirements*

Description	Value
Personal computer	Pentium II 450 MHz min Pentium III 733 MHz (or better) recommended
Software requirements	<p>Supported operating systems:</p> <p>RSLogix 5000 software, version 17, has been tested on the following operating systems:</p> <ul style="list-style-type: none"> <li>• Microsoft Windows XP Professional with Service Pack 2</li> <li>• Microsoft Windows Server 2003 R2 Standard Edition with Service Pack 1 and User Account Control (UAC) turned off</li> <li>• Microsoft Windows 2000 Professional with Service Pack 4</li> <li>• Microsoft Windows Vista Home Basic with SPI</li> <li>• Microsoft Windows Vista Business with SPI</li> </ul> <p>RSLogix 5000 software is expected to operate correctly on the following operating systems, but has not been tested:</p> <ul style="list-style-type: none"> <li>• Microsoft</li> <li>• Microsoft Windows XP Home</li> <li>• Microsoft Windows Server 2003 Standard Edition with Service Pack 1</li> <li>• Microsoft Windows 2000 Professional with Service Pack 1, 2, or 3</li> <li>• Microsoft Windows Vista Ultimate</li> <li>• Microsoft Windows Vista Home Premium</li> </ul> <p>The Chinese, Japanese, and Korean editions of RSLogix 5000 software are supported only on Microsoft Windows XP, Microsoft Windows Vista, and Microsoft Windows Server 2003. RSLogix 5000 software is supported for 32-bit architectures (x86) and has not been tested with 64-bit architectures (x64).</p>
RAM	128 MB min 256 MB recommended
Hard disk space	3 GB of free hard disk space (or more based on application requirements)
Optical drives	DVD
Video requirements	256-color VGA graphics adapter 800 x 600 min resolution (True Color 1024 x 768 recommended)

## RSLogix 5000 Enterprise Series Software Packages

- Replace xx in the catalog number with the appropriate language designation: ZH=Chinese, EN=English, FR=French, DE=German, IT=Italian, JP=Japanese, KO=Korean, PT=Portuguese, and ES=Spanish.
- For upgrades from one package to another, see the StepForward program.

Available Features	Service Edition 9324-RLD000.xx#E	Mini Edition 9324-RLD200.xx#E	Lite Edition 9324-RLD250.xx#E	Standard Edition: Node Locked 9324-RLD300.xx#E Concurrent License <sup>(1)</sup> 9324-RLD300.xx#F	Standard/ RSNetWorx Edition 9324-RLD300NX.xx#E	Full Edition: Node Locked 9324-RLD600.xx#E Concurrent License <sup>(1)</sup> 9324-RLD600.xx#F	Professional Edition: Node Locked: 9324-RLD700NX.xx#E Concurrent License <sup>(1)</sup> 9324-RLD700NX.xx#F
Logix5000 controllers supported	All <sup>(2)</sup>	CompactLogix FlexLogix	CompactLogix FlexLogix	All	All	All <sup>(3)</sup>	All
Relay ladder diagram editor <sup>(4)</sup>	Upload/download and view	Full support	Full support	Full support	Full support	Full support	Full support
Function block diagram 9324-RLDFBDENE <sup>(4)</sup>	Upload/download and view	Upload/download Available separately	Full support	Upload/download Available separately	Upload/download Available separately	Full support	Full support
Sequential function chart editor 9324-RLDSFCE <sup>(4)(5)</sup>	Upload/download and view	Upload/download Available separately	Full support	Upload/download Available separately	Upload/download Available separately	Full support	Full support
Structured text 9324-RLDSTXE <sup>(4)</sup>	Upload/download and view	Upload/download Available separately	Full support	Upload/download Available separately	Upload/download Available separately	Full support	Full support
PhaseManager 9324-RLDPME	Upload/download	Upload/download Available separately	Upload/download Available separately	Upload/download Available separately	Upload/download Available separately	Full support	Full support
GuardLogix Safety 9324-RLDGLXE <sup>(5)</sup>	Upload/download and view	N/A	N/A	Upload/download Available separately	Upload/download Available separately	Full support	Full support
Highly integrated motion	Upload/download and view	Upload/download	Full support	Full support	Full support	Full support	Full support
Graphical trending	Full support	Full support <sup>(7)</sup>	Full support <sup>(7)</sup>	Full support	Full support	Full support	Full support
DriveExecutive Lite 9303-4DTE01ENE	Available separately	Available separately	Available separately	Included	Included	Included	Included
PIDE Autotune 9323-ATUNEENE <sup>(8)</sup>	Available separately	Available separately	Available separately	Available separately	Available separately	Included	Included
Advanced Process Control instructions 9324-RLDAPCENE 9324-RLDAPCCLENE <sup>(9)</sup>	Upload/download and view	Available separately	Available separately	Available separately	Available separately	Available separately	Available separately
Routine source protection	Included	Included	Included	Included	Included	Included	Included
RSLogix 5000 project compare	Included	Included	Included	Included	Included	Included	Included

<sup>(1)</sup> As of RSLogix 5000 programming software, version 16. The software is designed to grab the highest functionality license first. For example, if Standard, Full, and Professional Concurrent licenses are available on the FactoryTalk Activation server, RSLogix 5000 software will grab the highest functionality license first.

<sup>(2)</sup> Service Edition supports controllers with firmware revision 12 and later.

<sup>(3)</sup> Full Edition supports controllers with firmware revision 10 and later.

<sup>(4)</sup> A multiple language editor package is available as catalog number 9324-RLDMUPE. It contains the function block, sequential function chart, and structured text editors.

<sup>(5)</sup> The Structured Text editor option (catalog number 9324-RLDSTXE) is required to program SFC actions in structured text.

<sup>(6)</sup> As of RSLogix 5000 programming software, version 16.

<sup>(7)</sup> As of RSLogix 5000 programming software, version 15.

<sup>(8)</sup> PIDE Autotune is supported on 1769-L23x controllers, as of RSLogix 5000 programming software, version 18.

<sup>(9)</sup> Select catalog number 9324-RLDAPCENE for a design license for software and a runtime license for one controller. Select catalog number 9324-RLDAPCCLENE for only a runtime license for one controller (for pay to deploy).



*RSLogix 5000 Integration with Other Applications*

Available Features	Service Edition 9324-RLD000xxE	Mini Edition 9324-RLD200xxE	Lite Edition 9324-RLD250xxE	Standard Edition: Node Locked 9324-RLD300xxE Concurrent License <sup>(1)</sup> 9324-RLD300xxF	Standard/ RSNetWorx Edition 9324-RLD300NXxxE	Full Edition: Node Locked 9324-RLD600xxE Concurrent License <sup>(1)</sup> 9324-RLD600xxF	Professional Edition: Node Locked: 9324-RLD700NXxxE Concurrent License <sup>(1)</sup> 9324-RLD700NXxxF
RSLink Classic software	Lite included	Lite included	Lite included	Lite included	Lite included	Lite included	Lite included
RSNetWorx ControlNet, RSNetWorx DeviceNet, RSNetWorx EtherNet/IP software <sup>(2)</sup>	Available separately	Available separately	Available separately	Available separately	Included	Available separately	Included
FactoryTalk AssetCentre audit support	Included	Included	Included	Included	Included	Included	Included
FuzzyDesigner 9324-RLDZYENE <sup>(3)</sup>	N/A	Available separately	Available separately	Available separately	Available separately	Available separately	Available separately
RSLogix Emulate 5000 9310-WED200ENE <sup>(4)</sup>	Available separately	N/A	N/A	Available separately	Available separately	Available separately	Included
FactoryTalk Security server <sup>(5)</sup>	Included	Included	Included	Included	Included	Included	Included
Security server emulator <sup>(5)</sup>	Included	Included	Included	Included	Included	Included	Included
RSLogix Architect 9326-LGXARCHENE <sup>(6)</sup>	Available separately	Available separately	Available separately	Available separately	Available separately	Available separately	Included
FactoryTalk View SE demo (50 tags/2 hours)	Available separately	Available separately	Available separately	Available separately	Available separately	Available separately	Included

<sup>(1)</sup> As of RSLogix 5000 programming software, version 16. The software is designed to grab the highest functionality license first. For example, if Standard, Full, and Professional Concurrent licenses are available on the FactoryTalk Activation server, RSLogix 5000 software will grab the highest functionality license first.

<sup>(2)</sup> RSNetWorx for ControlNet software is catalog number 9357-CNETL3. RSNetWorx for DeviceNet software is catalog number 9357-DNETL3. RSNetWorx for EtherNet/IP software is catalog number 9357-ENETL3. They are available together as catalog number 9357-ANETL3.

<sup>(3)</sup> As of RSLogix 5000 programming software, version 16.

<sup>(4)</sup> RSLogix Emulate 5000 software does not support the Microsoft Windows Vista operating system at this time.

<sup>(5)</sup> FactoryTalk Automation Platform install required - included on disk.

<sup>(6)</sup> As of RSLogix 5000 programming software, version 15.

Select a CompactLogix System

---

**Notes:**

Notes:

## Rockwell Automation Support

Rockwell Automation provides technical information on the Web to assist you in using its products. At <http://www.rockwellautomation.com/support/>, you can find technical manuals, a knowledge base of FAQs, technical and application notes, sample code and links to software service packs, and a MySupport feature that you can customize to make the best use of these tools.

For an additional level of technical phone support for installation, configuration, and troubleshooting, we offer TechConnect support programs. For more information, contact your local distributor or Rockwell Automation representative, or visit <http://www.rockwellautomation.com/support/>.

## Installation Assistance

If you experience an anomaly within the first 24 hours of installation, review the information that is contained in this manual. You can contact Customer Support for initial help in getting your product up and running.

United States or Canada	1.440.646.3434
Outside United States or Canada	Use the <a href="http://www.rockwellautomation.com/support/americas/phone_en.html">Worldwide Locator</a> at <a href="http://www.rockwellautomation.com/support/americas/phone_en.html">http://www.rockwellautomation.com/support/americas/phone_en.html</a> , or contact your local Rockwell Automation representative.

## New Product Satisfaction Return

Rockwell Automation tests all of its products to ensure that they are fully operational when shipped from the manufacturing facility. However, if your product is not functioning and needs to be returned, follow these procedures.

United States	Contact your distributor. You must provide a Customer Support case number (call the phone number above to obtain one) to your distributor to complete the return process.
Outside United States	Please contact your local Rockwell Automation representative for the return procedure.

## Documentation Feedback

Your comments will help us serve your documentation needs better. If you have any suggestions on how to improve this document, complete this form, publication [RA-D1002](#), available at <http://www.rockwellautomation.com/literature/>.

Rockwell Automation, Allen Bradley, Rockwell Software, CompactLogix, ControlLogix, GuardLogix, SoftLogix, PowerFlex 700S, DriveLogix, Data Highway Plus, SynchLink, PanelView Plus, Stratus 6000, POINT I/O, PowerFlex 40, PowerFlex 70, Kinetix, PowerFlex, Stratus 8000, Stratus 6000, Ultra3000, CompactBlock I/O, KwikLink, Logix5000, RSLogix 5000, SLC, MicroLogix, DH+, Integrated Architecture, Ultraware, 1336 PLUS II, PanelConnect, FactoryTalk View, RSLinx, RSLinx Gateway, RSFieldbus, RSNetWorx, RSNetWorx for DeviceNet, RSNetWorx for EtherNet/IP, RSNetWorx for ControlNet, StepForward, PhaseManager, DriveExecutive, FactoryTalk Activation, FactoryTalk AssetCentre, FactoryTalk View SE, FactoryTalk Security, FactoryTalk Automation Platform, RSLinx Classic, RSLogix Emulate 5000, RSLogix Architect, and TechConnect are trademarks of Rockwell Automation, Inc.<sup>1</sup>

<sup>1</sup>Trademarks not belonging to Rockwell Automation are property of their respective companies.

[www.rockwellautomation.com](http://www.rockwellautomation.com)

### Power, Control and Information Solutions Headquarters

Americas: Rockwell Automation, 1201 South Second Street, Milwaukee, WI 53204 USA, Tel: (1) 414.382.2000, Fax: (1) 414.382.4444

Europe/Middle East/Africa: Rockwell Automation, Vorstlaan/Boulevard du Souverain 36, 1170 Brussels, Belgium, Tel: (32) 2 663 0600, Fax: (32) 2 663 0640

Asia Pacific: Rockwell Automation, Level 14, Core F, Cyberport 3, 100 Cyberport Road, Hong Kong, Tel: (852) 2887 4788, Fax: (852) 2508 1846

Publication 1769-SG001J-EN-P - January 2010

Supersedes Publication 1769-SG001J-EN-P - March 2009

Copyright © 2010 Rockwell Automation, Inc. All rights reserved. Printed in the U.S.A.

GE

Digital Energy

# MDS SD Series

Long Range IP/Ethernet & Serial SD1, SD2, SD4 & SD9

## Data Acquisition | Ethernet and Serial

The MDS™ SD Series are industrial wireless solutions that provide long distance communications over licensed radio bands, allowing users to interface to both Ethernet and serial devices such as PLCs, RTUs and meters with host monitoring and control systems.

The SD Series is the latest generation of MDS licensed narrowband wireless devices providing exceptional communication performance and reliability to meet demands for IP/Ethernet services as well as support for multiple devices and host systems. The SD is compatible with previous generations allowing for a smooth and controlled migration for existing systems.

## Key Benefits

- High speed, up to 65 Kbps in 50 KHz channel in SD2 and SD9
- Operate IP/Ethernet and serial communication on a single network
- Connect multiple host systems to a single Access Point radio
- Connect multiple devices to a single remote radio
- Implement push communication and report by exception from remote devices
- Simple, intuitive web based configuration and maintenance
- Easy migration path from serial to IP/Ethernet
- Backward compatible with existing MDS x710 networks

## Application Specific Wireless Solution



### Oil & Gas

- Remote data collection from meters and flow devices
- Monitor and transmit wellhead performance and status data collected by RTUs



### Energy

- Remote control of IEDs and controllers at distribution substations
- Condition monitoring for pole-top circuit breakers and capacitor banks



### Water & Wastewater

- Monitor lift stations across multiple sites from control room
- Communicate with remote PLCs controlling tank levels and water flow



### Heavy Industrial

- Activation of perimeter gates based on detection of vehicle
- Monitor and control remote pumps and compressors



imagination at work



## Industrially Hardened

- Operational temperature range from -40°C to 70°C
- CSA Class I, Div. 2 groups A,B,C,D for Hazardous Locations
- IEEE1613, IEC 61850-3 and EN61000 for electric substation environments

## Application Flexibility

- Supports two serial ports and an IP/Ethernet port simultaneously
- Broad coverage flexibility over distances up to 50 miles
- Extend Communication paths using single radio Store and Forward
- Supports Ethernet Bridging, IP to serial and serial to serial communications
- Low power consumption with sleep mode for solar and battery powered applications
- Fast serial features with embedded terminal server functions for serial to IP/Ethernet encapsulation

## Reliable & Scalable

- Exclusive, non-shared licensed band operation
- High performance Media Access Control for asynchronous polling and exception reporting
- Collision detection and avoidance insures data arrives at destination without lost messages
- High receive sensitivity for long distance communications
- Compatible with multiple industry protocols including Modbus, Modbus TCP, and DNP3

## Secure

- AES 128-bit data encryption
- Password protected access
- VLAN data segregation

## Long Range Communications

The MDS SD Series of industrial-strength radios offer secure, reliable, long distance transmission of data for your mission critical applications. The SD Series combines 5 Watt transmit power and exceptional receive sensitivity to support wide coverage areas and maximum performance when difficult terrain or obstructions such as trees and buildings limit the effectiveness of other wireless devices. The SD Series operates in the 100 MHz (SD1), 200 MHz (SD2), 400 MHz (SD4) and 900 MHz (SD9) frequencies and allows users to select the channel size and modulation option best suited to their unique requirements. The combination of these features results in the ideal data acquisition product for error free, long distance communication.

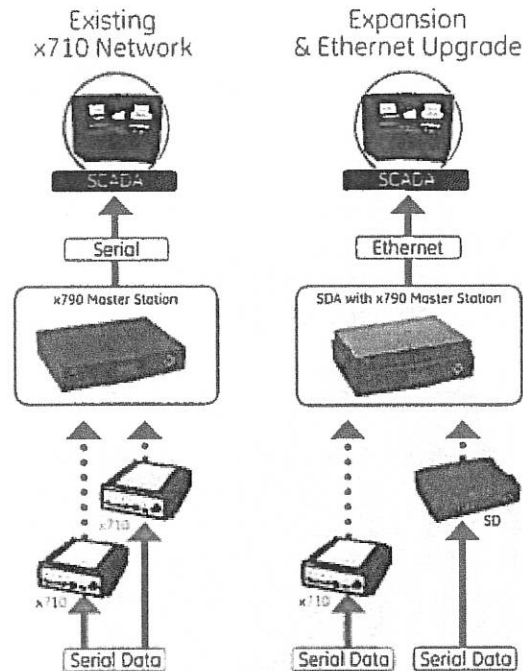
## Exceptional Network Performance

The performance of a wireless network is more than a measurement of speed. It also includes the efficiency of the radio system in mediating over-the-air channel access. This is particularly important for operating IP/Ethernet in narrow licensed channel sizes. The SD Series implements several features designed to provide maximum performance. The SD's Media Access Control (MAC) is optimized to reduce Ethernet overhead and preserve bandwidth for higher usable data speed. The IP Payload feature removes unneeded Ethernet frames to shrink messages and improve throughput.

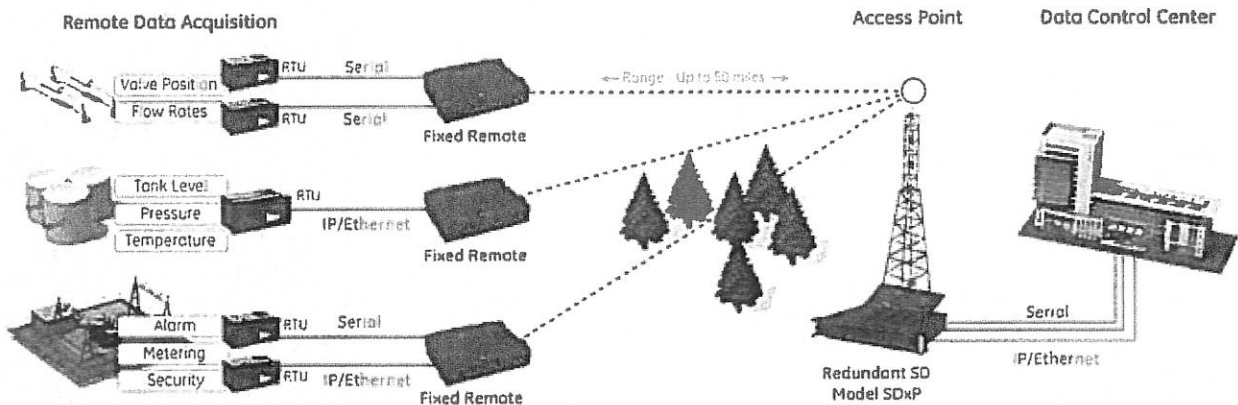
The SD Series automatically controls over-the-air communication between host systems and remote devices to insure that data collisions are detected and avoided. The result is exceptional performance for networks requiring connections to multiple host systems, multiple device types connected to a single remote radio, or a mix of Ethernet and serial devices. The SD also insures maximum reliability for systems implementing unsolicited communication and exception reporting from remote devices and RTUs, which is particularly important for non polled protocols such as DNP3.

## Backward Compatibility

MDS SD Series radios can be directly added to existing MDS x710 and x790 systems, providing both "drop-in" compatibility for expansions and replacements, and adding Ethernet support. Backward compatibility preserves your investment and allows a smooth transition from a serial based SCADA infrastructure to IP/Ethernet without disrupting day-to-day operations.



## SD Series Application Advantages



### Unmatched Connectivity

- Connect multiple RTUs and controllers to a single remote radio
- Operate serial and Ethernet devices concurrently on the same network
- Implement exception reporting and pushed communication initiated by remote devices.

### Highest Network Performance

- SD Media Access Control reduces network overhead, prevents data collisions and insures successful data delivery.
- High transmit power and exceptional receiver sensitivity maximizes performance over significant distances and challenging terrains

### Flexible System Communications

- Provides IP/Ethernet and serial communication for multiple hosts and asynchronous polling
- Embedded terminal server functions support serial & Ethernet connections without adaptors.
- Secure AES 128 encryption for IP/Ethernet UDP, TCP Client and TCP Server and serial.

## Low Power Consumption

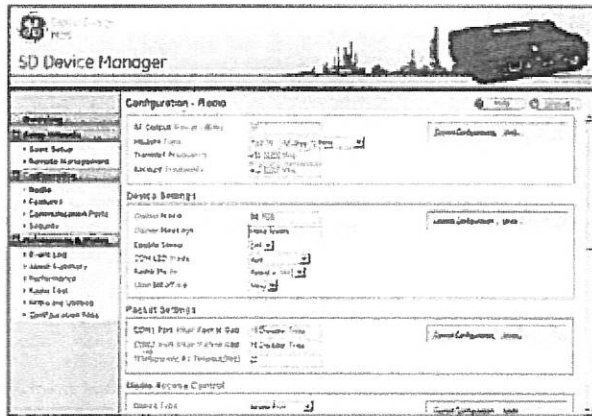
The SD Series low power consumption and sleep mode make it ideal for applications requiring solar power operation. The SD Series requires less energy resulting in lower costs for solar panels and batteries.

## Simple Intuitive Configuration

Use the web based SD Device Manager for easy configuration of all SD Series parameters including transmit and receive frequencies, channel size and modem speed. SD Device Manager is also used to access important performance and maintenance information.

The SD Series supports 3 Virtual Radio Channels (VRC) that allow users to assign communication to specific serial ports or IP addresses and ports when multiple devices or systems are connected.

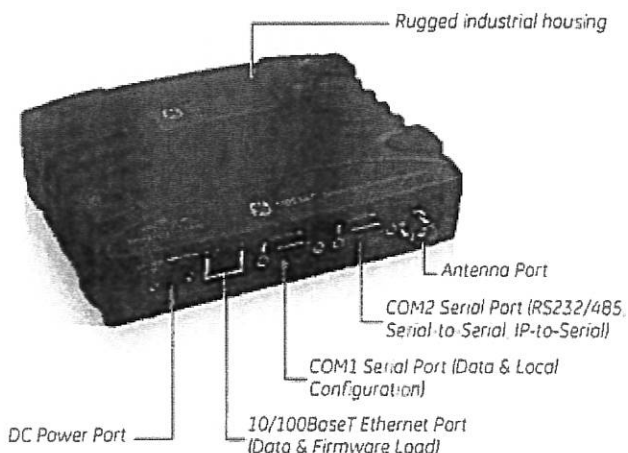
SD Series configuration and maintenance can also be performed using Telnet and HyperTerminal sessions.



## SD Series Remote

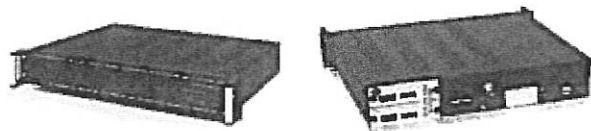
The SD1 radio operates in the 100 MHz frequency band. SD2 operates in the 200 MHz frequency band, SD4 operates in the 300 MHz, 400 MHz and 500 MHz frequency bands and SD9 operates in the 800 MHz and 900 MHz frequency bands. Choose between models that support both Ethernet and serial, or only serial interface.

The SD Series handles concurrent Ethernet and serial traffic using built-in terminal server plus industry-standard TCP or UDP protocols.



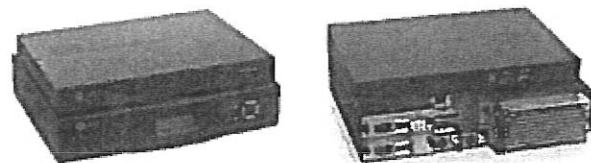
## SDxP Redundant/Protected Models

The SDxP is used when applications demand no single point of failure for the communications system. The MDS SDxP incorporates two MDS SD transceivers and power supplies with automatic or manual switchover capability. On detection of a failure, the MDS SDxP switches immediately to the standby transceiver. The switchover occurs for selectable transceiver alarm conditions. Switchover also occurs when no valid packets are received in a programmable time frame of 1 to 30 minutes, or upon loss of power to the operating radio. An internal back-up battery is provided in AC-powered models for continued operation during a loss of primary power.



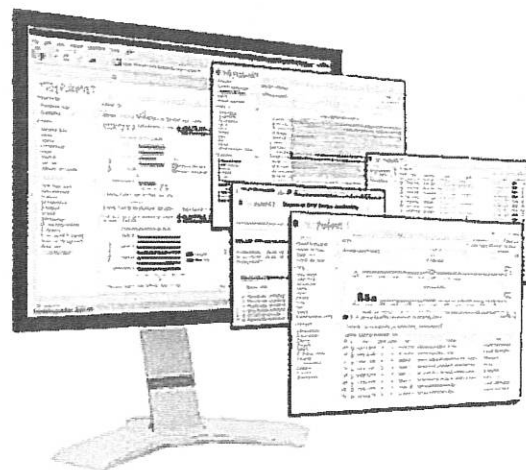
## SDA Adaptor for 4790/9790 Radios

The SDA adaptor is used with 4790 and 9790 Master Stations to add IP/Ethernet connectivity. The SDA can be ordered with new Master Stations or easily added to equipment already installed. Once connected to a 4790/9790, one (1) serial port and one (1) Ethernet port are available for connection to external systems or devices.



## Comprehensive Network Management

Manage your SD network using MDS PulseNET NMS. PulseNET is purpose-built for industrial communications and includes sophisticated and meaningful pre-built workflows along with intuitive graphical representations of the network at your fingertips.





## Specifications

### SD1

RF Data Rate & Channel Size	3,200 bps @ 6.25 kHz 9,600 & 19,200 bps @ 12.5 kHz 19,200 & 38,400 bps @ 25 kHz
-----------------------------	---

Frequency bands 150-174 MHz

### SD2

RF Data Rate & Channel Size	3,200 bps @ 5 kHz 4,800 bps @ 6.25 kHz 9,600 & 19,200 bps @ 12.5 kHz 19,200 & 38,400 bps @ 25 kHz 65,000 bps @ 50 kHz (Bond D)
-----------------------------	--

Frequency bands 216 - 220 MHz  
220 - 235 MHz

### SD4

RF data rate & bandwidth	4,800 bps @ 6.25 kHz 9,600 & 19,200 bps @ 12.5 kHz 19,200 & 38,400 bps @ 25 kHz
--------------------------	---

Frequency bands 300 - 360 MHz  
350 - 400 MHz  
400 - 450 MHz  
450 - 512 MHz

### SD9

RF data rate & bandwidth	9,600 & 19,200 bps @ 12.5 kHz 19,200 & 38,400 bps @ 25 kHz 65,000 bps @ 50 kHz
--------------------------	--

Frequency bands 820-870 MHz  
880-915 MHz  
850-860/926-936 MHz  
928-950 MHz

### GENERAL

Frequency	Configurable
Operational modes	Simplex, half-duplex
Modulation	Digital, CPFSK
Range	Up to 50 miles

### TRANSMITTER

Frequency Stability	+/- 0.5 ppm
Carrier power	0.1 to 5 Watts Programmable
Carrier power	Normal +/- 1.5 dB
Accuracy	
Duty Cycle	Continuous
Output Impedance	50 Ohms

### RECEIVER

Type	Double Conversion Superheterodyne
Sensitivity	-112 dBm typical @ 1x10 <sup>-6</sup> BER, -104 dBm (SD2 Band D) -100 dBm (SD9 Band D)
Selectivity	>70dB
Adjacent Channel Rejection	40 dB nominal

### INTERFACES

Serial COM1	RS-232, DB-9
Serial COM2	RS-232, RS-485 DB-9
Ethernet	10/100 BaseT, RJ45
Antenna	TNC Female

### MANAGEMENT

MDS PulseNET NMS MDS InSite software,  
MDS Radio Configuration Software

### ENVIRONMENTAL

Temperature	-40°C to +70°C (-40°F to +158°F)
Humidity	95% @ 40°C (104°F) non-condensing

### ELECTRICAL

Tx Current	2.2A Typical at 5 Watts
Rx Current	<125 mA
Sleep mode	9 mA nominal
Primary power	10 Vdc to 30 Vdc

### MECHANICAL

Case	Rugged die-cast aluminum
Dimensions	1.5 H x 6.5 W x 4.625 D in (3.81 H x 16.51 W x 11.75 D cm)
Weight	0.55 kg (1.22 lbs)

### AGENCY APPROVALS

CSA Class 1 Div 2 for hazardous locations  
IEEE 1613, IEC 61850-3, EN61000 for electric  
substation environment  
Industry Canada & ENTELA  
FCC Part 90, SD1, SD2, SD4, SD9  
FCC Part 80 SD2  
FCC Part 95 SD2  
FCC Part 101 SD9  
CE, ETSI, SD1 SD4

## Ordering

### SD1 Remote

SD01MD	*	**	-NNSNN
Subband	B		150-174 MHz
Model		SS	Serial
		ES	Ethernet and Serial
		MS	9710 Emulation

### SD2 Remote

SD02MD	*	**	-NNSNN
Subband	A		216-220 MHz
	B		220-222 MHz
	C		220-235 MHz
	D		216-220 MHz/50 KHz Channel
Model		SS	Serial
		ES	Ethernet and Serial

### SD4 Remote

SD04MD	*	**	-NNSNN
Subband	A		350-400 MHz
	B		400-450 MHz
	C		450-512 MHz
	D		300-360 MHz
Model		SS	Serial
		ES	Ethernet and Serial
		MS	4710 Emulation

### SD9 Remote

SD09MD	*	**	-NNSNN
Subband	A		820-870 MHz
	C		928-960 MHz
	D		928-960 MHz/50 KHz Channel
	E		880-915 MHz
	F		880-915 MHz / 50 KHz Channel
	G		850-860 / 926-936 MHz, Transmit Low
	H		850-860 / 926-936 MHz, Transmit High
Model		SS	Serial
		ES	Ethernet and Serial
		MS	9710 Emulation

### Order Code Example

SD01MD-BES-NNSNN

- Remote radio
- 150 - 174 MHz
- Ethernet & serial communications
- Standard mounting brackets
- No special assembly

### Order Code Example

SD02MD-AES-NNSNN

- Remote radio
- 216 - 220 MHz
- Ethernet & serial communications
- Standard mounting brackets
- No special assembly

### Order Code Example

SD04MD-CSS-NNSNN

- Remote radio
- 450 - 512 MHz
- Serial only communication
- Standard mounting brackets
- No special assembly

### Order Code Example

SD09MD-CES-NNSNN

- Remote radio
- Ethernet and Serial
- Standard mounting brackets
- No special assembly



imagination at work

GEDigitalEnergy.com

GE reserves the right to make changes to specifications of products described at any time without notice and without obligation to notify any person of such changes.

Copyright 2015, General Electric Company. All Rights Reserved.

GEA-12046/01  
English  
11/06/16



**SUBCONTRACTOR DETAILS**

The Bidder certifies that:

- A. ☒ I do not intend to subcontract any Work on this project.
- B. ☐ I do intend to subcontract portions of the Work on this project.

NOTE: The Bidder shall check box A or box B. If the Bidder does not check a box, it will be deemed that he has checked box A.

If awarded the Contract, the Bidder proposes to employ the following subcontractors who will perform Work or labor or render service to the Bidder in or about the Work in an amount in excess of one-half of one percent (0.5%) of the total amount of Bidder's proposal. If no subcontract Work is proposed, except within the one-half of one percent (0.5%) limit set forth, the Bidder shall so state.

NAME & ADDRESS OF SUBCONTRACTOR	DESCRIPTION OF WORK TO BE SUBCONTRACTED	SUBCONTRACTOR'S CALIF. LIC. NO.	SUB'S DIR NO.
N/A			

The representations made herein are made under penalty of perjury.

Respectfully submitted:

*[Signature]*  
Signature

PRESIDENT  
Title

422364  
License Number

MAY 12, 2017  
Date

05/31/2017  
License Expiration Date

1000000 899  
DIR Registration Number

(SEAL - If Bid is by Corporation)





C10 Contractor License #422364

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SALES & SERVICE  
SCADA • PLC/HMI • Telemetry • Calibration • Maintenance**

May 24, 2017

McKinleyville Community Services District  
1656 Sutter Road  
McKinleyville, CA 95519

Attn: James G. Henry, Operations Manager MCSD  
SR #: 30962  
Proj: MCSD Digital Control System Upgrade  
Subj: Qualifications Letter

Dear James,

I, Bob Marston, as an authorized representative of Telstar, Inc. do hereby declare under penalty of perjury under the laws of the State of California that the information submitted to the McKinleyville Community Services District in support of Telstar's qualifications to perform the Digital Control System upgrade design/build project is true and correct.

Sincerely,

Bob Marston  
President and CEO

1717 Solano Way, Unit 34, **Concord**, CA 94520 Phone 925-671-2888, Fax 925-671-9507  
4017 Vista Park Court, **Sacramento**, CA 95834 Phone 916-646-1999, Fax 916-646-1096  
202 South Douty Street, **Hanford**, CA 93230 Phone 559-584-7116, Fax 559-584-8028

## Pat Kaspari

---

**From:** Mike Boertje <mboertje@telstarinc.com>  
**Sent:** Thursday, June 01, 2017 9:17 AM  
**To:** Pat Kaspari  
**Subject:** RE: McKinleyville CSD Supplemental Information

*Shareholders*

1. Robert Marston, President; John Gardiner, Vice President

Thank you,

Mike Boertje  
P: 916.646.1999  
F: 916.646.1096  
D: 916.830.3226  
mb@telstarinc.com

-----Original Message-----

From: Mike Boertje  
Sent: Wednesday, May 31, 2017 3:48 PM  
To: 'Pat Kaspari'  
Subject: RE: McKinleyville CSD Supplemental Information

Pat,

Please see attached.

Thank you,

Mike Boertje  
P: 916.646.1999  
F: 916.646.1096  
D: 916.830.3226  
mb@telstarinc.com

-----Original Message-----

From: Mike Boertje  
Sent: Wednesday, May 31, 2017 1:20 PM  
To: 'Pat Kaspari'; Ben Herston  
Cc: Tammy Marston  
Subject: RE: McKinleyville CSD Supplemental Information

Dear Pat,

1099363

ENDORSED  
FILED

In the office of the Secretary of State  
of the State of California

DEC 23 1981

MARCH FONG EU, Secretary of State

Phyllis E. Biaggi  
Deputy

ARTICLES OF INCORPORATION

OF

TELSTAR INSTRUMENTS

a California corporation

I. The name of this corporation is TELSTAR INSTRUMENTS.

II. The purpose of the corporation is to engage in any lawful act or activity for which a corporation may be organized under the General Corporation Law of California other than the banking business, the trust company business or the practice of a profession permitted to be incorporated by the California Corporations Code.

III. The name and address in this state of the corporation's initial agent for service of process in accordance with Subdivision (b) Section 1502 is Russell F. Kelley, 3126 Buskirk Avenue, Walnut Creek, CA 94596

IV. The corporation is authorized to issue only one class of shares of stock, and the total number of shares that this corporation is authorized to issue is 10,000 shares.

DATED: December 18, 1981.

Russell F. Kelley  
RUSSELL F. KELLEY

I hereby declare that I am the person who executed the foregoing Articles of Incorporation, which execution is my act and deed.

Russell F. Kelley  
RUSSELL F. KELLEY



Contractor License #422364

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SALES & SERVICE  
SCADA • PLC/HMI • Telemetry • Calibration • Maintenance**

**DRUG FREE WORKPLACE POLICY RECEIPT**

I hereby acknowledge that I have received a copy of the Company's Drug Free Workplace Policy. I also acknowledge that I have received a full and complete explanation of the Policy, including all policies and the availability of an Employee Assistance Program.

I further state that I have read or will read, or have had or will have read to me, all sections of this Drug Free Workplace Program. I understand that violation of any provision of this policy may lead to disciplinary action up to and including termination of employment, and that I may forfeit my workers' compensation benefits.

Finally, I agree that neither the issuance of these policies, nor the acknowledgment of its receipt, constitutes or implies a contract of employment or a guaranteed right to recall.

---

Date Received

---

Employee Signature

---

Employee Print Name

---

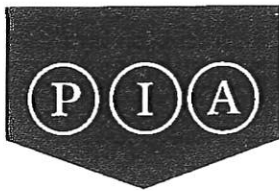
Date

---

Witness

K:\Accounting\2012 NEW HIRE Packet\TEL-Drug Free Workplace Receipt 5.2012.doc

1717 Solano Way, Unit 34, **Concord**, CA 94520 Phone 925-671-2888, Fax 925-671-9507  
4017 Vista Park Ct, **Sacramento**, CA 95834 Phone 916-646-1999, Fax 916-646-1096  
202 South Douty Street, **Hanford**, CA 93230 Phone 559-584-7116, Fax 559-584-8028



## Professional Insurance Associates

02/24/17

Mr. Bob Marston  
Telstar Instruments, Inc.  
1717 Solano Way Unit 34  
Concord, CA 94520

Re: Workers Compensation Exmod Period: 02/17/17 - 02/17/18
---

Dear Mr. Marston :

As per your request, listed below are the Experience Modification Rates for the period 2007 – 2017:

Period 2007: 75  
Period 2008: 69  
Period 2009: 84  
Period 2010: 90  
Period 2011: 91  
Period 2012: 68  
Period 2013: 74  
Period 2014: 73  
Period 2015: 75  
Period 2016: 66  
Period 2017: 65

Please let me know if you have any questions.

Sincerely,

Andy Ann Dulik , Account Manager  
For your agent - Tim Thompson  
Direct Line: (650) 598-3563  
Direct Fax: (650) 594-4936  
Email: andy\_dulik@piainc.com

## INCIDENT INVESTIGATION FORM

Investigator: \_\_\_\_\_

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

Manager/Supervisor: \_\_\_\_\_

Other Participants: \_\_\_\_\_

### PART 1: INJURY DATA:

1. Name of injured: \_\_\_\_\_ 2. Work Phone: \_\_\_\_\_ 3. Ext: \_\_\_\_\_

4. Usual Occupation: \_\_\_\_\_ 5. Date of Birth: \_\_\_\_\_

6. Employee Status: \_\_\_\_\_ 7. Employee #: \_\_\_\_\_

8. Hire Date: \_\_\_\_\_ 9. Occupation at time of Incident: \_\_\_\_\_

10. Date/Time of Incident: \_\_\_\_\_ 11. Nature of Injury/Diagnosis: \_\_\_\_\_

12. Date/Time Reported: \_\_\_\_\_ 13. Reported to Whom? \_\_\_\_\_

14. Severity of Injury:

- ☐ A. Fatality ☐ B. Lost Workdays ☐ C. Restricted Workdays ☐ D. Medical Treatment  
☐ E. First Aid ☐ F. No Treatment ☐ G. Other:

15. OSHA Recordable: ☐ Yes ☐ No

16. Rationale: \_\_\_\_\_

### PART 2: MEDICAL TREATMENT DATA ☐ Not Applicable

17. Name of Treatment Facility: \_\_\_\_\_ 18. Phone: \_\_\_\_\_

19. Date/Time at Facility: \_\_\_\_\_ 20. Address: \_\_\_\_\_

### PART 3: INCIDENT DATA

21. Type of Incident: \_\_\_\_\_

- ☐ Non-injury illness incident ☐ Injury ☐ Illness ☐ Impact ☐ Property Damage

22. Location: \_\_\_\_\_

23. Personnel Involved: \_\_\_\_\_

24. Equipment Involved (Type, Model): \_\_\_\_\_

25. Other Items Involved: \_\_\_\_\_





**PART 4: INCIDENT DESCRIPTION (Supervisor/Witnesses/Employees with Insight)**

☐ Not Applicable

25. Date/time of Interview: \_\_\_\_\_ 26. Name: \_\_\_\_\_

27. Work Phone: \_\_\_\_\_ 28. Ext. \_\_\_\_\_ 29. Usual Occupation: \_\_\_\_\_

30. Employee #: \_\_\_\_\_

31. Description of Events (leading to, during or after incident):

---

---

---

---

---

---

---

32. Date/time of Interview: \_\_\_\_\_ 33. Name: \_\_\_\_\_

34. Work Phone: \_\_\_\_\_ 35. Ext. \_\_\_\_\_ 36. Usual Occupation: \_\_\_\_\_

37. Employee #: \_\_\_\_\_

38. Description of Events (leading to, during or after incident): \_\_\_\_\_

---

---

---

39. Date/time of Interview: \_\_\_\_\_ 40. Name: \_\_\_\_\_

41. Work Phone: \_\_\_\_\_ 42. Ext. \_\_\_\_\_ 43. Usual Occupation: \_\_\_\_\_

44. Employee #: \_\_\_\_\_

45. Description of Events (leading to, during or after incident): \_\_\_\_\_

---

---

---



**PART 5: POSSIBLE CAUSES (Events/Conditions that may have contributed to the incident)**

46. Describe:

A. Equipment: \_\_\_\_\_

B. Tools (including PPE): \_\_\_\_\_

C. Environment: \_\_\_\_\_

D. Procedure: \_\_\_\_\_

E. Personnel: \_\_\_\_\_



**PART 6: RECOMMENDED CORRECTIVE ACTIONS:**

47. Describe Recommended Corrective Actions / Actions Taken:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**PART 7: RECOMMENDATIONS:**

Recommendation	Originator	Accepted / Rejected	Actions or Rationale	Completion Dates
1.				
2.				
3.				
4.				
5.				
6.				

**PART 8: MANAGEMENT:**

Responsible/Approving Department Manager/Process Owner

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

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



# OSHA's Form 300A (Rev. 01/2004)

## Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases			
Total number of deaths	Total number of cases away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types					
Total number of... (M)	(1) Injury	0	(4) Poisoning	0	
(2) Skin Disorder	0	(5) Hearing Loss	0		
(3) Respiratory Condition	0	(6) All Other Illnesses	0		

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 38 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3844, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.



Year 2016

U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1219-0176

### Establishment information

Your establishment name Telstar Instruments  
Street 1717 Solano Way Unit 34

City Concord State CA Zip 94520

Industry description (e.g., Manufacture of motor truck trailers)  
Instrumentation and Controls

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

2 3 8 2 1 0

### Employment information

Annual average number of employees 102

Total hours worked by all employees last year 192318

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Tammy Misenhimer  
Company executive

Office Manager  
Title

(925)671-2888 Phone

1/19/2017  
Date





TELST-1

OP ID: ADQQ

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/31/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Professional Ins. Assoc., Inc. <input type="checkbox"/> 1100 Industrial Road #3 <input type="checkbox"/> San Carlos, CA 94070 <input type="checkbox"/> Tim Thompson		<b>650-592-7333</b>		<b>CONTACT NAME:</b>	
				<b>PHONE (A/C, No, Ext):</b> 650-592-7333	
				<b>FAX (A/C, No):</b> 650-594-4936	
				<b>E-MAIL ADDRESS:</b>	
				<b>INSURER(S) AFFORDING COVERAGE</b>	
				<b>INSURER A:</b> Cypress Ins. Co.	
				<b>INSURER B:</b>	
				<b>INSURER C:</b>	
				<b>INSURER D:</b>	
				<b>INSURER E:</b>	
				<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b>						
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
							PRODUCTS - COMP/OP AGG \$
							\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			<b>TEWC808911</b>	<b>02/17/2017</b>	<b>02/17/2018</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

evidence of insurance

☐  
☐  
☐

## CERTIFICATE HOLDER

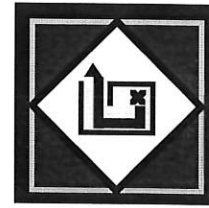
## CANCELLATION

<b>TELST-1</b>  Telstar Instruments <input type="checkbox"/> 1717 Solano Way #34 <input type="checkbox"/> Concord, CA 94520	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	---

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD



**Telstar  
Instruments**

**SAFETY MANUAL**

***2016***





## SAFETY MANUAL REVISIONS

Date	Revised by:	Program Revised	Reason for Revision
2013	SCM	Hazard Communication	Changes in regulation to include GHS
2015	SCM	Injury/Illness Prevention	Changes in Heat Illness Prevention
2015	SCM	Code of Safe Work Practices	Changes in Heat Illness Prevention
2015	SCM	Work Alone Policy	Inclusion of new policy
2015	SCM	Fit For Duty	Inclusion of new policy
2016	SCM	Full Safety Manual	Update Table of Contents, confirm requirements met.

## Table of Contents

TOPIC	PAGE
<b>INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)</b>	
Policy	9
Definitions	9
Organization and Responsibilities	11
Executive Management	12
Safety Coordinator	12
Managers/Supervisors	12
Employees	14
Safety Committee	14
System for Ensuring Compliance	14
Recognition for Outstanding Safety Performance	14
Safety Rule Policy	15
General Safety Rules	15
Specific Safety Rules	17
Lift Trucks and Rider Pallet Jacks	18
Exiting/Emergency Equipment	18
Intoxicants, Narcotics, Firearms & Other Weapons	19
Chemical Safety	19
Heat Illness Prevention	20
Personal Protective Equipment	22
Required Safety Training	24
Policy	24
Discipline Policy	26
System of Communication	27
Communication Policy	27
Anonymous Communication	28
Safety and Health Bulletins	29
Communication Policy and Rules	29
Identifying and Evaluating Workplace Hazards	29
Policy	29
Inspections	30
California Requirements	30
Equipment Maintenance Inspections	31
Inspection Benefits	31
Supervisor Responsibilities	31
Workplace Hazard Inspections	32

<b>TOPIC</b>	<b>PAGE</b>
Incident Investigation and Reporting	32
Policy for Accidents in the Workplace	32
Purpose	32
Accident/Incident Considerations	33
Reporting Accidents/Incidents	34
Accident/Incident Procedures	35
Documentation/Investigation Timeline	36
Special Considerations	37
Accident Procedures Action Summary	37
Treatment	38
Emergency Medical Services	39
Correcting Unsafe Conditions and Work Practices	41
Telstar Policy	41
Responsibility	42
Corrective Action	43
Inspection Follow-up Guidelines	43
Personal Liability	45
OSHA Injury and Illness Record Keeping Requirements	46
OSHA Injury and Illness Determination	46
OSHA Injury and Illness Record Keeping	47
Retention of Records	47
Requests for Annual Occupational Injuries/Illness Survey	48
Employee Access to Medical Records	48
<b>HAZARD COMMUNICATION PROGRAM</b>	
Policy	49
Purpose	49
Definitions	49
Responsibility	55
Executive Responsibility	55
Program Coordinators	55
Hazardous Substances Information	55
Containers	56
Proposition 65	56
Hazardous Substances Training	57
Training Responsibilities	57
Recordkeeping	58

<b>TOPIC</b>	<b>PAGE</b>
SDS Training	58
Training Prior to Exposure	59
Offsite/Remote Training	59
Additional Training on Special Hazards	59
Employee Rights	59
Safety Data Sheets and Container Labeling	60
SDS Defined	60
Responsibility	60
SDS Training	60
SDS Guidelines	61
SDS Policy	61
Labels Defined	62
Label Policy	62
Labels on Transfer Containers	62
Annual Inventory Audit and Inspection	63
Policy	63
Informing Contractors	63
Policy	63
Work at Client Sites	64
<b>EMERGENCY ACTION PLAN</b>	
Introduction	65
Emergency Procedures	66
Scope	66
First Priority in Emergencies	66
Emergency Evacuation (Complete)	66
Emergency Evacuation (Partial)	67
Medical Emergencies	68
Fire/Smoke	68
Earthquakes	69
Water Leaks	72
Chemical Emergencies	72
Power Loss	74
Bomb Threats	74
Active Shooter	75
Emergency Coordination	76
Emergency Coordinators' Responsibilities	76

<b>TOPIC</b>	<b>PAGE</b>
Emergency Coordinator Training	77
Emergency Coordinators Priorities	77
Emergency Coordinators Tasks	77
Notifications and Communications	78
Local Public Safety	78
Medical Assistance	79
Regulatory Agencies	79
Alarms	82
Reporting Requirements	83
Reporting Emergencies	83
Direct Emergency Numbers	83
Reporting to OSHA	84
Training	85
General Topics	85
Training Policy	85
Specialized Topics	86
Training Provided	86
Recordkeeping	86
<b>FIRE PREVENTION PLAN</b>	
Purpose	88
Fire Prevention Coordination	88
Coordinators	88
Responsibilities	88
Procedures	89
General Fire Prevention Housekeeping Rules	89
Potential Fire Hazards and Fire Protection Equipment	90
Potential Hazards	91
Detection Systems	91
Aisles and Exits	92
Policy	92
Responsibilities	92
General Rules	92
Training	93
Recordkeeping	93

<b>TOPIC</b>	<b>PAGE</b>
<b>FORKLIFT OPERATIONS</b>	
Introduction	95
Policy	95
Scope	95
Responsibilities	95
Safety Coordinator	95
Managers and Supervisors	95
Employees	96
General Lift Truck Safety	96
Rated Capacity	96
Brake and Warning Devices	97
Maintenance of Industrial Trucks	97
Operating Rules	98
Posting of Rules	101
Unsafe Operations	101
Operating Instructions for Industrial Tractors	102
Training	102
Topics	103
Refreshers and Evaluation	104
Certification and Documentation	105
<b>LOCK OUT/TAG OUT</b>	
Introduction	106
Goal	106
Scope	106
Regulatory Guidelines	106
Procedures	106
Definitions	107
Purpose and Scope	107
Responsibility	107
Employer Responsibility	108
Lock Out/Tag Out Procedures	109
Recognition of Hazards	109
Importance of Training	109
Signs and Tags	109

<b>TOPIC</b>	<b>PAGE</b>
Distribution of Equipment	109
Application of the System – Specific Procedures	110
Continuation of Work During Shift Change	111
Removal of the System	112
Removal of Equipment Guards and Safety	113
Testing and Verification	113
Repetitive Process machines	113
Machine and Equipment Specific	114
Training	114
Recordkeeping	114
Informing Contractors	115
Periodic Review	115
Attachment A – Equipment Specific Form	116
 <b>CONFINED SPACE PROGRAM</b>	
Introduction	118
Purpose and Scope	118
Definitions	118
Organization and Responsibilities	121
Responsibilities	121
Managers/Supervisors/Foremen	122
Employees	123
Attendant Personnel	123
Entrant Personnel	124
Entry Supervisor	125
Rescue Personnel	126
Training	126
Policy	126
Training Requirements	127
Training Recordkeeping	127
Program Components	128
Confined Space Survey	129

<b>TOPIC</b>	<b>PAGE</b>
Hazard Identification / Evaluation	129
Hazard Control	129
Program Requirements / General	129
Pre-Entry Atmospheric Testing	130
Continual Atmospheric Monitoring	131
Lighting/Ventilation	133
Lockout of Energy Sources	134
Engulfment	134
Special Apparatus and Protective Equipment	134
Entry Permit Procedures	135
Policy	135
Rescue Procedures	137
Policy	137
Informing Contractors	138
Policy	138
<b>FALL PROTECTION PROGRAM</b>	
Introduction	139
Policy	139
Multi-Employer Worksites	139
Trigger Heights	139
Purpose and Scope	140
Responsibilities	140
Supervisors	140
Employees	141
Preventing Falls	141
Identifying Hazards	141
Protection Against Hazards	142
Protection From Falling Objects	142
Protection From Falls	143
Fall Protection Plans	147
Safety Procedures	148
Other Fall Protection Techniques	149
Fall Protection For Scaffolds	150
Introduction	150
OSHA Regulations	151
Fall Protection For Ladders	152



<b>TOPIC</b>	<b>PAGE</b>
Introduction	152
General Hazards	152
Identifying Hazards	153
Protection Against Hazards	154
Ladder Set Up	154
Safety Procedures	154
Training	155
Policy	155
Recordkeeping	155
<b>RESPIRATORY PROTECTION</b>	
Purpose and Scope	156
Definitions and Acronyms	156
Respiratory Protection Responsibilities	160
Program Administrators	160
Supervisors and Foremen	160
Employees	161
Respirator Pre-Use Requirements	161
Training	161
Medical Surveillance	161
Fit Testing	162
Respirator Selection and Use	162
Selection	162
Cartridges	162
General Use Requirements	163
Maintenance and Care	163
Recordkeeping and Documentation	165
Program Evaluation	166
<b>CODE OF SAFE WORK PRACTICES</b>	167
<b>LONE WORKERS POLICY</b>	204
<b>FITNESS FOR DUTY POLICY</b>	210
<b>FORMS</b>	212

## McKinleyville Community Services District

### BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **INFORMATION**

---

**ITEM: F.2.A**                      **Support Services - May 2017 Report**  
**PRESENTED BY:**              **Colleen M. R. Trask, Finance Director**  
**TYPE OF ACTION:**              **None**

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

The District has deposited \$912,655.77 to date into the Trust Account for reserves recovery as of April 30, 2017. This represents 83.9% of the \$1,087,684.00 total reserve that need to be recovered.

The District has \$325,093.84 to date in the Trust Account for the next Biosolids Disposal project.

Customer adjustments year-to-date total \$13,240.33, which represents 10.3% over the annual \$12,000 budget for this sub-item. (GL# 501-62120)

Total Board Travel as of April 30, 2017 equals \$15,903.15, which is 12.6% under the approved \$18,200 budget for this item. (GL# 001/005/501/551 62090-888)

Budget Update: The final Operating Budget for FY2017-18 has been presented to the Board for approval this month.

Treasurer's Report Highlights: Water Fund capacity fees of \$10,000.00 were collected during April, for a year-to-date total of \$120,880.00. Wastewater Fund capacity fees increased by \$24,864.00 for a total of \$217,253.00. Neither Capital Contributions nor Capacity fees are included in the income vs. expenses graphs of the Treasurer's Report.

The Activity Summaries by Fund provides information on revenues and expenses or expenditures for each Fund, both current month and year-to-date. There is also a column showing the year-to-date budget and amounts and percents over or under. Lines that deviate from the calculated budget by more than 10% have an explanatory note. Often, this is no more than a reminder that, while the budget is divided evenly across twelve months, actual expenses often do not follow the same pattern. Other time, there are specific reasons for a deviation, such as contributed construction or the collection of unexpected capacity fees.

The Water and Wastewater Funds are listed first, followed by the graphs showing revenue versus expenses versus budgets. Parks, Measure B, and Streetlights information is given next, with accompanying graphs for each

## **OTHER UPDATES**

The window for receiving proposals for the District's audit RFP closed on May 19<sup>th</sup>. Only one proposal was received. All local respondents bowed out, citing capacity issues. Once the Audit Committee and the Board have provided direction on how they wish the District to proceed, the District will be able to field an RFP for accounting support services, which provide the best available internal controls on the District's overall finances.

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

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **INFORMATION**

---

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

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

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

### **Water Department:**

#### **Water Statistics:**

The district pumped 33.4 million gallons of water in April.  
Three water quality complaints were investigated and rectified.  
Daily, weekly and monthly inspections of all water facilities were conducted.  
Two new water services were installed on Boss Road

#### **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 1.7 million gallons and the average usage per day was 1.2 million gallons.

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

Weekly Bacteria Samples were collected on Schedules 1,2,5 and 6 which represent different locations in the water system. The schedules are made up of a sample taken in each pressure zone. The meter replacement program has started back up and will continue thru the summer. The entire system is approximately 60% completed. A service line leak was repaired on McKinleyville Avenue due to an old crimp in the service. A service leak was repaired on D Avenue due to a split service line.

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

The Cochran Road 1.5 Million Gallon Tank Painting Project is in process. The contractors and coating inspectors resumed work on the exterior due to the weather clearing up. The project should be completed by the first week in June. The expansion joint was replaced in the altitude pit at the Norton Tank site due to leaks found during the inspection. The battery charger for the North Bank Station generator was cooking the batteries. Staff removed the charger and installed a new one. Several stations were mowed and cleaned.

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

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

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

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

### **New Construction Inspections:**

Central Estates Phase 2D; All water main and services have been installed. All sewer mains and laterals have been installed. PG&E have started their underground installation. Testing will continue once they are done. McKinleyville BMW Expansion; A 4" fire service was tapped and installed. DCV and sampling still remains on the check list. Grocery Outlet; The water main crossing Central Avenue was completed along with the hydrant install at the property line.

## **Sewer Department:**

### **Waste Water Statistics:**

50 million gallons of wastewater were collected and pumped to the W.W.M.F. 58 million gallons of wastewater were treated and discharged to land disposal or reclamation in March.

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

### **Sewer Station Maintenance:**

Monthly inspections, daily routine, cleaning and site clearing was conducted on all sewer stations. Debris was cleaned from the drainage ditches and gutters.

### **Sewer Collection System:**

Grease traps were inspected at required facilities. Customers that are out of compliance were notified to have their traps pumped and possibly shorten their pumping schedule. A sewer main was cleaned on Silverado due to a build-up of toilet paper. A sewer main was cleaned on Anderson to make access to camera the line for inflow. One new sewer lateral was installed on Boss Road.

### **Wastewater Management Facility:**

The Main entry gate was repaired due to vandalism. Two aerators were pulled from the ponds, taken in to the rewind shop and repaired due to the motors drawing in moisture. This was done by staff. Staff removed and installed the Contact Chamber drain pump due to the existing pump was worn out due to age and repairing it wasn't feasible.

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

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

### **Street Light Department:**

No streetlight complaints were reported in April.

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

Weekly tailgate meetings and training associated with job requirements. Staff members attended the boom truck and elevated platform training. Staff member attended smoke testing, which is used to locate leaks in the sewer collection system.

### **Special Notes:**

Tractors, Dump Truck and Vac-con received their annual DOT inspection.

Monthly river samples were completed.

Monthly Self Monitoring Reports (DMR/SMR) were submitted.

Public Water Monthly Monitoring report was submitted.

Monthly Water Quality report was sent to the Dept. of Health.  
Monthly Pesticide applicator report was submitted to Department of Agriculture.  
IPM group held a couple meetings to work on the Matrix.  
Acute samples were collected and sent to the lab.  
Staff worked on Operations and Parks operating budget.  
Quarterly sampling was conducted as per the NPDES requirements  
Disinfection by-products sample was conducted as per SWRCB.  
The annual Consumer Confidence Report was completed.  
A mandatory pre-bid meeting was held for the Digital Control project.

**WWMF upgrade status:**

The Clarifiers have been water tested and backfilled around the exterior walls. The mechanical equipment has been installed in each clarifier. The maintenance building, Vac-con dump area and headworks are approximately 90% completed. Piping from mixed liquor to Aeration basin is being installed along with running wire. Aeration basin 2 is still under construction. System integration is in process and will develop as equipment is installed and tested. The AT&T fiber line from the Sutter Office to the treatment plant is now active. The generator was field tested by the manufacturers. 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. PG&E installed the new transformer required for the upgrade.

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

Here is a status update on the Water and Wastewater Master Planning effort. Staff delivered the GIS data layers and water and sewer model files, as well as the other studies outlined in the scope of work. GHD has finished going through the GIS data, models and reports to understand/confirm the data and high light areas of concern. The data review portion of the project is complete and GHD has fed this information into the write up of the Master Plans and are using it to further develop the plan.

GHD has completed the outlines of the Plans and the Background write-up of the Plans

The biggest effort to date has been analyzing and preparing tables and figures for both the water and sewer systems detailing the size, pipe type, bury depths (for sewer), and age of the piping in both systems, and preparing a cost estimate of the replacement cost. GHD has finished a draft cost estimate for both systems. This is also feeding right into the write up of the plan. GHD will finalize them and start feeding that information to Willdan. .

GHD is developing a list of questions for the District and have been holding off on submitting them until they get one main list, rather than constantly sending questions.

**Parks:**

Several open space zones received mowing, hedging and maintenance as part of the Open Space Maintenance Zone agreements. The Facilities were mowed and cleaned

as part of the weekly schedule along with rental events. Staff picked up and delivered a piano that was donated to the Teen Center. A tree was removed on the North Side of the Library after losing half its mass during a wind storm. The tree arborist recommended we take it down. The Hiller sports site was prepped and ready for Little League Opening Day ceremony. Staff repaired a broken toilet along with installing donation bricks at the Teen Center.

## **GIS:**

### **Management Plans:**

Continued Developing MCSD Disinfection Plan:

Put together first draft and second draft. Met with Bill to review both drafts.

Met with Humboldt Community Services District to go over SOP and formulas.

Now waiting on instalment of purge valve in Hypo drip line to be able to complete SOP.

Annual review of the MCSD Injury and Illness Prevention Plan (IIPP)

Reviewed MCSD plan and California Code of Regulations for any required updates. No updates were necessary.

Phone conversation with OSHA consultant regarding IIPP regulation updates.

Updated Plans and Programs binder, log, and IIPP cover page.

Continued preparing for CalARP Program's scheduled updates:

Reviewed entire CalARP for required updates and reviews.

Have been in contact with AA Jon Verbeck to ensure compliance with our local regulator.

Attended multiple webinars put on by Risk Management Professionals.

Continued correspondence with Risk Management Professionals (RMP) for update of CalARP program for new WWMF:

- a. Email correspondence and acquired quotes for projected services.
- b. Provided MCSD documents to RMP

Continued development of Industrial User (IU) Survey Form:

Contacted Tetrattech to ensure prepared survey forms were in current compliance (which they are).

Updated Plans and Programs (PP) binder to reflect added plans to binder and recent safety meeting trainings.

Continued developing Outlook calendar to track necessary reviews, audits, and trainings for MCSD programs/plans.

Completed compiling Standard Operating Procedures for Operation Crew's vehicle binder for first review.

- Working on fine tuning changes for second review.

Updated site maps for Hazardous Communication Plan for 2017.



## **Maps Completed:**

Created multiple maps for USAN.

Worked with James to renew ESRI license.

- Researched CalCAD as an alternative GIS system. Decided to stick with ESRI for now.

Created Map for Department of Fish and Wildlife permit for storm water ditch clearing down at the ranch. Compiled additional GIS information to help complete permit.

Created Route Map for Pony Express Parade.

Reviewed CalTrans project to ensure MCSD would not interfere with plans.

Created map of potential polar panel site.

Made map of river property for Colleen.

Made map for Parcel 510-142-030.

Made map of 1180 sylvan for sewer info.

## **Misc. Work Completed**

Service Orders

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **INFORMATION**

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

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

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

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

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

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

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

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

Staff continue to meet with the BGCR Teen Club Site members regularly to ensure adequate information sharing and exchange in regard to programs as well as shared facility use. Staff of both organizations also continue to explore collaborative event offerings as well as fundraising opportunities to support teen programs and activities. Recently staff of both organizations created a list of possible events and selected 3 to implement in the next 12 months. Staff has been working closely in the last month with the interim Executive Director of the BGCR on drafting the request for funding from the S.H Cowell Foundation. This funding will provide operational support for the BGCR

Teen programming for July 1, 2017 through June 30, 2018. The interim Executive Director is very new to the relationship with S.H. Cowell, and as their financial support is crucial to the success of teen programming at the Teen & Community Center, it is important for staff to participate in the funding request at this time.

Staff met with the McKinleyville Middle School Art Teacher about displaying student art at the Teen & Community Center as well as the possibility of having one of the art classes create the Donor Recognition Tree. The teacher was very excited about this prospect and confident that her 7<sup>th</sup> grade ceramics class could do it. She brought the class to the teen center on May 16<sup>th</sup> to measure the space and do sketches. They will have 4 mock ups to choose from in the coming weeks.

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

The Recreation Advisory Committee met on Thursday, May 18, 2017. The notes from that meeting are attached as Attachment 1.

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

- *Kids' Club After School Program*—Program is at 90% capacity serving 53 K-2 graders per day and 23 3<sup>rd</sup>-5<sup>th</sup> graders per day. Staff are working on plans for the 2017-2018 school year as the MUSD has offered an additional classroom at Dows Prairie so that we can accommodate more students without having to bus them to Morris. We are currently advertising Recreation Leader positions at the after school program for the 2017-2018 school year.
- *Playgroup*—Currently running on Tuesday, Thursday & Friday mornings at the Activity Center. Beginning June 23<sup>rd</sup> the program will be on its Summer Schedule of Thursday and Fridays only and will run at Morris Elementary school in room 1.
- *Jiu Jitsu*—Current session has 11 participants. It began April 25 and will run through June 1, 2017.
- *Breakout*—April's Spring Break Breakout Day Camp served 45 youth per day.
- *Pee Wee Basketball*—Pee Wee Basketball league is currently serving 120 youth in K-2<sup>nd</sup> grade.
- *Tot-Letics*—Our first session of the new Tot-Letics program ended on May 13<sup>th</sup>. It was a great success. The program maxed its capacity at 32 participants age 3-5 years old. Program survey results report overwhelming satisfaction with the program and we already have 8 participants registered for the next session which will begin at the start of July.
- *Adult Basketball League*—the Adult basketball league was cancelled due to lack of enrollment.
- *Drop in Pickleball*—Pickleball continues to be regularly attended on Wednesday mornings and Friday evenings. Friday evenings picked up again on March 31<sup>st</sup>.
- *Drop in Basketball*—Continues to have 25-30 participants every Sunday evening.

#### **OTHER UPDATES:**

- Community Survey for use in updating the Parks & Recreation Master Plan were mailed to 500 randomly selected McKinleyville residents. The deadline to submit completed surveys is Friday, June 2<sup>nd</sup>. As of the writing of this report 43 surveys

have been completed.

- Staff have completed the Commercial Kitchen Managers training and test required for the certification of the Teen & Community Center Commercial Kitchen permit.

**Attachments:**

- Attachment 1 – RAC Meeting Notes 5-18-17

**Thursday, May 18, 2017**

**6:30pm**

Recreation Advisory Committee Meeting

NOTES

**Members Present:** Bill Prescott, Charlie Caldwell, David Coelho, Jeff Dunk, Johnny Calkins, Kevin Collins, David Couch

**Members Absent:** Chad Sefcik, Addison O'Hanen, John Kulstad,

**Meeting Notes:**

Communications:

- Staff informed RAC of the status of the Community Survey's which were mailed to 500 McKinleyville Residents the first week of May.

Public Comment:

- No Public Comment

Humboldt Skate Park Collective Right of Entry Request Site Recommendation

- HSPC intends to request a Right of Entry Agreement for a term of 3 years from MCSD and ideally wants the property that was originally encumbered in the previous Right of Entry Agreements, Site 3 (lot east of Umpqua Bank at Pierson Park) from the public input process. HSPC is confident that they will be able to raise the funds necessary and build an 18,000 sq. ft. park within the 3-year term of the agreement.
- RAC members reviewed the information and data collected thru the public input process in April as well as thru the online survey regarding the potential site for development of a skate park.
- RAC members discussed the various site options, the history of the relationship between the skate park collaborative and MCSD
- Member, Jeff Dunk moved to recommend Site 3 for a 3-year term. Member, Johnny Calkins, seconded. Vote was unanimously in favor of this recommendation.

Hiller Dog Park Issues:

- Members discussed recent incidences and chronic issues at dog park. Discussed lack of ordinances and enforcement options
- J. Dunk recommended creating a strategy to increase social awareness of impacts of failures to follow leashing and dog park rules. He suggested having HSU social research students conduct observations and surveys of park users which can be used to make park patrons aware that the increase negative incidences between dogs and park patrons could have on the continued availability of a dog park in McKinleyville.
- Staff will work with J. Dunk to recruit HSU students to do a survey and observation study in the fall of 2017

Facility Use Fees:

- Staff presented proposed facility use fees that will go to the MCSD Board for approval on June 7, 2017. RAC members approved of the proposed fees and appreciated the process and methodology used by staff to incrementally increase use fees to keep up with inflation.

Recreation Program Updates:

- *Kids' Club After School Program*—Program is at 90% capacity serving 53 K-2 graders per day and 23 3<sup>rd</sup>-5<sup>th</sup> graders per day. Staff are working on plans for the 2017-2018 school year as the MUSD has offered an additional classroom at Dows Prairie so that we can accommodate more students without having to bus them to Morris. We are

currently advertising Recreation Leader positions at the after school program for the 2017-2018 school year.

- *Playgroup*—Currently running on Tuesday, Thursday & Friday mornings at the Activity Center. Beginning June 23<sup>rd</sup> the program will be on its Summer Schedule of Thursday and Fridays only and will run at Morris Elementary school in room 1.
- *Jiu Jitsu*—Current session has 11 participants. It began April 25 and will run through June 1, 2017.
- *Breakout*—April's Spring Break Breakout Day Camp served 45 youth per day.
- *Pee Wee Basketball*—Pee Wee Basketball league is currently serving 120 youth in K-2<sup>nd</sup> grade.
- *Tot-Letics*—Our first session of the new Tot-Letics program ended on May 13<sup>th</sup>. It was a great success. The program maxed its capacity at 32 participants age 3-5 years old. Program survey results report overwhelming satisfaction with the program and we already have 8 participants registered for the next session which will begin at the start of July.
- *Adult Basketball League*—the Adult basketball league was cancelled due to lack of enrollment.
- *Drop in Pickleball*—Pickleball continues to be regularly attended on Wednesday mornings and Friday evenings. Friday evenings picked up again on March 31<sup>st</sup>.
- *Drop in Basketball*—Continues to have 25-30 participants every Sunday evening.

Agenda Items for June Meeting:

- Park, Facility and Property tour for RAC

Adjournment:

- Moved by J. Dunk, 2<sup>nd</sup> by D. Coelho
- Adjourned at 7:33pm

# McKinleyville Community Services District

## BOARD OF DIRECTORS

June 7, 2017

TYPE OF ITEM: **INFORMATION**

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

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

**TYPE OF ACTION: Information Only**

### **A summary of activity for the month of May 2017**

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

- |   |         |
|---|---------|
| • Office Supplies Discount                                | \$54    |
| • SDRMA Liability Insurance Discount Points               | \$4,364 |
| • Veteran's Discount for commercial Kitchen Certification | \$839   |
| • North Bank Gen Repair                                   | \$80    |
| • SWAP  | \$5,336 |
| • Community Service Workers                               | \$920   |
| • Northern Humboldt Employment Services                   | \$2,668 |

Total cost savings for **May** are \$14,261

***The cumulative cost savings to the District to date from July 1, 2016 is \$187021***

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

**Water and Wastewater Mainline Upgrade, Replacement and Rehabilitation Facility Plan** – The biggest effort to date has been analyzing and preparing tables and figures for both the water and sewer systems detailing the size, pipe type, bury depths (for sewer), and age of the piping in both systems, and preparing a cost estimate of the replacement cost. A draft cost estimate for both systems was completed, reviewed and comments provided by the design manager, the design team will be finishing those cost tables up but they are pretty close. This is also feeding right into the write up of the plan. The design team would like to finalize them and start feeding that information to Willdan. As you know Robert Ryall left Willdan so they can be integrated into the future rates.

**Integrated Pest Management Plan** – The IPM narrative, the Guide to Reduced Toxicity Pesticide List, Control Alternatives and Cost Assumptions and supporting appendices have been completed and are on the website for review. Staff is working on responses to comment's provided on the Reduced Toxicity Pesticide List. Staff plans to bring the entire document to the board for review.

**Teen Center/ Commercial Kitchen** – The kitchen was certified in May and is now authorized to be used as a commercial kitchen by Humboldt County Public Health.

**WWMF Improvements** – A weekly meeting is attended by staff to discuss the three-week rolling schedule, submittals for materials, requests for information and progress to that point. Due to the lessening of rain in May the pace of work has increased significantly. A major tie in was accomplished at the Chlorine Contact Basin, with the last system tie ins scheduled in the near future. The remaining earth fill work is near 95% complete and the underground work for piping and electrical ducting is in the final stages. The clarifiers only require minor work for completion and testing of painted surfaces because of disruption by final welding and fasteners. Coming work will include build out of all mechanical and electrical. This will include installation of automatic valving and pumps, flow meters, wiring for controls and power. Due to the weather, negotiations related to scheduling continue and a project end date will most likely be in August, opposed to June.

**Digital Control, SCADA and Telemetry Upgrade Project** – The bid closing date was in May with only two firms responding to the request for proposals. Both firms provided responsive bids, this item is scheduled for board action in June.

**Alternative Energy** – Staff is working with multiple consultants to formulate a scope of work for the creation of an energy master plan. The plan will initially address the feasibility for photovoltaic at MCSD facilities but will ultimately be a comparison of carbon reduction to capital outlay and return on investment to determine project feasibility which will require a policy statement by the board.

**SDRMA Safety Report** – Earlier in the spring a representative of Special District Risk Management Authority conducted a site and policy inspection for MCSD. These inspections are standard for all members and beneficial for MCSD management to gauge our risk exposure. SDRMA insures MCSD for liability and workers compensation, we have determined that all life threatening discrepancies will be rectified and the GM will track all progress.



**CSDA Chapter Planning Meeting** – CSDA encourages members to use the affiliated chapter process as a means for Special Districts to organize within your county boundaries. Management at MCSD realizes the benefit for Special Districts is Humboldt County to have a process to discuss relevant issues, including legislation, pooling of resources, LAFCo and other regulatory concerns. At a point in the future, staff will be approaching the board to request board participation.

**Meetings** – The General Manager attended various meetings this month including a CSDA Legislative Conference in Sacramento. The GM also met via webinar for a CSDA Legislative Committee, Member Services and Professional Development Meetings.

**Exhibits/Attachments**

- Attachment 1 – WWMF Monthly Self Monitoring Report

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



mckinleyvillecsd.com

**MAIN OFFICE:**

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

**PARKS & RECREATION OFFICE:**

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

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

May 23, 2017

**RE: MONTHLY MONITORING REPORT**

Dear Justin:

Enclosed is the Monthly Monitoring Report for April 2017 for McKinleyville Community Services District Wastewater Management Facilities WDID NO. 1B82084OHUM, operating under Order Number WQ 2011-0008-DWQ.

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

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

WWMF Upgrade Status: Clarifier "A" and "B" mechanical equipment is installed. The headworks and maintenance building are 90% completed. Piping from Mixed liquor to Aeration basin is being installed along with running wire. Aeration basin 2 is still under construction. The biosolids basin is lined. The rain has slowed the project down a little. Backfilling around the clarifiers is completed. Weekly meetings 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 August 2017.

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

**APRIL 2017**

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	1.576	2.275	1594							0.000	2.275
2	1.564	2.258	1582							0.000	2.258
3	1.470	2.246	1582							0.000	2.246
4	1.426	2.111	1549							0.000	2.111
5	1.397	1.957	1369							0.000	1.957
6	1.410	1.954	1371							0.000	1.954
7	1.440	1.908	1375							0.000	1.908
8	1.480	1.747	1306							0.000	1.747
9	1.510	1.652	1170							0.000	1.652
10	1.323	1.594	1199							0.000	1.594
11	1.431	1.631	1148							0.000	1.631
12	1.489	1.507	1139							0.000	1.507
13	1.515	1.308	929							0.000	1.308
14	1.510	1.306	927							0.000	1.306
15	1.450	1.298	922							0.000	1.298
16	1.444	1.289	904							0.000	1.289
17	1.494	1.289	902							0.000	1.289
18	1.392	1.345	973							0.000	1.345
19	1.366	1.400	982							0.000	1.400
20	1.050	1.362	1008							0.000	1.362
21	1.361	1.384	978							0.000	1.384
22	1.330	1.381	969							0.000	1.381
23	1.396	1.390	975							0.000	1.390
24	1.426	1.395	982							0.000	1.395
25	1.412	1.397	979							0.000	1.397
26	1.498	1.401	984							0.000	1.401
27	1.439	1.383	1009							0.000	1.383
28	1.383	1.402	993							0.000	1.402
29	1.346	1.399	989							0.000	1.399
30	1.400	1.394	978							0.000	1.394
TOTAL	42.728	47.363		0.000	0.000	0.000	0.000	0.000	0.000	0.000	47.363
AVERAGE	1.424	1.579	1126	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.579
MAXIMUM	1.576	2.275	1594	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2.275
MINIMUM	1.050	1.289	902	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.289
DAYS	30	30		0	0	0	0	0	0	0	30

DAYS WITH NO DISCHARGE = 0

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

WASTEWATER MANAGEMENT FACILITY

RIVER CFS - EFFLUENT FLOWS -

M-004

RIVER DILUTION

M-005

M-006

MAY 2006

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	1.576	2.275	1594			2.275	586	9336	2080	15560
2	1.564	2.258	1582			2.258	471	7451	1660	12418
3	1.470	2.246	1582			2.246	400	6329	1410	10548
4	1.426	2.111	1549			2.111	351	5431	1210	9052
5	1.397	1.957	1369			1.957	341	4668	1040	7780
6	1.410	1.954	1371			1.954	291	3995	890	6658
7	1.440	1.908	1375			1.908	490	6733	1500	11222
8	1.480	1.747	1306			1.747	1024	13376	2980	22293
9	1.510	1.652	1170			1.652	871	10189	2270	16982
10	1.323	1.594	1199			1.594	730	8753	1950	14588
11	1.431	1.631	1148			1.631	680	7810	1740	13017
12	1.489	1.507	1139			1.507	816	9291	2070	15486
13	1.515	1.308	929			1.308	1976	18358	4090	30597
14	1.510	1.306	927			1.306	1942	17999	4010	29999
15	1.450	1.298	922			1.298	1563	14408	3210	24014
16	1.444	1.289	904			1.289	1231	11132	2480	18553
17	1.494	1.289	902			1.289	1090	9830	2190	16383
18	1.392	1.345	973			1.345	1379	13421	2990	22368
19	1.366	1.400	982			1.400	1123	11028	2457	18381
20	1.050	1.362	1008			1.362	1980	19956	4446	33261
21	1.361	1.384	978			1.384	1500	14669	3268	24448
22	1.330	1.381	969			1.381	1190	11531	2569	19219
23	1.396	1.390	975			1.390	989	9646	2149	16077
24	1.426	1.395	982			1.395	895	8789	1958	14648
25	1.412	1.397	979			1.397	1237	12106	2697	20176
26	1.498	1.401	984			1.401	1046	10297	2294	17161
27	1.439	1.383	1009			1.383	1531	15450	3442	25750
28	1.383	1.402	993			1.402	1068	10602	2362	17670
29	1.346	1.399	989			1.399	861	8510	1896	14184
30	1.400	1.394	978			1.394	704	6881	1533	11468

TOTAL	42.728	47.363		0.000	0.000	47.363				
AVERAGE	1.424	1.579	1126	0.000	0.000	1.579	1012	10599	2361	17665
MAXIMUM	1.576	2.275	1594	0.000	0.000	2.275	1980	19956	4446	33261
MINIMUM	1.050	1.289	902	0.000	0.000	1.289	291	3995	890	6658
DAYS	30	30	30	0	0					

DAYS WITH NO DISCHARGE TO THE MAD RIVER = 0

McKINLEYVILLE COMMUNITY SERVICES DISTRICT  
WASTEWATER MANAGEMENT FACILITY  
MONITORING DATA

YEAR: 2017

MONTH: APRIL

DATE	INFLUENT FLOW M.G.D.		EFFLUENT FLOW M.G.D.		EFFLUENT MAXIMUM GPM		RIVER CFS		INFLUENT MONITORING				EFFLUENT MONITORING						3X5 TOTAL COLIFORM	
									B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	N.F.R. mg/L	AMMONIA	CL <sub>2</sub> RES.	RIVER CL <sub>2</sub> RES	SETTLABLE SOLIDS		
1	1.576	2.275		1594	2080						6.7	14.3				2.1	0.00			
2	1.564	2.258		1582	1660						6.7	14.8				2.4	0.00			
3	1.470	2.246		1582	1410						6.7	14.3			26	3.0	0.00		<1.8	
4	1.426	2.111		1549	1210						6.8	14.7			26	4.1	0.00			
5	1.397	1.957		1369	1040						6.6	14.3			26	4	0.00			
6	1.410	1.954		1371	890						6.7	14.9			28	3.2	0.00			
7	1.440	1.908		1375	1500	330				310	6.7	14.4	19	14	24	4.3	0.00	<0.1		
8	1.480	1.747		1306	2980						6.9	13.1				3.4	0.00			
9	1.510	1.652		1170	2270						6.8	13.3				3.6	0.00			
10	1.323	1.594		1199	1950						6.9	13.6			28	3.5	0.00		<1.8	
11	1.431	1.631		1148	1740						6.8	14.0			24	3.0	0.00			
12	1.489	1.507		1139	2070						6.9	14.0			28	3.5	0.00			
13	1.515	1.308		929	4090						7.0	13.0			28	3.1	0.00			
14	1.510	1.306		927	4010	220				220	7.1	13.3	17	16	42	2.4	0.00	<0.1		
15	1.450	1.298		922	3210						6.9	13.5				2.2	0.00			
16	1.444	1.289		904	2480						7.1	14.3				2.2	0.00			
17	1.494	1.289		902	2190						7.1	14.1			28	2.2	0.00		2	
18	1.392	1.345		973	2990						7.1	14.4			40	2.3	0.00			
19	1.366	1.400		982	2457						7.0	15.0			22	1.8	0.00			
20	1.050	1.362		1008	4446						7.0	14.6			26	2	0.00			
21	1.361	1.384		978	3268	230				220	7.0	14.7	21	13	28	2.0	0.00	<0.1		
22	1.330	1.381		969	2569						6.7	15.3				2.0	0.00			
23	1.396	1.390		975	2149						7.1	15.8				2.0	0.00			
24	1.426	1.395		982	1958						7.0	15.6			26	2.2	0.00		<1.8	
25	1.412	1.397		979	2697						6.8	15.2			24	2.0	0.00			
26	1.498	1.401		984	2294						7.0	15.8			26	2.1	0.00			
27	1.439	1.383		1009	3442						7.0	15.3			26	2.2	0.00			
28	1.383	1.402		993	2362	190				170	7.0	15.3	22	23	24	2.2	0.00	<0.1		
29	1.346	1.399		989	1896						6.9	15.5				2.2	0.00			
30	1.400	1.394		978	1533						7.1	16.1				2.2	0.00			

SPILLS:

78 gallon sewer spill which was reported on April 25 2016

DATE	MONTHLY TESTS			
	TDS	AMMONIA	NITRATE	BORON
4/30/2017	220	22.0	ND	140

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

Quarterly Tests		Value in ug/l
Dichlorobromomethane		DNQ
Bromomethane		ND
Chlorodibromomethane		ND
Chloroform		0.87

ACUTE TOXICITY

DATE	% Survival
4/4/2017	100%
4/4/2017	100%

Rainbow Trout  
C. dubia

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

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

REMARKS:

Indicates Permit Exceedance

Total Coliform	
Monthly	
MEDIAN	<1.8
Daily	
Maximum	2