

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, NOVEMBER 1, 2017 AT 7:00pm
Azalea Hall, 1620 Pickett Road
McKinleyville, California**

AGENDA

A. CALL TO ORDER

A.1 Roll Call

A.2 Pledge of Allegiance

A.3 Additions to the Agenda

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

A.4 Approval of the Agenda

A.5 Closed Session Discussion

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

NO CLOSED SESSION SCHEDULED

B. PUBLIC HEARINGS

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

NO PUBLIC HEARING SCHEDULED

C. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS

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

D. CONSENT CALENDAR

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

- | | | |
|-----|--|---------------|
| D.1 | Consider Approval of the Minutes of the Board of Directors Regular Meeting of October 4, 2017 | Pg. 5 |
| | Attachment 1 – Draft Minutes from October 4, 2017 | Pg. 6 |
| D.2 | Consider Approval of September 2017 Treasurer's Report | Pg. 10 |
| D.3 | Compliance with State Double Check Valve (DCV) Law – Violations | Pg. 11 |
| D.4 | Consider Approval of a Facilities Extension Agreement for the Lake Subdivision and the Bo Day/Griffith Road Subdivision | Pg. 12 |
| | Attachment 1 – Lake Application for Extension of Water, Sewer, Streetlights, Trails and Open Space | Pg. 14 |
| | Attachment 2 – Day Application for Extension of Water, Sewer, Streetlights, Trails and Open Space | Pg. 16 |
| D.5 | Consider Approval of a Conflict Waiver Consenting to Mitchell, Brisso, Delaney & Vrieze, LLP's concurrent representation of McKinleyville Community Services District (MCSD) and American Hospital Management Corp. in Connection with a Real Property Transaction Involving Potential Water Tank Relocation | Pg. 18 |
| | Attachment 1 – McKinleyville Community Service District-American Hospital Management Corp. Conflict Waiver | Pg. 19 |

E. CONTINUED AND NEW BUSINESS

- | | | |
|-----|--|---------------|
| E.1 | Presentation on the Current Status of the General Plan Update (GPU) as it Pertains to McKinleyville, Specifically Related to Water, Sewer, Street Lights, Parks and Recreation | Pg. 23 |
| E.2 | Review the Strategic Plan (Plan) for FY 2017-18 | Pg. 24 |
| | Attachment 1 – Strategic Plan 2017-21 | Pg. 25 |
| E.3 | Consider Approval of Resolution 2017-25 Modifying "Attachment B" of the Board Policy Manual Making the Requested Revisions to the Annual Board Self Evaluation Worksheet | Pg. 65 |
| | Attachment 1 – Resolution 2017-25 with Exhibit A | Pg. 66 |
| E.4 | Review and Discuss the Draft Board Committee Policy | Pg. 70 |
| | Attachment 1 – Draft Board Committee Policy | Pg. 71 |
| E.5 | Consider Approval of Recommended Changes to the McKinleyville | Pg. 76 |

- E.6 Consider Approval of McKinleyville Community Services District (MCSD) and Kennedy/Jenks (K/J) Consultants Contract Amendment #10 for Construction Management (CM) Services for the Wastewater Management Facility (WWMF) Improvement Project and Authorize General Manager to Approve the Extension **Pg. 80**
- Attachment 1 – McKinleyville Community Services District and Kennedy/Jenks Consultants Contract Amendment #10 **Pg.82**

F. REPORTS

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

F.1 ACTIVE COMMITTEE REPORTS

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

F.2 STAFF REPORTS

- a. Support Services Department (Colleen M.R. Trask) **Pg. 86**
- b. Operations Department (James Henry) **Pg. 87**
- c. Parks & Recreation Department (Lesley Frisbee) **Pg. 92**
Attachment 1 – RAC Meeting Notes 10-19-2017 **Pg. 94**
- d. General Manager (Greg Orsini) **Pg. 96**
Attachment 1 – WWMF Monthly Self Monitoring Report **Pg. 99**

F.3 PRESIDENT’S REPORT

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

G. ADJOURNMENT

Posted 5:00 pm on October 27, 2017

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

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

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2017

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

Staff recommends that the Board review the draft minutes from the October 4, 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 October 4, 2017

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

AGENDA ITEM A. CALL TO ORDER

A.1 Roll Call: The regular session of the Board of Directors of McKinleyville Community Services District convened at 7:00 pm with the following Directors and staff in attendance:

Dennis Mayo, President	Gregory Orsini, General Manager
Mary Burke, Director	Colleen Trask, Finance Director
John Corbett, Director	James Henry, Operations Director
David Couch, Director	Lesley Frisbee, Recreation Director
George Wheeler, Director	Emily Abfalter, Board Secretary

President Mayo asked for a moment of silence to reflect on the recent tragedy in Las Vegas.

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

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

A.4 Approval of the Agenda:

Motion: It was moved to adopt the agenda.

Motion By: Director Corbett; Second: Director 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.5 Closed Session Discussion: No closed session.

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

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

Daniel Ferguson of Redwood Empire BMX asked for process to get an item on the agenda to potentially build a BMX track in McKinleyville.

Charlie Caldwell of McKinleyville and the Recreation Advisory Committee responded to Daniel Ferguson and offered his contact information.

General Manager Orsini showed a photo from CSDA's Annual Conference of MCSD receiving the District of Distinction and Transparency Certificate, in addition to playing the newly created CSDA Districts Make a Difference video spotlighting MCSD.

President Mayo commented that General Manager Orsini has been elected to serve as President of CSDA for the 2018 term.

AGENDA ITEM D. CONSENT CALENDAR:

D.1 Consider Approval of the Minutes of the Board of Directors Regular Meeting of September 6, 2017

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

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

Motion: It was moved to approve the consent calendar.

Motion By: Director Corbett; Second: Director Burke

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 E. CONTINUED AND NEW BUSINESS:

E.1 Consider Approval of the Right of Entry and Design Agreement Between the Humboldt Skate Park Collective and McKinleyville Community Services District. Presented by Recreation Director, Lesley Frisbee. After asking for any Board comments, President Mayo opened for public comment. Charlie Caldwell of McKinleyville thanked the Board and staff for their time spent on this project. Board comments from Director's Wheeler and Burke. Director Couch asked Charlie to give a brief update on the financials for the skate park. Both General Manager Orsini and President Mayo thanked Charlie for his efforts.

Motion: Approve the Right of Entry and Design Agreement between the Humboldt Skate Park Collective and the McKinleyville Community Services District per staff recommendation.

Motion By: Director Burke; Second: Director Corbett

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

Motion Summary: Motion Passed

E.2 Presentation for the 65% Engineering Design Review of the Mad River Estuary Floodplain Project for Off-Channel Habitat. Director Burke recused herself from this item due to working on the project. Rose Patenaude of Northern Hydrology & Engineering presented item with a PowerPoint and concluded by asking for questions. Director Corbett asked a question to which Rose responded. No additional Board comments. Public comment opened, no comments, public comment closed. President Mayo thanked Rose for her work on the project. Director Couch offered comment.

Director Burke returned to session at the conclusion of item E.2.

E.3 Review the National Recreation and Park Association (NRPA) Online Metrics Tool and Data Available for Parks & Recreation Services Assessment and Planning. Item presented by Recreation Director, Lesley Frisbee. The various uses and functions of the NRPA Metrics Tool were demonstrated. Board and staff discussion regarding the metrics tool. President Mayo opened for public comment. Kate McClain of McKinleyville spoke about the possibility of using volunteers to help maintain trails and parks. Public comment closed. No additional Board comments.

E.4 Review Instructions for the "Reflection on Core Values" Worksheets to be Completed by Board of Directors in Preparation for the Board Retreat on November 3, 2017. Recreation Director, Lesley Frisbee, reviewed the item. Director Burke asked a question to which Recreation Director, Lesley Frisbee replied. Additional comment offered by Director Corbett. Public comment opened, none received, public comment closed.

E.5 Review and Discuss Annual Board Self-Evaluation Policy, Procedure and Evaluation Form. Item presented by General Manager Orsini. Thorough Board discussion regarding changes to update evaluation form. A revised evaluation form based on recommendations will be brought back in November for Board review.

E.6 Approve the Regular Board Meeting Dates, Time and Location for the 2018 Calendar Year. Item presented by Board Secretary, Emily Abfalter. Public comment opened, none received, public comment closed. No additional Board comments.

Motion: Approve the 2018 Regular Board Meeting Calendar per staff recommendation.

Motion By: Director Couch; Second: Director Corbett

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

Motion Summary: Motion Passed

E.7 Consider Attendance to the Association of California Water Agencies (ACWA) 2017 Fall Conference & Exhibition in Anaheim, CA November 28th – December 1st, 2017. Item presented by Board Secretary, Emily Abfalter. Public comment opened, none received, public comment closed. No additional Board comments. Comment offered by General Manager Orsini.

Motion: Authorize interested Board Members to attend ACWA's 2017 Fall Conference & Exhibition in Anaheim per staff recommendation.

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.8 Authorize the General Manager to Enter into an Agreement with Kennedy Jenks to Complete a Title 22 Engineer Report (Report). Director Corbett recused himself from this item due to participation on the Regional Water Quality Control Board. General Manager Orsini reviewed the item. Board and staff comments by President Mayo, Director Burke and General Manager Orsini. Public comment opened, none received, public comment closed.

Motion: Authorize General Manager to enter into an agreement with Kennedy Jenks for the services to complete a Title 22 Engineer's Report per staff recommendation.

Motion By: Director Burke; Second: Director Wheeler

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

Motion Summary: Motion Passed

General Manager Orsini requested a second motion as the first motion did not include approval of a budget modification.

Motion: Approve a budget modification of \$39,671 per staff recommendation.

Motion By: Director Burke; Second: Director Couch

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

Motion Summary: Motion Passed

Director Corbett returned to session at the conclusion of item E.8.

E.9 Consider Adoption of Resolution 2017-24 Approving Membership in the Humboldt Area Chapter of the California Special Districts Association (CSDA). Item presented by General Manager Orsini. No comments from the Board.

Motion: Approve Resolution 2017-24, approving membership in the Humboldt Area Chapter of the CSDA per staff recommendation.

Motion By: Director Corbett; Second: Director Burke

Following the motion, Director Burke commented and asked question regarding LAFCO. General Manager Orsini responded.

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

- a. **Recreation Advisory Committee (Couch/Wheeler):** Director Couch noted that they met and to refer to Recreation Director, Lesley Frisbee's notes.
- b. **Area Fund (John Kulstad/Burke):** Did not meet.
- c. **Redwood Region Economic Development Commission (Mayo/Corbett):** President Mayo noted that they did meet, however both he and Director Corbett were unable to attend meeting.

- d. **McKinleyville Senior Center Advisory Committee (Wheeler, Burke):** Director Burke attended both the regular McKinleyville Senior Center Board meeting and the Executive Committee. The Executive Committee approved to seek funds from Humboldt Area Foundation for strategic planning. The Senior Center received a donation of a used electric wheelchair and are currently looking to rehome the chair.
- e. **Audit (Corbett/Couch):** Did not meet. Director Corbett noted that he did meet informally with Finance Director, Colleen Trask, and General Manager Gregory Orsini, and has nothing to report.
- f. **Employee Negotiations (Couch/Corbett):** Did not meet.
- g. **Water Task Force (Wheeler/Burke):** Did not meet.
- h. **AdHoc No Drugs & Toxics Down the Drain (Wheeler/Burke):** Did not meet.
- i. **McKinleyville Municipal Advisory Committee (Corbett/Mayo):** Director Corbett noted that they met, however both he and President Mayo were unable to attend meeting.
- j. **Cornerstone Committee (Couch/Wheeler):** Did not meet.
- k. **Groundwater Sustainability Committee (Corbett, Burke):** Nothing to report.

F.2 STAFF REPORTS

- a. **Support Services Department (Colleen M.R. Trask):** Finance Director, Colleen Trask, noted that the auditors are currently onsite doing field work.
- 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, had nothing further to add to her written report.
- d. **General Manager (Greg Orsini):** General Manager Orsini had nothing further to add to his written report.

F.3 PRESIDENT'S REPORT: President Mayo updated the Board on the status of the Miscellaneous Advisory Committee, noting that they are reviewing policy and procedures as they pertain to discrimination. Board comments from Directors Corbett and Couch.

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

REQUESTS: Director Wheeler commented about attending the CSDA conference, noting that this year was the best yet. Director Wheeler also mentioned he enjoyed attending ACWA's Board meeting with President Mayo. Director Couch announced that October 7-15, 2017 is Water Professionals Appreciation Week. Director Corbett will be making a presentation to the State Water Board at the end of the month.

G. ADJOURNMENT: 9:22pm

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

Emily Abfalter, Board Secretary

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2017

TYPE OF ITEM: **ACTION**

ITEM: D.2 **Consider Approval of September 2017 Treasurer's Report**

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

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

Recommendation:

Staff recommends that the Board review the information provided regarding the September 2017 Treasurer's Report.

Discussion:

Due to unforeseen circumstances, the Draft Treasurer's Report for September 2017 will be presented for approval at the December 6, 2017 meeting.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

Not applicable

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2017

TYPE OF ITEM: **ACTION**

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

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

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

Recommendation:

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

Discussion:

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

1st Notice	September 15, 2017
10 Day Notice	October 18, 2017
Board Meeting	November 1, 2017
Lock Date	December 4, 2017
ROUTE 15	

Account #	Address	Model of DCV	Date s/o out
15-827-000	2630 Daffodil	Febco 805Y	

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2017

TYPE OF ITEM: **ACTION**

ITEM: D.4 **Consider Approval of a Facilities Extension Agreement for the Lake Subdivision and the Bo Day/Griffith Road Subdivision**

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 Lake Subdivision and the Bo Day/Griffith Road Subdivision. 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, Lake and Day are in the process of obtaining permits and plan to start construction on their projects.

Lake Subdivision will require both a water, approximately 267' and sewer, approximately 396' mainline extensions across Central Ave to the west into the new development.

Bo Day/Griffith Rd. Subdivision will require water, approximately 255' and sewer, approximately 240' mainline extensions from Griffith Rd. along Gavin Ln.

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 Applicants will plan and construct the facilities and dedicate them to the District when completed and approved by the District. Additionally, the applicants 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 – Lake Application for Extension of Water, Sewer, Streetlights, Trails and Open Space
- Attachment 2 – Day 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 **LAKE SUBDIVISION WATER & SEWER MAINLINE EXTENSION**

DATE: **October 24, 2017**

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

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

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

Assessors Parcel No. 510-091-074

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: Robert Lake

Address: P.O. Box 621 Trinidad, CA 95570

Phone: (Cell) _____ (Work) (707) 677-0151

Name of Agent: (Please Print) _____

Address: _____

Phone: _____

#2 **Report:**

Length of Extension Required:

Water: 285' of 6" and 82' of 8" Main

Sewer: 396' of 6" Main

No. of Street Lights Required: No Street Lights

Open Space: No Open Space

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

Date: November 1, 2017 Approved: _____ Denied: _____

Amount to be paid by Applicant \$5893

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 **BO DAY/ GRIFFITH RD. SUBDIVISION WATER & SEWER MAINLINE
 EXTENSION**

DATE: **October 25, 2017**

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

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

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

Assessors Parcel No. 508-081-061

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: Bo Day

Address: 4761 Dow's Prairie Rd. McKinleyville, CA 95519

Phone: (Cell) (707) 496-3095 (Work)

Name of Agent: (Please Print) _____

Address: _____

Phone: _____

#2 **Report:**

Length of Extension Required:

Water: 255' of 6" Main

Sewer: 240' of 6" Main

No. of Street Lights Required: Two Street Lights

Open Space: No Open Space

#3 Action by Board of Directors:

Date: November 1, 2017 Approved: _____ Denied: _____

Amount to be paid by Applicant \$4,249

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

November 1, 2017

TYPE OF ITEM: **ACTION**

ITEM: D.5 **Consider Approval of a Conflict Waiver Consenting to Mitchell, Brisso, Delaney & Vrieze, LLP's concurrent representation of McKinleyville Community Services District (MCSD) and American Hospital Management Corp. in Connection with a Real Property Transaction Involving Potential Water Tank Location**

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

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

Recommendation:

Staff recommends that the Board review the information provided, take public comment, discuss and authorize the General Manager to sign and execute a conflict waiver consenting to Mitchell, Brisso, Delaney & Vrieze, LLP's concurrent representation of McKinleyville Community Services District and American Hospital Management Corp. in connection with a real property transaction involving potential water tank location.

Discussion:

District General Counsel, Russell Gans of Mitchell, Brisso, Delaney & Vrieze, LLP, has requested the District's written consent to his representation of the District. Mitchell, Brisso, Delaney & Vrieze, LLP, primarily Nick Kloeppel, has performed unrelated legal work for Doug Shaw, American Hospital Management Corp. In order to participate in further discussions with the District regarding the Cochran tank site, the conflict waiver will need to be executed.

Alternatives:

Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – McKinleyville Community Service District-American Hospital Management Corp. Conflict Waiver

MITCHELL, BRISSO, DELANEY & VRIEZE, LLP

CLIFFORD B. MITCHELL (1927-2010)

NANCY K. DELANEY

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WALTER J. CARTER (1949 - 1993)

R.C. DEDEKAM (1929-2011)

September 20, 2017

Doug Shaw
American Hospital Management Corp.
P.O. Box 1116
Arcata, CA 95516

Re: Conflict Waiver

Dear Mr. Shaw:

As you will likely recall, our office serves as District legal counsel for the McKinleyville Community Services District ("MCSD"), and has done so since, approximately, 2008. Several years ago, MCSD was engaged in substantive discussions with yourself, Mike Nelson (LACO & Associates), Greg Orsini (MCSD General Manager) and myself regarding potential water tank relocation on MCSD real property and/or your adjacent property at/near Hewitt Road.

MCSD believes that it may actively resume tank construction/relocation in the area, and would like to discuss possible locations with you further and potentially negotiate with you for property procurement. In the interim, I understand that our law firm, primarily my partner Nick Kloepfel, has performed unrelated legal work for American Hospital Management Corporation. In light of this fact, I would like to request a conflict waiver to participate in further discussions with you regarding the Hewitt tank site. To this end, enclosed please find a proposed conflict waiver, and let me know if you find it acceptable.

Thank you for your time and attention to this correspondence.

Very truly yours,

MITCHELL, BRISSO, DELANEY & VRIEZE, LLP


Russell S. Gans

RSG/jg
Enclosure

**DISCLOSURE AND WAIVER OF
CONFLICT OF INTEREST (CONCURRENT REPRESENTATION ON
UNRELATED MATTERS)**

McKinleyville Community Services District ("MCSD"), Doug Shaw ("Shaw"), American Hospital Management Corp. ("Hospital") and Russell Gans and Nicholas Kloeppel of the law firm of Mitchell, Brisso, Delaney & Vrieze, LLP ("Law Firm") hereby agree and acknowledge as follows:

1. McKinleyville Community Services District, Doug Shaw and American Hospital Management Corp. are existing and valued clients of the Law Firm.

2. Law Firm, with Russell Gans acting as lead attorney, currently serves as District legal counsel for MCSD, and has done so since, approximately, 2008. Specifically, Law Firm was previously involved in substantive discussions with MCSD and Shaw regarding potential water tank relocation on MCSD real property and/or adjacent real property owned by Shaw, at or near Hewitt Road and Cochran Road in/near McKinleyville, Humboldt County, California.

3. Law Firm, with Nicholas Kloeppel acting as lead attorney, currently provides services to Shaw and/or Hospital related to the following matters: (a) employment agreements and labor law issues with Hospital employees/personnel; and (b) civil litigation involving unrelated commercial matters.

4. At no time has law firm provided any legal advice or counsel to Shaw related to the water tank construction/relocation, and/or property acquisition issue.

5. MCSD has requested Law Firm's services in resuming discussions with Shaw related to water tank construction/relocation on and/or acquisition of a portion of Shaw's real property at/near Hewitt Road. Law Firm has informed both MCSD and Shaw that, without the informed written consent of both clients, the California Rules of Professional Conduct (at Rule 3-310(C)(2)) prohibits a lawyer from "accept[ing] or continu[ing] representation of more than one client in a matter in which the interests of the clients actually conflict." Likewise, Rule 3-310(C)(3) precludes a lawyer from "[r]epresenting a client in a matter and at the same time in a separate matter accept as a client a person or entity whose interest in the first matter is adverse to the client in the first matter."

6. MCSD, Shaw and Hospital are willing to, and hereby do, waive any potential conflict of interest arising out of Law Firm's current and previous representation of Shaw in unrelated matters, as set forth in Paragraph 3, above, and

Law Firm's representation of MCSD related to the potential water tank construction/relocation and/or any form of property acquisition (through negotiated sale and/or eminent domain proceedings) on real property owned by Shaw, as set forth in Paragraph 5, above.

7. MCSD and Shaw acknowledge that certain potential conflicts of interest are presented by concurrent representation of clients in unrelated matters, principally the potential for revelation of confidential information that might be material to the other. Of note, at the time this waiver is submitted Law Firm does not believe it possesses any confidential information from Shaw that is in any way pertinent or relevant to representation of MCSD with respect to the Hewitt Road property negotiation.

8. MCSD, Shaw and Hospital do hereby agree that in the event any dispute arises between MCSD and Shaw relating to the water tank construction/relocation, Law Firm will continue to represent MCSD in that matter and will not give any legal advice to Shaw and/or Hospital related to the water tank construction/relocation.

9. MCSD, Shaw, Hospital and Law Firm do hereby agree that MCSD, Shaw and Hospital shall not disqualify Law Firm from representing MCSD, Shaw or Hospital in any matters unrelated to the water tank construction/relocation, unless due to subsequent conditions representation would require the disclosure of confidential information or a conflict develops that can not properly be waived.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

By: _____
Greg Orsini

Title: General Manager


Date: _____

AMERICAN HOSPITAL MANAGEMENT CORP.

By: DOUGLAS SHAW

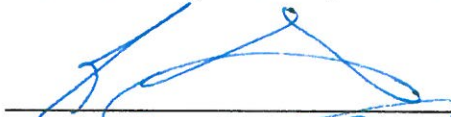
Title: CEO

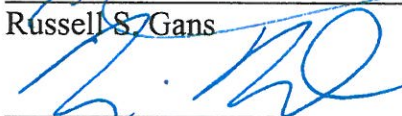
Date: _____

By: 
Doug Shaw

Date: 9.29.17

MITCHELL, BRISSO, DELANEY & VRIEZE, LLP


Russell S. Gans


Nicholas R. Kloeppel

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2017

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.1 **Presentation on the Current Status of the General Plan Update (GPU) as it Pertains to McKinleyville, Specifically Related to Water, Sewer, Street Lights, Parks and Recreation**

PRESENTED BY: **John Ford, Humboldt County Planning and Building Director**

TYPE OF ACTION: **Information Only**

Recommendation:

Staff recommends that the Board participate in the information provided, air questions and take public comment.

Discussion:

A request to add an item to the November agenda by Director Burke and this agenda item coincided with the Board of Supervisors updating the General Plan after 17 years of setbacks and forward momentum that culminated in a 3 to 1 vote in favor of its approval.

The GPU plans for between 1,700 and 1,800 new dwelling units in the unincorporated areas of Humboldt County, a number of these being in the MCSD service area.

Tonight's presentation is to update the MCSD Board of Directors on how the GPU will specifically affect the services MCSD provide.

Alternatives:

Take Action

Fiscal Analysis:

To be determined

Environmental Requirements:

Not applicable

Exhibits/Attachments:

Not applicable

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2017

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.2 **Review the Strategic Plan (Plan) for FY 2017-18**

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

TYPE OF ACTION: **Information Only**

Recommendation:

Staff recommends that the Board review the five (5) year Strategic Plan for FY 2017-18 in preparation for the Board Retreat and take public comment. No action will be taken at this time.

Discussion:

The attached Plan for FY 2017-18, as approved at the January 2017 meeting, is for review only. It is presented to prepare for the Strategic Planning portion of the Board Retreat taking place on November 3, 2017. Suggestions and updates will be discussed to the mission and goals section with the consultant at that time.

The Strategic Plan for FY 2018-19 will be brought before the Board in December for review, update, public comment and consideration after taking into account outcomes from the Board Retreat.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Strategic Plan 2017-21

Strategic Plan

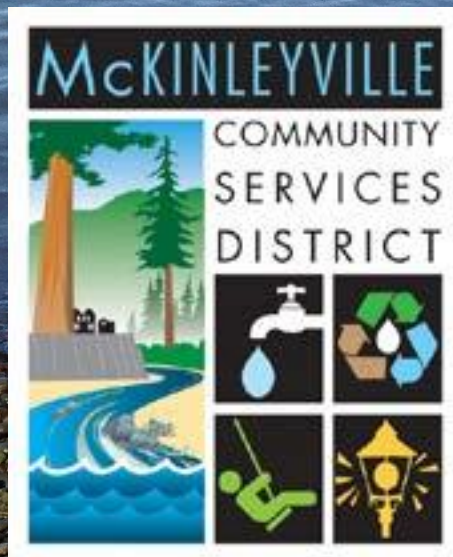
2017-21

McKinleyville

Community Services District

Mission Statement:

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



Board of Directors

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

District Management Team

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

Strategic Plan Consultant – BHI Management Consulting

Brent H. Ives, Principal



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INTRODUCTION

A Strategic Plan is a top level planning document for an organization to set clear direction over all operational aspects of its mission. It serves as a framework for decision making over a five-year period. It is a disciplined effort to produce fundamental decisions that shape what a District plans to accomplish by selecting a rational course of action. This planning process began with an environmental scan of the District's business environment including an objective assessment of the District's strengths, weaknesses, opportunities and threats. Input from various stakeholders was gathered and analyzed. Starting with that information the District's Mission, Core Values, Vision and the overall structure of this Strategic Plan were developed by the Board in workshop settings. Within the framework of that structure and the business environment, strategies and goals were developed to sustain and where appropriate improve the District over the next five years. At its highest level, this Strategic Plan seeks to strengthen and build upon opportunities while addressing areas of concern.

This plan also identifies actions, activities, and planning efforts that are currently underway and which are needed for continued success in operations and management of the District, and provides for periodic reviews and updates.

The strategic planning effort has focused on all of the following important areas:

- Ensuring the District's long term financial health and stability;
- Carefully managing the infrastructure needed to fulfill the District's Mission;
- Providing responsible stewardship of the water, wastewater, parks & recreation, streetlights and other services with which we are entrusted;
- Sustaining a high performing, motivated and adaptable workforce;
- Sustaining sound management practices and good governance;
- Fostering partnerships when needed to better achieve our Mission; and
- Assuring clear, concise and consistent communications with the community we serve.

STRATEGIC PLANNING DEFINITIONS

Mission Statement: A declaration of the District's purpose, which succinctly describes why the District exists. All activities of the District should be in support of the Mission Statement. The Mission Statement is adopted by the Board of Directors. The Mission Statement is reviewed annually but is intended to be constant over the long term.

Vision Statement: A statement that articulates where the District wants to be over the life of the Strategic Plan. It outlines at the highest level the key changes that must be achieved by the Strategic Plan. The Vision creates and drives strategy and tactics identified elsewhere in the Strategic Plan. The Vision Statement is adopted by the Board of Directors. The Vision Statement will be reviewed annually and will typically change more frequently than the Mission Statement to reflect the direction the Board wants to take the District over the five-year time horizon of the Strategic Plan.

Strategic Elements: The broad and primary areas of District operations, planning, and management that are addressed and supported by the Strategic Plan goals. These essentially serve as the outline and organization of the Strategic Plan. The Strategic Elements are adopted by the Board of Directors. The Strategic Elements are reviewed annually but are intended, absent major new issues to be faced, to be relatively constant over the life of the five year Strategic Plan.

Objective And Strategy Statement: A concise statement associated with each Strategic Element that describes the objective of that element. It explains why that element is important to the District's overall strategy and finishes with a statement that describes how the Objective for that Element will be achieved through a strategy.

Strategic Goals: A short statement of desired success. The goal statement is supported by a narrative that more fully explains the nature of the goal and the issues that the goal intends to address. The Strategic Goals are prepared by management and accepted by the Board. The Strategic Goals will change from year-to-year when

the annual assessment is made of the progress on each Strategic Element. The Strategic goals straddle the line between policy (Board responsibility) and implementation (management responsibility) and as such are a collaborative effort of both the Board and management.

STRATEGIC PLAN DEVELOPMENT

In FYE 2012 the District retained the services of BHI Management Consulting (BHI) to facilitate and coordinate the development of the District's five-year Strategic Plan. BHI first gathered input from the District employees in a number of meetings so as to allow direct and "ground level" input to the Board during their deliberations on the Strategic Plan. A public meeting was then held to further gain a broad perspective on the future of the District. To prepare for Board workshops the Consultant interviewed the District Board members individually on matters they thought were most relevant to future strategy for the District. The following topics were discussed at all of the input gathering meetings:

- Mission;
- Vision;
- Strengths;
- Weaknesses;
- Opportunities; and
- Threats.

The Board supported this process as a way to allow all to participate in the foundation of the Strategic Plan. Two Board workshops were conducted. At these workshops the Board reviewed all input, revisited and refined the existing Mission Statement of the District, created a new Vision Statement for the District and discussed Core Values.

A steering committee, consisting of Senior Management and staff, worked with BHI to develop the Strategic Goals that support each Strategic Element. Using this process, along with both external and internal input, the Strategic Plan was assembled in a

way that best articulates the Board's Vision and Strategy for the District over the next five years.

CONTINUATION PROCESS OF THE PLAN

A key part of the Strategic Planning process is to conduct an annual review to update the Plan. These reviews allow for regular maintenance of the Plan so that it reflects the actual progress and conditional needs of the District. The reviews will be documented and followed up with by either a Plan supplement or an updated Plan. A five-year planning horizon will be maintained with each review effort developing a new fifth year of actions, projects and initiatives.

MISSION AND VISION STATEMENTS

DISTRICT MISSION

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

DISTRICT VISION

In five years, MCSD will:

- *have continued our commitment to infrastructure maintenance*
- *have explored options for additional emergency water supplies*
- *have assured water reliability (distribution system)*
- *have converted customers to all radio read meters*
- *have secured funding and completed construction of the WWMF improvement project*
- *be proactive with regulatory compliance*
- *have continued our commitment to maintenance of parks, facilities and trails*
- *have opened and are operating our teen center*
- *have identified funding sources for community forest development and maintenance*
- *be operating Mad River Park*
- *have secured funding for park and trails development*
- *have formalized relationships and collaborations with other governmental agencies*
- *have maintained a high quality and efficient workforce*
- *have continued our commitment to ensuring efficient and ethical governance*
- *have improved communications with the ratepayers and the entire McKinleyville Community*

- *have ensured continued planning and training for emergency operations*
- *have achieved a “best practices” distinction*
- *have long-term, financial sustainability in all District programs (debt, reserves, program costs, etc.)*

STRATEGIC ELEMENTS

Strategic Elements represent the vital areas of the District's operation and management wherein strategy is placed. They assure that the implementation of strategy work to be performed in support of the Mission and Vision are comprehensive in nature and properly cover all areas of the District. Strategic elements are derived from the foundational Mission and Vision statements of the District. They are linked to action and results through the Strategic Goals written in each area and the Strategic Work Plan. The Strategic Work Plan contains the supportive actions and initiatives organized and prioritized by year within the planning period. It presents each Strategic Goal and consolidates actions in tabular form in **Table 1 - Strategic Plan “Matrix” (pg. 37).**

The Strategic Elements are:

- 1.0 Water
- 2.0 Wastewater
- 3.0 Streetlights
- 4.0 Parks and Recreation
- 5.0 Partnerships
- 6.0 Personnel/Organization
- 7.0 Administrative Management
- 8.0 Financial Sustainability

1.0 WATER

Objective: *The objective is to continue our commitment to supply safe and reliable drinking water to our present and future customers.*

Strategy: *We will do this by keeping replacement, repair and upgrading of our pipes, and pumps at a high level by ensuring adequate funding.*

1.1 MAINTENANCE PROGRAMS

Maintaining reliable water distribution and storage is the number one priority of MCSD. Through the use of our Preventative Maintenance work order software (SEMS) we will continue planned maintenance of all facilities. Annual and monthly inspections will be conducted on all aspects of the system. Results of these inspections will be used to prioritize and schedule repairs. These facilities include:

- All Booster Pumps and Motors
- Pressure Reducing Valves
- Fire Hydrants and Distribution Valves
- Emergency Chlorination Systems
- Emergency Generators
- Storage Tanks

During this planning period, tank maintenance will include the recoating of Tank 1 B at Cochran Road and the replacement of the shingled roof on redwood Tank 3 B at McCluski. Monitoring unaccounted for water will indicate potential leaks and initiate the search. At this time our unaccounted for water is within the industry standard, verifying the integrity of our distribution system.

1.2 WATER STORAGE TANK PROJECT

The Board has determined the necessity to maintain a 5-day reserve of water due to our single source. We are in the process of negotiating the purchase of property adjacent to Cochran Tank Site. Upon completion of the procurement process, a cost benefit analysis on tank type will be conducted to determine whether the tanks design will be steel or

concrete, and design completed. Search for grant funding to offset costs. Geo Tech was performed on the prospective parcel.

1.3 EMERGENCY WATER CROSSING

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

1.4 EMERGENCY WATER SUPPLY

MCSD is pursuing grant funding to develop a Ground Water Management Plan (GWMP). Due to the vulnerability of one source of water, MCSD had determined an emergency ground water source is necessary. Through development of the GWMP, reliable sources of ground water will be developed in the event of an emergency. Locations are being developed where the potential for groundwater can be explored.

1.5 DIGITAL CONTROL UPGRADE

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

1.6 WATER MAIN REHABILITATION AND REPLACEMENT

The original MCSD water distribution system is 40 years old. The integrity of the system is still sound but since the rehabilitation of in-the-ground pipe is costly; funds will start being set aside for this particular project. Replacing valves and AC pipe with C900 as upgrades or repairs occur is also part of the District's improvement strategy. A Technical Memorandum will be completed for rehabilitation and replacement strategies. Humboldt

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

1.7 RADIO READ METERS

Radio read meter technology has matured to a point where it is now feasible and cost effective to utilize them. MCSD specification requires all new meters be radio read. As meters age to roughly 15 to 18 years they have been replaced in the past. MCSD is in the process of replacing older meters with radio meters. The radio head retrofits were completed in 2015. This process will be ongoing for the next two years.

1.8 FIRE HYDRANT UPGRADE AND INSTALLATION

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

1.9 EMERGENCY GENERATOR UPGRADE

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

2.0 WASTEWATER

Objective: *The objective is to continue our commitment to provide safe and reliable collection, treatment, recycling and disposal of wastewater to meet current and future regulatory requirements and community needs.*

Strategy: *We will do this by meeting current community wastewater needs and continuing to monitor proposed future regulatory and capacity requirements and ensuring adequate funding.*

2.1 20-YEAR FACILITY PLAN

A facility plan was completed and accepted by the Board in December of 2011. The three year long process evaluated the collection and treatment systems and the reclamation and discharge facilities. These evaluations were used to determine the adequacy of existing facilities so phasing of upgrade or replacement could be documented.

- WWMF
- Wastewater reclamation sites
- Collection system
- Lift stations

2.2 WWMF IMPROVEMENT PROJECT

MCSD's existing treatment facility is unable to meet current limitations as set forth in the NPDES permit and upcoming limitations will only become more stringent. An upgrade is necessary to be in compliance with upcoming State nutrient removal requirements and to avoid future fines. The bid process was completed and a general contractor chosen for the construction of a new WWMF to meet current and future discharge limitations. The project is scheduled for completion during this planning period with an estimated completion date of June 2017. As of the end of the 2016 year, the clarifiers have been poured and tested, the mechanical building is 60% completed, the headworks is poured and tested along with underground pipe and valves installed. A biosolids management plan will also be developed as part of the upgrade. A State Revolving Fund low interest loan was secured to cover the costs of planning, design and construction.

2.3 COLLECTION SYSTEM UPGRADES

A sewer model was designed to locate undersized mains in the collection system. Scenarios were run using proposed growth and major rain events. Several locations were identified as being inadequate to handle the flow increase without causing sewer back-ups and possible spills. A Technical Memorandum will be completed for the proposed Thiel crossing as part of the Sewer Main Improvement and Rehabilitation Plan (item 2.4) along with collecting flow data. The Board has determined Thiel will be the crossing upgraded with the other two crossings not needing an upgrade in the CIP horizon.

2.4 SEWER MAIN IMPROVEMENT AND REHABILITATION

The Board has made the prevention of infiltration a priority. Preventing groundwater from mixing with the sewer saves on pumping and treatment costs. An internal pipe patch repair kit was purchased to make these trenchless repairs. It will not only repair the broken section of the main but also save excavation costs. Replacing AC pipe with SDR 35 as upgrades or repairs occur is also part of the District's improvement strategy. During the planning period the District will pursue the conception of a Sewer Mainline Replacement Plan and adopt methods to assess the condition of the pressure sewer mains at the sewer lift stations.

2.5 DIGITAL CONTROL UPGRADE

Due to age of existing digital control, MCSD is in the process of updating this equipment. In order to ensure public safety and maintain proper supervisory control of remote infrastructure, these systems must perform in a reliable manner. The WWMF controls will be addressed during the improvement project as well as updating the sewer stations and execute a contract to complete the task when an acceptable approach satisfies the District.

2.6 SEWER LIFT STATION GENERATOR UPGRADES

The sewer lift station generators are nearing the end of their service life. There are also emission restrictions on these generators, which prevent the needed cycling of these generators. The District plans to upgrade the generators to meet emission regulations and to allow for future pump upgrades during this planning period. An engineer will be contracted to design the generator size and installation to meet future needs. Grant funding opportunities are being researched to help offset replacement costs.

2.7 PRE-TREATMENT PROGRAM

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

2.8 I&I PREVENTION

Inflow and Infiltration is costly to pump and treat. It can also overwhelm a sewer lift station and possibly cause sewer spills. Annual inspections of manholes, smoke testing and flow testing are ways MCSD identifies these issues. Keeping the public educated on not pulling cleanouts or connecting storm drains and downspouts into their sewer laterals is a method of eliminating inflow problems. Gel grouting rehabilitation of manholes and pipe patching will continue to be a priority to eliminate infiltration. MCSD will continue to utilize the camera van and push camera to inspect discrepancies found during inspections. Through the use of multiple media channels new methods of community education will be implemented during this planning period.

2.9 RECLAMATION SITE EXPANSION

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

2.10 PERCOLATION SITE DECOMMISSIONING

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

3.0 STREETLIGHTS

Objective: *The objective is to continue our commitment to provide public safety through well-lit streets, intersections and neighborhoods.*

Strategy: *We will do this by implementing the most cost effective and reliable streetlight technology and through adequately funded continuing maintenance programs.*

3.1 MAINTENANCE PROGRAMS

Through use of a new pole inspection program, poles will be replaced prior to becoming a safety hazard and as needed due to condition or collision. GIS locations of new poles will be collected as new development occurs.

4.0 PARKS AND RECREATION

Objective: *The objective is to provide safe and high quality parks, facilities, trails and recreation programs for the McKinleyville community.*

Strategy: *We will do this by encouraging community participation to assess recreational needs; deliberately seeking broad funding for the support of parks, facilities, and trails.*

4.1 TEEN AND COMMUNITY CENTER

Over the course of the last several years, staff gained community feedback to consider future needs for the Parks & Recreation Department. The results of this survey showed support for building a Teen Center in McKinleyville. In 2012, the Board approved Measure B and authorized staff to begin the process to design and construct a Teen and Community Center at Pierson Park. A majority of funding for the construction and a portion of the maintenance for this project has been secured through the successful passing of Measure B. Staff will continue working on fund raising efforts to help furnish the facility.

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

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

4.2 HEWITT RANCH PROPERTY

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

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

4.3 WASHINGTON AVE PROPERTY

This 3.10-acre property was purchased in 2013. While there are no immediate plans for park development, the Board has expressed interest in creating access so that it will be available for the community to use as open space.

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

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

4.4 COMMUNITY FOREST

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

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

4.5 MAD RIVER PROPERTIES

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

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

4.6 STANDARDS & SPECIFICATIONS: OSMZ/PARKS

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

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

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

4.7 MAINTENANCE STANDARDS

The Board and members of the community have placed a priority on continuing a high standard of maintenance for our parks and facilities. Management will implement this priority by evaluating staffing levels and continuing employee training opportunities.

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

4.8 ANNUAL COST BENEFIT ANALYSIS OPEN SPACE ZONES (OSMZ)

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

4.9 ANNUAL COST BENEFIT ANALYSIS PROGRAMS

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

4.10 UPDATE PARKS AND RECREATION MASTER PLAN

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

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

5.0 PARTNERSHIPS

Objective: *Our objective is to foster beneficial relationships to accomplish the broad, long-term strategies of the District.*

Strategy: *We will do this by embracing strategic ties with other organizations and agencies, working closely with regulators, supporting a deliberate legislative agenda and participating in professional associations.*

5.1 FOSTER REGIONAL COOPERATION

The infrastructure of the District is dependent on the interties of other agencies, i.e.; the County, surrounding city governments and special districts. It is through a combined effort that the services needed by our community are effectively and economically delivered. These relationships are built on our dependency upon inter-agency cooperation. As MCSD moves forward, the District must maintain and seek out additional areas of cooperation. This is critical to our continued growth and commitment of service. We will continue participating in Humboldt Bay Municipal Water District (HBMWD) Municipal water customer group meetings as well as in the Humboldt County Emergency Operations Plan (EOP) through interoperability and mutual aid agreements. District management will continue to meet with Humboldt County Board of Supervisors and with Humboldt County Sheriff Department and Arcata Fire Protection District. We will work to improve coordination with the Humboldt County Planning and Public Works Departments and foster an environment where elected officials from Arcata and McKinleyville can meet to discuss shared responsibilities. Additionally, we will continue partnerships that benefit MCSD by providing labor and project support, such as with SWAP, California Conservation Corps, Service Clubs, McKinleyville Family Resource Center, Eagle Scouts, etc.

5.2 IMPROVE POLITICAL TIES – COUNTY SUPERVISORS, STATE LEGISLATURE, FEDERAL LEGISLATURE

The political ties present and available to MCSD are intertwined in the financial resources and support necessary to maintain existing infrastructure and services to the community. As demands are being met, these ties are daily nodes of information about additional resources available on a larger scale. As our political partners become aware of grants, financial resources or other projects that are beneficial to the District, our relationships with them gains importance.

It is critical to continue to contact and educate each organization in order to make them aware or enable them to provide valuable information and conduits for access to these resources. We will continue to seek inclusion in Humboldt County Association of Governments (HCAOG) either directly, or through Joint Powers Association (JPA) or through committee membership. Additionally, we will continue to participate with State level organizations, including Special Districts Risk Management Authority (SDRMA), California Special Districts Association (CSDA), California Water Environmental Association (CWEA), Association of California Water Agencies (ACWA), the State Water Resources Control Board (SWRCB) and the California Parks & Recreation Society (CPRS). We will also monitor opportunities for inclusion in other organizations that will increase the Districts political influence.

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

5.3 PARTICIPATE WITH COMMUNITY GROUPS, VOLUNTEER GROUPS AND PROFESSIONAL ASSOCIATIONS

It is important to participate with local groups representing various constituents in order to achieve and deliver services needed or seen as needed by the local community. Our relationships today foster cooperation and maintain links to our community. It is important to embrace these in the future as the community changes and demands different services or approaches to serving its needs. Local leaders provide access to the heartbeat of the community and the District will collaborate and lead where necessary in leveraging those relationships. They include, but are not limited to:

- Humboldt Area Foundation
- Kiwanis Club of McKinleyville
- McKinleyville Area Fund
- Mad River Rotary Club
- Humboldt Sponsors
- Boy Scouts/Girl Scouts of America
- California Conservation Corps
- Headwaters Fund
- Moose Lodge
- McKinleyville Chamber of Commerce
- American Red Cross
- Humboldt County Probation Department
- Soroptimist Club
- Humboldt Regional Occupation Program
- McKinleyville Organizing Committee
- McKinleyville Family Resource Center
- Youth Advisory Council
- Boys & Girls Club of the Redwoods
- McKinleyville Land Trust
- McKinleyville Municipal Advisory Committee

6.0 PERSONNEL/ORGANIZATION

Objective: *The objective is to sustain a motivated, high quality and efficient workforce for an adaptable organization.*

Strategy: *We will do this by utilizing sound policies and personnel practices, offering competitive compensation and benefits, providing opportunities for training, development and professional growth and ensuring a safe and secure workplace.*

6.1 EMPLOYEE RETENTION

To ensure the District remains a desirable place to work and is thereby able to recruit and retain a high-performing workforce is a high priority. We will have periodic studies done to determine appropriate staffing levels, compensation and benefit competitiveness relative to local and regional labor markets. We will structure the salary schedule and professional growth opportunities to allow employees to see a clear and attainable career path at MCSD.

In order to attract and retain the best talent, we will provide opportunities for employees to enhance their job skills and knowledge in their career field. It is essential to offer opportunities for employees to be evaluated and recognized for superior job performance and rewarded for submitting valuable suggestions for improving business practices.

6.2 TRAINING AND DEVELOPMENT

Given the size of our District workforce, it is important that our staff be well trained in multiple job duties. Individual Development Plan reviews will continue to be done annually in order to ensure that the District can meet the regulatory requirements and provide excellent customer service. Employees will be encouraged to train in related disciplines that will meet District needs.

Cross training plans will continue to be provided to increase knowledge and skills within each job function, and development of a succession plan will ensure continuity of operation in the event of a staffing crisis.

6.3 EMPLOYEE COMMUNICATION

Effective communication is essential to the functioning of the District and to productive management/employee relations. To facilitate improvements to employee communication we maintain and follow a current Organizational Chart; hold regularly scheduled staff and management meetings; maintain and update the current Employee Handbook and Supervisors' Manual through regular legal and management review; and provide multiple avenues and informal channels of communication.

6.4 EMPLOYEE SAFETY PROGRAM

A safe working environment is a number one priority for the District. This will be accomplished by holding regularly scheduled tailgate safety meetings and administrative safety meetings. Participation in SDRMA's annual safety audits along with requesting annual site visits from OSHA for educational and compliance purposes; conducting regularly scheduled safety training; monthly safety inspections of all facilities, playgrounds and parks; weekly safety inspections of all equipment and vehicles are all essential elements in providing a safe working environment.

6.5 EVALUATION AND PERFORMANCE MANAGEMENT PROGRAM

High quality and ongoing staff evaluations are key to providing feedback and fostering excellent employee performance. This will be accomplished by requiring Annual Performance Evaluations for all staff and conducting 360 evaluations for the General Manager. 360 evaluations may be considered for Department Heads and all other supervisory positions.

7.0 ADMINISTRATIVE MANAGEMENT

Objective: *The objective is to ensure efficient and ethical governance and sound management of the District.*

Strategy: *We will accomplish this by proactively managing organizational knowledge, being responsive, consistent and accountable to our public, following an effective self-assessment policy while adapting the management best practices necessary to support the evolving needs of the organization.*

7.1 DISTRICT POLICIES AND PROCEDURES

The current rules and regulations of the District provide a solid basis of operation. Additional demands of the community we serve, emerging regulations, and/or Board procedural or policy desires will require continued strategic development and maintenance of operating guidelines. These inform, educate and moderate the activities of the staff, community and partners of the District. We will continue the practice of regular review and update of the Rules and Regulations. Additionally, the Board Secretary, who is currently designated to document changes and insure timely and accurate reporting of the changes, will make sure that we comply and are up to date with all required policies and procedures.

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

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

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

7.2 RECORDS RETENTION

Legal requirements for record retention policies are established on a statewide basis. Adherence to these pre-established minimum standards and accepted guidelines is mandatory for record retention. Records retention policy will be reviewed by District legal counsel on a regular basis to maintain compliance.

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

New policies are being developed as MCSD grows in service to its citizens and as it coordinates these services with sister districts and agencies. As additional policies are necessary, management will update the rules and regulations manual in place. This responsibility for development lies within each department: yet will be coordinated through administration with proper Board approval. At present, all departments access these rules and regulations through the “P” drive; changes are presented by staff to the Board, approved and updated as required.

7.3 CUSTOMER SERVICE

The District recognizes the importance of customer service and strives to serve all elements to the best of its ability through ongoing training and adaptation to the evolving needs of the community.

As such, MCSD is constantly training staff in updated methods of customer service. This includes identification of service improvements and increased use of technology to deliver service to customers at the highest level. Staff is monitored through HR in their development and training in support of these customer service objectives. Additional activities on to customer feedback, community surveys and opportunities for public comment are part of this focused effort.

7.4 BUILD PUBLIC INFORMATION PROGRAM

The continued use and further development of the Public Information Program is designed to communicate activities to the general populace. These programs bring the community into the business of the District allowing a conduit of information between the District and the public. The District believes strongly in informing citizens of current activities, seeking support for those activities and maintaining the public's access to information. The following resources and points of communication are being developed to further these efforts.

- **Website:** Provides an avenue for updating and distributing topical information in an economical and accessible manner.
- **Public Service Announcements (PSA):** Emphasizes important topics and events affecting each individual served in the community.
- **Newsletter:** Highlights events affecting the community and provides input from the community on the heartbeat of the District.
- **Recreational Activity Guide:** Allows for participation of the community in local and MCSD sponsored events throughout the year.
- **Flyers:** Brings awareness to special events affecting and promoting the District.
- **Posting Notices:** Keeps the populace aware of important meetings, events and public meetings, which are avenues for communication.
- **Development of social networking resources:** Communicates vital information in a timely manner to a new generation of District customers.

7.5 BOARD DEVELOPMENT

As new members are added to the Board, it is important to familiarize them with the laws governing Board management and policies including new Board member orientation procedures.

Additionally, experienced Board members are encouraged to seek additional training throughout the year to promote ethical and transparent government at the local level. This begins with the mandatory AB1234 training in ethics. Board members will also be encouraged to participate in professional development conferences or other trainings at least bi-annually.

Depending on participation in other agencies Boards and committees, each Board member is active in conference attendance and District representation. New ideas are constantly being brought back from these events increasing and promoting awareness of new and better methods of providing service to the District. Regular attendance at Board meetings and appointment to other agency's committees is emphasized.

As new members are added to the Board, it is important to familiarize them with the laws governing Board management and policies. These are provided in the Board manual, in training on the Brown Act and Public Records Act. Legal representatives are present to guide and instruct the Board as needed.

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

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

It is important that each year the Board and Management work together to review and update this strategic plan. Updating annually assures that the plan remains current, that specific strategies and tactics remain viable, that our prioritization is still on-track and that we together have clarity for our strategy year after year. We will review and update the strategic plan each year in January or February in a workshop format, in conjunction with the annual budgeting process and will do a comprehensive update in five years.

7.7 EMERGENCY PREPAREDNESS AND RESPONSE

Participation in local Operational Area cooperative group, Humboldt County Hazard Mitigation Plan, MCSD's Emergency Operations Plan, regularly scheduled training including set-up and "tabletop exercises" and National Incident Management Systems (NIMS)/Standardized Emergency Management Systems (SEMS) training included in Individual Development Plans.

7.8 ACHIEVE BEST PRACTICES DISTINCTION AWARDS

During the strategic planning process, the Board recognized the achievement of a best practices award as a goal. There are many types of Excellence Awards available to Special Districts from various regional, state, or national professional groups including financial, management, operational, and others. Over the range of this strategic plan, we will review available awards and position the District to achieve a public acknowledgement of excellence for McKinleyville.

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

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

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

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

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

7.10 PLANNING AND LATENT POWERS

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

7.11 INTEGRATED PEST MANAGEMENT PLAN (IPM)

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

8.0 FINANCES

Objective: *Our objective is to manage public funds to assure financial stability, prudent fiscal management and demonstrate responsible stewardship.*

Strategy: *The District will ensure that adequate financial resources are available to fund current and future demands, utilizing funds to maximize value to the customer.*

8.1 RESERVE POLICY IMPLEMENTATION

The Board has set a goal to maintain reserve funding according to the Board-approved Reserve Policy. To achieve that goal, management will analyze and monitor capital inflows and outflows and will control costs as much as possible in order to run operating surpluses in all Funds sufficient to offset losses accumulated from prior years. The end goal is to have fully funded reserves in all Board designated categories. We will also continue to monitor State policies that might endanger the District's critical strategic reserves and bring Reserve Policy adjustments to the Board for action to mitigate the risk of future State seizures of funding.

8.2 BUDGET DEVELOPMENT AND COMMUNICATION

The budgeting process is one of the most important financial planning tools available to the District. It is the foundation on which our strategy rests. Without adequate budget information and financial feedback, the Board and District management cannot make sound, fiscally responsible decisions about the starting, sequencing, or completion of projects and programs.

8.2.1 Our budget process will continue to be collaborative, with input from the Board for overall strategy, and from the General Manager and all Department Heads for operational accuracy. It will reflect projects, plans, and actions referenced to this strategic plan.

8.2.2 Our budget process will continue to incorporate past historical trends, current economic and demographic trends in the community, local and State governmental and regulatory environments, and annual operational forecasts.

8.2.3 The District budget will be presented to the board in Draft form each year in the months prior to official adoption so the Board can ensure adequate review and alignment with strategic objectives.

8.3 CAPITAL BUDGET MANAGEMENT

To facilitate long range strategic planning, the rolling 20-year Capital Improvement Plan Budget will be presented annually to the Board with a 10-year horizon for each Fund as part of the annual budgeting process. Each element in the Capital Budget shall have a funding notation – an estimate or assumption about where the funding for that budget item will be found. Some types of items have a generous grant environment, while others will need to be funded with long-term debt, or directly from Reserves or operating funds. This will allow adequate review of operational cash flow impacts and ensure that capital acquisitions are in alignment with strategic objectives.

8.4 DEVELOPMENT OF FINANCIAL MANAGEMENT SYSTEM

While the current financial management system used by the District is robust in some areas like utility billing, it is weak in others such as data collection, trend tracking and reporting. Over the next five years, all components of the system, both manual and computerized, will be reviewed for efficiency and functionality and upgraded, supplemented, or replaced as necessary. Upgrade implementation will be timed to minimize disruption to overall District operations. Planned replacements of large software components will be included in the Capital Budget for review and approval by the Board.

8.5 FINANCIAL AUDIT

A financial audit will be performed annually after the close of the fiscal year to ensure that District finances are compliant with Generally Accepted Accounting Principles (GAAP), the Government Accounting Standards Board (GASB) and other regulatory or lender requirements, and to provide additional perspective on internal controls and financial processes.

8.6 RESERVES RECOVERY

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

8.7 RATE STUDIES

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

TABLE 1 - Strategic Plan Matrix

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

McKinleyville CSD Strategic Plan 2017-2021

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

McKinleyville CSD Strategic Plan 2017-2021

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

McKinleyville CSD Strategic Plan 2017-2021

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

McKinleyville CSD Strategic Plan 2017-2021

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

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2017

TYPE OF ITEM: **ACTION**

ITEM: E.3 **Consider Approval of Resolution 2017-25 Modifying “Attachment B” of the Board Policy Manual Making the Requested Revisions to the Annual Board Self Evaluation Worksheet**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided, take public comment, discuss, and approve Resolution 2017-25, modifying “Attachment B” of the Board Policy Manual to include requested revisions to the annual Board Self Evaluation Worksheet.

Discussion:

At the September 2017 meeting, the Directors requested that the Board Self-Evaluation worksheet return as an item for discussion to make modifications. The worksheet then returned at the October 2017 meeting and direction for revisions was given to staff. The requested modifications to the worksheet have been made and are presented tonight for approval in Resolution 2017-25, **Attachment 1**, with Exhibit A. The rating scale has been relabeled, a comments section for each question has been provided and an additional question added.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2017-25 with Exhibit A

RESOLUTION 2017-25

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE
COMMUNITY SERVICES DISTRICT REVISING THE ANNUAL BOARD SELF EVALUATION
WORKSHEET “ATTACHMENT B” OF THE BOARD POLICY MANUAL**

WHEREAS, in 2015 the Board of Directors of the McKinleyville Community Services District (MCSD) requested that staff add a Board Self Evaluation Process to the Strategic Plan; and

WHEREAS, on March 2, 2016 the Directors approved adding Part 11, Annual Board Self Evaluation, by Resolution 2016-04; and

WHEREAS, the policy provides the Directors with a tool to assess its own performance as a Board in order to help identify strengths and areas in which it may improve function; and

WHEREAS, on October 4, 2017 the Board requested a revision of the Board Self Evaluation Worksheet, “Attachment B” of the Board Policy Manual; and

WHEREAS, the requested changes and modifications have been made to meet the needs of the Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the McKinleyville Community Services District does hereby approve the modifications to the Annual Board Self Evaluation Worksheet, **Exhibit A** of the Resolution, “Attachment B” of the Board Policy Manual.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on November 1, 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 Self-Evaluation Worksheet

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

1 = Strongly Disagree 2 = Somewhat Disagree 3 = Not Sure 4 = Somewhat Agree 5 = Strongly Agree

DO YOU or ARE YOU:

Understand the vision and mission of the McKinleyville Community Services District?	1	2	3	4	5
---	---	---	---	---	---

COMMENTS:

Support the vision and mission of MCSD?	1	2	3	4	5
---	---	---	---	---	---

COMMENTS:

Have a good working relationship with the other Board Members?	1	2	3	4	5
--	---	---	---	---	---

COMMENTS:

Have a good working relationship with the General Manager?	1	2	3	4	5
--	---	---	---	---	---

COMMENTS:

Knowledgeable about MCSD's major programs and services?	1	2	3	4	5
---	---	---	---	---	---

COMMENTS:

EXHIBIT A

Follow trends and important developments in the industries and services that MCSD provides?	1	2	3	4	5
---	---	---	---	---	---

COMMENTS:

Read and understand MCSD's financial statements?	1	2	3	4	5
--	---	---	---	---	---

COMMENTS:

Act knowledgeably and prudently when making recommendations about MCSD finances and financial policies in consideration of the District as a whole?	1	2	3	4	5
---	---	---	---	---	---

COMMENTS:

While considering short-term administrative matters, are you also focusing on long-term and significant policy issues and impacts?	1	2	3	4	5
--	---	---	---	---	---

COMMENTS:

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

COMMENTS:

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

COMMENTS:

EXHIBIT A

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

COMMENTS:

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

COMMENTS:

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

COMMENTS:

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

COMMENTS:

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

COMMENTS:

What are the potential challenges you see impacting the Board and/or District in the next 1-3 years? What can be done to limit or overcome these challenges?

COMMENTS:

ADDITIONAL COMMENTS:

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2017

TYPE OF ITEM: **INFORMATIONAL**

ITEM: E.4 **Review and Discuss the Draft Board Committee Policy**

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

TYPE OF ACTION: **None**

Recommendation:

Staff recommends that the Board review the information provided, take public comment, discuss and make recommendations or revisions to the draft Board Committee Policy. The item will return to the Board as an action item to approve as an addition to the Board Policy Manual.

Discussion:

A Board Committee Policy has been drafted to aide in the effort of streamlining expectations of MCSD Directors and their role on various committees while maintaining a sense of consistency. The goal is to incorporate the final version of the Board Committee Policy with the Board Policy Manual.

In August 2017, the Board received an email requesting review, along with asking for comments, suggestions or revisions, of the first draft of the Board Committee Policy. A couple Directors replied with revisions made in track changes, as shown in **Attachment 1**, and a request was made to bring the draft policy to the Board in meeting setting for review and discussion.

Alternatives:

Take Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Draft Board Committee Policy

Audit Committee:

The primary purpose of the Audit Committee is to provide the District with independent review and oversight of the financial reporting process, audit process, system of internal controls and independent auditors.

The Audit Committee will be appointed by the Board [President](#) and include two Directors. The Committee should have one “financial expert” member who is knowledgeable and experienced in government accounting and auditing; Generally Accepted Accounting Principles for estimates, accruals and reserves; and internal controls. If no member is qualified, the committee is permitted to engage an outside party for this purpose. To maintain the Committee’s independence and effectiveness, those with managerial responsibilities that fall within the scope of the audit should NOT serve as a member of the audit committee.

General Responsibilities: The primary purpose of an audit committee is to provide oversight of the financial reporting process, the audit process, the system of internal controls and compliance with laws and regulations. The Audit committee will consider internal controls and review their effectiveness. The committee assists the board of directors to fulfill public governance and overseeing.

Specific Responsibilities of the Audit Committee include, but are not limited to:

- Submit Request for Proposals (RFP) to qualified audit firms every three years – soliciting bids, interviewing firms and making the recommendation to the Board of Directors when selecting the firm to be awarded the audit contract
- Review all significant GAAP or FASB rule changes and until there is a clear understanding of the effect of such changes on the financial condition of the district and needed changes in financial procedures.
- Review annual audit in detail – presented to the Board by the auditors and accepted by the Board of Directors based upon the recommendation of the Committee. Such review shall encompass the overall condition of the MCSD finances, all audit recommendations for changes, and management letters.
- Discuss financial statements directly with management, with independent auditors in private and privately among Committee members while maintaining an appropriate degree of professional skepticism
- Identify future financial challenges with auditors and management.
- Monitor controls designed to prevent and detect senior management override of other controls
- Review annual true cost setasides to insure that all cost centers of the District have a completed plan to amortize future costs, to recommend set asides for the Board of Directors, compliance with set asides and insure management has developed a schedule of repayment for borrowings of these funds that is consistent with District financial integrity.
- Establish procedures for complaints regarding accounting, internal controls or auditing matters – such procedures should specifically provide for the confidential, anonymous reporting by employees of concerns regarding questionable accounting or auditing matters
- Report annually to the full Board and the public on how it satisfied its duties and met its responsibilities

The Audit Committee should meet on a regular basis and report to the Board during the regular monthly Board of Directors meetings. The report should address or include at a minimum, the activities of the

Committee, significant findings brought to the attention of the Committee, any indications of suspected fraud, waste or abuse, significant internal control findings and activities of the internal audit function.

Recreation Advisory Committee:

The primary purpose of the Recreation Advisory Committee (RAC) is to make recommendations to the McKinleyville Community Services District (MCSD) Board of Directors regarding plans, policies, programs, and projects relating to McKinleyville's parks, facilities, open space maintenance zones, and recreation activities.

The RAC is appointed by the Board and should include one Director [who will be appointed by the Board President](#). An alternate Director will be selected in the event the primary Director is unable to attend a RAC meeting. Members should represent, to the extent possible, various recreational interests of the community including but not limited to business, environmental, equestrian, sports, seniors, trails and youth. The Recreation Advisory Committee meet once a month on the 3rd Thursday at 6:30pm at District's Conference Room, 1656 Sutter Road, McKinleyville. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings.

Area Fund:

The primary purpose of the McKinleyville Area Fund is to help in the decision making process to grant funds to deserving organizations and projects in the McKinleyville area.

The MCSD Board President will appoint a Director to serve as a member for the McKinleyville Area Fund annually. The committee meets on an "as needed" basis. The designated Board Member should report to the Board during the regular monthly Board of Directors meetings as applicable.

Redwood Region Economic Development Commission:

The Redwood Region Economic Development Commission (RREDC) is a collaboration of Humboldt County communities dedicated to expanding economic opportunity in Humboldt County. The primary purpose of RREDC is to create opportunity and to support the growth of local businesses by leading projects of regional significance, making loans, and offering technical assistance through partnership with the North Coast Small Business Development Center.

RREDC has nineteen members and is governed by a Board of Directors of elected officials appointed by member agencies. The MCSD Board President will appoint a Director to serve as a member for RREDC annually. An alternate Director will be selected in the event the primary Director is unable to attend a RREDC meeting. The RREDC Board of Directors meet once a month on the 4th Monday at 6:30pm at the Prosperity Center, 520 E Street, Eureka. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings.

McKinleyville Senior Center Advisory Committee:

The primary purpose of the McKinleyville Senior Center Advisory Committee is to provide guidance to the McKinleyville Senior Center (MSC).

The 12-member committee is appointed by the Executive Board of the MSC and members must be Humboldt County residents who are interested in the welfare of the MSC and be of diverse occupations and experiences. The MCSD Board President will appoint a Director to serve as one of the members for

the McKinleyville Senior Center Advisory Committee annually. The appointed member [chairs the Advisory Committee meetings and](#) should attend all MSC executive and regular board meetings. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings to facilitate communications between MCSD and MSC. The committee meets quarterly in January, April, July and October at the MSC. The MSC Board of Directors meet once a month on the 4th Friday at 10:00am at the Senior Center. The MSC Executive Committee meets [the Wednesday prior to the MSC Board of Directors meeting at 10:30am at the MSC.](#)²

Employee Negotiations Committee:

The primary purpose of the Employee Negotiations Committee is to allow open communication between staff and the Board of Directors regarding staff's benefit package.

The committee is comprised of two Directors and a staff nominated representative from each department. The MCSD Board President will appoint the Directors to serve for the Employee Negotiations Committee annually. The designated Board Members should report back to the Board during the regular monthly Board of Directors meetings as necessary. The committee meets on an "as needed" basis when the term of the previous negotiation is close to expiration. [The committee members will be called upon to meet with the General Manager to review wage studies and other proposed policy changes to MCSD benefit and compensation package.](#)

[Committee members should as background be familiar with wage comparisons of other similar entities, retirement benefit amortizations and medical benefit programs.](#)

Water Task Force Committee:

The Water Task Force is a multi-agency committee serving Humboldt County. The primary purpose of the Water Task Force Committee is to provide a platform for the emergency response procedures for potable water procurement and distribution.

The MCSD Board President will appoint a Director to serve for the Water Task Force Committee annually. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings as necessary. The committee meets on an "as needed" basis at Humboldt Bay Municipal Water District, 828 7th St, Eureka.

No Drugs & Toxics Down the Drain Committee:

The primary purpose of the No Drugs & Toxics Down the Drain Committee is to provide informational protocols and community outreach to educate the public in proper methods of disposal of trace toxics and hazardous substances.

The MCSD Board President will appoint a Director to serve as Chair for the No Drugs & Toxics Down the Drain Committee annually. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings as necessary. The committee meets on an "as needed" basis.

McKinleyville Municipal Advisory Committee:

The primary purpose of the McKinleyville Municipal Advisory Committee (MMAC) is to provide a consistent forum for the public to hear about and advise the Planning Commission and ~~board~~-Board of ~~Supervisors on~~ local community issues.

The MMAC is tasked with gathering input from the community and commenting on matters of concern which relate to county services provided to the greater McKinleyville area, including but not limited to public works, health, safety, welfare and public financing. The MMAC is to review, comment and provide advisory recommendations to the Planning Commission and the Board of Supervisors on proposed zoning amendments, and general plan petitions and amendments located within the McKinleyville planning area related to conformance with the McKinleyville community plan. The MMAC will also discuss and provide input on long-range planning issues.

The MMAC is comprised of seven ~~volunteers~~-appointees who reside, own property or conduct a business in the greater McKinleyville area. Five of the MMAC committee members are appointed by the County Board of Supervisors and two are representatives of MCSD. The MCSD Board President will appoint a Director to serve as a member for the MMAC annually, ~~and the General Manager serves on the committee as well.~~ An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings matters of relevance to the District. The MMAC meet once a month on the last Wednesday at 6:00pm at the Azalea Conference Center, 2275 Central Ave, McKinleyville.

Commented [CalTrout1]: I am sure you will get much better edits on this section than I provide, and mine are just from my memory, so if there is a conflict in what I say, it's likely my own lack of knowledge.

Cornerstone Committee:

The primary purpose of the Cornerstone Committee is to create community awareness and support for the McKinleyville Teen Center. The committee is a collaboration of MCSD and the Boys & Girls Club of the Redwoods, comprised of a representative from the Board of Directors and at least one staff member from each organization. The MCSD Board President will appoint a Director to serve as a member for the Cornerstone Committee annually. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings. The committee meets on an "as needed" basis.

Groundwater Sustainability Committee:

The primary purpose of the Groundwater Sustainability Committee is to help create a framework for sustainable, local groundwater management, in response to AB 1739, SB 1168 and SB 1319 signed by Governor Brown in September 2014, allowing local agencies to tailor groundwater sustainability plans to their regional economic and environmental needs. The legislation applies to groundwater basins designated as medium- or high-priority by the California Department of Water Resources. Humboldt County has one medium-priority basin (Eel River Valley) and no high-priority basins.

The committee was formed in October 2015 to guide the local response to the Sustainable Groundwater Management Act. The MCSD Board President will appoint a Director to serve as a member for the Groundwater Sustainability Committee annually. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings. The committee meets on an "as

needed” basis at the University of California Cooperative Extension office located at 5630 South Broadway, Eureka.

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2017

TYPE OF ITEM: **ACTION**

ITEM: E.5 **Consider Approval of Recommended Changes to the McKinleyville Community Services District Rules and Regulations Rules 41.05a, 42.05 and 43.04**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

Staff recommends that the Board review the information provided, discuss, take public comment, air questions, and approve the recommended changes the McKinleyville Community Services District Rules and Regulations Rules 41.05a, 42.05 and 43.04 pertaining to the use of our parks system.

Discussion:

Given recent increases in problematic behaviors in our Parks system (vandalism, camping, belligerent conduct while under the influence of alcohol or drugs) and based upon suggestions made to Parks Maintenance staff in discussions with local law enforcement personnel, Staff and the Recreation Advisory Committee recommends the following changes to the MCSD Rules and Regulations pertaining to the use of our Parks System:

Rule 41.05a currently states:

Rule 41.05. CONDUCT - ALCOHOLIC BEVERAGES

- (a) Patrons may use alcoholic beverages with meals in designated areas at recreation and parks system facilities, provided they conduct themselves in an orderly manner;

Staff is proposing the following change:

Rule 41.05. CONDUCT - ALCOHOLIC BEVERAGES

- (a) Patrons may use alcoholic beverages with meals in designated areas at recreation and parks system facilities, provided a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit have been secured and provided they conduct themselves in an orderly manner;

Rules 42.05 and 43.04 regarding use of Pierson Park and Hiller Park currently state:

OVERNIGHT USE PROHIBITED - All events shall conclude at 10:00 p.m.

Sunday-Thursday and at Midnight on Friday and Saturday. Overnight use is

prohibited unless a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit are first obtained from the District.

Staff is proposing the following change:

OVERNIGHT USE PROHIBITED – there is to be no camping or loitering on the park grounds or structures between sunset and sunrise unless a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit are first obtained from the District.

The proposed changes to Rules 42.05 and 43.04 are in alignment with existing rule 41.07 which addresses hours of use for the entire park system and currently states:

Rule 41.07. OVERNIGHT USE PROHIBITED - there is to be no camping or loitering on the grounds or in public buildings or structures between sunset and sunrise unless a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit are first obtained from the District.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

Not applicable

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – Resolution 2017-26

RESOLUTION 2017 - 26

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MCKINLEYVILLE COMMUNITY SERVICES DISTRICT AMENDING THE RULES AND REGULATIONS RULE 41.05a CONDUCT-ALCOHOLIC BEVERAGES, RULE 42.05 AND 43.04 OVERNIGHT USE PROHIBITED AT PIERSON PARK AND HILLER PARK

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

WHEREAS, the Board has determined that rules and regulations should reflect District expectations regarding behavior and use of District facilities; and

WHEREAS, the District has determined that certain rules are contradictory and/or no longer supporting expected behavior; and

WHEREAS, the Board may revise and/or change rules and regulations as deemed necessary by Board action; and

WHEREAS, the amended Rules and Regulations will be duly accepted for implementation effective on December 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 41.05. CONDUCT - ALCOHOLIC BEVERAGES

- (a) Patrons may use alcoholic beverages with meals in designated areas at recreation and parks system facilities, provided a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit have been secured and provided they conduct themselves in an orderly manner;

Rule 42.05. OVERNIGHT USE PROHIBITED - there is to be no camping or loitering on the park grounds or structures between sunset and sunrise unless a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit are first obtained from the District.

Rule 43.04. OVERNIGHT USE PROHIBITED - there is to be no camping or loitering on the park grounds or structures between sunset and sunrise unless a Special Event Reservation Form and Permit or Community Event Reservation Application and Permit are first obtained from the District.

ADOPTED, SIGNED AND APPROVED at a duly called meeting of the Board of Directors of the McKinleyville Community Services District on November 1, 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

November 1, 2017

TYPE OF ITEM: **ACTION**

ITEM: E.6 **Consider Approval of McKinleyville Community Services District (MCSD) and Kennedy/Jenks (K/J) Consultants Contract Amendment #10 for Construction Management (CM) Services for the Wastewater Management Facility (WWMF) Improvement Project and Authorize General Manager to Approve the Extension**

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

TYPE OF ACTION: **Roll Call Vote**

Recommendation:

1. Staff recommends that the Board review the information presented, take public comment, and
2. Authorize General Manager to accept the contract Amendment #10, **Attachment 1**, and
3. Authorize a budget modification of \$142,080 plus a 10% contingency for a total of \$156,288.

Discussion:

K/J submitted a request for additional funds in order to complete Construction Management Services for the WWMF Improvement Project. The initial contract between K/J and MCSD was \$1,293,812 for CM and Post Construction Services. Due to weather and construction delays by the Contractor, K/J exceeded the amount of effort defined in the original contract.

Contract Amendment #10 also includes additional costs for extra training and additional assistance producing Standard Operating Procedures.

Alternatives:

Staff analysis consists of the following potential alternative

- Take No Action

Fiscal Analysis:

The Contract Amendment amount is \$142,080. A Budget amendment is necessary as this amount exceeds the contingency of the original contract. Due to language included in the bid documents all expenses incurred due to this Contract Amendment will be reimbursed by the General Contractor in liquidated damages.

Environmental Requirements:

Not applicable

Exhibits/Attachments:

- Attachment 1 – McKinleyville Community Services District and Kennedy/Jenks Consultants Contract Amendment #10

**McKinleyville Community Services District and
Kennedy/Jenks Consultants, Inc.**
Contract Amendment

K/J Project No. 1368004*01

AMENDMENT NO. 10 TO AGREEMENT FOR CONSULTING SERVICES
BETWEEN KENNEDY/JENKS CONSULTANTS, INC.
AND MCKINLYVILLE COMMUNITY SERVICES DISTRICT
FOR WASTEWATER MANAGEMENT FACILITIES IMPROVEMENT PROJECT

THIS AMENDMENT NO.10 is made and entered into on this 25th day of October 2017 to the Agreement for Consulting Services dated 15 January 2013 hereinafter referred to as "AGREEMENT", between Kennedy/Jenks Consultants, Inc., a California corporation, hereinafter referred to as "CONSULTANT", and McKinleyville Community Services District hereinafter referred to as "CLIENT", for the Wastewater Management Facilities Improvement Project hereinafter referred to as "PROJECT".

RECITALS:

WHEREAS, CLIENT is authorizing CONSULTANT to perform additional or amended services as set forth herein; and

WHEREAS, CLIENT and CONSULTANT agree to revise the PROJECT as follows: CONSULTANT to provide additional engineering services during construction resulting from longer than anticipated construction period. The date of final construction completion is projected to be extended from the original date of May 31, 2017 to November 30, 2017.

NOW, THEREFORE, CLIENT and CONSULTANT agree to amend the AGREEMENT as follows:

Scope of Services: The Scope of Services in the AGREEMENT is amended as follows:

The following tasks are those that are most affected by the extended construction period or that have additional scope beyond that contained in the AGREEMENT or subsequent amendments.

Task B.9: Construction Period Services

Task B.9.1. Project Management during Construction

CONSULTANT to continue to provide additional project management as described in the AGREEMENT (or as modified by previous amendments) for the additional time required due to the longer than anticipated construction period.

Task B.9.3 Respond to Contractor's Requests for Information

CONSULTANT to continue to respond to Contractor's Requests for Information as described in the AGREEMENT (or as modified by previous amendments) for the additional time required due to the longer than anticipated construction period.

McKinleyville Community Services District and Kennedy/Jenks Consultants, Inc.

Contract Amendment

Task B.9.5. Change Order Preparation

CONSULTANT to continue to represent the CLIENT in negotiating change orders with the Contractor as described in the AGREEMENT (or as modified by previous amendments) for the additional time required due to the longer than anticipated construction period.

Task B.9.6. Submittal Review

CONSULTANT to continue to review, track, and route submittals as described in the AGREEMENT (or as modified by previous amendments) for the additional time required due to the longer than anticipated construction period.

Task B.9.7. Onsite Construction Management

CONSULTANT to continue to provide onsite construction management services as described in the AGREEMENT (or as modified by previous amendments) for the additional time required due to the longer than anticipated construction period.

Task B.9.9. Review and Approve Contractor's Monthly Pay Requests

CONSULTANT to continue to review and comment on Contractor's monthly pay requests as described in the AGREEMENT (or as modified by previous amendments) for the additional time required due to the longer than anticipated construction period.

Task B. 9.10. Train District Operations Staff

CONSULTANT to provide two additional training classes (4 hours per day on 2 consecutive days) by a Certified Grade V Operator. Each additional day of class room sessions is to be followed by training in the field within the new plant facilities. Total training time is thus increased to 4 days.

Task B.10. Post-Construction Services

Task B.10. Prepare Operations and Maintenance Manual

In addition to the services described in the AGREEMENT (or as modified by previous amendments), CONSULTANT will provide up to 40 hours of professional effort to develop standard operating procedures (SOPs) that are to be incorporated into the electronic operations and maintenance manual.

Schedule: CONSULTANT is authorized to proceed with the modified Scope of Services effective on the date of this Amendment. The modified Scope of Services shall be completed by May 30, 2018.

**McKinleyville Community Services District and
Kennedy/Jenks Consultants, Inc.
Contract Amendment**

Compensation: Compensation for the services provided under this Amendment shall be calculated on the same basis as in the AGREEMENT unless explicitly modified by this or previous amendment(s). Compensation for the services performed under this Amendment is \$142,080 which increases the total compensation under the AGREEMENT for Construction and Post Construction Services from \$1,293,812 to \$1,435,892.

Compensation for Construction and Post Construction Tasks will be adjusted as follows:

Task	Compensation	
B.9: Construction Phase Services		
B.9.1: Project Management during Construction	\$81,969	\$88,749
B.9.2: Preconstruction Meeting	\$10,466	\$6,768
B.9.3: Respond to Contractor's Requests for Information	\$82,430	\$89,016
B.9.4: Process Substitution Requests	\$11,820	\$0
B.9.5: Change Order Preparation	\$12,220	\$14,006
B.9.6: Submittal Review Processing	\$88,100	\$145,238
B.9.7: Onsite Construction Management	\$718,980	\$822,311
B.9.8: Materials Testing and Special Inspection	\$69,292	\$65,943
B.9.9: Review and Approve Contractor's Monthly Pay Requests	\$18,940	\$3,468
B.9.10: Review Construction Schedule	\$17,000	\$6,128
B.9.11: Prepare Record Drawings		\$19,400
B.9.12: Project Startup and Contract Closeout		\$16,200
B.9.13: Train District Operations Staff	\$15,220	\$25,120
B.10: Post-Construction Services		
B.10.1: Prepare Project Performance Certification Report		\$14,180
B.10.2: Prepare Operations and Maintenance Manual	\$96,085	\$104,885
B.10.3: Update District's SEMS Asset Register	\$21,510	\$14,480
Total	\$1,293,812	\$1,435,892

Where CONSULTANT has provided CLIENT with a breakdown of total compensation into phases and/or tasks, such breakdowns are estimates only. CONSULTANT may re-allocate compensation between phases and/or tasks, provided total compensation is not exceeded without the approval of the CLIENT.

All other terms and conditions of the AGREEMENT and any amendments thereto remain unchanged.

McKinleyville Community Services District and Kennedy/Jenks Consultants, Inc.

Contract Amendment

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date first above written.

KENNEDY/JENKS CONSULTANTS, INC.

McKINLEYVILLE COMMUNITY SERVICES DISTRICT

Signature: 

Signature: _____

Printed Name: Charles L. Wright Jr.

Printed Name: _____

Title: Staff Supervisor

Title: _____

Date: October 25, 2017

Date: _____

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2017

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

***Due to unforeseen circumstances, the October 2017 Support Services Report will be presented with November's Report at the December 7, 2017 meeting.

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2017

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

Water Department:

Water Statistics:

The district pumped 44.1 million gallons of water in September. Seven water quality complaints were investigated and rectified. Daily, weekly and monthly inspections of all water facilities were conducted.

Double Check Valve Testing:

Annual routine testing was conducted on Route 16 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 2.1 million gallons and the average usage per day was 1.5 million gallons.

Water Distribution Maintenance:

Weekly Bacteria Samples were collected on Schedules 3,4,5 and 6 which represent different locations in the water distribution system. The schedules are made up of a sample taken in each pressure zone. The meter replacement program is in process and is on schedule to finish this year. The entire system is approximately 90% completed. A new service was installed on Anderson along with a service being lowered on Visser Court to meet grade.

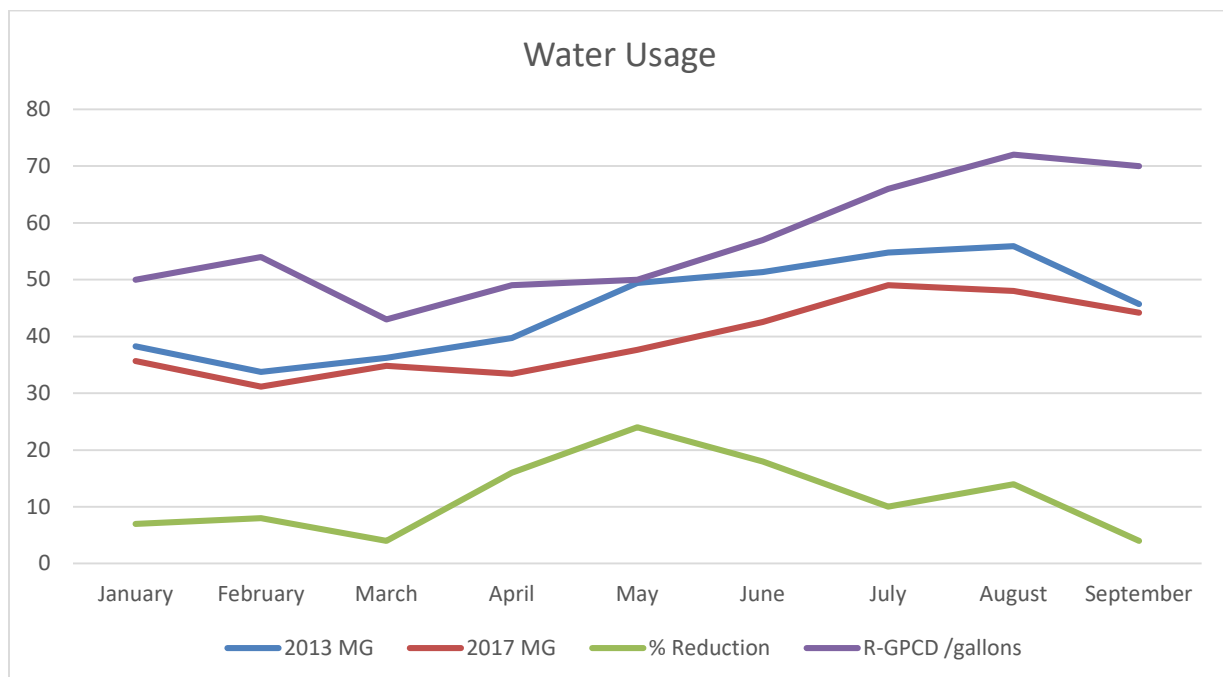
Water Station Maintenance:

Monthly inspections and daily routines were conducted at the water stations. Site mowing and clearing took place at several water R.O.W.'s and stations. The annual Public Water Inspection was conducted by the State Water Resources Control Engineer. He found a couple small items that he wanted modified. Other than that, it went very well. The engineer climbed all tanks and inspected reports, along with data collection.

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.

	2013	2017	% Reduction	2017 Recycled	R-GPCD
January	38.241	35.670	7	0	50
February	33.751	31.146	8	0	54
March	36.244	34.828	4	0	43
April	39.755	33.414	16	0	49
May	49.407	37.628	24	8.7	50
June	51.337	42.539	18	19.2	57
July	54.757	49.038	10	17.8	66
August	55.908	47.995	14	14.7	72
September	45.702	44.179	4	14.8	70

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



R-GPCD = Residential Gallons Per Capita Day

New Construction Inspections:

Grocery Outlet; The water main crossing Central Avenue was completed along with the hydrant install at the property line. No testing has been conducted yet. Fawn Meadows; Water main and services have been installed on Dogwood. The sewer laterals were connected to the existing Sewer Main on Dogwood. Waiting for PG&E to complete their installation before testing can be done.

Sewer Department:**Waste Water Statistics:**

24.7 million gallons of wastewater were collected and pumped to the W.W.M.F. 19.3 million gallons of wastewater were treated and discharged to land disposal or reclamation in September.

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

Sewer Station Maintenance:

Monthly inspections and daily routines were conducted on all sewer stations. Staff has spent numerous hours prepping and painting the Fischer Ranch house along with replacing windows and trim rot.

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 manhole was grouted and repaired to eliminate infiltration during the winter months. This manhole was postponed for repairs to allow the groundwater to drop so that the repair would cure and hold.

Wastewater Management Facility:

The monthly Chlorine Contact Chamber wash down was completed using high pressured water through fire hoses. An RPP was installed at the treatment plant to protect the potable water that served the bathrooms from the treated water. A lot of staff time has been consumed for training on equipment and process for the WWMF upgrade.

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. Wells will be used to monitor the uptake of each tree species. Pipe was moved to allow for mowing.

Street Light Department:

No streetlight complaints were reported in September.

Promote Staff Training and Advancement:

Weekly tailgate meetings and training associated with job requirements. Staff received several days of WWMF training as new equipment was installed and tested. Staff members attended Water system training to get educated and to accumulate contact hours needed to retain certifications.

Special Notes:

Tractors, Dump Truck and Vac-con received their monthly service.
Monthly river samples were completed.
Monthly Self Monitoring Reports (DMR/SMR) were submitted.
Public Water Monthly Monitoring report was submitted.
Monthly Water Quality report was sent to the Dept. of Health.
Monthly Pesticide applicator report was submitted to Department of Agriculture.
A meeting was held with Little League to discuss future requests.
A meeting was held with GHD to discuss Grant project scopes.
Had a meeting with GHD to Discuss the Digital Control Upgrade project.
A meeting was held with Willdan to discuss the Pipe Rehabilitation Project.
A meeting was conducted to discuss Succession Planning.

WWMF upgrade status:

Aquality has been hired by Auburn to start the new plant process. At this time, Aquality is trying to dial in the process to complete the acceptance testing. The upgrade is near completion. Auburn is working on punch list items at this time and should be off site by the first week of November. A commissioning ceremony is scheduled. System integration is in process and will develop as equipment is tested. Staff has been attending training on running the new plant and will continue to train as progress takes place. The time lapse camera footage is still being collected and will continue through the construction phase. Weekly meetings have been held to discuss progress and scheduling.

Water and Sewer Mainline Rehabilitation Master Plan:

GHD has completed the needs assessment for both the water distribution and wastewater collections systems. They have developed detailed engineering cost estimates for the replacement of the entire water distribution and wastewater collection systems, as well as discreet portions of the wastewater system. The detailed engineering cost estimates were provided to Willdan Financial Services, along with District financial data. Willdan has also completed their financial analysis looking at how to fund the water and sewer collection system replacement, and the potential impacts to the water and wastewater rates if each of these systems were replaced in its entirety in a 50-, 75- or 100-year period.

The write-ups of the Master Plan documents have been completed and Draft copies of both Master Plans were provided to District Staff for review. District's comments will be incorporated into the document and a Final Draft copy will be submitted for review by District Staff and Board. I anticipate that a Final Draft copy will be submitted to the District for review in early November.

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. Gutters were cleaned at the Activity Center. Drains were cleared at the Azalea Hall along with pumping the grease trap. Banners were hung along Central for the Homecoming Parade. The fan switch was replaced at Azalea Hall due to fan speed not working. The French drain was modified at the Hiller Sports Site Babe Ruth field to help direct water off the field. Irrigation pipe and sprinklers were repaired at Pierson Park. The Teen Center 11-month inspection was conducted, a punch list was developed and forwarded to the contractor to schedule repairs. The contractor has scheduled to make repairs. Staff has been conducting interviews for the Parks Maintenance Worker opening.

GIS:

MCSD Plans and Programs

Updated MCSD Emergency Bloodborne Pathogens Safety Plan: Reviewed regulations set by Fed/Cal OSHA, reviewed MCSD plan and requirements, no updates required.

Updated Plans and Programs binder, log, table of contents.

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.

Maps Completed/General GIS

Remedied issues with Topcon GPS unit and transferred WWMF points into ArcMap.

Created maps, coordinates, and excel spreadsheet for Kennedy/Jenks.

Created map for square footage of Playable areas for Little League at Hiller Sports Site.

Updated site maps for Letz and Fischer stations.

Created multiple maps for USAN.

Created multiple miscellaneous maps for MCSD (Parcel maps, contractor maps, etc)

Misc. Work Completed

Weekly Safety meetings.

Vehicle inspections.

Continued researching grants for water, sewer, and/or streetlights.

Service Orders/Lock list.

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2017

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **None**

TEEN & COMMUNITY CENTER:

Boys & Girls Club of the Redwoods Teen Club in McKinleyville is serving an average of 41 youth each day. Total membership for the year has reached 212 members.

Staff continue to meet with the BGCR Teen Club Site members regularly to ensure adequate information sharing and exchange in regard to programs as well as shared facility use. Staff of both organizations also continue to explore collaborative event offerings as well as fundraising opportunities to support teen programs and activities.

Staff from both organizations are planning a Family Laser Tag night which will take place on Saturday, November 11, 2017 from 6:00pm-9:00pm at the McKinleyville Activity Center and Teen & Community Center. Teams can sign up for 3 games for \$25. BGCR is taking sign-ups online and will also be accepting them at the door the night of the event. Additionally, staff from BGCR and MCSD have been meeting with 6 Rivers Brewery owner, Talia Clare, to plan and coordinate a large community event that we hope will become an annual fundraiser for the McKinleyville Teen Club, a Beer and Wine Festival to be held at Pierson Park on Saturday, April 21, 2018.

McKinleyville Middle School Art teacher and students are still working on the completion of the donor tree. The project has proven to be more challenging than originally expected. When the installation is complete we will host an art show and reception highlighting not only the donor tree, but also other student art work displayed in the building.

RECREATION ADVISORY COMMITTEE:

The Recreation Advisory Committee met on Thursday, October 19, 2017. The notes from that meeting are attached as Attachment 1.

RECREATION PROGRAM UPDATES:

- *Playgroup—consistently welcomes 20-30 families per day. Staff are planning a Christmas event for families to have a photo with Santa and participate in a Christmas Craft on December 16th. This event will be free to participate, however donations to support the purchase of new Playgroup toys will be solicited and gratefully accepted*
- *Kids Club After School Program—Is serving 90 kids per day. K-2 grade is full on Monday and Tuesday each week. Wed.-Fri. has 3-4 openings per day. The 3rd-5th Grade site at Morris has been busy this fall filling the Morris Elementary School Garden. (see pictures below)*

- Jiu Jitsu—*Fall session began this week and is serving 10 youth ages 5-13*
- Tot-Letics—*just finished the fall session of Basketball, Soccer will begin in January*
- Drop in Pickleball—*Currently running Wednesday mornings and Friday evenings averaging 8-12 participants*
- Drop in Basketball—*Consistently drawing 20-25 participants every Sunday Evening*
- Youth Basketball League—*Registration is currently open. We are also soliciting team sponsors and coaches for the 2018 season.*
- Jr. High Dance—*the next Jr. High Dance will be held on Friday, November 17, 2017. Tickets are currently on sale for \$12 per ticket. The ticket price will go up to \$15 the week of the dance (Monday, November 13th)*

OTHER UPDATES:

- Staff has been contacted by the Safe Routes to School Program regarding grant funds the Healthy Communities Division of County Public Health has received to provide pedestrian and bicycle safety, education and encouragement activities to local schools, after school programs and summer programs. We will be working with county staff to coordinate these activities in our programs over the coming months.
- Staff continues to work on collecting data to inform the Parks & Recreation Master Plan update. Community Workshops for gathering input as well as stakeholder meetings will be scheduled over the next 5 months.
- There will be a new leisure class beginning on November 13, 2017, an introductory Pickleball class for adults and/or families, meaning, youth age 11 and older can participate if registered with a parent or caregiver. The class will run Mondays 5:30pm-7:30pm for six weeks and the fee is \$50 per participant.
- Staff have been working to create Dog Park awareness by rewarding dog park patrons for following Dog Park rules with a Caught Being Good campaign. The winner of the first quarter "Caught Being Good" drawing is Andre Lehrer. He won a \$25 gift certificate to A&L Feed.

Attachments:

- Attachment 1 – RAC Meeting Notes 10-19-2017

Photos of Morris Kids Club Garden Club:



Thursday, October 19, 2017

6:30pm

Recreation Advisory Committee Meeting

NOTES

Members Present: Bill Prescott, David Coelho, Johnny Calkins, Charlie Caldwell, Jeff Dunk, Chad Sefcik , David Couch,

Members Absent: John Kulstad, Addison O'Hanen,

Guests: Carl Kester, Abbie Ferguson, Natasha Ferguson, David Ferguson (all of Redwood Empire BMX)

Meeting Notes:

Communications:

- Staff reported that as of yet no one has submitted a letter of interest for the RAC vacancies, and currently still accepting applications for Park Maintenance Worker

Public Comment:

- Member D. Coelho reported hearing request from public for fragrance free soap in our facilities.
- Member J. Dunk reported speaking to an enthusiastic and grateful Dog Park patron.

BMX Presentation

- Carl Kester, President of Redwood Empire BMX, presented the current situation of Redwood Empire BMX's home track at Redwood Acres Fairgrounds. Rent has quadrupled over the last couple of years and Redwood Empire is seeking out other possible locations for housing their track.
- C. Kester gave a description of the races and programs run by Redwood Empire BMX
- The feasibility of hosting the track in McKinleyville on District property was discussed. Redwood Empire's existing track requires a minimum of 3 acres. An additional 2-3 acres would be required to accommodate parking for racing events. In order for a track to be placed at the property at Washington and School Rd. an agreement for the property owned by the McKinleyville Union School District would also need to be in place.
- Staff advised those present that if Redwood Empire BMX wanted to make a formal request to MCSD for the purposes of creating a BMX track on District property, it would behoove them to do get support of the community, specifically the residents living in the neighborhood nearest the desired location of the track.

McKinleyville Little League

- No representatives from McKinleyville Little League attended the meeting.
- Staff gave a summary of the meeting that occurred between MLL representatives and District Staff on October 2, 2017 and explained that next steps would involve meeting with MLL representatives to discuss and negotiate the HSS agreement for 2018.

Master Plan Update Process:

- Staff outlined plan to conduct stakeholder meetings and community input workshops to gather input for the Master Plan over the months of November 2017 through February 2018

Park Rules Changes to MCSD Rules and Regulations

- Staff presented the proposed changes and discussed the motivations for making the changes. The committee discussed the complexities of the social issues and the problematic behaviors being exhibited in our community's parks and open spaces
- Chad Sefcik moved to recommend the changes to the MCSD Board of Directors. Jeff Dunk seconded, motion passed with unanimous ays.

Recreation Program Updates:

- Playgroup—*consistently welcomes 20-30 families per day. Staff are planning a Christmas event for families to have a photo with Santa and participate in a Christmas Craft on December 16th*
- Kids Club After School Program—*Is serving 90 kids per day. K-2 grade is full on Monday and Tuesday each week. Wed.-Fri. has 3-4 openings per day.*
- Jiu Jitsu—*Fall session began this week and is serving 10 youth ages 5-13*
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- Drop in Basketball—*Consistently drawing 20-25 participants every Sunday Evening*
- Youth Basketball League—*Registration is currently open. We are also soliciting team sponsors and coaches for the 2018 season.*

Review of Actions at Last MCSD Board mtg.:

- Staff reviewed the approval of the Right of Entry Agreement between HSPC and MCSD

AdHoc Committee Reports:

- Hewitt Ranch—no report
- Skate Park—ROEA was approved. HSPC is moving into redesign right away, intending to bring cost of construction down and accommodate the needs for the LEF expansion.
- School and Washington Property—Chad Sefcik reported that it looks good
- River Property—no report
- Fischer Ranch Estuary project—a presentation to the MCSD Board was given at the October Board meeting.
- BMX—(discussed as part of regular agenda)

Agenda Items for October Meeting:

- McKinleyville Little League
- Parks & Recreation Master Plan Update process
- Quimby fund review
- NO Smoking in the Parks

Adjournment:

- Moved by J. Calkins, 2nd J. Dunk
- Adjourned at 8:12pm

McKinleyville Community Services District

BOARD OF DIRECTORS

November 1, 2017

TYPE OF ITEM: **INFORMATION**

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

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

TYPE OF ACTION: **Information Only**

A summary of activity for the month of October 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:

- | | |
|---|---------|
| • Kid's Club Garden Supply Donations | \$250 |
| • Installation of Backflow Prevention at WWMF for Improvement Project | \$280 |
| • Sewer Manhole rehabilitation | \$480 |
| • Repair Azalea Hall Exhaust Fan | \$180 |
| • SWAP | \$5,336 |
| • Caltrans Road Crew | \$1,392 |
| • Northern Humboldt Employment Services | \$2,484 |

Total cost savings for **October** are \$10,402

The cumulative cost savings for the District to date from July 1, 2017 is \$58,776

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.

Sewer Lift Station Emergency Generator Replacement Project – We received funding approval from the Hazard Mitigation Grant Program. This is a federal grant program through Homeland Security/ FEMA. The \$206,918 grant will cover 75% of the \$276,000 project. The Fischer and Letz Sewer Lift Station emergency generators have been in service since the stations were commissioned. The new generators will be much more reliable, efficient and produce fewer emissions. This grant funding effort would not have been possible without James, his staff and Rebecca Crow from GHD Consulting satisfying the significant requirements.

Water and Wastewater Mainline Upgrade, Replacement and Rehabilitation Facility Plan – Staff is in possession of the draft final reports for Phase 1 for both the water and sewer system. The report consists of an engineering section and financial section that will be reviewed and comments provided back to the consultants. Staff plans to bring the Plan to the board for review and a presentation during the December Meeting. The financial impact of the rehabilitation and replacement program will then be able to be considered for the Board during the rate setting process which will be part of Phase 2.

NPDES Permit Renewal – The Title 22 Engineer's Report Professional Services Agreement was executed by both parties and the effort to conduct the study will be underway in the coming weeks. We will be conducting a kickoff meeting in the very near future to discuss the coordination of information or staff will be responsible to provide.

Emergency Operations Plan (EOP) – The EOP Planning team conducted a first level training with two Operations Department staff, one Support Services staff and one Park and Recreation staff member. The EOP Planning team is training in small groups to ensure participants are engaged in the learning and that excessive time is not taken away from regular work responsibilities. Their next training is scheduled for the last week in November, once they get all staff thru level 1 training, they will do a 2nd level with more intensive and hands on problem solving in filling of roles and completion of forms. The EOP is a critical part of disaster preparedness for our staff and I commend them on their dedication to the process.

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. A significant amount of work took place in October. Testing of all systems continued while the final paving, piping, mechanical and electrical work was completed. The painting crew is still on site along with the cleanup crews and skeleton crew of tradesmen who are conducting punch list items. The treatment process still has not met all the criteria to satisfy the 30-Day Biological Testing. The subcontractor responsible for the biological process continues to make adjustments to bring the plant into compliance with the design criteria. MCSD Operations staff continue to participate in shadowing and training for the new systems and biological processes.

Digital Control, SCADA and Telemetry Upgrade Project – The radio survey was completed and staff awaits the official report of findings. During our latest design status meeting the consultant reported that the results were favorable and met the design team's expectations.

CSDA Chapter Planning Meeting – We are still waiting on a response from CSDA on the Humboldt Area Chapter By-Laws. At our October 2nd meeting we discussed the CSDA Annual Conference, the status of the draft Chapter By-Laws, meeting structure, election of officers, consideration of different times, dates and locations for the meeting and status of the Resolutions of Support from the Chapter membership.

Off Channel Coho Habitat Project – The design team received word that funding for the permitting portion of the project has been approved but the official funding agreement is pending. Humboldt County Office of Education in partnership for Redwood Community Action Agency are developing a Quest for the Mad River Estuary on the bluff adjacent to the Habitat Project. The Quest is an educational opportunity for our youth that is currently in design and we can expect to see a 65% design within the next month or two. There currently is a regional map that is going to be reprinted soon that shows the locations of all the Quests and the Mad River Estuary location will be marked with a Coming Soon! indicator. The implication for MCSD is that the property is likely to have increased visitation with the added educational amenities.

Succession Planning – The GM and Department Heads are in possession of their Independent Succession Planning Worksheets and have been tasked with completing them by the first week in November. Upon review by the GM they will be forwarded to the consultant for review before we meet to discuss and proceed to the next part of the process.

Meetings – The General Manager attended various meetings the month of October including various phone conferences for his CSDA commitments.

Exhibits/Attachments

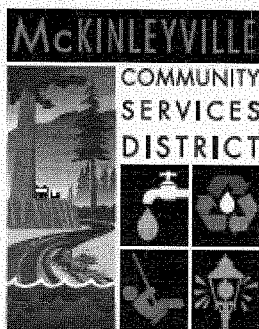
- Attachment 1 – WWMF Monthly Self Monitoring Report

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
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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

September 26, 2017

RE: MONTHLY MONITORING REPORT

Dear Justin:

Enclosed is the Monthly Monitoring Report for September 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 22 days to Discharge Points 002, 003, 004, 005, and 006. The required monitoring and water quality constituents that were tested and reported were in compliance in September other than one exceedance on the Weekly Total Coliform.

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

The requirement for TSS is 83 mg/L, for the monthly average with five weekly tests in September which represent one criteria. The TSS results for September 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 September 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 September are as follows. Median was <1.8 and a Maximum of 15. Four samples were collected in the month of September and were in compliance.

Monthly River Monitoring was conducted in September.

WWMF Upgrade Status: Upgrade is near completion. Contractor is currently working on punch list items along with trying to dial in the plant. Aquality has been contracted by Auburn to get the process to perform according to specifications. They have modified to run all treatment through 1 aeration basin instead of 2 due to the influent not having enough food source to feed two basins. Weekly meetings have been conducted with District staff, contractors, engineers and the project manager. Contractors have 521 days to complete the project. They will be running over on the completion date and now have projected to be completed by first week of November 2017.

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

SEPTEMBER 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	0.823	0.958	1093		0.458	0.329	0.042	0.129		0.500	0.000
2	0.836	0.726	588		0.726					0.000	0.000
3	0.848	0.617	437		0.617					0.000	0.000
4	0.713	0.634	451		0.634					0.000	0.000
5	0.826	0.270	460		0.270					0.000	0.000
6	0.832	0.000	0							0.000	0.000
7	0.818	0.395	1153		0.395					0.000	0.000
8	0.810	0.272	740			0.192	0.080			0.272	0.000
9	0.838	0.000	0							0.000	0.000
10	0.907	0.000	0							0.000	0.000
11	0.829	0.000	0							0.000	0.000
12	0.821	0.000	0							0.000	0.000
13	0.828	1.170	1468			0.735	0.248	0.120	0.067	1.170	0.000
14	0.824	1.735	1406			1.302	0.241	0.124	0.068	1.735	0.000
15	0.800	1.751	1499			1.401	0.137	0.142	0.071	1.751	0.000
16	0.833	1.590	1171			1.590				1.590	0.000
17	0.888	1.673	1198			1.673				1.673	0.000
18	0.849	0.756	1190			0.756				0.756	0.000
19	0.812	0.000	0							0.000	0.000
20	0.842	0.000	0							0.000	0.000
21	0.790	0.000	0							0.000	0.000
22	0.818	0.543	1772		0.543					0.000	0.000
23	0.832	0.858	632		0.858					0.000	0.000
24	0.890	0.848	607		0.848					0.000	0.000
25	0.824	0.796	1158		0.796					0.000	0.000
26	0.806	0.802	1056		0.309	0.394	0.099			0.493	0.000
27	0.804	0.753	1089			0.690	0.063			0.753	0.000
28	0.807	0.784	945			0.719	0.065			0.784	0.000
29	0.794	0.839	1008			0.755			0.084	0.839	0.000
30	0.833	0.587	421		0.587					0.000	0.000
TOTAL	24.775	19.357		0.000	7.041	10.536	0.975	0.515	0.290	12.316	0.000
AVERAGE	0.826	0.645	718	0.000	0.000	0.878	0.122	0.129	0.000	0.411	0.000
MAXIMUM	0.907	1.751	1772	0.000	0.858	1.673	0.248	0.142	0.084	1.751	0.000
MINIMUM	0.713	0.000	0	0.000	0.270	0.192	0.042	0.120	0.067	0.000	0.000
DAYS	30	22		0	12	12	8	4	4	12	0
DAYS WITH NO DISCHARGE = 8											

McKINLEYVILLE COMMUNITY SERVICES DISTRICT
WASTEWATER MANAGEMENT FACILITY
MONITORING DATA

YEAR: 2017

MONTH: SEPTEMBER

DATE		INFLUENT FLOW		EFFLUENT FLOW		EFFLUENT MAXIMUM GPM	RIVER CFS	INFLUENT MONITORING		EFFLUENT MONITORING							3X5 TOTAL COLIFORM	
		M.G.D.	M.G.D.	M.G.D.	M.G.D.			B.O.D. mg/L	N.F.R. mg/L	pH	(C°) TEMP	B.O.D. mg/L	NFR mg/L	AMMONIA	CL₂ RES.	RIVER CL₂ RES		
1		0.823	0.958		1093			330	240	6.7	17.9	2.6	18	7	7.3		<0.1	
2			0.726		588													
3		0.848	0.617		437													
4		0.713	0.634		451													
5		0.826	0.270		460					6.7	18.5			9	9.3			<1.8
6		0.832	0.000		0					ccb shutdown for maintenance								
7		0.818	0.395		1153					6.8	18.8			6	4.4			
8		0.810	0.272		740			280	150	6.7	18.3	ND	16	8	8.7		<0.1	
9		0.838	0.000		0						no discharge							
10		0.907	0.000		0						no discharge							
11		0.829	0.000		0						no discharge	ccb wash						
12		0.821	0.004		103						no discharge	ccb wash						
13		0.828	1.170		1468					6.7	18			8	4.7			<1.8
14		0.824	1.735		1406					6.6	18.3			7	6.7			
15		0.800	1.751		1499			300	260	6.6	18.0	9.9	11	6	5.8		<0.1	
16		0.833	1.590		1171					6.5	18.5				4.7			
17		0.888	1.673		1198					6.6	18.0				4.4			
18		0.849	0.756		1190					6.6	18.5			6	3.1			15
19		0.812	0.000		0					ccb shutdown								
20		0.842	0.000		0					ccb shutdown								
21		0.790	0.000		0					ccb shutdown								
22		0.818	0.543		1772					6.7	17.0			8	3.2		<0.1	
23		0.832	0.858		632							13	6.2					
24		0.890	0.848		607			310	240									
25		0.824	0.796		1158					6.6	16.5			7	6.6			<1.8
26		0.806	0.802		1056					6.9	16.9			6	5.8			
27		0.804	0.753		1089					6.9	16.9			6	5.8			
28		0.807	0.784		945					6.8	16.9			6	5.9			
29		0.794	0.839		1008			420	260	6.8	17.1	11	2.6	6	5.8		<0.1	
30		0.833	0.587		421													

SPILLS:

None to report

DATE	MONTHLY TESTS		BORON
	TDS	AMMONIA	
9/30/2017	310	6.0	280

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

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

30 DAY AVERAGE		BOD mg/L	BOD LBS/DAY	% Removal	NFR	BOD mg/L	BOD LBS/DAY	% Removal	NFR
		6	62	98	13	100	94		

ACUTE TOXICITY

DATE	% Survival
	N/A
	N/A
	N/A

Rainbow Trout
C. dubia

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

Total Coliform	Monthly
Median	<1.8
Daily	Maximum
	15

SIGNATURE: _____

REMARKS:

Indicates Permit Exceedance